ERP Consulting
Web Development
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Desktop & Web Applications for Manfact

NorthClark Computing, Inc.

Accounts Receivable Reporting

User Guide

Web and Desktop Applications for Manfact by Epicor

May 3, 2012

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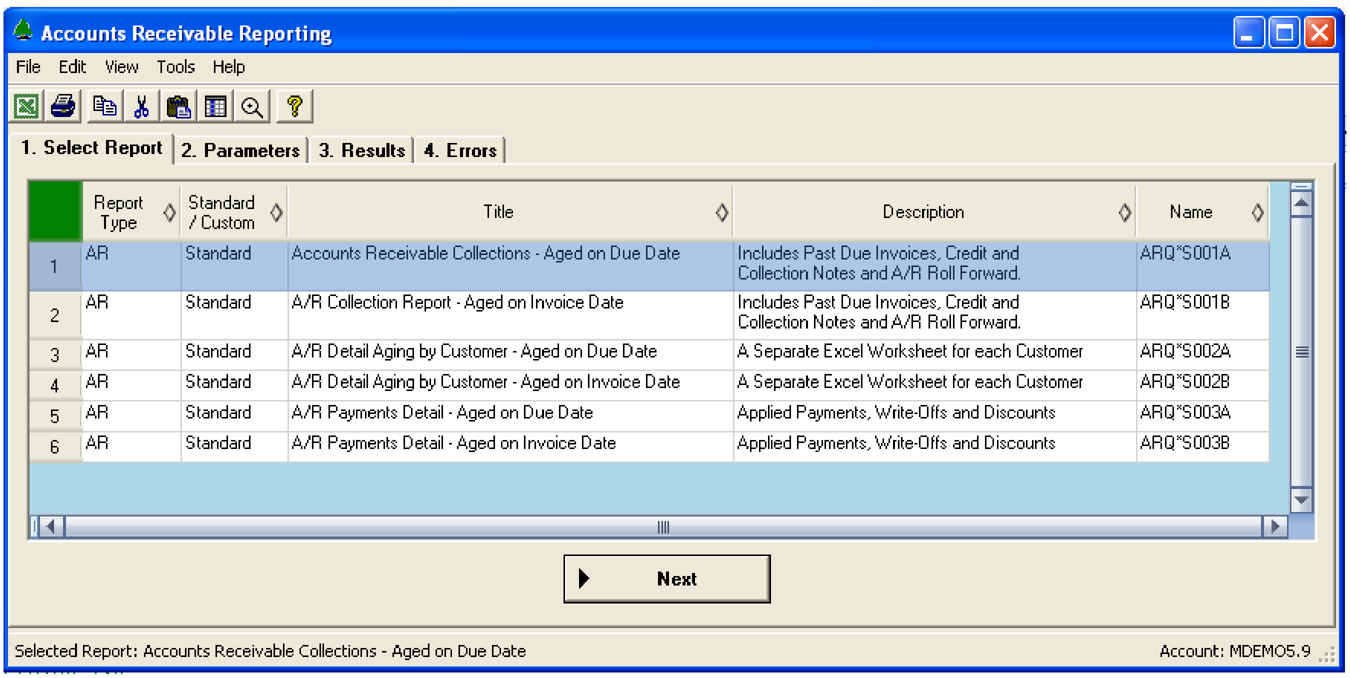
Introduction

The Accounts Receivable Reporting module (NCC_ARQ) produces informative reports designed to be viewed on the screen or exported to Microsoft Excel. Select one of the built-in reports, or create your own custom Report Map. Standard reports include:

- Accounts Receivable Collections Report
- Accounts Receivable Detail Aging
- Accounts Receivable Payment Detail

Your report may include any data field from the Manfact AR and CUSTOMER files. Virtual fields, called I-Descriptors, may also be included.

