

Accounts Receivable

The **AR Inquiry** can be instantly accessed by pressing the F3 key. After entering a customer number you have immediate access to:

- **Aging Balances and Open Invoices.**
- **Line Item Sales on an Invoice.**
- **Fuel Taxes Paid on Line Items**
- **Sales History Sorted by Date or Item**
- **Payment History on an Invoice.**
- **Charge and Payment History since the accounts was activated.**
- **Customer Notes**

The screenshot displays the 'AR Inquiry' window for customer 'PM2' (Petro-Market #2). The total balance is 81693.86. The interface includes input fields for various dates and limits, and a table showing the aging schedule of invoices.

Inv No.	Inv Date	Due Date	Inv Total	Date Paid	Amt Paid *	Balance	Det *
144371	08/23/2005	08/28/2005	20336.44	09/02/2005	20336.44	0.00	Y
144311	08/23/2005	08/28/2005	18168.53	09/02/2005	18168.53	0.00	Y
144312	08/25/2005	08/30/2005	18510.14	09/02/2005	18510.14	0.00	Y
144441	08/25/2005	08/30/2005	20049.18	09/02/2005	20049.18	0.00	Y
CS000923	08/28/2005	08/28/2005	-14312.55	09/02/2005	-14312.55	0.00	N
144486	08/26/2005	08/31/2005	20726.68	09/06/2005	20726.68	0.00	Y
144591	08/27/2005	09/01/2005	20570.34	09/06/2005	20570.34	0.00	Y
144719	08/27/2005	09/01/2005	18908.52	09/06/2005	18908.52	0.00	Y
CS000925	08/29/2005	08/29/2005	-10965.40	09/02/2005	-10965.40	0.00	N
145040	08/28/2005	09/02/2005	20082.74	09/06/2005	20082.74	0.00	Y
144958	08/30/2005	09/06/2005	140.00	09/06/2005	140.00	0.00	Y
CS000927	08/30/2005	08/30/2005	-10190.62	09/02/2005	-10190.62	0.00	N

Figure A1. Press F3, enter a customer number, and display aging balances and open invoices.

Sales Inquiry

Cust No.

Item ~	Inv Date ~	Gallons	Price	Description
SNL	09/20/2005	987.00	2.1548	PREMIUM
UNL	09/20/2005	7509.00	2.0518	REGULAR UNLEAD
LSD	09/20/2005	7705.00	2.1695	LOW SULPHUR DIESEL
UNL	09/18/2005	8480.00	1.9343	REGULAR UNLEAD
SNL	09/16/2005	987.00	2.1503	PREMIUM
UNL	09/16/2005	7585.00	2.0473	REGULAR UNLEAD
LSD	09/16/2005	7631.00	2.0510	LOW SULPHUR DIESEL
UNL	09/15/2005	8668.00	2.0718	REGULAR UNLEAD
LSD	09/15/2005	7715.00	2.0660	LOW SULPHUR DIESEL
LSD	09/13/2005	7720.00	1.9310	LOW SULPHUR DIESEL
LSD	09/12/2005	7707.00	2.0295	LOW SULPHUR DIESEL
UNL	09/12/2005	7103.00	2.1823	REGULAR UNLEAD
LSD	09/12/2005	1585.00	2.0373	LOW SULPHUR DIESEL
SNL	09/11/2005	1581.00	2.2853	PREMIUM
UNL	09/11/2005	6118.00	2.1823	REGULAR UNLEAD
LSD	09/11/2005	991.00	2.0373	LOW SULPHUR DIESEL
SNL	09/10/2005	1579.00	2.2853	PREMIUM

Figure A4. Press "Sales Hst" button and display sales by item in date order.

Figure A1. Click on the "Det*" Column for Invoice 144371 and See Line Detail

Invoice Line Items

Cust No.

Invoice Date Subtotal

Loc	Item	Pk Quan	Gallons	Price	Subtotal	Fuel Tax *	Total
9	UNL	7095.00	7095.000	1.9223	13638.72	2724.48	16363.20

Fuel Taxes

Cust No.

Invoice Date Item

Tx Code	Tax Description	Type	Tax Rate	Ex Code	Exemption Description	Tax Amt
1	FEDERAL GASOLINE	F	18.400	0		1305.48
2	STATE GASOLINE	S	20.000	0		1419.00

Figure A3. Click on the "Fuel Tax *" column and display the fuel taxes.

