

Chapter 17 - Summary File Maintenance - SUMMNT

The Summary Maintenance - SUMMNT program retains a snapshot of each day's business and is the basis for many reports and can be inquired on for daily detailed information. Summary File Maintenance is a result of the daily summary build (SUMBLD) on your DAILY spooler.

To access this option, press the F10 key at any menu and at the command line, type in "SUMMNT" and press the ENTER key. The first screen to appear is a Start Key prompt screen, see Figure 17-1.

The screenshot shows a terminal window titled "Summary File Maintenance" with a date of "01/06/05" in the top right corner. The main area contains the following text:
Start Key: █
Select: Store: _____ Salesman: _____

At the bottom of the screen, there is a horizontal line followed by three navigation options: "F4-Start By Date", "F8-Prev", and "F10-Exit".

Figure 17- 1 Summary File Maintenance Screen

At the Start Key prompt, enter in the date you wish to view and then at the Store prompt, enter in the store number you wish to view (optional). Press the F4 key and a listing will appear of the date you entered and for all the dates following, see Figure 17-2.

Summary File Maintenance								01/07/05
Start Key: 120103_____								Pressing F9 to review
Select: Store: Salesman:								
Date	Store	Slsmn	Pmt Amt	MTD Amt	Other	MtdRevenue	#Amnt	Ovrdue
12/01/03	1		2092.09	2092.09	322.79	2414.88	3,181	200
12/01/03	2		284.00	284.00	207.50	491.50	831	53
12/01/03	3		90.00	90.00		90.00	457	28
12/02/03	1		2335.34	4427.43	380.20	5130.42	3,182	208
12/02/03	2		39.00	323.00	3.00	533.50	829	53
12/02/03	3		245.00	335.00	15.00	350.00	456	27
12/03/03	1		2755.17	7182.60	672.13	8557.72	3,178	203
12/03/03	2			323.00		533.50	830	51
12/03/03	3		55.00	390.00		405.00	456	29
12/04/03	1		1481.50	8664.10	254.92	10294.14	3,176	212
12/04/03	2		247.00	570.00	46.00	826.50	834	58
12/04/03	3			390.00		405.00	455	33
12/05/03	1		1874.00	10538.10	151.00	12319.14	3,172	211
12/05/03	2			570.00		826.50	835	60
12/05/03	3		65.00	455.00		470.00	455	32
12/06/03	1		885.88	11423.98	49.50	13254.52	3,172	219
12/06/03	2		60.00	630.00	8.00	894.50	834	62

F1-Forward F2-Back F5-Delete F6-Add F8-Prev F10-Exit ENTER-Select Code

Figure 17-2 Summary File Maintenance Screen with list of stores

If you did not enter in a store number, then choose the store to review by using your arrow keys to highlight the one you want and press the F9 key or press ENTER through the fields on the line you want. You will now see a screen similar to Figure 17-3.

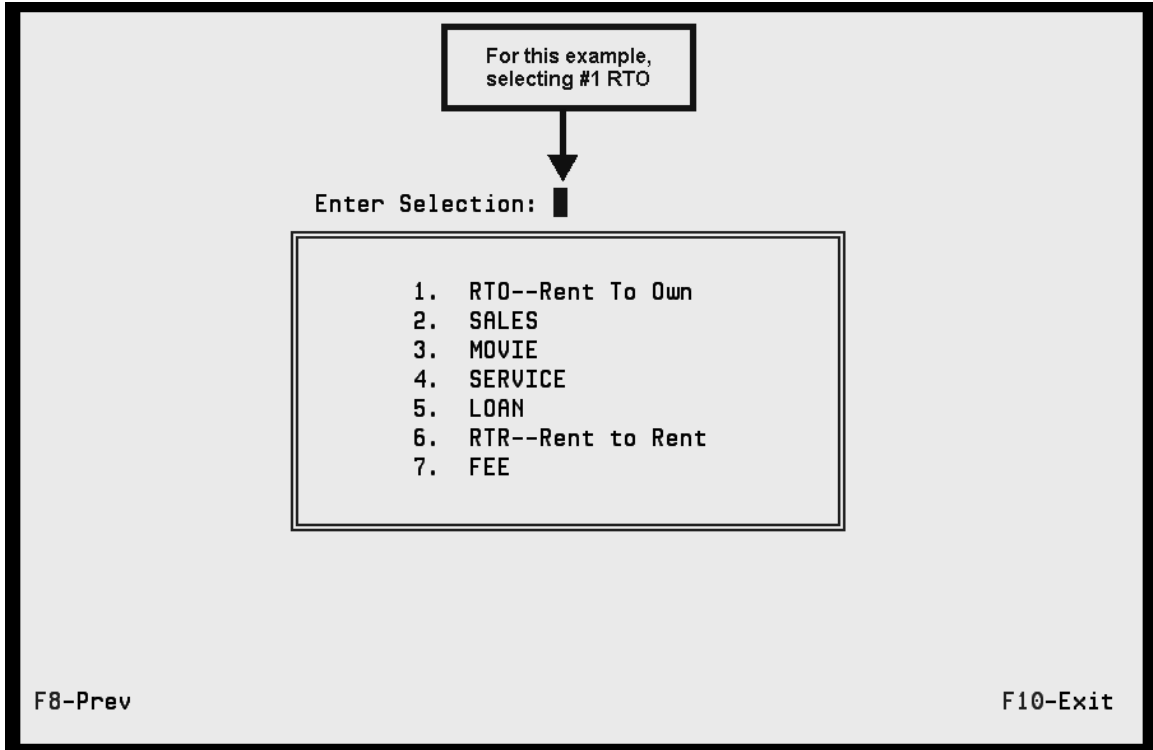


Figure 17- 3 Enter Selection Screen for SUMMNT RTO

Enter the number corresponding to the section you would like. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. (The following screens will be different depending on the option you select above. For this example, we selected #1-RTO--Rent to Own). This is the look-up screen of all summary information for the specified date and store, see Figure 17-4.

Summary Maintenance Look-up Screen #1 – RTO

Hr: 17 Min: 20	Summary File Change		01/07/05
Date: 12/01/03	Store: 1	Salesman:	
Deposit 1: 437.63	Deposit 2:	Deposit 3:	Deposit 4: 13148.10
Deposit 5:	Deposit 6: 1851.94	Deposit 7: 806.82	
Pmt Amt: 2092.09	Tax Amt: 118.50	Deposit Amt:	
Late Charge: 43.45	Delivery Fee:	Grp Amt: 145.00	
Misc Charge: 134.34	Esp Amt:	Add Receivable: 4188.49-	
Free Pmt Amt: 33.29	Agreemnt Bal: 1484145.19	Mo Projection: 68753.16	
RTO OverShort:	RTO BnkDeposit: 2523.61	MTD Pmt Amt: 2092.09	
Adjustment:	Petty Cash:	# RTO Pmt Recs: 48	
Processing Fee:	Returned Ck Cg:	InHomeCollectCg:	
#RTO Customers: 2,935	# Open Tickets: 3,181	#Indicated BOR:	
Monthly Tickets: 3,181	Weekly Tickets:	Deliveries: 1	
Returns: 6	Sched Payout:	Early Payout: 1	
Charge Offs:	LostRevDateMoved: 492.98	Lost RevPickup:	
Lost RevChgOff:	Inv Trans In: 4	Inv Trans Out:	
NewInvReceived:	End Inv OnRent: 3,181	New On Hand: 672	
Rerent On Hand: 905	Deliveries New:	Deliver Rerent: 1	
Returned Inv: 6	Paidout Inv: 1	Charged OffInv:	
Wkly InvOnRent:	MTD Revenue Amt: 2414.88	NonCash Refund:	
Lost LateCg PU:	NSF Bank Chges:	NSF ReturnedCk:	
NSF Paid Check:	NSF Charge Off:	Marked As Final: Y	
F8-Prev		F10-Exit	

Figure 17- 4 Summary File Change Screen 1 - RTO

- DEPOSIT 1** If your company only makes one deposit per day, it will be entered here or this would be the first deposit of the day.
- DEPOSIT 2** If your company makes more than one deposit per day, this would be the second deposit of the day.
- DEPOSIT 3** If your company makes more than one deposit per day, this would be the third deposit of the day.
- DEPOSIT 4** This is used for charge card deposits.
- DEPOSIT 5** If your company makes more than one deposit per day, this would be the fifth deposit of the day.
- DEPOSIT 6** If your company makes more than one deposit per day, this would be the sixth deposit of the day.
- DEPOSIT 7** If your company makes more than one deposit per day, this would be the seventh deposit of the day.
- PMT AMT** Amount of rental payments posted for this date.
- TAX AMT** Amount of tax collected for this date.
- DEPOSIT AMT** Amount of deposits posted for this date.

LATE CHARGE	Amount of late charges posted for this date.
DELIVERY FEE	Amount posted as delivery fees for this date.
GRP AMT	Amount posted as Guarantee Replacement Program for this date.
MISC CHARGE	Amount posted as Miscellaneous Charges for this date. 0 – Misc Amount 1 – Deposit Amount 2 – Delivery Charge 3 – Processing Fee 4 – Returned Check Charge 5 – In Home Collection Charge
ESP AMT	Amount posted as Extended Service Program for this date.
ADD RECEIVABLE	Net agreement balances added or lost for this date, can be a positive or negative number.
FREE PMT AMT	Amount of free payments for this date.
AGREEMENT BAL	Total amount of all open agreement balances for this date.
MO PROJECTION	This is the projected rental revenue for the current month. The formula looks at all open agreements, calculates the expected monthly payment, validates the monthly payment against the agreement balance and uses the lesser amount. This figure changes daily based on opened and closed agreements.
RTO OVERSHORT	Shows the amount of cash over or short for this day. If you are short the figure you see here will be prefaced with a (-) negative sign.
RTO BANK DEPOSIT	Amount of RTO monies deposited for this date.
MTD PMT AMT	Shows the total rental payments collected so far this month.
ADJUSTMENT	Amount of RTO adjustment posted for this date.
PETTY CASH	Amount of petty cash posted for this date.
# RTO PMT RECS	Number of RTO payments received for this date.
PROCESSING FEE	Amount of processing fee posted for this date.
RETURNED CK CH	Amount of returned check charges posted for this date.
INHOMECOLLECTCG	Amount of in-home collection charges posted for this date.
# RTO CUSTOMERS	Number of rent to own customers with open agreements.

