

Thank you for considering Repose Memorial Manager as a viable option for your monument company.

Please feel free to contact us regarding any questions.

Each software package we build for an industry is an ever growing package. As we learn more and find more ways to make our software work better for you, we implement those changes and enhancements.

There are many software module additions we are in the process of producing. This document only covers the features found in our basic package.

Our basic package sells for \$5,000 per license. If purchasing 6 or more licenses a 50% discount is applied.

Sandra Roberts, Owner

Roberts Consulting Services, LLC

(502)570-9846

SAMPLE

SALES

ORDERS



Entering Purchases

Exit

Sales Order

Go To A Specific Contract Go To A Specific Name Show All Names Transfer Order/Inv.

Title First Name Middle Name(s) Last Name

SANDRA ACORD

Address 1102 SAMPLE ROAD KENOVA WV 25530 Co. WAYNE

Phone (304) 555-5555 SSN Birth Date 08/31/1965

Unlock Multi-Statement
 No Statement
 Tax Exempt

Search By Memorial Name

Counselor

Salesperson Jeff Lockhart

Order Type Memorial

Store Location McCollm Sears

Order Date Tuesday, March 03, 2015

Invoice Date Wednesday, May 13, 2015

Contract File Name 2015-0127-HUN Co-Purchaser for this contract Contract Details Payment Coupons Print Certificate Early/Final Payoff Cancel Contract

Photo File Name 531.tiff Order Locked Print Statement Print Notification Print Contract General Journal

Date Set/Delivered
 Wednesday, May 06, 2015 **Order Status**

No Processes Linked to This Order

Invoice | 2015-0127-HUNTINGTON

Merchandise Price	\$1,947.40	I	Balance Due	\$0.00
Other Charges	\$0.00	I		\$0.00
Discounts/Trade In	\$0.00	I		
Total Sales Tax	\$105.42	I		\$0.00
Contract Allowance	\$0.00			
Total Purchase Price	\$2,052.82		Term - Mths	12
Balance Due (Principal)	\$0.00		Deposit	\$752.82
Contract Balance Due	\$0.00		Interest Rate	0%
			Payment Cycle	1
Date Purchase Paid	Friday, March 20, 2015	<input checked="" type="checkbox"/>	Paid	

MARKER-SLANT_RUSHMOREMAHOGANY 24X10X16 .ROCK PITCH SERPENTINE TOP, VELVET BACK-BASE_RUSHMOREMAHOGANY 34 x 16 x 6 POLISHED TOP,BRP

Destination ATKINSON CEMETERY BUFFALO, WV

Terms

Deposit Due Upon Order, Balance Due Upon Delivery

Notes

Memorial Names

Make Payment, Credit or Edit Existing Transactions View Transaction History

Filing Label

MERCHANDISE DETAIL

Itemized List of Merchandise Sold

Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission S. C.	Actual Cost	Order From	Status
M241016RM	MARKER-SLANT,RUSHMOREMAHOGANY 24X10X16 ,ROCK PITCH SE	1	\$1,005.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$240.64	INVENTORY	No Processes Linked to This Order
Color: Rushmore Mahogny	Top Shape: Serpentine							
	Marker: Slant							
B34166RM	BASE,RUSHMOREMAHOGANY 34 x 16 x 6 POLISHED TOP,BRP	1	\$731.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$202.74	INVENTORY	No Processes Linked to This Order
Color: Rushmore Mahogny								
SMC FOUNDATION	SEARS MONUMENT COMPANY FOUNDATION	1	\$190.40	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
GRANITE DESIGN ADDITIONS	Total Granite Additions	1	\$21.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		

Exit and Save

\$1,947.40

SALES TAX DETAIL

Itemized List of Sales Tax Charged

Destination BUFFALO, WV

DESTINATION TAX		Tax %		
<input type="text" value="West Virginia Department of Tax and Revenue"/>	0.06	State	<input type="text" value="\$105.42"/>	
<input type="text" value=""/>	0	City	<input type="text" value="\$0.00"/>	
<input type="text" value=""/>	0	County	<input type="text" value="\$0.00"/>	
Destination Tax Total			<input type="text" value="\$105.42"/>	

OCCUPATIONAL TAX		Tax %	
Occupational Tax Total			<input type="text" value="\$0.00"/>

Total Tax

TAX IS DETERMINED BY THE DESTINATION. DURING THE SET UP PROCESS YOU ESTABLISH THE DESTINATION TAXES WITH PERCENTS ALONG WITH ANY OCCUPATIONAL TAX IF APPLICABLE. THE TAX AMOUNTS ARE COMPUTED AUTOMATICALLY BASED UPON THE ITEMS ON THE CONTRACT.

GENERAL JOURNAL DETAIL

General Journal Activity By Contract

[Exit](#)

DATE	DESCRIPTION	EVENT	ACCOUNT	DEBIT AMT	CREDIT AMT	LIABILITY PAYMENT STATUS
2/26/2015	Payment on Order-2015-0127-HUNTINGTON	Payment Posted	1006	\$1,300.00	\$0.00	<input type="checkbox"/>
2/26/2015	Payment on Order-2015-0127-HUNTINGTON	Payment Posted	2240	\$0.00	\$1,300.00	<input type="checkbox"/>
3/9/2015	Deposit on Order-2015-0127-HUNTINGTON	Deposit Posted	2240	\$0.00	\$752.82	<input type="checkbox"/>
3/9/2015	Deposit on Order-2015-0127-HUNTINGTON	Deposit Posted	1006	\$752.82	\$0.00	<input type="checkbox"/>
5/6/2015	Jeff Lockhart	Post Commission	5211-002	\$175.70	\$0.00	<input type="checkbox"/>
5/6/2015	Jeff Lockhart	Post Commission	2260	\$0.00	\$175.70	<input type="checkbox"/>
5/13/2015	B34166RM-Invoiced	Invoice Date	4001-002	\$0.00	\$731.00	<input type="checkbox"/>
5/13/2015	B34166RM-Invoiced	Invoice Date	5001-002	\$202.74	\$0.00	<input type="checkbox"/>
5/13/2015	B34166RM-Invoiced	Invoice Date	1300	\$0.00	\$202.74	<input type="checkbox"/>
5/13/2015	GRANITE DESIGN ADDITIONS-Invoiced	Invoice Date	4001-002	\$0.00	\$21.00	<input type="checkbox"/>
5/13/2015	Invoiced	Invoice Date	1100	\$2,052.82	\$0.00	<input type="checkbox"/>
5/13/2015	M241016RM-Invoiced	Invoice Date	4001-002	\$0.00	\$1,005.00	<input type="checkbox"/>
5/13/2015	M241016RM-Invoiced	Invoice Date	5001-002	\$0.00	\$0.00	<input type="checkbox"/>

Record: 1 of 18 | Unfiltered | Search

[Manual Posting](#)

Total Debits **\$6,777.54** Total Credits **\$6,777.54**



Entering Purchases

Exit

Sales Order

Go To A Specific Contract Go To A Specific Name Show All Names Transfer Order/Inv.

Title First Name Middle Name(s) Last Name

SANDRA ADKINS Multi-Statement

Address PO BOX 5555 ORGAS WV 25148 Co. BOONE No Statement

Phone (304) 555-5555 SSN Birth Date 11/7/1954 **Customer Deceased** Tax Exempt

Counselor Contract File Name 2016-0126-CHAR

Salesperson Allen Cosby Photo File Name 3463.tiff

Order Type Memorial

Store Location Charleston

Order Date Tuesday, March 01, 2016 **Date Set/Delivered** Thursday, April 14, 2016

Invoice Date Friday, April 15, 2016 **No Processes Linked to This Order**

Invoice | 2016-0126-CHARLESTON

		Balance Due	
Merchandise Price	\$3,476.00	I	\$0.00
Other Charges	\$0.00	I	\$0.00
Discounts/Trade In	\$485.00	I	
Total Sales Tax	\$159.00	I	\$0.00
Contract Allowance	\$0.00		
Total Purchase Price	\$3,150.00		
Balance Due (Principal)	\$0.00		
Contract Balance Due	\$0.00		
Date Purchase Paid	Thursday, March 03, 2016	<input checked="" type="checkbox"/>	<input type="button" value="Paid"/>

TABLET 42X6X28 CHINA ASIAN GREY, SCULPTED DEER, UNIQUE 247-BASE 54X12X8 CHINA ASIAN GREY PFT BRP-VASE CROWN STATUARY BRONZE

Destination PINEVIEW CEMETERY ORGAS, WV (PC)

Terms

Deposit Due Upon Order, Balance Due Upon Delivery

Notes

PC LIABILITY PAID 03/10/16

Filing Label

Make Payment, Credit or Edit Existing Transactions View Transaction History

Record: 1 of 1 No Filter Search

Record: 23 of 2820 No Filter Search

MERCHANDISE DETAIL

Itemized List of Merchandise Sold

Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission S. C.	Actual Cost	Order From	Status
T42628CAG SCULPD DEER Color: China Asian Grey	TABLET 42X6X28 CHINA ASIAN GREY, SCULPTED DEER, UNIQUE 24	1	\$1,537.80	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$435.76	INVENTORY	No Processes Linked to This Order
B54128CAG Color: China Asian Grey	BASE 54X12X8 CHINA ASIAN GREY PFT BRP	1	\$1,025.20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$306.16	INVENTORY	No Processes Linked to This Order
VCROWN STATUARY BRONZE	VASE CROWN STATUARY BRONZE	2	\$308.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$90.02	US Metalcraft Inc	No Processes Linked to This Order
PC FOUNDATION	PINEVIEW CEMETERY ORGAS, WV	1	\$115.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
SMC FOUNDATION	SEARS MONUMENT COMPANY FOUNDATION	1	\$226.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
GRANITE DESIGN ADDITIONS	Total Granite Additions	1	\$264.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
		1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00		
		1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00		
		1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00		
		1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00		

Exit and Save

\$3,476.00

EASILY CREATE SPECIAL ORDER ITEMS DIRECTLY FROM MERCHANDISE DETAIL SCREEN

Itemized List of Merchandise Sold

Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission S.	Commission C.	Actual Cost	Order From	Status
T 241030WR Color: Wausau Red	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM	1	\$2,086.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00		No Processes Linked to This Order
B SS 40149WR Color: Wausau Red	BASE 40X14X9 WAUSAU RED	1	\$1,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00		No Processes Linked to This Order
GRANITE DESIGN ADDITIONS	Total Granite Additions	1	\$168.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
SPECIAL ORDER - GRANITE Color: Wausau Red	Special Order Statue 24x10x3, Color: Wausau Red	1	\$3,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		

Exit and Save \$6,754.00

Merchandise Attributes

Length: 24 Width: 10 Height: 3 Include

Item Category: Granite

Item Description: Statue Include

Merchandise Description

Special Order Statue 24x10x3, Color: Wausau Red

Attribute	Attribute Description	Include
Color	Wausau Red	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Exit and Save

DISCOUNT DETAIL

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Exit

Sales Order

Go To A Specific Contract
Go To A Specific Name
Show All Names
Transfer Order/Inv.

Title First Name Middle Name(s) Last Name

Address PO BOX 5555 ORGAS

Phone (304) 555-5555 SSN

Counselor Salesperson Allen Cosby Order Type Memorial Store Location Charleston Order Date Tuesday, March 01, 2016 Invoice Date Friday, April 15, 2016 Invoice I 2016-0126-CHARLESTON

	Balance Due
Merchandise Price	\$3,476.00
Other Charges	\$0.00
Discounts/Trade In	\$485.00
Total Sales Tax	\$159.00
Contract Allowance	\$0.00
Total Purchase Price	\$3,150.00
Balance Due (Principal)	\$0.00
Contract Balance Due	\$0.00

Date Purchase Paid Thursday, March 03, 2016

Make Payment, Credit or Edit Existing Transactions View Transaction History

Discounts Details

Type of Discount	Amount of Discount	Reduces Sales Tax	Reduces Sales Commission	Reduces Counselor Commission
Winter Sale Discount	\$485.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Discount	\$485.00			

PC LIABILITY PAID 03/10/16

Memorial Names

Filing Label

Record: 1 of 1 No Filter Search

Record: 23 of 2820 No Filter Search

MEMORIAL DETAIL

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Sales Order

Go To A Specific Contract Go To A Specific Name Show All Names Transfer Order/Inv.

Exit

Title First Name Middle Name(s) Last Name

SANDRA ADKINS

Address PO BOX 5555 ORGAS WV 25148 Co. BOONE

Unlock Multi-Statement No Statement Tax Exempt

List of Names on Memorial

Name(s) on Memorial	Birth Date	Death Date	Interment Date	Wedding Date	Military Service	Branch	Conflicts
JENNY ADKINS	1/14/1956	10/20/2015					
SANDRA ADKINS	11/7/1954	SPACE					

Add a Name Edit Information Remove a Name Exit

Contract Allowance \$0.00

Total Purchase Price \$3,150.00

Balance Due (Principal) \$0.00

Contract Balance Due \$0.00

Date Purchase Paid Thursday, March 03, 2016 Paid

Make Payment, Credit or Edit Existing Transactions View Transaction History

Terms Deposit Due Upon Order, Balance Due Upon Delivery

Notes PC LIABILITY PAID 03/10/16

Memorial Names

Filing Label

Record: 1 of 1 No Filter Search

Record: 23 of 2820 No Filter Search

Form View Caps Lock Num Lock

PC Notification

Sears Monument Company
 124 Virginia St. East Phone (304) 342-4158
 Charleston, WV 25301 Fax (304) 342-4150
 Brent Sears Email srsmon@aol.com

SHIP TO PINEVIEW CEMETERY PO BOX 125 ORGAS, WV 25148 (304) 837-3804	PC Notification Notification Date 1/28/2017 PC FOUNDATION FEE ENCLOSED \$115.00
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The following items were purchased through the agent or by the name listed below:
 SANDRA ADKINS Sales Order Number: 2016-0126-CHARLESTON
 PO BOX 5555
 ORGAS, WV 25148

Memorial Name(s): SANDRA ADKINS 11/7/1954 - SPACE, JENNY ADKINS 1/14/1956 - 10/20/2015

Vase-Metal VASE CROWN STATUARY BRONZE

Tablet TABLET 42X6X28 CHINA ASIAN GREY, SCULPTED DEER, UNIQUE 247

Color: China Asian Grey

Base BASE 54X12X8 CHINA ASIAN GREY PFT BRP

Color: China Asian Grey

Page: 1 No Filter

PC FOUNDATION REQUEST – AUTOMATED

PAYMENT DETAIL

Entering Purchases

Go To A Specific Contract
Go To A Specific Name
Show All Names
Transfer Order/Inv.

