

MODEL I / MODEL III

ACCOUNTS RECEIVABLE

**CAT. NO.
26-1555**

Radio Shack

TRS-80

SOFTWARE

CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.



Accounts Receivable System

Radio Shack[®]

 A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

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*Accounts Receivable System Program:
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Statement Order Form

Introduction

If you consider the General Ledger as the heart of the accounting department, then Accounts Receivable must be considered the pulse of the company. The flow of cash (from goods sold) must be monitored precisely to keep a company healthy. Anything that will assist in getting statements out to customers quickly, and accurately, can be a vital aid to a company. The Radio Shack Accounts Receivable System (ARS) is just such an aid.

The ARS will produce professional-looking statements, aging reports, and automatic totals for posting to your company's General Ledger. The ARS will tell you exactly how long your customers take to pay their bills.

How To Use The ARS

After you "setup" the Accounts Receivable System, daily operations will consist of: entering transactions, posting transactions, and adding new customer accounts.

Once a month, the "End-of-Period Processing" will take place. This function prints customer billing statements. It will update each account's status automatically. (Reports and summaries can be printed at any time.)

Features Of The ARS

1. Complete Billing Operation At The End Of The Month.
2. Prints Billing Statements For Mailing.
3. Automatic Updating Of Customer Records.
4. Prints The Following Reports:
 - Complete Transaction File Report
 - General Ledger Recap Report
 - Complete Account Listing
 - Account Listing By Aging Status
 - Accounts Receivable Analysis By Aging Status
 - Posting Report
 - Records With Balance Over The Credit Limit
5. Provides Totals For General Ledger Postings.
6. Advertising Message Option On Billing Statements.
7. Easy Access To Customer Accounts For Updating, Deleting, or Printing.

Minimum Required Equipment

It is assumed you have reviewed the general operational procedures for your equipment as explained in the Disk Owner's Manual and are now aware of how to power on your computer, load the Disk Operating System, etc.

Model I:

- TRS-80 16K Level II Keyboard
- TRS-80 16K Expansion Interface
- Two TRS-80 Disk Drives*
- A TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable
- TRS-80 Video Monitor

Model III:

- TRS-80 32K Model III with Two Disk Drives*
- TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable

*A 48K three Disk System will raise the capacity to 500 Accounts and 2500 Transactions.

Storage Capacity

Before you can enter data, you will be asked to choose which of the three Storage Capacity Options is best suited to your needs. Once you choose the storage capacity option, you cannot change the capacity until "End of Period Processing". At that point, you can increase the number of accounts if you desire. You cannot decrease the account capacity.

Two Disk System Options:

1. 300 accounts and 1000 transactions per month.
2. 100 accounts and 2000 transactions per month.

Three Disk System Option (48K required):

3. 500 accounts and 2500 transactions per month.

General Ledger Code Numbers

Any Accounts Receivable System must have some method of keeping track of transactions (for posting to a company's General Ledger). The Radio Shack ARS uses a General Ledger "Code Number". For each GL "Code Number" (1-24), there must be a corresponding General Ledger "Account Number". Your firm's General Ledger account number (up to four digits) will be used by ARS to generate totals for each General Ledger account.

A five letter abbreviation of the General Ledger account name can be included in the GL "code". For example: "14-CASH" could be the GL "code" for a General Ledger "CASH SALES" account.

If your company has General Ledger account numbers larger than four digits, you might want to use the four most significant numbers. For example: you could change 23001 to 2301 or 3001.

Consider using Radio Shack's General Ledger (Cat. #26-1552) in conjunction with ARS since it is designed for four digit GL account numbers. Radio Shack's ARS adheres to generally accepted accounting principles.



Setting Up ARS

Before you begin using the Accounts Receivable System, you should make a copy (BACKUP) of your Program Diskette. Program Diskettes have been included for both the Model I and Model III. Keep your original Program Diskette in a safe place. You must also prepare (FORMAT) a Data Diskette (which will be used to store your customer accounts and each month's transactions). An unformatted Data Diskette has been included in this package to be used for your Model I or Model III computer.

If you are not familiar with BACKUP and FORMAT functions, please refer to Appendices A and B for instructions.

The ARS "SETUP" program is used only once to enter information about your company into the computer. After the "Set Up" is complete, you will run "ARS" every time you use the system. (If you need to modify your company data, the ARS "SETUP" program has a built-in "Modification" option.)

Follow these steps in setting up the Accounts Receivable System:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the ARS Backup Program Diskette in Drive #0 and close the door.
3. Insert the formatted Data Diskette in Drive #1 and close the door. (If you have a three-Drive system, place another formatted Data Diskette in Drive #2.)

4. The screen will show:

```
DOS READY (Model I) or
TRSDOS Ready (Model III)
HOW MANY FILES?_
MEM SIZE?_
READY >_
```

This is what you type:

```
BASIC and press ENTER
Press ENTER
Press ENTER
RUN "SETUP" and press ENTER
```

IMPORTANT NOTE: The Break Key

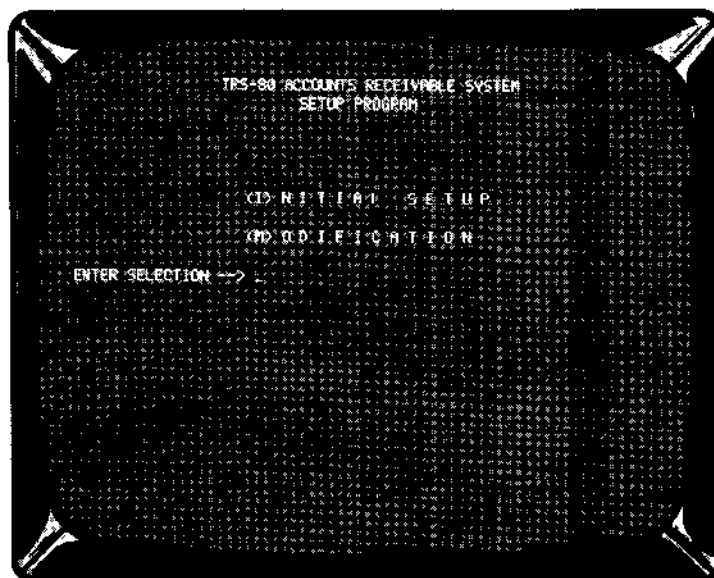
If you inadvertently press the Break Key during operation of this program, you will see a message similar to the one below.

```
BREAK IN XXXX
Ready
>_
```

If this occurs, type **CONT** and press **ENTER**. Return to the previous menu and re-enter the function. This will allow you to continue, in some cases, without losing any information. If you can't continue using this procedure, use your Backup copies.

Set Up (continued)

The screen will show:



```

      TRS-80 ACCOUNTS RECEIVABLE SYSTEM
      SETUP PROGRAM

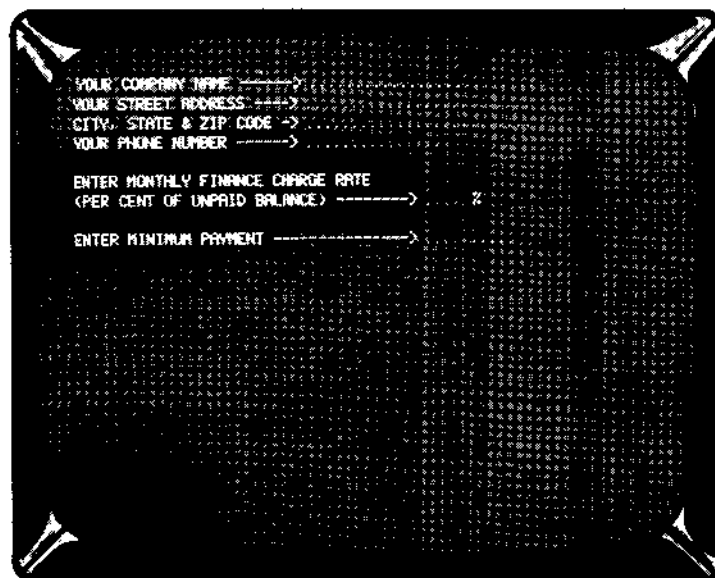
      INITIAL SETUP
      MODIFICATION

      ENTER SELECTION -->

```

This is the Initial Set Up, so press I.

