Additional

Introduction

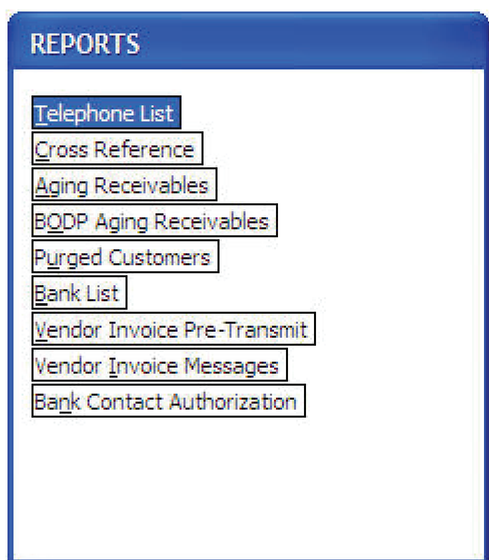
The Additional Reports is where you can locate reports that don't fit in the other categories.

Items found in the Additional section include:

- Telephone List
- Cross Reference
- Aging Receivables and BODP Aging Receivables
- Purged Customers
- Bank List
- Vendor Invoice Pre-Transmit
- Vendor Invoice Messages
- Bank Contact Authorization

Additional

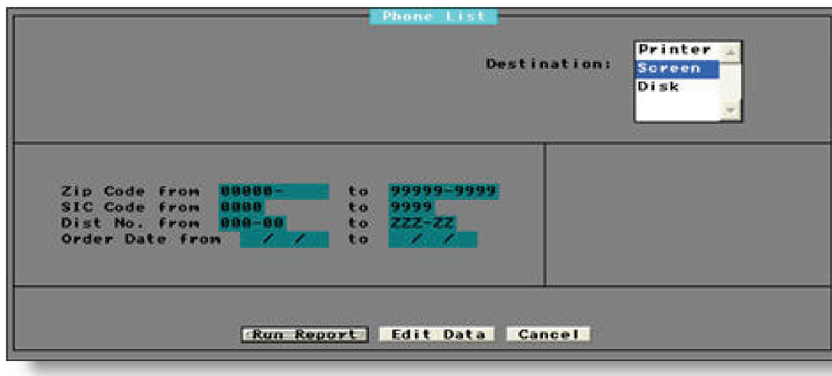
This is an example of the Additional option list:



Continued on next page

Telephone List

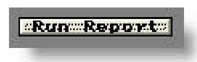
Telephone List The Telephone List Report creates a list with Customer name(s), Customer Number(s), Phone Number(s) with the extension and the Fax Number(s).

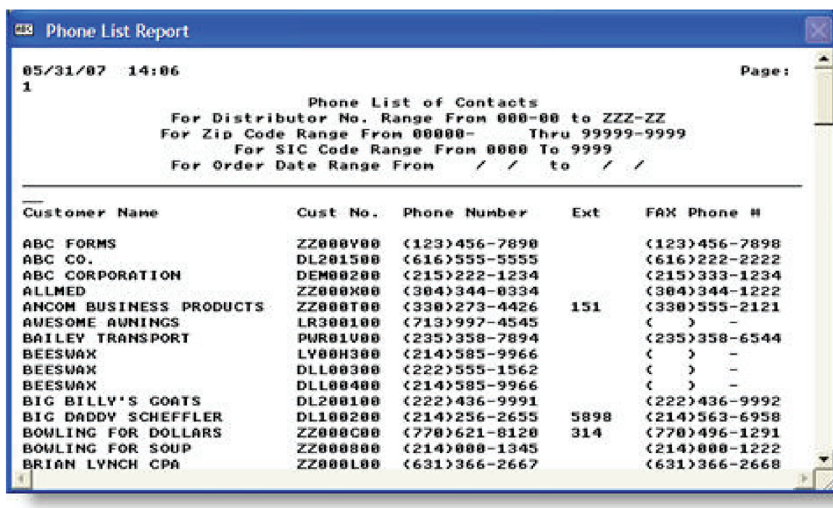
Step	Action
1	Navigate to Telephone List Report from the Reports menu in CMS by clicking on the Sub-menu title Additional.
2	Click the Telephone List link.
3	The Telephone List Screen will appear: 
4	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.

Continued on next page

Telephone List, cont.

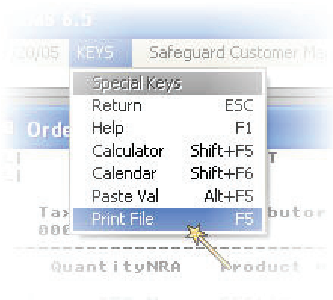
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Selection:

Zip Code from: to: – Enter the zip code range
SIC Code from: to: – Enter the SIC code range
Dist No. from: to: - Enter the Distributor Number range you would like to show on the report. This includes specific Associate numbers.
Order Date from: to: – Enter the Order Date range you would like to show on the report.
</td></tr>
<tr><td>6</td><td>Run Report:


Click the Run Report button.</td></tr>
<tr><td>7</td><td>This is a sample of the Telephone List Report:

Phone List Report
05/31/07 14:06 Page: 1
Phone List of Contacts
For Distributor No. Range From 000-00 to ZZZ-ZZ
For Zip Code Range From 00000- Thru 99999-9999
For SIC Code Range From 0000 To 9999
For Order Date Range From / / to / /
<table>
<tr><th>Customer Name</th><th>Cust No.</th><th>Phone Number</th><th>Ext</th><th>FAX Phone #</th></tr>
<tr><td>ABC FORMS</td><td>ZZ000Y00</td><td>(123)456-7890</td><td></td><td>(123)456-7898</td></tr>
<tr><td>ABC CO.</td><td>DL201500</td><td>(616)555-5555</td><td></td><td>(616)222-2222</td></tr>
<tr><td>ABC CORPORATION</td><td>DEM00200</td><td>(215)222-1234</td><td></td><td>(215)333-1234</td></tr>
<tr><td>ALLMED</td><td>ZZ000X00</td><td>(304)344-0334</td><td></td><td>(304)344-1222</td></tr>
<tr><td>ANCOM BUSINESS PRODUCTS</td><td>ZZ000T00</td><td>(330)273-4426</td><td>151</td><td>(330)555-2121</td></tr>
<tr><td>AWESOME AWNINGS</td><td>LR300100</td><td>(713)997-4545</td><td></td><td>( ) -</td></tr>
<tr><td>BAILEY TRANSPORT</td><td>PWR01V00</td><td>(235)358-7894</td><td></td><td>(235)358-6544</td></tr>
<tr><td>BEESWAX</td><td>LY00H300</td><td>(214)585-9966</td><td></td><td>( ) -</td></tr>
<tr><td>BEESWAX</td><td>DLL00300</td><td>(222)555-1562</td><td></td><td>( ) -</td></tr>
<tr><td>BEESWAX</td><td>DLL00400</td><td>(214)585-9966</td><td></td><td>( ) -</td></tr>
<tr><td>BIG BILLY'S GOATS</td><td>DL200100</td><td>(222)436-9991</td><td></td><td>(222)436-9992</td></tr>
<tr><td>BIG DADDY SCHEFFLER</td><td>DL100200</td><td>(214)256-2655</td><td>5898</td><td>(214)563-6958</td></tr>
<tr><td>BOWLING FOR DOLLARS</td><td>ZZ000C00</td><td>(770)621-8120</td><td>314</td><td>(770)496-1291</td></tr>
<tr><td>BOWLING FOR SOUP</td><td>ZZ000800</td><td>(214)000-1345</td><td></td><td>(214)000-1222</td></tr>
<tr><td>BRIAN LYNCH CPA</td><td>ZZ000L00</td><td>(631)366-2667</td><td></td><td>(631)366-2668</td></tr>
</table></td></tr>
</table>

Continued on next page

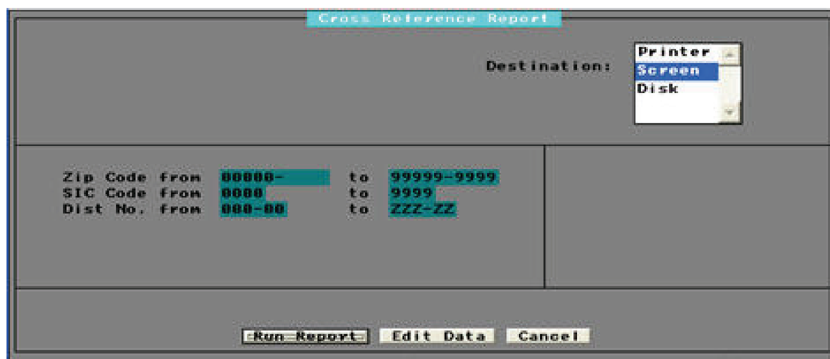
Telephone List, cont.

Step	Action
8	***Field Descriptions:*** The fields at the top of the report refer to the previously selected criteria in the *Selection* fields. → **Customer Name** – reflects the business name → **Cust No.** – reflects the customer number → **Phone Number** – reflects the customer's phone number located on the customer record → **Ext.** – reflects the phone extension [when applicable] → **Fax Phone #** - reflects the fax number [when applicable] → **Total Contacts Printed** – reflects the total customer count on the report
9	To exit or print the report if destination selected was "screen", select the appropriate option from the keys menu. Click on the option to select it. 
10	Press the ESC key to exit completely out of reports.