Sales Order

Title **First Name** **Middle Name(s)**

SAANDRA

Address PO BOX 5555 ORGAS WV

Phone (304) 555-5E55 **SSN** B

Counselor Contract File Name 2016-0126-CH

Salesperson Allen Cosby Photo File Name 3463.tiff

Order Type Memorial

Store Location Charleston

Order Date Tuesday, March 01, 2016

Invoice Date Friday, April 15, 2016

Invoice 2016-0126-CHARLESTON

Merchandise Price	\$3,476.00	Balance Due	\$0.00	TABLET 42X4
Other Charges	\$0.00		\$0.00	CHINA ASIAR
Discounts/Trade In	\$485.00			
Total Sales Tax	\$159.00	Destination	\$0.00	PINEVIEW CER.
Contract Allowance	\$0.00			
Total Purchase Price	\$3,150.00			
Balance Due (Principal)	\$0.00			
Contract Balance Due	\$0.00	Paid		
Date Purchase Paid	Thursday, March 03, 2016			

Make Payment, Credit or Edit Existing Transactions
View Transaction History

Transactions

Amount Applied to Merchandise Purchase \$3,150.00

Amount Applied to Other Charges \$0.00

Sales Tax Amount \$0.00

Finance, Late Fee Charges Collected \$0.00

Make sure you apply the correct amounts to the correct fields or this may lead in an overage being applied to the purchase item.

Interest \$0.00 **Principal** \$3,150.00

Receipt Number None

Deposit Number 17895.76 **Deposit Date** 3/3/2016

Transaction Date 3/3/2016 Any Payment Adjustments to be added to the next month will be computed after entering the Transaction Date.

Payment Type Check

Transaction Type

Total Transaction Amount \$3,150.00

Notes #6613

Record: 1 of 1

No Filter Search

Record: 23 of 2820

No Filter Search

Record: 1 of 1

Filtered Search



Entering Purchases

Exit

Sales Order

Go To A Specific Contract Go To A Specific Name Show All Names Transfer Order/Inv.

Title First Name Middle Name(s) Last Name

SANDRA ACCORD

Address 1102 SAMPLE ROAD KENOVA WV 25530 Co. WAYNE

Phone (304) 555-5555 SSN Birth Date 08/31/1965

Unlock

- Multi-Statement
- No Statement
- Tax Exempt

Search By Memorial Name

Counselor White Funeral Home Contract File Name Co-Purchaser for this contract Contract Details Payment Coupons Early/Final Payoff Cancel Contract

Salesperson Allen Cosby Photo File Name Lock Order Print Statement Print Notification General Journal

Order Type Memorial

Store Location Charleston

Order Date Saturday, January 28, 2017 **Date Set/Delivered** **Order Status**

Invoice Date

Order 0 2017-0032-CHARLESTON **No Processes Linked to This Order**

Merchandise Price	\$3,754.00	I	Balance Due	\$3,754.00	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76 T 685-BASE 40X14X9 WAUSAU RED
Other Charges	\$50.00	I		\$50.00	
Discounts/Trade In	\$0.00	I			
Total Sales Tax	\$262.78	I		\$262.78	Destination
Contract Allowance	\$0.00				SUNSET MEMORIAL PARK - SO CHARLESTON SOUTH CHARLESTON, WV (PC)
Total Purchase Price	\$4,066.78				Terms
Balance Due (Principal)	\$4,066.78		Finance		60-120 Days for Completion
Contract Balance Due	\$4,066.78				Deposit Due Upon Order, Balance Due Upon Delivery
Date Purchase Paid			Paid		Notes

Make Payment, Credit or Edit Existing Transactions View Transaction History

Notes

Memorial Names

Filing Label

Record: 3 of 3 No Filter Search

Record: 3 of 2820 No Filter Search

MERCHANDISE ADDITIONAL DETAIL – EXAMPLE GRANITE DESIGN ADDITIONS

Itemized List of Merchandise Sold (Extra)

Merchandise Line Item Type	Merchandise Description	Quantity	Sales Price	Actual Cost
GRANITE DESIGN ADDITIONS	Carving STANDARD shaped on Back	1	\$168.00	\$0.00
		1	\$0.00	\$0.00
	Carving Shaped (scene) on Front of single uprights less than 30in			\$0.00
	Carving Special shaped (scene) on front of doubles 30in thru 47in			\$0.00
	Carving special shaped (scene) on front of single uprights less than 30in			\$0.00
	Carving Special Shaped/scene on Back of tablets 30in thru 47in			\$0.00
	Carving STANDARD shaped on Back			\$0.00
	Carvings SCENES, on markers up thru 60in long			\$0.00
	Carvings SHAPED, on markers up thru 60in long			\$0.00
	Carvings STANDARD, CIP, on markers up thru 60in long			\$0.00
	Carvings STANDARD, FLAT, on markers up thru 60in long			\$0.00
	Emblem on Back			\$0.00
	Emblem on Front			\$0.00
	Etched Portraits - Double Person			\$0.00
	Etched Portraits - Single Person			\$0.00
	Etching 24 in. or less			\$0.00
	Etching 25 through 30 in.			\$0.00
	Etching 31 through 36 in.			\$0.00

Exit and Save

MERCHANDISE DETAIL

Itemized List of Merchandise Sold

Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission S. C.	Actual Cost	Order From	Status
T 241030w/R Color: Wausau Red	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM	1	\$2,086.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00		No Processes Linked to This Order
B SS 40149w/R Color: Wausau Red	BASE 40X14X9 WAUSAU RED	1	\$1,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00		No Processes Linked to This Order
GRANITE DESIGN ADDITIONS	Total Granite Additions	1	\$168.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		

Exit and Save

\$3,754.00

IF THE ITEM IS IN INVENTORY, YOU MAY ALLOCATE THE ITEM PLACING A HOLD FOR FUTURE USE

Merchandise In Inventory

Merchandise In Inventory				Price
BASE,DAWNGREY 40 x 12 x 6 POLISHED TOP,BRP				\$301.00
Quantity To Allocate	Location	Quantity In Stock	Quantity Display	Holding Info
<input type="text" value="0"/>	A-PLANT	8	0	1 on Hold
<input type="text" value="0"/>	HUNTINGTON	2	0	No Holds Found

MERCHANDISE DETAIL – SELECT WHOM TO ORDER FROM OR LEAVE BLANK

Itemized List of Merchandise Sold

Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission		Actual Cost	Order From	Status
					S.	C.			
T 241030w/R	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM	1	\$2,086.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Chlds And Chlds I	No Processes Linked to This Order
Color: Wausau Red									
B SS 40149w/R	BASE 40X14X9 WAUSAU RED	1	\$1,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00		No Processes Linked to This Order
Color: Wausau Red									
GRANITE DESIGN ADDITIONS	Total Granite Additions	1	\$168.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00		
SPECIAL ORDER - GRANITE	Special Order Statue 24x10x3, Color: Wausau Red	1	\$3,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00		
Color: Wausau Red									
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		

ALVITI CREATIONS, INC.
 Apex Mize Granite Co, Inc.
 Arthur Allen Mfg Co Inc
 Bailes Glass & Granite
 Bernardi Granite & Marble LLC
 Carmichael Monument Co.
 CENTRAL GRANITE CO., INC.
Chlds And Chlds Granite Co., Inc.
 Cold Spring Granite Company
 Color Select Vase Company
 CREATIVE BRICK & CONCRETE
 Dakota Granite
 EAGLE GRANITE CO, INC
 Eaton Brothers Corp
 ETERNAL LIGHT
 EXCEL GRANITES INC.

Exit and Save \$6,754.00

MERCHANDISE DETAIL – IF THE ITEM IS ALREADY ON ORDER, YOU HAVE THE ABILITY TO TAG THE ITEM ONCE RECEIVED, IT WILL AUTOMATICALLY BE ASSOCIATED WITH THE SALES ORDER.

Merchandise In Inventory

Exit **Merchandise On Order For Inventory**

BASE 40X14X9 WAUSAU RED

Quantity To Tag For Allocation	Wholesaler	Quantity Available To Tag	Purchase Order
<input type="text" value="1"/>	<input type="text" value="Lexington Blue Granite"/>	<input type="text" value="1"/>	<input type="text" value="LEXINGTON-158987"/>

MERCHANDISE DETAIL – TAGGED ORDER FOR BASE (In this case the Base was tagged off of a Lexington Granite Order) See Sample Screen Shot of Purchase Order for Lexington Granite to see the tagged detail information from the Purchase Order side.

Itemized List of Merchandise Sold										
Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission S.	Commission C.	Actual Cost	Order From	Status	
T 241030w/R Color: Wausau Red	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM	1	\$2,086.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Childs And Childs	No Processes Linked to This Order	
B SS 40149w/R Color: Wausau Red	BASE 40X14X9 WAUSAU RED	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	TAGGED ORDER		
GRANITE DESIGN ADDITIONS	Total Granite Additions	1	\$168.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order	
SPECIAL ORDER - GRANITE Color: Wausau Red	Special Order Statue 24x10x3, Color: Wausau Red	1	\$3,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Childs And Childs	No Processes Linked to This Order	
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00			
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00			
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00			
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00			
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00			
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00			
			\$5,254.00							

Exit and Save

FINANCE DETAIL

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Sales Order

Title: Middle Name(s): Last Name:

 Multi-Statement
 No Statement
 Tax Exempt

Address: Co.

Phone: SSN: Birth Date:

Counselor: Contract File Name:

Salesperson: Photo File Name:

Order Type:

Store Location:

Order Date:

Invoice Date:

No Processes Linked to This Order

Order

	Amount	Balance Due	
Merchandise Price	\$3,754.00	\$2,754.00	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76 T 685-BASE 40X14X9 WAUSAU RED
Other Charges	\$50.00	\$50.00	
Discounts/Trade In	\$0.00		
Total Sales Tax	\$262.78	\$262.78	
Contract Allowance	\$0.00		
Total Purchase Price	\$4,066.78		
Balance Due (Principal)	\$3,066.78		
Contract Balance Due	\$3,373.92		

Destination:

Term - Mths: Deposit:

Interest Rate: Payment Cycle:

Notes:

Deposit No.: Deposit Date:

Receipt No.:

Filing Label

Record: 1 of 3

Record: 3 of 2820

CONTRACT DETAILS

Contract Details

[Exit](#)

Contract Details

Length of Contract	<input type="text" value="12"/>	Inc. Mths.	Monthly Payment	<input type="text" value="\$281.16"/>
Months Left on Contract	<input type="text" value="12"/>	<input type="button" value="+"/>	Last Monthly Payment	<input type="text" value="\$281.16"/>

[Edit Principal and Interest](#)

Total Interest Income Earned When Paid in Full

[Edit Sales Commission](#)

Total Sales Commission	<input type="text" value="\$375.40"/>	Total Counselor Commission	<input type="text" value="\$938.50"/>
Balance Remaining	<input type="text" value="\$375.40"/>	Balance Remaining	<input type="text" value="\$938.50"/>

EDIT PRINCIPAL AND INTEREST

Change Contract Variables

[Exit](#)

Starting Payment Date:	<input type="text"/>	
Projected Interest Earned on Contract	<input type="text" value="\$307.14"/>	
Interest Income Left To Be Earned	<input type="text" value="\$307.14"/>	
Interest Shortage	<input type="text" value="\$0.00"/>	
Monthly Payment	<input type="text" value="\$281.16"/>	
Last Monthly Payment	<input type="text" value="\$281.16"/>	
Payment Cycle	<input type="text" value="1"/>	

[Reset Interest Shortage](#)

[Reset All Values Before Exit](#)

EDIT COMMISSIONS

Change Sales Commission

Edit Commission

Exit

Allen Cosby (Sales)

Sales Commission Balance

White Funeral Home (Counselor)

Counselor Balance

Total Commission

Total Salesperson Commission Total Counselor Commission Total Commission

Balance Due

Total Salesperson Commission Total Counselor Commission Total Commission

CUSTOMER STATEMENT

File Print Preview

Customer Statement

Customer Account Statement

<i>Contract Number</i>	2017-0032-CHARLESTON	<i>Order Date</i>	1/28/2017
<i>Customer Name</i>	SANDRA ACORD	<i>Invoice Date</i>	
<i>Address</i>	1102 SAMPLE ROAD KENOVA, WV 25530	<i>Total Purchase Price</i>	\$4,066.78
		<i>Principal Balance</i>	\$3,066.78
		<i>Statement Date</i>	1/28/2017

Set/Delivered Date

<i>Transaction Date</i>	<i>Method of Payment Received</i>	<i>Receipt Number</i>	<i>Principal</i>	<i>Interest</i>	<i>Late Fee</i>	<i>Transaction Amount</i>	<i>Principal Balance</i>
1/28/2017	Deposit	55888	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$3,066.78

<i>Sears Monument Company</i>	<i>Contract Number</i>	2017-0032-CHARLESTON
174 Virginia St. East	<i>Phone</i>	(304) 342-4158
Charleston, WV 25801	<i>Fax</i>	(304) 342-4150
Brent Sears		srmon@aol.com

PAYMENT COUPONS – FRONT AND BACK PAGE

Microsoft Access

File Print Preview

Payment_Coupon_Table

Sears Monument Company (304) 342-4158 *Payment Number 1*
124 Virginia St. East
Charleston, WV 25301
Contract # 2017-0032-CHARLEST

Amount Due	Due on or Before
\$281.16	2/15/2017

SANDRA ACORD
1102 SAMPLE ROAD
KENOVA, WV 25530

ADDITIONAL PAYMENT	_____
OTHER PAYMENT	_____
TOTAL	_____

PLEASE MAIL COUPON WITH YOUR PAYMENT.
SEE REVER SE SIDE FOR NAME, ADDRESS OR PHONE NUMBER CHANGE S OR TO CHARGE YOUR PAYMENT TO A CREDIT CARD.

Sears Monument Company (304) 342-4158 *Payment Number 2*
124 Virginia St. East
Charleston, WV 25301
Contract # 2017-0032-CHARLEST

Amount Due	Due on or Before
\$281.16	3/15/2017

SANDRA ACORD
1102 SAMPLE ROAD
KENOVA, WV 25530

ADDITIONAL PAYMENT	_____
OTHER PAYMENT	_____
TOTAL	_____

PLEASE MAIL COUPON WITH YOUR PAYMENT.
SEE REVER SE SIDE FOR NAME, ADDRESS OR PHONE NUMBER CHANGE S OR TO CHARGE YOUR PAYMENT TO A CREDIT CARD.

