

# DTRD OR DTRN - ACCOUNTS RECEIVABLE DEBTOR FILE INQUIRY AND TRANSFER PROGRAM

PURPOSE: TO DISPLAY DEBTOR RECORDS, AND TO TRANSFER TO  
OTHER DEBTOR SCREENS.

ENTER: DTRD=C123456789  
          |          |  
          |          9 DIGIT NUMER IS DEBTOR ID #  
          |          ARCODE

OR

DTRN=CMIKE JONES  
      |          |  
      |          NAME  
      |          ARCODE

DATA DISPLAY:

1 - THE DTRD AND DTRN TRANSACTIONS DISPLAY THE SAME  
SCREEN INFORMATION, BUT THE DIFFERENCE IS THAT  
DTRD DISPLAYS DEBTOR RECORDS IN DEBTOR ID # ORDER  
AND DTRN DISPLAYS RECORDS IN ALPHA SORT KEY ORDER.

DTRD: 2 - FOR DTRD, UP TO TEN RECORDS WILL BE DISPLAYED IN  
NUMERIC ORDER STARTING WITH THE DEBTOR ID #  
ENTERED. ALL RECORDS WILL HAVE THE SAME ARCODE. IF  
NO RECORDS EXIST FOR THE ARCODE, A MESSAGE WILL BE  
DISPLAYED 'NO RECORDS FOR DIST/ARCODE.' IF MORE  
THAN TEN RECORDS EXIST, TO SEE THE NEXT RECORDS  
HIT THE ENTER KEY AGAIN - THE NEXT TEN RECORDS WILL  
BE DISPLAYED.

DTRN: 3 - FOR DTRN, UP TO TEN RECORDS WILL BE DISPLAYED IN  
ALPHABETIC ORDER OF NAME STARTING WITH THE NAME  
ENTERED. ALL RECORDS WILL HAVE THE SAME ARCODE. IF  
NO RECORDS EXIST FOR THE ARCODE, A MESSAGE WILL BE  
DISPLAYED 'NO RECORDS FOR DIST/ARCODE.' IF MORE  
THAN TEN RECORDS EXIST, TO SEE THE NEXT RECORDS  
HIT THE ENTER KEY AGAIN - THE NEXT TEN RECORDS WILL  
BE DISPLAYED.

TRANSFER:

4 - TO TRANSFER TO ANOTHER AR SCREEN, TYPE IN:  
DTRD#03ADTR90  
ON THE TOP LINE. '#' SAYS THAT THIS IS A TRANSFER.  
'03' CAN BE ANY 'LINE NUMBER' DISPLAYED ON THE SCREEN,  
LIKE '09' OR '02'. THE LINE NUMBER SHOWS THE DEBTOR  
YOU WANT MORE INFORMATION ON. 'RDTR' IS THE SCREEN  
BEING TRANSFERRED TO (OR 'RRCC'). '90' IS THE YEAR.  
AFTER TYPING THIS IN, HIT THE ENTER KEY TO DISPLAY THE  
SCREEN BEING TRANSFERRED TO AND IT WILL SHOW THE  
DATA FOR THE DEBTOR ON THE LINE CHOSEN.

ERRORS: 1 - ARCODE: THE ARCODE ENTERED WITH THE  
TRANSACTION 'DTRD' OR 'DTRN' MUST BE ON THE  
DICTIONARY.

2 - DEBTOR ID #: THE DEBTOR ID # ENTERED WITH 'DTRD'  
MUST BE ALL NUMBERS.

3 - TRANSFER: TO TRANSFER PROPERLY, THE LINE  
NUMBER CAN'T BE GREATER THAN THE LAST LINE  
NUMBER DISPLAYED ON THE SCREEN. ALSO, YOU CAN  
ONLY TRANSFER TO ANOTHER AR SCREEN, LIKE RDTR  
OR RRCC AND THE YEAR MUST BE A NUMBER.

#### FIELD DEFINITIONS:

DEBTOR ID: THE 9 CHARACTER DEBTOR ID #  
SORT KEY: THE ALPHA SORT KEY FROM FIELD FROM THE RDTR  
SCREEN.  
NAME: THE DEBTOR NAME  
STATUS: 'ACT' FOR ACTIVE; 'DEL' - TO BE DELETED LATER

## DYNM - ACCOUNTS RECEIVABLE DEBTOR ALPHABETIC INDEX

PURPOSE: TO DISPLAY A LIST OF DEBTORS ALPHABETICALLY AND PROVIDE FOR TRANSFER TO DESIRED DEBTOR SCREEN.

