

Chapter One

System Security

The Security System can only be accessed by personnel who have authorization and have been given the correct codes by Vision Data.

Security for Accounts Receivable will be based on a user ID login with individual passwords for each user. The system manager is responsible for setting up the user id, and establishing the programs and task levels that a particular user is allowed to access.



To set up users and/or to change users access and passwords select # 1.

After identifying the user login, the system manager will be prompted to add the user, by selecting #1. To add the user select a user name the program will state this user not found do you wish to ass them. Select **Y** then a prompt will come up for the user password. Passwords may be any combination of numbers and letters, and may be up to eight characters in length. The entry of the password is in **blind mode**, and the manager will be prompted to re-enter the password for verification. User logins may also be restricted on the following.

Once the password is verified there will be a series of questions. These are to determine the user ability to perform different tasks.

Company – answer Y or N. If the user is to be restricted to a specific company, the system manager will be prompted to enter the two character company code that the user will be restricted to accessing.

Sort Group – answer Y or N. If the user is to be restricted to a specific sort group, the system manager will be prompted to enter the two character Sort Group code that the user will be restricted to accessing.

Sales Code – answer Y or N. If the user is to be restricted to accessing only accounts with a certain salesperson code, the system manager will be prompted to enter the three character Salesperson code that the user will be restricted to accessing.

If restrict by sales code is chosen, that person will only see 6 different screens and only those accounts which hold their sales number.

After setting the user id, the system manager will then need to set up the actual security the user will have for each program within the system. To do so select number **2** user Security Setup and step through the menu selections available and identify for the system, which programs and tasks the user will be granted access to. This is done program by program with either a **Y/N** for each program and then to each task within the program. There is also the **F** option which gives the user full access to the system. This should only be used for people having the ability to do any task within every program.

The manager also has the ability to make changes to an individual users access level, to either increase or decrease their ability to uses whole programs or parts of programs.

When a user is set up within the system when they sign in using their individual name and password they will only be able to see and use those programs which have been assigned

(see next page for pictures)

ACCOUNTS RECEIVABLE MENU (V. 6.4)
SW VISION DATA TEST COMPANY 29

1. User ID Setup
 2. User Security Setup
 3. Copy Profile
 4. End
- Enter Selection █

ACCOUNTS RECEIVABLE MENU (V. 6.4)
VISION DATA TEST COMPANY

1. Customer Master File
2. Contract File
3. Receive Ads from Front-end
4. Receive Payments from Front
5. Ad/Insertion Order File
6. Post Ads to Vision Pagination
7. Post Ads to Layout Product
8. Post Ads to Transaction File
9. Transactions
- *. Process Lock Box Transactions
11. Payments
12. Adjustments/Discounts
13. Whole Paper File Maintenance
14. Mailgram File Maintenance
15. Daily Balancing Report
16. Open Item Status
17. Account History Status
18. Credit Call Back File
19. Salesperson Call File
- ME. *** Month End Menu ***
- RR. *** Report Menu ***
- SS. Set-Up and Special Functions
- TM. Test Reports Menu

Enter "S" to set security, F to auto set, or "EN" to end Application █

ACCOUNTS RECEIVABLE MENU (V. 6.4)
VISION DATA TEST COMPANY

Y Customer Master File
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11. Payments
12. Adjustments/Discounts
13. Whole Paper File Maintenance
14. Mailgram File Maintenance
15. Daily Balancing Report
TASK: Add :N Change : Delete : Inquire :
Listing :
Report : Vacant :

Enter Item Number, Menu Code, Or "EN" To End Application 1

To see report options select # 2.

In addition to setting up users the manager will also be able to view report parameters and reprint reports which have been run. To view report parameters select **V**. Then select the report desired.

To rerun a report select the **R**

This feature gives you the ability to both reprint a report and to see how each report has been run. This allows you to create consistency for report comparison.

To see active users on the system select # 3

This feature allows the manager the ability to see what users are currently on the system. It will also show what users if any are improperly shutting down their systems. When a user does not shut down correctly it leaves a process running which may eventually create problems with numbers of users allowed on the system and can also create record locks.

#4 Allows the manager to see what permissions and system access have been granted to users

#5 Sarbanes Oxley Export- Required Governmental Report listing users who have the ability to modify revenue

Chapter Two

Set-Up and Special Functions

Set-up and Special Functions

The programs on this menu control the base files used within the Accounts Receivable system.

To access the SS menu place **SS** in the item prompt

```
ACCOUNTS RECEIVABLE SS/FUNC. MENU
SW VISION DATA TEST COMPANY 29
LP : COPIES:1 FORM:NORMAL DELETE? N USER: LORRIE TERM:063
```

M a i n t e n a n c e	S p e c i a l F u n c t i o n
1. Company Profile	116. Batch Sales People Changes
2. Publications	117. Batch Geographic Area Changes
3. Rates	118. Batch Sales Tax Changes
4. Space Summary Categories	
5. Sales People	119. Automatic Contract Renewal
6. Co-Op Names	120. Weekly Earned Calculation
7. Calendar Periods	121. Export Files
8. Agency Table	122. History Purge
9. Sort Group Table	123. Year End Update
10. Business Type Table	1NA. Manual Balance Initial Setup
11. Sales Territory Table	
12. Geographic Area Table	
13. Modular Size Table	M e n u O p t i o n s
14. Edition Code Table	1AR. *** A/R Daily Menu ***
15. Classified Descriptions	1ME. *** Month End Menu ***
	1RR. *** Report Menu ***

Enter Item Number, Menu Code, Or "EN" To End Application

Company Profile

This program stores the information describing the newspaper's method of doing business.

AR COMPANY PROFILE (REBILL) -- 29		SW	
RETURN ADDRESS			
1 Name	SOUTHEAST NEWS PRESS	19 Dfl-Pay-Cd	PAY
2 Address-1	PO BOX 455	20 Dfl-Pub	1
3 Address-2		21 Bad-DebtCo	N
4 City.State	MEADOWS VA	22 Pub-GL-Co	N
5 Zip Code	23455	23 UseSalesTx	N
6 Telephone	555-746-7989	24 Prem Day	1 Sun
FINANCE CHARGES			
7 Include ?	Y	25 Auto-Distr	Y
8 SC on SC ?	Y	26 GL #OfDgts	4
9 MinSvcChrg	0.50 \$	27 GL Format	XXXX
10 Monthly %	1.500 %	Pubs 29	High600
11 On Balnces	2 1=0-30,2=0-60,3=0-90	Hst Purgd Thru	12/98
DISCOUNTS			
12 PromptPay%	0.000 %	Dly Blnce Run?	Y 07/12 13:2
13 Print@Net?	N	EoM Aging Run?	N
OTHER			
14 Earnd-Rat?	Y	Out Of Balnce?	N
15 Cont Firm?	Y	Last Trx Post	12/04/03 12/05 16:5
16 X-Cntrcts?	Y	Last Close	11/30/03u11 12/04 11:2
17 Alloc-By-%	Y	Next Close	12/28/03 12 Fscal 12
18 Dfl-Dsc-Ty	R		
ITEM ? ■			

Return Address

Name- The name of the newspaper when mailgrams and statements, this is the name and address area that will be printed as the return to address.

Address- Two lines of address for entering street and/or PO Box numbers

City , State, Zip Code

Telephone Number- Newspaper's main telephone number

Finance charges-

Include ?- Does the newspaper charge service charges for past due balances. Y if service charges are to be calculated, N if no service charges are to be calculated.

SC on SC ?- Service charge on service charge. Are service charges to be calculated on past due charges only, or calculated on past due charges plus past due service charges.

Ex. In month 1 customer charges \$100.00. The account remains unpaid after 30 days a service charge of \$1.50 is charged to the account. Another 30 days goes by and the account remains unpaid. If the flag is set to **Y** the service charges are calculated on \$101.50. If flag is set to **N** then the service charge is calculated on \$100.00

MinSvcChrg- Amount that will be charged if the calculated service charge is less than the dollar amount placed in this field

Monthly %- The monthly percentage amount to be used in calculating the service charge. Entered using 3 decimal places. Typically 1.5% monthly which equates to 18% yearly

On Balnces- The time period the newspaper will wait until to begin calculating the service charge on the unpaid amount. Default is 1
1 - at 30 days
2 - at 60 days
3 - at 90 days

Discounts

PromptPay%- Prompt pay percentage. If the newspaper offers a prompt payment discount to ALL customers, enter the percentage amount here. This field will affect every customer in the database if a percentage amount is placed in this field not just select ones.

Print@Net- When the statements are printed, should the discount be shown as a separate line item and subtracted from the customer's balance **Y** the net amount, or should the statement be sent at the gross amount **N**

Other

Earned-Rat?- Earned Rates. Enter a **Y** if the paper has earned rates, **N** if not using earned rates. If marked **Y**, this will cause an additional program to be invoked at the months end.

Cont Firm?- Are contracts held firm based on the start date of the contract with no change in the price place a **Y**, place a **N** if you want the contract price to increase when a rate increase of the contract rate occurs regardless of the start date.

X-Cntrcts?- Allow expired contracts. If set to **N** the system will automatically calculate contract advertisers at the highest contract rate after the expiration date of their contract. If set **Y** the system will continue to price new transactions based on the level of the expired contract, at the rate in effect at the time of insertion.

Net-R Usd?- This will activate an additional field on the Ad and Transaction entry screens which allows user to set the net rate to be used for the transaction. **Y** allows entry

of the net field **N** prevents entry. Generally always set as **Y**

Add-rates- Defines if the rate established will be shown combined or separately. **N**, if rates from different pubs to be calculated and shown separately **Y** if rates from different pubs to be added together and printed together. For newspapers with just 1 product, set the flag to **Y**.

Alloc-by-%- Allocate by percentage. For newspapers with multiple publications that desire the rate file price to be the combined price this should be a **Y**. When the Space Summary is generated, the system will use the allocation amount in the Publication file to determine the amount of money that is to be credited to each pub used in the transaction. For newspapers with a single pub, or if the Add Rates flag is set to **Y** then this field is set to **N**

Dfl-Dsc-Ty- Default Discount Type. Two options for discounting.
R - Rate discount. This will discount the rate used by the percentage Entered. **L** - Lineage discount. This will reduce the price charged to a customer, and reduce the amount of credit a customer will receive toward fulfillment of their contract by the same percentage amount.

Dfl-Pay-Cd- Default Payment Code to be used in Payment file maintenance. Usually default is set to **PAY**.

Dfl-Pub- Default Publication for payment code. Default publication used during payment file maintenance.

Bad Debt Co- This is an option which must be purchased separately. **Y** will allow Bad debt accounts to be transferred to a separate company to be managed. **N** indicates there is no bad debt company.

Pub-GL-Co- Publication General Ledger Company. **Y** For newspapers using combination purchases, this allows for a common Accounts Receivable and common billing, while allowing the newspaper to allocate the dollars from specific publications to be transferred to separate General Ledger companies. **N** indicates no general ledger.

UseSalesTx - Use Sales Tax **Y** if the newspaper charges tax on products sold and the tax is to be calculated. If sales tax is not used or already included in the price set the flag to **N**.

Prem Day- Premium day the number day of the week when rate charges are higher. Use a 1 for Sunday through 7 for Saturday.

GL # of Dgts- Number of digits used for General Ledger accounts. Maximum is 12 number

GL Format- Allows company to set up their exact GL format . Use X's separated by dashes

The following items are displayed on the screen but do not allow access

Pubs- Number of pubs currently in the system

Highest Pub#- The highest publication number assigned in the software.
Publication numbers are from 1 through 9999. This field is automatically updated as publications are entered in the publication file maintenance.

Hst Purgd Thru- History purged from system up to and including the Month/Year displayed. Rate codes are required to be kept in the file up through this date, for historical reporting purposes.

Dly Blnce Run- Daily balancing report run. Used by Vision Data to verify that the Daily Balancing report has been run, and will then show the physical date Month/Day and time Hour/Minute the report was run. **If this report is not run within a 7 day period, a warning message is displayed as the user signs on.**

EOM Aging Run- Refers to the End of Month aging and will be set to **Y**. It will display a date and time stamp of when it was run to the right. When the end of the month aging has been run, the system will provide a warning message to any user attempting to enter a payment, adjustment or transaction that the end of the month is in progress. If the user continues, even if changes are not made to any data the flag will automatically reset to a **N**, and the user will then be required to re-run the month end aging. This flag will also be reset during a history update program in the month end process.

Out of Balnce- The daily balancing report will set this flag if it determines accounts are not in balance.

Last Trx Post- Last transaction post. Indicates the publication date that was last updated using the Post Ads to Transaction File program. The physical date/time are displayed at right

Last Close- Last accounting period closed. The close date, accounting period number, the physical date and time of the closing are displayed to the right.

Next Close- Identifies the next scheduled close date and the accounting period to be closed.

Publication File Maintenance

This program will identify the different products/publications that are to be reported

individually. Publications are numbered 1 - 9999.

AR PUBLICATIONS (REPUB)							
PUB	DESC	SMTWTF	FEPB	GLCO	ALLOC	DCIRC	SCIRC
001	DT DAILY TIMES	1111111	01		100		
002	JA THE JAY AMERICAN	1111111	02		100		
003	WF THE GRAND LAKE WATERFRONT	1111111	03		100		
004	GCT THE GREEN COUNTRY TRADER	0001000	04		100		
005	PB5 PUB 5	1111111	05		100		
006	PB6 PUBLICATION 6	0111110	06		100		
007	PB7 PUBLICATION 7	0101010	07		100		
008	PB8 PUBLICATION 8	0000010	08		100		
009	PB9 PUBLICATION 9	0001000	09		100		
010	P10 PUBLICATION 10	0111110	10		100		
011	P11 PUBLICATION 11	0000001	11		100		
012	P12 PUBLICATION 12	1111111	12		100		
013	P13 PUBLICATION 13	1000001	13		100		
014	P14 PUBLICATION 14	0001000	14		100		
015	P15 PUBLICATION 15	0000100	15		100		

More/E ... █

By placing a question mark at the task it will pull up a screen view of all the pubs which are currently in the system. This enables a quick check of the publications without having to print the entire pub file.

AR PUBLICATIONS (REPUB)		T:C
	PUB CODE: 0001	
1	Name	NORTHEAST NEWS PRESS
2	Mnemonic	NNP
3	Driver-Seq	1
4	Layout-Pub	1
5	Layout-Seq	1
6	Front-End Pub	01
7	Allocation-Amt	100
8	Terr. Code	
9	GL Comp #	0
10	Daily Circ.	165788
11	Sunday Circ.	215344
	PUBLICATION DAYS	
12	Sunday	1
13	Monday	1
14	Tuesday	1
15	Wednesday	1
16	Thursday	1
17	Friday	1
18	Saturday	1

Ok ?

Name- 30 characters to enter the name of this publication.

Mnemonic- 3 character alphanumeric representation of the product during reporting and screen displays. This code is also what shows up on the Statements and all reports.

Driver-Seq- Driver sequence identifies the publications of the newspaper by order of importance. This allows publications added after initial set-up to be placed in higher sorted order without the need for the user to move codes.

Layout-Pub- Allows the newspaper, if necessary to define the same product on a layout system with a different publication number. As default, this field should have publication number entered.

Layout-Seq- Layout sequence identifies the order the publications should be listed in during layout interface.

Front-End Pub- Allows a front end system to identify publications using a different code than assigned within the Accounts Receivable.

Allocation-Amt- The weighted factor amount used when allocating revenue by percentages. Rates may be set as add rates together or as allocate by percentage. A weighted factor amount must be inserted here. To allow each pub to get only its own revenue back place 100 here. However if certain pubs get more of the revenue for a multiple paper buy then use the appropriate factor desired for the breakdown.

Terr Code- Identifies sales clusters within one company

Group Code- Identifies publications working together for combination selling.

GL Comp #- This identifies the General Ledger company assigned to this publication.

Daily Circ- Memo field containing the last Daily circulation amount. This is an informational field only.

Sunday Circ.- Memo field containing the last Sunday circulation amount.

Publication Days

Sunday through Saturday

The fields contained within this section define the valid publication days of the week to be associated with this product. An entry of **0** indicates the product does not run, while a **1** indicates a valid publication day.

Last Post Date- This field is informational only, and will show the last date used during the Post Ads to Transaction program.

```
VISION DATA
A/R PUBLICATION FILE LISTING (RSPUB)

SORT BY
1. Publication Number
2. Publication Name
3. Mneumonic
4. Driver Seq Number
5. Layout Publication #
6. Layout Seq Number
7. Front-End Publication #
8. Group
Enter Choice: (<1>-8/E=End) █
```

Ways in which a publication listing report can be run

Rate File Maintenance

This program is used for entering the information contained on the rate card into the system. Rates must be set up in the system for the various items to be billed. The rate code is up to 3-characters in length, and may be letters or numbers. The publication must be a valid publication set in the publication file.

shemp																
AR RATES (RERATE)																
11 LORRIE - VERSION 6.4 TEST																
RCD	PUB	T	DESC	CAT	ED	-CONTRACTS-	TABLE	ER	T	A	C	D	C	C	A	A
									X	C	S	C	S	B	D	C
ACH	1	A	ADJUSTMENT NONPROFIT	11					N	N	N		R		N	
ADC	1	A	ADJUSTMENT CLASSIFIED	05					N	N	N		R		N	
ADJ	1	A	CREDIT ADJUSTMENT	3000					N	N	Y		R			
ADL	1	A	ADJUSTMENT LEGAL	08					N	N	N		R		N	
ADN	1	A	ADJUSTMENT NATIONAL	06					N	N	N		R			
ADP	1	A	ADJUSTMENT PREPRINT	07					N	N	N		R		N	
ADR	1	A	ADJUSTMENT RETAIL	03					N	N	N		R		N	
BAC	1	F	BAD CHECK CLASSIFIED	41					N	N	N		R		N	
BAD	1	F	BAD CHECK CHARGE	40					N	N	N		R		N	
BAD	2	F	BAD CHECK CHARGE	40					N	N	N		R		N	
BAD	3	F	BAD CHECK CHARGE	40					N	N	N		R		N	
BCC	1	I	CONTRACT CLASSIFIED	10	CC		Y	CCA	N	N	Y		C		N	
BCR	1	I	RETAIL CONTRACT RATE	11	RC		Y	CCA	N	N	Y		R		N	
BOX	1	F	BOX CHARGE	51					N	N	N		R		N	
BOX	2	F	BOX CHARGE	51					N	N	N		R		N	

More/E ... █

By placing a question mark at the task it will pull up a screen view of all the rates which are currently in the system. This enables a quick check of the rates without having to print the entire rate file

RCD- Rate code

PUB-Pub rate code is assigned to

T-Type What type of rate it is I-inch L-line T-preprint A-adjustment P-payment D-discount F-flat

Cat- Category-what space summary category it goes to

Ed-Edition if an edition is assigned to this rate

Contracts- what contracts the rate code is affiliated with

Table- if there is a table rate associated with the rate

TAX- if the rate is taxable

AGC- Agency-if an agency discount is allowed with the rate

CMS- Commissionable- is this rate commissionable to the salespeople

DCS-Discount- if there is a set discount associated with the rate

CLS- Classification- what type of add is this R-Retail or C- Classifies
 ADD- add rates together yes or no

AR RATES (RERATE) T:C		Rate Code	ABC
29		Publication	0001
RATE 1		RATE 2	
1 Start Date	01/01/2004	4 Start Date	00000000
2 Daily Rate-\$	12.500	5 Daily Rate-\$	0.000
3 Prem Rate-\$	12.650	6 Prem Rate-\$	0.000
OTHER RATE INFORMATION			
7 Description	ANNUAL BULK CONTRACT		
8 Active? Y/N	Y	22 Convert-To	
9 Rate Type	I	23 Contracts	AB
10 Revenue/Adj	R	27 Taxable Y/N	N
11 Li-Per-In	14	28 Commiss Y/N	Y
12 Columns Size	06	29 Agency Disc	N
13 Space Catgry	777	30 Add-Rates	Y
14 Disc Type	P	31 Alloc-By-%	Y
15 Disc %	0.000	32 Alt-ALLOC-%	00
16 Dflt Edtion		33 Table-Rate?	Y
17 Grp/Dflt All	@	34 Insrt-Ad/Cnt	C
18 Combo-Selling	Y	35 Size-Ad/Cnt	C
19 Dflt All Pub	N	36 When-Ad/Mend	A
20 Dflt Zone	00	37 Earned-Numbr	00
21 Rate Class	R	38 Ern-Upd Prc?	N

Rate 1

Start Date- Date on which the rate card will go into effect entered in to the Rate 1 column.

Daily Rate-\$- Rate to be charged for the type of advertising being entered. Do not enter decimal points, and the field has room for 3 decimal places.

Prem Rate-\$- Premium rate, if a particular day of the week has been designated to have a different rate charged, enter this amount here. The premium day of the week is set in the Company Profile program. Do not enter decimal points, has room for 3 decimal places. Holidays as also charges with this premium rate if in the company profile to charge holidays as P-premium

Rate 2

Same as rate 1

When first starting on the system, rates will be entered into the Rate 1 set of prices. As the rates are raised, the next set of rates will be entered into the Rate 2 set of prices. When the third rate increase occurs, replace the **oldest** set of rates with the new information.

Other Rate Information

- Descriptn– Default description that will be displayed in ad, transaction, or payment file maintenance. Description field 30 characters long. This is also printed on the statement. May be changes during ad entry.
- Active? Y/N- Identifies if the rate is being used actively. **Y** means this rate is available for use. When rates have been discontinued, place a **N** in this field. Rate codes that are discontinued SHOULD NOT be deleted from the system until the associated history has been purged, make them inactive so they can't be used but are still there for reporting.
- Rate Type – Identifies how this rate code is used.
Valid responses–
Credits :
 P – Payment code
 A – Credit Adjustment
 D – Discount
Charges :
 I - Inch
 L – Lines
 F – Flat rated
 T – Preprints/Inserts
- Revenue/Adj- Is this a revenue type of rate **R** or an adjustment type rate **A**. R types are included in historical reporting whereas A types are not
- Li-per-In– For this rate code, how many lines per inch. This will be used for converting lines to inches for providing totals.
- Columns Siz– Number of columns in the paper in the area this rate code refers to. Used during the space summary report for conversion.
- Space Catgry –For the space summary report, which category will the information from this rate code be sent to. Must be filed in. each unique number created and associated with the space summary file will result in its own space summary category with the associated revenue.
- Disc Type – Discount type. The software supports two types of discounts. Valid responses–
P – Prompt pay discount or **A** – actual discount
- Disc % - The amount of the discount to be used for this rate code. If no discount leave with the 0's
- Dfl Edition– Edition that this rate code should default to during ad insertion entry. If an edition code is chosen this rate code will only work when the ad has the corresponding edition on it.
- Group– Allow for selectively setting rate codes to work within publication groups.
Default setting for this field is **@** (All). Works with the field in the publication file.
- Combo-Sellng– Identifies for the system if this rate code may be used in multiple paper purchases **Y**, or

N if it is only for a specific publication.

Dfl All Pub– Default all publications. Set to **Y** if this is a forced buy for all publications that this rate code is set for. Also set to **Y** if the rate will be the same in all publications or **N** if will not be.

Dfl Zone– Default to a publication zone that this rate refers to.

Rate Class– Used in ad insertion reporting to provide management a flash report of projected sales.
Valid responses –

R – Retail

C– Classified

L – Legal

P – Preprint

O – Other

Convert-To– Used as a key on statements

Contracts– Allows for up to four valid contract codes that this rate could update.

Taxable– Identifies if this rate code is a taxable item. **Y** if it is taxable **N** if not.

Commiss Y/N– Is this rate to be included in the salesperson commission report. **Y** if it is commissionable or **N** if it is not. It is important to make sure things like payments are marked as no or the salespeople would get credit for it.

Agency Disc– Is this rate to allow the agency discount to be applied. **Y** if discount to be applied **N** if not.

Add-Rates– When determining the cost to be charged for an insertion order, should the software add together the rates associated with the publications selected to run if yes then **Y**. If the cost of the ad is to be allocated to the publications then use a **N**.

Alloc-by-%– When determining the amount of revenue to be credited to the publications used in a multiple paper buy, should the allocation amount from the publication file be used in a calculation. Valid responses- **Y** or **N**

Alt-Alloc-%– If the allocation method is to be used, but a different allocation is desired, enter the desired weighted factor amount this product is to receive.

Table-Rate?– Identifies if there are multiple prices associated with this rate code. **Y** if there are multiple **N** if there are not. A **D** inserted here indicates the table represents a dollar amount rather than size.

Each rate code may have up to 99 associated tables, with 15 levels per table.

Insrt-Ad/Cnt– Is this ad to be priced by the insertion, must the customer have a contract. Valid responses– **A**- Ad or **C**-Contract

Size-Ad/Cnt- Is the price to be determined by the size of the ad, or by contract commitment. Valid responses- A - Ad (modular size ads, preprint) C - Contract

When-Ad/Mend-When should the price of the ad be calculated. Valid responses-
 A - as the ad is placed
 M - during the month end process (earned rates only)

Earned-Numbr-This identifies if earned rates are to be separate or to be added together with other earned rates. To have each earn rate separate then this number has to be unique on each rate. If the number is used more than once these duplicated numbered rates will be added together The system allows for up to 99 different groups to be identified.

Ern-Upd Prc?- While calculating the earned rate, should the system update the transaction with the recalculated amount.- Y or N.

AR RATE TABLE (RERTBL) M:A											RATE CODE ABC	
29											PUBLICATION 0001	
Rate Valid On :			Sun	Mon	Tue	Wed	Thu	Fri	Sat			
			Y	Y	Y	Y	Y	Y	Y			
TBL	CONT	LV	AD	SIZE	OR	#ADD	RATE 1			RATE 2		
01	FR	TO	COMMITMENT			PAPR	DAILY	PREMIUM	D%	DAILY	PREMIUM	D%
	1	2	3	4		5	6	7	8	9	10	11
8	0	99	.00	99.99	0		12.500	12.550	6	.000	.000	0
9	0	99	100.00	199.99	0		11.500	11.600	0	.000	.000	0
10	0	99	200.00	350.99	0		10.750	10.850	0	.000	.000	0
11	0	99	351.00	499.99	0		10.000	10.100	0	.000	.000	0
12	0	99	500.00	749.99	0		9.850	9.950	0	.000	.000	0
13	0	99	750.00	1000.99	0		8.500	8.650	0	.000	.000	0
14	0	99	1001.00	999999.99	0		7.500	7.600				
15	---	---	---	---	---	---	---	---	---	---	---	---
16	---	---	---	---	---	---	---	---	---	---	---	---
17	---	---	---	---	---	---	---	---	---	---	---	---
18	---	---	---	---	---	---	---	---	---	---	---	---
19	---	---	---	---	---	---	---	---	---	---	---	---
20	---	---	---	---	---	---	---	---	---	---	---	---
21	---	---	---	---	---	---	---	---	---	---	---	---
22	---	---	---	---	---	---	---	---	---	---	---	---
LINE ?												

Each rate level is able to accept 6 digit numbers (100, 000) with 2 decimal places to the right.

Rate Valid on: This field will allow the use of a different rate for every day of the week, while still using the same rate code. To set up a different pricing place a N for no do not use this set of parameters for this day of the week under the corresponding day of the week. To keep similar prices for the days place a Y under the days.

The rest of the table set up is unchanged, except if you have chose to use the multiple pricing then each different price will be required to have its own table with the correct days and price. ie: all the days are marked with a Y except for Tues which is marked with a N. One table is set up for the 6 (Y) days of the week with the correct sizes and prices. Then on a separate table the Tues would be marked as Y and the other 6 days as a N, and the correct size and pricing is placed in the table for the Tues.

The following items are used when setting codes that could have different values. Examples would be: contracts, earned rates, inserts/preprints, modular size ads.

INS/CLS— Number of insertions or contract level. The first entry of the table must start at 0.

Example. Using the rate card provided, please locate the contract information. The rate card provides the customer the choice of an annual, 3 month or 6 month contract. Columns 1 and 2 are the minimum and maximum values for the selected level. The entry for the annual contracts would be 0 and 1, while the 3 month contract would be 3 and 3, and the 6 month contract 6 and 6. For inch tables or tables with no frequency the values should be 0 -99

AD-SIZE/COMMIT— Identifies if the price should be determined by the Ad Size (modular ads, preprints), or if the contract commitment level is to be used.

#ADD PAPR—Number of additional papers that must be purchased to qualify for this price.

Based on the start dates entered on the rate screen, the rates are entered into the appropriate columns.

Rate 2

For a new rate increase make sure if rate 2 is used on screen 1 that rate 2 pricing is also filled in on screen 2 (rate table) If not change or left blank the system will base pricing on the new rate 2 date with either incorrect or zero pricing

Space Summary File Maintenance

The space summary report is a management tool which reports transactions based on categories designed by the newspaper. Categories are defined in the rates and are reported by each publication. They are separated into two types - charges and credits. Each type allows for 9999 categories.

When the report is generated, a page is printed for each publication, and a final grand totals page combining all publications. It is suggested that a complete space summary be constructed for Publication 1, including all possible categories, even if for products not sold within publication 1. This will keep the grand totals page from adding display and classified together and providing a single total.

```
AR SPACE SUMMARY CATEGORIES (RESPS)
11 LORRIE - VERSION 6.4 TEST
```

PUB	T	CAT	DESC	REVENUE	ASSET
000	0	00	INTERNAL USE		
001	1	01	RETAIL OPEN	00000-11-0003-0	12345-67-8901-2
001	1	02	CLASS DISPLAY OPEN	50000-00-0100-0	
001	1	03	PREPRINTS	00000-00-0234-0	
001	1	04	COLOR CHARGES	30000-00-0110-0	12345-67-8901-2
001	1	10	CLASS DISPLAY CONTRACT	40000-00-0100-0	
001	1	11	RETAIL CONTRACT	50000-00-0100-0	
001	1	12	CHURCH RATE	30000-00-0100-0	
001	1	13	PHOTO CHARGE	30300-00-0120-0	
001	1	16	MAKE GOOD CLASS		
001	1	17	MAKE GOOD RETAIL		
001	1	18	NON-PROFIT	90000-00-0120-0	
001	1	20	BRIDAL ISSUE	50000-00-0130-0	
001	1	22	CAR CARE ISSUE	30000-00-0130-0	
001	1	24	CHRISTMAS ISSUE	40000-00-0120-0	

More/E ... █

By placing a question mark at the task it will pull up a screen view of all the space summaries which are currently in the system. This enables a quick check of the space summary categories without having to print the entire file

Select 1 for charges and 2 for credit categories.

AR SPACE SUMMARY CATEGORIES (RESPS)	T:C	Publication 0001
29		Type 2 PAY/ADJ
		Category # 0099
1 Description	PAYMENTS	
2 GL Revnu Acct	1433	
3 GL Asset Acct	5110	
Ok ? <input type="checkbox"/>		

Description – The description that will appear as the title for this category on the report.

G/L #- This is the revenue account within the General Ledger allows up to 12 numbers and is based on the format selected in the company profile

A/R GL #- This is the liability account number.

Inches– The number of inches totaled for this category.

Dollars– The dollars associated with this category.

of Trx– The number of transactions reported for this category.

of Adv– The number of different advertisers that used rates reporting to this category.

The last four fields are work fields for the report. Totals for transactions that are not billed through the system may be entered here. However, the report will clear the fields before the next run of the report, so different totals will appear. It is suggested that all transactions that are to be included in the system should be added into a house account, so that the information is always available.

