

## **TRC 7.4 Release Features**

### Introduction to TRC 7.4

Welcome to TRC 7.4, the latest release of *The Retail Controller*! The first release of this new version provides the following enhancements and new features.

- Inactive and not-stocked inventory
- Automatic USB backup maintenance
- Rental inventory module
- Report viewer with search function
- Reprinting of reports
- Improved EOD reporting and reprinting
- Support for new cheque printing standards (Canada by Jan 1, 2007)
- Enhanced sale pricing
- Daily historical values of inventory QOH and average cost
- Improved ease of trade-in of serialized units
- Warranty reimbursement as A/P supplier credit
- POS transaction size limit increased to 999 lines
- Improved customer/supplier lookups
- Undisbursing of OI payments
- Manual A/P payments

These features are detailed below.

### Inactive and Not Stocked Inventory

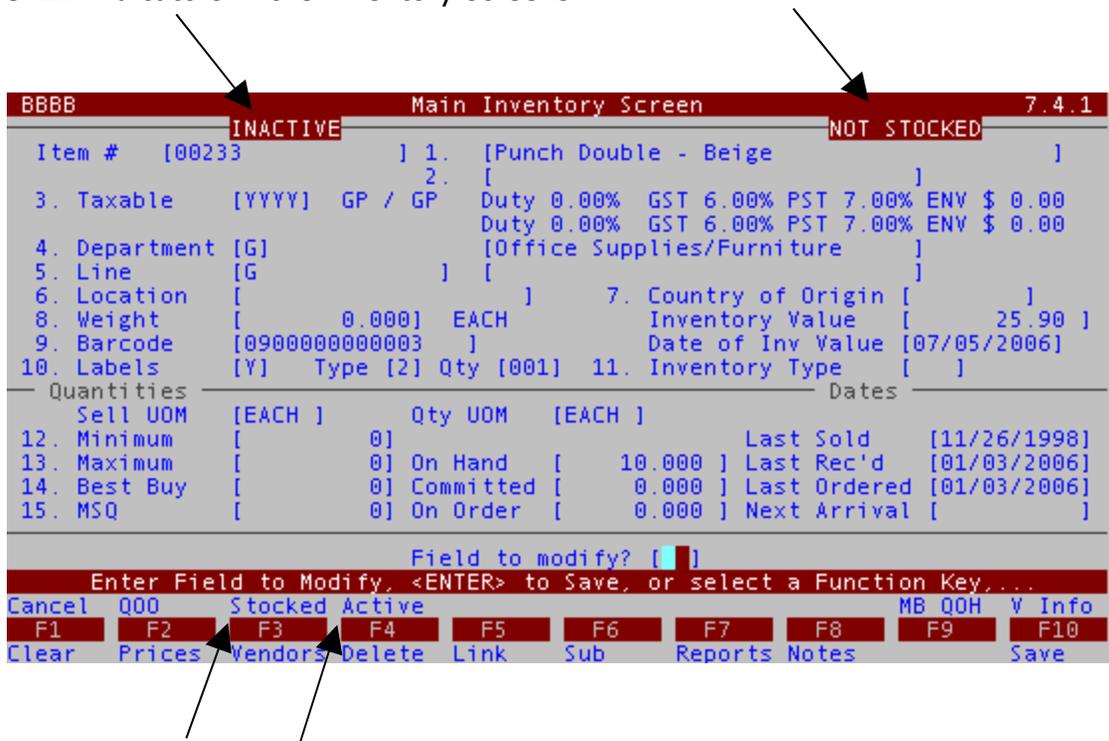
In previous versions of The Retail Controller, the only way for inventory items not to be seen in the inventory lookup was for the user to delete them. The inactive and not-stocked flags now provide an alternative method to deletion.

The inactive flag indicates that an item is no longer available for sale or purchasing, it cannot be modified through inventory adjustments, and cannot be added to a kit or package. It may be discontinued, renumbered, or just not in use anymore. It can be toggled on and off by using sF4 Active/Inactiv. A manager passcode is required to

change the active status of an item. If an item is inactive, it cannot be purchased nor received into the current store. It can be sold only if there is quantity on hand (this condition is allowable via a flag setting). The inventory lookup uses sF8 Inactive to allow the user to toggle between displaying active inventory (the default), inactive inventory, or all inventory.

The not-stocked flag, on the other hand, indicates that though the item is active (it can be sold, purchased and received without restrictions), it is generally not stocked, and so will never appear on an understock report, yet will be included when inventory is frozen. This is an absolute setting for the understock report, as opposed to the setting of the minimum quantity to zero, which can be overridden in the understock processing. It is toggled by sF3 Stocked/NonStok.

Some sample screen shots are shown below. Note the sF3 Stocked/NotStok, sF4 Active/Inactiv, and sF8 Inactive/All/Active keys, as well as the INACTIVE and NOT STOCKED indicators in the inventory screens.



## Automatic USB Backup Maintenance

Mainframe Associates currently recommends the use of external USB hard drives for the backup of vital data, as opposed to data tapes. In all ways, disk drives are cheaper,

easier to use, have a far lower failure rate, and can store many times the amount of data of a data tape. USB backup drives typically allow up to 150 days of data backups, depending on the size of the drive and amount of live data. However, when the drive is filled, the oldest backups must be manually cleared. Under TRC 7.4, this will be handled automatically.

### Rental Inventory Module

The ability to rent products is now an optional module within *The Retail Controller*. Rental Items can be created, managed, checked out, returned, and reported on in a variety of ways.

