How It Works

To offset the large costs of a furniture project that may take six to eight weeks to deliver, furniture dealers typically require a deposit to be held as security.

A common misconception is that posting a deposit does the same thing as using a pay code of prepay. However, there are important differences between these two types of advance payments. This document describes the differences and explains how to work with deposits in your DDMS® business system software.

Prepay is for Commercial and Retail Orders (Not Furniture)

The prepay pay code is intended to accept advance payment for commercial or retail back-orders, where delivery and invoicing is typically a matter of days. A prepay amount is credited to the customer's A/R account and charged to a credit card if that form of payment was used. In graphical software, prepay is not designed for use when the order style is furniture.

Note: ***Do not use prepay*** **when using a Furniture order style.** Prepay amounts on graphical furniture orders do not post to A/R. Furniture tickets and invoices do not reflect prepaid amounts. In text-based software, furniture orders DO post prepays to A/R.

A/R Deposits are for Posting to a Liability Account While Awaiting Delivery

The A/R Deposits feature was designed to accept advance payment for furniture orders, which typically take six to eight weeks to deliver. (Deposits may be accepted for retail or commercial orders, but this is not common.) DDMS treats a deposit as a liability. Your customer is putting money down, but no merchandise has changed hands, so the deposit is an amount that you owe until the order is delivered and invoiced. A deposit debits cash and credits the liability account. The amount of the deposit only becomes an asset when you invoice the ticket. A special invoice format, FD, prints the deposit credit on the invoice. Then, the system applies the deposit to the full amount of the invoice, and credits the customer's A/R account. The offsetting liability activity makes deposits easier to account for on month-end reports.

There are three problems dealers have had when using A/R Deposits:

- If deposit G/L accounts aren't set up, it's difficult to tell where deposits are posted.
- If a deposit invoice format such as FD isn't specified when you print an invoice, the invoice won't print the deposit credit amount.
- If you don't auto apply, it's easy to forget to apply the deposit to the invoice manually.

Solution

When taking money in advance for furniture orders, the recommended method is to use A/R Deposits. ***Do not use prepays.*** To ensure that you are posting deposits properly, complete the following procedures (detailed instructions follow):

- Set up your general ledger deposit accounts.
- Set up the Furniture Deposits Invoice as the default invoice format.
- Post deposits from the Accounts Receivable or Order Entry applications.
- When the order is invoiced, print a Furniture Deposit Invoice.
- Apply the deposit to the invoice if it wasn't automatically applied.

Setting up Your General Ledger Deposit Accounts

If you don't have deposit accounts properly set up, any deposits you enter will be posted to an erroneous account displayed in general ledger reports with asterisks (*) in the account number. To set up deposit accounts:

- Add new G/L accounts to your (J) Chart of Accounts Master Screen.
- Specify the new G/L accounts in the (L21) Additional G/L Master Number parameters screen.

Detailed instructions are below.

(J) Chart of Accounts Master Screen

Two accounts must be set up in the (J) Chart of Accounts Master Screen:

- Add a new account for **Deposit Income**. It must be set up as a *current liability account*.
- Add a new account for **Deposit Forfeit**. It must be set up as a *miscellaneous income* account or a similar *asset* account.

For information on account numbering, see the DDMS General Ledger online help topic, *Structure of Account Numbers*.

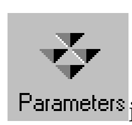
For instructions on adding an account, in the (J) Chart of Accounts Master Screen, see the DDMS General Ledger online help topic, *Adding an Account*.

(L21) Additional G/L Master Number parameters

In the (L21) Additional G/L Master Number parameters screen, you can set up the G/L account number that you want the system to post to when you post a deposit. Whenever you post or void a deposit using the A/R Deposits dialog box, the system posts the amount to the account numbers set in this screen.

Note:	If you leave any of these fields in the (L21) screen blank, the system will post the totals to the accounts receivable cash account.

1. Double-click the 

icon.
2. From the Keyop Menu, double-click the 

icon.
3. When the (L) Parameters screen opens, select the [2] G/L Master Numbers action code.
4. In the (L2) G/L Master Numbers screen, select the [1] Additional action code.
5. The (L21) screen opens. Select the [C] Change action code.
6. Use the following instructions for cursor movement in this screen:
   - To move the cursor ahead one field, press Tab.
   - To clear a field, press the Spacebar, and then press Tab.
   - To move the cursor back one field, press Backspace.
7. Tab to the Deposit Income field, and enter the new G/L liability account number that you set up in the chart of accounts for accepting advance deposits.

```
                      (L21) Additional G/L Master Numbers
================================================================================
                        Action [I] (C=Change, I=Inquiry)
================================================================================

 Credit Card- Type 0   Type 1   Type 2   Type 3   Type 4   Type 5   Type 6
              M/C      Visa     AMEX     D.Club   C.Blanc  Discov.  Other
Cash         :   -    :   -    :   -    :   -    :   -    :   -    :   -
              Income   Forfeit  A/P
Deposit      :201-99  :901-99  :180-30









===================================================================================
==============================================================================
```

8. In the Deposit Forfeit field, enter the new G/L miscellaneous income or similar asset account number that you set up in the chart of accounts for forfeited deposits.
9. When you finish changing parameters in this screen, press Enter until the cursor returns to the action code field. If you press Esc before doing so, the system does not save your changes.

