Chapter 20 - Accounts Receivable Payments Report – ARPMTS

This program is designed to track all forms of Accounts Receivable payments in the RSSS Sales Module. To get into this program, select "Sales Payments Report - ARPMTS" off the Sales Reports Menu or press the F10 key off of any menu and at the command line, type in "ARPMTS" and press ENTER. You will be prompted for a printer or file pathname. Press ENTER to accept the default printer or type in the printer number or pathname. See <u>Chapter 10 Introduction to Reports</u> for additional information about the printer/file pathname screen.

When you are prompted for "Separate Locations", press ENTER to accept the default of N for no. The report option screen in Figure 20-1 will be displayed.

```
AR PAYMENTS REPORT
                WANT TOTALS ONLY: N DISCOUNT CODE SUMMARY: N
           SELECT CUSTOMER TYPES: N
  USE TAX CODES AS STORE NUMBERS: N
                                    SERVICE SALES PAYMENTS: I
     SELECT BY LOC OR LOC GROUPS: N
                SORT BY LOCATION: Y
          STARTING PAYMENT DATE: 1/03/07
                                              ENDING DATE: 1/03/07
          STARTING CONTRACT DATE:
                                              ENDING DATE: 12/31/79
                       SELECT BY: N
SORT BY SALESMAN/ACCT MGR/SCHOOL: N
        PAYMENTS ON AR PMT FORMS: A
           SUMMARIZE BY ZIP CODE: N
                                          PAYMENT FORMS WANTED:
                                      ONLY RECEIPT NUMBER GAPS: N
      LATE PAYMENTS ONLY REPORT: N
     TRANSACTIONS BY TIME REPORT: N
                                                ONLY RECV PMTS: N
           CALCULATE COMMISSIONS: N
              SELECT BY ZIP CODE: N
                EXCEPTION REPORT: N
                                     PENDING SALE PMTS: I
                                                              CLOSED PMTS: I
  ONLY PMTS ON BOOKS OVER A DATE: N
                    TYPE REPORT: P EXCLUDE CASH SALES: N
                                                            INTEREST PMTS: I
           SIMPLE INTEREST RECORDS: I) INCLUDE E) EXCLUDE O) ONLY
```

Figure 20- 1 AR Payments Report Screen

Explanation of Fields on AR Payments Report Screen

WANT TOTALS ONLY Default is N for no. If answered with a Y for yes, this will give you a brief report with cash in totals for each store specified, no detail on customers.

DISCOUNT CODE SUMMARY Default is N = No. If answered with a Y for yes, this will print the Discount Code Summary instead of the Payment Form Summary.

- for yes, you will then be prompted for "CUST TYPES". You may enter from one to sixteen different customer types. If you want all customer types, accept the default by pressing the ENTER key. (Customer types are set up and maintained in the program RCUSTYPE).
- use tax codes as store numbers If answered with a Y for yes, the report will sort by tax code instead of store number, for sales tax reporting purposes.

SERVICE SALES PAYMENTS

- **I** = Defaults to I. Accept I to Include the service sales payments on the report.
- $\mathbf{E} = \text{Exclude}$ the service sales payments from the report.
- **O** = Only print the service sales payments on the report.
- SELECT BY LOC OR LOC GROUPS If you want to select by location(s) or location group(s), type Y for yes and enter the number here. The report will only print information about the requested location(s) or location group(s). Enter up to ten store numbers. If all stores are needed, press the ENTER key. If you have selected to run the report for more than one location, you will see the prompt SORT BY LOCATION. This gives you the option to run all stores together or have each location print its own page with subtotals for each location. Company totals will print on summary page.

STARTING PAYMENT DATE ENDING PAYMENT DATE

Enter the starting and ending date for the time period you want this report to show. The default is today's date.

STARTING CONTRACT DATE ENDING CONTRACT DATE

Enter the earliest and latest agreement/contract date you want used for this report. Typically 01/01/80 thru 12/31/79 is used to capture all agreement/contract dates.

