Accounts Receivable Overview and Help Index

Overview

Accounts Receivable is a state-of-the-art program that doggedly tracks receivables.   The program prints invoices and statements on standard 8 1/2 x 11 inch letterhead stock for use with window envelopes.   Accounts Receivable has a short learning curve, on-line help plus point-and-click capability.   Features include customer templates, undo command, selective invoice display and single-key account and aging summaries.   This version of Accounts Receivable is distributed as shareware and is entirely supported by registration fees.

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General

Accounts Receivable operation is similar to that used by other Windows applications.   Use Print Topic, from the Help Menu and obtain printouts of <u>Sample Problem 1</u>,   <u>Sample Problem 2</u>, <u>File Maintenance</u> and <u>Registration</u>.   Each sample problem can normally be completed in less than thirty minutes.   The sample problems walk the user through Accounts Receivable. Two sample files are provided.   File Maintenance covers creating working AR files and customizing the AR.INI file.   Invoices are stored in files with an AR extension while customer templates are stored in AR.TEM.   File Maintenance should not be accomplished until the sample problems have been completed.   Note that Accounts Receivable treats credit memos as an invoice with a negative balance.   Accounts Receivable invoices serve a dual purpose; that is, they are used as invoices and credit memos.

The instructions assume that the user has some experience using Windows applications. Two files (TUTOR1.AR and TUTOR2.AR) have been constructed for use with the sample problems.   Either a mouse or the keyboard may be used.   After you complete the sample problems and are "up-to-speed" you can create additional AR files.   As many AR files as the hardware can support may be created.

Although TUTOR1.AR is displayed at start-up, any AR file can be selected as the start-up file. Invoice files can have any valid filename but are assigned an AR extension.   AR files that are no longer required can be deleted from Windows or the DOS prompt.

Sample Problem 1

1. From Windows, start Accounts Receivable.   Note that the name of start-up file (TUTOR1.AR) is displayed in the Lower Window and a company name is displayed in the window frame border.   After File Maintenance is accomplished, your company name will appear in the frame border.
2. After the display appears, entries are displayed in columnar fashion.   The Lower Window contains the number of invoices (COUNT), number overdue (ODUE) and the filename (FILE) of the active file.
3. Press D or click on Date.   Hold the key or mouse button down.   The day of the week, date and time are displayed in the Lower Window until the key or mouse button is released.
4. Press C or click on Cal.   After the perpetual calendar appears, note that todays date is surrounded by a frame.   The calendar can page from 1899 through 2090 by month or year.   Experiment with all the selections.   When through, press C or click on Cancel to restore the previous display.
5. Press A or click on Acct.   All active file invoices that have the same Account ID are displayed.   The number of invoices, overdue invoices and the Account ID are displayed in the Lower Window.   Note that the account total is displayed in the Lower Window frame border.   When through, press R or click on Restore to return to the previous display.
6. Press V or click on Overdue.   All active file overdue invoices are displayed.   The number of invoices, overdue invoices and the name of the active file are displayed in the Lower Window.   Note that the Lower Window is captioned Overdue.   When through, press R or click on Restore to restore the previous display.
7. Press U or click on Summary.   Carefully review the active file summary.   Note that debits, credits, file total, overdue debits, percent of debits overdue, average days overdue and the number and amount of overdue invoices are shown for varying periods.   The number/amount overdue display excludes credit memos (invoices with a negative balance).   When through, select OK to restore the previous display.
8. Press L or click on List.   Note that the display shows todays date and projects ahead one year.   Experiment by adjusting the From and To dates then select OK.   All active file invoices whose due dates fall within the selected range will be displayed.   The Lower Window contains the number of invoices, overdue invoices and the active filename.   The selected range is displayed in the Lower Window frame border.   If the keyboard is used, it will be necessary to TAB to the From and To dates then use the Page Up and Page Down keys to change the month and the arrow keys to change the day.   When through, press R or click on Restore to return to the previous display.
9. Press Alt and S or click on Sort to access the Sort Menu.   Sorts can be performed by invoice number, invoice amount, order date, due date, number of days overdue and bill to field.   While order and due dates are normally in the same sort sequence, if differing options (10, 20, 30 day etc.) are used this may not be the case.   Experiment with the various sort options.
10. Press ALT and O or click on Options to access the Options Menu.   When Auto Order Date is enabled (checked), the order date is entered as todays date.   When Auto Due Date is enabled, the number of days entered in the AR.INI file will be added to todays date to calculate the due date.   File Maintenance covers editing AR.INI to change the number of days to add.   As shipped, the AR.INI entry is thirty days.   When Auto Number is enabled, invoice numbers are incremented as each invoice is entered.   In normal use, a check should appear by each auto option.
11. From the Options Menu, press C or click on Change Number.   Enter a new invoice number then select OK.   Up to seven digits can be accommodated.   The invoice numbering sequence can be changed anytime via Change Number.   While different invoice numbering sequences may be used for each file, if a number is duplicated in the same file the entry will be rejected.

