Accounting Registers Training Guide
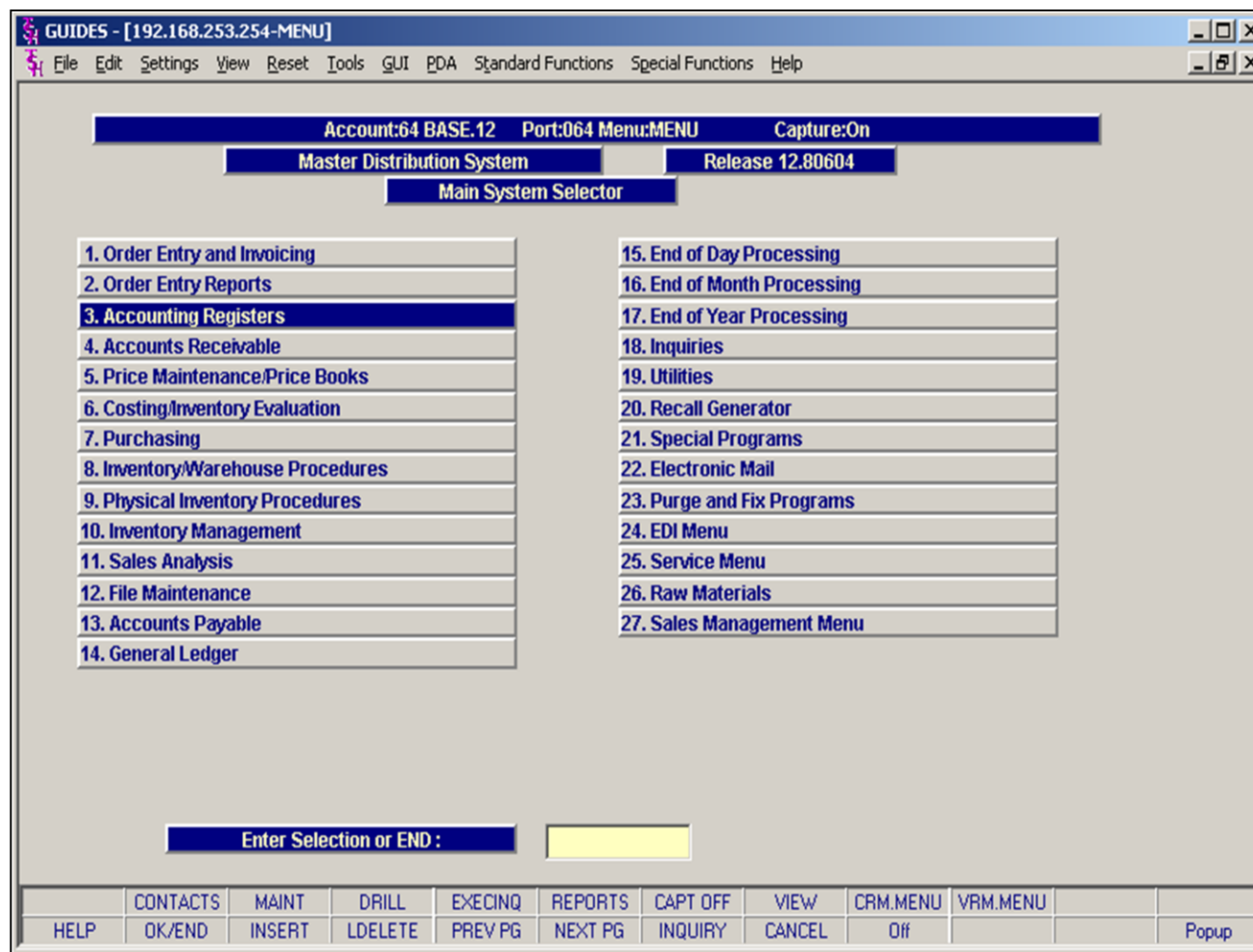
Accounting Registers Training Guide

The following training guide is a quick start guide for Accounting Registers.

Overview

To complete the accounting audit trail requirements of the system, a series of registers are provided on a daily and monthly basis. General ledger postings are automatically generated during the accounts receivable end of month jobstream based on the information contained in these reports.
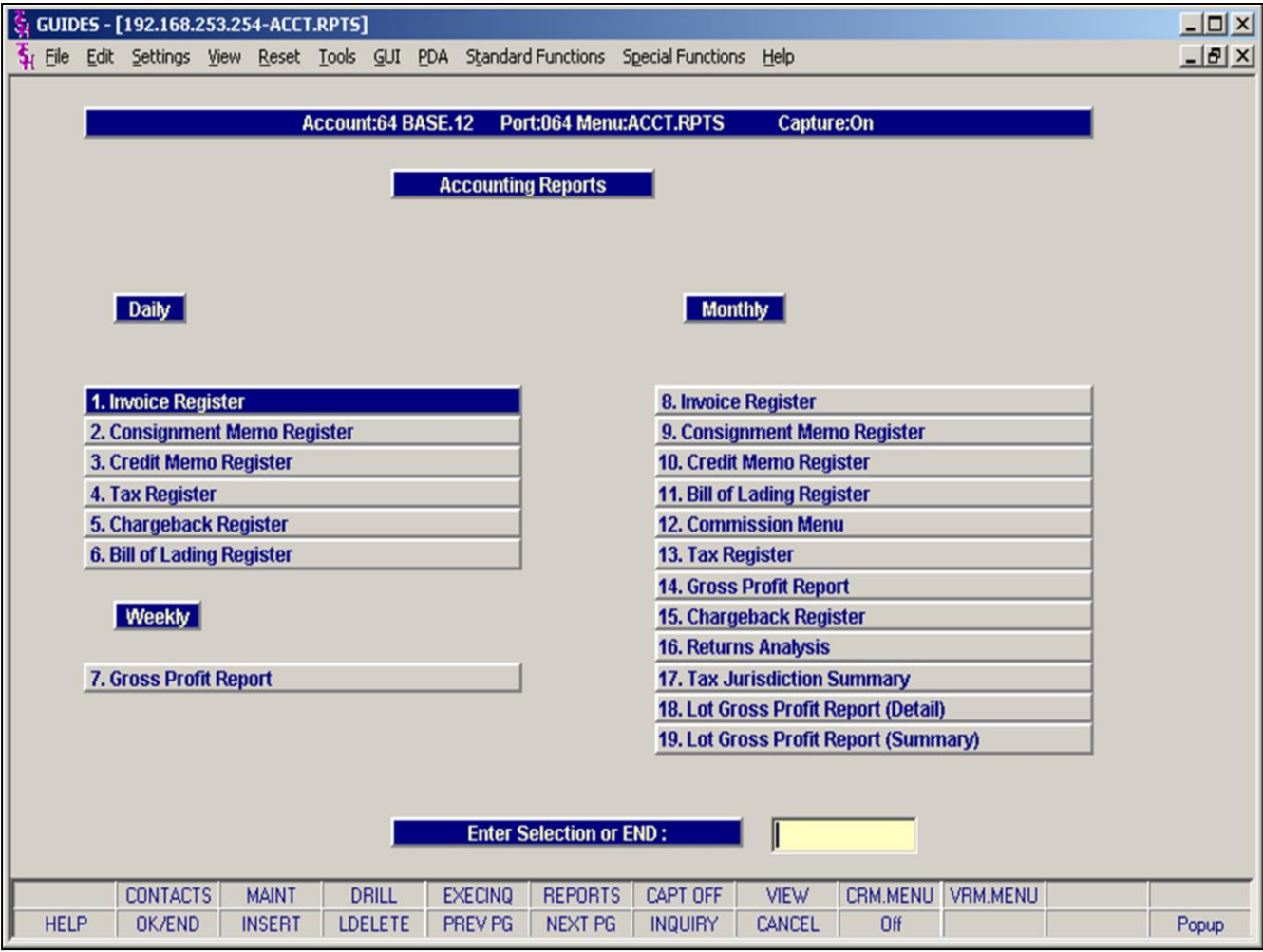
Notes:

_____
_____
_____
_____
_____

Main Menu

Accounting Registers Menu can be found on the main menu.

