

AR Training Guide

The following training guide is a User's Guide for Accounts Receivable on MDS Base 12.



Accounts Receivable

Training Guide MDS Base.12

MDS AR Training Guide Base.12

1

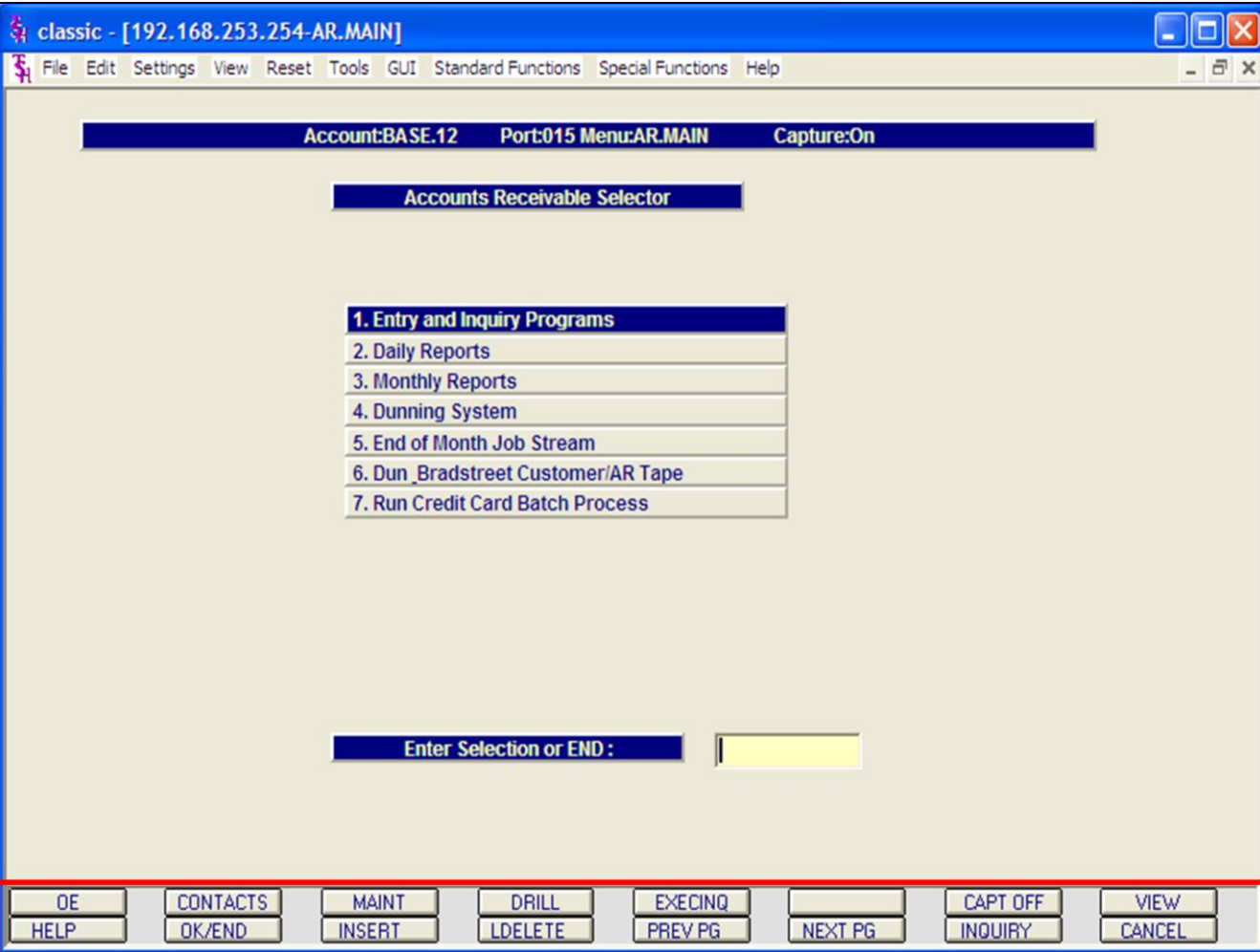
Notes:



Agenda

- Master File Function Key Definitions
- AR Parameter and File Maintenances
- Entry Programs
- Inquiries
- Daily Reports
- Monthly Reports
- Dunning System
- End of Month Job Stream
- Dun & Bradstreet Customer/AR

Notes:



Notes:

Function Keys p1

The first 8 function keys on your keyboard (F1-F8) 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 acts as an "accept" within a record.

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. For example, if in the master file and you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

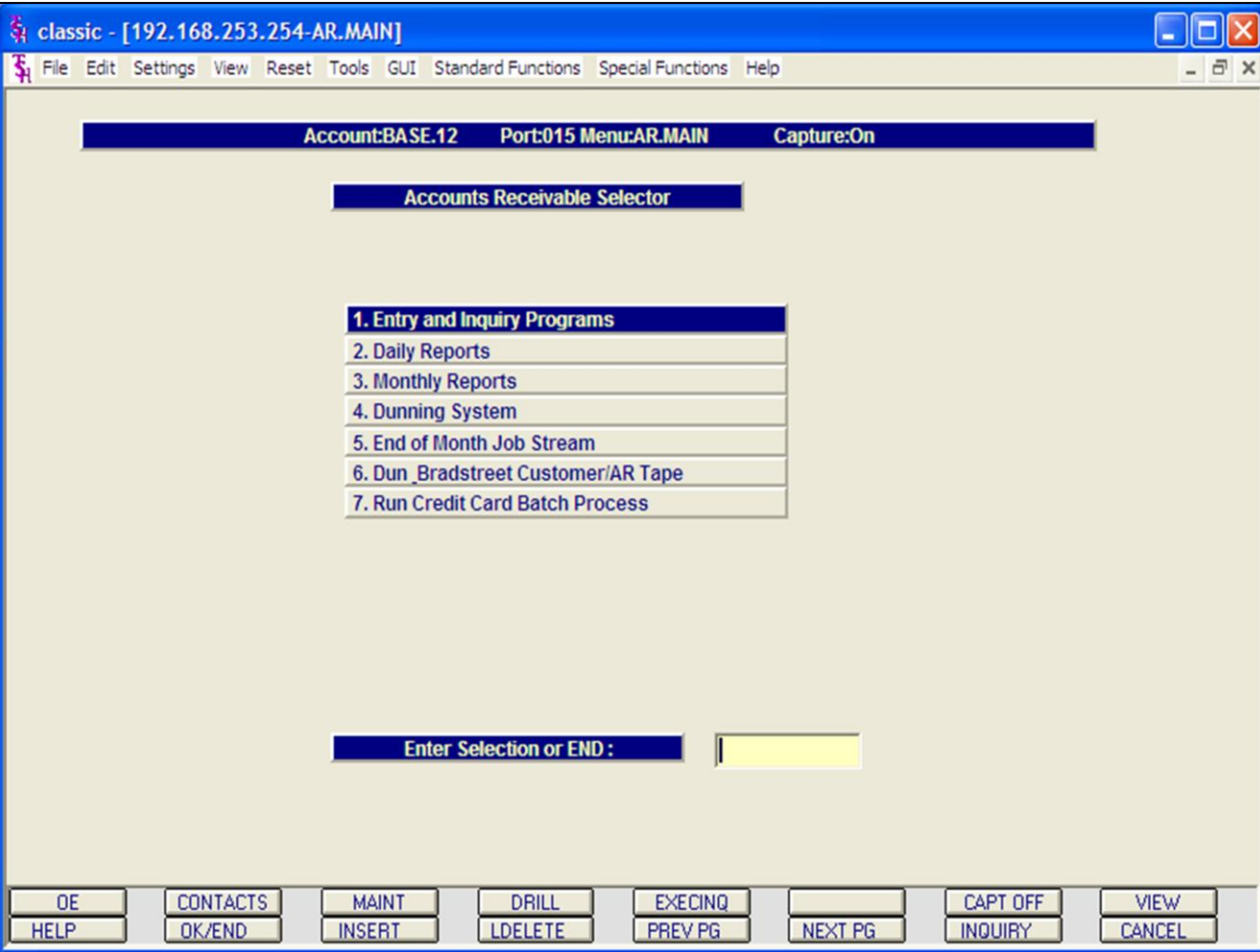
LDELETE - The LINE DELETE function is available by clicking on the 'LDELETE' icon or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

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 can be used simultaneously with the PREV PG function to move back and forth between the screens.

Continued on next page....

Notes:



Notes:

Function Keys Continued

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

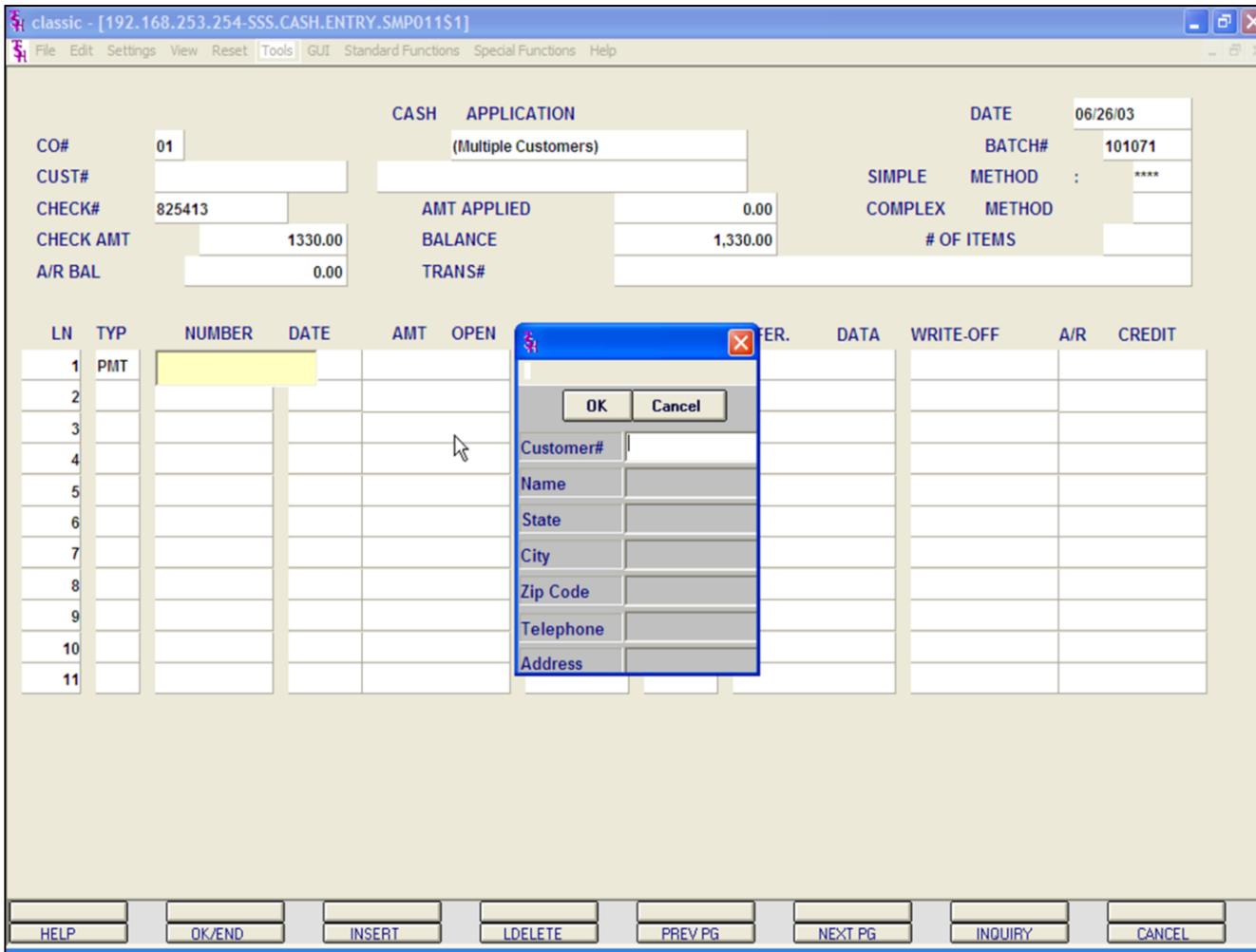
NEXT PG – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV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

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.

ABORT – The ABORT function is available by clicking on the 'ABORT' 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 files as it was before the operator accessed it, in other words, as though no changes were made.

Notes:



AR Customer Lookup CUSTOMER LOOKUP

The customer lookup routine is used in the Accounts Receivable module. To access the lookup features enter one of the following at the customer number prompt:

1. Select the 'F7' function key or click on the **'INQUIRY'** icon to initiate the lookup routine. The operator will then be prompted to enter part of the customer number, name, state, city, zip code, telephone, and/or address.

2. Enter part of the customer number to also initiate the lookup routine.

MDS offers several flexible methods to identify and retrieve the appropriate customer record. Customers can be accessed by an alphanumeric acronym as well as by the assigned customer number. The rules for the acronyms used are flexible, and can be tailored to each individual customer's need. In fact, a customer could be accessed by more than one name. For example, The Systems House, Inc., could be found under:

	T+S+H	(Initials)
	SYSTEMS	(First
Significant Name)		
	HOUSE+S	(Last
Name, First Initial)		
	SYST,07013	(Last
Name, Zip Code)		
	NJ	(State)
	201778050	(Telephone Number)

Continued on next page.

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# [] SIMPLE METHOD : ****

CHECK# 825413 AMT APPLIED 0.00 COMPLEX METHOD []

CHECK AMT 1330.00 BALANCE 1,330.00 # OF ITEMS []

A/R BAL 0.00 TRANS# []

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

Customer# []

Name []

State []

City []

Zip Code []

Telephone []

Address []

OK Cancel

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

AR Customer Lookup
CUSTOMER LOOKUP continued

This is accomplished by the system assigning an internal numeric customer number through file maintenance. When the external number is entered the customer name and address are displayed for verification. If this is the correct customer, the operator may accept it or continue and see the name and address of the next customer that shares this external number until there are no more vendors with this external number.

The selection of 'F7' function key or by clicking on the 'INQUIRY' icon allows the operator to use the generic customer lookup routine. This method allows the lookup of customer based upon the entry of partial characters in any word of the customer name, with the '+' separating each set of characters.

Notes:

```

classic - [192.168.253.254-MENU]
File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help
PAGE 1 *** DICTIONARY LISTING FOR FILE PARAMETER ***10:39:18am 25 Apr 2003
ID. CID..... DESCRIPTION..... CONV..... C/CORR.... TP MAX
13 GL.PROD      UPDATE SALES IN GENERAL LEDGER          L    1
                   BASED ON PRODUCT TYPE (Y/N)
                   REQUIRES USE OF SALES.1 FILE
14 DUN.PERIOD   AGEING PERIOD TO BEGIN                  RN   1
                   DUNNING CYCLE (1-6)
15 COMM        COMMISSION PARAMETER                   L    1
                   S OR NULL = SALES$
                   G = BASED ON GROSS PROFIT
16 COMM.FRT    SHOULD ACTUAL FREIGHT BE               L    1
                   SUBTRACTED FROM COMMISSIONABLE
                   AMOUNT
                   Y = SUBTRACT ACTUAL FREIGHT
                   N OR NULL = DO NOT SUBTRACT
17 COST.DISP   SHOULD COST DISPLAY                    L    4
                   DURING ORDER ENTRY
                   Y = DISPLAY COST
                   N OR NULL = DO NOT DISPLAY
18 GL.COST.GOODS UPDATE COST OF GOODS SOLD IN          L    1
Press any key to continue...

```

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).

Notes:

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classic - [192.168.253.254-MENU]
File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help
PAGE 1 *** DICTIONARY LISTING FOR FILE PARAMETER ***10:40:06am 25 Apr 2003
ID. CID..... DESCRIPTION..... CONV..... C/CORR.... TP MAX
77 SALES.1.DISC SHOULD TRADE DISCOUNT BE          R    1
   DEDUCTED
   FROM SALES1 FOR PRODUCT TYPE
   GL UPDATE
78 INV.HIST.TRN# NEXT INVENTORY TRANSACTION          R    6
   NUMBER
   FOR INV.HIST FILE
79 UPDATE.CHECK UPDATE CHECK FLAG FOR GL -          L    1
   M=MONTHLY, D=DAILY
80 LOGON.OPERATOR Use LOGON Operator throughout          L    1
   MDS (L) or always Reprompt (R)
   ? (L/R) (DEFAULT IS R)
81 CREATE.CONTRACT Number of days contract is to          RN   10
   .OE be active
82 DEAD.INVENTORY. Number of days since last sale          RN   10
   DAYS to consider inventory as
   "dead".
   (used in Executive Inquiry)
Press any key to continue...

```

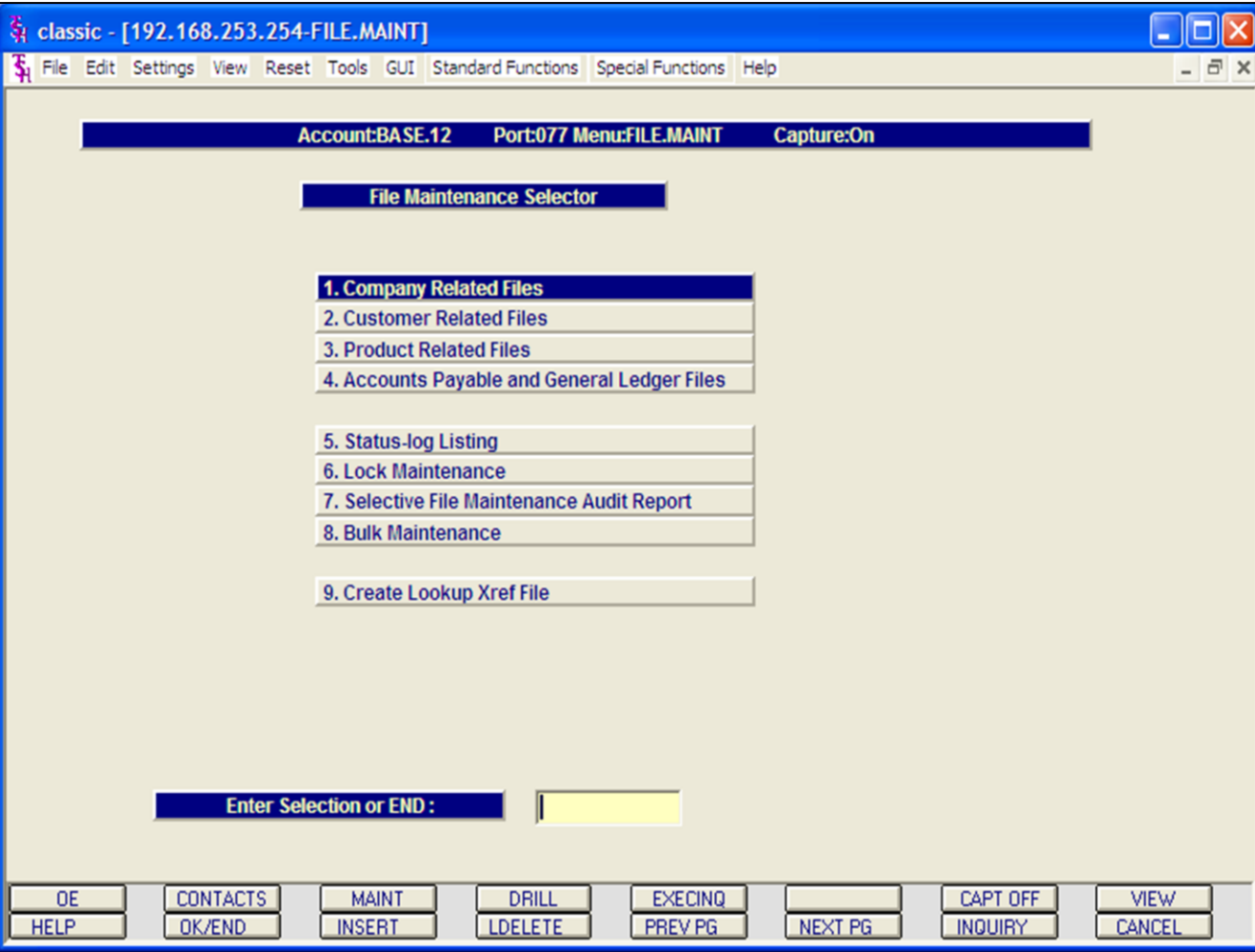
AR Setups- Parameter File continued

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

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

- 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
 - B = BATCH MODE
 - A = AUTO SHIP INTERACTIVE MODE
 - N = NOT USED
- 126 AR.CHECK.REC** - AR DEPOSIT RECONCILIATION
 - Y-WILL USE AR.RECON FILELE
 - N-WILL NOT USE THE AR DEPOSIT RECONCILIATION
- 139 AR.AGE.BUCKET.U-** Aging bucket to use for A/R Overdue rpt

Notes:



AR Setups- File Maintenance

Before starting with the AR module you must have the certain maintenances set. If you are not responsible for maintaining these items in your organization, please make sure whoever is in charge has the proper items set up.

File maintenances can be found in the File Maintenance selector #12 off the main menu.

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 :

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

AR Setups- Company File Maintenance Sequence Control

This file contains the sequence numbers to be used throughout the system. (Access to this file is through the finder file.) The **invoice, credit memo, and order entry numbers**, among others to be used, are stored in this file. The numbers listed represent the next number to be used for a specific program. These numbers should be set prior to using the system.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

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

**AR Setups- Company File Maintenance
General Ledger Control**

This file contains the General Ledger numbers to be used throughout the system. Access to this file is through the Finder master file. *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 the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

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

**AR Setups- Company File Maintenance
Accounts Receivable Aging Maintenance**

Overview:

This file contains the aging parameters for Accounts Receivable "buckets". The aging can be based on the numbers of days or months the invoice is overdue. The aging periods will print on the company listing. Each company can have its own aging periods.

Fields: (The allowable codes are:)

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

1. Aging Type: D-Days M-Months

2. PER 1:

3. PER 2:

4. PER 3:

5. PER 4:

6. PER 5:

7. PER 6:

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:

classic - [192.168.253.254-MISC.CODE.MAINT010\$1]

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

MISCELLANEOUS CODES

CO# 01 THE SYSTEMS HOUSE
 CODE 1

1.DESCRPTION CASH DISCOUNT

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

3.ABBR. DESCR CASHDIS

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

**AR Setups- Company File Maintenance
 Miscellaneous Code Maintenance**

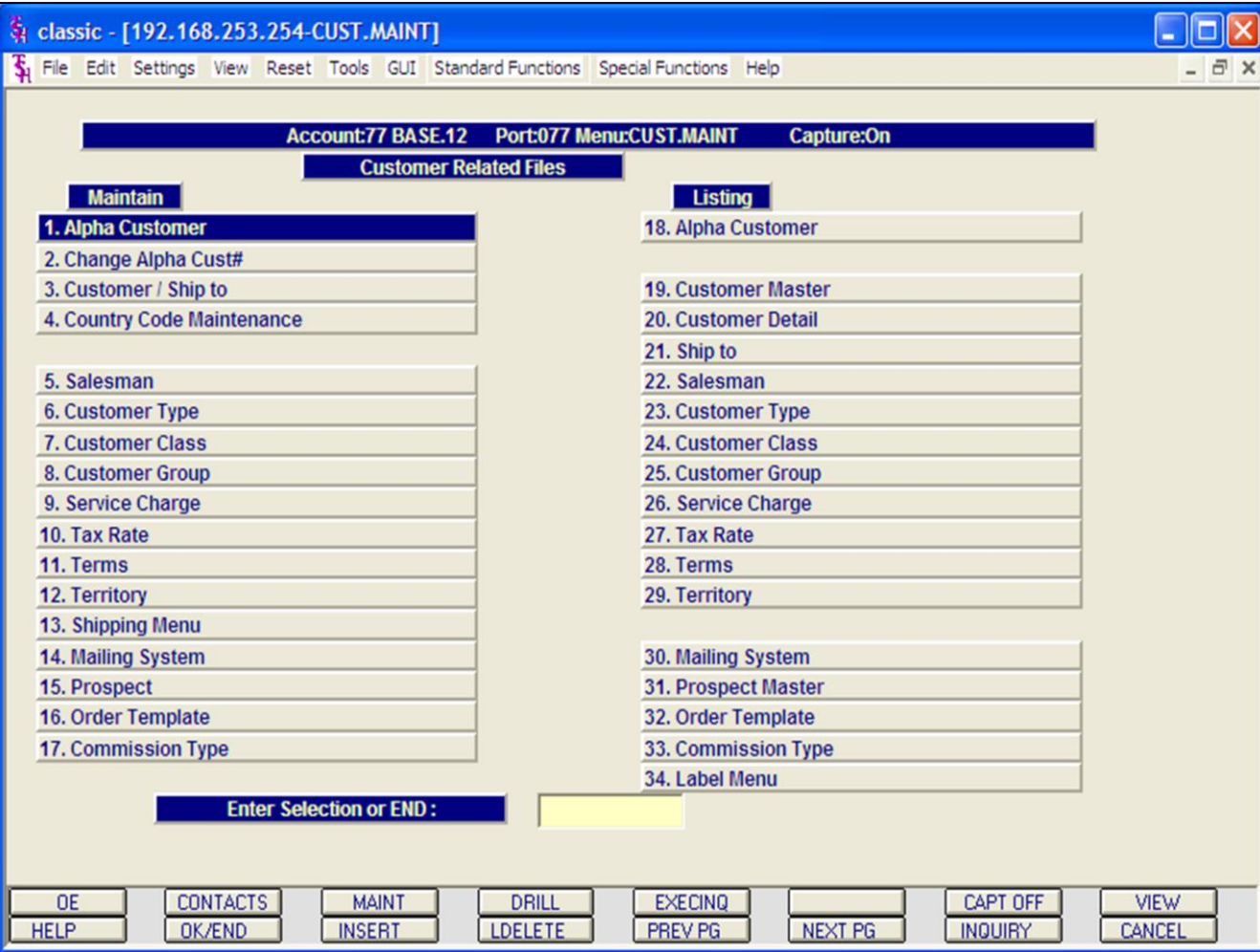
This maintenance allows you to add miscellaneous codes in order to link miscellaneous AR transactions with their proper GL codes.

In addition, the following special codes MUST be set up for the system to activate special code (programs) for the calculation of certain miscellaneous deductions. Those are: **CHGBACK** for chargebacks, **CASHDIS** for Cash Discounts and **SHORTPY** for short payments.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:



AR Setups- Customer File Maintenance

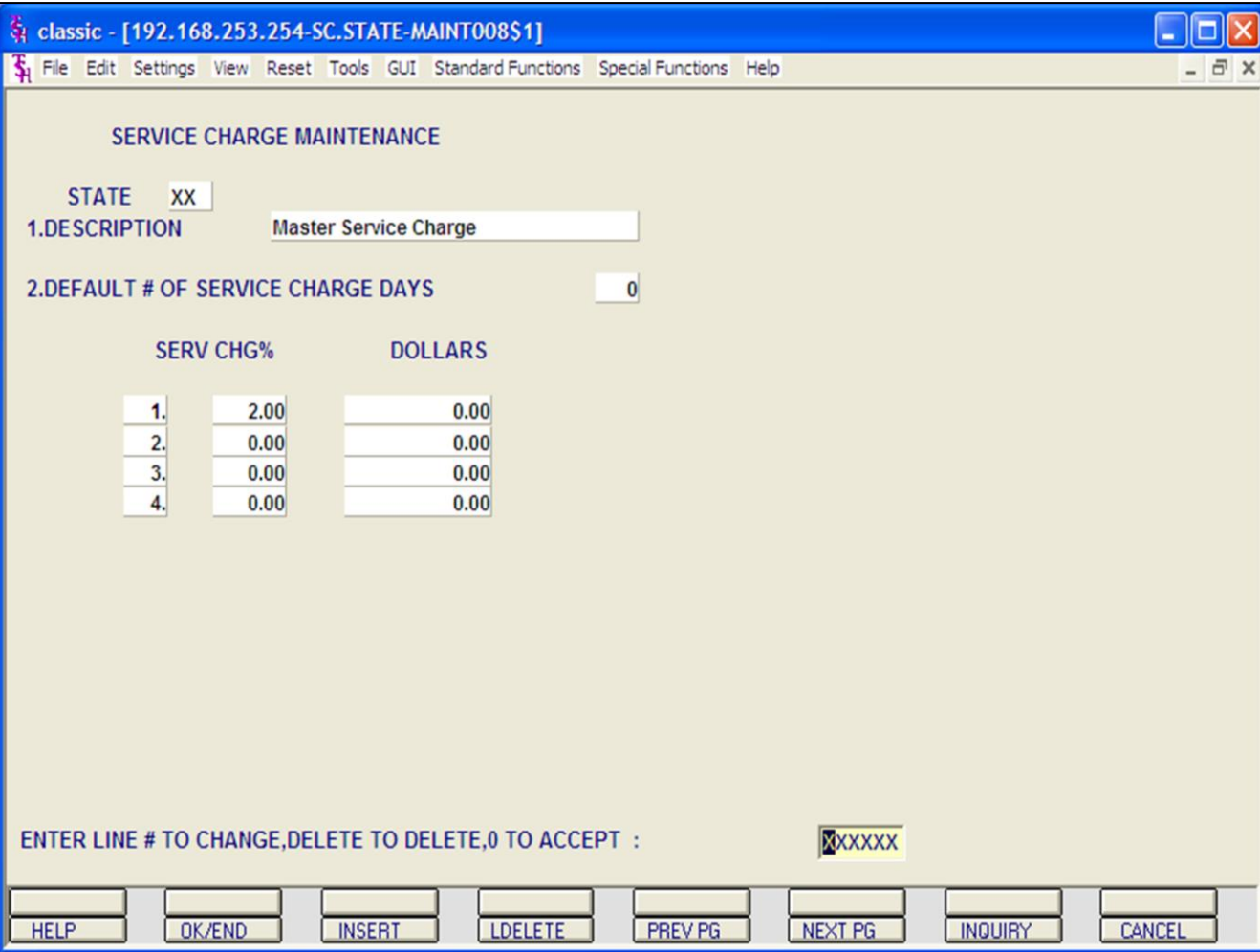
As with the Company Selector, maintenance screens are on the left and listings are on the right.

This menu allows the user to maintain fields related to customers.

For the AR module we will cover the following customer related options:

- Service Charge
- Tax Rate
- Terms
- Customer Master/ Master AR

Notes:



**AR Setups- Customer File Maintenances
Service Charge Maintenance**

The service charge state 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 owed.

For simplification, only a single record with key 'XX' is needed. This service charge rate will be used for all accounts.

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%	999999.00

Note that anything past due between \$ 501.00 - \$ 999999.00 will be charged a 20% service charge.

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

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:

classic - [192.168.253.254-TAX.RATE-MAINT008\$1]

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

TAX RATE MAINTENANCE

TAX JURISDICTION

1.TAX %

2.JUR. DESC

3.TAX G/L #

4.CHARGE TAX ON FRT

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

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

**AR Setups- Customer File Maintenance
Tax Rate Maintenance**

Overview

The tax rate file contains the tax rate to be charged to taxable customers in each tax jurisdiction.

TAX JURISDICTION - Enter an existing tax jurisdiction number, use the 'F7' function key, or click on the 'INQUIRY' icon for a listing of all Tax Jurisdiction numbers already on the system. To create a new tax rate, enter an unused number in the field. The system will prompt with:

NNNNNN not on file, Create it (Y/N)

Enter 'Y' to create new Tax jurisdiction and fill all fields below.

- 1. TAX %** - Enter Tax percent for this tax jurisdiction.
- 2. JUR. DESC** - Enter Tax Jurisdiction description.
- 3. TAX G/L #** - Enter Tax General Ledger number for this jurisdiction. You can click on the 'INQUIRY' icon hit the the'F7' function key to use the lookup function to find the general ledger number.
- 4. CHARGE TAX ON FRT-** Enter 'Y' or 'N' to charge tax on freight. If set to a 'Y', then all customers who are taxable with this tax jurisdiction will also be charged tax on the freight for all invoices. (Used in the Order Processing System).

Note: In order for a customer to be charged tax, they must be flagged as taxable in the CUSTOMER MASTER FILE.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

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

AR Setups- Customer File Maintenances Terms Maintenance

Overview:

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

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. At Order Entry time, a valid override terms code can be entered to replace the standard terms for this customer

TERMS CODE: Enter a valid 2 digit terms code (for example 01), use the 'F7' function key, or click on the **INQUIRY** icon for a listing of all valid codes on your system.

1. DESC: Enter Terms Code Description, such as "2/10 NET 30"

2. DISC %: Enter the Discount Percent of this Terms Code

3. 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)

4. TERM DAYS: Enter Days for cash discount (in our example, 10)

5. 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 master 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

Notes:

receives an additional 30 days (making his effective terms net 60), then "DUE DAYS" should be 30.

6.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:

AR Setups- Customer File Maintenances

Terms Maintenance continued

7. 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 following month, on the due date. 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.

8. 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).

9.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.

Ex. 1. 05 CREDIT CARD TERMS
ENTER LINE# TO CHANGE, DELETE TO DELETE, '0' TO ACCEPT:

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

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		0
11.Fax Number	908-548-5544		31.Credit Limit		100000	
12.E-Mail			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

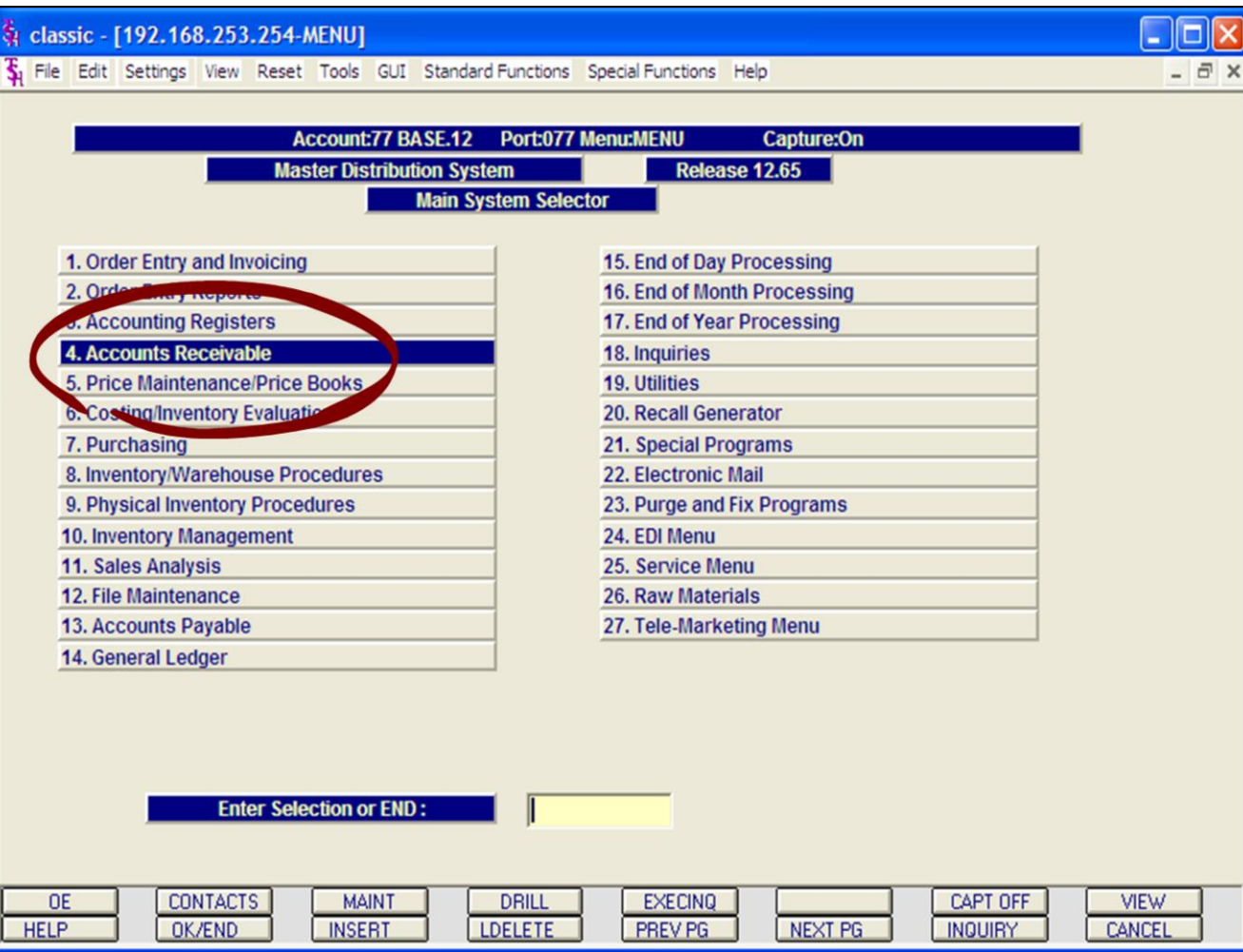
HELP OK/END INSERT LDELETE PREV PG NEXT PG NOTES INQUIRY CANCEL

**AR Setups- Customer File Maintenances
Master A/R**

Overview:

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.

Notes:



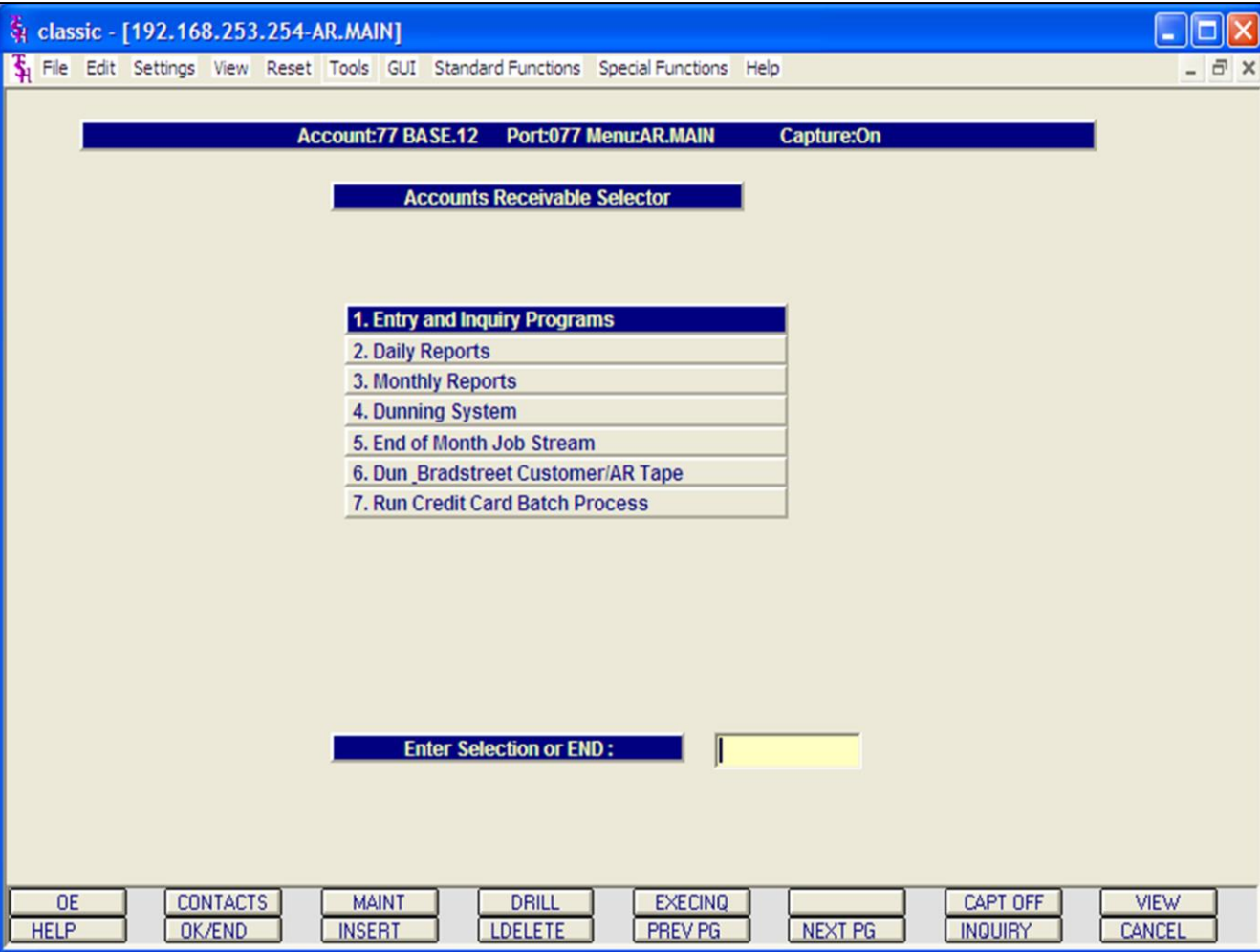
Main Menu

The Accounts Receivable menu is located on the main menu of the MDS. The menu name is AR.MAIN.

Report Capture:

You should be familiar with Report Capture so you will be able to retrieve the relevant reports. Make sure your report capture is on. (SHIFT-F7)

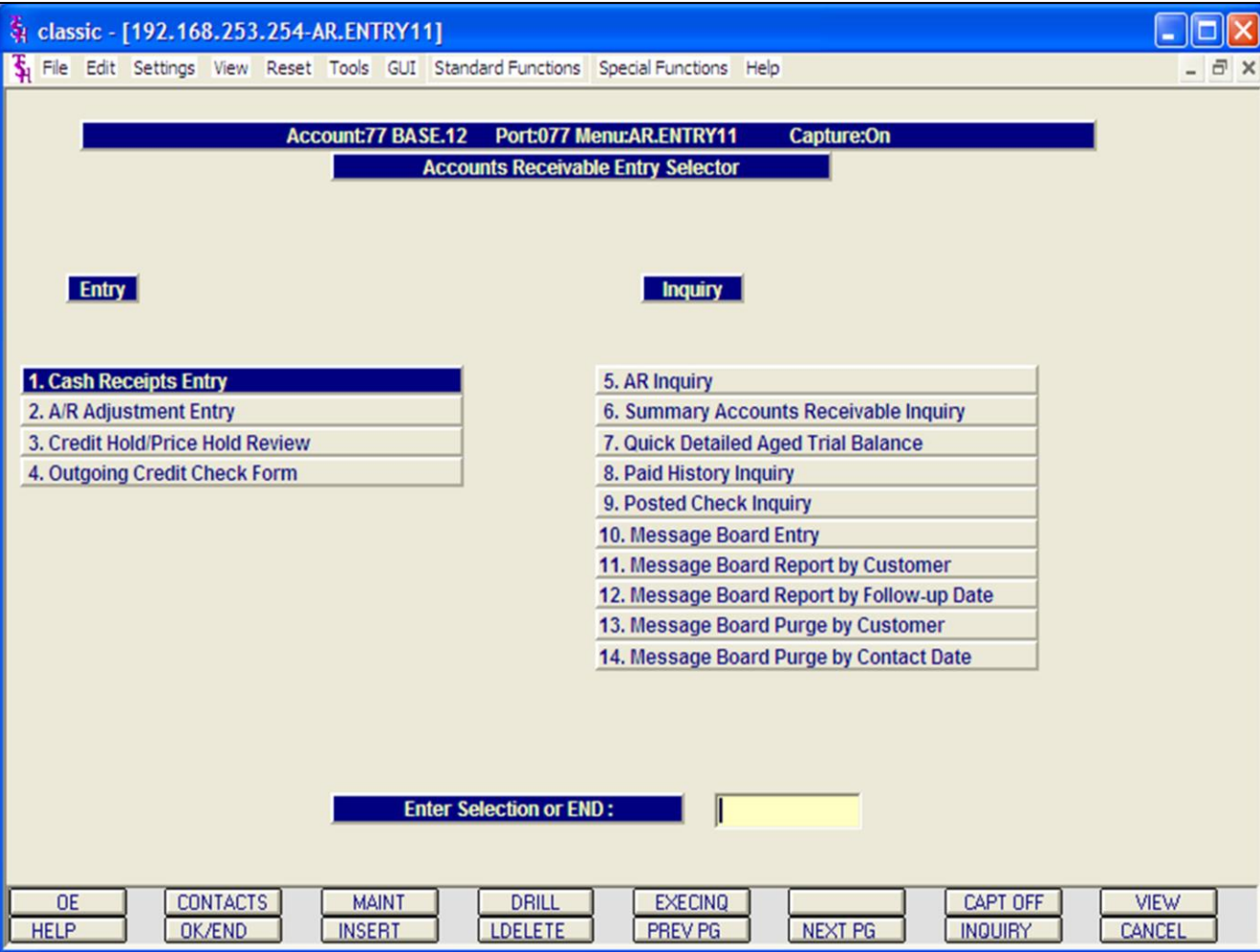
Notes:



AR Main Menu

We begin with AR Entry & Inquiry programs.

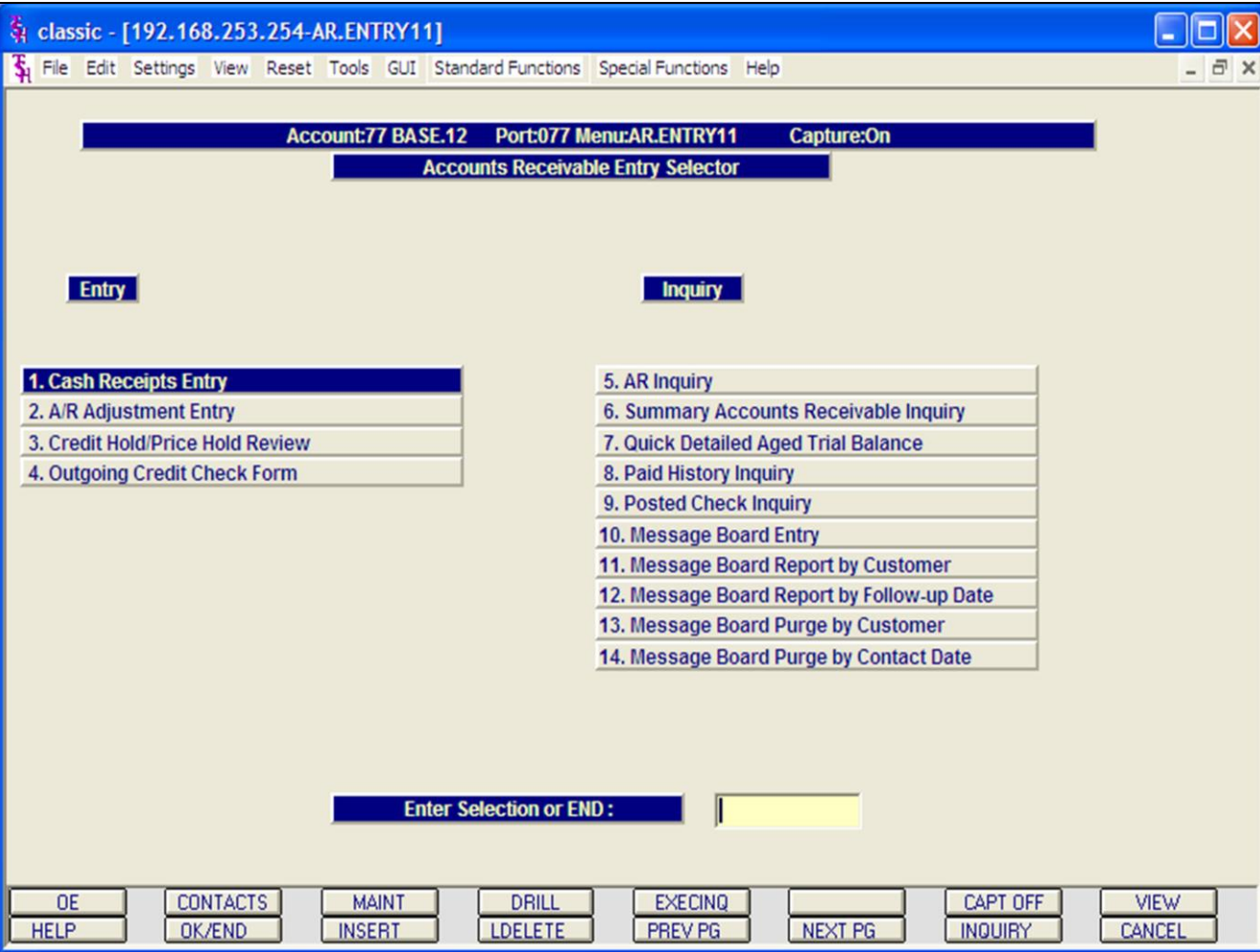
Notes:



**Accounts Receivable Entry Selector
Entry Programs**

- Cash Receipts Entry
- A/R Adjustment Entry
- Credit Hold/Price Hold Review
- Outgoing Credit Check Form

Notes:



AR Entry & Inquiry Programs Menu

This screen is separated so that all Entry programs are on the left, and Inquiries, Reports, and Purges are on the right.

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 04/25/03

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 04/25/03

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

4. A/R CONTROL NNNNNN.NN

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	0.00	
14. MISCELLANEOUS	0.00	
15. TOTAL CASH	0.00	

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

Cash Receipts Entry

Overview

Batch Entry

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

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

1.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 and write-off codes established for the specified company.

2. POSTING DATE - The program will prompt for the date. If the operator wishes to use the system date then they may do so by hitting <ENTER>. The program will validate the date, if it is not within the current fiscal period the program will respond:

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

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

3. BANK - Enter a 3 digit bank number. The number will be validated against the BANK file, and if valid the program will respond with the bank name and the bank general ledger number. If the number is not valid, the program will display an error message. The operator may also use the 'F7' function key or click on the 'INQUIRY' icon to choose from a list of valid banks.

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 05/12/03

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 05/12/03

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

4. A/R CONTROL		425.00	
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		425.00	
14. MISCELLANEOUS		0.00	
15. TOTAL CASH		425.00	

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

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

Cash Entry (continued)

Batch Entry

4. 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.

MISCELLANEOUS CODES

If you are using the version of cash that validates each write-off amount, the difference between the accounts receivable credit and check amount received must be applied to write-off codes.

Upon entry of the company number, the program will display the miscellaneous codes established for the company. The program used to maintain these codes is Miscellaneous Code Maintenance program, located in the Company File Maintenances.

For each write-off code established, the program will display the description and prompt for the input of an amount.

Maximum length allowed is 10 positions, 2 of which must be decimal.

After the entry of the amount, the program will display the General Ledger number for that write-off code.

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

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 05/12/03

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 05/12/03

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

4. A/R CONTROL		425.00	
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 425.00

14. MISCELLANEOUS 0.00

15. TOTAL CASH 425.00

NEW BATCH # IS >>>: 101011. HIT <RETURN> TO CONTINUE

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

Cash Entry (continued)

Batch Entry

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.

The system will display:

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

Upon entry of a line number, the system will position the cursor to allow correction to any input field. Any changes will be reflected in the computed totals on the screen.

Once the operator accepts the inputted data and the batch balances, the system will assign a batch number and make an entry to the Cash Control file.

At this point the system will clear the screen and proceed to the customer validation routine.

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

Company 01 Post Date 04/25/03
 Customer AJAX Batch# 100999
 Check # XXXXXXXXX Amt Applied 0.00 Simple Method
 Check Amount 0.00 Balance 0.00 Complex Method
 A/R Balance 7597.00 Transaction# # of Items 0

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

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

Cash Entry continued
Customer Entry

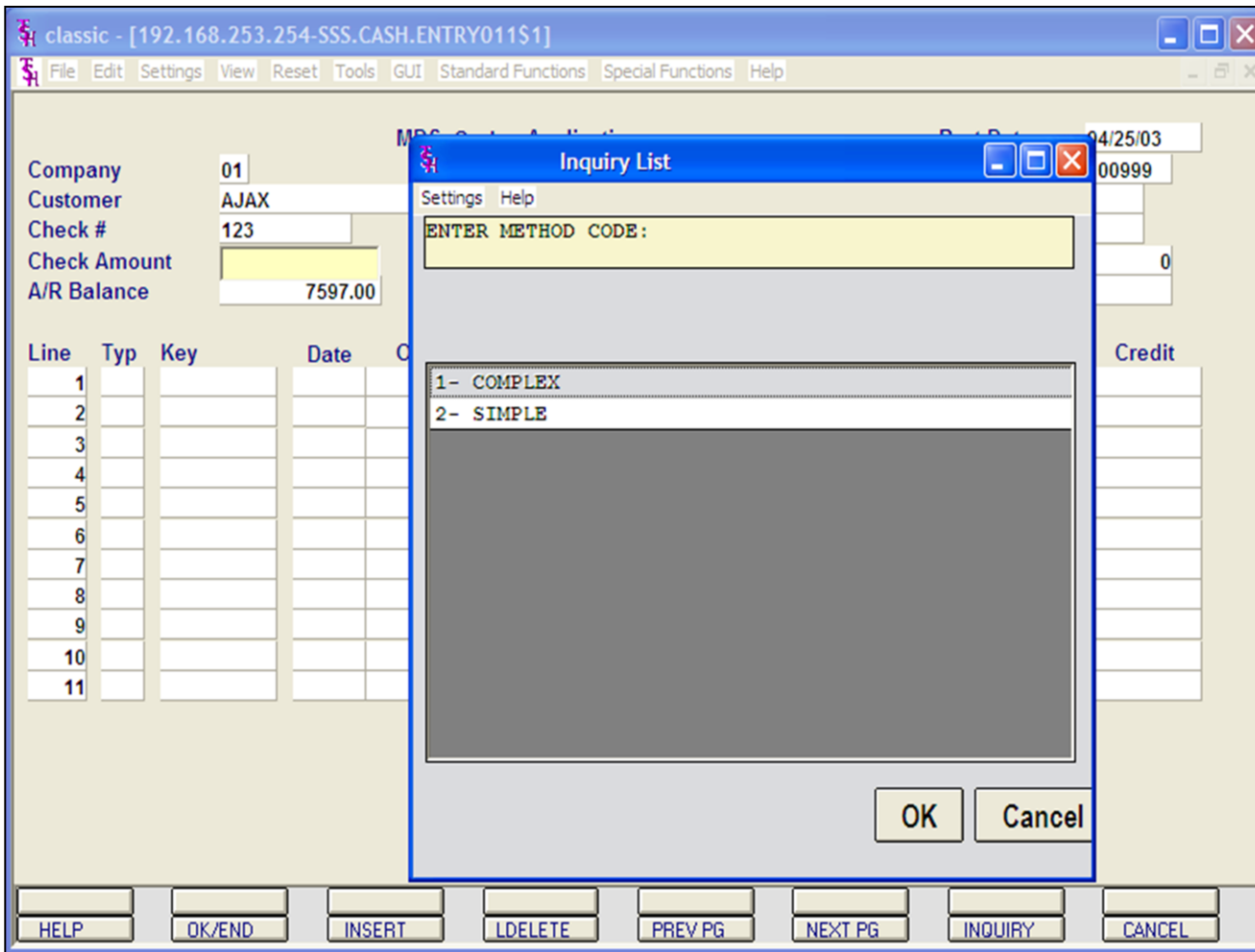
The customer validation routine establishes the correct customer to which cash will be posted. Enter the customer number or part of the customer number. If the customer number is not valid, the system will display an error message.

If the operator is unaware of the customer number, the system gives them multiple options for looking up that customer number.

- a. They may hit the function key 'F7' or click on the **'INQUIRY'** icon to initiate the lookup routine.
- b. They may enter 'M' to apply a check to multiple customers. See Simple Method section regarding Multiple Customers.
- c. They may enter 'R' to enter the release number.
- d. They may enter 'I' to enter the invoice number.
- e. They may 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.

Once the correct customer has been selected, the program will proceed in the cash application screen.

Notes:



Notes:

Cash Entry continued

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

CHECK # - Enter the check number that is being applied. The check number is a 9 position field.

CHECK AMOUNT - Enter the amount a cash to be posted.

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

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 is used when the operator knows which specific invoices the cash is to be applied to.

AMT APPLIED - The program will initially set this field to zero.

BALANCE - The system will, at this time, set 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 application will not be accepted unless the balances is equal to zero.

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
Batch# 100999

Company 01
Customer AJAX AJAX INDUSTRIAL SUPPLY
Check # 123 Amt Applied 0.00
Check Amount 425.00 Balance 425.00
A/R Balance 7597.00 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	O/A	01128722	03/20	-1000.00			11111		
3	O/A	01128723	03/21	-1000.00			CASE 6328		
4	C/M	01130711	02/14	-10.00		02/14			
5	C/M	01130734	03/21	-15.00		03/21			
6	INV	01501682	11/19	10.00	0.20	11/29	1		
7	INV	01501742	01/31	425.00	8.00	02/10	1		425.00
8	INV	01501756	02/07	200.00	4.00	02/17	1		
9	INV	01501764	02/14	30.00	0.60	02/24	1		
10	INV	01501765	02/14	200.00	4.00	02/24	1		
11	INV	01501766	02/14	200.00	4.00	02/24	1		

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

Cash Entry - Complex Method

The program will display the first 11 open items and the following message will be displayed:

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

An entry of a valid line number will bring you to that line number and allow cash to be applied to that Accounts Receivable record.

Entering 'R' for range will prompt for beginning and ending line numbers. This will be discussed later.

Enter a specific line number to apply cash to the specified Accounts Receivable record. Hit <ENTER>.

When the cursor is positioned on the A/R credit field, the operator may input an amount or hit <RETURN>.

If an amount is entered, the program will validate for numeric.

If <RETURN> is hit, the open amount will be the amount applied. This amount will be displayed in the Credit field.

Notes:

classic - [192.168.253.254-SSS.CASH.WO.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# 100999

Customer AJAX AJAX INDUSTRIAL SUPPLY Simple Method

Check # 214 Amt Applied 0.00 Complex Method ****

Check Amount 200.00 Balance 200.00 # of Items 19

A/R Balance 7162.00 Transaction# TRANS#: 01000058 - 01501910

MISCELLANEOUS CODE ENTRY

A/R# 01501765

A/R\$ 200.00

W/O\$

LN	CD	MISCELLANEOUS DESCRIPTION	MISC 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 Entry- Complex Method----Skip first time

Miscellaneous Code Entry

The code must be a valid code in the Miscellaneous Code file. If the code is not valid, then the program will display an error message. If the code is accepted by the system, the system will display the description and prompt for the input of an amount. The operator can also hit the 'F7'. Function key or click on the 'INQUIRY' icon to display a list of all valid miscellaneous codes.

In this example, we are not writing off anything because the customer paid the entire invoice.

After each amount is entered, the system will increment the write-off field on the line item.

The program will then prompt for any additional write-off's. Once finished, type 'END' or hit the <F2> function key.

The system will prompt:

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

Once the system considers the write-off's complete, it will prompt for the next invoice to be paid.

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
Batch# 100999

Company 01
Customer AJAX AJAX INDUSTRIAL SUPPLY
Check # 9534 Amt Applied 0.00
Check Amount 195.00 Balance 0.00
A/R Balance 6962.00 Transaction#

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

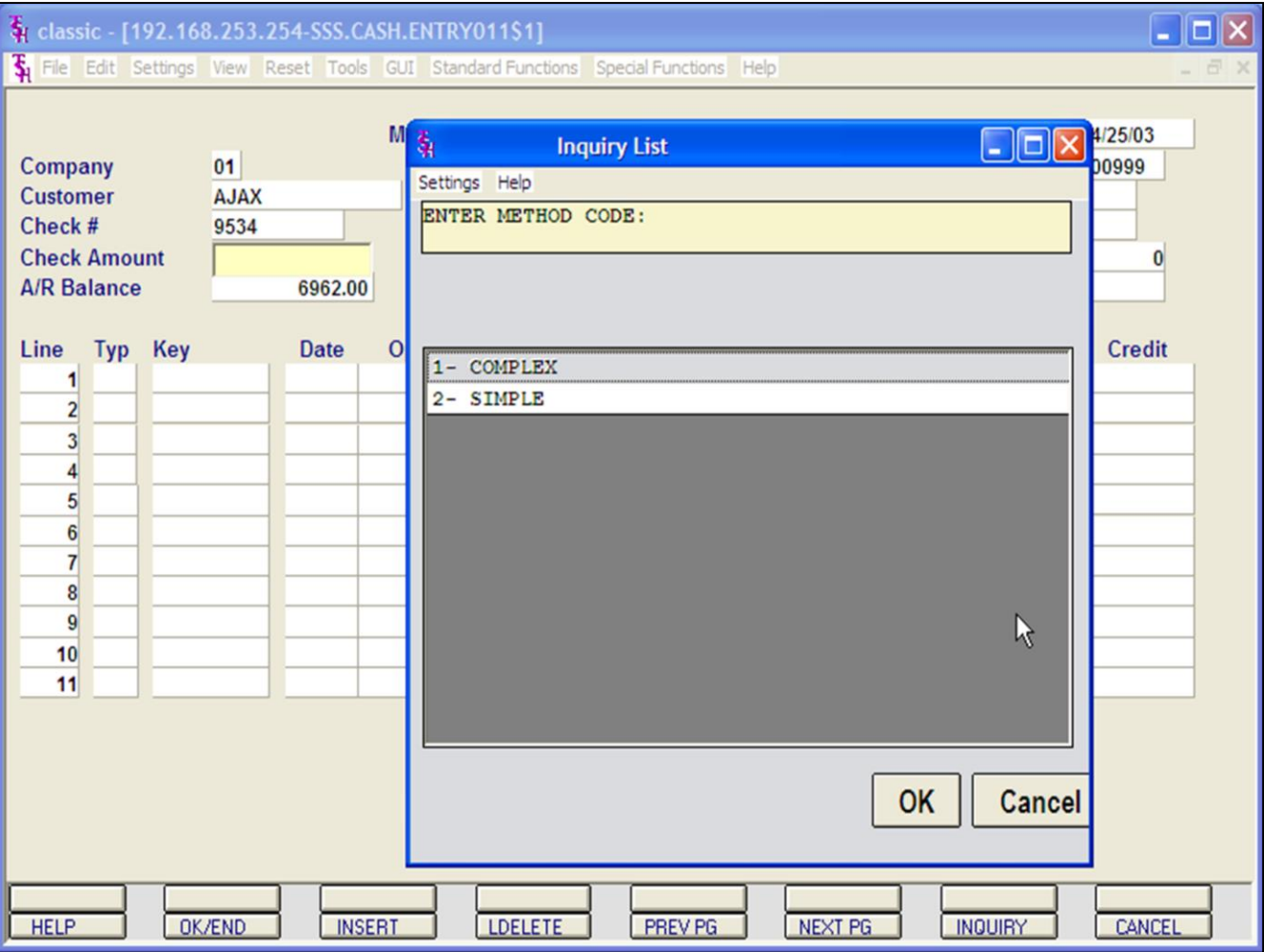
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Cash Entry- Complex Method
Applying Miscellaneous Codes**

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

We will now enter a check for an invoice where the customer did not pay the entire amount and you want to write off the remainder amount.

Notes:



Cash Entry- Complex
Applying Miscellaneous Codes
 Choose Complex method

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

Company 01 Post Date 04/25/03
 Customer AJAX Batch# 100999
 Check # 9534 Amt Applied 0.00 Simple Method
 Check Amount 195.00 Balance 195.00 Complex Method ****
 A/R Balance 6962.00 Transaction# TRANS#: 01000058 - 01501910 # of Items 19

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	01000058	12/04	2550.00			R/C 5641		
2	O/A	01128722	03/20	-1000.00			11111		
3	O/A	01128723	03/21	-1000.00			CASE 6328		
4	C/M	01130711	02/14	-10.00		02/14			
5	C/M	01130734	03/21	-15.00		03/21			
6	INV	01501682	11/19		0.20	11/29	1		
7	INV	01501742	01/31		8.00	02/10	1		
8	INV	01501756	02/07	200.00	4.00	02/17	1		200.00
9	INV	01501764	02/14	30.00	0.60	02/24	1		
10	INV	01501765	02/14		4.00	02/24	1		
11	INV	01501766	02/14	200.00	4.00	02/24	1		

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

**Cash Entry- Complex Method
Applying Miscellaneous Codes**

Choose an Invoice, (We entered line #8) and hit <ENTER>.

Enter ENTIRE credit amount : **check amount + write off** (we entered 200.00)

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

MDS Cash Application

Post Date 04/25/03

Batch# 100999

Company 01

Customer AJAX AJAX INDUSTRIAL SUPPLY

Check # 9534

Amt Applied 0.00

Simple Method

Complex Method ****

Check Amount 195.00

Balance 195.00

of Items 19

A/R Balance 6962.00

Transaction#

TRANS#: 01000058 - 01501910

MISCELLANEOUS CODE ENTRY

A/R# 01501756

A/R\$ 200.00

W/O\$

LN	CD	DESCRIPTION	MISC AMOUNT	C/B	REF	DATA	C/B	CODE	DESCRIPTION
1	N								
2		1 CASH DISCOUNT 2 CHARGE BACK 3 SHORT PAY							
3									

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

**Cash Entry- Complex Method
Applying Miscellaneous Codes
continued**

Enter Miscellaneous description code. You can hit the 'F7' function key or click on the 'INQUIRY' icon to list the available miscellaneous codes.

We are choosing #3 SHORT PAYMENTS to write off the amount.

Notes:

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

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

MDS Cash Application

Post Date 04/25/03
Batch# 100999

Company 01
Customer AJAX AJAX INDUSTRIAL SUPPLY
Check # 9534 Amt Applied 0.00
Check Amount 195.00 Balance 195.00
A/R Balance 6962.00 Transaction# TRANS#: 01000058 - 01501910

Simple Method
Complex Method ****
of Items 19

MISCELLANEOUS CODE ENTRY

A/R# 01501756
A/R\$ 200.00
W/O\$ 5.00

LN	CD	MISCELLANEOUS DESCRIPTION	MISC 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:

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

Cash Entry- Complex
Applying Miscellaneous Codes

Select #3 SHORT PAYMENTS.
Enter SHORT PAYMENT amount (We entered 5.00)
Hit <ENTER>.

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

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

Enter specific line number if any changes are necessary. Enter 'ABORT' to cancel this session. Enter '0' to accept.

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
Batch# 100999

Company 01
Customer AJAX AJAX INDUSTRIAL SUPPLY
Check # 9534 Amt Applied 195.00
Check Amount 195.00 Balance 0.00
A/R Balance 6962.00 Transaction# TRANS#: 01000058 - 01501910

Simple Method
Complex Method ****
of Items 19

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	01000058	12/04	2550.00			R/C 5641		
2	O/A	01128722	03/20	-1000.00			11111		
3	O/A	01128723	03/21	-1000.00			CASE 6328		
4	C/M	01130711	02/14	-10.00		02/14			
5	C/M	01130734	03/21	-15.00		03/21			
6	INV	01501682	11/19		0.20	11/29	1		
7	INV	01501742	01/31		8.00	02/10	1		
8	INV	01501756	02/07		4.00	02/17	1	5.00	200.00
9	INV	01501764	02/14	30.00	0.60	02/24	1		
10	INV	01501765	02/14		4.00	02/24	1		
11	INV	01501766	02/14	200.00	4.00	02/24	1		

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

XXXXXXXX

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

Cash Entry- Complex Method
Applying Miscellaneous Codes continued

You are now returned to the cash application (Complex) screen.

Notice that the line we just paid shows Write Off equaling 5.00 and a Credit for the total \$200.00.

Click on the 'OK/END' icon or hit the 'F2' function key to complete this transaction.

Notes:

classic - [192.168.253.254-SSS.CASH.RANGE.POPUP012S1]

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 PREY PG NEXT PG INQUIRY CANCEL

Notes:

Cash Entry - Complex Method Range Payment

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

At the system prompt:

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

Enter 'R' for Range Payment.

STARTING LINE NUMBER - Enter the beginning line number to pay.

ENDING LINE NUMBER - Enter the last line number to pay.

A/R CREDIT AMOUNT - The amount to apply on a range basis.

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