Sears Monument Company (304) 342-4158 *Payment Number 3*
124 Virginia St. East
Charleston, WV 25301
Contract # 2017-0032-CHARLEST

Amount Due	Due on or Before
\$281.16	4/15/2017

SANDRA ACORD
1102 SAMPLE ROAD
KENOVA, WV 25530

ADDITIONAL PAYMENT	_____
OTHER PAYMENT	_____
TOTAL	_____

PLEASE MAIL COUPON WITH YOUR PAYMENT.
SEE REVER SE SIDE FOR NAME, ADDRESS OR PHONE NUMBER CHANGE S OR TO CHARGE YOUR PAYMENT TO A CREDIT CARD.

Page: 1 No Filter



File

Print Preview



Payment_Coupon_Table

Ent

Name _____

Address _____

Phone (____) _____

To place your payment on a credit card, please complete the following:

Type of Card: MC Visa (Circle One) Exp. Date

Card # _____

Amount \$ _____ Signature _____

Your card cannot be charged without your signature above, and will only delay your payment.

Name _____

Address _____

Phone (____) _____

To place your payment on a credit card, please complete the following:

Type of Card: MC Visa (Circle One) Exp. Date

Card # _____

Amount \$ _____ Signature _____

Your card cannot be charged without your signature above, and will only delay your payment.

Name _____

Address _____

Phone (____) _____

To place your payment on a credit card, please complete the following:

Type of Card: MC Visa (Circle One) Exp. Date

Card # _____

Amount \$ _____ Signature _____

Your card cannot be charged without your signature above, and will only delay your payment.

AUTOMATED CONTRACTS FOR FINANCING AND LAYAWAY (Our Sample is a 4 Page Legal Document)

Contract Page 1 - Microsoft Access

File Print Preview

CONTRACT - WEST VIRGINIA No. 2017-0032-CHARLESTON
 For the Purchase of Goods and Other Charges

Date: _____

Sellor: Mountaintop Company
 P. O. Box 329, Charleston, WV 25303
 124 Virginia St. East, Charleston, WV 25301
 Tel: (304) 342-4153, Fax: (304) 342-4150

SANDRA ACORD (Purchaser)

Refer to in the Contract as (Purchaser) or (you) or (We/Us) agree to purchase Goods and Other Charges described in the Contract as set forth herein by all of its terms and provisions of this Contract, including the Additional Terms, Conditions, and Warranties.

ITEMIZATION OF THE AMOUNT FINANCED

A. Cash Price (Page 2)	\$4,066.78
B. Down Payment:	
1. Cash or Trade-in allowance (add contract # _____)	\$0.00
2. Cash Down Payment	\$1,000.00
C. Total Down Payment (B1 + B2)	\$1,000.00
D. Amount Financed (unpaid balance of cash price) (A-C)	\$3,066.78

PAYMENT: The Purchaser shall pay Seller in accordance with the following disclosure statement:

FEDERAL TRUTH IN LENDING DISCLOSURES				
ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount of credit you will receive.	Amount Financed The amount of credit provided to you on your behalf.	Terms of Payment The amount you will have paid when you have made all scheduled payments.	Total Sales Price The total cost of the goods and services provided as well as all scheduled payments.
18.74%	\$307.14	\$3,066.78	\$3,373.92	\$1,000.00 (Total Payments - down payment) \$4,373.92

Your payment schedule will be: AUTOMATIC PAYMENT PLAN MANUAL PAYMENT PLAN

Number of Payments	Amount of Payments	First Payment Due Date	Frequency, Payment Month
12	\$281.16	2/1/2017	Monthly on the 1st

SECURITY: You are giving us a security interest in the goods and property being purchased and in any funds paid by you.

PREPAYMENT: If you prepay, you will not have to pay a penalty.

LATE CHARGES: If your payment is more than 10 days after its due date, you will be charged \$5.00 or 5% of each payment whichever is less.

See terms and conditions of the Contract for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and grace/extension periods.

IRREVOCABILITY WAIVER: THIS IS NOT AN INSURANCE CONTRACT. At purchaser's sole option, he/she may elect to waive the right to revoke this Contract. This election may be made any time on or after the date of the Contract. See reverse for a full explanation of irrevocability. Waiver election: _____ Date: _____

BUYER'S RIGHT TO CANCEL: IF THIS TRANSACTION WAS SOLICITED OFF OF THE MAIN BUSINESS PREMISES OF THE SELLER, YOU, THE BUYER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

NOTICE TO THE BUYER:
 1. DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS BLANK SPACES.
 2. YOU ARE ENTITLED TO A COPY OF THE CONTRACT YOU SIGN.
 3. UNDER THE LAW YOU HAVE THE RIGHT, AMONG OTHERS, TO PAY IN ADVANCE THE FULL AMOUNT DUE AND, UNDER CERTAIN CONDITIONS, MAY OBTAIN A PARTIAL REFUND OF THE FINANCE CHARGE. KEEP THIS CONTRACT TO PROTECT YOUR LEGAL RIGHTS.

By signing below, **PURCHASER AND CO-PURCHASER ACKNOWLEDGE:**
 A. Both Purchaser and Co-Purchaser agree to be jointly and severally responsible for payment of this account.
 B. RECEIPT OF A COMPLETED COPY OF THIS CONTRACT

1. **PURCHASER:** _____ (Signature)
 Mailing Address: 1102 SAMPLE ROAD
 City: KENOVA State: WV Zip: 25930
 Employer (if any): _____
 Home Phone: (304) 555-5555 Work Phone: ()
 Cell Phone: () Date of Birth: 08/31/1965
 Social Security No.: _____

2. **CO-PURCHASER:** _____ (Signature)
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Employer (if any): _____
 Home Phone: () Work Phone: ()
 Cell Phone: () Date of Birth: _____
 Social Security No.: _____

COUNSELOR NAME: Allen Cosby Seller's Registration Signature (if different than Counselor): _____

By: _____
 (Counselor Signature)

See reverse side for important disclosures.
 Page 1 of 4

Page: 1 of 1 No Filter

Ready Caps Lock Num Lock 53%

OPEN CONTRACTS BY CONTRACT NUMBER

OpenPurchaseByContract

Exit Contract Number

2017-0001-FUNERAL DR

Show All Sales Orders

Go To Contract

OR BY MEMORIAL NAME

Search for Contract By Memorial Name

Exit

**Enter Name on Memorial
Go Directly to Their Record**

Name	Contract Number	Death Date	Interment Date
ROBERTS, ANGELO			
ROBERTS, ANGELO	2015-0781-FUNERAL DR	6/13/2015	
ROBERTS, CECIL III	2015-0698-CHARLESTON	12/6/2014	
ROBERTS, CHARLES	2015-1141-CHARLESTON	8/17/2015	
ROBERTS, CLAUDETTE	2016-0830-CHARLESTON		
ROBERTS, FOREST	E15-084- ROBERTS, JOYCE	6/9/2015	
ROBERTS, GERALDINE	2015-0781-FUNERAL DR		
ROBERTS, JERALD	2016-0593-CHARLESTON		
ROBERTS, JERRY	2014-1135-CHARLESTON	11/27/2013	

OR BY PURCHASER NAME

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Sales Order

Exit Show All Contracts Go To A Specific Name Show All Names Transfer Order/Inv.

Title First Name Middle Name(s) Last Name
[Dropdown] SANDRA [] ACORD []

Address 1102 SAMPLE ROAD KENOVA WV 25530 Co. WAYNE []

Phone (304) 555-5555 SSN [] Birth Date 08/31/1965

Unlock Multi-Statement
 No Statement
 Tax Exempt

Search By Memorial Name

Counselor [] Contract File Name 2015-0124-HUN Co-Purchaser for this contract Contract Details Payment Coupons Print Certificate Early/Final Payoff Cancel Contract

Salesperson Jeff Lockhart

Order Type Memorial Photo File Name 527.tiff [] [] Order Locked Print Statement Print Notification Print Contract General Journal

Store Location McCollm Sears

Order Date Tuesday, February 24, 2015 Date Set/Delivered Wednesday, April 01, 2015 Order Status

Invoice Date Monday, April 06, 2015 No Processes Linked to This Order

Invoice 2015-0124 Find and Replace

Merchandise Price []
Other Charges []
Discounts/Trade In []
Total Sales Tax []
Contract Allowance []
Total Purchase Price []
Balance Due (Principal) []
Contract Balance Due []
Date Purchase Paid []

Find Replace
Find What: ACORD Find Next
Cancel
Look In: Current field
Match: Whole Field
Search: All
 Match Case Search Fields As Formatted

Make Payment, Credit or Edit Existing Transactions View Transaction History

Filing Label []

Record: 1 of 3 No Filter Search
Record: 3 of 2820 No Filter Search

This is the last name of the person buried, if applies

Caps Lock Num Lock

***SAMPLE
PURCHASE
ORDERS***

PURCHASE ORDER

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Purchase Order

Company Name

Address

Customer ID
 Toll Free
 Phone
 Fax
 Email
 Web

Default Ship To
 Tracking Abbreviation

Contact

Order Date
 Store Location

PO Number
 Invoice Date

Tracking No
 Invoice Number

Merchandise Price	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
\$755.00	V6610DG 2	VASE GRANITE DAWN GREY POL 2 SQUARE WITH A 3 1/2 x 6 in	\$240.00	\$240.00	No	20	800	\$12.00	9/14/2016	
Other Charges <input type="text" value="0.00"/>	V8610RM 5	VASE GRANITE RUSHMORE MAHOGANY 8 X 6 X 10 POL 5 BRP S	\$95.00	\$95.00	No	1	50	\$95.00	9/14/2016	2016-0830-CHARLESTON
	V8810AMBK 5	VASE GRANITE 8x8x10 AMERICAN BLACK MIST	\$420.00	\$420.00	No	4	268	\$105.00	9/14/2016	
Discount <input type="text" value="0%"/> <input type="text" value="\$0.00"/>										
Early Pay Discount <input type="text" value="0%"/> <input type="text" value="\$0.00"/>										
DATE <input type="text"/>										
Order Allowance <input type="text" value="\$0.00"/>										
Total Purchase Price <input type="text" value="\$755.00"/>										
Balance Due (Principal) <input type="text" value="\$0.00"/>										
Deposit <input type="text" value="\$0.00"/>										
			\$755.00	\$755.00		25	1118			

Date Order Paid

 Ship To

Notes

Record: 1 of 11 | No Filter | Search

Record: 10 of 69 | No Filter | Search

Form View

Caps Lock Num Lock

PURCHASE ORDER WITH TAGGED ITEMS

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Purchase Order

Exit

Go To A Specific Order Go To A Specific Wholesaler Show All Names

Company Name Lexington Blue Granite

Customer ID Address

Toll Free Phone Fax Email Web

Default Ship To A-PLANT Tracking Abbreviation LEXINGTON

Contact Order Type Memorial

Order Date Tuesday, January 17, 2017 Store Location

PO Number 158987 Invoice Date

Tracking No LEXINGTON-158987 Invoice Number

Merchandise Price	Other Charges	Discount	Early Pay Discount	Order Allowance	Total Purchase Price	Balance Due (Principal)	Deposit	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
\$500.00	\$0.00	0%	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	B SS 40149WR	BASE 40X14X9 WAUSAU RED	\$500.00	\$0.00	No	1	0	\$500.00		
										\$500.00	\$0.00		1	0			

DATE

Date Order Paid

Ship To A-PLANT

Notes

Record: 1 of 1 No Filter Search

Record: 28 of 69 No Filter Search

Form View Num Lock

Order Items For Inventory Tagged By Sales Orders

Print

Sales Order Number	Item Description	Qty Tagged
2017-0032-CHARLESTON	BASE 40X14X9 WAUSAU RED	1

PURCHASE ORDER – ENTERING IN ITEMS – FROM SALES CONTRACTS WHERE SPECIFIC ‘ORDER FROM’ SELECTED

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Purchase Order

Exit

Go To A Specific Order Go To A Specific Wholesaler Show All Names

Company Name Childs And Childs Granite Co., Inc.

Customer ID SEARS Address P.O. Box 449 1130 Hartwell Hwy Elberton GA 30635

Toll Free Phone (304) 342-4158 Fax (304) 342-4150 Email Web

Default Ship To A-PLANT Tracking Abbviation CHILDS

Contact Order Type Memorial

Order Date Tuesday, January 17, 2017 Store Location

PO Number PO-REQUEST Invoice Date

Tracking No CHILDS-PO-REQUEST Invoice Number

Print PO Request Cancel Order

Lock Order General Journal

Remove Sale Order Holds

Merchandise Price	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
\$0.00										
Other Charges <input type="checkbox"/> I \$0.00										
Discount 0% \$0.00										
Early Pay Discount 0% \$0.00										
DATE										
Order Allowance \$0.00										
Total Purchase Price \$0.00										
Balance Due (Principal) \$0.00										
Deposit \$0.00										

Date Order Paid Paid I Ship To A-PLANT

Notes

Record: 1 of 55 No Filter Search

Record: 8 of 69 No Filter Search

Form View Caps Lock Num Lock

OrderLineItemsADDFromContracts

Select/Deselect All

Item Number	Item Description	Qty	Need Weight	Contract Number	Name
<input checked="" type="checkbox"/> T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76	1	0	2017-0032-CHARLESTO	SANDRA ACORD
<input checked="" type="checkbox"/> SPECIAL ORDER - GR	Special Order Statue 24x10x3, Color: Wausau Red	1	0	2017-0032-CHARLESTO	SANDRA ACORD

SELECT ALL ITEMS YOU WANT TO ADD TO PURCHASE ORDER



Entering Purchases

Purchase Order

Go To A Specific Order Go To A Specific Wholesaler Show All Names

Exit

Company Name

- Discounts Includes Other Charges
- Early Pay Discount Includes Other Charges

Customer ID

Address

Toll Free Phone Fax Email Web

Default Ship To Tracking Abbreviation

Contact

Order Type

Order Date

Store Location

PO Number

Invoice Date

Tracking No

Invoice Number

Merchandise Price	Other Charges	Discount	Early Pay Discount	Order Allowance	Total Purchase Price	Balance Due (Principal)	Deposit	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0%"/> <input type="text" value="\$0.00"/>	<input type="text" value="0%"/> <input type="text" value="\$0.00"/>	SPECIAL ORDER T 241030WR	Special Order Statue 24x10x3, Color: Wausau Red TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$0.00	\$0.00	No	1	0	\$0.00		2017-0032-CHARLESTON				
										\$0.00	\$0.00	No	1	1192	\$0.00		2017-0032-CHARLESTON