GUIDES - [192.168.253.254-MENU]

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

Account:64 BASE.12   Port:064 Menu:MENU   Capture:On
Master Distribution System   Release 12.80604
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. Sales Management Menu
14. General Ledger	

Enter Selection or END :

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

Notes:

_____
_____
_____
_____
_____

Account:64 BASE.12   Port:064 Menu:ACCT.RPTS   Capture:On

Accounting Reports

Daily   **Monthly**

1. Invoice Register	8. Invoice Register
2. Consignment Memo Register	9. Consignment Memo Register
3. Credit Memo Register	10. Credit Memo Register
4. Tax Register	11. Bill of Lading Register
5. Chargeback Register	12. Commission Menu
6. Bill of Lading Register	13. Tax Register
	14. Gross Profit Report
Weekly	15. Chargeback Register
	16. Returns Analysis
7. Gross Profit Report	17. Tax Jurisdiction Summary
	18. Lot Gross Profit Report (Detail)
	19. Lot Gross Profit Report (Summary)

Enter Selection or END :

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

The Accounting Registers Menu contains the following;

Daily
Invoice Register
Consignment Memo Register
Credit Memo Register
Tax Register
Chargeback Register
Bill of Lading Register

Weekly
Gross Profit Report

Monthly
Invoice Register
Consignment Memo Register
Credit Memo Register
Bill of Lading Register
Commission Menu
Tax Register
Gross Profit Report
Chargeback Register
Returns Analysis
Tax Jurisdiction Summary
Lot Gross Profit Report (Detail)
Lot Gross Profit Report (Summary)

Notes:

_____
_____
_____
_____
_____

```
Adobe Acrobat - [jbeach!49514~086!13345!ACCT.RPTS_1.pdf]
File  Edit  Document  Tools  View  Window  Help
```

```
                                    DAILY INVOICE REGISTER    ENTRY DATE 10/22/03      DATE 07/14/04      PAGE   1
CO 01     THE SYSTEMS HOUSE                                                           TIME 13:45:24

CUST#  CUSTOMER NAME           INV #  DATE  INV TOTAL  SLS    SALE AMT   TAX AMT  FRT.AMT  MISC AMT  COST AMT    GP AMT  GP %  WH

       UMC
100011 UNIVERSITY MEDICAL CENTE 502132 10/22  1325.00* 001    1250.00    75.00    0.00     0.00      500.00    750.00 60.0 001

       UMC
100011 UNIVERSITY MEDICAL CENTE 502133 10/22  6042.00  001    5700.00   342.00    0.00     0.00     3000.00   2700.00 47.4 001

       UMC
100011 UNIVERSITY MEDICAL CENTE 502134 10/22  1605.00  002    1500.00   105.00    0.00     0.00      575.00    925.00 61.7 001

       UMC
100011 UNIVERSITY MEDICAL CENTE 502135 10/22  1070.00  002    1000.00    70.00    0.00     0.00      325.00    675.00 67.5 001


       TOTAL COMPANY: 01  THE SYSTEMS HOUSE          10042.00           9450.00   592.00    0.00     0.00     4400.00   5050.00 53.4


       GRAND TOTAL                                   10042.00           9450.00   592.00    0.00     0.00     4400.00   5050.00 53.4
```

```
110%    1 of 1    11 x 8.5 in
```

Daily Invoice Register Report

The invoice register lists each invoice and invoice void processed for a particular day.

Invoice Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

```
Adobe Acrobat - [jbeach!60317~042!13380!ACCT.RPTS_2.pdf]
File  Edit  Document  Tools  View  Window  Help

                    DAILY CONSIGNMENT MEMO REGISTER FOR SHIPMENTS      ENTRY DATE 08/18/04     DATE 08/18/04      PAGE   1
   CO 01     The Systems House                                                                 TIME 16:45:25

   CUST#  CUSTOMER NAME          INV #   DATE  INV TOTAL  SLS    SALE AMT   TAX AMT   FRT AMT   MISC AMT  COST AMT    GP AMT     GP %

   GRACE
   100088 Grace                 000026 08/18   3000.00* 007     3000.00    0.00      0.00      0.00      2500.00    500.00     16.7

   GRACE
   100088 Grace                 000027 08/18   3000.00* 007     3000.00    0.00      0.00      0.00      2500.00    500.00     16.7


   TOTAL COMPANY: 01  The Systems House        6000.00          6000.00    0.00      0.00      0.00      5000.00   1000.00     16.7


   GRAND TOTAL                                 6000.00          6000.00    0.00      0.00      0.00      5000.00   1000.00     16.7

125%      2 of 2      11 x 8.5 in
```

Daily Consignment Memo Register Report

The invoice register lists each invoice and invoice void processed for a particular day. This classical sales journal represents total consignment sales for the day.

