

RSSS Summary System to RSSS General Ledger Interface

(Each of these modules are optional and may be purchased separately or together from RSSS)

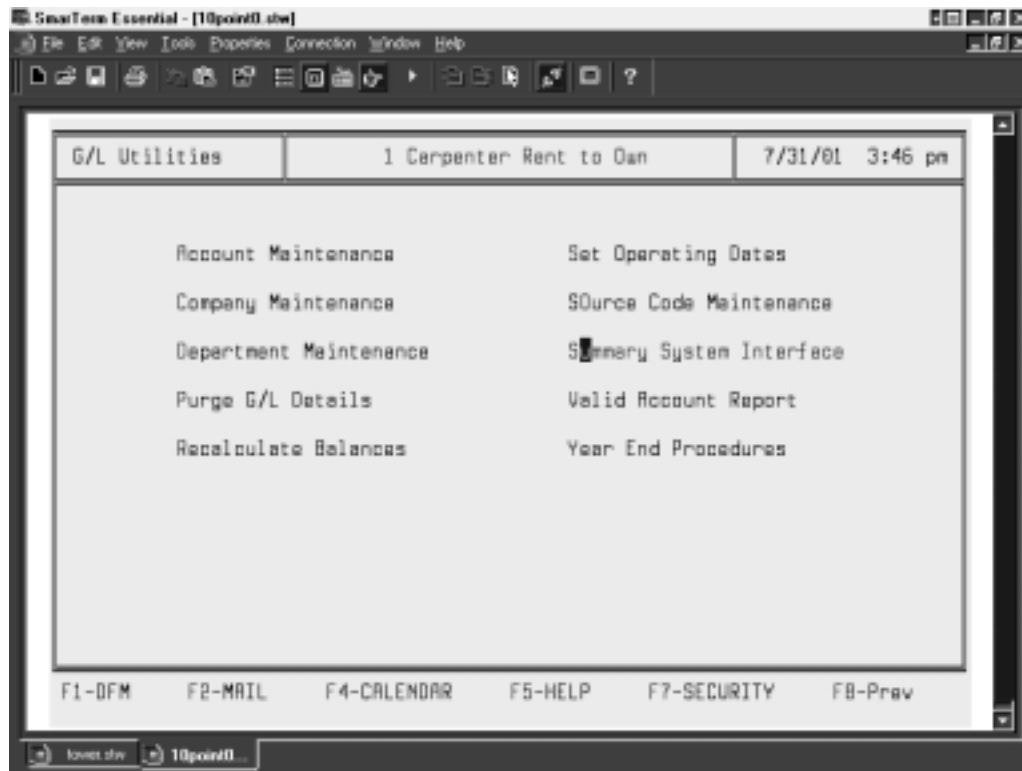
The Summary System Interface to General Ledger has been designed to integrate the transactions generated by the RSSS Rent-to-Own, Retail Sales Service and/or Depreciation into the General Ledger Module. Both the SUMMARY and PETCASH (Petty Cash) transactions are interfaced and journal entries are created for each transaction.

This interface has been designed to verify transactions on a daily basis. It is suggested to update to the G/L once a month. The program allows you to select the date range to be updated each time you run the program. **Please note that you are allowed to run it more than once for the same time period. Therefore you should exercise caution when updating the General Ledger with the generated journal entries.**

GL Interface Usage

To use the GL Interface, you must first be running the RSSS Summary System. The interface can be printed out for entry into a third party accounting program or automatically interfaced into the RSSS General Ledger.

All programs in the GL Menu System are accessed from the GL utilities menu. The name of the program for this menu is “**GLUTIL**”. To run this menu, get to the command line by pressing your command key, then type in “**GLUTIL**” and press return. This brings up the GL Utilities menu as shown following.



Once you get into this menu, go into Summary System Interface. You will get the following menu.

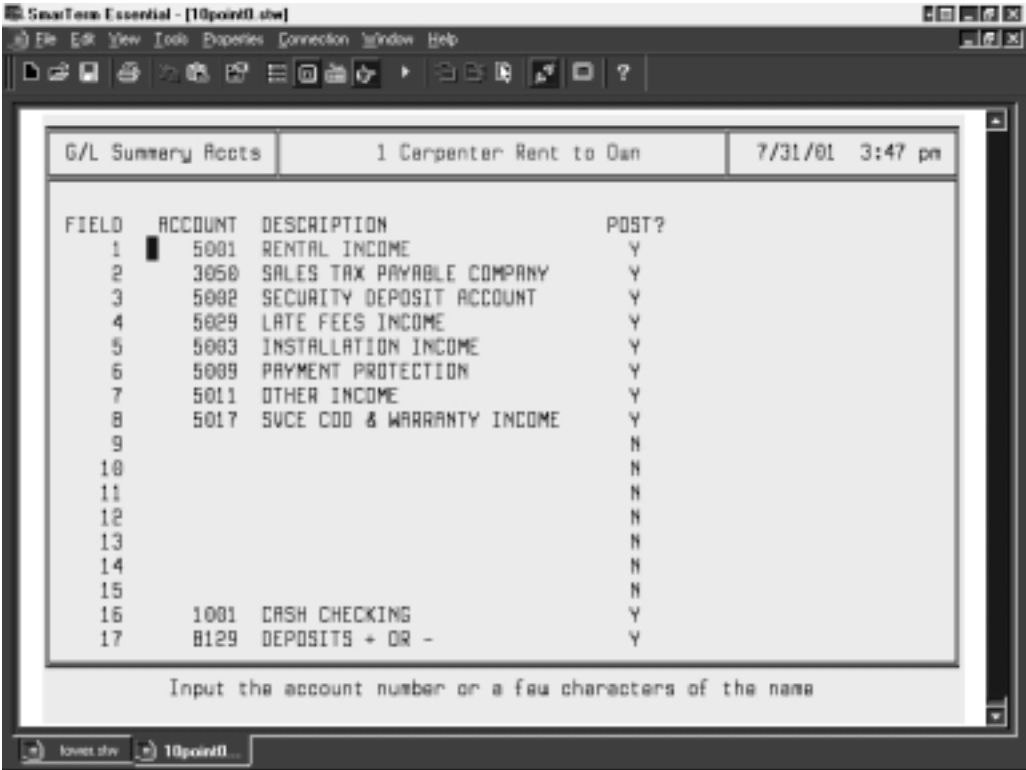
Setup 4.2 Summary System to General Ledger Interface



Prior to setting up the summary interface you must have already set up your chart of accounts in the RSSS Accounting Software. To set up the interface, you will need to go into Summary Account Maintenance.