Accounts Receivable Reporting

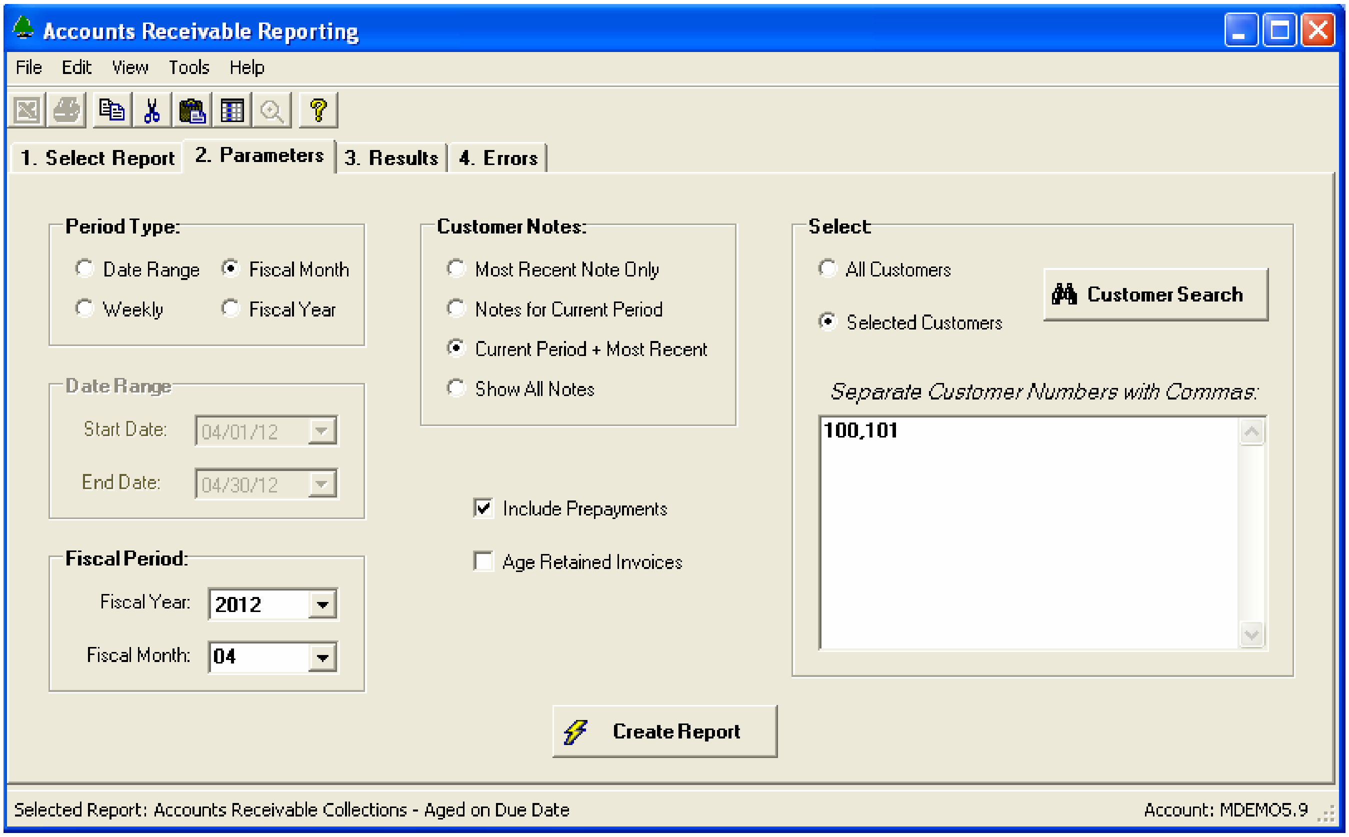


Select a Report

A list of available reports is displayed when the program is started. This will include the standard built-in reports, plus any customized reports the System Administrator may have added. To begin, highlight the desired report, and then click the **[Next]** button at the bottom of the screen to view the Report Parameters.

Report Parameters

Different prompts will be enabled on this screen depending on the Period Type you select. Once all of the parameters have been entered, click the **[Create Report]** button to generate the report.



The system saves your parameters, and retrieves them the next time you run the report. Each user will have their own set of default parameters for each report.

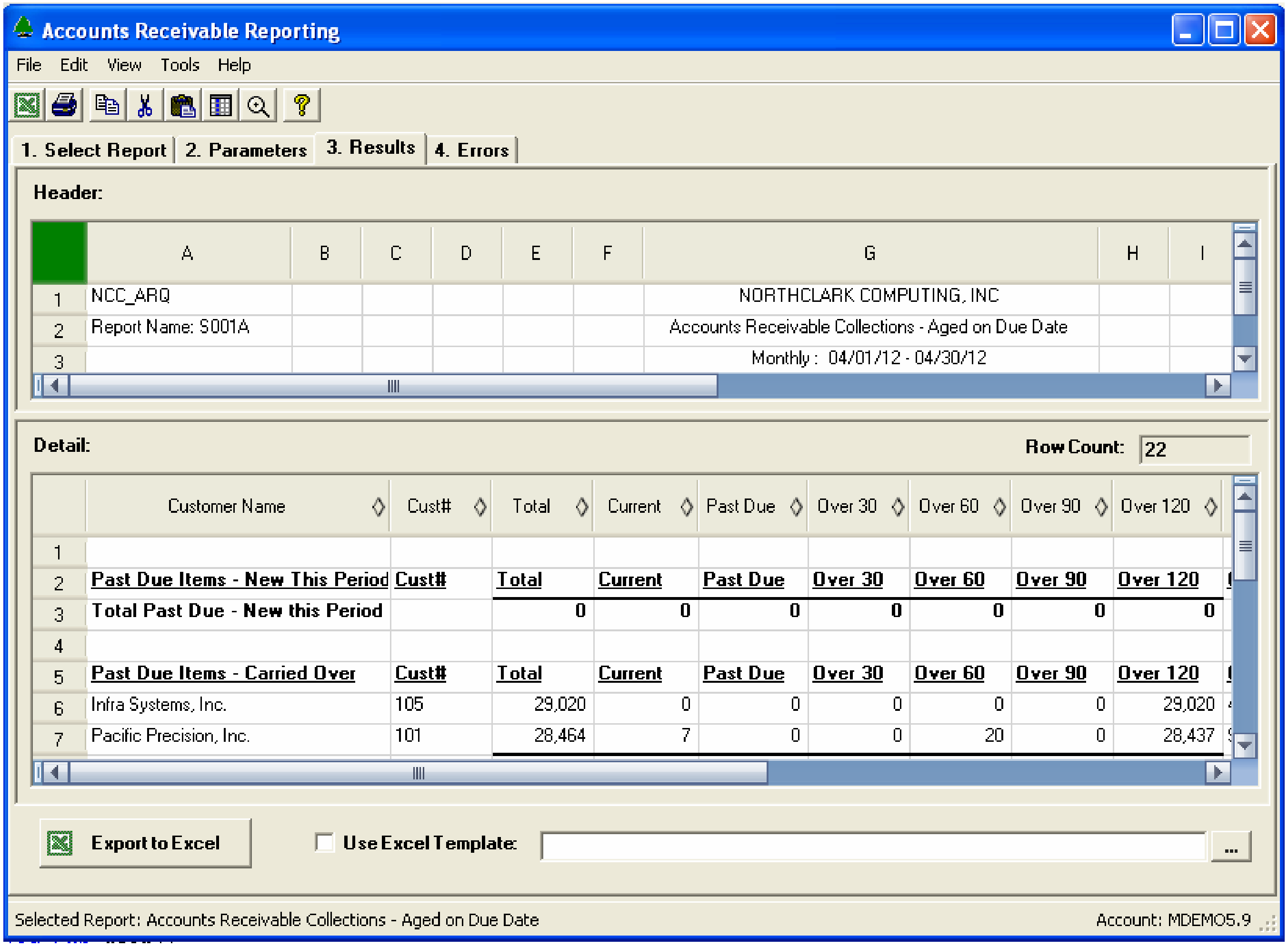
Available Parameters:

Parameter Name	Description
Period Type	Select one of the following options. > Date Range > Weekly > Fiscal Month > Fiscal Year
Date Range	If you selected a Period Type of "Date Range", enter both the Start and End Date. If you selected a "Weekly" report, enter either value, and the system will calculate the other.