The screen will show:



```

YOUR COMPANY NAME ----->
YOUR STREET ADDRESS ----->
CITY, STATE & ZIP CODE -->
YOUR PHONE NUMBER ----->

ENTER MONTHLY FINANCE CHARGE RATE
(PER CENT OF UNPAID BALANCE) -----> 2

ENTER MINIMUM PAYMENT ----->

```

You can now tell ARS a little about your company and its policies concerning Accounts Receivable. Type the information as it is requested by the program. The small blocks indicate the amount of space available for each entry.

Note: Most entries will require you to press **ENTER** after you type in the information. If you are just answering a Y/N question, or selecting functions, you simply press the appropriate key — the TRS-80 will do the rest.

Do not type a percent sign for the monthly finance charge rate. When you enter the finance charge rate, the computer will automatically add a % sign to the number. For example, if you type 1.5, then after 30 days, the customer will be charged 1½% of the overdue balance each month as a late charge.

The "Minimum Payment" is an amount your firm uses as a "cut-off" point. Any balance owed below the "minimum payment" must be paid in full. An amount above the "minimum payment" may be paid in pre-arranged installments. These installments are a percentage of the total balance. The payments can be different for every customer. If the installment payment works out lower than the "minimum payment", the customer will be charged the "minimum payment" each month. This will be explained later in the manual.

After Minimum Payment, the program will ask:

ARE YOU USING BILLING STATEMENT FORMS WITH YOUR
COMPANY NAME PRE-PRINTED ON THE FORM? (Y/N)_

Just press the **Y** key for Yes, or the **N** key for No.

The screen will show:

ASSIGNMENT OF GENERAL LEDGER CODES (GLC)
GLC: 1 & 2 ACCOUNTS RECEIVABLE (A/R) GL ACCOUNT #:

GLC 1 and 2 are the General Ledger "Code Numbers" (GLC's) for "Accounts Receivable". Code #1 is for Debits, Code #2 for Credits. You don't have to concern yourself with the Debit/Credit part — ARS will keep it straight. Just enter your General Ledger "Accounts Receivable" account number. (These two codes are used internally by ARS.)

The computer will ask you to enter General Ledger account numbers for "Assessed Finance Charges" (General Ledger Code #3) and "Bad Debt Write-Off" (General Ledger Code #4).

Set Up (continued)

The next 20 GLC numbers are optional. You may assign each of these "codes" a General Ledger account number, and a five letter abbreviated account description.

Your firm should already have General Ledger accounts for Cash, Sales, Sales Discounts, Sales Taxes, Shipping Charges, and various other categories. All you do is enter the General Ledger account number, and an abbreviated account description.

The computer will match the General Ledger account number (and account description) with the assigned General Ledger Code. When entering transactions, type in a General Ledger Code number. The TRS-80 will then display the General Ledger Code number, the account description, and a request for the amount. For example:

GLC 5 SLTAX AMOUNT: _____

By using General Ledger Codes, the activity for a General Ledger account is accumulated, and current totals can be printed. At the end of the month, all totals can easily be posted to the proper General Ledger accounts.

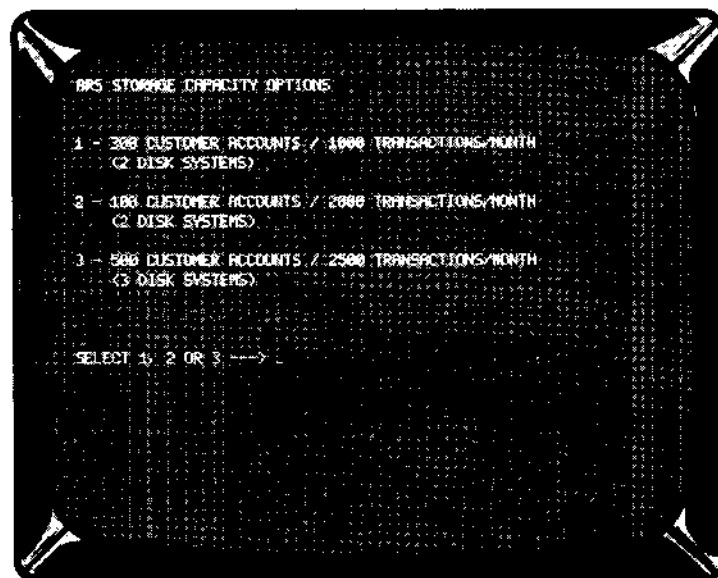
Why didn't we use General Ledger account numbers as "codes" for processing transactions? The one- or two-digit code numbers are easier (and quicker) to type than account numbers with four digits. When you've finished entering General Ledger Codes, type ☐ to end this section.

At this point, you can printout a record of your General Ledger Codes, General Ledger Account Numbers, and General Ledger Account Descriptions. You'll need them for reference when you enter transactions.

How Many Customers And Transactions

You can now select the "ARS Storage Capacity" option you wish to use.

The screen will show:



Remember, this option can only be changed after "End of Period Processing". If you do decide to change, you can increase the number of accounts — you cannot decrease. Type the number of the option you need.

Password Protection

The screen will show:

```
ENTER YOUR PASSWORD --->
```

Use of a password will insure that only authorized personnel can gain access to the Accounts Receivable records. If your company does not require a secured ARS, type **PASSWORD** as your "password". (It's easy to remember.)

Your password can be up to eight characters. It can be a combination of letters and numbers, but the first character must be a letter. Press **ENTER** after typing the last letter.

Set Up (continued)

Note: This is the **only** time the password will appear on the screen exactly as typed. From this point on, the password will appear as a series of number signs (#####) whenever you enter your password.

WARNING:

REMEMBER YOUR PASSWORD. IF YOU FORGET THE PASSWORD, YOU MAY NEVER SEE YOUR ACCOUNTS RECEIVABLE RECORDS AGAIN.

The TRS-80 will ask:

ARE ALL ENTRIES CORRECT? (Y/N)

If you press **N** for **No**, the program will display everything you've entered and let you change the Set Up data. If you press **Y** for **Yes**, the system will store all of the company's data, together with your password.

You are now ready to use the ARS program. If you are ready to start entering your customer accounts, go to Page 12.

If you plan to enter the customer accounts later, remove the Diskettes and place them in their protective sleeves. Shut off the computer. When you are ready to use ARS, you will start on Page 11.

Running ARS

Follow these steps in exact order:

1. Turn on the System. Refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the ARS Backup Program Diskette in Drive #0 and close the door.
3. Insert the formatted Data Diskette in Drive #1 and close the door. If you are going to use the option for three drives, insert another formatted Data Diskette in Drive #2 and close the door.

4. The screen will show:

This is what you type:

DOS READY (Model I) or
TRSDOS Ready (Model III)
HOW MANY FILES?_
MEM SIZE?_

B A S I C and press **ENTER**

Press **ENTER**

Press **ENTER**

The screen will show:

READY >_

Type: **RUN "ARS"** and press **ENTER**.

The screen will show:

ENTER CORRECT DATE (MM/DD/YY):

Enter today's date *(Example: 05/07/81). The date will appear on the screen with the question:

IS THIS CORRECT? (Y/N)

Type **Y** or **N**. If you type **Y** (Yes), the system will ask you to enter your password. Type in your password carefully. Press **ENTER** after you type in the last letter. A # symbol will appear on the screen for each character of the password.

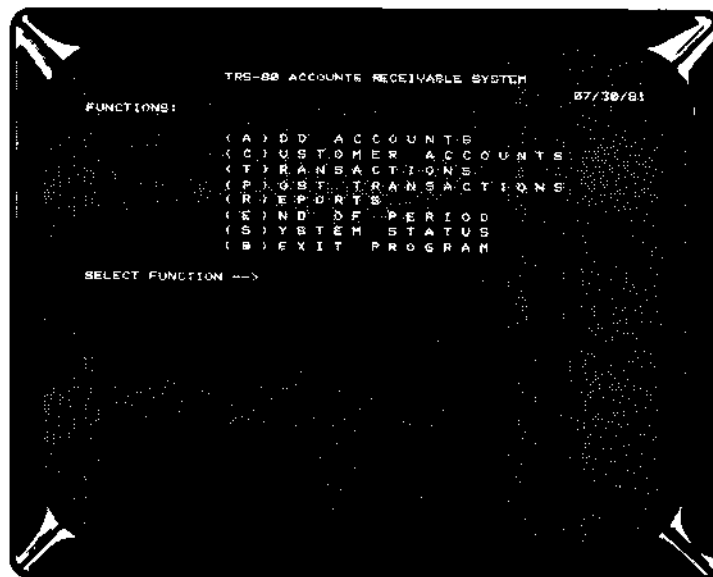
***Model III Users:** The date you entered at TRSDOS will appear on the screen.