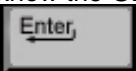

Summary Account Maintenance

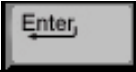
To get into this program, you need to have your cursor on this option or type in the highlighted letter shown. This option is used to maintain the file that controls the way information is posted to the GL from the RSSS Summary System. When you get into this program you will see a screen similar to the one following.



Summary System to General Ledger Interface **Setup 4.3**

If the Summary Interface program is set up, you should see some records here. If it is not set up, the fields in this screen will be blank. At this point you can change, add or delete any of these records. To change a record simply highlight the record you wish to change and press enter. You can then step through each of the fields and change the desired fields. The fields and their meanings are:

- a) **Field Number:** This corresponds to the internal field in the RSSS Summary System and is programmed into the program. See the list of field descriptions and corresponding summary field following if you need to know what each field is.
- b) **Account:** This is the GL number to which the entries will be posted. This should be the General Ledger number that corresponds to description for that field (i.e., field #1 is Rental Income so your GL # for Rental Income should be entered here). If you don't know the GL # for this field, you can enter the first few letters of the account description and press  to get a window to choose off of.
- c) **Description:** When you press  after entering the General Ledger number you are interfacing to for this field, the description on that General Ledger number will appear here.
- d) **Post to GL:** This must be a Y to post the field to the GL. If it is a field that does not apply to your business or you don't want to post it to the GL, it should be N. Fields in the chart following marked with an "N", should be marked the same way on your data.

To add a new record, place your cursor on the field number you want to add and enter the GL# for that field, press . You will then see the description of that GL# appear. The cursor will now be on the post field. This should be a Y if you want to post it and N if you don't, based on the table following.

Once you have completed the process of adding GL#'s to Summary Account maintenance, you are ready to go to the program called Post Summary System.

Summary Interface Field Descriptions

Field #	Summary Data	Post?
1	Payment Amount	Y
2	Tax Amount	Y
3	Security Deposit Amount	Y
4	Late Charge	Y
5	Delivery Fee	Y
6	GRP Amount	Y
7	Misc Charge	Y
8	Extended Service Policy	Y
9	Movie Payment Amount	N
10	Movie Tax Amount	N
11	Movie Misc Charge	N
12	Movie Receivable Amount	N
13	Movie Deposit Amount	N
14	Movie Over-Short Amount	N
15	RTO Adjustment	Y

Setup 4.4 Summary System to General Ledger Interface

Field #	Summary Data	Post?	}	Only use if credit cards are deposited in same account as other deposits (see 129 - 132).
16	RTO Bank Deposit	Y		
17	RTO Over-Short	Y		
18	RTO Petty Cash Amount	N		
19	Sale Amount	Y		
20	Sale Tax Amount	Y		
21	Sale Cost	Y		
22	Total Sale Amount	N		
23	Sale Receivable Amount	Y		
24	Sale Trade-In Amount	Y		
25	Sale Discount Amount	Y		
26	Sale Bank Deposit	Y		
27	Sale over-Short Amount	Y		
28	NSF Bank Charges	N		
29	NSF Returned Checks	N		
30	NSF Paid Checks	N		
31	NSF Charge-Offs	N		
32	Special Discount	Y		
33	Advertising Prt	Y		
34	Auto/Van Gas/Oil	Y		
35	Auto/Van Repairs	Y		
36	Auto Lic/Inspect	Y		
37	Cleaning Expense	Y		
38	Contract Labor	Y		
39	Copier Expense	Y		
40	Freight	Y		
41	Legal & Recovery	Y		
42	Office Supplies	Y		
43	Outside Services	Y		
44	Postage	Y		
45	Printing Expense	Y		
46	Refunds/Referrals	Y		
47	Rental-Equipment	Y		
48	Repairs-Units	Y		
49	Repairs-Bldg	Y		
50	Service Parts	Y		
51	Supplies Maint	Y		
52	Telephone	Y		
53	Travel Entertainment	Y		
54	Unit Accessories	Y		
55	Other	Y		
56	Computer Supplies	Y		
57	Processing Fee	Y		
58	Returned Check Charge	Y		
59	In Home Collection Charge	Y		
60	RTO Receivable Amount	Y		
61	Sale Receivable Amount	Y		
62	AR Interest Received	Y		
90	Service Sales	Y		
91	Service Misc Charge 1	Y		
92	Service Misc Charge 2	Y		
93	Service Discount Amount	Y		
94	Service Sales Tax	Y		
95	Service Labor Charge	Y		
96	Service Freight Charge	Y		
97	Service Cleaning Charge	Y		
98	Service Trip Charge	Y		

Summary System to General Ledger Interface **Setup 4.5**

Field #	Summary Data	Post?
99	Service Delivery Charge	Y
106	Inventory Account	Y
107	Airtime Fees Received	Y
108	Club Fees Received	Y
109	Other Fees Received	Y
110	AR Credits (Free Pmts) DR Income (Sales) a CR Acct	Y
111	AR Credits (Free Pmts) CR Receivables (AR) a DR Acct	Y
112	AR Processing Fee	Y
113	AR Returned Check Charge	Y
114	AR In-Home Collection Charge	Y
115	AR Misc Charge	Y
116	AR Late Charges	Y
117	AR Charge Off DR Charge off - a DR expense account	Y
118	AR Charge Off CR Receivable (AR) a DR Acct	Y
119	Deposits on Layaway, Stock, Special Orders	Y
120	Non-Cash Refunds	Y
121	AR Interest Earned	Y
122	AR GRP Insurance	Y
123	AR Late Charges	Y
124	AR Sales Tax	Y
125	AR GRP/Insurance	Y
126	AR Interest Earned	Y
127	AR GRP/Insurance Refund	Y
128	AR - Bad Check - Amt	N
129	Cash deposit 1	Y
130	Cash deposit 2	Y
131	Cash deposit 3	Y
132	Charge deposit account	Y
136	Foresight Club Fees	Y

The following are used to interface income forecasting depreciation to the G/L.

