

AR Training Guide

The following training guide is a User's Guide for Accounts Receivable on MDS for Windows.

A MDS for Windows Version 8.3.6 - [rs6000d.tshinc.com-15 BASE.12-MENU]		r
💃 Elle Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help	- 8 ×	Т

Main S	stem Selector
1. Order Entry and Invoicing	15. End of Day Processing
2. Order Entry Reports	16. End of Month Processing
3. Accounting Registers	17. End of Year Processing
4. Accounts Receivable	18. Inquiries
5. Price Maintenance/Price Books	19. Utilities
6. Costing/Inventory Evaluation	20. Recall Generator
7. Purchasing	21. Special Programs
8. Inventory/Warehouse Procedures	22. Electronic Mail
9. Physical Inventory Procedures	23. Purge and Fix Programs
10. Inventory Management	24. EDI Menu
11. Sales Analysis	25. Service Menu
12. File Maintenance	26. Raw Materials
13. Accounts Payable	27. Sales Management Menu
14. General Ledger	

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

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Notes:

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Master File Maintenance Function Keys

The first 12 function keys on your keyboard (F1-F12) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

HELP - The HELP function is available by clicking on the '**HELP**' icon or by pressing the <F1> function key. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the master file, a detailed description of the field and its' use will be displayed.

OK/END – The OK/END function is available by clicking on the '**OK/END**' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function key acts an 'accept' within a program. It will also takes you back a menu within menus.

INSERT – The INSERT function is available by clicking on the '**INSERT**' icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text.

LDELETE – The LINE DELETE function is available by clicking on the **`LDELETE**' icon or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

PREV PAGE – The PREVIOUS PAGE function is available by clicking on the '**PREV PG**' icon or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens, and will allow easy paging to additional screens. This function will be used simultaneously with the NEXT PG function to move back and forth between the screens.

NEXT PG – The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

MDS Accounts Receivable Training Guide

Enter Selection or END :

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				tem Selector					
I. Order Entry an	d Invoicing			1	5. End of Day	Processing			
2. Order Entry Re	ports			1	6. End of Mon	th Processin	g		ĺ.
8. Accounting Re	gisters			1	7. End of Year	Processing			
I. Accounts Rec	eivable			1	8. Inquiries				Ī
5. Price Maintena	ance/Price Bo	oks		1	9. Utilities				j i
6. Costing/Invent	ory Evaluation	1		2	0. Recall Gen	erator			
7. Purchasing				2	1. Special Pro	grams			
3. Inventory/War	ehouse Proce	dures		2	2. Electronic I	Mail			
. Physical Inven	tory Procedu	res		23. Purge and Fix Programs					
0. Inventory Ma	nagement			24. EDI Menu					
1. Sales Analys	is			25. Service Menu					
12. File Maintena	nce			2	26. Raw Materials				
3. Accounts Pay	yable			2	27. Sales Management Menu				
4. General Ledg	er								
		election or EN	D:	13	3				
	Enter Se	ACCUOID LIN							
-	Enter Se								
CONTACTS		DRILL	EXECINO	BEPORTS	CAPT OFF	VIEW	CBM MENU	VBM MENU	

Master File Maintenance Function Keys

INOUIRY – The INOUIRY function is available by clicking on the '**INQUIRY'** icon or by pressing the 'F7' function key. This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number, if the operator clicks on the 'INQUIRY' icon or 'F7' is pressed the inquiry can be made to display products on file (to eliminate duplication). If you click on the 'INOUIRY' icon or press the 'F7' function key at another field, for example, product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

CANCEL – The CANCEL function is available by clicking on the **'CANCEL'** icon or by pressing the 'F8' function key. This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

Off – The Off function is available by clicking on the **'Off'** icon or by pressing the 'F9' function at any menu. This function will disconnect your session from WinMDS.

Popup – The Popup function is available by clicking on the **'Popup'** icon or by pressing the 'F12' function key. This function will bring up a custom menu with personally specified menu options.

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Section Section Field Section Section

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		tribution Syste	m	F	elease:12.90	0706				
Main System Selector										
1. Order Entry and Invoicing		15	5. End of Day	Processing						
2. Order Entry Reports		16	6. End of Mon	th Processin	g					
3. Accounting Registers		17	. End of Yea	r Processing						
4. Accounts Receivable		18	3. Inquiries							
5. Price Maintenance/Price Books		19). Utilities							
6. Costing/Inventory Evaluation		20). Recall Gen	erator						
7. Purchasing		21	. Special Pro	ograms						
8. Inventory/Warehouse Procedures		22	2. Electronic	Mail						
9. Physical Inventory Procedures		23. Purge and Fix Programs								
10. Inventory Management		24. EDI Menu								
11. Sales Analysis		25. Service Menu								
12. File Maintenance		26. Raw Materials								
13. Accounts Payable		27. Sales Management Menu								
14. General Ledger										
Enter Selection	or END :	13								
Enter Selection	or END :	13	J							
Enter Selection		13 BEPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU				

Notes:

Master File Maintenance Function Keys

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The top row function keys on your keyboard <Shift>+(F1-F8) are reserved for special functions in the MDS master file maintenance programs.

These function keys change in each of the programs that you are in. For example, Product File Price Maintenance's top row of function keys will be different than Batch Price Changes – by Vendor's top row of function keys.

CONTACTS - The CONTACTS function is available by clicking on the **'CONTACTS'** icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts inquiry.

MAINT - The MAINTENANCE function is available by clicking on the **'MAINT'** icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

DRILL - The DRILL function is available by clicking on the **'DRILL'** icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down menu.

EXECINQ - The EXECUTIVE INQUIRY is available by clicking on the **`EXECINQ'** icon or by pressing the Shift+`F5' function key. This will bring the user to the Executive Inquiry.

REPORTS – The REPORTS module is available by clicking on the **'REPORTS'** icon or by pressing the Shit+'F6' function key.

CAPT OFF - The CAPTURE OFF function is available by clicking on the **'CAPT OFF'** icon or by pressing the Shift+'F7' function key. This will disable all available reports from going to Report Capture.

VIEW - The VIEW function is available by clicking on the '**VIEW'** icon or by pressing the Shift+'F8' function key. This will forward the user to Report Capture and display all reports previously ran.

CRM.MENU – The CRM.MENU function is available by clicking on the **'CRM.MENU'** icon or by pressing the Shift+'F9' function key. This will forward the user to the Customer Relationship Management menu.

VRM.MENU – The VRM.MENU function is available

by clicking on the **'VRM.MENU'** icon or by pressing the Shift+'F10' function key. This will forward the user to the Vendor Relationship Management menu.

Notes



Accounts Receivable Parameters

- Set Dunning/Aging period cycle
- Commissions- sales or Gross Profit
- Should Freight be deducted from commissionable amount?
- How long should AR history be retained?
- Are commissions on PAID AR?
- Are credit cards used?
- Is check reconciliation program being used?
- Set aging buckets for overdue AR

AR Setups- Parameter File

Before using MDS , your account analyst will set the following AR parameters.

We mention them here so you are familiar with them and their various effects on the AR module.

AR Related Parameter Records:

14. DUN.PERIOD - Aging period dunning cycle should begin (1-6).

15. COMM - Commission Parameter based on sales (S) or gross profit ("Null").

16. COMM.FRT - Indicates if actual freight should be subtracted from the commissionable amount (Y - subtract, N or Null - do not subtract).

86. AR.HIST.DYS - Number of days to retain AR.HIST records.

107. COMM.PD.AR- PAID COMMISSIONS OPTION: 0 OR NULL - no commissions by PAID AR, 1 - commissions based on PAID AR (Update Open.Commission File)

119 CRED.CARD.IND CREDIT CARD MODULE INDICATOR I - Interactive Mode N - Not Used

126. AR.CHECK.REC - AR DEPOSIT RECONCILIATION Y - WILL USE AR.RECON FILE N - WILL NOT USE THE AR DEPOSIT RECON

139. AR.AGE.BUCKET.USED- Aging bucket to use for A/R Overdue report.

NOTE: There are many Parameter files that affect the entire MDS system. These files are reviewed and set with your analyst prior to going live.

\$ classic - [192.168.253.2				Sequence Control
ξ _ι File Edit Settings View Re		EQUENCE CONTROL	_ & ×	From the main system selector go into File Maintenance Menu, Company Related Files Menu and then Sequence Control.
		EQUENCE CONTROL		
CODE	001			This Sequence Control file contains the sequence numbers to be used throughout the system. These numbers should be set prior to
1.ORDER NO	132653	17.INVENTORY TRANS NO	100000	using the system.
2.INVOICE NO	501914	18.PHY INV TAG NO	197252	
3.C/M NO	130752	19.STANDING ORDER NO	100407	ORDER NO – Enter the starting order
4.D/M NO	23157	20.MISC CASH NO	139000	number. Orders are generated through the order entry system.
5.C/B NO	132172	21.A/R BATCH NO	100998	order entry system
6.ADJ NO	3253	22.P/O NO	129408	INVOICE NO - Enter the starting invoice
7.0N ACCT NO	128738	23.W/O NO	180460	number
8.UNAPPLIED NO	214590	24.PRO W/O NO	400028	
9. SERV CHG NO	134162	25.BILL OF LADING NO	000093	C/M NO – Enter the starting credit memo
10.POSTING NO 11.POSTING SEQ NO	135000 136000	26.VENDOR RETURN NO	468	number. Credit memos are entered through
12.CASH SEQ NO	365412			the order Entry and accounts receivable system.
13.ADJ SEQ NO	138000			System.
14.JOURNAL ENTRY NO	140000			C/B NO – Enter the starting charge back
15.JOURNAL SEQ NO	150000			number. Charge backs are generated in the
16.VOUCHER NO	160000			accounts receivable posting programs.
10.VOUCHER NO	100000			
				ADJ NO – Enter the starting adjustment
				number for accounts receivable adjustments.
ENTER LINE # TO CHANGE,	DELETE TO DELE	TE,0 TO ACCEPT : XXXXXX		ON ACCT NO. Extended starting on account
		•		ON ACCT NO – Enter the starting on-account number. On-account transactions are entered
				though accounts receivable posting programs.
HELP OK/END	INSERT	LDELETE PREV PG NEXT PG	INQUIRY CANCEL	
Notes:				UNAPPLIED NO – Enter the starting number for unapplied cash.
				CASH SEQ NO – Enter the starting cash
				sequence number.

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	S	EQUENCE CONTROL	
CODE	001		
ORDER NO	132653	17.INVENTORY TRANS NO	100000
INVOICE NO	501914	18.PHY INV TAG NO	197252
.C/M NO	130752	19. STANDING ORDER NO	100407
.D/M NO	23157	20.MISC CASH NO	139000
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CASH SEQ NO	365412		
ADJ SEQ NO	138000		
JOURNAL ENTRY NO	140000		
JOURNAL SEQ NO	150000		
VOUCHER NO	160000		
ITER LINE # TO CHANGE,			
VIER LINE # TO CHANGE,	DELETE TO DELE	TE,0 TO ACCEPT : XXXXXX	
HELP OK/END	INSERT	LDELETE PREV PG NEXT PG	INQUIRY CANCEL

Sequence Control

MISC CASH NO – Enter the starting miscellaneous cash number. Miscellaneous cash is entered through the accounts receivable cash posting program.

A/R BATCH NO – Enter the starting number for accounts receivable batch control. Accounts receivable batch control is used in the accounts receivable cash posting program.

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

Enter a Zero (0) to accept, click on the OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

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Le Edit Settings View Reset Tools GUI Standard Functions Special Functions Help									
GENERAL LEDGER CONTROL									
GENERALI	LEDGER CONTROL	15.DS FRT G/L	01-5050027						
CODE 001		16.DS MISC G/L	01-5050027						
1.A/R G/L NO	01-1200030	17.INV REC. G/L NO	01-2101001						
2.SALES G/L NO	01-5050026	18.P/I VAR. G/L	01-1410001						
3.FRT G/L NO	01-5050027	19.CONS INV G/L	01-1410002						
4.TAX G/L NO	01-6163000								
5.DISC G/L NO	01-5050027	20.SERV LAB G/L	01-1410002						
6.RTNS G/L NO	01-5050036	21.INV. RAW G/L	01-1410002						
7.COMMISSION G/L NO	01-6103003	22.INV. INT G/L							
8.SERVICE CHG G/L NO	01-6115000	23.FIRST CST G/L							
		24.OCEAN FRT G/L							
9.CASH IN G/L NO	01-1101002	25.INV. INS G/L							
10.CASH DISC G/L NO	01-1205000	26.INV. DUTY G/L							
11.CHARGE BACK G/L NO	01-1200030	27.INV. BROK G/L							
		28.INLND FRT G/L							
12.MISC CHARGES G/L NO	01-5050010								
13.COST GOODS SOLD G/L	01-7936000	29.VEND RET G/L	01-1410004						
14.INVENTORY G/L NO	01-1410000	30.RESTCK CH G/L	01-7935000						
ENTER LINE # TO CHANGE, DELET									
LIVIER LINE # TO CHANGE, DELET	E TO DELETE, O TO ACCEPT	: XXXXX							
HELP END IN	ISERT LDELETE	PREV PG NEXT PG	INQUIRY ABORT						

General Ledger Control

From the main system selector go into File Maintenance Menu, Company Related Files Menu and then Sequence Control.

This file contains the general ledger numbers to be used throughout the system. It is imperative that you enter the correct general ledger numbers in this file, as the accounts receivable month end will access this file to post the monthly figures to the general ledger.

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

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

🙀 classic - [192.168.253.254-CO.AGEING-MAINT008\$1]	Aging
💃 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help 🛛 🗖 🗙	From the main system selector go into File Maintenance Menu, Company Related Files
COMPANY AGING MAINTENANCE	Menu and then Sequence Control.
	This file contains the aging parameters for
CO.NO 01 1.AGING TYPE D	accounts receivable buckets. Aging can be the numbers of days or months. You may set
2.PER 1 30	different aging buckets for each company.
3.PER 2 60 4.PER 3 90	CO.NO - Enter a valid 2-digit company
5.PER 4 120	number.
6.PER 5 150 7.PER 6 180	AGING TYPE - D-Days M-Months
	PER 1 - Enter number of days (D) or months
	(M) for first aging period.
	PER 2 - Enter number of days (D) or months
	(M) for second aging period.
	PER 3 - Enter number of days (D) or months
	(M) for third aging period.
	PER 4 - Enter number of days (D) or months
	(M) for fourth aging period.
	PER 5 - Enter number of days (D) or months
ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT :	(M) for fifth aging period.
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	PER 6 - Enter number of days (D) or months (M) for sixth aging period.
	(M) for sixth aging period.
Notes:	ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:
	Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or
	type in the word 'END' and hit <enter> to accept this entry.</enter>
	The user can also enter Line Number to make

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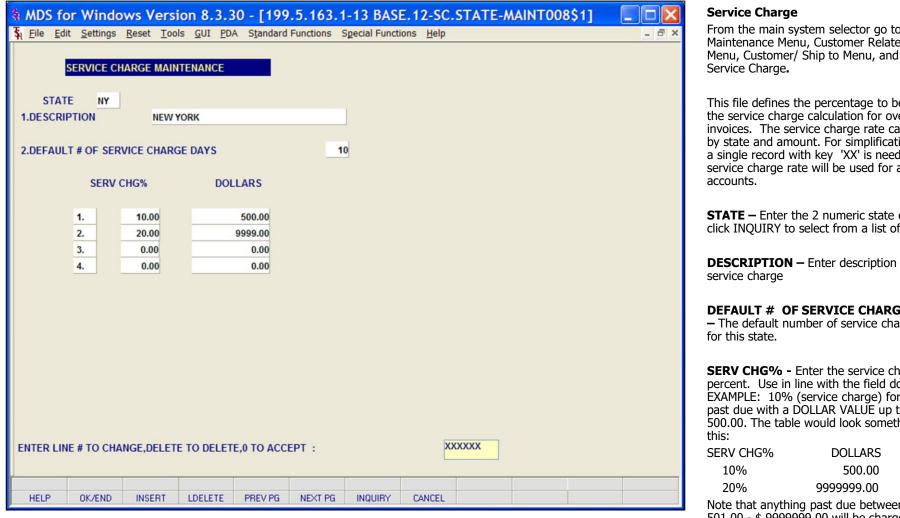
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desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes

MDS for Windows Versi	ion 8.3.29 - [65.211.38.220-15 BASE.1	2-MISC.CODE.MAINT010\$1]	Miscellaneous Code Maintenance
File Edit Settings Reset Too	ls GUI PDA Standard Functions Special Functions He	elp	From the main system selector go into File Maintenance Menu, Company Related Files Menu and then Miscellaneous Code Maintenance.
CO# 01 CODE 01	MISCELLANEOUS CODES The Systems House, Inc		This maintenance allows you to add miscellaneous codes in order to link miscellaneous accounts receivable transactions with their proper general ledger codes.
1.DESCRIPTION	CASH DISCOUNT		CO# - Enter 2-digit company number
			CODE – Enter code
2.G/L # 3.ABBR. DESCR	01-1000-00 ASSETS		DESCRIPTION – Enter Description for this Miscellaneous code
4.SIGN FOR AMOUNT	N		G/L# - Enter related GL# for this code.
			ABBR. DESCR – Enter abbreviated description for this code. The following special codes MUST be set up for the system to activate special code (programs) for the calculation of certain miscellaneous deductions. The special miscellaneous codes are: CHGBACK for charge backs, CASHDIS for Cash Discounts and SHORTPY for short payments.
			SIGN FOR AMOUNT – Sign allowed for miscellaneous amount that is entered during cash. Allowable entries are N, P, B.
NTER LINE# TO CHANGE, ABOR	T TO CANCEL, DELETE TO DELETE, 0 TO ACCEPT :	XXXXXX	ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:
HELP OK/END INSER	T LDELETE PREV PG NEXT PG INQUIRY	CANCEL	Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <enter> to accept this entry.</enter>
			The user can also enter Line Number to make desired changes.
			Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.
DS Accounts Receival	ble Training Guide	©The Systems House, Inc.	Page



From the main system selector go to File Maintenance Menu, Customer Related Files Menu, Customer/ Ship to Menu, and then

This file defines the percentage to be used in the service charge calculation for overdue invoices. The service charge rate can vary by state and amount. For simplification, only a single record with key 'XX' is needed. This service charge rate will be used for all

STATE – Enter the 2 numeric state code or click INQUIRY to select from a list of states

DESCRIPTION – Enter description for this

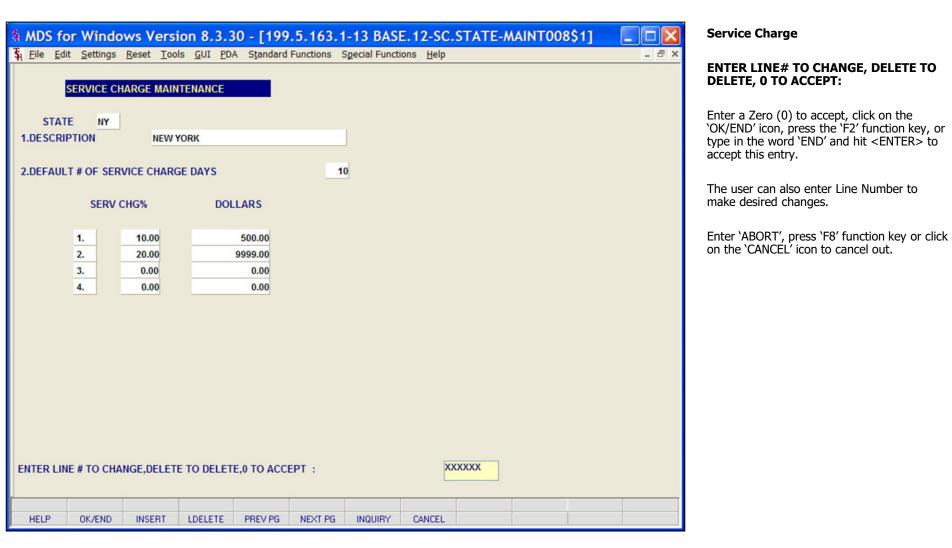
DEFAULT # OF SERVICE CHARGE DAYS

The default number of service charge days

SERV CHG% - Enter the service charge percent. Use in line with the field dollars. EXAMPLE: 10% (service charge) for all items past due with a DOLLAR VALUE up to \$ 500.00. The table would look something like

Note that anything past due between \$ 501.00 - \$ 9999999.00 will be charged a 20% service charge.

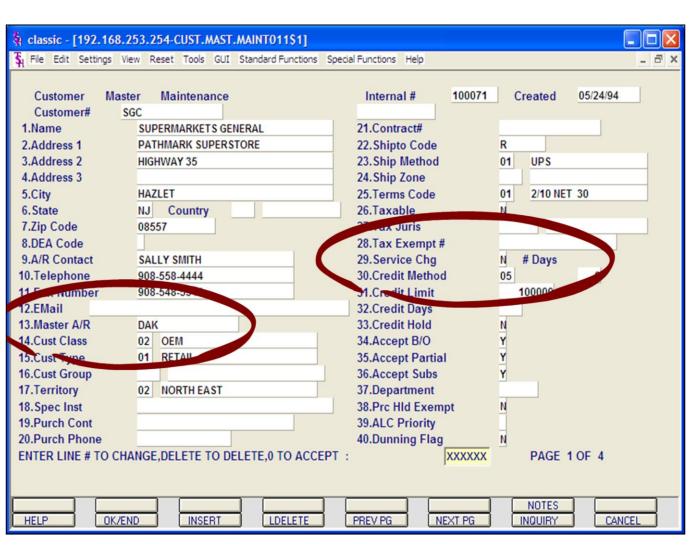
DOLLARS - Dollar value past due. Used in conjunction with SERV CHG%.



File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help	t ed in ms con or the
TERMS CODE 01 1.DESC 2/10 NET 30 2.DISC % 2.00 3.TYPE P P P TERMS CODE - Enter a valid 2 digit term code, you can also click the 'INQUIRY' icc press the 'F7' function key which opens the 'F7' function key w	d ed in ms con or the
2.DISC % 2.00 3.TYPE P TERMS CODE - Enter a valid 2 digit term code, you can also click the 'INQUIRY' icc press the 'F7' function key which opens the	con or the
4. TERM DAYS 10 5. DUE DAYS 10 available terms. 10	
6.CUTOFF DATE 24 7.DUE DATE 10 DESC - Enter Terms Code Description, as "2/10 NET 30"	, such
8.CC PROMPT 9.VALID OVERRIDES DISC % - Enter the Discount Percent of Terms Code	of this
1 05 CREDIT CARD 2 02 NET 30 3	ierwise = e #7 known
6	ount
ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT : HELP OK/END INSERT LDELETE PREV PG NEXT PG INDURY CANCEL DUE DAYS - Enter Due days - days to as date (MAX 210). This field represents the number of additional days this customer is receive on invoice dating and relates to the aging parameters stored in the Company For example, if normal terms are net 30, this customer receives the same terms, the "DUE DAYS" should be loaded with a zero.	r is to the y file.
Notes: "DUE DAYS" should be loaded with a zero however, the customer receives an addition 30 days (making his effective terms net 6 then "DUE DAYS" should be 30.	tional
CUTOFF DATE: Enter Cutoff date. (Used with terms type "P" only.)	ed

💲 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help 💶 🗗 🗙	DUE DATE - Enter Prox Due Date. If the
TERMS MAINTENANCE	DUE DATE - Enter Prox Due Date. If the invoice date is less than or equal to the cutoff date, then the invoice will be due on the due date next month. If greater than the cutoff, then the invoice will be due the following month on the due date.
1.DESC 2/10 NET 30 2.DISC % 2.00	For Example : Cutoff date = 25 Due Date = 10 If the invoice is dated Jan 1-25, it is due Feb 10. If the invoice is dated Jan 25-31, it is due March 10.
6.CUTOFF DATE 24 7.DUE DATE 10	CC PROMPT - Enter 'Y' if the system should prompt for Credit Card Info when this TERMS code is used in Order Entry. The default is 'N'. (Please note: CC use requires CC system integration).
1 05 CREDIT CARD 2 02 NET 30 3 - - 4 - - 5 - - 6 - - 7 - - ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT : MELP OK/END INSERT LDELETE PREV PG NEXT PG INOUIRY CANCEL	 VALID OVERRIDES - Enter the valid credit card terms codes which the operator will be allowed to choose from within order entry. You may hit 'F7' on each line to choose from a list of Terms Codes. The numbers will scroll. You may enter up to 99 valid override codes. If Valid Overrides are entered in this field, Order Entry Operators will be able to OVERRIDE a customer's default terms code at Order Entry time. Terms may be overridden at Order Entry time (on the OE Header page) HOWEVER in order to do so, Terms must be set up here with valid override codes. Ex. 1.05 CREDIT CARD TERMS

💱 classic - [192.168.253.254-TERMS-MAINT008\$1]	Terms
💃 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help 🗕 🗗 🗙	ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:
TERMS MAINTENANCE	Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <enter> to</enter>
TERMS CODE 01 1.DESC 2/10 NET 30	accept this entry.
2.DISC % 2.00 3.TYPE P 4.TERM DAYS 10	The user can also enter Line Number to make desired changes.
5.DUE DAYS 6.CUTOFF DATE 24 7.DUE DATE 10 8.CC PROMPT	Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.
9.VALID OVERRIDES	
1 05 CREDIT CARD 2 02 NET 30	
3 4	
5	
ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT :	
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	



Customer Master Maintenance

From the main system selector go into File Maintenance Menu, Customer Related Files Menu and then Customer Master Maintenance.

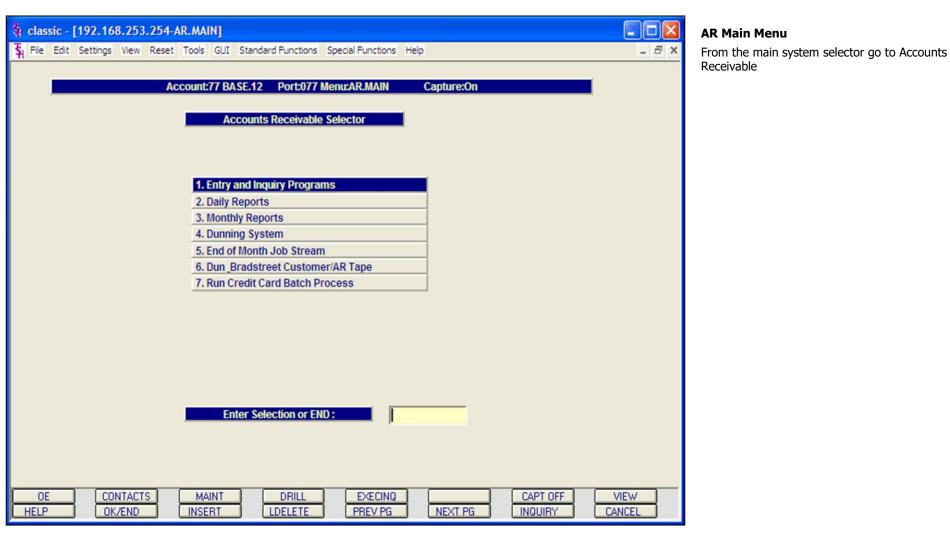
Master A/R - If A/R transactions generated by this account are to be posted to a customer's central billing office, or to a parent company, the customer ID of the central office or parent is entered here. The customer ID entered must already exist on the Customer Master file. This field is located in Customer Master Maintenance.

Service Charge Calculation

Each customer has a flag to indicate whether or not they are subject to service charges.

Service Chg – Enter Y to have this customer subject to service charges. Enter N for no service charge.

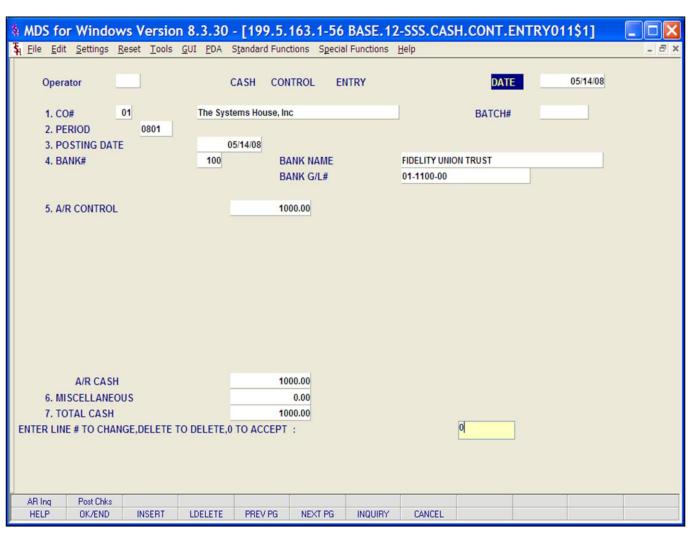
Days – Number of service charge days for this customer. This will override the number of service charge days in service charge maintenance.



🖣 MDS fo	or Windo	ws Versi	on 8.3.3	0 - [199	.5.163.1	-14 BASE	.12-AR.	ENTRY11]	
💃 File Ed	it Settings	Reset Tool	s GUI PD/	Standard	Functions S	Special Functio	ns Help			- 8 ×
			Account:14	BASE.12	Port:014 Men	u:AR.ENTRY11	Captu	re:On		
			Accour	its Re	eceivable	Entry	Selector			
E	ntry					Inquiry				
1. Cash Re	eceipts Entry			_	8.4	AR Inquiry				
2. A/R Adju	istment Entry				9. 9	Summary Acco	unts Receiv	able Inquiry		
3. Credit C	ard Payment	Entry			10.	Quick Detailed	Aged Trial	Balance		
4. Credit H	old/Price Hold	Review			11.	Paid History In	quiry			
5. Outgoin	g Credit Checl	k Form			12.	Posted Check	Inquiry			
6. Invoice	Update Progra	m			13.	A/R Check Det	ail			
7. Remove	Releases Fro	m Credit Hold	1		14.	MDS A/R Chec	k Lookup (C	rill Down)		
				Enter Select	tion or END :			3		
	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

From the main system selector go to Accounts Receivable, Entry and Inquiry programs and then Cash Receipts Entry.

Notes:



The cash entry screen establishes the totals for the batch of cash to be applied.

Operator – Enter operator code.

DATE – Current date is displayed

BATCH# - Hit <ENTER> for a new batch number, or enter the batch number you wish to maintain.

CO# - Enter the 2 digit company number. You may also use the 'F7' function key or click on the 'INQUIRY' icon to choose from a list of valid companies. The system will display the company name.

PERIOD – Enter fiscal period in YYMM format.

POSTING DATE – The program will prompt for the date. Hit <ENTER> for system date. The program will validate the date, if it is not within the current fiscal period the following message will appear:

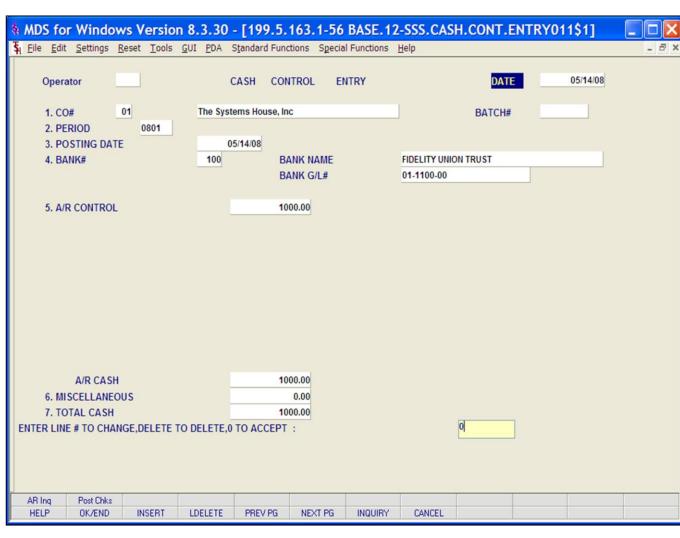
NOT IN CURRENT FISCAL MONTH XXXX. ALLOW? (Y/N)

Enter Υ' to allow posting or Υ' to not allow and enter another date.

BANK# - Enter a 3 digit bank number. The number will be validated against the Bank file. The operator may also use the 'F7' function key or click on the 'INQUIRY' icon to choose from a list of valid banks.

BANK NAME – Related bank name will be displayed.

BANK G/L# - Related bank general ledger number will display.



Cash Receipts Entry

A/R CONTROL - Enter the total A/R control amount. The A/R control amount is the total amount by which the accounts receivable balance of the customer should be decreased.

A/R CASH - The A/R cash field is the calculated amount from the input field as follows: A/R cash = A/R control - sum of write-off amounts.

MISCELLANEOUS - Any non A/R cash received is entered in total on this line. An entry in this field will enable the entry of miscellaneous cash through the miscellaneous cash screen.

TOTAL CASH - The amount of the bank deposit is entered on this line to reconcile to the amounts entered previously. The system compares the entry amount to the total of A/R cash and miscellaneous cash. If a discrepancy is detected, the operator is alerted, so that the error can be corrected.

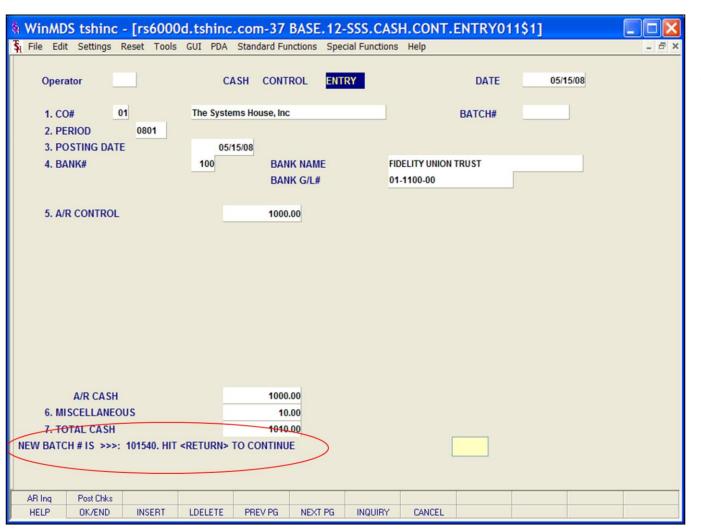
ENTER LINE# TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

	8.3.30 - [199.5.163.1-56 BASE.1 JI <u>P</u> DA Standard Functions Special Functions	2-SSS.CASH.CONT.ENTRY011\$1]	Cash Receipts Entry Function Keys
Operator 1. CO# 01 2. PERIOD 0801 3. POSTING DATE 4. BANK#	CASH CONTROL ENTRY The Systems House, Inc 05/14/08 100 BANK NAME BANK G/L#	DATE 05/14/08 BATCH#	 AR Inq - The AR Inq function is available by clicking on the 'AR Inq' icon or by pressing the Shift+ 'F1' function key. This will bring the user to the Customer Accounts Receivable inquiry. Post Chks – The Post Chks function is
5. A/R CONTROL	1000.00		available by clicking on the 'Post Chks ' icon or by pressing the Shift+ 'F2' function key. This will bring the user to the Check Posting Entry/ Display screen.
A/R CASH 6. MISCELLANEOUS 7. TOTAL CASH ENTER LINE # TO CHANGE,DELETE TO	1000.00 0.00 1000.00 DELETE,0 TO ACCEPT :	0	
AR Ing Post Chks HELP OK/END INSERT I	LDELETE PREV PG NEXT PG INQUIRY	CANCEL	



When batches are in use, after all control information is entered the system will display the batch number.

NEW BATCH # IS >>> 000000 HIT <RETURN> TO CONTINUE

Hit <ENTER> to continue to cash application

Notes:

			-		n <mark>c.com-37</mark> A Standard Fi				/011\$1]	
Compa	ny		01	Μ	IDS Cash	Application			Post Date Batch#	05/15/08 101540
Custom	er		XXXXXXXXXXX	XXX	3				Simple Method	
Check #	ŧ			6	Amt Applied	I		0.00	Complex Method	
Check /	Amount			0.00	Balance	_		0.00	# of Items	0
VR Bal	ance			0.00	Transaction	#				
ine	Тур	Key	Da	ite O	pen Amt	Disc	Date	Reference	Write Off	Credit
1										
2										
3										
4				_						
5										
						Contextua	1 Heln			
Ente	r Cust 'I'	omer#, - Invo	'M' - Mul Dice Number	tiple Ci , D'-	ust #' s , 'R Dollar Amon					
			1		-	-	1			
RANGE	. /	Ring	Search							

Cash Receipts Entry

Batch# - The program will display the batch number entered on the control screen.

Company – The 2-digit company number from cash control entry is displayed.

Customer - At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

MDS cash application also offers these additional methods for selecting the correct customer:

M- Enter 'M' to apply a check to multiple customers. (See section regarding Multiple Customers in simple method)

R- Enter 'R' to enter a release number.

I - Enter 'I' to enter an invoice number.

D - Enter 'D' to enter a invoice dollar amount. Once the dollar amount is entered, a lookup box will display any customer with that dollar amount and the operator can choose the correct customer.

WinM	DS tshind	: - [rs6	6000d.ts	hinc.	com-37	BASE.12	CUSTOM	ER.NOTE	S.INQ012	\$1]		
St File Ed	lit Settings	Reset	Tools GUI	PDA	Standard Fur	nctions Spe	cial Functions	Help				- 8 ×
Company Customer Check # Check An A/R Balar	nount		0.00 0.00 Date	MDS A B	Customer Sample no		stems /		: XX	Date 05/15/08 08/15/05	01	
9 10 11					J 		·					
										,		_
HELP	OK/END	INSE	RT LDE	LETE	PREV PG	NEXT PG	INQUIRY	CANCEL				

Cash Receipts Entry

Once a customer is entered, any AR notes for this customer appear in the upper right hand side of the screen. Customer notes are entered through customer notes maintenance. They are used to alert operators to important information regarding customers orders or invoices.

Customer Notes – Each note is 1 line. Any current notes flagged to appear in AR will display here.

Date – The date this note was entered.

