Accounts Receivable

Training Guide
MDS Base.12

MDS AR Training Guide Base.12

1

AR Training Guide

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

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Agenda

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

Notes:

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classic - [192.168.253.254-AR.MAIN]

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

Account:BASE.12   Port:015 Menu:AR.MAIN   Capture:On

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
7. Run Credit Card Batch Process

Enter Selection or END :

| OE | CONTACTS | MAINT | DRILL | EXECINQ | | CAPT OFF | VIEW |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL |

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Function Keys p1

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

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

OK/END – The OK/END function is available by clicking on the **'OK/END'** icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function acts as an "accept" within a record.

INSERT – The INSERT function is available by clicking on the **'INSERT'** icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text. For example, if in the master file and you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

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

PREV PAGE – The PREVIOUS PAGE function is available by clicking on the **'PREV PG'** icon

or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.
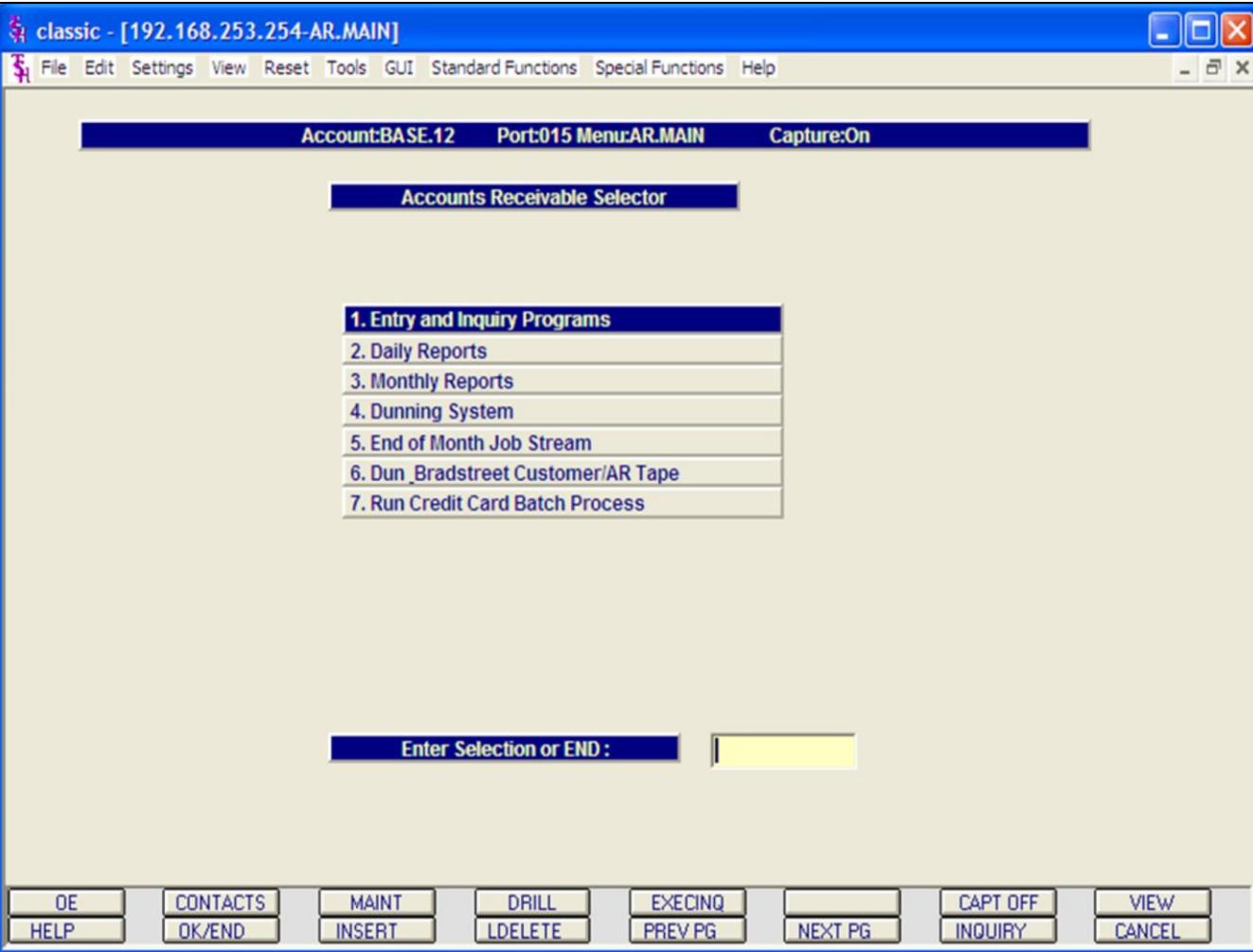
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Function Keys Continued

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS master file maintenance programs.

They appear on the last line of the screen as follows:

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

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

ABORT – The ABORT function is available by clicking on the **'ABORT'** icon or by pressing the 'F8' function key. This function is used to end a program without applying changes or

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additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be files as it was before the operator accessed it, in other words, as though no changes were made.

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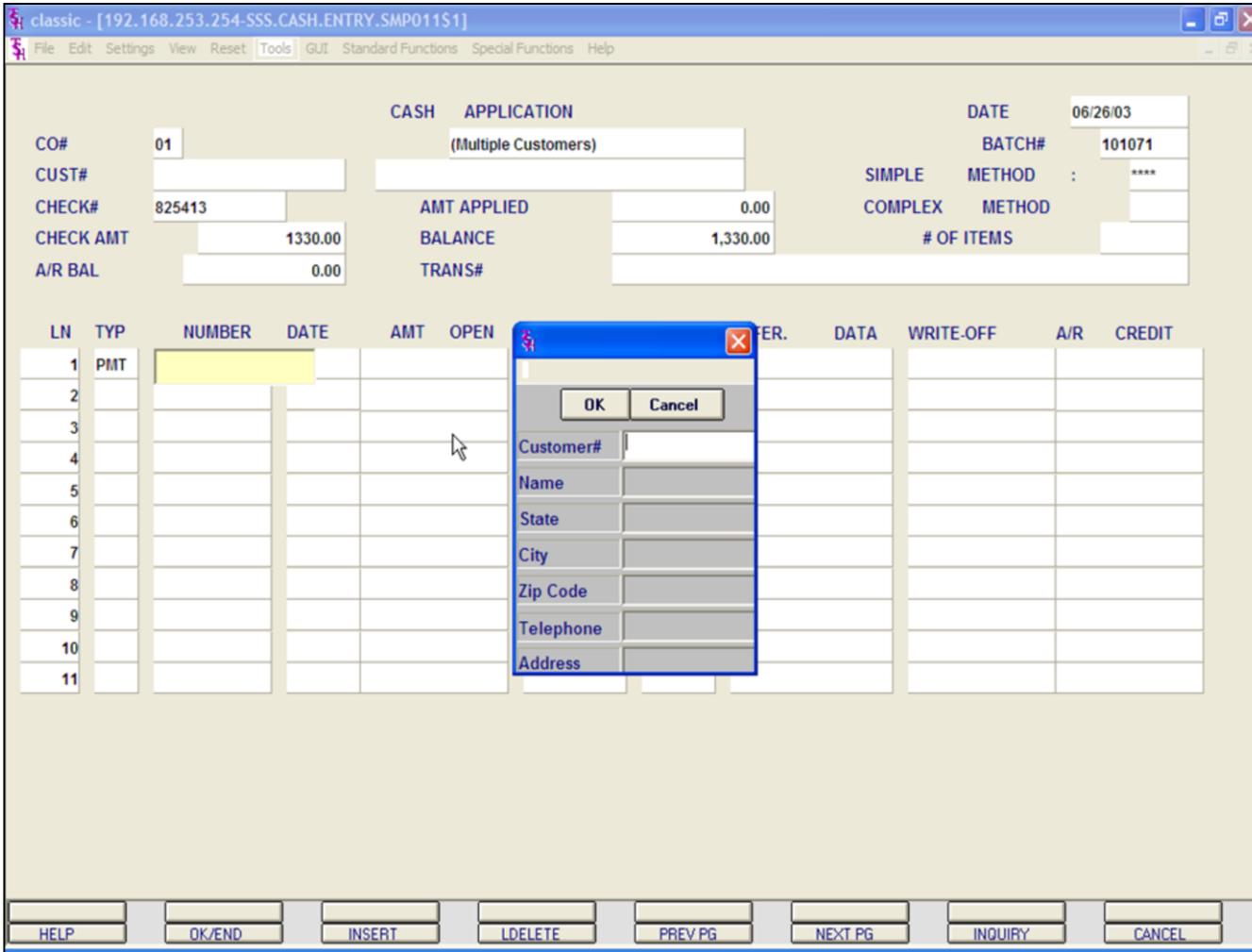
AR Customer Lookup
CUSTOMER LOOKUP

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

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

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

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

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

Continued on next page.

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AR Customer Lookup

CUSTOMER LOOKUP continued

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

The selection of 'F7' function key or by clicking on the **'INQUIRY'** icon allows the operator to use the generic customer lookup routine. This method allows the lookup of customer based upon the

entry of partial characters in any word of the customer name, with the '+' separating each set of characters.

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classic - [192.168.253.254-MENU]
File  Edit  Settings  View  Reset  Tools  GUI  Standard Functions  Special Functions  Help

PAGE     1 *** DICTIONARY LISTING FOR FILE PARAMETER ***10:39:18am  25 Apr 2003


ID. CID............  DESCRIPTION..................  CONV......  C/CORR....  TP  MAX

 13 GL.PROD          UPDATE SALES IN GENERAL LEDGER                          L    1
                     BASED ON PRODUCT TYPE (Y/N)
                     REQUIRES USE OF SALES.1 FILE
 14 DUN.PERIOD       AGEING PERIOD TO BEGIN                                  RN   1
                     DUNNING CYCLE (1-6)
 15 COMM             COMMISSION PARAMETER                                    L    1
                     S OR NULL = SALES$
                     G = BASED ON GROSS PROFIT
 16 COMM.FRT         SHOULD ACTUAL FREIGHT BE                                L    1
                     SUBTRACTED FROM COMMISSIONABLE
                     AMOUNT
                     Y = SUBTRACT ACTUAL FREIGHT
                     N OR NULL = DO NOT SUBTRACT
 17 COST.DISP        SHOULD COST DISPLAY                                     L    4
                     DURING ORDER ENTRY
                     Y = DISPLAY COST
                     N OR NULL = DO NOT DISPLAY
 18 GL.COST.GOODS    UPDATE COST OF GOODS SOLD IN                            L    1
Press any key to continue...
```

AR Setups- Parameter File

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

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

AR Related Parameter Records:

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

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

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

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

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PAGE     1 *** DICTIONARY LISTING FOR FILE PARAMETER ***10:40:06am  25 Apr 2003


ID. CID............ DESCRIPTION................... CONV...... C/CORR.... TP MAX

 77 SALES.1.DISC     SHOULD TRADE DISCOUNT BE                          R    1
                     DEDUCTED
                      FROM SALES1 FOR PRODUCT TYPE
                     GL UPDATE
 78 INV.HIST.TRN#    NEXT INVENTORY TRANSACTION                        R    6
                     NUMBER
                     FOR INV.HIST FILE
 79 UPDATE.CHECK     UPDATE CHECK FLAG FOR GL -                        L    1
                     M=MONTHLY, D=DAILY
 80 LOGON.OPERATOR   Use LOGON Operator throughout                     L    1
                     MDS (L) or always Reprompt (R)
                     ? (L/R) (DEFAULT IS R)
 81 CREATE.CONTRACT  Number of days contract is to                     RN  10
    .OE              be active
 82 DEAD.INVENTORY.  Number of days since last sale                    RN  10
    DAYS             to consider inventory as
                     "dead".
                     (used in Executive Inquiry)
Press any key to continue...|
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AR Setups- Parameter File continued

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

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

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

107 COMM.PD.AR- PAID COMMISSIONS OPTION: 0 OR NULL = no commissions by PAID AR, 1 = commissions based on PAID AR (UPDATE OPEN.COMMISSION file)

119 CRED.CARD.IND CREDIT CARD MODULE INDICATOR

        I = INTERACTIVE MODE

        B = BATCH MODE

        A = AUTO SHIP INTERACIVE MODE

        N = NOT USED

126 AR.CHECK.REC - AR DEPOSIT RECONCILIATION

        Y-WILL USE AR.RECON FILELE

        N-WILL NOT USE THE AR DEPOSIT

        RECONCILIATION

139 AR.AGE.BUCKET.U- Aging bucket to use for A/R Overdue rpt

Notes:

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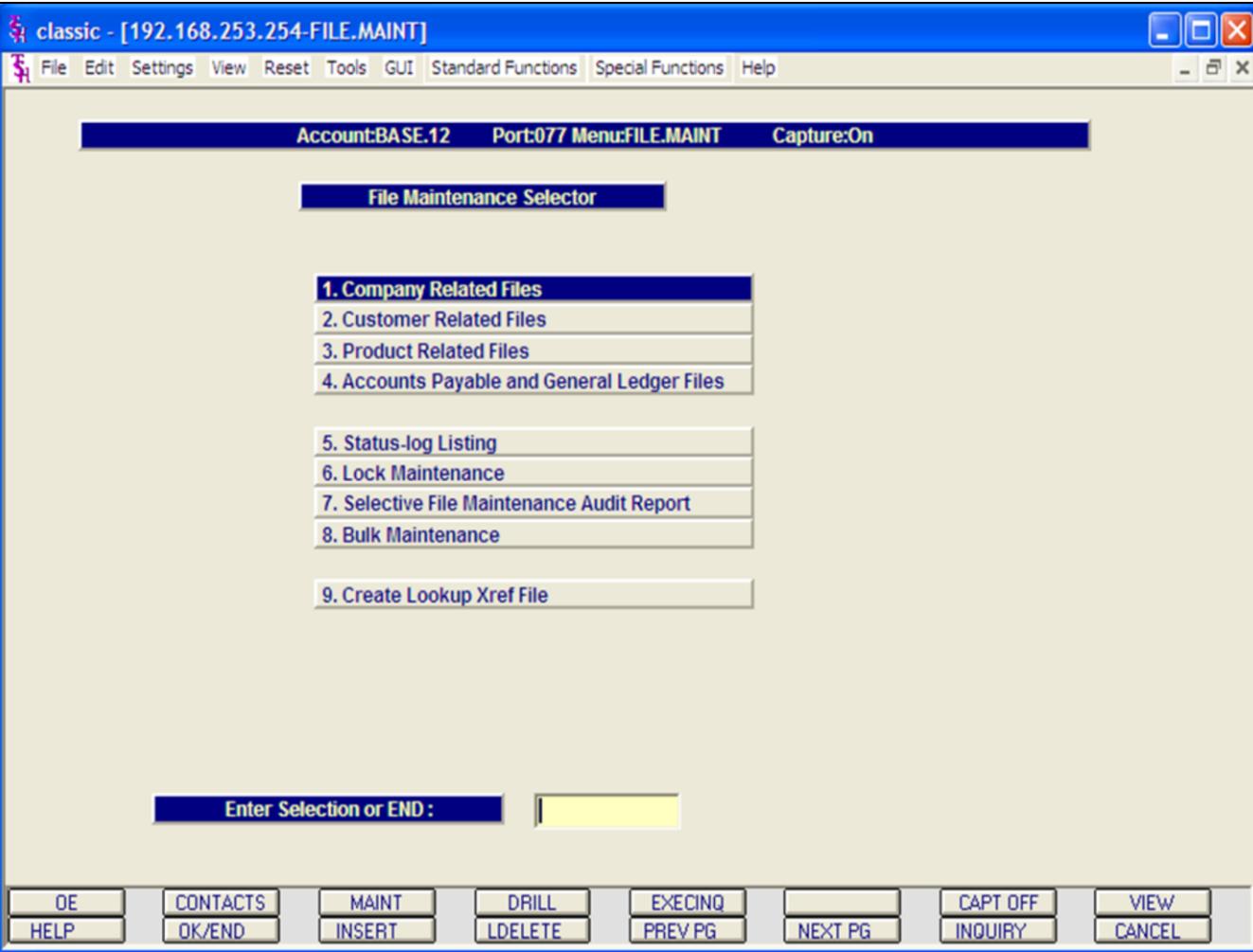
AR Setups- File Maintenance

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

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

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SEQUENCE CONTROL

classic - [192.168.253.254-SEQ.CONT-MAINT008$1]

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

CODE   001

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

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

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

AR Setups- Company File Maintenance

Sequence Control

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

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

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

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

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

GENERAL LEDGER CONTROL

CODE   001

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

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

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT

Notes:

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COMPANY AGING MAINTENANCE

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

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

COMPANY AGING MAINTENANCE

CO.NO   01

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

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

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

AR Setups- Company File Maintenance

Accounts Receivable Aging Maintenance

Overview:

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

Fields: (The allowable codes are:)

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

1. Aging Type: D-Days   M-Months

2. PER 1:

3. PER 2:

4. PER 3:

5. PER 4:

6. PER 5:

7. PER 6:

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

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

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MISCELLANEOUS CODES

CO# 01   THE SYSTEMS HOUSE
CODE 1

1.DESCRIPTION   CASH DISCOUNT

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

3.ABBR. DESCR   CASHDIS

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

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

AR Setups- Company File Maintenance

Miscellaneous Code Maintenance

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

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

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

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

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classic - [192.168.253.254-CUST.MAINT]

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

Account:77 BASE.12   Port:077 Menu:CUST.MAINT   Capture:On

Customer Related Files

Maintain

1. Alpha Customer	
2. Change Alpha Cust#	
3. Customer / Ship to	
4. Country Code Maintenance	
5. Salesman	
6. Customer Type	
7. Customer Class	
8. Customer Group	
9. Service Charge	
10. Tax Rate	
11. Terms	
12. Territory	
13. Shipping Menu	
14. Mailing System	
15. Prospect	
16. Order Template	
17. Commission Type	

Listing

18. Alpha Customer
19. Customer Master
20. Customer Detail
21. Ship to
22. Salesman
23. Customer Type
24. Customer Class
25. Customer Group
26. Service Charge
27. Tax Rate
28. Terms
29. Territory
30. Mailing System
31. Prospect Master
32. Order Template
33. Commission Type
34. Label Menu

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

AR Setups- Customer File Maintenance

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

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

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

Service Charge

Tax Rate

Terms

Customer Master/ Master AR

Notes:

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SERVICE CHARGE MAINTENANCE

STATE   XX

1.DESCRIPTION   Master Service Charge

2.DEFAULT # OF SERVICE CHARGE DAYS   0

	SERV CHG%	DOLLARS
1.	2.00	0.00
2.	0.00	0.00
3.	0.00	0.00
4.	0.00	0.00

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

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

Notes:

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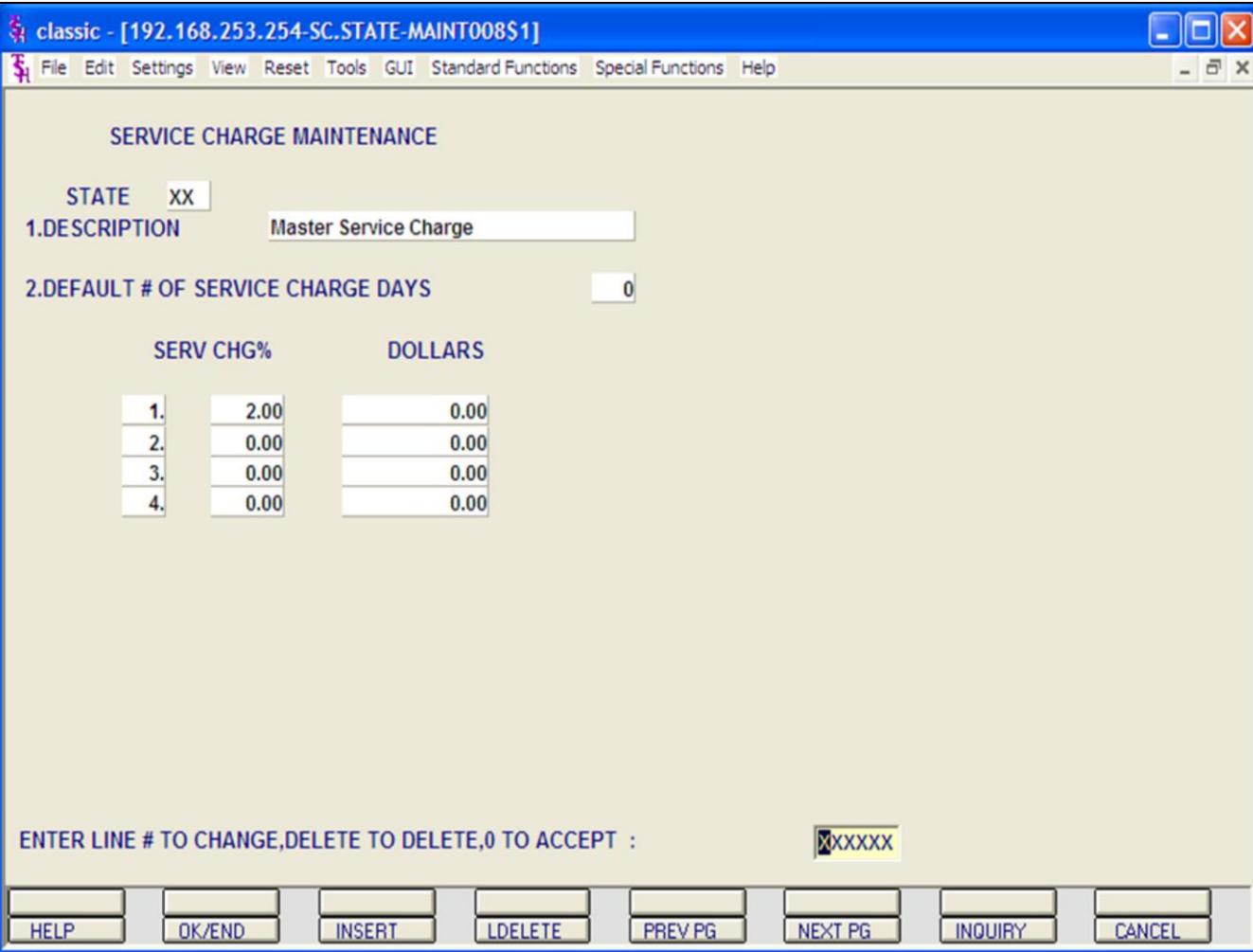
AR Setups- Customer File Maintenances

Service Charge Maintenance

The service charge state file defines the percentage to be used in the service charge calculation for overdue invoices. The service charge rate can vary by state and amount owed.

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

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

SERV CHG% - Enter the service charge percent. Use in line with the field **DOLLARS**.

EXAMPLE: 10% (service charge) for all items past due with a DOLLAR VALUE up to $ 500.00. The table would look something like this:

SERV CHG%	DOLLARS
10%	500.00
20%	9999999.00

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

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

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

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

TAX RATE MAINTENANCE

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classic - [192.168.253.254-TAX.RATE-MAINT008$1]
File  Edit  Settings  View  Reset  Tools  GUI  Standard Functions  Special Functions  Help
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TAX RATE MAINTENANCE

TAX JURISDICTION   1
1. TAX %   6.000
2. JUR. DESC   NEW JERSEY
3. TAX G/L #   2400-00   NJ SALES TAXES
4. CHARGE TAX ON FRT   N

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

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

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AR Setups- Customer File Maintenance

Tax Rate Maintenance

Overview

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

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

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

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

1. TAX % - Enter Tax percent for this tax jurisdiction.

2. JUR. DESC - Enter Tax Jurisdiction description.

3. TAX G/L # - Enter Tax General Ledger number for this jurisdiction. You can click on the **'INQUIRY'** icon hit the the'F7' function key to use the lookup function to find the general ledger number.

4. CHARGE TAX ON FRT- Enter 'Y' or 'N' to charge tax on freight. If set to a 'Y', then all customers who are taxable with this tax jurisdiction will also be charged tax on the freight for all invoices. (Used in the Order Processing System).

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

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

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

Terms Maintenance

Overview:

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

Terms may be overridden at Order Entry time (on the OE Header page) HOWEVER in order to do so, Terms must be set up here with valid override codes. At Order Entry time, a valid override terms code can be entered to replace the standard terms for this customer

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

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

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

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

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

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

TERMS MAINTENANCE

TERMS CODE	01
1.DESC	2/10 NET 30
2.DISC %	2.00
3.TYPE	P
4.TERM DAYS	10
5.DUE DAYS	
6.CUTOFF DATE	24
7.DUE DATE	10
8.CC PROMPT	

9.VALID OVERRIDES

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

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

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

Notes:

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

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

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TERMS MAINTENANCE

classic - [192.168.253.254-TERMS-MAINT008$1]

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

TERMS MAINTENANCE

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TERMS CODE        01
1.DESC            2/10 NET  30
2.DISC %              2.00
3.TYPE              P
4.TERM DAYS        10
5.DUE DAYS

6.CUTOFF DATE      24
7.DUE DATE         10
8.CC PROMPT

9.VALID OVERRIDES
    1   05   CREDIT CARD
    2   02   NET 30
    3
    4
    5
    6
    7
```

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

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

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AR Setups- Customer File Maintenances

Terms Maintenance continued

7. DUE DATE: Enter Prox Due Date.   If the invoice date is less than or equal to the cutoff date, then the invoice will be due on the following month, on the due date. If greater than the cutoff, then the invoice will be due the following month on the due date.

For Example : Cutoff date = 25

Due Date   = 10

If the invoice is dated Jan 1-25, it is due Feb 10.
If the invoice is dated Jan 25-31, it is due March 10.

8. CC PROMPT: Enter 'Y' if the system should prompt for Credit Card Info when this TERMS code is used in Order Entry. The default is 'N'. (Please note: CC use requires CC system integration).

9.VALID OVERRIDES: Enter the valid credit card terms codes which the operator will be allowed to choose from within order entry. You may hit 'F7' on each line to choose from a list of Terms Codes. The numbers will scroll. You may enter up to 99 valid override codes. If Valid Overrides are entered in this field, Order Entry Operators will be able to OVERRIDE a customer's default terms code at Order Entry time.

Ex.   1. 05 CREDIT CARD TERMS

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

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

Notes:

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Overview:

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

```
classic - [192.168.253.254-CUST.MAST.MAINT011$1]
File  Edit  Settings  View  Reset  Tools  GUI  Standard Functions  Special Functions  Help

   Customer    Master    Maintenance              Internal #    100071    Created    05/24/94
   Customer#      SGC
 1.Name            SUPERMARKETS GENERAL            21.Contract#
 2.Address 1       PATHMARK SUPERSTORE             22.Shipto Code      R
 3.Address 2       HIGHWAY 35                      23.Ship Method      01    UPS
 4.Address 3                                       24.Ship Zone
 5.City            HAZLET                          25.Terms Code       01    2/10 NET 30
 6.State           NJ    Country                   26.Taxable          N
 7.Zip Code        08557                           27.Tax Juris
 8.DEA Code                                        28.Tax Exempt #
 9.A/R Contact     SALLY SMITH                     29.Service Chg      N    # Days
10.Telephone       908-558-4444                    30.Credit Method    05              0
11.Fax Number      908-548-5544                    31.Credit Limit           100000
12.EMail                                           32.Credit Days
13.Master A/R      DAK                             33.Credit Hold      N
14.Cust Class      02    OEM                        34.Accept B/O       Y
15.Cust Type       01    RETAIL                    35.Accept Partial   Y
16.Cust Group                                      36.Accept Subs      Y
17.Territory       02    NORTH EAST                37.Department
18.Spec Inst                                       38.Prc Hld Exempt   N
19.Purch Cont                                      39.ALC Priority
20.Purch Phone                                     40.Dunning Flag     N
 ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :        XXXXXX        PAGE 1 OF 4

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

Notes:

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Account:77 BASE.12   Port:077 Menu:MENU   Capture:On
Master Distribution System   Release 12.65
Main System Selector

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

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Main Menu

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

Report Capture:

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

Notes:

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AR Main Menu

We begin with AR Entry & Inquiry programs.

classic - [192.168.253.254-AR.MAIN]

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

```
Account:77 BASE.12     Port:077 Menu:AR.MAIN          Capture:On

                    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
              7. Run Credit Card Batch Process




              Enter Selection or END :
```

| OE | CONTACTS | MAINT | DRILL | EXECINQ | | CAPT OFF | VIEW |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL |

Notes:

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classic - [192.168.253.254-AR.ENTRY11]

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