Field #	Summary Data	Post?
178	Depreciation Expense	Y
179	Accumulated Depreciation	Y
180	Inventory Account Payoffs	Y
181	Inventory Account Early Buyouts	Y
182	Inventory Account Sold	Y
183	Inventory Account Credit	Y
184	Inventory Account Skip	Y
185	Inventory Account Stolen	Y
186	Inventory Account Charge Off	Y
187	Payoff Expense	Y
188	Early Buyout Expense	Y
189	Sales Expense	Y
190	Credit Expense	Y
191	Skip Expense	Y
192	Stolen Expense	Y
193	Charge Off Expense	Y
194	Accum Depreciation Payoff	Y
195	Accum Depreciation Early Buyouts	Y
196	Accum Depreciation Sold	Y
197	Accum Depreciation Credit	Y
198	Accum Depreciation Skip	Y
199	Accum Depreciation Stolen	Y
200	Accum Depreciation Charge Off	Y

Setup 4.6 Summary System to General Ledger Interface

These are the fields where the numbers that get interfaced come from:

SUMMARY MAINTENANCE SCREEN (RTO), PAGE 1

SecurTerm Essential - [10point] show

File Edit View Tools Properties Connection Window Help

Summary File Change 88/01/01

Hr:	Min:	Date:	Store:	Salesman:
		6/07/01	1	1
Deposit 1:	Deposit 2:	Deposit 3:	Deposit 4:	
Deposit 5:	Deposit 6:	Deposit 7:		
1 Pat Amt: 8659.56	2 Tax Amt: 564.12	3 Deposit Amt: 9142.53		
4 Late Charge: 45.00	5 Delivery Fee: 35.80	6 Grp Amt: 126.23		
7 Misc Charge: 85.00	8 Exp Amt:	Add Receivable:		
Free Pat Amt:	Account Bal: 356987.25	No Projection:		
17 RTO OverShort:	16 RTO BnkDeposit:	MTD Pat Amt: 8659.56		
Adjustment:	Petty Cash: 45.80	# RTO Pat Recs: 125		
Processing Fee: 57	58 Returned Ck Cnt:	59 InHomeCollectCg:		
#RTO Customers:	# Open Tickets:	Indicated BDR:		
Monthly Tickets:	Weekly Tickets:	Deliveries:		
Returns:	Sched Payout:	Early Payout:		
Charge Offs:	Last RevDataMoved:	Last RevPickup:		
Last RevChgOff:	Inv Trans In:	Inv Trans Out:		
NewInvReceived:	End Inv OnRent:	New On Hand:		
Rent On Hand:	Deliveries New:	Deliver Rent:		
Returned Inv:	Payout Inv:	Charged OffInv:		
Wkly InvOnRent:	MTD Revenue Amt: 18093.32	NonCash Refund:		
Last LateChg PU:	28 NSF Bank Chgs:	29 NSF ReturnedCk:		
NSF Paid Checks: 30	31 NSF Charge Off:	Marked As Final:		

F8-Prev F10-Exit

SUMMARY MAINTENANCE SCREEN (RTO), PAGE 2

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SecureText Essential - [10point01.dwg]
File Edit View Tools Properties Connection Window Help

Hr:      Min:      Summary File Change      08/01/01
Date:    6/07/01      Store:      1      Salesmen:      1

Monthly Overdues
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:
Overdue 31 Month:      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:      7/31/01
RtoReceivableCust      104 RtoReceivableAmt:      RtoReceivableBal
NonCashExRefund:      Pmts Overdue:      LastDaysDateMove
Pend Cgoff Units:      Pend Cgoff Units:      Pend Cgoff Amt:
Ins Cgoff Units:      Nbr New Esp:      Total Nbr ESP:
WeeklyProjection:      ESP Projection:      Nbr ESP Closed:

FB-Prev      F10-Exit

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SUMMARY MAINTENANCE SCREEN, PAGE 3

SmartTerm Essential - [10point0.shw]

File Edit View Tools Properties Connection Window Help

Hr: Min: Summary File Change 68/81/81
 Date: 6/07/01 Store: 1 Salesman: 1

Late Fee Tickets

Begin Nbr: New Nbr: Ending Nbr:
 Begin Amt: New Amt: Ending Amt:
 Number Paid: Late Fees Paid Amount Paid:
 Credit Amount: 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: Early Payoffs Net Amt:
 Rent Amt: Nbr Tickets Due Tma:
 #Spec Ord Tick: #Spec Ord Item: #Mo Discounts:
 Mo DiscountAmt: Nbr NSF Checks: #Pickups Owed:
 #Skips Owed:

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lowest.shw 10.0 R2.shw 10point0...

SUMMARY MAINTENANCE SCREEN (RTO), PAGE 4

SmartTerm Essential - [10point0.shw]

File Edit View Tools Properties Connection Window Help

Hr: Min: Summary File Change 68/81/81
 Date: 6/07/01 Store: 1 Salesman: 1

Nbr GRP Custs: Nbr GRP Tickets: Pending Tickets:
 GRP Projection: GRP Past Due: Inv In Service:
 Nbr Switch outs: Serv W/O Loaner: Unpaid Today:
 Change RTO Recv: Del Amt MIR: Ticket Xfers:
 Tick Xfer Amt: P/U Amt MIR: POFF Amt MIR:
 Skip Amt MIR: Chg in MIR: Total MIR:

Late Discounts

Late1 Disc: # Late2 Disc: # Late3 Disc:
 Late1 Dis Amt: Late2 Dis Amt: Late3 Dis Amt:
 # New CR Recv: New Receivables # New RTO Recv:
 New CR RevAmt: New RTO RevAmt:

Nbr New Tickets Past Due

Overdue 1-3: Overdue 4-7: Overdue 8-14:
 Overdue 15-30: Overdue 31-45: Overdue 46-90:
 Overdue 91+:

Past Due Amt New Tickets

Overdue 1-3: Overdue 4-7: Overdue 8-14:
 Overdue 15-30: Overdue 31-45: Overdue 46-90:
 Overdue 91+:

F8-Prev F10-Exit

lowest.shw 10.0 R2.shw 10point0...

