

AR Training Guide

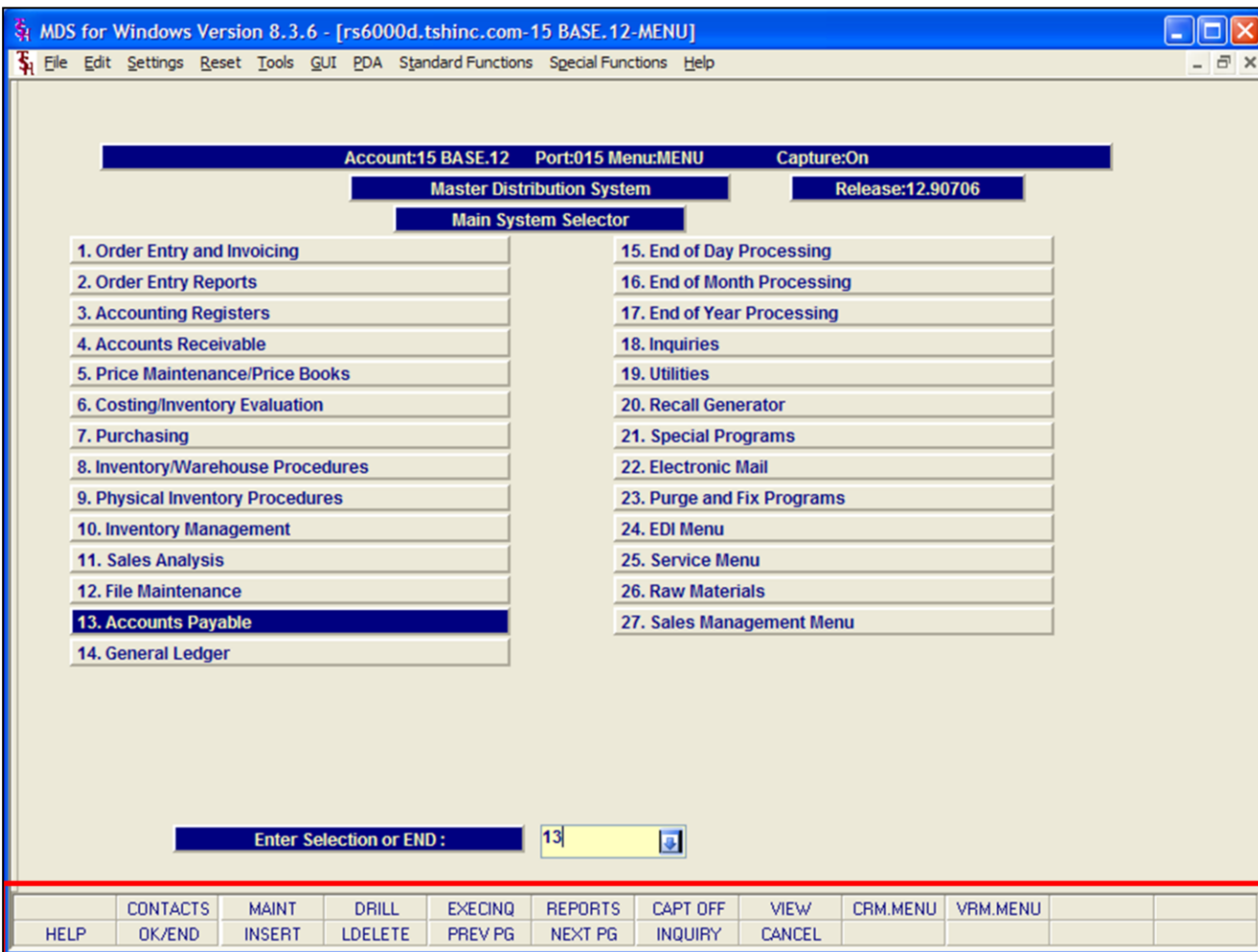
The following training guide is a User's Guide for Accounts Receivable on MDS for Windows.



Accounts Receivable

Training Guide
for Accounts Receivable on MDS
From The Systems House, Inc.

Notes:



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.

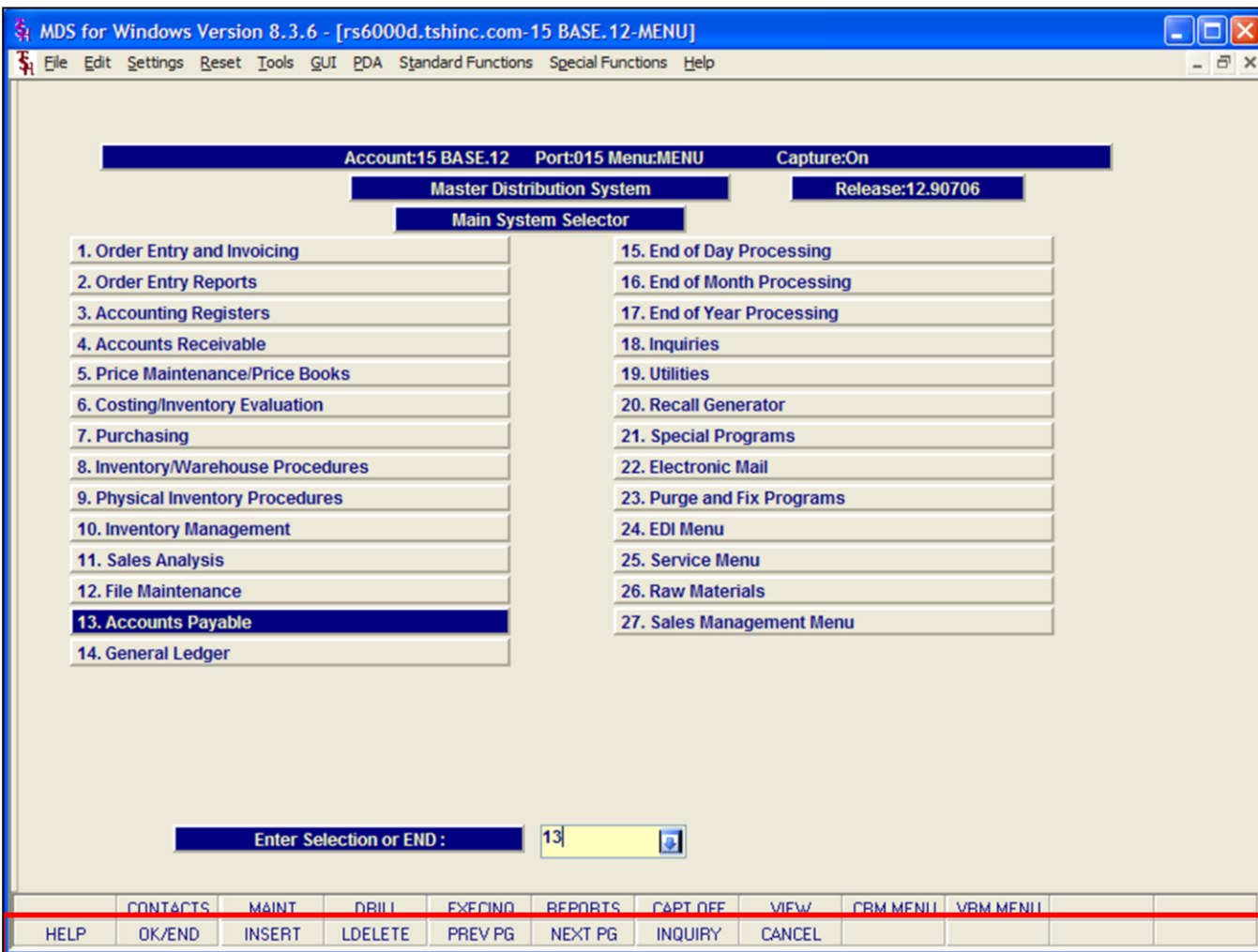
INSERT - The INSERT function is available by clicking on the 'INSERT' icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text.

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.

Notes:



Master File Maintenance Function Keys

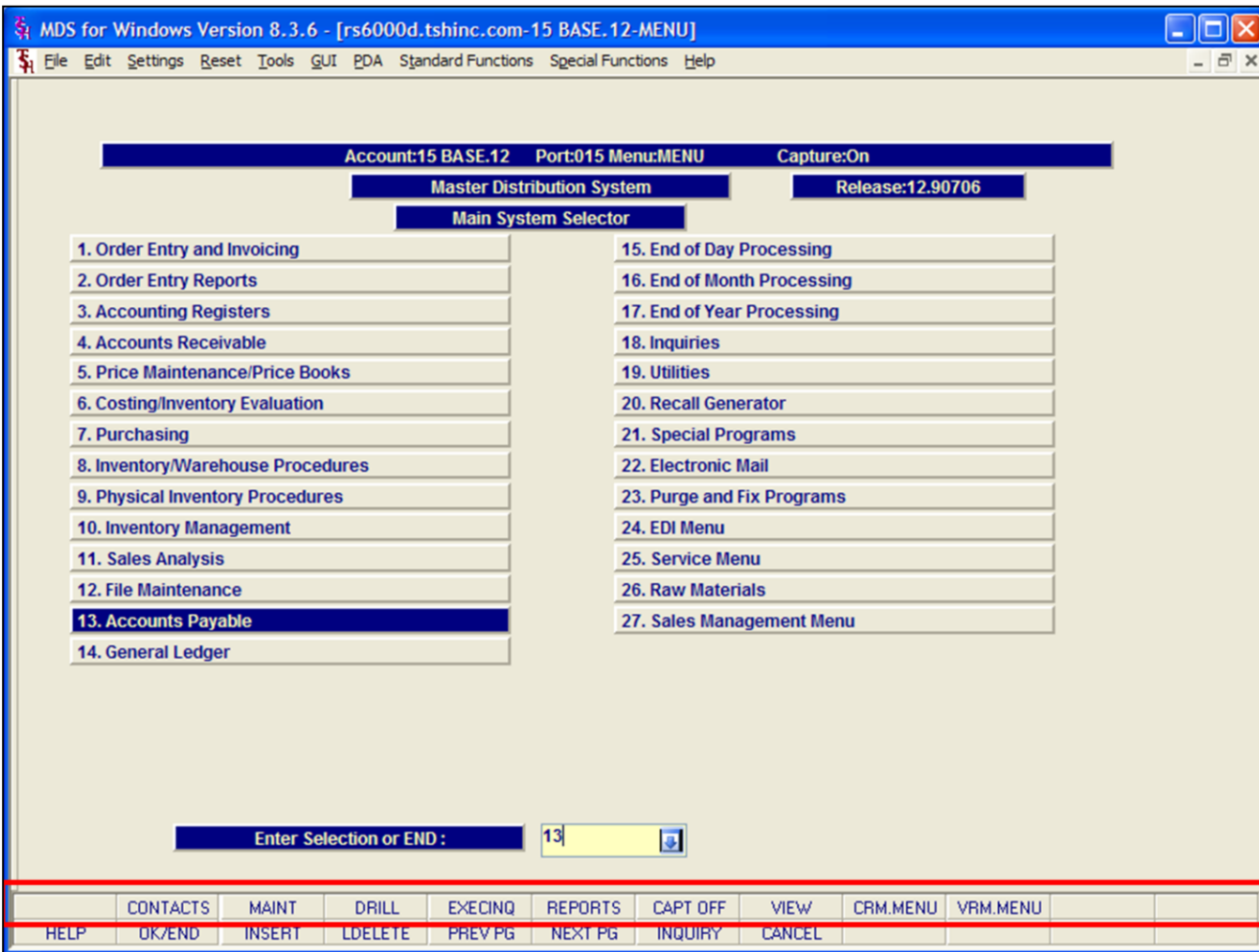
INQUIRY – The INQUIRY function is available by clicking on the **'INQUIRY'** icon or by pressing the 'F7' function key. This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: 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 **'INQUIRY'** 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.

Notes:



Master File Maintenance Function Keys

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 Shift+'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

Notes:

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

Notes:

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 - [192.168.253.254-SEQ_CONT-MAINT008\$1]

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

SEQUENCE CONTROL

CODE 001

1.ORDER NO	132653	17.INVENTORY TRANS NO	100000
2.INVOICE NO	501914	18.PHY INV TAG NO	197252
3.C/M NO	130752	19.STANDING ORDER NO	100407
4.D/M NO	23157	20.MISC CASH NO	139000
5.C/B NO	132172	21.A/R BATCH NO	100998
6.ADJ NO	3253	22.P/O NO	129408
7.ON ACCT NO	128738	23.W/O NO	180460
8.UNAPPLIED NO	214590	24.PRO W/O NO	400028
9.SERV CHG NO	134162	25.BILL OF LADING NO	000093
10.POSTING NO	135000	26.VENDOR RETURN NO	468
11.POSTING SEQ NO	136000		
12.CASH SEQ NO	365412		
13.ADJ SEQ NO	138000		
14.JOURNAL ENTRY NO	140000		
15.JOURNAL SEQ NO	150000		
16.VOUCHER NO	160000		

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Sequence Control

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

This Sequence Control file contains the sequence numbers to be used throughout the system. These numbers should be set prior to using the system.

ORDER NO – Enter the starting order number. Orders are generated through the order entry system.

INVOICE NO - Enter the starting invoice number

C/M NO – Enter the starting credit memo number. Credit memos are entered through the order Entry and accounts receivable system.

C/B NO – Enter the starting charge back number. Charge backs are generated in the accounts receivable posting programs.

ADJ NO – Enter the starting adjustment number for accounts receivable adjustments.

ON ACCT NO – Enter the starting on-account number. On-account transactions are entered though accounts receivable posting programs.

UNAPPLIED NO – Enter the starting number for unapplied cash.

CASH SEQ NO – Enter the starting cash sequence number.

Notes:

classic - [192.168.253.254-SEQ_CONT-MAINT008\$1]

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

SEQUENCE CONTROL

CODE 001

1.ORDER NO	132653	17.INVENTORY TRANS NO	100000
2.INVOICE NO	501914	18.PHY INV TAG NO	197252
3.C/M NO	130752	19.STANDING ORDER NO	100407
4.D/M NO	23157	20.MISC CASH NO	139000
5.C/B NO	132172	21.A/R BATCH NO	100998
6.ADJ NO	3253	22.P/O NO	129408
7.ON ACCT NO	128738	23.W/O NO	180460
8.UNAPPLIED NO	214590	24.PRO W/O NO	400028
9.SERV CHG NO	134162	25.BILL OF LADING NO	000093
10.POSTING NO	135000	26.VENDOR RETURN NO	468
11.POSTING SEQ NO	136000		
12.CASH SEQ NO	365412		
13.ADJ SEQ NO	138000		
14.JOURNAL ENTRY NO	140000		
15.JOURNAL SEQ NO	150000		
16.VOUCHER NO	160000		

ENTER LINE # TO CHANGE,DELETE TO DELETE,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.

Notes:

classic - [192.168.253.254-GL.CONT-MAINT008\$1]

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

GENERAL LEDGER CONTROL

CODE 001

1.A/R G/L NO	01-1200030	15.DS FRT G/L	01-5050027
2.SALES G/L NO	01-5050026	16.DS MISC G/L	01-5050027
3.FRT G/L NO	01-5050027	17.INV REC. G/L NO	01-2101001
4.TAX G/L NO	01-6163000	18.P/I VAR. G/L	01-1410001
5.DISC G/L NO	01-5050027	19.CONS INV G/L	01-1410002
6.RTNS G/L NO	01-5050036	20.SERV LAB G/L	01-1410002
7.COMMISSION G/L NO	01-6103003	21.INV. RAW G/L	01-1410002
8.SERVICE CHG G/L NO	01-6115000	22.INV. INT G/L	
9.CASH IN G/L NO	01-1101002	23.FIRST CST G/L	
10.CASH DISC G/L NO	01-1205000	24.OCEAN FRT G/L	
11.CHARGE BACK G/L NO	01-1200030	25.INV. INS G/L	
12.MISC CHARGES G/L NO	01-5050010	26.INV. DUTY G/L	
13.COST GOODS SOLD G/L	01-7936000	27.INV. BROK G/L	
14.INVENTORY G/L NO	01-1410000	28.INLND FRT G/L	
		29.VEND RET G/L	01-1410004
		30.RESTCK CH G/L	01-7935000

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

HELP END INSERT 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.

Notes:

classic - [192.168.253.254-CO.AGEING-MAINT008\$1]

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

COMPANY AGING MAINTENANCE

CO.NO 01

1.AGING TYPE	D
2.PER 1	30
3.PER 2	60
4.PER 3	90
5.PER 4	120
6.PER 5	150
7.PER 6	180

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Aging

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

This file contains the aging parameters for accounts receivable buckets. Aging can be the numbers of days or months. You may set different aging buckets for each company.

CO.NO - Enter a valid 2-digit company number.

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 (M) for fifth aging period.

PER 6 - Enter number of days (D) or months (M) for sixth aging period.

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

Notes:

desired changes.

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

Notes

MDS for Windows Version 8.3.29 - [65.211.38.220-15 BASE.12-MISC.CODE.MAINT010\$1]

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

MISCELLANEOUS CODES

CO# 01 The Systems House, Inc

CODE 01

1.DESCRPTION CASH DISCOUNT

2.G/L # 01-1000-00 ASSETS

3.ABBR. DESCR CASHDIS

4.SIGN FOR AMOUNT N

ENTER LINE# TO CHANGE, ABORT TO CANCEL, DELETE TO DELETE, 0 TO ACCEPT : xxxxxx

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Miscellaneous Code Maintenance

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

This maintenance allows you to add miscellaneous codes in order to link miscellaneous accounts receivable transactions with their proper general ledger codes.

CO# - Enter 2-digit company number

CODE - Enter code

DESCRIPTION - Enter Description for this Miscellaneous code

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.

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-SC.STATE-MAINT008\$1]

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

SERVICE CHARGE MAINTENANCE

STATE NY

1.DESCRPTION NEW YORK

2.DEFAULT # OF SERVICE CHARGE DAYS 10

	SERV CHG%	DOLLARS
1.	10.00	500.00
2.	20.00	9999.00
3.	0.00	0.00
4.	0.00	0.00

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Service Charge

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

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 accounts.

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

DESCRIPTION – Enter description for this service charge

DEFAULT # OF SERVICE CHARGE DAYS – The default number of service charge days for this state.

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 this:

SERV CHG%	DOLLARS
10%	500.00
20%	9999999.00

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%.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-SC.STATE-MAINT008\$1]

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

SERVICE CHARGE MAINTENANCE

STATE

1.DESCRPTION

2.DEFAULT # OF SERVICE CHARGE DAYS

	SERV CHG%	DOLLARS
1.	10.00	500.00
2.	20.00	9999.00
3.	0.00	0.00
4.	0.00	0.00

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Service Charge

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.

Notes:

classic - [192.168.253.254-TERMS-MAINT008\$1]

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

TERMS MAINTENANCE

TERMS CODE 01

1.DESC 2/10 NET 30

2.DISC % 2.00

3.TYPE P

4.TERM DAYS 10

5.DUE DAYS

6.CUTOFF DATE 24

7.DUE DATE 10

8.CC PROMPT

9.VALID OVERRIDES

1	05	CREDIT CARD
2	02	NET 30
3		
4		
5		
6		
7		

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Terms

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

The terms file defines the various terms offered to customers. Cash discount and invoice due date information is also stored in this file.

TERMS CODE - Enter a valid 2 digit terms 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 terms.

DESC - Enter Terms Code Description, such as "2/10 NET 30"

DISC % - Enter the Discount Percent of this Terms Code

TYPE - Enter a "P" for PROX dating, otherwise hit <ENTER>. <ENTER> or empty field = regular term type. P = prox terms (see #7 Due Date) (Note: Prox term dating also known as end of month dating)

TERM DAYS - Enter Days for cash discount (in our example, 10)

DUE DAYS - Enter Due days - days to as of date (MAX 210). This field represents the number of additional days this customer is to receive on invoice dating and relates to the aging parameters stored in the Company file. For example, if normal terms are net 30, and this customer receives the same terms, then "DUE DAYS" should be loaded with a zero. If, however, the customer receives an additional 30 days (making his effective terms net 60), then "DUE DAYS" should be 30.

CUTOFF DATE: Enter Cutoff date. (Used with terms type "P" only.)

Notes:

classic - [192.168.253.254-TERMS-MAINT008\$1]

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

TERMS MAINTENANCE

TERMS CODE 01

1.DESC 2/10 NET 30

2.DISC % 2.00

3.TYPE P

4.TERM DAYS 10

5.DUE DAYS

6.CUTOFF DATE 24

7.DUE DATE 10

8.CC PROMPT

9.VALID OVERRIDES

1	05	CREDIT CARD
2	02	NET 30
3		
4		
5		
6		
7		

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

Terms

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.

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.

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).

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]

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

TERMS MAINTENANCE

TERMS CODE 01

1.DESC 2/10 NET 30

2.DISC % 2.00

3.TYPE P

4.TERM DAYS 10

5.DUE DAYS

6.CUTOFF DATE 24

7.DUE DATE 10

8.CC PROMPT

9.VALID OVERRIDES

1	05	CREDIT CARD
2	02	NET 30
3		
4		
5		
6		
7		

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Terms

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.

Notes:

classic - [192.168.253.254-CUST.MAST.MAINT011\$1]

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

Customer	Master	Maintenance	Internal #	100071	Created	05/24/94
Customer#	SGC					
1.Name	SUPERMARKETS GENERAL		21.Contract#			
2.Address 1	PATHMARK SUPERSTORE		22.Shipto Code	R		
3.Address 2	HIGHWAY 35		23.Ship Method	01	UPS	
4.Address 3			24.Ship Zone			
5.City	HAZLET		25.Terms Code	01	2/10 NET 30	
6.State	NJ	Country	26.Taxable	N		
7.Zip Code	08557		27.Tax Juris			
8.DEA Code			28.Tax Exempt #			
9.A/R Contact	SALLY SMITH		29.Service Chg	N	# Days	
10.Telephone	908-558-4444		30.Credit Method	05		
11.Fax Number	908-548-3333		31.Credit Limit		100000	
12.EMail			32.Credit Days			
13.Master A/R	DAK		33.Credit Hold	N		
14.Cust Class	02 OEM		34.Accept B/O	Y		
15.Cust Type	01 RETAIL		35.Accept Partial	Y		
16.Cust Group			36.Accept Subs	Y		
17.Territory	02 NORTH EAST		37.Department			
18.Spec Inst			38.Prc Hld Exempt	N		
19.Purch Cont			39.ALC Priority			
20.Purch Phone			40.Dunning Flag	N		

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT : XXXXXX PAGE 1 OF 4

HELP OK/END INSERT LDELETE PREV PG NEXT PG NOTES 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.

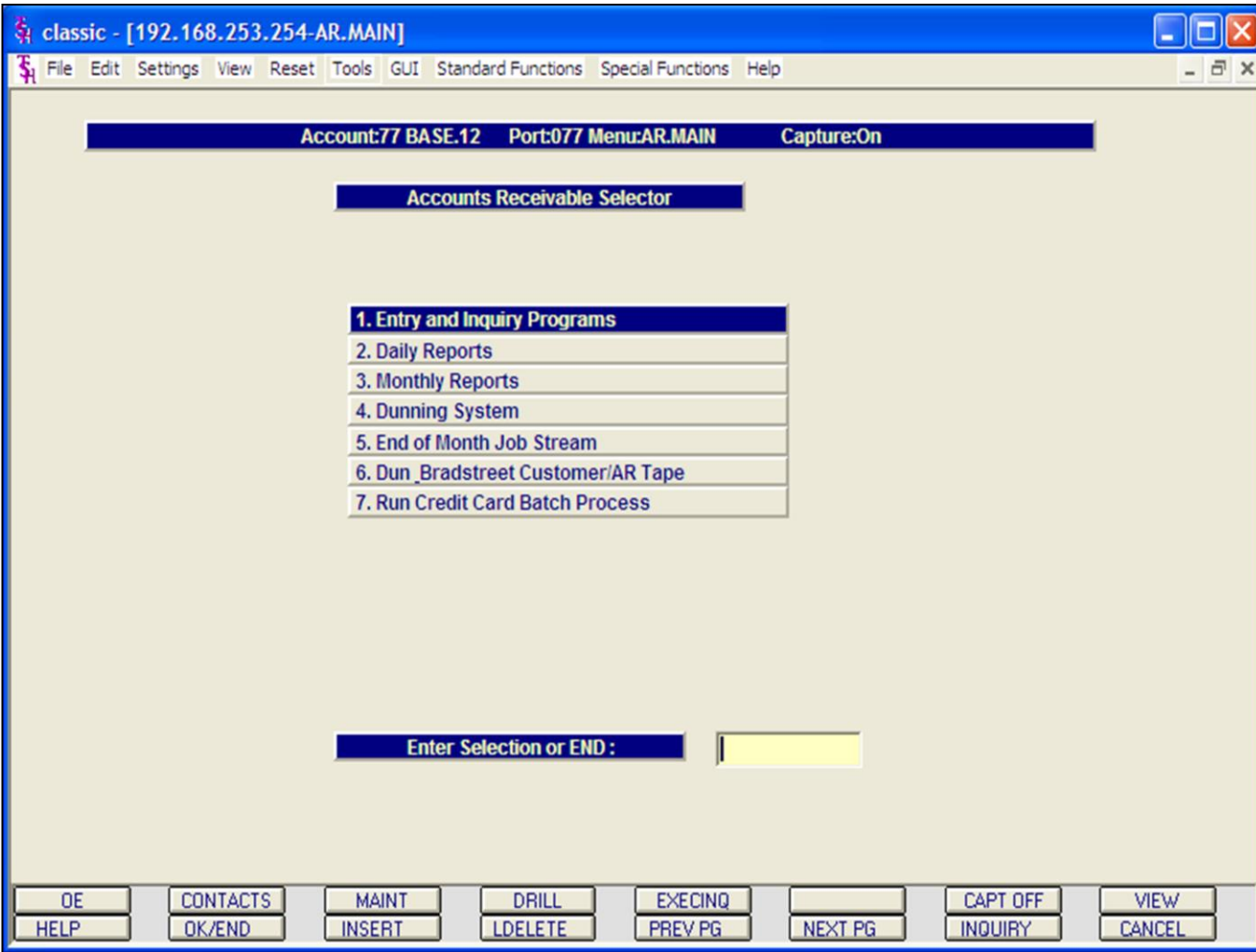
Service Charge Calculation

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.

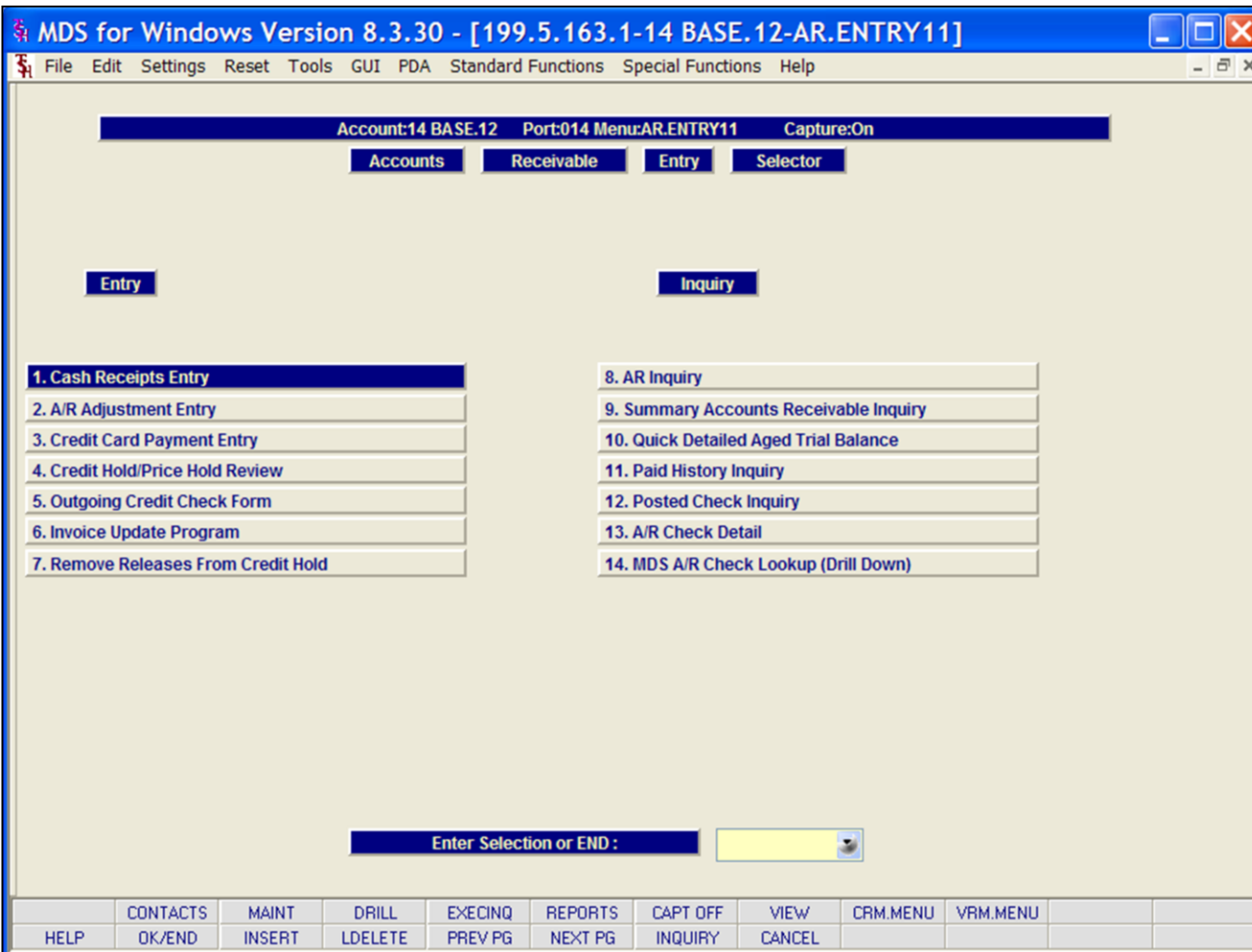
Notes:



AR Main Menu

From the main system selector go to Accounts Receivable

Notes:



Cash Receipts Entry

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

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-56 BASE.12-SSS.CASH.CONT.ENTRY011\$1]

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

Operator CASH CONTROL ENTRY DATE 05/14/08

1. CO# 01 The Systems House, Inc BATCH#

2. PERIOD 0801

3. POSTING DATE 05/14/08

4. BANK# 100 BANK NAME FIDELITY UNION TRUST
BANK G/L# 01-1100-00

5. A/R CONTROL 1000.00

A/R CASH 1000.00
6. MISCELLANEOUS 0.00
7. TOTAL CASH 1000.00

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

AR Inq	Post Chks								
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Cash Receipts Entry

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 YYYYMM 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 'Y' to allow posting or 'N' 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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-56 BASE.12-SSS.CASH.CONT.ENTRY011\$1]

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

Operator CASH CONTROL ENTRY DATE 05/14/08

1. CO# 01 The Systems House, Inc BATCH#

2. PERIOD 0801

3. POSTING DATE 05/14/08

4. BANK# 100 BANK NAME FIDELITY UNION TRUST
BANK G/L# 01-1100-00

5. A/R CONTROL 1000.00

A/R CASH 1000.00

6. MISCELLANEOUS 0.00

7. TOTAL CASH 1000.00

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

AR Inq	Post Chks									
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-56 BASE.12-SSS.CASH.CONT.ENTRY011\$1]

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

Operator CASH CONTROL ENTRY DATE 05/14/08

1. CO# 01 The Systems House, Inc BATCH#

2. PERIOD 0801

3. POSTING DATE 05/14/08

4. BANK# 100 BANK NAME FIDELITY UNION TRUST
BANK G/L# 01-1100-00

5. A/R CONTROL 1000.00

A/R CASH 1000.00

6. MISCELLANEOUS 0.00

7. TOTAL CASH 1000.00

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

AR Inq	Post Chks										
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				

**Cash Receipts Entry
Function Keys**

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 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.

Notes:

WinMDS tshinc - [rs6000d.tshinc.com-37 BASE.12-SSS.CASH.CONT.ENTRY011\$1]

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

Operator CASH CONTROL **ENTRY** DATE 05/15/08

1. CO# 01 The Systems House, Inc BATCH#

2. PERIOD 0801

3. POSTING DATE 05/15/08

4. BANK# 100 BANK NAME FIDELITY UNION TRUST
BANK G/L# 01-1100-00

5. A/R CONTROL 1000.00

A/R CASH 1000.00
6. MISCELLANEOUS 10.00
7. TOTAL CASH 1010.00

NEW BATCH # IS >>>: 101540. HIT <RETURN> TO CONTINUE

AR Inq	Post Chks								
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Cash Receipts Entry

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:

WinMDS tshinc - [rs6000d.tshinc.com-37 BASE.12-SSS.CASH.ENTRY011\$1]

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

MDS Cash Application Post Date 05/15/08

Company 01 Batch# 101540

Customer XXXXXXXXXXXXXXXX Simple Method

Check # Amt Applied 0.00 Complex Method

Check Amount 0.00 Balance 0.00 # of Items 0

A/R Balance 0.00 Transaction#

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1									
2									
3									
4									
5									
6									

Contextual Help

Enter Customer#, 'M' - Multiple Cust#'s, 'R' - Release Number
'I' - Invoice Number, 'D' - Dollar Amount or 'END'

RANGE	AR Inq	Search							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

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:

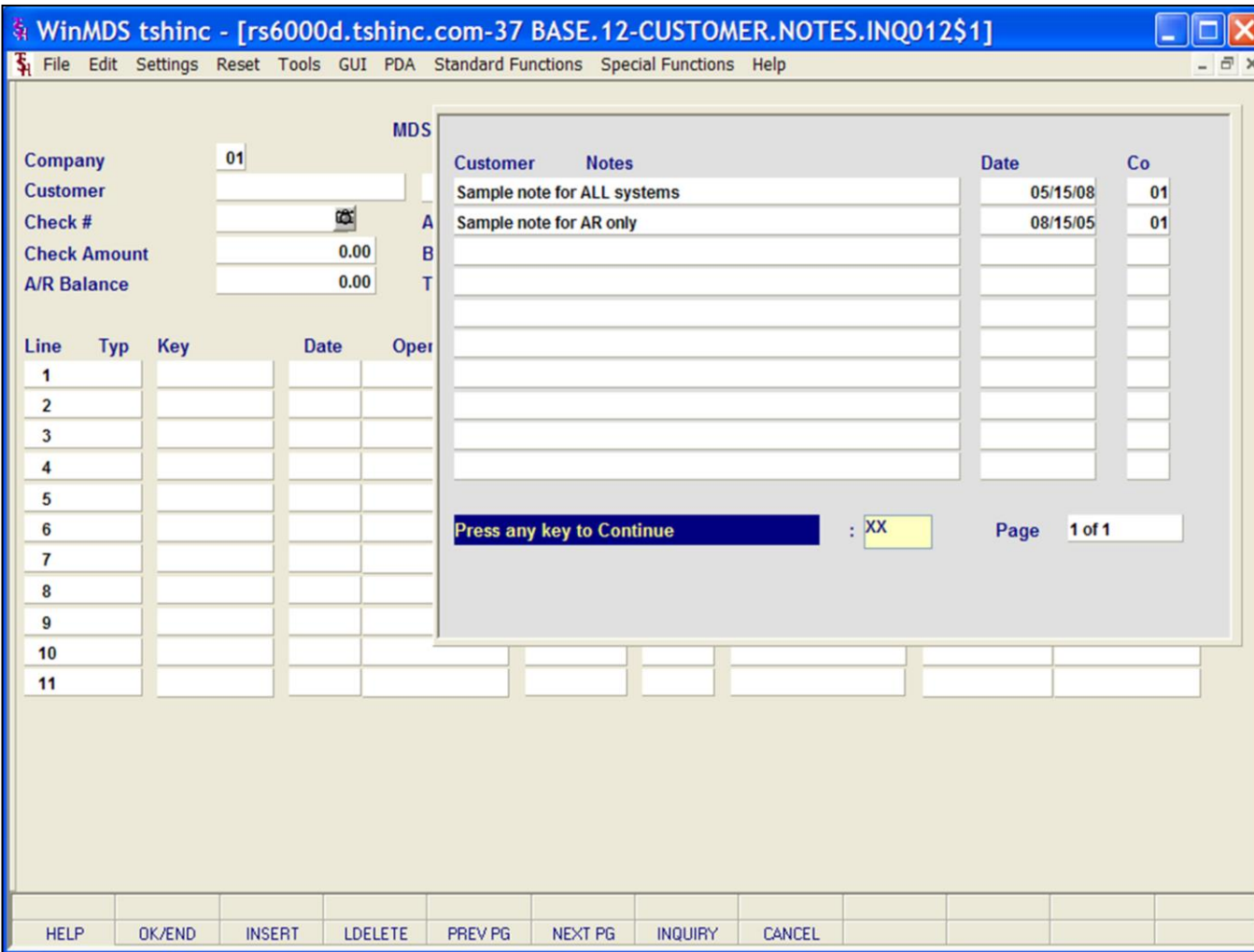
M- Enter 'M' to apply a check to multiple customers. (See section regarding Multiple Customers in simple method)

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.