Parameter Name	Description
Fiscal Month	If you selected a Period Type of "Fiscal Month", select the desired month from the drop-down list.
Fiscal Year	If you selected a Period Type of "Fiscal Month" or "Fiscal Year", select the desired year from the drop-down list.
Customer Notes	Customer Notes are entered using Manfact's AR.Q screen, and are date sensitive. If your report includes a column for Customer Notes, you can specify which notes are relevant. ➢ The "Most Recent Note Only" option displays the last note entered for each Customer, regardless of its age. ➢ The "Current Period Only" option displays only those notes entered within the date range of the report. ➢ The "Current Period + Most Recent" option will display all notes entered within the date range of the report. If there are no notes for the current period, the most recent note is shown, regardless of its age. ➢ Select the "Show All Notes" option to print all dated notes for the Customer.
Include Prepayments	Check this box to include unapplied prepayments in the report.
Age Retained Invoices	When this box is unchecked, all Retained Invoice amounts are considered current, regardless of their age.
Select Customers	You may run the report for All Customers or Selected Customers. Enter a list of Customer Numbers separated by commas, or click the [Customer Search] button to locate a list of Customer Numbers.

Results

The Results tab displays your report in two sections; Header and Detail. Note that when the report is exported to Excel, the Header and Detail section will be combined on a single Excel Sheet.



<u>Excel Templates</u>

Click the “Use Excel Template” checkbox at the bottom of the screen if you wish to use an existing Excel spreadsheet as a starting point for your report. The browse **[...]** button may be used to locate your Excel template.

An Excel Template can be used to enhance your report in a number of ways. For example, you might include an image with your company’s logo, modify the report headings, or add formulas or macros. Note that when you use a template, the standard column headings are omitted from the report.

Errors

If any errors were encountered during the process, they will be displayed on the Errors tab.

Available Data Fields

Information on the report consists of Header Information, Invoice Detail, Payment Detail, and the Accounts Receivable Roll-Forward summary.

The tables below list the Standard fields that may be displayed on the report. The System Administrator may have defined additional fields that are not included on these lists.

Header Information

Field Name	Description
Company Name	Your Company Name as entered using Manfact's TABLE.SYS procedure.
Report Date	The date the report was generated.
Report Name	The identifier of the Report Map used to produce the report. For example, ARQ*SOO1A.
Report Title	A description of the report.
Period Type	Annual, Monthly, Weekly or Date Range.
Start Date	The Start Date of the reporting period.
End Date	The End Date of the reporting period.
Fiscal Month	The fiscal accounting month.
Fiscal Year	The fiscal accounting year.
All/Selected Customers	A message indicating "All Customers" or "Selected Customers" are included in the report.
Prepays Included/Excluded	The message "Prepayments Included" or "Prepayments Excluded".

Invoice Detail Columns

Field Name	**Description**
AR Account	The General Ledger Account Number for Accounts Receivable.
AR Type	IN - invoice from INVPOST or BOPOST CM - credit memo from INVPOST or BOPOST DM - debit memo from BOPOST CA - cost adjustment from BOPOST PP - pre-payment from CASHAPP.N UR - unidentified receipt from CASHAPP.N
Balance Due	Invoice Amount less payments, discounts and write-offs to date.
Cost Amount	Inventory Cost Adjustment Amount (AR Type = CA)
Currency Code	The foreign currency code assigned to the invoice.
Customer Name	Customer name.
Customer Number	Identifier of the Bill-To Customer.
Discount Due Date	The Invoice must be paid by this date to be eligible for a Terms Discount.
Exchange Rate	The Currency Exchange Rate at time of Invoice.
Fiscal Month	The Invoice was posted in this fiscal accounting month.
Fiscal Year	The Invoice was posted in this fiscal accounting year.
Freight Amount	The amount of freight charges included on the Invoice.
Hold	An “R” in this column means the Invoice is “Retained”.
Invoice Amount	The total Invoice Amount including sales, freight, tax and miscellaneous.
Invoice Date	The date of the invoice.
Invoice Due Date	The Invoice is past due if not paid by this date.
Invoice Number	The identifier of the AR Invoice record.
Misc. Amount	The amount of miscellaneous charges billed on the Invoice.
Note Date	Customer Notes are entered using Manfact’s AR.Q procedure.
Note Text	Customer Notes are entered using Manfact’s AR.Q procedure.

Field Name	Description
Payment Cash Amount	Total of all Cash Payments applied to the Invoice.
Paid Disc Taken	Total of all Discounts applied to the Invoice.
Payment Total Amount	Total of all Cash Payments, Discounts and Write-Offs.
Payment Write Off	Total of all Write-Offs applied to the Invoice.
PO Number	Customer’s Purchase Order Number
Project Number	Project Identifier
Sales Amount	The sales amount billed on the Invoice.
SO Number	Sales Order Number
Tax Amount	The amount of tax added to the Invoice.
Terms Code	Code identifying the payment terms applicable to the Invoice.
Terms Description	Description of the payment terms applicable to the Invoice.

Payment Detail Columns

These columns may be displayed for each payment applied to an Invoice.

Field Name	Description
Payment Cash Amount	The amount of cash received.
Payment Check No	The customer’s check number.
Payment Credits	The amount of any unapplied credit memos.
Payment Date	Date of payment or memo.
Payment Fiscal Month	The payment was posted during this fiscal accounting month.
Payment Fiscal Year	The payment was posted during this fiscal accounting year.
Payment Prepayments	The amount of any unapplied prepayments.
Payment Total Amount	The total amount of the payment including cash, discount and write-off.
Payment Type	R = Receipt of Cash, M = Applied Credit/Debit Memo.