Setup 4.8 Summary System to General Ledger Interface

SUMMARY MAINTENANCE SCREEN (RTO), PAGE 5

SmartTerm Essential - [10point0.shw]

File Edit View Tools Properties Connection Window Help

Hr:Min:

Date: 6/07/01

Summary File Change

Store: 1

Salesman: 1

68/01/01

Customer Data

Deliveries:

Charge Offs:

Pickups:

Paid Outs:

Inventory Data

RemainBk Value:

IdleBk Value:

Lost Rev InSrv:

Overdue 1-4:

Overdue 15+:

Overdue 1-7:

Overdue 46-90:

Total Rental Inv Cost:

Idle Rental Inv Cost:

NbrIdleCOs:

Overdue 5-7:

Overdue 8-15:

Overdue 32+:

Nbr of Pastdue Tickets On Pickup

Overdue 8-14:

Overdue 15-45:

Overdue 91+:

Days Past Due:

Other

New RTO Revbls:

Lost Rev Date Moved 'N':

Nbr 'Z' Chargeoffs:

Nbr 'D' Promos:

'D' Promos Amt:

New Money:

StdRateOverridden:

Process Waived:

Ideal\$ Overridden:

Stolen Amts MIR:

Charge Off Amts MIR:

Nbr 'Y' Chargeoffs:

Nbr 'P' Promos:

'P' Promos Amt:

Grp Amt Lost:

Term Overridden:

F8-Prev

F10-Exit

lowest.shw

10.0 R2.shw

10point0...

SUMMARY MAINTENANCE SCREEN (RTO), PAGE 6

SmartTerm Essential - [10point0.shw]

File Edit View Tools Properties Connection Window Help

Hr:Min:

Date: 6/07/01

Summary File Change

Store: 1

Salesman: 1

68/01/01

Customer Data

Deliveries:

Charge Offs:

Pickups:

Paid Outs:

Inventory Data

RemainBk Value:

IdleBk Value:

Lost Rev InSrv:

Overdue 1-4:

Overdue 15+:

Overdue 1-7:

Overdue 46-90:

Total Rental Inv Cost:

Idle Rental Inv Cost:

NbrIdleCOs:

Overdue 5-7:

Overdue 8-15:

Overdue 32+:

Nbr of Pastdue Tickets On Pickup

Overdue 8-14:

Overdue 15-45:

Overdue 91+:

Days Past Due:

Other

New RTO Revbls:

Lost Rev Date Moved 'N':

Nbr 'Z' Chargeoffs:

Nbr 'D' Promos:

'D' Promos Amt:

New Money:

StdRateOverridden:

Process Waived:

Ideal\$ Overridden:

Stolen Amts MIR:

Charge Off Amts MIR:

Nbr 'Y' Chargeoffs:

Nbr 'P' Promos:

'P' Promos Amt:

Grp Amt Lost:

Term Overridden:

F8-Prev

F10-Exit

lowest.shw

10.0 R2.shw

10point0...

SUMMARY MAINTENANCE SCREEN (RTO), PAGE 7

SmartTerm Essential - [10point01.shw]

File Edit View Tools Properties Connection Window Help

Hr: Min: Date: 6/07/01 Summary File Change Store: 1 Salesman: 1 08/01/01

Indicated BOR Data

Deliveries: Pickups:
 Charge Offs: Paid Outs:
 Skips: Early Buyouts:
 Discount Days Data
 O Promos: P Promos:
 Skips: Monthly Discount:
 Other Data
 Payments on Deliveries: Commitments Entered:
 Free Pmts on Past Dues:
 Nbr Rto Rgmts: Weekly: Monthly: Bi-Weekly/Semi-Monthly:

F8-Prev F10-Exit

lowest.shw 10.0 R2.shw 10point01...

SUMMARY MAINTENANCE SCREEN (SALES), PAGE 1

SmartTerm Essential - [10point01.shw]

