The Simic system

RECEIVABLES

INDEX

INTRODUCTION

The 'Receivable' module of the SIMIC SYSTEM includes the following functions:

- Multi-company

The user may work with as many companies as desired. These companies must however be opened in the General Ledger.

- Multi-currency

The 'Receivable' module uses the Currency Master from the General Ledger. A customer is not linked to a currency, which allows working with several foreign currencies in the same account.

- Direct update

The invoices input are treated in an interactive way. The update is immediate. The transactions generated are immediately available in the General Ledger. Nevertheless, the input may be suspended, the invoice being registered but not processed.

- Periods

The periods of work are defined for the current year and the last year. The current period may be later than the work period of the General Ledger.

- Quantities

At the moment of input, the user may enter the quantities in the desired accounts.

- Queries

Different criteria of selection allowing the user to query the data files. He can, at any moment, visualise them on a screen or print them.

- Standard reports

Standard lists are included. Register, open posts, ageing report and diverse movements are available at all times.

SPECIAL KEYS

AID   Interactive aid.

F3   Return to previous menu.

F4   Look for information in a window.

F6   Create an operation.

F12   Annul the operation.

Attn   Transfer to alternative menu.
         This menu allows you to carry out all the options to which you have the
         right, except the one you have just left. So this key allows access to
         another point in the main menu without however leaving the work that
         you are accomplishing.

Dup   Duplication.
         The system copies the information from the preceding zone of the chosen
         column.

DIVERSE OPTIONS FROM THE MAIN MENU

Page up/page down   Visualises the other options on the menu.

F13   Chooses the company.

F14   Chooses the Data Set.

ACCESS TO THE SIMIC SYSTEM

Each user must obtain from the head of the SIMIC SYSTEM security the procedure to adopt
to gain access to the companies and functions which have been attributed to him.
There exist 2 possibilities of access :

-      Directly from the title page AS/400
-      With the command **Startsimic** (STRSIMIC) from a user's line of command.

90. END OF WORK

This menu point allows leaving the SIMIC SYSTEM environment and returning to the
opening menu of the session AS/400.

98. DISCONNECTION

This menu point is only usable for work at a distance across an AS/400 system. It allows
leaving the SIMIC SYSTEM environment and ending communication with the system at a
distance.

99. RETURN

This menu point allows RETURN to the menu preceding access to the SIMIC SYSTEM.

FILE MAINTENANCE

204   TYPES OF MOVEMENT ENTRY

GENERAL POINTS

Each movement is characterised by a type of movement. The system puts at disposition a certain number of predefined types with a description in all basic languages in the SIMIC SYSTEM (English, French, German, Italian):

Type   Description

101   Invoice
102   Credit note
103   Debit note
104   Account prepayment
201   Payment
202   Payment of a non-allocated sum
203   Non-allocated sum
204   Part used of a non-allocated sum
801   Discount
901   Revaluation
902   Exchange difference

The user may modify the description of a type or create another one.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies a movement type
3=Copy   Copies a movement type
4=DeleteDeletes a movement type
5=Display   Displays a movement type.

FUNCTION KEYS

F4=Invite   Allows display of a selection window
F6=Create   Creates a new type of movement
F9=Accept   Validifies and records the modifications made.

WORK DISPLAY

```
RBM3171                  SIMIC SYSTEM - DB/CR              Company no : 107
                        Change a type of movement

 Type of movement          : 101
 Language code          F4:    default is blank
 Description               : Invoice_____
 Short description         : INV


 F3=Exit                         F9=Accept                    F12=Cancel
```

Type of movement:

This obligatory field of 3 positions combined with the language qualifies the type of movement.

Language:

One description per language at disposition (Menu point 19, *Language Management*) may be input.

Description:

Description of the type of movement in the chosen language. This description appears in the input and enquiry menu points, as well as in diverse reports related to debtors.

Short description:

Abbreviation of movement type in the chosen language. This description appears in the enquiry menu points as well as diverse reports related to customers.

211   COMPANY DATA MASTER

GENERAL POINTS

The information treated by this menu point controls the activity of the 'Receivables' module for the company in question. The indications supplied complete the Company Data Master established for the General Ledger.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies the information relative to the company.
5=Display   Displays the information relative to the company.

FUNCTION KEYS

F4=Invite   Allows display of a window for a selection
F9=Accept   Validifies and records the modifications made

WORK DISPLAY

```
RBM2221                 SIMIC SYSTEM - RECEIVABLES        Company no : 107
                            Change a company
 Current period data set 1/2: 04 / 03
 Updated invoice control Y/N: Y
 Autom. numb. + length + no : N  05  000000000000002
 Automatic invoice no + no  : Y      0000000023
 List of data entries    Y/N: Y              Discount alloc. on VAT  Y/N: Y
 GL account                 F4: 10500_____ DEBITEURSXXXXXXXXXXXXXXXXXXXXX
 GL debit pmt account       F4: 20000_____ SOCIETE DE BANQUE SUISSE
 GL discount      account : 69000_____ ESCOMPTES
 GL FX unrealised gain/lost : 68000_____ DIFF. RE 68000_____  DIFF. RE
 GL FX realised   gain/lost : 68001_____ DIFF. NR 68001_____  DIFF. NR
 GL clearing      account : 49000_____ CLEARING ACCOUNT
 GL unallocated amt account :
 GL account line 1          F4: 60001         RECETTES 1
 GL account line 2          F4: 60000         RECETTES 0
 GL account line 3          F4: 60000         RECETTES 0
 GL account line 4          F4: 60001         RECETTES 1
 GL account line 5          F4: 60002         RECETTES 2
 GL account line 6          F4:
 Base tax                   F4: CH / 001      Taxe 6.5 %
 Nature of account          F4: 003           Waren
 Tax location               F4: AAA           Lausanne
 F3=Exit                       F9=Accept                        F12=Cancel
```

Current period   DS 1/2:

The system displays to you the periods defined for Data Sets 1and 2 at the level of the Company Data Master in the General Ledger. The user may modify them.
However, the work period of the 'Receivable' module **cannot be previous to the current period of the General Ledger**.

Update invoice control Y/N:

N   The user cannot modify the account ventilations of the input invoices.
Y   Modifications are allowed.

Automatic number + length + number:

N   No automatic number. The user determines the numbers of customers himself.
Y   The system activates the automatic numbering of customers. The length of the number must be specified, the number being framed on the left during the input of the customers. If the automatic numbering is activated, we define here the first desired number. The system proposes the number incremented during the creation of a customer's account. It can be modified by the user during input.

Automatic invoice number + number:

N   No automatic numbering. The user determines the invoice numbers himself.
Y   The system activates the automatic numbering of invoices. The invoice number is proposed during input and can be modified by the user who desires it.

List of Data entries Y/N:

Y   A voucher of entries and a voucher of transactions are generated at the end of the input of invoices. This is valid only for options 221 and 225. (On each use of function key **F3** or on return to the main menu).

N   No trace of entries.

Discount allocation on VAT Y/N:

The discounts on invoices during the recording of a payment can, if the user wishes, generate automatically the account transactions correcting the initial amounts of VAT calculated on the invoices. (Menu Point 250, *Payments*)
The default is "Y".

Y   The discounts are calculated and the imputation is proposed automatically.

N   No correcting transaction is proposed.

General ledger account:

This field allows specification of the 'Receivables' collective account in the General Ledger where the 'Receivables' movements are generally processed. This number is proposed by the system for each new receivable recorded. The collective account input by default at the company level must be in company currency.
All 'Receivables' collective accounts specified either at company level or in the 'Receivables' module. **Input of transactions into collective accounts by the general ledger is impossible.**

General ledger payment account:

This field allows specification of the account in which the payments are generally processed. This field may be modified at any time.

General ledger discount account:

This field allows specification of the account in which are generally processed possible discounts accorded by customers in relation to existing terms of payment.

General ledger unrealised exchange difference gain/loss:

Two zones allowing specification of the accounts generally used to process the unrealised gains and losses of exchange on foreign currency amounts.

General ledger realised exchange difference gain/loss:

Two zones allowing specification of the accounts generally used to process the realised gains and losses of exchange on foreign currency amounts.

General ledger clearing account:

This field indicates the account to be used to balance the vouchers of more than 9999 transactions coming from interfaces. This account which is only used for balancing balance sheets must always show a zero balance.

General ledger unallocated amount account:

This field allows specification of the account in which are generally processed payments which cannot be allocated to invoices. This field may be modified at any moment.

General ledger account line 1 2 3 4 5 6:

The system proposes six zones allowing definition of the six receipt accounts generally used as invoice counterparts. These accounts are proposed during the creation of a customer. These zones are not obligatory and may be modified at any time.

Note:

All data input in the above-mentioned zones is proposed by default during the creation of a supplier's account. The system leaves the user with the possibility of opting for this data or choosing other accounts to be attached to the supplier/payable created.

General ledger base tax:

This composed field (2 positions + 3 positions) allows input of the base VAT code by default for invoices treated with VAT. This must be input at the beginning by the Menu Point 75, *Taxes - Base tax.*

General ledger nature of account:

This field allows definition of a nature (Menu Point 76, *Taxes - Nature of account*) for invoices treated with VAT. It must first be input by the above menu point.

General ledger tax location:

This allows definition of a destination (Menu Point 77, *Taxes - Destination of taxation*) for invoices treated with VAT. It must be input first by the above menu point.

212   TERMS OF PAYMENT

GENERAL POINTS

This menu point allows management of the terms of payment which will be applied to the 'Receivables' invoices.

It is important to underline that the terms of payment managed by this menu point are also valid for the 'Payables' module.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies a term of payment.
4=Delete   Deletes a term of payment.
5=Display   Displays a term of payment.

FUNCTION KEYS

F6=Create   Allows creation of a new term of payment.
F8=Language description
                 Allows input of secondary descriptions per language defined in Menu
                 Point 19, *Language Management*.
F9=Accept   Validifies the changes made in the data.

WORK DISPLAY

```
RBM3011                   SIMIC SYSTEM - AP/AR           Company no : 107
                             Change a term
Term    code         : A01
  Description (default): 30 JOURS,_10_JOURS 2%_____
  Type        (1 to 3): 1            1) Invoice date + due days
                                     2) End of month + due days
                                     3) Days in month (due days)
                                        + due month
  Due days            : 030
  Due month    (type 3): 00

  Discount days       : 010
  Discount %          : _2.000

F3=Exit        F8=Description by language      F9=Accept      F12=Cancel
```

Term code :

This allows attribution of a code of three alphnumeric characters to the terms of payment. The code may no longer be modified.

Description (default):

 This allows indication of the description of the payment terms. The description is displayed on all the screens using a payment condition code. Input of secondary descriptions is possible by the function key **F8** (Menu Point 19, *Language Management*).

Type (1 to 3):

The system proposes 3 types which each correspond to a method of calculation of the due dates of payment. The type is combined with other parameters to form the terms of payment.

1   The due dates are calculated on the basis of the invoice date to which one adds the specified number of days.

2   The due dates are calculated on the basis of the last day of the month of the invoice   to which one adds the specified number of days.

3   The due dates are determined on the basis of the invoice month to which one adds the specified number of months. One indicates the fixed day when the invoices are due.

The user must necessarily choose one of these three types.

Due days:

Type 1 & 2   This field determines the number of days added to the basic date.
Type 3   This field determines the number of the fixed day in the month.

Due month :

Type 3   This field determines the number of months added to the month of the invoice date.

Discount days:

 This zone allows definition of the number of days during which a payment before the final due date gives the right to a discount. The system calculates itself the discount during the payments as a function of the number of days
.

Discount %:

 This zone allows definition of the accorded discount in per cent if the criterion previously specified is fulfilled. The system uses this percentage to calculate the discount.

EXAMPLE:

Invoice date   15/01/92
Days due   10
Month   2

Type 1   Final due date   25/01/92(15/01 + 10 ds.)
Type 2   Final due date   10/02/92(31/01 + 10 ds.)
Type 3   Final due date   10/03/92(January + 2 month, the 10th)

213   TITLE INFORMATION

GENERAL   POINTS

This menu point allows management of the titles qualifying the receivables of a company. During the creation of a new receivable, the user chooses his title (e.g. Company, Mr...). The title linked to a customer may be changed.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify	Modifies a title.
4=Delete	Deletes a title.
5=Display	Displays a title.

FUNCTION KEYS

F6=Create	Allows creation of a new title.
F9=Accept	Validifies the modifications made to the data.

WORK DISPLAY

```
RBM2361                    SIMIC SYSTEM - AP/AR        Company no : 107
                              Change a title
 Title code            : 001
 Language code      F4: E   English
 Description           : Miss_____
 Short description    : Miss_____

F3=Exit                          F9=Accept                    F12=Cancel
```

Title code:

During creation of a new title, this field allows attribution of a code of three alphanumeric characters to a title. The code may no longer be modified.

Language:

The language code (Menu Point 19, *Language Data*) combined with the title code allows input of one title per language. (These will have been opened by Menu Point 19 previously).

Description:

This field allows indication of the complete description of a title.

Short description:

This field allows indication of the short description of a title. The abbreviation is displayed on all screens using a title code.

214   CUSTOMER INFORMATION

GENERAL POINTS

All the necessary information for the management of receivables is managed by this menu point. Each receivable must be defined. It is necessary to complete menu point 211, *Company Master* and 212, *Terms of payment* before the input of receivables data.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies the information concerning a receivable.

3=Copy   Copies the information concerning a receivable.

4=Delete   Deletes a **non-active** receivable.

5=Display   Displays information concerning a receivable.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data* Master :

1   The customer number, automatically produced, is protected to avoid modifying it.

2   The group number is not checked.

FUNCTION KEYS

F4=Other sequences	Allows display of receivables on the basis of the following criteria : Number, Name, Type, Search Name.
F4=Invite accounts	Allows the display of the Chart of Account to choose an account.
F6=Create	Allows creation of a new receivable.
F7=Copy from another Company.	Allows creation of a new receivable from another company.
F8=Accounts per currency	
	Allows input of complementary collective accounts in another currency than the company currency.
F9=Next screen	Allows display of the continuation of the information concerning a customer.
F9=Accept	Validifies the modifications made to data.
F10=Suspended	Visualises the new receivables coming from the interface with another application, but not yet recorded in the SIMIC SYSTEM.

WORK DISPLAY

```
RBM2211              SIMIC SYSTEM - RECEIVABLES        Company no : 107
                        Change a customer
 Customer no       : 11000                      Active/non active : A
 Title          F4: 001  Madame
 Name 1            : PLANET SA_____ Org. set up  : 21.07.94
 Name 2            : Nom 2_____ Last update  : 05.03.96
 Address 1         : Ch. du Dévent_____
 Address 2         : _____
 Address 3         : Adresse 3_____
 Post code + Town + Of: _____  ECUBLENS_____ VD
 Country           : Suisse_____
 Match code        : PLANET SA_____
 Contact           : BOLOMEY_____
 Phone             : 021 360 25 32_____
 Fax + Telex       : 021 360 25 25_____  / _____
 Type              :
 Language code   F4: F   Français                   Ave. pmt trm: 030
 Term code       F4: A01  30 JOURS, 10 JOURS 2%      Delinquency : 000
 Release type    F4: DTA  PMT STD SFR
 Group / member codes :_____ / _____
 Communication adress :_____ / N (Y/N)
 Statement     adress :_____
 F3=Exit                    F9=Next display              F12=Cancel
```

Customer number:

During the creation of a new receivable, the field allows the giving to the receivable of a code of 15 alphanumeric characters. The system proposes a number if the automatic numbering has been defined at the Company Master level defined in menu point 211, *Company Master*. However the user is free to attribute the number if he wants.
This number is then no longer modifiable.

Active/non-active:

N   The receivable is not active. The customer is still the object of the transaction.
Y   The receivable is active. The customer has already been the object of a
         movement.
         This field may not be modified.

Title:

This facultative zone allows indication of the code of the title qualifying the receivable. The title must have been defined previously in the title file (Menu Point 213, *Title File*). This field may be modified at any time.

Org. set up:

The system indicates the date of the creation of the receivable. This zone is not accessible to the user and cannot be modified.

Last update:

The system indicates the date of the last movement input by this customer. This field is not accessible and cannot be modified.

Name 1:

A zone of 30 characters is at disposition to input the name of the customer.
Compulsory zone.

Name 2:

A zone of 30 characters is at disposition to input a name or a secondary company name for the customer.

Address 1, 2, 3:

Three zones of 30 characters to input the address of the customer.

Postal code + town + office :

These three zones allow input of the postal code, the town and office thus completing the address of the customer.

Country:

A zone of 30 characters is at disposition to input the name of the country thus completing the address of the customer.

Match code:

The user inputs into this zone a name or a combination of alphanumeric characters facilitating future searches. This field allows input of the name or the company name of the customer. If this zone is left empty, the system retakes the name of the customer previously input.

Contact:

A zone of 30 characters is at disposition to input a possible person in charge to be contacted at the customer's.

Phone:

This allows input of the telephone number of the customer.

Fax + Telex::

These two zones allow input of the Fax and Telex Numbers of the customers.

Type:

Allows classification of customers according to the type of company. This field is not obligatory but constitutes a criterion of supplementary selection during diverse queries.

Language code:

Allows choice of the language used during the production of statements, reminders or any other report. The languages available and the basic languages are defined by the user in menu point 19, *Language Data*.

Term code:

This zone allows indication of the terms of payment usually used by the customer. The terms of payment must have been previously defined in the terms of payment file (Menu Point 212, *Terms of Payment*). This field may be modified at any moment. The input is obligatory.

Delinquency:

The user may indicate in this zone a number of days which represents the normal lateness of the customer in his payments.

Release type:

This zone allows indication of the mode generally used for the management of payments with the customer. The mode of payments must have been previously defined in the mode of payments file (Menu Point 216, *Modes of Payment*). This field may be modified at any moment. Input is facultative.

Group code:

Allows indication of the number of a customer belonging to a group and bringing together customers sharing certain specifications. The number must already exist in the receivables file. This field is facultative.

Member code:

Allows indication of the number of the member defining the customer group indicated in the zone 'Group Number'.

Communication address:

This zone allows the linking of the customer to another address used for all communication destined for the customer.

Communication address Y/N:

This zone is not treated directly by SIMIC SYSTEM. It allows the use or not of the 'Communication Address'.

Statement address:

This allows the linking of the customer to another address used for sending statements to the customer.

BANK INFORMATION

```
RBM2212              SIMIC SYSTEM - RECEIVABLES          Company no : 107
                           Change a customer
Bank informations    11000          PLANET SA
Customer bank name  : SBS_LAUSANNE_____
Bank adress 1       : SOCIETE DE BANQUES SUISSE_____
Bank adress 2  :       PLACE ST-FRANCOIS_____
Bank adress 3       : 1000   LAUSANNE            Payment type      : _
Bank account + type : _____ / _   Charges due to cust.: N
Sort code   + type  : _____ / _   Advise    to cust.: N
LSV no              : _____ Complain code     : N
Taxe informations
Tax no + code       : _____ / _
Taxpayer no         : CH / 1505013
Base tax        F4: CH / 001 Taxe 6.5 %        Without VAT        : Y
Nature of account  F4: 002     Ivestissements
Tax location       F4: AAA     Lausanne
Credit informations                       User sort field 1   : U1-001
Credit limit    :   1000000000            User sort field 2   : _____
Credit info date/code:      / D           User sort field 3   : _____
Suspended      Y/N: N                     User sort field 4   : U4-001
Interest overdue Y/N: N                   User sort field 5   : _____
Reminders/Statem. Y/N: Y / Y              User sort field 6   : U6-001

F3=Exit                   F9=Next display                  F12=Cancel
```

Customer bank name:

This field allows input of the name of the customer's bank.

Bank address 1,2,3:

These three fields allow input of the name and address of the customers bank.

Bank account + type:

Allows definition of the references of the customer's bank (*Bank Relations* module).

Sort code + type:

Allows definition of the bank account number of the customer (*Bank Relations* module).

LSV number:

Coding for automatic deduction from the customer's account at his bank (*Bank Relations* module).

Payment type:

Indicates whether the transfer charges are to be debited to the customer thus increasing the amount paid during an automatic deduction.

Charges due to customer:

Indicates whether the transfer charges are to be debited to the customer thus increasing the amount paid during an automatic deduction.

Advice to customer:

Indicates whether it is necessary to produce a special advice note for the customer after an automatic deduction from his account.

Complain code:

Giving a deadline to the customer.

TAX INFORMATION

Tax number + code:

These zones allow specification, for information purposes, of a code defining the taxation used by the customer and a number in relation to the code

Taxpayer number:

This field allows input of the VAT taxpayer's number of the customer. The VAT code is composed of the country code (2 characters) and the taxpayer's number (15 characters at the most). This field is not obligatory.

Without VAT:

This zone indicates whether the customer is subject to VAT.
Y   The customer is not subject to VAT.
N   The customer is subject to VAT.

Base tax:

This composed field (2 positions + 3 positions) allows input of a base VAT code by default for invoices treated for this customer. It must be first input in Menu Point 75, *Base Tax.*

Nature of account:

This field allows definition of a nature (Menu Point 76, *Taxes - Nature of Account*) for invoices treated with VAT. It must be first input by the above menu point.

Tax location:

This field allows definition of a description (Menu Point 77, *Taxes - Tax Location*) for invoices treated with VAT. It must be input first by the preceding menu point.

CREDIT INFORMATION

Credit limit:

This allows specification, just for indication, of the limit of credit allocated to the customer. This information appears in certain screens and reports destined for the user.

Credit information date:

This allows specification of, just for indication, a date relating to the credit limit allocated to the customer.

Credit information code:

Allows specification, just for indication, of a code of credit allocated to the customer. The coding is left to the choice of the user.

Suspended (Y/N):

N   The customer is not suspended. He may be the object of a movement
Y   The customer is suspended, and any entry of movements (invoices) is impossible.
        The allocation of a payment by the customer is however possible.
        This field may be modified at any time.

Interest amount overdue Y/N:

This zone allows specification, for indication only, of whether the interest on amounts overdue should be calculated. The system does not in any case calculate this interest.

Reminders Y/N:

Y   Reminders are produced during the production of reminders (Menu Point
           242, *Reminders*).
N   No reminder is produced for this customer.

Statements Y/N:

Y   Statements are produced during the production of account statements (Menu Point
           239, 240, *User's Account Statements*, 241, *Standard Account Statements*).
N   No statement is produced.

User sort fields (1 to 6):

These six sort zones, allowing the coding of sorting criteria (Market, Country, Seller) are usable in certain reports. (Menu Point 247, *Ageing Report*).

GENERAL LEDGER INFORMATION

```
RBM2216                  SIMIC SYSTEM - RECEIVABLES        Company no : 107
                              Change a customer

 Customer no        : 11000          PLANET SA
 General ledger informations:
 GL account         : 11000CHF_____   DEBITEURS COLL CHF

 GL discount        : 69000_____   ESCOMPTES
 GL FX unrealised gain: 68000G_____   DIFF. CHANGE RE GAIN
 GL FX unrealised loss: 68000_____   DIFF. CHANGE RE
 GL FX realised   gain: 68001G_____   DIFF. CHANGE NR GAIN
 GL FX realised   loss: 68001_____   DIFF. CHANGE NR
                                                              Percent
 GL aut. income 1  + %: 60001_____   RECETTES 1          100.00_
 GL aut. income 2  + %: _____                        __0.00_
 GL aut. income 3  + %: _____                        __0.00_
 GL aut. income 4  + %: _____                        __0.00_
 GL aut. income 5  + %: _____                        __0.00_
 GL aut. income 6  + %: _____                        __0.00_
F3=Exit  F4=Account list   F8=GL account by currency   F9=Accept  F12=Cancel
```

The following zones are accessible by function key **F9**= Next screen. They concern the information in relation to the general ledger.