In general terms, your rental inventory runs parallel to your retail inventory. All items in the rental inventory must come out of the retail inventory and be transferred into the rental inventory. Rental inventory can be transferred back into retail if purchased by the customer. The general ledger will be updated with records transferring back and forth between inventory asset accounts and rental asset accounts.

BBFPBB Rental Maintenance 7.4.0.001

|                                  |                 |            |         |                  |         |
|----------------------------------|-----------------|------------|---------|------------------|---------|
| Rental Item [R1712 ]             |                 | Unit [009] |         |                  |         |
| Inventory Item [1712 ]           |                 |            |         |                  |         |
| Serialized [N]                   | a) Serial # [ ] |            |         | c) WO Status [I] |         |
| b) Unit Barcode [R00000001014 ]  |                 |            |         |                  |         |
| d) Deposit [ 450.00]             |                 |            |         |                  |         |
| e) Min Rent Per [ 3] UOM [HOUR ] |                 |            |         |                  |         |
| f) Def Rent Per [ ] UOM [ ]      |                 |            |         |                  |         |
|                                  | Rate            | MTD Units  | Sales   | YTD Units        | Sales   |
| g) Hourly [ ]                    | [ 12.16]        | [ ]        | [ 0.00] | [ ]              | [ 0.00] |
| h) Daily [ ]                     | [ 73.00]        | [ ]        | [ 0.00] | [ ]              | [ 0.00] |
| i) Weekly [ ]                    | [ 294.50]       | [ ]        | [ 0.00] | [ ]              | [ 0.00] |
| j) Monthly [ ]                   | [ 0.00]         | [ ]        | [ 0.00] | [ ]              | [ 0.00] |

Modify field [ ]

Select field, <ENTER> to Save, <F4> to Delete, or <F1> to Cancel,...

|       |        |                |    |    |        |         |    |    |      |
|-------|--------|----------------|----|----|--------|---------|----|----|------|
| Used  | Status |                |    |    |        |         |    |    |      |
| F1    | F2     | F3             | F4 | F5 | F6     | F7      | F8 | F9 | F10  |
| Clear |        | Profile Delete |    |    | Access | Reports |    |    | File |

Most of the day-to-day functions of renting are built into Point-of-Sale. There are also additional rental inventory management screens allowing the user to set up rental items, with variable rates according to the period of time rented (per hour, per day, per

week, per month), minimum rental charges, reporting and tracking of rentals, etc. Rental items can be linked together (for example, if renting a chainsaw, it could be linked to safety goggles, leather gloves, and ear protection). A sample rental management screen is shown above, with a complete description found in the TRC V7 manual.

### Enhanced Report Viewer

Under TRC 7.3, the option for viewing a report on-screen appeared for almost all reports in the system. Under TRC 7.4, the on-screen report viewer has been substantially enhanced, introducing split-screen capabilities (to view both the far left and far right of a report at the same time), text search functionality, and standardized function key control.

A report starts with a view similar to that below.

[ Item Filter by Movement ]

09/22/2006  
08:52:01

MAINFRAME ASSOCIATES DEV  
Item Filter by Movement  
Consolidated for all stores.  
For Periods: January, 2006 to Septembe  
For All Departments, Line Codes, Supp  
For Items with QOH less than or equal to  
For Items with sales less than or equa

| Item Number | Description | QOH   | UOM  | Total Qty Sold |
|-------------|-------------|-------|------|----------------|
| Line - 0:   |             |       |      |                |
| 10451       | 10451       | 0.000 | EACH | 0.000          |
| BLAH        | BLAH        | 0.000 | EACH | 0.000          |
| G3          | G3          | 0.000 | EACH | 0.000          |
| GWT45       | gwt45       | 0.000 | EACH | 0.000          |

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F1 F2 F3 F4 F5 F6 F7 F8 F9 F10  
Exit Search Again Split

Page Up/Down will allow the report display to change by a full page at a time, with the lower right hand corner showing the user how far they are through the report. Home/End will allow the user to quickly go to the beginning or end of the report.

Cursor Right/Left moves the window 8 characters to the left or right, while Cursor Up/Down moves it one line up or down.

F5 Split starts the split screen view, as shown below. Then F6 ToLeft/ToRight changes the active window to the left or right side of the screen. While the display rows shown are always the same between the left and right sides, the columns displayed can be changed, so that the far right and the far left can be viewed at the same time, as shown below. F5 UnSplit returns the screen to its single view mode.

[ Item Filter by Movement ]

09/22/2006  
08:52:01

er, 2006  
pliers  
9999999999  
al to 0

| Item Number | Description            | l<br>d | Avg Cost | Total Avg<br>Inven Value | Price |
|-------------|------------------------|--------|----------|--------------------------|-------|
| 2412PT      | Pressure Treated 2x4x1 | 0      | 4.786    | 2397.79                  | 6.58  |
| 2412S       | 2" X 4" X 12' SPF KD 2 | 0      | 3.514    | 0.00                     | 4.69  |
| 2414CD      | Cedar Decking 2x4x14'  | 0      | 7.480    | 2244.00                  | 10.29 |
| 2416CD      | Cedar Decking 2x4x16'  | 0      | 7.790    | 2337.00                  | 10.79 |
| 2416PT      | Pressure Treated 2x4x1 | 0      | 6.602    | 3094.69                  | 9.08  |

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F1 Exit    F2 Search    F3 Again    F4    F5 UnSplit    F6 ToLeft    F7    F8    F9    F10

Press F2 Search to begin the text search process. By default, the entered text is case insensitive, but by pressing F7 CaseSns/NOCASE, the sensitivity to case can be toggled on and off. The search direction is forward by default, but can also be reversed by pressing F8 Bckward/Forward. In either situation, the search starts from the current page of the report, unless F2 FromTop is selected. The search will then commence from the beginning of the report. If the search text is found, it will be centered on the screen and highlighted, as shown below.