If you make a mistake in typing, the computer will display:

*** INVALID PASSWORD ***

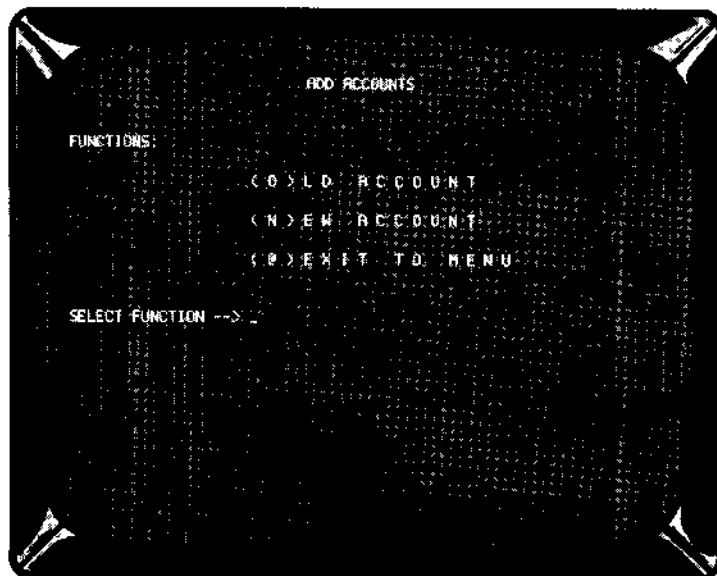
Type **RUN**, and press **ENTER**. The system will display the date and the "Date Correct (Y/N)" question. Press the **Y** key and the system will ask you again for the password. Type it in **carefully**.

When the password is correct, the program will search for all the stored information and display the Main Menu:



You select a function by pressing the appropriate key (the letter in parentheses). We want to Add our accounts now, so press **A** for (A)dd Accounts.

The screen will show:



(O)ld Account

The "Old Account" option is used to transfer existing customer accounts into ARS. This option allows you to enter all the pertinent account information including: the account's previous balance, amount and date of last sale, amount and date of last payment, and the present credit status of the account.

(N)ew Account

The "New Account" option is for entering new customers that do not have a credit history with your company. All of the pertinent information is stored with the exception of previous balance, sales, payments, and current credit status.

Let's enter a New Account first, so press **[N]**.

The first "page" of a customer record will appear on the screen:

```

                                ENTER NEW ACCOUNT
                                (TYPE @ TO REDO ACCOUNT)
ACCOUNT NUMBER ----> 1000
NAME (LAST, FIRST) --> SMITH III, DR. JOHN
(1) STREET ADDRESS --> 2356 OAK STREET
(2) CITY, STATE ----> DALLAS, TEXAS
(3) ZIP CODE ----> 75220
(4) PHONE NUMBER ----> 214-844-2338
(5) CREDIT LIMIT ----> 3000
(6) MIN. PAYMENT % --> 10 %
(7) FIN. CHG. (Y/N)--> Y

```

In the example above, a typical account was used to show how your information should appear. In the line for the name, type the customer's last name first, comma, then the first name. The computer will sort alphabetically by the last name, but for billing purposes, it will print the customer's name starting with what follows the comma. Press **ENTER** after each line you type. If you make a mistake, press the **@** key to redo the entire entry. Lines 1 through 5 are pretty much self-explanatory.

Note: Do not use commas when entering a company name.

For Line 6, you indicate the minimum payment the customer may remit. This is a percentage of the total amount owed by the customer. Type the number without the percent sign. For example: If you want the customer to pay 10% of his total bill each month, type **10** and press **ENTER**. ARS will show this as 10%.

Line 7 is a question:

DO YOU WISH TO APPLY THE FINANCE CHARGE? (Y/N)

Answer **Y** or **N**. That's the last information the program needs about a "new" account. ARS will store the account on the data disk.

Now let's try an Old Account. Press **Ⓢ** to return to the Add Accounts Menu, then press **Ⓢ**. The first "page" of the customer account will appear on the screen with the heading:

ENTER OLD ACCOUNT

*Note: There are two "pages" to an "old account". When you're through with the first "page" the TRS-80 will automatically display the second "page":

```

      OLD ACCOUNT - PAGE 2
      (TYPE # TO REDO ACCOUNT)

PREVIOUS BALANCE ---->
SALES THIS MONTH ---->
DATE OF LAST SALE ---->
PAYMENTS RECEIVED ---->
DATE LAST PAYMENT ---->
CURRENT BALANCE ---->

      (BY) STATUS OF ACCOUNT
      0 - NOTHING DUE / CREDIT      4 - OVER 90 DAYS IN ARREARS
      1 - CURRENT BALANCE DUE      5 - CREDIT SUSPENDED
      2 - 30-60 DAYS OVERDUE      6 - LEGAL ACTION PENDING
      3 - 60-90 DAYS OVERDUE      7 - INACTIVE ACCOUNT

      (LAST PAGE # : 1000 / NAME : SMITH / # OF ACCTS 9 )
  
```

When you type in numbers, enter all dollar values with a decimal point, followed by two digits. For example: **120.00**. Enter the date in the **MM/DD/YY** form. For example: **04/04/81**. If you don't enter information correctly, the program will not accept your entries. You must enter same dollar value, even if it is just **0.00**. If a date entry is not necessary, simply press **ENTER**.

When you've finished, the computer will automatically compute the Current Balance, then display the results.

Next, you need to enter a "status" code number. Every code number on the "(8) STATUS OF ACCOUNT" table represents an Account Status "type". Enter the correct number for the current status of the account. The TRS-80 will then store the account.

Note: If you have an "Inactive Account" (status code 7), the account will not appear on billing statements.

When you've entered all of your accounts, type @ to exit to the Main Menu.

The computer will sort the accounts three ways:

1. By Account Number
2. Alphabetically, by Last Name
3. By Zip Code

Note: It will take about 15 minutes to sort 300 accounts and about 25 minutes to sort 500 accounts.

ARS will check to see if any duplicate account numbers have been entered. If you have duplicates, record the account numbers and delete the duplicates before doing any transactions.

Press **ENTER** to return to the Main Menu.

(C)ustomer Accounts

This function lets you find any Customer Account for inspection, editing, or printing. At the Main Menu, press **[C]**.

The screen will show:

ACCESS BY: (A)CCOUNT NUMBER OR BY (N)AME ?

If you want the account by Account Number, press **[A]**. If by the Customer's Name, press **[N]**.

If you press **[A]**, type the account number and press **[ENTER]**. The requested account will appear on the screen.

If you press **[N]**, type the customer's last name and press **[ENTER]**. If you press **[@]**, you will return to the Main Menu.

In addition to the customer information (name, address, etc.), you'll see a table of options:

(S)EARCH	(P)REVIOUS	(N)EXT	(T)URN PAGE
(U)PDATE	(H)ARD COPY	(D)ELETE	(@) EXIT TO MENU

This is what each option does:

(S)earch

Search will instruct the TRS-80 to Search for an account you want. The computer will ask:

ACCESS BY: (A)CCOUNT NUMBER OR BY (N)AME ?

Press either **[A]** or **[N]**, then type the Account Number, or the Name of the Customer. When you've entered the information, the desired account will appear on the screen.

Note: If you have a duplicate account, you may need to use Next or Previous to find the duplication that needs deleting.

(P)revious

Previous steps through the accounts backward. When you press **P**, the computer will display the account "in front of" the account you've just seen.

(N)ext

When you press **N**, the computer will display the Next Account in the record. If no additional accounts appear, you've reached the last account.

(T)urn Page

A customer's account consists of two "pages". In all of the options we've discussed, the program brings only the first page to the screen. To see the second page, you must use the Turn Page option. Press **T** after you've seen the first page. If you need to go back to the first page, press **T** again.

(U)pdate

Uppdate is used to edit account information. The option table will be replaced by:

SELECT LINE NUMBER TO BE CHANGED

This applies to each "line" of the customer's account record, such as, street address, etc. Type the number (of the line) which needs editing, make the desired changes, and press **ENTER**. The computer will display the corrected line.

