Chapter 16 - Summary File Maintenance - SUMMNT

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

To access this option, press the F10 key at any menu and at the command line, type in "SUMMNT" and press the ENTER key. The first screen to appear is a Start Key prompt screen, see Figure 16-1.

```
                    Summary File Maintenance                    01/06/05

   Start Key: █_____
      Select:  Store: _____  Salesman: _____














 _____
 F4-Start By Date                    F8-Prev                       F10-Exit
```

Figure 16- 1 Summary File Maintenance Screen

At the Start Key prompt, enter in the date you wish to view and then at the Store prompt, enter in the store number you wish to view (optional). Press the F4 key and a listing will appear of the date you entered and for all the dates following, see Figure 16-2.

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

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

Figure 16- 2 Summary File Maintenance Screen with list of stores

If you did not enter in a store number, then choose the store to review by using your arrow keys to highlight the one you want and press the F9 key or press ENTER through the fields on the line you want. You will now see a screen similar to Figure 16-3.
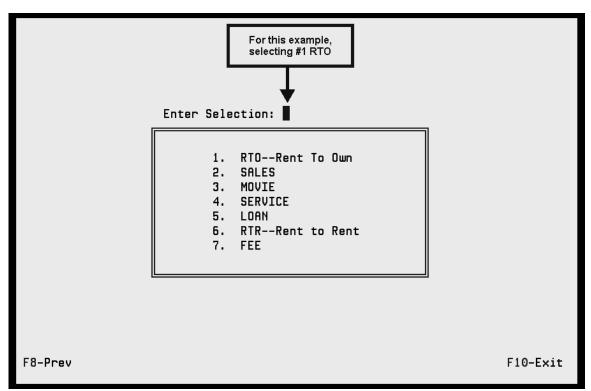
```
                        ┌─────────────────────┐
                        │ For this example,   │
                        │ selecting #1 RTO    │
                        └─────────────────────┘
                                  │
                                  ▼

          Enter Selection: █

          ┌──────────────────────────────────────────┐
          │                                            │
          │        1.   RTO--Rent To Own               │
          │        2.   SALES                          │
          │        3.   MOVIE                           │
          │        4.   SERVICE                         │
          │        5.   LOAN                            │
          │        6.   RTR--Rent to Rent               │
          │        7.   FEE                             │
          │                                            │
          └──────────────────────────────────────────┘



   F8-Prev                                        F10-Exit
```

Figure 16- 3 Enter Selection Screen for SUMMNT RTO

Enter the number corresponding to the section you would like. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. (The following screens will be different depending on the option you select above. For this example, we selected #1-RTO--Rent to Own). This is the look-up screen of all summary information for the specified date and store, see Figure 16-4.

Summary Maintenance Look-up Screen #1 – RTO

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


 F8-Prev                                               F10-Exit
```

Figure 16- 4 Summary File Change Screen 1 - RTO

DEPOSIT 1   If your company only makes one deposit per day, it will be entered here or this would be the first deposit of the day.

DEPOSIT 2   If your company makes more than one deposit per day, this would be the second deposit of the day.

DEPOSIT 3   If your company makes more than one deposit per day, this would be the third deposit of the day.

DEPOSIT 4   This is used for charge card deposits.

DEPOSIT 5   If your company makes more than one deposit per day, this would be the fifth deposit of the day.

DEPOSIT 6   If your company makes more than one deposit per day, this would be the sixth deposit of the day.

DEPOSIT 7   If your company makes more than one deposit per day, this would be the seventh deposit of the day.

PMT AMT   Amount of rental payments posted for this date.

TAX AMT   Amount of tax collected for this date.

DEPOSIT AMT   Amount of deposits posted for this date.

LATE CHARGE   Amount of late charges posted for this date.

DELIVERY FEE   Amount posted as delivery fees for this date.

GRP AMT   Amount posted as Guarantee Replacement Program for this date.

MISC CHARGE   Amount posted as Miscellaneous Charges for this date.
        0 – Misc Amount
        1 – Deposit Amount
        2 – Delivery Charge
        3 – Processing Fee
        4 – Returned Check Charge
        5 – In Home Collection Charge

ESP AMT   Amount posted as Extended Service Program for this date.

ADD RECEIVABLE   Net agreement balances added or lost for this date, can be a positive or negative number.

FREE PMT AMT   Amount of free payments for this date.

AGREEMENT BAL   Total amount of all open agreement balances for this date.

MO PROJECTION   This is the projected rental revenue for the current month. The formula looks at all open agreements, calculates the expected monthly payment, validates the monthly payment against the agreement balance and uses the lesser amount. This figure changes daily based on opened and closed agreements.

RTO OVERSHORT   Shows the amount of cash over or short for this day. If you are short the figure you see here will be prefaced with a (-) negative sign.

RTO BANK DEPOSIT Amount of RTO monies deposited for this date.

MTD PMT AMT   Shows the total rental payments collected so far this month.

ADJUSTMENT   Amount of RTO adjustment posted for this date.

PETTY CASH   Amount of petty cash posted for this date.

 # RTO PMT RECS   Number of RTO payments received for this date.

PROCESSING FEE   Amount of processing fee posted for this date.

RETURNED CK CH   Amount of returned check charges posted for this date.

INHOMECOLLECTCG   Amount of in-home collection charges posted for this date.

 # RTO CUSTOMERS   Number of rent to own customers with open agreements.

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

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

After you have reviewed the data on this screen, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the second screen will appear, see Figure 16-5.

Summary Maintenance Look-up Screen #2 - RTO

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

```
Hr: 17 Min: 20            Summary File Change                01/07/05
         Date:  12/01/03       Store:       1        Salesman:

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

   F8-Prev                                                        F10-Exit
```

Figure 16- 5 Summary File Change Screen 2 - RTO

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

MONTHLY OVERDUES

OVERDUE 1-3   Number of monthly accounts 1-3 days past due.

OVERDUE 4   Number of monthly accounts 4 days past due.

OVERDUE 5   Number of monthly accounts 5 days past due.

OVERDUE 6   Number of monthly accounts 6 days past due.

OVERDUE 7   Number of monthly accounts 7 days past due.

OVERDUE 8   Number of monthly accounts 8 days past due.

OVERDUE 9   Number of monthly accounts 9 days past due.

OVERDUE 10   Number of monthly accounts 10 days past due.

OVERDUE 11-13   Number of monthly accounts 11-13 days past due.

OVERDUE 14   Number of monthly accounts 14 days past due.

OVERDUE 15   Number of monthly accounts 15 days past due.

OVERDUE 16-30   Number of monthly accounts 16-30 days past due.

OVERDUE 31-59   Number of monthly accounts 31-59 days past due.

OVERDUE 60 OVER   Number of monthly accounts 60 or more days past due.

UNITS OVERDUE   Total number of monthly units overdue.

OVERDUE 31 MONTH   Number of monthly accounts that are over 31 days past due.

WEEKLY OVERDUES

OVERDUE 31 WEEKLY   Number of weekly accounts that are over 31 days past due.

OVERDUE 1-3   Number of weekly accounts 1-3 days past due.

OVERDUE 4   Number of weekly accounts 4 days past due.

OVERDUE 5   Number of weekly accounts 5 days past due.

OVERDUE 6   Number of weekly accounts 6 days past due.

OVERDUE 7   Number of weekly accounts 7 days past due.

OVERDUE 8   Number of weekly accounts 8 days past due.

OVERDUE 9   Number of weekly accounts 9 days past due.

OVERDUE 10   Number of weekly accounts 10 days past due.

OVERDUE 11-13   Number of weekly accounts 11-13 days past due.

OVERDUE 14   Number of weekly accounts 14 days past due.

OVERDUE 15   Number of weekly accounts 15 days past due.

OVERDUE 16-30   Number of weekly accounts 16-30 days past due.

OVERDUE 31-59   Number of weekly accounts 31-59 days past due.

OVERDUE 60 OVER   Number of weekly accounts 60 or more days past due.

UNITS OVERDUE   Total number of weekly units overdue.

IDLE EXCLUDEDAPU   Number of the idle RTO inventory pieces that have a model number that begins with a letter designated as excluded in Control Maintenance (CTRLMNT).

UNITS EXCLUDEDAPU   The number of the on rent RTO inventory pieces that have a model number that begins with a letter

designated as excluded in Control Maintenance (CTRLMNT).

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

When all the data is reviewed, press the F9 key. Press the ENTER key to accept the default of N for no, the third screen will appear, see Figure 16-6.

Summary Maintenance Look-up Screen #3 - RTO

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


 F8-Prev                                                      F10-Exit
```

Figure 16- 6 Summary File Change Screen 3 - RTO

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

LATE FEE TICKETS

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

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

LATE FEES PAID

AMOUNT PAID   Late receivables balances that were paid today.

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

PICKUP RECEIVABLES

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

RTO CR AMOUNT   Reserved for future use.

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

A/R AMOUNTS NOT COLLECTED ON PICKUPS

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

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

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

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

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

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

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

RENT AMOUNTS NOT COLLECTED ON PICKUPS

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

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

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

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

OVERDUE 31-45   Amount not collected on rental accounts that were returned today and are overdue 31-45 days.

OVERDUE 46-90   Amount not collected on rental accounts that were returned today and are overdue 46-90 days.

OVERDUE 91+   Amount not collected on rental accounts that were returned today and are overdue more than 91 days.

DISCOUNT AMOUNT   Amount discounted from agreement balance on all agreements closed as early payoffs today.

EARLY PAYOFFS

NET AMT   Total dollars collected today to pay off agreements.

RENT AMT   Total agreement balances at time of pay off.
(RENT AMT – NET AMT = DISCOUNT AMOUNT)

NBR TICKETS DUE TMW/MONDAY   Number of agreements that will be due tomorrow. / Number of agreements that will be due this Monday.

#SPEC ORD TICK   Number of agreements with outstanding special order items.

 # SPEC ORDER ITEM   Number of special order items on agreements.

#MO DISCOUNTS   Number of agreements that paid monthly and received a discount today. (Monthly Discount: Y, in Rent Control (RENTCTRL) must be set to yes to activate this field).

MO DISCOUNTAMT   Total Dollars discounted on monthly agreements that were paid today (Monthly Discount: Y, in Rent Control (RENTCTRL) must be set to yes to activate this field).

NBR NSF CHECKS   Number of outstanding NSF checks.

#PICKUPS OWED   Number of RTO agreements closed as requested pickup, refund & cancel or repossession that were past due.

#SKIPS OWED   Number of RTO agreements closed as skip, stolen or charge off that were past due.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the fourth screen will appear, see Figure 16-7.