File Edit View Tools Properties Connection Window Help

Hr: Min: Date: 6/07/01 Summary File Change Store: 1 Salesman: 1 08/01/01

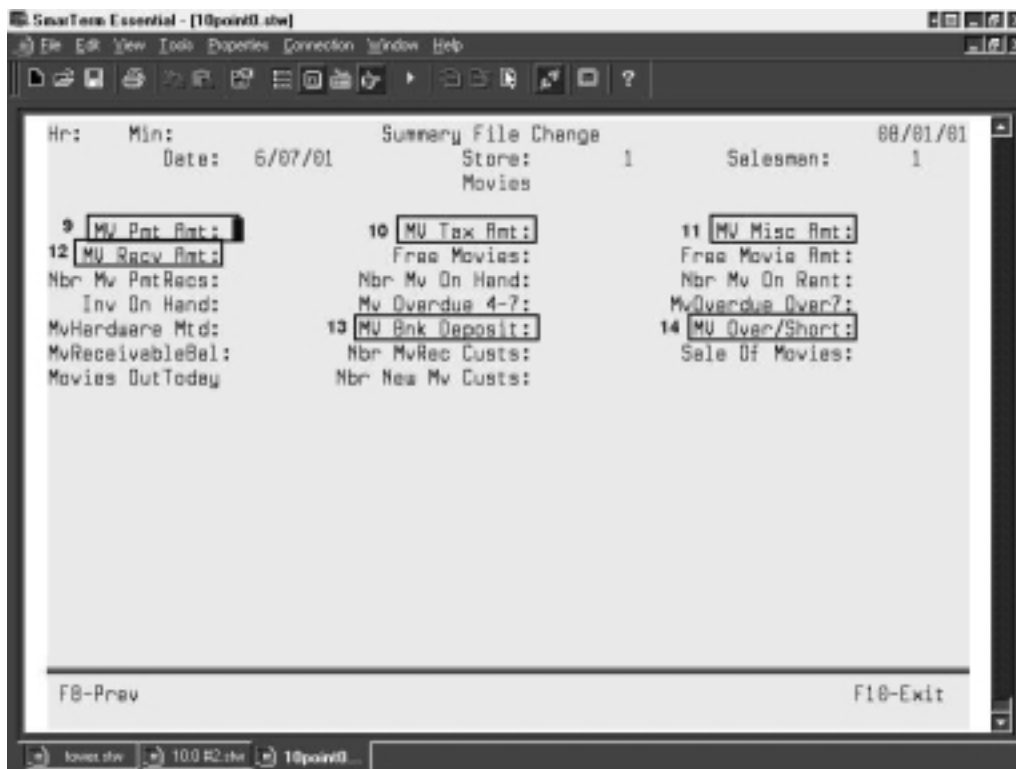
Sales

19 Sales Amt:	20 Sales Tax Amt:	21 and 106 Sales Cost:
22 Sales Cash Amt:	23 and 61 Sales Recv Amt:	24 Sales Trade In:
25 Sales Discount:	27 Sales OverShort:	26 Sales BnkDeposit:
Inv On Hand:	RtoEarlyBuyout:	Sale RentalItem:
SpecialSaleAmt:	#SerialInvSold:	
Nbr AR Accts:	AR ContractBal:	
Recv Received:	AR NonCashRef:	62 AR Interest Rec:
125 Arp Insurance:	Insurance 1:	RerentSales Cost:
Insurance 3:	Insurance 4:	Insurance 2:
113 Return Ck Chg:	114 In HomeCollect:	112 Processing Fee:
116 AR Late Recvd:	123 AR Late Earned:	115 Misc Charge:
AR Invoice Amt:	AR Add Invoice:	124 AR Tax Amt:
121 AR InterestAmt:	122 AR Insurance:	AR Debit Amt:
AR Payment Amt:	110 and 111 AR Credit Amt:	128 AR Bad Ck Amt:
127 AR Ins Refund:	117 and 118 AR Charge Off:	126 AR Int Refund:
#AR Cr Accts:	AR Credit Bal:	AR Flipped Amt:
		Cash Sale Rerent:

F8-Prev F10-Exit

lowest.shw 10.0 R2.shw 10point01...

SUMMARY MAINTENANCE SCREEN (SALES), PAGE 2



SUMMARY MAINTENANCE SCREEN (FEE), PAGE 1

SmartTerm Essential - [10point0.stw]

File Edit View Tools Properties Connection Window Help

Hr: Min: Summary File Change 68/81/81
 Date: 6/07/01 Store: 1 Salesman: 1

107 Airtime Pmts: 108 Club Fee Pmts: 109 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: 6/07/01 Key2 Store: 1 Key2 Salesman: 1

F8-Prev F10-Exit

lowest.stw 100.R2.stw 10point0...

SUMMARY EOD SCREEN

SmartTerm Essential - [tower.stw]

File Edit View Tools Properties Connection Window Help

Date: 12/83/81 Summary File EOD Change 12/83/81
 Store: 1

Deposit 1:	Pat Amt	Tax Amt	Misc	Receivable	RR Paid	Charge Dep:	NSF	Refund	Tot Cash
RTD:			0.00	0.00	0.00				
Sales:			0.00	0.00	0.00				0.00
Service:			0.00						
Movie:									0.00

Del-C: 0 PU-C: 0 Pdout/Cgoff-C: 0 Del-U: 0 PU-U: 0 Pdout/Cgoff-U: 0

RTD BnkDeposit: RTD Over/Short: RTD Adjustment:
 SaleBnk Deposit: SaleOver/Short: Petty Cash:
 MovieBnkDeposit: MW Over/Short:

33 Advertising Pmt:	34 Auto/Van Gas/Oil:	35 Auto/Van Repairs:
36 Auto Lic/Inspect:	37 Cleaning Expense:	36 Computer Supply:
38 Contract Labor:	39 Copier Expense:	40 Freight:
41 Legal & Recovery:	42 Office Supplies:	43 Outside Services:
44 Postage:	45 Printing Expense:	46 Refunds/Referral:
47 Rental-Equipment:	48 Repairs--Units:	49 Repairs--Bldg:
50 Service Parts :	51 Supplies Maint:	52 Telephone:
53 Travel/Entertain:	Unit Accessories:	55 Other:

Enter Daily Deposit 1

Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm

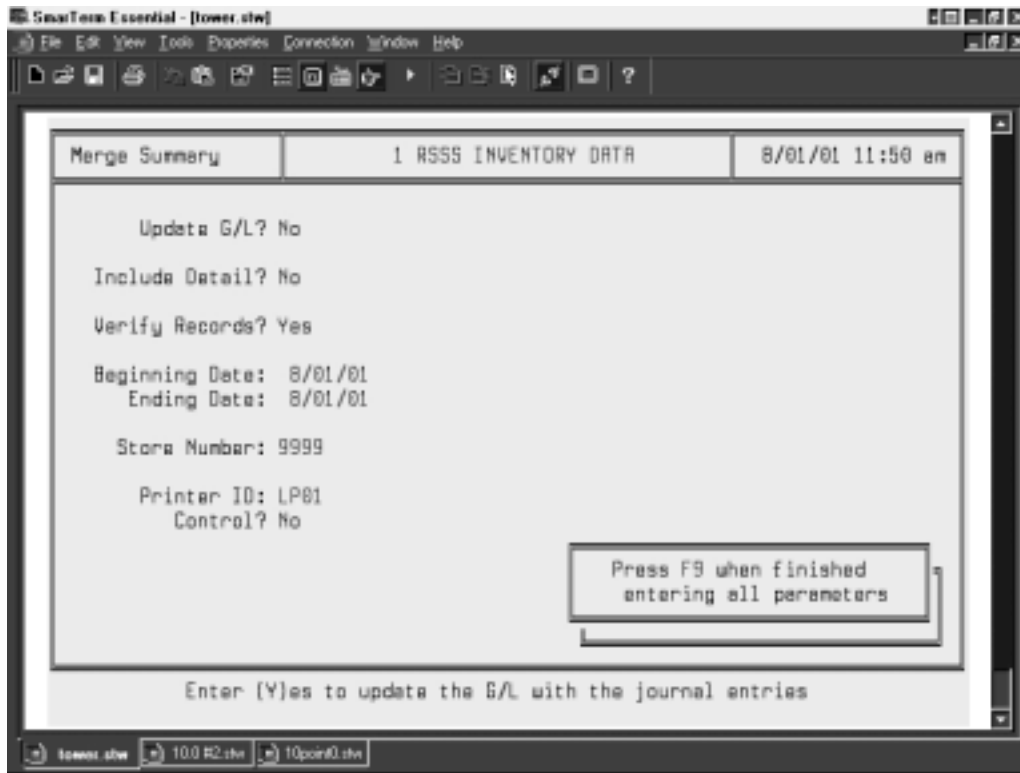
lowest.stw 100.ANSI...