# OPEN TICKETS	Number of open RTO agreements.
# INDICATED BOR	Number of open indicated Balance On Rent (if noted when adding an agreement in NEW, in most cases this field will be blank.)
MONTHLY TICKETS	Number of open monthly agreements.
WEEKLY TICKETS	Number of open weekly agreements.
DELIVERIES	Number of new agreements delivered today.
RETURNS	Number of returned agreements today.
SCHED PAIDOUT	Number of agreements that went full term and paid out today.
EARLY PAIDOUT	Number of agreements that paid out early today.
CHARGE OFFS	Number of agreements that were charged off today.
LOSTREVDATEMOVED	Dollars not collected today because a due date was changed, could be a positive (dates moved forward) or negative number (dates moved backwards).
LOST REVPICKUP	Dollars that were past due today when agreement is closed as a request pick up or repossession.
LOST REVCHGOFF	Dollars that were past due today when agreement is closed as a charge off, skip or stolen.
INV TRANS IN	Number of inventory pieces transferred into this location.
INV TRANS OUT	Number of inventory pieces transferred out of this location.
NEWINVRECEIVED	Number of new inventory pieces received in this location.
END INV ONRENT	Number of inventory pieces out on rent for this location.
NEW ON HAND	Number of new inventory pieces on hand and available at this location.
RERENT ON HAND	Number of previously rented inventory pieces on hand and available at this location.
DELIVERIES NEW	Number of deliveries made of new inventory.
DELIVER RERENT	Number of deliveries made of previously rented inventory.

RETURNED INV	Number of inventory pieces returned.
PAIDOUT INV	Number of inventory pieces paid out.
CHARGED OFF INV	Number of inventory pieces charged off.
WEEKLY INVONRENT	Number of inventory pieces currently on a weekly agreement.
MTD REVENUE AMT	Month to date total rental revenues, rent + fees excluding tax.
NONCASH REFUND	Amount posted as a non-cash refund (usually NSF checks) for this date.
LOST LATECG PU	Amount of lost late charge income from picked up agreements for this date.
NSF BANK CHGES	Amount of NSF bank charges posted.
NSF RETURNEDCK	Amount of NSF Returned check charges posted.
NSF PAID CHECK	Amount of NSF checks paid.
NSF CHARGE OFF	Amount of NSF checks that were charged off.
MARKED AS FINAL	This field is updated by SUMBLD "MARK TODAY'S BUSINESS CLOSED: Y" When this day has been marked as final; there will be a Y for yes in this field and no other transactions will be allowed to be posted to this date.

After you have reviewed the data on this screen, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the second screen will appear, see Figure 17-5.

Summary Maintenance Look-up Screen #2 - RTO

This screen indicates all past due accounts by the number of days past due for the specified store and date. These are separated by weekly and monthly accounts.

Hr: 17 Min: 20	Summary File Change			01/07/05
Date: 12/01/03	Store:	1	Salesman:	
Monthly Overdues				
Overdue 1-3: 15	Overdue 4: 4	Overdue 5: 3		
Overdue 6: 1	Overdue 7: 1	Overdue 8: 2		
Overdue 9: 1	Overdue 10: 1	Overdue 11-13: 2		
Overdue 14: 7	Overdue 15: 1	Overdue 16-30: 4		
Overdue 31-59: 1	Overdue 60 Over: 160	Units Overdue: 200		
Overdue 31 Month: 1	Weekly Overdues	Overdue 31 Weekly:		
Overdue 1-3:	Overdue 4:	Overdue 5:		
Overdue 6:	Overdue 7:	Overdue 8:		
Overdue 9:	Overdue 10:	Overdue 11-13:		
Overdue 14:	Overdue 15:	Overdue 16-30:		
Overdue 31-59:	Overdue 60 Over:	Units Overdue:		
Idle ExcludedAPU:	Units ExcludedAPU:	Last Date Cngd:	12/01/03	
RtoReceivableCust 80	Rto ReceivableAmt: 9.77	RtoReceivableBal 208.03		
NonCashTaxRefund:	Pmts Overdue: 25915.61	LostDaysDateMove 599		
Pend Cgoff Agmts:	Pend Cgoff Units:	Pend Cgoff Amt:		
Ins Cgoff Units:	Nbr New Esp:	Total Nbr ESP: 82		
WeeklyProjection: 97.00	ESP Projection: 204.69	Nbr ESP Closed:		
F8-Prev			F10-Exit	

Figure 17- 5 Summary File Change Screen 2 - RTO

RSSS provides different combinations so that all clients have the exact time frames that the collection staff is used to working with. A custom report could have any other specific information you want to fit your business exactly. This would be an optional report, which could be an extra one time charge.

MONTHLY OVERDUES

- OVERDUE 1-3** Number of monthly accounts 1-3 days past due.
- OVERDUE 4** Number of monthly accounts 4 days past due.
- OVERDUE 5** Number of monthly accounts 5 days past due.
- OVERDUE 6** Number of monthly accounts 6 days past due.
- OVERDUE 7** Number of monthly accounts 7 days past due.
- OVERDUE 8** Number of monthly accounts 8 days past due.
- OVERDUE 9** Number of monthly accounts 9 days past due.
- OVERDUE 10** Number of monthly accounts 10 days past due.
- OVERDUE 11-13** Number of monthly accounts 11-13 days past due.
- OVERDUE 14** Number of monthly accounts 14 days past due.
- OVERDUE 15** Number of monthly accounts 15 days past due.

OVERDUE 16-30	Number of monthly accounts 16-30 days past due.
OVERDUE 31-59	Number of monthly accounts 31-59 days past due.
OVERDUE 60 OVER	Number of monthly accounts 60 or more days past due.
UNITS OVERDUE	Total number of monthly units overdue.
OVERDUE 31 MONTH	Number of monthly accounts that are over 31 days past due.
<i>WEEKLY OVERDUES</i>	
OVERDUE 31 WEEKLY	Number of weekly accounts that are over 31 days past due.
OVERDUE 1-3	Number of weekly accounts 1-3 days past due.
OVERDUE 4	Number of weekly accounts 4 days past due.
OVERDUE 5	Number of weekly accounts 5 days past due.
OVERDUE 6	Number of weekly accounts 6 days past due.
OVERDUE 7	Number of weekly accounts 7 days past due.
OVERDUE 8	Number of weekly accounts 8 days past due.
OVERDUE 9	Number of weekly accounts 9 days past due.
OVERDUE 10	Number of weekly accounts 10 days past due.
OVERDUE 11-13	Number of weekly accounts 11-13 days past due.
OVERDUE 14	Number of weekly accounts 14 days past due.
OVERDUE 15	Number of weekly accounts 15 days past due.
OVERDUE 16-30	Number of weekly accounts 16-30 days past due.
OVERDUE 31-59	Number of weekly accounts 31-59 days past due.
OVERDUE 60 OVER	Number of weekly accounts 60 or more days past due.
UNITS OVERDUE	Total number of weekly units overdue.
IDLE EXCLUDEDAPU	Number of the idle RTO inventory pieces that have a model number that begins with a letter designated as excluded in Control Maintenance (CTRLMNT).
UNITS EXCLUDEDAPU	The number of the on rent RTO inventory pieces that have a model number that begins with a letter

designated as excluded in Control Maintenance (CTRLMNT).

LAST DATE CNGD	Last date this data screen was changed.
RTORECEIVABLECUST	The number of customers you have with an RTO receivable balance generated on customers with agreements.
RTORECEIVABLEAMT	The net dollars of RTO receivable transactions generated on customers with agreements today.
RTORECEIVABLEBAL	Net total of RTO Receivable dollars generated on customers with agreements.
NONCASHTAXREFUND	Tax amount of RTO payments on NSF checks.
PMTS OVERDUE	Total dollars past due.
LOSTDAYSDATEMOVE	Number of days lost because of a change to the due date.
PEND CGOFF AGMTS	Number of pending charge-off agreements.
PEND CGOFF UNITS	Number of pending charge-off units.
PEND CGOFF AMT	Dollar amount the pending charge-offs are costing your company.
INS CGOFF UNITS	Number of RTO inventory items closed as skip, stolen, charge off with the customer type designated as insurance charge off in Control Maintenance (CTRLMNT).
NBR NEW ESP	Number of new Extended Service Policies added for this date.
TOTAL NBR ESP	Total number of Extended Service Policies for all customers.
WEEKLYPROJECTION	Amount for the weekly projection if everyone due pays on time.
ESP PROJECTION	Amount you should be receiving for Extended Service Policies.
NBR ESP CLOSED	Number of Extended Service Policies that have been closed.

When all the data is reviewed, press the F9 key. Press the ENTER key to accept the default of N for no, the third screen will appear, see Figure 17-6.