When the report is complete, press F1 Exit to return to the standard output selection window.

```

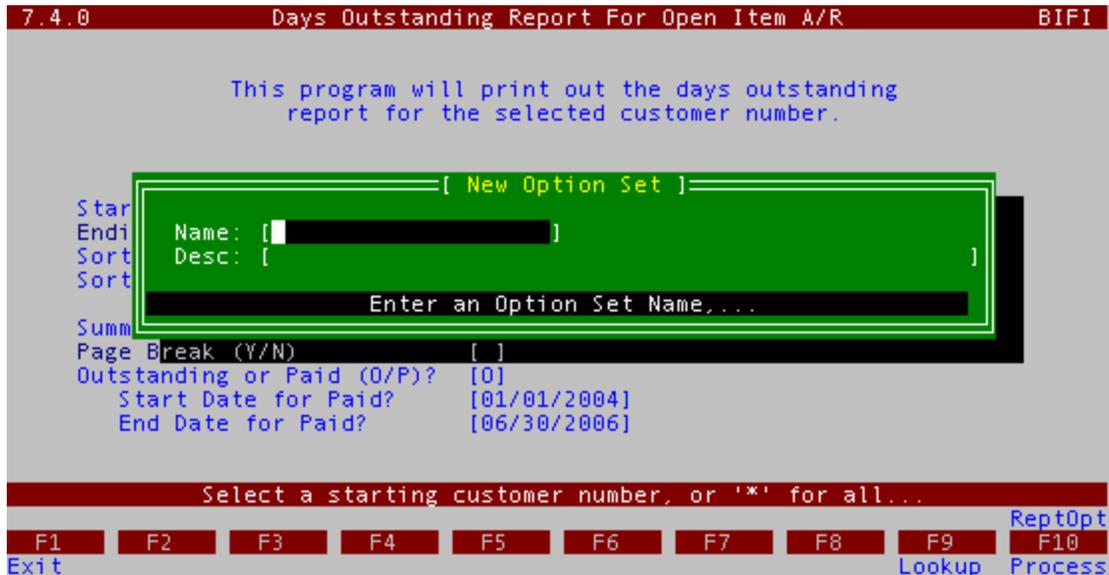
===== [ Item Filter by Movement ] =====
                For All Departments, Line Codes, Supp
                For Items with QOH less than or equal to
                For Items with sales less than or equa
Item Number      Description                      QOH UOM      Total
                Qty Sold
-----
1113364          [ Search ]
1113380
1113539          Search: [1113638]
1113638
1113646
                BBBB (INV1 v7.4.1.001)
-----
09/22/2006      MAINFRAME ASSOCIATES DEV
08:52:01        Item Filter by Movement
                Consolidated for all stores.
                For Periods: January, 2006 to Septembe
                ===== [ 176/2965 ] =====
-----
F1      F2      F3      F4      F5      F6      F7      F8      F9      F10
Backup  FromTop Again                CaseSns Bckward
    
```

## Report Options, and Saving and Reprinting of Reports

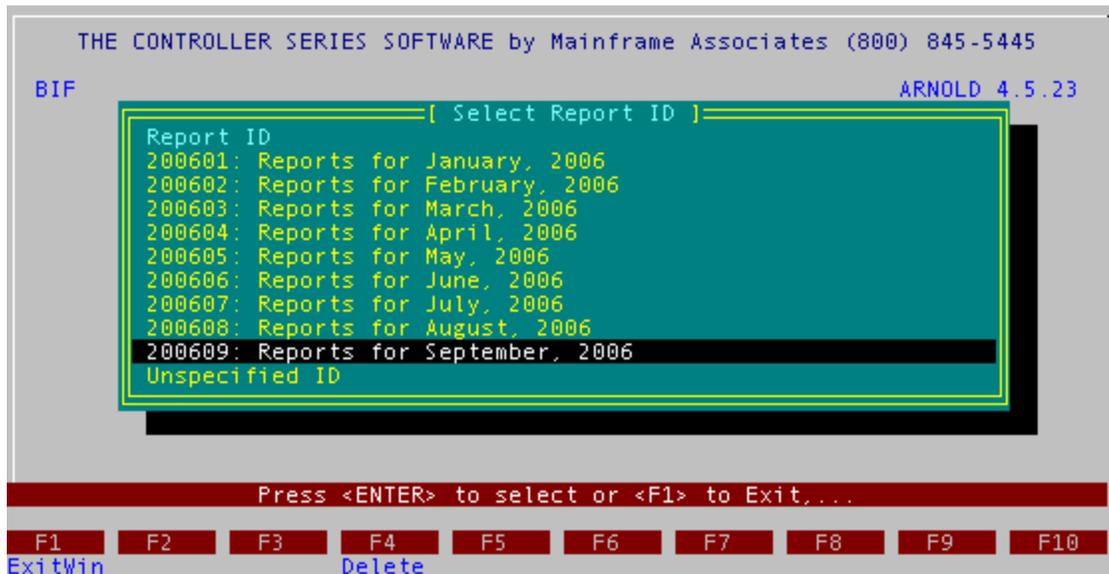
New in TRC 7.4 is the ability to set default and remember previous values for a report, to save a copy of the report on disk, and to reload this report for viewing, printing, or export, as desired.

The ability to set and remember report settings has many uses. The settings are remembered by user logon, allowing each user to have their own preferred report settings. It also allows the user to set report parameters that are to be used at EOD (this, of course, only applies to reports that can be automatically generated as part of the EOD routine).