SELECT BY This option allows you to run the report by particular salesmen or account managers. If all salesmen or account managers are needed, press the ENTER key to accept the default of N for no. If you answer this prompt with a Y, the default will change to a 1 and your options will be displayed on the bottom of the screen (1) SELECT BY SALESMEN 2) SELECT BY ACCT MGRS) . Enter the number next to the option you want. If Option 1 - Select by Salesmen is selected, you will now be prompted SELECT WHICH SALESMAN NBR 1) Salesman who entered acct or (2) Salesman who took payment. The prompt will then change and read SALESMAN or ACCT MGRS depending on the option you chose. You may then select up to ten salesmen or account manager numbers you want on this report. If you have selected more than one salesman or account manager you will see the prompt SORT BY SALESMEN/ACCT MGRS. The default is N for no. If this option is answered with Y for yes, the report will group data by salesman or

account manager. If you are running an Exception Report, you should answer with a Y for yes.

If you choose to sort the report by store and by salesman/account manager, the report will be printed by salesman/account manager sorted within the store.

- **PAYMENTS ON AR PMTS FORMS A** = Defaults to A. Accept A to include all payments on AR payment forms on the report. **I** = Include selected forms on the report. Identify
 - I = Include selected forms on the report. Identify the payment forms you want to include on this report. Press 999 at any payment form prompt to select the payment form from a list. You can include up to five payment forms on the report.
 - **E** = Excludes any payments taken on the payments selected. Press 999 at any payment form prompt to select the payment form from a list. Identify up to five payment forms you want to exclude from this report.
- SUMMARIZE BY ZIP CODE Defaults to N for no. If answered with a Y for yes, after the AR payment list has printed, the report will print a page on which you will see a line across for each individual zip code on this report with the number of customers, payment amount, GRP amount, ESP amount, tax amount, total amount, and receivables. Under this, you will have a line showing the totals for each of these items.
- PAYMENT FORMS WANTED You have the option of listing two payment forms. Enter 999 in the payment form field to get a listing of payment forms and only those that you select will be printed. If you want all payment forms on the report, leave as zero.
- LATE PAYMENTS ONLY REPORT Defaults to N for no. If you want a report of payments which were made on late accounts, type in a Y for yes.
- ONLY RECEIPT NUMBER GAPS Defaults to N for no. If you want a report of receipt number gaps, type in a Y for yes. This can be used as an auditing tool to look for missing receipt numbers.
- TRANSACTIONS BY TIME REPORT Defaults to N for no. If answered with a Y for yes, this will give you the total dollar amount of payments, GRP, ESP, Misc Chg, Late Chg, Down Pmt, Deposit, Free Pmt, Tax, Cash In, Add Recs, and number of payments for each hour.
- ONLY RECV PMTS Defaults to N for no. An N for non means do not show only RTO Receivable Payments. If answered with a Y for yes, this will show information only on payments where a transaction entered the RTO receivable field and an amount of the payment was transferred to this receivable account. This will not show all receivables.
- **CALCULATE COMMISSIONS** Defaults to N for no. If you pay commissions and want them calculated, enter a Y for yes. You will be prompted for the

COMMISSION PERCENT. Type in the percentage to use in calculating commission for payments made in the specified time frame.

SELECT BY ZIP CODE If you want to run all zip codes, press the ENTER key to accept the N for no default. If you only want certain zip codes on this report, type in a Y for yes and you will see the prompt **ZIP CODES**. You may enter from one to ten different zip codes.

EXCEPTION REPORT

 ${\bf N}$ =Accept the default of N for all payments made in the specified time frame.

Y = Prints all payments that are not a regular weekly or monthly payment. Typically used as an audit tool.

C = Exception Report printed in customer name order.

R = Receivables - This report will show you customers who made payments and owed you a receivable but the full receivable was not collected.

D = Due Date Moves - This report will show you customers who had due date moves.

PENDING SALES PAYMENTS

These are payments made on either a LAYAWAY, STOCK or SPEC ORDER sales agreement.

I = Defaults to I. Accept I to include the pending sales payments on the report.

E = Exclude the pending sales payments from the report.

O = Only print the pending sales payments on the report.

CLOSED PAYMENTS

I = Defaults to I. Accept I to Include the closed sales payments on the report.

 $\mathbf{E} = \text{Exclude}$ the closed sales payments from the report.

O = Only print the closed sales payments on the report.

ONLY PMTS ON BOOKS OVER A DATE Defaults to N for no. If answered Y for yes, you will be prompted DAYS ON BOOK OVER. Enter the number of days past the original agreement date you want to see payments for on this report.

