THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

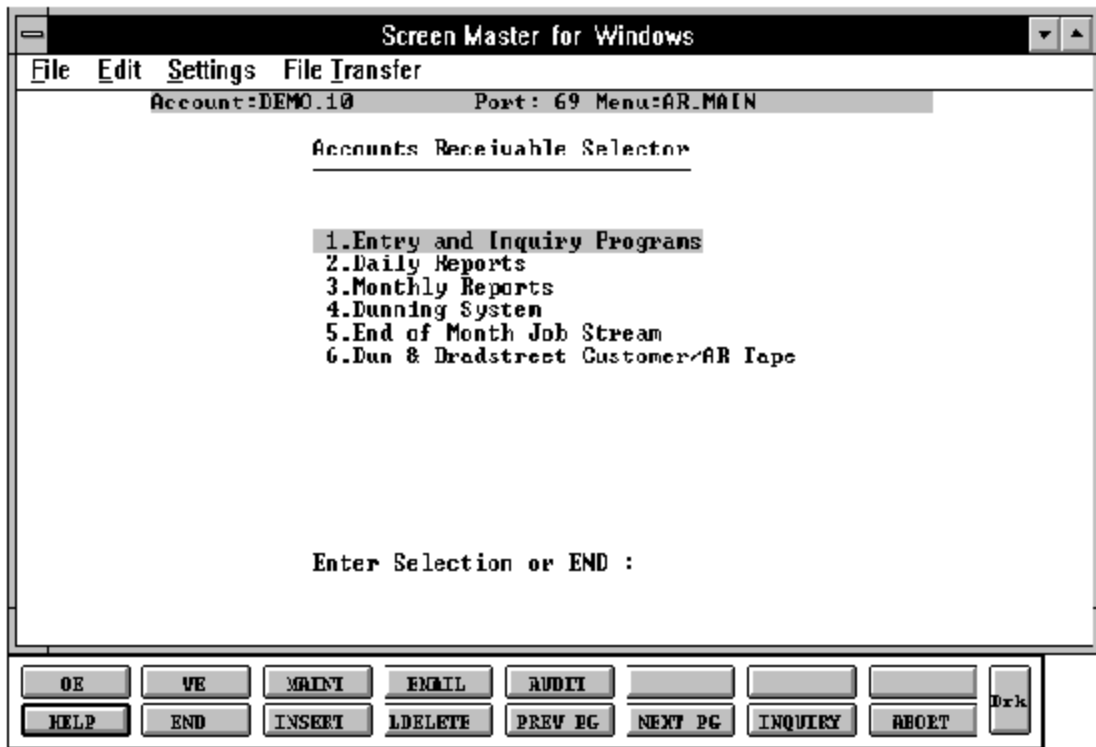# T A B L E   O F   C O N T E N T S

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

T A B L E   O F   C O N T E N T S

ACCOUNTS RECEIVABLE SELECTOR

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┌──────────────────────────────────────────────────────────────────┐
│  ─                    Screen Master for Windows              ▼ ▲  │
├──────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                           │
│      Account:DEMO.10          Port: 69 Menu:AR.MAIN               │
│                                                                    │
│          Accounts Receivable Selector                             │
│                                                                    │
│                                                                    │
│             1.Entry and Inquiry Programs                          │
│             2.Daily Reports                                       │
│             3.Monthly Reports                                     │
│             4.Dunning System                                      │
│             5.End of Month Job Stream                             │
│             6.Dun & Bradstreet Customer/AR Tape                   │
│                                                                    │
│                                                                    │
│                                                                    │
│          Enter Selection or END :                                 │
│                                                                    │
└──────────────────────────────────────────────────────────────────┘
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  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│
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ACCOUNTS RECEIVABLE MODULE OVERVIEW

Accounts receivable data is captured as a byproduct of invoicing into the accounts receivable module. The functions performed in this module include:

ENTRY PROGRAMS
Cash Receipts Application
Accounts Receivable Adjustment Entry
Accounts Receivable Posting
Miscellaneous Code Maintenance
Miscellaneous Code Listing

ACCOUNTS RECEIVABLE INQUIRY FUNCTIONS
Accounts Receivable Inquiry
Summary Account Receivable Inquiry
Credit Manager Inquiry
Quick Detailed Aged Trial Balance
Paid History Inquiry
Message Board Entry

DAILY REPORTING
Daily Cash Receipts Journal
Daily Adjustment Journal
Open Batch Listing
Open Batch Listing - CRT
Credit Authorization Log Report
Daily Partial Payment Listing
Daily Charge Back Print

MONTHLY UPDATE FUNCTIONS
Update of Aging to Customer File
Purge of Paid Items
Service Charge Calculation/Print
Open Service Charge Listing
Paid Service Charge Listing
Coping of Ar to Ar.Hist

ACCOUNTS RECEIVABLE MODULE OVERVIEW

MONTHLY REPORTS
Cash Receipts Journal
Monthly Cash Register by Customer
Summary Cash Register by Bank
Adjustment Journal
Customer Ledger Card Print
Detailed Aged Accounts Receivable Report
Netted Open Item AGED TRIAL BALANCE
Summary Aged A/R Report
Overdue Accounts Receivable Report
Statements
Monthly Billing Invoice Print
Cash Flow Position Report - Printer
Cash Flow Position Report - CRT
Un-applied Cash Listing
Detail Overdue Report

DUNNING SYSTEM
Dunning Letter Update to Cust.Det File
Dunning Letter Edit Report
Dunning Letter Customer Maintenance
Dunning Letter Form Print
Dunning Letter File Text Maintenance

DUNN & BRADSTREET CUSTOMER/AR TAPE
Copy of Customer File to Tape
Copy of Open Accounts Receivable to Tape

ACCOUNTS RECEIVABLE PARAMETERS

13. **GL.PROD**- Should sales in the general ledger be updated on a product type basis (Y or N). If selected, it requires the loading of general ledger numbers in the Prod.Type file, and the use of the Sales.1 file.

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).

18. **GL.COST.GOODS**-- Should the cost of goods be updated to the general ledger based on product type (Y to update by product, N or null to bypass update by product type).

64. **CASH.DISP**-- Screen display for cash receipts (7 -half tone, 19 inverse video, 20 regular).

65. **MAINT.DISP**-- Screen display for file maintenance (7 -half tone, 19 inverse video, 20 regular).

66. **INQ.DISP**-- Screen display for inquiries (7 -halftone, 19 inverse video, 20 regular).

77. **SALES.1.DISC**-- Should trade discount be deleted from the sales amount during the product type GL update. Parameter 13 must be set to 'Y' for this update to occur.

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

ACCOUNTS RECEIVABLE ENTRY SELECTOR

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┌─────────────────────────────────────────────────────────────────────────────┐
│ ─                      Screen Master for Windows                    ▼ │ ▲   │
├─────────────────────────────────────────────────────────────────────────────┤
│  File  Edit  Settings  File Transfer                                         │
│          Account:DEMO.10          Port: 79 Menu:AR.ENTRY                      │
│                    Accounts Receivable Entry Selector                        │
│                    ─────────────────────────────────                         │
│                                                                              │
│                                                                              │
│      Entry                                 Inquiry                           │
│      ─────                                 ───────                           │
│                                                                              │
│   1.Cash Receipts Entry                 7.AR Inquiry                         │
│   2.A/R Adjustment Entry                8.Summary Accounts Receivable Inquiry │
│   3.A/R Posting                         9.Credit Manager Inquiry             │
│   4.Miscellaneous Code Maintenance     10.Quick Detailed Aged Trial Balance  │
│   5.Miscellaneous Code Listing         11.Paid History Inquiry               │
│   6.Credit Release Maintenance         12.Message Board Entry                │
│                                        13.Message Board Report by Customer    │
│                                        14.Message Board Report by Follow-up Date │
│                                        15.Message Board Purge by Customer     │
│                                        16.Message Board Purge by Contact Date │
│                                                                              │
│                                                                              │
│                      Enter Selection or END : █                              │
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│  OE  │ │  VF  │ │ MAINT │ │ EMAIL │ │ AUDIT │ │      │ │      │ │       │ │ Brk  │
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│ HELP │ │ END  │ │INSERT │ │LDELETE│ │PREV PG│ │NEXT PG│ INQUIRY│ │ ABORT │ │      │
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CASH RECEIPTS ENTRY OVERVIEW

The cash application procedure is designed to accommodate two different methodologies of application. In one case, the decision on how to apply the cash is made directly on the CRT at the time of entry. Alternately, the application information may have previously been defined by the accounts receivable department using either a customer ledger card, or a copy of the aged trial balance. In the first case, the operator would request a display of all open items and then identify how the cash is to be applied. Balancing of the cash batch would be based on net cash only.

In the latter case, in the batch control screen the amount of account receivable credit, writeoffs by category, as well as net cash would be entered and balanced by the system. In terms of application, normally only the specific items to be keyed off are entered by the operator.

The system provides the ability to apply cash in the following ways:

      A.   To a specific invoice (or item)

      B.   To a range of invoice numbers

      C.   On account

Shortages in payments received can be handled in the following ways:

      A.   Accepted as a partial payment.

      B.   Charged as a writeoff. In this case a miscellaneous code can be entered, (associated with a general ledger number) to properly reflect the adjustment on the corporate books.

      C.   Have the invoice marked as paid in full, and have a chargeback generated against the customer's account. Chargebacks are uniquely identified in the account receivable system by a separate series of control numbers. Associated with each chargeback is a reason code (i.e., unauthorized deduction), which is used in the printing of the system generated chargeback notice.

CASH RECEIPTS ENTRY OVERVIEW

The system provides the ability to apply a single customer check to open items recorded on the books of any company. All necessary inter-company accounting entries are automatically generated, with appropriate audit trails.

On account payments and un-applied payments are assigned separate series of control numbers to uniquely identify these transactions and assist in their resolution.

The system has the ability to allow separate Customer records for invoicing and sales reporting identity, but to have all accounts receivable data posted to a consolidated master account. The identity of the 'SATELLITE' Customer record is maintained in the open Invoice file. In this way, customers with separate selling points but a consolidated paying office can be accommodated.

The system provides the ability to review the check application (if out of balance) and remove items from the application.

The system also provides the ability to do an inquiry based on the customer reference.

Provision are also made for the posting of non-accounts receivable cash (such as loan deposits, etc). These amounts are charged directly to the appropriate general ledger account through this program and do not affect accounts receivable.

THE APPLICATION PROCESS

The operator enters the total cash deposit as a control total and applies the cash received to various customer accounts. Check data is captured and the amounts allocated to individual open items, as discussed above. The system insures that the total cash applied to each customer's account balances to the day's bank deposit.

Cash discounts taken are validated against the due date, with operator override provided. All postings are immediately updated to the Accounts Receivable Open Item file, and recorded in the Cash Receipts Transaction file for later processing.

THE ACCOUNTS RECEIVABLE CONTROL RECORD

The cash application procedure is actually composed of eight (8) subprograms and one driver program As indicated above options exist to determine if balancing is to be performed on net cash only, or on an individual writeoff category basis. The subprograms to be used are defined in the Control file item Cash.Entry2. Following is the format of this record:

1	CUST.VALID1	change to CUST.VALID2 if validation
2	CASH.ENTRY2	on each writeoff category is desired
3	CASH.ENTRY.SMP2	
4	MISC.CASH.ENTRY2	
5	CUST.UPD1	
6	G.CUST.LOOKUP.CASH	
7	CASH.CHGBACK2	
8	CASH.INQ.LOOKUP2	

If intercompany cash will be done, the Parameter cash must be set to 'Y' (attribute 1).

CASH RECEIPTS ENTRY

PROGRAM NAME   ARPROG CONTROL.ENTRY2.010
SELECTION   MENU-4.1
SELECTION NUMBER   1
FILES ACCESSED   AR   MISCD
                       AR.XREF   CA
                       CUST.MAST
                       CUST.DET
                       COMPANY
                       CONTROL
                       COMMONS
                       DCASHPRT

OVERVIEW
The cash entry screen establishes the totals for the batch of cash to be applied. The receiving company and bank are identified. In addition, the operator must enter, the net cash received, broken down between accounts receivable and non accounts receivable cash.

Based upon the application methodology in use, the net cash figure can further be broken down into gross accounts receivable credit, and the amounts written off to each writeoff code. Depending upon the version of cash selected, the batch total will be proofed to net cash only, or to accounts receivable credit and individual writeoff codes as well.

This program performs the actual cash application process to a single customer. Three (3) methods of application are available.

SIMPLE
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 the operator may pay a range of invoices, it also provides the ability to reapply:

     On-account credit memos
     On-account payments
     Un-applied payments

CASH CONTROL ENTRY

COMPLEX
Application is occurring at the time of entry. Therefore, the operator does not know which invoice or invoices to pay and wants to display all open invoices to choose which ones to pay off.

With this method the operator may pay a range of invoices, provided the range of numbers are consecutive.

MODIFIED COMPLEX
This method is intended for use by the customer who will use the accounts receivable ledger card as the source document for cash input.

In this method all open invoices are displayed sequentially and the operator is prompted for the A/R credit amount to apply to each invoice.

If only one cash application will be used, the cash method can be set in the Company record.

SPECIAL CASH DISCOUNT PROCESSING LOGIC
If the miscellaneous code identifies a cash discount 'CASHDISC' the system will compare the cash entry date to the cash discount date on the Accounts Receivable record. If the invoice is beyond terms, or if the amount written off exceeds the amount of the allowable cash discount, to system will display a warning message. The operator will have the option of allowing the discount or canceling the writeoff.

SPECIAL CHARGEBACK PROCESSING LOGIC
If a chargeback is indicated, 'CHGBACK', an entry is logged in the Chargeback file so that a notification can be sent to the customer informing him of the non-authorized deduction. After all miscellaneous deductions have been entered for the open item, the system will prompt for the chargeback reason code, which will be logged to the file, and printed on the chargeback notice to the customer.

CASH CONTROL ENTRY

SPECIAL SHORT PAYMENT PROCESSING LOGIC
The short payment feature is optional, and is used if it is desired to automatically writeoff any small discrepancy between the amount paid, and the remaining balance on the invoice.

In order to enable this feature, a miscellaneous code must be established for 'SHORTPY' for the application company. In addition, the amount of the short pay difference must be entered in the Company file. (I.e. If any balance less than 1.00 is to be written off, then 1.00 must be entered into the Company file.)

The short pay feature is invoked after all normal writeoff's have been entered, and 'E' or 'END' is entered to the writeoff code prompt. Visually, the program changes the amount of the account receivable credit, and adds the short payment amount to writeoff column on the screen.

CASH CONTROL ENTRY

```
 ─                        Screen Master for Windows                    ▼ ▲
 File    Edit   Settings   File Transfer
                             CASH CONTROL ENTRY            DATE: 04/12/96

   1. CO #:                                            BATCH #:
   2. POSTING DATE:

   3. BANK NO:                      BANK NAME:
                                    BANK G/L#:

   4. A/R CONTROL:
   5.
   6.
   7.
   8.
   9.
  10.
  11.
  12.
  13.

      A/R CASH:
  14. MISCELLANEOUS:
  15. TOTAL CASH:
           ENTER BATCH #,<RTN> FOR NEW BATCH #, OR 'END': NNNNNN


  ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐ ┌─────┐
  │ SF1 │ │ SF2 │ │ SF3 │ │ SF4 │ │ SF5 │ │ SF6 │ │ SF7 │ │ SF8 │  ┌───┐
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  │HELP │ │ END │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │
  └─────┘ └─────┘ └──────┘ └───────┘ └───────┘ └───────┘ └───────┘ └──────┘
```

CASH CONTROL ENTRY

OPERATING INSTRUCTIONS

ENTER BATCH #, <RTN> FOR NEW BATCH # OR 'END':

'END' will return to the accounts receivable main selector.

The cash application program provides the ability to enter a new batch of cash, as well as make changes to and apply additional transactions to an existing batch.

If a batch number is input, the Cash.Con file is read to determine whether or not that batch is still open. If it is, the current totals are displayed and additional entries allowed.

The input of 'RETURN' will initiate the entry of a new batch of cash.

CO #:

Enter a 2 digit company number. The program will validate the company number and display the company name and writeoff codes established for that company.

POSTING DATE:

The program will prompt for the date. If the operator wishes to use the system date then they may do so by inputting a 'RETURN'. The program will validate the date, if it is not within the current fiscal period the program will respond with an error message.

BANK NO:

Enter a 3 digit bank number. The number will be validated against the Bank file if valid then 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.

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.

If you are using the version of cash that validates each write off, then the gross accounts receivable amount must be entered.

CASH CONTROL ENTRY

OPERATING INSTRUCTIONS (Continued)

If you are using the version of cash receipts that only validates the net accounts receivable cash, you can enter the net accounts receivable cash. The writeoff amount need not be entered.

The difference between the account receivable credit and check amount received must be distributed to the various writeoff codes, which are described below.

The maximum field size is 8 positions, of which 2 are decimal positions. The format of this field is validated by the system. If the input is not valid then the program will display an error message.

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 writeoff codes.

Upon entry of the company number, the program will display the miscellaneous codes established for that company. The program used to maintain these codes is the miscellaneous code maintenance program, entry 4 of the accounts receivable entry selector.

For each writeoff code established, the program will display the description and prompt for the input of an amount. Maximum length allowed is 8 positions, 2 of which must be decimal. After the entry of the amount the program will display the GL# for that writeoff description. If the amount is not a valid input, the program will display an error message.

It should be noted that to trigger the special processing developed for cash discount, short payments and chargeback writeoffs, the miscellaneous codes established for these three types must be CASHDIS, SHORTPY and CHGBACK. This information is displayed on the miscellaneous code entry screen.

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 writeoff amounts.

CASH CONTROL ENTRY

OPERATING INSTRUCTIONS (Continued)

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.

This 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 of 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.

CASH CONTROL ENTRY

CUSTOMER VALIDATION

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┌──────────────────────────────────────────────────────────────────────────┐
│  ▓      │              Screen Master for Windows              │  ▼ │ ▲     │
├──────────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                                    │
│                      *****   CUSTOMER LOOKUP INQUIRY   *****                │
│                                                                            │
│  LN#  CUSTOMER          NAME                 CITY STATE          ZIPCODE    │
│                                                                            │
│                                                                            │
│                                                                            │
│                                                                            │
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│                                                                            │
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│                                                                            │
│                                                                            │
│                                                                            │
│             ENTER LOOKUP CODE OR 'E' TO END :                              │
│                                                                            │
├──────────────────────────────────────────────────────────────────────────┤
│  ┌─────┐ ┌─────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌─────┐ ┌─────┐ ┌─────┐        │
│  │ OE  │ │ VE  │ │MAINT │ │EMAIL │ │AUDIT │ │     │ │     │ │     │ ┌────┐ │
│  └─────┘ └─────┘ └──────┘ └──────┘ └──────┘ └─────┘ └─────┘ └─────┘ │Brk │ │
│  ┌─────┐ ┌─────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌─────┐ ┌──────┐ ┌─────┐└────┘ │
│  │HELP │ │ END │ │INSERT│ │LDELETE││PREV PG││NEXT PG││INQUIRY││ABORT│      │
│  └─────┘ └─────┘ └──────┘ └──────┘ └──────┘ └─────┘ └──────┘ └─────┘       │
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CASH CONTROL ENTRY

CUSTOMER VALIDATION
The customer validation routine establishes the correct customer to which cash will be posted. Access to the customer is through the alphanumeric external customer number. In the case of multiple customers for the same acronym the system will sequentially display the customer with the name and address.

You may also enter 'L' for the generic customer lookup routine is also available as part of the cash application program.

When the correct customer is located, a 'RETURN' or 'Y' will initiate actual cash application.

OPERATING INSTRUCTIONS

COMPANY

The company number is passed from the cash control entry and is displayed in customer validation.

ENTER CUSTOMER #, 'L' FOR LOOKUP OR 'END':

Enter the customer acronym (maximum 13 alphanumeric characters) or 'L' to initiate the lookup routine. If a customer code is input, the system will respond with the customer name and address. If the customer number is not valid, the system will display an error code.

The entry of an 'L' brings into play the generic customer lookup routine. This method allows the lookup of customer based upon the entry of the first four (4) characters in any word of the customer name. For example:

AJAX SUPPLY HOUSE, INC.

Can be accessed by   AJAX
                            SUPP
                            HOUS

CASH CONTROL ENTRY

OPERATING INSTRUCTIONS (Continued)

The program which generates these additional lookups is independent of the customer maintenance programs. It generates all relevant lookups without additional effort on the part of the MDS customer. In the process, common prefixes such as Mr., Mrs., Dr., Inc., Co., are eliminated. Of course, this program can be customized to meet the needs of the individual client.

Once the correct customer has been identified the program will proceed to the cash application screen. The system will respond:

CORRECT CUSTOMER? (CR/N):

Hit 'RETURN' to proceed to cash application. An entry of 'N' will display the next customer with the same acronym, if any.

The cash application screen is called directly from the customer validation screen.

CO #:

Program will display the company number which has been inputted in cash control entry.

CUST #:

The program will display the customer number which has been entered in customer validation.

BATCH #:

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

ENTER CHECK # OR 'END':

Enter the check number that is being applied. The check number is a 9 position field. There is no validation performed.

ENTER CHECK AMOUNT OR 'END':

Enter the amount of cash to be posted. Input a maximum of 8 positions 2 of which must be decimal. The program will validate for numeric input. If the inputted data is not numeric the program will display an error message.

CASH CONTROL ENTRY

OPERATING INSTRUCTIONS (Continued)

AMT APPLIED:

The program will set this field to zero. At this point of cash application the amount is 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 balance is equal to zero.

METHOD
Enter which method that you wish to apply cash:

1. Simple method
2. Complex method
3. Modified complex

SIMPLE
Simple cash application is the type of application where the operator knows which invoices the cash is to be applied.

COMPLEX
Complex cash application, is the type of application where the operator does not know which invoices are to be paid and wants to see each open invoice and selects which one to pay.

