

Balance Forward Statement

AR, Reports, BalFwd Statement

Statements may also be printed on pre-printed statement forms purchased from a forms supplier. Be sure to run an alignment to match the positions of the print on the forms. If any changes need to be made to align data to the pre-printed form, there is an option on the Print Statements submenu to change the rows and columns of the items. The Statement print program default is pre-printed forms. Please inform Customer Support if you plan to use plain-paper statements.

Balance Forward statements print all open items as of the end of the previous month as one balance - the balance brought forward. All activity for the current month (payments and invoices) prints on these statements.

Before printing statements, you must run the option to Calculate Statements.

Jobber	AR	AP	Pr-Gl	Link	Main	Exit
Print Statements						
Calculate Statements						
Change Statement Positions						
Quit						

Calculate Statements

```
Enter Aging Due Date      06/30/2019
Select Date To Use For Aging:  1=Due Date      2=Inv Date  1
Enter Cust. No. Blank= All
Cardlock Option:  1=Print Detail      2=One Total Per Customer
Cardlock Statement Date and Description  / /
Skip "MISC" Customer? (Y/N)  Y
Is everything ok? (Y/N/Q=Quit)  Y
```

Aging Due Date

Enter the period end date.

Date to use for Aging

Choose how your data is aged: Due Date or Invoice Date. This should match the value from your Installation. The most common option is Due Date.

Customer No

Enter one customer number or leave this blank to create statements for all customers.

Cardlock Option

If you have Cardlock, choose the option to Print Detail or only print one total per customer.

Cardlock Statement

If you have Cardlock, enter the Statement date and description.

Skip Misc

Choose 'Y' to skip the customer named MISC. This is non-customer sales.

After the 'Calculate Statements' program has completed, you can print the actual customer statements. Click the Print Statements menu option.

Printer

Report Date Create PDF

Select Statement Print Option

Print All Statements Print by Location Code

Individual Statement Start at Customer #

Selection Criteria

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

Sort Option Name Alpha Cust Id Numeric Cust Id Zip Code

Enter up to two Comments

Report Date

Accept today's date

Create PDF

Check this box to create a PDF report of the customer statements. If you click this option, a field with the directory and file name will display. You can keep this location or change it to one of your choosing.

Statement Print Option

Choose to print for:

All Statements - all customers

Individual Statement - you will be prompted to enter one customer number

Print by Location - you will be prompted to enter the location number

Start At Customer # - Begin printing from this customer to the end of the file

Selection Criteria

Check this box to add additional criteria for statements to be printed

Other Options

Print Credit Balance - print statements for customers with a credit balance

Print Zero Balance - print statements for customers with a zero balance

Omit Email Customer - omit customers with 'Y' in Email Statement in customer setup

Print Email Only - only print customers with 'Y' in Email Statement in customer setup

Sort

Name - sort by customer name


Alpha Cust ID - for installations with a Alpha-numeric customer ID

Numeric Cust ID - for installations with a Numeric customer ID

Zip Code - sort by customer zip code

Comments

You can add 2 lines of comments to every statement. The comments can be general information, such as sales promotions, or reminders.

Customer Statement of Account					Page No. 1	
Remit To:				Statement Date	Account No.	
Petro-Data Inc. DBA Petro Data 11503 Jones Maltsberger San Antonio, Tx 78247 210-545-4774				07/02/19	PM1	
Petro-Market #1 486 FOREST ROAD PO BOX 876 SAN ANTONIO, TX 78001						
Transaction Date	Reference Number	Transaction Description	Amount	Balance		
		Balance Forward	69274.88			
01/20/15	S000752	Credit Card Paymnt	-6734.88			
01/21/15	S000753	Credit Card Paymnt	-8800.68			
01/22/15	145551	Invoice	13327.96			
Comments:						
Current	Over 30	Over 60	Over 90	Over 120	Pay This Amount =>	421,191.70
0.00	195.00	0.00	-13,952.58	434,949.28		

Open Item Statements

AR, Reports, Open Item Statements, Print Statements

Open Item Statements print only open items regardless of invoice date. Statements may be printed on plain paper.

Before printing statements, you must run the option to Calculate Statements in the BalFwd Statement menu.

The screenshot shows a software dialog box for printing Open Item Statements. At the top, the printer is set to 'Screen / Display'. The report date is '07/02/2019', and there is a checkbox for 'Create PDF'. Under 'Select Statement Print Option', there are four radio buttons: 'Print All Statements', 'Print by Location Code', 'Individual Statement' (which is selected), and 'Start at Customer #'. Below these are two text boxes for 'Cust No.' containing 'PM1' and 'Petro-Market #1'. There are several checkboxes for 'Selection Criteria': 'Print Credit Balances' (checked), 'Print Cash Receipts', 'Summarize Cardlock', 'Print Zero Balance', 'Include Future Payments', 'Omit Total Page', and 'Omit Email Cust'. A 'Sort Option' section has radio buttons for 'Name' (selected), 'Alpha Cust Id', 'Numeric Cust Id', and 'Zip Code'. At the bottom, there is a text area for 'Enter up to two Comments' and a row of buttons: 'Edit', 'Print', 'Display', 'Exit', and 'Save Opt'.

Date

Enter the Statement Date or press enter to accept the default. If you are running statements monthly, at the end of the month, this date is usually the end of month date. Weekly statements would probably have the date the statements are printed.

Create PDF

Check this box to create a PDF report file of the report.

Statement Print Option

Print all customer statements.

Print one individual customer statement. You will be prompted to enter the one Customer ID.

Print by Location. This will print statements for customers with a specific GL Location.

Start at Customer will print statements starting at one customer number until the end.

This option is useful if the statements get jammed in the printed and some are usable.

Selection Criteria

Check this box to choose additional criteria for the statements.

Sort

Name - sort by customer name

Alpha Cust ID - for installations with a Alpha-numeric customer ID

Numeric Cust ID - for installations with a Numeric customer ID

Zip Code - sort by customer zip code

Other Options

Print Credit Balance

Print statements for customers with a credit balance

Print Zero Balance

Print statements for customers with a zero balance

Omit Total Page

Do not print the last page with Total Open amount for all customers. This total only prints when you select 'All Customers'. Customer ID is ZZZZZ.

Print Cash Receipts

Print cash payments along with open items.

Include Future Payments

Include payments from Future Batch transactions

Omit Email Customer


Omit customers with 'Y' in Email Statement in customer setup

Summarize Cardlock

Summarize cardlock transactions

Comments

There are two lines of 60 characters each for comments which will be printed on all statements. Holiday messages or pricing specials or any kind of announcement may be communicated to your customers.

Customer Statement of Account			Page No. 1	
Remit To:				
Petro-Data Inc. DBA Petro Data 11503 Jones Maltsberger San Antonio, Tx 78247 210-545-4774				
Petro-Market #1 486 FOREST ROAD PO BOX 876 SAN ANTONIO, TX 78001		Statement Date	Account No.	
		07/02/19	PM1	
Transaction Date	Reference Number	Transaction Description	Amount	Balance
02/01/15	CS000804	TRAN S000804	-11660.68	-11660.68
04/24/15	54359	Open Invoice	2359.73	-9300.95
01/01/16	99	Open Invoice	9860.75	559.80
02/27/17	54376	Open Invoice	13857.34	14417.14
03/22/17	54381	Open Invoice	1381.24	15798.38
03/31/17	54382	Open Invoice	2793.60	18591.98

Comments:						
Current	Over 30	Over 60	Over 90	Over 120	Pay This Amount =>	421,191.70
0.00	195.00	3,830.00	-17,782.58	434,949.28		

Change Statement Positions

AR, Reports, Open Item Statements, Change Statement Positions

This option ONLY applies to those that have preprinted MATRIX printer statements. So it is mostly obsolete.