Accounts Receivable Roll-Forward

The A/R Roll-Forward section displays grand totals for the specified Time-Buckets. For example:

A/R Roll Forward	Total	Current	Past Due	Over 30	Over 60	Over 90	Over 120
Prior Period Ending Balance	45,000	10,000	9,000	8,000	7,000	6,000	5,000
Cash Collected This Period	-16,000	-1,000	-1,000	-2,000	-3,000	-4,000	-5,000
Invoiced This Period	20,000	20,000					
Aging Movement				-5,000	2,500	2,500	
Current A/R Ending Balance	**49,000**	**29,000**	**8,000**	**1,000**	**6,500**	**4,500**	
Percent of Total A/R	**100**	**59**	**16**	**2**	**13**	**9**	

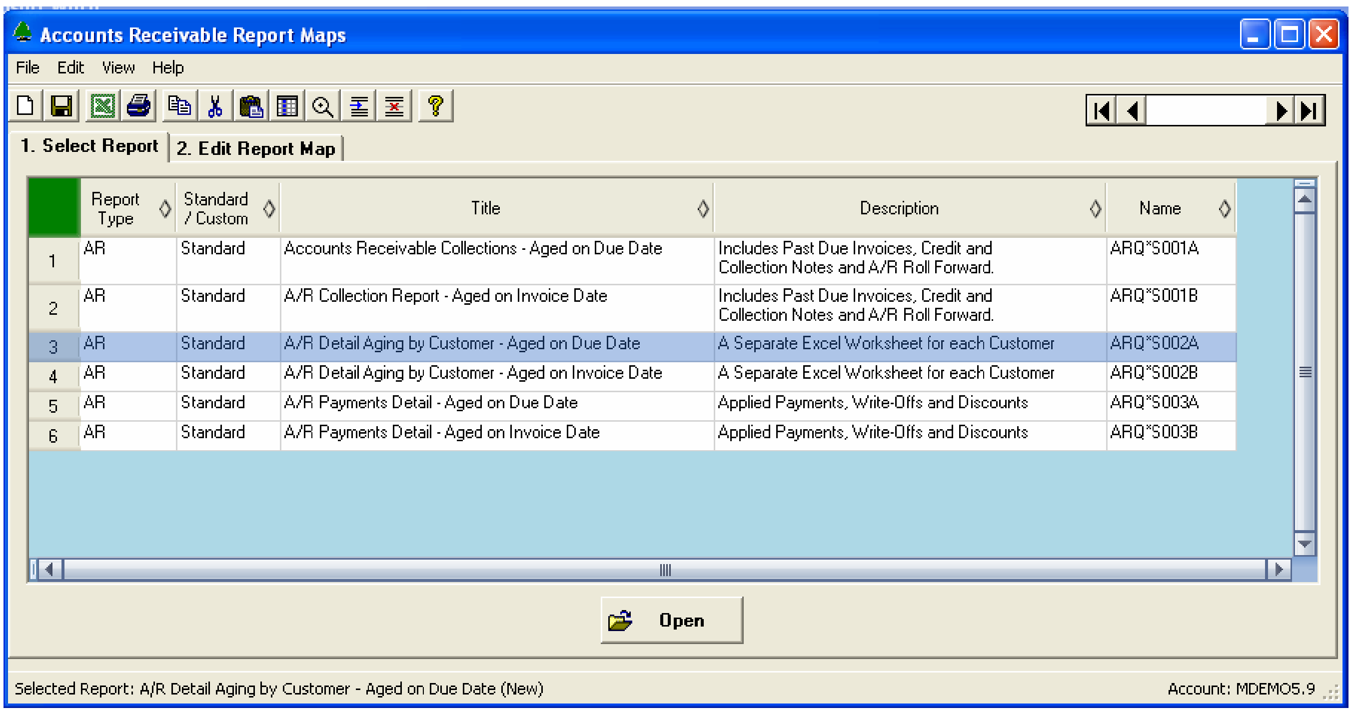
Row Title	Description
Prior Period Ending Balance	The total Accounts Receivable Balance one day prior to the beginning of this reporting period.
Cash Collected This Period	Total cash collected in the current period.
Invoiced This Period	Total amount invoiced this period.
Discounts and Write-Offs	Total of all discount and write-off amounts.
Aging Movement	The Total Amount for this row is always zero. For time sensitive columns, this value represents invoices that have shifted to a new bucket since the end of the last period.
Current A/R Ending Balance	The total Accounts Receivable balance as of the end of the reporting period.
Percent of Total A/R	The percent of total accounts receivable is shown for each time bucket.

System Administration

The System Administration view is accessed from the *Tools* menu, and may be used to create custom Report Maps. Report Maps are stored in the NCC_EXCELMAPS file in the Manfact database, and are available to all NCC_ARQ users.