General Ledger account:

The system proposes the collective account defined in Menu Point 211, *Company Master* as a **primary collective account**. The user may however specify another primary collective account number used by this customer.
The primary collective account must be opened in company currency.
The user has the possibility of opening **secondary collective accounts in another currency than the company currency** with the help of function key **F8**=*Accounts per currency*.

```
RBM211C                     SIMIC SYSTEM              Company no : 107
            Work with general ledger account by currency

 Customer no + name . . .: 11000          PLANET SA

 Type your options, press ENTER
 4=Delete
 Opt Account        Description              Cur
  _  11000DEM       DEBITEURS COLL DEM       DEM
  _  11000FF        DEBITEURS COLL FF        FF
  _  11000USD       DEBITEURS COLL USD       USD

 F3=Exit                      F6=Create              F12=Cancel
```

During the input of a customer's movement (invoice), the system first looks for a secondary collective account in the invoice currency. If there isn't one, then it uses the primary collective account.
As soon as an account is indicated, it is automatically locked for direct input of transactions by the General Ledger. The user must use the 'Receivables' module to pass transactions into a collective account. This field may be modified at any time. However it is not advisable to do it there are open posts recorded in the replaced collective account

General Ledger discount:

The system proposes the discount account defined in Menu Point 211, *Company Master*. One may however specify another account number in which are processed the possible discounts accorded to the customer.
The user may modify this zone according to his wishes. This field may be modified at any moment.

Unrealised exchange difference Gain/Loss:

The system proposes the unrealised gain end loss accounts of exchange defined in Menu Point 211, *Company Master*. One may specify, however, other account numbers for the processing of unrealised gains and losses on the amounts in foreign currency of the 'Receivables' module.
The user may modify this zone according to his wishes. This field may be modified at any moment

Realised exchange difference Gain/Loss:

These zones have the same functions as the previous zones, but concern the treatment of gains and losses realised on amounts in foreign currency in the 'Receivables' module.

General Ledger Automatic income 1 2 3 4 5 6 + %   percent:

The system proposes the income accounts defined in menu point 211, *Company Master*. One may however specify other account numbers defining the six income accounts used most as a counterpart.
The system allows the amount of an invoice to ventilate in these six amounts. The repartition is carried out according to the repartition in the percentage defined.
These zones are not obligatory and may be modified at any time.
It is howerer, possible to put a generic account no (Eg. 60000*) which is completed during input. In this case the accont no is not checked.

216   RELEASE TYPES

GENERAL POINTS

This menu point allows management of the modes of payment of a company. This menu point is to be put in relation to the *Bank Relations* module. Use and definition of zones are at disposition in the '*Payables*' guide under the menu point 113, *Release types*.

217   STATEMENT INFORMATION

GENERAL POINTS

This menu point allows creation of a standard format by a page arrangement of texts and variables for the printing of customer's statements. (Menu Point 240, *Users' Statements).*
The user may create a format for each existing language. (Menu Point 19, *Language Master*).
The zone '*Statement Y/N'* of the customers' sheet indicates to the system if a customer is to be excluded from a statement (Menu Point 214, *Customer's Data*).
On printing , the format chosen by the system depends on the language input in the customer's sheet (Menu Point 214 *Customer's Data*).

Note :

The user has (for successive development reasons) 3 different statements at his disposition.

1. Menu Point	241, Standard Statements
	Standard form statements, without the user's intervention as to
	the form.
2. Menu Point	217, User's Statement Data
	240, User's Statements
	The user defines the form of the statement. The statement is
	based only on **open posts**.
3. Menu Point	220, User's Statement Data V94
	239, User's Statements V94
	The user defines the form of the statement. He has
	supplementary zones so as to produce **retroactive statements**.
	The statement is thus based **on all movements**.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme managed in Menu Point 16, *Security Data Master*:

1   Displays an image of 132 characters for the texts longer than 68 positions.
           Allows thus all information to be on the screen.

MANAGEMENT OF LANGUAGES FOR A STATEMENT

GENERAL POINTS

The user may independently of the format contents manipulate the statement by language or bring it from another company. In this case, the security officer may reduce the user's rights to just the modification of parameters relating to the printing format (Management of rights on function key **F9**=Accept to manage statement lines).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies the parameters of the printing of a statement and perhaps, if the user has the rights, he may modify the lines (texts and data) of the statement (function key **F9**=Accept).
3=Copy   Copies a statement from one language into another language.
4=Delete   Deletes a statement from a language.
5=Display   Displays a statement in one language and its contents.
7=Rename   Renames a statement in another language.

FUNCTION KEYS

F6=Create   Allows creation of a new format of statement texts.
F7=Copy from another company
                  Allows copying of formats from one company into the current company.

WORK DISPLAY

```
RBM219B                SIMIC SYSTEM - RECEIVABLES         Company No : 107
                     Change a language for a statement
 Language . . . .  F4: F  Français


 Lines per page 24-96: 72 Overflow lines 'D': 60
 Select your options, press ENTER.
 2=Change   3=Copy   4=Delete   7=Rename


 F3=Exit                          F9=Accept                    F12=Cancel
```

Language:

Obligatory parameter . Defines a statement. There can thus be as many statements as there are languages input in menu point 19, *Language Data*.

Lines per pages (24-96):

Allows definition of the number of lines printable on a page. By default 72 lines are printed on a page of format A4.

Overflow lines 'D':

Indicates to the system the last printing line of a line defined as type 'D' when, if required, an attached payment bulletin can be correctly printed.

MANAGEMENT OF THE CONTENTS OF A STATEMENT

GENERAL POINTS

The contents having been created, the user may input up to 999 lines, of different types, composed of texts and/or variables carried over from the customer's details sheet and invoice file.

The format is composed :

>   of a heading which may or may not repeat from page to page.
>   of a body formed, among other things, of the invoice amounts.
>   Of a page end.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify	Modifies a line of a statement.
3=Copy	Copies a line of a statement.
4=Delete	Deletes a line of a statement.
7=Rename	Renames a line of a statement.

FUNCTION KEYS

F4=List of variables

>   Displays the variables available to be added to lines.

F6=Create	Allows input of a new line.
F9=Accept	Validifies the input of a line.

WORK DISPLAY

```
RBM219B                 SIMIC SYSTEM - RECEIVABLES        Company No : 107
                     Change a language for a statement
 Language . . . .   F4: F   Français


 Lines per page 24-96: 72 Overflow lines 'D': 60
 Select your options, press ENTER.
 2=Change   3=Copy   4=Delete   7=Rename
 Opt Nr T *...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...
    001 H Client no : ($001)                                  Page :($024)
    002 H Conditions: ($011)                         Date   : ($027)
    003 H Date val. : ($010)   à ($040)          Monnaie : ($003)
    004 H               ($028)
    005 H               ($029)
    006 H               ($030)
    007 H               ($031)
    008 H               ($032)
    009 H               ($033)
    010 H -------->     ($038)
    011 H -------->     ($039)
    013 H -------->     ($012)
    014 H Descript.  Référence  Dt. fac  Dt. éch  Rappel          Montant x
    015 H Solde initial   ($040)                         ($036)
    016 D    ($007)      ($004)     ($005)   ($006)  ($026)  ($009)        +
    019 S Escomptes accordés                             ($037)
    020 S Solde                                          ($023)
    022 S Montant échu                                   ($025)
    100 S BVR Ligne  64. Total dû : ($034)     ($035)

 F3=Exit                          F6=Create                    F12=Cancel
```

Line number:

Obligatory numerical zone defining a line. The statement format is composed of a certain number of lines.

Type:

Each line is characterised by a type of line allowing the system to treat it in an adequate manner. Types available :

H=First page heading   Qualifies the heading lines only printing on teh first page of the statement.

P=Following pages headings   Qualifies the headings printing on every other page of the statement.

D=Lines of details   Qualifies the lines printing the customer's open posts.

R=End lines - not last page   Qualifies the 'end of page' lines of all pages except the last.

S=Last page end   Qualifies the 'end of page' lines on the last page.

Line' S' position:

Indicates the number of the line of the payment sheet attached to the last page of the statement on which the amount due must be printed.

Ex :   A4   72 lines
         BVR   26 lines
         Total   96 lines
         'S'   82 -> 82nd line

Data input line:

Input line on which one may introduce :
    a text
    some variables.

Variables available :

Variable No	Description	Length	Comments

Coming from the customer's details form :

Variable No	Description	Length	Comments
$001	Customer No	15	
$002	Location	15	Communication Address
$012	Name	30	
$038	Name 2	30	
$013	Address 1	30	
$014	Address 2	30	
$039	Address 3	30	
$015	Postal code	10	
$016	Town	30	
$017	Country	30	
$018	Search name	30	
$019	Telephone No	20	
$020	Contact	30	
$021	Fax No	20	
$022	Polite Code	30	
$028	Condensed Address 1	44	Consists of taking the contents of the six zones, Name 2, Address 2, Address 3, Town and Country and tightening them to the top so as to eliminate all blank lines.
$029	Condensed Address 2	44	
$030	Condensed Address 3	44	
$031	Condensed Address 4	44	
$032	Condensed Address 5	44	
$033	Condensed Address 6	44	
$058	Email address	50	
$099	Free text	120	This variable is filled up througt the 'User call' RBJSTM02A.

Coming from invoice information :

$003	Invoice currency	3	
$004	Reference	10	
$005	Invoice date	8	
$006	Date due	8	
$007	Description	30	
$008	User Text	30	
$009	Invoice amount	14	
$011	Terms of payment	30	
$023	Balance	14	
$025	Total overdue	14	
$026	Reminder level	1	
$034	Amount overdue (part 1)	7	Whole number
$035	Amount overdue (part 2)	3	decimals
$043	User contact 1	13	From user data, option 16, security.
$044	User contact 2	13	From user data, option 16, security.
$045	Full user name	25	From user data, option 16, security.
$046	User email	48	From user data, option 16, security.
$091	User name	10	
$092	Outqueue	10	
$099	Free text	120	This variable is filled up througt the 'User call' RBJSTM02A.

Diverse :

$010	Value date	8
$024	Page No	3
$027	Date	8

FORM OF INFORMATION PRODUCED

The execution of the statement is done on menu point 240, *User's Statements.*
The extract is composed only of open posts, of a total per currency, of a total per currency of amounts overdue at the chosen date value. (Menu Point 240, *User's Statements*).

218   REMINDER INFORMATION

GENERAL POINTS

This menu point allows creation of a standard format by a text and variable page arrangement for printing reminders (Menu Point 242, *Reminders*).
The user may create a format for each existing language and reminder level (Menu Point 19, *Language information*).
The "*Reminders Y/N*" zone of the customer's sheet indicates to the system whether the customer is to be excluded from reminders. (Menu Point 214, *Customer Information*)
On printing, the format chosen by the system depends on the input language on the customer's sheet. (Menu Point 214, *Customer Information*).

SPECIAL OPTIONS

Parameters (5) conditioning the image or the programme, managed in Menu Point 16, *Security Master*:

1   Displays an image of 132 characters for texts longer than 68 positions.
         Allows, therefore, all information to be on the screen.

MANAGEMENT OF REMINDERS PER LANGUAGE AND LEVEL

GENERAL POINTS

The user may, independently of the format contents, manipulate the reminder per language/level or bring it from another company. In this case, the security officer may reduce the users's rights to just the modification of parameters concerning the printing format. (Management of rights on function key **F9** = Accept for management of reminder lines).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies the printing parameters of a reminder and possibly, if the user
                has the rights, modifies the lines (texts and data) of the reminder
                (Function key **F9**=Accept).
3=Copy   Copies a reminder from one language/level.
4=Delete   Deletes a reminder from one language/level
5=Display   Displays a reminder in one language/level and its contents.
7=Rename   Renames a reminder in another language.

FUNCTION KEYS

F6=Create   Allows creation of a new format of reminder texts.
F7=Copy from another company
                Allows copying of the formats of a company into the current company.

WORK DISPLAY

```
RBM215B                  SIMIC SYSTEM - RECEIVABLES        Company no : 107
                     Change a reminder's language/level
 Language . . . . F4: F  Français
 Level  . . . . . 1-4: 1
 Lines per page 24-96: 72 Overflow lines 'D': 50
 Select your options, press ENTER.
 2=Change   3=Copy   4=Delete   7=Rename

F3=Exit                                    F9=Accept          F12=Cancel
```

Language:

Obligatory parameter. Defines, combined with the level, a reminder. Therefore there can be as many reminders at one level as there are languages input in Menu Point 19, *Language information*.

Level:

The system allows definition of 4 levels of reminder from, 1 to 4. (Menu Point 242, *Reminders*).

Lines per page (24-96):

Allows definition of the number of lines printable on a page. By default 72 lines on a page of A4 format.

Overflow lines 'D':

Indicates to the system the last line of printing of a line defined as a 'D' type and when a payment form attached may be correctly printed.

Characters per inch:

Indicates the size of characters for printing.

MANAGEMENT OF THE CONTENTS OF A REMINDER

GENERAL POINTS

The contents having been created, the user may input up to 999 lines, of different types, composed of texts and/or variables carried over from the customer's details sheet and invoice file.
The format is composed :
> of a heading which may or may not repeat from page to page.
> of a body formed, among other things, of the invoice amounts.
> of a page end.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies a line of a reminder.
3=Copy   Copies a line of a reminder.
4=Delete   Deletes a line of a reminder.
7=Rename   Renames a line of a reminder.

FUNCTION KEYS

F4=List of variables
                Displays the variables available to be added to lines.
F6=Create   Allows input of a new line.
F9=Accept   Validifies the input of a line.

WORK DISPLAY

```
RBM215B                 SIMIC SYSTEM - RECEIVABLES         Company no : 107
                      Change a reminder's language/level
Language . . . . F4: F  Français
Level  . . . . . 1-4: 1
Lines per page 24-96: 72 Overflow lines 'D': 50
Select your options, press ENTER.
2=Change   3=Copy   4=Delete   7=Rename
  001 H SIMIC INFORMATIQUE  72/50    >>> ($038)
  002 H GRAND'RUE 47                 >>> ($039)
  003 H
  004 H 1095 LUTRY
  005 H
  010 H CLIENT NO : ($001)              ($022)
  011 H                                 ($012)
  012 H                                 ($013)
  013 H                                 ($014)
  014 H                                 ($015)($016)
  015 H                                 ($017)
  016 H                                 ($019)
  017 H                                 A L'ATTENTION DE :
  018 H                                   ($020)
  019 H                                                                    +
  020 H                                 LAUSANNE, LE ($010)
  021 H Premier RAPPEL
  022 H CONDITIONS DE PAIEMENT : ($011)
  023 H MONNAIE              : ($003)
  024 H
  030 H DESCRIPTION   REFERENCE  DATE FACTURE  ECHEANCE        MONTANT
  121 P Premier RAPPEL                                    PAGE : ($024)
  122 P CONDITIONS DE PAIEMENT : ($011)
  123 P MONNAIE              : ($003)
  130 P DESCRIPTION   REFERENCE  DATE FACTURE  ECHEANCE        MONTANT
  201 D ($007)        ($004)     ($005)    ($006)    ($009)
  202 D ($008)
  301 R
  302 R CONTINUATION SUR PAGE SUIVANTE                              ./.
  401 S                                            ----------------
  402 S                           TOTAL DU RAPPEL      ($023)
  403 S                                            =================
  404 S
  410 S Après vérification de nos comptes, nous nous apercçevons que vous
  411 S n'avez pas encore payé ces factures.
  415 S Vous avez donc 10 jours pors payer ces factures.
  416 S Veuillez agréer, Monsieur, mes meilleures salutations.

F3=Exit                          F6=Create                       F12=Cancel
```

Line number:

Obligatory numerical zone defining a line. The reminder format is composed of a certain number of lines.

Type:

Each line is characterised by a type of line allowing the system to treat it in an adequate manner. Types available :

H=First page heading	Qualifies the heading lines only printing on the first page of the document.
P=Following pages headings	Qualifies the headings printied on every other page of the document.
D=Lines of details	Qualifies the lines printing the customer's open posts.
R=End lines - not last page	Qualifies the 'end of page' lines of all pages except the last.
S=Last page end	Qualifies the end of page lines printed on the last page.

Line' S' position:

Indicates the number of the line of the payment sheet attached to the last page of the reminder on which the amount due must be printed.

Ex :   A4   72 lines
        BVR   26 lines
        Total   96 lines
        'S'   82 -> 82nd line

Print type:

Indicates the sort of line to be printed.
This zone is intended for the printing of BVRs. However it can also be used for the other sorts of lines depending on its peculiarities.

Blank   Normal line. Follows the rules defined in the CL programme.
1   Full line with 15 CPI, font 223.
2   Full line with 10 CPI, font 011.
3   Full line with 10 CPI **bold**, font 046.
4   Line position   01-34, 15 CPI, font 223
                          50-109, 10 CPI, font 011.
5   Full line OCRB with 10 CPI, font 003.

Data input line:

Input line on which one may introduce :
            some text
            some variables.

Variables available :

Variable No	Description	Length	Comments

Coming from the customer's details form :

Variable No	Description	Length	Comments
$001	Customer No	15	
$002	Location	15	Communication Address
$012	Name	30	
$025	Name 2	30	
$013	Address 1	30	
$014	Address 2	30	
$026	Address 3	30	
$015	Postal code	10	
$016	Town	30	
$017	Country	30	
$018	Search name	30	
$019	Telephone No	20	
$020	Contact	30	
$021	Fax No	20	
$022	Polite Code	30	

User's guide

$032	Condensed Address 1	44	Consists of taking the contents of the six zones, Name 2, Address 2, Address 3, Town and Country and squashing them to the top so as to eliminate all blank lines.
$033	Condensed Address 2	44	
$034	Condensed Address 3	44	
$035	Condensed Address 4	44	
$036	Condensed Address 5	44	
$037	Condensed Address 6	44	

Coming from invoice information :

$003	Invoice currency	3	
$004	Reference	10	
$005	Invoice date	8	
$006	Date due	8	
$007	Description	30	
$008	User Text	30	
$009	Invoice amount	14	
$011	Terms of payment	30	
$023	Total	14	
$028	Total part 1	14	Whole numbers
$029	Total part 2	7	Decimals
$030	Invoice Type	3	
$052	BVR no	27	
$053	Extented BVR no	32	
$054	Amount for BVR line	10	
$055	Adherent no	9	
$056	BVR no (short)	16	
$057	Extented BVR no (short)	19	
$060	Full OCRB line	53	

Diverse :

$010	Reminder date	8
$024	Page No	3
$027	Date	8

FORM OF INFORMATION PRODUCED

The execution of the reminders is done on menu point 242, *Reminders*.
The extract is composed only of open posts and of a total per currency. (Menu Point 242, *Reminders*).

219   INVOICE INFORMATION

GENERAL POINTS

The menu point allows creation of a standard format by a text and variable page arrangement for the printing of invoices.
The user may create a format per existing language (Menu Point 10, *Language Data*) and the type of movements.
On printing , the format chosen by the system depends on the language input at the level of the customer's details sheet (Menu Point 214, *Customer's Data*) and the type of movement of the invoice.

The menu point is strictly linked to menu points 312 and 228, *LINK - USER'S INVOICES.*

The user feeds the user's invoice file from a file produced by the report writer (Menu Point 731, *Report Writer*) or a PC file. He converts them and prints invoices according to the formats defined in menu point 219.
If necessary, he converts this file using option 312 anf finally with option 228 which allows the printing of invoices and (on demand) filling the interface file for entry into receivables module.

MANAGEMENT OF INVOICES PER LANGUAGE/LEVEL/MOVEMENT TYPE

GENERAL POINTS

The user may, independantly of the format contents, manipulate the invoice per language and type of movement or carry it over from another company. In this case, the security officer may reduce the rights of the user to just the modification of parameters referring to the printing format. (Management of rights on function key **F9**= Accept to manage the invoice lines).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies the printing parameters of an invoice and possibly, if the user
          has the rights, modifies the lines (texts and data) of the reminder
          (Function key **F9**=Accept).
3=Copy   Copies an invoice from one language to another.
4=Delete   Deletes a reminder from one language.
5=Display   Displays a reminder in one language and its contents.
7=Rename   Renames a reminder in another language.

FUNCTION KEYS

F6=Create   Allows creation of a new format of invoice texts.

F7=Copy from another company
>   Allows copying of the formats of a company into the current company.

WORK DISPLAY

```
RBM217B                SIMIC SYSTEM - RECEIVABLES        Company No : 107
                      Change a language for an invoice
Language . . . .  F4: F  Français
Entry type        F4: ___
Lines per page 24-96: 72
Select your options, press ENTER.
2=Change   3=Copy   4=Delete   7=Rename

F3=Exit                            F6=Create                F12=Cancel
```


Language:

Obligatory parameter . Defines an invoice. There can thus be as many invoices as there are languages input into menu point 19, *Language Data*.

Entry type :

Not obligatory parameter . The default is BLANK, but the user may have a diiferent layout according with the movement type of the invoice.

Lines per pages (24-96):

Allows definition of the number of lines printable on a page. By default 72 lines are printed on a page of format A4.

MANAGEMENT OF THE CONTENTS OF INVOICE IN ONE LANGUAGE

GENERAL POINTS

The contents having been created, the user may input up to 999 lines, of different types, composed of texts and/or variables carried over from the customer's details sheet and invoice file.
The format is composed :
>   of a heading which may or may not repeat from page to page.
>   of a body formed, among other things, of the invoice amounts.
>   of a page end.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies a line of a reminder.
3=Copy   Copies a line of a reminder.
4=Delete   Deletes a line of a reminder.
7=Rename   Renames a line of a reminder.

FUNCTION KEYS

F4=List of variables   Displays the variables available to be added to lines.
F6=Create   Allows input of a new line.
F9=Accept   Validifies the input of a line.

WORK DISPLAY

```
RBM217B                    SIMIC SYSTEM - RECEIVABLES          Company No : 107
                           Change a language for an invoice
Language . . . .  F4: F  Français
Entry type        F4 :
Lines per page 24-96: 72
Select your options, press ENTER.
2=Change   3=Copy   4=Delete   7=Rename
Opt Nr T *...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...
 _ 001 H Simic Informatique
 _ 002 H 1095 Lutry
 _ 005 H                                        ($025)
 _ 006 H                                        ($012)
 _ 007 H                                        ($019)
 _ 010 H                       ($035)
 _ 011 H                       ($036)
 _ 012 H                       ($037)
 _ 013 H                       ($038)
 _ 014 H                       ($039)
 _ 015 H                       ($040)
 _ 019 H
 _ 020 H                                        Lutry, le ($033)
 _ 021 H
 _ 028 H                                        Invoice date  : ($005)
 _ 029 H ($034)              : no ($004)        Due date      : ($006)
 _ 031 H Currency            ($003)
 _ 032 H _____
 _ 033 H
 _ 101 D ($007)                                              ($009)
 _ 102 D ($008)
 _ 200 S                                                ------------
 _ 201 S Total invoice                                      ($026)
 _ 210 S                                                ============

F3=Exit                          F6=Create                       F12=Cancel
```

Line number:

Obligatory numerical zone defining a line. The reminder format is composed of a certain number of lines.