Invoice Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

1=CSH, 2=CIV

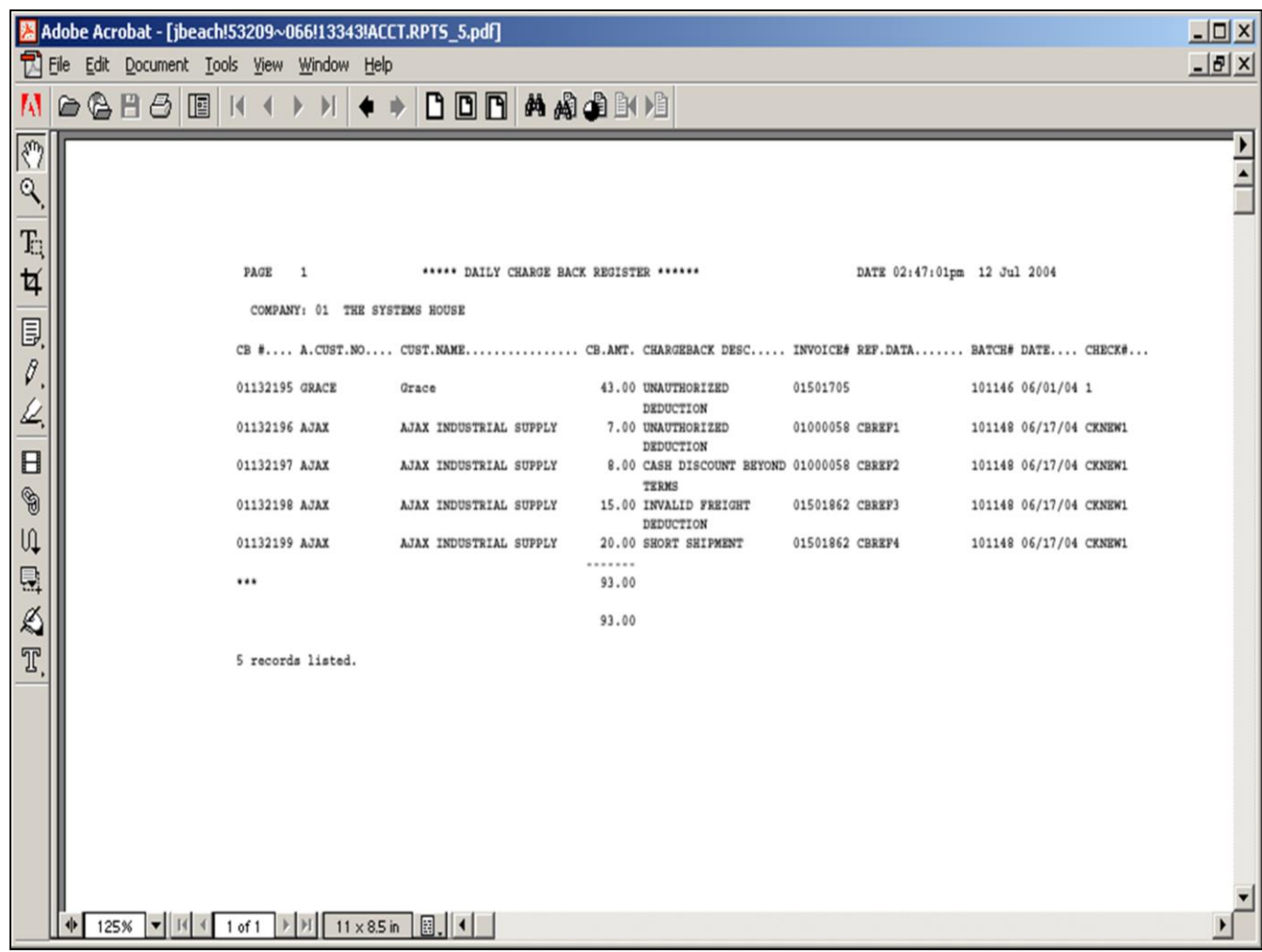Enter '1' to display cash, or '2' to display the Consignment Invoice Number.
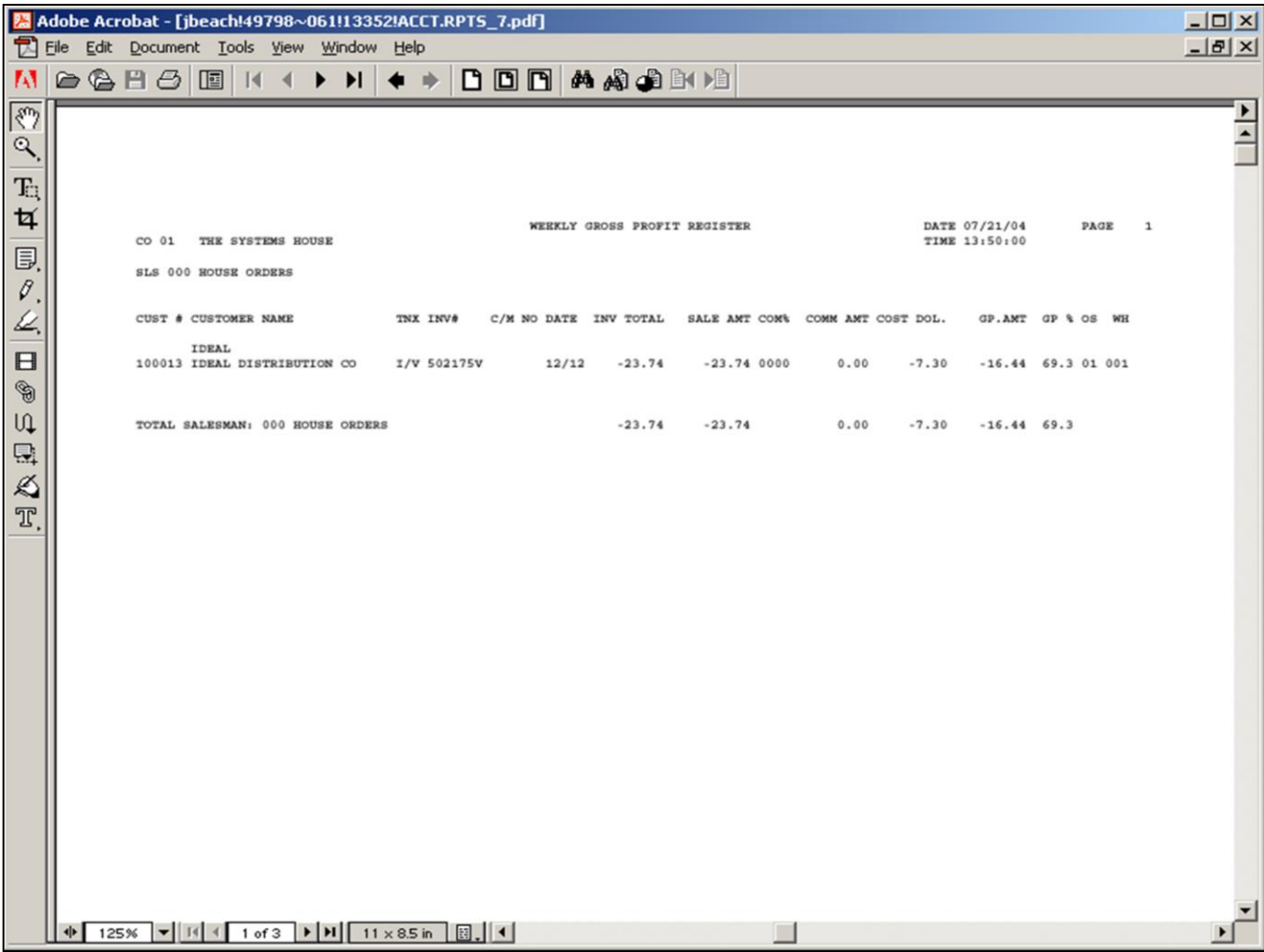
Press <RETURN> to Process Report, Line# to Change, or Abort:

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

```
                              DAILY CREDIT MEMO REGISTER    ENTRY DATE 10/10/03    DATE 07/21/04          PAGE    1
CO 01   THE SYSTEMS HOUSE                                                          TIME 13:57:09

CUST#   CUSTOMER NAME         C/M #    DATE  INV #  C/M TOTAL  SLS   SALE AMT  FRT.AMT  MISC.AMT  COST AMT   GP AMT  G.P% R
AJAX
100015 AJAX INDUSTRIAL SUPPLY  130787  10/10 502125  -238.50  001   -225.00     0.00     0.00    100.00   -325.00 144.4 N


TOTAL COMPANY: 01  THE SYSTEMS HOUSE   'RETURNS'       0.00                      0.00             0.00        0.0
                                                               0.00             0.00     0.00     0.00
                                       'NON RETURNS'  -238.50                    0.00           100.00      144.4
                                                             -225.00            0.00     0.00   -325.00
                                          'TOTAL'    -238.50                     0.00           100.00      144.4
                                                             -225.00            0.00     0.00   -325.00


GRAND TOTAL                            'RETURNS'       0.00                      0.00             0.00        0.0
                                                               0.00             0.00     0.00     0.00
                                       'NON RETURNS'  -238.50                    0.00           100.00      144.4
                                                             -225.00            0.00     0.00   -325.00
                                          'TOTAL'    -238.50                     0.00           100.00      144.4
                                                             -225.00            0.00     0.00   -325.00
```
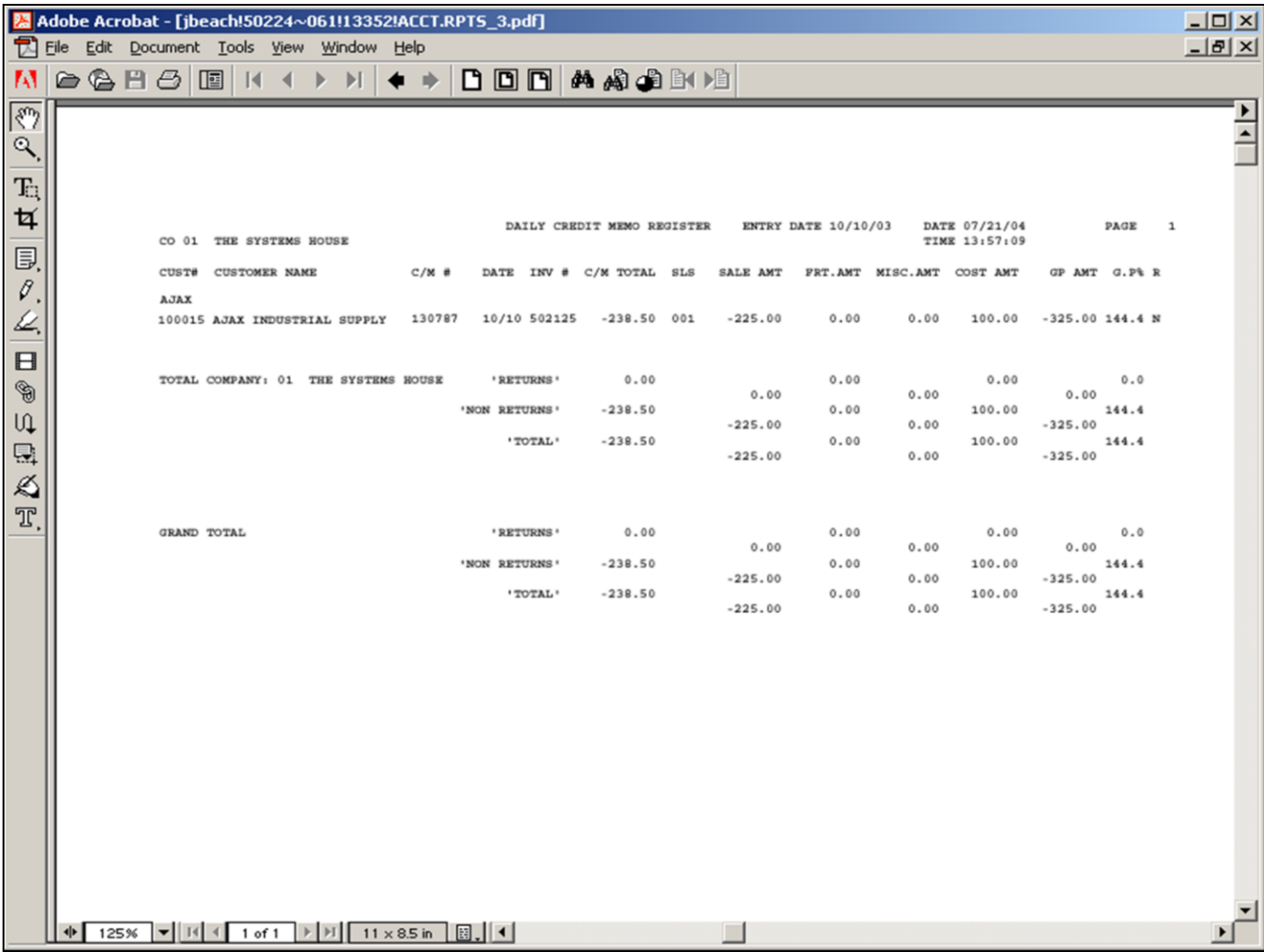
Daily Credit Memo Register