Summary Maintenance Look-up Screen #4 - RTO

```
Hr: 17 Min: 20            Summary File Change                    01/07/05
        Date: 12/01/03          Store:        1        Salesman:
   Nbr GRP Custs:▌ 2507  Nbr GRP Tickets:  2694  Pending Tickets:
  GRP Projection: 6,288.76  GRP Past Due: 2,762.00  Inv In Service:
 Nbr Switch outs:       Serv W/O Loaner:          Unpaid Today:    106.61
 Change RTO Recv:      9.77-  Del Amt MIR:    13.00  Ticket Xfers:
   Tick Xfer Amt:           P/U Amts MIR:    144.67 POFF Amts MIR:    25.00
   Skip Amts MIR:           Chg in MIR:     156.67-  Total MIR: 68896.38
                             Late Discounts
    # Late1 Disc:          # Late2 Disc:          # Late3 Disc:      2
   Late1 Dis Amt:         Late2 Dis Amt:         Late3 Dis Amt:     5.45
   # New CR Recv:          New Receivables    # New RTO Rcv:      2
   New CR RcvAmt:                             New RTO RvAmt:     19.54
                         Nbr New Tickets Past Due
     Overdue 1-3:       1    Overdue 4-7:        5   Overdue 8-14:       2
   Overdue 15-30:       1  Overdue 31-45:        2  Overdue 46-90:
     Overdue 91+:       1
                          Past Due Amts New Tickets
     Overdue 1-3:     0.83    Overdue 4-7:       15.47   Overdue 8-14:     14.64
 Overdue 15-30:     12.45  Overdue 31-45:       42.36  Overdue 46-90:
     Overdue 91+:    80.99

 F8-Prev                                                      F10-Exit
```

Figure 16- 7 Summary File Change Screen 4 - RTO

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

UNPAID TODAY The sum of one weekly payment amount on RTO agreements with a due date of today's date.

CHANGE RTO RECV The net change in RTO Receivable balances today. (Only customers with existing agreements).

DEL AMT MIR Dollar amount the Monthly Ideal Revenue is increased by today's deliveries.

TICKET XFERS Reserved for future use.

TICKET XFER AMT Reserved for future use.

P/U AMTS MIR Dollar amount the Monthly Ideal Revenue is decreased by agreements closed today with a reason of requested pickups, refund & cancels or repossession.

POFF AMTS MIR Dollar amount the Monthly Ideal Revenue is decreased by agreements closed today with a reason of payouts and early buyouts.

SKIP AMTS MIR Dollar amount the Monthly Ideal Revenue is decreased by agreements closed today with a reason of skip, stolen or charge off.

CHG IN MIR Net change in Monthly Ideal Revenue (Current MIR – previous dates Total MIR)

TOTAL MIR Monthly Ideal Revenue is the sum of one month's rental payment on all open accounts and fluctuates daily based on deliveries, returns and pay outs.

LATE DISCOUNTS

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

 # LATE1 DISC Number of RTO agreements that were one day late and had late fees forgiven.

 # LATE2 DISC Number of RTO agreements that were two days late and had late fees forgiven.

 # LATE3 DISC Number of RTO agreements that were three days late and had late fees forgiven.

LATE1 DIS AMT Amount of late fees on RTO agreements that were one day late and had late fees forgiven.

LATE2 DIS AMT Amount of late fees on RTO agreements that were two days late and had late fees forgiven.

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

NEW RECEIVABLES

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

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

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

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

NBR NEW TICKETS PAST DUE

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

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

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

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

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

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

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

PAST DUE AMTS NEW TICKETS

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

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

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

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

OVERDUE 31-45   Total dollar amount due for tickets that are new to the past due category of 31-45 days.

OVERDUE 46-90   Total dollar amount due for tickets that are new to the past due category of 46-90 days.

OVERDUE 91+   Total dollar amount due for tickets that are new to the past due category of over 91 days past due.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Look the information over carefully. Press the ENTER key to accept the default of N for no, the fifth screen will appear, see Figure 16-8.
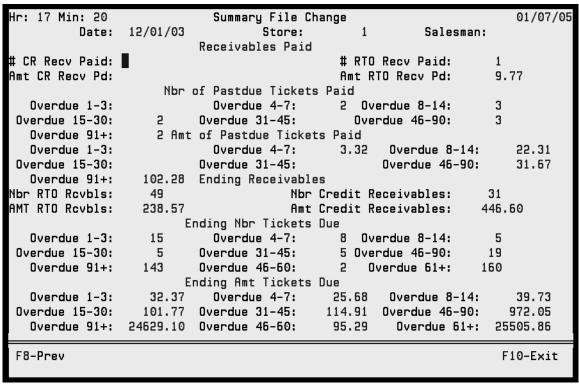
Summary Maintenance Look-up Screen #5 – RTO

```
Hr: 17 Min: 20             Summary File Change                  01/07/05
        Date:  12/01/03        Store:       1        Salesman:
                           Receivables Paid
# CR Recv Paid: █                       # RTO Recv Paid:     1
Amt CR Recv Pd:                         Amt RTO Recv Pd:     9.77
                  Nbr of Pastdue Tickets Paid
   Overdue 1-3:            Overdue 4-7:    2  Overdue 8-14:    3
 Overdue 15-30:     2      Overdue 31-45:     Overdue 46-90:    3
   Overdue 91+:     2 Amt of Pastdue Tickets Paid
   Overdue 1-3:            Overdue 4-7:    3.32   Overdue 8-14:    22.31
 Overdue 15-30:            Overdue 31-45:         Overdue 46-90:   31.67
   Overdue 91+:   102.28  Ending Receivables
Nbr RTO Rcvbls:     49             Nbr Credit Receivables:     31
AMT RTO Rcvbls:    238.57          Amt Credit Receivables:    446.60
                   Ending Nbr Tickets Due
   Overdue 1-3:     15      Overdue 4-7:     8  Overdue 8-14:     5
 Overdue 15-30:      5      Overdue 31-45:     5 Overdue 46-90:    19
   Overdue 91+:    143      Overdue 46-60:     2  Overdue 61+:    160
                   Ending Amt Tickets Due
   Overdue 1-3:     32.37   Overdue 4-7:    25.68   Overdue 8-14:    39.73
 Overdue 15-30:    101.77  Overdue 31-45:   114.91  Overdue 46-90:   972.05
   Overdue 91+: 24629.10  Overdue 46-60:    95.29    Overdue 61+: 25505.86

F8-Prev                                                        F10-Exit
```

Figure 16- 8 Summary File Change Screen 5 - RTO

RECEIVABLES PAID

 # CR RECV PAID   Number of RTO customers who used some of their credit RTO receivable monies today.

 # RTO RECV PAID   Number of RTO customers who paid some of the RTO Receivable money they owed.

AMT CR RECV PD   Total dollar amount of credit RTO receivable monies used by customers today.