At this time, not all reports have this functionality. Those that do will have a new function key appear – sF10 ReptOpt. Pressing sF10 brings up a list of saved options for this report. The user can select a set of options to load, or can save the current set of options. Use the cursor keys to highlight an existing saved set of options. Pressing Enter will load this set of options. Pressing F2 SaveSet will save the current report options to this saved set, overwriting any previous values there. Pressing sF2 NewSet allows you to create a new saved set with the currently used report options. See below for an example.



To save a specific set of options, enter the report options and create the report. View the report created to verify the options, then press F1 to leave the report option window. Now press sF10 ReptOpt, then sF2 NewSet. Enter a name for this report, and a description. These options will now be saved and available for future use.



Any created report can also be saved to the hard disk for later redisplaying and/or printing, as desired. In the report Output Selection window, select Save Report. You will be asked to enter a description of the report. The report itself can be reprinted by selecting the plate letters of the report, as described below.

Finally, to redisplay or reprint any previously saved report, type **REPORTS** on the menu. Select the report you wish to view, the month of the report, and then the individual day. For EOD reports, the report to view is EOD. A sample screen shot is shown above.

### Improved EOD Reporting and Reprinting

Under Version 7.4, all posting and selected EOD reports will automatically be saved to disk, in addition to being printed. This means that paper jams and lost reports are now a thing of the past. Combined with the new report viewer, it is now possible to redisplay and reprint any of these reports at any time in the future, and there is no longer any requirement to print out and save every single report. The savings in paper and storage space can turn out to be substantial.

In addition, if you are currently working under TRC 7.3, most of the EOD and posting reports are already being stored on your hard drive, so you will have a report history built up.

These reports can be redisplayed as described in the previous section.

### New Cheque Layout Standards (Canada only)

As of Jan 1, 2007, all cheques written in Canada must subscribe to the new layout standards of the Canadian Payments Association. From their website: "The new cheque specifications are a key part of an industry-wide plan to modernize Canada's cheque clearing system through image technology. The new specifications are designed to ensure that high-quality images can be captured from the cheques for use by financial institutions and their customers, and to make cheque processing more efficient."

Mainframe Associates has created both a laser and a dot-matrix version adhering to this new format. If you use The Retail Controller to print your cheques, please contact us before you re-order so that we can ensure that the software will match up with your cheque order.

Enhanced Sale Pricing

Under TRC 7.4, creation and maintenance of inventory on sale has been made much more flexible and powerful. In a fashion similar to the Customer Special Pricing screen (BDIEB), inventory can be placed on sale by individual item, by line, by department, by supplier, or in general (all inventory is on sale). When individual items are placed on sale, sale prices can be assigned by the item’s UOM or for all UOMs (meaning that different sale prices can be assigned to each UOM). When sales are set by line, department, supplier, or in general, the sale price is determined by a discount from the list price, or by a cost-plus percentage. A sample screen is shown below.

| BBGB                         |                | Sale Items - Add, Change, Delete |                          |           |         | 7.4.0    |          |
|------------------------------|----------------|----------------------------------|--------------------------|-----------|---------|----------|----------|
| Store number                 |                | [001]                            | Mainframe Associates Dev |           |         |          |          |
| Desc: INK,#MACH,10Z/BRUSH,BE |                | Lst: 9.79                        |                          | Avg: 5.50 |         |          |          |
| Type                         | Dept/Line/Item | UOM                              | Price                    | Dsc       | Min Qty | St Date  | Exp Date |
| I                            | 00651          | EA                               | 9.300                    |           | 0       | 09/14/06 | 09/22/06 |
| I                            | 00680          | EA                               | 81.220                   |           | 0       | 09/14/06 | 09/22/06 |
| I                            | 00692          | EACH                             | 11.870                   |           | 0       | 09/14/06 | 09/22/06 |
| I                            | 00692222       | EACH                             | 11.870                   |           | 0       | 09/14/06 | 09/22/06 |
| I                            | 010104         | EACH                             | 26.310                   |           | 0       | 09/14/06 | 09/22/06 |
| I                            | 010144         | EACH                             | 26.310                   |           | 0       | 09/14/06 | 09/22/06 |
| I                            | 010153         | EA                               | 39.890                   |           | 0       | 09/14/06 | 09/22/06 |
| I                            | G              | EACH                             | 18.990                   |           | 0       | 09/11/06 | 10/01/06 |
| L                            | 3              |                                  |                          | C15       | 0       | 09/11/06 | 10/01/06 |
| S                            | ACE            |                                  |                          | 10        | 0       | 09/12/06 | 10/02/06 |

Arrow up or down, <ENTER> to edit,...

|      |     |      |        |    |        |         |    |    |      |
|------|-----|------|--------|----|--------|---------|----|----|------|
| F1   | F2  | F3   | F4     | F5 | F6     | F7      | F8 | F9 | F10  |
| Exit | Add | Copy | Delete |    | Expiry | Reports |    |    | Save |

Other features include the ability to move expired sales into history (to allow reporting on sales for some date in the past), to change the sale start and end dates, and to set a minimum quantity for the sale price to come into effect (by default, this quantity is zero, so that all sales will be at the sale price).