MODIFIED COMPLEX
This method of application should be selected if the ledger card based application is in use. Open items will be displayed, and the operator sequentially prompted for payment data.

If this is a customer with a substantial number of Account Receivable record, you will be asked which group of records to be reviewed:

CASH CONTROL ENTRY

OPERATING INSTRUCTIONS

ENTER CHAIN #, 'END' TO END OR <RTN> TO CONTINUE

Enter the chain number for the group of Accounts Receivable records to be reviewed. Enter 'END' to return to the customer number prompt or hit 'RETURN' to review all the Accounts Receivable records. If there is more than 1 chain of Accounts Receivable record you will be prompted:

DO YOU WANT TO POST TO ANOTHER CHAIN OF AR RECORDS? (Y/N):

If 'Y' is selected the second chain of Accounts Receivable records will be displayed. If 'N' is selected you will continue with the program.

NO. OF ITEMS

The program will display the number of open items that are on file for that customer.

A/R BAL

The total open A/R balance for that customer will be displayed from the Customer file. This balance does not change during the cash application but will be changed during the update.

ACCOUNTS RECEIVABLE CASH APPLICATION

```
 ▦              Screen Master for Windows                    ▼ ▲
 File   Edit   Settings   File Transfer
                        CASH APPLICATION              04/15/96  PAGE:  1
   CO#:      01              BATCH #:  100303          METHOD
   CUST#:    1010        ST. MICHAELS HOSPITAL         1.SIMPLE
 1.CHECK#:   444              AMT APPLIED:             2.COMPLEX ****
 2.CHECK AMT:    78.00        BALANCE          78.00    NO. OF ITEMS:  2
   A/R BAL:   4071.55         TRANS#: 01120002  -  01120003
 LN  TYP   NUMBER DATE AMT OPEN     CASH DIS DATE PO REF NUMB  WRITE-OFF A/R CRED

    1     01120002 04/30      55.51     0.00 06/10 1010-602331
    2     01120003 04/30    4016.04     0.00 06/10 1010-64332




 ENTER LINE # TO CHANGE,'N'-FOR NEXT PAGE,'R'-FOR RANGE,OR 'END': ###H

  [ OE  ] [  VE  ] [ MAINT ] [ EMAIL ] [ AUDIT ] [      ] [      ]  Brk
  [HELP ] [ END  ] [INSERT ] [LDELETE] [PREV PG] [NEXT PG] [INQUIRY] [ABORT]
```

ACCOUNTS RECEIVABLE SIMPLE APPLICATION

LINE
The program will display the line number. The number is for information purposes and for retrieving a line for modification. As each line is complete the program will increase the line number. The operator may 'END' only from the line number field.

TYP
Enter the transaction type that is to be processed. The valid entries are:

PMT   Which is a payment from a check.

C/M   Which is a re-application if a credit memo is to an open invoice. An input of return will assume PMT.

O/A   Which is either the re-application or creation of an on-account payment.

U/A   Which is either the re-application or creation of un-applied cash.

R/C   Which is the posting of a returned check.

INQ   To review the AR for this customer that has been affected by this cash application

L   To lookup an AR number based on AR reference information.

END   Which will return to entry of check#.

ACCOUNTS RECEIVABLE SIMPLE APPLICATION

CASH PAYMENT ENTRY

PMT - **PAYMENT**

TYP

Enter PMT as the Type.

NUMBER

Enter the invoice to be paid. The program will validate the invoice number and if it is not on file the program will display an error message.

The program will display the invoice date from the open Account Receivable file. Amount open is displayed by the program from the open Accounts Receivable file.

Cash discount displayed by the program from the open Accounts Receivable file.

Discount date is the cash discount date. It is displayed from the open Accounts Receivable file.

The program will display the reference number from the Accounts Receivable file.

A/R CRED

Enter the amount that is to be applied to this invoice. The format is xxxxxx.xx. If the entire amount is to be applied, enter 'RETURN'.

If the amount applied is less than the open amount, and writeoff amounts have been entered in the cash control entry screen, the program will prompt at the bottom of the screen for miscellaneous writeoff codes and amounts.

MISCELLANEOUS CODE

The code must be valid code on 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 amount will be validated for numeric.

ACCOUNTS RECEIVABLE SIMPLE APPLICATION

CASH PAYMENT ENTRY (Continued)
The format for amount entry is xxxxxx.xx.

After each amount is entered, the system will increment the writeoff field of the line item.

The program will then prompt for any additional writeoffs. If the response is 'E' or 'END' the program will consider the writeoffs complete, and prompt for the next invoice to be paid. During the simplex application of cash the operator will have the option of paying a range of invoices.

TYP:

Enter PMT as the type.

NUMBER

Type in 'RANGE'.

ENTER STARTING NUMBER:

Enter the starting invoice number to pay.

ENTER ENDING NUMBERS:

Enter the last number involved.

ENTER A/R CREDIT AMOUNT:

Enter the amount to apply on a range basis. The program will then begin to apply cash starting with the starting with the starting invoice number and ending with the ending invoice number. As the application proceeds, the applied and balance amounts at the top of the screen will be changing.

The application continues until the ending invoice number is reached, or the amount to be applied reached zero. The amount to be applied may leave a partial payment balance on the last invoice in the range. If and invoice was paid within the range that should not have been type in 'INQ'.

ACCOUNTS RECEIVABLE SIMPLE APPLICATION

CASH PAYMENT ENTRY (Continued)

INQ

ENTER LINE# TO BEGIN INQUIRY, <RET> FOR ALL OR 'X' TO EXIT? (#/RTN/X):

If 'INQ' is entered, you will be prompted with the line number to begin the inquiry. Return to see the entire application or 'X' to exit.

Enter 'L' to lookup an AR number by inputting the reference number. If 'L' is entered, enter the A/R reference or 'X' to exit the lookup process.

All the applications that have taken place during the session for this customer will be displayed. You will be prompted:

ENTER LINE# TO DELETE, OR <RTN>? (#/RTN):

A response of a valid line number will then prompt you for:

DELETE LINE#: XX ---- ENTIRE LINE, CHARGEBACKS OR NO (E/C/N)

'E'   will delete the entire line and adjust the applied and balance amounts.

'C'   will just delete the chargebacks

'N'   will not delete the line.

A response of 'RETURN' at line number to delete will bring you back to the entire 'TYPE' prompt.

After all transactions for the customer and checks have been completed, type 'END'. If the balance to apply is 0 the A/R and Customer records will be updated. If the balance is not 0 additional application or correction will be necessary. The entire check application can also be wiped out to begin again.

ACCOUNTS RECEIVABLE SIMPLE APPLICATION

ON-ACCOUNT AND UN-APPLIED PAYMENT CREATION

O/A - ON ACCOUNT PAYMENTS

U/A - UN-APPLIED PAYMENTS

TYP

Enter O/A or U/A

NUMBER

Enter 'N' to indicate a new entry. The transaction will be assigned an on-account or un-applied payment reference number from the Seq.Cont file.

DATE

The cash application date will be used.

PO REF NUMB

The check number will be inserted in this field in the Accounts Receivable record.

A/R CRED

Enter the amount that is to be created as the on account or un-applied payment. The amount should normally be entered as a positive number.

Entry format xxxxxx.xx

ENTER COMP # FOR 'O/A, U/A' OR <RTN> FOR COMP# '01'

Enter the company number or 'RETURN' if correct company number.

REFERENCE DATA: AAAAAAAAAAAAAAA

Enter any reference information, such as customer PO etc.

ACCOUNTS RECEIVABLE SIMPLE APPLICATION

RE-APPLICATION OF CREDIT MEMOS

C/M - CREDIT MEMO

LINE

The program will increment the line number

TYP

Enter C/M in this field

NUMBER

The operator enters the C/M number that is to be reapplied. The program will validate the number and display the data for that credit memo. If the number is not valid the program will display an error message.

The program will display the date from the credit memo.

The program will display the open amount of the Credit Memo record.

PO REF NUMB

The program will display the reference number from the Accounts Receivable file.

A/R CRED

The operator enters the amount that is to be reapplied from that credit memo or 'RETURN' if the full amount should be reapplied. This entry is required to be negative, to insure consistency with the logic of the cash application process.

The system will reposition the cursor for entry of data:

TYP

The program will display the code 'REA'.

ACCOUNTS RECEIVABLE SIMPLE APPLICATION

RE-APPLICATION OF CREDIT MEMOS (Continued)

NUMBER

Enter the invoice number that the credit memo will be applied to.

The program will display the date from the open Accounts Receivable file.

The program will display the open amount from the open Accounts Receivable file.

The program will display the cash discount from the open Accounts Receivable file.

The program will display the cash discount date from the open Accounts Receivable file.

A/R CRED

Enter the amount of the credit that is to be reapplied to this invoice. The sign of this entry is positive, since it is decreasing the open balance of the invoice. Entry format is xxxxxx.xx if the full (OR REMAINING) balance of the re-application is to be credited to this invoice, the operator may input a 'RETURN'.

The program will then increase the open balance of the C/M (which will have the effect of bringing the balance towards zero), and decrease the open balance of the invoice.

The program will then position the cursor for input of the next type.

ON-ACCOUNT PAYMENT RE-APPLICATION
On-account cash payments may be reapplied during the cash application process in the same manner as credit memos are reapplied.

The entry type for this process is O/A.

UN-APPLIED PAYMENTS APPLICATION
Un-applied cash payments may be reapplied during the cash application process in the same manner as credit memos are reapplied.

The entry type for this process is U/A.

ACCOUNTS RECEIVABLE COMPLEX APPLICATION

CASH PAYMENT ENTRY
The operator may choose to apply cash using the complex method.

The program will fill the screen with the first 12 open items and the following message will be displayed:

> **ENTER LINE # TO CHANGE, 'N' FOR NEXT PAGE, 'R' FOR RANGE, OR 'END':**

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

'N' for next page will clear the accounts receivable information and display the next page.

'R' for range will prompt for beginning and ending line numbers.

If a line number is input, the cursor is positioned at the requested line for cash application.

When the cursor is positioned for an A/R credit input the operator may input an amount or a 'RETURN'. If an amount is entered the program will validate for numerics. If a 'RETURN' is entered the open amount will be the amount applied. This amount will be displayed in the amount field.

If the amount applied is less than the open amount, and writeoff amounts have been entered in the cash control entry screen, the program will prompt at the bottom of the screen for miscellaneous writeoff codes and amounts.

MISCELLANEOUS CODE

The code must be valid code on 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 amount will be validated for numeric. The format for amount entry is xxxxxx.xx.

After each amount is entered, the system will increment the writeoff field of the line item.

The program will then prompt for any additional writeoff's. If the response is 'E' for end, the program will consider the writeoff's complete, and prompt for the next invoice to be paid.

COMPLEX CASH APPLICATION

RANGE PAYMENTS

R FOR RANGE PAYMENT

During the complex application of cash the operator will have the option of paying a range of invoices.

ENTER STARTING LINE #:

Enter the beginning line number to pay.

ENTER ENDING LINE #:

Enter the last line number involved.

ENTER A/R CREDIT AMOUNT:

The amount to apply on a range basis is now 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 reached 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.

NOTE: During the application of cash employing the range function the program will not allow writeoff's. If the check is out of balance the operator may change a line or enter a 'W' to wipe it out and start over or enter 'INQ' to review and change the application.

If you have completed your application and the balance is not $0.00, you will be prompted as follows:

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

ENTER COMP # FOR 'O/A', 'U/A' OR <RTN> FOR COMP# '01'

COMPLEX CASH APPLICATION

RANGE PAYMENTS (Continued)

Enter the company number or 'RETURN' if correct company number.

REFERENCE DATA: AAAAAAAAAA

Enter any reference information, such as customer purchase order etc.

A response of 'R/C' will then prompt you for the invoice numbers that the return check pertains to. You will also be prompted for the A/R credit amount (must be a negative amount) and any write off codes and amounts (must be a negative amount). This will allow you to reestablish the A/R records back into the system and reverse any writeoffs that may have been taken.

A response of 'RETURN' will bring you to :

ENTER 'C' TO CHANGE CHECK AMT , 'A' TO REAPPLY. 'INQ' - INQUIRY, 'L' - LOOKUP OR 'W' TO WIPE OUT AND RE-ENTER ENTIRE CHECK:

A response of 'C' will bring you to the check amount to allow you to change the amount. If the balance is now $0.00 the cash application will be updated.

A response of 'A' will bring you back to the application process.

If 'INQ' is entered, you will be prompted with the line number to begin the inquiry. Enter 'RETURN' to see the entire application or 'X' to exit the inquiry process.

Enter 'L' to lookup an AR number by inputting the reference number. If 'L' is entered, enter the A/R reference or 'X' to exist the lookup process.

All the applications that have taken place during the session for this customer will be displayed. You will be prompted:

ENTER LINE# TO DELETE OR <RET>? (#/RTN):

A response of a valid line number will then prompt you for:

DELETE LINE#: XX ---ENTIRE LINE, CHARGEBACKS OR NO (E/C/N)

COMPLEX CASH APPLICATION

RANGE PAYMENTS (Continued)
A response of 'E' will delete the entire line and adjust the applied and balance amounts.

A response of 'C' will just delete the chargebacks

A response of 'N' will not delete the line.

A response of return at line number to delete will bring you back to the entire 'TYPE' prompt.

A response of 'W' will wipe out this entire transaction and reprompt for check number.

ACCOUNTS RECEIVABLE MODIFIED COMPLEX APPLICATION

CASH PAYMENT ENTRY

This method is intended for use by the customer who will use the accounts receivable ledger card as the source document for cash input.

In this method all open invoices are accessed sequentially and the operator prompted for the A/R credit amount to apply to each invoice.

A/R CRED

Enter 'A' and the program will apply the full amount open on the invoice as the A/R credit.

CR

Is an indication that no amount is to be applied to this invoice, and the program will position the cursor for the next input invoice.

NOTE: A negative amount may be entered to in effect reapply an on-account payment or credit memo. The use of this feature will not provide the from/to audit trail provided in the normal re-application process, but will properly handle the transaction from an accounting viewpoint.

As in the other methods, the amount applied and amount remaining on the check to apply are updated, and displayed at the top of the screen.

After all invoices have been scanned, the system will prompt for writeoff codes and amounts. If you have completed your application and the balance is not $0.00, you will be prompted as follows:

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

A response of 'O/A' will then prompt for the on-account amount and the company to post to. You will also be prompted for reference number.

A response of 'R/C' will then prompt you for the invoice numbers that the return check pertains to. You will also be prompted for the A/R credit amount (must be a negative amount) and any write off codes and amounts (must be a negative amount). This will allow you to reestablish the A/R records back into the system and reverse any writeoffs that may have been taken.

MODIFIED COMPLEX APPLICATION

CASH PAYMENT ENTRY (Continued)
A response of 'RETURN' will bring you to :

ENTIRE CHECK NOT APPLIED, HIT <RTN> TO CONTINUE

ENTER 'C' TO CHANGE CHECK AMT, 'A' TO REAPPLY, 'INQ' - INQUIRY, 'L' FOR LOOKUP OR 'W' TO WIPE OUT AND RE-ENTER ENTIRE CHECK:

A response of 'C' will bring you to the check amount to allow you to change the amount. If the balance is now $0.00 the cash application will be updated.

A response of 'A' will bring you back to the application process.

If 'INQ' is entered, you will be prompted with the line number to begin the inquiry. Return to see the entire application or 'X' to exit the inquiry process.

Enter 'L' to lookup an AR number by inputting the reference number. If 'L' is entered, enter the A/R reference or 'X' to exist the lookup process.

All the applications that have taken place during the session for this customer will be displayed. You will be prompted:

ENTER LINE# TO DELETE OR RETURN

A response of a valid line number will then prompt you for:

ENTER LINE, CHARGEBACKS OR NO (E/C/N)

A response of 'E' will delete the entire line and adjust the applied and balance amounts.

A response of 'C' will just delete the chargebacks

A response of 'N' will not delete the line.

A response of return at line number to delete will bring you back to the entire 'TYPE' prompt.

A response of 'W' will wipe out this entire transaction and reprompt for check number.

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.

The miscellaneous cash screen is chained to from cash control entry, by inputting a 'M' at the end of cash control entry.

MISCELLANEOUS CASH APPLICATION

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ◖ Screen Master for Windows                                   _ □ ✕      │
├─────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                       │
│                                                                           │
│                      MISCELLANEOUS CASH ENTRY        DATE: 06/09/97        │
│                                                                           │
│    CO #:    01        THE SYSTEMS HOUSE              BATCH #: 100377       │
│    MISCELLANEOUS AMT:          100.00                                      │
│    AMT DISTRIBUTED:              0.00                                      │
│    BAL TO DISTRIBUTE:          100.00                                      │
│                                                                           │
│                                                                           │
│  G/L #              G/L DESCRIPTION   DESCRIPTION               AMOUNT     │
│                                                                           │
│  ##-####-##                                                               │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
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│                                                                           │
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│ ┌──────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌──────┐ ┌───────┐ ┌─────┐ ┌──┐ │
│ │  CE  │ │  VE  │ │ MAINT │ │ EMAIL │ │ AUDIT │ │      │ │       │ │     │ │Br│ │
│ └──────┘ └──────┘ └───────┘ └───────┘ └───────┘ └──────┘ └───────┘ └─────┘ │k │ │
│ ┌──────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌──────┐ ┌───────┐ ┌─────┐ └──┘ │
│ │ HELP │ │ END  │ │INSERT │ │LDELETE│ │PREV PG│ │NEXT PG││INQUIRY│ │ABORT│      │
│ └──────┘ └──────┘ └───────┘ └───────┘ └───────┘ └──────┘ └───────┘ └─────┘      │
└─────────────────────────────────────────────────────────────────────────┘
```

MISCELLANEOUS CASH APPLICATION

OPERATING INSTRUCTIONS

CO #:

The program will display the company# and the company 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.

DETAIL APPLICATION

G/L

Enter the general ledger # 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 description. Enter 'L' to access the lookup routine.

G/L DESCRIPTION

The program will display the description from the Chart of Accounts file.

MISCELLANEOUS CASH APPLICATION

DETAIL APPLICATION (Continued)

DESCRIPTION

This field allows the user to input up to 30 characters descriptive of the source of cash. This descriptive is carried to the Cash file.

AMOUNT

Enter the amount to distribute to that GL#. The format is xxxxxx.xx.

If the balance to distribute equals zero (0) then the program will prompt:

IS THIS LINE OK (<RTN>/N):

A response of 'N' will proceed to the change function. 'Y' the program will accept the entry and return to the entry of a G/L#. Then the operator may 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.

If the balance is not zero, the operator may change a line or enter a 'W' to wipe out the entry or 'A' to apply more cash.

ACCOUNTS RECEIVABLE ADJUSTMENT ENTRY

PROGRAM NAME   SSS.BP GEN.MASTER
                            AR.ADJ.MAINT010
SELECTION   MENU-4.1
SELECTION NUMBER   2
FILES ACCESSED   COMPANY   SEQ.CONT
                            CUST.MAST   CONTROL.TOT
                            CUST.DET   AR.ADJ.PRT
                            AR   GLA
                            AR.XREF   CADF
                            CA   ALPHA.CUST
                            OPERATOR   PARAMETER
                            FINDER

OVERVIEW
The purpose of this program is to allow for adjustments to the Accounts Receivable file.
The only valid codes are:

1.   D/M   Debit Memo
2.   S/C   Service charge
3.   ADJ   Adjustment

The program allows the input of a transaction description as well as a general ledger
number to record the offset entry. All postings are immediately updated to the Accounts
Receivable Adjustment Journal file for later processing. The accounts receivable general
ledger number will be used, therefore, the general ledger number input should be the
offsetting account number.

ACCOUNTS RECEIVABLE ADJUSTMENT ENTRY