Summary Maintenance Look-up Screen #3 - RTO

Hr: 17 Min: 20	Summary File Change		01/07/05
Date: 12/01/03	Store: 1	Salesman:	
Late Fee Tickets			
Begin Nbr: 1	New Nbr:	Ending Nbr: 1	
Begin Amt: 0.04	New Amt:	Ending Amt: 0.04	
Number Paid:	Late Fees Paid	Amount Paid:	
Credit Amount: 240.38	Pickup Receivables	Credit A/R:	
RTO CR Amount:		RTO CR A/R:	
A/R Amounts Not Collected on Pickups			
Overdue 1-3:	Overdue 4-7:	Overdue 8-14:	
Overdue 15-30:	Overdue 31-45:	Overdue 46-90:	
Overdue 91+:			
Rent Amounts Not Collected on Pickups			
Overdue 1-3:	Overdue 4-7:	Overdue 8-14:	
Overdue 15-30:	Overdue 31-45:	Overdue 46-90:	
Overdue 91+:			
Discount Amt: 253.50	Early Payoffs	Net Amt: 591.50	
Rent Amt: 845.00		Nbr Tickets Due Tmw: 16	
#Spec Ord Tick:	#Spec Ord Item:	#Mo Discounts:	
Mo DiscountAmt:	Nbr NSF Checks:	#Pickups Owed: 1	
#Skips Owed:			
F8-Prev		F10-Exit	

Figure 17- 6 Summary File Change Screen 3 - RTO

The third look-up screen is available to RSSS clients that have additional income including accounts receivable income.

LATE FEE TICKETS

The following Late fee Ticket fields will be populated if the "use late fee receivables" switch in Rent Control (RENTCTRL) is set to Y.

- BEGIN NBR** Beginning number of agreements with late receivable balance (yesterdays ending number).
- NEW NBR** Number of agreements with a late receivable added today.
- ENDING NBR** Total number of agreements with a late receivable balance today. (tomorrow's beginning number).
- BEGIN AMT** Beginning balance of total dollars in late receivables.
- NEW AMT** Dollars added to total late receivables today.
- ENDING AMT** Total dollar amount in late receivables.
- NUMBER PAID** Number of late fee receivable agreements that were paid for this date.

LATE FEES PAID

AMOUNT PAID Late receivables balances that were paid today.

CREDIT AMOUNT Dollars paid ahead on returned agreement (Due date is greater than closed date).

PICKUP RECEIVABLES

CREDIT A/R RTO Receivable credit (owed to customers) that have returned agreements today and have no other open agreements.

RTO CR AMOUNT Reserved for future use.

RTO CR A/R RTO Receivable debit (customer owes) that have returned agreements today and have no other open agreements.

A/R AMOUNTS NOT COLLECTED ON PICKUPS

OVERDUE 1-3 RTO Receivable balances on customers that were 1-3 days past due when returned.

OVERDUE 4-7 RTO Receivable balances on customers that were 4-7 days past due when returned.

OVERDUE 8-14 RTO Receivable balances on customers that were 8-14 days past due when returned.

OVERDUE 15-30 RTO Receivable balances on customers that were 15-30 days past due when returned.

OVERDUE 31-45 RTO Receivable balances on customers that were 31-45 days past due when returned.

OVERDUE 46-90 RTO Receivable balances on customers that were 46-90 days past due when returned.

OVERDUE 91+ RTO Receivable balances on customers that were more than 91 days past due when returned.

RENT AMOUNTS NOT COLLECTED ON PICKUPS

OVERDUE 1-3 Amount not collected on rental accounts that were returned today and are overdue 1-3 days.

OVERDUE 4-7 Amount not collected on rental accounts that were returned today and are overdue 4-7 days.

OVERDUE 8-14 Amount not collected on rental accounts that were returned today and are overdue 8-14 days.

OVERDUE 15-30 Amount not collected on rental accounts that were returned today and are overdue 15-30 days.

OVERDUE 31-45	Amount not collected on rental accounts that were returned today and are overdue 31-45 days.
OVERDUE 46-90	Amount not collected on rental accounts that were returned today and are overdue 46-90 days.
OVERDUE 91+	Amount not collected on rental accounts that were returned today and are overdue more than 91 days.
DISCOUNT AMOUNT	Amount discounted from agreement balance on all agreements closed as early payoffs today.
<i>EARLY PAYOFFS</i>	
NET AMT	Total dollars collected today to pay off agreements.
RENT AMT	Total agreement balances at time of pay off. (RENT AMT – NET AMT = DISCOUNT AMOUNT)
NBR TICKETS DUE TMW/MONDAY	Number of agreements that will be due tomorrow. / Number of agreements that will be due this Monday.
#SPEC ORD TICK	Number of agreements with outstanding special order items.
# SPEC ORDER ITEM	Number of special order items on agreements.
#MO DISCOUNTS	Number of agreements that paid monthly and received a discount today. (Monthly Discount: Y, in Rent Control (RENTCTRL) must be set to yes to activate this field).
MO DISCOUNTAMT	Total Dollars discounted on monthly agreements that were paid today (Monthly Discount: Y, in Rent Control (RENTCTRL) must be set to yes to activate this field).
NBR NSF CHECKS	Number of outstanding NSF checks.
#PICKUPS OWED	Number of RTO agreements closed as requested pickup, refund & cancel or repossession that were past due.
#SKIPS OWED	Number of RTO agreements closed as skip, stolen or charge off that were past due.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the fourth screen will appear, see Figure 17-7.

Summary Maintenance Look-up Screen #4 - RTO

Hr: 17 Min: 20		Summary File Change		01/07/05
Date:	12/01/03	Store:	1	Salesman:
Nbr GRP Custs:	2507	Nbr GRP Tickets:	2694	Pending Tickets:
GRP Projection:	6,288.76	GRP Past Due:	2,762.00	Inv In Service:
Nbr Switch outs:		Serv W/O Loaner:		Unpaid Today:
Change RTO Recv:	9.77-	Del Amt MIR:	13.00	Ticket Xfers:
Tick Xfer Amt:		P/U Amts MIR:	144.67	POFF Amts MIR:
Skip Amts MIR:		Chg in MIR:	156.67-	Total MIR:
				68896.38
Late Discounts				
# Late1 Disc:		# Late2 Disc:		# Late3 Disc:
Late1 Dis Amt:		Late2 Dis Amt:		Late3 Dis Amt:
# New CR Recv:		New Receivables		# New RTO Rcv:
New CR RcvAmt:				New RTO RvAmt:
				19.54
Nbr New Tickets Past Due				
Overdue 1-3:	1	Overdue 4-7:	5	Overdue 8-14:
Overdue 15-30:	1	Overdue 31-45:	2	Overdue 46-90:
Overdue 91+:	1			
Past Due Amts New Tickets				
Overdue 1-3:	0.83	Overdue 4-7:	15.47	Overdue 8-14:
Overdue 15-30:	12.45	Overdue 31-45:	42.36	Overdue 46-90:
Overdue 91+:	80.99			
F8-Prev		F10-Exit		

Figure 17- 7 Summary File Change Screen 4 - RTO

- NBR GRP CUSTS** Number of current customers with Guarantee Replacement Program (GRP).
- NBR GRP TICKETS** Number of current agreements with Guarantee Replacement Program (GRP).
- PENDING TICKETS** Number of open agreements with no revenue posted "Pending Till Rev: Y" field in Rent Control (RENTCTRL) must be set to yes to populate this field.
- GRP PROJECTION** Monthly payment projection dollars for GRP fees, fluctuates daily based on deliveries, returns, pay outs and charge offs.
- GRP PAST DUE** Dollar amount of GRP payments that are past due.
- INV IN SERVICE** Number of inventory pieces currently in a Service location for this store.
- NBR SWITCH OUTS** Number of inventory pieces currently in a DEMO location.
- SERV W/O LOANER** Number of inventory pieces currently in a service location, transferred from a customer home location without a loaner unit.

UNPAID TODAY	The sum of one weekly payment amount on RTO agreements with a due date of today's date.
CHANGE RTO RECV	The net change in RTO Receivable balances today. (Only customers with existing agreements).
DEL AMT MIR	Dollar amount the Monthly Ideal Revenue is increased by today's deliveries.
TICKET XFERS	Reserved for future use.
TICKET XFER AMT	Reserved for future use.
P/U AMTS MIR	Dollar amount the Monthly Ideal Revenue is decreased by agreements closed today with a reason of requested pickups, refund & cancels or repossession.
POFF AMTS MIR	Dollar amount the Monthly Ideal Revenue is decreased by agreements closed today with a reason of payouts and early buyouts.
SKIP AMTS MIR	Dollar amount the Monthly Ideal Revenue is decreased by agreements closed today with a reason of skip, stolen or charge off.
CHG IN MIR	Net change in Monthly Ideal Revenue (Current MIR – previous dates Total MIR)
TOTAL MIR	Monthly Ideal Revenue is the sum of one month's rental payment on all open accounts and fluctuates daily based on deliveries, returns and pay outs.

LATE DISCOUNTS

The following late discount fields will be populated if the "use late fee receivables" switch in Rent Control (RENTCTRL) is set to Y.

# LATE1 DISC	Number of RTO agreements that were one day late and had late fees forgiven.
# LATE2 DISC	Number of RTO agreements that were two days late and had late fees forgiven.
# LATE3 DISC	Number of RTO agreements that were three days late and had late fees forgiven.
LATE1 DIS AMT	Amount of late fees on RTO agreements that were one day late and had late fees forgiven.
LATE2 DIS AMT	Amount of late fees on RTO agreements that were two days late and had late fees forgiven.

LATE3 DIS AMT Amount of late fees on RTO agreements that were three days late and had late fees forgiven.

NEW RECEIVABLES

NEW CR RECV Number of customers with existing agreements who had an RTO receivable credit balance created today.

NEW RTO RECV Number of customers with existing agreements who had an RTO receivable debit balance created today.

NEW CR RCVAMT Total Dollars added to RTO receivable credit balances (for customers who have existing agreements) today.