* If you operate remote systems and have changed the petty cash fields, all the fields must be the same at all stores and the home office.

Setup 4.12 Summary System to General Ledger Interface

Post Summary System

This program can verify and/or create the journal entries of your summary information.



The program has several options that can be selected whenever it is performed:

Update G/L? The answer to this question determines if the Journal entries should be created for the summary transactions. You should answer yes to this question if you want to create journal entries. The journal entries created by this process must later be posted to the General Ledger. You can then audit the journal entries and either purge them if you determine something is wrong with them or post/interface them to the general ledger after they have been created.

You should answer No to this question if all you want to do is **verify** that the transactions from the SUMMARY and PETCASH records balance and are accurate.

Include Detail? This question is only relevant is you answer Yes to the prior question concerning the updating of the General Ledger.

If you are updating the General Ledger, if you answer 'Yes' the system will generate a journal entry for every day within your selected date range, if you answer 'No', the system will consolidate all of your date range into one with a journal entry date of the last date of your date range. The answer to this question determines if the journal entries created are for each transaction encountered on the SUMMARY and PETCASH records. A No response will result in a summarization of the transactions for the range of dates you entered and create journal entries for the totals, instead of a journal entry for each transaction.

Verify Records? You want to make sure that the information contained on the SUMMARY and PETCASH records are in balance before Journal Entries are created, you should answer 'No' to the first two questions and 'Yes' to verify records. A Yes response causes the program to scan the source records and will print out a listing of the days, amounts and store numbers where there are problems. You should then correct the source records and verify the records again. **Important Note: The only time you should answer 'No' to verify records is if you are out of balance and need to see what entries the system is creating to help resolve the problem. When doing this, you need to remember that the journal entry that is created will be out of balance and you will be unable to post to the G/L. Once you have found the problem you can either add the entry needed in 'Add Journal Entry' or purge the existing journal entry, fix the problem in summary, and generate a new journal entry.**

Beginning Date: The beginning date is the starting date for the source transactions to be processed. This is a required field.

Ending Date: The ending date is the ending date for the source transactions to be processed. This is a required field and it will also be the date used as the journal entry date if you select 'No' to the 'Include Detail ?'.

Note: If you are running the interface to verify you are in balance from yesterday, you should enter yesterday's date in both the beginning and ending fields.

Store Number: The store number selection allows you to pick a single store for the source transactions for the interface run. An entry of 9999 indicates that all of the stores should be selected.

Printer ID: The printer ID identifies the output destination for the verification report. You change the printer number to another printer if you want to print on another printer.

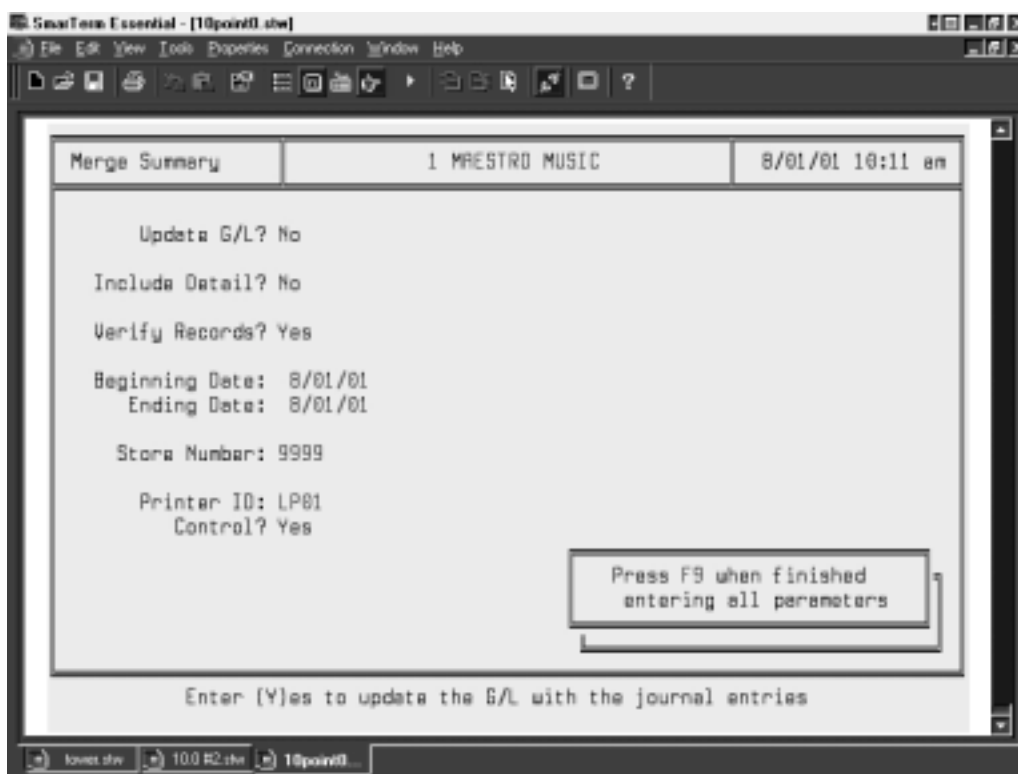
Control? A Yes response will cause the program to set control setting to the printer prior to printing the report and after it has completed to insure that the appropriate form size has been selected for this report. This defaults to Yes and you should leave it there.

