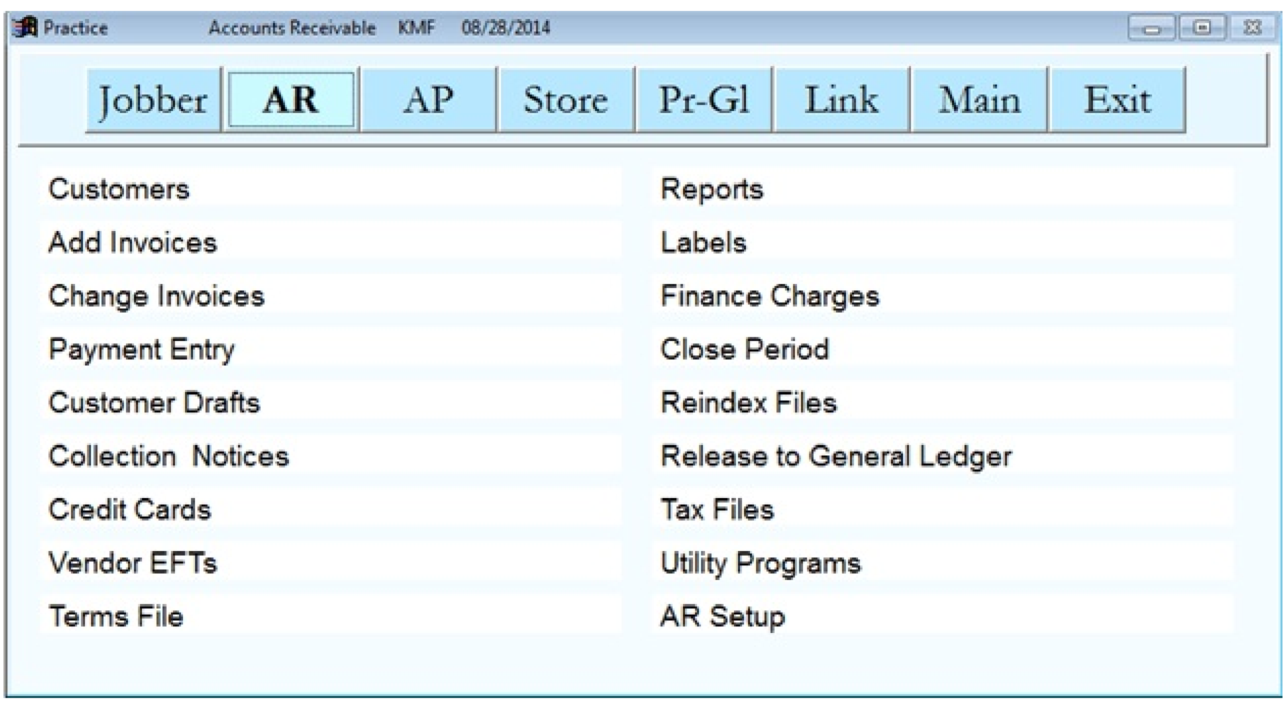
CUSTOMERS

Customer information is entered and listed in this section. If you are just beginning to use Accounts Receivable, the original set up process is explained in detail in the first section of this document ‘Initial Installation Summary’. It will take you through entering your customers, and entering and verifying their beginning balances. The order to be followed is explained in detail. The information about Customer File Maintenance is duplicated in this section for entering additional customers, printing Customer Lists and each of the other options on the ‘Customers’ Submenu. The Submenu is displayed below.

MENU SELECT

From the **Main Menu** select *Accounts Receivable*. Or from another Module, click on the <AR> button to display the following AR menu:



Accounts Receivable Main Menu

ADD CUSTOMERS

MENU SELECT

Select *Accounts Receivable*.

From the AR Menu, select *Customers*.
From the Customers menu, select *Add Customers*

ADD CUSTOMERS

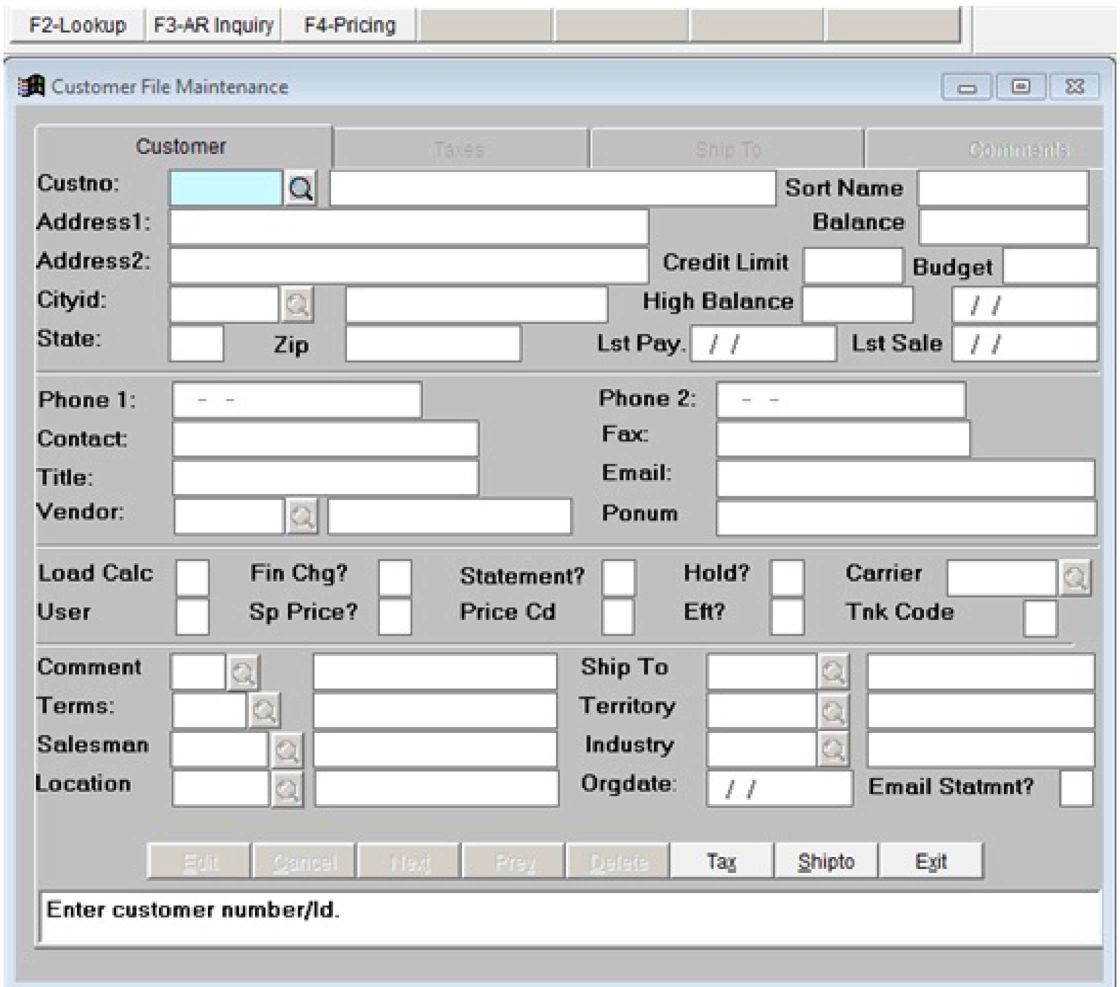
A blank customer record displays on the screen. The computer will guide you through each field beginning with the customer number. Information will already be in some fields from the Customer Default Record. Either accept the default information by pressing <Enter> or type in the correct information. A completed customer master file record is included at the end of this section.

BEGIN INPUT

Customer Number.

Enter the Customer ID, ***<u>F2 or click the magnifying glass to Lookup existing customers</u>***, The customer number may be up to 6 characters. Alphabetical customer numbers are recommended, however you may use numeric.

Note: A description displays at the bottom of the screen when the curser is on most fields describing what to enter in the field.



Blank Customer File Record

Give a lot of thought to what you will use for customer numbers. Some examples are shown below. ***<u>Do not use spaces, dashes, or characters such as & or # in the code.</u>***

Petro-Data	PETDAT	
AAA Trucking	AAATRU	
John Smith	SMIJOH	(Customer number begins with last name)
John Smith, Jr.	SMIJJR	
San Antonio Ind. Sch. Dist.	SAISD	(You may use less than 6 characters)

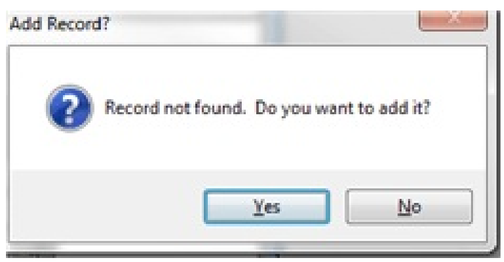
City of San Antonio Fire	CSAFIR	
City of San Antonio Water	CSAWAT	
Stop-N-Go #25	SNG25	(Do not use # sign in the customer number)
Stop-N-Go #136	SNG136	(You may use combination of letters &numbers)
A & B Grocery	ABGRO	(Do not use & sign in the customer number)

These numbers are used every day in invoicing, cash receipts, and inquiries. Be sure you can

live with your choices. The customer number field may not be changed once accepted. The entire record must be deleted and set up again under the correct customer ID number. After invoices have been processed, contact Customer Support before deleting a customer.

The Lookup feature is available by customer number or customer name as well as Address, City and Phone. If the customer ID is already in the file, the record displays. Select <New> to choose a different customer or Add another customer record.

If the customer number does not exist the following screen displays:



<No> Do not add this customer. Enter a different customer number ('Custno').
<Yes> Add this customer record.

Customer Name.
Enter the complete name of the company or the name of the individual customer. This field will print as entered on reports, invoices, statements, etc. It is not necessary to enter last name first.

Sort Name.
This field was designed for use with numeric customer codes. If you are using Alpha customer codes as shown above, you may leave this field blank.

Address 1.
Enter the mailing address or Post Office Box Number.

Address 2.
Enter the street address or leave blank.

***Balance.**
This field is maintained by daily processing and is skipped when the customer record is

entered.

Credit Limit.

The default Credit Limit from the Customer Default Record displays. Accept the default or enter a credit limit for this customer. The credit limit can be a reminder in invoice entry or it can be set up to stop a sale.. Do not leave the credit limit -0-, an 'above credit limit' message will display in invoicing each time an invoice is entered for this customer.

Budget.

Enter the Monthly Budget Amount for this customer.

City.

Enter the City description. If a Cityid has been entered, verify the city description.

***Cityid**

If you are using the Freight Module in Bill of Lading, and the AR Setup has Y for calculating freight using city ids, enter the **City Code** from City File Maintenance, the city description will automatically display.

Note 1 - This is the first of many fields, other than the customer number, with a magnifying glass lookup. You may click on it and select from a list.

***High Balance and Date.**

The computer updates these fields automatically when sales and payments are updated, updating the customer balance.

***Last Pymt.**

The computer updates this field automatically when cash receipts are entered and updated.

***Last Sale.**

The computer updates this field automatically when invoices are updated.

State.

Enter the two-character State code (TX) or accept the default. This field is important in Fuel Tax reports to determine imports and exports.

Zip.

Enter the Zip Code or accept the default from the Customer Default record.

Phone 1.

Enter the telephone number including the area code. Enter just the numbers, dashes are provided in the field.

Phone 2.

Enter a second phone number if needed.

Customer Contact.

Enter the name of the contact person or leave this field blank.

Fax.

Enter the fax number if applicable.

Contact Title.

Enter the title of the contact person or leave this field blank.

Email.

Enter the customer Email address if any. This field is used in Sales Invoice Entry in Jobber if you email invoices directly to customers. Multiple email addresses may be entered separated by a comma and a space. If you purchase the full email package, email addresses are set up in a file called the 'Customer Send File'.

Vendor.

If this is a branded dealer, you may enter the Vendor or select from the lookup. This field is used in the Consignment module. Otherwise, it's just a reference field and may be left blank.

PO Number.

If this customer has a blanket PO number that must be on every invoice, you may enter it here. Otherwise, leave this field blank.

Load Calculation.

Y Texas - If you are automatically calculating Texas Delivery Fee (Load Fee) and adding it either as a line item or prorated into the price in Sales Invoicing. Otherwise, leave this field blank.

Fin. Chg?

Y To calculate finance charge on this customer. <u>Default is Y.</u>

N To skip this customer in the Finance Charge calculate program. No charges will be calculated or posted to this customer.

Statement?

Y Print a statement for this customer.

N Skip this customer when printing statements. An individual statement can still be printed if needed.

Hold?

N Customer is not on hold and sales may be made.

Y Customer IS on hold. No sales can be made to this customer unless the code is removed.

I Customer is Inactive. No sales can be made to this customer.

W This customer had a balance that was written off. No sales can be made to this customer.

Carrier.

Enter a default freight carrier for this customer (Blank=All). This field is used in some special freight calculation programs where different carriers have different freight rates. Leave this field blank unless you are using this feature.

User.

Leave this field blank unless you have special reporting needs. This is a user-defined field used only in reporting and usually with Selection Criteria. Before using this field, make sure that the report you need gives you the Code field as a possible filter in selection criteria.

Spec Price?

N or **Blank** - no special price records set up.

Y This customer has special price records. The computer will automatically put Y in this field when a special price is set up in the Special Price Master File.

Price Code.

This field does not apply to direct delivery customers and is used mostly for Lubes and inventory other than fuel. Enter price code 1-5. The Price Code from the Customer Default Record displays.. This field defines which price level in the inventory item records is used on this customer's invoices.

Eft Code.

N Do not create a Customer Draft for this customer, or the customer Draft program will not be used.

Y or D Create a Draft for this customer in the Draft Program.

C This customer receives a Collection Notice only.

Tank Code.

Y Tank Rental - This customer has a PROPANE tank and pays a tank rental fee.

K Keep Full - Keep this customer's PROPANE TANK full. Deliver as needed.

Leave Blank if you do not sell propane to end users who use propane for heating.

Comm Code.

Leave this field blank. To use this feature, a Comment Code must be set up in Jobber Inventory Comment File Maintenance. The comment will print on every invoice for this customer. (For example, directions or special instructions to the driver.) F2 or click the Magnifying glass to display the records.

Ship To.

Leave this field blank during initial setup. If you will be using ship-to addresses, the DEFAULT Ship-To code will be entered in this field. If you sell to out of state customers or to customers with billing address that are outside the delivery state, you will need a Ship-To record for the state where the fuel is delivered. Enter or select from the lookup to enter a DEFAULT ship-to which will be used on every delivery. F2 or click the Magnifying glass to display the records.

Terms.

DO NOT leave this field blank. Terms must be set up in the Terms Master File before the customer records are entered. The default Terms Code from the Customer Default Record displays. F2 or click the Magnifying glass to display the records.

Territory.

DO NOT leave this field blank. The default Territory Code from the Customer Default Record displays. F2 or click the Magnifying glass to display the records.

Salesman.

DO NOT leave this field blank. The Salesman Code from the Customer Default Record displays. F2 or click the Magnifying glass to display the records.

Industry.

DO NOT leave this field blank. Enter the Industry Code from the Industry File. F2 or click the Magnifying glass to display the records.

Location.

DO NOT leave this field blank. This currently is only a sort field. ***Enter 1***. This number must be a valid LINK Code. F2 or click the Magnifying glass to display the records.

Origin Date (Org Date).

Enter the date this company or individual became your customer. This field may be left blank.

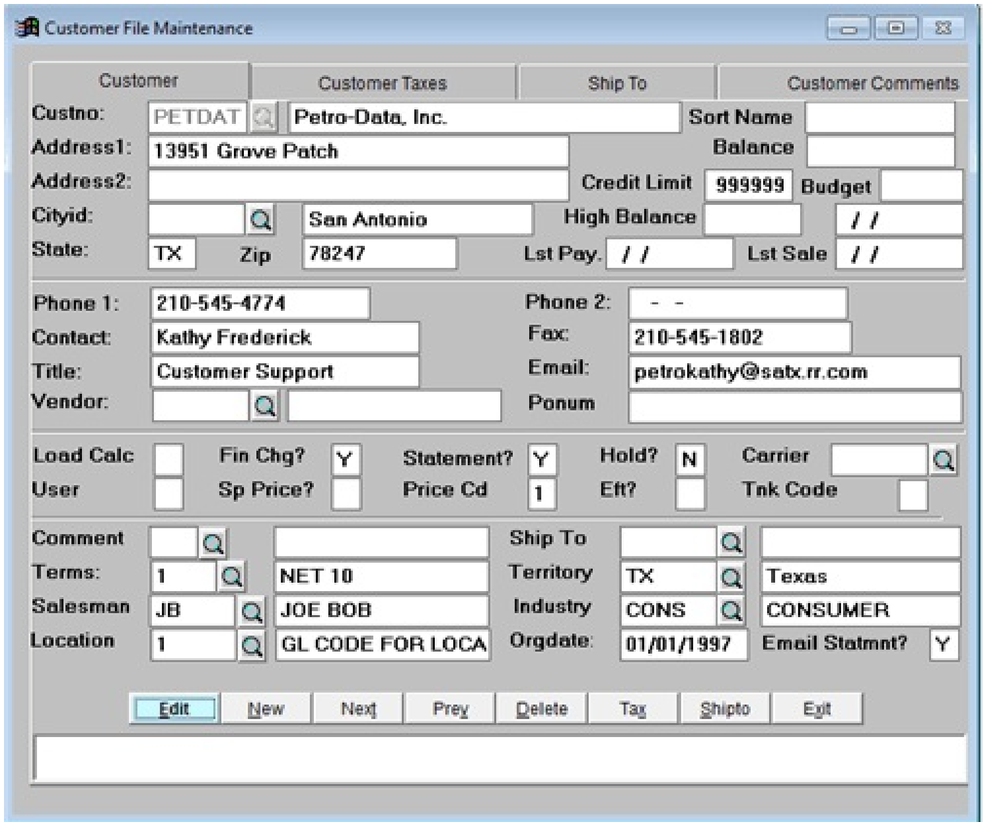
Email Statement?

N or **Blank** - do not email statement to customer.