Setting Up the Default Furniture Invoice Format

The Ensite Pro™ Office Furniture Edition deposit invoice format is FD. It prints the deposit credit that has been applied to the invoice. You can set up the default invoice format for:

- All orders in the (L1) Terminal and Tickets parameter screen.
- Furniture orders in the (LGC) Furniture Order Entry Parameters screen.
- Orders by individual furniture order writers in the Furniture Profile Settings window. This setting will override the (LGC) Furniture Order Entry Parameter setting for that user.

Detailed instructions follow.

Note: Because it is a furniture invoice format, FD prints the furniture project number and name. If you are posting deposits for commercial or retail orders, and wish this project line to be removed, or wish to include the deposit credit on your existing invoice format, you will need a customized invoice format. For information on customizing invoices, see Report Writer Documentation on the DDMS support site.

Default Invoice Format for *All Orders*

If you want all invoices (whether retail, commercial, or furniture) to default to the FD furniture deposit invoice format for all orders, set the Invoices Form box in the (L1) Terminal and Tickets parameter screen to FD. Follow these steps:

1. Double-click the **Keyop Menu** icon, and double-click the **Parameters** icon.
2. Go to the (L1) Terminal and Tickets parameter screen by typing **1**
3. In the Action Code field, select Change by typing **C**
4. Tab to the row for the Furniture O/E Type terminal.

Note: Be sure to set up the FD format for your furniture terminal. In the following figure, the logical terminal address is TF for Furniture O/E.

```
18:47:09            (L1)  TERMINAL/TICKET/PRINTER PARAMETERS            04/22/04
================================================================================
  ACTION [C] (C=CHANGE, I=INQUIRY, H=HELP, W=WINDOWS, L=LASER, P=O/E PRINTERS)
================================================================================
              Starting Terminal to have Order Entry as Master [TE]
        KEY:  AHD=Ahead, ST.=Status, ONL=Print online, P=Printer number
   LOG.      KEY  O/E   T-I-C-K-E-T-S      SLIP      LABELS      INVOICES
   TER. LOC. AHD TYPE  ST. ONL  FORM P    FORM P    FORM P   ONL  FORM P  OPTION
 1 [T0] [ 1] [Y]  [ ]  [6] [Y] [4T    1] [      ] [      ]  [Y] [4I    1] [    ]
 2 [TF] [ 1] [Y]  [F]  [6] [Y] [4T    2] [      ] [      ]  [Y] [FD    2] [___]
 3 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
 4 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
 5 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
 6 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
 7 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
 8 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
 9 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
10 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
11 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
12 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
13 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
14 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
15 [__] [__] [_]  [_]  [_] [_] [_____ _] [_____ _] [_____ _] [_] [_____ _] [___]
```

5. Tab to the Invoices Form column and select the Furniture Deposit Invoice format by typing **FD**
6. Press the Space Bar until your cursor moves to the Invoices P field, and enter the second digit of the printer you wish to use by default for Furniture Deposit Invoices. In the example below, the number 2 indicates the P2 printer.
7. To save your changes, press Enter until your cursor returns to the Action field.
8. To exit, press Esc.

For more help on the (L1) Terminal/Ticket/Printer Parameters, see the DDMS KeyOp Parameters online help topic, *In the (L1) Screen*.

If you use laser or ink jet printers that do not have font control, you can set up your printer to use compressed print in the (L1L) Laser Printer Parameters screen. For more details, see the DDMS KeyOp Parameters online help topic, *In the (L1L) Screen*.