The entire sale management menu has been rearranged into a simpler layout. It is still possible to add items to the sale list by line, department, supplier, or item number range, as well as changing the sale dates. Deletion of items from being on sale is now

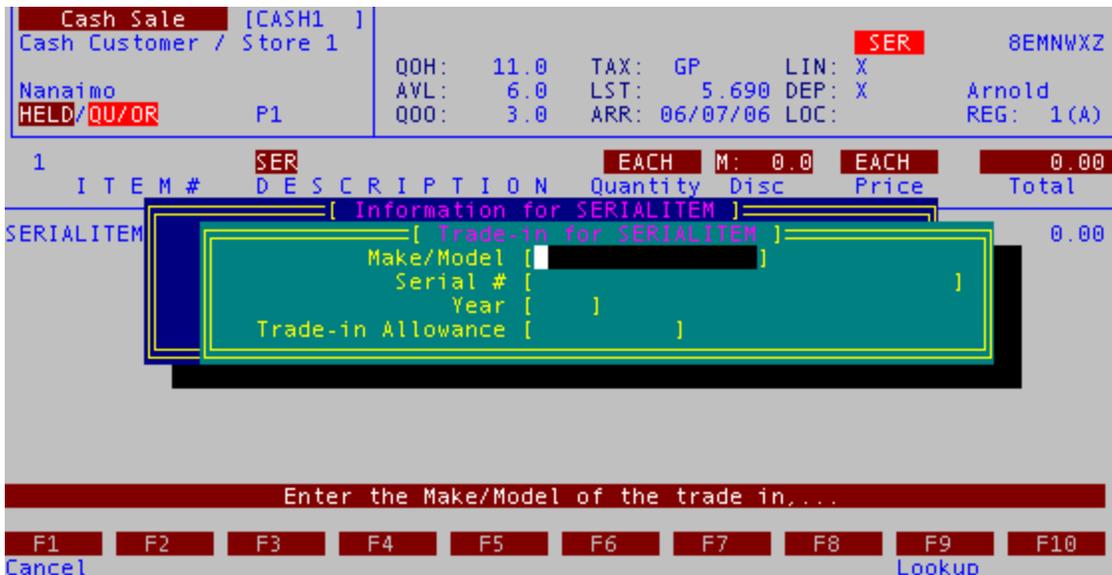
handled within the main Sale management option (F4 Delete), as are the sales reports (F7 Reports).

### Daily Historical Values of Inventory QOH and Average Cost

Under version TRC 7.4, the EOD process will save the values of the QOH and average cost of all inventory. This will allow inventory evaluation reports to be generated relative to any date, and can be generated at any time. In addition, inventory audits can be carried out more thoroughly and precisely.

### Ease of Handling Trade-ins

Under previous versions of The Retail Controller, trade-ins were handled in Point-of-Sale as a unit that was being returned, and then identified as a trade-in when the serial number input window opened. This caused occasional confusion amongst users and requests for a more elegant and intuitive method of processing.



In TRC 7.4, when any serialized item is sold, a window will open asking for the serial number of this unit. The first prompt will ask whether there is a trade-in for this sale.

If the answer is Yes, a window will open asking for details of the trade-in: the item being traded in, its serial number, the production year, and the dollar amount given to the customer for the trade-in.

When the input is complete, the trade-in line is automatically generated on the Point-of-Sale invoice. The sales transaction is then completed as usual.

| Cash Sale [CASH1 ]  |                   | Cash Customer / Store 1 |       | 8EMNWXZ |             |
|---|-------------------|-------------------------|-------|---------|-------------|
| Nanaimo   | HELD/QU/OR        | P1                      | QOH:  | TAX:    | LIN:        |
|   |                   |                         | AVL:  | LST:    | DEP:        |
|   |                   |                         | Q00:  | ARR:    | LOC:        |
|   |                   |                         |       |         | Arnold      |
|   |                   |                         |       |         | REG: 1(A)   |
| 3   |                   |                         |       | M: 95.9 | 149.00      |
| ITEM #  | DESCRIPTION       | Quantity                | Disc  | Price   | Total       |
| SERIALITEM  | A serialized item | 1.000                   | 0     | 499.000 | 499.00      |
| SERIALITEM  | A serialized item | 1.000-                  | 0     | 350.000 | 350.00-     |
| Enter item number, barcode, supplier xref code, or <F2> Label,... |                   |                         |       |         |             |
| Clr Inv   | DelSlip           | Ld Kit                  |       | NewItem | Act Inq     |
| F1  | F2                | F3                      | F4    | F5      | F6          |
| F7  | F8                | F9                      | F10   |         |             |
| Top Row Label   | Suspend           | TOTAL                   | Price | Memo    | Search Fast |

## Warranty Reimbursements

A new feature under TRC 7.4 is the ability for Point-of-Sale invoices to be reversed as a supplier credit. Currently, this is limited to customers that have: a) a customer class of WARR (field 9 on page 3 of the CUSMAS screen), and b) a link defined between the customer and the related supplier (field 13 on page 3 of the CUSMAS screen). Such a customer is called a warranty provider.