Y Email statement to customer. Valid email address must be set up in Customer file or Customer Send File.

This completes the first page of the customer record. Shown below is a completed record.

(**NOTE:** Your new record will have a zero balance, and the Last Payment and Last Sale fields will be blank.)



There are TABS at the top of the record and BUTTONS at the bottom.

*****BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *****

Note: Buttons may be selected by (1) clicking on them, OR (2) using the arrow keys to highlight the button and press 'enter' on your keyboard OR (3) if one of the buttons is highlighted, press the underlined letter (for example 'E' on the Edit button). Important: If none of the buttons are highlighted, the curser is still in the body of the record, you must click on a button to select it.

< **Edi**t > Click on this button to edit a field in the Customer screen, or select the button using the arrow keys and press <Enter> or enter the letter **E** to edit the screen. You may also click directly on the field to be changed.

< New > Click on this button to Add another customer record, or to Inquire (display) an existing one. You may also select the button using the arrow keys and press <Enter>, or enter the letter W.

< **Next** > Click on this button to display the next customer record.

< **Prev** > Click on this button to display the previous customer record.

< **Delete** > Click on this button to delete the displayed customer record. '*Are You Sure You Want to Delete? <Yes> <No>*' displays allowing you to confirm the deletion or continue without deleting.

< **Tax** > Click on this button to go to the Tax Screen. There is a 'Tax' tab at the top of the record as well.

< Shipto > Click on this button to go to the Ship-To Screen. There is a 'ShipTo' tab at the top of the record as well.

< **Exit** > Click on this button the exit Customer Maintenance and return to the MENU.

*****TABS***TABS***TABS***TABS***TABS***TABS***TABS***TABS***TABS*****

CUSTOMER.

The Customer tab displays the first page of the customer record which includes the name, address, and other general information about the customer.

CUSTOMER TAXES.

The Customer Taxes tab displays the taxes, tax id numbers, and exemptions for the customer. (Note - each ship-to address has it's own tax screen.)

SHIP TO.

The Ship To tab displays the FIRST ship-to address for this customer, if any. Otherwise, it takes you to a blank ship-to record.

CUSTOMER COMMENTS.

The Customer Comments tab displays a blank screen until information is typed in that refers to this customer. This could be NSF or bad debt information, dates such as birthdays and anniversaries, special instructions or anything related to the customer or company that you want to store with their record.

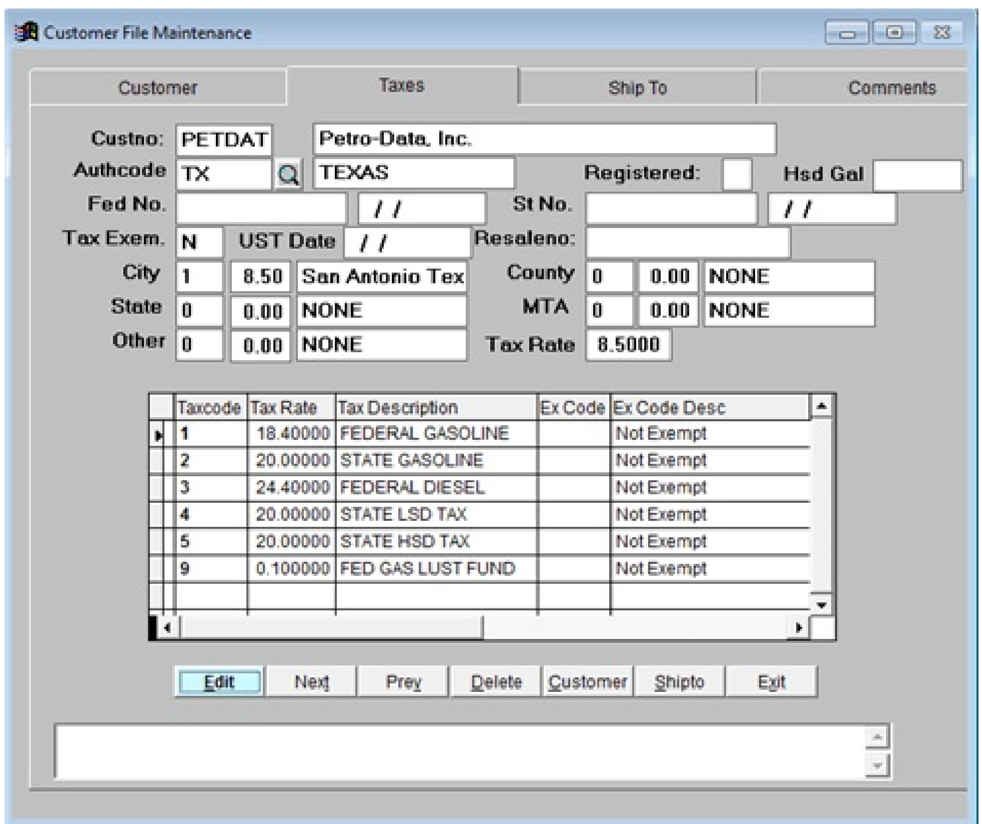
CUSTOMER TAXES

Click on the ‘TAXES’ tab or the <Tax> button. The default tax authority which includes all the sales taxes AND fuel taxes displays.

Authcode.

The default Tax Authority code and description display in the record. To change to another Tax Authority, click on the LOOKUP magnifying glass and select from the list. The tax authority defines all sales and fuel taxes charged in a specific geographic area.

A sample Tax Screen is displayed below.



****

If this customer is not sales tax exempt or exempt from ANY fuel taxes, you may continue to the SHIP-TO tab or the CUSTOMER COMMENTS tab.

If you are ready to set up another customer, click on the CUSTOMER tab and then the <New> button.

****

Registered.

TEXAS ONLY. Some exempt customers are limited to the number of gallons of dyed diesel they may purchase in one month. If the customer is limited, enter **Y**. Otherwise leave this field BLANK. The Maximum gallons are entered in the Freight Values field in Jobber.

Hsd Gal.

TEXAS ONLY. If ‘registered’ is ‘Y’, then the gallons of dyed diesel purchased are added to this field during invoice update. When the maximum is reached a message displays in the invoicing screen. The operator is responsible for removing the exemption when the NEXT load is delivered if it is in the same month. This field automatically clears during Month End

Fed No.

Enter the Federal Tax Identification number for this customer if required for refund of Federal tax paid if the customer is exempt. Enter an expiration date, if applicable. This number prints on Federal Tax Reports such as the Request for Refund of Federal Taxes Paid. This field DOES NOT determine whether taxes will be charged on an invoice or not. It is for reporting purposes only. Exemption codes must be entered on taxes that are not charged to this customer.

St No.

Enter the State Tax Identification for this customer if required for State tax reporting. Enter an expiration date, if applicable. This number prints on State Tax Reports and Fuel Tax Audit reports. This field DOES NOT determine whether taxes will be charged on an invoice or not. It is for reporting purposes only. ***Enter the number without dashes or spaces. Most electronic filing software requires only numbers.***

Tax Exempt.

N - the customer IS NOT exempt from sales tax. DO NOT leave this field blank.
Y - the customer IS exempt, does not pay sales tax.
This field, along with the Sales Tax field in the Inventory Item record (such as a case of oil which of itself IS sales taxable) determines whether or not the customer will be charged sales tax on a taxable item on a sales invoice.

UST Date.

This is a special field. If this customer has an onsite Underground Storage Tank, enter the date of the last inspection. This is a reference field for reporting only.

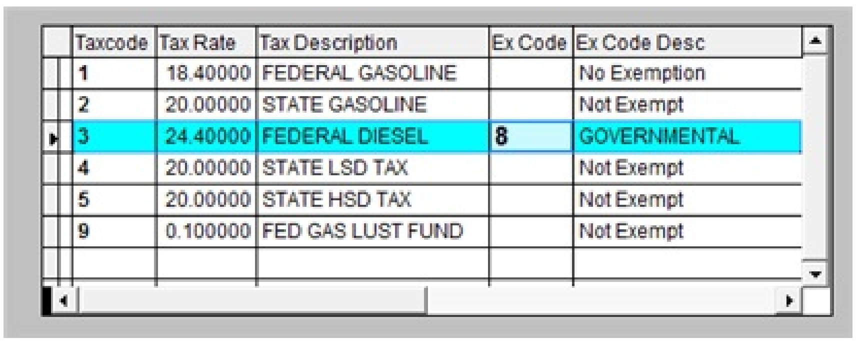
Resaleno.

Enter the customer Resale Certificate number which allows them to purchase warehouse items and other sales taxable items without sales tax usually for resale.. This field DOES NOT determine whether taxes will be charged on an invoice or not. See the ‘Tax Exempt’ field.

The SALES TAXES and rates that apply and the total computed tax rate are displayed (City, County, State, MTA, Other, Tax Rate). These rates come from the Sales Tax Codes entered in the Tax Authority. If they are incorrect, enter a different Tax Authority Code with the correct taxes or correct the tax rates in Sales Tax and/or Fuel Tax Maintenance. (See Inventory Appendix - Tax section for instructions).

FUEL TAX EXEMPTIONS

Displayed on the screen to the right of the fuel tax rates are the exemption codes and descriptions. The default is **0 Not Exempt** or **No Exemption**..



Taxcode	Tax Rate	Tax Description	Ex Code	Ex Code Desc
1	18.40000	FEDERAL GASOLINE		No Exemption
2	20.00000	STATE GASOLINE		Not Exempt
3	24.40000	FEDERAL DIESEL	8	GOVERNMENTAL
4	20.00000	STATE LSD TAX		Not Exempt
5	20.00000	STATE HSD TAX		Not Exempt
9	0.100000	FED GAS LUST FUND		Not Exempt

To exempt this customer from one or more of the fuel taxes, click on <Edit> and the 'Ex Code' field next to the tax code. Press <F2> to display them. Enter the appropriate exemption code next to each tax that the customer does not pay. The tax will not be charged on a sales invoice to this customer and the sale will accrue as an exempt sale on the tax reports in the Fuel Tax Report Module. THE EXEMPTION CODE DETERMINES WHAT SCHEDULE THE EXEMPT SALE WILL BE PRINTED ON.

The description of the exemption will display next to the code.

*****BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *****

TAX SCREEN

< Edit > Click on this button to edit the Customer Taxes screen. You may also select the button using the arrow keys and press <Enter> or enter the letter **E** to edit the screen. You may also click directly on the field to be changed.

< Next > Click on this button to display the next customer record. You may also select the button using the arrow keys or enter the letter **N**.

< Prev > Click on this button to display the previous customer record. You may also select the button or enter the letter **V**.

< Delete > Click on this button to delete the displayed customer record. You may also select the button or enter the letter **D**. '*Are You Sure You Want to Delete?*

<Yes> <No>' displays allowing you to confirm the deletion or continue without deleting.

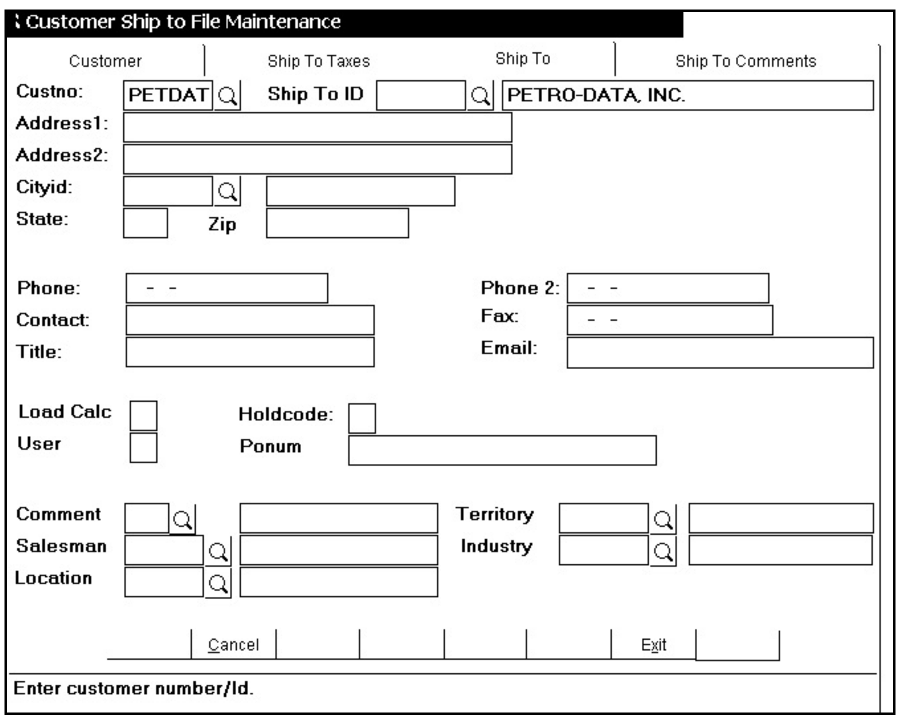
< Exit > Click on this button the exit Customer Maintenance and return to the MENU. You may also select the button or enter **X**.

SHIP-TO ADDRESSES

When the delivery address is different from the billing address, ship-to address records are needed. In invoicing, the operator may choose from the addresses set up for each customer. Different addresses may also have different tax authorities, exemptions, etc.

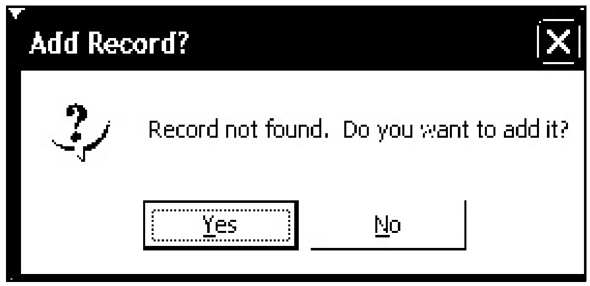
When the billing address is in a different state, a delivery address (ship-to record) must be set up so that the sales will NOT appear on an EXPORT schedule in the State Tax Report Module. The STATE field determines where the fuel was delivered.

From the Customer File Maintenance screen, press the SHIP TO tab or button. The following screen displays: Press <Cancel> to return to the customer screen without adding a ship-to record.



If a ship-to record already exists for this customer, it displays. If not, the blank screen displays for you to create one.

First you must decide what the **Ship-to ID** will be. It could be a simple as '1' or it could be part of the street address '1562' or it could be part of a street name or city 'SFIRST', or just the state 'TX'. The code can be up to 6 characters. Enter the selected id and press <enter>. The following screen displays:



<Yes> - The company name and some of the defaults display in the screen.
<No> - Do not add this ship-to address.

Company.
Enter the company name for this ship-to address if different from the displayed one. (For example, if the company name is Stop-n-Go, but this ship-to is Stop-n-Go #25, correct the company name.

Address 1.
Enter the ship-to street address.

Address 2.
Enter a second address, if applicable or leave this field blank.

Cityid.
Enter the City ID or City name or accept the displayed one.

State.
Enter the two-character State abbreviation or accept the displayed one.

Zip.
Enter the Zip Code for this address - there is room for the ten-digit number including dash.

Phone 1.
Enter the main telephone number including the area code for this ship-to address. Enter just the numbers, no dashes needed.

Phone 2.
Enter a second phone number if needed.

Customer Contact.
Enter the name of the contact person at this location or leave this field blank.

Fax.
Enter the fax number at this location.

Contact Title.
Enter the title of the contact person or leave this field blank.

Email.
Enter the customer Email address if any. This field can be used in Sales Invoice Entry in Jobber Inventory if you email invoices directly to customers.

Load Calculation.
TEXAS. If you are automatically calculating and adding Texas Delivery Fee (Load Fee) to customer invoices as a line item, enter **Y**. Otherwise, leave this field blank.

Hold Code.
Leave this field blank unless you do not intend to make future sales to this customer. Enter **Y** to disallow future sales to this customer. A message will display in Sales Invoice Entry and you will not be able to enter an invoice for this customer until the Hold code is removed.

User Code.
Leave this field blank unless you have special reporting needs. This is a user-defined field used only in reporting with Selection Criteria. Before using this field, make sure that the report you need gives you the Code field as a selection criteria.

PO Number.
If this customer has a blanket PO number that must be on every invoice, you may enter it here. Otherwise, leave this field blank. PO numbers may also be entered in Sales Invoice entry.

Comm Code.
Leave this field blank,.or select from the lookup. The selected code will print on every invoice for this customer. To use this feature, a Comment Code must be set up in Jobber Inventory Comment File Maintenance. (For example, directions or special instructions to the driver.) LOOKUP

Territory.
DO NOT leave this field blank. The default Territory Code from the Customer Defaults displays. Accept it or type in the correct code. Use the LOOKUP button to display and select from the Territory File records.

Salesman.
DO NOT leave this field blank. The Salesman Code from the Customer Defaults displays. Accept it by pressing <enter> or type in the correct code. Use the LOOKUP button to display the Salesman File records. Click or highlight.

Industry.

DO NOT leave this field blank. Enter the Industry Code from the Industry Code Master File. Use the LOOKUP button to display the records.

Location.

DO NOT leave this field blank. This currently is only a sort field. ***Enter 1***. This number must be a valid LINK Code. Use the LOOKUP button to display the Link Code file.

******BUTTONS****BUTTONS******

<Cancel> Press Cancel to return to the Customer screen WITHOUT adding a ship-to record.

<Exit> Press Exit to exit Customer Maintenance and return to the AR Main Menu.

After entering a record, the following buttons display. Be sure to VERIFY THE TAXES AND EXEMPTION CODES before exiting the ship-to record:.

*****BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *****

< **E**dit > Click on this button to edit the Customer Ship-to screen. You may also select the button using the arrow keys and press <Enter> or enter the letter **E** to edit the screen. You may also click on the field to be changed.

< New > Click on this button to Add another ship-to record for this customer, or to Inquire (display) an existing one. You may also select the button using the arrow keys and press <Enter>, or enter the letter W.

< **N**ext > Click on this button to display the next ship-to record for this customer. You may also select the button using the arrow keys or enter the letter **N**.

< Pre**v** > Click on this button to display the previous ship-to record for this customer. You may also select the button or enter the letter **V**.

