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SIMS Accounts Receivable



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1 SIMS Accounting

1.1 Introduction

The SIMS Accounts Receivable program provides an Invoicing/Billing that is tightly integrated with our SIMS automation software, providing an integrated database along with support for dealer and direct billing.

Since the SIMS Accounts Receivable is part of the SIMS for Windows program, you will find references to that program in this document.

Here are some of the advantages of the SIMS Accounts Receivable:

- Provides a direct connection between information from the Monitoring Station and Accounting.
- Billing to dealers's third party subscribers by using SIMS billing codes bypassing the necessity of having a database on these customers.
- Recurring frequencies from 1 day to 99 years.
- Multiple line entries of recurring transactions on each invoice.
- Printing of invoices and statements.
- Dunning or reminder messages based on outstanding amount status.
- Keeps central station personnel updated

with the latest credit status and amounts if desired.

- Individual billing can also be accomplished for those customers that need invoices <or> are direct customers of the central station.
- Multiple levels of discounts may be applied, so that the dealers with more customers can look forward to more cost effective pricing.

Should your central station need more than customer billing, SIMS also provides interfacing into QuickBooks and the Peachtree line of full accounting software packages. Consult with SIMS for information on these interfaces and the SIMS Database Engine to enable custom programming or third party solution to reach inside the SIMS database.

1.2 Initial Setup

In order to setup the SIMS Accounting it is important to follow a basic procedure that allows continued flow into the next setup item. For example, Sales Codes must be setup before the DFLT dealer (a template for the dealer information), and it must be setup before the dealers are migrated from the SIMS II, and the individual dealers must be modified from the Dealer DFLT before the actual Dealers Accounts may be migrated over, etc. Following this procedure will minimize the necessary effort for your accounting setup.

Step #0. Vocabulary

Before anything it is necessary to define a few terms that we will be using in this chapter.

- **Company:** For accounts receivable purposes you need to define companies. Every group (or dealer) from your SIMSII database should belong to a given company. This association between dealers and companies is achieved through the "A/R Company field from the SIMSII Dealer Database (refer to section 5.1.1 of SIMS for Windows user manual)
- **DFLT Dealer:** The default dealer is not a real group. It is a template used within each company to copy the configuration to all the other groups. This makes the data entry

process a lot easier.

- **Source Company:** When creating new companies, you can use any of the already existing companies as a template (source company). Most of the sites use the same basic configuration for all their companies, so this makes it easier to create new companies. In this document we will be using “DEM” as the source company.
- **Accounting Database:** It is very important to understand that the SIMS accounting works by creating its own database. So, when you perform a migration from the SIMSII database to accounting for the first time, you are actually creating a new database.

Step #1. SIMS II Automation Setup

1. You need to make sure that SIMS for Windows is pointing to your SIMSII database. This is accomplished through *System → Edit Registry*. For more details about this procedure, please refer to SIMS for Windows user manual.
2. Now you need to define the path where SIMS for Windows will find the accounting database. This path identification must be performed through *Configure → Disk*.

After the dialog box is presented the selection Accounting Output should be enabled which will then allow entry of the

Accounting Output Drive/Path (see Figure 1). Path selection can again be accomplished by utilizing the browse button adjacent to this field. The basic entry path from the SIMS II to the accounting database is now ready.

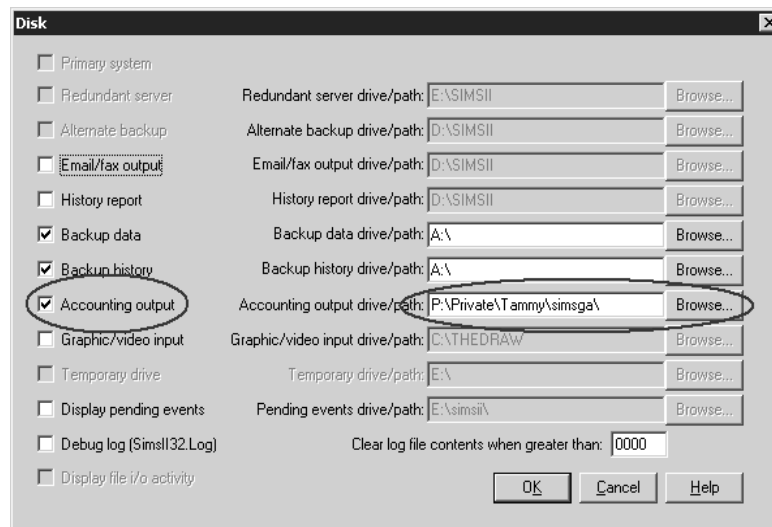


Figure 1 - SIMS II Automation Setup

Step #2. Accounts Receivable Setup

1. Select *Configure* → *Accounts Receivable* → *Accounts Receivable Configuration* . Since this is the initial setup the "DEM" (i.e., demonstration) company will be selected.
2. Click on the *Company* tab (see Figure 2) and select important items such as the *Fiscal Year Begins* (most companies are on a calendar year beginning January 1st and

ending December 31st) and Display Long Years, which is normally enabled.

The screenshot shows the 'A/R Configuration' dialog box with the 'Company' tab selected. The 'Options' section is expanded, and the following settings are visible:

- Date format: A
- Phone/zip style: Y
- Audit log detail level: N
- Password reminder days: 000
- Fiscal year begin: 01 - January
- Program options: (empty)

Two checkboxes are checked: 'Display long years' and 'Use military time'. The 'Display long years' checkbox is circled in red. The 'Fiscal year begin' dropdown menu is also circled in red.

Figure 2 - Accounts Receivable Setup

3. Click on the Integration tab (see Figure 3). Enter the path to the SIMS database on the "Patch to integrated package" field. You can also use the browse button adjacent to the field to enter the path.

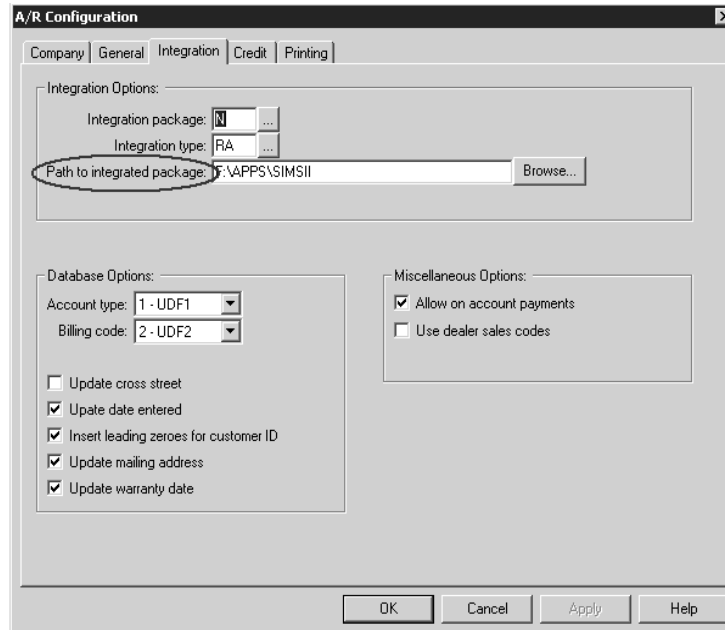


Figure 3 - Accounts Receivable Setup - Integration Tab

4. On the General tab most companies enable “Statement uses adjusted balance”, “Use simple interest for charges”. You might need to enable the option “Sales tax at payment” according to the state law (see Figure 4).

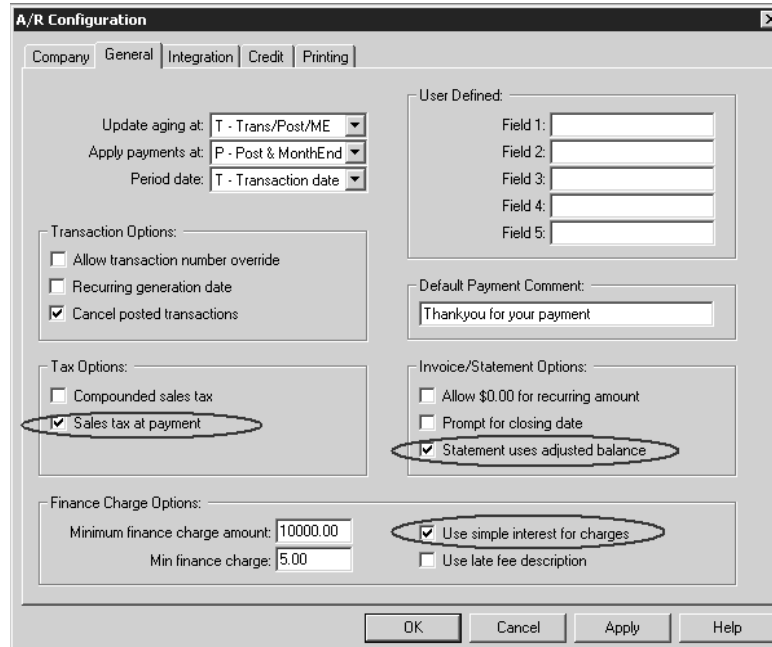


Figure 4 - Accounts Receivable - General Tab

5. On the Credit tab a special explanation may be necessary to understand the Credit Hold Options. This page allows the matching of meanings between the Status Codes defined in Table Maintenance (see page 78) and the Error Screens available within the SIMS II database (see Error title on page 6-18 of SIMS for Windows user manual). Figure 5 shows how status code “+90” (past due by 90 days) is being associated with Error Screen #71.

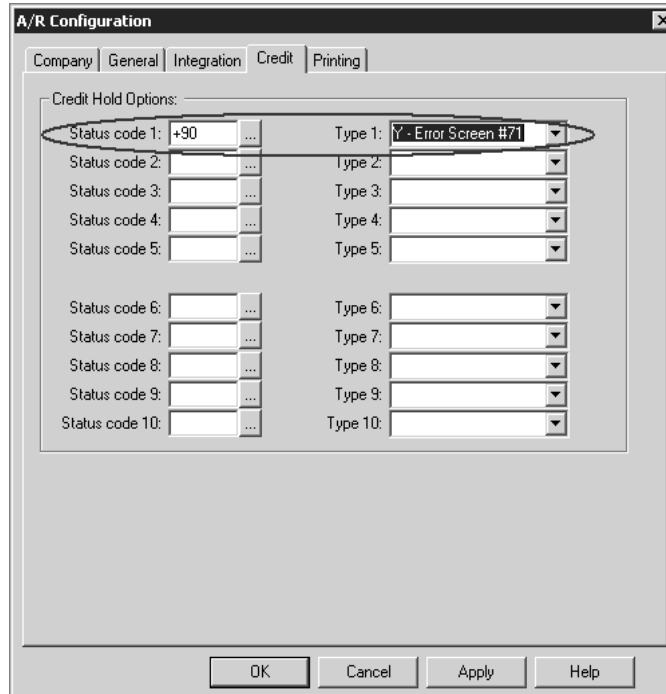


Figure 5 - Accounts Receivable Configuration - Credit Tab

Note that the Account on credit hold field on the Accounting page within the SIMS II database (refer to SIMS for Windows user guide) can have entries of "Y", "N" and "1" through "9".

These selections will then be written back into the SIMS II Account on credit hold field so that ten different credit messages to be displayed inside the SIMS II when performing many functions and can be used to alert operator and service personnel of pending accounting issues with any client.

6. For this initial setup there is no need to make changes on the Printing tab. Default values should be enough by now. Further in the document (see page 130), we will explain more in detail the options available from the Printing tab.

Step #3. Table Maintenance Setup

Go to *Edit* → *Accounts Receivable* → *Table Maintenance*. This will bring the Table maintenance dialog box for the Dealer selected.

This dialog box will allow you to view/edit several tables that play a major role on the setup of the accounting functions.

Initially you don't need to modify any of these tables. As a matter of fact, most entries within Table Maintenance cannot be modified. However, as you gain experience and knowledge of the program, you might need to modify some of these parameters.

Step #4. Sales Code Setup

There are two types of sales codes within the program. Customer Sales Codes and Dealer Sales Codes.

Dealer sales codes are a derivative of the customer ones. This means that any change on the customer sales codes list will be reflected immediately on the dealer sales codes list. As a matter of fact, the program won't allow you to change item descriptions or names from the dealer sales codes list, only pricing.

This is a very important feature, because the program will allow you set up different prices for each dealer. This way, customers from different dealers can have different pricing for the same item.

How to edit the customer sales codes.

1. Go to *Edit → Accounts Receivables → Customer Sales Codes*.
2. A dialog box titled “Select A/R Company” will show up. Use it to select the company which sales codes list you want to edit.
3. Once you have selected the company, a Sales Code Maintenance will appear. This dialog box has two tabs: Codes and Prices. Use the Codes Tab to add, edit, and delete the entry selected. The Prices tab will allow you to define different categories of prices for the sale code. You can edit the name of these categories through *Edit → Accounts Receivables → Table Maintenance* and select “Price Code Desc”.

How To edit the dealer sales codes

(Remember. You cannot edit the dealer sales codes list, just the pricing).

1. Go to *Edit → Accounts Receivables → Dealer Sales Codes*.
2. A dealer search dialog box will show up. Select the company of the dealer you want to edit. Then enter the name of the group you want the sales code to be edited.
3. The Add Dealer Sales Codes dialog box will appear showing a list with the sales codes

for the dealer (see Figure 6). Select the sale code you want to edit, click on the Toggle Selected button and then click the OK button.

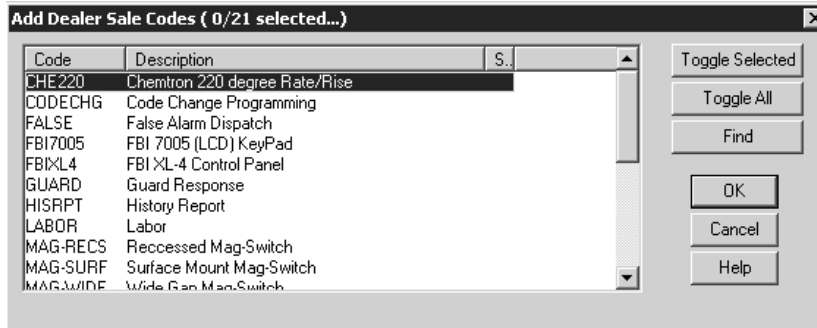


Figure 6 - Dealer Sales Codes

4. Dealer Sale Code Maintenance dialog box will appear. This dialog box has two tabs: Codes and Prices. Use Codes Tab to view current entries on the list. Prices Tab will allow you to define different categories of prices for the sale code. You can edit the name of these categories through *Edit* → *Accounts Receivables* → *Table Maintenance* and select “Price Code Desc”.

Step #5. Tax District Setup

Proper setup of the Tax Districts plays a very important role into the initial setup of the accounting. When done properly, the later requirement of tax payments to various city’s, municipalities, counties and state tax agencies can

be accomplished with minimum effort.

1. Go to *Edit* → *Accounts Receivable* → *Table Maintenance*.
2. Select the Account Receivable Company.
3. Table Maintenance dialog box will show up.
4. Double click on the “Tax Type” item from the list (see Figure 7). The list will expand to show you twenty-six different types of tax application.
5. You can edit the description name of these items according to your own requirements. To do this, enter a new description on the “Desc” field.

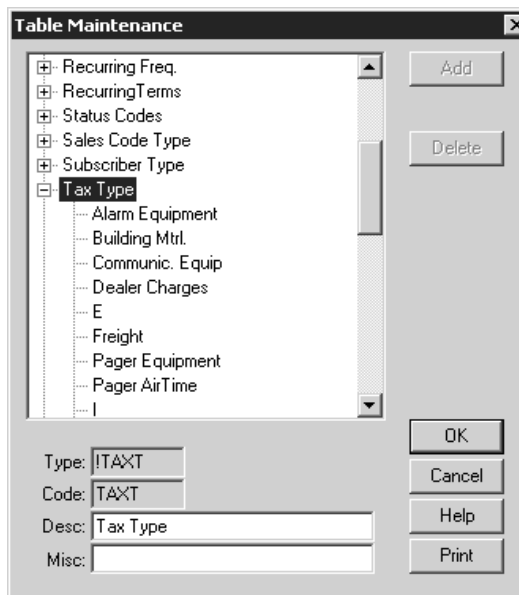


Figure 7 - Tax Type

6. In order to define tax districts go to *Edit*→*Accounts Receivable* → *Tax Districts*. After selecting the Account Receivable

Company, the District Maintenance Dialog box will show up. The Districts tab of this dialog box (see next Figure 8) will allow you to define different tax districts.

Per	Total	Taxes
Jan	0.00	0.00
Feb	0.00	0.00
Mar	0.00	0.00
Apr	0.00	0.00
May	0.00	0.00
Jun	116.50	8.25
Jul	0.00	0.00
Aug	5.50	0.25
Sep	0.00	0.00
Oct	0.00	0.00
Nov	0.00	0.00
Dec	0.00	0.00
YTD	122.00	8.50

Figure 8 - Tax District Maintenance - Districts

- To assign values to each one of the different taxes for each tax district, click on the “Taxes” tab of this dialog box (see Figure 9). Use the “<<” and “>>” buttons to browse through the different tax districts and enter the tax values accordingly.

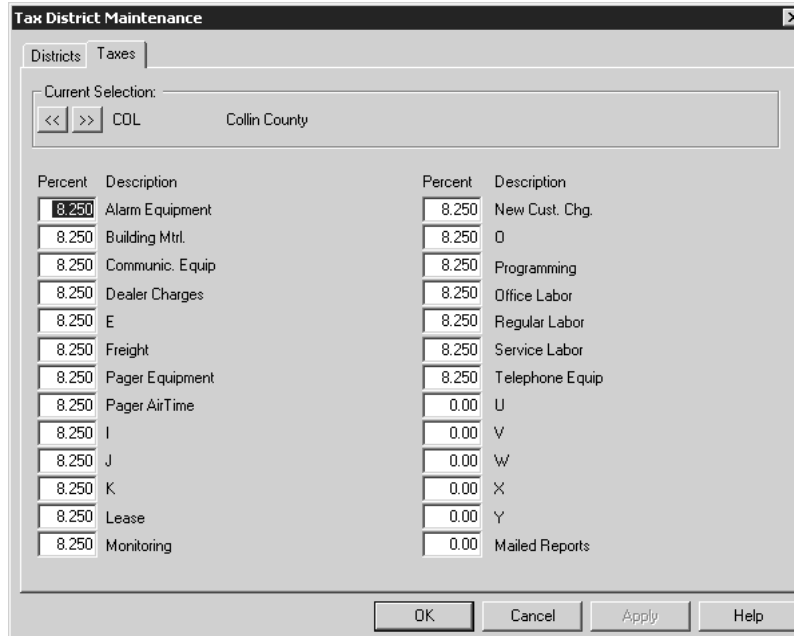


Figure 9 - Tax District Maintenance - Taxes

Step #6. Operator Maintenance

Now it is time to define the access level to the accounts receivable functions for each one of operators on the program.

