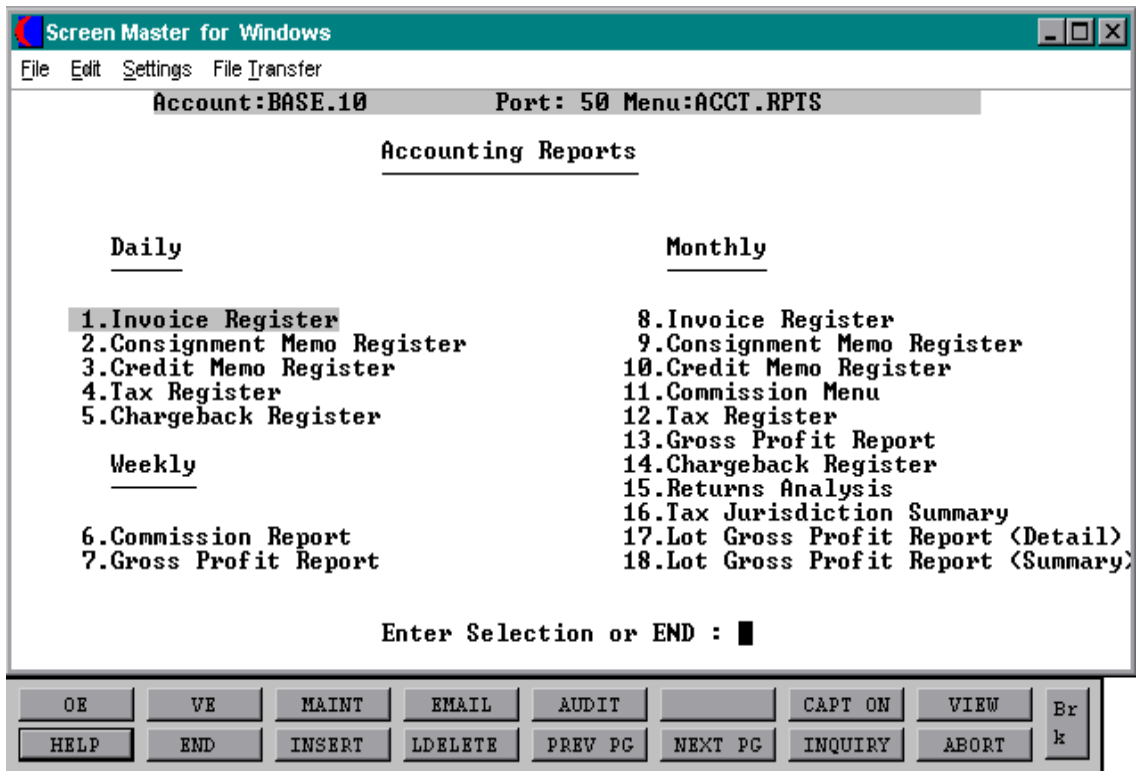


THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION

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## ACCOUNTING REPORTS MENU



## ACCOUNTING REPORTS 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.

### INVOICE REGISTER

The invoice register lists each invoice and invoice void processed for a particular day (DAILY VERSION), or for the fiscal period (MONTHLY VERSION).

This classical sales journal represents total sales for the day or month.

### CONSIGNMENT INVOICE REGISTER

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

### CREDIT MEMO REGISTER

The credit memo register lists each credit memo and credit memo void processed for a particular day (DAILY VERSION), or for the fiscal month (MONTHLY VERSION).

### TAX REGISTER

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.

### CHARGEBACK REGISTER

The chargeback register prints all chargebacks created during cash receipts. The reports can be run for a specific day or fiscal period.

A summary analysis by company and warehouse is provided.

## ACCOUNTING REPORTS OVERVIEW

### COMMISSION REPORT

The commission report, produced in sales sequence, is intended to serve as a basis of commission payments. The report includes all invoices and credits prepared for the period (weekly and monthly), and shows sale amount, commission amount, commission percent, and optionally gross profit information.

### 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.

### RETURNS ANALYSIS

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).

### LOT GROSS PROFIT REPORTS (DETAIL AND 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, it is prepared in salesman sequence, and analyzes the sales, cost, and gross profit associated with each sale.

Both a detail and summary version are provided.

**DAILY INVOICE REGISTER**

PROK NAME	ARPROC PD.INV.REG
PROGRAM NAME	ARPROG D.INV.REG
SELECTION	MENU-3
SELECTION NUMBER	1
FILES ACCESSED	INVOICE
	COMPANY
	REPORT.PARAM
	CUST.MAST
	DICT.INVOICE

**OVERVIEW**

This report will print the invoice register for a specific date. Both invoice and invoice voids will be printed.

This report is also generated during the end of day 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.

**OPERATING INSTRUCTIONS****DAILY INVOICE REGISTER  
HIT <RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER INVOICE DATE (MM/DD/YY) OR 'END'**

The date to be processed is selected by the entry of the invoice date. 'END' will return the program to the selector.