Notes:



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.

Notes:

WinMDS tshinc - [rs6000d.tshinc.com-37 BASE.12-SSS.CASH.ENTRY011\$1]

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

MDS Cash Application Post Date 05/15/08

Company 01 Batch# 101540

Customer ALCO ALCO SUPPLY COMPANY Simple Method

Check # Amt Applied 0.00 Complex Method

Check Amount 0.00 Balance 0.00 # of Items 0

A/R Balance 0.00 Transaction#

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

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

RANGE	AR Inq	Search							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Cash Receipts Entry

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:

WinMDS tshinc - [rs6000d.tshinc.com-37 BASE.12-SSS.CASH.ENTRY011\$1]

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

MDS Cash Application Post Date 05/15/08

Company 01 Batch# 101540

Customer ALCO ALCO SUPPLY COMPANY Simple Method

Check # Amt Applied 0.00 Complex Method

Check Amount 0.00 Balance 0.00 # of Items 0

A/R Balance 0.00 Transaction#

Line	Typ	Key	Date	Write Off	Credit
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

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

Settings Help

ENTER METHOD CODE:

1- COMPLEX

2- SIMPLE

Add OK Cancel

RANGE AR Inq Search LDELETE PREV PG NEXT PG INQUIRY CANCEL

HELP OK/END INSERT

Cash Receipts Entry

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:

WinMDS tshinc - [rs6000d.tshinc.com-37 BASE.12-SSS.CASH.ENTRY011\$1]

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

MDS Cash Application Post Date 05/15/08

Company 01 Batch# 101540

Customer ALCO ALCO SUPPLY COMPANY Simple Method

Check # 123456789 Amt Applied 100.00 Complex Method *****

Check Amount 100.00 Balance 0.00 # of Items 89

A/R Balance 751253.69 Transaction# TRANS#: 01003275 - 03003314

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
78	INV	01503547	05/22	15.90	0.30	06/01	0129389		
79	INV	01503557	06/12	754.17	14.23	06/22	0101010		
80	INV	01503558	06/12	151.39	4.74	06/22	202020		100
81	INV	01503563	06/13	25.44	0.48	06/23	010101		
82	INV	01503567	06/21	159.00		07/01	0101010		
83	INV	01503582	07/20	112.89		07/30	TEST		
84	INV	01503583	07/20	112.89	2.13	07/30	01010		
85	INV	01503590	08/03	60.00	1.00	08/13	TEST		
86	INV	01503697	10/03	185.50	3.50	10/13	111		
87	INV	01503698	10/03	63.60		10/13	111		
88	ADJ	03003313	03/01	2000.00			FISC-TEST-PER		

RANGE AR Inq Search

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-SSS.CASH.ENTRY011\$1]

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

MDS Cash Application Post Date 06/30/08

Company 01 Batch# 101556

Customer ALCO ALCO SUPPLY COMPANY Simple Method

Check # 123321 Amt Applied 0.00 Complex Method *****

Check Amount 10.00 Balance 10.00 # of Items 89

A/R Balance 751161.19 Transaction# TRANS#: 01003275 - 03003314

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	ADJ	01003275	07/11	97					NNNNNNN.NN
2	ADJ	01003310	03/01	-10					
3	ADJ	01003311	03/01	25					
4	ADJ	01003312	03/01	90					
5	ADJ	01003340	03/30	20			122		
6	ADJ	01003341	03/30	50			1415		
7	INV	01010101	06/09						
8	O/A	01128777	11/04	-10					
9	O/A	01128853	03/30	-30					
10	O/A	01128854	03/30	-200.00			OA-REF-2		
11	O/A	01128876	06/06	-100.00			OA-REF-1		

Inv/Tnx#/Rel#

Open Amt

Orig Amt

Cnst. PO#

OK Cancel

RANGE AR Inq Search

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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.

Notes:

WinMDS tshinc - [rs6000d.tshinc.com-37 BASE.12-SSS.CASH.WO.ENTRY011\$1]

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

MDS Cash Application Post Date 05/15/08

Company 01 Batch# 101540

Customer ALCO ALCO SUPPLY COMPANY Simple Method

Check # 123456789 Amt Applied 100.00 Complex Method *****

Check Amount 100.00 Balance 0.00 # of Items 89

A/R Balance 751253.69 Transaction# TRANS#: 01003275 - 03003314

MISCELLANEOUS CODE ENTRY A/R# 01503558

A/R\$ 100.00

W/O\$ -50.00

MISCELLANEOUS	MISC	C/B	REF	DATA	C/B	CODE
LN	CD	DESCRIPTION	AMOUNT	CB DESCRIPTION / COMMENTS		
1	01	CASH DISCOUNT	-25.00	Preferred customer discount		
2	02	CHARGE BACK	-25.00	check 123456789	02	
3				CASH DISCOUNT BEYOND TERMS		

ENTER LINE# TO CHANGE, '0' TO ACCEPT OR '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 data- this 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.

Notes:

WinMDS tshinc - [rs6000d.tshinc.com-37 BASE.12-SSS.CASH.WO.ENTRY011\$1]

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

MDS Cash Application Post Date 05/15/08

Company 01 Batch# 101540

Customer ALCO ALCO SUPPLY COMPANY Simple Method

Check # 123456789 Amt Applied 100.00 Complex Method *****

Check Amount 100.00 Balance 0.00 # of Items 89

A/R Balance 751253.69 Transaction# TRANS#: 01003275 - 03003314

MISCELLANEOUS CODE ENTRY A/R# 01503558

A/R\$ 100.00

W/O\$ -50.00

LN	CD	DESCRIPTION	MISC AMOUNT	C/B REF DATA	C/B CODE
1	01	CASH DISCOUNT	-25.00	Preferred customer discount	
2	02	CHARGE BACK	-25.00	check 123456789	02
3				CASH DISCOUNT BEYOND TERMS	

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.

Notes:

classic - [192.168.253.254-SSS.CASH.RANGE.POPUP012\$1]

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

MDS Cash Application Post Date 05/12/03

Company 01 Batch# 101012

Customer AJAX AJAX INDUSTRIAL SUPPLY 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#: 01000058 - 01501934

Line	Type	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	01000058	12/04	2550.00			R/C 5641		
									1000.00
									-1000.00

Range Payment

1.Starting Line Number (Complex)

2.Ending Line Number (Complex)

3.Starting Number (Simple)

4.Ending Number (Simple)

5.A/R Credit Amount

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY 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.

Notes:

classic - [192.168.253.254-SSS.CASH.RANGE.POPUP012\$1]

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

MDS Cash Application Post Date 05/12/03

Company 01 Batch# 101012

Customer AJAX AJAX INDUSTRIAL SUPPLY 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#: 01000058 - 01501934

Line	Type	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	01000058	12/04	2550.00			R/C 5641		
									1000.00
									-1000.00

Range Payment

1.Starting Line Number (Complex)

2.Ending Line Number (Complex)

3.Starting Number (Simple)

4.Ending Number (Simple)

5.A/R Credit Amount

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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

MDS Cash Application Post Date 05/13/03

Company 01 Batch# 101014

Customer IDEAL IDEAL DISTRIBUTION CO Simple Method

Check # 52436 Amt Applied 0.00 Complex Method *****

Check Amount 100.00 Balance 100.00 # of Items 8

A/R Balance 4648.25 Transaction# TRANS#: 01128732 - 01501989

Line	Type	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	O/A	01128732	04/04	-25.00			V63A2858573		
2	O/A	01128733	04/04	-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									

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

O/A

RANGE HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

On-Account

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 - [192.168.253.254-SSS.CASH.NEW.OA.POPUP012S1]

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

MDS Cash Application Post Date 05/13/03

Company 01 Batch# 101014

Customer IDEAL IDEAL DISTRIBUTION CO Simple Method

Check # 52436 Amt Applied 0.00 Complex Method ****

Check Amount 100.00 Balance 100.00 # of Items 8

A/R Balance 4648.25 Transaction# TRANS#: 01128732 - 01501989

Line	Type	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	O/A	01128732	04/04	-25.00			V63A2858573		
2	O/A	01128733	04/04	-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		

(New) On Account / Unapplied Payment

1.Amount 100.00

2.Company# 01 THE SYSTEMS HOUSE

3.Reference Data NO INV#

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

HELP OK/END INSERT LDELETE 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.

Notes:

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

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

MDS Cash Application Post Date 04/25/03

Company 01 Batch# 101000

Customer AJAX AJAX INDUSTRIAL SUPPLY Simple Method

Check # Amt Applied 1,000.00 Complex Method ****

Check Amount 0.00 Balance 1,000.00 # of Items 20

A/R Balance 7762.00 Transaction# TRANS#: 01000058 - 01501910

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	01000058	12/04	2550.00			R/C 5641		
2	ADJ	01003253	04/25	1000.00			ADJUSTMENT		
3	O/A	01128722	03/20				11111		-1000.00
4	O/A	01128723	03/21	-1000.00			CASE 6328		
5	C/M	01130711	02/14	-10.00		02/14			
6	C/M	01130734	03/21	-15.00		03/21			
7	INV	01501682	11/19		0.20	11/29	1		
8	INV	01501742	01/31		8.00	02/10	1		
9	INV	01501756	02/07		4.00	02/17	1		
10	INV	01501764	02/14	30.00	0.60	02/24	1		
11	INV	01501765	02/14		4.00	02/24	1		

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.

Notes:

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

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

MDS Cash Application Post Date 05/12/03

Company 01 Batch# 101012

Customer AJAX AJAX INDUSTRIAL SUPPLY Simple Method

Check # Amt Applied 1,000.00 Complex Method ****

Check Amount 0.00 Balance 1,000.00 # of Items 16

A/R Balance 7912.00 Transaction# TRANS#: 01000058 - 01501934

Line	Type	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	01000058	12/04	2550.00			R/C 5641		
2	ADJ	01003253	04/25	1000.00			ADJUSTMENT		1000.00
3	O/A	01128722	03/20				11111		-1000.00
4	O/A	01128723	03/21	-1000.00			CASE 6328		
5	C/M	01130711	02/14	-10.00		02/14			
6	C/M	01130734	03/21	-15.00		03/21			
7	INV	01501764	02/14	30.00	0.60	02/24	1		
8	INV	01501766	02/14	200.00	4.00	02/24	1		
9	INV	01501767	02/14	200.00	4.00	02/24	1		
10	INV	01501768	02/14	450.00	9.00	02/24	1		
11	INV	01501769	02/14	450.00	9.00	02/24	1		

RANGE HELP OK/END INSERT LDELETE PREPG INQUIRY CANCEL

AccuTerm 2000 - (TSH (3))

Cash Receipts Entry

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

MDS Cash Application Post Date 05/13/03

Company 01 Batch# 101015

Customer IDEAL IDEAL DISTRIBUTION CO Simple Method


Check # 1324 Amt Applied 0.00 Complex Method *****

Check Amount 4539.25 Balance 4,539.25 # of Items 9

A/R Balance 29.00 Transaction# TRANS#: 01128732 - 01501989

Line	Type	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	O/A	01128732	04/04	-25.00			V63A2858573		
2	O/A	01128733	04/04	-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	O/A	01128738	05/13	-100.00			NO INV#		
8	INV	01501781	02/21			02/21	1		
9	INV	01501989	04/02	225.00			R/C 1311		
10									
11									

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

R/C 

RANGE HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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 guide.

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.

Notes:

classic - [192.168.253.254-SSS.CASH.RET.CHECK.POPUP012\$1]

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

MDS Cash Application

Post Date 05/13/03

Company 01 Batch# 101015

Customer IDEAL IDEAL DISTRIBUTION CO Simple Method

Check # 1324 Amt Applied 0.00 Complex Method *****

Check Amount 4539.25 Balance 4,539.25 # of Items 9

A/R Balance 29.00 Transaction# TRANS#: 01128732 - 01501989

Line	Type	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	O/A	01128732	04/04	-25.00			V63A2858573		
2	O/A	01128733	04/04	-10.00			V64A2858579		
3	O/A	01128734	04/04	-10.00			V64A2858583		

Returned Check Payment

1.Invoice Number 01501781

2.Amount -4539.25

3.As of Date

4.Reference Data

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

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

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 for Windows Version 8.2.1 - [199.5.163.1-49 BASE.12-SSS.CASH.ENTRY011\$1]

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

MDS Cash Application Post Date 02/01/08

Company 01 Batch# 101546

Customer 1030 MICHAEL GREEN MD Simple Method

Check # 000454 Amt Applied 535.00 Complex Method ****

Check Amount 500.00 Balance 35.00 # of Items 13

A/R Balance 16467.85 Transaction# TRANS#: 01130696 - 01503818

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	C/M	01130696	11/20	-47.00		11/20			
2	C/M	01130697	12/16	-8.40		12/16			
3	INV	01501700	12/31		0.60	01/10	1		10.00
4	INV	01501701	12/31	1000.00	20.00	01/10	1		
5	INV	01502060	08/14		7.50	08/24	11287		375.00
6	INV	01502061	08/14		3.00	08/24	1478		150.00
7	INV	01502172	12/05	2750.00	55.00	12/15	15744		
8	INV	01502296	04/01	83.65	1.60	04/11	7757		
9	INV	01502336	05/24	425.00	8.50	06/03	7714		
10	INV	01502354	06/29	62.50	1.25	07/09	77457		
11	INV	01502355	06/29	67.50	1.35	07/09	3377		

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

XXXXXX

RANGE	AR Inq	Search							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

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.

Notes:

MDS for Windows Version 8.2.1 - [199.5.163.1-49 BASE.12-SSS.CASH.INQ011\$1]

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

(INQUIRY) CASH APPLICATION DATE 02/01/08

CO# 01 BATCH# 101546

CUST# 1030 MICHAEL GREEN MD SIMPLE METHOD :

CHECK# 000454 AMT APPLIED 535.00 COMPLEX METHOD *****

CHECK AMT 500.00 BALANCE 35.00 # OF ITEMS 13

A/R BAL 16467.85 TRANS# 01130696 - 01503818

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.DATA	WRITE-OFF	A/R	CREDIT
1*	PMT	01501700	12/31			0.60	01/10	1		*	10.00
2*	PMT	01502060	08/14			7.50	08/24	11287		*	375.00
3*	PMT	01502061	08/14			3.00	08/24	1478		*	150.00
4											
5											
6											
7											
8											
9											
10											
11											
12											

ENTIRE CHECK NOT APPLIED,HIT <RTN> TO CONTINUE

RANGE	AR Inq	Search					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

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

W

HELP	OK/END	INSERT	LDELETE	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.

Notes:

MDS for Windows Version 8.2.1 - [199.5.163.1-49 BASE.12-SSS.CASH.CONT.ENTRY011\$1]

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

Operator CASH CONTROL ENTRY DATE 05/27/08

1. CO# 01 The Systems House, Inc BATCH#

2. PERIOD 0802

3. POSTING DATE 02/28/08

4. BANK# 100 BANK NAME FIDELITY UNION TRUST
BANK G/L# 01-1100-00

5. A/R CONTROL 0.00

A/R CASH	0.00
6. MISCELLANEOUS	100.00
7. TOTAL CASH	100.00

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

AR Inq	Post Chks								
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

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 'INQUIRY' icon to choose from a list of valid companies. The system will display the company name.

PERIOD - Enter fiscal period in YYYY 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 'INQUIRY' 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.

Notes:

MDS for Windows Version 8.2.1 - [199.5.163.1-49 BASE.12-SSS.CASH.CONT.DISPLAY011\$1]

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

CASH CONTROL ENTRY (DISPLAY ONLY) DATE 05/27/08

CO# 01 The Systems House, Inc BATCH# 101544

PERIOD 0802

POSTING DATE 02/28/08

BANK# 100 BANK NAME FIDELITY UNION TRUST

BANK G/L# 01-1100-00

***	BATCH	TOTALS	***	APPLIED	TOTALS	***
A/R CONTROL		0.00			0.00	
	LN#	1				
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					

A/R CASH 0.00

MISCELLANEOUS 100.00

TOTAL CASH 100.00

0.00 0.00

0.00 0.00

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

AR Inq Post Chks HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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.

Notes:

MDS for Windows Version 8.2.1 - [199.5.163.1-49 BASE.12-SSS.MISC.CASH.ENTRY011\$1]

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

MISCELLANEOUS CASH ENTRY DATE 02/28/08

CO# 01 The Systems House, Inc BATCH# 101544

MISCELLANEOUS AMT 100.00
 AMT DISTRIBUTED
 BAL TO DISTRIBUTE 100.00

LN#	G/L#	DESC	DESCRIPTION	AMOUNT
1	###-###-##			
2				
3				
4				
5				

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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:

MDS for Windows Version 8.2.1 - [199.5.163.1-49 BASE.12-SSS.MISC.CASH.ENTRY011\$1]

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

MISCELLANEOUS CASH ENTRY DATE 02/28/08

CO# 01 The Systems House, Inc BATCH# 101544

MISCELLANEOUS AMT 100.00
 AMT DISTRIBUTED 75.00
 BAL TO DISTRIBUTE 25.00

LN#	G/L#	DESC	DESCRIPTION	AMOUNT
1	01-1300-00		Cash for sale of old printer	75.00
		FURNITURE & FIXTURES		
2				
3				
4				
5				

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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.

Notes:

MDS for Windows Version 8.2.1 - [199.5.163.1-49 BASE.12-SSS.MISC.CASH.ENTRY011\$1]

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

MISCELLANEOUS CASH ENTRY DATE 02/28/08

CO# 01 The Systems House, Inc BATCH# 101544

MISCELLANEOUS AMT 100.00
 AMT DISTRIBUTED 100.00
 BAL TO DISTRIBUTE

LN#	G/L#	DESC	DESCRIPTION	AMOUNT
1	01-1300-00		Cash for sale of old printer	75.00
		FURNITURE & FIXTURES		
2	01-1330-00		Sale of auto part	25.00
		AUTOMOBILES		
3				
4				
5				

Enter Line# to Change, "A" to Add Lines or "END": 0

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.

Notes:

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

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

Operator CASH CONTROL ENTRY DATE 05/20/03

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 05/20/03

3. BANK# 100 BANK NAME FIDELITY UNION TRUST
BANK G/L# 01-1100-00

4. A/R CONTROL		325.00	
5. CASHDIS:		0.00	01-1000-00
6. CHGBACK:		0.00	01-1000-00
7. SHORTPY:		0.00	01-1000-00
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 0.00

15. TOTAL CASH 325.00

NEW BATCH # IS >>>: 101023. HIT <RETURN> TO CONTINUE

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

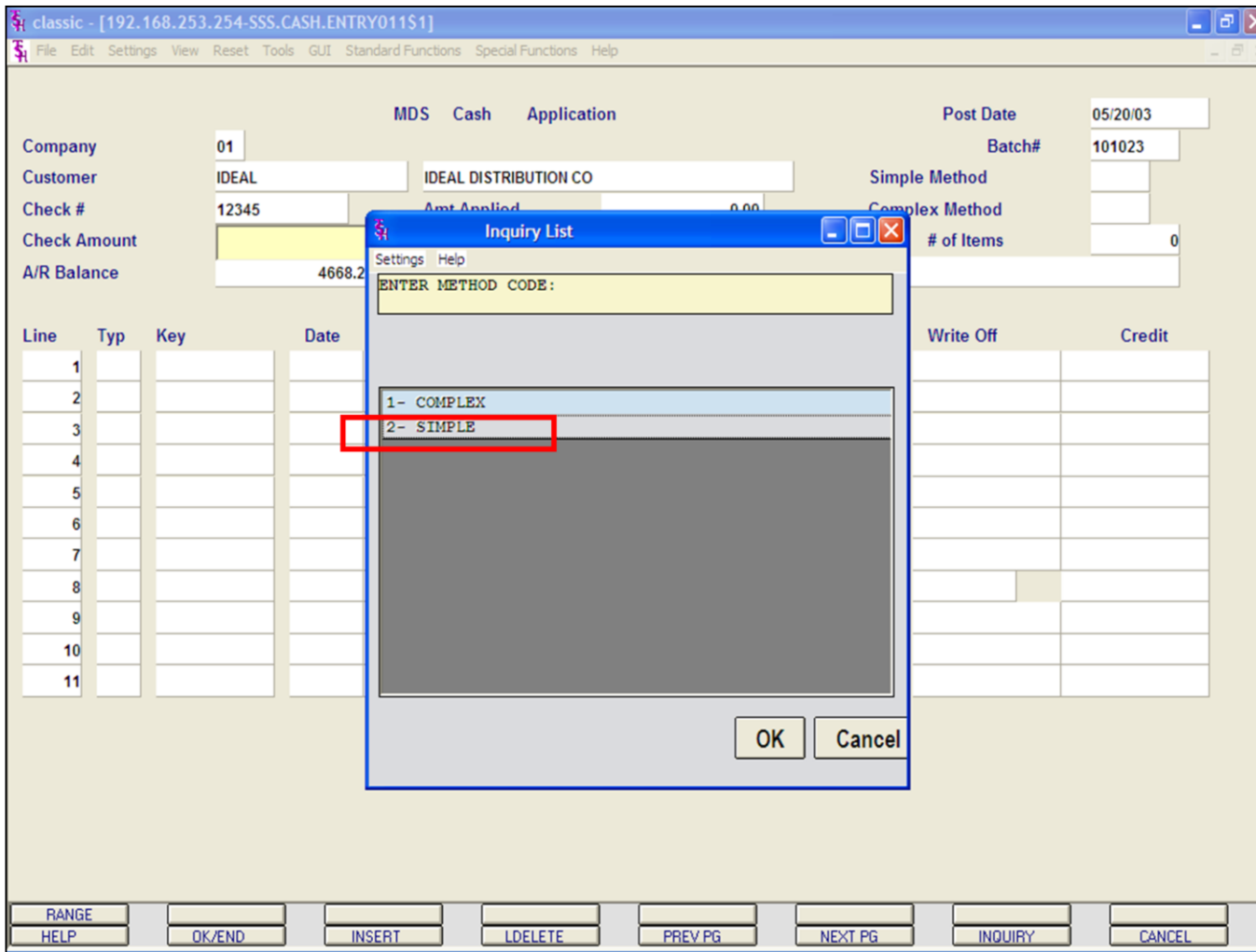
Simple Method

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 Un-applied payments.

Notes:



Cash Receipts Entry

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.

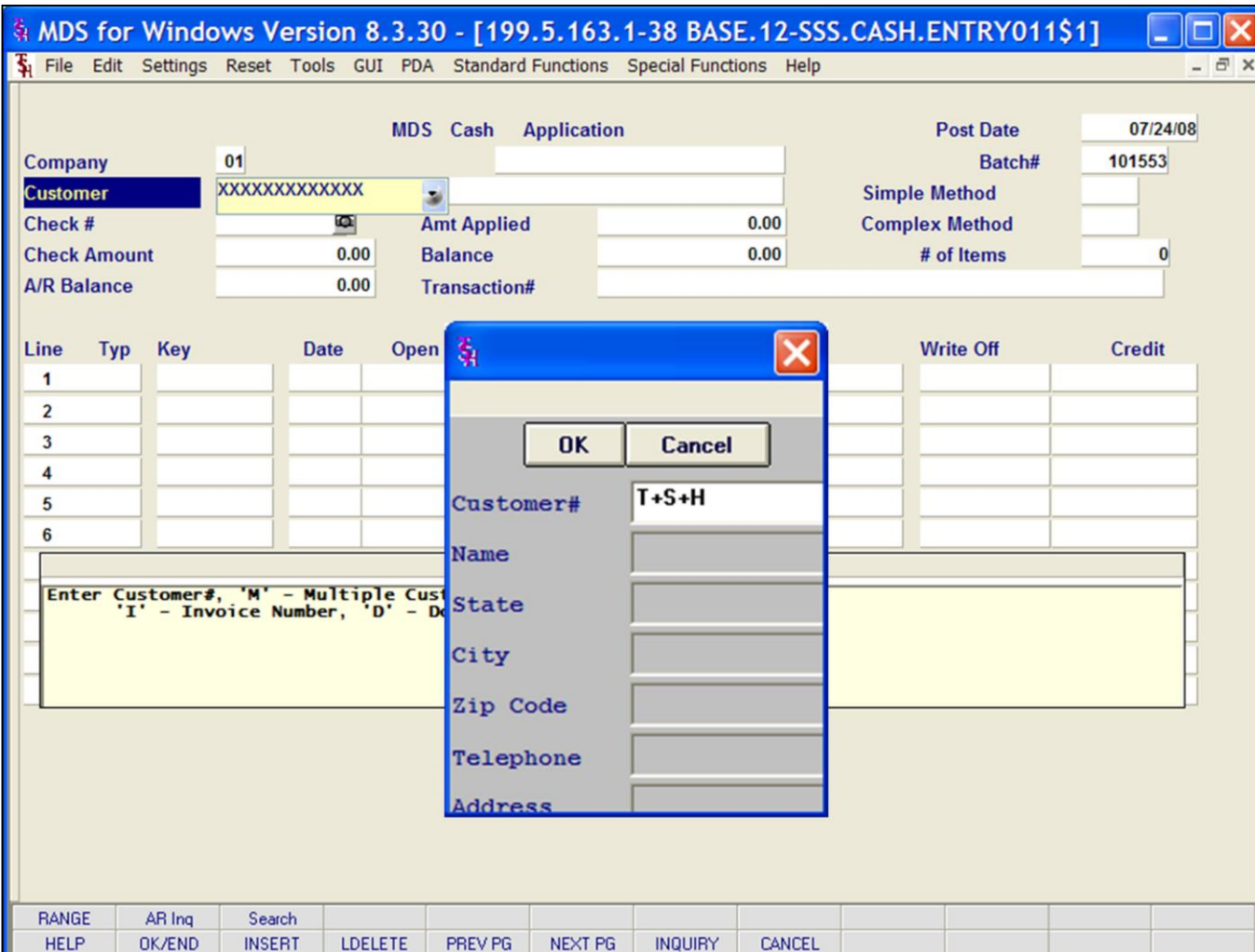
ENTER METHOD CODE:

1- COMPLEX

2- SIMPLE

Choose 'SIMPLE', then click on 'OK'

Notes:



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:

- M- Enter 'M' to apply a check to multiple customers.
- R- Enter 'R' to enter a release number.
- I - Enter 'I' to enter an invoice number.
- D - Enter 'D' to enter an 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.SMP011S1]

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

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#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PXX											
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".

HELP OK/END INSERT LDELETE PREV PG NEXT PG 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.

Notes:

classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011S1]

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101023 METHOD

CUST# IDEAL IDEAL DISTRIBUTION CO SIMPLE *****

CHECK# 12345 AMT APPLIED 0.00 COMPLEX

CHECK AMT 325.00 BALANCE 325.00 # OF ITEMS

A/R BAL 4668.25 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	XXXXXXXX										
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"

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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:

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

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101023 METHOD

CUST# IDEAL IDEAL DISTRIBUTION CO SIMPLE *****

CHECK# 12345 AMT APPLIED 0.00 COMPLEX

CHECK AMT 325.00 BALANCE 325.00 # OF ITEMS

A/R BAL 4668.25 TRANS#

MISCELLANEOUS CODE ENTRY A/R# 01501989

A/R\$ 325.00

W/O\$

MISCELLANEOUS	MISC								
LN	CD	DESCRIPTION	AMOUNT	C/B	REF	DATA	C/B	CODE	DESCRIPTION
1									
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 INQUIRY CANCEL

Cash Receipts Entry

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 INQUIRY <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.

Notes:

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

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101024 METHOD

CUST# UNITED UNITED SUPPLY SIMPLE *****

CHECK# 852 AMT APPLIED 0.00 COMPLEX

CHECK AMT 2360.00 BALANCE 2,360.00 # OF ITEMS

A/R BAL 5991.65 TRANS#

MISCELLANEOUS CODE ENTRY A/R# 01000167

A/R\$ 2365.00

W/O\$ 5.00

MISCELLANEOUS	MISC								
LN	CD	DESCRIPTION	AMOUNT	C/B	REF	DATA	C/B	CODE	DESCRIPTION
1	3	SHORT PAY	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 INQUIRY CANCEL

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.

Notes:

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

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101024 METHOD

CUST# UNITED UNITED SUPPLY SIMPLE *****

CHECK# 852 AMT APPLIED 2,360.00 COMPLEX

CHECK AMT 2360.00 BALANCE 0.00 # OF ITEMS

A/R BAL 5991.65 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01000167	03/26			47.30	04/05	6987		5.00		2365.00
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

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

XXXXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-37 BASE.12-SSS.CASH.ENTRY011\$1]

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

MDS Cash Application

Company 01 Post Date 07/24/08

Customer M Batch# 101554

Check # Amt Applied 0.00 Simple Method

Check Amount 0.00 Balance 0.00 Complex Method

A/R Balance 0.00 Transaction# # of Items 0

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1									
2									
3									
4									
5									
6									

Contextual Help

Enter Customer#, 'M' - Multiple Cust#'s , 'R' - Release Number
'I' - Invoice Number, 'D' - Dollar Amount or 'END'

RANGE AR Inq Search
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-15 BASE.12-SSS.CASH.ENTRY.SMP01...]

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

CASH APPLICATION

CO# 01 (Multiple Customers) DATE 06/30/08
 CUST# [] BATCH# 101556
 CHECK# 123321 AMT APPLIED 0.00 SIMPLE METHOD : ****
 CHECK AMT 100.00 BALANCE 100.00 COMPLEX METHOD []
 A/R BAL 0.00 TRANS# [] # OF ITEMS []

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT											
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

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

AR Inq HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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 drop-down 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:

MDS for Windows Version 8.3.30 - [199.5.163.1-14 BASE.12-SSS.CASH.ENTRY.SMP01...]

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

CASH APPLICATION DATE 06/30/08

CO# 01 (Multiple Customers) BATCH# 101556

CUST# 00001 RAFAEL INC SIMPLE METHOD : ****

CHECK# 123321 AMT APPLIED 7.50 COMPLEX METHOD

CHECK AMT 100.00 BALANCE 92.50 # OF ITEMS

A/R BAL 880.51 TRANS#

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												
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".

AR Inq HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-14 BASE.12-SSS.CASH.ENTRY.SMP01...]

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

CASH APPLICATION DATE 06/30/08

CO# 01 (Multiple Customers) BATCH# 101556

CUST# ALCO ALCO SUPPLY COMPANY SIMPLE METHOD : ****

CHECK# 123321 AMT APPLIED 7.50 COMPLEX METHOD

CHECK AMT 100.00 BALANCE 92.50 # OF ITEMS

A/R 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				7.50
2	PMT	01503698	10/03		63.60		10/13	111			NNNNNNN.NN	
3												
4												
5												
6												
7												
8												
9												
10												
11												

AR Inq HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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:

MDS for Windows Version 8.3.30 - [199.5.163.1-14 BASE.12-SSS.CASH.ENTRY.SMP01...]

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

CASH APPLICATION DATE 06/30/08

CO# 01 (Multiple Customers) BATCH# 101556

CUST# ALCO ALCO SUPPLY COMPANY SIMPLE METHOD : ****

CHECK# 123321 AMT APPLIED 100.00 COMPLEX METHOD

CHECK AMT 100.00 BALANCE 0.00 # OF ITEMS

A/R 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				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												

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

xxxxxx

AR Inq HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.SMP011S1]

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

CASH APPLICATION DATE 06/26/03

CO# 01 (Multiple Customers) BATCH# 101071

CUST# IDEAL IDEAL DISTRIBUTION CO SIMPLE METHOD : ****

CHECK# 8421 AMT APPLIED 6,164.25 COMPLEX METHOD

CHECK AMT 7494.25 BALANCE 1,330.00 # OF ITEMS

A/R BAL 2852.22 TRANS#

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	PMT	01501781	02/21				02/21	1				4539.25
3	PMT	R										
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"

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

Range Payment

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>.

Notes:

classic - [192.168.253.254-SSS.CASH.RANGE.POPUP01251]

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

CASH APPLICATION	DATE	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 1,330.00	# OF ITEMS
A/R BAL 13431.17	TRANS#	

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT											

Range Payment

1.Starting Line Number (Complex)

2.Ending Line Number (Complex)

3.Starting Number (Simple)

4.Ending Number (Simple)

5.A/R Credit Amount

HELP OK/END INSERT LDELETE PREV PG 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.

Notes:

classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011S1]

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

CASH APPLICATION DATE 06/26/03

CO# 01 (Multiple Customers) BATCH# 101071

CUST# AJAX AJAX INDUSTRIAL SUPPLY SIMPLE METHOD : ****

CHECK# 825413 AMT APPLIED 1,330.00 COMPLEX METHOD

CHECK AMT 1330.00 BALANCE 0.00 # OF ITEMS

A/R BAL 13431.17 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01501764	02/14			0.60	02/24	1				30.00
2	PMT	01501766	02/14			4.00	02/24	1				200.00
3	PMT	01501767	02/14			4.00	02/24	1				200.00
4	PMT	01501768	02/14			9.00	02/24	1				450.00
5	PMT	01501769	02/14			9.00	02/24	1				450.00
6												
7												
8												
9												
10												
11												

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

XXXXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

Range Payment

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.

Notes:

classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011S1]

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101024 METHOD

CUST# UNITED UNITED SUPPLY SIMPLE *****

CHECK# 847 AMT APPLIED 0.00 COMPLEX

CHECK AMT 100.00 BALANCE 100.00 # OF ITEMS

A/R BAL 3626.65 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	XXX											
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".

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

On Account

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>.

Notes:

classic - [192.168.253.254-SSS.CASH.NEW.OA.POPUP012S1]

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101024 METHOD

CUST# UNITED UNITED SUPPLY SIMPLE *****

CHECK# 847 AMT APPLIED 0.00 COMPLEX

CHECK AMT 100.00 BALANCE 100.00 # OF ITEMS

A/R BAL 3626.65 TRANS#

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 / Unapplied Payment

1.Amount 100.00

2.Company# 01 THE SYSTEMS HOUSE

3.Reference Data NO INVOICE #

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

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

On Account

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.