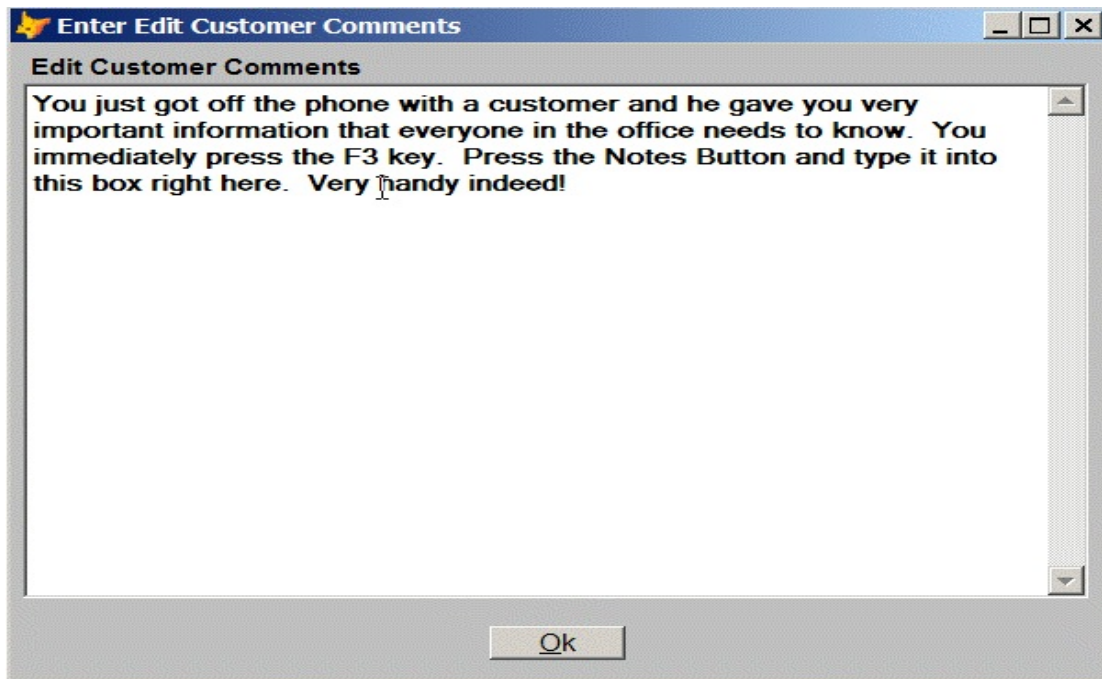


Figure A7. Press “Notes” button to see customer notes or add notes.

Tran Type ~	Tran Date ~	Inv Num ~	Inv Total	Reference	Cash*	Cred Card*	Discount	Det* ~
Cr Card	09/14/2005	CS000786		S000786	0.00	8063.83	0.00	
Invoice	09/13/2005	146257	9449.91					Y
Cr Card	09/13/2005	CS000784		S000784	0.00	7763.47	0.00	
Invoice	09/12/2005	146255	10413.88					Y
Cr Card	09/12/2005	CS000782		S000782	0.00	8365.16	0.00	
Invoice	09/11/2005	146253	14403.95					Y
Cr Card	09/11/2005	CS000779		S000779	0.00	11079.81	0.00	
Invoice	09/10/2005	146251	13468.26					Y
Cr Card	09/10/2005	CS000776		S000776	0.00	10172.91	0.00	
Invoice	09/09/2005	146250	16291.30					Y
Payment	09/09/2005	CS000740		DR82073	27322.36	0.00	0.00	
Payment	09/09/2005	CS000742		DR82073	0.00	0.00	0.00	
Payment	09/09/2005	CS000743		DR82073	0.00	0.00	0.00	
Payment	09/09/2005	CS000746		DR82073	0.00	0.00	0.00	
Payment	09/09/2005	CS000749		DR82073	0.00	0.00	0.00	
Payment	09/09/2005	C690378		DR82073	0.00	0.00	0.00	

Figure A8. Press the “Ledger” button and see a list of all charges and payments.

This is a lot of information available at the press of a key. The typical accounting systems would require that you traverse multiple menus to get all the above data.

The AR Inquiry Function is a tremendous time saver that gives you instant information when you need it the most.

The **Customer File Input Screen** has been streamlined.