NEW RTO RVAMT Total Dollars added to total RTO receivable debit balances today.

NBR NEW TICKETS PAST DUE

OVERDUE 1-3 Number of tickets that are new to the past due category of 1-3 days.

OVERDUE 4-7 Number of tickets that are new to the past due category of 4-7 days.

OVERDUE 8-14 Number of tickets that are new to the past due category of 8-14 days.

OVERDUE 15-30 Number of tickets that are new to the past due category of 15-30 days.

OVERDUE 31-45 Number of tickets that are new to the past due category of 31-45 days.

OVERDUE 46-90 Number of tickets that are new to the past due category of 46-90 days.

OVERDUE 91+ Number of tickets that are new to the past due category of over 91 days past due.

PAST DUE AMTS NEW TICKETS

OVERDUE 1-3 Total dollar amount due for tickets that are new to the past due category of 1-3 days.

OVERDUE 4-7 Total dollar amount due for tickets that are new to the past due category of 4-7 days.

OVERDUE 8-14 Total dollar amount due for tickets that are new to the past due category of 8-14 days.

OVERDUE 15-30 Total dollar amount due for tickets that are new to the past due category of 15-30 days.

- OVERDUE 31-45** Total dollar amount due for tickets that are new to the past due category of 31-45 days.
- OVERDUE 46-90** Total dollar amount due for tickets that are new to the past due category of 46-90 days.
- OVERDUE 91+** Total dollar amount due for tickets that are new to the past due category of over 91 days past due.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Look the information over carefully. Press the ENTER key to accept the default of N for no, the fifth screen will appear, see Figure 17-8.

Summary Maintenance Look-up Screen #5 – RTO

Hr: 17 Min: 20	Summary File Change		01/07/05
Date: 12/01/03	Store: 1	Salesman:	
Receivables Paid			
# CR Recv Paid: █	# RTO Recv Paid:		1
Amt CR Recv Pd:	Amt RTO Recv Pd:		9.77
Nbr of Pastdue Tickets Paid			
Overdue 1-3:	Overdue 4-7:	Overdue 8-14:	3
Overdue 15-30: 2	Overdue 31-45:	Overdue 46-90:	3
Overdue 91+: 2	Amt of Pastdue Tickets Paid		
Overdue 1-3:	Overdue 4-7:	Overdue 8-14:	22.31
Overdue 15-30:	Overdue 31-45:	Overdue 46-90:	31.67
Overdue 91+: 102.28	Ending Receivables		
Nbr RTO Rcvbls: 49	Nbr Credit Receivables:		31
AMT RTO Rcvbls: 238.57	Amt Credit Receivables:		446.60
Ending Nbr Tickets Due			
Overdue 1-3: 15	Overdue 4-7: 8	Overdue 8-14: 5	
Overdue 15-30: 5	Overdue 31-45: 5	Overdue 46-90: 19	
Overdue 91+: 143	Overdue 46-60: 2	Overdue 61+: 160	
Ending Amt Tickets Due			
Overdue 1-3: 32.37	Overdue 4-7: 25.68	Overdue 8-14: 39.73	
Overdue 15-30: 101.77	Overdue 31-45: 114.91	Overdue 46-90: 972.05	
Overdue 91+: 24629.10	Overdue 46-60: 95.29	Overdue 61+: 25505.86	
F8-Prev		F10-Exit	

Figure 17- 8 Summary File Change Screen 5 - RTO

RECEIVABLES PAID

- # CR RECV PAID** Number of RTO customers who used some of their credit RTO receivable monies today.
- # RTO RECV PAID** Number of RTO customers who paid some of the RTO Receivable money they owed.
- AMT CR RECV PD** Total dollar amount of credit RTO receivable monies used by customers today.

AMT RTO RECV PD Total dollar amount of RTO receivable monies paid by customers today.

NBR OF PAST DUE TICKETS PAID

OVERDUE 1-3 Number of tickets that were past due by 1-3 days that paid.

OVERDUE 4-7 Number of tickets that were past due by 4-7 days that paid.

OVERDUE 8-14 Number of tickets that were past due by 8-14 days that paid.

OVERDUE 15-30 Number of tickets that were past due by 15-30 days that paid.

OVERDUE 31-45 Number of tickets that were past due by 31-45 days that paid.

OVERDUE 46-90 Number of tickets that were past due by 46-90 days that paid.

OVERDUE 91+ Number of tickets that were past due by more than 91 days that paid.

AMT OF PASTDUE TICKETS PAID

OVERDUE 1-3 Dollar amount posted on tickets that were past due by 1-3 days that paid.

OVERDUE 4-7 Dollar amount posted on tickets that were past due by 4-7 days that paid.

OVERDUE 8-14 Dollar amount posted on tickets that were past due by 8-14 days that paid.

OVERDUE 15-30 Dollar amount posted on tickets that were past due by 15-30 days that paid.

OVERDUE 31-45 Dollar amount posted on tickets that were past due by 31-45 days that paid.

OVERDUE 46-90 Dollar amount posted on tickets that were past due by 46-90 days that paid.

OVERDUE 91+ Dollar amount posted on tickets that were past due by more than 91 days that paid.

ENDING RECEIVABLES

NBR RTO RCVBLS Number of customers who owe on their RTO receivable balance.

NBR CREDIT RECEIVABLES Number of customers who have existing agreements and a credit on their RTO receivable balance.

AMT RTO RCVBLS Total dollar amount of all RTO receivable debit balances. (Customer owes you).

AMT CREDIT RECEIVABLES Total dollar amount of all RTO receivable credit balances. (Customer with existing agreement paid in dollars not yet applied to rental revenue).

ENDING NBR TICKETS DUE

- OVERDUE 1-3** Number of tickets that are 1-3 days past due.
- OVERDUE 4-7** Number of tickets that are 4-7 days past due.
- OVERDUE 8-14** Number of tickets that are 8-14 days past due.
- OVERDUE 15-30** Number of tickets that are 15-30 days past due.
- OVERDUE 31-45** Number of tickets that are 31-45 days past due.
- OVERDUE 46-90** Number of tickets that are 46-90 days past due.
- OVERDUE 91+** Number of tickets that are more than 91 days past due.
- OVERDUE 46-60** Number of tickets that are 46-60 days past due.
- OVERDUE 61+** Number of tickets that are more than 61 days past due.

ENDING AMT TICKETS DUE

- OVERDUE 1-3** Dollar amount of tickets that are 1-3 days past due.
- OVERDUE 4-7** Dollar amount of tickets that are 4-7 days past due.
- OVERDUE 8-14** Dollar amount of tickets that are 8-14 days past due.
- OVERDUE 15-30** Dollar amount of tickets that are 15-30 days past due.
- OVERDUE 31-45** Dollar amount of tickets that are 31-45 days past due.
- OVERDUE 46-90** Dollar amount of tickets that are 46-90 days past due.
- OVERDUE 91+** Dollar amount of tickets that are more than 91 days past due.
- OVERDUE 46-60** Dollar amount of tickets that are 46-60 days past due.
- OVERDUE 61+** Dollar amount of tickets that are more than 61 days past due.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the sixth screen will appear, see Figure 17-9.

Summary Maintenance Look-up Screen #6 - RTO

Hr: 17 Min: 20	Summary File Change		01/07/05
Date: 12/01/03	Store: 1	Salesman:	
Customer Data			
Deliveries: 769	Pickups: 8229		
Charge Offs:	Paid Outs: 1		
Inventory Data			
RemainBk Value: 587,268.16	Total Rental Inv Cost: 1101237.50		
IdleBook Value: 277155.03	Idle Rental Inv Cost: 435245.16		
Lost Rev InSrv:	Pastdue Dollars		NbrIdleCOs:
Overdue 1-4: 100.85	Overdue 5-7: 18.45	Overdue 8-15: 69.52	
Overdue 16+: 1318.78	Overdue 32+: 1209.37		
Nbr of Pastdue Tickets On Pickup			
Overdue 1-7:	Overdue 8-14:	Overdue 15-45:	
Overdue 46-90:	Overdue 91+:	Days Past Due:	
Other			
New RTO Rcvbls: 19.54-	Stolen Amts MIR:		
Lost Rev Date Moved 'N': 27.73-	Charge Off Amts MIR:		
Nbr 'Z' Chargeoffs:	Nbr 'Y' Chareoffs:		
Nbr 'D' Promos: 2	Nbr 'P' Promos:		
'D' Promos Amt: 31.67	'P' Promos Amt:		
New Money: 37.11	Process Waived:	Grp Amt Lost: 21.00	
StdRateOverridden:	Ideal\$ Overridden:	Term Overridden:	
F8-Prev		F10-Exit	

Figure 17- 9 Summary File Change Screen 6 - RTO

A quick review of the screen will give you the exact information needed. There are also numerous reports to print this data.

DELIVERIES Number of customers with deliveries posted today.

PICKUPS Number of customers with pickups posted today.

CHARGE OFFS Number of customers with charge offs posted today.

PAID OUTS Number of customers with paid outs posted today.

INVENTORY DATA

The following book value fields are populated based on "#Mths/Wks Used For Dep:" and "Depreciation File:" settings in Control Maintenance (CTRLMNT).

REMAINBK VALUE Book value of your current rental inventory.

TOTAL RENTAL INV COST Total cost for your entire rental inventory.

IDLEBOOK VALUE Book value of your idle inventory.

IDLE RENTAL INV COST Cost of your idle rental inventory.

LOST REV INSRV Amount of revenue that has been lost as of this day due to inventory being in service. (pro-rated daily rental).

