

AR Adjustment

I have a customer that has an open invoice for 25.50, and I want to do an AR Adjustment for 5.50, to lower their open AR to 20.00

From the Main Menu – 6-3-1-2 AR Adjustment Entry

The screenshot shows a terminal window titled "SSSLTEST - [timeshare.tshinc.com-SSSLTEST-AR.ADJ.MAINT010\$1]". The main window is titled "Accounts Receivable Adjustments" and contains the following fields:

Company	01	SOUTHERN SAFETY SALES
Period	1101	
Customer	10000	
SOUTHERN SAFETY SALES INC		
1719 EAST 2ND STREET		
AUSTIN TX 78702		
1.Adjustment Date	01/14/11	
2.Transaction Type	ADJ	ADJUSTMENT
3.Number	NNNNNN	
4.Adjustment Number		Open Balance
5.Amount	0.00	
6.G/L Number		
7.Comments		
8.Reference Number		
9.Product Number		

At the bottom of the terminal window, there is a control bar with the following buttons: HELP, OK/END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, CANCEL, Off, and Popup. The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Mi...", "Customer ...", "AccuTerm ...", "WinMDS C...", "SSSL.TEST...", and "Document...". The system clock shows 9:18 AM.

Company – Hit <ENTER>, it will default to 01.

Period – Enter your fiscal period, for example January 2011 is 1101 (YYMM).

Customer – Enter the customer number or begin the lookup.

Adjustment Date – Hit <ENTER> for today's date, or click the calendar button and choose a different date.

Transaction Type – Hit <ENTER> for the default type of ADJ. The other options are D/M (debit memo) or S/C (service charge).

Continued...

Accounts Receivable Adjustments

Company 01 SOUTHERN SAFETY SALES
Period 1101
Customer 10000
SOUTHERN SAFETY SALES INC
1719 EAST 2ND STREET
AUSTIN TX 78702

1.Adjustment Date 01/14/11
2.Transaction Type ADJ ADJUSTMENT
3.Number 519386
4.Adjustment Number
5.Amount 5.50- Open Balance 20.00
6.G/L Number 01-20200 CASH ON HAND
7.Comments DEDUCT SALES TAX
8.Reference Number
9.Product Number

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT XXXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
------	--------	--------	---------	---------	---------	---------	--------	-----	-------

Number – Enter your invoice number, without the 01. In your case the invoice number would 510335.

Amount – To remove the tax from the customer, enter a negative sign first, then the amount.

G/L Number – Enter the GL number you need to adjust. In your case, the tax gl number for the tax rate your invoice was for is 01-42400.

Comments – Enter any comments. Then at the bottom of the screen, type '0' and hit <ENTER>. The system will assign a unique AR Adjustment number.

Accounts Receivable Adjustments

Company 01 SOUTHERN SAFETY SALES
Period 1101
Customer 10000
SOUTHERN SAFETY SALES INC
1719 EAST 2ND STREET
AUSTIN TX 78702

1.Adjustment Date 01/14/11
2.Transaction Type ADJ ADJUSTMENT
3.Number 519386
4.Adjustment Number
5.Amount 5.50- Open Balance 20.00
6.G/L Number 01-20200 CASH ON HAND
7.Comments DEDUCT SALES TAX
8.Reference Number
9.Product Number

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT

Next, usually the AR person takes care of the update process.

Back at the menu; click the "BACK" menu one time. You will be at the menu title AR.MAIN

9:53:21 AM

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Shortcuts

- Import MDS Files
- Stock Status Inquiry
- Contract Header
- Contract Detail
- Customer Master Maintenance
- Special File Price Maintenance

AR.MAIN on SSSI.TEST

- 1.Entry and Inquiry Programs
- 2.Daily Reports
- 3.Monthly Reports
- 4.Dunning System
- 5.AR Only Month End Jobstream
- 6.Customer Relationship Management

Tasks

Date	Time	Description	Status
11/16/2010	5:00pm	Test task	Past
11/19/2010	4:00pm	Second test	Past

Key Indicators

Indicator	Daily	Monthly	This Year	Last Year
Curr Inv Value	\$204,378			
Orders - In Pick	1105898			

Purchases By Vendor

Legend

- Total Value
- Total Received

Navigation Bar:

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Windows Taskbar:

- start
- Inbox - Mic...
- Customer ...
- AccuTerm ...
- WinMDS C...
- SSSI.TEST ...
- Document1...
- 9:53 AM

The next step requires you to go to menu option #2. Daily Reports, then click on #2 Daily Adjustment Journal.