Notes:

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

Notes

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

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

Operator CASH CONTROL ENTRY DATE 05/20/03

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 05/20/03

3. BANK# 100 BANK NAME FIDELITY UNION TRUST
BANK G/L# 01-1100-00

4. A/R CONTROL		-345.00	
5. CASHDIS:		0.00	01-1000-00
6. CHGBACK:		0.00	01-1000-00
7. SHORTPY:		0.00	01-1000-00
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 DELETE,0 TO ACCEPT :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.

Notes:

classic - [192.168.253.254-SSS.CASH.ENTRY.SMP011S1]

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101029 METHOD

CUST# IDEAL IDEAL DISTRIBUTION CO SIMPLE *****

CHECK# 123456 AMT APPLIED 0.00 COMPLEX

CHECK AMT 345.00- BALANCE 345.00- # OF ITEMS

A/R BAL 4343.25 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	R/C	01501989	04/02					R/C 1311			-345.00	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

Returned Check

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.

Notes:

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101029 METHOD

CUST# IDEAL IDEAL DISTRIBUTION CO SIMPLE *****

CHECK# 123456 AMT APPLIED 345.00 COMPLEX

CHECK AMT 345.00 BALANCE 0.00 # OF ITEMS

A/R BAL 4343.25 TRANS#

LN	TYP	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												

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

XXXXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Receipts Entry

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-14 BASE.12-AR.ADJ.MAINT010\$1]

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

Accounts Receivable Adjustments

Company 01 The Systems House, Inc

Period 0802

Customer 1030

MICHAEL GREEN MD

1412 WEST 37th STREET

SUITE# 200

NEW YORK NY 11021

1.Adjustment Date

2.Transaction Type

3.Number

4.Adjustment Number

5.Amount 0.00

6.G/L Number

7.Comments

8.Reference Number

9.Product Number

Open Balance

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.

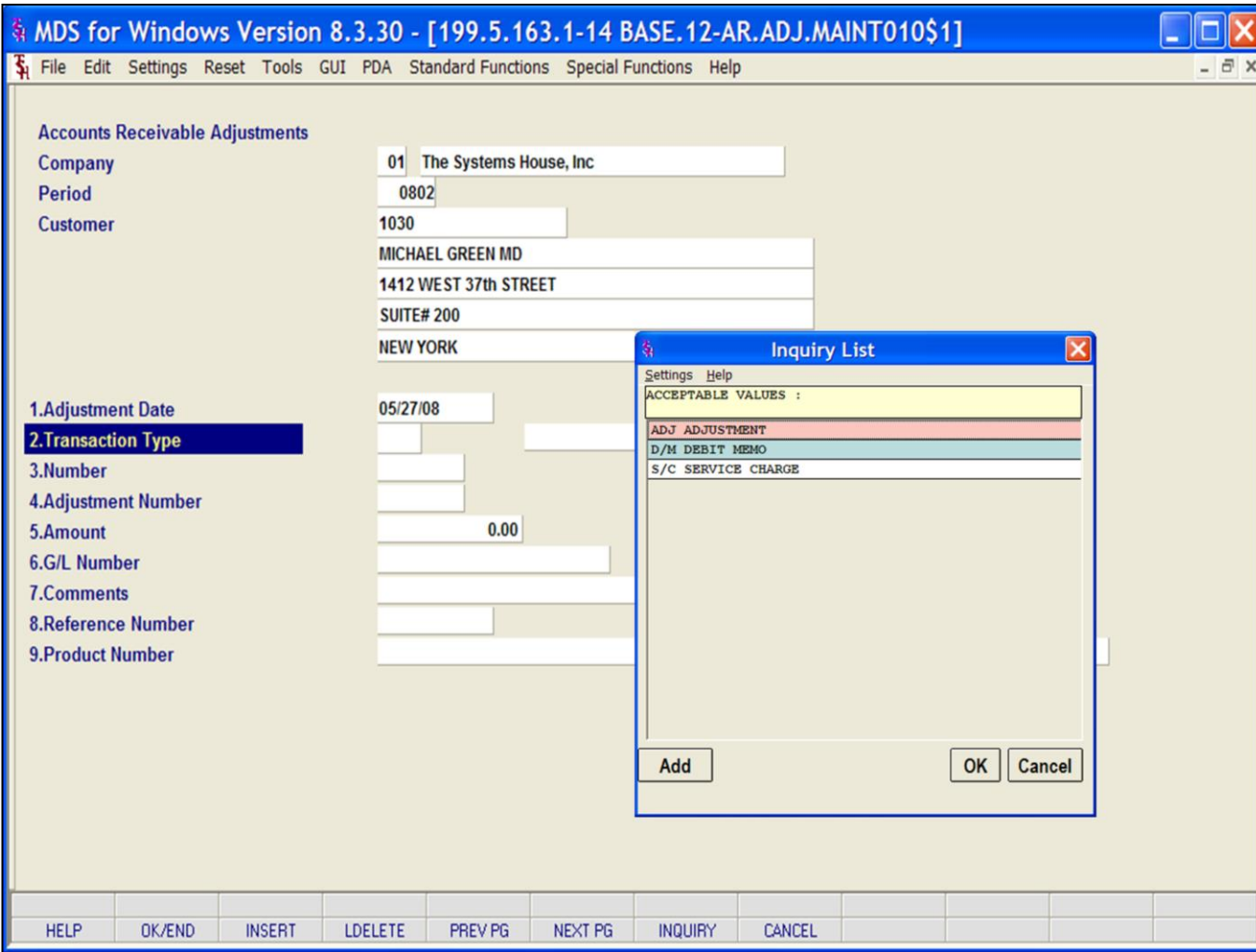
Company - Enter a valid 2 digit company code. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

Period - Enter Fiscal period in YYYY 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.

Notes:



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

Notes:

number.

Notes

MDS for Windows Version 8.3.30 - [199.5.163.1-14 BASE.12-AR.ADJ.MAINT010\$1]

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

Accounts Receivable Adjustments

Company 01 The Systems House, Inc
 Period 0802
 Customer 1030
 MICHAEL GREEN MD
 1412 WEST 37th STREET
 SUITE# 200
 NEW YORK NY 11021

1.Adjustment Date 05/27/08
 2.Transaction Type ADJ ADJUSTMENT
 3.Number N
 4.Adjustment Number Open Balance
 5.Amount 55.00
 6.G/L Number 01-1000-00 ASSETS
 7.Comments special adj per the boss
 8.Reference Number tst400
 9.Product Number

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

HELP OK/END INSERT LDELETE 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

Click OK in the pop up window to accept this entry.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-CCI.CREDIT.CARD.POPUP...]

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

Credit Card Payment Entry

1.Release#/Cust# 1030

2.Number 37345567878

3.Type AMEX

4.Name Michael A. Green

5.Exp Dt 0212

6.Verify# 1022

7.Address 1055 Route 46

8.Zipcode 07013

9.Corp Cd Y

10.Amount 125.00

11.Comp# 01 The Systems House, Inc

12.Payment/Credit P

Enter Line# to Change,0 to Accept: XXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

Credit Card Payment Entry

This process is for entering credit card payments for customer accounts.

Release#/Cust# - Enter release number or customer number for credit card payment.

Number – Enter credit card number.

Type – Select credit card type.

Name – Enter name on credit card.

Exp Dt – Enter expiration date for credit card in MMY format.

Verify# - Enter security or verification number.

Address – Enter billing address for credit card.

Zipcode – Enter billing zip code for credit card.

Corp Cd – is this a corporate card (Y/N)?

Amount – Enter amount to charge to card.

Comp# - Enter Company number for credit card payment.

Payment/ Credit – Is this a Payment or Credit (P/C).

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-CCI.CREDIT.CARD.POPUP...]

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

Credit Card Payment Entry

1.Release#/Cust# 1030

2.Number 37345567878

3.Type AMEX

4.Name Michael A. Green

5.Exp Dt 0212

6.Verify# 1022

7.Address 1055 Route 46

8.Zipcode 07013

9.Corp Cd Y

10.Amount 125.00

11.Comp# 01 The Systems House, Inc

12.Payment/Credit P

Enter Line# to Change,0 to Accept: XXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

Credit Card Payment Entry

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.

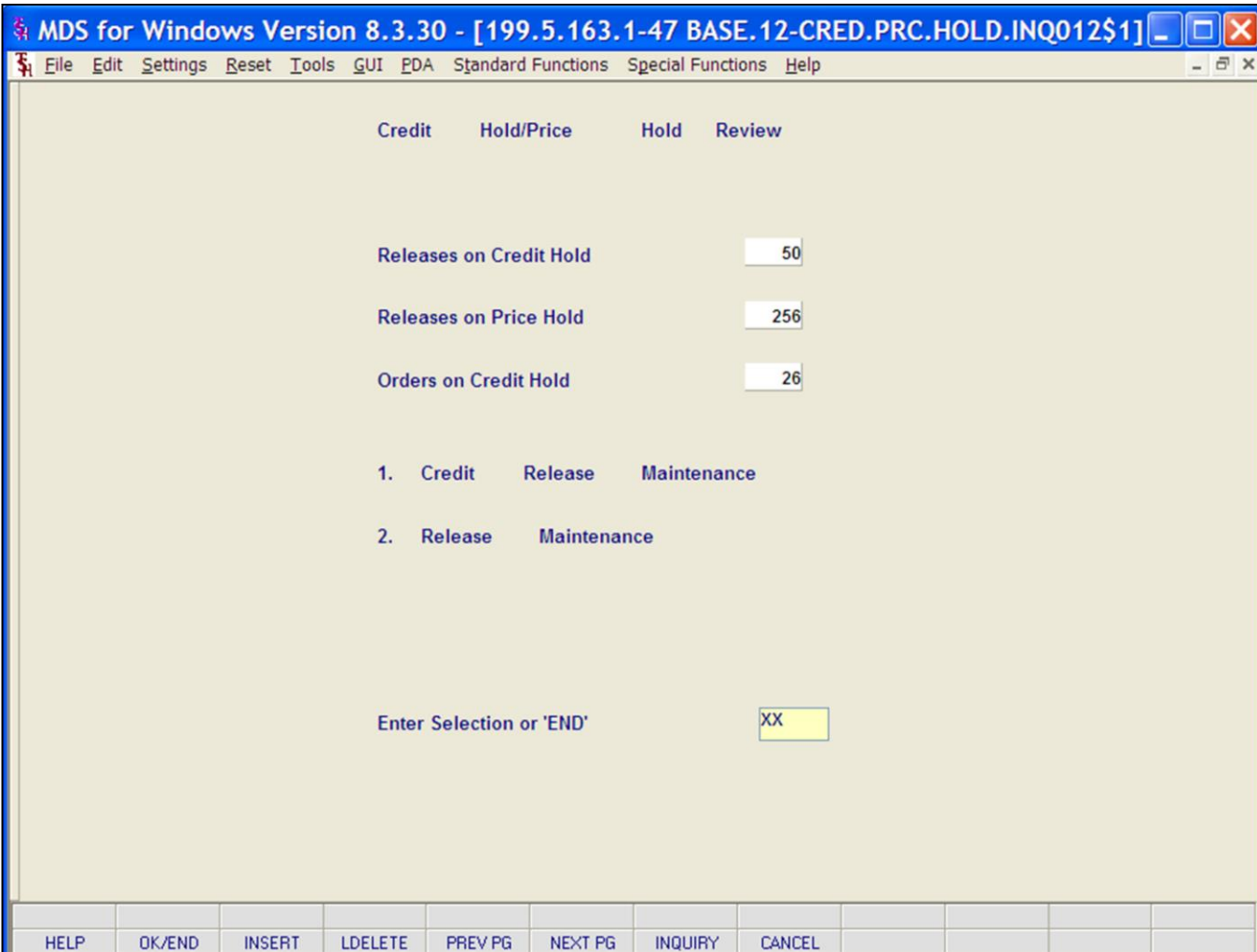
The user can also enter Line Number to make desired changes.

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

Now Getting Credit Card Authorization

Credit card system must be running. The system will verify credit card information.

Notes:



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.

Enter Password:

This process is password protected. Enter the credit hold /price hold password to proceed.

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 accept this entry.

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

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-47 BASE.12-SSS.CRM.MAINT011\$1]

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

Credit Hold Release Maintenance

Order# / Release#

Customer# Internal#

Name Operator

Address

Salesman

Credit Method

Credit Limit

Credit Hold

A/R Balance

Open Order \$

In Picking \$

Total Amount

Review Comment

Hold Reason

Contextual Help

Enter Shift F7 for List of Orders or
Enter F7 for List of Releases

Last Payment Date	<input type="text"/>
Last Payment Amount	0.00
Sales Dollars YTD	0.00
Amount Paid YTD	0.00
Highest Credit	0
Avg. Payment Days	0
Oldest Invoice Date	<input type="text"/>
Amt. of Oldest Invoice	0.00
Customer Create Date	<input type="text"/>

SUM AR	AR INQ	ORD INQ	Release	Cancel		Orders			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

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 Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-SSS.CRM.MAINT011\$1]

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

Credit Hold Release Maintenance

Order# / Release# 01142721

Customer# IDEAL1 Internal# 100104 Customer Terms 05 MDS CREDIT CARD
 Order Terms 05 MDS CREDIT CARD
 Name IDEAL DISTRIBUTION CO Operator SY1
 Address 10 CLIFTON BLVD.
 CLIFTON NJ 07015

Salesman	001	Salesman-001	Last Payment Date	03/28/03
Credit Method	00		Last Payment Amount	145.00
Credit Limit	10000		Sales Dollars YTD	0.00
Credit Hold	N		Amount Paid YTD	0.00
A/R Balance	4485.04		Highest Credit	330
Open Order \$	54000.00		Avg. Payment Days	32
In Picking \$	40500.00		Oldest Invoice Date	02/24/03
Total Amount	9540.00		Amt. of Oldest Invoice	229.75
Review Comment	AUTO REVIEW		Customer Create Date	02/24/03
Hold Reason				

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

Review Comment AUTO REVIEW
 Hold Reason

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

SUM AR	AR INQ	ORD INQ	Release	Cancel	Orders		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-CREDIT.CARD.POPUP010...

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

Credit Hold Release Maintenance

Order# / Release# 01143807001

Customer# RACHEL Internal# 100083 Customer Terms 06 CREDIT CARD DS
 Name RACHEL CUST Order Terms 05 MDS CREDIT CARD
 Address 121 ST ST
 HOWELL NJ 07731-2532

Salesman 000

Credit Method 00
 Credit Limit 10
 Credit Hold N
 A/R Balance 1674.98
 Open Order \$ 6778.30
 In Picking \$ 137695.38
 Total Amount 636.00
 Review Comment testing
 Hold Reason

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!

Notes:

classic - [192.168.253.254-SSS.RM.LOGON010\$1]

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

MDS Release Maintenance Logon Screen

1.Operator

2.Company

3.Warehouse

4.Invoice Date

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

**Release Maintenance
Remove from Price Hold**

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.

Operator – Enter your operator code (Depending on your company setup this may not be required).

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.

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.

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 LINE# TO CHANGE, ABORT TO CANCEL, 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-SSS.RM.HDR.INPUT011\$1]

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

Release Maintenance

RM CO [] WHSE [] DT []

BILL CUSTOMER [] 1.SHIP TO []

TO []

RELEASE# [#####-###]

RELEASE#	CUSTOMER	ORDER DT
132086001	GRACE	02/21/03
132256001	AJAX	03/06/03
132338001	ALCO	03/18/03
132491001	RACHEL	04/02/03
132494001	UMC	04/07/03
132502001	TJZ1	04/08/03
132504001	ALCO	04/08/03
132506001	ALCO	04/08/03

2.SHIP DT []

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 LDELETE PREV PG NEXT PG INQUIRY CANCEL

Release Maintenance

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>.

Notes:

classic - [192.168.253.254-SSS.RM.LINE.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER UMC UNIVERSITY MEDICAL CENT REL# 132494-001

LN#	PRODUCT#	PICK	/ UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION			CANCEL	COST	UM	HOLD
1	3M-350L STERIL LATEX GLOVES LG	1000	EA		21.50 19.00	EA EA	 Y
2							
3							
4							
5							

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL
HELP OK/END INSERT LDELETE PREV PG NEXT PG

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.

Notes:

classic - [192.168.253.254-SSS.RM.LINE.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER UMC UNIVERSITY MEDICAL CENT REL# 132494-001

LN#	PRODUCT#	PICK	/	UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION				CANCEL	COST	UM	HOLD
1	3M-350L STERIL LATEX GLOVES LG	1000		EA		21.00 19.00	EA EA	N
2								
3								
4								
5								

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL
HELP OK/END INSERT LDELETE PREV PG NEXT PG

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-SSS.RM.TOT.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER UMC UNIVERSITY MEDICAL CENTER

	LINES	SHIP QTY	DOLLARS
RELEASE TOTALS	1		0.00
1. TRADE DISC%			0.00
2. SHIP VIA	01	UPS	
3. SHIP ZONE	001		
4. FREIGHT			0.00
5. TAX JURIS	1	NEW JERSEY	
TAX %	6.000	ON	0.00
6. MISC CHARGE			0.00
7. CASH DISC%	2.00		0.00
		TOTAL	0.00

8. SALESMAN 002 EUGENE FORREST COMMISSION % 5.00

9. ACT. FRT.

10. PICKER

11. PACKER

12. WEIGHT

13. CARTONS

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : XXXXXX

MDS INQ. AR INQ. DETAIL CANCEL HEADER
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Release Maintenance

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

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.

Now that the release is no longer on credit hold, the pick ticket (or Invoice depending on your system's settings) will be selected for printing at the next document batch print.

Notes:

classic - [192.168.253.254-APRV.RELEASES.ONHOLD01251]

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

Remove Releases From Hold

Ln#	Release #	Customer	Customer Name	Order Dt	Order Amt	Rmv
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 TEST	04/16/03	400.00	N

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

XXXXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Remove Releases From Credit Hold

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:

MDS for Windows Version 8.3.30 - [199.5.163.1-47 BASE.12-CREDIT.CHECK.FORM010...

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

Outgoing Credit Check Form

Company: 01 The Systems House, Inc Date: 07/29/08

Customer# UNITED Voice: 201-495-1200
 UNITED SUPPLY
 85 CLARK ST Fax: 973-777-1483
 GARFIELD NJ 07083

1.To Mr. Jones

2.From Mrs. Smith

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

HELP	OK/END	INSERT	CREDIT AP LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	----------------------	---------	---------	---------	--------	--	--	--	--

Outgoing Credit Check Form

This page is used to setup a letter replying to a request for credit check information for current customers.

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 available companies.

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.

Date - Today's date will display.

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.

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:

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

Notes:

on the 'CANCEL' icon to cancel out.

Notes

To: David Smith

From: John Doe

Date: 06/25/03

Re : Reply to request for credit information

Customer: UNITED SUPPLY

85 CLARK ST

Voice: 201-495-1200

Fax: 973-777-1483

GARFIELD , NJ 07083

Became a customer on : 05/14/80

Date of Last Sale : 06/24/03

Last Payment Date : 06/25/03

Highest Credit Amount : 598505

Current Credit Limit : 0

Current Credit Amount : 19622.02

Current Overdue Amount : 0.00

Current Method of Payment: 01 2/10 NET 30

Average Pay Days : 285

Please hold All information in strict confidence.

Notes:

Outgoing Credit Check Form

ENTER 'P' TO PRINT/'F' TO FAX/'B' FOR BOTH OR 'END':

Enter 'P' to print. If Report Capture is turned on, it will print to Report Capture, if not, it will go to the printer. Enter 'F' to Fax. Enter 'B' for both, or enter 'END' to return to the company number prompt.

Sample Outgoing Credit Check Form is shown.

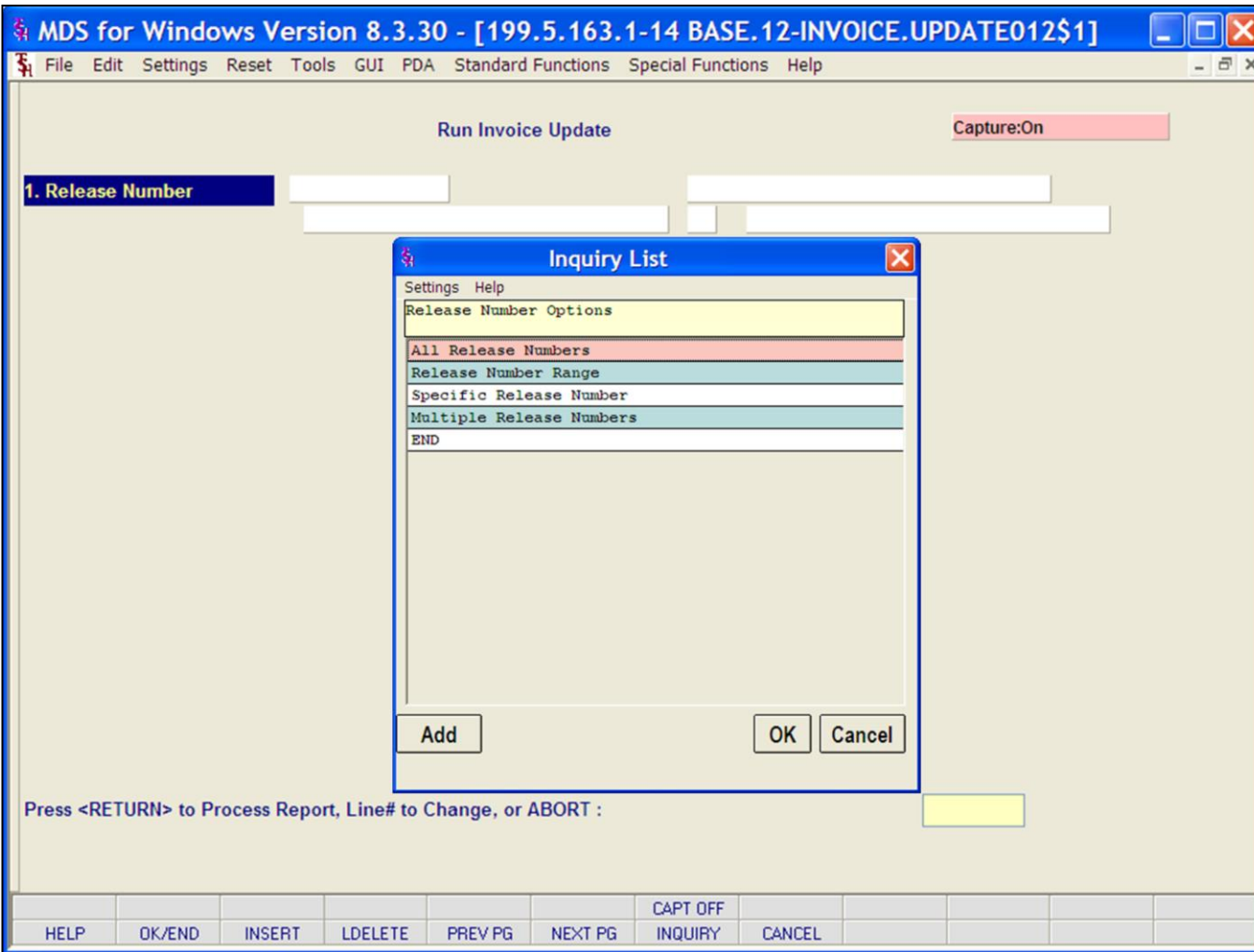
Function Key (from previous screen):

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 Application print function.

Do you want the Applicant's info printed?

Answer Y and you will see the print inquiry box. The options are: **Bypass print, Print Credit App, Fax Cr App, Email Cr App, Fax & Print, or Email & Print**

If you choose fax or email you will be taken to the Fax email screen to verify the information before sending.



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.

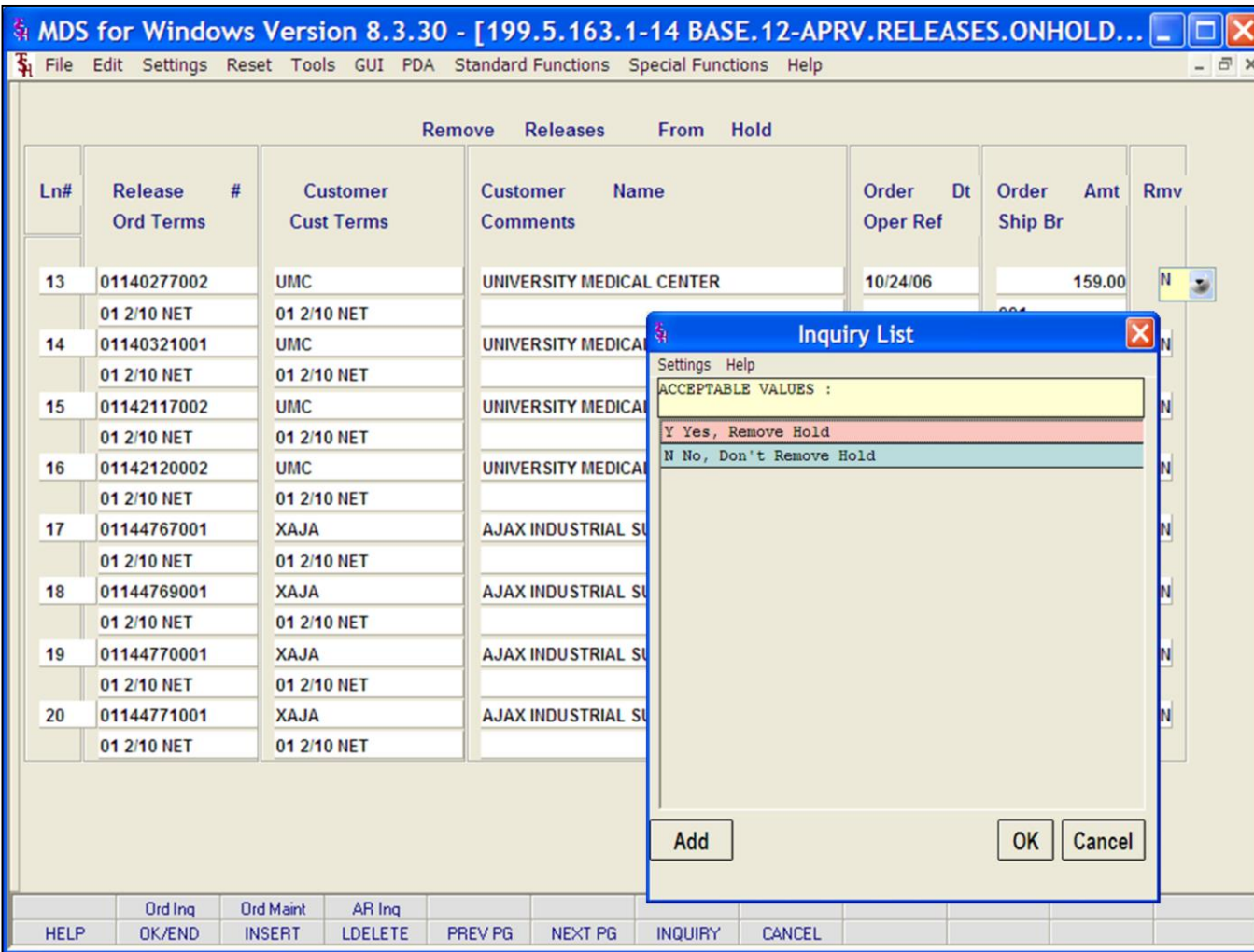
The user can also enter Line Number to make desired changes.

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

Notes:

function key to abort out of the report.

Notes



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

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-33 BASE.12-APRV.RELEASES.ONHOLD...

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

Remove Releases From Hold

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

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

XXXXXX

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

MDSforWindows 8.3.30

1 RELEASES WERE REMOVED FROM HOLD

OK

Remove Releases From Credit Hold

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.

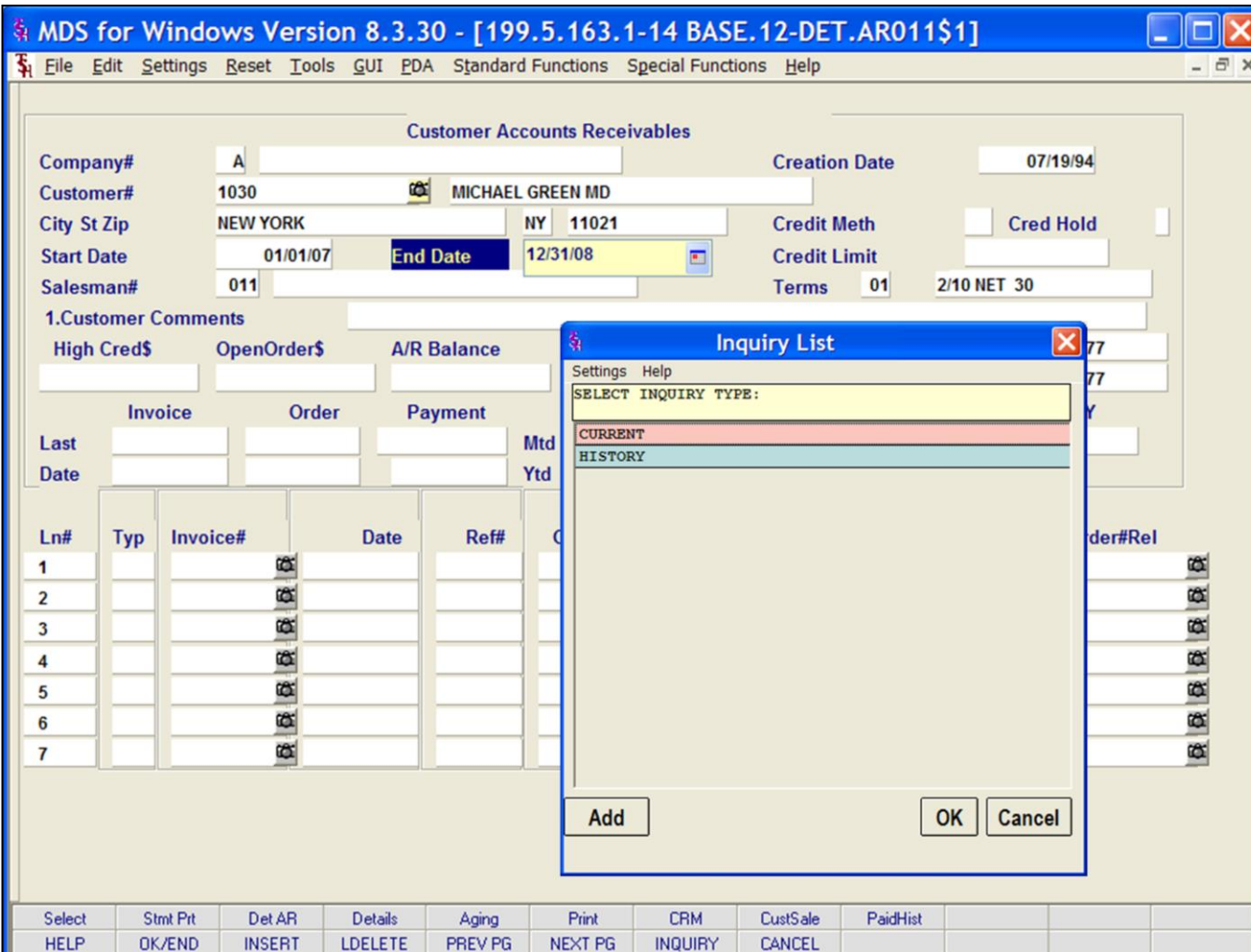
Type 'R' to reset all flags to their previous status.

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

Notes:

"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.



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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-DET.AR011\$1]

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

Customer Accounts Receivables

Company# 01 The Systems House, Inc Creation Date 07/19/94
 Customer# 1030 MICHAEL GREEN MD
 City St Zip NEW YORK NY 11021 Credit Meth 00 Cred Hold N
 Start Date 01/01/07 End Date 12/31/08 Credit Limit 9999999
 Salesman# 011 Terms 01 2/10 NET 30

1.Customer Comments

High Cred\$ 19418 OpenOrder\$ 3750.81 A/R Balance 19417.85 Paid to Dt 105.00 Old Inv 12/31/02 Phone 845-783-3377
 Fax 845-783-3777

	Invoice	Order	Payment	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#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01504027	07/09/08		3000.00	3000.00	001	TEST	144628001
2	ADJ	01003362	05/27/08	tst400	55.00	55.00	001	special adj per t	
3	INV	01503817	02/22/08		5974.80	5974.80	001	007737	143512001
4	INV	01503818	02/22/08		5624.80	5624.80	001	77737	143513001
5									
6									
7									

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

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

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-DET.AR011\$1]

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

Customer Accounts Receivables

Company# 01 The Systems House, Inc **Creation Date** 07/19/94
Customer# 1030 MICHAEL GREEN MD
City St Zip NEW YORK NY 11021 **Credit Meth** 00 Cred Hold N
Start Date 01/01/07 **End Date** 12/31/08 **Credit Limit** 9999999
Salesman# 011 **Terms** 01 2/10 NET 30

1.Customer Comments

High Cred\$ 19418 **OpenOrder\$** 3750.81 **A/R Balance** 19417.85 **Paid to Dt** 105.00 **Old Inv** 12/31/02 **Phone** 845-783-3377
Fax 845-783-3777

	Invoice	Order	Payment	Mtd	Sales\$	Return\$	Sales\$ LY
Last Date	504027 07/09/08	144628 07/09/08	100.00 02/01/08		14599.60		
Date				Ytd	14599.60		

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01504027	07/09/08		3000.00	3000.00	001	TEST	144628001
2	ADJ	01003362	05/27/08	tst400	55.00	55.00	001	special adj per t	
3	INV	01503817	02/22/08		5974.80	5974.80	001	007737	143512001
4	INV	01503818	02/22/08		5624.80	5624.80	001	77737	143513001
5									
6									
7									

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

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

AR Inquiry

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-14 BASE.12-DET.AR011\$1]

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

Customer Accounts Receivables

Company# 01 The Systems House, Inc Creation Date 04/16/86
 Customer# ALCO ALCO SUPPLY COMPANY
 City St Zip WAYNE NJ 07315 Credit Meth 11 Cred Hold N
 Start Date 01/01/07 End Date 12/31/07 Credit Limit 9999999
 Salesman# 011 Terms 01 2/10 NET 30

1.Customer Comments

High Cred\$ 744255 OpenOrder\$ 2097936.41 A/R Balance 744253.69 Paid to Dt Old Inv 12/16/02 Phone 201-555-1212
 Fax 201-777-1483

	Invoice	Order	Payment	Sales\$	Return\$	Sales\$ LY
Last	503698	143203	1.00			3021.46
Date	10/03/07	01/08/08	11/30/07			

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01503697	10/03/07		185.50	185.50	001	111	142434001
2	INV	01503698	10/03/07		63.60	63.60	001	111	142435001
3	INV	01503590	08/03/07		60.00	60.00	001	TEST	141810001
4	INV	01503582	07/20/07		112.89	112.89	001	TEST	141972001
5	INV	01503583	07/20/07		112.89	112.89	001	01010	141977001
6	O/A	01128956	07/16/07	01128956	-5.00	-5.00	001	DEP 01141946 1	
7	INV	01503567	06/21/07		159.00	159.00	001	0101010	141823001

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

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

AR Inquiry

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 '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).