Select a Report Map

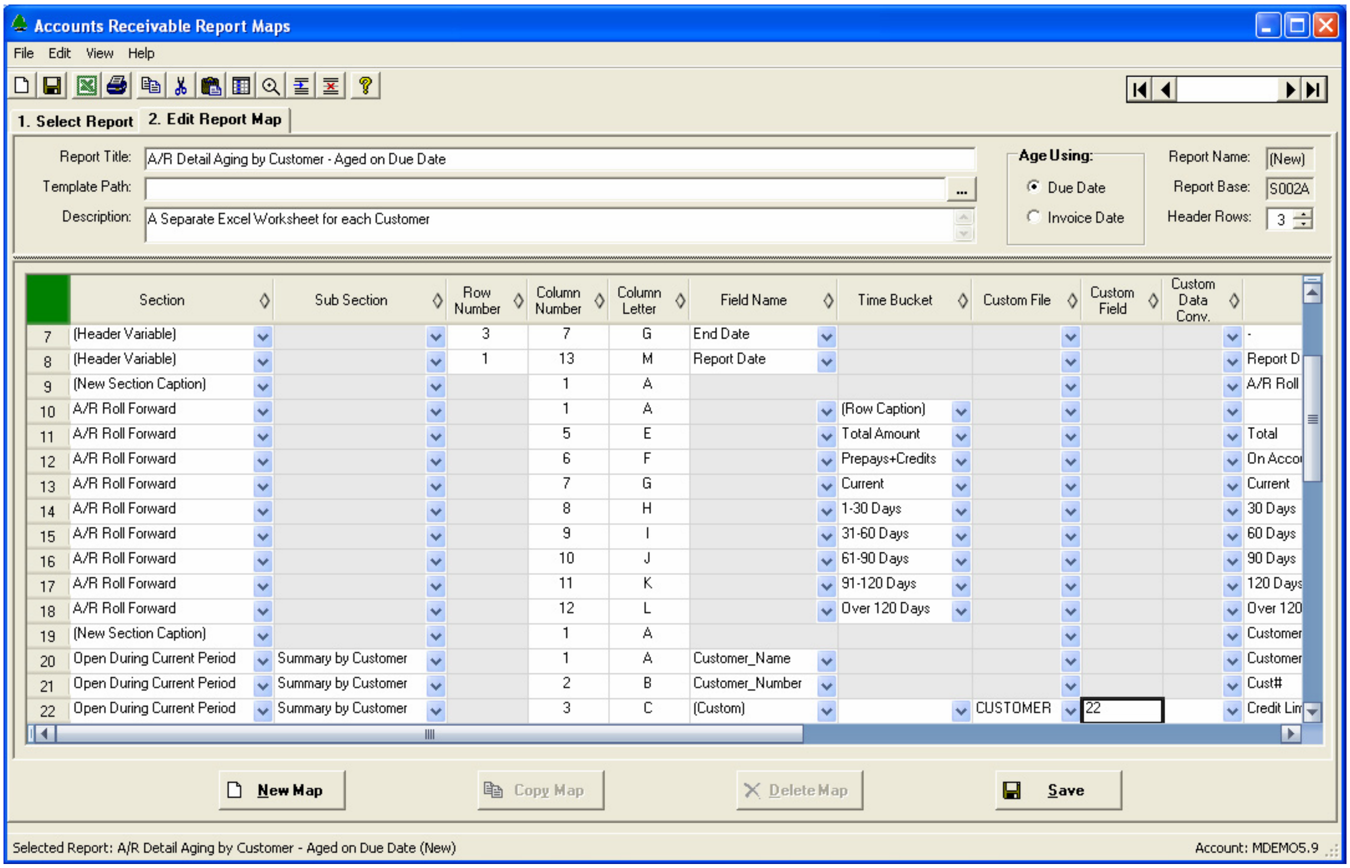
This view displays a list of all of the existing Report Maps. Although Standard Report Maps may not be modified, they may be viewed and copied to create Custom Report Maps.



Highlight the Report Map you wish to copy or update, and then click the **[Open]** button.

Edit a Report Map

If you would like to modify one of the Standard Report Maps, simply open the map and then click the [Copy] button at the bottom of the screen. To build a new report from scratch, click the [New Map] button. Use the Navigator Bar on the top-right corner of the screen to scroll through the list of existing Report Maps.



<u>Report Parameters:</u>

Parameter Name	**Description**
Report Title	The Report Title is normally displayed in the Heading of the final report.
Template Path	Enter the location of an Excel Template to be used when this report is produced. This entry serves as a default, the user may override it at run-time. Be sure to enter the path to a location that all users will have access to.
Description	The extended description is displayed on the screen to help the user locate the correct Report Map. It is not included on the final report output.
Report Name	A unique identifier assigned by the system. The Report Name will begin with an “S” if it is a Standard report, or “C” if it is a Custom report.

Parameter Name	Description
Report Base	The name of the Report Map this map was copied from.
Header Rows	The number of rows to be reserved for the Header of the report.
Age Using	Select an option to age A/R Invoices by either the Due Date or the Invoice Date.

Data Mapping

Create one row on the Report Map for each data element to be included on the report. Please refer to the *Available Data Fields* chapter of this document for a complete list of pre-defined fields. You may also add custom data fields to the report.

The list of available data elements will vary depending on the "Section" and "Sub Section" parameters you select. These parameters identify the type of data such as header information, invoice detail, payment details, and so forth.

Report Sections:

Section Name	Description
(Header Text)	Use Header Text to add captions to the report heading.
(Header Variable)	Header fields include standard data elements such as the Company Name, Report Title, Report Date, and various report parameters.
(New Excel Sheet)	Select this option to force the report to start a new Excel worksheet at the beginning of a Section.
(New Section Caption)	Select this option to add a title at the beginning of a new Section.
Collected in Current Period	Reports details of A/R payments collected during the reporting period.
Cost Adjustments	Reports AR records with a Type of "CA".
Invoiced in Current Period	Selects all AR records invoiced during the reporting period.
Open During Current Period	For aging reports; selects all AR records that were open at anytime during the reporting period.
Past Due Items - All	For collections reports; selects AR records that are past due as of the last day of the reporting period.

Past Due Items - New	For collections reports; selects AR records that are past due as of the last day of the reporting period, but were not past due as of the last day of the previous period.
Past Due Items - Old	For collections reports; selects AR records that are past due as of the last day of the reporting period, and were also past due as of the last day of the previous period.
A/R Roll Forward	This section provides A/R totals for Prior Period Ending Balance, Cash Received, Invoiced this Period, Discounts and Write-Offs, Aging Movement, and Current Period Ending Balance. The Percent of Total AR is shown for each time period.

Report Sub-Sections:

The Sub-Section is prompted for Invoice, Payment and Cost Adjustment data. It is not applicable to Header Fields nor A/R Roll Forward.

Sub-Section Name	**Description**
Detail	Displays one row per Invoice or Payment.
Summary by Customer	Displays one row per Customer.
Total for Section	Provides a Total for the current Section.
Percentage of Total AR	The Percent of Total AR is shown for each time period.
Percentage of Total Section	The Percent of the Total Section is shown for each time period.

Time Buckets:
The Time Bucket defines the aging buckets on your report. It is prompted for numeric values such as Invoice Amount, Balance Due and Payment Amount

Note that payments are aged according to the age of the Invoice at the time the payment was posted.