NBRIDLECOS	Number of idle inventory pieces that were charged off today.
<i>PASTDUE DOLLARS</i>	
OVERDUE 1-4	Amount of money that is past due by 1-4 days.
OVERDUE 5-7	Amount of money that is past due by 5-7 days.
OVERDUE 8-15	Amount of money that is past due by 8-15 days.
OVERDUE 16+	Amount of money that is past due by more than 16 days but less than 32 days.
OVERDUE 32+	Amount of money that is past due by more than 32 days.
<i>NBR OF PASTDUE TICKETS ON PICKUP</i>	
OVERDUE 1-7	Number of pickups that were 1-7 days past due.
OVERDUE 8-14	Number of pickups that were 8-14 days past due.
OVERDUE 15-45	Number of pickups that were 15-45 days past due.
OVERDUE 46-90	Number of pickups that were 46-90 days past due.
OVERDUE 91+	Number of pickups that were 91 or more days past due.
DAYS PAST DUE	Number of days past due on agreements that were picked up today.
<i>OTHER</i>	
NEW RTO RCVBLS	The total difference between the beginning and ending receivable balance in customer (with existing agreements) payment receipt record for today.
STOLEN AMTS MIR	Loss of expected Monthly Ideal Revenue for accounts closed as stolen (status Y) today.
LOST REV DATE MOVED "N"	Revenue lost on due date changes in the "NEW" program (initial rental).
CHARGE OFF AMTS MIR	Loss of expected Monthly Ideal Revenue for accounts closed as charged off (status Z) today.
NBR "Z" CHARGEOFFS	Number of accounts closed as charge offs today.
NBR "Y" CHARGEOFFS	Number of accounts closed as stolen today.
NBR "D" PROMOS	Number of free payment discounts given in rental payments.

NBR "P" PROMOS	Number of free payment discounts given when entering a NEW agreement.
"D" PROMOS AMT	Total Dollar amount of free payments on agreements when taking a rental payment today.
"P" PROMOS AMT	Total Dollar amount of free payments entered when adding a new agreement today.
NEW MONEY	Rental income collected on agreements with a contract date equal to current month.
PROCESS WAIVED	Amount of processing fees not collected (based on settings in Rent Control (RENTCTRL)) for this date.
GRP AMT LOST	Amount of GRP money not collected (based on settings in Rent Control (RENTCTRL)) for this date.
STDRATEOVERRIDDEN	Number of inventory pieces that the system generated rental rate was changed when adding a new agreement. (based on settings in Price Control (PRICECTL)).
IDEAL\$ OVERRIDDEN	Change in Monthly Ideal Revenue for inventory rented today, rate or term, overridden in NEW (based on settings in Price Control (PRICECTL)).
TERM OVERRIDDEN	Number of times the system generated term was changed when adding a new agreement. (based on settings in Price Control (PRICECTL)).

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the seventh screen will appear, see Figure 17-10.

Summary Maintenance Look-up Screen #7 - RTO

Hr: 17 Min: 20	Summary File Change	01/07/05
Date: 12/01/03	Store: 1	Salesman:
Indicated BOR Data		
Deliveries: █	Pickups:	
Charge Offs:	Paid Outs:	
Skips:	Early Buyouts:	
Discount Days Data		
D Promos: 44	P Promos:	
Skips:	Monthly Discount:	
Other Data		
Payments on Deliveries: 37.11	Commitments Entered:	
Free Pmts on Past Dues: 31.67		
Nbr Rto Agmts: Weekly:	Monthly: 32	Bi-Weekly/Semi-Monthly: 3149
RTO Cust Deposit Amt: 1,591.47		
Number Cash Refunds:	Amount Cash Refunds:	
Number Items Skipped:	Inc Fst Bk Val Skips:	
Items Idle 100+ Days:	Inc Fst Bk Val 100+ Idle:	
Customer Agmts New:	Current:	Existing: Loss:
Overdue Customers 1-10:	11-31:	32-59: 60+:
Inv Covered By GRP:	CLUB:	
F8-Prev		F10-Exit

Figure 17-10 Summary File Change Screen 7 - RTO

INDICATED BOR DATA

The following indicated BOR fields are populated if you are maintaining the "# BOR Items:" in NEW (in most cases no longer used).

- DELIVERIES** Number of balance on rent (BOR) delivered.
- PICKUPS** Number of BOR pickups.
- CHARGE OFFS** Number of BOR charge offs.
- PAID OUTS** Number of BOR paid outs.
- SKIPS** Number of BOR skips.
- EARLY BUYOUTS** Number of BOR early buyouts for this date.

DISCOUNT DAYS DATA

- D PROMOS** Number of days rent not collected because of a free payment in Take Payments (RP).
- P PROMOS** Number of days rent not collected because of a free payment in NEW.
- SKIPS** Number of days past due on agreements closed today with a reason of skip (X).

MONTHLY DISCOUNTS Number of days given away using monthly payment discounts.

OTHER DATA

PAYMENTS ON DELIVERIES Amount collected on new deliveries today.

COMMITMENTS ENTERED Number of commitment dates entered today in Take Payments (RP) under the field "Enter a commitment date -or- F1 for commitment history."

FREE PMTS ON PAST DUES Amount paid using free payments on past due accounts.

NBR RTO AGMTS:

WEEKLY Total number of weekly agreements.

MONTHLY Total number of monthly agreements.

BI-WEEKLY/SEMI-MONTHLY Total number of bi-weekly or semi-monthly agreements.

RTO CUST DEPOSIT AMT Total dollars currently in the RTO deposit field on customer agreements.

NUMBER CASH REFUNDS Number of cash refunds for this date at this location.

AMOUNT CASH REFUNDS Dollar amount of cash refunds for this date at this location.

SKIPS NBR BKVAL INCFST/STRT LINE: Number of skipped items for this date at this location./Income forecast book value of skips. (Valid number only if income forecasting is turned on in Control Maintenance (CTRLRMNT)/Straight line book value of skips based on settings in Control Maintenance (CTRLMNT) field "#Mths/Wks Used For Dep:").

NUMBER ITEMS SKIPPED Number of skipped items for this date at this location.

INC FST BK VALUE SKIPS Income forecast book value of skips.

ITEMS IDLE 100+ DAYS Number of items that have been idle for more that 100 days at this location.

INC FST BK VALUE 100+ IDLE Income forecast book value of items idle for more than 100 days. (Valid number only if income forecasting is turned on in Control Maintenance (CTRLMNT)).

CUSTOMER AGREEMENT COUNTS

NEW Number of RTO customers added to the system today and added a new agreement.

- CURRENT** Number of RTO customers who currently have open agreements and added a new agreement today.
- EXISTING** Number of RTO customers who currently did not have any open agreements and added a new agreement today.
- LOSS** Number of RTO customers who closed an agreement today and have no other open agreements.
- OVERDUE CUSTOMERS 1-10** Count of customers overdue 1-10 days.
- 11-31:** Count of customers overdue 11-31 days.
- 32-59:** Count of customers overdue 32-59 days.
- 60+** Count of customers overdue 60 days or more.
- INV COVERED BY GRP** Count of inventory covered by GRP.
- CLUB** Count of inventory covered by a club agreement.
- BOTH** Count of inventory covered by both GRP & Club agreements.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N.

Summary Maintenance Look-up Screen #1 – SALES

Enter the number corresponding to the section you would like, see Figure 17-11. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. For this example, we selected #2 - SALES.

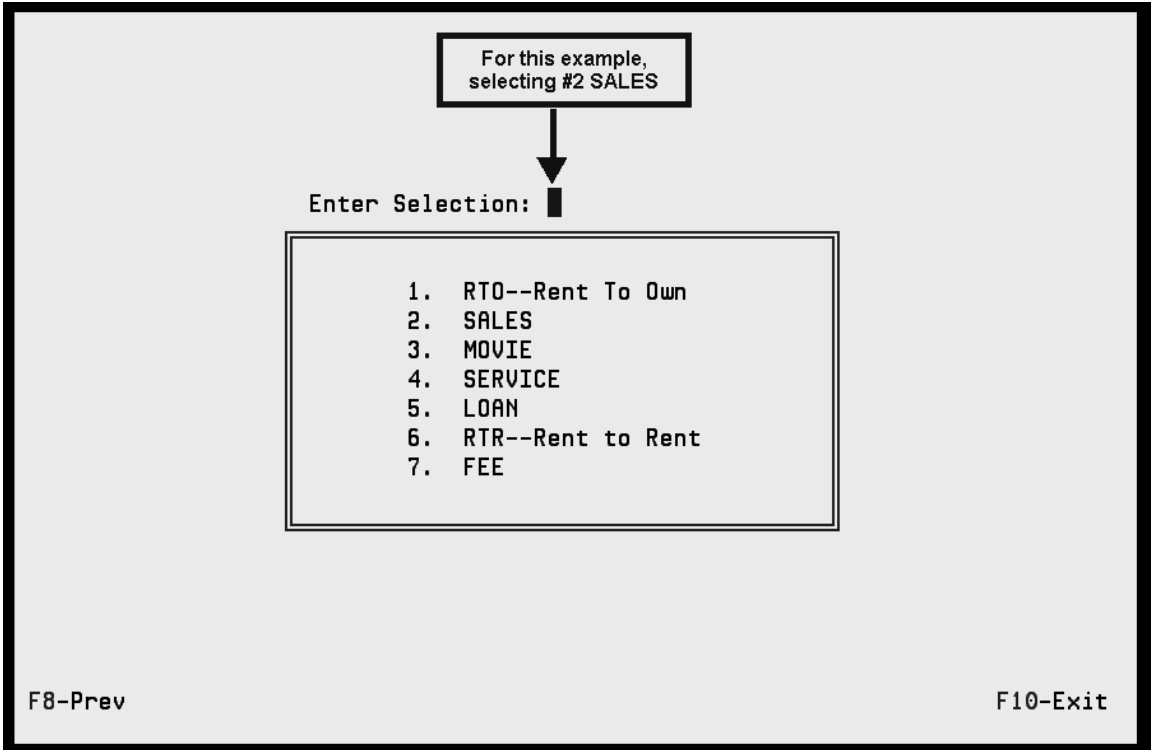


Figure 17-11 Enter Selection Screen for SUMMNT SALES

This is the look-up screen of all summary information for the specified date and store, see Figure 17-12.