IMPORTANT NOTE: DO NOT EVER POST TO G/L THE SUMMARY RECORDS FOR THE SAME DAY.

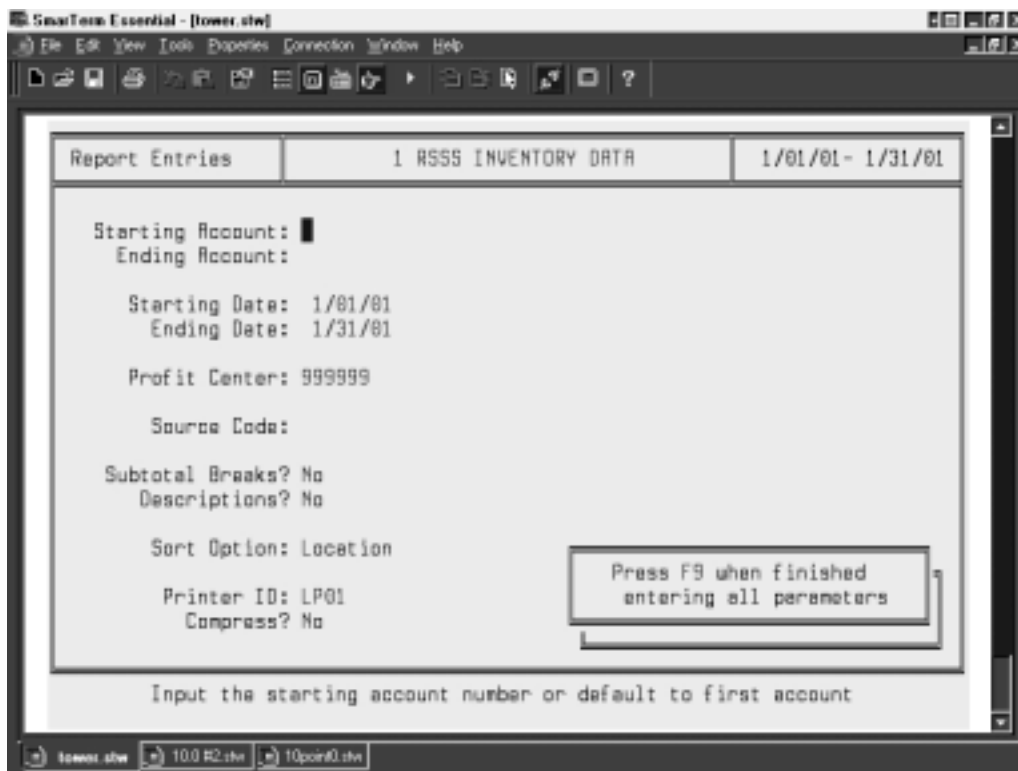
This will create double journal entries for the duplicated days and you will have to purge and repost your summary files to G/L.

if you answered Yes to update the G/L, and the verification does not fail the journal entries will be in the 'Journal Entry' program waiting for you to post to the G/L. They will not yet be posted to the general ledger. You need to make sure that you are in balance before you post the journal entries to the GL. To do this, just go into Journal Entries off of the Summary Interface menu, then go into Add Journal Entries and look at the bottom of the screen. You will see a total for the journal entries which are now in the journal. The debits and credits should balance. If they do not balance, the difference will be displayed in the bottom right hand corner of the screen. Following is an example of what this screen looks like.

Setup 4.14 Summary System to General Ledger Interface



After creating the journal entries, you can print a copy of the transferred information, which is a report of Journal Entries. You will definitely want to do this if you are out of balance. To do this, choose Report Journal Entries off of the Journal Entries menu. You will see the following screen.



You can enter specific dates and/or profit centers you want to look at and press **F9** when you are done or press **F9** at the beginning and you will get all dates and all locations for entries which have not yet been posted to the GL.

The Debit and Credit columns on this report **must** balance in order for you to be able to post the transactions for that day to the GL. An example report follows.

Date: 8/01/01		G/L Journal Transaction Report for Unposted Entries				Page: 1
Company: 1	ASSS INVENTORY DATA	W/O Subtotals		W/O Descriptions	Profit Center: All	Date: 1/01/01- 1/31/01
Account: All						Source: All
ACCOUNT	DESCRIPTION	CTR	DATE	SOURCE	DEBIT	CREDIT
2310	ACCOUNTS PAYABLE	1	1/01/01	AJE	100.00	
4060	RENTAL INCOME	2	1/02/01	SUM		158.90
Total:					100.00	158.90

If you are out of balance:

If you are out of balance, you must first run the report of journal entries as described above. Then, purge the journal entries in the journal at this time. To do this, select journal entries off of the Summary Interface menu. Then go into Purge Journal Entries. You will see the following screen.

SmartTerm Essential - [10point0].shw

File Edit View Tools Properties Connection Window Help

Purge Entries 1 MRESTRD MUSIC 8/01/01 11:30 am


Starting account:
Ending account:
Profit Center: 999999
Starting date:
Ending date:

Press F9 when finished
entering all parameters

Input the starting account number to be purged

lowest.shw 10.0 R2.shw 10point0...

Setup 4.16 Summary System to General Ledger Interface

Just press  and you will purge all entries in the journal at this time.

You can then correct whatever is throwing you out of balance and repeat the process of interfacing your numbers again.

Out of Balance Balancing Tips:

- If this is your first time to run the interface, verify that all accounts are set up properly as debits, credits, assets, etc. and that they match the list.
- Verify that the Y or N switches on the Summary Interface Maintenance Screen are set properly.
- Verify that the deposit from the day in question was posted. You can check this by going to the Summary End of Day Screen (SUMEODS) and pulling up the correct date and store number. If the bank deposit fields in the middle of the screen are blank, that means the deposit was not posted.
- Go to your summary maintenance (SUMMNT) screens for the day and store in question and look for the same number you are out of balance. If you find it, locate the corresponding field on the summary account maintenance screen and be sure it is set up properly, has the right account type (debit, credit, etc.) and that the Post? column is marked correctly.