Time Bucket	**Description**
(Row Caption)	Designates a column for the Row Title in the Roll-Forward section of the report.
Total Amount	Total Invoice, Balance Due or Payment Amount.
Prepayments	The amount of any unapplied prepayments.
Credits/Returns	The amount of any unapplied credit memos.
Prepays + Credits	The sum of unapplied prepayments and credit memos.
Current	The balance of invoices that are not yet due.
Current + Credits	Current invoices plus unapplied credit memos.
Current + Prepay	Current invoices plus unapplied prepayments.
Current + Prepay + Credits	Current invoices plus unapplied prepayments and credit memos.
All <= 30	All invoices less than 31 days old, plus prepayments and credit memos.
1-30 Days	Invoices between 1 and 30 days past due.
31-60 Days	Invoices between 31 and 60 days past due.
61-90 Days	Invoices between 61 and 90 days past due.
91-120 Days	Invoices between 91 and 120 days past due.
Over 90 Days	Invoices over 90 days past due.
Over 120 Days	Invoices over 120 days past due.

Custom Fields
The detail sections of the report may include any field number or I-Descriptor (derived field) from either the AR or CUSTOMER file. Note, when referencing a field number, do not attempt to use the prompt numbers displayed on Manfact data entry screens. Refer to the file dictionary, or the Manfact user help, to obtain the internal data field number.

Example – Adding a Custom Data Field

Let's say you want to add the Customer's Credit Limit to the report. The extended help in Manfact's CUST.A entry screen tells us this data is located in field #22 of the CUSTOMER file. On the Report Map, select the following:

Section:	Open During Current Period
Sub Section:	Summary by Customer
Field Name:	(Custom)
Custom File Name:	CUSTOMER
Custom Field Name:	22
Caption:	Credit Limit

<u>Report Map Details</u>

Column Name	**Description**
Section	*See above*
Sub-Section	*See above*
Row Number	For Header and Text fields, specify the Row Number on the report where the data is to appear.
Column Number	Specify the column number on the report where the data is to appear. When you enter the Column Number, the system displays the Column Letter.
Column Letter	Specify the column letter on the spreadsheet where the data is to appear. When you enter the Column Letter, the system displays the Column Number.
Field Name	Select a Field Name from the drop-down list. Choose "(Custom)" to define a field number or I-Descriptor that is not on the list.
Time Bucket	*See above*
Custom File	This field is prompted when you choose "(Custom)" as the Field Name. Select AR or CUSTOMER.
Custom Field	This field is prompted when you choose "(Custom)" as the Field Name. Enter a numeric field number, or the name of an I-Descriptor.

Column Name	Description
Caption	For Header fields, enter a caption to be displayed in the same cell as the data. For Detail fields, this is the Column Header.
Data Type	Select from the following formatting options: ➢ DATE ➢ NUMBER ➢ TEXT_CENTER ➢ TEXT_LEFT ➢ TEXT_RIGHT
Multi Valued	Check this box if the specified field is multi-valued.
Normalize	This option is available when the field is Multi-Valued. When checked, an additional row is added to the report for each value, and the data in all other columns is repeated. Only one data element may be selected for normalization.
Hide Row if Blank	When this box is checked, rows will be hidden from view when the designated field is blank. The user may still choose to view all of the data by toggling the "Show Hidden Rows" checkbox on the Results screen.
Decimals	For numeric fields, enter the number of decimal places to be displayed. This is used for formatting, and does not do any data conversion.
Custom Data Conversion	This field is prompted when you choose "(Custom)" as the Field Name. Enter a Data Conversion code if needed. Examples include: MD2, MD4 and D2/.
Sort By	Select from the following Sort Options: ➢ Primary – Ascending ➢ Primary – Descending ➢ Secondary – Ascending ➢ Secondary – Descending ➢ Tertiary – Ascending ➢ Tertiary – Descending You may choose only one Data Element for each level of sorting.
New Sheet on Break	This option will produce a multi-sheet workbook when the report is exported to Excel. A new worksheet will be created each time the value in this field changes. Note, you must Sort By the field to enable the New Sheet on Break option.

Security

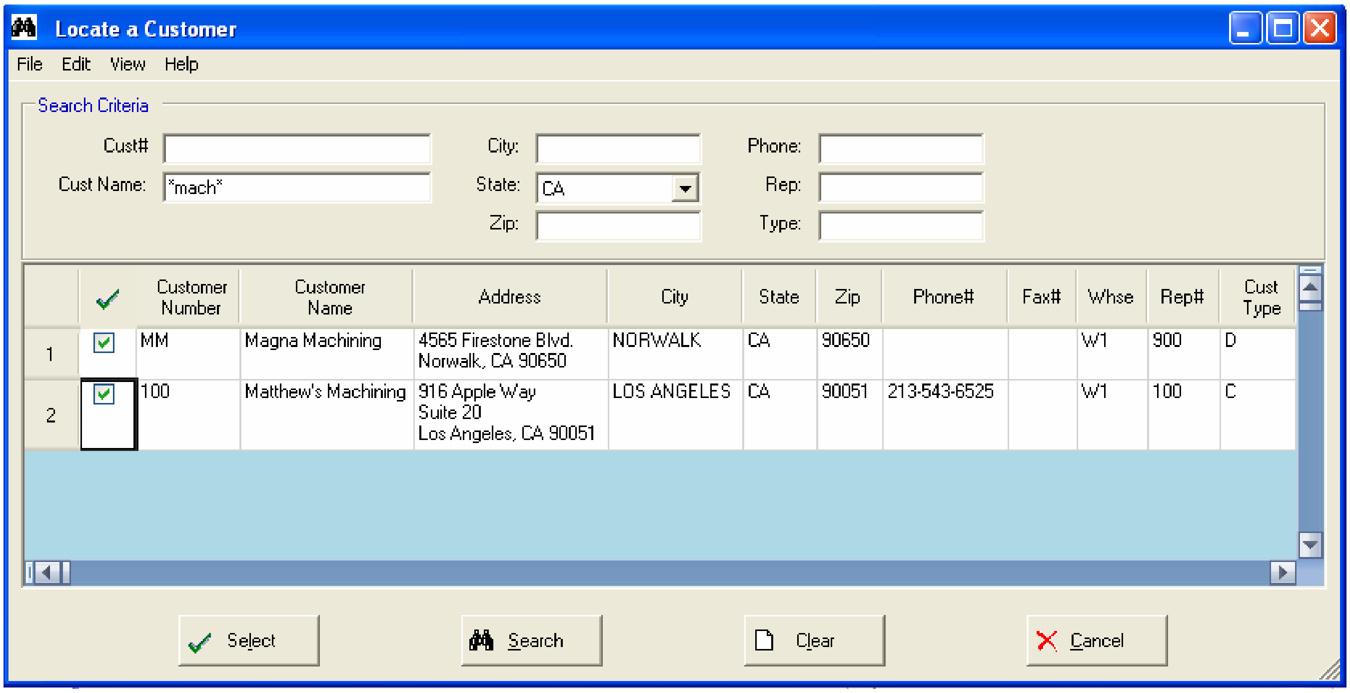
Access to this application is controlled through standard Manfact Security procedures (i.e., SEC.N, SECMC.N). The table below lists the entries that may be added to each user's security table to enable various features.