```
Account:77 BASE.12     Port:077 Menu:AR.ENTRY11     Capture:On
              Accounts Receivable Entry Selector
```

Entry

Inquiry

| 1. Cash Receipts Entry |
| 2. A/R Adjustment Entry |
| 3. Credit Hold/Price Hold Review |
| 4. Outgoing Credit Check Form |

| 5. AR Inquiry |
| 6. Summary Accounts Receivable Inquiry |
| 7. Quick Detailed Aged Trial Balance |
| 8. Paid History Inquiry |
| 9. Posted Check Inquiry |
| 10. Message Board Entry |
| 11. Message Board Report by Customer |
| 12. Message Board Report by Follow-up Date |
| 13. Message Board Purge by Customer |
| 14. Message Board Purge by Contact Date |

Enter Selection or END :

| OE | CONTACTS | MAINT | DRILL | EXECINQ | | CAPT OFF | VIEW |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL |

Accounts Receivable Entry Selector

Entry Programs

Cash Receipts Entry

A/R Adjustment Entry

Credit Hold/Price Hold Review

Outgoing Credit Check Form

Notes:

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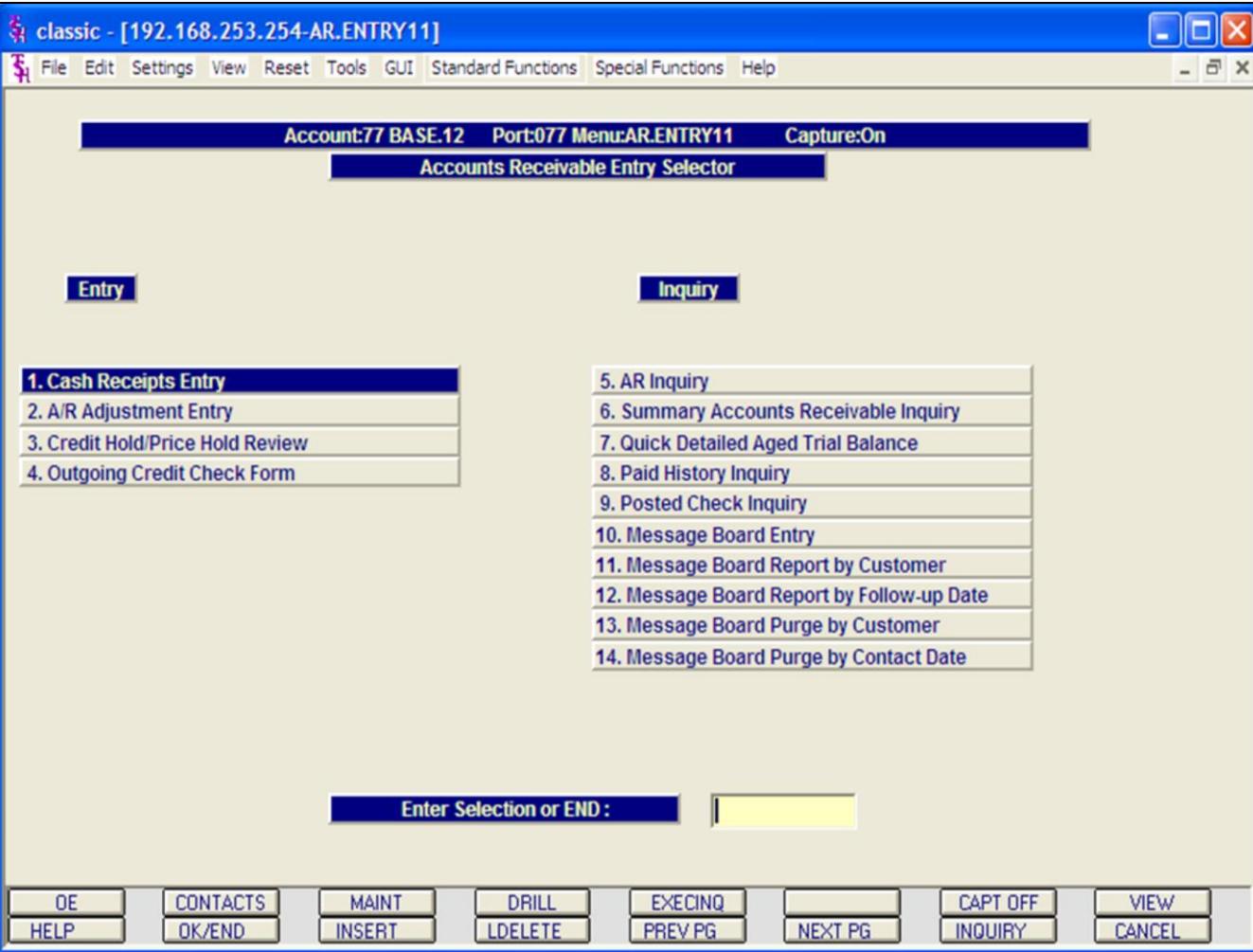
AR Entry & Inquiry Programs Menu

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

---

classic - [192.168.253.254-AR.ENTRY11]

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

Account:77 BASE.12   Port:077 Menu:AR.ENTRY11   Capture:On

Accounts Receivable Entry Selector

Entry

Inquiry

1. Cash Receipts Entry
2. A/R Adjustment Entry
3. Credit Hold/Price Hold Review
4. Outgoing Credit Check Form

5. AR Inquiry
6. Summary Accounts Receivable Inquiry
7. Quick Detailed Aged Trial Balance
8. Paid History Inquiry
9. Posted Check Inquiry
10. Message Board Entry
11. Message Board Report by Customer
12. Message Board Report by Follow-up Date
13. Message Board Purge by Customer
14. Message Board Purge by Contact Date

Enter Selection or END :

| OE | CONTACTS | MAINT | DRILL | EXECINQ | | CAPT OFF | VIEW |
| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL |

Notes:

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Notes:

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Cash Receipts Entry

Overview

Batch Entry

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

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

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

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

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

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

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

Cash Entry (continued)

Batch Entry

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

MISCELLANEOUS CODES

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

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

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

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

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

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

Notes:

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Cash Entry (continued)

Batch Entry

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

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

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

The system will display:

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

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

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

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

Notes:

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

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

MDS Cash Application

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

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

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

Cash Entry continued

Customer Entry

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

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

a. They may hit the function key 'F7' or click on the **'INQUIRY'** icon to initiate the lookup routine.

b. They may enter 'M' to apply a check to multiple customers. See Simple Method section regarding Multiple Customers.

c. They may enter 'R' to enter the release number.

d. They may enter 'I' to enter the invoice number.

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

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

Notes:

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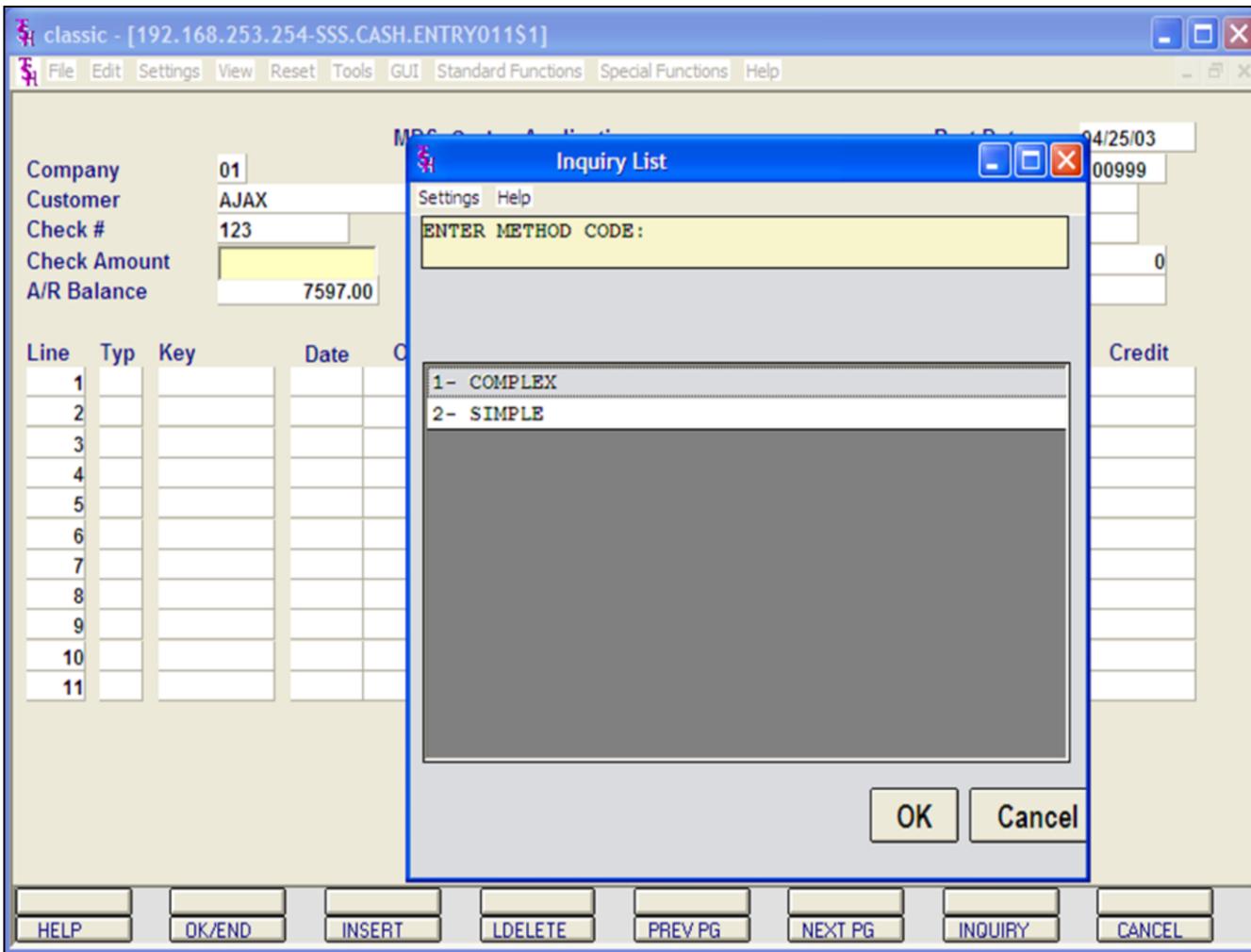
Cash Entry continued

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

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

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

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

At this point, the system will prompt:
ENTER METHOD CODE:

1- COMPLEX

2- SIMPLE

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

SIMPLE - The simple cash application is used when the operator knows which specific invoices the cash is to be applied to.

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

BALANCE - The system will, at this time, set the balance equal to the net cash (check amount).

The amount applied will be increased and the balance decreased as each invoice is paid. Both of these fields are system controlled, and the application will not be accepted unless the balances is equal to zero.

Notes:

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

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

MDS Cash Application

							Post Date	04/25/03
Company	01						Batch#	100999
Customer	AJAX	AJAX INDUSTRIAL SUPPLY				Simple Method		
Check #	123	Amt Applied		0.00		Complex Method	****	
Check Amount	425.00	Balance		425.00		# of Items		19
A/R Balance	7597.00	Transaction#				TRANS#: 01000058 - 01501910		

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	INV	01000058	12/04	2550.00			R/C 5641		
2	O/A	01128722	03/20	-1000.00			11111		
3	O/A	01128723	03/21	-1000.00			CASE 6328		
4	C/M	01130711	02/14	-10.00		02/14			
5	C/M	01130734	03/21	-15.00		03/21			
6	INV	01501682	11/19	10.00	0.20	11/29	1		
7	INV	01501742	01/31	425.00	8.00	02/10	1		425.00
8	INV	01501756	02/07	200.00	4.00	02/17	1		
9	INV	01501764	02/14	30.00	0.60	02/24	1		
10	INV	01501765	02/14	200.00	4.00	02/24	1		
11	INV	01501766	02/14	200.00	4.00	02/24	1		

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

Cash Entry - Complex Method

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

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

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

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

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

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

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

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

Notes:

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MDS Cash   Application

				Post Date	04/25/03
Company	01			Batch#	100999
Customer	AJAX	AJAX INDUSTRIAL SUPPLY		Simple Method	
Check #	214	Amt Applied	0.00	Complex Method	****
Check Amount	200.00	Balance	200.00	# of Items	19
A/R Balance	7162.00	Transaction#		TRANS#: 01000058 - 01501910	

MISCELLANEOUS   CODE ENTRY

A/R# 01501765
A/R$ 200.00
W/O$

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

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

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

Notes:

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Cash Entry- Complex Method----Skip first time

Miscellaneous Code Entry

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

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

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

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

The system will prompt:

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

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

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

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

MDS Cash   Application

			Post Date	04/25/03
Company	01		Batch#	100999
Customer	AJAX	AJAX INDUSTRIAL SUPPLY	Simple Method	
Check #	9534	Amt Applied 0.00	Complex Method	
Check Amount	195.00	Balance 0.00	# of Items	0
A/R Balance	6962.00	Transaction#		

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

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

Cash Entry- Complex Method

Applying Miscellaneous Codes

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

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

Notes:

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Cash Entry- Complex
Applying Miscellaneous Codes
Choose Complex method

Notes:

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MDS Cash Application

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

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

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

Cash Entry- Complex Method

Applying Miscellaneous Codes

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

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

Hit <ENTER>.

Notes:

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Cash Entry- Complex Method

Applying Miscellaneous Codes continued

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

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

Notes:

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Cash Entry- Complex

Applying Miscellaneous Codes

Select #3 SHORT PAYMENTS.

Enter SHORT PAYMENT amount (We entered 5.00)

Hit <ENTER>.

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

The system displays:

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

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

Notes:

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MDS Cash Application

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

TRANS#: 01000058 - 01501910

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

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

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

Cash Entry- Complex Method

Applying Miscellaneous Codes continued

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

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

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

Notes:

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Cash Entry - Complex Method

Range Payment

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

At the system prompt:

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

Enter 'R' for Range Payment.

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

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

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

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

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

If '0' is entered:

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

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

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Cash Entry - Complex Method

Range Payment

Miscellaneous Code Entry

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

In this example we are not using any miscellaneous codes.

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

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

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

Notes:

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ttings   View   Reset   Tools   GUI   Standard Functions   Special Functions   Help

MDS   Cash   Application

							Post Date	05/13/03
01							Batch#	101014
IDEAL		IDEAL DISTRIBUTION CO					Simple Method	
52436		Amt Applied			0.00		Complex Method	****
nt	100.00	Balance			100.00		# of Items	8
	4648.25	Transaction#					TRANS#: 01128732 - 01501989	

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

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

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

Cash Entry - Complex Method

On-Accounts

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

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

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

The system will display:

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

Enter O/A. Hit <ENTER>.

Notes:

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Cash Entry - Complex Method

On-Accounts continued

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

1. AMOUNT: Enter the On Account or Unapplied Amount.

2. COMPANY#: Enter the company number. The operator may hit the 'F7' function key or click on the **INQUIRY** icon to display a list of valid company numbers.

3. REFERENCE DATA: Enter any reference data, up to 15 characters.

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

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

Notes:

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

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

MDS Cash   Application

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

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

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

Cash Entry- Complex Method
Applying Existing On Accounts

From the cash application screen (Complex) we can choose to apply an O/A.

You may apply ON ACCOUNTS during check application or by using a $0 batch.

Choose the line number of an Open Amount On Account. In this example, we are using line #3.

Hit <ENTER>

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

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

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

Notes:

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Cash Entry- Complex Method

Applying Existing On Accounts continued

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

We have entered line # 2.

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

MDS   Cash   Application

Company	01		Post Date	05/12/03
Customer	AJAX	AJAX INDUSTRIAL SUPPLY	Batch#	101012
Check #			Simple Method	
Check Amount	0.00	Amt Applied	1,000.00-	Complex Method	****
A/R Balance	7912.00	Balance	1,000.00	# of Items	16
		Transaction#		TRANS#: 01000058 - 01501934	

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

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

AccuTerm 2000 - [TSH (3)]

Cash Entry - Complex Method

Applying Existing On Accounts continued

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

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

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

You should be returned to the prompt:

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

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

Notes:

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_____
_____
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| Operator | | CASH CONTROL ENTRY | | DATE | 05/13/03 |

1. CO#   01   THE SYSTEMS HOUSE   BATCH#   101015
2. POSTING DATE   05/13/03

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

4. A/R CONTROL   -4539.25
5.   CASHDIS: 0.00   01-1000-00
6.   CHGBACK: 0.00   01-1000-00
7.   SHORTPY: 0.00   01-1000-00
8.   0.00
9.   0.00
10.   0.00
11.   0.00
12.   0.00
13.   0.00

      A/R CASH   -4539.25
14. MISCELLANEOUS   0.00
15. TOTAL CASH   -4539.25

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

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

Cash Entry - Complex Method

Returned Check

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

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

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

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

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

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

Notes:

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Cash Entry - Complex Method

Returned Check

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

Choose the COMPLEX method.

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

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

Enter 'R/C' and hit <ENTER>.

This will display the 'Returned Check Payment' box.

Notes:

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

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

MDS Cash Application

					Post Date	05/13/03
Company	01				Batch#	101015
Customer	IDEAL	IDEAL DISTRIBUTION CO			Simple Method	
Check #	1324	Amt Applied	0.00		Complex Method	****
Check Amount	4539.25-	Balance	4,539.25-		# of Items	9
A/R Balance	29.00	Transaction#			TRANS#: 01128732 - 01501989	

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

Returned Check Payment

1.Invoice Number	01501781
2.Amount	-4539.25
3.As of Date	
4.Reference Data	

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

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

Cash Entry - Complex Method
Returned Check continued

Returned Check Payment Box

1. Invoice Number - Enter the 8 digit invoice number.

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

Enter '0' to accept.

Notes:

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MISCELLANEOUS   CODE   ENTRY

A/R#   01501781
A/R$ -4539.25
W/O$

MISCELLANEOUS   MISC

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

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

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

Cash Entry - Complex Method

Returned Check

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

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

Notes:

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MDS   Cash   Application

					Post Date	05/13/03
Company	01				Batch#	101015
Customer	IDEAL	IDEAL DISTRIBUTION CO			Simple Method	
Check #	1324	Amt Applied		4,539.25-	Complex Method	****
Check Amount	4539.25-	Balance		0.00	# of Items	9
A/R Balance	29.00	Transaction#			TRANS#: 01128732 - 01501989	

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	Credit
1	O/A	01128732	04/04	-25.00			V63A2858573		
2	O/A	01128733	04/04	-10.00			V64A2858579		
3	O/A	01128734	04/04	-10.00			V64A2858583		
4	O/A	01128735	04/04	-25.00			V64A2858694		
5	O/A	01128736	04/04	-11.00			V64A2858713		
6	O/A	01128737	04/04	-15.00			V63A2858717		
7	O/A	01128738	05/13	-100.00			NO INV#		
8	INV	01501781	02/21	4539.25		02/21	1		-4539.25
9	INV	01501989	04/02	225.00			R/C 1311		
10									
11									

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

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

Cash Entry - Complex Method

Returned Check continued

The user will be prompted:

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

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

Notes:

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Miscellaneous Cash Application

The purpose of miscellaneous cash posting is to post cash which has been received, but that will not be applied to open invoices.

In this example, we are creating a miscellaneous cash batch.

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

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

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

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

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

Notes:

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MISCELLANEOUS - Enter in the miscellaneous cash amount. An entry in this field will enable the entry of miscellaneous cash through the miscellaneous cash screen.

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

The system will display:

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

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

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

At this point the system will display:

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

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

Screen capture:

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

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

| Operator | | CASH CONTROL ENTRY | DATE | 05/13/03 |

1. CO# 01 THE SYSTEMS HOUSE BATCH#

2. POSTING DATE 05/13/03

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

4. A/R CONTROL		0.00	
5.	CASHDIS:	0.00	01-1000-00
6.	CHGBACK:	0.00	01-1000-00
7.	SHORTPY:	0.00	01-1000-00
8.		0.00	
9.		0.00	
10.		0.00	
11.		0.00	
12.		0.00	
13.		0.00	

A/R CASH	0.00
14. MISCELLANEOUS	100.00
15. TOTAL CASH	100.00

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

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

Notes:

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_____
_____
_____

Miscellaneous Cash continued

Cash Application

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

Notes:

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_____
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Miscellaneous Cash continued

Cash Control Entry Screen

The system will display the following message:

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

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

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

Notes:

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

MISCELLANEOUS   CASH   ENTRY

DATE 05/13/03

CO# 01 THE SYSTEMS HOUSE

BATCH# 101018

MISCELLANEOUS AMT 100.00

AMT DISTRIBUTED

BAL TO DISTRIBUTE 100.00

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

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

Miscellaneous Cash Entry continued

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

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

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

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

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

Notes:

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Miscellaneous Cash Entry continued

Detail Application

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

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

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

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

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

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

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

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

Notes:

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Operator			CASH CONTROL ENTRY		DATE	05/20/03

1. CO#   01   THE SYSTEMS HOUSE   BATCH#

2. POSTING DATE   05/20/03

3. BANK#   100   BANK NAME   FIDELITY UNION TRUST

                            BANK G/L#   01-1100-00

4. A/R CONTROL   325.00

5.   CASHDIS: 0.00   01-1000-00

6.   CHGBACK: 0.00   01-1000-00

7.   SHORTPY: 0.00   01-1000-00

8.   0.00

9.   0.00

10.   0.00

11.   0.00

12.   0.00

13.   0.00

     A/R CASH   325.00

14. MISCELLANEOUS   0.00

15. TOTAL CASH   325.00

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

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

Cash Entry - Simple Method

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

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

On-account credit memos

On-account payments

Un-applied payments

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

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

Notes:

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

		MDS Cash Application			Post Date	06/26/03
Company	01			Batch#	101071
Customer	XXXXXXXXXXXX			Simple Method	
Check #		Amt Applied	0.00	Complex Method	
Check Amount	0.00	Balance	0.00	# of Items	0
A/R Balance	0.00	Transaction#			

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

Contextual Help

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

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

Notes:

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Cash Entry - Simple Method continued

Customer Entry

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

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

a. They may hit the function key 'F7' or click on the **'INQUIRY'** icon to initiate the lookup routine.

b. They may enter 'M' to apply a check to multiple customers. See section regarding Multiple Customers.

c. They may enter 'R' to enter the release number.

d. They may enter 'I' to enter the invoice number.

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

Once the correct customer has been selected, the program will proceed in the cash application screen.
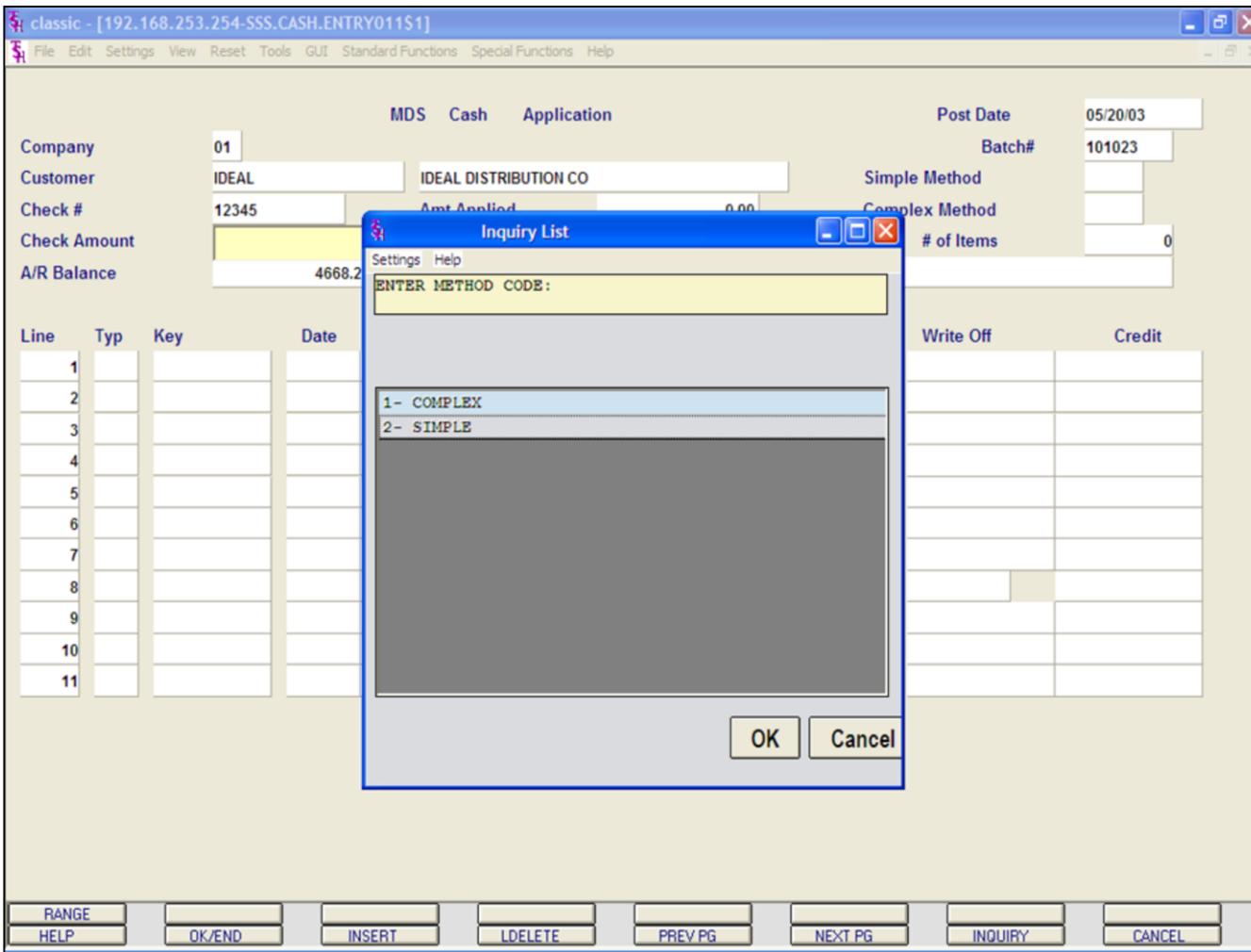
Cash Entry - Simple Method continued

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

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

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

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

At this point, the system will prompt:
ENTER METHOD CODE:

1- COMPLEX

2- SIMPLE

Choose 'SIMPLE', then click on 'OK'

Notes:

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Cash Entry - Simple Method continued

Applying Cash

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

Types to choose from:

PMT = Payment

C/M = Credit Memo

O/A = On Account

U/A = Unapplied

R/C = Returned Check

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

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

Notes:

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Cash Entry - Simple Method continued

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

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

Using any method above, enter the Invoice number.

Notes:

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Cash Entry - Simple Method continued

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

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

Notes:

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Cash Entry - Simple Method continued

Miscellaneous Code Entry

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

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

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

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

So, hit <ENTER>.

The system will prompt:

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

Type '0' and hit <ENTER>.

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

Notes:

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Cash Entry - Simple Method
Applying Miscellaneous Codes continued

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

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

Notes:

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_____

					CASH APPLICATION				DATE	05/20/03
CO#	01		BATCH#	101024			METHOD
CUST#	UNITED	UNITED SUPPLY				SIMPLE	****
CHECK#	852	AMT APPLIED		0.00		COMPLEX
CHECK AMT		2360.00	BALANCE		2,360.00	# OF ITEMS
A/R BAL		5991.65	TRANS#		

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

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

Cash Entry - Simple Method

Applying Miscellaneous Codes continued

TYP - Enter payment type of 'PMT'.

NUMBER - Enter the Invoice number, 'R' for a range of invoices, 'N' for a new on-account or unapplied account. Then hit <ENTER>. You can also click on the down arrow, the **'INQUIRY'** button, or hit the 'F7' key to display the list of valid codes.

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

Hit <ENTER>.

Notes:

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Cash Entry - Simple Method

Applying Miscellaneous Codes continued

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

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

Screen contents:

CASH APPLICATION   DATE   05/20/03

CO#   01   BATCH#   101024   METHOD

CUST#   UNITED   UNITED SUPPLY   SIMPLE   ****

CHECK#   852   AMT APPLIED   0.00   COMPLEX

CHECK AMT   2360.00 BALANCE   2,360.00   # OF ITEMS

A/R BAL   5991.65 TRANS#

MISCELLANEOUS   CODE   ENTRY   A/R#   01000167
                                        A/R$ 2365.00
                                        W/O$

MISCELLANEOUS   MISC

LN CD DESCRIPTION   AMOUNT   C/B REF DATA   C/B CODE DESCRIPTION

1   N

    CODE   DESC
    1 CASH DISCOUNT
2   2 CHARGE BACK
    3 SHORT PAY

3

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

Notes:

_____
_____
_____
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_____

Cash Entry - Simple Method

Applying Miscellaneous Codes continued

Select #3 SHORT PAYMENTS by double clicking on it.

Enter SHORT PAYMENT amount (We entered 5.00).

Hit <ENTER>

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

The system displays:

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

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

Screen content:

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

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

CASH   APPLICATION   DATE   05/20/03

CO#   01   BATCH#   101024   METHOD

CUST#   UNITED   UNITED SUPPLY   SIMPLE   ****

CHECK#   852   AMT APPLIED   0.00   COMPLEX

CHECK AMT   2360.00 BALANCE   2,360.00   # OF ITEMS

A/R BAL   5991.65 TRANS#

MISCELLANEOUS   CODE   ENTRY   A/R#   01000167

A/R$ 2365.00

W/O$ 5.00

LN	CD	MISCELLANEOUS DESCRIPTION	MISC AMOUNT	C/B	REF	DATA	C/B	CODE	DESCRIPTION
1	3	SHORT PAY	5.00						
2									
3									

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

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

Notes:

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Cash Entry - Simple Method

Applying Miscellaneous Codes continued

You are now returned to the cash application screen.

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

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

The system prompts:

Enter 'A' to Add Lines or 'END'

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

CASH APPLICATION

				DATE	05/20/03

CO# 01   BATCH# 101024   METHOD

CUST# UNITED   UNITED SUPPLY   SIMPLE ****

CHECK# 852   AMT APPLIED 2,360.00   COMPLEX

CHECK AMT 2360.00   BALANCE 0.00   # OF ITEMS

A/R BAL 5991.65   TRANS#

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

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

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

Notes:

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_____
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Cash Entry - Simple Method

Applying One Check to Multiple Customers

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

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

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

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

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

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

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

Notes:

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Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

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

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

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

Types to choose from:

PMT = Payment

C/M = Credit Memo

O/A = On Account

U/A = Unapplied

R/C = Returned Check

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

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

Notes:

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

CASH   APPLICATION   DATE   06/26/03

CO#   01   (Multiple Customers)   BATCH#   101071

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

CHECK#   8421   AMT APPLIED   0.00   COMPLEX   METHOD

CHECK AMT   7494.25   BALANCE   7,494.25   # OF ITEMS

A/R BAL   13431.17   TRANS#

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

Contextual Help

Enter Invoice Number, "R" - Range of Invoices to Pay,
"N" - New O/A or U/A"   or   "END"

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

Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

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

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

Notes:

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Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

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

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

---

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

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

```
                          CASH   APPLICATION                        DATE      06/26/03

CO#        01                    (Multiple Customers)               BATCH#    101071

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

CHECK#     8421            AMT APPLIED              0.00    COMPLEX   METHOD

CHECK AMT         7494.25  BALANCE             7,494.25    # OF ITEMS

A/R BAL           2924.20  TRANS#
```

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

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

Notes:

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Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

Miscellaneous Codes

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

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

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

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

So, hit <ENTER>.

The system will prompt:

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

Type '0' and hit <ENTER>.

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

Notes:

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CASH   APPLICATION

				DATE	06/26/03

CO#   01   (Multiple Customers)   BATCH#   101071

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

CHECK#   8421   AMT APPLIED   1,625.00   COMPLEX   METHOD

CHECK AMT   7494.25   BALANCE   5,869.25   # OF ITEMS

A/R BAL   2924.20   TRANS#

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

Contextual Help

Enter "PMT" - Payment, "C/M" - Credit Memo, "O/A" - On Account,
"U/A" - Unapplied, "R/C" - Returned Check or "END".

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

Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

You are now prompted to enter the next payment.

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

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

Continued to enter payments until the balance is at zero.

Notes:

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Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

Range Payments

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

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

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

---

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

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

CASH   APPLICATION

					DATE	06/26/03
CO#	01	(Multiple Customers)			BATCH#	101071
CUST#	IDEAL	IDEAL DISTRIBUTION CO		SIMPLE METHOD :		****
CHECK#	8421	AMT APPLIED	6,164.25	COMPLEX METHOD		
CHECK AMT	7494.25	BALANCE	1,330.00	# OF ITEMS		
A/R BAL	2852.22	TRANS#				

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01501975	05/27			32.50	06/06	01				1625.00
2	PMT	01501781	02/21				02/21	1				4539.25
3	PMT											
4												
5												
6												
7												
8												
9												
10												

Contextual Help

Enter "PMT" - Payment, "C/M" - Credit Memo, "O/A" - On Account,
"U/A" - Unapplied, "R/C" - Returned Check or "END".

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

Notes:

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CASH   APPLICATION

		DATE	06/26/03

CO#   01   (Multiple Customers)   BATCH#   101071

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

CHECK#   8421   AMT APPLIED   6,164.25   COMPLEX   METHOD

CHECK AMT   7494.25   BALANCE   1,330.00   # OF ITEMS

A/R BAL   2852.22   TRANS#

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	PMT	01501975	05/27			32.50	06/06	01				1625.00
2	PMT	01501781	02/21				02/21	1				4539.25
3	PMT	R										
4												
5												
6												
7												
8												
9												
10												

Contextual Help

Enter Invoice Number, "R" - Range of Invoices to Pay,
"N" - New O/A or U/A" or "END"

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

Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

Range Payments

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

Notes:

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Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

Range Payments

The Customer Lookup box is displayed.

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

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

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

Notes:

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Applying One Check to Multiple Customers continued

Range Payments

Customer Lookup box continued

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

The selection of 'F7' function key or by clicking on the **'INQUIRY'** icon allows the operator to use the generic customer lookup routine. This method allows the lookup of customer based upon the

entry of partial characters in any word of the customer name, with the '+' separating each set of characters.

Select the correct customer.

Notes:

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Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

Range Payments

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

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

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

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

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

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

Screen contents:

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

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

CASH   APPLICATION   DATE   06/26/03

CO#   01   (Multiple Customers)   BATCH#   101071

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

CHECK#   825413   AMT APPLIED   0.00   COMPLEX METHOD

CHECK AMT   1330.00   BALANCE   1,330.00   # OF ITEMS

A/R BAL   13431.17   TRANS#

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

1 PMT

Range   Payment

1. Starting Line Number   (Complex)
2. Ending Line Number   (Complex)

3. Starting Number   NNNNNNNN   (Simple)
4. Ending Number   (Simple)

5. A/R Credit Amount   0.00

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

Notes:

_____
_____
_____
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_____

CASH   APPLICATION   DATE   06/26/03

CO#   01   (Multiple Customers)   BATCH#   101071

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

CHECK#   825413   AMT APPLIED   1,330.00   COMPLEX   METHOD

CHECK AMT   1330.00   BALANCE   0.00   # OF ITEMS

A/R BAL   13431.17   TRANS#

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

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

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

Cash Entry - Simple Method

Applying One Check to Multiple Customers continued

Range Payments

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

The system prompts:

Enter 'A' to Add Lines or 'END'

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

Notes:

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Cash Entry - Simple Method

Applying On Accounts

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

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

Notes:

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Cash Entry - Simple Method

Applying On Accounts continued

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

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

NUMBER - Enter 'N' for a New On Account. Then hit <ENTER>.

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

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

Notes:

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Cash Entry - Simple Method

Applying On Accounts continued

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

AMOUNT - The on account amount is displayed.

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

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

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

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

CASH APPLICATION

CO#	01		DATE	05/20/03
CUST#	UNITED	BATCH#	101024	METHOD
	UNITED SUPPLY		SIMPLE	****
CHECK#	847	AMT APPLIED	0.00	COMPLEX
CHECK AMT	100.00	BALANCE	100.00	# OF ITEMS
A/R BAL	3626.65	TRANS#		

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	O/A	O/A										100.00
2												
3												
4												
5												

(New) On Account / Unapplied Payment

1.Amount		100.00
2.Company#	01	THE SYSTEMS HOUSE
3.Reference Data	NO INVOICE #	

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

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

Notes:

_____
_____
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_____
_____

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

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

CASH   APPLICATION

					DATE	05/20/03	
CO#	01		BATCH#	101024	METHOD		
CUST#	UNITED	UNITED SUPPLY			SIMPLE	****	
CHECK#	847		AMT APPLIED	100.00	COMPLEX		
CHECK AMT		100.00	BALANCE	0.00	# OF ITEMS		
A/R BAL		3626.65	TRANS#				

LN	TYP	NUMBER	DATE	AMT	OPEN	CASHDIS	DATE	REFER.	DATA	WRITE-OFF	A/R	CREDIT
1	O/A	O/A										100.00
2	XXX											
3												
4												
5												
6												
7												
8												
9												
10												

Contextual Help

Enter "PMT" - Payment, "C/M" - Credit Memo, "O/A" - On Account,
"U/A" - Unapplied, "R/C" - Returned Check or "END".

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

Cash Entry - Simple Method

Applying On Accounts continued

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

The system prompts:

Enter 'A' to Add Lines or 'END'

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

Notes:

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			CASH APPLICATION			DATE	05/20/03

CO#   01   BATCH#   101025   METHOD

CUST#   UNITED   UNITED SUPPLY   SIMPLE   ****

CHECK#   3254   AMT APPLIED   0.00   COMPLEX

CHECK AMT   3321.20   BALANCE   3,321.20   # OF ITEMS

A/R BAL   4941.65   TRANS#

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

Contextual Help