Notes:

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

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

Customer Accounts Receivables

Company# 01 The Systems House, Inc Creation Date 04/16/86
 Customer# ALCO ALCO SUPPLY COMPANY
 City St Zip WAYNE NJ 07315 Credit Meth 11 Cred Hold N
 Start Date 01/01/07 End Date 12/31/08 Credit Limit 9999999
 Salesman# 011 Terms 01 2/10 NET 30

1.Customer Comments

High Cred\$ 744255 OpenOrder\$ 2097936.41 A/R Balance 744253.69 Paid to Dt Old Inv 12/16/02 Phone 201-555-1212
 Invoice Order Payment Sales\$ Return\$ Sales\$ LY
 Last 503698 143203 1.00 Mtd 3021.46
 Date 10/03/07 01/08/08 11/30/07 Ytd

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01503697	10/03/07		185.50	185.50	001	111	142434001
2	INV	01503698	10/03/07		63.60	63.60	001	111	142435001
3	INV	01503590	08/03/07		60.00	60.00	001	TEST	141810001
4	INV	01503582	07/20/07		112.89	112.89	001	TEST	141972001
5	INV	01503583	07/20/07		112.89	112.89	001	01010	141977001
6	O/A	01128956	07/16/07	01128956	-5.00	-5.00	001	DEP 01141946 1	
7	INV	01503567	06/21/07		159.00	159.00	001	0101010	141823001

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

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

**Customer AR Inquiry
Function Keys**

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:

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

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

Customer Accounts Receivables

Company# 01 The Systems House, Inc Creation Date 04/16/86
 Customer# ALCO ALCO SUPPLY COMPANY
 City St Zip WAYNE NJ 07315 Credit Meth 11 Cred Hold N
 Start Date 01/01/07 End Date 12/31/08 Credit Limit 9999999
 Salesman# 011 Terms 01 2/10 NET 30

1.Customer Comments

High Cred\$ 744255 OpenOrder\$ 2097936.41 A/R Balance 744253.69 Paid to Dt Old Inv 12/16/02 Phone 201-555-1212
 Invoice Order Payment Sales\$ Return\$ Sales\$ LY
 Last 503698 143203 1.00 Mtd 3021.46
 Date 10/03/07 01/08/08 11/30/07 Ytd

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01503697	10/03/07		185.50	185.50	001	111	142434001
2	INV	01503698	10/03/07		63.60	63.60	001	111	142435001
3	INV	01503590	08/03/07		60.00	60.00	001	TEST	141810001
4	INV	01503582	07/20/07		112.89	112.89	001	TEST	141972001
5	INV	01503583	07/20/07		112.89	112.89	001	01010	141977001
6	O/A	01128956	07/16/07	01128956	-5.00	-5.00	001	DEP 01141946 1	
7	INV	01503567	06/21/07		159.00	159.00	001	0101010	141823001

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

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

**Customer AR Inquiry
Function Keys**

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.

Notes:

Statement

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON, NJ 07013

Tel: 973-777-8050
Fax: 973-777-3063

UNITED SUPPLY
85 CLARK ST

GARFIELD NJ 07083

Customer Number: UNITED
Salesman Name: JIM BRANCA
Statement Date: 06/18/03

To ensure proper credit, please check
 all invoices being paid and return.

Trx	Date	Transaction	Reference	Original Amount	Payment/Credits	X	Balance
O/A	05/20/03	01128739	NO INVOICE #	-100.00	0.00		-100.00
O/A	05/06/99	01200010	01200010	-100.00	0.00		-100.00
ADJ	05/21/03	01003262	111	10.00	0.00		10.00
ADJ	05/22/03	01003263	COMMENT	100.00	0.00		100.00
B/C	03/31/00	01200008	SERVICE CHG	0.10	0.00		0.10
INV	02/01/00	01000166	6553	2,560.00	-2,555.00		5.00
INV	06/05/00	01120001	RO560	86.60	0.00		86.60
INV	05/27/03	01501973	01	870.00	0.00		870.00
INV	05/27/03	01501975	01	1,625.00	0.00		1,625.00
INV	05/27/03	01501976	01	450.00	0.00		450.00
INV	05/30/03	01501994	01	10.72	0.00		10.72
INV	05/30/03	01501995	01	21.43	0.00		21.43
C/H	06/09/03	01132173	REAPPLY	1,728.75	0.00		1,728.75

Page: 1 <CREDITS AGED vs OLDEST ITEMS> Please Pay this Amount: 4,707.60

	FUTURE	CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
\$	2,977.15	1,730.45	0.00	0.00	0.00

Amount of Check Transactions after statement date will appear in next month's statement.

AR Inquiry Statement Print

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

Notes:

classic - [192.168.253.254-DET.AR.AGING010S1]

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

Customer Accounts Receivables

Company# 01 THE SYSTEMS HOUSE Creation Date 05/14/80
 Customer# UNITED UNITED SUPPLY Credit Meth 02 Cred Hold N
 Salesman# 001 JIM BRANCA Credit Limit 10000
 1.Customer Comments Terms 01 2/10 NET 30

Hig	Accounts	Receivable	Aging	
	Aging Credits Against Oldest Items			
Last Date	FUTURE	CURRENT	31-60	61-90
Ln#	0.00	3055.00	0.00	0.00
1				
2				
3	91-120	121-150	151-OVR	
4				
5	0.00	0.00	1620.45	
6				
7				
8				

Press <RETURN> To Continue: XXXXXX

HELP OK/END INSERT LDELETE PREV.PG NEXT.PG INQUIRY CANCEL

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:

classic - [192.168.253.254-CUST.SLS.INQ010S1]

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

CUSTOMER SALES INQUIRY

Company : 01 THE SYSTEMS HOUSE

Customer : UNITED UNITED SUPPLY

	Sales-\$ This-Yr	Sales-\$ Last-Yr	Credits This-Yr	Credits Last-Yr	G/P-\$ This-Yr	G/P-\$ Last-Yr	G/P-% This-Yr	G/P-% Last-Yr
Jan		84				83		98.57
Feb		47				21		43.82
Mar		68				62		90.83
Apr		138				-560		-404.52
May		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

Hit <RETURN> to Continue :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

AR Inquiry

Customer Sales Inquiry

To enter the Customer Sales Inquiry click on the icon 'CUST SALE' or hit the 'F8' 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 for Windows Version 8.3.30 - [199.5.163.1-18 BASE.12-CUST.SLS.HIST.INQ012\$1]

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

Customer Sales History Inquiry

Company : 01 The Systems House, Inc
 Customer : ALCO ALCO SUPPLY COMPANY

	Sales-\$ This-Yr	Sales-\$ Last-Yr	Credits This-Yr	Credits Last-Yr	Sales-\$ 2-Yr
JAN					
FEB					210200
MAR					
APR					
MAY		1401			
JUN		1123			46840
JUL		213			
AUG		50			
SEP					400
OCT		235			100
NOV					
DEC					
Total		3021			257540

Hit <RETURN> to Continue :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

AR Inquiry

Customer Sales Inquiry

To enter the Customer Sales Inquiry click on the icon 'CUST SALE' or hit the 'F8' function key.

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

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

Summary Accounts Receivables

Company# 01 The Systems House, Inc Salesman 001 Salesman-001
 Customer# UNITED Cust Class 01 TEST
 UNITED SUPPLY Cust Type 01
 85 CLARK ST Cred Limit 10000
 Cred Hold N
 Contact HARRY RTTT
 GARFIELD NJ 07083 Phone 201-495-1200

1.Customer Comments

Open Invoice\$	11145.32	# Open Invoices	14	Last Invoice Date	05/05/05
Open Order\$	39450.00	# Open Orders	21	Old Invoice Date	12/31/67
Total Open\$	50595.32	Avg. Payment Days	315	Last order Date	05/05/05
		Last Pay Amount	125.00	Last Payment Date	06/25/03

Accounts Receivable Aging

Accounts Receivable Aging		Aging Items Based on As of Date				
Future	Current	31-60	61-90	91-120	121-150	151-Over
141.77	141.77	141.77				10720.01

Month	to	Date	Order\$	Sales\$	GrossProfit\$	Payment\$
Year	to	Date				

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: xxxxxx

DETAIL AR
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry

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.

Notes:

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

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

Summary Accounts Receivables

Company#	01	THE SYSTEMS HOUSE	Salesman	001	JIM BRANCA
Customer#	UNITED		Cust Class	01	DEALER
	UNITED SUPPLY		Cust Type	01	RETAIL
	85 CLARK ST		Cred Limit		10000
			Cred Hold		N
			Contact		HARRY RTTT
	GARFIELD	NJ	07083	Phone	201-495-1200

1.Customer Comments

Open Invoice\$	4707.60	# Open Invoices	8	Last Invoice Date	05/30/03
Open Order\$	16397.82	# Open Orders	20	Old Invoice Date	02/01/00
Total Open\$	21105.42	Avg. Payment Days	238	Last order Date	06/03/03
		Last Pay Amount	3321.20	Last Payment Date	05/20/03

Accounts Receivable Aging

Aging Credits Against Oldest Items

Future	Current	31-60	61-90	91-120	121-150	151-Over
2977.15	110.00					1620.45

Month	to	Date	Order\$	Sales\$	GrossProfit\$	Payment\$
Year	to	Date	20628.31	4392.15	2279.75	5786.20
			20628.31	4392.15	2279.75	5786.20

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS:

DETAIL AR OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry

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 Invoices\$ - 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 than '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:

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 FDA Standard Functions Special Functions Help

Summary Accounts Receivables

Company# 01 The Systems House, Inc Salesman 001 Salesman-001
 Customer# UNITED Cust Class 01 TEST
 UNITED SUPPLY Cust Type 01
 85 CLARK ST Cred Limit 10000
 Cred Hold N
 Contact HARRY RTTT
 GARFIELD NJ 07083 Phone 201-495-1200

1.Customer Comments

Open Invoice\$	11145.32	# Open Invoices	14	Last Invoice Date	05/05/05
Open Order\$	39450.00	# Open Orders	21	Old Invoice Date	12/31/67
Total Open\$	50595.32	Avg. Payment Days	315	Last order Date	05/05/05
		Last Pay Amount	125.00	Last Payment Date	06/25/03

Accounts Receivable Aging Aging Items Based on As of Date

Future	Current	31-60	61-90	91-120	121-150	151-Over
141.77	141.77	141.77				10720.01

Order\$ Sales\$ GrossProfit\$ Payment\$

Month to Date
Year to Date

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: [XXXXXX]

DETAIL AR
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry

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 – Over-items 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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-34 BASE.12-QUICK.ATB012\$1]

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

Quick Item Aged Trial Balance Report

Month End Date (MM/DD/YY)

Ln#	Customer#	Customer	Name
1	IDEAL	IDEAL DISTRIBUTION CO	
2	ALCO	ALCO SUPPLY COMPANY	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Enter Line# to Change , '0' to Accept and Print or 'ABORT':

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	---------	--------	--	--	--	--

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) - Enter the month end date for the report or click on the calendar icon to select a date.

Ln# - Line number for reference

Customer# - Enter the customer. You can enter the customer number or part of 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.

Customer Name - After a customer code has been entered, the corresponding customer name will be displayed here.

Enter Line# to Change, 0 to Accept and Print or 'ABORT':

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-38 BASE.12-AR.PAID.HIST.INQ011\$1]

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

A/R Paid History Inquiry

Company 01 The Systems House, Inc Curr YTD Sales 0.00
 Customer IDEAL IDEAL DISTRIBUTION CO Prior YTD Sales -189.12

Ln#	Check Number	Check Date	Check Amount
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		02/27/06	
11	V64A0B12D342	02/23/06	250.00
12	V64A0B122216	02/22/06	100.00
13	311	05/12/04	50.00
14	111	05/12/04	50.00

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

INV DET	DET RPT								
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

Paid History Inquiry

The Paid History Inquiry provides a listing of a specific customer's payment history.

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.

Curr YTD Sales - The current year to date sales is displayed.

Prior YTD Sales - The prior year to date sales is displayed.

Ln# - Each paid check is listed by line number.

Check Number - Customer's check number.

Check Date - The date the check was received.

Check Amount - Dollar amount of 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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-38 BASE.12-AR.PAID.HIST.INQ011\$1]

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

A/R Paid History Inquiry

Company 01 The Systems House, Inc
 Customer IDEAL IDEAL DISTRIBUTION CO

Curr YTD Sales 0.00
 Prior YTD Sales -189.12

Ln#	Check Number	Check Date	Check Amount
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		02/27/06	
11	V64A0B12D342	02/23/06	250.00
12	V64A0B122216	02/22/06	100.00
13	311	05/12/04	50.00
14	111	05/12/04	50.00

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

INV DET DET RPT
 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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-37 BASE.12-AR.CHECK.INQ011\$1]

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

A/R Paid History Inquiry

Company 01 The Systems House, Inc Curr YTD Sales 0.00
 Customer IDEAL IDEAL DISTRIBUTION CO Prior YTD Sales -189.12

Check# 1324 Check Date 05/13/03 Check Amt -4,539.25

Ln#	Inv#	Inv Date	Typ	Orig Amt	Pay Amt	Disc Amt	Balance
1	01501781	02/21/03	INV	4,519.25	4,519.25		
2	01501781	02/21/03	INV	4,519.25	4,539.25		4,539.25
3							
4							
5							
6							
7							
8							
9							
10							

Enter line#, END, NEXT PG or PREV PG: XXXXXX

Discounts
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-37 BASE.12-AR.CHECK.INQ011\$1]

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

A/R Paid History Inquiry

Company 01 The Systems House, Inc
 Customer IDEAL IDEAL DISTRIBUTION CO

Curr YTD Sales 0.00
 Prior YTD Sales -189.12

Check# 1324 Check Date 05/13/03 Check Amt -4,539.25

Ln#	Inv#	Inv Date	Typ	Orig Amt	Pay Amt	Disc Amt	Balance
1	01501781	02/21/03	INV	4,519.25	4,519.25		
2	01501781	02/21/03	INV	4,519.25	4,539.25		4,539.25
3							
4							
5							
6							
7							
8							
9							
10							

Enter line#, END, NEXT PG or PREV PG: XXXXXX

Discounts

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

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: 06/04/03 THE SYSTEMS HOUSE PAGE: 1
 CO# 01 PAID HISTORY REPORT CURR YTD SALES : 4,392.15
 CUST# UNITED UNITED SUPPLY PRIOR YTD SALES: 2,953.30

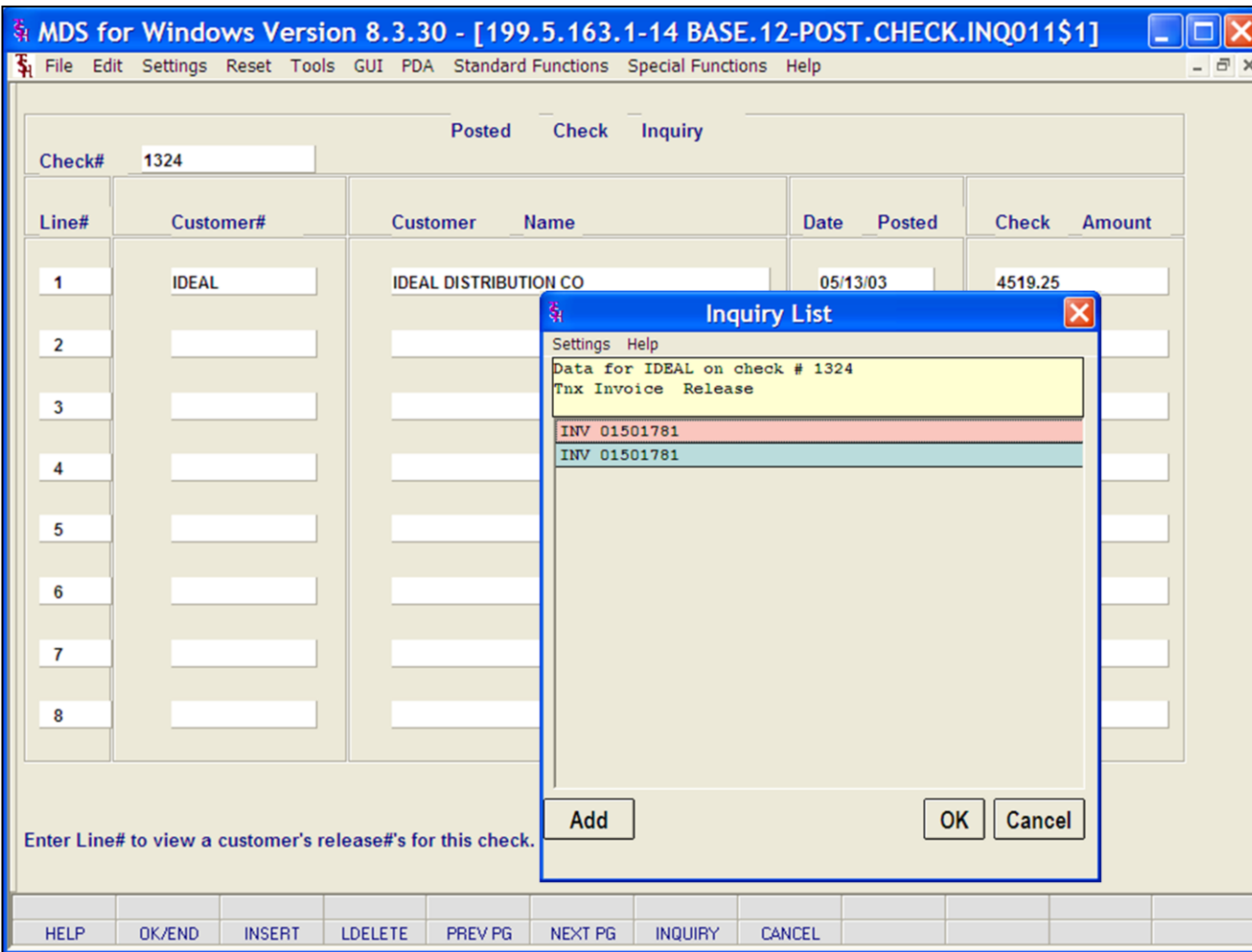
INV#	INV DATE	TYPE	ORIG AMT	PAY AMT	DISC AMT	BALANCE
CHECK#: 0477			CHECK DATE: 05/20/03	CHECK AMT: 3,321.20		
01200011	04/20/00	INV	1,906.20	1,906.20	0.00	0.00
01501964	05/20/03	INV	155.00	155.00	0.00	0.00
01501965	05/20/03	INV	350.00	350.00	0.00	0.00
01501966	05/20/03	INV	900.00	900.00	0.00	0.00
01501967	05/20/03	INV	10.00	10.00	0.00	0.00
CHECK#: 04773			CHECK DATE: 05/20/03	CHECK AMT: -3,321.20		
01200011	04/20/00	INV	1,906.20	-1,906.20	0.00	1,906.20
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
CHECK#: 042			CHECK DATE: 05/20/03	CHECK AMT: -3,321.20		

**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:



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.

Notes:

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

customer.

Notes

MDS for Windows Version 8.3.30 - [199.5.163.1-15 BASE.12-AR.CHECK.DETAIL.INQ01...]

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

A/R Check Detail Inquiry

Co# 01 The Systems House, Inc

Cust# ALCO ALCO SUPPLY COMPANY Batch# 101556

Check# 123321 Check Date 06/30/08 Check Amt 92.50

Ln#	Inv#	Inv Date	Typ	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								

Enter Line# for Detail or 'END':

XXXXXX

Det Rel	Cust A/R	Det A/R	Discounts						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

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

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-15 BASE.12-AR.CHECK.DETAIL.INQ01...]

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

A/R Check Detail Inquiry

Co# 01 The Systems House, Inc

Cust# ALCO ALCO SUPPLY COMPANY Batch# 101556

Check# 123321 Check Date 06/30/08 Check Amt 92.50

Ln#	Inv#	Inv Date	Typ	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								

Enter Line# for Detail or 'END':

Det Rel	Cust A/R	Det A/R	Discounts						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

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:

MDS for Windows Version 8.3.30 - [199.5.163.1-15 BASE.12-AR.CHECK.DETAIL.INQ01...]

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

A/R Check Detail Inquiry

Co# 01 The Systems House, Inc
 Cust# ALCO ALCO SUPPLY COMPANY Batch# 101556
 Check# 123321 Check Date 06/30/08 Check Amt 92.50

Ln#	Inv#	Inv Date	Typ	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								

Enter Line# for Detail or 'END': XXXXXX

Det Rel	Cust A/R	Det A/R	Discounts						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		

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 Pop up 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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-MDS.AR.CHECK.DRILL011...

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

MDS A/R Check Lookup

Date Range To Found 8

Company Range 01 To 01

Bank Range 100 To 100

Customer Range IDEAL To IDEAL

Check Amount

Search Pattern 2006

	Co	Bank	Check#	Date-Pst	Check-Amt	Customer#	Customer-Name
1.	01	100	20060227133009-059	02/27/06	10000.00	IDEAL	IDEAL DISTRIBUTION CO
2.	01	100	20060227133300-059	02/27/06	100.00	IDEAL	IDEAL DISTRIBUTION CO
3.	01	100	20060227133829-059	02/27/06	255.00	IDEAL	IDEAL DISTRIBUTION CO
4.	01	100	20060227141359-059	02/27/06	169.00	IDEAL	IDEAL DISTRIBUTION CO
5.	01	100	20060303161601-010	03/03/06	10.00	IDEAL	IDEAL DISTRIBUTION CO
6.	01	100	20060303161901-010	03/03/06	10.00	IDEAL	IDEAL DISTRIBUTION CO
7.	01	100	20060406111751-010	04/06/06	117.00	IDEAL	IDEAL DISTRIBUTION CO
8.	01	100	20060505140802-010	05/05/06	117.00	IDEAL	IDEAL DISTRIBUTION CO
9.							
10.							
11.							

Enter Line# for Detail or EDIT to Change Search Criteria : XXXXXX

Det Check	Cust A/R								
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	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.

Notes:



Daily Reports Menu

From the main system selector go to Accounts Receivable and then Daily Reports

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-D.CASH.REG.UPDATE\$1]

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

Daily Cash Registers and Update Capture:On

1. Enter Batch Number (6N), CC or 'A' for All

***** CAUTION *****

IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION
ALL BATCHES THAT ARE IN BALANCE IN
THE DAILY CASH PRINT FILE WILL BE UPDATED
TO THE 'MCASHPRT' FILE, THEN CLEARED

DID THE DAILY CASH REGISTERS PRINT OK ? (Y/N)

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	----------	---------	--------	--	--	--	--

**Daily Cash Receipts Journal
(Daily Cash Register and Update)**

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:

1. Daily Cash Register
2. Non-accounts receivable (miscellaneous) cash
3. Open batch listing
4. Cash summary by applied company
5. 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.

The accounts receivable month end jobstream can not be run until all batches have been updated.

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.

Notes:

DAILY CASH REGISTER

DATE: 06/09/03 PAGE: 12
 TIME: 16:19:35

RECEIVING CO #: 01 THE SYSTEMS HOUSE
 RECEIVING BANK: 100 FIDELITY UNION TRUST

EXT CUST#	INT CUST	CUSTOMER NAME									
TYPE CO-INV#	REF #	A/R CRED	CASHDIS	CHGBACK	SHORTPY		MISC	REAPPLY	CASH APPL	CHECK #	
UNITED	100014	UNITED SUPPLY									
PMT 01000167	000167	2365.00	0.00	0.00	5.00	0.00	0.00	0.00	2360.00	852	
O/A 01128739	128739	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	NO INVOIC	
TOT CUST: UNITED		2465.00	0.00	0.00	5.00	0.00	0.00	0.00	2460.00		
TOT APPLY CO #: 01		2465.00	0.00	0.00	5.00	0.00	0.00	0.00	2460.00		

Notes:

Daily Cash Receipts Journal

Enter Batch Number (6N), CC or 'A' for All:

Enter the 6 digit batch number, type 'A' for all batches, or 'END' to return to the menu.

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.

You will see the Caution message as shown on this screen

*****CAUTION*****

DID THE DAILY CASH REGISTER PRINT OK (Y/N)

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)).

Type 'N' and hit <ENTER> and the system will return to the accounts receivable selector without updating the files.

Sample Daily Cash Register is shown.

Daily Cash Receipts Journal
Non-AR Cash - Daily Cash Register

NON-AR CASH - DAILY CASH REGISTER

DATE: 06/09/03 PAGE: 1

TIME: 16:19:36

APPLIED CO: 01 THE SYSTEMS HOUSE

G/L NO	G/L DESCRIPTION	DESCRIPTION	BATCH#	MSC CSH AMT	DEP DATE	BANK#	REC CO
01-1000-00	ASSETS		101017	100.00	05/13/03	100	01
01-1300-00	FURNITURE & FIXTURES	MISC. SALE	101022	100.00	05/20/03	100	01

TOTAL NON A/R CASH CO#: 01 THE SYSTEMS HOUSE 200.00

TOTAL A/R CASH 8,023.20

TOTAL CASH 8,223.20

BANK:
 100 FIDELITY UNION TRUST 8,223.20

Notes:

RECEIVING CO#: 01 THE SYSTEMS HOUSE

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

BANK 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	0.00	0.00	0.00	0.00	0.00	23.00
100	01	05/02/03	101008	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
100	01	05/02/03	101009	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01	05/02/03	101010	33.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00
100	01	05/13/03	101014	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01	05/13/03	101015	-4539.25	0.00	0.00	0.00	0.00	0.00	0.00	-4539.25
100	01	05/13/03	101016	4519.25	0.00	0.00	0.00	0.00	0.00	0.00	4519.25
100	01	05/13/03	101019	-100.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
100	01	05/15/03	101020	29.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00
100	01	05/16/03	101021	110.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
100	01	05/20/03	101023	325.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
100	01	05/20/03	101024	2465.00	0.00	0.00	5.00	0.00	0.00	0.00	2460.00
100	01	05/20/03	101025	6642.40	0.00	0.00	0.00	0.00	0.00	0.00	6642.40
100	01	05/20/03	101026	-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20

Notes:

APPLIED CO#: 01 THE SYSTEMS HOUSE

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

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	0.00	0.00	0.00	0.00	0.00	0.00	23.00
100	01 05/02/03	101008		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
100	01 05/02/03	101009		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01 05/02/03	101010		33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00
100	01 05/13/03	101014		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01 05/13/03	101015		-4539.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4539.25
100	01 05/13/03	101016		4519.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4519.25
100	01 05/13/03	101019		-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
100	01 05/15/03	101020		29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00
100	01 05/16/03	101021		110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
100	01 05/20/03	101023		325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
100	01 05/20/03	101024		2465.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	2460.00
100	01 05/20/03	101025		6642.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6642.40
100	01 05/20/03	101026		-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20

Notes:

CO #: 01 THE SYSTEMS HOUSE

BATCH#: 100954

POSTING DATE: 01/24/03

BANK NO: 100

BANK NAME: FIDELITY UNION TRUST

BANK C/L#: 01-1100-00

	*** BATCH 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	0.00
TOTAL CASH:	1,000.00	200.00

**Daily Cash Receipts Journal
Open Batch Listing**

Notes:

ACCOUNTS RECEIVABLE ADJUSTMENT LIST

DATE: 06/09/03 PAGE: 1
 TIME: 16:47:10

CO #: 01 THE SYSTEMS HOUSE

A. CUST NO

CUST #	CUSTOMER NAME	ADJ DATE	TYPE	NUMBER	ADJUST	AMOUNT	GENERAL LEDGER	COMMENTS
IDEAL								
100013	IDEAL DISTRIBUTION CO	05/28/03	ADJ	003264	003264	10.00	01-1000	RJ
		05/28/03	S/C	134162	134162	100.00	01-1000	
UNITED								
100014	UNITED SUPPLY	05/21/03	ADJ	003262	003262	10.00	01-1000-00	111
		05/22/03	ADJ	003263	003263	100.00	01-1000-00	COMMENT
TOTAL FOR COMPANY: 01						220.00		

**Daily Adjustment Journal
 (A/R Adjustment List and Update)**

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.

**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.

*****CAUTION*****
 *

**IF YOU ANSWER 'Y' TO THE FOLLOWING
 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**

 *

**DID THE A/R ADJUSTMENT LIST PRINT
 OK? (Y/N)**

Type 'Y****' and hit <ENTER> to update the adjustments to the GLA and Monthly Adjustment file. Type 'N' and hit <ENTER> to

Notes:

return the accounts receivable selector without updates.

Notes

CO #: 01 THE SYSTEMS HOUSE BATCH#: 100954

POSTING DATE: 01/24/03

BANK NO: 100 BANK NAME: FIDELITY UNION TRUST
BANK C/L#: 01-1100-00

	*** BATCH 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	0.00
TOTAL CASH:	1,000.00	200.00

Open Batch Listing

This program prints a listing of all open cash batches. Batch totals and Applied totals are 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.

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

Notes:

CUST# A.CUST.NO. CO# ORDER# CUST.NAME..... DATE... OPER STAT.CO AMT..... AUTH.CODE CREDIT LIM REASON...

100011	UMC	01	011332	UNIVERSITY MEDICAL CENTER	06/04/03	SY	02	155.00		0
100011	UMC	01	011332	UNIVERSITY MEDICAL CENTER	06/04/03	SY	02	2,125.00	1	0
100011	UMC	01	011332	UNIVERSITY MEDICAL CENTER	06/05/03	SY	02	460.00	1	0
***								2,740.00		
100014	UNITED	01	011332	UNITED SUPPLY	06/03/03	SY	02	7,800.00	A	10000
***								7,800.00		
100001	1050	01	011332	G&A MEDICAL GROUP	06/03/03	SY	02	900.00	TSH	0
***								900.00		
100093	LISA	01	011332	LISA TEST	06/05/03	SY	02	545.00		77550

Credit Authorization Log Report

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, etc.

This report must be run PRIOR to the end of day jobstream, as the file is cleared during the end of day process.

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, then the reports will be sent there.

Notes:

CUST#.....	CUSTOMER NAME	INVOICE#	BATCH#	TYPE	AMOUNT	APPL CD	WRITE-OFF	OPEN BAL
ALCO	ALCO SUPPLY COMPANY	01501693	101000	PMT	5.00		0.00	0.00

IDEAL	IDEAL DISTRIBUTION CO	01501701	101015	PMT	-4539.25		0.00	4539.25
IDEAL	IDEAL DISTRIBUTION CO	01501701	101016	PMT	4519.25		0.00	4539.25
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
IDEAL	IDEAL DISTRIBUTION CO	01501989	101023	PMT	325.00		0.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501989	101029	PMT	-345.00		0.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501989	101029	PMT	325.00 3		20.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501989	101029	PMT	-345.00		0.00	345.00

Daily Partial Payment Listing

This report lists all invoices that were partially paid during cash receipts. After the report is run, the file is cleared.

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

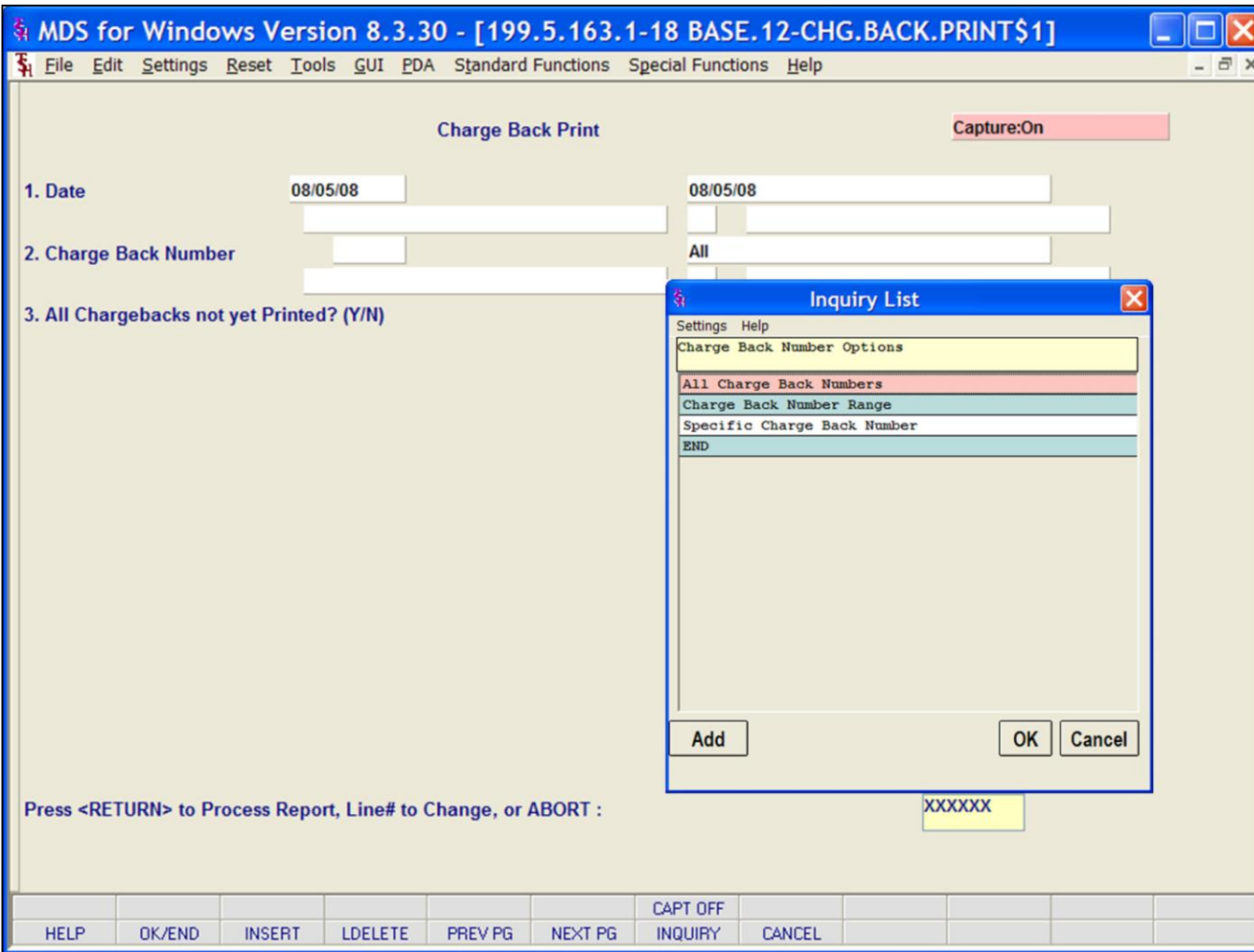
Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

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, then the reports will be sent there.

Notes:



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.