1. Go to: *System* → *Accounts Receivable* → *Operator Maintenance*. Operator Maintenance dialog box will show up (see Figure 10). This dialog box has four tabs: Operator, A/R, Configuration and Miscellaneous.

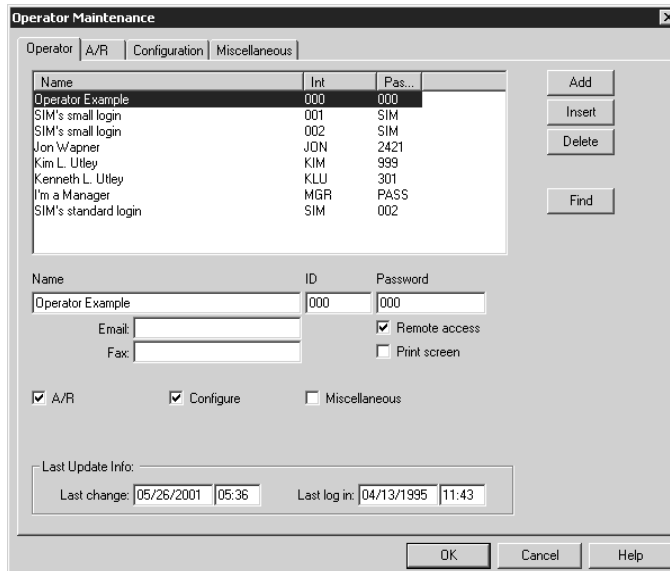


Figure 10 - Operator Maintenance

2. From this dialog box you can add or delete operators. You can also edit the information of any of the operators on the list.
3. After selecting an operator from the list, you can click on the A/R tab or the Configuration tab to display/edit the options that are available to enable/disable for this particular operator.

Step #7. Add Company

Now that all the basic information has been setup within our template company "DEM", we can proceed to create the company <or> companies that we will actually use for the accounting.

4. Go to *Configure* → *Accounts Receivable* → *Add Company*. The Add Company dialog will show up. Use it to enter the Company ID and display Name for the new company.

5. [Optional] You can use one of the companies already existing on the database as a template for the new company. To do this use the "Source company" to enter a company ID. In this example we are going to use DEM as a template.
6. [Optional] Also note that after the Source Company is selected you may check other items such as Table Maintenance, Sales Codes, Tax Districts and Groups. If Groups is checked all the dealers from the "DEM" company will be brought over. Should the Groups not be checked only the DFLT dealer will be migrated to the new company. After adding a new company you should review the "Accounts Receivable Configuration" pages for accuracy and modification.

Step #8. Sales Representative

The program will allow you to maintain a list of sales representatives and assign sales commissions to each one.

1. Go to: *Edit → Accounts Receivable → Sales Representative*. The sales Representative dialog box will show up.
2. Use the Sales Persons tab of this dialog box to add, edit or delete sales persons.
3. Use the Commissions tab of this dialog box to assign a commission percentage to every item.
4. When assigning sales commissions to a Sales Representative, an entry of numbers only, it will be interpreted as a percentage (i.e. 8.00 is 8%). Entry of a value preceded by a dollar sign (i.e \$1.00) will provide a flat

rate value. Sales Representative can be setup on a two-tiered level to allow Sales Managers to be paid on commission as well as their employee representatives.

Step #9 - Perform a Backup on Accounting

Please stop at this time and perform a backup of the Accounting database. This will allow you to get back to this step in case of error <or> re-evaluation of migration process.

As your knowledge of the setup improves you may change your mind about your approach and wish to start the migration process all over again.

This backup may be accomplished using PKZIP <or> NETZIP by copy the compression program into the SIM General Accounting directory and entering the next command line:

```
PKZIP -a -r -p -es step9 *.*<enter>.
```

This procedure will create a compressed file (step5.zip) containing all the files from the accounting directory. This way you can go back to this point of the process at any time.

To unpack this file execute the next command line from the accounting directory:

```
PKUNZIP -d step9<Enter>.
```

Step #10 – Understanding the Migration of Data from SIMS II to Accounting.

Before performing the migration of the data from the SIMSII database to Accounting, you need to understand the way it works.

1. The migration of data from SIMS II to Accounting is based on preparing the Dealer DFLT account first. To prepare this DFLT account any defaults wanted for the dealers to be migrated should first be entered into the DFLT account. This may include information on the "Variables", defaults under "Default Invoice & Statement" in "Mailing/Banking" and recurring invoices on the "Recurring" pages (*Edit → Accounts Receivable → Edit A/R Dealer*).
2. As the SIMS II Dealers are being migrated into the Accounting database (via *System → Accounts Receivable → Import/Export Database → Import Dealers from SIMSII*), the information from the DFLT Dealer will be merged into the new dealers.
3. After and only after each dealer has been completed should the customer/subscriber information from SIMS II be considered for migration. There are two different methods of billing discussed in the following section.
4. Migration of the individual customer/subscriber data will include insertion of any recurring items found in that client's dealer (i.e. if dealer ACME has a recurring line item for monitoring of \$19.95 per month that item will be inserted into each ACME client's recurring during migration).

Step # 11 - Dealer Billing Decisions

Dealer billing can be approached in two completely different ways.

- **Method #1:** One method would have the central station billing the dealer for services rendered; then actually performing the dealers billing (i.e. sending out customer invoices and statements, receiving checks, applying customer payments, dealer collection and then issuing credits for the difference between the customer billing and the charges to the individual dealer). This method can be modified to allow payment reception by the dealer, on-line application of payments and the dealer responsibility of the collection.
- **Method #2:** The second method is to bill the dealer for services rendered only, thereby rendering the requirement of the dealers customers in the SIMS Accounting unnecessary. In this method, the SIMSII Bill Code #2 may be used to create a cross-reference of the billing codes that can then retrieve their costs and description from the Dealer Sales Codes. In this method, if a "BCode #2" (on the Accounting Page of the SIMS II database) entry of 014 were used to indicate "Monitoring without Open/Close Reports" and this selected dealer had one hundred accounts a line item would be entered on his invoice for one hundred items of the Dealer Sales Code 014 at his item price. Should a Dealer Sales Code for 014 not be found, the program will then substitute Sales Code 014. This second method allows a rapid movement to the SIMS Accounting. Implementation of the Billing Codes in

SIMS II can be done quickly using the "Search and Replace" features.

Both methods of Dealer billing require the pre-setup of such items as Dealer Sales Codes, Tax Districts and understanding of Table Maintenance.

Step #12 - Migration of Dealers

Now we are ready to perform the actual migration of dealers from the SIMSII database to Accounting.

This process can now be accomplished through *System → Accounts Receivable → Import/Export Database → Import Dealers from SIMSII*. This will bring the Import Groups dialog box (see Figure 11).

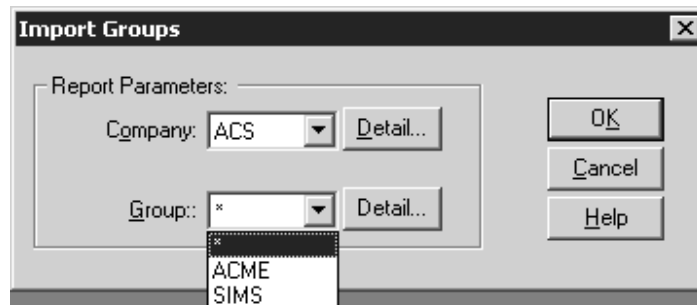


Figure 11 - Import Groups

1. This process can be done one dealer at a time <or> all dealers by selecting the asterisk option on the Group field. The information from the DFLT dealer will be merged into the new dealers.
2. Once the dealers have been migrated into the SIMS Accounting, all of the dealer's information should be reviewed and

modified to conform to this dealers pricing, terms, etc.

Step #13 – Modification of Dealer Defaults

After migration of the SIMS II dealers each dealer must be modified to customize his particular billing requirements. Please note that many fields within the dealer database are specifically there to provide default when migrating over SIMS II customers and creating new customers in the SIMS for Windows. Most of these defaults that will be moved into customer accounts are on Page Two (Variables) and Page Three (Mailing/Banking). The appropriate areas are marked ending with "...Defaults".

Step #14 - Perform a Backup on Accounting

We are going to stop at this point to perform another backup of the accounting database. Please refer to step #9 (see page 18) and follow the same procedure only that this time you will name the file as step14. This way you won't overwrite the previous backup file.

Step #15 – Migration of Customers/Subscribers/Clients

Migration of the individual customers/clients can now be accomplished through *System → Accounts Receivable → Import/Export Database → Import Accounts from SIMSII*.

Import Accounts dialog box will appear on the screen. Select the company where you want to migrate the information. Then select the origin group of the account you want to import and click the OK button.

This process may not be required for all dealers based on billing method chosen.

Step #16 - Modification of Customer Recurring and General Billing Info

Although the SIMS database contains several fields to keep record of accounting information (located at billing and recurring tabs), the SIMS accounting database makes use of a completely different set of fields. Since many of those fields do not have an equivalent on the SIMSII database, you will find them blank after the migration.

This is why the next step on the accounting setup usually involves entering billing/recurring information for each one of those accounts. This is achieved through *Edit → Accounts Receivable → Edit A/R Customer*.

When required, this is the most time consuming of the steps in bringing up the SIMS Accounting and will generally require the modification <or> entry of recurring charges.

1.3 Functional Overview

The SIMS for Windows menu offers several options related to SIMS accounting. These options have not been covered in previous sections of the document, so we are going to give a detailed description of them here.

Edit Menu

The Edit menu on SIMS for Windows will allow you to select the option Account Receivable which will display a sub-menu with several options (see Figure 12).

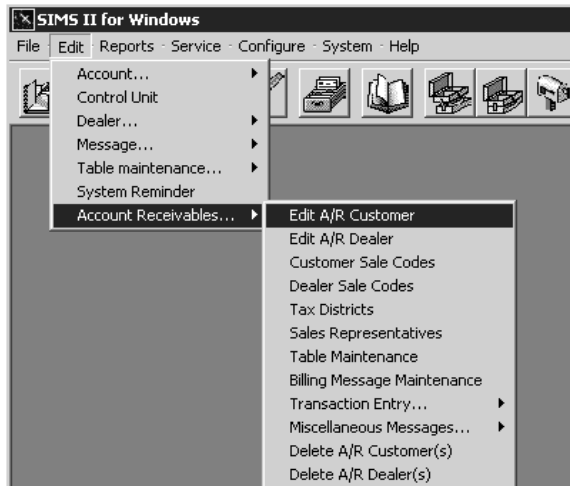


Figure 12 - Account Receivables Option at Edit Menu

Edit A/R Customer

Edit → Accounts Receivable → Edit A/R Customer.

This option will allow you to edit customer information from the accounting database. After selecting this option a Customer Search dialog box will appear. Enter the parameters for the account you want to edit and click the OK button.

The A/R database for the account selected will be shown on a dialog box (see Figure 13). This database is divided on 6 tabs: Premise, Variables, Mailing/Routing, Banking, Recurring and Comments. Note how this database is different from the SIMS II database.

Edit Customer 01010002 Fibertec, Inc.

Premise | Variables | Mailing/Routing | Banking | Recurring | Comments

Customer ID: 01010002 Group: SIMS ...
 CS account #: 01-01-0002 ... Class: C+S ...
 Name: Fibertec, Inc.
 Address: 6207 Santa Monica Blvd.
 Cross street: Corner of Santa Monica & El Centro
 City: Hollywood State: CA
 Fax: 1 (213) 555-3030 Zip: 90038-
 Phone: 1 (213) 555-1010 1 (213) 555-2020
 Contact: James F. Daniel / President
 Comment:

Miscellaneous:
 Last update: 11/27/00 KLU
 Date entered:
 Warranty ends: ...

Activity/Aging Summary:
 Last statement:
 Last transact'n:
 Posted: 0.00
 Unposted: 0.00
 Adjusted: 0.00
 Current: 0.00
 30-60: 0.00
 61-90: 0.00
 91-120: 0.00
 Over 120: 0.00
 Collections: 0.00

Transaction Summary:

	Last Date	Last Amount	Year to Date
Invoices:		0.00	0.00
Recurring:		0.00	0.00
Payments:		0.00	0.00
Service charge:		0.00	0.00

OK Cancel Apply Help

Figure 13 - A/R Account Database - Premise Tab

PREMISE TAB

Data for most fields of this tab will be copied from SIMSII database during the migration process. This includes: CS account #, Group, Class, Name, Address, Cross street, City, State, Fax, Zip and Phone. This is very convenient because you won't need to re-type information that is going to be the same on both databases.

Some of the other fields you will find in this tab are read-only fields and they will be updated automatically by the program.

These are: Last Update, Last Statement, Posted, Unposted, Adjusted, 30-60, 61-90, 91-120, over 120 and Collections.

Customer ID: Enter a valid Customer ID number. This can be alphabetical, numerical or mixture of each. Enter the Customer ID without commas or any spaces. If "Insert Leading Zeroes For Customer ID" is enabled the software will fill in any extra spaces with leading zeros for uniformity. For example, if you type "1" then the software will make the Customer ID 00000001.

CS Account #: If this is a monitored customer, enter the alarm number here. This must be entered exactly as it is stored in the automation software including delimiters such as hyphens. A button is provided adjacent to the field to present a list of available Account Number selections.

Group: The Group field allows you to define if the customer belongs to a different company or branch for which you monitor and/or bill for. Customers can then be grouped together for reports and other purposes. Default values may be entered in for all accounts with a matching Group. A button is provided adjacent to the field to present a list of available Group selections.

Class: The Class field is used for classifying customers with similar traits

such as residential, commercial, school, etc.

A button is provided adjacent to the field to present a list of available Class selections.

Name: The Name field provides the name of the location, as it should appear on reports. This may or may not be the same as the mailing address Name. This would be the company or homeowners name.

Contact: Enter the Contact name of the person to reach at the primary phone number listed above.

Address: Use this field to record the address corresponding to the premises.

Cross Street: Use this field to record complementary information for the address.

City: Enter the city where the site is located.

State: Enter the state abbreviation for the location. For non-US locations, this would be the province or country name.

Fax: Enter the fax number (if applicable) for the location.

Phone: Enter the primary Phone Number for the location. You may enter up to two different voice numbers such as work, pager, etc. on this page plus another phone number on the Mailing/Banking page if

needed. Numbers may be entered with no parenthesis or dashes and will be automatically formatted.

Contact: Enter the Contact name of the person to reach at the primary phone number listed above.

Comment: You may enter a Comment which references data entered in the primary phone number and contact fields. For example, you may reference that this is a pager number, mobile phone, etc.

Last Update: The Last Update Date provides the date of the last edit of the customer database.

Date Entered: Last data entry date.

Warranty Ends: Enter the date that any all-encompassing warranty will expire. This date supersedes any warranty date entered on individual parts. This would be used if you give a specific warranty, which covers everything above and beyond the manufacturers' warranty. If this date has not yet expired while generating invoices, you will be prompted if the invoice should automatically be credited at time of entry.

Last statement: This is the date that the last statement for this account was printed.

Last transaction: The Last Transaction Number provides the last transaction number that appeared on the last statement printed for this account. This is used in

conjunction with Chronological Statement to determine which transactions should print on the next Chronological Statement. If you are using Chronological Statements, you can change this field to force the Statement to start printing from a certain transaction.

Posted: The Balance Posted field provides the current amount owed. This only uses transactions that have been posted.

Unposted: The Balance Pending field provides the amount owed that has not been posted.

Adjusted: The Balance Adjusted field is a combination of the Posted Amount and Unposted Amount fields.

Current (0-30): The Balance Adjusted field is a combination of the Posted Amount and Unposted Amount fields.

30-60: The 30– 60 Days Aging Summary field provides the amount owed that is between 31-60 days old.

61-90: The 61 – 90 Days Aging Summary field provides the amount owed that is between 61-90 days old.

91-120: The 91 – 120 Days Aging Summary field provides the amount owed that is between 91-120 days old.

Over 120: The 120 Days and Over Aging Summary field provides the amount owed

that is over 120 days.

Collections: The Collections Aging Summary field provides the amount owed that is due for collections.

Transaction Summary: The fields grouped under this title will show you Last Date, Last Amount and Year to Date for the Invoices, Recurring, Payments and Service Charge items.

VARIABLES TAB

The screenshot shows a software window titled "Edit Customer 0000006 Winston Davis Watchmakers & Jewelers". The "Variables" tab is selected. The window is divided into several sections:

- Codes:** A table with three rows: Sales person (SMR, Steve Ryckman), Status code (+00, Current), and Price code (Z, Highest Price).
- Percentages:** Discount percent (0.00) and Interest percent (5.00).
- Tax Authorities:** A table with four rows. The first two are checked as "Taxable": TEX (Texas Department of Revenue) and COL (Collin County Collector). The other two are unchecked.
- Credit Terms:** One time terms (N60, Net 60) with Days past due (61) and Max credit (10,000.00). Recurring terms (N30, Net 30) with Days past due (31) and Max credit (7,500.00).
- Miscellaneous:** Service number (01-01-0006) and AP reference (009002308). A Dealer billing code field is empty.

Buttons for OK, Cancel, Apply, and Help are at the bottom.

Figure 14 - A/R Account Database - Variables Tab

Sales Person: Provides the identification of the person that should receive credit for commissions and/or routing of add-on sales calls from this customer. The sales persons name is provided adjacent to the field.

A button is provided adjacent to the field to present a list of available Sale Person selections.

For details about the sales person table go to page 74.

Status Code: Enter the Status Code for reference by other integrated automation and service packages.

A button is provided adjacent to the field to present a list of available Status Codes selections.