The screenshot shows the 'Customer File Maintenance' window with the following data:

Customer	Customer Taxes	Ship To	Customer Comments
Custno: PM1	Petro-Market #1	Sort Name: PETRO1	
Address1: 486 FOREST ROAD	Balance: 26,192.84		
Address2: PO BOX 876	Credit Limit: 99999	Budget:	
Cityid: FOREST	FOREST CITY	High Balance: 45,163	12/31/2003
State: TX	Zip: 78001	Lst Pay: 03/26/2013	Lst Sale: 09/21/2005
Phone 1: 210-223-8762	Phone 2: - -		
Contact: LOUIS LOOFT	Fax: 210-490-4152		
Title:	Email: petroloop@sabx.rr.com		
Vendor: BRAND	Branded Oil Compan	Ponum:	
Load Calc: Y	Fin Chg?: N	Statement?: Y	Hold?: N
User:	Sp Price?: Y	Price Cd: 1	Eff?: Y
Carrier:	Tnk Code:		
Comment:	Ship To:		
Terms: 1	NET 10	Territory: FOREST	FOREST COUNTY
Salesman: JB	JOE BOB	Industry: STORES	C STORE/SERVICE
Location: 1	GL CODE FOR LOCA	Orgdate: / /	Email Statmnt?:

Buttons at the bottom: Edit, New, Next, Prev, Delete, Tax, Shipto, Exit.

Add Customer Record

The screenshot shows the 'Customer File Maintenance' window with the following data:

Customer	Customer Taxes	Ship To	Customer Comments
Custno: PM1	Petro-Market #1		
You can type any type of comment in this box. There are not printed on the invoice. Promised a check.			
Delivery Instructions for Petro-Market #1			
Delivery Instructions for Petro-Market #1			
These are the delivery comments. They can be printed on the invoice.			

Buttons at the bottom: Edit, Print, Exit.

Comments and Delivery Instructions

The customer file has a section for customer comments and Delivery Instructions. The invoice can be programmed to automatically print the delivery instructions on the invoice.

The **Customer Send File** lets you define email addresses for every customer. You can have a different email address for different documents. For example, special pricing and invoices would go to the dispatcher and draft notices and statements might go to accounting.

Customer Send File

Cust No.

Ship To

Fax:

Email:

CC:

Invoice Send Type

Sp Price Report

EFT Send Type

AR Send Type

CrCard Send Type

Cardlock Send Type

Rack Price Type

Save PDFs

PDF Dir

FTP Send Site

FTP Dir

Customer Send File

Customer Statements

Balance Forward Statements

Printer

Report Date Create PDF

Select Statement Print Option

Print All Statements Print by Location Code

Individual Statement Start at Customer #

Cust No.

Selection Criteria

Print Credit Bal Print Zero Bal Omit Email Cust Print Email Only

Sort Option Name Alpha Cust Id Numeric Cust Id Zip Code

Enter up to two Comments


Enter a customer to print.

Print Statements

The new statement program prints, emails, and creates PDF copies of our statements. You can do the emails first and then select “Omit Email” to print out the non-email customers. You can save your favorite options with the Save Opt button.

Customer Statement of Account Page No. 1

Remit To:
Petro-Data Inc.
11503 Jones Maltsberger
Suite 108
San Antonio, TX 78247
210-545-4774



Statement Date	Account No.
02/26/15	LARCO

Larco Enterprises
234 COMMERCIAL ROAD
PO BOX 112
SAFIRE CITY, TX 78121

Transaction Date	Reference Number	Transaction Description	Amount	Balance
02/04/15	147135	Tank Insurance	826.00	826.00
02/08/15	146687	Open Invoice	20907.01	21733.01
02/09/15	146779	Open Invoice	22310.09	44043.10
02/11/15	C0265574	CC Batch 0265574	-16548.60	27494.50
02/12/15	C0266576	CC Batch 0266576	-24065.21	3409.29
02/21/15	146904	Network Fees	125.00	3534.29

Comments:

Current	Over 30	Over 60	Over 90	Over 120	Pay This Amount =>	Total
3,534.29	0.00	0.00	0.00	0.00		3,534.29

Open Item Statement

Customers statements can be either open item or balance forward. The new laser statements print all the boxes, shading, and your logo.

Send Email _ □ X

Printer:

Your Email:

Custno: Shipto:

Module: Batch: Send Code:

DocNum: Date: Amount:

Send From:

Emailadd:

Ccemail:

Subject:

Attachment:

Body Msg:

Email Count

Module	Company	Shipto	Refdate	Refnum	Amount	Code	Status
STA	Acme Construction		02/23/2015	20150223	142483.25	E	OPEN
STA	Blue Farm		02/23/2015	20150223	4567965.26	E	OPEN
STA	Larco Enterprises		02/23/2015	20150223	229728.85	E	OPEN
STA	Petro-Market #1		02/23/2015	20150223	1309642.00	E	OPEN

Email Customer Statements

Press the start button and customers on the email list get their statements and you save 100s of dollars in postage and time spent folding and stuffing envelopes.