< **D**elete > Click on this button to delete the displayed ship-to record. You may also select the button or enter the letter **D**. '*Are You Sure You Want to Delete? <Yes> <No>'* displays allowing you to confirm the deletion or continue without deleting.

< **T**ax > Click on this button to display the tax screen for this ship-to record.

< **C**ustomer > Click on this button to exit the ship-to screen and return to the customer information screen.

< Exit > Click on this button the exit Customer Ship-To Maintenance and return to the

AR Main MENU. You may also select the button or enter **X**.

*****TABS***TABS***TABS***TABS***TABS***TABS***TABS***TABS***TABS*****

CUSTOMER

Return to the Customer information screen which includes the name, address, and other general information about the customer.

SHIP TO TAXES

This tab displays the taxes, tax id numbers, and exemptions for the customer. (Note - each ship-to address has it's own tax screen.)

SHIP TO

This is the tab that is currently selected.

SHIP TO COMMENTS

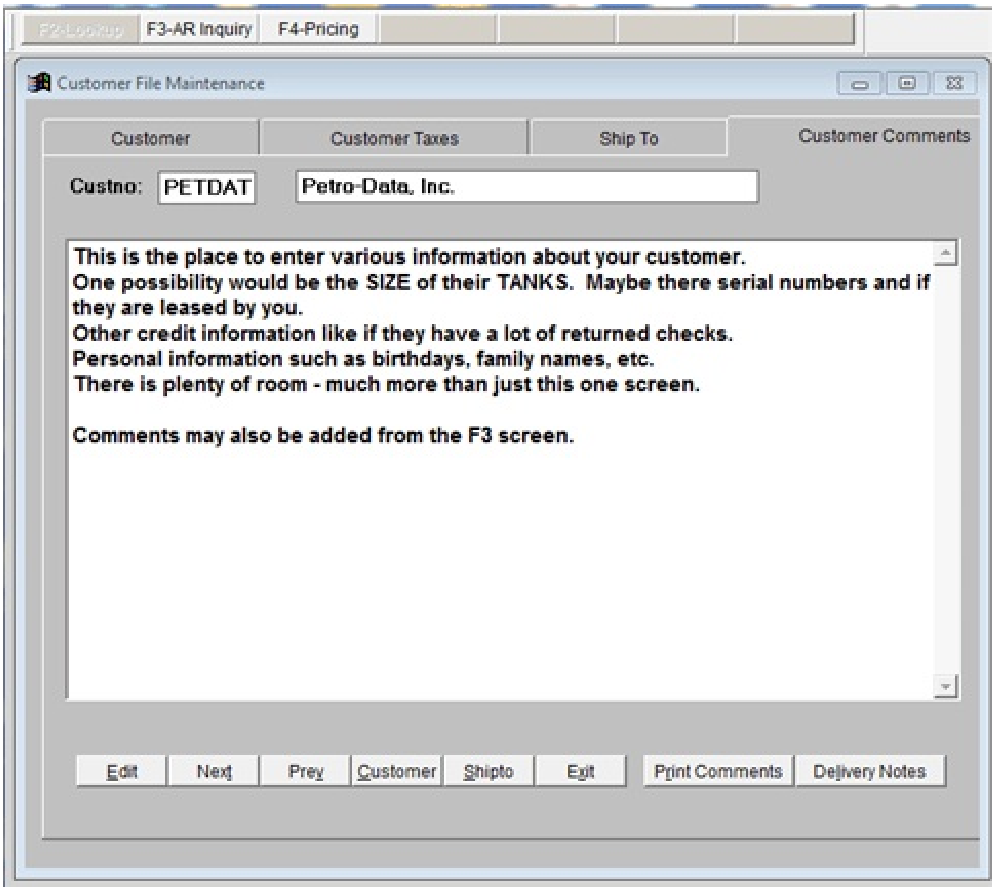
This tab is for comments and other information relating to this ship-to address.

CUSTOMER AND SHIP TO COMMENTS

Customer Comments are added from the Customer screen or from the F3 customer inquiry screen. Display the customer record and click the 'Customer Comments' tab.

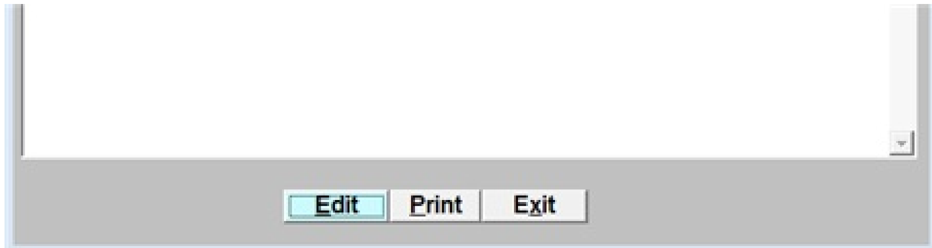
Ship To Comments are added from the ship-to address screen. Display the customer record, click the 'Ship-to' tab or button and select the Ship-to address. Click the 'Ship-To Comments' tab.

Comments do not print on invoices, but may be printed from the input screen, on some customer lists and may be displayed during invoice entry.



*****BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *****

< <u>E</u>dit >	Click this button to edit the Customer Comments screen. You may also select the button using the arrow keys and press <Enter> or enter the letter **E** to edit the screen. <u>You may also click directly on the field to be changed</u>.
< <u>N</u>ext >	Click this button to display the next customer record. You may also select the button using the arrow keys or enter the letter **N**.
< Pre<u>v</u> >	Click this button to display the previous customer record. You may also select the button or enter the letter **V**.
< <u>C</u>ustomer >	Click this button to return to the customer information screen. You may also select the button using the arrow keys or enter the letter **C**.
<<u>S</u>hipto>	Click this button to return to the customer ship-to screen. You may also select the button or enter the letter **S**.
<P<u>r</u>int Comments>	Click this button to print the Comments for this customer. You may also select the button using the arrow keys or enter the letter **R**.

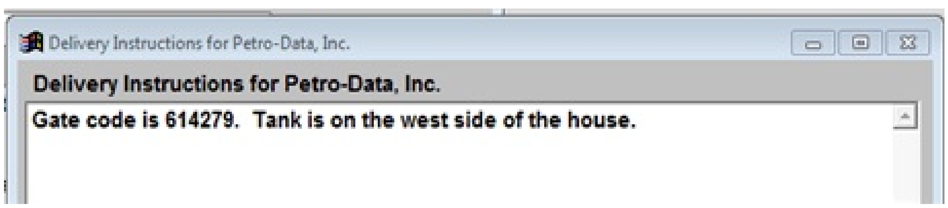


<**E**dit> Make changes to the Comments before printing.

<**P**rint> Print Comments. ‘Select Output Device’ screen displays. Select printer and print.

<E**x**it> Exit without printing. Returns to the Comments screen.

<De**l**ivery Notes> Click this button to input Delivery instructions for this customer such as gate codes, and other information. This does print on Sales Invoices. You may also select the button or enter the letter **L**. These also may be printed from this screen.



<**E**dit> Make changes to the Comments before printing.

<**P**rint> Print Comments. ‘Select Output Device’ screen displays. Select printer and print.

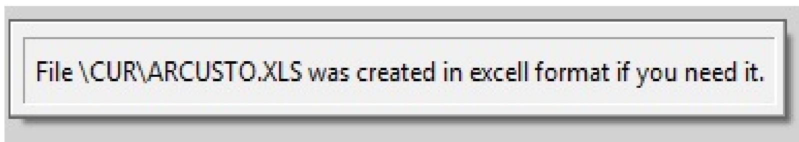
<E**x**it> Exit without printing. Returns to the Comments screen.

< Exit > Click this button the exit Customer Maintenance and return to the AR MENU. You may also select the button or enter **X**.

SHORT CUSTOMER LIST REPORT

The Customer List Report is a simple report which prints the name and address for each customer with option to print comments or not. Use Selection Criteria to print certain groups of customers. See the sample report in the Reports Sections for an example of this report.

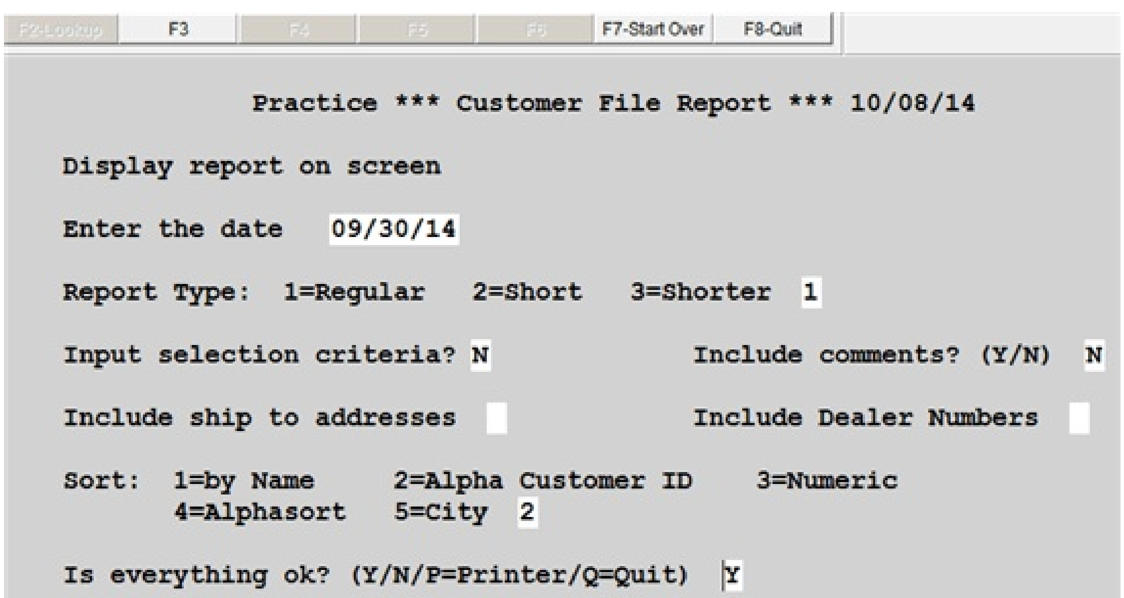
This report is saved to an excel file automatically. The file name displays on the screen after the report prints or displays.



Menu Select: From the Customer File Maintenance option, select *2 - Short Customer List Report.*

F7 (change an option from anywhere on the option screen) and **F8** (quit now) are active.

Output to: **S = Screen** **P = Printer** **F = Text File** **Q = Quit**



Enter the Date.

The current system date displays as the default. The date does not affect the report.

Report Type:

1=Regular	Includes customer information as well as taxes. This report is a lot longer than the other two. 12 lines per customer.
2=Short	Includes customer name, address, phone, salesman, last sale date, credit limit and terms. 5 lines per customer.
3=Shorter	Includes customer name, address, phone, terms, credit limit, budget, salesman, last sale, and sales tax exempt Y or N. 3 lines per customer, no space between customers.

Input Selection Criteria?

Y to filter the report by entering a selection criteria.
N to print the complete report.

Include Comments?

Y to include the comments from the Customer File on the report.
N to exclude comments from the Customer File on the report.

Include All Ship To Addresses.

N to print the report without Ship to addresses
Y to include Ship-To addresses on the report..

Include Dealer Numbers

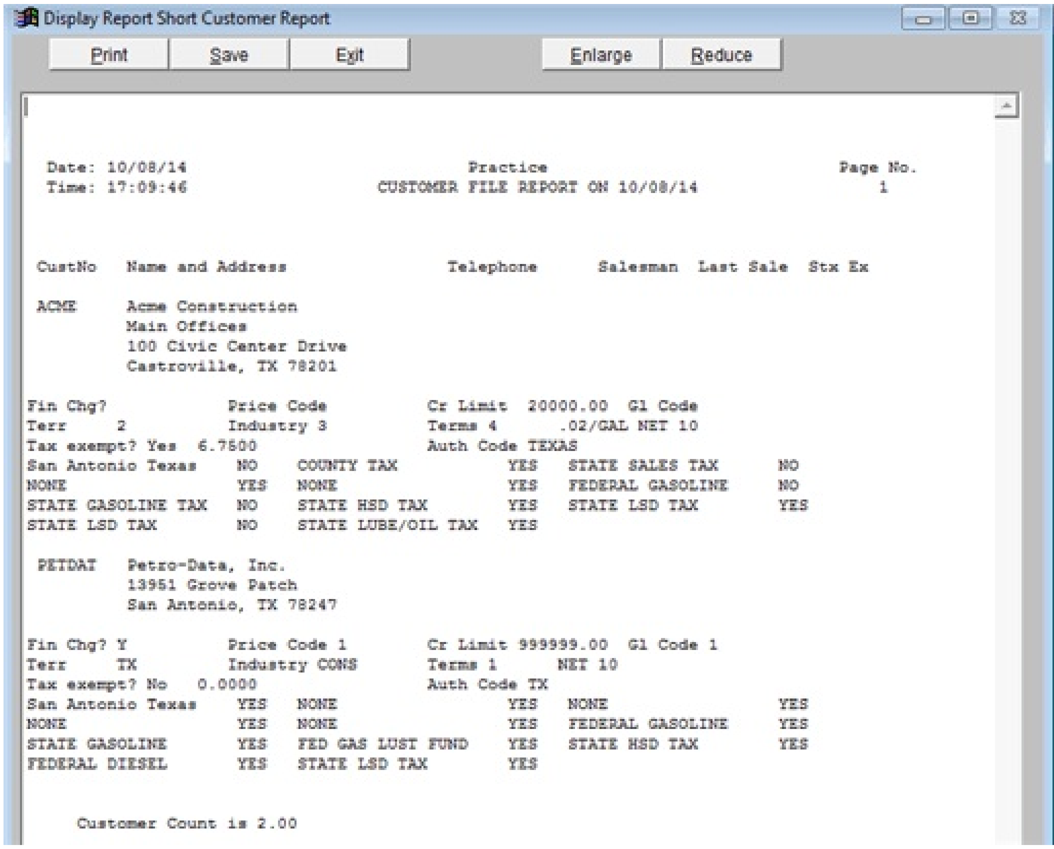
Y to include the Credit Card Dealer Numbers on the report.
N to exclude Credit Card Dealer Numbers on the report.

Sort:

1 = by **Name** Sort using the customer name (PETRO-DATA, INC.)
2 = **Alpha Customer ID** Sort using the customer ID (PETDAT).
3 = **Numeric** Sort using numeric customer ID (codes like 7845).
4 = Alpha Sort Sort using the ‘Alpha Sort’ field in the customer file.
5 = City Sort by CITY code in the customer file.

Is Everything OK? (Y/N/P=Printer/Q=Quit)

Y	Print or display the report with the selected options.
N	Edit options before printing or displaying the report.
P	Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
Q	Exit without printing.

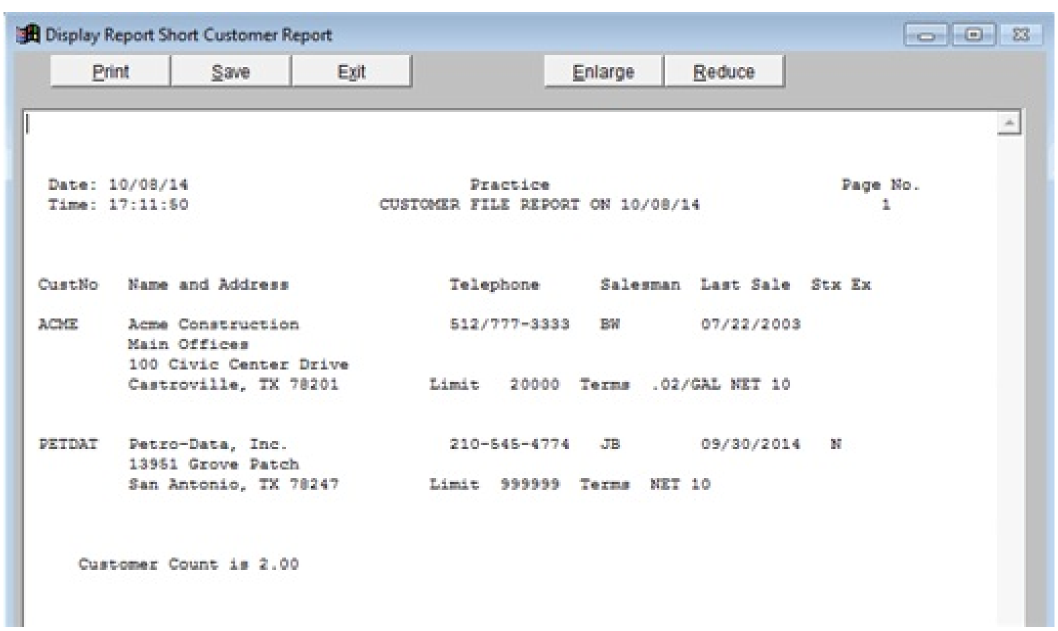


Display Report Short Customer Report

Print Save Exit Enlarge Reduce

```
 Date: 10/08/14                          Practice                              Page No.
 Time: 17:09:46                  CUSTOMER FILE REPORT ON 10/08/14                  1


CustNo   Name and Address                Telephone      Salesman  Last Sale  Stx Ex

ACME     Acme Construction
         Main Offices
         100 Civic Center Drive
         Castroville, TX 78201

Fin Chg?            Price Code          Cr Limit  20000.00  Gl Code
Terr      2         Industry 3          Terms 4      .02/GAL NET 10
Tax exempt? Yes  6.7500                 Auth Code TEXAS
San Antonio Texas    NO    COUNTY TAX          YES   STATE SALES TAX      NO
NONE                 YES   NONE                YES   FEDERAL GASOLINE     NO
STATE GASOLINE TAX   NO    STATE HSD TAX       YES   STATE LSD TAX        YES
STATE LSD TAX        NO    STATE LUBE/OIL TAX  YES

PETDAT   Petro-Data, Inc.
         13951 Grove Patch
         San Antonio, TX 78247

Fin Chg? Y          Price Code 1        Cr Limit 999999.00  Gl Code 1
Terr      TX        Industry CONS       Terms 1      NET 10
Tax exempt? No   0.0000                 Auth Code TX
San Antonio Texas    YES   NONE                YES   NONE                 YES
NONE                 YES   NONE                YES   FEDERAL GASOLINE     YES
STATE GASOLINE       YES   FED GAS LUST FUND   YES   STATE HSD TAX        YES
FEDERAL DIESEL       YES   STATE LSD TAX       YES


     Customer Count is 2.00
```