```
Enter Invoice Number, "R" - Range of Invoices to Pay,
"N" - New O/A or U/A"  or   "END"
```

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

Cash Entry - Simple Method

Range Payment

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

TYP - Enter 'PMT' for payment.

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

Notes:

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

CASH   APPLICATION

CO#	01	BATCH#	101025	DATE	05/20/03
CUST#	UNITED	UNITED SUPPLY		METHOD	
CHECK#	847	AMT APPLIED	0.00	SIMPLE	****
CHECK AMT	3321.20	BALANCE	3,321.20	COMPLEX	
A/R BAL	4941.65	TRANS#		# OF ITEMS	

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

Range   Payment

1.Starting Line Number		(Complex)
2.Ending Line Number		(Complex)
3.Starting Number	01200011	(Simple)
4.Ending Number	01501967	(Simple)

Contextual Help

Enter Invoice Number, "R" - Range of Invoices to Pay,
"N" - New O/A or U/A"   or   "END"

XXXXXX

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

Cash Entry - Simple Method

Range Payment continued

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

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

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

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

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

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

Notes:

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Cash Entry - Simple Method

Range Payment continued

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

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

The system prompts:

Enter 'A' to Add Lines or 'END'

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

Notes:

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_____

| Operator | | | CASH | CONTROL | ENTRY | | DATE | 05/20/03 |

Cash Entry - Simple Method

Returned Check

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

1. CO#   01   THE SYSTEMS HOUSE   BATCH#

2. POSTING DATE   05/20/03

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

3. BANK#   100   BANK NAME   FIDELITY UNION TRUST

BANK G/L#   01-1100-00

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

4. A/R CONTROL   -345.00

5.   CASHDIS: 0.00   01-1000-00

6.   CHGBACK: 0.00   01-1000-00

7.   SHORTPY: 0.00   01-1000-00

8.   0.00

9.   0.00

10.   0.00

11.   0.00

12.   0.00

13.   0.00

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

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

A/R CASH   -345.00

14. MISCELLANEOUS   0.00

15. TOTAL CASH   -345.00

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

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

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

Notes:

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Cash Entry - Simple Method
Returned Check continued

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

Choose the SIMPLE method.

TYP - Enter 'R/C' for Returned Check. Then hit <ENTER> to continue, or enter 'END' to exit.

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

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

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

Notes:

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

CASH   APPLICATION

CO#   01
CUST#   IDEAL   IDEAL DISTRIBUTION CO
CHECK#   123456
CHECK AMT   345.00-
A/R BAL   4343.25

BATCH#   101029
AMT APPLIED   0.00
BALANCE   345.00-
TRANS#

DATE   05/20/03
METHOD
SIMPLE   ****
COMPLEX
OF ITEMS

MISCELLANEOUS   CODE   ENTRY

A/R#   01501989
A/R$ -345.00
W/O$

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

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

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

Cash Entry - Simple Method

Returned Check continued

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

In this example, we are not writing off anything.

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

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

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

Notes:

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| File | Edit | Settings | View | Reset | Tools | GUI | Standard Functions | Special Functions | Help | | | _ | 🗗 | × |

CASH APPLICATION

						DATE	05/20/03
CO#	01	BATCH#	101029		METHOD		
CUST#	IDEAL	IDEAL DISTRIBUTION CO			SIMPLE	****	
CHECK#	123456	AMT APPLIED		345.00-	COMPLEX		
CHECK AMT	345.00-	BALANCE		0.00	# OF ITEMS		
A/R BAL	4343.25	TRANS#					

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

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

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

Cash Entry - Simple Method
Returned Check continued

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

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

The system prompts:

Enter 'A' to Add Lines or 'END'

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

Notes:

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Accounts Receivable Adjustments

Company NN

Customer

1.Adjustment Date

2.Transaction Type

3.Number

4.Adjustment Number   Open   Balance

5.Amount   0.00

6.G/L Number

7.Comments

8.Reference Number

9.Product Number

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

Accounts Receivable Adjustment Entry

The purpose of this program is to allow for adjustments to the Accounts Receivable file.

All postings are immediately updated to the Accounts Receivable Adjustment Journal file for later processing.

Notes:

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Accounts Receivable Adjustment Entry

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

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

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

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

Notes:

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Accounts Receivable Adjustment Entry continued

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

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

D/M = Debit Memo

S/C = Service Charge

ADJ = Adjustment

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

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

AMOUNT - Enter the amount of the adjustment. The system will validate for numeric. The amount can be positive or negative.

Notes:

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Accounts Receivable Adjustment Entry continued

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

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

REFERENCE NUMBER - Enter any reference number.

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

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

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

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

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

Notes:

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Credit Hold/Price Hold Review

classic - [192.168.253.254-CRED.PRC.HOLD.INQ012$1]

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

Credit   Hold/Price   Hold   Review

Orders on Credit Hold   40

Releases on Price Hold   89

1.   Credit   Release   Maintenance

2.   Release   Maintenance

Enter Selection or 'END'   XX

| HELP | OK/END | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL |
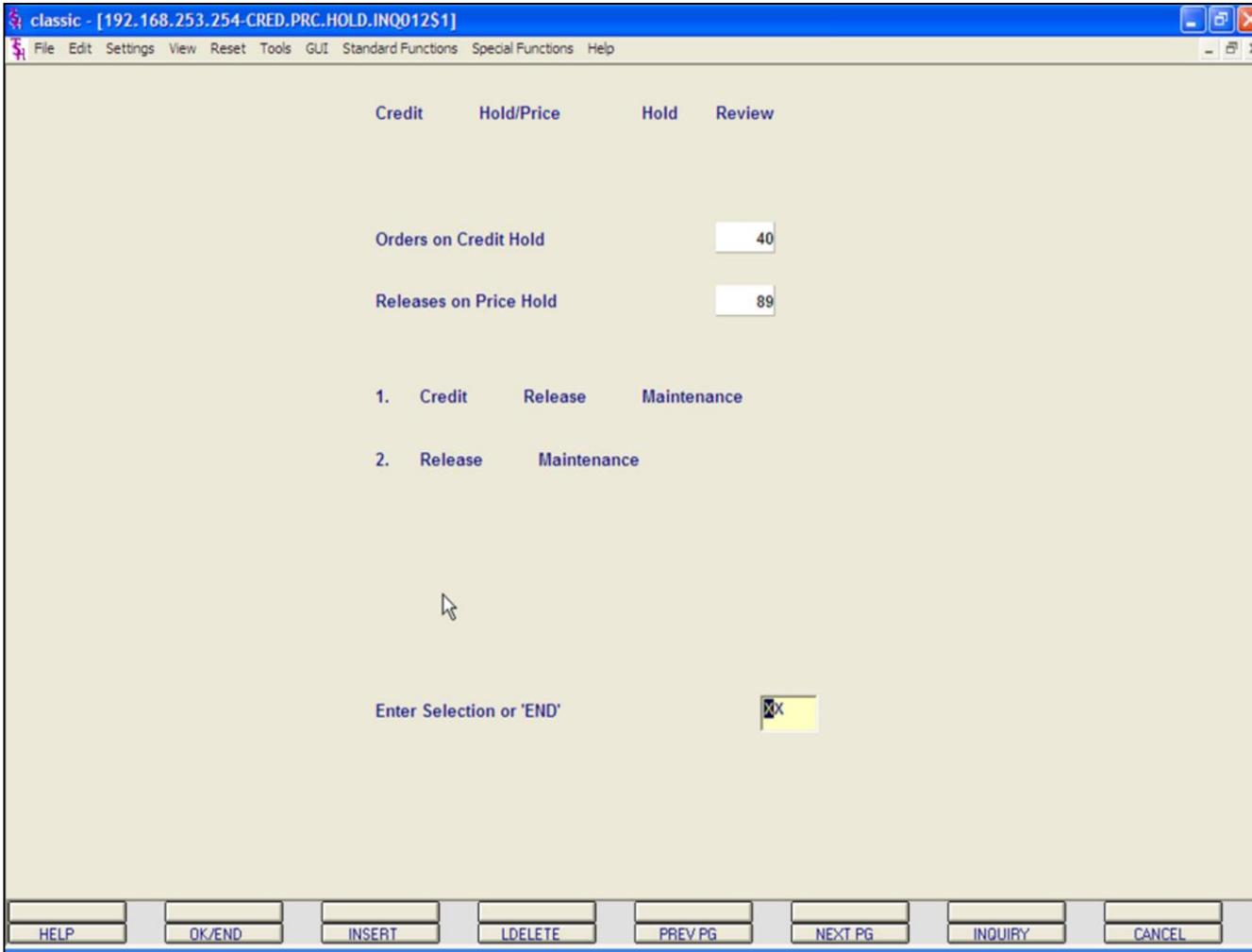
Credit Hold/Price Hold Review

This menu option allows the operator to select and remove orders and release on credit hold as well as review and remove releases on price hold.

At the prompt:

ENTER SELECTION OR 'END'

Enter '1' to enter Credit Release Maintenance.
Enter '2' to enter Release Maintenance.

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

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

Notes:

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Credit Hold/Price Hold Review

Credit Release Maintenance

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

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

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

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

Notes:

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<<< 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
Review Comment :

ENTER CREDIT RELEASE PASSWORD OR <END>:

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

Credit Hold/Price Hold Review

Credit Release Maintenance continued

Order

The system prompts:

ENTER CREDIT RELEASE PASSWORD OR <END>

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

Enter 'END' to return to the menu.

Notes:

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Credit Hold/Price Hold Review
Credit Release Maintenance continued
Order

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

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

The system prompts:

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

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

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

Notes:

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Credit Hold/Price Hold Review

Credit Release Maintenance continued

Order

When 'R' is entered you will be prompted**:**

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

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

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

Notes:

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<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#   01133150

Customer#   AJAX   Internal#   100015   Terms   01   2/10 NET 30
Name   AJAX INDUSTRIAL SUPPLY
Address   12 MAIN ST

                 PLAINFIELD   NJ   02001

Salesman   001   JIM BRANCA   Last Payment Date   04/25/03
Credit Method   05   Last Payment Amount   195.00
Credit Limit   1   Sales Dollars YTD   1655.00
Credit Hold   N   Amount Paid YTD   835.00
A/R Balance   3482.35   Highest Credit   370272
Open Order $ 1559370.05   Avg. Payment Days   546
In Picking $ 1435547.73   Oldest Invoice Date   12/04/02
                                               Amt. of Oldest Invoice   2550.00
Total Amount   775.00   Customer Create Date   05/14/80
Review Comment :   AUTO REVIEW

ORDER AND RELEASES NOW OFF CREDIT HOLD!

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

Credit Hold/Price Hold Review

Credit Release Maintenance continued

Order

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

ORDER AND RELEASES NOW OFF CREDIT HOLD!

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

Notes:

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Credit Hold/Price Hold Review
Credit Release Maintenance continued
Release

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

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#   ##########

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

Customer#
Name
Address

Salesman	
Credit Method	
Credit Limit	0
Credit Hold	
A/R Balance	0.00
Open Order $	0.00
In Picking $	0.00
Total Amount	0.00
Review Comment :	

Last Payment Date	
Last Payment Amount	0.00
Sales Dollars YTD	0.00
Amount Paid YTD	0.00
Highest Credit	0
Avg. Payment Days	0
Oldest Invoice Date	
Amt. of Oldest Invoice	0.00
Customer Create Date	

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

Notes:

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Credit Hold/Price Hold Review

Credit Release Maintenance continued

Release

The system prompts:

ENTER CREDIT RELEASE PASSWORD OR <END>

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

Enter 'END' to return to the menu.

<<< 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

Review Comment :

ENTER CREDIT RELEASE PASSWORD OR <END>:

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

Notes:

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Credit Hold/Price Hold Review
Credit Release Maintenance continued
Release

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

The system prompts:

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

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

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

Notes:

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Credit Release Maintenance continued

Release

When 'R' is entered you will be prompted:

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

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

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

Notes:

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<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#   01131801001

Customer#	UMC		Internal#	100011	Terms	01 2/10 NET 30
Name	UNIVERSITY MEDICAL CENTER					
Address	1 STATION PLAZA					
	RYE		NY	11099		

Salesman	002	EUGENE FORREST	Last Payment Date	03/11/03
Credit Method		02	Last Payment Amount	237.00
Credit Limit		0	Sales Dollars YTD	0.00
Credit Hold		N	Amount Paid YTD	0.00
A/R Balance		11770.00-	Highest Credit	82336
Open Order $		95488.77	Avg. Payment Days	1226
In Picking $		66496.74	Oldest Invoice Date	
			Amt. of Oldest Invoice	0.00
Total Amount		481.50	Customer Create Date	05/14/80
Review Comment :				

RELEASE# 01131801001 NOW OFF CREDIT HOLD!

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

Credit Hold/Price Hold Review

Credit Release Maintenance continued

Release

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

RELEASE# _XXXXXXXXXX_ NOW OFF CREDIT HOLD!

At this point the release will now be selected for printing when the next document batch print procedure is ran.

Notes:

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Credit Hold/Price Hold Review
Remove from Price Hold

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

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

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

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

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

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

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

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

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

Type '0' to accept the record.

Notes:

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Credit Hold/Price Hold Review

Remove from Price Hold continued

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

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

At the bottom of the screen the system prompts:

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

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

Type '0' and hit <ENTER>.

The system will then prompt:

BYPASS DETAIL (Y/CR)?

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

Notes:

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Credit Hold/Price Hold Review

Remove from Price Hold continued

The Release Maintenance Detail Screen displays all the items on the release.

Relevant Fields:

PRODUCT# -The product number and description.

PRICE - Price.

COST - Cost.

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

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

To change, enter the line# and hit enter to you are on the field you wish to change and make the necessary change.

Notes:

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Credit Hold/Price Hold Review

Remove from Price Hold continued

Once the change(s) are made. You will be brought to the bottom of the screen with the system prompt:

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

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

Type '0' and hit <ENTER>.

In the example, I changed the hold flag to 'N', it is circled.

Notes:

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Remove from Price Hold continued

The system now brings you to the Release Maintenance Totals.

Hit <ENTER> through all fields.

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

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

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

Type '0' and hit <ENTER>.

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

---

classic - [192.168.253.254-SSS.RM.TOT.INPUT010$1]

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

CO 01   WHSE 001   CUSTOMER UMC   UNIVERSITY MEDICAL CENTER

	LINES	SHIP QTY	DOLLARS
RELEASE TOTALS	1		0.00

Release# 132494-001

Date 05/22/03

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

8. SALESMAN 002 EUGENE FORREST   COMMISSION % 5.00
9. ACT. FRT.
10. PICKER   12. WEIGHT
11. PACKER   13. CARTONS

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

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

Notes:

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Remove Releases From Hold

Overview

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

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

Operating Instructions

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

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

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

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

Remove   Releases   From   Hold

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

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

XXXXXX

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

Notes:

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Outgoing Credit Check Form Maintenance

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

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

CUSTOMER# - Enter the specific customer number. You may also use the 'F7' function key, click on the **"INQUIRY"** icon or click on the down arrow next to the field to display the lookup box. The system will display the customer number and name.

DATE - Today's date will display.

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

FAX - The customer's fax number, from the customer's masterfile, will be displayed.

TO - Enter the company name or person that this credit check information will be sent to.

FROM - Enter the company name or person that sent this credit check information.

When competed entering all fields, the system will display:

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

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

Type '0' and hit <ENTER>.

The system will display:

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

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

Notes:

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

Notes:

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```
To: David Smith

From: John Doe

Date: 06/25/03

Re : Reply to request for credit information

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


          GARFIELD          , NJ  07083

Became a customer on     : 05/14/80
Date of Last Sale        : 06/24/03
Last Payment Date        : 06/25/03

Highest Credit Amount    : 590505
Current Credit  Limit    : 0
Current Credit Amount    : 19622.02
Current Overdue Amount    : 0.00
Current Method of Payment: 01   2/10 NET  30
Average Pay Days         : 285



Please hold All information in strict confidence.
```

Outgoing Credit Check Form continued

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

Notes:

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Accounts Receivable Inquiry

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

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

CUSTOMER# - Enter the specific customer number. You may also use the 'F7' function key, click the **"INQUIRY"** key or click the down arrow next to the field to display the lookup box. The system will display the customer number and name.

The system will display the pop-up box:

'SELECT INQUIRY TYPE:'

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

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

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

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

CREATION DATE - The date the customer was created.

CREDIT METH - The credit method code is

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displayed.

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

CREDIT LIMIT - The customer's credit limit.

TERMS - The customer's payment terms.

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Customer Accounts Receivables

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

High Cred$	OpenOrder$	A/R Balance	Paid to Dt	Old Inv	Phone	201-495-1200
590505	8571.66	4675.45	8441.20	02/01/00	Fax	

	Invoice	Order	Payment		Sales$	Return$	Sales$ LY
Last	501976	133161	3321.20	Mtd	4360.00		2953.30
Date	05/27/03	05/27/03	05/20/03	Ytd	4360.00		

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

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

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

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Accounts Receivable Inquiry continued

HIGH CRED$ - The highest credit balance.

OPEN ORDER$ - Open order dollar amount.

A/R BALANCE - The current accounts receivable balance.

PAID TO DT - Amount paid to date.

OLD INV - Date of the oldest invoice, with an open amount.

PHONE - Customer's phone number.

FAX - Customer's fax number.

LAST INVOICE # - The last invoice number for the customer.

LAST INVOICE DATE - Date of the last invoice.

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

LAST ORDER DATE - Date of the last order.

LAST PAYMENT AMOUNT - The amount of the last payment.

LAST PAYMENT DATE - Date of the last payment.

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

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

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

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

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

Customer Accounts Receivables

Company#	01	THE SYSTEMS HOUSE
Customer#	UNITED	UNITED SUPPLY
Salesman#	001	JIM BRANCA
1.Customer Comments		

Creation Date		05/14/80
Credit Meth	02	Cred Hold	N
Credit Limit		10000
Terms	01	2/10 NET 30

High Cred$	OpenOrder$	A/R Balance	Paid to Dt	Old Inv	Phone	201-495-1200
590505	8571.66	4675.45	8441.20	02/01/00	Fax	

	Invoice	Order	Payment		Sales$	Return$	Sales$ LY
Last	501976	133161	3321.20	Mtd	4360.00		2953.30
Date	05/27/03	05/27/03	05/20/03	Ytd	4360.00		

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

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

XXXXXX

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

Accounts Receivable Inquiry continued

LN# - Line number.

TYP - Transaction type. Transaction types:

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

INVOICE# - Invoice number.

DATE - Date of transaction.

REF# - Reference number.

ORIGINAL$ - The original transaction amount.

OPEN$ - The open dollar amount of the transaction.

WHS - Warehouse number.

CUST REF - Customer reference number.

ORDER#REL - The release number that coincides with the invoice number.

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Accounts Receivable Inquiry continued
SELECTING AN INVOICE

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

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

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

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

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Statement

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON , NJ 07013

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

UNITED SUPPLY
85 CLARK ST

GARFIELD NJ 07083

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

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

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

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

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

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

Accounts Receivable Inquiry continued
STATEMENT PRINT

To print a customer's statement:

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

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

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

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Accounts Receivable Inquiry continued
DETAIL AR

To view the accounts receivable detail of 1 transaction:

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

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

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

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Customer Accounts Receivables

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

High Cred$	OpenOrder$	A/R Balance	Paid to Dt	Old Inv	Phone	201-495-1200
590505	8571.66	4675.45	8441.20	02/01/00	Fax	

	Invoice	Order	Payment		Sales$	Return$	Sales$ LY
Last	501976	133161	3321.20	Mtd	4360.00		2953.30
Date	05/27/03	05/27/03	05/20/03	Ytd	4360.00		

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

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

Accounts Receivable Inquiry continued

DETAILS

To view the Detail Release Inquiry of an invoice:

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

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

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

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Customer Accounts Receivables

Company#	01	THE SYSTEMS HOUSE
Customer#	UNITED	UNITED SUPPLY
Salesman#	001	JIM BRANCA
1.Customer Comments		

Creation Date	05/14/80	
Credit Meth	02	Cred Hold	N
Credit Limit	10000	
Terms	01	2/10 NET 30

Hig

Last
Date

Accounts   Receivable   Aging

Aging Credits Against Oldest Items

FUTURE	CURRENT	31-60	61-90

Ln#

0.00	3055.00	0.00	0.00

1
2
3
4
5
6
7
8

91-120	121-150	151-OVR

0.00	0.00	1620.45

Press <RETURN> To Continue: XXXXXX

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

Accounts Receivable Inquiry continued

AGING

To view the Accounts Receivable Aging for the selected customer:

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

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

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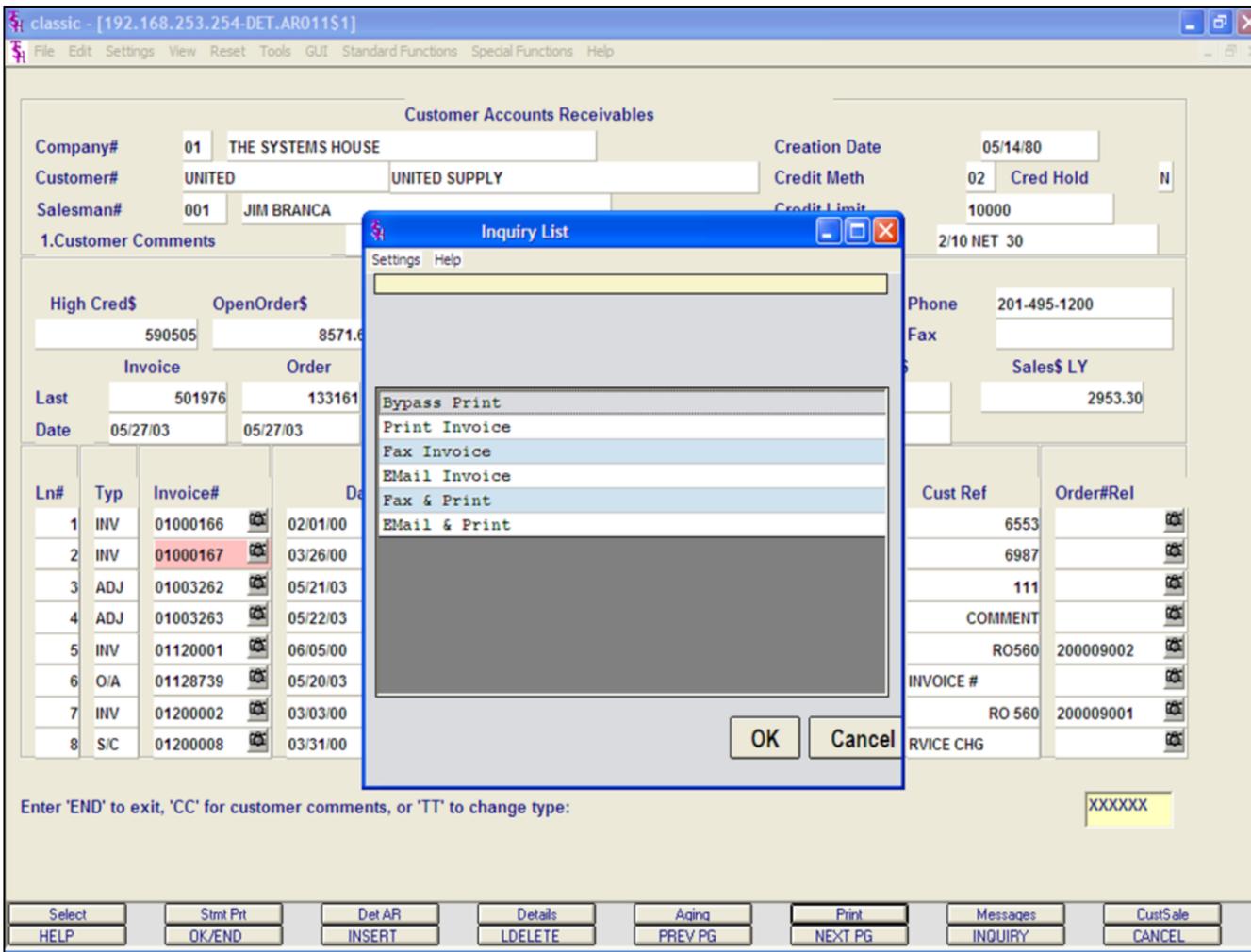
Accounts Receivable Inquiry continued
PRINT

To print a customer's invoice:

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

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

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

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

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

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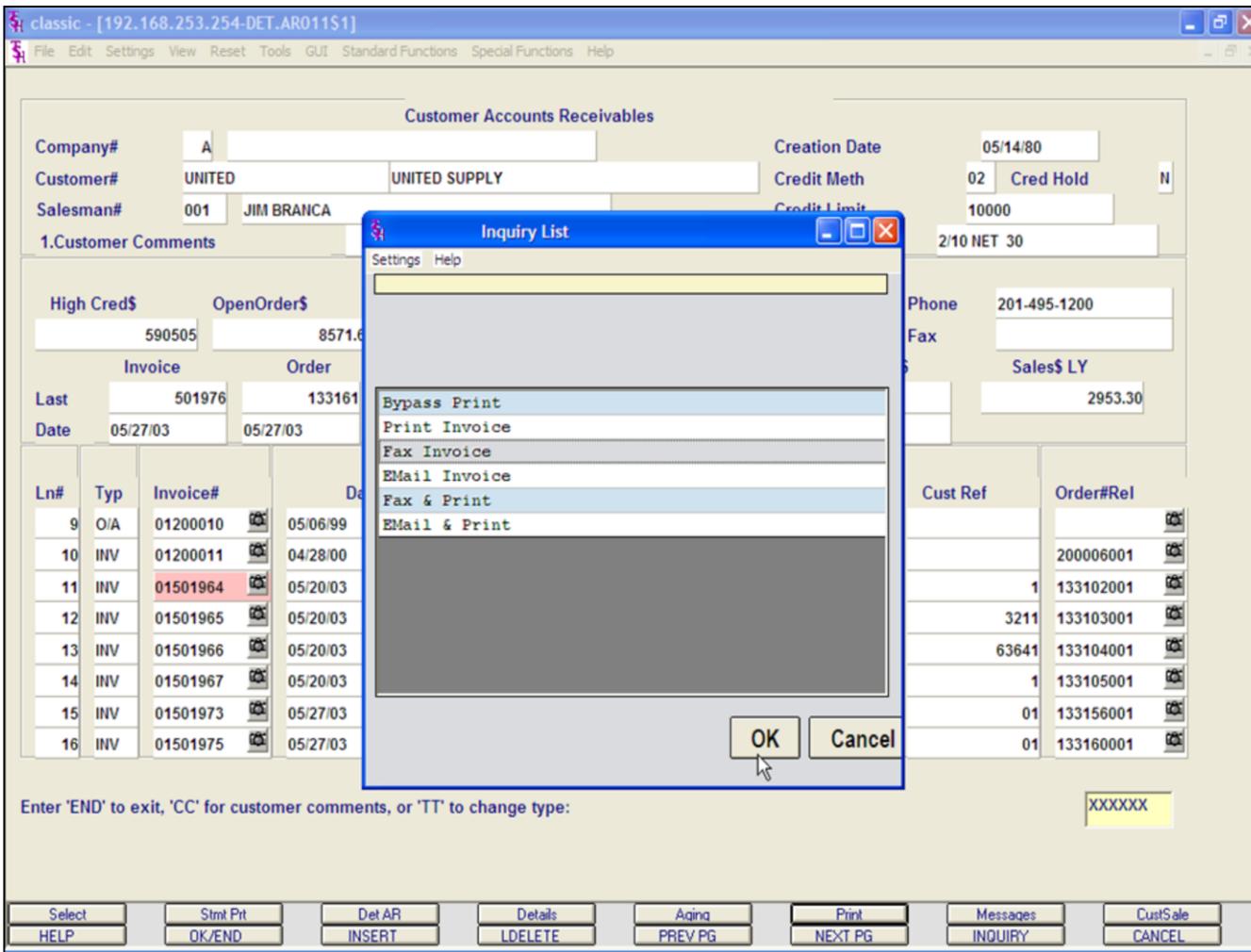
Accounts Receivable Inquiry continued

PRINTING OPTIONS - FAX

To fax a customer's invoice:

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

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

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

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

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

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PRINTING OPTIONS - FAX

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

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

COVER SHEET INFORMATION

COMPANY NAME - Your company name.

SENDER NAME - The operator's name.

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

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

SUBJECT - The invoice number is referenced.

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

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

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

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

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

TYPE '0' AND HIT <ENTER>.

Screen contents:

classic - [192.168.253.254-REPORT.MASTER.FAX012$1]

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

Customer Accounts Receivables

Company#   A

Creation Date   05/14/80

FAX Information Entry

1.FAX Phone Number	9737771483
2.Coversheet (Y/N)	Y

COVERSHEET   INFORMATION

3.Company Name	THE SYSTEMS HOUSE
4.Sender Name	JOHN SMITH
5.Sender Phone	201-777-8050
6.Sender Fax	973-777-3063
7.Subject	INV.01501964
8.Message	
9.Deliver to	HARRY ROSE
10.To Company	UNITED SUPPLY

Enter Line# to change or 0 to send FAX:

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

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Accounts Receivable Inquiry continued
PRINTINT OPTIONS - EMAIL

To e-mail a customer's invoice:

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

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

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

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

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

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Customer Accounts Receivables

Company# A   **Creation Date** 05/14/80

EMail Information Entry

1.EMail Address	JOHN@ABC123.COM	
2.Sender Address	custserv@tshinc.com	
3.Subject	INV.01501964	
Message	INV.01501964	
	THE SYSTEMS HOUSE	
	1033 ROUTE 46 EAST	

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

									006001
									102001
									103001
									104001
14	INV	01501967	05/20/03		10.00		001	1	133105001
15	INV	01501973	05/27/03		870.00	870.00	001	01	133156001
16	INV	01501975	05/27/03		1625.00	1625.00	001	01	133160001

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

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

Accounts Receivable Inquiry continued
PRINTING OPTIONS - EMAIL

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

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

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

SUBJECT - The invoice number is referenced.

MESSAGE - The invoice and company information is referenced.

ENTER LINE# TO CHANGE OR END TO SEND EMAIL:

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

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Accounts Receivable Inquiry continued

Messages

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

If there are no message the system will prompt:

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

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

If comments already exist, they will be displayed.

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Accounts Receivable Inquiry continued

Messages

Header Section

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

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

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

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

You will be prompted to add the following:

Message Section

INIT - Operator's initials.

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

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

CONTACT - Contact person.

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

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

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

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

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the Credit Card Pop Up Box.

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Messages

Credit Card Entry

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

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

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

NAME - Enter the name of the card holder.

EXP DT - Enter the credit card expiration date.

ADDRESS - Enter the credit card billing address.

ZIPCODE - Enter the credit card billing zip code.

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

AMOUNT - Enter the amount to apply to the account.

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

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

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

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

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Customer Sales Inquiry

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

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

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

The following sales information is displayed, by each month:

Sales$ This Year

Sales$ Last Year

Credits This Year

Credits Last Year

Gross Profit$ This Year

Gross Profit$ Last Year

Gross Profit% This Year

Gross Profit% Last Year

At the bottom of the screen each column is totaled.

HIT <ENTER> TO CONTINUE:

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

---

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

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

CUSTOMER   SALES   INQUIRY

Company   : 01   THE SYSTEMS HOUSE

Customer   : UNITED   UNITED SUPPLY

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

Hit <RETURN> to Continue :   XXXXXX

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

Notes:

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Summary Accounts Receivables

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

1.Customer Comments

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

Accounts Receivable Aging   Aging Credits Against Oldest Items

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

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

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

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

Summary Accounts Receivable Inquiry continued

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

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

CUSTOMER# - Enter the specific customer number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. The system will display the customer number, name, and address information.

Notes:

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Customer Information:

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

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

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

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

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

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

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

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

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

Notes:

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Summary Accounts Receivables

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

1.Customer Comments

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

Accounts Receivable Aging   Aging Credits Against Oldest Items

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

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

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

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

Summary Accounts Receivable Inquiry continued

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

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

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

 # OPEN INVOICES - The number of accounts receivable records with a balance greater that '0'.

 # OPEN ORDERS - The number if orders not yet invoiced.

AVG. PAYMENT DAYS - Average number of payment days.

LAST PAY AMOUNT - Last payment amount received.

LAST INVOICE DATE - Date of the last invoice.

OLD INVOICE DATE - Date of the oldest invoice.

LAST ORDER DATE - Date of the last order.

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

Notes:

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Summary Accounts Receivable Inquiry continued

AGING

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

FUTURE - Future accounts receivable.

CURRENT - Current accounts receivable.

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

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

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

GROSS PROFIT$ - MTD - Total gross profit this month. **YTD -** Total gross profit for this year.