Drawer 1-2 :

The dwawer 2 is used in Switzerland to print a special page for the paiement.

In this case, the type of the line must be 'S' and must have a valid value in the zone 'Position' (other than '00'). In that case, all the first pages will be completely printed.
The default value is '1'.

Type:

Each line is characterised by a type of line allowing the system to treat it in an adequate manner. Types available :

H=First page heading	Qualifies the heading lines only printing on the first page of the document.
P=Following pages headings	Qualifies the headings printing on every other page of the document.
D=Lines of details	Qualifies the lines printing the customer's open posts.
R=End lines - not last page	Qualifies the 'end of page' lines of all pages except the last.
S=Last page end	Qualifies the 'end of page' lines on the last page.

Line' S' position:

Indicates the number of the line of the payment sheet attached to the last page of the statement on which the amount due must be printed.

Ex :   A4   72 lines
        BVR   26 lines
        Total   96 lines
        'S'   82 -> 82nd line

Print tyep/Overlay:

Print type :
Indicates the sort of line to be printed.
This zone is intended for the printing of BVRs. However it can also be used for the other sorts of lines depending on its peculiarities.

Blank	Normal line. Follows the rules defined in the CL programme.
1	Full line with 15 CPI, font 223.
2	Full line with 10 CPI, font 011.
3	Full line with 10 CPI **bold**, font 046.
4	Line position 01-34, 15 CPI, font 223
	50-109, 10 CPI, font 011.
5	Full line OCRB with 10 CPI, font 003.

Print typ/Overlay:

Overlay :
Indicates the print overlay to be added on the invoice.
This number is transferred to the 'user call' RBJFAC02A which must give the name of the overlay with its library.
Only numbers (0 à 9) are accepted.

Data input line:

Input line on which one may introduce :
      a text
       some variables.

Variables available :

Variable No	Description	Length	Comments

Coming from the customer's details form :

Variable No	Description	Length	Comments
$001	Customer No	15	
$002	Location	15	Communication Address
$012	Name	30	
$013	Name 2	30	
$014	Address 1	30	
$015	Address 2	30	
$016	Address 3	30	
$017	Postal Code	10	
$018	Post Office	2	
$019	Town	30	
$020	Country	30	
$021	Search name	30	
$022	Telephone No	20	
$023	Contact	30	
$024	Fax No	20	
$025	Polite Code	30	
$035	Condensed Address 1	44	Consists of taking the contents of the six zones, Name 2, Address 2, Address 3, Town and Country and squashing them to the top so as to eliminate all blank lines.
$036	Condensed Address 2	44	
$037	Condensed Address 3	44	
$038	Condensed Address 4	44	
$039	Condensed Address 5	44	
$040	Condensed Address 6	44	
$041	VAT code (company)	18	
$042	VAT code (customer)	18	

Data concerning invoices :

Variable No	Description	Length	Comments
$003	Invoice currency	3	
$004	Reference	10	
$005	Invoice date	8	
$006	Date due	8	
$007	Line description 1	25	
$008	User Text	30	
$009	Line amount	14	
$010	Invoice Type	30	
$011	Terms of payment	30	
$026	Total (complete)	14	
$028	Total 1 (part 1)	7	Whole numbers
$029	Total 2 (part 2)	3	Decimals

$031	Reference 2	10
$032	Reference 15	10
$034	Description type	17
$043	Order no	10
$044	Discount date	8
$047	Total net amount	14
$048	Total taxes	14
$049	Tax code (0-9)	20
$050	Release type	30
$051	Unit price	12
$052	BVR no	27
$053	Extented BVR no	32
$054	Amount for BVR line	10
$055	Adherent no	9
$056	BVR no (short)	16
$057	Extented BVR no (short)	19
$060	Full OCRB line	53
$027	Number of Page	3
$033	Date of Day	8

Data concerning release types :

($061)	RLS Bank clearing	24
($062)	RLS Debit account	24
($063)	RLS Holder ident.	24
($064)	RLS Bank office ident.	24
($065)	RLS IBAN code	47
($066)	AP Name 1	30
($067)	AP Name 2	40
($068)	AP Address 1	30
($069)	AP Address 2	30
($070)	AP Address 3	30
($071)	AP Post code	10
($072)	AP town	30
($073)	AP Post office	2
($074)	AP Country	30
($075)	AP Contact name	30
($076)	AP E-mail adress	50
($077)	AP Condensed adress 1	44
($078)	AP Condensed adress 2	44
($079)	AP Condensed adress 3	44
($080)	AP Condensed adress 4	44
($081)	AP Condensed adress 5	44
($082)	AP Condensed adress 6	44

FORM OF INFORMATION PRODUCED

According to menu points 311, 312, 313, *LINK - USER'S INVOICES*, the invoices are printed; the interface file to feed the invoice file and create equivalent vouchers in the G.L. is filled.

220   STATEMENT INFORMATION V94 (239)

GENERAL POINTS

This menu point allows creation of a standard format for a text and variable page arrangement for printing customer's statements (Menu Point 239, *User's Statements V94*).
The user may create a format per existing language (Menu Point 19, *Language Data*). On printing the format chosen by the system depends on the language input in the customer's details sheet. (Menu Point 214, *Customer's Information*).

The user has (for reasons of successive developments) 3 different statements available.

1. Menu Point   241, Standard Statements
                 Standard Statement form without user's intervention as to the form.
2. Menu Points 217, Users' Statement Information
         and   240, Users' Statements
                 The user defines the form of the statement. The statement is
                 based only on **open posts**.
3. Menu Points 220, Users' Statements Information V94
         and   239, Users' Statements V94
                 The user defines the form of statement. He has supplementary
                 zones so as to produce **retroactive statements**. The statement is
                 thus based on **all movements.**

MANAGEMENT OF STATEMENTS PER LANGUAGE

GENERAL POINTS

The user may independently of the format contents, manipulate the statement per language or carry it over from another language. In this case the security officer may reduce the rights of the user to just modification of the parameters relating to the printing format. (Management of right on function key **F9**=Accept to manage the statement lines).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify	Modifies the printing parameters of a statement and, if the user has the rights, modifies the lines (texts and data) of the statement (Function key **F9**=Accept).
3=Copy	Copies a statement from one language to another.
4=Delete	Deletes a statement in one language.
5=Display	Displays a statement in one language and its contents.
7=Rename	Renames a statement in another language.

FUNCTION KEYS

F6=Create   Allows creation of a new format of statement texts.
F7=Copy from another company
                   Allows copying of formats from one company into the current company.

WORK DISPLAY

```
RBM218B                  SIMIC SYSTEM - RECEIVABLES           Company No : 10
                       Change a language for a statement
Language . . . .  F4: F  French

Lines per page 24-96: 72 Overflow lines 'D': 60
Select your options, press ENTER.
2=Change   3=Copy   4=Delete   7=Rename
```

Language:

Obligatory parameter. Defines a statement. There can thus be as many statements as there are languages input in menu point 19, *Language Information*.

Lines per pages (24-96):

Allows definition of the number of lines printable on a page. By default 72 lines are printed on a page of format A4.

End of Page Line 'D':

Indicates to the system the last line of printing of a line defined as a 'D' type line. A payment form attached may be correctly printed.

MANAGEMENT OF THE CONTENTS OF A STATEMENT

GENERAL POINTS

The contents having been created, the user may input up to 999 lines, of different types, composed of texts and/or variables carried over from the customer's details sheet and invoice file.
The format is composed :
> of a heading which may or may not repeat from page to page.
> of a body formed, among other things, of the invoice amounts.
> of a page end.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

2=Modify   Modifies a line of a reminder.
3=Copy   Copies a line of a reminder.
4=Delete   Deletes a line of a reminder.
7=Rename   Renames a line of a reminder.

FUNCTION KEYS

F4=List of variables
> Displays the variables available to be added to lines.

F6=Create   Allows input of a new line.
F9=Accept   Validifies the input of a line.

WORK DISPLAY

```
RBM218B               SIMIC SYSTEM - RECEIVABLES         Company No : 10
                     Change a language for a statement
Language . . . .   F4: F   Français

Lines per page 24-96: 72 Overflow lines 'D': 60
Select your options, press ENTER.
2=Change   3=Copy   4=Delete   7=Rename
Opt Nr T *...+... 1 ...+... 2 ...+... 3 ...+... 4 ...+... 5 ...+... 6 ...+...
    001 H Client no : ($001)                                    Page :($024)
    002 H Conditions: ($011)                        Date   : ($027)
    003 H Date val. : ($010)   à ($040)           Monnaie : ($003)
    004 H              ($028)
    005 H              ($029)
    006 H              ($030)                                statement new
    007 H              ($031)
    008 H              ($032)
    009 H              ($033)
    010 H -------->    ($038)
    011 H -------->    ($039)
    013 H -------->    ($012)
    014 H Descript.  Référence  Dt. fac  Dt. éch  Rappel         Montant x
    015 H Solde initial   ($040)                          ($036)
  016 D    ($007)      ($004)     ($005)   ($006)   ($026)  ($009)
    019 S Escomptes accordés                             ($037)
    020 S Solde                                           ($023)
    022 S Montant échu                                    ($025)
    100 S BVR Ligne  64. Total dû : ($034)     ($035)

 F3=Exit                        F6=Create                        F12=Cancel
```

In heavy type are the supplementary variables available.

Line number:

Obligatory numerical zone defining a line. The reminder format is composed of a certain number of lines.

Type:

Each line is characterised by a type of line allowing the system to treat it in an adequate manner. Types available :

H=First page heading	Qualifies the heading lines only printed on the first page of the document.
P=Following pages headings	Qualifies the headings printing on every other page of the document.
D=Lines of details	Qualifies the lines printing the customer's open posts.
R=End lines - not last page	Qualifies the 'end of page' lines of all pages except the last.
S=Last page end	Qualifies the end of page lines printed on the last page.

Data input line:

Input line on which one may introduce :
a text
some variables.

Variables available :

Variable No	Description	Length	Comments
	Coming from the customer's details form :		
$001	Customer No	15	
$002	Location	15	Communication Address
$012	Name	30	
$038	Name 2	30	
$013	Address 1	30	
$014	Address 2	30	
$039	Address 3	30	
$015	Postal Code	10	
$016	Town	30	
$017	Country	30	
$018	Search name	30	
$019	Telephone No	20	
$020	Contact	30	
$021	Fax No	20	
$022	Polite Code	30	
$028	Condensed Address 1	44	
$029	Condensed Address 2	44	
$030	Condensed Address 3	44	
$031	Condensed Address 4	44	
$032	Condensed Address 5	44	
$033	Condensed Address 6	44	
$058	Email address	50	

Data concerning invoices :

$003	Invoice currency	3	
$004	Reference	10	
$005	Invoice date	8	
$006	Date due	8	
$007	Line description 1	25	
$008	User Text	30	
$009	Line amount	14	
$011	Terms of payment	30	
$023	Balance	14	
$025	Total overdue	14	
$026	Reminder level	1	
$034	Amount overdue (part 1)	7	Whole number
$035	Amount overdue (part 2)	3	decimals
$036	Opening balance	14	
$037	Discount	14	

Diverse :

$010	Value date	8	
$024	Page No	3	
$027	Date	8	
$043	User contact 1	13	From user data, option 16, security.
$044	User contact 2	13	From user data, option 16, security.
$045	Full user name	25	From user data, option 16, security.
$046	User email	48	From user data, option 16, security.
$091	User name	10	
$092	Outqueuel	10	

FORM OF INFORMATION PRODUCED

The execution of the statement is done on menu point 239, *Users' Statements V94*.
The extract is composed of an initial balance of all movements and discount totals accorded between the two chosen dates, and finally of the final balance and total due (Menu Point 239, *Users' Statements V94*).

USE OF THE SYSTEM

221   INPUT OF MOVEMENTS

GENERAL POINTS

This menu point allows recording of an invoice and processing it in one operation only.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed in Menu Point 16, *Security Data*:

1   During the input of a movement (invoice, CN...) the system does **not** automatically transfer the number of the invoice into *Reference 1 zone* of the imputation voucher in the G.L.
2   The first Reference 2 zone met is duplicated in each line of the imputation voucher in the G.L. for this invoice.
3   During input of a movement (invoice, CN....) the system does not transfer the user text into Description 1 zone of the imputation voucher in the G.L.
5   Allows a line with quantities without an amount.

10   Transforms the small letters input in the "*Description*" zones into capital letters.
11   (Screen option). The value date of the General ledger account transaction takes the value date of the first transaction detail.
13   (screen option). The customer no and name are transferred in description 2 instead of description 1.
14   (screen option). The user text is transferred in description 2 instead of description 1.

FUNCTION KEYS

F4=Alpha Search   During the recording of a new invoice, the function allows display of the list of customers selected in alphabetical order according to their number, name or type.
F4=Invite   Allows display of information on a window and perhaps choosing one of them.
F9=Accept   Validifies the modifications made to the information.
F14=Search per character
                       During the recording of a new invoice, the function allows display of the list of customers selected according to the characters forming their name.

INFORMATION INPUT-INVOICES

WORK DISPLAY

```
RBM2245                SIMIC SYSTEM - RECEIVABLES      Company no : 107
                            Data entry               Data set  : 1 / 04

 Comp. taxpayer F4: CH  123456_____      SIMIC INFORMATIQUE
 Override period  : 04  AVRIL
 Customer No  . F4: 11000_____  NameF4/14: PLANET SA
                                     Location : ECUBLENS
 Cust. taxpayer no:
 Entry type . . F4: 101                   Invoice
 User entry type  :
 Reference no . . : 0000000023        VAT used      : Y (1/2/Y/N)
 Reference date . : 30041996          Due date . . . : 30051996
                                      Discount date  : 10051996
 Currency . . . F4: CHF
 Foreign amount F4:_____100.00     Company amount : _____100.00

 Terms  . . . . F4: A01 30 JOURS, 10 JOURS 2%_
 User text  . . . : _____
 BVR no . . . . . : 321456789
 Release type   F4: DTA PMT STD SFR
 Order no . . . . : COM10____          GL account used: 11000CHF
 Voucher no . . . :      94627         Run no . . . . : 0004377
 F3=Exit                  F9=Next display                F12=Cancel
```

Company taxpayer:

This field allows input of the number of the company VAT taxpayer. The VAT code is
composed of the country code (2 characters) and the taxpayer number (15 characters at the
most). This field isn't obligatory.
The code input at the company level (Menu Point 11, *Company Master*) is displayed by
default.

Override period:

This field allows processing the invoice in a period other than the current period. The system
proposes the 'Receivables' period defined at the level of the Company Master. The period
may be modified according to the rights attributed to the user. (See *'Security'* guide).

Customer number:

This zone allows indication of the customer number for which the invoice is recorded. The
function key **F4** and **F14** allow searching for the customer in question.

Name:

This zone allows indication of the name of the customer for which the invoice is recorded.
The function key **F4** and **F14** allow searching for the customer in question.

Customer taxpayer number:

This field allows input of the customer VAT taxpayer number. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at most). This field isn't obligatory.
The code input at the level of the customer's sheet (Menu Point 214, *Customer* I*nformation*) is displayed by default.

Entry type:

This compulsory field allows choice of the type of input movement. A certain number of codes are delivered with the system. The user can manage them under Menu Point 204, *Movement Input Type.*

User entry type:

This zone allows attribution of a type to the invoice. The type is determined by the user and is the object of no check. This zone is facultative.

Reference number:

During the recording of a new invoice, the system proposes a number according to criteria defined by the automatic numbering of invoices at the Company Master level. The user may, if he wants, change the number and opt for alphanumeric numbering of his choice.
This number is then no longer modifiable.

VAT used Y/N:

Allows definition of whether the input movement is linked to VAT or not. The code by default is retaken from the company (Menu Point 11, *Company Master*).
Y   The movement is subject to VAT.
N   The movement is not subject to VAT.
1-2   The movement is subject to VAT. This code can override the default retaken from the company (except if N is in the company).

Reference date:

Allows input of the invoice date. This date is used as a basis for calculation of the date the payment is due. The date must be indicated in the European format DDMMYYYY.

Due date:

Allows input of the date the invoice is due to be paid. If the zone is left empty, the date is calculated automatically. The system is based on the invoice date and on the terms of payment indicated. To calculate the discount linked to payment conditions the fact of indicating the due date may prevent the system from calculating the discount if the criteria defined in the terms are not fulfilled.

Discount date:

This zone allows input of the due date of the discount accorded on this invoice. If the zone is left empty, the date is calculated automatically. The system is based on the invoice date and on the terms of payment indicated.

Currency:

During the recording of an invoice, the system proposes the company money. The user may indicate the code of the original currency of the invoice as long as it is defined in the Currency Master.

Foreign amount:

Allows input of the amount of the invoice, the second in the base currency of the company. If the amount is not imposed in company currency, the system calculates the amount using the rate of the period defined in the Currency Master.

Company amount:

This zone allows input of the amount of the invoice in company currency. If the field is left empty, the system calculates the amount using the rate of the period defined in the Currency Master.

Terms:

Allows specification of the code of the payment terms of the invoice, as long as this code has been previously defined. If the zone is left empty, the terms of payment defined at the customer's level is automatically applied. (Menu Point 214, *Receivables*).

User text:

This allows input of a description concerning the invoice. This zone is retaken by the system as a description of transactions during processing of the invoice.

BVR number:

Allows indication of the reference and the member's number when making an electronic payment by BVR and BVR+. An optical character reader OCR may be used for the automatic input of this zone.

Release type:

Allows specification of the code of the mode of payment of the invoice as long as this code has been previously defined. If the zone is left empty, the mode of payment defined at the customer's level is automatically defined (Menu Point 214, *Receivables*).

Order number:

Allows application to the invoice of a reference relating to the order placed by the customer. This facultative zone is indicated only for information.

Voucher number:

Indicates the number of the voucher in which the transactions are processed. The system refers to company data in the G.L. to attribute a number.

G.L. account used:

Indicates the collective account which will be used for the imputation of the invoice in the G.L. (Menu Point 214, *Receivables*).

Run number:

Indicates the lot number attributed automatically by the system to this movement input.

INFORMATION INPUT - PREPAYMENTS

GENERAL POINTS

The user has the possibility of splitting up an invoice into several accounts of different amounts and different due dates. For this he uses Function Key **F4** on the *Invoice currency amount* zone to display the management of accounts image.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTIONS KEYS

F6=Create   Adds an account.
F9=Accept   Validifies the input prepayments and returns to the input screen of
                 invoice information.

WORK DISPLAY

```
RBM224B                    SIMIC SYSTEM - RECEIVABLES           Company no : 107
                             work with prepayment               Data set   : 1
Customer No  . . : 11000
Name . . . . . . : PLANET SA
Reference no . . : 0000000023
Reference date . : 30041996
Currency . . . . : CHF
Foreign amount . :          100.00
Balance  . . . . :            0.00
                            Due       Discount
No      Prepayment    Trm   Date        Date     User text
001          70.00    A01   30041996   10051996  PREPAYMENT 1
002          30.00    A01   30051996   10051996  PREPAYMENT 2

F6=Create                        F9=Accept                          F12=Cancel
```


Customer number:

Indicates for information the customer's number of the input movement.

Name:

Indicates for information the customer's name of the input movement.

Reference number:

Indicates for information the reference number of the input movement.

Reference date:

Indicates for information the date of the reference of the input movement.

Foreign Amount Currency:

Indicates the amount input in the 'invoice currency amount'. The accounts total input must correspond with this amount.
If no amount is input in the zone 'invoice currency amount', the total of the accounts is transferred automatically into this zone.

Balance:

Indicates the balance after each input of prepayments.

Number:

The user has the possibility of splitting an invoice into up to 999 accounts.

Prepayment:

Allows input of the amount of the prepayment in input invoice or movement currency.

Terms:

Terms of payment applied to this account. (Function Key **F4**= Invite allows choice of terms of payment with help of a window).

Due date:

Allows input of the due date of the account.

Discount date:

Allows input of the discount date of the account.

User Text:

Allows input of a user text per prepayment.

INFORMATION INPUT - GENERAL LEDGER

GENERAL POINTS

When information concerning the movement is input, the user validifies them with the help of function Key F9= *Next screen* and the system displays the screen of information management concerning the repartition of the deduction in the G.L.

The first part of the screen displays information about the invoice and also the balance.
The second part allows input of the deduction of movements in the G.L. The layout of this part is similar to the input screen of a voucher in the G.L. (Menu Point 21, *Voucher Input)*.

The information contained in the customer's details sheet (Menu Point 214, Receivables) concerning the deduction in the G.L. (Collective account, product accounts - up to 6 accounts with the repartition in %) serve as a base for the automatic repartition of the amount of the invoice.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTION KEYS

F4=Invite	Allows display of account chart in a window and selection of an account which is taken into the input field.
	Allows display of texts input in menu point 17, *Transaction texts* in a window and selection of a standard text which is taken into the input fields concerned.
	The code # + the text number will display directly this label.
F6=Add	Allows keying a detail line in a window with a gross amount.
F8=Taxes	Allows management of taxes linked to the input invoice.
F9=Accept	Validifies the input.
F10=Suspend	Allows suspension of the processing of a voucher. The voucher will be brought up to date and validified later by menu point 225, *Revision of suspended invoices*.
F11=Extension	Adds 50 input lines to the voucher.

WORK DISPLAY

1rst part, information taken from the previous screen as well as the customer's details sheet

The zones by default of the customer (Menu Point 214, *Receivables*) :
        - Collective Account (does not appear on screen)
        - Deduction Accounts G.L.
        - VAT , base, nature and location codes in the case of an invoice with VAT
        - Original amount of the invoice calculated automatically gross according to the
VAT codes and shared according to the repartition key defined in the customer's
details sheet.
        (When the invoice is linked to VAT tax the system considers the amount of the
invoice as 'net' and automatically calculates the gross repartition on the product
accounts).

```
RBM2246                 SIMIC SYSTEM - RECEIVABLES          Company no : 107
                            Data entry                      Data set   : 1
Reference: 0000000023
Type     : 101            Invoice
Customer : 11000          PLANET SA          Period      : 04 AVRIL
Currency   CHF          100.00               Voucher no      :       94627
           CHF          100.00               Quantity balance:
Date     : 30041996  Due date: 30051996      Balance         :        6.10
    Account (F4)             Original amount  Cur Exchange rate  Company amount
Description 1               Refer. 1   Refer. 2   Refer. 3          Quantity
Description 2               VAT Base    Nat   Loc  Value date
0001 60001_____  REC. 1 _____  93.90-  CHF _____  _____
11000 PLANET SA             0000000023
_____   CH / 001   002   AAA _____
0002 _____       _____   _____  _____
_____
_____ __ / _____    _____
_____    F6=Add   F8=Taxes      F9=Accept       F10=Suspend     F11=Ext.
```

Reference:

Indicates the reference number for the input invoice.

Type:

Indicates the type of input movement (credit note, invoice, ...)

Customer:

Indicates the customer for whom the invoice is deducted.

Period:

Indicates the period in which the invoice is deducted.

Currency:

Indicates the net amount of the invoice (VAT included) in invoice currency and in company currency.

Voucher:

Indicates the number of the voucher used to deduct the invoice.

Date:

Indicates the invoice date.

Due date:

Indicates the due date of the invoice.

Quantity balance:

This field is not accessible to the input. It displays the quantity balance for checking.

Balance:

This field is not accessible to input. It allows the system to display possible differences produced during an input error. The balance must always be zero so that the user may process or suspend the invoice.

