

SELECTION D CUSTOMER DRAFT NOTICES

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.

GETTING STARTED

The **first thing** you must do is go to Customer File Maintenance and mark those customers who will be drafted. The field is 'EFT Code'. Enter 'Y' to draft this customer. After customers are coded for draft, quit customer file maintenance and proceed to the draft module. A check list is provided below to guide you through each step from creating to updating customer drafts.

From the Accounts Receivable Main Menu select *D - Customer Draft Notices*.

```
PETRO DATA OIL *** Customer Drafts *** 10/22/2003

1 Create/Add Entries to Draft Notice File
2 Edit/Delete Customer Draft Notices
3 Print Customer Draft Report/Notices
4 Update Customer File with Draft Notices
5 Restore Draft Notice Update
Q Return to Main Menu

select an option q
```

Customer Drafts Module Main Menu

1 - CREATE/ADD ENTRIES TO DRAFT NOTICE FILE

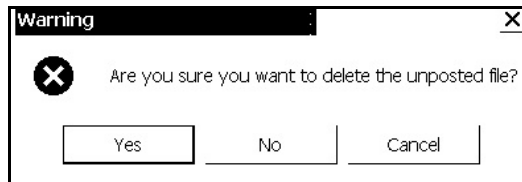
From the Customer Draft Notice submenu, select *1 - Create/Add Entries to Draft Notice File*.

If NO transactions exist in the file, skip the section between the *****.

If transactions already exist in the draft file, the following message displays:

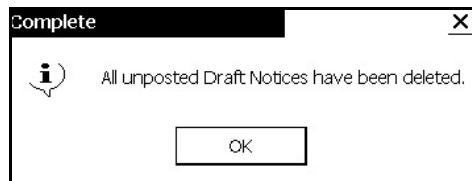
*** Press <No> to continue without deleting. (Goes to 'Create Customer Draft Notices' screen.)

Press <Yes> to delete the unposted draft records and start over.



Press <Cancel> to return to the 'Create Customer Draft Notices' screen.
Press <Yes> to continue and delete.

Confirmation of the deletion is displayed on the screen.



Press <OK> to return to the 'Create Customer Draft Notices' screen.

If there are no unposted drafts, the following screen displays:

↓ Create Customer Draft Notices

Customer/Blank=All

Enter draft date

Enter due date

Date Option: 1=Less than Equal Due Date
2=Equal to Due Date

Enter batch number

Omit Credit or Zero Balances? (Y/N)

Is this a future batch? (Y/N)

A draft for an individual **customer** may be created by entering the Customer number.

Blank=All will create a draft for every customer who has **Y** in EFT field of their customer file.

Enter draft date - the draft date is the date the money will be withdrawn from the customer's bank account.

Enter due date - the invoice due date is used to determine if the invoice will be drafted or not.

Date Option: 1=Less than Equal Due Date - all invoices that have not already been paid and are due will appear on the draft. (This option is usually used for customers who are drafted periodically.)

2=Equal to Due Date - ONLY invoices with the above due date will be drafted. (This option is usually used for customers who are drafted daily.)

Note 1 - in both cases, if the invoice is on an unposted draft in a different batch, it will NOT be drafted in this batch.

Enter Batch Number - the batch number for the current day displays. Press <enter> to accept it or enter another batch number.

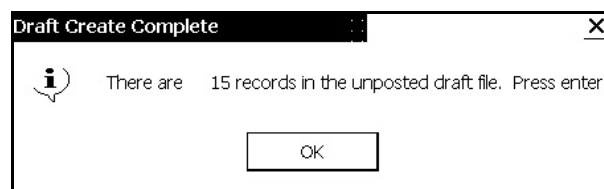
Note 2 - Multiple unposted batches may be in the file. Invoices that are on previous drafts WILL NOT be duplicated on a current draft.

Note 3 - for audit purposes, it would be good to use a range of batch numbers for drafts that is different from Cash Receipts batches. (For example, add 40 to the date of the draft making the batch for the Feb 11th 20030251 instead of 20030211.)

Omit Credit or Zero Balances? (Y/N) - Enter **Y** to omit drafts with credit balances (credits total more than invoices) or zero balances (no invoices due).

Is this a future batch? (Y/N) - Enter **N** unless this batch belongs in a new month but will be updated before the period end closing in AR is run. (Special Programs needed)

Select **Ok** to continue, **Edit** to make corrections to the options, or **Exit** to quit.



Messages display in the upper right of the screen as the data is gathered for the draft.

When this process is complete, a message displays:

Select **Ok** to continue. The Customer Draft Menu displays.