Enter a line number to change, '0' to accept, or 'ABORT' to cancel.

If '0' is entered:

The program will then begin to apply cash starting with the beginning line number and ending with the ending line number. As the application proceeds, the applied and balance amounts displayed at the top of the screen will be changing.

The application continues until the ending line number is reached, or the amount to be applied reaches zero. The amount to be applied may leave a partial payment balance on the last invoice in the range. After the application is complete, the program will clear the screen and display those invoices that have been paid, and their new ending balances.

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 1,300.00 Complex Method ****

Check Amount 0.00 Balance 1,300.00 # 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				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		4.00	02/24	1		200.00
9	INV	01501767	02/14		4.00	02/24	1		200.00
10	INV	01501768	02/14		9.00	02/24	1		450.00
11	INV	01501769	02/14		9.00	02/24	1		450.00

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

XXXXXX

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

Cash Entry - Complex Method Range Payment

Miscellaneous Code Entry

As described in detail earlier, you may choose to use any miscellaneous code.

In this example we are not using any miscellaneous codes.

Hit <ENTER>. Followed by '0' to accept.

The system will display the credit amounts that were paid through the range payment.

When completed applying cash to this customer, hit the 'F2' function key, click the 'OK/END' icon or type 'END'.

Notes:

2.168.253.254-SSS.CASH.ENTRY011S1]

Settings View Reset Tools GUI Standard Functions Special Functions Help

MDS Cash Application Post Date 05/13/03

01 Batch# 101014

IDEAL IDEAL DISTRIBUTION CO Simple Method

52436 Amt Applied 0.00 Complex Method *****

100.00 Balance 100.00 # of Items 8

4648.25 Transaction# TRANS#: 01128732 - 01501989

Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
01128732	04/04	-25.00			V63A2858573		
01128733	04/04	-10.00			V64A2858579		
01128734	04/04	-10.00			V64A2858583		
01128735	04/04	-25.00			V64A2858694		
01128736	04/04	-11.00			V64A2858713		
01128737	04/04	-15.00			V63A2858717		
01501781	02/21	4519.25		02/21	1		
01501989	04/02	225.00			R/C 1311		

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

OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Entry - Complex Method On-Accounts

During the application of applying cash, the operator may not have a specific invoice to apply the cash to. The system allows the operator to apply this amount On-Account.

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

At this point, type 'END', hit the 'F2' function key, or click on the 'OK/END' icon.

The system will display:

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

Enter O/A. Hit <ENTER>.



Notes:

classic - [192.168.253.254-SSS.CASH.NEW.OA.POPUP012S 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		

(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 Entry - Complex Method

On-Accounts continued

A pop-up box will be displayed, where the operator will be able to enter the following:

1. **AMOUNT:** Enter the On Account or Unapplied Amount.
2. **COMPANY#:** Enter the company number. The operator may hit the 'F7' function key or click on the **INQUIRY** icon to display a list of valid company numbers.
3. **REFERENCE DATA:** Enter any reference data, up to 15 characters.

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

Enter line# to change, '0' to accept, or 'ABORT'.

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

Company 01 Post Date 04/25/03
 Customer AJAX Batch# 101000
 Check # Amt Applied 0.00 Simple Method
 Check Amount 0.00 Balance 0.00 Complex Method ****
 A/R Balance 7762.00 Transaction# TRANS#: 01000058 - 01501910 # of Items 20

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	-1000.00			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		

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

**Cash Entry- Complex Method
Applying Existing On Accounts**

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.

Hit <ENTER>

We are not entering any miscellaneous codes at this time, so hit <ENTER>, then '0' to accept.

You should be returned to the Cash Application screen with the following message:

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

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
Batch# 101000

Company 01
Customer AJAX AJAX INDUSTRIAL SUPPLY
Check #
Check Amount 0.00
A/R Balance 7762.00

Amt Applied 1,000.00
Balance 1,000.00
Transaction#

Simple Method
Complex Method ****
of Items 20
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':

2

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

**Cash Entry- Complex Method
Applying Existing On Accounts
continued**

Select the invoice line to apply the OA 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 PREVIOUS PAGE INQUIRY CANCEL

AccuTerm 2000 - [TSH (3)]

Cash Entry - Complex Method Applying Existing On Accounts continued

Enter the On Account amount to this invoice, on the credit line for the invoice. Follow up by hitting <ENTER>.

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.

You should be returned to the prompt:

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

Either type in 'END' and hit <ENTER>, hit the 'F2' function key or click on the 'OK/END' icon.

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 05/13/03

1. CO# 01 THE SYSTEMS HOUSE BATCH# 101015

2. POSTING DATE 05/13/03

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

4. A/R CONTROL	-4539.25	
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 -4539.25

14. MISCELLANEOUS 0.00

15. TOTAL CASH -4539.25

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

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

Cash Entry - Complex Method 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** 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.

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	Typ	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 Entry - Complex Method Returned Check

Enter the Customer number, Check number, and the negative check amount.

Choose the COMPLEX method.

Type 'END', hit the 'F2' function key, or click on the 'OK/END' icon to display:

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.

Notes:

classic - [192.168.253.254-SSS.CASH.RET.CHECK.POPUP012S1]

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

**Cash Entry - Complex Method
Returned Check continued**

Returned Check Payment Box

- 1. Invoice Number** - Enter the 8 digit invoice number.
- 2. Amount** - Enter the returned check amount for this invoice, plus any fees, in negative.

Enter '0' to accept.

Notes:

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

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

MISCELLANEOUS CODE ENTRY

A/R# 01501781
 A/R\$ -4539.25
 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:

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

**Cash Entry - Complex Method
Returned Check**

The operator has the option to apply any miscellaneous codes to this transaction.

In this example, we are not entering any, hit <ENTER> then '0' to accept.

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 4,539.25 Complex Method ****

Check Amount 4539.25- Balance 0.00 # of Items 9

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

Line	Typ	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	4539.25		02/21	1		-4539.25
9	INV	01501989	04/02	225.00			R/C 1311		
10									
11									

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

###

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

**Cash Entry - Complex Method
Returned Check continued**

The user will be prompted:

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

Just hit <ENTER>, you will be returned to the Customer number field.

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 05/13/03

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 05/13/03

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

4. A/R CONTROL		0.00	
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 0.00

14. MISCELLANEOUS 100.00

15. TOTAL CASH 100.00

NEW BATCH # IS >>>: 101018. HIT <RETURN> TO CONTINUE

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

Miscellaneous Cash Application

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.

1. 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 and write-off codes established for the specified company.

2. POSTING DATE - The program will prompt for the date. If the operator wants to use the system date, they may do so by hitting <ENTER>. The program will validate the date, if it is not within the current fiscal period the program will respond:

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

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

3. BANK - Enter a 3 digit bank number. The number will be validated against the BANK file. If valid, the program will respond with the bank name and the bank's general ledger number. If the number is not valid, the program will display an error message. The operator may also use the 'F7' function key or click on the **'INQUIRY'** icon to choose from a list of valid banks.

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 05/13/03

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 05/13/03

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

4. A/R CONTROL		0.00	
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 0.00

14. MISCELLANEOUS 100.00

15. TOTAL CASH 100.00

NEW BATCH # IS >>>: 101018. HIT <RETURN> TO CONTINUE

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

Miscellaneous Cash continued

MISCELLANEOUS - Enter in the miscellaneous cash amount. 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.

The system will display:
ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:

Upon entry of a line number, the system will position the cursor to allow correction to any input field. Any changes will be reflected in the computed totals on the screen.

Once the operator accepts the inputted data and the batch balances, the system will assign a batch number and make an entry to the Cash Control file.

At this point the system will display:
'NEW BATCH # IS >>>: XXXXXX. HIT <RETURN> TO CONTINUE

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

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 06/26/03

Company 01 Batch# 101071

Customer XXXXXXXXXXXX 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	Type	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 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Miscellaneous Cash continued

Cash Application

To apply Miscellaneous Cash you must exit the Cash Application screen. There are multiple ways to do this, type 'END' and hit <ENTER>, hit the 'F2' function key, or click on the 'OK/END' icon.

Notes:

classic - [192.168.253.254-SSS.CASH.CONT.DISPLAY011\$1]

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

CASH CONTROL ENTRY (DISPLAY ONLY) DATE 05/13/03

CO# 01 THE SYSTEMS HOUSE BATCH# 101018


POSTING DATE 05/13/03

BANK# 100 BANK NAME FIDELITY UNION TRUST

BANK G/L# 01-1100-00

	*** BATCH	TOTALS ***	*** APPLIED	TOTALS ***
A/R CONTROL		0.00		0.00
CASHDIS:		0.00		0.00
CHGBACK:		0.00		0.00
SHORTPY:		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
		0.00		0.00
A/R CASH		0.00		0.00
MISCELLANEOUS		100.00		0.00
TOTAL CASH		100.00		0.00

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

M 

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

**Miscellaneous Cash continued
Cash Control Entry Screen**

The system will display the following message:

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

Hit <ENTER>, you will then be able to enter 'M' to apply Miscellaneous Cash.

Then hit <ENTER>. The Miscellaneous Cash Entry screen will be displayed.

Notes:

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

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

MISCELLANEOUS CASH ENTRY DATE 05/13/03

CO# 01 THE SYSTEMS HOUSE BATCH# 101018

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

Miscellaneous Cash Entry continued

CO# - The program will display the company number and name, which is carried from cash control entry.

BATCH# - The program will display the batch# in which the miscellaneous cash appeared.

MISCELLANEOUS AMT: - The program will display the miscellaneous amount that was entered in cash control entry.

AMT DISTRIBUTED: - The program will adjust this field based on the distribution amounts. The amount distributed at the beginning is set to zero.

BAL TO DISTRIBUTE: - The program will decrease this field as cash is distributed to each general ledger by distribution line. Initially the cash amount is set equal to the miscellaneous amount.

Notes:

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

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

MISCELLANEOUS CASH ENTRY DATE 05/20/03

CO# 01 THE SYSTEMS HOUSE BATCH# 101022

MISCELLANEOUS AMT 100.00

AMT DISTRIBUTED 100.00

BAL TO DISTRIBUTE

LN#	G/L#	DESC	DESCRIPTION	AMOUNT
1	01-1300-00		MISC. SALE	100.00
		FURNITURE_FIXTURES		
2				
3				
4				
5				

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

XXXXXX

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

Miscellaneous Cash Entry continued Detail Application

G/L - Enter the general ledger number that the cash is to be distributed to. The program will validate the general ledger number using the Chart of Accounts file. If the number is not on file, the program will display an error message. If the number is valid, the program will display the general ledger number and description. You may also use the 'F7' function key or click on the **'INQUIRY'** icon to use the lookup function.

G/L Description - The program will display the description from the Chart of Accounts file.

Description - This field allows the user to input up to 30 characters of description for the source of cash. This description is written to the Cash file.

AMOUNT - Enter the amount to distribute to that GL number.

If the Balance To Distribute equals zero (0), then enter 'END' or hit <ENTER> to be prompted:

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

Enter a line number to change, 'A' to add additional lines, or 'F2' or 'END' to end.

Note: Distribution of miscellaneous cash must be in balance before it can be accepted. The program will not allow the creation of entries until the entries are in balance.

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 Entry - Simple Method

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

With this method, you can also pay a range of invoices. The system also provides the ability to reapply:

On-account credit memos

On-account payments

Un-applied payments

In the next example we will be applying cash to an invoice.

Create a new batch, as discussed earlier in the guide.

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 06/26/03

Company 01 Batch# 101071

Customer XXXXXXXXXXXX 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	Type	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 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Entry - Simple Method continued

Customer Entry

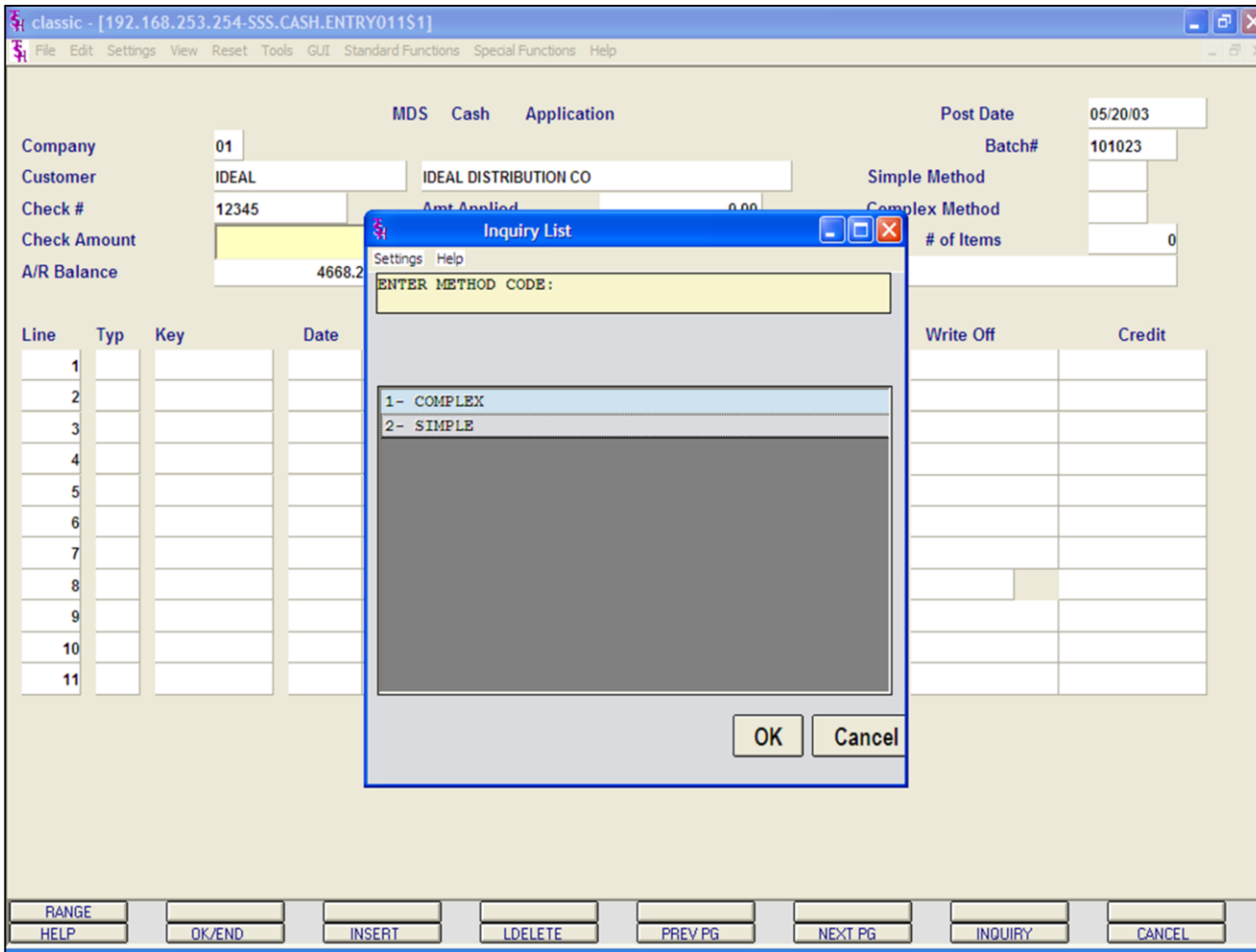
The customer validation routine establishes the correct customer to which cash will be posted. Enter the customer number or part of the customer number. If the customer number is not valid, the system will display an error message.

If the operator is unaware of the customer number, the system gives them the multiple options for looking up that customer number.

- They may hit the function key 'F7' or click on the **'INQUIRY'** icon to initiate the lookup routine.
- They may enter 'M' to apply a check to multiple customers. See section regarding Multiple Customers.
- They may enter 'R' to enter the release number.
- They may enter 'I' to enter the invoice number.
- They may 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.

Once the correct customer has been selected, the program will proceed in the cash application screen.

Notes:



Cash Entry - Simple Method continued

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

CHECK # - Enter the check number that is being applied. The check number is a 9 position field.

CHECK AMOUNT - Enter the amount of cash to be posted.

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

At this point, the system will prompt:

ENTER METHOD CODE:

1- COMPLEX

2- SIMPLE

Choose 'SIMPLE', then click on 'OK'

Notes:

assic - [192.168.253.254-SSS.CASH.ENTRY.SMP01151]

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

CASH APPLICATION DATE 05/20/03

O# 01 BATCH# 101023 METHOD

UST# IDEAL IDEAL DISTRIBUTION CO SIMPLE *****

HECK# 12345 AMT APPLIED 0.00 COMPLEX

HECK AMT 325.00 BALANCE 325.00 # OF ITEMS

R BAL 4668.25 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 Entry - Simple Method continued
Applying Cash

TYP - Enter the type of payment to post. For this example, enter 'PMT'.

Types to choose from:

PMT = Payment

C/M = Credit Memo

O/A = On Account

U/A = Unapplied

R/C = Returned Check

Then hit <ENTER> to continue, or enter 'END' to exit.

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

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 Entry - Simple Method continued

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'** button, or hit the 'F7' key to display the list of valid codes.

Using any method above, enter the Invoice number.

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	01501989	04/02	325.00				R/C 1311			325.00	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

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

Cash Entry - Simple Method continued

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
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 Entry - Simple Method continued Miscellaneous Code Entry

The code must be a valid code in the Miscellaneous Code file. If the code is not valid, then the program will display an error message. If the code is accepted by the system, the system will display the description and prompt for the input of an amount. The operator can also hit the 'F7' function key or click on the 'INQUIRY' icon to display a list of all valid miscellaneous codes.

After each amount is entered, the system will increment the write-off field on the line item.

The program will then prompt for any additional write-off's. Once finished, type 'END', hit the 'F2' function key, or click on the 'OK/END' icon.

In this example, we are not writing off anything because the customer paid the entire invoice.

So, hit <ENTER>.

The system will prompt:

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

Type '0' and hit <ENTER>.

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

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# 852 AMT APPLIED 0.00 COMPLEX

CHECK AMT 2360.00 BALANCE 2,360.00 # OF ITEMS

A/R BAL 5991.65 TRANS#

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

Applying Miscellaneous Codes continued

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

We will now enter a payment for invoice where the customer did not pay the entire amount and you want to write-off the remaining amount.

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 0.00 COMPLEX

CHECK AMT 2360.00 BALANCE 2,360.00 # 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		2365.00	47.30	04/05	6987			2365.00	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

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

Cash Entry - Simple Method
Applying Miscellaneous Codes continued

TYP - Enter payment type of 'PMT'.
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'** button, or hit the 'F7' key to display the list of valid codes.

A/R CREDIT AMOUNT - Enter in the ENTIRE credit amount: **check amount + write off** (we entered 2365.00). 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# 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\$

MISCELLANEOUS	MISC							
LN	CD	DESCRIPTION	AMOUNT	C/B	REF	DATA	C/B	CODE DESCRIPTION
1	N							
		CODE DESC						
		1 CASH DISCOUNT						
		2 CHARGE BACK						
		3 SHORT PAY						
3								

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

Cash Entry - Simple Method
Applying Miscellaneous Codes continued

Enter the Miscellaneous description code. You can hit the 'F7' function key or click on the 'INQUIRY' icon to list the available miscellaneous codes.

We are choosing #3 SHORT PAYMENTS to write off the amount.

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 Entry - Simple Method
Applying Miscellaneous Codes continued

Select #3 SHORT PAYMENTS by double clicking on it.

Enter SHORT PAYMENT amount (We entered 5.00).

Hit <ENTER>

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.

The system displays:

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

Enter the specific line number if any changes are necessary. Enter 'ABORT' to cancel this session. Enter '0' to accept.

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# 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':

XXXXXX

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

Cash Entry - Simple Method Applying Miscellaneous Codes continued

You are now returned to the cash application screen.

Notice that the invoice we just paid shows a write off equaling 5.00 and a credit for the total \$2365.00.

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>.

The system prompts:

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:

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

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

MDS Cash App

Post Date 06/26/03

Company 01

Customer M

Batch# 101071

Simple Method

Complex Method

Check # Amt Applied 0.00

Check Amount 0.00 Balance 0.00

A/R Balance 0.00 # 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 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Cash Entry - Simple Method

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, 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.

For this example, first create a new batch with totals for multiple invoices from multiple customers.

Now, you should be at the MDS Cash Application screen.

Enter 'M' for Multiple Customers at the **CUSTOMER** number prompt. Hit <ENTER>.

Enter the **CHECK#** and hit <ENTER>.

Enter the **CHECK AMOUNT** and hit <ENTER>.

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# SIMPLE METHOD : ****

CHECK# 8421 AMT APPLIED 0.00 COMPLEX METHOD

CHECK AMT 7494.25 BALANCE 7,494.25 # OF ITEMS

A/R BAL 0.00 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 Entry - Simple Method

Applying One Check to Multiple Customers continued

Notice that the **CUST#** field is blank, but to the right of the Company number the system displays that this cash application is for multiple customers.

You are now brought down to the TYP (Type) field.

TYP - Enter the type of payment to post. For this example, enter 'PMT'.

Types to choose from:

PMT = Payment

C/M = Credit Memo

O/A = On Account

U/A = Unapplied

R/C = Returned Check

After 'PMT' is entered, hit <ENTER> to continued. You can also type 'END' and hit <ENTER> to exit.

The Inquiry function is also available by clicking on the down arrow next to the field, by clicking on the **'INQUIRY'** icon, or by hitting the 'F7' function key.

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# 8421 AMT APPLIED 0.00 COMPLEX METHOD

CHECK AMT 7494.25 BALANCE 7,494.25 # 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	01501975										