If pre-printed statement forms are used for printing statements, use this option to move data to the left or right (Columns) and up or down (rows) until each item prints in the correct place on the form.

Be sure that the paper is aligned at the zero (0) position on the printer before changing statement positions. The default positions should be very close and may not need to be changed. An alignment test may be printed from this option.

F2-Lookup	F3	F4	F5	F5	F7-Start Over	F8-Quit
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Plain Paper?	<input checked="" type="checkbox"/> Y	Print Co. Name	<input checked="" type="checkbox"/> Y	Characters Per Inch (10 or 12)	10
Statement Length	53	Laser?	<input checked="" type="checkbox"/> Y	Body Length	38
Line for Title			5	Col for Title 0=Center	0
Line for Page Number			7	Column for Page Number	50
Line for Company Address			8	Column for Company Address	8
Line for Statement Date			15	Enter Column Positions Below	

Date	Account #	Stub Date	Stub Account #
1	10	61	72

Line for Customer Address	18	Column for Customer Address	8
Line for First Transaction	24	Enter Column Positions Below	

Date	Invoice #	Descr	Amount	Balance	Inv. No. Stub	Amount Stub
2	13	22	43	53	62	71

Line for First Comment	36	Column for First Comment	2
Line for Balance Due Stub	51	Column for Balance Due	71
Line for Aging Totals	51	Enter Column Postions Below:	

Current	Over 30	Over 60	Over 90	Over 120	Total
2	12	22	32	42	52

Print on Plain Paper

Enter N to print statements on pre-printed statement forms or Y to print on plain paper.

Print Company Name

If you enter 'Y', your company name and address are retrieved from the System Install (option S on the Main Accounts Receivable Menu.

Characters Per Inch (10 or 12)

Enter 10. The statement is printed 10 characters per inch. If any adjustments need to be made in the print size, the software will send the instructions to the printer.

The rest of the fields on the screen are either line or column numbers. Identify the field which needs to be adjusted. Enter a lower number to move columns to the left or rows up higher on the page. Enter a higher number to move columns to the right or rows down on the page. Continue to make changes until the statement is properly aligned.

Is Everything OK? (Y/N/Q)

Enter Y to update the changes and quit.

Enter N to go through the options again to make more changes.

Enter Q to quit without updating the changes. Changes will not be saved.

Open Item Ledger

AR, Reports, Open Item Ledger,

The Open Item Ledger is a report for internal use. Most of the data matches the items on the Open Item Statement but it also includes information for partial payments. It also includes the number of days the invoice or credit card receipt has been outstanding.

The total balance due on the open item ledger should match exactly to the amount on the open item statement.

Date: 07/03/19		Petro-Data Inc.						Page 1	
Time: 15:47:11		Customer Ledger Listing on 07/03/19							
		Customer PM1 - Aging on Due Date - Aging Date 07/03/19							
Customer	PM1	Petro-Market #1		Balance	421191.70	Cr Limit	0		
Address	486 FOREST ROAD			SAN ANTONIO TX 78001		Ph:	210-223-8762		
Terms	1 NET 10			Last Payment	06/28/2019				
Invoice	Due Date	Inv Amt	Age	CashRef	Date Paid	Discount	Payment	Inv Bal	Balance
CS000804	02/11/2015	-11660.68	1603			0.00	0.00	-11660.68	-11660.68
54359	05/04/2015	2359.73	1521			0.00	0.00	2359.73	-9300.95
99	01/11/2016	12860.75	1269	PM1-5318	05/31/2018	0.00	3000.00	9860.75	559.80
54376	03/09/2017	13957.34	846	CHK 23	02/01/2019	0.00	100.00	13857.34	14417.14
54381	04/01/2017	1381.24	823			0.00	0.00	1381.24	15798.38
54382	04/10/2017	2793.60	814			0.00	0.00	2793.60	18591.98
54393	06/16/2017	1398.53	747			0.00	0.00	1398.53	19990.51
54394	07/14/2017	2872.97	719			0.00	0.00	2872.97	22863.48
18071601	07/26/2018	1600.41	342			0.00	0.00	1600.41	24463.89
18071701	07/27/2018	229.29	341			0.00	0.00	229.29	24693.18
18008030	08/13/2018	220.99	324			0.00	0.00	220.99	24914.17
WRITEOF	08/18/2018	-10.00	319			0.00	0.00	-10.00	24904.17
	PO Num. BAD DEBT								
18081301	08/23/2018	223.49	314			0.00	0.00	223.49	25127.66
Grand Totals:		Current	1 to 0	1 to 0	1 to 0	1 & up	Balance		
		0.00	0.00	0.00	0.00	421,191.70	421,191.70		

Customer File Listing

AR, Reports, Customer File Listing

The Customer File Report is the same report and the Short Customer Listing on the Customer File Maintenance Submenu.

Invoice Report

AR, Reports Invoice Register

The Invoice Report is a listing of all posted invoices. The detailed sales invoice register is a good audit trail for problem solving questions for your customers.

Printer: Foxit Reader PDF Printer

Report Date: 07/04/2019

Batches Dates Beg Date: 07/04/2019 Ending: 07/04/2019

Cust No: [] []

Selection Criteria

Files: Current History Both

Type: Detail Summary Batch Totals

Module: All Invoicing Misc AR

Sort: Invoice Batch Customer Numeric Customer

Other: Subtotal by Salesman Create Excel File Print BOL
 Include Misc Item Print Cost and Profit Omit Rounding Errors
 Customer/Ship To Report Shipto Name?

Buttons: Edit, Print, Display, Exit, Save Opt

Range

You can run this report by a range of Batches or a Range of dates. Select the option you want and enter the appropriate beginning and ending values.

Customer No

Use the lookup function to select one customer. If you leave this blank, the invoice report will print for all your customers.

Selection Criteria

Select this option to select additional criteria for the report.

Files

Select data for Current, History or Both.

Type

Detail	Print all detail transactions per invoice
Summary	Summarize one line per invoice.
Batch Totals	Print totals by batch number only

Module

All Include both sales invoices and Misc AR
 Invoicing Include sales invoices
 Misc AR Include Miscellaneous Items from Department 9999 on the report.

Sort

Invoice The invoices will print in invoice number order
 Batch The invoices will print in batch number order
 Customer The selected invoices will print and subtotal by customer
 Numeric Customer The invoices will print and subtotal by numeric customer

Other Options

Subtotal by Salesman Include a subtotal by salesman
 Include Misc Item This is the same option as Misc AR in the module selection
 Customer/Ship To Report Print a Customer/Ship To report
 Create Excel File Export the data to an excel file
 Print Cost and Profit Print Cost and Profit by batch
 Print BOL Print the BOL number
 Omit Rounding Errors Omit rounding differences
 Shipto Name? Print the Ship To location name