Salesperson File Maintenance

This program will store the valid salesperson codes available in the system.

```
AR SALESPERSONS (RESALE)
11 LORRIE - VERSION 6.4 TEST
```

REP	NAME	FE	TERR	TELEPHONE	FAX	B
111	CAROL SMITH	111	NW	518-234-2343		
211	WHOMEVER	211				
222	STAN SMITH	222	SE			
23467	DONNA BOWEN	23467	W	233-443-5543		
32453	JOELLEN CARR	32453	SW			
54327	KAREN BLISS	54327	S	324-536-3456		
55555	JIM CALAHAN	55555	NW	234-345-2344		
87356	JILL JACOBS	87356	E	255-333-5656		
93854	CONNIE HALLENBECK	93854	NE			
99	HOUSE ADS	99				
CLOSS	VALERIE CLOSS	CLOSS				

End ... █

By placing a question mark at the task it will pull up a screen view of all the salespeople which are currently in the system. This enables a quick check of the salespeople without having to print the entire file.

AR SALESPERSONS (REHSAL)		TSK:C		SALES CODE 55555	
11 LORRIE - VERSION 6.4 TEST				(Q=End)	
1 Name	JIM CALAHAN	4 Telephone	234-345-2344	5 Fax Number	000-000-0000
2 FE-Code	55555				
3 Territory	NW				
Year: 2001					
PERIOD		GOALS		ACTUAL	
FROM	TO	DOLLARS	INCHES	DOLLARS	INCHES
1 01/01/01	01/31/01	5600	300	13538	912
3 02/01/01	02/28/01	7600	420	0	0
5 03/01/01	03/31/01	8700	500	0	0
7 04/01/01	04/30/01	9800	620	0	0
9 05/01/01	05/31/01	10200	690	0	0
11 06/01/01	06/30/01	11250	725	0	0
13 07/01/01	07/31/01	12500	800	0	0
15 08/01/01	08/31/01	13000	850	0	0
17 09/01/01	09/30/01	14500	900	0	0
19 10/01/01	10/31/01	16500	1050	0	0
21 11/01/01	11/30/01	17750	1100	0	0
23 12/01/01	12/31/01	19500	1200	0	0
		0	0	0	0
OK ? (Y/N) <input type="checkbox"/>					

Sales Code- Key field to this file. Sales code may be up to 5 characters in length.

Name- Salesperson name as it should appear on reports.

FE-Salesmn- Sales code for this salesperson on a Front End (Classified) system. If a front-end system is not being used, or the front-end and accounts receivable systems are not interfaced, use the same sales code in this field. A value must be inserted here.

Territory- Sales territory used by that salesperson if any.

Telephone- Input salesperson's telephone number

Fax Number- Input salesperson's fax number

Budget Information

Budget information is shown by a desired year. These fields allow the sales manager to set goals for salespeople, in both dollars and inches. Actual figures for sales are automatically updated on the right column on an ongoing basis. This information is used in the history category and history sales analysis programs, where actual sales information is compared to the budgets.

This information is date based by the year.

Co-op File Maintenance

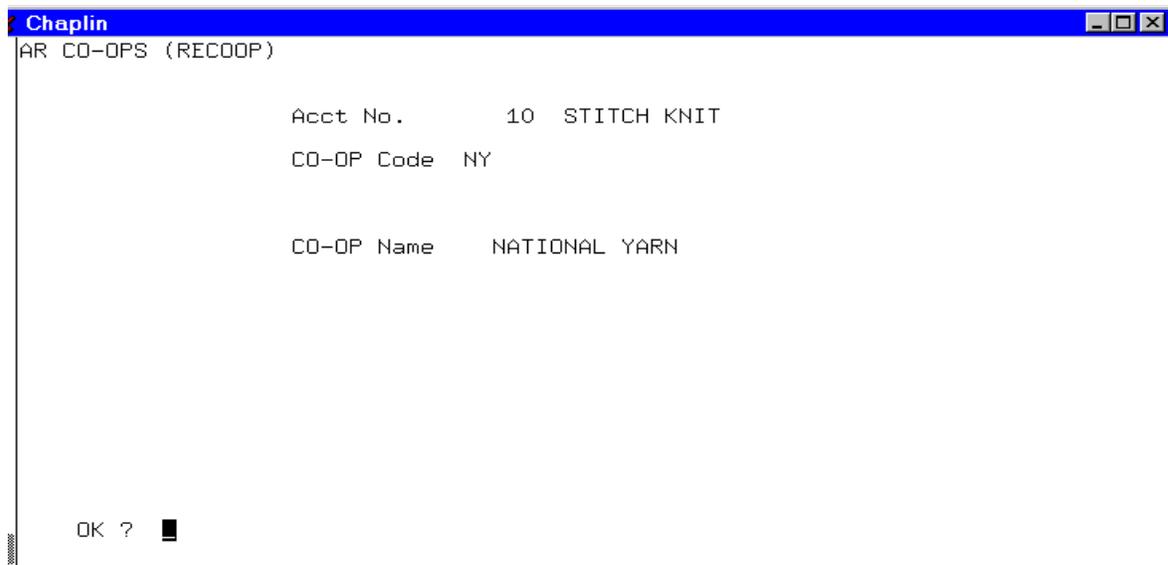
This program will store the names of co-op advertiser's used by a customer. Co-op codes do not need to be set up prior to use in insertion order entry. Co-op codes are defined by account, which allows for the same code to represent different companies for different accounts.

```
AR CO-OPS (RECOOP)
11 LORRIE - VERSION 6.4 TEST
```

ACCNT	COOP	DESCRIPTION
000001	NIKE	NIKE
000005	SWAN	SWANSON
000006	BEAM	JIM BEAM
000006	CRWN	CROWN ROYAL
000006	JACK	JACK DANIELS
000006	MYER	MYERS
000006	SUTT	SUTTER HOME
000034	B&D	BLACK & DECKER
000034	GL	GREGORY LODGE
000044	GJL	GREGORY LODGE

```
End ... █
```

By placing a question mark at the task it will pull up a screen view of all the co-ops which are currently in the system. This enables a quick check without having to print the entire file



Acct No.— The customer account number this co-op code will be affiliated with.

CO-OP Code— A 4-character code to represent the co-op name.

CO-OP Name—The name of the co-op company. This field is 20 characters long. This name will appear on the co-op statements

Co-ops may also be done at the time of ad insertion

Calendar Periods

Program sets up calendar periods for close dates. This may be done as a calendar year 12 months, a 13 period or 4-4-5-periods. Calendar years should be set up in advance. Holidays are entered into system to be billed as Regular or Premium rates (this feature is defined in the company profile)

```
AR CALENDAR PERIODS (REPRD)      T:C
29
                                YEAR 2004
```

Period	Closing Dates	Days	Holiday	
1	2004/02/01		14	2004/01/01
2	2004/02/29		15	2004/05/31
3	2004/03/28		16	2004/07/04
4	2004/05/02		17	2004/09/06
5	2004/05/30		18	2004/12/25
6	2004/06/27		19	0000/00/00
7	2004/08/01		20	0000/00/00
8	2004/08/29		21	0000/00/00
9	2004/09/26		22	0000/00/00
10	2004/10/31		23	0000/00/00
11	2004/11/28		24	0000/00/00
12	2004/12/26		25	0000/00/00
13	0000/00/00			

Enter "CAL" In Period 1 For MonthEnd Calendar Periods.

ITEM ? █

In space # 1 type in CAL Hit enter then the Tab key 2 times the correct monthly dates will be filled in automatically. If using periods other than calendar ie: 4-4-5 then the close dates must be entered manually.

Holidays must also be entered manually. If holidays are be charged at the Premium rate this is how the systems determines which holidays to charge at what price.

Agency Table

Program allows the set-up of agency codes. This allows a code to be inserted into the master file if that advertiser uses an agency..

```
AR AGENCY CODES (REAGC)
29
```

```
Agency Code (Q To End) VA
```

```
Agency Name VALAISIS
```

```
OK ? █
```

Enter Agency Code- Enter a 2-character alphanumeric code to represent the agency.

Agency Name- Up to 25 character spaces to input agency name.

Sort by Groups Table

Program is set up to form sort groups by user defined codes. This would be a broad based grouping format, or one specifically set up by user to define a separate geographical publication under one system.

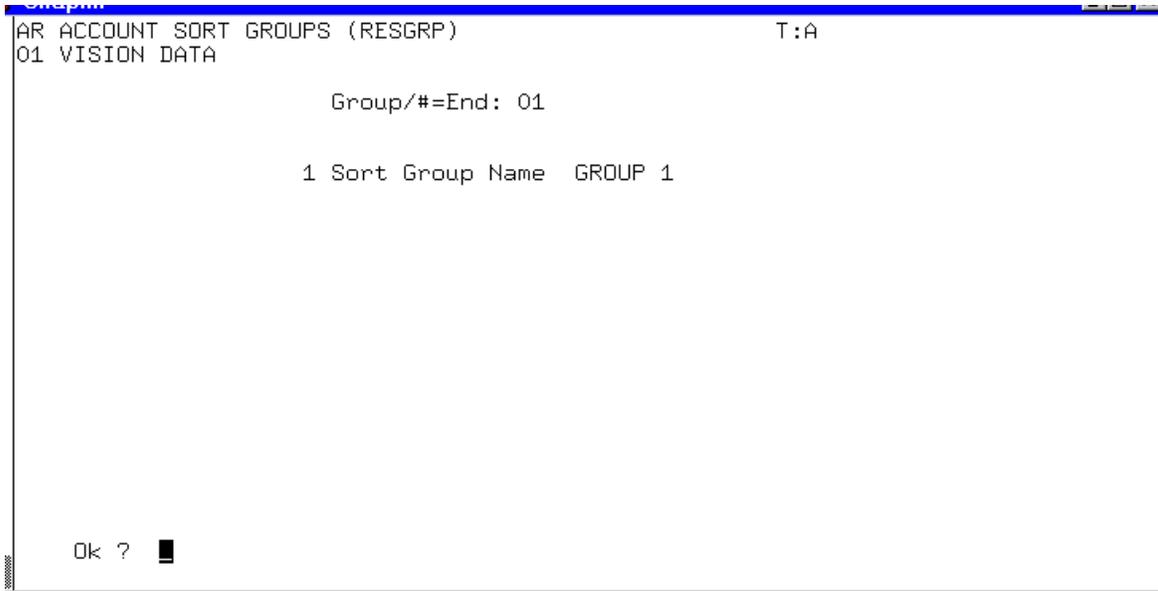
```
AR ACCOUNT SORT GROUPS (RESGRP)
11 LORRIE - VERSION 6.4 TEST

SGRP DESC

BR BRIDAL ISSUE
CC CAR CARE ISSUE
CI CHRISTMAS ISSUE
FD FOOD ISSUE
HC HEALTH CARE
HI HOME IMPROVEMENT
RE RETAIL
SP SPORTS ISSUE

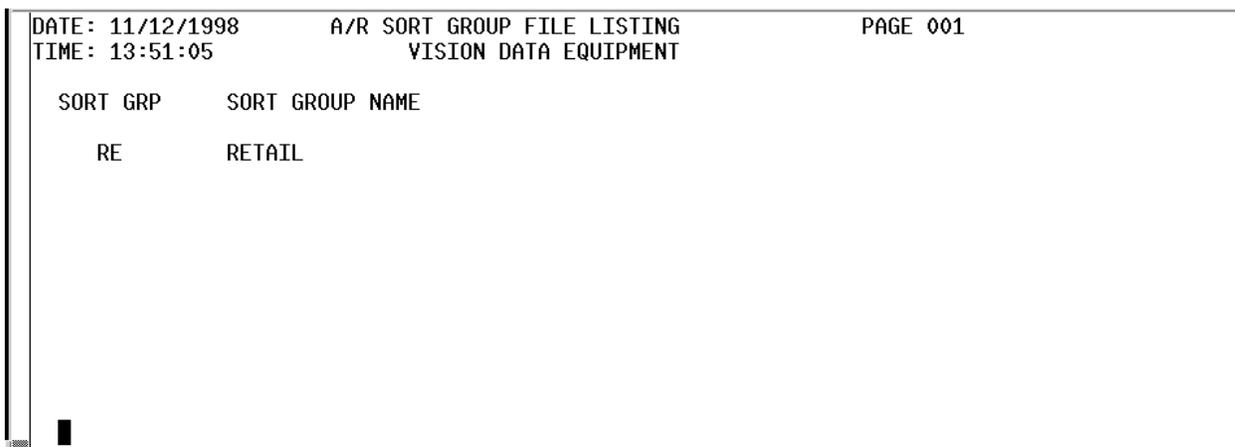
End ... █
```

By placing a question mark at the task it will pull up a screen view of all the sort groups which are currently in the system. This enables a quick check without having to print the entire file.



Enter Group Code- Enter a 2-character alphanumeric code to represent group.

Group Name- Up to 25 character spaces to input group name



Business Type Table

Program sets up and sorts advertisers by user defined codes. This code is used in numerous reports for a sorting parameter. May to used to view trends of industries

```
AR ACCOUNT BUSINESS TYPES (REBTYP)
11 LORRIE - VERSION 6.4 TEST
```

```
BTYP  DESC
```

```
ALCO  ALCOHOLIC BEVERAGE SALES
```

```
AUTO  AUTO SALES
```

```
AUTR  AUTO REPAIR
```

```
CTOW  TOWING SERVICES
```

```
DEPT  DEPARTMENT STORES
```

```
FLOW  FLOWERS
```

```
FOOD  GROCERY STORES
```

```
FURN  FURNITURE STORES
```

```
HAIR  HAIR SALONS
```

```
HOME  HOME IMPROVEMENT CENTERS
```

```
LAW   LEGAL SERVICES
```

```
MEDI  MEDICAL SERVICES
```

```
NONP  NON-PROFIT
```

```
REST  RESTUARANTS
```

```
RIP   FUNERAL HOMES
```

```
More/E ... █
```

By placing a question mark at the task it will pull up a screen view of all the business types which are

currently in the system. This enables a quick check without having to print the entire file

```
AR ACCOUNT BUSINESS TYPES (REBTYP)
29
```

```
Business Type Code MALL
(Enter Q to End)
```

```
Business Type MALLS
```

```
OK ? █
```

Business Type Code- Input up to a 6-character code to identify the business type i.e. Auto or Hair

Business Type-Input up to 25 characters to define the type of business to be represented by the Code. ie Automotive Dealers or Hair Salons.

Sales Territory

Used to define sales clusters within a company

```
AR SALES TERRITORIES (RESTER)
29
```

SALES TERRITORY

```
08 MEADOWS MALL
45 ROUTE 45
CROSS CROSS ROAD AND WEST
HM HOME
LAKES LAKEVIEW APT COMPLEX
MALL MALL TERRITORY
```

```
End ... █
```

By placing a question mark at the task it will pull up a screen view of all the sales territories which are currently in the system. This enables a quick check without having to print the entire file.

AR SALES TERRITORIES (RESTER)

29

Sales Territory Code (Q=Quit) CROSS

Terr Name CROSS ROAD AND WEST

OK ? █

Sales Territory Code- 4 character code used in Master File, Sales file and reporting

Terr Name- Defined name of the territory

Geographic Area Table

Programs allows the user to set up user defined geographic codes This code is used for sorting parameters in numerous reports. May be used to target specific areas for advertising or to view trends by location or to assign to Sales Reps.

```
AR GEOGRAPHIC AREAS (REGE0)
11 LORRIE - VERSION 6.4 TEST

GEOG DESC

AL  ALBANY
BA  BALSTON SPA
BL  BALSTON LAKE
BR  BRUNSWICK
CL  CLIFTON PARK
EG  EAST GREENBUSH
HO  HOOSICK
LA  LATHAM
NC  NORTH CHATHAM
OS  OUT OF STATE
SC  SCHENECTADY
TR  TROY

End ... █
```

By placing a question mark at the task it will pull up a screen view of all the geographic codes which are currently in the system. This enables a quick check without having to print the entire file.

```
AR GEOGRAPHIC AREAS (REGEO)
29
-----
Geo Area Code (Q To End) MEADO

Geo Name      MEADOWS

OK ? █
```

Geo Area Code- Geographical area code. Insert up to 5 character alphanumeric user defined code.

Geo Name- Geographical name. Insert alphanumeric name/definition to define code.

Modular Size Table

Program allows the set up of common ad sizes to be placed into a modular code defined by the user. This code is then used in Ad Entry to automatically insert the correct size and total size of the modular code. For example, may use Full to represent a full page with the applicable measurement.

```
AR MODULAR SIZES (REMSZ)
11 LORRIE - VERSION 6.4 TEST

MDSZCODE      WITDH  HEIGHT  SIZE  DESCRIPTION
FP             6.0    21.500  129.000  FULL PAGE
HPH            6.0    10.750   64.500  HALF PAGE HORIZONTAL
HPV            3.0    21.500   64.500  HALF PAGE VERTICAL

End ... █
```

By placing a question mark at the task it will pull up a screen view of all the modular sizes which are currently in the system. This enables a quick check without having to print the entire file.

```
AR MODULAR SIZES (REMSZ) T: A
01 VISION DATA

Modular Size Code 1/2V

      1 Width           3.0
      2 Height          21.500
      3 Size            64.500
      4 Descript        HALF PAGE VERTICAL

                                Ok ? ■
```

Modular Size Code- Insert up to a 7-character code to identify this ad size. i.e. Full, Church

Width- Column width of the ad. There is 1 decimal place to the right (1 zero)

Height- Height of the ad. There are 3 decimal places to the right (3 zeros)

Size- The program calculates the total size of the ad based on the height and width.

Description- Description of the modular code. May insert up to 19 alphanumeric characters.

Editions

Method to either separate or group ads by characteristics within a publication

AR EDITION CODES (REEDTN)

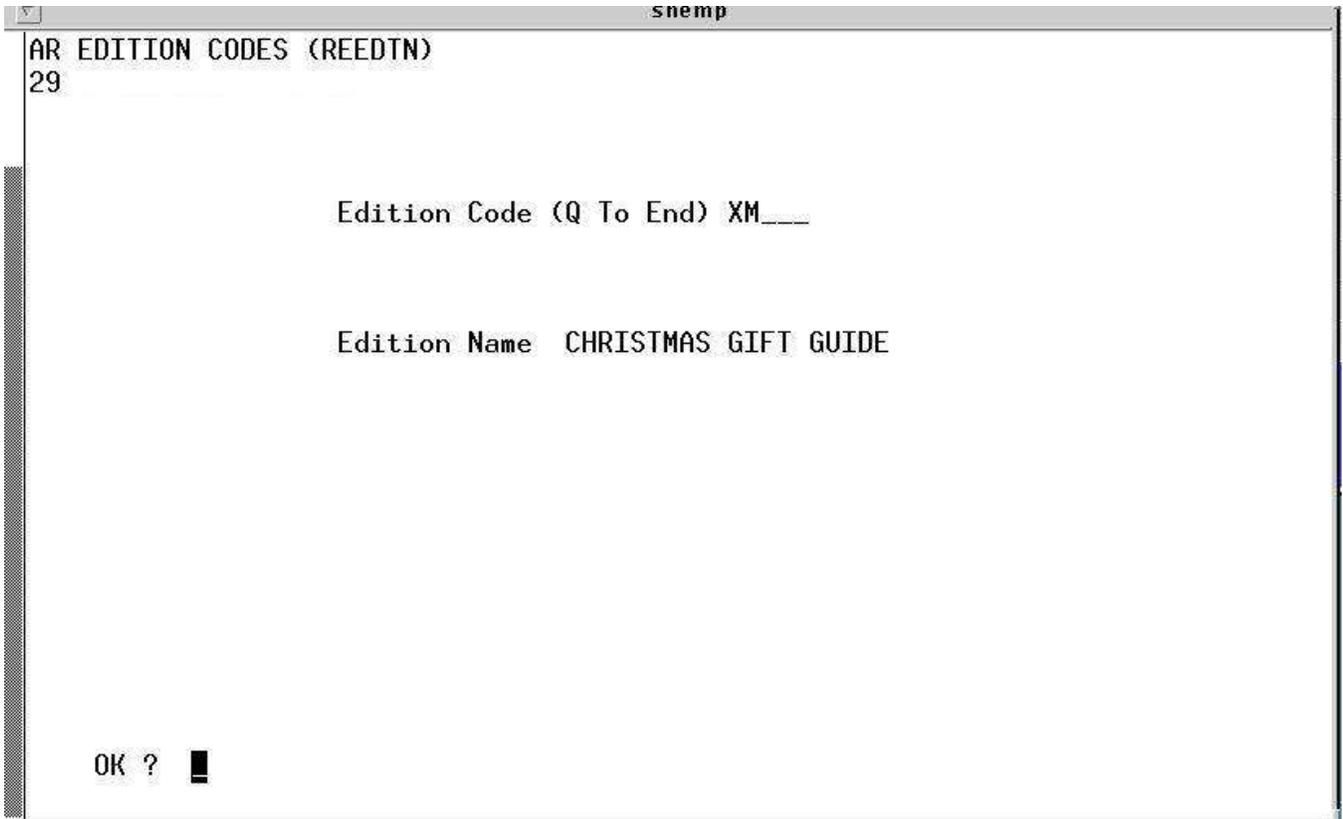
29

EDT DESC

GIFTG	GIFT GIUDE
HOME	HOME AND GARDEN
SONS	SONS AND SOLDIERS
VALEN	VALENTINE`S DAY
XM	CHRISTMAS GIFT GUIDE

End ... █

By placing a question mark at the task it will pull up a screen view of all the edition codes which are currently in the system. This enables a quick check without having to print the entire file.



Edition Code- 5 character code used to define the edition

Edition Name- Actual name of the edition

Classified Descriptions

Used to define the in column classifieds

AR CLASSIFICATION DESCRIPTION (RECLAS)
29

Class	Desc
10	HOUSE FOR SALE
125	EMPLOYMENT
150	RENTAL PROPERTY

End ... █

By placing a question mark at the task it will pull up a screen view of all the classified codes which are currently in the system. This enables a quick check without having to print the entire file.

AR CLASSIFICATION DESCRIPTION (RECLAS)
29

Class Code (Q=Quit) 151__

Class Desc HOUSES FOR SALE [REDACTED]

Class Code- 5 character classification code used in publication

Class Desc- Actual name of the classification

Special Functions

Program area to enter or change very specific information

Batch Update Sales People - Gives ability for user to change a salesperson's code at one time rather than individually in the Master File, Contract File, Ad File and Transaction Files.

```
AR BATCH SALES PEOPLE CHANGES (RBASAL)
01 VISION DATA

Please Be Sure You Have A Recent Backup Of AR Data Files
Before Proceeding With This Function.

Also, All Other Users Of The AR System Should Be Inactive.
Press Enter ... █
```

```
AR BATCH SALES PEOPLE CHANGES (RBASAL)
01 VISION DATA

Change SalesRep Code 005 NOT ON FILE
To SalesRep Code 001 DEMPSEY, THOMAS

Starting Account 000001
Ending Account 999998

Update Existing Contract ? None
Update Existing Ads ? No
Update Existing Transactions ? No

OK? (Y/N/E) █
```

Change SalesRep Code- Insert current sales rep code

To SalesRep Code- Insert code you wish it to be changed to.

Starting Account- Insert first account number you want to have changes made to.

Ending Account- Insert the last account you wish to have changes made to.

Update Existing Contracts- **Y** if you want them to be updated **N** if you don't

Update Existing Ads- **Y** if you want them to be updated **N** if you do not.

Update Existing Transactions- **Y** if you want the transactions to be updated **N** if you do not.

Batch Geographic Area Changes

Program allows you to change geographical code once rather than in each customer account.

```
AR BATCH GEOGRAPHIC AREA CHANGES (RBGEDA)
01 VISION DATA

      Change Geographic Area Code 02 NOT ON FILE
        To Geographic Area Code 01 ALBANY

          Starting Account 000001
            Ending Account 999998

      Ok? (Y/<N>/E) █
```

Change Geographic Area Code- Insert code you wish to change

To Geographic Area Code- Insert the code you wish to change it to.

Starting Account- Account number you want to start with

Ending Account- Account number you want to end the change with

Batch Sales Tax Changes-

Program allows user change the sales tax charges to a grouping of accounts by specified parameters.

```
AR BATCH SALES TAX CHANGES (RBATAX)
01 VISION DATA

          Replace Sales Tax Of 00.1500%
                    With 00.1600%

For Accounts With State Code Any
          And With Zip Code Any
          In Geographical Area Any

          Starting Account 000001
          Ending Account 999998

                          OK? (Y/N/E) █
```

Replace Sales Tax of- Amount of the sales tax you wish to replace

With- The amount of the sales tax you wish to replace it with.

For Accounts with State Code- Ability to insert a 2 letter state code or choose all.

And With Zip Code- Allows further breakdown by the specific zip code you wish to change or select all.

In Geographical Area- Choice of specific geographical areas to have the rate changed in.

Starting Account- Account number you want to start with.

Ending Account – Account number you want to end with .

Automatic Contract Renewal

This program will automatically update the expired contracts. It advances the start and expiration dates of the contracts, based on the information in the contract file. Program will either clear the contract to date or move the month to date into the contract to date file.

```
AR AUTOMATIC CONTRACT RENEWAL (RUCON)
01 VISION DATA

This Function Will Renew Existing Contracts For Another Term.
The Current Contract Information Will Be Lost, So Be Sure All
Necessary Contract Reports Have Been Run Before Proceeding...

Renew Contracts Expiring Between 01/01/1999
And 01301999█
```

Renew Contracts expiring Between- Choose first date you wish to go back to

And- Choose the last date you wish to end with

With Interval Term of- **A**-Annual, **M**-Monthly, **W**-Weekly, **D**-Daily

Replace Renewed Contract to Date Figures With **0** (zero) or With the Current Month Contract Figures- Choice of **Z**-Zero or **M**-Monthly

Weekly Earned Calculation

Program which may be run on a weekly basis to calculate the current earned rates. This allows a projected look at the amount of money which may be recalculate to lower totals at months end

Export Files

This program will allow the user to output Vision Data's data files into text format. The data files may then be moved to another system for uses in spreadsheets or other software.

```
EXPORT FILES (RSDOWN)
VISION DATA EQUIPMENT

Enter Field Delimiter Character (E To End) , 044
Enter Field Quote Character (E To End) " 034 (N For None)

Export File(s) Will Be Named PRT;Rccmmm.EXP
cc = Company Number, mmm = File Mnemonic(s) Below

Export ? (Y/<N>/E To End)

      MAS Master File           N           SPS Space Summary           N
ADS APB CPA Ad Files           N           CMA Contract File           N
TRA TPB CPT Transaction Files  N           RTB RAT Rate Files           N
      PAY Payment File           N           PUB Publication File         N
      HST HPB History Transact.  N           COP Coop Master File         N
      HSP History Payments       N
      HSB History Balance        N
```

History Purge

Program enables user to purge history. This should only be done if space is required to run program. A minimum of 24 months needs to be kept for historical reports to be run.

```
AR HISTORY PURGE (RPRGHS)
03 LORRIE'S TEST DATA
```

This Function PERMANENTLY Removes History From The DataBase
And Should Be Used Only When There May Be Disk Space Problems.

The AR System Requires At Least Two Years Of History.
Keeping Three Years Is Probably Sufficient.

Please Be SURE You Have A Recent Backup Tape That Will Be Archived
And Not Reused For Other Backups.

Press Enter To Proceed ... █

```
AR HISTORY PURGE (RPRGHS)
03 LORRIE'S TEST DATA
```

Last Purged Thru 00/0000

Do You Wish To Print A Report Of Deleted History ? Yes

If Yes, To Save Space You Should Not Purge More
Than Six Months Of History At One Time.

PURGE Up To And Including 10/1998

Last Period Closed Was 09/1998 Press Enter ... █

Year End Update

Program area to do year-end closing. This will set totals into the new month and the new year and will send files into history, much the same as the month end close. Make sure you have run any of your year-end reports prior to actually closing out the year.

```
AR YEAR END UPDATE (RUYEAR)
03 LORRIE'S TEST DATA

03 LORRIE'S TEST DATA
Is This the Correct Company? (Y/N/E) Y

Do You Have A RECENT **AR BACKUP** Tape ? (Y/N/E) Y

This Function Resets Master And Contract Year-To-Date Figures.
Have You Printed The Top Advertiser And Winner/Looser Reports ?
(Y/N/E) Y

Reset To Zero Contract-To-Date Amounts For Tracking
(Expiring 99/99/99) Contracts ? (Y/N/E) Y

Transfer Current Year's SalesReps Budget To Last Year's (Y/N/E) Y

Ok ? (Y/<N>/E) █
```

Chapter Three

Accounts Receivable

Accounts Receivable Menu

From this menu, the majority of the daily functions will be run.

```
ACCOUNTS RECEIVABLE MENU (V6.5)
SW VISION DATA TEST COMPANY 29
LP : COPIES:1  FORM:NORMAL  DELETE? N  USER: LORRIE  TERM:063
```

D a i l y F u n c t i o n s	A c c o u n t S t a t u s
1. Customer Accounts	14. Open Item Status
2. Customer Contracts	15. Detailed Account Status
3. BaseView Interface	16. Credit Call Back
4. Ads/Insertion Orders	
5. Post Ads To Vision Pagination	17. Salesperson Call Back
7. Post Ads To Transactions	
8. Transactions	
9. Payments	
10. Credit Adjustments/Discounts	
11. Mailgrams	
12. Whole Paper Inches	
13. Daily Balancing Report	

```
Menu Options
IME. *** Month End Menu ***
IRR. *** Report Menu ***
ISS. Set-Up And Special Functions
```

Enter Item Number, Menu Code, Or "EN" To End Application

Customer Accounts

This program will set-up and identify the different customers with personalized data for use in all areas including ad entry and payment information. Used for all reports. Fields with a lowercase **w** next to the number indicate window items.

AR CUST ACCT 29		T:C ACCOUNT	82089
1 Name	FACTORY MALL	20w Contract Information	N
2 Address 1	ATTEN:BILL JONES	21w Contact Information	Y
3 Address 2	233 MERCHANT RD	22w Bill-To Information	N
4 City	MEADOWS	23w Agency Information	Y
5 State	VA	24w Aging Information	Y
6 Postal Cd	24360	25w Activity Information	Y
7 Key Code	FACTORYMA	26w Credit Card Information	Y
8 Telephone	555-343-3453	27w Credit Status/Limit Info	Y
9 Fax Number	555-242-4242	28w Miscellaneous	Y
10 E-Mail	factorymall@aol.com		
11 Sales Terr	8 MEADOWS MALL		
12 Sort Grp	XM CHRISTMAS GIFT GUIDE		
13 Bus/NAIC	MALL MALLS		
14 Geo. Area			
15 Sales Rep	01 LORRIE SVEHLA		
16 Alt Acct#	0		
17 Comment	PLEASE GET PO# FOR EACH AD		
18 TS-Code	D		
19 Nbr of TS	2		

ITEM ? █

Name, Address 1, Address 2, City, State, Postal Cd

Key Code- Shows the first 8 characters of the customer's name. May be overwritten if desired.

Telephone and Fax Numbers

Sort Group- 4 character code used to identify accounts to be grouped together. This grouping is broad based. For example a sort group code may be set up for company names if there is more than 1 company in the organization. This will allow accounts with that particular code to be shown in a report instead of all accounts. **F8** key to view list.

Bus/NAIC- Business Type, optional 6 character code identifying the customer's type of business. Codes maintained in the Business Type File in the SS Menu. **F8** key to view list. This field may also be used for the NAIC industry standard codes. This field is used in reporting, mailings and for trending.