Summary Interface Field Descriptions Worksheet

Field #	Summary Data	Your GL Account #	Post?
1	Payment Amount RTO Revenue	R	Y
2	Tax Amount	L	Y
3	Security Deposit Amount	R	Y
4	Late Charge	R	Y
5	Delivery Fee	R	Y
6	GRP Amount	R	Y
7	Misc Charge	R	Y
8	Extended Service Policy	R	Y
9	Movie Payment Amount	R	Y
10	Movie Tax Amount	L	Y
11	Movie Misc Charge	R	Y
12	Movie Receivable Amount	A	Y
13	Movie Deposit Amount	R	Y
14	Movie Over-Short Amount	E	Y
15	RTO Adjustment	R (use only if not using over/short)	N
16	*RTO Bank Deposit	A	Y
17	RTO Over-Short	E	Y
18	RTO Petty Cash Amount	E	N
19	Sale Amount	R	Y
20	Sale Tax Amount	L	Y
21	Sale Cost	E (use only if not posting COGS from reports)	N
22	Total Sale Amount		N
23	Sale Receivable Amount	A	Y
24	Sale Trade-In Amount	E	Y
25	Sale Discount Amount	E	Y
26	*Sale Bank Deposit	A	Y
27	Sale over-Short Amount	E	Y
28	NSF Bank Charges	(use cash acct if using the NSF system)	Y

Summary System to General Ledger Interface **Setup 4.17**

Field #	Summary Data	Your GL Account #	Post?
29	NSF Returned Checks RTO & Sales AR	A or E	N
30	NSF Paid Checks		N
31	NSF Charge-Offs		N
32	Special Discount	E	Y
33	Advertising Prt	E	Y
34	Auto/Van Gas/Oil	E	Y
35	Auto/Van Repairs	E	Y
36	Auto Lic/Inspect	E	Y
37	Cleaning Expense	E	Y
38	Contract Labor	E	Y
39	Copier Expense	E	Y
40	Freight	E	Y
41	Legal & Recovery	E	Y
42	Office Supplies	E	Y
43	Outside Services	E	Y
44	Postage	E	Y
45	Printing Expense	E	Y
46	Refunds/Referrals	E	Y
47	Rental-Equipment	E	Y
48	Repairs-Units	E	Y
49	Repairs-Bldg	E	Y
50	Service Parts	E	Y
51	Supplies Maint	E	Y
52	Telephone	E	Y
53	Travel Entertainment	E	Y
54	Unit Accessories	E	Y
55	Other	E	Y
56	Computer Supplies	E	Y
57	Processing Fee	R	Y
58	Returned Check Charge	R	Y
59	In Home Collection Charge	R	Y
60	RTO Receivable Amount	A	Y
61	Sale Receivable Amount	A	Y
62	AR Interest Received	R	Y
90	Service Sales	R	Y
91	Service Misc Charge 1	R	Y
92	Service Misc Charge 2	R	Y
93	Service Discount Amount	R	Y
94	Service Sales Tax	L	Y
95	Service Labor Charge	R	Y
96	Service Freight Charge	R	Y
97	Service Cleaning Charge	R	Y
98	Service Trip Charge	R	Y
99	Service Delivery Charge	R	Y
106	Inventory Account	A (use only if not posting COGS from reports)	N
107	Airtime Fees Received	R	Y
108	Club Fees Received	R	Y
109	Other Fees Received	R	Y
110	AR Credits (Free Pmts) DR Income (Sales) a CR Acct	E	Y
111	AR Credits (Free Pmts) CR Receivables (AR) a DR Acct	E	Y
112	AR Processing Fee	R	Y

A = Asset

R = Revenue

L = Liability

E = Expense

*Only use if credit cards are deposited in same account as other deposits.

Setup 4.18 Summary System to General Ledger Interface

Field #	Summary Data	Your GL Account #	Post?
113	AR Returned Check Charge	R	Y
114	AR In-Home Collection Charge	R	Y
115	AR Misc. Charge	R	Y
116	AR Late Charges	R	Y
117	AR Charge Off DR Charge off - a DR expense account	E	Y
118	AR Charge Off CR Receivable (AR) a DR Acct	A (Trade In)	Y
119	Deposits on Layaway, Stock, Special Orders	A	Y
120	Non-Cash Tax Refunds	A (use cash account if using the NSF system)	Y
121	AR Interest Earned	R	Y
122	AR GRP Insurance Earned	R	Y
123	AR Late Charges Earned	R	Y
124	AR Sales Tax	L	Y
125	AR GRP/Insurance	R	Y
126	AR Interest - Refund	R	Y
127	AR GRP/Insurance Refund	R	Y
128	AR - Bad Check - Amt	E or A	Y
129	Cash deposit account for deposit 1	A	Y
130	Cash Deposit 2	A	Y
131	Cash Deposit 3	A	Y
132	Charge deposit account	A	Y
136	Foresight Club Fees	A	Y
(use 178 thru 200 if interfacing Income Forecasting)			
178	Depreciation Expense	E	Y
179	Accumulated Depreciation	A	Y
180	Inventory Account Payoffs	A	Y
181	Inventory Account Early Buyouts	A	Y
182	Inventory Account Sold	A	Y
183	Inventory Account Payoffs	A	Y
184	Inventory Account Skip	A	Y
185	Inventory Account Stolen	A	Y
186	Inventory Account Charge Off	A	Y
187	Payoff Expense	E	Y
188	Early Buyout Expense	E	Y
189	Sales Expense	E	Y
190	Credit Expense	E	Y
191	Skip Expense	E	Y
192	Stolen Expense	E	Y
193	Charge Off Expense	E	Y
194	Accum Depreciation Payoff	A	Y
195	Accum Depreciation Early Buyouts	A	Y
196	Accum Depreciation Sold	A	Y
197	Accum Depreciation Credit	A	Y
198	Accum Depreciation Skip	A	Y
199	Accum Depreciation Stolen	A	Y
200	Accum Depreciation Charge Off	A	Y

A = Asset

R = Revenue

L = Liability

E = Expense

*Only use if credit cards are deposited in same account as other deposits.