Co – Company number for this note.

Page - Displays page number. If there are multiple pages of notes, use function keys to page through.

Press any key to Continue

Hit any key to exit customer notes screen and proceed to cash application.

Company Customer		01 ALCO	MDS Cash Ap	OMPANY			Post Date Batch# Simple Method	05/15/08 101540
Check #		100	Amt Applied			0.00	Complex Method	
Check Am	ount	0.00	Balance			0.00	# of Items	0
A/R Balan	се	0.00	Transaction#					
ine T	yp Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1								
2								
3								
4					-			
5								
7					_			
8								
9								
10								
11								

Check # - Enter the check number that is being applied.

Multiple operators can enter cash to the same batch. After the check number is entered, the following is displayed:

Add Customer / Check to this batch? (Y/N)

Type Y to open this batch and proceed with cash application. Type N to exit and return to the Check # field.

Check Amount - Enter the amount of cash to be posted.

A/R Balance - The customers open accounts receivable balance will display.

Notes:

🐐 Win	MDS	tshinc	- [rs	6000	d.ts	hind	.com-3	7 BASE	.12-	SSS.CAS	H.ENT	TRY011\$	1]	
ξ _l <u>F</u> ile	<u>E</u> dit §	<u>S</u> ettings	<u>R</u> eset	Tools	GUI	<u>P</u> DA	Standard	Functions	Spec	ial Functions	s <u>H</u> elp			- 8
Compa Custom Check	ner #	ıt	01 ALCO		25 0.00		Amt Appli Balance				0.00		Post Date Batch# ole Method plex Method # of Items	05/15/08
A/R Ba	lance				0.00		Transactio							
Line 1	Тур	Key		Da	te		ngs Help IR METHOD	Inqui CODE:	ry Li:	st		×	Write Off	Credit
2 3							COMPLEX SIMPLE							
4 5 6														
7 8														
9 10														
11				1										
Add Cu	istomei	r / Check	to this	Batch	? (Y/I	Ad	id				ОК	Cancel		
RANG		AR Ing		arch										
HELP		OK/END	INS	ERT	LDEI	LETE	PREV P	G NEXT	T PG	INQUIRY	CANC	ΈL		

At this point, the system will prompt:

ENTER METHOD CODE: 1- COMPLEX

2- SIMPLE

COMPLEX - The complex cash application will display each open invoice for the operator to choose from to pay. In the 1st example, we will use the Complex method.

SIMPLE - The simple cash application method is used when the operator knows the invoice numbers to which the cash is to be applied.

Amt Applied – The dollar amount applied for this application. The program will initially set this field to zero.

Balance - The system sets the balance equal to the net cash (Check Amount). The amount applied will be increased and the balance decreased as each invoice is paid. Both of these fields are system controlled, and the screen will not be accepted unless the balances is equal to zero.

Notes:

MDS Accounts Receivable Training Guide

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	ny		01 ALCO		MDS Cash A	pplication			Post Date Batch#	05/15/08 101540
Custome Check #			123456789	œ	Amt Applied	OMPANT		100.00	Simple Method Complex Method	****
Check #			123430765	100.00	Balance	_		0.00	# of Items	89
VR Bala		1	75	1253.69	Transaction#	TRA	NS#: 01003	275 - 03003314		
UK Dala	ance			200.00	Transaction#			210 - 0000014		
ine	Тур	Key	D	ate	Open Amt	Disc	Date	Reference	Write Off	Credit
78	INV	015035	647 05/2	22	15.90	0.30	06/01	0129389		
79	INV	015035	57 06/	12	754.17	14.23	06/22	0101010		
80	INV	015035	58 06/	12	151.39	4.74	06/22	202020		100
81	INV	015035	63 06/	13	25.44	0.48	06/23	010101		
82	INV	015035	67 06/2	21	159.00		07/01	0101010		
83	INV	015035	682 07/2	20	112.89		07/30	TEST		
84	INV	015035	683 07/2	20	112.89	2.13	07/30	01010		
85	INV	015035	i90 08/	03	60.00	1.00	08/13	TEST		
86	INV	015036	i97 10/	03	185.50	3.50	10/13	111		
87	INV	015036	i98 10/	03	63.60		10/13	111		
88	ADJ	030033	03/	01	2000.00			FISC-TEST-PER		

Cash Receipts Entry Complex Method

Transaction# - The beginning through ending transaction numbers (keys) for the receivables is displayed.

of Items – The number of line items selected for this customer is displayed. Use function keys to page through and see additional AR.

The program will display the first 11 open AR items for this customer on the first screen. The following message will be displayed:

Enter Line # to Change, `R' – for Range, or `END':

Enter a line # - Entry of a valid line number will bring you to that line number and allow cash to be applied to that Accounts Receivable record or the operator can click on the credit column. In the credit column, enter a dollar amount or hit <ENTER> for the entire check to be applied against the open amount.

Type 'R' for range and the **Range Payment** box will appear. The system will prompt for beginning and ending numbers for this check application.

After the credit amount is accepted, the Miscellaneous Code Entry screen will pop-up.

MDS Accounts Receivable Training Guide

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				MDS Cash	Applicatio	'n			Post Date	06/30/0	08
Compar		01		1					Batch#	101556	
Custom		ALCO		ALCO SUPPL		Y			Simple Method	****	
Check #		123321		Amt Applied	· -		0.00	C	Complex Method		
Check A			10.00	Balance			10.00		# of Items	89	
A/R Bala	ance		751161.19	Transaction	# 1	RANS#: 01003	5275 - 03	5003314			
Line	Тур Кеу		Date	Open Amt	Disc	Date	Refere	nce	Write Off	Credit	
1	ADJ 0100	03275	07/11	9						NNNNNN.NN	
2	ADJ 0100	03310	03/01	-10(34			X	-2			
3	ADJ 0100	03311	03/01	25			_	с			
4	ADJ 0100	03312	03/01	90	OK	Cancel		R			
5	ADJ 0100	03340	03/30	200 Inv/	Tnx#/Rel			122			
6	ADJ 0100	03341	03/30	50		· · · · · · · · · · · · · · · · · · ·		1415			
7	INV 0101	10101	06/09	Open	Amt						
8	O/A 0112	28777	11/04	-100 Orig	Amt						
9	O/A 0112	28853	03/30	-30 Cust	PO#						
10	O/A 0112	28854	03/30	-200.00			OA-REF	-2			
11	O/A 0112	28876	06/06	-100.00			OA-REF	-1			

Cash Receipts Entry Function Keys

RANGE - The Range function is available by clicking on the `**RANGE**' icon or by pressing the Shift+ `F1' function key. This will display the Range Payment Pop up box.

AR Inq - The AR Inq function is available by clicking on the '**AR Inq**' icon or by pressing the Shift+ 'F2' function key. This will bring the user to the Customer Accounts Receivable inquiry.

Search - The Search function is available by clicking on the '**Search**' icon or by pressing the Shift+ 'F3' function key. This will display Search Pop up box (shown). Search areas in the Search box are:

Inv/Tnx#/Rel# - Search the Invoice number, Transaction number or release number field.

Open Amt- open amount field

Orig Amount- Original invoice amount field

Cust PO#- Customer PO# field

Hit <Enter> to proceed.

WinMDS tshinc	- [rs6000d.tshind		12-SSS.CASH	I.WO.EN	TRY011\$1]	
🙀 File Edit Settings	Reset Tools GUI PDA	Standard Functions	Special Functions	Help		_ 8 :
Company Customer Check # Check Amount A/R Balance	MD 01 ALCO 123456789 🕰 100.00 751253.69	S Cash Applicat ALCO SUPPLY COMPAI Amt Applied Balance Transaction#	NY	00.00 0.00 5 - 03003314	Post Date Batch# Simple Method Complex Method # of Items	05/15/08 # 101540 ***** 89
MISCELLANEO LN CD DESCRI 1 01 CASH DIS	PTION	OUS CODE E MISC AMOUNT -25.00		DATA PTION / COMI	A/R# 01503 A/R\$ W/O\$ C/B CODE MENTS	3558 100.00 -50.00
2 02 CHARGE	PACK	-25.00	Preffered custome check 12345678		02	
Z 02 CHARGE	DACK	-25.00	CASH DISCOUNT B	-		
3						
ENTER LINE# TO CH	ANGE, '0' TO ACCEPT OF	R 'ABORT' TO CANCEL	THIS SESSION:			0
HELP OK/END	INSERT LDELETE	PREV PG NEXT	PG INQUIRY	CANCEL		

Cash Receipts Entry

Miscellaneous Code Entry is used to write off of miscellaneous amounts.

NOTE: The miscellaneous codes, CASHDIS, SHORTPY, and CHGBACK must be established prior to cash entry for the system to trigger the special processing of short payments, charge backs, and write off's.

LN- line number (display only)

MISCELLANEOUS CD – Miscellaneous code. Enter a code or click the Inquiry box next to the field to select from a list of Miscellaneous codes. The operator can also hit the 'F7'. Function key or click on the 'INQUIRY' icon to display a list of all valid miscellaneous codes.

MISCELLANEOUS DESCRIPTION -

Corresponding description for this miscellaneous code.

MISC AMOUNT – Miscellaneous amount. Enter the dollar amount. Note: the dollar amount must be >0.

C/B REF DATA – Chargeback reference datathis field is only for use with Chargebacks. If miscellaneous write-off is a chargeback this field will be active.

CB CODE – Enter the chargeback here, you can also click the 'INQUIRY' icon for press 'F7' function key which opens the drop-down menu for you to select from the available chargeback codes.

CB DESCRIPTION / COMMENTS –

Chargeback description or comments appear here.

& WinMDS tshinc							TRY011\$1]		
🙀 File Edit Settings	Reset Tools	GUI PDA	Standard Fund	tions	Special Functions	Help		_ @ ×	
Company	01	MDS	S Cash Ap	oplicati	on		Post Date Batch#	05/15/08 101540	
Customer					Y		Simple Method		
Check #	Check # 123456789 🖾 Amt Applied			10	0.00	Complex Method	****		
Check Amount	Check Amount 100.00 Balance				0.00 # of Items			89	
A/R Balance	7512	253.69	Transaction#		TRANS#: 01003275	- 03003314	ł		
	МІ	SCELLANEC	ous coe	DE EN	ITRY		A/R# 01503558 A/R\$ 100 W/O\$ -50	.00	
MISCELLANEOU	JS		M	ISC	C/B REF	DATA	C/B CODE		
LN CD DESCRIF	PTION		AMO	DUNT	CB DESCRIPTION / COMMENTS				
1 01 CASH DIS	1 01 CASH DISCOUNT -25.00								
					Preffered customer	discount			
2 02 CHARGE	BACK			-25.00	check 123456789		02		
				(CASH DISCOUNT BE	YOND TERMS	S		
3									
ENTER LINE# TO CHANGE, '0' TO ACCEPT OR 'ABORT' TO CANCEL THIS SESSION:									
HELP OK/END	INSERT	LDELETE	PREV PG	NEXT F	G INQUIRY	CANCEL			

ENTER LINE # TO CHANGE, '0' TO ACCEPT OR 'ABORT' TO CANCEL THIS SESSION

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Once this write off is complete the write off amount will show as a negative in the **Write Off** column and the amount paid is listed in the **Credit** column.

🕯 classic - [192.168.253					
Settings View	Reset Tools GUI Stan	dard Functions Special Functions	Help		- 8 >
		MDS Cash Applicati	on	Post Date	e 05/12/03
Company	01			Bat	tch# 101012
Customer	AJAX	AJAX INDUSTRIAL SUPP	LY	Simple Method	
Check #		Amt Applied	0.00	Complex Method	****
Check Amount	0.00	Balance	0.00	# of Items	16
A/R Balance	7912.00	Transaction#		TRANS#: 010	00058 - 01501934
2024	192240	12 (10 (10 (10 (10 (10 (10 (10 (10 (10 (10		2010/01/2010 12/2010/2020	
Line Typ Key	Date	Open Amt Dis		ference Write Off	Credit
1 INV 010000	058 12/04	2550.00	R/C	5641	1000.00
Ran	ge Payment				-1000.00
Kan	ge Payment				-1000.00
1.Starting Line Nur	mber	8	(Complex)		
2.Ending Line Num		11	(Complex)		
3. Starting Number			(Simple)		
4.Ending Number			(Simple)		
5.A/R Credit Amou	nt	1300.00			
Enter Line# to change	e ,"0" to accept or 'AB	ORT':		XXXXXX	
HELP	K/END INS	ERT LDELETE	PREV PG	NEXT PG	IRY CANCEL

Cash Receipts Entry

Range Payment

From the MDS Cash Application screen prompt below, enter 'R' for Range Payment.

Enter line# to Change, `R' - For Range or `END'

The Range payment pop-up box is displayed.

Starting Line Number - Enter the beginning line number to pay. (for use with Complex cash application method)

Ending Line Number - Enter the last line number to pay. (for use with Complex cash application method)

Starting Number – Enter starting transaction number for check application. (for use with Simple cash application method)

Ending Number – Enter last transaction number to pay. (for use with Simple cash application method)

A/R Credit Amount - The amount to apply on a range basis.

Enter Line# to change, '0' to accept or 'ABORT':

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

MDS Accounts Receivable Training Guide

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ompa	ny		01		MDS Cash Ap	plication			Post Date Batch#	05/12/03 101012
ustom			AJAX		AJAX INDUSTRIA	L SUPPLY			Simple Method	
heck					Amt Applied			0.00	Complex Method	****
	Amount			0.00	Balance	-		0.00	# of Items	16
к ва	lance			7912.00	Transaction#				TRANS#: 01000058 -	01501934
ne	Тур	Key		Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	010000	58 1	2/04	2550.00			R/C 5641		
										1000.00
		Rang	je Payn	nent						-1000.00
		Line Nun			8		(Complex)			
2.6	Ending L	ine Num	ber		11		(Complex)			
2 (Starting	lumbor				1	(Simple)			
	Ending N					-	(Simple)			
5.4	A/R Cred	it Amour	it		1300	0.00				
Enter	r Line# to	o change	,"0" to acc	ept or 'ABC	ORT':			XXXXXX		

Range Payment

When the range is accepted cash will be applied from the beginning line number to ending with the ending line number until the amount to be applied is zero. The applied amount and check balance amount at the top of the screen change based on the application. After the application is complete, the screen will display the invoices that have been paid and their new balances.

Notes:

\$ classic - [192.168.253.254-SSS.CASH.ENTRY011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Compar	nv	c	1		pplication			Batch#	101014
ustom	-		DEAL	IDEAL DISTRIBUT	TION CO			Simple Method	
Check #	ŧ	5	2436	Amt Applied			0.00	Complex Method	****
Check A	Amount		100.00	Balance		7	100.00	# of Items	8
A/R Balance 4648.2		Transaction#		TRANS#: 01128732 - 01501					
ine	Тур	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	O/A	01128732		-25.00			V63A2858573		
2		01128733		-10.00			V64A2858579		
3	O/A	01128734	04/04	-10.00			V64A2858583		
4	O/A	01128735	04/04	-25.00			V64A2858694		
5	O/A	01128736	04/04	-11.00			V64A2858713		
6	O/A	01128737	04/04	-15.00			V63A2858717		
7	INV	01501781	02/21	4519.25		02/21	1		
8	INV	01501989	04/02	225.00			R/C 1311		
9									
10			_				_		
11									

Cash Receipts Entry

On-Account

- 8 ×

During cash application, the operator may not have a specific invoice of which to apply the cash. Therefore you may use an On-Account.

Enter a valid customer number, check number, and check amount (defined earlier in guide), and choose the COMPLEX method.

ENTER 'ON ACCOUNT' OR 'RETURN CHECK' (O/A, R/C, '<RTN>'):

Enter O/A for an On Account payment. Hit <ENTER>.

Notes:

🐐 classic - [192.168.253							
File Edit Settings View	Reset Tools GUI Stand	lard Functions Special Func	tions Help				- 8 ×
Company Customer Check # Check Amount A/R Balance	01 IDEAL 52436 100.00 4648.25	MDS Cash Ap IDEAL DISTRIBUTH Amt Applied Balance Transaction#	plication ON CO	1	0.00 00.00	Post Date Batch# Simple Method Complex Method # of Items TRANS#: 011287	****
Line Typ Key 1 O/A 011287 2 O/A 011287 3 O/A 011287 4 O/A 011287 5 O/A 011287 (New) On 1.Amount 2.Company# 3.Reference I Enter Line# to change	33 04/04 34 04/04 35 04/04 36 04/04 Account /	100.00 01 THE SYSTEMS NO INV#	Disc yment S HOUSE	Date	Reference V63A2858573 V64A2858579 V64A2858583 V64A2858694 V64A2858713	Write Off	Credit
	(/END INSI		TE	PREV PG	NEXT	PG INQUIRY	CANCEL

Cash Receipts Entry

On Account / Unapplied Payment

The (New) On Account/ Unapplied Payment Pop up box will appear

Amount - Enter the On Account or Unapplied Amount.

Company# - Enter a valid 2-digit company number.

Reference Data - Enter any reference data, up to 15 characters.

ENTER LINE# TO CHANGE, '0' TO ACCEPT OR 'ABORT'

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

The On account entry will now appear for this customer as O/A. The O/A amount is in the Credit column.

					ASH.ENTRY011								
SH File	Edit S	Settings	View	Reset Tools	GUI Standard F	unctions	Spec	ial Function	ns Help			-	٦
Compa			01		MDS Cash						Post Date Batch#	04/25/03 101000	
Custon			AJAX		AJAX INDU		SUPP				nple Method		
Check					Amt Appli	ed	_		0.00-	Cor	nplex Method	****	
Check				0.00	Balance		_	1,00	0.00		# of Items	20	
A/R Ba	lance			7762.00	Transactio	on#	_		1	TRAN	S#: 01000058 - 01	501910	
Line	Тур	Key		Date	Open Amt	Dis	sc	Date	Reference		Write Off	Credit	
1	INV	01000		12/04	2550.00		_		R/C 5641				
2	ADJ	01003		04/25	1000.00		_		ADJUSTMENT				
3	0/A	01128		03/20			_		11111			-1000.00	
4	O/A	01128		03/21	-1000.00		_		CASE 6328				
5	C/M	01130		02/14	-10.00		_	02/14					
6	C/M	01130		03/21	-15.00		_	03/21					
7	INV	01501		11/19).20	11/29	1				
8	INV	01501		01/31			3.00	02/10	1				
9	INV	01501		02/07	20.00		4.00	02/17	1				
10	INV	01501		02/14	30.00		0.60	02/24	1				
11	INV	01501	105	02/14		4	4.00	02/24	1				
Enter L	_ine#	to Cha	nge, 'R	l' - for Ran	ge or 'END':				2				
HELP		OK.	/END	INS		LETE		PREV PO	a NEXT	PG		CANCEL	

On Account / Unapplied Payment

Apply Existing On Account to an Invoice

From the cash application screen (Complex) we can choose to apply an O/A. You may apply on-accounts during check application or by using a \$0 batch. Choose the line number of an open amount on account. In this example, we are using line #3. We are not entering any miscellaneous codes at this time, so hit <ENTER>, then '0' to accept.

ENTER LINE# TO CHANGE, 'R' - FOR RANGE OR 'END'

Select the invoice line to apply the O/A to by entering the line number at the prompt line at the bottom of the screen. Then hit <RETURN>.

We have entered line # 2.

\$ classic - [192.168.253.254-SSS.CASH.ENTRY011\$1]

 $\xi_{\rm H}$ File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Custome			AJAX		AJAX INDUSTR	IAL SUPPLY	1,0	000.00-	Simple Method Complex Method	****
Check A	mount			0.00	Balance		1,0	000.00	# of Items	16
A/R Bala	ince		7	912.00	Transaction#				TRANS#: 01000058	- 01501934
Line	Тур	Key	Da	te (Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	010000	58 12/04		2550.00			R/C 5641		
2	ADJ	010032	53 04/25		1000.00			ADJUSTMENT		1000.00
3	O/A	011287	22 03/20	0				11111		-1000.00
4	O/A	011287	23 03/21		-1000.00			CASE 6328		
5	C/M	011307	11 02/14		-10.00		02/14			
6	C/M	011307	34 03/21		-15.00		03/21			
7	INV	015017	64 02/14		30.00	0.60	02/24	1		
8	INV	015017	66 02/14		200.00	4.00	02/24	1		
9	INV	015017	67 02/14		200.00	4.00	02/24	1		
10	INV	015017	68 02/14		450.00	9.00	02/24	1		
11	INV	015017	59 02/ 1 4	8	450.00	9.00	02/24	1		

Cash Receipts Entry

- 8 ×

On Account/ Unapplied Payment

Enter the On Account amount on the Credit line for the invoice.

In this example, for line #2 we have entered 1000.00.

The Miscellaneous Code Entry box will then display, since we are not entering any miscellaneous codes at this time, hit <ENTER>, then '0' to accept.

Finish the cash application as usual.

Enter Line# to Change, 'R' for Range or 'END':

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes:

classic - [192.168.253.254-SSS.CASH.ENTRY011\$1]

💃 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Compa	nv		01					Batch#	101015
Custom	-		IDEAL	IDEAL DISTRIBU	UTION CO			Simple Method	
Check #	ŧ		1324	Amt Applied			0.00	Complex Method	****
Check A	Amount		4539.25-	Balance	_	4,	539.25-	# of Items	9
A/R Bal	ance		29.0	0 Transaction#				TRANS#: 01128732	- 01501989
Line	Тур	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	O/A	0112873	04/04	-25.00			V63A2858573		
2	O/A	0112873	33 04/04	-10.00			V64A2858579		
3	O/A	0112873	64 04/04	-10.00			V64A2858583		
4	O/A	0112873	04/04	-25.00			V64A2858694		
5	O/A	0112873	6 04/04	-11.00			V64A2858713		
6	O/A	0112873	37 04/04	-15.00			V63A2858717		
7	O/A	0112873	05/13	-100.00			NO INV#		
8	INV	015017	02/21			02/21	1		
9	INV	0150198	9 04/02	225.00			R/C 1311		
10									
11									

Notes:

Cash Receipts Entry

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- 3 >

Returned Check Payment

The simplest way to enter a returned check is to create a new batch. Enter the following fields: Company number, Posting Date, and Bank Number, as described earlier in the quide.

The **A/R Control** amount will be the negative amount of the returned check, plus any returned check fees.

The TOTAL CASH amount will be the negative amount of the returned check, plus any returned check fees, as well.

Enter '0' to accept. The system will then assign a batch number and forward the operator to the Cash Application screen.

Enter the Customer number, Check number, and the negative check amount and choose the COMPLEX method.

ENTER 'ON ACCOUNT' OR 'RETURNED CHECK' (O/A, R/C, `<RTN>'):

Enter 'R/C' and hit <ENTER>. This will display the 'Returned Check Payment' box.

Invoice Number - Enter the 8 digit invoice number.

Amount - Enter the returned check amount for this invoice, plus any fees, in negative.

					K.POPUP012\$1]	nctions Help							- 7
				,	MDS Cash A	pplication				P	ost Date	05/13/03	
Compan			01								Batch#	101015	
Custome	r		IDEAL	-	IDEAL DISTRIBUT	TON CO		1		Simple Me			
Check #			1324		Amt Applied			0.00		Complex M		****	
Check A			453	9.25-	Balance		4,5	539.25-			f Items	9	
A/R Bala	nce			29.00	Transaction#					TRA	NS#: 01128732 ·	01501989	
Line	Тур	Key	Da	e (Open Amt	Disc	Date	Referen	ice	Wr	ite Off	Credit	
1	O/A	011287	32 04/04		-25.00			V63A285	58573				
2	O/A	011287	33 04/04		-10.00			V64A28	58579				
3	O/A	011287	34 04/04		-10.00			V64A285	58583				
	2.Amo 3.As of 4.Refe	Date rence Da			11781 _4539.25 T':			XXXX	xx				
HELP			/END	INSERT		ETE	PREV PC		NEXT F	°G	INQUIRY		

MDS Cash Application

Returned Check Payment

As of Date - From terms

Reference Data – Reference information for invoice

Enter Line# to change, `0' to accept or `ABORT':

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Note: If returned check amount is >0 (positive amount) error message will appear. All returned check amount must be negative.

Note: The operator has the option to apply miscellaneous codes to this transaction on the miscellaneous code screen which appears after the Returned Check Payment screen.

ENTER 'ON ACCOUNT' OR 'RETURNED CHECK' (O/A, R/C, '<RTN>'):

Hit <ENTER> to be returned to the Customer number field for next application.

MDS Accounts Receivable Training Guide

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											H.ENTRY	011\$1]		
\$ <u>⊢</u> Eile	<u>E</u> dit <u>S</u> e	ettings <u>R</u>	eset <u>T</u>	ools <u>G</u> UI	<u>P</u> DA S <u>t</u> a	andard Funct	tions Spe	cial F	unctions <u>H</u> e	elp				_ @ ×
Compa	ny		01		MDS	6 Cash	Applicati	on				Post Date Batch#	_	02/01/08 101546
Custom	er		1030		1	MICHAEL GRE	EN MD				Simp	le Method		
Check #	ŧ		000454	ά.	¥ 4	Amt Applied	I			535.00	Comp	lex Method	***	t#
Check A	Amount			500.0)0 E	Balance				35.00-		# of Items		13
A/R Bal	ance			16467.8	85 1	Fransaction	ŧ	TRA	NS#: 011306	96 - 01503	818			
Line	Тур	Key		Date	Оре	n Amt	Dis	с	Date	Referenc	e	Write Off		Credit
	1 C/M	011306	96	11/20		-47.00			11/20					
	2 C/M	011306	97	12/16		-8.40	_		12/16	_				
	3 INV	015017	00	12/31				0.60	01/10	1				10.00
II	4 INV	015017	01	12/31		1000.00	2	0.00	01/10	1				
l	5 INV	015020	60	08/14				7.50	08/24	11287				375.00
	6 INV	015020		08/14				3.00	08/24	1478				150.00
	7 INV	015021		12/05		2750.00		5.00	12/15	15744				
	8 INV	015022		04/01		83.65		1.60	04/11	7757				
	9 INV	015023		05/24		425.00		8.50	06/03	7714				
	IO INV	015023		06/29		62.50		1.25	07/09	77457				
1	1 INV	015023	00	06/29		67.50		1.35	07/09	3377				
				Range or 'I	END':					XXXXXX	x			
RANGE		AR Ing	Sea		FLETE	005455	him m		IN OUR COL		C1			
HELP		DK/END	INSE	.RT LD	ELETE	PREV PG	NEXT	PG	INQUIRY	CANC	EL			

Cash Receipts Entry

Wipe Out Entry

MDS allows operators to wipe out a cash application check as long as there is still a remaining balance to be applied.

Enter Line # to Change, `R' – for Range or `END':

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

If you do have a balance, you will receive the following message when exiting cash application:

ENTIRE CHECK NOT APPLIED <RTN> TO CONTINUE

Hit <ENTER> to continue.

		ndows Ve							INQ011	[1]			
File Edit	Sett	ings Reset T	ools GUI I	PDA Star	ndard Func	tions Special	Functions H	elp				-	Ξ×
CO# CUST# CHECK# CHECK AM A/R BAL		(INQUIRY 01 1030 000454		CASH MICHAE AI B/		CATION D ED		535.00 35.00- 0696 - 015038		DATE BATCH# METHOD C METHOD DF ITEMS	:	02/01/08 101546	
LN TY 1* PN 2* PN 3* PN 4 5 6 7 8 9	AT AT	NUMBER 01501700 01502060 01502061	DATE 12/31 08/14 08/14	AMT	OPEN	CA SHDIS 0.60 7.50 3.00 HECK NOT APP	0 08/24 0 08/24	REFER.DAT. 1 11287 1478 IN> TO CONT		RITE-OFF	A/R * * * *	CREDIT 10.00 375.00 150.00]
10 11 12					RANGE HELP	AR Inq OK/END	Search INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	
Enter Line#		elete, 'C' - Cha nd Re-enter Er				ily	,		w				
HELP	0	(/END INS	ERT LDI	ELETE	PREV PG	NEXT PG	INQUIRY	CANCEL					

Cash Receipts Entry

Wipe Out Entry

Enter Line# to Delete, `C'- Change check amount, A' – Reapply `W' – Wipe Out and Re-enter Entire Check or `END' to END:

Enter line # to delete, the user may delete 1 line by entering the corresponding line number. You will be asked if you want to delete the line number entered.

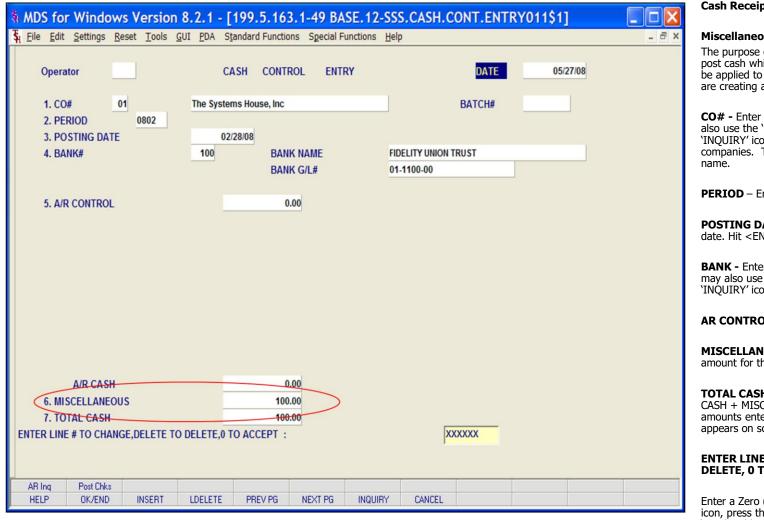
Type 'C' to change the Check amount. (Good for typos). You will be prompted for new check amount:

ENTER NEW CHECK AMOUNT OR 'END':

Enter the new dollar amount for the check.

Type 'A' to return to MDS Cash Application screen and adjust your entries or continue with cash application.

Type 'W' to Wipe Out, this will Wipe Out the ENTIRE check application. You will be returned to the Check# field on the MDS Cash application screen to re-enter the entire check.



Cash Receipts Entry

Miscellaneous Cash Entry

The purpose of miscellaneous cash posting is to post cash which has been received, but that will not be applied to open invoices. In this example, we are creating a miscellaneous cash batch.

CO# - Enter the 2 digit company number. You may also use the 'F7' function key or click on the 'INOUIRY' icon to choose from a list of valid companies. The system will display the company

PERIOD – Enter fiscal period in YYMM format.

POSTING DATE - The program will prompt for the date. Hit <ENTER> for system date.

BANK - Enter a 3 digit bank number. The operator may also use the 'F7' function key or click on the 'INOUIRY' icon to choose from a list of valid banks.

AR CONTROL - Enter A/R control amount.

MISCELLANEOUS – Enter miscellaneous cash amount for this batch.

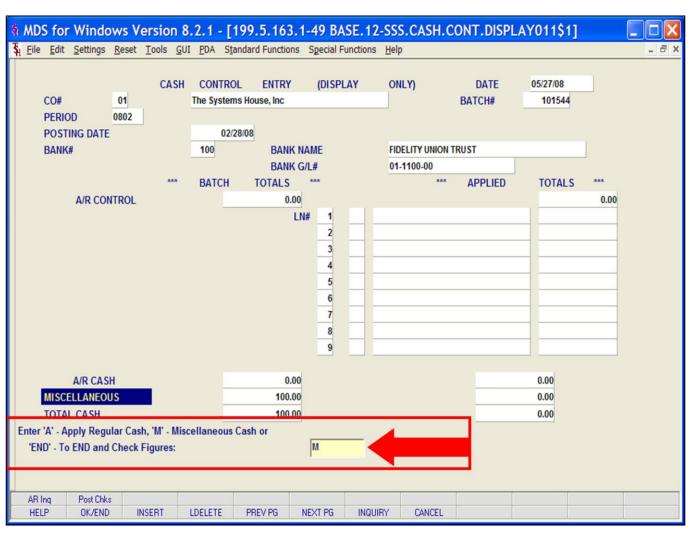
TOTAL CASH - Enter the total cash amount. (A/R CASH + MISCELLANEOUS = TOTAL CASH. If the amounts entered do not add up, an alert message appears on screen.

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

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter a Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.



Cash Receipts Entry

Miscellaneous Cash Entry

`NEW BATCH # IS >>>: XXXXXX. HIT <RETURN> TO CONTINUE

Hit <ENTER> to clear the screen and proceed to the Cash Application screen.

To apply Miscellaneous Cash you must exit the **MDS Cash Application** screen. Click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to be returned to the Cash Control Entry screen.

"APPLIED TOTALS DO NOT EQUAL BATCH TOTALS, HIT <RTN> TO CONTINUE"

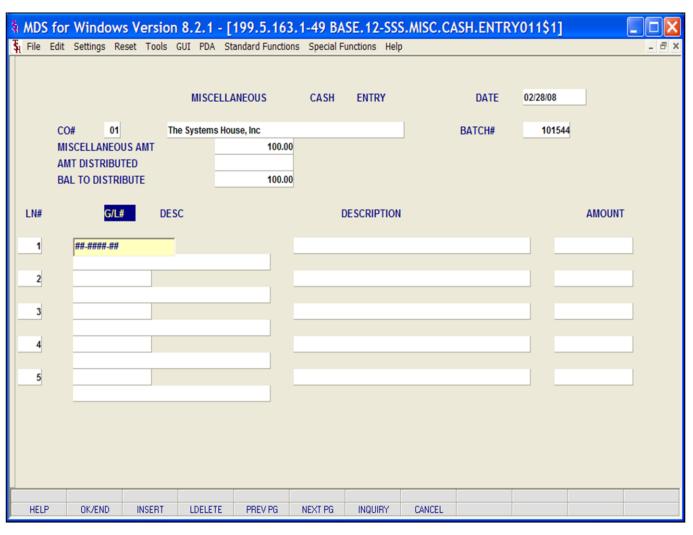
Hit <ENTER>, to return to the MDS Cash Control Entry screen. Then hit <ENTER>. The Miscellaneous Cash Entry screen will be displayed.

Enter 'A' – Apply Regular Cash, 'M' - Miscellaneous Cash or 'END' – To END and Check Figures:

Enter an A to go to the MDS Cash application screen.

Enter 'M" to go to the Miscellaneous cash entry screen.

Click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to exit cash and check your numbers.



Miscellaneous Cash Entry

CO# - Company number and name for this batch is displayed.

BATCH# - Batch# for this miscellaneous cash is displayed.

MISCELLANEOUS AMT - The total miscellaneous amount entered in cash control entry is displayed.

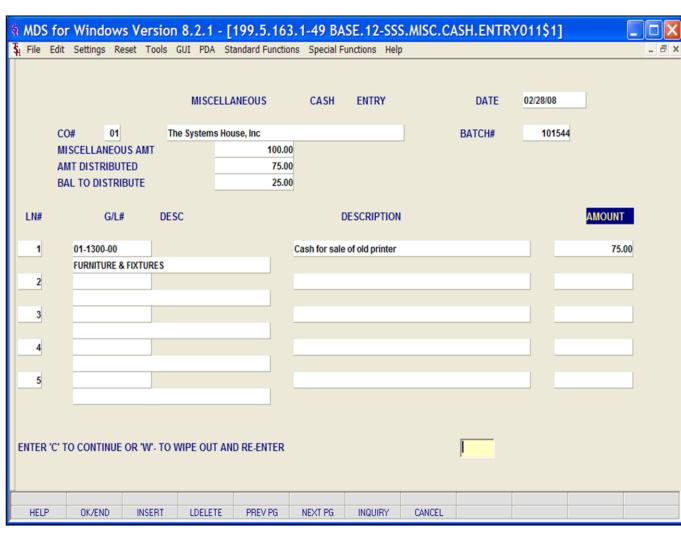
AMT DISTRIBUTED – Amount Distributed. This field changes as the miscellaneous amount is distributed.

BAL TO DISTRIBUTE – Balance to distribute. This field will decrease as the miscellaneous cash is distributed. The initial amount is the total miscellaneous cash entered in cash control entry.

LN# - Line number (display only)

G/L# - Enter a valid general ledger number for cash distribution. You can also click on the 'INQUIRY' icon or press the 'F7' key which opens the drop-down menu for you to select from the available general ledger numbers.

Notes:



Cash Receipts Entry

Miscellaneous Cash Entry

G/L# Description - The corresponding general ledger description from the Chart of Accounts file is displayed.

Description – Miscellaneous cash description (up to 30 characters). This description is written to the Cash file.

AMOUNT - Enter the amount to distribute to that general ledger number.

Note: The entire miscellaneous cash amount must be distributed for Miscellaneous Cash Entry to be accepted. If the entire amount is not distributed the following message will appear:

ENTIRE MISCELLANEOUS AMOUNT NOT APPLIED, HIT <RTN> TO CONTINUE

Hit enter to return to the miscellaneous cash application screen.

ENTER 'C' TO CONTINUE OR 'W' TO WIPE OUT AND RE-ENTER

Enter 'C' to continue back to miscellaneous cash or 'W' to wipe the miscellaneous cash entries and start again on this screen.