Date Order Paid

Ship To

Notes

Record: 1 of 55 No Filter Search

Record: 8 of 69 No Filter Search

ENTER WEIGHT OF SPECIAL ORDER ITEM – SELECTING ADJUST WEIGHT BUTTON

OrderLineItemsAdjustWeights

Item Number	Item Description	Quantity	Weight
SPECIAL ORDER - GR	Special Order Statue 24x10x3, Color: Wausau Red	1	2952
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76	1	1192

Exit

ENTERING IN ITEMS – FROM SALES CONTRACTS WHERE NO SPECIFIC ‘ORDER FROM’ SELECTED

USE THE ‘SEARCH ITEMS’ BUTTON

Add Items From Contracts With No Listed Wholesaler

Select/Deselect All

Item Number	Item Description	Qty Need	Weight	Contract Number	Name
<input type="checkbox"/> B22106DG	BASE,DAWN GREY 22 X 10 X 6 PFT,BRP	1	138	2017-0003-CHARLESTO	MAZIE E MULLINS
<input checked="" type="checkbox"/> B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	370	2017-0011-CHARLESTO	MARGIE HAMMOND
<input type="checkbox"/> B34126VR	BASE,VICTORIANROSE 34 X 12 X 6 POLISHED TOP,BRP	1	255	2011-0175-LAYAWAY H	DREAMA THOMAS
<input type="checkbox"/> B34146DG	BASE 34x14x6 DAWN GREY PFT BRP	2	596	2016-1102-CHARLESTO	TERESA HOSEY
<input type="checkbox"/> B34146DG	BASE 34x14x6 DAWN GREY PFT BRP	1	298	2017-0021-CHARLESTO	VIOLET MILLER
<input type="checkbox"/> B34146DG	BASE 34x14x6 DAWN GREY PFT BRP	1	298	2017-0023-CHARLESTO	VIOLET MILLER
<input type="checkbox"/> B40126DG	BASE,DAWNGREY 40 x 12 x 6 POLISHED TOP,BRP	1	300	C14-096- HOLD HESCH	CARMICHAEL MONUMENT COMPANY
<input type="checkbox"/> B42148BD 2 IN	BASE,BLACKDIAMOND 42X14X8 POLISHED TOP,BRP2in. MARGIN	1	530	2017-0017-CHARLESTO	FAYETTE COUNTY COMMISSION
<input type="checkbox"/> B60128DG	BASE,DAWNGREY 60x12x8 POLISHED TOP,BRP	1	600	2016-1095-FUNERAL DI	WILLIAM STEMPLER
<input type="checkbox"/> M1884BD	MARKER-FLAT,BLACKDIAMOND 18X8X4 POLISHED TOP, BRP	1	70	2017-0012-CHARLESTO	CAPRICE E DAVIS
<input type="checkbox"/> M1884DG	MARKER-FLAT,DAWNGREY 18X8X4 POLISHED TOP, BRP	2	120	2017-0020-CHARLESTO	CAROL WRIGHT
<input type="checkbox"/> M1884DG	MARKER-FLAT,DAWNGREY 18X8X4 POLISHED TOP, BRP	1	60	2017-0024-CHARLESTO	VIOLET MILLER
<input type="checkbox"/> M24124SR	MARKER-FLAT,STARFIRERED 24X12X4 POLISHED TOP, BRP	1	120	2016-0656-CHARLESTO	KATHY FERRELL
<input type="checkbox"/> M24126DG	MARKER-BEVEL,DAWNGREY 24x12x6 POLISHED TOP,BRP	1	179	2012-0008 HOLD-CHAR	VIVIAN PARKER
<input type="checkbox"/> M24288RG	MARKER 24X28X8 ROSE GREY POLISH 2in. BEVEL TOP STEEL SIDES	1	622	2016-1123-FUNERAL DI	TWINKLE MARTIN

ADD Items To Purchase Order Exit



Entering Purchases

Purchase Order

Go To A Specific Order Go To A Specific Wholesaler Show All Names

Exit

Company Name Childs And Childs Granite Co., Inc. Unlock

- Discounts Includes Other Charges
- Early Pay Discount Includes Other Charges

Customer ID

Address P.O. Box 449 1130 Hartwell Hwy Elberton GA 30635

SEARS Toll Free Phone (304) 342-4158 Fax (304) 342-4150 Email Web

Default Ship To A-PLANT Tracking Abbreviation CHILDS

Contact Order Type Memorial

Order Date Tuesday, January 17, 2017 Store Location

PO Number PO-REQUEST Invoice Date

Tracking No CHILDS-PO-REQUEST Invoice Number

Print PO Request Cancel Order

Lock Order General Journal

Remove Sale Order Holds

Merchandise Price \$0.00

Other Charges \$0.00

Discount 0% \$0.00

Early Pay Discount 0% \$0.00

DATE

Order Allowance \$0.00

Total Purchase Price \$0.00

Balance Due (Principal) \$0.00

Deposit \$0.00

Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
B30148RM	BASE_RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	\$0.00	\$0.00	No	1	370	\$0.00		2017-0011-CHARLESTOI
SPECIAL ORDER	Special Order Statue 24x10x3, Color: Wausau Red	\$0.00	\$0.00	No	1	2952	\$0.00		2017-0032-CHARLESTOI
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$0.00	\$0.00	No	1	1192	\$0.00		2017-0032-CHARLESTOI
		\$0.00	\$0.00		3	4514			

Add Items From Contracts Remove Selected Item Add Cost For Items Adjust Weight For Items Received Dates For Items

Search Items Add Items For Inventory

Date Order Paid Paid Ship To A-PLANT

Notes

Record: 1 of 55 No Filter Search

Record: 8 of 69 No Filter Search

ENTERING IN ITEMS – FOR STOCK

ENTER DIRECTLY BY ITEM NUMBER

Order Inventory Items Purchase Order

Discount	Item Number	Item Description	Quantity	Cost per Unit	Total Cost
<input type="checkbox"/>	B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	\$0.00	\$0.00
<input type="checkbox"/>			1	\$0.00	\$0.00

B36126CB 2 IN CURVED
B36126CE
B36126CE + 2IN MARGIN
B36126DG
B36126PB 2in POL MRGN
B36126RM
B36126RM POL MRGN
B36126SEQ RED
B36126VR
B36128AMBK

Inventory Items That Are At or Below Minimum Level

OR SEARCH FOR INVENTORY BELOW MINIMUM LEVELS (WHICH ARE SET PER ITEM BY YOU)

Inventory Items At or Below Minimum Level

Add To Order

Exit

Qty to Add	Item Number	Item Description	Qty in Stock	Qty on Display	Qty on Hold	Qty on Order	Qty Tagged	Qty Available	Minimum Level
<input type="checkbox"/>	0	B2288DG	BASE DAWN GREY 22 X 8 X 8 PFT BRP	0	0	0	0	0	2
<input type="checkbox"/>	0	B24128VR	BASE,VICTORIAN ROSE 24 X 12 X 8 POLISHED TOP,BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B34128BD	BASE,BLACKDIAMOND 34 X 12 X 8 POLISHED TOP,BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B34168BG	BASE BARRE GREY 34 X 16 X 8 PFT BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B36128RM	BASE,RUSHMOREMAHOGANY 36 X 12 X 8 POLISHED TOP,BRP	1	0	0	0	1	2
<input type="checkbox"/>	0	B36166DG	BASE,DAWNGREY 36 X 16 X 6 POLISHED TOP,BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B40126BD	BASE,BLACKDIAMOND 40 X 12 X 6 POLISHED TOP,BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B40128ABQ	BASE,AMERICANBOUQUET 40 X 12 X 8 POLISHED TOP,BRP	1	0	0	0	1	3
<input type="checkbox"/>	0	B42128RM	BASE,RUSHMOREMAHOGANY 42X12X8 POLISHED TOP,BRP	1	0	0	0	1	2
<input type="checkbox"/>	0	B46166RM	BASE,RUSHMOREMAHOGANY 46X16X6 POLISHED TOP,BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B46168RM	BASE,RUSHMOREMAHOGANY 46X16X8 POLISHED TOP,BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B48126BD	BASE,BLACKDIAMOND 48X12X6 POLISHED TOP,BRP	0	0	0	0	0	1
<input type="checkbox"/>	0	B48128PB	BASE,PARADISEBLACK 48X12X8 POLISHED TOP,BRP	1	4	0	0	1	2
<input type="checkbox"/>	0	B48128WR	BASE,WAUSAURED 48X12X8 POLISHED TOP,BRP	0	2	0	0	0	1
<input type="checkbox"/>	0	B54128RM 2 IN	BASE,RUSHMOREMAHOGANY 54X12X8 POLISHED TOP,BRP2in. MA	0	0	0	0	0	1
<input type="checkbox"/>	0	B60128DG	BASE,DAWNGREY 60x12x8 POLISHED TOP,BRP	1	1	0	0	1	2
<input type="checkbox"/>	0	B60148BD	BASE,BLACKDIAMOND 60X14X8 POLISHED TOP,BRP	1	1	1	0	0	1

ENTER COST PER ITEM

OrderLineItemsADDCosts

Select/Deselect All

Discount

Item	Item Number	Item Description	Quantity	Cost per Unit	Total Cost
<input checked="" type="checkbox"/>	B2288DG	BASE DAWN GREY 22 X 8 X 8 PFT BRP	2	\$52.40	\$104.80
<input type="checkbox"/>	B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	\$65.00	\$65.00
<input type="checkbox"/>	B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	\$65.00	\$65.00
<input type="checkbox"/>	SPECIAL ORDER - GR	Special Order Statue 24x10x3, Color: Wausau Red	1	\$582.50	\$582.50
<input type="checkbox"/>	T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 761	1	\$275.00	\$275.00

Exit



Entering Purchases

Purchase Order

Go To A Specific Order Go To A Specific Wholesaler Show All Names

Exit

Company Name

Discounts Includes Other Charges
 Early Pay Discount Includes Other Charges

Customer ID

Address

SEARS Toll Free Phone Fax Email Web

Default Ship To Tracking Abbreviation

Contact

Order Type

Order Date

Store Location

PO Number

Invoice Date

Tracking No

Invoice Number

Merchandise Price	Other Charges	Discount	Early Pay Discount	Order Allowance	Total Purchase Price	Balance Due (Principal)	Deposit	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
\$1,092.30	\$0.00	0%	\$0.00	\$0.00	\$1,092.30	\$1,092.30	\$0.00	B2288DG	BASE DAWN GREY 22X8X8 PFT BRP	\$104.80	\$104.80	No	2	292	\$52.40		
								B30148RM	BASE_RUSHMORE MAHOGANY 30X14X8 POLISHED TOP.BRP	\$65.00	\$65.00	No	1	370	\$65.00		2017-0011-CHARLESTON
								B30148RM	BASE_RUSHMORE MAHOGANY 30X14X8 POLISHED TOP.BRP	\$65.00	\$65.00	No	1	370	\$65.00		
								SPECIAL ORDER	Special Order Statue 24x10x3, Color: Wausau Red	\$582.50	\$582.50	No	1	2952	\$582.50		2017-0032-CHARLESTON
								T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$275.00	\$275.00	No	1	1192	\$275.00		2017-0032-CHARLESTON
										\$1,092.30	\$1,092.30		6	5176			

DATE
 Order Allowance
 Total Purchase Price
 Balance Due (Principal)
 Deposit

Date Order Paid Paid

Ship To

Notes

Record: 1 of 55

Record: 8 of 69

ENTER OTHER CHARGES

Itemized List of Other Items Charged

Other Charges Description	Price
Freight	\$58.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
<input type="button" value="Exit and Save"/>	\$58.00

NOTE COGS AMOUNT ADJUSTED TO INCLUDE OTHER CHARGES

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Purchase Order

Go To A Specific Order Go To A Specific Wholesaler Show All Names

Exit

Company Name Childs And Childs Granite Co., Inc.

Address P.O. Box 449 1130 Hartwell Hwy Elberton GA 30635

Customer ID SEARS Toll Free Phone (304) 342-4158 Fax (304) 342-4150 Email Web

Default Ship To A-PLANT Tracking Abbreviation CHILDS

Order Type Memorial

Order Date Tuesday, January 17, 2017

PO Number PO-REQUEST

Store Location

Invoice Date

Tracking No CHILDS-PO-REQUEST Invoice Number

Print PO Request Cancel Order

Lock Order General Journal

Remove Sale Order Holds

Merchandise Price	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
\$1,092.30	B2288DG	BASE DAWN GREY 22X 8X 8 PFT BRP	\$104.80	\$124.20	No	2	292	\$62.10		
Other Charges I \$58.00	B30148RM	BASE_RUSHMORE MAHOGANY 30X 14X 8 POLISHED TOP, BRP	\$65.00	\$74.70	No	1	370	\$74.70		2017-0011-CHARLESTON
Discount 0% \$0.00	B30148RM	BASE_RUSHMORE MAHOGANY 30X 14X 8 POLISHED TOP, BRP	\$65.00	\$74.70	No	1	370	\$74.70		
Early Pay Discount 0% \$0.00	SPECIAL ORDER	Special Order Statue 24x10x3, Color: Wausau Red	\$582.50	\$592.20	No	1	2952	\$592.20		2017-0032-CHARLESTON
DATE	T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$275.00	\$284.50	No	1	1192	\$284.50		2017-0032-CHARLESTON
Order Allowance \$0.00										
Total Purchase Price \$1,150.30										
Balance Due (Principal) \$1,150.30										
Deposit \$0.00										
			\$1,092.30	\$1,150.30		6	5176			

Add Items From Contracts Remove Selected Item

Search Items Add Items For Inventory

Add Cost For Items Adjust Weight For Items Received Dates For Items

Date Order Paid Paid Ship To A-PLANT

Notes

Record: 1 of 55 No Filter Search

Record: 8 of 69 No Filter Search

Form View Caps Lock Num Lock Filtered

PO REQUESTS – COMBINED FOR THE WHOLESALER (NOTE B3013BRM)

Sears Monument Company
 124 Virginia St. East
 Charleston, WV 25301
 Brent Sears

Phone (304) 342-4158
 Fax (304) 342-4150
 Email srsmon@aol.com

Purchase Order Request
 Request Date 1/17/2017

SUPPLIER
 Childs And Childs Granite Co., Inc.
 P.O. Box 449 1130 Hartwell Hwy
 Elberton, GA 30635
 (304) 342-4158

SHIP TO
 A-PLANT
 1521 Hansford Street
 Charleston, WV 25311
 (304) 342-4031

Customer ID: SEARS

Order Number CHILDS-PO-REQEST

Item Number	Item Description	Quantity	Weight
B2288DG	BASE DAWN GREY 22 X 8 X 8 PFT BRP	2	292
B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	2	740
SPECIAL ORDER -	Special Order Statue 24x10x3, Color: Wausau Red	1	2952
Color: Wausau Red			
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76 T 685	1	1192
Color: Wausau Red			
		5176	Total Weight

