



Cajun Software

Your Financial Software Solution

Quick Reference Manual

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The procedures documented in this manual, i.e. Quotes, Loans, Payments, Daily Closing, Payroll, etc., are presented as a guide to aid you in using the Financial Services Program.

These step-by-step procedures are presented in the order we believe they should be performed. However, since procedures can vary from company to company we recommend that you check with your manager or owner to determine your company's procedures.

If you have any questions or comments regarding our program, or this manual, please give us a call.

NOTE: It is recommended that you do a daily backup (See "SYSTEM BACKUP")

Special keys used throughout the program:

KEY	FUNCTION
<↑> <↓>	Used to scroll through a list, one item at a time.
<Page Up> <Page Down>	Used to scroll through a list, one screen at a time.
<Esc>	Used to move backward through the program.
<Enter>	Used to select a highlighted item from a list. Used to select the program default. Used to select the entry you just made. Used to move forward through the program.
<F1> to <F10>	These keys and their function are displayed at the bottom of each screen where they are used.
<CTRL-P>	Prints the screen to the default printer.

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LOAN MASTER FILES

CUSTOMER MASTER FILE

.....

Add a Customer

Fields in the Customer Master Record should only be used for their intended purpose. For example, the field for “Spouse or Co-Borrower’s Last Name” should only be used for spouse or co-borrower’s last name. If you need to record information for which there is not a separate field, **PRESS <F5>** key and record the information on the Customer Memo Page.

<FROM MAIN MENU>

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 3) Create NEW Customer Master

ENTER Customer and Spouse/Co-Borrower Information:

Customer Main Page		
ITEM #	FIELD NAME	DESCRIPTION
1	Last Name First MI	Customer’s Last Name, First Name and Middle Initial.
2	Address 1	Customer’s Physical Address.
3	Address 2	Additional line if required.
4	City-State Zip Parish In-City	Customer’s City, State, Zip Code and Parish where they live. Do they live in the city (“YES” or “NO”)
5	Date of Birth	Customer’s date of birth (“mm/dd/yy”).
6	Social Sec No	Customer’s Social Security Number.
7	Marital Status	Customer’s Marital Status (select “N/A”, “MARRIED”, “UNMARRIED” or “SEPERATED” from the pop-up window).
8	Last Name First MI	Spouse/Co-Borrower’s Last Name, First Name and Middle Initial.
9	Date of Birth	Spouse/Co-Borrower’s date of birth (“mm/dd/yy”).
10	Social Sec No	Spouse/Co-Borrower’s Social Security Number.
11	Home Telephone	Customer’s Home Telephone Number.
12	Cell Phone	Customer’s Cell Phone Number.
13	Pager/ Phone	Customer’s Pager or additional Telephone Number.
14	Driver License	Customer’s Driver License Number.
15	Private Account	Defaults to “NO” but can be changed.
16	Cell Phone	Spouse/Co-Borrower’s Cell Phone Number.
17	Driver License	Spouse/Co-Borrower’s Driver License Number.

Employer Page		
ITEM #	FIELD NAME	DESCRIPTION
1	Employer	Name of Customer’s Employer
2	Address	Employer’s Physical Address.
3	City-State Zip-Code	Employer’s City, State and Zip Code.
4	Telephone FAX	Employer’s Telephone and FAX Number.
5	Position	Customer’s position or job title.
6	Date Employed	Customer’s Employment date.

7	Take Home	Customer's Take Home Pay (also select "N/A", "WEEKLY", "2-WEEKS", "2-A-MONTH" or "MONTHLY" from the pop-up window).
11	Employer	Name of Spouse/Co-Borrower's Employer.
12	Address	Employer's Physical Address.
13	City-State Zip-Code	Employer's City, State and Zip Code.
14	Telephone FAX	Employer's Telephone and FAX Number.
15	Position	Spouse/Co-Borrower's position or job title.
16	Date Employed	Spouse/Co-Borrower's Employment date.
17	Take Home	Spouse/Co-Borrower's Take Home Pay (also select "N/A", "WEEKLY", "2-WEEKS", "2-A-MONTH" or "MONTHLY" from the pop-up window).
21	Own/Rent	Does Customer Rent or Own (select "N/A", "PARENTS", "OWN" or "RENT" from the pop-up window).
22	Date Occupied	Date Customer moved into current address.
23	Monthly Amount	Customer's monthly rent or mortgage payment.
24	Other Income	Customer's Other Income not listed above.
25	Other Income	Spouse/Co-Borrower's Other Income not listed above.

Reference Page		
ITEM #	FIELD NAME	DESCRIPTION
1	Bank	Name of Customer's Bank
2	Location	Bank's Physical Address.
3	Checking Savings	Does the Customer have a Checking and/or Savings account ("YES" or "NO")
4	Credit Limit	What Credit Limit, if any, have you established for the customer.
5	Allow Solicitation	Does the Customer allow you to solicit additional business from them? ("YES" or "NO")
11, 21, 31, 41	Ref Name	Reference's Name.
12, 22, 32, 42	Address	Reference's Address.
13, 23, 33, 43	Telephone	Reference's Telephone Number.
14, 24, 34, 44	Relationship	Reference's Relationship to the Customer.
15, 25, 35, 45	Place of Emp	Reference's Place of Employment.

NOTE: Upon completion of the "Reference Page" the "Customer Main Page" will be displayed on the screen.

ENTER Item(s) to Change

NOTE: Use the <Page Up> key, <Page Down> key and the following Function Keys to move from screen to screen.

- <F2> Employer Page
- <F4> Reference Page
- <F5> Customer Memo Page
- <F6> List All Loans for Customer
- <F9> Print Customer Master Record

PRESS <Enter> key to continue

NOTE: You can fill out a quote or a new loan at this time or latter (See "CUSTOMER QUOTE" or "NEW LOANS" if you have questions).

Edit a Customer

Fields in the Customer Master Record should only be used for their intended purpose. For example, the field for "Spouse or Co-Borrower's Last Name" should only be used for spouse or co-borrower's last name. If you need to record information for which there is not a separate field, **PRESS** <F5> key and record the information on the Customer Memo Page.

<FROM MAIN MENU>

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 2) Customer Loans

ENTER Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

ENTER Item(s) to Change

NOTE: Review & revise the "Customer's Master Record" as required (see "ADD A CUSTOMER" if you have questions). Use the <Page Up> key, <Page Down> key and the following Function Keys to move from screen to screen.

- <F2> Employer Page
- <F4> References Page
- <F5> Customer Memo Page
- <F6> List All Loans for Customer
- <F9> Print Customer Master Record

PRESS <F7> key to exit

NOTE: You can fill out a quote or a new loan at this time or latter (See "CUSTOMER QUOTE" or "NEW LOANS" if you have questions).

CO-MAKER/ENDORSER MASTER FILE

.....

Add a Co-Maker/Endorser

DEFINITION: A person who guarantees re-payment of the loan, in the event of the borrower's default, but does not share in the proceeds from the loan.

<FROM MAIN MENU>

- SELECT** 14 - LOAN REBATE & CONVERSION
- SELECT** 12 - CO-MAKER MASTER
- SELECT** 2) Create New Co-Maker Master
- ENTER** Co-Maker/Endorser information

ITEM #	FIELD NAME	DESCRIPTION
1	Last Name First MI	Co-Maker/Endorser's Last Name, First Name and Middle Initial.
2	Address 1	Co-Maker/Endorser's Physical Address.
3	City-State Zip-Code	Co-Maker/ Endorser's City, State and Zip Code
4	Date of Birth	Co-Maker/Endorser's date of birth ("mm/dd/yy").
5	Social Sec No	Co-Maker/Endorser's Social Security Number.
6	Home Telephone	Co-Maker/Endorser's Home Telephone Number.
7	Driver License	Co-Maker/Endorser's Driver License Number
11	Employer	Co-Maker/Endorser's Employer's Name
12	Address	Employer's Address.
13	City-State Zip-Code	Employer's City, State and Zip Code.
14	Telephone FAX	Employer's Telephone and FAX Number.
15	Position	Co-Maker/Endorser's position or job title.
16	Date Employed	Co-Maker/Endorser's Employment date.
17	Take Home	Co-Maker/Endorser's Take Home Pay (also select "N/A", "WEEKLY", "2-WEEKS", "2-A-MONTH" or "MONTHLY" from the pop-up window).

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: You can also add a Co-Maker/Endorser to the master file while setting the Co-Maker/Endorser print option (See "CO-MAKER/ENDORSER PRINT OPTION").

Edit a Co-Maker/Endorser

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 12 - CO-MAKER MASTER

SELECT 1) Review/Change Co-Maker

ENTER Co-Maker's/Endorser's Last Name, or **PRESS** <F2> key to select a Co-Maker/Endorser

ENTER Item(s) to change

PRESS <F7> key to exit

NOTE: You can also edit a Co-Maker/Endorser in the master file while setting the Co-Maker/Endorser print option (See "CO-MAKER/ENDORSER PRINT OPTION").

DEALER MASTER FILE

Add a Dealer

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 21 - DEALER MASTER

SELECT 2) Create NEW Dealer

ENTER Dealer Information

- 1) Name
- 2) Address
- 3) City, State, & Zip Code
- 4) Telephone Number
- 11) Reserve

ENTER Item(s) to change

PRESS <Enter> key to exit.

NOTE: This option allows you to keep track of what dealer a loan was purchased from (See "DEALER CONVERSIONS" and "PURCHASED LOANS").

Edit a Dealer

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 21 - DEALER MASTER

SELECT 1) Review/Change Dealer

ENTER Dealer Number, Dealer Name, or **PRESS** <F3> key to select a Dealer from the Dealer Master file.

ENTER Item(s) to change

PRESS <F7> key to exit

Delete a Dealer

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 21 - DEALER MASTER

SELECT 1) Review/Change Dealer

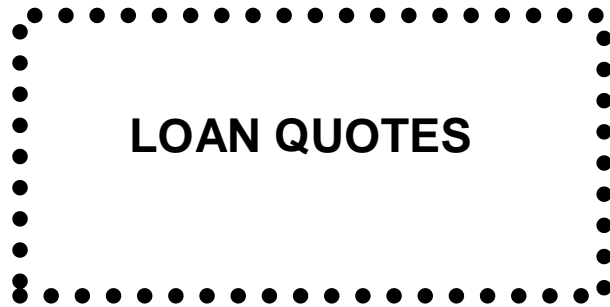
ENTER Dealer Number, Dealer Name, or **PRESS** <F3> key to select a Dealer from the Dealer Master file.

PRESS <F10> key to delete the dealer record.

ENTER "Y" at the prompt "Delete this Dealer Record?? No".

NOTE: **ENTER** "N" to exit without deleting this dealer record.

PRESS <F7> key to exit.



LOAN QUOTES

QUICK QUOTES

The information you enter in Quick Quote is **NOT** tied to a particular customer and will not be retained by the system. If the customer later decides to make a loan you will have to reenter the information.

<FROM MAIN MENU>

- SELECT** 1 - CUSTOMER & LOAN SERVICE
- SELECT** 1) Quick Quote
- PRESS** <F10> key to clear prior quote
- ENTER** "Y" at the prompt "DELETE This Quote/Loan ?? No".
- SELECT** Loan type from the pop-up window. (Movable Property, Motor Vehicle, Real Estate, ETC..)
- SELECT** Loan source from the pop-up window.
- ENTER** Enter Item number of Quote Information & hit Enter.

ITEM #	FIELD NAME	DESCRIPTION
3	Cash to Customer	Amount requested by the customer.
4	Amt Paid on Acct	Old loan payoff amount.
5	Number of Payments	Defaults to one, but can be changed.
6	Interest Rate	Defaults to the maximum permitted by law but can be reduced to a lower rate.
7	Loan Start Date	Defaults to the date the loan is entered, but can be changed.
8	First Payment Date	Defaults to settings in the Company Record, but can be changed to 1 st , 5 th , 10 th , or any day.
11-15	Insurances	Defaults to settings in the Company Record, but can be changed. NOTE: Changing the insurance rate does not change coverage (PRESS <F6> key to enter correct coverage on the Insurance Page).
16-17	Origination Fee & Documentation Fee	Defaults to state maximums, but can be reduced to a lower amount.
18	Non Filing Ins.	Defaults to settings in the Company Record, but can be changed.
21	Loan Status	Defaults to "N/A", but can be changed. See "CHANGE LOAN STATUS".

- ENTER** Item(s) to change or **PRESS** Applicable Function Key(s) to complete quote:
- <F2> Checks to be written for the benefit of the customer, except for Fees, <F3> key, cash to customer and your company's loan renewal amount. Example: Checks to be written for Auto Repair Repair Payments, Bill Payments, Loan Payments, etc.
 - <F3> Fees paid for the benefit of the customer. This page can retain amounts until the End-of-Month. (i.e. DMV, Car Club, UCC-1, Termination) All Fee checks are printed off of the fees page.
 - <F9> Key to print a copy of the customer quote for your records.
ENTER "Y" at the prompt "Print This QUOTE?? No".
ENTER Name to appear on the quick quote printout.
- PRESS** <F7> key to exit.

CUSTOMER QUOTES

The procedure for entering a Customer Quote is the same as for making a New Loan. If you exit “<<< Customer Quote // NEW LOAN >>>” prior to printing the customer’s checks the information you have entered will be saved as a Customer Quote.

<FROM MAIN MENU>

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 2) Customer Loans

ENTER Customer’s Last Name; Customer’s Social Security Number; Customer’s telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: For new customers you must first add them to the “CUSTOMER MASTER FILE” (See “ADD A CUSTOMER”).

SELECT 21) <<< Customer Quote / NEW LOAN >>>

PRESS <F10> key to clear prior quote

ENTER “Y” at the prompt “DELETE This Quote/Loan?? No”.

SELECT Loan type from pop-up window.

SELECT Loan source from pop-up window.

ENTER Customer quote information:

ITEM #	FIELD NAME	DESCRIPTION
3	Cash to Customer	Amount requested by the customer.
4	Amt Paid on Acct	Old loan payoff amount.
5	Number of Payments	Defaults to one, but can be changed.
6	Interest Rate	Defaults to the maximum permitted by law. Rate can be reduced but cannot be increased.
7	Loan Start Date	Defaults to the date the loan is entered, but can be changed.
8	First Payment Date	Defaults to settings in the Company Record, but can be changed to 1 st , 5 th , 10 th , or any day.
11-15	Insurances	Defaults to settings in the Company Record, but can be changed. NOTE: Changing the insurance rate does not change coverage (PRESS <F6> key to enter correct coverage on the Insurance Page).
16-17	Origination Fee & Documentation Fee	Defaults to state maximums, but can be reduced to a lower amount.
18	Non Filing Ins.	Defaults to settings in the Company Record, but can be changed.
21	Loan Status	Defaults to “N/A”, but can be changed. See “CHANGE LOAN STATUS” .

ENTER Item(s) to change

(OR)

PRESS Applicable Function Key(s) to complete quote:

- <F2> Checks to be written for the benefit of the customer, except for Fees, <F3> key, cash to customer and your company's loan renewal amount. Example: Checks to be written for Auto Repair Payments, Bill Payments, Loan Payments, etc.
- <F3> Fees paid for the benefit of the customer. This page can retain amounts until the End-of-Month. (i.e. DMV, Car Club, UCC-1, Termination) All Fee checks are printed off of the fees page.

PRESS <F9> key to print a copy of the customer quote for your records.

ENTER "Y" at the prompt "Print This QUOTE?? No".

PRESS <F7> key to exit.

ENTER "N" at the prompt "Make this Quote into a Loan ?? No".

NOTE: You will exit and the Quote will be saved (it will be not assigned a Loan Number). You can later come back to the quote, by selecting "21) <<<Customer Quote / NEW LOAN >>>" from the Customer's loan list. You can edit the Quote, clear/delete the Quote (<F10> key), or make the Quote into a loan (see "CUSTOMER QUOTE INTO LOAN").

(OR)

ENTER "Y" at the prompt "Make this Quote into a Loan ?? No".

ENTER "N" (or **PRESS** <Enter> key) at the prompt "Print Loan Documents at this Time ?? Yes".

NOTE: You will exit, the Quote will be assigned a Loan Number with the prefix "Q" and the data will be Saved ("Loan Quote" will be displayed to the right of the quote). You can later come back to the Quote by selecting either item "21" or item "22" from the customer's loan list. You can edit the Quote, clear/delete the Quote (<F10> key), or make the Quote into a loan (see "CUSTOMER QUOTE INTO LOAN").

NOTE: The system will retain only one (1) quote for each customer, either with a loan number or without a loan number. Any Quote you save with a loan number will appear as item "22" on the customer's loan list. If you later select item "21" from the customer's loan list you are actually selecting item "22" (the Quote's loan number is in the upper right hand corner of your screen).

NOTE: If you clear/delete a quote that has been assigned a loan number the system will not reuse that number.

REVIEW ALL CUSTOMER QUOTES

This option prints a report of all Customer Quotes in the system.

<FROM MAIN MENU>

SELECT 5 - REPORTS MENU

SELECT 12 - ENTRY/QUOTE LOAN LIST



LOAN ENTRIES

LOAN APPLICATIONS

When selecting a customer you can **PRESS** <F8> key to Add a New Customer to the Customer Master File and fill out the Loan Application at the same time (See "ADD A CUSTOMER" if you have questions).

<FROM MAIN MENU>

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 4) Customer Application

ENTER Customer's Last Name; Customer's Social Security Number; Customer's telephone number;
or **PRESS** <F3> key to select a customer from the Customer Master File.

ENTER Item(s) to change

Review & revise the "Customer's Application Form" as required. Use the <Page Up> key, and the following Function Keys to move from screen to screen.

<F2> Customer Main Page

<F3> Purpose for Loan

<F4> Co-Signer Page

<F5> Assets Page

<F6> Reference Page

<F7> Memo / Notes Page

<F9> Print Customer Loan Application

PRESS <Enter> key to exit

NEW LOANS

The procedure to make a New Loan is the same as for entering a Customer Quote. If you exit “<<< Customer Quote // NEW LOAN >>>” prior to printing the customer’s checks, the information entered will be saved as a Customer Quote.

<FROM MAIN MENU>

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 2) Customer Loans

ENTER Customer’s Last Name; Customer’s Social Security Number; Customer’s telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: For new customers, you must first add them to the “CUSTOMER MASTER FILE” (See “ADD A CUSTOMER”).

ENTER Item(s) to change

Review & revise the “Customer’s Master Record” as required. Use the <Page Up> key, <Page Down> key and the following Function Keys to move from screen to screen.

- <F2> Employer Page
- <F4> References Page
- <F5> Customer Memo Page
- <F6> List All Loans for Customer

NOTE: Fields in the Customer Master Record should NOT be used for anything other than their intended purpose. For example, the field for “Spouse or Co-Borrower’s Last Name” should only be used for spouse or co-borrower’s last name. If you need to record information for which there is not a separate field, **PRESS** <F5> key and record the information on the Customer Memo Page.