ENTER: DYNM=XXXXXXXXXXXXXXXXXX

|  
UP TO FIRST 15 CHARACTERS OF NAME

NOTE: AT ANY TIME AFTER INITIAL TRANSACTION HAS BEEN ENTERED, TAB TO A DEBTOR LINE AND ENTER TRANSACTION CODES 'RPAY' OR 'RSUM' OR 'RDTR' OR 'RCC' TO TRANSFER TO THOSE SCREENS.

SCREENS:

THE FIRST SCREEN WILL BE PRESENTED WITH UP TO 20 DEBTORS LISTED.

ENTER: WILL GIVE YOU THE NEXT SCREEN OF DEBTORS. IF MORE EXIST, A MESSAGE WILL SAY SO ON THE SCREEN.

PF7: TAB TO LINE AND ENTER TRANSACTION TO TRANSFER TO  
RPAY - RSUM - RDTR -RCC

FIELDS:

TRAN: ENTER THE TRANSACTION CODE TO TRANSFER TO

DEBTOR#: THE DEBTOR ID AS IT EXISTS IN THE DEBTOR FILE.

DEBTOR SORT: SORT FIELD FOR DEBTOR FILE. (PROBABLY NAME)

DEBTOR NAME: THE NAME OF THE DEBTOR.

STATUS: IS DEBTOR RECORD DELETED OR ACTIVE.

## RDEP - ACCOUNTS RECEIVABLE DEPOSIT SUMMARY SCREEN

PURPOSE: TO DISPLAY A LIST OF ALL DEBTORS EFFECTED BY THE SPECIFIED DEPOSIT NUMBER

ENTER: RDEP=XXIIIIII  
          | |  
          | | DEPOSIT NUMBER  
          | | TD FOR TEMPORARY DEPOSIT  
          | | DP FOR A PERMANENT DEPOSIT

NOTE: AT ANY TIME AFTER INITIAL TRANSACTION HAS BEEN ENTERED, TAB TO A DEBTOR LINE AND PRESS PF6 TO GO TO RSUM SCREEN OR PF8 TO GO TO RPAY SCREEN.

### SCREENS:

THE FIRST SCREEN WILL BE PRESENTED WITH UP TO 20 DEBTORS LISTED.

ENTER: WILL GIVE YOU THE NEXT SCREEN OF DEBTORS. IF MORE EXIST, A MESSAGE WILL SAY SO ON THE SCREEN.

PF6: TRANSFER TO "RSUM" TRANSACTION.

PF8: TRANSFER TO "RPAY" TRANSACTION.

CLEAR: EXIT THIS TRANSACTION IMMEDIATELY. THIS IS REQUIRED IF MORE LINES EXIST.

### FIELDS:

DEBTOR#: THE DEBTOR ID AS IT EXISTS IN THE DEBTOR FILE.

DEBTOR NAME: THE NAME OF THE DEBTOR.

DEBTOR TOTAL: A TOTAL OF ALL PAYMENTS FOR THIS DEBTOR FOR THIS DEPOSIT NUMBER.

RUNNING TOTAL: A TOTAL OF ALL PAYMENTS FOR THIS DEPOSIT NUMBER TO THIS POINT IN THE LISTING.

## RDTR - ACCOUNTS RECEIVABLE DEBTOR FILE UPDATE PROGRAM

PURPOSE: TO DISPLAY, ADD AND CHANGE "DEBTORS" ON THE ACCOUNTS RECEIVABLE SYSTEM. THE DEBTOR RECORDS ARE KEPT ON THE DEBTOR FILE.

ENTER: RDTR=C123456789  
          |          |  
          |          9 DIGIT NUMBER IS DEBTOR ID #  
          |  
          ARCODE

DATA:

TO ADD A RECORD:

IF THE AR DEBTOR ID # ENTERED DOES NOT EXIST ON THE FILE, A FILL-IN-THE-BLANKS SCREEN WILL BE RETURNED. TYPE DEBTOR DATA ONTO THE SCREEN AND PRESS ENTER TO ADD A NEW DEBTOR TO THE FILE. A "RECORD ADDED" MESSAGE WILL APPEAR AFTER THE ENTER KEY IS HIT.