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 Entry - Simple Method
Applying One Check to Multiple Customers continued

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

In this example, enter the first Invoice numbers and hit <ENTER>.

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 06/26/03

CO# 01 (Multiple Customers) BATCH# 101071

CUST# UNITED UNITED SUPPLY SIMPLE METHOD : ****

CHECK# 8421 AMT APPLIED 0.00 COMPLEX METHOD

CHECK AMT 7494.25 BALANCE 7,494.25 # OF ITEMS

A/R BAL 2924.20 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01501975	05/27	1625.00		32.50	06/06	01			1625.00	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

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

Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

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	06/26/03
CO# 01 (Multiple Customers)	BATCH#	101071
CUST# UNITED UNITED SUPPLY	SIMPLE METHOD	: ****
CHECK# 8421	AMT APPLIED	0.00
CHECK AMT 7494.25	BALANCE	7,494.25
A/R BAL 2924.20	TRANS#	

MISCELLANEOUS CODE ENTRY	A/R#	01501975
	A/R\$	1625.00
	W/O\$	

LN	CD	DESCRIPTION	MISC AMOUNT	C/B	REF	DATA	C/B	CODE	DESCRIPTION
1	N								
2									
3									

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

Cash Entry - Simple Method
Applying One Check to Multiple Customers continued
Miscellaneous Codes

The code must be a valid code in the Miscellaneous Code file. If the code is not valid, then the program will display an error message. If the code is accepted by the system, the system will display the description and prompt for the input of an amount. The operator can also hit the 'F7' function key or click on the **'INQUIRY'** icon to display a list of all valid miscellaneous codes.

After each amount is entered, the system will increment the write-off field on the line item.

The program will then prompt for any additional write-off's. Once finished, type 'END', hit the 'F2' function key, or click on the **'OK/END'** icon.

In this example, we are not writing off anything because the customer paid the entire invoice.

So, hit <ENTER>.

The system will prompt:

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

Type '0' and hit <ENTER>.

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

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# UNITED UNITED SUPPLY SIMPLE METHOD : ****

CHECK# 8421 AMT APPLIED 1,625.00 COMPLEX METHOD

CHECK AMT 7494.25 BALANCE 5,869.25 # OF ITEMS

A/R BAL 2924.20 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	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".

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

Cash Entry - Simple Method Applying One Check to Multiple Customers continued

You are now prompted to enter the next payment.

The system displays the last Customer number paid, the last Customer's A/R balance.

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

Continued to enter payments until the balance is at zero.

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											
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 Entry - Simple Method

Applying One Check to Multiple Customers continued

Range Payments

First create a new batch, enter 'M' for Multiple Customers, check number, and check amount (defined earlier).

In this example, we are applying one check to multiple customers and also using the Range function.

At the **TYP** field, enter PMT and hit <ENTER>.

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 Entry - Simple Method
Applying One Check to Multiple
Customers continued

Range Payments

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

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# SIMPLE METHOD : ****

CHECK# 825413 AMT APPLIED 0.00 COMPLEX METHOD

CHECK AMT 1330.00 BALANCE 1,330.00 # OF ITEMS

A/R BAL 0.00 TRANS#

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

Customer Lookup Dialog:

Customer#

Name

State

City

Zip Code

Telephone

Address

OK Cancel

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

Cash Entry - Simple Method
Applying One Check to Multiple Customers continued
Range Payments

The Customer Lookup box is displayed.

The operator will then be prompted to enter part of the customer number, name, state, city, zip code, telephone, and/or address.

MDS offers several flexible methods to identify and retrieve the appropriate customer record. Customers can be accessed by an alphanumeric acronym as well as by the assigned customer number. The rules for the acronyms used are flexible, and can be tailored to each individual customer's need. In fact, a customer could be accessed by more than one name. For example, The Systems House, Inc., could be found under:

- T+S+H (Initials)
- SYSTEMS (First Significant Name)
- HOUSE+S (Last Name, First Initial)
- SYST,07013 (Last Name, Zip Code)
- NJ (State)
- 2017778050 (Telephone Number)

Continued on next page.

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# SIMPLE METHOD : ****

CHECK# 825413 AMT APPLIED 0.00 COMPLEX METHOD

CHECK AMT 1330.00 BALANCE 1,330.00 # OF ITEMS

A/R BAL 0.00 TRANS#

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

Customer#

Name

State

City

Zip Code

Telephone

Address

OK Cancel

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

Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

Range Payments

Customer Lookup box continued

This is accomplished by the system assigning an internal numeric customer number through file maintenance. When the external number is entered the customer name and address are displayed for verification. If this is the correct customer, the operator may accept it or continue and see the name and address of the next customer that shares this external number until there are no more vendors with this external number.

The selection of 'F7' function key or by clicking on the 'INQUIRY' icon allows the operator to use the generic customer lookup routine. This method allows the lookup of customer based upon the entry of partial characters in any word of the customer name, with the '+' separating each set of characters.

Select the correct customer.

Notes:

classic - [192.168.253.254-SSS.CASH.RANGE.POPUP012S1]

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 Entry - Simple Method
Applying One Check to Multiple Customers continued
Range Payments

The 'Range Payment' pop-up box is displayed.

STARTING INVOICE NUMBER - Enter the beginning invoice number to pay.

ENDING INVOICE NUMBER - Enter the last invoice number to pay.

A/R CREDIT AMOUNT - Enter the A/R credit amount.

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

Enter line number to change, '0' to accept, or 'ABORT' to cancel.

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':

XXXXXX

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

Cash Entry - Simple Method
Applying One Check to Multiple Customers continued
Range Payments

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>.

The system prompts:

Enter 'A' to Add Lines or 'END'

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

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 Entry - Simple Method

Applying On Accounts

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

We will now post a check to a customer's account, since we do not know what invoice to post it to.

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	O/A	O/A									100.00	
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												

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

Cash Entry - Simple Method Applying On Accounts continued

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'** button, 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.POPUP012S 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# 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':

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

**Cash Entry - Simple Method
Applying On Accounts continued**

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

AMOUNT - The on account amount is displayed.

COMPANY # - Enter the company number. You can also use click on the **'INQUIRY'** button or hit the 'F7' function key to choose from a list of valid companies.

REFERENCE DATA - Enter any reference information, up to 15 characters.

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

Enter line number to change, '0' to accept, or 'ABORT' to cancel.

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 100.00 COMPLEX

CHECK AMT 100.00 BALANCE 0.00 # 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	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".

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

Cash Entry - Simple Method Applying On Accounts continued

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

The system prompts:

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:

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# 101025 METHOD

CUST# UNITED UNITED SUPPLY SIMPLE ****

CHECK# 3254 AMT APPLIED 0.00 COMPLEX

CHECK AMT 3321.20 BALANCE 3,321.20 # OF ITEMS

A/R BAL 4941.65 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	R										
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 Entry - Simple Method Range Payment

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 'PMT' for payment.

NUMBER - Enter 'R' for Range of Invoices to pay. Then hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.CASH.RANGE.POPUP012S1]

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

CASH APPLICATION DATE 05/20/03

CO# 01 BATCH# 101025 METHOD

CUST# UNITED UNITED SUPPLY SIMPLE ****

CHECK# 847 AMT APPLIED 0.00 COMPLEX

CHECK AMT 3321.20 BALANCE 3,321.20 # OF ITEMS

A/R BAL 4941.65 TRANS#

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

Range Payment

1.Starting Line Number (Complex)

2.Ending Line Number (Complex)

3.Starting Number (Simple)

4.Ending Number (Simple)

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 Entry - Simple Method
Range Payment continued**

The 'Range Payment' pop-up box is displayed.

STARTING INVOICE NUMBER - Enter the beginning invoice number to pay.

ENDING INVOICE NUMBER - Enter the last invoice number to pay.

A/R CREDIT AMOUNT - Enter the A/R credit amount.

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

Enter line# to change, '0' to accept, or 'ABORT' to cancel.

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# 101028 METHOD

CUST# UNITED UNITED SUPPLY SIMPLE *****

CHECK# 8477 AMT APPLIED 3,321.20 COMPLEX

CHECK AMT 3321.20 BALANCE 0.00 # OF ITEMS

A/R BAL 4941.65 TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01200011	04/28			34.14	05/08					1906.20
2	PMT	01501964	05/20			3.10	05/30	1				155.00
3	PMT	01501965	05/20			7.00	05/30	3211				350.00
4	PMT	01501966	05/20			18.00	05/30	63641				900.00
5	PMT	01501967	05/20			0.20	05/30	1				10.00
6												
7												
8												
9												
10												
11												

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

XXXXXX

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

Cash Entry - Simple Method Range Payment continued

The system will display the credit amounts that were paid through the range payment. In the example the amounts are circled.

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>.

The system prompts:

Enter 'A' to Add Lines or 'END'

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

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 Entry - Simple Method 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** 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 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 Entry - Simple Method Returned Check continued

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 on the down arrow, the **'INQUIRY'** button, or hit the 'F7' key to display the list of valid codes.

NUMBER - Enter the Invoice number. Then hit <ENTER>. You can also click on the down arrow, the **'INQUIRY'** button, or hit the 'F7' key to display the list of valid codes.

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>.

Notes:

classic - [192.168.253.254-SSS.CASH.WO.ENTRY01151]

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#

MISCELLANEOUS CODE ENTRY A/R# 01501989

A/R\$ -345.00

W/O\$

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: XXXXX

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

**Cash Entry - Simple Method
Returned Check continued**

The operator has the option to apply any miscellaneous codes to this transaction.

In this example, we are not writing off anything.

Hit the 'F2' function key or click on the 'OK/END' icon to display:

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

Enter '0' to accept. Hit <ENTER>.

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 Entry - Simple Method
Returned Check continued**

The system will display the returned check amount. In the example the amount is circled.

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

The system prompts:

Enter 'A' to Add Lines or 'END'

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

Notes:

classic - [192.168.253.254-AR.ADJ.MAINT010\$1]

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

Accounts Receivable Adjustments

Company NN
Customer

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

Accounts Receivable Adjustment Entry

The purpose of this program is to allow for adjustments to the Accounts Receivable file. All postings are immediately updated to the Accounts Receivable Adjustment Journal file for later processing.

Notes:

classic - [192.168.253.254-AR.ADJ.MAINT010\$1]

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

	Accounts	Receivable	Adjustments
Company	01	THE SYSTEMS HOUSE	
Customer	UNITED		
	UNITED SUPPLY		
	85 CLARK ST		
	GARFIELD	NJ	07083
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

Accounts Receivable Adjustment Entry

COMPANY - 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.

CUSTOMER - The customer validation routine establishes the correct customer to which the adjustment will be posted to. Enter the customer number and hit <ENTER>. If the customer number is not valid, the system will display an error message.

If the operator is unaware of the customer number, the system gives them the multiple options for looking up that customer number. Enter the partial customer number, click on the 'INQUIRY' icon or hit 'F7' function key for the lookup program, or type 'END' and hit <ENTER> to return to the Inquiry menu.

After the operator has selected or inputted the customer number, the customer's name and address will be displayed.

Notes:

classic - [192.168.253.254-AR.ADJ.MAINT010\$1]

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

	Accounts	Receivable	Adjustments
Company	01	THE SYSTEMS HOUSE	
Customer	UNITED		
	UNITED SUPPLY		
	85 CLARK ST		
	GARFIELD	NJ	07083
1.Adjustment Date	05/21/03		
2.Transaction Type	ADJ	ADJUSTMENT	
3.Number	N		
4.Adjustment Number			Open Balance
5.Amount	100.00		
6.G/L Number			
7.Comments			
8.Reference Number			
9.Product Number			

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

Accounts Receivable Adjustment Entry continued

ADJUSTMENT DATE - Enter the date, in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

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

If the entry is not one of the valid entries the program will display an error message. If the entry is valid, then the program will display the description of the transaction type.

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 system will validate for numeric. The amount can be positive or negative.

Notes:

classic - [192.168.253.254-AR.ADJ.MAINT010\$1]

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

	Accounts	Receivable	Adjustments
Company	01	THE SYSTEMS HOUSE	
Customer	UNITED		
	UNITED SUPPLY		
	85 CLARK ST		
	GARFIELD	NJ	07083
1.Adjustment Date	05/22/03		
2.Transaction Type	ADJ	ADJUSTMENT	
3.Number	N		
4.Adjustment Number			Open Balance
5.Amount	100.00		
6.G/L Number	01-1000-00	ASSETS	
7.Comments	COMMENT		
8.Reference Number			
9.Product Number			

ADJUSTMENT NUMBER IS: 003263. HIT <RETURN> TO CONTINUE

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

Accounts Receivable Adjustment Entry continued

G/L NUMBER - Enter the offsetting general ledger number. The program will validate the general ledger number using the Chart of Accounts file. If the number is not on file, the program will display an error message. If the number is valid, the program will display the general ledger number description. You may also use the 'F7' function key or click on the **'INQUIRY'** icon to use the lookup function.

COMMENTS - Enter up to 30 characters of free text in relation to the adjustment.

REFERENCE NUMBER - Enter any reference number.

PRODUCT NUMBER - If this adjustment pertains to a specific product number, then enter the product number.

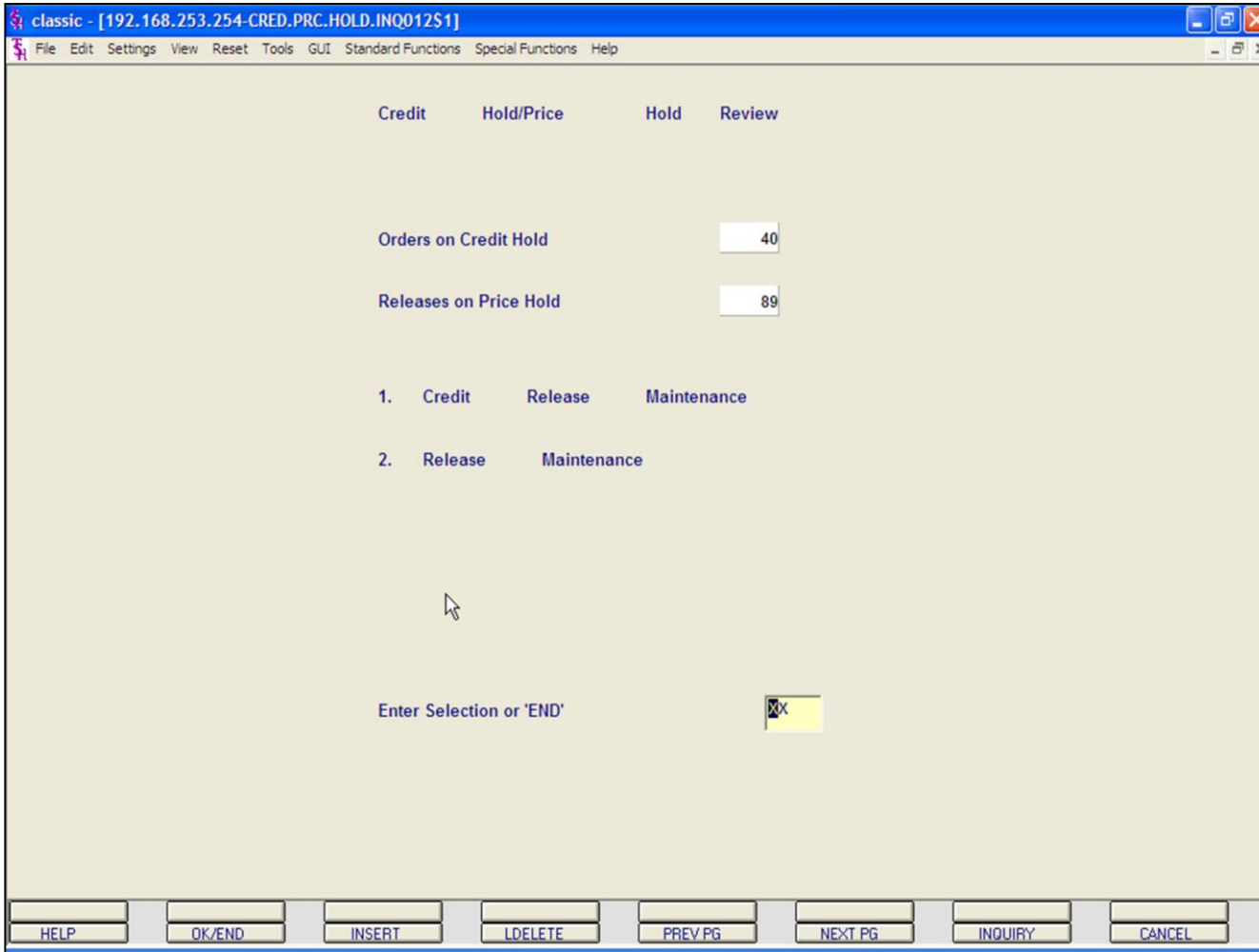
OPEN BALANCE - If there is an open balance for the adjustment, it will be displayed.

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

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

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.

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.

At the prompt:

ENTER SELECTION OR 'END'

Enter '1' to enter Credit Release Maintenance.

Enter '2' to enter Release Maintenance.

Type 'END' and hit <ENTER> to exit.

For the next example, enter '1' and hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011S1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#

Customer# Internal# Terms

Name

Address

Salesman

Credit Method

Credit Limit

Credit Hold

A/R Balance

Open Order \$

In Picking \$

Total Amount

Review Comment :

Last Payment Date

Last Payment Amount

Sales Dollars YTD

Amount Paid YTD

Highest Credit

Avg. Payment Days

Oldest Invoice Date

Amt. of Oldest Invoice

Customer Create Date

SUM AR AR INQ

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

Credit Hold/Price Hold Review
Credit Release Maintenance

Orders and releases which fail the credit check are placed in a credit hold status (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 the order or release.

The capability is provided to approve the specific shipments only (release's), or to approve the entire order (including future shipments and backorders).

In this example, we are going to remove an order off of credit hold.

ORDER#/RELEASE# - Enter the order number to take off credit hold. Hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011S1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#

Customer# Internal# Terms

Name

Address

Address

Address

Address

Address

Address

Salesman Last Payment Date

Credit Method Last Payment Amount

Credit Limit Sales Dollars YTD

Credit Hold Amount Paid YTD

A/R Balance Highest Credit

Open Order \$ Avg. Payment Days

In Picking \$ Oldest Invoice Date

Total Amount Amt. of Oldest Invoice

Customer Create Date

Review Comment :

ENTER CREDIT RELEASE PASSWORD OR <END>:

SUM AR AR INQ

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

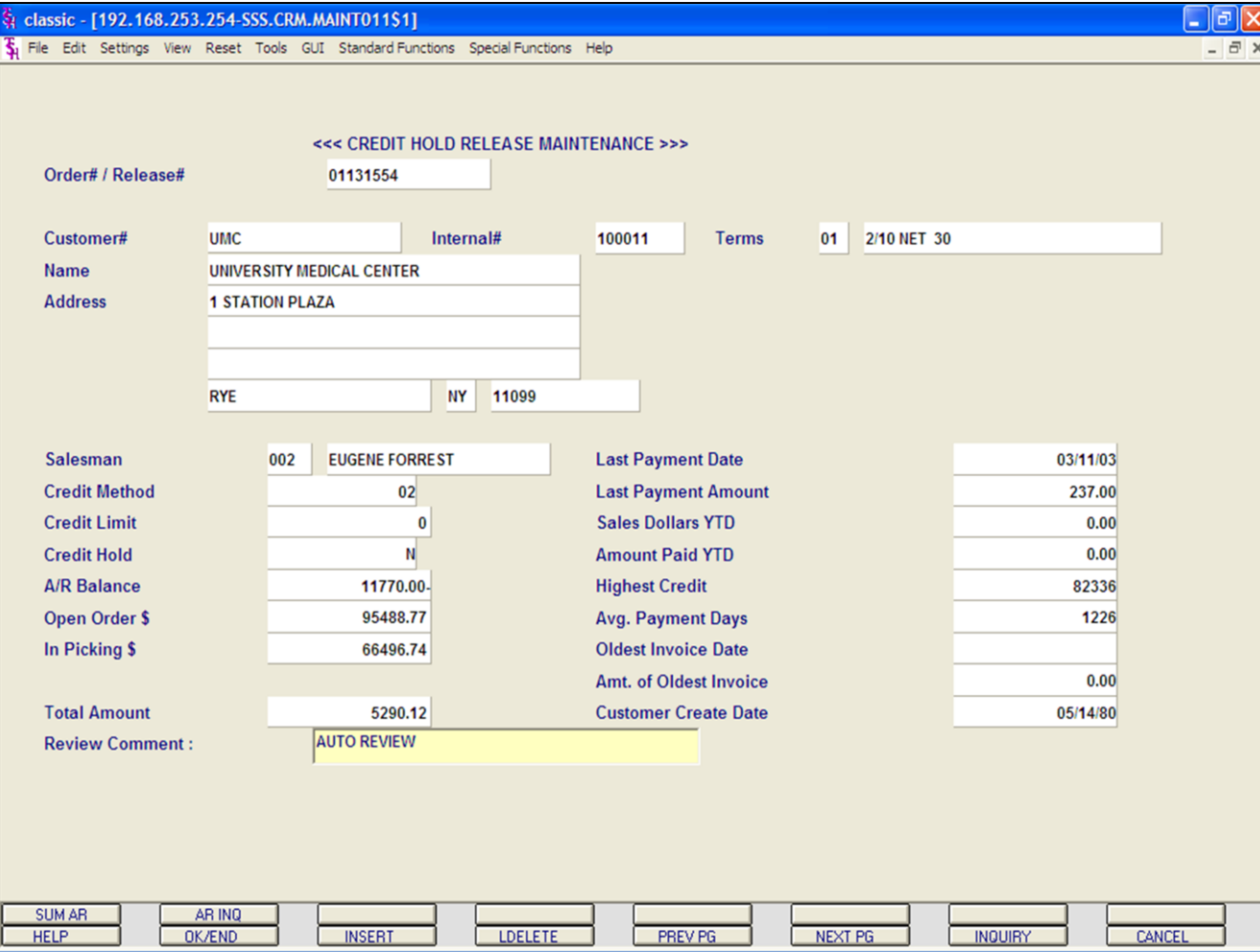
**Credit Hold/Price Hold Review
Credit Release Maintenance continued
Order**

The system prompts:
ENTER CREDIT RELEASE PASSWORD OR <END>

Enter the credit release password to remove from credit hold. Hit <ENTER>.

Enter 'END' to return to the menu.

Notes:



Credit Hold/Price Hold Review
Credit Release Maintenance continued
Order

The customer information is displayed, including A/R Balance, order amount, and last payment date.

REVIEW COMMENT - the system prefills this field with 'AUTO REVIEW'. You can enter any info regarding this credit hold review, then hit <ENTER>.

The system prompts:

ENTER <R> TO REMOVE FROM CREDIT HOLD - <C> TO CANCEL - <END> TO END

'R' will remove the order from credit hold and a picking document will print during the next document batch print procedure. 'C' will cancel the order and 'END' will return to the **ORDER#/RELEASE#** prompt.

For this example, enter 'R'. Hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011S1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release# 01133150

Customer# AJAX Internal# 100015 Terms 01 2/10 NET 30

Name AJAX INDUSTRIAL SUPPLY

Address 12 MAIN ST

PLAINFIELD NJ 02001

Salesman 001 JIM BRANCA Last Payment Date 04/25/03

Credit Method 05 Last Payment Amount 195.00

Credit Limit 1 Sales Dollars YTD 1655.00

Credit Hold N Amount Paid YTD 835.00

A/R Balance 3482.35 Highest Credit 370272

Open Order \$ 1559370.05 Avg. Payment Days 546

In Picking \$ 1435547.73 Oldest Invoice Date 12/04/02

Total Amount 775.00 Amt. of Oldest Invoice 2550.00

Customer Create Date 05/14/80

Review Comment : AUTO REVIEW

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

SUM AR AR INQ LDELETE PREV PG NEXT PG INQUIRY CANCEL

HELP OK/END INSERT

Credit Hold/Price Hold Review Credit Release Maintenance continued Order

When 'R' is entered you will be prompted:
**ENTER TERMS CODE, <F7> FOR TERMS
INQUIRY, OR HIT RETURN:**

The current terms code is displayed (in this example it is circled). Hit <ENTER> to accept the current terms or click on the 'INQUIRY' icon or hit the 'F7' function key to display a list of valid terms codes.

In this example, we are accepting the current credit terms, so just hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT01151]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release# 01133150

Customer# AJAX Internal# 100015 Terms 01 2/10 NET 30

Name AJAX INDUSTRIAL SUPPLY

Address 12 MAIN ST

PLAINFIELD NJ 02001

Salesman 001 JIM BRANCA Last Payment Date 04/25/03

Credit Method 05 Last Payment Amount 195.00

Credit Limit 1 Sales Dollars YTD 1655.00

Credit Hold N Amount Paid YTD 835.00

A/R Balance 3482.35 Highest Credit 370272

Open Order \$ 1559370.05 Avg. Payment Days 546

In Picking \$ 1435547.73 Oldest Invoice Date 12/04/02

Total Amount 775.00 Amt. of Oldest Invoice 2550.00

Customer Create Date 05/14/80

Review Comment : AUTO REVIEW

ORDER AND RELEASES NOW OFF CREDIT HOLD!

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

**Credit Hold/Price Hold Review
 Credit Release Maintenance continued
 Order**

Once the order has been removed from credit hold, the following message will display:

ORDER AND RELEASES NOW OFF CREDIT HOLD!

At this point the any releases, not on price hold will now be selected for printing when the next document batch print procedure is ran.

Notes:

assic - [192.168.253.254-SSS.CRM.MAINT01151]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#

Customer#

Name

Address

RELEASE#	CUSTOMER
01131554002	UMC
01131558001	UMC
01131589002	AJAX
01131591002	UMC
01131715001	UMC
01131729002	RUTGERS
01131801001	UMC
01131852001	AJAX

Salesman Last Payment Date

Credit Method Last Payment Amount

Credit Limit Sales Dollars YTD

Credit Hold Amount Paid YTD

A/R Balance Highest Credit

Open Order \$ Avg. Payment Days

In Picking \$ Oldest Invoice Date

Total Amount Amt. of Oldest Invoice

Customer Create Date

Review Comment :

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

Credit Hold/Price Hold Review
Credit Release Maintenance continued
Release

In this example, we are going to remove a release off of credit hold.

ORDER#/RELEASE# - Enter the release number to take off credit hold. Hit <ENTER>. You can also click on the down arrow next to the field, click on the **'INQUIRY'** icon or hit the 'F7' lookup function to display a list of releases on credit hold.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011S1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release# 01131801001

Customer# UMC Internal# 100011 Terms 01 2/10 NET 30

Name UNIVERSITY MEDICAL CENTER

Address 1 STATION PLAZA

RYE NY 11099