SELECT 21) <<< Customer Quote / NEW LOAN >>>

PRESS <F10> key to clear prior quote.

ENTER “Y” at the prompt “DELETE This Quote/Loan?? No”.

SELECT Loan type from pop-up window.

NOTE: If you select “MOTOR VEHICLE” you will need to also select the class (1 – 4) from the pop-up window and if you select “REAL ESTATE” you will need to also select “Rule of 78” or “Sec 32” from the pop-up window.

SELECT Loan source from pop-up window.

ENTER Customer loan information:

ITEM #	FIELD NAME	DESCRIPTION
3	Cash to Customer	Amount requested by the customer.
4	Amt Paid on Acct	Old loan payoff amount.
5	Number of Payments	Defaults to one, but can be changed.
6	Interest Rate	Defaults to the maximum permitted by law. Rate can be reduced but cannot be increased.

7	Loan Start Date	Defaults to the date the loan is entered, but can be changed.
8	First Payment Date	Defaults to settings in the Company Record, but can be changed to 1 st , 5 th , 10 th , or any day.
11-15	Insurances	Defaults to settings in the Company Record, but can be changed. NOTE: Changing the insurance rate does not change coverage (PRESS <F6> key to enter correct coverage on the Insurance Page).
16-17	Origination Fee & Documentation Fee	Defaults to state maximums, but can be reduced to a lower amount.
18	Non Filing Ins.	Defaults to settings in the Company Record, but can be changed.
21	Loan Status	Defaults to "N/A", but can be changed. See "CHANGE CREDIT BUREAU STATUS".

ENTER Item(s) to change or **PRESS** Applicable Function Key(s) to complete loan entry:

- <F2> Checks to be written for the benefit of the customer, except for Fees, <F3> key, cash to customer and your company's loan renewal amount. Example: Checks to be written for Auto Repair Payments, Bill Payments, Loan Payments, etc.
- <F3> Fees paid for the benefit of the customer. This page can retain amounts until the End-of-Month. (i.e. DMV, Car Club, UCC-1, Termination) All Fee checks are printed off of the fees page.
- <F4> Security on the loan. If there is a Spouse/Co-Borrower or Co-Maker/Endorser on the loan you can select them here for printing on loan documents. See "SPOUSE/CO-BORROWER PRINT OPTION" or "CO-MAKER/ENDORSER PRINT OPTION" for more information. If your security on a loan is an auto then items 11) thru 17) must be completed for information to be printed on the forms. If there are two autos than items 11) thru 17) and items 21) thru 27) must be completed.
- <F5> Customer Memo Page.
- <F6> Insurance Page, used to change insurance benefits and terms.
- <F8> If there is a Co-Maker/Endorser on the loan you can select them here for printing on loan documents. See "CO-MAKER/ENDORSER PRINT OPTION" for more information.
- <F9> Print a copy of the loan information, shown on these screens, for your records.

PRESS <F7> key to exit.

ENTER "Y" at the prompt "Make this Quote into a Loan?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit and retain as a Quote (see "CUSTOMER QUOTE").

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "Print Loan Documents at this Time?? Yes".

A series of prompts will walk you through printing the documents, forms and checks for the loan. Upon completion of check printing the loan is placed in force and you can no longer use <F10> key to clear/delete the loan. Loans have an alpha prefix which designate there type, "A" for Motor Vehicle, "D" for Direct, "I" for Simple Interest, "P" for Purchase Contract and "R" for Real Estate. The system prints reports showing these loan types and distribution to the General Ledger is by loan type.

NOTE: **ENTER** "N" to exit and save the data as a Quote and assign a Loan Number, with the prefix "Q". See "CUSTOMER QUOTE INTO LOAN" if you have questions.

NOTE: While printing forms, you can **PRESS** <F7> key to skip printing the current form and keep the loan in pending status (a Quote) and print documents, forms and checks later by selecting either "21" or "22" from the Customer loan list or by selecting 11- PRINT CUSTOMER LOAN DOCUMENTS from the "MAIN MENU"..

NOTE: When the customer is not receiving cash, a prompt will appear on the screen: "No Borrower Check to be Printed". "Ready to put this Loan IN-FORCE??" Choose from the following options:

- "Y" Puts the loan in force
- "N" or <F7> Loan is NOT put in force. This allows the printing of other checks.
- <F8> Loan is NOT put in force and does not print any other checks.

CUSTOMER QUOTES INTO LOANS

You may need to change the “Loan Start Date”, “First Payment Date”, and certain other information in order for the loan to be correct. Any changes you make can result in the loan amounts being different from the original quote.

<FROM MAIN MENU>

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 2) Customer Loans

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 2) Customer Loans

ENTER Customer’s Last Name; Customer’s Social Security Number; Customer’s telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

ENTER Item(s) to change

Review & revise the “Customer’s Master Record” as required. Use the <Page Up> key, <Page Down> key and the following Function Keys to move from screen to screen.

<F2> Employer Page

<F4> References Page

<F5> Customer Memo Page

<F6> List All Loans for Customer

NOTE: Fields in the Customer Master Record should NOT be used for anything other than their intended purpose. For example, the field for “Spouse or Co-Borrower’s Last Name” should only be used for spouse or co-borrower’s last name. If you need to record information for which there is not a separate field, **PRESS** <F5> key and record the information on the Customer Memo Page.

SELECT 21) <<< Customer Quote / NEW LOAN >>>

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER “Y” at the prompt “Make this Quote into a Loan ?? No”.

ENTER “Y” (or **PRESS** <Enter> key) at the prompt “Print Loan Documents at this Time ?? Yes”.

NOTE: A series of prompts will walk you through printing the documents, forms and checks for the loan. Upon completion of check printing, the loan is placed in force (See “NEW LOANS” if you have questions).

NOTE: “Loan in Force” will be displayed to the right of the loan.

DEALER CONVERSIONS

Follow the procedures in "NEW LOANS" until you get to the "Loan Type" pop-up window.

SELECT Loan type from the pop-up window.

NOTE: If you select "MOTOR VEHICLE" you will need to also select the class (1 – 4) from the pop-up window and if you select "REAL ESTATE" you will need to also select "Rule of 78" or "Actuarial" from the pop-up window.

SELECT "NEW BORROWER DEALER CONV / DL#" from the "Loan Source" pop-up window.

ENTER Dealer Number; Dealer Name; or **PRESS** <F3> key to select a Dealer from the Dealer Master File

NOTE: You do not have to use the Dealer feature unless you wish to keep track of who you purchased the contract from. If the Dealer is in the Dealer Master File the DL# will appear on the screen under item 2) Loan Source. See "DEALER MASTER FILE" to add or change a dealer.

ENTER Information for items 3-21. Verify that all the insurance (items 11-15), interest and payment amounts are correct. The system will automatically calculate the insurances and payments. The payment amount (item 9) is found in the window on the left side of the screen.

*** Finish filling out the remaining screens. See "NEW LOANS" if you have questions. ***

NOTE: The system will default to the regular disclosure form. If you wish to utilize the sales finance disclosure form do the following.

<FROM MAIN MENU>

SELECT 21 - COMPANY SETUP

SELECT 2) Forms Setup

SELECT 6) SF Disclosure Form

SELECT "Non-Auto Sales & Security Form" from the pop-up window.

PURCHASED LOANS

Follow the procedures in “NEW LOANS” until you get to the “Loan Type” pop-up window.

SELECT Loan type from the pop-up window.

NOTE: If you select “MOTOR VEHICLE” you will need to also select the class (1 – 4) from the pop-up window and if you select “REAL ESTATE” you will need to also select “Rule of 78” or “Actuarial” from the pop-up window.

SELECT “PURCHASE CONTRACT DL#” from the “Loan Source” pop-up window.

ENTER Dealer Number; Dealer Name; or **PRESS** <F3> key to select a Dealer from the Dealer Master File.

NOTE: You do not have to use the Dealer feature unless you wish to keep track of whom you purchased the contract from. If the Dealer is in the Dealer Master File the DL# will appear on the screen under item 2) Loan Source. See “DEALER MASTER FILE” to add or change a dealer.

ENTER Information for items 3-21 based upon the written contract. You **MUST** enter all the insurances (items 11-15) and verify that the interest and payment amount is correct according to what is disclosed in the written contract. The payment amount (item 9) is found in the window on the left side of the screen.

*** Finish filling out the remaining screens. See “NEW LOANS” if you have questions. ***

NOTE: The system will default to the regular disclosure form. If you wish to utilize the sales finance disclosure form do the following.

<FROM MAIN MENU>

SELECT 21 - COMPANY SETUP

SELECT 2) Forms Setup

SELECT 6) SF Disclosure Form

SELECT “Non-Auto Sales & Security Form” from the pop-up window.

RENEW A LOAN

Follow the procedures in "NEW LOANS" until you get to the "Loan Source" pop-up window.

SELECT "PRESENT BORROWER (RENEWAL)" from the "Loan Source" pop-up window.

SELECT Loan to be renewed from the pop-up window.

SELECT 1) Select for Renewal

ENTER "Y"

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: Edit Insurance and Interest Rebates as required. Rebates may not be reduced below the rate prescribed by law.

SELECT "<<FINISHED>>" from the pop-up window.

*** Finish filling out the remaining screens. See "NEW LOANS" if you have questions. ***

NOTE: When the customer is not receiving cash, a prompt will appear on the screen: "No Borrower Check to be Printed". Ready to put this Loan IN-FORCE ??". Choose from the following options:

"Y"	Puts loan in force
"N" or <F7>	Loan is NOT put in force. This allows the printing of other checks.
<F8>	Loan is NOT put in force and does not print any other checks.

CO-MAKER/ ENDORSER PRINT OPTION

The default setting for printing Co-Maker/Endorser information on documents is “N” (NO).

Follow the procedures in “NEW LOANS” until you get to the “Item to Change” prompt after the customer loan information:

First Way:

PRESS <F4> key while at the prompt “Item to Change”.

SELECT 32) Loan Endorser

PRESS <F2> key “Name Scan” (then enter the Co-Maker’s/Endorser’s Last Name).

(OR)

<F3> key “Scan All” (then select applicable Co-Maker/Endorser from the master fill).

SELECT ****CREATE NEW CO-MAKER**** (see “ADD A CO-MAKER/ENDORSER”) or a Co-Maker/Endorser from the Co-Maker/Endorser Master File.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue

NOTE: The Co-Maker’s/Endorser’s name appears to the right of Yes on item 32). Co-Maker/Endorser information will now print on all applicable documents for this loan.

PRESS <Enter> key to exit.

Second Way:

PRESS <F8> key while at the prompt “Item to Change”.

PRESS <F2> key “Name Scan” (then enter the Co-Maker’s/Endorser’s Last Name).

(OR)

<F3> key “Scan All” (then select applicable Co-Maker/Endorser from the master fill).

SELECT ****CREATE NEW CO-MAKER**** (see “ADD A CO-MAKER/ENDORSER”) or a Co-Maker/Endorser from the Co-Maker/Endorser Master File.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue

NOTE: The Co-Maker’s/Endorser’s name appears to the right of Yes on item 32). Co-Maker/Endorser information will now print on all applicable documents for this loan.

*** Finish filling out the remaining screens. See “NEW LOANS” if you have questions. ***

NOTE: To turn the Co-Maker/Endorser Print Option off, **PRESS** <F10> “Remove” while in the Co-Maker/Endorser Master Record.

SPOUSE/CO-BORROWER PRINT OPTION

The default setting for printing Spouse/Co-Borrower information on documents is “N” (NO).

Follow the procedures in “NEW LOANS” until you get to the “Item to Change” prompt after the customer loan information:

PRESS <F4> key while at the prompt “Item(s) to Change”.

SELECT 31) Loan Co-Borrower

ENTER “Y”

NOTE: The Spouse/Co-Borrower’s name appears to the right of Yes on item 31. Spouse/Co-borrower information will now print on all applicable documents for this loan.

PRESS <Enter> key to continue.

*** Finish filling out the remaining screens. See “NEW LOANS” if you have questions. ***

NOTE: To turn the Spouse/Co-Borrower Print Option off, **ENTER** “N” for item 31 “Loan Co-Borrower”.

PRINT/RE-PRINT CUSTOMER LOAN FORMS

This option allows you to print, or re-print customer loan documents and forms.

<FROM MAIN MENU>

SELECT 11 - PRINT CUSTOMER LOAN FORMS

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

SELECT Applicable loan from customer's loan list.

NOTE: If you enter a loan number the program will take you directly to that loan

SELECT Form(s) you wish to print, or re-print

- 1) Print Ledger Card
- 2) Print Disclosure
- 3) Print " Ins
- 4) Print Payment Receipt Book
- 5) Print AD&D Insurance Form
- 6) Print UCC-1 Rev 7/01
- 7) Print Checks

- 11) Print Car Club Form
- 12) Print GAP Plan Form
- 13) Print VEH1 Forms
- 14) Print VSI Form

- 15) Re-Print Ledger Cards
- 16) Print Rolodex Card
- 17) Print Loan Labels
- 18) Print Mort/Recission Forms
- 19) Print Coupon Book
- 20) Notice of Assignment

INSERT Form in printer

PRESS <Enter> key to print

PRESS <F7> key to exit

VOID A LOAN

Loans can only be voided after they are placed in force, i.e. all forms and checks have been printed. However, once the first payment is made on a loan you can no longer void that loan.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 1 - VOID LOAN & CHANGE PAYMENT DATE

SELECT 1) Void a Loan

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

SELECT Applicable loan from customer's loan list.

NOTE: If you enter a loan number the program will take you directly to that loan.

ENTER "Y" at the prompt "Ready to VOID this Loan ?? ".

NOTE: **ENTER** "N" to exit without VOIDING the loan.

ENTER "Y" at the prompt "DO YOU WANT TO VOID THIS LOAN ?? No ".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to return to the previous prompt.



LOAN PAYMENTS

REGULAR PAYMENTS

<FROM MAIN MENU>

SELECT 2 - LOAN PAYMENT

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

Applicable function Key(s) while taking a payment:

- <F1> Collection
- <F2> Memo
- <F3> Payoff
- <F4> Extension
- <F5> To-Current
- <F9> Print Payment

SELECT 1) Method of payment from pop-up window.

ENTER 2) Cashier's initials.

ENTER Payment date (MM/DD/YYYY), or **PRESS** <Enter> key to accept the default date.

ENTER 3) Late Charge or **PRESS** <Enter> to accept the default amount.

NOTE: This field will be skipped if there is no late charge.

ENTER 5) Payment amount, or **PRESS** <Enter> key to accept the default amount.

ENTER 8) Cash tendered. (This is used to compute the change the customer will receive.)

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: To cancel the payment, **PRESS** <F7> key at any time prior to saying yes to the prompt "Is this Payment Correct ?? No".

NOTE: To change the amount charged for NSF Check(s), **ENTER** 15 at the prompt "Item to Change".

ENTER "Y" at the prompt "Is this Payment Correct ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit to make corrections.

INSTALL Ledger card in the printer

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK ?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

INSTALL Payment Receipt or Payment Receipt Book in the printer

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: This prompt will only display for the Payment Receipt Book.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK?? Yes".

NOTE: **ENTER** "N" to reprint the receipt.

NOTE: Ledger card and payment receipt do not have to be printed at time payment is taken. **PRESS** <ESC> key or <F7> key after payment is accepted to return to the screen for other payments. When you are ready to print, select the applicable customer and loan and **PRESS** <F9> key to print the last payment received.

AMOUNT TO CURRENT

<FROM MAIN MENU>

SELECT 2 - LOAN PAYMENT

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

PRESS <F5> key "Amt-to-Current". A pop-up window will appear and show the number of payments due and the amount the customer needs to pay in order to bring their payments current.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER "Y" at the prompt "Take this Payment"

NOTE: **ENTER** "N" to take a regular payment.

SELECT Method of payment from the pop-up window.

*** Finish filling out the payment screen. See "REGULAR PAYMENTS" if you have questions. ***

AMOUNT TO CURRENT with EXTENSIONS

<FROM MAIN MENU>

SELECT 2 - LOAN PAYMENT

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

PRESS <F5> key "Amt-to-Current". A pop-up window will appear and show the number of payments due and the amount the customer needs to pay in order to bring their payments current.

SELECT 4) Extension

ENTER Number of months to be added to the loan.

NOTE: The amount the customer needs to pay to bring their payments current will be recalculated.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER "Y" at the prompt "Take this Payment"

NOTE: **ENTER** "N" to take a regular payment.

SELECT Method of payment from the pop-up window.

*** Finish filling out the payment screen. See "REGULAR PAYMENTS" if you have questions. ***

INTEREST BEARING & ATTORNEY ACCOUNT PAYMENTS

Before payment can be accepted for reimbursement of court cost & legal fees you must have previously posted those costs/fees to the back of the customer's ledger card (See "POST COURT COSTS & LEGAL FEES").

<FROM MAIN MENU>

SELECT 2 - LOAN PAYMENT

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

SELECT 1) Method of payment from the pop-up window.

ENTER 2) Cashier's initials.

ENTER Payment date (MM/DD/YYYY) or **PRESS** <Enter> key to accept default date.

ENTER 3) Late Charge or **PRESS** <Enter> to accept the default amount.

NOTE: This field will be skipped if there is no late charge.

ENTER 5) Amount to be paid, or **PRESS** <Enter> key to accept the default amount.

ENTER 6) Amount of court cost to be applied, or **PRESS** <Enter> key to accept the default amount.

ENTER 7) Amount of interest to be paid, or **PRESS** <Enter> key to accept the default amount.

ENTER 8) Cash tendered.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

*** Print Ledger Card and Receipts. See "REGULAR PAYMENTS" if you have questions. ***

NOTE: Income for Court Cost & Legal Fee reimbursement is not recognized until payment is received from the customer. The system maintains a separate history file for these charges and related payments.

NOTE: Interest Income, on interest bearing accounts (e.g. Interest Bearing, Attorney and P/L Accounts), is not recognized until payment is received from the customer. The system maintains a separate history file for the accrued interest and related payments.

PAYOFF A LOAN

The payoff feature may be used to compute the loan payoff for a date in the future by entering the planned date of payoff. When exiting be sure and **PRESS** <F7> key to avoid payment/payoff conflicts.

<FROM MAIN MENU>

SELECT 2 - LOAN PAYMENT

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

PRESS <F3> key for loan payoff.

ENTER "Y" at the prompt "1) Select for Payoff No".

NOTE: **ENTER** "N" to exit without selecting for payoff.

ENTER Rebate Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept the default date.

Note: Interest and Insurance Rebates may be changed, but no less than that required by law.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

SELECT Method of payment from the pop-up window.