Default Invoice Format for *Furniture Orders*

If you want only furniture invoices to default to the deposit invoice format, set the Invoices Format to FD in the (LGC) Furniture Order Entry Parameters screen.

```
09:55:51            (LGC)  FURNITURE ORDER ENTRY PARAMETERS             05/04/04
================================================================================
   ACTION [I] (C=Change, I=Inquiry, 1=Additional Parms)     G/L Location [ 1]
================================================================================
Next Project #       213               Create A/P when Final Receiving Y/N ?N
On Simple Invoice, Sub-Total By (S)ort/Group or (T)ag ?S
Display Only One Line Item at a Time Y/N ?N   Only Show Zero Cost/Sell Once ?Y
Use Department as Item Tax Code For Uncatalogs Y/N ?Y
Default Furniture Order Department [F]  Allow Changing Y/N ?Y
Prompt to Flush and Batch Print Furniture Orders Separately Y/N ?Y
General Project Default Name [GENERAL FURNITURE PROJECT]
Automatically Sequence Y/N : Order:[Y] Quote:[Y]
Default Selector for P/O's : [PO2SF ]   Printer: [1]
Default Form Formats & Printers:   Default Form [1]
   0) No Print Out
   1) Pick Ticket          Format [TM]   Printer [0]
   2) Pro Forma            Format [PM]   Printer [1]  -- Add. Invoice Formats --
   3) Acknowledgment       Format [AM]   Printer [1]     Description   Format Ptr
   4) Delivery Ticket      Format [DM]   Printer [1]  [               ] [  ]  [ ]
   5) Install Work Order   Format [IM]   Printer [1]  [               ] [  ]  [ ]
   6) Quote                Format [QM]   Printer [1]  [               ] [  ]  [ ]
   7) Invoice              Format [FD]   Printer [1]  [               ] [  ]  [ ]
================================================================================
```

Follow these steps:

1. Double-click the **Keyop Menu** icon.
2. Double-click the **Parameters** icon.
3. Go to the (LG) Furniture Order Entry Parameters screen by typing **G**
4. In the Selection Code field, select Furniture by typing **C**
5. In the Action Code field, select Change by typing **C**
6. Tab to the 7) Invoice Format field.
7. Select the furniture deposit invoice format by typing **FD**
8. Your cursor automatically moves to the Printer field. Enter the second character of the printer you wish to use by default for Furniture Deposit Invoices. In the example below, the number 2 indicates the P2 printer.
9. To save your changes, press Enter until your cursor returns to the Action field.
10. To exit, press Esc.

For more help on the (LGC) Furniture Order Entry Parameters, see the DDMS KeyOp Parameters online help topic, *In the (LGC) Screen*.

If you use laser or ink jet printers that do not have font control, you can set up your printer to use compressed print in the (L1L) Laser Printer Parameters screen. For more details, see the DDMS KeyOp Parameters online help topic, *In the (L1L) Screen*.

Default Invoice Format for *Individual Furniture Order Writers*

Note:	If you have specified a format in the Furniture Profile Settings, that format overrides the (LGC) Furniture Order Entry Parameter setting for that user.

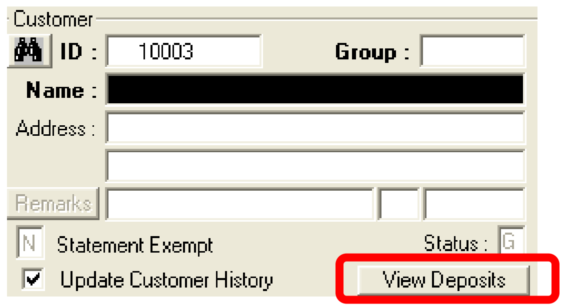
If you are on Version 7 or higher, each user may need to specify FD as the default Furniture invoice parameter on the Printing tab in their Furniture Profile Settings. Follow these steps for each user:

1. From the Master Menu, double-click the **Order Entry** icon.
2. If necessary, select **Furniture** in the Order Style box.
3. At the bottom of the Order Entry window, click on the **Furniture Profile Settings** button. The Furniture Profile Settings window appears.
4. Click on the **Printing** tab.
5. Click on the **Invoice** checkbox, so that a checkmark is in the box.
6. If you are on Version 7 or higher, follow these steps:
   - In the Invoice row, click in the **Format** box, and select the Furniture Deposit Invoice format by typing **FD**
   - Tab to the Printer field, and enter the second character of the printer you wish to use by default for Furniture Deposit Invoices. In the example below, the number 2 indicates the P2 printer.
7. To save your changes, click the **Save** button. The system returns you to Order Entry.