MANDATORY FIELDS ARE SHOWN WITH AN '\*' IN THE FIELD DEFINITIONS SECTION AT THE END OF THIS DOCUMENTATION.

NOTES: IF THE ALPHA SORT FIELD IS LEFT BLANK, THE NAME FIELD FILLS IT. THE ACCOUNT TYPE, REC ADD DATE, LST CHG DATE, AND LST TRAN DATE ARE COMPLETED BY THE COMPUTER, AND NO DATA CAN BE ENTERED IN THESE FIELDS.

TO CHANGE A RECORD:

IF THE AR DEBTOR ID # ENTERED DOES EXIST ON THE FILE, THE RECORD IS DISPLAYED ON THE SCREEN. CHANGES CAN THEN BE MADE TO THE RECORD, AND PRESS ENTER TO RETURN THE CHANGED RECORD TO THE FILE. AN 'UPDATE COMPLETE' MESSAGE WILL APPEAR AFTER THE ENTER KEY IS HIT.

TO DELETE A RECORD:

TO DELETE A RECORD, PUT A 'D' IN THE DELETE FLAG AND THE RECORD WILL BE DELETED BY A PROGRAM WHICH RUNS AT FISCAL YEAR END.

ERRORS:

ARCODE: THE AR CODE ENTERED WITH THE TRANSACTION 'RDTR' MUST BE ON THE DICTIONARY.

DEBTOR ID #: THE DEBTOR ID # ENTERED WITH 'RDTR' MUST BE A NUMBER.

NAME: A NAME MUST BE ENTERED, AND THE FIRST CHARACTER MUST BE A LETTER.

ADDR1  
ADDR2: AT LEAST ONE OF THE TWO ADDRESS LINES MUST BE FILLED IN.

DELETE FLAG: MUST BE A SPACE, 'D' OR '\_ '.

CITY: MUST BE COMPLETED.

STATE: MUST BE COMPLETED.

ZIP: THE 5 CHARACTER ZIP CODE MUST BE COMPLETED AND MUST BE A NUMBER. IF THE ADDITIONAL 4 CHARACTER ZIP CODE IS COMPLETED, IT ALSO MUST BE A NUMBER.

TELEPHONE #: IF COMPLETED, ALL FIELDS MUST BE A NUMBER.

ALPHA SORT: IF COMPLETED, THE FIRST CHARACTER MUST BE A LETTER.

FIELD DEFINITIONS:

NAME: \*THE 30 CHARACTER NAME OF THE DEBTOR

ADDR1: \*ADDRESS FIRST LINE

ADDR2: ADDRESS SECOND LINE

CITY: \*CITY

STATE: \*STATE

ZIP: \*ZIP CODE

TELEPHONE #: TELEPHONE NUMBER WITH AREA CODE FIRST

CONTACT

PERSON: NAME OF DEBTOR'S CONTACT PERSON, IF NEEDED

ALPHA SORT: THE NAME THE DEBTOR IS SORTED UNDER FOR REPORTS

BILLING CYCLE: FUTURE USE

DELETE FLAG: BLANK MEANS RECORD IS ACTIVE; D MEANS TO BE DELETED

ACCOUNT TYPE: THE AR CODE DESCRIPTION NAME

REC ADD DATE: DATE THE RECORD WAS FIRST ADDED TO THE FILE

LAST CHG DATE: THE LAST TIME THE RECORD WAS CHANGED BY 'RDTR' TRAN

LAST TRAN DATE: THE DATE THE RECORD WAS PROCESSED BY REPORT PROGRAMS

## RINV - ACCOUNTS RECEIVABLE INVOICE MAINTENANCE SCREEN

PURPOSE: TO DISPLAY, ADD, CHANGE AND DELETE AR INVOICES AND TEMPLATES.

ENTER: RINV=XIIIIIIII  
          |  |  
          |  | INVOICE NUMBER  
          I = INVOICE; T = TEMPLATE

NOTE: TO CREATE A NEW INVOICE, LEAVE THE INVOICE NUMBER BLANK AND A NEW INVOICE NUMBER WILL BE ASSIGNED.

### SCREENS:

THE FIRST SCREEN WILL BE PRESENTED WITH AS MUCH INVOICE DATA AS WILL FIT.