If you do not enter a code or you enter a code which begins with the plus character (+) then the computer will set the Status Code as follows based on the oldest invoice left unpaid, as shown in this table:

Aging	Status Codes
Collections	+CL
Over 120	+OV
91-120	+90
61-90	+60

Price Code: You may assign different prices for each item so customers pay different prices based on factors which you determine. If a code is entered in this field when entering invoices for the customer, the price associated with that price code will be the default. You may override the default when entering an invoice.

A button is provided adjacent to the field to present a list of available Price Code selections.

Discount Percent: If an interest percentage is entered, it will be applied to all invoices entered for this customer after the commission is calculated but before sales tax is calculated on the charges. This field is used only if you wish to apply a

flat rate discount to all charges for this customer.

Interest Percent: If a percentage rate is entered, it will be applied to all unpaid amounts which go beyond the number of days specified for that type of charge below.

The percentage entered is a monthly percentage, thus entering 10.00% would yield a \$5 finance charge on \$50 past due at that time. Interest for finance charges are not calculated automatically by the program, you must run Generate Finance Charges (see page 108) if you desire to do so.

Tax Authorities District: You may enter up to five Tax Districts whose sales tax must be reported for taxable sales by this customer. For example, you may have to collect state, county and local taxes on every taxable sale.

A button is provided adjacent to the field to present a list of available Tax Code selections.

We suggest that even if this is a tax-exempt customer, that you enter the Tax Districts here but do not place a checkmark in the corresponding Taxable field so that charges will not actually be calculated. This will allow your reports to figure total sales in that Tax District (taxable or non-taxable).

Taxable: If this customer is to be charged sales tax for the corresponding Tax Authorities District, place a checkmark for

this entry.

CREDIT TERMS

One time Terms: Provides the terms that you are extending to the customer for one-time charges.

A button is provided adjacent to the field to present a list of available One Time Terms selections.

One Time Term Days Past Due: Enter the number of days this customer is allowed to let invoices remain unpaid before they are to be considered past due. If no entry is made in this field, the customer will never be considered past due where past due reports are concerned. This has no effect on the aging totals (i.e., Current Aging Summary etc.).

One Time Term Max Credit: Enter a dollar amount reflecting the Maximum Credit the customer will be allowed to accrue for One-Time charges before a warning will be presented upon the entering of future invoices.

This will not stop someone from entering additional invoices for the customer, but they will be presented with an error screen notifying them that the customer is past their credit limit.

Note: No entry in this field means they have an unlimited credit amount.

Recurring Terms: Enter the code corresponding to the terms, which you are extending to the customer on recurring charges.

A button is provided adjacent to the field to present a list of available Recurring Terms selections.

Recurring days before past due: Enter the number of days that this customer is allowed to let invoices remain unpaid before they are to be considered past due. If no entry is made in this field, the customer will never be considered past due where past due reports are concerned. This has no effect on the aging totals (i.e., Current Aging Summary, 31-60 Days Aging Summary etc.).

Recurring Maximum Credit Line: Enter a dollar amount reflecting the Maximum Credit the customer is allowed to accrue for Recurring charges before a warning will be presented upon the entering of future invoices.

This will not stop someone from entering more invoices for the customer, but they will be presented with an error screen notifying them that the customer is past their credit limit.

Note: No entry in this field means they have an unlimited credit amount.

Service Number: Enter the number that the service department or agency would use to reference this customer. This is a field provided strictly for reference purposes and may be used as a customer search parameter.

A/P Reference: (Accounts Payable Reference) Enter the A/P number that this customer uses as reference for payment. For example, if this customer is a company, they may be using computerized Accounts Payable software as well. This would be the number they enter to refer to you as a payee. It is provided strictly as a reference in dealing with inquiries, collection matters, etc. and may be a real account number, open PO# or other identifier.

Dealer Billing Code: These field controls whether the customers for this group/dealer will be billed differently than normal customers who receive invoices directly from you and pay you directly. Valid options are:

Entry	Description
S	Summary Listing. The invoice the dealer receives will have a count of the sales codes their customers are setup for and a total. The prices used are the amounts entered in dealer sales code, NOT recurring.
L	Dealer Listing. The invoice the dealer receives will have each customer listed and their amount. The price used will be the amounts

entered in the dealer
sales code and NOT
from recurring.

MAILING/ROUTING TAB

Edit Customer 0000006 Winston Davis Watchmakers & Jewelers

Premise | Variables | **Mailing/Routing** | Banking | Recurring | Comments

Name: Winston Davis Watchmaker & Jewellery
Contact: Winston Davis / Proprietor
Address 1: 8329 Cote De Nieges
Address 2:
City: Montreal State: QUE
Phone: 1 (514) 555-1010 Zip: M3G 7H8
Fax: 1 (514) 555-3030

User Defined:
Commercial
0013

Alternate Billing/Routing:
Bill to Cust ID: 97000006
History routing: M Move
Invoice routing: N None
Payment routing: N None

Miscellaneous:
 Dunning notices

Invoice and Statement Configuration:
Invoice form code: IMK-0 Min amt: 0.01 Copies: 2
Statement form code: SMK Min amt: 1.00 Copies: 2 Type: [v]

OK Cancel Apply Help

Figure 15 – A/R Account Database – Mailing/Routing Tab

Name: This field will be filled with information copied from the Name field located at the Mail tab of the SIMSII account database.

Contact: This field will be filled with information copied from the Contact field located at the Mail tab of the SIMSII account database.

Address1: This field will be filled with information copied from the Address field located at the Mail tab of the SIMSII account database.

City: This field will be filled with information copied from the City field located at the Mail tab of the SIMSII account database.

State: This field will be filled with information copied from the State field located at the Mail tab of the SIMSII account database.

Phone: This field will be filled with information copied from the Phone field located at the Mail tab of the SIMSII account database.

Zip: This field will be filled with information copied from the Zip field located at the Mail tab of the SIMSII account database.

Fax: This field will be filled with information copied from the Fax field located at the Mail tab of the SIMSII account database.

User Defined: The system contains five user-defined fields whose definition can be modified company wide. Enter data appropriate to the fields as they are defined on your system. You can change the name of these fields through *Configure* → *Accounts Receivable* → *Accounts Receivable Configuration*. For more

details about changing these fields names see page 122.

Alternate Billing/Routing: These fields will allows you to route billing to a complete different account.

Bill to Cust ID: If the billing information from this customer should be placed into another customer for consolidation or reference, then enter that Customer ID here.

A button is provided adjacent to the field to present a list of available selections.

History routing: If an Alternate Billing Customer ID is entered above, then the history from this customer can be routed to another Customer ID as well.

Alternate Billing Routes selections are:

Code	Description
N	None (Leave here only)
M	Move (Move to the Alternate Customer ID and delete from this customer).
C	Copy (Copy to the Alternate Customer ID and retain a copy here also).

Note that a button is provided adjacent to the field to present a list of available selections.

Invoice routing: If an Alternate Billing Customer ID is entered above, then the invoices from this customer can be routed to another Customer ID as well.

Alternate Billing Routes selections are:

Code	Description
N	None (Leave here only)
M	Move (Move to the Alternate Customer ID and delete from this customer).
C	Copy (Copy to the Alternate Customer ID and retain a copy here also).

A button is provided adjacent to the field to present a list of available Alternate Billing Routes selections.

Payment routing: If an Alternate Billing Customer ID is entered above, then the payments from this customer can be routed to another Customer ID as well.

Code	Description
N	None (Leave here only)
M	Move (Move to the Alternate Customer ID)

and delete from this customer).

- C Copy (Copy to the Alternate Customer ID and retain a copy here also).

A button is provided adjacent to the field to present a list of available Alternate Billing Routes selections.

Dunning Notices: Dunning Notices are messages that you can enter to be printed on invoices and statements based upon the current Status Code. For example, a customer that has a current Status Code may get a message saying "Thank You for paying promptly, we appreciate it."; while a customer that is past due may get a message reading "Your account is over 120 days past due, please make a payment today or contact our office to arrange a payment schedule." If dunning notices are disabled the customer will never receive a dunning notice.

Invoice Form Code: Enter the code corresponding to the Form Type that should be used for this customer invoices. When entering a new customer this field will be pre-filled with the Invoice Form Code defined for the customer's Group.

Note: If no form code is entered, then invoices cannot be printed for this customer.

Invoice Minimum Amount: If the

amount of the invoice is less than this amount, the invoice will not be physically printed. It will be stored in history, but will not be sent to the customer. For example, you may not want to mail an invoice on any charges less than \$1.00 as it may cost more to mail it. The charges will appear on subsequent statements.

Statement Form Code: Enter the code corresponding to the Form Type that should be used for this customer statements. When entering a new customer this field will be pre-filled with the Statement Form Code defined for the customer's Group.

Note: If no form code is entered, then statements cannot be printed for this customer.

Statement Minimum Amount: If the statement amount is less than this amount, the statement will not be physically printed. It will be stored in history, but will not be sent to the customer. For example, you may not want to mail a statement on charges less than \$1.00 as it may cost more to mail it. Statements will not be printed unless the value is equal to or greater than the amount specified.

Type: The Statement Type field defines whether statements will include all transactions (i.e., Normal) or include only transactions that have not been on a previous statement (i.e., Transaction).

Invoice/Statement Copies: This field defines how many copies of the invoice/statements will print for this customer is printed. Enter a number between 0 and 3 where 0 means no statements will be printed (ever) and 3 means you will always get three copies when you print a statement for this customer. An entry of "1" (one copy) is probably the most common option for most sites.

BANKING TAB

This tab allows you to enter information for up to three bank accounts. However, this is for record purposes only. The program won't allow you to do any transaction from here.

The screenshot shows a software window titled "Edit Customer 0000006 Winston Davis Watchmakers & Jewelers". The "Banking" tab is active. The window contains two main sections for data entry:

- Electronic Funds Transfer Information:** This section contains three rows of input fields. Each row has fields for "Name", "Account Number", "ABA Number", and "Bgn/End Date". To the right of each "Bgn/End Date" field are two checkboxes: "One time" and "Recurring".
- Credit Card Information:** This section contains fields for "Type", "Expiration month", "Year", "Card number", "Name", "Address", "City", "State", and "Zip". It also includes "Bgn/End Date" fields and "One time" and "Recurring" checkboxes.

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Figure 16 - A/R Account Database - Banking Tab

Name: The Name field allows entry of the electronic fund transfer's account holder name. Note that you can enter up to three Names.

Account Number: The Account Number field allows entry of the account number for the corresponding name.

ABA Number: The ABA Number field allows entry of the bank routing/transit information for the corresponding name.

Note: The ABA number is a nine-digit number normally provided on a check.

Begin/End Date: Use these fields to enter the starting/ending date to begin/finish transfers for each one of bank accounts or for the credit card.

One Time: If the information entered for the corresponding Name should be used automatically for all one-time charges incurred by the customer, then place a checkmark for this entry.

Recurring: If the information entered for the corresponding Name should be used for all recurring charges incurred by the customer, then place a checkmark for this entry.

Type: Allows entry of the credit card type (e.g., MasterCard, Visa, American Express, etc).

Note: A button is provided adjacent to the field for available Electronic Fund Transfer Types.

Expiration Month: Allows selection of the month (01 – 12) that the credit card expires on.

Year: Allows selection of the last two digits of the year that the credit card expires on.

Card number: Allows entry of the credit card number.

Name: Allows entry of the credit card's bill to name.

Address: Allows entry of the credit card's bill to address.

City: Allows entry of the credit card's bill to city.

State: Allows entry of the credit card's bill to state.

Zip: Allows entry of the credit card's bill to zip code.

RECURRING TAB

Edit Customer 00000006 Winston Davis Watchmakers & Jewelers

Premise | Variables | Mailing/Routing | Banking | Recurring | Comments

Add

Delete

Next Date Description B Expire Date

Interval: Period:

Purge after expiration Invoice total:

Detail Information:

Sales Code Description PC Qty Price Ea

Taxable Commission Detail total:

OK Cancel Apply Help

Figure 17 - A/R Account Database - Recurring Tab

The Recurring tab of an account receivable database allows you to enter information related to recurring invoicing.

This information is entered and managed as a list. You can review how to use a listbox on section 3.7 from the SIMS for Windows User Manual.

How to add a recurring item.

STEP #1: Click on the Add button. The Add Recurring dialog box will be shown (see Figure 18).

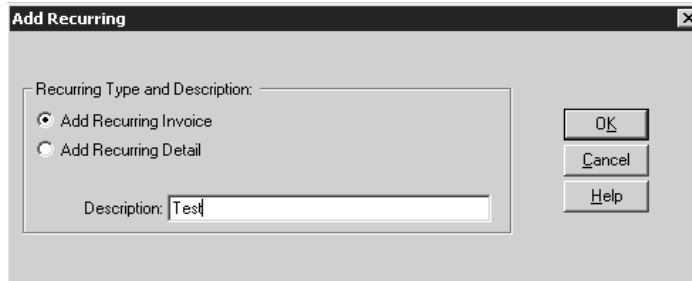


Figure 18 - Add Recurring Dialog Box

STEP #2: Select the Add Recurring Invoice option. Enter whatever name you want to assign to the invoice on the description field and then click OK. The invoice will be included on the recurring list (see Figure 19).

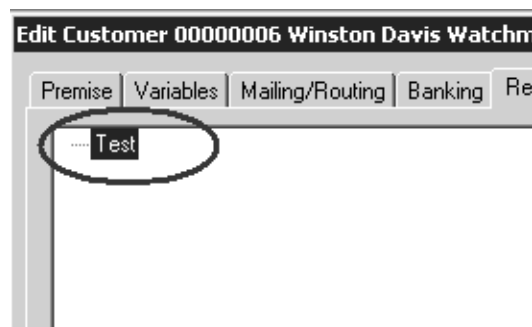


Figure 19 - Recurring List

STEP #3: Now it is time to set up the invoice we just created. Select “Test” from the list and proceed to fill the following fields:

- **Next Date:** Enter the date this entry should next be generated. A button is provided adjacent to the field to present a list of commonly used date selections.
- **B:** (Batch). Single character that permits you to 'batch' groups of invoices together. This entry is only is used for generating/printing, and is not used for other purposes by the program.
- **Expiration date:** This field identifies the expiration date for transaction generation. This would be used for leases or other charges which are not to remain continual. A button is provided adjacent to the field to present a list of dates.
- **Interval:** Enter a number to correspond with the entry in the Period field. For instance entering 3 here will cause this transaction to generate every three months if the period is in months.
- **Period:** Determines the generation period referred to by the Interval field. This is a list of valid entries:

Entry	Description
D	Days
M	Months
Y	Years

- **Purge after expiration:** Currently not implemented.
- **Invoice total:** Provides the total amount and is automatically updated based on all of the detail item's price each and quantity entries that are assigned to the invoice.

STEP #4: Now we need to add the details (or items) for this invoice. To do this click on the invoice (in this case "test") and then click on the Add button. The Add Recurring dialog box will appear. This time select the Add Recurring Detail option and then click OK.

STEP #5: The Sales Code dialog box will appear on screen showing the current list of customer sales codes (for more details about these codes see page 70). Select the code you want to include in the invoice and click the OK button. In this example we are going to add EOL (End of line Fire Relay).

STEP #6: Repeat steps 4 and 5 for every detail you want to add to the invoice. In this example we are going to add FALSE (False Alarm Dispatch) and GUARD (Guard Response). Now the Recurring list should look something like Figure 20.

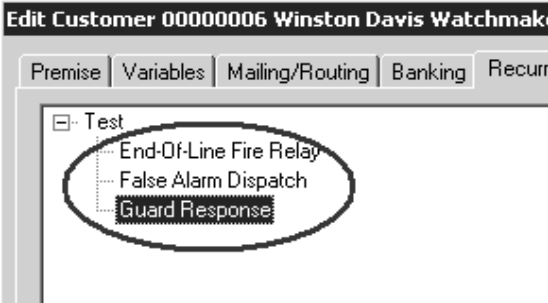


Figure 20 - Details added to invoice Test

STEP #7: Now it is time to set up each one of the details added to the invoice. Click on the first one from the list (“End-Of-Line Fire Relay” in this case) and proceed to edit the fields under Detail Information.

- **Sales Code:** Will show the sale code for the selected detail item. You can use the button provided next to the field to select a completely different item. For more information about sales codes see page 70.
- **Description:** If the Sales Code has been entered in the database, the program will automatically insert the description. The description may manually be overridden if necessary or desired.
- **PC:** Will default to the Price Code entered for the customer, however it may be overridden if desired. A button is provided adjacent to the field to present a list of available Price Code selections.

***Note:** When entering a Recurring charge, keep in mind when using a Price Code that any future price changes to the product's Code will be used for the Recurring charge rather than the dollar amount entered in the amount field. If you wish to charge the same amount for the life of the account, leave the price code blank and enter the amount manually.*

- **Qty:** Enter the number of units, at the price each unit is billed.
- **Price Ea:** Enter the Price charge for each unit of this Sales Code. This field will default to the Sale Code's Price Code, however it may be overridden if desired.
- **Detail Total:** The Detail Total field provides the amount and is automatically updated based on the Price Each and Quantity entries assigned to the invoice.
- **Taxable:** The Taxable status for this item may be overridden with this field. If the Sale Code is entered in the database, the program will use the Taxable status assigned to it. However, it may be overridden if desired.
- **Commission:** Commissions are normally determined by the Commission entry assigned to a particular Sale Code (see page 70). However, this may be overridden if desired.

STEP #8: Repeat step #7 for each one details on the invoice. If you want to delete a detail entry then select it and click on the Delete button.

STEP #9: Repeat steps number#1 through #3 for every invoice you want to add. If you want to delete an invoice entry then select it and click on the Delete button.

COMMENTS TAB

Alarm Service Comments:

This area is reserved for general comments regarding alarm and/or service comments. Fifteen lines are provided for these comments. Please note that the first line of both Alarm/Service and Accounting Comments are available to be printed on statements and invoices. This account shows an example of a 'Bill To' account and references.

Accounting Comments:

This area is reserved for general comments regarding accounting comments. Fifteen lines are provided for these comments.

OK Cancel Apply Help

Figure 21 - A/R Database - Comments Tab

Alarm Service Comments: You may enter up to 15 lines of comments that will be available for alarm and/or service related information.

Accounting Comments: You may enter up to 15 lines of comments that will be available to people while performing various tasks such as entering invoices or performing collection duties for this customer.

