

DAPREX, INC.
Specialists in Data Processing

Presents...

The Miscellaneous Cash Receipts System

For The IBM AS/400 (R)

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MISCELLANEOUS CASH RECEIPTS

The DAPREX Miscellaneous Cash Receipts System provides the means to capture update and report on daily non-Accounts Receivable cash that is received by your organization. Detailed daily deposits are recorded and summarily updated to the General Ledger while the detail entry data remains in the subsidiary ledger. This means of recording the miscellaneous cash transactions maintains the integrity of each deposit and provides access to detailed historical data. General Ledger is updated on demand, providing up-to-date cash balance information.

Extensive inquiry and reporting functions complete the Miscellaneous Cash Receipts system.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope that this enables our users to adapt quickly and easily to our systems.

F3= EXIT	Exit the screen and return to the menu.
F4= SCAN	Scan on any input field for which there is a master file. I.E. - account#.
F5= RESET	Reset the screen and re-enter the data.
F8= DUP	Duplicate the Interfund#, Div#, Dept#, Job#, Account#, Amount and Source of Funds fields from the previous entry.
F9= PREV. PERIOD	View the previous period's Misc. Cash entries.
F10= NEXT PERIOD	View the next period's Misc. Cash entries.
F10= ADD	Switch back to ADD mode from UPDATE mode in the Misc. Cash entry screen.
F11= UPDATE	Change or delete an entry in the Misc. Cash entry screen.

F12= PREVIOUS

Go back to the previous screen.

PROFILE OPTIONS

When the DAPREX Miscellaneous Cash Receipts system is installed at your location, the installer needs to identify which Profile Options are active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative. All of the Misc. Cash profile options are general, not corporate specific. (Any profiles not listed here are used in Petty Cash.) The options are as follows:

Spread Cash on Cross Corp. Postings - Spreads the cash entry across the various funds/corporations when an intercorporate receipt is processed. This means that the cash is posted to the fund indicated in the INTERFUND# field.

Print Hash Totals on Edit - Prints account# hash totals on the Misc. Cash Edit reports.

Uses Donor and Add'l Details Utility during entry - Allows entry of donors and additional details data during Misc. Cash Entry. If set to 'N', donors can be entered, but not additional details.

Force Donor Entry for Specified GL Accounts - Forces the operator to enter a donor# when posting a transaction to specific G/L accounts.

Print Donor & Add'l Details on Edit - Prints the donor name and additional details data on the Misc. Cash Edit.

Print Donor & Add'l Details on History - Prints the donor name and additional details data on the Misc. Cash History report.

Use Student Update Submodule (Seattle) - This is a reserved profile option for a specific DAPREX customer. Make sure it is set to 'N' in your system.

Select Cash Batches to Post - Allows the operator to select individual miscellaneous cash receipts batches for editing and posting.

Uses Donor Management Utilities - Indicates that the Donor Maintenance sub-module is in use.

Multiple Fiscal Years - When using the interfund posting mechanism to update G/L for funds having different fiscal years, this option must be activated.

Multi-Corp for Misc. Cash Receipts - Indicates whether more than one corporation is using the Misc. Cash Receipts application.

Separate G/L Detail for each Deposit Date - A 'Y' indicates that the posting of miscellaneous cash to the G/L will have a description of "MISCELLANEOUS CASH MM/DD", MM/DD indicating the month and day of the deposit date. Unless more than one deposit is done for the same bank on the same day, separate postings for each deposit will exist in the G/L. An 'N' response will cause the MM/DD to be omitted from the posting description, thereby creating ONE monthly entry.

Uses Recipient Management Utilities – A 'Y' allows for entry of recipient data for use with the Petty Cash sub-system.

Use Date in Petty Cash G/L Explanation – A 'Y' indicates that the posting of petty cash to The G/L will have a description of "PETTY CASH MM/DD", MM/DD indicating the month and Day that the transactions were posted. Unless multiple batches are done for the same bank on the same day, separate postings for each batch will exist in the G/L. An 'N' response will cause the MM/DD to be omitted from the posting description, thereby creating ONE monthly entry.

Enter PC Batch Numbers Manually – A 'Y' indicates that Petty Cash batch numbers can be assigned by the user. An 'N' indicates that the system automatically assigns batch numbers.

Allow Delete of PC Batches – A 'Y' allows you delete unposted Petty Cash batches from the batch entry program. An 'N' prevents you from deleting them.

MCR Allows Override of 123XXX Accounts – Not Applicable – GMC Only.