2 - EDIT/DELETE CUSTOMER DRAFT NOTICES

***The **delete** function allows you to display a draft for a specific customer and delete the entire draft.

***The **edit** function allows you to change the draft amount of a specific invoice. If you do not wish to draft the transaction, change the amount (Amtpaid) to zero (0.00).

From the Customer Draft Notice submenu, select *2 - Edit/Delete Customer Draft Notices*.

Batch number	20031023	<input type="button" value="Q"/>	<input type="button" value="Edit"/>
Customer	BLUE	<input type="button" value="Q"/>	<input type="button" value="Delete"/>
Company Name	BLUE FARM		<input type="button" value="Exit"/>

Custno	Invno	Due date	Amtpaid	Discount	New Balance
BLUE	10210	08/00/2003	-1193.62	2682.62	0.00
BLUE	72103	08/15/2003	8296.35	2715.50	0.00
BLUE	723A03	08/15/2003	1780.68	2925.50	0.00
BLUE	10236	08/15/2003	1274.38	2772.62	0.00
BLUE	10245	09/15/2003	7024.47	0.00	0.00
BLUE	10246	09/15/2003	4322.23	0.00	0.00
BLUE	10247	09/15/2003	2260.00	0.00	0.00
BLUE	72503	09/15/2003	7039.14	0.00	0.00
BLUE	10258	09/15/2003	7000.00	0.00	0.00
BLUE	99999	10/15/2003	84.00	0.00	0.00
BLUE	C100870	10/13/2003	-756.50	0.00	0.00

Enter the **Customer** whose draft needs to be changed or deleted. The **Company Name** displays.


EDIT - Enter the new amount to be drafted for this invoice. To remove a transaction, change the amount (Amtpaid) to 0.00.

EXIT - to Exit a customer draft after displaying and/or editing it. AND to exit the edit program and return to the Customer Draft menu.

Enter a **Discount amount** if applicable. The **New Balance** is calculated and displayed.

DELETE - deletes the entire draft. The 'Confirm Deletion' box displays.

Confirm Deletion

 Are you sure you want to delete the draft notice for this customer?

Select Yes to proceed with deletion. Select No and the draft will not be deleted.

The black line next to each line item indicates that it has been marked for deleting. Press <OK> to return to the Customer Drafts menu.

EXIT - Exit to Customer Draft submenu.

3 - PRINT CUSTOMER DRAFT REPORT/NOTICES

From the Customer Drafts menu, select 3 - *Print Customer Draft Report/Notices*.

There are THREE print formats. There is an example of each format in this section.

1=Print Notices - these are the actual DRAFT NOTICES.

2=Report - The REPORT prints the drafts in report format for proofing.

3=Statements - This is in DEALER STATEMENT format.

2 - THE REPORT

Print a Customer Draft REPORT to verify the drafts. Use the Edit Customer Draft Notices option to delete unwanted drafts, or correct or change draft amounts. Reprint the draft report until the drafts are correct.

Select Option 2=Report.

Note - when printing the draft REPORT, DO NOT OMIT zero and credit balances. You want to know of every draft in the file so that you can delete the ones you do not want to update. If there are credit drafts and you do not want them to update, delete them.

A short description of the field displays in the box below the buttons.

Edit the **batch number** if a different one is needed.

Customer Draft Report/Notices

Send Report to: HP LaserJet 6L

Option: 1=Print Notices 2=Report 3=Statements

Omit zero and credit balances? (Y/N)

Enter batch number: 20031023

Print credit fees? (Y/N)

Customer No.

Enter a customer to printer / Blank for all / F2 Lookup

If you want Gross, CC Fees and Net to print on the draft report, enter **Y** to '**Print Credit Fees**'.

If you want to see a specific customer draft, enter a **Customer Number**. Otherwise, leave this field blank.

Button Options:

<**E**dit> - Edit any of the report options including batch number.

<**P**rinters> - Display the 'Select Output Device' screen for possible change.

<**R**eport> - Print the report - no changes.

<**D**isplay> - Display the report on the screen instead of printing at this time.

<**E**xit> - Exit without printing.

Date: 04/21/2003	Petro-Data Oil		Page No.				
Time: 16:52:40	Draft Notices		1				
	Batchno=20030421						
Cust. No.	ACME	ACME CONTRUCTION					
Invoice Number	Invoice Date	Due Date	Reference	Amount	Net Due	Fut?	Batch No.
9977	02/27/2003	03/15/2003		9461.11	9461.11		
031803A	03/19/2003	04/15/2003		15084.52	15084.52		
031803B	03/19/2003	04/15/2003		11046.13	11046.13		
Totals				35591.76	35591.76		

Totals for each draft as well as Grand Totals for all drafts are listed on the report.