Hr: 17 Min: 20		Summary File Change		01/07/05
Date: 12/01/03		Store: 1	Salesman:	
Sales				
Sales Amt: █	1350.44	Sale Tax Amt:	65.44	Sales Cost: 404.41
Sale Cash Amt:	1345.36	Sale Recv Amt:	1415.88-	Sale Trade In:
Sale Discount:		Sale OverShort:	11481.55	Sale BnkDeposit: 13720.88
Inv On Hand:	43	RtoEarlyBuyout:	591.50	Sale RentalItem: 125.10
AR Down Pmts:		Cash Sale Cost:		Cash Sale Amt:
#SerialInvSold:	1	ReturnAR InvAdj:		
Nbr AR Accts:	400	AR ContractBal:	97693.50	AR Interest Rec:
Recv Received:	2239.33	AR NonCashRef:		RerentSales Cost: 59.81
Grp Insurance:		Insurance 1:		Insurance 2:
Insurance 3:		Insurance 4:		Processing Fee:
Return Ck Chg:		In HomeCollect:		Misc Charge:
AR Late Recvd:		AR Late Earned:		AR Tax Amt:
AR Invoice Amt:	1415.88-	AR Add Invoice:		AR Debit Amt:
AR InterestAmt:		AR Insurance:		AR Bad Ck Amt:
AR Payment Amt:	2239.33	AR Credit Amt:		AR Int Refund:
AR Ins Refund:		AR Charge Off:		AR Flipped Amt:
#AR Cr Accts:		AR Credit Bal:		Cash Sale Rerent: 125.10
# New AR Accts:		#AR Repos/RNC:	/	# AR Chargeoffs:
# AR Pay Offs:		# AR Customers:		AR Mo \$ Proj:
F8-Prev		F10-Exit		

Figure 17-12 Summary File Change Screen 1 - SALES

The following fields will populate based on the setting in the field "Cnt Sale:" in Control Maintenance (CTRLMNT).

- SALES AMT** Dollar amount in sales for this date.
- SALE TAX AMT** Amount of sales tax posted.
- SALES COST** Cost of goods sold for type S inventory and remaining book value for type O and R rental inventory.
- SALES CASH AMT** Total sales and tax posted to sales income today.
- SALE RECV AMT** Total sales and tax posted to Accounts Receivable today.
- SALE TRADE IN** Dollar amount posted on trade ins.
- SALE DISCOUNT** Dollar amount given in discounts on sales.
- SALE OVERSHORT** Dollar amount the cash drawer was over or short on sales.
- SALE BNKDEPOSIT** Dollar amount of bank deposit for sales.
- INV ON HAND** Quantity of sale (type S) inventory items in stock.
- RTOEARLYBUYOUT** Dollar amount posted to RTO early buyouts.
- SALE RENTALITEM** Dollar amount of the sale of RTO (type O or R) inventory.
- AR DOWN PMTS** Dollar amount of down payments posted to a new Account receivable agreement created from today's sales.
- CASH SALE COST** Cost of goods sold (book value for rental inventory) for all cash sales today.
- CASH SALE AMT** Dollar amount of cash sales that were paid in full by cash, check or credit card.
- #SERIALINVSOLD** Number of serialized inventory pieces sold on this date.
- RETURNAR INVADJ** This field will only be populated if "Cost on AR Return Indr" in Sales Control (SALECTRL) is set to 1 for percent of agreement paid.
- NBR AR ACCTS** Number of open Accounts Receivable agreements as of this date.
- AR CONTRACTBAL** Current balance for all Accounts Receivable agreements as of this date.
- AR INTEREST REC** Dollar amount posted to Misc Chg Type #6 AR Interest on an AR payment made today.

- RECV RECEIVED** Payments made to Account Receivable agreement balance today.
- AR NONCASHREF** Total PMTFORM #5, non-cash refund payments made to Accounts Receivable agreements today.
- RERENTSALES COST** Cost of goods sold (book value) for type O and R inventory sold today.

The following insurance fields are populated based on the individual settings in Payment Forms (PMTFORMS) for "AR Payment Form: Y" types.

- GRP INSURANCE** Dollar amount posted for GRP Insurance.
- INSURANCE 1** Amount posted to a new AR agreement today.
- INSURANCE 2** Amount posted to a new AR agreement today.
- INSURANCE 3** Amount posted to a new AR agreement today.
- INSURANCE 4** Amount posted to a new AR agreement today.
- PROCESSING FEE** Dollar amount posted as Misc Chg Type 3 "processing fee" on AR payments made today.
- RETURN CK CHG** Dollar amount posted as Misc Chg Type 4 "returned check charges" on AR payments made today.
- IN HOMECOLLECT** **IN HOMECOLLECT** Dollar amount posted to Misc Chg Type 5 "in-home collection fee" on AR payments made today.
- MISC CHARGE** Dollar amount posted as Misc Chg Type 0 "miscellaneous charge" on AR payments made today.
- AR LATE RECVD** Dollar amount posted as late charges on AR payments made today.
- AR LATE EARNED** This field will populate with late fees that are generated from a billing program run on this date for revolving accounts receivables.
- AR TAX AMT** Total taxes collected for fees paid today on AR payments.
- AR INVOICE AMT** Total AR payment type I payments added today.
- AR ADD INVOICE** Total AR payment type F, G & A payment amounts added to an existing AR today.
- AR DEBIT AMT** Total debits created in sale and RP for AR accounts.
- AR INTERESTAMT** Total interested booked for sales Accounts receivable contracts.
- AR INSURANCE** Total AR insurance amounts booked today.

AR BAD CK AMT	AR bad check amount.
AR PAYMENT AMT	Dollar amount taken in on this date as AR payments.
AR CREDIT AMT	Total payments made to AR today.
AR INT REFUND	AR interest refunded today.
AR INS REFUND	AR insurance refunded today.
AR CHARGE OFF	AR amount of charged off today.
AR FLIPPED AMT	AR Amount put on a flip record today.
# AR CR ACCTS	Number of open Special Credit AR tickets.
AR CREDIT BAL	Special Credit AR ticket balances.
CASH SALE RERENT	Dollar amount of cash sales of previous rented RTO items.
# NEW AR ACCTS	Number of new Accounts Receivable contracts today.
#AR REPOS/RNC	Number of Accounts Receivable contracts that were closed as repossession and refund and cancel today.
# AR CHARGEOFFS	Number of Accounts Receivable contracts closed as charge offs today.
# AR PAY OFFS	Number of Accounts Receivable contracts closed as pay offs.
# AR CUSTOMERS	Number of Customers with Accounts Receivable contracts.
AR MO \$ PROJ	Projected monthly income for open accounts receivable contracts.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the second screen will appear, see Figure 17-13.

Summary Maintenance Look-up Screen #2 – SALES

Hr: 17 Min: 20	Summary File Change	01/07/05
Date: 12/01/03	Store: 1	Salesman:
Pending Sales/AR +/- Amts for Today		
Layaway	Stock	Special Order
Pend Sale AmtL: █	Pend Sale AmtS:	Pend Sale AmtO:
Pend Cost AmtL:	Pend Cost AmtS:	Pend Cost AmtO:
Pend Recv AmtL:	Pend Recv AmtS:	Pend Recv AmtO:
PendArDepositL:	PendArDepositS:	PendArDepositO:
Pending Sales/AR +/- Amts for Today		
Pend Sales Tax:	Pend SaleTrade:	Pend Sale Disc:
Pend ArGRP/Ins:	PendArInterest:	3rdPartyDeposit
Pending Sales/AR Balances		
Layaway	Stock	Special Order
PendArDepositL:	PendArDepositS:	PendArDepositO: 1851.26
PendArContBalL:	PendArContBalS:	PendArContBalO: 1255.95
#Pend ArAcctsL:	#Pend ArAcctsS:	#Pend ArAcctsO: 1
# Pend Sales:	3	
Pend Sale Bal:	2254.58	PendSaleTaxBal: 138.21
Pend Disc Bal:	PendGrp/InsBal:	PendTrade Bal:
		PendInterestBal:
F8-Prev		F10-Exit

Figure 17-13 Summary File Change Screen 2 - SALES

PENDING SALES/AR +/- AMTS FOR TODAY

The following fields are populated if the setting "Cnt Sale" is set to Y, (Count Sale of STOCK, SPEC ORDER, LAYAWAY Only On Delivery) in Control Maintenance (CTRLMNT).

LAYAWAY

PEND SALE AMTL A positive dollar amount indicates Sales today with layaway items sold but not yet delivered. A negative figure indicates layaway sale delivered today. Total amount is net.

PEND COST AMTL Net cost of model numbers of inventory sold as layaway today but not yet delivered. Positive amount new sale today, negative amount sale delivered today.

PEND RECV AMTL Net total dollars (sales + tax) of sales today with layaway items. Negative is new not yet delivered layaway sale today, positive is delivered layaway sale today.

PENDARDEPOSITL The net total dollars of deposit (sales + tax) of sales today with layaway items. Positive is new layaway sale today, negative is a delivered layaway sale today.

STOCK

PEND SALE AMTS A positive dollar amount indicates Sales today with stock items sold but not yet delivered. A negative figure indicates stock sale delivered today. Total amount is net.