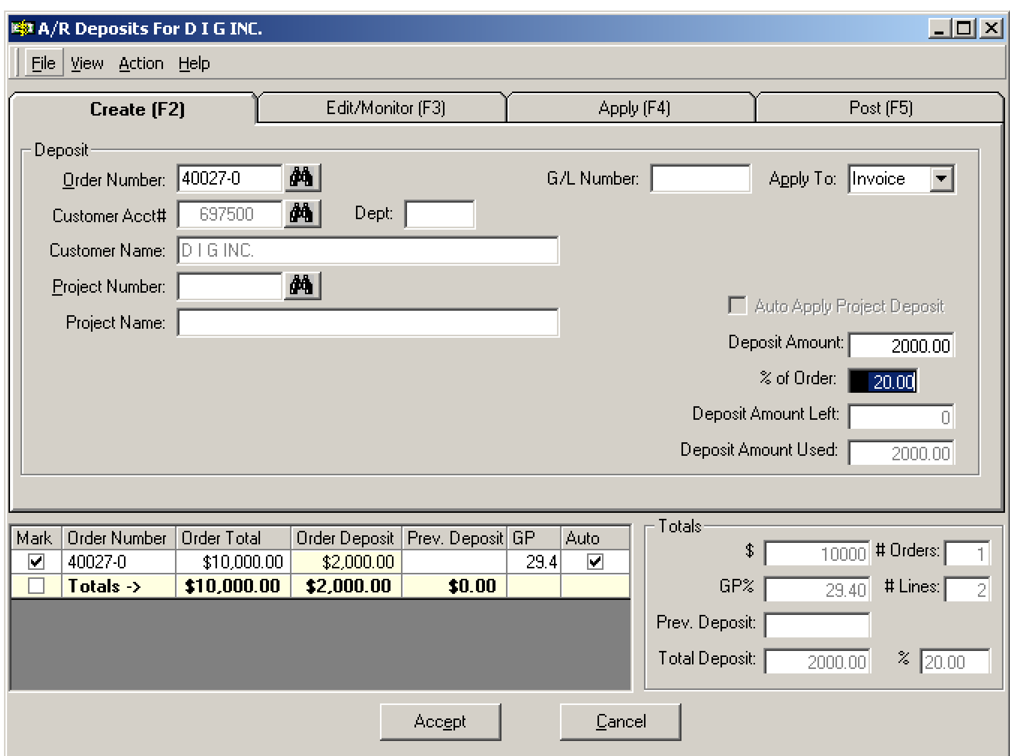
Posting Deposits

To post a deposit that you have received from a customer, follow these steps:

1. You can get to the A/R Deposits window three ways:
    - From the **Payments** tab of the **Accounts Receivable** Posting window:
    - Click the **Action** menu and click **Deposits** or type **Ctrl + D**.
    - Click the **View Deposits** button in the **Customer** section, shown below.



    - From the graphical **Order Entry** window, click the **Databases** menu and click **Deposits**.
2. The A/R Deposits dialog box opens, and the cursor moves to the Apply To box. Click the down arrow in this box to select **Invoice**. (Project is for future use. If you post a deposit to a project, it will not apply.)
3. Enter the Order Number, Customer Acct #, or Customer Name.



4. When the cursor moves to the **Deposit Amount** box, you can enter the amount of the deposit or you can enter a percentage of the invoice or project the customer is depositing.

- To enter an amount, in the **Deposit Amount** box, enter the amount, including the decimal. Press Enter to accept the deposit amount.
- To enter a percentage, click the **% of Order** box, and enter the percentage you want to post as a deposit. For example, if the customer is making a 10% deposit, enter 10. Press Enter to accept the deposit percentage.

5. The system can automatically apply the deposit amount as a payment to the ticket when it is invoiced. To do so, click the **Auto Apply** check box.
6. In the lower portion of the dialog box, double-click the **Auto** box corresponding to the invoice you want to apply this deposit to. If you apply the entire deposit amount, the "All of Deposit Amount Has Been Used" message appears.
7. To view additional information concerning this order in the O/E History window, right-click an invoice and click **Display Order History**. When you finish viewing order entry history, close the O/E History window.
8. When you finish specifying deposit information, click **Accept**.
9. The system displays the **Post** tab, and the cursor moves to the **Check #** box. You use this tab to specify how the customer is paying for the deposit.
   - If the customer is paying by check, be sure the **Pay By Check** option is selected. In the **Check #** box, enter the check number.
   - If the customer is paying by credit card, click the **Pay By Credit Card** option. In the **CC #** box, enter the credit card number, along with the expiration date, and credit card type in the **Exp Date** and **CC Type** boxes. The **Address Verification** boxes default to the address for the displayed customer for whom you are making this deposit. You can change the address, if necessary.
10. In the **Print Options** portion of the tab, you can specify whether you want to print the deposit receipt. The **Format and Printer** boxes display the default format and printer from the (LA5) Deposit Parameters screen.
11. When you finish entering information for this deposit, click **Post**.
12. The Updating Deposits message appears.
    - If the customer is paying by cash, go to **Step 12**.
    - If the customer is paying by credit card, the Approve message appears. Click **Yes** to approve the customer's credit card, or click **No** if you do not want to approve the card. If you specify to approve the card, the **Credit Card Approval Code** dialog box opens. Enter the approval code and click OK. If the customer's approval code is on file, you can click **On File** to select the code.
13. The system posts the deposit and the Deposit Income account (specified in the (L21) Additional G/L Master Number parameters) is updated.