Short Customer List - 1 REGULAR



Display Report Short Customer Report

Print Save Exit Enlarge Reduce

```
 Date: 10/08/14                          Practice                              Page No.
 Time: 17:11:50                  CUSTOMER FILE REPORT ON 10/08/14                  1


CustNo   Name and Address                Telephone      Salesman  Last Sale  Stx Ex

ACME     Acme Construction               512/777-3333   BW        07/22/2003
         Main Offices
         100 Civic Center Drive
         Castroville, TX 78201         Limit   20000  Terms  .02/GAL NET 10


PETDAT   Petro-Data, Inc.                210-545-4774   JB        09/30/2014   N
         13951 Grove Patch
         San Antonio, TX 78247         Limit  999999  Terms  NET 10


     Customer Count is 2.00
```

Short Customer List 2 - SHORT


```
Date: 10/08/14                                   Practice                                      Page No.
Time: 17:13:58                        CUSTOMER FILE REPORT ON 10/08/14                             1

Cust No.  Company Name                Address 1                    City State Zip                    Telephone
          Address2                    Terms                        CrLimit   Budget  Salemn  Lst Sale   Stx Ex

ACME     Acme Construction            Main Offices                 Castroville, TX 78201             512/777-3333
         100 Civic Center Drive       .02/GAL NET 10                 20000       0   BW      07/22/2003
         JiS Whitesell
PETDAT   Petro-Data, Inc.             13951 Grove Patch            San Antonio, TX 78247             210-545-4774
                                      NET 10                        999999       0   JB      09/30/2014   N
         Kathy Frederick      210-545-1802   petrokathy@satx.rr.com

    Customer Count 2
```

Short Customer List 3 - SHORTER

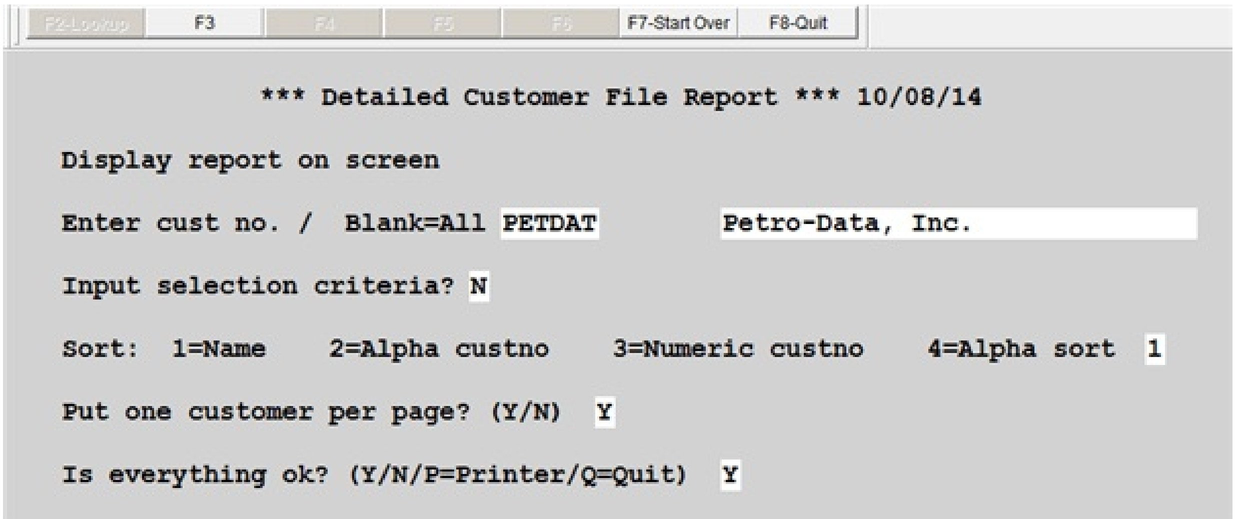
DETAIL CUSTOMER LIST

The Detail Customer List prints every field in the customer file. This report lists <u>one customer per page</u> and may be used for proofing the customer files after initial setup.

Menu Select:

From the Customer File Maintenance Submenu, select *3 - Long Customer List Report*.

Output to: **S = Screen** **P = Printer** **F = Text File** **Q = Quit**



Enter Customer Number / Blank=ALL.

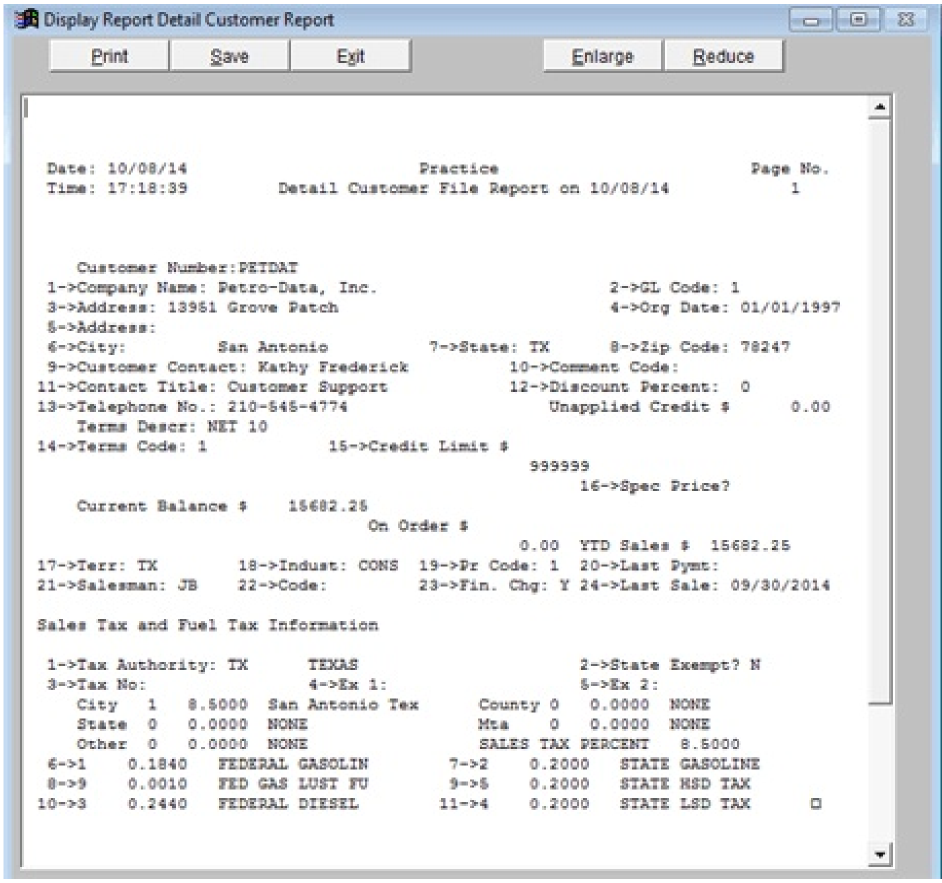
Enter the Customer number to print or leave the field blank to print all customers.

Input Selection Criteria?

Y to filter the report by entering a selection criteria for the report.
N to print the complete report.

Sort Option:

1 = Name	Sort by the customer name field in the customer master file (Petro-Data, Inc.).
2 = **Alpha Custno**	Sort by the Customer ID code (PETDAT).
3 = **Numeric Custno**	Sort by numeric customer ID (7895, 8269). Select if your customer codes are NUMBERS.
4 = Alpha Sort	Sort by the ‘Alpha Sort’ field in the customer file.




```
 Date: 10/08/14                          Practice                              Page No.
 Time: 17:18:39         Detail Customer File Report on 10/08/14                    1



    Customer Number:PETDAT
 1->Company Name: Petro-Data, Inc.                          2->GL Code: 1
 3->Address: 13951 Grove Patch                              4->Org Date: 01/01/1997
 5->Address:
 6->City:         San Antonio          7->State: TX       8->Zip Code: 78247
 9->Customer Contact: Kathy Frederick           10->Comment Code:
11->Contact Title: Customer Support             12->Discount Percent:  0
13->Telephone No.: 210-545-4774                     Unapplied Credit $      0.00
    Terms Descr: NET 10
14->Terms Code: 1           15->Credit Limit $
                                                 999999
                                                      16->Spec Price?
    Current Balance $    15682.25
                                    On Order $
                                                0.00  YTD Sales $  15682.25
17->Terr: TX        18->Indust: CONS  19->Pr Code: 1  20->Last Pymt:
21->Salesman: JB    22->Code:         23->Fin. Chg: Y 24->Last Sale: 09/30/2014

Sales Tax and Fuel Tax Information

 1->Tax Authority: TX      TEXAS                          2->State Exempt? N
 3->Tax No:                4->Ex 1:                       5->Ex 2:
    City   1   8.5000  San Antonio Tex      County 0   0.0000  NONE
    State  0   0.0000  NONE                 Mta    0   0.0000  NONE
    Other  0   0.0000  NONE                 SALES TAX PERCENT   8.5000
 6->1    0.1840   FEDERAL GASOLIN        7->2    0.2000   STATE GASOLINE
 8->9    0.0010   FED GAS LUST FU        9->5    0.2000   STATE HSD TAX
10->3    0.2440   FEDERAL DIESEL        11->4    0.2000   STATE LSD TAX
```

Is Everything OK? (Y/N/P=Printer/Q=Quit)

- **Y** Print or display the report with the selected options.
- **N** Edit options before printing or displaying the report.
- **P** Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
- **Q** Exit without printing.

EXEMPTION REPORT

This report prints customer name, contact, phone number, Federal ID number, and expiration date based on the options selected.

Menu Select:

From the Customers Submenu select - *Exemption Report*.

Output to: **S = Screen** **P = Printer** **F = Text File** **Q = Quit**

Option: Enter the option for the desired report. Different information could be required for each option.

1 By Tax Codes 2 By Exemptions 3 All Fuel Tax Exemptions
4 Sales Tax Exemptions 5 Exempt Tax Types 6 Both Types

BY TAX CODES

1 - By Tax Codes This report will list customers with an exemption to a selected Tax Code or all tax codes.

Please Verify State Initials.
TX for example.

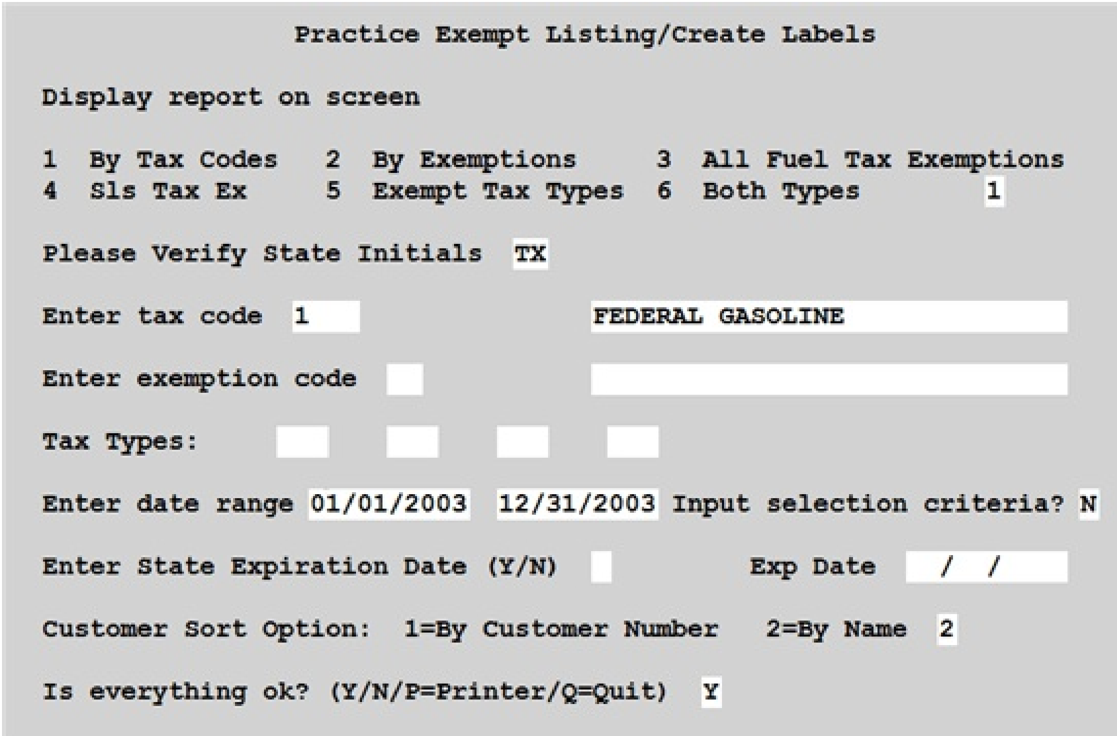
Enter Tax Code.
Enter a tax code, leave blank for all, F2 Lookup.

(Options that don't apply are skipped.)

Enter Date Range.
Enter date range of sales invoices to check.

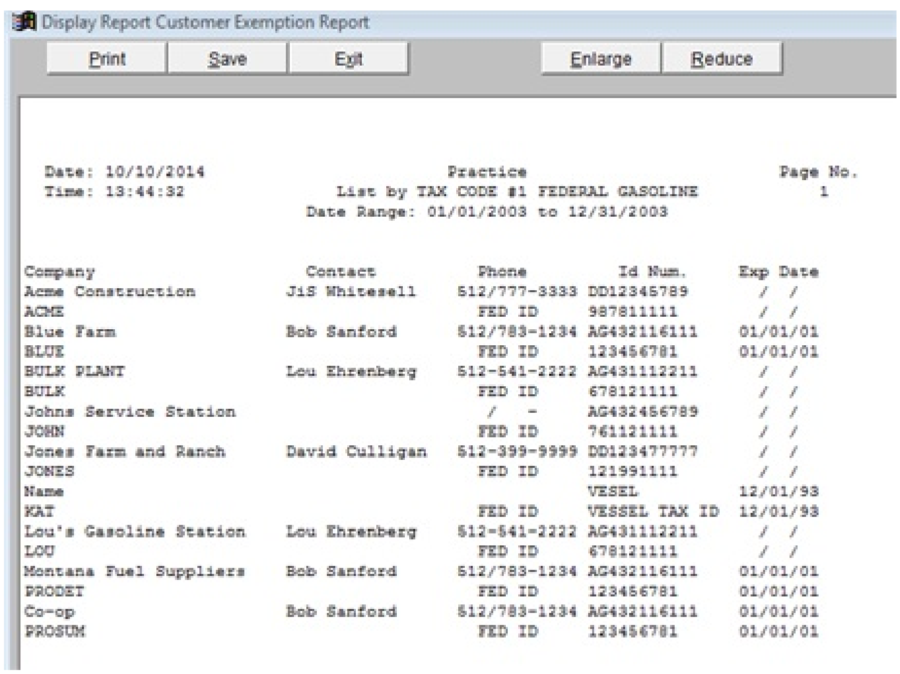
Input Selection Criteria.
Y to filter the report using the available selection criteria.
N to print all customers with exemptions for the selected tax code.

Customer Sort Option.
1 = Customer Number
2 = Customer Name


```
Practice Exempt Listing/Create Labels

Display report on screen

1  By Tax Codes    2  By Exemptions      3  All Fuel Tax Exemptions
4  Sls Tax Ex      5  Exempt Tax Types   6  Both Types          1

Please Verify State Initials  TX

Enter tax code  1                   FEDERAL GASOLINE

Enter exemption code

Tax Types:

Enter date range 01/01/2003  12/31/2003 Input selection criteria? N

Enter State Expiration Date (Y/N)          Exp Date    /  /

Customer Sort Option:  1=By Customer Number   2=By Name  2

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Is Everything OK? (Y/N/P=Printer/Q=Quit)

- **Y** Print or display the report with the selected options.
- **N** Edit options before printing or displaying the report.
- **P** Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
- **Q** Exit without printing.


Display Report Customer Exemption Report

Print Save Exit Enlarge Reduce

Date: 10/10/2014 Practice Page No.
Time: 13:44:32 List by TAX CODE #1 FEDERAL GASOLINE 1
Date Range: 01/01/2003 to 12/31/2003

Company	Contact	Phone	Id Num.	Exp Date
Acme Construction	JiS Whitesell	512/777-3333	DD12345789	/ /
ACME		FED ID	987811111	/ /
Blue Farm	Bob Sanford	512/783-1234	AG432116111	01/01/01
BLUE		FED ID	123456781	01/01/01
BULK PLANT	Lou Ehrenberg	512-541-2222	AG431112211	/ /
BULK		FED ID	678121111	/ /
Johns Service Station		/ -	AG432456789	/ /
JOHN		FED ID	761121111	/ /
Jones Farm and Ranch	David Culligan	512-399-9999	DD123477777	/ /
JONES		FED ID	121991111	/ /
Name			VESEL	12/01/93
KAT		FED ID	VESSEL TAX ID	12/01/93
Lou's Gasoline Station	Lou Ehrenberg	512-541-2222	AG431112211	/ /
LOU		FED ID	678121111	/ /
Montana Fuel Suppliers	Bob Sanford	512/783-1234	AG432116111	01/01/01
PRODET		FED ID	123456781	01/01/01
Co-op	Bob Sanford	512/783-1234	AG432116111	01/01/01
PROSUM		FED ID	123456781	01/01/01

BY EXEMPTIONS

2 - <u>By Exemptions</u> This report will list customers who have specific exemption codes.

Please Verify State Initials.
TX for example.

Enter Exemption Code.
Enter an exemption code, leave blank for all, F2 Lookup.

Enter Date Range.
Enter date range of sales invoices to check.

Input Selection Criteria.
Y to filter the report with available selection criteria.
N to print all customers with exemptions for the selected code.

Customer Sort Option.
1 = Customer Number
2 = Customer Name

Is Everything OK? (Y/N/P=Printer/Q=Quit)

- **Y** Print or display the report with the selected options.
- **N** Edit options before printing or displaying the report.
- **P** Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
- **Q** Exit without printing.