*** Finish filling out payment screen. See "REGULAR PAYMENTS" if you have questions. ***

NOTE: "Paid Out" will be displayed to the right of the loan and you can no longer post payments to the loan.

VOID A PAYMENT

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 2 - NSF/ VOID A PAYMENT

SELECT 2) Void A Payment/Un-Do a Transaction

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to the customer & loan,

SELECT Applicable loan from customer's loan list.

SELECT Payment to be "VOIDED" from the list of payments.

ENTER "Y" at the prompt "Void this payment ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without voiding this payment.

INSTALL Ledger card into the printer.

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to start printing.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK ?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

NOTE: "-V-" will be displayed to the right of the payment showing that it has been voided.

POST AN NSF CHECK

<FROM THE MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 2 - NSF/ VOID A PAYMENT

SELECT 1) Post NSF Check

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

SELECT Payment to be flagged as NSF from the list of payments.

ENTER NSF charge, or **PRESS** <Enter> key to accept the default amount (maximum amount allowable).

ENTER "Y" at the prompt "This payment NSF?? No".

ENTER "Y" at the prompt "Are you Sure?? No".

NOTE: **ENTER** "N"(or **PRESS** <Enter> key) to either of these questions to select another payment or to exit without posting as NSF.

INSTALL Ledger card into the printer.

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

NOTE: "-N-" will be displayed to the right of the payment showing that the check was returned NSF.

CASH A CHECK

This option reduces the currency in the drawer and adds the check to the “checks for deposit file”.

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 2 - OTHER MONEY RECEIVED

SELECT 2) Cash-A-Check

ENTER Name on check

ENTER Check amount

ENTER Item(s) to change, or **PRESS** <Enter> key to exit.

NOTE: **PRESS** <F10> key to delete entry.



LOAN CHANGES & ADDITIONS

ADVANCE PAYMENT DUE DATE

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 1 - VOID LOAN & CHANGE PAYMENT-DATE

SELECT 2) Change Loan Due Date

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER Next Payment Day (DD)

NOTE: New Dates will display next to the current dates.

ENTER "Y" at the prompt "The Next Due Date Ok??".

NOTE: **ENTER** "N" to exit without changing dates.

CHANGE LOAN CHECK NUMBER

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 1 - VOID LOAN & CHANGE PAYMENT-DATE

SELECT 3) Change Loan Check #

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER Line to change at the prompt "Check Item to Change"

ENTER Correct check number.

ENTER "Y" at the prompt "THE LOAN CHECK NUMBER HAS BEEN CHANGED
DO YOU WANT TO MAKE THIS CHANGE PERMENT ??"

NOTE: **ENTER** "N" to exit without changing check number

CHANGE CREDIT BUREAU STATUS

This option allows you to record the customer's current Credit Bureau Status on a loan. You can also change the Credit Bureau Status in the Collections Menu as well.

<FROM MAIN MENU>

SELECT 1 - CUSTOMER & LOAN SERVICE

SELECT 2) Customer Loans

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

SELECT 21) C.B. Status

SELECT Applicable customer status from pop-up window:

- N/A
- Confidential
- C.C.C.S.
- Legal / Attorney
- Filing Chapter 13
- Bankrupt " 13
- Filing Chapter 7
- Bankrupt " 7
- Chapter 7 Dismissed
- " 13 Dismissed
- Chapter 7 Withdrawn
- " 13 Withdrawn
- **VOID From Bankrupt
- Reaffirm Debt
- Rescind Chapter 7 Debt
- " " 13 Debt
- Repossession
- Co-Maker Paying
- Trace Borrower
- STOP Trace Borrower
- Settlement Accepted
- Account Transferred
- Delete C.B. Account
- **LAY-A-WAY

PRESS <F7> key to exit

POST MISCELLANEOUS CHARGES

This option allows you to post payments made on a customer's behalf to that customer's loan balance. These charges are printed on the front of the customer's ledger card.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 3 - MISC CHARGES & COURT COST

SELECT 1) Misc Charge Entry

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept the default date.

ENTER Amount

NOTE: To decrease the balance, insert a (-) after the amount
To increase the balance, insert a (+) after the amount

ENTER Description of charge.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

INSTALL Ledger card in the printer.

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

POST COURT COSTS & LEGAL FEES

This option allows you to keep track of court costs, legal fees and other charges which are not be added to the customer's loan balance. The system maintains a history file of these charges and related customer payments (See "INTEREST BEARING & ATTORNEY ACCOUNT PAYMENTS"). These charges and related payments are printed on the back of the customer's ledger card.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 3 - MISC CHARGES & COURT COST

SELECT 2) Court Cost & Legal Fees

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept the default date.

ENTER Amount

ENTER Description of charge.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

INSTALL Ledger card in the printer.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

VIEW ATTORNEY ACCOUNT CHARGES & PAYMENTS

This option allows you to view the charges and payments printed on the back of the Customer's ledger card. You can also view the Attorney Charges and Payments in the Collections Menu as well.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 3 - MISC CHARGES & COURT COST

SELECT 3) View Charges & Payments

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

PRESS <Enter> key to exit

POST VSI ADD-ON INSURANCE

This option allows you to add VSI Add-on Insurance to the customer's loan balance and is printed on the front of the customer's ledger card.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 4 - VSI ADD-ON INSURANCE

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number, Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER "Y" at the prompt "Make this Loan Insurance ADD-ON Permanent ?? No".

INSTALL Ledger card in the printer.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK ?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

CONVERT A LOAN

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 5 - LOAN REBATE & CONVERSION

SELECT 1) Convert to Interest Bearing

(OR)

2) Convert to Attorney Account (Also Interest Bearing)

(OR)

3) Convert to P/L Account (Also Interest Bearing and Loan is written off)

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER "Y" or "N" at the prompt "1) Select for Rebate Yes".

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: When converting to P&L you will next **SELECT** "Paying", "Slow", "Non-Paying" or "Dead" from the pop-up window (Item "22 P&L class" on the loan master).

ENTER "Y" to prompt "Ready to Convert to ("Interest Bearing", "Attorney Account" or "P/L") ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to select another loan, or to exit.

ENTER "Y" at the prompt "Are you Sure ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to select another loan, or to exit.

INSTALL Ledger card in the printer.

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK ?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

NOTE: To un-do a loan conversion, if no payment has been posted since conversion, See "UN-DO A TRANSACTION".

REBATE & REFUND INSURANCE

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 5 - LOAN REBATE & CONVERSION

SELECT 4) Rebate of Insurance ONLY

(OR)

5) Refund Insurance to Current Balance

(OR)

6) Refund Insurance by Check

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER "Y" or "N" at the prompt "1) Select for Rebate Yes".

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER "Y" to prompt "Ready to ("Rebate" or "Refund") Insurance ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to select another loan, or to exit.

ENTER "Y" at the prompt "Are you Sure ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to select another loan, or to exit.

INSTALL Ledger card in the printer.

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK ?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

RE-SCHEDULE LOAN PAYMENTS

This option allows you to re-schedule a loan's monthly payment. This can be the result of a court order or you voluntarily electing to accept a reduced monthly payment.

Only Users with a Security level of 4 and above can use this feature.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 6 - PAYMENT RE-SCHEDULE

SELECT 1) Re-Schedule Payment

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER New Due Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date.

ENTER New Payment Amount

ENTER "N" or "Y" at prompt "Zero Late Fee No".

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER "Y" at the prompt "Ready to Re-Schedule This Loan?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without re-scheduling the loan payment.

ENTER P&L WRITE-OFF & OTHER DATES

This option allows you to enter Loan Write-Off Date, Last Payment Date and Prescription Date on the Customer Loan Record.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 7 - P&L WRITE-OFF & LAST PAID DATE

SELECT 1) P&L Loan Dates Entry

(OR)

2) Attorney Prescription Date

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number, Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from customer's loan list.

ENTER P&L WRITE-OFF Date (MM/DD/YYYY).

ENTER P&L Last Paid Date (MM/DD/YYYY).

ENTER Prescription Date (MM/DD/YYYY).

ENTER Item(s) to change, or **PRESS** <Enter> key to exit.

UN-DO A TRANSACTION

This option allows you to un-do Loan Conversions, NSF Payments and Voided Payments.

<FROM MAIN MENU>

SELECT 14 - LOAN REBATE & CONVERSION

SELECT 2 - NSF/ VOID A PAYMENT

SELECT 2) Void A Payment/Un-Do a Transaction

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number; Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to the customer & loan,

SELECT Applicable loan from customer's loan list.

SELECT Transaction to be "UN-DONE" from the list of transactions.

ENTER "Y" at the prompt "Void this payment ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without un-doing this transaction.

ENTER "Y" or "N" to the prompt "Are you Re-Entering This Payment? Yes".

NOTE: "YES" will subtract the Void Amount from the cash drawer.
"NO" will not subtract the Void Amount from the drawer.

ENTER "Y" at the prompt "Are you Sure ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without voiding this payment.

INSTALL Ledger card into the printer.

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to start printing.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK ?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.



LATE NOTICES

Change Label & Notice Setup

Label Setup

<FROM MAIN MENU>

- SELECT** 4 - MONTH-END MENU
- SELECT** 5 - LATE NOTICE LABELS & LETTERS
- SELECT** 8) Label Set-up
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.

Late Notice Setup

Late Notices and Labels will be printed based upon the date range entered in "View/Change Late Notice Setup."

<FROM MAIN MENU>

- SELECT** 4 - MONTH-END MENU
- SELECT** 5 - LATE NOTICE LABELS & LETTERS
- SELECT** Notice(s) you wish to change setup for:
 - 1) 1st Late Notice
 - 2) 2nd Late Notice
 - 3) 3rd Late Notice
 - 4) 4th Late Notice
 - 5) 5th Late Notice
- SELECT** 5) View/Change Notice Setup
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: Complete Item 1 & 2 to select the range of days late. Example: 1 thru 10 days late (Item 1 **ENTER** yesterday's date and for item 2 **ENTER** date ten (10) days ago).

Print Labels

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 5 - LATE NOTICE LABELS & LETTERS

SELECT Label(s) you wish to print:

- 1) 1st Late Notice
- 2) 2nd Late Notice
- 3) 3rd Late Notice
- 4) 4th Late Notice
- 5) 5th Late Notice

SELECT 4) Print Labels for Late Notices

ENTER "Y" at the prompt "Ready to Print Late Notice Labels ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without printing late notice labels.

Print Late Notices

Print all Late Notices

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 5 - LATE NOTICE LABELS & LETTERS

SELECT Notice(s) you wish to print:

- 1) 1st Late Notice
- 2) 2nd Late Notice
- 3) 3rd Late Notice
- 4) 4th Late Notice
- 5) 5th Late Notice

SELECT 2) Print the Late Notices

ENTER "Y" at the prompt "Ready to Print Late Notices?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without printing late notices.

Print a Single Late Notice

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 5 - LATE NOTICE LABELS & LETTERS

SELECT Notice(s) you wish to print:

- 1) 1st Late Notice
- 2) 2nd Late Notice
- 3) 3rd Late Notice
- 4) 4th Late Notice
- 5) 5th Late Notice

SELECT 3) Print Single Late Notice

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number, Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Loan from Customer's loan list.

ENTER "Y" at the prompt "Ready to Print Late Notice ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without printing the late notice.

Print Late Notice Report

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 5 - LATE NOTICE LABELS & LETTERS

SELECT Late Notice Report(s) you wish to print:

- 1) 1st Late Notice
- 2) 2nd Late Notice
- 3) 3rd Late Notice
- 4) 4th Late Notice
- 5) 5th Late Notice

SELECT 1) Print Late Notice Report

ENTER "Y" at the prompt "Ready to Print Late Notice Report ?? No".

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without printing the late notice report.

ON SCREEN COLLECTIONS

.....

<FROM MAIN MENU>

SELECT 25 - COLLECTIONS

SELECT 1 - WORK DELINQUENCY LIST

SELECT THE LIST YOU WISH TO WORK:

- 1) Work Slow Pay
- 2) " 30 Day
- 3) " 60 Day
- 4) " 90 Day
- 5) " Plus 90 Day
- 6) " Broken Promises
- 7) Work Attorney accounts
- 8) " ALL P&L

(Also Select ALL, PAYING, SLOW or NOT-PAYING from the pop-up window).

SELECT "Work Delinquent List or "Re-Build Work List" from pop-up window

NOTE: If you Select "Work Delinquent List" system will display previous built list.
If you Select "Re-Build Work List" you will need to select how you wish the delinquency list to be displayed:

- | | |
|-------------------|---|
| "Order of Amount" | (from highest amount due to lowest amount due) |
| "Order by Date" | (from oldest payment due date to most recent payment due date) |
| "Order by Name" | (from A – Z order) |
| "By Date Paid" | (from not paid at all to most recent date paid order) |
| "By Call Flag" | (from accounts with no call flags first to call flags in A-Z order) |

ENTER Selection Date (MM/DD/YY) or **PRESS** <Enter> key to accept default date.

SELECT Customer to work.

Applicable function Key(s) while working a customer:

- <F1> Col-Notes
 - <F1> Add Notes
 - <F4> Date
 - <F5> Payment Memo
 - <F6> Amt-Current
 - PgUp PgDn
- <F2> Payments
 - <F2> Payoff-Date
 - <F4> Loan Page
 - <F5> Legal Fees
 - PgUp PgDn
- <F3> Customer
 - <F5> Customer Memo
- <F4> Security
 - <F2> Auto #1
 - <F3> Auto #2
- <F5> Memo

<F6> Reference
 <F1> Ref #1
 <F2> Ref #2
 <F3> Ref #3
 <F4> Ref #4
<F8> CoMaker
>F9> Late Notice
<F10> Calander

PRINT BROKEN PROMISE REPORT

.....

<FROM MAIN MENU>

SELECT 25 - COLLECTIONS

SELECT 3 - PRINT BROKEN PROMISE REPORT

SELECT 1) Broken Promise Report

(OR)

2) Promise Due-on Report

ENTER Promise Broken Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date.

CUSTOMER LOAN RATING SCREEN

.....

<FROM MAIN MENU>

SELECT 13 - CUSTOMER INQUIRY

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number, Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from Customer's loan list.

The Rating Screen is divided into 3 sections for easy viewing.

Top Section of Rating Screen

PAYOFF The amount displayed to payoff the loan for the date shown to the left of "Payoff" To use a different effective date for the payoff, **PRESS** <F2> key and enter the desired payoff date. This affects the payoff amount, late charges/interest, and also the 30/60/90 day ratings.

LOAN SECURITY This is displayed on the last line of the top section on the far right hand side of the screen. Loan securities are such things as: movable property, auto, real estate, co-borrower, endorser, etc.

LATE PAYMENT This displays the number of payments that were 30 Days, 60 Days or 90 days late.

Middle Section of Rating Screen

Displays payments made for the loan. Only 3 payments can be viewed at a time. To scroll through the payment history, use <Page Up> key and <Page Down> key.

Bottom Section of Rating Screen

This section is designed to store memos and comments. Enter line number, at "Item to Change", to record information relating to inquiries on this customer. There is a maximum of 20 lines in the comments section, however only 8 lines can be viewed at a time. To scroll through the memo's and comments section, use <↑> key and <↓> key.



DAILY LOAN CLOSING

OTHER MONEY RECEIVED

This option allows you to record money received and put in the cash drawer where there is no other option to record the money in the system.

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 2 - OTHER MONEY RECEIVED

SELECT 1) Other Money Received Entry

SELECT "Cash, "Check" from pop-up window.

ENTER Name of customer.

ENTER Amount received.

ENTER General Ledger account number, **PRESS** <F2> key to select an account number from the Chart of Accounts, or **PRESS** <F3> key and type part or all of the G/L account name and select account from the pop-up window.

NOTE: If General Ledger Interface is turned off you will be asked to enter General Ledger Description.

ENTER Item(s) to change, or **PRESS** <Enter> key to exit.

PAYMENT NO-PRINT LIST

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 22 - PAYMENT NO-PRINT LIST

SELECT 1) View NO-Print Payments.

SELECT Payment from list.

INSTALL Ledger card in the printer.

ENTER Line number to start printing on, or **PRESS** <Enter> key to accept the default line number.

NOTE: Entering the line number to start printing on only needs to be done the first time the ledger card is printed. The program will thereafter display the correct line number to start printing on as the default line number.

PRESS <Enter> key to print.

ENTER "Y" (or **PRESS** <Enter> key) at the prompt "OK ?? Yes".

NOTE: **ENTER** "N" to reprint the ledger card.

BALANCE CASH

Close Cash Drawer(s)

You can either close & balance the cash drawer(s) at the same time or you can close and later balance the Cash drawer(s).

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 3 - CLOSE A CASH DRAWER

SELECT 1) Close Out Cashier

ENTER Number of cashier (cash drawer) you wish to close.

ENTER Cashier Closing date (MM/DD/YYYY), or **PRESS** <Enter> key to accept the default date.

ENTER "Y" at the prompt, "Ready to Close Cashier??".

NOTE: The program will bring up the balancing screen, so if you have already counted the cash drawer, you can balance at this time.

Balance Cash Drawer(s)

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 4 - CASHIER/BALANCE DEPOSIT

SELECT 1) Balance Cashier Drawer

ENTER Number of cash drawer you wish to balance.

ENTER Item(s) to change, or **PRESS** <F2> key to enter balances.

ENTER Amounts in the cash drawer for items 1 through 5.

Print Cash Receipts Report

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 4 - CASHIER/BALANCE DEPOSIT

SELECT 2) Print Cash Receipts Report

Print Deposit Slip

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 4 - CASHIER/BALANCE DEPOSIT

SELECT 3) Print Deposit Slip

INSTALL Deposit ticket FRONT in the printer.

PRESS <Enter> key to print.

INSTALL Deposit ticket BACK in the printer.

PRESS <Enter> key to print.

NOTE: If there are multiple cashier drawers, complete Steps 1-4 for each drawer.

CLOSE DAY

REMINDER: Do your Daily Backup. (See "System Backup").

For a step by step guide on the Daily Closing process. (See "Daily Closing Guide")

Make sure everyone is out of the "CAJUN SOFTWARE" before doing daily closing. They must **Not** re-enter the program until closing is complete.

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 11- DAILY CLOSING/ NEW LOAN VIEW

SELECT 1) Perform Daily Closing

NOTE: All cash drawers must be in balance before you are allowed to close. If one or more cash drawer is out of balance, a message will display on the screen.

ENTER Business-ending date, or **PRESS** <Enter> key to accept the default date.

ENTER "Y" at the prompt "Ready for Daily Closing ??".

NOTE: The program will close the day and print the "Daily Loan Check Register" and the reports selected in "Setup Automatic Daily Reports".

NOTE: **ENTER** "N" to exit without closing.

PRINT DAILY REPORTS

Setup Automatic Daily Reports

This option allows you to select the daily reports you want automatically printed when you perform daily closing.