Cross Reference

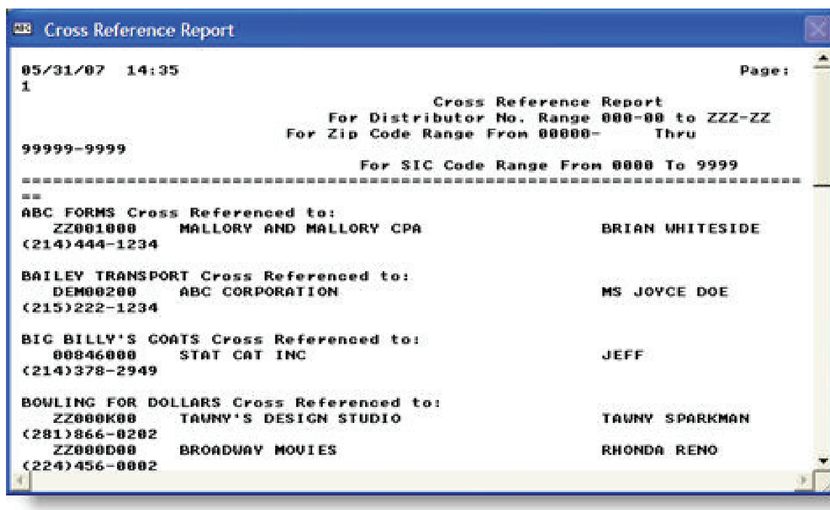
Cross Reference

The Cross Reference report lists all Cross References and the contacts which are cross referenced to them in the selected ranges. Cross references are set up in the X Ref field on the Contact information screen.

Step	Action
1	Navigate to Cross Reference Report from the Reports menu in CMS by clicking on the Sub-menu title Additional.
2	Click the Cross Reference link.
3	The Cross Reference Screen will appear: 
4	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.

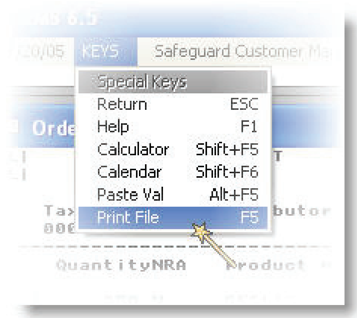
Continued on next page

Cross Reference, cont.

Step	Action
5	***Selection:*** ➢ **Zip Code from: to:** – Enter the zip code range ➢ **SIC Code from: to:** – Enter the SIC code range ➢ **Dist No. from: to:** - Enter the Distributor Number range you would like to show on the report. This includes specific Associate numbers.
6	***Run Report:***  Click the Run Report button.
7	This is a sample of the Cross Reference Report:  Cross Reference Report 05/31/07 14:35 Page: 1 Cross Reference Report For Distributor No. Range 000-00 to ZZZ-ZZ For Zip Code Range From 00000- Thru 99999-9999 For SIC Code Range From 0000 To 9999 == == ABC FORMS Cross Referenced to: ZZ001000 MALLORY AND MALLORY CPA BRIAN WHITESIDE (214)444-1234 BAILEY TRANSPORT Cross Referenced to: DEM00200 ABC CORPORATION MS JOYCE DOE (215)222-1234 BIG BILLY'S GOATS Cross Referenced to: 00846000 STAT CAT INC JEFF (214)378-2949 BOWLING FOR DOLLARS Cross Referenced to: ZZ000K00 TAWNY'S DESIGN STUDIO TAWNY SPARKMAN (281)866-0202 ZZ000D00 BROADWAY MOVIES RHONDA RENO (224)456-0002
8	***Field Descriptions:*** The fields at the top of the report refer to the previously selected criteria in the *Selection* fields. → **Total Contacts** – reflects the total number of customers with a cross reference assigned to it → **Total Cross References** – reflects the total number of cross references

Continued on next page

Cross Reference, cont.

Step	Action
9	To exit or print the report if destination selected was "screen", select the appropriate option from the keys menu. Click on the option to select it. 
10	Press the ESC key to exit completely out of reports.

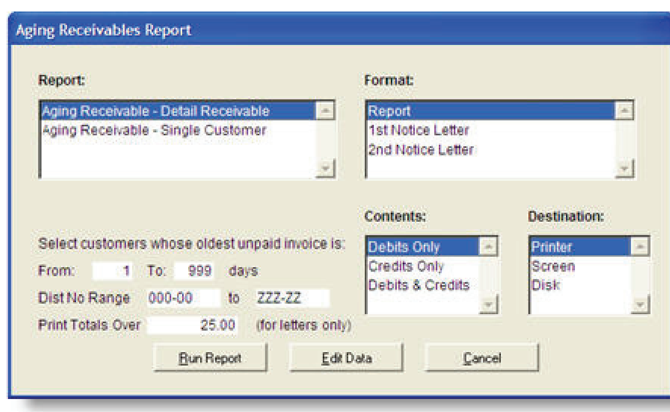
Aging Receivables and BODP Aging Receivables

Aging Receivables and BODP Aging Receivables

The Aging Receivables and BODP Aging Receivables reports list all customers with outstanding balances over the number of days you specify. The report displays transaction detail and totals due. AR reports also show finance charges when applicable.

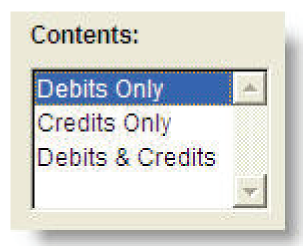
Use the report to view customers with overdue invoices and request payment. Then you can call or send collection letters to the customers.

The Aging Receivable letter options enable you to generate AR collection letters.