Printing Deposit Invoices from Order Entry, Order Entry History, or A/R Deposits

You can print a deposit invoice from Order Entry, Order Entry History, or A/R Deposits.

Note: In order to print a deposit invoice, you must first have posted an A/R deposit on a furniture style order, and moved the order to *invoice status*. You can get an order to invoice status by performing a (TR-B) or (TR-G) flush, or by final verifying the ticket to status B. You must print the deposit invoice format FD.

From Order Entry

Most dealers print invoices from the Order Entry application – by final verifying a furniture ticket to invoice status B from Order Entry. The important thing to remember is to specify the FD format that prints the deposit credit.

From Order Entry History

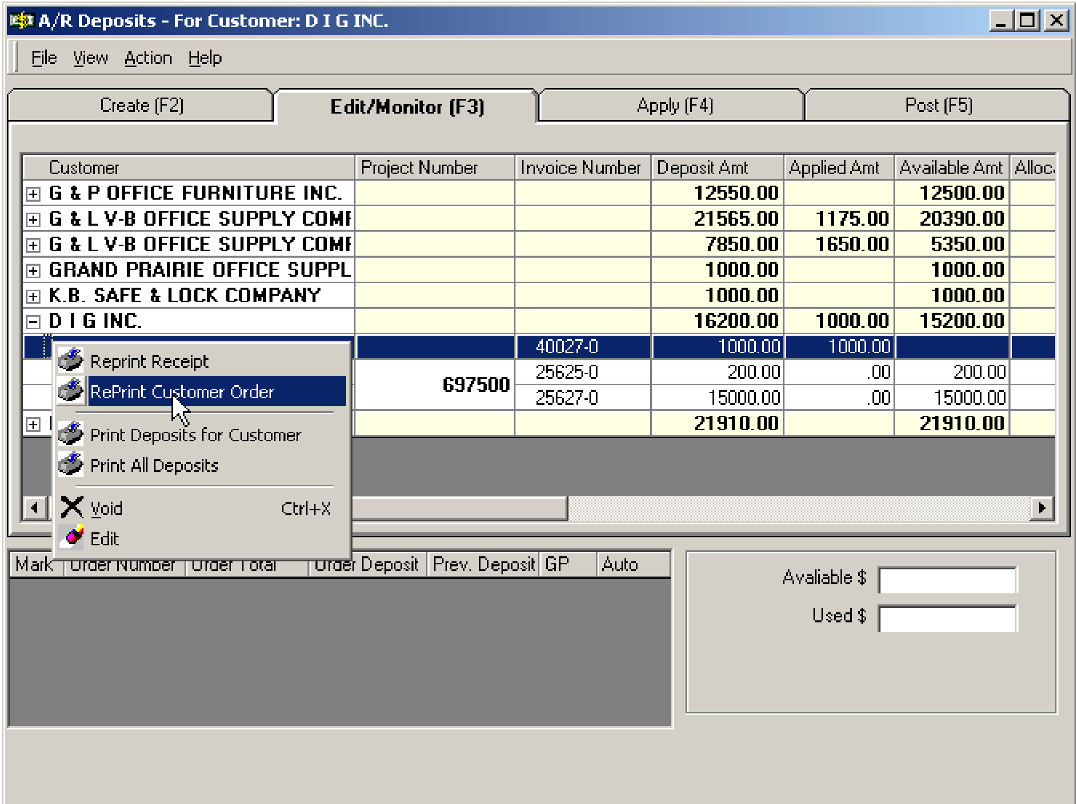
You have the option to print a furniture deposit invoice from Order Entry History.

1. From the Master Menu, double-click the **O/E History** icon.
2. In the **Order #** box, enter the ticket number for the order where you accepted a deposit.
3. Click on the **Print** button on the toolbar.
4. Select the number of copies for the invoice and enter the two-character Printer code.
5. In the Invoice Format box, specify **FD**
6. Click **OK**.