Salesman 002 EUGENE FORREST Last Payment Date 03/11/03

Credit Method 02 Last Payment Amount 237.00

Credit Limit 0 Sales Dollars YTD 0.00

Credit Hold N Amount Paid YTD 0.00

A/R Balance 11770.00 Highest Credit 82336

Open Order \$ 95488.77 Avg. Payment Days 1226

In Picking \$ 66496.74 Oldest Invoice Date

Total Amount 481.50 Amt. of Oldest Invoice 0.00

Customer Create Date 05/14/80

Review Comment :

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

SUM AR AR INQ INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

HELP OK/END

Credit Hold/Price Hold Review
Credit Release Maintenance continued
Release

When 'R' is entered you will be prompted:
ENTER TERMS CODE, <F7> FOR TERMS INQUIRY, OR HIT RETURN:

The current terms code is displayed (in this example it is circled). Hit <ENTER> to accept the current terms or click on the 'INQUIRY' icon or hit the 'F7' function key to display a list of valid terms codes.

In this example, we are accepting the current credit terms, so just hit <ENTER>.

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

**Credit Hold/Price Hold Review
Remove from Price Hold**

This program allows the credit department review any releases that are on price hold. The user has the ability to make any necessary changes to the release, whether it be simply removing the price hold flag or changing the price or cost of the item.

Release maintenance allows the user to make many numerous changes to the release. However, in this guide we will only be covering the portion related to price hold.

The first screen the user is brought to is the MDS Release Maintenance Logon Screen.

OPERATOR - Depending on your company setup you may or may not be required to enter your operator number.

COMPANY - Enter the company number. You can click on the down arrow next to the field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of valid companies that you can choose from.

WAREHOUSE - Enter the warehouse number. You can click on the down arrow next to the field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of valid warehouses that you can choose from.

INVOICE DATE - Enter the date, in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Notes:

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

Enter line# to change, 'ABORT' to cancel, or '0' to accept the record.

Type '0' to accept the record.

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 PREY PG NEXT PG INQUIRY CANCEL

Credit Hold/Price Hold Review
Remove from Price Hold continued

RELEASE# - Enter the release number to remove from hold. You can also click on the down arrow next to the **RELEASE#** field, or click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all release on price hold.

After selecting a release, Release Maintenance will display the header information for the release. You may make a change to any numbered field.

At the bottom of the screen the system prompts:

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

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

Type '0' and hit <ENTER>.

The system will then prompt:

BYPASS DETAIL (Y/CR)?

You can not bypass the details of the release when removing items off of price hold. Hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.RM.TOT.INPUT010S1]

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%	2.00		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	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

Credit Hold/Price Hold Review
Remove from Price Hold continued

The system now brings you to the Release Maintenance Totals.

Hit <ENTER> through all fields.

At the bottom of the screen, the system will prompt:

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

Enter line# to change, or '0' to accept.

Type '0' and hit <ENTER>.

At this point the release will now be selected for printing (the Pick ticket or Invoice depending on Parameter settings) when the next document batch print procedure is ran.

Notes:

classic - [192.168.253.254-APRV.RELEASES.ONHOLD012S1]

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

XXXXXX

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

Remove Releases From Hold

Overview

This maintenance displays all releases on credit hold. From this maintenance, the operator can flag and release multiple releases from credit hold.

This maintenance does not provide a detailed look at what is causing the item to be on price hold, if that option is needed, please see the Credit Hold/Price Hold Review section.

Operating Instructions

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 from hold.

To reset all flags that were changed from 'N' to 'Y' (prior to typing '0' and hitting <ENTER>), type 'R' and hit <ENTER>.

Notes:

classic - [192.168.253.254-CREDIT.CHECK.FORM010\$1]

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

Outgoing Credit Check Form

Company: 01 THE SYSTEMS HOUSE Date 05/27/03

Customer# UNITED Voice 201-495-1200

UNITED SUPPLY

85 CLARK ST

Fax

GARFIELD NJ 07083

1.To David Smith

2.From John Doe

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

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

Outgoing Credit Check Form Maintenance

This maintenance is designed to setup credit check information that was requested from companies regarding current customers.

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# - Enter the specific customer 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 display the lookup box. The system will display the customer number and name.

DATE - Today's date will display.

VOICE - The customer's phone number, from the customer masterfile, will be displayed.

FAX - The customer's fax number, from the customer's masterfile, 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 sent this credit check information.

When completed entering all fields, the system will display:

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

Enter the line# to change, DELETE to delete, or '0' to accept.

Type '0' and hit <ENTER>.

The system will display:

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

Enter 'P' to print. If Report Capture is turned

Notes:

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.

Notes:

Outgoing Credit Check Form continued

This example shows a copy of the Outgoing Credit Check Form.

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

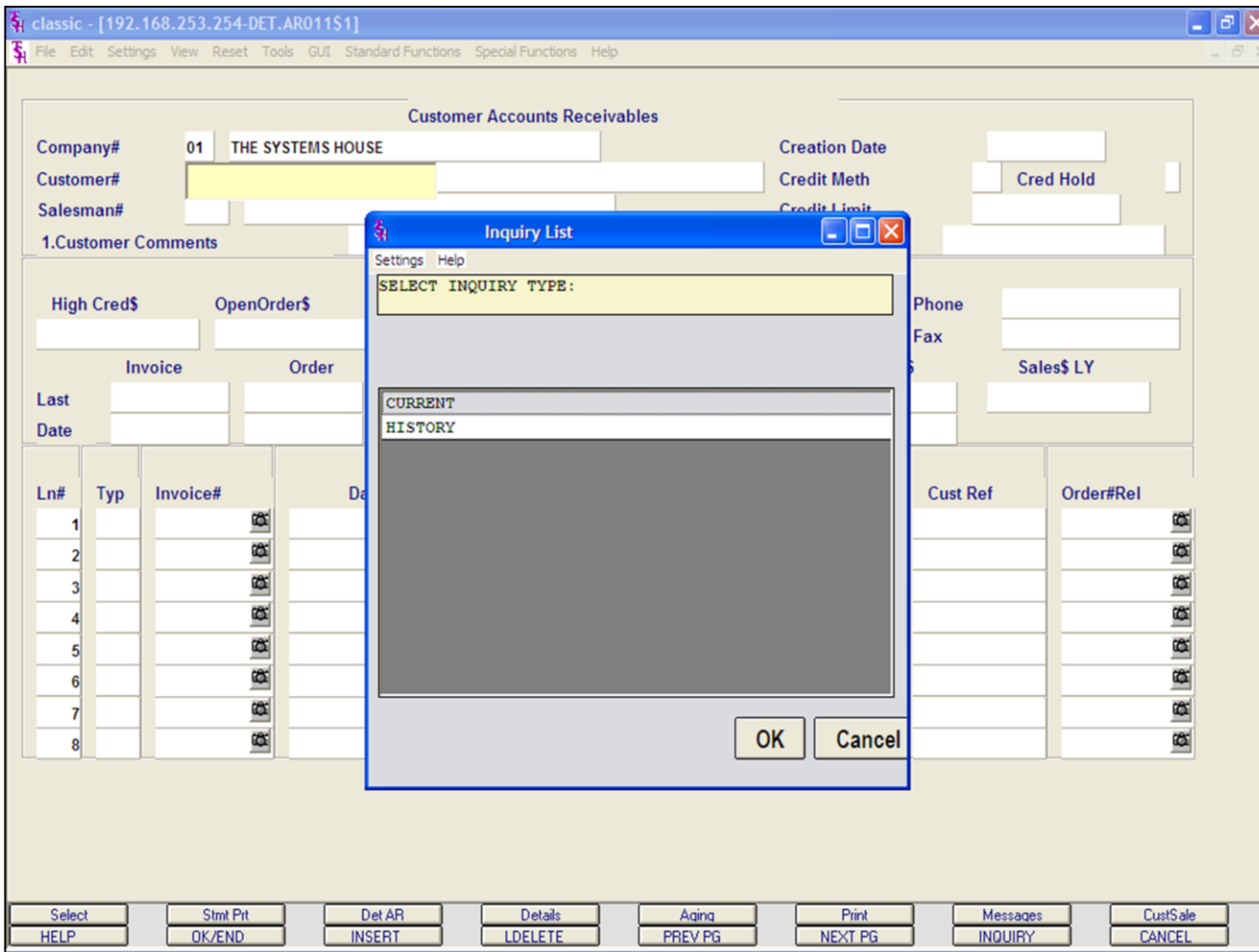
GARFIELD , NJ 07083

Became a customer on : 05/14/00
Date of Last Sale : 06/24/03
Last Payment Date : 06/25/03

Highest Credit Amount : 590505
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:



Notes:

Accounts Receivable Inquiry

The accounts receivable inquiry, by customer, is intended to provide detailed sales and accounts receivable information, for either a single company, or for all companies, on a consolidated basis.

COMPANY - Enter the 2 digit company number. If 'A' for ALL is inputted, all open items for the customer will be displayed, and the sales info-rmation will be a summation of 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# - Enter the specific customer number. You may also use the 'F7' function key, click the "INQUIRY" key or click the down arrow next to the field to display the lookup box. The system will display the customer number and name.

The system will display the pop-up box:

'SELECT INQUIRY TYPE:'

Current will display the current AR detail. History will display the history information. History is updated during accounts receivable end of month.

For this example, choose CURRENT, then click 'OK'.

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

CUSTOMER COMMENTS - Typing 'CC' will bring you to this field. You are allowed 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.

Notes:

classic - [192.168.253.254-DET.AR011S1]

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

Customer Accounts Receivables

Company# Creation Date
 Customer# Credit Meth Cred Hold
 Salesman# Credit Limit
 1.Customer Comments Terms

High Cred\$ OpenOrder\$ A/R Balance Paid to Dt Old Inv Phone
 Fax

Invoice Order Payment Mtd Return\$ Sales\$ LY
 Date Ytd

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01000166	02/01/00		2560.00	5.00	001	6553	
2	INV	01000167	03/26/00		2365.00		001	6987	
3	ADJ	01003262	05/21/03	rrr	10.00	10.00	001	111	
4	ADJ	01003263	05/22/03		100.00	100.00	001	COMMENT	
5	INV	01120001	06/05/00		86.60	86.60	001	RO560	200009002
6	O/A	01128739	05/20/03	128739	-100.00	-100.00	001	INVOICE #	
7	INV	01200002	03/03/00		1728.75	1728.75	001	RO 560	200009001
8	S/C	01200008	03/31/00	200008	0.10	0.10		RVICE CHG	

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type:

Select HELP Stmt Pnt OK/END Det AR INSERT Aging PREV PG Print NEXT PG Messages INQUIRY CustSale CANCEL

Accounts Receivable Inquiry continued

HIGH CRED\$ - The highest credit balance.

OPEN ORDER\$ - 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.

LAST ORDER # - The last order number for the customer.

LAST ORDER DATE - Date of the last order.

LAST PAYMENT AMOUNT - The amount of the last payment.

LAST PAYMENT DATE - Date of the last payment.

MONTH TO DATE SALES\$ - Dollar amount of sales for the month to date.

YEAR TO DATE SALES\$ - Dollar amount of sales for the year to date.

MONTH TO DATE RETURN\$ - Dollar amount of returns for the month to date.

YEAR TO DATE RETURN\$ - Dollar amount of returns for the year to date.

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

Notes:

classic - [192.168.253.254-DET.AR011S1]

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

High Cred\$ 590505 OpenOrder\$ 8571.66 A/R Balance 4675.45 Paid to Dt 8441.20 Old Inv 02/01/00 Phone 201-495-1200
 Fax
 Invoice 501976 Order 133161 Payment 3321.20 Mtd Sales\$ 4360.00 Return\$ Sales\$ LY 2953.30
 Date 05/27/03 05/27/03 05/20/03 Ytd 4360.00

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
9	O/A	01200010	05/06/99	200010	-100.00	-100.00	001		
10	INV	01200011	04/28/00		1906.20		001		200006001
11	INV	01501964	05/20/03		155.00		001	1	133102001
12	INV	01501965	05/20/03		350.00		001	3211	133103001
13	INV	01501966	05/20/03		900.00		001	63641	133104001
14	INV	01501967	05/20/03		10.00		001	1	133105001
15	INV	01501973	05/27/03		870.00	870.00	001	01	133156001
16	INV	01501975	05/27/03		1625.00	1625.00	001	01	133160001

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type: XXXXXX

Select Stmt Pnt Det AR Details Aging Print Messages CustSale
 HELP OK/END INSERT LDELETE PREY PG NEXT PG INQUIRY CANCEL

Accounts Receivable Inquiry continued

- LN#** - Line number.
- TYP** - Transaction type. 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.
- INVOICE#** - Invoice number.
- DATE** - Date of transaction.
- REF#** - Reference number.
- ORIGINAL\$** - The original transaction amount.
- OPEN\$** - The 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.

Notes:

classic - [192.168.253.254-DET.AR011S1]

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

Customer Accounts Receivables

Company# A 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

High Cred\$ 590505 OpenOrder\$ =*9 4675 A/R Balance Paid to Dt 8441.20 Old Inv 02/01/00 Phone 201-495-1200
 Invoice 501976 Order 133161 Payment 3321.20 Sales\$ 4360.00 Return\$ Sales\$ LY 2953.30
 Last Date 05/27/03 05/27/03 05/20/03 Mtd Ytd 4360.00

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01000166	02/01/00		2560.00	5.00	001	6553	
2	INV	01000167	03/26/00		2365.00		001	6987	
3	ADJ	01003262	05/21/03	rrr	10.00	10.00	001	111	
4	ADJ	01003263	05/22/03		100.00	100.00	001	COMMENT	
5	INV	01120001	06/05/00		86.60	86.60	001	RO560	200009002
6	O/A	01128739	05/20/03	128739	-100.00	-100.00	001	INVOICE #	
7	INV	01200002	03/03/00		1728.75	1728.75	001	RO 560	200009001
8	S/C	01200008	03/31/00	200008	0.10	0.10		RVICE CHG	

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type: XXXXXX

Select Stmt Pit Det AR Details Aging Print Messages CustSale
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Accounts Receivable Inquiry continued SELECTING AN INVOICE

Using the Mouse - Just left click with your mouse on the Invoice number. The invoice number field will turn pink. To deselect an invoice, just click on the highlighted invoice.

Using the Keyboard - Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F1' function key, labeled 'SELECT'.

Hit the 'F2' function key to bring the cursor to the bottom of the screen.

To deselect an invoice, type the line number, hit <ENTER>. Then hold down the <SHIFT> key and hit the 'F1' function key.

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/R	05/20/03	01128739	NO INVOICE #	-100.00	0.00		-100.00
O/R	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	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/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.

Accounts Receivable Inquiry continued STATEMENT PRINT

To print a customer's statement:

Using the Mouse - Just left click with your mouse on the '**STMT PRT**' icon. The statement will then print to your default printer.

Using the Keyboard - Hold down the <SHIFT> key and hit the 'F2' function key, labeled '**STMT PRT**'.

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

Notes:

classic - [192.168.253.254-DET.AR011S1]

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 2/10 NET 30

High Cred\$ 590505 OpenOrder\$ =9 4675
 Invoice 501976 Order 133161
 Last Date 05/27/03 Order Date 05/27/03

Phone 201-495-1200
 Fax
 Sales\$ LY 2953.30

Cust Ref 6553 Order#Rel
 6987
 111
 COMMENT
 RO560 200009002
 INVOICE #
 RO 560 200009001
 RVICE CHG

Inquiry List

Settings Help

AR DETAIL INQUIRY

TYPE	DATE	REF NO	AMOUNT	REF. DATA
INV	03/26/00		2365.00	6987
PMT	05/20/03	010001	-2365.00	852

OK Cancel

Select HELP Stmt Pnt OK/END Det AR INSERT Details LDELETE Aging PREY PG Print NEXT PG Messages INQUIRY CustSale CANCEL

**Accounts Receivable Inquiry continued
 DETAIL AR**

To view the accounts receivable detail of 1 transaction:

Using the Mouse - Just left click with your mouse on the line number of the corresponding invoice.

Then left click on the icon '**DET AR**'.

Using the Keyboard - Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F3' function key, labeled '**DET AR**'.

Notes:

classic - [192.168.253.254-DET.AR011S1]

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

High Cred\$ 590505 OpenOrder\$ 8571.66 A/R Balance 4675.45 Paid to Dt 8441.20 Old Inv 02/01/00 Phone 201-495-1200
 Fax
 Invoice 501976 Order 133161 Payment 3321.20 Mtd Sales\$ 4360.00 Return\$ Sales\$ LY 2953.30
 Date 05/27/03 05/27/03 05/20/03 Ytd 4360.00

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01000166	02/01/00		2560.00	5.00	001	6553	
2	INV	01000167	03/26/00		2365.00		001	6987	
3	ADJ	01003262	05/21/03	rrr	10.00	10.00	001	111	
4	ADJ	01003263	05/22/03		100.00	100.00	001	COMMENT	
5	INV	1120001	06/05/00		86.60	86.60	001	RO560	200009002
6	O/A	01128739	05/20/03	128739	-100.00	-100.00	001	INVOICE #	
7	INV	01200002	03/03/00		1728.75	1728.75	001	RO 560	200009001
8	S/C	01200008	03/31/00	200008	0.10	0.10		RVICE CHG	

Select Stmt Prt Det AR Details Aging Print Messages CustSale
 HELP OK/END INSERT LDELETE PREY PG NEXT PG INQUIRY CANCEL

**Accounts Receivable Inquiry continued
 DETAILS**

To view the Detail Release Inquiry of an invoice:

Using the Mouse - Just left click with your mouse on the line number of the corresponding invoice.

Then left click on the icon '**DETAILS**'.

Using the Keyboard - Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F4' function key, labeled '**DETAILS**'.

Notes:

classic - [192.168.253.254-DET.AR.AGING010\$1]

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

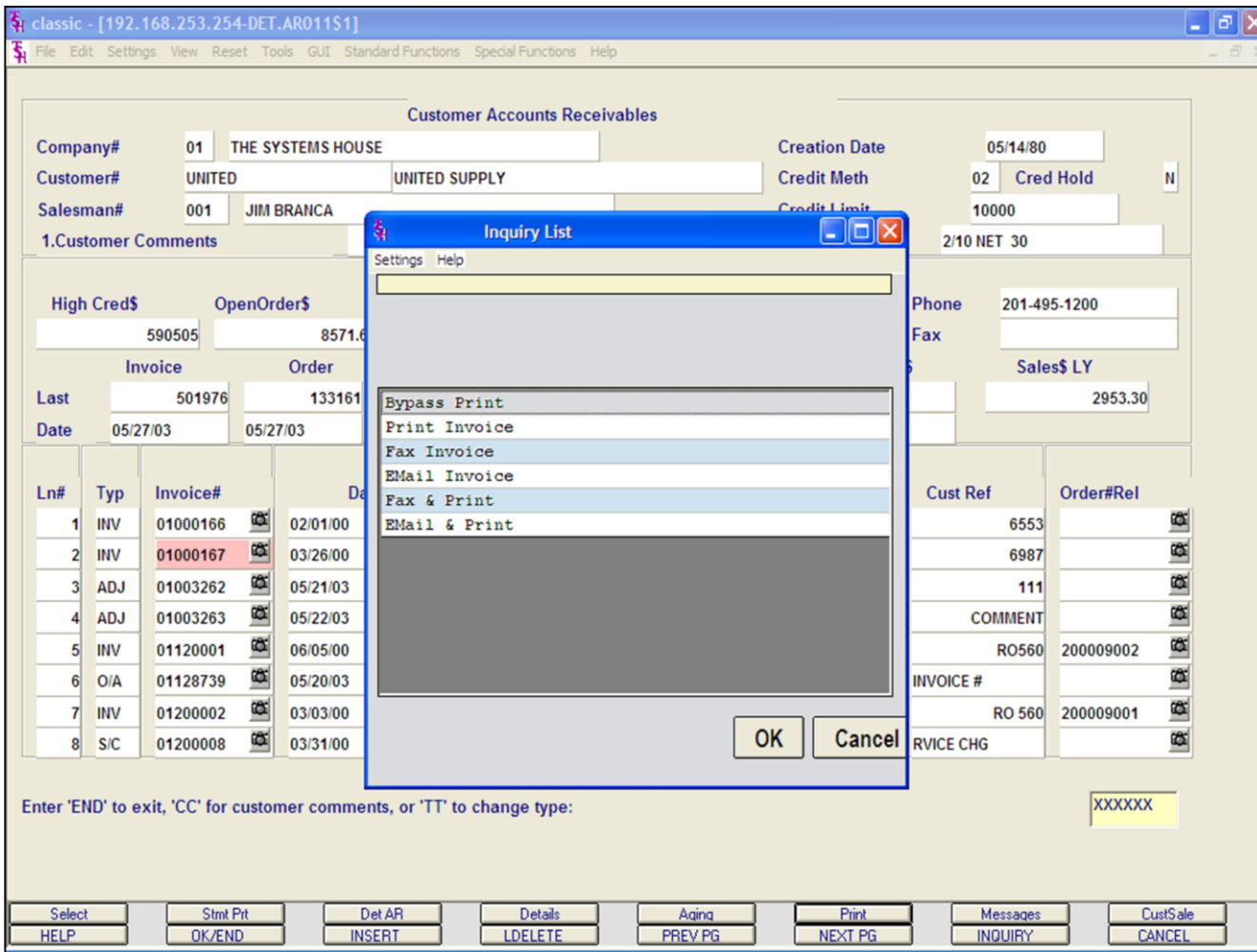
**Accounts Receivable Inquiry continued
AGING**

To view the Accounts Receivable Aging for the selected customer:

Using the Mouse - Just left click with your mouse on the icon 'AGING'.

Using the Keyboard - Hold down the <SHIFT> key and hit the 'F5' function key, labeled 'AGING'.

Notes:



Accounts Receivable Inquiry continued PRINT

To print a customer's invoice:

Using the Mouse - First select the invoice to reprint: Just left click with your mouse on the Invoice number. The invoice number field will turn pink. Then left click on the icon **'PRINT'**. The print option pop-up box will be displayed, as shown in the example.

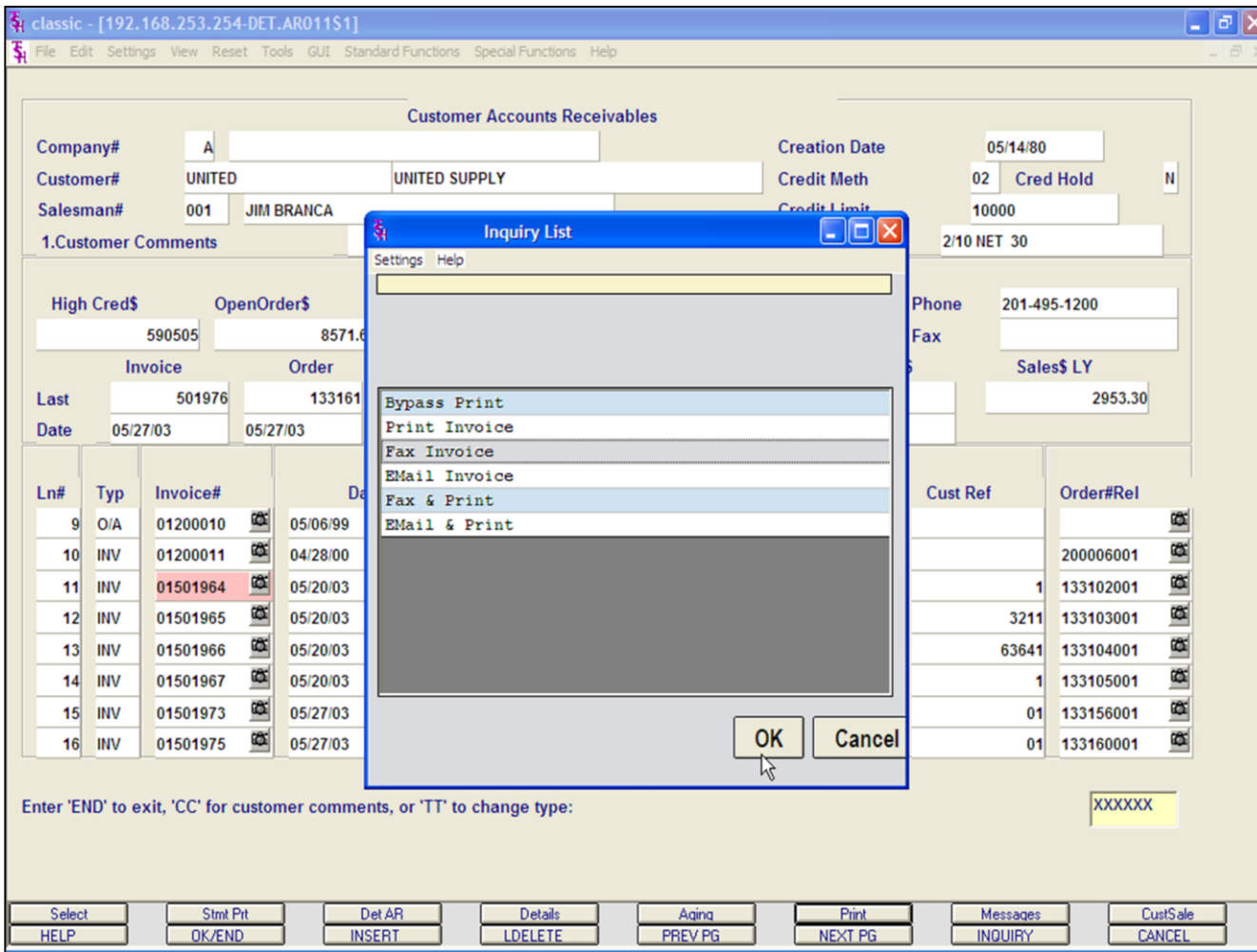
Click on 'PRINT INVOICE' then click on 'OK'.

Using the Keyboard - First select the invoice to reprint: Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F1' function key, labeled **'SELECT'**, then hit the 'F2' function key. Next, hold down the <SHIFT> key and hit the 'F6' function key. The print option pop-up box will be displayed, as shown in the example.

Click on 'PRINT INVOICE' then click on 'OK'.

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

Notes:



Accounts Receivable Inquiry continued

PRINTING OPTIONS - FAX

To fax a customer's invoice:

Using the Mouse - First select the invoice to fax: Just left click with your mouse on the Invoice number. The invoice number field will turn pink. Then left click on the icon 'PRINT'. The print option pop-up box will be displayed, as shown in the example.

Click on 'FAX INVOICE' then click on 'OK'.

Using the Keyboard - First select the invoice to fax: Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F1' function key, labeled 'SELECT', then hit the 'F2' function key. Next, hold down the <SHIFT> key and hit the 'F6' function key. The print option pop-up box will be displayed, as shown in the example.

Click on 'FAX INVOICE' then click on 'OK'.

Note: to Fax & Print an Invoice, you would follow the above steps.

Notes:

classic - [192.168.253.254-REPORT_MASTER.FAX01251]

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

Customer Accounts Receivables

Company# A Creation Date 05/14/80

FAX Information Entry

1.FAX Phone Number	9737771483
2.Coversheet (Y/N)	Y
COVERSHEET INFORMATION	
3.Company Name	THE SYSTEMS HOUSE
4.Sender Name	JOHN SMITH
5.Sender Phone	201-777-8050
6.Sender Fax	973-777-3063
7.Subject	INV.01501964
8.Message	
9.Deliver to	HARRY ROSE
10.To Company	UNITED SUPPLY

Enter Line# to change or 0 to send FAX:

1 re

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

Accounts Receivable Inquiry continued
PRINTING OPTIONS - FAX

FAX PHONE NUMBER - This number comes from the customer master file, if present.

COVERSHEET - 'Y' or 'N' if a coversheet should be sent with this fax.

COVER SHEET INFORMATION

COMPANY NAME - Your company name.

SENDER NAME - The operator's name.

SENDER PHONE - The company's phone number, from the company file.

SENDER FAX - The company's fax number, from the company file.

SUBJECT - The invoice number is referenced.

MESSAGE - You can enter a message which will appear on the coversheet. If you leave this blank, the message will read: "See attached report pages(s)".

DELEVER TO - The A/R contact, from the customer master file.

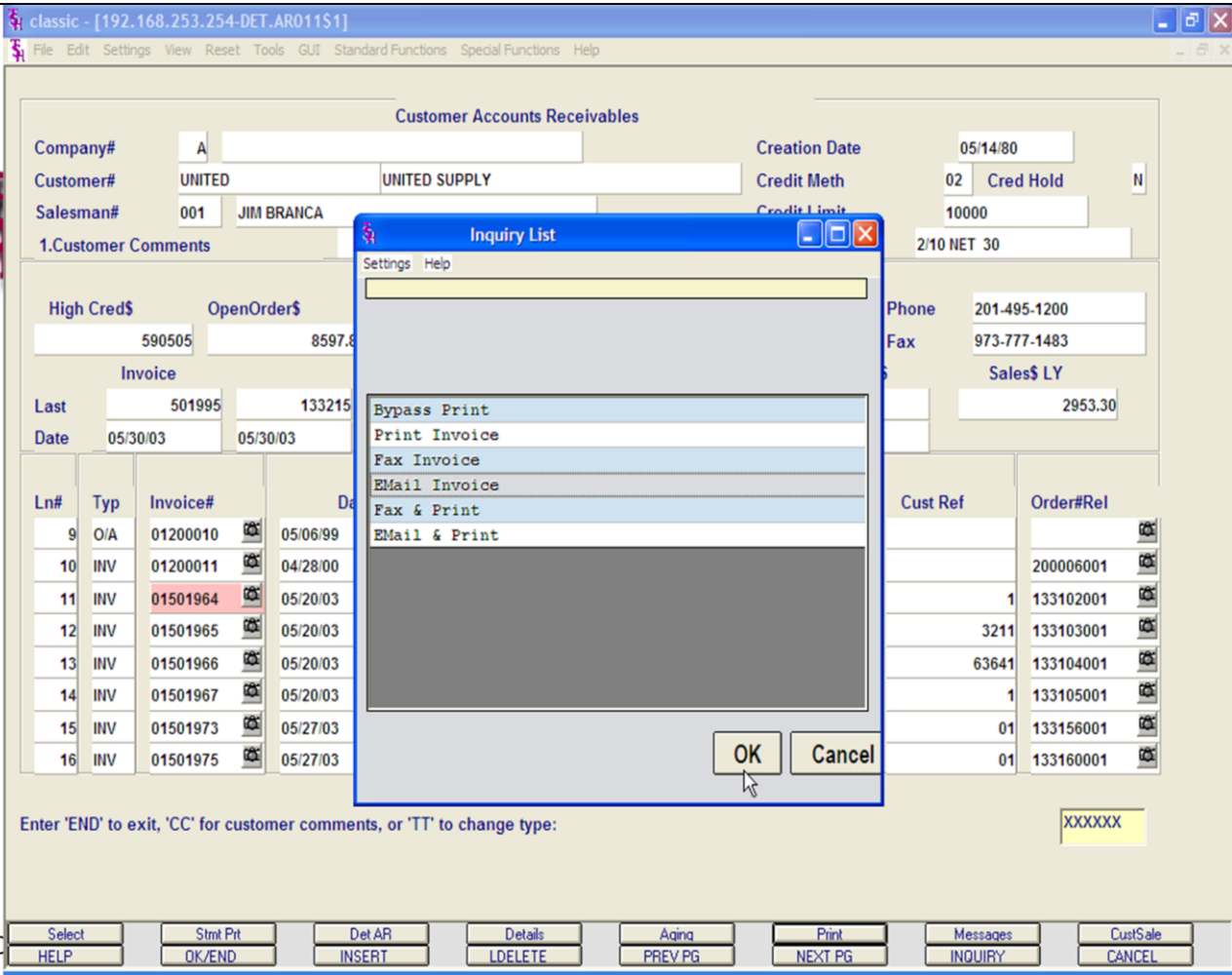
TO COMPANY - The customer's name from the customer master file.

ENTER LINE# TO CHANGE OR '0' TO SEND FAX:

Enter line number to change or '0' to send the fax.

TYPE '0' AND HIT <ENTER>.

Notes:



**Accounts Receivable Inquiry continued
PRINTINT OPTIONS - EMAIL**

To e-mail a customer's invoice:
Using the Mouse - First select the invoice to e-mail: Just left click with your mouse on the Invoice number. The invoice number field will turn pink. Then left click on the icon **'PRINT'**. The print option pop-up box will be displayed, as shown in the example.

Click on 'E-MAIL INVOICE' then click on 'OK'.

Using the Keyboard - First select the invoice to fax: Type the line number of the invoice then hit <RETURN>. Hold down the <SHIFT> key and hit the <F1> function key, labeled **'SELECT'**, then hit the 'F2' function key. Next, hold down the <SHIFT> key and hit the 'F6' function key. Then left click on the icon **'PRINT'**. The print option pop-up box will be displayed, as shown in the example.

Click on 'E-MAIL INVOICE' then click on 'OK'.

Note: to Email & Print an Invoice, you would follow the above steps.

Notes:

classic - [192.168.253.254-REPORT_MASTER.EMAIL012S1]

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

Customer Accounts Receivables

Company# A Creation Date 05/14/80

Email Information Entry

1.Email Address JOHN@ABC123.COM

2.Sender Address custserv@tshinc.com

3.Subject INV.01501964

message

INV.01501964

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

Enter Line# to change or END to send EMAIL: XXXXXX

14	INV	01501967	05/20/03	10.00		001	1	133105001
15	INV	01501973	05/27/03	870.00	870.00	001	01	133156001
16	INV	01501975	05/27/03	1625.00	1625.00	001	01	133160001

2 record(s) selected to SELECT list #0.

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

Accounts Receivable Inquiry continued
PRINTING OPTIONS - EMAIL

To e-mail a customer's invoice, continued:

E-MAIL ADDRESS - The customer's e-mail address from the customer master file.

SENDER ADDRESS - The company's invoice e-mail reply address.

SUBJECT - The invoice number is referenced.

MESSAGE - The invoice and company information is referenced.

ENTER LINE# TO CHANGE OR END TO SEND EMAIL:

Enter line number to change or type 'END' to send e-mail.

Notes:

classic - [192.168.253.254-MESSAGE.ENTRY010\$1]

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

MDS Customer Message Board

Customer UMC UNIVERSITY MEDICAL CENTER
 Contact ROBIN COOK 1 STATION PLAZA
 Telephone 914-464-6424

RYE NY 11099

Init	Date	FollowUp	Topic	Comments	Retain
	Contact		Invoice#		
1.1	09/14/89	09/30/89		SPOKE - WILL SEND PAYMENT JOYCE LEE	Y
2.					
3.					
4.					

Enter Line # to Change, 'ADD' to add a comment, or 0 to Accept

XXXXXX

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

Accounts Receivable Inquiry continued Messages

To enter Message Board Maintenance, click on the icon, 'MESSAGE', or hold down the <Shift> key and hit the 'F7' function key.

If there are no message the system will prompt:

XXXXXX not on file, Create it (Y/N)?

If so, type 'Y' and hit <ENTER>.

If comments already exist, they will be displayed.

Notes:

classic - [192.168.253.254-MESSAGE.ENTRY010\$1]

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

MDS Customer Message Board

Customer UMC UNIVERSITY MEDICAL CENTER
 Contact ROBIN COOK 1 STATION PLAZA
 Telephone 914-464-6424

RYE NY 11099

Init	Date	FollowUp	Topic	Comments	Retain
1.1	09/14/89	09/30/89		SPOKE - WILL SEND PAYMENT JOYCE LEE	Y
2.					
3.					
4.					

Enter Line # to Change, 'ADD' to add a comment, or 0 to Accept

XXXXXX

Cred Card HELP OK/END INSERT LDELETE PREY PG NEXT PG INQUIRY CANCEL

Notes:

Accounts Receivable Inquiry continued Messages

Header Section

CUSTOMER - The customer number and name are forwarded from the Accounts Receivable Inquiry. The customer's address, from the customer master file, is displayed.

CONTACT - The A/R contact, from the customer master file, is displayed.

TELEPHONE - The telephone number, from the customer master file, is displayed.

To add a message, click on the next available line number, type the next available line number and hit <ENTER>, or type the word 'ADD' and hit <ENTER>.

You will be prompted to add the following:

Message Section

INIT - Operator's initials.

DATE - Date contact was made. Hit <ENTER> to display today's date.

FOLLOWUP - Date follow up call should be made. Hit <ENTER> to display today's date.

CONTACT - Contact person.

TOPIC - Enter a topic that can be later used in reports.

COMMENTS - Enter up to 40 characters of text on each line. Multiple comment lines can be inputted.

INVOICE# - If comment is regarding a specific invoice, you can enter the invoice number in this field.