Separate G/L Detail for each Batch – A 'Y' includes the batch# as part of the G/L Journal Entry description, causing separate entries for each batch for a given deposit date.

Print Cash Receipt Deposit Slip – A 'Y' prints a cash receipts deposit slip during the batch update procedure.

Batch Edit List: Page Break on Batch# - A 'Y' forces a page break for each new batch#. An 'N' forces a new page for new bank account #.

ENTER/UPDATE CASH RECEIPTS

All miscellaneous cash receipts are entered using this menu option. The first screen requests batch header data as seen below. The batch# can be manually assigned or you may press F10 to assign the next available batch#.

```

MISCELLANEOUS CASH RECEIPTS BATCH ENTRY

BATCH # . . . . .      1
M/C CORP # . . .      1 DAPREX INC.
* DEPOSIT ACCOUNT .   100500 CASH AN HAND UNION TRUST
DEPOSIT DATE. . .     5/15/95 MAY
DEPOSIT TOTAL $ .     12345.00
D=DELETE . . . . .

ENTER  F4=SELECT(*) F10=NEW BATCH-AUTO# F12=PREVIOUS
    
```

Each deposit must be a separate batch, and while multiple deposits can be processed for the same Corp/Date, the batch number for each of those must be unique. (If the batch# is automatically assigned using the **F10** key, it is unlikely there will be any conflict since the automatic assigned numbers start at 001 and go up to 999 before starting all over. This series of batch#s is used for ALL corporations.) Assets accounts only can be used as the deposit account#. The system first verifies that the deposit date falls within an accounting period that is valid for G/L entry, (see the Accounting Period File for further information), and then that there are no other posted batches with the same batch# for that same Corp/Date. If the batch passes these two criteria the program proceeds to the detail entry screen. The operator keys the **INTERFUND#, DIV#, DEPT#, JOB#, ACCOUNT#, AMOUNT, CHECK#, MAD#,** (if any), **SOURCE OF FUNDS, AUTO/DISTR Y/N,** and **PAYOR.** The fields **DETAILS** and **DONOR#** will be explained below. (These fields only appear if the proper profile options have been activated.)

```

MISCELLANEOUS CASH RECEIPTS ENTRY/UPDATE

BATCH #: 001                BATCH TOTAL   : 12,345.00
                            RUNNING BALANCE :      .00

LN# CRP DIV DPT ACCT # JOB # CHECK #   AMOUNT   SOURCE OF FUNDS
-----
CORP #      1                                INTER CRP #  1
* DIV # .   1 STAMFORD, CT      * DPT #  1 SALES
* JOB# . .
* ACCT # .  300000 SALES
AMOUNT $ .  3256.52                CHECK #
SOURCE OF FUNDS: COUNTER SALES - MON. 5/23  DETAILS:      DISTR Y/N N
PAYOR . . . . .:                    * DONOR#:

ENTER F3=END F8=DUP F11=UPDATE MODE F16=DETAILS      (C) DAPREX - 1994
    
```


If you are using the Automatic Distribution feature of the system, you may activate this feature on a line-by-line basis by keying 'Y' at the **DISTR (Y/N)** field. The system then checks that automatic distribution has been set up for the account# and creates the additional entries during the update of the batch. If this field is set to 'Y', the **DIVISION#** and **DEPARTMENT#** fields are not allowed and will be blanked out if entered.

If you are using the Multiple Account Distribution feature of the system, that feature may be activated on a line by line basis by keying the appropriate distribution# at the **MAD#** field. If a MAD# is entered, the account#, division#, department#, and job# are not allowed and will be blanked out if entered. (See the section entitled **Multiple Account Distribution** for a further explanation of this feature).

If the profile options regarding donor and additional details have been activated, two additional fields appear for line entry. The first, **DETAILS**, is accessed by pressing **F16=Details**. A separate screen appears allowing you to enter a line#, course number and comment/explanation/attendee name. The line# and comment fields are required. Multiple lines and comments can be entered. When all comments have been entered, press **ENTER**, **F20** to accept and **F3** to return to the previous screen. The **DETAILS** field should now display a 'Y'.

```
MRFM03      MISCELLANEOUS CASH - ADDITIONAL DETAILS

CRP 1 BATCH#: 1 LN#: 1 CHECK#: 2236 AMOUNT:      $55.00
ACCOUNT#: 300000 SALES                DATE: 5/15/95
SOURCE: CPR CLASS                    PAYOR: TOM FOUNDERS

OPTION: 4=DELETE  KEY COMMENT TEXT, PRESS ENTER.
OPT LN# COMMENT
   1  CPR CLASS - JUNE 5 @ 6 P.M. - WILL PICK UP BOOK
   2  AT CLASS

F3=EXIT
```

The **DONOR#** field is used to designate individual transactions against specific donors who already exist in or can be added now to the Donor File. Simply enter the appropriate donor# or press **F4** to scan for a valid donor. If the donor does not yet exist in the file, press **F4** to scan and **F10=Add**. Add the donor information and press **ENTER** to accept. The system returns to the Misc. Cash Entry screen with the newly added donor#. Press **ENTER** to accept the line and continue. See the following sample screen.