NCC_ARQ	User can run all Standard and Custom reports.
NCC_ARQADMIN	User can run reports, and also create and modify Custom Report Maps.

Tools

Customer Search

Use this screen to locate a list of Customer Numbers to be included on your report.

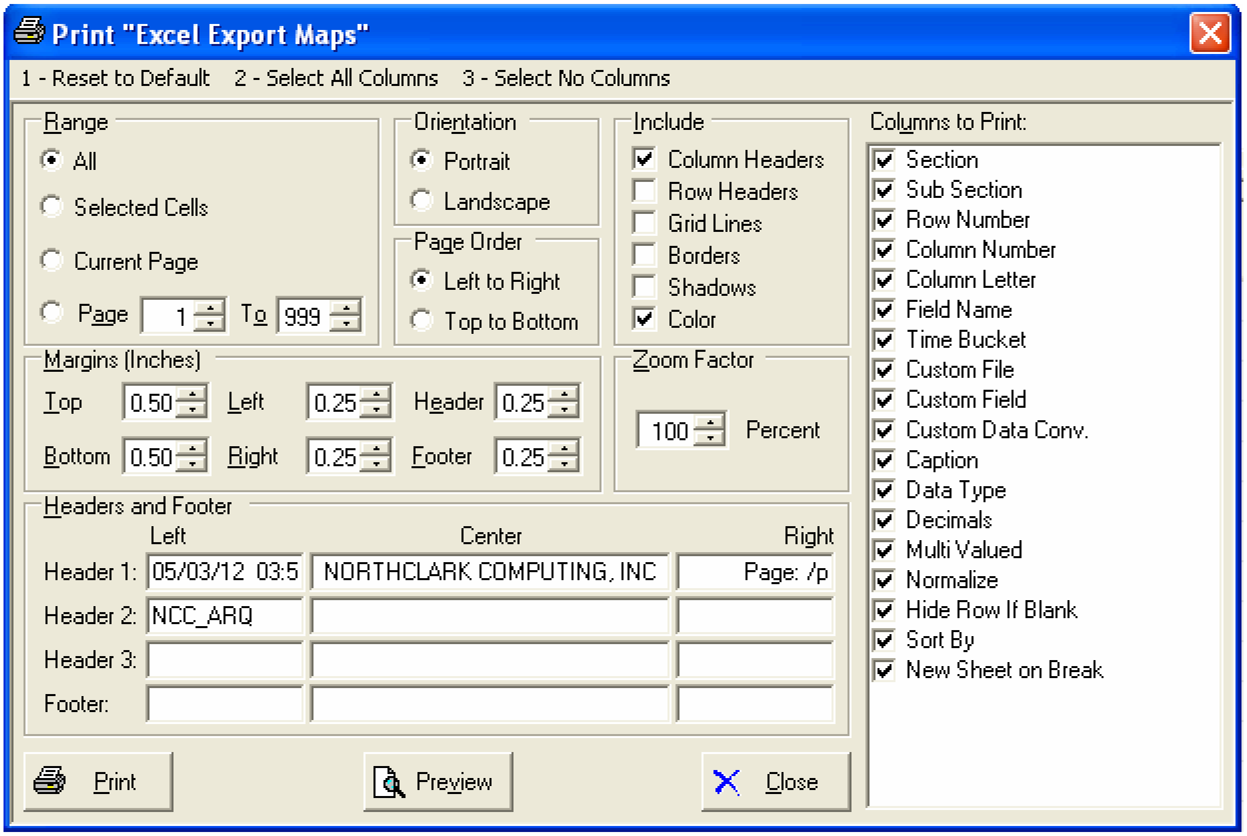


Fill in the information at the top of the screen to narrow your search. An asterisk may be used as a wildcard character at the beginning and/or end of text fields. If all fields are left blank, the entire Customer file will be displayed.

Use the checkboxes in the first column to choose the Customer Numbers you want to include in the report. When you click the [Select] button, the selected Customer Numbers will be copied to the textbox on the previous screen.

Printing a Spreadsheet

This feature will print the current active spreadsheet, so be sure to click on the spreadsheet you wish to print before invoking the Print option.



Range - Selecting a Print Range

You may choose to print the entire spreadsheet (all), selected cells (those that you have highlighted on the current screen), the current page (only the rows that are currently visible on your screen), or a range of page numbers.

Orientation - Portrait or Landscape

You may print your report in portrait mode (normal) or landscape mode (sideways). Printing in landscape mode will allow you to fit more columns of information on your report.

Margins - Report Margins

You can make your report more attractive by setting the top, bottom, left, and right margins. Reduce the left and right margins if you need to fit more columns on the report.