							S.MISC.CASH.E	NTRY011	\$1]		
\$ <u>I</u> <u>F</u> ile	Edit Settings	s <u>R</u> eset <u>T</u> oo	ols <u>G</u> UI <u>P</u> DA	Standard Funct	ions Special F	unctions <u>H</u> elp)				- 8 ×
			MISCE	LLANEOUS	CASH	ENTRY	DA	ATE 02/28	8/08		
	CO#	01	The Systems	House, Inc			BATC	H#	101544		
		NEOUS AMT	_	100.	-						
	AMT DISTR		-	100.	00						
	BAL TO DI	STRIBUTE	-								
LN#		G/L#	DESC		I	DESCRIPTION			A	MOUNT	
1	01-1300	0-00			Cash for sale	of old printer				75.00	
	FURNIT	JRE & FIXTURE	S								
2	01-1330				Sale of auto	part				25.00	
	AUTOM	OBILES									
3	_										
4	_										
5											
Enter L	ine# to Chan	ge, "A" to Ad	d Lines or "EN	ID":			0				
HELF	OK/EN	ID INSER	T LDELET	E PREV PG	NEXT PG	INQUIRY	CANCEL				

Miscellaneous Cash Entry

ENTER LINE# TO CHANGE, 'A' TO ADD LINES OR 'END':

Enter a line number to change, 'A' to add additional lines, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

💱 classic - [192.168.253.254-SSS.CASH.C								
ξ_l File Edit Settings View Reset Tools GUI	Standard Functions	Special Functions	Help					- 8 ×
Operator	CASH	CONTROL	ENTRY		D	ATE 'H#	05/20/03	
2. POSTING DATE	05/20/03	003L			DATE			
2. POSTING DATE	05/20/05]						
3. BANK#	100	BANK NAME	E		FIDELITY UNION TRUST			
		BANK G/L#			01-1100-00			
4. A/R CONTROL		325.00						
5. CASHDIS:		0.00		01-10	00-00			
6. CHGBACK:		0.00		01-10	00-00			
7. SHORTPY:		0.00		01-10	00-00			
8.		0.00						
9.		0.00						
10.		0.00						
11.		0.00				_		
12.		0.00						
13.		0.00						
A/R CASH		325.00						
14. MISCELLANEOUS 15. TOTAL CASH		0.00 325.00						
15. TOTAL CASH		525.00						
NEW BATCH # IS >>>: 101023. HIT <ret< td=""><td>URN> TO CONTI</td><td>NUE</td><td></td><td></td><td>I</td><td></td><td></td><td></td></ret<>	URN> TO CONTI	NUE			I			
HELP OK/END	INSERT	LDELETE		REV PG	NEXT PG		INQUIRY	CANCEL

Cash Receipts Entry Simple Method

The Simple method of applying cash to a customer is used if you know which invoice or invoices to apply the payment towards. Identification of the open item in this process is by invoice number.

The Simple method is also used to apply one check to multiple customers.

With this method, you still have the ability to pay a range of invoices, as well as process write-offs, miscellaneous cash, on accounts and returned checks. The system also provides the ability to reapply: On-account credit memos, On-account payments, and Unapplied payments.

Notes:

∯ classic - [192.168.253							_ 2
File Edit Settings View	Reset Tools GUI Sta	ndard Functions Special	Functions Help				- 8
Company Customer Check # Check Amount A/R Balance	01 IDEAL 12345 4668.2	MDS Cash IDEAL DISTRIE Amt Applied Settings Help ENTER METHOD CO	NUTION CO	0.00		Post Date Batch# le Method plex Method # of Items	05/20/03 101023 0
Line Typ Key 1	Date	1- COMPLEX 2- SIMPLE		0	K Cancel	Write Off	Credit
RANGE 0	K/END IN	SERT LD	ELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
Notes:							

For the simple method of cash receipts entry you start as in the complex method.

Company – Enter valid 2-digit company number

Customer – Enter customer to which cash will be posted. You can enter the customer number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the correct customer.

MDS simple cash application also offers the same additional methods for selecting the customer:

M for multiple customers, R- for release number, I - for invoice number and D – for dollar amount.

Batch # - Current batch number is displayed.

Check # - Enter the check number that is being applied.

Check Amount - Enter the amount of cash to be posted.

A/R Balance - The customer's open accounts receivable balance will display.

ENTER METHOD CODE: 1- COMPLEX 2- SIMPLE

Choose 'SIMPLE', then click on 'OK'

File Ed	lit Settings	Reset Too	ols GUI	PDA Standard	Functions	Special Functi	ions Help		-	. ć
ompany		01		MDS Cash	Application	i .		Post Date Batch#	07/24/08 101553	
ustomer		XXXXXXXXX	XXXX	3				Simple Method		
heck #			Q	Amt Applied	I		0.00	Complex Method		
heck Am	ount		0.00	Balance			0.00	# of Items	0	
/R Balan	ce		0.00	Transaction	¥					
ine T	yp Key	D	ate	Open 🙀			X	Write Off	Credit	
2										
3					OK	Cancel				
4				U						
5				Custor	ner#	T+S+H				
6				Name						
Enter	'I' - In	\$, 'M' - M voice Numb	ultipl er, 'D	e Cust - Do State					_	
				City					-	
L				Zip C	ode					i.
				Telep	hone					
				Addre	5.5					
RANGE	AB Ing	Search								_
HELP	OK/END	INSERT	LDELE	ETE PREV PG	NEXT PG	INQUIRY	CANCEL			

Cash Entry

Customer – At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

MDS cash application also offers these additional methods for selecting the correct customer:

 $\ensuremath{\mathsf{M}}\xspace$ - Enter $\ensuremath{\mathsf{M}}\xspace$ to apply a check to multiple customers.

R- Enter $\ensuremath{`R'}$ to enter a release number.

I - Enter 'I' to enter an invoice number.

D - Enter 'D' to enter a invoice dollar amount. Once the dollar amount is entered, a lookup box will display any customer with that dollar amount and the operator can choose the correct customer.

Notes:

classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011\$1] 🚡 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help _ 8 × CASH APPLICATION DATE 05/20/03 CO# 01 BATCH# 101023 METHOD SIMPLE **** CUST# IDEAL IDEAL DISTRIBUTION CO CHECK# 12345 AMT APPLIED 0.00 COMPLEX CHECK AMT 325.00 BALANCE 325.00 **# OF ITEMS** A/R BAL 4668.25 TRANS# NUMBER LN TYP DATE AMT OPEN CASHDIS DATE REFER. DATA WRITE-OFF CREDIT A/R XXX 1 2 3 4 5 6 7 8 9 10 Contextual Help Enter "PMT" - Payment, "C/M" - Credit Memo, "O/A" - On Account, "U/A" - Unapplied, "R/C" - Returned Check or "END". OK/END INSERT LDELETE PREV PG NEXT PG HELP INQUIRY CANCEL

Cash Receipts Entry

The Cash Application screen for the simple method is slightly different from the complex method. After the customer is selected, you fill in the lines with transaction type and numbers so that only the relevant transactions appear on screen.

LN – Line number

TYP - Enter the type of payment code for this application. The default is PMT. The codes are listed in the contextual help box at the bottom of the screen. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available transaction type codes.

PMT - Payment C/M - Credit Memo O/A - On Account U/A – Unapplied Cash R/C - Returned Check

Hit <ENTER> to continue, or 'END' to exit.

Lossic - [192.168.253.254-SSS.CASH.ENTRY.SMP011\$1] 🚡 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help - 3 > CASH APPLICATION DATE 05/20/03 CO# 01 BATCH# 101023 METHOD SIMPLE **** CUST# IDEAL IDEAL DISTRIBUTION CO CHECK# 12345 AMT APPLIED 0.00 COMPLEX CHECK AMT 325.00 BALANCE 325.00 **# OF ITEMS** A/R BAL 4668.25 TRANS# NUMBER LN TYP DATE AMT OPEN CASHDIS DATE REFER. DATA WRITE-OFF A/R CREDIT XXXXXXXX PMT -1 2 3 4 5 6 7 8 9 10 Contextual Help Enter Invoice Number, "R" - Range of Invoices to Pay, "N" - New O/A or U/A" or "END" OK/END INSERT LDELETE PREV PG NEXT PG CANCEL HELP INQUIRY

Cash Receipts Entry

NUMBER - Enter the Invoice number, 'R' for a range of invoices, 'N' for a new on-account or unapplied account. Then hit <ENTER>.

You can also click on the down arrow, the 'INQUIRY' icon, or hit the 'F7' key to display the list of valid transaction numbers.

Using any method above, enter the Invoice number.

A/R CREDIT - Enter the A/R Credit amount. If the Balance amount is equal to the payment amount, you can hit <ENTER> to distribute the entire balance amount to the payment.

After the A/R Credit amount is entered, hit <ENTER>.

Notes:

O# 01 UST# IDEAL HECK# 12345 HECK AMT /R BAL NISCELLANEOUS N CD DESCRIPTIO		BATCH# IDEAL DISTRIBU AMT AP BALANC	UTION CO PPLIED CE	0. 325. ENTRY		01501989 325.00
N CD DESCRIPTIO		CELLANEOUS	MISC		A/R\$ W/O\$	325.00
	GE, '0' TO ACCEF	PT OR 'ABORT' TO) cancel thi	S SESSION:		XXXXXX
ELP OK/E Notes:	ND	INSERT	LDELETE	PREV PG	NEXT PG	

Miscellaneous Code Entry

After the A/R CREDIT amount is accepted, the Miscellaneous Code Entry screen will pop-up. Here, as with the complex method, you may enter write off or miscellaneous amounts.

NOTE: The miscellaneous codes, CASHDIS, SHORTPY, and CHGBACK must be established prior to cash entry.

LN- line number (display only).

MISCELLANEOUS CD – Miscellaneous code. Enter a code or click the Inquiry box next to the field to select from a list of Miscellaneous codes. The operator can also hit the 'F7'. Function key or click on the 'INQUIRY' icon to display a list of all valid miscellaneous codes.

MISCELLANEOUS DESCRIPTION – Corresponding description for this miscellaneous code.

MISC AMOUNT – Miscellaneous amount. Enter the dollar amount. Note: the dollar amount must be >0.

C/B REF DATA – Charge back reference data- this field is only for use with Charge backs. If miscellaneous write-off is a chargeback this field will be active.

CB CODE – Chargeback code is entered here. You may click INQURY <F7> for a list of available codes. (charge back codes are maintained in Company maintenance).

CB CODE DESCRIPTION / COMMENTS –

Chargeback description or comments appear here.

classic - [192.168.253.254-SSS.CASH.WO.ENTRY011\$1] 🖞 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help - 3 > CASH APPLICATION DATE 05/20/03 CO# 01 BATCH# 101024 METHOD UNITED SIMPLE **** CUST# UNITED SUPPLY CHECK# 852 AMT APPLIED 0.00 COMPLEX CHECK AMT 2360.00 BALANCE 2,360.00 **# OF ITEMS** TRANS# A/R BAL 5991.65 ENTRY A/R# 01000167 MISCELLANEOUS CODE 2365.00 A/R\$ W/O\$ 5.00 MISCELLANEOUS MISC LN CD DESCRIPTION CODE AMOUNT C/B REF DATA C/B DESCRIPTION SHORT PAY 1 3 5.00 2 3 ENTER LINE# TO CHANGE, '0' TO ACCEPT OR 'ABORT' TO CANCEL THIS SESSION: XXXXXX HELP OK/END INSERT LDELETE PREV PG NEXT PG CANCEL INQUIRY

Cash Receipts Entry

Miscellaneous Code Entry

In this example we entered a SHORT PAYMENT amount of \$5.00.

You can now enter another miscellaneous code, type 'END', hit the 'F2' function key, or click on the '**OK/END'** icon to finish the miscellaneous code entry screen.

ENTER LINE # TO CHANGE, '0' TO ACCEPT OR 'ABORT' TO CANCEL THIS SESSION:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter a Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Once this write off is complete the write off amount will show as a negative in the **Write Off** column and the amount paid is listed in the **Credit** column.

🙀 classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

					APPL				DATE	05/20/03		
CO#		01		BA	TCH#	101024			METHOD			
CUST#		UNITED		UNITED S	UPPLY				SIMPLE		****	
CHECK	#	852		A	IT APPLI	ED		2,360.00	COMPL	EX		
CHECK	AMT		2360.00	BA	LANCE			0.00	# OF IT	EMS		
A/R BA	L		5991.65	TR	ANS#							
						-						
LN	ТҮР	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01000167	03/26			47.3	0 04/05	6987			5.00	2365.00
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
				1								
Enter 'A'	to Add	Lines or 'END':				XXXXXX						
Litter A	to Add	LINES OF LIND :										
HELP		OK/END		ISERT		DELETE	PREV PO	i	NEXT PG		IRY	CANCEL

Notes:

Cash Receipts Entry

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Miscellaneous Code Entry

Once this write off is complete the write off amount appears in the **WRITE-OFF** column and the amount paid is listed in the **AR CREDIT** column.

Once the system considers the write-off's complete, it will prompt for the next payment type to be entered.

If no other payments are to be entered for this customer, hit the 'F2' function key, click on the 'OK/END' icon, or type 'END' and hit <ENTER> to exit this screen.

Enter 'A' to Add Lines or 'END':

Enter 'A' to add any additional lines. If finished, enter 'END' and hit <ENTER>, hit the 'F2' function key or click on the '**OK/END'** icon.

File Edi	t Settings	Reset Tools	GUI PD	A Standard F	unctions	Special Fur	nctions Help		- 1
			MD	S Cash A	pplication			Post Date	07/24/08
Company	_	01						Batch#	101554
Customer		м	-	2				Simple Method	
Check #				Amt Applied			0.00	Complex Method	
Check Ame				Balance			0.00	# of Items	0
A/R Baland	ce		0.00	Transaction#	-				
Line Ty	p Key	Dat	e Op	en Amt	Disc	Date	Reference	Write Off	Credit
1									
2			_						
3	_		_						
4									
5									
5									
6					ontextua				
6	Customer 'I' - In	₽, 'M' – Mul voice Number	ltiple Co				ber		

Cash Receipts Entry

Applying One Check to Multiple Customers

MDS allows the operator to apply cash from one check to multiple customers, when using the Simple method of applying cash.

Remember, when using the **Simple Method** of applying cash to a customer or customers the operator **must** know which invoice or invoices they wish to apply the payment towards.

First create a new batch with totals for a check that covers multiple invoices from multiple customers.

In the MDS Cash Application screen:

Customer - Enter **'M'** for Multiple Customers.

Check# - Enter the check number.

Check Amount - Enter the check amount.

	or Windo									H.E	NTRY.SI	MP01		
\$ <u>⊢</u> Eile <u>E</u> d	it <u>S</u> ettings	<u>R</u> eset <u>T</u>	ools <u>G</u> UI	PDA S	tandard	Functions	Special Fur	ictions <u>H</u> elp	р				-	8 ×
CO# CUST# CHECK# CHECK # A/R BAL	MT		100.00 0.00	AMT	APPLIE ANCE	Customers)		0.00 100.00			DATE BATCH METHOD METHO F ITEMS	:	06/30/08 101556	
	1	MBER D	ATE	АМТ О	PEN	CASHDIS	DATE	REFER.	DATA	WRIT	E-OFF	A/R	CREDIT	
1 P	MT									-		-		
3														
4 5					_					-				
6														
7	_									_				
8	_													
10														
Add Custo	mer / Checl	to this Ba	atch ? (Y/N	1)			Y]						
AR Ing HELP	OK/END	INSERT	LDELE	TE PF	REV PG	NEXT PG	INQUIRY	CANCEI	E.					

Applying One Check to Multiple Customers

The **CUST#** field is blank, but to the right of the Company Number the system displays that this cash application is for Multiple Customers.

TYP - Enter the type of transaction to post. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the dropdown box for you to select from the available transaction types.

Note: The transaction types are also listed in the Contextual Help box at the bottom of the screen.

Types to choose from: PMT = Payment C/M = Credit Memo O/A = On Account U/A = Unapplied R/C = Returned Check

NUMBER - Enter the Invoice number. (You may also type 'R' for a range of invoices or 'N' for a new on account or unapplied account.)

Add Customer/ Check to this Batch? (Y/N)

Type 'Y' to add this customer to this batch.

Notes:

			CASH	APPL	ICATION				DATE		06/30/08
CO#	01			(Multiple	e Customers)				BATCH	1#	101556
CUST#	00001		RAFAEL	INC				SIM	PLE METHO	D :	****
CHECK#	123321	6	A		IED		7.50	cor	APLEX METHO	DD	
CHECK AMT		100.00	BA	LANCE			92.50		# OF ITEMS		
A/R BAL		880.51	TR	ANS#							
LN TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1 PMT	01503277	10/16				10/16	LKTEST				7.50
2 XXX	3										
3											
4											
5											
6											
7											
8											
9											
10											
					ntextual H						
nter "PMT 'U/A" - Un	- Payment, applied, "R/	"C/M" -	Credit urned (heck	"O/A" - 0 or "END".	n Accoun	t,				

Applying One Check to Multiple Customers

A/R CREDIT - Enter the A/R Credit amount. If the Balance amount is equal to the payment amount, you can hit <ENTER> to distribute the entire balance amount to the payment.

The miscellaneous code pop up will appear. Enter miscellaneous code write offs (if needed).

Once the write-off's are complete, the system will prompt for the next payment type to be entered.

Note that the **CUST#** field has changed to display the current customer. The first payment for this check is to this customer. The AR BAL field shows this customer's AR balance.

			CASH APPL	ICATION				ſ	DATE		06/30/08
CO#	01		(Multiple	Customers)					BATCH	#	101556
CUST#	ALCO		ALCO SUPPLY CO	OMPANY			SIM	PLE I	METHOD	: (****
HECK#	123321	6	AMT APPL	IED		7.50	COL	IPLEX	METHO	D	
CHECK AMT		100.00	BALANCE	_		92.50		# OF I	TEMS		
VR BAL		751253.69	TRANS#								
LN TYP	NUMBER	DATE	AMT OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-	OFF	A/R	CREDIT
1 PMT	01503277	10/16			10/16	LKTEST		1			7.50
2 PMT	01503698	10/03	63.60		10/13	111		1		NNNN	NNN.NN
3											
4										1	
5								1			
6											
7											
8											
9											
10											
1											

Applying One Check to Multiple Customers

PMT – Enter the second payment type

NUMBER – Enter the invoice number for the second customer to be paid on this check.

In this case the second invoice is for a different customer so the following will appear:

Add Customer/ Check to this Batch? (Y/N)

Type 'Y' to add this customer to this batch.

The **CUST#** field has changed to display the current customer. The AR BAL field now shows this customer's AR balance.

The Amount Applied and the Balance show the amounts for this batch.

Notes:

			CA	SH APPL	ICATION				DATE	_	06/30/08
CO#	01			(Multiple	e Customers)				BAT	CH#	101556
CUST#	ALCO		ALCO	SUPPLY CO	OMPANY			SIM	PLE METH	DD :	****
CHECK#	123321	6		AMT APPL	IED		100.00	COL	MPLEX MET	HOD	
CHECK AMT		100.00	_ L	BALANCE			0.00		# OF ITEMS		
A/R BAL		751253.69		TRANS#							
LN TYP	NUMBER	DATE	AM	T OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1 PMT	01503277	10/16				10/16	LKTEST				7.50
2 PMT	01503698	10/03		-28.90		10/13	111				63.60
3 PMT	01503698	10/03		-28.90		10/13	111				28.90
4											
5											
6											
7											
8											
9											
10											
11											

Applying One Check to Multiple Customers

The Amount Applied and the Balance for the current batch is displayed.

Continue to enter payments until the BALANCE is at zero.

Enter `A' to Add Lines or `END':

Enter 'A' to add any additional lines. The user can also enter the next empty line number to add transactions.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes:

Classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011\$1]

🛱 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

			CASH	APPL	ICATION				DATE	06/	26/03
CO#	01			(Multiple	e Customers)				BATCH	ŧ	101071
CUST#	IDEAL		IDEAL DI	STRIBUTIC	ON CO			SIM	PLE METHOD	1	****
CHECK#	8421		A	IT APPLI	ED	6	6,164.25	CON	MPLEX METHO	D	
CHECK AMT		7494.25	BA	ALANCE		1	,330.00		# OF ITEMS		
A/R BAL		2852.22	TF	RANS#							
LN TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1 PMT	01501975	05/27			32.50	06/06	01				1625.00
2 PM	01501701	02/21				02/21	1				4539.25
3 PMF	R										
4											
5											
6											
7											
8											
9											
10											
					ktual Help						
nter Invoid N" - New O/	ce Number, "R' /A or U/A" of	" - Range r "END"	of Invoi	ices to	Pay,						

Notes:

Cash Receipts Entry

Range Payment

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To pay a range of invoices in the Simple Cash Application Method, you enter 'R' for range at the invoice NUMBER field.

Note: contextual help at the bottom of the screen reminds you of your invoice payment options:

R- For Range of Invoices to pay N- for New O/A (on account) or U/A (unapplied amount)

NUMBER - Enter 'R' for the Range function and hit <ENTER>.

classic - [192.168.253.254-SSS.CASH.RANGE.POPUP012\$1] _ I I 🗙 🖞 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help - 8 × DATE CASH APPLICATION 06/26/03 CO# 01 (Multiple Customers) BATCH# 101071 **** CUST# AJAX AJAX INDUSTRIAL SUPPLY SIMPLE METHOD CHECK# 825413 AMT APPLIED 0.00 COMPLEX METHOD CHECK AMT 1330.00 BALANCE **# OF ITEMS** 1,330.00 A/R BAL 13431.17 TRANS# LN TYP NUMBER DATE AMT OPEN CASHDIS DATE REFER. WRITE-OFF A/R CREDIT DATA 1 PMT Payment Range 1.Starting Line Number (Complex) 2.Ending Line Number (Complex) NNNNNNN **3. Starting Number** (Simple) 4.Ending Number (Simple) 5.A/R Credit Amount 0.00 LDELETE PREV PG HELP OK/END INSERT NEXT PG INQUIRY CANCEL

Cash Receipts Entry

Range Payment

The Range payment pop-up box is displayed.

Starting Number – Enter starting transaction number for check application. (for use with Simple cash application method)

Ending Number – Enter last transaction number to pay. (for use with Simple cash application method)

A/R Credit Amount - The amount to apply on a range basis.

Enter Line# to change, `0' to accept or `ABORT':

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

When the range is accepted cash will be applied from the beginning transaction number to the ending transaction number until the amount to be applied is zero. The applied amount and check balance amount at the top of the screen change based on the application.

Classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011\$1]

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m H}$ File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

				CASH	APPL	ICATION				DATE	06/	26/03
CO#		01			(Multiple	Customers)				BATCH#		101071
CUST#	ŧ	AJAX		AJAX INE	USTRIAL	SUPPLY			SIM	PLE METHOD	1	****
CHECH	K#	825413		A	IT APPLI	ED	1	,330.00	CON	IPLEX METHOD)	
CHECH	K AMT		1330.00	BA	LANCE			0.00		# OF ITEMS		
A/R B	AL		13431.17	TR	ANS#							
LN	ТҮР	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	. DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01501764	02/14			0.6	02/24	1				30.00
2	PMT	01501766	02/14			4.0	02/24	1				200.00
3	PMT	01501767	02/14			4.0	02/24	1				200.00
4	PMT	01501768	02/14			9.0	02/24	1				450.00
5	PMT	01501769	02/14			9.0	02/24	1				450.00
6												
7												
8												
9												
10												
11												
C						XXXXXX						
Enter 'A'	to Add	Lines or 'END':										
HELP		OK/END		NSERT		DELETE	PREV PG		NEXT PG	INQUIRY		CANCEL

Notes:

Cash Receipts Entry

Range Payment

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After the range application is complete, the cash application screen will display the invoices that have been paid and the AR CREDIT applied towards each.

Enter 'A' to Add Lines or 'END':

Enter 'A' to add any additional lines.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

🖣 classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011\$1]

💃 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

CO# CUST#		01 UNITED		UNITED S		101024			METHOD SIMPL		****	
CHECK		847	_		IT APPLI	ED		0.00	COMPL			
CHECK			100.00		ALANCE			100.00	# OF IT	EMS	_	_
A/R BA	L		3626.65	TF	RANS#							
LN	ТҮР	NUMBER	DATE	AMT	OPEN	CASHDIS	DA	E REFER	. DATA	WRITE-OFF	A/R	CREDIT
1	XXX	•										
2												
3								_				
4								_				
5							_					
6							_	_				
7						_		_				
8	-						-	_				
9 10							_	_				
10					Co	ntextual H	eln					
nter '	"PMT"	- Payment, " plied, "R/C"	C/M" - Cr	edit Memo								
U/A" -	- Unap	plied, "R/C"	- Return	ed Check	or "E	ND".						

Cash Receipts Entry

On Account

_ @ X

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First create a new batch, enter a valid customer number, check number, and check amount (defined earlier in guide). When prompted, choose 'SIMPLE' method.

TYP - Enter O/A for On Account. Then hit <ENTER> to continue, or enter 'END' to exit.

You can also click on the down arrow, the 'INQUIRY' icon, or hit the 'F7' key to display the list of valid codes.

NUMBER - Enter 'N' for a new on-account. Then hit <ENTER>.

A/R CREDIT - Enter the A/R Credit amount. If the Balance amount is equal to the on account amount, you can hit <ENTER> to distribute the entire balance amount to the on account.

After the A/R Credit amount is entered, hit <ENTER>.

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Қ File Edit Setting	gs View Reset Tools	GUI Standa	ard Functio	ns Specia	al Functions Help						
			CASH	APPL	ICATION			DATE	05/20/03		
CO#	01		BA	TCH#	101024			METHOD			
CUST#	UNITED		UNITED SI	UPPLY				SIMPLE		****	
CHECK#	847		AM	T APPLI	ED		0.00	COMPL	EX		
CHECK AMT		100.00	BA	LANCE			100.00	# OF IT	EMS	_	
A/R BAL	3	3626.65	TR	ANS#							
LN TYP	NUMBER [DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1 O/A	O/A										100.00
2											
3											
4											
5											
(New)	On Account	. / L	Jnapplie	d	Payment						
1.Am	ount		_	100.0	00						
2.Cor	npany#		01	THE SYS	TEMS HOUSE						
3.Ref	erence Data		NO INVO	DICE #							
Enter Line# to	o change ,"0" to acc	ept or 'ABO	RT':				XXXXX	x			
							,				
HELP	OK/END	INSE	RT		DELETE	PREV PG		NEXT PG		iY	CANCEL

Cash Receipts Entry

On Account

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The '(New) On Account / Unapplied Payment' pop-up box is displayed.

Amount - The on account amount is displayed.

Company# - Enter the 2 digit company number. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Reference Data - Enter reference information, up to 15 characters.

ENTER LINE# TO CHANGE, '0' TO ACCEPT **OR 'ABORT':**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

You will be returned to the MDS Cash application Screen

Enter 'A' to Add Lines or 'END':

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

MDS Accounts Receivable Training Guide

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You also have the ability to enter 'A' to add a new line.

Notes

🖇 classic - [192.168.253.254-SSS.CASH.C								
$\xi_{\rm I}$ File Edit Settings View Reset Tools GUI	Standard Functions	Special Functions	Help					- 8
Operator	CASH	CONTROL	ENTRY		I	DATE	05/20/03	J
1. CO# 01	THE SYSTEMS HO	DUSE			BAT	CH#		
2. POSTING DATE	05/20/03				1 channel			
3. BANK#	100	BANK NAM BANK G/L#			FIDELITY UNION TRUST 01-1100-00			
4. A/R CONTROL		-345.00						
5. CASHDIS:		0.00		01-10	00-00	1		
6. CHGBACK:		0.00		01-10	00-00			
7. SHORTPY:		0.00		01-10	00-00			
8.		0.00				_		
9.		0.00						
10.		0.00						
11.		0.00						
12.		0.00						
13.		0.00						
A/R CASH		-345.00						
14. MISCELLANEOUS		0.00						
15. TOTAL CASH		-345.00						
ENTER LINE # TO CHANGE,DELETE TO D	ELETE,0 TO ACCI	EPT :						
HELP OK/END	INSERT	LDELETE		REV PG	NEXT PG		INQUIRY	CANCEL

Returned Check

The simplest way to enter a returned check is to create a new batch.

To begin, in Cash Control Entry, hit <ENTER> to create a new batch.

Enter the following fields: Company number, Posting Date, and Bank Number, as described earlier in the guide.

The A/R CONTROL and TOTAL CASH

amount will be the negative amount of the returned check, plus any returned check fees.

Enter '0' to accept. The system will then assign a batch number and forward you to the Cash Application screen.

🙀 classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011\$1]

💃 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

UST# HECK# HECK AMT /R BAL	IDEAL 123456	345.00- 4343.25	BA	TRIBUTIO IT APPLII LANCE ANS#			0.00 345.00-	SIMPLE COMPL # OF ITE	EX	****	
HECK AMT /R BAL LN TYP			BA	LANCE	ED						
/R BAL LN TYP							345.00-	# OF ITI	EMS		
LN TYP		4343.25	TR	ANS#							
4 8/0	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1 R/C	01501989	04/02					R/C 1311			-345.0	0
2											
3											
4											
5											
6											
7						_					
8											
9						_					
10						_					
11											

Cash Receipts Entry

Returned Check

_ @ X

_ - - >

Enter the Customer number, check number, and the negative check amount. Choose the SIMPLE method.

TYP - Enter 'R/C' for Returned Check. Then hit <ENTER> to continue, or enter 'END' to exit. You can also click the 'INQUIRY' icon, or press the 'F7' function key which opens the drop-down menu for you to select from the available types.

NUMBER - Enter the Invoice number. Then hit <ENTER>. You can also click on the down arrow, click the 'INQUIRY' icon, or press the 'F7' function key which opens the drop-down menu for you to select from the available transactions.

A/R CREDIT - Enter the A/R Credit amount, since it is a returned check, this figure would be negative and would also include any returned check fees. Hit <ENTER>.

The miscellaneous code entry pop up box will appear. Hit <ENTER> to get to the prompt, and then hit the 'F2' function key, click on the **'OK/END'** icon, or enter a Zero (0) to accept the entry.

				CASH APPL	CATION			DATE	05/20/03	1		
CO#		01		BATCH#	101029	1		NETHOD	05/20/05			
CUST#		IDEAL		IDEAL DISTRIBUTIO				SIMPLE		****		
CHECK		123456	_	AMT APPLI			345.00-	COMPLE				
CHECK		123430	345.00-	BALANCE			0.00	# OF ITE				
A/R BA			4343.25	TRANS#	-		0.00	# OF III				
VK DA	-		4343.25	TRAN 5#								
LN	түр	NUMBER	DATE	AMT OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT	
1	R/C	01501989	04/02	345.00			R/C 1311				-345.	00
2												
3											~	
4												
5												_
6												_
7	_											_
8	_											_
9	_											_
10												-
11												
' • '					XXXXXX							
er A	to Add	Lines or 'END':			~ ^^^							

Returned Check

Note that the returned check amount appears as an RC type line item with a negative AR CREDIT.

If this returned check was used to pay multiple invoices, enter those additional invoices now in the following lines.

When finished, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to return to the prompt line at the bottom of the screen.

Enter 'A' to Add Lines or 'END':

Enter 'A' to add any additional lines. The user can also enter the next empty line number to add transactions.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

								MAINT010\$	1]	
👫 File Edit	Settings Re	eset Tools	GUI PDA St	andard Functio	ns Special F	unctions He	elp			- 8 ×
File Edit Settings Reset Tools GUI P Accounts Receivable Adjustments Company Period Customer 1.Adjustment Date 2.Transaction Type			01 080 1030 MICHA 1412 V SUITE#	DA Standard Functions Special Functions Help 01 The Systems House, Inc 0802 0802 1030 MICHAEL GREEN MD 1412 WEST 37th STREET SUITE# 200 NEW YORK NY 11021						
3.Number 4.Adjustmen 5.Amount 6.G/L Number 7.Comments 8.Reference 9.Product Ne	er Number			0.00				Open Balance	2 	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

A/R Adjustment Entry

From the main system selector go into Accounts Receivable, Entry and Inquiry programs, and then AR adjustment Entry.

This program allows for adjustments to the Accounts Receivable file. All postings are immediately updated to the Accounts Receivable Adjustment Journal file.

Company - Enter a valid 2 digit company code. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Period – Enter Fiscal period in YYMM format.

Customer - At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Adjustment Date - Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar.

🕯 MDS for								AINT010\$	1]	
👫 File Edit	Settings R	eset Tools	GUI PDA St	andard Functio	ons Special F	unctions Help				- 6
Accounts Company Period Customer		ldjustments	080 1030 MICHA	EL GREEN MD VE ST 37th STR						
1.Adjustme 2.Transacti 3.Number 4.Adjustme 5.Amount 6.G/L Numl 7.Commen 8.Referenc 9.Product N	on Type ent Number ber ts e Number		NEW Y			Settings Help ACCEPTABLE ADJ ADJUST D/M DEBIT 1 S/C SERVICE	IENT IEMO	List	OK Cancel	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

A/R Adjustment Entry

TRANSACTION TYPE - Enter the transaction type. You can click on the 'INQUIRY' icon, click on the down arrow on the field, or hit the 'F7' function key to display the list of valid transaction types. The only valid entries are:

D/M = Debit Memo

S/C = Service Charge

ADJ = Adjustment

After selection of a transaction type the description of the transaction type is displayed.

Number - Enter 'N' for a new adjustment number or enter the invoice number that is to be adjusted. If an invoice number is entered, the program will validate that the invoice number is on file. If the invoice number is not on file, the system will display an error message. If the invoice number is valid, the program will display the open balance and will prompt for the next entry.

Amount - Enter the amount of the adjustment. The amount can be positive or negative.

G/L Number - Enter the offsetting general ledger number. The program will validate to the Chart of Accounts file. If the number is valid, the program will display the general ledger number description. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the correct general ledger number.

Comments – Comment for adjustment (up to 30 characters).

Reference Number - Enter reference

number.

Notes

& MDS for Windows Version 8.3.	30 - [199.5.163.1-14 BASE.12-AR.ADJ.MAINT010\$1]	
🙀 Eile Edit Settings Reset Tools GUI PI	DA Standard Functions Special Functions Help	- 8 ×
	01 The Systems House, Inc 0802 1030 MICHAEL GREEN MD 1412 WE ST 37th STREET SUITE# 200 NEW YORK NY 11021	
2.Transaction Type 3.Number 4.Adjustment Number 5.Amount 6.G/L Number	05/27/08 ADJ ADJUSTMENT N 55.00 01-1000-00 ASSETS special adj per the boss	
	tst400	
HELP OK/END INSERT LDEL	LETE PREV PG NEXT PG INQUIRY CANCEL	

A/R Adjustment Entry

Product Number - If this adjustment pertains to a specific product number on an existing A/R record and you need to adjust the Open.Commission record, enter the product number.

Open Balance - If there is an open balance for the adjustment, it will be displayed.

ENTER LINE# TO CHANGE, DELETE TO DELETE OR '0' TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

After the adjustment is accepted, the adjustment number will be assigned. If the adjustment relates to a specific invoice, the Accounts Receivable record will be adjusted by the adjustment amount.

ADJUSTMENT NUMBER IS: 000000

 $\operatorname{Click}\operatorname{OK}$ in the pop up window to accept this entry.

	ersion 8.3.30 - [199.5.163.1-13 BASE.12-CCI.CREDIT.CARD.POPUP D	Credit Card Payment Entry This process is for entering credit card payments for customer accounts.
Credit Card Payn	nent Entry	Release#/Cust# - Enter release number or customer number for credit card payment.
1.Release#/Cust#	1030	Number – Enter credit card number.
2.Number 3.Type	37345567878 AMEX Michael A. Green	Type – Select credit card type.
4.Name 5.Exp Dt 6.Verify#	0212 1022	Name – Enter name on credit card.
7.Address 8.Zipcode 9.Corp Cd	1055 Route 46 07013 Y	Exp Dt – Enter expiration date for credit card in MMYY format.
10.Amount 11.Comp# 12.Payment/Credit	125.00 01 The Systems House, Inc P	Verify # - Enter security or verification number.
		Address – Enter billing address for credit card.
Enter Line# to Change,0 to A	ccept: XXXXX	Zipcode – Enter billing zip code for credit card.
		Corp Cd – is this a corporate card (Y/N)?
HELP OK/END INSER	T LDELETE PREV PG NEXT PG INQUIRY CANCEL	Amount – Enter amount to charge to card.
Notes:		Comp # - Enter Company number for credit card payment.
		Payment/ Credit – Is this a Payment or Credit (P/C).

MDS Accounts Receivable Training Guide

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-CCI.CREDIT.CARD.POPUP	Credit Card Payment Entry
💃 File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help 🗕 🖻 🗙	Enter Line# to Change, 0 to Accept :
Credit Card Payment Entry	Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <enter> to accept this entry.</enter>
1.Release#/Cust# 1030	
2.Number 37345567878	<u>-</u> , , , , , , , , ,
3.Type AMEX	The user can also enter Line Number to make desired changes.
4.Name Michael A. Green	desired changes.
5.Exp Dt 0212	
6.Verify# 1022	Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.
7.Address 1055 Route 46	on the CANCEL Icon to cancel out.
8.Zipcode 07013	
9.Corp Cd Y	Now Getting Credit Card Authorization
10.Amount 125.00	Credit card system must be running. The
11.Comp# 01 The Systems House, Inc	system will verify credit card information.
12.Payment/Credit P	
Enter Line# to Change,0 to Accept:	
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	

MDS for Windows Version 8.3.30 - [199.5.163.1-47 BASE.12-CRED.PRC.HOLD.INQ012\$1]	Credit Hold/Price Hold Review This menu option allows the operator to select and remove orders and release on credit hold as well as review and remove releases on price hold.
Releases on Credit Hold 50 Releases on Price Hold 256	Enter Password: This process is password protected. Enter the credit hold /price hold password to proceed.
Orders on Credit Hold 26 1. Credit Release Maintenance 2. Release Maintenance	 ENTER SELECTION OR 'END': Enter '1' to enter Credit Release Maintenance. Enter '2' to enter Release Maintenance. Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <enter> to</enter>
Enter Selection or 'END' XX	accept this entry. Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	

MDS for	Windo	ws Ve	rsion 8	.3.30	- [199.]	5.163.	1-47 BASE.1	2-SS	S.CRM.	MAINT011\$1	1]	
\$ _ℓ <u>E</u> ile <u>E</u> dit	<u>S</u> ettings	<u>R</u> eset 1	ools <u>G</u> U	I <u>P</u> DA	Standard F	unctions	Special Functions	<u>H</u> elp				_ 8 ×
Credit Ho	ld Releas	e Mainte	nance									
Order# / F	Release#		#####	#######	3				ntextua			
Customer	r#			Int	ernal#		Enter Shift Fi Enter F7	for		Orders or Releases		
Name Address							Oper	rator				
						La	st Payment Date					
Salesman						La	st Payment Amou	unt			0.00	
Credit Metho	d					Sa	Sales Dollars YTD 0.00					
Credit Limit				0		An	Amount Paid YTD 0.00					
Credit Hold						Hi	ghest Credit				0	
A/R Balance				0.00		Av	g. Payment Days				0	
Open Order	\$			0.00		OI	dest Invoice Date					
In Picking \$		_		0.00		An	nt. of Oldest Invoi	ice			0.00	
Total Amoun	it			0.00		Cu	stomer Create Da	ate				
Review Com	ment	_							-15			
Hold Reason		_										
	AR INQ	ORD IN			Cancel		Orders					
HELP	OK/END	INSERT	LDEL	ETE	PREV PG	NEXT PG	INQUIRY C	ANCEL				

Credit Release Maintenance

Orders and releases which fail the credit check are placed on credit hold (CH). The picking documents for the releases are not produced, and instead appear on a credit exception report. The credit exception report can be printed or emailed to the credit manager. The credit release procedure, used by the credit department, can either approve the order or release for shipment or cancel an order or a release.