The credit memo register lists each credit memo and credit memo void processed for a particular day. The invoice number, customer number and customer name will print on the invoice register. The columns such as tax amount and gross profit can be determined by the customer using the report parameter maintenance.

Invoice Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

```
Adobe Acrobat - [jbeach!49910~061!13352!ACCT.RPTS_4.pdf]
File  Edit  Document  Tools  View  Window  Help
```

```
                                    DAILY STANDARD TAX REGISTER    ENTRY DT 10/01/03  DATE 07/21/04      PAGE   1
CO 01    THE SYSTEMS HOUSE                                                            TIME 13:51:57

CUST # CUSTOMER NAME             TNX INV#   C/M NO DATE  INV TOTAL   SALE AMT   TAXABLE   NON-TAX   TAX%  COST DOL.    GP.AMT  G.P%

         GRACE
100088  Grace                    C/M 130786       10/01    -34.25     -34.25     0.00     -34.25   0.000     10.00   -44.25 129.2


TOTAL TAX JURISDICTION:        * INVALID TAX JUR. *         -34.25     -34.25     0.00     -34.25             10.00   -44.25 129.2

         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502116       10/01   3240.00    3170.00     0.00    3170.00   0.000    2700.00   470.00  14.8

         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502117       10/01   2385.60    2000.00     0.00    2000.00   0.000    1200.00   800.00  40.0
         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502118       10/01     50.00      50.00     0.00      50.00   6.000      30.00    20.00  40.0
         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502119       10/01     50.00      50.00     0.00      50.00   6.000      30.00    20.00  40.0
         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502120       10/01     50.00      50.00     0.00      50.00   6.000      30.00    20.00  40.0
         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502121       10/01     50.00      50.00     0.00      50.00   6.000      30.00    20.00  40.0
         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502122       10/01     50.00      50.00     0.00      50.00   6.000      30.00    20.00  40.0
         AJAX
100015  AJAX INDUSTRIAL SUPPLY   INV 502123       10/01    201.40     190.00    11.40       0.00   6.000     100.00    90.00  47.4


TOTAL TAX JURISDICTION: 1     NEW JERSEY              6077.00    5610.00    11.40    5420.00            4150.00  1460.00  26.0
```

```
125%      1 of 1      11 x 8.5 in
```

Daily Tax Register Report

The tax register is an automatic byproduct of the invoicing and credit memo process and details by invoice, the amount of tax charged the customer.

The report is prepared in taxing jurisdiction sequence and reports the invoice gross and net amounts, taxable and non_taxable amounts, tax percent and tax amount collected. This report would be used to prepare state sales tax returns.

The invoice number, customer number and customer name will print on the invoice register. The columns such as tax amount and gross profit can be determined by the customer using the report parameter maintenance.

Invoice Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

Adobe Acrobat - [jbeach!53209~066!13343!ACCT.RPTS_5.pdf]

File Edit Document Tools View Window Help

```
PAGE    1              ***** DAILY CHARGE BACK REGISTER ******              DATE 02:47:01pm  12 Jul 2004

COMPANY: 01  THE SYSTEMS HOUSE

CB #.... A.CUST.NO.... CUST.NAME............... CB.AMT. CHARGEBACK DESC..... INVOICE# REF.DATA....... BATCH# DATE.... CHECK#...

01132195 GRACE        Grace                     43.00 UNAUTHORIZED          01501705               101146 06/01/04 1
                                                      DEDUCTION
01132196 AJAX         AJAX INDUSTRIAL SUPPLY      7.00 UNAUTHORIZED          01000058 CBREF1        101148 06/17/04 CKNEW1
                                                      DEDUCTION
01132197 AJAX         AJAX INDUSTRIAL SUPPLY      8.00 CASH DISCOUNT BEYOND  01000058 CBREF2        101148 06/17/04 CKNEW1
                                                      TERMS
01132198 AJAX         AJAX INDUSTRIAL SUPPLY     15.00 INVALID FREIGHT       01501862 CBREF3        101148 06/17/04 CKNEW1
                                                      DEDUCTION
01132199 AJAX         AJAX INDUSTRIAL SUPPLY     20.00 SHORT SHIPMENT        01501862 CBREF4        101148 06/17/04 CKNEW1
                                                      -------
***                                               93.00

                                                  93.00

5 records listed.
```

125%   1 of 1   11 x 8.5 in

Chargeback Register Report

The chargeback register prints all chargebacks created during cash receipts for a specific day.

Invoice Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

Weekly Gross Profit Report

The purpose of the gross profit report is to provide management with an analysis of the profitability of each salesman. Prepared in salesman sequence, the report analyzes the sales, cost, gross profit, and commission statistics associated with each salesman for the fiscal period.

The invoice number, customer number and customer name will print on the invoice register. The columns such as tax amount and gross profit can be determined by the customer using the report parameter maintenance.

The commission report and gross profit reports are designed to print weekly rather than daily. Therefore, in order to select the appropriate records for processing, a flag is maintained in the Invoice file, and updated during the commission report process.

Thus both reports will reflect all activity since the last running of the update program. Since only one flag is maintained, the update program should not be initiated until both weekly reports have been printed.

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Did the Report Print Y/N
Enter 'Y' for yes and 'N' for no.