Geo. Area- Geographical Area, optional 4-character alpha/numeric code used to identify different geographical areas. Option used for sorting for a variety of reports. May be used to track geographical trending. **F8** key to view list

Sales Rep.-	Sales Rep. code used to identify which accounts which rep sold. This is an optional 5-place alpha/numeric field. Listing exists in Sales Rep. File in the SS Menu. F8 key to view list.
Imm Bill	Code used to identify which billing cycle this account belongs to. This is an open choice 1 character field. Each company can select their own immediate billing codes.
Serv Chg.?	Service Charge place an Y or N if service charge will be billed. Does not automatically default from the Company Profile. Although if this field is left blank in the master what is inserted in this company profile will apply. If a Y or N is placed here in the master then regardless of what is in the company profile it will apply to this particular account.
Alt Acct#	Optional field to insert a second account number for the customer, as the primary contract account. This allows the primary account to receive credit from this account toward their contract commitment. Both accounts are reported separately and will be billed separately if desired.
Comment-	Optional field to insert miscellaneous information. Only appears on the ad entry screen.
TS- Code-	Tear Sheet Code This code is used when running tear sheets/labels and at ME bills with tearsheets separate from other bills. The TS Code is chosen by the users. Only code recognized by the system is M for Monthly. IE D can be used for Daily- E for Everytime customer runs and ad
Nbr of TS-	Number of tearsheets required by the customer
E-Mail-	Allows entry for company email address

Contract Information

No Contracts On File

Contact Information

A/R Cont **BILL JONES**
E-Mail jones@aol.com
Telephone 555-343-4324
Extension 344
Fax Number 555-457-5675
Sales Cont Jane Connell
E-Mail CONNELL@AOL.COM
Telephone 555-678-6786
Extension 55
Fax Number **555-676-8686**

Contract Information- Displays any contract information, rate code and price, and if they have a contract commitment.

Contact Information- Allows entry 2 contact persons 1 for A/R and a second for Sales. Both include email address, telephone, extension, fax numbers and email.

Insert the name address email ect desired for this account

Bill-To Information	
Name	MERCHANTS MALL CORP
Addr 1	45654
Addr 2	
City	MALLSVILLE
State	VA
Zip Code	23333
Stmt Both?	Y

Agency Information	
Agency-Code	V
Agency-Dsc	15.000
Agency-Pdsc	.000

Bill to Information-Allows insertion of multiple separate bill to addresses, different from that of the advertiser.

Insert name and address of where statement should be sent to

Stmt Both- Refers to the ability to send a statement to both the advertiser address and the bill to address

Agency Information-

Agency-Code- Code set up in the SS menu or here at this time to define an agency affiliated with this customer.

Agency-Dsc Percentage of discount agency will receive

Agency-Pdsc- Agency prompt pay discount

Allows insertion of an agency code if one is handling account. Indicates their agency discount and if they are eligible for a prompt pay discount. Field also used in the sorting of reports. If a percentage amount is placed in this field that amount will be automatically deducted from the price of the ad the customer will be billed at the NET amount.

Aging Information	
Balance	13252
Op-Bal	132.52
Current	1.88
Over-30	1.88
Over-60	1.88
Over-90	1.88
Over-120	125.00
Over-150	.00
Over-180	.00

Credit Card Information	
Card-Type	MC
Card-Numbr	2234 2353 6343 4737
Card-Expir	00/0109

Balance Information-This window is password protected. May be viewed by calling up the Credit Status/Limit Info. Window. When an account is being added for the first time access is allowed to enter any balances the might already have.

Credit Card Information- Password protected field. Holds the credit card information to be used for this account. Will show up in the payment entry screen. Can be used through system rather than keeping a separate credit card filing system. The billing of the card is not done through or by the system.

Card-Type- 2 character code to define type of charge card

Card-Number- Actual number on the credit card

Card-Expir- Date card expired

Activity Information

Mtd-Sales	3960
Ytd-Sales	4210.04
Mtdin	18.00
Ytdin	1192.50
Mtd-Pay	.00
Mtd-Adj	.00
Mtd-Dsc	.00
Mtd-Tax	.00
Nxt-Pay	.00

Mtd-Sales- Month to date sales totals in dollars

Ytd-Sales- Year to date sales in dollars

Mtdin- Month to date inches

Ytdin- Year to date inches

Mtd-Pay- Month to date payments made to the account in dollar

Mtd-Adj- Month to date adjustments made to the account in dollars

Mtd-Dsc- Month to date discount given to the account in dollars

Mtd-Tax- Month to date taxes charged to the account

Next-Pay- Payments made after end of the month aging has been run. Payments will be credited to the account after the month is closed.

Credit Status/Limit Info

Start Date 00/01/0404
Collector LS
Crd-Type 3
Crd-Status
Auto-BadDb N

Miscellaneous

Add Stmts 1
SlsTax Pct .0000
Last Trx 06/12/2004
Last Pay 05/08/2004
Imm-Bill N
Serv-Chg Y
Active Y/N Y

Credit Status/Limit Info-Displays credit information for this account. The second box gives all the current balance information for the account which can be viewed only.

Start Date- Date when the account was opened or when the credit status went into effect

Crd-Collct- Identifies a credit collector code for that account. This is an open choice 2- character field which each company chooses. Aging report can be sorted by this 2-character code.

Crd-Type- Type of credit extended to the account. Valid Codes are: **0**-cannot exceed credit limit, **1**-cannot exceed 120 days, **2**- cannot exceed 90 days, **3**-cannot exceed 60 days, **4**- cannot exceed 30 days, **6**-must pre-pay, **7**-must pre-pay previous bad debt. This field along with the Credit Limit field are accessed by the Over Limit Credit Report.

Crd-Status- **BD** or **BI** indicating bad debt placed here. If either code is placed here it prevents any ad entry for the account. May also insert 0-1-2-3-4-6-or 7 as explained above to indicate what the account credit status is currently. BI refers to bad debt still in house BD refers to bad debt sent to collection. If a B is I is placed here will remain an unusable account until the flag is removed manually. Does not come off once a payment is applied to the account

Auto-BadDb-Y or N flag indicating if at the end of the period this account is in violation of its credit terms then the credit status is automatically changed to a BD to indicate bad debt. Care

must be used if this is marked as yes, as at the end of the month the account is automatically changed to BD status. So be aware of the credit time and dollar amounts which are set up for this account.

Active Y/N- Is this an active account yes or no

Miscellaneous Information

Crd-Limit- Amount of actual credit available to the account a value of **Zero** allows unlimited credit. This field along with the Credit Type field are accessed by the Over Limit Credit Report.

High-Amt- Highest amount of credit ever extended to the account for a single month period. No necessarily the highest dollar amount the account has ever owed the company.

High-Date- Date when this highest credit amount was reached

Add Stmts- Additional statements to be sent from 0-99

SlsTax Pct- Percent of sales tax that will be added to this customers transactions

Last Trx- Date of last transaction made by the account

Last Pay- Date of last payment made by the account

Customer Contracts-

The Customer Contracts program controls features based on individual parameters for each customer with a contract.

When you enter into the contract program and select add change or inquire. This brings you to the contract screen enter the customer's account number then if you're unsure what contracts the customer has at the Contact Code field insert a ? Then hit enter if this customer has an contracts on file they will be displayed on the screen.

AR CUSTOMER CONTRACTS (RECMAS)		T:C Account	1	Contract Cd
11 LORRIE - VERSION 6.4 TEST		KLEIN'S ALLSPORT		
CL LIN	01 L A 01		02/01/2001	01/31/2002
DC JON	01 I A 01		04/24/2001	04/23/2002
PP PRE	01 P A 01		01/01/2001	12/31/2001
RC BCR	01 I A 01		01/01/2001	12/31/2001

AR CUSTOMER CONTRACTS (RECMAS)
29

T:A Account 82089 Contract Cd AB
FACTORY MALL

Last Post 12/04/03

CONTRACT INFORMATION		Contracts	Firm	INCHES	DOLLARS	AD CNT
1 Rate Code	ABC	Dly:	10.350 15	11/2003	000000	---
2 Publictn	1	Prm:	10.440 18	10/2003	---	---
ANNUAL BULK CONTRACT			21	09/2003	---	---
			24	08/2003	---	---
3 Spec-Rate?	N		27	07/2003	---	---
4 Classified?	N		30	06/2003	---	---
5 SalesRep	01		33	05/2003	---	---
6 Commitment	175		36	04/2003	---	---
7 Units	I Inches		39	03/2003	---	---
8 Intvl Type	M Monthly		42	02/2003	---	---
9 NumOf Invl	12		45	01/2003	---	---
10 Cont-Level	0		48	12/2002	---	---
11 Orign Date	06/24/2002		51	PrvYTD	---	---
12 Start Date	07/14/2004		54	CurMTD	---	---
13 Exptn Date	07/13/2005		57	CurYTD	---	---
14 Discount %	10.000		60	CntrTD	---	---

ITEM ? █

Contract Information

Top right corner Contract Code- Insert contract code to be used to set up this customers contracted (comes from rate code)

Rate Code- Rate code to be used in conjunction with the contract

Publicatn- Publication the rate code and is affiliated with

Spec-Rate?- If this contract is to have a special rate and a new rate code/level is not desired, the rate may be overridden by entering a **Y**. This feature works for customers that are using the same contract requirements as other customers, but for some reason are charged a different price. IE. Sears and 20 other customers all use the COP rate and CP contract, but Sears is only being charged \$5.50 an inch whereas all the other customers are being charged \$8.50 an inch. Allows a special rate for Sears without having to create a separate rate code.

Classified?- **Y** or **N** if this is a classified contract

SalesRep- Salesperson code responsible for this contract. During entry this will default from the Master file, and may be overridden.

Intvl Type- What period contract is signed for **A**-annual, **M**-monthly, **W**-weeks, **D**-days

NumOf Invl- How many intervals are contained in a contract. Used to calculate expiration date. Ex. (1 for annual, 12 for 12 months, 13 for 13 weeks)

Units- Type of units the contract is measured **I**-inches, **L**-lines, **D**-dollars,
F-frequency, **P**-preprints

Commitment- Quantity of units customer agrees to complete

Cont-Level- Input the rate level number from the rate table. This allows the contract and the rate files to access the correct rate from rate table and by factoring in the commitment of the contract

Orig Date- Date the original contract was signed.

Start Date- Date current contract period began on.

Exptn Date- Date current contract period expires.

Discount %- Allows an additional percentage discount to be applied to charges on this contract, which is not dependent on the commitment status.

LINEAGE DOLLARS AD CNT

Shows amount of lineage used, dollars spent and number of ads for the last 12 calendar months. Also shows-

PrvYTD- Previous years to date totals for all 3 columns

CurMTD- Current month to date totals for all 3 columns

CurYTD- Current year to date totals for all 3 columns

CntrTD- Contract totals used to date

AR CUSTOMER CONTRACTS (RECMAS)				T:A Account 82089		Contract Cd AB		
29				FACTORY MALL		Last Post 12/04/03		
CONTRACT INFORMATION				Contracts	Firm	INCHES	DOLLARS	AD CNT
1	Rate Code	ABC	Dly: 99.000	15	11/2003	000000		
2	Publictn	1	Prm: 10.440	18	10/2003			
	ANNUAL BULK CONTRACT			21	09/2003			
				24	08/2003			
3	Spec-Rate?	Y		27	07/2003			
4	Classfied?	N		30	06/2003			
5	SalesRep	01		33	05/2003			
6	Commitment	175		36	04/2003			
7	Units	I	Inches	39	03/2003			
8	Intvl Type	M	Monthly	42	02/2003			
9	NumOf Invl	12		45	01/2003			
10	Cont-Level	0		48	12/2002			
11	Orign Date	06/24/2002		51	PrvYTD			
12	Start Date	07/14/2004		54	CurMTD			
13	Exptn Date	07/13/2005		57	CurYTD			
14	Discount %	00000000		60	CntrTD			

Special contract set up

See #3 when Y is placed here you will then be prompted to place the new price the contract will charge this customer during ad entry

Receive Ads From Front End

Program to receive ads from classified Advertisers system which has been interfaced to. This program is an additional module for this package, and is customized to the individual classified system. For those sites using Vision Data's classified system this program is included with the system. This program will allow a single statement to be sent to an advertiser including classified and display billing.

```
AR TRANSFER CLASSIFIED ADS(RADUMP)
01 VISION DATA

      Print Transfer Edit List Only

      Transfer Classified Billing File ART:R01ADU.001

      Publication Date Of Ads Transferred ? MON 12/28/1998

      OK? (Y/N/E) █
```

The below screen is for Baseview interfaces to classified system.

```
AR TRANSFER CLASSIFIED ADS (RADUMP)
11 LORRIE - VERSION 6.4 TEST
```

```
Print Transfer Edit List Only
```

```
Transfer Classified Billing File ART:R11ADU.001
```

```
Publication Date Of Ads Transferred ? WED 01/30/2002
```

```
The Next Close Date Is 01/13/2001 Are You Sure? (Y/<N>/E) █
```

Ad/Insertion Orders

Program to input ads to be run in publications. Can be input for present or future publication dates.

Contract Information

Lists the contract code, the contract commitment, the rate code, the publication default and the actual rate price, when screen first entered. Will display up to first 4 contracts advertiser has in file.

```

AD ENTRY (READS) 29 SW T:A Account 82089 START WED 07/14/04 TRX# 029
                        Daily Premium
01 Rate Cd ABC          89.100 I 9.396 I
02 #OfPubs 1 PB1 03 Contract AB
04 Zone 0 05 Edt XM SMTWTFs
06 Salespr 01 07w TF? N 0000000
08 Source 123456 L-Run 00/00/0000
09 Bl Desc ANNUAL BULK CONTRACT
10 Ad Desc XMAS IN JULY
11 #OfDays 1 12 Net_Rate
13 ModSize 14 Width 1.0
15 Height 10.00 16 Size 10.00
17 PrePrnts 18 EqvInchs
19 Price 891.00 20 Premium 93.96
21 Dsc Typ R 22 Dsc% 10.000
23 BL/L0
24 Co_0p?
CO-OP DISTRIBUTION TOTALS
I .00 $ .00 % 0
    
```

FACTORY MALL
CONTRACT INFORMATION
 AB 175 ABC 1 99.000s

CR-TYPE: Past Due/Over Limit
COMMENT: PLEASE GET PO# FOR EACH A

25w LAYOUT INFORMATION Y
 26w TEAR SHEETS Y
 27w COLORS Y
 28w COUPON INFORMATION Y
 29w FLAT CHARGES 275.00 Y
 30 Legal? N

Rate Cd- 3-letter code referenced from rate file to give billable dollar amount for ad
 If advertiser has a contract, contract rate code will automatically be inserted, may be overwritten with another code if necessary.

OfPubs- Number of publications this ad will be running in. Always place a 0 here. Then hit return this will bring you to a screen where you place an R next to which publications the ad is to run in. (see picture on next page)

AR TRANSACTIONS (RETRAN) 29	SM	T:A	Account	82089
Publication Entry - R=Pub Running				
BHC	█			
SWV	-			
SCN	-			
RNP	-			
WCP	-			
FP	-			
BLM	-			
CVN	-			
MTA	-			
EBC	-			
NBC	-			
INT	-			

- Sell Pub- The default publication or the pub with the highest driver sequence will show up automatically when the ad is running in that pub and any others. Only 1 publication code will appear although the ad may be running in several pubs at the same time.
- Zone- Used to determine a specific distribution zone.
- Edt- Edition ad is to be run in. Used for papers with more than 1 edition, or those papers that desire separate manifests for parts of the paper at various times.
- Salespr- Salesperson code. This will default from the Contract file first. If no contract it defaults from the Master File. Can be overwritten if necessary.

```

AD ENTRY (READS) 29 SW T:A Account 85238 START MON 09/13/04 TRX# 385
                    Daily Premium
01 Rate Cd ROP 28.680 I 30.510 I BELK INC. NORTHERN DIVISI
02 #OfPubs 1 BHC 03 Contract N CONTRACT INFORMATION
04 Zone 0 05 Edt SMTWTF5 xCR 2200 5 ROP521 0.000
06 Salespr 07w TF? Y 0102110
08 Source L-Run 09/20/2004
09 BI Desc RETAIL OPEN
10 Ad Desc RETAIL OPEN
11 #OfDays 12 Net_Rate COMMENT :

```

TF?	TF INFORMATION						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
TF Ad ?	Y						
TF Days		1		2	1	1	
TF Disc %					25.000	50.000	
TF En-Date	09/20/2004						
BI En-Date							

TF INFORMATION

Across the top are the days of the week Sunday thru Saturday

TF Ad?- If this ad is to run in a set, repeating weekly pattern enter **Y**. If this ad is to be run in a set, repeating biweekly pattern enter **B**.

TF Days- May be 1 day or multiple. All TF ads must start on the day that the ad is inserted for. Enter a **0** for days the ad does not run, and a **1** for days it will run, or a **2** for **Rate Holder**. Rate holder ads are ads given by a client and are expected to be run in no other ads are provided to the newspaper. If the client submits another ad for the run date, rate holder ads are not on the manifest or billing.

TF Disc %- May insert a discount percentage here for the TF ad if applicable, the discount can be up to and including 100% which would make the ad free to the customer

TF En-Date-Date the TF ad is to end on. May be a specific date in the future that the advertiser wishes the ad to run, to or can be inserted as 99/99/9999, which will make it a non-ending ad.

BI En-Date-Date a biweekly ad is to end on. Place the date of the end of the 1st week of publication in the TF End Date and then place the actual date the add is to stop on in the Bi-Weekly End Date. So if an ad is to run every other Friday and it starts on 1/1/02 then the first date

TF End Date would be 1/7/02 and then the Bi-Weekly End Date would be the date the ad is to stop on totally.

- SMTWTFS- This heading will show run schedule without the user having to call up the ad.
- Source- Alpha/numeric field allows insertion of up to 12 letters/numbers to allow tracking of the ad in various departments. Also serves as means to locate the ad if using layout products.
- Bl Desc- Defaults from the rate file. This is the description that will appear on the bill. May be overwritten.
- Ad Desc- Defaults from rate file. This description prints out on the layout reports. May be overwritten.
- # Days- Number of days the ad is to run for billing. Usually entered as **1**, even on TF ads.
- Net Rate- Net rate of the ad. This area is used to override the ad price, on a per line/inch basis. If price is overridden, the ad will be calculated by size using this price rather than that of the rate code price.
- ModSize- Program will automatically insert the correct height and width of the ad per this code. For additional information on the use of this field, please reference the Modular Size Table section.
- Width- Insert column width of the ad. Allows for half column, so will display using 1 decimal place.
- Height- Insert height of the ad 2 decimal places to the right.
- Size- Calculates the total size of the ad using the height, the width and the number of days.
- PrePrnts- When rate code is for preprints allows insertion of the actual number of preprints to be inserted. It calculates the cost based on the rate per thousand.
- EqvInches- Used for preprints. Input the equivalent inches to credit a contract with inch commitments.
- Price- Price of the ad calculated by size or number of preprints.
- Premium- Price for a premium day if different.
- Dsc Typ- Insert an “**R**” if you wish to discount the price of the ad, but the advertiser will continue to receive full lineage credit. Place an “**L**” if you wish to discount the lineage. This will discount the price of the ad, but will also give a discounted lineage credit toward a contract commitment.
- Dcs%- Insert percentage to be discounted from this ad. Allows for 3 decimal places.

- Contract- Contract code will default from contract if applicable. Determines which contract will be credited. May be overwritten to change the contract code, or to allow contract rate to be used, but no contract update.
- BL/LO- A flag to determine if the ad will be **1**-billed only, not on manifest **2**-dummied only, on manifest, not sent to billing best option is **0**-both, which always send it to billing and layout
- Co_Op?- **N** or **E** if this is a co-op account. If **E** is selected and the account has been associated with a co-op in the co-op file the co-op name and allocations will come up automatically. If this is a new co-op for the account the co-op code can be added here along with the desired allocation in Inches, Dollars or Percentages.

Comment

Layout Information

LAYOUT INFORMATION					
Class #	151	Right/Left	1	Db1 Truck	Y
Type #	2	Series #	2	Sect Break	Y
Section #	3	Series Nme	CHEV	Excl Group	Y
Group #	2	Guaranteed	Y	Reverse	N
Page Req	1	Camera Rdy	N	Alt Group	5
Req Type	2	Misc Instr	USE AD FROM03/04//04		

- Class #- In column Classification category number. System will allow an ad manifest to be sorted by this number. User defined number set up in the SS menu
- Type #- Used to separate ads by content, i.e. 1=tires, 2=funerals. Useful for those sites using layout products. User defined number
- Section #- Valid paper sections are 1-99. Identifies the section of the paper requested by an advertiser. User defines number
- Group #- Ad group used to identify groups (department) that may be used i.e. 1=food. User defined number
- Page Req- Identifies page the advertiser wants to run in within the paper/section/group. This field filled in automatically by the system.
- Req type- **0**-No page request, **1**-Page requested within the paper, **2**- within a section **3**- within a group.
- Right/Left- **0**=either right or left side of the page. **1**=right, **2**=left

Series #- Identifies relative position of an ad within a group of ads running within a single publication date, or an advertising campaign.

Series Nme-Identifies name of the series for this group of ads.

Guaranteed- **Y** or **N** if the ad is guaranteed to run in a particular location

Camera Rdy-**Y** or **N** if this is a camera ready ad.

Dbl Truck- **Y** or **N** if this is a double truck (ad that uses the gutter between 2 pages).

Sect Break-**Y** or **N** if this ad goes on a section break (first or last page of a section).

Excl Group-**Y** or **N** if this ad is to be excluded from a particular group of advertisers.

Reverse- **Y** or **N** if this to be a reverse printed ad.

Alt Group- alternate group number if ad can not be placed in the original requested group.

Misc. Instr- Area to insert miscellaneous information/instruction that will print on the admanifest or run sheet.

COLORS

2

(1) RED

(2) BLUE

(3)

TEAR SHEETS

Advrt 2

Bkkpg

Sales

COUPON INFORMATION

Coupon?

Horiz 10

Vertic 1.00

Width

Height 1.00

FLAT CHARGES		
CODE	AMOUNT	DESC
C02	250.00	2 COLORS
BOX	25.00	BOX CHARGE
<input type="checkbox"/>		

Colors

1-4 Number of colors to be used, 4 indicates process color.
Able to insert 3 separate color names or codes.

Tear Sheets

Advrt- Insert number of tear sheets to be sent to advertiser
Bkkpg- Insert number of tear sheets to be sent to bookkeeping
Sales- Insert number of tear sheets to be sent to sales

This information will default from the master file, but can also be done as the ad is inserted.

Coupon Information

Coupon- Y or N if this is a coupon ad
Horiz- Position of the upper left hand corner of the coupon within the actual ad
Vertic- Position of coupon within the ad
Width- Width of the actual coupon not the entire ad
Height- Height of the actual coupon

Flat Charges- Area for up to 5 additional flat charges for this ad. Use for items to be additionally charged to the ad. For example box charge, guaranteed placement charge. No longer need to key in a separate ad entry for flat charges or any of the other above listed charges. Now these additional charges are added into the original ad amount.

Code - Rate Code for additional item being charged to the ad. Must be coded as a F for flat rate in the rate code.
Amount- Rate appears automatically according to selected rate code. This rate can be overwritten
Desc- Description of the flat charge

Legal? Place an N for no in this area. Selection not yet active.

There are several special functions within ad entry

Custom Screen

The first allows for the customization of the ad entry screen. This customization of the screen also sets up the item headers for display in the ad entry display. At the date field enter **@ SKIP** and press return.

```
AR AD ENTRY (READS)
01 VISION DATA EQUIPMENT

Default Start Date For New Ads ? FRI <02/05/1999> @SKIP
```

```
1 Rate Cd          3 Sell Pub
2 #OfPubs          4 Zone N
6 Salespr          8 Source
9 Bl Desc          10 Ad Desc
11 # Days          12 Net-Rate
13 ModSize         14 Width
15 Height          16 Size          26 LAYOUT INF
17 PrePrnts       18 EqvInchs     27 TEAR SHEET
19 Price          20 Premium      28 COLORS
21 Dsc Typ        22 Dsc%          29 COUPON INF
23 Contract       24 BL/LO         30 FLAT CHARG
25 Co_Op?        31 Legal?
```

The field headers will display. Enter return if you wish to have the field on the screen, or **N** to leave the field off the ad entry screen. This formatting of the ad entry screen is done once, and the same format applies to all terminal performing ad entry

Duplicating Ads

There are two methods for duplicating ads within the system. If multiple date runs, non TF, are to be entered an ad may be duplicate by entering a **D** after the OK? Prompt. The program will display the duplicated ad. Duplicate is used for the same ad, same advertiser with a new date.

Copying Ads

To copy a particular ad to another account, as in signature or block ads, enter the new account number and start date. In the field number 1 hold down the control key and press the letter **A**. The last ad entered will be copied to this advertiser. The ad is exactly the same with exception to the sales person with defaults to the new customer based on the master file. Copy is used for the same ad, same day different advertiser.

Viewing Ads for the Account

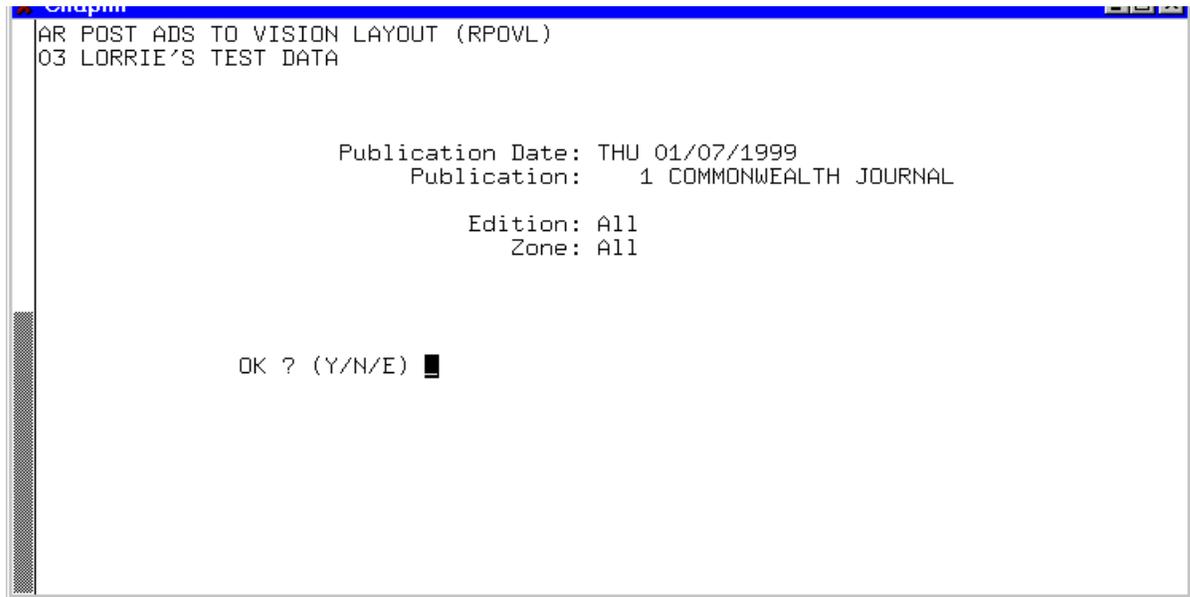
In the Inquire or Change mode enter the account number, and in the field called month enter an **I**. The system will display up to 6 ads entered for this account. The user may select by line number the ad they wish to change, view or select **E** to exit.

Shortcut Keys

- F F-** This will take you to the first ad or transaction in transaction or account status files
- L-** This will take you to the last ad or transaction in transaction or account status files

Post Ads to Visions Pagination

Program will interface with Vision Data's Pagination Program for Classified Ads. This program will output a data file to be included into the classified system.



Post Ads to Layout

Program to create data file to interface with 3rd party products for electronic layout.

```
AR POST ADS TO BASEVIEW (RPOMAN)
11 LORRIE - VERSION 6.4 TEST

Publication Date: TUE 01/01/2002
Publication:      1 DAILY TIMES
Edition: 01

OK ? (Y/N/E) Y

*** PROCESSING OCCURRING - PLEASE WAIT *** AD # 00020201001

WARNING! NO Ads Found And Posted To Layout
New File ____EDITOR.TXT NOT Created ... █
```

Above is the Baseview Layout screen. Although all the layout post programs work in the same manner. Each layout product used will create a different file name. All however will give you an error message like above if no ads were found or the file wasn't created.

Post Ads to Transactions

Program moves ads from the ad file to the billable transaction file. This enables billing of transactions to occur. Note: Make sure you're always posting for the current date you want. Any ads not running on or before the publication date you've posted will be permanently deleted from the file. Always run a Marked Paper Report Prior to Posting. Make sure there is a recent backup.

```
AR POST ADS TO BILLING (RPOST)
01 VISION DATA

Please Be Sure You Have A RECENT AR BACKUP And That All Other Users
Are INACTIVE. Note That Any Ads Not Running On Or After The
Publication Date Will Be DELETED From The Ad File.

Publication Date (MMDDYYYY/E) 0311998
```

This program will produce an Ad File Edit Listing of the items to be posted, and a Transaction File Listing of the ads received. If there is a problem in posting, the two reports are compared to locate the problem.

Transactions

Program allows you to enter new charges or correct charges after a paper has been published. This is done to ensure all ads are billed and billed correctly.

AR TRANSACTIONS (RETRAN) 29 SW		T:A	Account 82089
			FACTORY MALL
Trx #	1	MaxTrx#	0001
			CONTRACT INFORMATION
1 Date	12/28/2003	SUN	AB 175 ABC 1 10.440s
2 RateCode	ROP		
3 # OfPubs	0	4 Sell_Pub	531
5 SlsRep	01	6 Ad_I/O #	65443
7 Descript	RETAIL OPEN		
8 # OfDays	1	9 ModSize	FP
10 Width	6.0	11 Height	21.50
12 Size	129.00	13 PrePrnts	0
		14 EqvInchs	.00
15 Price	2005.95	16 Net_Rate	15.550
			FULL PAGE
			Type: I Rate: .000
			Price Overridden
			Balance Due 2005.95
17 Dsc Type	R	18 Dsc %	.000
			CO-OP DISTRIBUTION TOTALS
19 Contract	AB	20 Co_Op?	N
21 Edition	XM	22 Class	22
23 Legal	N		
***** OVER CREDIT LIMIT *****			

Date- Date the transaction was for

RateCode- Rate code used for billing purposes.

OfPubs- Number of Publication the transaction was run, hit enter if rate applicable in 1 pub only that pub will default as 1 if rate in multiple pubs select the pubs desired with the R the same as is done in AD entry screen

Sell_Pub- The first ranked publication identifies if the multiple pubs are run.

