


## Customer Drafts

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This program allows you to create draft notices for customers who are marked for EFTs in their master file. When draft notices are updated, the payment and credit cards are applied to the invoices listed on the draft.

### Process:

1. Check Customer Setup and verify EFT Code is 'Y'
2. Add email addresses in Customers, Customer Send File
3. Create Customer Draft
4. Edit Customer Draft
5. Make any corrections. You can delete the draft, change data or enter new data and then repeat the Create Draft until you are satisfied with the results.
6. Update Customer Draft
7. Input the ACH amount in your online banking software

<p><b>Step 1</b> <i>AR, Customer Drafts, Create/Add Draft Notices</i></p>	
<p>If there were records from a previous Create/Add that were not updated, you'll be prompted to delete them or keep them.</p> <p>Yes - Delete the records &amp; create a new draft.</p> <p>No - Keep the records and continue with this data. You can add new data or go to Step 2 to edit the existing data.</p>	 <p>The image shows a warning dialog box with a red 'X' icon. The text inside the dialog reads: "Warning You have 152 records in the unposted customer draft file. You want to delete them?". At the bottom of the dialog, there are three buttons: "Yes", "No", and "Cancel".</p>

1. A blank Customer field will create a draft for all customers. Enter one customer number to draft only one customer.
2. Enter the bank draft date.
3. Enter the Invoice date.
4. **1** - Choose '1' to select all invoices On or Before the Invoice Due Date entered above.  
**2** - Choose '2' to select all invoices with an Invoice Due Date of the date above.
5. Enter the batch number for this draft.
6. Enter a Special Code only if instructed by Petro-Data Support staff.
7. 'N' - Choose 'N' to include a draft balance that is negative (Credit Cards exceed Invoices).  
'Y' - Choose 'Y' to draft customers ONLY IF the draft amount is positive.
8. Enter 'Y' if this is a Future Dated batch. Otherwise, leave this field blank.

Click OK.

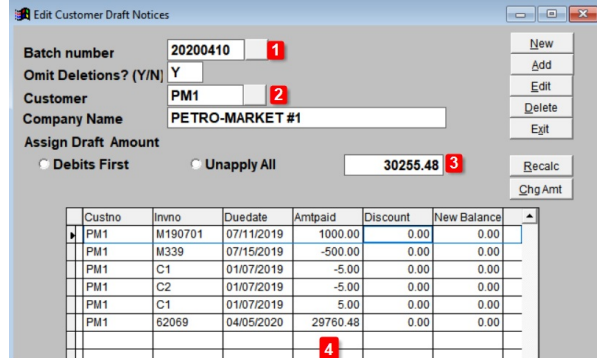
A message with a record count will display.

## Step 2

AR, Customer Drafts, Edit Draft Notices

Review the draft amounts.

1. Enter the batch number from the Create/Add Drafts.
2. Enter the customer number and press Enter.
3. The total amount of the draft for this customer will display in this box.
4. The detail invoices or other transactions that represent the total draft will be displayed in the 'AmtPaid' column.



Custno	Invo	DueDate	AmtPaid	Discount	New Balance
PM1	M190701	07/11/2019	1000.00	0.00	0.00
PM1	M339	07/15/2019	-500.00	0.00	0.00
PM1	C1	01/07/2019	-5.00	0.00	0.00
PM1	C2	01/07/2019	-5.00	0.00	0.00
PM1	C1	01/07/2019	5.00	0.00	0.00
PM1	62069	04/05/2020	29760.48	0.00	0.00

## Change the Amount of one Invoice/Credit Card

You can change the amount by entering a new amount in the 'Amtpaid' column of any transaction.

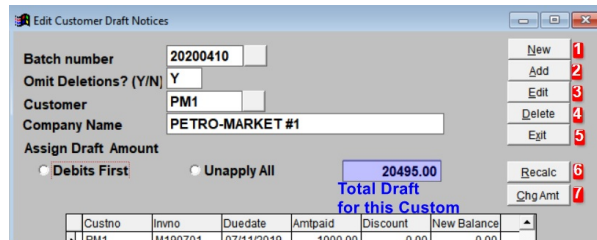
At the request of your customer, you will only collect 20,000.00 on invoice 62069. Change the amount of the invoice from 29760.48 to 20000.00.

After the draft, the new balance due for the customer will be 9760.48.

Custno	Invo	DueDate	AmtPaid	Discount	New Balance
PM1	M190701	07/11/2019	1000.00	0.00	0.00
PM1	M339	07/15/2019	-500.00	0.00	0.00
PM1	C1	01/07/2019	-5.00	0.00	0.00
PM1	C2	01/07/2019	-5.00	0.00	0.00
PM1	C1	01/07/2019	5.00	0.00	0.00
PM1	62069	04/05/2020	20000.00	0.00	9760.48

## Action Buttons:

1. New Inquire on a new customer in this batch.
2. Add Add a invoice to this batch. Use the F2 key to view existing invoices.
3. Edit Edit any of the data in the screen. The Edit button is really required to change Amtpaid or Discount.



Custno	Invo	DueDate	AmtPaid	Discount	New Balance
PM1	M190701	07/11/2019	1000.00	0.00	0.00

### Action Buttons:

4. Delete Delete all data for this draft for the customer currently displayed.
5. Exit Save and Exit the screen.
6. Recalc Add all Amtpaid less Discount and recompute the Draft total for this customer.
7. ChgAmt Enter a new Total Draft for the customer. The system will try to match this amount based on the data in the screen.

Custno	Invno	Duedate	Amtpaid	Discount	New Balance
PM1	M190701	07/11/2019	1000.00	0.00	0.00

### Step 3

*AR, Customer Drafts, Print Draft Notices*

Print or email the draft notices. You can print drafts that are either Updated or not updated.

1. Click the Printer icon and select Display, Print, Save to File, Save to PDF Report or Email.
2. Report Options:
  - a. Notices A report you can send to your customers
  - b. Report A report that is to be used only for internal purposes.
  - c. Statement A statement type report you can send to your customers.
3. Select this option to print a Draft that has been updated. Leave this blank to print a draft that is **not** updated.
4. Enter or select the Batch number.
5. Leave this blank to print all customers in the draft or enter one specific customer number.
6. Check this box to skip printing a draft that is negative or zero.
7. Check this box to summarize all credit data to a single amount on the report.
8. Select a sort option.

Click Print or Display.

Custno	Invno	Duedate	Amtpaid	Discount	New Balance
PM1	M190701	07/11/2019	1000.00	0.00	0.00

**Step 4**

*AR, Customer Drafts, Update Customer Drafts*

1. Select the batch number to update.
2. If needed, change the GL Posting date to match the batch number. If you are posting data from a previous month, use a current month date as the GL Posting date.
3. Enter the appropriate GL Link Code.
4. Enter 'N' to update drafts with a zero or negative balance. Enter 'Y' to omit drafts with a zero or negative balance.
5. Click Update.

The screenshot shows the 'Draft Update Program' window with the following fields and values:

- Send Report to: Print to File
- Enter batch number: 20200410 (1)
- Enter date: 04/10/2020 (2)
- Enter GL link code: 1 (3)
- GL CODE FOR LOCATION 1: (empty)
- GI Bank: 10200-100 (4)
- GI AR: 11000-100 (4)
- GI Disc: 43100-100 (4)
- Omit Credit or Zero Balances? (Y/N): N (4)

At the bottom, there are buttons for Edit, Update (5), Printers, and Exit.