Adobe Acrobat - [jbeach!49798~061!13352!ACCT.RPTS_7.pdf]

File Edit Document Tools View Window Help

```
CO 01    THE SYSTEMS HOUSE                 WEEKLY GROSS PROFIT REGISTER              DATE 07/21/04       PAGE   1
                                                                                    TIME 13:50:00

SLS 000 HOUSE ORDERS


CUST # CUSTOMER NAME          TNX INV#     C/M NO DATE   INV TOTAL    SALE AMT COM%  COMM AMT COST DOL.    GP.AMT   GP % OS  WH

        IDEAL
100013  IDEAL DISTRIBUTION CO  I/V 502175V      12/12     -23.74     -23.74 0000      0.00    -7.30      -16.44  69.3 01 001


TOTAL SALESMAN: 000 HOUSE ORDERS                          -23.74     -23.74           0.00    -7.30      -16.44  69.3
```

125% | 1 of 3 | 11 x 8.5 in

Notes:

_____
_____
_____
_____
_____

```
                                    MONTHLY INVOICE REGISTER                  DATE 07/14/04      PAGE    1
   CO 01    THE SYSTEMS HOUSE       MONTH END DATE: 01/02/03   FISCAL MONTH: 0301      TIME 12:43:22

   CUST#  CUSTOMER NAME         INV #   DATE INV TOTAL  SLS   SALE AMT   TAX AMT   FRT.AMT  MISC AMT  COST AMT   GP AMT  GP %  WH
      ALCO
      100083 ALCO SUPPLY COMPANY   501867  03/24    20.00  001     20.00     0.00     0.00     0.00     10.00    10.00  50.0 001

      ALCO
      100083 ALCO SUPPLY COMPANY   501868  03/24    10.00  001     10.00     0.00     0.00     0.00      5.00     5.00  50.0 001

      ALCO
      100000 ALCO SUPPLY COMPANY   501869V 03/24 -3210.00  011  -3000.00  -210.00    0.00     0.00  -1725.00 -1275.00  42.5 001

      ALCO
      100000 ALCO SUPPLY COMPANY   501869 *03/24  3210.00  011   3000.00   210.00    0.00     0.00   1725.00  1275.00  42.5 001

      ALCO
      100093 ALCO SUPPLY COMPANY   501870  03/25   120.00  001    120.00     0.00     0.00     0.00     86.60    33.40  27.8 001

      ALCO
      100000 ALCO SUPPLY COMPANY   501871  03/25  3210.00  011   3000.00   210.00    0.00     0.00   1725.00  1275.00  42.5 001

      TJZ1
      100084 ALCO SUPPLY COMPANY   501872  03/26 396703.00 001 396680.00    0.00    23.00     0.00 168715.60 227964.40 57.5 002

      ALCO
      100083 ALCO SUPPLY COMPANY   501873  03/26   165.85  001    155.00    10.85     0.00     0.00    100.00    55.00  35.5 001

      ALCO
      100083 ALCO SUPPLY COMPANY   501874  03/26    50.00  001     50.00     0.00     0.00     0.00     25.00    25.00  50.0 002

      ALCO
      100083 ALCO SUPPLY COMPANY   501875  03/26   100.00  001    100.00     0.00     0.00     0.00     50.00    50.00  50.0 001

      ALCO
      100088 ALCO SUPPLY COMPANY   501876  03/27   500.00  007    500.00     0.00     0.00     0.00    250.00   250.00  50.0 002

      AJAX
      100015 AJAX INDUSTRIAL SUPPLY 501877  03/27  1232.00  001   1225.00     0.00     7.00     0.00   1075.00   150.00  12.2 001

      ALCO
      100088 ALCO SUPPLY COMPANY   501878  03/27    10.00  007     10.00     0.00     0.00     0.00      5.00     5.00  50.0 002

      ALCO
      100000 ALCO SUPPLY COMPANY   501879  03/28     0.00  011      0.00     0.00     0.00     0.00      0.00     0.00   0.0 001

      AJAX
      100015 AJAX INDUSTRIAL SUPPLY 501880  03/28     0.00* 001      0.00     0.00     0.00     0.00      5.00    -5.00   0.0 001
```

Monthly Invoice Register Report

The invoice register lists each invoice and invoice void processed for the fiscal period. This classical sales journal represents total sales for the day or month and is part of the accounts receivable month end jobstream.

The invoice number, customer number and customer name will print on the invoice register. The columns such as tax amount and gross profit can be determined by the customer using the report parameter maintenance.

Enter Month Ending Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

Fiscal Period

Enter the date as 'YYMM'

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

```
Adobe Acrobat - [jbeach!58458~062!13345!ACCT.RPTS_9.pdf]
File  Edit  Document  Tools  View  Window  Help
```

```
                         MONTHLY CONSIGNMENT MEMO REGISTER INVOICE/RTNS                    DATE 07/14/04      PAGE    1
CO 01      THE SYSTEMS HOUSE                                                               TIME 16:14:23

CUST#   CUSTOMER NAME          INV #    DATE  INV TOTAL  SLS    SALE AMT   TAX AMT   FRT AMT  MISC AMT   COST AMT    GP AMT    GP %

ALCO
100000 ALCO SUPPLY COMPANY     000011 03/28   3210.00   011    3000.00    210.00      0.00      0.00   1725.00    1275.00    42.5

ALCO
100000 ALCO SUPPLY COMPANY     000012 04/30 970600.00   011  970600.00      0.00      0.00      0.00 421789.00  548811.00    56.5

TJZ1
100084 TOM'S TEST CUSTOMER     000013 04/30  84400.00   001   84400.00      0.00      0.00      0.00  33743.12   50656.88    60.0


TOTAL COMPANY: 01  THE SYSTEMS HOUSE           058210.00         1058000.00   210.00    0.00      0.00 457257.12  600742.88    56.8



GRAND TOTAL                                    058210.00         1058000.00   210.00    0.00      0.00 457257.12  600742.88    56.8
```

```
125%    1 of 1    11 x 8.5 in
```

Monthly Consignment Memo Report

This report lists all invoices entered on consignment for a particular fiscal period.

Fiscal Period

Enter the date as 'YYMM'

1=CSH, 2=CIV

Enter '1' to display cash, or '2' to display the Consignment Invoice Number.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

Monthly Credit Memo Report

The credit memo register lists each credit memo and credit memo voids processed for the fiscal month. This report is also part of the month end jobstream for accounts receivable.

The invoice number, customer number and customer name will print on the invoice register. The columns such as tax amount and gross profit can be determined by the customer using the report parameter maintenance.

Customer#

In this field the operator has the option of selecting 'All Customers', 'Customer Range' and 'Specific Customer'.

Date

In this field the operator has the option of selecting 'All Dates', 'Date Range' and 'Specific Dates'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

Monthly Bill of Lading Register Report

Monthly Bill of Lading Register Report

Fiscal Period
Enter the date as 'YYMM'

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Accounting Registers Training Guide

13

Notes:

_____
_____
_____
_____
_____
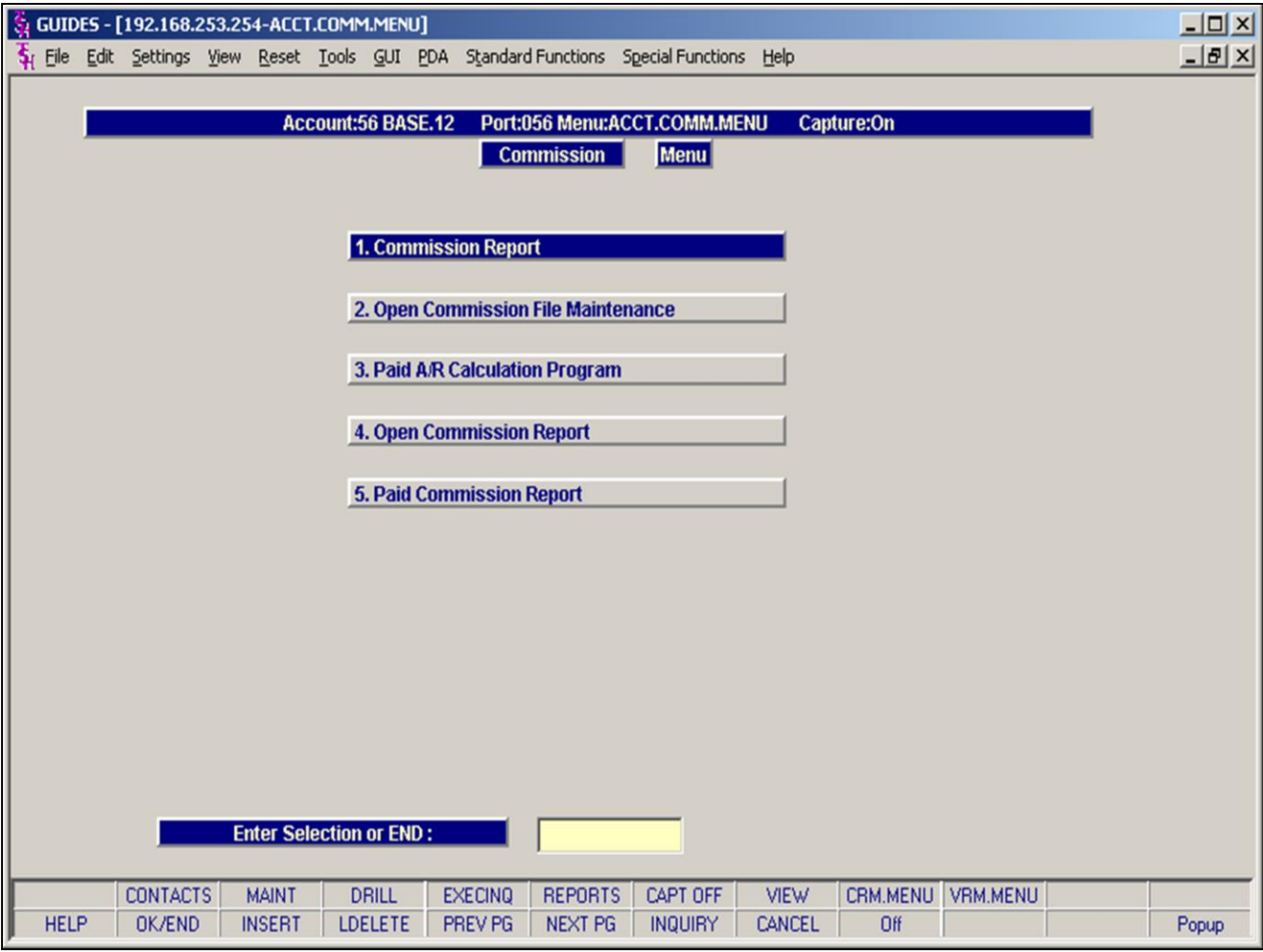
The Commissions Menu can be found on the Accounting Registers Menu. The Commissions Menu contains the following;