Page 1 of 1

DETAILED FOR IN-HOUSE USE AND ACCEPTING TRUCK DELIVERY (NOTE B3013BRM)

PORequest

Sears Monument Company
 124 Virginia St. East Phone (304) 342-4158
 Charleston, WV 25301 Fax (304) 342-4150
 Brent Sears Email srsmon@aol.com

Purchase Order Request
 Request Date 1/17/2017

SUPPLIER
 Childs And Childs Granite Co., Inc.
 P.O. Box 4491130 Hartwell Hwy
 Elberton, GA 30635
 (304) 342-4158 Customer ID:SEARS

SHIP TO
 A-PLANT
 1521 Hansford Street
 Charleston, WV 25311
 (304) 342-4031

Order Number CHILDS-PO-REFQUEST

Item Number	Item Description	Quantity	Weight	This Space Reserved For Internal Purposes Only
B2288DG	BASE DAWN GREY 22 X 8 X 8 PFT BRP	2	292	
B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	370	
B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	370	2017-0011-CHARLESTON
Color: Rushmore Mahogny				
SPECIAL ORDER -	Special Order Statue 24x10x3, Color: Wausau Red	1	2952	2017-0082-CHARLESTON
Color: Wausau Red				
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76T 685	1	1192	2017-0082-CHARLESTON
Color: Wausau Red				
			5176	Total Weight

Page 1 of 1

Page: 1 | No Filter

UPDATE PO NUMBERS, ENTER INVOICE NUMBERS AND INVOICE DATE

Microsoft Access

File Home Create External Data Database Tools

Purchase Order

Company Name: Childs And Childs Granite Co., Inc. Unlock

Address: P.O. Box 449 1130 Hartwell Hwy Elberton GA 30635

Customer ID: SEARS Toll Free: Phone: (304) 342-4158 Fax: (304) 342-4150 Email: Web:

Default Ship To: A-PLANT Tracking Abbreviation: CHILDS

Contact: Order Type: Memorial Store Location: Invoice Date: Saturday, January 28, 2017

Order Date: Tuesday, January 17, 2017

PO Number: PO-5463498 Invoice Number: 189582

Tracking No: CHILDS-PO-5463498

Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
B2288DG	BASE DAWN GREY 22 X 8 X 8 PFT BRP	\$104.80	\$124.20	No	2	292	\$62.10		
B30148RM	BASE_RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP, BRP	\$65.00	\$74.70	No	1	370	\$74.70		2017-0011-CHARLESTO
B30148RM	BASE_RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP, BRP	\$65.00	\$74.70	No	1	370	\$74.70		
SPECIAL ORDER	Special Order Statue 24x10x3, Color: Wausau Red	\$582.50	\$592.20	No	1	2952	\$592.20		2017-0032-CHARLESTO
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$275.00	\$284.50	No	1	1192	\$284.50		2017-0032-CHARLESTO
		\$1,092.30	\$1,150.30		6	5176			

Merchandise Price: \$1,092.30
 Other Charges: \$58.00
 Discount: 0% \$0.00
 Early Pay Discount: 0% \$0.00
 Order Allowance: \$0.00
 Total Purchase Price: \$1,150.30
 Balance Due (Principal): \$1,150.30
 Deposit: \$0.00

Date Order Paid:

Ship To: A-PLANT

Notes:

Record: 1 of 55 No Filter Search

Record: 8 of 69 No Filter Search

Form View Caps Lock Num Lock

AUTOMATIC GENERAL JOURNAL ENTRIES CREATED UPON INVOICE DATE

General Journal Activity By Order Number

Exit

DATE	DESCRIPTION	EVENT	ACCOUNT	DEBIT AMT	CREDIT AMT
1/28/2017	B2288DG-Invoiced	PO Invoice Date	1300	\$124.20	\$0.00
1/28/2017	B30148RM-Invoiced	PO Invoice Date	1300	\$74.70	\$0.00
1/28/2017	B30148RM-Invoiced	PO Invoice Date	1300	\$74.70	\$0.00
1/28/2017	Invoiced	PO Invoice Date	2010	\$0.00	\$1,150.30
1/28/2017	SPECIAL ORDER - GRANITE-Invoiced	PO Invoice Date	1300	\$592.20	\$0.00
1/28/2017	T 241030WR-Invoiced	PO Invoice Date	1300	\$284.50	\$0.00

Record: 1 of 6 No Filter Search

Total Debits \$1,150.30 Total Credits \$1,150.30

ENTER RECEIVED DATES – (If later you find the cost is incorrect, you must un-receive then un-invoice if this has been done, make corrects and then re-enter receive date and invoice date.)

OrderLineItemsAddReceivedDates

Set ALL Dates To: Once you begin receiving items, you will no longer be able to adjust the cost per item.

Item Number	Item Description	Quantity	Received Date
B2288DG	BASE DAWN GREY 22 X 8 X 8 PFT BRP	2	1/29/2017
B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	1/29/2017
B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	1	1/29/2017
SPECIAL ORDER - GR	Special Order Statue 24x10x3, Color: Wausau Red	1	1/29/2017
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 761	1	1/29/2017

Entering Purchases

Purchase Order

Go To A Specific Order Go To A Specific Wholesaler Show All Names

Exit

Company Name

Discounts Includes Other Charges
 Early Pay Discount Includes Other Charges

Customer ID

Address

SEARS Toll Free Phone Fax Email Web

Default Ship To Tracking Abbreviation

Contact

Order Type

Order Date

Store Location

PO Number

Invoice Date

Tracking No

Invoice Number

Merchandise Price	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
\$1,092.30	B2288DG	BASE DAWN GREY 22 X 8 X 8 PFT BRP	\$104.80	\$124.20	No	2	292	\$62.10	1/29/2017	
Other Charges <input type="button" value="I"/> \$58.00	B30148RM	BASE_RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	\$65.00	\$74.70	No	1	370	\$74.70	1/29/2017	2017-0011-CHARLESTON
Discount <input type="text" value="0%"/> \$0.00	B30148RM	BASE_RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP,BRP	\$65.00	\$74.70	No	1	370	\$74.70	1/29/2017	
Early Pay Discount <input type="text" value="0%"/> \$0.00	SPECIAL ORDER	Special Order Statue 24x10x3, Color: Wausau Red	\$582.50	\$592.20	No	1	2952	\$592.20	1/29/2017	2017-0032-CHARLESTON
DATE <input type="text"/>	T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$275.00	\$284.50	No	1	1192	\$284.50	1/29/2017	2017-0032-CHARLESTON
Order Allowance <input type="text" value="\$0.00"/>										
Total Purchase Price <input type="text" value="\$1,150.30"/>										
Balance Due (Principal) <input type="text" value="\$1,150.30"/>										
Deposit <input type="text" value="\$0.00"/>										
			\$1,092.30	\$1,150.30		6	5176			

Date Order Paid

Ship To

Notes

Record: 1 of 55 No Filter Search

Record: 8 of 69 No Filter Search

ONCE RECEIVED, THE SALES ORDER IS ALSO AUTOMATICALLY UPDATED.

Itemized List of Merchandise Sold

Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission S. C.	Actual Cost	Order From	Status
T 241030WR Color: Wausau Red	TABLET 24x10x30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM	1	\$2,086.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$284.50	Childs And Childs I	No Processes Linked to This Order
B SS 40149WR Color: Wausau Red	BASE 40x14x9 WAUSAU RED	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$500.00	TAGGED ORDER	No Processes Linked to This Order
GRANITE DESIGN ADDITIONS	Total Granite Additions	1	\$168.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
SPECIAL ORDER - GRANITE Color: Wausau Red	Special Order Statue 24x10x3, Color: Wausau Red	1	\$3,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$592.20	Childs And Childs I	No Processes Linked to This Order
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		

Exit and Save \$5,254.00

WHEN THE SALES ORDER HAS A SET DATE ENTERED, INVENTORY IS DECREASED.

WHEN THE SALES ORDER HAS AN INVOICE DATE ENTERED, AUTOMATIC GENERAL JOURNAL ENTRIES ARE RECORDED.



Entering Purchases

Exit

Sales Order

Go To A Specific Contract Go To A Specific Name Show All Names Transfer Order/Inv.

Title First Name Middle Name(s) Last Name

SANDRA ACORD

Address 1102 SAMPLE ROAD KENOVA WV 25530 Co. WAYNE

Phone (304) 555-5555 SSN Birth Date 08/31/1965

Unlock Multi-Statement
 No Statement
 Tax Exempt

Search By Memorial Name

Counselor White Funeral Home Contract File Name Co-Purchaser for this contract Contract Details Payment Coupons Print Certificate Early/Final Payoff Cancel Contract

Salesperson Allen Cosby Photo File Name Order Locked Print Statement Print Notification Print Contract General Journal

Order Type Memorial

Store Location Charleston

Date Set/Delivered Monday, January 30, 2017

Order Status

No Processes Linked to This Order

Invoice 2017-0032-CHARLESTON

Merchandise Price	\$5,254.00	I	Balance Due	\$4,254.00	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76 T 685-BASE 40X14X9 WAUSAU RED-Special Order Statue 24x10x3, Color: Wausau Red	
Other Charges	\$50.00	I		\$50.00		
Discounts/Trade In	\$0.00	I				
Total Sales Tax	\$367.78	I		\$367.78		
Contract Allowance	\$0.00					
Total Purchase Price	\$5,671.78		Term - Mths	12	Destination	SUNSET MEMORIAL PARK - SO CHARLESTON SOUTH CHARLESTON, WV (PC)
Balance Due (Principal)	\$4,671.78		Deposit	\$1,000.00	Terms	60-120 Days for Completion
Contract Balance Due	\$5,139.72		Interest Rate	18%	Payment Cycle	1
Date Purchase Paid					Notes	Deposit Due Upon Order, Balance Due Upon Delivery

Make Payment, Credit or Edit Existing Transactions View Transaction History

Notes

Memorial Names

Filing Label

Record: 1 of 3 No Filter Search

Record: 3 of 2820 No Filter Search

General Journal Activity By Contract

Exit

DATE	DESCRIPTION	EVENT	ACCOUNT	DEBIT AMT	CREDIT AMT	LIABILITY PAYMENT STATUS
1/28/2017	Deposit on Order-2017-0032-CHARLESTON	Deposit Posted	2240	\$0.00	\$1,000.00	<input type="checkbox"/>
1/28/2017	Deposit on Order-2017-0032-CHARLESTON	Deposit Posted	1006	\$1,000.00	\$0.00	<input type="checkbox"/>
1/30/2017	B SS 40149WR-Invoiced	Invoice Date	5001-001	\$500.00	\$0.00	<input type="checkbox"/>
1/30/2017	B SS 40149WR-Invoiced	Invoice Date	1300	\$0.00	\$500.00	<input type="checkbox"/>
1/30/2017	City Destination Tax Posting	Invoice Date	2148	\$0.00	\$52.54	<input type="checkbox"/>
1/30/2017	City Occupational Tax Posting	Invoice Date	5285-001	\$26.27	\$0.00	<input type="checkbox"/>
1/30/2017	City Occupational Tax Posting	Invoice Date	2161	\$0.00	\$26.27	<input type="checkbox"/>
1/30/2017	GRANITE DESIGN ADDITIONS-Invoiced	Invoice Date	4001-001	\$0.00	\$168.00	<input type="checkbox"/>
1/30/2017	Invoiced	Invoice Date	1100	\$5,671.78	\$0.00	<input type="checkbox"/>
1/30/2017	Invoiced-Shipping & Handling	Invoice Date	4425	\$0.00	\$50.00	<input type="checkbox"/>
1/30/2017	SPECIAL ORDER - GRANITE-Invoiced	Invoice Date	4001-001	\$0.00	\$3,000.00	<input type="checkbox"/>
1/30/2017	SPECIAL ORDER - GRANITE-Invoiced	Invoice Date	5001-001	\$592.20	\$0.00	<input type="checkbox"/>

Record: 14 | 1 of 19 | Unfiltered | Search

Manual Posting

Total Debits \$9,074.75 Total Credits \$9,074.75

SPECIAL NOTE: TO HANDLE THE ACCOUNTING ISSUE OF CARRYING A NEGATIVE ACCOUNTS RECEIVABLE, WHEN FUNDS ARE RECEIVED PRIOR TO AN INVOICE DATE, THEY ARE PLACED IN A CUSTOMER DEPOSITS HOLDING ACCOUNT. FOR THIS CUSTOMER THAT IS 2240.

WHEN THE INVOICE DATE IS ENTERED, NOT ONLY IS THE ACCOUNTS RECEIVABLE ACCOUNT (1100 FOR THIS CUSTOMER) DEBITED, THE FUNDS FROM THE HOLDING ACCOUNT ARE TRANSFER TO THE ACCOUNTS RECEIVABLE ACCOUNT.

ALL OF THESE ACCOUNTING JOURNAL ENTRIES ARE DONE AUTOMATICALLY. WE HAVE CREATED AN ACCOUNTING EVENTS TABLE WHICH YOU SET UP ENTRIES TO BE RECORDED BASED UPON EVENTS OCCURING SUCH AS PAYMENTS RECEIVED, INVOICE DATE, ETC.

General Journal Activity By Contract

Exit

DATE	DESCRIPTION	EVENT	ACCOUNT	DEBIT AMT	CREDIT AMT	LIABILITY PAYMENT STATUS
1/30/2017	SPECIAL ORDER - GRANITE-Invoiced	Invoice Date	1300	\$0.00	\$592.20	<input type="checkbox"/>
1/30/2017	State Destination Tax Posting	Invoice Date	2150	\$0.00	\$315.24	<input type="checkbox"/>
1/30/2017	T 241030WR-Invoiced	Invoice Date	4001-001	\$0.00	\$2,086.00	<input type="checkbox"/>
1/30/2017	T 241030WR-Invoiced	Invoice Date	5001-001	\$284.50	\$0.00	<input type="checkbox"/>
1/30/2017	T 241030WR-Invoiced	Invoice Date	1300	\$0.00	\$284.50	<input type="checkbox"/>
1/30/2017	Transfer from Undeposited Funds	Invoice Date	2240	\$1,000.00	\$0.00	<input type="checkbox"/>
1/30/2017	Transfer from Undeposited Funds	Invoice Date	1100	\$0.00	\$1,000.00	<input type="checkbox"/>

Record: 19 of 19 Unfiltered Search

Manual Posting

Total Debits \$9,074.75 Total Credits \$9,074.75

MANUAL POSTINGS CAN ALSO BE MADE WHEN NEEDED. THESE ARE SET UP BY YOU AS WELL.