PEND COST AMTS Net cost of model numbers of inventory sold as stock today but not yet delivered. Positive amount new sale today, negative amount sale delivered today.

PEND RECV AMTS Net total dollars (sales + tax) of sales today with stock items. Negative amount is new stock sale today, positive amount is delivered stock sale today.

PENDARDEPOSITS The net total dollars of deposit (sales + tax) of sales today with stock items. Positive is new stock sale today, negative is a delivered stock sale today.

SPECIAL ORDER

PEND SALE AMTO A positive dollar amount indicates Sales today with special order items sold but not yet delivered. A negative figure indicates special order sale delivered today. Total amount is net.

PEND COST AMTO Net cost of model numbers of inventory sold as special order today but not yet delivered. Positive amount new sale today, negative amount sale delivered today.

PEND RECV AMTO Net total dollars (sales + tax) of sales today with special order items. Negative amount is new special order sale today, positive amount is delivered special order sale today.

PENDARDEPOSITO The net total dollars of deposit (sales + tax) of sales today with special order items. Positive is new special order sale today, negative is a delivered special order sale today.

PENDING SALES/AR +/- AMTS FOR TODAY

The following fields deal with fees and discounts for Layaway, Stock and Special order sales combined. A positive figure indicates new sale not yet delivered today, a negative amount is pending sale delivered today. The total is net.

PEND SALES TAX Pending sales tax.

PEND SALETRADE Pending sales trade in.

PEND SALE DISC Pending sales discounts.

PEND ARGRP/INS Pending AR GRP insurance.

PENDARINTEREST Pending AR interest balance.

3RDPARTYDEPOSIT Reserved for future use.

PENDING SALES/AR BALANCES

The following fields represent the total balances of sales not yet delivered in each of the pending sale categories.

LAYAWAY

PENDARDEPOSITL	Pending layaway AR deposit.
PENDARCONTBALL	Pending layaway AR Contract Balance.
#PENDARACCTSL	Pending layaway AR Accounts.

STOCK

PENDARDEPOSITS	Pending stock AR deposit.
PENDARCONTBALS	Pending stock AR Contract balance.
#PEND ARACCTSS	Number of pending stock AR Accounts.

SPECIAL ORDER

PENDARDEPOSITO	Pending special order AR Deposit.
PENDARCONTBALO	Pending special order AR Contract balance.
#PENDARACCTSO	Pending special order AR Accounts.

The following fields deal with total sales not yet delivered in all categories.

# PEND SALES	Total number of sales not yet delivered.
PEND SALE BAL	Current Balance of all sales not yet delivered.
PEND DISC BAL	Total Discounts dollars of all sales not yet delivered.
PENDSALETAXBAL	Total sales tax of all sales not yet delivered.
PENDGRP/INSBAL	Total dollars in GRP/Insurance of all sales not yet delivered.
PEND TRADE BAL	Total dollars trade-in balances of all sales not yet delivered.
PENDINTERESTBAL	Total dollars of interest for all sales not yet delivered.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the third screen will appear, see Figure 17-14.

Summary Maintenance Look-up Screen #3 - SALES

Hr: 17 Min: 20	Summary File Change	01/07/05
Date: 12/01/03	Store: 1	Salesman:
Monthly Overdues		
Overdue 1-7: █	Overdue 8-18:	Overdue 19-42:
Overdue 43 Over:	Legal:	
Weekly Overdues		
Overdue 1-7:	Overdue 8-18:	Overdue 19-42:
Overdue 43 Over:	Legal:	
Cred Amt on Clsd:	LayawayConvAmt:	OverdueDue Tmw:
Special Sale Amt:	SpecSale 2 Ttl:	SpecSale 2 Rev:
F8-Prev		F10-Exit

Figure 17-14 Summary File Change Screen 3 - SALES

The following fields refer to Accounts Receivable Contracts.

MONTHLY OVERDUES

The following fields are a past due break out of Accounts Receivable contracts that have a monthly payment term.

- OVERDUE 1-7** Number of contracts that are overdue 1-7 days.
- OVERDUE 8-18** Number of contracts that are overdue 8-18 days.
- OVERDUE 19-42** Number of contracts that are overdue 19-42 days.
- OVERDUE 43 OVER** Number of contracts that are overdue by 43 days or more.
- LEGAL** Number of past due contracts with a pending charge off customer type as designated in the field "Pending ChgOff type:" in Control Maintenance (CTRLMNT).
- D TMW:** Number of contracts with payments coming due tomorrow.

WEEKLY OVERDUES

The following fields are a past due break out of Accounts Receivable contracts that have weekly payment term.

OVERDUE 1-7	Number of contracts that are overdue 1-7 days.
OVERDUE 8-18	Number of contracts that are overdue 8-18 days.
OVERDUE 19-42	Number of contracts that are overdue 19-42 days.
OVERDUE 43 OVER	Number of contracts that are overdue by 43 days or more.
LEGAL	Number of past due contracts with a pending charge off customer type as designated in the field "Pending ChgOff type:" in Control Maintenance (CTRLMNT).
D TMW:	Number of contracts with payments coming due tomorrow

The following fields are a break out of all accounts receivable contracts.

CRED AMT ON CLSD	Dollar amount written off on closed accounts.
LAYAWAYCONVAMT	Dollar amount that was converted from a layaway agreement to an AR agreement.
OVERDUEDUE TMW	Number of contracts that will be overdue tomorrow.
SPECIAL SALE AMT	If you have special sale types set up in Control Maintenance (CTRLMNT), this field will show the dollar amount taken in from these sales for this date.
SPECSALE 2 TTL	If you have special sale types set up in Control Maintenance (CTRLMNT), this field will show the total dollar amount taken in from these sales for this date.
SPECSALE 2 REV	If you have special sale types set up in Control Maintenance (CTRLMNT), this field will show the net revenue taken in from these sales for this date.
NBR WKLY CONT	Number of contracts that have a weekly payment frequency.
NBR MTHLY CONT	Number of contracts that have a monthly payment frequency.
NBR WKLY LGL	Number of contracts that have a weekly payment frequency in the legal category.
NBR MTHLY LGL	Number of contracts that have a monthly payment frequency in the legal category.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no.

Summary Maintenance Look-up Screen #1 – SERVICE

Enter the number corresponding to the section you would like, see Figure 17-15. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. For this example, we selected #4 - SERVICE.

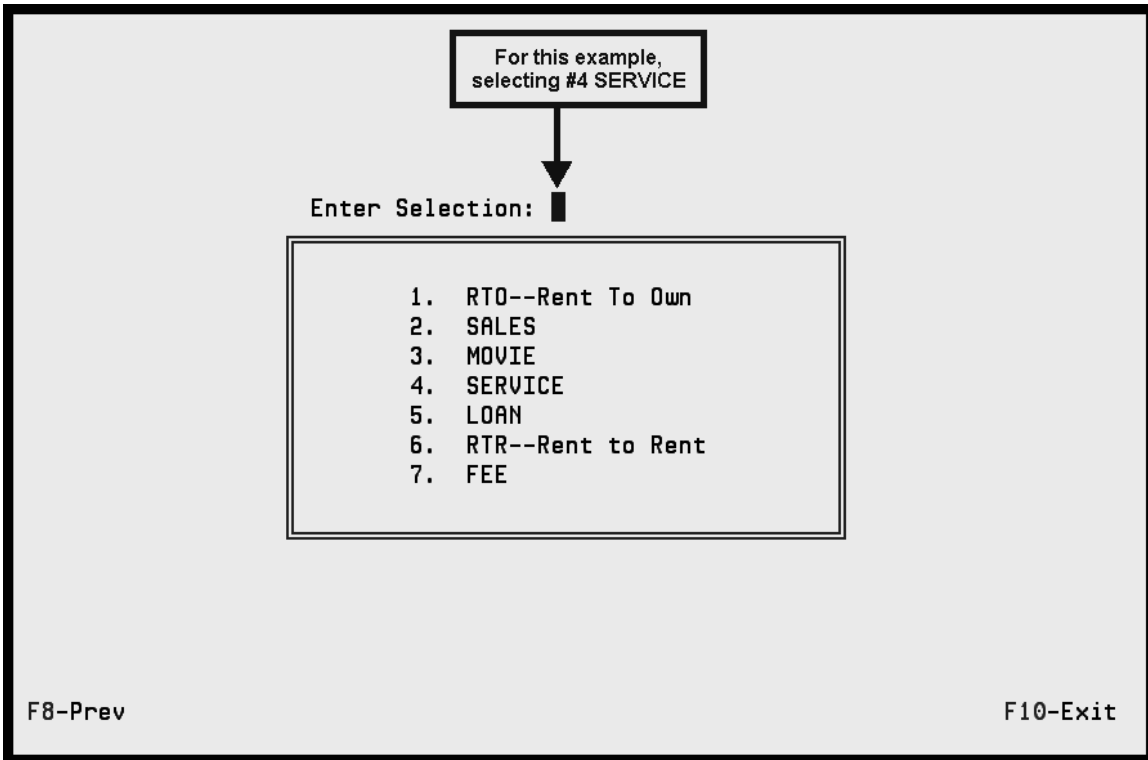


Figure 17-15 Enter Selection Screen for SUMMNT SERVICE

This is the look-up screen of all summary information for the specified date and store, see Figure 17-16.