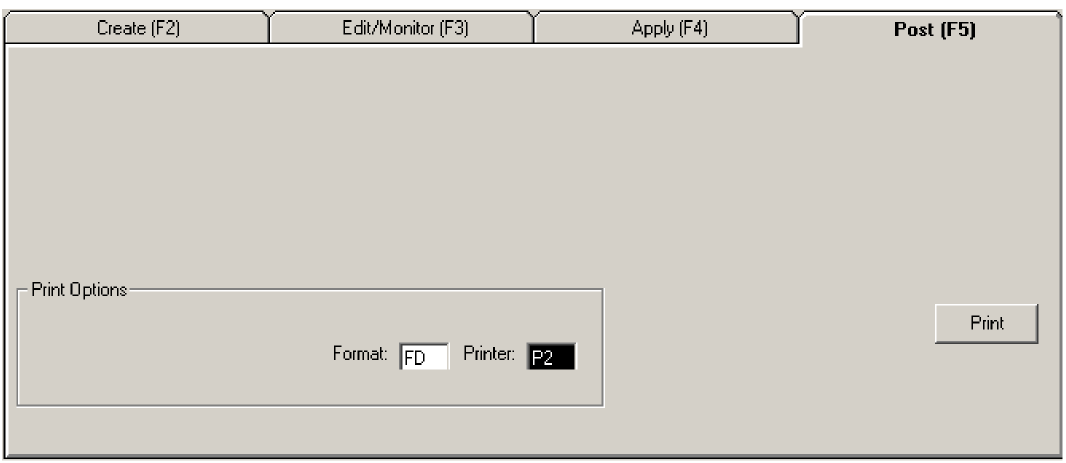
From A/R Deposits Window

You can print deposit invoices in the A/R Deposits window, from both the Edit/Monitor tab and the Apply tab by following these steps:

1. You can get to the A/R Deposits window three ways:
   - From the **Payments** tab of the **Accounts Receivable** Posting window:
   - Click the **Action** menu and click **Deposits** or type **Ctrl + D**.
   - Click the **View Deposits** button in the **Customer** section.
   - From the graphical **Order Entry** window, click the **Databases** menu and click **Deposits**.
2. The A/R Deposits dialog box opens. Click the **Edit/Monitor** or **Apply** tab.
3. When the tab opens, click the plus sign to the left of the customer whose deposit invoice you want to print. If you can't find the customer whose deposit invoice you want to print, click the **Customer** column. The system resorts the customers based on customer name.
4. Right-click the invoice you want to print and select **RePrint Customer Order**, as shown in the following figure.



5. The A/R Deposits **Post** tab opens, displaying the print options. Click the **Format** box and type the deposit invoice format you want to print, FD, for example.



6. Click the **Printer** box and enter the printer where you want the deposit invoice to print.
7. Click **Print**.

Verifying the Deposit Amount

If you have specified the furniture deposit invoice format FD, it lists the subtotal, applicable tax, the credit for the deposit amount received, and the balance, as shown in the following figure.

Verify that the deposit amount is correct. If it is not, go to **Applying a Deposit to an Invoice if it Wasn't Automatically Applied**.

I N V O I C E

```
--------------------------------------------------------------------------------
PROJECT #:                              PROJECT NAME:
--------------------------------------------------------------------------------
D.D.M.S. INC.                         817-###-####    DATE 04/22/04  INV.#   40027-0
                                                      SALESPERSON TESTY TEST
P.O.BOX ###                                           WRITER      TESTY TEST
CITY                     TX #####                     PAGE #      1
--------------------------------------------------------------------------------
CUSTOMER #    697500 DEPT                 COD        CUSTOMER PO #1234567
  BILLING ADDRESS                                       SHIPPING ADDRESS
D I G INC.                                           D I G INC.
                                     REPRINT
STREET ADDRESS                                       STREET ADDRESS
CITY                     TX #####                    CITY                     TX #####

CUSTOMER PHONE # ###-###-####
--------------------------------------------------------------------------------
                                                              Ord  B/O  Shp   Unit        Extended
Item Number-----------  Mfg Product Description----------   Qty  Qty  Qty   Price       Price
--------------------------------------------------------------------------------

5632           RSD          FILE,VERT,2DWR,MOK                 8         8   750.000      6000.00
5635           RSD          HUTCH,STORAGE,MOK                  4         4  1000.000      4000.00


================================================================================
                                                              SUBTOTAL    10000.00

                                                         Less Deposit      1000.00
                                                              TOTAL        9000.00
```

Applying a Deposit to an Invoice if it Wasn't Automatically Applied

The system can automatically apply the deposit amount as a payment to the ticket when it is invoiced. To do so, a checkmark must be in the **Auto Apply** check box.

If this AutoApply is not enabled, the deposit credit amount does not show up on your printed invoice. You must manually apply the deposit to the invoice, and re-print the invoice, following these steps:

1. Double-click the 

icon. The Accounts Receivable Posting window opens, displaying the Payments tab.
2. Click the Action menu and click  or type **Ctrl + D**.
3. The A/R Deposits dialog box opens, and the cursor moves to the Apply To box. Click the **Apply** tab or press F4.
4. The Apply tab displays all the deposits you have created.