### ENTER:

WILL GIVE YOU THE NEXT SCREEN OF DATA FROM THIS INVOICE OR WILL PROCESS ANY DATA ENTERED ON THE SCREEN.

PF1: POST CHANGES OR ADDITIONS AND EXIT.

PF2: POST CHANGES OR ADDITIONS AND CONTINUE WITH THIS INVOICE

PF3: POST CHANGES OR ADDITIONS AND START A NEW INVOICE.

PF5: PRESENT A SCREEN OF ALL ADD LINES.

PF6: TRANSFER TO "RSUM" TRANSACTION.

PF8: TRANSFER TO "RPAY" TRANSACTION.

PF9: TRANSFER TO "RVUE" TRANSACTION.

CLEAR: EXIT THIS TRANSACTION IMMEDIATELY.

### FIELDS:

DEBTOR#: THE DEBTOR ID AS IT EXISTS IN THE DEBTOR FILE.

INVOICE#: THE INVOICE NUMBER. NOTE THAT THE FIRST TWO DIGITS OF THE INVOICE NUMBER ARE THE FISCAL YEAR. THE FIRST CHARACTER IS AN "I" FOR INVOICE OR "T" FOR TEMPLATE.

INV TOT: A TOTAL OF ALL THE AMOUNTS IN THE INVOICE.

DEL: ENTER "D" TO DELETE THIS INVOICE. YOU CANNOT DELETE THIS INVOICE IF IT HAS PAYMENTS.

ENTER DATE: THE DATE THE INVOICE WAS ORIGINALLY CREATED.

RUN DATE: THE DATE THE INVOICE SHOULD BE PRINTED.

LAST RUN DT: THE DATE OF THE LAST TIME THE INVOICE WAS PRINTED.

INV DATE: INVOICE DATE.

SYS ISS DT: SYSTEM ISSUE DATE.

MSG: MESSAGE NUMBER FROM DICTIONARY.

DUE: DUE.

NOTICE: NOTICE INDICATOR AND NOTICE NUMBER.

REISS: REISSUE.

CYCLE: PERIODIC CYCLE TO PRINT INVOICE.  
ENTER NARD=CYCL FOR SPECIFIC CYCLE CODES.

ACCRUE: ACCRUE.

ATTN: 20 CHARACTER ATTENTION MESSAGE TO PUT ON INVOICE.

A: ADD, DELETE, OR CHANGE. CHANGE A "C" TO "D" TO DELETE AN INVOICE LINE. YOU CAN NOT DELETE A LINE IF PAYMENTS HAVE BEEN MADE AGAINST IT.

LN: THIS IS THE LINE NUMBER THAT THIS INFORMATION WILL OCCUPY ON THE INVOICE.

DESCRIPTION: FREE FORM DESCRIPTION.

ACCOUNT NUMBER: ENTER ACCOUNT NUMBER.

AMOUNT: AMOUNT OF THIS INVOICE LINE. THIS AMOUNT DOES NOT ADD TO THE INVOICE TOTAL IF THERE IS NO ACCOUNT NUMBER.

PD: "Y" MEANS THIS LINE HAS A PAYMENT APPLIED TO IT. A "N" MEANS THAT THERE IS NO PAYMENT.

## RPAY - ACCOUNTS RECEIVABLE INVOICE PAYMENT SCREEN

PURPOSE: TO DISPLAY INVOICE LINES AND EXISTING PAYMENT LINES AND AN EMPTY PAYMENT LINE SO THAT PAYMENTS MAY BE APPLIED AGAINST THE SPECIFIC INVOICE LINE.

EACH SCREEN AND FOLLOWING SCREEN WILL PRESENT INVOICE LINES FROM THE SELECTED INVOICE.

ENTER:      RPAY=XXXXXXXX  
                  |  
                  8 CHARACTER INVOICE NUMBER.

ONLY INVOICE LINES THAT HAVE AN ACCOUNT NUMBER WILL BE PRESENTED ON THIS SCREEN.

THE MAXIMUM NUMBER OF PAYMENT LINES FOR ONE INVOICE LINE IS 18.

### SCREENS:

THE FIRST SCREEN WILL BE PRESENTED WITH AS MUCH INVOICE DATA AS WILL FIT.

### ENTER:

WILL GIVE YOU THE NEXT SCREEN OF DATA FROM THIS INVOICE OR WILL PROCESS ANY DATA ENTERED ON THE SCREEN.