12. To edit an invoice, highlight the invoice then press F2 or select Edit from the Edit Menu. Double clicking on an invoice will produce the same result and is preferred.   Use one of the methods and select an invoice to edit.   After the invoice appears, observe the various fields but do not change any data.   Field descriptors enclosed in braces ([ ]) denote customer template fields.   Experiment with Next and Prev and page through the invoices. Select Pg 2 and note that the last page appears.   Observe the various fields but do not change any data.   When through, select Cancel.   After the first page appears, select Cancel again.
13. Press ALT and E or click on Edit to access the Edit Menu.   After the menu appears, press A or click on Add.   When the first page of the invoice appears, retrieve a template from the drop-down menu.   Note that templates are listed in alphabetical order.   Templates are created by entering data in the fields surrounded by braces ([ ]) then selecting TSave. Line 1 of Bill To is a required entry, other template fields are optional.   Templates are normally generated when an invoice is entered but can be created independently.   It is not advisable to create templates for other than repeat customers.   Templates are deleted by retrieving the template then selecting TDel.   When through, select Cancel to restore the previous display.
14. To delete an invoice, highlight the invoice then select Delete from the Edit Menu.   Check that the correct invoice number is displayed in the dialog box then respond to the caution and warning prompts.   Experiment by deleting three or four invoices and note the result.
15. Press ALT and E or click on Edit to access the Edit Menu.   After the menu appears, press U or click on Undo and respond OK to the prompts.   Undo will restore the AR file to the last "saved" condition.   If the Save command was not used, the file will be restored to the "as loaded" condition.   It should be noted that Undo restores the AR file and has no effect on templates as they are stored in AR.TEM.   After a file is restored with Undo, the invoice number is adjusted to the previous value.   It is a good idea to check (via Change Number) that the previous value is satisfactory.
16. Press ALT and E or click on Edit to access the Edit Menu then select Copy and respond to the prompt.   The Copy command copies the list of invoices from the display to the Clipboard.   Before using the Copy command, invoices should be sorted as required.   The shortcut key F3 may be used in lieu of the Copy command.
17. Press ALT and F or click on File to access the File Menu.   When the menu appears, press O or click on Open.   After the Save File prompt appears, select No.   Use the arrow keys to highlight or click on TUTOR2.AR.   To change the start-up file, select the Start-up File button.   After the new start-up filename appears, select OK.   If all has gone well, TUTOR2.AR should be displayed.
18. Press ALT and F or click on File to access the File Menu.   After the menu appears, press X or click on Exit.   When the Save File prompt appears, select Yes.
19. Take a five or ten minute break then proceed to Sample Problem 2.