```
Date: 10/10/2014                    Practice                        Page No.
Time: 14:01:12             List by EXEMPTION #1 BONDED                  1
                       Date Range: 01/01/2003 to 12/31/2003
```

Company	Contact	Phone	Id Num.	Exp Date
BULK PLANT	Lou Ehrenberg	512-541-2222	AG431112211	/ /
BULK		FED ID	678121111	/ /
Blue Farm	Bob Sanford	512/783-1234	AG432116111	01/01/01
BLUE		FED ID	123456781	01/01/01
Co-op	Bob Sanford	512/783-1234	AG432116111	01/01/01
PROSUM		FED ID	123456781	01/01/01
Lou's Gasoline Station	Lou Ehrenberg	512-541-2222	AG431112211	/ /
LOU		FED ID	678121111	/ /
Montana Fuel Suppliers	Bob Sanford	512/783-1234	AG432116111	01/01/01
PRODET		FED ID	123456781	01/01/01

ALL FUEL TAX EXEMPTIONS

3 - All Fuel Tax Exemptions This report prints all customers with an exemption from any tax code.

Please Verify State Initials.

Enter Date Range.
Enter date range of sales invoices to check.

Input Selection Criteria.
Y to filter the report using available selection criteria.
N to print all customers with exemptions for the selected tax code.

Customer Sort Option.
1 = Customer Number
2 = Customer Name

Is Everything OK? (Y/N/P=Printer/Q=Quit)
Y Print or display the report with the selected options.
N Edit options before printing or displaying the report.
P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
Q Exit without printing.

SALES TAX EXEMPT

4 - Sales Tax Exempt This report prints all customers who are sales tax exempt. Tax screen in the customer file - 'Tax Exempt' has **Y**.

Please Verify State Initials.

Enter Date Range.
Enter date range of sales invoices to check.

Input Selection Criteria.
Y to filter the report using available selection criteria.
N to print all customers with exemptions for the selected option.

Enter State Expiration Date (Y/N)

Customer Sort Option.
1 = Customer Number
2 = Customer Name

Is Everything OK? (Y/N/P=Printer/Q=Quit)

Y Print or display the report with the selected options.
N Edit options before printing or displaying the report.
P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
Q Exit without printing.

EXEMPT TAX TYPES

5 - Exempt Tax Types This report prints customers who are exempt from tax on particular tax types (GAS, DSL, HSD, JET, AVG, KER, etc.).

Please Verify State Initials.

Tax Types.
Enter up to four tax types, the computer will select exempt customers.

Enter Date Range.
Enter date range of sales invoices to check.

Input Selection Criteria.
Y to filter the report using the available selection criteria.
N to print all customers with exemptions for the selected option.

Customer Sort Option.
1 = Customer Number
2 = Customer Name

Is Everything OK? (Y/N/P=Printer/Q=Quit)

Y Print or display the report with the selected options.
N Edit options before printing or displaying the report.
P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
Q Exit without printing.

BOTH TYPES

6 - Both Types This report prints customers who had exempt sales for the selected fuel items and range of dates.

Please Verify State Initials.

Enter Tax Types.

Enter up to four tax types (GAS, DSL, etc.)

Enter Date Range.

Enter date range of sales invoices to check.

Input Selection Criteria.

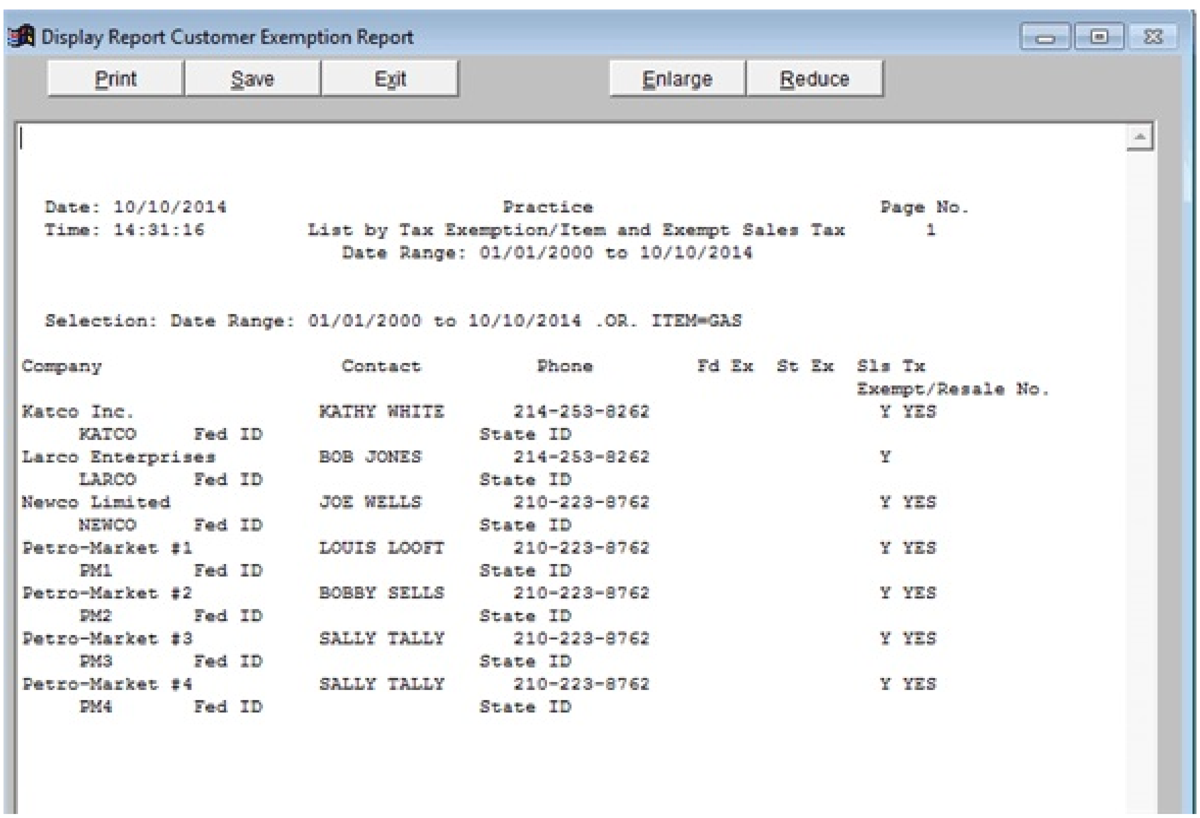
Y to filter the report with available selection criteria.
N to print all customers with exemptions for the selected options.

Customer Sort Option.

1 = Customer Number
2 = Customer Name

Is Everything OK? (Y/N/P=Printer/Q=Quit)

Y	Print or display the report with the selected options.
N	Edit options before printing or displaying the report.
P	Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
Q	Exit without printing.




```
Date: 10/10/2014                    Practice                          Page No.
Time: 14:31:16      List by Tax Exemption/Item and Exempt Sales Tax       1
                         Date Range: 01/01/2000 to 10/10/2014

Selection: Date Range: 01/01/2000 to 10/10/2014 .OR. ITEM=GAS

Company                   Contact          Phone         Fd Ex  St Ex  Sls Tx
                                                                       Exempt/Resale No.
Katco Inc.               KATHY WHITE      214-253-8262                   Y YES
     KATCO     Fed ID                 State ID
Larco Enterprises        BOB JONES        214-253-8262                   Y
     LARCO     Fed ID                 State ID
Newco Limited            JOE WELLS        210-223-8762                   Y YES
     NEWCO     Fed ID                 State ID
Petro-Market #1          LOUIS LOOFT      210-223-8762                   Y YES
     PM1       Fed ID                 State ID
Petro-Market #2          BOBBY SELLS      210-223-8762                   Y YES
     PM2       Fed ID                 State ID
Petro-Market #3          SALLY TALLY      210-223-8762                   Y YES
     PM3       Fed ID                 State ID
Petro-Market #4          SALLY TALLY      210-223-8762                   Y YES
     PM4       Fed ID                 State ID
```

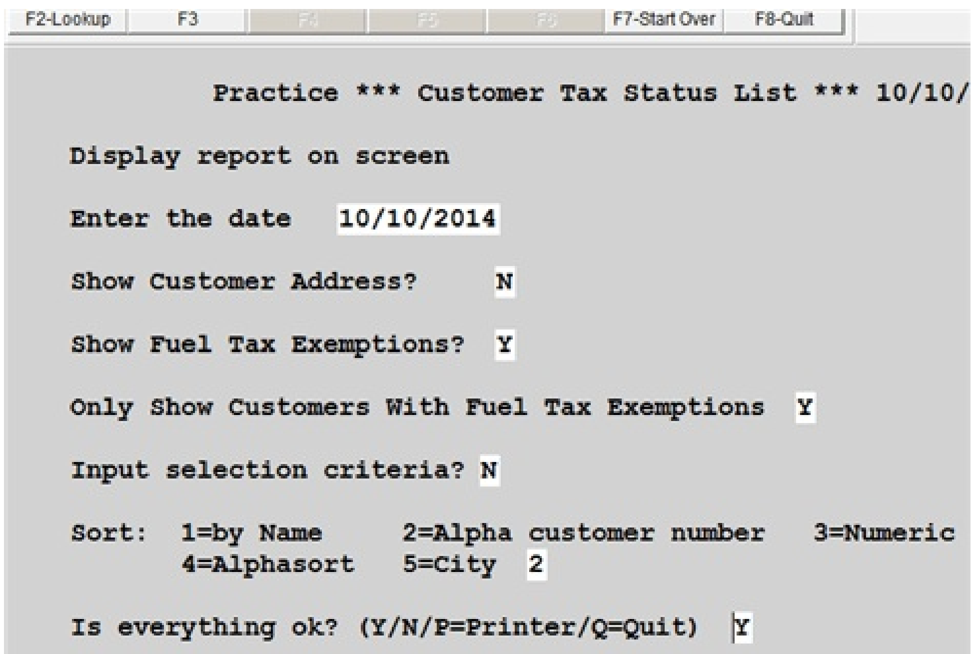
TAX STATUS REPORT

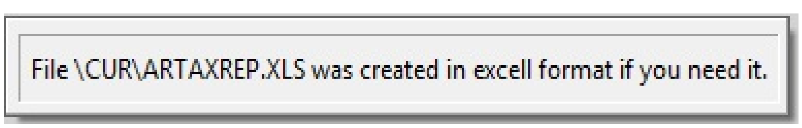
This report prints customer with fuel tax exemptions with the option to show exemptions and also show only customers with exemptions.

Menu Select:

From the Customers Submenu select - *Tax Status Report*.

Output to: **S = Screen** **P = Printer** **F = Text File** **Q = Quit**



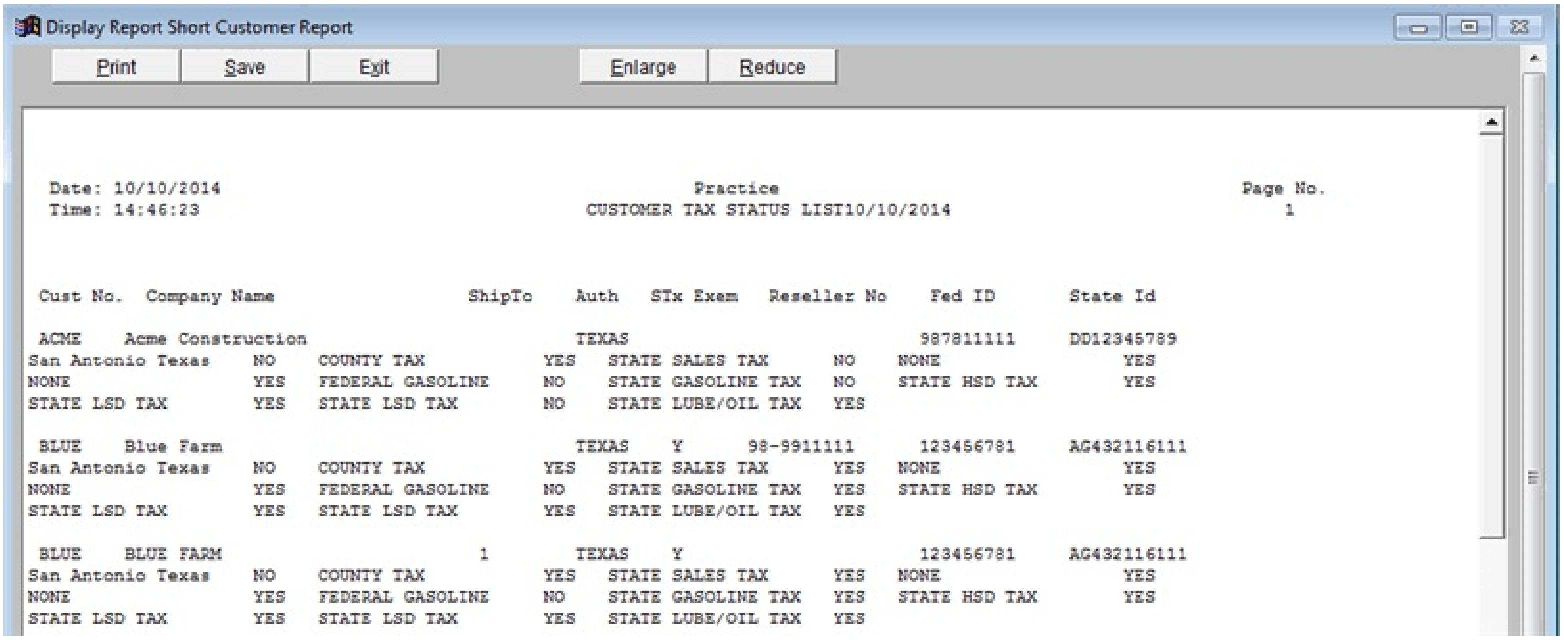


The 5 Sales Taxes are listed first and then the Fuel Taxes.

YES to the right of the tax description means they PAY the tax.
NO to the right of the tax description means they are EXEMPT and do NOT pay the tax.

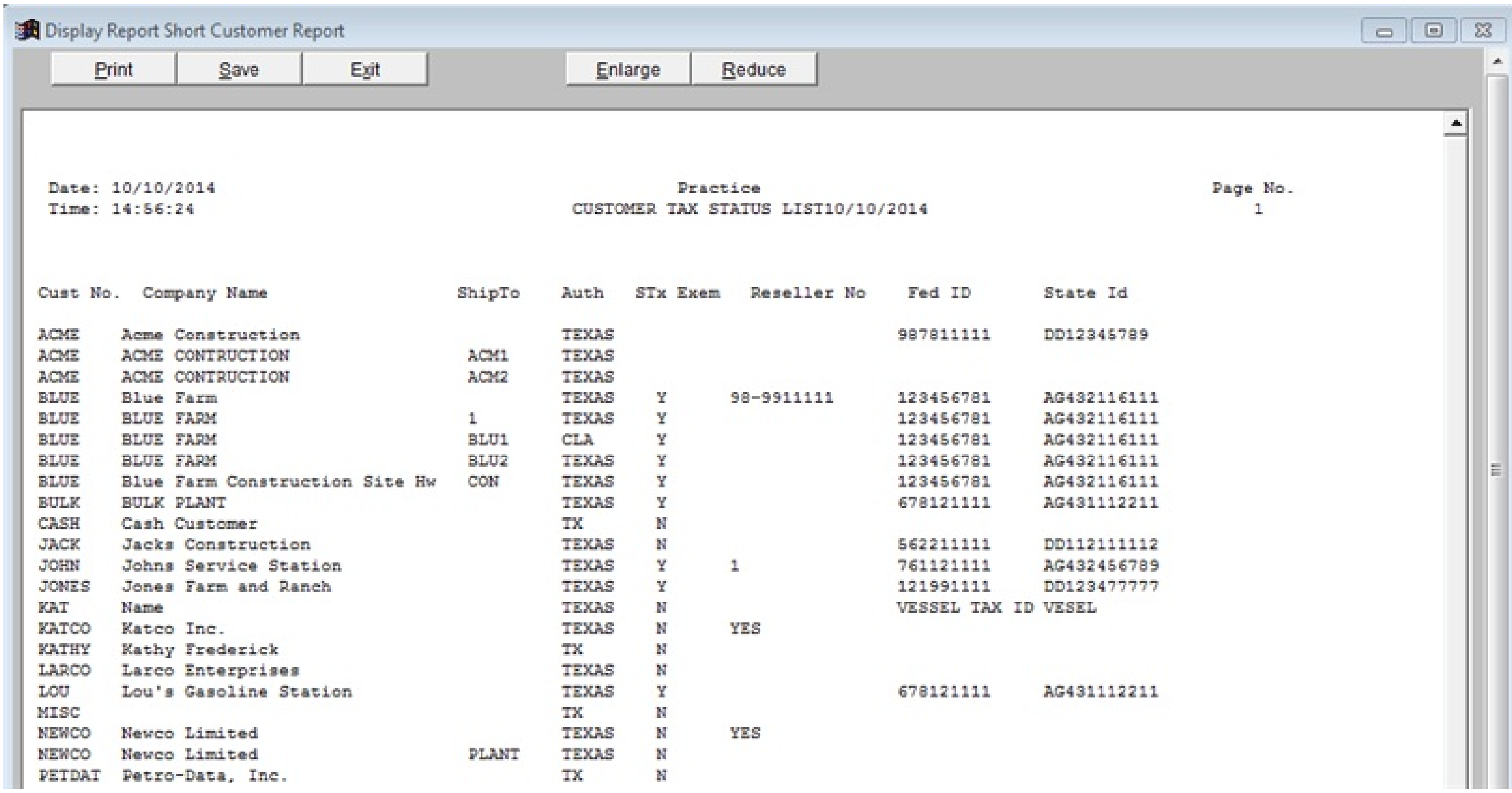
The following report was produced with the options selected above.

Show Fuel Tax Exemptions = Y
Only Show Customers With Fuel Tax Exemptions = Y




```
 Date: 10/10/2014                                  Practice                                        Page No.
 Time: 14:46:23                          CUSTOMER TAX STATUS LIST10/10/2014                            1