Order#/Release# - Enter the order or release number to take off credit hold. You may also click on the 'INQUIRY' icon, or press the 'F7' function key for a list of Releases on credit hold or SHIFT-F7 for a list of orders on credit hold.

Notes:

& MDS for Window	ws Versi	ion 8.3	.30 - [199.5	.163.1-	13 BA	SE.12	-sss.c	CRM.M	AINT01	1\$1]		
🙀 <u>F</u> ile <u>E</u> dit <u>S</u> ettings	<u>R</u> eset <u>T</u> oo	ls <u>G</u> UI <u>F</u>	DA Sta	ndard Fur	octions Sp	ecial Fund	ctions <u>H</u>	<u>H</u> elp					- 8 ×
Credit Hold Release Order# / Release#	e Maintena	nce 01142721											
							r Terms			S CREDIT (
	DEAL1		Interna	1#	10010	4 Orde	er Term			S CREDIT (CARD		
-	DEAL DISTRI				_		Operat	or	SY1				
Address 1	0 CLIFTON B	BLVD.			_							_	
-					_								
			NJ	07015	_								
	LIFTON		110	0/015	Last	Payment	Date				03/28/03		
Salesman	001	Salesman-	001			Payment		8		-	145.00		
Credit Method		00				Dollars					0.00		
Credit Limit		10000			Amou	Int Paid	YTD				0.00		
Credit Hold		N	_		Highe	est Credit	e de seu Esta de seu de se				330		
A/R Balance		4485.04	4			Payment					32		
Open Order \$		54000.00				st Invoice	-				02/24/03		
In Picking \$		40500.00			Amt.	of Oldest	Invoice				229.75		
Total Amount		9540.00			Custo	mer Crea	ate Date				02/24/03		
Review Comment	AUTO R	EVIEW											
Hold Reason													
				Review Co		AUTO REV	VIEW						
ENTER <r> TO REMOVE CREDIT HOLD - <end> TO I ENTER TERMS CODE , <f7> FOR TERMS INQUIRY, OR HIT <return>:</return></f7></end></r>													
SUM AR AR INQ	ORD INQ	Release	Car	SUM AR HELP	AR INQ OK/END	ORD INQ INSERT	Release LDELETE	Cancel PREV PG	NEXT PG	Orders IN QUIRY	CANCEL		
HELP OK/END	INSERT	LDELETE	PREV	HELP	UK/END	INSERT	LUELE IE	PIREV PG	NEXT PG	INQUINY	CANCEL		

Credit Release Maintenance

Once an order or release has been selected, the customer information is displayed, including A/R Balance, order amount, and last payment date.

Review Comment – This comment field is pre-filled with 'AUTO REVIEW'. You can enter any info regarding this credit hold review, then hit <ENTER> to continue to credit release.

ENTER <R> TO REMOVE FROM CREDIT HOLD - <END> TO END:

'R' will remove the order from credit hold and a picking document will print during the next document batch print procedure. Click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to return to the **ORDER#/RELEASE#** prompt.

If 'R' is selected the following will appear:

ENTER TERMS CODE, <F7> FOR TERMS INQUIRY, OR HIT RETURN:

The current terms code and terms for both the customer and the order are displayed (in this example it is circled in red). You may enter a new terms code, click on the 'INQUIRY' icon or hit the 'F7' function key to display a list of valid terms codes, or Hit <ENTER> to accept the current terms.

	ows Version 8.3.30 - [199.5.16 Reset Tools GUI PDA Standard Function	53.1-13 BASE.12-CREDIT.CARD.POPUP010
Credit Hold Relea Order# / Release Customer#	RACHEL	Customer Terms 06 CREDIT CARD DS 100083 Order Terms 05 MDS CREDIT CARD
Name Address	HOWELL NJ 07731-2532	Operator
Salesman Credit Method Credit Limit Credit Hold A/R Balance Open Order \$ In Picking \$ Total Amount Review Comment Hold Reason	000 00 10 N 1674.98 6778.30 137695.38 636.00 testing	Credit Card Entry 1.Number 5412-4444-4444-1111 2.Type M/C 3.Name RACHEL JOHNSEN 4.Exp Dt 0808 5.Verify# 6.Address 111 1ST ST 7.Zipcode 07711 8.Corp Cd N Enter Line# to Change,0 to Accept: 0
HELP OK/END	INSERT LDELETE PREV PG NEXT	PG INQUIRY CANCEL

Credit Release Maintenance

Credit Card Entry

If the new terms code selected is a credit card term, you have the ability to enter credit card information in the credit card entry pop-up screen. (Your company must have a credit card system set up).

Enter Line# to Change, 0 to Accept:

Enter a Zero (0) to accept, click on the OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Note: If the credit card did not go through you will see this message:

RELEASE XXXXXXXXX IS STILL ON CREDIT HOLD!

& MDS for Winde	ows Version 8	30 - [199.5	163 1-1	3 BASE 12-SSS	CRM	MAINT011\$11	
Eile Edit Settings					eren		_ 8 ×
Credit Hold Relea	se Maintenance			ustomer Terms	05	MDS CREDIT CARD	
Customer#	IDEAL1	Internal#	100104	Order Terms	01	2/10 NET 30	
Name	IDEAL DISTRIBUTION C	0	_	Operator	SY1		
Address	10 CLIFTON BLVD.	NJ 07015					
			Last Pa	ayment Date		03/28/03	
Salesman	001 Salesman	-001	Last Pa	ayment Amount		145.00	
Credit Method	0	D	Sales [Dollars YTD		0.00	
Credit Limit	100	00	Amoun	t Paid YTD		0.00	
Credit Hold		4	Highes	t Credit	330		
A/R Balance	4485.)4-	Avg. Pa	ayment Days	32		
Open Order \$	54000.	00	Oldest	Invoice Date		02/24/03	
In Picking \$	40500.	00	Amt. of	f Oldest Invoice		229.75	
Total Amount	9540.	00	Custom	ner Create Date		02/24/03	
Review Comment	AUTO REVIEW						
Hold Reason	ES NOW OFF CREDIT	HOLD!					
SUM AR AR INQ	ORD INQ Release			Orders			
HELP OK/END	INSERT LDELET	E PREVIPG N	IEXT PG	NQUIRY CANCEL			

Credit Release Maintenance

For Order Release Maintenance the following will display:

ORDER AND RELEASES NOW OFF CREDIT HOLD!

Now the order AND release have been removed from credit hold. Now the releases for this order that are not on price hold will be selected for printing at the next document batch print.

For Release release maintenance the following will display:

RELEASE# XXXXXXXXXXX NOW OFF CREDIT HOLD!

The release has been removed from credit hold. Now the release will be selected for printing at the next document batch print.

Notes:

\$ classic - [192.168.253.254-SSS.RM.LOG	GON010\$1]	Release Maintenance
St File Edit Settings View Reset Tools GUI	Standard Functions Special Functions Help _ 🗗	Remove from Price Hold
1.Operator	MDS Release Maintenance Logon Screen	This program allows the credit department to review any releases that are on price hold. The user has the ability to make changes to the release, whether it be simply removing the price hold flag or changing the price or cost of the item.
2.Company 01		Operator – Enter your operator code (Depending on your company setup this may not be required).
3.Warehouse 00 4.Invoice Date 05	01 NEW YORK 5/22/03	Company - Enter the 2- digit company number. You can you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.
		Warehouse - Enter the warehouse number. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop- down menu for you to select from the available warehouses.
ENTER LINE# TO CHANGE, ABORT TO CA	ANCEL, 0 TO ACCEPT : XXXXXX	Invoice Date - Enter the date, in the format MM/DD/YY, or hit <enter> for today's date. You can also click on the down arrow to display the calendar and click on the specific date.</enter>
HELP OK/END	INSERT LDELETE PREV PG NEXT PG INOUIRY CANCEL	ENTER LINE# TO CHANGE, ABORT TO CANCEL, O TO ACCEPT:
Notes:		Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <enter> to accept this entry.</enter>
		The user can also enter Line Number to make desired changes.
		Enter 'ABORT', press 'F8' function key or click

MDS Accounts Receivable Training Guide

on the 'CANCEL' icon to cancel out.

Notes

classic - [192.168.253.254-SSS.RM.HDR.INPUT011\$1]

Release Maintenance						
RM CO	WHSE				DT	
BILL CUSTOMER	1	1.SHIP	го	p		
TO					RELEASE#	
					#####-###	-
	RELEASE#	CUSTOMER	ORDER DT		-	•
	13249400 13250200 13250400	1 AJAX 1 ALCO 1 RACHEL 1 UMC 1 TJZ1 1 ALCO	02/21/03 03/06/03 03/18/03 04/02/03 04/07/03 04/08/03 04/08/03			-
2.SHIP DT	13250600	1 ALCO	04/08/03			~
3.COMM %	0.00					
4.AS OF DT						
5.SALESMAN						
6.SHIP VIA						
7.TERMS						
8.SPEC INS						
9.ORD SRC						
10.CUST PO#						
11.M/BILL						
CONSIGNMENT	12.RETURN DATE					
MDS INQ. AR INQ HELP OK/END	INSERT LDEL	ETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Notes:

Release Maintenance

- 8 ×

RELEASE# - Enter the release number to remove from hold. You can also click on the down arrow next to the **RELEASE#** field, click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available release numbers on price hold.

After a release is selected, the header information for the release is displayed including: Company, Warehouse, Date, Bill to Customer and Ship to Customer. You may change any numbered field: Ship Date, Commission %, As of Date, Salesman, Ship Via, Terms, Special instructions, Order Source, Customer PO# and Monthly Billing.

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

Enter a line # to change, type DELETE to delete, or enter '0' to accept.

BYPASS DETAIL (Y/CR)?

Type 'Y' to bypass the details of the release.

Hit <ENTER> to view details of the release.

Note: If you are removing a release from price hold, DO NOT bypass the details of the release. Hit <ENTER>.

	- [192.168.253.254-									
H File Edi	t Settings View Reset	Tools GUI	Standard Functions	Special Functions	Help					
CO 01	WHSE 001	CUSTON	IER UMC				CAL CENT	REL# 1324	94-001	
LN#	PRODUCT#			PICK	/ UN	I INVOICE		PRICE	UM M	ORE
	DESCRIPTION					CANCEL	DISC%	COST	UM HO	OLD
1	3M-350L			100	00 EA			21.50	EA	
	STERIL LATEX GLOVE	S LG						19.00	EA	Y
2					1					_
3										_
4						1	1			
-							-			-
5										
									_	
Enter Lir	ne# to Change, or 0 to	o Accept :			XXX	XXX				
MDS IN			GROUP	LOTS		COMMENTS	SERIAL#S			
HELP	OK/END		INSERT	LDELETE		PREV PG	NEXT PG	INQUIRY	CAN	ICEL

Release Maintenance

This detail screen is similar to the order entry detail screen; but you can only changes to specific area on the line items.

PRODUCT# -The product number – can not be maintained in release maintenance.

DESCRIPTION – First line of product description – can not be maintained in release maintenance.

PRICE – Price for product on this line – can be maintained in release maintenance.

UM – unit of measure for price – can not be maintained in release maintenance.

COST – Cost for product on this line – can be maintained in release maintenance.

UM- Unit of measure for cost – can be maintained in release maintenance.

HOLD - Price Hold flag. Y = item on Price Hold. N = item removed from price hold. Null or empty field = item is not on price hold.

You have three options to remove the item from price hold: change the price, change the cost, or change the hold flag to 'N'.

To make a change, enter the line# of the product you wish to change. Then hit enter to get to the field you wish to change and make the necessary change.

MDS Accounts Receivable Training Guide

		[192.168.25]													BX
\$₁ File	Edit	t Settings View	Reset	Tools GUI	Standard	Functions	Special Funct	ions He	lp						- 8 ×
со	01	WHSE	001	CUSTON	NER	UMC				UNIVERSITY MEDIC	AL CENT	REL# 13	2494-00 1		J
U	! #	PRODUCT# DESCRIPTION					PICK	1	UM	INVOICE CANCEL	DISC%	PRICE COST		MORE HOLD	
	1	3M-350L						1000	EA			21.0	0 EA	-	
		STERIL LATEX	GLOVES	5 LG								19.0	O FA	N	
													7 -	_	ノ
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Ente	er Lin	e# to Change,	or 0 to	Accept :				þ	xxxx	xx					
								J							
	ds ini Elp		AR INQ K/END	_ -	GROU INSERT		LOTS			COMMENTS PREV PG	SERIAL#S NEXT PG	INQUIRY		ANCEL	-

Release Maintenance

In this example, the price hold flag was changed from "Y" to "N" to remove the item from price hold.

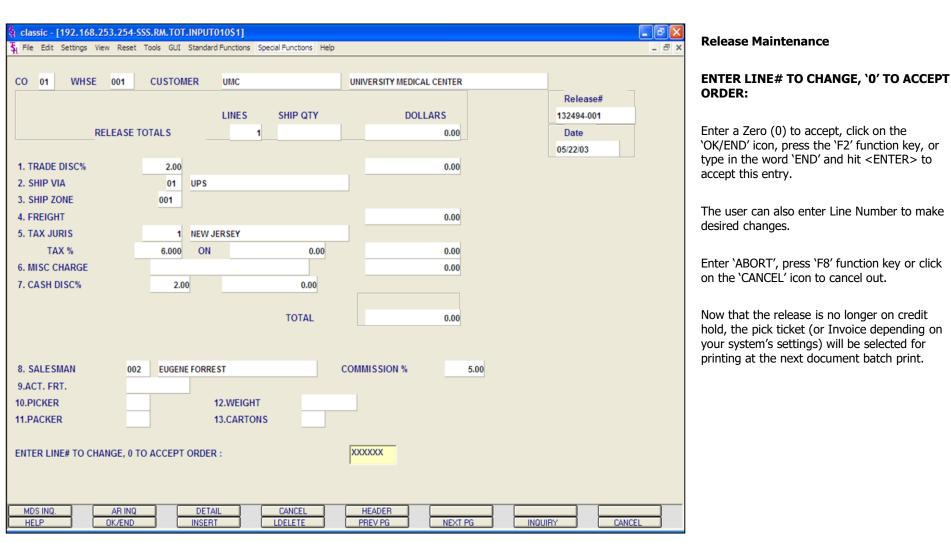
ENTER LINE# TO CHANGE, OR '0' TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes:



classic - [192.168.253.254-APRV.RELEASES.ONHOLD012\$1]

🖁 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

.n#	Release #	Customer	Customer Name	Order Dt	Order Amt	Rm
1	01200030002	ACME	UNIVERSITY MEDICAL CENTER	03/11/00	299.55	N
2	01200011001	CORBIN	CORBIN CORP	03/07/00	448.80	N
3	01200007002	ACME	UNIVERSITY MEDICAL CENTER	02/29/00	818.01	N
4	01133447001	AJAX	AJAX INDUSTRIAL SUPPLY	06/20/03	9.50	N
5	01133440002	AJAX	AJAX INDUSTRIAL SUPPLY	06/20/03	200.00	N
6	01133379002	UMC	UNIVERSITY MEDICAL CENTER	06/16/03	12.84	N
7	01133363002	UMC	UNIVERSITY MEDICAL CENTER	06/12/03	831.93	N
8	01133093001	LISA	LISA TEST	05/20/03	575.00	N
9	01133079001	ALCO	ALCO SUPPLY COMPANY	05/20/03	2252.50	N
10	01133052001	LISA	LISA TEST	05/19/03	1150.00	N
11	01133043001	ALCO	ALCO SUPPLY COMPANY	05/19/03	2252.50	N
12	01133003002	UMC	UNIVERSITY MEDICAL CENTER	05/14/03	69.02	N
13	01132975001	AJAX	AJAX INDUSTRIAL SUPPLY	05/12/03	155.00	N
14	01132957001	AJAX	AJAX INDUSTRIAL SUPPLY	05/12/03		N
15	01132956001	AJAX	AJAX INDUSTRIAL SUPPLY	05/12/03		N
16	01132700001	AJAX	AJAX INDUSTRIAL SUPPLY	04/29/03	285.00	N
17	01132627001	LISA	LISA TEST	04/21/03	24.00	N
18	01132584001	CONNIE	CONNIE TE ST	04/16/03	400.00	N

Remove Releases From Credit Hold

- 8 ×

This maintenance displays all releases on credit hold. The operator can flag and release multiple releases from credit hold. This screen shows the Release Number, Customer Code, Customer Name, Order Date Order Amount and The Remove Flag (RMV). This maintenance does NOT show what is causing the item to be on price hold. To see that detail, use Credit Hold/Price Hold Review.

ENTER LINE# TO REMOVE FROM HOLD, '0' TO ACCEPT, 'R' TO RESET ALL FLAGS:

To change the Rmv (Remove) flag from 'N' to 'Y', type the line number you wish to change and hit <ENTER>. Then, type 'Y' and hit <ENTER>.

Type '0' and hit <ENTER> to accept all changes and remove selected releases from hold.

To reset all flags that were changed from `N' to `Y' (prior to exiting this screen), type `R' and hit <ENTER>.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes:

HELP

MDS Accounts Receivable Training Guide

OK/END

INSERT

LDELETE

PREV PG

NEXT PG

Г

CANCEL

INQUIRY

MDS for Window The Edit Settings F					CREDIT.CHECK.FORM010	Outgoing Credit Check Form This page is used to setup a letter replying to a request for credit check information for
	Ou	tgoing Credit	Check	Form		current customers.
Company:	01 The Systems Ho	use, Inc		Date	07/29/08	Company - Enter the 2 digit company number. You may also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the
Customer#	UNITED UNITED SUPPLY			Voice	201-495-1200	available companies.
	85 CLARK ST	NJ	07083	Fax	973-777-1483	Customer# - Enter the specific customer number. You may also click the 'INQUIRY' icon, press the 'F7' function key, or click on the down arrow next to the field to display the lookup box.
1.To Mr. Jones	3					Date - Today's date will display.
2.From Mrs. 9	Smith					Voice - The customer's phone number, from the Customer Master File, will be displayed.
						Fax - The customer's fax number, from the Customer Master File, will be displayed.
						To - Enter the company name or person that this credit check information will be sent to.
ENTER LINE # TO CHAN	GE,DELETE TO DELE	TE,0 TO ACCEPT :			0	From - Enter the company name or person that will be sending this credit check information.
						 ENTER LINE# TO CHANGE, DELETE TO DELETE, `0' TO ACCEPT:
HELP OK/END	INSERT LDELETE	PREV PG NEX	T PG INQUI	RY CANO	CEL	 Enter a Zero (0) to accept, click on the
Notes:						Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <enter> to accept this entry.</enter>
						 The user can also enter Line Number to make desired changes.
						 Enter 'ABORT', press 'F8' function key or click
		, ,				

on the 'CANCEL' icon to cancel out.

Notes

o: David Smith	Outgoing Credit Check Form
From: John Doe	ENTER 'P' TO PRINT/'F' TO FAX/'B' FOR BOTH OR 'END':
Date: 06/25/03	Enter N/ to mint If Depart Contrar is transd
Re : Reply to request for credit information	Enter 'P' to print. If Report Capture is turned on, it will print to Report Capture, if not, it wil go to the printer. Enter 'F' to Fax. Enter 'B'
Customer: UNITED SUPPLY 85 CLARK ST Voice: 201-495-1200	for both, or enter 'END' to return to the company number prompt.
Fax: 973-777-1483	Sample Outgoing Credit Check Form is shown
GARFIELD , NJ 07083	Function Key (from previous screen):
Became a customer on 2 85/14/80	
Date of Last Sale : 06/24/03 Last Payment Date : 06/25/03	CREDIT AP - The Credit Ap function is available by clicking on the ' CREDIT AP ' icon or by pressing the Shift+ 'F4' function key. This will bring the user to the Credit
Highest Credit Amount : 598585 Current Credit Limit : 0	Application print function.
Current Credit Amount : 19622.02	
Current Overdue Amount : 0.00	Do you want the Applicant's info
Current Method of Payment: 01 2/10 NET 30	printed?
Average Pay Days : 285	Answer Y and you will see the print inquiry box. The options are: Bypass print ,
Please hold All information in strict confidence.	Print Credit App, Fax Cr App, Email Cr App, Fax & Print, or Email & Print
Notes:	If you choose fax or email you will be taken to the Fax email screen to verify the information before sending.

MDS for Windows Version 8.	.3.30 - [199.5.163.1-14 BASE.12-INVOICE.UPDATE012\$1	1] 🔲 🗖 🔀
💃 File Edit Settings Reset Tools GUI	PDA Standard Functions Special Functions Help	- 8 ×
	Run Invoice Update Capture:On	
1. Release Number		
	Inquiry List Settings Help Release Number Options All Release Numbers Release Number Range	
	Specific Release Number Multiple Release Numbers END	
	Add OK Cancel	
Press <return> to Process Report, Line</return>	# to Change, or ABORT :	
HELP OK/END INSERT LDELE	CAPT OFF CAPT OFF TE PREV PG NEXT PG INQUIRY CANCEL	

Invoice Update Program

Release number – You are automatically taken to the Release number inquiry list. The options are:

All Release Numbers – program will update all releases.

Release Number Range – You will be prompted to enter Beginning and Ending release numbers. Only releases that fall within the selected range will be updated.

Specific Release Number – You will be prompted to enter a specific release number. Only this release will be updated.

Multiple Release Numbers – You will be prompted to enter multiple release numbers. Hit <ENTER> after each release number. System will check for release number and will add valid release numbers to the total count of releases to be updated. All valid release number entered will be updated.

Press <RETURN> to Process Report, Line# to Change, or Abort:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8"

MDS Accounts Receivable Training Guide

function key to abort out of the report.

Notes

		R	lemove R	leleases	From Hold				1
Ln#	Release # Ord Terms	Customer Cust Terms	Custor		ne	Order Dt Oper Ref	Order Amt Ship Br	Rmv	
13	01140277002	UMC	UNIVER	RSITY MEDICA	L CENTER	10/24/06	159.00	N	3
	01 2/10 NET	01 2/10 NET			6		004		
14	01140321001	UMC	UNIVER	RSITY MEDICA	and the second	quiry List		🔀 N	
	01 2/10 NET	01 2/10 NET			Settings Help			-	
15	01142117002	UMC	UNIVER	RSITY MEDICA	ACCEPTABLE VALUES	•		N	
	01 2/10 NET	01 2/10 NET			Y Yes, Remove Hol				
16	01142120002	UMC	UNIVER	RSITY MEDICA	N No, Don't Remov	re Hold		— N	
	01 2/10 NET	01 2/10 NET							
17	01144767001	XAJA	AJAXI	NDUSTRIAL S				N	
	01 2/10 NET	01 2/10 NET							
18	01144769001	XAJA	AJAXI	NDUSTRIAL S				N	
	01 2/10 NET	01 2/10 NET							
19	01144770001	XAJA	AJAXI	NDUSTRIAL S				N	
	01 2/10 NET	01 2/10 NET							
20	01144771001	XAJA	AJAXI	NDUSTRIAL S				N	
	01 2/10 NET	01 2/10 NET							
					Add		OK Cance	1	

Remove Releases From Credit Hold

This program allows the user to select specific releases to be removed from credit hold. All releases on credit hold are displayed. Page through the list using NEXT PG (F6) and PREV PG (F5) function keys.

Enter password – This process is password protected. User must enter the password to proceed. Password is set inCompany file.

Ln# - Line number used to access release.

Release # - Release number is displayed.

Ord Terms – Order Terms for this order.

Customer – Customer code is displayed.

Cust Terms – Customers terms (from Customer Master File) are displayed. These may differ from the order terms.

Customer Name – Full customer name is displayed.

Comments – You may enter comments here. If you change a release's Credit Hold status, you are automatically taken to this field.

Order Dt – Order Date

Oper Ref – Operator reference code. (Reference codes are used to protect operator's security. Code can be set in the operator masterfile.)

Order Amt – Order Amount is displayed.

Ship Br – Shipping Branch

MDS Accounts Receivable Training Guide

🖇 MDS for Windows Version 8.3.30 - [199.5.163.1-33 BASE.12-APRV.RELEASES.ONHOLD... 🔳 🗖 🔀

💃 Eile Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Ln#	Release # Ord Terms	Customer Cust Terms	Customer Name Comments	Order Dt Oper Ref	Order Amt Ship Br	Rmv
1	01144064002	во	BOTEST	05/23/08	60.00	N
	01 2/10 NET	01 2/10 NET		SY1	001	
2	01143564001	GMS	MEXICAN TILE CO.	03/03/08	700.00	N
	01 2/10 NET	01 2/10 NET		SY1	001	
3	01142480002	LORI	MDSforWindows 8.3.30	10/12/07	4.40	N
	05 MDS CRED	05 MDS CREDIT		SY1	001	
4	01142481001	LORI	1 RELEASES WERE REMOVED FROM HOLD	10/12/07	17.60	N
	05 MDS CRED	05 MDS CREDIT	Paraman	SY1	001	
5	01143953002	LORI	ОК	05/14/08	10.00	N
	01 2/10 NET	05 MDS CREDIT		SY1	001	
6	01142157002	ODEL	ODEL HOWARD	08/29/07	17.70	N
	01 2/10 NET	01 2/10 NET		VK	001	
7	01141957001	RJ55	CREDIT HOLD	07/18/07	100.00	N
	01 2/10 NET	01 2/10 NET		ME	001	
8	01143158003	TJZ1	TOMS TEST CUSTOMER	01/03/08	10.00	N
	04 1%10 DAY	04 1%10 DAYS		SY1	001	

	Ord Ing	Ord Maint	AR Ing						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Notes:

Remove Releases From Credit Hold

- 8 ×

Rmv – Remove from credit hold flag. Enter the corresponding line number to be taken to this field. Enter 'Y' to remove from hold. Alternately, you can click on the icon to the right to display the **Rmv Inquiry List** (shown on previous page).

Rmv Inquiry List options are:

Y Yes, Remove Hold N No, Don't Remove Hold

ENTER LINE# TO REMOVE FROM HOLD, 0 TO ACCEPT, 'R' TO RESET ALL FLAGS:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

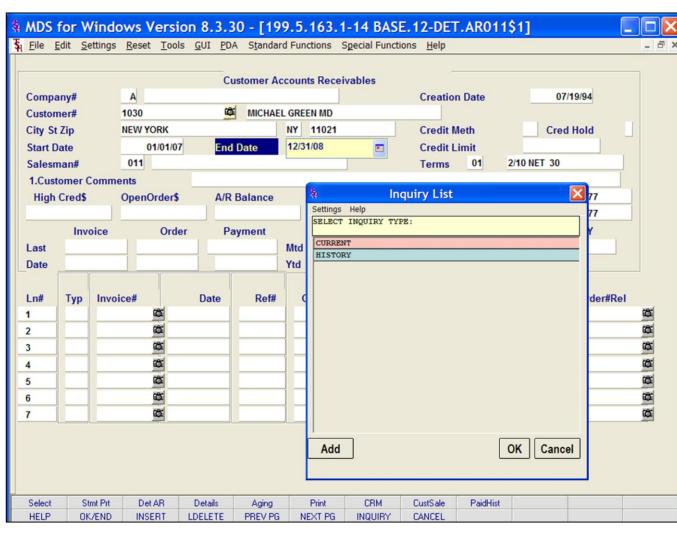
Type $\ensuremath{`\!R'}$ to reset all flags to their previous status.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

"x" RELEASES WERE REMOVED FROM HOLD

This pop up will appear to let you know how many release were successfully removed from credit hold. Click OK to proceed.

MDS Accounts Receivable Training Guide



AR Inquiry

The Customer accounts receivable inquiry provides detailed sales and accounts receivable information. Information can be listed for a single company, or consolidated for all companies.

Company# - Enter a 2 digit company number. Enter 'A' for ALL companies. You may also use the 'F7' function key, click on the "INQUIRY" key or click the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

Customer# - At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Start Date – Enter the start date or hit return for all dates. You can also click the drop down box and select a date from the calendar.

End Date - Enter the end date for this inquiry or hit return for all dates. You can also click the drop down box and select a date from the calendar.

INQUIRY LIST:

CURRENT will display the current AR detail.

HISTORY will display the history information. History is updated during accounts receivable end of month.

Salesman# - The customer's salesman number and name are displayed.

MDS Accounts Receivable Training Guide

					Cus	stomer Ac	coun	ts Receiv	ables	-					
Compa	ny#	0	1 The	Systems H	louse, li	nc				Creation	Date		07/1	9/94	
Custom	er#	10	30		6	MICHAE	L GRE	EN MD							
City St	Zip	NE	WYOR	к			NY	11021		Credit M	leth	0	0 Cred	Hold I	4
Start Da	ate		01/0	1/07	End I	Date	12/3	1/08		Credit L	imit	9	999999		
Salesm	an#	0	11							Terms	01	2/10	NET 30		
1.Custo	omer C	Comment	s												
High (Cred\$	Op	oenOrd	er\$	A/R E	Balance		Paid to	Dt	Old Inv		Phone	845-783	3-3377	
	1	9418		3750.81		1941	7.85		105.00	12/31/02		Fax	845-783	3-3777	
	Invo	oice	(Order	Pay	yment			Sales\$		Return	\$	Sales	\$LY	
Last		504027		144628		100.00	Mtd		14599.	60					
Date		07/09/08	07/09/	08	02/01	/08	Ytd	_	14599.	.60	·				
Ln#	Тур	Invoice	#	Da	ate	Ref#	0	Driginal \$		Open\$	Whs	Cust	Ref	Order#Rel	
1	INV	0150402	27 🚳	07/0	09/08			30	00.00	3000.00	001	TEST		144628001	CÔ:
2	ADJ	0100336	52 🛱	05/2	27/08	tst40	0		55.00	55.00	001	special	adj per t		ι¢.
3	INV	0150381	17 00	02/2	22/08			59	74.80	5974.80	001	007737		143512001	ŝ
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5			¢,												
6			6				_								CÔ:
7			¢.											-	ίĊΪ.
nter 'EN	D' to e	xit, 'CC'	for cust	t commen	ts, or '	TT' to cha	ange	Inq Type:						XXXXXX	

AR Inquiry

Customer Comments - Type 'CC' or 1 to get to this field. This field is provided to enter comment information.

Creation Date - The date the customer was created.

Credit Meth - The credit method code is displayed.

Cred Hold - The credit hold flag is displayed, Y' = customer is on credit hold, N' the customer is not on credit hold.

Credit Limit - The customer's credit limit.

Terms - The customer's payment terms code and description.

High Cred\$ - The highest credit balance.

OpenOrder\$ - Open order dollar amount.

A/R Balance - The current accounts receivable balance.

Paid To Dt - Amount paid to date.

Old Inv - Date of the oldest invoice, with an open amount.

Phone - Customer's phone number.

Fax - Customer's fax number.

Last Invoice - The last invoice number for the customer.

Last Invoice Date - Date of the last invoice.

MDS Accounts Receivable Training Guide

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	Compa Custorr			030	ie systei	INS HO	ouse, ir	MICHAE		EN MD		C	Creation	Date		077	19/94	
	City St		-	EW YO	RK		-	MICHAE	NY	11021		0	Credit M	oth		00 Cred	Hold	N
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		1	9418		375	0.81		1941	7.85		105.00	12/3	1/02		Fax	845-78	3-3777	
-		Inv	oice		Order		Pay	ment		-	Sales	\$		Return	5	Sale	s\$ LY	
I I	ast		504027		1446	28		100.00	Mtd		1459	9.60						
1	Date		07/09/08	07/0	9/08		02/01	/08	Ytd		1459	9.60						
l	_n#	Тур	Invoice			Da		Ref#	(Original\$			Open\$	Whs		st Ref	Order#Rel	
1		INV	015040		Ö	07/0	_		_	3	000.00		3000.00	001	TEST		144628001	20
2		ADJ	010033		8	05/2		tst40	0	-	55.00		55.00	001	-	ial adj per t		0
3		INV	015038		8	02/2			-		974.80		5974.80	001	0077		143512001	
4		INV	015038		8	02/2	2/08			5	624.80		5624.80	001	7773	7	143513001	101
6		-			8		-								-			080
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En	ter 'EN	ID' to e	xit. 'CC'	for cu	ist com	ment	s. or '	TT' to cha	ange	Ing Type							XXXXXX	
			ing oo				.,		ange									
	Select	St	mt Prt	Det	AB	Detai	ils	Aging		Print	CRM	Cu	stSale	PaidH	ist			
_	HELP		/END	INSE		LDELE		PREV PG	N	IEXT PG	INQUIRY		NCEL					

AR Inquiry

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Last Order - The last order number for the customer.

Last Order Date - Date of the last order.

Last Payment - The amount of the last payment.

Last Payment Date - Date of the last payment.

Mtd Sales\$ - Month to Date sales dollars.

Ytd Sales\$ - Year to date sales dollars.

Mtd Return\$ - Month to date return dollars

Ytd Return\$ - Year to date return dollars.

Sales\$ LY - Dollar amount of sales for last year.

Ln# - Line number.

Typ - Transaction type. Transaction type codes: INV = invoice, O/A = on account, ADJ = adjustment, S/C = service charge, D/M = debit memo, C/M = credit memo, and C/B = charge back.

Invoice# - Invoice number.

Date - Date of transaction.

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ξ _i Ε	ile <u>E</u>	dit <u>S</u> e	ettings	Reset	t <u>T</u> ools	<u>G</u> UI <u>P</u> D	A Standar	d Functi	ons Special Fun	ictions <u>H</u> e	elp					- ć
С	ompa	any#		01 1	The Syste	C ems House		counts	Receivables	Cre	ation	Date		04/1	6/86	
c	ustom	ner#	A	LCO		6	ALCO SU	UPPLY C	OMPANY							
с	ity St	Zip	V	VAYN	E			NJ 0	7315	Cre	dit Me	eth	1	Cred	Hold	N
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1	.Cust	omer (Commer	nts												
	High	Cred\$		pen	Order\$	A/R	Balance		Paid to Dt	Old I	nv	. 1	Phone	201-555	-1212	
-		74	4255		20979		74425	3.69		12/16/0	2	F	ax	201-777		
		Inv	oice		Orde		ayment		Sales	i\$	F	Returns	5	Sales		
	ast	-	503698		1432		1.00	Mtd					_		3021.46	
	ate	_	10/03/07	01	/08/08	11/.	30/07	Ytd								
L	n#	Тур	Invoic	e#		Date	Ref#	Ori	ginal\$	Оре	en\$	Whs	Cust	Ref	Order#Rel	
1		INV	01503	597	6	10/03/07			185.50		85.50	001	111		142434001	6
2		INV	01503	598	601	10/03/07			63.60		63.60	001	111		142435001	601
3		INV	01503	590	681	08/03/07			60.00		60.00	001	TEST		141810001	8
4		INV	01503	582	6	07/20/07			112.89	1	12.89	001	TEST		141972001	8 8
5		INV	01503	583	661	07/20/07		_	112.89	1	12.89	001	01010		141977001	6
6		O/A	011289			07/16/07	01128956	6	-5.00		-5.00	001		141946 1		
7		INV	01503	567	6	06/21/07			159.00	1	59.00	001	010101	0	141823001	1
Ent	er 'EN	ID' to e	xit, 'CC'	for o	cust con	nments, or	'TT' to cha	ange Ind	д Туре:							
S	elect	St	mt Prt	De	t AR	Details	Aging	P	int CRM	CustSa	ale	PaidHi	st			
H	ELP	OK	VEND	INS	ERT	LDELETE	PREV PG	NEX	T PG INQUIRY	CANC	EL					

AR Inquiry

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Ref# - Reference number.

Original\$ - The original transaction amount.

Open\$ - Open dollar amount of the transaction.

Whs - Warehouse number.

Cust Ref - Customer reference number.

Order#Rel - The release number that coincides with the invoice number.

Enter 'END' to exit, 'CC' for cust comments, or 'TT' to change Inq Type:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Type $\ensuremath{`CC'}$ to add or change the Customer Comments field.

Type 'TT''' to change the dates for the inquiry and the type of inquiry (current or history).