SlsRep- Sales Rep associated with this transaction. This field is defaulted from the contract , if no contract, then sales rep defaults from the master

Ad_I/O #- Source number, the ad tracking number or the ticket number

Descript-	Default description from the rate file, may be overridden.
#_Days-	Number of days transaction is to run for. As in ad entry let this default as 1. If a number is placed here it will bill the transaction that number of times for the same date.
ModSize-	Input modular size code if applicable. Modular size code will default width, height and size.
Width-	Column width of the ad. One decimal place.
Height-	Height of the ad. Two decimal places.
Size-	Total size of the transaction. Calculation of number of days, width and height.
PrePrnts-	Insert number of preprints if applicable. Rate type must be defined as T for tabs.
EqvInchs-	Insert equivalent inch credit for preprints to credit contract commitments
Price-	Price of the transaction. Calculated from the rate code and the size. May be overridden, which overrides the entire price, not the inch/line price.
Net_Rate-	Allows rate used of the transaction to be overridden. This overrides the rate and charges by the rate type (Inch, Flat, Line) allowing more flexibility without the need to create new rate codes.
Dsc Type-	Discount types. R - discounts the price of the transaction and gives full credit to a contract fulfillment. L -discounts the price of the transaction, but also discounts the credit given to the contract fulfillment.
Dcs %-	Percentage of discount to be given. Allows up to a 100% discount with three decimal points.
Contract-	Defaults contract code from contract file: may be overridden.
Co_Op?	Enter E to enter co-op information. Co-op will default if there are associated ones, or a new co-op may be entered
Edition-	Allows insertion of a specific edition the transaction was run in if applicable
Class-	Identifies the in-column classified classification this ad was run in.
Legal-	This feature not yet functional. Enter N

Contract Information

Defaults the contract information of the first 4 contracts for the customer- Shows Contract Code, Contract Commitment, Rate Code, Publication and Rate Price

Type- Identifies how the rate is charged by **I**-inches, **L**-lines, **F**- flat rate, **T**- tabs.

Rate- Price found in the rate file.

Co-Op Distribution Totals-

Will show the size, dollars and percentage of an ad that co-ops have been entered for.

To run transaction Listing go to task screen and chose L for list it will then prompt you for the date you desire and other variables

```
AR TRANSACTION LISTING (RSTRED)
29

                All Current Period Transactions
                Publication: ALL PUBLICATIONS

                INCLUDE Overridden/Discounted

                INCLUDE Commissionable
                EXCLUDE Co-Op Information

SalesRep Code ALL
Rate Code ALL
Edition Code ALL

                SORT BY Account Name

Accounts 000001 To 999998
Output To Printer
Ok ? (Y/N/Q) █
```

Payments and Discounts

Program to input payment receipts and customer discounts into the system.

AR PAYMENTS (REPAY)		T:A	ACCOUNT 82089
Paymt #	001	MaxPay# 000	FACTORY MALL
			PLEASE GET PO# FOR EACH AD
1 Trans Cd	PAY	Payment	Balance: 2,138.47
2 Publicat	1		Current: 1.88
3 Date	12/28/2003	SUN	0v-30: 1.88
			0v-60: 1.88
			0v-90: 1.88
			0v120: 125.00
4 Descript	PAYMENT THANK YOU		0v150: .00
5 Check #	4564		0v180: .00
6 SalesRep	01		Mtd-Sls: 2,338.95
7 Amount	138.47		
8 8		
CREDIT CARD INFORMATION			
9 Crd-Type	___ F8 For Card Data		
10 CrdC-Num	_____		
11 Exp-Date	_____		
12 Auth-Num	_____		
Ok ? <input type="checkbox"/>			

- Trans #- Transaction number. Will default to next transaction number when a new payment is being added. To change or inquire about a payment you must know the transaction number.
- Publicat- Publication money will be tracked through. Will usually be Pub 1.
- Trans Cd- Transaction code (same as rate code) from the rate file to allow a payment to be entered. Rate type must be **P** identifying payment, or **D** identifying a discount. Pay will default from the Company Profile. If a non P or D type rate is inserted here the program will not allow entry will give error message of Invalid Rate Type.
- Date- Date of payment or discount

- Descrip- Description defaults from the rate file; may be overridden. This description prints on the billing statement.
- SlsRep- Sales Rep. defaults from master file, may be overridden.
- Amount- Amount of the payment
- Check #- Insert the actual check number received from the advertiser
- ATC3691- Allows choice of where a payment is going to be applied to.
T-this month
C-current balance
3-over 30 balance
6-over 60 balance
9-over 90 balance
1-over 120 balance.
5-over 150 balance
8-over 180 balance
Program automatically defaults to the **8**- over 180 balance.
When payment is applied it start in the period identified and apply it there and any periods below that.

Credit Card Information

Box to insert credit card information if account is being paid by credit card. Insert card number, date and authorization number, if necessary.

Balance Information is also show on the screen

- Balance- Total account balance
- Current- Current balance due- last month billings
- Over-30- Balance that is over 30 days due
- Over-60- Balance that is over 60 days due
- Over-90- Balance that is over 90 days due
- Over-120- Balance that is over 120 days due
- Over-150- Balance that is over 150 days due
- Over-180- Balance that is over 180 days due
- MTD-Sale-Month to date sales total

Users now have the ability to do a look up based on a check number.

AR PAYMENTS (REPAY)	T:C	ACCOUNT C/ [REDACTED] 00
		C/ For Check Lookup

Place a C followed by a / in the account number field
Then insert the check number you wish to locate in the check # field
Press enter and if this check number is in the system it will find the account or accounts which it has been used with. For multiple accounts scroll to find the desired account.

ACCT # NAME	PY#	DAY DATE	DESCRIPTION	CHECK	REP	RCD	PUB	CAT	INCL PAYMENT	INCL DISCOUNT	INCL ADJUSTMENT	M A	USERID
082757 ABB INC	1	12/08/03	PAYMENT-THANK YOU	110675	615	PAY	531	500	25.00				1 KATHY
084774 VIRGINIAN	1	12/03/03	PAYMENT THANK YOU			PAY	521	500	428.00				1 RLM
090088 ADVANCED ELECTRONI	1	12/08/03	PAYMENT-THANK YOU	12158	676	PAY	531	500	1328.86				1 KATHY
085021 ALLIANCE CORPORATI	1	12/03/03	PAYMENT THANK YOU			PAY	521	500	21.46				1 RLM
080480 ALLIANCE-FCN	1	12/08/03	PAYMENT-THANK YOU MD		671	PAY	531	500	50.00				1 KATHY
090164 ART - RABEGUS *PRR	1	12/08/03	PAYMENT-THANK YOU 1030		650	PAY	531	500	108.22				1 KATHY
090162 AUTO XENE	1	12/08/03	PAYMENT-THANK YOU DAY BK		674	PAY	531	500	34.00				1 KATHY
083955 RIDGE JOB CDR	1	12/08/03	PAYMENT-THANK YOU 200144816		673	PAY	531	500	330.68				1 KATHY
081978 SUD PLUMBING	1	12/08/03	PAYMENT-THANK YOU 17924		CH	PAY	531	500	82.50				1 KATHY
081625 CRDGS MAR	1	12/08/03	PAYMENT-THANK YOU 14322		640	PAY	531	500	55.28				1 KATHY
081382 CALL	1	12/08/03	PAYMENT-THANK YOU 355		660	PAY	531	500	87.42				1 KATHY
081482 CAMPBELL,	1	12/08/03	PAYMENT-THANK YOU 1392		670	PAY	531	500	127.47				1 KATHY
084812 VALLEY MEDI	1	12/03/03	PAYMENT THANK YOU			PAY	521	500	1688.66				1 RLM
085197 CRAFT PATCH	1	12/03/03	PAYMENT THANK YOU			PAY	521	500	43.74				1 RLM
	2	12/03/03	PAYMENT THANK YOU			PAY	521	500	21.69				1 RLM
085197 TOTAL	2		65.43						65.43				

090102 MANAGEMEN	1	12/08/03	PAYMENT-THANK YOU 12313		650	PAY	531	500	42.50				1 KATHY
085266 CVS PHARMACY/REVCO	1	12/03/03	PAYMENT THANK YOU			PAY	521	500	3048.42				1 RLM
083379 DIRECT	1	12/08/03	PAYMENT-THANK YOU 10237		650	PAY	531	500	400.00				1 KATHY
085096 DISPLAY CLASSIFIED	1	12/03/03	SAM SPICHER			PAY	521	500	6.00				1 RLM
085097 DISPLAY RETAIL	1	12/03/03	TOBACCO TAVERN			PAY	521	500	115.80				1 RLM
	2	12/03/03	TRANSFER TO ALLIA			CWT	521	706			31.98		1 RLM
	3	12/03/03	TRANSFER TO BETTY			CWT	521	706			99.36		1 RLM
085097 TOTAL	3		247.14						115.80		131.34		

082089 FACTORY MALL	1	12/28/03	PAYMENT THANK YOU 4564		01	PAY	1	99	138.47				8 LORRIE
	2	12/28/03	FOR DEBITS PUT -			ADJ	1	100			50.00-		8 LORRIE

ACCT # NAME	PY#	DAY DATE	DESCRIPTION	CHECK	REP	RCD	PUB	CAT	INCL PAYMENT	INCL DISCOUNT	INCL ADJUSTMENT	M A	USERID
090172 RIGHT OF WAY MA	1	12/08/03	PAYMENT-THANK YOU 2109		635	PAY	531	500	442.00				1 KATHY
081940 WORKFORCE	1	12/08/03	PAYMENT-THANK YOU DAY BK		671	DAY	531	500	75.60				1 KATHY
084988 VILASSIS INSERTS	1	12/03/03	PAYMENT THANK YOU			DAY	521	500	1650.00				1 RLM
090161 VIDEO GAME EXCHANG	1	12/08/03	PAYMENT-THANK YOU 1471		650	PAY	531	500	116.94				1 KATHY
085018 MOUNTAINE	1	12/03/03	PAYMENT THANK YOU			PAY	521	500	1863.12				1 RLM
082823 WEATHERTAMER	1	12/08/03	PAYMENT-THANK YOU DAY BK		660	PAY	531	500	1213.77				1 KATHY
084997 WESTERN AUTO STORE	1	12/03/03	PAYMENT THANK YOU			PAY	521	500	706.32				1 RLM
084287 WINDOWS DIRECT	1	12/08/03	PAYMENT-THANK YOU 6978		630	PAY	531	500	843.75				1 KATHY
082368 WINTER SEM	1	12/08/03	PAYMENT-THANK YOU 2989		695	PAY	531	500	168.90				1 KATHY
090105 WILLIAMS & R	1	12/08/03	PAYMENT-THANK YOU 100809		674	PAY	531	500	156.50				1 KATHY
080827 CO COMM HOSE	1	12/08/03	PAYMENT-THANK YOU 106052		615	PAY	531	500	1583.67				1 KATHY
090144 COUNTY LIVES	1	12/08/03	PAYMENT-THANK YOU 2017		615	PAY	531	500	273.50				1 KATHY
91 ** GRAND TOTALS **	100		45694.95						45154.54		0.00		540.41

Credit Adjustments/Discounts

Program allows entry of credit adjustments and or discounts to accounts. Rate codes used in this program must be identified in the rate type as **A** or **D** type rates. . If an anything but an A or D type rate is inserted here the program will not allow entry will give error message of Invalid Rate Type

```
AR ADJUSTMENTS/DISCOUNTS (READJ)      T:A          ACCOUNT  82089
  Adjmt #   002   MaxPay# 001   FACTORY MALL          Balance:  2,000.00
                                     PLEASE GET PO# FOR EACH ADCurrent:    1.88
1 Trans Cd  ADJ   Adjustment          Over-30:    1.88
2 Publicat   1                                     Over-60:    1.88
3 Date      12/28/2003  SUN          Over-90:    1.88
                                     Ovr-120:   125.00
4 Descript  RETAIL ADJUSTMENT          Ovr-150:    .00
5 Check #                                     Ovr-180:    .00
6 SalesRep  01                               Mtd-Sls:   2,338.95

7 Amount                50.00

.. ..... 8

CREDIT CARD INFORMATION
9 Crd-Type  __ F8 For Card Data
10 CrdC-Num  _____
11 Exp-Date  _____
12 Auth-Num  _____

Ok ? █
```

Debit Screen

AR ADJUSTMENTS/DISCOUNTS (READJ) T:A ACCOUNT 82089

Adjmt #	002	MaxPay#	001	FACTORY MALL	Balance:	2,000.00
				PLEASE GET PO# FOR EACH AD	Current:	1.88
1 Trans Cd	ADJ	Adjustment			Over-30:	1.88
2 Publicat	1				Over-60:	1.88
3 Date	12/28/2003	SUN			Over-90:	1.88
					Ovr-120:	125.00
4 Descript	FOR DEBITS PUT - AFTER \$				Ovr-150:	.00
5 Check #					Ovr-180:	.00
6 SalesRep	01				Mtd-Sls:	2,338.95
7 Amount		50.00-				
..	8				

CREDIT CARD INFORMATION

9 Crd-Type __ F8 For Card Data
10 CrdC-Num _____
11 Exp-Date _____
12 Auth-Num _____

Ok ? █

Mailgram Letter

Program provides ability to send informational documentation to selected accounts. Mailgrams are up to 40 lines of text. They will print on normal letterhead or plain paper. They may be used for over due notices, informational or marketing letters, and sent to whatever customer base you select.

```

AR MAILGRAMS (REGAM)                T:A    S:1                NUMBER 12
 1 Dear [NAME*****]
 2 Our records indicate your account is currently 30 days past due in
 3 the amount of [OVER-30***]
 4 We show your last payment was made in 11/15/01 in the amount
 5 of [LSTPAY-AMT]
 6 Your current charges are [CURRENT***]
 7 with your last transaction made on [LAST-TR]
 8 We appreciate your co-operation and prompt payment.
 9
10
11 Sincerely
12 The Newspaper
13
14
15
16

[ACCT#      [NAME      [CITY-STATE [LSTPAY-AMT [PAST-DUE  [CURRENT
[OVER-30    [OVER-60    [OVER-90    [OVER-120   [MTD-$     [YTD-$
[MTD-INCH   [YTD-INCH   [BALANCE    [LAST-PAY   [LAST-TRX  [O-BAL
Ok? (Y/N/E/P(revious)/M(ore))

```

At the bottom of the screen are the substitution parameters you can use in your mailgram, along with any free typing you wish to insert. Substitution allows for individual account information for a particular field to be printed within the mailgram.

Available Fields-

- [City-State [Zip [Acct# [Last-TRX [YTD-Inch
- [Over-30 [Over-60 [Telephone [Name [O-Bal
- [MTD-\$ [YTD-\$ [Over-90 [Current
- [Balance [Last-Pay [MTD-Inch [Over-120

Whole Paper Inches

Program for insertion of the publication's whole paper inches for that publication date. Used to calculate the whole paper percentage.

```
AR WHOLE PAPER INCHS (REWPI)
29

      Publication Date: SUN 12/28/2003
      Publication:      1 PUBLICATION ONE
      Whole Paper Inches:      129.00

OK ? █
```

Daily Balancing Report-

Report to be run on daily basis to assure your system is in balance. This is the same report that can be found under the reports menu.

Open Items

Program shows all open unbilled items. It also shows total unapplied cash. Program does give the ability to show all items instead of just open items.

07/14/04 14:26 29 SW 082089 (RROSTA)						Open Items		
FACTORY MALL								2050.00
BILLDATE	ITM	TRX_DATE	DESCRIPTION			AMOUNT	PAID	BALANCE
			PY# DTL DST_DATE CHECK					
UNBILLED	001	12/28/03	RETAIL OPEN			2005.95	5.95	2000.00
	PAY	12/03	001 006 07/14/04 4564				5.95-	
			*****UNAPPLIED CASH*****					
	ADJ	12/03	002 12/28/03			50.00-		50.00-
			****TOTAL OPEN ITEMS****			2005.95	5.95	2000.00
			TOTAL UNAPPLIED CASH			50.00-		2050.00

Press Enter To Continue ... █

Detailed Account Status

Program provides a complete account status for current and prior period transactions. Also provides current balance information.

07/14/04 14:27 29 SW 082089	Bal	2050.00	Acct Status:	12/01/03 - 12/28/03
FACTORY MALL	OBal	132.52	Credit Type/Limit	90 Days/ 50.00
ATTEN:BILL	Curr	1.88	LstP:	05/08/04
233 MERCHANT RD	O30	1.88	LstT:	06/12/04
MEADOWS	O60	1.88	Strt:	00/01/04 CC ToDte Expires
24360	O90	1.88	Type:	MR AB 0I 07/13/05
BILL JONES	O120+	125.00	SRep:	01

TRX	DATE	DESCRIPTION	AMOUNT	RCD	SIZE	RATE	
		PUBS		CC REP	CLS#	%DSC	
+++	12/01/03	CURRENT OPENING	132.52				
001	12/28/03	RETAIL OPEN	2005.95	ROP	129.00	15.550	
		BHC 65443		AB 01	22		
001	12/28/03	PAYMENT THANK YOU 4564	138.47	P PAY PB1		01	
002	12/28/03	FOR DEBITS PUT - AFTER \$	50.00	A ADJ PB1		01	
OP_BALANCE	TOT_CHARGE	TOT_CREDIT	TOT_SIZE	#CHG	#CRD	SERVICE_CG	AGY_DSC
CL_BALANCE	CURRENT	OVER_30	OVER_60	OVER_90	OVER_120	SLS_TAX	
	132.52	2338.95	88.47	234.00	1 2	0.00	0.00
	2050.00	1.88	1.88	1.88	1.88	125.00	0.00

*** END OF DATA REQUESTED ***

Account, View Other Address, Restart, Back 1 Period, Quit (A/V/R/B/Q) **A**

Screen divided into 3 columns on top. Column 1 provides advertiser name and address information.

Middle Column

Bal- Balance due

Obal- Opening balance for the current period

Curr- Balance due in current

O30- Balance due over 30 days

O60- Balance due over 60 days

O90- Balance due over 90 days

O120- Balance due over 120 days

Third Column

Acct Status- The credit status of the account. Shows their credit status i.e. BD

Crd/Type/Limit- Shows the credit type and the account credit limit

Last P- Date last payment was made and the historical amount

Last T- Date last transaction was made

Strt- Start date of account

Type- Contract type and business type if any

S Rep- Sales Rep

Heading of CC ToDte Expires

CC- Contract code of up to the first two active contracts

ToDte- Amount of contract lineage run

Expires- Expiration date of the contract

Detailed Transaction Headings

Txr- Transaction number

Date-	Date of the transaction
Description-	Shows if this was an ad placed, a payment, adjustment or credit
To/Check-	Check number
Amount-	Amount of the payment or cost of the ad
RCD-	Rate Code
REP-	Sales Rep
# of Pubs-	Number of publications transaction is associated with
Size-	Size of the ad
CLS #-	Classified number if applicable
Rate-	Rate charged for the transaction
% Disc-	Discount percentage
Monthly and Yearly Total Records	
Op_Balance-	Opening balance for that period
Tot_Charge-	Total charges for the period
Tot_Credit-	Total credit issued the account
Tot_Size-	Total size of the ad
#Chg-	Number of charges
#Crd-	Number of credit issued
Service_Cg-	Service charge assessed the account
Agy_Dsc-	Agency discount
Cl_Balance-	Closing balance
Current-	Current balance due
Over_30-	Over 30 balance
Over_60-	Over 60 balance due
Over_90-	Over 90 balance due
Over_120-	Over 120 balance due
Sls_Tax-	Sales tax assessed for the account

On the bottom of the screen there are several options to choose.

More Account-	M -to see more of this account status
View Other Address-	V -to view bill to address
	R -restart this account
Back 1 period-	B -to go back one period in time in current account
	E -end

Credit Call Back-

Programs allows for the documentation and tracking of payment and collection efforts. Including tracking of future dates. Allows up to 99 lines of free form text to be entered.

```
AR CREDIT CALLBACK (RECCB)
11 LORRIE - VERSION 6.4 TEST
```

Enter Task: █

- M. Change/Add
- D. Delete
- I. Inquire
- L. List - Notes For One Account
- R. Report - Accounts To Be Contacted

- E. End

```

07/14/04 14:30 29 SW 082089 Bal 2050.00 AR CREDIT CALLBACK (RECCB) TSK:M
FACTORY MALL OBal 132.52 Credit Type/Limit 90 Days/ 50.00
ATTEN:BILL JONES Curr 1.88 LstP: 05/08/04
233 MERCHANT RD 030 1.88 LstT: 06/12/04
MEADOWS 060 1.88 Strt: 00/01/04
24360 555-343-3453 090 1.88 Type: MR
BILL JONES 555-343-4324 120+ 125.00 SRep: 01

```

```

-----
001 SPOKE WITH MR JONES STATES $500 SENT TODAY 07/06/04 LS
002 SPOKE TO MR JONES AGAIN ASSUES ME MONEY WAS SENT 07/10/04 LS
003 MR JONES NOT RETURNING CALLS 07/12/04 LS
004 LEFT MESSAGE FOR MR JONES TO CALL OR WOULD SENT TO COLLECTIONS 07/15/04 LS
005 STILL NO RESPONSE SENT TO ACME COLLECTIONS 07/20/04
006
007
008
009
010
011
First CallBack Date: 07/10/2004 SAT Second CallBack Date: 07/12/2004 MON
Amount Expected: 500.00 Amount Expected: 500.00
OK ? █

```

Gives option to select 2 dates when callbacks should be made and the amount of money hoped to be received. A callback report based on a range of dates or a singular date that may be run to provide a worksheet of accounts. After carefully receiving the callback list with monies received calls can then be made to those accounts who had promised payments. When turning an account over to an outside collection agency, or to provide documentation in a legal matter a listing of the newspapers efforts can be printed.

At the item prompt place a - or a _ (minus or underscore) to move the cursor back 10 lines. Place + or = (plus or equals) to move the cursor ahead 10 lines.

Salesperson Call File

Program provides a call back file for sales calls. Report can be run for and event date, such as a meeting or something else which needs to be followed up on.

Operator Code- User initials or sales code

```
AR SALES CALLBACK (RESCB)
11 LORRIE - VERSION 6.4 TEST
```

Enter Task: █

- M. Change/Add
- D. Delete
- I. Inquire
- L. List - Notes For One Account
- R. Report - Accounts To Be Contacted

- E. End

```

AR SALES CALL BACK (RESCB)                                ACCT      82089

```

ADVERTISER INFO		CONTACT INFO		
NAME :	FACTORY MALL	BILL JONES		
ADDR1 :	ATTEN:BILL JONES	555-343-4324		
ADDR2 :	233 MERCHANT RD			
CT/ST :	MEADOWS,VA	Jane Connell		
ZIP :	24360	555-678-6786		

OTHER DATA		BAL-INFO		CODE	ST-DATE	END-DATE
PHONE :	555-343-3453	BAL :	2050.00	AB	07/14/04	07/13/05
BUS CD :	MR	CUR :	1.88			
START :	00/01/04	0-30 :	1.88			
SLS # :	01	0-60 :	1.88			
	LORRIE SVEHLA	90+ :	126.88			


```

1. NOTES ENTRY
2. NEW ACCOUNT
3. EXIT
ENTER OPTION <1> █

```

Includes advertiser name, address, including separate bill to address if applicable, telephone and their balance history. Also shows business code, when the account was started and the salesperson on the master. Contract information is also included with the contract code, start and end dates of the contracts.

1. Note Entry- select to add free text to the account
2. New Account- allows you to chose a different account

AR SALES CALL BACK (RESCB)				ACCT	82089
ADVERTISER INFO			CONTACT INFO		
NAME : FACTORY MALL			BILL JONES		
ADDR1 : ATTEN:BILL JONES			555-343-4324		
ADDR2 : 233 MERCHANT RD					
CT/ST : MEADOWS,VA			Jane Connell		
ZIP : 24360			555-678-6786		
LN#	DATE	CD	TEXT		
001	07/04/04	I	SPOKE TO JANE CONNELL STATES PAYMENT HAS BEEN MADE LS		
002	07/10/04	O	CALLED MS CONNELL AND QUESTIONED WHEN PAYMENT SENT LS		
003	07/15/04	M	MEET WITH MR JONES AND MS CONNELL RE NON-PAYMENT LS		
004	07/18/04	C	LETTER SENT TO CUSTOMER AND ACME COLLECTIO AGENCY LS		
005					
006					
007					
008					
009					
010					
011					
	EVENT DATE 1		07/10/04	PURPOSE	CALL
	EVENT DATE 2		07/15/04	PURPOSE	MEETING
	OK ?				

99 lines of text space available per account.

Date- Date of entry

CD- Code of entry type **O**-outgoing, **I**-incoming call, **M**-meeting, **C**-correspondence

Text- Area to insert free text

Event Date 1- Date when the action needs to take place

Event Date 2- Second date or follow up date

Purpose- Purpose of the call, or meeting

The report runs based on the event dates.

Ad Layout Reports

Reports in this area use the ad/insertion order file for processing. Once ads are posted these reports may no longer be run the posted dates.

Credit Limit Analysis Report

Report shows all advertisers running ads for a particular day that exceed their credit limit/status and/or all advertisers that have over an over 60 day balance due that are running ads

```
BAR OVER CREDIT LIMIT REPORT (RSACRD)
03 LORRIE'S TEST DATA

      Publication Date: THU 01/07/1999
      Publication: ALL PUBLICATIONS

      OK? (Y/N/E) █
```

08/27/2004 11:26 LORRIE

AR PRELIMINARY OVER CREDIT LIMIT REPORT
PUB DATE: 12/30/2003 PUB: ALL

29 VISION DATA TEST COMPANY

PAGE 1

ACCT-#	START-DATE	AD#	ACCOUNT NAME -----PUBLICATIONS RUNNING IN-----	PRICE	CREDIT LIMIT	BALANCE DUE	LAST PAYMENT	REP	OVER 60+90+	REASON
001206	12/21/2003	14	CONTINENTAL LOR BHC	88.80	1000.00	1434.37	11/17/2003	111	.00	OVR CREDIT
090148	12/04/2003	12	LIMBERLAND TECH SWV	.00	2000.00	6784.80	11/25/2003	650	.00	OVR CREDIT
090157	12/02/2003	16	PAMPERED POUCH SWV	8.40	1.00	189.85-	10/22/2003	670	.00	MIST PRTY

Ad Layout Manifest

A manifest or run sheet of ads appearing in the chosen publication. Allows sorting of the ads by several parameters. Allows choice of the publication, the date it will be published, the edition and zone, and if you wish will also provide a credit limit report at the same time.

```
AR PRE-SORTED AD LAYOUT MANIFEST (RSAMN2)
29
```

```
Publication Date: THU 07/15/2004
```

```
Publication: 1 NORTHEAST NEWS PRESS
```

```
Edition: All
```

```
Zone: All
```

```
Exclude: Ad Prices
```

```
Single Spaced Manifest: No
```

```
Starting Account: 000001
```

```
Ending Account: 999998
```

```
Output To Terminal
```

```
OK? (Y/N/Q) █
```

07/19/04 14:55:51 LORRIE
 PUB: 501

A D L A Y O U T M A N I F E S T 29
 PUB DATE: SUN 12/28/2003 ZONE:ALL EDT:ALL

PAGE 2

--AD NUMBER--	-COL-X-	INCHES	CLASS	ADVERTISER NAME/AD DESCRIPTION	AD I/O #	TYPE	B	SPECIAL	PRESORTED
		PRICE	REP		PICK UP				
			198	TF 12/23/03 - 12/30/03 S-T-P-	12/26/03				BHC
008311-12-161	4.0 X	4.00	02000	HOUSE ADS RESER/BUSINESS AND SERVICE	BHC18699				SECTION 9
			155	TF 12/04/03 - 12/31/03 SMTWTFSS	12/27/03				BHC
000832-12-064	4.0 X	4.00	01074	AARON /AARON	BHC19308				SECTION 9
			154	TF 12/07/03 - 12/28/03 S-----	12/21/03				BHC
010317-12-233	3.0 X	8.00	01485	CREDIT /GET A CAR	BHC19668				SECTION 9
			153	TF 12/22/03 - 12/28/03 SMTWTFSS	12/27/03				BHC
026654-12-612	3.0 X	4.00	01485	BILL HOM/MADE EASY	BHC19674				SECTION 9
			160	TF 12/05/03 - 12/28/03 S----FS	12/27/03				BHC
034118-12-537	2.0 X	5.00	01485	FRIENDSHIP FORD/AUTO FINDERS	BHC19675				SECTION 9
			160	TF 12/05/03 - 12/28/03 S----FS	12/27/03				BHC
085311-12-042	2.0 X	3.50	00820	CREEK COAL/ CREEK COAL CORP	RNP41259				SECTION 9
			515	TF 12/07/03 - 12/28/03 S-----	12/21/03				X SELL BHC
009989-12-047	1.0 X	4.50	00805	MEDIA SALES & M/EPES TRAVEL	BHC18689				SECTION 9
			156	TF 12/07/03 - 12/28/03 S-----	12/21/03				BHC

SUB-TOTAL SIZE 304.50 8 ADS

***** PAGE REQUEST IN SECTION *****
 ***** SECTION: 17 *****

001145-12-005	1.0 X	1.00	00000	SWEET IDEAS /BRIDAL DIRECTORY	103				SECTION 17
			154	TF 12/07/03 - 12/28/03 S-----	12/21/03				BHC

--AD NUMBER--	-COL-X-	INCHES	CLASS	ADVERTISER NAME/AD DESCRIPTION	AD I/O #	TYPE	B	SPECIAL	PRESORTED
		PRICE	REP		PICK UP				

SUB-TOTAL SIZE 5.00 5 ADS

GRAND-TOTAL SIZE 334.50 18 ADS

Ad Reference Report

Provides a next run/last run ad report to assist in finding ads to know when and where they must be run next.

AR AD REFERENCE REPORT (RSADRF)
29

Publication Date: THU 07/15/2004

Publication: 1 NORTHEAST NEWS PRESS

OK? (<Y>/N/E) █

AD I/O #	COLS	HEIGHT	ADVERTISER NAME	-----COMBINATION*PUBLICATIONS-----	AD DESCRIPTION	-STARTS-	LAST	RUN	NEXT	RUN	REP
EHC19298	1.0	1.00	ALLIANCE TRACTO	EHC	LEARN TO DRIVE	12/01/03	12/04	EHC	12/06	EHC	150
EHC19526	1.0	1.00	PREPAID BOB SMI	EHC	PAMPERED CHEF	12/05/03					106
EHC19753	1.0	1.00	THE TREASURE CK	EHC	CASH	12/01/03	12/04	EHC	12/06	EHC	107
EHC19994	1.0	1.00	CHAPARRAL PONTI	EHC	CHAPARRAL	12/05/03					161
EHC19697	1.0	2.00	PREPAID	EHC	CHLOE COLLINS	12/05/03			12/06	EHC	156
EHC19768	1.0	2.00	LEVENS	EHC	GORDONS JEWEL	12/05/03					107
WCP03019	1.0	2.00	CINEMALL	EHC	MOVIE LISTINGS	12/05/03					593
					CROSS SELL						
109	1.0	3.00	SHO PRO INC	EHC	HCTV	12/05/03					120
EHC19877	1.0	3.50	CINEMARK USA IN	EHC	FRIDAY SCHEDUL	12/05/03					107
EHC19310	1.0	4.00	CMT SPECIALTY S	EHC	CMT SPORTS	12/05/03					111
EHC19876	1.0	4.00	FOREST HILLS ME	EHC	HOLIDAY SPECIA	12/05/03			12/08	EHC	109
EHC19839	1.0	6.00	JC PENNEY	EHC	JC PENNEY 2667	12/05/03					110
EHC20618	1.0	8.00	PROFFITTS	EHC	PROFFITTS 81C B	12/05/03					103
EHC20631	1.0	10.00	NEWSPAPER SERV	EHC	SERVS 1P6RS201	12/05/03					103
EHC19838	1.0	12.00	BELK STORES SER	EHC	BELKS 11040103	12/05/03					103
EHC20990	2.0	1.25	SKONEYS	EHC	BANQUET ROOMS	12/03/03	12/03	EHC	12/10	EHC	114
103	2.0	2.00	PREPAID* GRIFFI	EHC	HCTV	12/05/03					109
104	2.0	2.00	LA CARRETA	EHC	HCTV	12/05/03					111
105	2.0	2.00	SLEEP CHEAP	EHC	HCTV	12/05/03					111
110	2.0	2.00	SKYLAND COIN SK	EHC	HCTV	12/05/03					109
113	2.0	2.00	SUNS BUFFET & G	EHC	HCTV	12/05/03					111
EHC19319	2.0	2.00	HOUSE ADS RESER	EHC	CIRCULATION BR	12/03/03	12/04	EHC	12/06	EHC	155
EHC19880	2.0	2.00	PET SHOP	EHC	COUPON SPEICAL	12/05/03					109
101	2.0	2.50	DENTAL	EHC	HCTV	12/05/03					111
EHC19312	2.0	3.00	HOUSE ADS RESER	EHC	CIRCULATION	12/03/03	12/04	EHC	12/06	EHC	155

Marked Paper Report

Report used to compare the ads which have been keyed in against what has actually been published that day. This allows for corrections to be made in the ad file before transfer to billing. Sorting options by publication, account name, specific account numbers, single or multiple publication prices.