**INVOICE FILE NOW SORTING****DAILY INVOICE REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## DAILY INVOICE REGISTER

DAILY INVOICE REGISTER      ENTRY DATE 06/15/97      DATE 07/15/97      PAGE 1  
 TIME 11:32:12

CUST#	CUST NAME	INV#	DATE	INV TOTAL	SLS	SALE AMT	TAX AMT	FRT AMT	MISC AMT	COST AMT	GP AMT	GP%	WHS
IDEAL 100013	IDEAL DISTRIBUTION	122321	7/12	525.00	001	500.00	10.00	15.00		300.00	200.00	35.0	001
TSH 100112	THE SYSTEMS HOUSE	100212	8/15	752.00	002	713.00	27.00	10.00		250.00	437.00	100.0	002
UMC 100001	UNIVERSITY MEDICAL CENTER	130561	9/30	850.00	001	850.00	0.00	0.00		425.00	425.00	50.0	002
TOTAL COMPANY:01 THE SYSTEMS HSE				2127.00	001	2063.00	37.00	25.00		975.00	1062.00	61.2	001
GRAND TOTAL				2127.00		2063.00	37.00	25.00		975.00	1062.00		

**DAILY CONSIGNMENT MEMO REGISTER**

PROK NAME	ARPROC PD.CON.INV.REG
PROGRAM NAME	ARPROG D.CON.INV.REG
	MDS.BP SET.HOLD.BANNER EOD
SELECTION	MENU-3
SELECTION NUMBER	2
FILES ACCESSED	C.INVOICE
	CUST.MAST
	COMPANY
	PARAMETER

**OVERVIEW**

This report lists all invoices entered as a consignment for a particular day.

**OPERATING INSTRUCTIONS****DAILY CONSIGNMENT MEMO TRANSACTION REPORT  
HIT <RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' or 'E' will return to the accounting reports menu.

**ENTER CONSIGNMENT INVOICE DATE (MM/DD/YY) OR 'END'**

The date to be processed is selected by the entry of the invoice date. 'END' will return the program to the selector.

**CONSIGNMENT INVOICE FILE NOW SORTING****DAILY CONSIGNMENT REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## DAILY CONSIGNMENT MEMO REGISTER

DAILY CONSIGNMENT MEMO REGISTER FOR SHIPMENTS

ENTRY DATE 12/17/97

PAGE 1

CO 01 THE SYSTEMS HOUSE

TIME 11:09:21

CUST#	CUST NAME	INV#	DATE	INV TOT	SLS	SLE AMT	TAX AMT	FRT AMT	MIS AMT	COST AMT	GP AMT	GP
IDEAL 100013	IDEAL DISTR.	01122542	07/15	2500.00	001	2375.00	100.00	25.00	0.00	1400.00	975.00	75
UMC 100102	UNITED, INC.	01103521	08/01	1025.00	002	900.00	75.0	20.00	25.00	400.00	500.00	99
AJAX 100028	AJAX SUPPLY	01121320	08/05	1200.00	001	1100.00	100.00			600.00	500.00	99
TOTAL COMPANY				4725.00		4375.00	275.00	45.00	25.00	2400.00	1975.00	
GRAND TOTAL				4725.00		4375.00	275.00	45.00	25.00	2400.00	1975.00	

3 records listed.



**DAILY CREDIT MEMO REGISTER**

PROK NAME	ARPROC PD.CM.REG
PROGRAM NAME	ARPROG D.CM.REG
SELECTION	MENU-3
SELECTION NUMBER	3
FILES ACCESSED	INVOICE
	DICT.INVOICE
	COMPANY
	REPORT.PARAM
	CUST.MAST

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****DAILY CREDIT MEMO REGISTER  
HIT <RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' or 'E' will return to the accounting reports menu.

**ENTER INVOICE DATE (MM/DD/YY) OR 'END'**

The date to be processed is selected by the entry of the invoice date. 'END' will return the program to the selector.

**INVOICE FILE NOW SORTING****DAILY CREDIT MEMO REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## DAILY CREDIT MEMO REGISTER

CO 01	THE SYSTEMS HOUSE	DAILY CREDIT MEMO REGISTER	ENTRY DATE 09/16/97	DATE 12/15/97 TIME 13:41:42							
CUST	CUST NAME	C/M#	DATE	INV	C/M TOTAL	SLS	SALE AMT	FRT.AMT	MISC AMT	COST AMT	GP AMT
TSH											
100937	THE SYSTEMS HSE	130308	09/16		-135.00	001	-135.00	-20.00	-22.50	-112.50	-22.50
IDEAL 100235	IDEAL DIST.	145200	09/16		-520.00	002	-520.00	-37.50	-22.00	-95.00	-435.00
AJAX 100561	AJAX, INC.	124220	09/16		-325.50	000	-325.50	-26.00	-15.00	-52.00	-325.50
TOTAL COMPANY: 01		'RETURNS'			-980.50		-980.50	-83.50	-37.00	-147.00	-980.50
		NON RETURNS'			0.00		0.00	0.00	0.00	0.00	0.00
		'TOTAL'		-980.50	-980.50		-83.50	-37.00	-147.00	-980.50	

**DAILY TAX REGISTER**

PROK NAME	ARPROC PD.TAX.REG
PROGRAM NAME	ARPROG D.TAX.REG
SELECTION	MENU-3
SELECTION NUMBER	4
FILES ACCESSED	INVOICE
	COMPANY
	TAX.RATE
	REPORT.PARAM

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****DAILY TAX REGISTER HIT  
<RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' or 'E' will return to the accounting reports menu.

**ENTER INVOICE DATE (MM/DD/YY) OR 'END'**

The date to be processed is selected by the entry of the invoice date. 'END' will return the program to the selector.