A warranty transaction in Point-of-Sale is intended for a back-charge to the warranty provider for warranty work done for a customer. At the POS Total Screen, charge the invoice to the warranty provider. A window will open asking whether to convert the POS invoice to an A/P credit invoice (see below).

|                          |      |               |           |
|--------------------------|------|---------------|-----------|
| <b>Charge Sale</b> [BD ] |      | INVOICE PRT 2 |           |
| BD's customer            |      | WARR          |           |
| here                     | QOH: | TAX:          | LIN:      |
| P1                       | AVL: | LST:          | DEP:      |
|                          | QOO: | ARR:          | LOC:      |
|                          |      |               | Arnold    |
|                          |      |               | REG: 1(A) |

|            |   |                          |
|------------|---|--------------------------|
| Payment Ty | Convert this warranty claim to an A/P Credit? [Y] | \$214.79                 |
| CHA Charge |   | \$0.00                   |
|            |   | \$0.71                   |
|            |   | \$15.04                  |
|            |   | \$0.00                   |
|            |   | <b>Total</b> \$230.54    |
|            |   | <b>Tendered</b> \$230.54 |
|            |   | <b>Change Due</b> \$0.00 |

Enter amount of payment, ...

|         |         |        |       |      |             |
|---------|---------|--------|-------|------|-------------|
| Printer | Address | Quote  | Debit | Gift | AmeX        |
| F1      | F2      | F3     | F4    | F5   | F6          |
| Edit    | SHIP TO | Charge | CASH  | Visa | Master Disc |

If the response is affirmative, the transaction will be saved, and the EOD process will create an A/P batch for this transaction in the current AP period. This can be reviewed

| [ AP Trial Balance ]                |                  |   |          |      |         |        |
|-------------------------------------|------------------|---|----------|------|---------|--------|
| 09/22/2006                          |                  |   |          |      |         |        |
| - Detail - MAINFRAME ASSOCIATES DEV |                  |   |          |      |         |        |
| Cut Off Date: 09/30/2006            |                  |   |          |      |         |        |
| Supplier Name                       | Trans Ref.       | # | Date     | Type | 1 - 30  | 31 - 6 |
| BD                                  | Black and Decker |   |          |      |         |        |
|                                     | 7                |   | 06/30/05 | 1    |         |        |
|                                     | G                |   | 06/30/05 | 1    |         |        |
|                                     | S                |   | 06/30/05 | 1    |         |        |
|                                     | AS               |   | 07/01/05 | 1    |         |        |
|                                     | 54343            |   | 09/01/06 | 2    | -111.11 |        |
|                                     | WAR-01709A       |   | 09/19/06 | 2    | -230.54 |        |
|                                     |                  |   |          |      | -341.65 | 0.0    |

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|      |        |       |         |        |    |    |    |    |     |
|------|--------|-------|---------|--------|----|----|----|----|-----|
| F1   | F2     | F3    | F4      | F5     | F6 | F7 | F8 | F9 | F10 |
| Exit | Search | Again | UnSplit | ToLeft |    |    |    |    |     |

and posted as normally done with the A/P subsystem. The associated GL distribution is the same as would appear if posted as a POS invoice, with the exception that the

default Accounts Payable account is used instead of the Accounts Receivable account. The Accounts Payable trial balance then appears as shown above.

### POS Transaction Size Limit Increase

Point-of-Sale transactions have been limited to 255 lines per transaction. In TRC 7.4, this has been increased to 999 lines. This holds for all of the other Point-of-Sale related programs, including QUOTLINE (special price quotes determined by line codes), all invoice reprinting, kits and packages, and invoice modification.

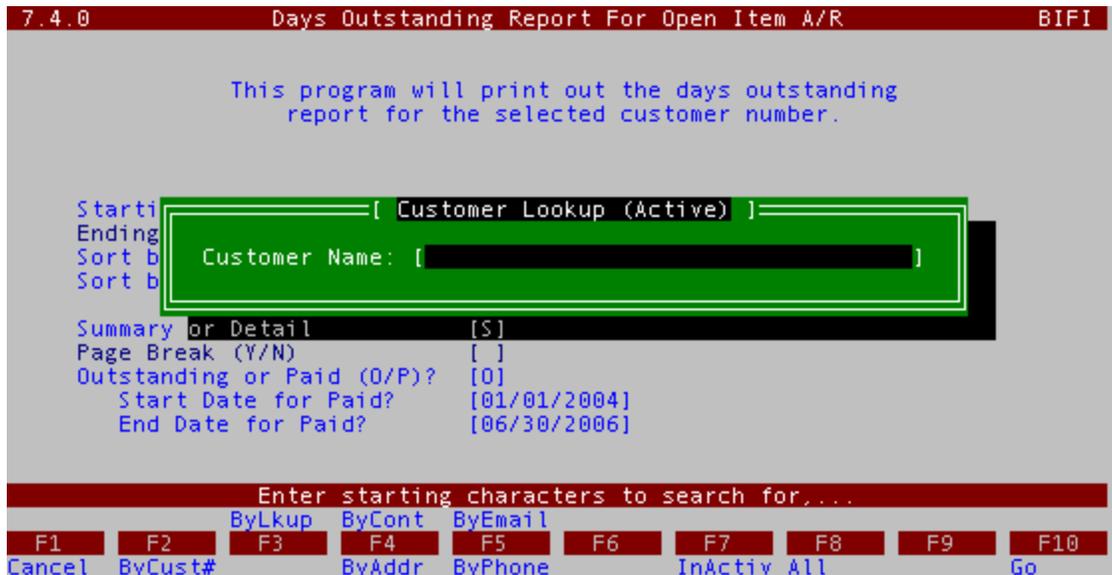
Other size limits in the software are 2500 lines for Purchasing and Receiving, and 9999 for Transfer.

### Improved Customer and Supplier Lookups

In previous versions, customer and supplier lookups were determined by the customer or supplier names. More flexibility had been built in on the customer side by the creation of customer lookup names.

Under TRC 7.4, the lookup process for both customers and suppliers has been enhanced even further, so that each word in the names is indexed. So, for example, if the search is for word ARNOLD, the lookup would find Arnold Smith, Bob Arnold, Arnold's Window Repairs, and Joe and Arnold Shipping.