MDS for Windows Version 8.3.30 - [199.5.163.1-38 BASE.12-DET.AR011\$1]

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m I}$ File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Compa	anv#		01	The Sys	tems Ho	ouse, Ir	nc				Creatio	n Date		04/	16/86	
Custon			ALCO)		1001	ALCO SI	JPPL	Y COMPA	NY				-		
City St	Nomer# ALCO somer# ALCO St Zip WAYNE t Date 01/0 esman# 011 ustomer Comments 0 gh Cred\$ OpenOrd 744255 20 Invoice 0 503698 0 10/03/07 01/08/0 Typ Invoice# INV 01503697 INV 01503598 INV 01503598							NJ	07315		Credit	Neth	6	11 Cred	Hold	N
Start D	omer# ALCO St Zip WAYNE t Date 01/0* sman# 011 ustomer Comments 0 ph Cred\$ OpenOrde 744255 20 Invoice O 503698 10/03/07 10/03/07 01/08/0 Typ Invoice# INV 01503697 INV 01503590				7	End [Date	12/3	1/08		Credit I	imit		9999999		
Salesn	omer# ALCO St Zip WAYNE Date 01/01 sman# 011 stomer Comments h Cred\$ OpenOrde 744255 209 Invoice Or 503698 10/03/07 01/08/0 Typ Invoice# INV 01503697 @										Terms	01	2/10	NET 30		
1.Cust	mer# ALCO it Zip WAYNE Date 01/01// 011 stomer Comments 011 stomer Comments 010 n Cred\$ OpenOrder 744255 209 Invoice Ord 503698 1 10/03/07 01/08/08 Typ Invoice# INV 01503697 INV 01503590 INV 01503582 INV 01503583 INV 01503583 INV 01128956															
High	Cred\$		Oper	nOrder\$	6	A/R B	alance		Paid t	to Dt	Old Inv		Phone	201-55	5-1212	
	mer# ALCO it Zip WAYNE Date 01/01/07 man# 011 stomer Comments 0 n Cred\$ OpenOrder\$ 744255 20979 Invoice Orde 503698 143 10/03/07 01/08/08 Typ Invoice# INV 01503697 INV 01503590 INV 01503590 INV 01503582 INV 01503583		936.41		74425	3.69			12/16/02		Fax	201-77	7-1483			
	t Date 01/01/ sman# 011 ustomer Comments ph Cred\$ OpenOrder 744255 209 Invoice Or 503698 1 10/03/07 01/08/08 Typ Invoice# INV 01503697 66 INV 01503590 66 INV 01503590 66			Ord	er	Pay	ment			Sales	5	Return	1\$	Sales	\$ LY	
Last	744255 2097936.41 Invoice Order 503698 143203 10/03/07 01/08/08				1.00	Mtd							3021.46			
Date		10/03/0	07 0	1/08/08		11/30	/07	Ytd								
							-									
Ln#				- Cont			Ref#	(Original\$		Open\$	Whs		t Ref	Order#Rel	
1	INV				10/0					185.50	185.5	-			142434001	-
2	INV	0150	3698		10/0	3/07				63.60	63.6	0 001	111		142435001	L
3	INV	0150	3590	6	08/0	3/07				60.00	60.0	0 001	TEST		141810001	
4	INV	0150	3582	6	07/2	0/07				112.89	112.8	9 001	TEST		141972001	
5	INV	0150	3583	6	07/2	0/07				112.89	112.8	9 001	01010		141977001	
6	O/A	0112	8956	6	07/1	6/07	0112895	5		-5.00	-5.0	001	DEP 0	1141946 1		
7	INV	0150	3567	6	06/2	1/07				159.00	159.0	0 001	01010	10	141823001	

Customer AR Inquiry Function Keys

- 8 ×

Select - The Select function is available by clicking on the '**Select**' function key or by pressing Shift+ 'F1'. This will allow the user to select a specific invoice line for further inquiry or printing. After clicking 'Select' icon click on the invoice number. **Note:** you may also select a invoice by Left clicking on the Invoice number. The invoice number field will turn pink. To deselect an invoice, just click on the highlighted invoice.

Stmt Prt – The Stmt Prt function is available by clicking on the '**Stmt Prt**' icon or by pressing Shift+ 'F2' function key. This displays the print selection box (Inquiry List). The options are: Print, Fax, Email, Fax and print or Email and Print a statement for the customer displayed. **Note**: The statement will then print to your default printer. For faxing and emailing you will be taken to the appropriate information entry screen to supply the necessary information for sending the email or fax.

Det AR – The DET AR function is available by clicking on the '**Det AR**' icon or by pressing Shift+ 'F3' function key. This function will show the accounts receivable detail of a transaction.

Details – The Details function is available by clicking on the '**Details**' icon or by pressing Shift+ 'F4' function key. Select order or release from the inquiry list. If ORDER is selected, the Detail Order inquiry (Line Items) screen will be displayed for the selected order. If RELEASE is selected, the Detail Invoices (Line Items) screen is displayed. **Note**: If no Invoice is selected, you will be prompted to enter an order or release number in the Detail Inquiry screens.

Aging – The Aging function is available by clicking on the **'Aging**' icon or by pressing Shift+ 'F5' function key. This will display the Accounts Receivable Aging for the selected customer.

Notes:

Stmt Prt

OK/END

Select

HELP

MDS Accounts Receivable Training Guide

Det AR

INSERT

Details

LDELETE

Aging

PREV PG

Print

NEXT PG

CRM

INQUIRY

CustSale

CANCEL

PaidHist

MDS for Windows Version 8.3.30 - [199.5.163.1-38 BASE.12-DET.AR011\$1]

Comp	anv#		01	The Syste	ms House	Inc			Creation	Date		04/*	16/86	
					Cana and a set	1		YCOMPANY	creation	Date		04	10/00	
				-		1.000	NJ	07315	Credit M	oth	1	1 Cred	Hold I	N
Start D					End	Date		1/08	Credit Li		-	999999		2
			011	1	Lind	Duto			Terms	01	-	NET 30		
		Comme	ents						Terms					
				nOrder\$	A/R	Balance		Paid to Dt	Old Inv		Phone	201-55	5-1212	1
					36.41	74425	3.69		12/16/02	1	Fax	201-777	7-1483	1
	Inv	oice		Orde	r Pa	ayment		Sales		Return		Sales	SLY	
Last	sman# 011 stomer Comments			1.00	Mtd						3021.46			
Date		10/03/0	7 0	1/08/08	11/3	0/07	Ytd							
Ln#	Тур	Invoi	ce#		Date	Ref#		Original\$	Open\$	Whs	Cust	Ref	Order#Rel	
1	INV	01503	3697	6	10/03/07			185.50	185.50	001	111		142434001	
2	INV	01503	3698	100	10/03/07			63.60	63.60	001	111		142435001	
3	INV	01503	3590	100	08/03/07			60.00	60.00	001	TEST		141810001	
4	INV	01503	3582	100	07/20/07			112.89	112.89	001	TEST		141972001	
5	INV	01503	3583	6	07/20/07			112.89	112.89	001	01010		141977001	
6	O/A	0112	8956	6	07/16/07	0112895	6	-5.00	-5.00	001	DEP 01	141946 1		
7	INV	01503	3567	6	06/21/07			159.00	159.00	001	010101	0	141823001	

Select Stmt Prt Det AR Details Aging Print CRM **CustSale** PaidHist HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

Customer AR Inquiry Function Keys

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Print – The Print function is available by clicking on the '**Print**' icon or by pressing Shift+ 'F6' function key. This will display the print selection box (Inquiry List). The options are: Print, Fax, Email, Fax and Print, or Email and Print an invoice for the selected line.

CRM – The CRM function is available by clicking on the '**CRM**' icon or by pressing Shift+ 'F7' function key. This takes you to the CRM (Customer Relationship Management) System. Here you can record contact with customers and enter credit card information.

CustSale – The CustSale function is available by clicking on the **`CustSale**' icon or by pressing Shift+ 'F8' function key. This displays the Customer Sales Inquiry screen which shows Sales\$, Credits and Gross Profit\$ and % for This Year and Last Year broken down by month.

PaidHist – The PaidHist function is available by clicking on the '**PaidHist**" icon or by pressing the Shift+'F9' function key. This displays the Customer Sales History Inquiry which shows Sales\$ for This Year, Last Year and 2 Years Ago, and Credits for This Year and Last Year broken down by month.

	Te Fa:	CLIFTON , h: 973-777-8 x: 973-777-3	050					
	UNITE	D SUPPLY ARK ST		Customer Ni Salesman N Statement D				
L	GARFI	ELD NJ 07	083		To ensure proper credit, please check (X) all invoices being paid and return.			
Tnx	Date	Transaction	Reference	Original Amount	Payment/Credits	Х	Balance	
INV INV INV INV INV INV	05/21/03 05/22/03	01200010 01003262 01003263 01200008 01000166 01120001 01501973 01501975 01501976 01501994 01501995	COMMENT SERVICE CHG 6553 R0560 01 01 01 01	-100.00 -100.00 100.00 0.10 2,560.00 870.00 1,625.00 450.00 10.72 21.43 1,728.75	0.00 0.00 0.00 -2,555.00 0.00 0.00 0.00 0.00 0.00 0.00		-100.00 -100.00 10.00 0.10 5.00 86.60 870.00 1,625.00 10.72 21.43 1,728.75	
Page	e: 1 -	CREDITS I	AGED VS OLDEST	ITEMS> Ple 31 - 60 DAY	ase Paythis Amo S 61 - 90 DAY	_	4,707.60 DVER 90 DAYS	

AR Inquiry Statement Print

Remember, if Report Capture is enabled, then the statement will be sent there.

Notes:

Company# 01 THE SYSTEMS HOUSE Customer# UNITED UNITED UNITED SUPPLY		Creation Date	05/14/80	
		Credit Meth	02 Cred Hold	N
Salesman# 001 JIM BRANCA		Credit Limit	10000	
1.Customer Comments		Terms 01	2/10 NET 30	
Hig Accounts I	eceivable Aging	g		
Aging Credits Against Oldest I	ems			
ast Date FUTURE CURR		31-60	61-90	
Date FUTURE CURRI	NI	31-00	61-90	
n# 0.00 3055	00	0.00	0.00	
2 3 91-120	121-150	151-OVR		-
4		·		
٤ 0.00	0.00	1620.45		Ĩ
e				
7 ε Press <return> Τα</return>	Continue:	XXXXXX		

Accounts Receivable Inquiry

Aging – The Aging function is available by clicking on the '**Aging**' icon or by pressing Shift+ 'F5' function key. This brings up the Accounts Receivable Aging for the selected customer.

Notes:

a classic - [192.168.253.254-CUST.SLS.INQ010\$1]

💃 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Company : 01 Customer : UNITED Sales-\$ Sales-\$ This-Yr Last-Yr	THE SYSTEMS HOUS	-				
Sales-\$ Sales-\$						
	Credits					
		Credits	G/P-\$	G/P-\$	G/P-%	G/P-%
THIS-TI LOST-TI		Last-Yr	This-Yr	Last-Yr	This-Yr	Last-Yr
Jan	84			83		98.57
Feb	47			21		43.82
Mar	68			62		90.83
Apr	138			-560		-404.52
Мау	153			138		90.01
Jun 4392	162		2280	110	51.91	67.57
Jul	82			24		29.52
Aug	117			2		1.49
Sep	1831			423		23.12
Oct	147			53		36.01
Nov	113			-14		-12.66
Dec	9			-30		-327.77
Total 4392	2953		2280	311	51.91	10.54

AR Inquiry

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Customer Sales Inquiry

To enter the Customer Sales Inquiry click on the icon <code>`CUST SALE'</code> or hit the <code>`F8'</code> function key.

COMPANY - Enter a valid 2 digit company code. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

CUSTOMER - The customer number and name are carried over from the Accounts Receivable Inquiry.

The following sales information is displayed, by each month: Sales\$ This Year Sales\$ Last Year Credits This Year Credits Last Year Gross Profit\$ This Year Gross Profit\$ Last Year Gross Profit% This Year Gross Profit% Last Year

At the bottom of the screen each column is totaled.

HIT <ENTER> TO CONTINUE:

Hit <ENTER> to continue. This will clear the company and customer fields to allow another entry.

Notes:

MDS Accounts Receivable Training Guide

S MDS fo	or Window	vs Versi	ion 8.3.3	80 - [199	.5.163.1	1-18 BAS	E.12-Cl	JST.SLS.I	HIST.INQ012\$1] 🔳 🗖 🔀	AR Inquiry
👫 File Edi	it Settings R	Reset Too	ls GUI PD	A Standard	Functions	Special Functi	ions Help		_ & ×	Customer Sales Inquiry
				Customer Sa		Inquiry				To enter the Customer Sales Inquiry click or the icon 'CUST SALE' or hit the 'F8' function key.
Compa	-			ne Systems H						
Custom	Sales-\$		Sales-\$	LCO SUPPLY	dits	Credits	5	Sales-\$		COMPANY -Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on
	This-Yr		Last-Yr	This	s-Yr	Last-Yr		2-Yr		down arrow next to the field to choose from
JAN										list of valid companies. The system will display the company number and name.
FEB		_					_	210200		display the company number and name.
MAF										
APR		_					_			CUSTOMER - The customer number and name are carried over from the Accounts
MAY			140				_			Receivable Inquiry.
JUN			112					46840		The following sales information is displayed
JUL			21							by each month:
SEP		_	5				-	400		Sales\$ This Year
OCT		_	23	5			_	100		Sales\$ Last Year
NON		_					_			Credits This Year
DEC	:									Credits Last Year
										Gross Profit\$ This Year
Total			302	1				257540		Gross Profit\$ Last Year
										· ·
										Gross Profit% This Year
Hit <retu< td=""><td>RN> to Contin</td><td>ue :</td><td>× v</td><td>XXXXX</td><td></td><td></td><td></td><td></td><td></td><td>Gross Profit% Last Year</td></retu<>	RN> to Contin	ue :	× v	XXXXX						Gross Profit% Last Year
										At the bottom of the screen each column is
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			totaled.

ion on the om a

HIT <ENTER> TO CONTINUE:

Hit <ENTER> to continue. This will clear the company and customer fields to allow another entry.

MDS for Windows Version 8.3.30 - [199.5.163.1-41 BASE.12-SUMM.AR010\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

					Summary Acc	counts Rece	eivables					
Company	y# 0	1 Th	e System	Systems House, Inc			lesman	00	1 Salesm	nan-001		
Custome	r# U	NITED				Cu	st Class	01 TEST				
l	JNITED SUI	PPLY				Cu	st Type	01				
85 CLARK ST							ed Limit		10			
						Cre	ed Hold	N				
						Co	ntact	HAR	RY RTTT			
C	GARFIELD			NJ	07083	Ph	one	201-495-1200				
1.Custon	ner Comn	nents										
Open Inv	oice\$			11145.3	32 # Open Invo	ices		14	Last Invo	oice Date	05/05/05	
Open Oro	der\$			39450.0	00 # Open Orde	ers		21	Old Invo	ice Date	12/31/67	
Total Ope	en\$			50595.3	32 Avg. Payme	Avg. Payment Days			Last ord	er Date	05/05/05	
					Last Pay Am			125.00	Last Pay	ment Date	06/25/03	
Ac	counts Re	eceiva	able Agin	ıg	Agir	ng Items Ba	ased on As					
F	uture		Current	Č.	31-60	6	1-90	91-1	91-120		151-Over	
141.77			14	1.77	141.77						10720.01	
					Order\$	S	ales\$	GrossPro	ofit\$	Рау	ment\$	
Mo	onth to	Da	ate									
Ye	ar to	Date	e									
		_		for CU	STOMER COMM	ENTS:	/		XXXX	XX		
ETAIL AR	OK ISUS		NOCET	10515	TC 005400	NEWT DO			051			
HELP	OK/END		NSERT	LDELE	TE PREV PG	NEXT PG	INQUIF	IY CAN	LEL			

Notes:

Summary Accounts Receivable Inquiry

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The Summary Accounts Receivable Inquiry allows users to quickly ascertain the credit status of a customer by providing a summary accounts receivable balance and aging.

Company# - Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

Customer# - At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Customer Comments - Typing **'CC'** will bring you to this field. Enter comment information here.

Salesman - The customer's salesman number and name are displayed from the Customer Master file.

Cust Class - The customer class number and description are displayed from the Customer Master file.

Cust Type - The customer type number and description are displayed from the Customer Master file.

Cred Limit - The customer's credit limit is displayed from the Customer Master file.

Cred Hold - The credit hold flag is displayed from the Customer Master file. Y' = customer is on credit hold, 'N' not on credit hold.

MDS Accounts Receivable Training Guide

🙀 classic - [192.168.253.254-SUMM.AR010\$1] 👘

🙀 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

				Summary Account				1			
Company#	01	THE SYSTEMS H	IOUSE		Salesma	an	001	JIM BRANCA			
Customer#	UN	TED			Cust Cla	SS	01	01 DEALER			
UNITED SUPPLY						Cust Type 01 RETAIL					
85	CLARK ST				Cred Lir	Cred Limit 10000					
					Cred Ho	ld	N				
					Contact		HAR	RYRTTT			
GA	RFIELD		NJ	07083	Phone		201-	495- 1 200			
1.Customer	Comment	S									
Open Invoic	e\$		4707.60	# Open Invoices			8 Last		Last Invoice Date		30/03
Open Order	5		16397.82	# Open Orders			20 Old Invoice [ate 02		01/00
Total Open\$	i		21105.42	05.42 Avg. Payment Days			238	Last order Da	te	06	03/03
				Last Pay Amoun	it	3	321.20	Last Payment	Date	05	20/03
Acco	unts Rece	ivable Aging		Aging C	Credits Against O	ldest Items					
Fu	ture	Current		31-60	61-90		91-12	120 121-150		151-0	Over
2977.15		110	.00								1620.45
				Order\$	Sales	Gro	ossProfi	t\$	Pay	ment\$	
Mon	th to	Date		20628.31	43	92.15		2279.75		5786.20	
Year	to	Date		20628.31	43	92.15		2279.75		5786.20	
t <return></return>	to continu	ue or "CC" for CU	STOMER	COMMENTS:				XXXXX			

Summary Accounts Receivable Inquiry

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Contact - The A/R contact name is displayed from the Customer Master file.

Phone - The phone number is displayed from the Customer Master file.

Open Invoice\$ - Total dollar amount of open accounts receivable.

Open Order\$ - Total dollar value of orders not invoiced.

Total Open\$ - Total dollar amount of accounts receivable and open orders.

Open Invoices - The number of accounts receivable records with a balance greater that '0'.

Open Orders - The number of orders not yet invoiced.

Avg. Payment Days - Average number of payment days.

Last Pay Amount - Last payment amount received.

Last Invoice Date - Date of the last invoice.

Old Invoice Date - Date of the oldest invoice.

Last Order Date - Date of the last order.

Notes:

MDS Accounts Receivable Training Guide

Last Payment Date - Date the last payment was received from the customer.

Notes

MDS for Windows Version 8.3.30 - [199.5.163.1-41 BASE.12-SUMM.AR010\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

				Summary Acc	ounts Rece	vables				
Company	y# (1 The Syst	ems House, l	-		Salesman 00'			an-001	
Custome	-	NITED			Cus	t Class	01	TEST		
l. I	UNITED SU	PPLY			Cus	t Type	01			
8	85 CLARK	ST			Cre	d Limit		10000		
					Cre	d Hold	N			
					Con	tact	HAR	RY RTTT		
(GARFIELD		NJ	07083	Pho	ne		201-49	5-1200	
1.Custon	ner Comr	nents								
Open Inv	voice\$		11145.32	# Open Invo	ices		14	Last Invo	oice Date	05/05/05
Open Ord			39450.00				21	Old Invo	ice Date	12/31/67
Total Ope			50595.32	Avg. Payme		315 Last order Date			05/05/05	
				Last Pay Am	-		125.00	Last Pay	ment Date	06/25/03
Ac	counts R	eceivable A	ging		g Items Ba	sed on As of	Date	- 1		
F	Future	Curr	ent	31-60	-90	91-120 121-150			151-Over	
141.77			141.77	141.77						10720.01
				Order \$	Si	iles \$ G	rossPro	fit\$	Pav	ment\$
M	onth to	Date					1000110			
		Date								
it <retuf< td=""><td>RN> to co</td><td>ntinue or "C</td><td>CC" for CUST</td><td>OMER COMMI</td><td>ENTS:</td><td></td><td></td><td>хххх</td><td>XX</td><td></td></retuf<>	RN> to co	ntinue or "C	CC" for CUST	OMER COMMI	ENTS:			хххх	XX	
ETAIL AR										

Notes:

Summary Accounts Receivable Inquiry

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Account Receivable Aging – options are: Aging Credits against oldest items or Aging Items based on As of Date.

Aging buckets are listed below. They are: Future, Current, 31-60 days, 61-90 days, 91-120 days, 121-150 days and 151 – Overitems over 151 days. These aging periods are established in the Company record.

The next section has two rows to show Month to Date Dollars (MTD) and Year to Date Dollars (YTD):

Order\$ - MTD Total value of orders placed this month for the customer. **YTD -** Total value of orders placed this year for the customer.

Sales\$ - MTD - Total amount of sales (invoiced) this month. **YTD -** Total amount of sales (invoiced) this year.

GrossProfit\$ - MTD - Total gross profit this month. **YTD -** Total gross profit for this year.

Payment\$ - MTD - Total payments received this month for the customer. **YTD -** Total payments received this year for the customer.

Hit <RETURN> to continue or "CC" for Customer Comments:

Hit <ENTER> to accept this entry and clear the screen, or type "CC" to enter customer comments.

DETAIL AR - The DETAIL AR function is available by clicking on the '**DETAIL AR**' icon or by pressing the Shift+ 'F1' function key. This will bring the user to the detailed Customer Accounts Receivable Inquiry.

MDS Accounts Receivable Training Guide

Martin Contractor Contractor Contractor	r Windows Vers Settings Reset Too Quick Item A			Functions 5	Sgecial Funct		CK.ATB012\$1]	Quick Detailed Aged Trial Balance This program allows you to create a detail aged trial balance for one or a list of customers.
Month	End Date (MM/DD/YY)					07/31/08		Month End Date (MM/DD/YY) - Enter the month end date for the report or click on the calendar icon to select a date.
Ln#	Customer#	с	Customer	Name				Ln# - Line number for reference
1	IDEAL	1	DISTRIBUTIO			1		
2	ALCO		SUPPLY COM					Customer# - Enter the customer. You can
3								enter the customer number or part of the customer number, click on the 'INQUIRY' icon
4		-				-		or press the 'F7' function key which opens the
5								pop-up inquiry box to search for the correct
6		-						customer.
7		_						
8		-						Customer Name – After a customer code
9								has been entered, the corresponding customer name will be displayed here.
10								hame will be displayed here.
11		-				-		Enter Line# to Change, 0 to Accept and
12								Print or 'ABORT':
13								
14								Enter a Zero (0), click on the 'OK/END' icon, or
								press the 'F2' function key to process the report.
Enter Line#	to Change , '0' to Acc	ept and Print	t or 'ABORT'	:			XXXXXX	 The user can also enter Line Number to make desired changes.
UELD		IDELETE	005/00	NEVT DO	NOUIDY	CANCEL		
HELP	OK/END INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

				0	PEN ITEM	I AGED TR	IAL BALAN	ce by company	Y DAT	E: 06/03/03	PAGE: 1
				A	CINC CRE	DITS AGA	INST OLDE	ST ITEMS			
CO #:	81	THE SYSTEMS HOUSE				86	/03		TIM	E: 18:01:59	
CUST #	COMP	AOD CUST REFERENCE	DATE	TVPF	C/M NO	TNU_NO	C. DISC	TOTAL 4	*CURRENT* 31-	60 61-9	90 91-OVR
6031 #	GON		DATE		WH NO	144-40	0.0130		INCLD FUT	00 01-7	0 71-0 v n
A/R #		CUSTOMER NAME	SLS HI	(-BAL	AVG PD-T	O-DATE C	R.HD CM	ST CR.LMT	YTD SALES DI	S. PCT TERR O	DLDEST ORDER BAL
100013	IDEAL	DISTRIBUTION CO	881 48	6266	188 16	082.84	N 00	Y 10000	465.00	0.000 6	2/21/03 19655.14
	IDEAL				RIC	HARD CAL	VIN	201-44	4-4545		
							_				
	81	V63A28585733	04/04/03				0.00	-25.00		25.00	
	01	V64A28585791	04/04/03	0/A	128733	128733	0.00	-10.00	-	10.00	
	81	V64A28585838	04/04/03	0/A	128734	128734	0.00	-10.00	-	10.00	
	81	V64A28586949	04/04/03	0/A	128735	128735	0.00	-25.00	-	25.00	
	81	V64A28587131	04/04/03	0/A	128736	128736	0.00	-11.00	-	11.00	
	81	V63A28587174	04/04/03	0/A	128737	128737	0.00	-15.00	-	15.00	
	81	NO INV#	05/13/03	0/A	128738	128738	0.00	-100.00	-100.00		

Quick Detailed Aged Trial Balance

This report shows a quick but detailed aged trial balance for the selected customers.

Notes:

	for Windows Ver Edit Settings Reset T		-				PAID. HIS	Т.INQU1	121]		Paid History Inquiry
aµ, File α	Eult Settings Reset i	OUIS GUI F	DA Stanuaru	r Functions 5	special Functio	lis neip					The Paid History Inquiry provides a listi specific customer's payment history.
		A/R	Paid Hist	tory Inc	quiry						- F
			i di di li		1	Curr)	(TD Sales			0.00	Company - Enter the 2 digit company
Compa	any 01	1	The Systems H	louse, Inc			YTD Sales	-		-189.12	number. You may also use the 'F7' fun
Custon	ner IDEAL	1	DEAL DISTRIB	UTION CO		_					key, click on the 'INQUIRY' icon or click down arrow next to the field to choose
Ln#	Check Number	Check Date		Check Amo	ount						list of valid companies. The system wil display the company number and name
1	20060505140802-01	05/05/06			117.00						Customer - At the customer prompt y
2	20060406111751-01	04/06/06			117.00						enter the customer number, enter the beginning customer number to initiate t
3	1 🛱	03/14/06			10.00						lookup routine, click on the 'INQUIRY' i
4	20060303161901-01	03/03/06			10.00						press the 'F7' function key which opens
5	20060303161601-01	03/03/06			10.00						pop-up inquiry box to search for the cus
6	20060227141359-05	02/27/06			169.00						
7	20060227133829-05	02/27/06			255.00						Curr YTD Sales - The current year to sales is displayed.
8	20060227133300-05	02/27/06			100.00						sales is displayed.
9	20060227133009-05				10,000.00						Prior YTD Sales - The prior year to da
10	۵¢										sales is displayed.
11	V64A0B12D342				250.00						
12	V64A0B122216				100.00						Ln# - Each paid check is listed by line
13	311				50.00						number.
14	111 🗳	05/12/04			50.00						
Enter EN	ID to exit, PREV PG or	NEXT PG :		, xxx	xxx						Check Number - Customer's check nu
											Check Date - The date the check was received.
INV DET	DET RPT										
HELP	OK/END INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL					Check Amount – Dollar amount of chapplied to customer.

sting of a

ny unction ick on the se from a will ne.

you can the icon or ns the ustomer.

to date

date

number.

check applied to customer.

Enter 'END' to exit, PREV PG or NEXT PG:

Click on the 'OK/END' icon, hit the 'F2' function key, or type 'END' and hit <ENTER> to end this inquiry.

🖣 MDS	for Windows Vers	sion 8.3.30	- [199	.5.163.1	-38 BASE	E.12-AR.PAID.HIST.INQ	011\$1]	
\$ <mark>4</mark> File	Edit Settings Reset To	ols GUI PDA	Standard	Functions S	pecial Functi	ons Help		_ 8 ×
		A/R Pai	id Hist	tory Inq	uiry	Curr YTD Sales		0.00
Comp	any 01	The S	Systems H	louse, Inc		Prior YTD Sales		-189.12
Custo	mer IDEAL	IDEAI		UTION CO				
Ln#	Check Number C	Check Date		Check Amo	unt	_		
1	20060505140802-01	05/05/06			117.00			
2	20060406111751-01	04/06/06			117.00			
3	1 🕰	03/14/06			10.00			
4	20060303161901-01	03/03/06			10.00			
5	20060303161601-01	03/03/06			10.00			
6	20060227141359-05	02/27/06			169.00			
7	20060227133829-05	02/27/06			255.00			
8	20060227133300-05	02/27/06			100.00			
9	20060227133009-05	02/27/06			10,000.00			
10	10	02/27/06						
11	V64A0B12D342	02/23/06			250.00			
12	V64A0B12D342 C V64A0B122216 C 311 C	02/22/06	_		100.00			
13	311 🗳	05/12/04	_		50.00			
14	111 🖾	05/12/04			50.00			
Enter E	ND to exit, PREV PG or N	EXT PG :			XX			
INV DE1								
HELP	OK/END INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Paid History Inquiry

You can also use the **PREV PG** (PREVIOUS PAGE) function by clicking on the **'PREV PG'** icon or by pressing the 'F5' function key and the **NEXT PG** (NEXT PAGE) function by clicking on the **'NEXT PG'** icon or by pressing the 'F6' function key to page forward and backward through the list.

Selected check number – Function keys work on the selected check number. To select a check number, you can click on the specific check number, the corresponding line number, or type the line number and hit <ENTER>. The selected invoice will be highlighted pink.

INV DET– The invoice Detail function is available by clicking on the '**INV DET**' icon or by pressing the Shift+ 'F1' function key. This will bring the user to the Invoice Detail Popup screen. The Invoice Detail shows all invoices that were paid with the selected check.

DET RPT– The Detail Report function is available by clicking on the **'DET RPT**' icon or by pressing the Shift+ 'F2' function key. This will run the Detail Report. The Detail Report prints a detailed Paid History Report.

ompar ustome	-			d History ystems House, Inc DISTRIBUTION CO	Inquiry	Curr YTD Sales Prior YTD Sales	0.00 -189.12
Check	# 1324	a	a c	heck Date	05/13/03	Check Amt	-4,539.25
Ln#	Inv#	Inv Date	Тур	Orig Amt	Pay Amt	Disc Amt	Balance
1	01501781	1 02/21/03	INV	4,519.25	4,519.25		
2	01501781	6 02/21/03	INV	4,519.25	4,539.25	-	4,539.25
3		8					
4		62					
5		62					
6		82					
7		82					
8		CC .					
9		CC .					
10		CC .					
nter lir	ne#, END, NEX	(T PG or PREV	PG:	XXX	XXX		

Paid History Inquiry

Invoice Detail

The Invoice Detail function shows all invoices that were paid with the selected check.

Check# - This is the check number that was selected.

Check Date - Date the check was received from the customer.

Check Amt - The total amount of the check received.

Ln# - Corresponding line number.

Inv# - The invoice number is displayed.

Typ - The accounts receivable transaction code. Transaction types: INV = invoice, O/A = on account, ADJ = adjustment, S/C = service charge, D/M = debit memo, C/M = credit memo, and C/B = charge back.

Orig Amt - The original invoice amount is displayed.

Pay Amt - The amount paid with this check.

Disc Amt - Discount amount, if any, is displayed.

Balance - If the invoice is not paid, the balance will be displayed.

Company Customer				The Systems IDEAL DISTR			Curr YTD Sales Prior YTD Sales	0.00
Check#	1324		ø	Check D	ate (05/13/03	Check Amt	-4,539.25
Ln#	Inv#	Inv Date		Тур О	rig Amt	Pay Amt	Disc Amt	Balance
1	01501781	6 02/21/03		INV	4,519.25	4,519.25	5	
2	01501781	6 02/21/03		INV	4,519.25	4,539.25	i-	4,539.25
3		66						
4		8	_					
5		CC .						
6		62	-					
7		22	_					
8		60	-					
9 10		CC CC	-					
Enter line	#, END, NEX	T PG or PRE	V PG		xxxx	(X		

Paid History Inquiry Invoice Detail

Discounts – The Discounts function is available by clicking on the `**Discounts**' icon or by pressing the Shift+ 'F1' function key. This will bring the user to the Discount Popup Screen.

The discount pop up will show discounts for the check number including CASH DISCOUNT, CHARGE BACK, SHORT PAY and any other miscellaneous discount codes that apply.

Enter 'END', NEXT PG or PREV PG:

Enter 'END' or click on the 'OK/END' icon to end this customer lookup.

You can also use the PREV PG (PREVIOUS PAGE) function by clicking on the 'PREV PG' icon or by pressing the 'F5' function key and the NEXT PG (NEXT PAGE) function by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key to page forward and backward through the list.

Notes:

DATE: 0 CO# 01 CUST# U CHECK#:			systems hou: Dry report Pply	SE Curr ytd		1 4, <i>3</i> 92.15
CUST# U				CURR YTD	SALES :	4,392.15
		UNITED SU	PPLY			
CHECK#:	INV#			PRIOR YT	D SALES:	2,953.30
CHECK#:	INV#					
CHECK#:		INV DATE TYPE	ORIC AMT	Pay ant	DISC AMT	BALANCE
UNLON	8477	CHECK DATE:	85/28/83	CHECK AMT:	3,321.20	
	01200011		1,986.28	1,986.28	0.00	0.00
	01501964		155.00	155.00	0.00	0.00
		05/20/03 INV	350.00	350.00	0.00	0,00
	01501966	05/20/03 INV	900.00	900.00	0.00	0.00
	81581967	05/20/03 INV	10.00	10.00	0.00	0.00
CHECK#:	84773	CHECK DATE:	05/20/03	CHECK AMT:	-3,321.20	
	81288811	04/28/00 INV	1,986.28	-1,986.20	0.00	1,986.28
	01501964	05/20/03 INV	155.00	-155.00	0.00	155.00
	01501965	05/20/03 INV	350.00	-350.00	0.00	350.00
	01501966	05/20/03 INV	900.00	-900.00	0.00	900.00
	01501967	05/20/03 INV	10.00	-10.00	0.00	10.00
			05 100 107		7 704 00	
CHECK#:	842	CHECK DATE:	85/28/83	CHECK AMT:	-3,321.20	
	Notes:					

Paid History Inquiry

Detail Report

The Detail Reports prints a detailed Paid History Report.

To run this report click on the **'DET RPT'** icon or press the <SHIFT> key and hit the 'F2' function key.

notes:

₹ i	MDS f	or Windo	ws Vers	ion 8.3.	30 - [19	9.5.163.1	-14 BAS	E.12-POS	T.CHECK	.INQ011\$	1]	
\$	File Ed	it Settings	Reset Too	ols GUI PD	A Standar	d Functions	Special Functi	ons Help				- 8 >
	Check#	1324		10	Posted	Check	Inquiry			10		
	Line#	Custo	omer#	Cus	stomer	Name		Date	Posted	Check	Amount	
	1	IDEAL		IDE	AL DISTRIBU	TION CO		05/1	3/03	4519.25		
						Ş i	Inc	uiry List			X	
	2					Settings H					_	
							IDEAL on (ice Relea:	check # 1324 se	l			
	3					INV 015	01701					
						INV 015						
	4					_						
	5											
	-											
	6											
	7											
	8					_						
						_						
E	inter Line	# to view a	customer's	release#'s f	or this cheo	k. Add			0	Cancel		
_	HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
	TICLE	UNEND	INSERT	CUELETE	THEVEU	MEAT PU	moonn	CANCEL				

Posted Check Inquiry

The posted check inquiry provides a listing of customers that were paid with a specific check number.

Check# - Enter the check number. you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available Check numbers. The drop down will display the check number, customer number, and customer name.

Line# - Corresponding line number.

Customer# - The customer number is displayed.

Customer Name - The corresponding customer name is displayed.

Date Posted - The date the check was received from the customer and posted to the system.

Check Amount - The dollar amount of the check received.

Enter Line# to view a customer's release#'s for this check.

Enter a line number to view the release numbers associated with the check and customer on that line.

The Release Information Popup lists the invoices associated with the selected

MDS Accounts Receivable Training Guide

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customer.

Notes

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ξ _l <u>F</u> ile	<u>E</u> dit <u>S</u> ettin	gs <u>R</u> eset <u>T</u> oo	ols <u>G</u> UI <u>P</u> D	A Standard	Functions	Special Func	tions <u>H</u> el	þ			_ 8 %
			A/R	Check De	tail In	quiry					
(Co#	01		The Systems I	louse, Inc						
	Cust#	ALCO		ALCO SUPPLY	COMPANY		В	atch#		101556	
(Check#	123321	ι¢.	Check Date	e 1	06/30/08	C	heck Amt		92.50	
Ln#	Inv#	Inv Date	Тур	Orig Amt	Pa	<mark>iy Amt</mark>	Disc Am	t	Balance	Release#	
1	01503698	10/03/07	INV	63.	50	63.60			0.00	01142435001	
2	01503698	10/03/07	INV	63.	50	28.90			-28.90	01142435001	
3											
4											
5					_						
6					_						
7					_						
8	1										
9		-									
11											
	Line# for Det	ail or 'END':		<u>kx</u>	xxxx						
Det F	lel Cust A/	R Det A/R	Discounts								
HEL	P OK/EN	D INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCE	L.			

A/R Check Detail

This inquiry shows all invoices paid with a particular check to a particular customer and the invoice detail for a particular check.

Co# - Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

Cust# - At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

Check# - Enter check number for inquiry.

Check Date – Enter check date.

Batch# - Batch number is displayed.

Check Amt – Total dollar amount for this check.

Ln# - Line number.

Inv# - Invoice number.

Inv Date - Date of transaction.

Typ - Transaction type. Transaction type codes: INV = invoice, O/A = on account, ADJ = adjustment, S/C = service charge, D/M = debit memo, C/M = credit memo, and C/B = charge back.

Orig Amt – Original invoice amount

Pay Amt – Amount to be paid on this invoice

C C n#	o# ust# heck# Inv# 01503698 01503698	01 ALCO 123321 Inv Date 10/03/07	A/R CCC Typ	Check Detail The Systems House ALCO SUPPLY COM Check Date Orig Amt		Batch# Check Am Disc Amt	t	101556 92.50 Release#
C C n#	ust# heck# Inv# 01503698	ALCO 123321 Inv Date 10/03/07	Тур	ALCO SUPPLY COM Check Date	1PANY 06/30/08	Check Am		92.50
C n# 1	heck# Inv# 01503698	123321 Inv Date 10/03/07	Тур	Check Date	06/30/08	Check Am		92.50
n# 1	Inv# 01503698	Inv Date 10/03/07	Тур			-		
1	01503698	10/03/07		Orig Amt	Pay Amt	Disc Amt	Balance	Release#
	I CONTRACTOR OF THE		INV					
>	01503698	40100107		63.60	63.60		0.00	01142435001
		10/03/07	INV	63.60	28.90		-28.90	01142435001
	1							
_	1							
_								
_								
	I							
)								
1								
iter L	Line# for Det	tail or 'END':		\$\$\$\$\$\$	(
Det Re	el Cust A/	/R Det A/R	Discounts					

A/R Check Detail

Disc Amt – Discount amount on invoice (if any)

Balance – Invoice balance

Release# - Release number for this invoice

Enter Line# for Detail or `END':

The user can enter a Line Number to see the release detail [Detail Invoices (Line Items) Inquiry] for that invoice.