TYPE REPORT

P = Defaults to P. Accept P to include the down payments and payments received in the Take Payments (RP) screen for customers.

J = Include Insurance Refunds only on the report.

W = Include Insurance Earned only on the report.

A = Include all detail. Includes the sales invoice records.

EXCLUDE CASH SALES PMTS Defaults to N for no. If you want the report to exclude cash sales payments, type in a Y for yes and the report will not print cash sales payments for the dates chosen.

INTEREST PMTS

Simple Interest Records

I = Defaults to I. Accept the I to include all payments made on simple interest bearing accounts.

 ${\bf E}={\bf Change}$ to E if you want to exclude any payments that included simple interest.

 ${\bf O}={\bf Change}$ to O if you ONLY want payments that included simple interest.

Press the F9 key. You will then be prompted "Any More Changes". When this is answered with an N for no, the report will begin counting and print to the printer or file pathname you designated.

Example of ARPMTS Setup Screens and Resulting Reports

Figure 20-2 and Figure 20-3 are an example of the ARPMTS Setup Screen and the Resulting Report for AR payments taken for Location 1 for 01/15/2005.

```
AR PAYMENTS REPORT
              WANT TOTALS ONLY: N
                                   DISCOUNT CODE SUMMARY: N
        SELECT CUSTOMER TYPES: N
USE TAX CODES AS STORE NUMBERS: N
                                   SERVICE SALES PAYMENTS: I
  SELECT BY LOC OR LOC GROUPS: (Y)
              LOCATIONS: (1)
        STARTING PAYMENT DATE: (1/15/05)
                                            ENDING DATE: 1/15/05
       STARTING CONTRACT DATE:
                                            ENDING DATE: 12/31/79
                    SELECT BY: N
     PAYMENTS ON AR PMT FORMS: A
         SUMMARIZE BY ZIP CODE: N
                                        PAYMENT FORMS WANTED:
                                                                     Ω
    LATE PAYMENTS ONLY REPORT: N
                                    ONLY RECEIPT NUMBER GAPS: N
  TRANSACTIONS BY TIME REPORT: N
                                              ONLY RECV PMTS: N
        CALCULATE COMMISSIONS: N
            SELECT BY ZIP CODE: N
              EXCEPTION REPORT: N
                                   PENDING SALE PMTS: I
                                                            CLOSED PMTS: I
ONLY PMTS ON BOOKS OVER A DATE: N
                   TYPE REPORT: P EXCLUDE CASH SALES: N INTEREST PMTS: I
```