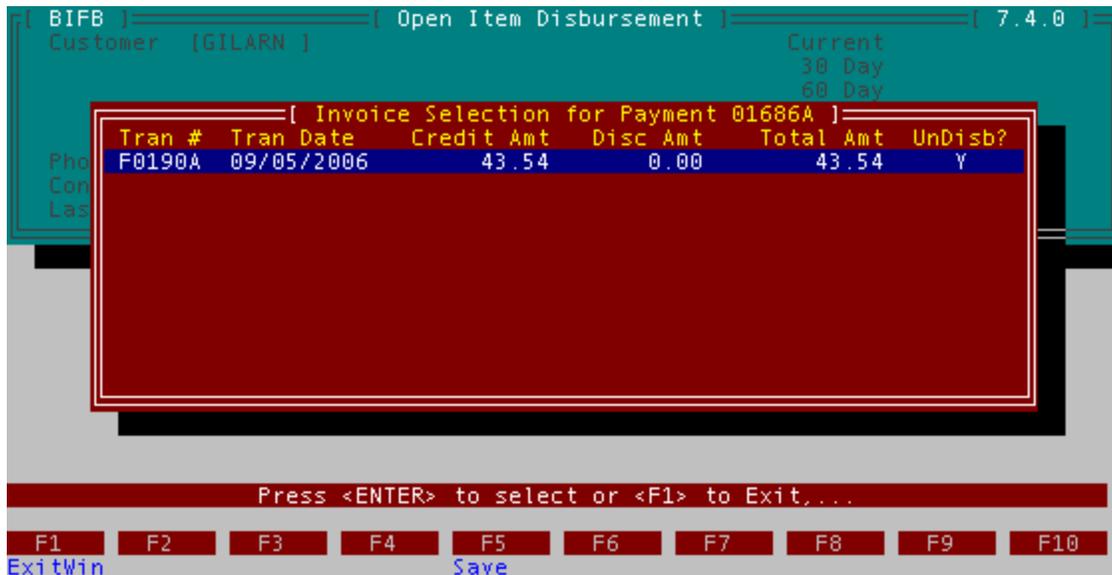
The indexing is further done by phone number, address, e-mail address, contact, and customer/vendor number. Any of these can be specified in the search. An example of this new lookup is show below. Use of the function keys determines which search method is to be used, with the customer or vendor name as the default. As usual, if the user enters starting text in the input field, and then presses F9 Lookup to activate the customer or vendor lookup, the search input screen show below is skipped, and the search results are shown immediately.



## Undisbursing of OI Payments

TRC 7.4 introduces the ability to reverse and correct the disbursement of a Open-Item customer's payment. In the Open Item Disbursement screen (BIFB), type in the customer number and press F6 Undisb, or just press F6 Undisb. In the latter case, this will start the customer lookup to allow the selection of a customer.

Once the customer is selected, a list of disbursed credits will be shown. Select the credit to undisburse, and a second window will open showing all items against which this credit is disbursed. Select the disbursement to reverse by highlighting it and pressing enter. When all reversals have been selected, press F5 Save to complete the undisbursement. See the sample screen shot below.



## Manual A/P Payments

In TRC 7.4, it is now possible to enter manual payments, whether it be by check, online, cash, credit card, or other form of payment. Allowed payment types are setup within the Tender Code Setup at BDCIB. This screen has been slightly rearranged to reflect these changes. In particular, field 10 (was field 12) now reflects the option for this tender to be used with Point-of-Sale (AR), Manual Payments (AP), or Both. Fields 11 and 12 are now the GL accounts associated with the AR and with the AP, respectively. The settings used in TRC 7.3 and earlier will work exactly as before under TRC 7.4, with no changes that need to be made.

A sample setup for a check payment is shown below. It is setup to be active both as a tender within Point-of-Sale, as well as an allowed manual payment method . On the Point-of-Sale side, the amounts go into a cash clearing account (to match up with bank deposits), while as a manual payment, the check is drawn directly from the bank account.

| BDCIB   |              | Tender Codes            |         | 7.4.1 |    |
|---|--------------|-------------------------|---------|-------|----|
| Tender Code                                     | [CHE]        |                         |         |       |    |
| Tender Descript                                 | [Cheque Sale | ]                       |         |       |    |
| CONTROLS  |              |                         |         |       |    |
| 1. Function Key Label                           | [Cheque]     |                         |         |       |    |
| 2. Compulsory Entry of Amount                   | Y/N [Y]      | 13. Ask for Reference   | Y/N [Y] |       |    |
| 3. Overtender Allowed                           | Y/N [N]      | 14. Ask for Expiry Date | F/N [N] |       |    |
| 4. Open Cash Drawer #1                          | Y/N [Y]      | 15. Ask for Quantity    | Y/N [N] |       |    |
| 5. Tender Group                                 | [ ]          | 16. EOD Accumulator     | Y/N [Y] |       |    |
| 6. Post deposits to GL daily?                   | Y/N [Y]      |                         |         |       |    |
| 7. Change given in Foreign Curr                 | Y/N [N]      |                         |         |       |    |
| 8. Conversion on Foreign Currency               | [ ]          |                         |         |       |    |
| 9. Maximum Tender Amount Allowable              | [ ]          |                         |         |       |    |
| 10. Active for AR/AP/Both                       | [B]          |                         |         |       |    |
| 11. A/R General Ledger Account Number           | [1000-000]   | Cash Clearing           |         |       |    |
| 12. A/P General Ledger Account Number           | [1013-000]   | Main Bank               |         |       |    |
| Modify field [ ]                                |              |                         |         |       |    |
| Select a field to modify, or <ENTER> to Save... |              |                         |         |       |    |
| F1  | F2           | F3                      | F4      | F5    | F6 |
| Clear   |              |                         | Delete  |       |    |
| F7  | F8           | F9                      | F10     |       |    |
|   |              |                         | File    |       |    |