Edit A/R Dealer

Edit → Accounts Receivable → Edit A/R Dealer

This option will allow you to edit dealer information from the **accounting receivable** database. After selecting this option a Dealer Search dialog box will appear. Enter the parameters for the dealer you want to edit and click the OK button.

The A/R database for the dealer selected will be shown on a dialog box (see Figure 22). This database is divided on 6 tabs: Location, Variables, Mailing/Routing and Recurring. Note how this database is different from the SIMS II dealer database.

LOCATION TAB

Edit/Update Dealer ACME Acme Security Systems, Inc.

Location | Variables | Mailing/Routing | Recurring

Group: **ACME** CS account #: 99-01-0001 ...

Name: Acme Security Systems, Inc.

Contact: James Behr / President

Address: 185 Soujournd Rd.

City: Plano State: TX

Fax: 1 (214) 555-3030 Zip: 75075

Phone: 1 (214) 555-1010 1 (214) 555-2020

Comment: Comment

Miscellaneous:

Billing Code: [dropdown]

Bill to Cust ID: 00000123 ...

Accounts in grp: 0

Business Hours:

Opn	Clo	M	T	W	T	F	S	S
09:00	17:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Command Enable:

Out of service entries:

Database modifications:

Activity/Aging Summary:

Last statement: [text]

Last transact'n: [text]

Posted: 0.00

Unposted: 0.00

Adjusted: 0.00

Current: 0.00

30-60: 0.00

61-90: 0.00

91-120: 0.00

Over 120: 0.00

Collections: 0.00

OK Cancel Apply Help

Figure 22 - A/R Dealer Database - Location Tab

Group: Allows entry (up to 4 characters) of an abbreviation of the company. A corresponding Group entry is provided in Edit A/R Customer for each account allowing assignment to the proper dealer. Data in this field is copied from the SIMSII dealer database during the import dealer information process.

CS Account #: When integrated with SIMS II, enter the 99 series account number that stores the dealer information for this group within the SIMS II database. Data from the first page of Group Maintenance will be integrated upon entry of an account.

Contact: Identifies the group contact. This field will be filled with information copied from the contact field of the SIMSII dealer database during the migration process.

Address: Identifies the group address. This field will be filled with information copied from the address field of the SIMSII dealer database during the migration process.

City: Identifies the group's city. This field will be filled with information copied from the city field of the SIMSII dealer database during the migration process.

State: Identifies the group's state. This field will be filled with information copied from the state field of the SIMSII dealer

database during the migration process.

Fax: Allows entry of the group's fax phone number. This field will be filled with information copied from the fax field of the SIMSII dealer database during the migration process.

Zip: Identifies the group's zip code. This field will be filled with information copied from the zip field of the SIMSII dealer database during the migration process.

Phone: Allows entry of the group's primary phone number. This field will be filled with information copied from the phone field of the SIMSII dealer database during the migration process.

Comment: If integrated with SIMS II, the Comment field will contain the dealer's Alarm Company. If not integrated, this field may be used for brief comments regarding the group.

Billing Code: Determines whether the customers for this group/dealer will be billed differently than normal customers who receive invoices directly from you and pay you directly.

These are the valid entries for this field:

Billing Code	Meaning
S-Summary Listing	The invoice the dealer receives will have a count of the sales codes their customers are setup for and a

	total. The prices used are the amounts entered in the dealer sales codes, not recurring.
M - Dealer Merged	The invoice the dealer receives will have each customer listed and their amount. The priced used will be the amounts entered in each of the customers recurring entries.
N – Not Applicable	Do not use dealer billing.

Bill to Cust ID: If you charge dealers fees directly then you need to create an account for them as well. This field is used to route charges for this dealer to that account. If you do not enter an account number here then charges for this dealer can not be created.

Accounts in grp: The total number of accounts assigned to this dealer is automatically placed in this field.

Business Hours: These fields will allow you to define a couple of schedules for the dealer hours of operation. Use the checkboxes next to the Open and Close fields to define the days in which the schedule should take effect.

Out of Service Entries: Describes whether the dealer has access to place accounts out of service (on test). If integrated with SIMS II, this entry will be retrieved from Out of Service Entries.

Database Modifications: Describes whether the dealer has the ability to perform database modifications. If integrated with SIMS II, this entry will be retrieved from the Database Modifications field.

VARIABLES TAB

Variables tab is very important because it let you define the default values to be applied to several fields from the accounts belonging to this dealer. This will help you to save time during the data entry process.

Location Variables Mailing/Routing Recurring

Code Defaults:
Sales person: BMR ... Steve Ryckman
Status code: +00 ... Current
Price code: R ... Residential

Percentage Defaults:
Discount percent: 50.00
Interest percent: 20.00

Tax Authorities Defaults:
 Taxable
 Taxable
 Taxable
 Taxable
 Taxable

Credit Term Defaults:
One time terms: N15 ... Net 15
Days past due: 15 Max credit: 50000.00
Recurring terms: N30 ... Net 30
Days past due: 30 Max credit: 10000.00

OK Cancel Apply Help

Figure 23 - A/R Dealer Database - Variables Tab

Sales person: Enter here the default value for the Sales Person field of the A/R account database (see page 32 for information on this field). This default value will be applied to all the accounts under this group.

A button is provided adjacent to the field to present a list of available Sale Person selections. For details about the sales persons list see page 74.

Status Code: Enter here the default value for the Status Code field of the A/R account database (see

page 33 for information on this field). This default value will be applied to all the accounts under this group.

A button is provided adjacent to the field to present a list of available Sale Person selections.

Price Code: If a code is entered in this field when entering invoices for a customer (belonging to this group), the price associated with that Price Code will be the default. You may override the default when entering an invoice. For more information on Prices Codes see page 33.

Discount Percent: Enter here the default value for the Discount Percent field of the A/R account database (see page 33 for information on this field). This default value will be applied to all the accounts under this group.

Interest Percent: Enter here the default value for the Interest Percent field of the A/R account database (see page 34 for information on this field). This default value will be applied to all the accounts under this group.

Tax Authorities Defaults: You may enter up to five default Tax Districts for taxable sales for the group. For example, you may have to collect state, county and local taxes on every taxable sale.

A button is provided adjacent to the field to present a list of available Tax Code selections.

We suggest that even if the group is a tax-exempt customer, that you enter the Tax Districts here but do not place a checkmark in the corresponding Taxable so that charges will not actually be calculated. This will allow your reports to figure total sales in that Tax District (taxable or non-taxable).

Credit Term Defaults: Under Credit Term Defaults you will find these fields: One time terms, One time terms days past due, One time terms max credit, Recurring terms, Recurring terms days past due and recurring terms max credit.

From here you will be able to define the default values for the fields under Credit Terms on the A/R Account Database (see page 35).

These default values will be applied to all the accounts under this group.

MAILING/ROUTING TAB

This tab allow you to record mailing/routing information an also allows you to define default values for some of the fields on the A/R account database.

The screenshot shows a software dialog box titled "Edit/Update Dealer ACME Acme Security Systems, Inc." with a close button (X) in the top right corner. The dialog has four tabs: "Location", "Variables", "Mailing/Routing" (which is selected), and "Recurring". The "Mailing/Routing" tab contains several input fields and sections:

- Name:** Acme Security Systems, Inc.
- Contact:** Janet Williams / Operations Manager
- Address:** PO Box 224
- City:** Plano
- State:** TX
- Phone:** 1-(214) 555-1010
- Zip:** 75075
- Fax/Upl:** 1 (214) 555-3030, 1 (214) 555-4040

Below these fields are three sections of defaults:

- Alternate Billing/Routing Defaults:**
 - Bill to Cust ID: 00000008
 - History routing: C Copy
 - Invoice routing: C Copy
 - Payment routing: C Copy
- Miscellaneous Defaults:**
 - Dunning notices
- Invoice and Statement Configuration Defaults:**
 - Invoice form code: IPT, Min amt: 1.00, Copies: 1
 - Statement form code: SPT, Min amt: 0.00, Copies: 0, Type: N - Normal

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

Figure 24 - A/R Dealer Database - Mailing/Routing Tab

Name: Allows entry of the group name as it should appear on mailed reports.

Contact: Allows entry of the contact at the dealer for mailing purposes.

Address: Allows entry of the group's mailing address.

City: Allows entry of the group's mailing address

city.

State: Allows entry of the group's mailing address state.

Phone: Allows entry of the group's phone number.

Fax: Allows entry of the group's fax phone number.

Upl: Allows entry of the group's upload phone number.

Bill to Cust ID: If the billing information from this dealer should be placed into another account for consolidation or reference, then enter that Customer ID here.

A button is provided adjacent to the field to present a list of available selections.

History Routing: If an Alternate Billing Customer ID is entered above, then the history from this customer can be routed to another Customer ID as well.

Alternate Billing Routes selections are:

Code	Description
N	None (Leave here only)
M	Move (Move to the Alternate Customer ID and delete from this customer).
C	Copy (Copy to the Alternate Customer ID and retain a copy here also).

Payment Routing: If an Alternate Billing

Customer ID is entered above, then the payments from this customer can be routed to another Customer ID as well.

Code	Description
N	None (Leave here only)
M	Move (Move to the Alternate Customer ID and delete from this customer).
C	Copy (Copy to the Alternate Customer ID and retain a copy here also).

A button is provided adjacent to the field to present a list of available Alternate Billing Routes selections.

Dunning Notices: Dunning Notices are messages that you can enter to be printed on invoices and statements based upon the current Status Code. For example, a customer that has a current Status Code may get a message saying "Thank You for paying promptly, we appreciate it."; while a customer that is past due may get a message reading "Your account is over 120 days past due, please make a payment today or contact our office to arrange a payment schedule." If dunning notices are disabled the customer will never receive a dunning notice.

Invoice form Code: Enter here the default value for the Invoice field of the A/R account database (see page 43 for information on this field). This default value will be applied to all the accounts under this group.

A button is provided adjacent to the field to present a list of available Sale Person selections.

Invoice Minimum Amount: Enter here the default value for the Invoice Minimum Amount (Min amt) of the A/R account database (see page 44 for information on this field). This default value will be applied to all the accounts under this group.

Invoice Copies: Enter here the default value for the Invoice Copies field of the A/R account database (see page 45 for information on this field). This default value will be applied to all the accounts under this group.

Statement form code: Enter here the default value for the Statement form code field of the A/R account database (see page 44 for information on this field). This default value will be applied to all the accounts under this group.

Statement Minimum Amount: Enter here the default value for the Statement Minimum Amount (Min amt) of the A/R account database (see page 44 for information on this field). This default value will be applied to all the accounts under this group.

Statement Copies: Enter here the default value for the Statement Copies field of the A/R account database (see page 45 for information on this field). This default value will be applied to all the accounts under this group.

Statement Type: Enter here the default value for the Statement Type field of the A/R account database (see page 44 for information on this field). This default value will be applied to all the accounts under this group.

RECURRING TAB

Use this tab to set up recurring invoicing for the dealer.

The screenshot shows a software dialog box titled "Edit/Update Dealer ACME Acme Security Systems, Inc." with a close button (X) in the top right corner. The dialog has four tabs: "Location", "Variables", "Mailing/Routing", and "Recurring", with "Recurring" selected. The main area contains a large empty list box. To the right of the list are "Add" and "Delete" buttons. Below the list are fields for "Next Date", "Description", "B", and "Expire Date", each with a selection button (...). Below these are "Interval" and "Period" fields. There is a checkbox for "Purge after expiration" and an "Invoice total" field. A "Detail Information:" section contains fields for "Sales Code", "Description", "PC", "Qty", and "Price Ea", each with a selection button (...). Below this are checkboxes for "Taxable" and "Commission", and a "Detail total" field. At the bottom are "OK", "Cancel", "Apply", and "Help" buttons.

Figure 25 - A/R Dealer Database - Recurring Tab

This tab works in the same way as the Recurring tab from the A/R customer database. Please refer to page 49 for instructions of how to manage this list.

Customer Sales Codes

Edit → Accounts Receivable → Customer Sales Codes.

This option will allow you to manage the customer sales codes list. After selecting this option a dialog box will appear allowing you to choose a company from your database.

Once you select a company the Sale Code Maintenance dialog box will show up (see Figure 26).

The screenshot shows the 'Sale Code Maintenance' dialog box with the 'Codes' tab selected. The dialog box has a title bar with a close button. Below the title bar are two tabs: 'Codes' and 'Prices'. The 'Codes' tab is active and contains a list of codes with columns for 'Code' and 'Desc'. The list includes: BANSERV (Bi-Annual Service Contract), CHE220 (Chemtron 220 degree Rate), CODECHG (Code Change Programming), COMMENT, EOL (End-Of-Line Fire Relay), ESL445CT (Smoke Detector w/Temp.), FALSE (False Alarm Dispatch), FBI7005 (FBI 7005 (LCD) KeyPad), and FBIXL4 (FBI XL-4 Control Panel). To the right of the list are buttons for 'Add', 'Delete', 'Find', and 'Print'. Below the list are input fields for 'Sale code:' (containing 'BANSERV'), 'Description:' (containing 'Bi-Annual Service Contract'), 'Code type:' (a dropdown menu), and 'Tax type:' (a dropdown menu). There are also checkboxes for 'Taxable' and 'Commission'. To the right of the input fields is a 'Totals by Period' table with columns for 'Per', 'Qty', and 'Amount'. The table shows zero values for all months from Jan to Dec, and a YTD total of 0 for Qty and 0.00 for Amount. At the bottom of the dialog box are buttons for 'OK', 'Cancel', 'Apply', and 'Help'.

Per	Qty	Amount
Jan	0	0.00
Feb	0	0.00
Mar	0	0.00
Apr	0	0.00
May	0	0.00
Jun	0	0.00
Jul	0	0.00
Aug	0	0.00
Sep	0	0.00
Oct	0	0.00
Nov	0	0.00
Dec	0	0.00
YTD	0	0.00

Figure 26 - Sale Code Maintenance Dialog Box - Codes Tab

Codes Tab

The codes tab of this dialog box will allow you to edit, add or delete elements to the sale code list. Please refer to section 3.7 on SIMS for Windows

User Manual for details on how to handle listboxes.

Each entry on the list is composed by six fields:

- **Sale Code:** The Sale Code field allows entry of a unique identifier for each sale code in the database.
- **Description:** Enter a description for this sale code. This will be used when entering transactions but the description may be overridden manually at the time of entry.
- **Code Type:** Determines if a product or service is the item being entered. Depending on the entry, inventory will use this entry to keep track of items. An entry of 'A' through 'Z' or '\$' may be used in this field, but only those shown in the list will have a description associated with it.
- **Tax Type:** Enter the tax code that will be used in calculating sales tax when this sales code is used.
- **Taxable:** Items may be defined taxable on a line per line basis. Any entry in this field will default when this sales code is used but may be manually overridden at the time of entry.
- **Commission:** Commissions on items may be calculated on a line per line basis. Any entry in this field will default when this sales code is used but may be manually overridden that the time of entry.

Click Print to obtain a hard copy of the items in the Sale Code List. After the Mark Entry Pick List (List View) is presented, select the item(s) you wish to print and click Ok.

Prices Tab

Here is where you define the prices for the sales code

(see Figure 27). Note how there are several categories for each sale code. The labels on each category can be edited by *Edit* → *Accounts Receivable* → *Table Maintenance* and then selecting Price Code Desc.

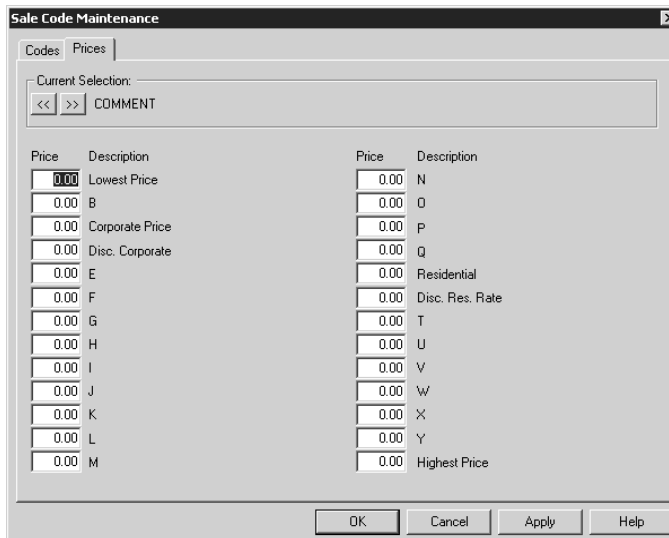


Figure 27 - Sales Codes Maintenance - Prices Tab

At the top of the dialog box you will see a section called Current Selection. It will show you the name of the sale code currently selected.

The buttons next to the sales code name (see Figure 28) will allow you to browse through the sales code list. Note how the sales code name and prices change as you move from one code to another.

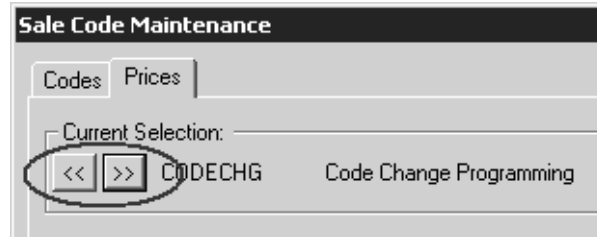


Figure 28 - Browsing through sales codes

Once you have finished entering the information click the OK to save the changes made.

Dealer Sales Codes

Edit → Accounts Receivable → Dealer Sales Codes.

The Dealer Sale Codes is identical in entry and operation as described in the Customer Sale Codes section (see page 70).

After selecting this option a Dealer Search dialog box will be presented. Enter the parameters to locate the dealer whose sales codes you want to view/edit.

The Dealer Sale Code Maintenance dialog box will appear. It works in the same way than the Sale Code Maintenance dialog box (see Figures 27 y 28).

Keep in mind that the Dealer Sales Codes are a derivative of the (Customer) Sales Codes discussed on the previous section. For this reason the only changes really allowed in the Dealer Sales Codes are for pricing and not the sales codes categories. As we mentioned on the initial setup section, this allows customers under the dealer to have different pricing for the same item as another dealer's customers. This is especially important because allows global price changing by dealer.

Tax Districts

Edit → Accounts Receivable → Tax Districts.

This option will allow you to manage (add, edit, delete) the Tax District list for a given company. After selecting this option a “Select A/R Company” list will appear allowing you to choose a company.