Notes:

UNITED SUPPLY
85 CLARK ST
CARFIELD NJ 07083

Re: Account UNITED

Daily Charge Back Print

Dear Sir/Madam:

We have disallowed your deduction on

invoice number 01200002 in the amount of 1,728.75

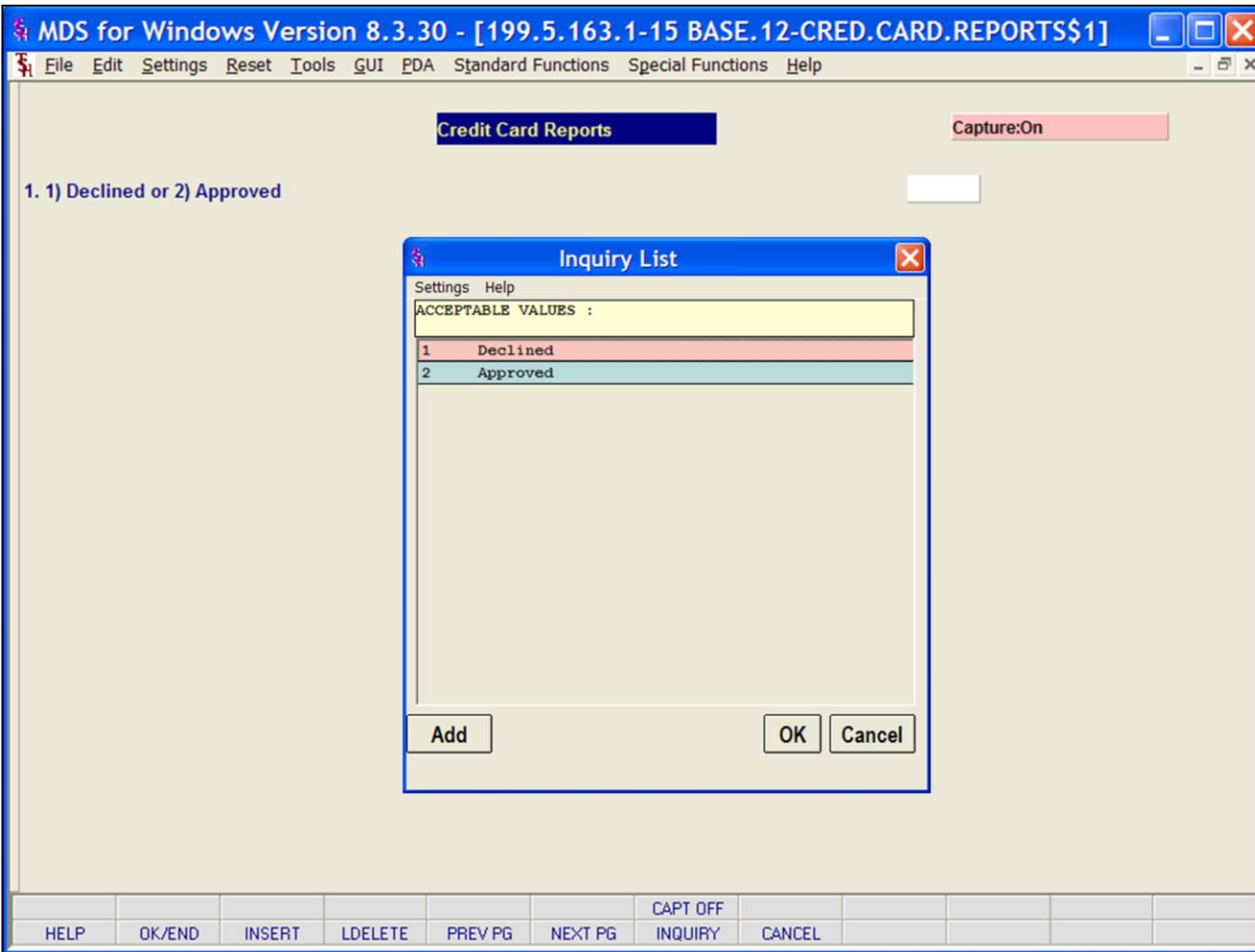
for the following reason:

REAPPLY

This was paid on your check# Date 06/09/03.

We have assigned a reference# of 01132173

Notes:



Credit Card Reports

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).

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 :

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.

Notes:

DATE...	CUST.NAME.....	CC.NUMBER.....	A.CUST.NO....	REF.NUM.....	REL.NO.....	CC.AMOUNT.	RESULT.....
02/24/03	IDEAL DISTRIBUTION CO	124555555554444	IDEAL	V5002480727	01132141001	5.35	Invalid account number
02/24/03	LISA TEST	370022222222222	LISA	V54024871658	01132120001	800.00	Declined
02/24/03	LISA TEST	370022222222222	LISA	V54024871726	01132120001	800.00	Capture error: V540247575 06 has already been captured
02/24/03	IDEAL DISTRIBUTION CO	412355555554444	IDEAL1	V50024871930	01132122001	15.75	Invalid account number
02/24/03	IDEAL DISTRIBUTION CO	555555555554444	IDEAL1	V63026105554	01132130001	-428.00	Failed merchant rule check
02/24/03	IDEAL DISTRIBUTION CO	555555555554444	IDEAL1	V63026106420	01132134001	1,070.00	Declined
02/24/03	IDEAL DISTRIBUTION CO	555555555554444	IDEAL1	V53024802599	01132136001	428.00	Capture error: V530248025 97 is a 'S' transaction
***						2,691.10	
02/25/03	IDEAL DISTRIBUTION CO	124555555554444	IDEAL	V60026140761	01132142001	10.70	Invalid account number
02/25/03	IDEAL DISTRIBUTION CO	555555555554444	IDEAL	V60026143060	01132156001	-288.90	Field format error: ORIGI

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.

Notes:

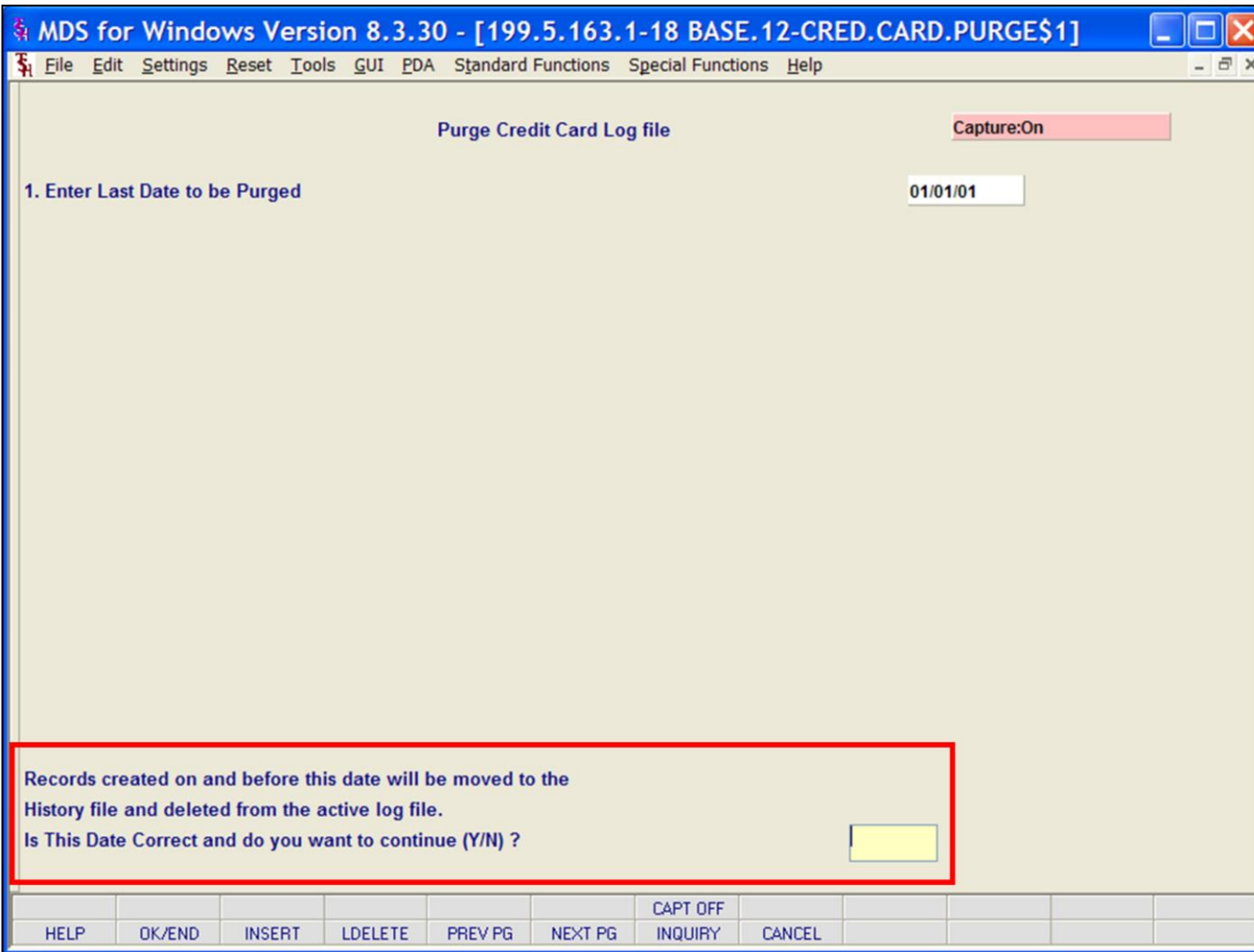
DATE...	CUST.NAME.....	CC.NUMBER.....	A.CUST.NO....	REF.NUM.....	REL.NO.....	CC.AMOUNT.
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25988010	01132112001	200.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25988033	01132112001	200.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V64A25988035	01132112001	15.75
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25988199	01132113001	200.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25988233	01132116001	214.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25988309	01132116001	214.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V64A25988310	01132116001	15.75
	***					1,059.50
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V53A24886324	01132140001	481.50
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V54A24886568	01132141001	214.00
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V53A24887237	01132140001	481.50
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V53A24887239	01132140001	5.35
02/24/03	IDEAL DISTRIBUTION CO	12455555554444	IDEAL	V54A24887698	01132141001	214.00
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL1	V53A24871777	01132121001	642.00

Credit Card Reports

Credit Card Authorization (APPROVED)

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

Notes:



Purge Credit Card Log file

This will clear the Credit Card Log file.

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 :

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

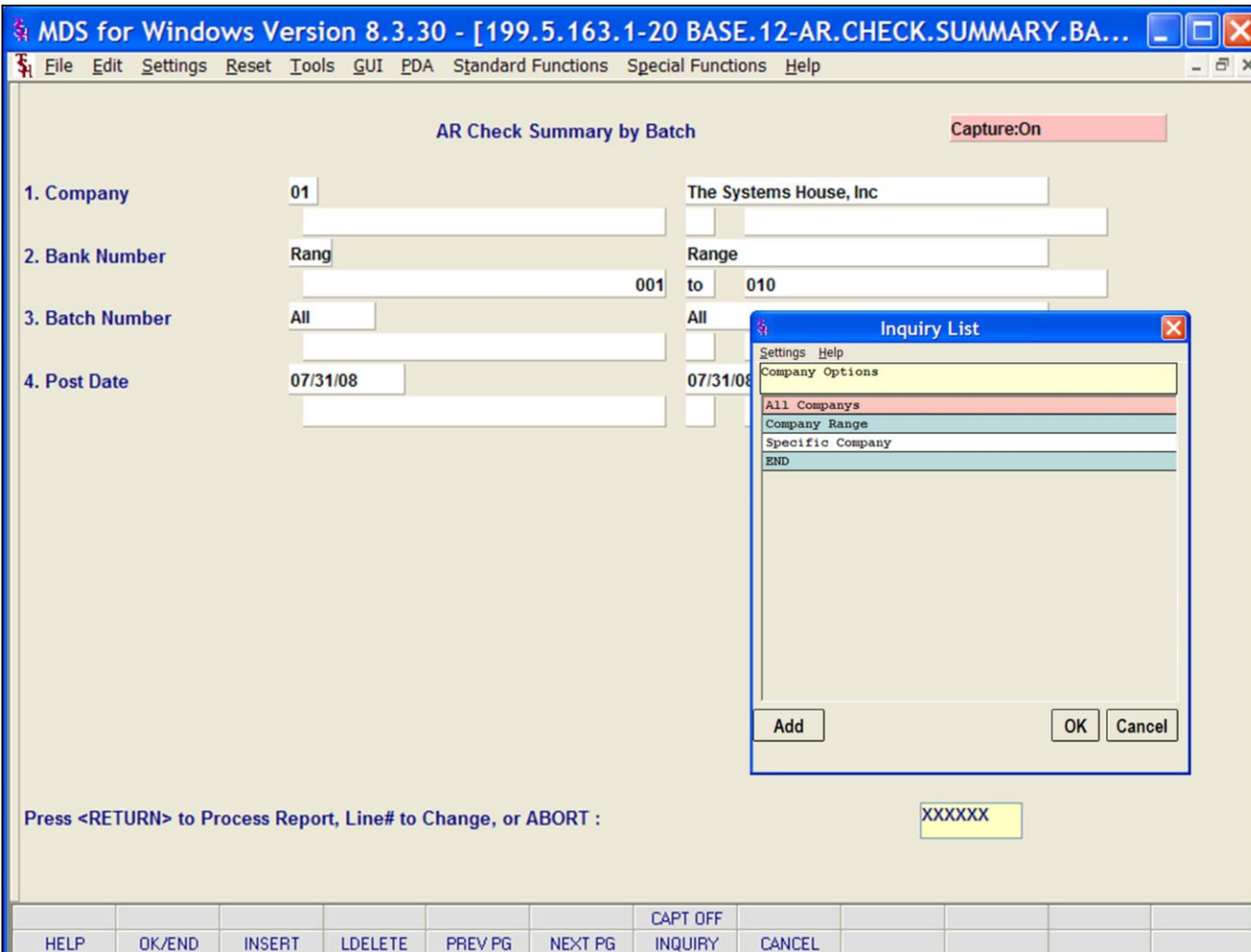
The user can also enter Line Number to make desired changes.

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

Records created on 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)?

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.

Notes:



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.

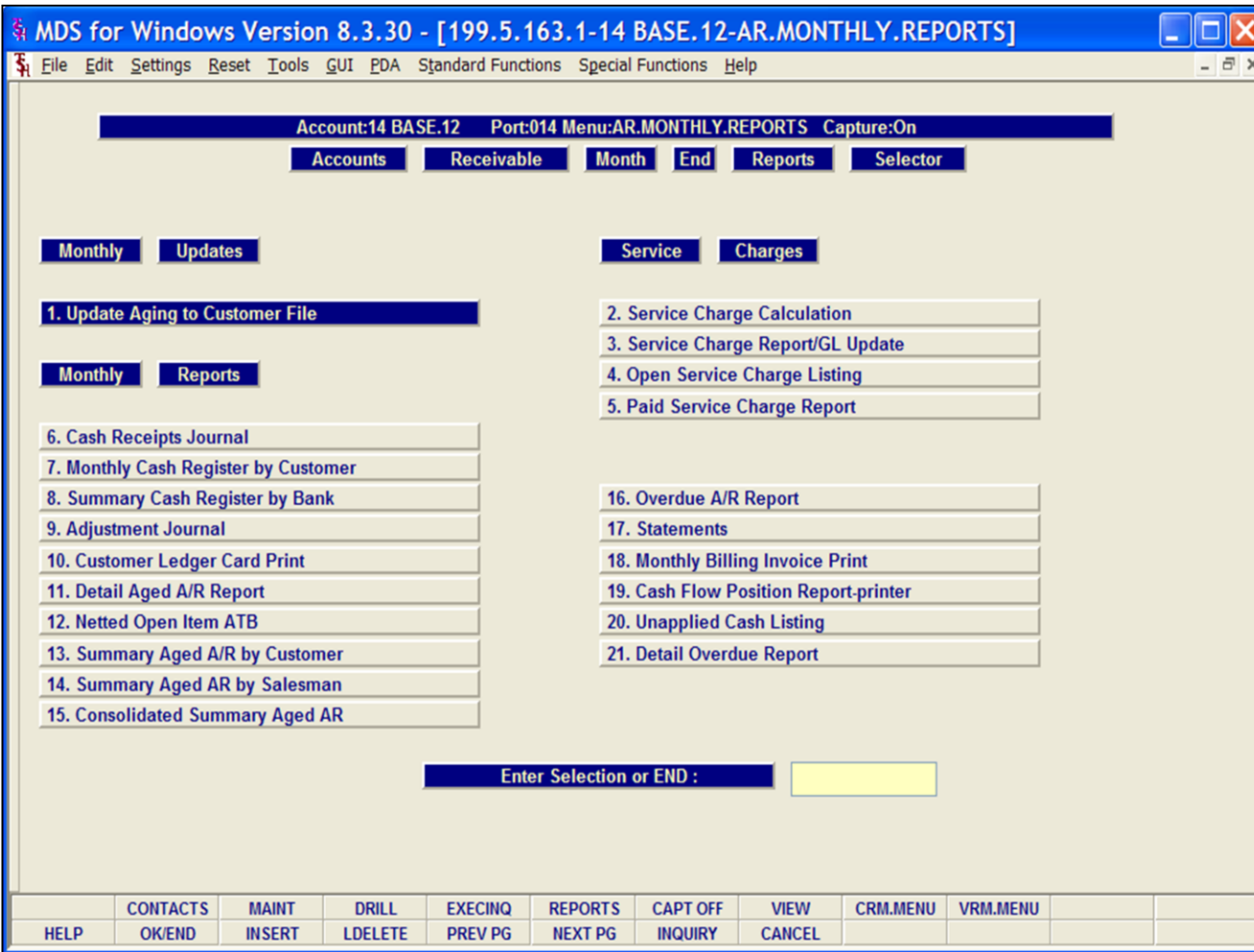
Notes:

AR Check Summary by Batch

CHK#.....	A.CUST.NO....	CHECK.AMT.RPT	BATCH NO..	BANK#	CO#	POST.DT.
100	00001	100.00	101552	100	01	07/24/08
		100.00				***
		100.00		***		
		100.00	***			
		100.00				

1 records listed.

Notes:

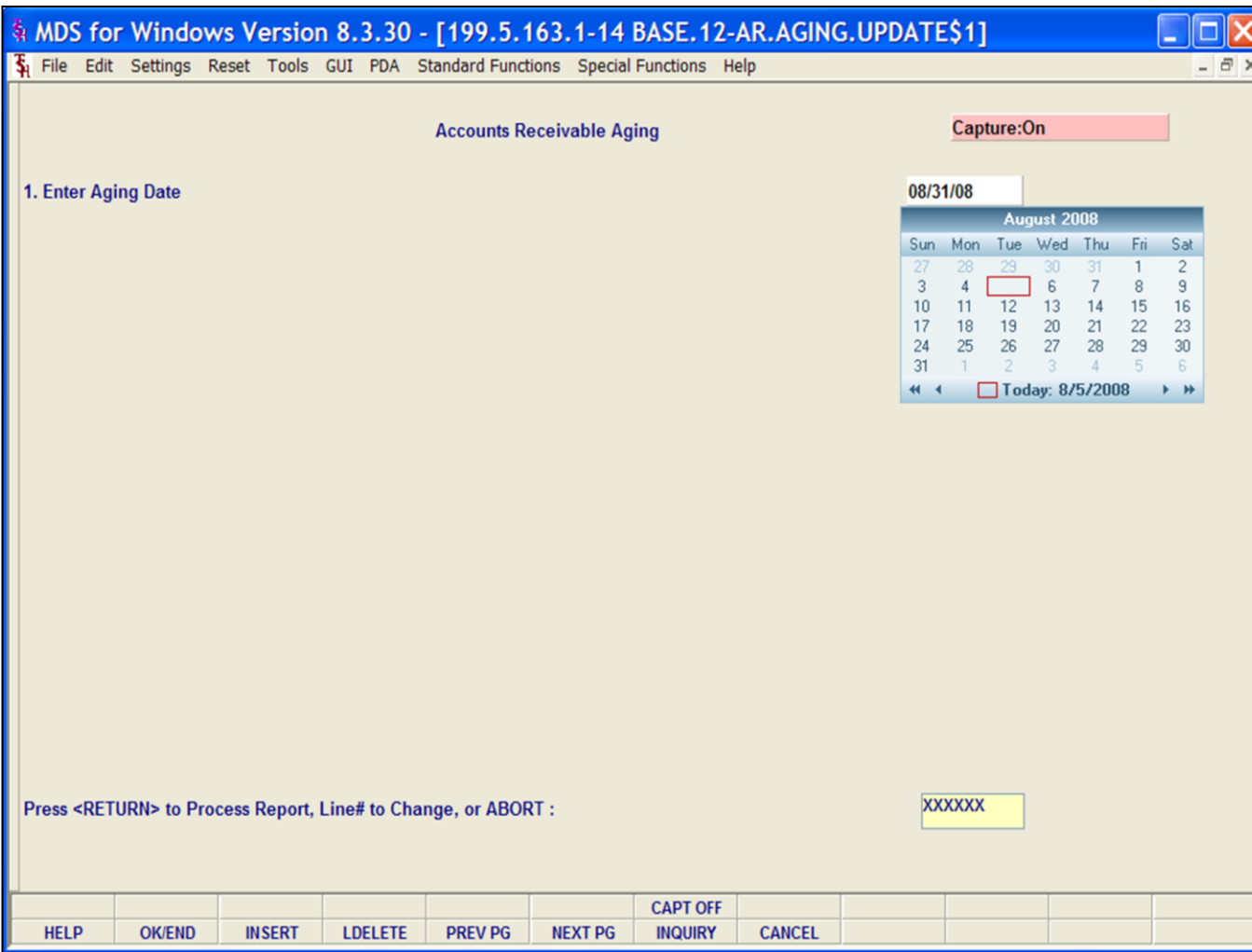


Monthly Reports

Accounts Receivable Month End Reports Selector

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

Notes:



**Update Aging to Customer File
(Accounts Receivable Aging)**

This program updates the accounts receivable aging buckets in the Customer file.

This report is also a valuable control. A summary A/R balance is maintained in the Customer Detail record. During the running of this report, the summary balance is compared to the sum of the open items in the open Accounts Receivable file. Should an out of balance situation occur, the A/R aging is prepared to alert the user to this problem and indicate that the problem has been corrected.

SEQUENCE OF TRANSACTIONS AND AGING METHOD

The Open Accounts Receivable file is maintained on an open item basis with all transactions relating to a given invoice number together.

The sort sequence for inquiry, ATB, and statements printing purposes is as follows:

AGING BASIS

ON-ACCOUNT- Date of payment

UN-APPLIED CREDITS- Date of credit

CHARGEBACKS- Date charge back

ADJUSTMENTS- Date of adjustment

INVOICES- Invoice date or as of date, if entered

SERVICE CHARGES - Date of charge

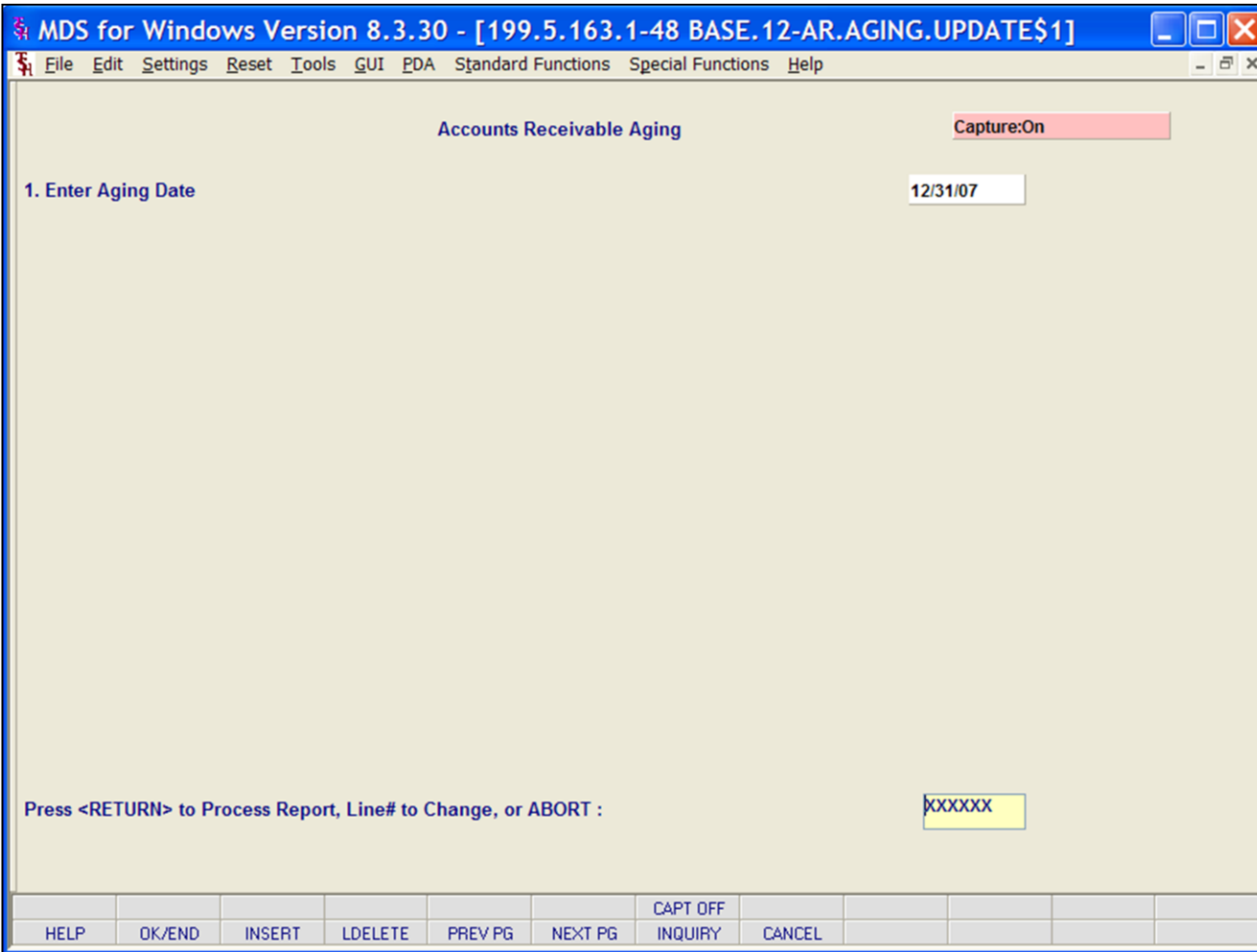
SEQUENCE OF TRANSACTIONS AND AGING METHOD

It is possible for multiple transactions to relate to other accounts receivable transactions (I.e, 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:

Notes:

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

Notes



Update Aging to Customer File

Enter Aging Date – Enter date for aging in MM/DD/YY format 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.

Notes:

AGING ERROR REPORT

DATE: 06/11/03 PAGE: 1
TIME: 15:39:47

COMPANY	A. CUST NO CUST #	CUSTOMER NAME	A/R DETAIL	DETAIL	DIFFERENCE DETAIL
		AJAX			
01	100015	AJAX INDUSTRIAL SUPPLY	434.97	0.00	434.97
		COMPANY: 01 TOTAL	434.97	0.00	434.97

Notes:



Service Charge Calculation

This process will update A/R records for service charges

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 :

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

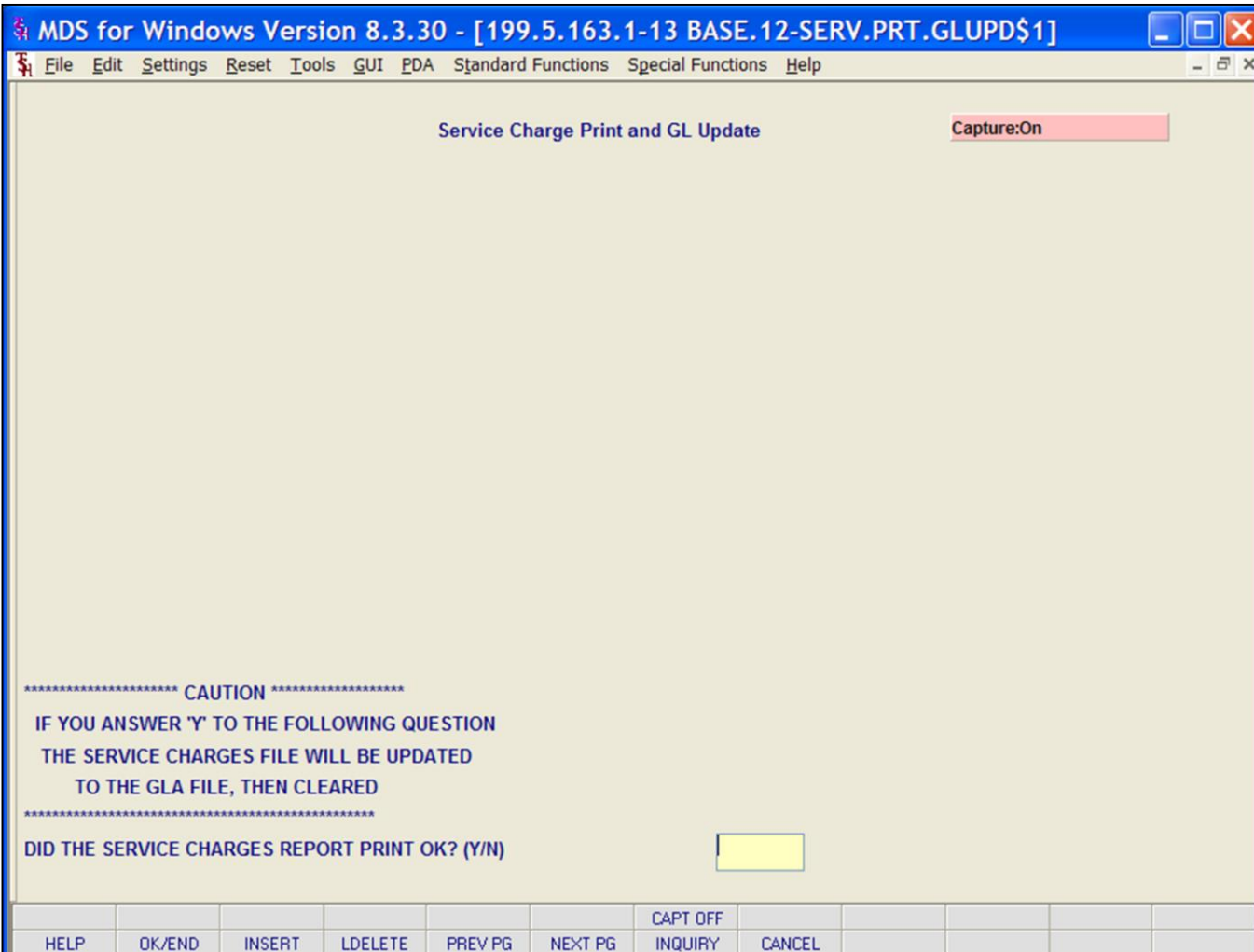
The user can also enter Line Number to make desired changes.

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

**SERVICE CHARGE CALCULATION
THIS PROCESS WILL UPDATE A/R RECORDS FOR SERVICE CHARGES.
ARE YOU SURE THAT YOU WANT OT CONTINUE? (Y/N)**

Enter Y*** to proceed. AR records will be updated with appropriate service charges.

Notes:



Service Charge Report/GL Update

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

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.

*******CAUTION*****
IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION**

TO 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 'N' and hit <ENTER> to return to the menu.

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

Notes:

SERVICE CHARGE LISTING

15:30:34 06/13/03

PAGE: 1

CO #: 01 THE SYSTEMS HOUSE

A. CUST NO	CUST #	CUSTOMER NAME	PAST DUE AMT	PERCENT	SVC AMT	SVC DATE	SVC NUMBER	INV NUMBER
CORBIN	100012	CORBIN CORP	1,397.61	2.00	27.95	06/13/03	134163	200006
GRACE	100008	Grace	19,104.89	2.00	382.10	06/13/03	134167	134167
IDEAL	100013	IDEAL DISTRIBUTION CO	2,698.25	2.00	53.97	06/13/03	134164	134162
MAR	100006	MICHAEL MARCOMITZ	666.50	2.00	13.33	06/13/03	134166	134166
UNITED	100014	UNITED SUPPLY	4,707.50	2.00	94.15	06/13/03	134165	200008

TOTAL COMPANY #: 01

28,574.75

571.50

SERVICE CHARGE LISTING

15:30:34 06/13/03

PAGE: 2

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.

Notes:

OPEN SERVICE CHARGE REPORT FOR THE SYSTEMS HOUSE

DATE: 06/13/03 PAGE: 1
 TIME: 15:35:06

CO #: 01 THE SYSTEMS HOUSE

CUST #	A. CUST NO	CUSTOMER NAME	SER CHG #	DATE	SER AMT	CUST A/R BAL
100079	1040	NEW YORK HOSPITAL	300005	03/31/00	18.73	8646.01
100012	CORBIN	CORBIN CORP	134163	06/13/03	27.95	1453.51
100012	CORBIN	CORBIN CORP	200006	03/31/00	27.95	
100008	GRACE	Grace	134167	06/13/03	382.10	19486.99
100013	IDEAL	IDEAL DISTRIBUTION CO	134162	05/28/03	100.00	2852.22
100013	IDEAL	IDEAL DISTRIBUTION CO	134164	06/13/03	53.97	
100006	MAR	MICHAEL MARCOWITZ	134166	06/13/03	13.33	689.83
100014	UNITED	UNITED SUPPLY	134165	06/13/03	94.15	4801.75
100014	UNITED	UNITED SUPPLY	200008	03/31/00	0.10	
COMPANY TOTAL:					718.28	37930.31

Open Service Charge Listing

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.

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.

Notes:

END OF MONTH MONTHLY PAID SERVICE REPORT

DATE: 06/13/03 PAGE: 1
TIME: 15:43:31

APPLIED CO #: 01 THE SYSTEMS HOUSE

EXT CUST#	INT CUST	CUSTOMER NAME									
TYPE	CO-INV#	REF #	A/R CRED	CASHDIS	CHCBACK	SHORTPY	MISC	REAPPLY	CASH APPL	CHECK #	
UNITED	100014	UNITED SUPPLY									
PMT	01134165	134165	94.15	0.00	0.00	0.00	0.00	0.00	94.15	954	
TOT CUST: UNITED			94.15	0.00	0.00	0.00	0.00	0.00	94.15		

END OF MONTH MONTHLY PAID SERVICE REPORT

DATE: 06/13/03 PAGE: 2
TIME: 15:43:31

Paid Service Charge Report

This report lists all service charges paid during the current account period.