Figure 20- 2 AR Payments Report Screen Example

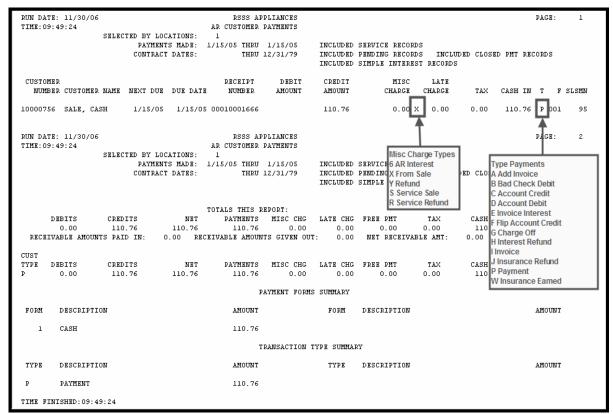


Figure 20- 3 AR Payments Report Example Resulting Report

Figure 20-4 and Figure 20-5 are an example of the ARPMTS Screen with changes to produce totals only for location 1 and its resulting report for the date of 01/15/2005.

```
AR PAYMENTS REPORT
             WANT TOTALS ONLY: (Y)
                                  DISCOUNT CODE SUMMARY: N
        SELECT CUSTOMER TYPES: N
USE TAX CODES AS STORE NUMBERS: N
                                   SERVICE SALES PAYMENTS: I
  SELECT BY LOC OR LOC GROUPS: (Y)
              LOCATIONS:
        STARTING PAYMENT DATE: (1/15/05)
                                            ENDING DATE ( 1/15/05)
       STARTING CONTRACT DATE:
                                            ENDING DATE: 12/31/79
                    SELECT BY: N
    SORT BY SALESMAN/ACCT MGR: N
     PAYMENTS ON AR PMT FORMS: A
         SUMMARIZE BY ZIP CODE: N
                                        PAYMENT FORMS WANTED:
    LATE PAYMENTS ONLY REPORT: N
                                    ONLY RECEIPT NUMBER GAPS: N
  TRANSACTIONS BY TIME REPORT: N
                                              ONLY RECV PMTS: N
         CALCULATE COMMISSIONS: N
           SELECT BY ZIP CODE: N
                                   PENDING SALE PMTS: I
             EXCEPTION REPORT: N
                                                            CLOSED PMTS: I
ONLY PMTS ON BOOKS OVER A DATE: N
                  TYPE REPORT: P EXCLUDE CASH SALES: N INTEREST PMTS: I
```

Figure 20- 4 Payments Report Screen Totals Only Example

	TE: 11/30/06 0:05:29		LOCATIONS:	RSSS API AR CUSTOMER I 1 1/15/05 THRU THRU I	PAYMENTS 1/15/05	INCLUDED	SERVICE RECO: PENDING RECO: SIMPLE INTER	RDS INCL		PAGE: PMT RECORDS	1
RECE	DEBITS 0.00 IVABLE AMOUNT		NET 110.76	FOTALS THIS RI PAYMENTS 110.76 CIVABLE AMOUN	MISC CHG 0.00	0.00	FREE PMT 0.00 NET RECEIV		CASH IN 110.76 0.00	# PMTS 1	
CUST TYPE P	DEBITS 0.00	CREDITS 110.76	NET 110.76	PAYMENTS 110.76	MISC CHG 0.00	LATE CHG 0.00	FREE PMT 0.00	TAX 0.00	CASH IN 110.76	# PMTS 1	
				P	AYMENT FORMS	SUMMARY					
FORM	DESCRIPTIO	n		AMOUNT		FORM	DESCRIPTION			AMOUNT	
1	CASH			110.76							
				T	RANSACTION T	TYPE SUMMAR	ŖΨ				
TYPE	DESCRIPTIO	n		AMOUNT		TYPE	DESCRIPTION			AMOUNT	
P	PAYMENT			110.76							
TIME F	INISHED: 10:09	5:29									

Figure 20- 5 Payments Report Screen Totals Only Resulting Report

Figure 20-6 and Figure 20-7 are an example of the ARPMTS Screen with changes to produce an exception report sorted by customer name for location 3 and its resulting report for the month of January 2005.

```
AR PAYMENTS REPORT
               WANT TOTALS ONLY: N
                                     DISCOUNT CODE SUMMARY: N
          SELECT CUSTOMER TYPES: N
 USE TAX CODES AS STORE NUMBERS: N
                                     SERVICE SALES PAYMENTS: I
    SELECT BY LOC OR LOC GROUPS: (Y)
               LOCATIONS: (3)
          STARTING PAYMENT DATE: (1/01/05)
                                              ENDING DATE: (1/31/05)
         STARTING CONTRACT DATE:
                                               ENDING DATE: 12/31/79
                      SELECT BY: N
      SORT BY SALESMAN/ACCT MGR: N
       PAYMENTS ON AR PMT FORMS: A
          SUMMARIZE BY ZIP CODE: N
                                          PAYMENT FORMS WANTED:
      LATE PAYMENTS ONLY REPORT: N
                                      ONLY RECEIPT NUMBER GAPS: N
    TRANSACTIONS BY TIME REPORT: N
                                                ONLY RECV PMTS: N
          CALCULATE COMMISSIONS: N
             SELECT BY ZIP CODE: N
               EXCEPTION REPORT: ( )
                                    PENDING SALE PMTS: I
                                                               CLOSED PMTS: I
 ONLY PMTS ON BOOKS OVER A DATE: N
                    TYPE REPORT: P EXCLUDE CASH SALES: N INTEREST PMTS: I
ENTER AN "N", "Y", "C" (SORT BY CUST NAME), "R" (RECEIVABLES), "D" (DUE DATE MOVES)
```