PF1: POST CHANGES OR ADDITIONS AND EXIT.

PF2: POST CHANGES OR ADDITIONS AND CONTINUE WITH THIS INVOICE

PF3: POST CHANGES OR ADDITIONS AND START A NEW INVOICE.

PF6: TRANSFER TO "RSUM" TRANSACTION.

PF7: TRANSFER TO "RINV" TRANSACTION.

PF9: TRANSFER TO "RVUE" TRANSACTION.

CLEAR: EXIT THIS TRANSACTION IMMEDIATELY.

### FIELDS:

INVOICE:            INVOICE NUMBER.

LN:                 THE INVOICE LINE NUMBER.

SQ: THE PAYMENT SEQUENCE NUMBER.

IS/DP DT ISSUE DATE IF THIS IS AN INVOICE LINE. DEPOSIT DATE  
IF THIS IS A PAYMENT LINE.

ACCOUNT: ACCOUNT NUMBER ON AN INVOICE LINE.

DESCRIPTION: IF THIS IS A PAYMENT LINE, ANY DESIRED DESCRIPTION  
MAY BE ENTERED HERE.

AMOUNT: INVOICE AMOUNT OR PAYMENT AMOUNT.

DEPOSIT: "TD" IDENTIFIES DEPOSIT NUMBER AS A TEMPORARY  
DEPOSIT NUMBER, "DP" IDENTIFIES A PERMANANT DEPOSIT  
NUMBER.

## RPST - POST TEMPORARY DEPOSIT TO AUDITORS DEPOSIT NUMBER

PURPOSE: TO PROVIDE FINAL AUDITOR DEPOSIT DATA TO PAYMENT RECORDS AND CREATE DEPOSIT TRANSACTION SUMMARIES FOR THE FINANCE SYSTEM.

ACTUAL POSTING TO THE FINANCE SYSTEM IS DONE BY MSGF05. THIS TRANSACTION CAN ONLY BE DONE AFTER "RUDT".

ENTER: RPST

ERRORS: ERROR MESSAGES APPEAR IF THE INPUT IS NOT PROPERLY ENTERED.

FIELD DEFINITIONS:

DISTRICT NAME                      COMPLETED BY SYSTEM

POST TD:                              ENTER TEMPORARY DEPOSIT NUMBER

AS DP:                                 ENTER AUDITORS DEPOSIT NUMBER

THE DEPOSIT DATE IS:              ENTER THE DATE OF THE AUDITORS DEPOSIT.

\*THE DEPOSIT AMOUNT IS:        ENTER THE AMOUNT OF THE DEPOSIT

\* IF THIS AMOUNT IS NOT EQUAL TO THE TOTAL OF THE LAST "RUDT" OR THE DETAIL; POSTING WILL NOT OCCUR AND AN APPROPRIATE MESSAGE WILL BE DISPLAYED.

## RRCC - ACCOUNTS RECEIVABLE CONTINUATION COVERAGE UPDATE

PURPOSE: TO DISPLAY, ADD, CHANGE AND DELETE AR CONTINUATION  
COVERAGE RECORDS FOR DEBTORS.

ENTER: RRCC=C123456789YR  
          |          |          |  
          |          |          FISCAL YEAR  
          |          DEBTOR ID #  
          AR CODE

DATA:  
TO ADD A RECORD: IF THE AR DEBTOR ID # ENTERED DOES NOT EXIST  
ON THE CONTINUATION COVERAGE FILE, A FILL-IN-THE-BLANKS  
SCREEN WILL BE DISPLAYED.

TYPE CONTINUATION COVERAGE DATA ON THE SCREEN AND  
PRESS ENTER

A 'RECORD ADDED' MESSAGE WILL APPEAR WHEN ALL DATA  
HAS PASSED THE EDITS

MANDATORY FIELDS ARE SHOWN WITH AN '\*' IN THE FIELD  
DEFINITIONS SECTION

### SPECIAL NOTES:

- A - IF A VENDOR WARRANT START DATE IS ENTERED WITH  
NO STOP DATE THE AR09 PROGRAM WILL ISSUE VENDOR  
WARRANTS UNTIL A STOP DATE IS ENTERED.
- B - ONLY HEALTH AND WELFARE FRINGE BENEFIT CODES ARE  
VALID FOR THIS SYSTEM (EXCEPT 'WC'). DON'T USE  
TSA, TAX OR RETIREMENT F/B CODES (I.E. 30, @T, \*I)
- C - WHEN A FRINGE BENEFIT CODE IS TYPED IN AND THE  
EMPLOYEE AMOUNT IS LEFT ZERO, THE EMPLOYER  
AMOUNT IS AUTOMATICALLY TAKEN FROM THE FRINGE  
BENEFIT CODE '02' RECORD ON THE DICTIONARY FILE,  
DISPLAYED ON THE SCREEN AND ADDED TO THE RECORD  
ON THE FILE.