```
┌──────────────────────────────────────────────────────────────────────┐
│ ⚲            Screen Master for Windows                          ▼  ▲  │
├──────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                                │
├──────────────────────────────────────────────────────────────────────┤
│                    ACCOUNTS  RECEIVABLE  ADJUSTMENTS                    │
│                                                                        │
│                                                                        │
│     1.  COMPANY #:        IN                                           │
│     2.  CUSTOMER #:                                                     │
│     3.  ADJUST DATE:                                                    │
│                                                                        │
│     4.  TRANS TYPE:                                                     │
│     5.  NUMBER:                                                         │
│     6.  ADJUST #:                                                       │
│     7.  AMOUNT:                                                         │
│                                                                        │
│     8.  G/L NUMBER:                                                     │
│     9.  COMMENTS:                                                       │
│    10.  REFERENCE #:                                                    │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────────┐
│ [  OE  ] [  VE  ] [ MAINT ] [ EMAIL ] [ AUDIT ] [     ] [     ] [     ]│Brk│
│ [ HELP ] [  END ] [ INSERT] [LDELETE] [PREV PG] [NEXT PG][INQUIRY][ABORT]│
└──────────────────────────────────────────────────────────────────────┘
```

ACCOUNTS RECEIVABLE ADJUSTMENT ENTRY

OPERATING INSTRUCTIONS

COMPANY

Enter the company number. The program will validate the company number, if the code is valid the program will display the company name. If the code is not valid the program will display an error message and prompt for reentry of company number or 'END'. 'END' will return to the accounts receivable main selector.

CUSTOMER

Enter the customer ID (maximum 13 A/N max.) The program will validate the input customer ID and display the customer name and address.

ADJUSTMENT DATE

Enter the date of the adjustment. The validation checks performed on the date are:

1.   Proper date format MM/DD/YY

TRANSACTION TYPE

Enter the transaction type. 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 type.

NUMBER

Enter the invoice number that is to be adjusted. The program will validate that the invoice number is on file. If the number is not on file then the system will display an error message. If the number is on file then the program will display the open balance and will prompt for the next entry.

If a new entry is being created, enter 'N' in the number field.

ACCOUNTS RECEIVABLE ADJUSTMENT ENTRY

OPERATING INSTRUCTIONS (Continued)

ADJUSTMENT NUMBER

The system will display the number from the Sequence Control file after the entry is complete.

AMOUNT

Enter the amount of the adjustment. The only validation will be for numeric and two (2) decimals positions. If the entry is not valid then the program will display an error message. The format for entry of amount is xxxxxx.xx. The amount can be positive or negative.

G/L NUMBER

Enter the offsetting general ledger number, the system will validate the number from the Chart of Accounts file. If the number is valid the program will display the description of the general ledger account. If the number is not valid the system will display an error message.

COMMENTS

Enter up to thirty (30) characters of free text in relation to the adjustment.

REFERENCE NUMBER

Enter a reference number for a (N)ew number if desired.

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 this invoice it will be displayed in this field.

ACCOUNTS RECEIVABLE ADJUSTMENT ENTRY

OPERATING INSTRUCTIONS (Continued)

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. If no invoice was entered (N for new item), a new Accounts Receivable record will be created with the type of adjustment, amounts, etc.

NOTE: The program will prompt for more adjustments or 'END'. If the operator enters 'END' then the program will return to the accounts receivable main selector.

If the operator enters a 'Y' then the system will position the cursor for input of company.

ACCOUNTS RECEIVABLE POSTING

PROGRAM NAME   ELEMENT, SOURCE AR.POST8
                           AR.CUST.LOOKUP005
                           AR.CRED.CHK005
                           AR.POST.INPUT008
                           IU.INVOICE.UPD005
                           AR.UPD005
                           IU.SALESMAN008
                           IU.SALES.3005
SELECTION   MENU-4.1
SELECTION NUMBER   3
FILES ACCESSED   VARIOUS AR RELATED FILES

OVERVIEW
The accounts receivable posting procedure is actually composed of subprograms and a
driver program, the Control record Ar.Post8 determines the programs to be run.

This program allows the entry of summary invoice data into the system. It's use is to
record the data on invoices not prepared by the system, and is used initially to affect an
open item conversion. The module may be excluded from the normal selector so that its
use is restricted.

The posting program creates a facsimile invoice record similar to that created by the
normal invoice release program, and at that time is posted to accounts receivable. Since
it is processed as a normal invoice, it will also appear in all accounting registers, updates,
customer sales, and Sales History files.

ACCOUNTS RECEIVABLE POSTING

OVERVIEW (Continued)
The information that can be input includes:

1.   Company number
2.   Customer number
3.   Invoice number (validated to Accounts Receivable file)
4.   Credit memo number (on credits only)
5.   Order source
6.   Customer purchase order number
7.   Customer terms code
8.   As of date
9.   Salesman number
10. Sales dollars
11. Tax dollars
12. Overriding tax jurisdiction
13. Freight amount
14. Total A/R amount
15. Cash discount percent
16. Commission percent

The specific fields that will be input are controlled by the Parameter file. A separate maintenance program is provided and established in the parameters and default input values.

The accounts receivable posting updates the Sales.3 files. No other Sales files are updated.

ACCOUNTS RECEIVABLE POSTING

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⚡            Screen Master for Windows                        ▼  ▲  │
├─────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                   │
│              MDS A/R POSTING              04/15/96 03:08pm             │
│                                                                       │
│        1.  OPERATOR  ###                                              │
│                                                                       │
│        2.  COMPANY                                                    │
│                                                                       │
│        3.  WAREHOUSE                                                  │
│                                                                       │
│        4.  INV. DATE                                                  │
│                                                                       │
│        5.  TYPE                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                        AR.POST8                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
 ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌───┐
 │  OE  │ │  VE  │ │ MAINT│ │ EMAIL│ │ AUDIT│ │      │ │      │ │      │ │Brk│
 ├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ ├──────┤ │   │
 │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│ │   │
 └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └───┘
```
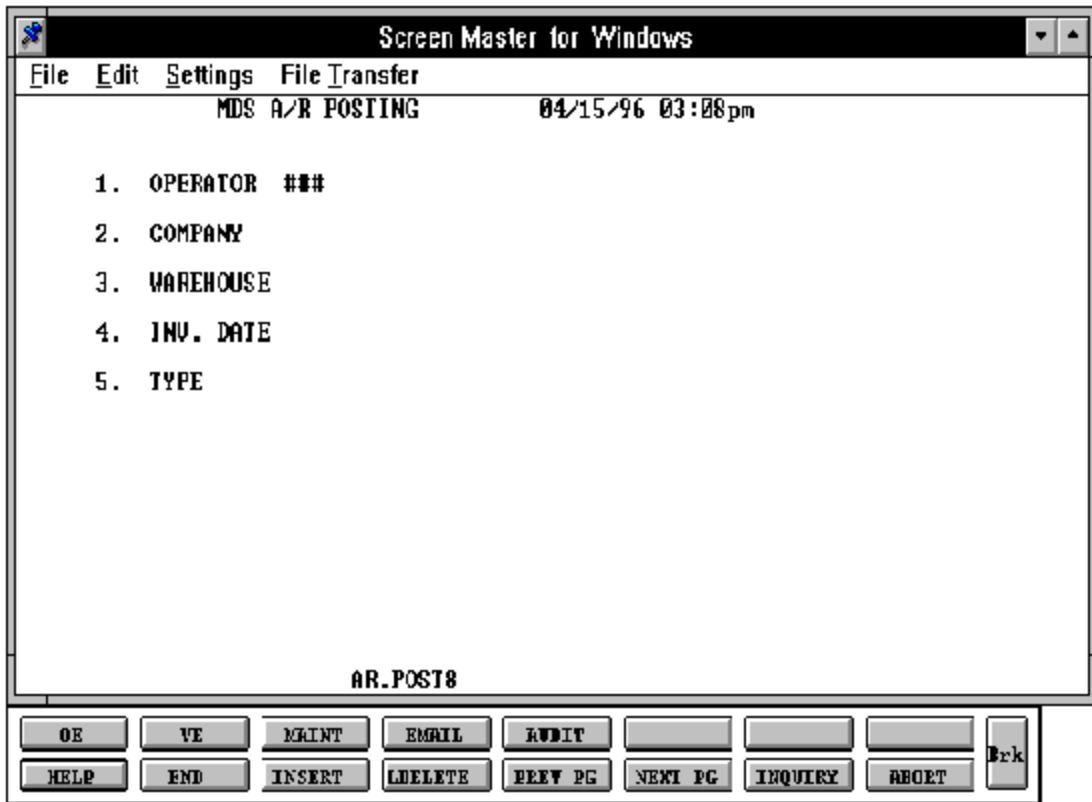
ACCOUNTS RECEIVABLE POSTING INVOICE ENTRY

```
┌─────────────────────────────────────────────────────────────────────┐
│ 🔨              Screen Master for Windows                      ▼  ▲  │
├─────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                               │
├─────────────────────────────────────────────────────────────────────┤
│ CO 01  WHSE 001     A/R POSTING INVOICE ENTRY    DATE: 04/15/96      │
│                                                                       │
│      CUST.NO 1010                                                     │
│                                                                       │
│   1   INV NO.                                                         │
│   2   SOURCE                                                          │
│   3   CUST REF                                                        │
│   4   TERMS                                                           │
│   5   AS OF DT                                                        │
│   6   SLSM                                                            │
│                                                                       │
│   7   AMOUNT                                                          │
│   8   TAX JUR                                                         │
│   9   TAX%       ON   10.                                             │
│  11   FREIGHT                                                         │
│                                        TOTAL:                         │
│                                                                       │
│  12   CASH%         13           14                                   │
│  15   COMM%         16                                                │
│                                                                       │
│                                                                       │
│                       AR.CUST.LOOKUP005                               │
└─────────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────────┐
│ [  OE  ] [  VE  ] [ MAINT ] [ EMAIL ] [ AUDIT ] [      ] [      ] [      ] Brk │
│ [ HELP ] [ END  ] [INSERT ] [LDELETE] [PREV PG] [NEXT PG] [INQUIRY] [ABORT]    │
└──────────────────────────────────────────────────────────────────────┘
```

ACCOUNTS RECEIVABLE POSTING

OPERATING INSTRUCTIONS

OPERATOR

Enter the operator's ID, or enter 'END' to terminate the program.

COMPANY

Enter the company number for the invoices to be entered, or enter 'END' to return to step 1. Note that all invoices entered in a single session must be for the same company number.

If 'RETURN' only is entered, company number is set to '01'

WAREHOUSE

Enter the warehouse number for the invoices to be entered, or 'END' to return to step 2. Note that all invoices entered in a single session must be for the same warehouse number.

If 'RETURN' only is entered, warehouse number is set to '001'.

INV.DATE

Enter the invoice date for the invoices to be entered, or enter 'END' to return to step 3. It is not required that all invoices have the same date. If 'RETURN' only is entered, the invoice date will be set to current system date.

In either case, the invoice date must be in the current accounts receivable accounting month. If the date is not in the current month, an error message will be displayed and the date will not be accepted.

TYPE

Enter the type of the entry or enter 'END' to return to step 4. All entries of a single session must be of the same type. Valid type codes are: INV for invoice, C/M for credit memo, I/V for invoice void, or C/V for credit memo void.

ACCOUNTS RECEIVABLE POSTING

OPERATING INSTRUCTIONS (Continued)

CUST.NO

Enter the customer alpha abbreviation (maximum of 13 characters) or the customer number itself. The program will respond by displaying the customer name and address. If the requested customer number cannot be found in the Customer files, an error message is displayed and the entry is not accepted.

IS THIS THE CORRECT CUSTOMER (CR/N)?

Enter 'Y' or 'RETURN' if the correct name and address is displayed. The program will then proceed to invoice entry.

Enter 'N' if the correct name and address is not displayed. The program will then display the next customer on file with the same alpha abbreviation. If there are no more customers with this abbreviation, an error message is displayed and the program will go back to the prompt for entering the customer number.

INV NO.

Enter the invoice number, maximum 6 numbers. Since duplicate invoice numbers are not allowed, the program will display an error message if the number entered is already on file.

SOURCE

Enter a two digit source code. This field is optional and, if used, will provide data for any special reports to come from the Invoice file.

CUST REF

Enter customer reference number. This field is optional and, will provide data for certain reports and display on the accounts receivable inquiry.

TERMS

Terms information as stored in the Customer Master file will be displayed. Enter a new terms code if desired, or enter 'RETURN' only to accept the terms as displayed.

ACCOUNTS RECEIVABLE POSTING

OPERATING INSTRUCTIONS (Continued)

AS OF DT

The invoice date entered in the operator logon screen will be displayed. Enter a different 'AS OF DATE' for this entry or enter 'RETURN' only to accept the data displayed.

SLSM

The salesman number and name from the Customer Master file will be displayed. Enter a different salesman number for this entry, or enter 'RETURN' only to accept the data as shown.

AMOUNT

Enter the amount of the invoice. Maximum value 999999.99, minimum value -999999.99.

TAX JUR

The tax jurisdiction stored in the Customer Master file will be displayed. Enter a different tax jurisdiction code if desired, or hit 'RETURN' to accept the data displayed.

TAX %

The tax percent from the Tax.Rate file for the tax jurisdiction used will be displayed. It may be changed by entering a different figure or accepted by entering 'RETURN' only.

DOLLAR AMOUNT DISPLAYED

The initial value of this figure is the total invoice amount entered in step 7. If however, a different figure is subject to tax, the proper number should be displayed here. If the number display by the program is correct, hit 'RETURN' only.

After field 10 has been changed or accepted, the program will calculate and display the tax amount.

FREIGHT

Enter the freight amount, or hit 'RETURN' only for $ 0.00.

ACCOUNTS RECEIVABLE POSTING

OPERATING INSTRUCTIONS (Continued)

CASH %

(Cash discount amount displayed)

(Cash discount date displayed)

Fields 12, 13 and 14 can be used only when the transaction type is 'INV' (INVOICE).

Field 12 will display the cash discount allowed according to the terms. Field 13 will display the calculated discount amount, and field 14 will show the cash discount date indicated by the terms.

The operator may accept any of these fields by hitting the 'RETURN' only, in which case the program will store the displayed data in the Invoice record, or the operator may change any of these fields simply by entering new data when the cursor moves to the appropriate field.

COMM %

(Commission amount displayed)

Based upon Salesman and Customer Master files, the program will determine what the commission should be. The operator may change either field simply by entering the correct figure, or the operator may accept the displayed value by hitting 'RETURN' only.

CHANGES

ENTER LINE# TO CHANGE OR '0' TO ACCEPT ENTRY AS DISPLAYED:

Enter the line# to be changed (1-16). The program will then prompt for the appropriate field and allow entry of data. For instructions for the individual field see above.

When no further changes are desired, enter 0 to accept.

MISCELLANEOUS CODE MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                                MISC.CODE.MAINT010
SELECTION   MENU-4.1
SELECTION NUMBER   4
FILES ACCESSED   MISCD
                                CA
                                COMPANY
                                CADF
                                STATUS-LOG

OVERVIEW

The miscellaneous entry program is used to enter the miscellaneous code used in the cash entry program. It is also used as the basis of the headings in the cash receipts journals.

Special programming has been set up in cash receipts for chargebacks, cash discount or short payment codes. Therefore, if you are setting up these codes the abbreviated description must match the description the cash receipts program is looking for.

The codes in the program are as follows:

CHGBACK   For chargebacks
CASHDIS   For cash discounts
SHORTPAY   For short payments

MISCELLANEOUS CODE MAINTENANCE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▓          Screen Master for Windows                            ▼  ▲      │
├─────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Settings  File Transfer                                       │
│                        MISCELLANEOUS CODES                                │
│                                                                           │
│                                                                           │
│       CO# : NN                                                            │
│       CODE:                                                               │
│                                                                           │
│   1.DESCRIPTION:                                                          │
│                                                                           │
│   2.G/L #:                                                                │
│                                                                           │
│   3.ABBR. DESCR:                                                          │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌───┐
  │ HELP │ │ END  │ │INSERT│ │LDELETE││PREV PG││NEXT PG││INQUIRY││ABORT │ │Brk│
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └───┘
```
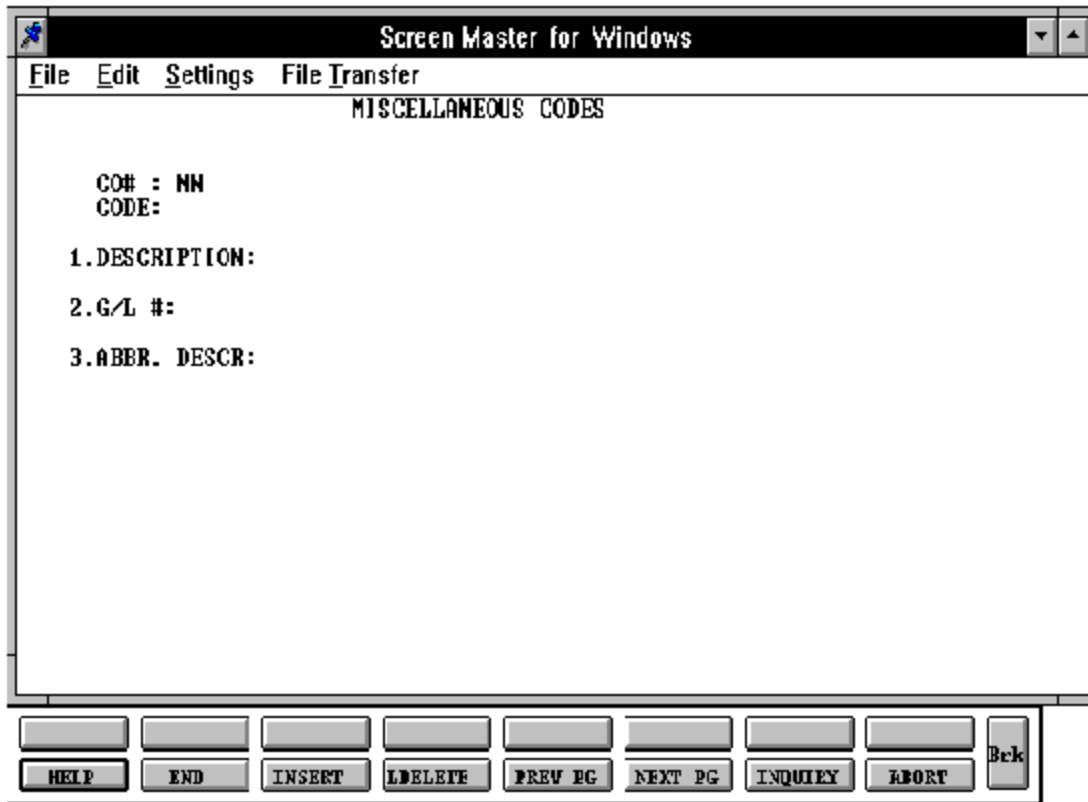
MISCELLANEOUS CODE MAINTENANCE

OPERATING INSTRUCTIONS

CO#:

Enter company number, if the number is not valid the system will display an error message. If the code is valid then the system will display the company name.

CODE:

Enter a 1 position numeric code which the system will validate for numeric, and if the item is on file. If the code is on file the system will display the data for the code. The number maximum number of code allowed is 9.

Although there is no restriction on the assignment of the miscellaneous codes, the system requires that the abbreviated description:

For cash discounts 'CASHDIS'

For chargebacks 'CHGBACK', and

For short payments 'SHORTPY'

Due to the special processing requirements for these writeoff codes.

DESCRIPTION:

Enter the description. A maximum of 20 alphanumeric characters are allowed.

G/L #:

Enter the general ledger number against which writeoff's will be charged. General ledger numbers will be validated using the Chart of Accounts file. If the general ledger number is not valid then the program will display an error message.

ABBR.DESCR:

Enter a seven (7) position description. This abbreviated description will be the heading that prints in the cash journals.

MISCELLANEOUS CODE MAINTENANCE

OPERATING INSTRUCTIONS (Continued)

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

Enter line number 1 - 3 if a change is needed.

'0' to accept the entry and position the cursor at company.

If there are no more entries to be made then the operator enters 'END' and the program returns to the accounts receivable main selector.

MISCELLANEOUS CODE LISTING

PROK NAME   ARPROC PMISC.CD.PRT
SELECTION   MENU-4.1
SELECTION NUMBER   5
FILES ACCESSED   MISCD

OVERVIEW
The purpose of the miscellaneous code listing is to print the contents of the Miscellaneous
Code file.

OPERATING INSTRUCTIONS

**MISCELLANEOUS CODE LISTING
HIT <RET> TO CONTINUE OR 'END'**

'RETURN' will generate the report

'END' will return to the accounts receivable menu.

Note: The listing should be run on stock paper.

MISCELLANEOUS CODE LISTING

```
MISCELLANEOUS CODE LISTING          11:31:03          25 JUN 1997      PAGE:        1


CO#    CODE DESC                  G/L#                ABBR.CODE

01     1 CHARGEBACKS              01-1000-00          CHGBACK
01     2 CASH DISCOUNTS           01-1010-00          CASHDIS
01     3 SHORT PAYMENTS           01-1020-00          SHORTPY


3 records listed.
```

CREDIT RELEASE MAINTENANCE

PROK NAME   ARPROK CRM.AR
PROGRAM NAME   ELEMENT CRM.MAINT10
SELECTION   MENU-4.1
SELECTION NUMBER   6
FILES ACCESSED   CONTROL
                                 RELEASE
                                 ORDER

OVERVIEW

Orders which fail the credit check are placed in a credit hold status. The picking documents for the order is not produced, and instead appears on a credit exception report. The credit release procedure used by the credit department, can either approve the order for shipment or cancel the order.

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

CREDIT RELEASE MAINTENANCE

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▓              Screen Master for Windows                          ▼ ▲    │
├─────────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                                  │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                          │
│                  <<< CREDIT HOLD RELEASE MAINTENANCE >>>                  │
│       Order# / Release#: ###########                                     │
│                                                                          │
│       Customer#:              Internal#:           Terms:                │
│       Name    :                                                          │
│       Address :                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│       Salesman    :               Last Payment Date   :                  │
│       Credit Method:              Last Payment Amount  :        0.00      │
│       Credit Limit :      0       Sales Dollars YTD    :        0.00      │
│       Credit Hold  :              Amount Paid YTD      :        0.00      │
│       A/R Balance  :      0.00    Highest Credit       :           0      │
│       Open Order $ :      0.00    Avg. Payment Days    :           0      │
│       In Picking $ :      0.00    Oldest Invoice Date  :                  │
│                                   Amt. of Oldest Invoice:      0.00       │
│       Total Amount :      0.00    Customer Create Date :                  │
│                                                                          │
│                                                                          │
│ ┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐┌──────┐ ┌───┐   │
│ │      ││      ││      ││      ││      ││      ││      ││      │ │Brk│   │
│ │ HELP ││ END  ││INSERT││LDELETE││PREV PG││NEXT PG││INQUIRY││ABORT│ │   │   │
│ └──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘└──────┘ └───┘   │
└─────────────────────────────────────────────────────────────────────────┘
```

CREDIT RELEASE MAINTENANCE

OPERATING INSTRUCTIONS

ORDER/RELEASE#

Enter the order number if you want to take the entire order off credit hold.

Enter the release number if you want to take just the specific shipment off credit hold, or 'N' for next release number on hold.

Enter 'END' to return to the menu.

ENTER CREDIT RELEASE PASSWORD OR 'END'

Enter the credit release password to remove from credit hold.

Enter 'END' to return to the menu.

If you have entered the password, you will be prompted:

ENTER <R> TO REMOVE CREDIT HOLD <C> TO CANCEL RELEASE OR <END TO END>

'R' will remove the record from credit hold and a picking document will print during the next document print procedure. 'C' will cancel the release and 'END' will return to the order number prompt.

If 'R' is entered you will also be prompted:

ENTER NEW TERMS CODE OR HIT RETURN:

The current terms code is displayed, hit 'RETURN' to accept the current terms or enter a new valid terms code.

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

RELEASE 99999999999 NOW OFF CREDIT HOLD!