Once you select a company the Tax District Maintenance dialog box will be on the screen. This dialog box has two tabs: District and Taxes. The District tab contains the actual tax district list. From here you can add a new element to the list or delete an existing one. This tab contains fields to register some basic and contact information for the tax district including: code, description, name, address, city, state, tax ID, zip, phone, fax, contact, and comment. When adding a new tax district to the list you will have to enter this information. Later you can edit the entry at any time. For details on how to use a listbox in this program see section 3.7 in the SIMS for Windows user manual.

The taxes tab is the place where you can assign a percent to every Tax Type. For instance, you can assign an 8.25% to Communication Equipment and just a 5% to Regular Labor. Note that there are a couple of buttons under current selections. Use these buttons to browse through the list of tax districts. For more details about the Tax District setup see Step#5 of the initial setup section (page 12).

Sales Representatives

Edit → Accounts Receivable → Sales Representatives.

This option will allow you to manage a list of sales representatives for each company in your A/R database. After selecting this option you will be presented with a “Select A/R Company” dialog box. Use it to select the company of whose sales representative list you want to edit.

Once you select a company the Sale Representative Maintenance dialog box will show up. This dialog box has two tabs: Sales Persons (Figure 29) and Commissions (Figure 30).

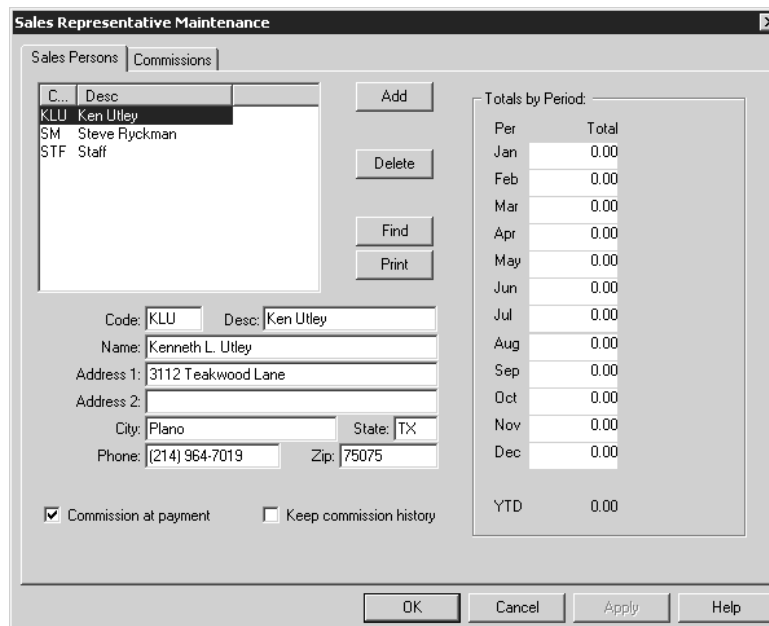


Figure 29 - Sales Representative Maintenance Dialog Box - Sales Person Tab

The Sales Person tab contains the actual sales representative list. From here you can add a new element to the list or delete an existing one. This tab contains fields to register some basic information for

the sales person. This includes: code, description, name, address, city, state, phone, and zip. When adding a new sales person to the list you will have to enter this information. Later you can edit the entry at any time. For details on how to use a listbox in this program see section 3.7 in SIMS for Windows User Manual.

Additional to these fields there are two checkboxes:

- **Commission At Payment:** Normally commission will be recorded in the sales representatives commission totals when a sale is posted. In some instances you may not want to pay this commission until payment on the invoice is actually made. If you enable this then the commission from a sale will not be recorded for the sales representative until a payment on the transaction is posted.
- **Keep Commission History:** If Keep Commission History is enabled, then when commission amounts are recorded for this sales representative, a history entry will be made. This can be helpful for the sales representative in determining where their commissions are coming from. Sales representative history is stored under the account number of SREP-xxx where the “xxx” is replaced with the sales representative code. If the code is less than three characters then use leading spaces between the hyphen and the code. For example, sales representative ‘A’ would store history in the “SREP- A” account (note the two spaces between the hyphen and the ‘A’).

The **commissions** tab is where you define the commission percent for every tax type reference.

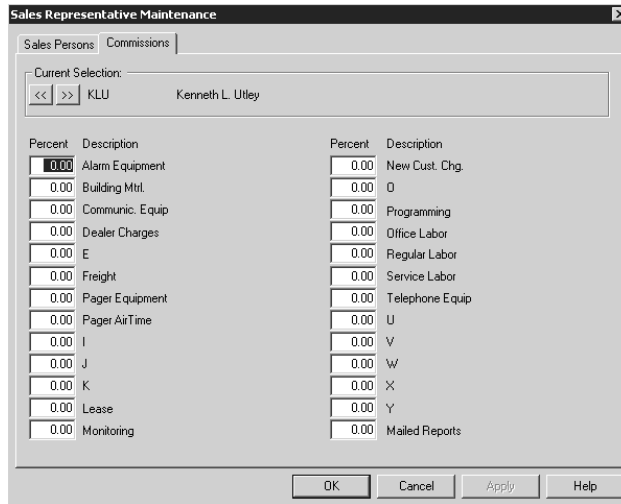


Figure 30 - Sales Representative Maintenance - Commissions Tab

Note that there are a couple of buttons under current selections. Use these buttons to browse through the list of sales representatives.

For more details about the Sales Representatives setup see Step#8 of the initial setup section (page 17). Once you are done entering the percent numbers click the OK button to save the information.

Remember you can edit the fields names of each one of the commission items. To do this you need to go to *Edit → Accounts Receivable → Table Maintenance* and then select Tax Type from the Table Maintenance list.

Table Maintenance

Edit → *Accounts Receivable* → *Table Maintenance*

This selection provides editing, adding and deleting of several tables and lists you will along the accounting program.

This will allow you to customize several field names according to your particular needs.

Right after selecting this option you will be presented with a “Select A/R Company” dialog box. Select a company and then click the OK button. The table maintenance dialog box will be presented (see Figure 31).

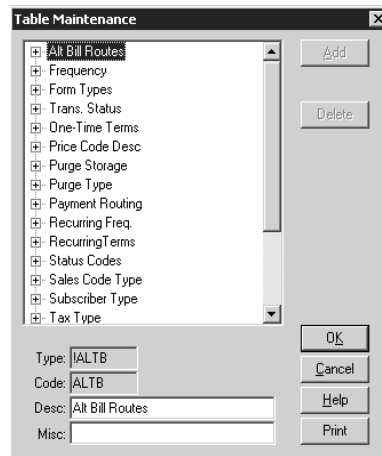


Figure 31 - Table Maintenance Dialog Box

To edit any of the elements of the list just click on it and proceed to make the changes in the Description (Desc) and Miscellaneous (Misc) field.

- **Description:** This provides a brief

description of the entry.

- **Miscellaneous:** This provides additional description information about the entry.

To expand any of these tables and see its actual content click on the “+” sign preceding the entry name (see Figure 32).

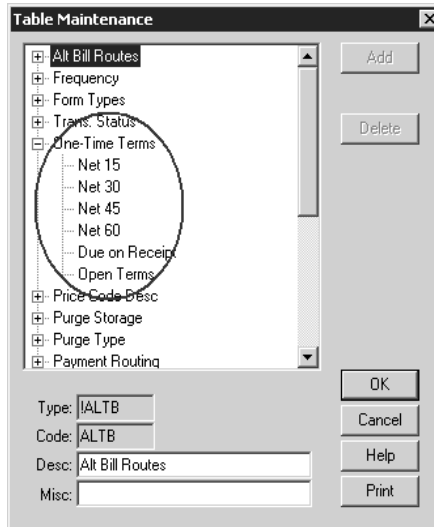


Figure 32 - Table Maintenance - Expanding an item

Once a table is expanded you can edit any of its items contained within. To do this, click on the element you want to edit and then proceed to modify the Description (Desc) and Miscellaneous (Misc).

To add a new item to the table click the Add button. A dialog box will appear allowing you to enter a

three character code that will identify the entry inside the table. Enter the code and click the OK button.

In this example we are going to add a new item to the Recurring Terms table: “Net 90”. After clicking the Add button, we are going to enter “N90” as the three character code.

A blank space will appear at the end of the list (see Figure 33). Now you can enter the Description and Miscellaneous field for this entry.

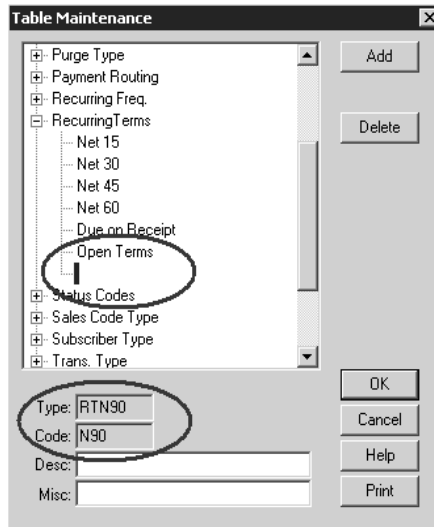


Figure 33 - Adding an item to a table

In the Description field we are going to enter “Net 90”. That is the name that will show on the list (see Figure 34).

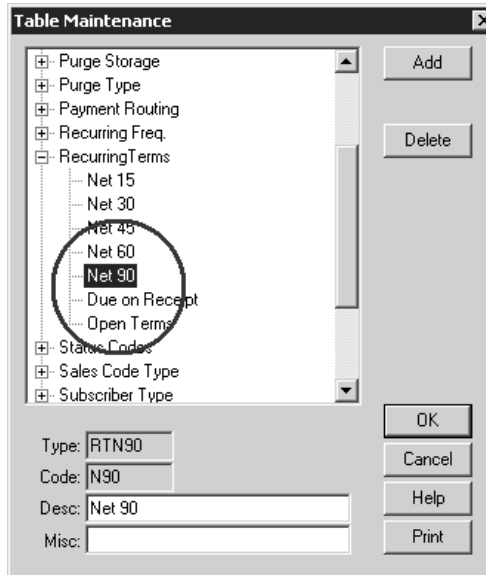


Figure 34 - Item added to the Recurring Terms Table

To delete an entry from one of the tables click on it and then click the delete button.

Note: Not all tables are available for adding new items or deleting the existing ones. If the Add/Delete button appears as disabled then you can not perform those functions for that particular table.

Billing Messages Maintenance

Edit → Accounts Receivable → Billing Messages Maintenance.

This selection will allow you add, edit and delete a setup different messages that can be included on your invoices, recurring invoices and statements. This way you can let your customers know about their payment status (current, past due, etc) or any other information.

After selecting this option, the Billing Messages dialog box will be presented. (see Figure 35).

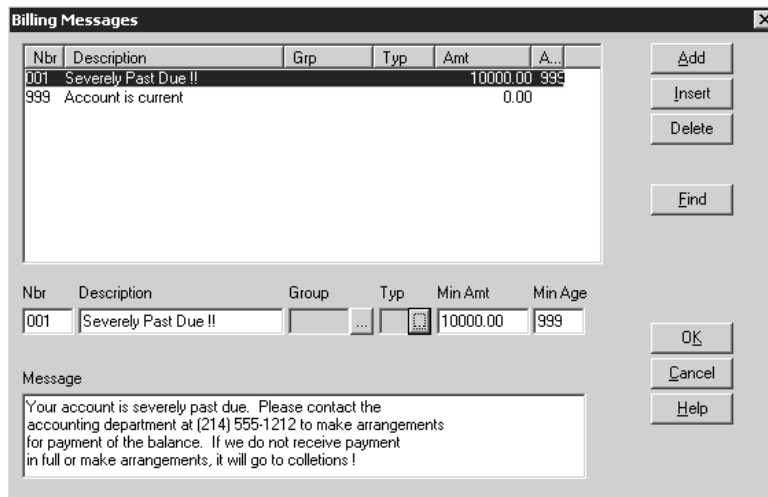


Figure 35 - Billing Messages

Billing Messages List: Will show you the messages currently on the database. The list has the following buttons/actions available:

- Clicking Add places a new entry below the currently selected item.
- Clicking Insert places a new entry above the currently selected item.
- Clicking Delete removes the currently selected item.
- Clicking Find allows you to search the list for specific information.

For more details about the use of list boxes in this program refer to section 3.7 on SIMS for Windows User Manual.

Nbr (Number): Contains the message identification number ranging from 001 to 999.

Description: Allows entry of a brief description of the use of the billing message. This is strictly for internal reference and will not appear on any reports, statements, etc.

Group: Allows you to enter the group where the message is going to be available. A button is provided adjacent to the field to present a list of available Group selections.

Typ (Form Type): Determines on which form type the billing message will appear. For example, an 'I' would indicate that the billing message would appear on invoices only.

Min Amt (Minimum Amount): Determines the minimum amount required in order for the billing message to appear.

Min Age (Minimum Age): Determines the minimum age required on outstanding balances in order for billing messages to appear on invoices, statements, etc.

This field compares against the accounts aging totals. Therefore, if an entry of "030" is present and the account has a balance over 30 days it will match.

Note: Entries are limited to "000", "030", "060", "090" or "120".

Message: Allows an entry of up to four lines of sixty

characters per line to appear on invoices, statements, etc.

Transaction Entry

Edit → Accounts Receivable → Transaction Entry.

This selection will give you access to a sub-menu with several options to manage your transactions. Here we are going to provide an explanation for each one of those options.

Create Payment/Credit

Edit → Accounts Receivable → Transaction Entry → Create Payment/Credit

This will allow you to assign a payment/credit to a given invoice. As soon as you select this option a Customer Search dialog box will appear. After you select the account you want to add the payment/credit to, click the OK button.

The Apply Payment dialog box will be presented (see Figure 36). In this example we previously added an invoice in order to be able to insert a payment.

Note: The fields shown in grey (disabled) are read-only and provided for informational purposes.

Figure 36 - Apply Payment Dialog Box

Open Invoice List: This list will show you the current unpaid invoices for the account.

Payment Total: Allows an entry of the total amount of the payment to be applied to this account. You may break the payment down against particular invoices in the Debits List. If a \$100.00 payment was received, enter that amount here.

Payment remain: This field is calculated by the program. It tells you how much money you have left to apply to the open invoices.

Trans (Transaction balance): The Transaction Balance field provides the remaining amount due of the highlighted item

in the Open Invoice List.

Apply amount: Allows entry of the amount that you wish applied toward the highlighted entry in the Debits List.

Trans Remain: Shows the amount of money unpaid for the invoice. This field is calculated by the program.

Date: Entry of the date that you wish the payment to be recorded into history on.

Type: The Payment Type field allows entry of the transaction type (e.g., credit, payment, credit adjustment, etc).

A button is provided adjacent to the field to present a list of available Transaction Type selections. Selections available are: "C-Credit", "P-Payment", "Y-Credit Adjust".

Comment: Allows entry of notes for printing on transaction reports and journals. It is not printed on statements or other customer accessible reports normally. It is also not logged to history so it is usually used to store temporary information such as the check number of bank routing information.

Bank: This field allows entry of the name of the bank.

Route: The Bank Routing information would be entered in this room.

Account: Use this field to enter the account bank number.

Hold: Allows you to enable/disable the hold status. Enter an H to enable the Hold status. This keeps the payment from applying. This can be used to record the receipt of a payment, but you could leave it on hold so it won't affect the customer's balance until it is released manually (e.g., after the check clears the bank) or for pre-payments. When a payment is on hold, it will not post or apply to other invoices at month end.

Group: The Group field provides the Group of the customer.

Class: Provides the Class of the customer.

Sales person: Enter here the sales person for the customer.

Status Code: The Status Code field provides the current status code of the customer. See page 8 for information on how to use status codes.

Detail Information: Let's go back for a moment to the open invoice list. The list will show you all the unpaid invoices for the account. You can see there is a plus sign next to each entry on the list. Click on it to expand and see the line items for the invoice (see Figure 37).

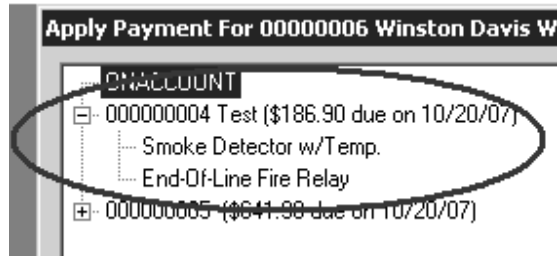


Figure 37 - Expanding an Invoice on the Debitis List

In this particular case there are two items on the invoice: a smoke detector and an end-of-line fire relay.

When you click on any of the items, the fields at the bottom of the screen will show you detailed information for that item. see Figure 38. You cannot edit this information.

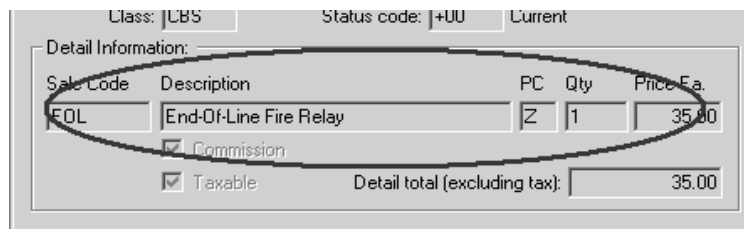


Figure 38 - Invoice Detailed Information

Edit Payment

Edit → Accounts Receivable →

Transaction Entry → Edit Payment

It works in the same way as the Create Payment option (see page 84). However, from here you will be able to edit an existing credit transaction.

Create Invoice/Debit

Edit → Accounts Receivable → Transaction Entry → Edit Payment

This option will allow you to enter an invoice for an account in your A/R Database. After selecting this option a Customer Search dialog box will show up. Use it locate the account you want to add the invoice to.

Once you select the account the Create Invoice dialog box will be presented (see Figure 39).

The screenshot shows a software dialog box titled "Create Invoice For 00000006 Winston Davis Watchmakers & Jewelers". It features a table with columns "Cde", "Description", "PC", "Qty", and "Each". Below the table are "Add" and "Delete" buttons. A section for "Sale Code" and "Description" includes fields for "PC", "Qty", and "Price Ea.". There are checkboxes for "Commission" and "Taxable", and corresponding fields for "Detail commission: 0.00", "Detail tax: 0.00", and "Detail total (excluding tax)". The "Transaction Information and Totals" section includes fields for "Date: 08/22/07", "Due date: 10/22/07", "Hold: R", "Group: ACME", "Class: CBS", "Sales person: ANN", and "Status code: +00 Current". It also has a "Type" dropdown set to "I - Invoice", a "Batch" field, a "Comment" field, and a summary table with values: "Transaction: 000000007", "Commission: 0.00", "Sub total: 0.00", "Tax: 0.00", and "Total: 0.00". On the right side, there are "OK", "Cancel", "Help", and "Print" buttons.