Date: 07/05/2019		Petro-Data Inc.										Page 1	
Time: 00:51:50		Detail Invoice Register											
Batch Range 20050902 TO 20050902 for Customer PM1													
Batch	Invoice Number	Invoice Date	Customer	Subtotal	Fuel Tax	Sls Tax	Discount	Inv Total					
20050902	145551	01/22/2015	PM1	1066.58	0.00	0.00	0.00	13327.96					
Location	Tank/Tm	Item	Quantity	Price	Subtotal	FRate	FueITx	Sbx?	Total	Cost	CostDol	Profit	
9	LSD	LSD	434.40	2.4553	1066.58	.444000	192.87	N	1259.45	1.569839	681.94	384.64	
9	UNL	UNL	262.93	2.5752	677.09	.384000	100.97	N	778.06	1.722225	452.82	224.27	
9	SUP	SNL	141.58	2.5752	364.59	.384000	54.36	N	418.95	1.755223	248.50	116.09	
9	SUP	SNL	310.10	2.6746	829.40	.384000	119.08	N	948.48	1.755800	544.47	284.93	
9	UNL	UNL	3470.80	2.475	8590.23	.384000	1332.79	N	9923.02	1.806300	6269.31	2320.92	
Batch	Invoice Number	Invoice Date	Customer	Subtotal	Fuel Tax	Sls Tax	Discount	Inv Total					
20050902	145552	01/23/2015	PM1	746.45	0.00	0.00	0.00	18546.96					
Location	Tank/Tm	Item	Quantity	Price	Subtotal	FRate	FueITx	Sbx?	Total	Cost	CostDol	Profit	
9	LSD	LSD	295.90	2.5226	746.45	.444000	131.38	N	877.83	1.623000	480.25	266.20	
9	UNL	UNL	457.28	2.6818	1226.34	.384000	175.60	N	1401.94	1.806320	825.98	400.36	
9	SUP	SNL	246.23	2.6818	660.34	.384000	94.54	N	754.88	1.755764	432.31	228.03	
9	SUP	SNL	455.30	2.7882	1269.47	.384000	174.84	N	1444.31	1.755800	799.42	470.05	
9	UNL	UNL	4728.90	2.5909	12252.10	.384000	1815.90	N	14068.00	1.767459	8358.14	3893.96	

Date: 07/05/2019
Time: 00:45:02

Petro-Data Inc.
Summary Invoice Register
Batch Range 20050902 TO 20050902 for Customer PM1

Page 1

Batch Number	Invoice Number	Invoice Date	Customer Number	Company Name	Subtotal	Fuel Tax	Discount	Sales Tax	Invoice Total		
20050902	145551	01/22/15	PM1	Petro-Market #1	11527.89	1800.07	0.00	0.00	13327.96		
20050902	145552	01/23/15	PM1	Petro-Market #1	16154.70	2392.26	0.00	0.00	18546.96		
20050902	145553	01/24/15	PM1	Petro-Market #1	14115.71	2073.71	0.00	0.00	16189.42		
20050902	145554	01/25/15	PM1	Petro-Market #1	13675.59	1998.60	0.00	0.00	15674.19		
20050902	145555	01/26/15	PM1	Petro-Market #1	15483.41	2261.42	0.00	0.00	17744.83		
20050902	145556	01/27/15	PM1	Petro-Market #1	10533.28	1556.69	0.00	0.00	12089.97		
20050902	145557	01/28/15	PM1	Petro-Market #1	8838.60	1325.98	0.00	0.00	10164.58		
20050902	146248	01/29/15	PM1	Petro-Market #1	11139.20	1699.48	0.00	0.00	12838.68		
20050902	146250	01/30/15	PM1	Petro-Market #1	14131.19	2160.11	0.00	0.00	16291.30		
20050902	146251	01/31/15	PM1	Petro-Market #1	11686.34	1781.92	0.00	0.00	13468.26		
20050902	146253	02/01/15	PM1	Petro-Market #1	12503.51	1900.44	0.00	0.00	14403.95		
20050902	146255	02/02/15	PM1	Petro-Market #1	9040.41	1373.47	0.00	0.00	10413.88		
20050902	146257	02/03/15	PM1	Petro-Market #1	8190.16	1259.75	0.00	0.00	9449.91		
20050902	146265	02/04/15	PM1	Petro-Market #1	8780.47	1396.29	0.00	0.00	10176.76		
20050902	146823	02/05/15	PM1	Petro-Market #1	9617.61	1533.69	0.00	0.00	11151.30		
20050902	146824	02/06/15	PM1	Petro-Market #1	15197.00	2490.34	0.00	0.00	17687.34		
20050902	146825	02/07/15	PM1	Petro-Market #1	12410.66	2054.12	0.00	0.00	14464.78		
20050902	146826	02/08/15	PM1	Petro-Market #1	13486.90	2239.93	0.00	0.00	15726.83		
20050902	146827	02/09/15	PM1	Petro-Market #1	10567.32	1797.33	0.00	0.00	12364.65		
20050902	146828	02/10/15	PM1	Petro-Market #1	12211.54	2112.87	0.00	0.00	14324.41		
20050902	146829	02/11/15	PM1	Petro-Market #1	14129.43	2433.56	0.00	0.00	16562.99		
Subtotal for Customer PM1		Subtotal	253,420.92	Fuel Tax	39,642.03	Sales Tax	0.00	Tot Sales	293,062.95	InterComp	0.00
		Cred Crd	0.00	Cash	0.00	Discounts	0.00	Total Ar	293,062.95		0.00
Grand Totals		Subtotal	253,420.92	Fuel Tax	39,642.03	Sales Tax	0.00	Tot Sales	293,062.95		
		Cred Crd	0.00	Cash	0.00	Discounts	0.00	Total Ar	293,062.95		
		Taxable	0.00	NonTaxable	253,420.92			InterComp			0.00
Total Misc AR		Subtotal	0.00	Sales Tax	0.00	Taxable	0.00	NonTaxable			0.00

Date: 07/05/2019
Time: 00:52:41

Petro-Data Inc.
Invoice Register Batch Summary
Batch Range 20050902 TO 20050902 for Customer PM1

Totals for Batch 20050902	
Subtotal	253,420.92
Sales Tax	0.00
Fuel Tax	39,642.03
Discounts	0.00
Freight	0.00
Total Sales	293,062.95
Taxable	0.00
Grand Totals	
Subtotal	253,420.92
Sales Tax	0.00
Fuel Tax	39,642.03
Discounts	0.00
Freight	0.00
Total Sales	293,062.95
Taxable	0.00

Payment Report

AR, Reports, Payment Report

The Payment Report is a listing of all posted payments. After payments for the day have been posted, print this report to verify the total payments or deposit. Receipts from Cash sales may also be included in the report.

Printer: Foxit Reader PDF Printer

Report Date: 07/05/2019

Batches Dates Both
Beg Date: 07/05/2019 Ending: 07/05/2019

Selection Criteria

One Customer: [] []

One Bank Account: [-] []

Files: Current History Both

Type: Detail Summary

Module: All Cash Receipts Credit Card
 Customer Drafts Cash Sales Omit Credit Cards

Subtotal: Batch Batch/Module Date Customer No Sort

Other: Subtotal by Bank Create Excel File Future Payments Only

Buttons: Edit, Print, Display, Exit, Save Opt

Range

You can run this report by a range of Batches or a Range of dates. Select the option you want and enter the appropriate beginning and ending values.

Selection Criteria

Select this option to select additional criteria for the report.

Customer No

Use the lookup function to select one customer. If you leave this blank, the payment report will print for all your customers.

Bank Account

Use the lookup function to select one bank account. If you leave this blank, the payment report will print for all your bank accounts.

Files

Select data for Current, History or Both.

Type

Detail	Print all detail transactions per payment
Summary	Summarize one line per payment

Module

Select the payment source modules to include in this report. Multiple sources can be selected. Choose All to include payment from all sources.

- All
- Cash Receipts
- Credit Card
- Customer Drafts
- Cash Sales
- Omit Credit Cards

Subtotal

Batch	Subtotal by batch number
Batch/Module	Subtotal by batch number and Module
Date	Subtotal by date
Customer	Subtotal by customer
No Sort	

Other Options

Subtotal by Bank	Subtotal by Bank
Create Excel File	Create an excel file
Future Payments Only	Print only future payments

Date: 07/05/2019
Time: 01:24:31

Petro-Data Inc.
Detail Cash Receipt Report

Page 1

Batch Range 20190201 TO 20190201 for Customer PM1 - Modules CR.CC.DR.IN.