Commission Report

Open Commission File Maintenance

Paid A/R Calculation Program

Open Commission Report

Paid Commission Report

Notes:

_____

_____

_____

_____

_____

Monthly Commission Report

Invoice Date
In this field the operator has the option of selecting 'All Invoice Dates', 'Invoice Date Range' and 'Specific Invoice Dates'.

Salesman
In this field the operator has the option of selecting 'All Salesmans', 'Salesman Range' and 'Specific Salesman'.

Customer#
In this field the operator has the option of selecting 'All Customers', 'Customer Range' and 'Specific Customer'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

Open Commission File Maintenance

Open Commission File Maintenance

Tnx#
Enter 'INV' for Invoice or 'CM' for Credit Memo

Co#/Inv#
Enter the Company Number or Invoice Number

Ctr

Salesman
Enter the Salesman# or Press F7 to search for the Salesman#

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Accounting Registers Training Guide

16

Notes:

_____
_____
_____
_____
_____

Paid A/R Calculation Program

Paid A/R Calculation Program

Company
In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Accounting Registers Training Guide   17

Notes:

_____
_____
_____
_____
_____

The Systems House, Inc.   10/14/2015

Monthly Open Commission Report

Company

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

Salesman

In this field the operator has the option of selecting 'All Salesmans', 'Salesman Range' and 'Specific Salesman'.

Invoice Date

In this field the operator has the option of selecting 'All Invoice Dates', 'Invoice Date Range' and 'Specific Invoice Dates'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

Monthly Open Commission Report

Company

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

Salesman

In this field the operator has the option of selecting 'All Salesmans', 'Salesman Range' and 'Specific Salesman'.

Date

In this field the operator has the option of selecting 'All Dates', 'Date Range' and 'Specific Dates'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

```
Adobe Acrobat - [jbeach!58013~062!13345!ACCT.RPTS_13.pdf]
File  Edit  Document  Tools  View  Window  Help


                              MONTHLY STANDARD TAX REGISTER                    DATE 07/14/04     PAGE   6
     CO 01   THE SYSTEMS HOUSE              MONTH END DATE: 12/01/03   FISCAL MONTH: 0301         TIME 16:07:06

     CUST # CUSTOMER NAME          TNX INV#   C/M NO DATE  INV TOTAL   SALE AMT   TAXABLE   NON-TAX   TAX% COST DOL.    GP.AMT  G.P%


     TOTAL TAX JURISDICTION: 1    NEW JERSEY               1745972.20           5,141.98                       927708.68
                                                              1740640.00             1656520.00      812931.32           53.3


          UMC
     100011 UNIVERSITY MEDICAL CENTER C/M 130739      04/03 -1444.50  -1350.00   -94.50      0.00 7.000  -659.25  -690.75 51.2


     TOTAL TAX JURISDICTION: 12    WESTCHESTER COUNTY N    -1444.50            -94.50                          -690.75
                                                              -1350.00                0.00          -659.25           51.2



     TOTAL COMPANY: 01  THE SYSTEMS HOUSE              1753213.41           5,047.48                       928833.66
                                                              1747983.00             1665237.00      819149.34           53.1



     GRAND TOTAL                                      1753213.41           5,047.48                       928833.66
                                                              1747983.00             1665237.00      819149.34           53.1
```

Monthly Tax Register Report

The tax register is an automatic byproduct of the invoicing and credit memo process and details by invoice, the amount of tax charged the customer.

The report is prepared in taxing jurisdiction sequence and reports the invoice gross and net amounts, taxable and non_taxable amounts, tax percent and tax amount collected. This report would be used to prepare state sales tax returns. A summary report by tax jurisdiction is also provided. This report is also part of the accounts receivable month end jobstream. The invoice number, customer number and customer name will print on the invoice register. The columns such as tax amount and gross profit can be determined by the customer using the report parameter maintenance.

Invoice Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

```
Adobe Acrobat - [jbeach!56732~062!13345!ACCT.RPTS_14.pdf]
File  Edit  Document  Tools  View  Window  Help
```

```
                              MONTHLY GROSS PROFIT REGISTER              DATE 07/14/04      PAGE   1
CO 01   THE SYSTEMS HOUSE                                                TIME 15:46:04

SLS 000 HOUSE ORDERS


CUST # CUSTOMER NAME          TNX INV#    C/M NO DATE  INV TOTAL    SALE AMT COM%   COMM AMT COST DOL.   GP.AMT  GP % OS  WH

       10004
100045 ACME FASTENERS INC     C/M 130741      04/08   -800.00     -800.00 0000      0.00   -460.00   -340.00 42.5 RA 001

       IDEAL
100013 IDEAL DISTRIBUTION CO  I/V 502175V     12/12    -23.74      -23.74 0000      0.00     -7.30    -16.44 69.3 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO  INV 502175      12/12     23.74       23.74 0000      0.00      7.30     16.44 69.3 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO  INV 502176      12/12    171.22       71.22 0000      0.00     21.90     49.32 69.3 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO  INV 502177      12/12   1061.04     1000.98 0000      0.00    950.64     50.34  5.0 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO  INV 502178      12/12     86.70       70.00 0000      0.00     35.00     35.00 50.0 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO  INV 502343      06/24     12.50        0.00 4000     -2.00     10.00    -10.00  0.0 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO  INV 502344      06/24     12.50        0.00 4000     -2.00      5.00     -5.00  0.0 01 001

       MISC
100069 MISC CUSTOMER          INV 502152      11/19    514.50      450.00 0000      0.00    219.75    230.25 51.2 01 001


TOTAL SALESMAN: 000 HOUSE ORDERS                      1058.46                               782.29             1.3
                                                                 792.20         -4.00                 9.91
```

```
125%   |  1 of 65  |  11 x 8.5 in
```

Monthly Gross Profit Report

The purpose of the gross profit report is to provide management with an analysis of the profitability of each salesman. Prepared in salesman sequence, the report analyzes the sales, cost, gross profit, and commission statistics associated with each salesman for the fiscal period.

The invoice number, customer number and customer name will print on the invoice register. The columns such as tax amount and gross profit can be determined by the customer using the report parameter maintenance.

This report is not run during the end of month jobstream. The register can be run for any fiscal period as long as the invoices have not been purged

Company

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

Invoice Date

In this field the operator has the option of selecting 'All Invoice Dates', 'Invoice Date Range' and 'Specific Invoice Dates'.