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 11 - DAILY CLOSING/ NEW LOAN VIEW

SELECT 4) Setup Automatic Daily Reports

SELECT Report(s) to setup as automatic ("YES") or non-automatic ("NO").
1) Print C/R Report
2) Print Daily Checkbook (Print Daily, Print M-T-D)
3) Print Daily Report (All, Collections)
4) Print Daily Close Balance Report
5) Print Outstanding Summary Report
6) Print Manager's Report

PRESS <Enter> key to continue.

Daily Collection, Rebate & New Loan Report

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 12 - DAILY REPORTS

SELECT 2) Print Daily Report (Collection/New Loan)

Daily Loan Check Register

<FROM MAIN MENU>

SELECT 3 - DAILY CLOSING/REPORTS MENU

SELECT 14 - DAILY CHECK REGISTER

SELECT 1) Print Loan Check Register

Daily Close Balance Report

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/REPORTS MENU
- SELECT** 15 - DAILY-CLOSE BALANCE REPORT
- SELECT** 1) Print Daily-Close Balance Report

Outstanding Loan Summary Report

<FROM MAIN MENU>

- SELECT** 4 - MONTH-END MENU
- SELECT** 1 - OUTSTANDING LOAN REPORT
- SELECT** 3) Print Outstanding Summary

Manager's Report

<FROM MAIN MENU>

- SELECT** 5 - REPORTS MENU
- SELECT** 1 - MANAGER'S REPORT
- SELECT** Report(s) you wish to print:
 - 1) Print Collection/Insurance Ratio Report
 - 2) Print Potential 30 Day Delinquency List by GRADING
 - 3) Print Potential 30 Day Delinquency List by AGEING
- ENTER** Report Selection Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date.

RE-PRINT ALL LAST CLOSED REPORTS

This option allows you to re-print all of the daily reports for the most recently closed day.

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/REPORTS MENU
- SELECT** 12 - DAILY REPORTS
- SELECT** 1) Re-Print ALL Last Closed Reports



CHECK BOOK

Special Deposits

This option is for deposits that do not go through the cash drawer, but go directly to the bank.

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/ REPORTS MENU
- SELECT** 13 -CHECK BOOK
- SELECT** 5) Entry of Special Deposits
- ENTER** Deposit date (MM/DD/YYYY), or **PRESS** <Enter> key to accept the default date.
- ENTER** Deposit amount.
- ENTER** Description of deposit.
- ENTER** General Ledger account number, **PRESS** <F2> key to select an account number from the Chart of Accounts, or **PRESS** <F3> key and type part or all of the G/L account name and select account from the pop-up window.
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.
- ENTER** "Y" at the prompt "IS THIS DEPOSIT CORRECT?? No".

Credit Adjustments

This option is for payments and bank charges not otherwise entered into the system, "e.g." Bank Service Charges, Credit Card Discounts, Transfers, Withdrawals, Etc.

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/ REPORTS MENU
- SELECT** 13) CHECK BOOK
- SELECT** 6) Entry of Credit Adjustments
- ENTER** Check number, or **PRESS** <Enter> key to continue.
- ENTER** Adjustment date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date.
- ENTER** Adjustment amount. Must be entered as a Negative Amount (-).
- ENTER** General Ledger account number, or **PRESS** <F2> key to select an account number from the Chart of Accounts, or **PRESS** <F3> key and type part or all of the G/L account name and select account from the pop-up window.
- ENTER** Description of adjustment.
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.
- ENTER** "Y" at the prompt "IS THIS ADJUSTMENT CORRECT ?? No".

Change Checkbook Balance

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/ REPORTS MENU
- SELECT** 13 CHECK BOOK
- SELECT** 7) Change Balance
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.

View Daily/Monthly Checkbook

This displays the checkbook showing individual checks, deposits and miscellaneous items.

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/ REPORTS MENU
- SELECT** 13 CHECK BOOK
- SELECT** Checkbook to view
 - 1) View Daily Checkbook
 - 2) View Monthly Checkbook (select "Current Moth" or "Last Month" from the pop-up window).

Print & Update Daily Checkbook

You are not forced to close the Check Book on a daily basis. You can close it daily, weekly, monthly, or any other time frame you wish.

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/ REPORTS MENU
 - SELECT** 13 CHECK BOOK
 - SELECT** 3) Print Daily Checkbook
- NOTE: The checkbook must be in balance before you can proceed.
- ENTER** "Y" at the prompt "Ready to Update Daily Check Book ??".
- NOTE: **ENTER** "N" to exit without updating the checkbook.

Print Monthly Checkbook

<FROM MAIN MENU>

- SELECT** 3 - DAILY CLOSING/ REPORTS MENU
- SELECT** 13 CHECK BOOK
- SELECT** 4) Print Monthly Checkbook
- SELECT** "Current Moth" or "Last Month" from the pop-up window

BANK ACCOUNT RECOILATION

If "Check Recon Post" is answered "Yes" the program will make distribution to the Bank Account Reconciliation file. If "Check Recon Post" is answered "No" the program will not make distribution to the Bank Account Reconciliation file.

Activate or Disable Bank Account Reconciliation

<FROM MAIN MENU>

- SELECT** 27 – ACCOUNTS PAYABLE
- SELECT** 1 VENDOR MASTER
- SELECT** 3) CHANGE USER SET-UP
- SELECT** 24) Check Recon Post.
- ENTER** "Y"
- PRESS** <Enter> key to exit.

Clear Checks

<FROM MAIN MENU>

- SELECT** 27 - ACCOUNTS PAYABLE
- SELECT** 10 - CHECK RECONCILIATION MENU
- SELECT** 1 - RECOILIATION SELECTION PROCESS
- SELECT** 1) SELECT FOR CLEARANCE

ENTER Check number(s) that cleared on the bank statement.

NOTE: For each sequence of check numbers clearing on the bank statement, enter the first check number in "First Check" column and the last check number in the "Thru Check" column. If there is only one check number in the sequence then enter that number in "First Check" column and leave the "Thru Check" column blank.

PRESS <F4> key after all checks have been entered.

ENTER "Y" at the prompt "Ready to Clear Check ?? No".

Review Checks, Deposits & Miscellaneous Items

Use this option to change the status ("OUTSTANDING", "VOIDED" or "CLEARED") for checks, deposits and miscellaneous items.

<FROM MAIN MENU>

- SELECT** 27 - ACCOUNTS PAYABLE
- SELECT** 10 - CHECK RECONCILIATION MENU
- SELECT** 1 - RECOILIATION SELECTION PROCESS
- SELECT** 2) REVIEW CHECKS, DEPOSITS, MISC
- SELECT** "CHECKS", "DEPOSIT" or "MISCELLANEOUS" from the pop-up window.
- ENTER** Number to start scroll at, or **PRESS** <Enter> key to start at top.
- SELECT** Item from the list.

NOTE: If an item is void or cleared then "<<VOID>>" or "--CLEARED--" will appear to the right of the payee's name. If an item is outstanding then that area will be blank.

- PRESS** <F2> key to clear an item
- PRESS** <F3> key to set an item as outstanding
- PRESS** <Enter> key to view the detail for the item.

Review Bank Statement

<FROM MAIN MENU>

- SELECT** 27 - ACCOUNTS PAYABLE
- SELECT** 10 CHECK RECONCILIATION MENU
- SELECT** 1 RECOILIATION SELECTION PROCESS
- SELECT** 4) VIEW BALANCES
- SELECT** Item(s) to change, or **PRESS** <Enter> key to exit.

Print Reports & Post

<FROM MAIN MENU>

- SELECT** 27 - ACCOUNTS PAYABLE
- SELECT** 10 - CHECK RECONCILIATION MENU
- SELECT** 1 - RECOILIATION SELECTION PROCESS
- SELECT** 5) PRINT REPORTS/POST

NOTE: You can also start at the "CHECK RECONCILIATION MENU"; select "2 RECONCILIATION REPORTS/POST".

- SELECT** 1) BANK BALANCE STATEMENT / POST

ENTER Date of Bank Statement (MM/DD/YY).

NOTE: The Cleared Lists, Bank Balance List, Outstanding Lists are printed.

ENTER "Y" at the prompt "Ready to Post ?? No".

NOTE: Balances are updated and cleared checks, deposits and miscellaneous items are removed from the file.

NOTE: ENTER "N" (or **PRESS** <Enter> key) to exit without posting to make necessary changes.



MONTHLY LOAN CLOSING

CLOSE MONTH

REMINDER: Do your End of Month Backup. (See "System Backup").

For a step by step guide on the Month End Closing process. (See "Month End Closing Guide")

Complete the Daily Closing for the last business day of the month before proceeding. Make sure everyone is out of the "CAJUN SOFTWARE" before doing End of Month Closing. They must **Not** re-enter the program until closing is complete.

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 21 - MONTH-END CLOSE

SELECT 1) Perform Month-End Closing

ENTER "Y" at the prompt "Ready to Close the Month for MMMMMM YYYY ??".

NOTE: **ENTER** "N" to exit without closing the month.

NOTE: No reports automatically print when you close the month.

PRINT MONTHLY REPORTS

Outstanding Loan Report

Unlike the other monthly reports, the Outstanding Loan Report shows the current status of outstanding loans, and not what that status was at the last monthly close.

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 1 - OUTSTANDING LOAN REPORT

SELECT Report(s) you wish to print:

- 1) Print Outstanding Loan Report by Name
- 2) Print Outstanding Loan Report by Number
- 3) Print Outstanding Summary
- 4) Print Attorney & Court Cost Report
- 5) Print P&L Loan Report
- 6) Print Liquidity Report
- 7) Print Attorney, C.C.C.S. & Bankrupt Report
- 8) Report Setup Option

Delinquent Loan Report by AGING

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 2 - DELINQUENT LOAN REPORT by AGING

SELECT Report(s) you wish to print:

- 1) Print Delinquent Loan Report
- 2) Print 30/60/90 Delinquent Report
- 3) Print 30 Day Late Report
- 4) Print Delinquent Summary Report
- 5) Report Setup Option

ENTER Delinquent Selection Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date.

NOTE: When you select "2) Print 30/60/90 Delinquent Report" you can elect to have the customers' telephone number printed on the report and to have the report printed using Single, Double or Triple spacing.

Delinquent Loan Report by GRADING

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 3 - DELINQUENT LOAN REPORT by GRADING

SELECT Report(s) you wish to print:

- 1) Print Delinquent Loan Report
- 2) Print 30/60/90 Delinquent Report
- 3) Print Delinquent Summary Report
- 4) Print Current Loan Report
- 5) Report Option

ENTER Delinquent Selection Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date.

SELECT Loan Print order (Name Order or Loan Number) from pop-up window.

NOTE: When you select "2) Print 30/60/90 Delinquent Report" you can elect to have the customers' telephone number printed on the report and to have the report printed using Single, Double or Triple spacing.

Monthly Collection, Rebate & New Loan Report

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 11 - MONTHLY REPORTS

SELECT Report(s) you wish to print:

- 1) Print Current Monthly Report
- 2) Print Current Monthly Summary
- 3) Print Last Monthly Report
- 4) Print Last Monthly Summary
- 5) Monthly Summary Select

Insurance Reports

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 12 - INSURANCE REPORTS

SELECT Report(s) you wish to print:

- 1) Credit Life Insurance Report
- 2) A&H Insurance Report
- 3) AD&D Insurance Report
- 4) Property Insurance Report
- 5) VSI Insurance Report
- 6) Non-Filing Insurance Report
- 7) Car Club Report
- 8) Gap Plan Report
- 9) Print all Insurance Reports
- 10) Agent's Monthly Report
- 11) Print Insurance Checks

SELECT "Current Month" or "Last Month" from pop-up window.

Monthly Loan Check Register

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 13 - CHECK REGISTER

SELECT Report(s) you wish to print:

- 1) Print Current Month Loan Check Register
- 2) Print Last Month Loan Check Register

Loan Register

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 14 - LOAN REGISTER

SELECT Report(s) you wish to print:

- 1) Print Current Month Loan Register
- 2) Print Last Month Loan Register
- 3) Print Current Month Loan Labels
- 4) Print Last Month Loan Labels

New & Paid Loan Report

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 15 - NEW/PAID LOAN REPORT

SELECT Report(s) you wish to print:

- 1) Run Both Reports
- 2) New Loan Report
- 3) Paid Loan Report
- 4) Convert to P&L Report

SELECT "Current Month" or "Last Month" from pop-up window.

Bank Availability Report

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 16 - BANK AVAILABILITY REPORT

SELECT 1) Print Availability Report

SELECT "Current Month" or "Last Month" from pop-up window.

ENTER Beginning Balance of Credit Line.

ENTER Advances received during month.

ENTER Payments made during month.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER "Y" at the prompt "IS CREDIT LINE BALANCE CORRECT ?? No".

Special Deposit Register

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 17 - OTHER-MONEY-RECEIVED REPORT

SELECT Report(s) you wish to print:

- 1) Print Current Month Other Money Received Report
- 2) Print Last Month Other Money Received Report

SETUP MONTH END REPORT GROUPS

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 22 - MONTH-END REPORTS

SELECT 2) BUILD MONTHLY REPORTS

SELECT The Report Group you want to modify.

PRESS <F2> key to Insert a New Report.

PRESS <F7> key to exit when done.

NOTE: The Reports print in the order they are listed. You may use the Arrow Keys Up and Down to Insert the report at that location or Press <F10> key to Delete the highlighted report from the list.

CREDIT BUREAU REPORTING

Complete the Monthly Closing before proceeding. Otherwise you will redo last months reporting.

<FROM MAIN MENU>

- SELECT** 4 - MONTH-END MENU
- SELECT** 31 - CREDIT BUREAU REPORTING
- SELECT** 1) PROCESS MAGNETIC CREDIT REPORT
- SELECT** Applicable month from pop-up window
- SELECT** Applicable credit Bureau from pop-up window.
- PRESS** <Enter> key to exit to Main Menu.

NOTE: The METRO2.DAT file to be submitted is located in C:\CAJUN\EXPORT\ on the main computer. Upload this file to you Credit Bureau Reporting Agency.

INSURANCE COMPANY REPORTING

Complete Monthly closing before proceeding. Otherwise you will redo last months reporting.

<FROM MAIN MENU>

- SELECT** 4 - MONTH-END MENU
- SELECT** 32 - INSURANCE MEGNETIC
- SELECT** 1) GULFCO Insurance Magnetic Reporting
- SELECT** 1) GULFCO Magnetic Processing
- ENTER** "Y" at the prompt "Processing Insurance Data for MONTH"
"Is this Correct ??"

NOTE: **ENTER** "N" to exit without Processing Insurance Data.

- PRESS** <Enter> key to exit to Main Menu.

Note: The INSURANCE.TXT and REFUND.TXT files to be submitted to the Insurance Company are located in C:\CAJUN\EXPORT\ on the main computer.

(OR)

SELECT 2) AMERICAN NATIONAL Magnetic Reporting

SELECT 1) AMERICAN NATIONAL Magnetic Processing

ENTER "Y" at the prompt "Processing Insurance Data for MONTH"
"Is this Correct ??"

NOTE: **ENTER** "N" to exit without Processing Insurance Data.

PRESS <Enter> key to exit to Main Menu.

Note: The ANICO.TXT and ANIPAC.TXT files to be submitted to the Insurance Company are located in C:\CAJUN\EXPORT\ on the main computer.

(OR)

SELECT 3) LIFE OF THE SOUTH Magnetic Reporting

SELECT 1) LIFE OF THE SOUTH Magnetic Processing

ENTER "Y" at the prompt "Processing Insurance Data for MONTH"
"Is this Correct ??"

NOTE: **ENTER** "N" to exit without Processing Insurance Data.

PRESS <Enter> key to exit to Main Menu.

Note: The LOSOUTH.TXT file to be submitted to the Insurance Company is located in C:\CAJUN\EXPORT\ on the main computer.



MISCELANEOUS LOAN REPORTS

PERCENT OF COLLECTION EARNINGS REPORT

<FROM MAIN MENU>

SELECT 5 - REPORTS MENU

SELECT 2 - % OF COLLECTION EARNINGS REPORT

SELECT Report(s) you wish to print:

- 1) Current Month Earnings Report
- 2) Last Month Earnings Report

LOANS ADVANCED REPORT

<FROM MAIN MENU>

SELECT 5 - REPORTS MENU

SELECT 3 - LOANS ADVANCED REPORT

SELECT 1) Print Loan –Days Advance Report

EXPIRED LOANS & P&L REPORTS

<FROM MAIN MENU>

SELECT 5 - REPORTS MENU

SELECT 4 - EXPIRED LOANS / P&L

SELECT Report(s) you wish to print:

- 1) Print Expired Loan Report by Month
- 2) Print All Expired Loans to Date
- 3) Print P&L Loan Report by Month

ENTER Report Selection Month (MM/YYYY), or **PRESS** <Enter> key to accept default month.

CAR CLUB AGENT'S REMITTANCE REPORT

<FROM MAIN MENU>

- SELECT** 5 - REPORTS MENU
- SELECT** 5 - CAR CLUB AGENT REPORT
- SELECT** 1) Car Club Monthly Agent's Report
- SELECT** "Current Month" or "Last Month" from pop-up window.

LATE FEE DEFERRED OR WAVED REPORT

<FROM MAIN MENU>

- SELECT** 5 - REPORTS MENU
- SELECT** 6 - LATE FEE WAVED REPORT
- SELECT** 1) Print Deferred/Waved Late Fee Report
- SELECT** "Current Month" or "Last Month" from pop-up window.

NUMBER OF EXTENSIONS GIVEN REPORT

<FROM MAIN MENU>

- SELECT** 5 - REPORTS MENU
- SELECT** 7 - # EXTENSION GIVEN REPORT
- SELECT** Report(s) you wish to print:
 - 1) Print Number of Extensions Report by Name
 - 2) Print Number of Extensions Report by Number
- ENTER** Minimum Number of Extensions, or **PRESS** <Enter> key to accept default number.
- ENTER** BEGINNING Selection Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date.
- ENTER** ENDING Selection Date (MM/DD/YYYY), or **PRESS** <Enter> key to accept default date

UNEARNED INSURANCE COMMISSION REPORT

<FROM MAIN MENU>

SELECT 5 - REPORTS MENU

SELECT 8 - INSURANCE UNEARNED REPORT

SELECT Report(s) you wish to print:

- 1) Print UNEARNED Int/Ins. Comm. Report by Name
- 2) Print UNEARNED Int/Ins. Comm. Report by Number
- 3) Summary of TOTAL Int/Ins. Income/ Unearned Ins.

ENTER Report Selection Date (MM/DD/YYYY)

(OR)

SELECT 4) Print Extension of Insurance Sales

SELECT "Current Month" or "Last Month" from pop-up window

(OR)

5) Print EXCESS Interest Rebate Report

ENTER "Current Month" or "Last Month" from pop-up window.