Ref No: 99A	Type: Payment	Payment	234.83 Cash	234.83 Cr Card:	0.00			
CustNo: PM1	Petro-Market #1							
<u>Batch #</u>	<u>Date Paid</u>	<u>Invoice No.</u>	<u>Description:</u>	<u>Amount Paid</u>	<u>Discount</u>	<u>Total Applied</u>		
20190201	02/02/2019	54383	Apply Payment	234.83	0.00	234.83		
			Total Payment	234.83	0.00	234.83		
Ref No: PREPAY	Type: Credit	Payment	10000.00 Cash	10000.00 Cr Card:	0.00			
CustNo: PM1	Petro-Market #1							
<u>Batch #</u>	<u>Date Paid</u>	<u>Invoice No.</u>	<u>Description:</u>	<u>Amount Paid</u>	<u>Discount</u>	<u>Total Applied</u>		
20190201	02/02/2019	M214	Open Credit	0.00	0.00	0.00		
20190201	02/01/2019	M214	Apply CrMem M214	-5000.00	0.00	-5000.00		
20190201	02/01/2019	M214	Apply CrMem M214	-5000.00	0.00	-5000.00		
			Total Payment	-10000.00	0.00	-10000.00		
Ref No: CHK 23	Type: Payment	Payment	100.00 Cash	100.00 Cr Card:	0.00			
CustNo: PM1	Petro-Market #1							
<u>Batch #</u>	<u>Date Paid</u>	<u>Invoice No.</u>	<u>Description:</u>	<u>Amount Paid</u>	<u>Discount</u>	<u>Total Applied</u>		
20190201	02/01/2019	54376	Apply Payment	100.00	0.00	100.00		
			Total Payment	100.00	0.00	100.00		
Ref No: 954406	Type: Payment	Payment	-1550.70 Cash	-1550.70 Cr Card:	0.00			
CustNo: PM1	Petro-Market #1							
<u>Batch #</u>	<u>Date Paid</u>	<u>Invoice No.</u>	<u>Description:</u>	<u>Amount Paid</u>	<u>Discount</u>	<u>Total Applied</u>		
20190201	01/18/2019	R2	Open Credit -1550.7	0.00	0.00	0.00		
			Total Payment	0.00	0.00	0.00		
	Checks	100.00	Cash Sales	0.00	Cash	8,684.13	Tot Csh	8,784.13
	Cred Crd	0.00	Tot Paymnt	8,784.13	Discnts	0.00	Tot Ar	8,784.13
Grand Totals	Checks	100.00	Cash Sales	0.00	Cash	8,684.13	Tot Csh	8,784.13
	Cred Crd	0.00	Tot Paymnt	8,784.13	Discnts	0.00	Total Ar	8,784.13

Date: 07/05/2019
Time: 01:29:46

Petro-Data Inc.
Summary Cash Receipt

Page 1

Batch Range 20190201 TO 20190201 for Customer PM1 - Modules CR.CC.DR.IN.

Batch Number	Date Paid	Reference Number	Cust. Number	Company Name	Transaction Type	Cash	Credit Card	Discount	Fut		
20190201	02/02/2019	99A	PM1	Petro-Market #1	Payment	234.83	0.00	0.00			
20190201	02/02/2019	PREPAY	PM1	Petro-Market #1	Credit	10,000.00	0.00	0.00			
20190201	02/01/2019	CHK 23	PM1	Petro-Market #1	Payment	100.00	0.00	0.00			
20190201	01/18/2019	954406	PM1	Petro-Market #1	Payment	-1,550.70	0.00	0.00			
				Checks	100.00	Cash Sales	0.00	Cash Paymt	8,684.13	Misc Cash	0.00
				Cred Crd	0.00	Tot Paymnt	8,784.13	Discounts	0.00	Total Ar	8,784.13
Grand Totals				Checks	100.00	Cash Sales	0.00	Cash Paymt	8,684.13	Misc Cash	0.00
				Cred Crd	0.00	Tot Paymnt	8,784.13	Discounts	0.00	Total Ar	8,784.13

Detail Aged Trial Balance

AR, Reports, Detail Aged Trial Balance

The Detailed Aged Trail Balance prints only on the printer. This report prints by customer and lists customer name, contact, address, phone number, salesman number and every open invoice for each customer. Each invoice is aged according to the user defined aging periods.

```
Aging periods:   Per 1   30   Per 2   60   Per 3   90   Per 4  120
Input selection criteria? N
Sort: 1=Alphabetically   2=Alpha cust no   3=Numeric cust no   1
Age by: D=Due date   I=Invoice date   I
Print customer address? (Y/N) N   Print customer terms? (Y/N) N
Enter aging report date 01/31/2018   Include Unposted Invoices? N
Print PO Number? (Y/N) N   Print Running Balance? (Y/N) N
Exclude future month payments? (Y/N) Y
Is everything ok? (Y/N/P=Printer/Q=Quit) 
```

Aging Periods

There are four aging periods in this report. The standard aging periods of 30/60/90/120 display as defaults. These values can be changed to 7/14/21/28 for Direct Delivery companies.

Selection Criteria

Enter Y to choose from a Selection Criteria template or to select from the available criteria to narrow the report.

Sort

- 1 Sort the customers by Alphabetically by Name using Customer Name in the customer master file.
- 2 Sort the customers by Alpha Customer Number using the Sort Name in the customer master file.
- 3 Sort the customers by Numeric Customer Number if your customer numbers are only numeric.

Age By

- D Age the invoices using the Invoice Due Date
- I Age the invoices using the Invoice Date

Print Customer Address

- Y Print the customer address
- N Do not print customer address

Print Customer Terms

- Y** Print the customer terms
- N** Do not print customer terms

Report Date

Today's date will default. This date has no purpose other than to show when the report was created.

Include Unposted Invoices

- Y** Include any unposted invoices
- N** Exclude unposted invoices

Print PO Number

- Y** Print the PO number associated with the BOL
- N** Do not print the PO number

Print Running Balance

- Y** Print a cumulative running balance for the customer
- N** Do not print a cumulative balance

Exclude Future Month Payments

- Y** Include payments entered for future months
- N** Exclude payments entered for future months

Date: 07/06/2019		Petro-Data Inc.						Page No.	
Time: 05:30:19		Detail Age Trial Balance on 07/06/2019						10	
Age by Due Date-Exclude Future Payments									
Cust: PM1 Petro-Market #1 LOUIS LOOFT 210-223-8762 NET 10 06/28/2019 0.00									
486 FOREST ROAD				SAN ANTONIO, TX 78001					
PO BOX 876				Salesman JB		Limit 9999999.0			
Due Date	Invoice	Inv Amt	Cur Bal	1-7	8-14	15-21	Ov 21	Balance	LPymt
02/05/2015	145272	14022.94						-26836	0.00
02/05/2015	145273	12295.80						-26836	0.00
02/11/2015	CS000804	-11660.68						-11661	-11660.68
	PO Number	TRAN S00080							
11/21/2014	146828	14324.41						-11661	-11660.68
11/22/2014	146829	16562.99						-11661	-11660.68
11/22/2014	CS000802	-14439.44						-11661	-11660.68
	PO Number	TRAN S00080							
03/02/2015	54349	20739.16						-11661	-11660.68
05/04/2015	54359	2359.73						2360	-9300.95
01/11/2016	99	12860.75						9861	559.80
03/09/2017	54376	13957.34						13857	14417.14
04/01/2017	54381	1381.24						1381	15798.38
04/10/2017	54382	2793.60						2794	18591.98
03/31/2017	54383	234.83						2794	18591.98
06/16/2017	54393	1398.53						1399	19990.51
07/14/2017	54394	2872.97						2873	22863.48
01/28/2018	54406	1550.37						2873	22863.48
06/10/2018	54409	607.75						2873	22863.48
07/26/2018	18071601	1600.41						1600	24463.89
07/27/2018	18071701	229.29						229	24693.18
08/13/2018	18008030	220.99						221	24914.17
08/18/2018	WRITEOFF	-10.00						-10	24904.17
	PO Number	BAD DEBT							

