


<p><b>ACCOUNTS RECEIVABLE REPORTS AND LISTINGS</b></p>	<p><b>POLICY NUMBER: AR0501 through AR0519</b></p>	
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**PROCEDURE:**

Select: Accounts Receivable  
Select: Reports and Listings  
Choose the report you wish to view and/or print.

**AR0501 A/R Aging Report**

The A/R Aging Report let's you examine the "age" or delinquency status of the outstanding items for selected customers. The report will classify the outstanding items according to the aging periods you defined in your Control Record. You may use it to identify customer accounts that have collection problems or to serve as an overall analysis of the company's collection practices.

**AR0502 A/R Trial Balance Report**

The A/R Trial Balance is designed to serve as a subsidiary ledger showing the detail of the Accounts Receivable balance in your general ledger. The report shows the outstanding balance for each customer within an A/R account and a total for the A/R account. The report also shows the individual open items for each open item customer.

**AR0503 Detailed Customer Activity Report**

This report shows the individual open items for a range of customers and a range of dates. The report may be run using either the history file (if you are keeping history) or the open item file. Totals are given for each customer on the report and there is a total for the entire report.

**AR0504 Commissions Due Report**

This option produces a report of the commissions due to be paid to your salespersons. The report includes all the commissions that have come due since the last time you cleared the commission file after a report.

**AR0505 Sales Analysis Reports**

The reports in this section provide you with different analyses of the sales you have made to customers. These reports use the Excel History file to print PTD and YTD sales information.

**AR050501 Sales Analysis by Customer Report** This option produces an analysis of sales to your customers showing total period-to-date and year-to-date sales, cost of sales,

and profit. The report also shows the percent of the total sales and total profit attributable to each customer.

#### **AR050502 Sales Analysis by Customer Type Report**

This option produces an analysis of sales, cost of sales, and profit for customer types. The report is sequenced by customer type (as defined in the Customer file) and prints totals for each customer type.

#### **AR050503 Sales Analysis by Salesperson Report**

This option produces an analysis of sales, cost of sales, and profit for all customers. The report is sequenced by salesperson and prints totals for the customers assigned to each salesperson.

#### **AR050504 Sales Analysis by State Report**

This option produces an analysis of sales, cost of sales, and profit for customers within each state. The report is sequenced by state for the customers, and totals are printed for each state.

#### **AR0506 File Listings**

This selection displays a menu of the file listings available in A/R. These let you obtain a printed copy of the information in your master files.

#### **AR050601 Customer Information Listing**

This option prints the information contained in your Customer file for selected customers. The report should be printed periodically for use as a reference listing. **NOTE:** This report does not show the open items for the customers.

**AR050602 Customer Names Listing** This option produces an alphabetical list of all your customers showing the customer number, name, address, phone number, salesperson number, and type for each customer.

#### **AR050603 Salesperson Commission Listing**

This option produces a report of the information in your salesperson file. **NOTE:** You may print this report through the "Periodic and Year-End Processing" menu selection if you wish to reset the period sales to zero and start a new commission period.

#### **AR050604 Ship via Codes Listing**

This option is a listing of the Ship Via Codes you have set up in your Ship Via file. You may use this listing to check your entry work when entering Ship via Codes, or you may use the listing as a reference report for your data entry operators.

#### **AR050605 Tax Localities Listing**

This option allows you to print selected tax localities as defined in your tax locality file. The report shows year-to-date sales and sales tax information for the tax localities on the report. The report shows the tax rate, taxable sales, sales tax, gross sales, non-taxable

sales, and G/L account for each tax locality selected. When printed in detail, you may use this report to reconcile the G/L account balances for tax liability accounts.

**AR050606 Tax Headers Listing**

This option allows you to list the tax headers you have set up to identify combinations of tax localities. The report shows the tax localities and their corresponding tax percentages for each selected tax header combination.

**AR050607 Terms Codes Listings**

This option is used to print the information you entered in your terms code records in your terms code file.

**AR050608 Control Record Listing**

This option allows you to view and/or print out the information you set up in the Control Record.

**AR050609 Customer Period History Listing**

This selection allows you to list the information contained in your Excellence period history for customers.

**AR050610 A/R Sales Operator Listing**

This selection allows you to list the information for each of your A/R sales transaction operators.

**AR050611 A/R Cash Operator Listing**

This selection allows you to list the information for each of your A/R cash transaction operators.

**AR050612 Customer Bill To Address Listing**

This report allows you to view the "Bill To" addresses for each customer.

**AR050613 Customer Ship To Address Listing**

This report allows you to view the "Ship To" addresses for each customer.

**AR050614 Payment Type Listing**

This report allows you to view the payment types you have set up.

**AR0507 Customer Labels**

This option prints customer names and addresses on standard continuous form gum labels (3.5" x 15/16"). You can use these labels for mass mailings to your customers.

**AR0508 Calculate Average Days to Pay from History**

This report calculates the average number of days it takes a customer to pay.

**AR0509 Rank Customers by Profitability – PTD**

This report provides sorting and calculating tools to rank customers.

**AR0510 Rank Customers by Profitability – YTD**

This report provides sorting and calculating tools to rank customers.

**AR0511 Commissions Due Report by Document Date**

This report allows you to determine commissions due by salesperson and invoice.

**AR0512 Customer Aging by Salesperson**

This report allows you to see the balance due by age for each salesperson's customers.

**AR0513 Salesperson's Customer Profit Trend**

This report allows you to see the profit margins for a salesperson over a period of time.

**AR0514 Customer Listing HTML Format**

This is an interactive file that provides you with information for each customer and allows you to enter directly into the customer file from this report.

**AR0515 Open Item Listing HTML Format**

This is an interactive file that provides you with information about each open item by customer and document number. It allows you to zoom directly to the customer file or document.

**AR0516 12 Periods of Sales XL History**

This report provides you with total sales by customer over 12 periods.

**AR0517 12 Years of XL Sales History**

This report provides you with total sales by customer for up to 12 years.

**AR0518 Customer Ratio % of YTD Sales**

This report provides you with the percent of total sales by customer.

**AR0519 Customer Labels**

This tool allows you to print on Avery 5260 Labels.