Note: Inspect the Deposit amount, Applied amount, and Available amount for the invoice in question. If there are a deposit amount and an available amount but not an applied amount (as shown in the following figure), you need to apply the deposit.

Invoice Number	Deposit Amt	Applied Amt	Available Amt
	12550.00		12500.00
	21565.00	1175.00	20390.00
	7850.00	1650.00	5350.00
	1000.00		1000.00
	1000.00		1000.00
	16200.00	1000.00	15200.00
40027-0	1000.00	1000.00	
25625-0	200.00	.00	200.00
25627-0	15000.00	.00	15000.00

5. To apply a displayed deposit, click the customer's name.
6. When you're ready to apply the deposit, click **Accept**. The Updating Deposits message appears.
7. To print the invoice again, right-click the invoice you want to print and select **RePrint Customer Order**.
8. The A/R Deposits **Post** tab opens, displaying the print options. If necessary, click the **Format** box and type the deposit invoice format, **FD**
9. Click the **Printer** box and enter the printer where you want the deposit invoice to print.
10. Click **Print**.

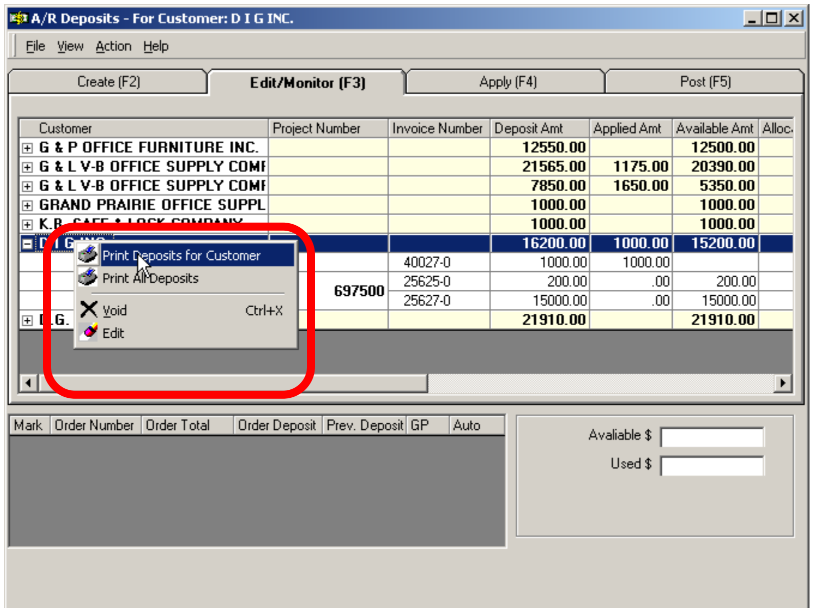
(Optional) Printing a Deposit Report from A/R or Order Entry

You can print an optional deposit report from Order Entry or from A/R Deposits, before or after invoicing.

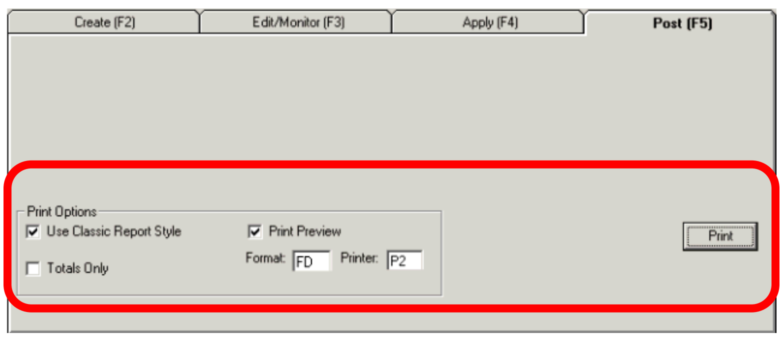
Note: In order to print deposit information, you must first have posted a deposit.

To print a Deposit Report, follow these steps:

1. You can get to the A/R Deposits window three ways:
   - From the **Payments** tab of the **Accounts Receivable** Posting window:
   - Click the **Action** menu and click **Deposits** or type **Ctrl + D**.
   - Click the **View Deposits** button in the **Customer** section.
   - From the graphical **Order Entry** window, click the **Databases** menu and click **Deposits**.
2. The A/R Deposits dialog box opens.
   - To print all deposits for all customers, click the **File** menu and choose **Print All Deposits**. You can also click the **Edit/Monitor** or **Apply** tabs and right-click the first customer shown. Then select **Print All Deposits**.
   - To print deposits for a specific customer, click the **Edit/Monitor** or **Apply** tab. Right-click the customer whose deposits you want to print and select **Print Deposits for Customer**, as shown in the following figure. If you can't find the customer whose deposit you want to print, click the **Customer** column. The system re-sorts the customers based on customer name.