Aging by Due Date

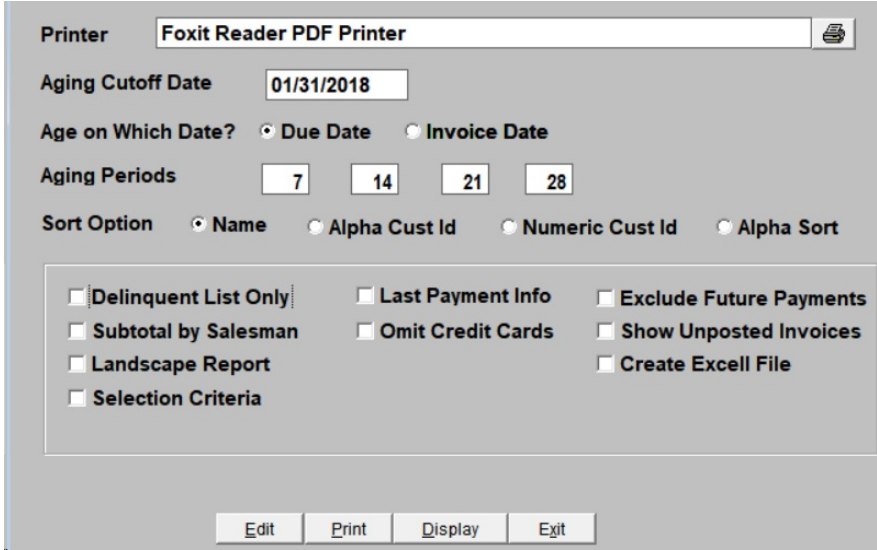
Date: 07/06/2019		Petro-Data Inc.						Page No.	
Time: 05:42:29		Detail Age Trial Balance on 07/06/2019						1	
Age by Due Date-Exclude Future Payments									
Cust: ACME Acme Construction - JiS Whitesell 512/777-3333 08/01/2018 10.00									
Due Date	Invoice	Inv Amt	Cur Bal	1-7	8-14	15-21	Ov 21	Balance	LPymt
01/24/2015	101901	100.00						100	100.00
07/08/2018	J7RB	16.48						16	116.48
08/11/2018	1	1.00						1	117.48
08/11/2018	ACME	10.00						10	127.48
08/11/2018	2	10.00						10	137.48
08/01/2018	M14	-10.00						-10	127.48
Total for Acme Construction								127	127.48
Cust: BLUE Blue Farm - Bob Sanford 512/783-1234 12/31/2018 -5.00									
Due Date	Invoice	Inv Amt	Cur Bal	1-7	8-14	15-21	Ov 21	Balance	LPymt
03/07/2003	C123112	-388.00						-388	-388.00
12/31/2014	10112	550.00						-388	-388.00
12/31/2014	1001	550.00						-388	-388.00
01/11/2015	0226	1000.00						-388	-388.00
01/12/2015	72103	15815.41						15139	14751.41
01/12/2015	723A03	4088.50						4079	18829.91
01/23/2015	09211	1000.00						723	19552.77
01/23/2015	394	100.00						100	19652.77
01/24/2015	101901	-100.00						-100	19552.77
01/31/2015	72505	16030.80						16031	35583.57
02/07/2015	R4	-5.00						-5	35578.57
02/11/2015	R3	-5.00						-5	35578.57
02/13/2015	0910	3000.00						1840	37418.57
11/15/2014	1123	50.00						50	37468.57
12/07/2014	0122	-200.00						-200	37268.57
02/07/2015	111	1000.00						1000	38268.57

Aging with Cumulative Balance

Short Aged Trial Balance

AR, Reports, Short Aged Trial Balance

This report is a condensed version for the standard Aged Trial Balance. Totals by customer are printed instead of detail transactions.



The screenshot shows a configuration window for the 'Short Aged Trial Balance' report. The window has a title bar with 'Printer' set to 'Foxit Reader PDF Printer'. Below the title bar, there are several fields and options:

- Printer:** Foxit Reader PDF Printer
- Aging Cutoff Date:** 01/31/2018
- Age on Which Date?:** Radio buttons for 'Due Date' (selected) and 'Invoice Date'.
- Aging Periods:** Four input boxes containing the values 7, 14, 21, and 28.
- Sort Option:** Radio buttons for 'Name' (selected), 'Alpha Cust Id', 'Numeric Cust Id', and 'Alpha Sort'.
- Checkboxes:** A group of seven checkboxes: 'Delinquent List Only', 'Subtotal by Salesman', 'Landscape Report', 'Selection Criteria', 'Last Payment Info', 'Omit Credit Cards', 'Exclude Future Payments', 'Show Unposted Invoices', and 'Create Excell File'. All are currently unchecked.
- Buttons:** 'Edit', 'Print', 'Display', and 'Exit' buttons at the bottom.

Aging Cutoff Date

The system date displays. Press enter to accept it or type in another date used in the aging calculation.

Age on Which Date

Select either Due Date or Invoice Date.

Aging Periods

There are four aging periods in this report. The standard aging periods of 30/60/90/120 display as defaults. These values can be changed to 7/14/21/28 for Direct Delivery companies.

Sort

- Sort the customers by Alphabetically by Name using Customer Name in the customer master file.
- Sort the customers by Alpha Customer Number using the Sort Name in the customer master file.
- Sort the customers by Numeric Customer Number if your customer numbers are only numeric.
- Sort the customers by Alphabetically by Customer ID

Other Report Options

Delinquent List Only

Select this box to print customers with past due balances only. If unselected, print all customers,

Last Payment Info

Select this box to print the date of the last payment.

Exclude Future Payments

Select this box to exclude all payments entered as a future payment.

Subtotal by Salesman

Select this box to print a subtotal by salesman.

Omit Credit Cards

Select this box to exclude all credit card payments.

Show Unposted Invoices

Select this box to include unposted invoices.

Landscape Reports

Select this box to print the report in landscape mode. The default format is portrait mode.

Create Excel File

Select this box to export the report to an Excel file.

Selection Criteria

Select this box to enter additional criteria for the report.