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Select Dates for Accounts Receivable Report

General Journal Manual Postings

Exit

Enter Posting Date
1/01/2017

Select Posting Event

- Post Commission Override
- Post Inspection Fee Override
- Post Pre-Need Foundation Override

Manually Post To GJ

Order

Last Name: ACORD

WV 25530 Co. WAYNE

Birth Date 08/31/1965

Go To A Specific Contract | Go To A Specific Name | Show All Names | Transfer Order/Inv.

Unlock | Multi-Statement | No Statement | Tax Exempt

Search By Memorial Name

Co-Purchaser for this contract | Contract Details | Payment Coupons | Print Certificate | Early/Final Payoff | Cancel Contract

Order Locked | Print Statement | Print Notification | Print Contract | General Journal

Date Set/Delivered: Monday, January 30, 2017 | Order Status

No Processes Linked to This Order

Invoice Date: Monday, January 30, 2017

Invoice: 2017-0032-CHARLESTON

Balance Due: \$4,254.00

TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76 T 685-BASE
40X14X9 WAUSAU RED-Special Order Statue 24x10x3. Color: Wausau Red

Merchandise Price	\$5,254.00	I	\$4,254.00
Other Charges	\$50.00	I	\$50.00
Discounts/Trade In	\$0.00	I	
Total Sales Tax	\$367.78	I	\$367.78
Contract Allowance	\$0.00		
Total Purchase Price	\$5,671.78		
Balance Due (Principal)	\$4,671.78		
Contract Balance Due	\$5,139.72		

Destination: SUNSET MEMORIAL PARK - SO CHARLESTON | SOUTH CHARLESTON, WV (PC)

Term - Mths: 12 | Deposit: \$1,000.00 | Terms: 60-120 Days for Completion

Interest Rate: 18% | Payment Cycle: 1 | Deposit Due Upon Order, Balance Due Upon Delivery

Notes: [Text Area] | Memorial Names

Filing Label: [Text Area]

Record: 1 of 3 | No Filter | Search

Record: 3 of 2820 | No Filter | Search

Form View

Caps Lock Num Lock

***SAMPLE
PAYABLES***



Posting Payables and Printing Checks

Exit

Payables

Go To A Specific Payment Go To A Specific Vendor Show All Names

Company Name **Billing Customer**
 PC Cemetery Customer
 Liabilities Customer
 InActive Default GL

Address

Customer ID
 Toll Free Phone Fax Email

Payment Type	Payment Number	Payment Date	Type	GL Account	Payment Amount
<input type="button" value="Print"/> Check	123456	1/29/2017	Memorial	1006	\$0.00

Payment Memo

Description	Account	Amount
<input type="button" value="Print"/>	<input type="text"/>	\$0.00

SEARCH FOR OPEN PURCHASE ORDERS TO ADD TO THE PAYMENT. ONCE SELECTED THE WILL AUTOMATICALLY POPULATE THE CHECK DETAIL AS WELL AS LINK THE PAYMENT TO THE PURCHASE ORDER.

Microsoft Access

File Home Create External Data Database Tools

Posting Payables and Printing Checks

Payables

Go To A Specific Payment Go To A Specific Vendor Show All Names

Exit

Company Name Lexington Blue Granite Unlock

Address 555 Lexington Street GEORGETOWN KY 40324

Customer ID

LEXBLUE Toll Free (800) 555-5555 Phone (859) 552-5555 Fax (859) 552-5558 Email lexingtonbluegranite@gmail.com 2010

Post Payment

Tracking Number	Order Date	Invoice Number	Invoice Date	Invoice Amount	Early Discount Date
LEXINGTON-158987	1/17/2017	123456	1/29/2017	\$500.00	

Payment type: Check Payment number: 123456 Payment date: 1/29/2017 Type: Memorial GL Account: 1006 Payment Amount: \$0.00

Payment Memo

Description	Account	Amount
		\$0.00

Record: 1 of 1 No Filter Search

Record: 334 of 572 No Filter Search

Form View Num Lock

UPON POSTING PAYMENT, IF THE PAYMENT TYPE IS A CHECK THE CHECK WILL OPEN UP FOR PRINTING. NOTE: YOU CHOOSE YOUR CHECK LAYOUT UPON SET UP OF SOFTWARE.

The screenshot shows a software window titled "Payment Checks". The main content area is divided into two sections. The top section is a preview of a check, and the bottom section is a table of payment details.

Check Preview:

123456
1/29/2017
Lexington Blue Granite
500.00
FIVE HUNDRED EXACTLY
Lexington Blue Granite
555 Lexington Street
GEORGETOWN, KY 40324

Table:

Detail Description	Amount	Check #	Date
LEXINGTON-158987	\$ 500.00	Check# 123456	1/29/2017
Lexington Blue Granite			1/29/2017
LEXINGTON-158987	\$ 500.00	Check #123456	

At the bottom of the window, there is a status bar with the text "Page: 1" and "No Filter".

WHEN POSTING IS COMPLETED, THE RECORD IS MARKED PAID WITH A DATE AND TIME STAMP.

Microsoft Access

File Home Create External Data Database Tools

Posting Payables and Printing Checks

Payables

Go To A Specific Payment Go To A Specific Vendor Show All Names

Exit

Company Name: Lexington Blue Granite

Address: 555 Lexington Street GEORGETOWN KY 40324

Customer ID

LXBLUE Toll Free (800) 555-5555 Phone (859) 552-5555 Fax (859) 552-5558 Email lexingtonbluegranite@gmail.com Default GL 2010

Check Notes **Date/Time Posted**

1/28/2017 4:32:27 PM

**** PAID ****

Payment Type	Payment Number	Payment Date	Type	GL Account	Payment Amount
<input type="button" value="New"/> Check	123456	1/29/2017	Memorial	1006	\$500.00

Payment Memo

Description	Account	Amount
<input type="button" value="New"/> LEXINGTON-158987	2010	\$500.00

Record: 1 of 1

Record: 334 of 572

Form View Caps Lock Num Lock

IN THIS SALES ORDER, SUNSET MEMORIAL PARK REQUIRES A PC FOUNDATION TO BE PAID

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Sales Order

Go To A Specific Contract Go To A Specific Name Show All Names Transfer Order/Inv.

Exit

Title SANDRA Middle Name(s) ACORD Last Name

Address 1102 SAMPLE ROAD KENOVA WV 25530 Co. WAYNE

Phone (304) 555-5555 SSN Birth Date 08/31/1965

Unlock Multi-Statement No Statement Tax Exempt

Search By Memorial Name

Counselor Salesperson Allen Cosby Order Type Memorial Store Location Charleston

Contract File Name Photo File Name

Co-Purchaser for this contract Contract Details Payment Coupons Print Certificate Early/Final Payoff Cancel Contract

Order Date Thursday, January 19, 2017 Invoice Date

Date Set/Delivered Order Status

No Processes Linked to This Order

Order 0 2017-0033-CHARLESTON

Merchandise Price	\$734.00	Balance Due	\$634.00
Other Charges	\$0.00		\$0.00
Discounts/Trade In	\$0.00		
Total Sales Tax	\$40.88		\$40.88
Contract Allowance	\$0.00		
Total Purchase Price	\$774.88		
Balance Due (Principal)	\$674.88		
Contract Balance Due	\$674.88		

Destination: SUNSET MEMORIAL PARK - SO CHARLESTON SOUTH CHARLESTON, WV (PC)

Term - Mths 12 Deposit \$100.00

Interest Rate 0% Payment Cycle 1

Notes

TABLET, DAWN GREY 12X4X16 POLISHED 2 BRP. SERPENTINE TOP. STRAIGHT ENDS-BASE DAWN GREY 18X8X6 PFT BRP

Make Payment, Credit or Edit Existing Transactions View Transaction History

Deposit No. 1 Deposit Date 1/19/2017

Receipt No.

Filing Label

Record: 1 of 4 2 of 4 3 of 2820

Form View Caps Lock Num Lock

MERCHANDISE DETAIL

Itemized List of Merchandise Sold

Merchandise Number	Merchandise Description	Quantity	Sales Price	Tax	Commission S. C.	Actual Cost	Order From	Status
T12416DG Color: Dawn Grey	TABLET_DAWN GREY 12X4X16 POLISHED 2 BRP, SERPENTINE TOP. Top Shape: Serpentine, Polish: 2	1	\$460.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$36.00	INVENTORY	No Processes Linked to This Order
B1886DG Color: Dawn Grey	BASE DAWN GREY 18X8X6 PFT BRP	1	\$124.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	\$16.00	INVENTORY	No Processes Linked to This Order
PC FOUNDATION	SUNSET SOUTH CHARLESTON, WV	1	\$150.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00	Non-Order Item	No Processes Linked to This Order
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		
		1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	\$0.00		

Exit and Save

\$734.00

GENERAL JOURNAL DETAIL AFTER DEPOSIT RECEIVED AND PC FOUNDATION LIABILITY RECORDED

General Journal Activity By Contract

Exit

DATE	DESCRIPTION	EVENT	ACCOUNT	DEBIT AMT	CREDIT AMT	LIABILITY PAYMENT STATUS
1/19/2017	Deposit on Order-2017-0033-CHARLESTON	Deposit Posted	2240	\$0.00	\$100.00	<input type="checkbox"/>
1/19/2017	Deposit on Order-2017-0033-CHARLESTON	Deposit Posted	1006	\$100.00	\$0.00	<input type="checkbox"/>
1/19/2017	PC FOUNDATION-2017-0033-CHARLESTON	Deposit Posted	2015	\$0.00	\$150.00	<input type="checkbox"/>
1/19/2017	PC FOUNDATION-2017-0033-CHARLESTON	Deposit Posted	1105	\$150.00	\$0.00	<input type="checkbox"/>

Record: 3 of 4 Unfiltered Search

Manual Posting

Total Debits \$250.00 Total Credits \$250.00

NOTE THAT 2015 IS THE ACCOUNTS PAYABLE LIABILITY ACCOUNT FOR PC FOUNDATIONS.

NOTE THAT THE CEMETERY IS SET AS A PC CEMETERY CUSTOMER AND A LIABILITIES CUSTOMER. A NEW BUTTON APPEARS WHICH SEARCHES FOR LIABILITIES AND CAN BE ATTACHED TO THIS CHECK.

Microsoft Access

File Home Create External Data Database Tools

Posting Payables and Printing Checks

Payables

Company Name and Sales Tax Destination Names
Must Agree Exactly For PC Foundation Charges

Exit Go To A Specific Payment Go To A Specific Vendor Show All Names

Company Name: SUNSET MEMORIAL PARK - SO CHARLESTON Unlock

Address: 4301 MACCORKLE AVENUE SW SOUTH CHARLESTON WV 25309

Customer ID: Toll Free: Phone: (304) 768-6331 Fax: Email: Default GL: 2015

Search For Liabilities Post Payment

Payment Type	Payment Number	Payment Date	Type	GL Account	Payment Amount
Check	12345678	1/19/2017	Memorial	1006	\$0.00

Payment Memo

Description	Account	Amount
		\$0.00

Record: 14 of 48 of 48 No Filter Search

Record: 14 of 495 of 572 No Filter Search

Form View Caps Lock Num Lock

SELECT THE LIABILITIES YOU WANT TO ASSOCIATED WITH THE CHECK.

Add Liabilities To Payment

Select/Deselect All

Event	Description	Debit Amount	Credit Amount	Date Posted	Sales Order If Applies	
<input type="checkbox"/>	Deposit Posted	PC FOUNDATION-2014-1258-CHARLESTON	\$0.00	\$302.00	11/26/2014	2014-1258-CHARLESTON
<input type="checkbox"/>	Deposit Posted	PC FOUNDATION-2015-1230-CHARLESTON	\$0.00	\$268.00	11/25/2015	2015-1230-CHARLESTON
<input checked="" type="checkbox"/>	Deposit Posted	PC FOUNDATION-2017-0033-CHARLESTON	\$0.00	\$150.00	1/19/2017	2017-0033-CHARLESTON
<input type="checkbox"/>	Deposit Posted	INSPECTION FEE-Post Inspection Fee	\$0.00	\$15.00	1/13/2017	67-0417E ELKINS, GEORGE
<input type="checkbox"/>	Deposit Posted	INSPECTION FEE-Post Inspection Fee	\$0.00	\$15.00	10/5/2016	95-0038E CHAFFIN, SANDRA
<input type="checkbox"/>	Deposit Posted	INSPECTION FEE-Post Inspection Fee	\$0.00	\$15.00	9/19/2016	93-0104E LOOPER, BARBARA
<input type="checkbox"/>	Deposit Posted	INSPECTION FEE-Post Inspection Fee	\$0.00	\$15.00	8/24/2016	90-0647E FORD, PAM
<input type="checkbox"/>	Deposit Posted	PC FOUNDATION-2012-1162E TALHOUK, DUANE	\$0.00	\$15.00	7/26/2016	2012-1162E TALHOUK, DUANE
<input type="checkbox"/>	Deposit Posted	PC FOUNDATION-92-0663E PETERSEN, MARTY R	\$0.00	\$15.00	7/11/2016	92-0663E PETERSEN, MARTY R
<input type="checkbox"/>	Deposit Posted	PC FOUNDATION-80-0884E SCARBERRY, LISA	\$0.00	\$15.00	7/11/2016	80-0888E SCARBERRY, LISA
<input type="checkbox"/>	Deposit Posted	PC FOUNDATION-65-202E KAWA, MARILYN	\$0.00	\$15.00	6/22/2016	E16-040 KAWA, MARILYN



Posting Payables and Printing Checks

Payables

Company Name and Sales Tax Destination Names
Must Agree Exactly For PC Foundation Charges

Exit Go To A Specific Payment Go To A Specific Vendor Show All Names

Company Name: SUNSET MEMORIAL PARK - SO CHARLESTON Unlock

Address: 4301 MACCORKLE AVENUE SW SOUTH CHARLESTON WV 25309

Customer ID: Toll Free: Phone: (304) 768-6331 Fax: Email: Default GL: 2015

Search For Liabilities Post Payment

Payment Type	Payment Number	Payment Date	Type	GL Account	Payment Amount
Check	12345678	1/19/2017	Memorial	1006	\$150.00

Payment Memo

Description	Account	Amount
PC FOUNDATION-2017-0033-CHARLESTON	2015	\$150.00
		\$0.00