6) Setup for Reports

DEALER RESERVE REPORTS

<FROM MAIN MENU>

SELECT 14 – LOAN REBATE & CONVERSION

SELECT 22 - RESERVE REPORT

SELECT Report(s) you wish to print:

- 1) Print Outstanding Dealer Report
- 2) Print Delinquent LN/ Dealer Report
- 3) Print Dealer Paid Out Report

DUPLICATE SOCIAL SECURITY NUMBER REPORT

<FROM MAIN MENU>

SELECT 5 - REPORTS MENU

SELECT 23 - MULTIPLES SSN LIST

SELECT 1) Multiple SSN Report
2) All SSN # Report

CONSUMER SCORE SHEET

<FROM MAIN MENU>

SELECT 5 - REPORTS MENU

SELECT 21- CONSUMER SCORE

ENTER Consumer's Name.

SELECT Applicable option from pop-up windows for the following:

Time on Job
Gross Annual Income
Debt / Income Ratio
Prior Repossessions
Tax Lien / Judgment
Beacon Score
Payment History

ENTER "Y" (OR) "N" for Home Ownership.

SELECT Applicable option from pop-up window for Bankruptcy Released.

ENTER Item(s) to change, or **PRESS** <Enter> key to print Score Sheet.

AMORTIZATION SCHEDULE

<FROM MAIN MENU>


SELECT 5 - REPORTS MENU

SELECT 13 - AMORTIZATION SCHEDULE

ENTER Applicable information for the following:

- 1) Client Name
- 2) Loan Description
- 3) Amount of Loan
- 4) Number of Payments
- 5) Amount of Payment (Computed by program)
- 6) Interest Rate
- 7) Installment Interval ("MONTHLY", "QUARTERLY", SEMI-ANNUAL" or "ANNUALLY")
- 8) Loan Start Date
- 9) First Payment Date
- 10) Last Payment Number
- 11) TOTALS – Year end Month
- 12) Annual SUMMARY Report Only

ENTER Item(s) to change, or **PRESS** <Enter> key to print Amortization Schedule.



LOAN SOLICITATIONS

POTENTIAL CUSTOMERS

Master File

Add a Group

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 1 - SOLICITATION MASTER

SELECT 3) Groups & Names

ENTER Last number displayed on the screen.

ENTER Group number (any number from 1 to 99 not already in use).

ENTER Group name (should describe or identify the group: e.g. friends, people new to area, purchased list, etc.).

Add an Individual to a Group

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 1 - SOLICITATION MASTER

SELECT 2) Create NEW Master

SELECT Group the individual is to be added to.

ENTER Name and address of the individual to be added to the group.

Review & Change Individual in a Group

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 1 - SOLICITATION MASTER

SELECT 1) Review/Change Master Record

SELECT Group the individual is in.

ENTER Individual's number, or **PRESS** <F3> key to select an individual from the group list.

PRESS <F10> key to delete the individual from the group.

(OR)

ENTER Item(s) to Change, or **PRESS** <Enter> key to continue.

NOTE: You can change the name and address for any individual. However, you cannot move an individual from one group to another group.

Labels & Envelopes

Change Label Setup

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 2 - PRINT SOLICITATION LABELS

SELECT 5) LABEL SET-UP

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

Print Labels or Envelopes

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 2 - PRINT SOLICITATION LABELS

SELECT 1) Print Solicitation LABELS

(OR)

SELECT 2) Print Envelope / Folded Mail

SELECT Group from the pop-up window.

ENTER Date of mailing (MM/DD/YY).

ENTER "Y" or "N" at the prompt "Print the ID Line ?? Yes"

NOTE: The ID number is the Group number and the Individual's number in that group.
EXAMPLE: ID 1-10 = Customer number 10 in Group number 1.

ENTER Number or Name of individual to start printing at or **PRESS the** <Enter> key to start printing at the first potential customer in the group.

NOTE: You can use this feature to print a portion of labels from a group. This is helpful in those cases where a group has a large number of potential customers and you wish to do solicitations in small quantities.

ENTER Number of labels to Print or **PRESS** <Enter> key to print to end of the group.

NOTE: From your starting point how many potential customers do you wish to print labels for.

EXAMPLE: Starting at Sally Smith print labels for 50 potential customers.
Starting at Sally Smith print labels for all the remaining potential customers in the group.

ENTER Name and Reason for Labels/ Extract.

NOTE: A minimum of 10 characters must be entered in order to continue. Information will be stored in the Print Log for security purposes.

Extract Data for Labels

This option allows you to extract solicitation data for potential customers & import the information into an "EXCEL" spreadsheet.

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 2 - PRINT SOLICITATION LABELS

SELECT 4) Solicitation EXTRACT

SELECT Group from the pop-up window

SELECT Order by which to sort from the pop-up window

ENTER Date of the extraction (MM/DD/YY).

ENTER Number or Name of the individual that the extraction will start at or **PRESS the <Enter>** key to start the extraction at the first potential customer in the group.

NOTE: You can use this feature to extract a portion of labels from a group. This is helpful in those cases where a group has a large number of potential customers and you wishes to do solicitations in small quantities.

ENTER Number of labels to Extract or **PRESS <Enter>** key to extract to end of the group.

NOTE: From your starting point how many potential customers do you wish to extract information for.

EXAMPLE: Starting at Sally Smith extract information for 50 potential customers.
Starting at Sally Smith extract information for all the remaining potential customers in the group.

ENTER Name and Reason for the Extraction. Must be 10 Characters or more.

PRESS <Enter> key to exit to Main Menu.

Note: The POTENTIAL.CSV file created is located in C:\CAJUN\EXPORT\ on the main computer.

Print Log

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 2 - PRINT SOLICITATION LABELS

SELECT 6) View Print Log

CURRENT CUSTOMERS

.....

Change Label & Envelope Setup

<FROM MAIN MENU>

- SELECT** 24 - SOLICITATION
- SELECT** 4 - PRINT CLIENTS LABELS
- SELECT** 3) Label Set-Up
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: Items 1 & 2 and items 11 thru 14 are used for all labels in this section. Items 21 thru 24 are used for envelopes.

NOTE: Items 3, 4 and 5 are only used with items 8 and 9 below (see "Print Labels or Envelopes").

- # 3 (Number of Days Late for select); payment due cannot be more than this number of days late.
- # 4 (Minimum Amount to Solicit); Cash Available must be at least this amount.
- # 5 (Print Cash Available on Label); "YES" or "NO">

Print Labels or Envelopes

<FROM MAIN MENU>

- SELECT** 24 - SOLICITATION
- SELECT** 4 - PRINT CLIENTS LABELS
- SELECT** Customers you wish to print for:
 - 1) All Customer Open Loan LABELS
 - 2) P&L Customer LABELS
 - 7) Solicit Paid Customers
NOTE: Customers who have paid off their loan(s) in the last year.
 - 8) Solicit Customers W/Open Loans
NOTE: Customers with cash available on open loan(s) who meet the selection criteria entered for items 3 & 4 above (See "Change Label & Envelope Set-Up").
 - 9) Solicit Customers by Credit Available
NOTE: Customers with credit available (Credit Limit, item 4 on the Reference Page of the Customer Master Record, less outstanding loan balance(s)) who meet the selection criteria entered for items 3 & 4 above (See "Change Label & Envelope Set-Up").
 - 10) Print Single Customer Label
- SELECT** "Print Labels" or "Print Envelopes" from popup window
- ENTER** Name and Reason for Labels/Extract. Must be 15 Characters or more.

Extract Data for Labels

This option allows you to extract solicitation data for current customers & import the information into an "EXCEL" spreadsheet.

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 4 - PRINT CLIENTS LABELS

SELECT Labels you wish to extract:

- 4) Extract—Customer Open Loans
- 5) Extract—P&L Customers
- 6) Extract---Paid Out Accounts

ENTER Name and Reason for Labels/Extract. Must be 15 Characters or more.

PRESS <Enter> key to exit to Main Menu.

NOTE: Option 4) Extract Open Loans creates a file OPENLOAN.CSV
Option 5) Extract P&L Customers creates a file P&LLOAN.CSV
Option 6) Extract Paid Out Account creates a file PAIDLOAN.CSV

All files created are located in C:\CAJUN\EXPORT\ on the main computer.

Print Client Birthday List & Labels

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 5 - PRINT CLIENT BIRTHDAY LIST

SELECT Item you wish to print:

- 1) Print Birthday List
- 2) Print Birthday Labels

ENTER Birthday Month or **PRESS** <Enter> to accept default month

Print Client Master Address Report

<FROM MAIN MENU>

SELECT 24 - SOLICITATION

SELECT 6 - PRINT CLIENTS MASTER ADDRESS REPORT

SELECT Report(s) you wish to print:

- 1) Print All Clients
- 2) Print Clients with Open Loans
- 3) Print P&L Clients

ENTER Name and Reason for Report. Must be 15 Characters or more.



PRINT CUSTOMER FILE LABELS

This option will print a 1x3 inch label for the customer's Loan Folder.

Print One at a Time

<FROM MAIN MENU>

SELECT 11 - PRINT CUSTOMER LOAN FORMS

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number, Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from Customer's loan list.

SELECT 17) Print Loan Labels.

INSTALL Label in the printer.

PRESS <Enter> key to print.

NOTE: You can also print single customer labels using the following option: From the MAIN MENU select item 24 – SOLICITATION; item 3 – PRINT LOAN FOLDER LABELS item 1) Print Loan Folder Label, the Customer and the applicable loan.

Print for all Loans Made During the Month

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 14 - LOAN REGISTER

SELECT Label(s) you wish to print:

- 1) Print Current Month Loan Labels
- 2) Print Last Month Loan Labels

INSTALL Label(s) in the printer.

PRESS <Enter> key to print.

PRINT CUSTOMER ROLODEX CARDS

<FROM MAIN MENU>

SELECT 11 - PRINT CUSTOMER LOAN FORMS

ENTER Loan Number; Customer's Last Name; Customer's Social Security Number, Customer's telephone number; or **PRESS** <F3> key to select a customer from the Customer Master File.

NOTE: If you enter a loan number the program will take you directly to that loan.

SELECT Applicable loan from Customer's loan list.

SELECT 16) Print Rolodex Card

SELECT Card type from the pop-up window (New Rolodex or Existing Rolodex Card)

INSTALL Rolodex card in the printer.

PRESS <Enter> key to print.

PRINT COMPANY & GENERIC LABELS

Change Label Setup

<FROM MAIN MENU>

SELECT 24- SOLICITATION

SELECT 3 - PRINT LOAN FOLDER LABELS

SELECT 4) Label Set-Up

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

Print Company Labels

This option prints labels for your Company using the name and address in the Company setup.

<FROM MAIN MENU>

SELECT 24 - SOLICITATION
SELECT 3 - PRINT LOAN FOLDER LABELS
SELECT 2) Print Company Labels
INSTALL Label(s) in the printer.
ENTER Number of labels you want printed.

Print Generic Labels

FROM MAIN MENU>

SELECT 24 - SOLICITATION
SELECT 3 - PRINT LOAN FOLDER LABELS
SELECT 3) Print Generic Labels
ENTER Information you want printed on label
 Name
 Address #1
 Address #2
 City; State; and Zip Code
INSTALL Label(s) in the printer.
ENTER Number of labels you want printed.

YEAR END LOAN CLOSING

CLOSE YEAR

For Step by Step Instructions (See “Year End Closing Guide”).

Complete Monthly Closing for the last month of your fiscal year before proceeding. Make sure everyone is out of the “CAJUN SOFTWARE” before doing year-end closing. They must **Not** reenter the program until closing is complete.

<FROM MAIN MENU>

SELECT 4 - MONTH-END MENU

SELECT 21 - MONTH-END CLOSE

SELECT 2) Perform Year-End Closing Only

ENTER “Y” at the prompt “Perform Year-End Closing, Are you Sure ?? No”.

NOTE: **ENTER** “N” (or **PRESS** <Enter> key) to exit without closing the year.

PRESS <Enter> key to continue.



NEW DEBENTURE

If the "General Ledger Interface" is answered "Yes", the program will make distribution to the General Ledger Accounts you entered in the "Finance G/L Interface" when you do the next monthly post/update.

<FROM MAIN MENU>

- SELECT** 23 - DEBENTURES
- SELECT** 1 - DEBENTURE MASTER SERVICE
- SELECT** 2) Create NEW Debenture
- ENTER** Lender's Information:

ITEM #	FIELD NAME	DESCRIPTION
1	Name	Lender's First Name, Middle Initial, ~ and Last Name (Example: Sally M~Smith). The ~ tells the program where the Lender's Last Name starts.
2	Minor	Name of Minor child if applicable.
3 and 4	MAILING ADDRESS	Use field 4 only as required.
5	City, State, Zip	Example: Baton Rouge, LA 70835-1434
6	SSN	Individual Lender's Social Security Number.
7	Home Phone	Home phone number.
8	Work Phone	Work phone number and extension.
9	Amount of Note	Face Amount of Debenture.
10	Frequency of Pay	"Monthly", "Quarterly", "Semi-Annual", "Annual", "Compounded" or "Pay on Demand".
13 and 14	HOME ADDRESS	Use field 14 only as required.
15	City, State, Zip	Example: Baton Rouge, LA 70816
16	EIN	Company Lender's Federal Employer Identification Number.
18	Interest Rate %	The annual rate at which Interest is Calculated.
19	Date of Issue	MM/DD/YYYY
20	Maturity Date	MM/DD/YYYY

- ENTER** Item(s) to change or:
- ENTER** "Y" at the prompt, "Deposit this Debenture in the Check-Book ?? No".

NOTE: **ENTER** "N" or **PRESS** <Enter> key if the money is being deposited directly in the bank and not going thru the Cash Drawer. (See "BANKING"; "CHECK BOOK"; "Special Deposits" if you have questions).

NOTE: You can change or delete information on the new debenture until the debenture is put in force. The new debenture will automatically be put in force when you do the next monthly post/update.

EDIT A DEBENTURE

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 1 - DEBENTURE MASTER SERVICE

SELECT 1) Review/ Change Debenture

ENTER Certificate Number or Search Name, or **PRESS** <F3> key or <F4> key to select a debenture from the Debenture Master File.

NOTE: <F3> key will display all debentures in the master file. The "***" to the left of the Cert. ID indicates that the debenture is In-Force or newly created.

<F4> key will display only Debentures In-Force or newly created.

ENTER Item(s) to change, or **PRESS** <Enter> key to exit.

OR

SELECT Applicable Function Key(s):

<F2> Page 2 (Shows Debenture Balance, Un-Paid Interest, YTD Interest Paid, Last YTD Interest, and Interest Computed Thru).

<F7> History (Shows all monthly interest earnings and check payments from earliest to current).

<F9> Change # (Allows you to change the certificate number).

LIST DEBENTURES

This option prints a report of all open debentures.

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 2 - LIST OF DEBENTURES

SELECT 1) List of Open Debenture

PAYOFF INTEREST

This option is used to pay out interest for "Compounded" and "Pay on Demand" and other debentures.

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 3 - DEBENTURE PAY-OUT

SELECT 1) Pay Out Interest

ENTER Certificate Number, or **PRESS** <F3> key to select a debenture from the Debenture Master File.

ENTER Date of Pay Out (MM/DD/YY), or **PRESS** <Enter> key to accept default date.

ENTER Check Amount, or **PRESS** <Enter> key to accept default amount.

NOTE: Interest is computed through the day of payout. .

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER Check Number, or **PRESS** <Enter> key to accept default number.

PRESS <Enter> key to print.

ENTER "Y" at the prompt, "Update Interest & Printed Debenture Check".

NOTE: **ENTER** "N" to exit without updating interest & debenture check payments.

PRESS <Enter> key to continue.

PAYOFF A DEBENTURE

This option is used to pay off the principal and any un-paid interest on a debenture.

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 3 - DEBENTURE PAY-OUT

SELECT 2) Pay Out Debenture

ENTER Certificate Number, or **PRESS** <F3> key to select a debenture from the Debenture Master File.

ENTER Date of Pay Out (MM/DD/YY), or **PRESS** <Enter> key to accept default date.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER 1st Check Amount, or **PRESS** <Enter> key to accept default amount.

NOTE: The 2nd Check Amount will be automatically computed.

ENTER Check Number, or **PRESS** <Enter> key to accept default number.

PRESS <Enter> key to print.

NOTE: If there is a 2nd check, repeat above 2 steps.

ENTER "Y" at the prompt, "Update Interest, Check(s) and Pay Off Debenture".

NOTE: **ENTER** "N" to exit without updating interest & debenture check payments.

PRESS <Enter> key to continue.

RENEW A DEBENTURE

This option is used to payoff one debenture and roll, all or part of, the balance into a new debenture.

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 3 - DEBENTURE PAY-OUT

SELECT 3) Debenture Renewal

ENTER Certificate Number, or **PRESS** <F3> key to select a debenture from the Debenture Master File.

ENTER Date of Pay Out (MM/DD/YY), or **PRESS** <Enter> key to accept default date.

ENTER 1st Check Amount, or **PRESS** <Enter> key to accept default amount

ENTER Additional amount being deposited and added to the new debenture

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: If there is a check to be printed, the following 2 steps will occur:

ENTER Check Number, or **PRESS** <Enter> key to accept default number.

PRESS <Enter> key to print.

ENTER "Y" at the prompt, "Update Interest, Check(s) and Renew Debenture".

NOTE: **ENTER** "N" to exit without updating interest & debenture check payments.

PRESS <Enter> key to continue.

NOTE: The new debenture's issue date will be the day after the pay out has occurred. The new debenture will automatically be put into force when you do the next monthly update.

MONTHLY DEBENTURE PROCESSING

Run Trial Balance

The current month's interest is computed when you print the trial balance. Partial month interest is noted by "***" next to the interest balance figure.

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 4 - MONTHLY TRIAL BALANCE

SELECT 1) Debenture Monthly Balance Report

NOTE: Verify that the current debenture value, interest earnings, and checks to be printed or paid out are correct before proceeding.

Print Interest Checks

Debenture RENEWALS and PAY-OUTS for the month must be done and posted prior to printing interest checks under this option.

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 5 - PRINT INTEREST CHECK & UPDATE

SELECT 1) Print Checks

ENTER Check Number, or **PRESS** <Enter> key to accept default number.

NOTE: Multiple debentures with the same SSN or EIN may be combined on a single check.
The name on the most current debenture is printed on the check.

PRESS <Enter> key to print.

ENTER "Y" at the prompt "OK ??"

NOTE: Option (2) Print Single/ Restart Checks would be used if one or more of the above checks need to be reprinted.

Post & Update Debentures

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 5 - PRINT INTEREST CHECK & UPDATE

SELECT 3) Monthly Post / Update

NOTE: This generates and prints a monthly posting report.