Step	Action
1	Navigate to Aging Receivables Report and BODP Aging Receivables from the Reports menu in CMS by clicking on the Sub-menu title Additional.
2	Click the Aging Receivables and BODP Aging Receivables link.
3	The Aging Receivables and BODP Aging Receivables Screen will appear:  Select the report option based on the report you would like to generate. ➢ ***Aging Receivables Detail Receivable***- Generates a detailed receivables report ➢ ***Aging Receivables Single Customer*** – Generates a receivables report just for one customer

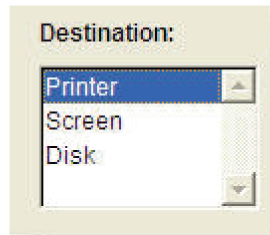
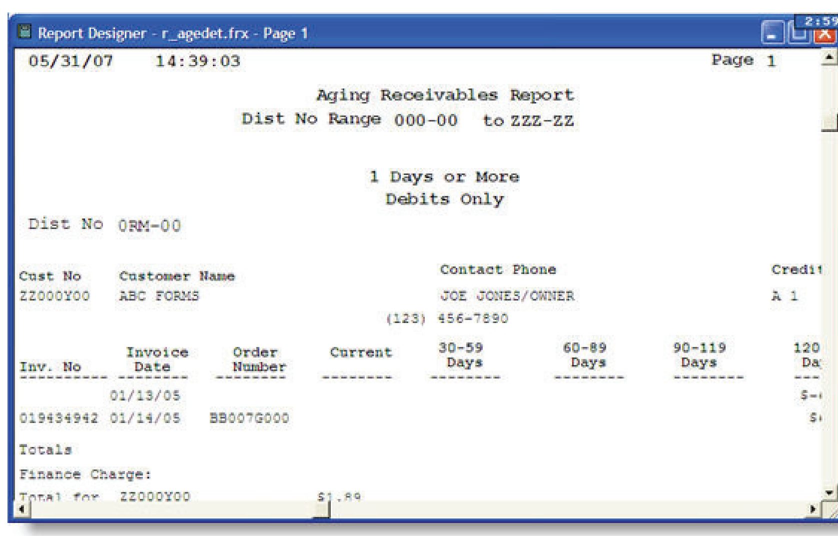
Continued on next page

Aging Receivables and BODP Aging Receivables, cont.

Step	Action
4	***Format:*** Select the appropriate type of report based on the following options: ➢ **Report** – creates a report for viewing ➢ **1st Notice Letter** – creates a letter ➢ **2nd Notice Letter** – creates a letter
5	***Select customers whose oldest unpaid invoice is :*** ➢ **From: To: Days**– Enter the date range ➢ **Dist No Range** - Enter the Distributor Number range you would like to show on the report. This includes specific Associate numbers ➢ **Print Totals Over** – Enter the desired dollar amount. [NOTE: this is for letters, only]
6	***Contents:***  ➢ ***Debits Only*** – Create a report that reflects only debits ➢ ***Credits Only*** – Create a report that reflects only Credits ➢ ***Debits & Credits*** – Create a report that reflects both debits and credits

Continued on next page

Aging Receivables and BODP Aging Receivables, cont.

Step	Action
7	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
8	***Run Report:***  Click the Run Report button.
9	This is a sample of the Aging Receivables Report: 

Continued on next page

Aging Receivables and BODP Aging Receivables, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>Field Descriptions: These fields relate to the Aging Receivables Detail Receivable report output – check the CMS Manual for additional field descriptions.

The fields at the top of the report refer to the previously selected criteria in the Selection fields.

→ (Heading) X Days or More - The number of days since the unpaid invoice billing.
→ Credit Code - Displays a credit condition code and a credit condition rating to indicate the listed customer's credit status.
→ Invoice No. - The invoice to which the receivable amount pertains.
→ Invoice Date - The date on which the invoice amount was posted.
→ Current The current A/R balance.
→ 30-59 Days - The A/R balance between 30 and 59 days.
→ 60-89 Days - The A/R balance between 60 and 89 days.
→ 90-119 Days - The A/R balance between 90 and 119 days.
→ 120-Over Days - The A/R balance over 129 days.
→ Finance Charge - The customer's finance charges that are unpaid.
→ Total for XX - The total outstanding A/R balance for each customer.
→ Collection Call Result - Use this space to hand write results of a collection call.
→ Total for Distributor X - Lists the total of all A/R balances for the Distributor number.</td></tr>
<tr><td>11</td><td>To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar.

➢ Door - Exit
➢ Printer - Print

Click on the option to select it.</td></tr>
</table>

Continued on next page

Aging Receivables and BODP Aging Receivables, cont.

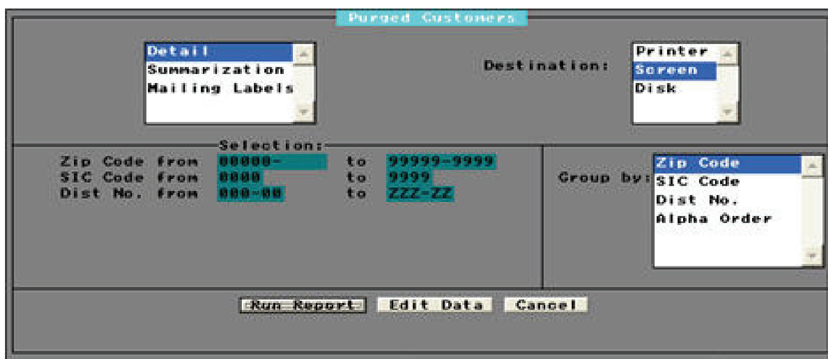
Step	Action
12	Press the ESC key to exit completely out of reports.