MRFM01	DONOR MASTER MAINTENANCE	
CORP :	1	
DONOR #:	5	
DONOR NAME:	TOM FOUNDERS	
ADDRESS 1 .:	621 WEST ELM ST	
ADDRESS 2 .:		
CITY:	STAMFORD	
STATE . . .:	CT	ZIP: 06905 - 0000
CONTACT NAME:		
TELEPHONE # :	203 555-1212	
FAX NUMBER .:		
ACTIVE DONOR :	Y (Y/N)	DONOR GETS MAILINGS: Y (Y/N)
NOTES ON FILE:	(Y=YES,N=NO)	DONOR ADDED ON: 5/24/95
ENTER	F6=NOTES	F12=PREVIOUS

When each line entry has been keyed, press **ENTER** and it is displayed on the upper portion of the screen. When all entries in the batch have been keyed, press **F3=End**. A total screen appears showing the original **BATCH#**, **CORP#**, **BATCH TOTAL**, the **COMPUTER CALCULATED TOTAL**, and the **DIFFERENCE**, if any. If the two are not in balance, use **F12=Previous** to return to the lines and review, change, add or delete entries or **F6=Accept Out of Balance Situation** to close the batch and return to it at a later time. You can then print an edit to review your entries. Out of balance batches cannot be updated.

****NOTE**** When deleting lines, press **F5=Refresh** after deleting each line. Then proceed with the next line entry.

EDIT LISTING

At any point in time an edit listing may be printed to review the previously keyed miscellaneous cash entries. Simply select this menu option and a listing of the entries is created. The edit listing provides totals by batch# with each Deposit Account#. If Profile option #8, 'Select Cash Batches to Post' has been activated, the operator will be able to select individual batches for which to print the edit. If any errors are found, return to the entry job and make the corrections or deletions. Additional entries may also be made after this time has been printed but another edit list should then be run prior to updating.

UPDATE

This job updates the in-balance miscellaneous cash batches to the Miscellaneous Cash History and General Ledger Detail files, assuming no errors are found in the G/L posting procedure. If Profile option #8, 'Select Cash Batches to Post' has been activated, the operator will be able to select individual batches for updating. An UPDATED edit and G/L Journal Entry List are printed and should be kept as audit trails. If any of the entries were coded for Auto-Distribution or MAD#s, the additional records are created and posted during the update. If any errors are found on the G/L Journal Entry Edit, the batch will not be posted. You may then return to the entry programs and make the necessary changes and rerun the update.

CASH RECEIPTS INQUIRY BY CREDIT ACCOUNT

This option displays the posted Miscellaneous Cash Receipt entries for any Period/Corporation/Account/Division/Department combination. The account# referred to here is the credit account#, NOT the cash account#. After keying the PERIOD, enter the desired CORP, ACCT, DIV, DEPT and JOB# and press ENTER to proceed. A blank in the DIV#, DEPT# and/or JOB# fields indicates '000' as the entity value except if a 'Y' is keyed at the KEY 'Y' FOR ALL field(s). If F9 and F10 allow the user to view the previous and next periods. F11 displays the source of funds and the payor description fields. Key a '1' in the OPTION field to display additional details for any transaction. See following examples.

MRIQ04		DETAIL M/C INQUIRY BY ACCOUNT#								
PERIOD . . : 1/94										
CORP . . . : 1 DAPREX INC.										
ACCT . . . : 300000 SALES										
DIV# . . . : KEY 'Y' FOR ALL										
DPT# . . . : KEY 'Y' FOR ALL										
JOB# . . . : KEY 'Y' FOR ALL										
O	DIV	DPT	JOB #	AMOUNT	CHECK #	BANK #	ENT DATE	BTC	LINE#	SEQ
	1	1		200.00	1212	100200	1/25/94	1	1	1
	1	1		300.00	1487	100200	1/25/94	1	2	1
	1	1		150.00	6422	100200	1/25/94	1	3	1
	1	1		50.00	874	100200	1/25/94	1	4	1
F3=EXIT F12=CANCEL F19=LEFT F20=RIGHT F24=MORE KEYS										