ACCOUNTS RECEIVABLE INQUIRY

PROGRAM NAME   ARPROG AR.INQUIRY008
                                ARPROG G.CUST.LOOKUP
SELECTION   MENU-4.1
SELECTION NUMBER   7
FILES ACCESSED   COMPANY   PARAMETER
                                SALESMAN   AR.HIST
                                AR   AR.HIST.XREF
                                OPERATOR
                                CUST.MAST
                                CUST.DET
                                AR.XREF
                                ALPHA.CUST

OVERVIEW

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

Options are provided to print all open items on file, or only the transactions relating to a particular company. In addition to the open item display, the program provides summary sales and credit information.

A hard copy option is also provided.

This inquiry prints:

1.   Current open A/R balance
2.   Current open order balance
3.   Dates of last payment, order and invoice
4.   Sales MTD and YTD
5.   Returns MTD and YTD
6.   Profit MTD and YTD
7.   Payments
8   Paid to date
9.   Credit limit and credit status code
10.   All open invoices

ACCOUNTS RECEIVABLE INQUIRY

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ✦            Screen Master for Windows                        ▼ ▲          │
├──────────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                                    │
│ CO#:  01        ✶✶✶✶   CUSTOMER A/R INQUIRY   ✶✶✶✶       04/15/96  15:33:54 │
│ CUST#: 1010              ST. MICHAELS HOSPITAL             MTD       YTD    │
│ CR CD: 00 HOLD: N          LAST      DATE    #ORD:         5         5      │
│ LIMIT:      5000  INVOICE:  120003  04/30/96  SALES:   4046.55    4046.55   │
│ HI CR:      4072  ORDER:    119827  04/08/96  RETNS:      0.00       0.00   │
│ ORD$:    2887.84  PAYMENT:    0.00  10/21/69  PROFT:    719.11     719.11   │
│ A/R$:    4304.55  PAID-TD:    0.00            OLD INV:  04/30/96            │
│ SLS:    001  JIM BRANCA           TRANS#: 01120002  -  01133019            │
│ CUSTOMER COMMENTS:                                                         │
│ TYP  INV#      DATE     REF NO   ORIG AMT   OPEN AMT  WHSE   CUST REF   ORDER REL │
│ INV 01120002 04/30/96             55.51      55.51    001  1010-602331  110925-001 │
│ INV 01120003 04/30/96           4016.04    4016.04    001  1010-64332   110927-001 │
│ ADJ 01133019 04/15/96            233.00     233.00         ADJUSTMENT    │
│                                                                           │
│                                                                           │
│                                                                           │
│        NO MORE OPEN INVOICES, ENTER 'B' FOR PAGE BACK OR <CR> TO CONTINUE ▋ │
│                                                                           │
├──────────────────────────────────────────────────────────────────────────┤
│ ┌─────┐ ┌─────┐ ┌──────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌───────┐ ┌──────┐ ┌──┐ │
│ └─────┘ └─────┘ └──────┘ └───────┘ └───────┘ └───────┘ └───────┘ └──────┘ │Bck│ │
│  HELP    END    INSERT   LDELETE   PREV PG   NEXT PG   INQUIRY   ABORT  └──┘ │
└──────────────────────────────────────────────────────────────────────────┘
```

ACCOUNTS RECEIVABLE INQUIRY

OPERATING INSTRUCTIONS

CUSTOMER # OR 'L' FOR LOOKUP, OR 'END':

Enter the customer number or 'L' to initiate the customer lookup routine. If the lookup routine is initiated, the lookup screen is called, and the operator selects the customer from the menu, and the program returns to the inquiry screen. Upon return, or if the operator directly entered the customer code, the program will display the customer name and prompt:

CORRECT CUSTOMER? (CR/N):

If 'RETURN' is entered, the program will proceed with the inquiry display.

If 'N' is entered, the program will display the next customer having this acronym, if any.

ENTER COMPANY NUMBER (2N), 'ALL' OR 'END':

Enter the company number. The system will validates the company number and display the open items. If 'ALL' is input all open items on file will be displayed, and the sales information will be a summation of all companies. END will return to the customer number prompt.

ENTER 'RTN' FOR CURRENT, H FOR HISTORY, CC FOR CUSTOMER COMMENTS OR 'END':

'RETURN' will display the current accounts receivable detail. '

'H' will display the history information, in a format similar to the current information. History is updated during accounts receivable end of month.

'CC' will bring you to customer comments for entry of comment information and you will then return to the prompt for current, history or comments.

DO YOU WANT A HARD COPY (Y/CR):

If 'Y' is answered, the inquiry reports is printed. If you hit 'RETURN' it will display on the CRT.

ACCOUNTS RECEIVABLE INQUIRY

OPERATING INSTRUCTIONS (Continued)
If the screen is filled with open items then the system will prompt:

PAGE FORWARD, PAGE BACKWARD, CUSTOMER COMMENTS, OR END (F, B, CC, END):

The system will display the next page of data. The operator may also enter 'END' at the bottom of any screen and return to the input of customer number.

NOTE: Accounts receivable end of month jobstream moves the Accounts Receivable records to the History file.

SUMMARY ACCOUNTS RECEIVABLE INQUIRY

PROGRAM NAME   ARPROG SUMM.AR
SELECTION   MENU-4.1
SELECTION NUMBER   8
FILES ACCESSED   AR
                          CUST.MAST
                          CUST.DET
                          PARAMETER
                          COMPANY
                          LOOKUP

OVERVIEW
The summary accounts receivable inquiry is intended to provide the accounts receivable department with the ability to quickly ascertain the credit status of a customer.

The inquiry provides the name and address of the customer, the salesman number and name, and accounts receivable contact and telephone number. In addition to summary sales information, it also provides the current aging of the customer and customer comments.

SUMMARY ACCOUNTS RECEIVABLE INQUIRY

```
═                      Screen Master for Windows                  ▼ ▲
  File  Edit  Settings  File Transfer
                            SUMMARY A/R INQUIRY
CUST NO        BILL TO ADDRESS
1010           ST. MICHAELS HOSPITAL          CST CST SALESMAN
               16405 EAST 56TH STREET         CLS TYP JIM BRANCA          001
                                              01  01
                                              C/H CREDLMT CONTACT NAME & PHONE
               NEW YORK        NY 10036        N     5000

CUSTOMER COMMENTS
OPEN INVOICE $       4304.55    # OPEN INVOICES    2   DATE LST INV  04/30/96
OPEN ORDER $         2887.84    # OPEN ORDERS      5   DATE OLD INV  04/30/96
TOTAL                7192.39    AVG PMT DAYS       0   DATE LST ORD  04/08/96
                               LST PMT AMT      0.00   DATE LST PMT  10/21/69
                    *****  ACCOUNTS RECEIVABLE AGING  *****
    FUTURE     CURRENT      31-60       61-90      91-120     121-150    151-OVR

   4071.55     233.00

         ORDER $          SALES $        GROSS PROFIT $        PAYMENT $
MTD     6667.11    MTD    4046.55   MTD     719.11      MTD       0.00
YTD     6667.11    YTD    4046.55   YTD     719.11      YTD       0.00

HIT <RTN> TO CONTINUE OR 'CC' FOR CUSTOMER COMMENTS:
                                                    SUMM.AR008

  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌───┐
  │  OE  │ │  VE  │ │ MAINT│ │ EMAIL│ │ AUDIT│ │      │ │      │ │      │ │Brk│
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ │   │
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ │   │
  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│ └───┘
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
```

SUMMARY ACCOUNTS RECEIVABLE INQUIRY

OPERATING INSTRUCTIONS

ENTER COMPANY # (2N) OR <END> 01

Enter the company number. The system will validates the company number and display the open items. If you hit 'RETURN' company 01 will be used.

ENTER CUSTOMER #, 'L' FOR LOOKUP, OR 'END':

Enter the customer number or 'L' to initiate the customer lookup routine. If the lookup routine is initiated, the lookup screen is called, and the operator selects the customer from the menu, and the program returns to the inquiry screen. Upon return, or if the operator directly enters the customer code, the program will display the customer name.

CORRECT CUSTOMER? (CR/N):

If 'RETURN' is entered, the program will proceed with the inquiry display.

If 'N' is entered, the program will display the next customer having this acronym, if any.

HIT <RTN> TO CONTINUE OR 'CC' FOR CUSTOMER COMMENTS:

'RETURN' will return you to the customer input prompt.

'CC' will bring you to the customer comments entry.

The operator may also enter 'END' at the bottom of any screen and return to the input of customer number.

CREDIT MANAGER'S INQUIRY

PROGRAM NAME   ARPROG AR.MGR.INQUIRY
                            ARPROG G.CUST.LOOKUP.AR
                            ARPROG MESSAGE.ENTRY010
SELECTION   MENU-4.1
SELECTION NUMBER   9
FILES ACCESSED   COMPANY   TERMS
                            SALESMAN   CONTROL
                            AR   SCREEN
                            CUST.MAST   OPERATOR
                            CUST.DET   PARAMETER
                            AR.XREF   LOOKUP
                            ALPHA.CUST
                            SHIP.TO

OVERVIEW

The credit manager's inquiry is intended to provide accounts receivable management with all relevant customer credit information.

The inquiry provides the name and address of the customer, the salesman number and name, and accounts receivable contact and telephone number. In addition, this inquiry displays all open invoices, as well as the current summary aging of the customer.

A unique feature of this inquiry is its ability to chain to the customer maintenance procedure. Frequently, it is the accounts receivable department who first learns of a change at the customer, (i.e. change of contact, telephone, address etc.) this simplifies the internal workflow by allowing credit management to directly update the customer data base.

Obviously, this feature is also necessary to allow the credit manager to change credit status information and credit limits as needed.

A hard copy option is also provided.

CREDIT MANAGER'S INQUIRY

```
=                      Screen Master for Windows                  ▼  ▲
 File  Edit  Settings  File Transfer
COMPANY:ALL      *****   CREDIT INQUIRY SCREEN   *****   04/16/96  09:48:45
ST. MICHAELS HOSPITAL                 EX CUST#1010        INT CUST#:100077
16405 EAST 56TH STREET                PHONE#:             A/R$:      4304.55
                                      LST ORD:119827 04/08/96 ORD$:  2887.84
                                      LST INV:120003 04/30/96 CRD$:  5000
NEW YORK                NY   10036    PAY ID$:     0.00   PAY$:      0.00
CON:                    DUN FLAG: N ALC PRIOR:    CRD HOLD:N  HICR:  4072
SLS:001 JIM BRANCA          SLS:                    SLS:
S1:
S2:
TYPCO INV#    DATE    ORIG AMT   OPEN AMT    CUST REF     TERMS/DUE  ORDER REL
INV01 120002 04/30/96    55.51      55.51 1010-602331   2%05/31/96 110925-001
INV01 120003 04/30/96  4016.04    4016.04 1010-64332    2%05/31/96 110927-001
ADJ01 133019 04/15/96   233.00     233.00 ADJUSTMENT       04/15/96



         NO MORE OPEN INVOICES, ENTER 'B' FOR PAGE BACK OR <CR> TO CONTINUE

 [OE] [VE] [MAINT] [EMAIL] [AUDIT] [ ] [ ] [ ]  Brk
 [HELP][END][INSERT][LDELETE][PREV PG][NEXT PG][INQUIRY][ABORT]
```

CREDIT MANAGER'S INQUIRY

OPERATING INSTRUCTIONS

ENTER CUSTOMER #, 'L' FOR LOOKUP, OR 'END':

Enter the customer number or 'L' to initiate the customer lookup routine. If the lookup routine is initiated, the lookup screen is called, and the operator selects the customer from the menu, and the program returns to the inquiry screen. Upon return, or if the operator directly entered the customer code, the program will display the customer name and question:

CORRECT CUSTOMER? (CR/N):

If 'RETURN' is entered, the program will proceed with the inquiry display.

If 'N' is entered, the program will display the next customer having this acronym, if any.

ENTER COMPANY NUMBER (2N), <RTN> FOR ALL OR 'END':

Enter the company number. The system will validates the company number and display the open items. If 'RETURN' is input all open items on file will be displayed, and the sales information will be a summation of all companies.

DO YOU WANT A HARD COPY? (Y/CR):

If 'Y' is answered, the inquiry report is printed. If 'RETURN' is entered, the inquiry is displayed on the screen.

PAGE FORWARD, PAGE BACKWARD, OR END (F, B, END):

If you hit 'F' for page forward and there is no more open invoices a message appears:

NO MORE OPEN INVOICES, ENTER 'B' FOR PAGE BACK OR <CR> TO CONTINUE

If this is a customer with a substantial number of Account Receivable records, you will be asked which group of records are to be reviewed:

ENTER CHAIN #, 'END' TO END OR <RTN> TO CONTINUE

CREDIT MANAGER'S INQUIRY

OPERATING INSTRUCTIONS (Continued)

Enter the chain number for the group of Accounts Receivable records to be reviewed. Enter 'END' to return to the customer number prompt or hit 'RETURN' to review all the Accounts Receivable records. If there is more than 1 chain of Account Receivable records you will be prompted:

DO YOU WANT TO SEE ANOTHER CHAIN OF AR RECORDS? (Y/N)

If 'Y' is selected the second chain of Account Receivable records will be displayed. If 'N' is selected you will continue with the program.

HIT RETURN FOR ACCUMULATED INFORMATION

The aging figures will then be displayed.

ENTER C-CUST.MAST, D-CUST.DET, S-SHIPTO, M-MESSAGE OR E TO END

C - to change CUST.MAST
D - to change CUST.DET
S - to change SHIP.TO
E - to end the program
M - will bring you to the message board input

The program allows the credit manager to access the customer file maintenance programs to alter any static data on files such as contact, telephone number, or credit limit.

After performing the required maintenance, the program returns to the credit inquiry screen.

The operator may enter 'END' at the bottom of any screen and return to the input of customer ID.

CREDIT MANAGER'S INQUIRY

```
┌──────────────────────────────────────────────────────────────────────┐
│  ─                     Screen Master for Windows              ▼ │ ▲   │
├──────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                               │
│   ┌──────────────────────────────┐ Message Board ┌──────────────────┐ │
│   │Customer# Xxxxxxxxxxxxxxx      │               │                  │ │
│   │Contact                       │               │                  │ │
│   │Phone#                        │               │                  │ │
│   └──────────────────────────────┘               │                  │ │
│                                                   │                  │ │
│   ┌─Init-Contact DT-Follow Up-Comments────────────┘            ─Ret─ │ │
│                                                                      │ │
│     Contact :                                                        │ │
│     Invoice#:                                                        │ │
│   ──────────────────────────────────────────────────────────────────│ │
│                                                                      │ │
│     Contact :                                                        │ │
│     Invoice#:                                                        │ │
│   ──────────────────────────────────────────────────────────────────│ │
│                                                                      │ │
│     Contact :                                                        │ │
│     Invoice#:                                                        │ │
│                                                                      │ │
└──────────────────────────────────────────────────────────────────────┘
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ Brk
  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
```

QUICK DETAILED AGED TRIAL BALANCE

PROK NAME: ARPROC QUICK.ATB
PROGRAM NAME: ARPROG CUST.ENTRY
                              TRIAL.BALANCE
SELECTION   MENU-4.1
SELECTION NUMBER   10
FILES ACCESSED   T.AR
                              AR
                              CUST.MAST
                              CUST.DET
                              COMPANY
                              PARAMETER

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

OPERATING INSTRUCTIONS
You will be prompted for the following:

ENTER MONTH END DATE (2N/2N/2N)

Enter the month ending date.

ENTRY OF CUSTOMERS FOR QUICK ATB
CUST#_____

Enter the first customer number or 'END' to print the report.

IS THIS THE CORRECT CUSTOMER (CR/N)?

If this is the current customer, enter 'RETURN'. If this is not the correct customer, enter 'N' and the next customer having this acronym will be displayed.

After you have hit 'RETURN', you will return to the enter customer number prompt. Continue entering customer numbers until you have completed your listing of customers that you need a quick aged trial balance for. Enter 'END' to complete the list and generate the report.

QUICK AGED TRIAL BALANCE

```
CO#: 01     THE SYSTEMS HOUSE        OPEN ITEM AGED BALANCE BY COMPANY        DATE: 07/15/97        PAGE: 1
                                              06/97                           TIME: 14:55:16


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


AR#     CUSTOMER NAME    SLS   HI-BAL   AVG   PO-TO-DATE   CR.HD   CM  ST  CR.LMT   YTD SALES   DIS.PCT   TERR   OLDEST   O R D E R
                                                                                                                            BAL


100085  ABC DISPLAY      001    3533     0                 N       00  Y          3695.00      0.000              2 / 2 3 / 9 6
                                                                                                               34078.95


        ABC

        01 02/23/96                    02/13/96    INV              100033    4.30    215.00                      215.00
        01 03/25/97                    03/15/97    INV              100031    0.60     30.00     30.00
        01 04/02/97                    03/23/97    INV              100032    2.00    100.00    100.00
        01 05/03/97                    06/24/97    INV              100035    0.00    300.00    300.00
        01 06/02/97                    07/23/97    INV              100037    0.00    900.00    900.00
        01 06/15/97                    07/25/97    INV              100041    0.00    350.00    350.00
```

PAID HISTORY INQUIRY

PROGRAM NAME   SSS.BP GEN.MASTER
                                AR.PAID HIST.INQ010
SELECTION   MENU-4,1
SELECTION NUMBER   11
FILES ACCESSED   COMPANY
                                ALPHA.CUST
                                CUST.MAST
                                CUST.DET
                                SALES.3
                                CUST.CHECK.XREF
                                CUST.CHECK.HIST

OVERVIEW

The paid history inquiry provides the operator with a listing of customers and their payment history. The listing includes check number, date, and amount.

OPERATING INSTRUCTIONS

CO #

Enter the company number or 'END' to return to the accounts receivable selector.

CUST #

Enter the customer number or 'END'. All payments made by this customer will display.

ENTER END TO EXIT, PREV PG, NEXT PG

Enter 'END' to return to the company number prompt, F5 for the previous page, and F6 for the next page.

MESSAGE BOARD MAINTENANCE

PROGRAM NAME   SSS.BP GEN.MASTER
                                MESSAGE.ENTRY010
SELECTION   4.1
SELECTION NUMBER   12
FILES ACCESSED   MESS.MAST
                                CUST.MAST

OVERVIEW
Message maintenance allows the operator to enter information to the message board.
These messages will be printed on the message board reports.

The message board is accessed through the credit manager inquiry program.

OPERATING INSTRUCTIONS
The following will be entered:

CUSTOMER

Enter the customer number or 'END' to return to the accounts receivable selector.

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

Enter Line # if you wish to add, delete or change a line on the message board.

If you want to delete the line, enter 'DELETE' and a message will appear:

ARE YOU SURE YOU WANT TO DELETE (Y/N)

If you want to make a correction to the line, enter line number you want to correct.

Enter line number to add additional lines to the message board. If you enter a new line
number, you will be prompted for the following information:

INIT

Enter the initials of the person entering the message.

MESSAGE BOARD MAINTENANCE

OPERATING INSTRUCTIONS (Continued)

CONTACT

Enter the date of the contact as MM/DD/YY or return to the system date.

DT-FOLLOW UP

Enter the date a follow-up should take place. This will be used for the message board report by follow-up date and for the purge by follow-up date.

COMMENTS

Enter the details of the message.

RET

If the message should be purged during the next purge, enter 'N'. If the message should be retained, enter 'Y'.

CONTACT

Enter the person to contact at the customer's office.

INVOICE

Enter invoice number if this comment is pertaining to a specific invoice.

MESSAGE BOARD REPORT BY CUSTOMER

PROK   ARPROC MESS.RPT2
PROGRAM NAME   ARPROG MESSAGE.BD-RPT004
SELECTION   MENU-4.1
SELECTION NUMBER   13
FILES ACCESSED   MESS.MAST
                              CUST.MAST

OVERVIEW
The message board report by customer prints all the messages for one customer or all.

OPERATING INSTRUCTIONS
You will be prompted as follows:

> **MESSAGE BOARD BY CUSTOMER**
> **HIT <NL> TO CONTINUE OR 'END' TO RETURN TO THE SELECTOR**

Hit 'RETURN' to continue or 'END' to return to the menu.

> **ENTER CUSTOMER NUMBER OR <ALL>:**

Enter a specific customer or 'ALL' if you want to print all the messages for all the customers.

MESSAGE BOARD REPORT BY CUSTOMER

CUSTOMER#	CUSTOMER NAME	LINE	ENTRY DATE	FOLLOW UP DATE	INIT CONTRACT	------MESSAGE------	RET
ACME	ACME SUPPLY CORP	1	03/10/97	04/01/97	JOYCE LEE	WILL MAIL PAYMENT BY 03/20/97. CALL BACK 04/01/97	Y

MESSAGE BOARD REPORT FOLLOW-UP DATE

PROK   ARPROC MESS.RPT2
PROGRAM NAME   ARPROG MESSAGE.BD-RPT004
SELECTION   MENU-4.1
SELECTION NUMBER   14
FILES ACCESSED   MESS.MAST
                                    CUST.MAST

OVERVIEW
The message board report by follow-up date prints a listing of all messages with a specific follow-up date.

OPERATING INSTRUCTIONS
You will be prompted as follows:

MESSAGE FOLLOW UP REPORT
HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit 'RETURN' to continue or 'END' to return to the menu.

ENTER FOLLOW-UP DATE (MM/DD/YY):

Enter the follow-up date of the messages you wish to see on the report.

MESSAGE BOARD REPORT FOLLOW-UP DATE

                        FOLLOW UP DATE EQUAL OR PRIOR TO 04/30/97

CUSTOMER#	CUSTOMER NAME	LINE	ENTRY DATE	FOLLOW UP DATE	INIT CONTRACT	------MESSAGE------	RET
ACME	ACME SUPPLY CORP	1	03/10/97	04/01/97	JOYCE LEE	WILL MAIL PAYMENT BY 03/20/97. CALL BACK 04/01/97	Y

MESSAGE BOARD PURGE BY CUSTOMER

PROK   ARPROC PURGE.CUST
PROGRAM NAME   ARPROC PURGE.MESS004
SELECTION   MENU-4.1
SELECTION NUMBER   15
FILES ACCESSED   MESS.MAST

OVERVIEW
The message board purge by customer will remove all the messages for a specific customer that do not have the RET flag set to Y.

OPERATING INSTRUCTIONS
You will be prompted as follows:

> **PURGE OF MESSAGE FILE BY CUSTOMER**
> **ENTER CUSTOMER NUMBER OR <END>:**

Enter the customer whose messages you wish to purge or 'END' to return to the menu.

MESSAGE BOARD PURGE BY CONTACT DATE

PROK   ARPROC PURGE.CD
PROGRAM NAME   ARPROG PURGE.MESS004
SELECTION   MENU-4.1
SELECTION NUMBER   16
FILES ACCESSED   MESS.MAST

OVERVIEW
The message board purge by contact date will remove all the messages with the contact date entered that do no have the RET flag set to Y.

OPERATING INSTRUCTIONS
You will be prompted as follows:

> **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 or 'END' to return to the menu.

ACCOUNTS RECEIVABLE DAILY REPORTS SELECTOR