Date: 07/06/2019
 Time: 06:13:03

Page 1

Petro-Data Inc.
Aged Trial Balance

Aging on Due Date - Aging Date 01/31/2019 - Include Future Payments

CustNo	Company Name	Drf Cd	Current Days	1 to 7 Days	8 to 14 Days	15 to 21 Days	22 & up Days	Balance	
ACME	Acme Construction	Y	0.00	0.00	0.00	0.00	127.48	127.48	
	Last Payment: 08/01/2018		Phone: 512/777-3333						
BLUE	Blue Farm	Y	193.39	0.00	0.00	0.00	106706.89	106900.28	
	Last Payment: 12/31/2018		Phone: 512/783-1234						
CUST01	Customer Stop #1	Y	216.94	0.00	0.00	0.00	0.00	216.94	
	Last Payment:		Phone: 555-978-1234						
KATCO	Katco Inc.	Y	0.00	0.00	0.00	0.00	12419.82	12419.82	
	Last Payment: 09/22/2005		Phone: 214-253-8262						
LARCO	Larco Enterprises	Y	125.00	0.00	0.00	0.00	3409.29	3534.29	
	Last Payment: 03/26/2013		Phone: 214-253-8262						
NEWCO	Newco Limited	C	0.00	0.00	0.00	0.00	20389.92	20389.92	
	Last Payment: 03/26/2013		Phone: 210-223-8762						
PM1	Petro-Market #1	Y	-23707.58	0.00	1550.70	0.00	443348.58	421191.70	
	Last Payment: 06/28/2019		Phone: 210-223-8762						
PM2	Petro-Market #2	Y	0.00	0.00	0.00	0.00	88554.94	88554.94	
	Last Payment: 06/28/2019		Phone: 210-223-8762						
PM3	Petro-Market #3	Y	13316.77	0.00	0.00	0.00	-30756.86	-17440.09	
	Last Payment: 08/17/2019		Phone: 210-223-8762						
PM4	Petro-Market #4	Y	0.00	0.00	0.00	0.00	-47803.17	-47803.17	
	Last Payment: 09/23/2005		Phone: 210-223-8762						
PRODET	Montana Fuel Suppliers	Y	193.20	0.00	0.00	0.00	20070.91	20264.11	
	Last Payment: 03/26/2013		Phone: 512/783-1234						
Totals:	Current		-9,662.28	1 to 7	0.00	8 to 14	1,550.70	15 to 21	0.00
	22 & up		616,467.80	Balance	608,356.22	Unposted	78,258.08		

Summary Balance Report

AR, Reports, Summary Balance Report

The Summary Aged Trail Balance prints the total balance for all customers. The customer number and name print with columns for total balance and unapplied credits. Customers who are over their credit limit will print with ** to the right of the columns. Since all customers print on this report, it makes a good quick-reference Customer List.

```
Enter report date 01/31/2019
Input selection criteria? N
Sort: 1=Alpha cust no    2=Numeric cust no    3=Alpha sort 1
Omit Zero Balance? Y
Enter a Salesman (Blank=All)
Do you want a cash projection for that date? N
Is everything ok? (Y/N/P=Printer/Q=Quit)
```

Report Date

Accept the current report date or enter any date.

Selection Criteria

Enter 'Y' to select additional criteria for this report.

Sort

- 1 Sort the customers by Alphabetically by Name using Customer Name in the customer master file.
- 2 Sort the customers by Alpha Customer Number using the Sort Name in the customer master file.
- 3 Sort the customers by Numeric Customer Number if your customer numbers are only numeric.

Omit Zero Balance

- Y Do not print customers with a zero balance
- N Print all customers regardless of balance

Enter a Salesman

Enter a salesman for specific customer(s) or leave this blank for all customers.

Include a Cash Projection

Include a column for payments that are Due Now.

Note: "*" Means that customer exceeded credit limit
 Date: 07/06/2019 Petro-Data Inc. Page No.
 Time: 06:23:37 Customer Trial Balance on 07/06/2019 1
 Omit Zero Balance

CustNo	Customer Name	Balance	Lst Sale	Due Now	Past Due
ACME	Acme Construction	127.48	08/01/2018	0.00	127.48
BLUE	Blue Farm	106900.28	03/31/2015	0.00	106900.28
CUST01	Customer Stop #1	216.94	02/01/2019	0.00	216.94
KATCO	Katco Inc.	12419.82	09/15/2005	0.00	12419.82
LARCO	Larco Enterprises	3534.29	09/15/2005	0.00	3409.29
NEWCO	Newco Limited	20389.92	09/15/2005	0.00	20389.92
PM1	Petro-Market #1	421191.70	06/12/2019	0.00	421191.70
PM2	Petro-Market #2	88554.94	02/20/2015	0.00	88554.94
PM3	Petro-Market #3	-17440.09	03/31/2015	0.00	-17440.09
PM4	Petro-Market #4	-47803.17	09/15/2005	0.00	-47803.17
PRODET	Montana Fuel Suppliers	20264.11	08/22/2007	0.00	20264.11
Trial Balance Totals		608356.22		0.00	608231.22

Control Total

AR, Reports, Control Total

The Control Total displays the current Accounts Receivable balance based on all posted invoices and receipts.

```
Enter GL code or location / Blanks for all   
Select type of total: 1 = This month 2 = Last month 1  
Enter Cut Off Batch (Blank=All)   
Is everything Ok? (Y/N/Q) Y
```

Enter GL Code or Location

Leave this blank for all locations or enter a single location.

Select Type

- 1 This Month
- 2 Last Month

Cut Off Batch

Enter a cut-off batch number or leave this blank for all data.

The following is displayed on the screen:

```
Total balance is      608356.22  
  
Please write down the total and press the enter key 
```

Write down the number.

AR Monthly Report

AR, Reports, AR Monthly Report

This report prints beginning and ending AR balance for each customer. It includes a summary number for charges, payments and discounts for each customer. If the ending balance of the summarized data does not agree with the customer balance, the amount of the 'out of balance' condition will print in the last column.

```

Enter the report date (determines all aging) 01/31/2019

Input selection criteria? N

Sort by: 1=Name 2=Alpha cust no 3=Numeric cust no. 4=Alpha sort 2

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

Report Date

Enter a date to be used for the data to be summarized.

Selection Criteria

Enter 'Y' to define additional selection criteria for the report.

Sort

- 1 Sort by Customer Name
- 2 Sort by Customer number, where the number is defined as alpha-numeric
- 3 Sort by Customer number, where the number is defined as numeric only
- 4 Sort by the Alpha Sort name in the customer file

Date: 07/06/2019		Petro-Data Inc.					Page No.	
Time: 16:16:23		AR Monthly Summary Report 01/31/2019					1	
Custno	Company	Begin Bal	Charges	Payments	Discnt	Ending	Change	
11031	Handi Stop 31	0.00	0.00	0.00	0.00	0.00	0.00	
1234	s	0.00	0.00	0.00	0.00	0.00	0.00	
201	Store 201	0.00	0.00	0.00	0.00	0.00	0.00	
37058	Sugarland Fuel Services	0.00	0.00	0.00	0.00	0.00	0.00	
ACME	Acme Construction	-25350.00	25687.48	210.00	0.00	127.48	25477.48	
BLUE	Blue Farm	25017.93	112815.16	31625.06	262.00	105946.03	80928.10	
BULK	BULK PLANT	0.00	0.00	0.00	0.00	0.00	0.00	
CARPEA	CARTERS PEANUT FARMS	0.00	0.00	0.00	0.00	0.00	0.00	
COATRA	COASTAL TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	
COUPEA	COUNTY PEACH FARMS	0.00	0.00	0.00	0.00	0.00	0.00	
CUST01	Customer Stop #1	0.00	216.94	0.00	0.00	216.94	216.94	
FARSON	FARTHING AND SON	0.00	0.00	0.00	0.00	0.00	0.00	
GASGO	GAS AND GO	0.00	0.00	0.00	0.00	0.00	0.00	
HOKCON	HOOK CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	
HOSLOG	HOSSIER LOGGING	0.00	0.00	0.00	0.00	0.00	0.00	
JACK	Jacks Construction	0.00	0.00	0.00	0.00	0.00	0.00	
JIM	Jim Test	0.00	0.00	0.00	0.00	0.00	0.00	
JOHN	Johns Service Station	-4378.00	4458.00	80.00	0.00	0.00	4378.00	
JONES	Jones Farm and Ranch	0.00	0.00	0.00	0.00	0.00	0.00	
KAT	Name	0.00	0.00	0.00	0.00	0.00	0.00	
KATCO	Katco Inc.	151163.08	542231.29	680974.55	0.00	12419.82	-138743.26	
LARCO	Larco Enterprises	88710.18	591161.85	676337.74	0.00	3534.29	-85175.89	
LOU	Lou's Gasoline Station	-9064.55	9064.55	0.00	0.00	0.00	9064.55	
METCON	METRO CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	
NEWCO	Newco Limited	151042.87	354693.60	485346.55	0.00	20389.92	-130652.95	
OKIE	Oklahoma	0.00	0.00	0.00	0.00	0.00	0.00	
PM1	Petro-Market #1	69274.88	710859.11	358942.29	0.00	421191.70	351916.82	
PM2	Petro-Market #2	193836.17	458818.38	564099.61	0.00	88554.94	-105281.23	
PM3	Petro-Market #3	132506.86	542736.13	692682.08	0.00	-17439.09	-149945.95	

Sales Tax Report

AR, Reports, Sales Tax Report

The Sales Tax Report prints the taxable sales totals, non-taxable sales totals, total sales and total tax due by sales tax codes. The Invoice Register is the audit for this sales tax report. This report can be printed in Summary or in Detail.

Summary Sales Report