MRIQ04		MISCELLANEOUS CASH - ADDITIONAL DETAILS				5/24/95		
1	BATCH#:	1	LN#:	3	CHECK#:	6422	AMOUNT:	\$150.00
	ACCOUNT#:	300000	SALES		DATE:	1/25/94		
	SOURCE:	QUAKE OF '94		PAYOR:	MELISSA HAMPTON			
LN#	COURSE CODE	COMMENT/DESCRIPTION						

1 1/25/94
2 1/25/94
3 1/25/94

PLEASE USE FOR FOOD FOR THE TENT SHELTERS.
PLEASE DO NOT LEASE/LEND/SELL MY NAME TO
OTHER ORGANIZATIONS FOR THEIR MAILINGS

CASH RECEIPTS INQUIRY BY CASH ACCOUNT

This option displays the posted Miscellaneous Cash Receipt entries for a selected Corp/Cash Acct# in a variety of sorting sequences. A single accounting period can be selected or all periods can be displayed. Similarly a specific deposit date or all dates can be displayed. Upon selection of this option the following screen appears.

```

MRIA01      MISCELLANEOUS CASH RECEIPTS HISTORY INQUIRY

(*) CORP .....
(*) DEPOSIT ACCT :
  SELECT PERIOD:

POSITION TO . .                BY ACT PD/DIV/DPT/ACCT/JOB

CRP DIV DPT JOB # CREDIT GROSS AMOUNT $ CHECK # DATE ACTPD BTC LINE# SEQ

F3=EXIT F11=SOURCE/PAYOR F17=BY DATE/BATCH/LINE F19=BY PERIOD/DATE/BATCH
  
```

Enter the deposit Corp#, cash account# and a specific accounting period. Leave the **SELECT PERIOD** field blank to display ALL periods. Press **ENTER** to proceed.

```

MRIA01      MISCELLANEOUS CASH RECEIPTS HISTORY INQUIRY

(*) CORP .....      1  DAPREX INC.
(*) DEPOSIT ACCT : 100500  CASH AN HAND UNION TRUST
  SELECT PERIOD:   5/00

POSITION TO . .                BY ACT PD/DIV/DPT/ACCT/JOB

CRP DIV DPT JOB # CREDIT GROSS AMOUNT $ CHECK # DATE ACTPD BTC LINE# SEQ
  
```

CRP	DIV	DPT	JOB #	CREDIT	GROSS AMOUNT \$	CHECK #	DATE	ACTPD	BTC	LINE#	SEQ
2				110000	45,000.00		5/30/00	5/00	33	1	1
1	1			300000	10.00		6/01/00	5/00	29	1	1
1	1			300000	20.00		6/01/00	5/00	29	2	1
1	1			300000	30.00		6/01/00	5/00	29	3	1
1	1			300000	25.00		5/31/00	5/00	30	1	1
1	1			400000	75.00		5/31/00	5/00	31	1	1
1	1			400000	5,200.00	2356	5/05/00	5/00	3	1	1
1	1			500000	1,000.00	222	5/03/00	5/00	2	1	1
1	1	1		300000	8,614.00	1222	5/01/00	5/00	55	1	1
1	1	1		300000	1,316.00	2235	5/01/00	5/00	55	2	1
1	1	1		300000	302.50	60521	5/01/00	5/00	55	3	1

The cash history is displayed on the lower half of the screen in accounting period/div#/dept# account#/job# sequence. Use the **POSITION TO** field to start with a specific period and go forward if desired. Press **F11** to do a drop line, displaying the source of funds and payor for each transaction. Press **F11** again to remove that data from the screen. The functions keys at the bottom of the screen can be used to sort the cash history in other sequences.

Press **F17** to display the same history in deposit date/batch#/line#/seq# sequence for all accounting periods as shown below. The **F11** key works here as previously described. Again, all history is displayed unless you enter a specific date in the **SELECT DATE** field. Use the **POSITION TO** field to start with a specific date and go forward.