Figure 20- 6 Payments Report Screen Exception Report

RUN DATE: 11/30/06 FIME:10:15:54			RSSS APP AR CUSTOMER P							PAGE:	1
	PAYMENT	CATION: (3) RSSS APP 1/01/05 THRU	LIANCES #3 1/31/05	INCLUDED	SERVICE RECORDS PENDING RECORDS SIMPLE INTEREST	INCLU		PMT REC	CORDS	
			EXC	EPTION REPO	RT						
CUSTOMER NUMBER CUSTOMER NAI	ME PAY DATE	DUE DATE	RECEIPT NUMBER		CREDIT AMOUNT	MISC CHARGE		TAX	CASH IN	T F SLS	MN
LOO11827 LUTE, LISA AMT NOT COLLECTED:						0.00 Y 5 PMT TERMS:				- P 001 0.00	78
RUN DATE: 11/30/06 FIME:10:15:54	LO PAYMENT	CATION: (THRU 1	AYMENTS LIANCES #3 1/31/05 2/31/79	INCLUDED	SERVICE RECORDS PENDING RECORDS SIMPLE INTEREST	INCL				2
DEBITS C 0.00 TOTAL AMOUNT NOT C RECEIVABLE AMOUNTS	OLLECTED:	NET 53.25- 0.00		MISC CHG 0.00		FREE PMT 0.00			1 # PMTS 5- 1	3	
	REDITS 53.25-	NET 53.25-				FREE PMT 0.00	TAX 0.00		I # PMTS 5- 1	3	
			PA	YMENT FORMS	SUMMARY						
					FORM	DESCRIPTION					
FORM DESCRIPTION			AMOUNT		FURM	DESCRIPTION				AMOUNT	
FORM DESCRIPTION 1 CASH			AMOUNT 53.25-		FURM	DESCRIPTION				AMOUNT	
			53.25-							AMOUNT	
1 CASH			53.25- TP	ANSACTION T	TYPE SUMMAI	NΥ					
1 CASH			53.25-	ANSACTION T	TYPE SUMMAI					AMOUNT	
1 CASH			53.25- TP	LANSACTION T	TYPE SUMMAI	NΥ					
1 CASH			53.25- TR AMOUNT 53.25- RSSS APP AR CUSTOMER P 1/01/05 THRU THRU 1	LIANCES AYMENTS 1/31/05	TYPE SUMMAR TYPE INCLUDED INCLUDED INCLUDED	NΥ	s incl		D PMT RE	AMOUNT PAGE:	3
1 CASH TYPE DESCRIPTION P PAYMENT UN DATE: 11/30/06 IME:10:15:54	CONTRACT REDITS 53.25-	S MADE: 1 DATES: I NET 53.25-	53.25- TP AMOUNT 53.25- RSSS APP AR CUSTOMER P 1/01/05 THRU 1 EXC	LIANCES AYMENTS 1/31/05 2/31/79 EPTION REPO	TYPE SUMMAR TYPE INCLUDED INCLUDED INCLUDED INCLUDED INCLUDED	DESCRIPTION SERVICE RECORD PENDING RECORD SIMPLE INTERES	s incl	s Cash I	D PMT RE N # PMT 5- 1	AMOUNT PAGE: CORDS	3
1 CASH TYPE DESCRIPTION P PAYMENT UN DATE: 11/30/06 IME:10:15:54 DEBITS CI 0.00 TOTAL AMOUNT NOT CORECEIVABLE AMOUNTS 1	CONTRACI REDITS 53.25- DLLECTED:	S MADE: 1 DATES: I NET 53.25- 0.00	TR AMOUNT 53.25- RSSS APP AR CUSTOMER P 1/01/05 THRU 1 EXC FOTALS THIS RE PAYMENTS 53.25-	PLIANCES PAYMENTS 1/31/05 2/31/79 EPTION REPO PORT: MISC CHG 0.00	TYPE SUMMAR TYPE INCLUDED INCLUDED INCLUDED ORT LATE CHG 0.00	DESCRIPTION SERVICE RECORD PENDING RECORD SIMPLE INTERES FREE PMT 0.00	S INCL T RECORD TAX 0.00	s Cash I	N # PMT	AMOUNT PAGE: CORDS	3