Record: 48 of 48 No Filter Search

Record: 495 of 572 No Filter Search

ALL STANDARD ACCOUNTING REPORTS ARE AVAILABLE

Microsoft Access

File Home Create External Data Database Tools

Inventory Maintenance Menu

Accounting Menu

- Enter New Journal Entries*
- View, Edit or Delete Journal Entries*
- Print General Ledger Detail*
- Print General Ledger Trial Balance*
- Print Income Statement*
- Print Balance Sheet*
- Print Profit and Loss Statement*
- Reconciliation*
- Chart of Accounts*
- GL Posting Reports*
- Tax Exempt Sales Report*
- Payment Register*

Exit Menu

Form View

Caps Lock Num Lock

INVENTORY MANAGEMENT AND REPORTS

Microsoft Access

File Home Create External Data Database Tools

Inventory Maintenance Menu

Inventory Menu

- Print Inventory Stock Report Per Location*
- Adjust Inventory Stock*
- Inventory Adjustment Report*
- Update Inventory Cost For Inventory Without a PO*
- View Inventory Cost For All Inventory Items*
- Update Inventory Display Items*
- Display Inventory Quantities*
- Display Inventory History*

Exit Menu

Form View

Caps Lock Num Lock

ADDITIONAL REPORTING

Microsoft Access

File Home Create External Data Database Tools

Reports

Other Reports Menu

- Report Showing Accounts Receivable Transactions*
- Report Showing Accounts OverDue* *Simple Format*
- Deposit Report By Date* *Deposit Report By Deposit Number*
- Receipt Report*
- Print All Customer Statements with Balances Due*

- Sales Commission Reports*
- Sales Summary Report By Invoice Date*
- Report Showing Contract Order Status By Salesman*
- Detailed Sales Report By Salesman By Set Date*

- Listing of Paid/Unpaid Purchase Orders*
- Report Showing Contracts With No Set/Delivered Date*

- Listing of Merchandise Items With Attributes*
- Listing of Merchandise Items Sold, Set/Delivered and On Order*

Exit Menu

Form View Caps Lock Num Lock

***SAMPLE
REPORTS***



Accounts Aging Report

Accounts Receivable Aging Report As of 1/28/2017

<u>Contract Number</u>	<u>Purchase Date</u>	<u>Purchase Price</u>	<u>Amount Financed</u>	<u>Balance Due</u>	<u>Finance Amt. Plus Interest</u>	<u>Total Paid on Contract</u>	<u>Amt. Should Have Been Pd</u>	<u>Last Payment Amount</u>	<u>Last Payment Date</u>
2010-0209-C	5/11/2010	\$1,839.38	\$0.00	\$833.40	\$0.00	\$1,005.98	\$833.40	\$151.00	3/17/2011
WILLIAM DEVAULT				Over 30 \$0.00	Over 60 \$0.00	Over 90 \$833.40			
<i>Principal Due: \$833.40</i>				<i>Starting Payment Date:</i>					
2010-0345-C	3/24/2011	\$2,175.34	\$0.00	\$675.34	\$0.00	\$1,500.00	\$675.34	\$1,500.00	1/1/2011
CHARLES SMITH				Over 30 \$0.00	Over 60 \$0.00	Over 90 \$675.34			
<i>Principal Due: \$675.34</i>				<i>Starting Payment Date:</i>					
2010-1471-C	8/31/2011	\$3,197.64	\$0.00	\$497.64	\$0.00	\$2,700.00	\$497.64	\$200.00	11/9/2016
GERALD WHITTINGTON ESTATE				Over 30 \$0.00	Over 60 \$0.00	Over 90 \$497.64			
<i>Principal Due: \$497.64</i>				<i>Starting Payment Date:</i>					
2011-0123-C	4/14/2011	\$4,022.78	\$972.78	\$752.62	\$1,070.16	\$3,367.54	\$4,120.16	\$89.18	9/12/2013
CLARENCE POMEROY				Over 30 \$0.00	Over 60 \$0.00	Over 90 \$752.62			
<i>Principal Due: \$707.67</i>				<i>Starting Payment Date: 3/25/2013</i>					
2011-0466-BE	5/26/2011	\$1,772.95	\$772.95	\$197.95	\$772.95	\$1,575.00	\$1,772.95	\$50.00	5/29/2014
JAMES SCOTT				Over 30 \$0.00	Over 60 \$0.00	Over 90 \$197.95			
<i>Principal Due: \$197.95</i>				<i>Starting Payment Date:</i>					
2011-0499-C	5/16/2011	\$1,274.42	\$0.00	\$974.42	\$0.00	\$300.00	\$974.42	\$300.00	7/18/2011
DANA ROSS				Over 30 \$0.00	Over 60 \$0.00	Over 90 \$974.42			
<i>Principal Due: \$974.42</i>				<i>Starting Payment Date:</i>					



CommissionProjection

Commission Projection: Allen Cosby Account:2253

As Of 1/31/2017

Order Date	SalesOrder Number	Customer	Commissionable Sales Amount	Commission Percent	Commission Amount	Commission Balance	Set Date	Invoice Date	Paid Date
3/15/2006	26-0272-HOLD CHARLESTON	BEVERLY SCHOONOVER	\$0.00	10	\$54.70	\$54.70			
7/24/2007	27-1024-CHARLESTON	GARY DAVIS	\$0.00	15	\$1,201.50	\$1,201.50	11/14/2007	11/15/2007	
10/29/2007	27-1455-CHARLESTON	MARGARET BOGGS	\$0.00	15	\$465.45	\$462.45	11/29/2007	11/30/2007	
9/24/2008	28-1165-HOLD CHARLESTON	MAXINE HATHAWAY	\$402.00	6	\$24.12	\$24.12			12/31/2008
2/27/2009	29-0132-CHARLESTON	CANDICE QUEEN-SHERIDAN	\$0.00	15	\$156.80	\$156.80			
7/29/2010	2010-0973-PRE-NEED CHARLESTON	JANICE SOUCY	\$1,907.64	15	\$286.15	\$286.15			7/29/2010
7/7/2011	2011-0822-HOLD-CHARLESTON	DUDLEY MORRISON JR	\$640.00	15	\$96.00	\$96.00			7/7/2011
10/10/2011	2011-1255-CHARLESTON	RICK COOPER	\$0.00	15	\$214.20	\$214.20	10/20/2011	10/21/2011	
12/13/2011	2011-0123-CHARLESTON	CLARENCE POMEROY	\$0.00	15	\$650.60	\$650.60	4/12/2011	4/14/2011	
1/5/2012	2012-0008 HOLD-CHARLESTON	VIVIAN PARKER	\$407.00	10	\$40.70	\$40.70			1/5/2012
2/10/2013	E13-002- IDENTITY AMERICA INC	IDENTITY AMERICA INC	\$0.00	15	\$155.00	\$155.00	5/3/2013	7/12/2013	
7/11/2013	2013-0872-CHARLESTON	RONALD HATFIELD	\$0.00	15	\$172.34	\$172.34	8/14/2013	8/14/2013	
8/9/2013	2013-1072-CHARLESTON	CINDY MULLINS	\$0.00	15	\$183.30	\$183.30	9/26/2013	9/30/2013	
9/26/2013	2013-1247-CHARLESTON	KATHERINE PACK-MOUNTS	\$4,104.00	15	\$615.60	\$615.60			
3/12/2014	2014-0213-CHARLESTON	GARY JONES II	\$0.00	9	\$50.67	\$50.67	5/7/2014	5/8/2014	
3/31/2014	2014-0278-CHARLESTON	SHIRLEY CANTLEY	\$0.00	15	\$243.84	\$243.84	5/7/2014	5/8/2014	

Saturday, January 28, 2017

Page 1 of 7

Sales Summary Report By Invoice Date

Sales Summary Report By Invoice Date

Sales Person

Allen Cosby

Contract Number	Invoice Date	Order Date	Commissionable Sales Amount	Discounts Applied to Sales Amount	Commission Percentage	Commission Amount
2016-0426-CHARLESTON	12/9/2016	5/16/2016	\$4,306.00	\$676.00	6	\$217.80
2016-0536-CHARLESTON	12/16/2016	6/14/2016	\$12,000.00	\$0.00	15	\$1,800.00
2016-0775-CHARLESTON	12/5/2016	8/17/2016	\$4,500.00	\$800.00	0	\$0.00
2016-0798-CHARLESTON	12/5/2016	8/25/2016	\$2,100.00	\$304.67	1	\$17.95
2016-0835-CHARLESTON	12/14/2016	9/7/2016	\$2,233.00	\$0.00	5	\$111.65
2016-0865-CHARLESTON	12/23/2016	9/20/2016	\$3,600.00	\$100.00	15	\$525.00
2016-0947-CHARLESTON	12/8/2016	10/5/2016	\$4,205.66	\$0.00	15	\$630.85
2016-0951-CHARLESTON	12/14/2016	10/10/2016	\$690.00	\$0.00	8	\$55.20
2016-0957-CHARLESTON	12/16/2016	10/10/2016	\$2,910.00	\$400.00	6	\$150.60
2016-0966-CHARLESTON	12/8/2016	10/13/2016	\$2,322.00	\$397.00	7	\$134.75
2016-0968-CHARLESTON	12/13/2016	10/13/2016	\$5,202.36	\$0.00	14	\$728.33
2016-0977-CHARLESTON	12/14/2016	10/17/2016	\$3,470.00	\$470.00	10	\$300.00
2016-0988-CHARLESTON	12/8/2016	10/20/2016	\$2,635.00	\$340.66	2	\$45.89
2016-1017-CHARLESTON	12/19/2016	11/2/2016	\$3,800.00	\$0.00	13	\$494.00
2016-1021-CHARLESTON	12/9/2016	11/2/2016	\$3,230.00	\$180.00	14	\$427.00
2016-1028-CHARLESTON	12/14/2016	11/4/2016	\$0.00	\$0.00	10	\$0.00
2016-1030-CHARLESTON	12/13/2016	11/4/2016	\$1,428.94	\$0.00	0	\$0.00
2016-1042-CHARLESTON	12/8/2016	11/9/2016	\$5,725.00	\$432.06	12	\$635.15
2016-1045-CHARLESTON	12/5/2016	11/10/2016	\$1,870.00	\$0.00	9	\$168.30
2016-1056-FUNERAL DR	12/7/2016	11/14/2016	\$380.00	\$0.00	4.5	\$17.10
2016-1060-CHARLESTON	12/14/2016	11/15/2016	\$1,775.00	\$100.00	4	\$67.00
2016-1061-CHARLESTON	12/6/2016	11/15/2016	\$210.00	\$0.00	10	\$21.00
2016-1064-FUNERAL DR	12/7/2016	11/15/2016	\$359.00	\$0.00	5	\$17.95
2016-1070-CHARLESTON	12/8/2016	11/17/2016	\$160.00	\$0.00	10	\$16.00
2016-1077-CHARLESTON	12/14/2016	11/21/2016	\$770.00	\$120.00	7	\$45.50

Saturday, January 28, 2017

Page 1 of 6

Sales Order Acknowledgment and Order Completion Information For: Allen Cosby

Note: Sales Order Remain On Report Until After Completion

Activity from 1/28/2017 to 1/28/2017

Contract Number	Order Date	Invoice Date	Date Delivered	Delivery Destination	Total Purchase Price	Balance Due
2017-0032-CHARLESTON	1/28/2017	1/30/2017	1/30/2017	SUNSET MEMORIAL PARK - SO CH	\$5,671.78	\$4,671.78
SANDRA ACORD	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76 T 685-BASE 40X14X9 WAUSAU R					
2017-0031-CHARLESTON	1/20/2017			SUNSET MEMORIAL PARK - SO CH	\$0.00	\$0.00
CATHIE SPADAFORA						
2017-0033-CHARLESTON	1/19/2017			SUNSET MEMORIAL PARK - SO CH	\$774.88	\$674.88
SANDRA ACORD	TABLET,DAWN GREY 12X4X16 POLISHED 2 BRP, SERPENTINE TOP, STRAIGHT ENDS-BASE DAWN GREY 1					
2017-0027-CHARLESTON	1/18/2017			PINEVIEW CEMETERY	\$4,448.52	\$2,233.92
PAUL FOSTER	With Portrait and Etching TABLET,BLACKDIAMOND teardrop 26X6X36 POLISHED 5 OVAL TOPCONCAVE					
2017-0029-CHARLESTON	1/18/2017			MARMET MEMORIAL GARDENS	\$2,241.00	\$2,241.00
WILLIAM CARR	TABLET,DAWNGREY 42X6X20 POLISHED 2 BRP SERPENTINE TOP STRAIGHT STANDARD TAPER ENDS-BAS					
2017-0024-CHARLESTON	1/16/2017			POPLAR RIDGE	\$320.00	\$320.00
VIOLET MILLER	MARKER-FLAT,DAWNGREY 18X8X4 POLISHED TOP, BRP					
2017-0023-CHARLESTON	1/16/2017			POPLAR RIDGE	\$1,752.00	\$1,752.00
VIOLET MILLER	MARKER-SLANT,DAWNGREY 24x10x16 ROCK PITCH SERPENTINE TOP POLISH SLANT FACE SAWED BACK-					
2017-0021-CHARLESTON	1/16/2017			POPLAR RIDGE	\$1,752.00	\$1,752.00
VIOLET MILLER	MARKER-SLANT,DAWNGREY 24x10x16 ROCK PITCH SERPENTINE TOP POLISH SLANT FACE SAWED BACK-					
2017-0020-CHARLESTON	1/16/2017			RIVERVIEW	\$513.40	\$513.40
CAROL WRIGHT	MARKER-FLAT,DAWNGREY 18X8X4 POLISHED TOP, BRP					
2017-0019-CHARLESTON	1/16/2017			WITCHER MEMORIAL GARDENS	\$951.88	\$651.88
GEORGE NICHOLS JR	MARKER-FLAT,DAWNGREY 48X12X4 POLISHED TOP, BRP					
2017-0018-FUNERAL DR	1/12/2017			KANAWHA VALLEY MEMORIAL GA	\$4,250.60	\$0.00
JAMES FISH	44x13 Bronze Marker-48x17x4 Bronze Base, VARIGATED MAHOGANY, Drilled for a 44x13 Matthews Bron					

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Detailed Sales Report By Set Date *Activity from 6/1/2016 to 6/30/2016*