Sample Problem 2

1. From Windows, start Accounts Receivable.   At the end of Sample Problem 1, the start-up file was changed to TUTOR2.AR.   Check that the new start-up file is displayed.
2. Press ALT and O or click on Options to access the Options Menu.   Ensure that Auto Order Date, Auto Due Date and Auto Number are enabled (checked).
3. Press Alt and S or click on Sort to access the Sort Menu.   When the Sort Menu appears, press A or click on Amount.   Note that negative values (credit memos) precede positive values.
4. Press ALT and F or click on File to access the File Menu.   When the menu appears, press S or click on Save.   Respond Yes to the Save File prompt.
5. To create a template and add an invoice, press ALT and E or click on Edit to access the Edit Menu.   After the menu appears, press A or click on Add.   An invoice number, order date, due date, bill to entry and one page 2 description are required to add an invoice.   All other fields are optional.   Note that the invoice number, order and due date have been entered.   Type any four line Bill To address.   Press the ENTER key four times in lieu of typing a Ship To entry.   Note that if the Bill To and Ship To addresses are the same, pressing ENTER will duplicate the Bill To address.   If a different Ship To address is required, use the TAB key.   Type an entry for each Page 1 field then select TSave and save the template.   Templates are normally generated when an invoice is entered but can be created independently.   It is not advisable to create templates for other than repeat customers.   After the template is saved, select Pg 2.   Type several Page 2 entries then select OK.   After Page 1 appears, select Cancel.   When invoices are added, dates should be entered in tab sequence (i.e. order, due then ship date).   Each line entry can accommodate four digit quantities and a total of plus or minus $999,999.99.
6. Add another invoice, using the template created in the previous step.   Check that the template contains an Account ID.   To link invoices to the same account, they must have the same Account ID.   An Account ID can consist of up to ten alphanumeric characters and is not case sensitive.   The Account ID is an optional field.   Some invoices generated to document a sale may not require a statement; if so, an Account ID is not required.   Keep in mind that if an invoice does not have an Account ID, a statement cannot be printed nor will Acct be enabled.   When through return to the previous display.
7. To delete the template created in step 5, press ALT and E or click on Edit to access the Edit Menu.   After the menu appears, press A or click on Add.   After Page 1 of the blank invoice appears, note that the number of templates and invoices is displayed in the upper left corner of the form.   Retrieve the template (created in step 5) from the pull-down menu then select TDel.   If all has gone well, the number of templates should decrease.   When through, select Cancel.
8. To edit an invoice, double click on (or otherwise retrieve) one of the invoices created above.   Experiment by editing several Page 1 fields.   To capture an edit, the OK button on Page 2 must be selected.   Select Pg 2 and experiment by editing several fields.   When through, select OK.   After Page 1 appears, select Cancel.
9. To print an invoice, highlight the invoice then press ALT and F or click on File to access the File Menu.   After the menu appears, press P or click on Print Invoice and respond to the prompt.
10. To print a statement, highlight any invoice in the account then press Alt and F or click on File to access the File Menu.   After the menu appears, press R or click on Print Statement and respond to the prompt.   Note that accounts can be previewed before printing.   To preview an account, highlight any invoice in the account then press A or click on Acct.
11. Press ALT and E or click on Edit to access the Edit Menu.   After the menu appears, press U or click on Undo and respond OK to the prompts.   After a file is restored with Undo, the invoice number is adjusted to the previous value.   It is a good idea to check (with Change Number from the Options Menu) that the previous value is satisfactory.
12. Press ALT and F or click on File to access the File Menu.   When the menu appears, press

O or click on Open.   When the Save File prompt appears, select No.   After the Open dialog box appears, use the arrow keys to highlight or click on TUTOR1.AR.   To change the start-up file back to TUTOR1.AR, select the Start-up File button.   After the new start-up filename appears, select OK.   If all has gone well, TUTOR1.AR should be displayed.

13. Press ALT and F or click on File to access the File Menu.   After the menu appears, press X or click on Exit.   When the Save File prompt appears, select Yes.

14. If you are satisfied with your progress, move ahead to File Maintenance and create your actual AR files.   If you need more practice, repeat the sample problems.

Display

Main Window
The Main Window displays the invoice number, amount, due date, days overdue and the bill to name.   Access to the File, Edit, Sort, Options and Help menus is available from the horizontal menu bar.