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

NBR OF PAST DUE TICKETS PAID

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

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

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

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

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

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

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

AMT OF PASTDUE TICKETS PAID

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

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

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

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

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

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

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

ENDING RECEIVABLES

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

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

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

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

ENDING NBR TICKETS DUE

OVERDUE 1-3   Number of tickets that are 1-3 days past due.

OVERDUE 4-7   Number of tickets that are 4-7 days past due.

OVERDUE 8-14   Number of tickets that are 8-14 days past due.

OVERDUE 15-30   Number of tickets that are 15-30 days past due.

OVERDUE 31-45   Number of tickets that are 31-45 days past due.

OVERDUE 46-90   Number of tickets that are 46-90 days past due.

OVERDUE 91+   Number of tickets that are more than 91 days past due.

OVERDUE 46-60   Number of tickets that are 46-60 days past due.

OVERDUE 61+   Number of tickets that are more than 61 days past due.

ENDING AMT TICKETS DUE

OVERDUE 1-3   Dollar amount of tickets that are 1-3 days past due.

OVERDUE 4-7   Dollar amount of tickets that are 4-7 days past due.

OVERDUE 8-14   Dollar amount of tickets that are 8-14 days past due.

OVERDUE 15-30   Dollar amount of tickets that are 15-30 days past due.

OVERDUE 31-45   Dollar amount of tickets that are 31-45 days past due.

OVERDUE 46-90   Dollar amount of tickets that are 46-90 days past due.

OVERDUE 91+   Dollar amount of tickets that are more than 91 days past due.

OVERDUE 46-60   Dollar amount of tickets that are 46-60 days past due.

OVERDUE 61+   Dollar amount of tickets that are more than 61 days past due.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the sixth screen will appear, see Figure 16-9.

Summary Maintenance Look-up Screen #6 - RTO

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

 F8-Prev                                                    F10-Exit
```

Figure 16- 9 Summary File Change Screen 6 - RTO

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

DELIVERIES   Number of customers with deliveries posted today.

PICKUPS   Number of customers with pickups posted today.

CHARGE OFFS   Number of customers with charge offs posted today.

PAID OUTS   Number of customers with paid outs posted today.

INVENTORY DATA

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

REMAINBK VALUE Book value of your current rental inventory.

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

IDLEBOOK VALUE Book value of your idle inventory.

IDLE RENTAL INV COST   Cost of your idle rental inventory.

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

NBRIDLECOS   Number of idle inventory pieces that were charged off today.

PASTDUE DOLLARS

OVERDUE 1-4   Amount of money that is past due by 1-4 days.

OVERDUE 5-7   Amount of money that is past due by 5-7 days.

OVERDUE 8-15   Amount of money that is past due by 8-15 days.

OVERDUE 16+   Amount of money that is past due by more than 16 days but less than 32 days.

OVERDUE 32+   Amount of money that is past due by more than 32 days.

NBR OF PASTDUE TICKETS ON PICKUP

OVERDUE 1-7   Number of pickups that were 1-7 days past due.

OVERDUE 8-14   Number of pickups that were 8-14 days past due.

OVERDUE 15-45   Number of pickups that were 15-45 days past due.

OVERDUE 46-90   Number of pickups that were 46-90 days past due.

OVERDUE 91+   Number of pickups that were 91 or more days past due.

DAYS PAST DUE   Number of days past due on agreements that were picked up today.

OTHER

NEW RTO RCVBLS   The total difference between the beginning and ending receivable balance in customer (with existing agreements) payment receipt record for today.

STOLEN AMTS MIR   Loss of expected Monthly Ideal Revenue for accounts closed as stolen (status Y) today.

LOST REV DATE MOVED "N"   Revenue lost on due date changes in the "NEW" program (initial rental).

CHARGE OFF AMTS MIR   Loss of expected Monthly Ideal Revenue for accounts closed as charged off (status Z) today.

NBR "Z" CHARGEOFFS   Number of accounts closed as charge offs today.

NBR "Y" CHARGEOFFS   Number of accounts closed as stolen today.

NBR "D" PROMOS   Number of free payment discounts given in rental payments.

NBR "P" PROMOS   Number of free payment discounts given when entering a NEW agreement.

"D" PROMOS AMT   Total Dollar amount of free payments on agreements when taking a rental payment today.

"P" PROMOS AMT   Total Dollar amount of free payments entered when adding a new agreement today.

NEW MONEY   Rental income collected on agreements with a contract date equal to current month.

PROCESS WAIVED   Amount of processing fees not collected (based on settings in Rent Control (RENTCTRL)) for this date.

GRP AMT LOST   Amount of GRP money not collected (based on settings in Rent Control (RENTCTRL)) for this date.

STDRATEOVERRIDDEN   Number of inventory pieces that the system generated rental rate was changed when adding a new agreement. (based on settings in Price Control (PRICECTL)).

IDEAL$ OVERRIDDEN   Change in Monthly Ideal Revenue for inventory rented today, rate or term, overridden in NEW (based on settings in Price Control (PRICECTL)).

TERM OVERRIDDEN   Number of times the system generated term was changed when adding a new agreement. (based on settings in Price Control (PRICECTL)).

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the seventh screen will appear, see Figure 16-10.

Summary Maintenance Look-up Screen #7 - RTO

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


 F8-Prev                                                            F10-Exit
```

Figure 16-10 Summary File Change Screen 7 - RTO

INDICATED BOR DATA

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

DELIVERIES   Number of balance on rent (BOR) delivered.