RETAIN - Enter 'Y' to retain the message. Enter 'N' to delete the message. If 'N' is entered the message will be deleted during the next message board purge. If using Verisign you may enter 'C'. This will display

the Credit Card Pop Up Box.

Notes:

classic - [192.168.253.254-MB.CREDIT.CARD.POPUP012S1]

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

MDS Customer Message Board

Customer UMC UNIVERSITY MEDICAL CENTER
 Contact ROBIN COOK 1 STATION PLAZA
 Telephone 914-464-6424
 RYE NY 11099

Init	Date	FollowUp	Topic	Invoice#	Comments	Retain
1.1	09/14/89	09/30/89			JOYCE LEE	
2.EE	06/03/03	06/10/03	ORDER		JOE SMITH	
3.						
4.						

Message Board Credit Card Entry

1.Type VISA

2.Number 4444-1111-1111-1111

3.Name JOE SMITH

4.Exp Dt 0903

5.Address 1 STATION PLAZA

6.Zipcode 11099

7.Corp Cd N

8.Amount 1000.00

9.Comp# 01 THE SYSTEMS HOUSE

Enter Line# to Change,0 to Accept:

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

Notes:

Accounts Receivable Inquiry continued Messages

Credit Card Entry

You will need to fill out all fields to then process the credit card.

TYPE - When on the field, you can click on the down arrow next to the field. You can also click on the **'INQUIRY'** icon or hit the 'F7' function key to display the different credit card type to choose from.

NUMBER - Enter the credit card number, with the dashes.

NAME - Enter the name of the card holder.

EXP DT - Enter the credit card expiration date.

ADDRESS - Enter the credit card billing address.

ZIPCODE - Enter the credit card billing zip code.

CORP CD - If this is a corporate card, enter 'Y', else enter 'N'.

AMOUNT - Enter the amount to apply to the account.

COMP# - Enter the company number. You can click on the down arrow next to the field, click on the icon **'INQUIRY'** or hit the 'F7' function key to display a list of valid companies.

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

Enter line# to change or '0' to accept.

If '0' is entered Verisign will either approve or decline the transaction. If approved, the transaction will be applied to the customer's account.

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

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
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 : XXXXXX

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

Accounts Receivable Inquiry continued 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:

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\$	Payments\$
			20628.31	4392.15	2279.75	5786.20
Year	to	Date	20628.31	4392.15	2279.75	5786.20

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

XXXXXXXX

DETAILAR OK/END INSERT LDELETE PREY PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry continued

The Summary Accounts Receivable Inquiry provides the accounts receivable department with the ability to quickly ascertain the credit status of a customer. This inquiry provides a summary of accounts receivable balance and aging for one specific customer.

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# - Enter the specific customer 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 display the lookup box. The system will display the customer number, name, and address information.

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

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

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

XXXXXXXX

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

Summary Accounts Receivable Inquiry continued

Customer Information:

CUSTOMER COMMENTS - Typing 'CC' will bring you to this field. You are allowed to enter comment information.

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

CUST CLASS - The customer class number and description is displayed from the Customer Master file.

CUST TYPE - The customer type number and description is displayed from the Customer Master file.

CREDIT LIMIT - The customer's credit limit from the Customer Master file.

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

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

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

The next page will discuss the invoice history for the specific customer.

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\$	Payments\$
			20628.31	4392.15	2279.75	5786.20
Year	to	Date	20628.31	4392.15	2279.75	5786.20

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

XXXXXXXX

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

Summary Accounts Receivable Inquiry continued

OPEN INVOICE\$ - Total dollar amount of open accounts receivable.

OPEN ORDER\$ - Total dollar value of orders not invoiced.

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

OPEN INVOICES - The number of accounts receivable records with a balance greater 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.

LAST PAYMENT DATE - Date the last payment was received from the customer.

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

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

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

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

Summary Accounts Receivable Inquiry continued

AGING

Credits can be aged against the oldest items or not. In this example, the we are aging credits against the oldest items.

FUTURE - Future accounts receivable.

CURRENT - Current accounts receivable.

AGED A/R - The remaining accounts receivable will be based on the aging periods established in the Company record.

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.

GROSS PROFIT\$ - 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.

Notes:

classic - [192.168.253.254-DET.AR011\$1]

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

High Cred\$ 590505 OpenOrder\$ =9 4707 A/R Balance Paid to Dt 8441.20 Old Inv 02/01/00 Phone 201-495-1200
 Invoice 501995 Order 133252 Payment 3321.20 Mtd Sales\$ 4392.15 Return\$ Sales\$ LY 2953.30
 Date 05/30/03 06/03/03 05/20/03 Ytd Sales\$ 4392.15

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01000166	02/01/00		2560.00	5.00	001	6553	
2	INV	01000167	03/26/00		2365.00		001	6987	
3	ADJ	01003262	05/21/03	rrr	10.00	10.00	001	111	
4	ADJ	01003263	05/22/03		100.00	100.00	001	COMMENT	
5	INV	01120001	06/05/00		86.60	86.60	001	RO560	200009002
6	O/A	01128739	05/20/03	128739	-100.00	-100.00	001	INVOICE #	
7	INV	01200002	03/03/00		1728.75	1728.75	001	RO 560	200009001
8	S/C	01200008	03/31/00	200008	0.10	0.10		RVICE CHG	

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type: XXXXXX

Select HELP Stmt Pnt OK/END Det AR INSERT Details LDELETE Aging PREY PG Print NEXT PG Messages INQUIRY CustSale CANCEL

Summary Accounts Receivable Inquiry continued

To enter the Customer Accounts Receivable Inquiry, click on the icon **'DETAIL AR'** or hold down the <Shift> key and hit the 'F1' function key.

See section on Accounts Receivable Inquiry for the full overview of this Inquiry.

Notes:

OPEN ITEM AGED TRIAL BALANCE BY COMPANY DATE: 06/03/03 PAGE: 1
 AGING CREDITS AGAINST OLDEST ITEMS

Quick Detailed Aged Trial Balance

This program allows you to create a detail aged trial balance for one or a list of customers.

You will be prompted for the following:

**ENTER MONTH END DATE (2N/2N/2N)
 OR 'END'**

Enter the month end date, including slashed, or type 'END' and hit <ENTER> to return to the menu.

**ENTRY OF CUSTOMERS FOR QUICK ATB
 CUST# _____**

Enter the first customer number to print the report.

**IS THIS THE CORRECT CUSTOMER
 (CR/N)?**

If this is the correct customer, hit <ENTER>. If this is not the correct customer, enter 'N' and the next customer having this acronym will be displayed.

After you have hit <ENTER>, you will return to the **"Enter Customer Number"** prompt. Continue entering customer numbers, when finished type 'END' to complete the list and generate the report.

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

CO #:	01	THE SYSTEMS HOUSE	06/03	TIME: 18:01:59										
CUST #	COMP	ADD	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
100013	IDEAL DISTRIBUTION CO		001	406266	188	10002.04	N	00	Y	10000	465.00	0.000	02/21/03	19655.14
	IDEAL			RICHARD GALVIN				201-444-4545						
01	V63A20505733		04/04/03	0/A	128732	128732	0.00							-25.00
01	V64A20505791		04/04/03	0/A	128733	128733	0.00							-10.00
01	V64A20505830		04/04/03	0/A	128734	128734	0.00							-10.00
01	V64A20506949		04/04/03	0/A	128735	128735	0.00							-25.00
01	V64A20507131		04/04/03	0/A	128736	128736	0.00							-11.00
01	V63A20507174		04/04/03	0/A	128737	128737	0.00							-15.00
01	NO INV#		05/13/03	0/A	128738	128738	0.00							-100.00

Notes:

classic - [192.168.253.254-AR.PAID.HIST.INQ010\$1]

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

CO# 01 4,392.15

CUST# UNITED UNITED SUPPLY Prior YTD Sales 2,953.30

Ln#	Check Number	Check Date	Check Amount
1	8477	05/20/03	3,321.20
2	84773	05/20/03	-3,321.20
3	842	05/20/03	-3,321.20
4	8472	05/20/03	3,321.20
5	847	05/20/03	3,321.20
6	852	05/20/03	2,360.00
7	100	04/08/94	5,080.45
8			
9			
10			
11			
12			
13			
14			
15			
16			

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

INV DET DET RPT INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

HELP OK/END

Paid History Inquiry

The Paid History Inquiry provides the operator with a listing, by specific customer, of their payment history.

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# - Enter the specific customer 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 display the lookup box. The system will display the customer number and name.

CURR YTD SALES - The current year to date sales is displayed.

PRIOR YTD SALES - The prior year to date sales is displayed.

Each paid check is listed by line number.

CHECK NUMBER - Customer's check number.

CHECK DATE - The date the check was received.

CHECK AMOUNT - Amount of check applied to customer.

Continued on next page.

Notes:

classic - [192.168.253.254-AR.PAID.HIST.INQ010\$1]

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

CO# 01 4,392.15

CUST# UNITED UNITED SUPPLY Prior YTD Sales 2,953.30

Ln#	Check Number	Check Date	Check Amount
1	8477	05/20/03	3,321.20
2	84773	05/20/03	-3,321.20
3	842	05/20/03	-3,321.20
4	8472	05/20/03	3,321.20
5	847	05/20/03	3,321.20
6	852	05/20/03	2,360.00
7	100	04/08/94	5,080.45
8			
9			
10			
11			
12			
13			
14			
15			
16			

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

INV DET DET RPT INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

HELP OK/END

Paid History Inquiry continued

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 customer lookup.

You can also:

PREV PG – 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.

OR

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 will be used simultaneously with the PREV PG function to move back and forth between the screens.

Notes:

classic - [192.168.253.254-AR.CHECK.INQ010\$1]

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

CO# 01 4,392.15

CUST# UNITED UNITED SUPPLY Prior YTD Sales 2,953.30

Check# 8472 Check Date 05/20/03 Check Amt 3,321.20

Ln#	Inv#	Inv Date	Typ	Orig Amt	Pay Amt	Disc Amt	Balance
1	01200011	04/28/00	INV	1,906.20	1,906.20		
2	01501964	05/20/03	INV	155.00	155.00		
3	01501965	05/20/03	INV	350.00	350.00		
4	01501966	05/20/03	INV	900.00	900.00		
5	01501967	05/20/03	INV	10.00	10.00		
6							
7							
8							
9							

Enter END, NEXT PG or PREV PG: XXXXXX

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

Paid History Inquiry continued

Invoice Detail

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

To access this inquiry, first select a check number. You can do this by clicking on the specific check number, the corresponding line number, or by typing the line number and hitting <ENTER>.

Then click on the 'INV DET' icon or hold down the <SHIFT> key and hit the 'F1' function key.

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.

Continued on next page.

Notes:

classic - [192.168.253.254-AR.CHECK.INQ010\$1]

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

CO# 01 4,392.15

CUST# UNITED UNITED SUPPLY Prior YTD Sales 2,953.30

Check# 8472 Check Date 05/20/03 Check Amt 3,321.20

Ln#	Inv#	Inv Date	Typ	Orig Amt	Pay Amt	Disc Amt	Balance
1	01200011	04/28/00	INV	1,906.20	1,906.20		
2	01501964	05/20/03	INV	155.00	155.00		
3	01501965	05/20/03	INV	350.00	350.00		
4	01501966	05/20/03	INV	900.00	900.00		
5	01501967	05/20/03	INV	10.00	10.00		
6							
7							
8							
9							

Enter END, NEXT PG or PREV PG: XXXXXX

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

Paid History Inquiry

Invoice Detail

Continued from previous page.

ENTER 'END' TO EXIT PREV PG OR NEXT PG:

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

PREV PG – 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.

OR

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 will be used simultaneously with the PREV PG function to move back and forth between the screens.

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#: 8477			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#: 84773			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#: 842			CHECK DATE: 05/20/03	CHECK AMT: -3,321.20		

Paid History Inquiry continued
Detail Report

The Detail Reports prints a detailed Paid History Report.

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

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

Notes:

classic - [192.168.253.254-POST.CHECK.INQ011\$1]

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

Posted Check Inquiry

Check# 8477

Line#	Customer#	Customer Name	Date Posted	Check Amount
1	UNITED	UNITED SUPPLY	05/20/03	3321.20
2				
3				
4				
5				
6				
7				
8				

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

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

Posted Check Inquiry

The posted check inquiry provides the operator a listing of customers for a specific check that was posted.

CHECK# - Enter the check 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 check numbers. The lookup will display the check number, customer number, and customer name.

LINE# - Corresponding line number.

CUSTOMER# - The customer number is displayed.

CUSTOMER NAME - The customer name is displayed.

DATE POSTED - The date the check was received from the customer.

CHECK AMOUNT - The amount of the check received.

Notes:

classic - [192.168.253.254-POST.CHECK.INQ011S1]

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

Posted Check Inquiry

Check# 8477

Line#	Customer#	Customer Name	Date	Posted	Check	Amount
1	UNITED					3321.20
2						
3						
4						
5						
6						
7						
8						

Inquiry List

Settings Help

Release#'s for UNITED on check# 8477

- 01200011
- 01501964
- 01501965
- 01501966
- 01501967

OK Cancel

XXXXXX

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

**Posted Check Inquiry continued
Release Information**

To view the the customer's releases that were paid with the specific check, just enter the line number and hit <ENTER>.

Notes:

classic - [192.168.253.254-MESSAGE.ENTRY010\$1]

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

MDS Customer Message Board

Customer UNITED UNITED SUPPLY
 Contact HARRY RITT 85 CLARK ST
 Telephone 201-495-1200
 GARFIELD NJ 07083

Init	Date	FollowUp	Topic	Comments	Retain
	Contact		Invoice#		
1.RJ	06/03/03		BALANCE	PAYMENT PENDING	Y
2.					
3.					
4.					

Enter Line # to Change, 'ADD' to add a comment, or 0 to Accept

XXXXXX

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

Message Board Entry

The message board entry program allows the operator to enter new information as well as maintain existing information to the message board.

CUSTOMER - Enter the specific customer 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 display the lookup box. The system will display the customer number, name and address.

CONTACT - The A/R contact, from the Customer Master file, is displayed.

TELEPHONE - The telephone number, from the Customer Master file, is displayed.

Notes:

classic - [192.168.253.254-MESSAGE.ENTRY010\$1]

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

MDS Customer Message Board

Customer UNITED UNITED SUPPLY
 Contact HARRY RITT 85 CLARK ST
 Telephone 201-495-1200

GARFIELD NJ 07083

Init	Date	FollowUp	Topic	Comments	Retain
Contact	Invoice#				
1.RJ	06/03/03		BALANCE	PAYMENT PENDING	Y
2.					
3.					
4.					

Enter Line # to Change, 'ADD' to add a comment, or 0 to Accept

XXXXXX

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

Message Board Entry continued

To add a message you can click on the next available line number, type the next available line number and hit <ENTER>, or type the word 'ADD' and hit <ENTER>.

You will be prompted to add the following:

Message Section

INIT - Operator's initials.

DATE - Date contact was made. Hit <ENTER> to display today's date.

FOLLOWUP - Date follow up call should be made. Hit <ENTER> to display today's date.

CONTACT - Contact person.

TOPIC - Enter a topic that can be later used in reports.

COMMENTS - Enter up to 40 characters of text on each line. Multiple comment lines can be inputted.

INVOICE# - If comment is regarding a specific invoice, you can enter the invoice number in this field.

RETAIN - Enter 'Y' to retain the message. Enter 'N' to delete the message. If 'N' is entered the message will be deleted during the next message board purge. If using Verisign you may enter 'C'. This will display the Credit Card Pop Up Box.

Notes:

classic - [192.168.253.254-MB.CREDIT.CARD.POPUP012S1]

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

MDS Customer Message Board

Customer UMC UNIVERSITY MEDICAL CENTER
 Contact ROBIN COOK 1 STATION PLAZA
 Telephone 914-464-6424
 RYE NY 11099

Init	Date	FollowUp	Topic	Invoice#	Comments	Retain
1.1	09/14/89	09/30/89			JOYCE LEE	
2.EE	06/03/03	06/10/03	ORDER		JOE SMITH	
3.						
4.						

Message Board Credit Card Entry

1.Type VISA
 2.Number 4444-1111-1111-1111
 3.Name JOE SMITH
 4.Exp Dt 0903
 5.Address 1 STATION PLAZA
 6.Zipcode 11099
 7.Corp Cd N
 8.Amount 1000.00
 9.Comp# 01 THE SYSTEMS HOUSE

Enter Line# to Change, 0 to Accept:

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

**Message Board Entry continued
 Credit Card Entry**

You will need to fill out all fields to then process the credit card.

TYPE - When on the field, you can click on the down arrow next to the field. You can also click on the **'INQUIRY'** icon or hit the 'F7' function key to display the different credit card type to choose from.

NUMBER - Enter the credit card number, with the dashes.

NAME - Enter the name of the card holder.

EXP DT - Enter the credit card expiration date.

ADDRESS - Enter the credit card billing address.

ZIPCODE - Enter the credit card billing zip code.

CORP CD - If this is a corporate card, enter 'Y', else enter 'N'.

AMOUNT - Enter the amount to apply to the account.

COMP# - Enter the company number. You can click on the down arrow next to the field, click on the icon **'INQUIRY'** or hit the 'F7' function key to display a list of valid companies.

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

Enter line# to change or '0' to accept.

If '0' is entered Verisign will either approve or decline the transaction. If approved, the transaction will be applied to the customer's account.

Notes:

assic - [192.168.253.254-MDS.RPTS.LOGON01151]

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

Message Board Report by Customer

Customer#	UNITED	UNITED SUPPLY
Operator Initials	All	All
Follow Up Date	All	

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

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

Message Board Report By Customer

The Message Board Report By Customer prints all the messages for one specific customer, a range of customers, or all customers.

You will be prompted as follows:

CUSTOMER OPTIONS:

Click on '**ALL CUSTOMERS**' then click on the '**OK**' button to print all the message for all customers.

Click on '**CUSTOMER RANGE**' then click on the '**OK**' button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**SPECIFIC CUSTOMER**' then click on the '**OK**' button to select a specific customer. If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**END**' to exit out of the report.

Notes:

DATE: 06 Jun 2003

MESSAGE BOARD REPORT

PAGE: 1

CUSTOMER#	CUSTOMER NAME	LINE ENTRY DATE	FOLLOW UP DATE	INIT CONTACT	----- MESSAGE -----	RET
UNITED	UNITED SUPPLY	1 06/03/03		RJ	PAYMENT PENDING	Y

Message Board Report By Customer continued

OPER INITIALS

Select '**ALL OPER INITIALS**' to select messages for all operators, select '**OPER INITIALS RANGE**' to enter a range of operators, or select '**SPECIFIC OPERATOR INITIALS**' to enter a specific operator.

Click on '**END**' to exit out of the report.

FOLLOW UP DATE

Click on '**ALL FOLLOW UP DATES**' then click on the '**OK**' button if you want to select all follow up dates.

Click on '**FOLLOW UP DATE RANGE**' then click on the '**OK**' button to select by date range. You can enter dates the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on '**SPECIFIC FOLLOW UP DATE**' then click on the '**OK**' button for a specific follow up date. You can enter the date in the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on '**END**' to exit out of the report.

PRESS <RETURN> TO PROCESS REPORT, LINE# TO CHANGE OR ABORT:

Hit <ENTER> to process report, enter line number to change, or type 'ABORT' to exit the report.

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

Notes:

DATE: 06 Jun 2003

FOLLOW UP REPORT

PAGE: 1

FOLLOW UP DATE EQUAL OR PRIOR TO: 06/10/03

CUSTOMER#	CUSTOMER NAME	CONTACT DATE	FOLLOW UP DATE	INIT CONTACT	LINE	COMMENTS	RET
UNITED	UNITED SUPPLY	06/03/03	06/10/03	RJ	1	PAYMENT PENDING	Y

Message Board Report by Follow Up Date

The Message Board Report by Follow Up Date prints a listing of all messages within a specific follow up date range.

When you run the report, you will be prompted:

**MESSAGE FOLLOW UP REPORT
HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:**

Hit <ENTER> to to continue or 'END' to return to the menu.

*****SORT OPTION*****

- 1. BY OPERATOR BY FOLLOW UP DATE**
 - 2. BY FOLLOW UP DATE BY OPERATOR**
- ENTER OPTION NUMBER (1 OR 2) OR 'END'**

Type either number and hit <ENTER>.

ENTER BEGINNING FOLLOW UP DATE (MM/DD/YY) OR 'END'

Enter the beginning follow up date and hit <ENTER> or type 'END' to return to the 'SORT OPTION' prompt.

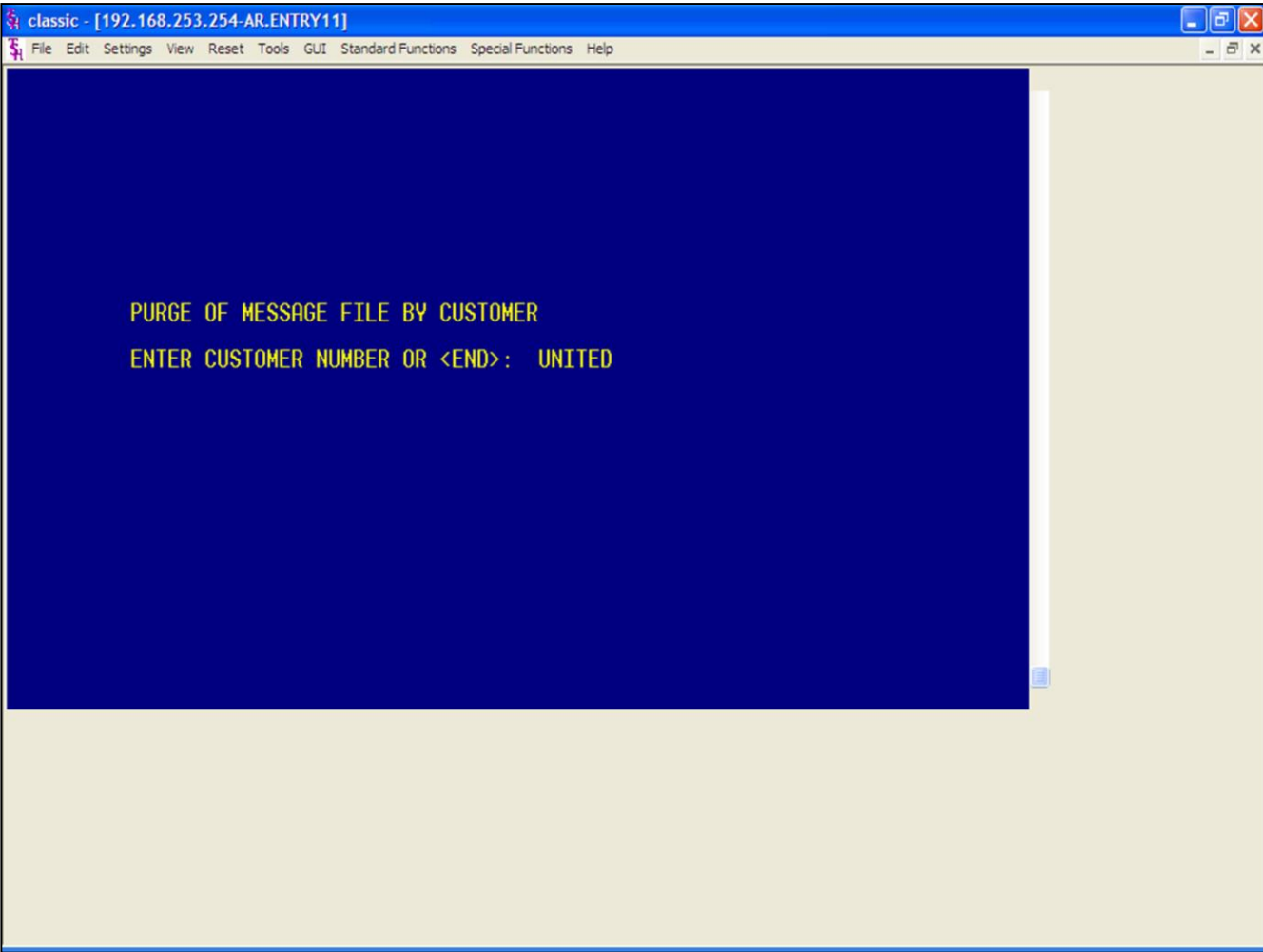
ENTER ENDING FOLLOW UP DATE (MM/DD/YY) OR 'END'

Enter the ending follow up date and hit <ENTER> or type 'END' to return to the 'beginning follow up date' prompt.

The report will immediately run as soon as the ending follow up date is entered followed by hitting <ENTER>.

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

Notes:



Message Board Purge By Customer

The Message Board Purge By Customer will remove all the messages for a specific customer that have the RETAIN flag set to 'N' (No).

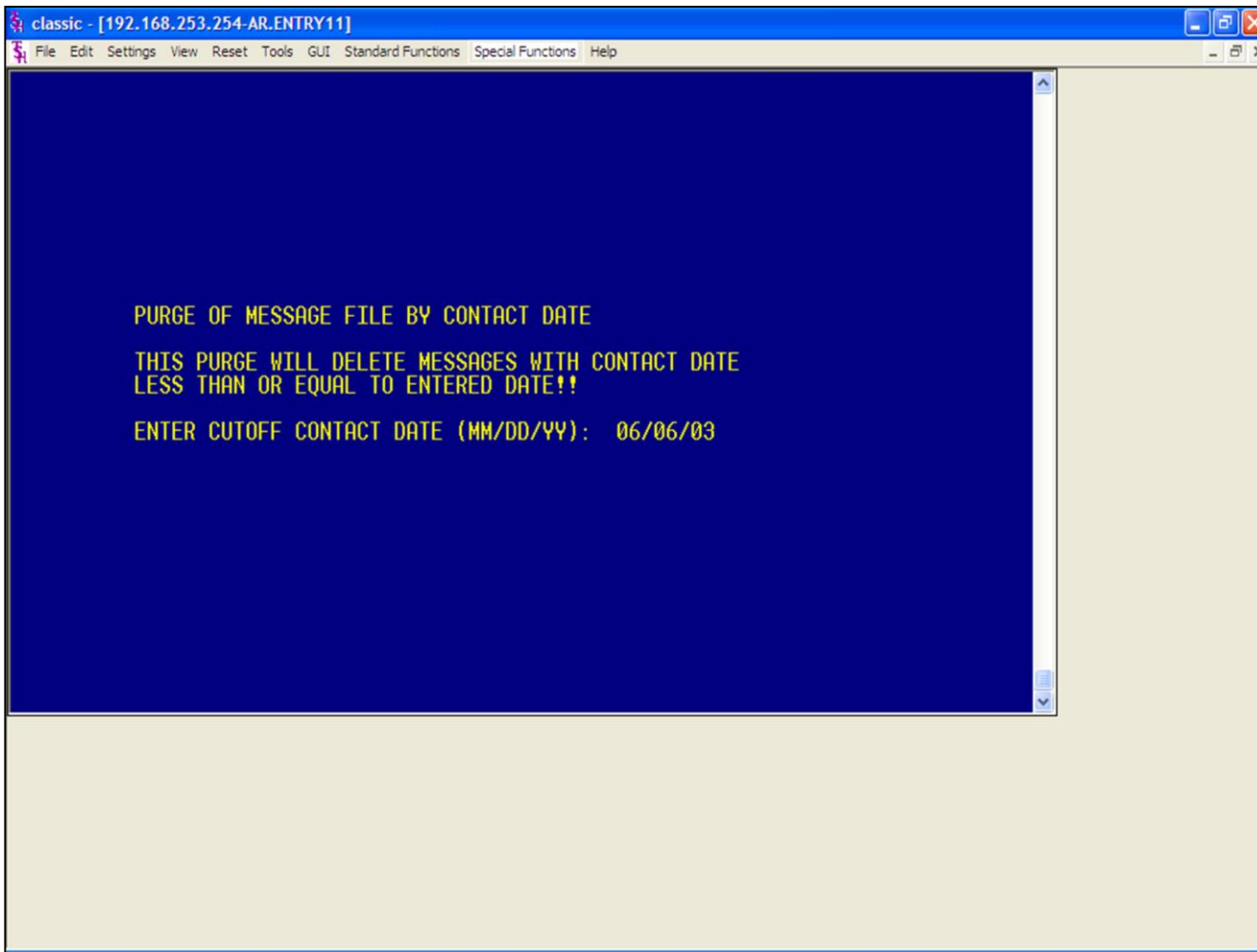
When running this program, the system will prompt:

**PURGE OF MESSAGE FILE BY CUSTOMER
ENTER CUSTOMER NUMBER OR <END>:**

Enter the customer number whose messages you wish to purge, then hit <ENTER>.

Type 'END' to return to the menu.

Notes:



Message Board Purge By Contact Date

The Message Board Purge By Contact Date will remove all the messages with the contact date entered that have the RETAIN flag set to 'N' (No).

When running the report, the system will prompt:

PURGE OF MESSAGE FILE BY CONTACT DATE

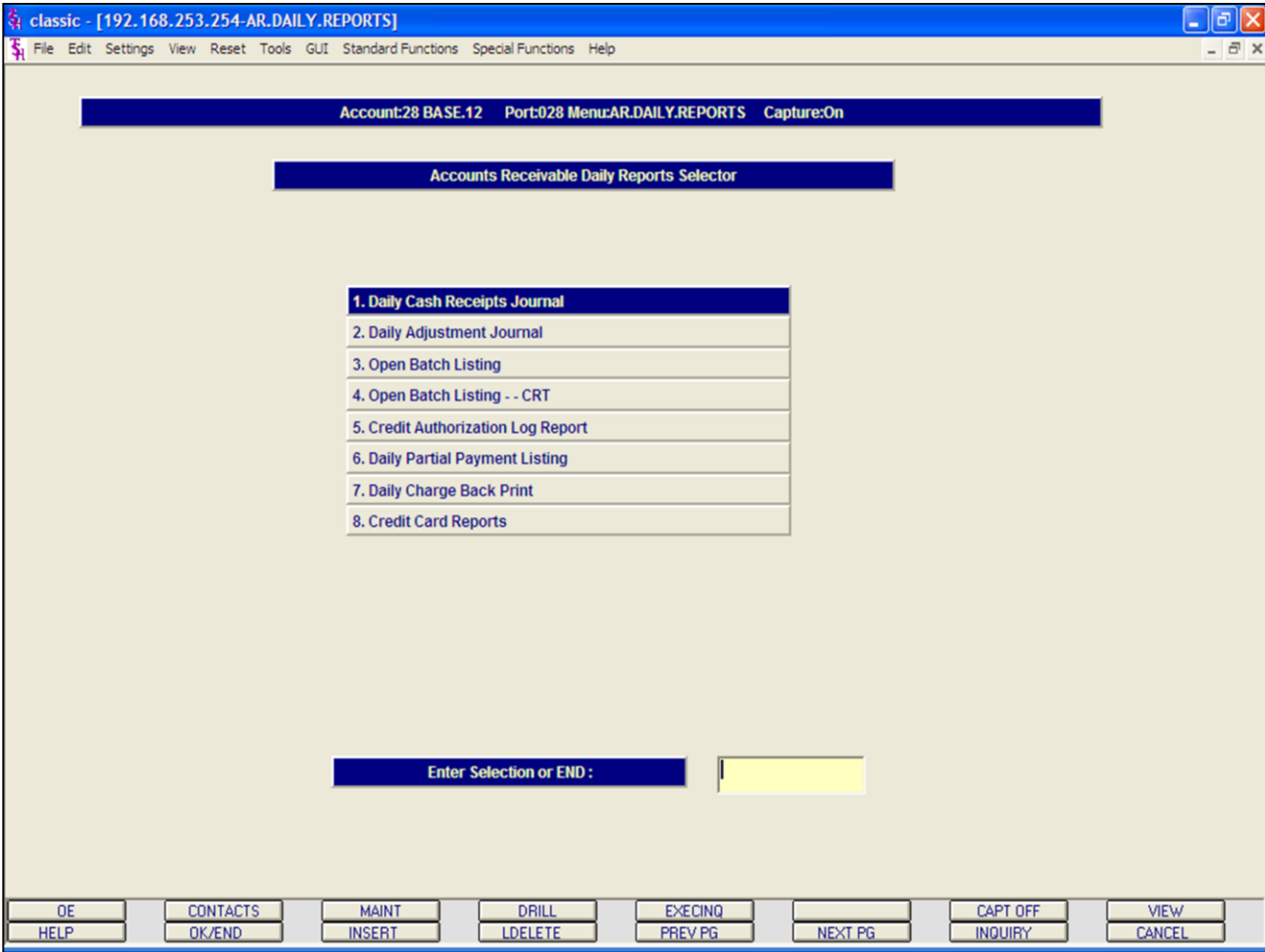
THIS PURGE WILL DELETE MESSAGES WITH THE CONTACT DATE LESS THAN OR EQUAL TO THE ENTERED DATE

ENTER CUTOFF CONTACT DATE (MM/DD/YY)

Enter the cutoff contact date as MM/DD/YY, you wish to purge, then hit <ENTER>