Units - Inches or Centimeters?

Are the margins you entered expressed in inches or centimeters?

Page Order

If your report is too wide, it may span multiple pages. When this occurs, do you want the report printed from top to bottom or left to right?

What Do You Want to Print?

You can customize the appearance of your report by printing (or not printing) column headers, row headers, grid lines, borders, shadow, and color.

Headers and Footers

Your report may have up to three lines for the heading, and one line for the footer. The system initially displays a default heading, which you may modify if desired.

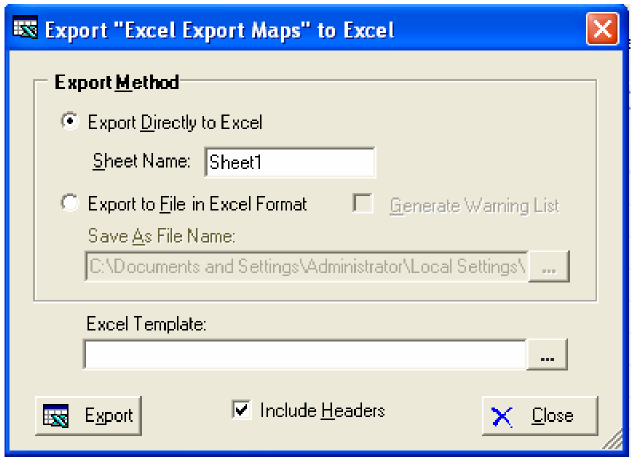
Tip: Use /p to designate a page number.

Which Columns Do You Want to Print?

The columns that are available for printing are listed. Select the columns you wish to include on your report.

Exporting a Spreadsheet to Excel

This screen is displayed when you select the **Export to Excel** option. This will export the current active spreadsheet, so be sure to click on the spreadsheet you wish to print before choosing the Export option.



Save As File Name

Enter the pathname of the file you wish to create. You may Browse the files by clicking the button to locate the drive and folder where the file will be stored.

Sheet Name

Enter the Excel sheet name to create. This will automatically default to Sheet1.

Export to Excel or to a File?

You may export the contents of the display directly to Excel, or you may choose to create a file in Excel format.

Create a Log File?

Select this option to create a log file. The log file contains error messages and other information about how your Excel file was created. The name of the log file is "CreateExcelFile.log", and it will be stored in the same folder as your spreadsheet.

Data Mapping

You may move data to alternate columns by changing the column number or letter. You may also remove a column by removing the row that contains the column information you do not wish to export.

Excel Templates

The browse [...] button may be used to locate your Excel template. An Excel Template can be used to enhance your report in a number of ways. For example, you might include an image with your company's logo, modify the report headings, or add formulas or macros. Note that when you use a template, the standard column headings are omitted from the report.

Include Headers?

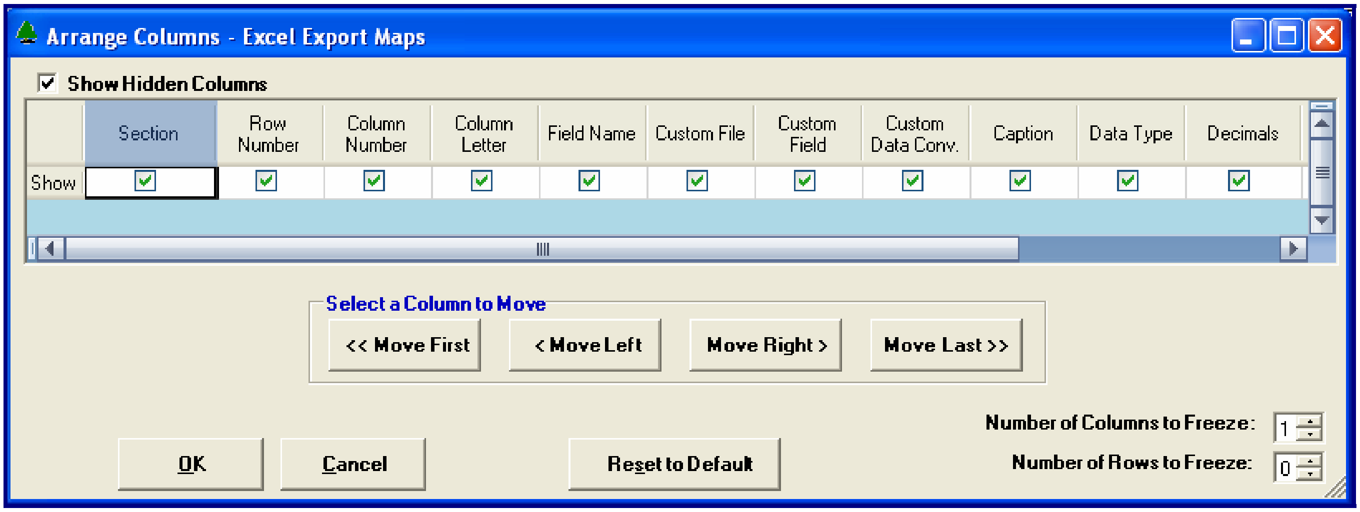
Check this box to include the Column Headers as the first row in the Excel Sheet.

Export Button

After all required information has been entered, click this button to export your data to Microsoft Excel.

Arrange/Hide Columns

Choose Arrange / Hide Columns to hide or change the order of columns displayed on your screen..



Hiding Columns

To hide a column, remove the checkmark that appears under the column heading. Note, you can restore all of the columns by selecting the *Show Hidden Columns* option from the *View* Menu on the main screen.

Moving Columns

To change the location of a column, click on the heading to select it, and then use the [Move] buttons to shift the column to the desired position.

Reset to Default

Click the [Reset to Default] to return columns to their original position.

Freezing Columns and Rows

You may freeze columns and/or rows so they are always visible.

Exit this Window

Click [OK] to implement your changes and return to the Main screen, or [Cancel] to exit without saving. Note, these settings are stored separately for each user, so this will not affect anyone else who uses the application.

NorthClark Computing

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