Cust No.  Company Name                  ShipTo    Auth   STx Exem   Reseller No    Fed ID       State Id

ACME    Acme Construction                         TEXAS                          987811111     DD12345789
San Antonio Texas    NO    COUNTY TAX          YES   STATE SALES TAX      NO   NONE                  YES
NONE                 YES   FEDERAL GASOLINE    NO    STATE GASOLINE TAX   NO   STATE HSD TAX         YES
STATE LSD TAX        YES   STATE LSD TAX       NO    STATE LUBE/OIL TAX   YES

BLUE    Blue Farm                                 TEXAS    Y      98-9911111     123456781     AG432116111
San Antonio Texas    NO    COUNTY TAX          YES   STATE SALES TAX      YES  NONE                  YES
NONE                 YES   FEDERAL GASOLINE    NO    STATE GASOLINE TAX   YES  STATE HSD TAX         YES
STATE LSD TAX        YES   STATE LSD TAX       YES   STATE LUBE/OIL TAX   YES

BLUE    BLUE FARM                          1      TEXAS    Y                     123456781     AG432116111
San Antonio Texas    NO    COUNTY TAX          YES   STATE SALES TAX      YES  NONE                  YES
NONE                 YES   FEDERAL GASOLINE    NO    STATE GASOLINE TAX   YES  STATE HSD TAX         YES
STATE LSD TAX        YES   STATE LSD TAX       YES   STATE LUBE/OIL TAX   YES
```

Fuel Tax Exemptions = N
Only Show Customers With Fuel Tax Exemptions = N



Date: 10/10/2014 Practice Page No.
Time: 14:56:24 CUSTOMER TAX STATUS LIST10/10/2014 1

Cust No.	Company Name	ShipTo	Auth	STx Exem	Reseller No	Fed ID	State Id
ACME	Acme Construction		TEXAS			987811111	DD12345789
ACME	ACME CONTRUCTION	ACM1	TEXAS				
ACME	ACME CONTRUCTION	ACM2	TEXAS				
BLUE	Blue Farm		TEXAS	Y	98-9911111	123456781	AG432116111
BLUE	BLUE FARM	1	TEXAS	Y		123456781	AG432116111
BLUE	BLUE FARM	BLU1	CLA	Y		123456781	AG432116111
BLUE	BLUE FARM	BLU2	TEXAS	Y		123456781	AG432116111
BLUE	Blue Farm Construction Site Hw	CON	TEXAS	Y		123456781	AG432116111
BULK	BULK PLANT		TEXAS	Y		678121111	AG431112211
CASH	Cash Customer		TX	N			
JACK	Jacks Construction		TEXAS	N		562211111	DD112111112
JOHN	Johns Service Station		TEXAS	Y	1	761121111	AG432456789
JONES	Jones Farm and Ranch		TEXAS	Y		121991111	DD123477777
KAT	Name		TEXAS	N		VESSEL TAX ID	VESEL
KATCO	Katco Inc.		TEXAS	N	YES		
KATHY	Kathy Frederick		TX	N			
LARCO	Larco Enterprises		TEXAS	N			
LOU	Lou's Gasoline Station		TEXAS	Y		678121111	AG431112211
MISC			TX	N			
NEWCO	Newco Limited		TEXAS	N	YES		
NEWCO	Newco Limited	PLANT	TEXAS	N			
PETDAT	Petro-Data, Inc.		TX	N			

CUSTOMER DEFAULTS

The Customer Default Record allows you to enter some default values which will display when a new customer is entered. For example, if the state is entered into the Default Record, it will automatically display as each customer's address is entered and would need to be changed only if the state were different. Any of the default values may be changed during entry of a specific customer. In fields 4, 5, 6, and 10, select from options set up in previous files. In some cases, these files are in the Fuel Inventory Module.

Menu Select:

From the Customers Submenu, select - *Customer Defaults*.

1 - City. Enter or change the default City.

2 - State. Enter or change the default State.

3 - Zip. Enter or change the default Zip code.

```
          Petro Data Oil ***** Customer Default Record *****



1.   City
2.   State                TX
3.   Zip
4.   Territory            1
5.   Salesman
6.   Terms                1
7.   Finance Charge       Y
8.   Credit Limit           5000
9.   Price Code (1-5)     3
10.  Tax Authority Code   TEXAS






           Enter Field Number to Change        Q - Quit   Q
```

4 - Territory. Enter or change the default Territory.

5 - Salesman. Enter or change the default Salesman.

6 - Terms. Enter or change the default Terms Code.

7 - Finance Charge. Enter or change the default for Finance Charge. Enter **Y** to include customer in finance charge calculation or **N** to not charge them. The Finance Charge program must be run before ANY charges are posted to customer accounts.

8 - Credit Limit. Enter or change the default Credit Limit (999999 if none). Do not leave blank or 0.00. Every invoice will be considered over the credit limit and several error messages will slow you down in the invoice entry program.

9 - Price Code (1-5). Enter or change the default Price Code (1-5).

10 - Tax Authority Code. Enter or change the default Tax Authority Code.

Enter a field number to change or type **Q** to quit.

ENTER BALANCES

After all customers have been added to the File, customer balances must be entered before processing may begin. The best time to enter balances is at the end of a month. From an aged-balances report or other customer report, enter beginning balances for each customer.

In most cases, Petro-Data can CONVERT the balances from your current computer software. If the balances are converted, skip this section and go to 'Verifying Balances'.

There are three ways customer balances can be entered. Decide which is best for you.

____ Input Balances Only (quickest and easiest)
____ Input Aged Balances (keeps aged reports in tact)
____ Input Open Items by invoice (takes the most time)

You may use a combination, entering balances only for some customers and detail or aged balances on others.

MENU SELECT

From the Accounts Receivable Main Menu, select *Customers.*

From the Customers Submenu, select *Enter Balances*.

Default Invoice Date.

Enter the default date for the balances. ***This date is usually the end of the month of the balances***. In the example below 09/30/2014.

Default Due Date.

Enter the default due date for your transactions (10/10/2014). These dates may be changed during transaction entry.

Default Description.

Enter 'Balance Fwd' or something similar in the default description field or leave it blank if you will be entering individual invoices. This description will print on the customer statement.

Use Last Customer (Y/N).

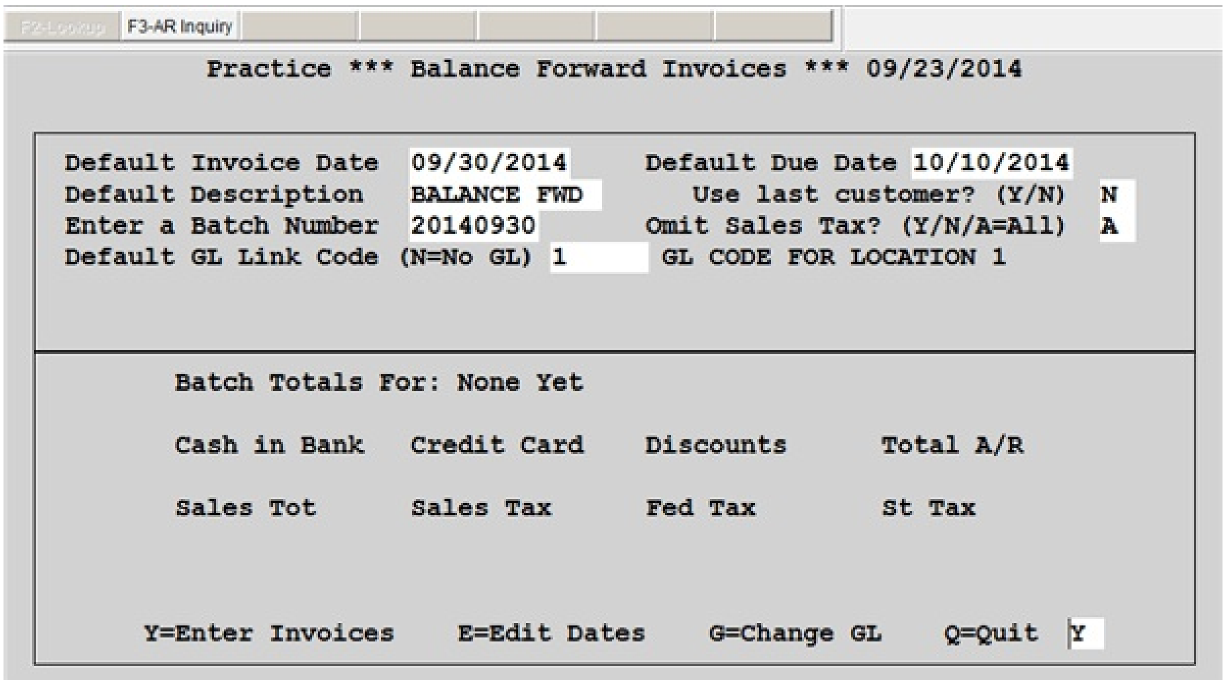
If you are ***entering only one balance*** *per customer, enter* ***N****.* If more than one invoice will be entered for the same customer most of the time, enter **Y**. After each transaction, the previous customer code will remain in the field. You will not have to reenter it. When a new customer code is needed, type over and use the delete key or space bar to remove any extra letters left in the field from the previous customer. Enter **N** and the customer code field will be blank.

Enter a Batch Number.

The Batch number displays automatically. It is derived from the Default Invoice Date. In the example above, the batch number is **20140930 (the end of the month with the year in front).**

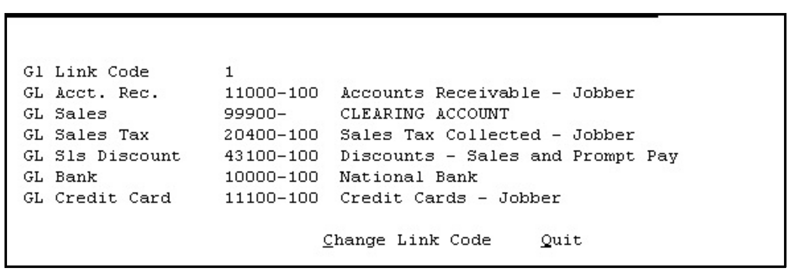
Omit Sales Tax? (Y/N/A=All).

Enter **A**. Balance forward entries do not post sales tax, Fed tax, or discount amounts so those fields will be skipped for efficient entry of balances..



Default GL Link Code (N=No GL).

The default link code (1) displays. The link code defines the GL accounts which will be used for the transaction. <u>This beginning balance entry in the GL will either be deleted or will have to be reversed</u>. It will be a debit to the 'GL Acct. Rec.' account and credit to 'GL Sales'. In this case: 11000-100 and <99900>.



GL Accounts are displayed, press **<Quit>** to accept the accounts and continue.

OPTIONS: <u>Enter **Y** to continue and edit or cancel invoices</u>

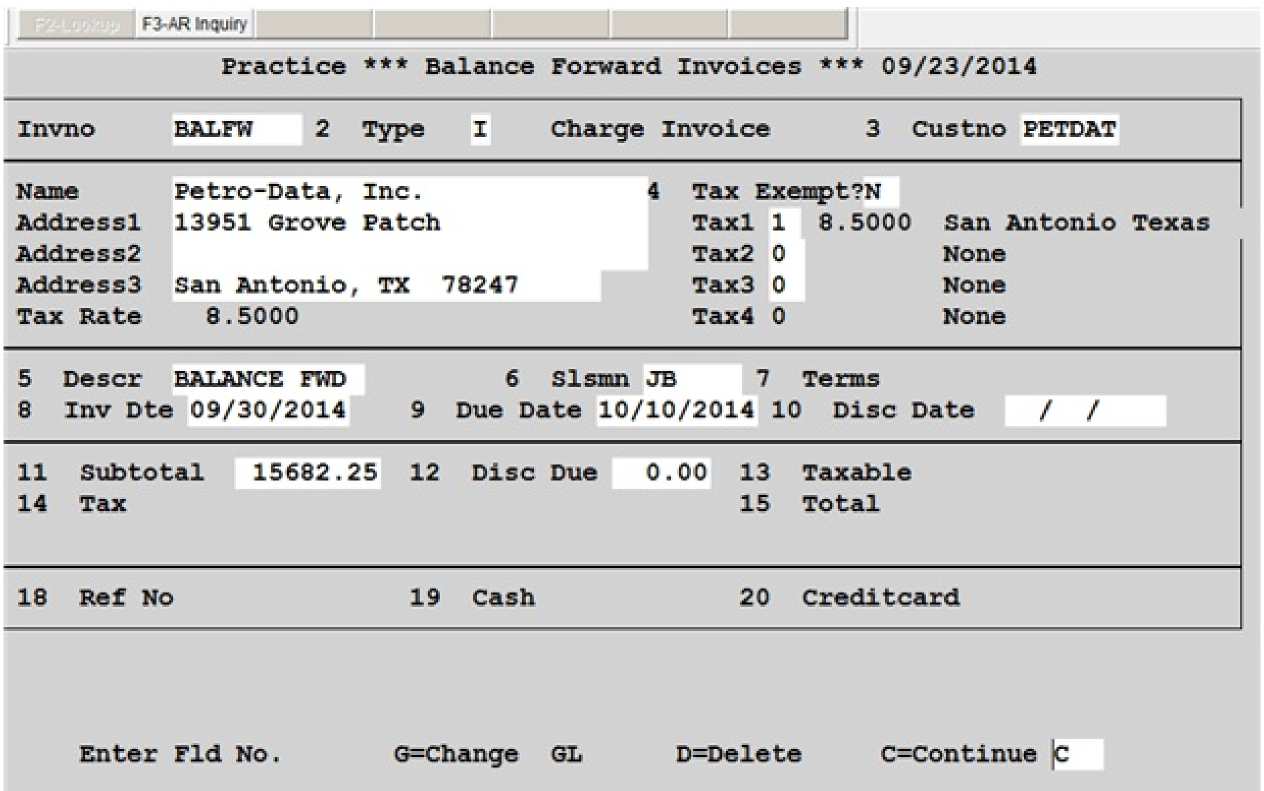
Enter **E** to Edit Dates
Enter **G** to Change GL Link Code
Enter **Q** to Quit the Cancel/Change Invoices module

Invno.

BALFW is the default, it automatically appears in the field. If you are entering only one balance per customer, accept BALFW as the invoice number by pressing enter. If you are entering aged balances, you may want to use BF for current invoices, BF1 for past due one period, BF2 for past due two periods, & BF3 for past due three periods or more. If you are entering balances in detail, enter the actual invoice number (up to 8 letters and numbers).

Custno.

Enter the Customer ID from your new list or F2 to lookup.



Example: Balance Forward Customer Invoice Screen

Descr.

The Default Description displays in this field. If you are entering aged balances, replace it with ‘August Balance’ or with ‘Invoice’ if you are entering individual invoices, or leave it blank.

Invdte.

The Invoice Date automatically displays the date you entered at the beginning of the Balance Forward entry. This date should represent the date of the balances being entered. If you are entering **aged balances**, enter the **end-of-month date** for the balance in this transaction. If you are entering **invoice detail**, enter the **actual date of the invoice**.

Due Date.

The Due Date automatically displays the date you entered at the beginning of the Balance Forward entry. This date should represent the date this balance is due and payable. Press enter to accept the default date or enter the correct due date for this balance or invoice.

Subtotal.

Enter the total balance due for the customer. If you are entering aged balances, enter the balance for the aging period. If you are entering detail, enter the balance for this invoice. If the balance is a credit, enter the amount preceded by a minus sign (-100.00).

Check the information for accuracy. The dates are important when the computer calculates the aging so be sure the date is correct as well as for finance charge calculation. Be sure the amount is correct to the penny. As soon as you press **C** to continue, this record posts to the customer ledger and the balance field in the customer master file is updated. Once accepted, the only way an incorrect entry may be removed or changed is through the Cancel/Change Invoice option. This option should be used with care.

ACD Prompts:

Enter Field Number To Change.

Only fields 2-11 may be changed. The invoice number may not be changed. If it is incorrect, delete the entire record.

Change GL.

Enter **G** to change the GL number for this entry. (This option is of no value for beginning balance entry.)

Delete.

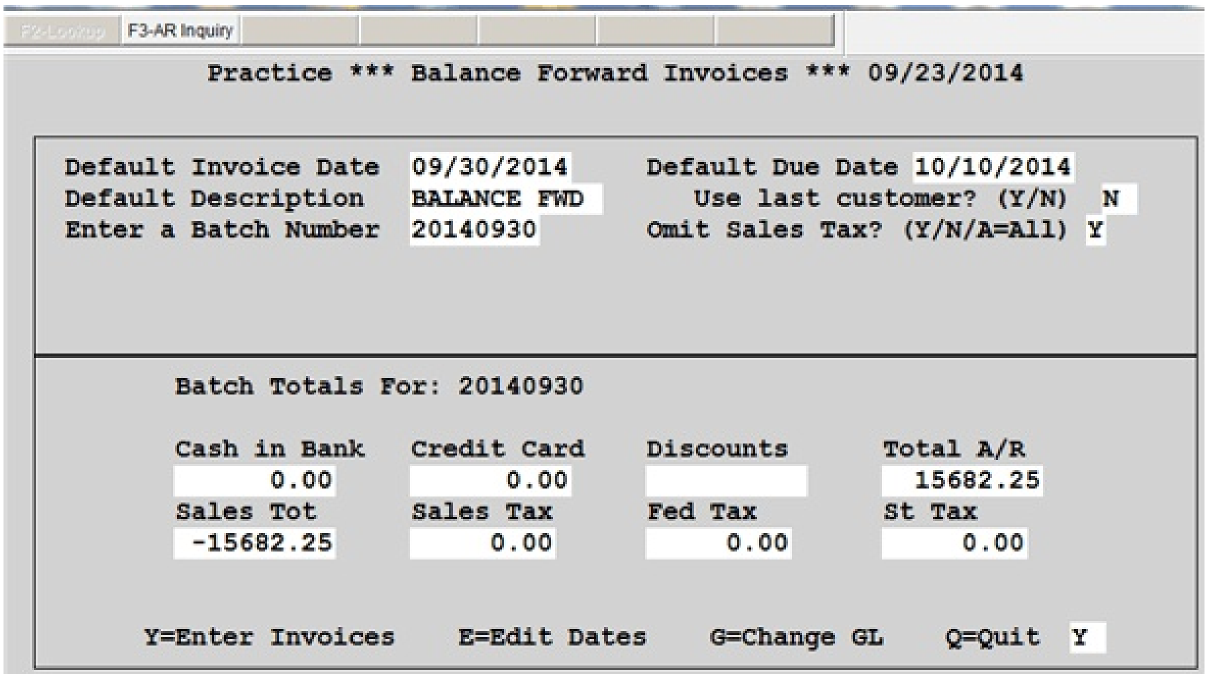
Enter **D** to delete the entire record displayed on the screen before any updating.

Continue.

C is the default and is displayed. Press <enter>. The invoice posts to the customer ledger and customer balance. Enter the next transaction.

When all the balances or invoices have been entered, or you are at a stopping point and wish to exit the program, enter Q in the INVNO field, press the space bar to remove the extra letters so that only the Q remains (otherwise the computer will treat QALFW as another invoice number). Press enter and the Batch Totals are displayed. The batch totals will continue to accumulate as long as the same batch number is used to enter all balances. Total

A/R and Sales Tot are the only two places where amounts should display.



Example: Balance Forward Entry Batch Total Screen

When all customer balances are entered, the TOTAL A/R should be the same as the total on your input document.

See the Installation Guide at the beginning of this Manual for procedures to use to balance and correct the entries.

VERIFYING BALANCES

See the Initial Installation Summary at the beginning of this manual for detailed instructions.

After entering the balances, go to the Accounts Receivable Reports Menu to check individual customers by printing the Customer Ledger Listing or press **F3** to display their record. Print a Short Aged Report or Summary Balance Report (Customer and balance only) or a Detail Aged Report (includes invoices) to see all customers with balances..

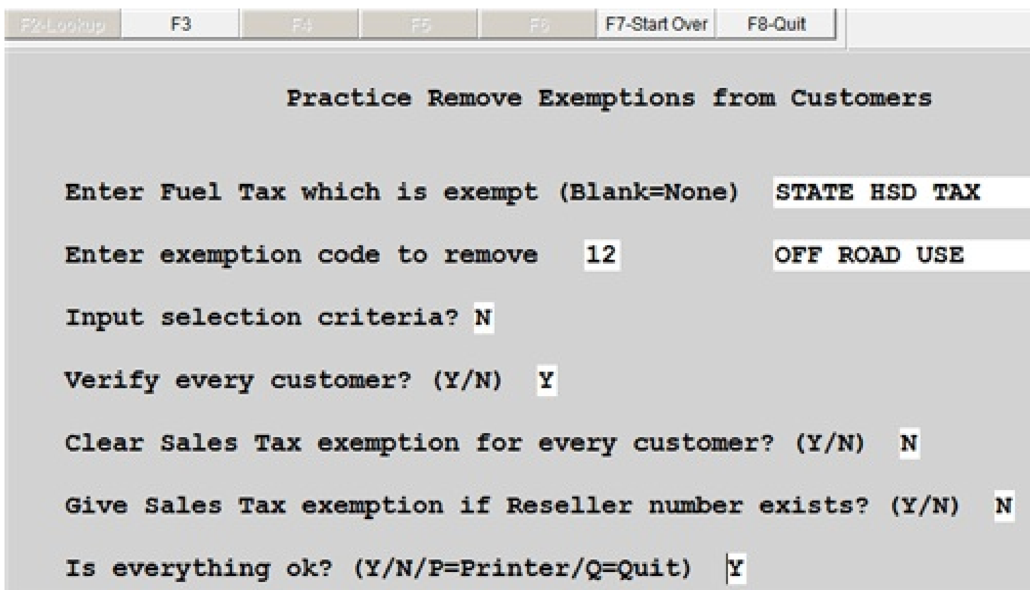
Recommendation: Start with the Short Aged Trial Balance to check each customer balance. If a particular balance is wrong, display the Customer Ledger Listing or press F3 to see the detail.

REMOVE EXEMPTIONS

This option removes selected exemption codes from selected tax codes in selected customer records. It can also change the Sales Tax Exempt code from 'Tax Exempt' N to Y if there is a reseller number in that field in the customer record.

Menu Select:

From the Customers Submenu, select - *Remove Exemptions*.



Enter Fuel Tax which is exempted (Blank=None)

Enter a tax code, F2 Lookup. Leave blank if you are removing a certain exemption code from all fuel tax codes OR if you are not removing fuel tax exemption codes.

Enter exemption code to remove.

Enter an exemption code, F2 Lookup.

Input selection criteria?

Y to filter by an available Selection Criteria feature.
N to skip.

Verify every customer?

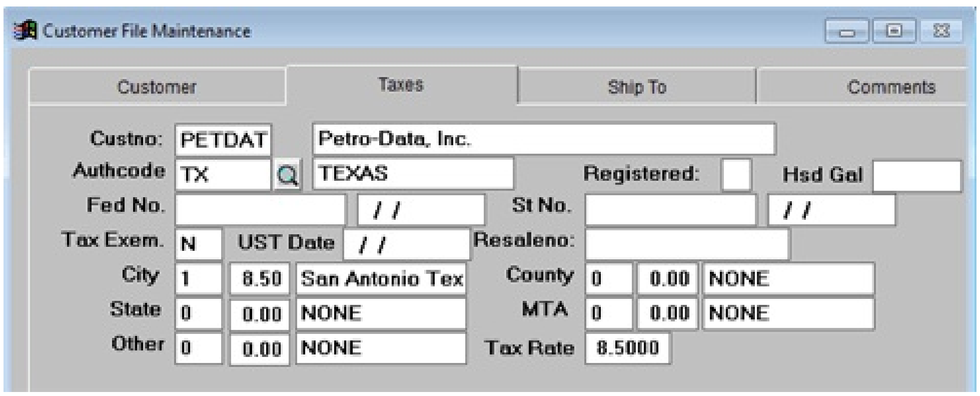
Y to stop on every customer with the option to NOT remove the exemption code.
N to remove all applicable exemptions with no display.

Clear sales tax exemption for every customer.

N - Usually N unless you will use the next option to give customers who have a reseller number the exemption.
Y - To change every customer 'Tax Exempt' to N marking them as NOT sales tax exempt. Sales tax will be charged in invoicing on every taxable item. *Note: This option can be used in conjunction with the next option to exempt only customers who have reseller numbers.*

Give Sales Tax exemption if Reseller number exists? (Y/N)

Y to change 'Tax Exempt' to 'Y' if a Reseller (Resaleno) number exists in the customer file.
N do NOT change the 'Tax Exempt' code in the customer record.



Is Everything OK? (Y/N/P=Printer/Q=Quit)

- **Y** Print or display the report with the selected options.
- **N** Edit options before printing or displaying the report.
- **P** Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.
- **Q** Exit without printing.

If the option to VERIFY was selected, the following screen displays:

Cust No.	Customer Name	Tax Code	Old Ex	New Ex	Remove
BLUE	BLUE FARM	1	01		N
WILLOG	Sammie L. Williams Logging	1	01		N
WILMER	WILMER CITGO	1	01	00	Y
WILPAI	Williams Painting & Sandblaasting	1	01	00	Y
WILREG	Reginald W. Willis	1	01		

Y=Remove exemption N=Do not remove exemption Q=Quit
Record: 904/2073 Record Unlocked

CHANGE CUSTOMER NUMBERS

This option changes customer numbers in the Customer File AND it changes historical information (sales, payments, etc.) if required. Use this option if a customer changes names and you want to change their code as well. Two accounts can also be consolidated into one with this option. The new customer number can be an existing account.

Menu Select:

From the Customers Submenu, select - *Change Customer Numbers*.