Figure 39 - Create Invoice Dialog Box

To add an invoice click on the Add button. A Sale Code list will be presented. Use this list to select the sales codes you want to include in the invoice.

In this example we are going to add three codes to our invoice: EOL (End-of-Line Fire Relay), FBIXL4 (FBI XL-4 Control Panel) and FBI7005 (LCD KeyPad). The dialog box should look now something like Figure 40.

Cde	Description	PC	Qty	Each
EOL	End-Of-Line Fire Relay	Z	1	35.00
FBIXL4	FBI XL-4 Control Panel	Z	1	595.95
FBI7005	FBI 7005 (LCD) KeyPad	Z	1	259.95

Figure 40 - Adding items to an invoice

To delete an item select it from the list and then click the Delete button. As you can see the default quantity for each item is one. To change it select the item you want to edit and then enter the right quantity in the Qty field.

Note that you can also edit the description and the price for each item. This will grant you big flexibility to create your invoices.

Besides these three fields, there are a couple of checkboxes you can use to set up each one of the entries of your invoice:

- **Commission:** Displays the calculated commission for the invoice. It is automatically updated based on

changes made or updates to the detail items.

- **Taxable:** The taxable Status for this item may be overridden with this field. If the sales code is entered in the database, it has a default taxable status assigned to it; but manually entered data overrides the default.

These fields will be filled automatically by the program:

- **Detail Commission:** Provides the amount of commission to be paid for the detail item. This field is automatically updated based on changes or updates made to the detail items.
- **Detail Tax:** Provides the amount of taxes calculated for the detail item. This field is automatically updated based on changes or updates made to the detail items.
- **Detail Total:** Provides the total calculated for the detail item. This field is automatically updated based on changes or updates made to the detail items.

Under Transaction Information and Totals you will find several fields. Some of them will allow you to enter information while the others are read-only. Let start with those you can edit:

- **Date:** Enter the date that should appear as the transaction date. This will be used as the date for calculating aging and past due balances. A button is

provided adjacent to the field to select a date from the calendar.

- **Due Date:** This will default to the number of days entered in Customer Maintenance in the Days Before Past Due field, but can be overridden on a transaction basis if needed.
- **Type:** Defines the type of transaction, which may be one of the following:

I	Invoice
R	Recurring Invoice
S	Service Charge
Z	Debit Adjustment.

- **Batch:** This is a user-defined field for reference in printing and/or posting the current transaction along with a batch of other transactions.
- **Comment:** This field holds a comment referencing the transaction and can be printed on invoices and statements if so desired. This may be used for general purposes or for storage of purchase order number. There are several macros, which can be entered causing the comment to change based on the transaction date:

Entry	Description	Example
^MP	Previous month name	Aug
^MO	Transaction month name	Sep
^M1 - ^M9	Month plus x months	Oct-Jun
^_	Previous month number	08

^0	Month number	09
^1 - ^9	Month plus x months	10 - 06
^D	Day number of month	15
^L	Last day of month	30
^P	Previous year	98
^Y	Current year	99
^N	Next year	00
^PYR	Previous long year	1998
^EYR	Current long year	1999
^NY1 - ^NY9	Next long year + x years	2008 - 2009
^CUST_ID	Customer ID	12345678
^GRP	Group code	ACME
^ALARMNUMBER	Alarm #	01-01-123456
^ST	Subscriber Type	RES
^APREFNUMBER	A/P Reference number	123456789012
^SERV-NUMBER	Service number	123456789012
^USRDEFINED	User defined field 1	
^USRDEFINED	User defined field 2	
^USRDEFINED	User defined field 3	
^USRDEFINED	User defined field 4	
^USRDEFINED	User defined field 5	
^CUST-LCTNNM	Customer location name	
^CUST-MAILNM	Customer mailing name	

Here an example of how to use these macros. Let's say you want to include in the invoice a comment with the transaction month name, day number of month and group code. To achieve this you can enter the next macro in the field:

^MO ^D ^GRP.

- **Hold:** This field determines whether the transaction should be held or released at this time. The options are:

H Hold (do not print/post)
R Released (print/post)

Now we are going to explain the read only fields from this dialog box.

- **Group:** This field provides the group the customer belongs to.
- **Class:** This field provides how the customer's account is classified.
- **Sales Person:** Provides the sales person for this account.
- **Status code:** Provides the customer's Status Code Information.
- **Transaction:** The program automatically fills this with a transaction number. Under normal circumstances this field cannot be edited unless the Allow Transaction Number Override option is enabled. The transaction number should not normally be modified when creating an invoice.
- **Commission:** This field displays the calculated commission for the invoice. It is automatically updated based on changes or updates made to the detail items.
- **Sub Total:** Displays the calculated amount of the invoice excluding taxes.
- **Tax:** Displays the calculated tax

amount of the invoice.

- **Total:** Provides the total calculated for the invoice. This total is automatically updated based on changes or updates to the detail items.

Edit Invoice

*Edit → Accounts Receivable →
Transaction Entry → Edit Invoice*

Use this selection to make modifications to an existing invoice. Right after selecting this option the Transaction Search dialog box will be presented. Use it to locate the transaction you want to edit.

Once you select a transaction number an Edit Invoice dialog box will be presented. This dialog box works in the same exact way that the Create Invoice dialog box, discussed on the previous section. From here you will be able to make whatever changes you want and then click the Ok button.

For details on how to use the fields of this dialog box please refer to the previous section (Create invoice/debit on page 89).

Cancel Transaction

*Edit → Accounts Receivable →
Transaction Entry → Cancel Transaction*

This selection will allow you to delete a transaction from your A/R Database. Right after selecting this option the Cancel Transaction dialog box will be presented (see Figure 41).

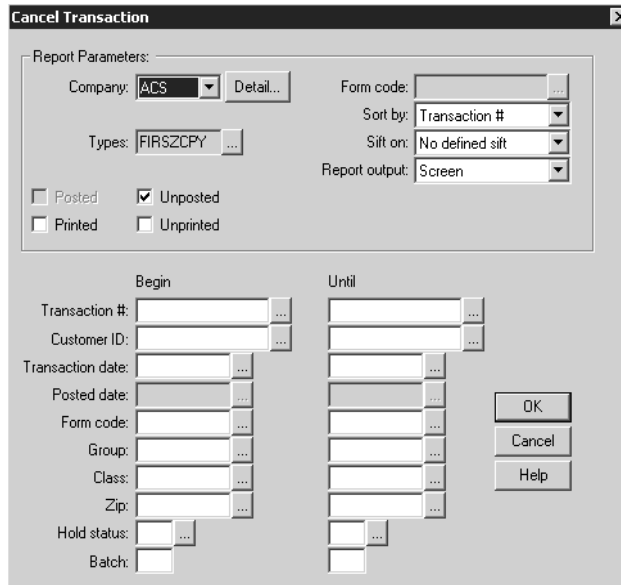


Figure 41 - Cancel Transaction Dialog Box

This dialog box will allow you to look for the transaction you want to delete (cancel). After entering the search criteria click the OK button to display a list of matching transactions (see Figure 42).

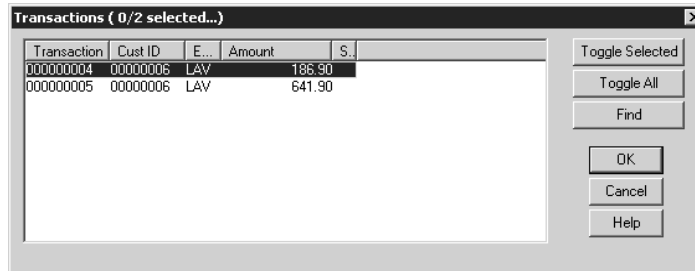


Figure 42 - Transaction List

This dialog box provides a read-only list of items to mark for selection. Select the desired item and click **Toggle Selected** to select/deselect the highlighted item. Alternatively, click **Toggle All** to select all of the items in the list.

Once you have finished selecting all the entries you want to cancel click on the **OK** button. Selected accounts will be deleted.

Miscellaneous Messages

Edit → Accounts Receivable → Miscellaneous Messages

This selection will grant you access to a sub-menu with the option **Recurring Invoice Description**.

Recurring Invoice Description

Edit → Accounts Receivable → Miscellaneous Messages

This selection will allow you to create messages that will be inserted on the recurring invoices. As soon as you select this option a select A/R Company dialog box will be presented. Use this dialog box to select a company and

then click the OK button. Miscellaneous Messages dialog box will be presented (see Figure 43).



Figure 43 - Miscellaneous Messages Dialog Box

Use this dialog box to add, modify and delete the messages to be inserted on the recurring invoices. For details how to handle this kind of dialog box please refer to section 3.7 on SIMS for Windows User Manual.

Delete A/R Customer(s)

Edit → Accounts Receivable → Delete A/R Customer

This function allows deletion of one or more customers in the Accounts Receivable database (**not in your SIMS Database**). Note that a customer must have a zero (\$0.00) balance no unposted transactions can be pending before you can delete the customer's database.

As soon as you select this option the Delete A/R Customer(s) dialog box will be presented.

Delete A/R Dealers(s)

Edit → Accounts Receivable → Delete A/R Dealer(s)

This function allows deletion of a dealer in the Accounts Receivable database. After selecting this options, the Dealer Search dialog box will.

Enter the parameters for the dealer you wish to delete in the Dealer Search Overview dialog. Then click Ok to begin the deleting process.

Reports Menu

The Reports menu in SIMS for Windows will allow you to select the option Account Receivable which will display a sub-menu with several functions related to generating accounting reports (see Figure 44).

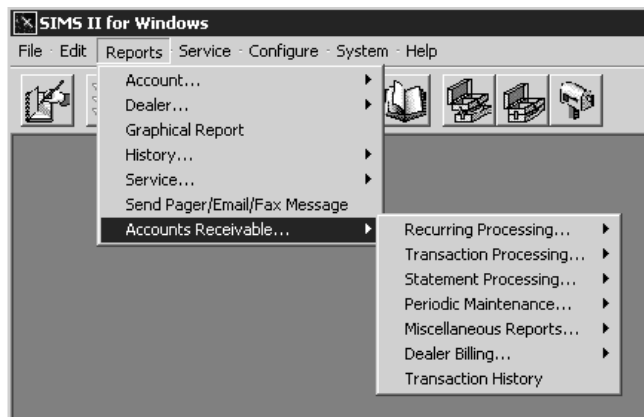


Figure 44 - Reports Menu

Recurring Processing

Reports → Accounts Receivable → Recurring Processing

This selection will lead you to a sub-menu with two options: Generate Recurring and Recurring Analysis.

Generate Recurring

Reports → Accounts Receivable →

Recurring Processing → Generate Recurring.

This menu entry allows the generation of recurring invoicing for the specified accounts <or> groups of accounts. While this particular function is normally done for a specified company it may be done in-groups based on entered criteria.

After selecting this option a Generate Recurring dialog box will be displayed. Use this dialog box to select the accounts/groups you want to run the process for.

Once you click the OK button, the Generate Recurring Parameters dialog box will be displayed.

This dialog box will allow you to enter the process through date. Additionally, you can enter a batch code.

There are three checkboxes: Period totals, Group totals and Transaction list. Use them to determine the type of information you want to include in the report.

Recurring Analysis

This menu function will allow the creation of a Recurring Analysis Report for future billing and expectant revenue analysis.

Note: This function is not currently implemented.

Transaction Processing

Reports → Accounts Receivable → Transaction Processing

This selection will lead you to a sub-menu with these options: Journal Listing, Post Transactions,

Print Unprinted Transactions, Print/Reprint Transactions, Transaction Listing, Unposted Listing.

Journal Listing

Reports → Accounts Receivable → Transaction Processing → Journal Listing

This menu function allows the printing of the current Journal. The Journal can be used to confirm by reference entry of items into the system.

Journals are records of what has been entered prior to being "read". For instance, if you enter five transactions but have not posted them yet. The journal will reflect what you have entered but have not posted. The journal can be selected by date range, transaction number range and invoices or payments. Once a transaction is posted, it will no longer print on a journal.

As soon as you select this option the journal listing will be presented (see Figure 45).

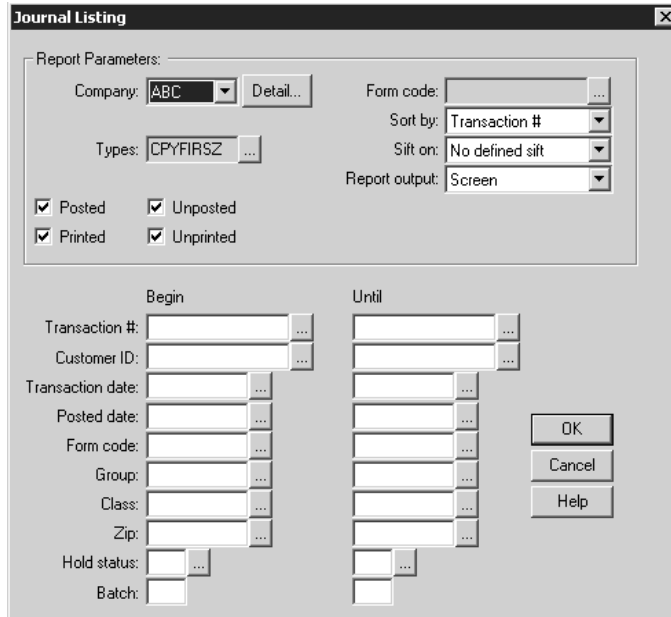


Figure 45 - Journal Listing

This dialog box will allow you to define the transactions you want to include on the journal listing.

After selecting a company name from the Company field, you must select a Form Code. This field allows an entry of the specific form to use for reports. Different forms include different information A button is provided adjacent to the field to present a list of available selections.

Now you can define what transactions will be included in the report using one or several of the sift parameters available. In this example we are going to select a transaction range from #1 thru #4 and we are going to use the ARJ2LIN.FRM form (Transaction listing with Alarm & Name).

See Figure 46 for a printout of this report.

Alarm#	Subscriber Name	Type	Status	Amount
01-01-0001	Tequila Willies	RInv	Normal	5.50
	CustID: 00000001 Trans#: 000000001 Date: 05/18/07			Due: 06/17/07
01-01-0003	Tony's On the Pier	Pynt	Normal	80.00
	CustID: 00000003 Trans#: 000000002 Date: 04/27/07			Due: / /
01-01-0001	Tony's On the Pier	Inv	Normal	80.00
	CustID: 00000003 Trans#: 000000003 Date: 05/15/07			Due: 05/27/07
01-01-0001	Winston Davis Watchmakers & Jewelers	Inv	Normal	186.90
	CustID: 00000006 Trans#: 000000004 Date: 08/20/07			Due: 10/20/07

Transaction Type	Quantity	Total	Balance
Invoices:	2	266.90	266.90
Recurring Invoices:	1	5.50	1532.00
Debit Adjustments:	0	0.00	0.00
Finance Charges:	0	0.00	0.00
Service Charges:	0	0.00	0.00
Payments:	1	80.00	0.00
Credits:	0	0.00	0.00
Credit Adjustments:	0	0.00	0.00

Figure 46 - Journal Listing Report Example

Post Transactions

Reports → Accounts Receivable → Transaction Processing → Post Transaction.

This menu function will allow the current invoices, credits and payments to be posted to the account's status, company Sales Code figures, company Tax District revenue (when not applied at payment time) and the Salesman's commissions figures.

Select the company you are going to run the process for. Right after that the Transaction Posting Options dialog box will be presented (see Figure 47).

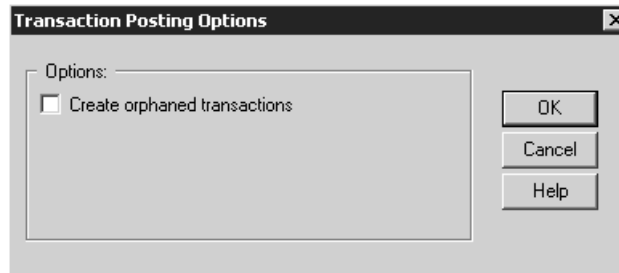


Figure 47 - Transaction Posting Options

This is a quite simple dialog box with a single field.

- **Create orphaned transactions:** If you enable this option the program will create transactions even for those details that don't belong to any invoice.

Click the OK button to start the process. You will see a dialog box showing you the task progress. At the end another dialog box will appear showing you the elapsed time. Click the OK button to close it.

Note: All transactions have to be printed before they can be posted.

Print Unprinted Transactions

Reports → Accounts Receivable → Transaction Processing → Print Unprinted Transactions.

This menu function is used to print all unprinted pending transactions (invoices and credits).

After you select this option the Print Unprinted Transactions dialog box will be

presented. Use it to select a company name, then you have several report parameters to choose from. For example: transaction, date and customer range to name a few.

If you leave the transaction number fields blank it will find all that are unprinted.

Print/Reprint Transactions

Reports → Accounts Receivable → Transaction Processing → Print/Reprint Transactions.

This menu function is used to print/reprint transactions that have been previously printed

After you select this option the Print/Reprint Transactions dialog box will be presented. Use it to select a company name, then you have several report parameters to choose from. For example: transaction, date and customer range to name a few.

Transaction Listing

Reports → Accounts Receivable → Transaction Processing → Transaction Listing.

This menu function provides a summary report of all transactions (invoices, credits, and payments).

After you select this option the Transaction Listing dialog box will be presented. You must select a report format using the Form Code field. Use it to select a company

name, then you have several report parameters to choose from. For example: transaction, date and customer range to name a few.

Unposted Listing

Reports → Accounts Receivable → Transaction Processing → Unposted Listing.

This selection works in the same way as Transaction Listing but will only show unposted transactions.

Statement Processing

Reports → Accounts Receivable → Statement Processing

This selection will lead you to a sub-menu with two options: Print Statements, Generate Finance Charges.

Print Statements

Reports → Accounts Receivable → Statement Processing → Print Statements

This menu function provides the customer/dealer printed statements. After you select this option the Statement dialog box will be presented. Use this dialog box to select the accounts whose statements you want to print and the report output. Click the OK button when finished.