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

Summary Accounts Receivables

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

1.Customer Comments

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

Accounts Receivable Aging   Aging Credits Against Oldest Items

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

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

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

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

Notes:

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Customer Accounts Receivables

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

High Cred$	OpenOrder$	A/R Balance	Paid to Dt	Old Inv	Phone	201-495-1200
590505	='9 4707		8441.20	02/01/00	Fax	973-777-1483

	Invoice	Order	Payment		Sales$	Return$	Sales$ LY
Last	501995	133252	3321.20	Mtd	4392.15		2953.30
Date	05/30/03	06/03/03	05/20/03	Ytd	4392.15		

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

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

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

Summary Accounts Receivable Inquiry continued

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

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

Notes:

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

CO #:   01      THE SYSTEMS HOUSE                          06/03                         TIME: 18:01:59

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

A/R #      CUSTOMER NAME            SLS   HI-BAL AVG PD-TO-DATE CR.HD  CM  ST   CR.LMT    YTD SALES DIS.PCT TERR OLDEST    ORDER BAL
100013 IDEAL DISTRIBUTION CO        001   406266 188   10082.84   N    00  Y    10000       465.00   0.000       02/21/03  19655.14
       IDEAL                                  RICHARD GALVIN            201-444-4545

       01            V63A28585733   04/04/03  O/A  128732  128732   0.00    -25.00                -25.00
       01            V64A28585791   04/04/03  O/A  128733  128733   0.00    -10.00                -10.00
       01            V64A28585838   04/04/03  O/A  128734  128734   0.00    -10.00                -10.00
       01            V64A28586949   04/04/03  O/A  128735  128735   0.00    -25.00                -25.00
       01            V64A28587131   04/04/03  O/A  128736  128736   0.00    -11.00                -11.00
       01            V63A28587174   04/04/03  O/A  128737  128737   0.00    -15.00                -15.00
       01            NO INV#        05/13/03  O/A  128738  128738   0.00   -100.00   -100.00
```

Quick Detailed Aged Trial Balance

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

You will be prompted for the following:

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

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

ENTRY OF CUSTOMERS FOR QUICK ATB

CUST#_____

Enter the first customer number to print the report.

IS THIS THE CORRECT CUSTOMER (CR/N)?

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

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

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

Notes:

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Paid History Inquiry

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

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

CUST# - Enter the specific customer number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. The system will display the customer number and name.

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

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

Each paid check is listed by line number.

CHECK NUMBER - Customer's check number.

CHECK DATE - The date the check was received.

CHECK AMOUNT - Amount of check applied to customer.

Notes:

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Screen (AR.PAID.HIST.INQ010$1)

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

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

CO#   01   4,392.15
CUST# UNITED   UNITED SUPPLY   Prior YTD Sales   2,953.30

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

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

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

classic - [192.168.253.254-AR.PAID.HIST.INQ010$1]			
File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help			

CO#   01   4,392.15

CUST#   UNITED   UNITED SUPPLY   **Prior YTD Sales**   2,953.30

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

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

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

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

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

You can also:

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

OR

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

Notes:

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Paid History Inquiry continued

Invoice Detail

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

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

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

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

CHECK DATE - Date the check was received from the customer.

CHECK AMT - The total amount of the check received.

LN# - Corresponding line number.

INV# - The invoice number is displayed.

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

ORIG AMT - The original invoice amount is displayed.

PAY AMT - The amount paid with this check.

DISC AMT - Discount amount, if any, is displayed.

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

Notes:

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Paid History Inquiry

Invoice Detail

Continued from previous page.

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

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

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

OR

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

Notes:

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```
DATE: 06/04/03              THE SYSTEMS HOUSE              PAGE:    1

CO# 01              PAID HISTORY REPORT       CURR YTD SALES :     4,392.15

CUST# UNITED           UNITED SUPPLY           PRIOR YTD SALES:     2,953.30


         INV#    INV DATE TYPE    ORIG AMT      PAY AMT     DISC AMT     BALANCE

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

        01200011  04/28/00 INV    1,906.20     1,906.20      0.00        0.00

        01501964  05/20/03 INV      155.00       155.00      0.00        0.00

        01501965  05/20/03 INV      350.00       350.00      0.00        0.00

        01501966  05/20/03 INV      900.00       900.00      0.00        0.00

        01501967  05/20/03 INV       10.00        10.00      0.00        0.00


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

        01200011  04/28/00 INV    1,906.20    -1,906.20      0.00     1,906.20

        01501964  05/20/03 INV      155.00      -155.00      0.00       155.00

        01501965  05/20/03 INV      350.00      -350.00      0.00       350.00

        01501966  05/20/03 INV      900.00      -900.00      0.00       900.00

        01501967  05/20/03 INV       10.00       -10.00      0.00        10.00


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

Paid History Inquiry continued

Detail Report

The Detail Reports prints a detailed Paid History Report.

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

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

Notes:

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Posted Check Inquiry

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

CHECK# - Enter the check number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to choose from a list of valid check numbers. The lookup will display the check number, customer number, and customer name.

LINE# - Corresponding line number.

CUSTOMER# - The customer number is displayed.

CUSTOMER NAME - The customer name is displayed.

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

CHECK AMOUNT - The amount of the check received.

Notes:

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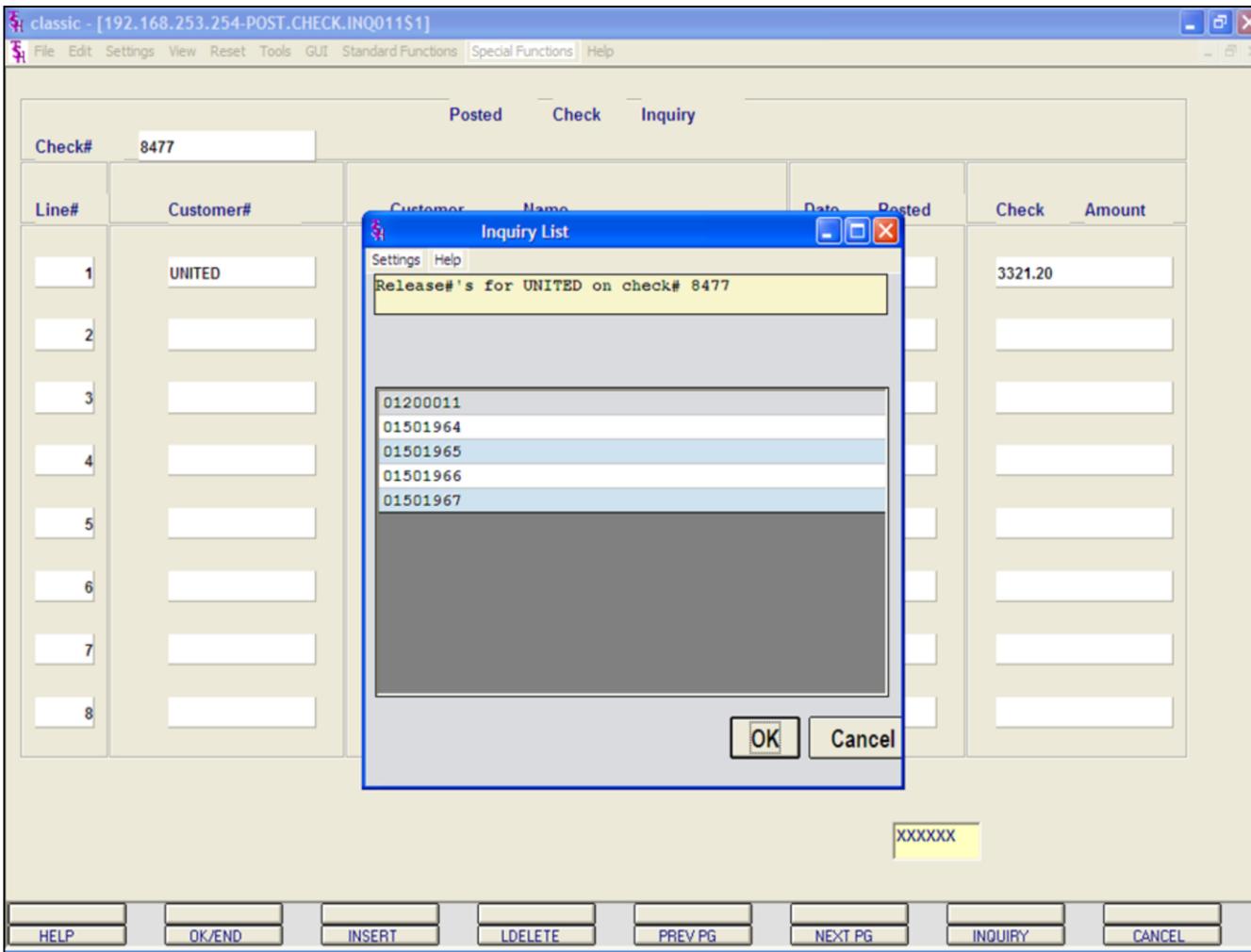
Posted Check Inquiry continued

Release Information

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

Notes:

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Message Board Entry

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

CUSTOMER - Enter the specific customer number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. The system will display the customer number, name and address.

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

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

Notes:

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Message Board Entry continued

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

You will be prompted to add the following:

Message Section

INIT - Operator's initials.

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

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

CONTACT - Contact person.

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

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

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

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

Notes:

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Message Board Entry continued

Credit Card Entry

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

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

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

NAME - Enter the name of the card holder.

EXP DT - Enter the credit card expiration date.

ADDRESS - Enter the credit card billing address.

ZIPCODE - Enter the credit card billing zip code.

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

AMOUNT - Enter the amount to apply to the account.

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

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

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

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

Notes:

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

Message Board Report by Customer

Customer#   UNITED   UNITED SUPPLY

Oper Initials   All   All

Follow Up Date   All

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

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

Notes:

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Message Board Report By Customer

The Message Board Report By Customer prints all the messages for one specific customer, a range of customers, or all customers.

You will be prompted as follows:

CUSTOMER OPTIONS:

Click on **'ALL CUSTOMERS'** then click on the **'OK'** button to print all the message for all customers.

Click on **'CUSTOMER RANGE'** then click on the **'OK'** button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'SPECIFIC CUSTOMER'** then click on the **'OK'** button to select a specific customer.   If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'END'** to exit out of the report.

```
DATE: 06 Jun 2003                        MESSAGE BOARD REPORT                              PAGE:    1

CUSTOMER#  CUSTOMER NAME          LINE ENTRY   FOLLOW   INIT CONTACT   ------------------- MESSAGE ------------------- RET
                                       DATE     UP DATE


UNITED     UNITED SUPPLY             1 06/03/03          RJ                 PAYMENT PENDING                            Y
-------------------------------------------------------------------------------------------------------------------------
```

Notes:

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Message Board Report By Customer continued

OPER INITIALS

Select **'ALL OPER INITIALS'** to select messages for all operators, select **'OPER INITIALS RANGE'** to enter a range of operators, or select **'SPECIFIC OPERATOR INITIALS'** to enter a specific operator.

Click on **'END'** to exit out of the report.

FOLLOW UP DATE

Click on **'ALL FOLLOW UP DATES'** then click on the **'OK'** button if you want to select all follow up dates.

Click on **'FOLLOW UP DATE RANGE'** then click on the **'OK'** button to select by date range. You can enter dates the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on **'SPECIFIC FOLLOW UP DATE'** then click on the **'OK'** button for a specific follow up date. You can enter the date in the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on **'END'** to exit out of the report.

PRESS <RETURN> TO PROCESS REPORT, LINE# TO CHANGE OR ABORT:

Hit <ENTER> to process report, enter line number to change, or type 'ABORT' to exit the report.

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

```
DATE: 06 Jun 2003                    FOLLOW UP REPORT                    PAGE:    1
                          FOLLOW UP DATE EQUAL OR PRIOR TO: 06/10/03


                                CONTACT  FOLLOW
CUSTOMER#  CUSTOMER NAME         DATE     UP DATE  INIT CONTACT   LINE ------------------COMMENTS-----------------  RET


UNITED     UNITED SUPPLY         06/03/03 06/10/03 RJ                  1 PAYMENT PENDING                              Y
```

Message Board Report by Follow Up Date

The Message Board Report by Follow Up Date prints a listing of all messages within a specific follow up date range.

When you run the report, you will be prompted:

MESSAGE FOLLOW UP REPORT

HIT <NL> TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

Hit <ENTER> to to continue or 'END' to return to the menu.

SORT OPTION

1. BY OPERATOR BY FOLLOW UP DATE

2. BY FOLLOW UP DATE BY OPERATOR

ENTER OPTION NUMBER (1 OR 2) OR 'END'

Type either number and hit <ENTER>.

ENTER BEGINNING FOLLOW UP DATE (MM/DD/YY) OR 'END'

Enter the beginning follow up date and hit <ENTER> or type 'END' to return to the **'SORT OPTION'** prompt.

ENTER ENDING FOLLOW UP DATE (MM/DD/YY) OR 'END'

Enter the ending follow up date and hit <ENTER> or type 'END' to return to the 'beginning follow up date' prompt.

The report will immediately run as soon as the ending follow up date is entered followed by hitting <ENTER>.

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

Notes:

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

PURGE OF MESSAGE FILE BY CUSTOMER

ENTER CUSTOMER NUMBER OR <END>: UNITED
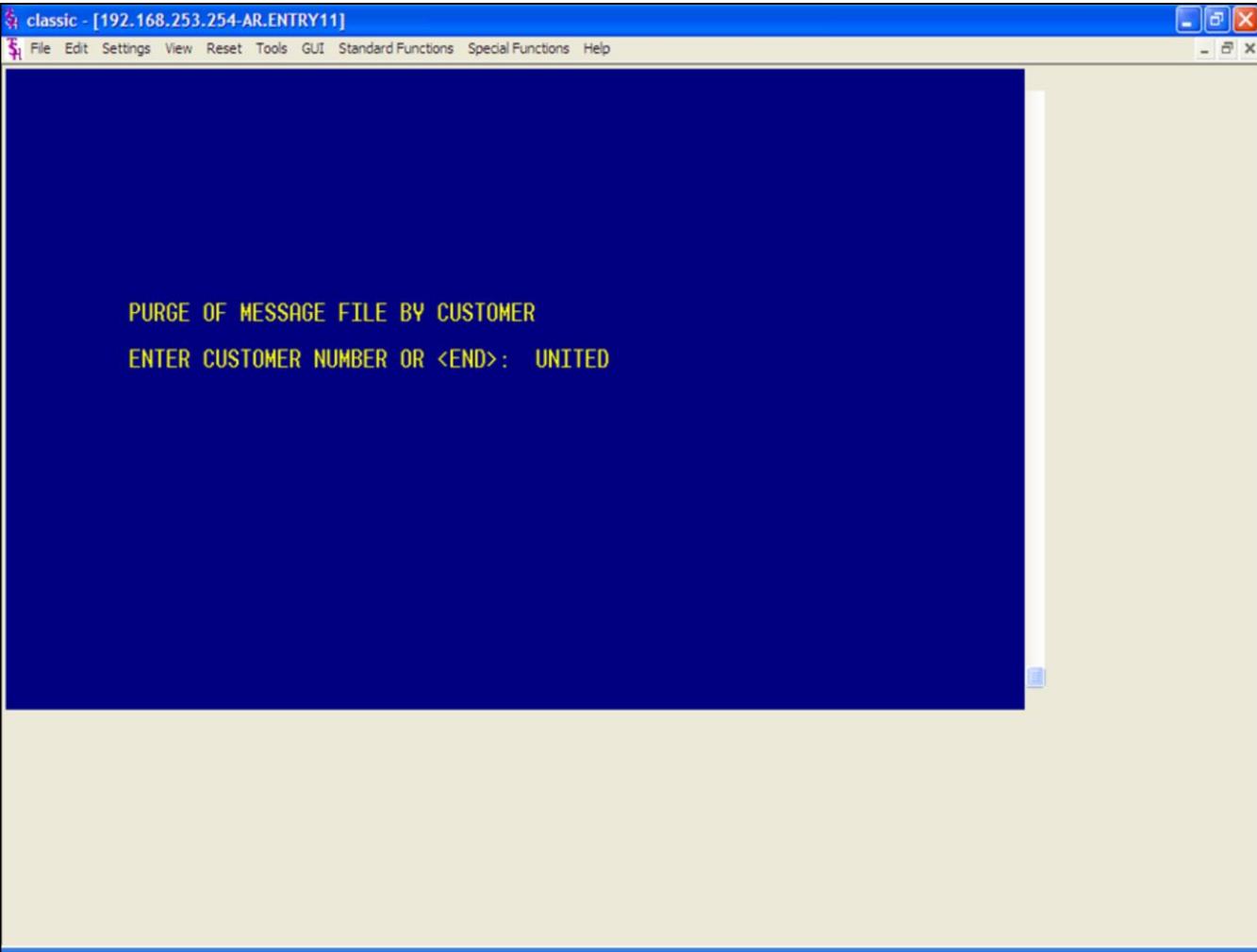
Message Board Purge By Customer

The Message Board Purge By Customer will remove all the messages for a specific customer that have the RETAIN flag set to 'N' (No).

When running this program, the system will prompt:

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

Enter the customer number whose messages you wish to purge, then hit <ENTER>.

Type 'END' to return to the menu.

Notes:

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```
classic - [192.168.253.254-AR.ENTRY11]
File  Edit  Settings  View  Reset  Tools  GUI  Standard Functions  Special Functions  Help




            PURGE OF MESSAGE FILE BY CONTACT DATE

            THIS PURGE WILL DELETE MESSAGES WITH CONTACT DATE
            LESS THAN OR EQUAL TO ENTERED DATE!!

            ENTER CUTOFF CONTACT DATE (MM/DD/YY):   06/06/03
```
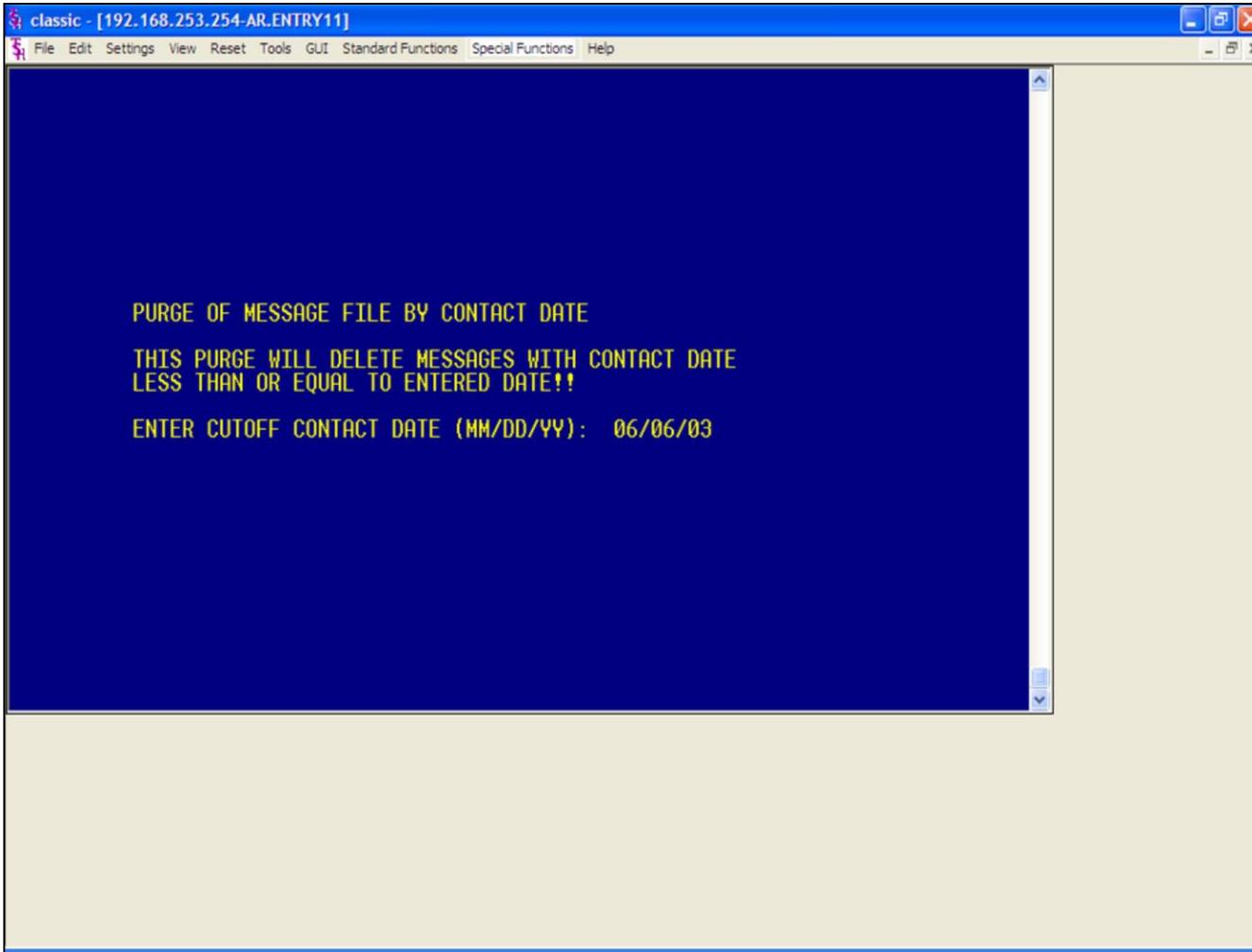
Message Board Purge By Contact Date

The Message Board Purge By Contact Date will remove all the messages with the contact date entered that have the RETAIN flag set to 'N' (No).

When running the report, the system will prompt:

PURGE OF MESSAGE FILE BY CONTACT DATE

THIS PURGE WILL DELETE MESSAGES WITH THE CONTACT DATE LESS THAN OR EQUAL TO THE ENTERED DATE

ENTER CUTOFF CONTACT DATE (MM/DD/YY)

Enter the cutoff contact date as MM/DD/YY, you wish to purge, then hit <ENTER>

Type 'END' to return to the menu.

Notes:

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classic - [192.168.253.254-AR.DAILY.REPORTS]

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

Account:28 BASE.12   Port:028 Menu:AR.DAILY.REPORTS   Capture:On

Accounts Receivable Daily Reports Selector

1. Daily Cash Receipts Journal

2. Daily Adjustment Journal

3. Open Batch Listing

4. Open Batch Listing - - CRT

5. Credit Authorization Log Report

6. Daily Partial Payment Listing

7. Daily Charge Back Print

8. Credit Card Reports

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Notes:

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Daily Cash Receipts Journal

This report details all cash received and shows its application by customer. Totals are provided to show the general ledger entries that result from the report's transactions.

The accounts receivable daily cash report prints all of the cash received and applied during the day and batches from previous days that are not in balance.

Five reports are provided:

1. Daily Cash Register

2. Non-accounts receivable (miscellaneous) cash

3. Open batch listing

4. Cash summary by applied company

5. Cash summary by receiving company

It is particularly important to review the open batch listing and reconcile all open batches. The Accounts Receivable file is updated on a customer basis, but un-reconciled batches are not updated to the general ledger, or included in any accounting reports until the batches are in balance.

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

The cash summary listings are presented as an audit trail in the event that inter-company cash application is in use. It details the cash received for each company, by each company.

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DAILY CASH REGISTER
HIT <NL> TO CONTINUE OR 'END'
```
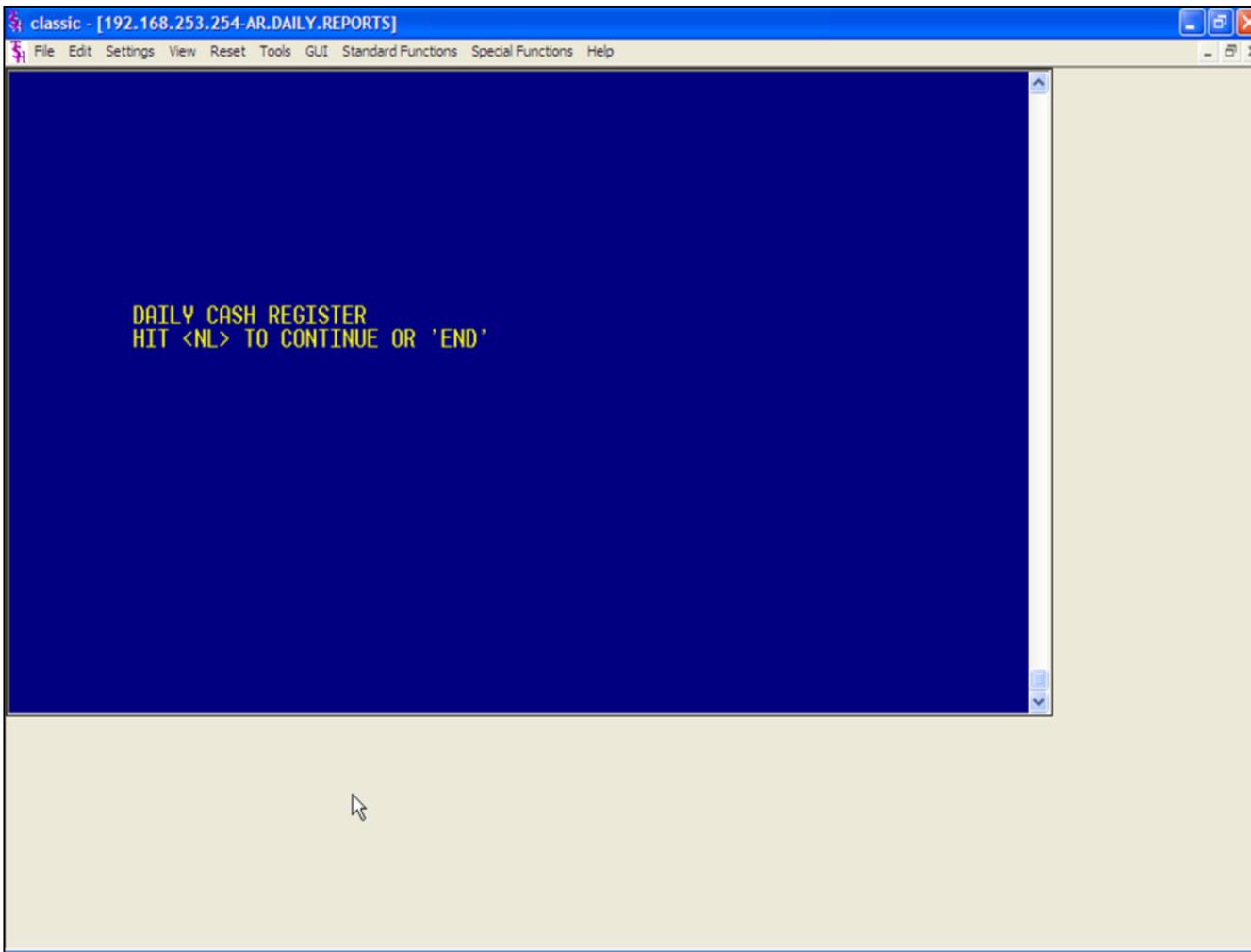
Daily Cash Receipts Journal continued

Operating Instructions

DAILY CASH REGISTERS

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to begin processing the daily cash reports. Type 'END' to return to the accounts receivable mail selector.

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

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

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

If you answer 'Y' to the question, all batches that are in balance in the DCASHPRT file will be updated to the MCASHPRT file, then cleared.

Type 'Y***' and hit <ENTER> and the update will begin.

Type 'N' and hit <ENTER> and the system will return to the accounts receivable selector.

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

Notes:

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```
                              DAILY CASH REGISTER                    DATE: 06/09/03    PAGE:   12
                                                                     TIME: 16:19:35


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


EXT CUST#     INT CUST      CUSTOMER NAME
TYPE CO-INV#  REF #   A/R CRED   CASHDIS   CHGBACK   SHORTPY                    MISC     REAPPLY   CASH APPL   CHECK #


UNITED        100014        UNITED SUPPLY
PMT 01000167 000167    2365.00      0.00      0.00      5.00      0.00      0.00      0.00                 2360.00   852
O/A 01128739 128739     100.00      0.00      0.00      0.00      0.00      0.00      0.00                  100.00   NO INVOIC



TOT CUST: UNITED       2465.00      0.00      0.00      5.00      0.00      0.00      0.00      0.00       2460.00



TOT APPLY CO #: 01     2465.00      0.00      0.00      5.00      0.00      0.00      0.00      0.00       2460.00
```

Daily Cash Receipts Journal continued
Daily Cash Register

Notes:

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                    NON-A/R CASH - DAILY CASH REGISTER                      DATE: 06/09/03    PAGE:   1
                                                                           TIME: 16:19:36


 APPLIED CO: 01     THE SYSTEMS HOUSE


 G/L NO              G/L DESCRIPTION          DESCRIPTION           BATCH#   MSC CSH AMT  DEP DATE  BANK#  REC CO


 01-1000-00         ASSETS                                         101017      100.00    05/13/03   100     01
 01-1300-00         FURNITURE & FIXTURES      MISC. SALE           101022      100.00    05/20/03   100     01


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


  TOTAL    A/R CASH                                          8,023.20


  TOTAL    CASH                                              8,223.20


                                    BANK:
             100              FIDELITY UNION TRUST           8,223.20
```

Notes:

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```
     SUMMARY OF CURRENT DAILY CASH REGISTER BY RECEIVING COMPANY              04:19:36pm  09 Jun 2003    PAGE:      1

  RECEIVING CO#:   01  THE SYSTEMS HOUSE


BANK CO# DATE.... BATCH# GL#............ A/R CREDIT CODE1... CODE2... CODE3... CODE4... CODE5... CODE6... CODE7... NET CASH..

100  01 05/02/03 101007           23.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     23.00
100  01 05/02/03 101008            5.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      5.00
100  01 05/02/03 101009          100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    100.00
100  01 05/02/03 101010           33.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     33.00
100  01 05/13/03 101014          100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    100.00
100  01 05/13/03 101015        -4539.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00  -4539.25
100  01 05/13/03 101016         4519.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00   4519.25
100  01 05/13/03 101019         -100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00   -100.00
100  01 05/15/03 101020           29.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     29.00
100  01 05/16/03 101021          110.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    110.00
100  01 05/20/03 101023          325.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    325.00
100  01 05/20/03 101024         2465.00    0.00    0.00    5.00    0.00    0.00    0.00    0.00   2460.00
100  01 05/20/03 101025         6642.40    0.00    0.00    0.00    0.00    0.00    0.00    0.00   6642.40
100  01 05/20/03 101026        -3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00  -3321.20
```

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

Notes:

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```
        SUMMARY OF CURRENT DAILY CASH REGISTER BY APPLIED COMPANY              04:19:36pm  09 Jun 2003    PAGE:      1

     APPLIED CO#:   01  THE SYSTEMS HOUSE



BANK REC.CO DATE.... BATCH# GL#............  A/R CREDIT CODE1... CODE2... CODE3... CODE4... CODE5... CODE6... CODE7... NET CASH..

100      01 05/02/03 101007               23.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00       23.00
100      01 05/02/03 101008                5.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00        5.00
100      01 05/02/03 101009              100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      100.00
100      01 05/02/03 101010               33.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00       33.00
100      01 05/13/03 101014              100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      100.00
100      01 05/13/03 101015            -4539.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00    -4539.25
100      01 05/13/03 101016             4519.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00     4519.25
100      01 05/13/03 101019             -100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     -100.00
100      01 05/15/03 101020               29.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00       29.00
100      01 05/16/03 101021              110.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      110.00
100      01 05/20/03 101023              325.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      325.00
100      01 05/20/03 101024             2465.00    0.00    0.00    5.00    0.00    0.00    0.00    0.00     2460.00
100      01 05/20/03 101025             6642.40    0.00    0.00    0.00    0.00    0.00    0.00    0.00     6642.40
100      01 05/20/03 101026            -3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00    -3321.20
```

Daily Cash Receipts Journal

Summary of Daily Cash Register by Applied Company

Notes:

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```
CO #: 01  THE SYSTEMS HOUSE                    BATCH#: 100954

POSTING DATE: 01/24/03


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


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


A/R CONTROL:      1,000.00                200.00


CASHDIS:             0.00                  0.00
CHGBACK:            10.00                  0.00
SHORTPY:             0.50                  0.00


A/R CASH:          989.50                200.00


MISCELLANEOUS:      10.50                  0.00


TOTAL CASH:       1,000.00                200.00
```

Notes:

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```
                    ACCOUNTS RECEIVABLE ADJUSTMENT LIST              DATE: 06/09/83    PAGE:    1
                                                                     TIME: 16:47:10


CO #: 01              THE SYSTEMS HOUSE


      A. CUST NO

CUST #  CUSTOMER NAME              ADJ DATE  TYPE  NUMBER  ADJUST   AMOUNT   GENERAL LEDGER      COMMENTS



        IDEAL
100013  IDEAL DISTRIBUTION CO      05/28/83  ADJ   003264  003264     10.00  01-1000             RJ
                                   05/28/83  S/C   134162  134162    100.00  01-1000


        UNITED
100014  UNITED SUPPLY              05/21/83  ADJ   003262  003262     10.00  01-1000-00          111
                                   05/22/83  ADJ   003263  003263    100.00  01-1000-00          COMMENT



        TOTAL FOR COMPANY: 01                                       220.00
```

Notes:

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Daily Adjustment Journal

Overview

This report reflects all transactions entered through the adjustment program. Summary totals by general ledger number and automatic update to the general ledger occur daily.

OPERATING INSTRUCTIONS

A/R ADJUSTMENT LIST

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END and hit <ENTER> to return to the selector. If you hit <ENTER> the following message appears:

CAUTION

IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION

THE A/R ADJUSTMENTS PRINT FILE WILL BE COPIED

TO THE MONTHLY A/R ADJUSTMENTS PRINT FILE AND UPDATED

TO THE GLA FILE, THEN CLEARED

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

Typing 'Y***' and hitting <ENTER> will update the adjustments to the GLA and Monthly Adjustment file.

Type 'N' and hit <ENTER> and the system will return to the accounts receivable selector.

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

```
CO #: 01  THE SYSTEMS HOUSE                    BATCH#: 100954

POSTING DATE: 01/24/03

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

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

A/R CONTROL:      1,000.00                   200.00

CASHDIS:              0.00                     0.00
CHGBACK:             10.00                     0.00
SHORTPY:              0.50                     0.00

A/R CASH:           989.50                   200.00

MISCELLANEOUS:       10.50                     0.00

TOTAL CASH:       1,000.00                   200.00
```

Open Batch Listing

This program prints a listing of all open cash batches.

OPERATING INSTRUCTIONS

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

Hit <ENTER> to run the open batch listing or type 'END' and hit <ENTER> to return to the selector.

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

Notes:

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```
 classic - [192.168.253.254-AR.DAILY.REPORTS]
 File  Edit  Settings  View  Reset  Tools  GUI  Standard Functions  Special Functions  Help

                        OPEN BATCHES LISTING        DATE 06/09/03        PAGE    1
                                                    TIME 16:57:37

        CO #: 01   THE SYSTEMS HOUSE                     BATCH#: 100954

        POSTING DATE: 01/24/03
        BANK NO:  100          BANK NAME:  FIDELITY UNION TRUST
                               BANK G/L#:  01-1100-00

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

        A/R CONTROL:       1,000.00                     200.00
        CASHDIS:               0.00                       0.00
        CHGBACK:              10.00                       0.00
        SHORTPY:               0.50                       0.00

        A/R CASH:            989.50                     200.00

        MISCELLANEOUS:       10.50                       0.00

        TOTAL CASH:        1,000.00                     200.00

 Press any key to continue...
```

Open Batch Listing - CRT

This program displays all open cash batches to the screen.

OPERATING INSTRUCTIONS

CRT OPEN BATCH LISTING
HIT <ENTER> TO CONTINUE OT 'END'

Hit <ENTER> to run the open batch listing to the screen or type 'END' and hit <ENTER> to return to the selector.

To exit when the open batch listing is displayed, type 'END' after the batch is displayed and hit <ENTER>.