Salesman

In this field the operator has the option of selecting 'All Salesmans', 'Salesman Range' and 'Specific Salesman'.

Notes:

_____

_____

_____

_____

_____

```
Adobe Acrobat - [jbeach!56732~062!13345!ACCT.RPTS_14.pdf]
File  Edit  Document  Tools  View  Window  Help
```

```
                              MONTHLY GROSS PROFIT REGISTER              DATE 07/14/04      PAGE   1
CO 01    THE SYSTEMS HOUSE                                               TIME 15:46:04

SLS 000 HOUSE ORDERS


CUST # CUSTOMER NAME             TNX INV#     C/M NO DATE  INV TOTAL    SALE AMT COM%   COMM AMT COST DOL.    GP.AMT  GP % OS  WH

       10004
100045 ACME FASTENERS INC        C/M 130741       04/08   -800.00      -800.00 0000      0.00   -460.00    -340.00  42.5 RA 001

       IDEAL
100013 IDEAL DISTRIBUTION CO     I/V 502175V       12/12   -23.74       -23.74 0000      0.00     -7.30     -16.44  69.3 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO     INV 502175        12/12    23.74        23.74 0000      0.00      7.30      16.44  69.3 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO     INV 502176        12/12   171.22        71.22 0000      0.00     21.90      49.32  69.3 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO     INV 502177        12/12  1061.04      1000.98 0000      0.00    950.64      50.34   5.0 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO     INV 502178        12/12    86.70        70.00 0000      0.00     35.00      35.00  50.0 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO     INV 502343        06/24    12.50         0.00 4000     -2.00     10.00     -10.00   0.0 01 001

       IDEAL
100013 IDEAL DISTRIBUTION CO     INV 502344        06/24    12.50         0.00 4000     -2.00      5.00      -5.00   0.0 01 001

       MISC
100069 MISC CUSTOMER             INV 502152        11/19   514.50       450.00 0000      0.00    219.75     230.25  51.2 01 001


TOTAL SALESMAN: 000 HOUSE ORDERS                         1058.46                                782.29            1.3
                                                                       792.20             -4.00                   9.91
```

```
125%    1 of 65    11 x 8.5 in
```

Monthly Gross Profit Report Continued

Customer#
In this field the operator has the option of selecting 'All Customers', 'Customer Range' and 'Specific Customer'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

```
***** MONTHLY CHARGE CACK REGISTER ***** DATE 04:02:31pm 14 Jul 2004

COMPANY: 01  THE SYSTEMS HOUSE

CB #.... A.CUST.NO.... CUST.NAME............... CB.AMT. CHARGEBACK DESC..... INVOICE# REF.DATA....... BATCH# DATE.... CHECK#...

01132196 AJAX       AJAX INDUSTRIAL SUPPLY    43.00 UNAUTHORIZED        01501705              101146 06/01/04 1
                                                    DEDUCTION
01132196 AJAX       AJAX INDUSTRIAL SUPPLY     7.00 UNAUTHORIZED        01000058 CBREF1       101148 06/17/04 CKNEW1
                                                    DEDUCTION
01132197 AJAX       AJAX INDUSTRIAL SUPPLY     8.00 CASH DISCOUNT BEYOND 01000058 CBREF2      101148 06/17/04 CKNEW1
                                                    TERMS
01132198 AJAX       AJAX INDUSTRIAL SUPPLY    15.00 INVALID FREIGHT     01501862 CBREF3       101148 06/17/04 CKNEW1
                                                    DEDUCTION
01132199 AJAX       AJAX INDUSTRIAL SUPPLY    20.00 SHORT SHIPMENT      01501862 CBREF4       101148 06/17/04 CKNEW1
                                                    --------
***                                                  93.00

                                                     93.00

5 records listed.
```

Monthly Chargeback Report

The chargeback register prints all chargebacks created during cash receipts.

A summary analysis by company and warehouse is provided.

This report is also generated during the accounts receivable month end jobstream. After the month has been closed, this report is no longer available for that period.

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

```
Adobe Acrobat - [jbeach!46455~039!13345!ACCT.RPTS_16.pdf]
File  Edit  Document  Tools  View  Window  Help

                                        RETURNS ANALYSIS              DATE 07/14/04        PAGE   1
          CO  01 THE SYSTEMS HOUSE                                     TIME 12:54:20


          CUST#  CUSTOMER NAME          R/C REASON      CREDIT $   C/M NO    DATE

               10004
          100045 ACME FASTENERS INC     001 MDSE ALLOW    -800.00 130741 04/08/03

          TOTAL R/C 001                                  -800.00


          TOTAL CUSTOMER 100045                          -800.00


               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -481.50 130740 04/07/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -427.78 130746 04/17/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -428.00 130747 04/17/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -428.00 130748 04/17/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -428.00 130749 04/17/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -214.00 130750 04/17/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -214.00 130751 04/17/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -487.00 130753 04/28/03

          TOTAL R/C 001                                  -3108.28


               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -642.00 130737 03/25/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -642.00 130738 03/25/03

          TOTAL R/C 001                                  -1284.00


               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW    -1284.00 130736 03/25/03
               ALCO
          100000 ALCO SUPPLY COMPANY    001 MDSE ALLOW     1284.00 130736V03/25/03

125%    1 of 3      11 x 8.5 in
```

Monthly Returns Analysis Report

The returns analysis report provides a recap of all credit memos issued during the month by reason code (i.e., defective merchandise, product return, etc).

Fiscal Period

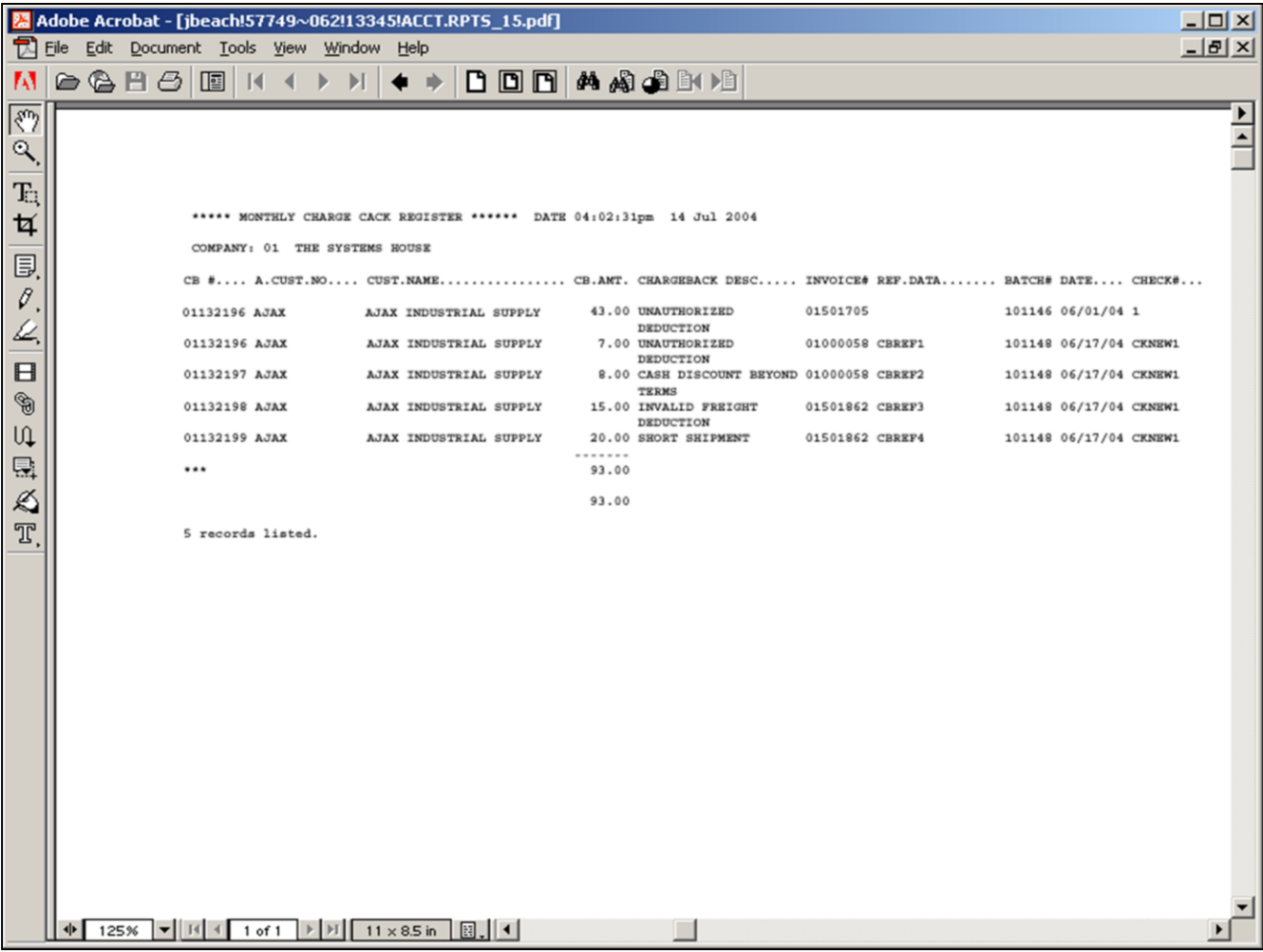Enter the date as 'YYMM'