MRIA01 MISCELLANEOUS CASH RECEIPTS HISTORY INQUIRY											
(*) CORP 1 DAPREX INC.											
(*) DEPOSIT ACCT : 100500 CASH AN HAND UNION TRUST											
SELECT DATE . : LEAVE BLANK FOR ALL OR USE SEARCH TO POSITION.											
POSITION TO . . BY DEP DATE/BATCH/LINE#/SEQ#											
CRP	DIV	DPT	JOB #	CREDIT	GROSS AMOUNT \$	CHECK #	DATE	ACTPD	BTC	LINE#	SEQ
1	1	1		300000	8,614.00	1222	5/01/00	5/00	55	1	1
1	1	1		300000	1,316.00	2235	5/01/00	5/00	55	2	1
1	1	1		300000	302.50	60521	5/01/00	5/00	55	3	1
1	1	1		300000	501.00		5/01/00	5/00	55	4	1
1	1	1		300000	4,033.00		5/01/00	5/00	55	5	1
1	1	1		300000	446.75	11446	5/01/00	5/00	55	6	1
1	1	1		300000	102.50		5/02/00	5/00	56	1	1

From this screen you can return to the previous inquiry screen by pressing **F16=Act Pd/Acct**. Press **F19** to display the same history in deposit date/batch#/line#/seq# sequence (shown below) for a specific accounting period entered at the top right of the screen. The **F11** key works here as previously described. Again, all history for the selected period is displayed unless you enter a specific date in the **SELECT DATE** field. Use the **POSITION TO** field to start with a specific date and go forward. Press **F22** to display total cash by batch#/deposit date. Press **F6** to display total cash by deposit date regardless of batch#. See examples that follow.

MRIA23 MISCELLANEOUS CASH RECEIPTS HISTORY INQUIRY											
PERIOD 5 / 2000											
(*) CORP 1 DAPREX INC.											
(*) DEPOSIT ACCT : 100500 CASH AN HAND UNION TRUST											
SELECT DATE . : LEAVE BLANK FOR ALL OR USE SEARCH TO POSITION.											
POSITION TO . . BY DEP DATE/BATCH/LINE#/SEQ#											
CRP	DIV	DPT	JOB #	CREDIT	GROSS AMOUNT \$	CHECK #	DATE	ACTPD	BTC	LINE#	SEQ
1	1	1		300000	8,614.00	1222	5/01/00	5/00	55	1	1
1	1	1		300000	1,316.00	2235	5/01/00	5/00	55	2	1
1	1	1		300000	302.50	60521	5/01/00	5/00	55	3	1
1	1	1		300000	501.00		5/01/00	5/00	55	4	1
1	1	1		300000	4,033.00		5/01/00	5/00	55	5	1
1	1	1		300000	446.75	11446	5/01/00	5/00	55	6	1
1	1	1		300000	102.50		5/02/00	5/00	56	1	1
1	1	1		300000	560.00	11023	5/02/00	5/00	56	2	1
1	1	1		300000	11,000.00		5/02/00	5/00	56	3	1
1	1	1		300000	84.50		5/02/00	5/00	56	4	1

- BATCH TOTALS -

<u>DATE</u>	<u>BATCH</u>	<u>AMOUNT</u>
5/01/00	55	15,213.25
5/02/00	56	12,447.00
5/03/00	2	1,244.00
5/05/00	3	14,410.00
5/12/00	4	4,000.00
5/13/00	5	15,461.00
5/23/00	6	1,002.00
5/27/00	8	1,244.00
5/28/00	7	3,520.00
5/30/00	33	30,000.00
5/31/00	30	25.00 +

F3=EXIT F6=DATE TOTALS

- DATE TOTALS -

<u>DATE</u>	<u>AMOUNT</u>
5/01/00	15,213.25
5/02/00	12,447.00
5/03/00	1,244.00
5/05/00	14,410.00
5/12/00	4,000.00
5/13/00	15,461.00
5/23/00	1,002.00
5/27/00	1,244.00
5/28/00	3,520.00
5/30/00	30,000.00
5/31/00	100.00 +

F3=EXIT

CASH RECEIPTS HISTORY REPORT

The Cash Receipts History report lists the detailed deposit entries for selected Corps/Banks in different sequences that match the inquiries. Upon selection of this option, the following screen appears.