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

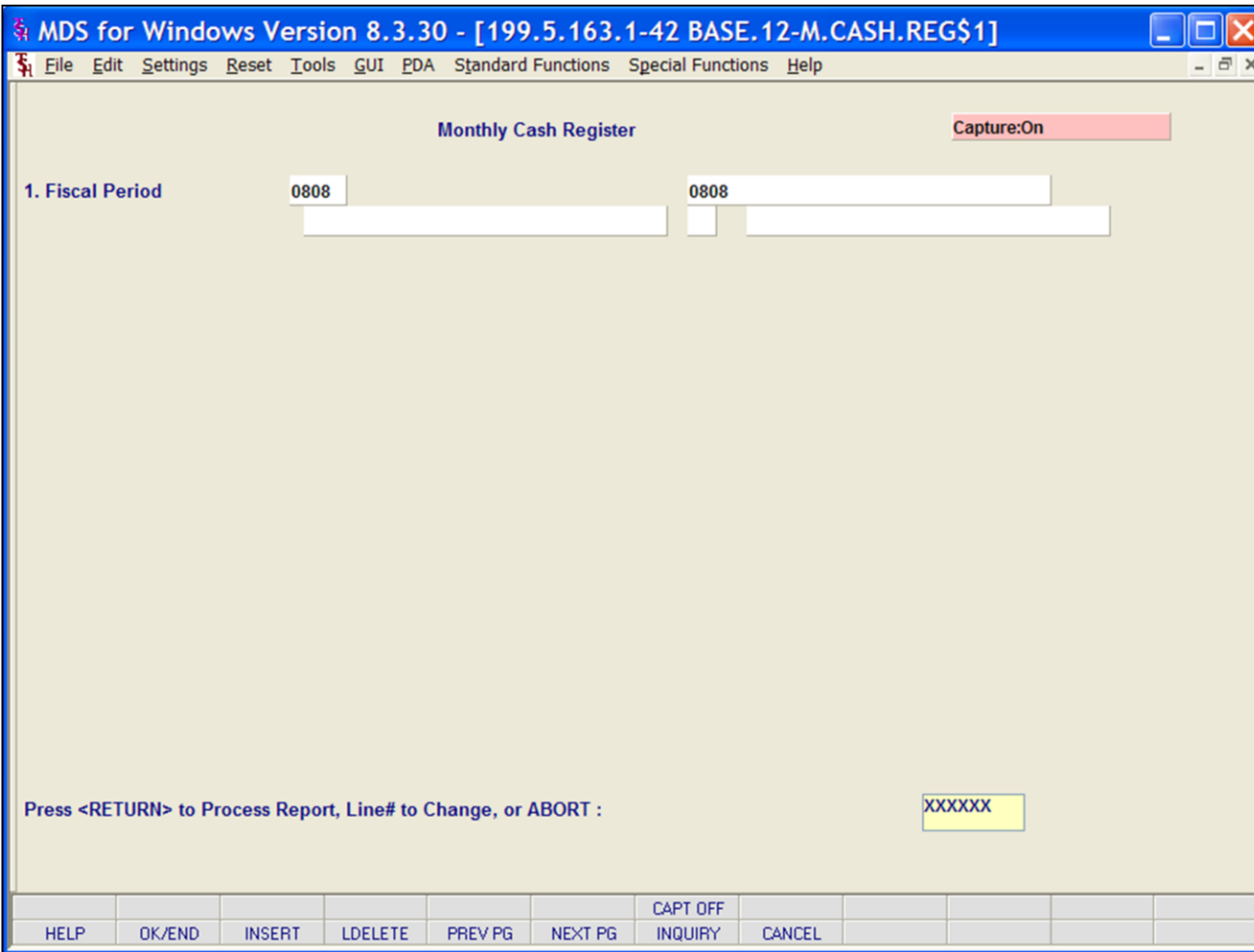
Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

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:



Cash Receipts Journal

This report details all cash received during the 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 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 YYYY format.

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:

MONTHLY CASH REGISTER

DATE: 06/13/03 PAGE: 1
 TIME: 15:53:48

Cash Receipts Journal
Monthly Cash Register

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

RECEIVING CO #: 01 THE SYSTEMS HOUSE
 RECEIVING BANK: 100 FIDELITY UNION TRUST

EXT CUST#	INT CUST	CUSTOMER NAME									
TYPE	CO-INV#	REF #	A/R CRED	CASHDIS	CHCBACK	SHORTPY	MISC	REAPPLY	CASH APPL	CHECK #	
RACHEL		100083	RACHEL CUST								
PMT	01501929	501929	23.00	0.00	0.00	0.00	0.00	0.00	23.00	1	
TOT CUST: RACHEL			23.00	0.00	0.00	0.00	0.00	0.00	23.00		
TOT APPLY CO #: 01			23.00	0.00	0.00	0.00	0.00	0.00	23.00		

Notes:

Cash Receipts Journal
Monthly Cash Register - Non A/R Cash

MONTHLY CASH REGISTER-NON A/R CASH

DATE: 06/13/03 PAGE: 1

TIME: 15:53:48

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				0.00			

MONTHLY CASH REGISTER-NON A/R CASH

DATE: 06/13/03 PAGE: 2

TIME: 15:53:48

APPLIED CO # 01 THE SYSTEMS HOUSE

G/L NO	G/L DESCRIPTION	DESCRIPTION	BATCH#	MSC CSH AMT	DEP DATE	BANK#	REC CO
01-1000-00	ASSETS		101017	100.00	05/13/03	100	01

Notes:

APPLIED CO#: 01 THE SYSTEMS HOUSE

**Cash Receipts Journal
Summary of Monthly Cash Register By
Applied Company**

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.00
100	01 05/02/03	101008		5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
100	01 05/02/03	101009		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01 05/02/03	101010		33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00
100	01 05/13/03	101014		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01 05/13/03	101015		-4539.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4539.25
100	01 05/13/03	101016		4519.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4519.25
100	01 05/13/03	101019		-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
100	01 05/16/03	101021		110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
100	01 05/20/03	101023		325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
100	01 05/20/03	101026		-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20
100	01 05/20/03	101027		-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20
100	01 05/20/03	101028		3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3321.20
100	01 05/20/03	101029		-345.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	-365.00

Notes:

RECEIVING CO#: 01 THE SYSTEMS HOUSE

**Cash Receipts Journal
Summary of Monthly Cash Register By
Receiving Company**

BANK 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	0.00	0.00	0.00	0.00	0.00	0.00	23.00
100	01	05/02/03	101008	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
100	01	05/02/03	101009	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01	05/02/03	101010	33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00
100	01	05/13/03	101014	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
100	01	05/13/03	101015	-4539.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4539.25
100	01	05/13/03	101016	4519.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4519.25
100	01	05/13/03	101019	-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-100.00
100	01	05/16/03	101021	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00
100	01	05/20/03	101023	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
100	01	05/20/03	101026	-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20
100	01	05/20/03	101027	-3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3321.20
100	01	05/20/03	101028	3321.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3321.20
100	01	05/20/03	101029	-345.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	-365.00

Notes:

MONTHLY CASH REGISTER BY CUSTOMER

DATE: 06/16/03 PAGE: 1
 TIME: 10:33:30

CO #: 01 THE SYSTEMS HOUSE

A. CUST NO

CUST #	CUSTOMER NAME	TXN INH #	REF #	A/R CRED	CASHDIS	CHGBACK	SHORTPY	MISC	REAPPLY	CASH APPL	CHECK #
1010	ST. MICHAELS HOSPI	PMT	501671	501671	10.00	0.00	0.00	0.00	0.00	0.00	10.00 CK2
			*****		10.00	0.00	0.00	0.00	0.00	0.00	10.00
					0.00	0.00	0.00	0.00	0.00	0.00	
AJAX	AJAX INDUSTRIAL SU	PMT	000058	000058	100.00	0.00	0.00	0.00	0.00	0.00	100.00
			*****		100.00	0.00	0.00	0.00	0.00	0.00	100.00
					0.00	0.00	0.00	0.00	0.00	0.00	

Monthly Cash Register By Customer

The report re-sorts the month's cash receipts into customer sequence for audit purposes.

Fiscal Period – Enter fiscal period for this report in YYYY format.

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 HOUSE

CO# BANK# BANK.NAME..... BATCH# SYS.DT.. POST.DT. AR.CONTROL CODES NO.AMT.... MISC.CASH. NET.CASH..

01	001		000100	02/13/89	03/13/89		10000.00		0.00	0.00	10000.00
01	001		000104	02/14/89	03/02/89		5000.00		0.00	0.00	5000.00
01	001		000105	02/14/89	03/02/89		1000.00		0.00	0.00	1000.00
01	001		000108	02/14/89	03/02/89		5000.00		0.00	0.00	5000.00
01	001		000109	02/14/89	03/01/89		50000.00		0.00	0.00	50000.00
01	001		000110	02/14/89	02/14/89		172520.00		0.00	0.00	172520.00
01	001		000112	02/14/89	03/01/89		50000.00		0.00	0.00	50000.00
01	001		000116	02/17/89	03/01/89		100.00		0.00	0.00	100.00
01	001		000119	09/14/89	03/01/89		100.00		0.00	0.00	100.00
01	001		000120	09/14/89	03/01/89		100.00		0.00	0.00	100.00
01	001		000121	09/14/89	03/05/89		100.00		0.00	0.00	100.00
01	001		111111	09/26/89	03/30/89		1390.61	1	335.11	0.00	1000.00
								2	55.50		
01	001		111112	09/26/89	03/23/89		950.51	1	164.01	0.00	750.00

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.

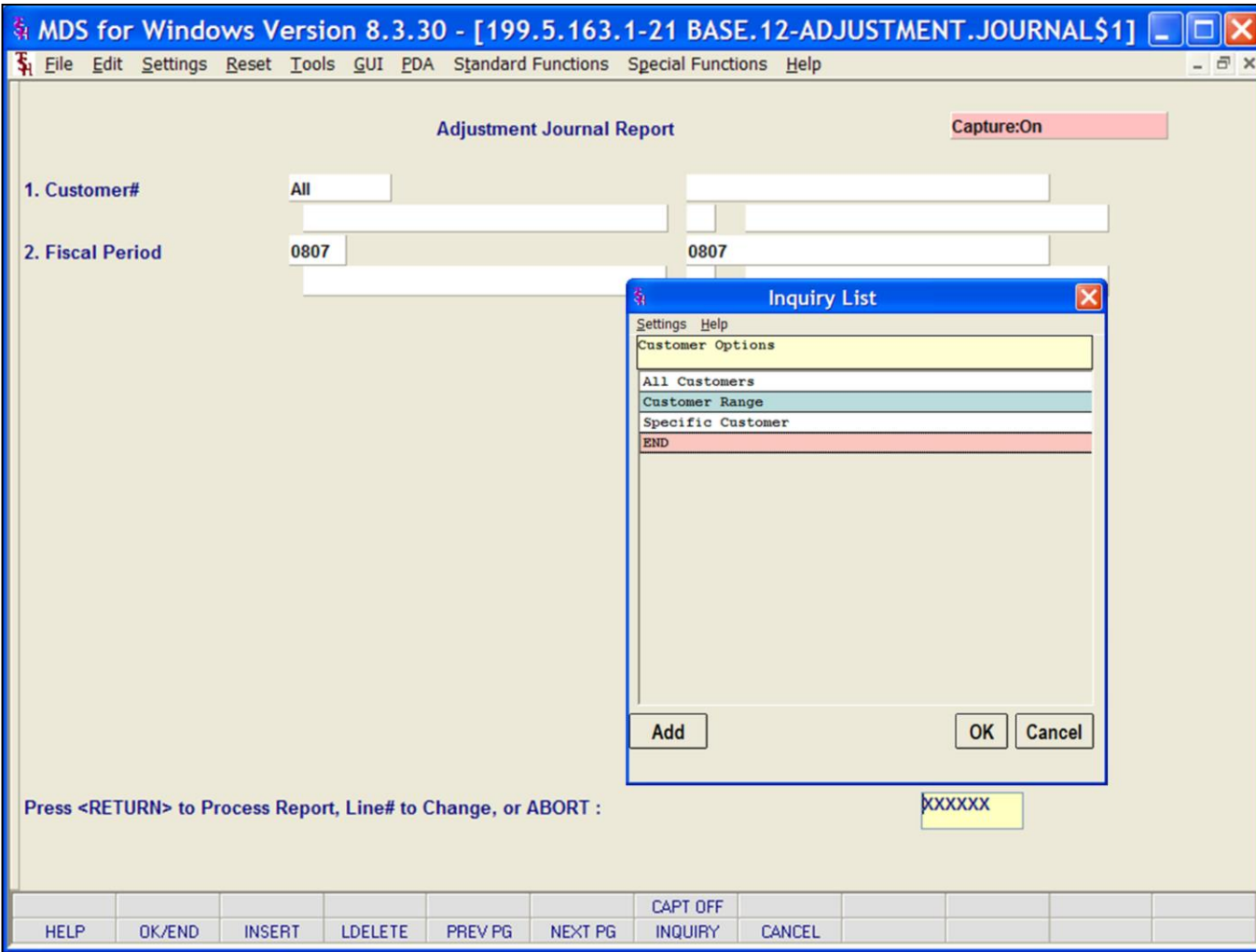
Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report

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.

Notes:



Adjustment Journal

This report shows all transactions entered through the adjustment program as well as all charges created by the service charge calculation program.

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 YYYY format.

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:

**Adjustment Journal
(Accounts Receivable Adjustment List)**

ACCOUNTS RECEIVABLE ADJUSTMENT LIST

DATE: 06/16/03 PAGE: 1

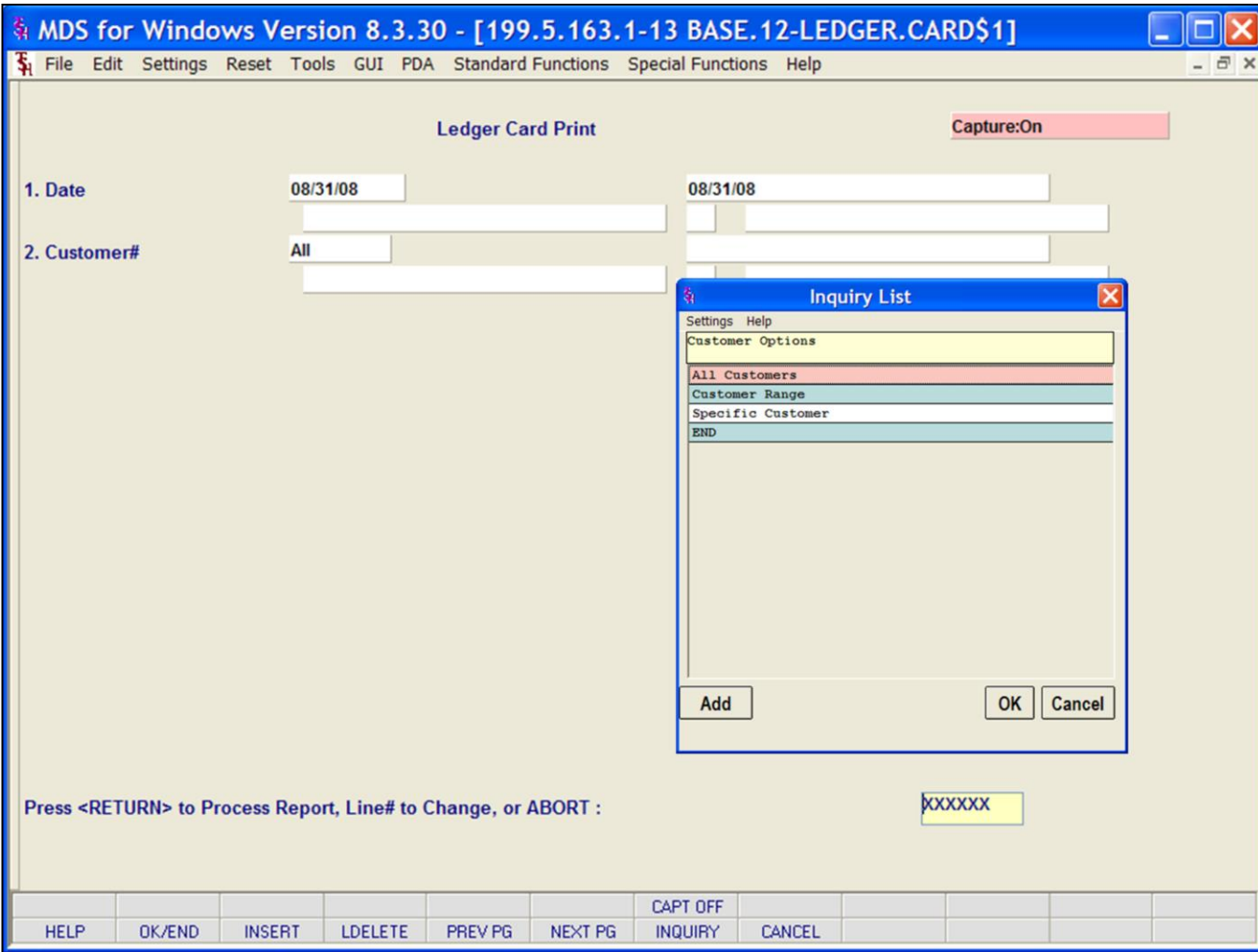
TIME: 10:48:35

CO #: 01 THE SYSTEMS HOUSE

A. CUST NO

CUST #	CUSTOMER NAME	ADJ DATE	TYPE	NUMBER	ADJUST	AMOUNT	GENERAL LEDGER	COMMENTS
IDEAL								
100013	IDEAL DISTRIBUTION CO	05/28/03	ADJ	003264	003264	10.00	01-1000	RJ
		05/28/03	S/C	134162	134162	100.00	01-1000	
RACHEL								
100083	RACHEL CUST	05/07/03	ADJ	003257	003257	100.00	01-1000-00	
		05/07/03	ADJ	003258	003258	25.00-	01-1000-00	
		05/07/03	ADJ	003259	003259	75.00	01-1000-00	
		05/07/03	ADJ	003260	003260	55.00	01-1000-00	
		05/07/03	ADJ	003261	003261	74.57	01-1000-00	

Notes:



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.

Notes:

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

2	06/16/03 1050	1	8	06/16/03 1050	06/16/03 1050
G&A MEDICAL GROUP		001	RICK SMITH	G&A MEDICAL GROUP	G&A MEDICAL GROUP
1322 MAIN STREET	100001	9	973-555-1212	1322 MAIN STREET	1322 MAIN STREET
SUITE# 201	3 250	6	110	SUITE# 201	SUITE# 201
	4 N		840.00		
WESTCHESTER NY 11031	5 4662	7	06/16/03	WESTCHESTER	WESTCHESTER

05/01/00 INV 131661-01	840.00	16.00	0.00	0.00	JOE CAILES	131661	0.00	131661	0.00
05/17/00 INV 131932-01	3822.14	76.44	3822.14	3822.14	JOE	131932	3822.14	131932	3822.14
	4662.14	4662.14	4662.14	0.00	0.00	0.00		0.00	

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
	0	0	0	0	0	0	0	0	0	0	0
				4662	4662	4662	4662				4662
	3822.14	-840.00	0.00	0.00	0.00	0.00	0.00	0.00	4662.14		

Notes:

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.

06/16/03 1050				06/16/03 1050				06/16/03 1050			
G&A MEDICAL GROUP				001 RICK SMITH				G&A MEDICAL GROUP			
1322 MAIN STREET				973-555-1212				G&A MEDICAL GROUP			
SUITE# 201				110				1322 MAIN STREET			
N				840.00				SUITE# 201			
WESTCHESTER NY 11031				06/16/03				WESTCHESTER			
4662				WESTCHESTER				WESTCHESTER			

1	2	3	5	6	7	4	8				
05/01/00	INV	131661-01	840.00	16.00	0.00	0.00	JOE CAILES	131661	0.00	131661	0.00
05/17/00	INV	131932-01	3822.14	76.44	3822.14	3822.14	JOE	131932	3822.14	131932	3822.14
			4662.14	4662.14	4662.14	0.00	0.00	0.00	0.00	0.00	0.00

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
	0	0	0	0	0	0	0	0	0	0	0
				4662	4662	4662	4662				4662
	3822.14	-840.00	0.00	0.00	0.00	0.00	0.00	0.00	4662.14		

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-TRIAL.BALANCE\$1]

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

Open Item Aged Trial Balance by Customer Capture:On

1. Enter Aging Date 08/31/08

2. Company 01 The Systems House, Inc

3. Salesman Rang

4. Customer# All

000 to 999

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	----------	---------	--------	--	--	--	--

**Detailed Aged A/R Report
(Open Item Aged Trial Balance By Customer)**

This report is intended to provide a detailed open item aging of accounts receivable.

Enter Aging Date – Enter date for aging 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'.

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 :

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:

OPEN ITEM AGED TRIAL BALANCE BY COMPANY
AGING CREDITS AGAINST OLDEST ITEMS

DATE: 06/18/03 PAGE: 1

**Detailed Aged A/R Report
(OPEN ITEM AGED TRIAL BALANCE BY
COMPANY)**

The example shows the displayed report.
Some important fields are defined:

1. Customer Name
2. Salesman number.
3. Amount paid to date.
4. Credit Hold Status - 'Y' is customer is on credit hold, 'N' = is customer is not on credit hold.
5. Credit limit.
6. Year to date sales.
7. Cash discount percent.
8. Oldest open invoice date.
9. Order balance.
10. Open Invoices.
11. Last payment information.
12. Totals.

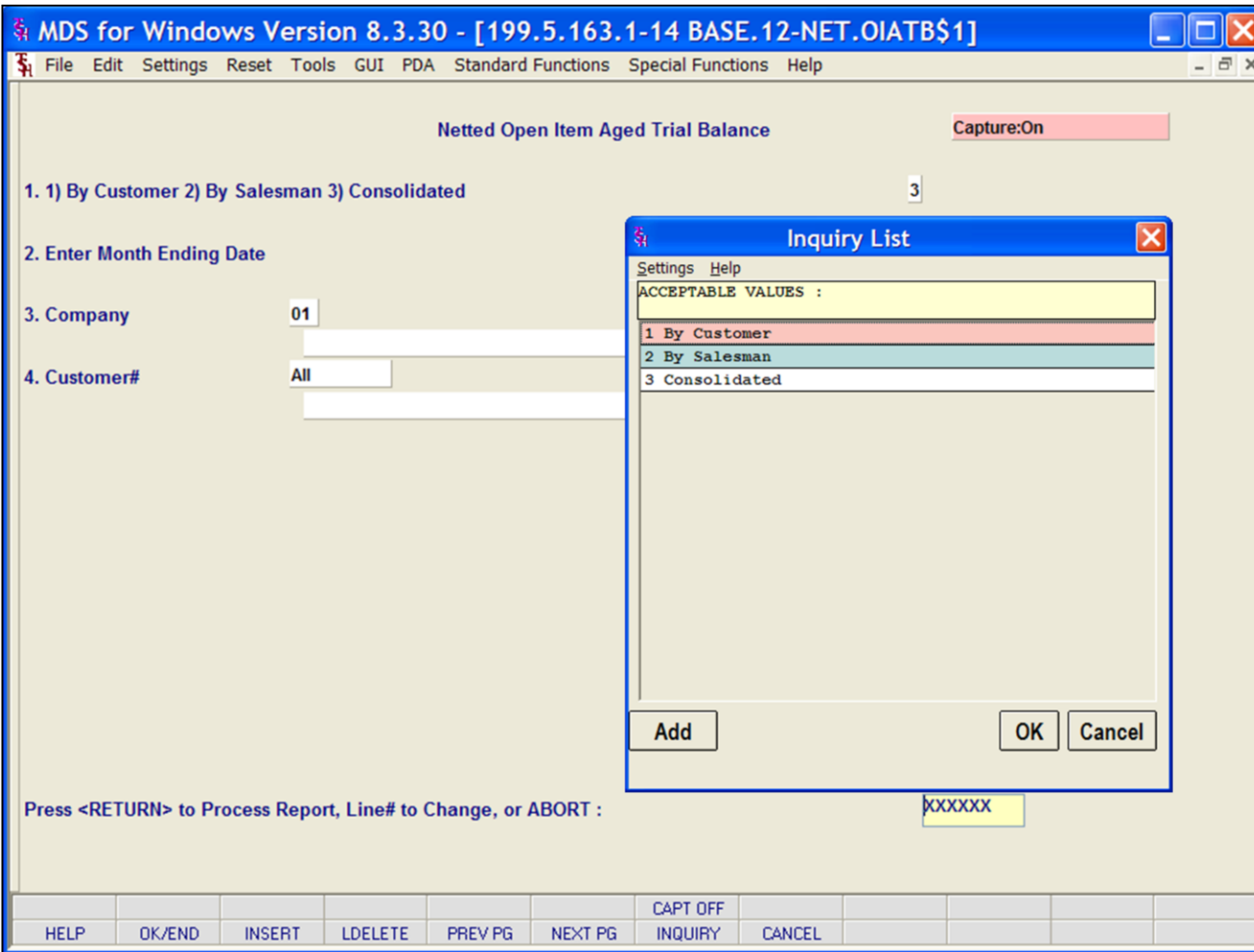
CO #: 01 THE SYSTEMS HOUSE 07/03 TIME: 11:41:10

CUST #	COMP	ADD	CUST REFERENCE	DATE	TYPE	C/M NO	INV-NO	C.DISC	TOTAL	*CURRENT*	31-60	61-90	91-OVR	
INCLD FUT														
			1	2			3	4	5	6	7	8	9	
A/R #	CUSTOMER NAME			SLS	HI-BAL	AVG PD-TO-DATE	CR. HD	CM	ST	CR. LMT	YTD SALES	DIS. PCT	TERR OLDEST	ORDER BAL
100076	ST. MARYS MEDICAL CENTER			001	4000 0	200.00	N	02	Y	0	0.00	0.000	11/26/02	2900.00
	1000										212-303-0400			
10	01		999999	02/24/03	0/A	128714	128714	0.00						-200.00
	01	01/10/03	1	11/26/02	INV		501686	40.00						2000.00
	01	01/10/03	1	11/26/02	INV		501687	40.00						2000.00
	01	03/10/03	1324	02/24/03	INV		501812	4.00						200.00
11	***** LAST PMT:			-200.00	02/24/03	12	TOTAL	84.00		4000.00	0.00	0.00	0.00	4000.00

Report Master (1,2)

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Notes:



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.

Notes:

OPEN ITEM AGED TRIAL BALANCE BY COMPANY
AGING CREDITS AGAINST OLDEST ITEMS

DATE: 06/18/03 PAGE: 1

**Netted Open Item ATB
(Open Item Aged Trial Balance by
Company)**

Option #1 - By Company

CO #: 01 THE SYSTEMS HOUSE 07/03 TIME: 13:47:45

CUST # COMP AOD CUST REFERENCE DATE TYPE C/M NO INV-NO C.DISC TOTAL *CURRENT* 31-60 61-90 91-OVR
INCLD FUT

A/R #	CUSTOMER NAME	SLS	HI-BAL	AVG PD-TO-DATE	CR. HD	CM	ST	CR. LMT	YTD SALES	DIS. PCT	TERR	OLDEST	ORDER BAL
100076	ST. MARYS MEDICAL CENTER	001	4000 0	200.00	N	02	Y	0	0.00	0.000		11/26/02	2900.00
	1000							212-303-0400					
01	999999	02/24/03	O/A	128714	128714	0.00		-200.00					-200.00
01	01/10/03 1	11/26/02	INV	501686	40.00	2000.00							2000.00
01	01/10/03 1	11/26/02	INV	501687	40.00	2000.00							2000.00
01	03/10/03 1324	02/24/03	INV	501812	4.00	200.00							200.00
***** LAST PMT: -200.00 02/24/03 TOTAL 04.00 4000.00 0.00 0.00 0.00 4000.00													

Notes:

OPEN ITEM AGED TRIAL BALANCE BY SALESMAN
AGING CREDITS AGAINST OLDEST ITEMS

DATE: 06/18/03 PAGE: 1

Netted Open Item ATB
(Open Item Aged Trial Balance By
Salesman)

Option #2 - By Salesman

CO #: 01 THE SYSTEMS HOUSE 07/03 TIME: 13:47:22

CUST # COMP AOD CUST REFERENCE DATE TYPE C/M NO INV-NO C.DISC TOTAL *CURRENT* 31-60 61-90 91-OVR
INCLD FUT

A/R #	CUSTOMER NAME	SLS	HI-BAL	AVG	PD-TO-DATE	CR. HD	CM	ST	CR. LMT	YTD SALES	DIS. PCT	TERR	OLDEST	ORDER BAL
100045	ACME FASTENERS INC	000	-800	0	0.00	N	05	Y	0	0.00	0.000			0.00
	10004													
	01		04/08/03	C/M	130741	130741	0.00		-800.00				-800.00	
***** LAST PMT:			0.00	02/05/04	TOTAL		0.00		-800.00	-800.00	0.00		0.00	0.00

Notes:

CONSOLIDATED OPEN ITEM AGED TRIAL BALANCE
 AGING CREDITS AGAINST OLDEST ITEMS
 07/03

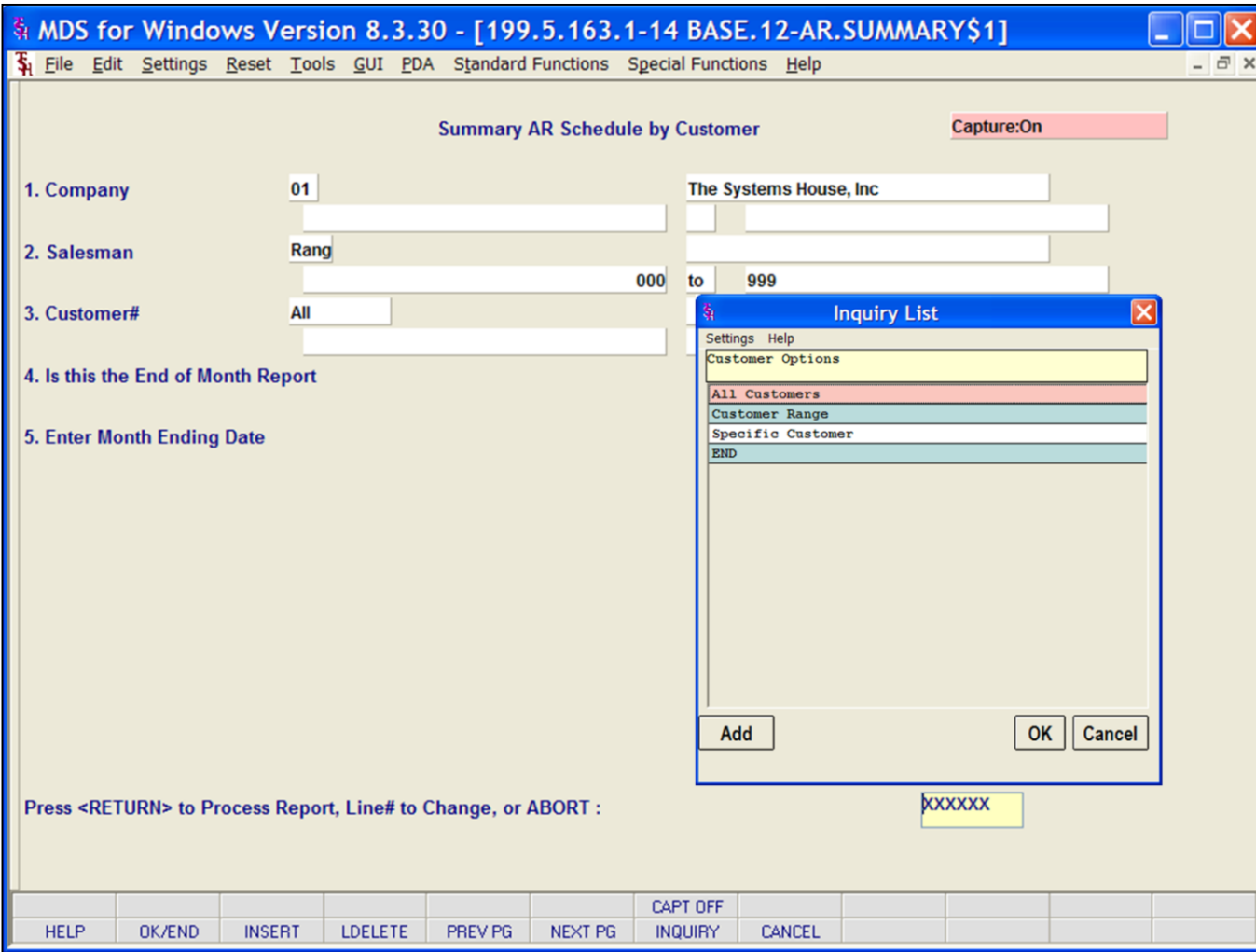
DATE: 06/18/03 PAGE: 1

Netted Open Item ATB
(Consolidated Open Item Aged Trial Balance)

Option #3- Consolidated

CUST #	COMP	AOD	CUST REFERENCE	DATE	TYPE	C/M NO	INV-NO	C.DISC	TOTAL	*CURRENT*	31-60	61-90	91-OVR		
INCLD FUT															
A/R #	CUSTOMER NAME			SLS	HI-BAL	AVG PD-TO-DATE	CR.HD	CM	ST	CR.LMT	YTD SALES	DIS.PCT	TERR	OLDEST	ORDER BAL
100076	ST. MARYS MEDICAL CENTER			001	4000	0	200.00	N	02	Y	0	0.00	0.000	11/26/02	2900.00
	1000										212-303-0400				
01	999999			02/24/03	O/A	128714	128714	0.00							-200.00
01	01/10/03 1			11/26/02	INV		501686	40.00							2000.00
01	01/10/03 1			11/26/02	INV		501687	40.00							2000.00
01	03/10/03 1324			02/24/03	INV		501812	4.00							200.00
***** LAST PMT:				-200.00	02/24/03	TOTAL		84.00	4000.00	0.00	0.00	0.00	4000.00		

Notes:



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.

Notes:

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

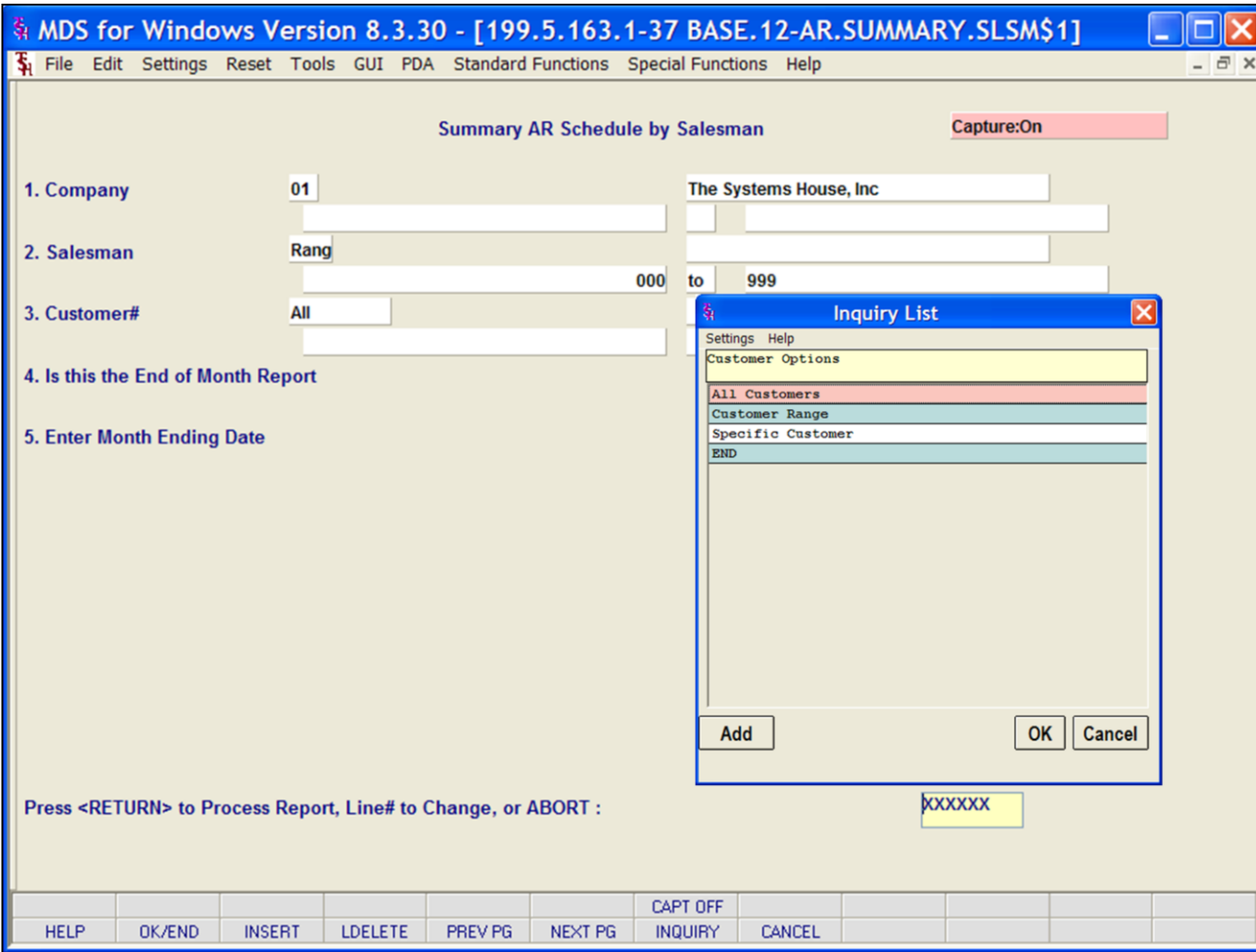
Notes

CO #:		The Systems House, Inc		SUMMARY A/R SCHEDULE BY COMPANY				DATE: 08/07/08	PAGE: 1		
				TIME: 12:19:06							
CUST #	A.CUST NO CUSTOMER NAME	A/R BALANCE	CURRENT	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	0.00	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:



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.