The screenshot shows a software interface with the following components:

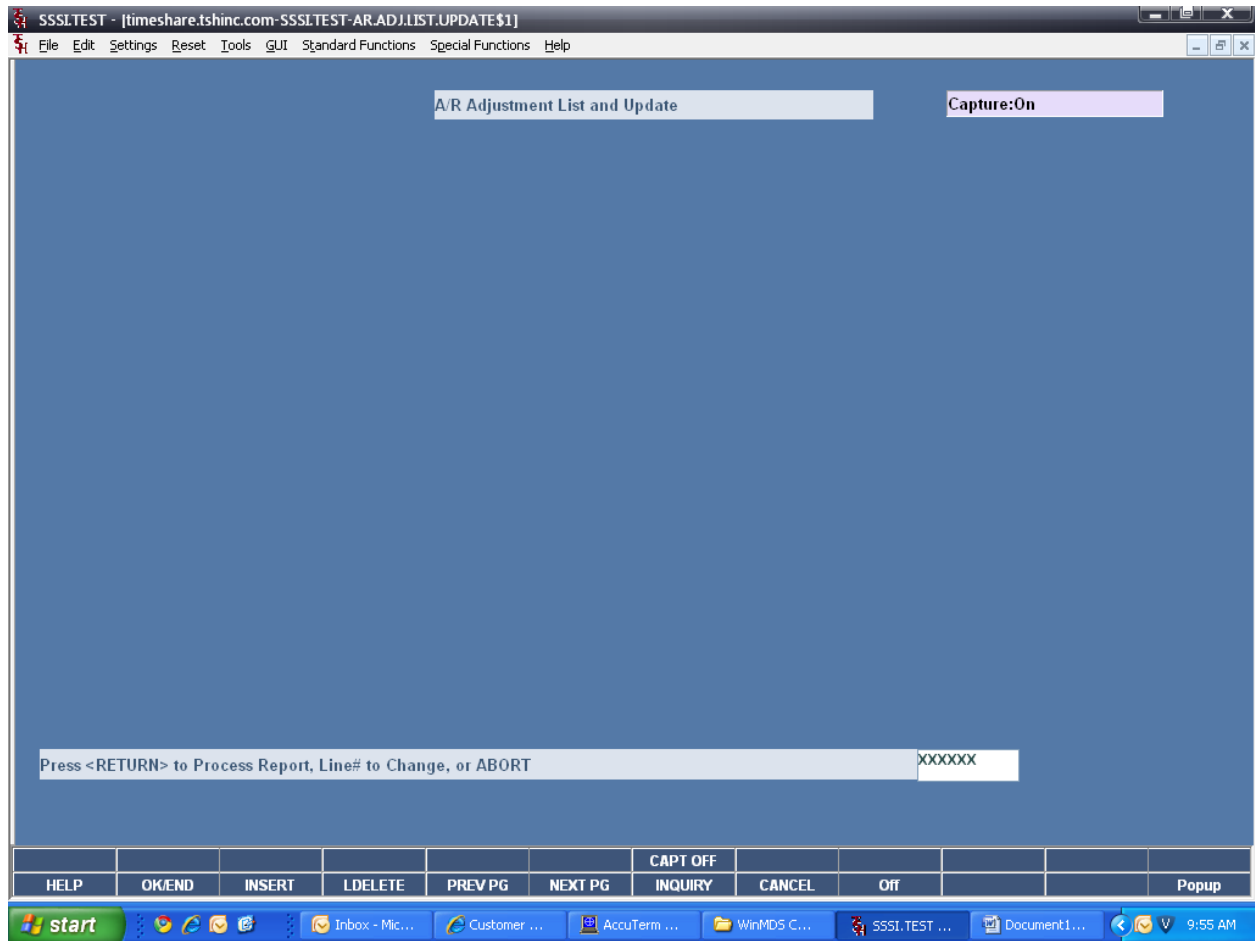
- Calendar:** January 2011. The date 14th is highlighted.
- Shortcuts:**
 - Import MDS Files
 - Stock Status Inquiry
 - Contract Header
 - Contract Detail
 - Customer Master Maintenance
 - Special File Price Maintenance
- AR.DAILY.REPORTS on SSSL.TEST:**
 - 1. Daily Cash Receipts Journal
 - 2. Daily Adjustment Journal
 - 3. Open Batch Listing
 - 4. Credit Authorization Log Report
 - 5. Daily Partial Payment Listing
 - 6. Daily Charge Back Print
 - 7. Credit Card Reports
 - 8. Purge Credit Card Log file
 - 9. AR Check Summary By Batch
 - 10. Credit Card Reconciliation
- Tasks:**