```
 ─                        Screen Master for Windows              ▼ ▲
  File   Edit   Settings   File Transfer
              Account:DEMO.10          Port: 79 Menu:AR.DAILY.REPORTS

                    Accounts Receivable Daily Reports Selector
                    _____

                        1.Daily Cash Receipts Journal
                        2.Daily Adjustment Journal
                        3.Open Batch Listing
                        4.Open Batch Listing - - CRI
                        5.Credit Authorization Log Report
                        6.Daily Partial Payment Listing
                        7.Daily Charge Back Print




                        Enter Selection or END :



  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌────┐
  │  OE  │ │  VE  │ │ MAINT│ │ EMAIL│ │ AUDIT│ │      │ │      │ │      │ │Bck │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ │    │
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ │    │
  │ HELP │ │ END  │ │INSERT│ │LDELETE│ │PREV PG│ │NEXT PG│ │INQUIRY│ │ABORT│ │    │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └────┘
```

ACCOUNTS RECEIVABLE DAILY CASH RECEIPTS JOURNAL

PROK NAME   ARPROC PD.CASH.REG2
PROGRAM NAME   ARPROG D.CASH.REG2
                             ARPROG D.NON.CASH.REG2
                             ARPROG SUM.CASH.UPD
                             ARPROG CRT.PART.PAID
                             ARPROG CASH.UPD2008
                             ARPROG DEL.BAL.BATCHES2
                             ARPROG OPEN.BATCHS.LIST
                             MDS.BP DCONTROL.TOT.UPD
SELECTION   MENU-4.2
SELECTION NUMBER   1
FILES ACCESSED   DCASHPRT   PART.PAID
                             SUMMARY.CASH   CONTROL.TOT
                             COMPANY
                             BANK
                             MCASHPRT
                             CUST.MAST
                             CASH.CON
                             MISCD

OVERVIEW

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

ACCOUNTS RECEIVABLE DAILY CASH RECEIPTS JOURNAL

OVERVIEW (Continued)

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.

OPERATING INSTRUCTIONS

DAILY CASH REGISTER
HIT <NL> TO CONTINUE OR 'END'

'RETURN' will begin the processing of the daily cash report. 'END' will return to the accounts receivable main selector.

ENTER BATCH NUMBER (6N), 'A' FOR ALL OR 'END'

Enter the 6 digit batch number, enter '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 following question all batches that are in balance in the DCASHPRT file will be updated to the MCASHPRT file, then cleared.

'Y***' the update will begin.

'N' the system will return to the accounts receivable selector.

OPEN BATCH LISTING NOW SPOOLING

NOTE: These reports are run on stock paper.

ACCOUNTS RECEIVABLE DAILY CASH RECEIPTS JOURNAL

DAILY CASH REGISTER

```
                                      DAILY CASH REGISTER              DATE:  03/23/97                    PAGE: 1
                                                                       TIME:  20:24:24


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    FREIGHT    TAX-ALL    ALLOW.    CHGBACK    MISC     REAPPLY    CASH APPL    CHECK#

ACME        100011        ACME SUPPLY CORP.
PMT   01000101    003      936.47      17.50      0.00       0.00       0.00                0.00                 918.97      3654
PMT   01000152    152     2675.00                                      0.00      50.00     0.00                2625.00      3654

TOT CUST:    ACME          3611.47     17.50      0.00       0.00       0.00      50.00     0.00               3543.97


AJAX        100015        AJAX INDUSTRIAL SUPPLY
REA   01000158    200     1500.00                                                          0.00    1500.00
REA   01000159    201      281.36                                                          0.00     281.36
REA   01200000    158    -1500.00                                                          0.00   -1500.00
REA   01300000    159     -281.36                                                          0.00    -281.36

TOT CUST:    AJAX             0.00      0.00      0.00       0.00       0.00      0.00      0.00
```

ACCOUNTS RECEIVABLE DAILY CASH RECEIPTS JOURNAL

NON-A/R CASH - DAILY CASH REGISTER

```
                  NON-A/R CASH - DAILY CASH REGISTER                DATE:   03/23/97              PAGE: 1
                                                                    TIME:   20:24:29

APPLIED CO: 1      THE SYSTEMS HOUSE
G/L NO            G/L DESCRIPTION        DESCRIPTION         BATCH#    MSC CHS AMT      DEP DATE        BANK#    REC CO

01-1400-00        TELEPHONE DEPOSITS     REFUND OF DEPOSIT   000203    20.00           03/23/97        100      01

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

      TOTAL     A/R CASH                                               5,558.67

      TOTAL          CASH                                              5,758.67

                                         BANK:
                     100                 FIDELITY UNION TRUST          5,758.67

   G/L SUMMARY       G/L# 01-1400-00          200.00

   TOTAL NON A/R CASH                         200.00

   TOTAL A/R CASH                           5,558.67

   TOTAL CASH                               5,758.67

                     BANK: 100             5,758.67
```

ACCOUNTS RECEIVABLE DAILY CASH RECEIPTS JOURNAL

SUMMARY OF CURRENT DAILY CASH REGISTER BY RECEIVING COMPANY

```
SUMMARY OF CURRENT DAILY CASH REGISTER BY RECEIVING COMPANY          DATE:      03/23/97      P A G E :
                                                                                              1
                                                                     TIME:      20:24:29


RECEIVING CO#:    01    THE SYSTEMS HOUSE
```

REC.CO	BANK	CO#	DATE	BATCH#	GL#	A/R CREDIT	CODE1	CODE2	CODE3	CODE4	CODE5	CODE6	CODE7	N E T CASH
01	100	01	03/23/97	000203	01-1400-00	5651.47	17.50	0.00	0.00	0.00	0.00	0.00	0.00	558.67
01	100	01	03/23/97	000204	01-1000-00	200.00								200.00
						5851.47	17.50	0.00	0.00	0.00	0.00	0.00	0.00	5758.67
						5851.47	17.50	0.00	0.00	0.00	0.00	0.00	0.00	5758.67
						5851.47	17.50	0.00	0.00	0.00	0.00	0.00	0.00	5758.67
						5851.47	17.50	0.00	0.00	0.00	0.00	0.00	0.00	5758.67

ACCOUNTS RECEIVABLE DAILY CASH RECEIPTS JOURNAL

OPEN BATCHES LISTING

```
CO#:    01   THE SYSTEMS HOUSE                        BATCH#:      000203

POSTING DATE:     03/23/97

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

       ***BATCH TOTALS***             *** APPLIED TOTALS***

A/R CONTROL:     5,000.00                    5,651.47

CASHDIS:
FREIGHT:
TAX-ALL:
ALLOW.:
CHGBACK:
SHORTPY:

A/R CASH:        5,000.00                    5,558.67

MISCELLANEOUS:     200.00                      200.00

TOTAL CASH:      5,200.00                    5,758.67
```

ACCOUNTS RECEIVABLE DAILY ADJUSTMENT JOURNAL

PROK NAME   ARPROC PAR.ADJ.LIST
PROGRAM NAME   ARPROG AR.ADJ.LIST
                                   ARPROG AR.ADJ.UPD
SELECTION   MENU-4.2
SELECTION NUMBER   2
FILES ACCESSED   AR.ADJ.PRT
                                   GLA
                                   CUST.MAST
                                   COMPANY
                                   MAR.ADJ.PRT
                                   FINDER
                                   GL.CONT

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 'RETURN' to continue or 'END' to return to the selector. If you hit 'RETURN' 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)**

'Y***' will update the adjustments to the Gla and the Monthly Adjustment file. 'N' will allow the report to be rerun.

ACCOUNTS RECEIVABLE DAILY ADJUSTMENT LIST

CO#: 01   THE SYSTEMS HOUSE

	A.CUST.NO							
CUST#	CUSTOMER NAME	ADJ DATE	TYPE	NUMBER	ADJUSTMENT	AMOUNT	GENERAL LEDGER	COMMENTS
	ABC							
000001	ABC DISPLAY CO.	03/08/97	D/M	000015	000015	45.00	01-2222	DEFECTIVE MDSE
		03/08/97	ADJ	000017	000017	35.00	01-1111	FREIGHT ADJUSTMENT
		03/08/97	ADJ	000018	000018	100.00-	01-1111	
	POL							
000003	JOHN POLANSKI	03/01/97	D/M	000016	000016	37.80	01-1212	ADJUSTMENT
		03/08/97	ADJ	000120	000120	150.00-	01-1112	DEFECTIVE MDSE RETURN
	TOTAL FOR COMPANY:	01				-132.20		

OPEN BATCH LISTING

PROK NAME   ARPROC POPEN.BATCH
PROGRAM NAME   ARPROG OPEN.BATCHES.LIST
SELECTION   MENU-4.2
SELECTION NUMBER   3
FILES ACCESSED   CASH.CON
                               BANK
                               COMPANY
                               MISCD

OVERVIEW
This program prints a listing of all open cash batches to the printer.

OPERATING INSTRUCTIONS

OPEN BATCH LISTING
HIT <RTN> TO CONTINUE OR 'END'

Hit 'RETURN' to run open batch listing or 'END' to return to the selector.

OPEN BATCHES LISTING

CO#:   01   THE SYSTEMS HOUSE   BATCH#:   000203

POSTING DATE: 03/23/97

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

              BATCH TOTALS   *** APPLIED TOTALS***

A/R CONTROL: 5,000.00   5,651.47

CASHDIS:
FREIGHT:
TAX-ALL:
ALLOW.:
CHGBACK:
SHORTPY:

A/R CASH: 5,000.00   5,558.67

MISCELLANEOUS: 200.00   200.00

TOTAL CASH: 5,200.00   5,758.67

OPEN BATCHES LISTING-CRT

PROK NAME   ARPROC PCRT.OPEN.BATCH
PROGRAM NAME   ARPROG CRT.OPEN.BATCHS.LIST
SELECTION   MENU-4.2
SELECTION NUMBER   4
FILES ACCESSED   CASH.CON
                             BANK
                             COMPANY
                             MISCD

OVERVIEW
This program displays all open cash batches to the CRT. If you want to END the display,
enter 'END' after the batch has been displayed.

OPERATING INSTRUCTIONS

> **CRT OPEN BATCH LISTING**
> **HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to run open batch listing to CRT or 'END' to return to the selector.

CREDIT AUTHORIZATION REPORT

PROK   ARPROC CRED.AUTH
SELECTION   MENU-4.2
SELECTION NUMBER   5
FILES ACCESSED   CRED.AUTH

OVERVIEW
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.

CREDIT AUTHORIZATION LOG

CUST#	A.CUST.NO	ORDER#	CUST.NAME	DATE	OPER	STAT.CD	AMT	AUTH.CODE	CREDIT LIM	REASON
1000012	CORBIN	200011	CORBIN CORP.	03/06/97	SF	04	436.80		1000	1
1000012	CORBIN	200020	CORBIN CORP.	03/03/97	JP	04	86.00		1000	1
***							522.80			

DAILY PARTIAL PAYMENT LISTING

PROK NAME   ARPROC D.INV.PART.PAY
SELECTION   MENU-4.2
SELECTION NUMBER   6
FILES ACCESSED   AR
                                 INVOICE

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

DAILY INVOICE PARTIAL PAYMENT REPORT

TIME/DATE: 16:30:42   13 APR 1997   DAILY INVOICE PARTIAL PAYMENT REPORT   PAGE: 1

CUST#	CUSTOMER NAME	INVOICE#	BATCH#	TYPE	AMOUNT	APPL	CD	WRITE-OFF	OPEN BAL
ABC	ABC DISPLAY CORP	01100015	000003	PMT		25.00			125.00
RCA	RCA DESIGN CORP	01100025	000003	PMT		50.00			250.00

CHARGEBACK PRINT

PROK NAME   ARPROC PCHG.BACK.PRT
PROGRAM NAME   ARPROG CHG.BACK.PRT
SELECTION   MENU-4.2
SELECTION NUMBER   7
FILES ACCESSED   CHARGE.BACK
                               CUST.MAST
                               COMPANY

OVERVIEW
This program prints all customer chargeback notices generated during cash application.
The form is designed to print on blank 8 ½ x 11 stock paper, and identifies to the customer
the nature of the chargeback, the date payment was received, and the reason and amount
of the chargeback.

OPERATING INSTRUCTIONS

CHARGE BACK PRINT
HIT <NL> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' 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 NUMBER (1-3) OR 'END'

Select option number (1-3) or 'END' to return to the selector.

CHARGEBACK PRINT

THE SYSTEM HOUSE
1033 ROUTE 46
CLIFTON, NJ 07013

07/01/97

ACME SUPPLY COMPANY
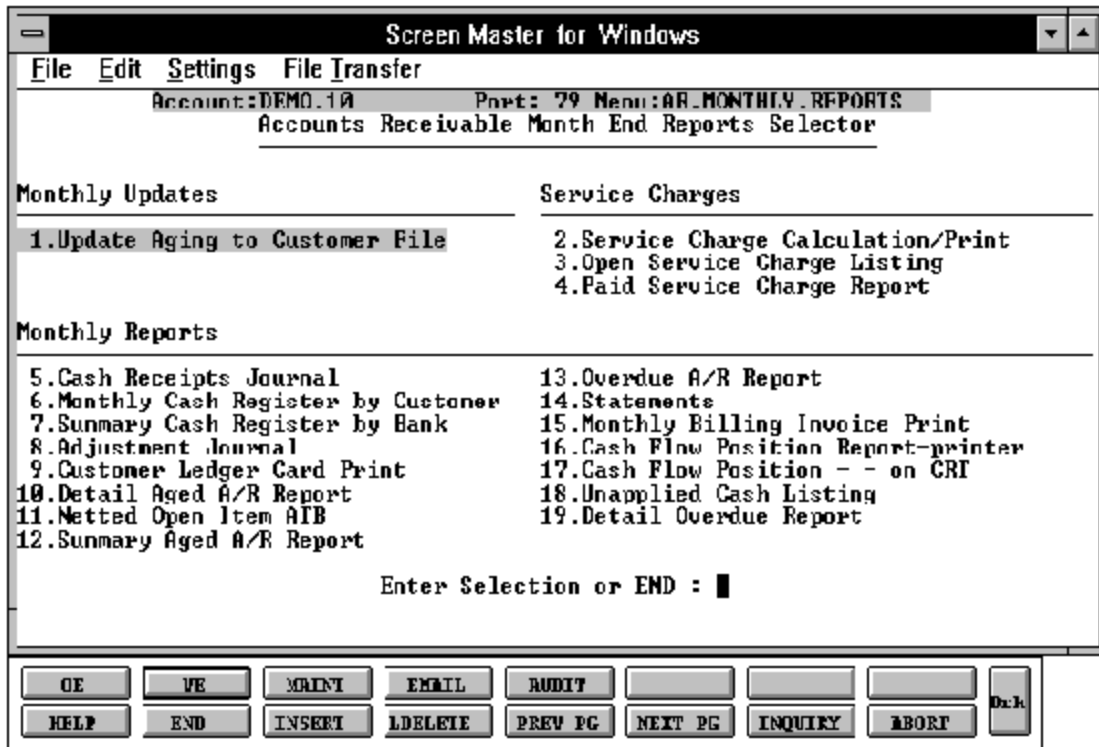1 STATION PLAZA
RYE, NY 11099

DEAR SIR/MADAM:

We have disallowed your deduction invoice number 01000172 in the amount of $ 50.00 for the following reason:

CASH DISCOUNT BEYOND TERMS

This was paid on your check# 3674 Date 06/28/97.

We have assigned a reference# of 012000005 to this chargeback.

ACCOUNTS RECEIVABLE MONTH END REPORTS SELECTOR

```
 ─                        Screen Master for Windows              ▼  ▲
    File   Edit   Settings   File Transfer
                Account:DEMO.10          Port: 79 Menu:AR.MONTHLY.REPORTS
                  Accounts Receivable Month End Reports Selector


Monthly Updates                            Service Charges

  1.Update Aging to Customer File            2.Service Charge Calculation/Print
                                             3.Open Service Charge Listing
                                             4.Paid Service Charge Report

Monthly Reports

  5.Cash Receipts Journal             13.Overdue A/R Report
  6.Monthly Cash Register by Customer 14.Statements
  7.Summary Cash Register by Bank     15.Monthly Billing Invoice Print
  8.Adjustment Journal                16.Cash Flow Position Report-printer
  9.Customer Ledger Card Print        17.Cash Flow Position - - on CRT
 10.Detail Aged A/R Report            18.Unapplied Cash Listing
 11.Netted Open Item ATB              19.Detail Overdue Report
 12.Summary Aged A/R Report

                    Enter Selection or END : █



  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌────┐
  │  OE  │ │  VE  │ │ MAINT│ │ EMAIL│ │ AUDIT│ │      │ │      │ │      │ │Dir.│
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ │    │
  ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐ └────┘
  │ HELP │ │ END  │ │INSERT│ │LDELETE││PREV PG││NEXT PG││INQUIRY││ABORT │
  └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘ └──────┘
```

UPDATE AGING TO CUSTOMER FILE

PROK NAME	ARPROC PAR.AGING
PROGRAM NAME	ARPROG EOM.CLEAR.CUST
	ARPROG AR.AGING
	ARPROG CUST.MD.AR
	ARPROG AR.ERROR.RPT
SELECTION	MENU-4.3
SELECTION NUMBER	1
FILES ACCESSED	AR
	COMPANY
	CUST.MAST
	CUST.DET
	AEF
	SALES.3

OVERVIEW
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 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 report is prepared to alert the user to this problem and indicate that the problem has been corrected.

SEQUENCE OF TRANSACTION AND AGING METHOD
The Open Accounts Receivable file is maintained on an open item basis with all transactions relating to a given invoice number sequenced together.

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

<div align="center">AGING BASIS</div>

ON-ACCOUNT PAYMENTS	Date of payment
UN-APPLIED CREDITS	Date of credit
CHARGEBACKS	Date chargeback
ADJUSTMENTS	Date of adjustment
INVOICES	Invoice date or as of date if entered
SERVICE CHARGES	Date of charge

UPDATE AGING TO CUSTOMER FILE

SEQUENCE OF TRANSACTION AND AGING METHOD (Continued)
Multiple transactions related to a give 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 chargeback).

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.   Chargebacks
5.   Adjustments

OPERATING INSTRUCTIONS

ACCOUNTS RECEIVABLE AGING
HIT <NL> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the menu.

DO YOU WISH TO AGE THE RECEIVABLES? (Y/N)

'Y' will age the accounts receivable.
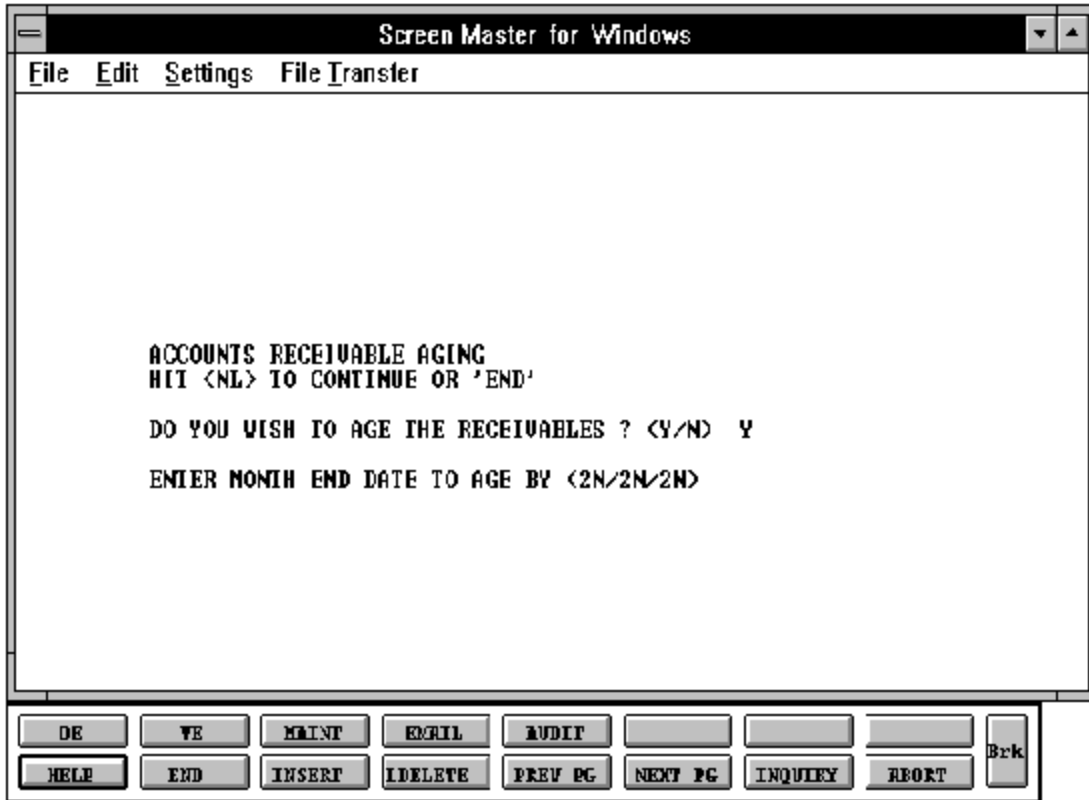'N' will return to the accounts receivable main selector.

ENTER MONTH END DATE TO AGE BY (2N/2N/2N)

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)

'Y' the aging will be cleared.
'N' the report will run again.

Upon completion, the program will begin to print the accounts receivable error listing.

ACCOUNTS RECEIVABLE AGING