2nd part, Information concerning the deduction in the G.L. and the calculation of VAT

The moment that the user presses the 'Enter' key, the checking process of information as well as the deduction and automatic calculation of VAT is begun. In other words, the system proceeds to verify the contents of the zones of the input grill and perhaps add deduction lines of VAT according to the VAT codes preceding account.
If that the system finds an incoherence it indicates the faulty fields. The key 'Enter' may be used as many times as is necessary.
This function is designed to check the input before its validification by the function key **F9**.

```
RBM2246                SIMIC SYSTEM - RECEIVABLES           Company no : 107
                            Data entry                       Data set  : 1
 Reference: 0000000023
 Type    : 101              Invoice
 Customer : 11000          PLANET SA        Period       : 04 AVRIL
 Currency   CHF        100.00              Voucher no      :      94627
            CHF        100.00              Quantity balance:          0
 Date    : 30041996  Due date: 30051996   Balance         :       0.00
    Account (F4)            Original amount  Cur Exchange rate  Company amount
 Description 1             Refer. 1   Refer. 2   Refer. 3           Quantity
 Description 2             VAT Base   Nat    Loc  Value date
 0001 60001_____  REC. 1 _____93.90-  CHF ___1.0000000_ _____93.90-
 11000 PLANET SA_____      0000000023_____   _____0_
 _____  CH / 001    002   AAA 30041996
 0002 21000CH_____TVA CH _____6.10-  CHF ___1.0000000_       _____6.10-
 11000 PLANET SA_____      0000000023
 _____  CH / 001    002   AAA
 ____   F6=Add     F8=Taxes      F9=Accept      F10=Suspend      F11=Ext
```

Account:

These zones allow input of the account numbers of the processing. The system offers **accounts defined in the customer's details sheet**. However, the accounts may be modified. All accounts in the Chart of Accounts may be used except the collective accounts specified for the management of Receivables or Payables. The function key **F4** displays in a window a selection of accounts according to the information contained in the current zone.

Original amount:

These zones allow ventilation of the amount of the invoice in original currency. The system converts these amounts into company currency at the rate defined in the currency file for the chosen period.
A positive amount corresponds to a debit (charge) and a negative amount to a credit (product). The debited amounts must be validified by the key ' Open Field'. The amounts credited must either be validified by the key 'Open Field' or be followed by the sign '-' and then be validified by the key 'Open Field'.

Currency:

The system displays in these fields the original currency of the invoice. It is the processing currency of the invoice.

Current exchange rate:

The system automatically uses the rate calculated during the introduction on the invoice (previous screen).

Company amount:

These zones always indicate the amounts of transactions in the base company currency. The amounts are calculated from the original amounts and the exchange rates of the period defined in the currency file. If the user has introduced a different exchange rate for a transaction the conversion will be made based on the specific rate for this transaction only. When changing an exchange rate it is necessary to erase the contents of the zones containing the company amount so as to allow the system to display the new converted amount.

Description 1:

These zones allow input of the descriptions of the transactions of the processing of the invoice. If the zone is left empty, the system automatically places, either the number and name of the customer, or the user text for the case of this zone having been input.

Description 2:

This zone allows input of a secondary description.

Reference 1:

This field allows the transaction to be referenced, according to the criteria defined previously by the user for later analysis throughout the 'Report Writer' module. The contents of this field may be used later as a selection criterion. Ten alphanumeric characters are allowed. If the zone is left empty, the system automatically places the invoice reference.

Reference 2:

Same function as the previous field. The system allows the user to refine the criteria of selection by using a second reference zone.

Reference 3:

Same function as the previous field. The system allows the user to refine the criteria of selection by using a third reference zone.

Quantity:

The system allows input in this zone an idea of quantity for information purposes.

VAT base:

Indicates to the system the base calculation code (VAT rates and account) for the deduction of VAT. The base is composed of two zones of respectively two and three positions.
The zone is filled automatically with the data contained in the customer's details sheet by default.
Function Key **F4** displays in a window a selection of codes according to the information contained in the first zone.

Nature:

Indicates to the system the 'nature' code in relation to the possible deduction of VAT.
Function Key **F4** displays in a window the codes available.
The zone is automatically filled with data contained in the customer's details sheet by default.

Location:

Indicates to the system the 'Location' code in relation to possible deduction of VAT.
Function key F4 displays in a window the codes at disposition.
The zone is filled automatically with data contained in the customer's details sheet.

Operations on VAT using function key F8.

This key allows management of information concerning taxes.

```
RBM2241                    SIMIC SYSTEM - RECEIVABLES          Company no : 212
                           Change a tax entry                  Data set   : 1
 Reference no  : 0000000036
 Customer  no  : 00085           C - CLIENT 2
 Voucher   no  :        197

 Base amount FC: _____342.72_
 Rate  . . . . :    1.0000000
 Base amount CC: _____342.72_

 Base VAT no F4: CH 001   6.500   Taxe 6.5 %
 Nature      F4: 001             Services
 Location    F4: L01             Suisse
 GL account  F4: 40001_____ CHF TAXES 1---------------------X

 Taxe amount FC: _____22.28-
 Rate  . . . . : ___1.0000000_
 Taxe amount CC: _____22.28-

 Description 1 : 00085 C - CLIENT 2_____
 Description 2 : _____
 Ref. 1/2/3    : 0000000036 / _____ / _____
 Value date    : 02011996
 F9=Accept                  F19=Accept & return              F12=Cancel
```

225   REVISION OF SUSPENDED MOVEMENTS

GENERAL POINTS

This menu point allows management of movements suspended during their input, using function key **F10** (Menu Point 221, *Input of Movements*).

As soon as a movement has been selected to be treated, the procedures of recording, ventilation and processing are the same as for an input in menu point 221, *Input of Movements.*

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or programme, managed in Menu Point 16, *Security Master:*

2   The first Reference 2 zone met is duplicated in every line of the deduction
           voucher in the G.L. for this invoice.
5   Allows a line with quantities without an amount.

FUNCTION KEYS

F6=Add Allows keying a detail line in a window with a gross amount.
F8=Taxes   Allows management of taxes linked to the input invoice.
F9=Accept   Validifies the input.
F10=Suspend   Allows suspension of the processing of the voucher. The voucher can be
                  brought up to date and valued later by menu point 225, *Revision of
                  Suspended* Movements.
F11=Extension   Adds 50 input lines to the voucher.
F23=Delete   Allows deleting of suspended invoice.

WORK DISPLAY

For the use and the definition of zones, please refer to Menu Point 221, *Movement Input*.

```
RBM2245               SIMIC SYSTEM - RECEIVABLES        Company no : 107
                         Entry from suspend             Data set   : 1 / 04

 Comp. taxpayer F4: CH  123456              SIMIC INFORMATIQUE
 Override period  : 04  AVRIL
 Customer No  . F4: 11000_____  NameF4/14: PLANET SA_____
                                     Location : ECUBLENS
 Cust. taxpayer no: __ _____
 Entry type . . F4: 101                     Invoice
 User entry type  :
 Reference no . . : 0000000013             VAT used      : Y (1/2/Y/N)
 Reference date . : 30041996               Due date . . . : 30051996
                                           Discount date  : 10051996
 Currency . . . F4: CHF
 Foreign amount F4: _____100.00     Company amount : _____100.00_

 Terms  . . . . F4: A01 30 JOURS, 10 JOURS 2%
 User text  . . . : SUSPEND_____
 BVR no . . . . . : 12345_____
 Release type   F4: DTA PMT STD SFR
 Order no . . . . : USERCOM001            GL account used: 11000CHF
 Voucher no . . . : _____94627            Run no . . . . : 0004377
 F3=Exit                   F9=Next display                    F12=Cancel
```

FUNCTION KEYS

F4=Invite   Allows display of account chart in a window and selection of an account
               which is taken into the input field.
               Allows display of texts input in menu point 17, *Transaction texts* in a
               window and selection of a standard text which is taken into the input
               fields concerned.
               The code # + the text number will display directly this label.

```
RBM2246               SIMIC SYSTEM - RECEIVABLES        Company no : 107
                         Entry from suspend             Data set   : 1
 Reference: 0000000001
 Type    : 101          Invoice
 Customer : 11000        PLANET SA         Period    : 04 AVRIL
 Currency   CHF       100.00        Voucher no    :       94628
           CHF       100.00        Quantity balance:           0
 Date    : 30041996  Due date: 30051996   Balance      :        0.00
     Account (F4)        Original amount  Cur Exchange rate  Company amount
 Description 1           Refer. 1  Refer. 2  Refer. 3            Quantity
 Description 2           VAT Base   Nat   Loc  Value date
 0001 60001_____   REC. 1        93.90-_ CHF ___1.0000000_ _____93.90-
  11000 PLANET SA           0000000001_____ _____0
 _____ CH / 001   002   AAA 30041996
 0002 21000CH_____  TVA CH         6.10-_ CHF ___1.0000000_ _____6.10-
  11000 PLANET SA_____ 0000000001_____ _____0
 _____ CH / 001   002   AAA 30041996

 _____  F6=Add   F8=Taxes  F9=Accept  F10=Suspend  F11=Ext.  F23=Delete
```

226   MAINTENANCE OF MOVEMENTS (G.L.)

GENERAL POINTS

This menu point allows modification of the accounts ventilation, and even deleting a movement.

The user may select the vouchers according to the following criteria :
- The period and year of processing
- The customer's number
- The reference of the movement.

The system then displays the list of concerned vouchers.

One can then, for each movement, modify the account ventilation (accounts, taxes). The system allows, in addition, the final deletion of these movements.

When a movement has been selected to be treated, the procedures of recording, ventilation and processing are the same as during input in menu point 221, *Movement Input*.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed in Menu Point 16, *Security Master*:

2   The first Reference 2 zone met is duplicated in every line of the deduction
              voucher in the G.L. for this invoice.
5   Allows a line with quantities without an amount.

FUNCTION KEYS

F4=Invite	Allows display of account chart in a window and selection of an account which is taken into the input field. Allows display of texts input in menu point 17, *Transaction texts* in a window and selection of a standard text which is taken into the input fields concerned. The code # + the text number will display directly this label.
F6=Add	Allows keying a detail line in a window with a gross amount.
F8=Taxes	Allows management of tax deduction.
F9=Accept	Validifies the input.
F11=Extension	Adds 50 input lines to the voucher.
F19=Replace	Available as long as the modification of vouchers is authorised at the level of the company master.
F23=Delete	Allows deletion of an invoice as long as the modification of vouchers is authorised at the level of the company master. The recording and the transactions are rubbed out (erased). The deletion of the voucher involves the recording of the deletion in a file called 'Journal of Movements' created with the idea of leaving a trace of the deletion for the user. This can later print the history of deletions (*G.L. guide*). **Only an open movement without payment or prepayment may be deleted.**

WORK DISPLAY

When a movement has been selected to be treated, the procedures of recording, ventilation and processing are the same as during input in menu point 221, *Movement Input*.

```
RBM2246                 SIMIC SYSTEM - RECEIVABLES        Company no : 107
                          Update an entry                 Data set   : 1
 Reference: 0000000013
 Type    : 101            Invoice
 Customer : 11000           PLANET SA        Period      : 04 AVRIL
 Currency   CHF         100.00              Voucher no   :      94627
            CHF         100.00              Quantity balance:
 Date    : 30041996  Due date: 30051996    Balance      :        0.00
    Account (F4)          Original amount  Cur Exchange rate  Company amount
Description 1             Refer. 1   Refer. 2   Refer. 3           Quantity
Description 2             VAT Base   Nat   Loc  Value date RBM2246
0001 21000DEM_____  TVA DE _____   4.30-_ CHF ___1.0000000_ _____4.30-
11001_B-RECH_____ 0000000008 _____ _____ _____0_
_____      CH / 002   001   AAA 10011996
0002 60001_____  REC. 1 _____  95.70-_ CHF ___1.0000000_ _____95.70-
11001_B-RECH_____ 0000000008 _____ _____ _____0_
_____      CH / 002   001   AAA 10011996
0003 _____       _____ _____ _____
_____ ___/ _____ _____ _____ _____
_____ F6=Add    F8=Taxes   F19=Replace            F11=Ext.  F23=Delete
```

228   FREE INVOICE INPUT

GENERAL POINTS

This menu point allows preparation of an invoice which can be printed and transferred either directly into the Receivables ledger or into the suspended invoice file.
After treatment, this invoice can be conserved in a history file so as to be later printed again or used as the basis for a new invoice.
The page arrangement of invoices is carried out by option 219 in SIMIC (Invoice Texts Management).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data* Master :

1	N	Call of the USER CALLS « RBJDTD01A » and « RBJDTD01B » to check the heading and line details.
1	Y	No USER CALL.
2	Y	A list of invoices treated is produced.
2	N	No list is produced.
3	Y	The 3 heading parameters are protected.
3	N	The 3 heading parameters are not protected.
4	Y	The detail lines are rounded at 5 cents for the currencies with 2 decimals when there is a multiplication.
4	N	No rounding at all.
5		Allows a line with quantities without an amount.

FUNCTION KEYS

F6=Create	Allows creation of a new invoice.
F7=Historic	Allows display of the history of an invoice, that is to say all invoices already treated.
F7=Current	Allows display of invoices ready to be treated.
F8=Delete invoices	Allows delete invoices of the historical according to some criterias.
F12=Cancel	From the display of the historic, returns to the display of invoices in course.

F12=Cancel

From the display of the invoices in course, returns to the principal menu.

F13=Print all

Allows .printing of all invoices. Equals option '6' in front of all invoices.

OPTIONS

1=Detail

Allows display of the line details of an invoice.

2=Modify heading

Allows modification of all heading zones with the exception of the invoice amount which is calculated by the total of line details.
This screen option is only valid in the « invoices in course » file.

3=Copy

This option only appears in the management of invoices in course. It allows copying of an invoice, with modification of the heading zones (customer no, date, etc).

3=Copy into current

This option only appears in the management of invoice history. It allows copying an invoice with modification of heading zones (customer no, date, etc) which will be located, after copying, in the « invoices in course » file.

4=Delete

Deletes an invoice from the invoice file in course or from the invoice history.

5=Display

Display the heading detail of the invoice.

6=Print

From the display of invoices in course, allows the printing of the invoice and transfering it into the interface as a function of the parameters displayed in the **Defaults** (see explanations later in this manual).
The total of unprinted lines (account transactions) must be zero. If not, this option will be refused.
From the display of invoice history, allows only printing.

9=Visualise the invoice

Allows visualisation of the spool created during printing. This spool is automatically deleted after visualisation. This option may be carried out as many times as is required.

MANAGEMENT OF INVOICES IN COURSE

```
RBM260C                 SIMIC SYSTEM - INVOICING        Company no : 212
                          Work with invoices            Data set   : 1 / 11
 Selection                           Defaults
 Customer no   F4:
 Name      F4/F14:                    Outfile interface      Y/N: Y
 Reference no   :                     Force to suspend file  Y/N: N Data set: 1
 User          F4: R20TEST            Transfer to historical Y/N: Y
                                      Movement type           F4: 101
 Your options, ENTER
 1=Detail       2=Change the header  4=Delete     5=Display      6=Print
 9=Visualize the invoice           3=Copy
Op Customer no     Name          Text      Reference   Date  Cur  Total invoice
   00001          Geigy S.A.    SITUATIO 9700000128 080101 CHF         0.00
   00003          Coca          TEST     9700000129 080101 CHF         0.00
                                                                     Bottom
 F8=Delete inv.   F6=Create    F7=Historical   F13=Print all    F12=Cancel
```

SÉLECTION

The « Name » zone of the sub-file is single if the « User text » zone of the invoice heading is not filled.

The « Name » zone of the sub-file is composed if the « Name » zone of the invoice heading is filled. In this case this zone holds a combination of the name of the customer and the user text.

By pressing the 'ENTER' key all the invoices in course will be displayed as a function of the following criteria :

Customer no:

This zone allows indication of the number of the receivable for whom the invoices are recorded. The function keys **F4** and **F14** allow finding the receivable in question. If this zone is BLANK the invoives of all customers will be displayed in accordance with the other selection parameters.

Name:

This zone allows indication of the name of the receivable for whom the invoices are recorded. The function keys **F4** and **F14** allow finding the receivable in question. If this zone is left BLANK the invoives of all customers will be displayed in accordance with the other selection parameters.

Reference no :

This zone allows display of just one invoice as long as the other selection parameters allow it. This number must, of course, be known.

User:

This zone allows selection of invoices created by a user. The function key **F4** allows finding the user in question. If this zone is left BLANK the invoices of all users will be displayed in accordance with the other selection parameters.

DEFAULTS

Each time option key F3 is left, the defaults in course for this company and this user are conserved. On the next entry, the defaults will be redisplayed.

Outfile interface :

This zone is only used with option screen 6 (print).
A code « 'Y » indicates the direct updating of the receivable file in SIMIC if the following zone 'Force suspend file » contains an « N » or by a transfer into the suspense file if this following zone contains a « Y ».
A code « N » indicates no updating of the receivable file in SIMIC, but just the printing.

Force suspense file :

This zone is only used with screen 6 (print) and if the zone « Outfile interface » contains a code « Y ».
A « Y » code indicates the automatic transfer of invoices printed in the suspense file. These invoices will have to be treated later by option 225 in SIMIC.
A code « N » indicates the direct updating of the receivables file in SIMIC as long as all information is correct. If not the erroneous invoices will be transferred into the suspense file.

Force suspense file :

This code is only valid with a 'Y' in the 'Force suspense file' code.
Valid values are 0, 1 and 2. If 0 is used, the invoices will be transferred in Data set 1 during the year end closing (option 61).

Historic :

This zone is only used with screen 6 (print).
A « Y » code indicates that all invoices printed will be conserved and will always be able to be printed or copied later in the « invoices in course » file.
An « N » code indicates that the invoices printed will be deleted, that is to say lost.

Type of movement :

This zone indicates the « type of movement » code which will be used by default during creation of new invoices with function key **F6**. Function key **F4** allows finding the existing codes.

MANAGEMENT OF THE INVOICE HISTORY

```
RBM260C                    SIMIC SYSTEM - INVOICING       Company no : 212
                           Work with historical file     Data set   : 1 / 11
 Selection
 Customer no   F4:
 Name      F4/F14:
 Reference no   :
 User          F4: R20TEST
 Your options, ENTER
 1=Detail      2=Change the header  4=Delete    5=Display      6=Print
 9=Visualize the invoice             3=Copy into current
Op Customer no      Name          Text      Reference   Date  Cur  Total invoice
   00001          Geigy S.A.                9700000122 010200 CHF          23.28
   00002          Coca                      9700000123 010200 CHF          23.28
   00001C         Geigy SA.                 9700000125 061200 CHF           0.00
   00001C         Geigy SA.                 9700000126 061200 CHF         471.80
   00003          Coca                      9700000130 010200 CHF          23.28
   00003          Coca                      9700000131 010200 CHF          23.28
   00003          Coca                      9700000132 010200 CHF          23.28
   00003          Coca                      9700000133 010200 CHF          23.28
   00003          Coca                      9700000134 010200 CHF          23.28
   00001          Geigy S.A.    DECOMPTE 9700000137 010100 CHF         197.00
                                                                       More...
 F8=Delete inv.   F6=Create      F7=Current        F13=Print all    F12=Cancel
```

SÉLECTION

The « Name » zone of the sub-file is single if the « User text » zone of the invoice heading is not filled.

The « Name » zone of the sub-file is composed if the « Name » zone of the invoice heading is filled. In this case this zone holds a combination of the name of the customer and the user text.

It should be noted that a maximum of 1000 invoices are displayed if no selection criteria are present.

Invoices in this file cannot be modified any more but just reprinted. In case of errors it is necessary, first of all, to copy the invoice so as to be able to manage it from the « invoices in course » file.

All function screens only allow visualisation of information of an invoice except function screen 6 which only allows reprinting of an invoice.

Customer no:

This zone allows indication of the number of the receivable for whom the invoices are recorded. The function keys **F4** and **F14** allow finding the receivable in question. If this zone is BLANK the invoives of all customers will be displayed in accordance with the other selection parameters.

Name:

This zone allows indication of the name of the receivable for whom the invoices are recorded. The function keys **F4** and **F14** allow finding the receivable in question. If this zone is left BLANK the invoives of all customers will be displayed in accordance with the other selection parameters.

Reference no :

This zone allows display of just one invoice as long as the other selection parameters allow it. This number must, of course, be known.

User:

This zone allows selection of invoices created by a user. The function key **F4** allows finding the user in question. If this zone is left BLANK the invoices of all users will be displayed in accordance with the other selection parameters.

DEFAULTS

The zones are not accessible, because they are not necessary.

INPUT OF HEADING INFORMATION

WORK DISPLAY

```
RBM2605                 SIMIC SYSTEM - INVOICING       Company no : 212
                          Change an invoice           Data set   : 1 / 11
Company taxpayer  F4: CH 245616
 Override period    : 11 NOVEMBRE
 Customer no       F4: 00001         NameF4/14: GEIGY SA. -------------------
                                       Location : LUTRY -----------
 Cust. taxpayer no   : CH  123456
 Entry type        F4: 101                     Invoice
 User entry type     :
 Reference no        : 9700000128     VAT used            1/2/Y/N: 1
 Reference date      : 08012001       Due date          : 09012001
                                      Discount date     : 08012001
 Currency          F4: CHF
 Invoice amount      :          0.00
 Terms             F4: T01 1 JOUR
 User text           : SITUATION
 BVR no              :
 Release type      F4: R01 BCV SFR/B
 Order no            :                GL account used   :
 User              F4 :SM2DTA____

 F3=Exit          F8=Prepayments       F9=Accept              F12=Cancel
```

Company taxpayer:

This field allows input of the number of the company VAT taxpayer. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at the most). This field is not obligatory.
The code input at the company level (Menu Point 11, *Company Master*) is displayed by default.

Override period:

This field allows processing the invoice in a period other than the current period. The system proposes the 'Receivables' period defined at the level of the Company Master. The period may be modified according to the rights attributed to the user. (See *'Security'* guide).

Customer number:

This zone allows indication of the customer number for which the invoice is recorded. The function keys **F4** and **F14** allow searching for the customer in question.

Name:

This zone allows indication of the name of the customer for which the invoice is recorded. The function keys **F4** and **F14** allow searching for the customer in question.

Customer taxpayer number:

This field allows input of the customer VAT taxpayer number. The VAT code is composed of the country code (2 characters) and the taxpayer number (15 characters at most). This field isn't obligatory.
The code input at the level of the customer's sheet (Menu Point 214, *Customer* I*nformation*) is displayed by default.

Entry type:

This compulsory field allows choice of the type of input movement. A certain number of codes are delivered with the system. The user can manage them under Menu Point 204, *Movement Input Type*.

User entry type:

This zone allows attribution of a type to the invoice. The type is determined by the user and is the object of no check. This zone is facultative.

Reference number:

During the recording of a new invoice, the system proposes a number according to criteria defined by the automatic numbering of invoices at the Company Master level. The user may, if he wants, change the number and opt for alphanumeric numbering of his choice.
This number is then no longer modifiable.

VAT used Y/N:

Allows definition of whether the input movement is linked to VAT or not. The code by default is retaken from the company (Menu Point 11, *Company Master*).
Y   The movement is subject to VAT.
N   The movement is not subject to VAT.
1-2   The movement is subject to VAT. This code can override the default retaken from the company (except if N is in the company).