Click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Notes:

			A/R	Check Detail	Inquiry				
(Co#	01		The Systems House	, Inc				
(Cust#	ALCO		ALCO SUPPLY COM	PANY	Batch#		101556	
(Check#	123321	631	Check Date	06/30/08	Check Am	it	92.50	
.n#	Inv#	Inv Date	Тур	Orig Amt	Pay Amt	Disc Amt	Balance	Release#	
1	01503698	10/03/07	INV	63.60	63.60		0.00	01142435001	
2	01503698	10/03/07	INV	63.60	28.90		-28.90	01142435001	
3									
4									
5									
6		_							
7 8									
9									
10									
11									
inter	Line# for De	tail or 'END':		XXXXXX					

A/R Check Detail Function Keys

Det Rel# - The Det Rel# function is available by clicking on the '**Det Rel**' icon or by pressing the Shift+ 'F1' function key. This will bring the user to the Detail Invoices (LineItems) Inquiry. This inquiry shows the invoice detail for a particular release.

Cust A/R – The Cust A/R function is available by clicking on the '**Cust A/R**' icon or by pressing the Shift+ 'F2' function key. This will bring the user to the Customer Accounts Receivable Inquiry.

Det A/R – The Det A/R function is available by clicking on the '**Det A/R**' icon or by pressing the Shift+ 'F3' function key. This function will bring the user to the AR Detail list. This list shows Type, Date, Reference Number, Amount, Customer and Fiscal Period for the related A/R.

Discounts – The Discounts function is available by clicking on the '**Discounts**' icon or by pressing the Shift+ 'F4' function key. This will bring the user to the Discount Popup screen.

The discount pop up will show discounts for the check number including CASH DISCOUNT, CHARGE BACK, SHORT PAY and any other miscellaneous discount codes that apply.

🐐 MDS	for	Wine	dow	s Ver	sior	n 8.:	3.30	- [199	9.5.163.	1-13	BASE.1	12-MDS	S.AR.CH	ECK	.DRI	LL01	1		
St File	Edit	Setting	is Re	eset To	ols	GUI	PDA	Standard	Functions	Specia	I Functions	Help						-	5
MDS Date Ra Compar Bank Ra Custom	ny Ra ange	U	ck	Looku 01 100 IDEAL	ıp				To To To To	01 100 IDEAL			Found			8			
Check A		-							То				1						
Search	Patte	rn		2006								-							
	Со	Bnk	Ch	eck#		1	Date-P	st	Check-An	nt	Custom	er#		Custo	mer-N	ame			
1.	01	100	2006	0227133	009-0	059	02/27/0	5	100	00.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
2.	01	100	2006	0227133	300-0	059	02/27/0	6	1	00.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
3.	01	100	2006	0227133	829-0	059	02/27/0	6	2	55.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
4.	01	100	2006	0227141	359-(059	02/27/0	5	1	69.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
5.	01	100	2006	0303161	601-0	010	03/03/0	6		10.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
6.	01	100	2006	0303161	901-0	010	03/03/0	6		10.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
7.	01	100	2006	0406111	751-0	010	04/06/0	6	1	17.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
8.	01	100	2006	0505140	802-0	010	05/05/0	6	1	17.00	IDEAL		IDEAL	DIST	RIBUTIC	N CO			
9.																			
10.						_													
11.																			
Enter Li				EDIT to	Chai	nge S	Search	Criteria	:				XXXXX	x					
Det Chec		Cust A/F		NOTOT		0.51.57			NEW PO	11.10									
HELP		OK/END		INSERT	L	DELET	IE F	REV PG	NEXT PG	INC	QUIRY 0	CANCEL							

MDS AR Check Lookup (Drill Down)

This inquiry is used to search a customer's AR records. You can enter as much or as little data as you like.

To skip a field hit <ENTER>.

The search criteria fields are:

Date Range

Company Range

Bank Range

Customer Range

Check Amount

Search Pattern – Enter a particular search pattern. For example entering 2006 brought up any checks with 2006 in the record.

Enter Line# for Detail or EDIT to change Search Criteria:

The user can enter a Line Number to see check detail in the AR Check Detail Inquiry.

Type EDIT to clear the results (line numbers) but not the search criteria. You can then return to the search criteria to make desired changes for another search.

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

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MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-AR.DAILY.REPORTS] Image: Second Se	Daily Reports Menu From the main system selector go to Accounts Receivable and then Daily Reports
1. Daily Cash Receipts Journal2. Daily Adjustment Journal3. Open Batch Listing4. Credit Authorization Log Report5. Daily Partial Payment Listing6. Daily Charge Back Print7. Credit Card Reports8. Purge Credit Card Log file9. AR Check Summary By Batch	
Enter Selection or END: CONTACTS MAINT DRILL EXECINQ REPORTS CAPT OFF VIEW CRM.MENU VRM.MENU HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL INSERT Interview	

Image: Second Standard Functions MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-D.CASH.REG.UPDATE\$1] Image: Second Standard Functions Special Functions Image: Second Functions Help Image: Second Functions Special Functions Image: Second Functions	Daily Cash Receipts Journal (Daily Cash Register and Update)
Daily Cash Registers and Update Capture:On 1. Enter Batch Number (6N), CC or 'A' for All A	This report details all cash received and shows its application by customer. Totals are provided to show the general ledger entries that result from the report's transactions.
	 The accounts receivable daily cash report prints all of the cash received and applied during the day and batches from previous days that are not in balance. Five reports are provided: Daily Cash Register Non-accounts receivable (miscellaneous) cash Open batch listing Cash summary by applied company Cash summary by receiving company It is particularly important to review the open
************************************	batch listing and reconcile all open batches. The Accounts Receivable file is updated on a customer basis, but un-reconciled batches are not updated to the general ledger, or included in any accounting reports until the batches are in balance.
DID THE DAILY CASH REGISTERS PRINT OK ? (Y/N)	The accounts receivable month end jobstream can not be run until all batches have been updated.
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	The cash summary listings are presented as an audit trail in the event that inter-company cash application is in use. It details the cash received for each company, by each company.

	DAILY CASH REGISTER				DATE: 06/09/03 Fime: 16:19:35	PAGE: 12	Daily Cash Receipts Journal
RECEIVING CO #: 01 THE SYSTEMS HOUSE							Enter Batch Number (6N), CC or `A' for All:
RECEIVING BANK: 100 FIDELITY UNION TR Ext cust# int cust customer name	UST						Enter the 6 digit batch number, type 'A' for al batches, or 'END' to return to the menu.
TYPE CO-INV# REF # A/R CRED CASHDIS	CHGBACK SHORTPY		,	MISC	Reapply Cash App	CHECK #	Press <return> to Process Report, Line# to Change, or ABORT :</return>
UNITED 100014 UNITED SUPPLY							
PMT 01000167 000167 2365.00 0.00 0/a 01128739 128739 100.00 0.00	0.00 5.00 0.00 0.00	0.00 0.00		0.00 0.00	2368.00 100.00		Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
TOT CUST: UNITED 2465.00 0.00	8.68 5.68	0.00	0.00 6	0.00	8.00 2468.0	3	The user can also enter Line Number to make desired changes.
TOT APPLY CO #: 01 2465.00 0.00	8.88 5.88	8.88	8.88 6	0.00	8.00 2468.0	3	Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
							You will see the Caution message as shown of this screen ******CAUTION************************************
							DID THE DAILY CASH REGISTER PRINT OK (Y/N)
Notes:							Type 'Y***' and hit <enter> for update. All batches that are in balance will be updated (Moved from the Daily Cash Print file (DCASHPRT) to the Monthly Cash Print file (MCASHPRT).</enter>
							Type 'N' and hit <enter> and the system wireturn to the accounts receivable selector without updating the files.</enter>
							Sample Daily Cash Register is shown.

	NON-A/R CASH	- DAILY CASH REGISTE	DATE: 06/89/03 PAGE: 1 TIME: 16:19:36					
APPLIED CO: 01	THE SYSTEMS HOUSE							
G/L NO	G/L DESCRIPTION	DESCRIPTION	E	BATCH# MSC	csh amt de	ep date b	ANK# RI	EC CO
	SSETS URNITURE & FIXTURES MIS	SC. SALE					100 100	81 81
total non a/r casi	H CO#: 01 THE SYSTEMS HOUSE		200.00					
TOTAL A/R CASI	н		8,023.20					
TOTAL CASI	н		8,223.20					
1	00 FIDELITY UNI	BANK:	8,223.28					
			8,223.20					
Notes:								

Daily Cash Receipts Journal Non-AR Cash - Daily Cash Register SUMMARY OF CURRENT DAILY CASH REGISTER BY RECEIVING COMPANY

1

RECEIVING CO#: 01 THE SYSTEMS HOUSE

BA	NK	CO#	DATE	BATCH#	GL#	A/R CREDIT	CODE1	CODE2	CODE3	CODE4	CODE5	CODE6	CODE7	NET CASH	
1	88	81	05/02/03	101007		23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00	
1	88	81	85/82/83	101008		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	
1	00	01	05/02/03	101009		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
1	88	81	05/02/03	101010		33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	
1	88	81	85/13/83	101014		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
1	88	81	85/13/83	101015		-4539.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4539.25	
1	88	81	05/13/03	101016		4519.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4519.25	
1	88	81	05/13/03	101019		-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00	
1	80	81	05/15/03	101020		29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00	
1	88	81	85/16/83	101021		110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	
1	88	81	85/28/83	101023		325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00	
1	88	81	05/20/03	101024		2465.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	2468.00	
1	88	81	05/20/03	101025		6642.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6642.48	
1	88	81	05/20/03	101026		-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20	

Daily Cash Receipts Journal Summary of Daily Cash Register by Receiving Company

SUMMARY OF CURRENT DAILY CASH REGISTER BY APPLIED COMPANY

1

APPLIED CO#: 01 THE SYSTEMS HOUSE

Bank	REC. CO	DATE	BATCH#	GL# A	VR CREDIT	CODE1	CODE2	CODE3	CODE4	CODE5	CODE6	CODE7	NET CASH	
100	81	85/82/83	101007		23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00	
100	81	85/82/83	101008		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	
100	81	85/82/83	101009		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
100	01	85/82/83	101010		33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	
100	01	85/13/83	101014		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
100	81	85/13/83	101015		-4539.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4539.25	
100	81	85/13/83	101016		4519.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4519.25	
100	81	85/13/83	101019		-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00	
100	81	85/15/83	101020		29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00	
100	81	85/16/83	101021		110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	
100	81	85/28/83	101023		325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00	
100	81	85/28/83	101024		2465.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	2460.00	
100	81	05/20/03	101025		6642.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6642.48	
100	81	85/28/83	101026		-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20	

Daily Cash Receipts Journal Summary of Daily Cash Register by Applied Company

	CO #: 01 THE SYSTE	ms house	BATCH#:	100954		
	POSTING DATE: 01/24	/03				
	BANK NO: 100	BANK NAME: Bank G/L#:	FIDELITY UNION TRUST 01-1100-00			
	*** BAT	CH TOTALS ***	*** APPLIED TOTALS	***		
	A/R CONTROL:	1,000.00	200.00			
	CASHDIS:	0.00	0.00			
	CHGBACK:	10.00	0.00			
	SHORTPY:	0.50	0.00			
	A/R CASH:	989.50	200.00			
	MISCELLANEOUS:	10.50	8.68			
	TOTAL CASH:	1,000.00	200.00			
otes:						
					· · · · · · · · · · · · · · · · · · ·	

Daily Cash Receipts Journal Open Batch Listing

Notes:

			Daily Adjustment Journal
	ACCOUNTS RECEIVABLE ADJUSTMENT LIST	DATE: 06/09/03 PAGE: 1	(A/R Adjustment List and Update)
0 #: 01 THE SYSTEMS HO A. Cust No	USE	TIME: 16:47:10	This report reflects all transactions entered through the adjustment program. Summary totals by general ledger number and automatic update to the general ledger occur daily.
IST # CUSTOMER NAME	adj date type number adjust amount	GENERAL LEDGER COMMENTS	
			Press <return> to Process Report, Line# to Change, or ABORT :</return>
IDEAL			
98813 IDEAL DISTRIBUTION CO	05/28/03 ADJ 003264 003264 10.00 05/28/03 S/C 134162 134162 100.00	61-1666 RJ 61-1666	Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
UNITED			
00014 UNITED SUPPLY	05/21/03 ADJ 003262 003262 10.00 05/22/03 ADJ 003263 003263 100.00	61-1666-66 111 61-1666-66 COMMENT	The user can also enter Line Number to mak desired changes.
TOTAL FOR COMPANY: 81	228. 88		Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

			IF YOU ANSWER 'Y' TO THE FOLLOWIN QUESTION THE A/R ADJUSTMENTS PRINT FILE WILL BE COPIED TO THE MONTHLY A/R ADJUSTMENTS PRINT FILE AND UPDATED TO THE GLA FILE, THEN CLEARED

Notes:			DID THE A/R ADJUSTMENT LIST PRINT OK? (Y/N)
			Type 'Y***' and hit <enter> to update the</enter>
			adjustments to the GLA and Monthly Adjustment file. Type 'N' and hit <enter> t</enter>

return the accounts receivable selector without updates.

Notes

		,
CO #: 01 THE SYSTEMS HOUSE BO	ATCH#: 100954	Open Batch Listing
POSTING DATE: 01/24/03		This program prints a listing of all open cash batches. Batch totals and Applied totals are printed.
BANK NO: 100 BANK NAME: FIDELITY UNION	TRUST	
BANK G/L#: 01-1100-00		Press <return> to Process Report, Line# to Change, or ABORT :</return>
*** BATCH TOTALS *** *** APPLIED TO	DTALS ***	
A/R CONTROL: 1,000.00 20	38. 88	Press `RETURN', enter a Zero (0), click on the `OK/END' icon, or press the `F2' function key to process the report.
CASHDIS: 0.00	0.60	
CHCBACK: 10.00	0.00	The user can also enter Line Number to make
SHORTPY: 0.50	0.00	desired changes.
A/R CASH: 989.50 20	30. 00	Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
MISCELLANEOUS: 10.50	0.00	
TOTAL CASH: 1,000.00 20	98. 88	Remember, if Report Capture is enabled, then the reports will be sent there.
Notos		1
Notes:		

_							
PAGE	1 ***	****************** CREDIT AUTHORIZATION	LOG ***************	***	DATE 05:01:59pm 09 J	um 2003	Credit Authorization Log Report
CUST#.	A. CUST. NO.	CO# ORDER# CUST. NAME	. DATE OPER STAT.	CD AMT	AUTH. CODE CRE	DIT LIM REASON	The credit authorization report logs all orders which an override credit approval has been given during order entry. Orders may fail the credit check for several reasons such as over limit on hold ate
100011	UMC	01 011332 UNIVERSITY MEDICAL CENTER	R 06/04/03 SY	82	155.00	0	limit, on hold, etc.
100011	UMC	01 011332 UNIVERSITY MEDICAL CENTER	R 86/84/83 SY	82	2,125.00 1	0	
100011	UMC	01 011332 UNIVERSITY MEDICAL CENTER	R 06/05/03 SY	82	460.00 1	θ	This report must be run PRIOR to the end of day jobstream, as the file is cleared during the
***					2,748.00		end of day process.
100014	UNITED	01 011332 UNITED SUPPLY	06/03/03 SY	82	7,800.00 A	10000	Press <return> to Process Report, Line# to Change, or ABORT :</return>
***					7,800.00		
100081	1050	01 011332 G&A MEDICAL GROUP	06/03/03 SY	82	900.00 TSH	8	Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
***					900.00		
100093	LISA	01 011332 LISA TEST	06/05/03 SY	82	545.00	77550	The user can also enter Line Number to make desired changes.
							Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
							Remember, if Report Capture is enabled, then the reports will be sent there.
	Notes:						

TIME/DATE: 0	5:05:51pm 09 Jun 2003	DAILY INVOICE PARTIAL P	AYMENT REPORT	PAGE:	1	Daily Partial Payment Listing This report lists all invoices that were partially
CUST#	CUSTOMER NAME	INVOICE# BATCH# TYPE A	MOUNT APPL CD WRITE-	OFF	OPEN BAL	paid during cash receipts. After the report is run, the file is cleared.
ALCO	ALCO SUPPLY COMPANY	01501693 101008 PNT	5.00	0.00	8.00	Press <return> to Process Report, Line# to Change, or ABORT :</return>

						Press 'RETURN', enter a Zero (0), click on the
IDEAL	IDEAL DISTRIBUTION CO	01501781 101015 PNT	-4539.25	0.00	4539.25	'OK/END' icon, or press the 'F2' function key
IDEAL	IDEAL DISTRIBUTION CO	01501781 101016 PNT	4519.25	0.00	4539.25	to process the report.
IDEAL	IDEAL DISTRIBUTION CO	01501989 101009 PMT	100.00	0.00	345.00	
IDEAL	IDEAL DISTRIBUTION CO	01501989 101019 PMT	-100.00	0.00	345.00	The user can also enter Line Number to make
IDEAL	IDEAL DISTRIBUTION CO	01501989 101023 PNT	325.00	0.00	345.00	desired changes.
IDEAL	IDEAL DISTRIBUTION CO	01501989 101029 PNT	-345.00	0.00	345.00	
IDEAL	IDEAL DISTRIBUTION CO	01501989 101029 PMT	325.00 3 2	0.00	345.00	Click on the MPORT' icon or proce the YEO"
IDEAL	IDEAL DISTRIBUTION CO	01501989 101029 PMT	-345.00	0.00	345.00	Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

						Remember, if Report Capture is enabled, then
						the reports will be sent there.
Not	es:					

							1-18 BASE.		G.BACK	.PRINT\$1]		
\$ <u>⊢</u> <u>E</u> ile <u>E</u> d	it <u>S</u> ettings	Reset	Tools	<u>G</u> UI	PDA Stand	lard Functions	Special Function	s <u>H</u> elp				-	. 8
					Charge	Back Print				Capture:On			
1. Date			08/05/0	08			08/05/08]		
2. Charge	Back Numb	er					All						
	gebacks no TURN> to P				to Change,	or ABORT :	Settings He Charge Ba All Charge Charge Ba Specific END	p ck Number e Back Nu ck Number	nmbers r Range ack Number	OK	Cancel		
							CAPT OFF						
HELP	OK/END	INSE	RT	LDELET	TE PREV F	PG NEXT PG	INQUIRY	CANCEL					

Daily Charge Back Print

The program prints all customer charge back notices generated during cash application. This report identifies to the customer the nature of the charge back, the date payment was received, and the reason and the amount of the chargeback.

Date – Enter date for the report or click the calendar icon to select a date from the calendar.

Charge Back Number – Enter charge back number or click on the 'INQUIRY' icon or press the 'F7' function key which opens the Charge Back number inquiry list. Charge Back number options are: All Charge Back Numbers, Charge back Number Range, or Specific Charge Back Number.

All Chargebacks not yet printed? (Y/N) -Enter Y to select all charge backs not yet

printed, or N for all charge backs that have printed.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

UNITED SUPPLY 85 Clark St Garfield NJ 07083	Re: Account UNITED
Dear Sir/Madam:	
We have disallowed your deduction	on
invoice number 81200002 in the amoun	ıt of 1,728.75
for the following reason:	
REAPPLY	
This was paid on your check#	Date 86/89/83.
We have assigned a reference# of 0113	2173
Notes:	

Daily Charge Back Print

MDS for Windows Version 8.3.30		RD.REPORTS\$1]	Credit Card Reports
	edit Card Reports	Capture:On	These reports list pertinent information for all credit cards that were processed. You can run the report for all cards that were accepted or all cards that were declined. For accepted cards it lists the dollar amount charged. For declined cards there is a result column which will list additional information on why the transaction was declined (if available).
	Declined Approved		 1) Declined or 2) Approved – Type '1' for a report on all declined credit card transactions. Type '2' for a report on all approved credit card transactions. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the inquiry list for you to select from the available options. Press <return> to Process Report, Line# to Change, or ABORT :</return>
Ad	d OK Cancel		Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
			The user can also enter Line Number to make desired changes.
HELP OK/END INSERT LDELETE P	REV PG NEXT PG INQUIRY CANCEL		Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Credit Card Authorization (DENIED)	Papart for 89 lun	2007	Page 1			
of Sure Sare Huchor Izacion (DENIED)	neport for 07 Jul	1 2003	raye i			
DATE CUST. NAME	CC. NUMBER	A. CUST. NO	REF. NUM	REL. NO	CC. AMOUNT.	RESULT
02/24/03 IDEAL DISTRIBUTION CO	1245555555554444	IDEAL	V50024887727	01132141001	5.35	Invalid account number
02/24/03 LISA TEST	370022222222222	LISA	V54A24871658	01132120001	800.00	Declined
02/24/03 LISA TEST	370022222222222	LISA	V54A24871726	01132120001	800.00	Capture error: V54A247575
						06 has already been captu
						red
02/24/03 IDEAL DISTRIBUTION CO	4123555555554444	IDEAL1	V50024871930	01132122001	15.75	Invalid account number
02/24/03 IDEAL DISTRIBUTION CO	55555555555554444	IDEAL1	V63A26105554	01132130001	-428.00	Failed merchant rule chec
						k
02/24/03 IDEAL DISTRIBUTION CO	55555555555554444	IDEAL1	V63A26186428	01132134001	1,070.00	Declined
02/24/03 IDEAL DISTRIBUTION CO	55555555555554444	IDEAL1	V53A24882599	01132136001	428.00	Capture error: V53A248825
						97 is a 'S' transaction
***					2,691.10	
02/25/03 IDEAL DISTRIBUTION CO	1245555555554444		V60026140761	01132142001		Invalid account number
02/25/03 IDEAL DISTRIBUTION CO	55555555555554444	IDEAL	V60026143860	01132156001	-288.90	Field format error: ORIGI
Notes:						

Credit Card Reports Credit Card Authorization (DENIED)

Sample report showing all transactions declined by the credit card company.

The Result column contains important messages regarding the transactions.

Credit Ca	ard Aut	thorization (APPROVE	D) Report for 89 .	Jun 2003	Page 1		
DATE	CUST. I	NAME		CC. NUMBER	A. CUST. NO	REF. NUM	REL. NO	CC. AMOUNT.
82/21/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V63A25988010	01132112001	200.00
82/21/83	IDEAL	DISTRIBUTION	CO	555555555555554444	IDEAL	V63A25988033	81132112881	200.00
82/21/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V64A25988835	01132112001	15.75
82/21/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V63A25988199	01132113001	200.00
82/21/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V63A25988233	01132116001	214.00
82/21/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V63A25988389	01132116001	214.00
82/21/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V64A25988310	81132116881	15.75
***								1,059.50
82/24/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V53A24886324	81132148881	481.50
82/24/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V54A24886568	01132141001	214.00
82/24/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V53A24887237	01132140001	481.50
82/24/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL	V53A24887239	01132140001	5.35
82/24/83	IDEAL	DISTRIBUTION	CO	12455555555554444	IDEAL	V54A24887698	01132141001	214.00
82/24/83	IDEAL	DISTRIBUTION	CO	55555555555554444	IDEAL1	V53A24871777	81132121881	642.00

Credit Card Reports Credit Card Authorization (APPROVED)

Sample report showing all transactions approved by the credit card company.

Notes:

MDS for Windows Version 8 File Edit Settings Reset Tools GUI	2		Purge Credit Card Log file This will clear the Credit Card Log file.
1. Enter Last Date to be Purged	Purge Credit Card Log file	Capture:On 01/01/01	Enter Last Date to be Purged – Enter last date for files to be purged or click the calendar icon to select a date from the calendar.
			Press <return> to Process Report, Line# to Change, or ABORT :</return>
			Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
			The user can also enter Line Number to make desired changes.
			Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
Records created on and before this date History file and deleted from the active I Is This Date Correct and do you want to	og file.		Records created on or before this date will be moved to the History file and deleted from the active log file. Is This Date Correct and do you want to continue (Y/N)?
HELP OK/END INSERT LDEL	CAPT OFF	CANCEL	This warning serves to remind you that this purge is permanent. If date is correct, enter Y*** to continue. Enter N to exit out of the purge and return to the daily reports menu.

& MDS fo	or Windo	ws Ver	sion 8.	3.30 - [19	9.5.163.1	-20	BAS	SE.12-AR.CHECK.SUMMARY.BA 🔳 🗖 🔀
\$ <u>⊢</u> Eile <u>E</u> di	t <u>S</u> ettings	<u>R</u> eset <u>T</u> o	ols <u>G</u> UI	PDA Standar	d Functions	Special	Fund	ctions Help _ B ×
				AR Chec	k Summary by	y Batc	h	Capture:On
1. Compar	у	01					The s	Systems House, Inc
2. Bank Nu	mber	Ra	ng				Rang	ge
						001	to	010
3. Batch N	umber	All					All	🔹 Inquiry List 🗙
4. Post Dat	е	07	/31/08				07/31	
								All Companys Company Range
								Specific Company END
								Add OK Cancel
Press <re< th=""><th>FURN> to P</th><th>rocess Rep</th><th>ort, Line#</th><th>to Change, o</th><th>r ABORT :</th><th>_</th><th></th><th>XXXXX</th></re<>	FURN> to P	rocess Rep	ort, Line#	to Change, o	r ABORT :	_		XXXXX
							T OFF	
HELP	OK/END	INSERT	LDELE	TE PREV PG	NEXT PG	INQU	UIRY	CANCEL

AR Check Summary by Batch

This report gives summary information by check number and batch.

Company - In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Bank Number – In this field the operator has the choice of selecting 'All Banks', 'Bank Range' or 'Specific Bank'.

Batch Number – In this field the operator has the choice of selecting 'All Batches', 'Batch Range' or 'Specific Batch'.

Post Date – In this field the operator has the choice of selecting 'All Post Dates', 'Post Date Range' or 'Specific Post Date'.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

	AR	Check Summary t	y Batch		Page:	1
	CHK# A.CUST.NO.	CHECK.AMT.RF	PT BATCH NO	BANK# CO#	₽OST.DT.	
	100 00001	100.0	00 101552	100 01	07/24/08	
		100.0	90	***		
		100.0	90	***		
		100.0	90 ***			
		100.0	90			
	1 records listed.					
-	Notes:					

AR Check Summary by Batch

MDS Accounts Receivable Training Guide

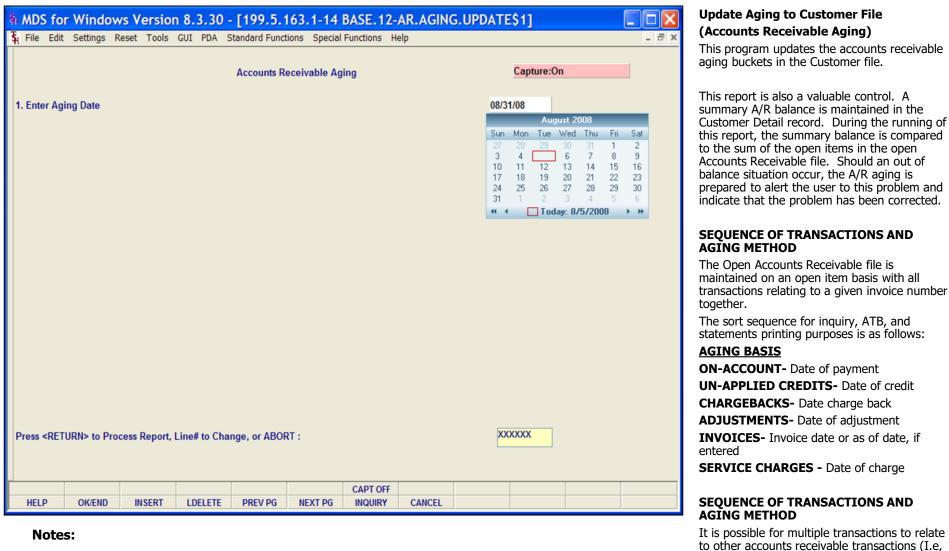
§ MDS for Windows Version 8.3.30 - [199.5.163.1	-14 BASE.12-AR.MONTHLY.REPORTS]
F_{R} Eile Edit Settings Reset Tools GUI PDA Standard Functions S	Special Functions Help
Account:14 BASE.12 Port:014 Me	nu:AR.MONTHLY.REPORTS Capture:On
Accounts Receivable	Month End Reports Selector
Monthly Updates	Service Charges
1. Update Aging to Customer File	2. Service Charge Calculation
	3. Service Charge Report/GL Update
Monthly Reports	4. Open Service Charge Listing
	5. Paid Service Charge Report
6. Cash Receipts Journal	
7. Monthly Cash Register by Customer	
8. Summary Cash Register by Bank	16. Overdue A/R Report
9. Adjustment Journal	17. Statements
10. Customer Ledger Card Print	18. Monthly Billing Invoice Print
11. Detail Aged A/R Report	19. Cash Flow Position Report-printer
12. Netted Open Item ATB	20. Unapplied Cash Listing
13. Summary Aged A/R by Customer	21. Detail Overdue Report
14. Summary Aged AR by Salesman	
15. Consolidated Summary Aged AR	
Enter Sele	ction or END :
CONTACTS MAINT DRILL EXECINQ REPO HELP OK/END INSERT LDELETE PREV PG NEX	
INCEP ONCEND INSERT EDELETE PREVPO NEX	TPO INQUINI CANCEL

Monthly Reports

Accounts Receivable Month End Reports Selector

From the main system selector go to Accounts Receivable and Month End Reports

Notes:



to other accounts receivable transactions (I. a payment of a charge back). These subordinate transactions will always age according to the date of the primary transaction, and will print in the following sequence:

MDS Accounts Receivable Training Guide

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- 1. Invoice
- 2. Cash payments
- 3. Credit memos
- 4. Charge backs
- 5. Adjustments

	sion 8.3.30 - [199.5.163.1-48 BASE. ols <u>GUI PDA</u> Standard Functions Special Functior		Update Aging to Customer File
	Accounts Receivable Aging	Capture:On	Enter Aging Date – Enter date for aging in MM/DD/YY format or click the calendar icon to select a date from the calendar.
1. Enter Aging Date		12/31/07	Press <return> to Process Report, Line# to Change, or ABORT :</return>
			Press 'RETURN', enter a Zero (0), click on the
			'OK/END' icon, or press the 'F2' function key to process the report.
			The user can also enter Line Number to make desired changes.
			Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
Press <return> to Process Rep</return>	ort, Line# to Change, or ABORT :	XXXXX	
HELP OK/END INSERT	LDELETE PREV PG NEXT PG INQUIRY	CANCEL	

			AGIN	G ERROR REPORT		DATE: 06/11/03 PAGE: 1 TIME: 15:39:47						
Company	a. Cust Cust #	no Customer name		A/R DETAIL	DETAIL	DIFFERENCE DETAIL						
81	100015	AJAX Ajax industrial	. SUPPLY	434.97	8.88	434.97						
		CONPANY: 81	TOTAL	434.97	8.88	434.97						
Note	es:											

Update Aging to Customer File

	.30 - [199.5.163.1-23 BASE.12-SER PDA Standard Functions Special Functions Help	V.CHG.CALC\$1]	Service Charge Calculation
	Service Charge Calculation Program	Capture:On	This process will update A/R records for service charges
1. Enter Date for Service Chg Calculation	in 2000 dense alderen A ♥ singuleren AAAg period den ♥ senad	07/31/08	Enter Date for Service Chg Calculation – Enter date for updating service charges or click the calendar icon to select a date from the calendar.
			Press <return> to Process Report, Line# to Change, or ABORT :</return>
			Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
			The user can also enter Line Number to make desired changes.
			Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
			SERVICE CHARGE CALCULATION
SERVICE CHARGE CALCULATION THIS PROCESS WILL UPDATE A/R RECORD ARE YOU SURE THAT YOU WANT TO CONTR			THIS PROCESS WILL UPDATE A/R RECORDS FOR SERVICE CHARGES. ARE YOU SURE THAT YOU WANT OT CONTINUE? (Y/N)
HELP OK/END INSERT LDELETE	PREV PG NEXT PG INQUIRY CANCEL		Enter Y*** to proceed. AR records will be updated with appropriate service charges.

& MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-SERV.PRT.GLUPD\$1]	Service Charge Report/GL Update
File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help - d	This program will print the service charge report and also update general ledger.
Service Charge Print and GL Update Capture:On	Press <return> to Process Report, Line# to Change, or ABORT :</return>
	Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
	The user can also enter Line Number to make desired changes.
	Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
	********CAUTION************
	IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION
	TO SERVICE CHARGES FILE WILL BE UPDATED TO THE GLA FILE, THEN CLEARED
*********************** CAUTION ************************************	*****
IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION THE SERVICE CHARGES FILE WILL BE UPDATED TO THE GLA FILE, THEN CLEARED	DID THE SERVICE CHARGES REPORT PRINT OK? (Y/N)
**********************************	Enter 'Y***' and hit <enter> to update.</enter>
DID THE SERVICE CHARGES REPORT PRINT OK? (Y/N)	Enter 'N' and hit <enter> to return to the menu.</enter>
CAPT OFF	
HELP OK/END INSERT LDELETE PREV.PG NEXT.PG INQUIRY CANCEL	Remember, if Report Capture is enable, the report will be sent there.

			SERVICE CHARGE LI	STING			15: 30: 34 Page:	06/13/03 1	
CO #: 81	THE SYSTEM	IS HOUSE							
A. CUST NO	CUST #	CUSTONER NAME	PAST DUE AMT	PERCENT	SVC AMT :	SVC DATE	SVC NUMBER	INV NUMBER	
CORBIN	100012	CORBIN CORP	1,397.61	2.00	27.95	86/13/83	134163	200006	
GRACE	100088	Grace	19,184.89	2.00	382.10	86/13/83	134167	134167	
IDEAL	100013	IDEAL DISTRIBUTION CO	2,698.25	2.00	53.97	86/13/83	134164	134162	
MAR	100086	MICHAEL MARCOWITZ	666.50	2.00	13.33	86/13/83	134166	134166	
UNITED	100014	UNITED SUPPLY	4,707.50	2.00	94.15	86/13/83	134165	200008	
1	rotal compan	¥ #: 01	28,574.75		571.58				
			SERVICE CHARGE LI			15: 30: 34	86/13/83		
							PAGE:	2	
No	tes:								
								. , ,	

Service Charge Report/GL Update

This program will print the service charge report and also update general ledger.

Remember, if Report Capture is enable, the report will be sent there.

									Open Service Charge Listing
C0 #:	01 THE SY	open service charge rep ystems house	ORT FOR THE SYSTEM	IS HOUSE		DATE: 06/13/03 TIME: 15:35:06	PAGE:	1	This report will print all open service charges in customer sequence, so that a determination can be made whether to attempt collection of service charge or to write it off.
CUST #	A.CUST NO	CUSTOMER NAME	SER CHG #	DATE	ser ant	CUST A/R BAL			Press <return> to Process Report, Line# to Change, or ABORT :</return>
100079	1040	NEW YORK HOSPITAL	300005	83/31/88	18.73	8646.01			
100012	CORBIN	CORBIN CORP	134163	86/13/83	27.95	1453.51			Press 'RETURN', enter a Zero (0), click on the
100012	CORBIN	CORBIN CORP	200006	03/31/00	27.95				'OK/END' icon, or press the 'F2' function key
100088	GRACE	Grace	134167	06/13/03	382.10	19486.99			to process the report.
100013	IDEAL	IDEAL DISTRIBUTION CO	134162	05/28/03	100.00	2852.22			
100013	IDEAL	IDEAL DISTRIBUTION CO	134164	86/13/83	53.97				The user can also enter Line Number to make
100086	MAR	MICHAEL MARCOWITZ	134166	86/13/83	13.33	689.83			desired changes.
100014	UNITED	UNITED SUPPLY	134165	86/13/83	94.15	4801.75			
100014	UNITED	UNITED SUPPLY	200008	03/31/00	0.10				Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
(Company total:				718.28	37930.31			
No	tes:								
						· · · · · · · · · · · · · · · · · · ·			

END OF MONTH MONTHLY PAID SERVICE REPORT DATE: 06/13/03 PAGE: 1 Time: 15:43:31	Paid Service Charge Report This report lists all service charges paid during the current account period.
APPLIED CO #: 01 THE SYSTEMS HOUSE	Press <return> to Process Report, Line# to Change, or ABORT :</return>
EXT CUST# INT CUST CUSTOHER NAME Type Co-Inv# Ref # A/R cred cashdis chcback shortpy NISC reapply cash appl check # United 100014 United Supply	Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
PHT 01134165 134165 94.15 0.00 0.00 0.00 0.00 0.00 0.00 94.15 954	to process the report.
TOT CUST: UNITED 94.15 0.00 0.00 0.00 0.00 0.00 0.00 0.00 94.15	The user can also enter Line Number to make desired changes.
	Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
END OF MONTH MONTHLY PAID SERVICE REPORT DATE: 06/13/03 PAGE: 2 Time: 15:43:31	Remember, if Report Capture is enabled, the report will be sent there.
Notes:	

		[199.5.163.1-42 BASE.12-M. andard Functions Special Functions Help	CASH.REG\$1]	Cash Receipts Journal This report details all cash received during the
	Mon	thly Cash Register	Capture:On	month and shows cash application by customer. Totals are provided to show the general ledger entries that result from the report's transactions. After the printing of the month end report, a journal entry is created by the system to post the results into the
1. Fiscal Period	0808	0808		by the system to post the results into the general ledger.
				Four reports are produced: 1. Monthly Cash Register 2. Monthly Cash Register - Non A/R Cash 3. Cash Summary by Applied Company 4. Cash Summary by Receiving Company
				Only records that have been updated to the monthly register will print.
				This report sorts all cash receipts for the month by batch number. This report is also generated during the accounts receivable month end jobstream.
				Fiscal Period – Enter fiscal period for this report in YYMM format.
				Press <return> to Process Report, Line# to Change, or ABORT :</return>
Press <return> to Proces</return>	s Report, Line# to Chan	ge, or ABORT :	XXXXXX	Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
HELP OK/END IN	SERT LDELETE PRE	CAPT OFF		The user can also enter Line Number to make desired changes.
Notes:				Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
				Remember, if Report Capture is enabled, the report will be sent there.
				_

						MONTHLY	Y CASH REGIST	ER			DATE: 06/1 Time: 15:5		IGE:	1
RECEIV	ING CO	#:	81	THE	systems hous	Æ								
RECEIV	ing bai	NK:	100	FIDE	LITY UNION 1	RUST								
EXT CUS	ST#	IN	t cus	T CU	stomer name									
TYPE C	0-INV#	RE	F #	A/R CRED	CASHDIS	CHCBACK	SHORTPY			MISC	REAPPLY	Cash Appl	CHECK	•
RACHEL		1	00083	RACHEL CU	st									
PHT 01	581929	501	929	23.00	0.00	0.00	0.00	0.00	0.00	0.00		23.00 1	I	
TOT CU	st: RA	CHEL		23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00		
tot api	ply co	#:	81	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00		
	Note	es:												

Cash Receipts Journal Monthly Cash Register

Remember, if Report Capture is enabled, the report will be sent there.