PICKUPS   Number of BOR pickups.

CHARGE OFFS   Number of BOR charge offs.

PAID OUTS   Number of BOR paid outs.

SKIPS   Number of BOR skips.

EARLY BUYOUTS   Number of BOR early buyouts for this date.

DISCOUNT DAYS DATA

D PROMOS   Number of days rent not collected because of a free payment in Take Payments (RP).

P PROMOS   Number of days rent not collected because of a free payment in NEW.

SKIPS   Number of days past due on agreements closed today with a reason of skip (X).

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

OTHER DATA

PAYMENTS ON DELIVERIES Amount collected on new deliveries today.

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

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

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

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

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

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

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

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

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

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

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

CUSTOMER AGREEMENT COUNTS

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

CURRENT   Number of RTO customers who currently have open agreements and added a new agreement today.

EXISTING   Number of RTO customers who currently did not have any open agreements and added a new agreement today.

LOSS   Number of RTO customers who closed an agreement today and have no other open agreements.

OVERDUE CUSTOMERS 1-10   Count of customers overdue 1-10 days.

11-31:   Count of customers overdue 11-31 days.

32-59:   Count of customers overdue 32-59 days.

60+   Count of customers overdue 60 days or more.

INV COVERED BY GRP   Count of inventory covered by GRP.

CLUB   Count of inventory covered by a club agreement.

BOTH   Count of inventory covered by both GRP & Club agreements.

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

Summary Maintenance Look-up Screen #1 – SALES

Enter the number corresponding to the section you would like, see Figure 16-11. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. For this example, we selected #2 - SALES.
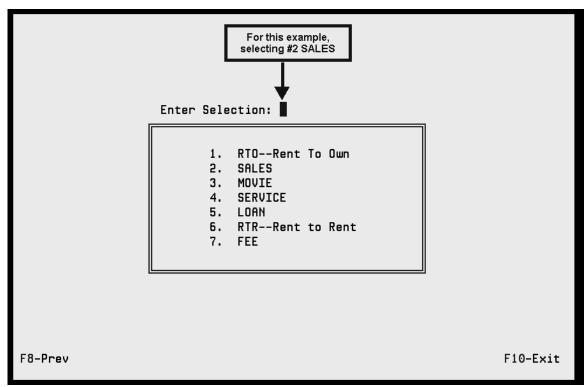
```
                     ┌──────────────────┐
                     │  For this example,│
                     │  selecting #2 SALES│
                     └──────────────────┘
                              │
                              ▼
           Enter Selection: █

           ┌─────────────────────────────────────┐
           │                                     │
           │       1.   RTO--Rent To Own         │
           │       2.   SALES                    │
           │       3.   MOVIE                    │
           │       4.   SERVICE                  │
           │       5.   LOAN                     │
           │       6.   RTR--Rent to Rent        │
           │       7.   FEE                      │
           │                                     │
           └─────────────────────────────────────┘




   F8-Prev                                    F10-Exit
```

Figure 16-11 Enter Selection Screen for SUMMNT SALES

This is the look-up screen of all summary information for the specified date and store, see Figure 16-12.