Date	Time	Description	Status
11/16/2010	5:00pm	Test task	Past
11/19/2010	4:00pm	Second test	Past
- Key Indicators:**

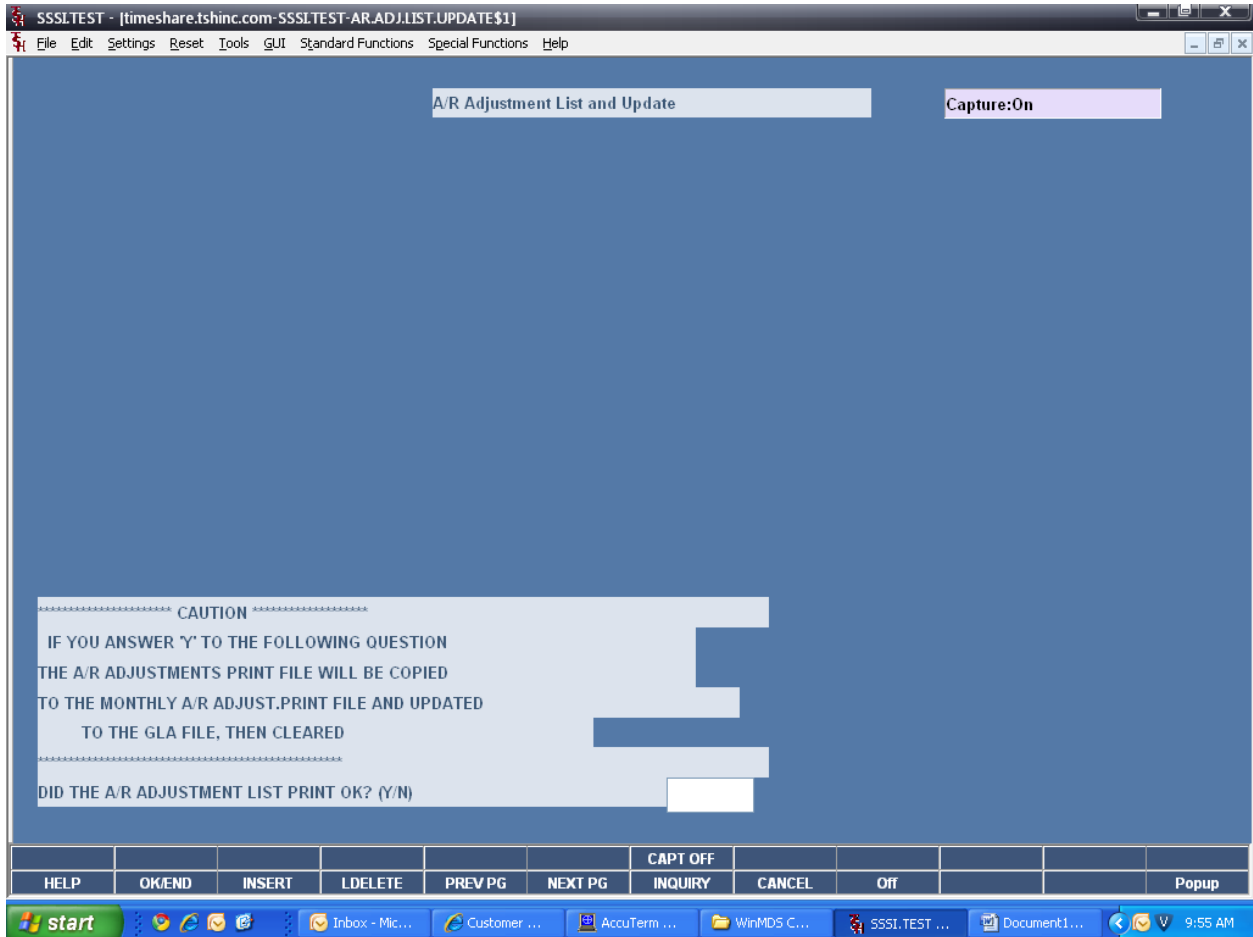
Indicator	Daily	Monthly	This Year	Last Year
Curr Inv Value	\$204,378			
Orders - In Pick	1105898			
- Purchases By Vendor:** A bar chart showing two bars for vendor 1 and 2. The y-axis is labeled '1000000'. A legend indicates 'Total Value' (red) and 'Total Received' (green).
- Navigation Bar:**

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	OFF		Popup
- Windows Taskbar:** Shows the Start button and several open applications including 'Inbox - Mic...', 'Customer ...', 'AccuTerm ...', 'WinMDS C...', 'SSSL.TEST ...', and 'Document1...'.