Notes:

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```
PAGE   1    ****************** CREDIT AUTHORIZATION LOG ******************    DATE 05:01:59pm  09 Jun 2003


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

100011 UMC        01 011332 UNIVERSITY MEDICAL CENTER 06/04/03 SY      02       155.00                       0
100011 UMC        01 011332 UNIVERSITY MEDICAL CENTER 06/04/03 SY      02     2,125.00 1                     0
100011 UMC        01 011332 UNIVERSITY MEDICAL CENTER 06/05/03 SY      02       460.00 1                     0

   ***                                                                        2,740.00


100014 UNITED     01 011332 UNITED SUPPLY            06/03/03 SY      02     7,800.00 A              10000

   ***                                                                        7,800.00


100081 1058       01 011332 G&A MEDICAL GROUP        06/03/03 SY      02       900.00 TSH                    0

   ***                                                                          900.00


100093 LISA       01 011332 LISA TEST                06/05/03 SY      02       545.00              77550
```

Credit Authorization Log Report

The credit authorization report logs all orders which an override credit approval has been given during order entry. Orders may fail the credit check for several reasons such as over limit, on hold, etc.

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

OPERATING INSTRUCTIONS

CREDIT AUTHORIZATION LOG
HIT <RTN> TO CONTINUED OR 'END'

Hit <ENTER> to run the report or type 'END' and hit <ENTER> to return to the selector.

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

Notes:

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```
TIME/DATE: 05:05:51pm  09 Jun 2003      DAILY INVOICE PARTIAL PAYMENT REPORT      PAGE:  1


CUST#....... CUSTOMER NAME            INVOICE# BATCH# TYPE AMOUNT APPL CD WRITE-OFF   OPEN BAL


ALCO      ALCO SUPPLY COMPANY        01501693 101008 PMT      5.00       0.00      8.00

***

IDEAL     IDEAL DISTRIBUTION CO      01501781 101015 PMT   -4539.25      0.00   4539.25
IDEAL     IDEAL DISTRIBUTION CO      01501781 101016 PMT    4519.25      0.00   4539.25
IDEAL     IDEAL DISTRIBUTION CO      01501989 101009 PMT     100.00      0.00    345.00
IDEAL     IDEAL DISTRIBUTION CO      01501989 101019 PMT    -100.00      0.00    345.00
IDEAL     IDEAL DISTRIBUTION CO      01501989 101023 PMT     325.00      0.00    345.00
IDEAL     IDEAL DISTRIBUTION CO      01501989 101029 PMT    -345.00      0.00    345.00
IDEAL     IDEAL DISTRIBUTION CO      01501989 101029 PMT     325.00 3    20.00    345.00
IDEAL     IDEAL DISTRIBUTION CO      01501989 101029 PMT    -345.00      0.00    345.00

***
```

Daily Partial Payment Listing

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

OPERATING INSTRUCTIONS

DAILY INVOICE PARTIAL PAY LISTING
HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run the listing or type 'END' and hit <ENTER> to return to the selector.

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

Notes:

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```
UNITED SUPPLY                        Re: Account UNITED

85 CLARK ST

GARFIELD NJ 07083




Dear Sir/Madam:


    We have disallowed your deduction on


invoice number  01200002  in the amount of   1,728.75


for the following reason:


        REAPPLY


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


We have assigned a reference# of  01132173
```

Daily Charge Back Print

The program prints all customer charge back notices generated during cash application. The form is designed to print on blank 8 1/2 X 11 stock paper, and identifies to the customer the nature of the charge back, the date payment was received, and the reason and the amount of the chargeback.

OPERATING INSTRUCTIONS

CHARGE BACK PRINT

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the selector.

ENTER DATE OF RUN (MM/DD/YY)

The date entered will become the heading date for the letters printed.

SELECT OPTION FOR PRINT

1. ALL CHARGEBACKS

2. ALL CHARGEBACKS THAT HAVE NOT BEEN PRINTED

3. RANGE OF SPECIFIC CHARGEBACK NUMBERS

ENTER OPTION (1-3) OR 'END'

Type option number (1-3) and hit <ENTER> or type 'END' and hit <ENTER> to return to the selector.

Notes:

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_____
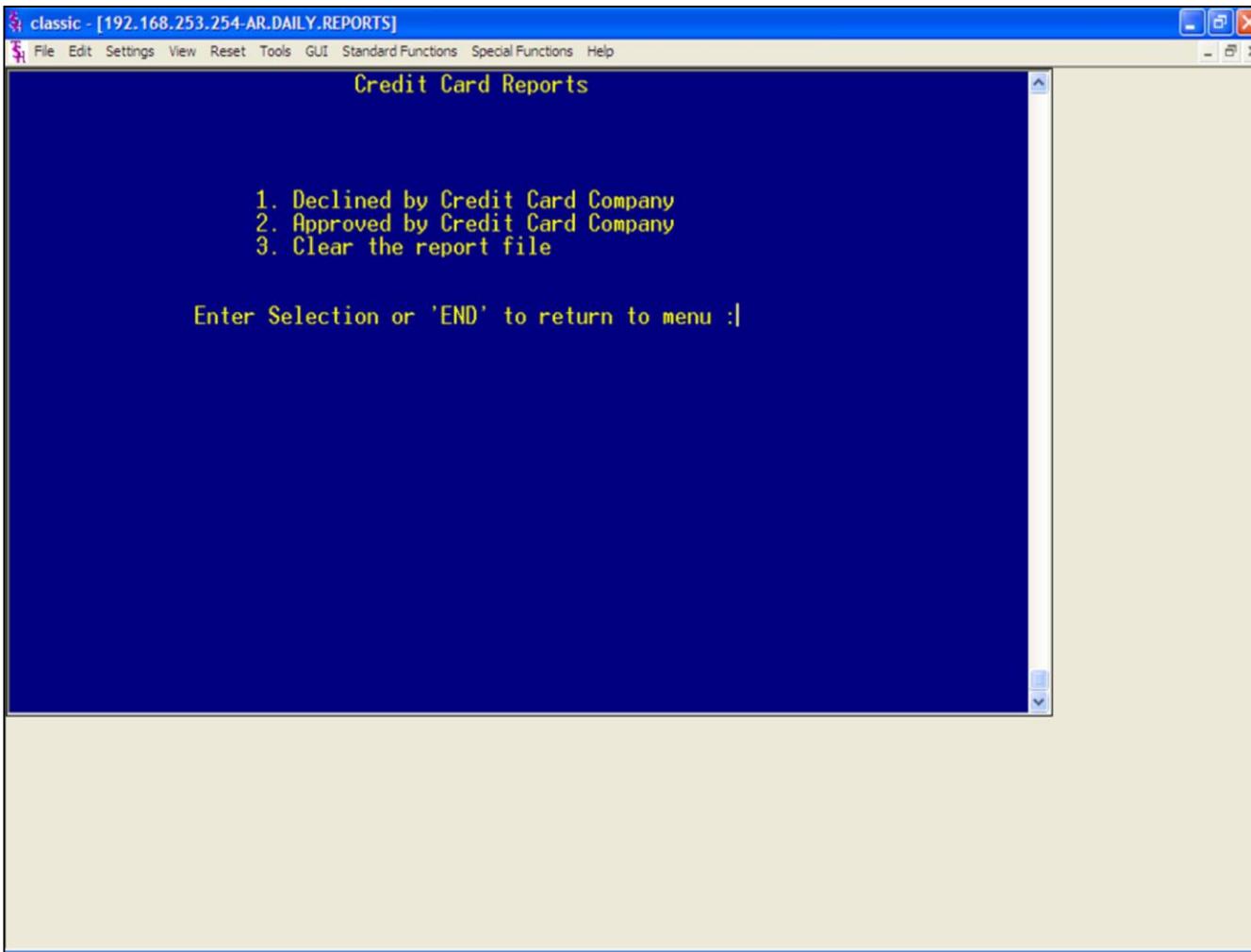
Credit Card Reports

These reports keep the operator informed on which credit cards have been approved or denied.

OPERATING INSTRUCTIONS

1. DECLINE BY CREDIT CARD COMPANY

2. APPROVED BY CREDIT CARD COMPANY

3. CLEAR THE REPORT FILE

Enter the selection by typing the number and hitting <ENTER> or type 'END' and hit <ENTER> to return to the selector.

Notes:

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```
Credit Card Authorization (DENIED) Report for 09 Jun 2003        Page   1


DATE.... CUST.NAME............... CC.NUMBER....... A.CUST.NO.... REF.NUM....... REL.NO..... CC.AMOUNT. RESULT..................

02/24/03 IDEAL DISTRIBUTION CO   1245555555554444 IDEAL        V50024887727  01132141001        5.35 Invalid account number
02/24/03 LISA TEST               370022222222222  LISA         V54A24871658  01132120001      800.00 Declined
02/24/03 LISA TEST               370022222222222  LISA         V54A24871726  01132120001      800.00 Capture error: V54A247575
                                                                                                    06 has already been captu
                                                                                                    red
02/24/03 IDEAL DISTRIBUTION CO   4123555555554444 IDEAL1       V50024871938  01132122001       15.75 Invalid account number
02/24/03 IDEAL DISTRIBUTION CO   5555555555554444 IDEAL1       V63A26105554  01132130001     -428.00 Failed merchant rule chec
                                                                                                    k
02/24/03 IDEAL DISTRIBUTION CO   5555555555554444 IDEAL1       V63A26106428  01132134001    1,070.00 Declined
02/24/03 IDEAL DISTRIBUTION CO   5555555555554444 IDEAL1       V53A24882599  01132136001      428.00 Capture error: V53A248825
                                                                                                    97 is a 'S' transaction

   ***                                                                                          2,691.10

02/25/03 IDEAL DISTRIBUTION CO   1245555555554444 IDEAL        V60026140761  01132142001       10.70 Invalid account number
02/25/03 IDEAL DISTRIBUTION CO   5555555555554444 IDEAL        V60026143860  01132156001     -288.90 Field format error: ORIGI
```

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Credit Card Authorization (APPROVED) Report for 09 Jun 2003        Page    1


DATE.... CUST.NAME............... CC.NUMBER....... A.CUST.NO.... REF.NUM....... REL.NO..... CC.AMOUNT.

02/21/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V63A25988010   01132112001    200.00
02/21/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V63A25988033   01132112001    200.00
02/21/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V64A25988035   01132112001     15.75
02/21/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V63A25988199   01132113001    200.00
02/21/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V63A25988233   01132116001    214.00
02/21/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V63A25988309   01132116001    214.00
02/21/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V64A25988310   01132116001     15.75

   ***                                                                              1,059.50

02/24/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V53A24886324   01132140001    481.50
02/24/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V54A24886568   01132141001    214.00
02/24/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V53A24887237   01132140001    481.50
02/24/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL        V53A24887239   01132140001      5.35
02/24/03 IDEAL DISTRIBUTION CO    1245555555554444 IDEAL        V54A24887698   01132141001    214.00
02/24/03 IDEAL DISTRIBUTION CO    5555555555554444 IDEAL1       V53A24871777   01132121001    642.00
```

Notes:

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Credit Card Reports

```
                    Credit Card Reports


          1. Declined by Credit Card Company
          2. Approved by Credit Card Company
          3. Clear the report file


    Enter Selection or 'END' to return to menu :3

    Enter 'Y' to clear or 'END' :Y***
```
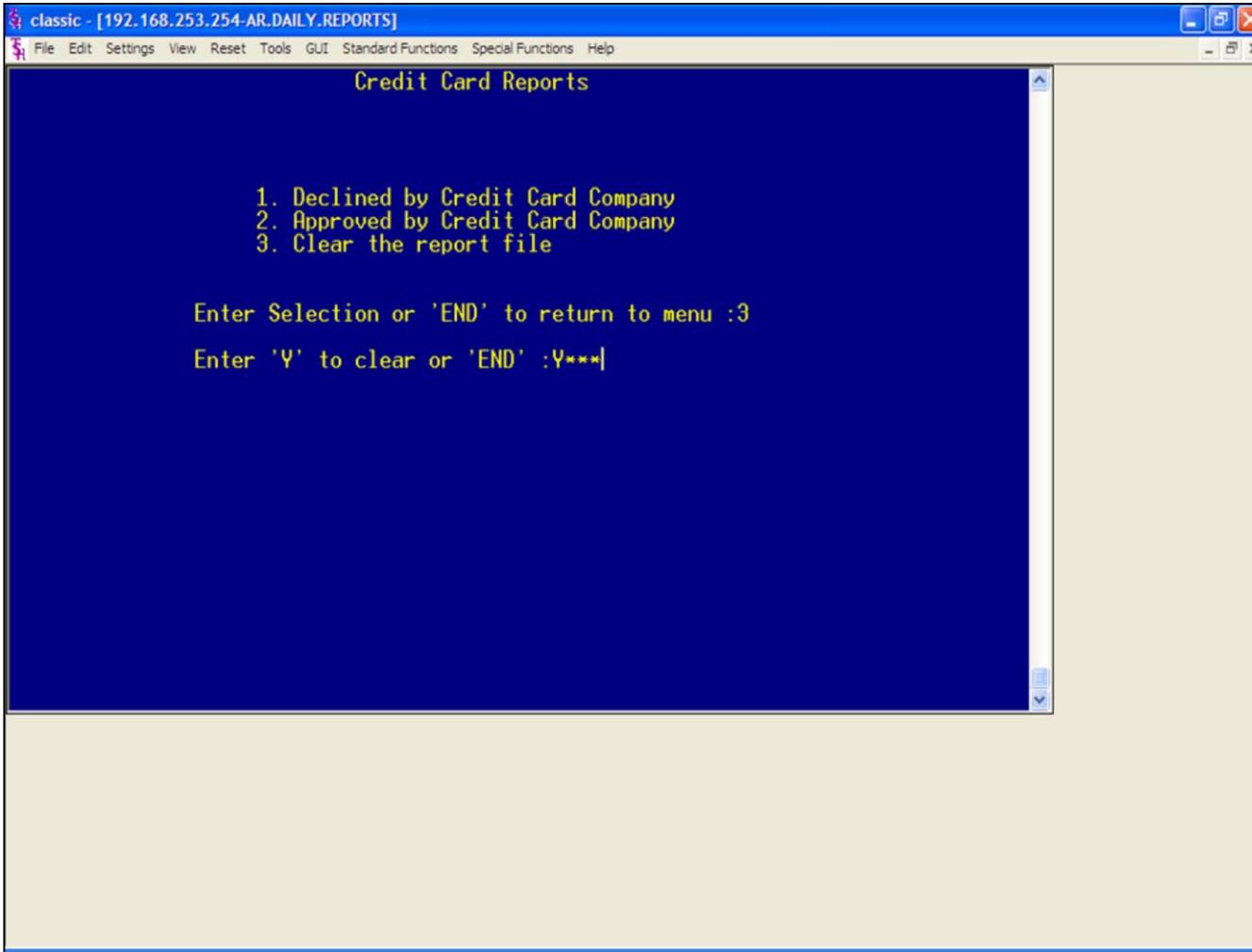
Credit Card Reports continued

Clear the Report File

This will clear the Credit Card Log file.

OPERATING INSTRUCTIONS

ENTER 'Y' TO CLEAR OR 'END':

Type 'Y***' and hit <ENTER> to clear file or type 'END' and hit <ENTER> to return to the selector.

ENTER A DATE VALUE TO USE FOR SELECTING CREDIT CARD LOG RECORDS.

RECORDS CREATED ON AND BEFORE THIS DATE WILL BE MOVED TO THE HISTORY FILE AND DELETED FROM THE ACTIVE LOG FILE.

ENTER CUTOFF DATE OR 'END' (MM/DD/YY):

Enter the cutoff date and hit <ENTER> or type 'END' and hit <ENTER> to return to the selector.

IS THIS DATE CORRECT (Y/N)?

Type 'Y' and hit <ENTER> to start the file clearing or type 'END' and hit <ENTER> to return to the selector.

Notes:

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AR Month End Reports Selector

- Monthly Updates
- Service Charges
- Monthly Reports

Accounts Receivable Month End Reports Selector

This menu is split into 3 sections, Monthly Updates, Service Charges, and Monthly Reports.

The Monthly Updates section covers the update aging to customer file.

The Service Charges section covers the service charge calculation, service charge report, general ledger update, open service charge listing, and paid service charge report.

The Monthly Reports sections covers cash receipts journal, monthly cash register by customer, summary cash register by bank, adjustment journal, customer ledger card print, detailed aged AR report, netted open item ATB, summary aged AR report, overdue AR report, statements, monthly billing invoice print, cash flow position report -printer, cash flow position -on CRT, unapplied cash listing, and detailed overdue report.

Notes:

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Monthly Updates p1

- Update Aging to Customer File
  - Overview
  - Sequence of Transactions and Aging Method

Monthly Updates

Update Aging to Customer File

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

In addition this report performs a very valuable control function. A summary A/R balance is maintained in the customer detail record. During the running of this report, the summary balance is compared to the sum of the open items in the open Accounts Receivable file. Should an out of balance situation occur, the A/R aging is prepared to alert the user to this problem and indicated that the problem has been corrected.

SEQUENCE OF TRANSACTIONS AND AGING METHOD

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

The sort sequence for inquiry, ATB, and statements printing purposes will be as follows:

AGING BASIS

ON-ACCOUNT- Date of payment

UN-APPLIED CREDITS- Date of credit

CHARGEBACKS- Date charge back

ADJUSTMENTS- Date of adjustment

INVOICES- Invoice date or as of date, if entered

SERVICE CHARGES - Date of charge

Notes:

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Monthly Updates p2

- **Update Aging to Customer File**
  - Sequence of Transactions and Aging Method

Monthly Updates continued
Update Aging to Customer File

SEQUENCE OF TRANSACTIONS AND AGING METHOD

Multiple transactions related to a given invoice (I.e. cash payments, adjustments, credits). However, it is also possible for multiple transactions to relate to any other accounts receivable transaction (I.e, a payment of a charge back).

These subordinate transactions will always age according to the date of the primary transaction, and will print in the following sequence:

1. Invoice
2. Cash payments
3. Credit memos
4. Charge backs
5. Adjustments

Notes:

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```
                        AGING ERROR REPORT              DATE: 06/11/83    PAGE:   1
                                                        TIME: 15:39:47


         A. CUST NO
COMPANY  CUST #  CUSTOMER NAME           A/R DETAIL    DETAIL    DIFFERENCE
                                                                 DETAIL


                 AJAX
 01      100015  AJAX INDUSTRIAL SUPPLY      434.97      0.00       434.97




                 COMPANY: 01   TOTAL        434.97      0.00       434.97
```

Update Aging to Customer File

Operating Instructions

ACCOUNT RECEIVABLE AGING

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

DO YOU WISH TO AGE THE RECEIVABLES? (Y/N)

Enter 'Y' and hit <ENTER> to age the accounts receivable.

Enter 'N' and hit <ENTER> to return to the accounts receivable main selector.

ENTER MONTH END DATE TO AGE BY (2N/2N/2N)

Enter the month end date and hit <ENTER> or type 'END' and hit <ENTER> to return to the selector.

IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION THE A/R AGING ERROR FILE WILL BE CLEARED.

DID THE A/R AGING ERROR REPORT PRINT OK? (Y/N)

Enter 'Y***' and hit <ENTER> and the aging will be cleared.

Enter 'N' and hit <ENTER> and the report will run again.

Notes:

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Service Charges

Service Charge Calculation

Overview

Service Charge Maintenance is located, in File Maintenance -> Customer Related Files -> Service Charge.

The service charge percent is entered into the state tax table. The entry is in the form:

TAX PERCENT	UP TO
18.0	500.00
12.00	999999.00

Up to 4 rates and maximums can be loaded.

Since most commercial companies do not charge different service charge rates, in the BASE version of MDS, a simplified approach is taken. Only one service charge rate is used, and it is found in the SERVICE CHARGE maintenance, as record 'XX'.

Notes:

_____
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Service Charges continued

Service Charge Calculation

Overview continued

Each customer has a parameter to indicated whether or not they are subject to service charges.

The name of the the parameter is 'SERVICE CHG'.

SERVICE CHG is located in File Maintenance -> Customer Related Files -> Customer/Shipto -> Customer Master Maintenance.

Notes:

_____
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SERVICE CHARGE CALCULATION

THIS PROCESS WILL UPDATE A/R RECORDS FOR SERVICE CHARGES.
ARE YOU SURE? (Y/N) |

SERVICE CHARGE CALCULATION
THIS PROCESS WILL UPDATE A/R RECORDS FOR SERVICE CHARGES.
ARE YOU SURE? (Y/N)

Enter 'Y***' and hit <ENTER> to update the service charges to the Accounts Receivables File.

Enter 'N' and hit <ENTER> to return to the menu.

ENTER DATE FOR SERVICE CHARGE CALC. (MM/DD/YY)

Enter the date for the service charge calculation.

At this point, the Accounts Receivable file is updated.

Notes:

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```
                              SERVICE CHARGE LISTING                  15:30:34  06/13/83
                                                                            PAGE:   1


CO #:  01   THE SYSTEMS HOUSE


A.CUST NO    CUST #      CUSTOMER NAME        PAST DUE AMT  PERCENT  SVC AMT  SVC DATE   SVC NUMBER   INV NUMBER

CORBIN       100012  CORBIN CORP                1,397.61     2.00     27.95  06/13/83    134163       200006
GRACE        100888  Grace                     19,104.89     2.00    382.10  06/13/83    134167       134167
IDEAL        100013  IDEAL DISTRIBUTION CO      2,698.25     2.00     53.97  06/13/83    134164       134162
MAR          100806  MICHAEL MARCOWITZ            666.50     2.00     13.33  06/13/83    134166       134166
UNITED       100014  UNITED SUPPLY              4,707.50     2.00     94.15  06/13/83    134165       200008




          TOTAL COMPANY #:  01               28,574.75             571.50




                              SERVICE CHARGE LISTING                  15:30:34  06/13/83
                                                                            PAGE:   2
```

Service Charges

Service Charge Report/GL Update

This program will print the Service Charge Report and also update General Ledger.

OPERATING INSTRUCTIONS

SERVICE CHARGE PRINT & GL UPDATE

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to process the Service Charge Report.

Type 'END' and hit <ENTER> to exit to the menu.

***********CAUTION****************

IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION

TO SERVICE CHARGES FILE WILL BE UPDATED TO THE GLA FILE, THEN CLEARED

****

DID THE SERVICE CHARGES REPORT PRINT OK? (Y/N)

Enter 'Y***' and hit <ENTER> to update.

Enter 'N' and hit <ENTER> to return to the menu.

Remember, if Report Capture is enable, the report will be sent there.

Notes:

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```
            OPEN SERVICE CHARGE REPORT FOR THE SYSTEMS HOUSE              DATE: 06/13/83    PAGE:   1
                                                                         TIME: 15:35:06


CO #:   01      THE SYSTEMS HOUSE


CUST #   A.CUST NO    CUSTOMER NAME            SER CHG #      DATE      SER AMT    CUST A/R BAL

100079   1040         NEW YORK HOSPITAL          300005     03/31/80     18.73       8646.01
100012   CORBIN       CORBIN CORP                134163     06/13/83     27.95       1453.51
100012   CORBIN       CORBIN CORP                200006     03/31/80     27.95
100088   GRACE        Grace                      134167     06/13/83    382.10      19486.99
100013   IDEAL        IDEAL DISTRIBUTION CO      134162     05/28/83    100.00       2852.22
100013   IDEAL        IDEAL DISTRIBUTION CO      134164     06/13/83     53.97
100086   MAR          MICHAEL MARCOWITZ          134166     06/13/83     13.33        689.83
100014   UNITED       UNITED SUPPLY              134165     06/13/83     94.15       4801.75
100014   UNITED       UNITED SUPPLY              200008     03/31/80      0.10


       COMPANY TOTAL:                                                   718.28      37938.31
```

Service Charges
Open Service Charge Listing

Overview

This report will print all open service charges in customer sequence, so that a determination can be made whether to attempt collection of service charge or to write it off.

Operating Instructions

OPEN SERVICE CHARGE LISTING
HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run the report.

Type 'END' and hit <ENTER> to return to the menu.

Remember, if Report Capture is enable, the report will be sent there.

Notes:

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```
  END OF MONTH                 MONTHLY PAID SERVICE REPORT                    DATE: 06/13/03    PAGE:    1
                                                                             TIME: 15:43:31


APPLIED CO #:   01        THE SYSTEMS HOUSE


EXT CUST#      INT CUST        CUSTOMER NAME

TYPE CO-INV# REF #  A/R CRED   CASHDIS    CHGBACK    SHORTPY                    MISC    REAPPLY  CASH APPL  CHECK #


UNITED         100014  UNITED SUPPLY

PMT 01134165 134165     94.15      0.00       0.00       0.00      0.00      0.00     0.00                94.15 954


TOT CUST: UNITED        94.15      0.00       0.00       0.00      0.00      0.00     0.00      0.00      94.15

.

  END OF MONTH                 MONTHLY PAID SERVICE REPORT                    DATE: 06/13/03    PAGE:    2
                                                                             TIME: 15:43:31
```

Service Charges
Paid Service Charge Report

Overview

This report lists all service charges paid during the current account period.

Operating Instructions

MONTHLY PAID SERVICE CHARGES REGISTER
HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to process report.

Type 'END' and hit <ENTER> to return to the menu.

Remember, if Report Capture is enable, the report will be sent there.

Notes:

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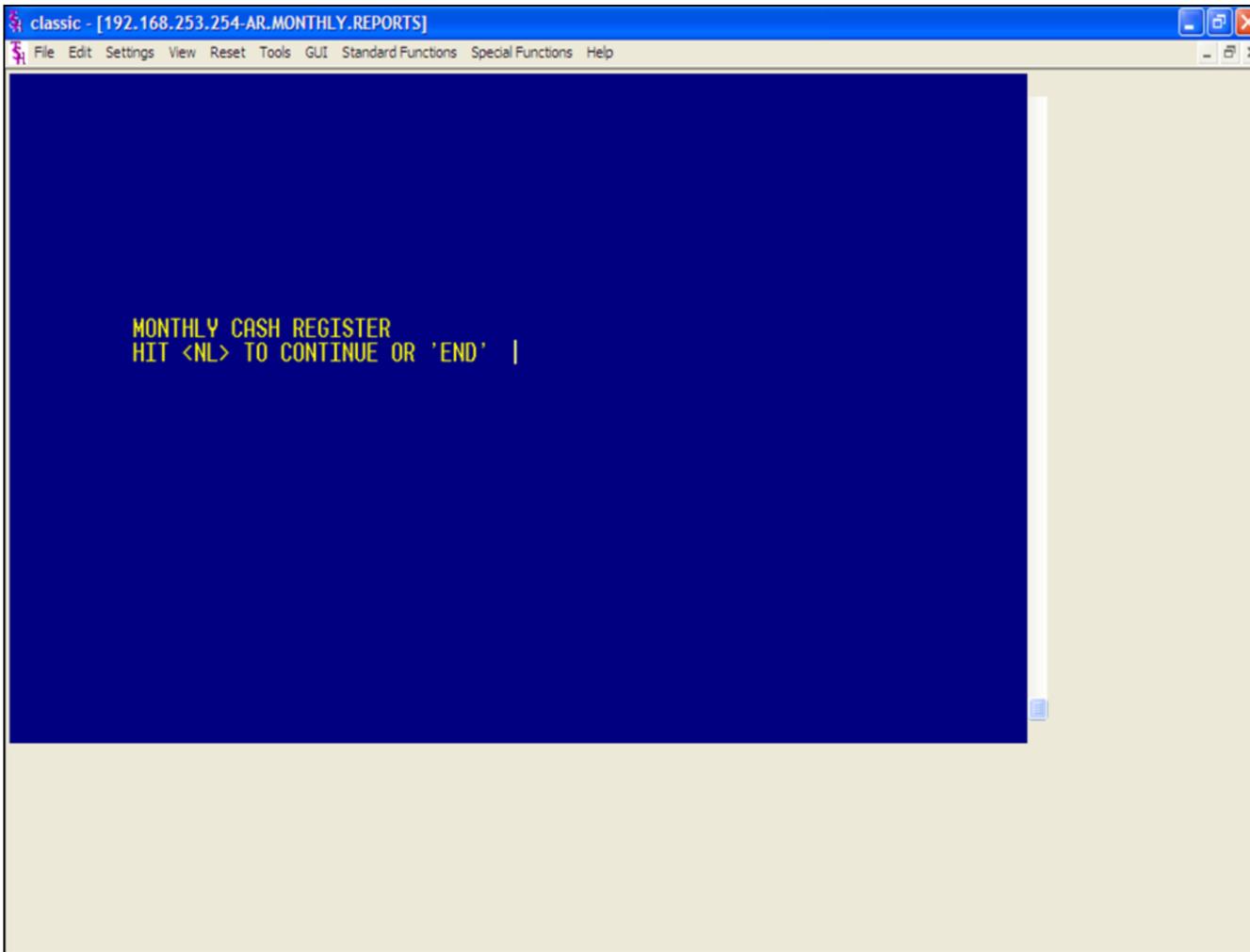
Monthly Reports
Cash Receipts Journal

Overview

This report details all cash received during the month and shows its application by customer. Totals are provided to show the general ledger entries that result from the report's transactions. After the printing of the month end report, a journal entry is created by the system to post the results into the general ledger.

Four reports are produced:

1. Monthly Cash Register
2. Monthly Cash Register - Non A/R Cash
3. Cash Summary by Applied Company
4. Cash Summary by Receiving Company

Only records that have been updated to the monthly register will print.

This report sorts by batch number all cash receipts for the month. This report is also generated during the accounts receivable month end jobstream.

Remember, if Report Capture is enable, the report will be sent there.

```
MONTHLY CASH REGISTER
HIT <NL> TO CONTINUE OR 'END' |
```

Notes:

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```
                        MONTHLY CASH REGISTER                    DATE: 06/13/03   PAGE:   1
                                                                TIME: 15:53:48


RECEIVING CO #:   01        THE SYSTEMS HOUSE

RECEIVING BANK:  100        FIDELITY UNION TRUST


EXT CUST#    INT CUST      CUSTOMER NAME

TYPE CO-INV# REF #  A/R CRED   CASHDIS   CHGBACK   SHORTPY              MISC    REAPPLY  CASH APPL  CHECK #


RACHEL        100083  RACHEL CUST

PMT 01501929 501929    23.00      0.00      0.00      0.00      0.00      0.00      0.00             23.00 1




TOT CUST: RACHEL       23.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00    23.00




TOT APPLY CO #: 01     23.00      0.00      0.00      0.00      0.00      0.00      0.00      0.00    23.00
```

Operating Instructions

MONTHLY CASH REGISTER
NIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to process.

Type 'END' and hit <ENTER> to return to the selector.

IS THIS THE END OF MONTH PRINT (Y/N)

Enter 'Y***' and hit <ENTER> to run the report and also update the GLA file.

Enter 'N' and hit <ENTER> to just run the report.

If 'Y' is entered, you will be prompted:

ENTER MONTH END DATE AS (MM/DD/YY)

Enter the date for the report and the update then hit <ENTER>.

The report show in the example is the Monthly Cash Register.

Remember, if Report Capture is enable, the report will be sent there.

Notes:

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```
                          MONTHLY CASH REGISTER-NON A/R CASH          DATE: 06/13/03    PAGE:    1
                                                                      TIME: 15:53:48


APPLIED CO #    01      THE SYSTEMS HOUSE


G/L NO         G/L DESCRIPTION          DESCRIPTION          BATCH#   MSC CSH AMT  DEP DATE  BANK#  REC CO



 TOTAL NON A/R CASH FOR  05/02/03                             0.00



                          MONTHLY CASH REGISTER-NON A/R CASH          DATE: 06/13/03    PAGE:    2
                                                                      TIME: 15:53:48


APPLIED CO #    01      THE SYSTEMS HOUSE


G/L NO         G/L DESCRIPTION          DESCRIPTION          BATCH#   MSC CSH AMT  DEP DATE  BANK#  REC CO

01-1000-00     ASSETS                                        101017      100.00   05/13/03   100    01
```

Notes:

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```
        SUMMARY OF MONTHLY CASH REGISTER BY APPLIED COMPANY          03:53:48pm  13 Jun 2003    PAGE:      1


    APPLIED CO#:    01 THE SYSTEMS HOUSE



BANK REC.CO DATE.... BATCH# GL#............ A/R CREDIT CODE1... CODE2... CODE3... CODE4... CODE5... CODE6... CODE7... NET CASH..

100    01 05/02/03 101007              23.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      23.00
100    01 05/02/03 101008               5.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00       5.00
100    01 05/02/03 101009             100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     100.00
100    01 05/02/03 101010              33.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      33.00
100    01 05/13/03 101014             100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     100.00
100    01 05/13/03 101015           -4539.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00   -4539.25
100    01 05/13/03 101016            4519.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00    4519.25
100    01 05/13/03 101019            -100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    -100.00
100    01 05/16/03 101021             110.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     110.00
100    01 05/20/03 101023             325.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     325.00
100    01 05/20/03 101026           -3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00   -3321.20
100    01 05/20/03 101027           -3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00   -3321.20
100    01 05/20/03 101028            3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00    3321.20
100    01 05/20/03 101029            -345.00    0.00    0.00   20.00    0.00    0.00    0.00    0.00    -365.00
```

Monthly Reports
Cash Receipts Journal continued
Cash Summary By Applied Company
Example shown.