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

Adobe Acrobat - [jbeach!48999~061!13352!ACCT.RPTS_17.pdf]

File Edit Document Tools View Window Help

```
PAGE   1                    SALES BY TAX JURISDICTION SUMMARY        DATE 01:36:56pm  21 Jul 2004
  CO#: 01  THE SYSTEMS HOUSE           FOR MONTH ENDING 10/01/03


TAX.JUR.DESC............ INV.AMT..... SALE.AMT.. TAX.BASE. NON.TAX.. TAX.AMT.. FRT.AMT..

                           -75.40      -75.40      0.00    -75.40      0.00      0.00

1 NEW JERSEY              -214.00     -200.00   -200.00      0.00    -14.00      0.00

                            -2.60       -2.60      0.00     -2.60      0.00      0.00

12 WESTCHESTER COUNTY NY -3,852.00   -3600.00  -3600.00      0.00   -252.00      0.00

                          -105.00     -105.00      0.00   -105.00      0.00      0.00

1 NEW JERSEY               -10.00      -10.00      0.00    -10.00      0.00      0.00

                          -200.00     -200.00      0.00   -200.00      0.00      0.00

12 WESTCHESTER COUNTY NY  -481.50     -450.00   -450.00      0.00    -31.50      0.00

1 NEW JERSEY            -8,295.50    -7775.00  -7337.50   -437.50   -481.79    -37.50

12 WESTCHESTER COUNTY NY-1,444.50    -1350.00  -1350.00      0.00    -94.50      0.00

1 NEW JERSEY              -481.50     -450.00   -450.00      0.00    -31.50      0.00

                          -800.00     -800.00      0.00   -800.00      0.00      0.00

1 NEW JERSEY             -165.85     -155.00   -155.00      0.00    -10.85      0.00

                          -87.04      -78.00    -24.00    -54.00      0.00    -10.00

1 NEW JERSEY          -12,689.23   -12204.65  -7580.00  -4624.65   -474.80    -10.00

                        -1,365.25    -1365.25      0.00  -1365.25      0.00      0.00
```

150% | 1 of 12 | 11 x 8.5 in

Monthly Tax Jurisdiction Summary Report

The tax register is an automatic byproduct of the invoicing and credit memo process and details by invoice the amount of tax charged the customer.

The report is prepared in taxing jurisdiction sequence and reports the invoice gross and net amounts, taxable and non_taxable amounts, tax percent and tax amount collected. This report would be used to prepare state sales tax returns.

Enter Month Ending Date

Click on the drop down box and select a date or enter date format 'DDMMYY'.

Fiscal Period

Enter the date as 'YYMM'

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

```
Adobe Acrobat - [jbeach!56380~062!13345!ACCT.RPTS_18.pdf]
File  Edit  Document  Tools  View  Window  Help


DATE: 14 Jul 2004                    LOT  GROSS  PROFIT  REPORT                  PAGE:   1
                                     01 THE SYSTEMS HOUSE


SALESMAN: 000 HOUSE ORDERS

INVOICE# TNX INV DATE CUSTOMER#  CUSTOMER NAME
         RE          IDEAL       IDEAL DISTRIBUTION CO

PRODUCT#      PRODUCT DESCRIPTION      LOT NUMBER/LOCATION  QTY SHIPPED   COST EXT COST    PRICE    GP% GP AMOUNT      VALUE


TS-HUM3       HUMULIN                                                                    10.00                       20.00
                                                          ***********   ********      ******* ***********
PRODUCT TOTALS:                                                   0       0.00            0.00%     0.00
                                                          ***********   ********      ******* *********** ***********
INVOICE TOTALS:                                                   0       0.00            0.00%     0.00            20.00

INVOICE# TNX INV DATE CUSTOMER#  CUSTOMER NAME
         OE          IDEAL       IDEAL DISTRIBUTION CO

                                                          ***********   ********      ******* *********** ***********
INVOICE TOTALS:                                                   0       0.00            0.00%     0.00             0.00

INVOICE# TNX INV DATE CUSTOMER#  CUSTOMER NAME
         OE          IDEAL       IDEAL DISTRIBUTION CO

                                                          ***********   ********      ******* *********** ***********
INVOICE TOTALS:                                                   0       0.00            0.00%     0.00             0.00

INVOICE# TNX INV DATE CUSTOMER#  CUSTOMER NAME
         OE          IDEAL       IDEAL DISTRIBUTION CO

                                                          ***********   ********      ******* *********** ***********
INVOICE TOTALS:                                                   0       0.00            0.00%     0.00             0.00

INVOICE# TNX INV DATE CUSTOMER#  CUSTOMER NAME
         OE          IDEAL       IDEAL DISTRIBUTION CO

                                                          ***********   ********      ******* *********** ***********
INVOICE TOTALS:                                                   0       0.00            0.00%     0.00             0.00

INVOICE# TNX INV DATE CUSTOMER#  CUSTOMER NAME
         OE          IDEAL       IDEAL DISTRIBUTION CO


120%      1 of 53      11 x 8.5 in
```

Monthly Lot Gross Profit Report (Detail)

The lot gross profit report provides management with an analysis of the profitability of each salesman. Designed specifically for customers utilizing lot inventory control, prepared in salesman sequence, the report analyzes the sales, cost, and gross profit associated with each sale.

Both a detail and summary version are provided.

Invoice Date

In this field the operator has the option of selecting 'All Invoice Dates', 'Invoice Date Range' and 'Specific Invoice Dates'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____

_____

_____

_____

_____

Monthly Lot Gross Profit Report (Summary)

The lot gross profit report provides management with an analysis of the profitability of each salesman. Designed specifically for customers utilizing lot inventory control, prepared in salesman sequence, the report analyzes the sales, cost, and gross profit associated with each sale.

Invoice Date

In this field the operator has the option of selecting 'All Invoice Dates', 'Invoice Date Range' and 'Specific Invoice Dates'.

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

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

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

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

Notes:

_____
_____
_____
_____
_____

Where to get more Information

- Additional training Sessions

- Place a support call using the CRS system: http://crs.tshinc.com

- Call The Systems House, Inc. at 973-777-8050

Accounting Registers Training Guide   28

Accounting Registers Training Guide
Where to get more information

Please send any comments or questions on this guide to our documentation department at: documents@tshinc.com

Note: This guide was made using WINMDS.

If you still have questions after reviewing this guide, you have several options:

1. Order additional training Sessions- TSH personnel can train you on the specifics of your system.

2. Place a support call using the CRS system: http://crs.tshinc.com – The most efficient way of entering and tracking Support calls. Plus, you will have a written record of the resolution for future reference. If you do not have a login, call TSH today to set on up.

3. Call The Systems House, Inc. at 973-777-8050 – were here to serve you in any way we can.

Notes:

_____
_____
_____
_____
_____