ENTER "Y" at the prompt "Ready to Post/Update Monthly Checks ??".

NOTE: **ENTER** "N" to exit without posting/updating monthly checks.

PRINT STATEMENTS

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 6 - PRINT DEBENTURE STATEMENT

SELECT 11) Print Statement

SELECT 1) Print Debenture Statement

SELECT Applicable option from pop-up window:

Print all
Monthly
Quarterly
Semi-Annual
Annual

ENTER Statement Year or **PRESS**<Enter> key to accept the default year

(OR)

SELECT 2) Print Single Statement

ENTER Statement Year, or **PRESS** <Enter> key to accept the default year.

ENTER Certificate Number, or **PRESS** <F3> key to select a debenture from the Debenture Master File.

PRINT FORM 1099-INT

<FROM MAIN MENU>

SELECT 23 - DEBENTURES

SELECT 12 - PRINT 1099-INT & YEAR-END

SELECT 1) Print 1099-INT Forms Continuous Feed Form -- Okidata

(OR)

2) Print 1099-INT Forms Single Sheet Form – Okidata

SELECT Current year or Last Year

ENTER “Y” at the prompt “Need Print Alignment ?? No”.

ENTER “N” at the prompt “Need More Alignment ?? No”.

ENTER “Y” at the prompt “Is this a Re-Start ?? No”.

ENTER “Y” at the prompt “* Ready to Print ?? * No”.

NOTE: **ENTER** “N” to any of the above to redo the function.

(OR)

3) Print 1099-INT Laser Form (Non-IRS)

SELECT Current year or Last Year

ENTER “Y” at the prompt “Is this a Re-Start ?? No”.

SELECT 1099 INT Red or Copy A-B-C

ENTER “Y” at the prompt “* Ready to Print ?? * No”.

NOTE: **ENTER** “N” to any of the above to redo the function.



PAYROLL MASTER

Company Setup

<FROM MAIN MENU>

SELECT 26 - PAYROLL

SELECT 1 EMPLOYEE MASTER SERVICE

SELECT 3) CHANGE USER SET-UP

SELECT Item(s) and revise information as required or **PRESS** <Enter> key to continue.

ITEM #	FIELD NAME	DESCRIPTION
1	Employee FICA %	Social Security Tax Rate (IRS Publication 15; Circular E, Employer's Tax Guide).
2	Employee Medicare %	Medicare Tax Rate (IRS Publication 15).
3	MAX SS/FICA Wages	Social Security Wage Base Limit (IRS Publication 15).
4	MAX Medicare Wages	Medicare Wage Base Limit (IRS Publication 15).
5	MAX FUTA Wages	Federal Unemployment Tax Wage Base Limit.
6	MAX State Wages	State Unemployment Tax Wage Base Limit.
7	MAX State Special	State Special Unemployment Tax Wage Base Limit.
8-11	Deductions 1-4	Descriptions for the Company's Payroll Deduction fields plus Type of deduction ("Normal", "Café Plan" or "401-K").
21	Fed Tax	Company's Federal Identification Number (Also called Employer Identification Number)
22	Sta Tax	Company's State Identification Number
23	Print QTR Reports Required	Select "Yes" if you want to require that Quarterly Reports be printed before you can start next Quarter.
25	Percent	Federal Unemployment Tax Rate
26	Percent	State Unemployment Tax Rate
27	Percent	State Special Unemployment Tax Rate
28	Last Used Employee #	Last Employee # Assigned by the system.
29	Incr. Employee # by	Increments the next Employee # by this number.
31	Pay Period	Select the pay period you want the pop-up window to default to.
32	State Code	Enter the state abbreviation you want the pop-up window to default to.
33	Round up to Dollar	Rounds up State Taxes withheld to even dollars.
34	Summary Data to G/Ledger	Summarizes the totals to the General Ledger.
35	Dept/Branch	Lets you know what each Dept/Branch payroll totals are.

NOTE: If you answered Yes" to item 23) "Print QTR Reports Required" the program will not let you process payroll for next quarter until the current quarterly reports have been printed. If you do not wish to print quarterly reports then item 23) should be set to "No".

Federal Withholding Tax Tables

The “Tables for Percentage Method of Withholding” are used to compute the Employee’s Federal Income Tax Withholding amount. Use the “ANNUAL Payroll Period” Table which is found in IRS Publication 15; Circular E, Employer’s Tax Guide.

<FROM MAIN MENU>

SELECT 26 - PAYROLL
SELECT 1 EMPLOYEE MASTER SERVICE
SELECT 4) FWT TAX TABLES
ENTER Item(s) to change or:
PRESS <F2> key to revise all amounts.
<F7> key to exit.

NOTE: At the prompt “Item to Change”, **PRESS** <Enter> key to toggle between the “Single Person - Head of Household Annual Tax Table” and the “Married Person Annual Tax Table”.

State Withholding Tax Tables

The “Tables for Percentage Method of Withholding” are used to compute the Employee’s State Income Tax Withholding amount. Use the annual tax rate percentage table.

<FROM MAIN MENU>

SELECT 26 - PAYROLL
SELECT 1 EMPLOYEE MASTER SERVICE
SELECT 5) STATE TAX TABLES
ENTER STATE CODE (ABBREVIATION)
ENTER Item(s) to change or:
PRESS <F2> key to revise all amounts.
<F7> key to exit.

NOTE: At the prompt “Item to Change”, **PRESS** <Enter> key to toggle between the “Single Person - Head of Household Annual Tax Table” and “Married Person Annual Tax Table”.

EMPLOYEE MASTER FILE

.....

Add an Employee

<FROM MAIN MENU>

SELECT 26 – PAYROLL

SELECT 1 EMPLOYEE MASTER SERVICE

SELECT 2) ADD NEW EMPLOYEE RECORD

ENTER Information about the Employee:

ITEM #	FIELD NAME	DESCRIPTION
1	SSN	Employee's Social Security Number
2	Name	Employee's First Name, Middle Initial, ~ and Last Name (Example: John P~Jones). The ~ tells the program where the Employee's Last Name starts.
3-5		Employee's address and telephone number
6	Pay Period	How often employee is paid (Weekly, Bi-Weekly, Semi-Monthly, Monthly, TERMINATED*)
7	Pay Type	"Hourly" or "Salary"
8	Hours	How many hours are there in a pay period (Only if Pay Type is Hourly)
9	Pay Rate	Hourly = amount paid per hour Salary = amount paid per pay period
10-12	Dates	For employer's information
13-14	Hours	For employer's information Sick hours and Vacation hours taken
15	MAR STA	Employee's marital status. Used to calculate Federal & State Withholding Taxes
16	FT EXEMPT	Number of exemptions claimed on FORM W4. Used to calculate Federal & State Withholding Taxes.
17	ADL FWT	Additional Federal Withholding Taxes to take out per pay period. This is in addition to the normal calculation of Federal Withholding Taxes.
18	STATE CODE	State in which Employee works If blank, state withholding will NOT be calculated.
19	ADL STATE	Additional State Withholding Taxes to take out per pay period. This is in addition to the normal calculation of State Withholding Taxes.
21-24	Deductions	Amount to withhold from employee each pay period. (The description and deduction type for these fields were entered in "COMPANY SETUP" .) "C" will appear next to the amount field for "Café Plan" type and "K" for "401-K" type.

ENTER Item(s) to change or:

PRESS <F2> key for YTD Page (Year to Date Information)
 <F3> key for Last YTD Page
 <F7> key for Check History Page (View Checks written to the employee)
 <F10> key to delete employee information.
 <Enter> key to exit.

Edit an Employee

<FROM MAIN MENU>

- SELECT** 26 - PAYROLL
- SELECT** 1 EMPLOYEE MASTER SERVICE
- SELECT** 1) DISPLAY/CHANGE EMPLOYEE
- ENTER** Employee's Number, or **PRESS** <F3> key to select an employee from Employee Master File.
- ENTER** Item(s) to change or:
- PRESS** <F2> key for YTD Page (Year to Date Information)
<F3> key for Last YTD Page
<F7> key for Check History Page (View Checks written to the employee)
<F10> key to delete information.
<Enter> key to exit.

Terminate an Employee

<FROM MAIN MENU>

- SELECT** 26 - PAYROLL
- SELECT** 1 EMPLOYEE MASTER SERVICE
- SELECT** 1) DISPLAY/CHANGE EMPLOYEE
- ENTER** Employee's Number, or **PRESS** <F3> key to select an employee from Employee Master File.
- SELECT** 6) Pay Period
- SELECT** "**TERMINATED**" from the pop-up window.
- SELECT** 12) Term Date (MM/DD/YY).
- ENTER** Date employee was terminated.
- PRESS** <Enter> key to exit.

NOTE: Once an employee has been terminated they will be excluded from all future payrolls.
Be sure the last payroll for the employee has been processed prior to terminating them.

NOTE: To reinstate a previously "Terminated" employee change the pay period to the desired type and delete the date from the Term Date Field.

PAYROLL PROCESSING

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When you post payroll (See "Print Check Register & Post Payroll"), if the "General Ledger Interface" is answered "Yes" (See "Activate or Disable General Ledger"), the program will make distribution to the General Ledger Accounts you entered in the "Finance G/L Interface".

Transaction Entry

Used mainly for Hourly employees or to pay Bonus's. This Transaction will be kept until Changed or Deleted.

This does **not** change the default employee information under Employee Master File.

<FROM MAIN MENU>

- SELECT** 26 - PAYROLL
- SELECT** 2 TIME CARD/TRANSACTION ENTRY
- SELECT** 2) Add to Existing Data
- SELECT** Employee from list
- SELECT** Pay type from list
- ENTER** Appropriate information for this transaction.

Compute Payroll

Pay Scheduled Only

This option calculates payroll based only on what has been setup in the Employee's Master File.

<FROM MAIN MENU>

SELECT 26 - PAYROLL

SELECT 3 COMPUTE PAYROLL & REGISTER

SELECT 1) PAY SCHEDULED ONLY

ENTER Date the payroll period ended.

ENTER Date to appear on the check, or **PRESS** <Enter> key to accept the default date.

SELECT Pay period from the pop-up window.

ENTER "Y" at the prompt "IS THIS A TRIAL RUN ??".

ENTER "Y" at the prompt "ARE OPTIONS CORRECT ???".

NOTE: A temporary Payroll Earnings Register will be printed for you to review (The letter "T" will appear in the upper left hand corner of the report). If payroll is not correct, make necessary changes and re-run "COMPUTE PAYROLL & REGISTER" before proceeding.

NOTE: If payroll is correct you can either print Employee's paychecks now or you can print them later (See "PRINT PAYROLL CHECKS" if you have questions).

Pay Transactions Only

This option calculates payroll based only on what has been setup in the Employee's Transaction Entry.

<FROM MAIN MENU>

SELECT 26 - PAYROLL

SELECT 3 COMPUTE PAYROLL & REGISTER

SELECT 2) PAY TRANSACTIONS ONLY

ENTER Date the payroll period ended.

ENTER Date to appear on the check, or **PRESS** <Enter> key to accept the default date.

NOTE: A temporary Payroll Earnings Register will be printed for you to review (The letter "T" will appear in the upper left hand corner of the report). If payroll is not correct, make necessary changes and re-run "COMPUTE PAYROLL & REGISTER" before proceeding.

NOTE: If payroll is correct you can either print Employee's paychecks now or you can print them later (See "PRINT PAYROLL CHECKS" if you have questions).

Print Payroll Checks

Once you have printed all payroll checks, the program will take you directly into the "Print Check Register & Post Payroll".

<FROM MAIN MENU>

SELECT 26 – PAYROLL

SELECT 4 PRINT EMPLOYEE CHECKS

SELECT 1) PRINT PAYROLL CHECKS

NOTE: The program will take you through the following steps until all paychecks are printed or you cancel printing.

The Employee's Name, Check Amount, Check Date and Check Number will display on the screen.

ENTER Check number, or **PRESS** <Enter> key to accept default check number.

INSTALL Check in printer.

PRESS Enter> key to print.

ENTER "Y" at the prompt "OK ??".

NOTE: **ENTER** "N" to reprint the paycheck.

Restart Check Printing

Once you have printed all payroll checks, the program will take you directly into the "Print Check Register & Post Payroll".

<FROM MAIN MENU>

SELECT 26 – PAYROLL

SELECT 4 PRINT EMPLOYEE CHECKS

SELECT 2) RESTART CHECK PRINT

SELECT "SINGLE CHECK" or "RESTART" from pop-up window.

NOTE: The first employee without a paycheck will display on the screen.

If you selected Single Check, **PRESS** <Enter> key until you get to the employee you wish to print a paycheck for.

If you selected Re-Start, **PRESS** <Enter> key until you get to the employee from where you wish to re-start printing paychecks.

Print Check Register & Post Payroll

The program will not let you print the final Payroll Earnings Register and Update/Post payroll until all paychecks have been printed. If for any reason you re-compute payroll after starting to print paychecks those paychecks already printed will have to be printed again.

<FROM MAIN MENU>

SELECT 26 – PAYROLL

SELECT 5 CHECK REGISTER & UPDATE/POST

SELECT 1) PRINT EARNINGS REGISTER/UPDATE

NOTE: If all payroll checks have not been printed the program will warn you and you will not be allowed to continue until they are printed.

ENTER “Y” at the prompt “Ready to Update Employee Payroll ??”.

NOTE: **ENTER** “N” to exit and make corrections before reprinting the check register and posting payroll.

NOTE: The posted Payroll Earnings Register will have the letter “P” in the upper left hand corner of the report.

QUARTERLY & YEAR-END PROCESSING

Print Quarterly Payroll Reports

Prints Federal and State Earnings Reports showing Quarter-to-Date and Year-to-Date payroll information for each employee. A FORM 941 worksheet is also printed.

<FROM MAIN MENU>

- SELECT** 26 – PAYROLL
- SELECT** 11 PRINT QTR/YTD EARNINGS REPORT
- SELECT** 1) Quarterly Payroll Report

Print Quarterly Unemployment Reports

Prints State Unemployment Report with Quarterly “Gross Wages”, “Taxable Wages” and “Excess Wages” for each employee.

<FROM MAIN MENU>

- SELECT** 26 – PAYROLL
- SELECT** 12 PRINT UNEMPLOYMENT REPORT
- SELECT** 1) Print Unemployment Report

Compute Current Quarter

This will compute the Quarterly Payroll totals in the Employee Master File.

<FROM MAIN MENU>

- SELECT** 26 – PAYROLL
- SELECT** 21 YEAR-END CLOSE
- SELECT** 2) Compute Current Quarter
- ENTER** Current Quarter 1-4/ Year (Q/YYYY)

Print FORMS W-2 & 1099-MISC

<FROM MAIN MENU>

SELECT 26 – PAYROLL

SELECT 14 PRINT FORMS W-2/1099

**** PROGRAM NOT INSTALLED AT THIS TIME ****

Close Year

This will Zero the Year To Date totals in Employee Master File. No reports will print.

<FROM MAIN MENU>

SELECT 26 – PAYROLL

SELECT 21 YEAR-END CLOSE

SELECT 1) Payroll YEAR-END

ENTER "Y" AT prompt "Ready to Perform Year-End"

ENTER "Y" AT prompt "Are You Sure"

ACCOUNTS PAYABLE

VENDOR MASTER FILE

.....

Add a Vendor

<FROM MAIN MENU>

- SELECT** 27 ACCOUNTS PAYABLE
- SELECT** 1 VENDOR MASTER
- SELECT** 1) CREATE NEW VENDOR
- PRESS** <Enter> key to accept default vendor number.
- ENTER** Information for vendor:

Item #	Field Name	Description
1	Name	Vendor's Name. Must be entered at vender setup.
2-7		Demographic information on the vendor.
8	Print 1099	If you do not wish to print 1099s answer No. If you wish to print 1099s answer Yes and select 1-- RENTS 2 – ROYALTIES 7 – NONEMPLOYEE
9	ID Number	Federal Identification Number (##-#####) or Individual's Social Security Number.
10 & 11	1099 Items	Data fields for 1099 information. Amounts are automatically calculated.
12 – 15	Default G/L Codes	These items assign general ledger account numbers specific to this vendor. <F2> key G/L Account look-up by Account Number. <F3> key G/L Account look-up by Account Name.

- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue or <F10> key to delete vendor information.
- PRESS** <F7> key to exit.

Edit a Vendor

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 1 VENDOR MASTER

SELECT 2) REVIEW VENDOR

ENTER Vendor number, vendor name, or **PRESS** <F3> key to select a vendor from the Vendor Master File.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue or <F10> key to delete vendor.

PRESS <F7> key to exit.

SIMPLIFIED CHECKS

.....

If the "General Ledger Interface" is answered "Yes" (See "Activate or Disable General Ledger"), the program will automatically post checks to the General Ledger as they are printed.

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 2 WRITE A CHECK

ENTER Check date (MM/DD/YY), or **PRESS** <Enter> key to accept the default date.

ENTER Check amount.

ENTER Vendor Number or type in several characters of the Vendor Name or **PRESS** <F3> key and select a vendor from the pop up window. (If the vendor is not in the Vendor Master File you can **PRESS** <F4> key to set them up in the Vendor Master File, or **PRESS** <F5> key to enter the vendor's name without setting them up in the Vendor Master File).

ENTER General Ledger account number, type all or part of the account name, or **PRESS** <F3> key and select an Account from list, or **PRESS** <Enter> key to accept default account number.

NOTE: The program posts the cash side of the entry based upon the General Ledger Account Number entered in " 3) USER SET-UP" under "1 VENDER MASTER". You will need to enter the General Ledger Account Number(s) and distribution amount(s) for the other side of the entry.

ENTER Amount to distribute to this account, or **PRESS** <Enter> key to accept the default.

NOTE: The amount(s) being distributed must equal the check amount in order to proceed.

INSTALL Check in the printer.

PRESS <Enter> key to Print.
 <F4> key to change check number
 <F5> key to change check date
 <F7> key to Cancel and exit Check Writing

ENTER "Y" at the prompt "OK ?".

NOTE: **ENTER** "N" to go back, make changes and reprint the check.

NOTE: To **VOID** a Simplified Check you must enter the information just as it appears on the original check, except you make the dollar amount **Negative** (-).

QUICK CHECKS

.....

When you close Accounts Payable for the month (See "CLOSE MONTH") the program posts "QUICK CHECK" transactions to the General Ledger.

Invoice Entry & Check Writing

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 3 ENTRY/ PRINT QUICK CHECK

SELECT 1) INVOICE ENTRY & CHECK PRINT

ENTER Vendor Number or type in several characters of the Vendor Name, or **PRESS** <F3> key and select a vendor from the pop up window. (If the vendor is not in the Vendor Master File you can **PRESS** <F4> key to set them up in the Vendor Master File, or **PRESS** <F5> key to enter the vendor's name without setting them up in the Vendor Master File).

