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# Contract Collector Tutorial

## Introduction

Now you can enjoy the benefits of a computerized collection system, reducing your workload and increasing your productivity - without spending a fortune. Comtronic Contract Collector brings all the power and features of main frame software technology to personal computers and networks.

A wide variety of businesses use Contract Collector for many different types of collections:

Real Estate Mortgages	Deeds of Trust
Land Contracts	Commercial Companies
Student Loans	Construction Services
Acceptance Companies	Bank Loans
Time-Share Resorts	Personal Loans
Legal Judgments & Billings	Equipment Leasing
Finance Agreements	Insurance
Auto Sales	Credit Unions

For large organizations, Contract Collector is the cost-effective solution for transferring contract collection processing from costly mainframe resources down to personal computers at the branch or department level.

Contract Collector is the affordable solution for small companies needing to acquire high-powered software capabilities - without the large investment required for a mainframe or minicomputer.

Contract Collector is easy to learn and use. You can manage any type of installment payment loan, note or contract for your own company or third parties. You can handle any number of contracts and payers, with variable terms, variable interest rates, variable payment plans, partial payments, early payoffs, balloon payments, late fees, and more. And you can network any number of users on any number of personal computers, with complete security.

Contract Collector performs all of your repetitive chores quickly and accurately. Collection management, accounting, reporting and information management features organize every aspect of the collection process for greater control and productivity.

Contract Collector automates the difficult and time-consuming chores of amortizing, billing, and receiving installment payments. Payments are easy to record. All information is entered only once and posted throughout the system. Detailed statements and management reports are provided.

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Printing and mailing collection notices is easy and very flexible. Standard notice formats are provided, ready for mailing in window envelopes. And you can create new types of notices using the FORMS EDITOR included with the system.

Contract Collector also includes an extensive GENERAL LEDGER with complete ACCOUNTS PAYABLE and RECEIVABLE, and provides a wide variety of Management and Financial Reports. Reports, Notices, Statements, Checks, Payment Receipts, Coupon Books, 1098's and 1099's are easily printed on virtually any printer.

Powerful information management features are provided to optimize your data and computer resources. You get direct access to powerful database features for ad-hoc query and reporting.

Contract Collector is easy to learn and use. Just follow the DEMONSTRATION for a review of the major features and functions.

## Installing the Demonstration

Refer to the INSTALLATION chapter in this manual for instructions on how to install and run Contract Collector. If you encounter any installation trouble, please call Comtronic Systems.

After installing and starting the system, you should see the Contract Collector MENU BAR at the top of your computer screen, which includes the following menus: FILE, CLIENT, CONTRACT, PAYMENT, REPORTS, G/L and SYSTEM.

If you do not have experience using pull-down menus, check boxes, radio buttons and the other features of a Windows graphical user interface, you will find it helpful to read through the OPERATING FEATURES section of this manual before proceeding with the DEMONSTRATION. OPERATING FEATURES is a detailed description of how to use all the features that make up Contract Collector's user interface.

This DEMONSTRATION version of Contract Collector contains sample data for clients, companies, contracts, etc. You can also enter your own data into the DEMONSTRATION to test Contract Collector, but this data cannot be transferred to a fully functional copy of the system. Be sure you purchase and load a fully functional Contract Collector system before entering your actual business data.

After you have logged onto the DEMONSTRATION system one or more times on ten different days, you are locked out of the system. You are not limited to using the system on ten consecutive days. If you don't log on for a day or more between uses, those days are not counted against the ten-day limit. Also, you can log on and off as many times during a single day as you wish and it will only count as once. After the tenth day you use the demonstration system, you can then re-install the demonstration for ten more days' use, but doing so deletes any sample data you have added. Ensure that you are using the actual system and not a demonstration version before entering your real data.

If you decide to purchase a fully functional copy of Contract Collector after using the DEMONSTRATION version, call the Comtronic Systems sales department and a CD will be sent

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to you upon purchase. The procedure for installing the full system is identical to installing the demonstration version. When you install the full system and are ready to enter your real data, follow the INITIAL SETUP SEQUENCE in the PROCEDURES section of this manual to set up your Contract Collector system.

Because the demonstration data in Contract Collector for Windows is set in a fixed time period, 01/01/97 through 06/31/97, you will be prompted throughout the demonstration chapter to enter specific dates other than the current date to view demonstration data and print reports

## Client Report



As you will see in the report you are about to run, there are four clients in the sample data. Their CLIENT ID's are 001, 002, 003 and 004. Please read the VIEWING AND PRINTING REPORTS in the OPERATING FEATURES section for a description of how to use the REPORT VIEWER to view a report on your computer screen.