3. The A/R Deposits Post tab opens, displaying the print options. At this point, you can specify to print the classic report style, view a print preview, and print totals only without report detail. Check each appropriate box.



4. In the **Printer** box, specify the 2-character code for the printer you want to use to print the deposits.
5. Click the **Print** button.

The Deposit Report prints, as shown in the following figure.

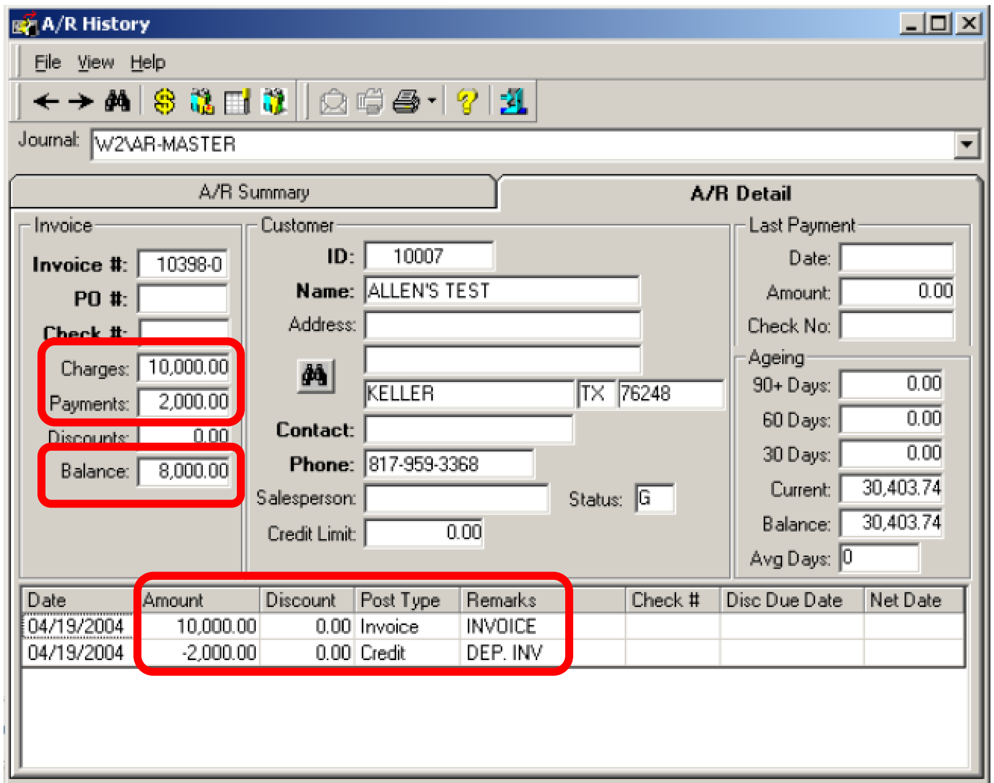
```
DDMS                                                        Deposit Report                                                  01/20/04
                                                                                                                            13:12:33
STREET ADDRESS                                                                                                            PAGE      1
CITY                     TX #####

For Customer (D I G INC.                                  )
                                                      Who  Who
   Project #    Order #    R.Date    A.Date  Rec. App.   D.Amount    Applied  Allocated L L#    Check # Auth #
  ========== ========== ======== ======== ==== ==== ========== ========== ========== = == ========== ============

Customer:      10007 Dept:      Name: D I G INC.
       10007     40027-0 04/19/04 04/19/04  343              .00    2000.00        .00 I   1 12365
                                                      ========== ========== ==========
     ** Total for Customer                                   .00    2000.00        .00

     ****** Grand Totals                                     .00    2000.00        .00
```

Note: If you print all deposits, the total for all deposits should equal the Deposit Income account you may have set up for customer deposits in the (J) Chart Of Accounts Master and (L21) Additional G/L Master Numbers screens. This allows you to check your deposit total against the liability account.

(Optional) Viewing A/R History

In A/R History, the A/R Detail tab (shown in the following figure) displays the following information for an order where the Deposit has been applied and the order invoiced:

- A charge of $10,000, posted as an invoice.
- A payment of $2,000, posted as a deposit invoice (“DEP. INV”).
- A balance of $8,000.



Additional Information

For additional procedures, see:

- The DDMS Furniture online help topic, *Posting Furniture Deposits*.
- The DDMS Virtual Class outline, *Processing Furniture Deposits*.
- *Accounts Receivable and Customer Deposits* on the DDMS support site.
- *DDMS Furniture How Databases Affect Accounting* on the DDMS support site.
- *Sample Formats and Reports for Office Furniture Edition* on the DDMS support site.