When the report is correct, proceed with printing Draft Notices.

1 - PRINT NOTICES

This option prints the Draft Notices one per page in a format suitable for faxing.

Select Option **1=Print Notices**

Customer Draft Report/Notices

Send Report to: HP LaserJet 6L

Option: 1=Print Notices 2=Report 3=Statements 1

Omit zero and credit balances? (Y/N) Y

Enter batch number: 20031023

Print credit fees? (Y/N) Y

Customer No.

If you want to print an individual draft notice, enter the customer number. *Caution: Make sure you print ALL draft notices before updating.*

Button Options:

<Edit> - Edit any of the report options including batch number.

<Printers> - Display the 'Select Output Device' screen for possible change.

<Report> - **Print the report - no changes.**

<Display> - Display the report on the screen instead of printing at this time.

<Exit> - Exit without printing.

EFT NOTIFICATION FROM PETRO DATA OIL						
From: PETRO DATA OIL 13951 GROVE PATCH SAN ANTONIO TX 78247						
Cust No. JOHN			Date: 10/23/2003			
Johns Service Station 12434 Broadway San Antonio, Tx 78265			Effective Date 10/23/2003			
The following invoices are due and will be drafted on your account on 10/23/2003. Please notify our office immediately at 210-545-4774 if this amount is incorrect.						
Invoice Number	Invoice Date	Due Date	Reference	Gross Amt	CC Fees	Net Due
724A03	07/22/2003	08/10/2003		9690.60		9690.60
72504	08/11/2003	09/10/2003		6058.24		6100.28
Totals				15748.84	15790.88	

Each draft prints on a separate page. The date is the Draft Date.

Your company name, address and phone number come from AR Install. The other text is coded in the program.

3 - STATEMENTS

This option prints in Dealer Statement format. One per page in a format suitable for faxing.

IMPORTANT INFORMATION ABOUT THIS OPTION:

This feature is still in DEVELOPMENT. Currently, it's intended use is to create and print Dealer Statements and then DELETE THEM. When the payment comes in, it will be entered in the Cash Receipts program and the credits will be applied at that time.

The major difference between this and the Draft Notices are these:

1. The draft heading message has been removed.
2. The date says 'Due Date' instead of 'Effective Date'.
3. The draft message has been removed.

Select Option **3=Statements**

STATEMENT PETRO DATA OIL					
From: PETRO DATA OIL 13951 GROVE PATCH SAN ANTONIO TX 78247					
Cust No. JOHN			Date: 10/23/2003		
Johns Service Station 12434 Broadway San Antonio, Tx 78265			Due Date 10/23/2003		
Invoice Number	Invoice Date	Due Date	Reference	Amount	Net Due
724A03	07/22/2003	08/10/2003		9690.60	9690.60
72504	08/11/2003	09/10/2003		6058.24	6100.28
Totals				15748.84	15790.88

Button Options:

- <Edit> - Edit any of the report options including batch number.
- <Printers> - Display the 'Select Output Device' screen for possible change.
- <Report> - **Print the report - no changes.**
- <Display> - Display the report on the screen instead of printing at this time.
- <Exit> - Exit without printing.

Each statement prints on a separate page.

Your company name, and address come from AR Install.

4 - UPDATE CUSTOMER FILE WITH DRAFT NOTICES

Before updating, make sure you have deleted the Statements and any credit or zero drafts you do not want to update. Updating WILL apply the credits to the invoices and post a transaction to the bank (credit or debit).

A new feature WILL allow a ZERO draft to update. If you want to edit a draft until the balance is zero, the computer will apply the remaining credits to the invoices. If you need assistance or more information, call Customer Assistance.

From the Customer Drafts menu, select *4 - Update Customer File with Draft Notices*.

Draft notices are like cash receipts. Updating them pays off the invoices and applies the credits that are listed on the draft. A Cash Receipt Register of the batch will list the drafts.

The screenshot shows a window titled "Draft Update Program" with the following fields and buttons:

- Send Report to: HP LaserJet 6L
- Enter batch number: 20031023
- Enter date: 10/23/2003
- Enter GL link code: 1 (with a search icon) | GL CODE FOR LOCATION 1
- GI Bank: 10200-200 (with a search icon) | STORE #201 CASH IN BANK
- GI AR: 10200-200 (with a search icon) | STORE #201 CASH IN BANK
- GI Disc: 20700-100 (with a search icon) | Accounts Payable Discounts - Jobber

Buttons at the bottom: Edit, Update, Printers, Exit

Button Options:

- <Edit> - Edit any of the update options including batch number.
- <Update> - **Proceed with update.**
- <Printers> - Display the 'Select Output Device' screen for possible printer change.
- <Exit> - Exit WITHOUT updating.