	MONTHLY CASH REGISTER-NON A/R C	ash	DATE: 06/13/03 TIME: 15:53:48	PAGE: 1	
APPLIED CO # 01 THE SYSTEMS HOUSE					
G/L NO G/L DESCRIPTION	DESCRIPTION	BATCH#	MSC CSH AMT DEP DATE	BANK# REC CO	
TOTAL NON A/R CASH FOR 05/02/03	8.88				
	MONTHLY CASH REGISTER-NON A/R C	ASH	DATE: 06/13/03 TIME: 15:53:48	PAGE: 2	
APPLIED CO # 01 THE SYSTEMS HOUSE					
G/L NO G/L DESCRIPTION	DESCRIPTION	BATCH#	NSC CSH AMT DEP DATE	BANK# REC CO	
01-1000-00 ASSETS		101017	100.00 05/13/03	100 01	
Notes:					

Cash Receipts Journal Monthly Cash Register - Non A/R Cash SUMMARY OF MONTHLY CASH REGISTER BY APPLIED COMPANY

1

APPLIED CO#: 01 THE SYSTEMS HOUSE

BANK REC. CO DATE BATCH# GL# A/R CREDIT CODE1 CODE2 CODE3 CODE4 CODE5	. CODE6 CODE7 NET CASH
100 01 05/02/03 101007 23.00 0.00	0 0.00 0.00 23.00
100 01 05/02/03 101008 5.00 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 5.00
100 01 05/02/03 101009 100.00 0.00 0.00 0.00 0.00 0.00	8 8.88 8.88 188.88
100 01 05/02/03 101010 33.00 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 33.00
100 01 05/13/03 101014 100.00 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 100.00
100 01 05/13/03 101015 -4539.25 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 -4539.25
100 01 05/13/03 101016 4519.25 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 4519.25
100 01 05/13/03 101019 -100.00 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 -100.00
100 01 05/16/03 101021 110.00 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 110.00
100 01 05/28/03 101023 325.00 0.00 0.00 0.00 0.00 0.00	0 0.00 0.00 325.00
100 01 05/28/03 101026 -3321.20 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 -3321.20
100 01 05/28/03 101027 -3321.20 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 -3321.20
100 01 05/28/03 101028 3321.20 0.00 0.00 0.00 0.00 0.0	0 0.00 0.00 3321.20
100 01 05/28/03 101029 -345.00 0.00 0.00 20.00 0.00 0.0	0 0.00 0.00 -365.00

Cash Receipts Journal

Summary of Monthly Cash Register By Applied Company

SUMMARY OF MONTHLY CASH REGISTER BY RECEIVING COMPANY

1

RECEIVING CO#: 01 THE SYSTEMS HOUSE

Bank	CO#	DATE	BATCH#	GL#	A/R CREDIT	CODE1	CODE2	CODE3	CODE4	CODE5	CODE6	CODE7	NET CASH	
100	81	85/82/83	101007		23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00	
100	81	85/82/83	101008		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	
100	81	05/02/03	101009		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
100	81	85/82/83	101010		33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	
100	81	85/13/83	101014		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	
100	81	85/13/83	101015		-4539.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4539.25	
100	81	85/13/83	101016		4519.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4519.25	
100	81	05/13/03	101019		-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00	
100	81	85/16/83	101021		110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	
100	81	85/28/83	101023		325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00	
100	81	85/28/83	101026		-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20	
100	81	85/28/83	101027		-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20	
100	81	85/28/83	101028		3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3321.20	
100	81	85/28/83	101029		-345.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	-365.00	

Cash Receipts Journal

Summary of Monthly Cash Register By Receiving Company

				MONTHLY	CASH REGI	ISTER BY	Customei	R			: 06/1 : 10:3		Monthly Cash Register By Customer The report re-sorts the month's cash receipts into customer sequence for audit purposes.
CO #:	01 THE A. Cust No	e systems h	IOUSE										Fiscal Period – Enter fiscal period for this report in YYMM format.
CUST #	h. Cust nu Customer name	THX IN	IV # REF #	A/R CRED (CASHDIS CH	icback sh	HORTPY			MISC R	REAPPLY	Cash appl check #	Press <return> to Process Report, Line# to Change, or ABORT :</return>
1010	ST. MICHAELS HO	SPI PHT 50	1671 501671	1 10.00	0.00	0.00	0.00	0.00	0.00	0.00		10.00 CK2	5, 5
			*****	* 10.00	0.00	0.00	0.00	0.00	8.88	0.00	0.08	18.88	Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
AJAX	ajax industrial	. SU PNT 00	0058 000058	8 100.00	0.00	0.00	0.00	0.00	0.00	0.00		100.00	The user can also enter Line Number to make desired changes.
			*****	* 188.88	0.00	0.00	0.00	0.00	0.00	0.00	0.08	168.68	Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
													Remember, if Report Capture is enabled, the report will be sent there.
	Notes:												

AGE	1
-----	---

CO#: 01 THE SYSTEMS HOUSE

60+	DHIK#	DANK. AMPL	DHIGH	313.01	1051.01.	HR. CONTROL	COPES	wo. mit	M130. 0H30.	nc1.0n30
81	881		000100	82/13/89	83/13/89	10000.00		0.00	0.00	10000.00
81	881		000104	82/14/89	83/82/89	5000.00		0.00	0.00	5000.00
81	001		000105	82/14/89	03/02/89	1000.00		0.00	0.00	1000.00
81	001		000108	82/14/89	03/02/89	5000.00		0.00	0.00	5000.00
81	001		000109	82/14/89	83/81/89	50000.00		0.00	0.00	50000.00
81	881		000110	82/14/89	82/14/89	172520.00		0.00	0.00	172520.00
81	881		000112	82/14/89	83/81/89	50000.00		0.00	0.00	50000.00
81	001		000116	82/17/89	83/81/89	100.00		0.00	0.00	100.00
81	001		000119	89/14/89	83/81/89	100.00		0.00	0.00	100.00
81	881		000120	89/14/89	83/81/89	100.00		0.00	0.00	100.00
81	881		000121	89/14/89	83/85/89	100.00		0.00	0.00	100.00
81	881		111111	89/26/89	83/38/89	1398.61	1	335.11	0.00	1000.00
							2	55.50		
81	001		111112	89/26/89	03/23/89	958.51	1	164.01	0.00	750.00

CO# BANK# BANK.NAME...... BATCH# SYS.DT., POST.DT. AR.CONTROL CODES WO.AMT.... MISC.CASH. NET.CASH..

Notes:

Summary Cash Register By Bank

This report summarizes each deposit by bank, by date for cash reconciliation purposes.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report

IS THIS THE LAST RUN FOR THE MONTH AND CAN WE CLEAR THE MONTHLY CASH SUMMARY FILE?

Type 'Y***' and hit <ENTER> to clear the Monthly Cash Summary file. Type any other key and hit <ENTER> to just run the report.

Remember, if Report Capture is enabled, the report will be sent there.

		.5.163.1-21 BASE.12-AD. Functions Special Functions Help	JUSTMENT.JOURNAL\$1]	Adjustment Journal
H The East Servings Kest		t Journal Report	Capture:On	This report shows all transactions entered through the adjustment program as well as all charges created by the service charge calculation program.
1. Customer# 2. Fiscal Period	AII 0807	0807 Settings Help Customer Options All Customers Customer Range Specific Customer END	List	 Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'. Fiscal Period – Enter fiscal period for this report in YYMM format. Press <return> to Process Report, Line# to Change, or ABORT :</return> Press 'RETURN', enter a Zero (0), click on the
				 'OK/END' icon, or press the 'F2' function key to process the report. The user can also enter Line Number to make desired changes.
Press <return> to Proces</return>	ss Report, Line# to Change, or a	Add ABORT :	OK Cancel	Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report. Remember, if Report Capture is enabled, the report will be sent there.
HELP OK/END IN	ISERT LDELETE PREV PG	NEXT PG INQUIRY CANCEL		

		ACCOUN	its rec	EIVABLE	adjustmei	NT LIST		06/16/03 10: 48: 35	PAGE:	1
CO #: 0	M THE SYSTEMS HOUS	Œ								
	A. CUST NO									
CUST #	Customer Name	adj date	TYPE	NUMBER	ADJUST	amount	GENERAL LEDGER	COMMENTS		
	IDEAL					40.00				
100013	IDEAL DISTRIBUTION CO	05/28/03 05/28/03		003264 134162	003264	10.00 100.00	01-1000 01-1000	RJ		
		05/28/05	2/6	134162	134162	100.00	01-1000			
	RACHEL									
100083	RACHEL CUST	85/87/83	adj	003257	003257	100.00	01-1000-00			
		85/87/83	adj	003258	003258	25.00-	81-1888-88			
		85/87/83	ADJ	003259	003259	75.00	01-1000-00			
		05/07/03		003260		55.00	01-1000-00			
		05/07/03	adj	003261	003261	74.57	01-1000-00			
N	otes:									
_	· · · · · · · · · · · · · · · · · · ·					· · · · · ·	· · · · · · · · · · · · · · · · · · ·	 		
_							· · · · ·			

Adjustment Journal (Accounts Receivable Adjustment List)

🐐 MDS fo	or Windo	ows Vers	sion 8.	3.30 - [199	9.5.163.	I-13 BASE	.12-LEI	DGER.CARD\$1]	
				PDA Standard					_ 8)
1. Date		08	/31/08	Ledger Ca	ard Print	08/31/0	8	Capture:On	
2. Custom	er#	All					Ing	uiry List	ิล
						Settings Customer All Cus	Help Options tomers]
						Custome Specifi END	r Range c Customer		I
						Add]	OKCancel]
Press <re< th=""><th>TURN> to P</th><th>rocess Rep</th><th>ort, Line#</th><th>ŧ to Change, or</th><th>ABORT :</th><th></th><th></th><th>XXXXXX</th><th></th></re<>	TURN> to P	rocess Rep	ort, Line#	ŧ to Change, or	ABORT :			XXXXXX	
USED	OKIENE	NOTET	LOCIC	10 0001/00	NEVT DO	CAPT OFF	CANCEL		
HELP	OK/END	INSERT	LDELET	TE PREV PG	NEXT PG	INQUIRY	CANCEL		

Customer Ledger Card Print

This report provides all the information necessary to evaluate the credit status of a customer. It is also designed to be the primary collection tool and the source for identifying cash receipts. Each customer is printed on a separate page of the report.

Date – Enter date or click the calendar icon to select a date from the calendar.

Customer# - In this field the operator has the choice of selecting 'All Customers, 'Customer Range' or 'Specific Customer'.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Remember, if Report Capture is enabled, the report will be sent there.

2 G&A MEDICAL GROUP	86/16/83 1858 1	8 801 RICK SMITH	06/16/03 1050	06/16/03 1050
1322 MAIN STREET	100081	973-555-1212	G&A MEDICAL GROUP	G&A MEDICAL GROUP
SUITE# 201	3 258	6 110	1322 MAIN STREET	1322 MAIN STREET
5011L# 201	4 N	840.00	SUITE# 201	SUITE# 201
	1 "	7	SUITE# 201	SUITE# 201
WESTCHESTER NY 11031	4662	06/16/03		
			WESTCHESTER	WESTCHESTER
05/01/00 INV 131661-01 05/17/00 INV 131932-01		0.00 0.00 JOE CAILES 22.14 3822.14 JOE 662.14 0.00 0.00	131661 0.00 131932 3822.14 0.00	131661 0.00 131932 3822.14 0.00
	JUL AUG SEP	OCT NOV DEC JAN	FEB MAR APR	MAY
	0 0 0	0 0 0 0	000	0
	3822.14 -840.00	4662 4662 4662 4662 8.00 0.00 0.0		4662
	5022.117 010.00	0.00 0.00 0.0		

Customer Ledger Card Print

Header Information

- 1. Customer Number
- 2. Customer Name and Address
- 3. Credit Limit
- 4. Credit Status
- 5. Highest A/R Balance recorded
- 6. Average Payment Days
- 7. Last Payment Date
- 8. Contact Name
- 9. Telephone Number

	86/1	6/03 1050	004			86/16/	03 1050	86/16/	/03 1050
RA MEDICAL GROUP		40000	001	RICK SMITH					
322 MAIN STREET		100081	1	973-555-1212			ICAL GROUP		DICAL GROU
SUITE# 201		250		110			IN STREET		AIN STREET
		N		840.00		SUITE#	201	SUITE#	201
ESTCHESTER NY 11031		4662		06/16/03					
						WESTCHE	STER	WESTCH	ESTER
1 2 3	5	6	7	4		8			
5/01/00 INV 131661-01	840.00	16.80	0.00	0.00 JOE G	ILES	131661	0.00	131661	0.00
5/17/00 INV 131932-01	3822.14	76.44	3822.14	3822.14 JOE		131932	3822.14	131932	3822.14
	4440 44	4440 14	4440 14	0 00	0 00	0.0	0	0 00	
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	3822	.14 -840	4662 . 00 0.	4662 4662 00 0.00	4662 0.00	0.0	0 4662.14	4662	

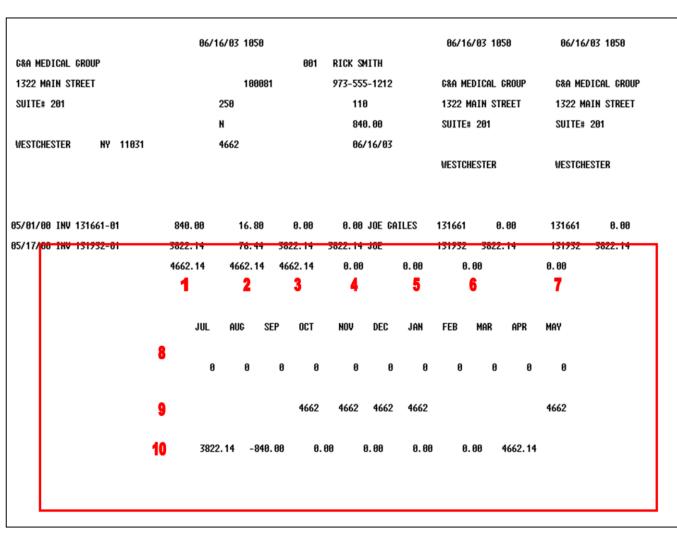
Customer Ledger Card Print

Open Item Information

Each open item is print with the following information:

- 1. Transaction date.
- 2. Transaction type.
- 3. Invoice number.
- 4. Reference number.
- 5. Original transaction amount.
- 6. Cash discount.
- 7. Transaction balance.

8. Remarks - containing customer reference or check number.



Customer Ledger Card Print

Historical Information

At the bottom of the page the following historical information is printed:

- 1. Sales last year.
- 2. Sales last year-to-date.
- 3. Sales current month last year.
- 4. Sales current month.
- 5. Sales year-to-date.
- 6. Returns year-to-date.
- 7. Net sales.
- 8. Sales for the past 10 months.
- 9. A/R balance for the past 10 months.
- 10. Aging totals.

This report is intended to print on a preprinted form with 2 tear-off strips, which are intended to serve as the input document for cash application.

					.5.163.1 Functions Sp				AL.BA	LANCE\$1]	_ D	_	Detailed Aged A/R Report (Open Item Aged Trial Balance By Customer)
				Open Item	Aged Trial E	Balanc	e by C	ustomer		Capture:On			This report is intended to provide a detailed open item aging of accounts receivable.
1. Enter Ag	ging Date								1	08/31/08			Enter Aging Date — Enter date for aging or click the calendar icon to select a date from
2. Compan	у	01				T	The Sys	tems House,	Inc				the calendar.
3. Salesma		Ran	g		C	000 t	0	999					Company – In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.
													Salesman – In this field the operator has the choice of selecting 'All Salesmen', 'Salesman Range' or 'Specific Salesman'.
													Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.
													Press <return> to Process Report, Line# to Change, or ABORT :</return>
Press <re< td=""><td>TURN> to Pr</td><td>ocess Repo</td><td>rt, Line# to</td><td>Change, or <i>l</i></td><td>ABORT :</td><td></td><td></td><td></td><td></td><td>XXXXX</td><td></td><td></td><td>Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.</td></re<>	TURN> to Pr	ocess Repo	rt, Line# to	Change, or <i>l</i>	ABORT :					XXXXX			Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
						CAPT	OFF					_	The user can also enter Line Number to make desired changes.
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQU		CANCEL					Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
	3.										 	_	Remember, if Report Capture is enabled, the report will be sent there.

									em aged 1 Redits ag				by company (Tems	i	Df	ATE: 06,	/18/03	PAGE	:	1	Detailed Aged A/R Report (OPEN ITEM AGED TRIAL BALANCE BY COMPANY)
CO #: Cust :)1 MP	ti Aod	ie systems hou Cust referen		ATE	TYPI	e c/m no	() INV-NO)7/03) C.D:	ISC	TOT		CURRENT*	31	(ME: 11) -60	: 41: 10 61-5		91	-OVR	The example shows the displayed report. Some important fields are defined: 1. Customer Name 2. Salesman number.
A/R # 10007(6 ST			r name Vical center	2 SI 81		11-BAL 4000		3 -TO-DATE 200.00	4 CR. HD N	CM 82	ST Y	5 CR. LMT 0 212-303	6 YTD SAI 8.		7 DIS. PCT 0. 000		8 DLDEST 11/26/82		9 IDER BAL 2900.00	 Amount paid to date. Credit Hold Status - 'Y' is customer is on credit hold, 'N' = is customer is not on credit hold. Credit limit. Year to date sales.
10	01 01 01 01	0	1/10/03 1/10/03 3/10/03	5 1	11. 11.	26/02	5 0/A 2 INV 2 INV 2 INV 5 INV	128714	128714 501686 501687 501812	5 41 7 41	3.00 3.00 3.00 4.00	2	200.00 2000.00 2000.00 2000.00 2000.00						20 20	200.00 100.00 100.00 100.00	 7. Cash discount percent. 8. Oldest open invoice date. 9. Order balance. 10. Open Invoices. 11. Last payment information. 12. Tatala
1 ***			*****)2/24/6	10	12 DTAL		1.00		1000.00	0.00		0.00		0.00		00.00	12. Totals.
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	2) D. C. L	21.0		Open Item Ag	ged Trial Balanc	e	Capture:On	J
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2. Enter Month E	nding Date				Settings Help		iry List 🛛 🔀	
3. Company		01			1 By Custome	r		
4. Customer#		All			2 By Salesma 3 Consolidat			
Deces dDETUDN		Demost 1 inc	# to Change		Add		OK Cancel	
Press <return< th=""><th>> to Process</th><th>keport, Line</th><th># to Unange,</th><th>OF ABORT :</th><th></th><th></th><th></th><th></th></return<>	> to Process	keport, Line	# to Unange,	OF ABORT :				
HELP OK/	END INSE	RT LDELE	TE PREV P	G NEXT PG	CAPT OFF INQUIRY	CANCEL		

Netted Open Item ATB

This report excludes all fully paid open items and prints the net amount open only.

1) By Customer 2) By Salesman 3) Consolidated - In this field the operator has the option of selecting 1 – By Customer, 2 - By Salesman or 3 - Consolidated.

Enter Month Ending Date – Enter date for report or click the calendar icon to select a date from the calendar.

Company – In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Remember, if Report Capture is enabled, the report will be sent there.

					OP	en itø	N AGED T	RIAL BAL	ANCE	by compa	NY	DATE: 06	/18/03 PAGE	E: 1
					AC	ING CR	EDITS AG	AINST OL	DEST	ITEMS				
0 #:	01	ТН	e systems house	E			8	7/03				TIME: 13	: 47: 45	
# T2U	COMP	AOD	CUST REFERENCE	E DATE	TYPE	C/M NO	INV-NO	C.DISC	т	TAL	*CURRENT*	31-60	61-98	91-0VR
											INCLD FUT			
/R #		CUSTOME	r name	SLS H	I-BAL A	NG PD-1	TO-DATE	CR. HD C	M ST	CR. LM	IT YTD SALE	S DIS.PCT	TERR OLDEST	ORDER BAL
00076	ST. N	Marys Med	ICAL CENTER	881	4000 0)	200.00	N 8	2 Y	8	0.0	0 0.000	11/26/82	2 2988.00
	1000									212-3	03-0400			
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	01	01/10/03		11/26/82			501686			2000.00				2000.00
	01	01/10/03		11/26/02			501687			2000.00				2000.00
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Netted Open Item ATB (Open Item Aged Trial Balance by Company) Option #1 – By Company

MDS Accounts Receivable Training Guide

DFEN ITEM REED TRIAL BALANCE BY SALESMAN DET: 86/18/35 PAGE: 1 D 1: 01 THE SYSTEMS MOUSE 87/03 THE: 13:47:22 DST 1: 004P ADD CUST REFERENCE DATE TYPE C/M HO INU-HO C.DISC TOTAL *CURRENT 31-60 61-90 91-008 IST 1: COMP ADD CUST REFERENCE DATE TYPE C/M HO INU-HO C.DISC TOTAL *CURRENT 31-60 61-90 91-008 IST 1: COMP ADD CUST REFERENCE DATE TYPE C/M HO INU-HO C.DISC TOTAL *CURRENT 31-60 61-90 91-008 IST 3: COMP ADD CUST TOMERE NAME SLS HI-BAL ANG PO-TO-DATE CR. HD CM ST CR.LMT VID SALES DIS. PCT TERR OLDEST ORDER BAL 10990 -000 -000 0.00 -000 0.00 -000 0.00 0.00 10991 04/08/03 C/M 1307/41 1307/41 0.00 -000.00 -000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 <th></th> <th></th> <th></th>			
0 :: 01 HE SYSTEMS HOUSE 67/63 T.HE: 13:47:22 UST : COMP AOD CUST REFERENCE DATE TYPE C/M NO INV-HO C.DISC TOTAL *CURRENT* 31-60 61-90 91-0VR NR : CUSTOMER NAME SLS HI-BAL AUC PD-TO-DATE CR. HD CM ST CR. LHT YTD SALES DIS. PCT TERR OLDEST ORDER BAL 30045 ACME FASTEMERS INC 000 -800 0.00 N 05 Y 0 0.0		OPEN ITEM AGED TRIAL BALANCE E	BY SALESMAN DATE: 06/18/03 PAGE: 1
UST # COMP AOD CUST REFERENCE DATE TYPE C/M HO INU-HO C.DISC TOTAL *CURRENT* 31-69 61-90 91-0VR Incld Fut 7R * Customer Name SLS HI-Bal avg po-to-date CR.Hd CM St CR.LMT YD SALES DIS.PCT TERR OLDEST ORDER BAL 30045 ACME FASTENERS INC 800 -800 0 0.00 N 05 Y 0 0.00 0.000 0.000 10004 01 04/08/03 C/M 130741 130741 0.00 -800.00 -800.00 0.00 0.00 0.00 0.0		ACING CREDITS AGAINST OLDEST I	ITEMS
Inclu fut SLS HI-BAL AUG PD-TO-DATE CR. HD CH ST CR. LMT YD SALES DIS. PCT TERR OLDEST ONDER BAL 10004 000 0.00 N 05 V 0 0.00) #: 01 THE SYSTEMS HOUSE	87/ 83	TIME: 13:47:22
98945 ACHE FASTENERS INC 000 -800 0 0.00 N 05 Y 0 0.00 0.00 0.00 0.00 19894 81 04/08/03 C/M 136741 130741 0.00 -800.00 -800.00 0.00 0.00 0.00 *******************	IST # COMP AOD CUST REFERENCE	DATE TYPE C/M NO INV-NO C.DISC TOT	
**************************************	00045 ACME FASTENERS INC		
	81	04/08/03 C/M 130741 130741 0.00 -	-800.00 -800.00
Notes:	**************************************	0.00 02/05/84 TOTAL 0.00 -	-888.66 -886.66 8.68 8.68 8.68
Notes:			
	Notes:		

Netted Open Item ATB (Open Item Aged Trial Balance By Salesman) Option #2 – By Salesman

						GAGAINS	em aged ti T oldest /03			CE			J	DATE: 06/	/18/03	: Page:	: 1	Netted Open Item ATB (Consolidated Open Item Aged Trial Balance) Option #3- Consolidated
CUST #	COMP	AOD	CUST REFERENCE	DATE	TYF	PE C/M N	O INV-NO	C.D	ISC	TOT	ral.	*CURRE	NT*	81-60	61-	90	91-0VR	
												INCLD	FUT					
A/R #		CUSTOME	r name	SLS	HI-BAL	. AVG PD	-TO-DATE	CR. HD	CM	ST	CR. LI	AT YTC	SALES	DIS. PCT	TERR	OLDEST	ORDER BAL	
100076	ST.	MARYS MED	ICAL CENTER	001	4000	0	200.00	N	82	Y	0		0.00	0.000		11/26/02	2900.00	
	1000	1									212-3	303-0408	1					
	81		999999	82/24/	03 O/A	12871	4 128714		0.00	0.	200.00						-200.00	
	01	01/10/03	1	11/26/	02 IN	,	501686	4	0.00	2	2000.00						2000.00	
	01	01/10/03	1	11/26/	02 IN	,	501687	4	0.00	2	2000.00						2000.00	
	01	03/10/03	1324	82/24/	03 IN	,	501812		4.00		200.00						200.00	
****	*****	*****	LAST PMT: -	-200.00	82/24/	'03 T	OTAL	8	4.00	4	1000.00	6	. 00	0.00		0.00	4000.00	
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Summary Aged A/R by Customer

This report summarizes the detailed aging and produces a one line total for each customer, showing the accounts receivable balance in total and by aging category. Three sequences are available: by customer, by salesman, and by consolidated.

Company – In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Salesman - In this field the operator has the choice of selecting 'All Salesmen', 'Salesman Range' or 'Specific Salesman'.

Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Is this the End of Month Report – Enter Y for Yes (this will flag the report as end of month in the heading) or N for No.

Enter Month Ending Date – Enter date for report or click the calendar icon to select a date from the calendar.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Remember, if Report Capture is enabled, the report will be sent there.

Notes

CO #:	01 The Systems Hous	SUMMARY A/ se, Inc	R SCHEDUL	E BY COMPA	٩Y		DATE: 08/07 TIME: 12:19	/08 0:06	PAGE: 1	
CUST #	A.CUST NO CUSTOMER NAME	A/R C BALANCE	URRENT	31-60	61-90	91-120	121+OVER	YTD SALES	LAST ORDER DATE	LAST PMT DATE
100288	00001 RAFAEL INC	873.01	0.00	0.00	0.00	0.00	873.01	149.00	07/21/08	06/30/08
100356	001 WHSE 1	9.00-	0.00	0.00	0.00	0.00	9.00-	0.00	08/08/06	
100254	1 TEST CUSTOMER	57.56	0.00	0.00	0.00	0.00	57.56	0.00	09/26/06	
100076	1000 ST. MARYS MEDICAL CENTER	15,920.70	0.00	0.00	0.00	0.00	15,920.70		09/26/06	03/15/05
100049	100008 TESTING CUSTOMER	35.17	0.00	0.00	0.00	0.00	35.17	0.00	07/09/07	10/31/06
100050	10009 ACME INDUSTRIAL SUPPLY	250.00-	0.00	0.00	0.00	0.00	250.00-	0.00	01/16/07	02/05/84
100264	100800 TEST CUSTOMER	467.34	0.00	6.31	6.31	0.00	454.72	0.00	10/12/04	03/28/06
100077	1010 ST. MICHAELS HOSPITAL	674.66	0.00	0.00	0.00	0.00	674.66	0.00	04/02/04	06/13/03
100080	1030 MICHAEL GREEN MD	19,423.85	6.00	3,000.00	0.00	55.00	16,362.85	14,605.60	08/07/08	02/01/08
100391	112006 BETTY DAVIS	995.45	0.00	0.00	0.00	0.00	995.45	0.00	11/02/06	
100344	98765 MARIE BERNICH	123.00-	0.00	0.00	0.00	0.00	123.00-	0.00)	
100159	A111 TEST CUST	67.22	0.00	0.00	0.00	0.00	67.22	0.00)	
100158	A123 TEST CUST	1,550.00-	0.00	0.00	0.00	0.00	1,550.00-	0.00	09/08/05	11/16/04
100193	ABC ABC CUSTOMER	2,149.48	0.00	0.00	0.00	0.00	2,149.48	0.00	07/01/06	

Summary Aged A/R Customer Summary A/R Schedule By Company

This report summarizes the detailed aging and produces a one line total for each customer, showing the accounts receivable balance in total and by aging category. The data is sorted by company and customer.

Notes:

MDS Accounts Receivable Training Guide

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§ MDS for Windows V	'ersion 8.3.30 - [199.5.163.1-37 BASE.12-AR.SUMMARY.SLSM\$1] 💦 🔲 🗖
💃 File Edit Settings Reset	Tools GUI PDA Standard Functions Special Functions Help - 🗗
	Summary AR Schedule by Salesman Capture:On
1. Company	01 The Systems House, Inc
2. Salesman	Rang
	000 to 999
3. Customer#	All Inquiry List
	Settings Help Customer Options
4. Is this the End of Month Re	All Customers Customer Range
5. Enter Month Ending Date Press <return> to Process F</return>	Add OK Cancel
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HELP OK/END INSE	IRT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Aged A/R by Salesman

Company – In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Salesman - In this field the operator has the choice of selecting 'All Salesmen', 'Salesman Range' or 'Specific Salesman'.

Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Is this the End of Month Report – Enter Y for Yes (this will flag the report as end of month in the heading) or N for No.

Enter Month Ending Date – Enter date for report or click the calendar icon to select a date from the calendar.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Remember, if Report Capture is enabled, the report will be sent there.

					ĩ					
FISCAL PER CO #:	NIOD: 03/08 SUMMA 01 The Systems Hous	ARY A/R SCHEDULE se, Inc	BY COMPA Sales	MY FOR MON	NTH END 08, M SALESMAN	/15/08	DATE: 08/07 TIME: 11:04		PAGE: 1	
CUST #	A.CUST NO CUSTOMER NAME	A/R CI BALANCE	URRENT	31-60	61-90	91-120	121+OVER	YTD SALES	LAST ORDER DATE	LAST PMT DATE
100288	00001 RAFAEL INC	873.01	0.00	0.00	0.00	0.00	873.01	149.00	07/21/08	06/30/08
100049	100008 TESTING CUSTOMER	35.17	0.00	0.00	0.00	0.00	35.17	0.00	07/09/07	10/31/06
100050	10009 ACME INDUSTRIAL SUPPLY	250.00-	0.00	0.00	0.00	0.00	250.00-	0.00	01/16/07	02/05/84
100391	112006 BETTY DAVIS	995.45	0.00	0.00	0.00	0.00	995.45	0.00	11/02/06	
100159	A111 TEST CUST	67.22	0.00	0.00	0.00	0.00	67.22	0.00		
100087	CONNIE CONNIE TEST	3,019.62	0.00	0.00	0.00	0.00	3,019.62		01/29/07	
100013	IDEAL IDEAL DISTRIBUTION CO	80.05	10.00		0.00	0.00	70.05	0.00	01/11/07	05/01/06
100069	MISC MISC CUSTOMER	514.50		0.00			514.50	0.00	11/19/03	08/15/76
100083	RACHEL RACHEL CUST	119,715.91	214.00	77,258.98	40, 569. 51	5,703.02	4,029.60-	87,853.85	08/07/08	04/11/08
100410	VENUS VENUS KOMBO	53,925.16	0.00	0.00	0.00	0.00	53,925.16	0.00	08/29/07	
100258	WHSE7 WHSE 007	41,217.15	0.00	0.00	0.00	0.00	41,217.15	0.00	08/27/04	
** ***	SALESMAN:000 TOTALS	220,193.24	224.00	77,258.98	40,569.51	5,703.02	96,437.73	88,002.85		
	% OF TOTAL A/R		0.1%	35.1%	18.4%	2.6	5% 43.8	8%		
٥	A/R CREDIT BAL	250.00-								

Summary Aged A/R By Salesman

This report summarizes the detailed aging and produces a one line total for each customer, showing the accounts receivable balance in total and by aging category. The data is sorted by salesman.

Notes:

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										tomer Range cific Custo						
									END	eirie custo	mer					
									Ad	ld				VK Can	cel	
Press <re< td=""><td>TURN> to P</td><td>rocess R</td><td>eport,</td><td>Line#</td><td>to Ch</td><td>ange, or i</td><td>ABORT :</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></re<>	TURN> to P	rocess R	eport,	Line#	to Ch	ange, or i	ABORT :									
	01/151/5								T OFF	0.1107						
HELP	OK/END	INSEF	11	LDELET	IE	PREV PG	NEXT PG	INQ	UIRY	CANCEL						

Consolidated Summary Aged A/R

Company – In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Salesman - In this field the operator has the choice of selecting 'All Salesmen', 'Salesman Range' or 'Specific Salesman'.

Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Is this the End of Month Report – Enter Y for Yes (this will flag the report as end of month in the heading) or N for No.

Enter Month Ending Date – Enter date for report or click the calendar icon to select a date from the calendar.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Remember, if Report Capture is enabled, the report will be sent there.

		CONSOLIDATED SUM	MARY A/R	SCHEDULE			DAT	TE: 08/07/	08	PAGE: 1		
CUST #	A.CUST NO CUSTOMER NAM		5 CREDIT LIMIT	A/R BALANCE	UNAPPL	IED C	URRENT	31-60	61-90	91-0VR	SALES YTD DT OLD INV	
100288	00001 RAFAEL INC	00	89000		3.01	0.00	0.00	0.00	0.00	873.01	149.00 08/07/06	
100356	001 WHSE 1	00	2	I	9.00	0.00	0.00	0.00	0.00	-9.00	0.00	
100076	1000 ST. MARYS MEDICA	AL CENTER 00	0	15,920	0.70 1	10.00	0.00	0.00	0.00	15,920.70	0.00 11/26/02	
100049	100008 TESTING CUSTOMER	R 00	50000	3	5.17	1.00	0.00	0.00	0.00	35.17	0.00 11/01/06	
100050	10009 ACME INDUSTRIAL	SUPPLY 00	0 0	-250	0.00	0.00	0.00	0.00	0.00	-250.00	0.00 01/16/07	
100264	100800 TEST CUSTOMER	00	25000	467	7.34	0.00	0.00	6.31	6.31	454.72	0.00 10/12/04	
100077	1010 ST. MICHAELS HOS	SPITAL 00	999999	674	4.66	0.00	0.00	0.00	0.00	674.66	0.00 11/04/02	
100391	112006 BETTY DAVIS	00	999999	99	5.45	0.00	0.00	0.00	0.00	995.45	0.00 11/01/06	
100159	A111 TEST CUST	00	999999	67	7.22	0.00	0.00	0.00	0.00	67.22	0.00 08/04/03	
100158	A123 TEST CUST	00	L	-1,550	0.00 1,0	00.00	0.00	0.00	0.00	-1,550.00	0.00	
100000	ALCO ALCO SUPPLY COMP	PANY 01	9999999	751,730	5.91 1,5	40.00	7,000.00	575.72	0.00	44,161.19	585.35	
100354	ANN ANN'S GARDEN	н	1000	190	0.00	0.00	0.00	0.00	0.00	190.00	0.00 07/21/06	
100138	APB APB TEST CUSTOME	R 23	5	2,50	5.76	10.00	0.00	0.00	0.00	2,505.76	0.00 04/09/03	
100147	APB444 NEW CUST APB444	00	L	-150	0.55	0.00	0.00	0.00	0.00	-150.55	0.00 05/15/03	
	APBZZZ						0.00		0.00		0.00	

Consolidated Summary Aged A/R

This report summarizes the detailed aging and produces a one line total for each customer, showing the accounts receivable balance in total and by aging category. Data is shown in consolidated format.

File Edit Settings Reset Tools GUI EDA Standard Functions Special Functions Help
1. 1) By Customer 2) By Salesman 1 2. Enter Month Ending Date 07/15/08 3. Company 01 The Systems House, Inc Settings Help ACCEPTABLE VALUES ; 1 By Customer
Inquiry List Settings Help ACCEPTABLE VALUES : 1 By Customer
Settings Help ACCEPTABLE VALUES : 1 By Castomer
Add OK Cancel Press <return> to Process Report, Line# to Change, or ABORT :</return>
CAPT OFF CAPT OFF HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Overdue A/R Report

The accounts receivable overdue report highlights the delinquent AR accounts. Summary credit information is provided to assist in the collection effort.

1) By Customer 2) By Salesman – Enter 1 to sort the report by Company. Enter 2 to sort the report by salesman. You can also select your choice from the Inquiry List.