Allen Cosby

Set Date			Sales Comm.	Sales %	Merch. Sales	Other Sales	Sales Tax	Merch. Discounts	Other Discounts	Allowance
6/1/2016	2016-0166-CHARLESTON	Full Commission	13	100	\$1,675.00	\$0.00	\$91.92	\$0.00	\$0.00	\$0.00
6/2/2016	2016-0424-CHARLESTON	Full Commission	10	100	\$196.00	\$0.00	\$13.72	\$0.00	\$0.00	\$0.00
6/3/2016	2016-0314-CHARLESTON	Split Commission	5	50	\$1,376.00	\$0.00	\$78.78	\$63.00	\$0.00	\$0.00
6/3/2016	86-738E- DAVIS, PHILLIP	Full Commission	10	100	\$212.00	\$0.00	\$12.72	\$0.00	\$0.00	\$0.00
6/8/2016	2016-0382-CHARLESTON	No Commission	0	0	\$451.00	\$0.00	\$22.05	\$136.00	\$0.00	\$337.05
6/8/2016	2016-0505-CHARLESTON	Full Commission	10	100	\$410.00	\$0.00	\$28.70	\$0.00	\$0.00	\$0.00
6/9/2016	2015-0958-CHARLESTON	Full Commission	10	100	\$350.00	\$0.00	\$11.64	\$0.00	\$0.00	\$0.00
6/9/2016	2016-0381-CHARLESTON	Full Commission	10	100	\$2,131.00	\$0.00	\$90.00	\$83.00	\$0.00	\$0.00
6/9/2016	2016-0417-CHARLESTON	Full Commission	10	100	\$605.00	\$0.00	\$42.35	\$0.00	\$0.00	\$0.00
6/10/2016	2014-1307-CHARLESTON	Full Commission	10	100	\$0.00	\$143.00	\$0.00	\$0.00	\$0.00	\$0.00
6/13/2016	2016-0274-CHARLESTON	Split Commission	9	100	\$3,405.00	\$0.00	\$156.00	\$500.00	\$0.00	\$0.00
6/15/2016	2016-0517-CHARLESTON	Full Commission	10	100	\$280.00	\$0.00	\$19.60	\$0.00	\$0.00	\$0.00
6/17/2016	2016-0339-CHARLESTON	Full Commission	9	100	\$1,205.22	\$0.00	\$63.78	\$0.00	\$0.00	\$0.00
6/20/2016	2016-0427-CHARLESTON	Full Commission	5	100	\$1,503.00	\$0.00	\$66.00	\$203.00	\$0.00	\$0.00
6/20/2016	2016-0428-CHARLESTON	Full Commission	10	100	\$1,288.51	\$0.00	\$71.31	\$0.00	\$0.00	\$0.00
6/20/2016	2016-0440-CHARLESTON	Full Commission	15	100	\$697.91	\$0.00	\$38.09	\$0.00	\$0.00	\$0.00
6/20/2016	2016-0443-CHARLESTON	Full Commission	15	100	\$588.00	\$0.00	\$29.28	\$0.00	\$0.00	\$0.00
6/20/2016	2016-0487-CHARLESTON	Full Commission	4	100	\$980.00	\$0.00	\$58.80	\$0.00	\$0.00	\$0.00
6/21/2016	2011-0547E- BOOTH, JACKIE	Full Commission	10	100	\$212.00	\$0.00	\$12.72	\$0.00	\$0.00	\$0.00
6/21/2016	2015-0029E-CHARLESTON	Full Commission	10	100	\$171.16	\$0.00	\$10.27	\$0.00	\$0.00	\$0.00
6/21/2016	23-0589E- BOOTH, JACKIE	Full Commission	10	100	\$424.00	\$0.00	\$25.44	\$0.00	\$0.00	\$0.00
6/21/2016	28-1444E-CHARLESTON	Full Commission	10	100	\$212.00	\$0.00	\$12.72	\$0.00	\$0.00	\$0.00
6/21/2016	E16-022 GUTHRIE, KAY	Full Commission	10	100	\$215.00	\$0.00	\$12.90	\$0.00	\$0.00	\$0.00
6/21/2016	E16-027 MEADOWS, CHARLES JR	Full Commission	10	100	\$265.00	\$0.00	\$15.90	\$0.00	\$0.00	\$0.00
6/22/2016	2015-1282-CHARLESTON	Full Commission	10	100	\$408.00	\$0.00	\$18.48	\$0.00	\$0.00	\$0.00
6/22/2016	2016-0405-CHARLESTON	Split Commission	10	50	\$1,745.00	\$0.00	\$104.70	\$0.00	\$0.00	\$0.00
6/22/2016	2016-0429-CHARLESTON	Split-Zero Commission	0	0	\$486.00	\$0.00	\$20.70	\$141.00	\$0.00	\$0.00
6/22/2016	2016-0547-CHARLESTON	Split Commission	5	20	\$106.36	\$0.00	\$4.31	\$0.00	\$0.00	\$0.00
6/22/2016	2016-0548-CHARLESTON	Split Commission	5	20	\$34.04	\$0.00	\$1.52	\$0.00	\$0.00	\$0.00

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6/23/2016	2016-0021-CHARLESTON	Full Commission	14	100	\$4,512.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/24/2016	2016-0284-CHARLESTON	Full Commission	10	100	\$662.40	(\$0.01)	\$39.32	\$0.00	\$0.00	\$0.00
6/24/2016	2016-0309-CHARLESTON	Full Commission	10	100	\$361.00	\$0.00	\$18.55	\$0.00	\$0.00	\$0.00
6/24/2016	2016-0409-CHARLESTON	No Commission-Override	0	0	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/24/2016	2016-0508-CHARLESTON	Full Commission	7	100	\$909.85	\$0.00	\$46.89	\$0.00	\$0.00	\$0.00
6/28/2016	2016-0477-CHARLESTON	Full Commission	10	100	\$1,800.00	\$0.00	\$126.00	\$0.00	\$0.00	\$0.00
6/29/2016	2016-0046-CHARLESTON	Full Commission	14	100	\$5,903.20	\$0.00	\$300.95	\$537.15	\$0.00	\$0.00
6/29/2016	2016-0384-FUNERAL DR	Split Commission	5	50	\$640.00	\$0.00	\$38.40	\$0.00	\$0.00	\$0.00
6/29/2016	2016-0490-CHARLESTON	Full Commission	8	100	\$770.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00
6/29/2016	2016-0550-CHARLESTON	Full Commission	10	100	\$154.00	\$0.00	\$10.78	\$0.00	\$0.00	\$0.00
6/29/2016	2016-0558-CHARLESTON	Full Commission	15	100	\$344.00	\$0.00	\$11.64	\$0.00	\$0.00	\$0.00
6/29/2016	2016-0583-CHARLESTON	No Commission-Override	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/30/2016	2016-0544-CHARLESTON	Full Commission	2	100	\$201.00	\$0.00	\$12.25	\$26.00	\$0.00	\$0.00
6/30/2016	2016-0606-CHARLESTON	No Commission	0	0	\$580.00	\$0.00	\$35.00	\$80.00	\$0.00	\$0.00

	Total Sales	Merch. Sales	Other Sales	Sales Tax	Merch. Discounts	Other Discounts	Allowance
Sum	\$38,747.67	\$38,569.65	\$142.99	\$1,804.18	\$1,769.15	\$0.00	\$337.05

Amanda Ashworth

Set Date	Comm.	%	Merch. Sales	Other Sales	Sales Tax	Merch. Discounts	Other Discounts	Allowance	
6/2/2016	2016-0245-HUNTINGTON	Full Commission	15	100	\$3,146.00	\$0.00	\$174.66	\$0.00	\$0.00
6/8/2016	2016-0005-HUNTINGTON	Full Commission	15	100	\$2,367.00	\$0.00	\$124.14	\$0.00	\$0.00
6/8/2016	2016-0232-HUNTINGTON	Full Commission	14	100	\$1,233.00	\$0.00	\$69.66	\$0.00	\$0.00
6/8/2016	2016-0300-HUNTINGTON	Full Commission	15	100	\$456.73	\$0.00	\$31.97	\$0.00	\$0.00
6/9/2016	2016-0176-HUNTINGTON	Full Commission	15	100	\$1,990.06	\$0.00	\$92.58	\$0.00	\$0.00
6/13/2016	2016-0077-HUNTINGTON	Full Commission	15	100	\$430.00	\$0.00	\$25.80	\$0.00	\$0.00
6/20/2016	2016-0494-HUNTINGTON	Full Commission	10	100	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00
6/30/2016	2016-0463-HUNTINGTON	Full Commission	15	100	\$700.00	\$0.00	\$49.00	\$0.00	\$0.00
6/30/2016	2016-0485-HUNTINGTON	Full Commission	15	100	\$1,903.30	\$0.00	\$133.23	\$0.00	(\$2,980.27)
6/30/2016	2016-0486-HUNTINGTON	Full Commission	15	100	\$4,286.00	(\$0.01)	\$310.74	\$0.00	\$0.00
6/30/2016	2016-0555-HUNTINGTON	Full Commission	15	100	\$513.00	\$0.00	\$35.91	\$0.00	\$0.00
6/30/2016	2016-0556-HUNTINGTON	Full Commission	15	100	\$513.00	\$0.00	\$35.91	\$0.00	\$0.00
6/30/2016	2016-0557-HUNTINGTON	Full Commission	15	100	\$513.00	\$0.00	\$35.91	\$0.00	\$0.00
6/30/2016	2016-0560-HUNTINGTON	Full Commission	15	100	\$2,808.00	\$0.00	\$172.27	\$0.00	\$2,980.27

General Ledger Detail

Activity from 1/01/2017 to 1/31/2017

GL Account	Posting Date	Event Description	Description	Debit Amt	Credit Amt	
Assets	<i>CHASE CHECKING/SAVINGS</i>					\$18,263.73 Beginning Balance
1005	1/4/2017	Payment Posted	Payment on Order-2016-1116-BECKLEY 2016-1116-BECKLEY JOSEPH MCGHEE JR	\$50.00		
	1/4/2017	Payment Posted	Payment on Order-2016-1117-BECKLEY 2016-1117-BECKLEY PENNY HOOD	\$100.00		
			Subtotals	\$150.00	\$0.00	\$150.00
						\$18,413.73 Ending Balance
Assets	<i>CASH FIFTH THIRD</i>					\$13,660.78 Beginning Balance
1006	1/3/2017	Payment Posted	Bill Payment ACH: 5BE9FMSE CHARLESTON SANITARY BOARD		\$38.27	
	1/3/2017	Payment Posted	Bill Payment ACH: DB595M94 FRONTIER		\$148.51	
	1/3/2017	Payment Posted	Bill Payment ACH: 3B194MQE AEP		\$228.39	
	1/3/2017	Payment Posted	Bill Payment ACH: TBN9FMOD CAPITOL ONE CARD SERVICES		\$835.09	
	1/3/2017	Payment Posted	Bill Payment ACH: DBL9HMSE CHARLESTON SANITARY BOARD		\$147.61	
	1/3/2017	Payment Posted	Bill Payment ACH: 5BM94M94 FRONTIER		\$161.53	
	1/3/2017	Payment Posted	Bill Payment ACH: QBY9KMQE YP		\$28.00	
	1/3/2017	Payment Posted	Bill Payment ACH: JBK9RMQE AEP		\$415.79	
	1/3/2017	Payment Posted	Bill Payment ACH: PBM9WMA4 MOUNTAINEER GAS COMPANY		\$68.27	
	1/3/2017	Payment Posted	Bill Payment ACH: HB59VMA4 MOUNTAINEER GAS COMPANY		\$217.50	
	1/3/2017	Payment Posted	Bill Payment ACH: UBJ93MQE AEP		\$1,081.64	
	1/3/2017	Payment Posted	Bill Payment ACH: JBC9IMQE SAM'S CLUB		\$121.86	
	1/3/2017	Payment Posted	Bill Payment ACH: JBX92M94 FRONTIER		\$334.79	
	1/3/2017	Payment Posted	Bill Payment ACH: 4BN91M94 FRONTIER		\$278.08	



Sears Monument Company Profit And Loss Detail Report

Activity from 1/01/2017 to 1/31/2017

Type	Date	Event Description	Description	Debit Amount	Credit Amount
Revenues					
4001-001 - SALES - CHARLESTON					
	1/12/2017	Invoice Date	SPECIAL ORDER - BRONZE-Invoiced	\$0.00	\$2,676.00
	1/12/2017	Invoice Date	BB40174GAP+VASE-Invoiced	\$0.00	\$204.00
	1/30/2017	Invoice Date	GRANITE DESIGN ADDITIONS-Invoiced	\$0.00	\$168.00
	1/30/2017	Invoice Date	SPECIAL ORDER - GRANITE-Invoiced	\$0.00	\$3,000.00
	1/30/2017	Invoice Date	T 241030WR-Invoiced	\$0.00	\$2,086.00
Summary for 'GLAcct' = 4001-001 - SALES - CHARLESTON (5 detail records)				Sum	\$8,134.00
4001-001 - SALES - CHARLES Revenues					
4005-001 - SALES - ENGRAVINGS, CHARLESTON					
	1/19/2017	J.E.: PAY PERIOD END DATE 01/15/2017	MISC INCOME - RUBBING FEE	\$75.00	\$0.00
Summary for 'GLAcct' = 4005-001 - SALES - ENGRAVINGS, CHARLESTON (1 detail record)				Sum	\$75.00
4005-001 - SALES - ENGRAVI Revenues					
4420 - INTEREST INCOME					
	1/4/2017	Payment Posted	Payment on Invoice-2016-0694-CHARLESTON	\$0.00	\$10.81
	1/4/2017	Payment Posted	Payment on Invoice-2016-0699-CHARLESTON	\$0.00	\$21.36
	1/20/2017	Payment Posted	Payment on Invoice-2015-1020-BECKLEY	\$0.00	\$8.09
Summary for 'GLAcct' = 4420 - INTEREST INCOME (3 detail records)				Sum	\$40.26
4420 - INTEREST INCOME Revenues					
4425 - SHIPPING & HANDLING INCOME					
	1/30/2017	Invoice Date	Invoiced-Shipping & Handling	\$0.00	\$50.00
Summary for 'GLAcct' = 4425 - SHIPPING & HANDLING INCOME (1 detail record)				Sum	\$50.00
4425 - SHIPPING & HANDLIN Revenues					
Summary for 'Account Group' = Revenues (10 detail records)				Sum	\$8,224.26

Expenses



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GL Posting Report - Account 2148

Activity from 1/01/2017 to 1/31/2017

SO. CHARLESTON CITY CST PAYABLE

Contract Number	Destination	Posting Date	Description	Taxable Sale Amt	Credit
2017-0032-CHARLESTON	SUNSET MEMORIAL PARK - SO CHARLESTON	1/30/2017	City Destination Tax Posting - Invoice Date	\$5,254.00	\$52.54
TOTAL TAXABLE SALES				\$5,254.00	TOTAL TAX \$52.54

GL Account = 2148 (1 detail record)