Purged Customers

Purged Customers

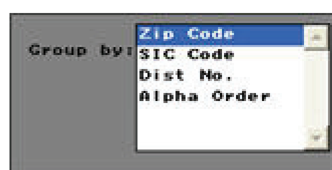
The Purged Customers Report generates a ledger report, list or mailing labels for all prospects which were customers purged from the SBS AS/400. Use the reports to track these prospects and contact them for future business or remove them from CMS, increasing disk space and computer speed.

NOTE: The purge program has not been implemented since the conversion from the Mainframe to the AS/400.

Step	Action
1	Navigate to Purged Customers from the Reports menu in CMS by clicking on the Sub-menu title Additional.
2	Click the Purged Customers link.
3	The Purged Customers Screen will appear:  Select the report option based on the report you would like to generate. ➢ **Detail** – select this option to view full details ➢ **Summarization** – select this option to view a summary of the information ➢ **Mailing Labels** - select this option to create a list of names to generate mailing labels. NOTE: This option offers a Bill-to and Ship-to field used to select the mailing address for the labels.

Continued on next page

Purged Customers, cont.

Step	Action
4	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
5	***Selection:*** These fields relate to the “Customer” type output – check the CMS Manual for additional field descriptions. ➢ **Zip Code from: to:** – Enter the zip code range ➢ **SIC Code from: to:** – Enter the SIC code range ➢ **Dist No. from: to:** - Enter the Distributor Number range you would like to show on the report. This includes specific Associate numbers.
6	***Group by:***  ➢ **Zip Code** – allows you to group the report by zip code ➢ **SIC Code** - allows you to group the report by SIC code ➢ **Dist No** – allows you to group the report by distributor number ➢ **Alpha Order** – allows you to group the report in alphabetical order by customer name

Continued on next page

Purged Customers, cont.

Step	Action
7	***Run Report:*** Run Report Click the Run Report button.
8	This is a sample of the Purged Customers Report: Purged Customer Detail with Ledger Report For Distributor No. Range 000-00 to ZZZ-ZZ For Zip Code Range From 00000- Thru 99999-9999 * LEDGER for Prospect 6.5* |B|Name FEIERMAN, J.MARTIN M.D. |S|Name |I|Attn JOANNE KOLLIN FEIERMAN |H|Attn |L|Addr 115 EAST 92ND STREET |I|Addr |L| NEW YORK |P| NY 10128- - Phone (212)427-7395 Ext. Cust # T054B343 Dist # 054-00 Contact LESLIE SMALL Short FEIERMAN M Fax ( ) - X Ref. Alt ( ) - Ext. Ref. by Mailer Y Source of Business: A Language: E SIC Code 7299 Recall Employs 0 J F M A M J J A S O N D Tax City 0000 Tax County 000
NOTE: This report is NOT active at this time.	

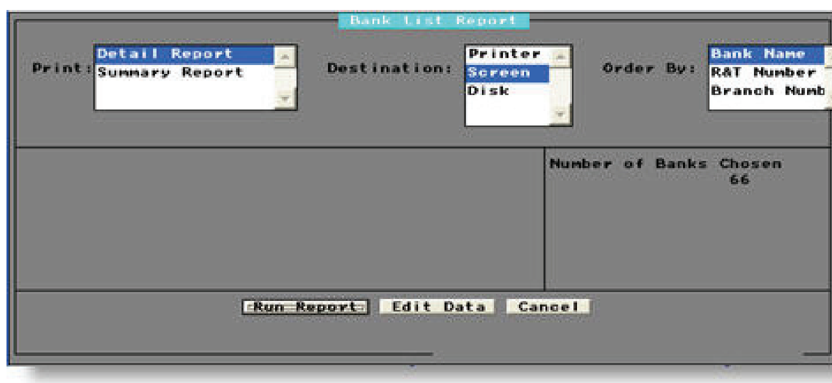
Bank List

Bank List

The Bank List Report displays detail or summary information about the banks in the Bank Database.

The report includes information such as bank name and address, MICR patterns and branch information.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Navigate to Bank List from the Reports menu in CMS by clicking on the Sub-menu title Additional.</td></tr>
<tr><td>2</td><td>Click the Bank List link.</td></tr>
<tr><td>3</td><td>The Bank List Screen will appear:

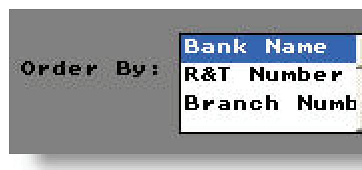


Select the report option based on the report you would like to generate.