Update reports print. Look over the reports. CHECK FOR ERROR MESSAGES and CHECK GL FOR ZERO PROOF as instructed by the message that displays on the screen.

Date: 10/23/2003	PETRO DATA OIL								Pa
Time: 17:38:00	Customer Draft Update Register								
	Batch: 20031023								
Customer	Draft #	Batch #.	Date Pd.	Draft Amt	Invoice	Old Bal	Amt Paid	Discount	New Bal
Johns Service Station	DR836	20031023	10/23/2003	15748.84	724A03	9690.60	9690.60	0.00	0.00
Johns Service Station	DR836	20031023	10/23/2003	0.00	72504	6100.28	6058.24	42.04	0.00
JONES FARM	DR837	20031023	10/23/2003	3129.00	724B03	3129.00	3129.00	0.00	0.00
LOU'S GASOLINE STATION	DR838	20031023	10/23/2003	25068.50	72203	25068.50	25068.50	0.00	0.00
Totals	Amt Drafted	43946.34	Discounts	42.04	Total AR	43988.38			
GL Proof	0.00								

Click on <View Errors> and check for any update errors.

Nothing has updated at this point. You may Cancel Update and correct errors or start over.

*Update Status:
Begin Update of Batch Number 20031024 Batch id 1
Printer is ready to Print*

*Please review the errors by pressing the View Errors button.
Press Cancel Update to quit. Press Finish Update to complete the update.*

Button Options on the Update screen:

- <Finish Update> - No errors found, finish the update.

<View Status> - This screen is currently displayed.

<View Errors> - This screen displays any errors encountered during this phase of the update process.

<Print Msg> - If error messages display, you may print them before canceling the update.

<Cancel Update> - Quit WITHOUT completing the update. NO PART of the update has been done. You may quit, make corrections and start over.

Normal sequence:

- 1) Read the 'Update Status Screen' which is displaying.
- 2) Click on <View Errors> as instructed. If no errors are listed and reports are ok,
- 3) Click on <Finish Update>.

If errors occur AFTER the <Finish Update> button is selected, the update is still not complete and in most cases will automatically be canceled. The 'Update Status Screen' will reflect this.

Correct the error, reindex, whatever it takes, and then START THE UPDATE AGAIN. Call Customer Support for assistance if necessary.

UPDATE IS NOT SUCCESSFULLY COMPLETED UNTIL THE 'UPDATE STATUS SCREEN' SAYS IT IS.

'The update was successfully completed...' Click <Return to Menu>.

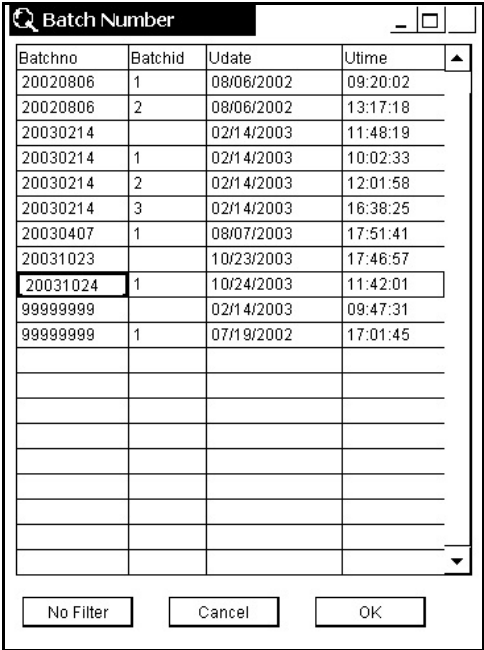
The current Restore program only allows you to restore the ENTIRE Batch.

Only run the restore if 'The update was successfully completed' as shown on the previous option. IF it never got that far, it is not necessary to restore.

From the Customer Drafts menu, select 5 - Restore Draft Notice Update.