Notes:

_____
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_____

```
        SUMMARY OF MONTHLY CASH REGISTER BY RECEIVING COMPANY              03:53:48pm  13 Jun 2003    PAGE:      1


   RECEIVING CO#:      01 THE SYSTEMS HOUSE



BANK CO# DATE.... BATCH# GL#............ A/R CREDIT CODE1... CODE2... CODE3... CODE4... CODE5... CODE6... CODE7... NET CASH..

 100  01 05/02/03 101007              23.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      23.00
 100  01 05/02/03 101008               5.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00       5.00
 100  01 05/02/03 101009             100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     100.00
 100  01 05/02/03 101010              33.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00      33.00
 100  01 05/13/03 101014             100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     100.00
 100  01 05/13/03 101015           -4539.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00   -4539.25
 100  01 05/13/03 101016            4519.25    0.00    0.00    0.00    0.00    0.00    0.00    0.00    4519.25
 100  01 05/13/03 101019            -100.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00    -100.00
 100  01 05/16/03 101021             110.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     110.00
 100  01 05/20/03 101023             325.00    0.00    0.00    0.00    0.00    0.00    0.00    0.00     325.00
 100  01 05/20/03 101026           -3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00   -3321.20
 100  01 05/20/03 101027           -3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00   -3321.20
 100  01 05/20/03 101028            3321.20    0.00    0.00    0.00    0.00    0.00    0.00    0.00    3321.20
 100  01 05/20/03 101029            -345.00    0.00    0.00   20.00    0.00    0.00    0.00    0.00    -365.00
```

Monthly Reports
Cash Receipts Journal continued
Cash Summary By Receiving Company
Example shown.

Notes:

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```
                      MONTHLY CASH REGISTER BY CUSTOMER              DATE: 06/16/03    PAGE:    1
                                                                    TIME: 10:33:30


  CO #:   01      THE SYSTEMS HOUSE


        A.CUST NO
CUST #  CUSTOMER NAME    TRX INV # REF # A/R CRED  CASHDIS CHGBACK SHORTPY        MISC REAPPLY  CASH APPL CHECK #

1010   ST. MICHAELS HOSPI PMT 501671 501671   10.00   0.00   0.00   0.00   0.00  0.00  0.00           10.00 CK2


                        **********   10.00           0.00           0.00          0.00           10.00
                                             0.00           0.00           0.00          0.00


AJAX   AJAX INDUSTRIAL SU PMT 000058 000058  100.00   0.00   0.00   0.00   0.00  0.00  0.00          100.00


                        **********  100.00           0.00           0.00          0.00          100.00
                                             0.00           0.00           0.00          0.00
```

Monthly Cash Register By Customer

Overview
The report re-sorts the month's cash receipts into customer sequence for audit purposes.

Operating Instructions
MONTHLY CASH REGISTER BY CUSTOMER

HIT<NL> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

IS THIS THE MONTH END PRINT (Y/N)

Type 'Y' and hit <ENTER> to print the report and update to the GLA file.

Type 'N' and hit <ENTER> to just print the report.

If 'Y' is answered, you will be prompted:

ENTER MONTH END DATE AS (MM/DD/YY)

Enter the date for the report and update.

Remember, if Report Capture is enable, the report will be sent there.

Notes:

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_____

```
PAGE    1              *********** MONTHLY CASH SUMMARY REPORT **************        DATE10:40:36am  16 Jun 2003

   CO#:  01  THE SYSTEMS HOUSE


CO# BANK# BANK.NAME..........  BATCH# SYS.DT.. POST.DT. AR.CONTROL CODES WO.AMT.... MISC.CASH. NET.CASH..

01  001                        000100 02/13/89 03/13/89  10000.00            0.00       0.00   10000.00
01  001                        000104 02/14/89 03/02/89   5000.00            0.00       0.00    5000.00
01  001                        000105 02/14/89 03/02/89   1000.00            0.00       0.00    1000.00
01  001                        000108 02/14/89 03/02/89   5000.00            0.00       0.00    5000.00
01  001                        000109 02/14/89 03/01/89  50000.00            0.00       0.00   50000.00
01  001                        000110 02/14/89 02/14/89 172520.00            0.00       0.00  172520.00
01  001                        000112 02/14/89 03/01/89  50000.00            0.00       0.00   50000.00
01  001                        000116 02/17/89 03/01/89    100.00            0.00       0.00     100.00
01  001                        000119 09/14/89 03/01/89    100.00            0.00       0.00     100.00
01  001                        000120 09/14/89 03/01/89    100.00            0.00       0.00     100.00
01  001                        000121 09/14/89 03/05/89    100.00            0.00       0.00     100.00
01  001                        111111 09/26/89 03/30/89   1390.61    1     335.11       0.00    1000.00
                                                                      2      55.50
01  001                        111112 09/26/89 03/23/89    958.51    1     164.01       0.00     750.00
```

Summary Cash Register By Bank

Overview

This report summarizes each deposit by bank, by date for cash reconciliation purposes.

Operating Instructions

IS THIS THE LAST RUN FOR THE MONTH AND CAN WE
CLEAR THE MONTHLY CASH SUMMARY FILE?

Type 'Y***' and hit <ENTER> to clear the Monthly Cash Summary file.

Type any other key and hit <ENTER> to just run the report.

Remember, if Report Capture is enable, the report will be sent there.

Notes:

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Adjustment Journal Report

Overview

This report reflects all transactions entered through the adjustment program as well as all charges created by the service charge calculation program.

Operating Instructions

You will be prompted:

CUSTOMER OPTIONS:

Click on **'ALL CUSTOMERS'** then click on the **'OK'** button to print all the message for all customers.

Click on **'CUSTOMER RANGE'** then click on the **'OK'** button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'SPECIFIC CUSTOMER'** then click on the **'OK'** button to select a specific customer. If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'END'** to exit out of the report.

Notes:

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```
                    ACCOUNTS RECEIVABLE ADJUSTMENT LIST              DATE: 06/16/03    PAGE:    1
                                                                     TIME: 10:48:35


CO #: 01            THE SYSTEMS HOUSE


     A. CUST NO
CUST #  CUSTOMER NAME              ADJ DATE  TYPE  NUMBER  ADJUST   AMOUNT    GENERAL LEDGER       COMMENTS



     IDEAL
100013  IDEAL DISTRIBUTION CO      05/28/03  ADJ   003264  003264     10.00   01-1000              RJ

                                   05/28/03  S/C   134162  134162    100.00   01-1000


     RACHEL
100003  RACHEL CUST                05/07/03  ADJ   003257  003257    100.00   01-1000-00

                                   05/07/03  ADJ   003258  003258     25.00-  01-1000-00

                                   05/07/03  ADJ   003259  003259     75.00   01-1000-00

                                   05/07/03  ADJ   003260  003260     55.00   01-1000-00

                                   05/07/03  ADJ   003261  003261     74.57   01-1000-00
```

Notes:

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Adjustment Journal Report continued
Operating Instructions
DATES

Click on **'ALL DATES'** then click on the **'OK'** button if you want to select all dates.

Click on **'DATE RANGE'** then click on the **'OK'** button to select by date range. You can enter dates the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on **'SPECIFIC DATE'** then click on the **'OK'** button for a specific date. You can enter the date in the following ways: in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

Click on **'END'** to exit out of the report.

PRESS <RETURN> TO PROCESS REPORT, LINE# TO CHANGE OR ABORT:

Hit <ENTER> to process report, enter line number to change, or type 'ABORT' to exit the report.

DO YOU WISH TO RUN THE END OF MONTH REPORT?

Type 'Y' and hit <ENTER> to print the report and update to the GLA file.

Type 'N' and hit <ENTER> to just print the report.

Remember, if Report Capture is enabled, the report will be sent there.

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

```
LEDGER CARD PRINT
HIT <RTN> TO CONTINUE OR 'END'
ENTER DATE OF RUN  (MM/DD/YY)  06/18/03
DO YOU WANT SPECIFIC CUSTOMERS (Y/N)  N
```
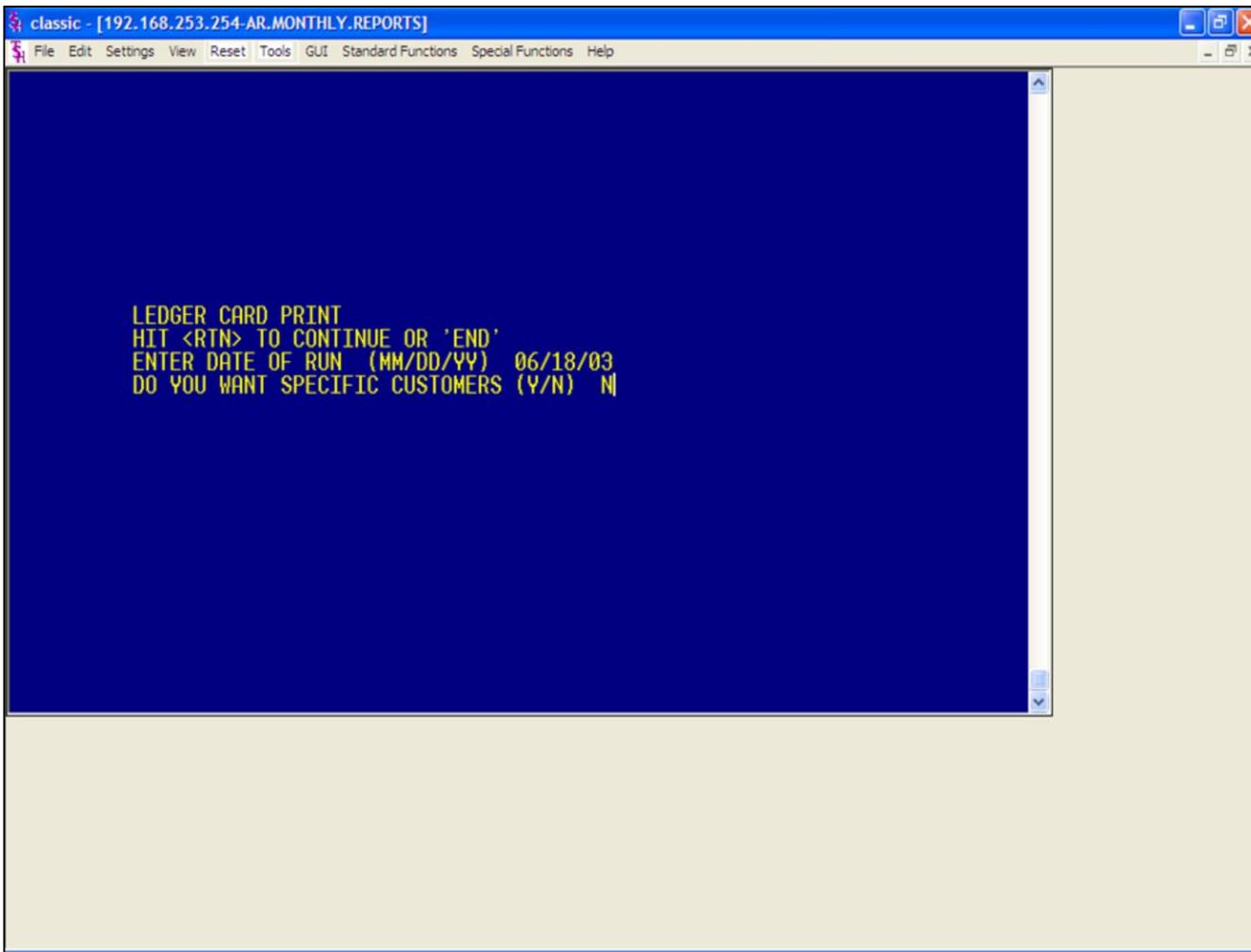
Customer Ledger Card Print

Overview

This report provides all the information necessary to evaluate the credit status of a customer. It is also designed to be the primary collection tool and the source for identifying cash receipts. Each customer is printed on a separate page of the report.

Operating Instructions

LEDGER CARD PRINT

HIT <RETURN> TO CONTINUE OR 'END'

Hit <ENTER> to run the ledger card print or type 'END' and hit <ENTER> to return to the menu.

ENTER DATE OF RUN (MM/DD/YY)

Enter the date of the report run as MM/DD/YY or type 'END' and hit <ENTER> to return to the menu.

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

Enter 'Y' and hit <ENTER> to prompt for the beginning and ending customer numbers.

Enter 'N' and hit <ENTER> to print all customers.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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2
G&A MEDICAL GROUP
1322 MAIN STREET
SUITE# 201

WESTCHESTER   NY 11031

06/16/03 1050 **1**   **8**

001   RICK SMITH

100081   **9**   973-555-1212

3   250   **6**   110

4   N   840.00

5   4662   **7**   06/16/03

06/16/03 1050   06/16/03 1050

G&A MEDICAL GROUP   G&A MEDICAL GROUP

1322 MAIN STREET   1322 MAIN STREET

SUITE# 201   SUITE# 201

WESTCHESTER   WESTCHESTER

Header Information
1. Customer Number
2. Customer Name and Address
3. Credit Limit
4. Credit Status
5. Highest A/R Balance recorded
6. Average Payment Days
7. Last Payment Date
8. Contact Name
9. Telephone Number

05/01/00 INV 131661-01   840.00   16.80   0.00   0.00 JOE GAILES   131661   0.00   131661   0.00
05/17/00 INV 131932-01   3822.14   76.44   3822.14   3822.14 JOE   131932 3822.14   131932 3822.14
                         4662.14   4662.14   4662.14   0.00   0.00   0.00   0.00

JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
0	0	0	0	0	0	0	0	0	0	0

                          4662   4662   4662   4662   4662

             3822.14   -840.00   0.00   0.00   0.00   0.00   4662.14

Notes:

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```
                    06/16/03 1050                    06/16/03 1050         06/16/03 1050

G&A MEDICAL GROUP                        001    RICK SMITH

1322 MAIN STREET                    100081         973-555-1212    G&A MEDICAL GROUP    G&A MEDICAL GROUP

SUITE# 201                      250              110    1322 MAIN STREET    1322 MAIN STREET

                                N              840.00    SUITE# 201         SUITE# 201

WESTCHESTER      NY  11031          4662              06/16/03

                                                       WESTCHESTER         WESTCHESTER


  1   2   3          5         6         7         4         8
05/01/00 INV 131661-01    840.00    16.80    0.00    0.00 JOE GAILES    131661    0.00    131661    0.00
05/17/00 INV 131932-01    3822.14    76.44    3822.14    3822.14 JOE    131932    3822.14    131932    3822.14
                          4662.14    4662.14    4662.14    0.00    0.00    0.00    0.00


              JUL    AUG    SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY

               0      0      0      0      0      0      0      0      0      0      0

                                  4662    4662    4662    4662              4662

              3822.14  -840.00    0.00    0.00    0.00    0.00    4662.14
```

Customer Ledger Card Print continued

Open Item Information

Each open item is print with the following information:

1. Transaction date.

2. Transaction type.

3. Invoice number.

4. Reference number.

5. Original transaction amount.

6. Cash discount.

7. Transaction balance.

8. Remarks - containing customer reference or check number.

Notes:

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	06/16/03 1050			06/16/03 1050	06/16/03 1050

```
G&A MEDICAL GROUP                    001   RICK SMITH

1322 MAIN STREET              100081      973-555-1212      G&A MEDICAL GROUP    G&A MEDICAL GROUP

SUITE# 201                    250          110              1322 MAIN STREET     1322 MAIN STREET

                             N            840.00           SUITE# 201           SUITE# 201

WESTCHESTER    NY  11031      4662         06/16/03

                                                           WESTCHESTER          WESTCHESTER


05/01/00 INV 131661-01      840.00      16.80       0.00      0.00 JOE GAILES   131661     0.00    131661     0.00

05/17/00 INV 131932-01     3822.14      76.44    3822.14   3822.14 JOE          131932   3822.14   131932   3822.14

                           4662.14    4662.14    4662.14      0.00       0.00      0.00               0.00
                              1          2          3          4          5          6                 7


                            JUL   AUG   SEP   OCT   NOV   DEC   JAN   FEB   MAR   APR   MAY

                      8
                              0     0     0     0     0     0     0     0     0     0     0


                      9                       4662  4662  4662  4662                     4662


                      10   3822.14  -840.00    0.00      0.00      0.00      0.00    4662.14
```

Customer Ledger Card Print continued

Historical Information

At the bottom of the page the following historical information is printed:

1. Sales - last year.
2. Sales - last year-to-date.
3. Sales - current month last year.
4. Sales - current month.
5. Sales - year-to-date.
6. Returns - year-to-date.
7. Net sales.
8. Sales for the past 10 months.
9. A/R balance for the past 10 months.
10. Aging totals.

This report is intended to print on a pre-printed form with 2 tear-off strips, which are intended to serve as the input document for cash application.

Notes:

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Detailed Aged A/R Report continued

Overview

This report is intended to provide a detailed open item aging of accounts receivable.

Operating Instructions

You will be prompted as follows:

COMPANY OPTIONS:

Click on **'ALL COMPANIES'** then click on the **'OK'** button to print all the message for all companies.

Click on **'COMPANY RANGE'** then click on the **'OK'** button to select a range of companies to print their messages. You will be asked to enter the starting company number and ending company number. If you do not know the company numbers, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the company is chosen the system will display the company number.

Click on **'SPECIFIC COMPANY'** then click on the **'OK'** button to select a specific company. If you do not know the company number, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the company is chosen the system will display the company number.

Click on **'END'** to exit out of the report.

Open Item Aged Trial Balance

1. Company   01   THE SYSTEMS HOUSE

2. Salesman   Range

                    001 to 003

3. Customer#   All

Press <RETURN> to Process Report, Line# to Change, or ABORT :   XXXXXX

HELP   OK/END   INSERT   LDELETE   PREV PG   NEXT PG   INQUIRY   CANCEL

Notes:

_____

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Detailed Aged A/R Report continued

Operating Instructions

You will be prompted as follows:

SALESMAN OPTIONS:

Click on **'ALL SALESMEN'** then click on the **'OK'** button to print all the message for all salesmen.

Click on **'SALESMAN RANGE'** then click on the **'OK'** button to select a range of salesman to print their messages. You will be asked to enter the starting salesman number and ending salesman number. If you do not know the salesman numbers, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the salesman is chosen the system will display the salesman number.

Click on **'SPECIFIC SALESMAN'** then click on the **'OK'** button to select a specific SALESMAN. If you do not know the SALESMAN number, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the SALESMAN is chosen the system will display the SALESMAN number.

Click on **'END'** to exit out of the report.

Notes:

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Operating Instructions

You will be prompted as follows:

CUSTOMER OPTIONS:

Click on **'ALL CUSTOMERS'** then click on the **'OK'** button to print all the message for all customers.

Click on **'CUSTOMER RANGE'** then click on the **'OK'** button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'SPECIFIC CUSTOMER'** then click on the **'OK'** button to select a specific customer. If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'END'** to exit out of the report.

ENTER AGING DATE

Enter Aging date in format MM/DD/YY and hit <ENTER>.

Remember, if Report Capture is enabled, the report will be sent there

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classic - [192.168.253.254-MDS.RPTS.LOGON011$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Open Item Aged Trial Balance

1. Company   01   THE SYSTEMS HOUSE

2. Salesman   Range

                                                      001 to 003

3. Customer#   All

Press <RETURN> to Process Report, Line# to Change, or ABORT :   XXXXXX

HELP   OK/END   INSERT   LDELETE   PREV PG   NEXT PG   INQUIRY   CANCEL

Notes:

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```
                    OPEN ITEM AGED TRIAL BALANCE BY COMPANY           DATE: 06/18/03    PAGE:    1

                         AGING CREDITS AGAINST OLDEST ITEMS


CO #:   01      THE SYSTEMS HOUSE                      07/03                      TIME: 11:41:10


CUST #  COMP   AOD    CUST REFERENCE    DATE    TYPE C/M NO  INV-NO  C.DISC   TOTAL      *CURRENT*   31-60      61-90       91-OVR
                                                                                        INCLD FUT


            1                    2                3       4              5         6        7          8          9
A/R #      CUSTOMER NAME        SLS   HI-BAL AVG PD-TO-DATE CR.HD  CM  ST  CR.LMT  YTD SALES DIS.PCT TERR OLDEST   ORDER BAL

100076 ST. MARYS MEDICAL CENTER  001    4000 0    200.00    N    02  Y    0            0.00   0.000      11/26/02  2900.00
       1000                                                               212-303-0400

  10
     01             999999       02/24/03  O/A 128714  128714    0.00   -200.00                                    -200.00

     01   01/10/03 1             11/26/02  INV         501686   40.00   2000.00                                    2000.00

     01   01/10/03 1             11/26/02  INV         501687   40.00   2000.00                                    2000.00

     01   03/10/03 1324          02/24/03  INV         501812    4.00    200.00                                     200.00


  11                                          12
***************** LAST PMT:  -200.00  02/24/03    TOTAL    84.00   4000.00      0.00      0.00      0.00    4000.00
```

Detailed Aged A/R Report continued

The example shows the displayed report. Some important fields are defined:

1. Customer Name
2. Salesman number.
3. Amount paid to date.
4. Credit Hold Status - 'Y' is customer is on credit hold, 'N' = is customer is not on credit hold.
5. Credit limit.
6. Year to date sales.
7. Cash discount percent.
8. Oldest open invoice date.
9. Order balance.
10. Open Invoices.
11. Last payment information.
12. Totals.

Notes:

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Netted Open Item ATB

Overview

This report excludes all fully paid open items and prints the net amount open only.

Operating Instructions

NETTED OPEN ITEM AGED TRIAL BALANCE

1. BY CUSTOMER

2. BY SALESMAN

3. CONSOLIDATED

ENTER OPTION NUMBER OR 'END'

Enter the option number and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

ENTER MONTH END DATE (2N/2N/2N)

Enter the date for the aging and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

If you are not running the consolidated report, you will be prompted:

ENTER COMPANY NUMBER (2N) OR 'A' FOR ALL

Enter a specific company number and hit <ENTER>, type 'A" and hit <ENTER> for all companies, or type 'END' and hit <ENTER> to return to the menu.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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```
                    OPEN ITEM AGED TRIAL BALANCE BY COMPANY          DATE: 06/18/03   PAGE:   1
                              AGING CREDITS AGAINST OLDEST ITEMS

CO #:   01      THE SYSTEMS HOUSE                        07/03                    TIME: 13:47:45


CUST # COMP   AOD    CUST REFERENCE    DATE    TYPE C/M NO  INV-NO  C.DISC   TOTAL     *CURRENT*   31-60      61-90       91-OVR
                                                                                      INCLD FUT


A/R #       CUSTOMER NAME          SLS   HI-BAL AVG PD-TO-DATE CR.HD  CM  ST   CR.LMT    YTD SALES DIS.PCT TERR OLDEST   ORDER BAL
100076 ST. MARYS MEDICAL CENTER    001   4000 0      200.00    N     02  Y    0          0.00   0.000      11/26/02  2900.00
       1000                                                        212-303-0400

       01            999999        02/24/03  O/A 128714  128714    0.00   -200.00                                     -200.00
       01  01/10/03 1              11/26/02  INV         501686   40.00   2000.00                                     2000.00
       01  01/10/03 1              11/26/02  INV         501687   40.00   2000.00                                     2000.00
       01  03/10/03 1324           02/24/03  INV         501812    4.00    200.00                                      200.00


****************** LAST PMT:  -200.00 02/24/03   TOTAL        84.00   4000.00      0.00      0.00      0.00   4000.00
```

Netted Open Item ATB continued
Open Item Aged Trial Balance by Company
Option #1, example of report.

Notes:

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```
                      OPEN ITEM AGED TRIAL BALANCE BY SALESMAN        DATE: 06/18/83   PAGE:   1
                      AGING CREDITS AGAINST OLDEST ITEMS

CO #:  01      THE SYSTEMS HOUSE                          07/03                    TIME: 13:47:22


CUST # COMP  AOD   CUST REFERENCE   DATE   TYPE C/M NO  INV-NO  C.DISC   TOTAL    *CURRENT*  31-60    61-90     91-OVR
                                                                                  INCLD FUT


A/R #      CUSTOMER NAME        SLS   HI-BAL AVG PD-TO-DATE CR.HD  CM ST  CR.LMT   YTD SALES DIS.PCT TERR OLDEST   ORDER BAL
100045 ACME FASTENERS INC       000   -800 0       0.00     N   05 Y   0           0.00  0.000                      0.00
       10004

       01                       04/08/83  C/M 130741 130741   0.00    -800.00                      -800.00


****************** LAST PMT:   0.00 02/05/84   TOTAL      0.00    -800.00  -800.00     0.00      0.00     0.00
```

Notes:

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```
                CONSOLIDATED OPEN ITEM AGED TRIAL BALANCE                  DATE: 06/18/03   PAGE:    1

                AGING CREDITS AGAINST OLDEST ITEMS

                                07/03


CUST # COMP   AOD    CUST REFERENCE    DATE    TYPE C/M NO  INV-NO  C.DISC   TOTAL       *CURRENT*   31-60     61-90       91-OVR
                                                                                        INCLD FUT


A/R #      CUSTOMER NAME         SLS    HI-BAL AVG PD-TO-DATE CR.HD  CM  ST   CR.LMT   YTD SALES DIS.PCT TERR OLDEST    ORDER BAL
100076 ST. MARYS MEDICAL CENTER   001    4000 0      200.00    N    02  Y    0            0.00   0.000       11/26/02   2900.00
       1000                                                                 212-303-0400


       01              999999      02/24/03  O/A  128714  128714   0.00   -200.00                                      -200.00
       01   01/10/03 1             11/26/02  INV          501686  40.00   2000.00                                       2000.00
       01   01/10/03 1             11/26/02  INV          501687  40.00   2000.00                                       2000.00
       01   03/10/03 1324          02/24/03  INV          501812   4.00    200.00                                        200.00


****************** LAST PMT:  -200.00 02/24/03   TOTAL     84.00   4000.00      0.00      0.00      0.00     4000.00
```

Notes:

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```
SUMMARY A/R SHEDULE

1. BY CUSTOMER

2. BY SALESMAN

3. CONSOLIDATED


ENTER OPTION NUMBER OR 'END'
```

Summary Aged A/R Report
Overview

This report summarizes the detailed aging and produces a one line total for each customer, showing the accounts receivable balance in total and by aging category. Three sequences are available: by customer, by salesman, and by consolidated.

Operating Instructions
SUMMARY A/R SCHEDULE
1. BY CUSTOMER
2. BY SALESMAN
3. CONSOLIDATED
ENTER OPTION NUMBER OR 'END'

Enter the option number and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

If you are not running the consolidated report, you will be prompted:

ENTER COMPANY NUMBER (2N) OR 'A' FOR ALL

Enter a specific company number and hit <ENTER> or type 'A" and hit <ENTER> for all companies.

ENTER MONTH END DATE (2N/2N/2N)

Enter the date for the aging and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

IS THIS THE END OF MONTH PRINT (Y/N)

Enter 'Y' and hit <ENTER>, this will flag the report as end of month in the heading.

Enter 'N' and hit <ENTER>, this will not flag the report as end of month in the heading.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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```
                    SUMMARY A/R SCHEDULE BY COMPANY              DATE: 06/18/03    PAGE:   1

                    AGING CREDITS AGAINST OLDEST ITEMS

CO #:   01      THE SYSTEMS HOUSE                                TIME: 14:03:41


CUST #     A.CUST NO       A/R       CURRENT    31-60    61-90    91-120   121+OVER    YTD    LAST ORDER LAST PMT
           CUSTOMER NAME   BALANCE                                                     SALES    DATE      DATE


           1000            4,000.00             0.00             200.00              0.00      02/24/03
100076   ST. MARYS MEDICAL CENTER        0.00            0.00             3,800.00           02/24/03


           10004           800.00-              0.00    0.00             0.00      02/05/84
100045   ACME FASTENERS INC              800.00-         0.00             0.00            04/08/03


           1010            634.71               0.00    0.00             0.00      06/13/03
100077   ST. MICHAELS HOSPITAL           0.00            0.00             634.71           11/06/02


           1020            1,631.37            0.00     0.00             0.00      11/29/73
100078   COLUMBIA-PRESBYTERIAN           0.00            0.00             1,631.37          03/11/00


           1030            1,109.60            0.00     0.00             0.00      11/29/73
```

Summary A/R Schedule By Company
Option #1, example of report.

Notes:

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```
                          SUMMARY A/R SCHEDULE BY COMPANY                  DATE: 06/18/03     PAGE:   1

                          AGING CREDITS AGAINST OLDEST ITEMS

CO #:   01      THE SYSTEMS HOUSE                                          TIME: 14:12:56


CUST #      A.CUST NO         A/R        CURRENT    31-60    61-90    91-120    121+OVER    YTD    LAST ORDER LAST PMT

            CUSTOMER NAME     BALANCE                                                       SALES   DATE      DATE


            10004             800.00-               0.00             0.00              0.00           02/05/84

100045   ACME FASTENERS INC              800.00-            0.00             0.00              04/08/03


            1000             4,000.00               0.00             200.00            0.00           02/24/03

100076   ST. MARYS MEDICAL CENTER        0.00               0.00             3,800.00           02/24/03


            1010              634.71                0.00             0.00              0.00           06/13/83

100077   ST. MICHAELS HOSPITAL           0.00               0.00             634.71             11/06/82


            1020             1,631.37               0.00             0.00              0.00           11/29/73

100078   COLUMBIA-PRESBYTERIAN           0.00               0.00             1,631.37           03/11/00


            1040             8,646.01               0.00             0.00              0.00           11/29/73
```

Summary Aged A/R Report continued
Summary A/R Schedule By Salesman
Option #2, example of report.

Notes:

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```
            CONSOLIDATED SUMMARY A/R SCHEDULE                      DATE: 06/18/03    PAGE:    1
            AGING CREDITS AGAINST OLDEST ITEMS


CUST #    A.CUST NO              SLS  CREDIT    A/R         UNAPPLIED  CURRENT    31-60    61-90     91-OVR    SALES YTD
          CUSTOMER NAME               LIMIT    BALANCE                                                        DT OLD INV


     1000                                                            0.00         0.00                0.00
100076  ST. MARYS MEDICAL CENTER   001    0    4,000.00    200.00                 0.00             4,000.00   11/26/02


     10004                                                          -800.00       0.00                0.00
100045  ACME FASTENERS INC         000    0     -800.00    0.00                   0.00                0.00


     1010                                                            0.00         0.00                0.00
100077  ST. MICHAELS HOSPITAL      001  5000     634.71    0.00                   0.00              634.71    11/04/02


     1040                                                            0.00         0.00                0.00
100079  NEW YORK HOSPITAL          001    0    8,646.01    0.00                   0.00             8,646.01   03/03/00


     AJAX                                                           251.17        0.00             4,605.12
100015  AJAX INDUSTRIAL SUPPLY     001    1     251.17    2,000.00                0.00                0.00    12/04/02
```

Summary Aged A/R Report continued
Consolidated Summary A/R Schedule
Option #3, example of report.

Notes:

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```
ACCOUNTS RECEIVABLE OVERDUE REPORT

1. BY CUSTOMER

2. BY SALESMAN



ENTER OPTION NUMBER OR 'END'  |
```
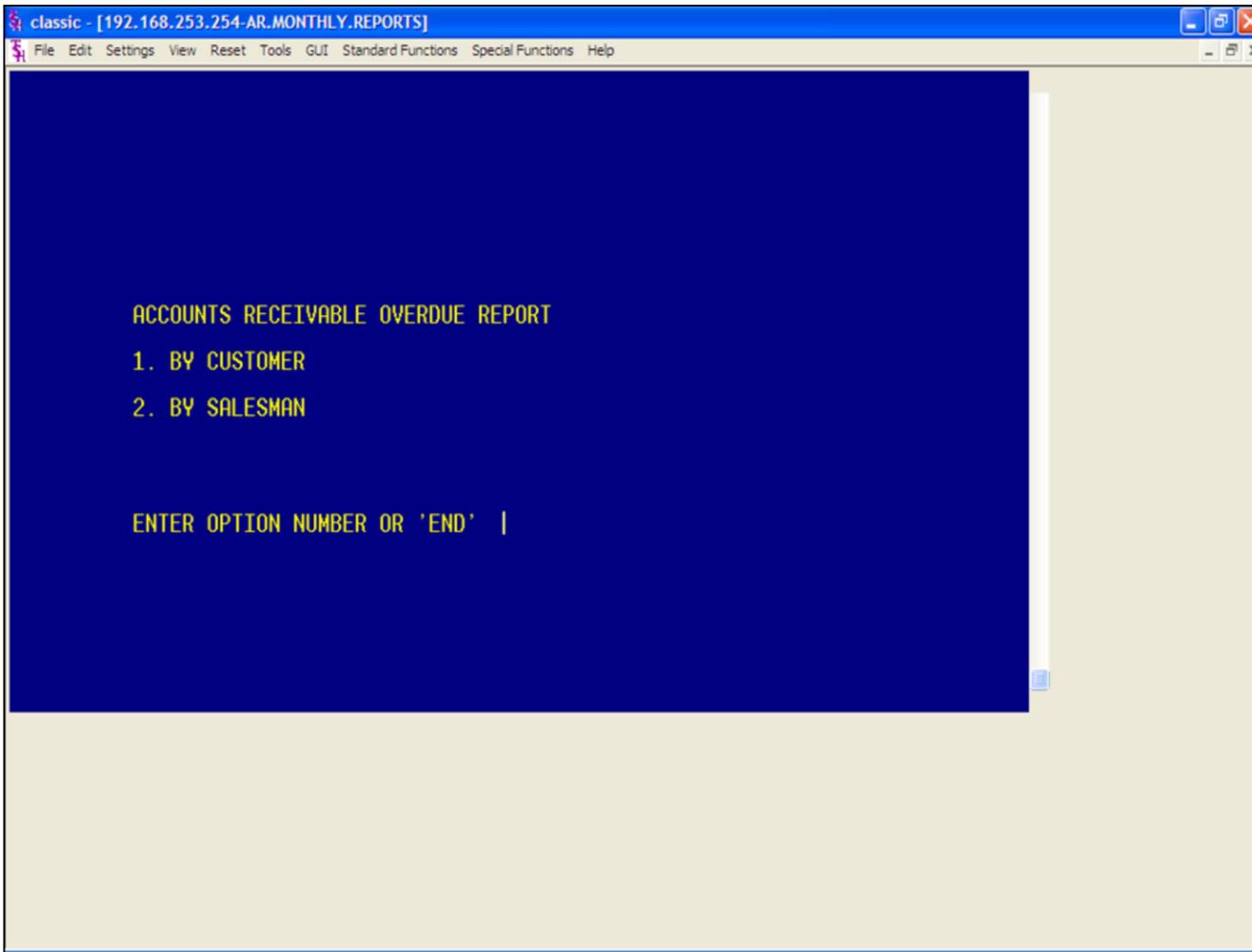
Overdue A/R Report

Overview

The purpose of the accounts receivable overdue report is to highlight to the accounts receivable department delinquent accounts. Summary credit information is provided to assist in the collection effort.