MRRP03	MISCELLANEOUS CASH RECEIPTS HISTORY EDIT
KEY OPTION, PRESS ENTER.	
SELECT REPORT SEQ.	1=BY PERIOD, BANK, CREDIT
	2=BY DEPOSIT DATE, BATCH#
	3=BY PERIOD, DEPOSIT DATE, BATCH

After selecting the desired sequence, press **ENTER** to continue and key the from/to accounting periods/dates as requested. Finally, enter the corporation# (leave blank for all) and/or credit account# (leave blank for all) on which to report. If option '2' or '3' is selected, an additional option to print detail transactions, date/batch# summaries only or date summaries only appears. See below.

```
MRRP03      MISCELLANEOUS CASH RECEIPTS HISTORY EDIT

KEY FROM & TO PERIODS, PRESS ENTER.

SELECT REPORT SEQ . . . . . :      1=BY PERIOD, BANK, CREDIT
                                   2=BY DEPOSIT DATE, BATCH#
                                   3=BY PERIOD, DEPOSIT DATE, BATCH

FROM PERIOD . . . . .      05/00

TO PERIOD . . . . .      06/00

ENTER A SINGLE COMPANY TO LIST:      (LEAVE BLANK FOR ALL)
ENTER A SINGLE CREDIT ACCOUNT TO LIST: (LEAVE BLANK FOR ALL)

ADDITIONAL OPTIONS TO PRINT . . . . .  1=DETAIL
                                           2=DATE/BATCH SUMMARY
                                           3=DATE SUMMARY
```

After making all your selections on this screen, press **ENTER**. The bank selection screen appears next, allowing you to choose the cash account(s) on which to report. After selecting the cash account(s) by keying a '1' in the **SEL** field, press **ENTER**, **F15** and **F20** to proceed.

****NOTE**** The from and to year must be the same when running the report by period.

ON DEMAND MC JOURNAL

The regular and intercorporate Misc. Cash Journal reports can be run for any range of accounting periods for a selected Corp/Fund. Additional options include selected accounts and/or divisions. Upon selection of this option enter the accounting period range, the desired report and whether to consolidate the selected Corps/Funds. Remember to use **F14** to select the Corp/Fund and **F15=Accounts** and **F16=Division** as required.

REPOST MC ENTRIES TO G/L

This option reverses, deletes and then reposts all of the Miscellaneous Cash Receipts entries (MC) to the G/L for a selected Corp/Fund and accounting period (including any intercorp/fund entries). Simply enter the Corp/Fund# and the desired accounting period and press **ENTER** to proceed. Two

G/L Entry Edit reports will be generated - the reversals and the reposting. This option should only be used in case of some discrepancy between the monthly G/L and MCR balances.

SUPERVISOR - ENTER/UPDATE CASH RECEIPTS

This menu option allows you to access the unposted miscellaneous cash batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept, proceeding to Misc. Cash Entry. **You must know the batch# prior to using this job so it is a good idea to first print the edit listing for the desired user.**

SUPERVISOR M/C ENTRY		
POSITION TO	USER	
1=SELECT 4=CLEAR		
OPT	USER	BATCHES
	TOMC	2
	BETTYK	1
	SANDYR	4

Once this program has been used to work with another user's batches, they can be edited and updated using menu options 2 & 3.

SUPERVISOR - CASH RECEIPTS EDIT LISTING

This menu option allows you to print an edit listing of the unposted miscellaneous cash batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept. If the M/C profile has been set to allow the selection of individual batches for printing the second screen below appears. From that screen select the batch (or multiple batches), for which to print an edit list.

SUPERVISOR M/C ENTRY		
POSITION TO	USER	
1=SELECT 4=CLEAR		
OPT	USER	BATCHES
	TOMC	2

BETTYK	1
SANDYR	4

SELECT M/C BATCHES FOR EDIT				
POSITION TO		BATCH NUMBER		
1=SELECT 4=CLEAR				USER: HEARN
OPT	BATCH#	CORP#	NAME	AMOUNT
1	1	1	DAPREX INC.	14,000.00
2	1	1	DAPREX INC.	8,000.00

Once this program has been used to edit another user's batches, they can be changed/deleted or updated using menu options 1 & 3.

SUPERVISOR - CASH RECEIPTS UPDATE

This menu option allows you to update the unposted miscellaneous cash batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to update and press **F15** to continue. At the selection confirmation screen press **F20** to accept. If the A/P profile has been set to allow the selection of individual batches for updating, a screen like that above appears. From that screen, select the batch (or multiple batches), to be updated.

TEMPLATE MAINTENANCE

This program allows the user to create standard miscellaneous cash batch entry templates. A template consists of a series of Corp/Div/Dept/Job/Account entries whose amounts are variable. The creation of a template allows the basic skeleton of the entry to exist and to be used over and over with new amounts for each posting. Each template is entered with a template code and a description for identification. The lines are then entered and stored in the system for future use. Each line is assigned a sequence#, Corp., Div., Dept., Job., (as applicable) and Account#/MAD#. The sequence# determines the order in which the lines are displayed when updating the variable amounts. (Assign sequence#s in increments of five, i.e. 5, 10, 15, 20 etc. so that insertions can be made if necessary.) The Corp., Div., Dept., Job and Account/MAD# are keyed for each line as necessary. When all lines have been entered, press **ENTER** and **F20** to accept. See sample that follows.