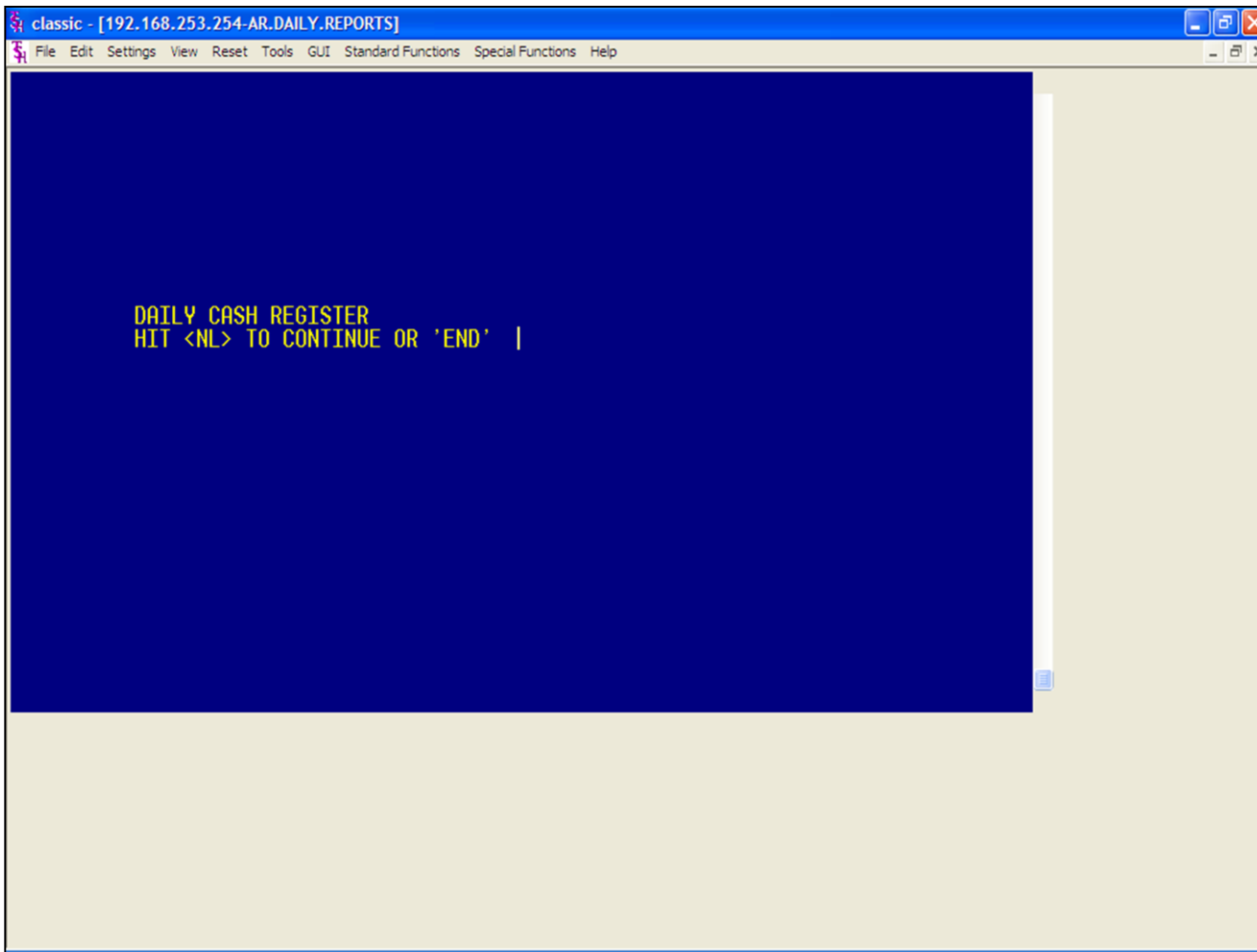
Type 'END' to return to the menu.

Notes:



Daily Reports Menu

Notes:



Notes:

Daily Cash Receipts Journal

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.

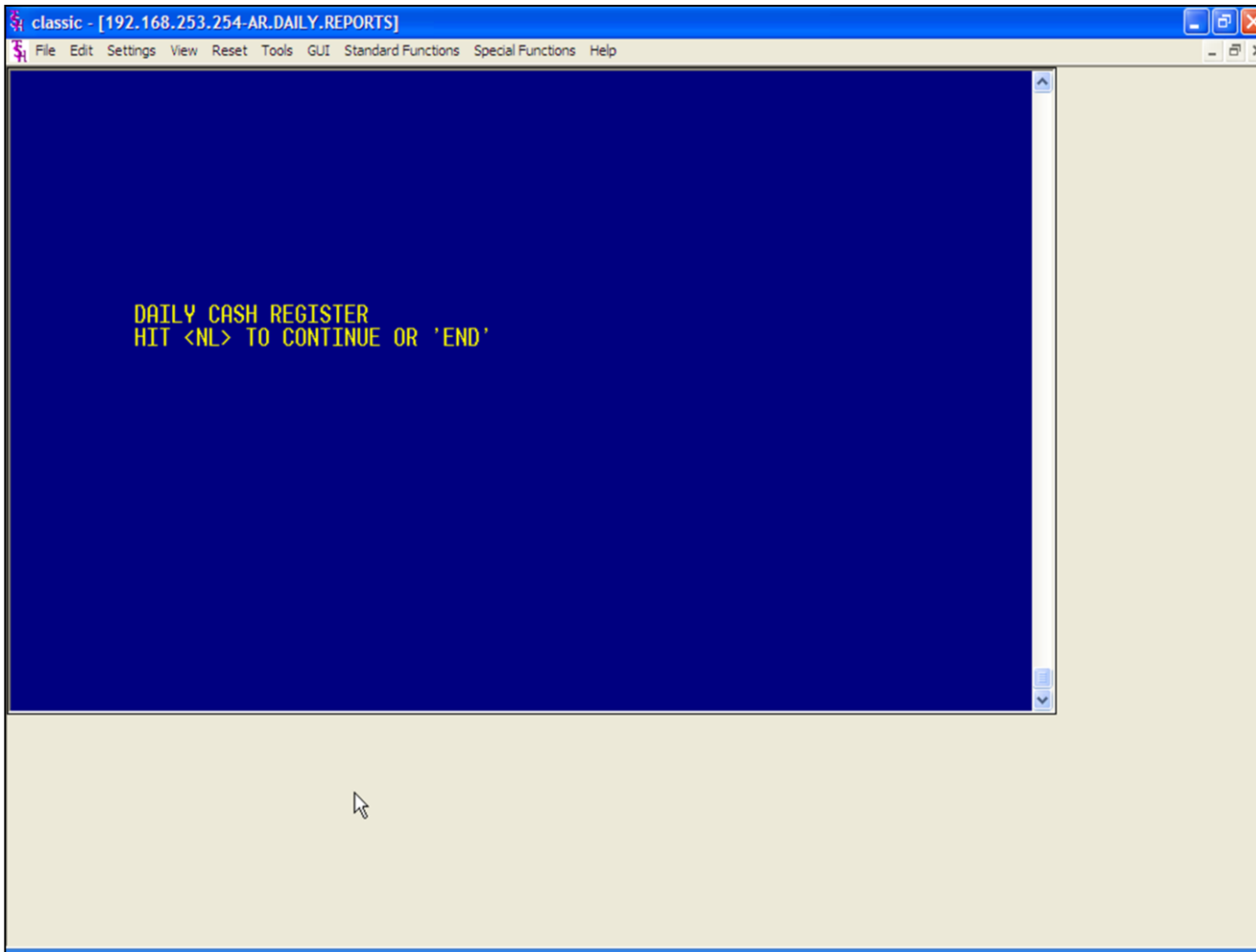
Five reports are provided:

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.



**Daily Cash Receipts Journal continued
Operating Instructions**

DAILY CASH REGISTERS

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to begin processing the daily cash reports. Type 'END' to return to the accounts receivable mail selector.

ENTER BATCH NUMBER (6N), 'A' FOR ALL OR 'END'

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

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

If you answer 'Y' to the question, all batches that are in balance in the DCASHPRT file will be updated to the MCASHPRT file, then cleared.

Type 'Y****' and hit <ENTER> and the update will begin.

Type 'N' and hit <ENTER> and the system will return to the accounts receivable selector.

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

Notes:

DAILY CASH REGISTER

DATE: 06/09/03 PAGE: 12

TIME: 16:19:35

Daily Cash Receipts Journal continued

Daily Cash Register

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		2360.00	852	
D/A 01128739	128739	100.00	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:

NON-A/R 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

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

Notes:

RECEIVING CO#: 01 THE SYSTEMS HOUSE

Daily Cash Receipts Journal continued
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	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:

APPLIED CO#: 01 THE SYSTEMS HOUSE

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

BANK REC.CO	DATE	BATCH#	CL#	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		

Notes:

Daily Adjustment Journal

Overview

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.

OPERATING INSTRUCTIONS

A/R ADJUSTMENT LIST

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the selector. If you hit <ENTER> the following message appears:

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)

Typing 'Y***' and hitting <ENTER> will update the adjustments to the GLA and Monthly Adjustment file.

Type 'N' and hit <ENTER> and the system will return to the accounts receivable selector.

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

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.

OPERATING INSTRUCTIONS

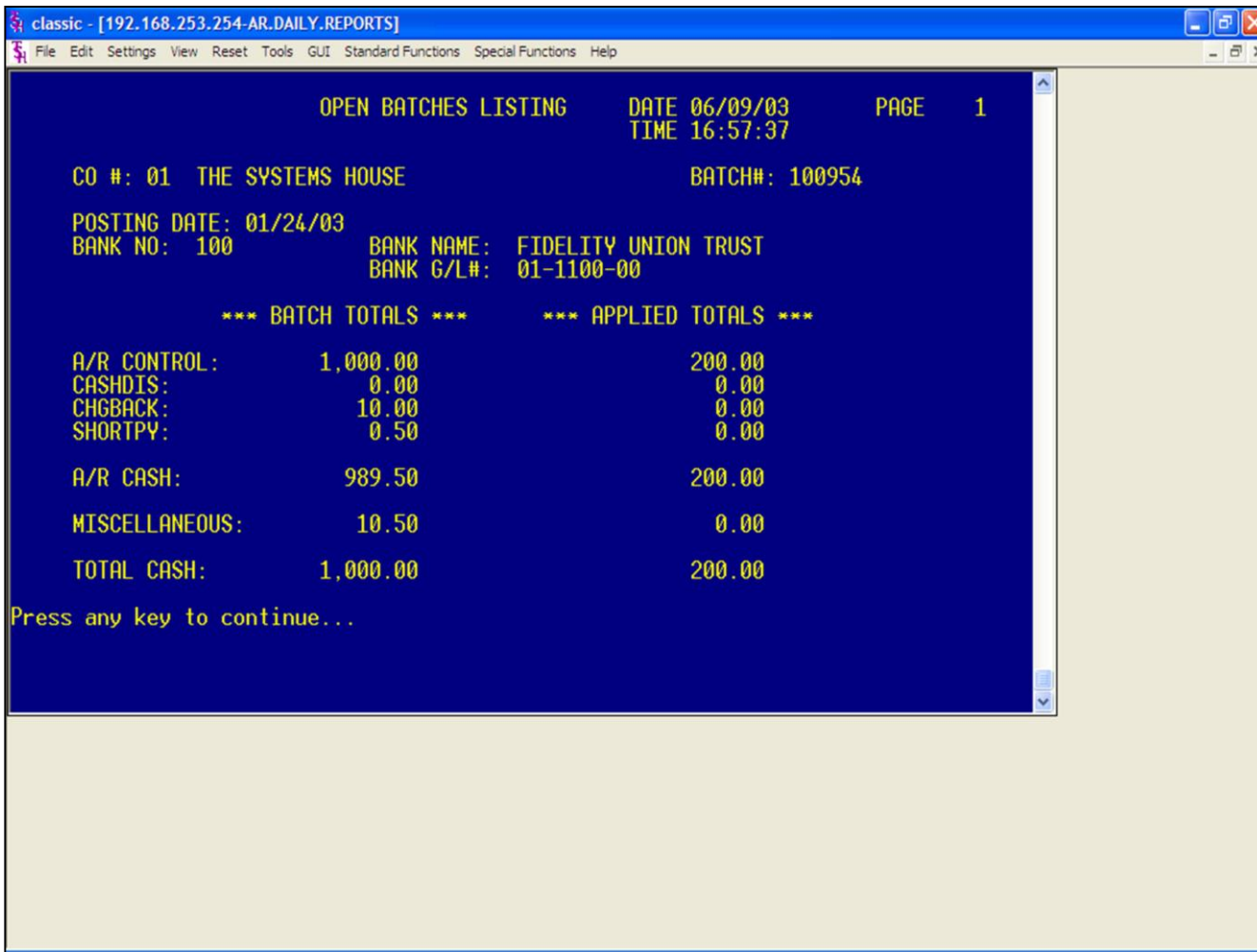
OPEN BATCH LISTING

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run the open batch listing or type 'END' and hit <ENTER> to return to the selector.

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

Notes:



Open Batch Listing - CRT

This program displays all open cash batches to the screen.

OPERATING INSTRUCTIONS

CRT OPEN BATCH LISTING

HIT <ENTER> TO CONTINUE OT 'END'

Hit <ENTER> to run the open batch listing to the screen or type 'END' and hit <ENTER> to return to the selector.

To exit when the open batch listing is displayed, type 'END' after the batch is displayed and hit <ENTER>.

Notes:

CUST#	A.CUST.NO.	CD#	ORDER#	CUST.NAME.....	DATE....	OPER	STAT.CD	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			
100081	1850		01	011332 C&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.

OPERATING INSTRUCTIONS

CREDIT AUTHORIZATION LOG

HIT <RTN> TO CONTINUED OR 'END'

Hit <ENTER> to run the report or type 'END' and hit <ENTER> to return to the selector.

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	101008	PMT	5.00		0.00	8.00

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	01501909	101009	PMT	100.00		0.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501909	101019	PMT	-100.00		0.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501909	101023	PMT	325.00		0.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501909	101029	PMT	-345.00		0.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501909	101029	PMT	325.00	3	20.00	345.00
IDEAL	IDEAL DISTRIBUTION CO	01501909	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.

OPERATING INSTRUCTIONS

DAILY INVOICE PARTIAL PAY LISTING

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run the listing or type 'END' and hit <ENTER> to return to the selector.

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

Notes:

UNITED SUPPLY
85 CLARK ST
GARFIELD NJ 07083

Re: Account UNITED

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

Daily Charge Back Print

The program prints all customer charge back notices generated during cash application. The form is designed to print on blank 8 1/2 X 11 stock paper, and identifies to the customer the nature of the charge back, the date payment was received, and the reason and the amount of the chargeback.

OPERATING INSTRUCTIONS

CHARGE BACK PRINT

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the selector.

ENTER DATE OF RUN (MM/DD/YY)

The date entered will become the heading date for the letters printed.

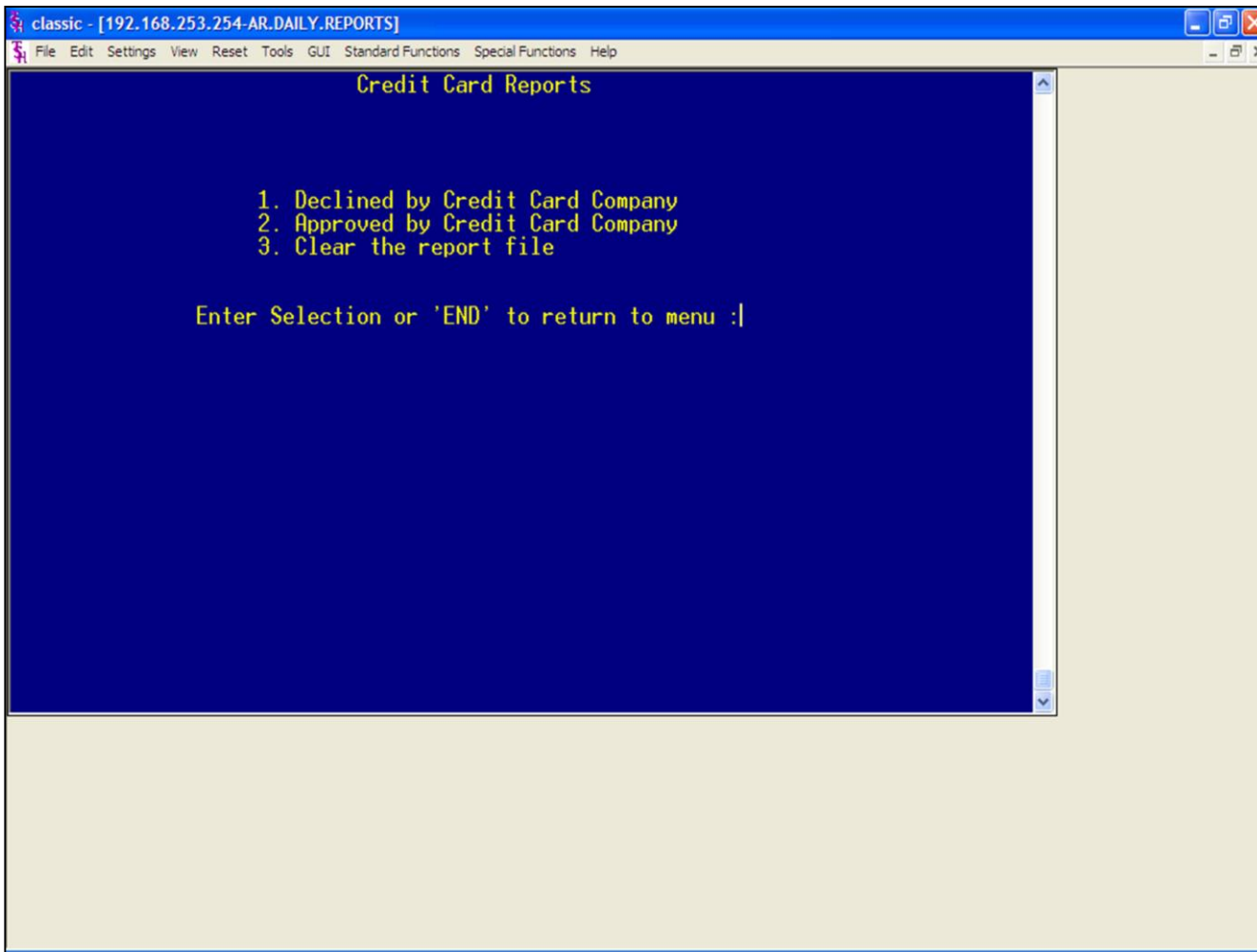
SELECT OPTION FOR PRINT

1. ALL CHARGEBACKS
2. ALL CHARGEBACKS THAT HAVE NOT BEEN PRINTED
3. RANGE OF SPECIFIC CHARGEBACK NUMBERS

ENTER OPTION (1-3) OR 'END'

Type option number (1-3) and hit <ENTER> or type 'END' and hit <ENTER> to return to the selector.

Notes:



Credit Card Reports

These reports keep the operator informed on which credit cards have been approved or denied.

OPERATING INSTRUCTIONS

- 1. DECLINE BY CREDIT CARD COMPANY**
- 2. APPROVED BY CREDIT CARD COMPANY**
- 3. CLEAR THE REPORT FILE**

Enter the selection by typing the number and hitting <ENTER> or type 'END' and hit <ENTER> to return to the selector.

Notes:

**Credit Card Reports continued
Decline By Credit Card Company**

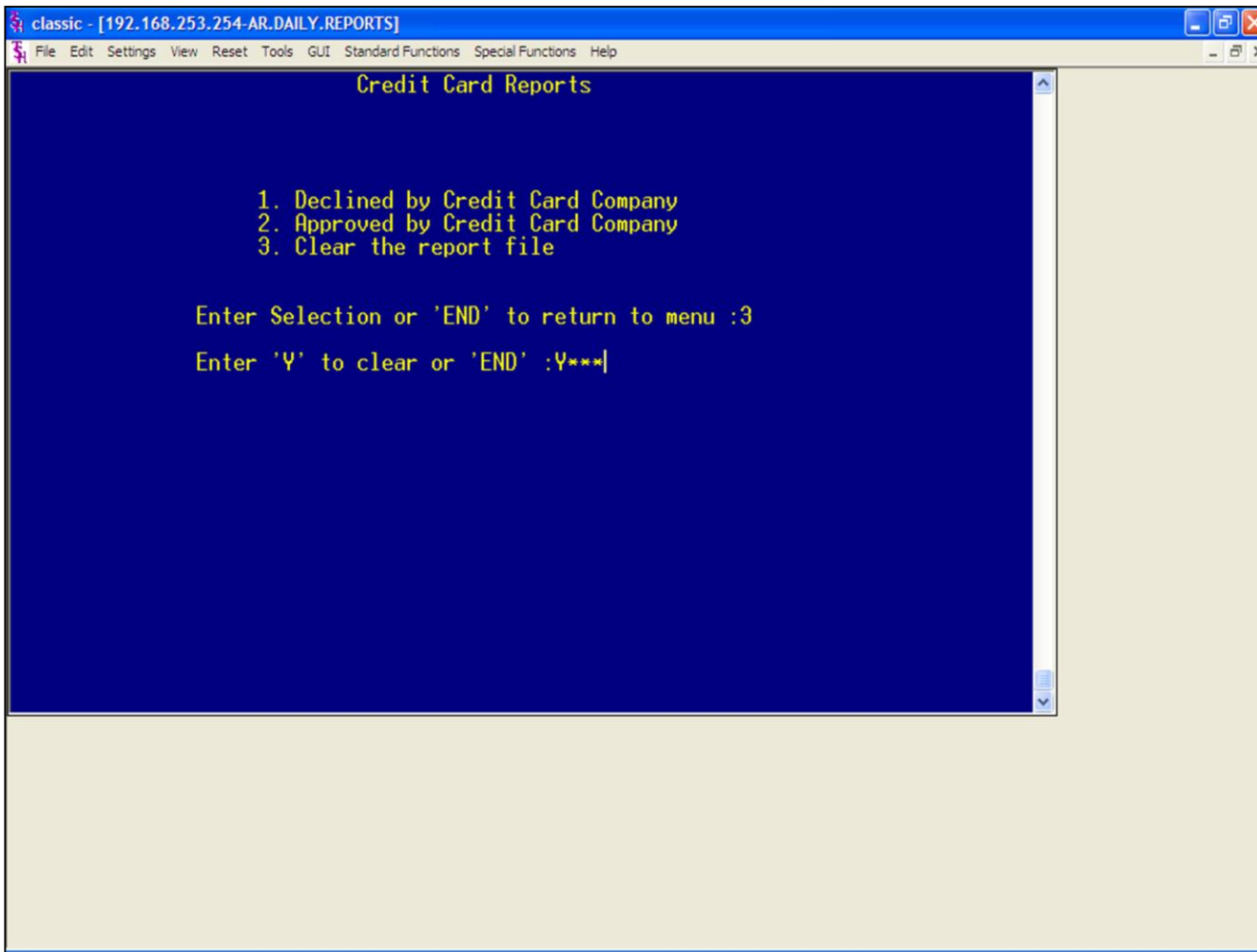
DATE...	CUST.NAME.....	CC.NUMBER.....	A.CUST.NO....	REF.NUM.....	REL.NO.....	CC.AMOUNT.	RESULT.....
02/24/03	IDEAL DISTRIBUTION CO	124555555554444	IDEAL	V5002488727	01132141001	5.35	Invalid account number
02/24/03	LISA TEST	370022222222222	LISA	V54A24871658	01132120001	800.00	Declined
02/24/03	LISA TEST	370022222222222	LISA	V54A24871726	01132120001	800.00	Capture error: V54A247575 06 has already been captured
02/24/03	IDEAL DISTRIBUTION CO	412355555554444	IDEAL1	V50024871930	01132122001	15.75	Invalid account number
02/24/03	IDEAL DISTRIBUTION CO	555555555554444	IDEAL1	V63A26105554	01132130001	-428.00	Failed merchant rule check
02/24/03	IDEAL DISTRIBUTION CO	555555555554444	IDEAL1	V63A26106420	01132134001	1,070.00	Declined
02/24/03	IDEAL DISTRIBUTION CO	555555555554444	IDEAL1	V53A24882599	01132136001	428.00	Capture error: V53A248825 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

Notes:

**Credit Card Reports continued
Approved By Credit Card Company**

DATE...	CUST.NAME.....	CC.NUMBER.....	A.CUST.NO....	REF.NUM.....	REL.NO.....	CC.AMOUNT.
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25980010	01132112001	200.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25980033	01132112001	200.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V64A25980035	01132112001	15.75
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25980199	01132113001	200.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25980233	01132116001	214.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V63A25980309	01132116001	214.00
02/21/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V64A25980310	01132116001	15.75
***						1,059.50
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V53A24086324	01132140001	481.50
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V54A24086568	01132141001	214.00
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V53A24087237	01132140001	481.50
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL	V53A24087239	01132140001	5.35
02/24/03	IDEAL DISTRIBUTION CO	12455555554444	IDEAL	V54A24087698	01132141001	214.00
02/24/03	IDEAL DISTRIBUTION CO	55555555554444	IDEAL1	V53A24071777	01132121001	642.00

Notes:



Credit Card Reports continued

Clear the Report File

This will clear the Credit Card Log file.

OPERATING INSTRUCTIONS

ENTER 'Y' TO CLEAR OR 'END':

Type 'Y***' and hit <ENTER> to clear file or type 'END' and hit <ENTER> to return to the selector.

ENTER A DATE VALUE TO USE FOR SELECTING CREDIT CARD LOG RECORDS.

RECORDS CREATED ON AND BEFORE THIS DATE WILL BE MOVED TO THE HISTORY FILE AND DELETED FROM THE ACTIVE LOG FILE.

ENTER CUTOFF DATE OR 'END' (MM/DD/YY):

Enter the cutoff date and hit <ENTER> or type 'END' and hit <ENTER> to return to the selector.

IS THIS DATE CORRECT (Y/N)?

Type 'Y' and hit <ENTER> to start the file clearing or type 'END' and hit <ENTER> to return to the selector.

Notes:



AR Month End Reports Selector

- Monthly Updates
- Service Charges
- Monthly Reports

Accounts Receivable Month End Reports Selector

This menu is split into 3 sections, Monthly Updates, Service Charges, and Monthly Reports.

The Monthly Updates section covers the update aging to customer file.

The Service Charges section covers the service charge calculation, service charge report, general ledger update, open service charge listing, and paid service charge report.

The Monthly Reports sections covers cash receipts journal, monthly cash register by customer, summary cash register by bank, adjustment journal, customer ledger card print, detailed aged AR report, netted open item ATB, summary aged AR report, overdue AR report, statements, monthly billing invoice print, cash flow position report -printer, cash flow position -on CRT, unapplied cash listing, and detailed overdue report.

Notes:



Monthly Updates p1

- Update Aging to Customer File
 - Overview
 - Sequence of Transactions and Aging Method

Notes:

Monthly Updates

Update Aging to Customer File

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

In addition this report performs a very valuable control function. 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 indicated that the problem has been corrected.

SEQUENCE OF TRANSACTIONS AND AGING METHOD

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

The sort sequence for inquiry, ATB, and statements printing purposes will be 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



Monthly Updates p2

- Update Aging to Customer File
 - Sequence of Transactions and Aging Method

Monthly Updates continued Update Aging to Customer File

SEQUENCE OF TRANSACTIONS AND AGING METHOD

Multiple transactions related to a given invoice (I.e. cash payments, adjustments, credits). However, it is also possible for multiple transactions to relate to any other accounts receivable transaction (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:

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

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

Monthly Updates continued
Update Aging to Customer File
Operating Instructions
ACCOUNT RECEIVABLE AGING
HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

DO YOU WISH TO AGE THE RECEIVABLES? (Y/N)

Enter 'Y' and hit <ENTER> to age the accounts receivable.

Enter 'N' and hit <ENTER> to return to the accounts receivable main selector.

ENTER MONTH END DATE TO AGE BY (2N/2N/2N)

Enter the month end date and hit <ENTER> or type 'END' and hit <ENTER> to return to the selector.

IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION THE A/R AGING ERROR FILE WILL BE CLEARED.

DID THE A/R AGING ERROR REPORT PRINT OK? (Y/N)

Enter 'Y***' and hit <ENTER> and the aging will be cleared.

Enter 'N' and hit <ENTER> and the report will run again.

Notes:

classic - [192.168.253.254-SC.STATE-MAINT008\$1]

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

SERVICE CHARGE MAINTENANCE

STATE

1.DESCRPTION

2.DEFAULT # OF SERVICE CHARGE DAYS

	SERV CHG%	DOLLARS
1.	2.00	0.00
2.	0.00	0.00
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 Charges

Service Charge Calculation Overview

Service Charge Maintenance is located, in File Maintenance -> Customer Related Files -> Service Charge.

The service charge percent is entered into the state tax table. The entry is in the form:

TAX PERCENT	UP TO
18.0	500.00
12.00	999999.00

Up to 4 rates and maximums can be loaded.

Since most commercial companies do not charge different service charge rates, in the BASE version of MDS, a simplified approach is taken. Only one service charge rate is used, and it is found in the SERVICE CHARGE maintenance, as record 'XX'.

Notes:

classic - [192.168.253.254-CUST.MAST.MAINT011S1]

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

Customer	Master	Maintenance	Internal #	100014	Created	05/14/80
Customer#	UNITED					
1.Name	UNITED SUPPLY		21.Contract#			
2.Address 1	85 CLARK ST		22.Ship to Code	S		
3.Address 2			23.Ship Method	07	OUR TRUCK	
4.Address 3			24.Ship Zone	001	SHIP ZONE ONE	
5.City	GARFIELD		25.Terms Code	01	2/10 NET 30	
6.State	NJ	Country	26.Taxable	N		
7.Zip Code	07083		27.Tax Juris	1	NEW JERSEY	
8.DEA Code			28.Tax Exempt #			
9.A/R Contact	HARRY RTTT		29.Service Chg	Y	# Days	
10.Telephone	201-495-1200		30.Credit Method	02		0
11.Fax Number	973-777-1483		31.Credit Limit		10000	
12.EMail	JOHN@ABC123.COM		32.Credit Days			
13.Master A/R			33.Credit Hold	N		
14.Cust Class	01	DEALER	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			
19.Purch Cont			39.ALC Priority			
20.Purch Phone			40.Dunning Flag			

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

XXXXXXXX PAGE 1 OF 4

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

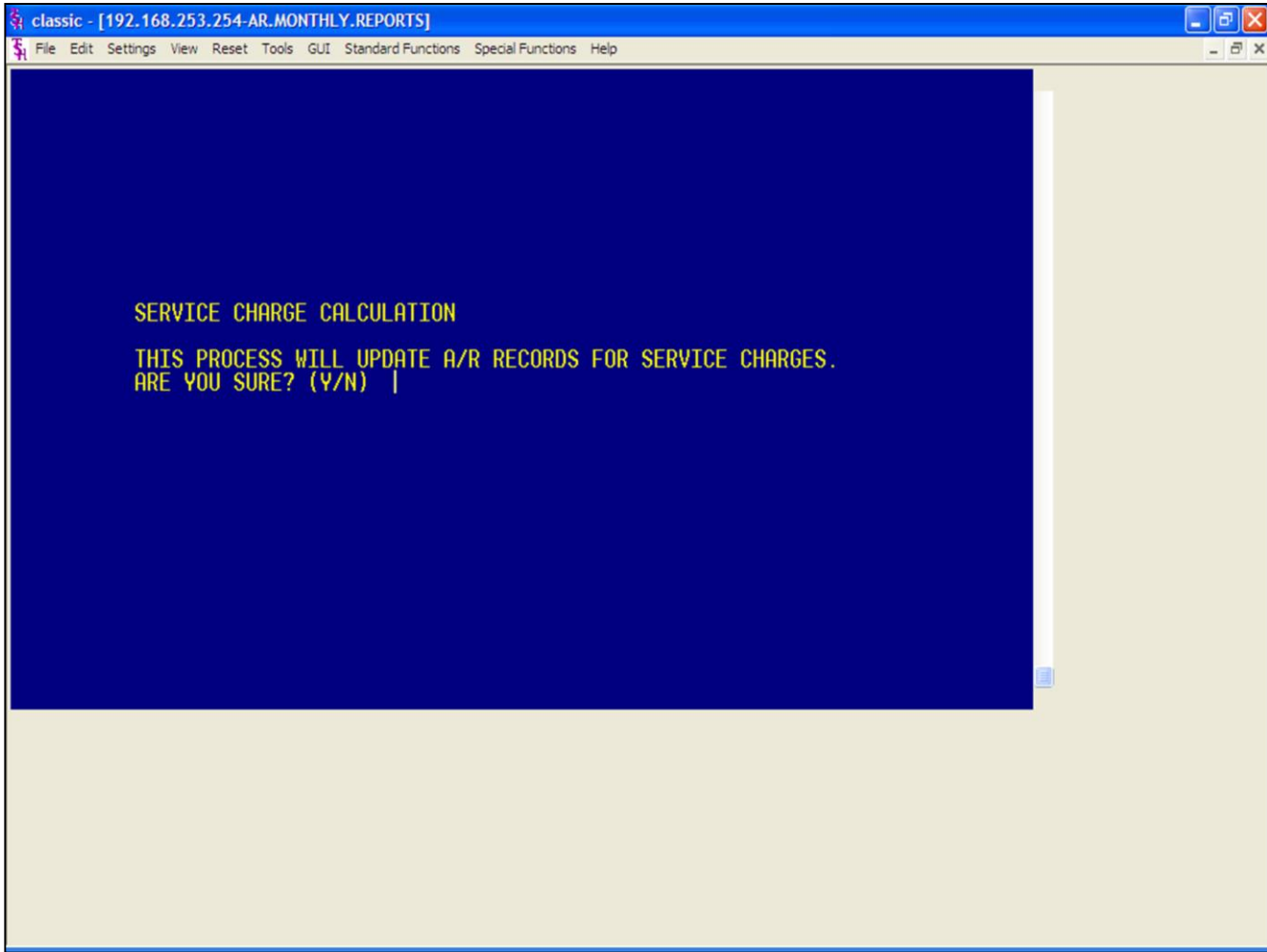
Service Charges continued
Service Charge Calculation
Overview continued

Each customer has a parameter to indicated whether or not they are subject to service charges.

The name of the the parameter is 'SERVICE CHG'.

SERVICE CHG is located in File Maintenance -> Customer Related Files -> Customer/Shipto -> Customer Master Maintenance.

Notes:



Service Charges continued
Service Charge Calculation
Operating Instructions

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

Enter 'Y***' and hit <ENTER> to update the service charges to the Accounts Receivables File.

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

ENTER DATE FOR SERVICE CHARGE
CALC. (MM/DD/YY)

Enter the date for the service charge calculation.

At this point, the Accounts Receivable file is updated.

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 MARCOWITZ	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 Charges

Service Charge Report/GL Update

This program will print the Service Charge Report and also update General Ledger.

OPERATING INSTRUCTIONS

SERVICE CHARGE PRINT & GL UPDATE

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to process the Service Charge Report.

Type 'END' and hit <ENTER> to exit to the menu.

*****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:

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 MARCOMITZ	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

Service Charges

Open Service Charge Listing

Overview

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.

Operating Instructions

OPEN SERVICE CHARGE LISTING

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run the report.

Type 'END' and hit <ENTER> to return to the menu.

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

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					MISC	REAPPLY	CASH APPL	CHECK #
TYPE CO-INV#	REF #	A/R	CRED	CASHDIS	CHGBACK	SHORTPY				
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

Service Charges Paid Service Charge Report

Overview

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

Operating Instructions

MONTHLY PAID SERVICE CHARGES REGISTER

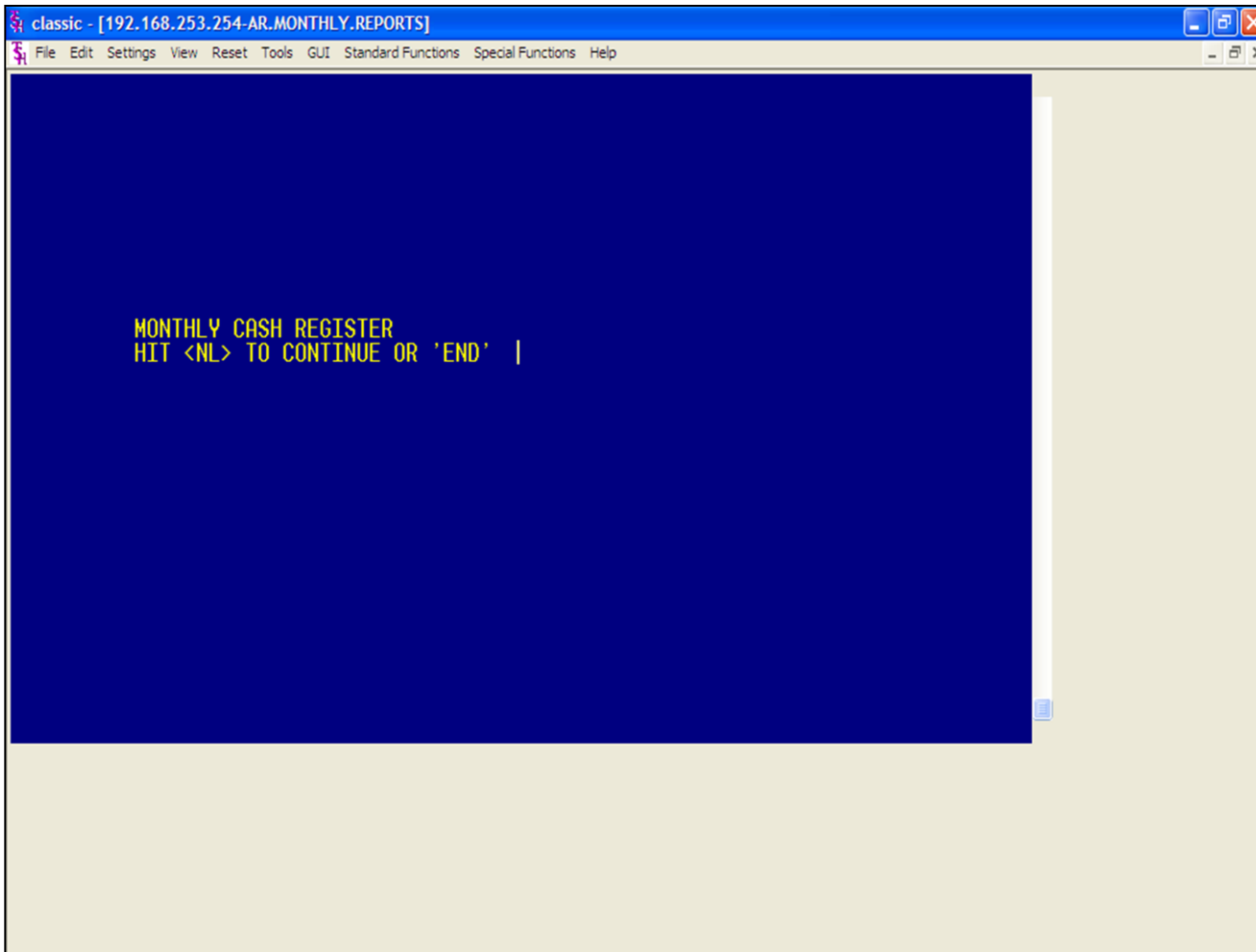
HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to process report.

Type 'END' and hit <ENTER> to return to the menu.

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

Notes:



Monthly Reports Cash Receipts Journal

Overview

This report details all cash received during the month and shows its 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 by batch number all cash receipts for the month. This report is also generated during the accounts receivable month end jobstream.

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

Notes:

MONTHLY CASH REGISTER

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

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 #
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	

Monthly Reports
Cash Receipts Journal continued

Operating Instructions

MONTHLY CASH REGISTER
NIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to process.
 Type 'END' and hit <ENTER> to return to the selector.

IS THIS THE END OF MONTH PRINT (Y/N)

Enter 'Y***' and hit <ENTER> to run the report and also update the GLA file.
 Enter 'N' and hit <ENTER> to just run the report.

If 'Y' is entered, you will be prompted:

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

Enter the date for the report and the update then hit <ENTER>.
 The report show in the example is the Monthly Cash Register.

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

Notes:

Monthly Reports
Cash Receipts Journal continued
Monthly Cash Register - Non A/R Cash
 Example shown.

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

Monthly Reports
Cash Receipts Journal continued
Cash Summary By Applied Company
 Example shown.

BANK REC.CO	DATE	BATCH#	CL#	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:

RECEIVING CO#: 01 THE SYSTEMS HOUSE

Monthly Reports
Cash Receipts Journal continued
Cash Summary By Receiving Company
 Example shown.

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 INV #	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	0.00	10.00 CK2
		*****		10.00		0.00		0.00	0.00		10.00
					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	0.00	100.00
		*****		100.00		0.00		0.00	0.00		100.00
					0.00		0.00		0.00	0.00	

Monthly Cash Register By Customer

Overview

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

Operating Instructions

MONTHLY CASH REGISTER BY CUSTOMER

HIT<NL> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

IS THIS THE MONTH END PRINT (Y/N)

Type 'Y' and hit <ENTER> to print the report and update to the GLA file.

Type 'N' and hit <ENTER> to just print the report.

If 'Y' is answered, you will be prompted:

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

Enter the date for the report and update.

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

Notes:

CO#: 01 THE SYSTEMS HOUSE

CO# BANK# BANK.NAME..... BATCH# SYS.DT.. POST.DT. AR.CONTROL CODES WO.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

Overview

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

Operating Instructions

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 enable, the report will be sent there.

Notes:

classic - [192.168.253.254-MDS.RPTS.LOGON011S1]

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

Adjustment Journal Report

1. Customer# All

2. Date All

Do you wish to run the end of month report

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

Adjustment Journal Report

Overview

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

Operating Instructions

You will be prompted:

CUSTOMER OPTIONS:

Click on '**ALL CUSTOMERS**' then click on the '**OK**' button to print all the message for all customers.

Click on '**CUSTOMER RANGE**' then click on the '**OK**' button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**SPECIFIC CUSTOMER**' then click on the '**OK**' button to select a specific customer. If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**END**' to exit out of the report.

Notes:

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:

Adjustment Journal Report continued
Operating Instructions
DATES

Click on '**ALL DATES**' then click on the '**OK**' button if you want to select all dates.

Click on '**DATE RANGE**' then click on the '**OK**' button to select by date range. You can enter dates the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on '**SPECIFIC DATE**' then click on the '**OK**' button for a specific date. You can enter the date in the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on '**END**' to exit out of the report.

PRESS <RETURN> TO PROCESS REPORT, LINE# TO CHANGE OR ABORT:

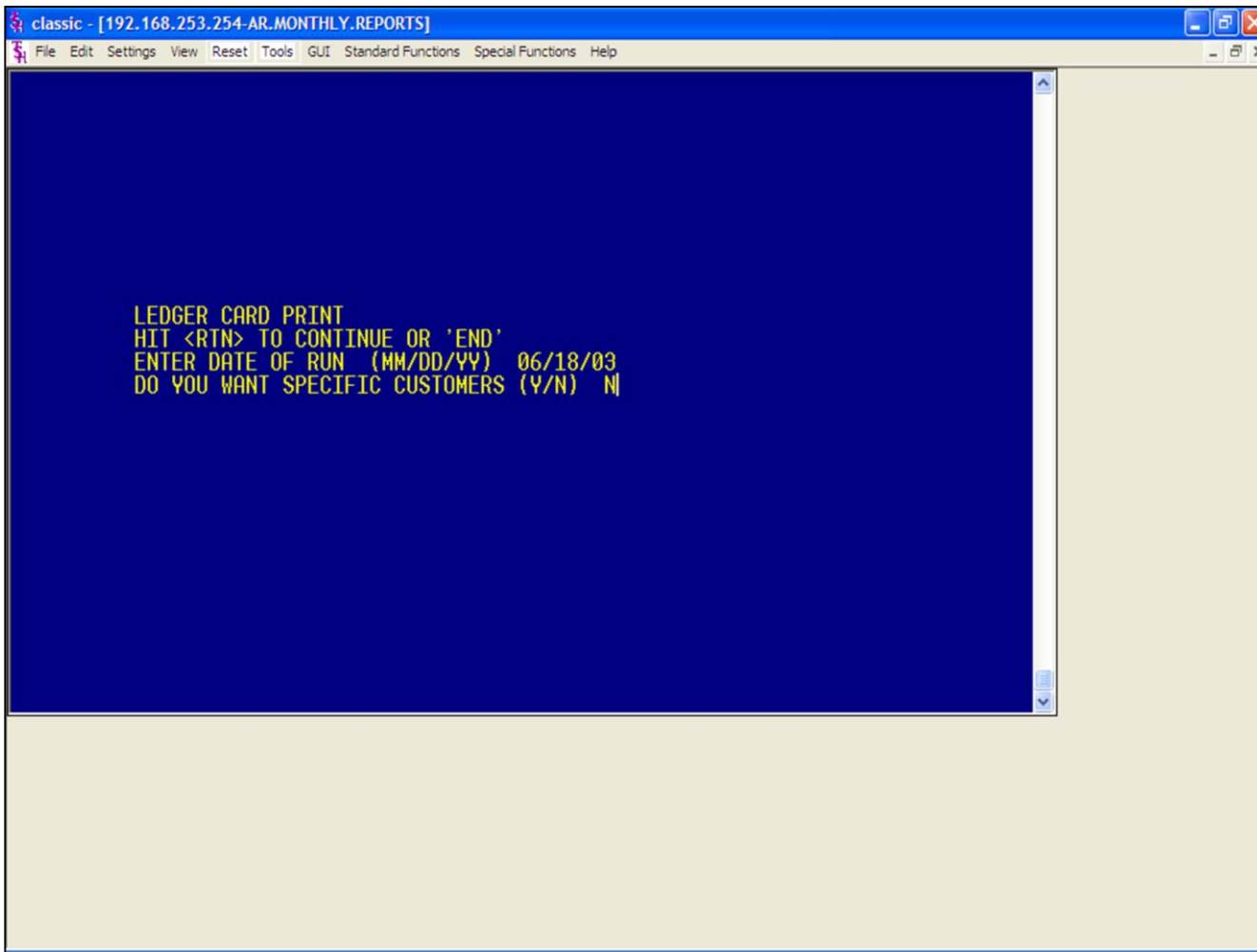
Hit <ENTER> to process report, enter line number to change, or type 'ABORT' to exit the report.

DO YOU WISH TO RUN THE END OF MONTH REPORT?

Type 'Y' and hit <ENTER> to print the report and update to the GLA file.

Type 'N' and hit <ENTER> to just print the report.

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



Notes:

Customer Ledger Card Print

Overview

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.

Operating Instructions

LEDGER CARD PRINT

HIT <RETURN> TO CONTINUE OR 'END'

Hit <ENTER> to run the ledger card print or type 'END' and hit <ENTER> to return to the menu.

ENTER DATE OF RUN (MM/DD/YY)

Enter the date of the report run as MM/DD/YY or type 'END' and hit <ENTER> to return to the menu.

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

Enter 'Y' and hit <ENTER> to prompt for the beginning and ending customer numbers.

Enter 'N' and hit <ENTER> to print all customers.

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

Customer Ledger Card Print continued

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	7	06/16/03		
WESTCHESTER NY 11031	5 4662			WESTCHESTER	WESTCHESTER

05/01/00 INV 131661-01	840.00	16.80	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:

	06/16/03 1050		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	973-555-1212	1322 MAIN STREET	1322 MAIN STREET
SUITE# 201	250	110	SUITE# 201	SUITE# 201
	N	840.00		
WESTCHESTER NY 11031	4662	06/16/03	WESTCHESTER	WESTCHESTER

Customer Ledger Card Print continued
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.

1	2	3	5	6	7	4	8				
05/01/00 INV 131661-01			840.00	16.80	0.00	0.00	JOE GAILES	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:

06/16/03 1050					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 973-555-1212					1322 MAIN STREET					1322 MAIN STREET				
SUITE# 201					250 110					SUITE# 201					SUITE# 201				
WESTCHESTER NY 11031					4662 840.00					WESTCHESTER					WESTCHESTER				
					06/16/03														
05/01/00 INV 131661-01					840.00 16.80 0.00 0.00 JOE CAILES					131661 0.00					131661 0.00				
05/17/00 INV 131732-01					3822.14 76.44 3822.14 3822.14 JOE					131732 3822.14					131732 3822.14				
					4662.14 4662.14 4662.14 0.00 0.00					0.00					0.00				
					1 2 3 4 5					6					7				
					JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY														
8					0 0 0 0 0 0 0 0 0 0 0														
9					4662 4662 4662 4662					4662									
10					3822.14 -840.00 0.00 0.00 0.00					0.00 4662.14									

**Customer Ledger Card Print continued
Historical Information**

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

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

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

Notes:

classic - [192.168.253.254-MDS.RPTS.LOGON011S1]

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

Open Item Aged Trial Balance

1. Company 01 THE SYSTEMS HOUSE

2. Salesman Range 001 to 003

3. Customer# All

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

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

Detailed Aged A/R Report continued Overview

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

Operating Instructions

You will be prompted as follows:

COMPANY OPTIONS:

Click on '**ALL COMPANIES**' then click on the '**OK**' button to print all the message for all companies.