- **Detail Report** – select this option to view full details
- **Summary Report** – select this option to view a summary of the information</td></tr>
</table>

Continued on next page

Bank List, cont.

Step	Action
4	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
5	***Order by:***  ➢ **Bank Name** – allows you to group the report by bank name ➢ **R&T Number** - allows you to group the report by R&T number ➢ **Branch Name** - allows you to group the report branch name
6	A pop-up will appear asking you to select the appropriate output of information. 

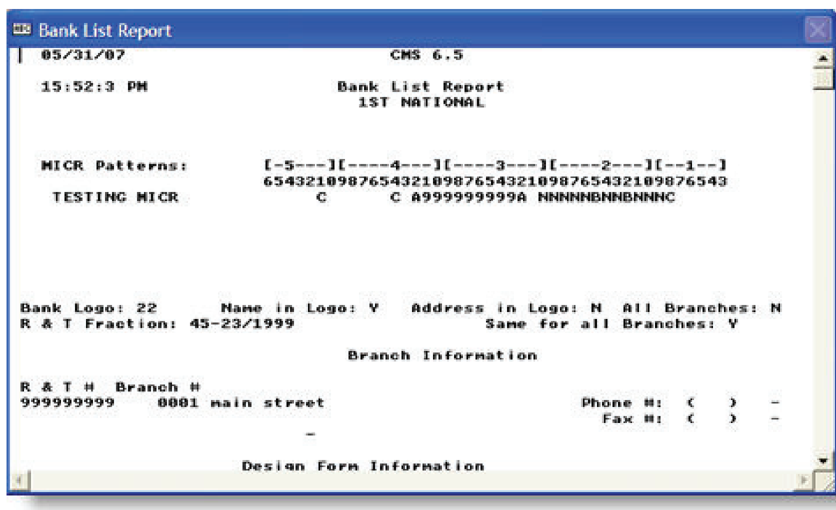
Continued on next page

Bank List, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6, cont</td><td>Using the mouse, click on the desired option[s]. You can click ALL to generate a report reflecting all items in the list. Press F10 to continue

You will see a count listing:

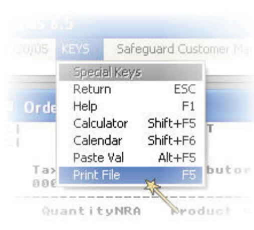
</td></tr>
<tr><td>7</td><td>Run Report:


Click the Run Report button.</td></tr>
<tr><td>8</td><td>This is a sample of the Bank List Report:

</td></tr>
<tr><td>9</td><td>Field Descriptions: These fields relate to the Bank Name report output – check the CMS Manual for additional field descriptions.

→ Testing MICR – reflects the MICR placement
→ Bank Logo – reflects the bank logo number
→ Name in Logo – reflects the status of the logo in the name area
→ Address in Logo – reflects the status of the address in the logo</td></tr>
</table>

Continued on next page

Bank List, cont.

Step	Action
9, cont.	***Field Descriptions, cont:*** → **All Branches** – reflects whether the Logo information is the same for all branches → **R&T Fraction** – reflects the R&T Fraction number → **Same for all Branches** - reflects whether the R&T Fraction information is the same for all branches → **Branch Information** – reflects the information about each branch —— R&T # —— Branch # —— Address —— Phone Number —— Fax Number → **Design Form Information** – reflects the logo information for each branch, and used for the Bank/MICR design form screen. —— R&T Fraction —— Bank Logo —— Name in Logo —— Address in Logo —— Line 1- 3 → **Contact** – reflects the contact information for a specific branch —— Title —— Phone Number
10	To exit or print the report if destination selected was "screen", select the appropriate option from the keys menu. Click on the option to select it. 

Continued on next page

Bank List, cont.

Step	Action
11	Press the ESC key to exit completely out of reports.

Vendor Invoice Pre-Transmit

Vendor Invoice Pre-Transmit

The Vendor Invoice Pre-Transmit report displays information about vendor invoices that have been keyed into CMS but have not been transmitted yet.

The report is similar to the Vendor Invoice Batch report.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Navigate to Vendor Invoice Pre-Transmit from the Reports menu in CMS by clicking on the Sub-menu title Additional.</td></tr>
<tr><td>2</td><td>Click the Vendor Invoice Pre-Transmit link.</td></tr>
<tr><td>3</td><td>The Vendor Invoice Pre-Transmit Destination Pop-up will appear:

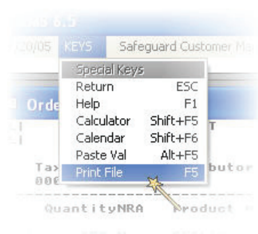
Print Vendor Invoice Pre-Transmit Report
Send to P)rinter, S)creen or F)ile? (P/S/F) P

➢ Printer - Sends the report straight to the Printer.
➢ Screen - Allows you to view the report on Screen.
➢ Disk - Allows you to create a .txt version of the report.
—— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels.
—— A Select File Name pop-up box will appear.
—— Type the name and press Enter.</td></tr>
<tr><td>4</td><td>This is a sample of the Vendor Invoice Pre-Transmit report:

Vendor Invoice Pre-Transmit Report Page: 1
THIS IS NOT A BATCH REPORT. DO NOT SUBMIT WITH INVOICES 09/19/06
Invoice Number | Invoice Date | Entered Date | Status | Invoice Amount
RAPID PRINT CENTER HAYWARD, CA 45315
RAPPRI001 09/19/06 09/19/06 T 137.75
Orders:TST4VM,
Report Summary:
Number of Invoices: 1 Total Invoice Amount: 137.75</td></tr>
</table>

Continued on next page

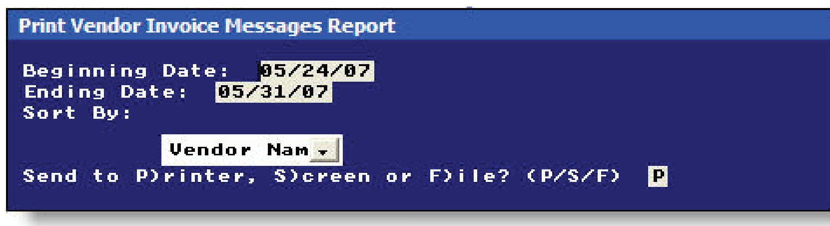
Vendor Invoice Pre-Transmit, cont.

Step	Action
5	***Field Descriptions:*** The vendor name, street address, city and vendor number display above the vendor invoice details. → **Invoice Number** - The vendor invoice number. → **Invoice Date** - The date of the vendor invoice. → **Entered Date** - The date the vendor invoice was entered in CMS. → **Status** - Displays the telecomm status of the vendor invoice. → **Invoice Amount** - The total amount of the vendor invoice. → **Orders** - Displays the list of order numbers attached to the vendor invoice. → **Number of Invoices** - The total number of vendor invoices waiting to be transmitted. → **Invoice Amount Total** - The total amount of all vendor invoices waiting to be transmitted.
6	To exit or print the report if destination selected was "screen", select the appropriate option from the keys menu. Click on the option to select it. 
7	Press the ESC key to exit completely out of reports.

Vendor Invoice Messages

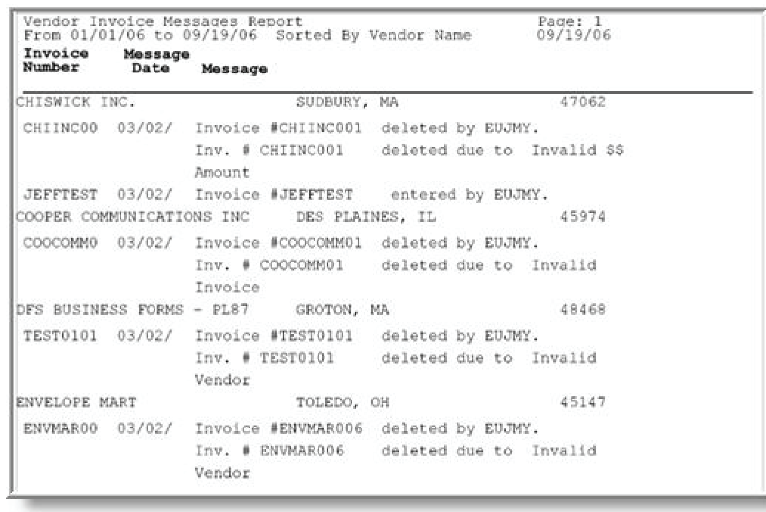
Vendor Invoice Messages

The Vendor Invoice Messages report displays messages from Safeguard's Accounts Payable department about specific vendor invoices.

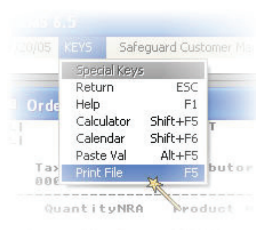
Step	Action
1	Navigate to Vendor Invoice Messages from the Reports menu in CMS by clicking on the Sub-menu title Additional.
2	Click the Vendor Invoice Messages link.
3	The Vendor Invoice Messages screen will appear:  Select the report option based on the report you would like to generate. ➢ **Beginning Date** – Enter a desired beginning date ➢ **Ending Date** – Enter a desired ending date ➢ **Sort By** – Select the desired grouping output —— Vendor Name – allows you to group by vendor name —— Vendor Number – allows you to group by vendor number ➢ **Send to** – Select the desired report —— Printer - Sends the report straight to the Printer. —— Screen - Allows you to view the report on Screen —— File - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.