Notes:

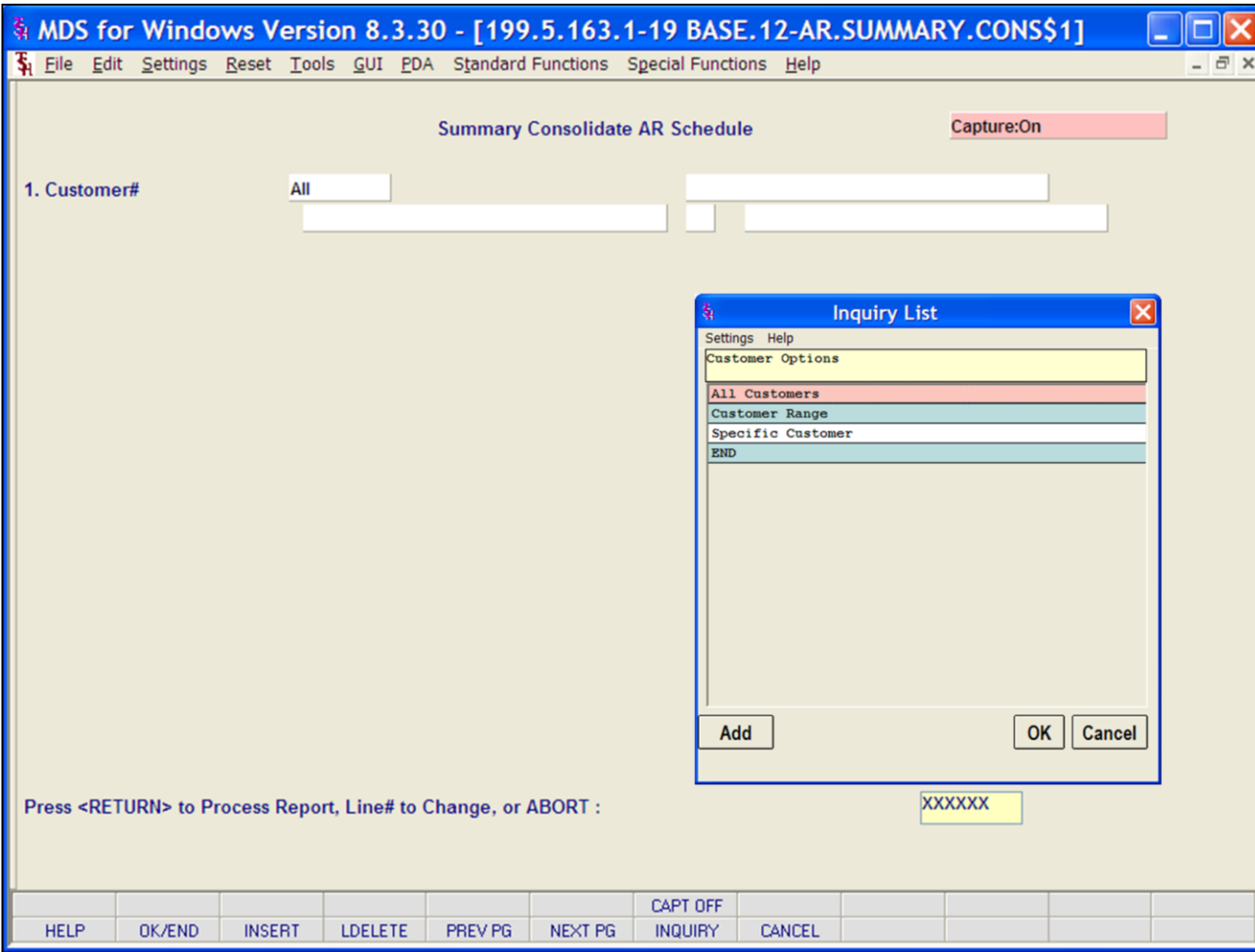
FISCAL PERIOD: 03/08 SUMMARY A/R SCHEDULE BY COMPANY FOR MONTH END 08/15/08 DATE: 08/07/08 PAGE: 1
 CO #: 01 The Systems House, Inc Salesman:000 SAM SALESMAN TIME: 11:04:23

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.

CUST #	A.CUST NO CUSTOMER NAME	A/R BALANCE	CURRENT	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	0.00	01/29/07	
100013	IDEAL IDEAL DISTRIBUTION CO	80.05	10.00	0.00	0.00	0.00	70.05	0.00	01/11/07	05/01/06
100069	MISC MISC CUSTOMER	514.50	0.00	0.00	0.00	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%	43.8%			
	A/R CREDIT BAL	250.00-								

Notes:



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.

Notes:

CONSOLIDATED SUMMARY A/R SCHEDULE

DATE: 08/07/08

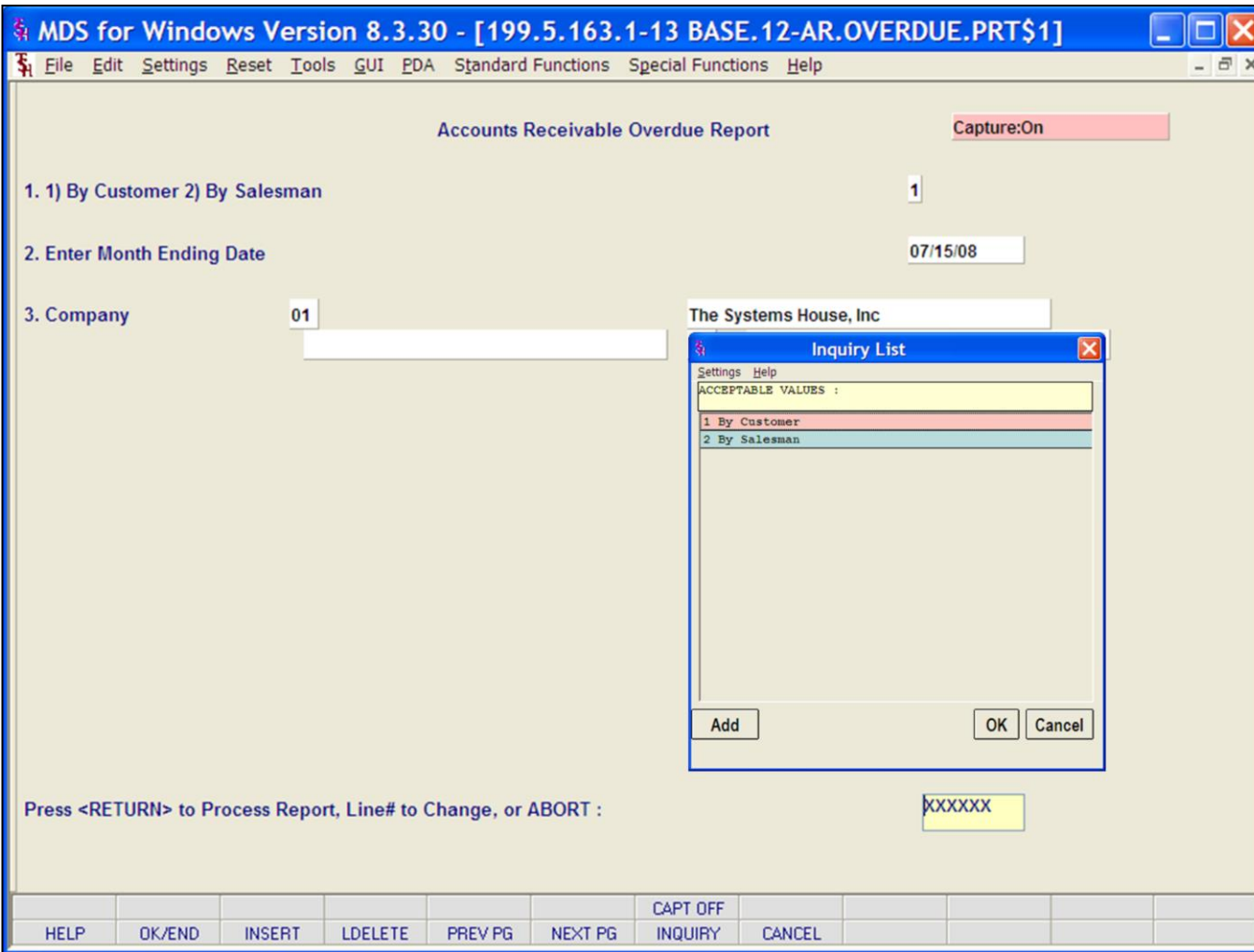
PAGE: 1

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.

CUST #	A.CUST NO CUSTOMER NAME	SLS	CREDIT LIMIT	A/R BALANCE	UNAPPLIED	CURRENT	31-60	61-90	91-OVR	SALES YTD DT OLD INV
100288	00001 RAFAEL INC	000	89000	873.01	0.00	0.00	0.00	0.00	873.01	149.00 08/07/06
100356	001 WHSE 1	002		-9.00	0.00	0.00	0.00	0.00	-9.00	0.00
100076	1000 ST. MARYS MEDICAL CENTER	001	0	15,920.70	110.00	0.00	0.00	0.00	15,920.70	0.00 11/26/02
100049	100008 TESTING CUSTOMER	000	50000	35.17	1.00	0.00	0.00	0.00	35.17	0.00 11/01/06
100050	10009 ACME INDUSTRIAL SUPPLY	000	0	-250.00	0.00	0.00	0.00	0.00	-250.00	0.00 01/16/07
100264	100800 TEST CUSTOMER	001	25000	467.34	0.00	0.00	6.31	6.31	454.72	0.00 10/12/04
100077	1010 ST. MICHAELS HOSPITAL	001	999999	674.66	0.00	0.00	0.00	0.00	674.66	0.00 11/04/02
100391	112006 BETTY DAVIS	000	999999	995.45	0.00	0.00	0.00	0.00	995.45	0.00 11/01/06
100159	A111 TEST CUST	000	999999	67.22	0.00	0.00	0.00	0.00	67.22	0.00 08/04/03
100158	A123 TEST CUST	001		-1,550.00	1,000.00	0.00	0.00	0.00	-1,550.00	0.00
100000	ALCO ALCO SUPPLY COMPANY	011	999999	751,736.91	1,540.00	7,000.00	575.72	0.00	744,161.19	585.35
100354	ANN ANN'S GARDEN	HM	1000	190.00	0.00	0.00	0.00	0.00	190.00	0.00 07/21/06
100138	APB APB TEST CUSTOMER	235		2,505.76	10.00	0.00	0.00	0.00	2,505.76	0.00 04/09/03
100147	APB444 NEW CUST APB444	001		-150.55	0.00	0.00	0.00	0.00	-150.55	0.00 05/15/03
	APBZZZ					0.00		0.00		0.00

Notes:



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.

Notes:

**Overdue A/R Report
Overdue A/R Report By Company**

ACCOUNTS RECEIVABLE OVERDUE REPORT BY COMPANY

DATE: 06/18/03 PAGE: 1

FISCAL PERIOD: 07/03 MONTH END DATE: 06/30/03

TIME: 14:18:48

CO#: 01 THE SYSTEMS HOUSE

A. CUST NO

CUST #	CUSTOMER NAME	SLS	CR LIMIT	A/R BAL	LST PAY DATE	LST PAY AMOUNT	PD TO DATE	YTD SALES	HIGH BAL	AVG PAY DAYS	C/H
1000											
100076	ST. MARYS MEDICAL CENTER	001	0	4000.00	02/24/03	200.00	200.00	0.00	4000	0	N
			OLDEST INV	DATE	CURRENT		31-60	61-90	91-OVR		
	212-303-0400		501686	11/26/02	0.00	0.00	0.00	0.00	4000.00		

1010											
100077	ST. MICHAELS HOSPITAL	001	5000	634.71	06/13/03	10.00	4600.75	0.00	4571	783	N
			OLDEST INV	DATE	CURRENT		31-60	61-90	91-OVR		
			501672	11/04/02	0.00	0.00	0.00	0.00	634.71		

Notes:

**Overdue A/R Report
Overdue A/R Report By Salesman**

ACCOUNTS RECEIVABLE OVERDUE REPORT BY SALESMAN

DATE: 06/18/03 PAGE: 1

FISCAL PERIOD: 07/03 MONTH END DATE: 06/30/03

TIME: 14:18:53

CO#: 01 THE SYSTEMS HOUSE

A. CUST NO

CUST #	CUSTOMER NAME	SLS	CR LIMIT	A/R BAL	LST PAY DATE	LST PAY AMOUNT	PD TO DATE	YTD SALES	HIGH BAL	AVG PAY DAYS	C/H
1000											
100076	ST. MARYS MEDICAL CENTER	001	0	4000.00	02/24/03	200.00	200.00	0.00	4000	0	N
			OLDEST INV	DATE	CURRENT		31-60	61-90	91-OVR		
	212-303-0400		501686	11/26/02	0.00	0.00	0.00	0.00	4000.00		

1010											
100077	ST. MICHAELS HOSPITAL	001	5000	634.71	06/13/03	10.00	4600.75	0.00	4571	783	N
			OLDEST INV	DATE	CURRENT		31-60	61-90	91-OVR		
			501672	11/04/02	0.00	0.00	0.00	0.00	634.71		

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-14 BASE.12-AR.STATEMENTS\$1]

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

Customer Statements Capture:On

1. Enter Month Ending Date 07/15/08

2. Print \$0 Balance Statements (Y/N) Y

3. Print Credit Balance Statements (Y/N) Y

4. Customer# All

5. Include Credits not tied to an invoice (Y/N) N

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	----------	---------	--------	--	--	--	--

Statements

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

Notes:

Statement

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON , NJ 07013

Tel: 973-777-8050
Fax: 973-777-3063

UNITED SUPPLY
85 CLARK ST

GARFIELD NJ 07083

Customer Number: UNITED
Salesman Name: JIM BRANCA
Statement Date: 06/18/03

To ensure proper credit, please check
(X) all invoices being paid and return.

Trx	Date	Transaction	Reference	Original Amount	Payments/Credits	X	Balance
O/A	05/20/03	01128739	NO INVOICE #	-100.00	0.00		-100.00
O/A	05/06/99	01200010	01200010	-100.00	0.00		-100.00
ADJ	05/21/03	01003262	111	10.00	0.00		10.00
ADJ	05/22/03	01003263	COMMENT	100.00	0.00		100.00
S/C	03/31/00	01200008	SERVICE CHG	0.10	0.00		0.10
INV	02/01/00	01000166	6553	2,560.00	-2,555.00		5.00
INV	06/05/00	01120001	R0560	86.60	0.00		86.60
INV	05/27/03	01501973	01	870.00	0.00		870.00
INV	05/27/03	01501975	01	1,625.00	0.00		1,625.00
INV	05/27/03	01501976	01	450.00	0.00		450.00
INV	05/30/03	01501994	01	10.72	0.00		10.72
INV	05/30/03	01501995	01	21.43	0.00		21.43
C/R	06/09/03	01132173	REAPPLY	1,728.75	0.00		1,728.75

Page: 1 <CREDITS AGED vs OLDEST ITEMS> Please Pay this Amount: 4,707.60

	FUTURE	CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
\$	2,977.15	1,730.45	0.00	0.00	0.00



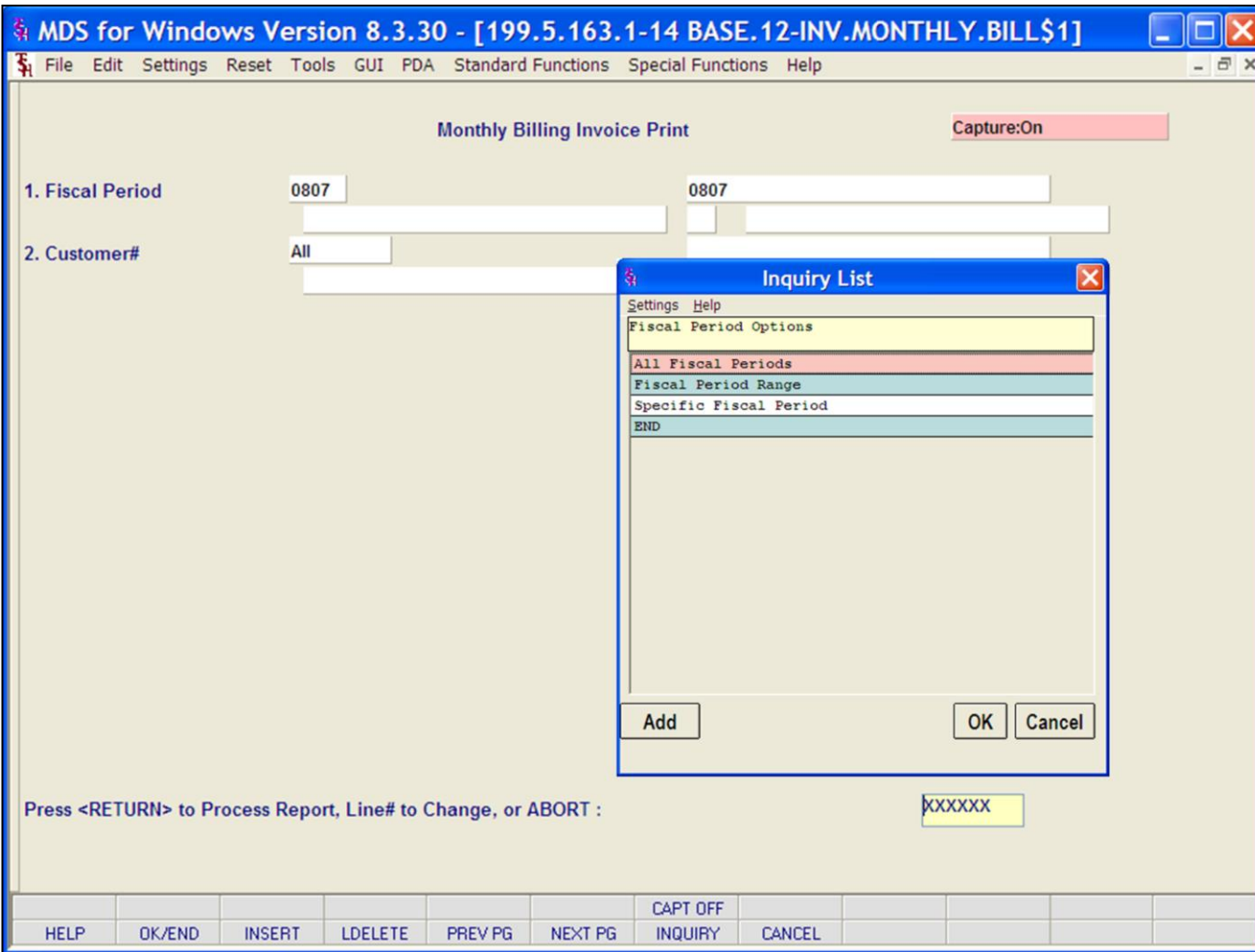
Amount of Check

Transactions after statement date will appear on next month's statement.

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:



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.

Notes:

Invoice

Inv Number 01504087 Page: 1

The Systems House, Inc.
 1033 Route 46 E.
 CLIFTON, NJ 07013

Please Remit To:
 The Systems House, Inc.
 1033 Route 46 E.
 CLIFTON, NJ 07013

Tel: 973-777-8050

Tel: 973-777-8050

Bill-to: ALCO ALCO SUPPLY COMPANY 10 MAIN STREET WAYNE NJ 07315
--

Ship-to: 001 SY1 ALCO SUPPLY COMPANY 10 MAIN STREET WAYNE NJ 07315

Invoice Date:	07/31/08	Salesman:	
Ship Date:	07/31/08	Ship Via:	UPS
Our Order No:	01144808001	Customer Order #:	TEST
		Terms:	2/10 NET 30

Special Instructions:	DELIVER AROUND BACK
-----------------------	---------------------

Line	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM	Extension
1	ADWIL ADWIL Serial #: 100 Sample note for ALL systems Sample note for AR only	100	EA	100	EA	0	1.15	EA	\$115.00
	SUB TOTAL								115.00
	NEW JERSEY TAX 7.000%								8.05
	INVOICE TOTAL								\$123.05

Cartons: 0	Weight: 0.0	PLEASE MAKE CHECKS PAYABLE TO TSH CORPORATION AT THE ADDRESS ABOVE.	* Non-Taxable ** REPRINT(1) **
------------	-------------	--	------------------------------------

Monthly Billing Invoice Print

The design of your invoice may be customized to include corporate logos and different configurations of invoice information.

Notes:

MONTH YEAR AR OPEN BALANCE NET AR BALANCE

MAY 03 3,190.00 3,126.20

JUN 03 2,210.20 2,210.20

JUL 03 310.00 303.80

TOTAL 03 5,710.20 5,640.20

GRAND TOTAL 1,863,320.34 1,826,513.22

357 records listed.

Cash Flow Position Report

This report provides a summary cash forecast based on the invoice due date in the Open Accounts Receivable file.

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:

AR.....	A.CUST.NO	CUST.NAME.....	TYPE	REF#....	OPEN.BAL..	DATE....
01128801	1000	ST. MARYS MEDICAL CENTER	O/A	128801	-110.00	03/15/05
01128948	100008	TESTING CUSTOMER	O/A	01128948	-1.00	10/31/06
01128792	A123	TEST CUST	O/A	128792	-999.00	11/16/04
01128793	A123	TEST CUST	O/A	128793	-1.00	11/16/04
01128777	ALCO	ALCO SUPPLY COMPANY	O/A	01128777	-100.00	11/04/04
01128853	ALCO	ALCO SUPPLY COMPANY	O/A	128853	-300.00	03/30/06
01128854	ALCO	ALCO SUPPLY COMPANY	O/A	128854	-200.00	03/30/06
01128876	ALCO	ALCO SUPPLY COMPANY	O/A	128876	-100.00	06/06/06
01128879	ALCO	ALCO SUPPLY COMPANY	O/A	128879	-25.00	06/09/06
01128880	ALCO	ALCO SUPPLY COMPANY	O/A	128880	-350.00	06/09/06
01128881	ALCO	ALCO SUPPLY COMPANY	O/A	128881	-460.00	06/09/06
01128956	ALCO	ALCO SUPPLY COMPANY	O/A	01128956	-5.00	07/16/07
01128852	APB	APB TEST CUSTOMER	O/A	128852	-10.00	04/01/06
			ADJ	003327		04/01/06
01128856	ARTEST	TEST AR	O/A	01128856	-100.00	04/10/06
01128745	BENJI1	BENJI 1 CUSTOMER	O/A	128745	-119.00	06/17/03
			REA	003266		07/24/06
			REA	003267		07/24/06
			PMT	128745		02/02/07
01128747	BENJI1	BENJI 1 CUSTOMER	O/A	128747	-200.00	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:

MDS for Windows Version 8.3.30 - [199.5.163.1-13 BASE.12-AR.DET.OVERDUE.REPOR...]

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

A/R Detailed Overdue Report Capture:On

1. Company

2. Customer#

3. Enter Cutoff Days

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	----------	---------	--------	--	--	--	--

Detail Overdue Report

This report lists all invoices overdue according to what the operator inputs as number of days overdue.

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'.

Enter Cutoff Days – Enter the number of days for overdue invoices (I.e. 30, 60, 90, etc) and hit <ENTER>.

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.

Notes:

DATE: 08 Aug 2008

ACCOUNTS RECEIVABLE DETAILED OVERDUE REPORT
FOR INVOICES OVER 30 DAYS

PAGE: 1

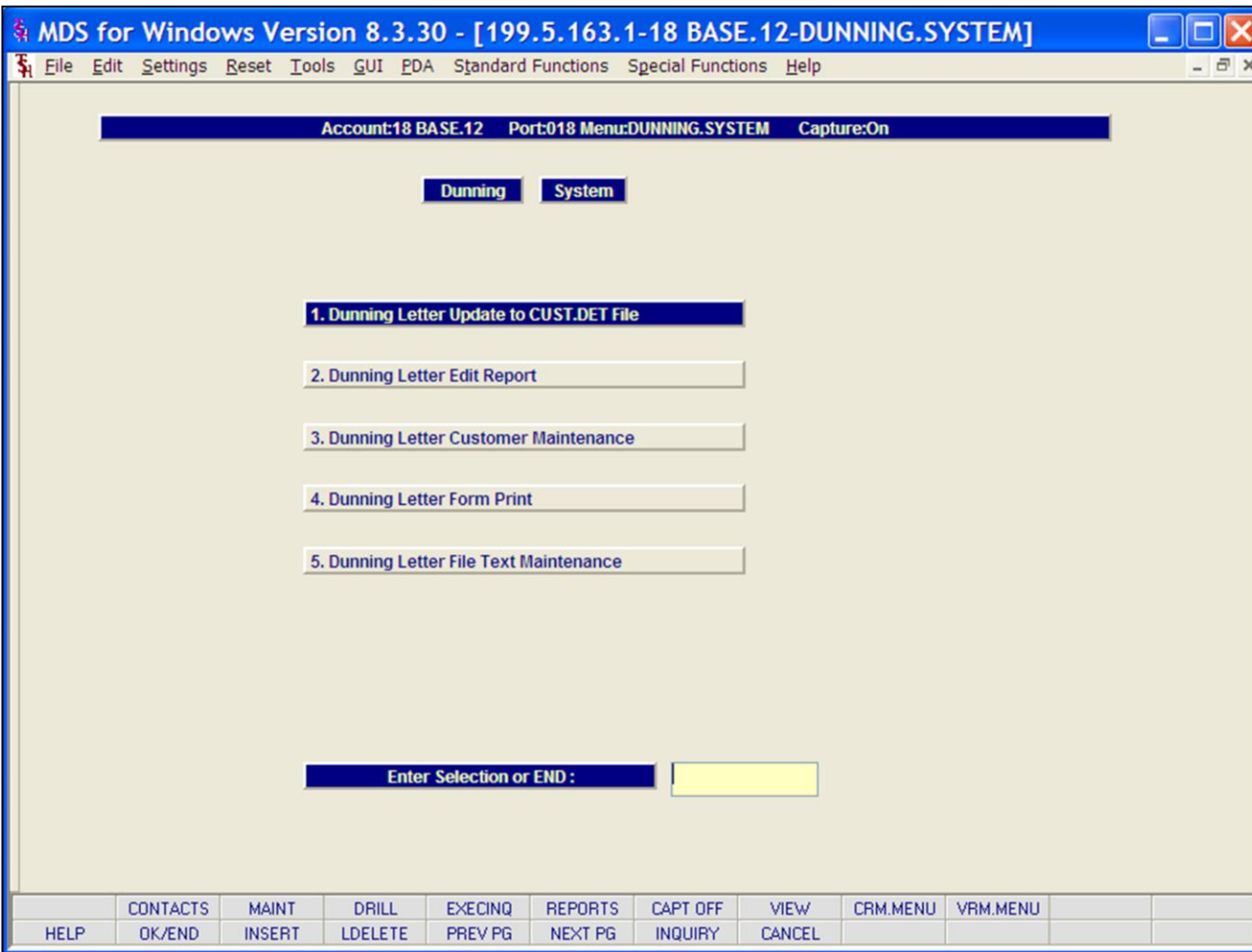
COMPANY: 01 The Systems House, Inc

CUSTOMER SLSM	CUSTOMER NAME ADDRESS	RELEASE NUMBER	INVOICE NUMBER	TRANS DATE	TNX CD	TRANS AMT	CUSTOMER P.O.	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
00001 000 999-555-9999 TERMS: 03	RAFAEL INC 185 BAT RD FAIRVIEW NJ 07022	139437-001	130908	08/07/06	C/M	-10.00				
		139443-001	130909	08/07/06	C/M	-10.00				
		139445-001	130910	08/07/06	C/M	-10.00				
		139448-001	130911	08/08/06	C/M	-30.00				
		139451-001	130912	08/08/06	C/M	-10.00				
		139458-001	130914	08/08/06	C/M	0.00				
		139461-002	130917	08/08/06	C/M	-200.00		100	07/24/08	100.00
		139765-001	130921	09/11/06	C/M	-9.00				
		139418-001	503162	08/07/06	INV	-10.00	LK			
		139420-001	503163	08/07/06	INV	20.00	LK			
		139421-001	503164	08/07/06	INV	20.00	LK			
		139422-001	503165	08/07/06	INV	33.00	LK			
		139423-001	503166	08/07/06	INV	33.00	LK			
		139424-001	503167	08/07/06	INV	20.00	LK			
		139435-001	503168	08/07/06	INV	20.00	L			
		139436-001	503169	08/07/06	INV	20.00	L			
		139482-001	503173	08/09/06	INV	20.00	LLK			
		139484-001	503174	08/09/06	INV	20.00	TESTLK			
		139503-001	503175	08/10/06	INV	20.00	CONS			
		139503-002	503176	08/10/06	INV	20.00	CONS			
		139503-003	503177	08/10/06	INV	10.00	CONS			
		139503-004	503178	08/10/06	INV	10.00	CONS			
		139519-001	503179	08/10/06	INV	20.00	LK			
		139563-001	503194	08/15/06	INV	70.00	LLK			
		139614-001	503203	08/25/06	INV	36.91	L			
		139620-001	503204	08/28/06	INV	9.00	L			
		139622-001	503205	08/28/06	INV	3.00	L			
		139643-001	503208	08/28/06	INV	6.00	L			
		139705-001	503214	09/05/06	INV	150.00	L			
		139718-001	503220	09/07/06	INV	20.00	L			
		139741-001	503225	09/08/06	INV	30.00	L			
		139795-001	503233	09/14/06	INV	30.00	L			
		139799-001	503234	09/14/06	INV	148.00	L			
		139924-001	503262	09/27/06	INV	28.00	L			
		140135-001	503277	10/16/06	INV	0.00	LKTEST	123321	06/30/08	7.50
		138318-001	503554	06/08/07	INV	153.75	TT			
		143651-001	503888	03/20/08	INV	37.60	TEST			

Detail Overdue Report

This report lists all invoices overdue according to what the operator inputs as number of days overdue.

Notes:



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.

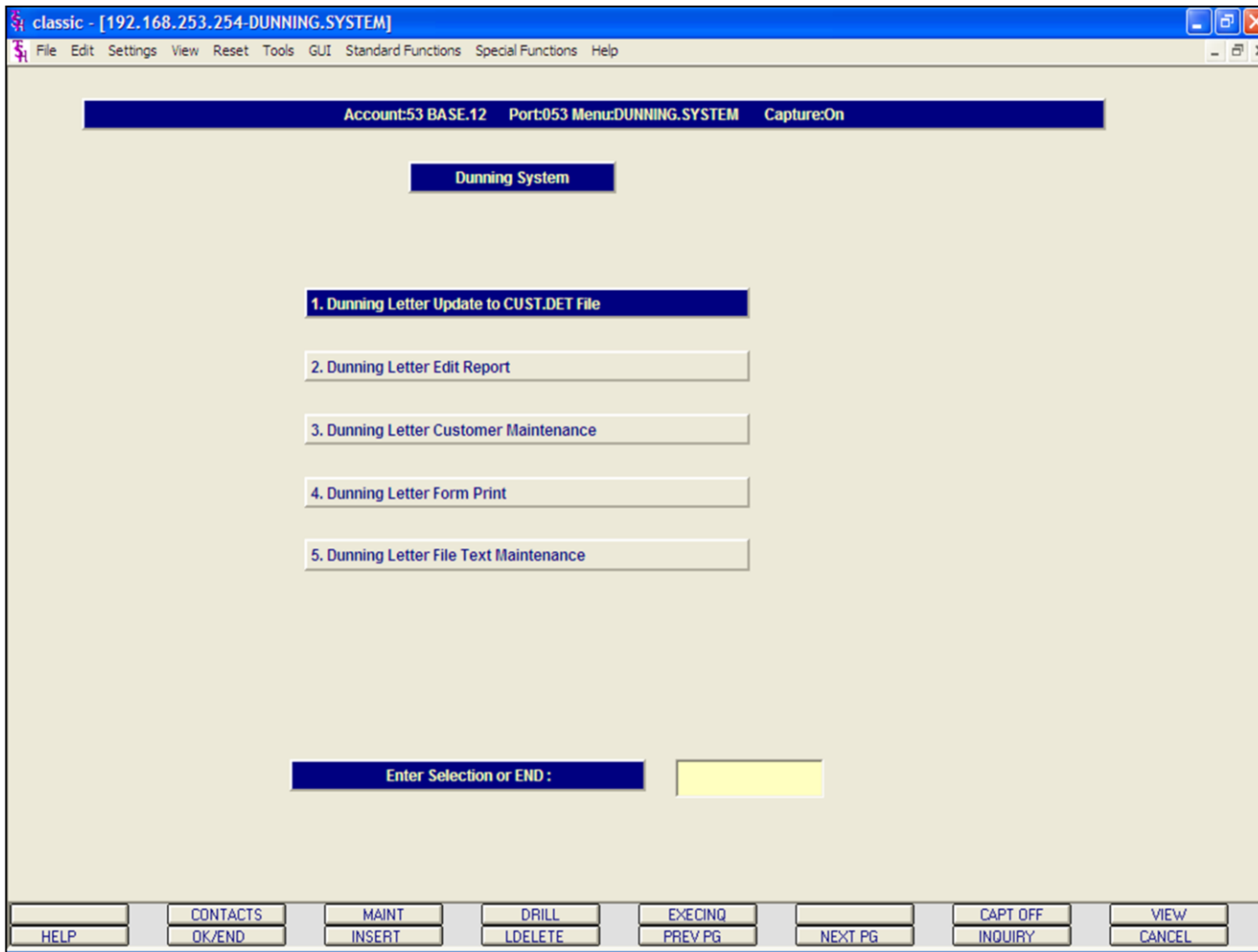
2. Letter code '2' is sent to customer who received a letter '1' last month, and have not made a payment in the past month. Any customer who has sent in payment during the past month is not dunned (CODE BLANK), since this situation requires credit department review and the production of computer generated letters might prove to be counter-productive.

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.