- Choose CLIENT from the MENU BAR and select the second item on the menu, CLIENT - REPORT.
- In the pop-up window that appears, note that the defaults provided are ALL for CLIENT ID, a REPORT TYPE of SUMMARY, a SORT ORDER of CLIENT ID, and MONITOR as the OUTPUT device.
  - For REPORT TYPE, choose DETAIL.
- Accept the remaining defaults by clicking on the OK push-button at the bottom of the pop-up. (Or, press TAB repeatedly until a box, called the focus rectangle, appears around the OK command and then press ENTER.)
- After viewing the CLIENT REPORT, press ESCAPE twice to close the report viewer and return to the main MENU BAR.

## Client Window



The many windows included in Contract Collector are your direct access to the data in the system. Each window is accessed from its appropriate menu. For example, the CLIENT WINDOW (shown below) is found in the CLIENT menu, together with all of the other functions relevant to clients.

Windows are made up of labeled fields, such as the CLIENT ID field in the upper left corner of the CLIENT WINDOW. Fields are where you enter and edit the data that makes up a record.

- Choose CLIENT from the MENU BAR and select the first item on the menu, CLIENT - WINDOW.
- After the CLIENT WINDOW appears, note that the CLIENT ID field is highlighted. The highlighting indicates where data typed from the keyboard will appear.
- Type 001 and then press TAB. The record for the client with the ID of 001, CAPITAL FINANCE GROUP, appears in the window.

At the bottom of each window, a COMMAND MENU provides seven push-buttons. The function of each push-button and other controls used in Contract Collector will be described as you work your way through the DEMONSTRATION.

Once a window is displayed, each of the fields in the window can be edited quickly and easily.

- Press TAB four times to highlight the ADDR/PHONE button and press ENTER. This will bring up the ADDRESS/PHONE sub-window.
- The ADDRESS LINE 1 field will be highlighted in blue. Press the END key to un-highlight the data in the field. A red blinking cursor appears after the last character in the field.
  - Press BACK SPACE four times to delete the number 4500. Then type 5000 and press TAB.

Using a mouse, you can move directly to a field or button without pressing TAB. Move your mouse and look for a cursor (shaped like either an I-beam or an arrow) moving across the window relative to the way you are moving the mouse on your desktop.

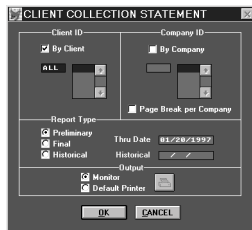
The cursor is shaped like an I-beam when it is positioned over a field. The cursor looks like an arrow when it is located anywhere else in the window. The I-beam is for editing text, while the arrow is for activating push-buttons and other controls in a window.

- Position the I-beam after the last character in the first phone number field.
- Click the left mouse button to insert a red blinking cursor at the I-beam position.
- Backspace over the 6600 and type 7600 and a space and then press TAB.
- Press the EXIT button on the window to return to the CLIENT WINDOW. At the SAVE CHANGES? prompt, do not save the changes.

You use the EXIT push-button in the COMMAND MENU at the bottom of the window to return to the MENU BAR.

- Move your mouse so that the arrow cursor is located over the EXIT push-button and then click the left mouse button.
- A prompt asks you whether or not you want to save the changes you have made to the record.
- Click on the NO button to return to the MENU BAR. You may also press ALT-N to choose the NO option.

## Client Collection Statement



The CLIENT COLLECTION STATEMENT presents a chronological listing of all payments received on behalf of a client, as well as any fees that your agency is charging for service. The STATEMENT can also be used as an invoice for paying the client, including creating PAYABLES for writing checks to the client.

- From the Client Menu, select Client Collection Statement -Window.
- Go with the default selection of By Client. In the Client ID field, enter the ID 001.
- For Report Type, accept the default of Preliminary.
- For Thru Date, accept the default of the current date.
- For Output, accept the default of monitor.
- Press the OK button.
- Examine the report with the Report Viewer and exit the Report View and the Client Collection Statement window when you have finished.

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# Company Report

As you will see in the following report, there are three companies in the sample data.

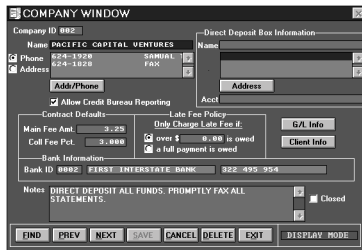


- Choose CLIENT from the MENU BAR and select the second item on the menu, COMPANY - REPORT.
- In the pop-up window that appears, note that the defaults provided for the report are to list ALL COMPANY ID'S, to use a SORT ORDER of COMPANY ID, to generate a REPORT TYPE of SUMMARY, and to display the report using your MONITOR as the OUTPUT device.
  - For REPORT TYPE, choose DETAIL.
- Accept the remaining defaults by clicking on the OK push-button at the bottom of the pop-up. (Or, press TAB repeatedly until the focus rectangle appears around the OK command and then press ENTER.)