Continued on next page

Vendor Invoice Messages, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>This is a sample of the Vendor Invoice Messages report:

Vendor Invoice Messages Report Page: 1
From 01/01/06 to 09/19/06 Sorted By Vendor Name 09/19/06
Invoice Number | Message Date | Message
CHISWICK INC. SUDBURY, MA 47062
CHIINC00 03/02/ Invoice #CHIINC001 deleted by EUJMY.
Inv. # CHIINC001 deleted due to Invalid $$ Amount
JEFFTEST 03/02/ Invoice #JEFFTEST entered by EUJMY.
COOPER COMMUNICATIONS INC DES PLAINES, IL 45974
COOCOMM0 03/02/ Invoice #COOCOMM01 deleted by EUJMY.
Inv. # COOCOMM01 deleted due to Invalid Invoice
DFS BUSINESS FORMS - PL87 GROTON, MA 48468
TEST0101 03/02/ Invoice #TEST0101 deleted by EUJMY.
Inv. # TEST0101 deleted due to Invalid Vendor
ENVELOPE MART TOLEDO, OH 45147
ENVMAR00 03/02/ Invoice #ENVMAR006 deleted by EUJMY.
Inv. # ENVMAR006 deleted due to Invalid Vendor</td></tr>
<tr><td>6</td><td>Field Descriptions: The vendor name, street address, city and vendor number display above the vendor invoice details.

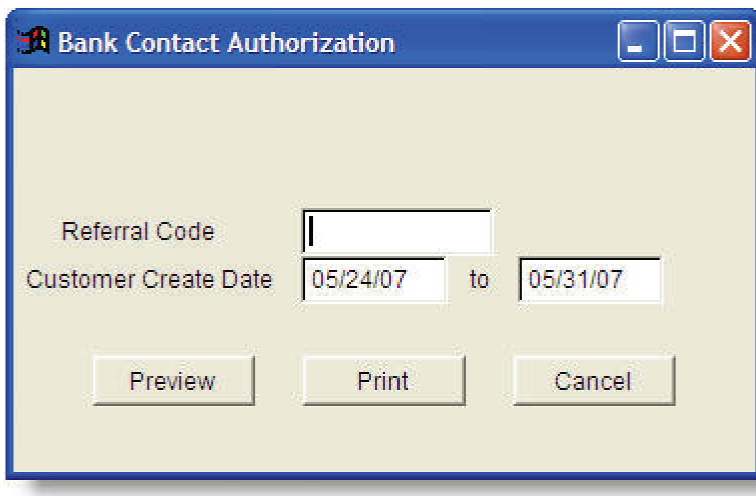
→ Invoice Number The vendor invoice number.
→ Message Date The date the vendor invoice message was entered.
→ Message The actual message that was entered.</td></tr>
<tr><td>7</td><td>To exit or print the report if destination selected was "screen", select the appropriate option from the keys menu.

Click on the option to select it.

</td></tr>
<tr><td>8</td><td>Press the ESC key to exit completely out of reports.</td></tr>
</table>

Bank Contact Authorization

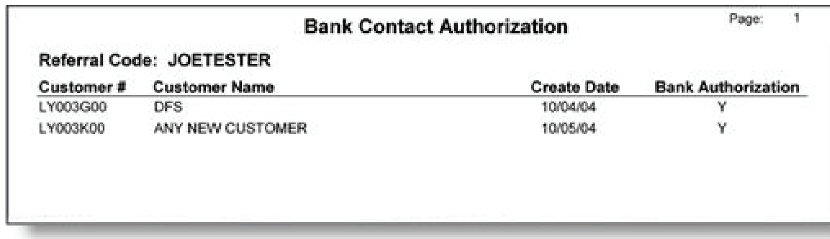
Bank Contact Authorization

Use the Bank Contact Authorization report to identify TCF customers with a specific referral code who have authorized Safeguard to contact them directly. Both the Bank Authorization and Referral ID fields in the Customer Maintenance screen must be completed to obtain report data.

Step	Action
1	Navigate to Bank Contact Authorization from the Reports menu in CMS by clicking on the Sub-menu title Additional.
2	Click the Bank Contact Authorization link.
3	The Bank Contact Authorization screen will appear:  Enter the following information to create and run the report. ➢ **Referral Code** – Enter the desired Referral Code ➢ **Customer Create Date** – Enter a desired starting and ending date ➢ **Preview** – Select this option if you would like to send the report to the screen prior to printing ➢ **Print** – Select this option if you would like to send the report straight to the printer ➢ **Cancel** – Select this option if you would like to cancel and start over.

Continued on next page

Bank Contact Authorization, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4</td><td>This is a sample of the Bank Contact Authorization report:

<table>
<tr><th colspan="4">Bank Contact Authorization</th></tr>
<tr><td colspan="4">Page: 1</td></tr>
<tr><td colspan="4">Referral Code: JOETESTER</td></tr>
<tr><th>Customer #</th><th>Customer Name</th><th>Create Date</th><th>Bank Authorization</th></tr>
<tr><td>LY003G00</td><td>DFS</td><td>10/04/04</td><td>Y</td></tr>
<tr><td>LY003K00</td><td>ANY NEW CUSTOMER</td><td>10/05/04</td><td>Y</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>Field Descriptions:

→ Referral Code - The referral code attached to the customer.
→ Customer # - The customer number.
→ Customer Name - The customer's name.
→ Created Date - The date the order was entered.
→ Bank Authorization - The bank authorization flag.</td></tr>
<tr><td>6</td><td>To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar.

➢ Door - Exit
➢ Printer - Print

</td></tr>
<tr><td>7</td><td>Press the ESC key to exit completely out of reports.</td></tr>
</table>