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

   F8-Prev                                              F10-Exit
```

Figure 16-12 Summary File Change Screen 1 - SALES

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

SALES AMT   Dollar amount in sales for this date.

SALE TAX AMT   Amount of sales tax posted.

SALES COST   Cost of goods sold for type S inventory and remaining book value for type O and R rental inventory.

SALES CASH AMT   Total sales and tax posted to sales income today.

SALE RECV AMT   Total sales and tax posted to Accounts Receivable today.

SALE TRADE IN   Dollar amount posted on trade ins.

SALE DISCOUNT   Dollar amount given in discounts on sales.

SALE OVERSHORT   Dollar amount the cash drawer was over or short on sales.

SALE BNKDEPOSIT   Dollar amount of bank deposit for sales.

INV ON HAND   Quantity of sale (type S) inventory items in stock.

RTOEARLYBUYOUT   Dollar amount posted to RTO early buyouts.

SALE RENTALITEM   Dollar amount of the sale of RTO (type O or R) inventory.

AR DOWN PMTS   Dollar amount of down payments posted to a new Account receivable agreement created from today's sales.

CASH SALE COST   Cost of goods sold (book value for rental inventory) for all cash sales today.

CASH SALE AMT   Dollar amount of cash sales that were paid in full by cash, check or credit card.

#SERIALINVSOLD   Number of serialized inventory pieces sold on this date.

RETURNAR INVADJ   This field will only be populated if "Cost on AR Return Indr" in Sales Control (SALECTRL) is set to 1 for percent of agreement paid.

NBR AR ACCTS   Number of open Accounts Receivable agreements as of this date.

AR CONTRACTBAL   Current balance for all Accounts Receivable agreements as of this date.

AR INTEREST REC   Dollar amount posted to Misc Chg Type #6 AR Interest on an AR payment made today.

RECV RECEIVED   Payments made to Account Receivable agreement balance today.

AR NONCASHREF   Total PMTFORM #5, non-cash refund payments made to Accounts Receivable agreements today.

RERENTSALES COST   Cost of goods sold (book value) for type O and R inventory sold today.

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

GRP INSURANCE   Dollar amount posted for GRP Insurance.

INSURANCE 1   Amount posted to a new AR agreement today.

INSURANCE 2   Amount posted to a new AR agreement today.

INSURANCE 3   Amount posted to a new AR agreement today.

INSURANCE 4   Amount posted to a new AR agreement today.

PROCESSING FEE   Dollar amount posted as Misc Chg Type 3 "processing fee" on AR payments made today.

RETURN CK CHG   Dollar amount posted as Misc Chg Type 4 "returned check charges" on AR payments made today.

IN HOMECOLLECT   **IN HOMECOLLECT** Dollar amount posted to Misc Chg Type 5 "in-home collection fee" on AR payments made today.

MISC CHARGE   Dollar amount posted as Misc Chg Type 0 "miscellaneous charge" on AR payments made today.

AR LATE RECVED   Dollar amount posted as late charges on AR payments made today.

AR LATE EARNED   This field will populate with late fees that are generated from a billing program run on this date for revolving accounts receivables.

AR TAX AMT   Total taxes collected for fees paid today on AR payments.

AR INVOICE AMT   Total AR payment type I payments added today.

AR ADD INVOICE   Total AR payment type F, G & A payment amounts added to an existing AR today.

AR DEBIT AMT   Total debits created in sale and RP for AR accounts.

AR INTERESTAMT   Total interested booked for sales Accounts receivable contracts.

AR INSURANCE   Total AR insurance amounts booked today.

AR BAD CK AMT   AR bad check amount.

AR PAYMENT AMT Dollar amount taken in on this date as AR payments.

AR CREDIT AMT   Total payments made to AR today.

AR INT REFUND   AR interest refunded today.

AR INS REFUND   AR insurance refunded today.

AR CHARGE OFF   AR amount of charged off today.

AR FLIPPED AMT   AR Amount put on a flip record today.

 # AR CR ACCTS   Number of open Special Credit AR tickets.

AR CREDIT BAL   Special Credit AR ticket balances.

CASH SALE RERENT   Dollar amount of cash sales of previous rented RTO items.

 # NEW AR ACCTS   Number of new Accounts Receivable contracts today.

#AR REPOS/RNC   Number of Accounts Receivable contracts that were closed as repossession and refund and cancel today.

 # AR CHARGEOFFS   Number of Accounts Receivable contracts closed as charge offs today.

 # AR PAY OFFS   Number of Accounts Receivable contracts closed as pay offs.

 # AR CUSTOMERS   Number of Customers with Accounts Receivable contracts.

AR MO $ PROJ   Projected monthly income for open accounts receivable contracts.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the second screen will appear, see Figure 16-13.

Summary Maintenance Look-up Screen #2 – SALES

```
Hr: 17 Min: 20              Summary File Change                 01/07/05
         Date: 12/01/03           Store:      1        Salesman:
                      Pending Sales/AR  +/- Amts for Today
      Layaway                     Stock                 Special Order
Pend Sale AmtL: █          Pend Sale AmtS:           Pend Sale AmtO:
Pend Cost AmtL:            Pend Cost AmtS:           Pend Cost AmtO:
Pend Recv AmtL:            Pend Recv AmtS:           Pend Recv AmtO:
PendArDepositL:           PendArDepositS:           PendArDepositO:

                      Pending Sales/AR  +/- Amts for Today
Pend Sales Tax:           Pend SaleTrade:           Pend Sale Disc:
Pend ArGRP/Ins:           PendArInterest:           3rdPartyDeposit

                       Pending Sales/AR Balances
      Layaway                     Stock                 Special Order
PendArDepositL:           PendArDepositS:           PendArDepositO:    1851.26
PendArContBalL:           PendArContBalS:           PendArContBalO:    1255.95
#Pend ArAcctsL:           #Pend ArAcctsS:           #Pend ArAcctsO:          1
 # Pend Sales:       3
 Pend Sale Bal:  2254.58-PendSaleTaxBal:    138.21-Pend Trade Bal:
Pend Disc  Bal:           PendGrp/InsBal:           PendInterestBal:


 F8-Prev                                                          F10-Exit
```
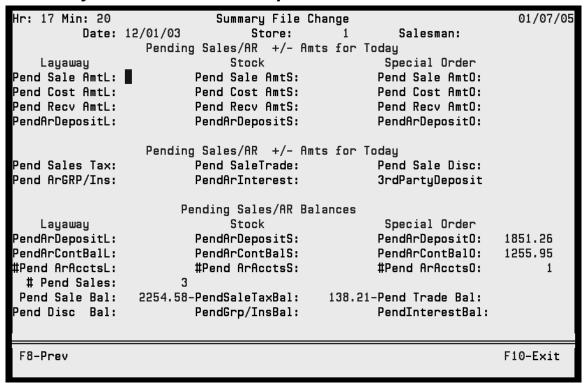
Figure 16-13 Summary File Change Screen 2 - SALES

PENDING SALES/AR +/- AMTS FOR TODAY

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

LAYAWAY

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

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

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

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

STOCK

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

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

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

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

SPECIAL ORDER

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

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

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

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

PENDING SALES/AR +/- AMTS FOR TODAY

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

PEND SALES TAX   Pending sales tax.

PEND SALETRADE   Pending sales trade in.

PEND SALE DISC   Pending sales discounts.

PEND ARGRP/INS   Pending AR GRP insurance.

PENDARINTEREST   Pending AR interest balance.

3RDPARTYDEPOSIT   Reserved for future use.

PENDING SALES/AR BALANCES

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

LAYAWAY

PENDARDEPOSITL   Pending layaway AR deposit.

PENDARCONTBALL   Pending layaway AR Contract Balance.

#PENDARACCTSL   Pending layaway AR Accounts.

STOCK

PENDARDEPOSITS   Pending stock AR deposit.

PENDARCONTBALS   Pending stock AR Contract balance.

#PEND ARACCTSS   Number of pending stock AR Accounts.

SPECIAL ORDER

PENDARDEPOSITO   Pending special order AR Deposit.

PENDARCONTBALO   Pending special order AR Contract balance.

#PENDARACCTSO   Pending special order AR Accounts.

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

 # PEND SALES   Total number of sales not yet delivered.

PEND SALE BAL   Current Balance of all sales not yet delivered.

PEND DISC BAL   Total Discounts dollars of all sales not yet delivered.

PENDSALETAXBAL   Total sales tax of all sales not yet delivered.

PENDGRP/INSBAL   Total dollars in GRP/Insurance of all sales not yet delivered.

PEND TRADE BAL   Total dollars trade-in balances of all sales not yet delivered.

PENDINTERESTBAL   Total dollars of interest for all sales not yet delivered.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, the third screen will appear, see Figure 16-14.
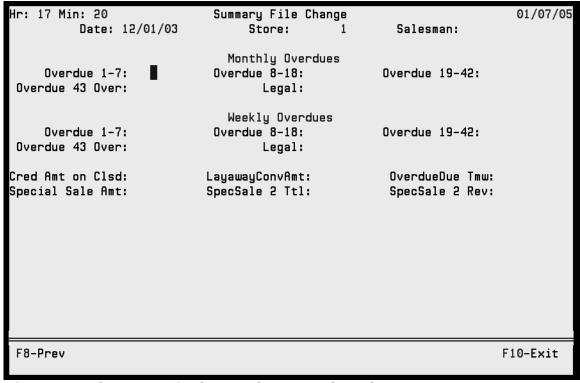
Summary Maintenance Look-up Screen #3 - SALES

```
Hr: 17 Min: 20              Summary File Change                01/07/05
        Date: 12/01/03          Store:      1       Salesman:

                            Monthly Overdues
     Overdue 1-7:    █      Overdue 8-18:          Overdue 19-42:
 Overdue 43 Over:              Legal:

                            Weekly Overdues
     Overdue 1-7:           Overdue 8-18:          Overdue 19-42:
 Overdue 43 Over:              Legal:

Cred Amt on Clsd:         LayawayConvAmt:          OverdueDue Tmw:
Special Sale Amt:         SpecSale 2 Ttl:          SpecSale 2 Rev:






 F8-Prev                                                     F10-Exit
```

Figure 16-14 Summary File Change Screen 3 - SALES

The following fields refer to Accounts Receivable Contracts.

MONTHLY OVERDUES

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

OVERDUE 1-7   Number of contracts that are overdue 1-7 days.

OVERDUE 8-18   Number of contracts that are overdue 8-18 days.

OVERDUE 19-42   Number of contracts that are overdue 19-42 days.

OVERDUE 43 OVER   Number of contracts that are overdue by 43 days or more.

LEGAL   Number of past due contracts with a pending charge off customer type as designated in the field "Pending ChgOff type:" in Control Maintenance (CTRLMNT).

D TMW: Number of contracts with payments coming due tomorrow.

WEEKLY OVERDUES

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

OVERDUE 1-7   Number of contracts that are overdue 1-7 days.

OVERDUE 8-18   Number of contracts that are overdue 8-18 days.

OVERDUE 19-42   Number of contracts that are overdue 19-42 days.

OVERDUE 43 OVER   Number of contracts that are overdue by 43 days or more.

LEGAL   Number of past due contracts with a pending charge off customer type as designated in the field "Pending ChgOff type:" in Control Maintenance (CTRLMNT).

D TMW: Number of contracts with payments coming due tomorrow

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

CRED AMT ON CLSD   Dollar amount written off on closed accounts.

LAYAWAYCONVAMT   Dollar amount that was converted from a layaway agreement to an AR agreement.

OVERDUEDUE TMW   Number of contracts that will be overdue tomorrow.

SPECIAL SALE AMT   If you have special sale types set up in Control Maintenance (CTRLMNT), this field will show the dollar amount taken in from these sales for this date.

SPECSALE 2 TTL   If you have special sale types set up in Control Maintenance (CTRLMNT), this field will show the total dollar amount taken in from these sales for this date.

SPECSALE 2 REV   If you have special sale types set up in Control Maintenance (CTRLMNT), this field will show the net revenue taken in from these sales for this date.

NBR WKLY CONT   Number of contracts that have a weekly payment frequency.

NBR MTHLY CONT   Number of contracts that have a monthly payment frequency.

NBR WKLY LGL   Number of contracts that have a weekly payment frequency in the legal category.

NBR MTHLY LGL   Number of contracts that have a monthly payment frequency in the legal category.

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

Summary Maintenance Look-up Screen #1 – SERVICE

Enter the number corresponding to the section you would like, see Figure 16-15. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. For this example, we selected #4 - SERVICE.
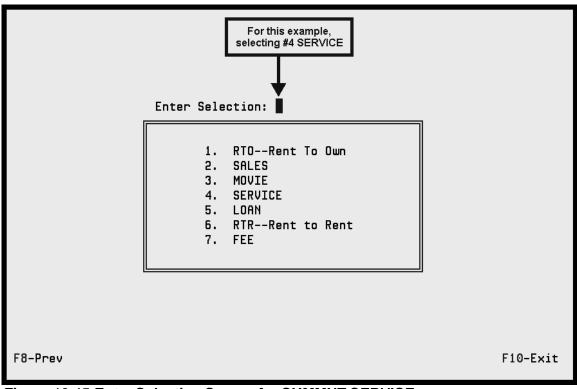

For this example, selecting #4 SERVICE