```
┌─────────────────────────────────────────────────────────────┐
│ ▬            Screen Master for Windows              ▼  ▲     │
├─────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                     │
├─────────────────────────────────────────────────────────────┤
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│        ACCOUNTS RECEIVABLE AGING                            │
│        HIT <NL> TO CONTINUE OR 'END'                        │
│                                                             │
│        DO YOU WISH TO AGE THE RECEIVABLES ? <Y/N>   Y       │
│                                                             │
│        ENTER MONTH END DATE TO AGE BY <2N/2N/2N>            │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
  [ DE ]  [ VE ]  [MAINT] [EMAIL] [AUDIT] [    ] [    ] [    ] Brk
  [HELP]  [END ]  [INSERT][LDELETE][PREV PG][NEXT PG][INQUIRY][ABORT]
```

AGING ERROR REPORT

		A.CUST.NO CUSTOMER NAME			
COMPANY	CUST #		A/R DETAIL	DETAIL	DIFFERENCE
		POL			
01	000003	JOHN POLANSKI	12,256.00	12,200.00	56.00
		COMPANY: 01 TOTAL	12,256.00	12,200.00	56.00
		SWA			
02	000017	DAN SWARTS	19,770.00	10,770.00	9,000.00
		COMPANY: 02 TOTAL	17,770.00	10,770.00	9,000.00

SERVICE CHARGE CALCULATION/PRINT

PROK	ARPROC PSERV.CHG.CALC
PROGRAM NAME	ARPROG SERV.CHG.CALC004
	ARPROG SERV.CHG.LIST
	ARPROG SERV.CALC.UPD
SELECTION	MENU-4.3
SELECTION NUMBER	2
FILES ACCESSED	CUST.MAST FINDER
	CUST.DET SEQ.CONTROL
	SERV.CHG CONTROL.TOT
	COMPANY
	AR
	AR.XREF
	OPERATOR
	SC.STATE

OVERVIEW

Service charges are computed as follows:

1.   The service charge percent is entered into the state tax table. The entry is in the form of:

TAX PERCENT	UP TO
18.0	500.00
12.0	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 stored in the Sc.State file, in record 'XX'.

2.   Each customer has a parameter to indicate whether or not he is subject to service charges.

SERVICE CHARGE CALCULATION/PRINT

OVERVIEW (Continued)

3.   At run time, the operator inputs the number of days an invoice must be overdue before accessing a service charge. This means that if all invoices over 30 days old are to be charged, the required input is 31. If dating programs are in effect, signified by an "as of date" in the Accounts Receivable record, then the calculation is based on the "as of date" rather than the invoice date. Therefore, in this case, the number of days to be entered for the calculation is 1, since charges should be accessed on anything overdue.

4.   The calculation program creates a single transaction for each customer's service charge. This charge is immediately updated to the Accounts Receivable Open Item file, and recorded in the accounts receivable adjustment journal for later processing.

OPERATING INSTRUCTIONS

SERVICE CHARGE CALCULATION
HIT <NL> TO CONTINUE OR 'END'

'RETURN' will continue the service charge update. 'END' will return to the A/R selector.

ENTER DATE FOR SERVICE CHG CALC. (MM/DD/YY)

Enter date for service charge calculations.

ENTER NUMBER OF OVERDUE DAYS

Enter the number of days that the invoice should be overdue before a service charge should be assessed. Enter 'END' to return to the menu.

IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION THE SERVICE CHARGE FILE WILL BE UPDATED TO THE GLA FILE AND WILL BE CLEARED.

DID THE SERVICE CHARGE REPORT PRINT OK? (Y/N)

'Y' the update proceeds.
'N' the report will run again.

SERVICE CHARGE LISTING

```
                          SERVICE CHARGE LISTING                              22:27:59     06/30/97
                                                                                         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


ACME          100011      ACME SUPPLY CORP          936.47        2.00        18.73    06/30/97    200005        200007
AJAX          100015      AJAX INDUSTRIAL         3,506.36        2.00        70.13    06/30/97    200009        200010
CORBIN        100012      CORBIN CORP             1,397.61        1.99        27.95    06/30/97    200012        200015
IDEAL         100025      IDEAL DISTRIBUTION      3,983.00        2.00        79.66    06/30/97    200027        200030
UNITED        100037      UNITED SUPPLY               4.00        2.00         0.10    06/30/97    200034        200037



         TOTAL COMPANY#:    01                   9,828.44                    196.57


         REPORT TOTAL                            9,828.44                    196.57
```

OPEN SERVICE CHARGE LISTING

PROK NAME   ARPROC POPEN.SC.LIST
PROGRAM NAME   ARPROG OPEN.SC.LIST
SELECTION   MENU-4.3
SELECTION NUMBER   3
FILES ACCESSED   AR
                             COMPANY
                             CUST.MAST
                             CUST.DET

OVERVIEW
This on demand 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 if off.

OPERATING INSTRUCTIONS

> **OPEN SERVICE CHARGE LISTING**
> **HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to print the service charge listing or 'END' to return to the selector.

OPEN SERVICE CHARGE REPORT FOR THE SYSTEMS HOUSE

CO#: 01   THE SYSTEMS HOUSE

A.CUST.NO	CUST#	CUSTOMER NAME	SER CHG #	DATE	SVC AMT	CUST A/R BAL
100015	AJAX	AJAX INDUSTRIAL	200009	06/30/97	70.13	3702.72
100012	CORBIN	CORBIN CORP	200006	06/30/97	27.95	1425.56
100013	IDEAL	IDEAL DISTRIBUTION	200007	06/30/97	29.66	4012.66
100014	UNITED	UNITED SUPPLY	200008	06/30/97	0.10	4098.85
	COMPANY TOTAL:				127.84	13239.79
	ALL COMAPNIES:				127.84	13239.79

PAID SERVICE CHARGE REPORT

PROK NAME   ARPROC PAID.SC.LIST180
PROGRAM NAME   ARPROG PAID.SC
SELECTION   MENU-4.3
SELECTION NUMBER   4
FILES ACCESSED   MCASHPRT
                             COMPANY
                             BANK
                             CUST.MAST
                             CASH.CON
                             MISCD

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

OPERATING INSTRUCTIONS

      MONTHLY PAID SERVICE CHARGES REGISTER
      HIT <RTN> TO CONTINUE OR 'END'

Hit 'RETURN' to print the list of service charges or 'END' to return to the selector.

MONTHLY PAID SERVICE REPORT

APPLIED CO #:   01   THE SYSTEMS HOUSE

EXT CUST#	INT CUST	CUSTOMER NAME									
TYPE CO-INV#	REF#	A/R CRED	CASHDIS	FREIGHT	TAX-ALL	ALLOW.	CHGBACK	MISC	REAPPLY	CASH APPL	CHECK#
ACME	100011	ACME SUPPLY CORP.									
PMT 01000101	003	18.73						0.00		18.73	3653
TOT CUST: ACME		18.73	0.00	0.00	0.00	0.00	0.00	0.00		18.73	
CORBIN	100012	CORBIN CORP									
O/A 01000121	002	500.00						0.00		500.00	4732
TOT CUST: CORBIN		500.00	0.00	0.00	0.00	0.00	0.00	0.00		500.00	
TOT APPLIED CO #: 01		518.73	0.00	0.00	0.00	0.00	0.00	0.00		518.73	

ACCOUNTS RECEIVABLE MONTHLY CASH RECEIPTS JOURNAL

PROK NAME   ARPROC PM.CASH.REG004
PROGRAM NAME   ARPROG MCASH.REG0004
                             ARPROG M.NON.CASH.REG004
                             ARPROG MSUM.CASH.UPD
                             ARPROG MCASH.UPD.GLA
                             ARPROG M.NON.CASH.UPD.GLA
SELECTION   MENU-4.3
SELECTION NUMBER   5
FILES ACCESSED   MCASH.PRT   BANK
                             FINDER   GLA
                             COMPANY   GL.CONT
                             CUST.MAST   MSUMMARY.CASH
                             CASH.CON
                             MISCD
                             PARAMETER
                             CA

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 provided:

1.   Accounts receivable cash for the month
2.   Non-A/R (miscellaneous) 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 reports sorts by batch number all cash receipts for the month. This report is also generated during the accounts receivable month end jobstream.

ACCOUNTS RECEIVABLE MONTHLY CASH RECEIPTS JOURNAL

OPERATING INSTRUCTIONS

MONTHLY CASH REGISTER
HIT <NL> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the selector.

IS THIS THE END OF MONTH PRINT (Y/N)

'Y' will run the report and also update to the Gla.
'N' will just run 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.

MONTHLY 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	FREIGHT	TAX-ALL	ALLOW.	CHGBACK	MISC	REAPPLY	CASH APPL	CHECK#
ACME	100011		ACME SUPPLY CORP.									
PMT	01000101	003	936.47	17.50	0.00	0.00	0.00		0.00		918.97	3654
PMT	01000152	152	2675.00					0.00	50.00	0.00		2625.00	3654
TOT CUST:	ACME		3611.47	17.50	0.00	0.00	0.00	50.00	0.00		3543.97	
AJAX	100015		AJAX INDUSTRIAL SUPPLY									
REA	01000158	200	1500.00						0.00	1500.00		
REA	01200000	158	-1500.00						0.00	-1500.00		
TOT CUST:	AJAX		0.00	0.00	0.00	0.00	0.00	0.00	0.00			
TOT APPLY CO #:	01		3611.47	17.50	0.00	0.00	0.00	50.00	0.00		3543.97	
TOT BATCH: 000203			3611.47								3543.97	

```
                        CASHDIS   17.50
                        CHGBACK   50.00
```

TOT DATE: 06/30/97	3611.47										3543.97

```
                        CASHDIS   17.50
                        CHGBACK   50.00
```

TOT BANK:	100	3611.47	17.50	0.00	0.00	0.00	50.00	0.00	0.00	3543.97

TOT RECEIVE CO#: 01	3611.47

```
                        CASHDIS   17.50
                        CHGBACK   50.00
```

MONTHLY CASH REGISTER-NON A/R CASH

APPLIED CO: 1   THE SYSTEMS HOUSE

G/L NO	G/L DESCRIPTION	DESCRIPTION	BATCH#	MSC CHS AMT	DEP DATE	BANK#	REC CO
01-1400-00	TELEPHONE DEPOSITS	REFUND OF DEPOSIT	000203	20.00	03/23/97	100	01

```
        TOTAL NON A/R CASH FOR 06/30/97                     200.00
        TOTAL NON A/R CASH      CO# 01      THE SYSTEMS HOUSE    200.00
        TOTAL       A/R CASH                                5,558.67
        TOTAL           CASH                                5,758.67


                                    BANK:
                    100             FIDELITY UNION TRUST    5,758.67


        G/L SUMMARY        G/L# 01-1400-00        200.00

        TOTAL NON A/R CASH                         200.00
        TOTAL A/R CASH                           5,558.67
        TOTAL CASH                               5,758.67

                        BANK: 100      5,758.67
```

MONTHLY CASH REGISTER BY CUSTOMER

PROK NAME   ARPROC PM.CASH.REG.CUST004
PROGRAM NAME   ARPROG M.CASH.REG.CUST004
                                   ARPROG M.NON.CASH.REG004
SELECTION   MENU-4.3
SELECTION NUMBER   6
FILES ACCESSED   MCASH.PRT
                                   COMPANY
                                   CUST.MAST
                                   CASH.CON
                                   MISCD
                                   PARAMETER
                                   CADF
                                   BANK

OVERVIEW
This 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 'RETURN' to continue or 'END' to return to the menu.

IS THIS THE MONTH END PRINT (Y/N)

'N' will just print the report.
'Y' will print the report and update to the Gla.

If 'Y' is answered, you will be prompted:

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

Enter the date for the report and update.

MONTHLY CASH REGISTER BY CUSTOMER

CO #: 01   THE SYSTEMS HOUSE

CUST#	CUSTOMER NAME	TNX	INV#	REF#	A/R CRED	CASHDIS	FRT	TAX-ALL	ALLOW.	CHGBACK	MISC	RE-APPLY	CASH APPL	CHECK
ACME	ACME SUPPLY CORP	PMT	000101	103	936.47	17.50			0.00				918.97	3654
		PMT	000152	123	2675.00					50.00	0.00		2625.00	3655
			**********		3611.47		0.00	0.00			0.00		3543.97	
						17.50				50.00		0.00		
AJAX	AJAX INDUSTRIAL	REA	000158	200	1500.00							1500.00		
		REA	000160	201	-1500.00						0.00	-1500.00		
			**********		0.00								0.00	
						0.00					0.00			
IDEAL	IDEAL DIST.	O/A	200006	541	500.00						0.00		500.00	7458
			**********		500.00								500.00	
						0.00					0.00		0.00	

```
TOTAL CASH APPLICATION FOR COMPANY 01        4111.47                                              4111.47

                                CASHDIS      17.50
                                CHGBACK      50.00


REPORT TOTALS                                4111.47                                              4111.47

                                CASHDIS      17.50
                                CHGBACK      50.00
```

SUMMARY CASH REGISTER BY BANK

PROK NAME   ARPROC MON.CASH
SELECTION   MENU-4.3
SELECTION NUMBER   7
FILES ACCESSED   CASH.SUM

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

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

'Y***' will clear the Monthly Cash Summary file.

MONTHLY CASH SUMMARY REPORT

CO#: 01   THE SYSTEMS HOUSE

CO#	BANK#	BANK.NAME	BATCH#	SYS.DT	POST.DT	AR.CONTROL	CODES	WO.AMT	MISC.CASH	NET.CASH
01	100	FIDELITY UNION TRUST	000203	06/23/97	06/23/97	5558.67		0.00	200.00	5758.67
						-------		----	------	-------
	***					5558.67		0.00	200.00	5758.67
						5558.67		0.00	200.00	5758.67
						5558.67		0.00	200.00	5758.67

ADJUSTMENT JOURNAL

PROK NAME   ARPROC PMAR.ADJ.LIST004
PROGRAM NAME   ARPROG MAR.ADJ.LIST004
SELECTION   MENU-4,3
SELECTION NUMBER   8
FILES ACCESSED   MAR.ADJ.PRT
                             CUST.MAST
                             COMPANY
                             PARAMETER

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

OPERATING INSTRUCTIONS

MONTHLY A/R ADJUSTMENT LIST
HIT <NL> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the menu.

IS THIS THE END OF MONTH PRINT (Y/N)

If 'Y' is entered, then you will be prompted for month end date and the report will be generated.

If 'N' is entered, then the report will only be generated.

ADJUSTMENT LIST

```
                          ACCOUNTS RECEIVABLE ADJUSTMENT LIST             DATE:        06/30/97            PAGE: 1
                                                                          TIME:        19:16:54


CO #: 01      THE SYSTEMS HOUSE


              A.CUST.NO
CUST#         CUSTOMER NAME          ADJ DATE    TYPE   NUMBER    ADJUST    AMOUNT    GENERAL LEDGER    COMMENTS


              ABC
000001        ABC DISPLAY CORP.      06/15/97    D/M    000015    000015     45.00    01-1100           DEFECTIVE MSDE
                                     06/20/97    ADJ    000017    000017     35.00    01-1200           FREIGHT ADJ
                                     06/25/97    ADJ    000018    000018    100.00-   01-1110


              POL
000003        JOHN POLANSKI          06/17/97    D/M    000019    000019     37.80    01-1210           ADJUSTMENT
                                     06/27/97    ADJ    000020    000020    150.00-   01-1200           FREIGHT ADJ


              TOTAL FOR COMPANY:     01                                    -132.20



              TOTAL ITEMS:      5       TOTAL AMOUNT:   -132.20
```

CUSTOMER LEDGER CARD PRINT

PROK NAME   ARPROC PLEDGER.CARD
PROGRAM NAME   ARPROG LETTER.CARD
SELECTION   MENU-4,3
SELECTION NUMBER   9
FILES ACCESSED   AR
                             CUST.DET
                             CUST.MAST
                             COMPANY
                             SALES.3
                             AR.XREF

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.

The following header information is printed:

    Customer number
    Customer name and address
    Credit limit
    Credit status
    Highest A/R balance recorded
    Average payment days
    Last payment date
    Contact at customer
    Telephone number

Each open item is printed with the following information:

    Transaction date
    Transaction type
    Invoice number
    Reference number
    Original transaction amount
    Cash discount
    Transaction balance
    Ascending balance

CUSTOMER LEDGER CARD PRINT

OVERVIEW (Continued)
At the bottom of each page the following historical information is printed;

        Remarks - containing customer reference or check number
        Sales - last year
        Sales - last year-to-date
        Sales - current month last year
        Sales - current month
        Sales - year-to-date
        Returns - year-to-date
        Net sales
        Sales for the past 10 months
        A/R balance for the past 10 months
        Aging totals

The report is designed to print on a pre-printed form with two tear-off strips, which are intended to serve as the input document for cash application.

OPERATING INSTRUCTIONS

        LEDGER CARD PRINT

        HIT <RETURN> TO CONTINUE OR 'END

'END' or 'E' will return to the accounts receivable main selector.
'RTN' will initiate the next prompt.

        ENTER DATE OF RUN (MM/DD/YY)

Enter the date of the report run as MM/DD/YY.

        DO YOU WANT SPECIFIC CUSTOMER S (Y/N)

'Y' will prompt for beginning and ending customers
'N' will print all customers

CUSTOMER LEDGER CARD PRINT

			06/30/97					06/30/97		06/30/97	
IDEAL DISTRIBUTION CO				001	RICHARD GALVIN						
10 CLIFTON BLVD.			100013		201-777-4254			IDEAL DISTRIBUTION		IDEAL DISTRIBUTION	
			10000			25		10 CLIFTON BLVD.		10 CLIFTON BLVD.	
			N			250.00					
CLIFTON	NJ	07015	7983			06/23/97		CLIFTON		CLIFTON	

04/23/97	O/A	200008-01	-250.00		-250.00	-250.00	1290		200008	-250.00	200008	-
											250.00
04/27/97	INV	000154-01	1290.00	25.30			PO 984				
05/07/97	PMT	000154	-1290.00		0.00	-250.00	1290		000154	0.00	000154
											0.00
06/01/97	INV	000155-01	2674.00	53.08	2674.00	2424.00	8884		000155	2674.00	000155
											2674.00
06/15/97	C/B	200004-01	19.00		19.00	2443.00	CASH DISCOUNT	200004	19.00	200004
											19.00
06/27/97	C/B	200007-01	25.30		25.30	2468.30	CASH DISCOUNT	200007	25.30	200007
											25.30

851.18	353.35	74.59	0.00		11288.00		11288.00			

JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
83	30	120	45	68	123	29	116	29	158	18
1286	1685	5573	9765	17590	12264	2335	3983	4313	3983	16338

2468.30		-1495.70		3967.00		0.00	0.00	0.00	0.00

DETAILED AGED ACCOUNTS RECEIVABLE REPORT

PROK NAME   ARPROC PTRIAL.BALANCE
PROGRAM NAME   ARPROG TRIAL.BALANCE
                                 ARPROG CONS.TRIAL.BALANCE
SELECTION   MENU-4,3
SELECTION NUMBER   10
FILES ACCESSED   AR
                                 CUST.MAST
                                 CUST.DET
                                 COMPANY

OVERVIEW

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

The following header information is printed:

    Customer name
    Salesman number
    Credit status and limit
    Amount paid to date
    Year-to-date sales
    Cash discount percent
    Territory
    Oldest open invoice
    Order balance

Each open invoice is listed with satellite number, purchase number, invoice date, or credit memo number, cash discount, total amount of invoice, current amount, and aging of overdue amounts by three periods (30, 60 and 90 days). Cash payments and credit memos appear against an invoice until the invoice is paid in full. Totals are printed for each aging category for each customer.

OPERATING INSTRUCTIONS

OPEN ITEM AGED TRIAL BALANCE

1.   BY CUSTOMER
2.   BY SALESMAN
3.   BY CONSOLIDATED

DETAILED AGED ACCOUNTS RECEIVABLE REPORT

OPERATING INSTRUCTIONS (Continued)

ENTER OPTION NUMBER OR 'END'

ENTER DATE (2N/2N/2N) - USED FOR AGING ALSO

Enter the date for the report and aging.

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 or 'A' for all companies.

ENTER SALESMAN NUMBER OR 'A' FOR ALL

Enter a specific salesman number or 'A' for all salesman.

OPEN ITEM AGED TRIAL BALANCE BY COMPANY

CO #: 01   THE SYSTEMS HOUSE   06/97   TIME: 20:37:37

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

AR#	CUSTOMER NAME	SLS	HI-BAL	AVG	PD-TO-DATE	CR.HD	CM	ST	CR.LIMIT	YTD SALES	DIS.PCT	TERR	OLDEST	ORDER BAL
100011	ACME SUPPLY	002	9183	51	8192.39	N		04 Y	20000	11345.46	0.000		03/02/97	4284.67

ACME   STEVE COOK   914-464-6424

01		9876		06/02/97	INV		000101	0.00	936.47				
		3654		06/23/97	PMT	000102	000102		-936.47				
01		PO 4556		06/25/97	INV		000152	50.00	2675.00	0.00			
		3654		06/23/97	PMT	000152	000152		-2675.00				
01				06/02/97	INV		200001	40.60	2171.83	2171.83			
01		GH765		06/02/97	INV		200003	24.65	1358.65	1358.65			
01		CASH DISCOUNT B		06/23/97	C/B		200005		50.00	50.00			

***************   LAST PMT: -2625.00   06/23/97   TOTAL   115.25   3580.48   3580.48

OPEN ITEM AGED TRIAL BALANCE BY SALESMAN

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

AR#	CUSTOMER NAME	SLS	HI-BAL	AVG	PD-TO-DATE	CR.HD	CM	ST	CR.LIMIT	YTD SALES	DIS.PCT	TERR	OLDEST	ORDER BAL
100011	ACME SUPPLY	002	9183	51	8192.39	N		04	Y 20000	11345.46	0.000		03/02/97	4284.67
	ACME				STEVE COOK				914-464-6424					

	ADO		CUST REFERENCE	DATE	TYPE	C/M NO	INV-NO	C.DISC	TOTAL	*CURRENT*	31-60
	01		9876	06/02/97	INV		000101	0.00	936.47		
			3654	06/23/97	PMT	000102	000102		-936.47		
	01		PO 4556	06/25/97	INV		000152	50.00	2675.00	0.00	
			3654	06/23/97	PMT	000152	000152		-2675.00		
	01			06/02/97	INV		200001	40.60	2171.83	2171.83	
	01		GH765	06/02/97	INV		200003	24.65	1358.65	1358.65	
	01		CASH DISCOUNT B	06/23/97	C/B		200005		50.00	50.00	