Lower Window
The Lower Window contains the number of invoices (COUNT), number of overdue invoices (ODUE) and the active AR filename (FILE).   The Lower Window caption changes according to the command selected.   A row of command buttons is located to the right of the Lower Window frame.

Date Button
Pressing D or clicking on Date will display the day of the week, date and time.   The display appears inside the Lower Window frame as long as the key or mouse button is depressed.   Releasing the key or mouse button restores the previous display.

Cal Button
Pressing C or clicking on Cal will display the perpetual calendar.   After the calendar is displayed, it can be scrolled by month or year.   The calendar displays the years from 1899 through 2090.   Pressing C or clicking on Cancel will restore the previous display.

Acct Button
Pressing A or clicking on Acct (Account ID) will display all invoices in the active file that have the same Account ID.   The number of invoices, overdue invoices and the Account ID will be displayed in the Lower Window.   The account total will be displayed in the Lower Window frame border.   Selecting Restore will cancel the selection.

List Button
Pressing L or clicking on List displays two scroll bar operated date controls.   After a From and To date entry, selecting OK will display all invoices, in the active file, whose due dates fall within the selected range.   The selected range is displayed in the Lower Window frame border.   Selecting Restore will cancel the selection.

Summary Button
Pressing U or clicking on Summary will display a summary of the active file.   Active file debits, credits, file total, overdue debits, percent debits overdue, average days overdue and the number and amount of overdue invoices for varying periods are displayed.   Selecting OK will restore the previous display.

Overdue Button
Pressing V or clicking on Overdue will display all overdue invoices in the active file.   After Overdue is selected, the Lower Window is captioned Overdue.   Selecting Restore will cancel the selection.

Restore Button
After Acct, Overdue or List is selected, the Restore button is displayed.   Pressing R or clicking on Restore will terminate an Acct, Overdue or List selection.

File Menu Commands

Open
After Open is selected, all files with an AR extension are listed alphabetically.   To open a file, make a selection from the list box then choose OK.   Any AR file can be selected as the start-up file.   To change the start-up file, highlight the filename then select the Start-up File button.   After the start-up filename is displayed, select OK.   Note that AR files must be located in the directory that contains the Accounts Receivable files.

Save
The Save command saves the active file shown in the Lower Window.

Print Invoice
To print an invoice, first highlight the invoice then select Print Invoice.   Check that the printer is on-line and has an adequate supply of letterhead stock then respond to the prompt.   As many copies as required may be printed.   It is advisable to print via Print Manager.   Check that the Control Panel Printer dialog box has an X in the Use Print Manager check box.

Print Statement
To print a statement, highlight an invoice in the account then select Print Statement.   Check that the printer is on-line and has an adequate supply of letterhead stock then respond to the prompt.   The statement will list overdue invoices that have the same Account ID.   Note that invoices with negative or zero days overdue are not included.   As many copies as required may be printed.   It is advisable to print via Print Manager.   Check that the Control Panel Printer dialog box has an X in the Use Print Manager check box.

New
To add a new AR file, select New.   After the text box appears type the name of the file to be added.   Do not type the extension as it is appended to the filename.   If an attempt is made to enter a duplicate filename, the entry will be rejected.   Note that all AR files must be located in the directory that contains the Accounts Receivable files.

Exit
Selecting Exit will end the Accounts Receivable session.

Edit Menu Commands

Edit
To edit an invoice, highlight the invoice then select Edit from the Edit Menu.   The shortcut key F2 may be used in lieu of the Edit command.   Alternatively, double clicking the invoice will produce the same result.   After Page 1 of the invoice appears, entries may be edited.   To record any changes Pg 2 (Page 2) must be selected.   The OK button (Page 2) must be selected to record any changes.   If additional invoices have to be edited Next and Prev can be used to page through the file.   After OK has been selected, select Cancel from Page 1 to return to the previous display.