Hr: 17 Min: 20	Summary File Change	01/07/05
Date: 12/01/03	Store: 1	Salesman:
	Service	
Misc Srvc Chg 1: █	Misc Srvc Chg 2:	Service Sales:
SRV Discount:	SRV Tax Amt:	SRV Labor Amt:
SRV Freight Amt:	Cleaning Amt:	Trip Charge:
SRV DeliveryAmt:	Sales Cost Amt:	
F8-Prev		F10-Exit

Figure 17-16 Summary File Change Screen 1 - SERVICE

- MISC SRVC CHG 1** This field will be populated from service tickets closed out today based on the description under the heading Miscellaneous #1 in SDPARAMS.
- MISC SRVC CHG 2** This field will be populated from service tickets closed out today based on the description in SDPARAMS under the heading Miscellaneous #2.
- SERVICE SALES** Dollar amount of cash sales generated in the SERVICE module.
- SRV DISCOUNT** Dollar amount posted in the field "Less Discount:" on service tickets closed out today.
- SRV TAX AMT** Dollar amount posted in the field "Total Taxes:" on service tickets closed out today.
- SRV LABOR AMT** Dollar amount posted in the field "Total Labor:" on service tickets closed out today.
- SRV FREIGHT AMT** Dollar amount posted in the field "Freight Charge:" on service tickets closed out today.
- CLEANING AMT** Dollar amount posted in the field "Cleaning:" on service tickets closed out today.
- TRIP CHARGE** Dollar amount posted in the field "Trip Charge:" on service tickets closed out today.

SRV DELIVERYAMT Dollar amount posted in the field "Delivery Charge:" on service tickets closed out today.

SALES COST AMT Cost of goods sold of items on service tickets closed out today.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no.

Summary Maintenance Look-up Screen #1 – FEE

Enter the number corresponding to the section you would like, see Figure 17-17. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. For this example, we selected #7 – FEE.

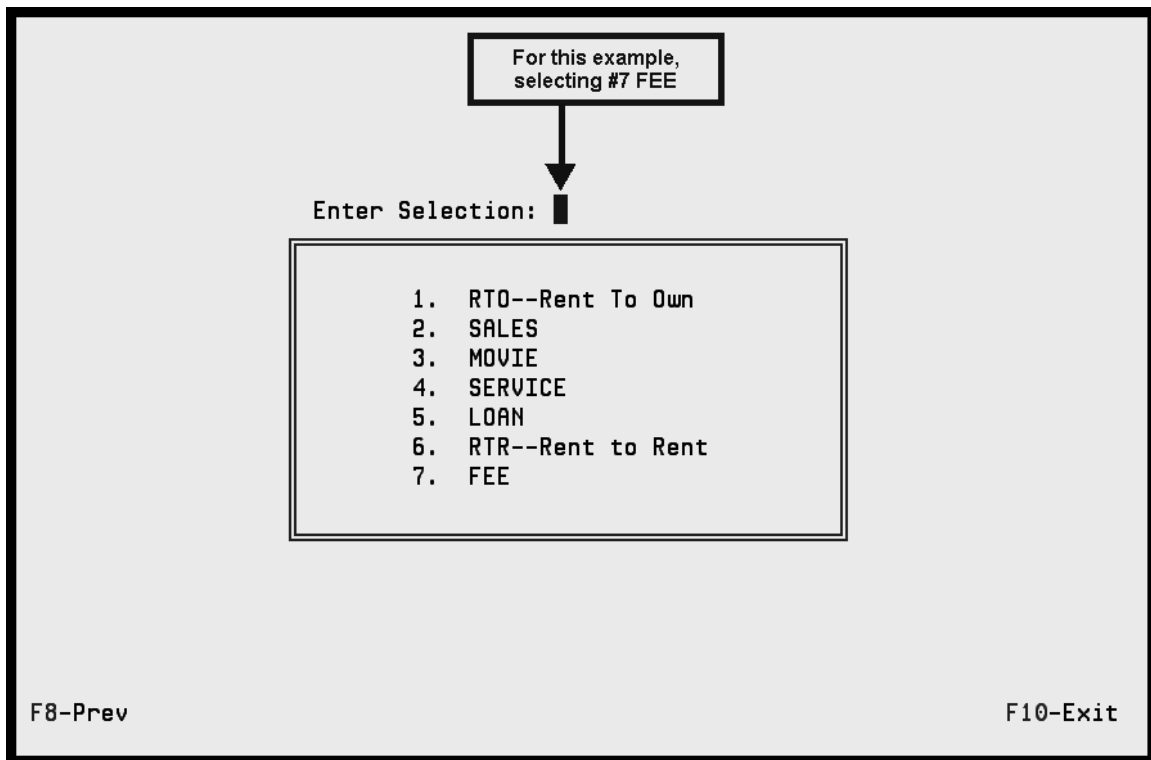


Figure 17-17 Enter Selection Screen for SUMMNT FEE

This is the look-up screen of all summary information for the specified date and store, see Figure 17-18.

Hr: 17 Min: 20	Summary File Change		01/07/05
Date: 12/01/03	Store: 1	Salesman:	
Fees			
Airtime Pmts: █	Club Fee Pmts:	Other Fee Pmts:	
#Airtime Cont:	#Club Fee Cont:	#Other Fee Cont:	
Airtime Proj:	Club Fee Proj:	Other Fee Proj:	
#Airtime ODue:	#Club Fee ODue:	#Other Fee Odue:	
Airtime ODue:	Club Fee ODue:	Other Fee Odue:	
AT Activated:	Club Surcharge:		
AT DeActivated:			
Key2 Date: 12/01/03	Key2 Store: 1	Key2 Salesman:	
F8-Prev		F10-Exit	

Figure 17-18 Summary File Change Screen 1 -FEE

FEES

- AIRTIME PMTS** Dollar amount of airtime payments..
- CLUB FEE PMTS** Dollar amount of club fee payments.
- OTHER FEE PMTS** Dollar amount of other fee payments.
- #AIRTIME CONT** Number of airtime contracts.
- #CLUB FEE CONT** Number of club fee contracts.
- #OTHER FEE CONT** Number of other fee contracts.
- AIRTIME PROJ** Projected monthly income for airtime fees.
- CLUB FEE PROJ** Projected monthly income for club fees.
- OTHER FEE PROJ** Projected monthly income for other fees.
- #AIRTIME ODUE** Number of Airtime tickets that are overdue as of this date.
- #CLUB FEE ODUE** Number of Club Fee tickets that are overdue as of this date.
- #OTHER FEE ODUE** Number of Other Fee tickets that are overdue as of this date.
- AIRTIME ODUE** Airtime dollars overdue.

- CLUB FEE ODUE** Club Fee dollars overdue.
- OTHER FEE ODUE** Other fee dollars overdue.
- AT ACTIVATED** Number of new airtime agreements opened.
- CLUB SURCHARGE** Club Agreement surcharge amounts.
- AT DEACTIVATED** Number of airtime agreements closed.
- KEY2 DATE** Today's date.
- KEY2 STORE** Current location.
- KEY2 SALESMAN** Reserved for future use.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, see Figure 17-19.

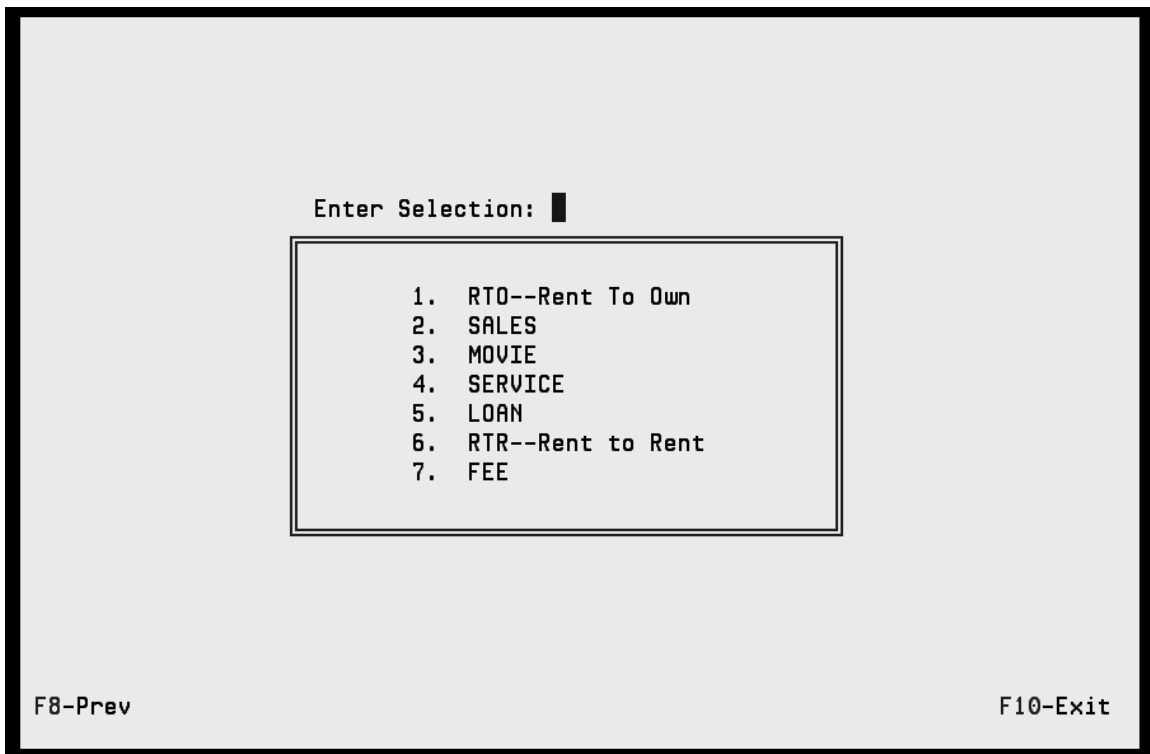


Figure 17-19 Enter Selection Screen for SUMMNT

Press the F8 key three times to back out to a menu if you started from a menu, or press the F10 key to get the command line, enter MENU to return to a MENU.