TO CHG A RECORD: IF THE AR DEBTOR ID # ENTERED HAS A RECORD ON  
THE CONTINUATION COVERAGE FILE, THE RECORD IS  
DISPLAYED ON THE SCREEN AND 'C' IS DISPLAYED IN THE  
ACTION FIELD (FOR 'CHANGE'). MAKE YOUR CHANGES TO THE  
SCREEN AND PRESS ENTER  
AN 'UPDATE COMPLETE' MESSAGE WILL APPEAR AFTER THE  
CHANGES HAVE PASSED ALL EDITS.

SPECIAL NOTES:

A - TO DELETE A FRINGE BENEFIT CODE FROM THE RECORD,  
TYPE OVER THE FB CODE WITH '\*\*\*' OR 2 SPACES.

TO DELETE A RECORD: WHEN THE RECORD IS DISPLAYED ON THE SCREEN,  
PUT A 'D' IN THE ACTION FIELD  
AND PRESS ENTER. A 'DELETE COMPLETE' MESSAGE WILL  
THEN APPEAR.

ERRORS:

- 1 - ARCODE: THE ARCODE ENTERED WITH THE TRANSACTION  
'RRCC' MUST BE ON THE DICTIONARY.
- 2 - DEBTOR ID #: THE DEBTOR ID # ENTERED WITH 'RRCC'  
MUST BE ON THE DEBTOR FILE.
- 3 - YEAR: THE YEAR ENTERED WITH 'RRCC' MUST BE VALID.
- 4 - ACTION: ACTION MUST BE AN 'A' OR 'C' OR 'D'.
- 5 - VEND WARR: THE START AND STOP DATES MUST BE VALID  
IF ENTERED;  
THE STOP DATE CAN BE BLANK; AND THE STOP  
DATE IF ENTERED MUST BE GREATER THAN THE  
START DATE.
- 6 - ELIGIBILTiy: THE START AND STOP DATES MUST BE VALID  
IF ENTERED.
- 7 - BILLING: THE START AND STOP DATES MUST BE VALID IF  
ENTERED.
- 8 - CHG OVR HD: MUST BE A 'Y' OR 'N'.
- 9 - BIRTH DATE: THE BIRTH DATE MUST BE VALID, IF  
ENTERED.
- 10 - REASON CODE: IF ENTERED, MUST BE A VALID TERMINA-  
TION CODE ON THE DICTIONARY FILE.
- 11 - CLASS CODE: IF ENTERED, MUST BE A VALID JOB CLASS-  
IFICATION CODE ON THE DICTIONARY FILE.
- 12 - F/B CD:  
A) THE CODE CANNOT BE 'WC' OR HAVE A NON-ALPHABETIC FIRST  
CHARACTER;

B) THE CODE MUST BE IN THE DICTIONARY FILE.

13 - EMPEE AMOUNT:

A) THE AMOUNT MUST BE VALID - IT MUST BE NUMBERS, IT MUST HAVE A DECIMAL POINT IN THE CORRECT PLACE, AND IT MUST HAVE A SIGN (+ OR -).

B) IF AN F/B CD IS ENTERED AND THE EMPEE AMOUNT IS LEFT ZERO, THE F/B CD MUST HAVE A VALID '02' DICTIONARY RECORD, AND THE '02' RECORD CODE MUST BE AN 'F' (MEANING THE '02' RECORD AMOUNT/PERCENT FIELD IS A FRINGE BENEFIT AMOUNT), AND THE F/B CD '09' RECORD MUST EXIST, AND THE '09' RECORD BENEFIT TYPE MUST NOT BE 'P', 'F', OR 'C' (A '125' PLAN).