**INVOICE FILE NOW SORTING****DAILY TAX REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## DAILY TAX REGISTER

CO 01 THE SYSTEMS HOUSE		DAILY STANDARD TAX REGISTER								ENTRY DT 06/15/97	DATE 07/15/97	PAGE 1
TIME 15:33:09												
CUST#	CUSTOMER NAME	TNX	INV#	C/M NO	INV TOTAL	SALE AMT	TAX	NON-TAX	TAX%	COST.DOL	GP AMT	GP
IDEAL												
100013	IDEAL DISTRIBUT.	INV	12250		159.00	150.00	9.00	150.00	6.25	75.00	75.00	50
UMC												
100102	UNIVERSITY MED.	INV	11501		200.00	200.00	0.00	200.00		100.00	100.00	99
AJAX												
120001	AJAX SUPPLY	INV	11232		150.00	135.00	15.00	135.00	7.25	100.00	35.00	37
TOTAL TAX JURISDICTION: 1			NEW JERSEY		509.00	485.00	24.00	509.00		275.00	210.00	

3 records listed.

**DAILY CHARGEBACK REGISTER**

PROK NAME	ARPROC DLY.CB.REG
SELECTION	MENU-3
SELECTION NUMBER	5
FILES ACCESSED	CHARGEBACK
	WAREHOUSE
	COMPANY
	CUST.MAST

**OVERVIEW**

The chargeback register prints all chargebacks created during cash receipts. The reports can be run for a specific day or fiscal period.

**OPERATING INSTRUCTIONS****DAILY CHARGEBACK REGISTER HIT  
<RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' or 'E' will return to the accounting reports menu.

**ENTER INVOICE DATE (MM/DD/YY) OR 'END'**

The date to be processed is selected by the entry of the invoice date. 'END' will return the program to the selector.

**DAILY CHARGEBACK REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## DAILY CHARGEBACK REGISTER

PAGE 1                      \*\*\*\*\* DAILY CHARGE BACK REGISTER \*\*\*\*\*                      DATE 03:37:00pm 15 Jul 1997

COMPANY:

CB #	A.CUST.NO	CUST.NAME	CB.AMT	CHARGEBACK DESC	INVOICE#	REF.DATA	BATCH#	DATE...	CHECK#
132023	IDEAL	IDEAL DISTRIBUTION	15.00	UNAUTHORIZED DEDUCTION	120111	PO569	000012	10/30/97	1022
100211	AJAX	AJAX INDUSTRIAL	7.00	MISC DEDUCTION	100012	POM231	000111	11/12/97	563
102220	UMC	UNIVERSITY MEDICAL	14.00	TAX DEDUCTION	120077	POBN526	000503	12/01/97	4530
110001	ALCO	ALCO SUPPLY	20.50	UNAUTHORIZED DEDUCTION	100108		000421	12/15/97	823
TOTAL			56.50						
GRAND TOTAL			56.50						

2 records listed.

## WEEKLY COMMISSION REGISTER

PROK NAME	ARPROC PW.COMM.REG
PROGRAM NAME	ARPROG W.COMM.REG
	ARPROG W.COMM.UPD
SELECTION	MENU-3
SELECTION NUMBER	6
FILES ACCESSED	INVOICE
	DICT.INVOICE
	COMPANY
	SALESMAN
	REPORT.PARAM
	CUST.MAST
	CUST.DET

### OVERVIEW

The commission report, produced in sales sequence, is intended to serve as a basis of commission payments. The report includes all invoices and credits prepared for the period (weekly and monthly), and shows sale amount, commission amount, commission percent, and optionally gross profit information.

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.

### OPERATING INSTRUCTIONS

#### **WEEKLY COMMISSION REGISTER HIT <RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' or 'E' will return to the accounting reports menu.

**WEEKLY COMMISSION REGISTER**

**OPERATING INSTRUCTIONS (Continued)**

**INVOICE FILE NOW SORTING**

**WEEKLY COMMISSION REPORT NOW SPOOLING**

At the conclusion of the report, the following message will appear:

\*\*\*\*\* **CAUTION** \*\*\*\*\*  
**IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION**  
**THE INVOICE FILE WILL BE UPDATED**  
\*\*\*\*\*

**DID THE WEEKLY COMMISSION REGISTER PRINT OK ? (Y/N):**

'Y\*\*\*' Will cause the print flag in the Invoice file to be updated.

'N' Will then allow the operator to request rerunning of the report, or a return to the selector.



## WEEKLY COMMISSION REGISTER

CO 01 THE SYSTEMS HOUSE

WEEKLY STANDARD COMMISSION REGISTER

DATE 12/15/97

PAGE 2

TIME 14:02:45

SALESMAN 002 EUGENE FORREST

CUST	CUSTOMER NAME	TNX	INV#	C/M NO	DATE	INV TOT	SALE AMT	COM%	COM AMT	CST\$	GP AMT	GP%	OS	WHS
100011	UMC	INV	122321		11/23	108.75	100.00	5.0	5.43	48.00	52.00	50.0	01	001
100012	IDEAL	INV	100541		11/25	225.00	150.00	5.0	7.23	75.00	150.00	75.0	03	001
	TSH	C/M	132001		12/31	57.00	50.00	5.0	3.25	17.00	40.00	45.0	02	002
TOTAL SALESMAN: 002 EUGENE FORREST						390.75	300.00		15.91	140.00	242.00	56.2		
TOTAL COMPANY 01						390.75	300.00		15.91	140.00	242.00	56.2		
GRAND TOTAL						390.75	300.00		15.91	140.00	242.00	56.2		

**WEEKLY GROSS PROFIT REGISTER**

PROK NAME	ARPROC PW.GP.REG
PROGRAM NAME	ARPROG W.GP.REG
	ARPROG W.GP.UPD
SELECTION	MENU-3
SELECTION NUMBER	7
FILES ACCESSED	INVOICE
	DICT.INVOICE
	COMPANY
	SALESMAN
	REPORT.PARAM
	CUST.MAST

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****WEEKLY GROSS PROFIT REGISTER  
HIT <RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' or 'E' will return to the accounting reports menu.

**WEEKLY GROSS PROFIT REPORT NOW SPOOLING**

**WEEKLY GROSS PROFIT REGISTER****OPERATING INSTRUCTIONS (Continued)**

At the conclusion of the report, the following message will appear:

\*\*\*\*\* **CAUTION** \*\*\*\*\*  
**IF YOU ANSWER 'Y' TO THE FOLLOWING QUESTION**  
**THE INVOICE FILE WILL BE UPDATED**  
\*\*\*\*\*

**DID THE WEEKLY GROSS PROFIT REGISTER PRINT OK ? (Y/N):**

'Y\*\*\*' Will cause the print flag in the Invoice file to be updated.

'N' Will then allow the operator to request rerunning of the report, or a return to the selector.

## WEEKLY GROSS PROFIT REGISTER

CO 01	THE SYSTEMS HOUSE	WEEKLY GROSS PROFIT REGISTER	DATE 12/15/97	PAGE 2										
			TIME 14:02:45											
CUST	CUSTOMER NAME	TNX	INV#	C/M NO	DATE	INV TOT	SALE AMT	COM%	COM AMT	CST\$	GP AMT	GP%	OS	WHS
100011	UMC	INV	122321		11/23	108.75	100.00	5.0	5.43	48.00	52.00	50.0	01	001
100012	IDEAL	INV	100541		11/25	225.00	150.00	5.0	7.23	75.00	150.00	75.0	03	001
	TSH	C/M	132001		12/31	57.00	50.00	5.0	3.25	17.00	40.00	45.0	02	002
TOTAL SALESMAN: 02						EUGENE FORREST	390.75	300.00	15.91	140.00	242.00	56.2		
TOTAL COMPANY 01							390.75	300.00	15.91	140.00	242.00	56.2		
GRAND TOTAL							390.75	300.00	15.91	140.00	242.00	56.2		

## MONTHLY INVOICE REGISTER

PROK NAME	ARPROC PM.INV.REG004
PROGRAM NAME	ARPROG M.INV.REG004
SELECTION	MENU-3
SELECTION NUMBER	8
FILES ACCESSED	INVOICE DICT.INVOICE COMPANY CUST.MAST REPORT.PARAM

### OVERVIEW

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.

### OPERATING INSTRUCTIONS

#### **MONTHLY INVOICE REGISTER HIT <RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

#### **ENTER MONTH END DATE OR 'END' (MM/DD/YY)**

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

#### **ENTER FISCAL MONTH AS (YYMM) OR 'END'**

Enter the fiscal period or 'END' to return to the menu. All transactions for the period will be selected for the report.

#### **INVOICE FILE NOW SORTING**

#### **MONTHLY INVOICE REGISTER NOW SPOOLING**

## MONTHLY INVOICE REGISTER

CO 01	THE SYSTEMS HOUSE	MONTHLY INVOICE REGISTER								DATE 07/16/97	PAGE 1		
CUST#	CUSTOMER NAME	INV #	DATE	INV TOTAL	SLS	SLE AMT	TAX AMT	FRT.AMT	MISC AMT	COST AMT	GP AMT	GP %	WH
AJAX													
100015	AJAX INDUSTRIAL	000044	06/27	200.00	001	200.00	0.00	0.00	0.00	0.00	200.00	100	001
UNITED													
100014	UNITED SUPPLY	012312	06/19	50.66	001	45.00	2.21	3.45	0.00	0.00	45.00	100	001
IDEAL													
100013	IDEAL DIST.CO	120900	06/30	100.00	001	100.00	0.00	0.00	0.00	50.00	50.00	50	001
TOTAL COMPANY: 01 THE SYSTEMS HOUSE				350.66		345.00	2.21	3.45	0.00	50.00	295.00	83	001
GRAND TOTAL				350.66		345.00	2.21	3.45	0.00	50.00	295.00	83	001

**MONTHLY CONSIGNMENT MEMO REGISTER**

PROK NAME	ARPROC PM.CON.INV.REG
PROGRAM NAME	ARPROG M.CON.INV.REG
SELECTION	MENU-3
SELECTION NUMBER	9
FILES ACCESSED	C.INVOICE
	COMPANY
	CUST.MAST
	PARAMETER

**OVERVIEW**

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

**OPERATING INSTRUCTIONS****MONTHLY CONSIGNMENT MEMO TRANSACTION REPORT  
HIT <RTN> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER FISCAL MONTH AS (YYMM) OR 'END'**

Enter the fiscal period or 'END' to return to menu.

**CONSIGNMENT INVOICE NOW SORTING****MONTHLY CONSIGNMENT REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## MONTHLY CONSIGNMENT MEMO REGISTER

MONTHLY CONSIGNMENT MEMO REGISTER FOR SHIPMENTS

DATE 12/17/97

CO 01 THE SYSTEMS HOUSE

TIME 13:24:36

CUST#	CUST NAME	INV#	DATE	INV TOTAL	SLS	SALE AMT	TAX AMT	FRT AMT	MISC AMT	COST AMT	GP AMT	GP
IDEAL												
100013	IDEAL DIST.	01122523	07/15	2500.00	001	2350.00	75.00	25.00	50.00	1500.00	850.00	45
TSH												
100102	THE SYSTEMS HSE	01122529	07/31	1550.00	000	1550.00				1000.00	550.00	50
AJAX												
100320	AJAX SUPPLY	01110210	08/02	7860.00	001	7420.00	395.00	45.00		5200.00	2220.00	35
TOTAL COMPANY 01 THE SYSTEMS HOUSE				11910.00		11320.00	470.00	70.00	50.00	7700.00	3620.00	43
GRAND TOTAL				11910.00		11320.00	470.00	70.00	50.00	7700.00	3620.00	43

3 records listed



**MONTHLY CREDIT MEMO REGISTER**

PROK NAME	ARPROC PM.CM.REG004
PROGRAM NAME	ARPROG M.CM.REG004
SELECTION	MENU-3
SELECTION NUMBER	10
FILES ACCESSED	INVOICE DICT.INVOICE COMPANY REPORT.PARAM CUST.MAST

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****MONTHLY CREDIT MEMO REGISTER HIT  
<NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER MONTH END DATE OR 'END' (MM/DD/YY)**

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

**ENTER FISCAL MONTH AS (YYMM) OR END**

Enter the fiscal period or 'END' to return to the menu.

All transactions for the period will be selected for the report.

**INVOICE FILE NOW SORTING****MONTHLY CREDIT MEMO REPORT NOW SPOOLING**

**MONTHLY CREDIT MEMO REGISTER**

MONTHLY CREDIT MEMO REGISTER

DATE 07/16/97

PAGE 1

CO 01 THE SYSTEMS HOUSE

MONTH END DATE: 06/30/97 FISCAL MONTH: 9706 TIME 14:25:48

CUST#	CUSTOMER NAME	C/M#	DATE	INV#	C/M	TOTAL	SLS	SALE AMT	FRT.AMT	MISC.AMT	COST AMT	GP AMT	G.P%
AJAX													
100105	AJAX INDUSTRIAL	0100067	07/01			-525.00	001	-500.00	-25.00		-262.50	-262.50	50
IDEAL													
100003	IDEAL DIST.	0100065	07/15			-630.00	000	-595.00	-35.00		-160.00	-270.00	55
TSH													
100011	THE SHEIGER CO.	0100112	07/28			-253.00	002	-202.00		-51.00	-101.00	-101.00	50
UMC													
UNIVERSITY	MEDICAL CTR	0100201	07/30			-150.00	000	-135.00	-15.00		-60.00	-75.00	99
TOTAL COMPANY:01 THE SYSTEMS HOUSE 'RETURNS'						-1558.00		-1432.00	-75.00	-51.00	-583.50	-708.50	63
'NON RETURNS'						0.00		0.00	0.00	0.00	0.00	0.00	
GRAND TOTAL						-1558.00		-1432.00	-75.00	-51.00	-583.50	-708.50	63

**MONTHLY COMMISSION REGISTER**

PROK NAME	ARPROC PM.COMM.REG004
PROGRAM NAME	ARPROG M.COMM.REG004
SELECTION	MENU-3.11
SELECTION NUMBER	1
FILES ACCESSED	INVOICE
	COMPANY
	SALESMAN
	REPORT.PARAM
	CUST.MAST

**OVERVIEW**

The commission report, produced in sales sequence, is intended to serve as a basis of commission payments. The report included all invoices and credits prepared for the period (weekly and monthly), and shows sale amount, commission amount, commission percent, and optionally gross profit information.

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.

**MONTHLY COMMISSION REGISTER****OPERATING INSTRUCTIONS****MONTHLY STANDARD COMMISSION REGISTER  
HIT <NL>TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER MONTH END DATE OR 'END' (MM/DD/YY)**

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

**ENTER FISCAL PERIOD YOU ARE CLOSING (YYMM) OR 'END'**

Enter the fiscal period or 'END' to return to the menu.

All transactions for the period will be selected for the report.

**INVOICE FILE NOW SORTING****MONTHLY COMMISSION REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## MONTHLY COMMISSION REGISTER

MONTHLY STANDARD COMMISSION REGISTER      DATE 07/16/97  
 MONTH END DATE: 06/15/97      FISCAL MONTH: 9706

PAGE      1  
 TIME 16:07:43

CO    01    THE SYSTEMS HOUSE

SLS   001   JIM BRANCA

CUST #	CUSTOMER NAME	TNX	INV#	C/M NO	DATE	INV TOTAL	SALE AMT	COM%	COMM AMT	COST	DOL.	GP.AMT	GP %	OS
WH														
AJAX														
100015	AJAX INDUSTRIAL	INV	120902		07/97	400.00	400.00	5.00	20.00	250.00	150.00	7.0	01	001
IDEAL														
100013	DEAL DIST.	INV	120905		07/01	200.00	200.00	2.00	10.00	100.00	100.00	50.0	01	001
ALCO														
100000	ALCO SUPPLY CO.	INV	120913		07/15	214.00	200.00	0.00	10.00	107.00	93.00	25.0	01	001
TOTAL SALESMAN: 001 JIM BRANCA						814.00	800.00	7.00	40.00	457.00	343.00	20.6	01	001
TOTAL COMPANY:      01    THE SYSTEMS HOUSE						814.00	800.00	7.00	40.00	457.00	343.00	20.6	01	001

## OPEN COMMISSION FILE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER
	OPEN.COMM.MAINT010
SELECTION	MENU-3.11
SELECTION NUMBER	2
FILES ACCESSED	INVOICE
	COMPANY
	SALESMAN
	REPORT.PARAM
	CUST.MAST

### OVERVIEW

The open commission file maintenance program allows changes to be made to the salesman and the commission percent fields.

### OPERATING INSTRUCTIONS

**TNX:**

Enter the transaction (i.e., INV, C/M, etc.)

**CO#/INV#:**

Enter the company number and the accounts receivable number (i.e., INV#, C/M#, etc.).

The program will display the customer information, ship-to information, item numbers, item descriptions, quantity of items, cost, sale and commission percent.

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

Enter the line number to change, delete to delete or 0 to accept. You can only make changes to salesman or commission percent fields.

**PAID A/R CALCULATION PROGRAM**

PROK NAME	AR PROC PPAID.AR.CALC
PROGRAM NAME	ARPROG COMM.LOCK010
	ARPROG PAID.AR.CALC010
SELECTION	MENU-3.11
SELECTION NUMBER	3
FILES ACCESSED	AR
	OPEN.COMMISSION
	PAY.COMMISSION

**OVERVIEW**

This program checks the Accounts Receivable record for invoices paid with a zero balance and moves the open commissions to Pay.Commission file.

**OPERATING INSTRUCTIONS**

**PAID ACCOUNTS RECEIVABLE CALCULATION PROGRAM  
HIT <NL> TO CONTINUE OR 'END'**

**ENTER BEGINNING COMPANY (2N), 'A' FOR ALL OR 'END'**

Enter the beginning company number or 'A' for all companies.

**ENTER THE ENDING COMPANY (2N) OR 'END'**

Enter the ending company number or 'END' to return to the menu.

**NOW SELECTING OPEN.COMMISSION FILE - - PLEASE WAIT**

**NOW UPDATING TO PAY.COMMISSION FILE**

**MONTHLY TAX REGISTER**

PROK NAME	ARPROC PM.TAX.REG009
PROGRAM NAME	ARPROG M.TAX.REG009
SELECTION	MENU-3
SELECTION NUMBER	12
FILES ACCESSED	INVOICE
	COMPANY
	TAX.RATE
	REPORT.PARAM
	CUST.MAST

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****MONTHLY TAX REGISTER  
HIT <NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER MONTH END DATE OR 'END' (MM/DD/YY)**

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

**ENTER FISCAL MONTH AS (YMMM) OR 'END'**

Enter the fiscal period or 'END' to return to the menu. All transactions for the period will be selected for the report.



**MONTHLY TAX REGISTER**

**OPERATING INSTRUCTIONS (Continued)**

**INVOICE FILE NOW SORTING**

**MONTHLY TAX REGISTER NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## MONTHLY TAX REGISTER

MONTHLY STANDARD TAX REGISTER

DATE 07/17/97

PAGE 1

CO 01 THE SYSTEMS HOUSE MONTH END DATE: 06/30/97 FISCAL MONTH: 9706 TIME 10:33:15

CUST #	CUSTOMER NAME	TNX INV#	C/M NO	DATE	INV TOTAL	SALE AMT	TAXABLE	NON-TAX	TAX%	COST	DOL.	GP.AMT	
		G.P%											
IDEAL													
100013	IDEAL DISTRIBUTION	INV 100154		06/15	250.00	250.00	0.00	0.00	0.00	0.00	2 5 0 . 0 0	100.0	
UNITED													
100014	UNITED SUPPLY	INV 012312		06/19	50.66	45.00	2.21	0.00	0.00	0.00	4 5 . 0 0	100.0	
AJAX													
100015	AJAX industrial	INV 000778		06/27	305.00	250.00	55.00	0.00	0.00	0.00	2 5 0 . 0 0	100.0	
TOTAL TAX JURISDICTION: 1 NEW JERSEY					605.66	545.00	57.21	0.00	0.00	0.00	5 4 5 . 0 0	100.0	

## MONTHLY GROSS PROFIT REPORT

PROK NAME	ARPROC PM.GP.REG004
PROGRAM NAME	ARPROG M.GP.REG004
SELECTION	MENU-3
SELECTION NUMBER	13
FILES ACCESSED	INVOICE
	COMPANY
	SALESMAN
	REPORT.PARAM
	CUST.MAST

### OVERVIEW

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

### OPERATING INSTRUCTIONS

#### **MONTHLY GROSS PROFIT REGISTER HIT <NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

#### **ENTER MONTH END DATE OR 'END'**

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

#### **ENTER FISCAL MONTH AS (YYMM) OR 'END'**

Enter the fiscal period or 'END' to return to the menu.

**MONTHLY GROSS PROFIT REPORT**

**OPERATING INSTRUCTIONS (Continued)**

**INVOICE FILE NOW SORTING**

**MONTHLY GROSS PROFIT REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## MONTHLY GROSS PROFIT REPORT

MONTHLY GROSS PROFIT REGISTER

DATE 07/17/97

PAGE 1

CO 01 THE SYSTEMS HOUSE

MONTH END DATE: 06/30/97 FISCAL MONTH: 9706 TIME 11:00:33

SLS 001 JIM BRANCA

CUST #	CUSTOMER NAME	TNX INV#	C/M NO	DATE	INV TOTAL	SALE AMT	COM%	COMM AMT	COST DOL.	GP.AMT	GP %	OS
ALCO												
100000	ALCO SUPPLY CO.	INV 120912		07/15	1070.00	998.00	5.00	45.0	450.00	448.00	48.0	01 001
IDEAL												
100013	IDEAL DIST.	INV 100154		06/15	250.00	350.00	5.00	12.5	250.00	100.00	75.0	01 001
UNITED												
100014	UNITED SUPPLY	INV 012312		06/19	50.66	45.00	5.00	2.25	45.00	100.00	55.0	01 001
TOTAL SALESMAN: 001 JIM BRANCA					1370.66	1393.00	5.00	59.75	745.00	648.00	92.2	01 001
TOTAL COMPANY: 01 THE SYSTEMS HOUSE					1370.66	1393.00	5.00	59.75	745.00	648.00	92.2	01 001

**MONTHLY CHARGEBACK REGISTER**

PROK NAME	ARPROC MON.CB.REG
PROGRAM NAME	ARPROG MON.CB.REG
SELECTION	MENU-3
SELECTION NUMBER	14
FILES ACCESSED	CHARGEBACK COMPANY CUST.MAST WAREHOUSE

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****MONTHLY CHARGEBACK REGISTER  
HIT <NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**CHARGEBACK FILE NOW SORTING****MONTHLY CHARGEBACK REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

MONTHLY CHARGEBACK REGISTER

PAGE 1

\*\*\*\*\* MONTHLY CHARGE BACK REGISTER \*\*\*\*\*

DATE 12:58:20pm 17 Jul 1997

COMPANY: 01

CB #	A.CUST.NO	CUST.NAME	CB.AMT.	CHARGEBACK DESC	INVOICE#	REF.DATA	BATCH#	DATE..	CHECK#	
01132021	IDEAL	IDEAL DISTRIBUTION CO	29.66	UNAUTHORIZED DEDUCTION	01200007		100382	06/30/97	177	
01132022	AJAX	AJAX INDUSTRIAL SUPPLY	50.00	UNAUTHORIZED DEDUCTION	01120909		100396	06/15/97	234	
			-----							
***			79.66							
			79.66							

2 records listed.

## MONTHLY RETURN ANALYSIS

PROK NAME	ARPROC PRET.ANALYSIS
PROGRAM NAME	ARPROG RET.ANALYSIS
SELECTION	MENU-3
SELECTION NUMBER	15
FILES ACCESSED	INVOICE
	COMPANY
	CUST.MAST
	REASON.CODE

### OVERVIEW

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.).

### OPERATING INSTRUCTIONS

#### **RETURNS ANALYSIS**

**HIT <NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER FISCAL MONTH AS (YYMM) OR 'END'**

Enter the fiscal period or 'END' to return to the menu.

**INVOICE FILE NOW SORTING**

**MONTHLY RETURNS ANALYSIS REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.



## MONTHLY RETURN ANALYSIS

### RETURNS ANALYSIS

DATE 07/17/97  
TIME 13:15:19

PAGE 1

CO 01 THE SYSTEMS HOUSE

CUST#	CUSTOMER NAME	R/C REASON	CREDIT \$	C/M NO	DATE
AJAX					
100015	AJAX INDUSTRIAL SUPPLY		-100.00	130294	06/30/97
AJAX					
100015	AJAX INDUSTRIAL SUPPLY		-400.00	130297	06/30/97
TOTAL R/C			-500.00		
TOTAL CUSTOMER 100015			-500.00		
IDEAL					
100013	IDEAL DISTRIBUTION CO		-112.50	130296	06/30/97
IDEAL					
100013	IDEAL DISTRIBUTION CO		-212.50	130298	07/09/97
TOTAL R/C			-325.00		
TOTAL CUSTOMER 100013			-325.00		
TOTAL COMPANY 01			-825.00		
GRAND TOTAL			-1825.00		

**MONTHLY TAX JURISDICTION SUMMARY**

PROK NAME	ARPROC PM.TAX.REG.SUMM
SELECTION	MENU-3
SELECTION NUMBER	16
FILES ACCESSED	INVOICE

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****MONTHLY TAX JURISDICTION SUMMARY  
HIT <NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' or 'E' will return to the accounting reports menu.

**ENTER MONTH END DATE OR 'END' (MM/DD/YY)**

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

**ENTER FISCAL MONTH AS (YYMM) OR 'END'**

Enter the fiscal period or 'END' to return to the menu.

All transactions for the period will be selected for the report.

**INVOICE FILE NOW SORTING****MONTHLY TAX JURISDICTION REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

## MONTHLY TAX JURISDICTION SUMMARY

PAGE 1  
CO#:

SALES BY TAX JURISDICTION SUMMARY  
FOR MONTH ENDING 06/15/97

DATE 01:45:46pm 17 Jul 1997

TAX.JUR.DESC.....	INV.AMT.....	SALE.AMT..	TAX.BASE.	NON.TAX..	TAX.AMT..	FRT.AMT..
	0.00	0.00	0.00	0.00	0.00	0.00
1 NEW JERSEY	7,531.16	7461.00	8261.00	-800.00	73.21	-3.05
2 NEW YORK CITY	0.00	0.00	0.00	0.00	0.00	0.00
104 ROCKLAND COUNTY NY	2,204.00	2204.00	2204.00	0.00	0.00	0.00
01 THE SY	9,735.16	9665.00	10465.00	-800.00	73.21	-3.05
	9,735.16	9665.00	10465.00	-800.00	73.21	-3.05

33 records listed.