```
****************    LAST PMT:  -2625.00    06/23/97         TOTAL           115.25    3580.48    3580.48

                    SALESMAN TOTALS:
```

CONSOLIDATED OPEN ITEM AGED TRIAL BALANCE

CUST#	COMP	ADO	CUST REFERENCE	DATE	TYPE	C/M NO	INV-NO	C.DISC	TOTAL	*CURRENT* INCLD FUT	31-60	61-90	91-OVER
AR#	CUSTOMER NAME	SLS	HI-BAL	AVG	PD-TO-DATE	CR.HD	CM	ST	CR.LIMIT	YTD SALES	DIS.PCT	TERR	OLDEST	ORDER BAL

100011	ACME SUPPLY	002	9183	51	8192.39	N		04 Y	20000	11345.46	0.000		03/02/97	4284.67
	ACME				STEVE COOK				914-464-6424					

	01	9876		06/02/97	INV		000101	0.00	936.47	
		3654		06/23/97	PMT 000102		000102		-936.47	
	01	PO 4556		06/25/97	INV		000152	50.00	2675.00	0.00
		3654		06/23/97	PMT 000152		000152		-2675.00	
	01			06/02/97	INV		200001	40.60	2171.83	2171.83
	01	GH765		06/02/97	INV		200003	24.65	1358.65	1358.65
	01	CASH DISCOUNT B		06/23/97	C/B		200005		50.00	50.00

```
****************    LAST PMT:  -2625.00     06/23/97        TOTAL        115.25    3580.48    3580.48

                                                      GRAND TOTAL        115.25    3580.48    3580.48
```

NETTED OPEN ITEM ATB

PROK NAME   ARPROC NET.OIATB
PROGRAM NAME   ARPROG TRIAL.BALANCE
                             ARPROG CONS.TRIAL.BALANCE
SELECTION   MENU-4.3
SELECTION NUMBER   11
FILES ACCESSED   AR
                             CUST.MAST
                             COMPANY
                             CUST.DET

OVERVIEW
This report excluded 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 MONTH END DATE (2N/2N/2N)

Enter the date for the aging.

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 or 'A' for all companies.

OPEN ITEM AGED TRIAL BALANCE BY COMPANY

```
                   OPEN ITEM AGED TRIAL BALANCE BY COMPANY          DATE:    03/23/97    PAGE:   1
CO #: 01    THE SYSTEMS HOUSE                       06/97                     TIME:  20:37:37
```

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

AR#	CUSTOMER NAME	SLS	HI-BAL	AVG	PD-TO-DATE	CR.HD	CM	ST	CR.LIMIT	YTD SALES	DIS.PCT	TERR	OLDEST	O R D E R BAL
100011	ACME SUPPLY	002	9183	51	8192.39	N		04 Y	20000	11345.46	0.000		03/02/97	4284.67
	ACME				STEVE COOK				914-464-6424					

				DATE	TYPE		INV-NO	C.DISC	TOTAL	*CURRENT*			
	01			06/02/97	INV		200001	40.60	2171.83	2171.83			
	01	GH765		06/02/97	INV		200003	24.65	1358.65	1358.65			
	01	CASH DISCOUNT		06/23/97	C/B		200005		50.00	50.00			

```
*****************    LAST PMT:  -2625.00    06/23/97           TOTAL           65.25   3580.48   3580.48

                                                        GRAND TOTAL            65.25   3580.48   3580.48
```

OPEN ITEM AGED TRIAL BALANCE BY SALESMAN

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

AR#	CUSTOMER NAME	SLS	HI-BAL	AVG	PD-TO-DATE	CR.HD	CM	ST	CR.LIMIT	YTD SALES	DIS.PCT	TERR	OLDEST	O R D E R BAL
100011	ACME SUPPLY	002	9183	51	8192.39	N		04 Y	20000	11345.46	0.000		03/02/97	4284.67
	ACME				STEVE COOK				914-464-6424					

		ADO	CUST REFERENCE	DATE	TYPE	C/M NO	INV-NO	C.DISC	TOTAL	*CURRENT*			
		01		06/02/97	INV		200001	40.60	2171.83	2171.83			
		01	GH765	06/02/97	INV		200003	24.65	1358.65	1358.65			
		01	CASH DISCOUNT	06/23/97	C/B		200005		50.00	50.00			

```
*****************   LAST PMT:  -2625.00    06/23/97           TOTAL           65.25    3580.48    3580.48

                                         SALESMAN TOTALS:
```

CONSOLIDATED OPEN ITEM AGED TRIAL BALANCE

```
                     OPEN ITEM AGED TRIAL BALANCE BY COMPANY          DATE: 03/23/97       PAGE:    1
CO #: 01      THE SYSTEMS HOUSE                  06/97              TIME:    20:37:37
```

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

AR#	CUSTOMER NAME	SLS	HI-BAL	AVG	PD-TO-DATE	CR.HD	CM	ST	CR.LIMIT	YTD SALES	DIS.PCT	TERR	OLDEST	ORDER BAL
100011	ACME SUPPLY	002	9183	51	8192.39	N		04 Y	20000	11345.46	0.000		03/02/97	4284.67
	ACME				STEVE COOK				914-464-6424					

	01			06/02/97	INV		200001	40.60	2171.83	2171.83			
	01	GH765		06/02/97	INV		200003	24.65	1358.65	1358.65			
	01	CASH DISCOUNT		06/23/97	C/B		200005		50.00	50.00			

```
****************    LAST PMT:  -2625.00    06/23/97          TOTAL          65.25    3580.48    3580.48

                                                        GRAND TOTAL        65.25    3580.48    3580.48
```

SUMMARY AGED ACCOUNTS RECEIVABLE REPORT

PROK NAME   ARPROC PAR.SUMMARY004
PROGRAM NAME   ARPROG AR.SUM004
                             ARPROG CONS.AR.SUMMARY
SELECTION   MENU-4.3
SELECTION NUMBER   12
FILES ACCESSED   AR
                             CUST.MAST
                             CUST.DET
                             COMPANY

OVERVIEW

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

OPERATING INSTRUCTIONS

SUMMARY A/R SCHEDULE

1. BY CUSTOMER
2. BY SALESMAN
3. CONSOLIDATED

ENTER OPTION NUMBER OR 'END'

If consolidated is not selected you will be prompted:

ENTER COMPANY NUMBER (2N) OR 'A' FOR ALL

Enter company number 'A' for all companies.

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

Enter the date for aging or 'END' to return to the menu.

SUMMARY AGED ACCOUNTS RECEIVABLE REPORT

OPERATING INSTRUCTIONS (Continued)

IS THIS THE END OF MONTH PRINT (Y/N)

'Y' will flag the report as end of month in the heading.
'N' will not flag the report as end of month in the heading.

SUMMARY A/R SCHEDULE BY COMPANY

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
100011	ACME	3,580.48		0.00		0.00		11,345.46		05/15/97
	ACME SUPPLY CORP		2,644.01		936.47		0.00		04/25/97	
100015	AJAX	3,632.59		2,846.36		0.00		9,563.34		03/23/97
	AJAX INDUSTRIAL		1,873.77-		2,660.00		0.00		04/03/97	
100012	CORBIN	897.61		0.00		627.22		4,581.00		03/21/97
	CORBIN CORP		50.00-		505.29		265.10		05/01/97	
100013	IDEAL	2,468.30		3,964.00		0.00		11,288.00		03/17/97
	IDEAL DIST. CO.		1,495.70-	0.00	0.00		0.00		04/15/97	
100014	UNITED	4,098.75		5.00		0.00		6,618.75		04/15/97
	UNITED SUPPLY		4,093.75		0.00		0.00		03/02/97	
******	COMPANY:01 TOTALS	14,677.73		6,815.36		627.22		43,666,55		
			2,868.29		4,101.76		265.10			
	% OF TOTAL A/R		19.5%	46.4%	27.9%	4.3%	1.8%			
	A/R CREDIT BAL									
******	FINAL TOTALS	14,677.73		6,815.36		627.22		43,666,55		
			2,686.29		4,101.76		265.10			
	% OF TOTAL A/R		19.5%	46.4%	27.9%	4.3%	1.8%			
	A/R CREDIT BAL	0.00								

CONSOLIDATED SUMMARY A/R SCHEDULE

CUST#	A.CUST.NO / CUSTOMER NAME	SLS	CREDIT	A/R	UN-APPLIED	CURRENT	31-60	61-90	91-OVER	SALES YTD
	ACME					1,485.33		3,530.48		12,879.04
100011	ACME SUPPLY CORP.	002	0	8,646.01	0.00		2,693.73		936.47	05/01/97
	AJAX					0.00		565.00		9,978.42
100015	AJAX INDUSTRIAL	001	0	3,576.49	2,000.00		70.13		2,941.36	03/15/97
	CORBIN					0.00		0.00		4,851.00
100012	CORBIN CORP	002	0	1,425.56	0.00		27.95		1,397.61	
	IDEAL					0.00		3,983.00		11,288.00
100013	IDEAL DIST. CO.	001	0	4,062.66	0.00		79.66		0.00	04/15/97
	UNITED					1,906.20		1,728.75		8,325.55
100014	UNITED SUPPLY	001	0	5,905.05	100.00		2,365.10		-95.00	12/25/96
	GRAND TOTALS;			23,615.77		3,391.53		9,807.23		52,422.01

OVERDUE ACCOUNTS RECEIVABLE REPORT

PROK NAME   ARPROC PAR.OVERUDE.PRT
PROGRAM NAME   ARPROG AR.OVERDUE.PRT
SELECTION   MENU-4.3
SELECTION NUMBER   13
FILES ACCESSED   AR
                                 COMPANY
                                 CUST.DET
                                 CUST.MAST

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 MONTH END DATE (2N/2N/2N)

Enter the date for the month ending or 'END' to return to the menu.

OVERDUE ACCOUNTS RECEIVABLE REPORT BY COMPANY

```
                    ACCOUNTS RECEIVABLE OVERDUE REPORT BY COMPANY                DATE:   06/23/97           PAGE: 1
                                      07/97                                      TIME:    20:46:34
CO#: 01      THE SYSTEMS HOUSE


           A.CUST.NO
CUST#      CUSTOMER NAME       SLS   CR LIMIT   A/R BAL   LST PAY    LST PAY    PD TO DATE    YTD SALES   HIGH BAL   AVG PAY   C /
                                                                                                                              M
                                                         DATE       AMOUNT                                          DAYS


           AJAX
100015     AJAX INDUSTRIAL     001   7000       3632.59   03/25/97   281.36     2000.00       9563.34     5633        0       N
RICK MODKLER                         OLDEST INV  DATE              CURRENT     31-60         61-90       91-OVR
201-252-1000                         000158      03/15/97         -1873.77     2846.36       2660.00     0.00
********************************

           CORBIN
100012     CORBIN CORP         002   1000       897.61    04/17/97   500.00     500.00        4851.00     3717        0       Y
AL PALMER                            OLDEST INV  DATE              CURRENT     31-60         61-90       91-OVR
201-252-1000                         000161      02/15/97         -500.00      0.00          505.29     892.32


COMPANY: 01       TOTAL                                    224.28                             3165.29     10614.00
                                                4530.20                         6815.36                   892.32    32321.09

GRAND TOTAL                                                224.28                             3165.29     10614.00
                                                4530.20                         6815.36                   892.32    32321.09
```

OVERDUE ACCOUNTS RECEIVABLE REPORT BY SALESMAN

```
              ACCOUNTS RECEIVABLE OVERDUE REPORT BY SALESMAN              DATE:      06/23/97      PAGE: 1
                                07/97                                     TIME:      20:46:34
CO#: 01   THE SYSTEMS HOUSE


          A.CUST.NO
CUST#     CUSTOMER NAME        SLS   CR LIMIT   A/R BAL    LST PAY    LST PAY    PD TO DATE    YTD SALES    HIGH BAL    AVG PAY    C /
                                                                                                                                   M
                                                          DATE       AMOUNT                                            DAYS


          AJAX
100015    AJAX INDUSTRIAL      001   7000       3632.59    03/25/97   281.36     2000.00       9563.34      5633          0        N
RICK MODKLER                         OLDEST INV   DATE        CURRENT    31-60        61-90       91-OVR
201-252-1000                         000158     03/15/97    -1873.77    2846.36      2660.00      0.00
*******************************


          CORBIN
100012    CORBIN CORP          002   1000       897.61     04/17/97   500.00     500.00        4851.00      3717          0        Y
AL PALMER                            OLDEST INV   DATE        CURRENT    31-60        61-90       91-OVR
201-252-1000                         000161     02/15/97    -500.00     0.00        505.29       892.32


COMPANY: 01        TOTAL                                    224.28                 3165.29      10614.00
                                                4530.20                 6815.36                 892.32     32321.09

GRAND TOTAL                                                 224.28                 3165.29      10614.00
                                                4530.20                 6815.36                 892.32     32321.09
```

CUSTOMER STATEMENT PRINT

PROK NAME   ARPROC PSTATEMENTS
PROGRAM NAME   DOCUMENT.PRINT STATEMENTS.010
SELECTION   MENU-4.3
SELECTION NUMBER   14
FILES ACCESSED   AR
                              CUST.DET
                              CUST.MAST
                              COMPANY

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.

In addition to the invoice date, the following will appear on the statement:

        A.   Customer name and address
        B.   Salesman name
        C.   Aging date
        D.   Total payments for the month
        E.   Aged balances on the bottom
        F.   A global message that will appear on each statement taken from the Company file.

Note: These features vary depending upon the statement version selected for use.

OPERATING INSTRUCTIONS

        CUSTOMER STATEMENTS
        HIT <RTN> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the menu.

        ENTER DATE OF RUN (MM/DD/YY)

This will be the date on the statement.

CUSTOMER STATEMENT PRINT

OPERATING INSTRUCTIONS (Continued)

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

If you answer 'Y' you will be prompted for beginning and ending customer numbers. If you answer 'N' all customers will print.

ENTER STARTING CUSTOMER

Enter customer number.

ENTER ENDING CUSTOMER

Enter customer number.

CUSTOMER STATEMENT PRINT

```
              06/30/97                06/30/97

ACME SUPPLY CORP                 ACME SUPPLY CORP
1 STATION PLAZA                  RYE    NY     11099
RYE    NY     11099


06/02/97    01000101   INV    936.47              9876      01000101     936.47
06/23/97     000101    PMT            -936.47     6354       000101     -936.47
06/25/97    01000152   INV  2,675.00           PO 4557      01000152    2675.00
06/27/97     000152    PMT          -2,675.00     3657       000152    -2675.00
```

MONTHLY BILLING INVOICE PRINT

PROK NAME   MBILL.INVPNT010
PROGRAM NAME   DOCUMENT.PRINT INV.PRT010-LASER2
SELECTION   MENU-4.3
SELECTION NUMBER   15
FILES ACCESSED   SALESMAN
                                 TERMS
                                 CUST.MAST
                                 COMPANY
                                 INV.UPDT
                                 PARAMETER

OVERVIEW
This program prints invoices for customers who are scheduled to receive invoices on a monthly basis.

OPERATING INSTRUCTIONS

> **CUSTOMER MONTHLY BILLING INVOICE PRINT**
> **HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the menu.

> **ENTER THE ACCOUNTING MONTH OF RUN**

Enter the accounting month of run (YYMM).

> **DO YOU WANT SPECIFIC CUSTOMERS (Y/N)**

If 'Y' is selected you will be prompted:

> **ENTER STARTING CUSTOMER NUMBER:**

Enter the starting customer number.

> **ENTER ENDING CUSTOMER NUMBER:**

Enter the ending customer number.

CASH FLOW POSITION REPORT - PRINTER

PROK NAME   ARPROC PCASH.POS
SELECTION   MENU-4.3
SELECTION NUMBER   16
FILES ACCESSED   AR

OVERVIEW
This report provides a summary cash forecast based on invoice due date in the open
Accounts Receivable file. This report is particularly useful to MDS clients offering dating
programs to their customers.

OPERATING INSTRUCTIONS

      CASH FLOW POSITION REPORT
      HIT <RTN> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the menu.

CASH FLOW POSITION REPORT

CO#   01   THE SYSTEMS HOUSE   CASH FLOW POSITION REPORT   RUN DATE 23 JUNE   1997

MONTH YEAR	AR OPEN BALANCE	NET AR BALANCE
DEC 96	265.10	259.80
JAN 97	358.27	351.76
FEB 97	268.95	263.57
MAR 97	4,101.76	4,021.26
APR 97	4,834.36	4,651.56
MAY 97	10,425.46	10,229.03
	_____	_____
TOTAL 97	20,253.90	19,776.98
GRAND TOTAL	20,253.90	19,776.98

CASH FLOW POSITION - ON CRT

PROK NAME   ARPROC CCASH.POS
SELECTION   MENU-4.3
SELECTION NUMBER   17
FILES ACCESSED   AR

OVERVIEW

This report provides a summary cash forecast based on invoice due date in the open
Accounts Receivable file. This report is particularly useful to MDS clients offering dating
programs to their customers

OPERATING INSTRUCTIONS

> **CASH FLOW POSITION REPORT**
> **HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the menu.

CASH FLOW POSITION REPORT

CO#   01   THE SYSTEMS HOUSE   CASH FLOW POSITION REPORT   RUN DATE 23 JUNE   1997

MONTH	YEAR	AR OPEN BALANCE	NET AR BALANCE
DEC	96	265.10	259.80
JAN	97	358.27	351.76
FEB	97	268.95	263.57
MAR	97	4,101.76	4,021.26
APR	97	4,834.36	4,651.56
MAY	97	10,425.46	10,229.03
		———————	———————
TOTAL	97	20,253.90	19,776.98
GRAND TOTAL		20,253.90	19,776.98

UN-APPLIED CASH LISTING

PROK NAME   ARPROC UN.CASH.LIST
SELECTION   MENU-4.3
SELECTION NUMBER   18
FILES ACCESSED   AR

OVERVIEW

This report lists all un-applied and on account cash on the open Accounts Receivable file.
Its purpose is for follow-up and re-application.

UN-APPLIED CASH LISTING

AR	A.CUST.NO	CUST.NAME	TYPE	REF#	OPEN.BAL	DATE
01200000	AJAX	AJAX INDUSTRIAL SUPPLY	O/A	200000	-218.64	04/30/97
			REA	000158		05/23/97
			REA	000159		05/23/97
01200006	CORBIN	CORBIN CORP	O/A	200006	-500.00	05/27/97
01200008	IDEAL	IDEAL DISTRIBUTION CO.	O/A	200008	-250.00	05/27/97

DETAIL OVERDUE REPORT

PROK NAME   ARPROC AR.DET.OVERDUE.RPT
PROGRAM NAME   ARPROG AR.EXP.RPT
SELECTION   MENU-4.3
SELECTION NUMBER   19
FILES ACCESSED   MESS.MAST
                                   MESS.XREF
                                   AR
                                   AR.XREF
                                   CUST.MAST

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 'RETURN' to continue or 'END' to return to the menu.

ENTER COMPANY NUMBER OR <ALL>:

Enter company number or 'ALL for all companies.

ENTER CUSTOMER NUMBER OR <ALL>:

Enter customer number or 'ALL' for all customers.

ENTER CUTOFF DAYS:

Enter number of days overdue on invoices (i.e., 30, 60, etc.).

DO YOU WANT SEPARATE SPOOLER ENTRIES BY COMPANY (Y/N)?

If you want a separate spooler entries by company enter 'Y'.

DETAIL OVERDUE REPORT

DATE: 01 JUL 1997   ACCOUNTS RECEIVABLE DETAILED OVERDUE REPORT   PAGE: 1
                                          FOR INVOICES OVER 30 DAYS

COMPANY: 01   THE SYSTEMS HOUSE

CUSTOMER SLSM	CUSTOMER NAME ADDRESS	RELEASE NUMBER	INVOICE NUMBER	TRANS DATE	TNX CD	TRANS AMT	CUSTOMER P.O	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
AJAX	AJAX INDUSTRIAL SUPPLY		000158	04/16/97	INV	1690.00	334455	571	0 6 / 1 5 / 9 7	
										690.00
000	12 MAIN STREET									
201-252-1717	PLAINFIELD NJ 07014									
TERMS: 01										
		200502001	000159	05/17/97	INV	250.00	5585	1027	0 6 / 2 5 / 9 7	
										100.00
			000173	05/21/97	INV	500.00	5593	1103	0 6 / 2 7 / 9 7	
										250.00
			CUSTOMER TOTALS:			2440.00				

CUSTOMER SLSM	CUSTOMER NAME ADDRESS	RELEASE NUMBER	INVOICE NUMBER	TRANS DATE	TNX CD	TRANS AMT	CUSTOMER P.O	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
UNITED	UNITED SUPPLY		000187	15/25/97	INV	1250.00	4887	5031	0 6 / 2 8 / 9 7	
										750.00
000	85 CLARK STREET									
201-778-9876	GARFIELD NJ 07083									
TERMS: 01										
			CUSTOMER TOTALS:			1250.00				

DUNNING SYSTEM MENU

```
 ▭                    Screen Master for Windows               ▼ ▲
  File   Edit   Settings   File Transfer
            Account:DEMO.10          Port: 79 Menu:DUNNING.SYSTEM

                         Dunning System


            1.Dunning Letter Update to CUST.DET File

            2.Dunning Letter Edit Report

            3.Dunning Letter Customer Maintenance

            4.Dunning Letter Form Print

            5.Dunning Letter File Text Maintenance




            Enter Selection or END :



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DUNNING SYSTEM

OVERVIEW
The MDS automated dunning system is designed to automate the dunning process. The criteria for dunning as well as the 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. The definition of overdue is user controlled, and is specified by Parameter 14, DUN.PERIOD. This field is interpreted by the system to mean the aging period that is to be considered overdue as regards the dunning system. For example, if the aging buckets are set up as current, 30, 60, 90, etc., and dunning is to begin when the account is over 30, the parameter should be set a 2 (the second bucket). Similarly, if dunning is to begin at the over 60 state, then 3 should be specified.