If you change a zip code, the ARS will sort the accounts again. The sorting occurs when you return to the Main Menu.

Note: You can only make changes in registered dollar amounts by entering a new transaction in the system.

(H)ard Copy

Hard Copy lets you print any account in the record. First, use the (S)earch option to bring the desired account to the screen. Make sure the line printer is on. Press H. The printer will print both pages of the account you've selected.

(D)elete

Delete allows you to completely eliminate an account from the system. First, use the (S)earch option to bring the desired account to the screen, then press D to Delete the account.

The screen will show:

OK TO DELETE? (Y/N)

Caution: Once an account is deleted, it is gone for good. You can't get it back. After you delete an account, a "Bad Debt" entry is automatically registered in the Transaction File. This entry is a key to the amount owed by the customer (at the time of deletion) and is entered for the benefit of the auditor.

Now that we have finished storing and editing the accounts, let's go to the Main Menu, and enter some typical transactions. Press the @ key.

(T)ransactions

Customer transactions are entered with this function. Press **T**.

The screen will show:

TRANSACTIONS

The display will remain on the screen for a few seconds while the computer finds the program and loads it into memory.

When the computer has the program ready, the screen will show:

(N)ORMAL OR (C)ORRECTION ENTRY?

Unless you wish to correct previous entries, type **N**.

(S)ales

The screen will show:

(S)ALES, (P)AYMENT OR (B)AD DEBT?

If you press **S**, the computer will ask for the customer's Account Number. Type the account number and press **ENTER**. The computer will check for a valid account number.

The TRS-80 will then ask you to enter the date.* Use the standard MM/DD/YY form and press **ENTER**.

After the date entry, the computer will ask for:

CUSTOMER INVOICE NUMBER

Type the invoice number and press **ENTER**.

The screen will show:

GLC: _ _

*Note: If you want to use today's date, simply press **ENTER**. (Today's date is the date you typed at the beginning of the ARS program.)

The program is asking for one of the General Ledger Codes you specified during the setup procedure. Type the GLC number and press **ENTER**. The computer will display the five character General Ledger Description, then ask for the amount. Type in the amount (including a decimal point and 2 digits). Press **ENTER**. This is how your transaction entry will appear:

GLC: 5 SALES AMOUNT: 50.00

The ARS will ask for a total of three General Ledger Code entries. You can use less than 3, if you wish. (Skip over any unwanted GLC requests by pressing **ENTER**.)

At this point, the TRS-80 will compute the amount (or amounts) you entered. The computer will display the total amount, record the transaction and display the transaction as the last entry recorded.

The program is now ready for another transaction.

(P)ayment

The Payment process is similar to (S)ales, except that you'll be asked for only one GLC number. This should be the General Ledger Code assigned for Cash (or any other account you designate to record incoming payments). A completed line for Payment will appear on the screen. For example:

GLC: 8 CASH AMOUNT OF PAYMENT: 50.00

(B)ad Debt

The Bad Debt Transaction process requires only the account number, date and reference number be entered. Use the invoice number line to enter a reference number as an audit trail. The completed line for a bad debt will look similar to this:

GLC: 4 B/D AMOUNT OF BAD DEBT: 300.00

Be very careful when entering the account number. Once you complete the Bad Debt process, the account's balance will be removed from the total of receivables and the account will be placed on "Credit Suspended" status.

How To Make Correction Entries

The screen will show:

(N)ORMAL OR (C)ORRECTION ENTRY?

Select Correction Entry. Go through the same procedures as Normal Entry. One word of caution, after typing the GLC number, type in the entire amount, not just the difference between the two numbers. For example, if the amount for sales should be 60.00 instead of 50.00, type **60.00**, and this correction entry will replace the previous sales entry of 50.00. Corrections may be made at any time before "End of Period Processing".

Make sure that the customer account and invoice number (of the original, and correcting transactions) are exactly the same during your correction procedure. If you fail to correct a mistake, the errors in the file are compounded and you may damage still another account.

Crediting A Customer's Account For Returns

There are times when it is necessary to accept merchandise as a return for credit, or to offer an allowance as a special discount for damaged or defective merchandise. To credit a customer's account, prepare a Normal Sales Entry, and enter the amount as a negative number. (You must have a GLC code for "Returns".) The customer's statement will show a negative charge and your Posting Report will show a negative sale.

(P)ost Transactions

It is at this point that all the transactions (from the Transaction File) are debited or credited to the appropriate customer accounts. At the same time, amounts for each of the General Ledger accounts are totaled and shown as debits/credits to the General Ledger's "Accounts Receivable" account.

Postings should be made at frequent intervals: daily, biweekly, or weekly. End of Period Processing cannot take place if there are unposted transactions in the system.

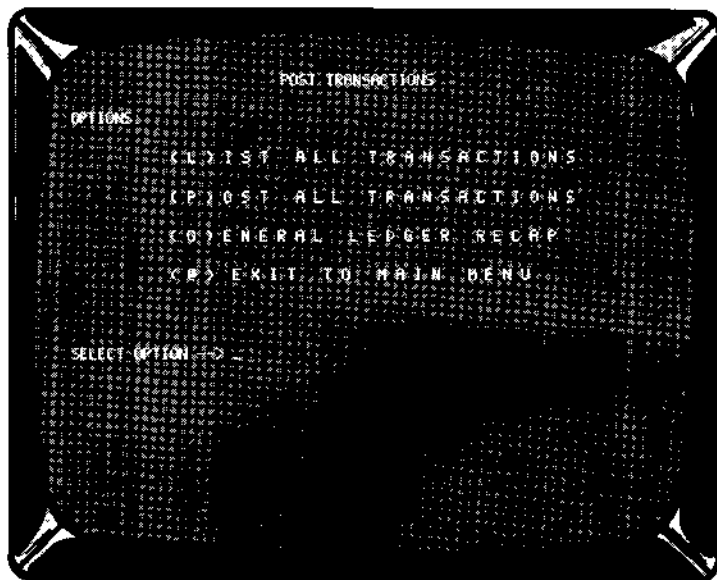
One of two possible displays will appear after you press **[P]**.

1. If the system has no outstanding transactions to post, the screen will show:

TRANSACTION FILE IS EMPTY

The program will automatically return to the Main Menu.

2. If transactions have been entered (using the Transactions Option), the screen will show:



Reminder: This function requires printing. Be sure the line printer is "on line".

(L)ist All Transactions

Press **[L]** to print the entire Transaction File. The printout will contain full information on the status and type of each transaction -- posted or unposted, sales or payment, normal or correction entry. Additional features are:

1. Prints transactions, using the respective GL code numbers.
2. Prints the amounts of each transaction, including totals.
3. Prints invoice numbers and account numbers for each transaction.

(P)ost All Transactions

Press **[P]** to Post all transactions and print a serialized report (which documents the posting). The first part of this report is similar to the Transaction File printout, with one difference. The first part of the Posting Report contains the customer names.

The second part of the report lists the totals to be applied to the various General Ledger Accounts, such as: Sales, Sales Tax, Shipping Charges, etc.

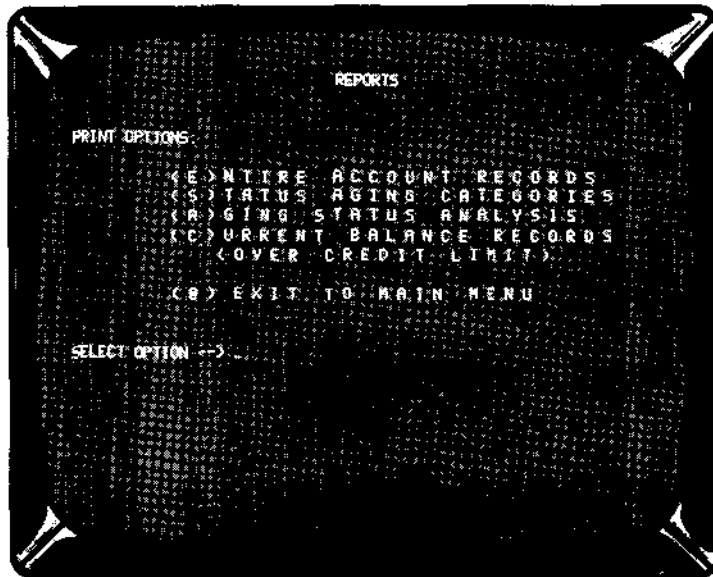
Posting is a very important function, since all transactions must be recorded to the proper customer's account. It also takes the subtotals of each General Ledger Account and adds them to the Accumulated Totals-to-Date.