Click on '**COMPANY RANGE**' then click on the '**OK**' button to select a range of companies to print their messages. You will be asked to enter the starting company number and ending company number. If you do not know the company numbers, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the company is chosen the system will display the company number.

Click on '**SPECIFIC COMPANY**' then click on the '**OK**' button to select a specific company. If you do not know the company number, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the company is chosen the system will display the company number.

Click on '**END**' to exit out of the report.

Notes:

classic - [192.168.253.254-MDS.RPTS.LOGON011S1]

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

Open Item Aged Trial Balance

1. Company 01 THE SYSTEMS HOUSE

2. Salesman Range 001 to 003

3. Customer# All

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

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

Detailed Aged A/R Report continued
Operating Instructions

You will be prompted as follows:

SALESMAN OPTIONS:

Click on '**ALL SALESMEN**' then click on the '**OK**' button to print all the message for all salesmen.

Click on '**SALESMAN RANGE**' then click on the '**OK**' button to select a range of salesman to print their messages. You will be asked to enter the starting salesman number and ending salesman number. If you do not know the salesman numbers, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the salesman is chosen the system will display the salesman number.

Click on '**SPECIFIC SALESMAN**' then click on the '**OK**' button to select a specific SALESMAN. If you do not know the SALESMAN number, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the SALESMAN is chosen the system will display the SALESMAN number.

Click on '**END**' to exit out of the report.

Notes:

classic - [192.168.253.254-MDS.RPTS.LOGON011S1]

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

Open Item Aged Trial Balance

1. Company 01 THE SYSTEMS HOUSE

2. Salesman Range 001 to 003

3. Customer# All

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

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

Notes:

Detailed Aged A/R Report continued
Operating Instructions

You will be prompted as follows:

CUSTOMER OPTIONS:

Click on '**ALL CUSTOMERS**' then click on the '**OK**' button to print all the message for all customers.

Click on '**CUSTOMER RANGE**' then click on the '**OK**' button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**SPECIFIC CUSTOMER**' then click on the '**OK**' button to select a specific customer. If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**END**' to exit out of the report.

ENTER AGING DATE

Enter Aging date in format MM/DD/YY and hit <ENTER>.

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

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

DATE: 06/18/03 PAGE: 1

Detailed Aged A/R Report continued

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.

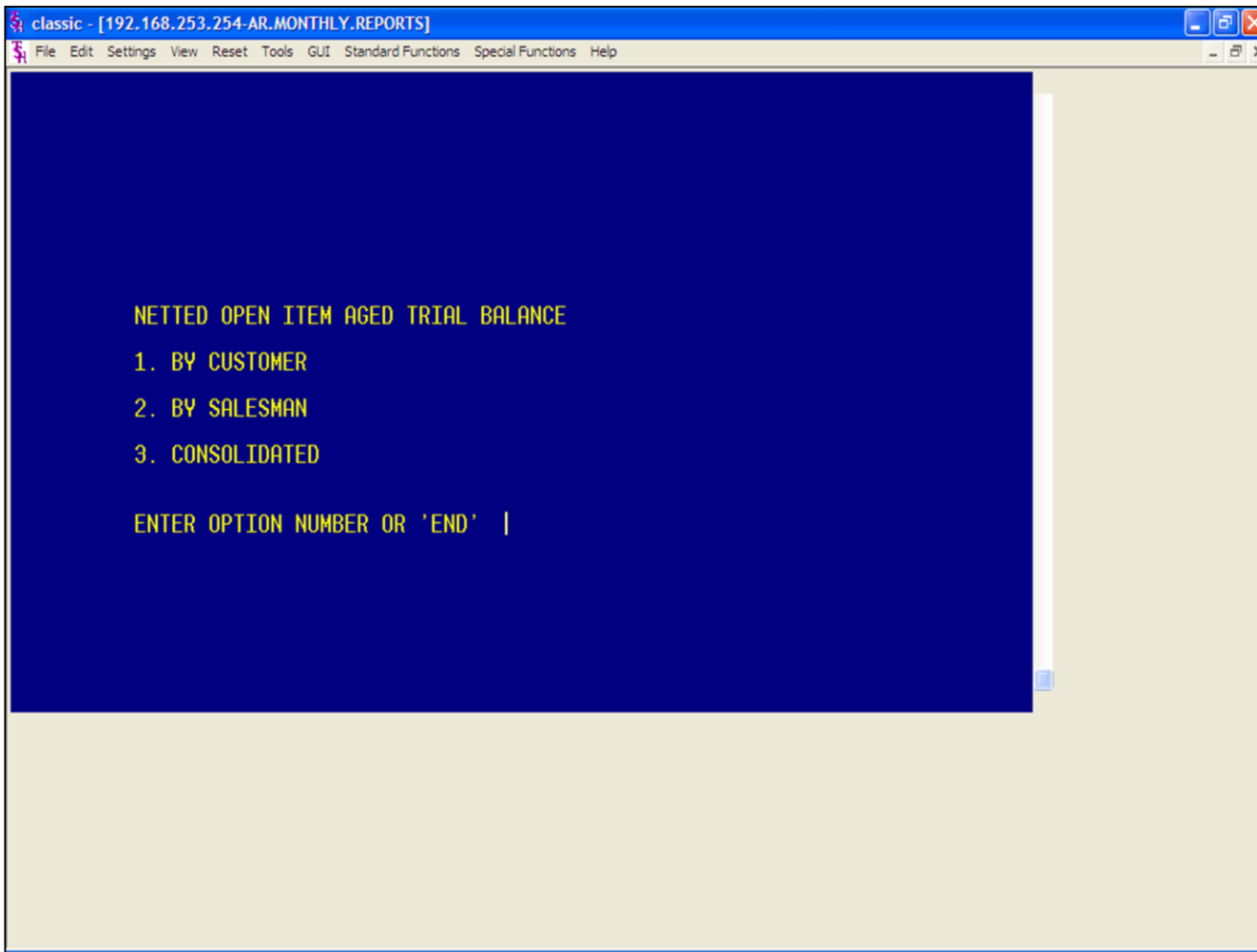
CO #: 01 THE SYSTEMS HOUSE 07/03 TIME: 11:41:10

CUST #	COMP	ADD	CUST REFERENCE	DATE	TYPE	C/M NO	INV-NO	C.DISC	TOTAL	*CURRENT*	31-60	61-90	91-OVR			
										INCLD FUT						
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	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
11	***** LAST PMT:			-200.00	02/24/03	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:



Notes:

Netted Open Item ATB

Overview

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

Operating Instructions

NETTED OPEN ITEM AGED TRIAL BALANCE

1. BY CUSTOMER

2. BY SALESMAN

3. CONSOLIDATED

ENTER OPTION NUMBER OR 'END'

Enter the option number and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

ENTER MONTH END DATE (2N/2N/2N)

Enter the date for the aging and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

If you are not running the consolidated report, you will be prompted:

ENTER COMPANY NUMBER (2N) OR 'A' FOR ALL

Enter a specific company number and hit <ENTER>, type 'A' and hit <ENTER> for all companies, or type 'END' and hit <ENTER> to return to the menu.

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

OPEN ITEM AGED TRIAL BALANCE BY COMPANY DATE: 06/18/03 PAGE: 1
 AGING CREDITS AGAINST OLDEST ITEMS

**Netted Open Item ATB continued
 Open Item Aged Trial Balance by
 Company**

Option #1, example of report.

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 PNT: -200.00 02/24/03 TOTAL 84.00 4000.00 0.00 0.00 0.00 4000.00													

Notes:

OPEN ITEM AGED TRIAL BALANCE BY SALESMAN DATE: 06/18/03 PAGE: 1
 AGING CREDITS AGAINST OLDEST ITEMS

**Netted Open Item ATB continued
 Open Item Aged Trial Balance By
 Salesman**

Option #2, example of report.

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

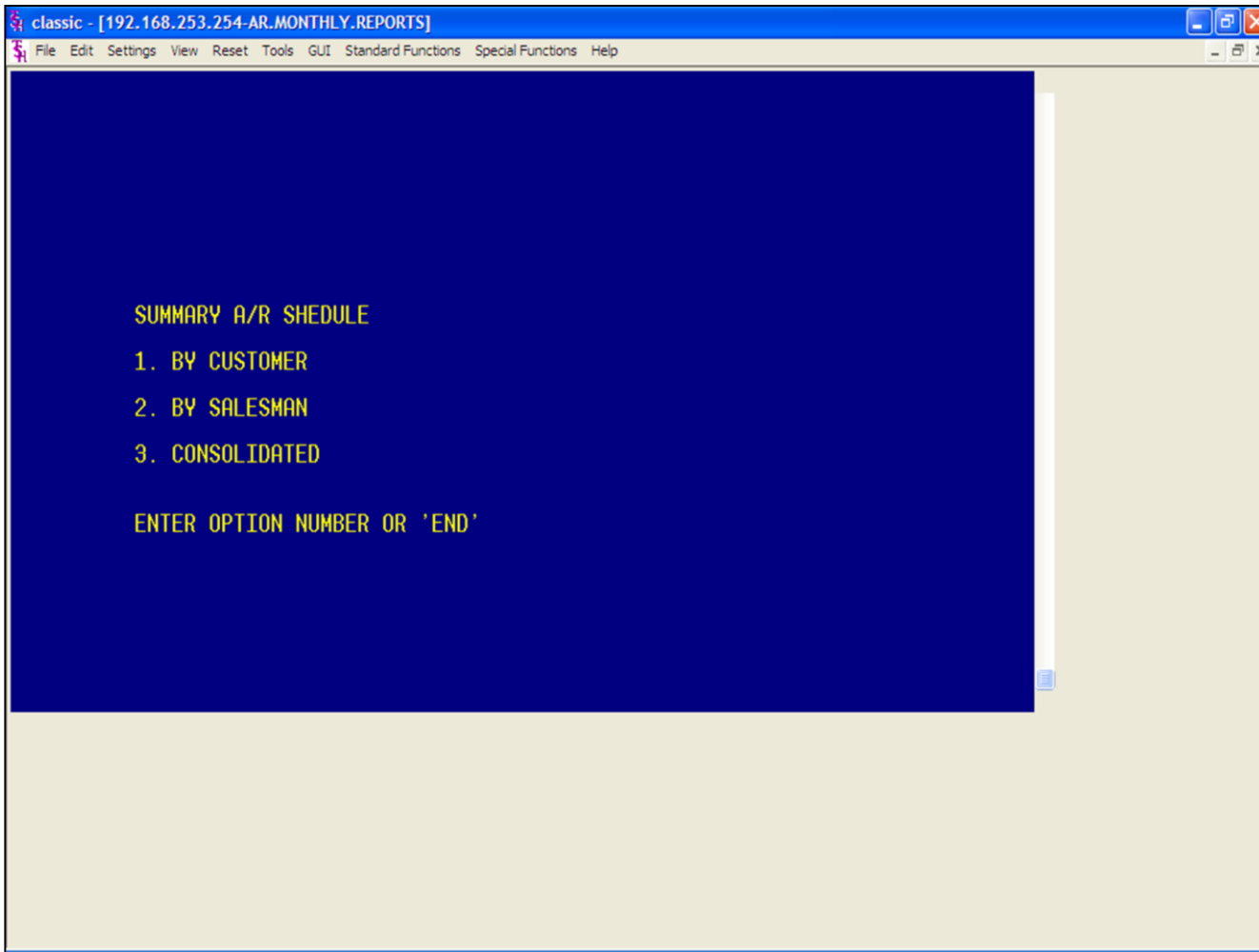
Netted Open Item ATB continued
Consolidated Open Item Aged Trial
Balance

Option #3, example of report.

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	84.00	4000.00		0.00	0.00	0.00			4000.00

Notes:



Notes:

Summary Aged A/R Report

Overview

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.

Operating Instructions

SUMMARY A/R SCHEDULE

1. BY CUSTOMER

2. BY SALESMAN

3. CONSOLIDATED

ENTER OPTION NUMBER OR 'END'

Enter the option number and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

If you are not running the consolidated report, you will be prompted:

ENTER COMPANY NUMBER (2N) OR 'A' FOR ALL

Enter a specific company number and hit <ENTER> or type 'A' and hit <ENTER> for all companies.

ENTER MONTH END DATE (2N/2N/2N)

Enter the date for the aging and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

IS THIS THE END OF MONTH PRINT (Y/N)

Enter 'Y' and hit <ENTER>, this will flag the report as end of month in the heading.

Enter 'N' and hit <ENTER>, this will not flag the report as end of month in the heading.

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

SUMMARY A/R SCHEDULE BY COMPANY
 AGING CREDITS AGAINST OLDEST ITEMS

DATE: 06/18/03 PAGE: 1

CO #: 01 THE SYSTEMS HOUSE

TIME: 14:03:41

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
	1000	4,000.00		0.00		200.00		0.00		02/24/03
100076	ST. MARYS MEDICAL CENTER		0.00		0.00		3,800.00		02/24/03	
	10004	800.00-		0.00		0.00		0.00		02/05/04
100045	ACME FASTENERS INC		800.00-		0.00		0.00		04/08/03	
	1010	634.71		0.00		0.00		0.00		06/13/03
100077	ST. MICHAELS HOSPITAL		0.00		0.00		634.71		11/06/02	
	1020	1,631.37		0.00		0.00		0.00		11/29/73
100078	COLUMBIA-PRESBYTERIAN		0.00		0.00		1,631.37		03/11/00	
	1030	1,109.60		0.00		0.00		0.00		11/29/73

Summary Aged A/R Report continued
 Summary A/R Schedule By Company
 Option #1, example of report.

Notes:

SUMMARY A/R SCHEDULE BY COMPANY
 AGING CREDITS AGAINST OLDEST ITEMS

DATE: 06/18/03 PAGE: 1

CO #: 01 THE SYSTEMS HOUSE

TIME: 14:12:56

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
	10004	800.00-		0.00		0.00		0.00		02/05/04
100045	ACME FASTENERS INC		800.00-		0.00		0.00		04/00/03	
	1000	4,000.00		0.00		200.00		0.00		02/24/03
100076	ST. MARYS MEDICAL CENTER		0.00		0.00		3,800.00		02/24/03	
	1010	634.71		0.00		0.00		0.00		06/13/03
100077	ST. MICHAELS HOSPITAL		0.00		0.00		634.71		11/06/02	
	1020	1,631.37		0.00		0.00		0.00		11/29/73
100078	COLUMBIA-PRESBYTERIAN		0.00		0.00		1,631.37		03/11/00	
	1040	8,646.01		0.00		0.00		0.00		11/29/73

Summary Aged A/R Report continued
Summary A/R Schedule By Salesman
 Option #2, example of report.

Notes:

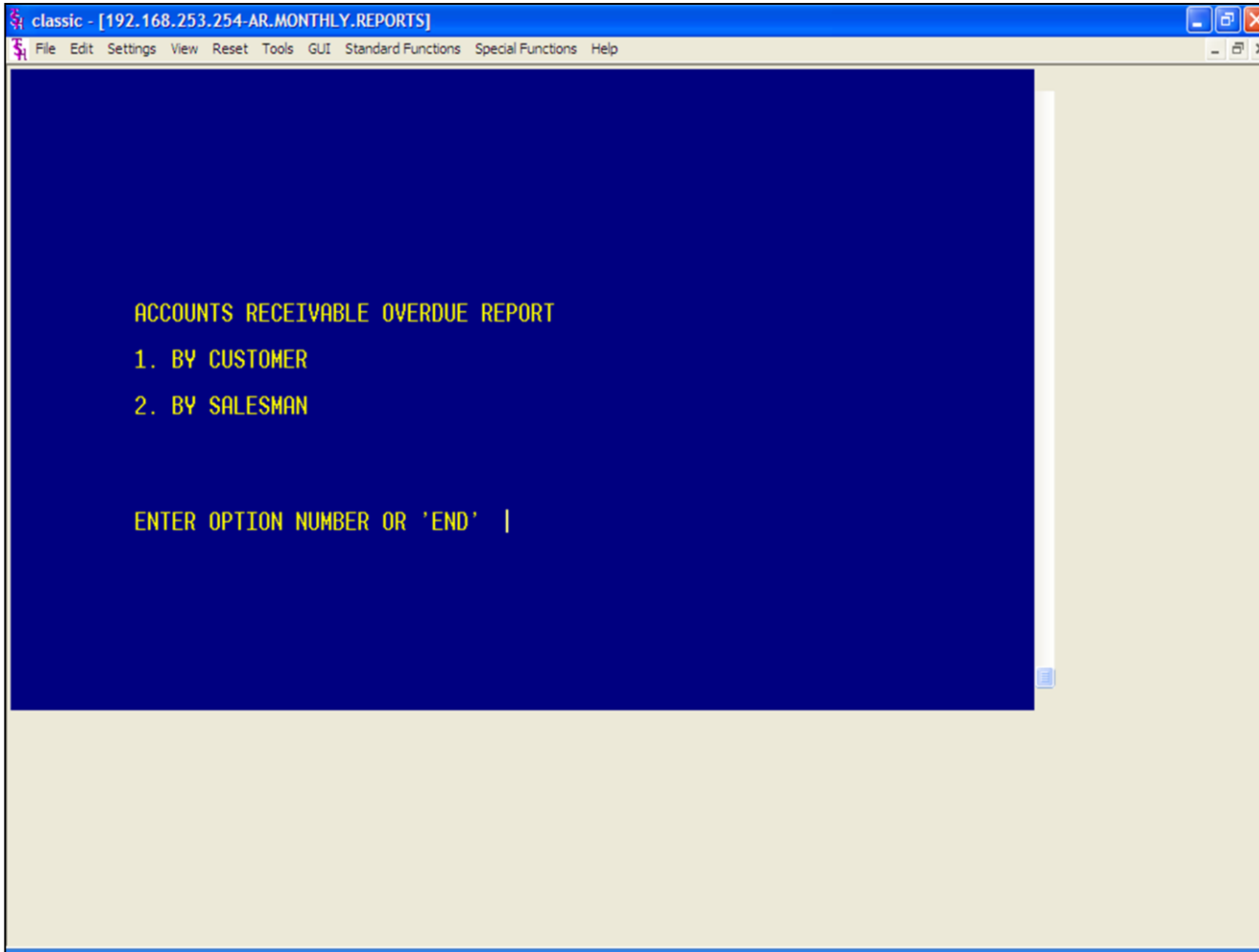
CONSOLIDATED SUMMARY A/R SCHEDULE
AGING CREDITS AGAINST OLDEST ITEMS

DATE: 06/18/03 PAGE: 1

CUST #	A. CUST NO CUSTOMER NAME	SLS LIMIT	CREDIT LIMIT	A/R BALANCE	UNAPPLIED	CURRENT	31-60	61-90	91-OUR	SALES YTD DT OLD INV
	1000					0.00		0.00		0.00
100076	ST. MARYS MEDICAL CENTER	001	0	4,000.00	200.00		0.00		4,000.00	11/26/02
	10004					-800.00		0.00		0.00
100045	ACME FASTENERS INC	000	0	-800.00	0.00		0.00		0.00	
	1010					0.00		0.00		0.00
100077	ST. MICHAELS HOSPITAL	001	5000	634.71	0.00		0.00		634.71	11/04/02
	1040					0.00		0.00		0.00
100079	NEW YORK HOSPITAL	001	0	8,646.01	0.00		0.00		8,646.01	03/03/00
	AJAX					251.17		0.00		4,605.12
100015	AJAX INDUSTRIAL SUPPLY	001	1	251.17	2,000.00		0.00		0.00	12/04/02

Summary Aged A/R Report continued
Consolidated Summary A/R Schedule
Option #3, example of report.

Notes:



Overdue A/R Report

Overview

The purpose of the accounts receivable overdue report is to highlight to the accounts receivable department delinquent accounts. Summary credit information is provided to assist in the collection effort.

Operating Instructions

ACCOUNTS RECEIVABLE OVERDUE REPORT

1. BY CUSTOMER

2. BY SALESMAN

ENTER OPTION NUMBER OR 'END'

Enter option number and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

ENTER MONTH END DATE (2N/2N/2N)

Enter the date for the month ending and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

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

Notes:

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		501606	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		

Overdue A/R Report continued
Overdue A/R Report By Company
 Option #1, example of report.

Notes:

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		501606	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		

Overdue A/R Report continued
Overdue A/R Report By Salesman
 Option #2, example of report.

Notes:

Statement

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFFTON, 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	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
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/B	06/09/03	01132173	RRAPPLY	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.

Notes:

Statements

Overview

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, and/or based on a code in the customer file.

Operating Instructions

CUSTOMER STATEMENTS

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

ENTER DATE OF RUN (MM/DD/YY)

Enter the date and hit <ENTER>, this will be the date on the statement.

DO YOU WANT TO PRINT \$0 BALANCE STATEMENTS (Y/N)

Enter 'Y' and hit <ENTER> to print \$0 balance statements.

Enter 'N' and hit <ENTER> to not print the \$0 balance statements.

DO YOU WANT TO PRINT CREDIT BALANCE STATEMENTS (Y/N)

Enter 'Y' and hit <ENTER> to print credit balance statements.

Enter 'N' and hit <ENTER> to not print the credit balance statements.

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

Enter 'Y' and hit <ENTER> to be prompted for the starting and ending customer numbers.

Enter 'N' and hit <ENTER> to print

statements for all customers.

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

Notes:



Monthly Billing Invoice Print

- Overview
- Operating Instruction
 - Period Options

Monthly Billing Invoice Print

Overview

This program prints invoices for customers who are scheduled to receive invoices on a monthly basis.

Operating Instructions

You will be prompted as follows:

PERIOD OPTIONS:

Click on '**ALL PERIODS**' then click on the '**OK**' button to print all the statements for all periods.

Click on '**PERIOD RANGE**' then click on the '**OK**' button to select a range of periods. You will be asked to enter the starting period number and ending period number. Once the period is chosen the system will display the period number.

Click on '**SPECIFIC PERIOD**' then click on the '**OK**' button to select a specific period. Once the period is chosen the system will display the period number.

Click on '**END**' to exit out of the report.

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/R	05/20/03	01128739	NO INVOICE #	-100.00	0.00		-100.00
O/R	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	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/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.

Monthly Billing Invoice Print continued Operating Instructions CUSTOMER OPTIONS:

Click on '**ALL CUSTOMERS**' then click on the '**OK**' button to print all the message for all customers.

Click on '**CUSTOMER RANGE**' then click on the '**OK**' button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**SPECIFIC CUSTOMER**' then click on the '**OK**' button to select a specific customer. If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the '**INQUIRY**' icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on '**END**' to exit out of the report.

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

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 03 310.00 303.00

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 - Printer Overview

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

Operating Instructions

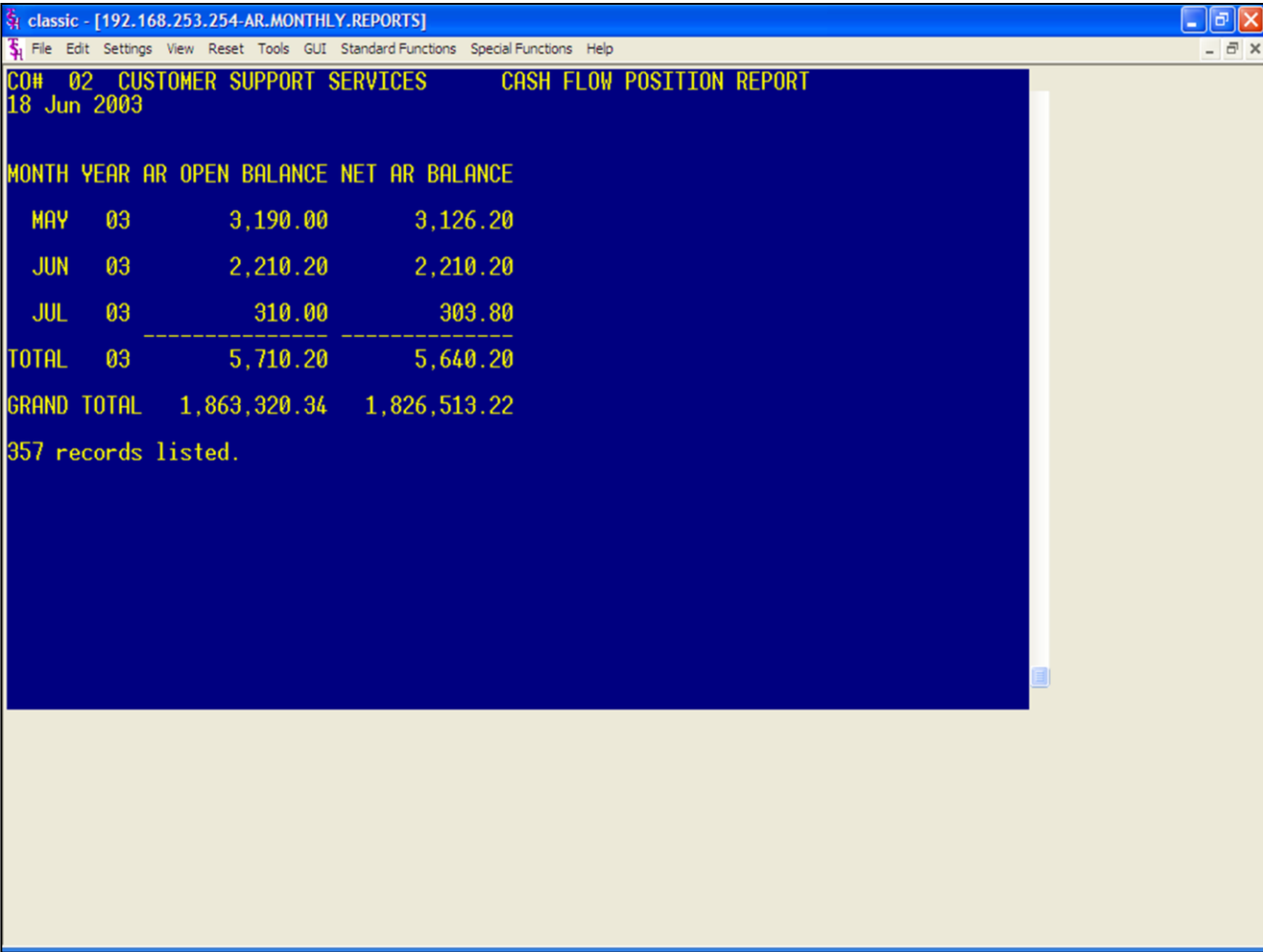
CASH FLOW POSITION REPORT

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run report or type 'END' and hit <ENTER> to return to the menu.

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

Notes:



Cash Flow Position Report - CRT

Overview

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

Operating Instructions

CASH FLOW POSITION REPORT

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run report or type 'END' and hit <ENTER> to return to the menu.

Notes:

AR.....	A.CUST.NO	CUST.NAME.....	TYPE	REF#..	OPEN.BAL..	DATE....
01128714	1000	ST. MARYS MEDICAL CENTER	O/A	011287	-200.00	02/24/03
				14		
01128722	AJAX	AJAX INDUSTRIAL SUPPLY	O/A	128722	-1000.00	03/20/03
01128723	AJAX	AJAX INDUSTRIAL SUPPLY	O/A	128723	-1000.00	03/21/03
01128743	BENJI1	BENJI1-NAME	O/A	128743	-100.00	06/09/03
			REA	003266		06/18/03
			REA	003267		06/18/03
01128745	BENJI1	BENJI1-NAME	O/A	128745	-200.00	06/17/03
01128747	BENJI1	BENJI1-NAME	O/A	128747	-200.00	06/18/03
01128749	BENJI1	BENJI1-NAME	O/A	128749	-200.00	06/18/03
01128744	BENJI2	BENJI2-NAME	O/A	128744	-100.00	06/09/03
			REA	003270		06/18/03
			REA	003271		06/18/03
01128746	BENJI2	BENJI2-NAME	O/A	128746	-300.00	06/17/03
01128748	BENJI2	BENJI2-NAME	O/A	128748	-300.00	06/18/03
01128732	IDEAL	IDEAL DISTRIBUTION CO	O/A	128732	-25.00	04/04/03

Un-Applied Cash Listing Overview

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.

Operating Instructions

Hit <ENTER> to run the report.

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

Notes:

DATE: 18 Jun 2003

ACCOUNTS RECEIVABLE DETAILED OVERDUE REPORT
FOR INVOICES OVER 30 DAYS

PAGE: 1

COMPANY: 01 THE SYSTEMS HOUSE

CUSTOMER SLS#	CUSTOMER NAME ADDRESS	RELEASE NUMBER	INVOICE NUMBER	TRANS DATE	THX CD	TRANS AMT	CUSTOMER P. O.	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
------------------	--------------------------	-------------------	-------------------	---------------	-----------	--------------	----------------	-----------------	---------------	-----------------

10004	ACME FASTENERS INC	132507-001	130741	04/08/03	C/M	-800.00				
000	45-12 THIRD AVE BROOKLYN NY 11215									

TERMS: 01

CUSTOMER TOTALS: -800.00

UNITED	UNITED SUPPLY	-	000166	02/01/00	INV	5.00	6553	34567	03/08/00	2555.00
000	85 CLARK ST 201-495-1200 GARFIELD NJ 07003									

TERMS: 01

CUSTOMER TOTALS: 5.00

Notes:

**Detail Overdue Report
Overview**

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

**Operating Instructions
A/R DETAILED OVERDUE REPORT
HIT <RETURN> TO CONTINUE OR 'END'**

Hit <ENTER> to run the report or type 'END' and hit <ENTER> to return to the menu.

ENTER COMPANY NUMBER OR <ALL>

Enter company number and hit <ENTER> for a specific company.
Enter 'ALL' and hit <ENTER> for all companies.

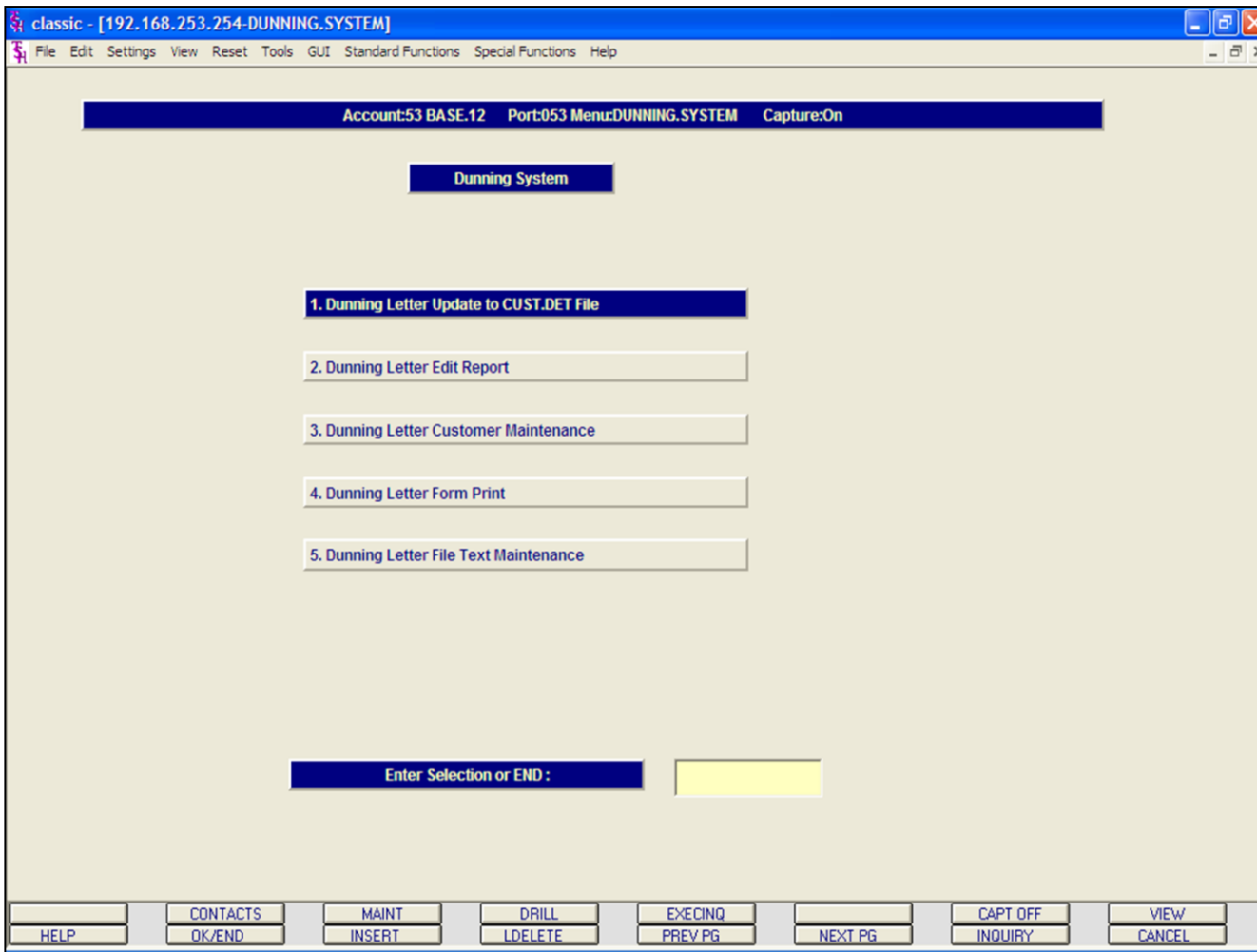
ENTER CUSTOMER NUMBER OR <ALL>

Enter customer number and hit <ENTER> for a specific customer.
Enter 'ALL' and hit <ENTER> for all customers.

ENTER CUTOFF DAYS:

Enter number of days overdue on invoices (I.e. 30, 60, 90, etc) and hit <ENTER>.

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



Dunning System Menu

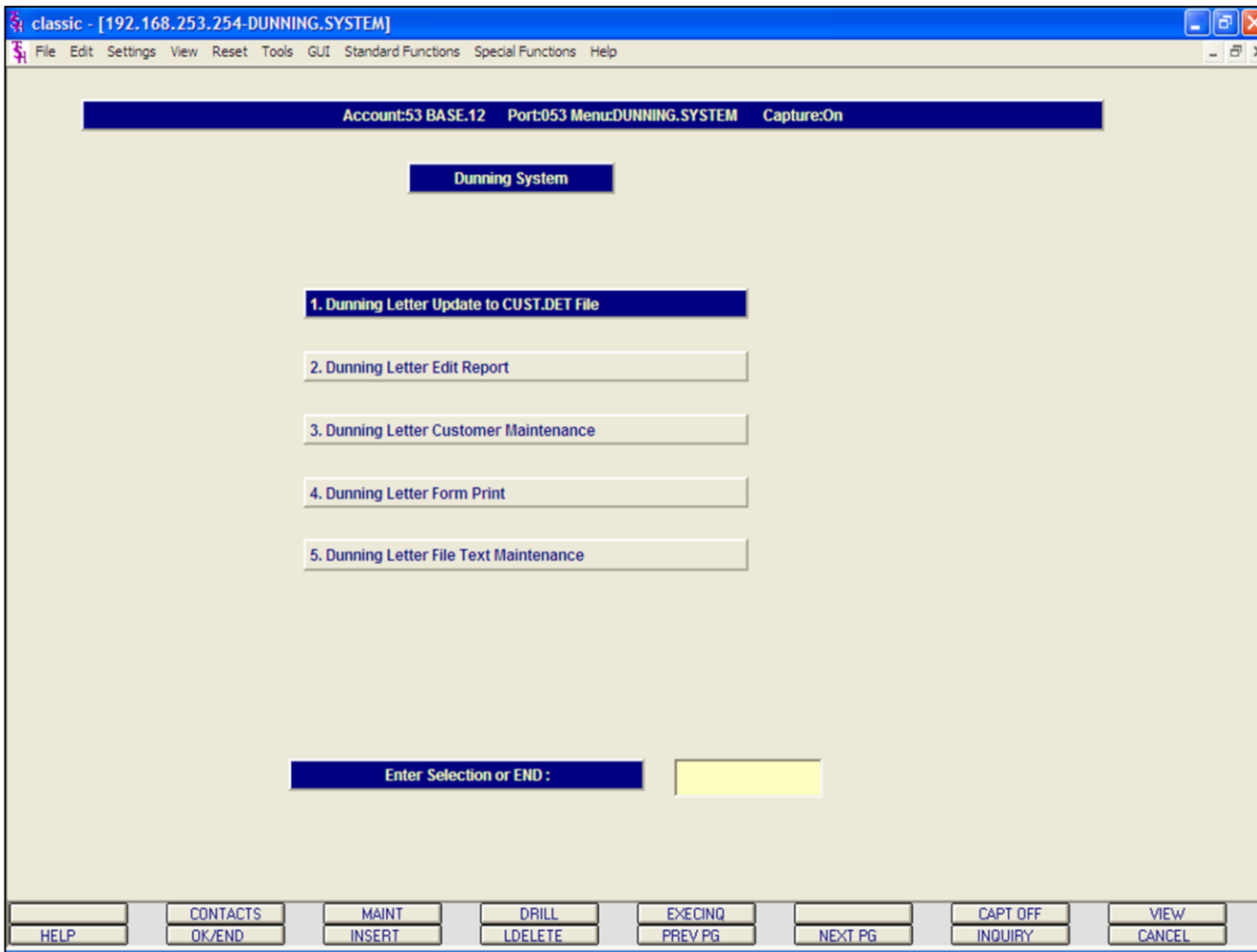
Overview

The MDS automated 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 the individual MDS user.

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 insure that current information resides in the aging buckets of the customer file. 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.

Notes:



Dunning System continued

Overview

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.

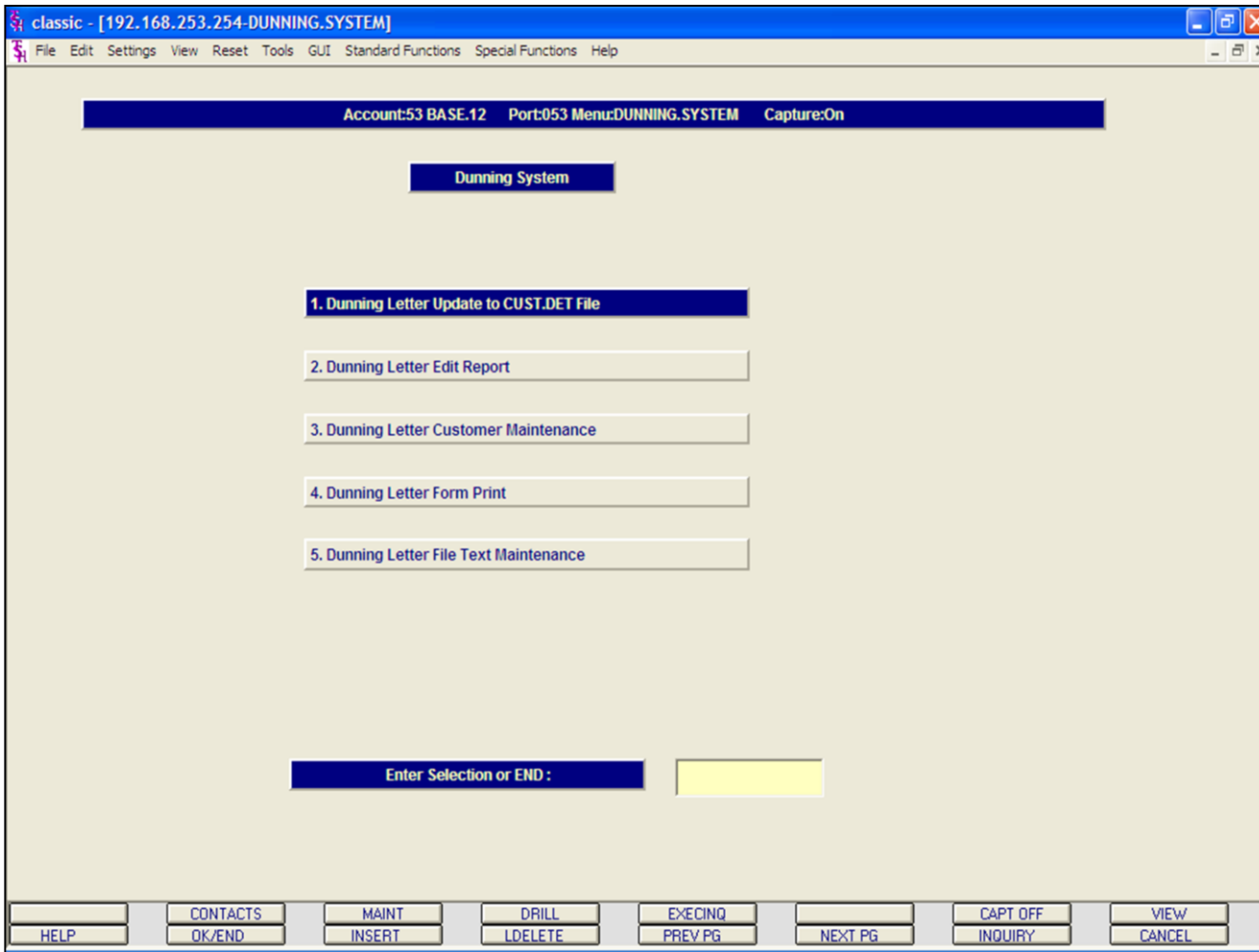
6. Letter code '*' is assigned to customer who have not made payment during the past month, are still overdue, and have already received the full complement of dunning letters without responding. Obviously, this type of account requires more direct action than just sending of computer generated letters.

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 letters to be used must be previously composed and entered into the file.

Notes:



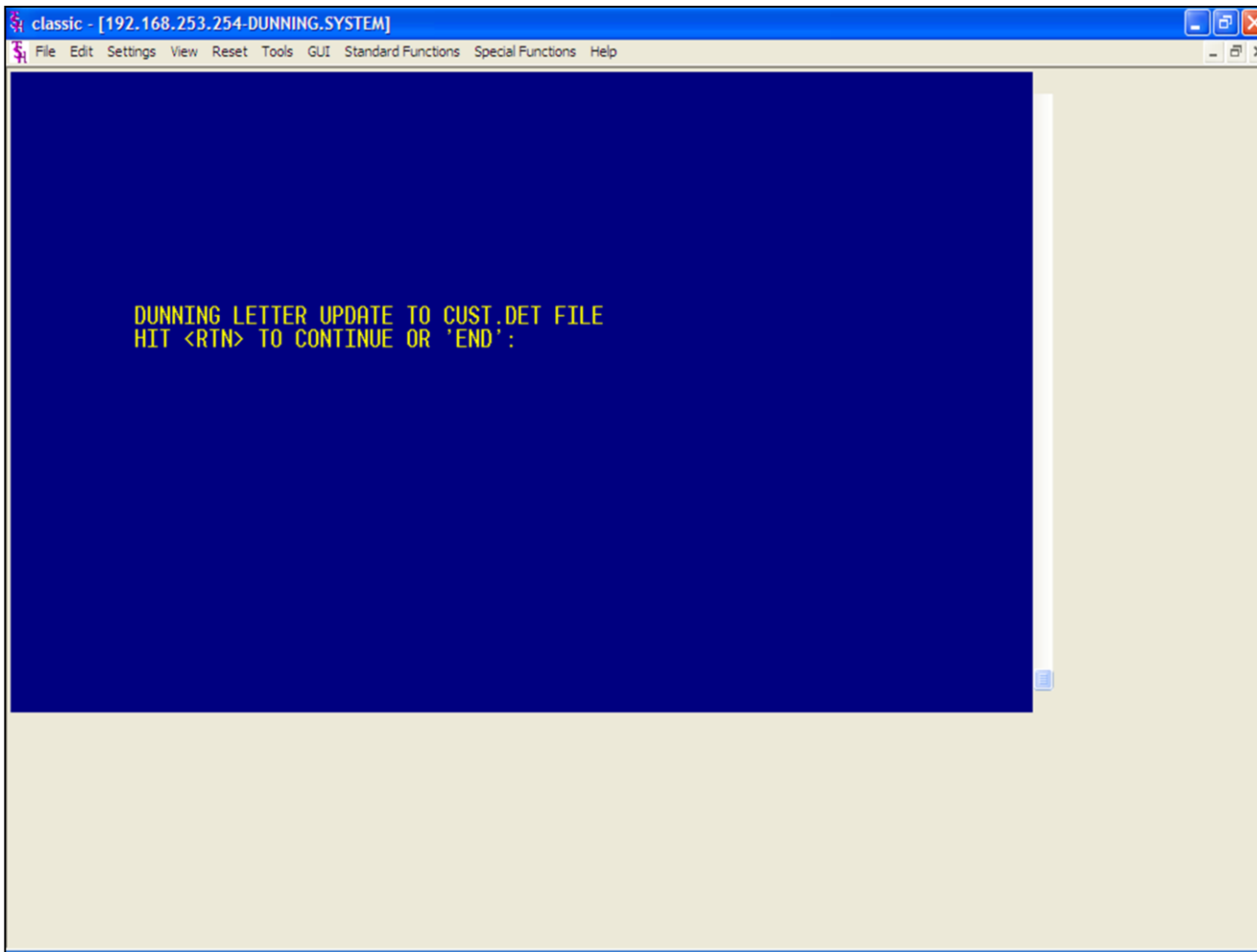
Dunning System continued

Overview

PROCEDURE FOR RUNNING DUNNING LETTERS

1. An Accounts Receivable Aging should be run to insure the current information will be used in the dunning procedure.
2. The dunning letter update should be run (SELECTION #1). This process assigned the appropriate letter code to each customer.
3. The dunning letter edit report (SELECTION #2) should be run. This printout shows which letter will be sent to each customer. It also provides basic credit information, for credit department review. An analysis if the number of letters of each type which will be sent is printed on the bottom of the report. This is a method of measuring the effectiveness of the dunning programs.
4. If the credit department wishes to override the system, they can change the letter assignment using option #3, Dunning Letter Customer Maintenance. This program affects the Customer file directly, and will be reflected in the dunning letter print.
5. The final step in the dunning process is the printing of dunning letters themselves. Remember, if Report Capture is enabled, the report will be sent there.

Notes:



Dunning Letter Update

Overview

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.

Operating Instructions

DUNNING LETTER UPDATE TO CUST.DET FILE

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

ENTER DATE FOR THIS RUN (MM/DD/YY) OR 'END'

Enter the date and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

Only customers setup to receive dunning letters will be selected for the update.

No reports are generated during this update.

Notes:

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	55.90	1,425.56
3	IDEAL IDEAL DISTRIBUTION	2,852.22	163.97	0.00	345.00	2,343.25	153.97	2,608.25
4	UNITED UNITED SUPPLY	4,707.60	4,707.60	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	209.97	4,113.81

COMPANY: 02 CUSTOMER SUPPORT SERVICES

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

Dunning Letter Edit Report Overview

This report will indicate which dunning letter a customer will receive.

Operating Instructions

HIT RETURN TO CONTINUE OR 'END' TO END:

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

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

Notes:

classic - [192.168.253.254-DUNN.LTR.MAINT010\$1]

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

DUNNING LETTER CUSTOMER MAINTENANCE

COMPANY NUMBER	01	NAME	THE SYSTEMS HOUSE		
CUSTOMER NUMBER	CORBIN	NAME	CORBIN CORP		
		ADDR1	550 FIFTH AVE		
		ADDR2			
		ADDR3			
		CITY	NEW YORK	NY	10010

1.DUNNING LETTER 3

ENTER 0 TO ACCEPT,

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

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

Dunning Letter Customer Maintenance Overview

This procedure allows the credit department to override the system. The purpose of the program is to change the letter assignment to any customer. After making the appropriate changes, the edit report can be run again.

Operating Instructions

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.

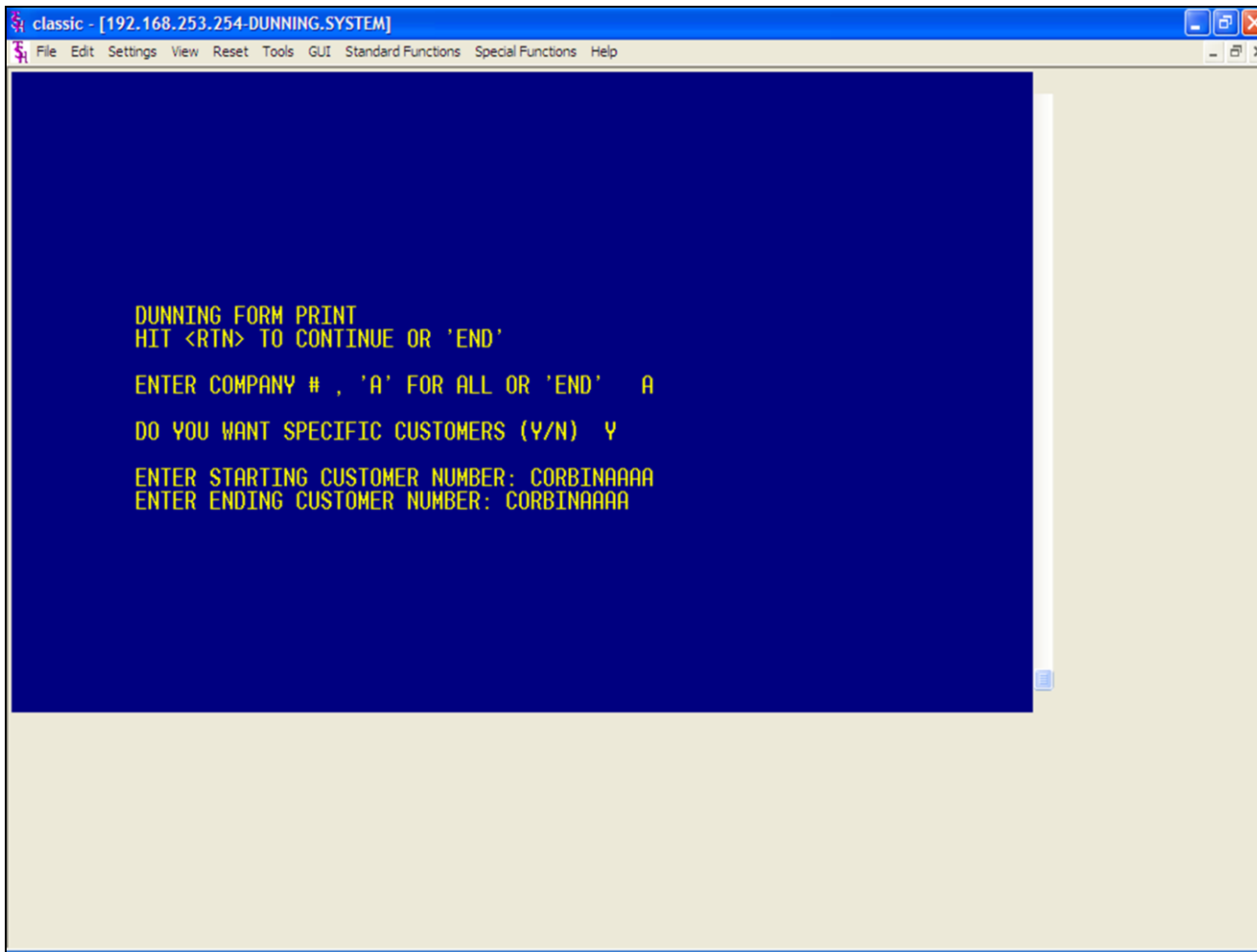
CUSTOMER# - Enter the specific customer number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. The system will display the customer number and name.

DUNNING LETTER - Enter the dunning letter number.

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

Enter line# to change, type 'ABORT' and hit <ENTER> to cancel, or type '0' and hit <ENTER> to accept.

Notes:



Dunning Letter Form Print

Overview

This is the program which actually prints the dunning letters.

Operating Instructions

DUNNING FORM PRINT

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR END

Type the 2 digit company number and hit <ENTER>, type 'A' and hit <ENTER> for all companies, or type 'END' and hit <ENTER> to return to the menu.

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

Type 'Y' and hit <ENTER> to be prompted for the starting and ending customer numbers.

Type 'N' and hit <ENTER> to print all customers.

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

Notes:

THE SYSTEMS HOUSE
1833 ROUTE 46 EAST
CLIFTON NJ 07013

Dunning Letter Form Print continued
Sample letter #1.

06/23/83

CORBIN CORP
558 FIFTH AVE
NEW YORK NY 10018

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

06/23/03

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 continued

Sample 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 continued
Sample 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 0.00
Service chg of 6.20

Dunning Letter Form Print continued
Sample 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:

classic - [192.168.253.254-DUNN.LTR.TXT.MAINT010\$1]

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

DUNNING LETTER FILE TEXT MAINTENANCE

LETTER CODE 1

1.	Your account with us is now overdue. If there is some reason why
2.	you have not sent your remittance, please let us know, so we can
3.	resolve the problem.
4.	
5.	Otherwise, we shall expect your remittance by return mail.
6.	
7.	
8.	
9.	
10.	
11.	
12.	

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

Dunning Letter File Text Maintenance

Overview

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

Operating Instructions

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>.

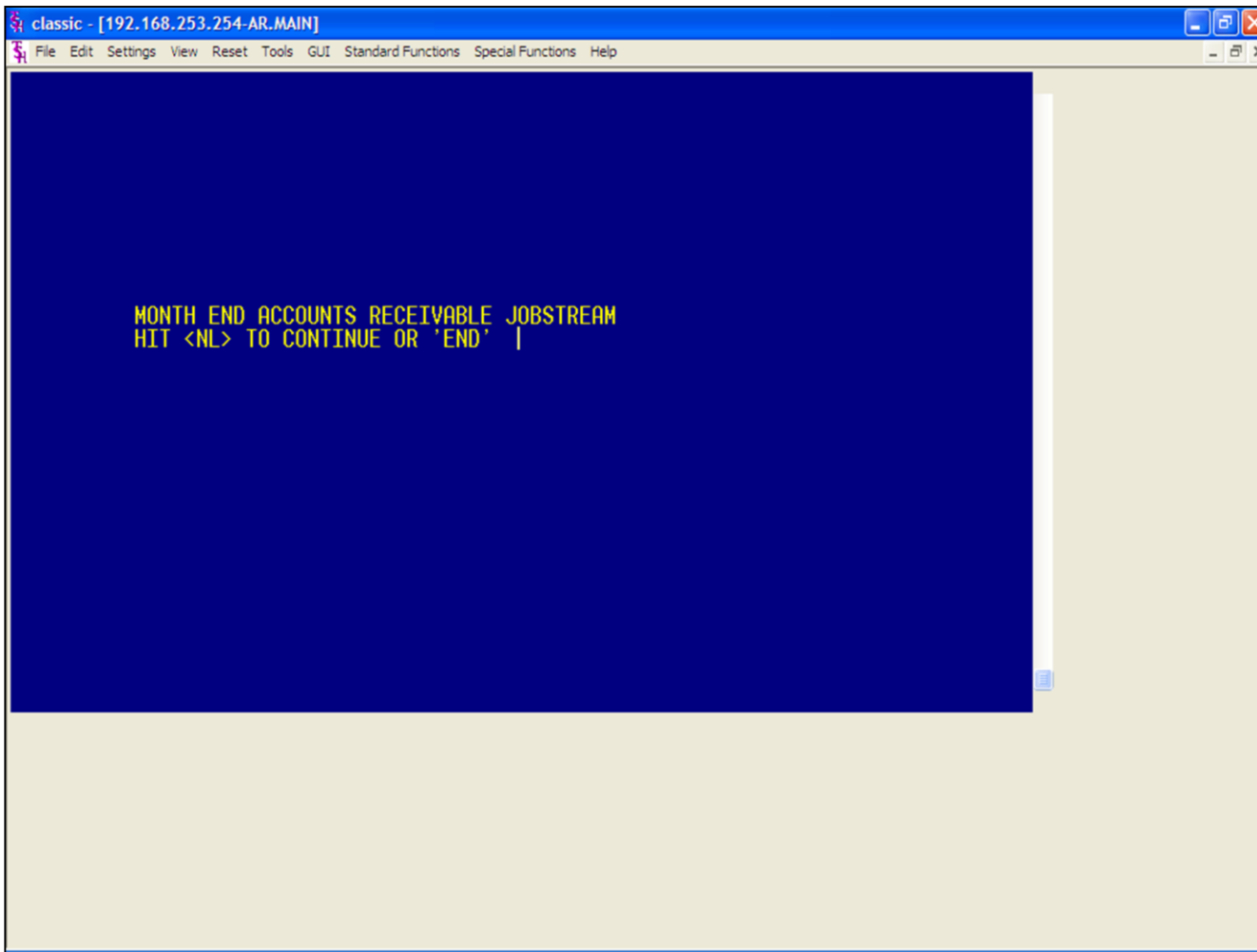
To add blank lines, first be on the next available blank line. Then, press the spacebar on time and hit <ENTER>, continue for each intended blank line.

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

Notes:

Enter line# to change, type 'ABORT' and hit <ENTER> to cancel, type 'DELETE' and hit <ENTER> to delete, or type '0' and hit <ENTER> to accept.

Notes:



Notes:

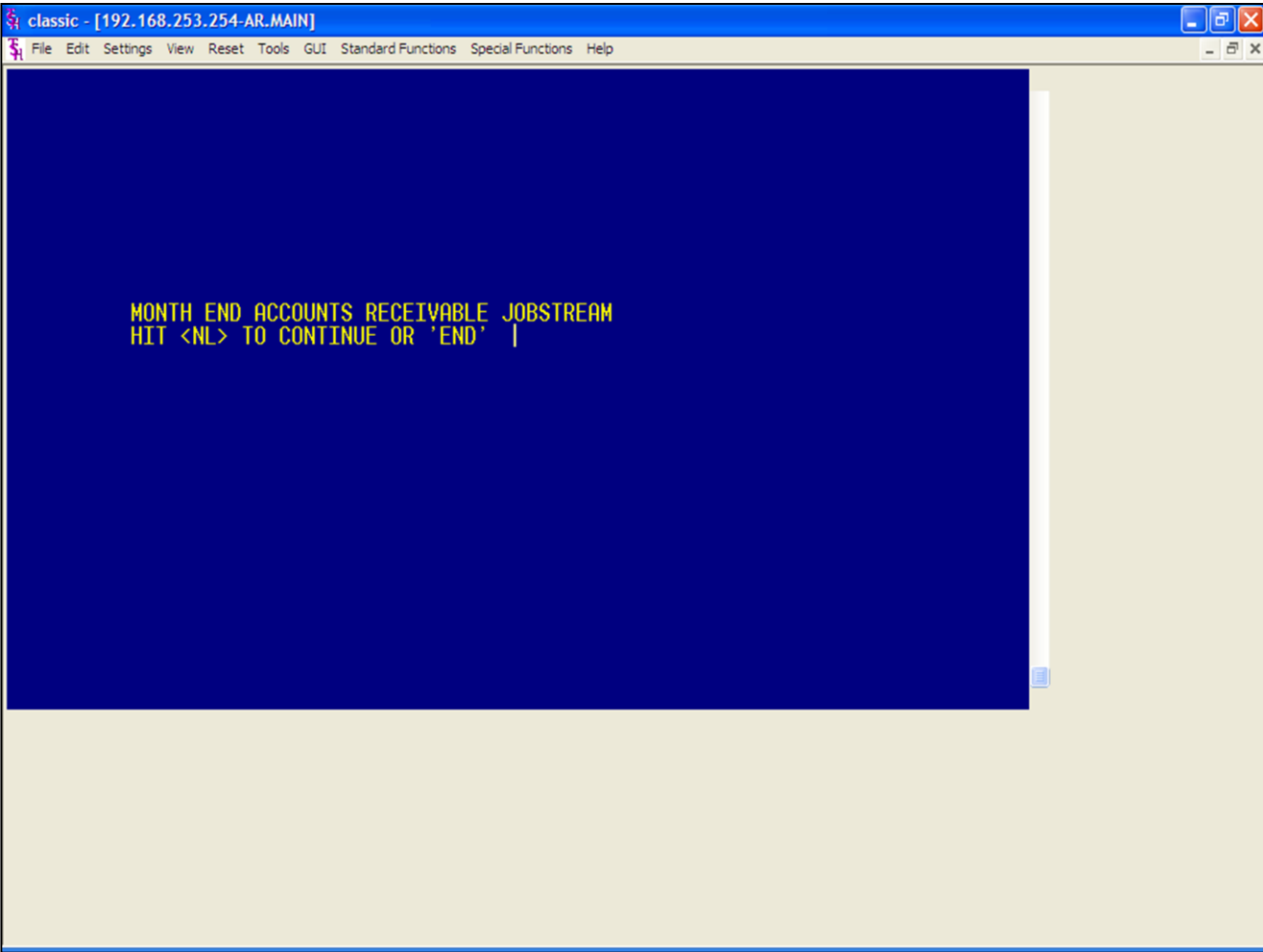
End of Month Job Stream

Overview

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.
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').



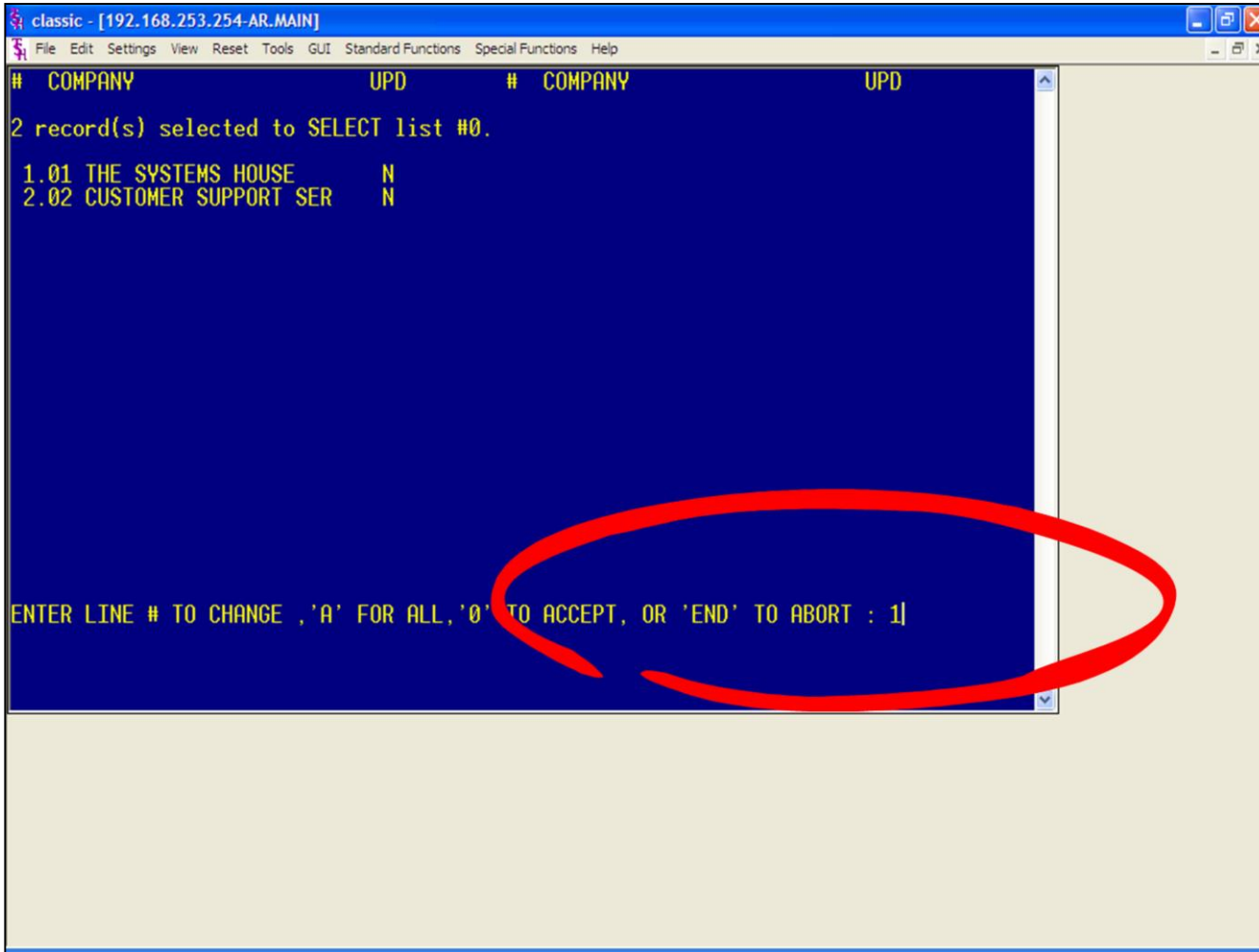
End of Month Job Stream continued

Overview

- 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:



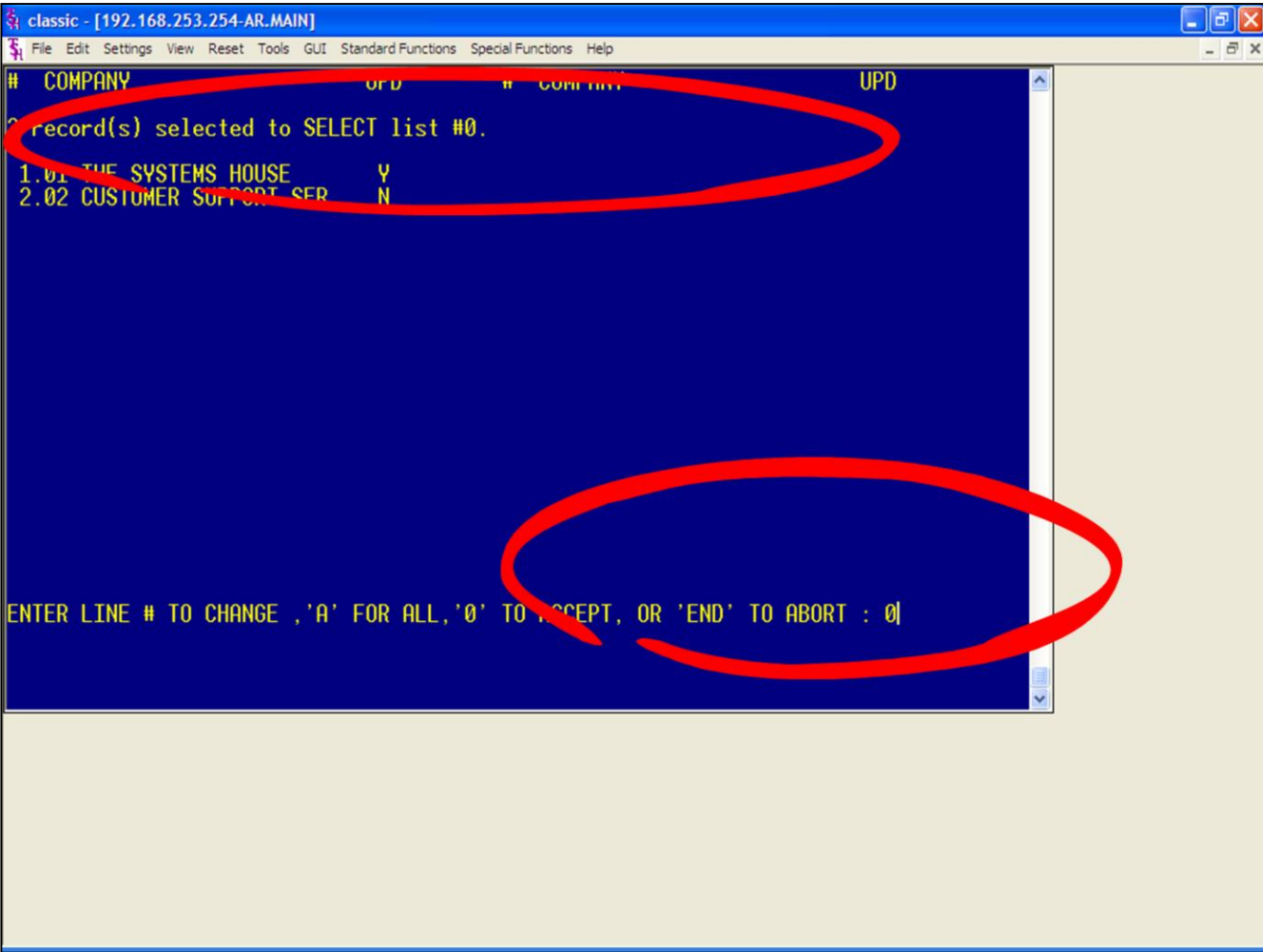
**End of Month Jobstream continued
Operating Instructions
MONTH END ACCOUNTS RECEIVABLE
JOBSTREAM**

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:



End of Month Jobstream continued

Operating Instructions

ENTER 'Y' YO UPDATE. 'N' TO REMOVE FROM UPDATE

Type 'Y' and hit <ENTER> to flag the specified company for end of month. See example.

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.

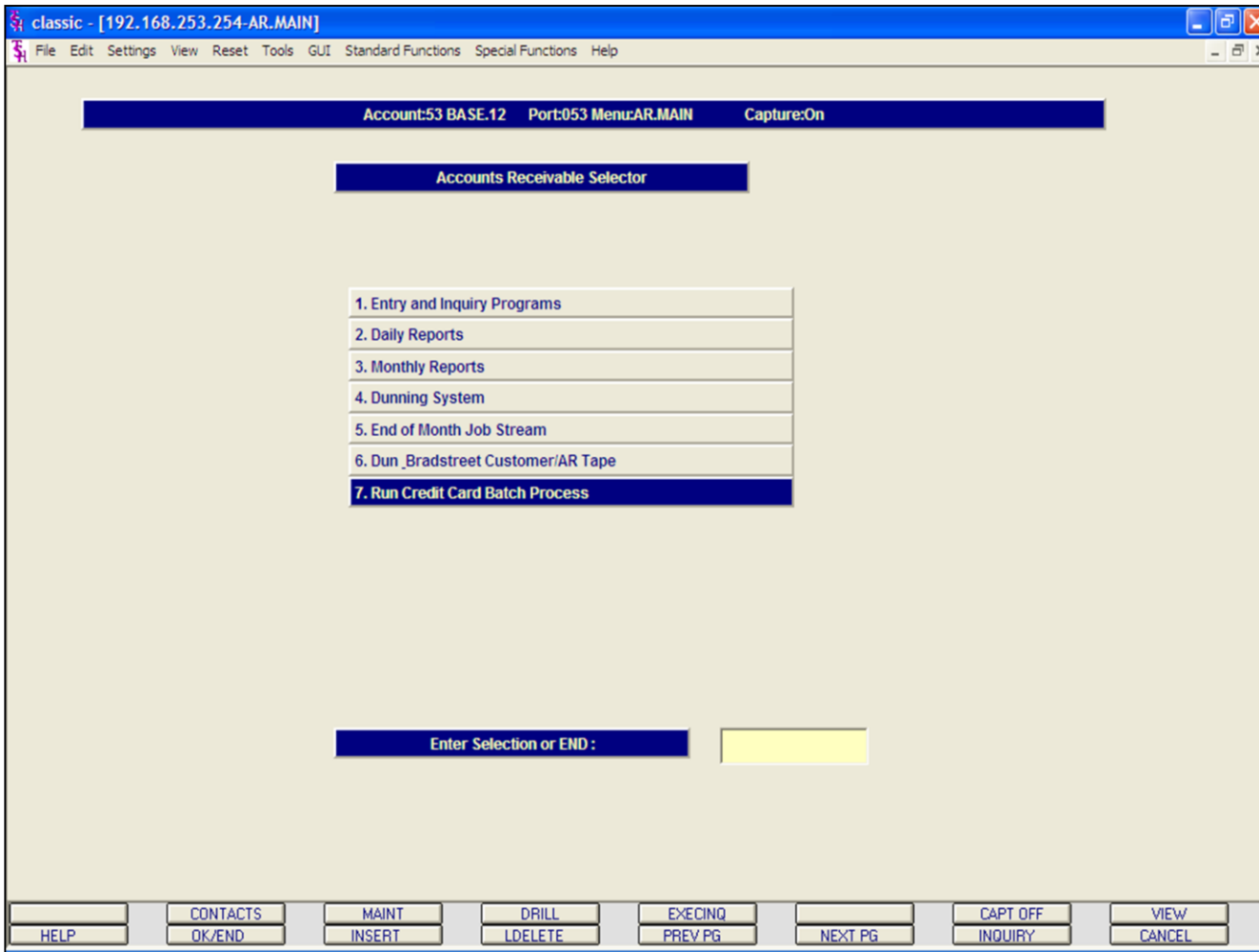
Type 'END' and hit <ENTER> to return tp the menu.

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:



Run Credit Card Batch Process Overview

This program processes all credit card transactions found in the CCR.BATCH file. Records are written into that file when the credit card mode in the Parameter file (119) is set to batch mode.

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:
