

# Resetting A/R Totals

## What It Does

The system displays A/R totals in the (AH), (B), and (PDA) screens. If your customers' A/R totals are incorrect, you can use this procedure to recalculate them. This procedure deletes the existing totals for current A/R and for amounts that are over 30, 60, and 90 days old. You then use the Trial Balance Report to recalculate these figures. This updates the (AH), (B), and (PDA) screens.

---

**Note:** This is a dedicated procedure. Make sure no one else uses your system until it's complete.

---

## How to Do It

- 1 Make a backup copy of your C-AUX file, which contains your A/R totals.
  - Check the size of the C-AUX file, and make sure there is another unit with enough room for a copy of it.
  - Go to the (Z) screen, and use the [C2] Copy Single File function to copy the C-AUX file from its original unit to another.
- 2 Put your system in maintenance mode:

- On UNIX systems, go to the Keyop Menu, and select the [M] Maintenance Mode function.
- On PGDOS or NT systems, go to the (Z) screen, choose the [E6] System Shutdown function, and at Enter Level, type **M**

---

**Note:** On NT systems, you need TBL 2.59 or later to use the maintenance mode feature.

---

- 3 Go to the (+W) screen, and select the [B] Temporary Selector Change function.
- 4 In the Lib field, press RETURN.
- 5 When the cursor moves to the Selector Name field, type **N-CUS1**
- 6 At Correct Selector, press RETURN.
- 7 At Limit, Modify, or Delete, type **M**
- 8 At File#, specify the number that corresponds to the file C-AUX, and press TAB.
- 9 When the system displays the fields in the C-AUX file, tab to the 90 \$ field, and fill this field with ones (type 1111 and so on until you fill the field).



## Resetting A/R Totals

---

### **21** Reboot your system.

If you have a UNIX system, do this in one of two ways:

- If you're at the # prompt, type **shutdown -r**, and press RETURN.
- If you're at the Keyop Menu, select the [\$] Shutdown AIX action code. Press RETURN.

At the SHUTDOWN SYSTEM NOW ARE YOU SURE prompt, type **y** and press RETURN.

If you have a PGDOS or NT system, follow these steps:

- Go to the (Z) screen, and select the [E6] System Shutdown function.
- At Enter Level, type **R**

---

**Note:** On NT systems, you need TBL 2.59 or later to use the reboot feature.

---