ENTER Invoice Number.

ENTER Invoice date, or **PRESS** <Enter> key to accept the default date.

ENTER Check amount.

ENTER General Ledger Account Number, type all or part of the account name, or **PRESS** <F3> key and select account from list, or **PRESS** <Enter> key to accept default account number.

NOTE: The program posts the cash side of the entry based upon the General Ledger Account Number entered in " 3) USER SET-UP" under "1 VENDER MASTER". You will need to enter the General Ledger Account Number(s) and distribution amount(s) for the other side of the entry.

ENTER Amount to distribute to this account, or **PRESS** <Enter> key to accept the default.

NOTE: The amount(s) being distributed must equal the check amount in order to proceed.

PRESS <F10> key to delete the invoice information.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

ENTER "Y" at the prompt, "Are You Ready to Print Quick Check?? No".

NOTE: **ENTER** "N" to exit. You cannot enter another invoice until this check is printed or the invoice entry is deleted.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

INSTALL Check "#####" in Printer.

PRESS <Enter> key to print.

ENTER "Y" at the prompt, "Is this Quick Check Good (Y/N)".

NOTE: **ENTER** "N" to reprint the check.

Change or Void a Quick Check

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 3 ENTRY/ PRINT QUICK CHECKS

SELECT 3) SCROLL INVOICE, QUICK CHECKS

ENTER Document number to start scroll on, or **PRESS** <Enter> key to select all.

SELECT Invoice(s) to view.

NOTE: If the check has been printed, "PAID" will appear under the "CD" column of the scroll list.
If the check has not been printed the "CD" column will be blank.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

NOTE: Only G/L Account numbers can be changed (items 21 and higher).

(OR)

PRESS <F10> key to delete the invoice/check entry.

ENTER "Y" at the prompt, "Delete this Invoice?? No".

NOTE: "DEL" will appear under the "CD" column of the scroll list.

ENTER "N" to exit without deleting the invoice/check entry.

Print Proof Report & Post Checks

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 3 ENTRY/ PRINT QUICK CHECKS

SELECT 4) QUICK-CHECKS PROOF REPORT & ALLOW POST

ENTER Report Header Description.

ENTER "Y" at the prompt, "READY TO POST TO A/P?? No".

NOTE: Distribution Report will print and the Quick Checks are posted.

ENTER "N" to exit, make corrections and reprint the distribution report before posting to the A/P distribution file.

NORMAL PROCESSING

This option allows you to input invoices when you receive them and to print the checks at a later date. If you have a lot of invoices this method is more efficient than "SIMPLIFIED CHECKS" or "QUICK CHECKS" because you can enter invoices and print checks in batches.

When you close Accounts Payable for the month (See "CLOSE MONTH") the program posts "NORMAL PROCESSING" transactions to the General Ledger.

Invoice Entry

Enter Invoices:

<FROM MAIN MENU>

- SELECT** 27 ACCOUNTS PAYABLE
- SELECT** 13 INVOICE ENTRY
- SELECT** 1) INVOICE DOCUMENT ENTRY
- SELECT** "INVOICE" from the Pop-Up Window.

NOTE: If you wish to enter invoices that have already been paid with a manual check, **SELECT** "PRE-PAID" or if you wish to void a check that was printed manually, **SELECT** "VOID".

ENTER Vendor Number or type in several characters of the Vendor Name, or **PRESS** <F2> key and **SELECT** a vendor from the listing. (If the vendor is not in the Vendor Master File you can, **PRESS** <F4> key to set them up in the Vendor Master File, or **PRESS** <F5> key to enter the vendor's name without setting them up in the Vendor Master File).

ENTER Invoice Number.

ENTER Invoice date, or **PRESS** <Enter> key to accept the default date.

ENTER Invoice gross amount.

ENTER Payment due date.

NOTE: You can also enter the number of days to wait before paying the bill and the system will calculate the due date. The number of days until the bill is due will display to the right of the due date.

ENTER Discount due date (MM/DD/YYYY), or **PRESS** <Enter> key for no date.

ENTER Discount percent (e.g. 2% = 2.00), or **PRESS** <Enter> key for no discount.

ENTER Discount amount, or **PRESS** <Enter> key to accept default amount.

NOTE: If you do not have vendor discounts you can turn off the discount entry option (**SELECT** "27 ACCOUNTS PAYABLE"; **SELECT** "1 VENDOR MASTER"; **SELECT** "3) CHANGE USER SET-UP"; **SELECT** "17) Discounts Applicable" and **ENTER** "N").

ENTER General Ledger Account Number, type all or part of the account name or **PRESS** <F3> key and **SELECT** G/L Account from list, or **PRESS** <Enter> key to accept default account number.

NOTE: The program posts the cash side of the entry based upon the General Ledger Account Number entered in " 3) USER SET-UP" under "1 VENDER MASTER". You will need to enter the General Ledger Account Number(s) and distribution amount(s) for the other side of the entry.

ENTER Amount to distribute to this account, or **PRESS** <Enter> key to accept the default.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

Change or Void an Invoice:

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 13 INVOICE ENTRY

SELECT 3) SCROLL INVOICE DOCUMENTS

ENTER Document number to start scroll at, or **PRESS** <Enter> key to start at beginning.

SELECT Item to display.

NOTE: "INV" will appear in the "CD" column for invoices. If the invoice has been deleted, "DEL" will appear in the "CD" column.

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

(OR)

PRESS <F10> key to delete the invoice entry.

ENTER "Y" at the prompt, "Delete this Invoice?? No".

NOTE: "DEL" will appear under the "CD" column of the scroll list.

ENTER "N" to exit without deleting this invoice.

Print Proof Report & Post Invoices:

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 13 INVOICE ENTRY

SELECT 4) PRINT PROOF REPORT & ALLOW POST

ENTER Report Header Description.

NOTE: If any invoice entry is out of balance you will not be allowed to post.

ENTER "Y" at the prompt "READY TO POST TO A/P?? No".

NOTE: **ENTER** "N" to exit, make corrections and reprint this report before posting.

Select Posted Invoices for Payment

Select Invoices by Due Date:

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 14 PAYABLE SELECTION/ CHECKS

SELECT 2) SELECT FOR PAYMENT

SELECT 1) PAY THIS DATE

ENTER Date to pay by (MM/DD/YYYY), or **PRESS** <Enter> key to select all posted invoices.

NOTE: It is suggested you select a date five (5) to ten (10) days from date you are printing checks so your checks have sufficient time to arrive at the vendors before the invoice due date.

ENTER "Y" at the prompt "DISCOUNTS APPLY?? No".

NOTE: This prompt will not display if you have vendor discounts turned off.

SELECT "27 ACCOUNTS PAYABLE"; **SELECT** "1 VENDOR MASTER";
SELECT "3) CHANGE USER SET-UP"; **SELECT** "17) Discounts Applicable" and
ENTER "N").

ENTER "Y" at the prompt "DISPLAY SELECTIONS?? No".

Select Invoices by Vendor:

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 14 PAYABLE SELECTION/ CHECKS

SELECT 2) SELECT FOR PAYMENT

SELECT 2) PAY/ HOLD THIS VENDOR

ENTER Vendor number, vendor name, or **PRESS** <F3> key to select a vendor from the Vendor Master File.

ENTER "P" to pay all invoices for this vendor.

(OR)

"H" to hold payment on all invoices for this vendor.

(OR)

<Enter> key to exit.

Select Invoices for all one time Vendors:

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 14 PAYABLE SELECTION/ CHECKS

SELECT 2) SELECT FOR PAYMENT

SELECT 3) PAY/HOLD ALL ONE-TIME VENDORS

ENTER "P" to pay all invoices for this vendor.

(OR)

"H" to hold payment on all invoices for this vendor.

(OR)

<Enter> key to exit.

Review all Posted Invoices

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 14 PAYMENT SELECTION/ CHECKS

SELECT 1) REVIEW POSTED INVOICES

PRESS <Enter> key to scroll posted invoices.

ENTER Record number to start scrolling at, or **PRESS** <Enter> key to start at beginning.

SELECT Invoice(s) to view.

NOTE: If an invoice is flagged to hold from payment this time then "HOLD" will appear in the "TYPE" Column. If the invoice is set to pay this time the "TYPE" column will be blank.

NOTE: To change the flag for an invoice, **PRESS** one of the following:

- <F4> key to hold invoice from payment this time.
- <F5> key to pay invoice this time.

Print Checks, Check Register & Post

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 14 PAYMENT SELECTION/ CHECKS

SELECT 4) CHECK REGISTER/ CHECK PRINT

ENTER Item(s) to change, or **PRESS** <Enter> key to continue:

ITEM 1	Check Date	Defaults to Current Date
ITEM 2	Last Check Number	Last Check Number Used
ITEM 3	Check Number	Next Check Number To Use

ENTER "Y" at the Prompt, "Are you Ready to Print Checks?? No".

INSTALL Check #### in printer.

NOTE: Be sure the check in Printer matches the Check # displayed on the screen!

PRESS <Enter> key to print.

ENTER "Y" at the Prompt, "Are You Ready to POST Checks?? No".

NOTE: **ENTER** "N" to exit, reprint checks and the check register before posting to the A/P distribution file.

..... **CLOSE MONTH**

This option prints a General Ledger distribution report for all Quick Checks and Normal Processing Transactions and transfers those entries to the General Ledger. Simplified Check entries are not included here as they go directly to the General Ledger when the check is printed.

<FROM MAIN MENU>

SELECT 27 ACCOUNTS PAYABLE

SELECT 4 MONTH END

ENTER "Y" at the prompt "Ready to Print G/L Distribution for Month MM/YY?? No".

NOTE: If the A/P Distribution is out of balance you will get the following prompt:
"*** A/P G/L Distribution is Out of Balance***"
"DO YOU STILL WONT TO POST TO G/L?? No"

NOTE: **ENTER** "N" to exit and make correction(s) before proceeding.

ENTER "Y" at the prompt "Ready to POST to G/L Detail File?? No".

NOTE: **ENTER** "N" to exit and add entries, make necessary corrections and reprint G/L Distribution Report before posting to the G/L.



MASTER FILE

.....

Activate or Disable General Ledger

If the "General Ledger Interface" is answered "Yes" the program will prepare all system transactions for the General Ledger. If "General Ledger Interface" is answered "No" the program will not prepare transactions for the General Ledger.

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER
SELECT 6 FINANCE G/L INTERFACE
SELECT 1) Debentures
SELECT 1) General Ledger Interface
ENTER 'Y'
PRESS <Enter> key to exit.

Finance G/L Interface

If the "General Ledger Interface" is answered "Yes" the program will prepare General Ledger transactions using the General Ledger Account Numbers entered here.

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER
SELECT 6 FINANCE G/L INTERFACE
SELECT Each of the following and add or change General Ledger Account Number(s) as required:
1) Debentures
2) Payroll
3) Payments
4) Rebates
5) Insurance Checks
6) New Loan-- Page 1
7) New Loan-- Page 2
8) Pay Day Loans
PRESS <Enter> key to exit.

Chart of Accounts

The number sequence of the General Ledger Accounts determines their printing sequence in the Financial Statements. It is imperative that new General Ledger Accounts be assigned numbers in the sequence they are to appear in the Financial Statements. Asset accounts come first followed by, Liability accounts, Capital accounts, Direct Income accounts and Expense accounts. Other Income accounts may be placed before Expense accounts or after Net Profit/Loss.

Add an Account

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 1 MASTER FILE SERVICE
- SELECT** 1 CHART OF ACCOUNTS MASTER FILE SERVICE
- SELECT** 1) SPECIFIC ACCOUNTS
- ENTER** Account number.
- ENTER** “Y” at the prompt “IS THIS A NEW ACCOUNT ?? No”.
- ENTER** Account name
- ENTER** TYPE of account
- ENTER** “Y” or “N” at the prompt “SCHEDULED ?? No”
- ENTER** Item(s) to change or, **PRESS** <Enter> to continue.

ITEM #	FIELD NAME	DESCRIPTION
1		Name of the Account (e.g. ASSET, Cash, Blank, etc.)
2	TYPE:	A - This is a title account only. The program does a top of form and prints the Account Name in the center of the page after the report heading. B - This is a title account only. The Account Name is printed in the report, either at the left margin or in the center of the page. C - This is a title account only. The program starts a new page and prints the Account Name in the report, either at the left margin or in the center of the page. D - This account contains the money total of a Supporting Schedule and is treated as a money account on financial reports, although money cannot be posted to this account. The money total can be printed in column A, B, or C. A D-type account is followed sequentially by the accounts in the schedule, which may be title accounts (B or C type), data entry accounts (E type) and total accounts (G type). E - This account is simply a storage place for money. The money total can be printed in column A, B, or C. G - Causes a total to be printed on the reports in column A, B, or C.
3	CHAR:	\$ - The \$ will precede the dollar amount on Financial Statements. (- A negative balance in this account will be enclosed in parentheses () on the Income Statement. NOTE: Leave field blank if you do not want either of the above options for this account.

5	COLMN:	The column you want the account total to appear in (A, B, or C).
6	POST:	0 - This account will not appear on Financial Statements if it has a zero balance. 1 - This account will appear on Financial Statements even if it has no activity. NOTE: If an account has had money posted to it, the system will insert a 2 in this field and the account will appear on Financial Statements.
7	REVS:	Normally, sign reversal is used only on income accounts and on all total levels thereafter that include income, i.e., gross Profit and Net Profit/Loss. NOTE: Sign reversal does not apply to Balance Sheet accounts because the program automatically prints asset accounts with true sign and liability and net worth accounts with reverse sign.
8	TOTAL LEVEL:	For G-type accounts enter the one-digit number for the total accumulator for this account. When the program encounters a G-type account, it prints the total in the accumulator corresponding to that accounts' total level. It then sets that accumulator, and all lower numbered accumulators, to zero. NOTE: A level six (6) accumulator is used to terminate the Assets, Liabilities, Capital and Income Statement portion of the Accounts File.
9	UNDERLINES:	0 - Underscores will not be printed above the account. NOTE: The following will be printed before the account is printed. 1 - A single line will be printed across column A. 2 - A double line will be printed across column A. 3 - A single line will be printed across column B. 4 - A double line will be printed across column B. 5 - A single line will be printed across column C. 6 - A double line will be printed across column C. 7 - A single line will be printed across column A & B. 8 - A double line will be printed across column A & B. 9 - A double line will be printed across column B & C.
11	SCHEDULED?:	Y - This account will appear on a supporting schedule rather than in the main Financial Statement. N - This account will print in the main Financial Statement.
12	CENTERED?:	Y - The account description will be indented on all reports. N - The account description will be printed flush with the left margin on all reports.

Edit an Account

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER

SELECT 1 MASTER FILE SERVICE

SELECT 1 CHART OF ACCOUNTS MASTER FILE SERVICE

SELECT 1) SPECIFIC ACCOUNTS

ENTER Account number.

ENTER 1 CHANGE

ENTER Item(s) to change, or **PRESS** <Enter> key to continue.

Delete an Account

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 1 MASTER FILE SERVICE
- SELECT** 1 CHART OF ACCOUNTS MASTER FILE SERVICE
- SELECT** 1) SPECIFIC ACCOUNTS
- ENTER** Account number.
- PRESS** <F10> key to delete the account.
- ENTER** “Y” at the prompt “Delete this Account?? No”.

NOTE: **ENTER** “N” to exit without deleting this account.

Journals

The program has Journals that are reserved for system generated transactions and should not be used for any other purpose. Journal Numbers 1–19 are available for non-system generated transactions (See “Regular Transactions” and “Repetitive Transactions”).

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 1 MASTER FILE SERVICE
- SELECT** 3 JOURNAL NAME
- SELECT** 1) Display Journal Names
- ENTER** Desired journal number(s) (Example: 1)
- ENTER** Desired journal name (Example: General Journal).
- PRESS** <F7> key to exit.

TRANSACTIONS

System Transactions

If the "General Ledger Interface" is answered "Yes" the program will create the General Ledger transactions from each module of the program.

Regular Transactions

This option allows you to manually make any additional transactions that may be required.

Add a Transaction

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 2 NORMAL PROCESSING
- SELECT** 1) TRANSACTION ENTRY
- ENTER** JOURNAL NUMBER.
- ENTER** JOURNAL DATE (MMYY).
- ENTER** G/L account number, or **PRESS** <F2> key and type part, or all, of the G/L account name, or **PRESS** <F3> key and select account from the pop-up window.
- ENTER** Loan number, or **PRESS** <Enter> key to continue.
- ENTER** Reference number (you must enter a number in this field).
- ENTER** Item Date (MM/DD/YY).
- ENTER** Amount.
- ENTER** Description of transaction.

NOTE: When you exit, <F7> key, if any Journal is out of balance you will get the following prompt:
"Journal Balance is not ZERO. Do you want EXIT now ?? No".

Edit or Delete a Transaction

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 2 NORMAL PROCESSING
- SELECT** 2) TRANSACTION REVIEW, SCROLL
- ENTER** Transaction number, or **PRESS** <Enter> key to continue.
- SELECT** The desired transaction(s) and **PRESS** <Enter> key.
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.
- PRESS** <F7> key to exit.

(OR)

- PRESS** <F10> key to delete the transaction.
- ENTER** “Y” at the prompt “Delete this G/L Transaction ?? No”.
- NOTE: **ENTER** “N” to exit without deleting this G/L transaction.
- PRESS** <F7> key to exit.

Print Audit Report & Post Transactions

It is recommended that you first print a “Trial Balance” and check to make sure that your ending General Ledger Account balances are correct before proceeding.

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 2 NORMAL PROCESSING
- SELECT** 5) AUDIT REPORT
- SELECT** Paper size from the pop-up window.
- ENTER** Report description (Example: For the Month of December 2003).
- ENTER** Posting date (MM/YY), or **PRESS** <Enter> key to accept default date.
- ENTER** “Y” at the prompt “IS YOU NEW CURRENT MONTH XX ?? Yes”.

ENTER "Y" at the prompt "DO YOU WISH TO PRINT ONLY THOSE JOURNALS WITHIN POSTING PERIOD ?? Yes".

SELECT Posting option from pop-up window.

Standard Posting
First of Year (Used to post the first month of your fiscal year)
Do Not Post

NOTE: The program will not allow you to post a month unless all Journals are in balance for that month. If you do **NOT** see posting options, then the G/L is out of balance.

Repetitive Transactions

This option allows you to create monthly recurring transactions for such items as depreciation, amortization, etc.

Add a Transaction

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER

SELECT 3 REPETITIVE PROCESSING (MONTHLY)

SELECT 1) REPETITIVE TRANSACTION ENTRY

ENTER JOURNAL NUMBER.