AR MARKED PAPER REPORT (RSMPAP)

29

Publication Date: SUN 12/28/2003

Publication: ALL PUBLICATIONS

Edition: All

Zone: All

Sort By: Account Name

Starting Account Number 000001

Ending Account Number 999998

Output To Printer

OK? (Y/N/Q) █

ACCT-#	ADVERTISER	AD#	SOURCE	B	BILL DESCRIPTION	CD	COL	HEIGHT	T	SIZE	SINGLE PRICE	DSC %	SINGLE RATE	REP	SC	PAG
	MISCELLANEOUS INSTRUCTIONS		EDITN	ZN	AD DESCRIPTION											
026565	BILL	CHEV/	12-756	BHC19657	CREDIT EXPRESS	DCI	3.0	3.00	I	9.00	34.65	50.000	3.850	160		
				01160	CREDIT EXPRESS											
001206	CONTINENTAL LOANS	12-014	BHC20815	DOES SANTA NEED	GTK	2.0	4.00	I	8.00	88.90			11.100	111		
				00111	DOES SANTA NEED											
008257	HOUSE ADS RESERVE	12-598	BHC17574	HOMETOWN STARS	HRT	3.0	5.00	I	15.00	0.00			0.000	198		
				00198	HOMETOWN STARS											
008311	HOUSE ADS RESERVE	12-161	BHC18699	BUSINESS AND SER	KCD	4.0	4.00	I	16.00	0.00			0.000	155		
				01155	BUSINESS AND SER											
000858	IMD WJHL BILLING	12-212	BHC18714	CARSEEKER FITS	KCD	10.0	21.50	I	215.00	0.00			0.000	198		
				01198	CARSEEKER FITS											
030317	CREDIT DE	12-233	BHC19668	GET A CAR	DCI	3.0	8.00	I	24.00	0.00	50.000		0.000	153		
				01153	GET A CAR											
TOTALS					NUMBER OF ADS	6					123.45					
					INCHES					287.00			123.45			
					LINE					.00			0.00			
					FLAT CHARGE ADS	0				0.00			0.00			

Tear Sheet Report and Labels

Report of the advertisers requesting daily or monthly tear sheets. Sorting by publication or specific accounts. Allows for label only printing. Both can be chosen on a daily or monthly basis.

```
AR TEAR SHEET REPORT/LABELS (RSTRSH)
01 VISION DATA EQUIPMENT
```

1. Daily Tear Sheet Report
2. Daily Tear Sheet Report And Labels
3. Monthly Tear Sheet Report And Labels
4. Daily Labels
5. Monthly Labels

Enter Selection (<1>/E) █

```
AR TEAR SHEET REPORT/LABELS (RSTRSH)
01 VISION DATA EQUIPMENT
```

Daily Tear Sheet Report

For Ads Running On Publication Date: THU 01/07/1999
In Publication: ALL PUBLICATIONS

SORT BY: Account Name

Starting Account: 000001

Ending Account: 999998

OK? (Y/N/E) █

ACCT-#	ADVERTISER NAME	AD-NUM	AD DESCRIPTION	MISC.	INSTRUCT.	T	COL	INCH/LINE	TOT-IN/LI	RHP	EC	PAG	TSCD	TS#	ADV	BKP	SAL
072478	*PREPAY* STIDHAM BHC	12-175	HCTV		I	2.0	5.00	10.00	114	16	0	M	2	0	0	0	
080480	ALLIANCE-FCN BHC	12-538	CLASSIFIED INCH AD		I	1.0	2.00	2.00	678	23	0	M	1	0	0	0	
043486	AMERICAN REALTY J BHC	12-479	LARGE BRICK HOME W		L	1.0	6.00	6.00	156	0	0	M	1	0	0	0	
015318	ANDERSON COMPOUND BHC	12-279	HCTV		I	2.0	3.50	7.00	111	16	0	M	1	0	0	0	
080900	ARMY & NAVY BHC	12-136	CARHART		I	2.0	6.00	12.00	660	1	0	M	1	0	0	0	
048356	BELK STORES SERVI BHC	12-115	BELKS 11040103 50%		T	1.0	12.00	12.00	103	0	0	M	2	0	0	0	
048356	BELK STORES SERVI BHC	12-114	17040589 SAT EARLY		I	4.0	16.00	64.00	103	1	0	M	2	0	0	0	
026565	BILL TCM	CHEV/	12-757 CREDIT EXPRESS		I	3.0	3.00	9.00	160	9	0	M	1	0	0	0	
026565	BILL BHC	CHEV/	12-758 SANTA SHOPS		I	4.0	10.00	40.00	160	9	0	M	1	0	0	0	
026565	BILL BHC	CHEV/	12-759 SAVE A DOLLAR		I	4.0	7.50	30.00	160	9	0	M	1	0	0	0	
026565	BILL BHC	CHEV/	12-761 CADILLAC		I	3.0	5.00	15.00	160	9	0	M	1	0	0	0	
026565	BILL BHC	CHEV/	12-760 GATTON NEW		I	5.0	10.00	50.00	160	9	0	M	1	0	0	0	
026654	BILL BHC	HONDA	12-614 HONDA		I	4.0	6.00	24.00	160	9	0	M	1	0	0	0	
026654	BILL BHC	HONDA	12-612 MADE EASY		I	3.0	4.00	12.00	160	9	0	M	1	0	0	0	
026654	BILL TCM	HONDA	12-611 MADE EASY		I	3.0	4.00	12.00	160	9	0	M	1	0	0	0	

***** GRAND TOTALS ***** 82

Weekly Report by Sales Rep.

Summary report showing revenue, inches, ad and advertiser by the salesperson and the publication.

WEEKLY AD SUMMARY REPORT BY SALESPERSON (RSWSMR)
VISION DATA 009

Group: @ ALL GROUPS

Enter Rate Classification Codes: (<@>=All, #=End) _____

Enter Geographic Area: (<@>=All, #=End) __

Enter Week Starting Date: (E=End) 121898__

Enter Week Ending Date: (E=End) 122598__

OK ? (Y,N,E) █

10/04/04 16:58:21 LORRIE
 GEO. AREA: ALL

AD SUMMARY REPORT BY SALESPERSON
 12/05/03 - 12/27/03 RATE CLASSES: ALL

29

LAST POST 12/04/2003 PAGE 1

SALESPERSON:	103	106	107	109	110	111	112	114	120	121	122
TOTAL REVENUE:	45025.86	16272.18	12489.62	18804.32	9307.27	11047.86	9029.64	1383.26	6520.31	1461.42	411.88
INCHES:	2263.50	751.00	705.00	1178.00	222.00	855.25	333.00	77.00	607.50	68.00	18.00
UNDUP-INCHS:	1272.50	283.00	366.50	464.00	174.00	396.25	198.00	40.00	330.50	31.00	18.00
ADS:	76	43	90	79	17	81	16	33	22	10	1
UNDUP-ADS:	49	20	36	24	12	33	11	10	12	4	1
ACCTS:	24	14	30	17	10	28	9	10	9	4	1
POB BHC D:	45025.86	14671.69	11039.85	18507.90	9307.27	9865.76	9029.64	1336.76	3736.31	1461.42	411.88
I:	2263.50	461.50	519.50	1114.00	222.00	527.50	333.00	67.00	275.00	54.00	18.00
A:	76	36	78	72	17	74	16	32	13	9	1
POB NEB D:			224.00						371.85		
I:			92.50			129.00			127.00		
A:			2			1			4		
POB TSP D:			567.00			565.00			1580.55		
I:			32.50			24.75			131.50		
A:			1			2			3		
POB TCM D:		516.23	97.65			617.10		46.50			
I:		127.50	21.00			174.00		10.00			
A:		3	1			4		1			
POB WCP D:		1084.26		296.42							
I:		162.00		44.00							
A:		4		5							
POB JHL D:			504.00						831.60		
I:			32.50						74.00		
A:			1						2		
POB SCN D:			57.12								
I:			7.00	20.00						14.00	
A:			7	2						1	

Weekly Ad Summary by Newspaper

Summary report showing revenue, inches, ad count, by rate, classification and publication. Gives listing of retail revenue, classified revenue, legal revenue, preprint revenue and other revenue. Gives total revenue, total inches and total ad count.

AR AD SUMMARY BY NEWSPAPER (RSMSMN)
29

For Ads Running In Period Starting: FRI 12/05/2003
And Ending: FRI 12/05/2003

Output To Terminal

Ok ? (<Y>/N/Q) █

	RETAIL REVENUE	CLASSIFIED REVENUE	LEGAL REVENUE	PREPRINT REVENUE	OTHER REVENUE	TOTAL REVENUE	TOTAL INCHES	AD COUNT
DUB BHC	46387.65	18354.88	.00	57634.36	.00	122376.89	12032.00	557
DUB WEB	1204.36	205.00	.00	.00	358.20	1767.56	785.25	20
DUB TSP	5325.25	.00	.00	.00	1074.60	6399.85	446.50	12
DUB TCM	513.41	1089.05	.00	769.35	.00	2371.81	523.50	19
DUB WCP	4116.55	665.46	.00	849.78	.00	5631.79	974.50	108
DUB JHL	3200.50	.00	.00	.00	955.20	4155.70	364.25	9
DUB RNP	1319.10	5658466.16	.00	1029.02	.00	5660814.28	1277.50	68
DUB CVN	1705.59	.00	.00	342.44	.00	2049.03	409.50	12
DUB MTA	824.00	121.50	.00	2505.28	.00	3450.78	418.50	29
DUB BWV	4822.47	4411159.97	.00	509999.24	2610.51	4928592.19	2107.00	213
DUB BLM	352.67	540104.16	.00	216138.48	.00	755595.31	541.00	66
DUB EBC	165.00	308000.00	.00	237339.83	.00	545504.83	218.00	22
DUB SCN	2767.32	3737422.41	.00	937756.73	.00	4677946.46	1726.50	176
DUB HEC	72.60	132000.00	.00	1729881.27	.00	1861953.87	150.00	17
DUB FP	927.96	5869414.70	.00	265320.03	.00	6135662.69	833.75	109
DUB ALL	73704.43	0677003.29	.00	3959566.81	4998.51	4715273.04	22807.75	1437

Projected Report

Flash report to provide management with estimated period revenue, by sales person or publication.

SALES PERIOD REVENUE (RSPREV)

29

Sort By: Salesperson

One Salesperson or @ for All @__

Sales Territory or @ for All @_____

Publication or @ for All @__

Output To Terminal

PROCESSING DATA. PLEASE WAIT. █

08/27/2004 12:19:38 Projected Period Revenue
 Publication: 501

Date	Scheduled		Published	
	Inches	Dollars	Inches	Dollars
12/01/2003			976.30	13629.93
12/02/2003			659.19	13026.36
12/03/2003			1386.79	24658.10
12/04/2003			1415.64	24254.35
12/05/2003	2235.37	22711.71	273.60	2736.00
12/06/2003	1843.50	5475.74		
12/07/2003	3331.50	163459.90		
12/08/2003	1004.50	2877.08		
12/09/2003	911.00	10965.77		
12/10/2003	1023.50	10646.26		
12/11/2003	643.00	2736.86		
12/12/2003	1096.50	7456.20		
12/13/2003	620.50	93779.79		
12/14/2003	895.00	112890.62		
12/15/2003	414.50	1242.17		
12/16/2003	387.00	395.67		
12/17/2003	392.00	1201.68		
12/18/2003	335.00	48.75		
12/19/2003	361.00	728.31		
12/20/2003	391.50	90064.86		
12/21/2003	667.50	116034.81		
12/22/2003	343.50	489.75		
12/23/2003	287.00	123.45		
12/24/2003	367.50	307.11		
12/25/2003	269.00	155.10		
12/26/2003	329.00	2711.20		
12/27/2003	389.50	89622.36		
12/28/2003	334.50	109193.29	129.00	2005.95
TOTAL	18872.87	845318.44	4840.52	80310.69

Billing Reports

Program provides reports in this section having to do with billing. These reports reflect ads which have been posted over from the ad file to the transaction file.

Space Summary

Report summarizes charges/revenues by categories established in the space summary file and referenced in the rate file. Report is for one or more days in a month or for the entire month, and if the total paper inches have been entered gives a percentage breakdown of inches for each category for the entire paper.

```
AR SPACE SUMMARY (RLODSP)
01 VISION DATA EQUIPMENT
```

```
For Activity Beginning THU 10/01/1998
```

```
And Ending THU 10/31/1998
```

```
Print Report In 6 Column INCHES
```

```
Publication: ALL PUBLICATIONS
```

```
OK ? (Y/N/E) █
```

10/04/04 11:19:26
 PUB 0001

SPACE SUMMARY / RECEIPTS JOURNAL 30

PAGE 001

10/02/2004 - 10/02/2004 LAST POST 10/02/04

T CATG DESCRIPTION	INCHES	CONV 6	-GROSS- DOLLARS	INSERTS	WHOL%	-GENERAL LEDGER- REVENUE#	ASSET#	#TRX	#ADV	AVERAGE RATE	UNQ ADS
1 0001 DISPLAY BCR	667.00	749.25	4497.46		16.15			67	61	6.74	52
1 0004 MAKE GOOD DISP	16.00	16.00	.00		.39			2	2	.00	2
1 0006 IDEA AD	12.00	12.00	.00		.29			2	1	.00	2
1 0010 COLOR BCR			130.00					3	3	43.33	
1 0011 HOUSE/DISPLAY	93.00	93.00	.00		2.25			4	1	.00	2
1 0015 CLASS LINE ADS	123.00	82.00	.00		1.99			1	1	.00	
1 0017 NO CHG-DISPLAY	25.00	25.00	.00		.61			3	3	.00	2
1 0022 CLASSIFIED - AUTO	142.00	115.67	802.00		2.80			3	3	5.64	2
1 0023 CLASSIFIED - EMPL	52.50	35.00	283.55		.85			9	8	5.40	4
1 0024 CLASSIFIED - REAL	27.00	18.00	87.90		.44			3	3	3.25	2
1 0025 CLASSIFIED BCR	106.00	77.37	231.92		1.87			33	33	2.18	5
1 0031 FILLER-CLASS	56.00	37.33	.00		.90			1	1	.00	
1 0032 HEADERS-CLASS	9.00	6.00	.00		.15			1	1	.00	
1 0033 HOUSE-CLASS	122.50	81.66	.00		1.98			6	1	.00	
1 0038 NO CHG-CLASS	10.00	10.00	.00		.24			5	5	.00	
1 0040 PREPRINTS			903.39	22524				3	2	301.13	3
WHOLE PAPER INCHES		4126.00									
TOTAL CHARGES	1461.00	1356.28	6936.22	22524	32.91			146	129	47.47	76
NET			6936.22					0	0	.000	

Mailgrams or Labels

Allows printing of labels or mailgrams by choosing up to 6 fields to use for sorting parameters. For example to sort accounts by name you choose appropriate field number then in parameters you would insert from- A to ZZZZZZZ, or for a dollar amount from \$.00 to \$99999999.

```
AR MAILGRAM AND MAILING LABELS (RSGRAM)
01 VISION DATA EQUIPMENT

WOULD YOU LIKE TO PRINT MAILGRAMS OR MAILING LABELS? (M/<L>/E) █

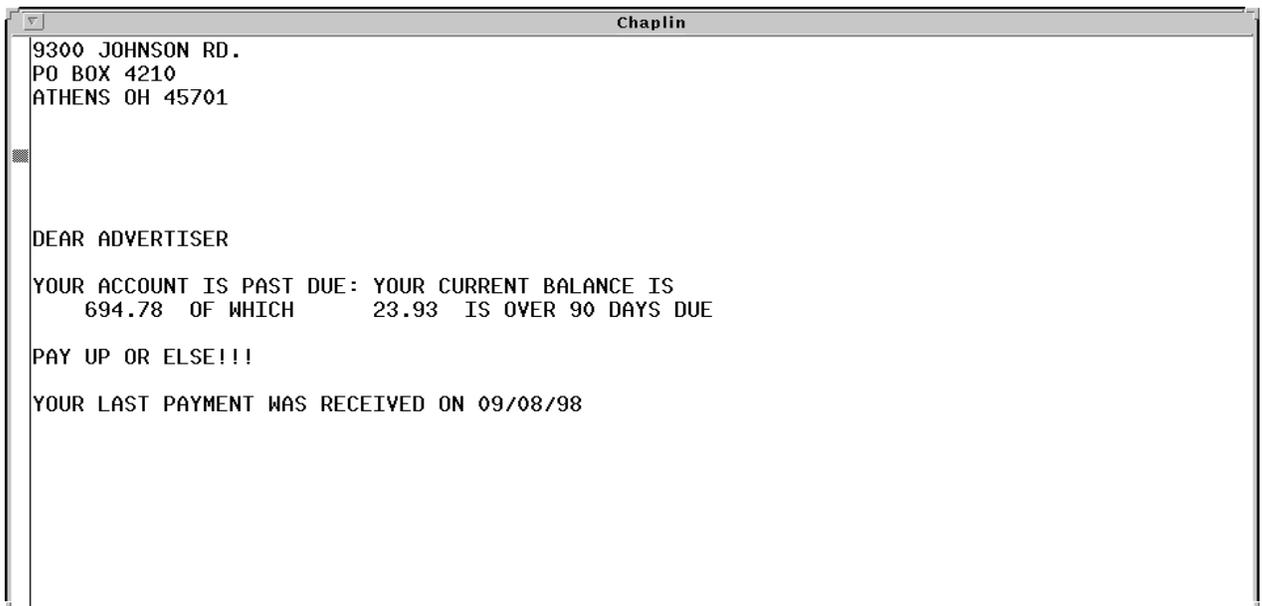
01 ACCOUNT #      24 BALANCE      AR CUSTOMER MAILGRAMS (RSGRAM)
02 NAME           25 CURRENT      01 VISION DATA EQUIPMENT
03 CITY           26 OVER-30      -----Customer Account Selection-----
04 STATE          27 OVER-60
05 ZIP CODE       28 OVER-90
06 TELEPHONE      29 OVER-120
07 SALES REP      30 MTD-SALES
08 SORT GROUP     31 YTD-SALES
09 BUSNS-TYPE     32 MTD-INCHES
10 GEO. AREA      33 YTD-INCHES
11 TRSHEET-CD     34 LAST TRX
12 IMM BILL       35 LAST PAY
13 SERV CHG?     36 START DATE
14 SLSTAX PCT
15 ALT ACCT#
16 STMT BOTH?
17 ADD STMTS
18 AGNCY-CODE
19 AGNCY-DSC
20 AGNCY-PDSC
21 CRD-TYPE
22 CRD-STATUS
23 CRD-COLLCT
```

Enter the number of the field you wish to use for sorting AND selecting and then the range of values within which that field must lie for the account to be included in the selection. You may enter up to six fields for multiple sorts and selections.

Enter EN When Finished With Selections.

Enter XX To Exit Immediately.

FIELD: █



Daily Balancing Report

Reports out of balance accounts to help maintain system integrity. Report shows all accounts where the balance in the master and a calculated balance do not equal. Gives total account balance information, including charges, credits, and payments. Gives the calculated balance and any difference between them. Then a total of all accounts, total current balances, any over 30-60-90-120 balances, total charges and total credits. This report should be run daily. If there are out of balance accounts, **Stop** and notify Vision Data Immediately. The system will provide a message as a user logs in warning that the balance report has not been run if the last report was run more than 3 days previous.

```
AR DAILY BALANCE LISTING (RBAL)
03 LORRIE'S TEST DATA
```

```
Account? All
```

```
***** BALANCING - OCCURRING - PLEASE WAIT *****
```

```
999998
```

```
THERE ARE **NO** ACCOUNTS OUT OF BALANCE ■
```

01/08/1999 11:27:56

A / R D A I L Y B A L A N C E

03 LORRIE'S TEST DATA

PAGE 001

ACCT-#	OPEN-BALANC	C+30+60+90+	CHARGES	NUM	CREDITS	NUM	BALANCE	CALCULATED	DIFFERENCE	F
18 *** GRAND TOTALS ***	2487.15	2487.15	3900.97	30	2815.05	26	3573.07	3573.07 0.00	0.00	0.00

TOTALS FOR ALL ACCOUNTS BALANCED

TOTAL BALANCE	3573.07	
TOTAL CUR+30+60+90+120	2487.15	
TOTAL CHARGES	3900.97	30
TOTAL CREDITS	2815.05	26

Immediate Billing

Allows bills to be printed at any time during the current period for any advertiser that has been flagged as immediate bill. Will print on statement form, but will not print aged totals on the bill. Prints transactions between and entered from-to range of dates. Immediate billing does not effect month end statements.

```
AR STATEMENTS (RFST1)
03 LORRIE'S TEST DATA

      NEW MESSAGE
      One Message For All Accounts Or Four Messages
      According To The Age Of Balances Due ?(1/4/E) 1

Message For All Accounts:

THANK YOU FOR YOUR PATRONAGE_____
_____
_____

      Ok? ■
```

Top Advertisers Report

Report that ranks advertisers by month or year to date by inches or dollars. Report will also give previous years data, if available in history. Reporting can be done by sales code, account number or account type.

```
AR TOP ADVERTISERS REPORT (RSTOPA)
03 LORRIE'S TEST DATA

          RANK BY YTD Inches
        SORT/SELECT BY SalesRep Code - ALL

Number Of Top Advertisers Per SalesRep 000025

          Accounts All

          Ok? (Y/N/E) █
```

10/06/04 11:00
 SORTED BY: SALES REP

TOP 25 ADVERTISERS RANKED BY MTD DOLLARS THROUGH 12/28/03 29
 LAST POST 12/04/03

PAGE 1
 ACCOUNTS: 1 TO 999998

---- NOT FOUND		----- THIS YEAR -----				----- LAST YEAR -----				RANK	% TOT	
ACCT-#	NAME	REP	DEC-I	03YTD-I	DEC-\$	03YTD-\$	DEC-I	02YTD-I	DEC-\$	02YTD-\$		
090038	PREPAY ACCT. -NANCY		53.00	3286.75	303.77	19767.87	139.00	708.00	1504.81	4587.07	1	.22
085417	BETTY'S WALLCOVERING		0.00	0.00	99.36	99.36	0.00	42.00	0.00	425.20	2	.07
085393	CLIFT INVESTMENTS		25.72	167.45	124.80	1589.76	6.86	30.01	101.84	1282.60	3	.09
085391	DAVIS APARTMENTS		6.86	34.28	35.60	416.00	1.71	4.28	37.60	123.60	4	.02
085376	STEPHEN K. AUCTION		19.00	260.00	158.46	1874.42	8.00	142.00	41.36	869.46	5	.11
085367	F.O.Y.		0.00	54.00	35.00	556.36	0.00	0.00	0.00	0.00	6	.02
085342	CERKA ASSOCIATES		0.00	54.29	70.00	721.84	0.00	59.00	70.00	812.08	7	.05
085327	THE CLINIC PHARMACY		0.00	108.00	35.00	1260.50	9.00	83.00	63.00	1003.62	8	.02
085311	KNOX CREEK COAL CORP.		7.00	467.86	75.11	3929.47	0.00	0.00	0.00	0.00	9	.05
085304	SCHWEL FURNITURE CO.		90.00	1324.00	764.10	16297.18	124.00	1290.00	2546.50	18421.96	10	.56
085288	KEENE'S TROUT POND		4.00	40.00	37.06	230.58	0.00	12.00	0.00	67.71	11	.02
085272	SQUARE APTS.		2.00	12.22	21.46	121.50	0.00	4.14	0.00	78.76	12	.01
085266	CVS PHARMACY/REVCO		0.00	510.00	535.67	35952.79	150.00	150.00	2838.00	34793.22	13	.39
085263	KIM'S FLORAL DESIGNS INC		9.00	21.00	102.15	245.65	9.00	23.50	102.15	283.93	14	.07
085238	BELK INC. NORTHERN DIVIS		126.00	3415.00	2127.96	47294.14	446.00	3387.00	4676.40	37232.06	15	1.56
085215	CIMARRON COACH		5.14	82.85	104.24	1338.90	0.50	2.00	10.60	295.19	16	.07
085208	JEWELL SMOKELESS COAL CO		6.00	174.00	64.38	2910.88	0.00	76.50	497.00	1802.32	17	.04
085154	DUNCAN ORCHARDS		1.50	16.50	16.10	175.18	0.00	35.00	0.00	238.27	18	.01
085135	COUNTY FAIR ASS		0.00	6.00	7.50	6295.60	0.00	10.50	0.00	119.18	19	.00
085132	MIKROTEC/NETSCOPE		33.00	1158.25	315.15	10317.60	96.75	884.50	923.97	7561.47	20	.23
085115	J. WALTER USA I		30.00	334.50	253.05	5096.93	0.00	0.00	0.00	0.00	21	.18
085113	RIVER CORP.		1.14	13.71	16.40	205.69	0.00	24.00	0.00	239.72	22	.01
085097	DISPLAY RETAIL		39.00	4266.75	636.98	42318.72	94.00	2247.25	977.20	24868.42	23	.46
085096	DISPLAY CLASSIFIED		8.00	1009.50	85.84	8572.69	36.50	689.00	352.60	6347.90	24	.06
085094	TRANSIENT LEGAL ACCOUNT		13.71	300.44	146.26	4100.42	0.00	83.21	0.00	2045.27	25	.10
SALESREP TOTALS			480.07	17117.35	6171.40	211690.03	1121.32	9986.89	14743.03	143499.01		12.56

SalesRep Commission Report

Report shows listing of inches, charges, payments, adjustments, and discounts posted to the accounts in the current month by salesperson. Allows for a yes/no selection inclusion of transactions, payments, adjustments, and discounts. Choice of combo publication line, print dollar amount, price less agency discount and ending date.

```
AR SALESREP COMMISSION REPORT (RSSLCD)
01 VISION DATA EQUIPMENT
```

```
For Period Beginning THU 10/01/1998
And Ending SAT 10/31/1998
```

```
INCLUDE Transactions ? Yes      Include Dollar Amounts ? Yes
      Payments ? No           Less Agency Discounts ? Yes
      Adjustments ? Yes       Less Sales Tax ? Yes
      Discounts ? Yes
```

```
Account Detail ? Yes           SalesRep Code ? All
Transaction Detail ? Yes       Publication ? All
```

```
Ok ? (Y/N/E) █
```

08/30/04 09:30:03 LORRIE
 PUBLICATION: ALL
 SALESREP: NOT FOUND

SALESREP COMMISSION REPORT
 12/01/03 - 12/28/03

29 VISION DATA TEST COMPANY PAGE 0001
 LAST POST 12/04/2003

ACCT-#	NAME	TX#	RCD	DATE	DESCRIPTION	IO#/SOURCE	SIZE	INC CHARGES	INC ADJUSTMNTS	INC DISCOUNTS	EXC PAYMENTS
084578	ADEL MARKETING O	001	CRT	12/03/03	TRANSFER FR DOP A		I	161.95			
085021	ALLIANCE CORPORATION	001	CRT	12/03/03	TRANSFER FROM DIS		I	31.98			
084787	BANK OF	001	CRT	12/03/03	TRANSFER TO ROGER		I	37.56			
085417	BETTY'S WALLCOVERING	001	CRT	12/03/03	TRANSFER FROM DIS		I	99.36			
085422	CENTURY 21	001	INT	12/03/03	INTERNET DIRECTOR		I				
084807	CHANNEL TREK, INC.	001	ROP	12/03/03	SPOTLIGHT ON SERV		I	40.00			
084824	DALTON	001	ROP	12/03/03	SPOTLIGHT ON SERV		I	40.00			
085097	DISPLAY RETAIL	001	CRT	12/03/03	TRANSFER TO KIMBE		I	196.56			
		002	CWT	12/03/03	TRANSFER TO ALLIA				31.98		
		003	CWT	12/03/03	TRANSFER TO BETTY				99.36		
		3			** TOTALS **		I	196.56	131.34		
084714	DDE	001	ROP	12/03/03	RCMC		I	382.14			
085367	F.O.Y.	001	ROP	12/03/03	SPOTLIGHT ON SERV	33.00	I	35.00			
084839	FAMILY DENTAL CENTER	001	ROP	12/03/03	AD #3	12.00	I	138.96			
084580	HOWARD,	001	ROP	12/03/03	BB&T 5.99% OUR RA	30.00	I	286.50			
083278	JACKSON CENTER	001	ROP	12/04/03	DICKENS OF A NIGH	10.00	I	50.23			
088037	KIMBERLYS GREENHOUSE	001	CWT	12/03/03	TRANSFER FROM DIS				196.56		
084635	DAMELA	001	CWT	12/03/03	TRANSFER FROM DUP				35.00		
088022	DAMELA	001	CRT	12/03/03	TRANSFER TO P SEX		I	35.00			
085446	ROGER	001	CWT	12/03/03	TRANSFER FROM BAN				37.56		
085005	ROY	001	ROP	12/03/03	RETAIL RATE	2.00	I	23.16			
084950	SEARNS RECRUITMENT	001	ROP	12/03/03	JA#312RCE	18.00	I	208.44			
084951	SHOE SHOW #122	001	ROP	12/03/03	SHOE DEPT	10.00	I	115.80			
		002	ROP	12/03/03	SHOE DEPT	15.00	I	173.70			
		003	ROP	12/03/03	SHOE DEPT	15.00	I	173.70			
		3			** TOTALS **	40.00	I	463.20			
084778	SOUTHERN	001	CWT	12/03/03	TRANSFER FM DOP A				161.95		
085135	COUNTY FAIR	001	CPM	12/03/03	COUPON AD		I	7.50			
084973	FARM BUREAU	001	CRT	12/03/03	TRNSFER FR TAKE		I	28.00			
088040	FARM BUREAU	001	CWT	12/03/03	TRANSFER FR DOP A				28.00		
085327	THE CLINIC PHARMACY	001	ROP	12/03/03	SPOTLIGHT ON SERV		I	35.00			
SALESREP:		29			*** TOTALS ***		I	2,300.54	590.41		
823		*** GRAND TOTALS ***			8,749.25 I 120,911.84 7,521 L			590.41			