Add
To add an invoice and/or customer template, select Add from the Edit Menu.   After Add is selected, the first page of a blank invoice is displayed.   If a template is available, use the drop-down menu and select a template then enter the Page 1 data.   Field descriptors surrounded by braces ([ ]) denote template fields.   If a new template is required, select TSave to save the template.   If an invoice is not required select Cancel otherwise select the Pg 2 button and complete the entries.   Each invoice can accommodate up to five entries.   The OK button, (Page 2) must be selected to record the new invoice.   If additional invoices are not required, select Cancel from Page 1 to return to the previous display.   To delete a template, select the template from the drop-down menu then choose TDel and respond to the prompts.

Delete
To delete an invoice, highlight the invoice then select Delete from the Edit Menu.   Check that the correct invoice number is displayed in the dialog box then respond to the caution prompt.   After the warning prompt appears, select OK to delete the invoice or Cancel to abort.

Copy
The Copy command copies the list of invoices from the display to the Clipboard.   Before using the Copy command, a sort should be performed to group the invoices in the desired order.   After Copy is selected, respond to the prompt.   Note that the shortcut key F3 may be used in lieu of the Copy command.

Undo
The Undo command will restore the active file to the previous "saved" condition.   If the Save command was not used, the file will be restored to the "as loaded" condition.   To undo changes to the active AR file, select Undo from the Edit Menu and respond to the prompts.

Sort Menu Commands

Invoice
Sorts invoices by invoice number.

Amount
Sorts invoices by amount.   Invoices with a negative balance (credit memos) are displayed with a minus sign preceding the amount.

Order Date
Sorts invoices by order date.   Normally order and due dates are in the same sort sequence. In cases where differing payment options (10, 20, 30 day etc.) are offered, an order date sort may be required.   Note that two digit years from 90 to 99 are treated as 19XX.   Years from 00 to 89 are treated as 20XX.

Due Date
Sorts invoices by due date.   Note that two digit years from 90 to 99 are treated as 19XX. Years from 00 to 89 are treated as 20XX.

Days Odue
Sorts invoices by the number of days overdue.   Invoices that are not overdue will be displayed with a zero or minus sign preceding the number of days overdue.

Bill To
Sorts invoices by the bill to field.   The sort is not case sensitive.

Options Menu Commands

Auto Order Date
If Auto Order Date is enabled (checked), todays date will be entered as the order date. Even though Auto Order Date is enabled, the order date can be overwritten.

Auto Due Date
If Auto Due Date is enabled, the number of days in the AR.INI file is added to todays date to obtain the due date.   As shipped, the AR.INI entry is thirty days.   File Maintenance covers editing AR.INI to increase or decrease the number of days added to todays date.   Even though Auto Due Date is enabled, the due date can be overwritten.

Auto Number
If Auto Number is enabled, invoice numbers are incremented as each invoice is entered. Even though Auto Number is enabled, the invoice number can be overwritten.

Change Number
Change Number changes the next invoice number.   If Auto Number is enabled, the invoice number will be incremented as each invoice is entered.   Up to seven digit numbers can be accommodated.   The invoice numbering sequence can be changed anytime via Change Number.   While different invoice numbering sequences may be used for each file, if a number is duplicated in the same file the entry will be rejected.

File Maintenance

Creating Working AR Files
Invoice files can have any valid filename but are assigned an AR extension.   Any AR file can be designated as the start-up file.   AR files that are no longer required can be deleted from Windows or the DOS prompt.   As many AR files as the hardware can support may be created.   Note that all Accounts Receivable files must reside in the same directory.   Each AR file and statement can accommodate up to two hundred invoices.   Templates are stored in AR.TEM.   Up to one hundred templates can be stored in AR.TEM.   If more are required, multiple instances may be used.   In the example that follows, your filename may be substituted for 93OCT.   To create a working AR file, proceed as shown:

1.   Select New from the Accounts Receivable File Menu.
2.   Enter the new filename, type: 93OCT then select OK.
3.   Select Open from the File Menu and respond to the Save File prompt as required.
4.   Highlight 93OCT.AR then select OK.
5.   Select Add from the Edit Menu.
6.   Type the Page 1 entries.   If a customer template is required, select TSave before selecting the Pg 2 button.   Note that field descriptors surrounded by braces ([ ]) denote template fields.   It is not advisable to create templates for other than repeat customers.
7.   Type the Page 2 entries then select OK.   The OK button must be selected to record the invoice.
8.   Enter the remaining invoices (select a template from the drop-down menu if one is available) in the manner described above.
9.   After all invoices have been entered, select the Page 1 Cancel button.