On the AP menu, the Manual Cheque menu items have been all renamed Manual Payments. All of these are unchanged from the user perspective, with the exception of the Manual Payment routine itself (see below).

| BHBGB  |   | A/P Manual Payment Entry |              | 7.4.0    |         |
|--|---|--------------------------|--------------|----------|---------|
| ** The current Period is 10 starting 06/01/2006 and ending 06/30/2006 ** |   |                          |              |          |         |
| Posting Period [13]  | Starting 09/01/2006 and ending 09/30/2006 |                          |              |          |         |
| Payment Date   | [09/20/2006]                              |                          |              |          |         |
| Payment Method [Cheque]  | Ref [8888                                 | Bank G/L                 | [1000-000]   |          |         |
| Supplier [SMIBAR]  | Smith Barragger                           | Due Before               | [09/30/2006] |          |         |
|  | Canadian Currency                         | Payment:                 | 1016.37      |          |         |
| Invoice  | InvDate                                   | DueDate                  | DiscDate     | Discount | Balance |
| 31515  | 11/01/03                                  | 01/30/04                 |              | 0.00     | 726.53  |
| 321  |   |                          |              | 0.00     | 289.84  |
|  |   |                          |              |          | 726.53  |
|  |   |                          |              |          | 289.84  |
|  |   |                          |              |          | 0       |
| Modify, <ENTER> to payment, or <F1> to Backup...                         |   |                          |              |          |         |
| Cancel   | DiscMod Unassgnd                          |                          |              |          |         |
| F1   | F2  | F3                       | F4           | F5       | F6      |
| Backup   | All                                       | None                     | Remove       | Save     | Pre-Pay |

The differences in the input are indicated above. After entering the posting period and the payment date, the next input field is the payment method. A window will open listing all payment methods that have been setup for use in manual payments. If none have been setup, no manual payments can be done.

Once a payment method has been selected, the user will enter the payment reference. This can be the associated cheque number, a credit card number, an on-line payment reference number, or even left blank (though this is not recommended).

The next entry field is the Bank G/L account. This value is taken from the tender, and is only editable if the GL account is defined as a bank account.

Finally, there is no input for a payment amount when making a supplier (or AP) payment. The payment total is the sum of the supplier invoices selected and being paid. Direct payments (non-AP) are handled as before, with the user entered payment amount driving the GL distribution.

The payment tender and reference are displayed on the posting reports, the AP trial balance, and the GL inquiry.

```

===== [ Reprinting Report: BHBGD - 200609: Manual payments for September, 2006 ] =====
09/22/06                                     MAINFRAME ASSOCIATES DEV
09:21:25                                     Manual Payment Register
                                                Period 13 09/01/2006 to 09/30/2
                                                A/P GL #: 2000-000   Bank GL #: 10

Payment Type & Ref  PaymentDate  Vendor & Name                Invoice #
CHE-8888           09/20/2006  SMIBAR Smith Barragger      31515
                                                           321
-----

Grand Totals for bank GL 1013-000 : Main Bank

                                                HCJ (PRTREPT v7.4.1)
===== [ 1/20 ] =====
F1   F2   F3   F4   F5   F6   F7   F8   F9   F10
Exit Search Again Split

```

*Posting of Manual Payments*

```

===== [ AP Trial Balance ] =====
09/22/2006 Trial Balance - Detail - MAINFRAME ASSO
Cut Off Date: 09/30/2006

Supplier Name      Trans Ref.      PO#      Date      Type      1
-----
SMIBAR  Smith Barragger
          321
          CHE-8888          09/20/06 P
          31515          0000209P 11/01/03 1
          CHE-8888          0000209P 09/20/06 P
-----
BHBJ (TRIALBAL v7.4.0.001)

===== [ 1/20 ] =====
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit Search Again Split
4
    
```

*Accounts Payable Trial Balance Showing Manual Payment*

```

===== [ Print A/P Interface Edit List / Interface Journal ] =====
09/20/2006 MAINFRAME ASSOCIATES DEV
15:59 AP Interface Detail Edit List
Batch: 00030 For Period 13 (09/01/2006 -

GL Code      Description      Trans Date      Doc Number      Deb
-----
1000-000      Cash Clearing      09/20/2006      CHE-8888
                                                    _____
                                                    0

1013-000      Main Bank          09/15/2006      CHE-4321
                  09/19/2006      CHE-8876
                                                    _____
                                                    0

BHCDD (APGLINT v7.4.1)

===== [ 1/58 ] =====
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit Search Again Split
    
```

*Posting of Manual Payments at GL Interface*

| BHCE   |                  | GL Account Inquiry - Detailed |         | 7.4.0 |
|--|------------------|-------------------------------|---------|-------|
| [ Details of Document: CHE-8888 ]                |                  |                               |         |       |
| Transaction Date: 09/20/2006 Batch #: 00030      |                  |                               |         |       |
| GL Code  | Description      | Debit                         | Credit  |       |
| 1000-000   | Cash Clearing    |                               | 1016.37 | t     |
| 2000-000   | Accounts Payable | 1016.37                       |         | 7     |
| Totals:  |                  | 1016.37                       | 1016.37 | 7     |
| Press <F7> to print, or <F1> to close window,... |                  |                               |         |       |
| F1   | F2               | F3                            | F4      | F5    |
| F6   | F7               | F8                            | F9      | F10   |
| ExitWin  |                  |                               | Printer | Print |

*General Ledger Detail of Manual Payment*