Reference date:

Allows input of the invoice date. This date is used as a basis for calculation of the date the payment is due. The date must be indicated in the European format DDMMYYYY.

Due date:

Allows input of the date the invoice is due to be paid. If the zone is left empty, the date is calculated automatically. The system is based on the invoice date and on the terms of payment indicated. To calculate the discount linked to payment conditions the fact of indicating the due date may prevent the system from calculating the discount if the criteria defined in the terms are not fulfilled.

Discount date:

This zone allows input of the due date of the discount accorded on this invoice. If the zone is left empty, the date is calculated automatically. The system is based on the invoice date and on the terms of payment indicated.

Currency:

During the recording of an invoice, the system proposes the company money. The user may indicate the code of the original currency of the invoice as long as it is defined in the Currency Master.

Foreign amount:

In modification, display and delete modes, this zone will show the amount of the invoice.
In creation mode, this amount will be composed of all detail lines.

Terms:

Allows specification of the code of the payment terms of the invoice, as long as this code has been previously defined. If the zone is left empty, the terms of payment defined at the customer's level is automatically applied. (Menu Point 214, *Receivables*).

User text:

This allows input of a description concerning the invoice. This zone is retaken by the system as a description of transactions during processing of the invoice.

BVR number:

Allows indication of the reference and the member's number when making an electronic payment by BVR and BVR+. An optical character reader OCR may be used for the automatic input of this zone.

Release type:

Allows specification of the code of the mode of payment of the invoice as long as this code has been previously defined. If the zone is left empty, the mode of payment defined at the customer's level is automatically defined (Menu Point 214, *Receivables*).

Order number:

Allows application to the invoice of a reference relating to the order placed by the customer. This facultative zone is indicated only for information.

G.L. account used:

Indicates the collective account which will be used for the imputation of the invoice in the G.L. (Menu Point 214, *Receivables*).

User:

Allows specification of the user's name. This zone can only be changed in « 2=Change » mode. In addition mode, this zone always indicates the name of the user who creates the invoice.

INFORMATION INPUT – DETAILS OF LINES

GENERAL POINTS

The amount of a line is always printed as it was on input, unless the « VAT gross » code contains a « Y » (see « VAT gross » further on in this manual).
The invoice total in the heading represents the final total of the invoice including VAT.
During updating of the lines only the last two lines are displayed so as to always be able to visualise the invoice situation that is to say the invoice total in the heading, the last two lines entered and the details of the selected line.

There exist 5 sorts of different lines.

1) Unprinted internal text line	Print code	N
	Line amount	zero
	Account no	blank
2) Printed text line in the invoice detail	Print code	Y
	Line amount	zero
	Account no	blank
3) Printed line with an amount and transfer into the interface file	Print code	Y
	Line amount	non zero
	Account no	valid
4) Unprinted line with an amount and transfer into the interface file (stock transaction, etc)	Print code	N
	Line amount	non zero
	Account no	valid

These lines may be in any part of the sub-file.
The total of these lines must be zero to allow printing and the transfer into the interface.

5) Printed text line at the bottom of the invoice, (« S » line type of option 219 in SIMIC)	Print code	S
	Line amount	zero
	Account no	blank

Please note that only one line of this type is accepted for each invoice and it may be found in any part of the sub-file.

FUNCTION KEYS

F6=Create   Allows creation of a new invoice line.

F7=Supplementary descriptions   Allows completing description 1 or 2 of 7 new
                                   supplementary zones. In all, 8 « description 1 » and 8
                                   « description 2 » zones are available per line detail.

F8=Visualise the invoice   Allows visualisation of the spool created during printing.
                                   This spool is automatically deleted after visualisation.
                                   This option may be carried out as many times as is
                                   required.

SCREEN OPTIONS

2=Modify   Allows modification of the contents of a line.
                                   This screen option is only valid in the « invoice in course » file.

3=Copy   Allows copying and modification of a line.
                                   This screen option is only valid in the « invoice in course » file.

4=Delete   Allows deletion of a line.
                                   This screen option is only valid in the « invoice in course » file.

5=Display   Displays the details of a line.

7=Rename   Allows giving a new number to a line so as to put it in the right
                                   place in the invoice printing.
                                   This screen option is only valid in the « invoice in course » file.

ZONE DEFINITION

```
 RBM260D                    SIMIC SYSTEM - INVOICING            Company no :
212
                             Invoice detail
 Customer  no       00001          Geigy S.A.    DECOMPTE
 Reference  no            9700000135        Total  invoice  incl.VAT:  CHF
197.00
 Type options, press ENTER
 2=Change       3=Copy        4=Delete       5=Display      7=Rename
Op   Seq.  P Description 1                     Quantity       Unit price
Amount
   000100  Y test                                  0.00             0.00
150.00
   000300  Y Huile  boîte  à  vitesse             4.00             8.75
35.00


Bottom
 F3=Exit             F6=Create            F8=Visualize  the  invoice
F12=Cancel
```

```
 RBM2602                    Change a line            Seq. no : 000100
 Description 1  F4: Test line
 Description 2  F4:
 Quantity       :       0.00        Unit price    :        0.00
 Line amount    :        150.00     Print     Y/N/S: Y
 VAT gross    Y/N: N                VAT codes    F4: CH / 001   001   L01
 Account no     F4: 60001           REC. 1
 References 1/2/3 :           /                   /
 F7=Additional descriptions        F9=Accept               F12=Cancel
```

```
 RBM2604    Additional descriptions    Seq. : 000100
 _____  _____
 _____  _____
 _____  _____
 _____  _____
 _____  _____
 _____  _____
                          _____
 F9=Accept     F4=Search descriptions    F12=Cancel
```

Description 1 :

This zone is obligatory and can be printed.
Function key **F4** allows access to the texts input into option 17 of SIMIC.
The other zones are also transferred as long as they contain information (account no,
description 2, reference zones, unit price, supplementary descriptions, etc).

Description 2 :

This zone is optional and can be printed.
Function key **F4** allows access to the texts input into option 17 of SIMIC.
Only description 2 is transferred.

Quantity, unit price, line amount :

There are 3 ways of entering a value.
      1)   An amount line, **alone**, without quantity or unit price.
      2)   A quantity and unit price and the programme calculates the amount line.
      3)   The 3 zones are filled and the programme checks the calculation.

Quantity :

It is possible to enter 2 decimals for the calculation and printing, but these decimals will be lost during the transfer into the interface (the zone contains only one whole number).

Unit price or % :

This zone may have either an unit price or a purcent (%) depending on the next zone :
N = Unit price
Y = Purcent (%).

Line amount :

Please note that the input amount **is** the amount printed on the invoice (see VAT gross).
This amount will be **inverted** in the general ledger. If an amount is indicated for an **unprinted** line, but transferred into the interface,then this amount will **not be inverted** and an asterisk will occur on the right to indicate this peculiarity (ordinary account line).
The fact of having an amount necessitates a valid account number.
The amount is always in the original currency of the invoice.

VAT gross :

This zone is only necessary for invoices subject to VAT.
An « N » code indicates a net sum. VAT will be calculated and added in the VAT line which in principle will be printed at the bottom of the invoice.
A « Y » code indicates a gross sum. The amount printed on the invoice will be net (VAT deducted).

VAT codes :

These zones are only necessary for invoices subject to VAT.

VAT base :

Indicates to the system the base code of calculation (VAT rate and account) for possible attribution of VAT. The base is composed of two zones, of respectively two and three positions.
This zone is automatically filled with data by default contained in the customer's file.
Function key **F4** displays, in a window, a selection of codes according to the information contained in the first zone.

Nature:

Indicates to the system the "nature" code in relation to the possible attribution of VAT.
Function key **F4** displays in a window the codes available.

This zone is automatically filled with data by default contained in the customer's file.

Destination:

Indicates to the system the "destination" code in relation to the possible attribution of VAT.
Function key **F4** displays in a window the codes available.
This zone is automatically filled with data by default contained in the customer's file.

Account no :

This zone allows input of the account no for accounting purposes. **The system can propose the account defined in option 17 of SIMIC**. However this account can be modified. All accounts in the chart of accounts may be used except collective accounts specified for the management of receivables or payables. Function key **F4** displays in a window an account selection according to information contained in the current zone.
If this zone is empty and if an account exists in the 1st line of the customer GL income accounts (option 214) with a purcentage of 100, then this account no is transferred into this zone.

Reference 1:

This field allows referencing of the transaction according to criteria defined at the beginning by the user, for later analysis across the « Report writer ». The content of this field can be used later as selection criteria. Ten alphanumeric characters may be used.

Reference 2:

Same function as the preceding field. The system allows the user to define selection criteria by the use of a second reference zone.

Rererence 3:

Same function as the preceding field. The system allows the user to define selection criteria by the use of a third reference zone.

SYSTEM QUERY

230   MOVEMENT QUERIES

GENERAL POINTS

The user chooses with the help of selection criteria, which customer or reference he wants to query.
The user may select the movements or a type of movement of a customer beginning from a date by choosing to display the open posts to the history or both together.
The system then displays the list of movements concerned. If the selection criteria are not stated, the system displays all the movements of open posts.
The user may then display the details about a movement (payment, revaluation,...) or modify the movement.

SPECIAL OPTIONS

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data* Master :

2	Y	Allows always displaying by reverse date.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=Choose	Selects a movement.
2=Modify	Modifies a movement.
3=Copy	Copies a movement
5=Detail	Displays details of the selected movement.
6=Print	Prints the movement, with the help of user's programme.
8=Voucher	Displays the G.L. voucher of the movement.

FUNCTION KEYS

F11=Other view	Allows display of supplementary information about the displayed movements.
F14=Search by user text	Allows searching based on invoive user text. Valid only for criteria 'Search by character'.
F16=Function 1	Allows calling up a user's programme.
F17=Function 2	Allows calling up a user's programme.
F18=Ageing	Calculates and displays in an interactive way an ageing report of the customer concerned.
F19=Status	Displays a recapitulative table of the customer's report.

WORK DISPLAY

The screens are made in two parts; the first part gives general information concerning the customer, the second part displays the movements according to the chosen criteria.

Example of a screen with display of open posts:

```
RBM241B                 SIMIC SYSTEM - RECEIVABLES        Company no : 107
                             Movements Inquiry
 No       : 11000                      Credit limit   :     50,000,000
 Name     : PLANET SA                  Balance in CC  :       11,380.00-
 Town     : ECUBLENS                   Overdue in CC  :       13,950.00

 Display  F4: Open Items  Rev.: N  From date :__ __ ____  Movement F4: ___
 Type option, press Enter.
 1=Select   2=Change   3=Copy invoice   5=Display   6=Print
 8=Display voucher transactions
Op Mvt dt Reference  Movement  Due dt Pr Trm Cur      Amount        Balance
_   151295 0000000005 Invoice   140295 12 A01 USD      1,000.00       1,000.00
_   201295 0000000020 Invoice   140295 12 A01 USD     10,500.00      10,500.00
_   311295 0000000021 Crédit n  140295 12 A01 USD      3,000.00       3,000.00-
_   150196 0000000022 Crédit n  140295 01 A01 USD      5,000.00       5,000.00-
_   150196 0000000007 Invoice   310196 01 A01 USD        100.00         100.00
_   160196 0000000008 Invoice   090396 01 A01 CHF         30.00          20.00
_   170196            Amount n         01     USD     17,000.00-     17,000.00-

F3=Exit  F16/17=Fct. 1/2   F11=Other view   F18=Ageing F19=Status   F12=Cancel
```

Display:

This criterion allows choice of the mode of display of the customer's movements :

' '   Only open posts
         - All movements which are not paid or partially paid (invoices, credit notes, debit notes, ...).
         - Unallocated amounts of the customer.

1   History
         - All movements paid (invoices, credit notes, debit notes, ...)
         - Unallocated amounts which are allocated.
         - Payments made by the customer.

2   Open posts and history.

Function Key **F4** allows choice of one of the possibilities.

From date:

Allows display of the movements starting from a certain date.

Movement:

Allows choosing a type of movement (Possible choices by function key **F4**=Invite).
For example only type "201" for payments.

For each movement the system displays the following information :

> movement date
> reference
> movement description
> date of payment if the movement is paid
> processing period
> the terms of payment code
> original currency code
> amount in movement currency
> amount in company currency

With function key **F11,** the following complementary information is displayed:

> VAT code
> User's text

An example of a screen with display of open posts and history is shown below:

```
RBM241B                 SIMIC SYSTEM - RECEIVABLES          Company no : 107
                          Movements Inquiry
 No        : 11000                    Credit limit    :     50,000,000
 Name      : PLANET SA                Balance in CC   :     11,380.00-
 Town      : ECUBLENS                 Overdue in CC   :     13,950.00

 Display  F4: 2 OI. + Historic Rev.: N From date :__ __ ____   Movement F4: ____
 Type option, press Enter.
 1=Select   2=Change   3=Copy invoice   5=Display   6=Print
 8=Display voucher transactions
Op Mvt dt Reference  Movement  pmt dt Pr Trm Cur      Amount      Amount CC
 _  151295 0000000005 Facture          12 A01 USD     1,000.00      1,200.00
 _  171295 0000000019 Facture   170196 12 A01 USD    10,500.35     15,750.53
 _  201295 0000000020 Facture          12 A01 USD    10,500.00     15,750.00
 _  311295 0000000021 Note de c        12 A01 USD     3,000.00      4,500.00-
 _  150196 0000000022 Note de c        01 A01 USD     5,000.00-     7,500.00-
 _  150196 0000000007 Facture          01 A01 USD       100.00        150.00
 _  160196 0000000008 Facture   120196 01 A01 CHF        70.00         70.00
 _  160196 0000000008 Facture   120196 01 A01 CHF        30.00         30.00
 _  120196            Paiement          01     CHF        60.00-        60.00-
 _  170196            Paiement          01     USD    17,000.00-    25,500.00-
 _  170196            Paiement          01     USD    10,000.00-    15,000.00-

 F3=Exit  F16/17=Fct. 1/2   F11=Other view   F18=Ageing F19=Status   F12=Cancel
```

OPTION 1, CHOOSE A MOVEMENT

GENERAL POINTS

This option allows choice of movements (payments, partial payments, revaluation, exchange difference) which are linked to a base movement (invoice, global payment).

The user has at his disposition the same options and functions as the global display. The first part of the screen is also identical.

WORK DISPLAY

```
RBM242A                 SIMIC SYSTEM - RECEIVABLES            Company no : 107
                           Detailed Movements
 No      : 11000                          Credit limit  :     50,000,000
 Name    : PLANET SA                      Balance in CC  :     11,380.00-
 Town    : ECUBLENS                       Overdue in CC  :     13,950.00

Display  : 2 O.I. + Historic   From date :            Movement :
Type option, press Enter.
2=Change  3=Copy invoice  5=Display  6=Print
8=Display voucher transactions
Op Reference  Mouvement Mvt dt Pmt dt Pr Trm Cur      Amount         Balance
_  0000000019 Facture   151295 140295 12 A01 USD   10,500.35      10,500.35
_  0000000019 Paiement  170196        01 A01 USD   10,000.00-        500.35
_  0000000019 Escompte  170196        01 A01 USD      500.35-         0.00

F3=Exit   F16/17=Fct. 1/2   F11=Other view   F18=Ageing F19=Status  F12=Cancel
```

For each movement the system displays the following information :
> movement date
> reference
> movement description
> payment date
> processing period
> terms of payment code
> original currency code
> original currency code
> original currency balance

With function key **F11,** the following complementary information is displayed:
> reminder level
> user's text
> amount in company currency
> balance in company currency

```
RBM242A                 SIMIC SYSTEM - RECEIVABLES            Company no : 107
                           Detailed Movements
 No      : 11000                          Credit limit  :     50,000,000
 Name    : PLANET SA                      Balance in CC  :     11,380.00-
 Town    : ECUBLENS                       Overdue in CC  :     13,950.00

Display  : 2 O.I. + Historic   From date :            Movement :
Type option, press Enter.
2=Change  3=Copy invoice  5=Display  6=Print
8=Display voucher transactions
Op Référence  Mvt Pmt dt R User texte      Cur     Amount CC    Balance CC
_  0000000019 FAC 170196 1 PC PLANET       CHF     15,750.53     15,750.53
_  0000000019 PMT 170196               CHF     15,000.00-        750.53
_  0000000019 ESC 170196               CHF        750.53-         0.00

F3=Exit   F16/17=Fct. 1/2   F11=Other view   F18=Ageing F19=Status  F12=Cancel
```

OPTION 2, MODIFY A MOVEMENT

GENERAL POINTS

This option allows modification of the dates, terms of payment as well as diverse information about a movement (invoices, credit notes, ...). The information about payments cannot be modified.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTION KEYS

F8=Prepayments   Allows management of prepayments.
F9=Accept   Brings modified information up to date.

WORK DISPLAY

```
RBM2441                 SIMIC SYSTEM - RECEIVABLES          Company no : 107
                            Change a reference

 Customer No     : 11000                    PLANET SA
 Comp. taxpayer F4: CH  123456_____ SIMIC INFORMATIQUE
 Entry type     F4: 101                      Facture
 Cust. taxpayer no:
 Reference type   :
 Reference no . . : 0000000013
 Reference date   : 30041996                 Due date . . . : 30051996
                                             Discount date  : 10051996
 Currency         : CHF                      VAT used       : 2
 Foreign amount   :           100.00         Company amount :          100.00
 Amount paid      :             0.00
 Voucher no . . . :        94627
 Terms         F4: A01 30 JOURS, 10 JOURS 2%
 Release type  F4: DTA PMT STD SFR
 BVR no   . . . . : 12345_____
 User text  . . . : SUSPEND_____
 Order no . . . . : USERCOM001
 No print reminder: _
 Status paid      :                          Period . . . . . : 04 / 1996
 LSV code + no    : _ / ___
 F3=Exit          F8=Prepayment        F9=Accept              F12=Cancel
```

Information that may be modified :
    VAT company code
    Movement type
    VAT customer code
    User type
    Date of reference, due date and discount date
    Terms of payment
    Mode of payment
    BVR number
    User's text
    Order number
    Reminder printing number
    LSV code + number
    Prepayment management
    VAT code (only from code 2 $\rightarrow$ 1 for open post)
        The user has the possibility of managing the splitting up of an invoice
    into several accounts with different amounts and different due dates. For
    this he uses function key F8=Prepayments (Menu Point 221, *Movement
    Input*).

Information that is modifiable if the movement is paid:
    When the movement is partially or totally paid or a prepayment has already been
    paid, the modification of the splitting up of accounts is not allowed. The rest of
the information listed above is always modifiable.

OPTION 3, COPY AN INVOICE

GENERAL POINTS

This option allows copying of invoices as a function of criteria of choices defining the target as to the company, customer, Data Set, accounting period and exchange rates. The invoice thus created keeps the same attributes as well as the same account deduction as the original and is automatically suspended. It must be treated using menu point 225, *Revision of Suspended Movements.*

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTION KEYS

F9=Accept   Copies the invoice into the suspension.

WORK DISPLAY

The first part of the screen displays information concerning the invoice to be copied.
The second part of the screen allows modification of the fields which qualify the destination of the invoice.

```
RBM2551                 SIMIC SYSTEM - RECEIVABLES           Company no : 107
                             Copy a movememt
  Customer + name  : 11000          PLANET SA
  Reference no     : 0000000013
  Type             : 101            Invoice
  Period           : 04 / 1996
  Currency         : CHF
  Amount           :         100.00
  Date             : 30.04.1996
  User text        : SUSPEND----------------------
  Run no           : 0004377
  Condensed        :
  Voucher no       :       94627
_____
 Destination :
 Company no     F4: 107              SIMIC INFORMATIQUE
 Customer    F4/14: 11000_____ PLANET SA_____
 Data set        : 1                 ANNEE 1995
 Period          : 04                AVRIL
 To be reversed  : N
 Original rates  : Y
 Original dates  : Y
 Reference no    : _____        (Space = automatic)

 F3=Exit                             F9=Accept              F12=Cancel
```

Company number:

Allows the choice of the target company.

Customer:

Allows the choice of the target customer in the target company.

Data Set:

Allows input of the invoice either into Data Set 1 (by default) or into Data Set 2 (last year).

Period:

Allows choice of the accounting period in which the invoice will be deducted.

To be reversed:

Y   The type of invoice is reversed as well as the amounts of the invoice and also
         those of the account deduction. The invoice thus becomes a credit note.
N   Normal taking.

Original rates:

Y   Allows keeping the original value in company currency.
N   Only the invoice value in original currency is taken. The value in company
         currency must be input during treatment of the new suspended invoice.

Original dates:

Y   Allows keeping the original dates (invoice dates, due date, discount,
         transaction/value dates).
N   The dates are not taken and the corresponding fields must be input during
         treatment of the new suspended invoice.

Reference Number:

This field allows indication of the reference of the new invoice. If no number is introduced
the system numbers automatically.

FUNCTION KEY F18, AGEING REPORT

GENERAL POINTS

This function key allows display of an ageing report predefined with a complete series of supplementary information concerning the chosen customer.

The first part of the screen displays complementary information coming from the customer's details sheet (Menu Point 214, *Receivables*).
The second part displays the movements and their amounts in columns according to the number of days that they are overdue.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

6=Reprint   Prints the invoice with the help of a user's programme.

FUNCTION KEYS

F16=Function 1   Allows calling up a user's programme.
F17=Function 2   Allows calling up a user's programme.
F18=Delinquency   The method of calculation is described in option 263.

WORK DISPLAY

```
RBM245B                  SIMIC SYSTEM - RECEIVABLES         Company no : 107
                                Ageing
 No        : 11000                       Credit limit  : CHF  50000,000.00
 Name      : PLANET SA                   Balance   CC  :          11,390.00
 Town      : ECUBLENS                    Overdue   CC  :          13,950.00
 Contact   : BOLOMEY                     User type     :
 Phone     : 021 360 25 32               Terms         : A01 30 JOURS, 10 J
 Fax       : 021 360 25 25               Delinquency   : 121 / 123-   days
 Suspended/Interests/Cred.Info : N / N / D Last payment :
 Type options, press Enter.              Starting date :
 6=Reprint
 OP             Mvt   Amounts     Within    Overdue     Overdue     Overdue
  Reference  Typ        open      terms   1-30 days  31-90 days   >90 days
  TOTAL  CHF           20.00      20.00       0.00        0.00        0.00

_ 0000000008 FAC A     30.00      30.00
_ 0000000008 PMT A     10.00-     10.00-
  ********** *** * ********** *********** *********** *********** ***********

  TOTAL  USD         7400.00-  16900.00-       0.00        0.00     9500.00

_ 0000000005 FAC     1000.00                                        1000.00
_ 0000000020 FAC    10500.00                                       10500.00
_ 0000000021 NC      3000.00                                        3000.00
_ 0000000022 NC      5000.00-                                       5000.00-
_ 0000000007 FAC      100.00     100.00
_            NAL    17000.00-  17000.00-

 F3=Exit        F16/17=Function 1/2      F18=Delinquency          F12=Cancel
```

Information displayed concerning the customer :

> Number, name and location of customer
> Contact, telephone and fax
> Codes taken from the customer's sheet :
>> Suspended customer
>> Calculated interest
>> Credit information
> Credit limit
> Total balance
> Amount overdue
> Terms of payment
> Date of last payment
> Average payment period (Calculated from function key **F18**).

Amounts open column:

Displays the amounts of open posts and any partial payments on the open posts.