Generate Finance Charges

Reports → Accounts Receivable → Statement Processing → Generate Finance Charges

After selecting this option a confirmation dialog box will be presented. Click Yes to continue or No to Cancel.

Periodic Maintenance

Reports → Accounts Receivable → Periodic Maintenance

This selection will give you access to a sub-menu with several options related to procedures that you might need to perform on a periodic base.

Close Month

Reports → Accounts Receivable → Periodic Maintenance → Close Month

This menu function is used to close the month end for the SIMS Accounts Receivable. Closing the month deletes transaction with a zero remaining balance and updates the customer's status.

After selecting this option a Select A/R Company dialog box will be presented. Select the company for which you want to close the month.

A dialog box showing you the task progress will be presented. Once the process is done a dialog box showing the elapsed time will be presented. Click OK button to close it.

Before you close the month you will want

to run the Apply On –Account Payment/Update Aging Balances function.

Apply On-Account Payments/Update Aging Balances
Reports → Accounts Receivable → Periodic Maintenance → Apply On-Account Payments/Update Aging Balances.

This menu function does the following:

1. Checks each payment that has been applied directly to a transaction that the transaction number exists. If the payment is applied to a transaction number that does not exist, the payment is deleted.
2. Checks each transaction and makes sure it has at least one detail line. If none exist, the transaction is deleted.
3. Goes through each unposted transaction and calculates the remaining its remaining balance.
4. Combines multiple ‘ONACCOUNT’ payments for an account into one transaction.
5. Applies ‘ONACCOUNT’ payments to unpaid transactions.

Update Aging Balances

Reports → Accounts Receivable → Periodic Maintenance → Update Aging Balances.

This menu function does the following:

1. Checks each payment, that has been applied directly to a transaction. If applied to a transaction number that does not exist, the payment is deleted.
2. Checks each transaction and makes sure it has at least one detail line. If none exist, the transaction is deleted.
3. Goes through each unposted transaction and calculates the remaining its remaining balance.

Year End

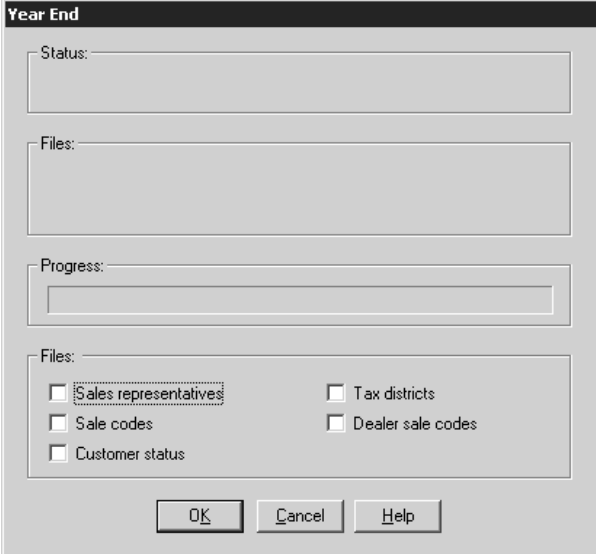
Reports → Accounts Receivable → Periodic Maintenance → Year End.

This menu function does the following:

1. Checks for any unposted transactions, and if any are found, presents a message asking for confirmation to continue.
2. Clears year-to-date amounts for all records in the SaleCode.Sga file.

3. Clears year-to-date amounts for all records in the SalesRep.Sga file.
4. Clears year-to-date amounts for all records in the TaxDist.Sga file.

Select a company name from the list that will be presented on screen as soon as you select this option. Year End dialog box will be shown. See Figure 48.



The image shows a dialog box titled "Year End". It contains several input fields and a list of checkboxes. The fields are labeled "Status:", "Files:", and "Progress:". Below the "Files:" label, there is a list of checkboxes with the following labels: "Sales representatives", "Tax districts", "Sale codes", "Dealer sale codes", and "Customer status". At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

Figure 48 - Year End Dialog Box

Mark the checkboxes corresponding to the files you want to apply the process to. Click OK button to start the process. The program will inform you the number of unposted transactions and will ask you if

you wish to continue. Click on Yes to proceed. A bar will show you the progress on the task.

Once the process is done a dialog box showing the elapsed time will be presented on screen.

Miscellaneous Reports

Reports → Accounts Receivable → Miscellaneous Reports

This option will give you access to several types of reports including: Customer Status Analysis, Dealer Sales Codes Analysis, Master File Reports, Sales Codes Analysis, Salesperson Analysis, Tax District Analysis.

Customer Status Analysis

Reports → Accounts Receivable → Miscellaneous Reports → Customer Status Analysis.

This report (sometimes called an "Aging Report") shows the current aging for each customer.

After selecting this option the Customer Status Analysis dialog box will be presented. Use it to select the range of accounts you want to include in the report and the report format you want to use.

Dealer Sales Codes Analysis

Reports → Accounts Receivable → Miscellaneous Reports → Dealer Sales Codes Analysis.

This works in the same way than the Customer Status Analysis option but it will

show information for the dealer.

Master File Reports

Reports → Accounts Receivable → Miscellaneous Reports → Master File Reports.

This report is sometimes called a Print Full File of the SIMS for Windows Accounting Maintenance information. After selecting this option the Customer Master File Report dialog box will be presented. Use it to select the range of accounts you want to include in the report and the report format you want to use.

Depending on the report format selected under Form Code, you will get different levels of information on your report.

Sales Codes Analysis

Reports → Accounts Receivable → Miscellaneous Reports → Sales Codes Analysis

This report shows each of the Sales code(s) quantities and total sales.

The Sales Code Analysis dialog box will be presented right after you select this option (see Figure 49).

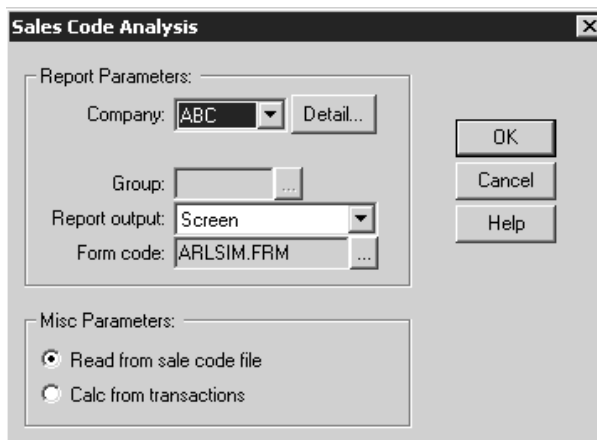


Figure 49 - Sales Code Analysis

- **Company:** Allows you to choose the company to perform your report generation for. You must choose an entry from the list to continue.
- **Group:** If entry of the Group is enabled (and used), the operator may enter the group to perform the report on. A button is provided adjacent to the field to present a list of available Group selections
- **Report Output:** Allow selection of the device to direct the report to.
- **Form Code:** Allows entry of the specific form to use for reports. A button is provided adjacent to the field to present a list of available selections.

Click the OK button to start the report generation process.

Sales Person Analysis

Reports → Accounts Receivable → Miscellaneous Reports → Sales Person Analysis

This menu function shows each Salesperson's figures of sales and commissions.

The Sales Representative Analysis dialog box will be presented on screen when you select this option. This dialog box works in the same way than the Sales Code Analysis one. Please refer to the Sales Code Analysis section for details on the fields of this dialog box.

After entering the report parameters click on the Start button to begin the report generation process.

Tax District Analysis

Reports → Accounts Receivable → Miscellaneous Reports → Tax District Analysis

This report shows each Tax District and the totals.

As soon as you select this option the Tax District dialog box will be presented. This dialog box works in the same way that the sales codes and sales codes representatives dialog boxes.

Configure Menu

The Configure menu of SIMS for Windows includes an Account Receivable Option. (see Figure 50). This will give you access to a sub-menu that will allow you to setup several aspects of the A/R database and functions.

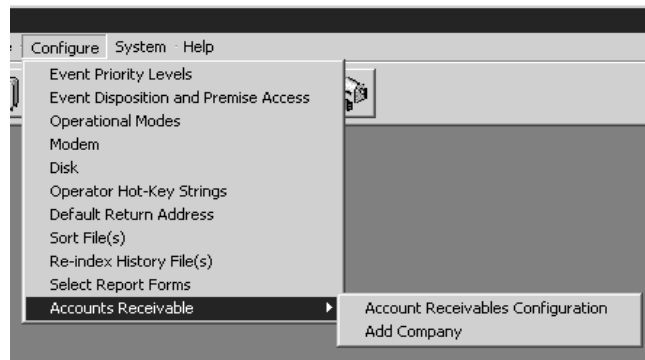


Figure 50 - Configure Menu

Account Receivables Configuration

Configure → Accounts Receivable → Account Receivables Configuration

This selection will grant you access to the most critical options of the A/R program. The information is divided on five tabs: Company, General, Integration, Credit and Printing.

Right after you select this option you will be prompted to select a company name. Some of these options have been already

discussed on section 7.1 (Initial setup). Now we are going to give a more detailed explanation of the fields available from these tabs.

COMPANY

This tab contains general contact information for the company and basic configuration options.

- **Display Name:** Enter the name to be displayed on the company entry screen. This will not be printed on reports as it is for internal use only.
- **Name:** Enter the Company Name as it should appear on reports.
- **Address 1:** Enter the first of two Addresses, as it should appear on reports.
- **Address 2:** Enter the second of two Addresses, as it should appear on reports.
- **City:** Enter the City as it should appear on reports.
- **State:** Enter the State as it should appear on reports.
- **Phone:** Enter the Phone number as it should appear on reports.
- **Zip:** Enter the Zip Code as it should appear on reports.
- **ComServer path:** Enter the path to the SIMS ComServer so that the program can create fax and email report files in the proper location. When a valid path is entered then the output routing dialog will allow you to Fax and Email

reports.

- **Date Format:** This is a legacy field from the DOS version of the Accounts Receivable application. Windows provides locale information to the application so that the date can be automatically formatted to the default local on the computer.
- **Phone/Zip Style:** You cannot edit this field. It is included only to keep compatibility with DOS database.
- **Audit Log Detail Level:** The audit log keeps track of when various events are performed on the system. By default this is disabled (N) and no recording of information is performed. Selections are:

P (Partial): Causes invalid log-in attempts as well as functions performed like month end, canceling transactions to be included in the log.

F (Full): Causes most actions to be written to the audit log.

N: Disabled (Nothing will be written to the audit log).

- **Password Reminder Days:** Enter the period users will be prompted to update or change their password. An entry of 090 will

present a prompt every 90 days. An entry of 000 will disable this function.

Note: If you change your password for accounting you have to change it in the SIMSII automation operator also.

- **Fiscal Year Begin:** Select the month that corresponds to the beginning of your fiscal year. For most, this will be 01 since January is the beginning of the calendar year and fiscal year.

Note: If your company's fiscal year begins on a month other than January, all period totals will be calculated based on this entry. For example, if an entry of 04 is used then April transactions will be in period 1, May in period 2, through March in period 12.

Note: Only change this field when originally setting up a company or immediately after year-end. Do not change the value of this field at any time besides immediately after year-end. The period totals are calculated for transactions at the time they are posted. Changing this field after transactions are posted will cause their period totals to stay where they were but new transactions into the new periods.

- **Program Options:** Can contain various words or phrases that activate features or change the behavior of the program. Currently this field is not utilized.

GENERAL

This tab contains general configuration fields.

- **Period Date:** Choose whether the Transaction Date (when it was created) or the Posting Date (when the post process is run) will determine which period the transaction should affect. Sales code, salesperson commissions and tax district reports all use period totals. Normally, the transaction date "T" is used (the default). If you always post transactions in the correct period you can set this to "P" and the post date will be used instead. When this is set to "P", the transaction date does not effect the period determination. Valid options are T or P.
- **Allow Transaction Number Override:** If you enable this, you will be prompted to verify and/or correct the transaction number assigned to each manual transaction you enter. This should normally be left off which lets the system assign the next transaction number in line.

Unless you are making adjustment entries or SIMS Technical Support tells you otherwise, leave this disabled with an 'N' here.

- **Recurring Generation Date:** Normally the "Next Due Date" of the invoice when it was created is used for the transaction date on the invoice. For instance if you run recurring through 12/01/95 on 11/15/95, the transaction date would be 12/01/95 since that is when the transaction is for. However, if you enable this option, then using the above example, 11/15/95 would be used as the date of the transaction instead.

Warning: Since the period totals are keyed off the transaction date, this will effect which period is adjusted for sales tax and sales person commissions.

- **Compound Sales Tax:** In some areas (Canada), some tax districts charge sales tax on top of other taxes. In Quebec for example, the GST (Federal) tax is 7% and the Provincial tax (State) is 6.5%. Quebec charges their tax not only on the purchase price but on the GST tax as well. For instance, on a \$100 sale the GST tax would be \$7.00 and then the Provincial tax is figured on the \$107.00, which would be \$6.96 for a total of \$113.96.

If this feature is enabled then tax

districts 2-5 in each customers record will charge compounded tax on the purchase price plus tax district 1's tax rate. Canada users should place GST as the first tax district and Provincial taxes in tax districts two through five.

- **Sales Tax Payment:** If selected then sales tax will not be recorded in the tax district file until payment is received. This is sometimes called "Cash Accounting" because you do not pay taxes until you receive the payment (cash). Normally taxes are recorded at the time of the sale.
- **User Defined:** There are 5 user defined fields on the A/R Account Database (see page 40). From here you will be able to enter the name you want to give to those fields.
- **Default Payment Comments:** When entering payments, a 30-character comment can be entered on the total screen. This comment appears on statements and on history reports. It is used to place a common phrase like "Thank you for your payment" into history so the customer sees it. This is simply a default; it can be over-ridden on each transaction entered. If you leave this field blank here you can always enter a comment manually.
- **Allow \$0.00 for recurring amount:** Determines whether you

will be permitted to save recurring invoices that have no dollar amount. Some customers wanted to be able to do this to send reminder invoices when the account is being paid by someone else or they have a credit balance on account.

If this switch is enabled then the program will allow you to save recurring invoices that have a \$0.00 amount. If disabled, then the program requires that recurring invoices have a dollar amount before they can be saved.

- **Statement Uses Adjusted Balance:** Normally statement printing will use the "posted" balance of a customer to decide whether the customer should receive a statement or not. This is done by comparing the amounts entered in each customer as the minimum for that customer to receive a statement.

If this field is checked then the "adjusted" balance is used instead. The adjusted balance includes items that have not been posted yet.

- **Minimum finance charge amount:** If a minimum amount is entered here, then the customer must have at least this amount past due before they receive any finance charges. For instance, if set at \$100.00 then a customer who only has 99.99 of past due

charges will not receive any finance charges no matter how old those charges become.

- **Min Finance Charge:** If an amount is entered here then if the customer qualifies for any finance charge, it will never be less than this amount. For instance, if they have \$10.00 past due with 18% finance charges, the finance charge would be \$1.80. If this minimum were set to \$5.00 though, the finance charge generated would be \$5.00 instead of the \$1.80. The greater of the percentage or this minimum will always be used.
- **Use simple interest for charges:** When finance charges are calculated, normally the total past due is used. This total may include previous finance charges if the account has remained past due for some time. If this option is enabled, then new finance charges will not be calculated on the balance of other finance charges.
- **Use late fee description:** Some areas have specific laws related to the verbiage used in describing finance charges. In California for instance you can't call something a finance charge unless there is an actual finance contract. If you enable this switch then the words "Late Fee" will appear whenever "Finance Charges" would normally, such as on the

invoice created or on statements. The transaction type for these records will still be type 'F' and they will still show as Finance Charges inside the program (year-to-date fields, transaction reports, etc.).

INTEGRATION

- **Integration Package:** If this is an integrated version of SIMS Accounts Receivable, enter the Alarm Automation package in this field. At this time, only SIMS II integration is implemented.
- **Integration Type:** Several options are available based upon the alarm monitoring software. Not all software will support the options listed; consult monitoring documentation for more information regarding this. At this time, "Read Once" and "Read Always" are the only types implemented. "Read Once" is the recommended selection.
- **Path to integrated package:** Enter the full Drive and Path where database files for the integrated package are located. For SIMS II integration, this is the path to the AcntFile.Dat file.
- **Account Type:** Normally the "Account Type" field in the automation package is NOT integrated with the A/R package

because they are usually used for Central Station related features that have no bearing on billing.

You can tell SIMS Accounts Receivable to pull the Account Type data and place it in one of the five user defined fields if desired however by placing a number 1 through 5 here. Placing a 1 here causes the Account Type field from automation to be placed in the first user defined field while a 2 causes it to be moved to the second user defined field, etc. The default action (N or blank) causes the field not to be integrated.

- **Billing Code:** The Billing Code field allows data to be retrieved from the automation package based on your needs. The default is 'S' for subscriber type field.

Entry	Description
S	Place the Bill Code (from SIMS database) 1 in the Class field (from A/R database)
C	Place the Bill (from SIMS database) Code 1 in the Comment field (from A/R database)
N	Do not utilize the Bill Code 1
1-5	Place the Bill Code 1 in Field 1 (User

Defined Field)
through Field 5
(User Defined
Field)

- **Update Cross Street:** Enable this if you wish for the Cross Street field from the integration package to be placed into the second address line in SIMS Accounts Receivable.
- **Update Data Entered:** Enable this entry if you wish for the Start Date in the integrated package to be pulled into the Start Date field. In SIMS II this will be the Date Entered field.
- **Insert leading zeroes for customer ID:** Normally the Customer ID fields will be filled in with leading zero's if less than eight characters are entered. There are a few instances where you may not want the zero's to be filled in however and this will let you disable it.
Note: Do not disable this unless you are absolutely sure you need this. By disabling this, customer 123 would be different than customer 00000123, which would be different than customer 0123 as well. The zero fills, which normally occur, ensure that there is only one entry for each unique account number.
- **Update Mailing Address:** This flag controls whether the mailing

address in the SIMS Accounts Receivable program for each customer will be updated with the mailing address from the integration package.

There may be times when you do not want the mailing address from the automation package to be pulled across (it's sometimes used for the address to mail reports instead of the address for sending bills).