Customizing AR.INI
AR.INI contains eight entries, each on a separate line, in the order shown:

> Line 1. Company name.
> Line 2. Start-up filename.
> Line 3. Auto Order Date (enabled/disabled).
> Line 4. Auto Due Date (enabled/disabled).
> Line 5. Auto Number (enabled/disabled).
> Line 6. Days to add to the Due Date entry.
> Line 7. Next invoice number.
> Line 8. Invoice/statement spacing (lines from top of form).

It is necessary to edit AR.INI to add your company name (Line 1) to the Lower Window frame border, to change the number of days to add to the order date (Line 6) or to adjust the spacing (Line 8) to accommodate your letterhead stock.   In any event, editing should be limited to lines 1, 6 and 8.   It is not necessary to edit other entries.   To edit AR.INI with Notepad, proceed as shown:

1.   From the Windows Program Manager open the Accessories window then select Notepad.
2.   From the Notepad File Menu, select OPEN.
3.   If the Accounts Receivable files are in the AR directory on drive C type: C:\AR\AR.INI then select OK.   If a directory or drive designator other than that shown is used, substitute the correct directory name and/or drive designator.
4.   Overwrite the existing name (Line 1) with your company name.   Use upper and lower case characters; up to 35 characters may be used.   If your payment option is other than 30 days, edit Line 6.   For example if payment is due in 15 days, overwrite 30 with 15.   If your letterhead requires a different top of form spacing, edit Line 8.   To print closer to the top of form, decrease the setting.   To print further down, increase the setting.

5.   After editing is complete, press CTRL and END.   Check that the cursor is in the home position beneath the last line of text.
6.   Select SAVE AS from the Notepad File Menu.   Save the file as C:\AR\AR.INI.   If a directory or drive designator other than that shown is used, substitute the correct directory name and/or drive designator.
7.   When through, select EXIT From the Notepad File Menu.

Registration

This version of Accounts Receivable is distributed 'as is' without warranty as user supported shareware.   Accounts Receivable may be uploaded to bulletin boards and/or distributed by shareware dealers.   When distributed as shareware, reasonable charges may be applied. Accounts Receivable is entirely supported by registration fees.   The user is granted a non-exclusive license to copy and freely share the program with others.   Should the software be used beyond a 30 day trial period, registration is required.   As a registered user, you receive free updates for a period of one year from the registration date.   When you register, if you do not have the latest version, we will ship you the current version.   To register, complete the registration form, enclose the registration fee (CA residents please add state tax) and mail to the address shown below.

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Cribsheet Software Accounts Receivable Ver 1.1 Registration Form

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Name _____ Date _____

Address Line 1 _____

Address Line 2 _____

City/State/Province _____ Phone (day) _____

Country/Postal Code _____ Media Size (3 1/2 or 5 1/4) _____

Type Computer _____ Type Network/Nodes _____

Registration/Site License Fees

1 - 5 copies $20 US per CPU/node   Number Copies _____

6 or more $19 US per CPU/node   Amount Enclosed _____

Form of Payment (Visa/MasterCard/Cash/Check/Other) _____

Card Number _____ Expiration Date _____

Print Name on Card _____

Signature _____

Comments/Suggestions _____

_____

_____

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Cribsheet Software, 4455 Torrance Blvd., Ste 273, Torrance, Ca 90503

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Clipboard

The Clipboard is a temporary storage area.   You can paste Accounts Receivable entries into a Windows application from the Clipboard.