Notes:



Dunning System

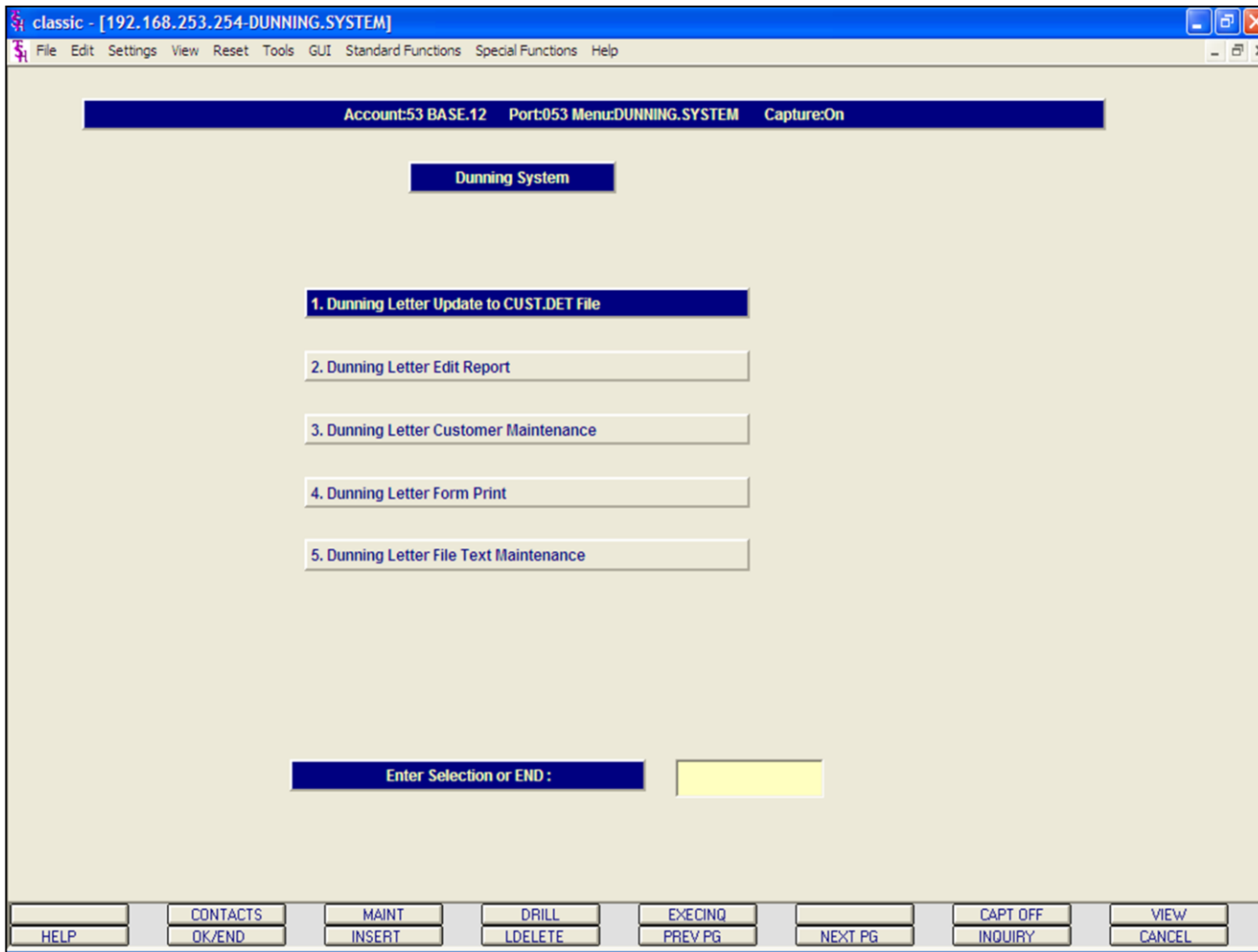
6. Letter code `*' is assigned to customers who have not made payment during the past month, are still overdue, and have already received the full complement of dunning letters without responding. Obviously, this account requires a more direct action than sending computer generated letters.

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.

Notes:

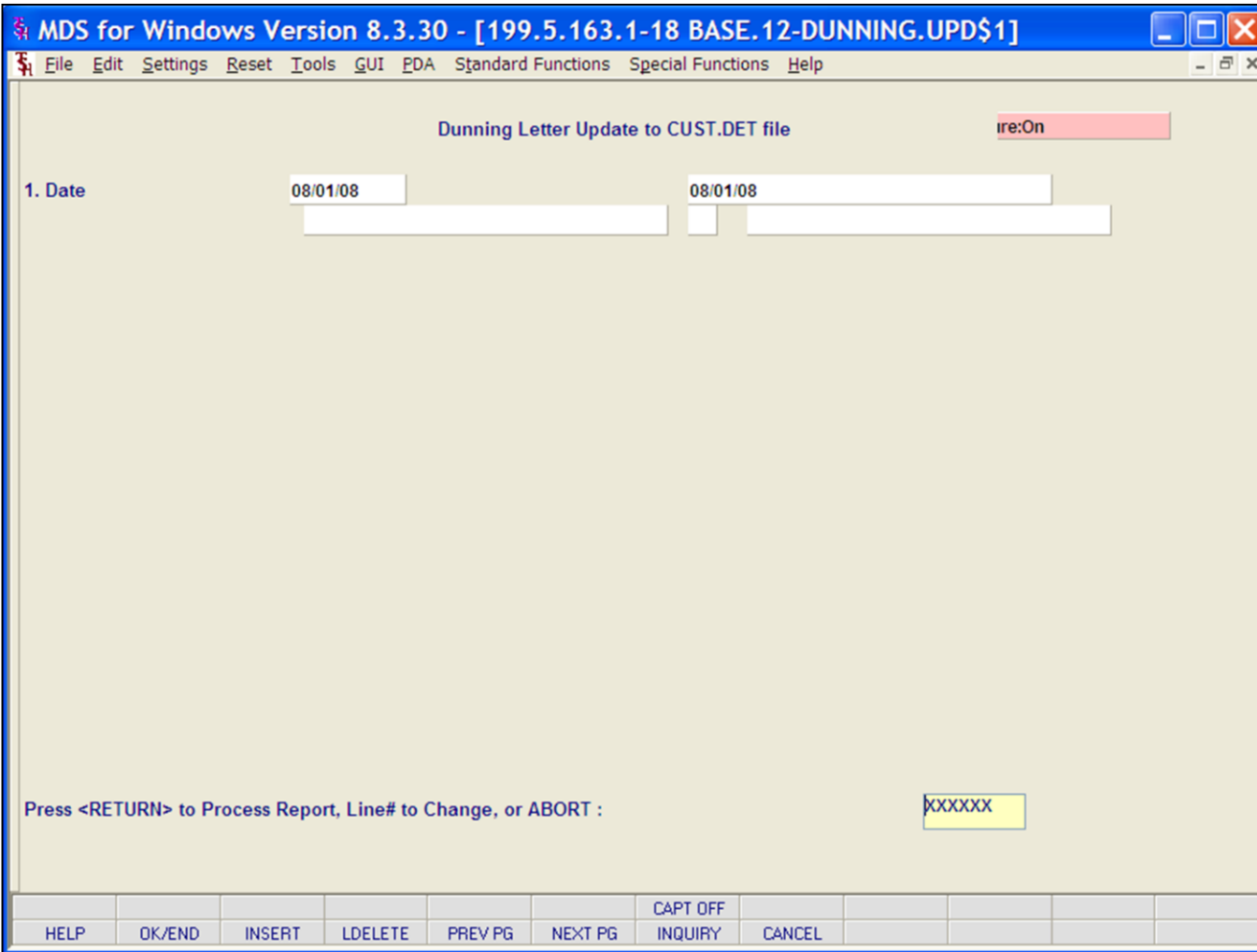


Dunning System

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 of 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.

Notes:



Dunning Letter Update to CUST.DET File

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 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 :

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.

Only customers setup to receive dunning letters will be selected for the update. No reports are generated during this update.

Notes:

DUNNING LETTER EDIT

05:57:06pm 18 Jun 2003

PAGE: 1

COMPANY: 01 THE SYSTEMS HOUSE

LTR	CUSTOMER	BALANCE	CURRENT	AMT 30	AMT 60	AMT OVER	INTEREST	OVER DUE
3	CORBIN CORBIN CORP	1,453.51	27.95	0.00	0.00	1,425.56	55.98	1,425.56
3	IDEAL IDEAL DISTRIBUTION	2,852.22	163.97	0.00	345.00	2,343.25	153.97	2,688.25
4	UNITED UNITED SUPPLY	4,787.68	4,787.68	0.00	0.00	0.00	0.10	0.00
COMPANY TOTALS: 01		9,013.33	4,899.52	0.00	345.00	3,768.81	289.97	4,113.81

DUNNING LETTER EDIT

05:57:06pm 18 Jun 2003

PAGE: 2

COMPANY: 02 CUSTOMER SUPPORT SERVICES

LTR	CUSTOMER	BALANCE	CURRENT	AMT 30	AMT 60	AMT OVER	INTEREST	OVER DUE
-----	----------	---------	---------	--------	--------	----------	----------	----------

Dunning Letter Edit Report

This report shows which dunning letter a customer will receive and AR information.

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

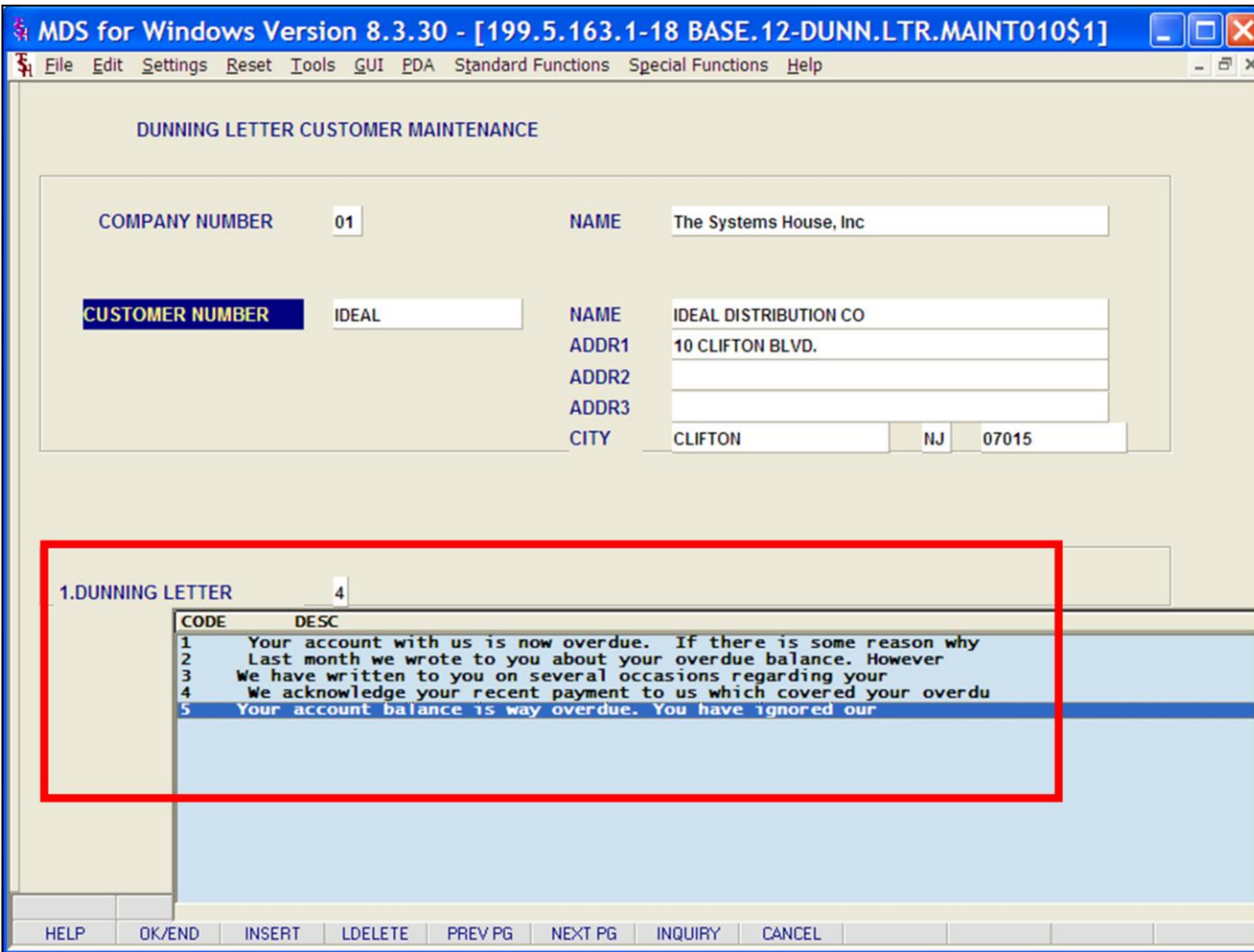
Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

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:



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.

Notes:

MDS for Windows Version 8.3.30 - [199.5.163.1-18 BASE.12-DUNN.FORM.PRT\$1]

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

Dunning Form Print Capture:On

1. Company 01 The Systems House, Inc

2. Customer# IDEAL IDEAL DISTRIBUTION CO

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

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	CAPT OFF	INQUIRY	CANCEL				
------	--------	--------	---------	---------	---------	----------	---------	--------	--	--	--	--

Dunning Letter Form Print

This is the program prints the dunning letters.

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:

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:

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON NJ 07013

Dunning Letter Form Print
Letter #1.

06/23/03

CORBIN CORP
550 FIFTH AVE
NEW YORK NY 10010

Re: Account CORBIN
Balance of 1,425.56
Service chg of 55.98

Dear Sir/Madam:

Your account with us is now overdue. If there is some reason why
you have not sent your remittance, please let us know, so we can
resolve the problem.
Otherwise, we shall expect your remittance by return mail.

Very truly yours,

Credit Department
THE SYSTEMS HOUSE

Notes:

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON NJ 07013

06/23/83

AJAX INDUSTRIAL SUPPLY
12 MAIN ST
PLAINFIELD NJ 02001

Re: Account AJAX
Balance of 0.00

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

Dunning Letter Form Print
Letter #2.

Notes:

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON NJ 07013

06/23/03

IDEAL DISTRIBUTION CO
10 CLIFTON BLVD.
CLIFTON NJ 07015

Re: Account IDEAL
Balance of 2,688.25
Service chg of 153.97

Dunning Letter Form Print
Letter #3.

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 your credit reputation affected, and therefore ask that you communicate with us properly.

Very truly yours,

Credit Department
THE SYSTEMS HOUSE

Notes:

CUSTOMER SUPPORT SERVICES
1033 ROUTE 46 EAST
CLIFTON NJ 07013

06/23/03

AJAX INDUSTRIAL SUPPLY
12 MAIN ST
PLAINFIELD NJ 02001

Re: Account AJAX
Balance of 8.88
Service chg of 6.20

Dunning Letter Form Print
Letter #4.

Dear Sir/Madam:

We acknowledge your recent payment to us which covered your overdue 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

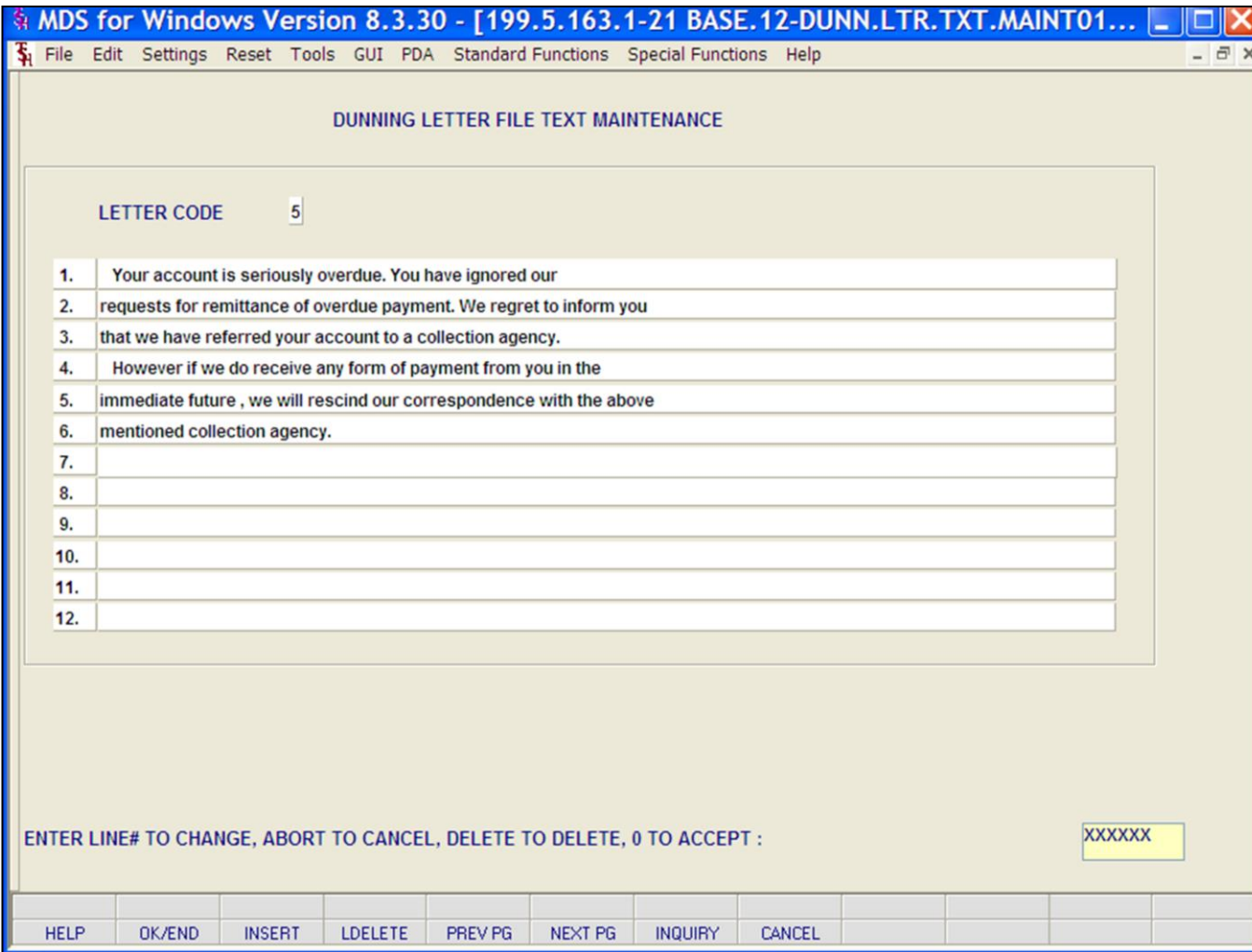
let us know so that we can resolve this matter.

Otherwise, we shall expect your remittance by return mail.

Very truly yours,

Credit Department
CUSTOMER SUPPORT SERVICES

Notes:



Dunning Letter File Text Maintenance

This procedure is used to compose and enter the actual text appearing on each of the dunning letters. Up to 12 lines of text may appear. In addition, the program will automatically print:

1. Company name
2. Customer name
3. Accounts number
4. Accounts receivable and service charge balance
5. Salutation to the customer
6. Signatory from the credit department

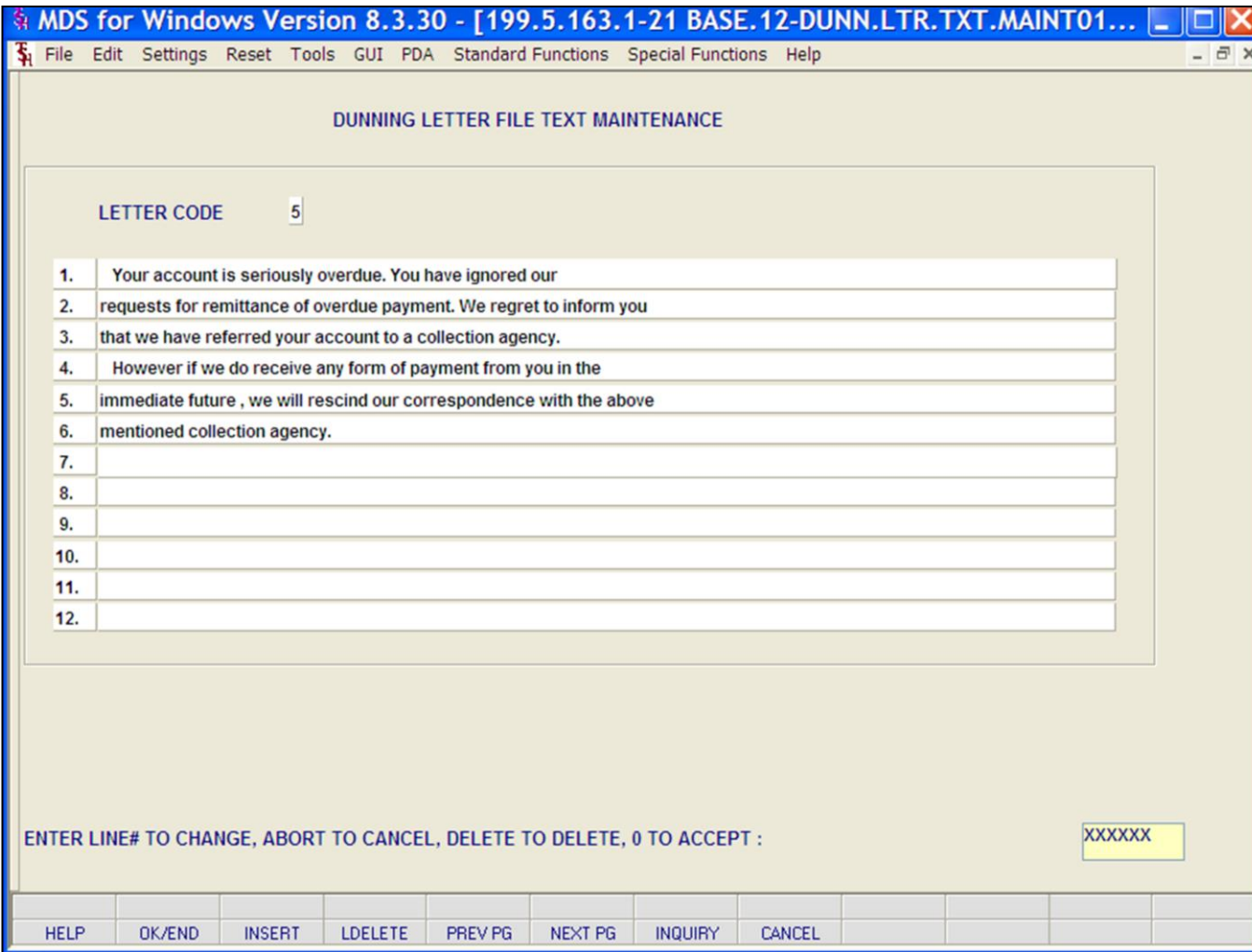
LETTER CODE -Enter the letter code and hit <ENTER>. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to choose from a list of valid letter codes. The lookup will display the letter code and the first line of the dunning letter.

To add line(s) to a letter, click on the next available number or type the next available number and hit <ENTER>.

To add blank lines, first be on the next available blank line. Then, press the spacebar on time and hit <ENTER>, continue for each intended blank line.

To edit a line type the line number and add additional text (insert) or overwrite the current text.

Notes:



Dunning Letter File Text Maintenance

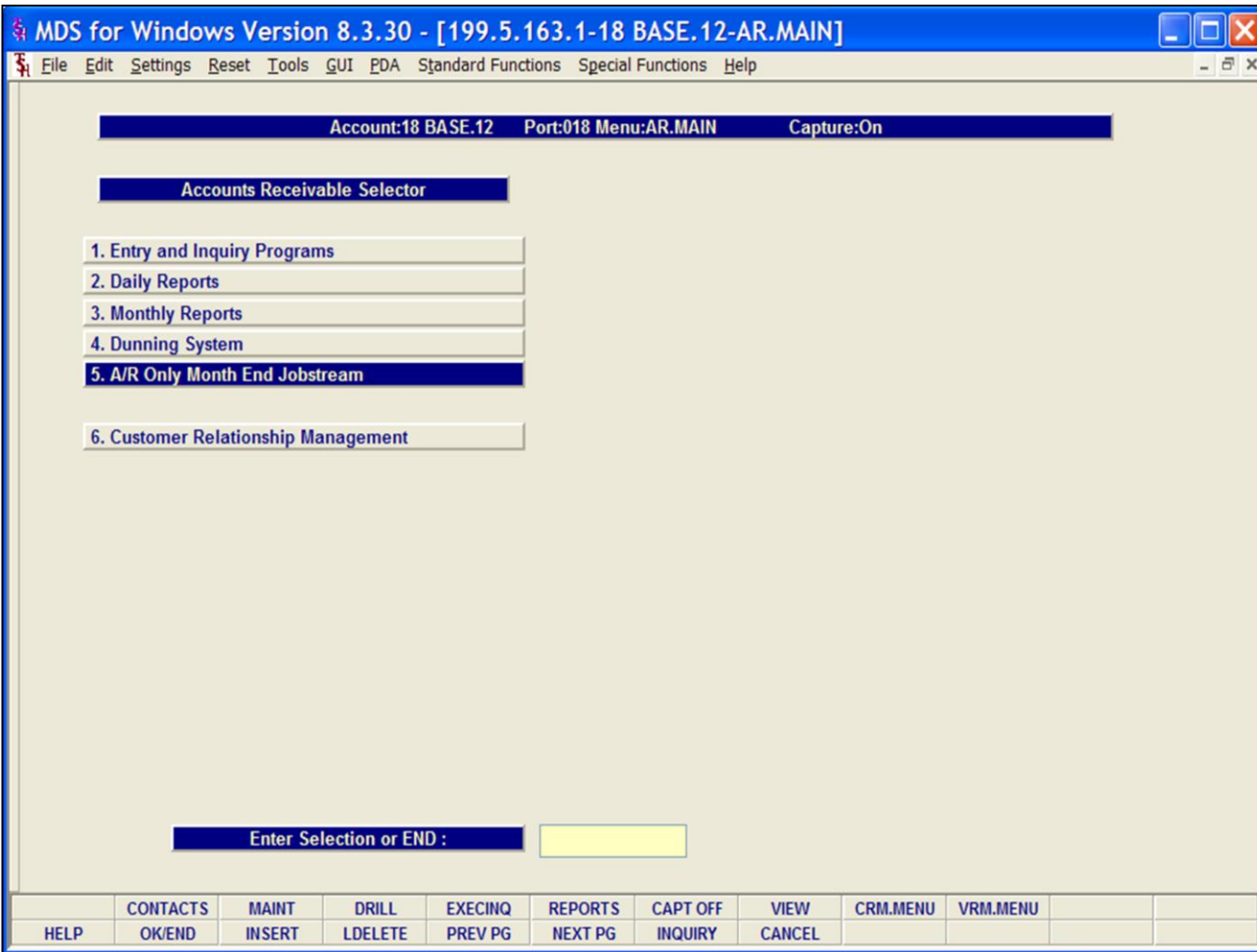
ENTER LINE # TO CHANGE, ABORT TO CANCEL, DELETE TO DELETE, OR '0' TO ACCEPT:

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.

Notes:



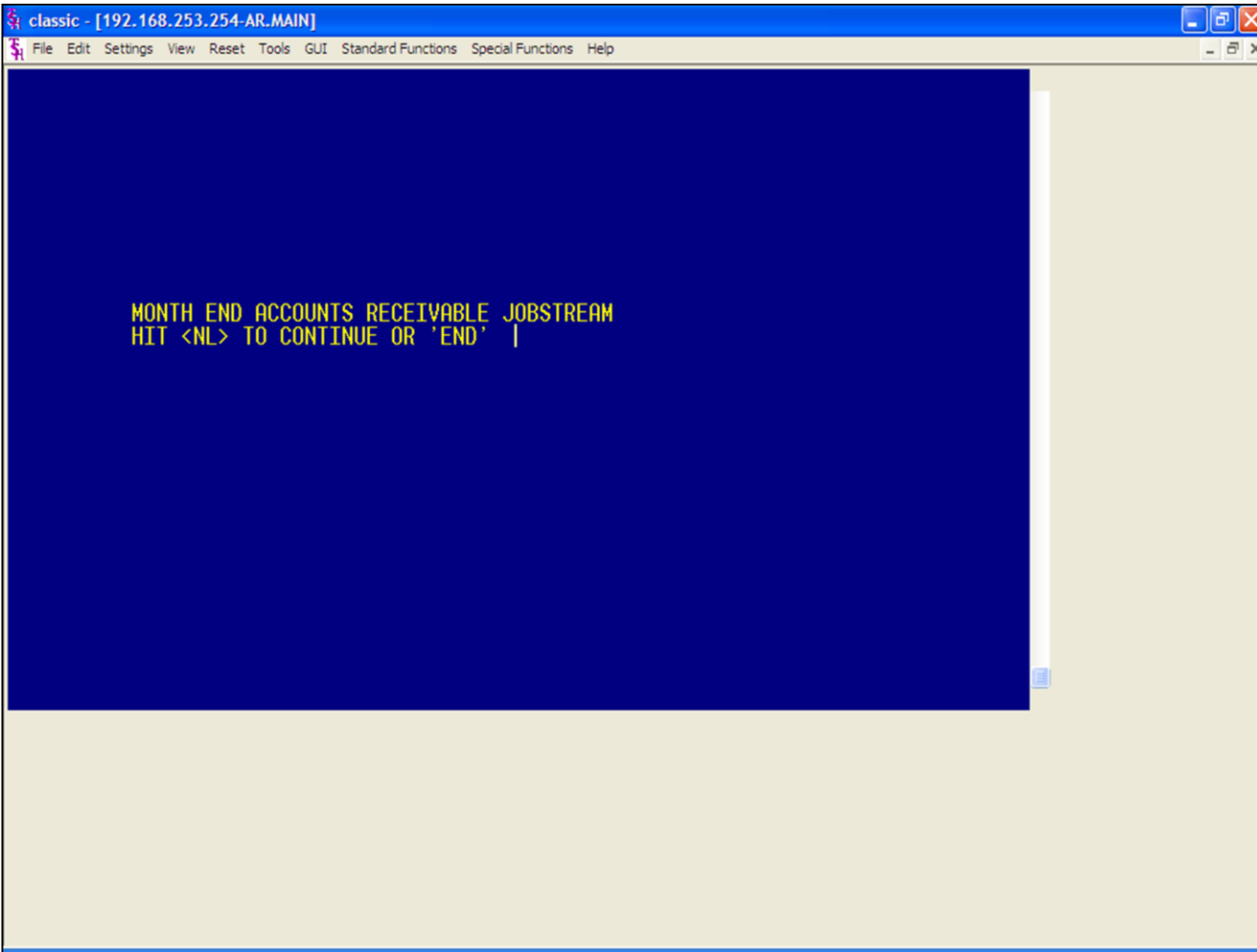
A/R Only Month End Job Stream

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.

The end of month jobstream updates and produces the following reports:

1. Aging done as of end of month. Aging error report (if any errors were found and corrected).
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.
10. Updates cash receipts to the General Ledger Activity file.
11. Updates the company record last A/R month closed and current A/R month.
12. Monthly invoice register.
13. Monthly consignment register.
14. Monthly credit memo register.
15. Monthly tax register.
16. Summary Monthly Inventory Transfers Register.

Notes:



A/R Only Month End Job Stream

17. Updates the GLA file with the sales for the month.
18. Updates the GLA file for deferred income update (if parameter flag is set to 'Y').
19. Updates the cost of goods to the GLA file by product type (if set to 'Y').
20. Clears the month to date fields in the CUST.DET and PROD.DET files.
21. Monthly charge back register.
22. Bill of lading register.
23. Summary monthly production overhead labor report.
24. Summary monthly inventory adjustments report.
25. Copies AR to AR.HIST.
26. Rebuilds AR.HIST.XREF for new items.
27. Clears monthly files.

All reports are generated to the accounts receivable end of month report capture.

Notes:

```
classic - [192.168.253.254-AR.MAIN]
File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help
# COMPANY          UPD      # COMPANY          UPD
2 record(s) selected to SELECT list #0.
1.01 THE SYSTEMS HOUSE      N
2.02 CUSTOMER SUPPORT SER   N

ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : 1
```

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.

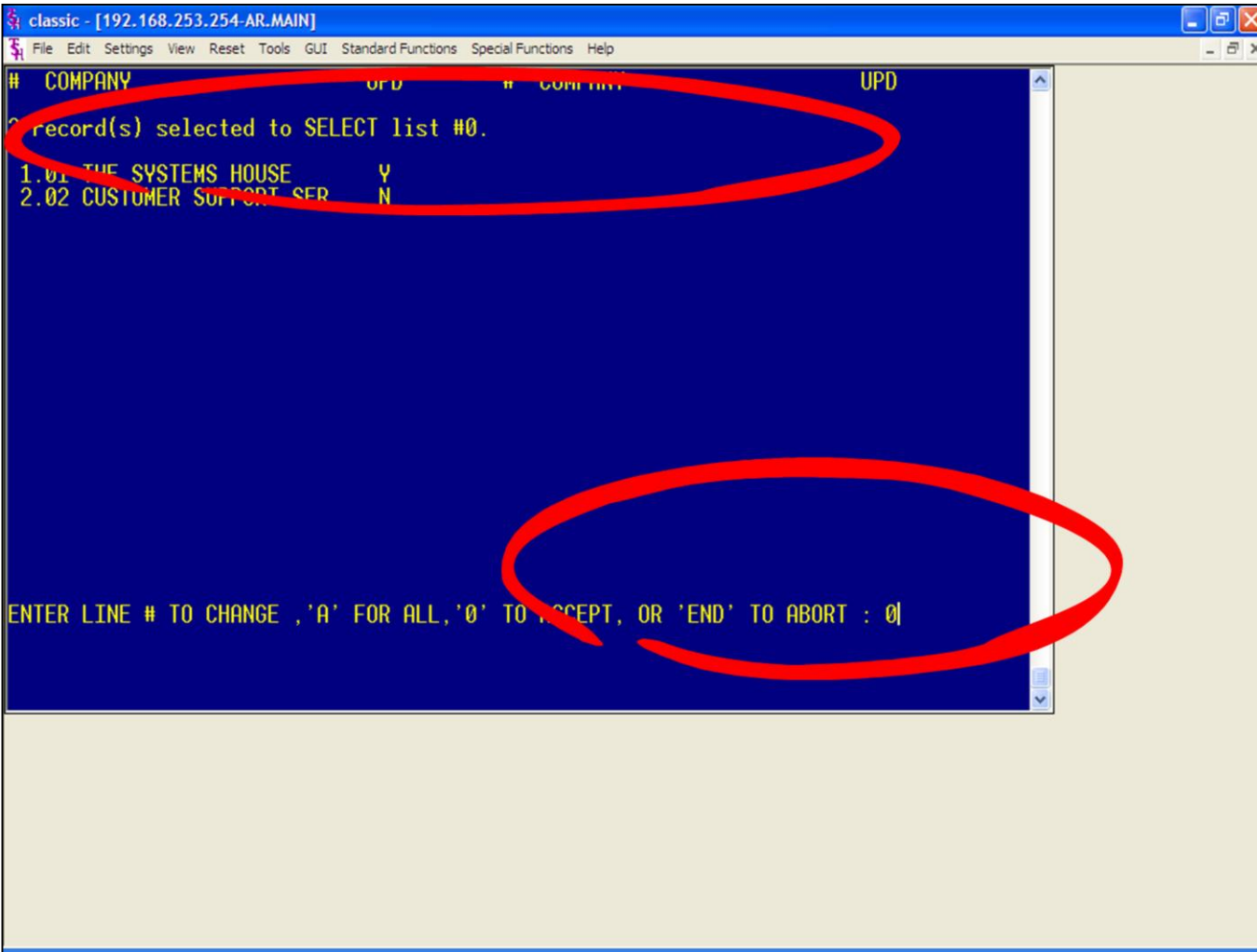
**ENTER MONTH END DATE AS
(MM/DD/YY)**

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.

Notes:



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.

Notes:

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

Notes:
