

RECEIVABLES

THE ACCOUNTS RECEIVABLE SYSTEM IS A SERIES OF PROGRAMS USED TO TRACK WHO OWES, HOW MUCH THEY OWE, HOW LATE THEY ARE IN PAYING, AND HOW MUCH THEY HAVE

ALREADY PAID. THE SYSTEM PRODUCES AGING REPORTS, BOTH SUMMARY AND DETAIL. THE SYSTEM ALSO PRODUCES STATEMENTS AND MAILING LISTS.

WHILE THE ACCOUNTS RECEIVABLE SYSTEM MAY BE USED STAND-ALONE, IT IS DESIGNED TO AUTOMATICALLY INTEGRATE WITH OTHER MDS PROGRAMS.

ACCOUNTS RECEIVABLE SUPPORTS BOTH APPLIED AND UNAPPLIED CREDITS. CREDITS CAN BE PAYMENTS OR CREDIT MEMOS. MULTIPLE CREDITS MAY BE APPLIED TO AN INVOICE. (THERE IS A LIMIT OF MAXIMUM ACTIVE TRANSACTIONS PER ACCOUNT).

THE RECEIVABLES SYSTEM IS AN OPEN ITEM ACCOUNTING SYSTEM.

****SCREEN DISPLAY****

4.1 ADD/EDIT ACCOUNT

THIS PROGRAM IS USED TO CREATE ACCOUNTS AND TO UPDATE INFORMATION ABOUT ACCOUNTS. THE PERSON ENTERING A NEW CUSTOMER SHOULD ALWAYS ENTER THE "NEXT ACCOUNT #" DISPLAYED ON THEIR SCREEN. IF MORE THAN ONE PERSON IS ENTERING NEW ACCOUNTS, THE NUMBER SHOWN ON THE SCREEN MAY HAVE BEEN USED BY ANOTHER OPERATOR. ANYTIME THIS OCCURS, THE ACCOUNT NUMBER IS UPDATED BY THE SYSTEM TO SHOW THE NEXT FREE ACCOUNT NUMBER.

YOU MUST PRESS {ENTER} AFTER EVERY FIELD THAT YOU ADD, OR EDIT, FOR THE SYSTEM TO ACCEPT THE INFORMATION.

TO EDIT AN ACCOUNT THAT ALREADY EXISTS, TYPE THE ACCOUNT NUMBER TO BE EDITED IN THE "ACCOUNT #" FIELD AND PRESS {ENTER}. IF YOU DO NOT KNOW THE CUSTOMER'S NUMBER, PRESS {ENTER} TO ACCESS THE "NAME SEARCH" PROGRAM. IF YOU ARE ADDING A NEW CUSTOMER, TYPE IN THE "NEXT ACCOUNT #" DISPLAYED AT THE TOP RIGHT OF THE SCREEN.

****SCREEN DISPLAY****

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SCREEN FIELDS   DESCRIPTION  
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ACCOUNT#       THE ACCOUNT NUMBER OF THE CUSTOMER TO BE ADDED OR EDITED.  
  
NAME           THE NAME OF THE CUSTOMER TO BE ADDED OR EDITED. THIS IS  
                A 30 CHARACTER FIELD.
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ADDRESS THE FIRST LINE OF THE CUSTOMERS ADDRESS. THIS IS A 30 CHARACTER FIELD AND ACCEPTS ALPHA OR NUMERIC INFORMATION.

SECOND ADDRESS A SECOND LINE FOR ENTERING CUSTOMERS ADDRESS. THE FIELD IS 30 CHARACTERS LONG AND ACCEPTS ALPHA OR NUMERIC INFORMATION.

CITY ST ZIP THE CITY STATE AND ZIP CODE OF THE CUSTOMER. TYPED WITH A SPACE SEPARATING EACH FIELD. NO COMMAS ARE NECESSARY. THE FIELD IS 30 CHARACTERS LONG AND ACCEPTS ALPHA OR NUMERIC INFORMATION.

TELEPHONE 1 THE PRIMARY TELEPHONE NUMBER OF AN INDIVIDUAL CUSTOMER OR BUSINESS. USUALLY THE HOME NUMBER FOR INDIVIDUALS. THE FIELD ACCEPTS 12 NUMERIC CHARACTERS. EX: 555-555-5555

TELEPHONE 2 THE SECONDARY PHONE NUMBER OF AN INDIVIDUAL CUSTOMER OR BUSINESS. USUALLY THE WORK NUMBER FOR AN INDIVIDUAL. THE FIELD ACCEPTS 12 NUMERIC CHARACTERS. EX: 555-555-5555

CONTACT THE NAME OF THE PERSON TO BE CONTACTED REGARDING THE ACCOUNT. NORMALLY ONLY BUSINESSES NEED A CONTACT NAME. THE FIELD IS 15 CHARACTERS LONG.

PRICE LEVEL THE PRICE LEVEL FIELD IS USED WITH THE INVENTORY AND INVOICING SYSTEMS. THERE ARE 5 POSSIBLE PRICE LEVELS DEFINED BY PRODUCT IN THE INVENTORY SYSTEM(5.1). TYPE IN THE NUMBER 1-5 OF THE PRICE LEVEL THAT APPLIES TO THIS CUSTOMER.

CREDIT LIMIT CREDIT LIMIT IS USED BY THE INVOICING SYSTEM TO WARN WHEN SOMEONE IS EXCEEDING THEIR CREDIT LINE LIMIT. THIS IS A NUMERIC FIELD.

TERMS NO THE TERMS NO. LINE IS USED FOR PAYMENT TERMS FOR THE CUSTOMER. TERMS ARE DEFINED IN THE "ADD/EDIT TERMS" PROGRAM.(SEE SECTION 1.B.2).

TAX NUMBER THE TAX NUMBER FIELD IS USED TO STORE THE SALES TAX NUMBER OF AN EXEMPT CUSTOMER. IF YOU DO NOT HAVE THE CUSTOMERS TAX NUMBER, YOU SHOULD TYPE IN THE WORD "EXEMPT". IF THE CUSTOMER IS NOT TAX EXEMPT, LEAVE THE LINE BLANK. ANY ENTRY IN THIS LINE(EXCEPT THE WORD "ALL")TELLS THE COMPUTER THAT THE CUSTOMER IS NOT TAXABLE.

PRIMARY SALESMAN THE SALESMAN NUMBER OF THE PRIMARY SALESPERSON. THE NAME IS SHOWN IN INVERSE VIDEO NEXT TO THE NUMBER. THIS CAN BE THE PERSON WHO SOLD THE ACCOUNT, OR THE PERSON DELIVERING TO THE ACCOUNT.

SECONDARY SALESMAN THE SECONDARY SALESMAN FIELD IS USED FOR THE SALESMAN

NUMBER OF AN ADDITIONAL PERSON WHO HAS CONTACT WITH THE CUSTOMER. THE NAME OF THE SALESPERSON IS SHOWN IN INVERSE VIDEO NEXT TO THE NUMBER.

MASTER ACCOUNT FOR MOST ACCOUNTS, THIS LINE IS BLANK OR CONTAINS A ZERO. THE USE OF A MASTER ACCOUNT ALLOWS YOU TO TELL THE COMPUTER TO BILL ALL INVOICES FOR VARIOUS LOCATIONS TO ONE ACCOUNT, BUT STILL PRINT OUT TICKETS AND RETAIN INFORMATION FOR EACH SEPARATE LOCATION. TO SET UP MASTER ACCOUNTS, TYPE IN THE ACCOUNT NUMBER OF THE CUSTOMER ACCOUNT THAT ALL BILLS SHOULD BE POSTED TO. THE COMPUTER POSTS INVOICES FOR ANY OF THE "SUB" ACCOUNTS TO THE "MASTER" ACCOUNT. NOTE: ANY PAYMENT RECEIVED OR CREDIT MUST BE APPLIED TO THE "MASTER" ACCOUNT.

SALES TAX RATE THE SALES TAX RATE IS NOT THE PERCENTAGE OF THE SALES TAX BUT INSTEAD THE NUMBER 1-99 OF THE TAX RATE WHICH DESCRIBES THE TAX RATE CHARGED TO A CUSTOMER(DEFINE SALES TAX 4.B.5). THE ACTUAL TAX RATE INDICATED BY THE NUMBER IS DISPLAYED IN INVERSE VIDEO.

COMMENT THE TWO LINES ARE FOR COMMENTS THAT ARE PRINTED ON DELIVERY INSTRUCTIONS DELIVERY INVOICES. INFORMATION SUCH AS DIRECTIONS TO THE LOCATION, WARNINGS ABOUT HAZARDS, OR SPECIFIC INSTRUCTIONS FOR DELIVERY CAN BE INPUT ON THESE LINES AND CHANGED AS OFTEN AS DESIRED. BOTH LINES ARE 40 CHARACTERS LONG AND ACCEPT ALPHA/NUMERIC INFORMATION.

SPECIAL COMMENT THIS COMMENT IS PRINTED ON THE FIRST LINE OF THE TELSEL INVOICE IN DOUBLE HIGH AND DOUBLE WIDE FORMAT IT IS USED TO HIGHLIGHT A SERVICE TO THE DRIVER OR FEATURE A COMMENT FOR THE CUSTOMER.

STATEMENT (Y/N/F/E) THIS IS A YES/NO FLAG FOR THE "STATEMENT" PROGRAM. IF YOU WISH TO SEND THE CUSTOMER A STATEMENT, TYPE A "Y" IN THE FIELD. IF YOU DO NOT WISH A STATEMENT SENT TO THIS CUSTOMER, TYPE AN "N". TO FAX THE CUSTOMERS STATEMENT TYPE "F", TO E-MAIL THE STATEMENT USE THE "E".

STATUS THIS FIELD IS USED TO INDICATE THE CURRENT STATUS OF A CUSTOMER. THE 3 POSSIBLE STATUSES ARE: UNKNOWN DEFAULT AS ACTIVE

A ACTIVE CUSTOMER CURRENTLY DOING BUSINESS WITH YOUR COMPANY.

I INACTIVE CUSTOMER NOT CURRENTLY DOING BUSINESS WITH YOUR COMPANY. IF CUSTOMERS ARE INACTIVE, RENT IS NOT CHARGED BY THE RENTAL PROGRAM EVEN IF CUSTOMER HAS EQUIPMENT RENTED TO THEM.

X DELETED CUSTOMERS WHO ARE DELETED ARE NOT CURRENTLY DOING BUSINESS WITH YOUR COMPANY AND/OR IN COLLECTIONS.

WHEN FINISHED WITH THE FIRST SCREEN OF "ADD/EDIT ACCOUNTS RECEIVABLE", PRESS [PF2]. THE SECOND SCREEN APPEARS. THE CUSTOMERS NAME DISPLAYS ACROSS THE TOP OF THE SCREEN.

SCREEN DISPLAY

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SCREEN FIELDS DESCRIPTION

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SALES MTD THE SALES MONTH-TO-DATE TO THE CUSTOMER. THIS FIGURE IS UPDATED EACH TIME AN INVOICE IS POSTED TO THE CUSTOMERS ACCOUNT. THIS FIELD SHOULD NOT BE EDITED UNLESS ENTERING INITIAL INFORMATION AT SETUP OF THE SYSTEM. ASK YOUR SUPPORT PERSON ABOUT EXCLUDING FIELDS FROM EDIT.

SALES YTD THE SALES YEAR-TO-DATE TO THE CUSTOMER. THIS FIGURE IS ALSO UPDATED EACH TIME AN INVOICE IS POSTED TO THE CUSTOMERS ACCOUNT. THIS FIELD SHOULD NOT BE EDITED UNLESS ENTERING INITIAL INFORMATION AT SETUP OF THE SYSTEM.

CUMULATIVE SALES CUMULATIVE SALES IS THE TOTAL OF SALES FOR PREVIOUS YEARS, PLUS SALES FOR THE CURRENT YEAR. THIS FIELD SHOULD NOT BE EDITED UNLESS ENTERING INITIAL INFORMATION AT SETUP OF THE SYSTEM.

RETURN DATE THE NEXT DELIVERY DAY, OR NEXT DAY THE CUSTOMER SHOULD BE CONTACTED. DATE THE COMPUTER SHOWS THE CUSTOMER IS TO BE DELIVERED OR CONTACTED. THE COMPUTER AUTOMATICALLY UPDATES THE FIELD TO EACH NEW CONTACT PERIOD. USING THE INFORMATION FROM THE RETURN PERIOD AND RETURN TIME FIELDS. THIS DATE CAN BE CHANGED AT ANY TIME.

RETURN PERIOD THE RETURN PERIOD MAY BE D - DAILY, W - WEEKLY, OR M - MONTHLY. IT IS USED ALONG WITH THE RETURN TIME TO DETERMINE HOW OFTEN THE COMPUTER GENERATES A DELIVERY INVOICE FOR THE CUSTOMER. FOR EXAMPLE, IF THE DELIVERY CYCLE FOR THIS CUSTOMER IS EVERY 21 DAYS, SET "RETURN PERIOD" TO "D" AND "RETURN TIME" TO "21". IF YOU WISH THE CUSTOMER TO BE CALLED ON ONCE A MONTH, SET THE "RETURN PERIOD" TO "M" AND THE "RETURN TIME" TO "1".

RETURN TIME SEE EXPLANATION OF "RETURN PERIOD" ABOVE. FREQUENCY OF RETURN PERIODS.

ROUTE NUMBER THIS FIELD IS SET BY THE "ROUTING" SYSTEM (SEE SECTION 7.0 FOR EXPLANATION OF ROUTING SYSTEM). IT IDENTIFIES

THE ROUTE THE CUSTOMER IS ON IF THE ROUTING SYSTEM IS USED.

NEXT RT. ACCT THIS FIELD TELLS WHAT CUSTOMER THE DELIVERY PERSON STOPS AT AFTER THIS CUSTOMER ON ROUTE. ALL CHANGES IN ROUTE SEQUENCING ARE DONE IN THE "ADD/EDIT ROUTE" PROGRAM. (SEE SECTION 7.4)

PRECEDING ACCT. THIS FIELD TELLS WHICH CUSTOMER THE DELIVERY PERSON STOPS AT BEFORE THIS CUSTOMER. ALL CHANGES IN ROUTE SEQUENCING ARE DONE IN THE "ADD/EDIT ROUTE" PROGRAM. (SEE SECTION 7.4)

PRINT ALL PRICES TYPING A "Y" ON THIS LINE TELLS THE COMPUTER TO PRINT THE PRICE OF EVERY PRODUCT IN THE SYSTEM ON THE DELIVERY INVOICE.

PRINT QUOTED PRICES THIS LINE IS USED IF THE "PRINT ALL PRICES" LINE IS "N". IF YOU WANT THE "QUOTED PRODUCT" (4.9.1) PRICES FOR THE CUSTOMER TO BE DISPLAYED, BUT NOT THE PRICE OF ANY PRODUCT THAT IS NOT "QUOTED", MAKE SURE "PRINT ALL PRICES" IS SET TO "N" AND SET THIS LINE TO "Y". IF YOU DO NOT WANT THE QUOTED PRODUCTS TO PRINT, SET THE LINE TO "N".

LAST DELIVERY MONTH THE LAST MONTH IN WHICH A DELIVERY WAS MADE TO THIS CUSTOMER. CALCULATED BY THE SYSTEM USING INVOICES ENTERED INTO THE SYSTEM FOR THE CUSTOMER.

TRUCK # THIS FIELD IS USED IF A TRUCK IS ATTACHED TO A ROUTE AND IS ALWAYS USED TO RUN THAT ROUTE.

CONTRACT START THIS IS FOR A DATE WHEN THE CONTRACT WITH THIS CUSTOMER IS TO START.

CONTRACT END THIS IS A DATE FIELD TO BE USED TO INDICATE WHEN THE CONTRACT WITH THIS CUSTOMER ENDS. IT IS ALSO UPDATED WHEN THE ACCOUNT IS MADE INTO AN X STATUS.

CONTRACT MONTHS THE TOTAL LENGTH OF TIME THE CONTRACT IS FOR.

TAX AREA NUMBER THIS IS A SPECIAL FIELD FOR TRACKING SALES TAX IN MULTIPAL TAX AREAS THE DEFINITION FILES IS IN TELSEL EXTENTION MENU. (D.B.1). IT CAN ALSO BE USED FOR OTHER TYPES OF ACCOUNT ACTIVITY.

SORT NAME THIS FIELD IS USED BY ALPHA SORT PROGRAMS TO FIND CUSTOMERS. BUSINESS NAMES REMAIN THE SAME BUT INDIVIDUAL CUSTOMERS ARE ENTERED LAST NAME FIRST FOLLOWED BY A SPACE AND THEN THE FIRST NAME. EX: JONES DAVID

FAX ORDERING(Y/N/P) IF YOU PLAN TO FAX YOUR CUSTOMER A ORDER FORM OR SEND THEM A PAPER COPY OF THE ORDER FORM YOU MUST SET THE CUSTOMER FLAG TO A "Y" TO FAX. AN "N" TO NOT FAX OR A "P" TO PRINT A PAPER ORDER FORM.

PRESS {PF2} TO DISPLAY THE NEXT SCREEN.

SCREEN DISPLAY

SCREEN FIELDS DESCRIPTION

INSTALL DATE THE DATE THE CUSTOMER WAS SET UP AND STARTED BUSINESS WITH YOUR COMPANY.

PURCHASE ORDER # THE PURCHASE ORDER NUMBER FIELD ACCEPTS UP TO 12 CHARACTERS. THE PURCHASE ORDER NUMBER PRINTS ON DELIVERY INVOICES AND STATEMENTS. IT IS USED IF CUSTOMER'S ACCOUNTING REQUIRES A PURCHASE ORDER NUMBER ON INVOICES. IF IT REQUIRED BY THE CUSTOMER THAT ALL INVOICES HAVE A PO NUMBER YOU MAY TYPE "MUST GET PO" IN THE PO FIELD AND THE INVOICE WILL NOT STORE WITHOUT A PO NUMBER.

CUSTOMER TYPE TYPE OF CUSTOMER AS SET UP IN THE "ADD/EDIT CUSTOMER TYPE" PROGRAM.(SECTION 4.B.C)

LAST PURCHASE DATE LAST DATE THAT A PRODUCT WAS PURCHASED BY THE CUSTOMER, USUALLY THEIR LAST DELIVERY DATE. THE SYSTEM USES THE MOST CURRENT DATE OF INVOICES ENTERED INTO THE SYSTEM.

LAST PAYMENT DATE LAST DATE THAT A PAYMENT WAS POSTED TO THE CUSTOMER'S ACCOUNT.

DIVISION NUMBER OF THE DIVISION YOU WISH THE CUSTOMER TO BE IN. (1-5) SEE "DEFINE DIVISION" (8.C) FOR AN EXPLANATION OF DIVISIONS.

SEPARATE BILLING (Y/N) FLAG TO TELL THE SYSTEM IF MAIL TO THE CUSTOMER NEEDS TO BE SENT TO A DIFFERENT ADDRESS THAN THE DELIVERY ADDRESS.

MAPSCO LOCATION FIELD FOR ENTERING THE MAPSCO COORDINATES OF THE CUSTOMER'S DELIVERY LOCATION.

CANCEL DATE DATE THE CUSTOMER DISCONTINUED SERVICE WITH YOUR COMPANY.

CANCEL CODE REASON THE CUSTOMER DISCONTINUED SERVICE. (SEE 4.B.J "ADD/EDIT CANCEL CODES")

ACCOUNT REFERRAL THIS IS THE SOURCE OF THE ACCOUNT AS SETUP IN ACCOUNT REFERRAL IN (4.B.9) ALLOW YOU TO TRACK ACCOUNTS BY WHERE THEY CAME FROM.

BILLING CYCLE THE IF THE COMPANY IS LARGE ENOUGH YOU MAY NEED TO SPREAD
THIS BILLING CYCLE OUT OVER 4 CYCLES ENDING EACH WEEK.
SPREADS OUT THE WORK LOAD AS WELL AS CASH FLOW.

BOTTLE DEPOSIT COMPANY IF THE BOTTLE DEPOSIT FLAG IS TURNED ON IN ADD/EDIT
IN (9.6) AND THE PRODUCT FOR BOTTLE DEPOSITS IS UPDATED
TOTAL ADD/EDIT PRODUCT (5.1) THE SYSTEM WILL ACCUMULATE THE
NET NUMBER OF BOTTLES CURRENTLY ON THE CUSTOMER LOCATION.

RENTAL PRINT FLAG THE RENTAL PRINT FLAG CAN BE SET AS (Y/N/F/E) "Y"=TO
PRINT A HARD COPY RENTAL INVOICE, "N"=NO PRINTING, FAXING
OR E-MAILING OF A HARD COPY WILL BE DONE. F= TO FAX
ONLY E= TO E-MAIL ONLY.

CHAIN # IF THIS ACCOUNT IS PART OF A CHAIN THEN THE
APPROPRIATE CHAIN NUMBER SHOULD BE IN THIS FIELD.SEE ADD/EDIT
CHAIN (D.5.1)

CREDIT ID #
IF THE SEPARATE BILLING ADDRESS FLAG IS SET TO "Y", THE FOLLOWING SCREEN
APPEARS.

SCREEN DISPLAY

THE ACCOUNT NUMBER AND THE DELIVERY ADDRESS OF THE CUSTOMER APPEARS AT THE
TOP OF THE SCREEN. FILL IN OR CHANGE THE BILLING ADDRESS INFORMATION. WHEN
YOU COMPLETE THE INFORMATION, PRESS {PF2} TO EXIT TO THE FIRST SCREEN OF THE
"ADD/EDIT CUSTOMER" PROGRAM. IF YOU DO NOT WISH TO ADD OR EDIT ANOTHER
CUSTOMER, PRESS {PF2} AGAIN TO EXIT TO THE "RECEIVABLES MENU".

4.2 A/R COMMENTS

THIS PROGRAM IS USED TO ATTACH EXPLANATORY NOTES TO A CUSTOMERS ACCOUNTS
RECEIVABLE FILE.

THE COMMENTS CAN BE DATED OR UNDATED. A DATED COMMENT APPEARS ON THE
TELSEL

SCREEN ANYTIME THE CUSTOMER IS ACCESSED AFTER THE DATE IS REACHED. AN
UNDATED COMMENT CAN BE ACCESSED THROUGH "A/R COMMENT" OR "VIEW
ACCOUNTS"(4.6)AND "ENTER PAYMENTS"(4.4) PROGRAMS BY USING SELECTION X. A
LISTING OF COMMENTS CAN BE PRINTED USING THE "ACTIVITY REPORT"
IN RECEIVABLES.(4.A.E). THERE IS ALSO AN OPTION TO PRINT COMMENTS ON THE
"AGED ROUTE LIST"(SECTION 7.B).

THE FIRST SCREEN SAYS:

ENTER ACCOUNT NUMBER

IF YOU DO NOT KNOW THE CUSTOMER'S NUMBER, PRESS {{PF4} TO ACCESS THE "NAME
SEARCH" PROGRAM.

TYPE IN THE ACCOUNT NUMBER AND THE A/R COMMENTS SCREEN DISPLAYS.

THE ACCOUNT NUMBER, NAME, ADDRESS, TELEPHONE NUMBER,A/R BALANCE, SALESMAN, AND ROUTE DISPLAYS AT THE TOP OF THE SCREEN.

SCREEN DISPLAY

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SCREEN FIELDS  DESCRIPTION  
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ACTIVITY DATE  TYPE IN A DATE HERE IF YOU WANT TO BE REMINDED TO CHECK  
                THE ACCOUNT AGAIN IN THE FUTURE. ON OR AFTER THE DATE,  
                THE MESSAGE DISPLAYS EVERY TIME YOU CALL UP THE CUSTOMER.  
                MOST COMMENTS ARE NOT DATED.
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COMMENT FIFTEEN COMMENT LINES ARE PROVIDED TO ENTER INFORMATION ABOUT THE CUSTOMER. THE LINES MAY BE CLEARED AND USED AGAIN.

LAST EDIT THE LAST DATE THAT INFORMATION WAS ENTERED ON THE CUSTOMER'S ACCOUNT IN "A/R COMMENTS" AND THE LOGIN NAME THAT ENTERED THE CHANGE.

LAST ACTIVITY THE LAST TIME ACTIVITY WAS ENTERED FOR THIS CUSTOMER.

4.3 ENTER INVOICE

THE ENTER INVOICE PROGRAM IS USED TO ENTER "SIMPLE" INVOICES OR "DEBIT MEMOS". NO PRODUCT CODES ARE REQUIRED TO ENTER THE INVOICE. ADJUSTMENT CODES ARE USED AND ARE LISTED AT THE BOTTOM OF THE ENTRY SCREEN.(SEE SECTION 4.B.H FOR INFORMATION ON ADJ. CODES.)

THE FIRST SCREEN SAYS:

ENTER ACCOUNT NO: ?

IF YOU DO NOT KNOW THE CUSTOMER'S NUMBER, PRESS {PF4} TO ACCESS THE "NAME SEARCH" PROGRAM. TYPE IN THE NUMBER OF THE ACCOUNT YOU WANT THE INVOICE TO BE POSTED TO AND PRESS {ENTER}.

TO EXIT THE PROGRAM, PRESS {PF2}. ENTRY OF AN INVALID ACCOUNT NUMBER RETURNS YOU TO THE FIRST SCREEN.

THE ACCOUNT NAME IS DISPLAYED AT THE TOP OF THE SCREEN. IF YOU HAVE ENTERED THE WRONG ACCOUNT NUMBER, PRESS {PF2} TO EXIT TO THE "ENTER ACCOUNT NO." SCREEN.

SCREEN DISPLAY

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SCREEN FIELDS DESCRIPTION

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INV # THE SYSTEM ASSIGNS THE NEXT AVAILABLE INVOICE NUMBER IF YOU PRESS {ENTER} AT THIS FIELD. THIS IS RECOMMENDED TO AVOID DUPLICATE INVOICE NUMBERS.

INV DATE TYPE IN THE DATE OF THE INVOICE AND PRESS {ENTER}.

INVOICE AMOUNT TYPE IN THE TOTAL AMOUNT OF THE INVOICE INCLUDING SALES TAX AND PRESS {ENTER}.

TAX THE AMOUNT OF SALES TAX CHARGED ON THE INVOICE. IF THERE IS NO SALES TAX, LEAVE THE LINE BLANK BY PRESSING {ENTER}.

P.O. NO. THIS FIELD IS FOR THE CUSTOMER'S PURCHASE ORDER NUMBER IF THEY REQUIRE ONE. THIS FIELD MAY BE LEFT BLANK OR USED FOR A SHORT DESCRIPTION OF THE INVOICE.

ADJ. CODE TYPE IN THE CODE BEST DESCRIBING THE REASON FOR THE ADJUSTMENT AND PRESS {ENTER}. ADJUSTMENT CODES ARE LISTED AT THE BOTTOM OF THE SCREEN.

AFTER ENTERING THE INVOICE, PRESS {PF2} TO STORE THE INVOICE. A BLANK INVOICE ENTRY SCREEN IS DISPLAYED. ENTER ANOTHER INVOICE FOR THE CUSTOMER OR PRESS {PF2} AGAIN TO EXIT TO THE "ENTER ACCOUNT NUMBER" SCREEN. PRESS {PF2} TO EXIT THE PROGRAM.

4.4 ENTER PAYMENTS

THE ENTER PAYMENTS PROGRAM IS A BATCH ENTRY PROGRAM. TOTALS OF BATCHES ARE ENTERED INTO THE SYSTEM AND THEN TRANSACTIONS ARE ENTERED UNTIL THEY EQUAL THE BATCH TOTAL. THIS PROGRAM ALLOWS PAYMENTS TO BE ENTERED AGAINST INVOICES THAT HAVE NOT BEEN ENTERED INTO THE SYSTEM. ONCE THE BATCH HAS BEEN ENTERED AND BALANCES IT MAY BE POSTED AT ANY TIME YOU DESIRE. A REPORT OF THE BATCH PRINTS AND ANY TRANSACTIONS THAT COULD NOT BE POSTED BECAUSE OF BAD INFORMATION IS NOTED FOR CORRECTIONS. ALL OTHER TRANSACTIONS ARE POSTED. THE BATCH CAN NOT BE CLEARED UNTIL ALL TRANSACTIONS ARE POSTED AND THE BATCH BALANCES. CORRECTIONS CAN BE MADE TO A BATCH AND THE BATCH TOLD TO POST AGAIN. ONLY THOSE TRANSACTIONS THAT DID NOT POST THE FIRST TIME IS POSTED. WHEN A BATCH POSTS SUCCESSFULLY IT DISAPPEARS FROM THE SCREEN.

THIS PROGRAM IS MUCH SIMPLER TO USE THAN THE EXPLANATION THAT FOLLOWS INDICATES.

THE FIRST SCREEN OF "ENTER PAYMENTS" DISPLAYS ANY BATCHES THAT ARE UNPOSTED. THE STATUS OF THE BATCH DISPLAYS TO THE RIGHT OF THE BATCH.

SCREEN DISPLAY

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SCREEN FIELDS DESCRIPTION

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BATCH ID THE BATCH ID NUMBER OF A PAYMENT BATCH.

DATE THE DATE OF THE PAYMENT BATCH. THE BATCH ENTRY DATE.

SOURCE WHETHER THE BATCH IS A MAIL BATCH OR A ROUTE BATCH.

CONTROL AMT THE TOTAL OF THE BATCH THAT TRANSACTIONS MUST MATCH.

ENTERED AMT THE TOTAL OF THE TRANSACTIONS THAT HAVE BEEN ENTERED AGAINST THE BATCH.

TRANS THE NUMBER OF TRANSACTIONS THAT HAVE BEEN ENTERED AGAINST THE BATCH.

BALANCE THE DIFFERENCE BETWEEN THE CONTROL AMOUNT AND THE ENTERED AMOUNT.

COMMAND KEYS PF1 REPORTS ACCESSES A REPORT OPTIONS SCREEN.

PF2 EXIT

PF3 TRANSACTIONS ALLOWS YOU TO ACCESS ANY BATCH ENTERED AND ADD OR EDIT TRANSACTIONS FOR THAT BATCH.

PF4 BATCH CONTROL THIS OPTION IS WHERE YOU ENTER CONTROL TOTALS FOR NEW BATCHES, DELETE BATCHES, AND EDIT BATCHES.

ADD BATCH

PRESS {{PF4}. THE OPTIONS FOR MANIPULATING BATCHES DISPLAY AT THE BOTTOM OF THE SCREEN.

SCREEN DISPLAY

PRESS {PF1} TO ADD A BATCH. A SCREEN WITH THE "BATCH ID" AND THE NEXT AVAILABLE BATCH ID NUMBER DISPLAYS. TO ACCEPT THE ID NUMBER DISPLAYED PRESS {ENTER} OR PRESS {PF2} TO EXIT THE PROGRAM. THE BATCH CONTROL RECORD SCREEN DISPLAYS. THE BATCH ID NUMBER, NUMBER OF TRANSACTIONS(0 FOR A NEW BATCH), TOTAL OF PAYMENTS ENTERED(0) DISPLAYS ACROSS THE TOP OF THE SCREEN.

SCREEN DISPLAY

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SCREEN FIELDS DESCRIPTION

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CONTROL DATE TYPE IN THE DATE THE PAYMENTS WERE RECEIVED AND PRESS {ENTER}.

CONTROL AMOUNT TYPE IN THE CONTROL TOTAL FOR THE BATCH AND PRESS {ENTER}.

DEPOSIT SOURCE TYPE IN "M" FOR PAYMENTS RECEIVED IN THE MAIL" OR R" FOR PAYMENTS COLLECTED ON THE ROUTE AND PRESS {ENTER}.

DEPOSIT BANK DEFAULT IS "1". PRESS {ENTER} TO ACCEPT OR TYPE IN THE NUMBER OF THE BANK THE PAYMENTS WERE DEPOSITED TO AND PRESS {ENTER}.

OPERATOR COMPUTER DISPLAYS THE LOGIN NAME.

BATCH STATUS NEW BATCHES DISPLAY AN "OPEN BATCH" STATUS.

YOU MAY NOW PRESS {PF2} OR {{PF3}. PRESS {PF2} IF YOU WISH TO ADD ANOTHER BATCH. PRESS {{PF3} IF YOU WISH TO ENTER THE INDIVIDUAL PAYMENTS THAT MAKE UP THE BATCH.

DELETE BATCH

AT THE FIRST SCREEN OF THE "ENTER PAYMENTS" PROGRAM PRESS {{PF4}. THE OPTIONS FOR MANIPULATING BATCHES DISPLAYS AT THE BOTTOM OF THE SCREEN.

****SCREEN DISPLAY****

USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE(HIGHLIGHTED) ON THE BATCH THAT YOU WISH TO DELETE AND PRESS {{PF3}. PRESS {PF1} AND THE BATCH IS DELETED. THE FIRST SCREEN RE-DISPLAYS. "DELETED" DISPLAYS IN THE STATUS FIELD NEXT TO THE BATCH.

EDIT BATCH

IT MAY SOMETIMES BE NECESSARY TO EDIT THE BATCH CONTROL TOTALS. AT THE FIRST SCREEN OF THE "ENTER PAYMENTS" PROGRAM PRESS {{PF4}. THE OPTIONS FOR MANIPULATING BATCHES DISPLAY AT THE BOTTOM OF THE SCREEN.

****SCREEN DISPLAY****

USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE(HIGHLIGHTED) ON THE BATCH THAT YOU WISH TO EDIT AND PRESS {{PF3}. YOU MAY NOW CHANGE THE CONTROL DATE, CONTROL AMOUNT, DEPOSIT SOURCE, OR DEPOSIT BANK. ONCE ALL CHANGES HAVE BEEN MADE, PRESS {PF2} TO EXIT AND SAVE THE CHANGES. YOU ALSO HAVE THE OPTION OF ENTERING THE "ADD TRANSACTION" PROGRAM BY PRESSING {{PF3}.

ADD TRANSACTIONS

AT THE FIRST SCREEN OF THE "ENTER PAYMENTS" PROGRAM, USE THE UP/DOWN ARROW KEY TO POSITION THE CURSOR LINE ON THE BATCH AND PRESS {{PF3} . THIS ACCESSES THE "TRANSACTIONS" SCREEN FOR THAT BATCH WHICH ALLOWS YOU TO ADD

TRANSACTIONS TO A BATCH SET UP IN THE SYSTEM. THERE IS ALSO AN ADD TRANSACTION OPTION AT THE "BATCH CONTROL ENTRY" SCREEN. IF ANY TRANSACTIONS ARE ENTERED FOR THE BATCH THEY DISPLAY.

****SCREEN DISPLAY****

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SCREEN FIELDS  DESCRIPTION  
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ACCT NAME      THE NAME OF THE CUSTOMER THE PAYMENT WAS ENTERED TO.
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CHECK THE NUMBER OF THE CHECK IF THE PAYMENT WAS BY CHECK.

DATE THE DATE OF THE PAYMENT.

AMOUNT THE AMOUNT OF THE PAYMENT.

TRANS STAT THE STATUS OF THE TRANSACTION. POSTED, UNPOSTED, DELETED.

PRESS {PF1} TO ADD A TRANSACTION TO A BATCH. THE BATCH ID NUMBER, CONTROL AMOUNT, NUMBER OF TRANSACTIONS ENTERED, BATCH DATE, ENTERED AMOUNT, AND BALANCE DISPLAY AT THE TOP OF THE SCREEN. IN THE MIDDLE:

ENTER CUSTOMER NO.

NOTICE THE OPTIONS AT THE BOTTOM OF THE SCREEN.

{PF1} ALLOWS YOU TO APPLY ONE CHECK TO MULTIPLE ACCOUNTS.

{{PF3} INVOICE SEARCH ALLOWS YOU TO PUT IN THE NUMBER OF THE INVOICE YOU WANT TO PAY. THIS LETS YOU FIND AN INVOICE IF YOU DO NOT HAVE THE ACCOUNT NUMBER.

{{PF4} ACCOUNT NAME SEARCH ACCESSES THE "NAME SEARCH" PROGRAM THAT LETS YOU LOOK UP THE ACCOUNT NUMBER BY ENTERING PART OR ALL OF THE NAME.

TYPE IN THE NUMBER OF THE CUSTOMER WHO'S PAYMENT YOU WISH TO ENTER. THE CUSTOMERS ACCOUNTS RECEIVABLE APPEARS SIMILAR TO THE DISPLAY IN "VIEW ACCOUNTS".(SEE SECTION 4.6)

****SCREEN DISPLAY****

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SCREEN FIELDS  DESCRIPTION  
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CK#           PRESS {ENTER} IF THE PAYMENT IS CASH. THE SYSTEM DISPLAYS  
              "CASH" IN THIS FIELD. IF THE PAYMENT IS BY CHECK, TYPE  
              IN THE NUMBER OF THE CHECK(NUMERIC CHARACTERS ONLY) AND  
              PRESS {ENTER}.
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DATE THE COMPUTER DISPLAYS THE BATCH DATE. PRESS {ENTER} TO ACCEPT.

AMOUNT TYPE IN THE AMOUNT OF THE PAYMENT WITH DECIMAL POINT.(ZERO'S AFTER THE DECIMAL NEED NOT BE ENTERED)

AMT LEFT WHEN YOU BEGIN APPLYING THE PAYMENT TO INVOICES THE SYSTEM TELLS YOU IN THIS FIELD HOW MUCH YOU HAVE LEFT TO APPLY.

SESSION TOTAL WHEN YOU ENTER A BATCH AND ADD TRANSACTIONS THE SYSTEM STARTS TOTALING EACH PAYMENT ENTERED. IF YOU DO NOT EXIT THE PROGRAM UNTIL YOU ARE FINISHED ENTERING A BATCH OF PAYMENTS, THIS TOTAL MATCHES THE BATCH TOTAL.

BALANCE THE TOTAL LEFT TO APPLY BEFORE THE BATCH TOTAL IS REACHED.

ONCE YOU HAVE ENTERED THE CK#, DATE, AND AMOUNT, THE "ENTER COMMAND" LINE DISPLAYS. THIS GIVES ACCESS TO THE COMMANDS AT THE BOTTOM OF THE SCREEN.

COMMAND OPTIONS DESCRIPTION

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P - PAY INVOICE THIS IS THE MOST COMMONLY USED COMMAND. PRESS {P} IF YOU WISH TO APPLY ALL OR PART OR THE PAYMENT TO AN INVOICE ON THE ACCOUNT. IF THE AMOUNT OF THE PAYMENT IS INSUFFICIENT TO PAY THE INVOICE, A MESSAGE DISPLAYS THAT SAYS THE AMOUNT IS INSUFFICIENT AND YOU ARE ASKED IF YOU WISH TO A = APPLY REMAINDER, M = ISSUE CREDIT. YOU MAY ISSUE CREDIT FOR AMOUNTS UP TO NINETY NINE CENTS(.99).

R - PART PAY PRESS {R} IF YOU WANT TO PARTIALLY PAY AN INVOICE ON THE ACCOUNT. THE COMPUTER ASKS WHICH INVOICE YOU WISH TO PAY AND HOW MUCH.

U - UNAPPL CR PRESS {U} IF YOU DO NOT WANT TO APPLY THE PAYMENT TO ANY INVOICE AT THIS TIME. THE ONLY TIME THIS SHOULD BE USED IS IF YOU ARE UNSURE OF THE INVOICE THE CUSTOMER IS PAYING AND NEED TO DO FURTHER RESEARCH. YOU HAVE TO GO INTO "VIEW ACCOUNTS"(SECTION 4.6) SOME TIME BEFORE THE END OF THE MONTH AND CLEAN UP THE UNAPPLIED CREDIT(UCK). UCK'S STAYS ON A CUSTOMERS ACCOUNT UNTIL APPLIED EVEN IF THE MONTH IS CLOSED.

C - INV CR YOU HAVE THE OPTION OF MAKING CREDIT ADJUSTMENTS IN FAVOR OF THE CUSTOMER WHILE IN THE PAYMENTS PROGRAM.(CREDITS MAY ALSO BE DONE USING "ENTER CREDIT MEMO"(4.5)) PRESS {C}, TYPE IN THE NUMBER OF THE INVOICE YOU WISH TO MAKE THE CREDIT ADJUSTMENT TO AND PRESS {ENTER}. TYPE IN THE ADJUSTMENT AMOUNT AND PRESS {ENTER}. TYPE IN THE GENERAL LEDGER CODE NUMBER YOU WISH THE ADJUSTMENT CHARGED TO AND PRESS {ENTER}. A CREDIT MEMO IS POSTED TO THE INVOICE FOR THE AMOUNT ENTERED.

D - INV DB YOU HAVE THE OPTION OF MAKING DEBIT ADJUSTMENTS TO AN INVOICE IN YOU COMPANIES FAVOR.(DEBITS MAY ALSO BE DONE USING ""ENTER INVOICE"(4.3)) FOR EXAMPLE: YOU MAY NEED TO ADD A SPECIAL CHARGE TO AN INVOICE AFTER THE INVOICE IS GENERATED. PRESS {D}, TYPE IN THE INVOICE NUMBER YOU WISH TO ADD CHARGES TO AND PRESS {ENTER}. TYPE IN THE ADJUSTMENT AMOUNT AND PRESS {ENTER}. TYPE IN THE GENERAL LEDGER CODE NUMBER AND PRESS {ENTER}. A DEBIT MEMO IS POSTED TO THE ACCOUNT FOR THE AMOUNT ENTERED.

E - EDIT THIS OPTION ALLOWS YOU TO CHANGE THE CHECK NUMBER, THE DATE, OR THE PAYMENT AMOUNT !IF YOU HAVE NOT APPLIED ANY OF THE PAYMENT TO AN INVOICE!

I - INV DETAIL PRESSING {I} LETS YOU LOOK AT THE DETAIL OF INVOICES ON THE CUSTOMERS ACCOUNT. THIS OPTION IS THE SAME AS THAT IN "VIEW ACCOUNTS"(SECTION 4.6).

X - COMMENTS PRESSING {X} SENDS YOU TO THE "A/R COMMENTS" SCREEN WHERE YOU MAY ENTER OR VIEW NOTES ON THE CUSTOMERS ACCOUNT.(SEE SECTION 4.2)

F - FORWARD PRESSING {F} DISPLAYS THE NEXT SCREEN OF INVOICES. IF THERE IS AN **END** AT THE BOTTOM OF THE DATE COLUMN, THERE ARE NO MORE SCREENS OF INVOICES.

B - BACKWARD PRESSING {B} RETURNS YOU TO THE PREVIOUS SCREEN OF ACCOUNTS RECEIVABLE.

PF2 - EXIT PRESSING {PF2} TAKES YOU OUT OF COMMAND OPTION ACCESS.

DELETE TRANSACTION

THE SYSTEM DOES NOT ALLOW A TRANSACTION TO BE EDITED ONCE IT IS ENTERED. YOU CAN HOWEVER DELETE AN INCORRECT TRANSACTION AND ENTER IT AGAIN.

IF NO ATTEMPT HAS BEEN MADE TO POST THE PAYMENT BATCH, AT THE FIRST SCREEN OF THE "ENTER PAYMENTS" PROGRAM, USE THE UP/DOWN ARROW KEY TO POSITION THE CURSOR LINE ON THE BATCH YOU WISH TO DELETE A TRANSACTION FROM AND PRESS PF1). THE "TRANSACTIONS" SCREEN DISPLAYS.

SCREEN DISPLAY

ALL TRANSACTIONS ENTERED FOR THE BATCH DISPLAY. USE THE UP/DOWN ARROW KEY TO POSITION THE CURSOR LINE ON THE TRANSACTION YOU WISH TO DELETE AND PRESS {{PF4}. THE TRANSACTION IS DELETED.

WARNING! THIS OPTION IS USED FOR CORRECTIONS TO A BATCH IF NO ATTEMPT HAS BEEN MADE TO POST THE BATCH. IF YOU USE THIS OPTION AFTER A POST ATTEMPT HAS BEEN MADE THE BATCH NEVER BALANCES.

IF AN ATTEMPT TO POST A BATCH HAS BEEN MADE OR YOU WISH TO DELETE ONLY ONE

LINE OF A TRANSACTION USE THE DELETE OPTION IN THE VIEW TRANSACTION SCREEN.

VIEW TRANSACTIONS

AT THE FIRST SCREEN, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE ON THE BATCH THAT CONTAINS THE TRANSACTIONS YOU WISH TO VIEW. PRESS {{PF3}} TO ACCESS THE TRANSACTIONS. POSITION THE CURSOR LINE ON THE TRANSACTION YOU WISH TO VIEW AND PRESS {{PF3}}. THE DETAIL OF THE TRANSACTION DISPLAYS.

SCREEN DISPLAY

IF YOU HAVE ENTERED THE VIEW TRANSACTION SCREEN IN ORDER TO DELETE A TRANSACTION AFTER A POST OR THE DELETE ONLY ONE LINE OF A TRANSACTION, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE ON THE LINE YOU WISH TO DELETE AND PRESS {PF3}. PRESS {PF2} TO EXIT THE SCREEN.

ENTER PAYMENTS REPORTS

EXITING THE "TRANSACTIONS" SCREEN AUTOMATICALLY SENDS YOU TO A "REPORT SELECTIONS MENU". THE REPORT THAT THE PROGRAM GENERATES IS A DETAILED LISTING OF THE TRANSACTIONS ENTERED. THERE IS ALSO A REPORT OPTION AVAILABLE BY PRESSING {PF1} AT THE FIRST SCREEN OF THE "ENTER PAYMENTS" PROGRAM.

SCREEN DISPLAY

```
#####  
REPORT OPTIONS  DESCRIPTION  
#####  
1 TRANSACTION DATE DEFAULT IS "ALL". TO SELECT A RANGE OF DATES OR A SINGLE  
  RANGE      DATE PRESS {1} THEN {ENTER}. TYPE IN THE BEGINNING DATE  
             AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS  
             {ENTER}. IF YOU WISH THE REPORT TO PRINT FOR A SINGLE  
             DATE, THE BEGINNING AND ENDING DATE MUST BE THE SAME.  
  
2 BATCH ID RANGE  DEFAULT IS THE ID NUMBER OF THE BATCH THE CURSOR LINE IS  
  ON WHEN YOU SELECT {PF1}. TO SELECT A RANGE OF BATCHES  
  OR A SINGLE BATCH PRESS {2} THEN {ENTER}. TYPE IN THE  
  BEGINNING ID NUMBER AND PRESS {ENTER}. TYPE IN THE  
  ENDING ID NUMBER AND PRESS {ENTER}. IF YOU WISH TO PRINT  
  THE REPORT FOR A SINGLE BATCH, THE BEGINNING AND ENDING  
  ID NUMBERS MUST BE THE SAME.  
  
3 OPERATOR      DEFAULT IS "ALL". TO SELECT A REPORT FOR SINGLE  
  OPERATOR, PRESS {3} THEN {ENTER}. TYPE IN THE OPERATOR'S  
  LOGIN NAME AND PRESS {ENTER}.  
  
4 ACCOUNT RANGE  DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNTS OR A  
  SINGLE ACCOUNT, PRESS {4} THEN {ENTER}. TYPE IN THE  
  BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}. TYPE IN THE  
  ENDING ACCOUNT NUMBER AND PRESS {ENTER}. IF YOU WISH THE  
  REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND  
  ENDING ACCOUNT NUMBER MUST BE THE SAME.
```

5 PRINT CASH DEFAULT IS "YES". IF YOU DO NOT WISH CASH TRANSACTIONS
TRANSACTIONS TO PRINT ON THE REPORT, PRESS {5}. THE DISPLAY CHANGES
 TO "NO".

6 PRINT CHECK DEFAULT IS "YES". IF YOU DO NOT WISH CHECK TRANSACTIONS
TRANSACTIONS TO PRINT ON THE REPORT, PRESS {6}. THE DISPLAY CHANGES
 TO "NO".

7 PRINT TRANS- DEFAULT IS "SUMMARY". IF YOU WISH THE DETAIL OF THE
ACTIONS TRANSACTIONS TO PRINT ON THE REPORT, PRESS {7}. THE
 DISPLAY CHANGES TO "DETAIL".

8 BEGIN PRINTING WITH OPTIONS SHOWN.

A PRINT MAIL/ROUTE DEFAULT IS "BOTH". TO SELECT A REPORT WITH ONLY MAIL
SOURCE BATCHES OR ONLY ROUTE BATCHES, PRESS {A} THEN {ENTER}.
 PRESS {M} IF YOU WANT THE REPORT FOR MAIL BATCHES OR {R}
 IF YOU WANT THE REPORT FOR ROUTE BATCHES AND PRESS
 {ENTER}.

B PRINT BATCH DEFAULT IS "NO". TO SELECT SUMMARY ONLY, PRESS {B} THEN
SUMMARY SOURCE {ENTER}. THE DISPLAY CHANGES TO "YES". OPTIONS 5
 THROUGH 7 ARE IGNORED.

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

POST BATCH

THE FIRST SCREEN OF "ENTER PAYMENTS" DISPLAYS ANY BATCHES THAT ARE UNPOSTED.
THE STATUS OF THE BATCH DISPLAYS TO THE LEFT OF THE BATCH.

SCREEN DISPLAY

USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE ON THE BATCH YOU WISH
TO POST AND PRESS {PF4}.

SCREEN DISPLAY

YOU MAY NOW PRESS {PF4} TO POST THE BATCH OR PRESS {PF2} TO EXIT WITHOUT
POSTING.

4.5 ENTER CREDIT MEMO

THE ENTER CREDIT MEMO PROGRAM IS USED TO ENTER CREDIT ADJUSTMENTS TO A
CUSTOMER'S ACCOUNT. VALID THREE DIGIT ADJUSTMENT CODES ARE DISPLAYED AT THE
BOTTOM OF THE SCREEN.(FOR MORE ON ADJUSTMENT CODES SEE SECTION 4.B.H) PRESS
{PF2} TO EXIT THE PROGRAM.

SCREEN DISPLAY

SCREEN FIELDS DESCRIPTION
#####

ACCOUNT # TYPE IN THE ACCOUNT NUMBER OF THE CUSTOMER YOU WISH TO
 MAKE A CREDIT ADJUSTMENT TO AND PRESS {ENTER}. IF YOU
 TYPE IN THE WRONG ACCOUNT NUMBER, USE THE UP ARROW KEY TO
 MOVE BACK TO THE "ACCOUNT #" FIELD AND RE-ENTER THE
 ACCOUNT NUMBER.

AMOUNT TYPE IN THE AMOUNT OF THE CREDIT ADJUSTMENT AND PRESS
 {ENTER}. UNLIKE THE "ENTER INVOICE PROGRAM(SECTION 4.2)
 THERE IS NO SEPARATE FIELD FOR TAX. IF TAX IS PART OF
 THE AMOUNT TO BE CREDITED, YOU HAVE TO MAKE ONE CREDIT
 ADJUSTMENT FOR THE TAX AND ANOTHER FOR THE AMOUNT TAXED.

DATE TYPE IN THE DATE OF THE CREDIT ADJUSTMENT AND PRESS
 {ENTER}.

INV # IF THE CREDIT ADJUSTMENT IS TO BE APPLIED TO A SINGLE
 INVOICE AND YOU KNOW THE COMPLETE NUMBER OF THAT INVOICE,
 TYPE IN THE INVOICE NUMBER AND THE CREDIT IS APPLIED TO
 THAT INVOICE. LEAVE THIS FIELD BLANK IF YOU DO NOT KNOW
 THE INVOICE NUMBER OR THE CREDIT IS NOT FOR A SINGLE
 INVOICE.

MEMO # THIS FIELD MAY BE USED FOR A CREDIT MEMO NUMBER OR A
 SHORT DESCRIPTION OF THE CREDIT.

ADJ CODE TYPE IN THE APPROPRIATE THREE LETTER CODE FROM THE BOTTOM
 OF THE SCREEN THAT BEST DESCRIBES THE REASON FOR THE
 CREDIT MEMO.(SEE SECTION 4.B.H FOR DETAILED INFORMATION
 ON ADJUSTMENT CODES.)

AFTER ENTERING THE CREDIT MEMO, PRESS {PF2} TO STORE. A BLANK CREDIT MEMO
ENTRY SCREEN APPEARS. ENTER ANOTHER CREDIT MEMO OR PRESS {PF2} TO ACCESS THE
POST PORTION OF THE CREDIT MEMO PROGRAM.

A SCREEN WITH THE OPEN INVOICES OF THE CUSTOMER YOU ENTERED THE CREDIT MEMO
FOR DISPLAYS. THE CUSTOMER NUMBER, NAME, ADDRESS, SALESMAN NUMBER, ROUTE
NUMBER AND TELEPHONE DISPLAYS ACROSS THE TOP OF THE SCREEN. THE AMOUNT OF
THE CREDIT MEMO DISPLAYS NEAR THE BOTTOM.

SCREEN DISPLAY

SCREEN FIELDS DESCRIPTION
#####

P - POST TELLS THE SYSTEM YOU WISH TO POST THE CREDIT MEMO TO THE
 CUSTOMER. PRESS {P} TO DISPLAY THE POST ACTIONS.

P - APPLY TO INVOICE PRESS {P} THEN {ENTER}. THE SYSTEM DISPLAYS:

ENTER INVOICE NO. - ?

TYPE IN THE INVOICE NUMBER YOU WANT THE CREDIT APPLIED TO AND PRESS {ENTER}. THE SYSTEM DISPLAYS:

ENTER CREDIT AMOUNT - ?

TYPE IN THE AMOUNT YOU WANT APPLIED TO THE INVOICE AND PRESS {ENTER}. IF THERE IS AN AMOUNT LEFT, YOU MAY POST IT TO ANOTHER INVOICE FOLLOWING THE SAME STEPS OR SHOW IT AS UNAPPLIED.

D - DELETE THE CREDIT MEMO IS DELETED AS IF IT HAD NEVER BEEN ENTERED.

U - UNAPPLIED PRESS {U} THEN {ENTER} IF YOU DO NOT WANT THE CREDIT APPLIED AGAINST AN INVOICE. THE UNAPPLIED CREDIT REMAINS ON THE CUSTOMER'S ACCOUNT UNTIL IT IS APPLIED TO AN INVOICE.

D - BYPASS THIS LETS YOU ABORT A CREDIT MEMO YOU HAVE ENTERED. IF THE CREDIT MEMO IS INCORRECT OR WAS ENTERED TO THE WRONG CUSTOMER, PRESS {D}. THE SYSTEM DELETES THE CREDIT MEMO AS IF IT HAD NOT BEEN ENTERED.

F/B FORWARD/ BACKWARD THE "F" AND "B" KEYS LET YOU MANIPULATE THE CUSTOMERS OPEN INVOICE DISPLAY. THE "F" MOVES THE DISPLAY FORWARD ONE SCREEN. THE "B" MOVES THE DISPLAY BACKWARD ONE SCREEN. THIS ALLOWS YOU TO VIEW ALL OF A CUSTOMERS OPEN INVOICES.

UP/DOWN THE UP/DOWN ARROW KEYS MOVE THE DISPLAY UP ONE LINE OR DOWN ONE LINE.

IF YOU ENTERED MORE THAN ONE CREDIT MEMO, THE SYSTEM DISPLAYS THE NEXT CREDIT ENTERED UNTIL ALL HAVE BEEN POSTED OR DELETED. ONCE THE POSTING PROCESS IS COMPLETED THE "REPORT SELECTIONS MENU" APPEARS. IT IS RECOMMENDED THAT A PRINT BE DONE EACH TIME CREDITS ARE ENTERED.

4.6 VIEW ACCOUNTS

THE VIEW ACCOUNTS PROGRAM IS A MULTIPLE FUNCTION PROGRAM. YOU CAN USE THE PROGRAM TO:

- 1) VIEW THE CURRENT TRANSACTIONS OF AN ACCOUNT ON THE SCREEN.
- 2) EDIT ANY MISTAKE ON THE ACCOUNT, SUCH AS A WRONG INVOICE NUMBER ENTERED.

3) DELETE(ZAP) A TRANSACTION ENTERED ON AN ACCOUNT BY MISTAKE.

NOTE: EDITING AN INVOICE AMOUNT OR DELETING A TRANSACTION DOES NOT CHANGE THE JOURNAL. YOU MUST MAKE MANUAL CORRECTING JOURNAL ENTRIES IF YOU ARE USING THE GENERAL LEDGER SYSTEM. THIS IS DONE USING "EDIT JOURNAL"(8.4)

4) APPLY UNAPPLIED PAYMENTS AND CREDIT MEMOS.

5) VIEW THE CUSTOMERS HISTORY INCLUDING DETAIL OF SPECIFIC INVOICES.

6) VIEW PAST SALES HISTORY.

7) VIEW DELIVERY INVOICE NUMBERS THAT HAVE BEEN GENERATED FOR THE CUSTOMER.

8) EDIT THE ACCOUNTS RECEIVABLE COMMENTS FOR THIS CUSTOMER.
THE FIRST SCREEN OF THIS PROGRAM ASKS YOU TO:

ENTER ACCOUNT NO. : ?

NOTICE THE OPTIONS AT THE BOTTOM OF THE SCREEN.

{PF3} ALLOWS YOU TO ACCESS A CUSTOMER'S ACCOUNT BY INVOICE NUMBER. IF YOU ARE TRYING TO FIND OUT WHAT CUSTOMER A PARTICULAR INVOICE IS POSTED TO, SELECT THIS OPTION, TYPE IN THE INVOICE NUMBER AND PRESS {ENTER}. THE SYSTEM SEARCHES FOR THE INVOICE AND DISPLAYS THE CUSTOMERS ACCOUNT ON THE SCREEN WHEN FOUND. IF THE INVOICE NUMBER IS NOT FOUND THE SYSTEM DISPLAYS AN "INVOICE NOT FOUND" MESSAGE. A NEW LINE IS ADDED.

DO YOU WANT TO SORT? (Y/N)

ANSWER THIS QUESTION "N". YOU ARE RETURNED TO THE "ENTER ACCOUNT NO" FIELD. SORTING OF INVOICES IS DONE AT NIGHT AS THE PROCESS TIES UP THE TERMINAL AND CAN TAKE A LONG TIME.

{PF4} ACCESSES THE "NAME SEARCH" PROGRAM. IT LETS YOU LOOK UP THE ACCOUNT NUMBER BY ENTERING PART OR ALL OF THE NAME.

TYPE IN THE ACCOUNT NUMBER OF THE CUSTOMER YOU WISH TO VIEW AND PRESS {ENTER}. THE CUSTOMERS ACCOUNT NUMBER, CONTACT NAME, TELEPHONE NUMBER, THE PRIMARY SALESMAN NUMBER, THE ROUTE, AND THE CUSTOMERS NAME AND ADDRESS APPEARS AT THE TOP OF THE SCREEN. ONE LINE OF INFORMATION APPEARS FOR EACH TRANSACTION POSTED TO THE CUSTOMERS ACCOUNT.

SCREEN DISPLAY

```
#####  
SCREEN DISPLAY  DESCRIPTION  
#####  
DATE          THE DATES OF INVOICES POSTED TO THE CUSTOMERS ACCOUNT.
```

NOTE: IF "***END**" DISPLAYS AT THE BOTTOM OF THIS COLUMN YOU ARE SEEING ALL OF THE INVOICES FOR THE CUSTOMER.

- INV# THE INVOICE NUMBERS POSTED TO THE CUSTOMERS ACCOUNT.
- DEBIT INVOICES WITH DEBIT BALANCES ARE DISPLAYED IN THIS FIELD.
- CREDIT INVOICES WITH CREDIT BALANCES ARE DISPLAYED IN THIS FIELD, ALSO PAYMENTS AND CREDIT MEMOS.
- PO/CK/CM PURCHASE ORDER NUMBER, CHECK NUMBER OR CREDIT MEMO NUMBER DISPLAYS IN THIS FIELD.(IF THE OPERATOR USED THE PO# FIELD IN THE "INVOICE ENTRY" PROGRAM OR THE MEMO# FIELD IN THE "CREDIT MEMO" PROGRAM TO ENTER AN EXPLANATION IT DISPLAYS HERE)
- CODE THREE DIGIT DESCRIPTION OF THE TYPE OF THE TRANSACTION SHOWN ON LINE. INV = INVOICE, CHK = CHECK, UAM = UNAPPLIED MEMO, UCK = UNAPPLIED CHECK, CM = CREDIT MEMO, ADJ = ADJUSTMENT
- TOTALS TOTAL OF THE DEBITS AND CREDITS ON THE CUSTOMERS ACCOUNT.
- DUE TOTAL ACCOUNTS RECEIVABLE FOR CUSTOMER AT TIME OF VIEWING. INCLUDES ALL TRANSACTIONS POSTED.

AN AGING OF INDIVIDUAL TRANSACTIONS APPEARS TO THE LEFT OF THE DATE FIELD. THIS TELLS YOU HOW OLD THE TRANSACTION IS. A TOTALS AGING OF ALL TRANSACTIONS APPEARS AT THE BOTTOM OF THE SCREEN.

IF YOU ARE NOT FAMILIAR WITH THE OPTIONS AVAILABLE IN "VIEW ACCOUNTS", PRESS {H} TO ACCESS A HELP WINDOW THAT LISTS VALID COMMANDS. REMEMBER, THESE OPTIONS MAY ONLY BE USED WHILE AT THE VIEW SCREEN. YOU MUST EXIT THE HELP WINDOW TO USE THE COMMANDS.

***SCREEN DISPLAY**

```
#####  
SCREEN FIELDS  DESCRIPTION  
#####  
E - EDIT INVOICE  PRESS {E}, TO ENTER "EDIT" MODE. POSITION THE CURSOR  
LINE ON THE INVOICE YOU WISH TO EDIT USING THE UP/DOWN  
ARROW KEYS, AND PRESS {PF1}(THIS CONFIRMS THE SELECTION).  
THE COMPUTER DISPLAYS THE EDIT SCREEN.(NOTE: IF THE  
INVOICE YOU WISH TO EDIT IS ON ANOTHER SCREEN, YOU MUST  
GO TO THAT SCREEN BEFORE PRESSING {E}.)
```

***SCREEN DISPLAY**

YOU MAY EDIT ANY FIELD YOU WISH. HOWEVER, CHANGING AN AMOUNT DOES NOT CORRECT THE JOURNAL ENTRY. THIS MUST BE DONE WITH "EDIT JOURNAL"(8.4) OR

WITH A CORRECTING JOURNAL ENTRY(8.1). A CORRECTING JOURNAL ENTRY IS THE PREFERRED METHOD. YOU SHOULD ALSO NOTE THAT CHANGING THE LEDGER CODE DURING EDIT DOES NOT CAUSE THE JOURNAL ENTRY TO BE CHANGED. YOU MUST EDIT THE JOURNAL ENTRY OR MAKE A CORRECTING ENTRY. IF THE LEDGER CODE IS INADVERTENTLY LEFT OFF OF THE INVOICE, USE EDIT JOURNAL.(8.4) IF THE INVOICE IS INADVERTENTLY PLACED IN AN INCORRECT GENERAL LEDGER ACCOUNT MAKE A CORRECTING ENTRY(ASSUMING THAT THE LEDGER CODE THE TRANSACTION IS POSTED TO IS VALID.) ONE MORE POINT, RECEIVABLES INVOICES CREATED BY THE MDS INVOICING SYSTEM DO NOT SHOW A LEDGER CODE. THIS IS BECAUSE THE INVOICE COULD INCLUDE UP TO FIFTEEN SEPARATE LEDGER CODES.

THE EDIT COMMAND WORKS ONLY WITH INVOICES. YOU ARE NOT ABLE TO EDIT A CHECK OR A CREDIT MEMO. AFTER COMPLETING THE EDIT, PRESS THE {PF2} KEY TO RETURN TO THE VIEWING SCREEN.

Z - ZAP/DELETE THE "ZAP" COMMAND WORKS THE SAME AS THE "EDIT" COMMAND. ENTRY TO DELETE ONE OR MORE ENTRIES PRESS {Z}. THE FIRST INVOICE IS DISPLAYED IN INVERSE VIDEO. POSITION THE CURSOR LINE ON THE INVOICE YOU WISH TO DELETE USING THE UP/DOWN ARROW KEYS AND PRESS {PF1}. THE INVOICE REMAINS IN INVERSE VIDEO AND THE CURSOR LINE MOVES TO THE NEXT INVOICE. WHILE YOU ARE IN ZAP MODE A WARNING DISPLAYS AT THE BOTTOM OF THE SCREEN TELLING YOU THAT YOU ARE IN ZAP MODE. ONCE YOU HAVE DELETED ALL INVOICES DESIRED, PRESS {PF2} AND THE ENTRIES ARE DELETED. ONLY INVOICES THAT ARE HIGHLIGHTED AND THEN CONFIRMED WITH THE {PF1} KEY ARE DELETED.

IF DURING THE CONFIRMING OF INVOICES TO BE DELETED, YOU DECIDE NOT TO "ZAP" AN INVOICE, YOU MAY PRESS THE "SPACE BAR" AND THE SCREEN EXITS THE "ZAP" MODE AND RETURNS TO NORMAL VIEWING. IF AN INVOICE IS SELECTED FOR DELETION BY MISTAKE, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE OVER THE ENTRY SELECTED BY MISTAKE(THE HIGHLIGHTED LINE IS RETURNED TO NORMAL COLOR), AND PRESS THE {PF1} KEY AGAIN. THE CURSOR MOVES TO THE NEXT LINE AND THE ENTRY REMAINS IN NORMAL COLOR. THE ENTRY IS NOT DELETED WHEN THE {PF2} KEY IS PRESSED.

F - ROLL DISPLAY PRESS {F} TO ROLL THE DISPLAY FORWARD ONE SCREEN. FORWARD 10

UP - MOVE DISPLAY PRESS THE UP ARROW KEY TO MOVE DISPLAY UP ONE LINE AT A UP 1 TIME.

H - DISPLAY COMMAND PRESS {H}. TO ACCESS THE HELP SCREEN THAT DISPLAYS VALID COMMANDS.

S - SELECT UNAP- PRESS {S} TO SELECT AN UNAPPLIED PAYMENT (UCK) OR CREDIT PLIED CREDIT MEMO FOR APPLICATION TO AN INVOICE. THIS IS USED WITH

THE {PF1} CONFIRM KEY AND THE "A" TO APPLY CREDITS TO AN INVOICE.(SEE "UNAPPLIED CREDIT" BELOW)

D - SHOW DELIVERY PRESS {D} TO SHOW THE DELIVERY TICKETS PRINTED FOR THIS TICKETS ACCOUNT. IF DELIVERY TICKETS DO NOT DISPLAY, YOU DID NOT SELECT "DELIVERY TICKET HISTORY" IN THE "ADD/EDIT COMPANY" PROGRAM.(9.6)

SCREEN DISPLAY

THE MOST RECENT DELIVERY TICKETS ARE AT THE TOP OF THE DISPLAY. BY INTEGRATING THE ROUTING AND INVOICING SYSTEMS, THIS PROGRAM SHOWS WHEN AND IF DELIVERY TICKETS ARE USED. PRESS {PF2} TO EXIT THE SCREEN.

P - SHOW PAST PRESS {P} TO DISPLAY THE SALES FOR THE PAST MONTH. IF MONTHLY SALES PAST MONTHLY SALES SCREEN DOES NOT APPEAR, YOU DID NOT SELECT "SALES HISTORY" IN THE "ADD/EDIT COMPANY" PROGRAM.(9.6.0)

SCREEN DISPLAY

THE MONTHLY ENTRIES ARE FROM THE MOST RECENT CLOSE TO THE OLDEST CLOSE STARTING AT THE TOP OF THE SCREEN. THIS SCREEN LETS YOU SEE AT A GLANCE THE PURCHASING TREND OF A CUSTOMER ALONG WITH THE GROSS PROFIT PERCENTAGE FOR THE CUSTOMER. PRESS {PF2} TO EXIT THE SCREEN.

X - EDIT A/R PRESS {R} TO ACCESS THE A/R COMMENTS SCREEN.(SEE SECTION COMMENTS 4.2)

F2 - TERMINATE/ ABORT PRESS {PF2} TO TERMINATE(EXIT) A PROCESS OR PROGRAM. ALSO USED IN THE "ZAP" AND "EDIT" MODES.

F1 - CONFIRM CHANGE PRESS {PF1} TO CONFIRM THAT THE LINE HIGHLIGHTED (CURSOR LINE) IS THE ONE YOU WISH TO SELECT. USED WITH E, S, A,AND Z COMMANDS.

B - ROLL DISPLAY PRESS {B} TO ROLL THE DISPLAY BACK ONE SCREEN. BACKWARD 10

DOWN - MOVE DISPLAY PRESS THE DOWN ARROW KEY TO MOVE THE DISPLAY DOWN ONE DOWN 1 LINE.

A - APPLY UNAPPLIED PRESS {A} TO APPLY CREDITS TO INVOICES. USED WITH THE CREDIT {S} AND {PF1} KEYS. (SEE "UNAPPLIED CREDIT"BELOW)

I - SHOW POSTED PRESS {I} TO SHOW A LISTING OF ALL INVOICES POSTED TO THE INVOICES ACCOUNT FOR AS LONG AS HISTORY IS KEPT.

SCREEN DISPLAY

THE CURSOR LINE IS ON THE FIRST INVOICE. YOU MAY EXIT THE PROGRAM BY PRESSING {PF2} OR SELECT AN INVOICE FOR VIEWING. IF THE INVOICE YOU WISH TO VIEW IS NOT ON THE FIRST SCREEN, PRESS {F} TO MOVE FORWARD A SCREEN. USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE ON THE INVOICE YOU WISH TO VIEW IN DETAIL AND PRESS {PF1}.

SCREEN DISPLAY

THE SCREEN DISPLAYS DETAILED INFORMATION ON THE PRODUCTS SOLD TO THE CUSTOMER ON THE INVOICE SELECTED. PRESS {F}ORWARD OR {B}ACK TO SCROLL IF THE NUMBER OF ITEMS EXCEEDS ONE SCREENFUL. PRESS {N}EXT OR {P}REVIOUS TO GO TO THE NEXT OR PREVIOUS INVOICE FOR THE CUSTOMER IN INVOICE HISTORY. {F3} WILL FAX THE INVOICE IF YOU HAVE THAT CAPABILITY. {F4} WILL PRINT THE HISTORY INVOICE. PRESS {PF2} TO EXIT THE SCREEN. SELECT ANOTHER INVOICE FOR VIEWING OR PRESS {PF2} TO EXIT THE INVOICE WINDOW.

PRINTING INVOICE FROM HISTORY

REPRINTING FROM HISTORY IS A SIMPLE MATTER IF YOU USE MDS PRODUCTION FORMS. IF THIS IS THE CASE, THEN ALL PRINT SHOULD FALL IN THE SAME PLACES AS THE ORIGINAL PRINTED INVOICE FROM TELSEL.

IF YOU HAVE A CUSTOM FORM, THEN YOU SHOULD HAVE A FILE CALLED `invoice.fmt` EITHER IN YOUR WORKING DIRECTORY OR IN YOUR COMPANY DATA PATH. THE LATTER HELPS WHEN

YOU ARE WORKING WITH MORE THAN ONE COMPANY AND EACH USES A DIFFERENT INVOICE

FORM. THIS FILE IS A FORM TEMPLATE FOR INVOICES. IT SHOULD CONTAIN AS MANY LINES, BLANK OR NOT, AS THE LENGTH OF YOUR INVOICE. FOR EXAMPLE, THE MOST COMMON INVOICE FORM, IF 8.5" X 11", IS 66 LINES LONG, ASSUMING 6 LINES PER INCH. THEREFORE, YOUR `invoice.fmt` FILE SHOULD HAVE NO MORE NOR NO LESS THAN 66 LINES.

LINES THAT CONTAIN INFORMATION NEED TO BE TEMPLATED WITH A CODE SURROUNDED BY

{}'S. ANYTHING THAT IS NOT SURROUNDED BY {}'S ARE LITERALS, I.E., IT WILL PRINT THE WAY IT LOOKS. FOR EXAMPLE, YOU MAY HAVE THIS EMBEDDED IN THE FORMAT FILE: "INVOICE DATE: {IDT }". IN THIS CASE, "INVOICE DATE: " WILL PRINT EXACTLY AS FOUND IN THE FORMAT FILE. HOWEVER, THE {}'S TELL THE PROGRAM THAT THERE IS A CODE TO BE INTERPRETED. IN THIS CASE, "INDT" IS THE CODE FOR THE INVOICE DATE, AND THAT POSITION IS WHERE IT WILL BE PRINTED.

A WORD ABOUT TEMPLATE FIELD LENGTH: THE POSITIONS OF THE {}'S DICTATES HOW LONG THE FIELD WILL BE. IN THE EXAMPLE ABOVE, {INDT } IS EIGHT CHARACTERS LONG AND SHOULD PRINT OUT A FULL DATE IN MM/DD/YY FORMAT. IF THE TERMINATING } IS LONGER THAN THE ACTUAL FIELD, IT PADS WITH SPACES. IF THE } IS SHORTER THAN THE ACTUAL FIELD, IT TRUNCATES THE FIELD TO THE POSITION OF THE TERMINATING }. FOR EXAMPLE, YOU COULD USE THE FORMAT "{IDT}" AND IT WILL PRINT ONLY THE FIRST FIVE CHARACTERS OF THE INVOICE DATE: MM/DD.

THE CODE DOES NOT HAVE TO BE FLUSH AGAINST THE FIRST { . "{ IDT }" AND "{ IDT}" ARE THE EQUIVALENT OF "{IDT }". NUMERIC FIELDS WILL TRUNCATE OFF

THE LEFT IF BIGGER THAN FIELDDED.

THE FOLLOWING IS A LISTING OF THE CURRENT VALID CODES YOU CAN USE TO CUSTOMIZE YOUR OWN INVOICE PRINT FROM HISTORY:

ACCT - CUSTOMER ACCOUNT NUMBER. IF THERE IS NO ACCOUNT NUMBER, PRINTS "CASH".

BILLNAME- CUSTOMER'S BILLING NAME.

BILLADD1- CUSTOMER'S FIRST BILLING ADDRESS.

BILLADD2- CUSTOMER'S SECOND BILLING ADDRESS.

BILLCSZ - CUSTOMER'S BILLING CITY/STATE/ZIP.

CN - CUSTOMER'S CONTACT.

CONAME - YOUR COMPANY NAME AS ENTERED IN ADD/EDIT COMPANY.

COADDR - YOUR COMPANY ADDRESS AS ENTERED IN ADD/EDIT COMPANY.

COCSZ - YOUR COMPANY CITY/STATE/ZIP AS ENTERED IN ADD/EDIT COMPANY.

COPH - YOUR COMPANY PHONE NUMBER AS ENTERED IN ADD/EDIT COMPANY.

COFAX - YOUR COMPANY FAX NUMBER AS ENTERED IN ADD/EDIT COMPANY.

COMMENT - PRINTS CUSTOMER COMMENT IN ADD/EDIT CUSTOMER IF "PRINT CUSTOMER INVOICE COMMENT #2" IS "Y" IN DEFINE TELSEL PARAMETERS.

CONT - PRINTS "CONTINUED ON NEXT PAGE" IF REQUIRED.

DELINSTR- PRINTS DELIVERY INSTRUCTIONS IN ADD/EDIT CUSTOMER IF "PRINT CUSTOMER INVOICE COMMENT #2" IS "Y" IN DEFINE TELSEL PARAMETERS.

DELLOC - SPECIAL COMMENT ON THIRD SCREEN OF ADD/EDIT ACCOUNT.

DEPAMT - INVOICE DEPOSIT AMOUNT.

IDT - INVOICE DATE.

INV - INVOICE NUMBER.

ITOT - INVOICE TOTAL AMOUNT.

IVSTYPE - PRINTS "BACKORDER" OR "CREDIT MEMO" IF THE CONDITION IS MET.

MAP - CUSTOMER'S MAPSCO CODE.

PG - PAGE NUMBER.

PH1 - CUSTOMER'S PHONE NUMBER.

PH2 - CUSTOMER'S FAX NUMBER.

PT... - CODES THAT BEGIN WITH PT ARE DESIGNED TO DISPLAY THE PRODUCT (OR PART) DETAILS THAT MAKE UP THE INVOICE:

PTDESC - PRODUCT DESCRIPTION.

PTEXT - PRODUCT EXTENDED PRICE (PRICE MULTIPLIED BY QUANTITY ORDERED).

PTF - THIS PRINTS ONLY IF PERPETUAL FLAG IS "Y". THIS DISPLAYS FLAGS ASSOCIATED WITH THE PRODUCT. DISPLAYS ONLY TWO CHARACTERS AND IS AN EXCEPTION TO THE LENGTH RULE REGARDING THE POSITIONING OF THE {}'S. IT SHOWS:
" " IF NOT TAXABLE AND NOT A DEPOSIT.
"* " IF TAXABLE.
" #" IF IT IS A DEPOSIT.
"*#" IF BOTH TAXABLE AND A DEPOSIT.

PTNO - PRODUCT NUMBER AS DEFINED IN ADD/EDIT PRODUCT.

PTO - QUANTITY ORDERED. THIS PRINTS ONLY IF PERPETUAL FLAG IS "Y".

PTPRC - PRODUCT PRICE. THIS PRINTS ONLY IF PERPETUAL FLAG IS "Y".

PTS - QUANTITY SHIPPED. THIS PRINTS ONLY IF PERPETUAL FLAG IS "Y".

PTU# - THIS DISPLAYS THE TYPE OF UNIT FOR THE ITEM, "EACH" OR "CASE". THIS CODE IS AN EXCEPTION TO THE LENGTH RULE REGARDING THE


```

{PTNO  }{PTU1}{PTS}{PTF}{PTDESC          } {PTPRC } {PTEXT }
{PTNO  }{PTU1}{PTS}{PTF}{PTDESC          } {PTPRC } {PTEXT }
{PTNO  }{PTU1}{PTS}{PTF}{PTDESC          } {PTPRC } {PTEXT }
{PTNO  }{PTU1}{PTS}{PTF}{PTDESC          } {PTPRC } {PTEXT }

```

```

                {CONT          } Sub Total : {SUBT   }
      {TAXIDWD          } * Sales Tax : {STAX   }
{TCOMMT1          }      & Deposit : {DEPAMT  }
{TCOMMT2          }      =====
{TCOMMT3          }      Total Due : {ITOT   }
{TCOMMT4          }
{TCOMMT5          }

```

C - EDIT DEL.TKT/ ALLOWS YOU TO EDIT THE MESSAGE PRINTED ON THE DELIVERY INV. MESSAGE INVOICE OF A CUSTOMER. PRESS {C} AND THE DELIVERY TICKET COMMENT WINDOW DISPLAYS. THERE ARE TWO COMMENT LINES. TYPE IN THE MESSAGE DESIRED THEN PRESS {PF2} TO EXIT THE WINDOW.

K - SHOW PAYMENTS SHOWS A LISTING OF ALL PAYMENTS POSTED TO THE ACCOUNT FOR AS LONG AS HISTORY IS KEPT.

****SCREEN DISPLAY****

THE CURSOR LINE IS ON THE FIRST PAYMENT. YOU MAY EXIT THE PROGRAM BY PRESSING {PF2} OR SELECT A PAYMENT FOR VIEWING. IF THE PAYMENT YOU WISH TO VIEW IS NOT ON THE FIRST SCREEN, PRESS {F} TO MOVE FORWARD A SCREEN. USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE ON THE PAYMENT YOU WISH TO VIEW IN DETAIL AND PRESS {PF1}.

****SCREEN DISPLAY****

C -THE SCREEN DISPLAYS DETAILED INFORMATION FOR THE PAYMENT SELECTED INCLUDING THE TOTAL AMOUNT OF THE PAYMENT AND WHAT INVOICES THE PAYMENT IS APPLIED TO. PRESS {PF2} TO EXIT THE SCREEN. SELECT ANOTHER PAYMENT FOR VIEWING OR PRESS {PF2} TO EXIT THE PAYMENT WINDOW.

BEFORE YOU CAN USE ANY OF THE COMMANDS SHOWN IN THE HELP WINDOW, YOU MUST EXIT THE WINDOW BY PRESSING ANY KEY.

UNAPPLIED CREDIT

APPLICATION OF UNAPPLIED CREDITS CAN ONLY BE DONE THROUGH "VIEW ACCOUNTS". THERE ARE ALWAYS TWO STEPS INVOLVED IN APPLYING AN UNAPPLIED CREDIT OR CHECK. FIRST THE CHECK OR CREDIT MEMO IS SELECTED AND SECOND THE SELECTED CREDIT OR CHECK IS APPLIED TO A SPECIFIED INVOICE. TO APPLY A CREDIT TO AN INVOICE, PRESS {S} TO ENTER "SELECT" MODE. THE FIRST TRANSACTION ON THE SCREEN IS DISPLAYED IN INVERSE VIDEO. FIND THE SCREEN CONTAINING THE CREDIT TO BE APPLIED USING THE {F} AND {B} KEYS. USE THE UP/DOWN ARROW KEYS TO MOVE THE CURSOR LINE TO THE CHECK OR CREDIT MEMO TO BE SELECTED. PRESS {PF1} TO CONFIRM. NOTE: IF THE CREDIT SELECTED IS A

TCM(TELSEL CREDIT MEMO) THE SELECT PROCESS MUST BE DONE TWICE TO SELECT THE CREDIT. THE FIRST SELECTION ZEROES OUT THE TELSEL CREDIT INVOICE SO IT BEHAVES THE SAME AS A REGULAR CREDIT MEMO OR CHECK WHEN SELECTED. THE AMOUNT

OF THE CHECK OR CREDIT MEMO SELECTED DISPLAYS AT THE COMMAND LINE IN INVERSE VIDEO AS AN UNAPPLIED AMOUNT. FIND THE SCREEN CONTAINING THE INVOICE THE CREDIT IS TO BE APPLIED TO USING THE {F} AND {B} KEYS AND PRESS {A}. USE THE UP/DOWN ARROW KEYS POSITION THE CURSOR LINE ON THE INVOICE YOU WISH THE CREDIT APPLIED TO AND PRESS {PF1} TO CONFIRM. IF THE CREDIT IS TO BE APPLIED TO MORE THAN ONE INVOICE, CONTINUE PRESSING {A} AND SELECTING AN INVOICE UNTIL ALL OF THE CREDIT IS APPLIED. THE UNAPPLIED AMOUNT DISPLAYS IN INVERSE VIDEO UNDER THE "ENTER COMMAND" LINE UNTIL ALL OF THE CREDIT IS APPLIED. IF THERE IS MORE CREDIT THAN INVOICES A {PF2} EXITS THE CUSTOMER WITHOUT APPLYING THE REST OF THE CREDIT.

PRESS {PF2} TO EXIT THE SCREEN. TYPE IN ANOTHER CUSTOMER NUMBER TO VIEW OR PRESS {PF2} TO EXIT THE PROGRAM.

4.7 GENERATE INTEREST INVOICES

THE GENERATE INTEREST INVOICES PROGRAM IS USED TO PRODUCE INVOICES CHARGING CUSTOMERS INTEREST ON PAST DUE INVOICES.

THE SCREEN DISPLAYS:

ENTER MINIMUM CHARGE REQUIREMENT ?

TYPE IN THE MINIMUM INTEREST CHARGE THAT YOU WANT INVOICED. ONLY CUSTOMERS WITH CHARGES ABOVE THIS AMOUNT WILL BE INVOICED.

THE SCREEN DISPLAY ADDS A LINE:

WHAT IS THE CUSTOMER NUMBER ('ENTER FOR ALL')?

IF YOU WISH TO CHARGE INTEREST ON ONLY ONE OR A LIMITED AMOUNT OF CUSTOMERS AND NOT ALL CUSTOMERS, ENTER THE CUSTOMER NUMBER AND PRESS {ENTER}. THE CUSTOMER IS CHARGED AND THE SCREEN DISPLAY RETURNS TO THE " ENTER MINIMUM CHARGE REQUIREMENT" SCREEN. YOU MAY REPEAT THE PROCEDURE TO CHARGE ANOTHER CUSTOMER OR PRESS {PF2} TO EXIT THE PROGRAM. IF YOU WISH TO CHARGE ALL CUSTOMERS WITH A CHARGE ABOVE YOUR CHOSEN MINIMUM, PRESS {ENTER} AT THE "WHAT IS THE CUSTOMER" SCREEN.

WITH THE OPTIONS OF THIS PROGRAM YOU COULD CHARGE INTEREST TO ALL CUSTOMERS ABOVE A MINIMUM CHARGE AND THEN GO BACK AND CHARGE SELECTED CUSTOMERS THAT

HAVE A CHARGE BELOW THE MINIMUM BY RESETTING THE MINIMUM.

4.8 VIEW CUSTOMER G/P

THIS PROGRAM ALLOWS YOU TO VIEW GROSS PROFIT FOR A SPECIFIC CUSTOMER OR ALL CUSTOMERS ON A ROUTE.

****SCREEN DISPLAY****

PRESS {1} THEN {ENTER} TO VIEW ALL CUSTOMERS. PRESS {1} IF YOU WANT THE LIST IN ALPHABETICAL ORDER, {2} IF NUMERIC ORDER. PRESS {ENTER}. WHEN THE COMPUTER FINISHES PROCESSING THE FIRST SCREEN OF CUSTOMERS IS DISPLAYED.

PRESS {2} THEN {ENTER} TO VIEW ONE CUSTOMER. TYPE IN THE CUSTOMER NUMBER AND PRESS {ENTER}. THE SCREEN DISPLAYS THE GROSS PROFIT FOR THE CUSTOMER YOU ENTER. WHEN FINISHED VIEWING THE CUSTOMER PRESS {PF2} TO EXIT. YOU MAY ENTER ANOTHER ACCOUNT NUMBER TO VIEW OR PRESS {PF2} TO EXIT TO THE FIRST SCREEN.

PRESS {3} THEN {ENTER} TO VIEW BY ROUTE. TYPE IN THE ROUTE NUMBER AND PRESS {ENTER}. THE SCREEN DISPLAYS THE GROSS PROFIT OF ALL CUSTOMERS ON THE ROUTE YOU SELECTED.

****SCREEN DISPLAY****

```
#####  
SCREEN FIELDS  DESCRIPTION  
#####  
ACC #         CUSTOMERS ACCOUNT NUMBER.  
  
NAME          CUSTOMERS NAME.  
  
P-SALES       TOTAL PRODUCT SALES FOR THE BILLING CYCLE.  
  
P-COST        TOTAL COST OF PRODUCT SOLD FOR THE BILLING CYCLE.  
  
GP            GROSS PROFIT FOR THE CUSTOMER.  
  
%             PERCENT OF GROSS PROFIT TO TOTAL PRODUCT SALES.  
  
TOTALS        TOTALS OF ALL CUSTOMERS ON THE REPORT FOR EACH FIELD.  
  
PERCENT       PERCENT OF EACH COLUMN TO THE TOTAL PERCENT.
```

THE GROSS PROFIT INFORMATION DOES NOT ALL FIT ON THE DISPLAY SCREEN. TO VIEW THE REST OF A CUSTOMERS INFORMATION PRESS THE RIGHT ARROW KEY.

****SCREEN DISPLAY****

```
#####  
SCREEN FIELDS  DESCRIPTION  
#####  
SALE TAX      SALES TAX CHARGED TO THE CUSTOMER FOR THE BILLING CYCLE.
```

OTHER FIELD FOR ADJUSTMENTS TO THE CUSTOMERS ACCOUNTS
RECEIVABLE FOR THE BILLING CYCLE.

RENTAL RENTAL CHARGED TO CUSTOMER(WITHOUT TAX) FOR THE BILLING
CYCLE.

TOTALS TOTAL OF ALL ACCUMULATED CHARGES FOR THE CUSTOMER FOR THE
BILLING CYCLE.

PRESS THE LEFT ARROW KEY TO MOVE THE SCREEN BACK TO THE LEFT. PRESS THE UP
AND DOWN ARROW KEYS TO MOVE FORWARD OR BACKWARD ONE SCREEN. PRESS {PF2} TO
EXIT THE SCREEN.

4.9 QUOTED PRICES MENU

THIS SELECTION ACCESSES A MENU CONTAINING ALL THE OPTIONS NEEDED TO MAINTAIN
THE QUOTED PRICES FILES.

****SCREEN DISPLAY****

4.9.1 ADD/EDIT QUOTED PRICES

THE ADD/EDIT QUOTED PRICES PROGRAM YOU TO CUSTOMIZE PRICING OF PRODUCT SOLD
TO A CUSTOMER. REMEMBER: YOU MUST HAVE CREATED YOUR INVENTORY DATABASE
BEFORE YOU CAN QUOTE PRICES. THIS SCREEN IS USED IN CONJUNCTION WITH THE
PRICE LEVEL DEFINED FOR THE CUSTOMER IN "ADD/EDIT ACCOUNT"(4.1) THE FIRST
SCREEN OF THE PROGRAM ASKS FOR THE ACCOUNT NUMBER OF THE CUSTOMER.

****SCREEN DISPLAY****

{PF4} ACCESSES THE "NAME SEARCH" PROGRAM.

TYPE IN THE ACCOUNT NUMBER AND PRESS {ENTER}.

****SCREEN DISPLAY****

THIS PAGE OF INFORMATION IS USED TO DEFINE PRICING FOR THIS CUSTOMER. THERE
ARE 20 DATA FIELDS FOR THE 20 CATEGORIES(5.B.3) AND THEY ARE USED AS
"CATEGORY MULTIPLIERS. THIS IS A NUMBER THAT IS MULTIPLIED WITH THE PRICE OF
A PRODUCT WHEN AN INVOICE IS BUILT. IF, FOR EXAMPLE, YOU WISH TO GIVE A
CUSTOMER A "10%" DISCOUNT ON ALL COFFEE YOU CAN SIMPLY REPLACE THE "1" ON THE
"COFFEE" LINE WITH A ".9". THIS WORKS WITH ALL PRICE LEVELS(5.1). YOU MAY
ALSO SEE ONE THING OTHER THAN CATEGORY MULTIPLIERS. THIS IS THE WORD
"QUOTED". THIS TELLS YOU PRODUCTS IN THAT CATEGORY ARE QUOTED ON THE
CUSTOMERS FILE. THIS DOES NOT NECESSARILY MEAN THAT THE CUSTOMER HAS A
SPECIAL PRICE. QUOTED PRICE FILES MAY BE USED TO MAINTAIN SPECIAL PRICES AND
A RECORD OF SUGGESTED PURCHASES.

USE THE UP/DOWN ARROW KEYS TO MOVE TO THE CATEGORY CONTAINING THE PRODUCT
YOU
WANT TO EDIT OR QUOTE. PRESS {PF3}.

****SCREEN DISPLAY****

QUOTED PRODUCTS OVERRIDE ALL OTHER PRICING INFORMATION. IF YOU QUOTE PRODUCTS IN A CATEGORY, CATEGORY MULTIPLIERS CANNOT BE USED FOR THAT CATEGORY. IF YOU QUOTE PRODUCTS AND THE QUOTED PRICE IS "LIST" THE LIST PRICE FOR THAT CUSTOMER IS THE PRICE LEVEL DEFINED FOR THAT CUSTOMER IN "ADD/EDIT ACCOUNT"(4.1). IF THE PRICE LEVEL DEFINED FOR THE CUSTOMER IS NOT DEFINED FOR THE PRODUCT, THE PRICE DISPLAYS AS 0(ZERO).

QUOTED PRODUCTS CAN ALSO BE ENTERED THROUGH "TESEL".

EDIT QUOTED PRODUCT

IF PRODUCTS ARE QUOTED IN THE CATEGORY, WHEN YOU PRESS {PF3} AT THE CATEGORY THE FIRST PRODUCT QUOTED IN THE CATEGORY DISPLAYS. THE CURSOR IS AT THE "PRODUCT NUMBER" FIELD. ALL FIELDS EXCEPT THE PRODUCT NUMBER, DESCRIPTION AND LIST PRICE FIELDS CAN BE EDITED.

TO SET UP A SPECIAL PRICE FOR A CUSTOMER, TYPE IN THE SPECIAL PRICE AT THE "QUOTED PRICE" FIELD AND THE DATE THE SPECIAL PRICE EXPIRES AT THE "QUOTE VALID THROUGH" FIELD. IF YOU ARE PUTTING IN PREVIOUSLY QUOTED PRICES YOU NEED TO CHANGE THE "DATE QUOTED" FROM THE SYSTEM DATE DISPLAYED TO THE DATE DESIRED.

IF YOU CHANGE A PRODUCT FROM UNIT PRICING "N" TO UNIT PRICING "C" OR "U" IN INVENTORY, YOU MUST MANUALLY MODIFY EACH QUOTE OF THIS PRODUCT TO REFLECT QUOTED PRICES. THIS IS ESPECIALLY TRUE IF A PRODUCT IS SET TO TYPE "C". IF YOU DO NOT CHANGE THE QUOTE AFTER YOU CHANGE INVENTORY TO "C". ALL COST OF SALES AND QUANTITIES PULLED ARE BASED ON UNIT PRICE RATHER THAN CASE PRICE.

PRESS {PF2} TO MOVE TO THE NEXT PRODUCT. IF YOU ARE REVIEWING OLD QUOTES YOU ARE SHOWN THE NEXT QUOTED PRODUCT IF MORE QUOTES EXIST. IF NO MORE QUOTES EXIST YOU ARE PLACED AT AN EMPTY INPUT SCREEN TO ENTER NEW QUOTED PRICES.

ADD QUOTED PRODUCT

TO QUOTE A NEW PRODUCT IN A CATEGORY, TYPE IN THE PRODUCT NUMBER AT THE EMPTY INPUT SCREEN. THE SYSTEM DISPLAYS THE DESCRIPTION OF THE PRODUCT AND THE PRICE, AS RECORDED IN THE INVENTORY, AND POSITIONS THE CURSOR ADJACENT TO THE "QUOTED PRICE" LINE. THE "LIST PRICE" DISPLAYED IS THE PRICE LEVEL(5.1) SELECTED FOR THE CUSTOMER IN "ADD/EDIT ACCOUNT"(4.1) UNLESS "BRACKET PRICING"(5.1) IS ENABLED FOR THE PRODUCT IN WHICH CASE THE LIST PRICE IS ALWAYS THE FIRST LIST PRICE DEFINED FOR THE PRODUCT.

NOW TYPE IN THE QUOTED PRICE FOR THE CUSTOMER(IF DIFFERENT FROM LIST PRICE DISPLAYED) AND PRESS {ENTER}. PRESS {ENTER} AT THE "DATE QUOTED" FIELD TO ACCEPT THE SYSTEM DATE OR TYPE IN A DATE AND PRESS {ENTER}. TYPE IN THE DATE THE QUOTED EXPIRES IN THE "QUOTE VALID THROUGH" FIELD AND PRESS {ENTER}. IF THE QUOTED PRICE IS FOR AN INDETERMINATE PERIOD, THE FIELD SHOULD BE LEFT BLANK. IF A "QUOTE VALID THROUGH" IS GIVEN FOR A PRODUCT, THE ACCOUNTS RECEIVABLES "UPDATE QUOTED PRICES" PROGRAM(4.9.3) LEAVES THE PRODUCT ALONE UNTIL AFTER THE "QUOTE VALID THROUGH" DATE IS PASSED. IF THE FIELD IS LEFT

BLANK, THE "UPDATE QUOTED PRICES" PROGRAM INCREASES THE PRICE IF THE PRODUCT IS SELECTED USING THE PROGRAM.

NEXT IS THE "SUGGESTED GROSS PROFIT" FIELD. THIS FIELD DEFAULTS TO "50", AN IS THE PERCENTAGE OF THE PRICE THAT THE $((\text{PRICE}-\text{COST})/\text{PRICE})\times 100$, SHOULD NEVER FALL BELOW. THE ACTUAL GROSS PROFIT PERCENTAGE IS SHOWN ADJACENT TO THE "SUGGESTED GROSS PROFIT" IN INVERSE VIDEO. IF THE ACTUAL IS LOWER THAN THE SUGGESTED, THE WORDS "LOW GROSS PROFIT" APPEAR IN INVERSE VIDEO. THIS NUMBER IS USED BY THE INVOICE SYSTEM TO WARN YOU IF YOU PROFIT LEVEL BECOMES TOO LOW.

TYPE IN THE SUGGESTED QUANTITY OF PRODUCT FOR THE CUSTOMER AND PRESS {ENTER}. THIS FIELD IS USED IN "BUILD TO" INVENTORY. WITH "BUILD TO" ROUTE INVENTORY, YOU MUST QUOTE THE PRICE OF ALL PRODUCTS THAT A CUSTOMER NORMALLY PURCHASES.

THIS DOES NOT MEAN THAT A CUSTOMER CAN ONLY BUY WHAT IS QUOTED, BUT THAT ONLY QUOTED PRODUCT HAS A SUGGESTED QUANTITY ON THE DELIVERY TICKETS.

THE UNIT IS THE SALES UNIT. IT INDICATES WHETHER THE PRODUCT IS SOLD TO THE CUSTOMER PRIMARILY BY THE CASE(C) UNIT(U) OR PRODUCT SOLD ONLY AS UNITS(N). IF UNIT PRICING(5.1)IS ENABLED FOR THE PRODUCT AND THE CUSTOMER WISHES TO PURCHASE THE PRODUCT IN CASES, YOU SET UNIT TO "C". IF THE CUSTOMER WISHES TO PURCHASED THE PRODUCT INDIVIDUALLY YOU SET THE UNIT TO "U". IF UNIT PRICING IS NOT ENABLED ON A PRODUCT SET THE UNIT TO "N".(PRODUCT ONLY SOLD ONE WAY) WHEN QUOTING A NEW PRODUCT THE COMPUTER SETS THE UNIT BASED ON WHAT

THE UNIT PRICING LINE IS SET TO FOR THE PRODUCT IN INVENTORY.

AFTER YOU REVIEW ALL PRODUCTS, OR INPUT ALL NEW QUOTES YOU REQUIRE, PRESS {PF2} ON A BLANK PAGE AND YOU ARE RETURNED TO THE FIRST SCREEN. PRESS {PF2} AGAIN IF YOU WISH TO EXIT THE PROGRAM OR SELECT ANOTHER CATEGORY.

ASSUMES ZERO FOR PRODUCT IF PRICE LEVEL NOT DEFINED FOR PRODUCT

4.9.2 PRINT QUOTED PRICES

THE PRINT QUOTED PRICES PROGRAM PRINTS VARIOUS LISTINGS OF CUSTOMERS WITH QUOTED PRICES.

THE SYSTEM ASKS:

ENTER A CATEGORY NUMBER OR PRESS {ENTER} FOR ALL

TYPE IN A CATEGORY NUMBER AND PRESS {ENTER} OR PRESS {ENTER} FOR ALL CATEGORIES.

****SCREEN DISPLAY****

TO PRINT A LISTING OF ALL ACCOUNTS IN THE SYSTEM PRESS {1} THEN {ENTER}.

TO PRINT A LISTING OF ONE ACCOUNT, PRESS {2} THEN {ENTER}. TYPE IN THE ACCOUNT NUMBER YOU WISH PRINTED AND PRESS {ENTER}.

TO PRINT A LIST BY SALESMAN NUMBER, PRESS {3} THEN {ENTER}. TYPE IN THE SALESMAN NUMBER AND PRESS {ENTER}.

SELECTIONS "1" AND "3" ADD LINES TO THE DISPLAY GIVING YOU THE OPTION OF A LISTING BY ACCOUNT NUMBER(OPTION 1) OR BY ACCOUNT NAME(OPTION 2). TYPE IN "1" OR "2" AND PRESS {ENTER}. THE REPORT PRINTS AS SOON AS IT IS FINISHED GENERATING.

TO EXIT THE PROGRAM PRESS {PF2}.

4.9.3 UPDATE QUOTED PRICES

THE UPDATE QUOTED PRICES PROGRAM IS USED TO PERFORM A GENERAL PRICE CHANGE OF QUOTED PRODUCTS. THE PROGRAM RECOGNIZES QUOTE VALID THROUGH DATES AND DOES

NOT MODIFY QUOTED PRICES FOR ANY QUOTE THAT HAS A NON EXPIRED QUOTE VALID THROUGH DATE. ONCE A VALID THROUGH DATE IS PASSED THE PROGRAM INCREASES THE QUOTED PRICE. THIS PROGRAM DOES NOT PERMIT A RESTRICTED ACCOUNT RANGE. ONCE SELECTED ALL CUSTOMERS QUOTED PRICES ARE LOOKED AT. PRICES MAY BE CHANGED BY A PERCENTAGE, A DOLLAR AMOUNT, OR A GROSS PROFIT PERCENT. ACCESS TO THIS PROGRAM SHOULD BE STRICTLY LIMITED.

THE MOST COMMON TYPE OF PRICE CHANGE IS A PRICE INCREASE OR DECREASE FOR A PRODUCT. PRICE CHANGES CAN BE FOR ONE PRODUCT, A RANGE OF PRODUCTS, A RANGE OF PRODUCTS IN A CATEGORY, ALL PRODUCTS, OR ALL PRODUCTS IN A CATEGORY.

PRESS {PF2} TO EXIT THE PROGRAM.

SCREEN DISPLAY

SCREEN FIELDS DESCRIPTION
#####

PART NUMBER TYPE IN A PART NUMBER OR "ALL" IF YOU WISH TO CHANGE THE
 PRICE OF ALL PRODUCTS OR ALL PRODUCTS IN A CATEGORY.
 PRESS {ENTER}.

CHANGE TYPE TYPE IN THE LETTER OF THE TYPE OF PRICE CHANGE YOU WANT
 TO MAKE.

P = PERCENT CHANGES QUOTED PRICES BY A PERCENTAGE
D = DOLLAR CHANGES QUOTED PRICES BY A DOLLAR AMOUNT
G = GROSS PROFIT PERCENT CHANGES QUOTED PRICES TO MATCH
 A GROSS PROFIT PERCENTAGE.

PRESS {ENTER}.

CATEGORY NUMBER IF YOU ARE CHANGING THE PRICE OF A RANGE OF PRODUCTS
 WITHIN A CATEGORY OR ALL PRODUCTS IN A CATEGORY, TYPE IN
 THE NUMBER OF THE CATEGORY AND PRESS {ENTER}. OTHERWISE
 JUST PRESS {ENTER}.

STARTING PART NO. TO CHANGE THE PRICE OF A RANGE OF PRODUCTS OR A RANGE OF
 A PRODUCTS WITHIN A CATEGORY, ENTER THE FIRST PRODUCT
 NUMBER IN THE RANGE AND PRESS {ENTER}. OTHERWISE JUST
 PRESS {ENTER}.

ENDING PART NO. TYPE IN THE ENDING PART NUMBER IF YOU HAVE ELECTED TO
 CHANGE THE PRICE OF PRODUCTS IN A RANGE AND PRESS
 {ENTER}. OTHERWISE JUST PRESS {ENTER}.

LIST PRICE CHANGE TYPE IN THE AMOUNT OF THE CHANGE. IF YOU SELECTED A

PERCENTAGE CHANGE THE PERCENT WITHOUT A PERCENT SIGN. IF YOU SELECTED A DOLLAR AMOUNT, TYPE IN THE DOLLAR AMOUNT. IF GROSS PROFIT PERCENTAGE, TYPE IN THE AMOUNT OF GROSS PROFIT YOU WANT AGAIN WITHOUT PERCENT SIGNS.

CASE PRICE CHANGE IF THE PRODUCT OR PRODUCTS IS SOLD BY A CASE, TYPE IN THE AMOUNT YOU WANT THE CASE PRICE TO CHANGE BY. EXCEPT FOR A DOLLAR AMOUNT CHANGE THIS IS USUALLY THE SAME AS THE LIST PRICE CHANGE. PRESS {ENTER}.

ROUND TO DOLLAR IF YOU WANT ROUNDING TO THE NEAREST CENTS, TYPE "Y". (Y/N) OTHERWISE TYPE "N" AND PRESS {ENTER} OR PRESS {ENTER} TO LEAVE THE FIELD BLANK.

4.9.4 PRINT CHANGED QUOTES

THIS PROGRAM LISTS ALL QUOTED PRICES THAT WERE CHANGED BY THE "ADD/EDIT QUOTED PRICES" PROGRAM(4.9.1) OR THE "UPDATE QUOTED PRICES PROGRAM"(4.9.3).

EACH CHANGED PRICE LISTED SHOWS THE CUSTOMER NUMBER, CUSTOMER NAME, PRODUCT NUMBER, PRODUCT DESCRIPTION, PRODUCT CATEGORY, OLD QUOTED PRICE, AND THE NEW QUOTED PRICE.

THE COMPUTER DISPLAYS A WORKING MESSAGE WHILE IT PROCESSES TO REPORT. WHEN IT IS FINISHED IT ASKS:

DO YOU WANT TO KILL OLD REPLACEMENT COST FILE(Y/N)?

IF YOU ANSWER "Y", THE INFORMATION USED TO PRINT THE REPORT IS DELETED FROM THE SYSTEM. IF YOU ANSWER "N", THE INFORMATION IS KEPT IN A FILE AND PRINTS EACH TIME YOU REQUEST THE REPORT UNTIL YOU ANSWER "Y". IF YOU ARE DOING MULTIPLE CHANGES OF PRODUCT QUOTES, THIS ALLOWS YOU TO PRINT OUT ALL THE CHANGES MADE FOR A PERIOD. IT IS SUGGESTED THAT IF YOU KEEP THE INFORMATION, YOU PRINT OUT THE INFORMATION AS PART OF THE END OF MONTH CLOSING PROCESS AND DELETE THE FILE.

4.9.5 PRINT LOW PROFIT QUOTES

THIS PROGRAM PRINTS A LISTING OF CUSTOMERS WHO HAVE A QUOTED PRICE THAT FALLS BELOW A GROSS PROFIT LEVEL THAT YOU SPECIFY. IT ALLOWS YOU TO LOOK AT CUSTOMERS WHO HAVE SPECIAL PRICES BASED ON A PROFIT MARGIN. RUN TIME ON THIS REPORT IS 20 TO 30 MINUTES PER THOUSAND ACCOUNTS.

THE COMPUTER DISPLAYS:

ENTER GROSS PROFIT RATE LOW BOUND (0.01 -- 99.99) ?

ANY QUOTED PRICE FOR ANY PRODUCT THAT PRODUCES A GROSS PROFIT PERCENTAGES BELOW THIS NUMBER IS PRINTED. TYPE IN THE PERCENTAGE RATE THAT YOU WANT THE SYSTEM TO USE AS THE CUT OFF POINT AND PRESS {ENTER}.

SCREEN DISPLAY

TO GENERATE A REPORT LISTING ALL ACCOUNTS WITH LOW PROFIT QUOTES, PRESS {1} THEN {ENTER}.

TO GENERATE A REPORT LISTING A SINGLE ACCOUNT WITH LOW PROFIT QUOTES, PRESS {2} THEN {ENTER}. TYPE IN THE ACCOUNT NUMBER AND PRESS {ENTER}.

TO GENERATE A REPORT LISTING ALL ACCOUNTS WITH LOW PROFIT QUOTES SPLIT INTO SALESMAN GROUPS PRESS {3} THEN {ENTER}.

IF YOU WISH TO EXIT THE PROGRAM PRESS {PF2}.

4.9.6 UPDATE SUGGESTED QUANTITIES

THIS PROGRAM BEGINS PROCESSING AS SOON AS YOU SELECT THE OPTION. THE PROGRAM UPDATES QUOTED SUGGESTED QUANTITIES FOR CUSTOMERS ACCOUNTS BASED ON AN AVERAGE OF THEIR LAST 6 DELIVERIES.

TO SEE IF THE VALUES ESTABLISHED IN THE SUGGESTED QUANTITIES FOR A PARTICULAR ACCOUNT IS CORRECT, LOOK AT THE ACTIVITY REPORT (4.A.D) BY SETTING THE QUOTED QUANTITIES OR SELECTION "I" TO "YES" AND CHANGE ACCOUNT RANGE TO THE ACCOUNTS TO BE REVIEWED AND PRINT THE REPORT.

THE REPORT WILL SHOW YEAR-TO-DATE AND CURRENT AND AVERAGE OF YEAR-TO-DATE AND CURRENT, THEN "PREV" WILL FOLLOW. IN ORDER TO SEE IF TELSEL IS SHOWING THE CORRECT QUANTITY ADD CURRENT (NOT AVERAGE CURRENT) AND PREVIOUS TOGETHER

AND DIVIDE BY TWO. THIS SHOULD BE THE CORRECT NUMBER UNDER TELSEL FOR THE UPDATED SUGGESTED QUANTITY.

4.9.7 QUOTE MAINTENANCE

THE QUOTE MAINTENANCE PROGRAM WILL ALLOW THE USER TO COMPLETELY UPDATE AND

4.A REPORT MENU

THE "RECEIVABLES REPORT MENU" CONTAINS PROGRAMS USED TO GENERATE RECEIVABLES REPORTS AND OTHER PRINTOUTS. MANY OF THE REPORTS GIVE YOU THE OPPORTUNITY TO SELECT EITHER A NUMERICALLY SORTED LISTING OR AN ALPHABETICALLY SORTED LISTING.

4.A.1 PRINT AGED SUMMARY

THE PRINT AGED SUMMARY PROGRAM IS USED TO GENERATE A REPORT OF ALL ACCOUNTS WHICH CURRENTLY OWE MONEY AND THE AMOUNTS THEY OWE. THE PROGRAM LISTS EACH ACCOUNT'S TOTAL BALANCE, THE AMOUNT THAT IS CURRENT, AND THE AMOUNT PAST DUE BY AGING RANGES. THIS REPORT MAY NEED WIDE PAPER TO PRINT.

AFTER EVERY ACCOUNT THAT OWES MONEY IS PRINTED, THE PROGRAM PRINTS THE RECEIVABLES AGED TOTALS. JUST BELOW THE TOTALS THE PERCENTAGE OF THE TOTAL RECEIVABLES THAT FALL IN TO EACH OF THE CATEGORIES (CURRENT, PAST DUE, ETC.) IS SHOWN.

REPORT OPTIONS DESCRIPTION

- 1 AGING DATED DEFAULT IS SYSTEM DATE. TO SELECT A DIFFERENT DATE PRESS 1 THEN ENTER. TYPE IN THE NEW DATE AND PRESS ENTER.
- 2 ACCT TYPE DEFAULT IS ALL. TO SELECT A SINGLE ACCOUNT TYPE OR A RANGE OF ACCOUNT TYPES, PRESS 2 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT TYPE AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT TYPE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE MUST BE THE SAME
- 3 ROUTE DEFAULT IS ALL. TO SELECT A SINGLE ROUTE OR A RANGE OF ROUTES, PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.
- 4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 4 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 5 THEN ENTER. TYPE

IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

6 ACCT RANGE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT PRESS 6 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 ALPHA / NUMERIC DEFAULT IS NUMERIC. TO HAVE THE REPORT SORTED ALPHABETICALLY, PRESS 7 THEN ENTER. THE DISPLAY CHANGES TO ALPHA.

8 BEGIN PRINTING WITH OPTIONS SET

A MIN. BALANCE DEFAULT IS 0.00 ON TOTAL. TO CHANGE THE MINIMUM BALANCE, PRESS A THEN ENTER. TYPE IN THE MINIMUM DOLLAR AMOUNT BALANCE TO PRINT AND PRESS ENTER. A WINDOW APPEARS WITH FIVE OPTIONS.

- 1 TOTAL ONLY ACCOUNTS WITH A TOTAL BALANCE GREATER THAN THE MINIMUM AMOUNT ARE PRINTED.
- 2 CURRENT ONLY ACCOUNTS WITH A CURRENT BALANCE GREATER THAN THE MINIMUM ARE PRINTED.
- 3 OVER 30 ONLY ACCOUNTS WITH A 30 DAY PAST DUE BALANCE GREATER THAN THE MINIMUM ARE PRINTED.
- 4 OVER 60 ONLY ACCOUNTS WITH A 60 DAY PAST DUE BALANCE GREATER THAN THE MINIMUM AMOUNT ARE PRINTED.

PRESS THE NUMBER OF THE BALANCE YOU WANT AND PRESS PF2 TO ACCEPT.

B AGING RANGES DEFAULT IS 30-60. PRESS B THEN ENTER IF YOU WISH TO CHANGE THE AGING RANGES. A WINDOW APPEARS WITH 3 AGING RANGES. TO CHANGE A RANGE, TYPE IN THE RANGE NUMBER AND PRESS ENTER. NEXT TYPE IN THE DAYS FOR THE RANGE AND PRESS ENTER. ANY OR ALL OF THE RANGES MAY BE CHANGED. IF RANGE 3 IS CHANGED FROM 0 THEN WIDE REPORT OPTION IS ACTIVATED. WHEN YOU ARE FINISHED, PRESS PF2 TO EXIT.

C INCLUDE TERMS DAYS DEFAULT IS NO. IF YOU DO WISH TO INCLUDE THE TERMS DAYS IN THE AGING,(IF THERE ARE DAYS BEFORE IN AGING BALANCE DUE IN THE TERMS FOR A CUSTOMER, THIS OPTION ADDS THOSE DAYS IN AND THE CUSTOMER IS NOT CONSIDERED PAST DUE UNLESS BALANCE IS OLDER) PRESS C THEN ENTER. THE DISPLAY CHANGES TO YES.

D OUTPUT W/P MERGE DEFAULT IS NO. TO CREATE A WORD PROCESSING MERGE FILE, PRESS D THEN ENTER. THE DISPLAY FILE CHANGES TO YES.

E DETAIL OR SUMMARY DEFAULT IS DETAIL. TO PRINT ONLY A SUMMARY OF THE ACCOUNTS PRESS E THEN ENTER. THE DISPLAY CHANGES TO SUMMARY.

F PRINT A/R COMMENTS DEFAULT IS NO. TO PRINT ACCOUNT RECEIVABLE COMMENTS ON THE REPORT, PRESS F THEN ENTER. THE DISPLAY CHANGES TO YES.

G PRINT FORM LETTER DEFAULT IS NO. TO PRINT A FORM LETTER TO EACH CUSTOMER THAT IS PAST DUE, PRESS G THEN ENTER. TYPE IN THE NAME OF THE LETTER YOU WISH TO PRINT AND PRESS ENTER. THE DISPLAY YES.

THIS IS A LIST OF THE VARIABLES

{date} = Date MDS

{1} = Name
{2} = Add1
{3} = Add2
{4} = CSZ City State Zip
{5} = Contact Name
{6} = Second Aging Column
{7} = Total Balance A/R
{8} = Description of age range
{9} = Route
{10} = Account Number
{11} = Total Desc
{12} = Total \$
{13} = Current Desc
{14} = Current \$
{15} = Range 1 Desc
{16} = Range 1 \$
{17} = Range 2 Desc
{18} = Range 2 \$
{19} = Range 3 Desc
{20} = Range 3 \$
{21} = last payment date
{22} = last payment amount
{23} = Next Delivery or Return Date

THERE IS ALSO THE ABILITY TO PRINT A LIST OF OPEN INVOICES ON THE LETTER.

BY USING THE FOLLOWING CODES IN THIS EXAMPLE FORMAT, A LIST CONTAINING AS MUCH AS THE INVOICE DATE, NUMBER, AND AMOUNT CAN BE LISTED:

```
{INVD } {INVNO } {INVAM 7sp }
{INVD } {INVNO } {INVAM   }
{INVD } {INVNO } {INVAM   }
.      .      .
.      .      .
.      .      .
```

INVD = Invoice Date
INVNO = Invoice Number
INVAM = Invoice Amount

YOU CAN SET AS MANY AS 50 LINES OF DETAIL. ANY UNUSED LINES WILL BE IGNORED AND YOUR NEXT LINE OF TEXT IN YOUR LETTER WILL COME UP TO MEET YOUR LAST INVOICE LINE. THE POSITIONS OF THE PARENTHESES LETS YOU PROGRAM THE POSITIONING AND WIDTH OF EACH FIELD.

THE TEXT PROCESSING SYSTEM WORKS ONLY IF A LETTER IS IN THE SYSTEM. LETTERS ARE ENTERED BY PROGRAMMERS THROUGH THE VI EDITOR. THE VI EDITOR IS EXPLAINED IN CHAPTER 2 OF YOUR USER MANUAL.

4.A.2 PAID INVOICE REPORT

THE PAID INVOICE REPORT GENERATES A LISTING, BY ACCOUNT, OF EACH INVOICE THAT HAS BEEN PAID DURING THIS ACCOUNTING PERIOD. ONLY INVOICES THAT HAVE BEEN FULLY PAID ARE PRINTED BY THIS REPORT.

THE SYSTEM ASKS:

ENTER MONTH FOR REPORT (1-12)

TYPE IN THE MONTH YOU WANT THE REPORT GENERATED FOR AND PRESS ENTER. THE REPORT BEGINS PROCESSING IMMEDIATELY.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

4.A.3 PRINT DETAIL

THE PRINT DETAIL PROGRAM IS USED TO PRINT A DETAIL OF THE ACCOUNT TRANSACTIONS INFORMATION. THIS PROGRAM PRINTS ACCOUNT INFORMATION FOLLOWED BY ALL ACCOUNT TRANSACTIONS (INVOICES, CHECKS, AND MEMOS) FOLLOWED BY AN AGING ANALYSIS OF THE ACCOUNT. THE INFORMATION IS VERY SIMILAR TO THAT DISPLAYED IN "VIEW ACCOUNTS". WHEN YOU ENTER THE PROGRAM YOU ARE GIVEN THE CHOICE OF ASKING FOR A SINGLE ACCOUNT OR A DETAILED REPORT OF ALL ACCOUNTS. PRESS PF2 IF YOU WISH TO EXIT THE PROGRAM.

PRESS ENTER TO SELECT A DETAILED ACCOUNT TRANSACTION LISTING OF ALL ACCOUNTS OR ALL ACCOUNTS STARTING WITH A GIVEN NUMBER. TYPE IN 1 AND

PRESS ENTER IF YOU WANT THE LISTING IN ALPHABETIC ORDER OR TYPE IN 2 THEN PRESS ENTER IF YOU WANT THE LISTING IN NUMERICAL ACCOUNT NUMBER ORDER. THE SYSTEM ADDS A LINE TO THE DISPLAY.

DO YOU WANT TO START AT A PARTICULAR ACCOUNT # ?

IF YOU DO NOT, PRESS N THEN ENTER. IF YOU DO, PRESS Y THEN ENTER AND TYPE IN THE ACCOUNT NUMBER YOU WISH TO BEGIN PRINTING WITH. PRESS ENTER. THE SYSTEM BEGINS PROCESSING YOUR REQUEST. WHEN THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

IF YOU WANT LISTINGS FOR A SINGLE ACCOUNT OR SEVERAL NON SEQUENTIAL ACCOUNTS, TYPE IN AN ACCOUNT NUMBER AND PRESS ENTER. CONTINUE TYPING IN ACCOUNT NUMBERS AND PRESSING ENTER UNTIL ALL ACCOUNTS YOU WANT HAVE BEEN REQUESTED. PRESS PF2 AND THE "REPORT SELECTIONS MENU" APPEARS.

4.A.4 SALES TAX REPORT

THIS REPORT SHOWS THE TOTAL AMOUNT OF SALES TAX COLLECTED AND AT WHICH OF THE TAX RATES. THE REPORT DISPLAYS TOTAL SALES, NON-TAXABLE SALES, TAX RATE, AND TAX AMOUNT.

ALWAYS RUN THIS REPORT BEFORE CLOSING THE PERIOD. THE CLOSING PROCESS RESETS THE REPORT FIELDS TO ZERO.

YOU MAY EXIT THIS REPORT BY PRESSING 3.

THERE ARE TWO OPTIONS FOR PRINTING THE SALES TAX REPORT. THE SALES TAX REPORT MAY BE PRINTED AS A SUMMARY BY PRESSING 1 OR THE SALES TAX REPORT MAY BE PRINTED WITH ONE PAGE FOR EACH SALES TAX RATE BY PRESSING 2.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

4.A.5 PRINT STATEMENTS

THE PRINT STATEMENTS PROGRAM IS USED TO PRINT MONTHLY STATEMENTS. ONLY ACCOUNTS WITH A "Y" IN THE "STATEMENT (Y/N)" FIELD OF THEIR MASTER FILE("ADD/EDIT ACCOUNT" SECTION 4.1) ARE PRINTED. THE STATEMENT PROGRAM GIVES YOU THE OPPORTUNITY TO PRINT A STATEMENT FOR AN INDIVIDUAL ACCOUNT OR FOR ALL ACCOUNTS. YOU ARE ALSO GIVEN AN OPTION OF PRINTING STATEMENTS ONLY IF THEY HAVE AN ACCOUNT BALANCE OVER AN AMOUNT THAT YOU SELECT.

THERE IS NO LIMIT ON THE NUMBER OF TIMES THAT A STATEMENT MAY BE PRINTED FOR AN ACCOUNT.

PRESS PF2 TO EXIT THE PROGRAM.

IF YOU WANT A STATEMENT FOR A SINGLE ACCOUNT, TYPE IN THE ACCOUNT NUMBER

AND PRESS ENTER.

THE SYSTEM NOW ASKS:

ENTER SALESMAN NUMBER OR PRESS <ENTER> FOR ALL

PRESS ENTER TO PRINT ALL SALESMEN. THE DISPLAY RETURNS TO THE FIRST SCREEN.

TO PRINT STATEMENTS FOR ALL ACCOUNTS IN THE SYSTEM, PRESS ENTER. THE NEXT SCREEN IS THE ALPHA/NUMERIC SCREEN.

TYPE IN 1 AND PRESS ENTER IF YOU WANT THE LISTING IN ALPHABETIC ORDER.

TYPE IN 2 THEN PRESS ENTER IF YOU WANT THE LISTING IN NUMERICAL ACCOUNT NUMBER ORDER.

THE SYSTEM ADDS A LINE:

ENTER ROUTE TO PRINT, OR <ENTER> FOR ALL

TYPE IN THE ROUTE NUMBER YOU WISH TO PRINT AND PRESS ENTER OR PRESS ENTER TO PRINT ALL ROUTES. THE SYSTEM ADDS ANOTHER LINE TO THE DISPLAY.
DO YOU WANT TO START AT A PARTICULAR ACCOUNT # ?

IF YOU DO NOT, PRESS N THEN ENTER. IF YOU DO, PRESS Y THEN ENTER AND TYPE IN THE ACCOUNT NUMBER YOU WISH TO BEGIN PRINTING WITH(USED WHEN PRINTER HAS JAMMED PART WAY THROUGH PRINT). PRESS ENTER. NEXT PRESS ENTER TO ACCEPT THE END ACCOUNT NUMBER ON THE SYSTEM OR TYPE IN THE ENDING ACCOUNT NUMBER YOU WANT AND PRESS ENTER.

THE SYSTEM ADDS ANOTHER LINE:

ENTER SALESMAN NUMBER OR PRESS <ENTER> FOR ALL

TYPE IN THE SALESMAN NUMBER AND PRESS ENTER OR PRESS ENTER TO PRINT STATEMENTS FOR ALL SALESMEN.

THE SYSTEM BEGINS PROCESSING

ONCE PROCESSING IS COMPLETED A REPORT SELECTIONS MENU APPEARS.

YOU MAY EITHER PRINT THE STATEMENTS BY PRESSING 1 OR EXIT THE PROGRAM BY PRESSING 2. YOU ARE RETURNED TO THE "RECEIVABLES PROGRAM MENU".

4.A.6 MAILING LABELS

THIS PROGRAM IS USED TO PRINT STICK ON MAILING LABELS FOR EACH ACCOUNT. YOU ARE GIVEN THE OPPORTUNITY TO SELECT WHETHER THE ACCOUNT NUMBER IS PRINTED AND ASKED HOW MANY LABELS WIDE THE ACCOUNT LABELS FORMS ARE.

DO NOT PLACE MAILING LABELS IN THE PRINTER UNTIL THE PROGRAM INSTRUCTS YOU TO DO SO. IF YOU PLACE MAILING LABELS IN THE PRINTER BEFORE THIS POINT, ANOTHER TERMINAL MAY ACCESS THE PRINTER AND ATTEMPT TO PRINT A REPORT ON THE MAILING LABELS.

PLEASE BE SURE TO REPLACE THE DESIRED PAPER IN THE PRINTER BEFORE EXITING THE MAILING LABELS PROGRAM

REPORT OPTIONS DESCRIPTION

- 1 INSTALL DATE DEFAULT IS ALL. TO SELECT A SINGLE DATE OR A RANGE OF INSTALL DATES, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING INSTALL DATE AND PRESS ENTER. NEXT TYPE IN THE ENDING INSTALL DATE AND PRESS ENTER. TO SELECT A SINGLE INSTALL DATE, THE BEGINNING AND ENDING DATES MUST BE THE SAME.
- 2 ACCT TYPE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNT TYPES OR A SINGLE ACCOUNT TYPE PRESS 2 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT TYPE AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT TYPE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE MUST BE THE SAME.
- 3 ROUTE DEFAULT IS ALL. TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, TYPE PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.
- 4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 4 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 5 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 6 ACCT RANGE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT PRESS 6 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU

WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 ALPHA / NUMERIC DEFAULT IS NUMERIC. TO HAVE THE REPORT SORTED ALPHABETICALLY, PRESS 7 THEN ENTER. THE DISPLAY CHANGES TO ALPHA.

8 INCLUDE MASTER SUB DEFAULT IS YES. IF YOU DO NOT WISH TO PRINT MAILING LABELS FOR MASTER SUB ACCOUNTS, PRESS 8 ACCTS THEN ENTER. THE DISPLAY CHANGES TO NO.

9 BEGIN PRINTING WITH OPTIONS SHOWN

A PRINT ACCT NUMBERS DEFAULT IS YES. IF YOU DO NOT WANT ACCOUNT NUMBERS TO PRINT ON THE MAILING LABELS, PRESS A ON LABELS THEN ENTER. THE DISPLAY CHANGES TO NO.

B NUMBER OF LABELS DEFAULT IS 1. IF THE CONTINUOUS LABELS YOU ARE USING ARE MORE THAN 1 ACROSS, PRESS B THEN ACROSS ENTER. TYPE IN THE NUMBER OF LABELS AND PRESS ENTER.

C OUTPUT W/P FILE DEFAULT IS NO. TO OUTPUT THE LISTING OF LABELS TO A WORD PROCESSING FILE (FOR USE WITH FORM LETTERS) PRESS C THEN ENTER. THE DISPLAY CHANGES TO YES.

D PRINT SAMPLE LABEL DEFAULT IS NO. IF YOU WISH TO PRINT A SAMPLE LABEL FIRST TO CHECK IF YOUR LABELS ARE IN FIRST ALIGNMENT, PRESS D THEN ENTER. THE DISPLAY CHANGES TO YES. WHEN YOU SELECT 9 YOU ARE GIVEN THE OPTION OF ENTERING THE LETTER S TO PRINT A SAMPLE OR PRESSING ANY OTHER KEY TO BEGIN PRINTING LABELS.

E USE BILLING ADDRESSES DEFAULT IS YES. IF YOU WISH DELIVERY ADDRESSES TO PRINT ON THE LABEL INSTEAD, PRESS E THEN ENTER. THE DISPLAY CHANGES TO NO.

PF2 EXIT WITHOUT PRINTING

4.A.7 ACCOUNT MASTER LIST

THE ACCOUNT MASTER LIST PROGRAM IS USED TO PRINT A CUSTOMER LIST. THIS PROGRAM SHOWS THE ACCOUNT NUMBER AND NAME, FOLLOWED BY THE PHONE NUMBER AND CUSTOMER CONTACT.

IN ADDITION, A USER SELECTED FIELD CAN PRINTED. THE FIELD CAN BE SELECTED THRU SELECTION 'N'.

ACCOUNTS CAN BE SORTED BY ALPHA/NUMERIC OR BY ANY OF THE FIELDS PROVIDED THRU SELECTION 'O'.

REPORT OPTIONS DESCRIPTION

- 1 INSTALL DATE DEFAULT IS ALL. TO SELECT A SINGLE DATE OR A RANGE OF INSTALL DATES, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING INSTALL DATE AND PRESS ENTER. NEXT TYPE IN THE ENDING INSTALL DATE AND PRESS ENTER. TO SELECT A SINGLE INSTALL DATE, THE BEGINNING AND ENDING DATES MUST BE THE SAME.

- 2 ACCT TYPE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNT TYPES OR A SINGLE ACCOUNT TYPE PRESS 2 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT TYPE AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT TYPE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE MUST BE THE SAME.

- 3 ROUTE DEFAULT IS ALL. TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, TYPE PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.

- 4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 4 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

- 5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 5 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

- 6 ACCT RANGE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT PRESS 6 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

- 7 ALPHA / NUMERIC DEFAULT IS NUMERIC. TO HAVE THE REPORT SORTED ALPHABETICALLY, PRESS 7 THEN ENTER. THE DISPLAY

CHANGES TO ALPHA.

8 CANCEL RANGE DEFAULT IS ALL. TO SELECT A SINGLE DATE OR A RANGE OF DATES AND A SINGLE CANCELLATION CODE OR A RANGE OF CANCELLATION CODES, PRESS 8 THEN ENTER. TYPE IN THE STARTING DATE AND PRESS ENTER. TYPE IN THE ENDING DATE AND PRESS ENTER. TYPE IN THE FIRST CANCELLATION CODE AND PRESS ENTER. TYPE IN THE ENDING CANCELLATION CODE AND PRESS ENTER. IF YOU WISH THE REPORT TO PRINT FOR A SINGLE DATE THE STARTING AND ENDING DATE MUST BE THE SAME. IF YOU WISH THE REPORT TO PRINT FOR A SINGLE CANCELLATION CODE THE FIRST AND LAST CODE MUST BE THE SAME.

9 BEGIN PRINTING WITH OPTIONS SHOWN

A PRINT ACCOUNT DEFAULT IS NO. IF YOU WANT THE ADDRESSES OF THE CUSTOMERS TO PRINT ON THE REPORT PRESS A THEN ADDRESSES ENTER. THE DISPLAY CHANGES TO YES.

B PRINT ACCOUNT 2-LINE DEFAULT IS NO. IF YOU WANT THE TWO LINES OF COMMENT IN THE CUSTOMERS MASTER FILE TO PRINT ON COMMENTS THE REPORT, PRESS B THEN ENTER. THE DISPLAY CHANGES TO YES.

C PRINT SECOND TELE- DEFAULT IS NO. IF YOU WANT THE SECOND TELEPHONE NUMBER FIELD OF THE CUSTOMERS MASTER FILE TO PHONE NUMBER PRINT, PRESS C THEN ENTER. THE DISPLAY CHANGES TO YES.

D 1 LINE FORMAT DEFAULT IS NO. TO SELECT A ONE LINE FORMAT FOR THE CONTACT LIST, PRESS D THEN ENTER. THE DISPLAY CHANGES TO YES.

E INCLUDE ONLY IN- DEFAULT IS NO. TO SELECT ONLY INACTIVE OR DELETED CUSTOMERS FOR THE CONTACT LIST PRINTOUT, ACTIVE/DELETED PRESS E THEN ENTER. THE DISPLAY CHANGES TO YES.

SORT OPTIONS ONLY ONE OF THESE OPTIONS MAY BE SELECTED.

F ZIP CODE DEFAULT IS NO. TO HAVE THE CONTACT LIST SORTED BY THE CUSTOMER'S ZIP CODE, PRESS F THEN ENTER. THE DISPLAY CHANGES TO YES.

G ADDRESS LINE 1 DEFAULT IS NO. TO HAVE THE CONTACT LIST SORTED BY THE INFORMATION ON THE FIRST ADDRESS LINE, PRESS G THEN ENTER. THE DISPLAY CHANGES TO YES.

H ADDRESS LINE 2 DEFAULT IS NO. TO HAVE THE CONTACT LIST SORTED BY THE INFORMATION ON THE SECOND ADDRESS LINE, PRESS H THEN ENTER. THE DISPLAY CHANGES TO YES.

I PHONE NUMBER DEFAULT IS NO. TO HAVE THE CONTACT LIST
SORTED BY THE CUSTOMERS PHONE NUMBER, PRESS I
THEN ENTER. THE DISPLAY CHANGES TO YES.

ONCE THE CONTACT LIST FINISHES PROCESSING THE "REPORT SELECTIONS MENU"
APPEARS.

4.A.8 LIST ACCOUNTS

THE LIST ACCOUNTS PROGRAM PRINTS EITHER A DETAILED OR SUMMARY LISTING OF
ACCOUNTS IN THE SYSTEM. A DETAILED LISTING FOR ALL ACCOUNTS IS HUNDREDS
OF PAGES LONG. IF NEEDED THE REPORT SHOULD BE PRINTED AT NIGHT.

REPORT OPTIONS DESCRIPTION

TOGGLE DETAIL/SUMMARY DEFAULT IS SUMMARY. TO SELECT A DETAILED
REPORT, PRESS 1 THEN ENTER. THE DISPLAY
CHANGES TO DETAIL.(THIS MUST BE SET BEFORE
SELECTING OPTION 2,3 OR 4)

LIST ALL ACCOUNTS PRINTS A LISTING OF ALL CUSTOMERS IN THE SYSTEM.
PRESS 2 THEN ENTER.

LIST ONE ACCOUNT PRINTS A LISTING OF ONE ACCOUNT IN THE SYSTEM.
PRESS 3, TYPE IN THE ACCOUNT NUMBER TO PRINT AND
PRESS ENTER. TYPE IN Y.

LIST BY SALESMAN PRINTS A LISTING OF ALL CUSTOMERS IN THE SYSTEM
SERVICED BY A SALESMAN. PRESS 4, TYPE IN THE
SALESMAN NUMBER AND PRESS ENTER. TYPE IN Y.

TOGGLE ALPHA/NUMERIC DEFAULT IS NUMERIC. TO SELECT AN
ALPHABETICALLY SORTED REPORT, PRESS 5 THEN ENTER. THE DISPLAY
LISTING CHANGES TO ALPHABETIC.(THIS MUST BE SET BEFORE
SELECTING OPTION 2,3 OR 4)

END PRESSING PF2 EXITS THE PROGRAM.

4.A.9 BILLING ADDRESS REPORT

THIS REPORT PRODUCES A LISTING OF ALL CUSTOMERS WHO HAVE A SEPARATE
BILLING ADDRESS. THE REPORT PRINTS OUT IN ACCOUNT NUMBER ORDER WITH THE
NAME AND BILLING ADDRESS OF CUSTOMERS WITH SEPARATE BILLING ADDRESSES.
THE TOTAL NUMBER OF BILLING ADDRESS ACCOUNTS PRINTS ON THE LAST PAGE OF
THE REPORT.

YOU MAY EITHER LIST ALL ACCOUNTS BY PRESSING 1 OR EXIT THE PROGRAM BY
PRESSING PF2.

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

4.A.B PRINT PAYMENT RECEIPTS

THE PRINT PAYMENT RECEIPTS REPORT PRODUCES A LIST OF PAYMENTS THAT ARE ENTERED IN THE SYSTEM FOR CUSTOMERS. THE REPORT MANY OPTIONS TAILOR THE REPORT TO THE INFORMATION YOU WISH TO REVIEW. THE REPORT IS VERY SIMILAR TO THE REPORT IN "ENTER PAYMENTS"(4.4).

REPORT OPTIONS DESCRIPTION

1 TRANSACTION DATE DEFAULT IS ALL. TO OBTAIN A LISTING FOR A RANGE OF DATES OR A SPECIFIC DATE, PRESS 1 THEN RANGE ENTER. TYPE IN THE BEGINNING DATE AND PRESS ENTER. TYPE IN THE ENDING DATE AND PRESS ENTER. TO GET A LISTING FOR A SINGLE DAY, THE BEGINNING AND ENDING DATE MUST BE THE SAME.

2 BATCH NUMBER RANGE DEFAULT IS ALL. TO SELECT A RANGE OF BATCHES OR A SPECIFIC BATCH, PRESS 2 THEN ENTER. TYPE IN THE BEGINNING BATCH NUMBER AND PRESS ENTER. TYPE IN THE ENDING BATCH NUMBER AND PRESS ENTER. TO GET A LISTING FOR A SINGLE BATCH, THE BEGINNING AND ENDING BATCH NUMBERS MUST BE THE SAME.

3 OPERATOR DEFAULT IS ALL. TO OBTAIN A LISTING FOR A SINGLE OPERATOR, PRESS 3 THEN ENTER. TYPE IN THE OPERATOR'S LOGIN NAME EXACTLY AS IT APPEARS WITH UPPER AND LOWER CAPS AND PRESS ENTER.

4 ACCOUNT RANGE DEFAULT IS ALL. FOR A LISTING OF A RANGE OF ACCOUNTS OR A SPECIFIC ACCOUNT, PRESS 4 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. TO OBTAIN A LISTING FOR A SINGLE ACCOUNT THE BEGINNING AND ENDING ACCOUNT NUMBER ARE THE SAME.

5 PRINT CASH TRANS DEFAULT IS YES. FOR A LISTING THAT DOES NOT INCLUDE CASH TRANSACTIONS, PRESS 5 THEN ENTER. ACTIONS THE DISPLAY CHANGES FROM YES TO NO.

6 PRINT CHECK TRANS- DEFAULT IS YES. FOR A LISTING THAT DOES NOT INCLUDE CHECK TRANSACTIONS, PRESS 6 THEN ENTER. ACTIONS THE DISPLAY CHANGES FROM YES TO NO.

7 PRINT TRANSACTION DEFAULT IS DETAIL. IF YOU DO NOT WANT THE DETAIL OF TRANSACTIONS ON THE REPORT, PRESS 7

THEN ENTER. THE DISPLAY CHANGES FROM DETAIL TO SUMMARY.

8 BEGIN PRINTING WITH OPTIONS SHOWN

A PRINT MAIL/ROUTE DEFAULT IS BOTH. TO SELECT A LISTING OF ONLY MAIL PAYMENT OR ONLY ROUTE PAYMENTS, PRESS A THEN SOURCE ENTER. PRESS M FOR MAIL OR R FOR ROUTE AND THEN PRESS ENTER.

B PRINT BATCH SUMMARY DEFAULT IS NO. TO SELECT BATCH SUMMARY ONLY, PRESS B THE DISPLAY CHANGES TO YES. ONLY

C ROUTE RANGE DEFAULT IS ALL. TO OBTAIN A LISTING FOR A RANGE OF ROUTES OR A SPECIFIC ROUTE PRESS 2 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. FOR A SINGLE ROUTE LISTING THE BEGINNING AND ENDING ROUTES ARE THE SAME.

D POSTED/UNPOSTED DEFAULT IS POSTED. TO SELECT A LISTING OF UNPOSTED PAYMENTS, PRESS D. THE DISPLAY CHANGES TO UNPOSTED.

E DELETE OR ACTIVE/IN- THE DEFAULT IS ACTIVE. TO SELECT PAYMENTS TO INACTIVE ACCOUNTS, PRESS E. THE DISPLAY CHANGES ACTIVE TO INACTIVE.

F SORT BY ACCOUNT DEFAULT IS NO. IF YOU WANT THE LISTING TO BE SORTED IN ACCOUNT NUMBER ORDER, PRESS A THEN ENTER. THE DISPLAY CHANGES FROM NO TO YES.

A DISPLAY IN INVERSE VIDEO AT THE BOTTOM RIGHT OF THE SCREEN KEEPS TRACK OF THE PERCENT OF RECORDS PROCESSED FOR THE REPORT. ONCE THE REPORT FINISHES PROCESSING THE REPORT SELECTION MENU APPEARS.

4.A.E SIMPLE INVOICE REPORT

THIS REPORTS PRODUCES A LIST OF DEBIT AND CREDIT ADJUSTMENTS THAT HAVE BEEN ENTERED FOR A PERIOD THAT YOU SELECT.

REPORT OPTIONS DESCRIPTION

1 DATE DEFAULT IS THE FOR THE CURRENT MONTH FROM THE FIRST OF THE MONTH TO THE END OF THE MONTH. TO PRINT THE REPORT FOR A RANGE OF DATES OR A SINGLE DATE, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING DATE AND PRESS ENTER. TYPE IN THE ENDING DATE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE DATE, THE BEGINNING DATE AND THE ENDING DATE MUST BE THE SAME.

- 2 GL CODE DEFAULT IS ALL. YOU MAY SELECT A LISTING FOR A SPECIFIC GENERAL LEDGER CODE BY PRESSING 2 THEN ENTER. TYPE IN THE GENERAL LEDGER CODE THAT YOU WANT THE REPORT FOR THEN PRESS ENTER.
- 3 INVOICE/CREDIT DEFAULT IS ALL. A REPORT LISTING ONLY INVOICES ENTERED THROUGH THE "ENTER INVOICE"(SECTION 4.3) OR CREDIT MEMOS ENTERED THROUGH "ENTER CREDIT MEMO"(SECTION 4.5) PRESS 3 THEN ENTER. TYPE IN EITHER I FOR INVOICE OR C FOR CREDIT DEPENDING ON WHICH YOU WISH TO PRINT THE REPORT FOR.
- 4 ADJUSTMENT CODE SUM- DEFAULT IS NO. IF YOU WANT A SUMMARY OF ADJUSTMENTS BY THE THREE LETTER ADJUSTMENT CODE(SECTION 4.B.H) TO PRINT AT THE END OF THE REPORT PRESS 4 THEN ENTER. THE DISPLAY CHANGES TO YES.
- 5 INVOICE # DEFAULT IS ALL. TO SELECT A RANGE OF INVOICES OR A SINGLE INVOICE, PRESS 5 THEN ENTER. TYPE IN THE BEGINNING INVOICE NUMBER AND PRESS ENTER. TYPE IN THE ENDING INVOICE NUMBER AND PRESS ENTER. IF YOU WISH THE REPORT TO PRINT FOR A SINGLE INVOICE, THE BEGINNING AND ENDING INVOICE NUMBER MUST BE THE SAME.

6 BEGIN PRINTING WITH OPTION SHOWN

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

4.A.C PRINT CUSTOMER G/P

THE PRINT CUSTOMER GROSS PROFIT PROGRAM IS DESIGNED TO PRINT A REPORT TELLING WHAT THE GROSS PROFIT MARGIN IS FOR CUSTOMERS. THE REPORT OPTIONS ALLOW YOU A VARIETY OF WAYS TO PRINT THE REPORT AND LIMIT THE CUSTOMERS THAT YOU SEE ON THE REPORT. THERE IS NO VIEW OPTION ON THIS REPORT.

REPORT OPTIONS DESCRIPTION

- 1 INSTALL DATE DEFAULT IS 00/00/00 - 12/31/99. TO SELECT A SINGLE INSTALL DATE OR A RANGE OF INSTALL DATES, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING INSTALL DATE AND PRESS ENTER. TYPE IN THE ENDING INSTALL DATE AND PRESS ENTER. FOR A SINGLE INSTALL DATE, THE BEGINNING AND ENDING DATES MUST BE THE SAME.
- 2 ACCT TYPE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNT TYPES OR A SINGLE ACCOUNT TYPE PRESS 2 THEN ENTER. TYPE

IN THE BEGINNING ACCOUNT TYPE AND PRESS ENTER.
TYPE IN THE ENDING ACCOUNT TYPE AND PRESS ENTER.
IF YOU WANT THE REPORT TO PRINT FOR A SINGLE
ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE
MUST BE THE SAME.

3 ROUTE DEFAULT IS ALL. TO SELECT A RANGE OF ROUTES OR A SINGLE
ROUTE, PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE
NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER
AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A
SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST
BE THE SAME.

4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A
SINGLE SALESMAN PRESS 4 THEN ENTER. TYPE IN THE
BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN
THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU
WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE
BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE
SAME.

5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN
OR A SINGLE SALESMAN PRESS 5 THEN ENTER. TYPE
IN THE BEGINNING SALESMAN NUMBER AND PRESS
ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND
PRESS ENTER. IF YOU WANT THE REPORT TO PRINT
FOR A SINGLE SALESMAN, THE BEGINNING AND
ENDING SALESMAN NUMBER MUST BE THE SAME.

6 ACCT RANGE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNTS OR A
SINGLE ACCOUNT PRESS 6 THEN ENTER. TYPE IN THE
BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN
THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU
WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE
BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE
SAME.

7 ALPHA / NUMERIC DEFAULT IS NUMERIC. TO HAVE THE REPORT SORTED
ALPHABETICALLY, PRESS 7 THEN ENTER. THE DISPLAY
CHANGES TO ALPHA.

8 BEGIN PRINTING WITH OPTIONS SHOWN

A PRINT ACCOUNT DEFAULT IS NO. IF YOU WANT THE ADDRESSES OF THE
CUSTOMERS TO PRINT ON THE REPORT PRESS A THEN
ADDRESSES ENTER. THE DISPLAY CHANGES TO YES.

B PRINT ACCOUNT 2-LINE DEFAULT IS NO. IF YOU WANT THE TWO LINES OF
COMMENT IN THE CUSTOMERS MASTER FILE TO PRINT
ON COMMENTS THE REPORT, PRESS B THEN ENTER.
THE DISPLAY CHANGES TO YES.

C PRINT SECOND TELE- DEFAULT IS NO. IF YOU WANT THE SECOND TELEPHONE NUMBER FIELD OF THE CUSTOMERS MASTER FILE TO PHONE NUMBER PRINT, PRESS C THEN ENTER. THE DISPLAY CHANGES TO YES.

PF2 EXIT WITHOUT PRINTING

4.A.D ACTIVITY REPORT

THIS REPORT PRODUCES A LISTING OF ACTIVITY ON CUSTOMERS' ACCOUNTS. THE AMOUNT OF DETAIL AND INFORMATION IS CONTROLLED BY SELECTING VARIOUS OPTIONS.

REPORT OPTIONS DESCRIPTION

- 1 DETAIL / SUMMARY DEFAULT IS DETAIL. PRESSING 1 THEN ENTER CHANGES THE DISPLAY TO SUMMARY. A SUMMARY LISTING ONLY SHOWS TOTALS FOR A CUSTOMERS ACTIVITY. DETAIL SHOWS WHAT THAT ACTIVITY WAS.
- 2 ACCOUNT RANGE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT PRESS 2 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.
- 3 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 3 THEN ENTER. TYPE RANGE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 4 SHOW EQUIPMENT LIST DEFAULT IS YES. PRESS 4 THEN ENTER TO CHANGE THE DISPLAY TO NO. THIS OPTIONS TELLS THE SYSTEM IF YOU WANT A LIST OF EQUIPMENT THAT THE CUSTOMER HAS TO PRINT ON THE REPORT.
- 5 SHOW G.P% DEFAULT IS G.P. SHOWN. IF YOU DO NOT WANT THE GROSS PROFIT PERCENTAGE OF CUSTOMERS TO PRINT ON THE REPORT PRESS 5 THEN ENTER. THE DISPLAY CHANGES TO NO G.P. SHOWN.
- 6 PRODUCT DESCRIPTION DEFAULT IS SHOW PRODUCT DESCRIPTION. THIS OPTIONS PRINTS A DESCRIPTION OF THE PRODUCT THAT OR SALES HISTORY MAKES UP THE ACTIVITY. IF YOU PREFER THE REPORT TO SHOW SALES HISTORY, PRESS 6 THEN ENTER. THE DISPLAY

CHANGES TO SHOW SALES HISTORY.

7 ALPHA OR NUMERIC DEFAULT IS NUMERIC. TO HAVE THE REPORT SORTED ALPHABETICALLY BY CUSTOMER NAME INSTEAD OF ACCT LIST NUMERICALLY BY CUSTOMER NUMBER, PRESS 7 THEN ENTER.

8 CLEAR ACTIVITY DATES DEFAULT IS DON'T CLEAR DATES. IF YOU WANT ACTIVITY DATES CLEARED, PRESS 8 THEN ENTER. THE DISPLAY CHANGES TO CLEAR DATES. THE ACTIVITY DATES REFERRED TO ARE THE DATE ENTERED IN "A/R COMMENTS"(4.2).

9 BEGIN PRINTING WITH OPTIONS SHOWN

A ACTIVITY DATE DEFAULT IS ALL. TO SELECT A RANGE OF ACTIVITY DATES OR A SINGLE DATE PRESS A THEN ENTER. TYPE IN THE STARTING ACTIVITY DATE AND PRESS ENTER. TYPE IN THE ENDING ACTIVITY DATE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE DATE, THE STARTING AND ENDING DATE MUST BE THE SAME.

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

4.A.F MASTER/SUB LIST

THE MASTER/SUB LIST IS A LIST OF ACCOUNTS THAT ARE IN THE SYSTEM AS MASTER/SUB ACCOUNTS. IT LISTS THE MASTER ACCOUNT AND THE SUB ACCOUNTS THAT ARE REPORTED TO THE MASTER ACCOUNT.

REPORT OPTIONS DESCRIPTION

1 INSTALL DATE DEFAULT IS ALL. IF YOU WANT THE REPORT PRINTED FOR A SPECIFIC DATE, PRESS 1 THEN ENTER. TYPE IN THE NEW DATE AND PRESS ENTER.

2 ACCT TYPE DEFAULT IS ALL. IF YOU WANT THE REPORT PRINTED FOR A SPECIFIC ACCOUNT TYPE, PRESS 2 THEN ENTER. TYPE IN THE ACCOUNT TYPE AND PRESS ENTER.

3 ROUTE DEFAULT IS ALL. TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, TYPE PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.

4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 4 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 5 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

6 ACCT RANGE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT PRESS 6 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 ALPHA / NUMERIC DEFAULT IS NUMERIC. TO HAVE THE REPORT SORTED ALPHABETICALLY, PRESS 7 THEN ENTER. THE DISPLAY CHANGES TO ALPHA.

8 BEGIN PRINTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

4.A.G LIST A/R RANKING

THE PROGRAMS GENERATES A LISTING OF CUSTOMERS WITH THEIR ACCOUNTS RECEIVABLE RANKING.(SEE "DEFINE A/R RANKS"(4.B.I) FOR INFORMATION ON HOW TO SET UP RANKINGS)

REPORT OPTIONS DESCRIPTION

1 INSTALL DATE DEFAULT IS ALL. TO SELECT A RANGE OF INSTALL DATES OR A SINGLE INSTALLATION DATE, PRESS 1 THEN ENTER. TYPE IN THE BEGINNING INSTALL DATE AND PRESS ENTER. TYPE IN THE ENDING INSTALL DATE AND PRESS ENTER. TO PRINT A REPORT FOR A SINGLE INSTALL DATE, THE BEGINNING AND ENDING DATES MUST BE THE SAME.

2 ACCT TYPE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNT TYPES

OR A SINGLE ACCOUNT TYPE PRESS 2 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT TYPE AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT TYPE AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE MUST BE THE SAME.

3 ROUTE DEFAULT IS ALL. TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, TYPE PRESS 3 THEN ENTER. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS ENTER. TYPE IN THE ENDING ROUTE NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.

4 PRIMARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 4 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

5 SECONDARY SALESMAN DEFAULT IS ALL. TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN PRESS 5 THEN ENTER. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS ENTER. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.

6 ACCT RANGE DEFAULT IS ALL. TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT PRESS 6 THEN ENTER. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS ENTER. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 ALPHA / NUMERIC DEFAULT IS NUMERIC. TO HAVE THE REPORT SORTED ALPHABETICALLY, PRESS 7 THEN ENTER. THE DISPLAY CHANGES TO ALPHA.

8 BEGIN PRINTING WITH OPTIONS SET

A PRINT ACCOUNT DEFAULT IS NO. IF YOU WANT THE ADDRESSES OF THE CUSTOMERS TO PRINT ON THE REPORT PRESS A THEN ADDRESSES ENTER. THE DISPLAY CHANGES TO YES.

B PRINT ACCOUNT 2-LINE DEFAULT IS NO. IF YOU WANT THE TWO LINES OF COMMENT IN THE CUSTOMERS MASTER FILE TO PRINT ON COMMENTS THE REPORT, PRESS B THEN ENTER. THE DISPLAY CHANGES TO YES.

C PRINT SECONDARY DEFAULT IS NO. IF YOU WANT THE SECOND TELEPHONE NUMBER FIELD OF THE CUSTOMERS MASTER NUMBER TELEPHONE NUMBER FILE TO PRINT, PRESS C THEN ENTER. THE DISPLAY CHANGES TO YES.

E UP IN RANK DEFAULT IS NO. IF YOU WANT A LISTING OF ACCOUNTS THAT HAVE GONE UP IN RANK AT THE CLOSE OF RECEIVABLES, PRESS E THEN ENTER.

F DOWN IN RANK DEFAULT IS NO. IF YOU WANT A LISTING OF ACCOUNTS THAT HAVE GONE DOWN IN RANK AT THE CLOSE OF RECEIVABLES, PRESS F THEN ENTER.

G RANGE OF RANKS DEFAULT IS ALL. TO SELECT A RANGE OF RANKS OR A SINGLE RANK, PRESS G THEN ENTER. TYPE IN THE HIGHEST RANK YOU WISH TO PRINT ON THE REPORT AND PRESS ENTER. TYPE IN THE LOWEST RANK YOU WISH TO PRINT ON THE REPORT AND PRESS ENTER. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE RANK, THE HIGHEST AND THE LOWEST RANK MUST BE THE SAME.

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT FINISHES PROCESSING THE "REPORT SELECTIONS MENU" APPEARS.

4.B EXTENSION MENU

THE ACCOUNTS RECEIVABLE EXTENSION MENU IS USED TO MAINTAIN PROGRAMS WHICH ARE AUXILIARY TO THE NORMAL OPERATION OF THE ACCOUNTS RECEIVABLE SYSTEM. IT CONTAINS PROGRAMS THAT ARE USED ONLY FOR DATABASE MAINTENANCE OR THAT ARE REQUIRED ONLY FOR OCCASIONAL USE.

4.B.1 ADD/EDIT CATEGORY

THE ADD/EDIT CATEGORY PROGRAM IS USED TO DEFINE THE NAMES OF THE PRODUCT CATEGORIES AND TO CREATE A MAP TO THE GENERAL LEDGER SALES AND COST OF SALES CODES THAT ARE TO BE USED FOR EACH PRODUCT CATEGORY. YOU MAY ADD A CATEGORY OF PRODUCTS OR EDIT AN EXISTING CATEGORY OF PRODUCTS. ADD/EDIT CATEGORY IS ALSO AVAILABLE IN THE INVENTORY MENU(5.B.3) WHEN YOU SELECT THIS OPTION THE COMPUTER DISPLAYS A SCREEN SHOWING THE CATEGORIES SET UP IN THE SYSTEM.

PRESS PF2 IF YOU WISH TO EXIT TO THE "RECEIVABLES EXTENSION MENU".

PRESS PF3 IF YOU WISH TO VIEW OR PRINT THE CATEGORIES THAT ARE SET UP. THE "REPORT SELECTION MENU" SCREEN APPEARS.

THE REPORT SHOWS THE CATEGORY NUMBER, DESCRIPTION, GENERAL LEDGER SALE ACCOUNT, AND GENERAL LEDGER COST ACCOUNT FOR EACH CATEGORY SET UP.

TO ADD A CATEGORY, AT THE FIRST SCREEN PRESS ENTER OR USE THE DOWN ARROW KEY TO MOVE TO THE NEXT CATEGORY WITHOUT A DESCRIPTION. TYPE IN THE DESCRIPTION OF THE CATEGORY YOU WISH TO ADD AND PRESS ENTER.

TO EDIT AN EXISTING CATEGORY, PRESS ENTER OR USE THE DOWN ARROW KEY TO MOVE TO THE CATEGORY YOU WISH TO EDIT. TYPE OVER THE EXISTING DESCRIPTION WITH THE NEW DESCRIPTION AND PRESS ENTER. PRESS PF2 AND THE SALES CODE SCREEN DISPLAYS.

THIS SCREEN SHOWS THE NUMBER OF THE GENERAL LEDGER ACCOUNT WERE THE SALES OF A PRODUCT IN A CATEGORY ARE COLLECTED.

YOU MUST ENTER THE GENERAL LEDGER ACCOUNT NUMBER WERE SALES ARE COLLECTED FOR CATEGORIES THAT YOU ADD.(GENERAL LEDGER NUMBERS ARE OBTAINED FROM THE CORPORATE ACCOUNTING OFFICE) USE THE UP/DOWN ARROW KEYS OR THE ENTER KEY TO MOVE TO THE ADDED CATEGORY. TYPE IN THE SALES CODE NUMBER AND PRESS ENTER.

PRESS PF2 AND THE COST OF SALES CODE SCREEN DISPLAYS.

THIS SCREEN SHOWS THE NUMBER OF THE GENERAL LEDGER ACCOUNT WERE THE COST OF SALES OF A PRODUCT IN A CATEGORY ARE COLLECTED.

YOU MUST ENTER THE GENERAL LEDGER ACCOUNT NUMBER WERE COST OF SALES ARE COLLECTED FOR CATEGORIES THAT YOU ADD.(GENERAL LEDGER NUMBERS ARE OBTAINED FROM THE CORPORATE ACCOUNTING OFFICE) USE THE UP/DOWN ARROW KEYS OR THE ENTER KEY TO MOVE TO THE ADDED CATEGORY. TYPE IN THE SALES CODE NUMBER AND PRESS ENTER.

PRESS PF2 TO RETURN TO THE "RECEIVABLES EXTENSION MENU" OR PRESS PF3 TO PRINT A LISTING OF CATEGORIES.

4.B.2 ADD/EDIT TERMS

THE TERMS REFERRED TO BY THIS PROGRAM IS A FEATURE OF THE "ACCOUNTS RECEIVABLE" SYSTEM. THIS ALLOWS YOU TO DEFINE THE TERMS YOU WISH TO ALLOW ANY CUSTOMER. SUCH TERMS MIGHT INCLUDE "NET 30", "2% 10 NET 30", "C.O.D.", "PAYABLE UPON RECEIPT", ETC. YOU MAY ADD OR EDIT TERMS THROUGH THIS PROGRAM. THE FIRST TERMS DESCRIPTION SET IS THE DEFAULT FOR NEW ACCOUNTS.

PRESS PF2 TO EXIT TO THE "RECEIVABLES EXTENSION MENU"

PRESS PF3 TO VIEW OR PRINT THE TERMS THAT ARE IN THE SYSTEM. A "REPORT SELECTIONS MENU" APPEARS.

PRESS ENTER AT THE FIRST SCREEN TO ADD ANOTHER TERM OR TYPE IN THE NUMBER OF A TERM YOU WISH TO EDIT AND PRESS ENTER. THE "TERMS" SCREEN DISPLAYS. YOU MAY EDIT ALL FIELDS OF THIS SCREEN OR ADD THE INFORMATION FOR A NEW TERM.

SCREEN FIELDS DESCRIPTION

TERMS DESCRIPTION THE TERMS DESCRIPTION THAT IS DISPLAYED ON INVOICES AND CREDIT MEMOS.

FIRST TERMS% THIS FIELD IS THE DISCOUNT TYPE. IF THIS FIELD CONTAINS THE WORD "NET", THERE IS NO DISCOUNT INDICATED. IF YOU DO GIVE A DISCOUNT, PLACE THE DISCOUNT AMOUNT HERE. EX: "2" FOR A "2%" DISCOUNT.

FIRST TERMS DAYS THIS FIELD IS FOR THE DISCOUNT DAY. THIS CAN BE EVALUATED IN TWO WAYS DEPENDING ON THE LAST FIELD OF INPUT. IF THE LAST FIELD IS A "D", THEN THE DISCOUNT IS AVAILABLE IF THE INVOICE IS PAID WITHIN THE NUMBER OF DAYS SHOWN ON THIS LINE AFTER THE DATE OF THE INVOICE. IF THE LAST FIELD CONTAINS A "M" THEN THE DISCOUNT IS AVAILABLE FOR THE NUMBER OF DAYS SHOWN HERE AFTER THE END OF THE CURRENT MONTH. THIS FIELD BECOMES THE DUE DAY IF THE TERMS ARE "NET".

SECOND TERMS DAYS THIS FIELD IS USED TO INDICATE THE DAY THAT AN INVOICE BECOMES PAST DUE. FOR EXAMPLE, IF THIS FIELD CONTAINS A 30 AND THE LAST FIELD CONTAINS A "D" THAN AN INVOICE DATED 01/01/90 BECOMES PAST DUE ON 01/31/90. IF THIS FIELD CONTAINS A 30 AND THE LAST FIELD CONTAINS AN "M" THEN A 01/01/90 INVOICE BECOMES PAST DUE ON 03/02/90.(END OF MONTH PLUS 30 DAYS WITH 29 DAYS IN FEBRUARY DURING A LEAP YEAR.)

TERMS TYPE (D/M/B) FIELD FOR DAY, MONTH OR BILL TO BILL. THIS FIELD IS USED WITH THE "FIRST TERMS DAYS" AND "SECOND TERMS DAYS" FIELD TO DETERMINE LENGTH OF AVAILABILITY OF DISCOUNTS AND TIME UNTIL INVOICES ARE PAST DUE.

PRESS PF2 TO EXIT TO THE "RECEIVABLES EXTENSION MENU".

4.B.3 ADD/EDIT SALESMEN

SELECT THIS OPTION IF YOU WISH TO ADD A NEW SALESMAN TO THE SYSTEM OR EDIT A SALESMAN ALREADY IN THE SYSTEM.

THE NEXT AVAILABLE SALESMAN NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN. TO VIEW/PRINT A LISTING OF THE SALESMAN IN THE SYSTEM PRESS PF3. THE "REPORT SELECTIONS MENU" APPEARS.

TO ENTER A NEW SALESMAN PRESS ENTER.

TO EDIT AN EXISTING SALESMAN, TYPE IN THE SALESMAN'S NUMBER AND PRESS ENTER.

SCREEN FIELDS DESCRIPTION

SALESMAN THE SALESMAN'S NAME OR DESCRIPTION TO IDENTIFY A SALESMAN.

TRUCK # THE NUMBER OF THE TRUCK IF THE SALESMAN USES ONE AND ALWAYS HAS THE SAME TRUCK.

MTD-SALES THE MONTH-TO-DATE SALES FOR THE SALESMAN. THIS INFORMATION IS CALCULATED BY THE SYSTEM WHEN INVOICES ARE ENTERED THROUGH "TELSEL".

YTD-SALES THE YEAR-TO-DATE SALES FOR THE SALESMAN. THIS INFORMATION IS CALCULATED BY THE SYSTEM WHEN INVOICES ARE ENTERED THROUGH "TELSEL".

PRESS PF2 WHEN FINISHED TO EXIT TO THE FIRST SCREEN. YOU MAY NOW ADD/EDIT ANOTHER SALESMAN OR PRESS PF2 TO EXIT TO THE "RECEIVABLES EXTENSION" MENU.

4.B.4 FILE MAINTENANCE

THE FILE MAINTENANCE PROGRAM IS USED TO REMOVE DATA FILES. THE ONLY DATA FILES CURRENTLY AVAILABLE FOR REMOVAL USING THIS PROGRAM ARE THE JOURNAL AND THE CHECK REGISTER. THESE FILES CAN BE REMOVED TO OBTAIN MORE DISC SPACE IF YOU ARE NOT USING THEM AS PART OF YOUR SYSTEM. THE FILE MAINTENANCE PROGRAM IS ALSO AVAILABLE IN THE "EQUIPMENT" SYSTEM.(1.B.C)

SCREEN OPTIONS DESCRIPTION

JOURNAL PRESS 1 THEN ENTER TO REMOVE JOURNAL DATA FILES.

CHECK REGISTER PRESS 2 THEN ENTER TO REMOVE CHECK REGISTER DATA FILES.

END PRESS PF2 TO EXIT THE PROGRAM.

4.B.5 DEFINE SALES TAX

THIS PROGRAM IS USED TO SET UP SALES TAX RATES IN THE SYSTEM. A PROBLEM FACED BY MANY BUSINESS'S IS THAT OF DOING BUSINESS IN AREAS WITH VARYING SALES TAX. IF YOU DO BUSINESS IN TWO DIFFERENT CITIES, YOU NEED TO KNOW WHICH CITY SHOULD GET HOW MUCH OF THE COLLECTED TAX.

ANOTHER PROBLEM FACED BY BUSINESS IS THAT SOME PRODUCTS OR SERVICES MAY BE TAXED AT DIFFERENT RATES THAN OTHERS. THEREFORE THE PROGRAM GIVES THE OPTIONS OF DEFINING TAX RATES FOR A CATEGORY OR A PRODUCT WITHIN A CATEGORY.

PRESS PF2 IF YOU HAVE ENTERED THE PROGRAM IN ERROR. YOU ARE RETURNED TO

THE "RECEIVABLES EXTENSION" MENU.

PRESS 1 IF YOU ARE SETTING UP A PRIMARY TAX RATE.

PRESS 2 IF YOU WISH TO DEFINE A TAX RATE FOR A CATEGORY OR A PRODUCT WITHIN A CATEGORY.

PRIMARY TAX RATES

PRIMARY TAX RATES ARE THE TAX RATE PERCENTAGES CHARGED IN THE AREAS THAT YOUR BUSINESS OPERATES.

TO ALLOW UP TO 99 DIFFERENT SALES TAX RATES TO BE CALCULATED AND TRACKED THE SALES TAX RATE CANNOT BE DIRECTLY STATED IN A CUSTOMER'S ACCOUNT. IN "ADD/EDIT ACCOUNT"(4.1) YOU GIVE THE SYSTEM A REFERENCE NUMBER(1-99) FOR THE TAX RATE YOU WISH TO USE. THE DEFINE SALES TAX PROGRAM IS USED TO DESCRIBE TO THE COMPUTER WHICH OF THE SIXTEEN DIFFERENT RATES ARE TO BE USED.

TO ENTER A TAX RATE, TYPE IN THE TAX PERCENTAGES AND PRESS ENTER. CONTINUE UNTIL ALL TAX PERCENTAGES FOR YOUR BUSINESS AREA ARE ENTERED.(UP TO 99)

PRESS PF2 TO DISPLAY THE SECOND SCREEN.

THIS SCREEN IS PROVIDED TO ENTER A DESCRIPTION OF THE 16 POSSIBLE TAX RATES. THE DESCRIPTION DISPLAYS(USUALLY IN INVERSE VIDEO) TO THE SIDE OF THE TAX RATE NUMBER FIELD IN "ADD/EDIT ACCOUNT" AND IN THE VARIOUS INVOICE PROGRAMS. IF YOU DO NOT ENTER A DESCRIPTION, NOTHING IS DISPLAYED EXCEPT THE TAX RATE NUMBER 1-16.

TO ENTER A DESCRIPTION, TYPE IN THE DESCRIPTION AT THE APPROPRIATE TAX RATE NUMBER FIELD AND PRESS ENTER.

TO EXIT THE PROGRAM, PRESS PF2. YOU ARE RETURNED TO THE "RECEIVABLES EXTENSION MENU".

CATEGORY TAX RATES

CATEGORY TAX RATES ARE USED WHEN A TAXING ENTITY REQUIRES DIFFERENT TAX RATES FOR SERVICES OR PRODUCTS OFFERED. AN EXAMPLE IS RENTALS CHARGED AT A DIFFERENT TAX RATE THAN COFFEE. IF THE SERVICES OR PRODUCTS ARE SET UP AS SEPARATE CATEGORIES(5.B.3) THIS PROGRAM ALLOWS YOU TO DEFINE THEM WITH DIFFERENT TAX RATES AND THE DIFFERENT TAX RATES ARE CHARGED AUTOMATICALLY BY THE SYSTEM WHEN THE PRODUCT OR SERVICE IS ADDED TO A CUSTOMERS INVOICE.

DISPLAY ADDS LINE

ENTER PRIMARY TAX RATE NUMBER ?

THIS IS THE NUMBER 1-16 OF THE TAX RATE YOU WISH TO DEFINE AS THE PRIMARY RATE FOR THE SYSTEM. TYPE IN THE NUMBER AND PRESS ENTER.

THE CURSOR IS ON THE FIRST LINE OF THE DISPLAY. THE SYSTEM SHOWS ALL CATEGORIES DEFINED IN THE SYSTEM(5.B.3) WITH THE PRIMARY TAX RATE ENTERED ON THE PREVIOUS SCREEN. IF YOU WISH TO CHANGE THE TAX RATE FOR A CATEGORY, USE THE UP/DOWN ARROW KEYS OR THE ENTER KEY TO MOVE THE CURSOR TO THE CATEGORY LINE. TYPE IN THE TAX RATE YOU WISH USED FOR THE CATEGORY(THIS IS THE ACTUAL PERCENTAGE RATE) AND PRESS ENTER. WHEN ALL CATEGORIES DISPLAY THE CORRECT TAX RATE, PRESS PF2 TO EXIT. YOU ARE RETURNED TO THE FIRST SCREEN OF THE "DEFINE SALES TAX" PROGRAM. SELECT AN OPTION OR PRESS PF2 TO RETURN TO THE "RECEIVABLES EXTENSION MENU".

4.B.6 CLOSE RECEIVABLES

THIS PROGRAM IS PART OF THE END OF MONTH CLOSING ROUTINE. THERE ARE FOUR QUESTIONS ASKED IN THIS PROGRAM.

CLOSE OUT WHICH MONTH(1-JAN -- 12-DEC)

TYPE IN THE MONTH AND PRESS ENTER.

HAVE YOU MADE A BACKUP (Y/N) ?

IF YOU HAVEN'T, ANSWER N AND THE PROGRAM IS ABORTED. YOU MUST DO A BACKUP BEFORE CLOSING RECEIVABLES. ANSWER THE QUESTION Y IF YOU HAVE MADE A BACKUP.

IS THIS A YEARLY CLOSE (Y/N) ?

ANSWER WITH A Y IF IT IS A YEARLY CLOSE AND N IF IT IS NOT.

HAVE YOU UPDATED EQUIPMENT VALUE INORDER TO VALIDATE ROI?

ANSWER WITH A Y IF YOU HAVE UPDATED ROI OR ASSET TRACKING IS NOT USED. A NO ANSWER WILL EXIT FROM THE PROGRAM.

4.B.7 PRINT JOURNAL

THIS PROGRAM IS SELECTED TO PRINT JOURNALS. IN MOST CASES JOURNALS ARE RUN BY SUMMARY. THE ONLY REASON FOR RUNNING A DETAILED LISTING IS FOR ARCHIVE OR BALANCING. A DETAIL LISTING IS HUNDREDS OF PAGES LONG.

THE SCREEN DISPLAYS ALL THE QUESTIONS TO BE ANSWERED. THE QUESTIONS ARE SELF EXPLANATORY.

WHEN ALL QUESTIONS ARE ANSWERED THE SYSTEM PROCESSES THE JOURNAL REQUESTED. ONCE THE PROCESS IS COMPLETE THE "REPORT SELECTIONS MENU" APPEARS.

ALL THE PRINT JOURNAL PROGRAMS FOUND ON VARIOUS MENUS ARE EXACTLY THE SAME.

4.B.8 CLOSE HISTORY FILES

THIS PROGRAM IS USED TO REMOVE AGED INFORMATION FROM A SERIES OF HISTORY FILES THAT ARE ASSOCIATED WITH THE ACCOUNTS RECEIVABLES SYSTEM. THESE HISTORY FILES CONTAIN INFORMATION ON PAST MONTHLY SALES, RECEIVABLES INVOICES, POSTED DELIVERY INVOICES, AND PAST MONTHLY SUMMARY GROSS PROFIT. THE PROGRAM HAS THE CAPABILITY OF CLOSING FOUR DIFFERENT HISTORY FILES. IF YOU DO NOT WANT TO CLOSE A HISTORY FILES PRESS PF2 TO BYPASS THE CLOSE SELECTION. THIS PROGRAM RUNS EACH CLOSE BEFORE CONTINUING ON TO THE NEXT. EACH CLOSE CAN TAKE SEVERAL HOURS.

CLOSE SALES HISTORY THIS CLOSSES SELECTION P OF VIEW ACCOUNT. TYPE IN THE CUTOFF YEAR AND PRESS ENTER. TYPE IN THE CUTOFF MONTH AND PRESS ENTER.

CLOSE INVOICE HISTORY THIS CLOSSES SELECTION I ON VIEW ACCOUNTS. TYPE IN THE CUTOFF DATE AND PRESS ENTER. THE PROGRAM REMOVES ALL FILES PRIOR TO THAT DATE.

CLOSE DELIVERY TICKET HISTORY THIS CLOSSES SELECTION D OF VIEW ACCOUNTS. TYPE IN THE CUTOFF DATE AND PRESS ENTER. THE PROGRAM REMOVES ALL FILES PRIOR TO THAT DATE. ONLY 3 MONTHS OF TICKET HISTORY SHOULD BE KEPT.

CLOSE GROSS PROFIT SUMMARY THIS FILE SHOULD BE KEPT FOR A MINIMUM OF 3 YEARS. TO CLOSE, TYPE IN THE CUTOFF YEAR AND PRESS ENTER. TYPE IN THE CUTOFF MONTH AND PRESS ENTER.

CLOSE ACCOUNT PAYMENT HISTORY

IT REMOVES ALL PAYMENTS RECORDS DATED PRIOR TO THE CUT-OFF DATE ENTERED FROM THE PAYMENT HISTORY FILE.

TYPE IN THE DATE DESIRED AND PRESS ENTER.

4.B.B RESET SALES TAX

ACCESS TO THIS PROGRAM SHOULD BE STRICTLY LIMITED. THIS OPTION REMOVES ALL ACCUMULATED SALES TAX DOLLARS FROM THE SYSTEM. THE PROGRAM IS RUN AFTER CLOSE AND BEFORE ANY ACTIVITY FOR THE NEW PERIOD(SETS TO 0). THIS SHOULD BE PART OF THE CLOSING PROCEDURE. SALES TAX REPORTS MUST BE PRINTED BEFORE THIS IS RUN.

THE ONLY QUESTION YOU ARE ASKED IS:

ARE YOU SURE THAT YOU WANT TO DO THIS (Y/N)

PRESS N IF YOU DO NOT WANT TO RUN THIS PROGRAM AND YOU ARE RETURNED TO THE MENU. PRESSING Y STARTS THE PROGRAM. WHEN THE PROGRAM IS FINISHED YOU ARE RETURNED TO THE "RECEIVABLES EXTENSION MENU".

4.B.C ADD/EDIT CUSTOMER TYPE

SELECT THIS OPTION IF YOU WISH TO ADD A NEW CUSTOMER TYPE TO THE SYSTEM OR EDIT INFORMATION ON A CUSTOMER TYPE ALREADY IN THE SYSTEM.

THE NEXT AVAILABLE CUSTOMER TYPE NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN.

TO VIEW/PRINT A LISTING OF THE CUSTOMER TYPES IN THE SYSTEM PRESS PF3. THE "REPORT SELECTIONS" MENU APPEARS.

TO ENTER A NEW CUSTOMER TYPE PRESS ENTER.

TO EDIT AN EXISTING CUSTOMER TYPE, TYPE IN THE NUMBER OF THE CUSTOMER TYPE AND PRESS ENTER.

SCREEN FIELDS DESCRIPTION

DESCRIPTION FIELD FOR BRIEF DESCRIPTION OF CUSTOMER TYPE. THIS EXPLANATION DISPLAYS IN INVERSE VIDEO WHEN THE CUSTOMER TYPE NUMBER IS ENTERED IN THE MASTER FILE.

COMMENT #1-5 FIVE LINES AVAILABLE TO TYPE IN A MESSAGE THAT PRINTS ON "TELSEL" INVOICES OR NEW CUSTOMER INVOICES.

PRESS PF2 TO RETURN TO THE FIRST SCREEN. YOU MAY NOW ADD/EDIT ANOTHER CUSTOMER TYPE OR PRESS PF2 TO EXIT TO THE "RECEIVABLES EXTENSION" MENU.

4.B.D ADD/EDIT BANK

ACCESS TO THIS PROGRAM SHOULD BE STRICTLY LIMITED. YOU MUST PRESS ENTER AFTER EACH FIELD ENTERED FOR THE SYSTEM TO ACCEPT THE INFORMATION.

THE COMPUTER DISPLAYS THE NEXT AVAILABLE BANK NUMBER AT THE TOP OF THE SCREEN. YOU MAY EXIT THIS PROGRAM AT ANY TIME BY PRESSING PF2.

TO VIEW/PRINT A BANK REPORT PRESS PF3. THE "REPORT SELECTIONS" MENU APPEARS.

TO ENTER A NEW BANK OR EDIT AN EXISTING BANK, TYPE IN THE NUMBER OF THE BANK AND PRESS ENTER.

SCREEN FIELDS DESCRIPTION

NAME THE NAME OF THE BANK.

ADDRESS THE BANK ADDRESS.

CITY ST & ZIP THE CITY, STATE, AND ZIP CODE OF THE BANK.

ACCOUNT # THE BANK ACCOUNT NUMBER

NEXT CHECK # THE NEXT CHECK NUMBER TO BE USED FOR THE ACCOUNT IF YOU ARE USING THE SYSTEM TO PROCESS CHECKS.(8.A)

BEGINNING BAL THE BALANCE IN THE BANK WHEN ADDED TO THE SYSTEM.(USUALLY 0)

ENDING BAL THIS BALANCE CALCULATED BY THE SYSTEM AS PAYMENTS ARE ENTERED THROUGH THE "ENTER PAYMENT" PROGRAM.(4.4)

LEDGER CODE GENERAL LEDGER NUMBER FOR CASH. THIS IS OBTAINED FROM THE CORPORATE OFFICE.

PRESS PF2 TO EXIT THE SCREEN.

4.B.E CREATE INV SEARCH INDEX

THIS PROGRAM SORTS INVOICES AND CREATES A FILE THAT ALLOWS INVOICES TO BE LOOKED UP BY INVOICE NUMBER. IT IS NORMALLY DONE EVERY NIGHT AS PART OF THE NIGHT ROUTINE. THIS PROGRAM TAKES TIME TO RUN AND TIES UP THE TERMINAL. IT BEGINS TO RUN AS SOON AS YOU SELECT THIS OPTION.

4.B.F ADD/EDIT ADJ CODES

SELECT THIS OPTION IF YOU WISH TO ADD AN ADJUSTMENT CODE TO THE SYSTEM OR EDIT AN ADJUSTMENT CODE ALREADY IN THE SYSTEM. THE NEXT AVAILABLE ADJUSTMENT CODE NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN. YOU MAY EXIT THIS PROGRAM AT ANY TIME BY PRESSING PF2.

TO VIEW/PRINT A LISTING OF THE ADJUSTMENT CODES IN THE SYSTEM PRESS PF3. THE "REPORT SELECTIONS" MENU APPEARS. TO ENTER A NEW ADJUSTMENT CODE PRESS ENTER.

TO EDIT AN EXISTING ADJUSTMENT CODE, TYPE IN THE NUMBER OF THE ADJUSTMENT CODE AND PRESS ENTER.

SCREEN FIELDS DESCRIPTION

ADJUST CODE THREE ALPHA DIGITS FOR A SHORT DESCRIPTION OF THE ADJUSTMENT.

GL CODE THE GENERAL LEDGER CODE THAT THE ADJUSTMENT SHOULD BE CHARGED TO. OBTAINED FROM THE CORPORATE OFFICE.

DESCRIPTION LONGER DESCRIPTION OF THE ADJUSTMENT.

PRESS PF2 WHEN FINISHED TO EXIT TO THE FIRST SCREEN. YOU MAY NOW ADD/EDIT ANOTHER SALESMAN OR PRESS PF2 TO EXIT TO THE "RECEIVABLES EXTENSION" MENU.

4.B.G RE-LINK BILLING ADDRESS

THIS IS A UTILITY PROGRAM THAT CHECKS FOR ERRORS IN THE LINK BETWEEN A CUSTOMER AND THE CUSTOMERS BILLING ADDRESS. ONLY CUSTOMERS WITH SEPARATE BILLING ADDRESSES ARE CHECKED.(SEPARATE BILLING ADDRESSES ENTERED IN "ADD/EDIT ACCOUNT"(4.1)) THE REPORTS STARTS PROCESSING WHEN SELECTED. A DISPLAY AT THE BOTTOM OF THE SCREEN LETS YOU KNOW HOW MANY TOTAL RECORDS THERE ARE TO CHECK AND KEEPS TRACK OF HOW MANY GOOD BILLING LINK RECORDS HAVE BEEN CHECKED DURING PROCESSING.

THE PROGRAM EXITS BACK TO THE EXTENSION MENU WHEN FINISHED.

4.B.H CLOSE SIMPLE INVOICE DB

THIS PROGRAM REMOVES CREDIT MEMO'S AND SIMPLE INVOICES FROM HISTORY. ALL RECORDS PRIOR TO DATE ENTERED AS THE CLOSING DATE ARE DELETED.

THE FIRST QUESTION ASKED IS

WHAT IS THE CLOSING DATE ?

WHEN FINISHES GOES BACK TO MENU

4.B.I DEFINE A/R RANKS

THE DEFINE A/R RANKS ALLOWS YOU TO SET UP A RANKING SYSTEM FOR YOUR CUSTOMERS BASED ON A GROSS PROFIT LEVEL. THE RANKING DISPLAYS ANYTIME YOU VIEW A CUSTOMERS ACCOUNT BUT DOES NOT PRINT ON ANY INFORMATION SENT TO THE CUSTOMER.

SCREEN FIELDS DESCRIPTION

RANK LETTER LETTER OF THE ALPHABET USED TO DESIGNATE A RANK FOR CUSTOMERS.

DESCRIPTION FIELD FOR BRIEF DESCRIPTION OF THE RANKING. THIS

DESCRIPTION DISPLAYS WHEN A CUSTOMERS FILE IS
ACCESSED. EX: EXCELLENT, FAIR , POOR. IT DOES
NOT PRINT ON ANY INFORMATION SEEN BY THE CUSTOMER.

G/P LEVEL TO CHANGE OR SET UP THIS FIELD YOU MUST PRESS PF2. THIS
IS THE LEVEL OF GROSS PROFIT THAT CAUSES A CUSTOMER TO
QUALIFY FOR THE RANKING.

IF YOU WANT TO PRINT A LISTING OF RANKINGS PRESS PF3 TO PRINT THE
SCREEN.

4.C

4.D CREDIT CARD BILLING

DATA IS EXTRACTED FROM EITHER UNPOSTED INVOICES (TELSEL) OR POSTED
INVOICES AND CREATES A FILE IN THE mds/amex DIRECTORY (amexbatch.d#).
THIS FILE CAN BE THEN IMPORTED TO THE AMERICAN EXPRESS PURCHASE EXPRESS
PROGRAM.

FOLLOWING IS AN IMPORT MAP THAT NEEDS TO BE CREATED IN THE AMERICAN
EXPRESS PURCHASE EXPRESS PROGRAM.

ORDER IMPORT MAP

1. CUSTOMER NUMBER
2. CARDMEMBER NAME
3. CARD NUMBER
4. EXPIRATION DATE
5. ORDER NUMBER
6. TRANSACTION DATE
7. BASE AMOUNT
8. ADDRESS
9. SHIP TO ZIPCODE
10. PO NUMBER
11. TAX EXEMPT
12. TAX EXEMPT NUMBER
13. TRANS TYPE CODE
14. TAX AMOUNT 1

FOR SPECIFIC DETAIL ON SETTING UP AMERICAN EXPRESS SYSTEM GO TO
CREDIT CARD MENU SELECTION D.4