MCR TEMPLATE FILE MAINTENANCE

TEMPLATE CODE : MC01
EXPLANATION DEPOSIT POSTING
POSITION TO BY CODE

<u>DLT</u>	<u>SEQ</u>	<u>FND</u>	<u>PGM</u>	<u>DPT</u>	<u>JOB</u>	<u>AC/MAD</u>	<u>ACCOUNT NAME</u>
5	1	1	1			300000	SALES REVENUES
10	1	1	2			300000	SALES REVENUES
15	1	1	3			300000	SALES REVENUES

ENTER F3=END F4=SEL * F9=MAD* F12=PRV F17=DESC F15=DESCS!

TEMPLATE LISTING

This option prints a list of all miscellaneous cash templates.

TEMPLATE ENTRY

This menu option allows you to enter the variable amounts for MCR templates for a specific Corp/Fund, deposit account and deposit date. Enter the template code, Corp/Fund#, cash account# and deposit date and press **ENTER**. The detail lines appear and the cursor moves from line to line as you key the amount, check#, source of funds and payor for each. When all amounts have been keyed for the template, press **ENTER** and **F20** to accept. You may then press **F15** to display totals to verify that it is correct, or press **F12** to work on another template. When all template entries have been made, press **F3** to exit and print an edit.

TEMPLATE EDIT LISTING

At any point in time an edit listing may be printed to review the template line detail. Select the template code(s) from the displayed list by keying a '1' in the **SEL** field. Then press **F15** to continue and **F20** to accept. If any errors are found on the edit, return to the entry job and make the corrections or deletions. Another edit list should then be run prior to updating.

TEMPLATE UPDATE

This job updates the selected template(s) to the Miscellaneous Cash Entry file. Upon selection of this option, the system prompts for the batch# to be assigned to the selected template(s). You may manually assign the batch# or press **F10** to have the system automatically assign the next available batch#. Prior to updating a template the batch files, the system verifies that the batch# to be assigned has not been already used for another batch with the same Corp/Fund#, cash account# and deposit date. Once updated, the entries can be accessed through menu option #1, Enter/Update Cash Receipts. They can be processed through options 2 and 3, Edit and Update jobs.

TEMPLATE INQUIRY

This option allows inquiry to the template file - both header and detail records. Key a '2' next to the template for which to view detail and press **ENTER**. The system displays the individual line items that make up the template.

TEMPLATE WORKSHEETS

This option prints template worksheets that can be used as input documents for the processing of template entries. Simply indicate the number of copies to print and select the desired template(s).

TEMPLATE FILE CLONING

This option allows you to create a new template by cloning from an existing template. Simply enter the template code from which to copy and the new template code and description to be created. Press **ENTER** and **F20** to accept. Any changes that need to be made can be done using menu option #14, Template Maintenance.

REBUILD BATCH/DATE TOTALS

This program rebuilds the file that contains totals by batch and deposit date. It is one of the files that is used in the Misc. Cash History inquiries. It is normally rebuilt automatically each time batches are posted but it can be rebuilt using this option if there seem to be problems.

DROP PAYMENT RECORDS BY DATE

This menu option allows the operator to drop Misc. Cash history for a specific corporation as of a user specified deposit date. Only those transactions whose deposit dates are less than or equal to the date entered are dropped. (No one should be using the history file when this job is run.) The operator also has the option to save the entries onto tape prior to dropping them from the system. Upon selection of this option, the Corporation Selection utility appears. After selecting the corporation for which to drop records, press **F3** to exit. The following message appears. Key in the **DEPOSIT DATE CUTOFF** and the **TAPE DEVICE ID** to be used to perform the save, if any. (**F4** can be used to display the tape devices.)

DROP MISC CASH HISTORY RECORDS

RECORDS FOR THE CORP (S) YOU HAVE SELECTED WHICH HAVE A DEPOSIT DATE LESS THAN OR EQUAL TO THE DATE ENTERED HERE WILL BE DROPPED. IF YOU WANT TO SAVE THE DELETED RECORDS TO TAPE, ENTER THE TAPE DEVICE ID. IF THIS FIELD IS LEFT BLANK, THE DELETED RECORDS WILL NOT BE SAVED.