Note that each client has one company. Each shows a 100% ownership figure.

After viewing the COMPANY REPORT, press ESCAPE to close the report viewer and return to the main MENU BAR.

# Company Window



Choose CLIENT from the MENU BAR and select the SIXTH item on the menu, COMPANY - WINDOW.

This window is where you add, edit and query companies. Each company can have a unique bank account to deposit contract payments.

Management fees can be charged monthly as a percentage or as a minimum fee, as desired. Each company is assigned to its respective client(s) for consolidation of financial reports.

- Press the right mouse button to open the SEARCH METHOD pop-up for the COMPANY ID field.
    - Press DOWN ARROW and then ENTER to open the COMPANY FIND WINDOW.
    - Type PACIFIC into the NAME field.
  - Press TAB twice to highlight OK with the focus rectangle and press ENTER to initiate the search.
  - When the search finishes, the second company in the system, 002, will appear in the COMPANY WINDOW.
    - With the mouse, press the CLIENT INFO push-button.
- Note that this company has one owner, client 002.
- Press ESCAPE to close the window and then press ALT-X to close the COMPANY WINDOW.

## Contract Window

Beginning		Paid		Adjustments		Balance	
Principal	500,000.00		0.00		0.00		500,000.00
Earned	0.00		0.00		0.00		0.00
Interest	0.00		0.00		0.00		0.00
Fees	0.00		0.00		0.00		0.00
						Accrued Int	22,876.48
						Current Bal	522,876.48

Select the first item on the CONTRACT MENU, CONTRACT WINDOW.

This window is where you enter, edit and view data for each contract. Past, present and future contracts can be tracked simultaneously — a useful feature for pre-leasing.

- Press F2 to open the CONTRACT FIND WINDOW and type BARDFERD in the NAME field.
- Click on the LIKE radio button, then click on the OK button. This will show a pop-up with two records, both of Jeffrey Bradford, for the same contract. Simply press ENTER to display the record for Jeffrey Bradford.

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Contract Collector's powerful FIND WINDOW allows you to search for records according to multiple criteria. Name searches can be restricted to exact matches, or you can widen a search to include names with similar spellings (as in this example) and even common nicknames.

As you can see, the CONTRACT WINDOW displays all the essential basic information about the contract, such as the lender, borrower, balances and type of contract, which in this case is a real estate mortgage.

- Press the ADDR/PHONE button with the mouse to bring up the ADDRESS/PHONE sub-window.
  - Click on the third phone number line with the mouse.
  - Enter the phone number 555-2323 in the field and press TAB.
  - In the next field, the description field, enter the word "Cellular" and press ENTER.
  - Press EXIT to close the window, and then press YES to discard the changes.

Since this contract is a real estate mortgage, it will have escrow information.

- Press the ESCROW button with the mouse to bring up the ESCROW sub-window.

As you can see, this mortgage uses one escrow account and has no escrows past due. Please note that as this is an active contract, these fields are protected from being edited.

- Press EXIT to leave the window.

You can enter notes for a contract using the NOTES sub-window.

- Press the NOTES button with the mouse to bring up the NOTES sub-window.
- As you can see, this is a third mortgage for Jeffrey and Kate Bradford. Press EXIT when you have finished viewing with this window. You can enter any amount of notes in this window, beyond what is already entered.

Each time you contact a borrower, whether in person or on the phone, you should record the contact using the CONTACT LOG sub-window.

- Press the CONTACT LOG button with the mouse to bring up the CONTACT LOG sub-window.

There is one contact entry for this contract, a reminder to send payment coupons for the new year. There has also been a NEXT CONTACT DATE entered, which will cause this contract to appear in the WORK LIST.

- Press ESCAPE when you have finished viewing the CONTACT LOG.

Each contract must have certain maintenance information set up for it, such as late fees, invoicing methods and credit bureau reporting. This information is set up and maintained in the SETUP sub-window.

- Press the SETUP button to bring up the SETUP sub-window.

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This window contains information for late fees, collection fees, invoices/coupons, credit bureau reporting and tax information.

- Position the mouse pointer over the REPORT TO CREDIT BUREAU checkbox.
- Click the left mouse button once to uncheck the field. Note how the fields below change from green (editable) to white (protected).
- Click the left mouse button again to check the box. This will change the fields back to green.
- Press EXIT when you have finished viewing the window.