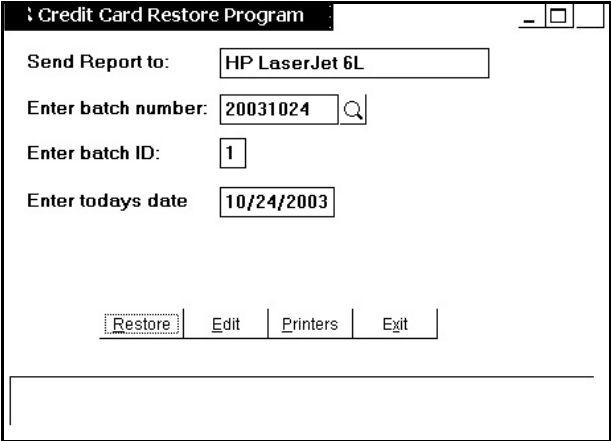
ALWAYS click on the magnifying glass to select the batch from the display screen. An updated batch will ALWAYS have a BATCH ID.

If you don't know what the batch ID is, look at the update report. It is listed at the top. Highlight the batch and click <OK> or press <enter>.



The screenshot shows a dialog box titled "Batch Number" with a search icon in the top left corner. It contains a table with four columns: "Batchno", "Batchid", "Udate", and "Utime". The table lists several rows of data, with the row containing "20031024" highlighted. Below the table are three buttons: "No Filter", "Cancel", and "OK".

Batchno	Batchid	Udate	Utime
20020806	1	08/06/2002	09:20:02
20020806	2	08/06/2002	13:17:18
20030214		02/14/2003	11:48:19
20030214	1	02/14/2003	10:02:33
20030214	2	02/14/2003	12:01:58
20030214	3	02/14/2003	16:38:25
20030407	1	08/07/2003	17:51:41
20031023		10/23/2003	17:46:57
20031024	1	10/24/2003	11:42:01
99999999		02/14/2003	09:47:31
99999999	1	07/19/2002	17:01:45



The screenshot shows a dialog box titled "Credit Card Restore Program". It contains several input fields: "Send Report to:" with the value "HP LaserJet 6L"; "Enter batch number:" with the value "20031024" and a magnifying glass icon; "Enter batch ID:" with the value "1"; and "Enter todays date" with the value "10/24/2003". At the bottom, there are four buttons: "Restore", "Edit", "Printers", and "Exit".

The batch number and batch ID and today's id will display. The date does not have an

affect on the restore.

Button Options:

<**R**estore> - Proceed with restore.

<**E**dit> - Edit any of the restore options including batch number.

<**P**rinters> - Display the 'Select Output Device' screen for possible printer change.

<**E**xit> - Exit WITHOUT restoring.

NOTHING PRINTS.

Read the 'Restore Status Screen'.

Verify the batch and click on <View Errors> just as you did when updating.

If there are no errors, click <Finish Restore>.

Read the 'Restore Status Screen' again to make sure the restore was successfully completed.

Click on <Return to Menu>. A message displays on the screen reminding you to print a pre-posting before attempting to update the drafts again.

The drafts are now in the unposted file. Invoices and credits used on the draft should be open on the customer accounts.

At this time, you may edit the drafts, delete them or update them again.

BE SURE to do a Pre-Posting on the batch BEFORE updating it again. This message displays on the screen.

Q - RETURN TO MAIN MENU

Select *Q - Return to Main Menu* to return to the Accounts Receivable main menu.

DAILY RUN SHEET FOR CUSTOMER DRAFT NOTICES

The Customer Draft Module is used to create notices to draft customer bank accounts. When updated, invoices are automatically paid and a cash receipt register created. Copies of Draft Notices can be faxed or mailed to customers.

Accounts Receivable Main Menu
 Select Option D - Customer Draft Notices

_____ Option 1 - Create/Add Entries... Enter the draft date and the due date of invoices to be drafted.

_____ Option 3 - Print Customer Draft Report. Select Opt 2 - Draft Report.

_____ Make corrections as needed using Opt 2 - Edit/Delete... Delete customers or change the draft amount to zero for transactions you do not wish to draft.

_____ If necessary, add customers to the draft list using Opt 1 - Create/Add Entries...

_____ Reprint the Draft Report.

_____ Print Draft Notices - Opt 3, Select 1 - Print Draft Notices. (Print Statements - Opt 3, if applicable.

_____ Begin the Draft Notice Update Program (Opt 4). Update reports will print. Follow the instructions on the 'Update Status Screen'.

_____ <View Errors> AND look for ERROR MESSAGES on the update reports.

_____ **Check the G/L Entries and make sure that the Proof is ZERO!** If the proof is not zero, <Cancel Update>. Call Customer Support for assistance.

If errors are found <Cancel Update>, correct errors and begin the update again.

_____ If no errors, <Finish Update>. Check 'Update Status Screen' for successfule completion of update and <Return to Menu>.