Operating Instructions

ACCOUNTS RECEIVABLE OVERDUE REPORT

1. BY CUSTOMER

2. BY SALESMAN

ENTER OPTION NUMBER OR 'END'

Enter option number and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

ENTER MONTH END DATE (2N/2N/2N)

Enter the date for the month ending and hit <ENTER> or type 'END' and hit <ENTER> to the return to the menu.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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_____

```
                          ACCOUNTS RECEIVABLE OVERDUE REPORT BY COMPANY          DATE: 06/18/03    PAGE:   1
FISCAL PERIOD: 07/03    MONTH END DATE: 06/30/03                                 TIME: 14:18:48


CO#:   01      THE SYSTEMS HOUSE


       A.CUST NO
CUST #  CUSTOMER NAME          SLS  CR LIMIT  A/R BAL  LST PAY  LST PAY    PD TO DATE YTD SALES  HIGH BAL   AVG PAY   C/H
                                                       DATE     AMOUNT                                     DAYS



       1000
100076 ST. MARYS MEDICAL CENTER   001      0   4000.00 02/24/03   200.00    200.00     0.00       4000       0        N
                                  OLDEST INV  DATE         CURRENT    31-60    61-90     91-OVR
       212-303-0400                  501686  11/26/02       0.00     0.00     0.00     4000.00
       ****************************************


       1010
100077 ST. MICHAELS HOSPITAL      001   5000    634.71 06/13/03    10.00   4600.75     0.00       4571      783       N
                                  OLDEST INV  DATE         CURRENT    31-60    61-90     91-OVR
                                     501672  11/04/02       0.00     0.00     0.00      634.71
```

Overdue A/R Report By Company
Option #1, example of report.

Notes:

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```
                            ACCOUNTS RECEIVABLE OVERDUE REPORT BY SALESMAN          DATE: 06/18/03    PAGE:   1
FISCAL PERIOD: 07/03    MONTH END DATE: 06/30/03                                    TIME: 14:18:53


CO#:   01       THE SYSTEMS HOUSE


       A.CUST NO
CUST #  CUSTOMER NAME          SLS  CR LIMIT  A/R BAL  LST PAY  LST PAY   PD TO DATE YTD SALES HIGH BAL   AVG PAY   C/H
                                                        DATE    AMOUNT                                    DAYS



       1000
100076  ST. MARYS MEDICAL CENTER   001    0    4000.00 02/24/03   200.00    200.00     0.00    4000       0        N
                                 OLDEST INV   DATE       CURRENT    31-60    61-90     91-OVR
       212-303-0400                581686   11/26/02      0.00      0.00     0.00     4000.00
       ****************************************


       1010
100077  ST. MICHAELS HOSPITAL      001   5000   634.71 06/13/03    10.00   4600.75     0.00    4571      783       N
                                 OLDEST INV   DATE       CURRENT    31-60    61-90     91-OVR
       581672   11/04/02      0.00      0.00     0.00      634.71
```

Overdue A/R Report continued
Overdue A/R Report By Salesman
Option #2, example of report.

Notes:

_____
_____
_____
_____
_____

Statement

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON , NJ 07013

Tel: 973-777-8050
Fax: 973-777-3063

UNITED SUPPLY
85 CLARK ST

GARFIELD NJ 07083

Customer Number:	UNITED
Salesman Name:	JIM BRANCA
Statement Date:	06/18/03

To ensure proper credit, please check
(X) all invoices being paid and return.

Trx	Date	Transaction	Reference	Original Amount	Payment/Credits	X	Balance
O/A	05/20/03	01128739	NO INVOICE #	-100.00	0.00		-100.00
O/A	05/06/99	01200010	01200010	-100.00	0.00		-100.00
ADJ	05/21/03	01003262	111	10.00	0.00		10.00
ADJ	05/22/03	01003263	COMMENT	100.00	0.00		100.00
S/C	03/31/00	01200008	SERVICE CHG	0.10	0.00		0.10
INV	02/01/00	01000166	6553	2,560.00	-2,555.00		5.00
INV	06/05/00	01120001	RO560	86.60	0.00		86.60
INV	05/27/03	01501973	01	870.00	0.00		870.00
INV	05/27/03	01501975	01	1,625.00	0.00		1,625.00
INV	05/27/03	01501976	01	450.00	0.00		450.00
INV	05/30/03	01501994	01	10.72	0.00		10.72
INV	05/30/03	01501995	01	21.43	0.00		21.43
C/H	06/09/03	01132173	REAPPLY	1,728.75	0.00		1,728.75

Page: 1   <CREDITS AGED vs OLDEST ITEMS>   **Please Pay this Amount:**   4,707.60

$	FUTURE	CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
	2,977.15	1,730.45	0.00	0.00	0.00

Amount of Check   Transactions after statement date will appear in next month's statement.

Statements

Overview

The statements can be prepared in full open items or net open item format. Optionally, items paid in full this month can be excluded from the statements.

Statements can be suppressed for credit balance accounts, and/or based on a code in the customer file.

Operating Instructions

CUSTOMER STATEMENTS

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

ENTER DATE OF RUN (MM/DD/YY)

Enter the date and hit <ENTER>, this will be the date on the statement.

DO YOU WANT TO PRINT $0 BALANCE STATEMENTS (Y/N)

Enter 'Y' and hit <ENTER> to print $0 balance statements.

Enter 'N' and hit <ENTER> to not print the $0 balance statements.

DO YOU WANT TO PRINT CREDIT BALANCE STATEMENTS (Y/N)

Enter 'Y' and hit <ENTER> to print credit balance statements.

Enter 'N' and hit <ENTER> to not print the credit balance statements.

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

Enter 'Y' and hit <ENTER> to be prompted for the starting and ending customer numbers.

Enter 'N' and hit <ENTER> to print

Notes:

_____
_____
_____
_____
_____

statements for all customers.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

_____
_____
_____
_____
_____

Monthly Billing Invoice Print

- Overview
- Operating Instruction
  - Period Options

Monthly Billing Invoice Print

Overview

This program prints invoices for customers who are scheduled to receive invoices on a monthly basis.

Operating Instructions

You will be prompted as follows:

PERIOD OPTIONS:

Click on **'ALL PERIODS'** then click on the **'OK'** button to print all the statements for all periods.

Click on **'PERIOD RANGE'** then click on the **'OK'** button to select a range of periods. You will be asked to enter the starting period number and ending period number. Once the period is chosen the system will display the period number.

Click on **'SPECIFIC PERIOD'** then click on the **'OK'** button to select a specific period. Once the period is chosen the system will display the period number.

Click on **'END'** to exit out of the report.

Notes:

_____
_____
_____
_____
_____

Statement

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIPTON , NJ 07013

Tel: 973-777-8050
Fax: 973-777-3063

UNITED SUPPLY
85 CLARK ST

GARFIELD NJ 07083

Customer Number:	UNITED
Salesman Name:	JIM BRANCA
Statement Date:	06/18/03

To ensure proper credit, please check
(X) all invoices being paid and return.

Trx	Date	Transaction	Reference	Original Amount	Payment/Credits	X	Balance
O/A	05/20/03	01128739	NO INVOICE #	-100.00	0.00		-100.00
O/A	05/06/99	01200010	01200010	-100.00	0.00		-100.00
ADJ	05/21/03	01003262	111	10.00	0.00		10.00
ADJ	05/22/03	01003263	COMMENT	100.00	0.00		100.00
S/C	03/31/00	01200008	SERVICE CHG	0.10	0.00		0.10
INV	02/01/00	01000166	6553	2,560.00	-2,555.00		5.00
INV	06/05/00	01120001	RO560	86.60	0.00		86.60
INV	05/27/03	01501973	01	870.00	0.00		870.00
INV	05/27/03	01501975	01	1,625.00	0.00		1,625.00
INV	05/27/03	01501976	01	450.00	0.00		450.00
INV	05/30/03	01501994	01	10.72	0.00		10.72
INV	05/30/03	01501995	01	21.43	0.00		21.43
C/B	06/09/03	01132173	REAPPLY	1,728.75	0.00		1,728.75

Page: 1	<CREDITS AGED vs OLDEST ITEMS>		**Please Pay this Amount:**	4,707.60

	FUTURE	CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
$	2,977.15	1,730.45	0.00	0.00	0.00

Amount of Check   Transactions after statement date will appear on next month's statement.

Monthly Billing Invoice Print continued
Operating Instructions
<u>CUSTOMER OPTIONS:</u>

Click on **'ALL CUSTOMERS'** then click on the **'OK'** button to print all the message for all customers.

Click on **'CUSTOMER RANGE'** then click on the **'OK'** button to select a range of customers to print their messages. You will be asked to enter the starting customer number and ending customer number. If you do not know the customer numbers, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'SPECIFIC CUSTOMER'** then click on the **'OK'** button to select a specific customer. If you do not know the customer number, you can use the lookup function by either using the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. Once the customer is chosen the system will display the customer number.

Click on **'END'** to exit out of the report.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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```
CO: 02  CUSTOMER SUPPORT SERVICES      CASH FLOW POSITION REPORT        RUN DATE 18 Jun 2003


MONTH YEAR AR OPEN BALANCE NET AR BALANCE

  MAY  03        3,190.00        3,126.20


  JUN  03        2,210.20        2,210.20


  JUL  03          310.00          303.80
               ---------------  --------------
TOTAL  03        5,710.20        5,640.20


GRAND TOTAL   1,863,320.34   1,826,513.22


357 records listed.
```

Cash Flow Position Report - Printer

Overview

This report provides a summary cash forecast based on invoice due date in the Open Accounts Receivable file.

Operating Instructions

CASH FLOW POSITION REPORRT

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run report or type 'END' and hit <ENTER> to return to the menu.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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_____

```
CO#  02  CUSTOMER SUPPORT SERVICES        CASH FLOW POSITION REPORT
18 Jun 2003


MONTH YEAR AR OPEN BALANCE NET AR BALANCE

  MAY   03          3,190.00        3,126.20

  JUN   03          2,210.20        2,210.20

  JUL   03            310.00          303.80
                 ----------------  ----------------
TOTAL   03          5,710.20        5,640.20

GRAND TOTAL    1,863,320.34    1,826,513.22

357 records listed.
```
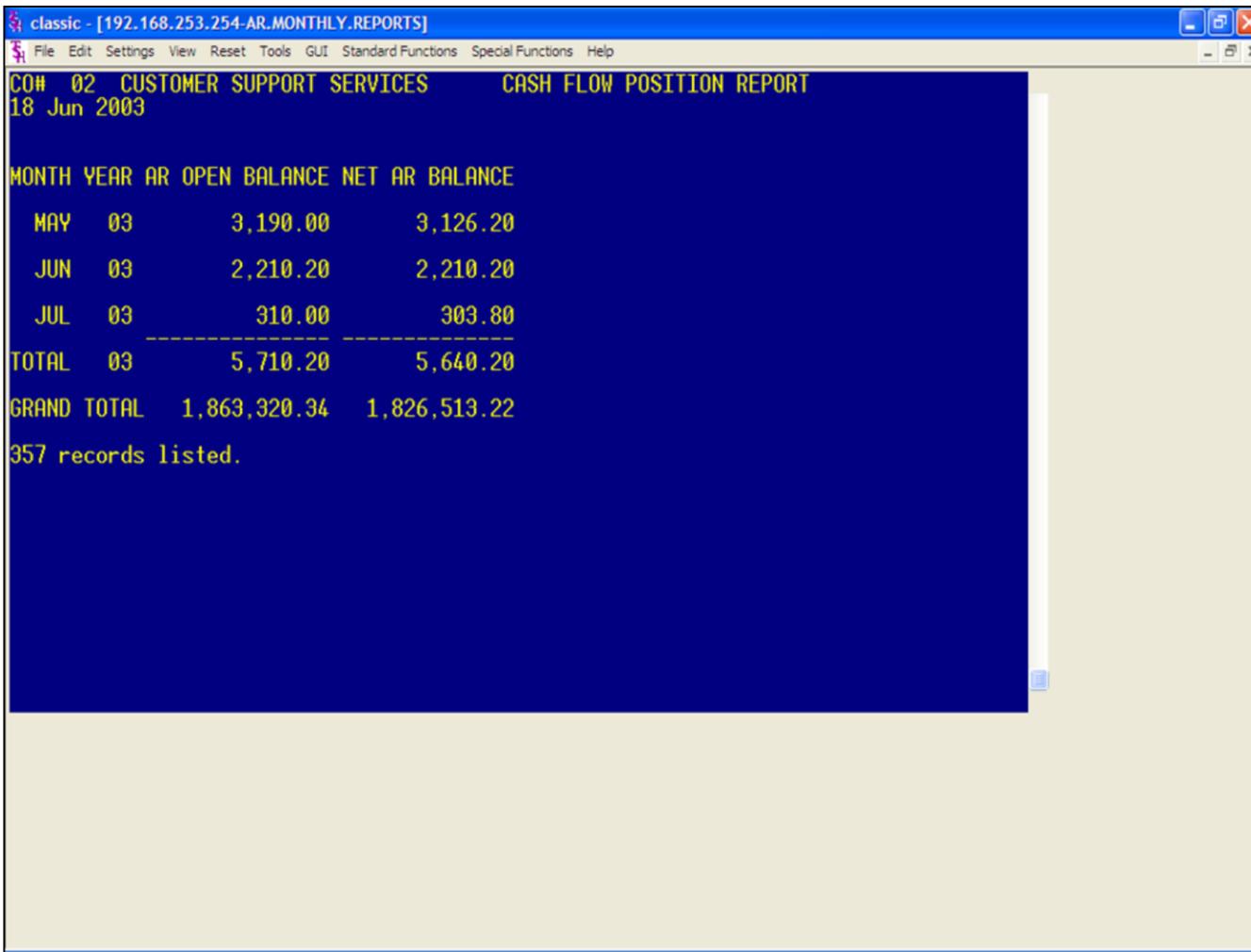
Cash Flow Position Report - CRT

Overview

This report provides a summary cash forecast based on invoice due date in the Open Accounts Receivable file, printed to the screen.

Operating Instructions

CASH FLOW POSITION REPORRT

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to run report or type 'END' and hit <ENTER> to return to the menu.

Notes:

_____
_____
_____
_____
_____

```
PAGE   1      ****** UNAPPLIED CASH LISTING *****      05:11:01pm  18 Jun 2003


AR....... A.CUST.NO CUST.NAME.............. TYPE REF#.. OPEN.BAL.. DATE....

81128714  1000     ST. MARYS MEDICAL CENTER O/A  811287    -200.00 02/24/03
                                                      14

81128722  AJAX     AJAX INDUSTRIAL SUPPLY   O/A  128722   -1000.00 03/20/03
81128723  AJAX     AJAX INDUSTRIAL SUPPLY   O/A  128723   -1000.00 03/21/03
81128743  BENJI1   BENJI1-NAME              O/A  128743    -100.00 06/09/03
                                            REA  003266            06/18/03
                                            REA  003267            06/18/03
81128745  BENJI1   BENJI1-NAME              O/A  128745    -200.00 06/17/03
81128747  BENJI1   BENJI1-NAME              O/A  128747    -200.00 06/18/03
81128749  BENJI1   BENJI1-NAME              O/A  128749    -200.00 06/18/03
81128744  BENJI2   BENJI2-NAME              O/A  128744    -100.00 06/09/03
                                            REA  003270            06/18/03
                                            REA  003271            06/18/03
81128746  BENJI2   BENJI2-NAME              O/A  128746    -300.00 06/17/03
81128748  BENJI2   BENJI2-NAME              O/A  128748    -300.00 06/18/03
81128732  IDEAL    IDEAL DISTRIBUTION CO    O/A  128732     -25.00 04/04/03
```

Un-Applied Cash Listing

Overview

This report lists all un-applied and on account cash on the Open Accounts Receivable file. It's purpose is for follow-up and re-application.

Operating Instructions

Hit <ENTER> to run the report.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

_____
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```
DATE: 18 Jun 2003              ACCOUNTS RECEIVABLE DETAILED OVERDUE REPORT                    PAGE:   1
                                       FOR INVOICES OVER 30 DAYS

COMPANY: 01 THE SYSTEMS HOUSE


CUSTOMER     CUSTOMER NAME      RELEASE    INVOICE  TRANS  TNX  TRANS    CUSTOMER P.O.       CHECK      CHECK     CHECK
  SLSM            ADDRESS       NUMBER     NUMBER   DATE   CD   AMT                          NUMBER     DATE      AMOUNT
------------------------------------------------------------------------------------------------------------------------

10004        ACME FASTENERS INC 132507-001 130741 04/08/03 C/M  -800.00
   000        45-12 THIRD AVE
             BROOKLYN NY 11215
  TERMS: 01


                                       CUSTOMER TOTALS:     -800.00
------------------------------------------------------------------------------------------------------------------------
UNITED       UNITED SUPPLY         -      000166 02/01/00 INV   5.00 6553            34567 03/08/00  2555.00
   000        85 CLARK ST
201-495-1200 GARFIELD NJ 07083
  TERMS: 01


                                       CUSTOMER TOTALS:      5.00
```

Notes:

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_____
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_____

Detail Overdue Report

Overview

This report lists all invoices overdue according to what the operator inputs as number of days overdue.

Operating Instructions

A/R DETAILED OVERDUE REPORT

HIT <RETURN> TO CONTINUE OR 'END'

Hit <ENTER> to run the report or type 'END' and hit <ENTER> to return to the menu.

ENTER COMPANY NUMBER OR <ALL>

Enter company number and hit <ENTER> for a specific company.

Enter 'ALL' and hit <ENTER> for all companies.

ENTER CUSTOMER NUMBER OR <ALL>

Enter customer number and hit <ENTER> for a specific customer.

Enter 'ALL' and hit <ENTER> for all customers.

ENTER CUTOFF DAYS:

Enter number of days overdue on invoices (I.e. 30, 60, 90, etc) and hit <ENTER>.

Remember, if Report Capture is enabled, the report will be sent there.
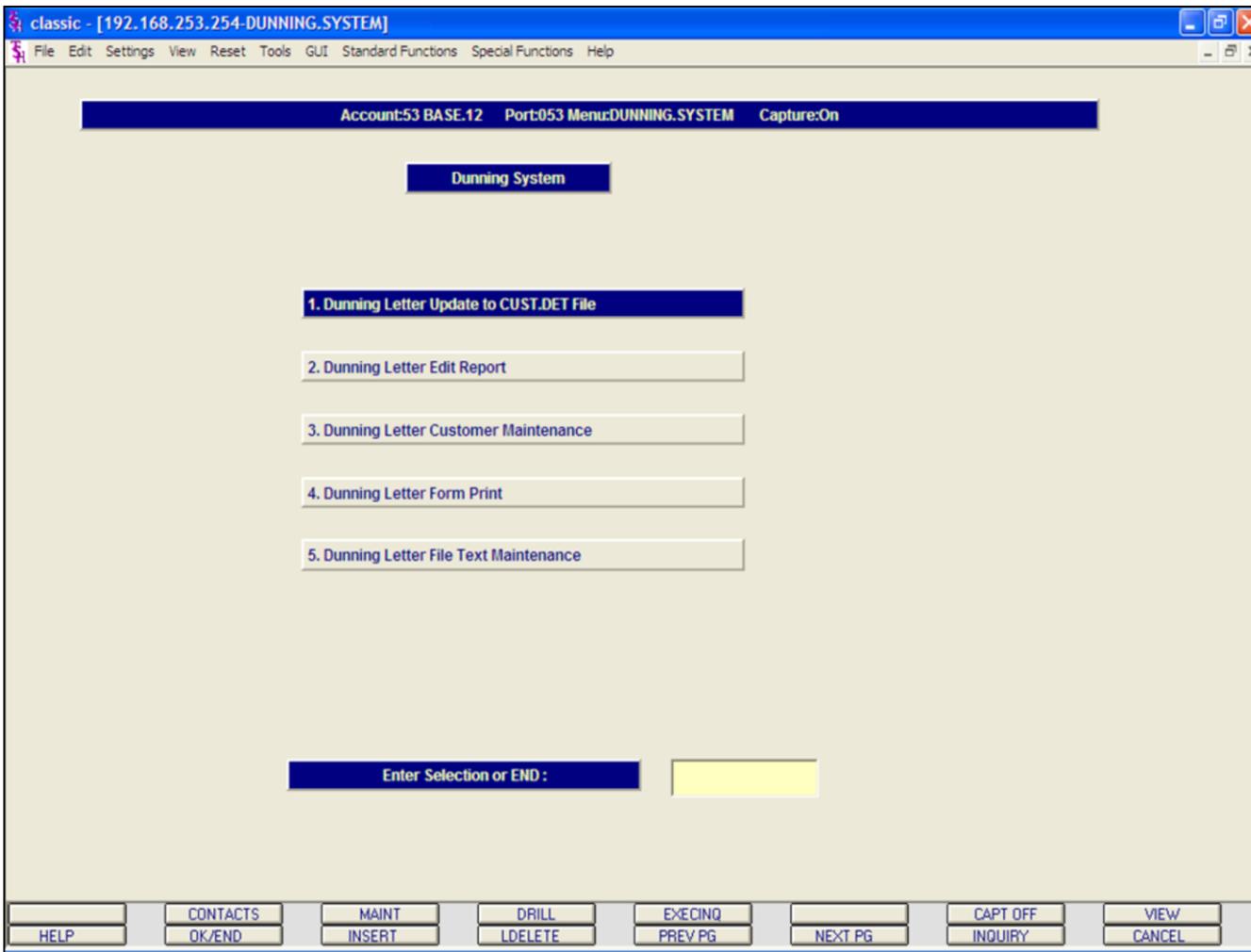
Dunning System Menu

Overview

The MDS automated dunning system is designed to automate the dunning process. The criteria for dunning as well as format and content of each letter may be customized to meet the needs of the individual MDS user.

The concept of the system is as follows:

1. The first letter is sent when the account becomes overdue for the first time. An Accounts Receivable Aging Update must be run before the dunning letter update, to insure that current information resides in the aging buckets of the customer file. Letter code '1' will be assigned to customers who are now overdue, and have not previously received a letter.

2. Letter code '2' is sent to customer who received a letter '1' last month, and have not made a payment in the past month. Any customer who has sent in payment during the past month is not dunned (CODE BLANK), since this situation requires credit department review and the production of computer generated letters might prove to be counter-productive.

3. Letter code '3' is assigned to customers who received letter '2' last month, and have not made a payment in the last month.

4. Letter code '4' is sent to customer who have made full payment of their overdue amounts, but have left the service charge open. This type of situation calls for a different type of letter, and therefore is assigned a unique letter code.

Notes:

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Account:53 BASE.12   Port:053 Menu:DUNNING.SYSTEM   Capture:On

Dunning System

1. Dunning Letter Update to CUST.DET File

2. Dunning Letter Edit Report

3. Dunning Letter Customer Maintenance

4. Dunning Letter Form Print

5. Dunning Letter File Text Maintenance

Enter Selection or END :

HELP	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
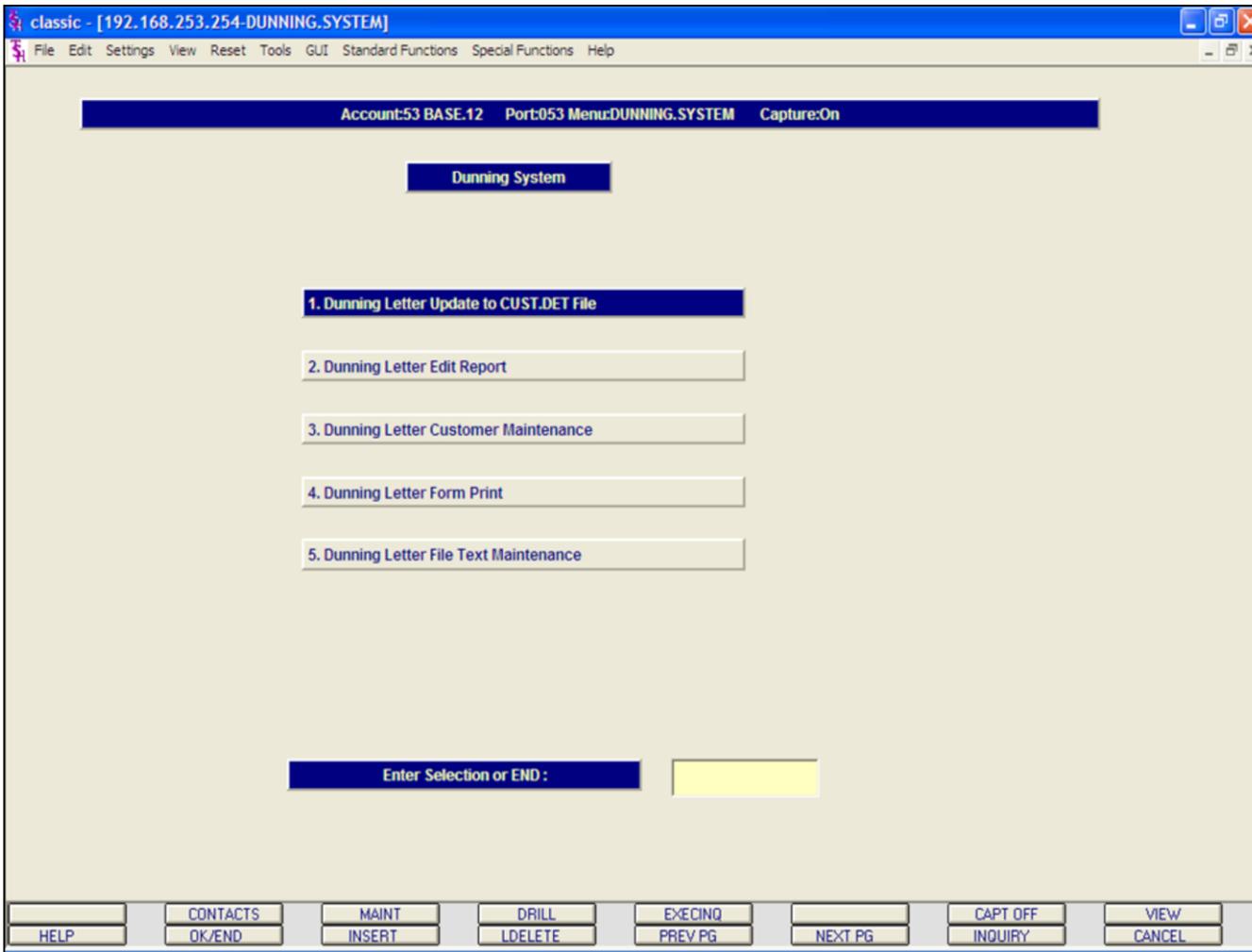
Dunning System continued

Overview

5. Letter code '5' is assigned to customer who have made a payment during the past month, but still have an overdue balance. Letters are not sent to code '5' customers based on the philosophy that the credit department must review the situation before a letter should be sent.

6. Letter code '*' is assigned to customer who have not made payment during the past month, are still overdue, and have already received the full complement of dunning letters without responding. Obviously, this type of account requires more direct action that just sending of computer generated letters.

PROCEDURE ONE TIME SETUP

The parameter file must be set up with the aging period to be considered overdue for the dunning process.

Using option 5, Dunning Letter File Text Maintenance, the letters to be used must be previously composed and entered into the file.

Notes:

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_____
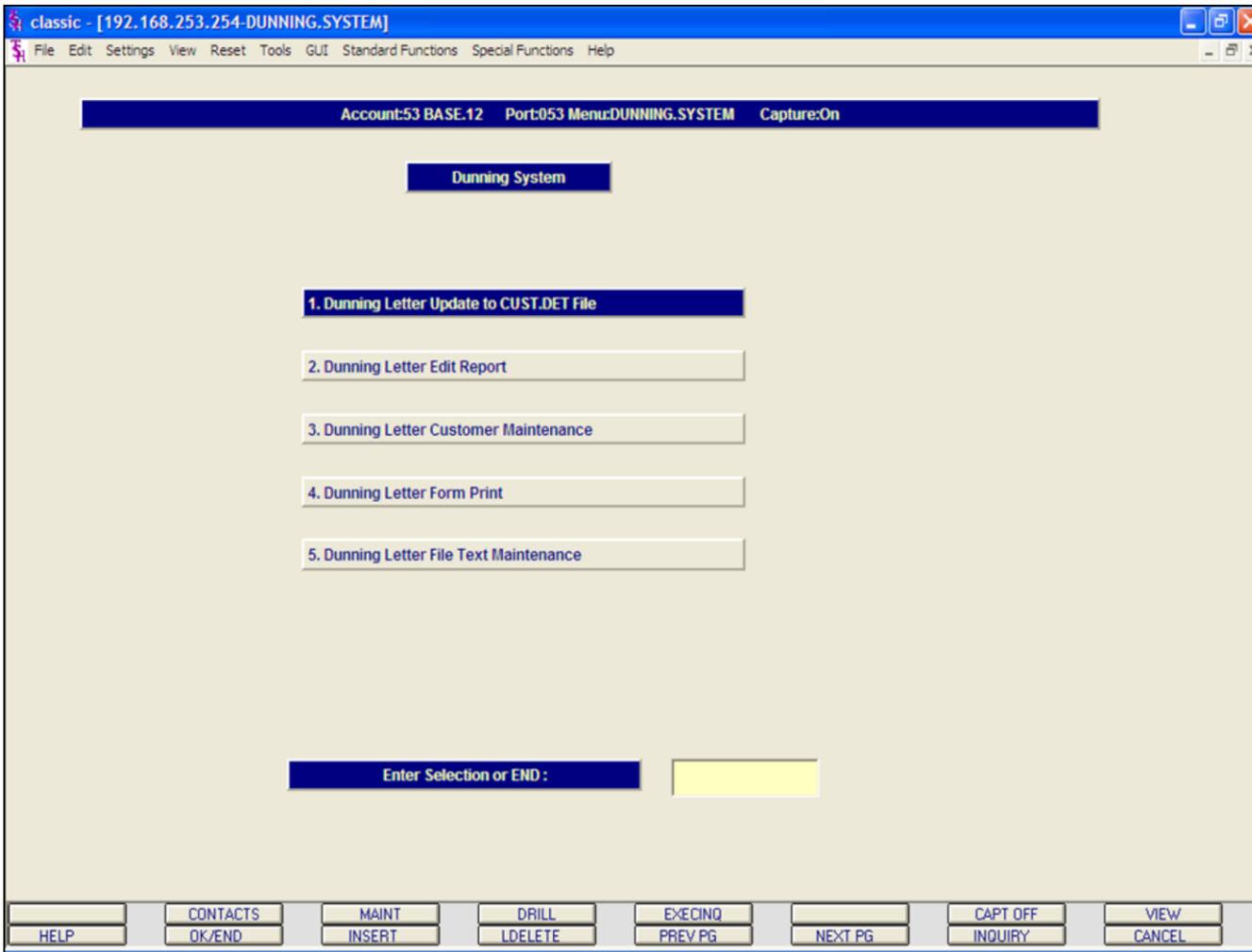
Dunning System continued

Overview

PROCEDURE FOR RUNNING DUNNING LETTERS

1. An Accounts Receivable Aging should be run to insure the current information will be used in the dunning procedure.

2. The dunning letter update should be run (SELECTION #1). This process assigned the appropriate letter code to each customer.

3. The dunning letter edit report (SELECTION #2) should be run. This printout shows which letter will be sent to each customer. It also provides basic credit information, for credit department review. An analysis if the number of letters of each type which will be sent is printed on the bottom of the report. This is a method of measuring the effectiveness of the dunning programs.

4. If the credit department wishes to override the system, they can change the letter assignment using option #3, Dunning Letter Customer Maintenance. This program affects the Customer file directly, and will be reflected in the dunning letter print.

5. The final step in the dunning process is the printing of dunning letters themselves. Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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```
DUNNING LETTER UPDATE TO CUST.DET FILE
HIT <RTN> TO CONTINUE OR 'END':
```
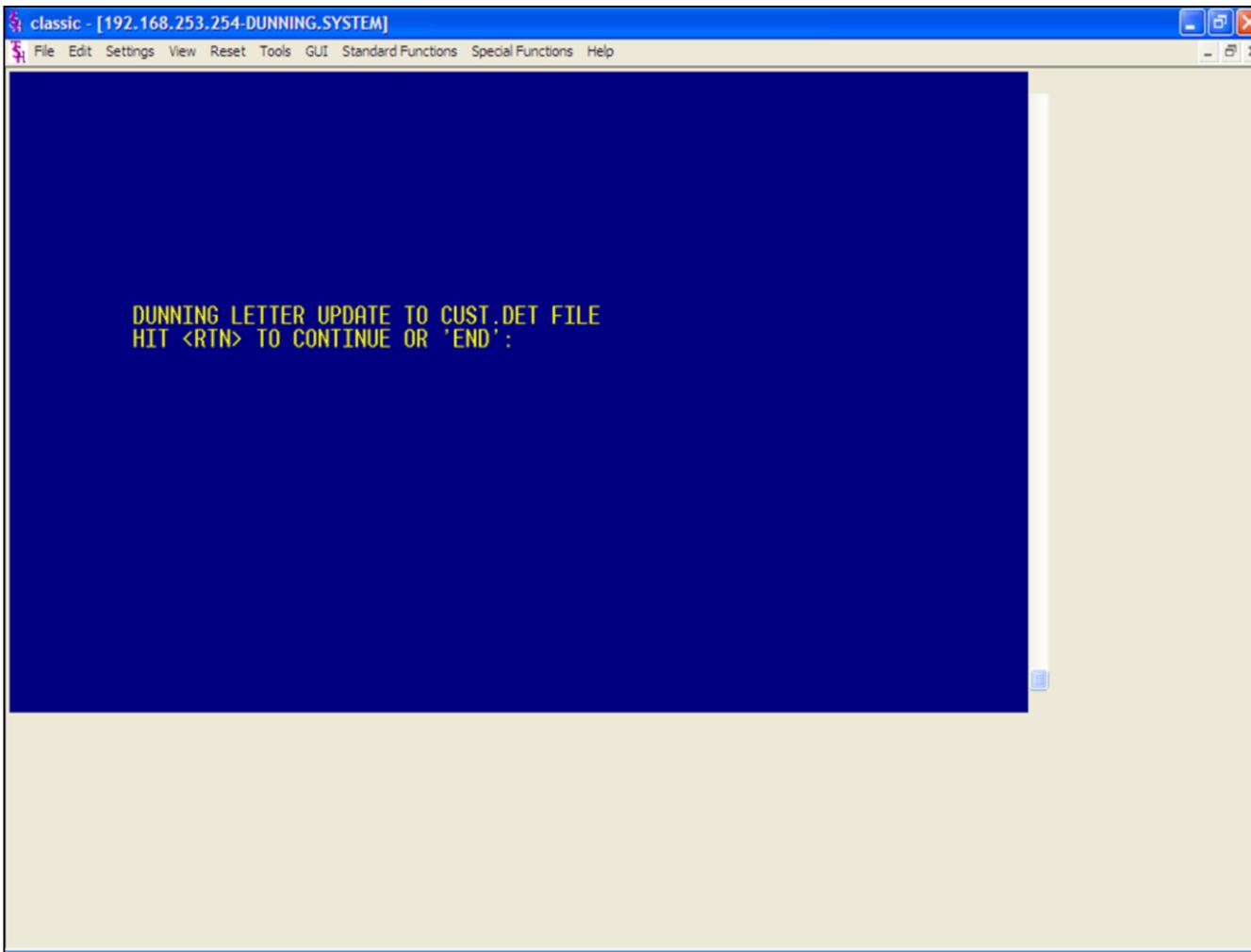
Dunning Letter Update

Overview

This is the procedure that assigned the appropriate letter code to each customer. As noted in previous pages, an Accounts Receivable Aging Update should be run before this program is initiated.