Aging Report

Aging reports can be done at any time, which are called mid month agings. A report can be done for 1, all or selected accounts. Report shows account name, number, opening balance, charges, payments, agency discounts, prompt pay discounts, service charges, balance due, current balance and over 30-60-90-120. Gives a grand total of each category. Enables you to sort by account name, number, yearly or monthly sales volume, account type, geographic area, credit collector, business type, sales person and agency. Allows you to include all accounts, accounts with monthly sales, yearly sales over 30-60-90-120, or those marked as bad debt.

```
ACCOUNTS RECEIVABLE AGING (RSAGE)
VISION DATA EQUIPMENT

SORT BY:
1. Account Number
2. Name (alphabetic)
3. Yearly Sales Volume
4. Monthly Sales Volume
5. Business Type (SIC)
6. Account Type
7. Geographic Area/Sales Person
8. Sales Person
9. Agency
10. Credit Collector Code
CHOICE: 2

INCLUDE ONLY:
1. All Accounts
2. Accounts with Monthly Sales
3. Accounts with Yearly Sales
4. Accounts Over 30,60,90,120
5. Accounts Over 60,90,120
6. Accounts Over 90,120
7. Accounts Marked as Bad Debt
CHOICE: (E=END) <1> █

VISION DATA EQUIPMENT
A/R AGING (RSAGE)

Starting Account Number <000001> 000001
Ending Account Number <MAXIMUM> 999998
Group: @ ALL GROUPS
Starting Salesperson Code (<@> for ALL) All

Print NON-ACTIVE Zero Balance Accounts (Y/<N>/E)? _
Include Bad Debt (BI & BD) Accounts (Y/<N>/E)? _
Include Next Period Payments/Adj/Disc (Y/<N>/E)? _
Lines to Skip Between Accounts (<0>/1/2)? _
Report Description ██████████
OK (Y/N/E)? █
```

ACCT-#	REP	NAME	OPNG-BAL	CHARGES SRV-CH	PAYMENTS AGC-DSC	BALNC-DUE PPD-DSC	CURRENT	OVER-30	OVER-60	OVER-90	OVER-120	OVER-150	OVER-180
000237	111	A PET PARADISE	707.00	.00	.00	707.00	.00	160.00	547.00	.00	.00	.00	.00
000361	109	EQUIPME	1258.24	300.00	.00	1558.24	300.00	1258.24	.00	.00	.00	.00	.00
000329	153	GAS & A	56.80	.00	.00	56.80	56.80	.00	.00	.00	.00	.00	.00
000388	156	MASONIC	40.60	20.30	.00	60.90	20.30	40.60	.00	.00	.00	.00	.00
000423	107	UNITED	183.12	.00	.00	183.12	.00	.00	183.12	.00	.00	.00	.00
000078	198	AD NETWORK/CLASS	.00	10.85	.00	10.85	10.85	.00	.00	.00	.00	.00	.00
000429	198	AMES DEPT STORE	4683.13	.00	.00	4683.13	4683.13	.00	.00	.00	.00	.00	.00
000557	114	ANIMAL MEDICAL C	430.86	.00	.00	430.86	.00	430.86	.00	.00	.00	.00	.00
000543	150	ANTIOCH BAPTIST	122.40	.00	.00	122.40	.00	122.40	.00	.00	.00	.00	.00
000233	151	ATWOK PERSONNEL	2212.60	.00	.00	2212.60	.00	2212.60	.00	.00	.00	.00	.00
000284	150	BAKER'S CONSTRUCT	369.51	.00	.00	369.51	.00	245.16	66.90	57.45	.00	.00	.00
000579	198	BASKETS BY GRETA	40.42	.00	.00	40.42	40.42	.00	.00	.00	.00	.00	.00
000569	153	BIG ORANGE REALT	73.44	14.88	.00	88.32	14.88	73.44	.00	.00	.00	.00	.00
000651	121	BOWMAN REALTY	459.24	60.12	.00	519.36	60.12	459.24	.00	.00	.00	.00	.00
000169	154	FINNEY F	35.00	.00	.00	35.00	.00	35.00	.00	.00	.00	.00	.00
000545	111	HEALTH F	705.09	.00	.00	705.09	.00	283.34	332.00	89.75	.00	.00	.00
000394	151	INSURANCE	52.68	.00	.00	52.68	.00	52.68	.00	.00	.00	.00	.00
000240	106	INSURANCE	1937.00	.00	.00	1937.00	1937.00	.00	.00	.00	.00	.00	.00
000535	150	CHRISTIAN SCIENC	53.55	.00	.00	53.55	.00	53.55	.00	.00	.00	.00	.00
000302	154	CITADEL	97.44	.00	.00	97.44	97.44	.00	.00	.00	.00	.00	.00
000376	56	CITY OF	307.24	.00	.00	307.24	.00	307.24	.00	.00	.00	.00	.00
000507	156	COMMUNICATIONS A	131.85	.00	.00	131.85	.00	1.95	.00	129.90	.00	.00	.00
000440	121	COOK INTERIORS,	77.50	.00	.00	77.50	.00	.00	77.50	.00	.00	.00	.00
000582	150	CORPORATE IMAGE	249.00	.00	.00	249.00	.00	249.00	.00	.00	.00	.00	.00
000351	114	CULLISAN OF TRI	253.00	.00	.00	253.00	.00	253.00	.00	.00	.00	.00	.00
000540	150	DENNIS E	208.62	.00	.00	208.62	.00	208.62	.00	.00	.00	.00	.00
000577	120	DRYCON CARPET CL	306.59	.00	.00	306.59	.00	.00	306.59	.00	.00	.00	.00
000387	150	ELIZABETH	548.80	.00	.00	548.80	.00	548.80	.00	.00	.00	.00	.00
000669	151	FIRST TM DEVELOP	364.00	147.06	.00	511.06	147.06	364.00	.00	.00	.00	.00	.00
000499	152	H R DIRECTIONS	136.80	.00	.00	136.80	136.80	.00	.00	.00	.00	.00	.00
000150	154	HAGY	926.00	.00	.00	926.00	.00	926.00	.00	.00	.00	.00	.00
000560	151	HALLS APT AT HIG	209.25	.00	.00	209.25	.00	209.25	.00	.00	.00	.00	.00
000443	150	SPORTS	224.25	.00	.00	224.25	.00	224.25	.00	.00	.00	.00	.00
000502	156	HIGHLANDS PHYSIC	953.40	.00	.00	953.40	.00	953.40	.00	.00	.00	.00	.00
000186	150	HILL CONSTRUCTIO	.00	39.33	.00	39.33	39.33	.00	.00	.00	.00	.00	.00
000307	150	HOLY TRINITY LUT	45.90	.00	.00	45.90	.00	45.90	.00	.00	.00	.00	.00
000283		HOWELL FUNERAL H	42.00	.00	.00	42.00	.00	.00	42.00	.00	.00	.00	.00
000304	112	INDIAN PATH MEDI	996.75	.00	.00	996.75	.00	.00	996.75	.00	.00	.00	.00
000332	103	JC PENNEY	38937.02	1544.33	.00	40481.35	1544.33	19553.31	19383.71	.00	.00	.00	.00
000492	106	JL MEDIA QUALITY	103.35	.00	.00	103.35	103.35	.00	.00	.00	.00	.00	.00
000344	156	JOE	1951.32	152.88	.00	2104.20	152.88	746.60	1204.72	.00	.00	.00	.00
000305	112	CITY MED	7822.20	.00	.00	7822.20	.00	2724.45	5097.75	.00	.00	.00	.00
000135	150	JUDICIAL DISTRICT	211.20	.00	.00	211.20	211.20	.00	.00	.00	.00	.00	.00
000618	106	KMART DUNS #7491	23708.25	.00	.00	23708.25	.00	12531.60	11176.65	.00	.00	.00	.00
000353	151	LANBERT COAL CO	163.70	.00	.00	163.70	.00	163.70	.00	.00	.00	.00	.00
000235	151	LONGVIEW APT	109.93	.00	.00	109.93	.00	109.93	.00	.00	.00	.00	.00
000362	151	MARLA	246.45	.00	.00	246.45	.00	212.00	34.45	.00	.00	.00	.00
000644	120	MARSH POTTERY LL	1500.91	.00	.00	1500.91	.00	1500.91	.00	.00	.00	.00	.00
GRAND		2078 ACCTS	2,028,452.43		45,364.57		61,090.63	669,760.82		8,818.11		666.32	
TOTALS			135,648.82		2,118,736.68		1,274,355.93	100,130.37		3,914.50			

Sales Tax Report

Report gives the amounts and the breakdown of sales tax.

```
SALES TAX REPORT (RSSTAX)
VISION DATA EQUIPMENT

      Include Taxable Sales (<Y>,<N>,E=End) _
      Include Non-Taxable Sales (Y,<N>,E=End) _

      Starting Date (<@>=ALL) _____

      SORT BY: (1-2/E) <2> 
      1. Account Number
      2. Name (alphabetical)
```

DATE: 05/99/00 TIME: 13:49:32
 FOR PERIOD: 10/31/98 (ALL DATES)

S A L E S T A X R E P O R T
 SORT BY: NAME (ALPHABETICAL)

VISION DATA EQUIPMENT
 INCLUDE: TAXABLE SALES

ACCT#	NAME	CITY/STATE	ZIP	GA	-----TAX ID-----	TRANS DATE	TX#	NET AMOUNT	TAXABLE AMOUNT	SALES TAX	TAX %
000001	FLEET BANK OF ALBAN	ALBANY	122016789			31/19/98	32	1.53	1.50	.03	2.0000
								1.53	1.50	.03	
							TOTAL:				
000010	TAXABLE ACCOUNT					31/19/98	1	51.50	50.00	1.50	3.0000
						31/19/98	2	50.00	48.50	1.50	3.0000
						31/19/98	3	51.50	50.00	1.50	3.0000
							TOTAL:	153.00	148.50	4.50	
004013	TRIANGLE ELECTRONIC	BURR RIDGE	60521	21		02/19/98	24	88.00	80.00	8.00	10.0000
						02/19/98	25	29.70	27.00	2.70	10.0000
						09/19/98	26	39.60	36.00	3.60	10.0000
							TOTAL:	157.30	143.00	14.30	
							GRAND TOTAL:	311.83	293.00	18.83	

Flat Rated Transaction Report

Report shows a record from the transaction file of any transaction which have had net rate used, have had a discount applied or have had the total price of an ad overridden.

```
AR FLAT RATED TRANSACTION LISTING (RSFLAT)
01 VISION DATA EQUIPMENT

                                Current Transactions
                                Publication: ALL PUBLICATIONS

                                SalesRep Code ALL
                                Rate Code ALL

                                SORT BY
                                1 Account Number
                                2 Account Name
                                3 Space Summary Category
                                4 Order Entered
                                5 RateCode/Account Name
                                6 SalesRep/Account Name

ENTER CHOICE (<2>/E) █
```

09/01/04 13:52:02 LORRIE
 PUBLICATION: ALL
 SALESREP:

AR FLAT RATED TRANSACTION REPORT
 12/01/03 - 12/28/03

29
 LAST POST 12/04/03

PAGE 001

ACCT-#	NAME	TX#	DATE	SOURCE	RCD	DESCRIPTION	SIZE	-----PRICE-----		DIFFERENCE	SYSRTE	OVRRTN	DISC% T	
								CALCULATED	ENTERED					
084791	BIG LOTS	001	12/03		PDF	PREPRINTS P/R R	4.00	T	214.50	195.00	19.50	55.000	50.000	Y
084791	BIG LOTS	002	12/03		PDF	PREPRINTS P/R R	4.00	T	412.50	375.00	37.50	55.000	50.000	Y
084807	CHANNEL TREK	001	12/03		ROP	SPOTLIGHT CN SE		I	.00	40.00	40.00-	11.580		
084824	KAWAS	001	12/03		ROP	SPOTLIGHT CN SE		I	.00	40.00	40.00-	11.580		
084893	NEWS	001	12/03		PRT	TICKET #19097		F		2,025.98	2,025.98-		025.980	Y
084915	THE NEWSPADE	001	12/03		PDF	FOOD LIGN PCH50	4.00	T	214.50	175.50	39.00	55.000	45.000	Y
084915	THE NEWSPADE	002	12/03		PDF	FOOD LIGN PCH50	4.00	T	412.50	337.50	75.00	55.000	45.000	Y
084947	SALTVILLE DR	001	12/03		PRT	TICKET #19101		F		770.40	770.40-		770.400	Y
084973	PAR	001	12/03		CRT	TRANSFER FR TAZ		F		28.00	28.00-		28.000	Y
085011	TRIPLE A TUX	001	12/03		PCD	FINANCE CHARGE		F		3.00	3.00-		3.000	Y
085018	MOU	001	12/03		PRT	TICKET #19099		F		1,745.42	1,745.42-		745.420	Y
085021	ALLIANCE COR	001	12/03		CRT	TRANSFER FROM D		F		31.98	31.98-		31.980	Y
085094	TRANSIENT LE	001	12/03		PCD	FINANCE CHARGE		F		15.38	15.38-		15.380	Y
085097	DISPLAY RETA	001	12/03		CRT	TRANSFER TO KIM		F		196.56	196.56-		196.560	Y
085135	COU	001	12/03		CDN	COUPON AD		F	35.00	7.50	27.50	35.000	7.500	Y
085266	CVS PHARMACY	001	12/03		PDF	PREPRINT ZONED	20.00	T	408.15	353.73	54.42	75.000	65.000	Y
085327	THE CLINIC P	001	12/03		ROP	SPOTLIGHT CN SE		I	.00	35.00	35.00-	11.580		
085367	F.O.Y.	001	12/03		ROP	SPOTLIGHT CN SE		I	.00	35.00	35.00-	11.580		
085417	BETTY'S WALL	001	12/03		CRT	TRANSFER FROM D		F		99.36	99.36-		99.360	Y
088022	DAMELA	001	12/03		CRT	TRANSFER TO D S		F		35.00	35.00-		35.000	Y
SLEREP:		# OF TRX:		24	*** TOTALS ***		46.00	I	1,747.38	7,223.05	5,475.67-			
# OF TRX:		405		*** TOTALS ***	3,463.25	43,570.84	52,524.44	8,953.60-						

Weekly Sales Transaction by Sales Rep.

Report shows by salesperson the weekly dollar sales, number of accounts and a percentage total. It will show up to 5 weeks. A sales goal can be entered for comparison. Allows you to print 1 salesperson per page or all of them together.

```
WEEKLY SALES TRANS REPORT BY SALESPERSON (RSWSS1)

Enter Geographic Area: (<@>=All, #=End) __
Enter Salesperson Code: (<@>=All, #=End) ___
Print just one Salesperson per page ? (Y,<N>,E) _
Enter Week 1 Starting Date: (E=End) 122098__
OK ? (Y,N,E) █
```

REP	BEGINNING MON	12/01/03	12/08/03	MTD	12/15/03	MTD	12/22/03	MTD	12/29/03	MTD	GOAL
	* NOT ON FILE										
	DOLLARS	10685.22	.00	10685.22	.00	10685.22	.00	10685.22	.00	10685.22	
	# OF ACCTS	33	0	33	0	33	0	33	0	33	
01	LORRIE SVEHLA										
	DOLLARS	.00	.00	.00	.00	.00	2005.95	2005.95	.00	2005.95	2500.00
	% OF GOAL	.00	.00	.00	.00	.00	80.23	80.23	.00	80.23	
	# OF ACCTS	0	0	0	0	0	1	1	0	1	
103	LEWIS										
	DOLLARS	33294.37	.00	33294.37	.00	33294.37	.00	33294.37	.00	33294.37	
	# OF ACCTS	17	0	17	0	17	0	17	0	17	
106	BOB SMITH										
	DOLLARS	5295.71	.00	5295.71	.00	5295.71	.00	5295.71	.00	5295.71	
	# OF ACCTS	7	0	7	0	7	0	7	0	7	
107	AMANDA										
	DOLLARS	4494.10	.00	4494.10	.00	4494.10	.00	4494.10	.00	4494.10	
	# OF ACCTS	12	0	12	0	12	0	12	0	12	
108	MCCALL										
	DOLLARS	895.60	.00	895.60	.00	895.60	.00	895.60	.00	895.60	
	# OF ACCTS	1	0	1	0	1	0	1	0	1	
109	JEFF										
	DOLLARS	5416.98	.00	5416.98	.00	5416.98	.00	5416.98	.00	5416.98	
	# OF ACCTS	4	0	4	0	4	0	4	0	4	
110	CAROLYN										
	DOLLARS	5628.17	.00	5628.17	.00	5628.17	.00	5628.17	.00	5628.17	
	# OF ACCTS	6	0	6	0	6	0	6	0	6	
111	NANCY -----										
	DOLLARS	2196.18	.00	2196.18	.00	2196.18	.00	2196.18	.00	2196.18	
	# OF ACCTS	10	0	10	0	10	0	10	0	10	
ALL	ALL										
	\$	134197.07	.00	134197.07	.00	134197.07	2005.95	136203.02	.00	136203.02	
	ACCTS	592	0	592	0	592	1	593	0	593	

Contract Reports

Programs provide reports based on contract file.

Expiring Contract List

Listing of contracts expiring within a specific period of time by account or salesperson order.

Gives account name, address, phone, contact, expiration date, commitment, commitment left to use, commitment to date dollars, the sale rep, publication and average rate. Report should be run in advance of contracts expiring, to allow opportunity for advertisers to resign.

```
AR EXPIRING CONTRACTS REPORT (RSEXP)
01 VISION DATA

For Contracts Expiring Between TUE 12/01/1998
                                And THU 12/31/1998

Sort By:
1 Account Name
2 SalesRep, Account Name
Enter Choice (1,<2>/E) █
```

01/08/99 11:23:53 AR CONTRACTS EXPIRING 01/01/1999 - 10/31/1999 03 LORRIE'S TEST DATA PAGE 1
 1 JOSEPH SMITHE

ACCT-#	NAME	TELEPHONE	CONTACT	CD	REP	EXP-DATE	I	#I	U	LV	COMITNT	CTD	UNUSED	CTD-\$	RCD	PUB	AVG-RAT
000001	AMOS AUTOMOTIVE	123-456-7890	JOE SMITH	DV	1	10/19/99	A	1	D	1	2000	322	1678	322	ROP	1	0.999

01/08/99 11:23:53 AR CONTRACTS EXPIRING 01/01/1999 - 10/31/1999 03 LORRIE'S TEST DATA PAGE 2
 2 SAM SHEPARD

ACCT-#	NAME	TELEPHONE	CONTACT	CD	REP	EXP-DATE	I	#I	U	LV	COMITNT	CTD	UNUSED	CTD-\$	RCD	PUB	AVG-RAT
000002	ACE HARDWARE	123-454-5678	SALLY JEROME	MC	2	10/19/99	M	1	I	1	30	21	9	174	ROP	1	8.300
000003	BASS FURNITURE	123-588-0948	KAREN JONES	DV	2	10/19/99	A	1	D	1	1000	80	920	80	NAT	1	1.005
000009	HALLOWAY CARDS	237-889-8740	DORIE SITHER	DV	2	10/19/99	A	1	D	1	3000	72	2928	72	ROP	1	0.993

01/08/99 11:23:53 AR CONTRACTS EXPIRING 01/01/1999 - 10/31/1999 03 LORRIE'S TEST DATA PAGE 3
 3 KIMBERLY HANDLEY

ACCT-#	NAME	TELEPHONE	CONTACT	CD	REP	EXP-DATE	I	#I	U	LV	COMITNT	CTD	UNUSED	CTD-\$	RCD	PUB	AVG-RAT
000004	BALL'S BASKETBALL	235-994-8099	DAVE KOIN	DV	3	10/19/99	A	1	D	1	1000	80	920	80	ROP	1	1.000
000010	KENTUCKY FRIED CHIC	123-085-8599	JASON DOESSNE	DV	3	10/19/99	A	1	P	1	6	269	263-	269	TAB	1	1.000
000006	LANE'S DISCOUNT	012-365-6677	ALLY LANE	DV	3	10/19/99	A	1	P	1	6	619	613-	619	TAB	1	1.000
000013	THE BOOK STORE	235-495-8948	KIM PARKER	DV	3	10/19/99	A	1	D	1	4000	252	3748	252	ROP	1	1.001

01/08/99 11:23:53 AR CONTRACTS EXPIRING 01/01/1999 - 10/31/1999 03 LORRIE'S TEST DATA PAGE 4
 4 LARRY HAINES

ACCT-#	NAME	TELEPHONE	CONTACT	CD	REP	EXP-DATE	I	#I	U	LV	COMITNT	CTD	UNUSED	CTD-\$	RCD	PUB	AVG-RAT
000005	DANE'S AUTOMOTIVE	123-477-9859	CARRIE DANE	MC	4	10/19/99	M	12	I	12	360	0	360	0	ROP	1	0.000
000008	GALLO CHIROPRACTIC	123-566-6986	TERRY GALLO	MC	4	10/19/99	M	12	I	12	540	53	487	427	ROP	1	8.050
000007	JAMESWAY STORES	235-676-7568	BILL BENJAMIN	DV	4	10/19/99	A	1	P	1	26	580	554-	580	TAB	1	0.999

01/08/99 11:23:53 AR CONTRACTS EXPIRING 01/01/1999 - 10/31/1999 03 LORRIE'S TEST DATA PAGE 5
 5 JOHN WAGER

ACCT-#	NAME	TELEPHONE	CONTACT	CD	REP	EXP-DATE	I	#I	U	LV	COMITNT	CTD	UNUSED	CTD-\$	RCD	PUB	AVG-RAT
000014	HALL'S PHARMACY	012-343-5665	MARK HALL	DV	5	10/19/99	A	1	D	1	3000	199	2801	199	ROP	1	0.998
000012	LIMESTONE QUARRY	001-320-8980	JIM DONER	DV	5	10/19/99	A	1	I	1	0	12	12-	121	NAT	1	10.050
000015	MOORE PAINTS	123-878-9789	JIM JONES	MC	5	10/19/99	M	12	I	12	540	18	522	145	ROP	1	8.050
000011	SS SCUBA	239-879-0709	LIZ CARLIN	DV	5	10/19/99	A	1	I	1	1000	0	1000	0	ROP	1	0.00

Contract Analysis

Report provides current contract details. Shows account name, number, salesperson, commitment amount, start date of the contract, and the expiration date of the contract. Gives month to date gives number of ads, amount of inches/lines and dollars. Shows under contract to date number of ads, inches/lines, and dollar amount percentage used and unused and the number of days left in the contract.

```
AR CONTRACT PERFORMANCE REPORT (RSCON)
01 VISION DATA EQUIPMENT

          SORT BY:
            1 SalesRep, Expiration Date
            2 SalesRep, Contract Code, Interval
            3 Contract Code, Interval
            4 Account Name
Enter Choice: (<1>/E) █
```

```
AR CONTRACT PERFORMANCE REPORT (RSCON)
01 VISION DATA EQUIPMENT

          SORT BY: SalesRep, Expiration Date

Starting SalesRep Code All

          Interval Code ? All

Starting Contract Code All

Starting Contract Level 00
Ending Contract Level 99

INCLUDE Expired Contracts ? No
INCLUDE Tracking Contracts ? No

          Ok ? (Y/N/E) █
```

08/30/04 10:12:39 LORRIE
SALESREP MISSING

AR CURRENT CONTRACT PERFORMANCE

29 VISION DATA TEST COMPANY PAGE 1
LAST POST 12/04/03 SORT: SLSREP/EXP DATE

ACCT-#	NAME	CD	RCD	PUB	I	#I	U	LV	COMMIT	STARTS	EXPIRES	REP	-----TO-DATE-----				-----CONTRACT-----				
													ADS	IN/LIN	DOLLARS	AVG AD	%-USD	UNUSED	DYR		
084905	MODERN CHEVROLET	AU	AUT	522	A	1	I	5	1501	02/01/03	01/31/04		CTD	42	1997	8701	207.17	133.0	0	34	
													MTD	1	48	330	330.13				
084929	RANDY'S GATEWAY DRUG	CR	ROP	521	A	1	I	2	101	02/03/03	01/31/04		CTD	11	193	1675	152.25	191.0	0	34	
													MTD								
083328#	CHARLES	DC	ROP	550	A	1	I	0	500	02/03/03	01/31/04		CTD	13	69	328	25.24	13.8	431	34	
													MTD								
085385	THE NETWORK	CR	ROP	521	A	1	I	3	501	02/01/03	01/31/04		CTD	10	1144	9701	970.12	228.2	0	34	
													MTD								
085422	CENTURY 21	DC	IDO	521	A	1	I	5	360	04/02/03	03/31/04		CTD	30	313	2535	84.51	86.9	47	94	
													MTD								
084921	PLASTER'S DISCOUNT FU	DC	IDO	521	A	12	I	2	50	04/01/03	03/31/04		CTD	34	68	578	17.00	11.3	532	94	
													MTD	1	2	17	17.00				
084940	REALTY/AUCT	DC	IDO	521	A	12	I	4	241	05/01/03	04/30/04		CTD	9	89	732	81.28	3.0	2803	124	
													MTD								
085376#	STEPHEN	AUC	DC	IDO	521	A	12	I	3	120	05/01/03	04/30/04		CTD	39	195	1626	41.70	13.5	1245	124
													MTD	2	19	158	79.23				
085275	CHARLES ASSOC.	CR	ROP	521	A	1	I	2	101	06/01/03	05/31/04		CTD	5	200	2016	403.20	198.0	0	155	
													MTD								
084917#	PERRY	CR	ROP	522	A	1	I	2	101	06/01/03	05/31/04		CTD	5	128	897	179.33	126.2	0	155	
													MTD								
084927	CHEVROLET SALES	AU	AUT	522	A	1	I	8	6901	06/01/03	05/31/04		CTD							6901	155
													MTD								
084916	UNITED COUNTRY --	DC	IDO	521	A	1	I	4	240	08/01/03	07/31/04		CTD	17	99	814	47.86	41.2	141	216	
													MTD								
084850#	FORTUNE REALTY	DC	IDO	521	A	12	I	3	120	09/01/03	08/31/04		CTD	5	37	309	61.71	2.5	1403	247	
													MTD	1	7	58	58.38				
084765	MIKE	CR	ROP	521	A	1	I	2	101	09/01/03	08/31/04		CTD	3	98	921	307.09	97.0	3	247	
													MTD								
085389	FLORAL	CR	ROP	522	A	1	I	2	101	09/01/03	08/31/04		CTD	15	40	262	17.45	39.6	61	247	
													MTD								
085111	MD	CR	ROP	521	A	1	I	2	101	09/01/03	08/31/04		CTD	5	24	261	52.14	23.7	77	247	
													MTD								
084828#	REAL ESTATE	DC	IDO	521	A	12	I	5	360	10/01/03	09/30/04		CTD	7	67	543	77.52	1.5	4253	277	
													MTD	1	10	81	81.00				
085030	DOM'S AUTO SALES	AU	AUT	521	A	1	I	2	101	10/01/03	09/30/04		CTD	5	135	1094	218.83	133.6	0	277	
													MTD	1	33	333	332.64				
084725	FOUR COUNTY TRANSIT O	CR	ROP	521	A	1	I	2	101	10/01/03	09/30/04		CTD	2	129	1300	650.16	127.7	0	277	
													MTD								
084580	HOWARD	CR	ROP	521	A	1	I	3	501	10/01/03	09/30/04		CTD	11	486	4641	421.93	97.0	15	277	
													MTD	1	30	287	286.50				
084882#	JEPF	INVESTM	DC	IDO	521	A	12	I	3	120	10/01/03	09/30/04		CTD	7	7	60	8.50	.4	1433	277
													MTD	1	1	9	8.50				
084997#	WESTERN AUTO STORE	CR	ROP	522	A	1	I	2	102	12/01/03	11/30/04		CTD	5	330	2211	442.27	323.5	0	338	
													MTD	1	54	544	544.32				
084966#	CO. BD. OF S	CR	ROP	522	A	1	I	0	0	03/01/99	12/31/09		CTD	12	242	757	63.12		0	195	
													MTD								
084966#	CO. BD. OF S	DC	DCR	521	A	1	I	0	0	03/01/99	12/31/09		CTD	35	282	883	25.21		0	195	
													MTD								

#SPECIAL RATE
%CONTRACT DISCOUNT

Contract Analysis History Report

Report shows the month and year to contract date with a comparison to the previous year. Shows contract commitment, amount used month and year to date with a balance of used total. This is compared to the prior years' month and year to date figures. A percentage difference for the current and prior totals is given. Shows a 12-month layout by lines, dollars and ads for each month.

```
AR CONTRACT ANALYSIS REPORT (RSCANL)
03 LORRIE'S TEST DATA

          SORT BY: SalesRep, Expiration Date

Starting SalesRep Code All

          Interval Code ? All

Starting Contract Code All

Starting Contract Level 00
Ending Contract Level 99

INCLUDE Expired Contracts ? No
INCLUDE Tracking Contracts ? No

          Ok ? (Y/N/E) █
```

ACCT-#	NAME	CD	RCD	PUB	I	#1	U	LV	COMMIT	STARTS	EXPIRES	REP	-----TO-DATE-----				-----CONTRACT-----				
													ADS	IN/LIN	DOLLARS	AVG AD	%-USED	UNUSED	DYE		
084905	MODERN CHEVROLET	AU	AUT	522	A	1	I	5	1501	02/01/03	01/31/04		CTD	42	1997	8701	207.17	133.0	0	34	
													MTD	1	48	330	330.13				
084929	RANDY'S GATEWAY DRUG	CR	ROD	521	A	1	I	2	101	02/03/03	01/31/04		CTD	11	193	1675	152.25	191.0	0	34	
													MTD								
083328#	CHARLES	DC	ROD	550	A	1	I	0	500	02/03/03	01/31/04		CTD	13	69	328	25.24	13.8	431	34	
													MTD								
085385	THE NETWORK	CR	ROD	521	A	1	I	3	501	02/01/03	01/31/04		CTD	10	1144	9701	970.12	228.2	0	34	
													MTD								
085422	CENTURY 21	DC	IDO	521	A	1	I	5	360	04/02/03	03/31/04		CTD	30	313	2535	84.51	86.9	47	94	
													MTD								
084921	PLASTER'S DISCOUNT FU	DC	IDO	521	A	12	I	2	50	04/01/03	03/31/04		CTD	34	68	578	17.00	11.3	532	94	
													MTD	1	2	17	17.00				
084940	REALTY/AUCT	DC	IDO	521	A	12	I	4	241	05/01/03	04/30/04		CTD	9	89	732	81.28	3.0	2803	124	
													MTD								
085376#	STEPHEN	AUC	DC	IDO	521	A	12	I	3	120	05/01/03	04/30/04		CTD	39	195	1626	41.70	13.5	1245	124
													MTD	2	19	158	79.23				
085275	CHARLES ASSOC.	CR	ROD	521	A	1	I	2	101	06/01/03	05/31/04		CTD	5	200	2016	403.20	198.0	0	155	
													MTD								
084917#	DEERY	CR	ROD	522	A	1	I	2	101	06/01/03	05/31/04		CTD	5	128	897	179.33	126.2	0	155	
													MTD								
084927	CHEVROLET SALES	AU	AUT	522	A	1	I	8	6901	06/01/03	05/31/04		CTD							6901	155
													MTD								
084916	UNITED COUNTRY --	DC	IDO	521	A	1	I	4	240	08/01/03	07/31/04		CTD	17	99	814	47.86	41.2	141	216	
													MTD								
084850#	FORTUNE REALTY	DC	IDO	521	A	12	I	3	120	09/01/03	08/31/04		CTD	5	37	309	61.71	2.5	1403	247	
													MTD	1	7	58	58.38				
084765	MIKE	CR	ROD	521	A	1	I	2	101	09/01/03	08/31/04		CTD	3	98	921	307.09	97.0	3	247	
													MTD								
085389	FLORAL	CR	ROD	522	A	1	I	2	101	09/01/03	08/31/04		CTD	15	40	262	17.45	39.6	61	247	
													MTD								
085111	MD	CR	ROD	521	A	1	I	2	101	09/01/03	08/31/04		CTD	5	24	261	52.14	23.7	77	247	
													MTD								
084828#	REAL ESTATE	DC	IDO	521	A	12	I	5	360	10/01/03	09/30/04		CTD	7	67	543	77.52	1.5	4253	277	
													MTD	1	10	81	81.00				
085030	DOM'S AUTO SALES	AU	AUT	521	A	1	I	2	101	10/01/03	09/30/04		CTD	5	135	1094	218.83	133.6	0	277	
													MTD	1	33	333	332.64				
084725	FOUR COUNTY TRANSIT O	CR	ROD	521	A	1	I	2	101	10/01/03	09/30/04		CTD	2	129	1300	650.16	127.7	0	277	
													MTD								
084580	HOWARD	CR	ROD	521	A	1	I	3	501	10/01/03	09/30/04		CTD	11	486	4641	421.93	97.0	15	277	
													MTD	1	30	287	286.50				
084852#	JEFF	INVESTM	DC	IDO	521	A	12	I	3	120	10/01/03	09/30/04		CTD	7	7	60	8.50	.4	1433	277
													MTD	1	1	9	8.50				
084997#	WESTERN AUTO STORE	CR	ROD	522	A	1	I	2	102	12/01/03	11/30/04		CTD	5	330	2211	442.27	323.5	0	338	
													MTD	1	54	544	544.32				
084966#	CO. ED. OF S	CR	ROD	522	A	1	I	0	0	03/01/99	12/31/09		CTD	12	242	757	63.12		0	195	
													MTD								
084966#	CO. ED. OF S	DC	DCR	521	A	1	I	0	0	03/01/99	12/31/09		CTD	35	282	883	25.21		0	195	
													MTD								

#SPECIAL RATE
%CONTRACT DISCOUNT

History Reports

System provides historical reports on demand. Some reports show up to a 2-year period.