FIELD DEFINITIONS:

ACTION:	*TYPE OF ACTION (A=ADD, C=CHANGE, D=DELETE)
VEND WARR START DATE:	MMDDYYYY START DATE FOR DEBTOR FB VEND WARRANT
VEND WARR STOP DATE:	MMDDYYYY STOP DATE FOR DEBTOR FB VENDOR WARRANT
COMMENT:	COMMENT FIELD-ENTER ANYTHING OR NOTHING
ELIGIBILITY START DATE:	MMDDYYYY DATE PERSON BECOMES ELIGIBLE FOR CONTINUATION COVERAGE
ELIGIBILITY STOP DATE:	MMDDYYYY DATE CONTINUATION COVERAGE ELIGIBILITY ENDS
BILLING START DATE:	MMDDYYYY FUTURE USE
BILLING STOP DATE:	MMDDYYYY FUTURE USE
CHG OVR HD:	*CHARGE FOR OVERHEAD COST - Y (YES) OR N (NO) **FUTURE USE**
BIRTH DATE:	MMDDYYYY DEBTOR DATE OF BIRTH
REASON CD:	JOB TERMINATION REASON CODE FROM DICTIONARY
CLASS CD:	JOB CLASSIFICATION CODE FROM DICTIONARY
F/B CD:	THE 2 CHARACTER ALPHA FRINGE BENEFIT CODE MUST BE ON THE DICTIONARY FILE
EMPEE AMOUNT:	AMOUNT EMPLOYEE IS PAYING FOR COVERAGE IF YOU LEAVE THIS AMOUNT BLANK IT WILL PICK UP THE TOTAL PREMIUM AMOUNT IN THE 02 RECORD OF THE F/B
REFERENCE:	A REFERENCE OR COMMENT FIELD-ENTER ANYTHING OR NOTHING
DESCRIPTION:	THE DESCRIPTION OF THE FB CD COVERAGE FROM THE DICTIONARY

## RSUM - ACCOUNTS RECEIVABLE INVOICE SUMMARY SCREEN

PURPOSE: TO DISPLAY ALL INVOICES FOR A GIVEN DEBTOR ALONG WITH SUMMARY INFORMATION FOR EACH INVOICE. THIS IS A DISPLAY ONLY SCREEN.

ENTER:       RSUM=XXXXXXXXXXIIIIIIII  
                  |                  |  
                  |                  | 8 CHARACTER INVOICE NUMBER.  
                  |                  | 10 CHARACTER DEBTOR ID

THE INVOICE NUMBER IS OPTIONAL. IF ENTERED, IT WILL BE THE FIRST INVOICE ON THE SCREEN.

### SCREENS:

THE FIRST SCREEN WILL BE PRESENTED WITH AS MANY INVOICES AS WILL FIT.

ENTER: WILL GIVE YOU THE NEXT SCREEN OF INVOICES.

PF7: TRANSFER TO "RINV" TRANSACTION.

PF8: TRANSFER TO "RPAY" TRANSACTION.

PF9: TRANSFER TO "RVUE" TRANSACTION.

CLEAR: EXIT THIS TRANSACTION IMMEDIATELY.

### FIELDS:

INVOICED:               THE SUM OF ALL INVOICE AMOUNTS FOR THIS DEBTOR.

PAID:                    THE SUM OF ALL PAYMENTS FOR ALL INVOICES FOR THIS DEBTOR.

CURRENT BALANCE:       INVOICED MINUS PAID.

INVOICE:                INVOICE NUMBER.

ISS DATE:               ISSUE DATE.

INV TOTAL:              THE TOTAL OF ALL INVOICE LINES IN THIS INVOICE.

PAYMENT TOTAL:         THE TOTAL OF ALL PAYMENT LINES FOR THIS INVOICE.

BALANCE:                INVOICE TOTAL MINUS PAYMENT TOTAL.

## RTEM - ACCOUNTS RECEIVABLE TEMPLATE BY DEBTOR INDEX

PURPOSE: TO DISPLAY A LIST OF TEMPLATES BY DEBTOR AND PROVIDE FOR TRANSFER TO "RINV" FOR THE DESIRED TEMPLATE.

ENTER: RTEM=DDDDDDDDDD  
          |  
          DEBTOR ID

NOTE: AT ANY TIME AFTER INITIAL TRANSACTION HAS BEEN ENTERED, TAB TO A TEMPLATE LINE AND PRESS PF7 TO TRANSFER TO "RINV".