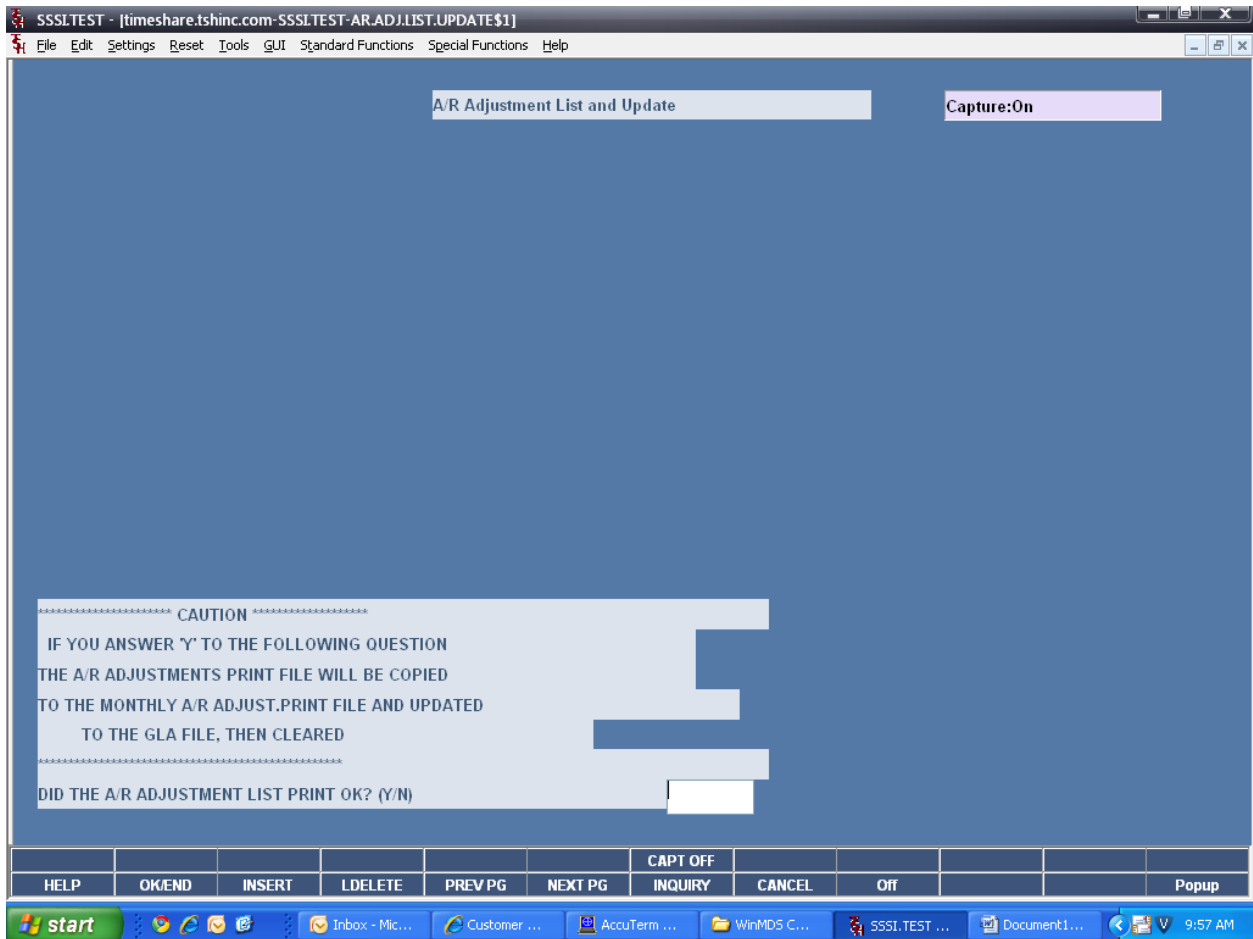
You will be at this point:



Hit <ENTER> to process the report.



This report prints directly to Report Capture. I normally would have you open a 2nd session, and click on the VIEW button. Then right click on the first report and print the report. Review the report; it should just be your adjustment you just entered. If everything looks ok, which it should, return to your other session.



Now you should be back here, your original MDS session. The last step is to update the file. Just type "Y***" and hit <ENTER> to process.

Remember to save the report you just printed, your accountant may want it.