(G)eneral Ledger Recap

This function provides a General Ledger Account Activity Report, which is similar in format to the second part of the Posting Report. The Recap Report contains the accumulated totals for the current month, grouped by General Ledger Codes.

(R)eports

(R)eports will print reports which cover particular functions. When you press **[R]**, the screen will show:

**(E)ntire Account Records**

You select this option by pressing **[E]**. The program then asks if you wish the account printed by:

(A)CCOUNT #, (N)AME, or (Z)IP CODE SEQUENCE?

Whether you type **[A]**, **[N]**, or **[Z]**, the next display will be:

(A)BBREVIATED OR (F)ULL RECORDS?

Examples of these reports are shown in Appendix C (on pages 40-42). At the bottom of each printout is the total amount of receivables for the records and the percentage of total receivables the amount represents.

The printer will print the report when you press **[A]** or **[F]**.

(S)tatus Aging Categories

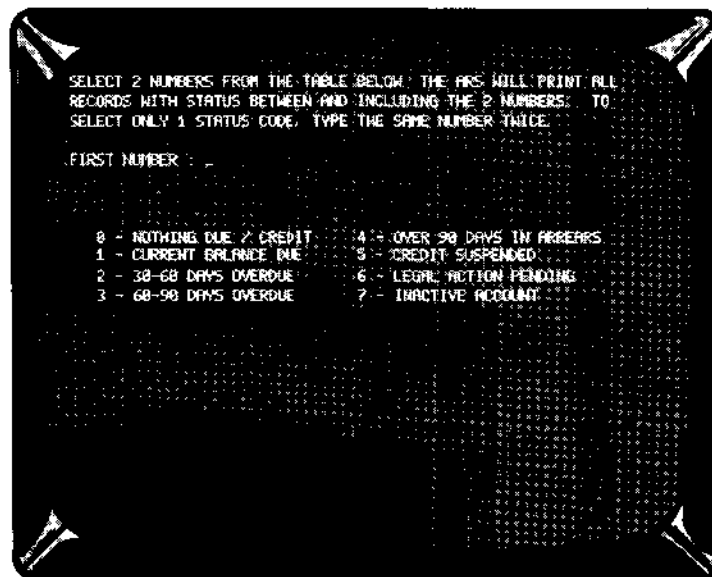
You use this option to print accounts by aging status. The report will tell you how long accounts have stayed unpaid. Press **[S]**. The computer will ask if you wish the aging status listing printed by:

(A)CCOUNT #, (N)AME, or (Z)IP CODE SEQUENCE

When you have typed your answer, the computer will ask:

(A)BBREVIATED OR (F)ULL RECORDS

Following your answer, the screen will show:



For example: If you want a range of accounts (i.e. 90 days in arrears, credit suspended, and legal action pending), type **[4][6]**. For all accounts with nothing due, type **[0][0]**.

The screen will show:

OK TO PRINT? (Y/N)

Press **[Y]** if you're ready to print a Status Aging Report.

(A)ging Status Analysis

When you press **A**, the screen will show:

SCANNING ACCOUNT RECORDS

After all account records have been scanned and summed by the computer, you'll see a display of results on the screen with a question:

DO YOU WANT A PRINTOUT? (Y/N)

Type **Y** if you want a printed copy. The "analysis" printout summarizes the aging categories of all account records. Below is a sample of a typical analysis:

AGING CATEGORY	ACCTS	AMOUNT	% OF A/R
0 - NOTHING DUE / CREDIT	4	47.23	1.48 %
1 - CURRENT BALANCE DUE	58	1258.25	39.88 %
2 - 30-60 DAYS OVERDUE	27	882.59	25.88 %
3 - 60-90 DAYS OVERDUE	13	523.63	16.37 %
4 - OVER 90 DAYS IN ARREARS	18	363.21	11.35 %
5 - CREDIT SUSPENDED	4	123.36	3.92 %
6 - LEGAL ACTION PENDING	1	32.48	1.02 %
7 - INACTIVE ACCOUNT	2	54.74	1.71 %
TOTALS	111	3195.49	100.00 %

DO YOU WANT A PRINTOUT ? (Y/N)

(C)urrent Balance Records (Over Credit Limit)

Press **C** to print all accounts with a current balance over the credit limit. Before printing, you must instruct the computer if you wish to print by (A)ccount #, (N)ame, or (Z)ip Code Sequence, and in (A)bbreviated, or (F)ull form.

(E)nd of Period Processing

This function is used at the end of a billing period to:

1. Print the monthly billing statements.
2. Update all customer accounts.
3. Clear the system to let you enter next month's transactions.
4. Add all applicable finance charges.

Billing Statement Message

Press the **[E]** key.

The screen will show:

```
ENTER THIS MONTH'S MESSAGE (2 LINES):  
1ST LINE:  
2ND LINE:
```

This allows you to enter an advertising message, which will appear at the bottom of each billing statement. You have two lines, of 41 characters each, for this message. You can skip one, or both of these lines (if your firm does not want a message), by pressing **[ENTER]**.

Period Ending Date

The screen will show:

```
PERIOD ENDING DATE (PRESS<ENTER>FOR TODAY'S DATE):
```

If the ending date of the billing cycle is the same date you entered at the start of the program, press **[ENTER]**. If the two dates are different, type in the ending date of the billing cycle and press **[ENTER]**.

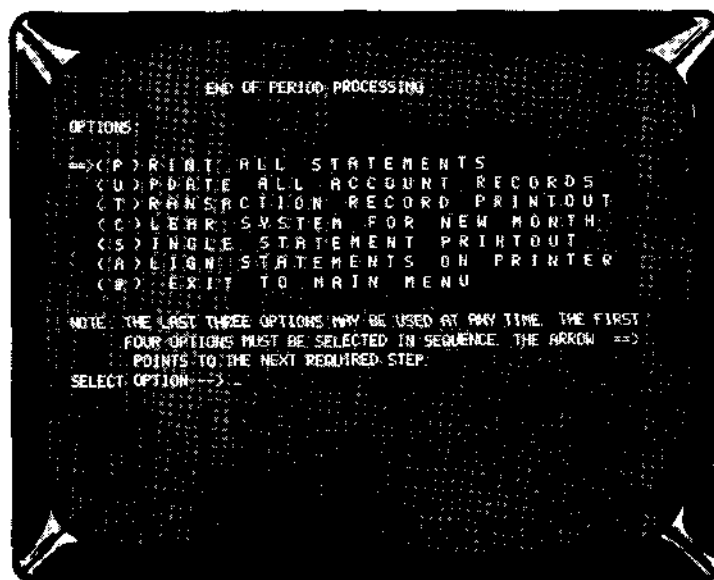
The period ending date will appear on the billing statements. A word of caution: Never enter any transactions that occur after the period ending date. Enter those transactions the following month.

The screen will show:

BILLING DATE (PRESS <ENTER> FOR TODAY'S DATE):

Type the date that you want to appear on your statement and press **ENTER**.

The screen will show:



Please Note:

1. The first four options must be selected in order (if you wish to do End of Period Processing).
2. The last three options may be used at any time. (You'll note that an arrow points to the first option in the menu. This arrow will move down to the second option after the first has been used. It will advance until you get to the fifth option.)

Here's a good system to use for End of Period Processing:

1. Align printer for statements.
2. Print all statements.
3. Update all account records.
4. Print a Transaction Record Report.
5. Clear system for new month.

(A)lign Printer For Statements

The first step in the billing process is to load and align the printing forms. Press **A** for this option. This is what you'll see on the screen.

(H)ORIZONTAL ALIGNMENT TEST
(V)ERTICAL ALIGNMENT TEST
(A)LIGNMENT TEST FINISHED

Press **H** for Horizontal Adjustment of billing forms. This will start the printer which will print this message:

CENTER THE X'S IN THE PERFORATIONS

If pre-printed billing forms are being used, make sure that the vertical perforations on the forms are aligned to lie in the middle of the printed X's. (See Appendix B in the back of the manual.)

Now, press **V** for Vertical Adjustment. This function will execute a top of form. Adjust the form vertically. When you're finished, press **A** for Alignment Test Finished.