### SCREENS:

THE FIRST SCREEN WILL BE PRESENTED WITH UP TO 20 TEMPLATES LISTED.

ENTER: WILL GIVE YOU THE NEXT SCREEN OF TEMPLATES. IF MORE EXIST, A MESSAGE WILL SAY SO ON THE SCREEN.

PF7: TAB TO LINE AND PRESS PF7 TO TRANSFER TO "RINV".

### FIELDS:

DEBTOR: NAME OF THE DEBTOR

TEMPLATE: TEMPLATE NUMBER

LAST RUN DATE: THE LAST DATE THE TEMPLATE WAS USED FOR AN INVOICE

INVOICE TOTAL: TOTAL INVOICE AMOUNT IN THE TEMPLATE.

CYCLE: CYCLE CODE OF THE TEMPLATER ACTIVE.

## RUDT - ACCOUNTS RECEIVABLE AUDITORS DEPOSIT SUMMARY

PURPOSE: TO DISPLAY COUNTY AUDITOR FUND AND SUB ACCOUNT SUMMARY FOR A TEMPORARY DEPOSIT NUMBER. SCREEN SHOULD BE PRINTED AND USED FOR TRANSFERRING DATA REQUIRED ON THE AUDITORS DEPOSIT FORM.

THIS TRANSACTION CAN BE DONE ANY NUMBER OF TIMES FOR THE SAME DEPOSIT AS LONG AS "RPST" HAS NOT BEEN PERFORMED FOR IT. THIS TRANSACTION MUST BE DONE BEFORE "RPST"ING THE TEMPORARY DEPOSIT.

AUDITOR SUBFUND 0800 ARE OBJECTS 8000 - 8999  
AUDITOR SUBFUND 0830 ARE ALLL OTHER OBJECTS.

ENTER: RUDT=NNNNNN

|  
TEMPORARY DEPOSIT NUMBER.

ERRORS: ERROR MESSAGES APPEAR IF THE INPUT IS NOT PROPERLY ENTERED.

FIELD DEFINITIONS:

DESCRIPTION:	AP06 DESCRIPTION OF AUDITORS FUND/SUB
FUND:	AUDITORS FUND
SUB:	AUDITORS SUB ACCOUNT
AMOUNT:	AMOUNT OD PAYMENTS FOR THE TEMPORARY DEPOSIT

NOTE: INVALID FUND/SUBFUNDS ARE CONVERTED TO AUDITOR FUND 01.

## RVUE - ACCOUNTS RECEIVABLE INVOICE AND SUMMARY DETAIL VIEW

PURPOSE: TO DISPLAY ALL THE DETAIL INFORMATION FOR THE SPECIFIED  
INVOICE.

ENTER: RVUE=12345678  
|  
8 CHARACTER INVOICE NUMBER.

### SCREENS:

THE FIRST SCREEN WILL BE PRESENTED WITH AS MUCH DATA AS WILL FIT.

ENTER: WILL GIVE YOU THE NEXT SCREEN OF DATA.

PF6: TRANSFER TO "RSUM" TRANSACTION.

PF7: TRANSFER TO "RINV" TRANSACTION.

PF8: TRANSFER TO "RPAY" TRANSACTION.

CLEAR: EXIT THIS TRANSACTION IMMEDIATELY.

### FIELDS:

INV: THE TOTAL INVOICE AMOUNT FOR THIS INVOICE.

BAL: TOTAL INVOICE AMOUNT MINUS TOTAL PAYMENT  
AMOUNT.

INVOICE: INVOICE NUMBER. THIS FIELD IS EMPTY IF THIS IS A  
PAYMENT LINE.

IS/DP DT: ISSUE DATE ON AN INVOICE LINE AND DEPOSIT DATE ON A  
PAYMENT LINE. TEMPORARY DEPOSITS SHOW 00/00/00.

ACCOUNT/DESC: ACCOUNT NUMBER AND ASN ON AN INVOICE LINE AND  
DESCRIPTION ON A PAYMENT LINE.

AMOUNT: INVOICE LINE AMOUNT.

PAYMENT: PAYMENT LINE AMOUNT.

DEPOSIT: DEPOSIT NUMBER AND TYPE IDENTIFIER.  
TD = TEMPORARY DEPOSIT  
DP = AUDITOR NUMBER