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1 CASH TYPE DESCRIPTION P PAYMENT UN DATE: 11/30/06 IME:10:15:54 DEBITS CI 0.00 TOTAL AMOUNT NOT CO RECEIVABLE AMOUNTS I UST YPE DEBITS CI 0.00	CONTRACT REDITS 53.25- DILECTED: PAID IN: C	S MADE: 1 DATES: T NET 53.25- 0.00 D.00 RECE	TR AMOUNT 53.25- RSSS APP AR CUSTOMER P 1/01/05 THRU 1 EXC FOTALS THIS RE PAYMENTS 53.25- EIVABLE AMOUNT PAYMENTS 53.25- PA	LIANCES ANYMENTS 1/31/05 2/31/79 EPPTION REPO EPORT: MISC CHG 0.00 ES GIVEN OUT MISC CHG 0.00	TYPE SUMMAR TYPE INCLUDED INCLUDED INCLUDED ORT LATE CHG 0.00 C: 0.00 LATE CHG 0.00	DESCRIPTION SERVICE RECORD PENDING RECORD SIMPLE INTERES FREE PMT 0.00 NET RECEIVAB FREE PMT 0.00	S INCL T RECORD TAX 0.00 LE AMT:	S CASH I 53.2 0.00 CASH I	N # PMT 5- 1 N # PMT	AMOUNT PAGE: CORDS	3
1 CASH TYPE DESCRIPTION P PAYMENT UN DATE: 11/30/06 IME:10:15:54 DEBITS CI 0.00 TOTAL AMOUNT NOT CO RECEIVABLE AMOUNTS I UST TYPE DEBITS CI 0.00 FORM DESCRIPTION	CONTRACT REDITS 53.25- DILECTED: PAID IN: C	S MADE: 1 DATES: T NET 53.25- 0.00 D.00 RECE	TR AMOUNT 53.25- RSSS APP AR CUSTOMER P L/01/05 THRU THRU 1 EXC FOTALS THIS RE PAYMENTS 53.25- EIVABLE AMOUNT PAYMENTS 53.25- PA AMOUNT 53.25-	LIANCES ANYMENTS 1/31/05 2/31/79 EPPTION REPO EPORT: MISC CHG 0.00 ES GIVEN OUT MISC CHG 0.00	TYPE SUMMAR TYPE INCLUDED INCLUDED INCLUDED ORT LATE CHG 0.00 C: 0.00 LATE CHG 0.00 S SUMMARY FORM	DESCRIPTION SERVICE RECORD PENDING RECORD SIMPLE INTERES FREE PMT 0.00 NET RECEIVAB FREE PMT 0.00	S INCL T RECORD TAX 0.00 LE AMT:	S CASH I 53.2 0.00 CASH I	N # PMT 5- 1 N # PMT	AMOUNT PAGE: CORDS	3
1 CASH TYPE DESCRIPTION P PAYMENT UN DATE: 11/30/06 IME:10:15:54 DEBITS CI 0.00 TOTAL AMOUNT NOT CO RECEIVABLE AMOUNTS I UST YPE DEBITS CI 0.00 FORM DESCRIPTION	CONTRACT REDITS 53.25- DILECTED: PAID IN: C	S MADE: 1 DATES: T NET 53.25- 0.00 D.00 RECE	TR AMOUNT 53.25- RSSS APP AR CUSTOMER P L/01/05 THRU THRU 1 EXC FOTALS THIS RE PAYMENTS 53.25- EIVABLE AMOUNT PAYMENTS 53.25- PA AMOUNT 53.25-	LIANCES AYMENTS 1/31/05 2/31/79 EPTION REPO EPTION CHG 0.00 S GIVEN OUT MISC CHG 0.00 WHISC CHG	TYPE SUMMAR TYPE INCLUDED INCLUDED INCLUDED ORT LATE CHG 0.00 C: 0.00 LATE CHG 0.00 S SUMMARY FORM	DESCRIPTION SERVICE RECORD PENDING RECORD SIMPLE INTERES FREE PMT 0.00 NET RECEIVAB FREE PMT 0.00	S INCL T RECORD TAX 0.00 LE AMT:	S CASH I 53.2 0.00 CASH I	N # PMT 5- 1 N # PMT	AMOUNT PAGE: CORDS	3

Figure 20- 7 Payments Report Screen Resulting Exception Report