Within terms column:

Displays the amounts of the open posts not overdue to this day.

Number of days overdue columns 1-30, 31-60, 61-90, >90:

Displays the amounts of open posts which are overdue up to 30,60, 90 and more than 90 days.
The movements appear grouped by currency so that a total per currency is displayed.

FUNCTION KEY F19, STATUS

GENERAL POINTS

This function key allows display of a synthesis of open posts with a whole series of supplementary information concerning the chosen customer.

The first part of the screen displays complementary information from the customer's sheet (Menu Point 214, *Customer's Information*)
The second part displays a line per currency of amounts overdue, balances and balances in the currency of the open post company.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=Choose   Allows display of a second screen with the ageing report calculated only in the chosen currency.

FUNCTION KEYS

F16=Function 1   Allows calling up a user's programme.
F17=Function 2   Allows calling up a user's programme.
F18=Delinquency   The method of calculation is described in option 263.

```
RBM246B              SIMIC SYSTEM - RECEIVABLES        Company no : 107
                          Customer status
 No       : 11000                     Credit limit   : CHF  50000,000.00
 Name     : PLANET SA                 Balance    CC  :         11,380.00
 Town     : ECUBLENS                  Overdue    CC  :         13,950.00
 Contact  : BOLOMEY                   User type      :
 Phone    : 021 360 25 32             Terms          : A01 30 JOURS,10 J
 Fax      : 021 360 25 25             Delinquency    : 121 / 123-   days
 Suspended/Interests/Cred. Info: N / N / D Last payment  :
 Type your option, press ENTER        Starting date  :
 1=Select
                     Overdue              Balance                Balance
Opt          Cur    Amount FC    Cur     amount FC    Cur      amount CC
 _   TOTAL   CHF         0.00    CHF        20.00     CHF         20.00
 _   TOTAL   USD      9500.00    USD      7400.00-    CHF      11400.00-

F3=Exit        F16/17=Fonction 1/2      F18=Delinquency         F12=Cancel
```

```
RBM240B                    SIMIC SYSTEM - RECEIVABLES         Company no : 107
                              Ageing by currencies
 No      : 11000                          Credit limit   : CHF  50000,000.00
 Name    : PLANET SA                      Balance   CC   :         11,380.00
 Town    : ECUBLENS                       Overdue   CC   :         13,950.00
 Contact : BOLOMEY                        User type      :
 Phone   : 021 360 25 32                  Terms          : A01 30 JOURS,10 J
 Fax     : 021 360 25 25                  Delinquency    : 121 / 123-   days
 Suspended/Interests/Cred Info : N / N / D Last payment   :
 Type options, press Enter.               Starting date  :
 6=Reprint
OP            Mvt    Amounts     Within     Overdue    Overdue    Overdue
  Reference   Typ       open     terms    1-30 days  31-90 days  >90 days
  TOTAL  USD          7400.00-  16900.00-     0.00        0.00    9500.00

_ 0000000005 FAC      1000.00                                    1000.00
_ 0000000020 FAC     10500.00                                   10500.00
_ 0000000021 NC       3000.00                                    3000.00
_ 0000000022 NC       5000.00-                                   5000.00-
_ 0000000007 FAC       100.00     100.00
             NAL     17000.00-  17000.00-

F3=Exit        F16/17=Function 1/2      F18=Delinquency      F12=Cancel
```

238   CUSTOMERS' STATUS

GENERAL POINTS

This menu point allows display on the screen of the overall financial situation of one or several customers.

The user may select the debtors according to their number or name. He may also select the extent of periods concerned. He also, one can ask for the display of creditor balances only. If the criteria of selection are not stated, the system displays the debit balances of all customers.

The user thus has a view of sales figures realised with this customer for a defined lapse of time.

He has, also, the possibility of selecting a line to consult the details of movements realised during the chosen period along with the chosen posts (function key **F18**).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=Display movements   Allows display of movements recorded for the chosen currency.

FUNCTION KEYS

F4=Alphabetic search   The function allows display of the list of debtors selected
                          according to the alphabetical order established using their
                          names.
F9=Accept   Begins selection according to specified criteria.
F14=Search/character   The function allows display of the list of debtors selected
                          according to the characters forming their name.

ZONE DEFINITION

The system displays the following information :

    Customer number
    Original currency
    The cumulative amount of invoices of each currency for the interval of chosen
    periods
    The cumulative amount of payments of each currency for the interval of chosen
    periods
    The cumulative amount of discounts accorded in each currency for the interval of
    chosen periods
    The account balance of each currency for the interval of chosen periods.

```
RBM231C                  SIMIC SYSTEM - RECEIVABLES           Company no : 107
                              Customer status
 Type your option, press ENTER        Selected period : 01/1996 to 04/1996
 1=Select movements
Op Customer no      Mon    Movements          Paid    Discount        Balance
 _ 11001            CHF PLANET
                                 100.00       60.00-     20.00-          20.00
1 11001             USD PLANET
                              20,100.35    27,000.00-    500.35-       7,400.00-

F3=Exit                                                         F12=Cancel
```

The user chooses to consult the moveemnts for the period 12.95 to 01.96 . He may then choose to display the details of a movement (option 5) or to display the voucher to which the movement is attached (option 8).

```
RBM238C                  SIMIC SYSTEM - RECEIVABLES           Company no : 107
                          Work with Mouvements
 No Client : 11000
 Name      : PLANET SA
 Type your option. press ENTER
 5=Display details   8=Display voucher transactions      Mouvmt   Mouvement
 Op Customer no    Name          Cur Typ Reference   Trm   date      amount Per
 _ 11001           PLANET        USD NAL                 170196    17000.00- 01
 _ 11001           PLANET        USD FAC 0000000005 A01 151295     1000.00   12
 _ 11001           PLANET        USD FAC 0000000007 A01 010196      100.00   01
 _ 11001           PLANET        USD FAC 0000000019 A01 171295     10500.35  12
 _ 11001           PLANET        USD PMT 0000000019 A01 170196    10000.00-  01
 _ 11001           PLANET        USD ESC 0000000019 A01 170196      500.35-  01
 _ 11001           PLANET        USD FAC 0000000020 A01 311295     10500.00  12
 _ 11001           PLANET        USD NC  0000000021 A01 271295     3000.00   12
 _ 11001           PLANET        USD NC  0000000022 A01 271295     5000.00-  12

F3=Exit              F18=Open items                            F12=Cancel
```

With the help of function key **F18**, he can display just the open posts.

STANDARD LISTS

239   USERS' V94 STATEMENT OF ACCOUNTS

GENERAL POINTS

This menu point allows beginning the printing of account statements with the page arrangement defined by the user in menu point 220, *Account Statement Information*.
The extract of the account will be printed (if several formats according to language have been prepared) in the language format of the customer defined in menu point 214, *Receivables*.
The zone "*Statements Y/N*" of the customer's sheet indicates to the system whether a customer is to be excluded for statements (Menu Point 214, *Customer's Information*).

Note :

The user has (for successive development reasons) 3 different statements of accounts at his disposition.

1. Menu point 241, *Standard account statements*
            Standard account statement form without the intervention of the
            user as to the form.
2. Menu points 217, *User's account statement information*
        and   240, *User's account statement*
            The user defines the form of the statement. The statement is
            based only **on open posts**.
3. Menu points 220, *User's account V94 statement information*
        and   239*, User's account V94 statements*
            The user defines the form of the statement. He has
            supplementary zones available so as to realise **retroactive
            statements**. The statement is thus based **on all movements**.

Form of the list :

Each currency is treated separately when invoicing is done in several currencies for a customer.

-       Initial balance date limit (the day before the day of departure).
-       All movements, (invoices, credit notes, unallocated amounts) during the chosen
        period.
-       All effective payments made by the customer during the chosen period.
-       All discounts accorded during the chosen period.
-       Final balance date limit.
-       Amount due date limit.

The user may thus print retroactive extracts from accounts with individual page setting.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F4=Alphabetic search   The function allows display of the list of debtors selected according to the alphabetical order established using their names.

F9=Accept   Begins selection according to specified criteria.

F14=Search/character   The function allows display of the list of debtors selected according to the characters forming their name.

WORK DISPLAY

```
RBM2561                    SIMIC SYSTEM - RECEIVABLES           Company no : 107
                              Statement of accounts

               Customer no            F4: 11000_____  (*generic*)
               Customer name      F4/F14: _____


               Print zero dued amt    Y/N: Y
               Print neg. dued amt    Y/N: Y

               Value date             from : 29 04 1996
               Value date             to : 29 04 1996

               Open items             : N

               Submit in batch        Y/N: Y

  F3=Exit                         F9=Accept                        F12=Cancel
```

Customer's number:

The user may choose to print extracts from the accounts of all customers, of just one customer of even from a generic to choose a slice of customer's numbers.

Customer's name:

Finds the customer's number by the search name.

Print zero due amount:

Y   Prints extract from the account in all cases.

N   Prints account extract only if one or more invoices are overdue on the value date.

Print negative due amount:

Y   Prints account even if the customer has a credit balance.
N   Prints account extract only if the customer has a debit balance.

Value date from:

Allows definition of from what date the movements are treated. All the movements before this date are not taken into account.

Value date to:

Allows definition of to what date the movements are treated. All the movements after this date are not taken into account.

Open items/N:

If 'Y' is specified, only open items are selected until the upper value date. The initial balance is always zero.
The 'From' date is ignored.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

The printed list carries information foreseen in the statement defined by the user in menu point 230, *User's V94 account statement information*.

240   USER'S ACCOUNT STATEMENTS

GENERAL POINTS

This menu point allows beginning the printing of account statements in the page arrangement defined by the user in menu point 217, *Account statement information*.
The extract of the account will be printed (if several formats according to language have been prepared) in the format of the customer's language defined in menu point 214, *Receivables.*
The zone '*Statements Y/N'* of the customers details sheet indicates to the system if a client is to be excluded for statements (Menu Point 214, *Customer's Information*)

Note :

The user has (for successive development reasons) 3 different statements of accounts at his disposition.

1. Menu point 241, *Standard account statements*
                Standard account statement form without the intervention of the
                user as to the form.
2. Menu points 217, *User's account statement information*
        and   240, *User's account statement*
                The user defines the form of the statement. The statement is
                based only **on open posts**.
3. Menu points 220, *User's account V94 statement information*
        and   239*, User's account V94 statements*
                The user defines the form of the statement. He has
                supplementary zones available so as to realise **retroactive
                statements**. The statement is thus based **on all movements**.

Form of the list :

Each currency is treated separately when invoicing is done in several languages for a customer.

-        All open posts (invoices, credit notes, unallocated amounts) until the value date.
-        Final balance date limit.
-        Amount overdue date limit.

The user may thus print retroactive extracts from accounts with individual page setting.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameter (5), conditioning the image or the programme, managed in menu point 16, *Security Master:*

1   All the negative movements of type "1" (invoice + C/N) are selected according to the "payment date" parameter.

OPTIONS

FUNCTION KEYS

F4=Alphabetic search   The function allows display of the list of debtors selected according to alphabetical order established using their names.

F9=Accept   Begins selection according to specified criteria.

F14=Search/character   The function allows display of the list of debtors selected according to the characters forming their name.

WORK DISPLAY

```
RBM2371               SIMIC SYSTEM - RECEIVABLES           Company no : 107
                            Statement of accounts

              Customer no          F4: 11000_____  (*generic*)
              Customer name     F4/F14: _____

              Detailled Open Items  Y/N: N
              Print zero dued amt    Y/N: Y
              Print neg. dued amt    Y/N: Y
              Customer type     t   I/O: I   I=Include, O=Ommit

              Statement - value date   : 29 04 1996
              Invoices  - until date   : 29 04 1996
              Payments  - until date   : 29 04 1996

              Submit in batch        Y/N: Y

  F3=Exit                       F9=Accept                      F12=Cancel
```

Customer's number:

The user may choose to print extracts from the accounts of all customers, of just one customer or even from a generic to choose a slice of customer's numbers.

Customer's name:

Finds the customer's number by the search name.

Detailed open items:

Y   Printing of the whole invoice and possible partial payments.
N   Printing of the invoice only with as an amount the balance to be paid.

Print zero dued amount:

Y   Prints extract from the account in all cases.
N   Prints account extract only if one or more invoices are overdue on the value date.

Print negative dued amount:

Y   Prints account even if the customer has a credit balance.
N   Prints account extract only if the customer has a debit balance.

Customer type + I/O :

If the zone is empty, all customer will be printed.
I   Only the customers with the indicated type are printed.
I   The customers with the indicated type are not printed.

Statements - Value date:

Allows definition of up to what date the open posts are treated. The customer knows that movements after this date are not included in the statement.
Attention, a date previous to the date of the day does not allow obtaining retroactive open posts. Only open posts on the date of the day are treated.

Invoices - until date:

Allows definition of until what date the account statement must treat partial payments on open posts. The user may thus exclude a lot of payments including partial payments on open posts.

Payments - until date:

Allows definition of until what date the account statement must treat partial payments on open posts. The user may thus exclude a lot of payments including partial payments on open posts.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

The printed list carries information foreseen in the statement defined by the user in menu point 217, *User's account statement information.*

241   STANDARD ACCOUNT STATEMENTS

GENERAL POINTS

This menu point allows realisation of a printed list detailing the account statements for a period of time determined by the user. The movements are grouped by customer and by currency. The printing of statements may only be prevented at the level of the customer's sheet (Menu Point 214, *Customer's Information*).

Form of the list :

Each currency is treated separately in the case where invoicing is done in several languages for a customer.

- Initial balance date limit (the day before the day of departure).
- All movements, (invoices, credit notes, unallocated amounts) during the chosen period.
- All effective payments made by the customer during the chosen period.
- All discounts accorded during the chosen period.
- Final balance date limit.
- Amount overdue date limit.

The user may thus print retroactive account extracts in the standard form.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F4=Alphabetic search   The function allows display of the list of debtors selected according to the alphabetical order established using their names.

F9=Accept   Begins selection according to specified criteria.

F14=Search/character   The function allows display of the list of debtors selected according to the characters forming their name.

WORK DISPLAY

Customer's number:

The user may choose to print the account extracts of all customers or of one customer alone in which case he indicates the customer's number in this zone.

Customer's name:

Finds the customer's number by the search name.

Statements - Value date from:

These zones allows specification of the end of the period wished for establishing account statements.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

The printed list carries the following information:

        Description of the movement (invoice, payment, ...)
        The customer's name and number
        The terms of payments in vigour for the customer
        The value date
        The invoice number
        The invoice dates and due date
        The reminder level
        The amounts classed by currency

Outfile + name Y/N:

Y   A file is created in the outfile library (SM2PCD by default) with the default file
         name 'RBO241'.
N   No file is created.

242   REMINDERS

GENERAL POINTS

This menu point allows production of reminders destined for customers, with a page arrangement defined by the user in menu point 218, Reminder Information. The reminder will be printed (if several formats according to language and level have been prepared) in the format of the customer's language defined in menu point 214, Receivalbles.
The zone "Reminders Y/N" of the customer's sheet indicates to the system whether a customer is to be excluded for reminders (Menu Point 214, Customer's Information).

The system foresees up to four levels of reminder. On execution all invoices overdue on the value date specified involve a reminder. The level of each reminder is incremented automatically. However, the user may avoid the incrementation of the reminder level by putting an ''N'' in the zone ''Reminder level update''. This he may reprint his reminders with the same level for the same value date of a different value date of a verification treatment before making the effective update.
If the balance of the customer treated is in credit the system rebegins all the levels of all invoices of this customer. No reminder is thus produced.

The user may manage reminders in the following way:

He makes a selection deciding what he wants
-         treat all customers, a group of them or just one
-         update the reminder level of invoices treated or not
-         treat one level of reminder or all levels of reminder
and by chooses
-         the value date for comparison with the due dates of the treated invoices.

```
RBM2141               SIMIC SYSTEM - RECEIVABLES          Company no : 107
                            Reminders

          Customer no            F4: 11000_____ (*generic*)
          Customer name      F4/F14: _____

          Reminder level update  Y/N: N
          Reminders - value date    : 29 04 1996

          Reminder level to select  :      (0 to 4 or Blank = All)

          Print at highest level Y/N: N

          Submit in batch        Y/N: Y

          F7=Reminders by customer    F11=Reminders by level
 F3=Exit   F9=Accept                  F18=Open items             F12=Cancel
```

The system constitutes a recapitulative list of reminders established for the value date indicating the types of movement, the amounts, the invoice dates and due dates, the reminder level and the value date as well as the original list according to the model defined in menu point 218, *Reminder Information*.

Using function key **F11**=Reminder per level, the system allows the user to mamage reminders in different ways. The screen synthesises the totality of invoices having already been the objcet of a reminder, per reminder level and value date. Each level/date value may be the object of a separate treatment.
Attention : Only invoices answering the level/date chosen will be treated.

```
RBM214B                   SIMIC SYSTEM - RECEIVABLES       Company no : 107
                          Display reminders by level

 Type options, press Enter.
 1=Select   5=Display customers
 Opt Level    Date         Nbr
Opt Level    Date         Nbr
 1     1   15121995          6
 _     2   15121995          2
 _     2   01121995         25
 _     3   15121995          3
 _     4   15121995          2
F3=Exit                 F6=New selection                  F12=Cancel
```

In this case the system chooses all invoices whose reminder level is "1" and the date of the last treatment "15.12.95":

```
RBM214D                   SIMIC SYSTEM - RECEIVABLES       Company no : 212
                          Confirm the selection
     Reminder level update Y/N: N
     Reminders - value date   : 29 04 1996
     Level   Date        Nbr
       1   17041996         1

 F3=Exit                        F9=Accept                 F12=Cancel
```

New level/reminders:

```
RBM214B                   SIMIC SYSTEM - RECEIVABLES       Company no : 212
                          Display reminders by level

 Type options, press Enter.
 1=Select   5=Display customers
Opt Level    Date         Nbr
 _     2   01121995         25
 _     2   15121995          2
 _     2   31121995          6
 _     3   15121995          3
 _     4   15121995          2
F3=Exit                 F6=New selection                  F12=Cancel
```

In the case of a treatment in two stages, the user starts by producing his reminders without update of the reminder levels.

During this treatment, the overdue invoices never having been the object of reminders receive the level "0". This is to distinguish possible invoices newly overdue in the interval of time until the effective update.

The user then proceeds to update per level of reminder in the inverse order so as to assure an absolute accord between the two calculations. He chooses, therefore, first to treat the level "3" which will become "4", then level "2" to "3", then "1" to "2" and finishes with level "0" which becomes "1". Thus the overdue invoices in the interval will not be treated and the accordance is certain.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

SPECIAL OPTIONS

Parameter (5), conditioning the image or the programme, managed in menu point 16, *Security Master:*
1   All the negative movements are selected, even if they are after the value date.

FUNCTION KEYS

F4=Alphabetic search   The function allows display of the list of debtors selected according to alphabetical order established using their names.

F7=Reminders/customer   Displays the invoices by reminder level and allows modification of the reminder of an invoice.

F14=Search/character   The function allows display of the customer's list selected according to the characters forming their name.

F11=Reminders per level Synthesis of reminders per level/value date, allows a treatment per level/date.

F18=Open posts   Displays the open posts.

WORK DISPLAY

```
RBM2141              SIMIC SYSTEM - RECEIVABLES          Company no : 107
                            Reminders

          Customer no        F4: _____ (*generic*)
          Customer name    F4/F14: _____

          Reminder level update  Y/N: N
          Reminders - value date    : 29 04 1996

          Reminder level to select  :      (0 to 4 or Blank = All)

          Print at highest level Y/N: N


          Submit in batch        Y/N: Y

        F7=Reminders by customer    F11=Reminders by level
```

Customer's number :

The user may choose to print extracts of all customers' accounts, just one customer's account or else according to a generic to choose a slice of customers' numbers.

Customer's name:

This zone allows indication of the characters composing the search name of the customer in question. One may mention only a part of the name. Function key **F14** allows selection of customers presenting the indicated characters somewhere in their name.

Reminder level update Y/N:

Y   The reminder levels of each overdue invoice treated are incremented by 1.
        Invoices at level "4" stay at this level and are simply reprinted.
N   The reminder levels are not updated. They keep the same level.
        Only invoices having been the object of no reminder to this day receive the level
"0". This is to distinguish possible newly overdue invoices in the time interval up
to the effective updating.

Reminders - Value date:

These zones allow specification of the value date wished for the establishment of reminders.

Reminder level to select (0 to 4 or blank=all):

Allows choice of what level of reminder the user wants to treat. Only overdue invoices at the specified level are treated.

Print at highest reminder level :

N   Invoices are printed at their specific reminder level.
Y   The highest reminder level of a customer is used to print the dued invoices.
        rappeler.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

243   NON-ALLOCATED AMOUNTS

GENERAL POINTS

This menu point allows realisation of a printed list detailing unallocated amounts at the current date. The movements are grouped per customer and per currency.
The list states the customers, the payment dates and the original amounts. One may begin the work per lot. The user receives a message when the operation is finished.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTION KEYS

F9=Accept   Begins the work according to specific criteria.

WORK DISPLAY

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

Print detail (Y/N):

Y   The part used are printed.
N   The part used are not printed, only the balance is printed.

The printed list carries the following information:

        The customer's name and number
        Original currency code
        Payment date
        Amount paid
        Account voucher number

Outfile + name Y/N:

Y   A file is created in the outfile library (SM2PCD by default) with the default file name 'RBO243'.
N   No file is created.

244   CUSTOMERS' MOVEMENTS

GENERAL POINTS

This menu point allows the realisation of a printed list detailing the customers' movement. One may select movements according to the customer's number or name. One can also select the extent of periods concerned. Lastly one may sort the movements in date order. If the criteria of selection are not stated the system prints all movements in order of input. One can begin the work per lot and the user receives a message when the operation is finished.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of debtors selected according to alphabetical order established using their names.
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of debtors selected according to the characters forming their name.

SPECIAL OPTIONS.

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data* Master :

1   Allow to print the user text of a payment instead of the description.

2   Allow to print the user text of a invoice work display instead of the description.

WORK DISPLAY

```
RBM2041                    SIMIC SYSTEM - RECEIVABLES        Company no : 212
                                  Movements

       Customer no              F4:

       Name                 F4/F14:

       From period                : 11 2004 to  11 2004

       Sequenced by date      Y/N: N

       Outfile + name         Y/N: N  _____

       Submit in batch        Y/N: Y

F3=Exit                          F9=Accept                      F12=Cancel
```

Customer's number :

This zone allows indication of the required customer's number.

Customer's name:

This zone allows indication of the characters composing the name of the customer in question. Just part of the name may be mentioned: The function key F14 allows selection of customers presenting the indicated characters somewhere in their name.

From period   to:

Indicates the extent of the required periods. The years involved may also be stated.

Sorting by date (Y/N)

N   No sorting is carried out.
Y   The movement are sorted in order of increasing invoice date.

By sorting zone 1:

Allows sorting the information as well as making a sub-total as a function of the first sorting zone of the customers' details sheet (Menu Point 214, *Receivables*).
Y   Sorting as a function of sorting zone 1.
N   Criterion not selected.

Priority 1/2:

Indicates in what order the priority of sorting zones are treated in the case of the two zones being chosen.

Description of sorting zone 1:

Selects by sorting criterion indicating the criterion in this zone.

Per sorting zone 2:

Sorts the information as well as making a sub-total of it as a function of the second sorting zone of the customer's details sheet (Menu Point 214, *Receivables*).