WARNING - NO ONE ELSE MAY BE USING THE HISTORY FILE WHILE THIS JOB IS RUNNING.

DEPOSIT DATE CUTOFF: _____
(*) DEVICE ID FOR SAVE: _____

After keying the responses, press **ENTER** to proceed. A warning message appears letting you know you are about to delete data from the system. Press **ENTER** to continue or **F12** to return to the previous screen.

DONOR MAINTENANCE MENU

The Donor Maintenance Menu contains all the programs necessary to work with donors. The menu appears as below.

1. **DONOR MASTER MAINTENANCE**
2. **DONOR MASTER INQUIRY**
3. **DONOR HISTORY BY DONOR#/DATE**
4. **DONOR LISTING BY DONOR#**
5. **DONOR LISTING BY NAME**
6. **DONOR LISTING BY STATE/CITY**
7. **LISTING OF ACTIVE DONORS WHO GET MAILINGS**
8. **DONATION BY ACCOUNTING PERIOD/BANK**
9. **DONATIONS BY GL ACCOUNT**
10. **REBUILD DONOR SCAN FILE**

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

DONOR MASTER

The Donor Master File contains general donor information such as name, address, telephone#, status etc. Donors can be added directly through this menu option, or via the Misc. Cash Entry screen at the time of processing a receipt. Donor numbers are sequentially assigned by the system at the time of entry and the only required field is name. Refer to the on-line HELP text for detailed explanations of each field. See example below.

MRFM01	DONOR MASTER Maintenance	5/24/95
Corp :	1 DAPREX INC.	
Donor #:	13	
Donor Name:	HARRIET MELISSA MULLER	
Address 1 ..:	154 ELMBROOK DRIVE	
Address 2 ..:		
City:	STAMFORD	
State:	CT Zip: 06906 - 0000	
Contact Name:	HARRIET	
Telephone # :	203-322-3144	
Fax Number . .:		
Active Donor :	Y (Y/N) Donor Gets Mailings: Y (Y/N)	
Notes on File:	(Y=Yes,N=No) Donor Added on: 12/13/93	
Enter	F6=Notes F12=Previous F14=Delete F24=Donation History	

DONOR MASTER INQUIRY

The Donor Inquiry provides on-line access to the general donor information as well as to summary and detail donation history. After selecting Corp/Fund and donor on which to inquire, press **F24=Donation History**. All historical transactions are displayed, the most recent first. Press **F11=More Info** to view additional line information. Press **F24=Yearly \$\$ Totals** to display the donation dollars totals for the last 5 years. To view the comment(s) associated with a transaction, key a '1' in the OPT field and press **ENTER**.

MRFM01	Donation History	5/24/95			
Corp :	1 Donor#: 13	Name: HARRIET MELISSA MULLER			
		Addr: 154 ELMBROOK DRIVE			
Telephone#:	203-322-3144	City: STAMFORD			
Fax # :		St : CT 06906 - 0000			
Position to:	0/00/00	By Deposit Date			
<u>O</u>	<u>Dep Date</u>	<u>Donation Amt</u>	<u>Source of Funds</u>	<u>Crp Div Dpt Acct #</u>	<u>Job #</u>

11/01/94	40.00	INDIA RELIEF	1	1	1	340000
10/01/94	20.00	REFUGEE ASSIST.	1	1	1	340000

DONOR HISTORY BY DONOR#/DATE

This option provides a detailed listing of donations for one or all vendors for a selected date range. In addition to the donor number and name, each donation along with the check#, amount, source of funds and date is listed with totals by donor. The report is sorted in Corp#/Donor# sequence with the most recent transactions printing first.

DONOR LISTING BY DONOR#

This option prints a master list of donors in donor# order, showing name, address, telephone# etc.

DONOR LISTING BY NAME

This option prints a master list of donors in alphabetical order.

DONOR LISTING BY STATE/CITY

This option prints a master list of donors in city within state order.

LISTING OF ACTIVE DONORS WHO GET MAILINGS

This option prints a master list of vendors who are active and who have been flagged to receive mailings.

DONATIONS BY ACCOUNTING PERIOD/BANK

This option prints a detailed donations listing broken down by corporation, accounting period and bank account.

DONATIONS BY G/L ACCOUNT

This option prints a detailed donations listing in accounting period/corp/div/dept/job/account# sequence.

REBUILD DONOR SCAN FILE

This program rebuilds the donor name scan, adding new donors and removing deleted donors. No one else may be using the Donor File while this job is running.

