
1 Getting Started

Introduction.....	1
Secondary (Financial Portrait) Password Entry.....	2
Keyboard Operation.....	3

2 Creating a New Company

Accounts Receivable Main Menu.....	5
Calendar Definition	7
Company Definition	15

3 Setting/Changing the Session Company

Accessing Session Defaults	27
Changing the Session Company	28
Report Output Format and Properties.....	31

4 Setup and Supervise Transaction Content, Configure Customer Properties

Configure A/R Transaction Properties	33
Repeat for 2nd, 3rd, 4th and 5th A/R Transaction Codes.....	39
Configure Customer Properties	41
Conclusion of A/R Initial Setup and Management Functions	43

5 Customer Records Maintenance and Reporting

Customer Maintenance and Inquiry Menu	45
Define Customer Properties.....	46
Customer Maintenance (Corporate Level)	51
Customer Credit Terms Assignment	59
Customer, Contacts and Notes Reporting.....	63

6 Invoices Processing

Charges Entry through Accounts Receivable	71
Start a New Group of Entries.....	73
Setup for First Entry Sequence	74
Enter and Accept Charges	75
Review of Batch Totals	77
Posting the Invoice Transactions	82

7 Cash Posting

Cash and Adjustments Transaction Entry.....	91
---	----

Start a New Group of Entries.....	92
Setup for First Entry Sequence	93
Preview Amounts Due and Activity Summary for Customer (Optional).....	94
Set Automated Cash Posting Options (Optional)	95
Accept Transactions.....	96
Setup for Second Entry Sequence.....	97
Preview Amounts Due and Activity Summary for Customer (Optional).....	98
Set Automated Cash Posting Options (Optional)	99
Enter, Fine Tune and Accept the Second Sequence	100
Review of Batch Totals	103
Review of Cash Entries Made	105
Posting the Cash Transactions	107

8 Accounts Receivable Reporting

Accounts Receivable Reporting Menu	117
Print A/R Recap by Transaction Code.....	119