ENTER G/L account number, **PRESS** <F2> key to select an account number from the listing, or **PRESS** <F3> key and type part or all of the G/L Account name and select account from the pop-up window.

ENTER Reference number (you must enter a number in this field).

ENTER Item Date (MM/DD/YY).

ENTER Amount.

ENTER Balance amount.

ENTER Description of transaction (Example: Monthly Depreciation).

NOTE: When you exit, <F7> key, if any Journal is out of balance you will get the following prompt:
"Journal Balance is not ZERO. Do you want EXIT now ?? No".

Edit or Delete a Transaction

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 3 REPETITIVE PROCESSING (MONTHLY)
- SELECT** 2) TRANSACTION REVIEW, SCROLL
- ENTER** Transaction number, or **PRESS** <Enter> key to continue.
- ENTER** Item(s) to change, or **PRESS** <Enter> key to continue.
- PRESS** <F7> key to exit.

(OR)

- PRESS** <F10> key to delete the transaction.
- ENTER** “Y” at the prompt “Delete this G/L Transaction ?? No”.
- NOTE: **ENTER** “N” to exit without deleting this G/L transaction.
- PRESS** <F7> key to exit.

Print Audit Report & Post Transactions

<FROM MAIN MENU>

- SELECT** 28 – GENERAL LEDGER
- SELECT** 3 REPETITIVE PROCESSING (MONTHLY)
- SELECT** 3) REPETITIVE AUDIT REPORT
- SELECT** Paper size from the pop-up window.
- ENTER** Report description (Example: For the Month of December 2003).
- ENTER** Posting date (MM/YY), or **PRESS** <Enter> key to accept default date.
- ENTER** “Y” at the prompt “IS YOU NEW CURRENT MONTH XX ?? Yes”.
- SELECT** Posting option from pop-up window.
 - Standard Posting
 - First of Year (Used to post the first month of your fiscal year)
 - Do Not Post

NOTE: The program will not allow you to post unless all Journals are in balance.

Prior Period Adjustments

There is no need for a separate prior period adjustment option. The General Ledger is date sensitive and maintains transactions for the entire fiscal year.

Follow the procedures for regular transaction entry except for:

“JOURNAL DATE (MMYY)” - **ENTER** the original month and year in which the transaction occurred.

“Item Date” - **ENTER** the original month, day, and year the transaction occurred.

NOTE: If you want corrected financial statements, you can reprint any, or all, of the current fiscal year Financial Statements (See “Financial Statements”).

REPORTS

Chart of Accounts List

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER

SELECT 4 REPORTS

SELECT 1 CHART OF ACCOUNTS LIST

ENTER Report description (Example: December 31, 2003).

ENTER Desired report(s):

<Enter> PRINT ALL ACCOUNTS

1 PRINT ONLY ACCOUNT NUMBERS ON MONEY ACCOUNTS

2 PRINT ONLY MONEY ACCOUNTS

3 PRINT MONEY ACCOUNTS WITHOUT TYPE DESCRIPTIONS

General Ledger Detail

This report includes only general ledger account transactions for the posted month(s) in the current fiscal year. If you wish to print monthly or annual reports, you must print them prior to closing the first month of the next fiscal year.

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER

SELECT 4 REPORTS

SELECT 3 GENERAL LEDGER DETAIL

SELECT Paper size from pop-up window, or **PRESS** <Enter> key to accept default paper size.

ENTER Report description (Example: For the Three Months Ended March 31, 2003).

ENTER “Y” (OR) “N” at the prompt “Do you want to Print all Accounts?? Yes”.

ENTER “Y” at the prompt “Current Posted Month and Year is MM/YY”
“Do you want to Print Details for the CURRENT Month only ?? Yes”.

(OR)

“N”

ENTER Beginning month (MM/YY).

ENTER Ending month (MM/YY).

Trial Balance

This report includes all, posted and un-posted, G/L transactions thru the month you select.

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER

SELECT 4 REPORTS

SELECT 7 TRIAL BALANCE

SELECT Desired report(s)

- 1) TRIAL BALANCE REPORT
- 2) MTD – YTD REPORT

SELECT Period from pop-up window.

NOTE: The “Current Period Balances” is the last month posted.

ENTER Report description. (Example: For the Month Ended January 31, 2004).

Financial Statements

These statements include only general ledger account information for posted months in the current fiscal year and do not include un-posted transactions.

<FROM MAIN MENU>

SELECT 28 – GENERAL LEDGER

SELECT 4 REPORTS

SELECT 4 FINANCIAL STATEMENTS

ENTER Balance Sheet date (Example: April 30, 2003).

ENTER Income Statement period and ending date (Example: For the Four Months Ended April 30, 2003).

SELECT Paper Size from pop-up window, or **PRESS** <Enter> key to accept default paper size.

SELECT Report format option from pop-up window, or **PRESS** <Enter> key to accept default report option.

SELECT Page numbering option from pop-up window, or **PRESS** <Enter> key to accept default page number.

SELECT Period from pop-up window.

CURRENT POSTED BALANCES

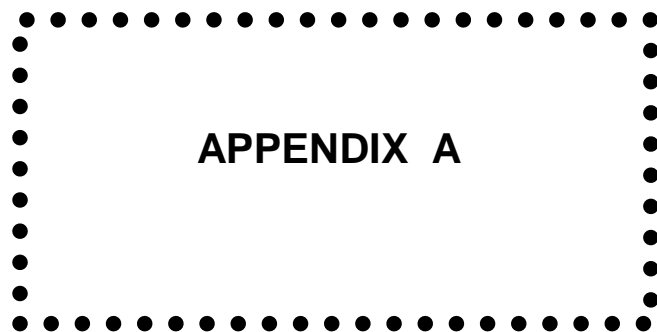
CURRENT UNPOSTED BALANCES (option does not work at this time)

SPECIFIC PRIOR MONTH

MORE THAN ONE MONTH INCOME STATEMENT

ENTER "Y" (OR) "N" at the prompt "DO YOU WANT TO PRINT INACTIVE ACCOUNTS ?? No".

NOTE: **ENTER** "N" and inactive accounts will not be printed on these reports.



APPENDIX A

System Backup

Make sure everyone is out of the “CAJUN SOFTWARE” before doing a system backup. They **MUST NOT** reenter the program until backup is complete. If you fail to do this, you may not get a complete backup copy of your finance database.

<FROM MAIN MENU>

SELECT 32 - MISCELLANEOUS

SELECT 31- DATA BACKUP

ENTER Backup Disk Drive Letter

SELECT Data Backup File Name (Day of the week, End-Of-Month, Backup, Today's Date).

PRESS Enter To Continue

NOTE: If backup is NOT successful, Verify Everyone has exited Cajun Software, Verify Backup Drive Letter (See “Verify Backup Disk Drive Letter”) and try Backup again.

Verify Backup Disk Drive Letter

OPEN MY COMPUTER ICON or COMPUTER ICON.

INSERT FLASHDRIVE into the Computer USB PORT.

FIND “DEVICES WITH REMOVABLE STORAGE”

Note: Drive Letter for the Flash Drive (Example: LEXAR (E:), E would be the backup disk drive letter).

Install Program Updates

Make sure everyone is out of "CAJUN SOFTWARE" before installing program updates. They must not reenter the program until the Update is complete.

<FROM MAIN MENU>

SELECT 32 - MISCELLANEOUS

SELECT 33 - INSTALL UPDATE

SELECT from E-Mail

NOTE: The **Update.zip** file must be saved to the C:\ Drive of the main computer to run.

(OR)

SELECT from FLOPPY

INSERT FLOPPY into Drive: A

PRESS Any Key to Continue

Change Fees & Insurance Rates

<FROM MAIN MENU>

SELECT 32 - MISCELLANEOUS

SELECT 41 - SETUP FEES/LIFE INS

SELECT Type of insurance you wish to change rates for.

- 1) Fees and Credit Life
- 2) Health & accident Rates

ENTER Item(s) to Change, or **PRESS** <Enter> to continue

(OR)

SELECT 3) Credit Life/A&H Limits

SELECT Insurance Company from pop-up window

ENTER Item(s) to Change

PRESS <Enter> to exit

Change Printer

This option allows you to choose where reports are to be printed; to one (1) of the printers indicated or to the computer screen.

<FROM MAIN MENU>

SELECT 31 - PRINTER

SELECT printer from pop-up window

Re-Index Master Files

****ONLY RUN AT THE DISCRETION OF A CAJUN SOFTWARE****

Make sure everyone is out of "CAJUN SOFTWARE" before re-indexing any master files. They must not re-enter the program until re-indexing is complete.

<FROM MAIN MENU>

SELECT 32 - MISCELLANEOUS

SELECT Master file you wish to re-index.

- 12 - RE-INDEX CUSTOMER MASTER
- 13 - RE-INDEX CO-MAKER MASTER
- 14 - RE-INDEX DEBENTURE MASTER
- 15 - RE-INDEX DEALER MASTER
- 16 - RE-INDEX SOLICIATION MASTER
- 17 - RE-INDEX PAYROLL MASTER

Expand Master Files

****ONLY RUN AT THE DISCRETION OF A CAJUN SOFTWARE****

Make sure everyone is out of the "CAJUN SOFTWARE" before expanding any master file. They must not reenter the program until function is complete.

<FROM MAIN MENU>

SELECT 32 - MISCELLANEOUS

SELECT Master file you wish to expand.

- 22 - EXPAND CUSTOMER
- 23 - EXPAND CO-MAKER
- 24 - EXPAND DEBENTURE
- 25 - EXPAND DEALER
- 26 - EXPAND SOLICIATION
- 27 - EXPAND PAYROLL

DAILY CLOSING GUIDE

Make sure everyone is out of the "CAJUN SOFTWARE" before doing daily closing. They must **Not** reenter the program until closing is complete.

STEP 1. CLOSE CASH DRAWER

This moves the money from the cash drawer to be balanced.

<FROM MAIN MENU>

#3 DAILY CLOSING/REPORTS MENU

#3 CLOSE A CASH DRAWER

#1 Close Out Cashier

Enter the Cash Drawer Number you wish to close.

Enter the Cash Drawer Closing Date or Press enter key to accept the default date.

Enter "Y" at the prompt, "Ready to Close Cashier??"

STEP 2. BALANCE CASH DRAWER

The Left side is what was posted on the system.

The Right Side is what you actual counted in the drawer.

#1-5 Enter the Amounts you counted.

Or

Enter **F2** to auto prompt you for cash, checks, money orders you counted.

Or

Enter **F2** then **F3** to auto prompt you for how many \$100's, \$50's, \$20's Etc. for cash. Then your checks, money orders, etc..

When you are finished, must Say **Cash Drawer in Balance**.

If Cash drawer is not in balance, adjust Over/Short to force Cash Drawer in Balance or print a Cash Receipts Report to try and locate the error. (See "Print Cash Receipts Report").

All Cash drawers must be closed and balanced before you can Close the Day.

REMINDER: Do your Daily Backup. (See "System Backup").

STEP 3. CLOSE DAY

Make sure everyone is out of the "CAJUN SOFTWARE"

<FROM MAIN MENU>

#3 DAILY CLOSING/REPORTS MENU

#11 DAILY CLOSING/ NEW LOAN VIEW

CHOOSE PRINTER

#1 Perform Daily Closing

Enter Business-Ending date, or Press <Enter> key to accept the default date.

Enter "Y" at the prompt "Ready for Daily Closing ??".

NOTE: To change the daily reports that print. (See "Setup Automatic Daily Reports")

MONTH END CLOSING GUIDE

REMINDER: Do your Month End Backup. (See "System Backup").

To change the month end reports that print. (See "Setup Month End Report Groups").

Make sure everyone is out of the "CAJUN SOFTWARE" before doing month end closing. They must **Not** reenter the program until closing is complete.

1. HAVE DEBENTURES DONE
2. HAVE PAYROLL DONE
3. P&L ANY ACCOUNTS IF NEEDED
4. HAVE DAILY CLOSE DONE
5. HAVE END OF MONTH BACK UP DONE

DON'T CHANGE COMPUTER DATE

STEP 1. INSURANCE CHECKS:

<FROM MAIN MENU>

- #4 MONTH END MENU
- #12 INSURANCE REPORTS
- #11 PRINT INSURANCE CHECKS (CURRENT MONTH)

STEP 2. MONTH END:

<FROM MAIN MENU>

- #4 MONTH END MENU
- #21 MONTH END CLOSE
- #1 PERFORM MONTH END CLOSE
(No Reports Print at this time)

STEP 3. RUN MONTHLY REPORTS:

<FROM MAIN MENU>

- #4 MONTH END MENU
 - #22 MONTH END REPORTS
 - #1 PRINT MONTHLY REPORTS
- CHOOSE PRINTER**
- SELECT LOCAL OFFICE REPORT GROUP
 - REPEAT #1 SELECT CPA REPORT GROUP if necessary
 - REPEAT #1 SELECT HOME OFFICE REPORT GROUP if necessary

THE MONTH END IS COMPLETED. YOU MAY NOW TAKE PAYMENTS AND MAKE NEW LOANS.

STEP 4. GENERAL LEDGER: Audit Report (if necessary)

<FROM MAIN MENU>

- #28 GENERAL LEDGER
- #2 NORMAL PROCESSING
- Select Screen Print
- #5 AUDIT REPORT

(AUDIT REPORT WILL PRINT TO SCREEN, HIT Q TO QUIT)

SELECT **STANDARD POSTING** -- Will appear if G/L is in balance.

If you receive a message G/L is out of balance, Contact Cajun Software prior to printing the G/L Detail.

STEP 5. GENERAL LEDGER: Detail (if necessary)

<FROM MAIN MENU>

- #28 GENERAL LEDGER
- #4 REPORTS
- #3 GENERAL LEDGER DETAIL
 - Select Printer for Detail
 - Select Paper Size (8 1/2 X 11)
 - Enter Description (Month and Year of Detail)
 - Select All Accounts

Make sure Month and Year is the one you want to Print.

Select the Defaults for the remaining questions.

STEP 6. GENERAL LEDGER: Trial Balance (if necessary)

<FROM MAIN MENU>

- # 28 GENERAL LEDGER
- # 4 REPORTS
- # 7 TRIAL BALANCE
 - Select Printer
- # 1 TRIAL BALANCE REPORT
 - Select Month to Print

STEP 7. GENERAL LEDGER: Financial Statement (if necessary)

<FROM MAIN MENU>

- # 28 GENERAL LEDGER
- # 4 REPORTS
- # 4 FINANCIAL STATEMENTS
 - Select Printer
 - Select Date
 - Select 8 1/2 * 11 Paper
 - Select Standard (Current YTD W/ Percentages)
 - Select No Numbering
 - Current Posted Balances
 - Print Inactive Accounts (No)

STEP 8. CREDIT BUREAU: (if necessary)

- A. <FROM MAIN MENU>
#4 MONTH END
#31 CREDIT BUREAU REPORTING
#1 PROCESS CREDIT REPORT
 SELECT LAST MONTH
 SELECT BUREAU AGENCY
 EXIT CAJUN SOFTWARE
- B. NEXT GO TO EPORT AS THE ADMIN
 CLICK ON EPORTING (UPLOAD DATA)
 UPLOAD AUTOMATED FILE
 CLICK UPLOAD
 CLICK UPLOAD NOW
 CLICK BROWSE
 GO TO MY COMPUTER
 C: DRIVE (On the Server)
 DBLE CLICK ON CAJUN TO OPEN
 DBLE CLICK ON EXPORT TO OPEN
 HIGHLIGHT **METRO2** (MAKE SURE SHOWS IN BROWSE BOX & OK)

STEP 9. GULFCO INSURANCE MAGNETIC: (if necessary)

- <FROM MAIN MENU>
#4 MONTH END
#32 INSURANCE MAGNETIC
#1 GULFCO INSURANCE MAGNETIC REPORTING
#1 GULFCO MAGNETIC PROCESSING

** THE GULFCO FILES TO EMAIL ARE **INSURANC.TXT & REFUND.TXT**

Contact Gulfco on how to upload the file.

OR

STEP 9. AMERICAN NATIONAL INSURANCE MAGNETIC: (if necessary)

- <FROM MAIN MENU>
#4 MONTH END
#32 INSURANCE MAGNETIC
#2 AMERICAN NATIONAL INSURANCE MAGNETIC REPORTING
#1 AMERICAN NATIONAL MAGNETIC PROCESSING

** THE AMERICAN NATIONAL FILES TO EMAIL ARE **ANICO.TXT & ANIPAC.TXT**

Contact American National on how to upload the file.

OR

STEP 9. LIFE OF THE SOUTH INSURANCE MAGNETIC: (if necessary)

- <FROM MAIN MENU>
#4 MONTH END
#32 INSURANCE MAGNETIC
#3 LIFE OF THE SOUTH MAGNETIC REPORTING
#1 LIFE OF THE SOUTH MAGNETIC PROCESSING

** THE LIFE OF THE SOUTH FILE TO EMAIL IS **LOSOUTH.TXT**

Contact LIFE OF THE SOUTH on how to upload the file.

YEAR END CLOSING GUIDE

DEBENTURES

Complete your **Normal Monthly Debenture Processing** for December before proceeding. If you don't use Debentures then skip this step.

<FROM MAIN MENU>

SELECT #23 DEBENTURES
SELECT #12 PRINT 1099-INTEREST & YEAR END
SELECT #5 YEAR END
ENTER "Y" at the prompt "Ready for #### Year-End ??

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without closing the year.

NO Reports Print. This **only** zero's the Year To Date Interest Totals.

SELECT #1- 3 PRINT 1099-INT to print your 1099's
SELECT LAST YEAR ####

PAYROLL

Complete your **Normal Monthly Payroll Processing** for December before proceeding. If you don't use Payroll then skip this step.

<FROM MAIN MENU>

SELECT #26 PAYROLL
SELECT #21 YEAR-END CLOSE
SELECT #1 PAYROLL YEAR-END
ENTER "Y" at the prompt "Ready To Perform Year-End ??
ENTER "Y" at the prompt "Are you Sure ??

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without closing the year.

NO Reports Print. Re-sets Employee Wage and Withholding totals to zero

LOANS

Complete your **Normal Monthly Closing** work for the last month of your Accounting Year (Fiscal). This may **NOT** be December.

<FROM MAIN MENU>

SELECT #4 MONTH-END MENU
SELECT #21 MONTH-END CLOSE
SELECT #2 Perform Year-End Closing Only
ENTER "Y" at the prompt "Perform Year-End Closing??
ENTER "Y" at the prompt "Are you Sure ??

NOTE: **ENTER** "N" (or **PRESS** <Enter> key) to exit without closing the year.

NO Reports Print. This **only** zero's Year To Date Totals.

GENERAL LEDGER

If you use the General Ledger, The system automatically closes the year when you are posting transactions for the first month in your new accounting year (Fiscal). This may **NOT** be December.