```
            Practice ***** Change Customer Numbers *****



 1.  Enter New Customer Numbers
 2.  New Customer Number Report
 3.  Post New Customers to Current and History Files
 4.  Clear File with New Customer Numbers and Start Over
 Q.  Return to Main Menu

     Select An Option     Q
```

Processing Sequence:

Select 1 — Enter the old and new customer numbers.

Select 2 — Pprint a list of changes - VERIFY that the numbers were entered correctly. (If necessary, select 4 to clear all and start over or select 1 to correct individual records).

Select 3 — Post the new customer numbers. Everyone must be out of AR and Jobber so you can reindex. This completes the process.

Select 4 ONLY if after VERIFYING the list printed in #2, you want to clear the numbers you have entered and START OVER.

1 - Enter New Customer Numbers

Is everything OK? (Y/N/Q)

More than one customer number can be changed at a time. This option ONLY creates a LIST of customer numbers to be changed. No UPDATING is done until option 3 is selected.

```
        Petro Data Oil ***** Input New Customer Numbers *****



Old customer number            ACME      Acme
New customer number

OK?  (Y/N/Q)
```

Enter the old customer number to change. Q=Quit

Customer name displays if found or 'Old customer not found. Press enter.'

```
Entry for new customer number not found.  Do you want to add one?
(f:\cur\par\archgcst.dbf)                Record: None          Record Unlocked
```

Y to add a record to change this customer number.
N if you entered the wrong customer number and enter a different one.

Enter the NEW customer number.

After the new number is entered, select from one of the following options:

```
Y=Post and continue     N=Do not post     C=Change
                  Record: None          Record Unlocked
```

C=Change Change the NEW customer number to something else..

N=Do not post Removes the entire record. No change will be made.

Y=Post and continue Post the current number change to a LIST of changes. Posting takes place in Option 3.

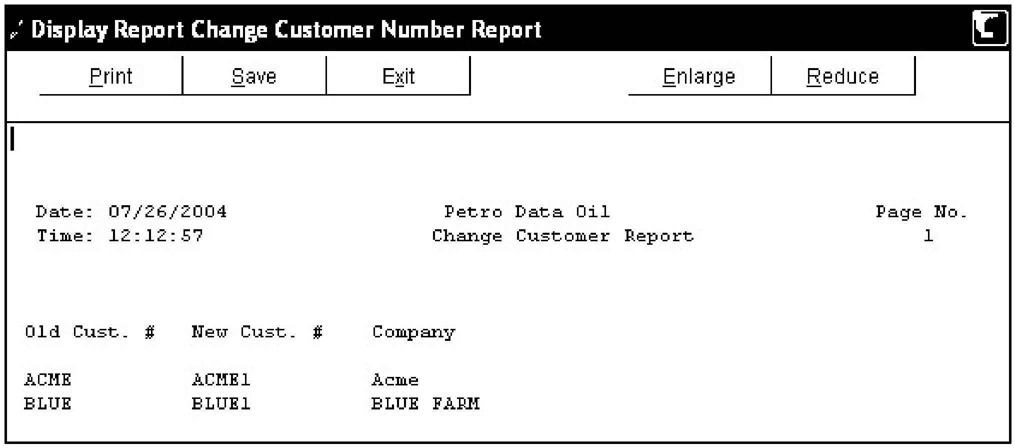
2 - New Customer Number Report

Output to: **S = Screen** **P = Printer** **F = Text File** **Q = Quit**

Is Everything OK? (Y/N/P=Printer/Q=Quit)
- **Y** Print or display the report with the selected options.
- **N** Edit options before printing or displaying the report.

P Change the output device (from screen to printer, from printer to screen, from selected printer to a different printer.

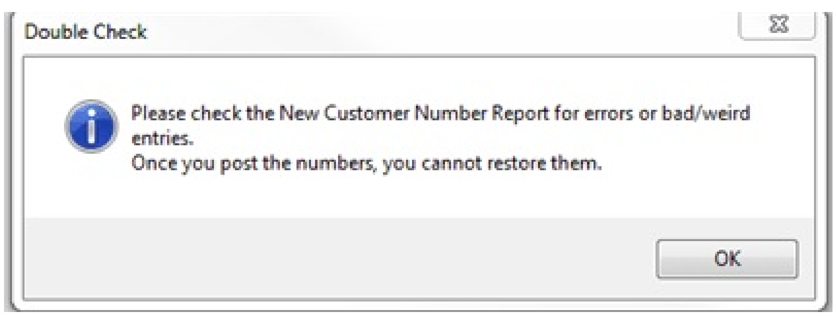
Q Exit without printing.



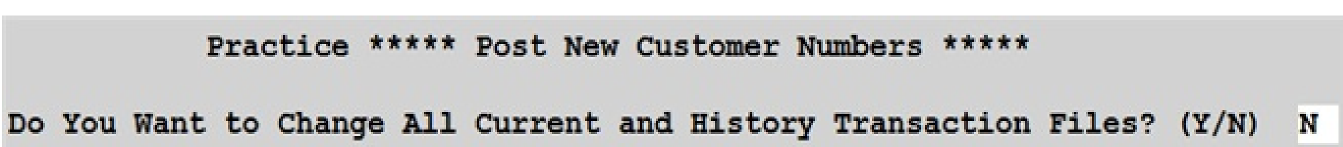
VERIFY that the numbers were entered correctly.

If not, select option 4 to clear all and start over OR select option 1 to correct individual records.
OR
If all is okay, get everyone out of AR and JOBBER, and select option 3 to POST the changes.

3 - Post New Customers to Current and History Files



<OK>



Y Change History files (previous sales and payments, customer ledger history, etc.)
N Change only the customer record and related master files. Open item files and current ledger are also changed.

```
Change customer number in credit cards (effects 1099k)  N
```

```
Please be sure you have a backup of your current and history files.
```

If 'Y' to change History files. Prompt for Password displays.

```
Please Enter the Password  (Q to Quit)
```

The password is displayed on the screen. HISTORY.

It is EXTREMELY important that you have AND KEEP a backup of the current and history files for both AR and Inventory before posting the customer number changes.

```
This Operation Takes Time.  Everybody Must be Out of Inventory and AR.

Please Backup Before You Run This Program

Are You Ready to Post The New Customers?
```

.
Reindex AR and Jobber when complete. Include History IF you changed customer history files. Check the customer file and other files to see if the records display with the new number. The old number should display 'Customer not found'.

4 - Clear File with New Customer Numbers and Start Over

Select this option ONLY if after VERIFYING the list printed in #2, you want to clear the numbers you have entered and START OVER. You have two chances to abort the delete.

Call Petro-Data for PASSWORD - DELETE.

```
        Practice ***** Clear New Customer Number File *****

This program clears the new customer numbers so you can start over

Please call petro-data if you do not understand this feature

Are you sure you want to delete all the new customer numbers? (Y/N)