Prior Months Statements

Allows statement reprinting of prior month, providing data is available.

<pre>AR PRIOR MONTH STATEMENTS (RFST1) 01 VISION DATA EQUIPMENT Is This A Restart Of The IMMEDIATELY Preceding Statement Run ? (Y/<N>/E) █ You Should Respond Y(es) To This Question If You Wish To Resume Printing Statements At The Point Of A Printer Jam Or Other Malfunction. This Will Avoid Re-Printing Correct Statements And Thus Save Forms.</pre>
<pre>AR PRIOR MONTH STATEMENTS (RFST1) 01 VISION DATA EQUIPMENT Is This A Restart Of The IMMEDIATELY Preceding Statement Run ? Yes Restart Account Number 004013 Enter The Advertiser Account Number On The Last Statement That Printed Properly In The Previous Statement Run Ok ? (Y/N/E) █</pre>

Category Analysis Report

Report shows a comparison of the current years actual sales with the previous years sales for each account by space summary categories. Sorting by salesperson, account name, account type or current month dollars. Provides current month and previous year month in dollars and inches and shows the difference in a variance column for both. Also provides the current year and previous year to date to date in dollars and inches, again with a variance total for both.

```
AR HISTORY CATEGORY ANALYSIS (RSHCAT)
01 VISION DATA EQUIPMENT

      SORT/SELECT BY Current Account SalesRep Code - ALL

      Compare Period 1 THU 01/01/1998 Thru WED 09/30/1998
      With Period 2 WED 01/01/1997 Thru TUE 09/30/1997

      And Compare Period 3 TUE 09/01/1998 Thru WED 09/30/1998
      With Period 4 MON 09/01/1997 Thru TUE 09/30/1997

      Accounts All - Detail /No Categories
      Publications All
      Trx Categories All

      INCLUDE Transactions All
      Payments No
      Adjustments Yes
      Discounts Yes

      Convert Size To 06 Column Inches

      Ok ? (Y/N/E) █
```

10/04/04 19:33 LORRIE		CATEGORY ANALYSIS REPORT								SW 29				PAGE 0001	
SALESREP CUR	NOT FOUND	ACCOUNTS:----- ALL -----								INCLUDES	TRX?:A	PAY?:N	ADJ?:Y	DESC?:Y	PUBS: 0001-9999
LAST POST 12/04/03	EXCLUDES SALES CATEGORIES NONE													COL?:6	CATS: 0001-9999
ACCT-# NAME		12/30/02-11/30/03	12/31/01-12/01/02	---VARIANCE---		11/03/03-11/30/03	11/04/02-12/01/02	---VARIANCE---							
PUB T CATG		DOLLARS	INCHES	DOLLARS	INCHES	DOLLARS	INCHES	DOLLARS	INCHES	DOLLARS	INCHES	DOLLARS	INCHES	DOLLARS	INCHES
084773	460 SUPPLY	184	14	323	28	139-	14-	35	0	0	0	0	35	0	
084751	A TO Z OFFICE SUPPLY	21	60	56	0	35-	60	0	0	0	0	0	0	0	
085194	AAA TRAVEL AGENCY	300	27	232	42	68	15-	0	0	0	0	0	0	0	
085023	HEARING CAR	0	0	136	12	136-	12-	0	0	0	0	0	0	0	
084774	VIRGINIAN	17890	0	18905	0	1015-	0	1798	0	2128	0	330-	0	0	
084578	ADELPHIA MARKETING O	0	0	744	48	744-	48-	0	0	30	0	30-	0	0	
084749	ALFREDO'S RESTAURANT	0	0	21	0	21-	0	0	0	22-	0	22	0	0	
084728	ALLEGHENY ENERGY	0	0	545	48	545-	48-	0	0	0	0	0	0	0	
085021	ALLIANCE CORPORATION	105	6	0	0	105	6	0	0	0	0	0	0	0	
080570	ALLSTATE INSURANCE	0	0	84-	0	84	0	0	0	0	0	0	0	0	
084780	ALTIZER & FARMER	179	14	17760	50	17581-	36-	0	0	0	0	0	0	0	
085174	ALTIZER, WALK & WHIT	217	17	88	0	129	17	0	0	0	0	0	0	0	
082935	AMERICAN LEGION #18	0	0	20	2	20-	2-	0	0	0	0	0	0	0	
084781	AMERICAN NEWSPAPER R	0	0	570-	0	570	0	0	0	0	0	0	0	0	
080746	AMERICAN STUDIO	984	98	1109	112	125-	14-	0	0	141	14	141-	14-	0	
081487	ANDERSON & ASSOCIATE	0	16	81	9	81-	7	0	0	60	7	60-	7-	0	
084782	ANDY AUTO SA	570	43	614	12	44-	31	63	1	70	1	7-	1-	0	
086259	ANIMAL DEFENSE LEAGU	703	108	203	30	501	78	0	0	0	0	0	0	0	
085032	AGENCY F	503	41	339	389	163	348-	0	0	0	0	0	0	0	
085218	MINE SU	13-	0	12	1	25-	1-	0	0	0	0	0	0	0	
084649	SCHOOL O	276	52	84	5	192	47	0	0	0	0	0	0	0	
085046	TECHNICA	290	23	0	0	290	23	0	0	0	0	0	0	0	
082488	ARCHER-WESTERN CONTR	0	0	120	10	120-	10-	0	0	0	0	0	0	0	
085088	ARMY & NAVY STORE	30	2	63	4	33-	2-	0	0	0	0	0	0	0	
085095	ANTIQUES	0	0	88	60	88-	60-	0	0	0	0	0	0	0	
084784	ASSOCIATED HEARING/D	1499	164	1569	153	70-	11	0	0	0	0	0	0	0	
084761	ATKINSON & ASSOCIATE	0	0	227	86	227-	86-	0	0	0	0	0	0	0	
084748	AUTOWORLD	0	0	627	0	627-	0	0	0	0	0	0	0	0	
083085	B & D GARAGE & TRUCK	494	47	544	32	50-	16	32	3	32	3	0	0	0	
085083	B & G RV INC.	1104	138	575	46	528	92	35	0	30	0	5	0	0	
085028	B & W AUTO SALES & S	0	0	160	15	160-	15-	0	0	0	0	0	0	0	
084693	BAILLY P.L.L.	0	0	69-	0	69	0	0	0	0	0	0	0	0	
084786	BALLARD INSURANCE	130	14	169	14	39-	0	0	0	1	0	1-	0	0	
085273	BANDY TRADING POST	94	0	207	0	114-	0	0	0	15	0	15-	0	0	
082345	BANK OF	0	0	0	252	0	252-	0	0	0	0	0	0	0	
084787	BANK OF COU	3951	453	7510	136	3559-	317	3160	361	0	0	3160	361	0	
085305	BARNETTE ENTERPRISES	62	9	0	0	62	9	0	0	0	0	0	0	0	
083065	BARTA, DOCTOR	0	0	642	100	642-	100-	0	0	0	0	0	0	0	
084902	BB & T	1125	136	598	59	526	77	415	66	114	10	301	56	0	
084670	BB & T BANK	1063	130	714	89	350	41	376	70	213	30	163	40	0	
085149	BEAUTY CONNECTION	1	0	0	0	1	0	0	0	0	0	0	0	0	
086257	BEAUTY CONTROL COSME	90	7	0	0	90	7	1	0	0	0	1	0	0	
084789	BECKER'S JEWEL BOX	394	53	343	49	50	4	195	28	282	44	87-	16-	0	
085238	BELK INC. NORTHERN D	45166	3885	35337	2936	9829	949	9155	700	4820	255	4336	445	0	
084790	BELTONE HEARING AID	151	13	890	72	739-	59-	0	0	74	7	74-	7-	0	
085074	BEN	109	8	66	4	43	4	0	0	0	0	0	0	0	
084717	BERNARD GROUP	666	516	231	13	435	503	55	132	0	0	55	132	0	
085417	BETTY'S WALLCOVERING	164-	0	425	42	589-	42-	0	0	164	16	164-	16-	0	
085202	BIG BLUE/RADIO SHACK	4939	694	5244	638	305-	55	811	98	1020	133	209-	35-	0	
***** GRAND TOTALS		4103672	2986413	5508440	3703813	1404768-	717400-	1332983	267084	1320231	380343	12752	113260-	0	

Sales Analysis Report

Report of sales per advertiser for 24 months from the requested period. Sorting by salesperson, account name or account type. Compares 2 years of monthly sales by inches and giving the variance between them. Provides the 12-month totals of both years and again gives the variance between them. Show salesperson's totals for each of the months for each year with the variance between the 2 years. Budget numbers for the salesperson are included. Finally provides the monthly totals for each year in dollar amounts with the variance comparison of the years. Used for trend analysis for the salespeople.

```
AR HISTORY SALES ANALYSIS (RSHSAL)
01 VISION DATA EQUIPMENT

      For 12 Months Ending 09/1998

          SORT/SELECT BY Current Account SalesRep Code - ALL

              Account Detail

                  Report In Dollars

                      Accounts All

          OK? (Y/N/E) █
```

ACCT-#	NAME	JAN 03	FEB 03	MAR 03	APR 03	MAY 03	JUN 03	JUL 03	AUG 03	SEP 03	OCT 03	NOV 03	DEC 03	12 MTH
CONTACT		JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02	OCT 02	NOV 02	DEC 02	TOTAL
LAST	REP	VARIANCE												
084773	460 SUPPLY	0	0	43	0	35	0	30	41	0	0	35	0	184
000-000-0804		0	45	43	0	71	0	60	61	42	0	0	0	323
TRX 11/05/03	DAY 09/10/03	0	45-	0	0	36-	0	30-	20-	42-	0	35	0	139-
084751	A TO Z OFFICE SUPPLY	21	0	0	0	0	0	0	0	0	0	0	0	21
		0	0	0	0	28	28	0	0	0	0	0	0	56
TRX 01/08/03	DAY 02/21/03	21	0	0	0	28-	28-	0	0	0	0	0	0	35-
085194	AAA TRAVEL AGENCY	129	170	0	0	0	0	0	0	0	0	0	0	300
000-000-0540		155	0	0	0	77	0	0	0	0	0	0	0	232
TRX 02/05/03	DAY 03/12/03	26-	170	0	0	77-	0	0	0	0	0	0	0	68
085023	HEARING CARE	0	0	0	0	0	0	0	0	0	0	0	0	0
		136	0	0	0	0	0	0	0	0	0	0	0	136
TRX 01/16/02	DAY 02/13/02	136-	0	0	0	0	0	0	0	0	0	0	0	136-
084774	VIRGINIAN	428	1883	1798	2140	1883	1798	428	1798	1712	2226	1798	428	18318
000-000-0804		428	1712	1883	2140	1969	1798	428	2568	1712	2140	2128	1712	20617
TRX 12/03/03	DAY 12/03/03	0	171	86-	0	86-	0	0	770-	0	86	330-	1284-	2299-
084578	ADDELPHIA MARKETING OFFIC	0	0	0	0	0	0	0	0	0	0	0	162	162
		192	167	86	241	41	0	89-	41	0	35	30	54	798
TRX 12/03/03	DAY 11/12/03	192-	167-	86-	241-	41-	0	89-	41-	0	35-	30-	108	636-
084749	ALFREDO'S RESTAURANT	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	42	0	0	0	0	0	22-	0	20
TRX 05/29/02	DAY	0	0	0	0	42-	0	0	0	0	0	22	0	20-
084728	ENERGY	0	0	0	0	0	0	0	0	0	0	0	0	0
		0	545	0	0	0	0	0	0	0	0	0	0	545
TRX 02/20/02	DAY 03/27/02	0	545-	0	0	0	0	0	0	0	0	0	0	545-
085021	ALLIANCE CORPORATION	0	0	0	0	0	42	42	21	0	0	0	53	159
000-000-0540		0	0	0	0	0	0	0	0	0	0	0	0	0
TRX 12/03/03	DAY 12/03/03	0	0	0	0	0	42	42	21	0	0	0	53	159
080570	ALLSTATE INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0	0
540-385-8600 LINDA HANDLER		0	0	0	0	0	0	84-	0	0	0	0	0	84-
TRX 05/23/98	DAY 04/22/96	0	0	0	0	0	0	84	0	0	0	0	0	84

	JAN 03	FEB 03	MAR 03	APR 03	MAY 03	JUN 03	JUL 03	AUG 03	SEP 03	OCT 03	NOV 03	DEC 03	12 MTH
	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02	OCT 02	NOV 02	DEC 02	TOTAL
	VARIANCE												
GRAND TOTALS	1159437	1177338	1197264	1591982	1205903	1143749	1368540	1203896	1172817	1540668	1332097	136743	14230436
	1143152	1097139	1220320	1559948	1306577	1479162	2645340	1141279	1101530	1475144	1318558	1220265	16708416
	16285	80199	23057-	32035	100674-	335413-	1276800-	62618	71287	65524	13539	1083521-	2477980-
# OF ACTIVE ACCOUNTS	1535	1678	1647	1840	1644	1624	1765	1670	1609	1817	1634	562	4457
	1683	1681	2005	2025	1969	1805	2314	1811	1761	1918	1835	1627	5270
	148-	3-	358-	185-	325-	181-	549-	141-	152-	101-	201-	1065-	813-

History Rate Analysis

This report will compare two selected periods of time. Information for sales by a rate code, identifying those that are rated by the system, those ads where the price is discounted, and those ads where the price was overridden. Information will be the total size, dollars, and number of ad's. Additional level reporting is available to the advertiser level within the rate code.

```
AR RATE CODE ANALYSIS (RSHRAT)
29
```

```
Rate Code ? - ALL
```

```
Compare Period 1 MON 12/30/2002 Thru SUN 12/28/2003
With Period 2 MON 12/31/2001 Thru SUN 12/29/2002
```

```
Accounts ALL
Show Account Detail ? Yes
Publications ALL
```

```
INCLUDE Transactions ALL
```

```
Create Rate Code Totals Spreadsheet File? No
```

```
Output To Terminal
```

```
Ok ? (Y/N/Q) █
```

ACCT #	NAME	PERIODS	***** INCHES	RATED ADS DOLLARS	***** # ADS	***** INCHES	DISCOUNTED ADS DOLLARS	***** # ADS	***** INCHES	OVERRIDEN ADS DOLLARS	***** # ADS
	SALESPERSON TOTALS	12/30/02-12/28/03	135.00	1652.40	12	10.00	50.23	1	.00	.00	0
	NOT FOUND	12/31/01-12/29/02	247.75	2603.79	29	2.50	17.56	1	.00	.00	0
		PCT OF SALES	3.75%	5.04%	5.17%	0.27%	0.15%	0.43%			
		PCT OF SALES	37.35%	39.85%	30.52%	0.37%	0.26%	1.05%			
01	SALESPERSON TOTALS	12/30/02-12/28/03	.00	.00	0	.00	.00	0	129.00	2005.85	1
	LORRIE SVEHLA	12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES							3.58%	6.12%	0.43%
		PCT OF SALES									
103	SALESPERSON TOTALS	12/30/02-12/28/03	.00	.00	0	27.00	580.77	1	.00	.00	0
		12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES				0.75%	1.77%	0.43%			
		PCT OF SALES									
106	SALESPERSON TOTALS	12/30/02-12/28/03	38.00	832.44	5	.00	.00	0	.00	.00	0
	BOB SMITH	12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES	1.05%	2.54%	2.15%						
		PCT OF SALES									
107	SALESPERSON TOTALS	12/30/02-12/28/03	134.00	1343.40	2	10.00	172.08	1	5.00	62.32	5
		12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES	3.72%	4.10%	0.86%	0.27%	0.52%	0.43%	0.13%	0.19%	2.15%
		PCT OF SALES									
111	SALESPERSON TOTALS	12/30/02-12/28/03	14.00	251.37	2	.00	.00	0	.00	.00	0
		12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES	0.38%	0.76%	0.86%						
		PCT OF SALES									
112	SALESPERSON TOTALS	12/30/02-12/28/03	30.00	860.40	1	.00	.00	0	6.00	101.22	3
		12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES	0.83%	2.62%	0.43%				0.16%	0.30%	1.29%
		PCT OF SALES									
120	SALESPERSON TOTALS	12/30/02-12/28/03	30.00	860.40	1	.00	.00	0	.00	.00	0
	KEITH MCCALL	12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES	0.83%	2.62%	0.43%						
		PCT OF SALES									
121	SALESPERSON TOTALS	12/30/02-12/28/03	28.00	544.32	2	.00	.00	0	.00	.00	0
	WASHINGTON CO	12/31/01-12/29/02	.00	.00	0	.00	.00	0	.00	.00	0
		PCT OF SALES	0.77%	1.66%	0.86%						
		PCT OF SALES									
	GRAND TOTALS	12/30/02-12/28/03	2688.50	24601.35	170	219.50	2305.80	22	691.50	5826.17	40
		12/31/01-12/29/02	661	6515.10	94	3	17.56	1	.00	.00	0

Combination Rate Analysis

Report generated for a selected period of time showing number of accounts, dollars and lineage for ads running in a combination of publications. (Traditionally used for papers that have a large amount of publications that allow combination buys in any of the pubs)

```
A/R COMBINATION RATE ANALYSIS REPORT (RSCRAN)
VISION DATA EQUIPMENT

      FROM MONTH / YEAR ? (MMYY OR <ALL>) 0198
        TO MONTH / YEAR ? (MMYY OR <ALL>) 1298
Space Summary Category OR All (<@>/E) @
Sort and Break on Space Category? (<N>/Y/E) N
Include Agency Discounts? (Y/<N>/E) _
OK? (Y/N/E) █
```

COMBINATION RATE ANALYSIS REPORT
 FOR PERIOD 09/98- 11/98

PUBLICATIONS RUN -----	AD COUNT -----	SALES \$ -----	LINAGE -----
2 3 4 5 6 7 8	5	2,414.97	48.00
3 4 6 8 9	45	7,567.87	445.00
1 2 4 5 6 7 9	1	130.10	10.00
2 4 5 6 7 9	47	8,856.67	356.50
*** TOTAL ***	5869	53,994.67	7,837.50

Dormant Account Report

Report to show any customers who have not advertised for the selected period of time. Useful to determine seasonal advertisers or to clean up client database of masters who haven't been active.

```
AR DORMANT ACCOUNT REPORT (RSDORM)
29
```

```
Select Accounts Dormant More Than 12 Months
```

```
SORT/SELECT BY SalesRep Code
```

```
SalesRep Code ? - ALL
```

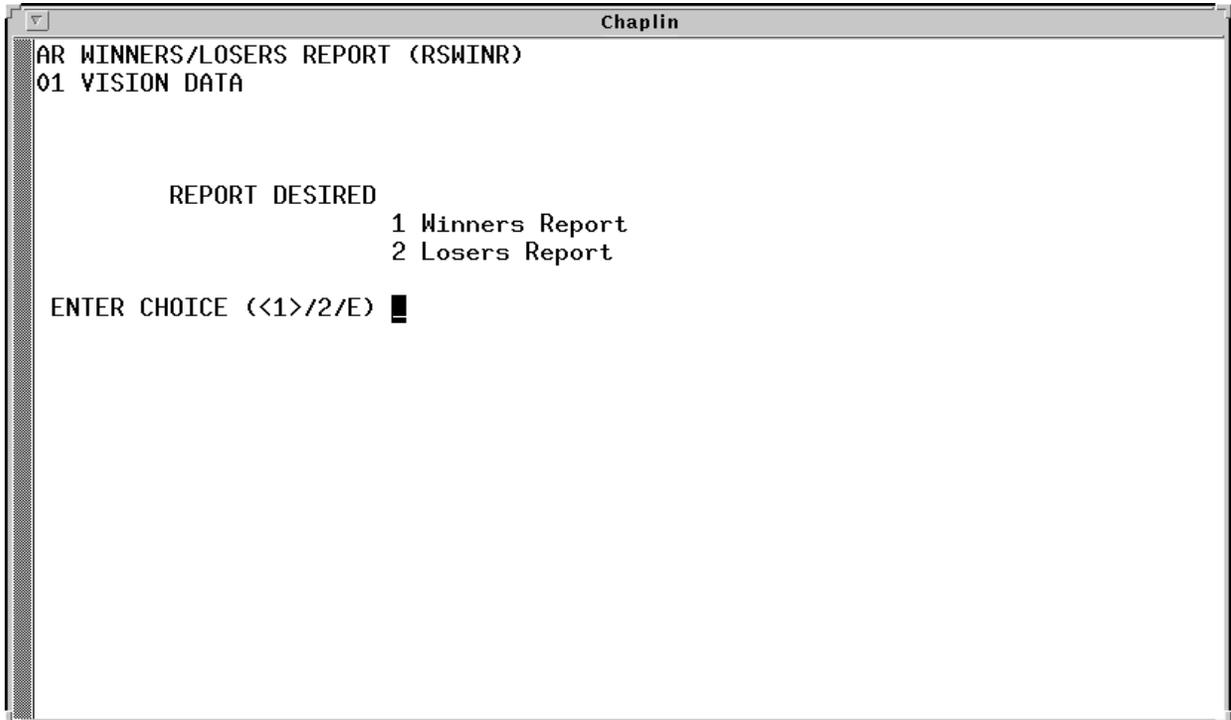
```
Output To Terminal
```

```
Ok ? (Y/N/Q) █
```

ACCT-#	NAME	CONTACT	TELEPHONE	LST CHG	AMOUNT	REP	BTYP	GEO	SG
000204	FUNERAL HOME		540-825-2361	08/12/03	55.00		FU		
000246	SMYTH/WASHINGTON REGIONAL		540-783-5103	05/22/03	52.08		PY		
080624	CLINES BODY SHOP		540-228-3881	08/12/03	150.00		AR		
080841	HILLS COUNTRY CLU		000-783-7484	07/30/03	40.00		ENT		
081054	HOBBY HOUSE			07/26/03	34.00		HB		
081083	KFC		540-228-7321	05/29/03	34.00		EA		
081118	RESUCE SQUAD		000-699-2249	07/10/03	156.78		CV		
081454	GORDON		540-228-2771	08/12/03	150.00		PY		
082246	CALLEBS REALTY		540-628-2583	08/17/03	135.39		RE		
082279	GRADING &			05/29/03	35.00		MS		
082745	BLUE MT.SCHOOL			08/14/03	92.32		SI		
082799	HANDY REALTORS			05/29/03	23.84		RE		
083147	COUNTY SALES		000-745-2001	05/29/03	35.00		MH		
083157	DOTS BEAUTY SHOP		000-745-3836	05/29/03	35.00		SY		
083263	WRAITH MANAGEMENT CONSULT		540-745-4801	08/28/03	12.00		PY		
083348	HOMES			07/31/03	140.80		MH		
083372	RIVERBEND NURSERY		540-763-3362	05/29/03	35.00		AG		
083414	GENERAL HEATING		703-929-4846	05/29/03	43.84		MS		
083482	FLOYD CO RECREATION			08/28/03	79.20		NFP		
083538	CALVARY BAPTIST CHURCH			07/31/03	47.85		CH		
083610	GROCERY		000-763-2246	08/28/03	30.00		GR		
083624	DISTRICT THREE		540-783-8157	08/23/03	166.45		EMP		
084542	CHAPPELL &			05/29/03	480.00		AT		
084583	KELVIN SEABOLT			05/19/03	8.00		REW		
084597	NECTAR PROJECTS INC.			07/09/03	138.06		LEG		
084646	COMPANY			07/23/03	27.17		UT		
084678	JANT, INC.			05/12/03	19.76		REW		
084692	SMYTH CO. COMMUNITY HOSPITAL			06/21/03	50.08		PY		
084731	JOY MINING MACHINERY			08/02/03	.00		OM		
084733	FLOWERS BAKERY			07/07/03	278.17		GRO		
084736	NURSERY		276-963-0352	05/10/03	78.40		AG		
084746	CO. EXTENSION OFFICE			07/19/03	239.34		GOV		
084752	SAMUEL DANIELS			08/26/03	11.46		REW		
084757	HOSPITAL		336-271-2800	05/21/03	399.26		PY		
084780	ALTIZER & FARMER			06/25/03	173.90		AA		
084794	BLUE GRASS OIL			07/02/03	30.00		UT		
084801	CARGO OIL COMPANY			08/27/03	40.88		AUP		
084813	VALLEY MEMORIAL CEM.			08/05/03	136.44		FU		
084818	CONN'S SERVICE CENTER			06/11/03	170.25		AG		
084820	COUNTRY HAIR			07/02/03	30.00		SY		
084834	DOUBLE R SUPERMARKET			07/30/03	19.60		CS		
084837	EDDIE'S EXXON			07/30/03	29.60		AUP		
084848	FAMILY HEALTH CARE			05/14/03	315.60		PY		
084849	FOOD CITY			07/30/03	291.20		GR		
084852	BRUCE FREEDMAN MD			07/26/03	61.18		PY		
084855	GINGER HARRIS DESIGNS			05/14/03	13.00		MS		
084865	ONE OF VA.			07/16/03	45.40		UT		
084868	PAVING, INC.			07/02/03	9.40		HOI		
084881	INSURANCE			07/23/03	43.12		IC		
084908	TIMES		540-628-9891	06/25/03	.10		NEWS		

Winners/Losers Report

Report provides the account dollar amount gain or loss for the current month or current year to date as compared to the previous year's results. Allows for selection of either a winners or losers report. Enables you to insert the dollar amount you wish to examine and sort the accounts by. Choose either a year to date gain/loss or month to date gain/loss. Sorting by geographic area/salesperson or the dollar amount. Insert number of account you wish to list per salesperson along with the accounts you wish to start and end with. Gives salesperson and geographic totals for the month and year.



```
Chaplin
AR WINNERS/LOSERS REPORT (RSWINR)
01 VISION DATA

      REPORT DESIRED
          1 Winners Report
          2 Losers Report

ENTER CHOICE (<1>/2/E) █
```

AR WINNERS/LOSERS REPORT (RSWINR)
01 VISION DATA

REPORT DESIRED Winners Report

Rank Winners By: YTD \$ Gain

Include Gains Of: 500 Dollars Or More

SORT/SELECT BY: SalesRep, Gain/Loss
SalesRep: ALL

Number Of Accounts: 5

Starting Account# 1
Ending Account# 999998

OK ? (Y/N/E) █

09/01/04 11:25:55 LORRIE
 LAST POST: 12/04
 TERRITORY:

SALES REP: 671

CLASSIFIED AD DEPT

A / R W I N N E R S
 GAINS OF \$

R E P O R T
 100 OR MORE

29

0020 ACCOUNTS: 000001 - 999998

PAGE 1

	REP	12/30/02 12/04/03	12/30/01 12/04/02	-GAIN-
082493	MENTAL HEALTH INS	671 19,845	13,424	6,421
080643	KING,	671 4,515	832	3,683
081370	CORRECTIONAL	671 3,821	175	3,646
080609	EDWIN & ASSOC	671 4,905	1,893	3,012
081185	GIV	671 2,206	0	2,206
090063	BARBER	671 1,847	0	1,847
083238	COLDWELL BANKER	671 14,936	13,151	1,785
083620	HARRIE MAN	671 1,954	230	1,724
082758	DANNY TRUCKING	671 1,638	0	1,638
084374	WILCO LLC	671 1,897	266	1,631
083836	SOUTH TIMES	671 1,519	0	1,519
081183	RIDGE REHAB.CENT	671 2,516	1,183	1,333
083980	PLUMBING & HEATING	671 1,321	0	1,321
084164	NEW CENTURY TITLE & SETTLE	671 2,382	1,081	1,301
080623	BROTHERS	671 4,334	3,073	1,261
081591	NEXT GENERATION	671 1,575	495	1,080
081790	FAMILY SERVICES	671 1,002	0	1,002
082001	LUMBER SALES	671 910	0	910
082959	CEM TECHNOLOGIES, INC.	671 904	125	779
080638	GRAL	671 1,075	305	770

Resolicitation Report

Report to list by Publication, selected Date, Edition and Salesperson who ran and what ad they ran for the parameters selected. This allows a historical record for comparison and to resell the advertiser based on past sale.

ACCT-#	ADVERTISER	SOURCE	BILL DESCRIPTION	COL	HEIGHT	REP	SC
057584	21ST CENTURY CINEMA	BHC05452	LADDER AD	1.0	2.00	108	
000832	AARON	558746	12/12-12/21 BRTN 3BR, 2.5BA, \$	1.0	36.00	152	
000361	ABINGDON EQUIPMENT	BHC05317	AGRICULTURE PAGE	5.0	30.00	153	
005428	AMERICAN WEIGHT LOSS CLINIC	BHC05319	AMERICAN WEIGHT LOSS	2.0	10.00	114	
048356	BELK SERVICES	BHC06336	BELK 17020405	5.0	90.00	103	
006092	BELMONT PACKAGE COMPANY	BHC06176	LAST MINUTE GIFTS	2.0	10.00	111	
026565	BILL CHEV/CAD NEW	BHC05512	FIRST CHOICE	3.0	9.00	160	
010359	TN ELECTRIC SYS	102	BUSINESS REVIEW PAGE	1.0	2.00	111	
012564	FUNERAL HOME		RISNER	1.0	60.00	154	
012017	CASTLEWOOD FUNERAL HOME		BALL	1.0	49.00	154	
012017	CASTLEWOOD FUNERAL HOME		HUMPHREY	1.0	49.00	154	
071188	CENTURY 21 SHAMROCK REAL	559646	12/23-12/23 3 BEDROOM, 1 BATH	1.0	14.00	153	
000541	CHEROKEE PARK YOUTH CTR	558565	12/10-12/23 REGISTERED NURSE F	1.0	256.00	156	
000752	RENTALS	556679	11/24-12/23 NEAR BR RACE WAY 2	1.0	120.00	152	
056383	COLDWELL BANKER SECURITY	559876	12/23-12/23 GREEN SPRINGS RD:	1.0	5.00	160	
025275	DOCTORS	BHC06404	COMPUTER DOCTOR	2.0	4.00	151	
006114	CORRECT HEARING	BHC04215	HOWS YOUR HEARING	1.0	1.50	107	
000899	CREMATION SOCIETY	BHC06019	CREMATION SOCIETY	1.0	1.00	107	
042773	DR JAMES E MESSIMER	104	BUSINESS REVIEW PAGE	1.0	2.00	111	
026905	DR T H	100	BUSINESS REVIEW PAGE	1.0	2.00	107	
020397	LAWN FUNERAL HOME		HELTON	1.0	50.00	154	
025305	F O B EVERETT INC	BHC04214	FOB EVERETT	1.0	1.00	107	
022969	FUNERAL SERV INC		PARRIS	1.0	47.00	154	
022969	FUNERAL SERV INC		CUMBUS	1.0	27.00	154	

Chapter Five

Month End Menu

Month End Report Menu ME

Provides a single menu where programs from other menus are drawn together for ease in closing the month.

```
ACCOUNTS RECEIVABLE MONTH-END MENU
SW VISION DATA TEST COMPANY 29
LP : COPIES:1  FORM:NORMAL  DELETE? N  USER: LORRIE  TERM:063
```

Balancing Items	Other Reports
1. Transaction Listing	8. Other Aging Reports
2. Payment Listing	9. G/L Update & Report
3. Space Summary Report	10. Sales Commission Report
4. Daily Balancing Report	11. Contract Performance
	12. Contract Analysis
	13. Top Advertiser
Updating Items	Closing Items
5. Perform Monthly A/R Backup	14. Month End Close
6. Aging Update & Report	15. Daily Balancing Report
Statements	
7. Statements	

Enter Item Number, Menu Code, Or "EN" To End Application

Balancing Items

Transaction File Listing

Report shows all current transactions as the default setting and should be used for the month end procedure, but may also choose transactions for 1 day or the prior period.