   It should be noted that 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 customers who received 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 past month.

4.   Letter code '4' is sent to customers 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 is therefore assigned a unique letter code.

5.   Letter code '5' is assigned to customers 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 computer letter should be sent.

DUNNING SYSTEM

OVERVIEW (Continued)

6.   Letter code '*' is assigned to customers who have not made payment during the past month, are still overdue, and have already received the full complement of dunning letters without responding.

Obviously, this type of account requires more direct action than just the sending of computer letters.

PROCEDURE
The following steps must be taken to initiate the dunning system:

<u>One time set up</u>

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 composed and entered into the file.

PROCEDURE FOR RUNNING DUNNING LETTERS

1.   An accounts receivable aging should be run to insure that current information will be used in the dunning procedure.

2.   The dunning letter update should be run (SELECTION 1). This process assigns the appropriate letter code to each customer.

3.   The dunning letter edit report (SELECTION 2) should then be run, This printout shows which letter will be sent to each customer. It also provides basic credit information, for credit department review. An analysis of the number of letters of each type which will be sent is printed on the bottom of the report. This is a method of measuring the effectiveness of the dunning programs.

4.   If the credit department wishes to override the system, they can change the letter assignment using option 3, dunning letter customer maintenance. This program affects the Customer file directly, and will reflected in the dunning letter print.

DUNNING SYSTEM

OVERVIEW (Continued)

5.   The final step in the dunning process is the printing of dunning letters themselves.
        The form is designed to print on continuous form stock 8 ½ x 11 paper.

DUNNING LETTER UPDATE

PROK NAME   APPROC PDUNNING.UPD008
PROGRAM NAME   ARPROG DUNNING.UPD008
SELECTION   MENU-4.4
SELECTION NUMBER   1
FILES ACCESSED   CUST.DET
                                  CUST.MAST
                                  PARAMETER

OVERVIEW

This is the procedure that assigns the appropriate letter code to each customer. As noted above an accounts receivable aging update should be run before this program is initiated.

> **DUNNING LETTER UPDATE TO CUST.DET FILE**
> **HIT <RTN> TO CONTINUE OR 'END'**

Hit 'RETURN' to continue or 'END' to return to the menu.

> **ENTER DATE FOR THIS RUN (MM/DD/YY) OR END**

Enter the date or 'END' 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.

DUNNING LETTER EDIT REPORT

PROK NAME   ARPROC P.DUNN.LTR.ED
PROGRAM NAME   ARPROG DUNN.LTR.ED
SELECTION   MENU-4.4
SELECTION NUMBER   2
FILES ACCESSED   CUST.DET
                               COMPANY
                               CUST.MAST

OVERVIEW
This report will indicate which dunning letter a customer will receive.

HIT RETURN TO CONTINUE OR 'END' TO END:

Hit 'RETURN' to continue or 'END' to return to the menu.

DUNNING LETTER EDIT

COMPANY: 01   THE SYSTEMS HOUSE

L T R C U S T O M ER		BALANCE	CURRENT	AMT 30	AMT 60	AMT OVER	INTEREST	OVER DUE
2 ACME	ACME SUPPLY CORP	7,160.68	6,224.21	936.47	0.00	0.00	18.73	936.47
1 AJAX	AJAX INDUSTRIAL	3,160.72	1,042.72	2,660.00	0.00	0.00	70.13	2,660.00
3 CORBIN	CORBIN CORP	1,425.56	27.95	505.29	628.22	265.10	27.95	1,397.61
4 IDEAL	IDEAL DISTRIBUTION	4,062.66	4,062.66	0.00	0.00	0.00	79.66	0.00
* UNITED	UNITED SUPPLY	4,098.85	4,098.85	0.00	0.00	0.00	0.00	0.00
COMPANY TOTALS:	01	20,450.47	15,456.39	4,101.76		265.10	196.47	4,994.08
GRAND TOTALS		20,450.47	15,456.39	4,101.76		265.10	196.47	4,994.08

DUNNING LETTER CUSTOMER MAINTENANCE

PROGRAM NAME   ARPROG DUNN.LTR.MAINT010
SELECTION   MENU-4.4
SELECTION NUMBER   3
FILES ACCESSED   ALPHA.CUST
                                  CUST.DET
                                  CUST.MAST
                                  COMPANY
                                  SCREEN

OVERVIEW

This procedure allows the credit department to override the system. The purpose of this program is to change the letter assignment to any customer. After making the appropriate changes, the edit report can be run again.

DUNNING LETTER CUSTOMER MAINTENANCE

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│ File  Edit  Settings  File Transfer                                          │
│                    DUNNING LETTER CUSTOMER MAINTENANCE                        │
│  ┌──────────────────────────────────────────────────────────────────────┐   │
│  │   COMPANY NUMBER: ▇─           NAME :                                 │   │
│  │                                                                        │   │
│  │   CUSTOMER NUMBER:             NAME :                                 │   │
│  │                                ADDR1:                                 │   │
│  │                                ADDR2:                                 │   │
│  │                                ADDR3:                                 │   │
│  │                                CITY :                                 │   │
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DUNNING LETTER FORM PRINT

PROK NAME   ARPROC PDUNN.FORM.PRT
PROGRAM NAME   ARPROG DUNN.FORM.PRT1
SELECTION   MENU-4.4
SELECTION NUMBER   4
FILES ACCESSED   CUST.DET
                              CUST.MAST
                              COMPANY
                              DUNN.LETTER

OVERVIEW

This is the program which actually prints the dunning letters. They are automatically placed in a spooler hold file for later printing. The form is designed to print on stock 8 ½ x 11 paper.

Options are provided in the program to print:

      1.   One company or all

      2.   Specific customers or all

      3.   Starting and ending customer numbers

On the following pages examples are given of each of the various types of letters that can be sent.

OPERATING INSTRUCTIONS

DUNNING FORM PRINT
HIT <RTN> TO CONTINUE OR 'END'

Hit 'RETURN' to continue or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR END

Enter 2 digit company number, 'A' for all companies or 'END' to return to the menu.

DUNNING LETTER FORM PRINT

OPERATING INSTRUCTIONS (Continued)

ENTER STARTING CUSTOMER

Enter customer number.

ENTER ENDING CUSTOMER

Enter customer number.

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

If the response is 'Y', you will be prompted for beginning and ending customer numbers.

DUNNING LETTER FORM PRINT - SAMPLE LETTER 1

February 14, 1990

The Systems House
1033 Route 46
Clifton NJ 07013

Ajax Industrial Supply   Re: Account AJAX
12 Main Street   Balance of   2,660.00
Plainfield NJ 08006   70.13

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

DUNNING LETTER FORM PRINT - SAMPLE LETTER 2

February 14, 1990

The Systems House
1033 Route 46
Clifton NJ 07013

ACME Supply   Re: Account ACME
1 Station Plaza   Balance of   936.47
Rye NY 11099   18.73

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 is there 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

DUNNING LETTER FORM PRINT - SAMPLE LETTER 3

February 14, 1990

The Systems House
1033 Route 46
Clifton NJ 07013

Corbin Corp.   Re: Account CORBIN
550 Fifth Avenue   Balance of   1,397.61
New York NJ 10010   27.95

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 is 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 promptly.

Very truly yours,

Credit Department
THE SYSTEMS HOUSE

DUNNING LETTER FORM PRINT - SAMPLE LETTER 4

February 14, 1990

The Systems House
1033 Route 46
Clifton NJ 07013

Ideal Distribution   Re: Account IDEAL
10 Clifton Blvd.   Balance of   0.00
Clifton NJ 07015   79.66

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
THE SYSTEMS HOUSE

DUNNING LETTER FILE TEXT MAINTENANCE

PROGRAM NAME   ARPROG DUNN.LTR.TXT-MAINT010
SELECTION   MENU-4.4
SELECTION NUMBER   5
FILES ACCESSED   DUNN.LETTER
                          STATUS-LOG
                          SCREEN

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.   Account number

4.   Accounts receivable and service charge balance

5.   Salutation to the customer

6.   Signatory from the credit department

DUNNING LETTER FILE TEXT MAINTENANCE

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│ ⚿          Screen Master for Windows                       ▼ ▲        │
├─────────────────────────────────────────────────────────────────────┤
│  File   Edit   Settings   File Transfer                               │
│                  DUNNING LETTER FILE TEXT MAINTENANCE                  │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  │   LETTER CODE: ▮                                              │    │
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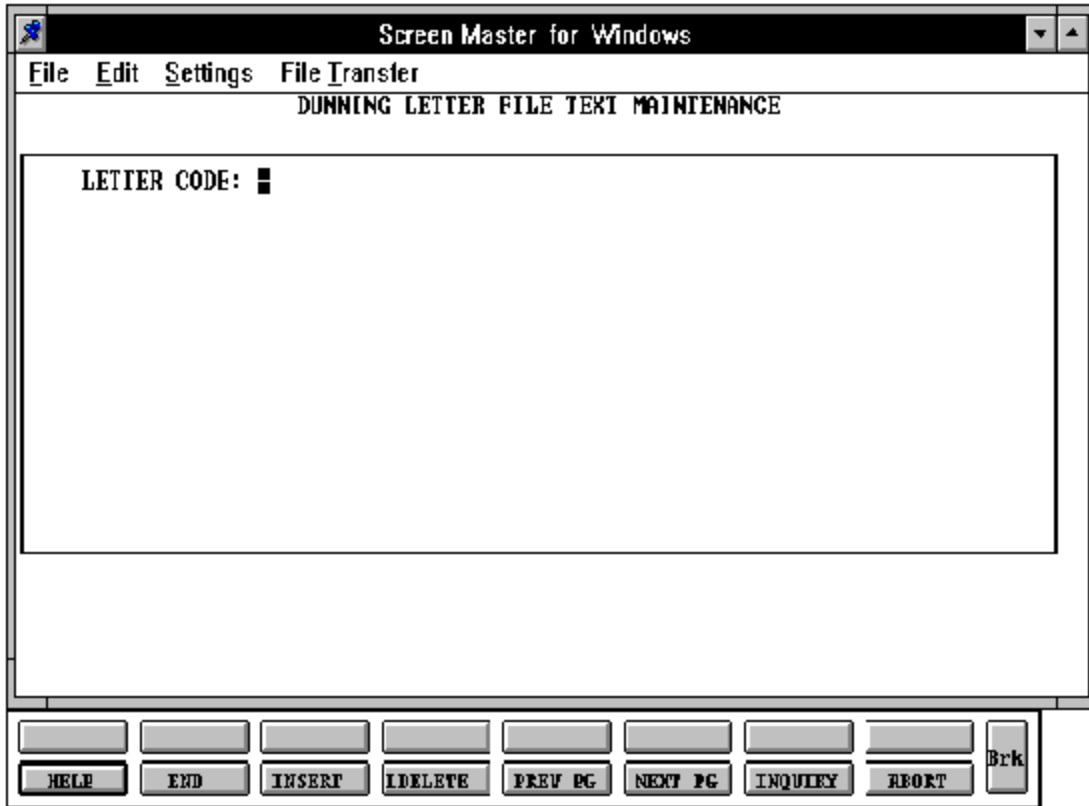
ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

PROK NAME   ARPROC PAR.STREAM008
PROGRAM NAME   VARIOUS
SELECTION   MENU-4
SELECTION NUMBER   5
FILES ACCESSED   ARFILES   AEF
                                 AR.XREF   SALES.3
                                 GLA   MAR.ADJ.PRT
                                 COMPANY
                                 PARAMETER
                                 UPDATE.AUDIT
                                 CUST.MAST
                                 CUST.DET

OVERVIEW
Before the end of month jobstream is run, all invoicing for the month should be completed, all cash batches should be completed and updated. Any accounts receivable adjustments should also be updated to the monthly file. A tape backup should be done of the account before the end of month is run.

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 balance by company by customer.
3.   A/R summary report 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 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. Monthly commission register.

ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

OVERVIEW (Continued)

17.   Updates the Gla with the sales for the month.
18.   Updates the Gla for deferred income update (if parameter flag is set to 'Y').
19.   Updates the cost of goods to the Gla by product type (if set to 'Y').
20.   Clears the month to date fields in the Cust.Det and Prod.Det files.
21.   Monthly chargeback register.
22.   Copies A/R to Ar.Hist.
23.   Rebuilds Ar.Hist.Xref for new items.
24.   Clears Monthly files.

All reports are generated to hold files.

ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

```
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│ ◖ Screen Master for Windows                                    _ □ ✕     │
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│ File  Edit  Settings  File Transfer                                       │
│ ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM                                 │
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│ #  COMPANY                    UPD      #  COMPANY                    UPD   │
│  1.01 THE SYSTEMS HOUSE        N                                           │
│  2.02 CUSTOMER SUPPORT SER     N                                           │
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│ [  DE  ] [  V3  ] [ MAINT ] [ EMAIL ] [ AUDIT ] [      ] [      ] [     ] Br│
│ [ HELP ] [ END  ] [ INSERT] [LDELETE] [PREV PG] [NEXT PG][INQUIRY][ABORT ] k │
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ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

OPERATING INSTRUCTIONS

MONTH END ACCOUNTS RECEIVABLE JOBSTREAM
HIT <NL> TO CONTINUE OR 'END'

Enter 'RETURN' to run the month end. Enter 'END' to return to the menu.

ENTER MONTH END DATE AS (MM/DD/Y)

Enter the month end date or 'END' to return to the menu. The date will be used for reports and the 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 end of month for.

ENTER 'Y' TO UPDATE. 'N' TO REMOVE FROM UPDATE

An entry of 'Y' will flag the company for end of month. Enter 'N' to remove the update flag. Enter 'A' to flag all companies in the list for update. Enter 'END' to return to the menu.

If you enter '0' to accept, the end of month jobstream will start for all companies with the update flag set to 'Y'.

ENTER FISCAL PERIOD TO UPDATE OR <END>

Enter the fiscal period you are closing as "YYMM' or 'END' to return to the menu. The fiscal period entered must be the current period.

DUNN & BRADSTREET CUSTOMER/AR TAPE

PROK NAME   ARPROC DB.TAPE
PROGRAM NAME   ARPROG DB.CUST.MAST
                                 ARPROG DB.AR
SELECTION   MENU-4
SELECTION NUMBER   6
FILES ACCESSED   CUST.MAST
                                 AR

OVERVIEW

This procedure dumps the Customer Master and Accounts Receivable records with a balance not equal to $ 0.00 to tape. This tape can then be sent to DUNN & BRADSTREET if you have such an arrangement with them. The tape should be at load position before the program is run.

OPERATING INSTRUCTIONS

ARE YOU SURE THAT YOU WANT TO RUN THE D&B CUSTOMER A/R TAPE <Y/N>?

Enter "Y" or "N".

ACCOUNTS RECEIVABLE FILE DESCRIPTION

AEF

Aging Error file. This file is only used during the aging process.

ALPHA.CUST

Contains the alphanumeric customer 'NUMBER' which is used as the primary access method to obtain the Customer Master and Detail records. All customer numbers sharing the same acronym are stored in value marked attribute 1. The various input programs access these values sequentially until the correct customer is located.

AR

This file stores the open accounts receivable items for each customer. Each record corresponds to an invoice, credit memo chargeback, or on-account payment. All subsequent activity is stored in the value marked attributes of the record.

AR.CODE

This file is used to create the desired sequence of transaction aging on the various accounts receivable reports. The normal sequence established is:

> On accounts payments
> Un-applied payments
> Un-applied credits
> Debit memos
> Invoices (with associated payments, credits, etc)
> Service charges

AR.ADJ.PRT

This file is used for the printing of the daily accounts receivable adjustment journal.

AR.HIST

This file stores the accounts receivable history. Each record corresponds to an invoice, credit memo, chargeback, or on account payment. The history is updated during the accounts receivable end of month jobstream. The end of month will also purge items older than the number of days specified in the Parameter record (attribute 86).

ACCOUNTS RECEIVABLE FILE DESCRIPTION

AR.HIST.XREF

This file is a Cross-Reference file to facilitate on-line inquiry into the Ar.Hist file. The file stores invoice, credit memo, chargeback, or on account payments for a given customer.

AR.XREF

This file contains a list of all open invoices, on-account payments and/or credits for each customer. The key to the file is the internal Customer file, with the corresponding entries in the Accounts Receivable file stored in value marked form.

ARPROG

The Program file for the accounts receivable program

ARPROC

The Proc file for the accounts receivable program.

BANK

This file is used to define the various bank accounts used for each company. The asset general ledger account is stored in this record, as well as descriptive information about the bank account.

This file is used by the accounts receivable, accounts payable and payroll modules.

CA

The Ca file is the system Chart of Accounts file, containing in summary all activity information pertaining to each general ledger account. Budget information is stored in this record as well.

CASH.CON

This file is used internally by the cash application program to store the control totals entered for each batch of cash.

ACCOUNTS RECEIVABLE FILE DESCRIPTION

CASH.SUM

Chargeback Description Code file.

CHARGE.BACK

This file contains the chargebacks created by the chargeback entry program in the accounts receivable module.

COMPANY

This file hold pertinent information for each company as defined by the MDS client. A maximum of 99 companies may be defined. The company name stored in this record is used as the heading for the various reports. In addition, the prompt mask and next internal number to be used for the Product and Customer files are stored in this record.

CRED.AUTH

This file contains a log of all orders which have been approved for processing, despite the fact that the customer involved failed a credit check. It is the basis of the credit authorization report.

CUST.MAST

One Customer Master record is maintained for each of the client's customers. Generally this file contains all static data relative to that customer such as pricing and discounting information, name and address, and various fields.

CUST.DET

The Customer Detail file contains one record for each customer, for each company that customer deals with. The file contains basic sales and credit history for the customer.

DCASHPRT

This file is used to prepare the daily cash receipts journal.

ACCOUNTS RECEIVABLE FILE DESCRIPTION

DUNN.LETTER

The Dunning Letter file contains the text description of the dunning letters that will be sent to delinquent accounts. By convention, each dunning letter is assigned a letter code. The format and content of the letter is user defined.

FINDER

This file is used by the various programs in MDS to determine which set of control totals, sequence numbers (i.e. order invoice) and general ledger numbers are to be used for this company and branch.

The key to the finder file is: CO#:WAREHOUSE#

99:999

The keys to the Sequence Control, General Ledger Control, and Control Total files are arbitrary numbers assigned when the system is started. Thus the designer has the flexibility of having all companies share a common pool of numbers. Each have unique sets of number series, or any combination that is appropriate to the client's needs.

i.e.	common numbers			different numbers		
Finder key	11:001	01:002	02:001	01:001	01:002	02:001
1. Sequence #	001	001	001	001	002	003
2. G/L #	001	001	002	001	001	002

INVOICE

The Invoice file contains a record for each invoice, credit memo chargeback and/or void created on the system. It is used to create all the accounting reports such as:

MAR.ADJ.PRT

This file is used for the printing of the monthly accounts receivable adjustment journal.

ACCOUNTS RECEIVABLE FILE DESCRIPTION

MCASHPRT

Basis of monthly cash receipts journal.

MESS.MAST

This file stores all messages generated by the message board maintenance program.

MISCD

Defines the writeoff codes to be used by the MDS customer. The number sequence assigned by the customer dictates the sequence of the entry in the cash control screen.

MONTH

This file is used as an Index file to print the names of the months.

MSUMMARY.CASH

File used to generate monthly summary of cash application by receiving and applied companies. Used only if inter-company cash is being received, to generate the appropriate journal entries to the general ledger.

PARAMETER

This file is used to determine screen display for cash receipts and inquiry and to determine the length and time the Ar.Hist records will be retained.

PART.PAID

Listing of invoice partially paid through cash application. Used to create a daily follow up report.

REASON.CODE

The Reason Code file is used to store the allowable reasons for the issuance of credit memos. This coding is to enable later analysis of credit memos.

ACCOUNTS RECEIVABLE FILE DESCRIPTION

SERV.CHG

The Service Charge file is created in the accounts receivable module and contains the service charges computed by the system.

SEQ.CONT

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 numbers to be used (among others) are stored in this file.

SUMMARY.CASH

File used to generate daily summary of cash application by receiving and applied companies. Used only if the intercompany cash is being received, to generate the appropriate journal entries to the general ledger.

T.AR

An Index file is used to create a quick open items ATB.

WKFILE

The Accounts Receivable Work file is a file used during the cash application process. Data is updated to the Accounts Receivable file upon check acceptance.

Invoice register
Credit memo register
Chargeback register
Tax register
Commission report

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

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THE SYSTEMS HOUSE
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SERVICE CHARGES

STATEMENTS