Please enter the password (Q=Quit)
```

Y Delete the list of customer numbers to be changed.
N Do NOT delete the list of customer numbers to be changed. Enter Q for the password.

Q=Quit Do Not delete the list of customer numbers. Delete is aborted and you are returned to the menu.

Q - Return to Main Menu

RECALCULATE HSD SALES

For States like Texas that have monthly quotas for dyed diesel, there is a field in the customer record that accumulates the total per month. When the quota is reached, a message displays in invoicing. The tax type could be ULD or DLS or whatever you are using the Dyed Diesel.

Totals may be double-checked by printing a sales analysis for the customer and item.

HSD totals are displayed on the TAX screen of the customer record (HSD GAL).

If for some reason, the total is wrong (possibly because of a restore), it may be recalculated using this option.

Ready to recalculate HSD Sales? (Y/N)

All customers marked for HSD quotas are recalculated.

CUSTOMER SEND FILE

This file contains customer EMAIL addresses and is used in the MASS EMAIL package which includes emailing prices, invoices, customer drafts, and statements. It is not part of the standard package. Sometimes it is used for emailing invoices only from ‘Sales Invoice entry’, or individually from ‘Print Invoices’ which is part of the standard package and requires minimal setup. Your email information is entered in the Install option.

We offer only EMAIL delivery not Fax. If customers have only fax, you can subscribe to a company that you can send the emails to and they will send the faxes for you. Call Petro-Data for information.

Initial Setup Sequence:
1. Install Program - enter three lines of text for the body of the emails.
2. Your Email Record - enter your email server information and addresses.
3. Add Customer Email Records - enter customer email addresses.
Note: PDF drivers need to be installed on each computer that will be emailing documents to customers. There is a program in the Base directory of the network drive called *install.exe* that will accomplish this. Sometimes the printer port automatically selected in the install program is already in use by another printer and needs to be changed. Call Petro-Data support for assistance with this process.

Menu Select:

From the Customers Submenu, select - *Customer Send File*.

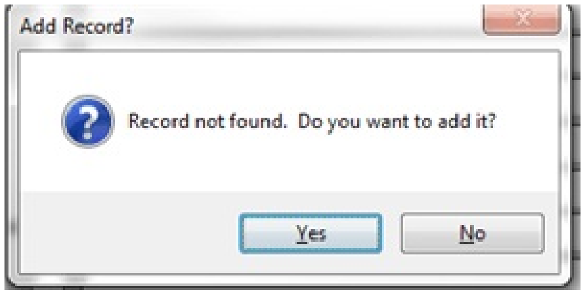
<u>Add Customer Email Records</u>

Menu Select:

From the Customer Send File submenu, select - *Add Customer Email Records*.

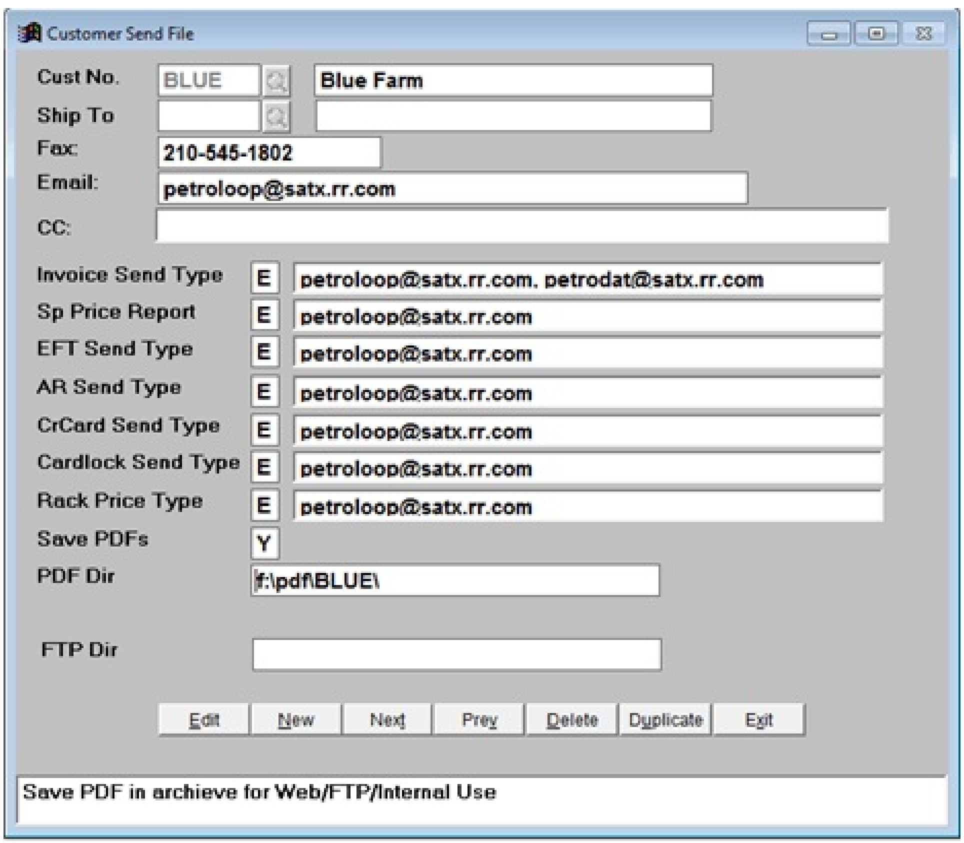
Cust No.

Enter the Customer number.



Ship To.

Enter a customer ship-to code if needed. Leave blank for none.



Fax.

Leave Blank or enter fax number for reference only.

Email.

Enter the main email address for this customer. If multiple email addresses are needed, enter a COMMA and a space between them. This email address will automatically be copied to each of the Send Types.

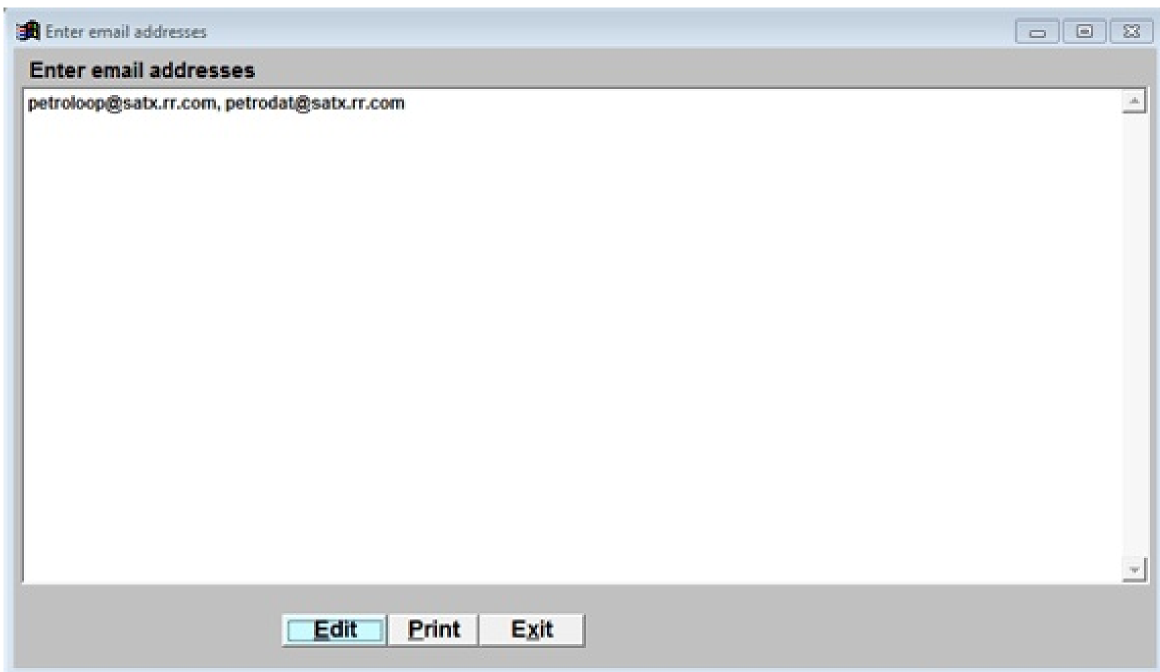
CC.

Leave blank or enter an email address to send a copy of the invoice to.

Invoice Send Type.

E = Email. This is the only option. Invoices to be faxes must be emailed to a company that provices faxing services.

The default email address displays. If a different email address will be used to send sales invoices, enter it in the space provided. If invoices will be sent to multiple fax numbers, enter a COMMA and a SPACE between each one.



When you click on an email address, this screen displays. Enter as many email addresses as you need for this customer and send type.

<Edit>	Edit email addresses.
<Print>	Print or display the addresses in report format.
<Exit>	Exit the email entry popup screen.

Sp Price Report.

Email address for sending Special Price Reports to this customer.

EFT Send Type.

Email address for sending EFT (Draft) Notices.

AR Send Type.
Email address for sending a Customer Statements.

CrCard Send Type.
Email address for sending Credit Card Receipt Reports.

Cardlock Send Type.
Email address for sending Cardlock reports.

Rack Price Type.
Email address for sending Customer Price Reports.

Save PDFs.
Y Emails are saved in the PDF directory for this customer.

PDF Dir.
Example: F:\pdf\BLUE\ Network drive, colon, backslash, PDF, backslash, customer number.

FTP Dir.
If you have an FTP site and will be saving the documents to this site, enter the FTP directory.

*****BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *****

< **E**dit > Edit the Customer Send File. You may also select the button using the arrow keys and press <Enter> or enter the letter **E** to edit the screen. You may also click on the field to be changed.

< New > Add another Customer Send File record for this customer, another ship to OR another customer. Or to Inquire (display) an existing one. You may also select the button using the arrow keys and press <Enter>, or enter the letter W.

< Next > Display the next Customer Send File record in the file. You may also select the button using the arrow keys or enter the letter **N**.

< Prev > Display the previous Customer Send File record. You may also select the button using the arrow keys or enter the letter **V**.

< **D**elete > Delete the displayed Customer Send File record. You may also select the button or enter the letter **D**. '*Are You Sure You Want to Delete? <Yes> <No>*' displays allowing you to confirm the deletion or continue without deleting.

< Duplicate > Duplicate this Customer Send Record to another customer/ship to or another customer who has the same email addresses.

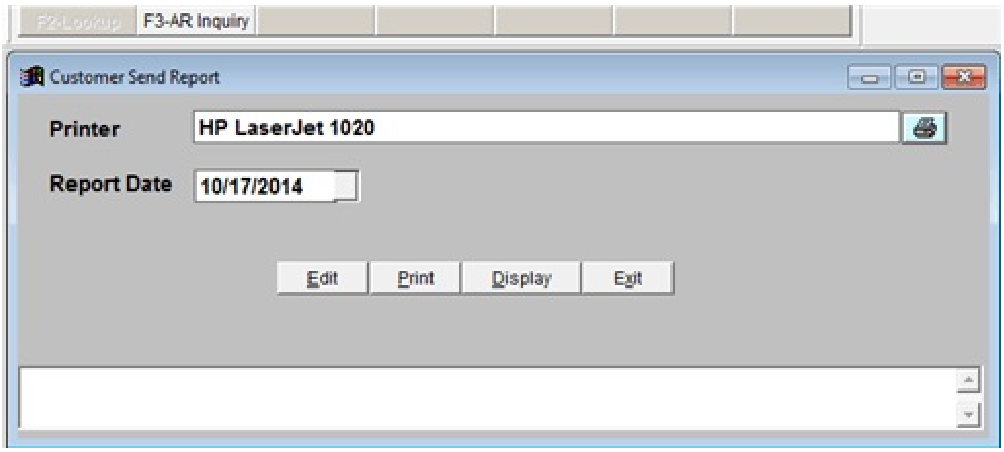
< Exit > Exit Customer Send File return to the Customer Send File submenu. You may

also select the button using the arrow keys or enter the letter **X**.

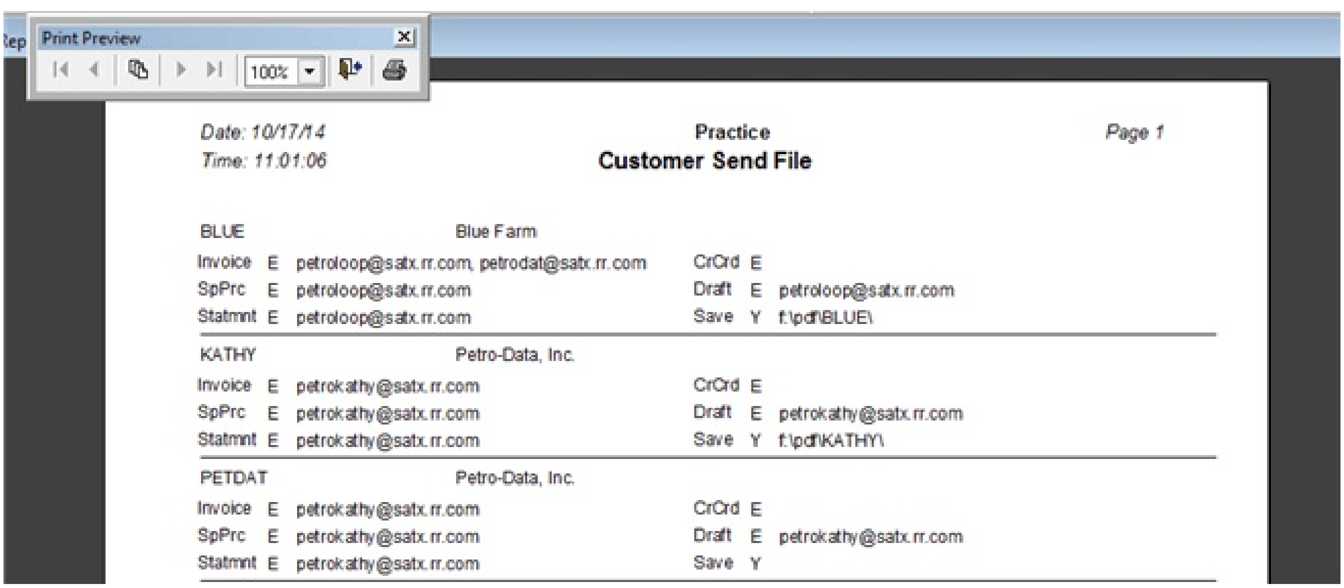
Print Report

Menu Select:

From the Customer Send File submenu, select - *Print Report*.



<Edit>	Edit options. Click printer icon to change printer.
<Print>	Print report on selected printer.
<Display>	Display report on screen with option to print.
<Exit>	Exit the print report option.



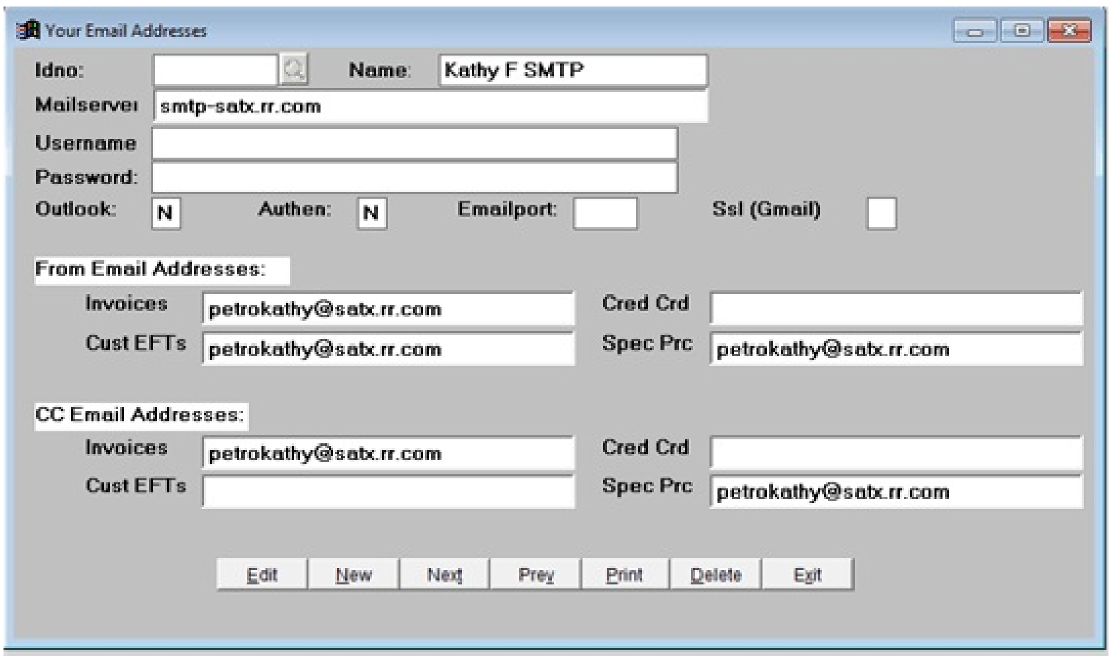
Your Email Record

This email address is used to send all emails from all workstations in Petro-Data. You can copy yourself on all emails so that every email sent also sends a copy to your in box in addition to sending it to the 'sent' folder.

If you email information changes, this record must be changed to the new information.

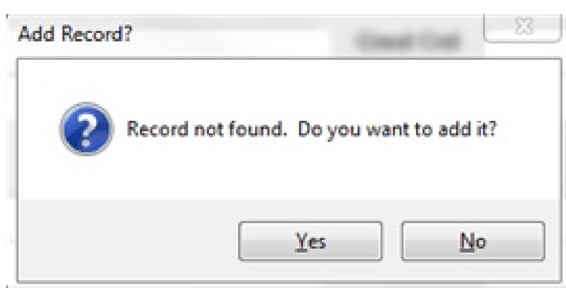
Menu Select:

From the Customer Send File submenu, select - *Your Email Record.*



Idno:

Enter '1' to add a new ID number. Some records entered by Petro-Data before this record was available might not have an ID number as show above. Click the magnifying glass to select and display the existing record.



Name.
Enter a name for this email address. It can be your company name.

Mailserver.
Enter the SMTP mail server name. This can be found in your email under Account detail.

Username.
Enter the user name for this email account.

Password.
Enter the password for this email account.

Outlook.
Y if you use Outlook. N if you use an SMTP.

Authen.
Y Authenticate email addresses. This would generate an error if the email address is invalid.

Emailport.
Default is 25. Some are 465 or 587. The email provider has to tell you which one.

SSL(Gmail).
Blank or **N** usually.
Y if the SMTP server uses SSL security.

From Email Addresses:
Enter the 'FROM' email address to show on sent emails for Invoices, Credit Cards, Customer EFTs and Special Prices.. All can be the same or each can be different if you want reply information to go to a different operator in your company who has a unique company email address.

CC Email Addresses:
Enter the 'CC' copy email address to show on the sent emails and to send a copy of the email for Invoices, Credit Cards, Customer EFTs and Special Prices. All can be blank if you don't want copies of all emails. They can all be the same or each can be different if you want copies sent to a different operator in your company who has a unique company email address.

*****BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *** BUTTONS *****

< Edit > Edit Your Email Addresses File. You may also select the button using the arrow keys and press <Enter> or enter the letter **E** to edit the screen. You may also click on the field to be changed.

< New > Only ONE 'Your Email Addresses' file is allowed at this time.

< Next > Displays the next record if any. At this time there should only be one record. You may also select the button using the arrow keys or enter the letter **N**.

< Pre**v** > Displays the previous record if any. At this time there should only be one record. You may also select the button using the arrow keys or enter the letter **V**.

<Print> Not available at this time.

< **D**elete > Not recommended. You should edit the record if there is a change in email address. Delete the displayed 'Your Email Address' record. You may also select the button or enter the letter **D**. '*Do you Want to Delete this record? <Yes> <No>'* displays allowing you to confirm the deletion or continue without deleting.

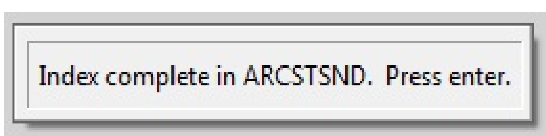
< Exit > Exit the 'Your Email Addresses' screen.

Reindex Email Records

This option recreates the index file for ARCSTSND only. This is the Customer Send File.

Menu Select:

From the Customer Send File submenu, select - *Reindex Email Records*.



Install Program

This option defines the PDF directory where customer invoices are stored as well as a place for you to put up to three lines of text to be included in the body of every email.

Menu Select:

From the Customer Send File submenu, select - *Install Program*.

```
Enter default PDF Directory  f:\pdf\

Enter three lines of text for the body
Attached is a copy of your fuel invoice.



Everything OK? (Y/N)         Y
```

Is everything OK? (Y/N)

Y Exit to the Customer Send File submenu.
N Edit the default directory or the text.

QUIT

Quit the Customer Send File submenu.

The last three options on the *Customer* submenu are documented elsewhere. 'ADD SPECIAL PRICES' is in the Jobber Maintenance manual under 'Master File Maintenance', 'Special Prices'. 'ADD CUSTOMER RACKS' is also in the Jobber Maintenance manual under 'Master File Maintenance', 'Special Prices'. 'ADD/CHANGE DEALER' is in this AR Manual under 'Credit Cards', 'Dealer File Maintenance'.

ADD SPECIAL PRICES

See Jobber Manual.

Menu Select:

From the Customer submenu, select - *Add Special Prices*.
OR
Jobber, Master File Maintenance, Special Prices, Special Price Add and Change.

ADD CUSTOMER RACKS

See Jobber Manual.

Menu Select:

From the Customer submenu, select - *Add Customer Racks*.

OR
Jobber, Master File Maintenance, Special Prices, Add Customer Racks.

ADD/CHANGE DEALER

See Credit Cards, Dealer File in this document.

Menu Select:

From the Customer submenu, select - *Add/Change Dealer*.
OR
Credit Cards, Dealer File, Dealer File Maintenance