Y   Sorting as a function of sorting zone 2.
N   Criterion not selected.

Description sorting zone 2:

Allows selection by sorting criterion indicating the criterion in this zone.

Outfile + name Y/N:

Y   A file is created in the outfile library (SM2PCD by default) with the default file name 'RBO244'.
        If the 'Detailled report' zone is 'Y', the file is filled with the detailled lines only.
        If the 'Detailled report' zone is 'N', the file is filled with the 'Total currency' lines only.
N   No file is created.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

        The customer's name and number
        The period
        The customer's terms of payment code
        Credit limit
        The type of movement (invoice, credit notes, debit note, payment)
        Invoice number
        Voucher number
        The invoice date, due date and payment date
        Currency code
        Amounts invoiced, amount paid and the discount amount
        The balance in invoice currency and in company currency

245   OPEN POSTS

GENERAL POINTS

This menu point allows production of a printed list detailing the open posts per customer and per currency.
There is the possibility of selection customers according to their number or name, of carrying out an alphabetical sorting by decreasing balance, by sorting zone 1,2 or by selecting customers whose balance is bigger than a certain limit.
En indiquant une période/année, l'utilisateur peut imprimer des postes ouverts rétroactifs.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of debtors selected according to alphabetical order established using their names or numbers.
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of debtors selected according to the characters forming their name.

SPECIAL OPTIONS.

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data* Master :

1   Allow to print the user text of a payment instead of the description.
2   Allow to print the user text of a invoice work display instead of the description.
3   Always work in retroactive mode, even if the selected period equals the current period.

```
RBM2011                 SIMIC SYSTEM - RECEIVABLES        Company no : 107
                             Open items
        Selection                    *generic*
        By  customer no . . . .  F4: _____ to 00020_____
             Name  . . . .    F4/14: _____
             Balance limit . . . . .: _____0
             GL account  . . . .  F4: _____
             Currency  . . . . .  F4: ___
             Type of customer   I/O: ___ / I
        Sequence
        By  user fields . . . .  F8: N
             Alpha order . . . . Y/N: N
             Balance order . . . Y/N: N

        Open items
        Until period/year . . . . .: CP 1996
        Detailed report . . . . Y/N: Y
        Outfile + name       Y/N: Y RBO245____
        Submit in batch . . . . Y/N: Y
```

```
F3=Exit                    F9=Accept                    F12=Cancel
```

Customer's number :

This zone allows indication of the required customer's number.

Customer's name:

This zone allows indication of the characters composing the name of the customer in question. Just part of the name may be mentioned: The function key F14 allows selection of customers presenting the indicated characters somewhere in their name.

Period/year:

Indicates until what period/year the open posts are to be calculated: This allows a retroactive list.

By name:

Allows an alphanumeric sorting of the printed list.

By balance:

Allows sorting into decreasing balances.

By balance limit:

Allows indication to the system that only customer's balances equal or greater than the indicated amount in this zone are to be selected.

G.L. account:

Allows selection of all movements of a collective account. One collective account alone may be selected at a time. The user may make a selection by collective accounts of by supplier's number but not both at the same time.

Currency :

Allows selection of all movements of a currency. One currency alone may be selected at a time.

Type of customer :

Allows selection of all movements of a type of customer One type of customer alone may be selected at a time.

SEQUENCE

By user fields F8:

Allows sorting of the information as well as making a sub-total of it as a function of the 6 user zones contained in the customer's sheet (Menu Point 214, *Receivables*).
N   The sequence by user zone is not used.
Y   The sequence by user zone is used and the details are displayed by function key **F8**.

Until period/year :

Indicates until what period/year the open posts are to be calculated. Thus a retroactive list is allowed.

Detailed report (Y/N):

Y   All movements are printed.
N   Only totals per customer are printed

Outfile + name Y/N:

Y   An outfile will be created in the "SM2PCD" library with the name indicated
         in this zone. The name by default is "RBO245". If the "detailed report" zone is "Y",
         only the detail lines go in this file. Ih this zone has a "N", then it is the "total
         currency" lines wich go in this file.
N   No outfile is created.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

         The customer's name and number
         The period
         The customer's terms of payment code
         Invoice number
         Voucher number
         The invoice date, due date and payment date
         Currency code
         Amount invoiced, amount paid and the discount amount
         The balance in invoice currency and in company currency

SELECTION AND SEQUENCE BY USER ZONES

```
RBM1011                 SIMIC SYSTEM - RECEIVABLES        Company no : 107
                            Open items

        Selection                      *generic*
        By  cUSTOMER no . . . . F4: 00011_____ to 00020_____
            name  . . . .   F4/14: _____
            Balance limit . . . . .: _____50,000
            GL account  . . . . F4: _____
            Currency  . . . . . F4: ___
            Type of customer   I/O: ___ / I
        Sequence
        By  User fields . . . . F8 : N _____
            Alpha order . . . .Y/N : N | RBM101S  Sequence - User fields   |
            Balance order . . .Y/N : N |                                   |
                                       | Sequence your selection           |
        Open items                     | Seq User Skip Selec. Description   |
        Until period/year . . . . .: C |  1   3   Y   EUROPE ZONE_____  |
        Detailed report . . . .Y/N : Y |  2   2   _   CH____ MARKET_____ |
        Outfile + name    . . .Y/N : Y |  3   1   _   OST___ TOWN_____ |
        Submit in batch       Y/N : Y |  _   4   _   _____ _____  |
                                       |  _   5   _   _____ _____  |
                                       |  _   6   _   _____ _____  |
                                       | F9=Accept          F12=Cancel     |
                                       |_____|

F3=Exit                        F9=Accept                        F12=Cancel
```

Function key **F8** allows choosing the sequence of user zones as well as perhaps selecting a precise criterion for a user zone.

Sequence:

Allows choosing a sorting zone and indicating in what order of priority it will be treated in the case of several zones being chosen. The possible choices are thus from priority 1 to priority 6.

Sorting:

Indicats the sorting zone and positions it as a function of the chosen priority.

Selection:

This zone allows selection of a special criterion of a user zone.
Example :
        User zone "5" of the customer's sheet contains criteria corresponding to a world
 zone (Europe, America, Asia, Africa).
        If the user is interested in customers in the 'Europe zone' he introduces the
        criterion ' Europe' in the selection zone.

Description:

This zone allows introducing a description of the user chosen which will appear on the list to make it more readable. This zone is facultative and allows simply a description of the user zone chosen.

Example 1:

In the example above the user zones of the customer's details sheet contain the following information (Menu Point 214, *Receivables*) :

User zone	Contents	codes
1	Free	Free
2	National markets	CH,F,D,GB,...
3	Market regions	EAST,WEST,...
4	Regional representatives	FW, MS, PL,...
5	World zone	EUROPE, ASIA, AMERICA,..

.
The user wants to print the ageing report making the following information appear :

Priority	Description	User zone	Selection
1	World zone	5	EUROPE
2	Markets	2	CH
3	Region	3	EAST
4	Representatives	4	

All customers whose user zones 5,2,3 correspond to the criteria *EUROPE, CH and EAST* will be thus selected and printed with a sub-total per representative.

Example 2:

The user wants to print the ageing report making the following information appear :

Priority	Description	User zone	Selection
1	World zone	5	
2	Markets	2	

The result will be a printing with the following sub-totals (2 markets per world zone) :

        Market A total, world zone 1
        Market B total, world zone 1
    World zone 1 total
        Market A total, world zone 2
        Market B total, world zone 2
    World zone 2 total

246   CUSTOMER'S SITUATIONS

GENERAL POINTS

This menu point allows production of a printed list detailing the customers' situations. By situation is meant the sales figures of a customer for a lapse of time chosen by the user.
There is the possibility of selecting customers according to their number or name. One may also select the extent of the periods concerned. Lastly one may only consider customers presenting a credit balance. One may launch the work and the user receives a message when the operation is finished.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of customers selected according to the alphabetical order established using their names or numbers.
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of customers selected according to the characters forming their name.

```
RBM2101              SIMIC SYSTEM - RECEIVABLES         Company no : 107
                          Customer status report


     Customer no        F4: _____

   Name             F4/F14: _____

   Period from            : 01  1996  to  CP  1996

   Only negative balances : N
                                                     Description
   User field 1 ordered  : N (Y/N)  Priority   1/2: 1  _____
   User field 2 ordered  : N (Y/N)  Priority   1/2: 2  _____

     Submit in batch  (Y/N) : Y

 F3=Exit    F4=Alpha search    F14=String search    F9=Accept    F12=Cancel
```

Customer's number :

This zone allows indication of the required customer's number.

Customer's name:

This zone allows indication of the characters composing the name of the customer in question. Just part of the name may be mentioned: The function key F14 allows selection of customers presenting the indicated characters somewhere in their name.

From period   to:

Allows indication of the extent of required periods. One must also state the years concerned.

Only negative balances :

N   The situations are prepared whatever their balances.
Y   Only customers with a negative balance are printed.

Period/year:

Indicates until what period/year the open posts are to be calculated: Thus allows a retroactive list.

By name:

Allows an alphanumeric sorting of the printed list.

By balance:

Allows sorting into decreasing balances.

By balance limit:

Allows indication to the system that only customer's balances equal or greater than the amount indicated in this zone are to be selected.

By sorting zone 1:

Allows sorting the information as well as making a sub-total as a function of the first sorting zone of the customers' details sheet (Menu Point 214, *Receivables*).
Y   Sorting as a function of sorting zone 1.
N   Criterion not selected.

Priority 1/2:

Indicates in what order the priority of sorting zones are treated in the case of the two zones being chosen.

Description of sorting zone 1:

Selects by sorting criterion indicating the criterion in this zone.

Per sorting zone 2:

Sorts the information as well as making a sub-total of it as a function of the second sorting zone of the customer's details sheet (Menu Point 214, *Receivables*).

Y   Sorting as a function of sorting zone 2.
N   Criterion not selected.

Description sorting zone 2:

Allows selection by sorting criterion indicating the criterion in this zone.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

247   AGEING REPORT

GENERAL POINTS

This menu point allows production of a printed list supplying the ageing report of overdue invoices.

Two types of report are available. One shows amounts overdue on the reference date and puts them into groups according to the number of days they are overdue. The other is composed of a plant of payment and presents the amounts according to their future due dates.

One may select the invoices treated previously up to a specific date. One may also determine the reference date of the calculation of the dividing up of amounts. This dividing up may take place on five columns according to the number of days separating the due date for invoices from the reference date of the calculation.

A series of criteria of selection and sorting allow construction of the list according to the user's needs.

One may begin the work and the user receives a message when the operation is finished.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTION KEYS

F4=Alphabetic search	The function allows display of the list of customers selected according to the alphabetical order established using their names or numbers.
F8=Sorting zones Allows managing the selection by user zone.	
F9=Accept	Begins selection according to specified criteria.
F14=Search/character	The function allows display of the list of customers selected according to the characters forming their name.

SPECIAL OPTIONS.

Parameters (5), conditioning the image or the programme, managed by Menu Point 16, *Security Data* Master :

1   The invoice date is used instead of the due date to determine the dued days.

WORK DISPLAY

SELECTION

```
RBM2571                    SIMIC SYSTEM - RECEIVABLES          Company no : 212
                                 Ageing report
Select.By  customer no . . . .  F4:                    to
        name  . . . . . .  F4/14:
        Balance limite  . . . .:              0
        GL account  . . . .  F4:
        Type of customer    I/O: ___ / I
     Only due dates more than   :     days. Blank = ALL
     Sequence
Seq.  By  User fields . . . .  F8: N
        Alpha order . . . . Y/N: N
        Balance order . . . Y/N: N


Report Open items           Y/N: Y
       Until invoice date . . . . : 29 01 1997 Or period/year : __ ____
       Starting due  date . . . . : 29 01 1997
       Future view  . . . . . Y/N: N
       Detailed report  . . . Y/N: Y
       Delinquency used . . . Y/N: N
       Days for column  1 . . . . : 010
       Days for column  2 . . . . : 030
       Days for column  3 . . . . : 060
       Days for column  4 . . . . : 090   (999=Unallocated amounts)
       Outfile            Y/N: N _____
       Submit in batch  . . . Y/N: Y
F3=Exit                          F9=Accept                      F12=Cancel<
```

By client number / to:

This zone allows indication of the number of the customer desired or a generic in the case of a group of customers.
Also the user may select from a number to a number by introducing a number in the zone ''from'' and the zone ''to''.

By name:

This zone allows indication of the characters composing the name of the customer in question. One may only mention part of the name The function key **F14** allows selection of customers presenting the indicated characters somewhere in their name.

By balance limit:

Allows indication to the system that only customer's balances equal or greater than the amount indicated in this zone are to be selected.

By G.L. account :

Allows selection of all movements of a collective account. One collective account alone may be selected at a time. The user may make a selection by collective accounts of by customer number but not both at the same time.

Type of customer :

Allows selection of all movements of a type of customer One type of customer alone may be selected at a time.

Only due dates more than xxx days.

Only the movements which are due after this number of days are selected.

SEQUENCE

By user fields F8:

Allows sorting of the information as well as making a sub-total of it as a function of the 6 user zones contained in the customer's sheet (Menu Point 214, *Receivables*).

N   The sequence by user zone is not used.
Y   The sequence by user zone is used and the details are displayed by function key **F8**.

By alphabetical order:

Allows printing the list sorted alphabetically.

By balance order:

Allows printing the list in order of decreasing balance of the customer.
The alphabetical order and balance order mutually exclude each other.

SELECTION AND SEQUENCE BY USER ZONE

```
RBM2571                 SIMIC SYSTEM - RECEIVABLES         Company no : 107
             n                    Ageing report
Sel.    By customer no . . . . F4 : 11000_____ to 20000_____
           name  . . . .   F4/14 : _____
           Balance limite . . . .: _____0
           GL account  . . . . F4 : _____
           Type of customer   I/O:___ / I
           Only due dates more than: ___ days. Blank = ALL


Seq.    By  User fields . . . .   _____
           Alpha order . . . . Y | RBM257S  Sequence - User fields      |
           Balance order . . . Y |                                      |
                                 | Sequence your selection              |
Report  Open items         Y |                                      |
           Until invoice date . . . | Seq User Skip Selec. Description  |
           Starting due  date . . . |    1                             |
           Future view  . . . . . Y |    2                             |
           Detailed report  . . . Y |    3                             |
           Delinquency used . . . Y |    4                             |
           Days for column  1 . . . |    5                             |
           Days for column  2 . . . |    6                             |
           Days for column  3 . . . |    F9=Accept    F12=Cancel       |
           Days for column  4 . . . |_____|
           Outfile              Y/N : N _____
           Submit in batch  . . . Y/N :
 F3=Exit                          F9=Accept                    F12=Cancel
```

Function key **F8** allows choosing the sequence of user zones as well as perhaps selecting a precise criterion for a user zone.

Sequence:

Allows choosing a sorting zone and indicating in what order of priority it will be treated in the case of several zones being chosen. The possible choices are thus from priority 1 to priority 6.

Sorting:

Indicats the sorting zone and positions it as a function of the chosen priority.

Selection:

This zone allows selection of a special criterion of a user zone.
Example :
       User zone "5" of the customer's sheet contains criteria corresponding to a world
zone (Europe, America, Asia, Africa).
       If the user is interested in customers in the 'Europe zone' he introduces the
       criterion ' Europe' in the selection zone.

Description:

This zone allows introducing a description of the user chosen which will appear on the list to make it more readable. This zone is facultative and allows simply a description of the user zone chosen.

Example 1:

In the example above the user zones of the customer's details sheet contain the following information (Menu Point 214, *Receivables*) :

User zone	Contents	codes
1	Free	Free
2	National markets	CH,F,D,GB,...
3	Market regions	EAST,WEST,...
4	Regional representatives	FW, MS, PL,...
5	World zone	EUROPE, ASIA, AMERICA,...

The user wants to print the ageing report making the following information appear :

Priority	Description	User zone	Selection
1	World zone	5	EUROPE
2	Markets	2	CH
3	Region	3	EAST
4	Representatives	4	

All customers whose user zones 5,2,3 correspond to the criteria *EUROPE, CH and EAST* will be thus selected and printed with a sub-total per representative.

Example 2:

The user wants to print the ageing report making the following information appear :

Priority	Description	User zone	Selection
1	World zone	5	
2	Markets	2	

The result will be a printing with the following sub-totals (2 markets per world zone) :

        Market A total, world zone 1
        Market B total, world zone 1
   World zone 1 total
        Market A total, world zone 2
        Market B total, world zone 2
   World zone 2 total

By alphabetical order:

Allows printing the list sorted alphabetically.

By balance order:

Allows printing the list in order of decreasing balance of the customer.
Alphabetical sequence and decreasing balance sequence mutually exclude each other.

AGEING REPORT

Open items:

Y   Only open items are taken into consideration.
N   All items "Until invoice date" are taken into consideration.

Until invoice date:

The zone allows indication of the date limit for taking invoices into consideration.

Starting due date:

This zone allows indication of the reference date for the calculation of the ageing report and for the splitting of the amounts in the columns.

Future view (Y/N):

N   The system produces an ageing report.
Y   The system produces a payment plan.

Detailed report (Y/N):

Y   All movements are printed.
N   Only totals per customer are printed.

Delinquency used (Y/N):

Y   The delinquency number introduced into the customer master file (option 214) is
           added to the due date and printed in the customer heading.
N   Normal treatment, without taking delinquency into account.

Days for column 1 2 3 4:

The system proposes splitting up the amounts overdue according to overdue by 10, 30, 60 and 90 days. The user may specify the number of days to his liking. "999" in the fourth column indicates to the system that this column contains non-allocated amounts.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

-          The title page indicates the selection made as well as the user who has submitted
the list.
-          a series of information concerning the customer :
           the number, name and locality
           the type, the credit limit
           The date of the last payment, the overage number of days before the due
           date
           the suspended codes, calculated interest, credit information
the amount columns include :
           1st column   movement amounts or totals
           2nd column   non-overdue amounts
           3rd-6th column   amounts overdue for a certain number of days
           7th column   according to choice, amounts overdue for more
                                          than maximum number of days of unallocated
                                          amounts.

Outfile + name Y/N:

Y   An outfile will be created in the "SM2PCD" library with the name indicated
         in this zone. The name by default is "RBO247". If the "detailed report" zone is "Y",
         only the detail lines go in this file. Ih this zone has a "N", then it is the "total
         currency" lines wich go in this file.
N   No outfile is created.

249   CUSTOMER'S LIST

GENERAL POINTS

This menu point allows production of a printed list procuring the company's customers' list.
The customers may be ordered by number or name. One may also only select active customers or suspended customers.
One may begin the work and the user receives a message when the operation is finished.

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

FUNCTION KEYS

F9=Accept   Launches the work according to specified criteria.

WORK DISPLAY

```
RBM2061                 SIMIC SYSTEM - RECEIVABLES           Company no : 107
                            Customer listing

                    Customer list alpha/numeric  A/N: A
                                    only active  Y/N: N
                                    Suspended    Y/N: Y

                          Submit in batch  Y/N: Y

 F3=Exit                          F9=Accept                       F12=Cancel
```

Alphabetical/numerical list   A/N:

A   Customers ordered by name.
N   Customers ordered by number.

Only if active Y/N:

N   All customers are printed.
Y   Only active customers are printed.

Suspended Y/N:

N   All customers are printed.
Y   Only suspended customers are printed.

Submit in batch   (Y/N):

N   The work is done interactively and the user waits for the end of the operation.
Y   The work is begun and the user receives a message when the operation is finished.

The printed list contains the following information :

The customer's name and number
The complete address of the customer
The contact name
The telephone number
The terms of payment codes
The type of the last invoice recorded

PAYMENTS

250   ALLOCATION OF PAYMENTS

GENERAL POINTS

This menu point allows recording payments made by customers.
The work may be split into two groups:
-         one part concerning the actual characteristics of the payment, the amount or the
currency or the account deduction.
-         a second sea concerning the ventilation of the amount of the advice on the
           invoice(s) of a customer or a 'lot' of customers.
-         The payments own characteristics are mentioned :
                    the value date and processing date
                    the transaction currency code
                    the treasury accounts and expenses treated
                    the amount of the avis
                    possible costs linked to the payment.
-         The customers concerned by the payment are stated.
-         The invoices touched are chosen.
-         There are indicated the amounts, the prepayments, and the discounts allocated to
           invoices, the non-allocated payment. You will notice that a payment may be
           allocated to an invoice whatever its base currency.
-         The payment is recorded and processed with help of function key **F9**.

USE
The options and functions listed below are accessible to users who hold the rights specified
by the head of SIMIC SYSTEM security.

OPTIONS
1=Choose   Choose an invoice to allocate to it all or part of a payment. This choice is
                  proposed after having specified the amount of a payment and the
                  customers concerned during the display of the list of open invoices.
9=Function 1   Calls user call 'RBJPMT11Z' for a specific use.

SPECIAL OPTIONS

Parameter (5), conditioning the image or the programme, managed in menu point 16, *Security
Master:*
1   Checks the value date of the payment and the voucher date. They must not be later
          or less than 120 days than the day's date.
2   The amount paid can be bigger than the balance of the invoice.
3   Reference 1 is not filled.
4   Splitting of VAT is not proposed.
5   The discount screen is not automatically displayed.
          The defaults are taken into consideration and it is necessary to mskr '1' in order to
          notify them.

FUNCTION KEYS

F4=List of accounts	Displays the chart of accounts and allows selection to an account during account ventilation of the payment advice.
F4=Search customers	Displays the list of customers selected according to alphabetical order of their number, their name, their type or their search name.
F4=Search invoices	Displays the list of open invoices of the customers concerned.
F9=Allocation	Access to the invoice selection and to the allocation of payments.
F9=Accept	Registers and processes the payment.
F11=Additional view	Displays also amounts in payment currency.
F14=Search/character	Displays list of customers selected according to the characters composing their name.

WORK DISPLAY

PAYMENT ENTRY - OBLIGATORY ZONE

```
RBM2471                   SIMIC SYSTEM - RECEIVABLES        Company no : 107
                             Payment entry                  Data set   : 1
 Voucher date    : 29  04  1996  Period : 04  Over/per. : 04   Voucher no
 Value   date    : 29  04  1996  Currency: CHF FRANC  Rls: __       94629
                   Account (F4)   Description                       Amount
 Advice amount   : 20000_____  SOCIETE DE BANQUE SUISSE _____550.00_
 Charges 1       : 40001_____  TAXES 1                  _____10.00_
 Charges 2       : _____
 Charges 3       : _____
 Charges 4       : _____
 1=Review   4=Delete              Balance . . . . . . . . :      560.00-
 Op Seq  Customer no    Name                   Reference         Amount

 F3=Exit              F11=Charge references                    F12=Cancel
```

Voucher date :

This allows specification of the date of the voucher created by the entry of the payment.

Value date :

This allows specification of the value date of transactions created by the entry of the payment.

Period:

Allows imputation of the payment into an account period other than the current one.

Currency:

Allows indication of the account currency code of the treasury receiving the payment.

Rls:

Allows indication of the release type of the payment. If the account is not BLANK, the account related to this release type is selected. This field is not obligatory.

Advice amount: Account (F4)   Description   Amount

These zones allow specification of the account of the involved treasury and the net amount of the advice note.

PAYMENT ENTRY - FACULTATIVE ZONES

Charges 1 2 3 4:

These zones allow specification of the charges accounts involved and the amounts of possible charges debitted during the payment.