AR Reports

Open Item Ledger Listing

In the past, the Open Item Ledger Listing option screen was a challenge to navigate because of all the options. Not the options are clickable and you can save them as the defaults.

Date: 02/24/15
Time: 10:47:47

Petro-Data Demo
Customer Ledger Listing on 02/20/15
Customer PM1 - Aging on Due Date - Aging Date 02/20/15 - Show Unposted

Page 1

Customer	PM1	Petro-Market #1		Balance	26192.84	Cr Limit	0
Address	486 FOREST ROAD			FOREST CITY TX 78001		Ph:	210-223-8782
Terms	1	NET 10		Last Payment	03/26/2013		

Invoice	Due Date	Inv Amt	Age	CashRef	Date Paid	Discount	Payment	Inv Bal	Balance
145271	01/14/2015	11534.78	37	DR1319	01/20/2015	0.00	0.00	11534.78	11534.78
145272	02/05/2015	14022.94	15	DR1319	01/20/2015	0.00	0.00	14022.94	25557.72
145273	02/05/2015	12295.80	15	DR1319	01/20/2015	0.00	0.00	12295.80	37853.52
54349	02/16/2015	20637.08	4			0.00	0.00	20637.08	58490.60U
CS000804	02/11/2015	-11660.68	9	DR1319	01/20/2015	0.00	0.00	-11660.68	46829.92
Totals For PM1		Current	1 to 10	11 to 20	21 to 30	21 to 30	46829.92		
		0.00	8976.40	26318.74	0.00	11534.78			

Grand Totals:	Current	1 to 10	11 to 20	21 to 30	31 & up	Balance
	0.00	8,976.40	26,318.74	0.00	11,534.78	46,829.92

Open Item Customer Ledger Listing

Petro-Data Demo Accounts Receivable LMN 02/24/2015

F2-Logout F3-AR Inquiry

Summary Aged Trial Balance

Printer

Aging Cutoff Date

Age on Which Date? Due Date Invoice Date

Aging Periods

Sort Option Name Alpha Cust Id Numeric Cust Id Alpha Sort

Delinquent List Only
 Last Payment Info
 Exclude Future Payments
 Subtotal by Salesman
 Omit Credit Cards
 Show Unposted Invoices
 Landscape Report
 Create Excell File
 Selection Criteria

Summary Aged Trial Balance

This popular report has the new streamlined interface with options to render the report in Excel or PDF format. Aging periods are user defined in the AR Setup Program.

Date: 02/24/2015 Page 1
Time: 13:25:53

Petro-Data Demo
Aged Trial Balance

Aging on Invoice Date - Aging Date 02/20/2015

CustNo	Company Name	Drf Cd	1 to 10 Days	11 to 20 Days	21 to 30 Days	31 to 45 Days	46 & up Days	Balance	
ACME	Acme Construction	C	0.00	0.00	0.00	0.00	100.00	100.00	
BLUE	Blue Farm	C	0.00	800.00	0.00	1880.00	36031.57	38711.57	
KATCO	Katco Inc.	Y	11313.82	826.00	0.00	280.00	0.00	12419.82	
LARCO	Larco Enterprises	Y	-40508.81	44043.10	0.00	0.00	0.00	3534.29	
PRODET	Montana Fuel Suppliers	Y	0.00	4088.50	0.00	15499.41	0.00	19587.91	
NEWCO	Newco Limited	C	-22702.78	42588.82	0.00	503.88	0.00	20389.92	
PM1	Petro-Market #1	Y	0.00	-11660.68	26318.74	0.00	11534.78	26192.84	
PM2	Petro-Market #2	Y	20936.88	59978.29	638.69	140.00	0.00	81693.86	
PM3	Petro-Market #3	Y	-32100.74	826.00	0.00	518.88	0.00	-30755.86	
PM4	Petro-Market #4	Y	-49389.55	826.00	0.00	760.38	0.00	-47803.17	
Totals:	1 to 10		-112,451.18	11 to 20	142,316.03	21 to 30	26,957.43	31 to 45	19,582.55
	46 & up		47,666.35	Balance	124,071.18	Unposted	25,708.77		

Summary Aging Report