Report shows account by name and number providing the transaction numbers, date run, description of the ad, type of the ad, what the inches/lineage was, total of inches/lineage, gross price, net price, % of discounts, and the rate used. It then gives the grand totals, net price, total of inches/lines in all pubs along with the number and total of any deleted ads. (Total charges are matched with the Aging Update and Report).

```
AR TRANSACTION LISTING (RSTRED)
03 LORRIE'S TEST DATA

1. All Current Period Transactions
2. Transactions For One Day
3. Prior Period Transactions
4. Deleted Transactions

ENTER CHOICE (<1>/E) █
```

AR TRANSACTION LISTING (RSTRED)
03 LORRIE'S TEST DATA

All Current Period Transactions

Publication: ALL PUBLICATIONS

INCLUDE Overridden/Discounted

INCLUDE Commissionable

EXCLUDE Co-Op Information

SalesRep Code ALL

Rate Code ALL

SORT BY

- 1 Account Number
- 2 Account Name
- 3 Space Summary Category
- 4 Order Entered
- 5 RateCode/Account Name
- 6 SalesRep/Account Name

ENTER CHOICE (<2>/E) █

01/13/99 10:20:50
 PUB: ALL DATE: 02/10/1999

AR T R A N S A C T I O N L I S T I N G

03 LORRIE'S TEST DATA

SORTED BY: ACCOUNT NAME LAST POST 01/15 11:25

ACCT-#	NAME	TRX	DATE	DESCRIPTION	IO-# ED CLASS	COL	HEIGHT	T	SIZE PUB-SIZE	PRICE GROSS	RATE	RCD	CC DY	REP	%DSC	M INSERTS
000002	ACE HARDWARE CWJ	001	01/08	LOCAL OPEN RETAIL		5.0	3.00	I	15.00	0.00				ROP	MC	2
	CWJ	002	01/15	LOCAL OPEN RETAIL		3.0	3.00	I	9.00	0.00				ROP	MC	2
	CWJ	003	01/15	LOCAL OPEN RETAIL		5.0	3.00	I	15.00	0.00				ROP	MC	2
		***		3 TOTAL ACE HARDWARE				I	39.00							
				3				I	39.00							
000003	BASS FURNITURE CWJ	001	01/08	NATIONAL RATE		3.0	3.00	I	9.00	96.75 *	10.050	NAT	DV	2		
	CWJ	002	01/15	NATIONAL RATE		3.0	3.00	I	9.00	96.75 *	10.050	NAT	DV	2		
		***		2 TOTAL BASS FURNITURE				I	18.00	193.50						
				2				I	18.00	193.50						
000004	BALL'S BASKETBALL CWJ	001	01/08	LOCAL OPEN RETAIL				I		0.00	8.500	ROP	DV	3		
	CWJ	002	01/15	LOCAL OPEN RETAIL				I		0.00	8.500	ROP	DV	3		
		***		2 TOTAL BALL'S BASKETBALL				I								
				2				I								
000006	LANE'S DISCOUNT CWJ	001	01/08	PREPRINTS				T		150.00 *	30.000	TAB	DV	3		5789
	CWJ	002	01/15	PREPRINTS				T		350.00 *	30.000	TAB	DV	3		10247
		***		2 TOTAL LANE'S DISCOUNT				I		500.00						
				2				I		500.00						16036
000007	JAMESWAY STORES CWJ	001	01/08	PREPRINTS				T		250.00 *	30.000	TAB	DV	4		8945
	CWJ	002	01/15	PREPRINTS				T		250.00 *	30.000	TAB	DV	4		8945
		***		2 TOTAL JAMESWAY STORES				I		500.00						
				2				I		500.00						17890
TOTALS02/10/1999		27		TOTAL SIZE/PRICE				I	181.00	2730.25						
				27 TOTAL SIZE ALL PUB				I	181.00							
				25 TOTAL INCHES				I	181.00	2530.25						
				TOTAL INCHES/ALL P				I	181.00							
				2 TOTAL FLAT CHARGES				F	0.00	200.00						

Payment File Listing

Report run for transactions for 1 day only, the default, or for all transactions for the current period. Provides all pubs, payments, discounts and adjustments sorted by account name. Report shows account name and number, transaction number, code, publication, date, description, payment, discount and adjustments with the totals given for all.

```
AR PAYMENT/ADJUSTMENT LISTING (RSPYED)
01 VISION DATA EQUIPMENT

Current Payments/Adjustments
Publication: ALL PUBLICATIONS

INCLUDE
1 Payments Only
2 Discounts Only
3 Adjustments Only
4 Adjustments & Discounts Only
5 Payments, Adjustments & Discounts

ENTER CHOICE (<5>/E) █
```

01/13/99 10:33:26
 PUB: ALL DATE: ALL

AR P A Y M E N T L I S T I N G
 CURRENT PERIOD PAYMENTS 02/1999

03 LORRIE'S TEST DATA
 SORTED BY: ACCOUNT NAME

ACCT #	NAME CC CARD NUMBER	TR#	PAY DATE	DESCRIPTION CARD-EXP CARD-AUTHORIZATN	CHECK	REP	RCD	PUB	CAT	INCL PAYMENT	INCL DISCOUNT	INCL ADJUSTMENT	S	A	USERID
000002	ACE HARDWARE	1	02/10/99	PAYMENT	567	2	PAY	1	70	50.00			A	1	LORRIE
000001	AMOS AUTOMOTIVE	1	02/10/99	CREDIT ADJUSTMENT		1	ADJ	1	89			50.00	A	1	LORRIE
000017	BEN'S BEANIE BABIES	1	02/10/99	PAYMENT	45674	5	PAY	1	70	50.00			A	1	LORRIE
000018	BILL'S KNIVES	1	02/10/99	CREDIT ADJUSTMENT		4	ADJ	1	89			100.00	A	1	LORRIE
000008	GALLO CHIROPRACTIC	1	02/10/99	PAYMENT	4576	4	PAY	1	70	200.00			A	1	LORRIE
000014	HALL'S PHARMACY	1	02/10/99	CREDIT ADJUSTMENT		5	ADJ	1	89			75.00	A	1	LORRIE
000009	HALLOWAY CARDS	1	02/10/99	PAYMENT	8645	2	PAY	1	70	50.00			A	1	LORRIE
000010	KENTUCKY FRIED CHIC	1	02/10/99	PAYMENT	35763	3	PAY	1	70	500.00			A	1	LORRIE
000006	LANE'S DISCOUNT	1	02/10/99	PAYMENT	5798	3	PAY	1	70	100.00			A	1	LORRIE
		2	02/10/99	CREDIT ADJUSTMENT		3	ADJ	1	89			20.00	A	1	LORRIE

000006	TOTAL	2		120.00						100.00		20.00			
000012	LIMESTONE QUARRY	1	02/10/99	PAYMENT	3666	5	PAY	1	70	25.00			A	1	LORRIE
000019	SAM'S AUTOMOTIVE	1	02/10/99	PAYMENT	316	4	PAY	1	70	100.00			A	1	LORRIE
		2	02/10/99	CREDIT ADJUSTMENT		4	ADJ	1	89			50.00	A	1	LORRIE

000019	TOTAL	2		150.00						100.00		50.00			

** GRAND TOTALS *		13		1370.00						1075.00	0.00	295.00			

Space Summary Report

Report summarizes charges/revenues by categories established in the space summary file and referenced in the rate file. Report is for 1 or more days with in the month or for the entire month, which would be used for the month end.

AR SPACE SUMMARY (RLODSP)
03 LORRIE'S TEST DATA

For Activity Beginning THU 10/01/1998

And Ending THU 10/31/1998

Print Report In 6 Column INCHES

Publication: ALL PUBLICATIONS

OK ? (Y/N/E) █

01/13/99 10:35:37 S P A C E S U M M A R Y / R E C E I P T S J O U R N A L 03 LORRIE'S TEST DATA PAGE 001
 PUB 0001 COLD WEATHERJOURNAL 02/10/1999 - 02/10/1999 LAST POST 01/15/99

T CATG DESCRIPTION	INCHES	CONVERT	6	DOLLARS	WHOL%	REVENUE#	ASSET#	#TRX	#ADV	AVERAGE
2 0070 PAYMENT				1075.00				8	8	
2 0089 ADJUSTMENT				295.00				5	5	
TOTAL CHARGES				.00				0	0	.000
TOTAL CREDITS				1370.00				13	13	

01/13/99 10:35:37 S P A C E S U M M A R Y / R E C E I P T S J O U R N A L 03 LORRIE'S TEST DATA PAGE 002
 PUB ALL GRAND TOTALS 02/10/1999 - 02/10/1999 LAST POST 01/15/99

T CATG DESCRIPTION	INCHES	CONVERT	6	DOLLARS	WHOL%	REVENUE#	ASSET#	#TRX	#ADV	AVERAGE
2 0070 PAYMENT				1075.00				8	8	
2 0089 ADJUSTMENT				295.00				5	5	
TOTAL CHARGES				.00				0	0	.000
TOTAL CREDITS				1370.00				13	13	

Daily Balancing Report

This report must be run at the end of each month. It will report any out of balance accounts. Reports provides the account name and number, current balance, over 30-60-90-120, open balance, total charges, total payments, balance, calculated balance and any difference between them. Then report provides totals for all accounts giving total balance, total current, over 30-60-90-120, total charges and total credits.

```
AR DAILY BALANCE LISTING (RBAL)
03 LORRIE'S TEST DATA

Account? All

***** BALANCING - OCCURRING - PLEASE WAIT *****
999998

THERE ARE **NO** ACCOUNTS OUT OF BALANCE █
```

01/13/1999 10:33:35

A / R D A I L Y B A L A N C E

03 LORRIE'S TEST DATA

PAGE 001

ACCT-#	OPEN-BALANC	C+30+60+90+	CHARGES	NUM	CREDITS	NUM	BALANCE	CALCULATED	DIFFERENCE	F
000018 BILL'S KNIVES	0.00	0.00	0.00		100.00	1	100.00	100.00-	200.00	1
21 *** GRAND TOTALS ***	3913.07	3913.07	2730.25	27	1370.00	13	5473.32	5273.32 0.00	200.00 0.00	

01/13/1999 10:33:35

A / R D A I L Y B A L A N C E

03 LORRIE'S TEST DATA

PAGE 002

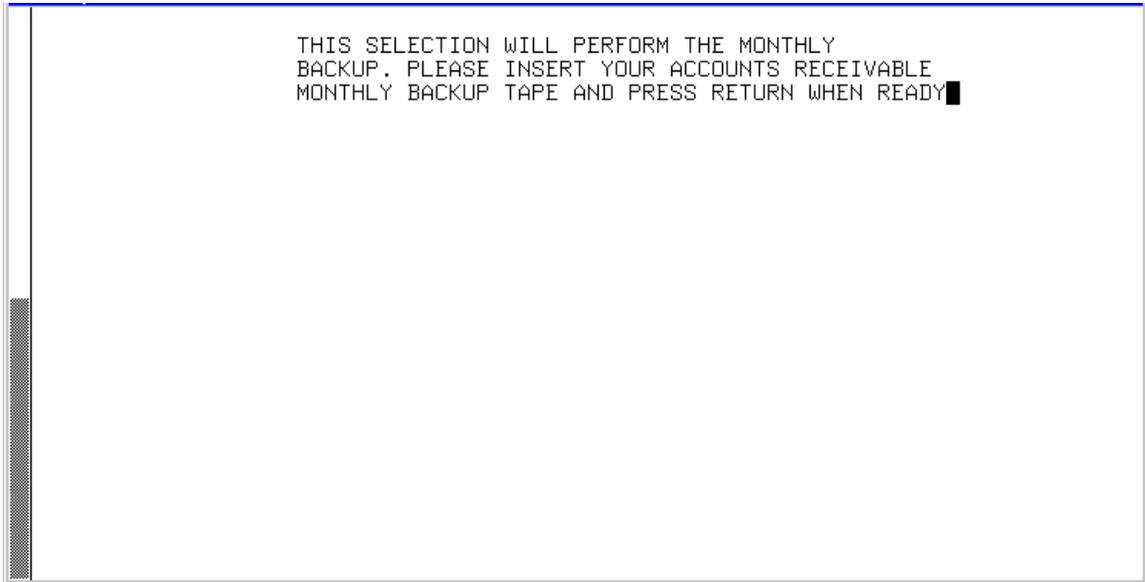
TOTALS FOR ALL ACCOUNTS BALANCED

TOTAL BALANCE	5473.32	
TOTAL CUR+30+60+90+120	3913.07	
TOTAL CHARGES	2730.25	27
TOTAL CREDITS	1370.00	13

Updating Items

Perform Monthly A/R Backup

Program will ask if this procedure has been done. Do not proceed until it has been.



Aging Update & Report

Month end aging must be done. May be done by account name or number. Report provides account name and number, opening balance, charges, payments, agency discount, prompt pay discounts, service charges, balance due, current balances, over 30-60-90-120 with the grand totals of each category. Note that only 2 options for sorting are available, all accounts are included.

```
ACCOUNTS RECEIVABLE AGING (RSAGE)
LORRIE'S TEST DATA

SORT BY:
  1. Account Number
  2. Name (alphabetic)

CHOICE: 2

INCLUDE Telephone? (Y/<N>/E) █
```

```
LORRIE'S TEST DATA
A/R AGING (RSAGE)

The Update Aging must include All Accounts
therefore the range is selected for you

Print NON-ACTIVE Zero Balance Accounts (Y/<N>/E)? _

Lines to Skip Between Accounts (<0>/1/2)? _
Report Description ██████████
OK (Y/N/E)? █
```

DATE: 01/13/99 TIME: 10:39:24 A / R A G I N G ME AGING
 END-OF-MONTH UPDATED AGING SORT BY: 2 INCLUDE OPTION: 1

LORRIE'S TEST DATA

PAGE 001

ACCT-#	SL	ADVERTISR NAME	OPEN-BAL	CHARGES	PAYMENTS	AGC-DSC	SRV-CH	BALNC-DUE	CURRENT	OVER-30	OVER-60	OVER-90	OVER-120
000002	2	ACE HARDWARE	174.30	.00	50.00	.00	.00	124.30	.00	124.30	.00	.00	.00
000001	1	AMOS AUTOMOTIVE	321.75	.00	50.00	.00	.00	271.75	.00	271.75	.00	.00	.00
000004	3	BALL'S BASKETBA	80.00	.00	.00	.00	.00	80.00	.00	80.00	.00	.00	.00
000003	2	BASS FURNITURE	145.50-	193.50	.00	.00	.00	48.00	48.00	.00	.00	.00	.00
000017	5	BEN'S BEANIE BA	131.00	.00	50.00	.00	.00	81.00	.00	81.00	.00	.00	.00
000018*	4	BILL'S KNIVES	.00	.00	100.00	.00	.00	100.00-	100.00-	.00	.00	.00	.00
								100.00					
000020	3	CLAIRE'S HAIR	40.00	.00	.00	.00	.00	40.00	.00	.00	.00	40.00	.00
000005	4	DANE'S AUTOMOTI	50.00-	.00	.00	.00	.00	50.00-	50.00-	.00	.00	.00	.00
000008	4	GALLO CHIROPAC	526.65	256.00	200.00	.00	.00	582.65	256.00	326.65	.00	.00	.00
000014	5	HALL'S PHARMACY	198.75	.00	75.00	.00	.00	123.75	.00	123.75	.00	.00	.00
000009	2	HALLOWAY CARDS	21.55	69.75	50.00	.00	.00	41.30	41.30	.00	.00	.00	.00
000007	4	JAMESWAY STORES	379.60	500.00	.00	.00	.00	879.60	500.00	379.60	.00	.00	.00
000016	4	KELLI ANN HAIRS	137.00	81.00	.00	.00	.00	218.00	81.00	81.00	.00	.00	56.00
000010	3	KENTUCKY FRIED	269.01	600.00	500.00	.00	.00	369.01	369.01	.00	.00	.00	.00
000006	3	LANE'S DISCOUNT	819.01	500.00	120.00	.00	.00	1199.01	500.00	619.01	80.00	.00	.00
000012	5	LIMESTONE QUARR	95.60	.00	25.00	.00	.00	70.60	.00	70.60	.00	.00	.00
000015	5	MOORE PAINTS	344.90	250.00	.00	.00	.00	594.90	250.00	244.90	100.00	.00	.00
000019	4	SAM'S AUTOMOTIV	300.00	.00	150.00	.00	.00	150.00	.00	.00	.00	150.00	.00
000011	5	SS SCUBA	20.00	.00	.00	.00	.00	20.00	.00	.00	20.00	.00	.00
000013	3	THE BOOK STORE	249.45	280.00	.00	.00	.00	529.45	280.00	249.45	.00	.00	.00
* GRAND *		20 ACCTS	3,913.07		1,370.00		.00		2,175.31		200.00		56.00
** TOTALS **				2,730.25		.00		5,273.32		2,652.01		190.00	
PROMPT PAY DSCO						.00							
TOTAL TAX				.00									

**** WARNING **** ACCOUNTS OUT OF BALANCE PRINTED ON THIS AGING

Statements

Program area to provide monthly statements

```
AR STATEMENTS (RFST1)
03 LORRIE'S TEST DATA

      NEW MESSAGE
      One Message For All Accounts Or Four Messages
      According To The Age Of Balances Due ?(1/4/E) 1

Message For All Accounts:

THANK YOU FOR YOUR PATRONAGE-----
-----

      Ok? █
```

Statements- Prints out the monthly billing statement to send to advertisers.

Other Reports-

Program allows ability to run other reports that might be need for a month end close in this area rather than going to the reports menu. Once processing has been started, user should not leave this menu to run reports.

Other Aging Reports

Provides ability to run other aging reports based on desired selection of parameters. Sorting by account, yearly sales volume, monthly sales volume, business type, account type, geographic area, salesperson, agency or credit collector code. Then ability to run report based on to include only, all accounts, accounts with monthly sales, accounts with yearly sales, over 30-60-90-120, or bad debt. Ability to choose specific account numbers, non-active zero accounts, bad debt accounts and payments/adjustments/discounts to be included.

```
ACCOUNTS RECEIVABLE AGING (RSAGE)
LORRIE'S TEST DATA

SORT BY:
1. Account Number
2. Name (alphabetic)
3. Yearly Sales Volume
4. Monthly Sales Volume
5. Business Type (SIC)
6. Account Type
7. Geographic Area/Sales Person
8. Sales Person
9. Agency
10. Credit Collector Code
CHOICE: 2

INCLUDE ONLY:
1. All Accounts
2. Accounts with Monthly Sales
3. Accounts with Yearly Sales
4. Accounts Over 30,60,90,120
5. Accounts Over 60,90,120
6. Accounts Over 90,120
7. Accounts Marked as Bad Debt
CHOICE: (E=END) <1> █
```


DATE: 01/08/99 TIME: 11:29:09 A / R A G I N G OTHER AGING LORRIE'S TEST DATA PAGE 001
 MONTH-END AGING REPORT SORT BY: 2 INCLUDE OPTION: 1

ACCT-#	SL	ADVERTISR NAME	OPEN-BAL	CHARGES	PAYMENTS	AGC-DSC	SRV-CH	BALNC-DUE	CURRENT	OVER-30	OVER-60	OVER-90	OVER-120
000002	2	ACE HARDWARE	.00	274.30	100.00	.00	.00	174.30	174.30	.00	.00	.00	.00
000001	1	AMOS AUTOMOTIVE	1.25	321.75	1.25	.00	.00	321.75	321.75	.00	.00	.00	.00
000004	3	BALL'S BASKETBA	.00	80.00	.00	.00	.00	80.00	80.00	.00	.00	.00	.00
000003	2	BASS FURNITURE	300.90	80.40	526.80	.00	.00	145.50-	145.50-	.00	.00	.00	.00
000017	5	BEN'S BEANIE BA	400.00	81.00	350.00	.00	.00	131.00	81.00	50.00	.00	.00	.00
000005	4	DANE'S AUTOMOTI	55.50	.00	105.50	.00	.00	50.00-	50.00-	.00	.00	.00	.00
000008	4	GALLO CHIROPAC	100.00	526.65	100.00	.00	.00	526.65	526.65	.00	.00	.00	.00
000014	5	HALL'S PHARMACY	.00	198.75	.00	.00	.00	198.75	198.75	.00	.00	.00	.00
000009	2	HALLOWAY CARDS	75.00	71.55	125.00	.00	.00	21.55	21.55	.00	.00	.00	.00
000007	4	JAMESWAY STORES	.00	579.60	200.00	.00	.00	379.60	379.60	.00	.00	.00	.00
000016	4	KELLI ANN HAIRS	56.00	81.00	.00	.00	.00	137.00	81.00	.00	.00	.00	56.00
000010	3	KENTUCKY FRIED	.00	269.01	.00	.00	.00	269.01	269.01	.00	.00	.00	.00
000006	3	LANE'S DISCOUNT	900.50	619.01	700.50	.00	.00	819.01	619.01	100.00	100.00	.00	.00
000012	5	LIMESTONE QUARR	59.00	120.60	84.00	.00	.00	95.60	95.60	.00	.00	.00	.00
000015	5	MOORE PAINTS	399.00	244.90	299.00	.00	.00	344.90	244.90	100.00	.00	.00	.00
000011	5	SS SCUBA	50.00	.00	30.00	.00	.00	20.00	.00	20.00	.00	.00	.00
000013	3	THE BOOK STORE	90.00	352.45	193.00	.00	.00	249.45	249.45	.00	.00	.00	.00
* GRAND *		17 ACCTS	2,487.15		2,815.05		.00		3,147.07		100.00		56.00
** TOTALS **				3,900.97		.00		3,573.07		270.00		.00	
PROMPT PAY DSCO						.00							
TOTAL TAX				.00									

G/L Update & Report

Generates data file used to update Vision Data's General Ledger system along with a report of the transactions.

```
AR SPACE SUMMARY (RLODSP)
03 LORRIE'S TEST DATA
```

```
For Activity Beginning FRI 01/01/1999
```

```
And Ending FRI 01/30/1999
```

```
Print Report In 6 Column INCHES
```

```
Publication: ALL PUBLICATIONS
```

```
OK ? (Y/N/E) █
```

Sales Commission Report

These reports are the same reports as in the Reports Menu (RR) functions. Provided here to again prevent unnecessary movement out of the Month End Menu.

```
AR SALESREP COMMISSION REPORT (RSSLCO)
03 LORRIE'S TEST DATA

      For Period Beginning FRI 01/01/1999
      And Ending SUN 01/31/1999

INCLUDE Transactions ? Yes      Include Dollar Amounts ? Yes
      Payments ? No           Less Agency Discounts ? Yes
      Adjustments ? Yes       Less Sales Tax ? Yes
      Discounts ? Yes

      Account Detail ? Yes     SalesRep Code ? All
      Transaction Detail ? Yes Publication ? All

                               Ok ? (Y/N/E) █
```

Contract Performance

These reports are the same reports as in the Reports Menu (RR) functions. Provided here to again prevent unnecessary movement out of the Month End Menu.

```
AR CONTRACT PERFORMANCE REPORT (RSCON)
03 LORRIE'S TEST DATA

          SORT BY: SalesRep, Expiration Date

Starting SalesRep Code All

          Interval Code ? All

Starting Contract Code All

Starting Contract Level 00
Ending Contract Level 99

INCLUDE Expired Contracts ? No
INCLUDE Tracking Contracts ? No

          Ok ? (Y/N/E) █
```

Contract Analysis

These reports are the same reports as in the Reports Menu (RR) functions. Provided here to again prevent unnecessary movement out of the Month End Menu.

```
AR CONTRACT ANALYSIS REPORT (RSCANL)
03 LORRIE'S TEST DATA

          SORT BY: SalesRep, Expiration Date

Starting SalesRep Code All

          Interval Code ? All

Starting Contract Code All

Starting Contract Level 00
Ending Contract Level 99

INCLUDE Expired Contracts ? No
INCLUDE Tracking Contracts ? No

          Ok ? (Y/N/E) █
```

Top Advertiser

These reports are the same reports as in the Reports Menu (RR) functions. Provided here to again prevent movement out of the Month End Menu.

```
AR TOP ADVERTISERS REPORT (RSTOPA)
03 LORRIE'S TEST DATA

          RANK BY YTD Inches
      SORT/SELECT BY SalesRep Code - ALL

Number Of Top Advertisers Per SalesRep 000025

          Accounts All

          Ok? (Y/N/E) █
```

Closing Items

Program area to fully close out the month.

Month End Close

Provides closure for the month and forwards information to next month.

```
AR MONTH-END CLOSE (RUPTRX)
03 LORRIE'S TEST DATA

Closing Period 10/1998   Ending 10/31/1998 ....
Ok ? (Y/N/E) █
```

Daily Balancing Report

Report provides the account name and number, current balance, over 30-60-90-120, open balance, total charges, total payments, calc. balance, and any difference. It then gives the totals for all accounts, total balance, total current balance, over 30-60-90-120, total charges and total credits.

```
AR DAILY BALANCE LISTING (RBAL)
03 LORRIE'S TEST DATA

Account? All

***** BALANCING - OCCURRING - PLEASE WAIT *****
999998

THERE ARE **NO** ACCOUNTS OUT OF BALANCE █
```

Chapter Six

Daily Procedures Checklist

Daily Procedures Checklist

- _____ Enter new and edit current advertisers as needed
- _____ Enter ads into Ad File Maintenance
- _____ Run an Ad Edit Listing to check ads just entered
- _____ Run over Credit Limit Report
- _____ Run Ad Manifest Report for the day being set up
- _____ Enter last minute ads
- _____ Run Marked Paper Report-check with paper make changes if needed
- _____ Run Tear Sheet and Labels
- _____ Run Post Ad to Billing (program will automatically print an Ad Summary Listing and a Transaction Edit Listing)
- _____ Make any final changes in the Transaction File Manager
- _____ Enter all payments, discounts, and adjustments for the day just posted
- _____ Run Payment Edit Listing and compare with deposit slips, discounts and adjustments
- _____ Run Daily Space Summary Report
- _____ Check totals at the bottom of Space Summary with the Transaction Edit Listing to be sure they match (total credit on Space Summary should match total payments and match the Edit Listing)
- _____ Run Immediate Billing
- _____ Run Daily Balancing Report to be sure accounts are all in balance ** If there are out of balance accounts STOP and call Vision Data Immediately**
- _____ May run other reports such as Sales Commission, Contract, Top Advertiser ect.

Accounts Receivable Immediate Billing may be run at anytime during the month, however the account must have been flagged in the Master File as an immediate bill for it to print as such. Immediate billing has no effect on month end statements.

Month End Checklist

Month End Checklist

- _____ Daily Balancing Report
 - _____ Accounts Receivable Monthly Back-up
 - _____ Accounts Receivable Updated Aging
- _____ Opening balance on Aging is equal to last months closing balance on Aging
- _____ Aging should balance from right to middle to current +30-60-90-120-150-180
- _____ Full Monthly Transaction File Listing (all transactions on file)
- _____ Total Charges on Aging equal total charges on Transaction Edit Listing
- _____ Full Monthly Payment Listing (all transaction)
- _____ Total payments on Aging equal Total Payment Discounts and Adjustments on the Payment File Listing
- _____ Daily Balancing Report ***Remember do after the Aging***
- _____ Total charges on Daily Balancing Report equal Payment Edit Listing
- _____ Total credits on Daily Balancing Report equal Payment Edit List
- _____ Full month Space Summary Report
- _____ Total credits on Space Summary equal total charges on Transaction Edit Listing
- _____ Statements
- _____ Other Agings
- _____ General Ledger Update and Report (if using Vision Data's G/L interface)
- _____ Sales Commission Report
- _____ Contract Analysis Report
- _____ Monthly Contract Report
- _____ Other reports
- _____ History purge (if additional space is needed)
- _____ Month End Update and History create (check files to be sure month end updated and check history for same accounts and that all transactions were stored)
- _____ Run a Transaction Edit Listing and Payment Listing to be sure totals are 0
- _____ Check totals on Master File to Month End Aging Current-30-60-90-120-150-180 all should equal
- _____ Check Daily Balancing Report against Month End Aging
- _____ Reorganize files if needed
- _____ Delete inactive or unnecessary master accounts before starting new month
- _____ If this is also your Year End be sure to run all the Year End Reports

Chapter Seven

General Information

Shortcut Keys

- [M- Brings you directly to the master file
- [N- Brings you directly to the credit call back file
- [C- Brings you directly to the contract file
- [A- Brings you directly to the ad file
- [T- Brings you directly to the transaction file
- [P- Brings you directly to the payment file
- [D- Brings you directly to the discount/adjustment file
- [H- Brings you directly to the history file
- [R- Brings you directly to the rate file

In many of the programs if the user is unsure as to what the field is asking for a help line will be given if a ? is placed in that field.

In the Master Account program F8 may be used to list the options available for that field. However the F8 key may not be available on all systems. This is a computer/keyboard option. If F8 doesn't work it is not a programming problem, but a function issue with the users system or keyboard.

To end out of programs:

In the majority of all programs and fields if the user is able to type in t he 3 characters END it will immediately take them out of that program without saving.

To exit a programs look at the options listed to quit the program. For example some programs use E and some use Q.

Maintenance programs will allow the user several options in accessing the data.

Use Option:

A: to place additional records in a file

C; to modify records

I: to view records

D: to remove records

L: to access the reports options from this file

X: to transfer records. This option only available in ad /insertion entry, or contract maintenance.

M: modify- allows change and adding of records.

?: to view current records in file

```
AR PUBLICATIONS (REPUB)
29 VISION DATA TEST COMPANY

Enter Task: █ (Or ?)

A. Add New
C. Change Existing
I. Inquire
D. Delete
L. List
Q. Quit
```

Once the month end aging has been run, if a user attempts to access transaction, payment or credit maintenance, they will receive a warning message.