Operating Instructions

DUNNING LETTER UPDATE TO CUST.DET FILE

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

ENTER DATE FOR THIS RUN (MM/DD/YY) OR 'END'

Enter the date and hit <ENTER> or type 'END' and hit <ENTER> to return to the menu.

Only customers setup to receive dunning letters will be selected for the update.

No reports are generated during this update.

Notes:

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_____
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_____

```
                          DUNNING LETTER EDIT              05:57:06pm  18 Jun 2003      PAGE:    1

    COMPANY: 01      THE SYSTEMS HOUSE


LTR  C U S T O M E R          BALANCE      CURRENT      AMT 30      AMT 60     AMT OVER      INTEREST     OVER DUE

3 CORBIN    CORBIN CORP        1,453.51       27.95        0.00        0.00     1,425.56        55.90     1,425.56

3 IDEAL     IDEAL DISTRIBUTION 2,852.22      163.97        0.00      345.00     2,343.25       153.97     2,688.25

4 UNITED    UNITED SUPPLY      4,707.60     4,707.60       0.00        0.00        0.00          0.10        0.00

COMPANY TOTALS:  01            9,013.33     4,899.52       0.00      345.00     3,768.81       209.97     4,113.81
.
                          DUNNING LETTER EDIT              05:57:06pm  18 Jun 2003      PAGE:    2

    COMPANY: 02      CUSTOMER SUPPORT SERVICES


LTR  C U S T O M E R          BALANCE      CURRENT      AMT 30      AMT 60     AMT OVER      INTEREST     OVER DUE
```

Dunning Letter Edit Report

Overview

This report will indicate which dunning letter a customer will receive.

Operating Instructions

HIT RETURN TO CONTINUE OR 'END' TO END:

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

_____
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_____

DUNNING LETTER CUSTOMER MAINTENANCE

classic - [192.168.253.254-DUNN.LTR.MAINT010$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

COMPANY NUMBER	01	NAME	THE SYSTEMS HOUSE

CUSTOMER NUMBER	CORBIN	NAME	CORBIN CORP
		ADDR1	550 FIFTH AVE
		ADDR2	
		ADDR3	
		CITY	NEW YORK	NY	10010

1.DUNNING LETTER   3

ENTER 0 TO ACCEPT,

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT :   XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Dunning Letter Customer Maintenance

Overview

This procedure allows the credit department to override the system. The purpose of the program is to change the letter assignment to any customer. After making the appropriate changes, the edit report can be run again.

Operating Instructions

COMPANY - Enter the 2 digit company number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

CUSTOMER# - Enter the specific customer number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to display the lookup box. The system will display the customer number and name.

DUNNING LETTER - Enter the dunning letter number.

ENTER LINE# TO CHANGE, ABORT TO CANCEL, OR '0' TO ACCEPT:

Enter line# to change, type 'ABORT' and hit <ENTER> to cancel, or type '0' and hit <ENTER> to accept.

Notes:

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_____
_____

```
DUNNING FORM PRINT
HIT <RTN> TO CONTINUE OR 'END'

ENTER COMPANY # , 'A' FOR ALL OR 'END'    A

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)  Y

ENTER STARTING CUSTOMER NUMBER: CORBINAAAA
ENTER ENDING CUSTOMER NUMBER: CORBINAAAA
```
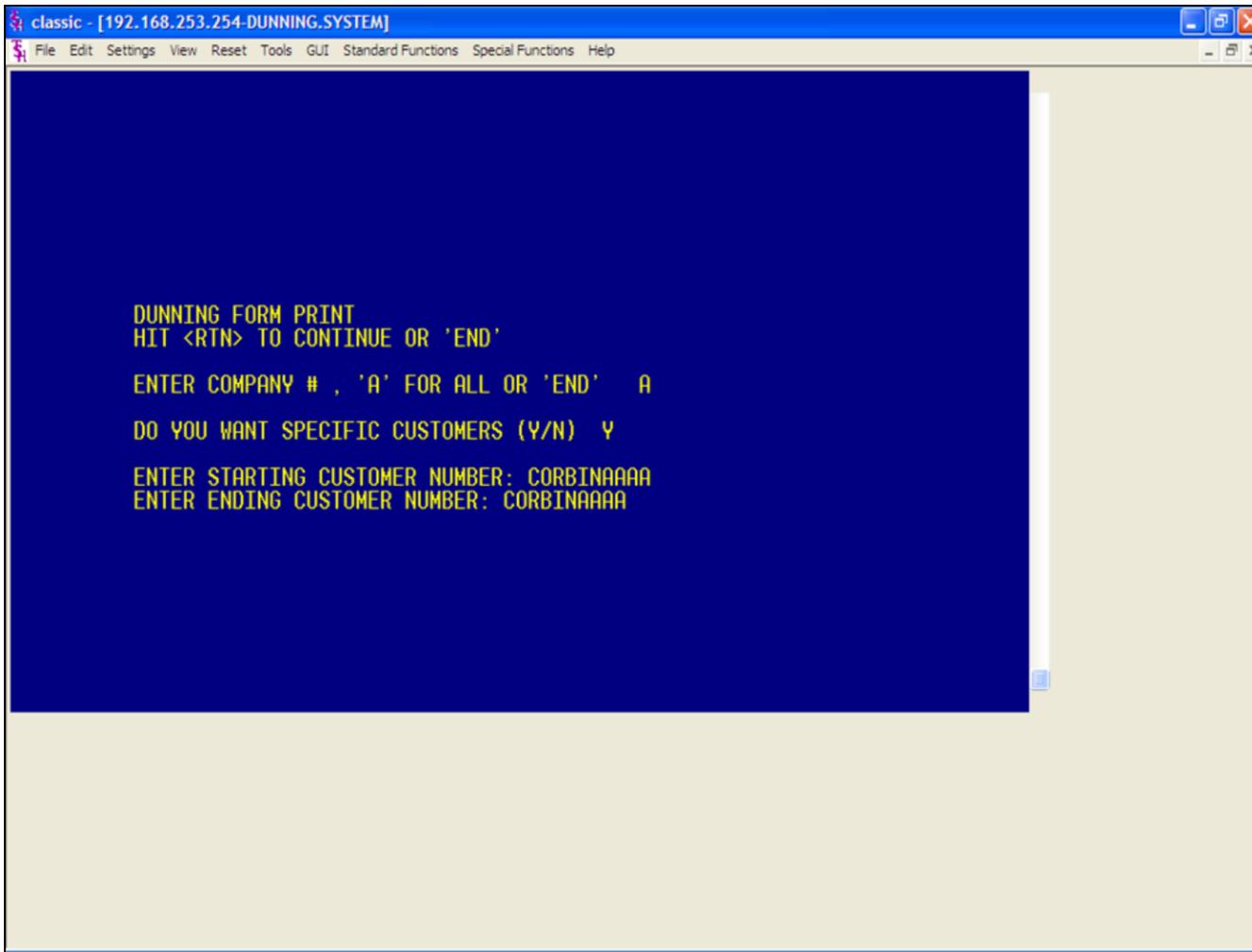
Dunning Letter Form Print

Overview

This is the program which actually prints the dunning letters.

Operating Instructions

DUNNING FORM PRINT

HIT <RTN> TO CONTINUE OR 'END'

Hit <ENTER> to continue or type 'END' and hit <ENTER> to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR END

Type the 2 digit company number and hit <ENTER>, type 'A' and hit <ENTER> for all companies, or type 'END' and hit <ENTER> to return to the menu.

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

Type 'Y' and hit <ENTER> to be prompted for the starting and ending customer numbers.

Type 'N' and hit <ENTER> to print all customers.

Remember, if Report Capture is enabled, the report will be sent there.

Notes:

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_____

```
                         THE SYSTEMS HOUSE
                         1033 ROUTE 46 EAST
                         CLIFTON  NJ 07013


              06/23/03


 CORBIN CORP                    Re: Account CORBIN
 550 FIFTH AVE                  Balance of       1,425.56
 NEW YORK NY 10010              Service chg of     55.90



Dear Sir/Madam:


     Your account with us is now overdue.  If there is some reason why

you have not sent your remittance, 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 continued
Sample letter #1.

Notes:

_____
_____
_____
_____
_____

06/23/03

AJAX INDUSTRIAL SUPPLY   Re: Account AJAX
12 MAIN ST   Balance of   0.00
PLAINFIELD NJ 02001

Dear Sir/Madam:

    Last month we wrote to you about your overdue balance. However

we have not received any correspondence or remittance from you during

the past month. Once again, we ask that if there is a reason why you

have not sent your remittance, please let us know, so that we may

resolve the problem.

Otherwise, unless we receive your remittance by return mail we shall

be forced to take more direct action.

                         Very truly yours,

                         Credit Department
                         THE SYSTEMS HOUSE

                         THE SYSTEMS HOUSE

Dunning Letter Form Print continued
Sample letter #2.

Notes:

_____
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                        THE SYSTEMS HOUSE
                        1033 ROUTE 46 EAST
                        CLIFTON  NJ 07013

            06/23/03

 IDEAL DISTRIBUTION CO          Re: Account IDEAL
 18 CLIFTON BLVD.               Balance of      2,688.25
 CLIFTON NJ 07015               Service chg of    153.97


Dear Sir/Madam:

    We have written to you on several occasions regarding your

 outstanding balance with our company.  However, you have chosen to

 ignore our previous communications.

 Once again, we ask that if there is a reason why you have not sent

 your remittance, please let us know, so that we can resolve this

 matter.

 Unless we hear from you, this is the last communication that you will

 be receiving, before we commence legal action.  We trust that you

 would not like to have you credit reputation affected, and therefore

 ask that you communicate with us properly.


                        Very truly yours,



                        Credit Department
                        THE SYSTEMS HOUSE
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Dunning Letter Form Print continued
Sample letter #3.

Notes:

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                         CUSTOMER SUPPORT SERVICES
                         1033 ROUTE 46 EAST
                         CLIFTON  NJ 07013


              06/23/03


 AJAX INDUSTRIAL SUPPLY          Re: Account AJAX
 12 MAIN ST                      Balance of        0.00
 PLAINFIELD NJ 02001             Service chg of     6.20



Dear Sir/Madam:


    We acknowledge your recent payment to us which covered your overdu

pverdue balance.  However, there still remains an outstanding service

charge amount as indicated above.

If there is a reason you feel that this amount is not due us, please

let us know so that we can resolve this matter.

Otherwise, we shall expect your remittance by return mail.



                         Very truly yours,



                         Credit Department
                         CUSTOMER SUPPORT SERVICES
```

Dunning Letter Form Print continued
Sample letter #4.

Notes:

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DUNNING LETTER FILE TEXT MAINTENANCE

classic - [192.168.253.254-DUNN.LTR.TXT.MAINT010$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

LETTER CODE 1

1.	Your account with us is now overdue. If there is some reason why
2.	you have not sent your remittance, please let us know, so we can
3.	resolve the problem.
4.	
5.	Otherwise, we shall expect your remittance by return mail.
6.	
7.	
8.	
9.	
10.	
11.	
12.	

ENTER LINE# TO CHANGE, ABORT TO CANCEL, DELETE TO DELETE, 0 TO ACCEPT :   XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

Notes:

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Dunning Letter File Text Maintenance

Overview

This procedure is used to compose and enter the actual text appearing on each of the dunning letters. Up to 12 lines of text may appear. In addition, the program will automatically print:

1. Company name

2. Customer name

3. Accounts number

4. Accounts receivable and service charge balance

5. Salutation to the customer

6. Signatory from the credit department

Operating Instructions

LETTER CODE -Enter the letter code and hit <ENTER>. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click on the down arrow next to the field to choose from a list of valid letter codes. The lookup will display the letter code and the first line of the dunning letter.

To add line(s) to a letter, click on the next available number or type the next available number and hit <ENTER>.

To add blank lines, first be on the next available blank line. Then, press the spacebar on time and hit <ENTER>, continue for each intended blank line.

ENTER LINE # TO CHANGE, ABORT TO CANCEL, DELETE TO DELETE, OR '0' TO ACCEPT:

Enter line# to change, type 'ABORT' and hit <ENTER> to cancel, type 'DELETE' and hit <ENTER> to delete, or type '0' and hit <ENTER> to accept.
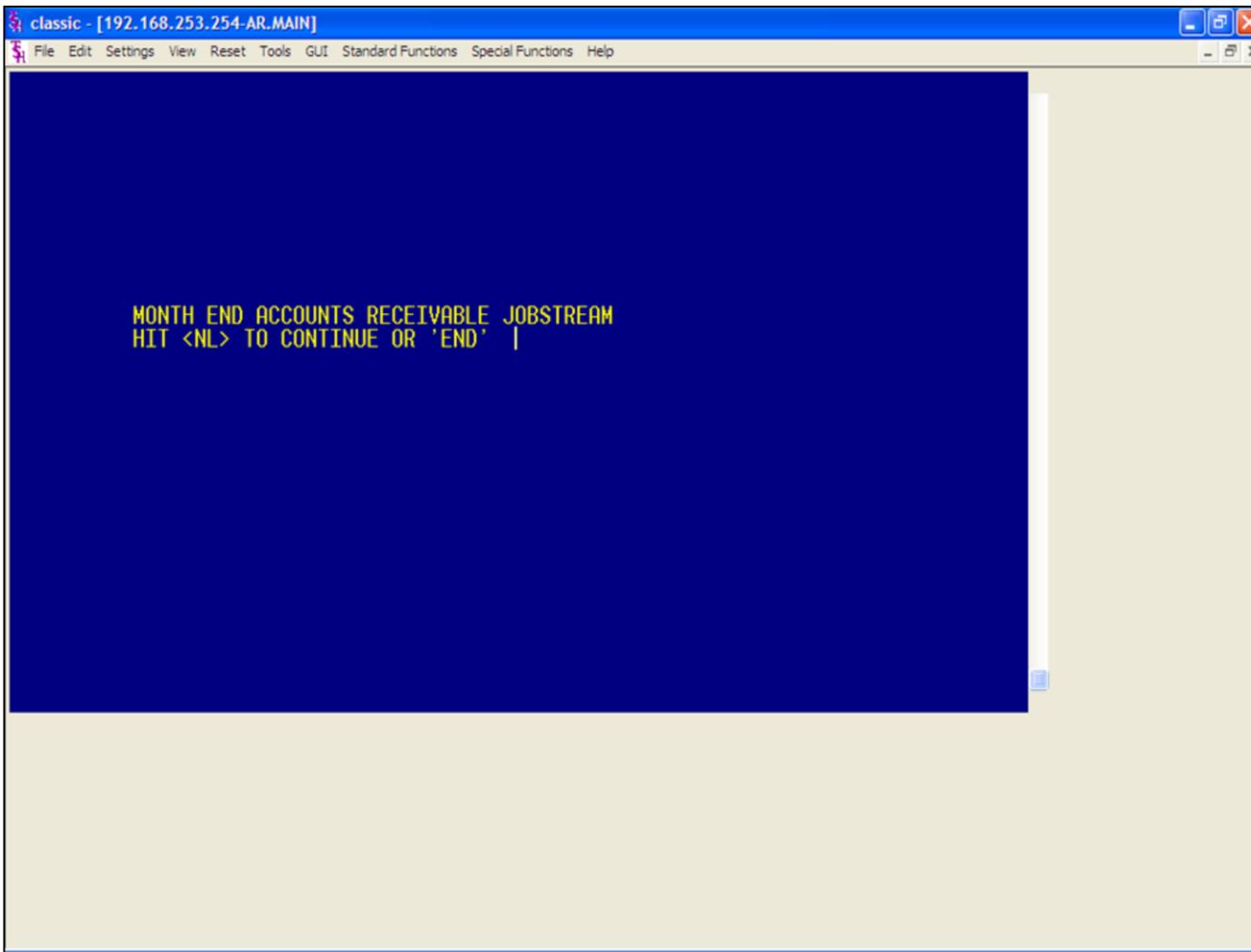
Notes:

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End of Month Job Stream
Overview

Before the end of month jobstream is run, all invoicing for the month should be completed, all cash catches should be completed and updated. Any accounts receivable adjustments should also be updated to the monthly file.

The end of month jobstream updates and produces the following reports:

1. Aging done as of end of month. Aging error report (if any errors were found and corrected).

2. Detailed aged trial balances by company by customer.

3. A/R summary reports by company by customer.

4. A/R overdue report by company by customer.

5. Monthly A/R adjustment listing.

6. Monthly A/R cash receipts report.

7. Monthly non-A/R cash receipts report.

8. Summary cash receipts by receiving company .

9. Summary cash receipts by applied company.

10. Updates cash receipts to the General Ledger Activity file.

11. Updates the company record last A/R month closed and current A/R month.

12. Monthly invoice register.

13. Monthly consignment register.

14. Monthly credit memo register.

15. Monthly tax register.

16. Summary Monthly Inventory Transfers Register.

17. Updates the GLA file with the sales for the month.

18. Updates the GLA file for deferred income update (if parameter flag is set to 'Y').

19. Updates the cost of goods to the GLA file by product type (if set to 'Y').

```
MONTH END ACCOUNTS RECEIVABLE JOBSTREAM
HIT <NL> TO CONTINUE OR 'END'  |
```

Notes:

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classic - [192.168.253.254-AR.MAIN]
File  Edit  Settings  View  Reset  Tools  GUI  Standard Functions  Special Functions  Help




            MONTH END ACCOUNTS RECEIVABLE JOBSTREAM
            HIT <NL> TO CONTINUE OR 'END'  |
```
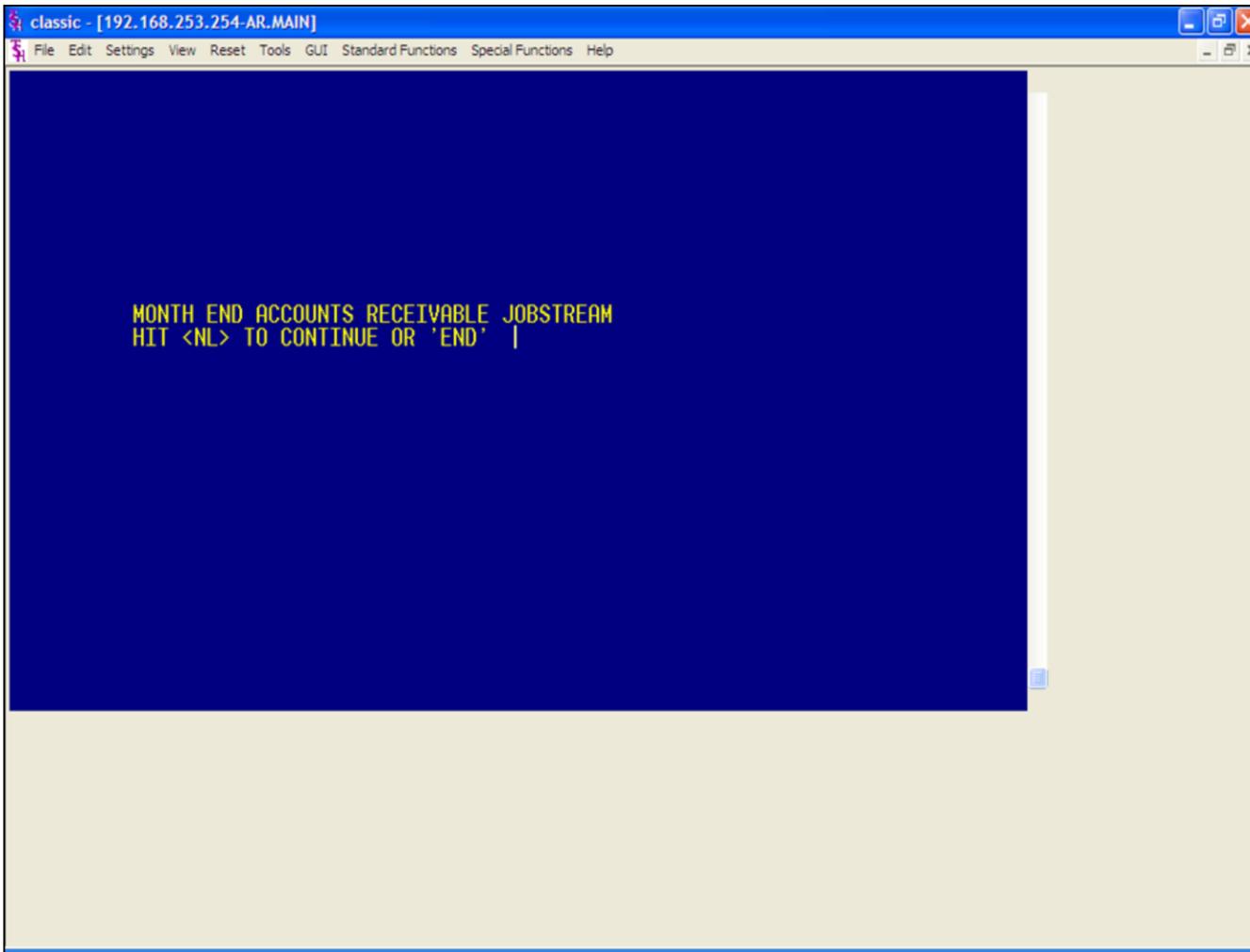
End of Month Job Stream continued

Overview

20. Clears the month to date fields in the CUST.DET and PROD.DET files.

21. Monthly charge back register.

22. Bill of lading register.

23. Summary monthly production overhead labor report.

24. Summary monthly inventory adjustments report.

25. Copies AR to AR.HIST.

26. Rebuilds AR.HIST.XREF for new items.

27. Clears monthly files.

All reports are generated to the accounts receivable end of month report capture.

Notes:

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┌ classic - [192.168.253.254-AR.MAIN]                                    ─□×
│ File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help    _ ё ×
│ #  COMPANY                UPD      #  COMPANY                UPD         ▲
│ 2 record(s) selected to SELECT list #0.
│
│ 1.01 THE SYSTEMS HOUSE      N
│ 2.02 CUSTOMER SUPPORT SER   N
│
│
│
│
│
│
│ ENTER LINE # TO CHANGE ,'A' FOR ALL,'0' TO ACCEPT, OR 'END' TO ABORT : 1
│
└
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End of Month Jobstream continued

Operating Instructions

MONTH END ACCOUNTS RECEIVABLE JOBSTREAM

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to run the month end. Type 'END' and hit <ENTER> to return to the menu.

ENTER MONTH END DATE AS (MM/DD/YY)

Enter the month end date and hit <ENTER> or type 'END' to return to the menu. The date will be used for reports and aging.

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT

Enter the line number associated with the company you will run the end of month for and hit <ENTER>. See example, we are closing company #01.

Notes:

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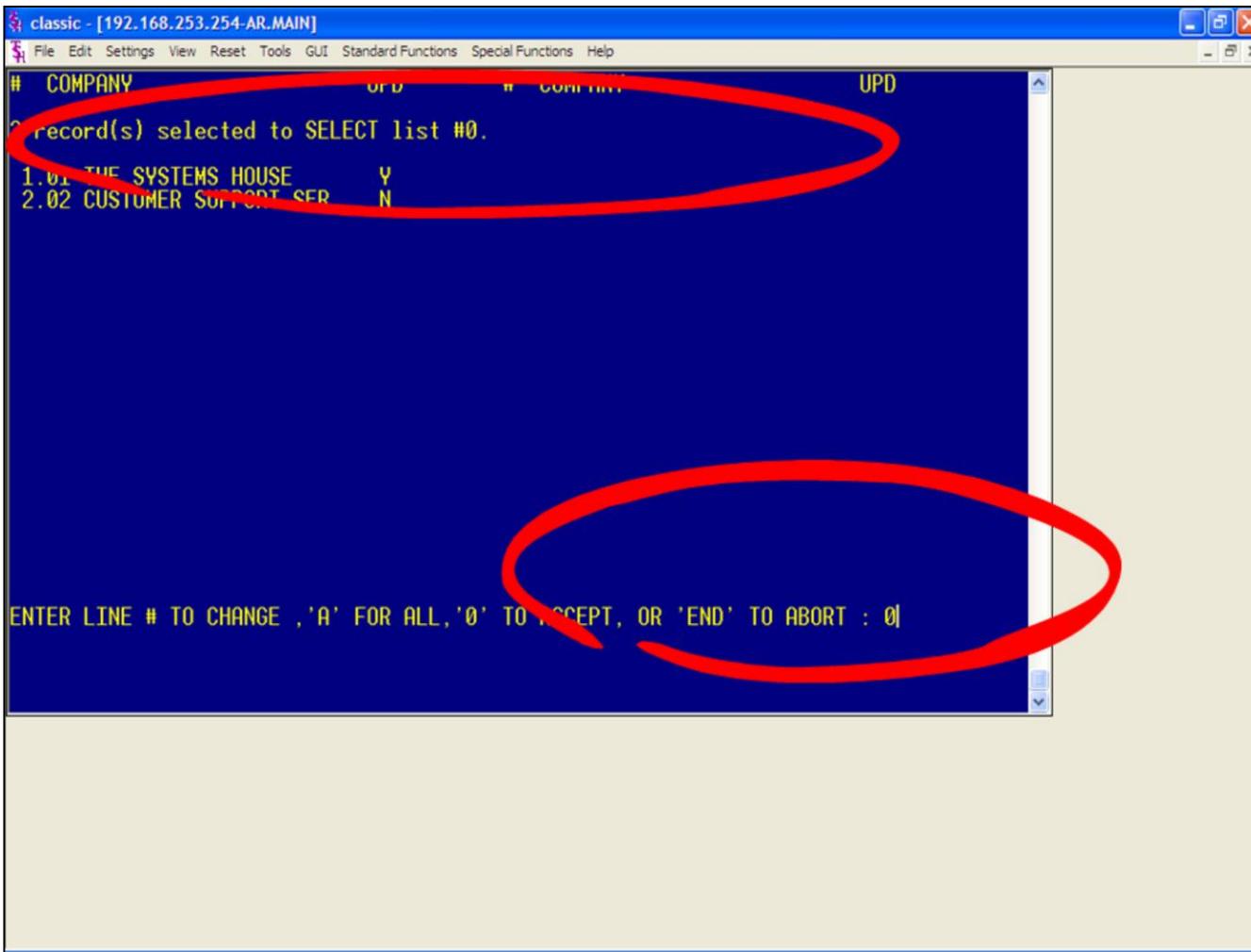
Operating Instructions

ENTER 'Y' YO UPDATE. 'N' TO REMOVE FROM UPDATE

Type 'Y' and hit <ENTER> to flag the specified company for end of month. See example.

Type 'N' and hit <ENTER> to remove the update flag from the specified company.

Type 'A' and hit <ENTER> to flag all companies in the list for the end of month update.

Type 'END' and hit <ENTER> to return tp the menu.

If you type '0' and hit <ENTER>, the end of month jobstream will start for all companies with the update flag set to 'Y'. See example.

ENTER FISCAL PERIOD TO UPDATE OR <END>

Enter the fiscal period you are closing as 'YYMM' and hit <ENTER>, or type 'END' and hit <ENTER> to return to the menu. The fiscal period entered must be the current period.

Notes:

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Account:53 BASE.12   Port:053 Menu:AR.MAIN   Capture:On

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

7. Run Credit Card Batch Process

Enter Selection or END :

	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
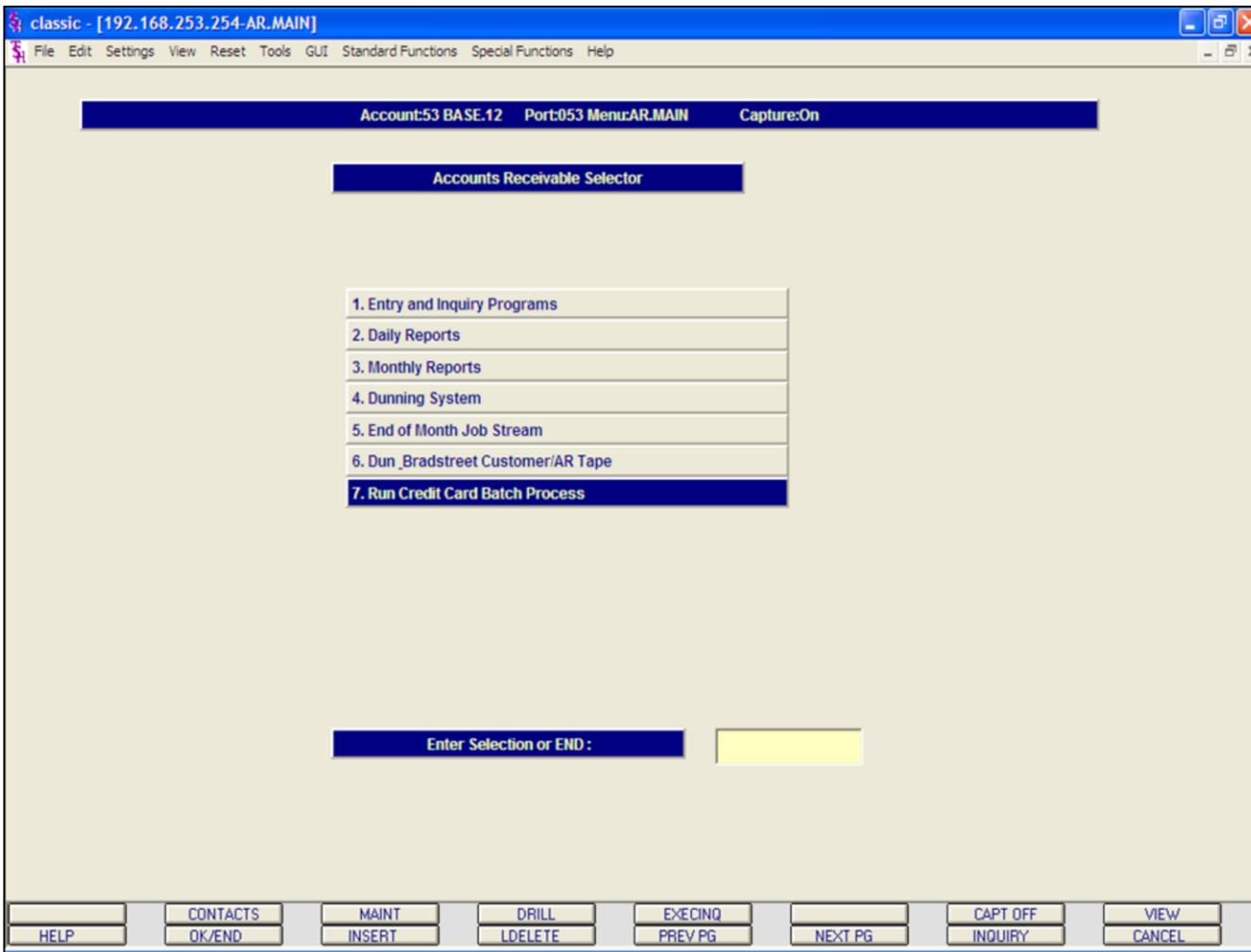
Run Credit Card Batch Process

Overview

This program processes all credit card transactions found in the CCR.BATCH file. Records are written into that file when the credit card mode in the Parameter file (119) is set to batch mode.

Notes:

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Where to Get More Information

- Additional Training Sessions
- Place a support call on CRS system: http://crs.tshinc.com/
- Call The Systems House, Inc. at 973-777-8050

MDS AR Training Guide Base.12

Page 231

Notes:

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