```
Enter Selection: █

        1.  RTO--Rent To Own
        2.  SALES
        3.  MOVIE
        4.  SERVICE
        5.  LOAN
        6.  RTR--Rent to Rent
        7.  FEE


F8-Prev                                    F10-Exit
```

Figure 16-15 Enter Selection Screen for SUMMNT SERVICE

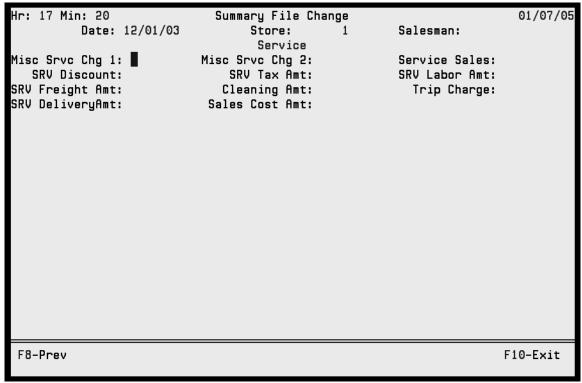This is the look-up screen of all summary information for the specified date and store, see Figure 16-16.

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




















 F8-Prev                                                          F10-Exit
```

Figure 16-16 Summary File Change Screen 1 - SERVICE

MISC SRVC CHG 1   This field will be populated from service tickets closed out today based on the description under the heading Miscellaneous #1 in SDPARAMS.

MISC SRVC CHG 2   This field will be populated from service tickets closed out today based on the description in SDPARAMS under the heading Miscellaneous #2.

SERVICE SALES   Dollar amount of cash sales generated in the SERVICE module.

SRV DISCOUNT   Dollar amount posted in the field "Less Discount:" on service tickets closed out today.

SRV TAX AMT   Dollar amount posted in the field "Total Taxes:" on service tickets closed out today.

SRV LABOR AMT   Dollar amount posted in the field "Total Labor:" on service tickets closed out today.

SRV FREIGHT AMT Dollar amount posted in the field "Freight Charge:" on service tickets closed out today.

CLEANING AMT   Dollar amount posted in the field "Cleaning:" on service tickets closed out today.

TRIP CHARGE   Dollar amount posted in the field "Trip Charge:" on service tickets closed out today.

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

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

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

Summary Maintenance Look-up Screen #1 – FEE

Enter the number corresponding to the section you would like, see Figure 16-17. Based on the selection picked, you will now see a Summary Maintenance Look-up Screen. For this example, we selected #7 – FEE.
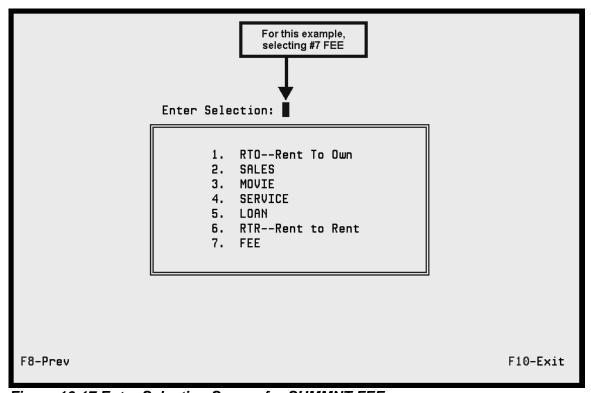

Figure 16-17 Enter Selection Screen for SUMMNT FEE

This is the look-up screen of all summary information for the specified date and store, see Figure 16-18.

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




F8-Prev                                                  F10-Exit
```

Figure 16-18 Summary File Change Screen 1 -FEE

FEES

AIRTIME PMTS   Dollar amount of airtime payments..

CLUB FEE PMTS   Dollar amount of club fee payments.

OTHER FEE PMTS   Dollar amount of other fee payments.

#AIRTIME CONT   Number of airtime contracts.

#CLUB FEE CONT   Number of club fee contracts.

#OTHER FEE CONT   Number of other fee contracts.

AIRTIME PROJ   Projected monthly income for airtime fees.

CLUB FEE PROJ   Projected monthly income for club fees.

OTHER FEE PROJ   Projected monthly income for other fees.

#AIRTIME ODUE   Number of Airtime tickets that are overdue as of this date.

#CLUB FEE ODUE   Number of Club Fee tickets that are overdue as of this date.

#OTHER FEE ODUE   Number of Other Fee tickets that are overdue as of this date.

AIRTIME ODUE   Airtime dollars overdue.

CLUB FEE ODUE   Club Fee dollars overdue.

OTHER FEE ODUE   Other fee dollars overdue.

AT ACTIVATED   Number of new airtime agreements opened.

CLUB SURCHARGE Club Agreement surcharge amounts.

AT DEACTIVATED   Number of airtime agreements closed.

KEY2 DATE   Today's date.

KEY2 STORE   Current location.

KEY2 SALESMAN   Reserved for future use.

When all the data is reviewed, press the F9 key. You will be prompted "Any More Changes: N". Press the ENTER key to accept the default of N for no, see Figure 16-19.

```
        Enter Selection: █

        ┌─────────────────────────────────────┐
        │                                       │
        │         1.   RTO--Rent To Own         │
        │         2.   SALES                     │
        │         3.   MOVIE                      │
        │         4.   SERVICE                    │
        │         5.   LOAN                       │
        │         6.   RTR--Rent to Rent          │
        │         7.   FEE                        │
        │                                       │
        └─────────────────────────────────────┘




 F8-Prev                                       F10-Exit
```

Figure 16-19 Enter Selection Screen for SUMMNT

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