**MONTHLY LOT GROSS PROFIT REPORT (DETAIL)**

PROK NAME	PROK LOT.GP-RPT008
PROGRAM NAME	MDS.BP LOT.GP-RPT008
SELECTION	MENU-3
SELECTION NUMBER	17
FILES ACCESSED	COMPANY
	RELEASE
	SALESMAN
	PROD.MAST

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****LOT GROSS PROFIT REPORT  
HIT <NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER STARTING INVOICE DATE (MM/DD/YY)**

Enter the beginning invoice date or 'END' to return to the menu.

**ENTER ENDING INVOICE DATE (MM/DD/YY)**

Enter the ending invoice date or 'END' to return to the menu.

**INVOICE FILE NOW SORTING****MONTHLY LOT GROSS PROFIT REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

MONTHLY LOT GROSS PROFIT REPORT (DETAIL)

DATE: 18 MAR 1990

LOT GROSS PROFIT REPORT  
01 THE SYSTEMS HOUSE

PAGE: 1

SALESMAN: 001 JIM BRANCA

INVOICE# TNX INV DTE CUST# CUSTOMER NAME  
120994 INV 10/13/97 ALCO ALCO SUPPLY COMPANY

PRODUCT#	PROD DESCRIPTION	LOT#/LOC	QTY SHIPPED	COST	EXT COST	PRICE	GP%	GP AMT	VAL
101	RED FELT	A102/45	2		1.00	4.70	100	2.70	4.70
102	GREEN FELT	B235/58	4		1.00	4.70	100	2.70	4.70
INVOICE TOTALS			6		2.00	9.40	100	5.40	9.40

INVOICE# TNX INV DTE CUST# CUSTOMER NAME  
122100 INV 10/15/97 IDEAL IDEAL DISTRIBUTION

PRODUCT	PROD DESCRIPTION	LOT#/LOC	QTY SHIPPED	COST	EXT COST	PRICE	GP%	GP AMT	VAL
25FK	3" SHRINK WRAP	12-2/56	5		1.50	13.75	40	7.75	13.75
8FL-120	1" SHRINK WRAP	12-3/56	7		1.30	19.25	45	10.15	19.25
INVOICE TOTALS			13		2.80	33.00	47	17.90	33.00

PRODUCT TOTALS			13		2.80	33.00	47	17.90	33.00
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INVOICE TOTALS			13		2.80	33.00	47	17.90	33.00
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COMPANY TOTALS			13		2.80	33.00	47	17.90	33.00
----------------	--	--	----	--	------	-------	----	-------	-------

GRAND TOTALS			13		2.80	33.00	47	17.90	33.00
--------------	--	--	----	--	------	-------	----	-------	-------

**MONTHLY LOT GROSS PROFIT REPORT (SUMMARY)**

PROK NAME	PROK LOT.GP.INV-SUM008
PROGRAM NAME	MDS.BP LOT.GP.INV-SUM008
SELECTION	MENU-3
SELECTION NUMBER	18
FILES ACCESSED	INVOICE
	RELEASE
	SALESMAN
	PROD.MAST

**OVERVIEW**

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.

**OPERATING INSTRUCTIONS****LOT GROSS PROFIT REPORT (SUMMARY BY INVOICE)  
HIT <NL> TO CONTINUE OR 'END'**

'RETURN' will initiate the process, 'END' will return to the accounting reports menu.

**ENTER STARTING INVOICE DATE (MM/DD/YY)**

Enter the beginning invoice date or 'END' to return to the menu.

**ENTER ENDING INVOICE DATE (MM/DD/YY)**

Enter the ending invoice date or 'END' to return to the menu.

**RELEASE FILE NOW SORTING****MONTHLY LOT GROSS PROFIT SUMMARY REPORT NOW SPOOLING**

NOTE: The reports are printed on stock paper.

MONTHLY LOT GROSS PROFIT REPORT (SUMMARY BY INVOICE)

DATE DEC 18 1997

LOT GROSS PROFIT REPORT (SUMMARY BY INVOICE)  
01 THE SYSTEMS HOUSE

PAGE 1

SALESMAN: 001 JIM BRANCA

INVOICE#	TNX	INV DATE	CUST#	CUSTOMER NAME	QTY SHIPPED	EXT COST	GP%	GP AMT	VALUE
120994	INV	10/13/97	ALCO	ALCO SUPPLY	2	3.00	100	3.00	6.00
121001	INV	10/15/97	AJAX	AJAX INDUSTRIAL	5	10.00	50	5.00	15.00
121009	INV	10/20/97	IDEAL	IDEAL DISTRIBUTION	5	25.00	100	25.00	50.00
122005	INV	10/31/97	UMC	UNIVERSITY MEDICAL CTR	7	20.00	50	10.00	30.00

SALESMAN TOTALS:

===	=====	=====	=====	=====	19	58.00	100	43.00	101.00
-----	-------	-------	-------	-------	----	-------	-----	-------	--------

COMPANY TOTALS:

===	=====	=====	=====	=====	19	58.00	100	43.00	101.00
-----	-------	-------	-------	-------	----	-------	-----	-------	--------

GRAND TOTALS:

===	=====	=====	=====	=====	19	58.00	100	43.00	101.00
-----	-------	-------	-------	-------	----	-------	-----	-------	--------

4 records listed.

THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION

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THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION

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