```
Enter report date 01/31/2019
File option: 1=Current      2=History      3=Both 3
Type of range:  1=Date      2=Batch no. 1
Enter date range 01/01/2014 12/31/2014
Enter batch range
Enter a state (Blank for All) 
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Date

The current system date displays as the default. Press enter to accept the displayed date or enter a report date.

File Option

Select the period to search from the following options:

- 1 Current Month File
- 2 History File
- 3 Both Current and History

Type of Range

Select the type of range to search.

- 1 Range of Dates
- 2 Range of Batch Number.

Range

Enter the beginning and ending dates or batches, depending on type selected. If all batches are required, enter 0 to 999999.

State

Enter one state abbreviation or leave this blank for all states.

Date: 07/06/2019
Time: 16:27:29

Petro-Data Inc.
Sales Tax Report on 01/31/2019
Date Range: 01/01/2014 TO 12/31/2014

Page No.
1

Tax Code 1 City Sales Tax 6.0 Tax Rate 6.1000

Taxable Sales 0.00
Non Taxable Sales 78368.72
Total Sales 78368.72
Total Tax Due 0.00

Tax Code 3 State Sales Tax 1.0 Tax Rate 1.0000

Taxable Sales 0.00
Non Taxable Sales 3170.00
Total Sales 3170.00
Total Tax Due 0.00

Tax Code 6 Ms Sales Tax 6.0 Tax Rate 6.0000

Note: Because some tax codes share the same sale (city and state)
do not expect the tax totals by taxcode to equal the grand totals

Grand Totals

Taxable Sales 500.00
Non Taxable Sales 84068.72
Total Sales 84568.72
Total Tax Collected 37.50
Total Tax Due 47.50

Detail Sales Report

```
Enter Report Date 12/31/2014          C=Current  H=History  B=Both  B
B=Range of Batch #    D=Range of Dates  A=All  B
Enter date range
Enter batch range 20140101 20141231
Subtotal Option:  1=Tax Code  2=Territory  3=Summary Territory  1
Tax Code/Terr (Blank=All)          State (Blank=All)
Only print invoices that had sales tax collected? (Y/N)  N
Omit Invoices with No Line Items?  N
Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Date

The current system date displays as the default. Press enter to accept the displayed date or enter a report date.

File Option

Select the period to search from the following options:

- 1 Current Month File
- 2 History File
- 3 Both Current and History

Type of Range

Select the type of range to search.

- 1 Range of Dates
- 2 Range of Batch Number.

Range

Enter the beginning and ending dates or batches, depending on type selected. If all batches are required, enter 0 to 999999.

Subtotal Option

- 1 Subtotal by Tax Code
- 2 Subtotal by Territory
- 3 Subtotal by Summary Territory

Tax Code/Territory

Enter a Tax Code or Territory or leave this blank for all.

State

Enter one state abbreviation or leave this blank for all states.

Invoices with State Tax Codes

- Y Only include invoices with state tax codes
- N Print all invoice totals

Omit Invoices with no Lines

- Y Omit any invoice that does not have a line item
- N Include all invoices

Date: 07/06/2019		Petro-Data Inc.		Page No							
Time: 16:46:41		Detail Sales Tax Report 12/31/2014		1							
		Date Range: 01/01/2014 to 12/31/2014									
Tx Code	Batch	Inv No.	Inv Date	Cust No	Subtot	Fuel Tax	Slstx	Frts&Disc	Inv Tot	Taxable	N Taxable
1	19990401	C0401	12/03/2014	CON7	3972.56	0.00	0.00	0.00	3972.56	0.00	0.00
1	19990405	C0405	12/07/2014	CON7	5443.81	0.00	0.00	0.00	5443.81	0.00	3972.56
1	19990406	C0406	12/08/2014	CON8	5653.74	0.00	0.00	0.00	5653.74	0.00	5443.81
1	19990408	C0408	12/10/2014	CON7	4228.32	0.00	0.00	0.00	4228.32	0.00	5653.74
1	19990412	C0412	12/14/2014	CON7	5586.15	0.00	0.00	0.00	5586.15	0.00	4228.32
1	19990413	C0413	12/15/2014	CON8	6640.73	0.00	0.00	0.00	6640.73	0.00	5586.15
1	19990420	C0420	12/22/2014	CON8	6771.46	0.00	0.00	0.00	6771.46	0.00	6640.73
1	19990415	C0415	12/17/2014	CON7	4313.04	0.00	0.00	0.00	4313.04	0.00	6771.46
1	19990419	C0419	12/21/2014	CON7	6312.59	0.00	0.00	0.00	6312.59	0.00	4313.04
1	19990422	C0422	12/24/2014	CON7	5499.19	0.00	0.00	0.00	5499.19	0.00	6312.59
1	19990426	C0426	12/28/2014	CON7	8024.99	0.00	0.00	0.00	8024.99	0.00	5499.19
1	19990427	C0427	12/29/2014	CON8	6923.74	0.00	0.00	0.00	6923.74	0.00	8024.99
1	19990429	C0429	12/31/2014	CON7	5828.40	0.00	0.00	0.00	5828.40	0.00	6923.74
1	20120827	394	12/24/2014	BLUE	100.00	0.00	0.00	0.00	100.00	0.00	5828.40
1	19991118	09211	12/23/2014	BLUE	1000.00	0.00	0.00	0.00	1000.00	0.00	100.00
1	20070822	54076	10/09/2014	BLUE	70.00	334.00	0.00	0.00	404.00	0.00	1000.00
1	20070822	54077	10/09/2014	BLUE	0.00	0.00	0.00	0.00	0.00	0.00	70.00
1	960912	96099	12/22/2014	BLUE	2000.00	0.00	0.00	0.00	2000.00	0.00	0.00
1	20120827	101901	12/25/2014	BLUE	-100.00	0.00	0.00	0.00	-100.00	0.00	2000.00
1	20120827	101901	12/25/2014	ACME	100.00	0.00	0.00	0.00	100.00	0.00	-100.00
Subtotals for code 1 City Sales Tax 6.0											
Subtotal		78368.72	Taxable		0.00						
Fuel Tax		334.00	Non Taxable		78368.72	Total No Tx	78368.72				
Sales Tax		0.00	Tax @ 0.061		0.00						
Frts&Disc		0.00	Fuel Sales		70.00						
Total Sales		78702.72	Non Fuel		78298.72						

Out of Balance Report

AR, Reports, Out of Balance

The AR Out of Balance Report will show any customer whose balance does not total all open charges or unpaid invoices. It also includes a function to fix these customer balances. Everyone must be out of Accounts Receivable to run this report.

The customer Balance and Unapplied amounts as displayed or printed from the Customer Ledger Listing are the two fields which may be fixed. This option works by adding up all open invoices and deducting the unapplied credits, and comparing this total with the number in the Balance field of the Customer's Ledger.

An explanation of the report will display when you first select this option. Press Enter to continue.