(P)rint All Statements

This option is used to calculate the amount owed by each customer (including finance charge). It will print statements for all active accounts with a non-zero balance.

Press **[P]**. The program will ask if the statements should be printed by:

(A)CCOUNT NUMBER, (N)AME, or (Z)IP CODE

Enter your selection. Information in the printed statements will include: (a) previous balance, (b) all sales transactions, (c) payments, (d) finance charges on the previous month's unpaid balance minus any payments received, (e) total due, and (f) minimum payment. The account's aging status is printed under the customer's address.

A single billing form can list 25 transactions. If a customer had more than 25 transactions during a particular billing period, the account statement will continue on succeeding pages. At the bottom of a page, the words "Continued on Next Page" will indicate a continuation. On the next page, the "Previous Balance" space will show the balance amount (carried over from the preceeding page). This method is used (in succeeding pages) to accommodate up to 255 transactions per customer for a single billing period.

The monthly messages and totals will be printed on the final page of the statement.

The screen will show:

DO YOU APPROVE OF THE STATEMENTS AS PRINTED? (Y/N)

Examine the printout for errors or problems with forms. If you find errors or damage to forms, press **[N]**. * You can now reprint all the statements by pressing **[P]**. If the printout meets your approval this time, press **[Y]**. Do not exit (using @) unless you have approved the statements.

***Note:** If just one statement needs reprinting, press **[Y]**. You can make a Single Statement Printout afterwards.

The Rest Of The Billing Options

(U)pdate

Before you Udate, you must have all billing statements in order. Correct any statements that are wrong or misprinted. You can leave "End of Period Processing" at anytime, make corrections, and then return to the point from which you left. The arrow will point to the next function that must be used to complete the End of the Period Processing. Now you can press U to Udate all account records automatically.

When Updating is finished, press T for a printed copy of the End Of Period Transaction File — you'll need this for an audit trail. Afterwards, press C to Clear the system for a new billing period.

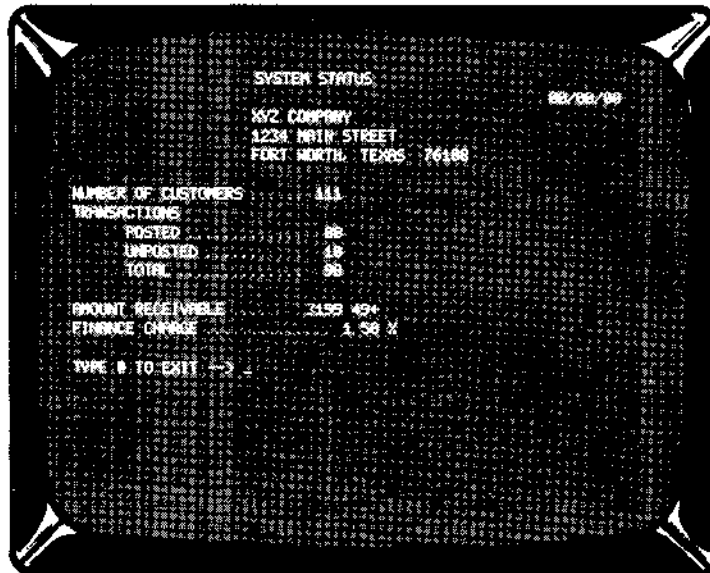
(S)ingle Statement Printout

For a Single Statement printout, type S. The program will ask for the number of the Account. When you've typed the number, the statement will be printed.

When you're finished with the Billing Section, press @ to return to the Main Menu.

(S)ystem Status

You can use this function at any time. It lets you inspect the current system status at a glance. When you press **[S]**, a display (similar to the one below) will appear:



(@) Exit Program

Press **[@]** to Exit from the program. Always use this command when you're finished using ARS. This function automatically closes any files that might be open and makes sure that all changes have been properly recorded.

The **[@]** Key (In General)

The **[@]** key may be used either to restart a function or to Exit to the Main Menu. If you're entering data and you make a mistake, press **[@]** to restart the function.

ARS uses the **[@]** key as an eraser for a variety of mistakes. Whenever it is easier to start over, rather than correct a number of errors, use the **[@]** key. Pressing the **[@]** key several times will take you back to the start of the program quickly.

The **[←]** Key

If you make a mistake while typing a line, use the **[←]** key to backspace to the error. The **[←]** key is directly above the **[ENTER]** key. Hold down the **[SHIFT]** key and press the **[←]** key to erase a long line.



How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

- 1 — Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owners Manual for System Start-Up (Power Up Sequence).
- 2 — Insert a diskette containing TRSDOS in Drive 0 and close the door. (The Program diskette in this package contains TRSDOS.)
- 3 — Insert blank diskette in Drive 1 and close the door.
- 4 — Press the Reset button.

Model I:

The screen will show:

DOS READY
WHICH DRIVE IS TO BE USED?
DISKETTE NAME?
CREATION DATE (MM/DD/YY)?
MASTER PASSWORD?
DO YOU WANT TO LOCK OUT
ANY TRACKS?
HIT "ENTER" TO CONTINUE

You type:

FORMAT press **ENTER**
1 press **ENTER**
DATA81 press **ENTER**
01/20/81 press **ENTER**
PASSWORD press **ENTER**
NO press **ENTER**
Press **ENTER**

Model III:

The screen will show:

TRSDOS Ready
Format Which Drive?
Diskette Name?
Master Password?

You type:

FORMAT press **ENTER**
1 press **ENTER**
DATA81 press **ENTER**
PASSWORD press **ENTER**

If you are re-using an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not? If this question appears, type **Y** and press **ENTER**. The computer will start formatting the disk in Drive 1.

After the disk is formatted, you will return to TRSDOS Ready. Remove the formatted disk from Drive 1, and mark the disk with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.

How to Backup Your Diskettes

Use this procedure EXACTLY:

- 1) Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
- 2) Insert a new, blank diskette in Drive 1 and close the door.
- 3) Insert the diskette you wish to copy in Drive 0 and close the door.
- 4) Press the Reset button.

Model I:

The screen will show:

DOS READY
SOURCE DRIVE NUMBER?
DESTINATION DRIVE NUMBER?
BACKUP DATE (MM/DD/YY)?

HIT 'ENTER' TO CONTINUE

You type:

BACKUP and press **ENTER**
0 and press **ENTER**
1 and press **ENTER**
01/01/81 and press **ENTER**
(Example for January 1, 1981)
Press **ENTER** and you will be returned
to DOS READY.

Model III:

The screen will show:

Enter Date (MM/DD/YY)?

Enter Time (HH:MM:SS)?

TRSDOS Ready

Source Disk Master
Password

You type:

01/01/81 and press **ENTER**
(Example for January 1, 1981)
Press **ENTER**

BACKUP and press **ENTER**

PASSWORD and press **ENTER**

Note: If you are using a new disk, the system will Format the disk for you.

If you are re-using an old disk, one or two additional questions may appear, depending non the previous contents of the disk. You may see:

Appendix B — How to Backup Your Diskettes (continued)

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type **Y** and press **ENTER** for each question. When the process is done, the screen will show:

* * Backup Complete * *

Model I/III:

Now we can check to see if the "BACKUP" procedure was successful:

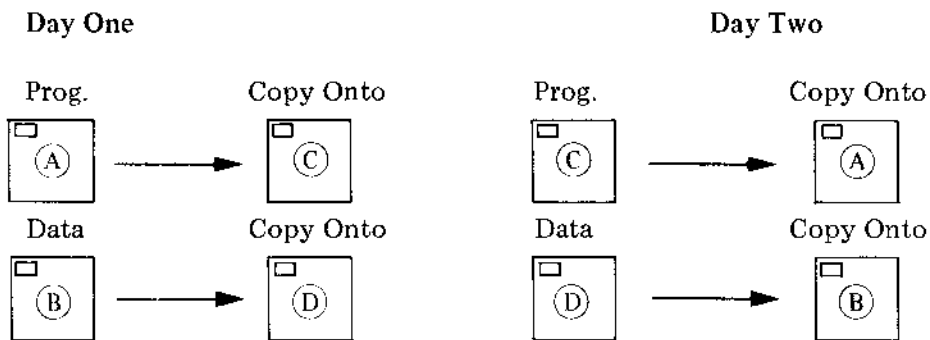
- 1) Remove the original diskette from Drive 0.
- 2) Take the Backup Diskette out of Drive 1. Place the Backup copy in Drive 0 and close the door.
- 3) Press the Reset button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

Appendix C — Rotating Your Diskettes

When you're using your system, get in the habit of making copies of both diskettes at the end of the day. The next day, use the copies that you just made. It's a very inexpensive form of insurance. You might consider even carrying the backup copies home at night in case of fire, theft, or vandalism. You must also save the diskettes that contain the last completed month.