- **Update Warranty Date:** Enable this if you wish for the Warranty End date from the integration package to be placed into the Warranty End date field in SIMS Accounts Receivable.
- **Allow on Account Payments:** On-Account payments are a method of entering payments without specifying a particular invoice number to apply the payment to. As normal practice, payments should be applied to the invoice they are paying. For pre-pay or over-pay situations though, the remainder of the payment can be placed "on account" to apply against the oldest balance.
- **User Dealer Sales Codes:** Normally, only one set of sales codes is used for the entire company. If this is selected however, then a separate set of sales codes must be entered for each dealer entered. The dealer

sales codes contain additional information for third party monitoring central stations but require additional data entry. Year-To-Date totals are stored for each sales code by dealer as well as for the entire company when this is selected.

CREDIT

- **Status Code:** Customers whose account status is set to one of the Status Codes 1 through 10 will be flagged as a Credit Hold customer in the automation package. The status code of a customer is maintained automatically based on the customer balance when a Update Aging Balance is performed. The automation package is updated every time that a Update Aging Balance is performed, either automatically or manually.
- **Type:** Enter the error message you want to appear when the status code is found in an account.

Entry	Description
N	Display no Warning
Y	Display Error Screen 71
1 - 9	Display Error Screen 36-44

More than one status code can use

the same warning message, for instance HLD and +120 could both point to type '9' if you wished.

For more details about this see page 8.

PRINTING

- **Default Credit Form Code:** If a form code is entered then when credit memo transactions are printed, they will use this form code instead of the default \$CRDT for (AR\$Crdt.Frm).
- **Default Recurring Form Code:** If a form code is entered, then when recurring transactions are created, they will use this form code instead of the Invoice form code entered in each customer account. If this field is left blank then the form code entered in each customer record will still be used.
- **Default Transaction Form Code:** If a form code is entered, then when transaction reports are run, the entry will appear as the form code to use.
- **Default Status Form Code:** If a form code is entered, then when aging (status analysis) reports are run, the entry will appear as the form code to use.
- **Invoice Form Override on Reprint:** If enabled then

whenever you perform a reprint of transactions, the invoice form code selection window will be displayed.

If you press escape then the same form code that the transaction was created with will be used.

If you select a form code from the list then the transactions will be printed with this form code regardless of which form code was originally used.

- **Payment Bank:** If this option is enabled then on the Payment Entry screen the payment comment field will be replaced with three fields for bank information. These include a "Bank Code" and two routing fields that can then appear on transaction listings and journal reports. If this option is disabled then the normal comment field appears instead.
- **Print Invoice in ZIP Code Order:** If enabled, then when "Print Unprinted Transactions" is run, it will print the transactions in zip code order. This option is only available if the transaction file has been converted to support it (It will give an error otherwise).

Note: Selecting this option will cause the print unprinted transactions function to take longer than normal since all transactions will need to be searched through instead of only

the unprinted transactions. Only the unprinted ones will be printed, but all the transactions have to be searched if this is enabled.

- **Print Invoice if Credit:** This switch determines whether invoices will print if the customer has a credit balance. Normally an invoice will print if it's minimum amount and such are met, even if the customer has a credit balance. (An invoice is a record of an individual transaction and not an overall picture of the account.)
- **Statement Status Code 1:** If any of the up to fifteen Status Code fields are entered, then only customers who currently have those status codes will be included when you print statements. If you leave all 15 of the status codes blank then the customers status code will not be used to determine if they should receive a statement or not.

Some sites only send statements to customers who have balances over 60 days, therefore, entering +60, +90 and +OV as statement status codes here will cause only the customers with those status codes to be included.

Add Company

Configure → Accounts Receivable → Add Company

Use this selection to create a new company

into you're A/R Database. For a definition of company please refer to page 3.

- **Company ID:** To add a company, enter a new one to three character Company Code. After the entry is made, enter all other data needed for the company to be created.
- **Display Name:** Enter the Name to be displayed in the list of company codes.
- **Id/Passwords:** Not implemented.
- **Forms Directory:** Not implemented.
- **Help Messages:** Not Implemented.
- **Error Messages:** Not implemented.
- **Source Company:** The Source Company allows selection of the company to use as the source database. This is very important because allows you to use an existing company as a template for a new one. For more details about this see Step #7 on page 16.

Note: It is recommended that you copy all of the selections from the source company and then delete the ones that do not apply to this company.

- **Dealer Sales Code:** Enabling Dealer Sale Codes will cause all the dealer sale codes to be copied to the company to being created.
- **Groups:** Enabling Groups will cause all the dealers to be copied

to the company to being created.

- **A/R Configuration:** Enabling A/R Configuration will cause the configuration data to be copied to the company to being created.
- **Sales Codes:** Enabling Sale Codes will cause all of the customer sale codes to be copied to the company to being created.
- **Table Maintenance:** Enabling Table Maintenance will cause the entire table maintenance database to be copied to the company being created.
- **Tax District:** Enabling Tax Districts will cause the entire tax district database to be copied to the company being created.

Click the OK button to create the company. You will see a bar showing you the task progress.

System Menu

The System menu of SIMS for Windows includes an Account Receivable Option. (see Figure 51). This will give you access to a sub-menu that will allow you to setup several aspects of the A/R database and functions.

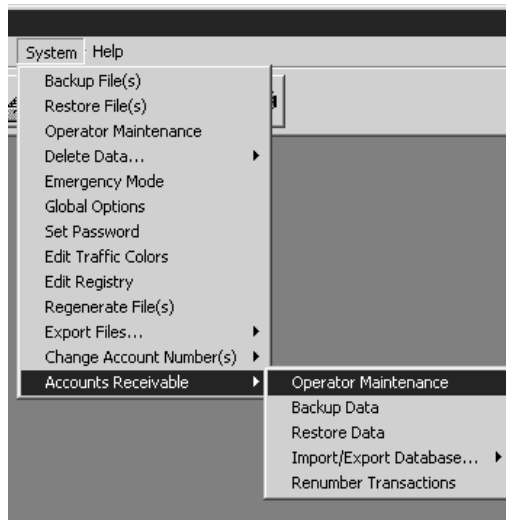


Figure 51 - System Menu

Operator Maintenance

System → Accounts Receivable → Operator Maintenance

This selection allows you create, edit and delete operators for the accounting program.

Now we are going to provide a detailed description for each one of the fields

available from this selection. These fields are divided on four tabs.

Note: The Username and ID must match the automation user name and ID.

OPERATOR TAB

This tab will allow you to manage the operator list. This means you can add, edit and delete items from the list. For more details on this please see Step #6 on page 15.

For details on using a listbox see section 3.7 on SIMS for Windows User Manual.

A/R TAB

TRANSACTIONS:

- **Transaction processing:** Allows the selected operator to perform the following items:
 - Journal Listing* (see page 102)
 - Unposted Listing* (see page 107)
- **Transaction Entry:** Allows the selected operator to perform the following items:
 - Create Invoice/Debit* (see page 89).
- **Transaction Listing:** Allows the selected operator to perform the following item(s):
 - Transaction Listing* (see page 106).
- **Enabling Cancel/Modify:** Allows the selected operator to perform the following items:
 - Cancel Transaction Overview*

(see page 95).

Edit Invoice/Debit Overview

(see page 95)

Edit Payment/Credit Overview

(see page 88)

- **Hold/Release Transaction:** This function is not currently implemented.
- **Print Unprinted Transactions:** Allows the selected operator to perform the following item(s):
Print Unprinted Transactions
(see page 105).
- **Post/Update Transactions:** Allows the selected operator to perform the following item(s):
Post Transactions (see page 104).
- **Reprint Transactions:** Allows the selected operator to perform the following item(s):
Print/Reprint Transactions (see page 106)
- **Payment Entry:** Allows the selected operator to perform the following item(s):
Create Payment (see page 84).

RECURRING

- **Recurring Processing:** Allows the selected operator to perform the following items:
Generate Recurring (see page 100)
Recurring Analysis (see page 101)

STATEMENTS

- **Statement Processing:** Allows the selected operator to perform the following items:
 - *Print Statements* (see page 107).

DATABASE

- **Customer Database:** Allows the selected operator to perform database modifications on accounts receivable customers.
- **Database (All Others):** Allows the selected operator to perform database modifications on the following items:
 - *Billing/Dunning Messages* (see page 81)
 - *Dealer Maintenance* (see page 57)
 - *Dealer Sale Codes* (see page 73)
 - *Sale Codes* (see page 70)
 - *Sales Representatives* (see page 74)
 - *Table Maintenance* (see page 78)
 - *Tax Districts* (see page 74)
- **Delete Customer:** Allows selected operator to delete a customer from the A/R Database.
- **Edit Customer:** Allows selected operator to delete a customer from the A/R Database.

HISTORY

- **History Processing:** Allows selected operator to run the

Transaction History option.

- **Purge History:** Not currently implemented.

PERIODIC

- **Periodic Processing:** Allows the selected operator to perform the following item(s):
 - *Close Month* (108)
 - *Update Aging Balances* (see page 109)

JOURNAL

- **Journal Reports:** Allows the selected operator to perform the following item(s):
 - *Journal Listing* (see page 102)

CONFIGURATION

- **A/R Configuration:** This selection allows setting of miscellaneous A/R flags that have been moved to different areas in the Windows version. Therefore it currently has no effect.

INTEGRATION

- **Integration:** Allows the selected operator to perform the following item(s):
 - *Import Accounts from SIMS II* (see page 144)
 - *Import Dealers from SIMS II* (see page 145)
 - *Link SIMS II Accounts* (see page 146)

MISCELLANEOUS

- **Miscellaneous Reports:** Allows the selected operator to perform the following item(s):
 - *Customer Status Analysis* (see page 112)
 - *Master File Reports* (see page 113)
 - *Sales Person Analysis* (see page 115)
 - *Tax District Analysis* (see page 115)

CONFIGURATION TAB

This tab allows you to enable/disable more option to customize the access of the operator to the A/R functions of the program.

AUDIT

- **Audit Menu:** Not currently implemented.
- **Audit Purge:** Not currently implemented.

CONFIGURATION

- **Company Configuration:** Not currently implemented.
- **Station Configuration:** Not currently implemented.
- **Index Configuration:** Not currently implemented.

COMPANY

- **Add/delete company menu:** Enabling this option allows the selected operator to perform the

following item(s):

Add Company (see page 132)

- **Delete Company:** Not currently Implemented.

MISCELLANEOUS

- **Operator Maintenance:** Enabling this option allows the selected operator to perform the following item(s):

Operator Maintenance (see page 135).

MISCELLANEOUS

The selections under this tab are not currently implemented.

Backup Data

System → Accounts Receivable → Backup Data

The Backup Files dialog box (see Figure 52) is used to perform a backup of the various Accounts Receivable data and/or history files. You can choose to select Include Accounts Receivable Files, Include Company Files, Include Forms Files and/or Include Program Files.

Note: It is recommended to create a file for every day of the week several backups to fall back on.

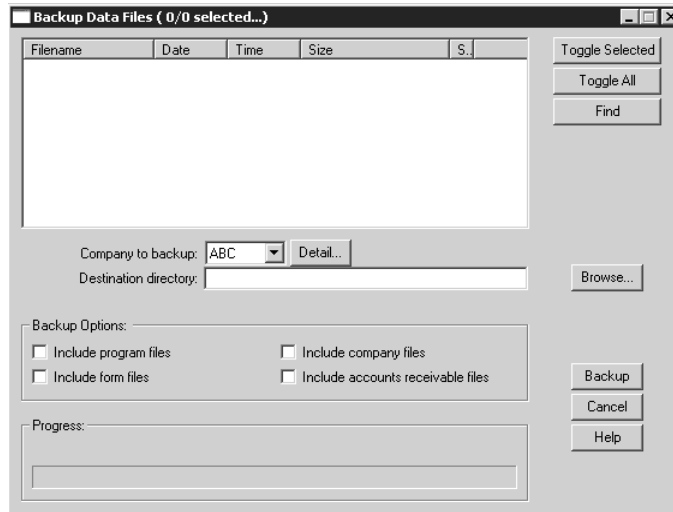


Figure 52 - Backup Data File Dialog Box

How to backup files:

1. Select the Company To Backup from the available list or, click the Detail button adjacent to the field for additional information.
2. Enter the Destination Directory or click the Browse button adjacent to the field to navigate drives and directories.
3. Select one or more of the following:

Include Program Files

Include Forms Files

Include Company Files

Include Accounts Receivable Files

4. **Optional:** Specify any files you do not want to backup by clicking on them in

the Backup Files List and clicking the Toggle Selected button.

5. Click Backup.

Restore Data

System → Accounts Receivable → Restore Data

The Restore Files dialog is used to perform a restoral of the various Accounts Receivable data and/or history files. You can choose to select Include Accounts Receivable Files, Include Company Files, Include Forms Files and/or Include Program Files.

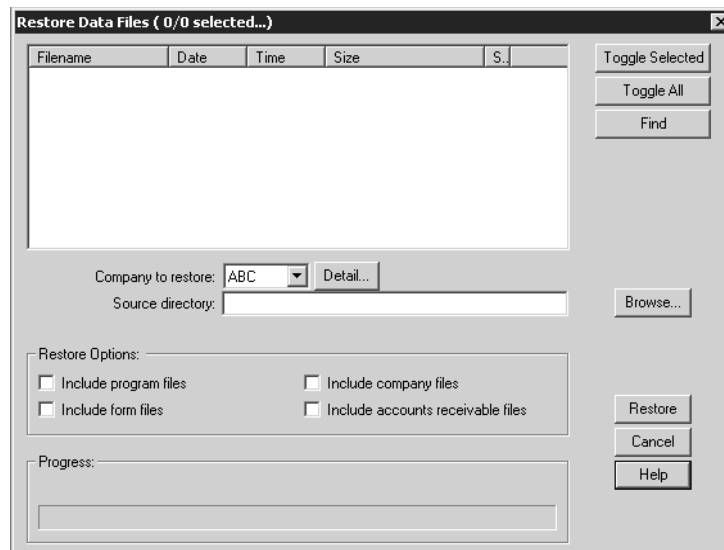


Figure 53 - Restore Data Files

How to restore files:

1. Select the **Company To Restore** from the available list or, click the **Detail** button adjacent to the field for additional information.
2. Enter the **Source Directory** or click the **Browse** button adjacent to the field to navigate drives and directories.
3. Select one or more of the following:

Include Program Files

Include Forms Files

Include Company Files

Include Accounts Receivable Files

4. **Optional:** Specify any files you wish to restore by clicking on them in the Restore Files List and clicking the Toggle Selected button.
5. Click Restore.

Import/Export Database

System → Accounts Receivable → Import/Export Database

This selection will give you access to a sub-menu containing three options to move data to and from SIMS A/R database.

Import Accounts from SIMSII

*System → Accounts Receivable
→ Import/Export Database →
Import Accounts from SIMSII*

The menu entry allows you to import your SIMS II accounts based upon their group affiliation into accounts receivable.

After selecting this option the Import Accounts dialog box will be displayed (see Figure 54).



Figure 54 - Import Accounts Dialog Box

Use the Company field to enter the Company where you want to move the data to. Use the Group field to select the groups you want to import. Note that you can select an asterisk (*) entry for this field. This selection will allow you to move all groups to a given company.

***Note:** Before any accounts are imported into accounts receivable, their corresponding dealer accounts should first be imported and recurring items configured.*

Import Dealers from SIMSII
System → Accounts Receivable

→ *Import/Export Database* →
Import Dealers from SIMSII

This menu entry allows you to import your SIMS II Dealer accounts into the accounts receivable. The default recurring items will be retrieved from the default group (DFLT).

After you select this option the Import Groups dialog box should be displayed. This dialog box works in the same way that the Import dialog box shown in Figure 54.

Link SIMSII Accounts

System → *Accounts Receivable*
→ *Import/Export Database* →
Link SIMSII Accounts

This selection links the SIMS II accounts to the accounts receivable. Each customer in the accounts receivable database that has a valid CS Account is searched for in the corresponding SIMS II database for a matching Account Number. When a match is found, the corresponding Customer ID from the accounts receivable database is copied into the Accounts Receivable Account Number. Also, the Accounts Receivable Company will be placed into the SIMS II database.

After selecting this option a dialog box will be presented asking you to select a company name. Right after selecting a company you will see the

Link Accounts dialog box showing you a progress bar. When the process is done the program will display an information box showing you the elapsed time. Click OK to close it.

Renumber Transactions

System → Accounts Receivable → Renumber Transactions

The Renumber Transactions function allows you to sequentially renumber existing transactions to a new beginning number.

Note: This does not change transaction numbers in history and the new numbers will not match transaction numbers (e.g., invoices) that have already been printed, etc. Therefore, is cannot be stressed strongly enough that this function should only be undertaken with a full understanding of potential problems.

How to renumber transactions

1. Enter the parameters for the transactions you wish to renumber in the Transaction Report Overview dialog (see Figure 55). Then click Ok.

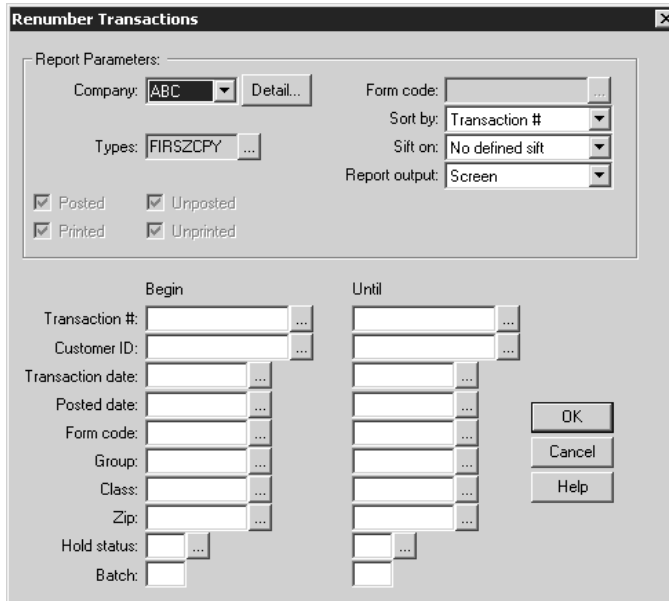


Figure 55 - Remember Transactions Dialog Box

2. Another dialog will be presented showing the current transaction's beginning (first) and ending (last) numbers. Additionally, the total number of transactions and the number matching the parameters that was entered in step 1 will be presented.
3. Enter the new beginning transaction number.
4. Click OK.

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