```
This program compares your balance in your customer file with the
total of your open items or unpaid invoices.  If the balance + the
open credit is not equal to the total of the open invoices, then
this account is out of balance and will be printed on this report.
The report prints the balance, open credits, total of the invoices,
and the amount which is out of balance.

This program also checks the integrity of the balance forward statement
file to make sure the audit transactions balance with the customer.

Read and press return.  █
```

Select the report output option. The current system date displays as the default. Press enter to accept this date or enter a report date.

```
1  Print on screen                2  Print on printer
3  Screen with automatic correction  Q  Quit to main menu  1

Enter report's date  07/07/2019

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

- 1 Print the report to Screen
 - 2 Print the report on your printer
 - 3 Screen with Automatic Correction
- Print the report with Option 1 or 2 before choosing this option. With the first 2 options, you can research the balances before making corrections with Option 3.
- Q Quit

Suggested Sequence for Out of Balance Processing

1. Print the report to the screen or on the printer (Option 1 or 2). Make a note of each customer and balances listed on the report.
2. Go to the Customer Ledger Report (Reports, Option 2) and display or print each customer's ledger.
3. Add up all the open invoice balances (INV BAL) and deducted the amount in the Open Credits (UNAPPLIED) field. Does this equal the Ledger Balance (BALANCE)?
4. Verify the Unapplied Credit amount. This might take some research, but it is extremely important. Use the Full Customer Ledger Listing (Reports, Option 12) and Invoice and Cash Receipts Registers to verify the amount.
5. When you have verified the correct Balance and Unapplied credit amount, go back to the AR Out of Balance Report (Option 11). Select 3 - Print on Screen with Automatic Correction.

The following report shows a customer who is out of balance.

Date: 07/07/2019	Petro-Data Inc.	Page No.			
Time: 04:18:25	AR Out of Balance Report 01/31/2019	1			
Cust No.	Company Name	Balance	Credit	Inv Tot	Diff
BLUE	Blue Farm	105900.28	0.00	106900.28	-1000.00
					-1000.00
Date: 07/07/2019	Petro-Data Inc.	Page No.			
Time: 04:18:25	Statement out of Balance Report 01/31/2019	2			
Statement Out of Balance. For BLUE . Diff Is -1000.00					

Option 3 Automatic Correction Process

When you choose option 3, the customer accounts that are out of balance will display one at a time. The system will display the customer's balance. The Invoice Total (INV TOT) is calculated from the customer's open items. The difference (DIFF) is displayed.

Fix Customer				
Cust No.	Company Name	Balance	Inv Tot	Diff
BLUE	Blue Farm	105900.28	106900.28	-1000.00
Fix balances? (Y/N/Q) <input type="checkbox"/>				

- Enter 'Y' to correct the balance. The balance will be automatically to match Invoice Total.
- You can also enter 'N' to skip the current customer and proceed to the next customer or 'Q' to quit.
- If you manually update the balance but the difference is not 0, you may either correct it again or leave it out of balance until you have further researched the problem.
- When the difference is 0, processing continues to the customer that is out of balance.

If there is any doubt about the balance, do not make any changes before you have verified that they are correct. You will be able to go back later and run this report again and the customer will continue to display until the account is corrected.

The following questions are frequently asked. The answers may save you a phone call to Customer Support.

Question: How can it be in balance and still be wrong?

Answer: The un-applied credits are wrong. When the system calculates the correct balance, it presumes that the open credits are correct. In many cases, it is the way credit memos and open credits are applied that causes an account to become out of balance.

Question: What are some other ways that an account can get out of balance?

Answer: If invoices were posted twice in error and you delete the duplicate invoices, the account balances are not corrected. You must run the AR Out of Balance routine to correct them.

Question: The report displays message 'No Customer in Customer File for nnnnnn'.

Answer: This error means that open invoices are found, but the Customer Number is invalid. The Customer Master file probably was deleted. Reindex first in case that is the problem. Then go to the Customer Master File and try to display the customer. If you are able to display the customer record, go back to the Out Of Balance Report and retry. The message should no longer be there. If the customer record is not there, add it. Then reindex and rerun the Out of Balance Report. If you did intend to delete the customer, make sure that the customer balance is zero and that all credit memos have been applied.

Detail Ledger List

AR, Reports, Detail Ledger List

The Detail Ledger List has all invoices and payments for a customer from the very first transaction to the latest transaction. The Invoice numbers and dates as well as the payments, discounts and date paid are listed. If a customer's data was purged, it will no longer be available for this report.

The Balance column is calculated based on the criteria you enter. Unless you request the entire customer history, the customer balance will not match this report.

```
D=Detail   S=Summary   Q=Quit D
Report Date 09/15/2018
Enter customer. Blank=All Q=Quit PM1 Petro-Market #1
1=AR for Ending Date 2=Range 3=Current Month 4=All To Date 2
Print Report by: 1=Batch Number 2=Date 2
Enter batch range Enter date range 01/01/2017 05/31/2018
Enter the AR ending date 05/31/2018
Print detail cash receipts by invoice? (Y/N) Y
Export to Excel Spreadsheet N
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Option

- D Detail
- S Summary

Report Date

The current system date displays as the default. Press enter to accept the displayed date or enter a report date.

Customer Number

Enter a Customer Number to print or leave this field blank to print all customers.

Period

- 1 AR Current Month End Date (entered below)
- 2 Range of Dates or Batches
- 3 Current Month
- 4 All to date

Print Report By

This is only used for Period Option 2.

- 1 Range of Batches
- 2 Range of Dates

Enter either the range of batches or dates depending on the option chosen.

Enter AR Month End Date

This is used for Period Option 1. Enter the month end date for the data you need.

Print Detail Cash Receipts by Invoice

Y Print all cash receipts payments recorded in the system even if they are zero.

N Only print cash receipt payments for amounts that are not zero.

Export to Excel Spreadsheet

Y Export to an Excel document

N Do not export the data

Date: 07/07/2019		Petro-Data Inc.				Page No.			
Time: 04:37:30		Summary Customer Ledger Listing on 09/15/2018				1			
		Date Range: 01/01/2017 to 05/31/2018							
Cust No.	PM1	Petro-Market #1					Bal Fwd	-7122.40	
Type	Date	Inv No	Inv Amt	Ck/Ref	Cash	CrCard	Discnt	BalFwd	Amt Paid
Charge	02/27/17	54376	13957.34		0.00	0.00	0.00	6834.94	0.00
Charge	03/22/17	54381	1381.24		0.00	0.00	0.00	8216.18	0.00
Charge	03/31/17	54382	2793.60		0.00	0.00	0.00	11009.78	0.00
Charge	03/31/17	54383	234.83		0.00	0.00	0.00	11244.61	0.00
Charge	06/06/17	54393	1398.53		0.00	0.00	0.00	12643.14	0.00
Charge	07/04/17	54394	2872.97		0.00	0.00	0.00	15516.11	0.00
Charge	01/18/18	54406	1550.37		0.00	0.00	0.00	17066.48	0.00
Payment	05/31/18	145272		PM1-5318	6500.00	0.00	0.00	10566.48	2864.88
Payment	05/31/18	145273		PM1-5318	0.00	0.00	0.00	10566.48	635.12
Payment	05/31/18	99		PM1-5318	0.00	0.00	0.00	10566.48	3000.00
CsSales	05/31/18	54409	607.75		0.00	0.00	0.00	11174.23	0.00
Payment	05/31/18	54409		53118	607.75	0.00	0.00	10566.48	607.75
Customer Subtotals			24796.63	Cash	7107.75		0.00		