Here's an example, using two extra diskettes:

The first day's diskettes we will call A and B. The next day's diskettes will be called C and D.



On the second day, you will take A and B, and use them as blank diskettes to copy C and D. If something happens to a diskette, you still have the last backup copy to rely on. Four extra diskettes will give you three days of record protection.

Be sure to keep the last **completed** month's set of diskettes till you complete the current month. This is very important in case of a major problem.

Note: The most effective method for erasing diskettes is by using a Radio Shack Bulk Tape Eraser, Stock No. 44-210.

STATEMENT				
			ACCOUNT <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	DATE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
MONTH ENDING _____				
PLEASE RETURN ABOVE PORTION WITH YOUR REMITTANCE \$_____ REMITTANCE _____				
DATE	INVOICE NO. CREDIT MEMO NO.	CHARGES	CREDITS	BALANCE
PREVIOUS BALANCE →				
-X- CENTER THE X'S ON THE PERFORATIONS -X-				
1 <div style="border-bottom: 1px dashed black; height: 10px; margin-top: 5px;"></div>	10 <div style="border-bottom: 1px dashed black; height: 10px; margin-top: 5px;"></div>	20 <div style="border-bottom: 1px dashed black; height: 10px; margin-top: 5px;"></div>	30 <div style="border-bottom: 1px dashed black; height: 10px; margin-top: 5px;"></div>	40 <div style="border-bottom: 1px dashed black; height: 10px; margin-top: 5px;"></div>
50 <div style="border-bottom: 1px dashed black; height: 10px; margin-top: 5px;"></div>				
60 <div style="border-bottom: 1px dashed black; height: 10px; margin-top: 5px;"></div>				

Appendix E – Sample Reports

Complete Transaction File

07/30/81: COMPLETE TRANSACTION FILE

TYPE	ACCT#	NAME	DATE	INV#	REMARKS
	AMOUNT (GLC)	AMOUNT (GLC)	AMOUNT (GLC)	TOTAL (GLC)	
SALE	1000	07/17/81	1	NORMAL-UNPOSTED	
*	25.25+(5)	12.25+(7)	1.87+(9)	39.37+(1)	
SALE	1001	07/12/81	2	NORMAL-UNPOSTED	
*	369.24+(6)	0.00+(0)	0.00+(0)	369.24+(1)	
SALE	1002	07/13/81	3	NORMAL-UNPOSTED	
*	124.78+(5)	12.98+(8)	25.23+(10)	162.99+(1)	
SALE	1003	07/17/81	4	NORMAL-UNPOSTED	
*	118.45+(5)	0.00+(0)	0.00+(0)	118.45+(1)	
PMNT	1004	07/20/81	5	NORMAL-UNPOSTED	
*	100.00-(7)	0.00+(0)	0.00+(0)	100.00-(2)	
SALE	1005	07/17/81	6	NORMAL-UNPOSTED	
*	254.21+(5)	23.23+(7)	39.35+(10)	316.79+(1)	
SALE	1006	07/21/81	7	NORMAL-UNPOSTED	
*	1425.31+(6)	114.02+(8)	0.00+(0)	1539.33+(1)	
PMNT	1007	07/17/81	8	NORMAL-UNPOSTED	
*	25.00-(7)	0.00+(0)	0.00+(0)	25.00-(2)	
SALE	1008	07/17/81	9	NORMAL-UNPOSTED	
*	502.45+(5)	25.23+(11)	0.00+(0)	527.68+(1)	
SALE	1009	07/25/81	9	NORMAL-UNPOSTED	
*	123.45+(6)	9.87+(8)	0.00+(0)	133.32+(1)	
SALE	1003	07/25/81	10	NORMAL-UNPOSTED	
*	245.69+(5)	17.69+(8)	30.00+(11)	293.38+(1)	

END OF LISTING

Posting Report

07/30/81 - POSTING REPORT # 1

TYPE	ACCT#	NAME	DATE	INV#	REMARKS
	AMOUNT (GLC)	AMOUNT (GLC)	AMOUNT (GLC)	TOTAL (GLC)	
SALE	1000	ADAMS, JOHN	07/17/81	1	NORMAL-POSTED
*	25.25+(5)	12.25+(7)	1.87+(9)	39.37+(1)	
SALE	1001	WASHINGTON, G	07/12/81	2	NORMAL-POSTED
*	369.24+(6)	0.00+(0)	0.00+(0)	369.24+(1)	
SALE	1002	JEFFERSON, TH	07/13/81	3	NORMAL-POSTED
*	124.78+(5)	12.98+(8)	25.23+(10)	162.99+(1)	
SALE	1003	TAFT, WILLIAM	07/17/81	4	NORMAL-POSTED
*	118.45+(5)	0.00+(0)	0.00+(0)	118.45+(1)	
PMNT	1004	LINCOLN, ABRA	07/20/81	5	NORMAL-POSTED
*	100.00-(7)	0.00+(0)	0.00+(0)	100.00-(2)	
SALE	1005	TRUMAN, HARRY	07/17/81	6	NORMAL-POSTED
*	254.21+(5)	23.23+(7)	39.35+(10)	316.79+(1)	
SALE	1006	FAIRLEY, BILL	07/21/81	7	NORMAL-POSTED
*	1425.31+(6)	114.02+(8)	0.00+(0)	1539.33+(1)	
PMNT	1007	HANCOCK, JOHN	07/17/81	8	NORMAL-POSTED
*	25.00-(7)	0.00+(0)	0.00+(0)	25.00-(2)	
SALE	1008	MADISON, JAME	07/17/81	9	NORMAL-POSTED
*	502.45+(5)	25.23+(11)	0.00+(0)	527.68+(1)	
SALE	1009	FORD, GERALD	07/25/81	9	NORMAL-POSTED
*	123.45+(6)	9.87+(8)	0.00+(0)	133.32+(1)	
SALE	1003	TAFT, WILLIAM	07/25/81	10	NORMAL-POSTED
*	245.69+(5)	17.69+(8)	30.00+(11)	293.38+(1)	

Sample Reports (continued)

GENERAL LEDGER INPUTS

	DEBIT(+)		CREDIT(-)	
	-----		-----	
GLC: 3	1000 / A/R	0.00+	1500 / F/C	0.00+
GLC: 4	1000 / A/R	0.00+	2000 / B/D	0.00+
GLC: 5	1000 / A/R	1270.83+	2500 / CASH1	1270.83-
GLC: 6	1000 / A/R	1918.00+	2501 / CASH2	1918.00-
GLC: 7	2502 / CASH3	89.52+	1000 / A/R	89.52-
GLC: 8	1000 / A/R	154.56+	3000 / SLTAX	154.56-
GLC: 9	1000 / A/R	1.87+	3001 / FDTAX	1.87-
GLC: 10	1000 / A/R	64.58+	3500 / FRGHT	64.58-
GLC: 11	1000 / A/R	55.23+	4000 / MISC.	55.23-

END OF REPORT

General Ledger Recap

07/30/81 - GENERAL LEDGER RECAP (TOTALS THIS MONTH TO DATE) - REPORT # 1

	DEBIT(+)		CREDIT(-)	
	-----		-----	
GLC: 3	1000 / A/R	0.00+	1500 / F/C	0.00+
GLC: 4	1000 / A/R	0.00+	2000 / B/D	0.00+
GLC: 5	1000 / A/R	1270.83+	2500 / CASH1	1270.83-
GLC: 6	1000 / A/R	1918.00+	2501 / CASH2	1918.00-
GLC: 7	2502 / CASH3	89.52+	1000 / A/R	89.52-
GLC: 8	1000 / A/R	154.56+	3000 / SLTAX	154.56-
GLC: 9	1000 / A/R	1.87+	3001 / FDTAX	1.87-
GLC: 10	1000 / A/R	64.58+	3500 / FRGHT	64.58-
GLC: 11	1000 / A/R	55.23+	4000 / MISC.	55.23-