Function key **F11**, Charge references, allows input of necessary indications for reference zones 1 to 3 and description 1 and 2 of the G.L.

```
RBM2478                 SIMIC SYSTEM - RECEIVABLES        Company no : 107
                            Charges references

Charges 1        : 30001                   FRAIS D ENCAISSEMENTS
Amount           :          10.00
Reference 1/2/3  : _____  /  _____  / _____
Description 1/2  : _____  / _____

                            F9=Accept                       F12=Cancel
```


VENTILATION OF THE ADVICE AMOUNT - SELECTION OF A CUSTOMER AND OPEN INVOICES

When the user decides to carry out a ventialtion of a payment on invoices, he must choose a customer. By pressing key "ENTER" or by using the function key **F6**=New selection, the screen of the choice of customers is displayed as long as at least one transfer account and its currency have already been input into the payment entry screen.
Different search criteria are available if the user specifies the customer's exact number, the system directly displays on the screen the open posts of the chosen customer.
If the user specifies directly an exact invoice number (reference) the system displays directly on the screen the allocation of the invoices.

```
RBM247I                    SIMIC SYSTEM - RECEIVABLES          Company no : 107
                                  Display customers
 Search by name . . . . . : _____
        by no . . . . . . : 11_____
        by research name  : _____
        by town . . . . . : _____
        by reference  . . : _____
 Type your option, press ENTER.
 1=Select
 Fc Customer no    Name                           Type Town
    11000          PLANET SA                            ECUBLENS
    11001          B-RECH                               Apples

                                                                 F12=Cancel
```

When the customer chooses, the system displays the open posts. The user may then choose the movements to reconcile with the payment.

```
RBM247V                    SIMIC SYSTEM - RECEIVABLES          Company no : 107
                                    Open items
 Customer no + name : 11000             PLANET SA
                                        Ch. du Dévent
                                        ECUBLENS
 Total amount paid by customer in : CHF _____0.00_
 Type your option     Payment text:_____   Total balance.
 1=Select   9=Function 1                                        CHF 75340.00
                Inv.    Due            Used          Invoice
 Op  Invoices T date    date  User text    Cur       amount         Balance
 1 0000000001   151295 130196           CHF          100.00           40.00
 _ 0000000024   150195 140295           CHF        35000.00        35000.00
 _ 0000000025   151295 140196           CHF        10300.00        10300.00
 _ NON ALLOUE   150196 141295           USD          500.00-         200.00-
 1 0000000002   151295 130196           USD          200.00          200.00
                                        CHF          300.--          300.00
 _ 0000000026   311295 300196           USD        30000.00        30000.00

 F3=Exit                    F11=Additional view                  F12=Cancel
```

Total amount paid by customer:

In the case that the credit advice (total payment amount) concerns several customers, the user may introduce, if he wants, as a check, the part of the amount which concerns the chosen customer.

Payment text:

This field allows indication of information relating to the payment.

Total balance

Indicates the amount in company cerrency of the open posts.

Used.:

The system indicates by a "*" an invoice which has been selected more than once during selection.

VENTILATION OF THE ADVICE AMOUNT - PAYMENT ALLOCATION

```
RBM247A              SIMIC SYSTEM - RECEIVABLES         Company no : 107
                          Payment allocation
 Customer no + name : 11000        PLANET SA                    Voucher no
                                   ECUBLENS                          94629
 Total paid by cust.:         0.00  CHF Balance     :              0.00
 Total computed    :        340.00  Unallocated amount  F4: _____
 Discount by refer. :         0.00  Discount by customer F4: _____
 1=Discount allocation  4=Delete    Write-off        Y/N: N
Op          cur     Balance/  Pmt      Balance Advc.          Discount
  Invoices  Inv         paid  cur          Paid  Y/N  User text  allocat.
  0000000001 CHF      40.00    CHF       40.00                        N
             CHF _____40.00__  CHF       40.00    N   _____
_ 0000000002 USD     200.00    CHF      300.00                        N
             USD ____200.00__  CHF _____300.00__  N   _____

 F4=Search invoices              F9=Accept                    F12=Cancel
```

Total paid by customer:

This zone inidcates the amount paid by the indicated customer if not indicated in the preceding table. It allows a check of whether the total allocation (invoices, non-allocated amounts, total discount) in payment curreny is equal to the total paid by the customer.

Total computed:

This indicates the total amount of the allocation made (invoices, non-allocated amounts, total discount) in payment currency.

When an amount is indicated in the "Total paid by customer" zone, the "Total computed amount" must be equal to the "Total paid by customer" amount.

This not being the case, the user may adjust the total computed :
- by selecting a new invoice using function key **F4**=*Search invoices*
- by deleting a chosen invoice using option **4**=*Delete*
- by changing the amount displayed in the '*Amount paid (payment currency)*' described below
- by input of a total discount accorded to a customer in the '*Discount per customer*' zone described below
- by input of a non-allocated amount in the '*Non-allocated amount*' zone described below.

Discount by reference:

This zone indicates the total amount of discounts allocated to one or more stated invoices.
It allows the user to check the total discount amount by reference as a function of the discount he has in front of his eyes.

Write-off:

This parameter is only valid if the total paid by this customer is equal to zero. In this case 'Y' in this zone generates a '202' type movement instead of a '201' type. This is to show the difference between a write-off and a normal payment so as not to influence the calculation of the average time for payment.

Unallocated amount:

Allows input of the amount of the payment or the part of the payment (in payment currency) which is not allocatable to any invoice of the customer.

After having introduced the unallocated amount, the user has the possibility, using function key **F4**, of inputting the details of the necessary indications for the reference zones 1-3 and description ½ in the G.L. and a remark in the user's movement text created in the 'Receivables'.

The cursor must be in the input amount zone so that the screen below displays.

```
RBM2475                 SIMIC SYSTEM - RECEIVABLES          Company no : 107
                           Unallocated amount

Customer no + name : 11000              PLANET SA
                                        Ch. du Dévent
                                        ECUBLENS

Uallocated amount  : CHF          100.00

Reference 1        : SUPPORT___
Reference 2        : _____
Reference 3        : _____
Description 1      : 11000 PLANET SA_____
Description 2      : _____
User text          : _____

                              F9=Accept                    F12=Cancel
```

Discount by customer:

This allows allocation of any discount not to a precise invoice but simply to the customer.

After having introduced the discount amount, the user has the possibility, using function key **F4**, of inputting the details of the necessary indications for the reference zones 1-3 and descriptions 1-2 in the G.L.

The cursor must be in the input amount zone so that the screen below displays.

The user may split up the discount into three different accounts.

The '*discount allocated*' zone for VAT is not useful because the invoices are considered as totally paid and the system therefore does not take account of it. (Refer to the part dedicated to the **allocation of discounts per invoice** below for the description of zones.)

```
RBM2479                 SIMIC SYSTEM - RECEIVABLES           Company no : 107
                             Discount allocation
 Customer no + name : 11000           PLANET SA
                                      Ch. du Dévent
                                      ECUBLENS
 Reference          : 0000000002
 Total discount     : CHF        10.00
 VAT discount alloc.: N

 Account          F4: 69000 _____   CHF      ESCOMPTES
 Amount           : _____10.00_
 Reference 1/2/3  : 0000000002  / _____ / _____
 Description 1/2   : 11000_PLANET SA_____ / _____

 Account          F4: _____
 Amount           : _____0.00_
 Reference 1/2/3  : 0000000002  / _____ / _____
 Description 1/2   : 11000_PLANET SA_____ / _____

                             F9=Accept                         F12=Cancel
```

Invoices:

Indicates the reference number of movements chosen for allocation.

Balance (invoice currency):

Indicates the invoice amount or the balance to be paid on this invoice in original currency (invoice currency).

Balance (payment currency):

Indicates the invoice amount or the balance to be paid on this invoice in payment currency (corresponds to the transfer account currency chosen above).

Amount paid (invoice currency):

This allows the user to specify for each invoice, the amount paid (amount allocated to this invoice) in original currency of the invoice.
The system proposes by default the total amount of the invoice, an amount susceptible to being modified by the user.
This zone is automatically computed by the system as a function of the value introduced in the '*Amount paid' (payment currency*) zone and if there is no value, the exchange rate of the current period **only if it has been previously initialised to zero by the user.**

Amount paid (payment currency):

This allows the user to specify for each invoice, the amount paid (amount allocated to this invoice) in payment currency.
The system proposes by default the total amount of the invoice computed at the exchange rate of the current period, an amount susceptible to being modified by the user.
This zone is never computed automatically.

Prepayment Y/N:

This allows the user to allocate just a part of the amount of the invoice and the balance remains open.

Y   If the amount paid is less than the amount of the invoice, the payment is
         considered to be a prepayment.
N   The invoice is closed.The balance of the invoice is considered as a prepayment.

User's text:

Allows input of a user text which will be recorded in the movement 'payment' created as a counterpart of the invoice in 'Receivables'.

Allocated discount:

This indicates to the user whether a discount has been computed on an invoice. The user may revise the allocation of the discount using option **1**=*Allocation of discount*.

N   No discount is allocated. The payment is considered as a prepayment. The balance
         of the invoice remain open.
Y   The invoice is paid. The possible balance of the invoice is considered as a discount.

ALLOCATION OF DISCOUNTS PER INVOICE

When the amount is less than the invoice (*Amount paid* (invoice currency)) < (*Balance* (invoice currency)) and that the code 'N' is indicated in the zone 'Prepayment', the system considers that there is discount and displays **directly** the screen of the detailed allocation of discounts for each invoice allocated with discount.
The user may break up the discount into three different accounts as well as input the reference zones 1 to 3 and 1-2 in the G.L.

Function key **F9**=*Accept* records the modifications and returns the preceding screen.
Function key **F12**=*Cancel* **replaces all modifications with defaults** and returns to the preceding screen.

```
RBM2479                 SIMIC SYSTEM - RECEIVABLES        Company no : 107
                          Discount allocation
Customer no + name : 11000            PLANET SA
                                      Ch. du Dévent
                                      ECUBLENS
Reference        : 0000000002
Total discount   : CHF         10.00
VAT discount alloc.: N

Account        F4: 69000 _____   CHF     ESCOMPTES
Amount           : _____10.00_
Reference 1/2/3  : 0000000002  / _____ / _____
Description 1/2  : 11000_PLANET SA_____ / _____

Account        F4: _____
Amount           : _____0.00_
Reference 1/2/3  : 0000000002  / _____ / _____
Description 1/2  : 11000_PLANET SA_____ / _____

                             F9=Accept                     F12=Cancel
```

Reference:

Indicates which invoice is the object of the sharing of an accorded discount.

Total discount:

Indicates the total amount of discount accorded to share out on the invoice (reference) indicated.

VAT discount allocation:

Allows the user to manage possible VAT to be calculated on discount accorded.

Y   The system automatically calculates the VAT on accorded discount and deducts it
         in the accounts linked to the VAT codes of the invoice to which the discount
         applies.
N   The system does not manage VAT linked to an accorded discount.

Account

The user may share the discount amount among three accounts in the G.L.
The system indicates the discount account recorded in the customer's details sheet (Menu Point 214, *Customer's Information*) by default.

Amount:

The system indicates the total amount of discount by default.
The user may, of course, split it up into three accounts, provided that the total corresponds to the amount of the total discount.

References 1/2/3:

The user inputs references 1,2,3 in these zones.

Description 1/2:

The user inputs the descriptions 1,2 in these zones.

INVOICE CURRENCY DIFFERENT FROM THE PAYMENT CURRENCY

Let us suppose that the customer has paid, in US dollars, an invoice made in Swiss francs:
The user chooses an account of treasury in the payment currency, $ US.

```
RBM2471                  SIMIC SYSTEM - RECEIVABLES          Company no : 107
                            Payment entry                    Data set   : 1
Voucher date      : 29  04  1996   Period  : 04  Over/per. : 04  Voucher no
Value   date      : 29  04  1996   Currency: USD DOLLAR Rls: __        94629
                   Account (F4)    Description                         Amount
Advice amount     : 20235_____  SOC DE BANQUE SUISSE US$ _____0.00_
Charges 1         : _____                         _____0.00_
Charges 2         : _____                         _____0.00_
Charges 3         : _____                         _____0.00_
Charges 4         : _____                         _____0.00_
1=Review   4=Delete                Balance . . . . . . . .: _____0.00_
Op Seq  Customer no     Name                     Reference        Amount
 1 0001 11000           PLANET SA                0000000013       100.00

F6=New selection    F9=Allocation    F11=Charge references    F12=Cancel
```

He chooses directly the open posts of customer 11000, the payee.

```
RBM247I                  SIMIC SYSTEM - RECEIVABLES          Company no : 107
                            Display customers
 Search by name . . . . . : _____
         by no . . . . . . : 11000_____
         by research name  : _____
         by town . . . . . : _____
         by reference  . . : _____
 Type your option, press ENTER.
 1=Select

 F3=Exit                                                      F12=Cancel
```

```
RBM247V                  SIMIC SYSTEM - RECEIVABLES          Company no : 107
                               Open items
Customer no + name : 11000              PLANET SA
                                        Ch. du Dévent
                                        ECUBLENS
Total amount paid by customer in : CHF           0.00
Type your option     Payment text:_____     Total balance.
1=Select                                                      CHF 75340.00
             Inv.    Due              Used          Invoice
Op  Invoices T date  date  User text   Cur          amount          Balance
1 0000000001  151295 130196            CHF          100.00            40.00
_ 0000000024  150195 140295            CHF        35000.00         35000.00
_ 0000000025  151295 140196            CHF        10300.00         10300.00
_ NON ALLOUE  150196 141295            USD          500.00-          200.00-
_ 0000000002  151295 130196            USD          200.00           200.00
_ 0000000026  311295 300196            USD        30000.00         30000.00
_
                        F11=Additional view                      F12=Cancel
```

The customer pays the open balance of CHF 40.-- from a total invoice of CHF 100.--
The system calculates and displays the balance of the invoice to be paid as a function of the current exchange rate:

   CHF 40.-- at 1,50 = US $ 26,67

```
RBM247A                  SIMIC SYSTEM - RECEIVABLES          Company no : 107
                             Payment allocation
Customer no + name : 11000              PLANET SA            Voucher no
                                        ECUBLENS                 94629
Total paid by cust.:            0.00  USD Balance    :            0.00
Total computed    :            26.67  Unallocated amount  F4: _____
Discount by refer. :            0.00  Discount by customer F4: _____
1=Discount allocation   4=Delete
Op            cur      Balance/  Pmt        Balance Advc.          Discount
  Invoices   Inv          paid  cur           Paid  Y/N  User text  allocat.
  0000000001 CHF         40.00   USD         26.67                       N
_            CHF _____40.00__ USD _____26.67__  N  _____
F3=Exit      F4=Search invoices          F9=Accept            F12=Cancel
```

The customer has paid $ US 30.--
The user modifies the amount paid in payment currency.

```
RBM247A                  SIMIC SYSTEM - RECEIVABLES          Company no : 107
                             Payment allocation
Customer no + name : 11000              PLANET SA            Voucher no
                                        ECUBLENS                 94629
Total paid by cust.:            0.00  USD Balance    :            0.00
Total computed    :            30.00  Unallocated amount  F4: _____
Discount by refer. :            0.00  Discount by customer F4: _____
1=Discount allocation   4=Delete
Op            cur      Balance/  Pmt        Balance Advc.          Discount
  Invoices   Inv          paid  cur           Paid  Y/N  User text  allocat.
  0000000001 CHF         40.00   USD         26.67                       N
_            CHF _____40.00__ USD _____30.00__  N  _____
F3=Exit      F4=Search invoices          F9=Accept            F12=Cancel
```

254   DELETE A PAYMENT RUN

GENERAL POINTS

This menu point allows deletion of a payment run. Each time the user accepts by function key **F9**=*Accept*, a payment run (Menu Point 251, *Payments*) the system attributes to all movements generated, (deductions in the G.L., recording of payments, non-allocated amounts and discounts in 'Receivables') a unique run number.
The user may identify this number by displaying the details of a payment (Option **5**=Display menu point 230, *Queries Receivables*).
The whole of the run will be deleted :
-        Deletion of the whole voucher in the G.L.
-        Deletion of recordings of payments, non-allocated amounts and discounts and reopening of paid invoices.

Once the run is chosen, the system displays the movements concerned by the run. The user can then confirm the deletion using function key **F9**.
The user may delete one payment alone coming from a paid invoice using menu point 256, *Payment cancellation*).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

FUNCTION KEYS

F9=Next screen   Displays of movements concerned.
F9=Accepts and deletes   Confirmation of the deletion.

WORK DISPLAY

```
RBM2051                SIMIC SYSTEM - RECEIVABLES          Company no : 107
                          Delete an payment run

                       Run no    : 0004187
                       Voucher no:      94583
                       Date      : 15/01/1996
                       Period    : 01
                       Data set  : 1

  F3=Exit                     F9=Next display               F12=Cancel
```

Run number:

This numerical zone allows input of the run number that the user wants to delete. Menu point 230, *Queries,* allows the run number to be known.

Voucher number:

This indicates the voucher number of the payment run to be deleted.

Date:

Indicates the date of the payment run to be deleted.

Period:

Indicates the period of the payment run to be deleted.

Data Set:

Indicates the Data Set of the payment run to be deleted.

```
RBM205C                   SIMIC SYSTEM - RECEIVABLES        Company no : 107
                            Display movement run

 Run no  : 0004187


 No                 Name                        Reference Type Cur        Amount
 11000              PLANET SA                             PUU USD         300.00
 11000              PLANET SA              0000000003 PMT USD         300.00-

 F3=Exit                       F9=Accept & delete                  F12=Cancel
```

256   PAYMENT CANCELLATION

GENERAL POINTS

This menu point allows the cancelling of a payment processed before in liason with the invoice which it refers to. The invoice will thus be reopened.

The user selects the payments according to several criteria:
-         the invoice number
-         the customer's number.

The system displays the list of paid movements (invoice), the user chooses then the payment to be cancelled. He must state the treasury accounts touched by the cancellation

The system creates a cancellation voucher in the current period, deletes the payment recordings and discounts and reactivates the movement (invoice).

USE

The options and functions listed below are accessible to users who hold the rights specified by the head of SIMIC SYSTEM security.

OPTIONS

1=Choose   Choose a payment to cancel.
                This option is proposed after having specified the selection criteria during the display of the payment list.

SPECIAL OPTIONS

Parameters (5), conditioning the image or programme, managed by menu point 16, *Security Master:*

1   The reference 1 is not filled.

FUNCTION KEYS

F9=Accept   Launches the work according to specified criteria.

WORK DISPLAY

```
RBM2533                   SIMIC SYSTEM - RECEIVABLES         Company no : 107
                               Payment cancellation

                   Payment list

              01  By invoice/reference : _____
              02  By customer no     F4: 11000_____
                  Name           F4/14: _____

                  OPTION . . . . . . . : 02

 F3=Exit                                                       F12=Cancel
```

By invoice/reference:

This allows indication of the invoice number in which one wants to cancel a payment.

By customer number:

This allows indication of the characters composing the number of the customer in question. One may only mention the beginning of a number.

```
RBM253C                   SIMIC SYSTEM - RECEIVABLES         Company no : 107
                               Payment cancellation

 Type your option. press ENTER.
 1=Select

 Opt Customer no      Name                    Reference   Date  Cur      Amount

 _  11000             PLANET SA      PMT 0000000001 150196 CHF       60.00-
 1  11000             PLANET SA      PMT 0000000003 150196 USD      300.00-

 F3=Exit                                                       F12=Cancel
```

```
RBM2541                   SIMIC SYSTEM - RECEIVABLES         Company no : 107
                               Payment cancellation         Data set   : 1

  Customer no        : 11000             PLANET SA
  Reference no       : 0000000003 / 000
  Payment type       : 201               Payment
  Amount  paid       :        300.00-    USD
  Reference discount :          0.00     USD
  Customer  discount :          0.00     USD
  Payment date       : 03.04.1996
  Voucher no         :         197
  Data set           : 1
  Period             : 01 / 1996
 _____
  Credit   account   F4: 20001           B.C.V. USD
  Override periode    : 09                SEPTEMBER

  F3=Exit                      F9=Accept                      F12=Cancel
```

Customer number:

Indicates the number and description of the customer concerned by this cancellation.

Reference number:

Invoice number in which the user wants to cancel the payment.

Payment type:

Indicates the type of payment cancelled.

Amount paid:

Indicates paid amount to be cancelled.

Reference discount:

Indicates the amount of any discount accorded to this invoice.

Customer discount:

Indicates the total amount of discount accorded to this customer.

Date:

Date of payment to cancel.

Voucher number:

Number of voucher to be cancelled.

Data Set:

Original Data Set of payment.

Period:

Original period of payment.

Credit account:

Allows indication of the treasury account number creditted during cancellation.
The system proposes the account used during payment.
In certain cases, it is preferable to use a transit account.

Override period:

Allows posting of the payment into a G.L. period other than the payment period. The Data set used for annulation is the current Data set (the data set the user is in).

SPECIAL WORK

261   PURIFICATION OF THE INVOICE FILE

GENERAL POINTS

Here one may purify the file conserving invoices, payments and other movements finally closed.
The user specifies the number of months after which a paid invoice is eliminated from the system.
The procedure is launched by function key **F9**=Accept.

The purified recordings make up a list and are saved in a member of the base files (RBFDTD and SMFART). These members must be saved manually on an external support and can then be deleted. The name of this member appears on the screen during the execution of the menu point.

262   BALANCE TRANSFER --> CUSTOMER'S FILE

GENERAL POINTS

Here the present balances are transferred to the customer's files. These balances may be used by extra-accounting programmes.
The procedure is launched immediately by function key "Enter".

263   DELINQUENCY UPDATE

GENERAL POINTS

This menu point allows calculation of delinquency according to the customer's habits. The result of this calculation is transferred to the customer's master file and may be used in option 247 (Ageing).

FUNCTION KEYS

F9=Accept   Launches the work according to specified criteria

WORK DISPLAY

```
RBM2481                SIMIC SYSTEM - RECEIVABLES        Company no : 212
                          Delinquency update



                    Selection

                    Number of months   to be concerned : 12

                    Number of invoices to be concerned : 100

                    Submit in batch . . . . . . . . . .: Y



   F3=Exit                        F9=Accept                    F12=Cancel
```

Number of months to be considered :

The number of months from today taken into consideration. Only movements going out during this period are taken into consideration.

Number of invoices to be considered :

Only the 'nnn' last movements are taken into consideration.

CALCULATION FORMULA

Only invoices and credit notes entered with options 221/225 and interface are taken into consideration.

Due, unpaid movements are not taken into consideration.

Overdue, unpaid movements are taken into consideration for the balance considering today's date as the payment date.

Credit notes (negative movements) as well as unallocated amounts are not taken into consideration.

Write off invoices (zero payments in option 250 with write off status = 'Y') are not taken into consideration.

It is always the last value in company currency which is taken into account for the calculation (including reevaluations).

The number of days late of an invoice, is the difference between the due date and payment date.

The cumulative value of invoices is the invoice amount in company currency multiplied by the number of date late.

The delinquency is obtained by dividing the cumulative value of all invoices by the cumulative amount of all invoices in company currency.

EXAMPLE :

Invoice cumulative value :
  This zone accumulates the value of all invoices.

100 CHF paid three days late	300
900 CHF paid ten days late	9000
500 CHF paid five days in advance	-2500
1500 CHF	6800

Delinquency = 6800 / 1500 = 4,53