Enter Month Ending Date – Enter the month ending date for the report or click the calendar icon to select a date from the calendar.

Company – In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.

Is this the End of Month Report – Enter Y for Yes (this will flag the report as end of month in the heading) or N for No

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

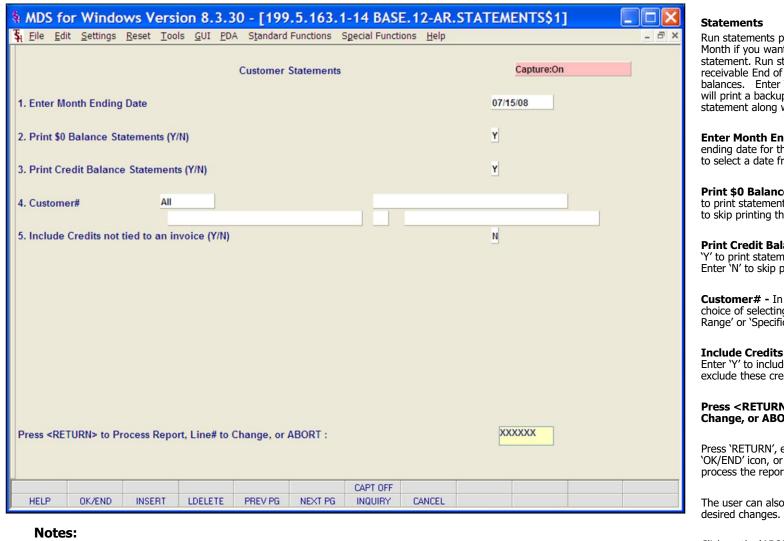
Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

						ACCOU	nts re	CEIVABLE	OVERDUE R	EPORT BY CO	MPANY	DATE:	06/18/03	PAGE:	1	
FISCAL	PE	RIOD: 07/0	03 N	ONTH END	DATE:	86/38	/03					TIME:	14:18:48			
CO#:	6	91	THE SYST	ems hous	Ε											
		A. CUST NO	n													
CUST		CUSTOMER			SI	S CR	LIMIT	a/r bai	L LST PAY	LST PAY	PD TO DATE	YTD SALES	HIGH BAL	AVC PAY	C/H	
									DATE	AMOUNT				DAYS		
		4000														
1888	76	1000 St. Marys	S MEDICAL	CENTER	86	11	8	4888.88	82/24/83	200.00	200.00	0.00	4000	8	н	
1000		ST. MANY	5 HEDIONE	CENTER			TINU	DATE	02/24/05	CURRENT	31-60	61-90	91-0VR	0		
		212-303-6	8488			501	686	11/26/82	2	0.00	0.00	0.00	4000.00			
		*******	******	******	****	*****	***									
19997	77	1010 St. Micha	0EI S 110SP		86	н 5	888	674 71	86/13/83	10.00	4680.75	0.00	4571	783	н	
10007		51. 110	HELS NUSP	I I II L			T INV	DATE	00/15/05	CURRENT	31-60	61-98	91-0VR	705		
						501	672	11/84/82	2	0.00	0.00	0.00	634.71			
	No	otes:														

Overdue A/R Report Overdue A/R Report By Company

				f	ACCOUNTS RE	CEIVABLE (DVERDUE RE	eport by sa	Lesman	DATE:	86/18/83	PAGE:	1
FISCAL	PERIOD:	07/03	MONTH END I	DATE: 6	86/38/83					TIME:	14:18:53		
C0#:	81	THE SY	stems house										
	6 CI	ist no											
CUST		omer name		SLS	CR LIMIT	a/r bal	LST PAY	LST PAY	PD TO DATE	YTD SALES	HICH BAL	AVC PAY	C/H
							DATE	AMOUNT				DAYS	
19997	1000 6 ST) Marys Medic		881	8	4000.00 (82/24/87	200.00	200.00	0.00	4000	8	н
10007	5 51.	PINNIS NEDIC			oldest inv	DATE		CURRENT	31-60	61-90	91-0VR	Ū	'n
	212-	303-0400			501686	11/26/82		0.00	0.00	0.00	4000.00		
	****	*****	******	(****	******								
	1010												
10007	7 ST.	MICHAELS HO	SPITAL	001			86/13/83	10.00	4680.75	0.00	4571	783	н
				(DLDEST INV 501672	DATE 11/04/02		CURRENT 0.00	31-60 0.00	61-90 0.00	91-0VR 634.71		
					2010/2	11/04/02		0.00	0.00	0.00	634.71		
L													
1	Note	s:											
-													
-		(

Overdue A/R Report Overdue A/R Report By Salesman



Run statements prior to accounts receivable End of Month if you want zero balances to show on the statement. Run statements after accounts receivable End of Month if you want to exclude zero balances. Enter Y and the monthly statement print will print a backup invoice for each item on the statement along with statement.

Enter Month Ending Date – Enter the month ending date for the report or click the calendar icon to select a date from the calendar.

Print \$0 Balance Statements (Y/N) – Enter 'Y' to print statements with a \$0 balance, or Enter 'N' to skip printing these statements.

Print Credit Balance Statements (Y/N) – Enter 'Y' to print statements with a credit balance, or Enter 'N' to skip printing these statements.

Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Include Credits not tied to an invoice (Y/N) – Enter 'Y' to include these credits, or Enter 'N' to exclude these credits.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

NOW PRINTING STATEMENTS will show on screen

		THE SYSTE 1033 ROUT CLIFTON ,						
		el: 973-777-8 ∞: 973-777-3						
UNITED SUPPLY 85 CLARK ST GARFIELD NJ 07083				Customer N Salesman N Statement D	umber: UNITED arne: JIN BRANCA Date: 06/18/03 To ensure prope (X) all invoices b			
Tnx	Date	Transaction	Reference	Original Amount	Payment/Credits	Х	Balance	
ADJ ADJ S/C INV INV INV INV INV INV INV	05/06/99 05/21/03 05/22/03 03/31/00 02/01/00 05/05/00 05/27/03 05/27/03 05/27/03 05/27/03 05/30/03	01128739 01200100 01003262 01003263 01200008 012000186 01200018 01501975 01120011 01501975 011301975 01131273	01200010 111 COMMENT SERVICE CHG 6553 R0560 01 01 01 01 01 01	-100.00 -100.00 100.00 0.10 2,560.00 86.60 870.00 1625.00 10.72 21.43 1,728.75	0.00 0.00 -2,555.00 0.00 0.00 0.00 0.00 0.00 0.00		-100.00 -100.00 100.00 0.10 5.00 870.00 1625.00 10.72 21.43 1,728.75	
Page	x 1	<credits 1<="" td=""><td>AGED vs OLDEST</td><td>ITEMS> Ple</td><td>ease Pay this Am</td><td>ount:</td><td>4,707.60</td><td></td></credits>	AGED vs OLDEST	ITEMS> Ple	ease Pay this Am	ount:	4,707.60	
ę		FUTURE	CURRENT			_	OVER 90 DAYS	
\$	uré lé Check	2,97	7.15 1,730	.45 0	0.00	.00	0.00	

Statements

The statements can be prepared in full open items or net open item format. Optionally, items paid in full this month can be excluded from the statements. Statements can be suppressed for credit balance accounts, \$0 accounts and miscellaneous credits. You can print statements for all customers, a range of customers, or a specific customer

Notes:

MDS Accounts Receivable Training Guide

🐐 MDS fo	or Windo	ws Versi	on 8.3.	30 - [199	.5.163.	1-14 BAS	E.12-IN	.MONTH	LY.BILL\$1	I] 🗌	
🖁 File Ed	it Settings	Reset Tool	s GUI PD	A Standard	Functions	Special Funct	ions Help				- 8 ×
				Monthly Bi	lling Invoic	e Print			Capture:On		
1. Fiscal P	eriod	0807	7			0807					
2. Custom	er#	All				4	Inquiry	List		X	
		_				<u>S</u> ettings <u>H</u> elp Fiscal Period					
						All Fiscal F Fiscal Perio	d Range				
						Specific Fis	cal Period			_	
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Press <re< td=""><td>TURN> to Pr</td><td>ocess Repo</td><td>rt, Line# to</td><td>Change, or a</td><td>ABORT :</td><td></td><td></td><td>od</td><td>XXXX</td><td></td><td></td></re<>	TURN> to Pr	ocess Repo	rt, Line# to	Change, or a	ABORT :			o d	XXXX		
						CAPT OFF					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				

Monthly Billing Invoice Print

This program prints invoices for customers who are scheduled to receive invoices on a monthly basis.

Fiscal Period – In this field the operator has the choice of selecting 'All Fiscal Periods', 'Fiscal Period Range' or 'Specific Fiscal Period'.

Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Tel: 973-777-8050 Ship-to: 001 SY1 ALCO SUPPLY COMPANY 10 MAIN STREET WAYNE NJ 07315 UPS
ALCO SUPPLY COMPANY 10 MAIN STREET WAYNE NJ 07315
100
#: TEST 2/10 NET 30
Shipped UM B/O Qty Unit Price UM Extension
Shipped UM B/O Qty Unit Price UM Extension 100 EA 0 1.15 EA \$115.00
115.00 8.05
\$123.05

Monthly Billing Invoice Print

The design of your invoice may be customized to include corporate logos and different configurations of invoice information.

Notes:

MDS Accounts Receivable Training Guide

_					
CO‡	02 C	ustomer support se	ERVICES	CASH FLOW POSITION REPORT RUN DATE 18 Jun 2003	Cash Flow Position Report
MONTH	YEAR	AR OPEN BALANCE I	iet ar balance		This report provides a summary cash forecast based on the invoice due date in the Open Accounts Receivable file.
MAS	03	3,190.00	3,126.20		Press <return> to Process Report, Line# to Change, or ABORT :</return>
JU	83	2,210.20	2,210.20		
JUL	. 03	310.00	303.80		Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
TOTAL	03	5,710.20	5,648.28		
GRAN	TOTA	1,863,328.34	1,826,513.22		The user can also enter Line Number to make desired changes.
357 1	ecord	s listed.			Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
					Remember, if Report Capture is enabled, the report will be sent there.
	No	tes:			

PAGE 1	****	UNAPPLIED CASH LISTING *	* * * *	01:14:	59am 08 Au	ig 2008
AR	A.CUST.NO	CUST. NAME	TYPE	REF#	OPEN.BAL	DATE
01128801 01128792 01128793 01128793 01128777 01128853 01128854 01128876 01128876 01128880 01128881 01128856 01128852 01128856 01128856	1000 100008 A123 AL23 ALCO ALCO ALCO ALCO ALCO ALCO ALCO ALCO	ST. MARYS MEDICAL CENTER TESTING CUSTOMER TEST CUST ALCO SUPPLY COMPANY ALCO SUPPLY COMPANY ADB TEST CUSTOMER	0/A 0/A 0/A 0/A 0/A 0/A 0/A 0/A 0/A 0/A	128801 01128948 128792 128793 01128777 128853 128854 128876 128870 128880 128881 01128956 128852 00327 01128856 128745 003266	-1.00 -999.00 -1.00 -100.00 -300.00 -200.00 -100.00 -25.00 -350.00 -460.00 -5.00 -10.00 -100.00 -119.00	04/01/06 04/10/06 06/17/03 07/24/06
01128747	BENJI1	BENJI 1 CUSTOMER	REA PMT O/A	003267 128745 128747		07/24/06 02/02/07 06/18/03

Unapplied Cash Listing

This report lists all un-applied and on account cash on the Open Accounts Receivable file. It's purpose is for follow-up and re-application.

Press <RETURN> to Process Report, Line# to Change, or ABORT :

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

	eset Tools GUI PDA Stand	99.5.163.1-13 BASE.12-AR.D ard Functions Special Functions Help tailed Overdue Report	Capture:On	_ = ×	Detail Overdue Report This report lists all invoices overdue according to what the operator inputs as number of days overdue.
1. Company 2. Customer#	01 All	The Systems House,			Company – In this field the operator has the choice of selecting 'All Companies', 'Company Range' or 'Specific Company'.
3. Enter Cutoff Days			90		Customer# - In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.
					Enter Cutoff Days – Enter the number of days for overdue invoices (I.e. 30, 60, 90, etc) and hit <enter>.</enter>
					Press <return> to Process Report, Line# to Change, or ABORT :</return>
					Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
Press <return> to Proce</return>	ess Report, Line# to Change,	or ABORT :	XXXXXX		The user can also enter Line Number to make desired changes.
HELP OK/END	INSERT LDELETE PREV P	G NEXT PG INQUIRY CANCEL			Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

DATE: 08 Aug 2	ACCOUNTS RECEIVABLE DETAILED OVERDUE REPORT FOR INVOICES OVER 30 DAYS								PAGE: 1			
	ne Systems House, Inc CUSTOMER NAME ADDRESS	RELEASE	INVOICE	TRANS	TNX	TRANS	CUSTOMER	P.O.	CHECK	CHECK	CHECK	
5L.5M	ADDRESS	NUMBER	NUMBER	DATE		AM1			NUMBER	DATE	AMOUNT	
00001 000 999-555-9999 TERMS: 03	RAFAEL INC 185 BAT RD FAIRVIEW NJ 07022	139437-001	130908 0	8/07/06	C/M	-10.00						
		139443-001 139445-001 139445-001 139451-001 139458-001 139451-001 139420-001 139422-001 139422-001 139422-001 139423-001 139423-001 139423-001 139482-001 139484-001 139503-002 139503-003 139503-003 139503-004 139503-001 139622-001 139622-001 139622-001 13964-001 13962-001 139718-001 139718-001 139718-001 139718-001 139799-001	130910 0 130911 0 130912 0 130912 0 130917 0 503162 0 503163 0 503164 0 503166 0 503166 0 503167 0 503168 0 503167 0 503173 0 503174 0 503176 0 503176 0 503177 0 503177 0 503177 0 503177 0 503177 0 503177 0 503177 0 503177 0 503178 0 503203 0 503204 0 503204 0 503204 0 503225 0 503224 0 503224 0 503223 0 503224 0 503223 0	8 07 06 8 08 06 8 08 06 8 08 06 8 08 06 8 07 06 9 07 06 9 07 06 9 07 06 9 07 06 9 07 06 9 07 00 9 07 00 0 00 00 0 00 00 0 00 00000000	C/M C/M C/M C/M C/M UNV INV INV INV INV INV INV INV INV INV I	-10.00 -30.00 -10.00 0.00 -200.00 20	LK LK LK LK LK LLK TESTLK CONS CONS CONS LK LLK L L L L L L L L L					
		140135-001 138318-001 143651-001	503277 1 503554 0	0/16/06	INV INV	0.00 153.75 37.60	TT		123321	06/30/08	7.50 T	

Detail Overdue Report

This report lists all invoices overdue according to what the operator inputs as number of days overdue.

MDS Accounts Receivable Training Guide

🕯 MDS for Windows Version 8.3.30 - [199.5.163.1-18 BASE.12-DUNNING.SYSTEM]
특 Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help _ 리 ×
Account:18 BASE.12 Port:018 Menu:DUNNING.SYSTEM Capture:On Dunning System
1. Dunning Letter Update to CUST.DET File 2. Dunning Letter Edit Report 3. Dunning Letter Customer Maintenance 4. Dunning Letter Form Print
5. Dunning Letter File Text Maintenance
Enter Selection or END :
CONTACTS MAINT DRILL EXECINQ REPORTS CAPT OFF VIEW CRM.MENU VRM.MENU HELP 0K/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL VIEW VRM.MENU

Dunning System Menu

From the Main System Selector go to Accounts Receivable and then Dunning System.

The MDS dunning system is designed to automate the dunning process. The criteria for dunning as well as format and content of each letter may be customized to meet the needs of each MDS client.

The concept of the system is as follows:

1. The first letter is sent when the account becomes overdue for the first time. An accounts receivable aging update must be run before the dunning letter update, to ensure that the aging buckets of the customer file are current. Letter code '1' will be assigned to customers who are now overdue, and have not previously received a letter.

2. Letter code '2' is sent to customer who received a letter '1' last month, and have not made a payment in the past month. Any customer who has sent in payment during the past month is not dunned (CODE BLANK), since this situation requires credit department review and the production of computer generated letters might prove to be counterproductive.

3. Letter code '3' is assigned to customers who received letter '2' last month, and have not made a payment in the last month.

4. Letter code '4' is sent to customer who have made full payment of their overdue amounts, but have left the service charge open. This type of situation calls for a different type of letter, and therefore is assigned a unique letter code.

5. Letter code '5' is assigned to customer who have made a payment during the past month, but still have an overdue balance. Letters are not sent to code '5' customers based on the philosophy that the credit department must review the situation before a letter should be sent.

MDS Accounts Receivable Training Guide

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Image: Second	Dunning System
Account:53 BASE.12 Port:053 Menu:DUNNING.SYSTEM Capture:On Dunning System	6. Letter code '*' is assigned to customers who have not made payment during the past month, are still overdue, and have already received the full complement of dunning letters without responding. Obviously, this account requires a more direct action than sending computer generated letters.
1. Dunning Letter Update to CUST.DET File 2. Dunning Letter Edit Report 3. Dunning Letter Customer Maintenance 4. Dunning Letter Form Print 5. Dunning Letter File Text Maintenance	PROCEDURE ONE TIME SETUP The Parameter file must be set up with the aging period to be considered overdue for the dunning process. Using option 5, Dunning Letter File Text Maintenance, the Dunning letters to be used must be written and entered into the file.
Enter Selection or END : CONTACTS MAINT DRILL EXECING CAPT OFF VIEW HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	

Image: Second State Sta	- 7 ×	
Account:53 BASE.12 Port:053 Menu:DUNNING.SYSTEM Capture:On		
Dunning System		
1. Dunning Letter Update to CUST.DET File		
2. Dunning Letter Edit Report		
3. Dunning Letter Customer Maintenance 4. Dunning Letter Form Print		
5. Dunning Letter File Text Maintenance		
Enter Selection or END :		
CONTACTS MAINT DRILL EXECING CAPT OFF	/IEW	
	NCEL	

Dunning System

PROCEDURE FOR RUNNING DUNNING LETTERS

1. An Accounts Receivable Aging should be run to insure the current information will be used in the dunning procedure.

2. The dunning letter update should be run (SELECTION #1). This process assigned the appropriate letter code to each customer.

3. The dunning letter edit report (SELECTION #2) should be run. This printout shows which letter will be sent to each customer. It also provides basic credit information, for credit department review. An analysis if the number of letters of each type which will be sent is printed on the bottom of the report. This is a method of measuring the effectiveness of the dunning programs.

4. If the credit department wishes to override the system, they can change the letter assignment using option #3, Dunning Letter Customer Maintenance. This program affects the Customer file directly, and will be reflected in the dunning letter print.

5. The final step in the dunning process is the printing of dunning letters themselves. Remember, if Report Capture is enabled, the report will be sent there.

& MDS for Windows Version	8.3.30 - [199.5.163.1-18 BASE.12-DUNN		
			Dunning Letter Update to CUST.DET File
→ File Fair Zettings Keset Tools i	GUI PDA Standard Functions Special Functions Help Dunning Letter Update to CUST.DET file	_ a ×	This is the procedure that assigned the appropriate letter code to each customer. As noted in previous pages, an accounts receivable aging update should be run before
1. Date 08/01/08	08/01/08		this program is initiated.
			Date – Enter a date for this dunning letter run or click the calendar icon to select a date from the calendar.
			Press <return> to Process Report, Line# to Change, or ABORT :</return>
			Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.
			The user can also enter Line Number to make desired changes.
			Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
Press <return> to Process Report, L</return>	ine# to Change, or ABORT :	XXXXX	Only customers setup to receive dunning letters will be selected for the update. No reports are generated during this update.
	CAPT OFF		
HELP OK/END INSERT LE	DELETE PREV PG NEXT PG INQUIRY CANCEL		

Company: 01 The systems house	DUNNING LE	ITER EDIT	85:	57:06pm 18 J	un 2003	Page: 1		Dunning Letter Edit Report This report shows which dunning letter a customer will receive and AR information.
LTR CUSTOMER	Balance	CURRENT	amt 30	amt 60	ant over	INTEREST	OVER DUE	Press <return> to Process Report, Line# to Change, or ABORT :</return>
3 CORBIN CORBIN CORP	1,453.51	27.95	0.00	0.00	1,425.56	55.90	1,425.56	Press 'RETURN', enter a Zero (0), click on the
3 IDEAL IDEAL DISTRIBUTION	2,852.22	163.97	0.00	345.00	2,343.25	153.97	2,688.25	'OK/END' icon, or press the 'F2' function key to process the report.
4 UNITED UNITED SUPPLY	4,707.60	4,707.60	0.00	0.00	0.00	8.18	0.00	The user can also enter Line Number to make
COMPANY TOTALS: 01	9,013.33	4,899.52	0.00	345.00	3,768.81	289.97	4,113.81	desired changes.
-	DUNNING LE	ITER EDIT	85:	57:06pm 18 J	un 2003	Page: 2		Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.
COMPANY: 02 CUSTONER SUPPORT	SERVICES							Remember, if Report Capture is enabled, the report will be sent there.
LTR CUSTOMER	BALANCE	CURRENT	amt 30	AMT 60	amt over	INTEREST	OVER DUE	
Notes:								

MDS for Windows Version 8.3.30 - [199.5.163.1-18 BASE.12-	
File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions He	elp _ Ə ×
DUNNING LETTER CUSTOMER MAINTENANCE	
COMPANY NUMBER 01 NAME The Systems Ho	use, Inc
CUSTOMER NUMBER IDEAL IDEAL DISTRIBUT ADDR1 10 CLIFTON BLV ADDR2	
ADDR3 CITY CLIFTON	NJ 07015
1.DUNNING LETTER 4 CODE DESC 1 Your account with us is now overdue. If there is 2 Last month we wrote to you about your overdue ball 3 We have written to you on several occasions regard 4 We acknowledge your recent payment to us which consistence is way overdue. You have ignore	ance. However
5 Your account balance is way overdue. You have ignor	red our
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANC	EL

Dunning Letter Customer Maintenance

This procedure allows the credit department to override the dunning system and change which dunning letter a customer receives. After making the appropriate changes, the edit report can be run again.

COMPANY NUMBER - Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

CUSTOMER NUMBER - At the customer number prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.

DUNNING LETTER - Enter the dunning letter number. You can also click on the 'INQUIRY' icon to choose from the available dunning letters.

ENTER LINE# TO CHANGE, ABORT TO CANCEL, OR '0' TO ACCEPT:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

	Version 8.3.30 - [199.5.163.1 et Tools GUI PDA Standard Functions S			Dunning Letter Form Print This is the program prints the dunning
	Dunning Form Print		Capture:On	letters.
1. Company 2. Customer#	01 IDEAL	The Systems House, Inc		Company – Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.
				Customer - At the customer prompt you can enter the customer number, enter the beginning customer number to initiate the lookup routine, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the customer.
				Press <return> to Process Report, Line# to Change, or Abort:</return>
				Press `RETURN', enter a Zero (0), click on the `OK/END' icon, or press the `F2' function key to process the report.
Press <return> to Proces</return>	s Report, Line# to Change, or ABORT :		XXXXXX	The user can also enter Line Number to make desired changes.
HELP OK/END IN	SERT LDELETE PREV PG NEXT PG	CAPT OFF CANCEL		Click on the 'ABORT' icon or press the 'F8" function key to abort out of the report.

MDS Accounts Receivable Training Guide

Remember, if Report Capture is enabled, the report will be sent there.

	THE SYSTEMS HOUSE
	1033 ROUTE 46 EAST
	CLIFTON NJ 07013
06/23/03	
CORBIN CORP	Re: Account CORBIN
550 FIFTH AVE	Balance of 1,425.56
NEW YORK NY 10010	Service chg of 55.90
	-
Dear Sir/Madam:	
Your account with us is now overdue.	. If there is some reason why
you have not sent your remittance, pleas	se let us know, so we can
resolve the problem.	
Otherwise, we shall expect your remitta	nce by return mail.
	Very truly yours,
	Cradit Description
	Credit Department THE SYSTEMS HOUSE
	THE STSTEPS HOUSE
Netee	

MDS Accounts Receivable Training Guide

Dunning Letter Form Print

Letter #1.

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIETON N.L 07013

86/23/83

AJAX INDUSTRIAL SUPPLY Re: Account AJAX 12 MAIN ST Balance of PLAINFIELD NJ 02001

Dear Sir/Madam:

Last month we wrote to you about your overdue balance. However				
we have not received any correspondence or remittance from you during				
the past month. Once again, we ask that if there is a reason why you				
have not sent your remittance, please let us know, so that we may				
resolve the problem.				
Otherwise, unless we receive your remittance by return mail we shall				
be forced to take more direct action.				
Very truly yours,				
Credit Department THE SYSTEMS HOUSE				
THE SYSTEMS HOUSE				

0.00

Notes:

L

Dunning Letter Form Print

Letter #2.

THE SYSTEMS HOUSE 1033 ROUTE 46 EAST

CLIFTON NJ 07013

86/23/83

IDEAL DISTRIBUTION CO	Re: Account IDEA	L
10 CLIFTON BLVD.	Balance of	2,688.25
CLIFTON NJ 07015	Service chg of	153.97

Dear Sir/Madam:

We have written to you on several occasions regarding your

outstanding balance with our company. However, you have chosen to

ignore our previous communications.

Once again, we ask that if there is a reason why you have not sent

your remittance, please let us know, so that we can resolve this

matter.

Unless we hear from you, this is the last communication that you will

be receiving, before we commence legal action. We trust that you

would not like to have you credit reputation affected, and therefore

ask that you communicate with us properly.

Very truly yours,

Credit Department THE SYSTEMS HOUSE

Notes:

Dunning Letter Form Print

Letter #3.

MDS Accounts Receivable Training Guide

CUSTOMER SUPPORT SERVICES 1033 ROUTE 46 EAST CLIFTON NJ 07013

CEIFICH HJ

86/23/83

AJAX INDUSTRIAL SUPPLY	Re: Account AJAX	
12 MAIN ST	Balance of	0.00
PLAINFIELD NJ 02001	Service chg of	6.20

Dear Sir/Madam:

We acknowledge your recent payment to us which covered your overdu

pverdue balance. However, there still remains an outstanding service

charge amount as indicated above.

If there is a reason you feel that this amount is not due us, please

let us know so that we can resolve this matter.

Otherwise, we shall expect your remittance by return mail.

Very truly yours,

Credit Department CUSTOMER SUPPORT SERVICES

Notes:

Dunning Letter Form Print

Letter #4.

S MDS	for Windo	ows Ve <u>rs</u>	ion 8.3.3	30 - [1 <u>9</u> 9	.5.163.1	-21 BAS	E.12-DUI	NN.LTR.	TXT.MA	INT01.	💶 🗖 🔀	
	Edit Settings										- 8 ×	
			DUNNING I	LETTER FILE	E TEXT MAII	NTENANCE						This procedure the actual text dunning letters appear. In add automatically p
												1. Company na
	LETTER COD	E 5										2. Customer na
1.	Your account	t is seriously	overdue. You	have ignored	our							3. Accounts nu
2.	requests for re	emittance of o	verdue paym	ent. We regre	et to inform y	ou						4. Accounts rec
3.	that we have re	eferred your a	account to a c	ollection age	ncy.							5. Salutation to
4.	However if w	e do receive a	any form of pa	ayment from y	ou in the							
5.	immediate futu	ure , we will re	escind our co	rrespondence	e with the abo	ove						6. Signatory fro
6.	mentioned coll	ection agenc	у.									
7.												<pre>LETTER CODE <enter>. You</enter></pre>
8.	1											key, click on th
9.	1											down arrow ne
10.	1											list of valid lett
11.	1											display the lett dunning letter.
12.	1											durining letter.
L												To add line(s) t available numb
												number and hit
												To add blank li
												available blank
ENTER							T			XXX	VVV	on time and hi
ENTER	LINE# TO CHA	NGE, ABOR	TOCANCE	L, DELETE I	O DELETE,	U TO ACCEP	13			~~~		intended blank
												To edit a line t
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL					additional text

is used to compose and enter appearing on each of the Up to 12 lines of text may dition, the program will print:

- me
- ame
- mber

ceivable and service charge

- the customer
- om the credit department

-Enter the letter code and hit u may also use the 'F7' function ie 'INQUIRY' icon or click on the ext to the field to choose from a ter codes. The lookup will ter code and the first line of the

to a letter, click on the next er or type the next available <ENTĖR>.

nes, first be on the next line. Then, press the spacebar <ENTER>, continue for each line.

vpe the line number and add (insert) or overwrite the current text.

MDS for Windows Version 8.3.30 - [199.5.163.1-21 BASE.12-DUNN.LTR.TXT.MAINT01	Dunning Letter File Text Maintenance
💃 File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help 🛛 🗕 🗗 🗙	
DUNNING LETTER FILE TEXT MAINTENANCE	ENTER LINE # TO CHANGE, ABORT TO CANCEL, DELETE TO DELETE, OR `0' TO ACCEPT:
LETTER CODE 5	Enter a Zero (0) to accept, click on the `OK/END' icon, press the `F2' function key, or type in the word `END' and hit <enter> to</enter>
1. Your account is seriously overdue. You have ignored our	accept this entry.
2. requests for remittance of overdue payment. We regret to inform you	
3. that we have referred your account to a collection agency.	The user can also enter Line Number to make
4. However if we do receive any form of payment from you in the	desired changes.
5. immediate future , we will rescind our correspondence with the above	
6. mentioned collection agency. 7.	Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.
8.	
9.	
10.	
11.	
12.	
ENTER LINE# TO CHANGE ABORT TO CANCEL DELETE TO DELETE & TO ACCEPT ·	
ENTER LINE# TO CHANGE, ABORT TO CANCEL, DELETE TO DELETE, 0 TO ACCEPT :	
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	

MDS for Windows Version 8.3.30 - [199.5.163.1-18 BASE.12-AR.MAIN]	A / D. Only Month End Job Stream
File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help	A/R Only Month End Job Stream Before the end of month jobstream is run, all invoicing for the month should be completed, all cash catches should be completed and updated. Any accounts receivable adjustments should also be updated to the monthly file.
1. Entry and Inquiry Programs	
2. Daily Reports 3. Monthly Reports	The end of month jobstream updates and produces the following reports:
4. Dunning System 5. A/R Only Month End Jobstream	1. Aging done as of end of month. Aging error report (if any errors were found and corrected).
6. Customer Relationship Management	2. Detailed aged trial balances by company by customer.
	3. A/R summary reports by company by customer.
	4. A/R overdue report by company by customer.
	5. Monthly A/R adjustment listing.
	6. Monthly A/R cash receipts report.
	7. Monthly non-A/R cash receipts report.
	8. Summary cash receipts by receiving company.
	9. Summary cash receipts by applied company.
Enter Selection or END :	10. Updates cash receipts to the General Ledger Activity file.
CONTACTS MAINT DRILL EXECINQ REPORTS CAPT OFF VIEW CRM.MENU VRM.MENU HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL	11. Updates the company record last A/R month closed and current A/R month.
	12. Monthly invoice register.
Notes:	13. Monthly consignment register.
	14 Monthly credit memo register

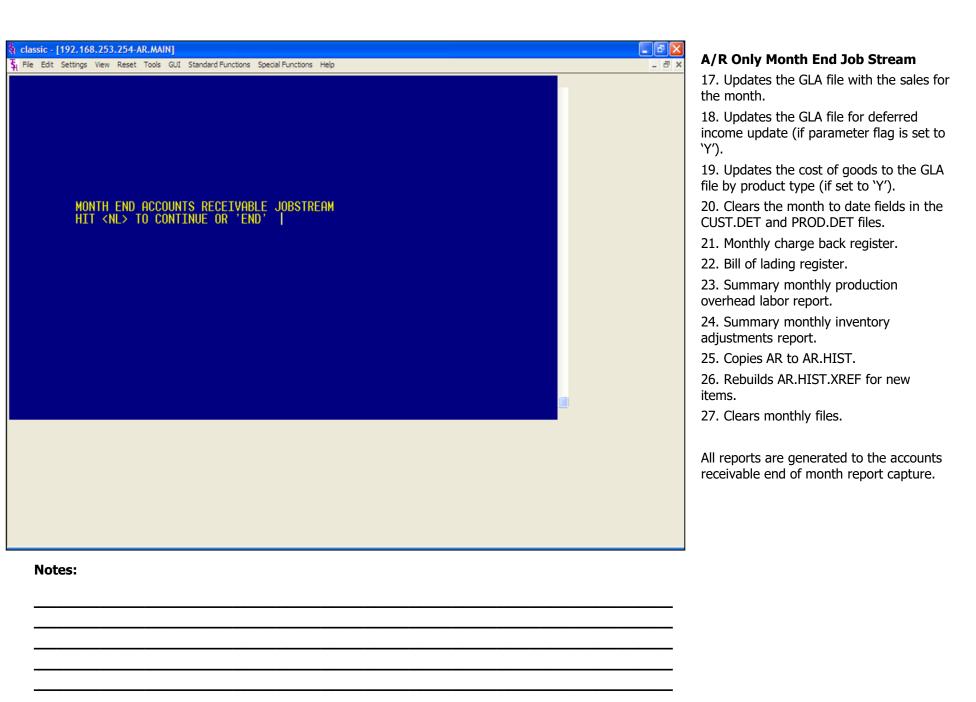
14. Monthly credit memo register.

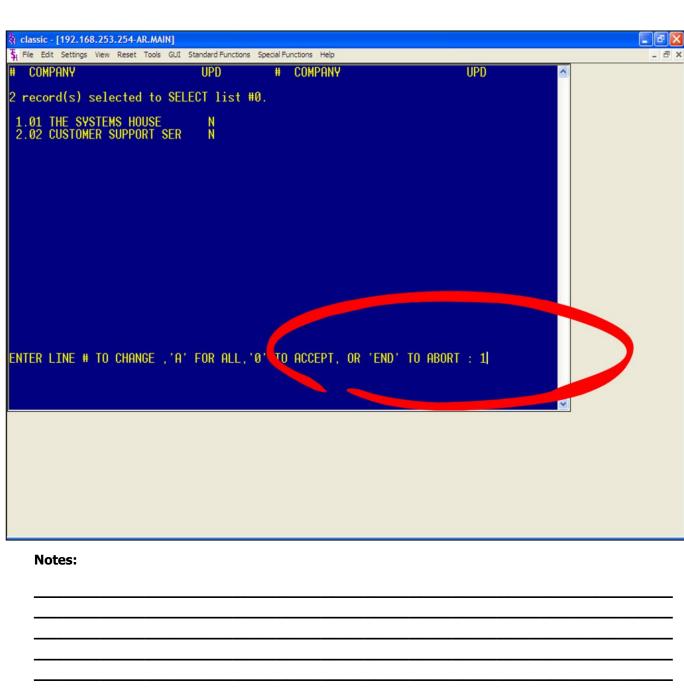
15. Monthly tax register.

16. Summary Monthly Inventory Transfers Register.

MDS Accounts Receivable Training Guide

©The Systems House, Inc.





A/R Only Month End Jobstream

MONTH END ACCOUNTS RECEIVABLE JOBSTREAM

HIT <NL> TO CONTINUE OR 'END'

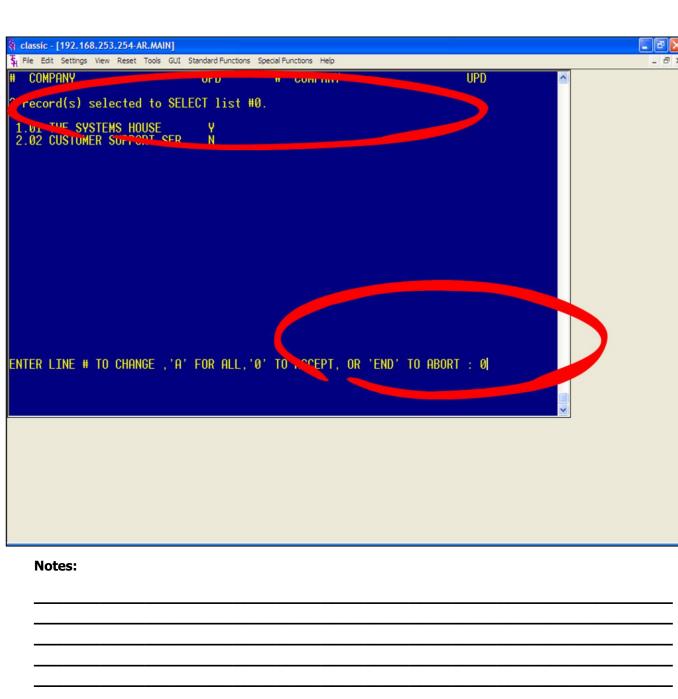
Hit <ENTER> to run the month end. Type 'END' and hit <ENTER> to return to the menu.

ENTER MONTH END DATE AS (MM/DD/YY)

Enter the month end date and hit <ENTER> or type 'END' to return to the menu. The date will be used for reports and aging.

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT

Enter the line number associated with the company you will run the end of month for and hit <ENTER>. See example, we are closing company #01.



A/R Only Month End Job Stream

ENTER 'Y' YO UPDATE. 'N' TO REMOVE FROM UPDATE

Type 'Y' and hit <ENTER> to flag the specified company for end of month.

Type 'N' and hit <ENTER> to remove the update flag from the specified company.

Type 'A' and hit <ENTER> to flag all companies in the list for the end of month update.

Type 'END' and hit <ENTER> to return tp the menu.

If you type '0' and hit <ENTER>, the end of month jobstream will start for all companies with the update flag set to 'Y'. See example.

ENTER FISCAL PERIOD TO UPDATE OR <END>

Enter the fiscal period you are closing as 'YYMM' and hit <ENTER>, or type 'END' and hit <ENTER> to return to the menu. The fiscal period entered must be the current period.

5

Where to Get More Information

- Additional Training Sessions
- Place a support call on CRS system: http://crs.tshinc.com/
- Call The Systems House, Inc. at 973-777-8050

More Information

Please send any comments on this guide to our documentation department at: documents@tshinc.com