END OF REPORT

Complete Account Listing - Run #1

08/17/81 - COMPLETE ACCOUNT LISTING - RUN# 1

(ACCT# SEQUENCE)

ACCT#	NAME	CRT LMT	PRV BAL	TTL SLS	PMT REC	CUR BAL	STATUS
1000	ADAMS, JOHN	5000	0.00+	39.37+	0.00+	39.37+	0
1001	WASHINGTON, G	5000	0.00+	369.24+	0.00+	369.24+	0
1002	JEFFERSON, TH	5000	0.00+	162.99+	0.00+	162.99+	0
1003	TAFT, WILLIAM	1000	0.00+	411.83+	0.00+	411.83+	0
1004	LINCOLN, ABRA	1000	0.00+	0.00+	100.00-	100.00-	0
1005	TRUMAN, HARRY	1500	0.00+	316.79+	0.00+	316.79+	0
1006	FAIRLEY, BILL	1000	0.00+	1539.33+	0.00+	1539.33+	0
1007	HANCOCK, JOHN	500	0.00+	0.00+	25.00-	25.00-	0
1008	MADISON, JAME	1000	0.00+	527.68+	0.00+	527.68+	0
1009	FORD, GERALD	1500	0.00+	133.32+	0.00+	133.32+	0

RECEIVABLES FOR THESE RECORDS: 3375.55+
 THIS IS 100.00 % OF 3375.55+ (TOTAL RECEIVABLES).

END OF REPORT

Sample Reports (continued)

Complete Account Listing - Run #2

08/17/81 - COMPLETE ACCOUNT LISTING - RUN# 2

(NAME SEQUENCE)

ACCT#	NAME OF ACCOUNT	ADDRESS	CITY, STATE	ZIP
PHONE	CRT LMT	%RQ	FC?	DT LAST SALE
DT LAST PYMT	PRV BAL	TTL SLE	PMT RCV	CUR BAL
STATUS				
1000	ADAMS, JOHN	3698 OAK STREET	NEW YORK, NY	10016
212-257-9853	5000	10	Y	07/17/81
00/00/00	0.00+	39.37+	0.00+	39.37+
0 - NOTHING DUE / CREDIT				
1006	FAIRLEY, BILLIE	14 RIVERVIEW RD	TARRYTOWN, NY	10591
914-769-7246	1000	10	N	07/21/81
00/00/00	0.00+	1539.33+	0.00+	1539.33+
0 - NOTHING DUE / CREDIT				
1009	FORD, GERALD	2135 ELM STREET	OAKLAND, CA	90045
203-456-7890	1500	10	Y	07/25/81
00/00/00	0.00+	133.32+	0.00+	133.32+
0 - NOTHING DUE / CREDIT				
1007	HANCOCK, JOHN	9638 MADISON AV	NEW YORK, NY	10021
212-321-1596	500	10	Y	00/00/00
07/17/81	0.00+	0.00+	25.00-	25.00-
0 - NOTHING DUE / CREDIT				
1002	JEFFERSON, THOMAS	8712 E 34TH ST	BROOKLYN, NY	11211
212-998-5442	5000	10	Y	07/13/81
00/00/00	0.00+	162.99+	0.00+	162.99+
0 - NOTHING DUE / CREDIT				
1004	LINCOLN, ABRAHAM	235 PICK AVE	JAMAICA, NY	11476
212-425-7963	1000	10	Y	00/00/00
07/20/81	0.00+	0.00+	100.00-	100.00-
0 - NOTHING DUE / CREDIT				
1008	MADISON, JAMES	2562 HIGH BLUFF	MONTICELLO, NY	11023
914-325-7916	1000	10	Y	07/17/81
00/00/00	0.00+	527.68+	0.00+	527.68+
0 - NOTHING DUE / CREDIT				

Complete Account Listing - Run #2 (continued)

ACCT#	NAME OF ACCOUNT	ADDRESS	CITY, STATE	ZIP
PHONE	CRT LMT	%RG	FC?	DT LAST SALE
DT LAST PYMT	PRV BAL	TTL SLE	PMT RCV	CUR BAL
STATUS				
1003	TAFT, WILLIAM	243-59 43RD AVE	BABYLON, NY	11202
212-654-3247	1000	10	Y	07/25/81
00/00/00	0.00+	411.83+	0.00+	411.83+
0 - NOTHING DUE / CREDIT				
1005	TRUMAN, HARRY	4683 W 74TH ST	NEW YORK, NY	10036
212-639-4587	1500	10	Y	07/17/81
00/00/00	0.00+	316.79+	0.00+	316.79+
0 - NOTHING DUE / CREDIT				
1001	WASHINGTON, GEORGE	235+ CHERRY LN	FT WORTH, TX	76102
817-844-3697	5000	10	Y	07/12/81
00/00/00	0.00+	369.24+	0.00+	369.24+
0 - NOTHING DUE / CREDIT				

RECEIVABLES FOR THESE RECORDS: 3375.55+
 THIS IS 100.00 % OF 3375.55+ (TOTAL RECEIVABLES).

END OF REPORT

Sample Reports (continued)

Listing By Aging Status

08/17/81 - LISTING BY AGING STATUS - RUN# 1

0 - NOTHING DUE / CREDIT
TO
1 - CURRENT BALANCE DUE

(ACCT# SEQUENCE)

ACCT#	NAME	CRT LMT	PRV BAL	TTL SLS	PMT REC	CUR BAL	STATUS
1000	ADAMS, JOHN	5000	0.00+	39.37+	0.00+	39.37+	0
1001	WASHINGTON, G	5000	0.00+	369.24+	0.00+	369.24+	0
1002	JEFFERSON, TH	5000	0.00+	162.99+	0.00+	162.99+	0
1003	TAFT, WILLIAM	1000	0.00+	411.83+	0.00+	411.83+	0
1004	LINCOLN, AERA	1000	0.00+	0.00+	100.00-	100.00-	0
1005	TRUMAN, HARRY	1500	0.00+	316.79+	0.00+	316.79+	0
1006	FAIRLEY, BILL	1000	0.00+	1539.33+	0.00+	1539.33+	0
1007	HANCOCK, JOHN	500	0.00+	0.00+	25.00-	25.00-	0
1008	MADISON, JAME	1000	0.00+	527.68+	0.00+	527.68+	0
1009	FORD, GERALD	1500	0.00+	133.32+	0.00+	133.32+	0

RECEIVABLES FOR THESE RECORDS: 3375.55+
THIS IS 100.00 % OF 3375.55+ (TOTAL RECEIVABLES).

END OF REPORT

Accounts Receivable Analysis By Aging Status

ACCOUNTS RECEIVABLE ANALYSIS BY AGING STATUS

AGING CATEGORY	ACCTS	AMOUNT	% OF A/R
0 - NOTHING DUE / CREDIT	10	3375.55+	100.00 %
1 - CURRENT BALANCE DUE	0	0.00+	0.00 %
2 - 30-60 DAYS OVERDUE	0	0.00+	0.00 %
3 - 60-90 DAYS OVERDUE	0	0.00+	0.00 %
4 - PAST 90 DAYS OVERDUE	0	0.00+	0.00 %
5 - CREDIT SUSPENDED	0	0.00+	0.00 %
6 - LEGAL ACTION PENDING	0	0.00+	0.00 %
7 - INACTIVE ACCOUNT	0	0.00+	0.00 %
TOTALS	10	3375.55+	100.00 %

08/17/81 - REPORT # 2

Sample Reports (continued)

Records With Balance Over The Credit Limit

08/17/81 -- RECORDS WITH BALANCE OVER THE CREDIT LIMIT - RUN# 1

(ACCT# SEQUENCE)

ACCT#	NAME OF ACCOUNT	ADDRESS	CITY, STATE	ZIP	
PHONE	CRT LMT	%RQ	FC?	DT LAST SALE	DT LAST PYMT
PRV BAL	TTL SLE	PMT RCV	CUR BAL	STATUS	
1006	FAIRLEY, BILLIE	14 RIVERVIEW RD	TARRYTOWN, NY	10591	
914-769-7246	1000	10	N	07/21/81	00/00/00
0.00+	1539.33+	0.00+	1539.33+	0 - NOTHING DUE / CREDIT	

RECEIVABLES FOR THESE RECORDS: 1539.33+
THIS IS 45.60 % OF 3375.55+ (TOTAL RECEIVABLES).

END OF REPORT