The core sub-window of the CONTRACT WINDOW is the PAYMENT/INTEREST SETUP sub-window. This is where all the information concerning payment schedule and interest calculation is entered.

- Press the PMT/INT button to bring up the PAYMENT/INTEREST SETUP sub-window.

As you can see by viewing these details, the Bradfords have a 260 month contract with monthly payments. The interest is a fixed rate, compounded based on a 360 day year. The interest rate is not based on a table and can be changed manually.

- Press EXIT when you are finished viewing this window.

If a borrower decides to pay off a contract earlier than the scheduled term, you can use the PAYOFF QUOTE sub-window to precisely calculate the amount due according to the borrower's chosen payoff date.

- Press the PAYOFF QUOTE button to bring up the PAYOFF QUOTE sub-window.
- Enter the date of 01/01/2001 and press ENTER.
- Based on this date, the system will calculate the necessary payoff amount. In the middle of the window, check the INCLUDE ESCROWS checkbox to include the amount of money held in escrow in the payoff. When you check this box, the system will recalculate accordingly.
- Press EXIT when you have finished with this window and answer YES to the "Discard Changes?" prompt.

You can also use the contract window to view and edit ledger entries for a contract, using the LEDGER sub-window.

- Press the LEDGER button to bring up the LEDGER OPTIONS pop-up.
- Press ENTER to accept the first option of VIEW LEDGER.
- In the DISPLAY LEDGER pop-up, press the down arrow key three times and press ENTER. This will select the option DETAIL OF ALL ENTRIES BY DATE.
- Browse through this list to view all the ledger entries for this contract. When you have finished, press the ESCAPE key.

When you have finished viewing the CONTRACT WINDOW, press the EXIT button with the mouse. Do not save any changes.

# Payment Entry Window

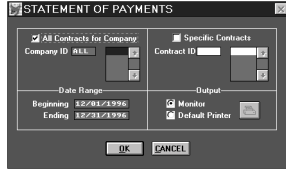
- From the MENU BAR, select PAYMENT MENU and then select PAYMENT ENTRY WINDOW. This will open the PAYMENT ENTRY WINDOW, where contract payments are entered.
  - Press F2 for the SEARCH METHOD pop-up. Choose the first option, PICK-LIST.
  - From the PICK-LIST, choose contract C302, Greeting Cards Plus.
- In the upper right hand corner, there is the BATCH NUMBER field. Note down that number.
  - In the DATE field, accept the default of the current date.
  - For CHECK NUMBER, type in 2005 and press ENTER.
  - For the PAYMENT AMOUNT, accept the default entry.
  - For BANK ROUTING NUMBER, type in 19-28 and press ENTER.
- Press the SAVE button to record the payment and then press EXIT to leave the PAYMENT WINDOW.

Use the PAYMENT AUDIT REPORT to verify the entry of the payment.

- From the MENU BAR, select PAYMENT MENU and then select PAYMENT AUDIT REPORT.
  - In the BATCH NUMBER field, enter the BATCH NUMBER that you noted down.
- Press the OK button to view the report on your monitor. When you have finished viewing the report, close the viewer and CANCEL out of the PAYMENT AUDIT REPORT window.

## Reports

### Statement of Payments Report



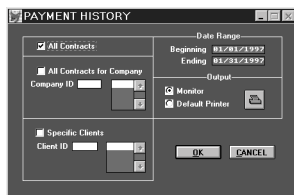
The STATEMENT OF PAYMENTS report lists payments for contracts in a given period. It is designed to give a history of payments to the borrower.

- From the MENU BAR, select the CONTRACT MENU and then select STATEMENT OF PAYMENTS - REPORT.
- Accept the default of ALL CONTRACTS FOR COMPANY, with the default of ALL for COMPANY ID.
  - For the BEGINNING DATE, enter 03/01/1997.
  - For the ENDING DATE, enter 06/01/1997.
  - For OUTPUT, accept the default of MONITOR.
  - Press the OK button to compile the report.

This will display a multi-page report listing payments made for each contract by company, with a separate page for each contract.

When you are done viewing the report, exit the REPORT VIEWER and CANCEL out of the window.

## Payment History Report

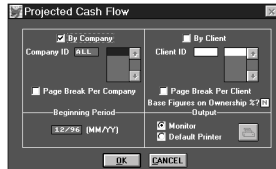


This report lists a historical record of payments for all contracts in the system, for all or specific companies, or all or specific clients. The PAYMENT HISTORY report is designed to detail payments for viewing by clients.

- From the REPORTS MENU, select PAYMENT HISTORY REPORT.
- Accept the default of ALL CONTRACTS BY DATE.
- For the BEGINNING DATE RANGE, enter 03/01/1997.
- For the ENDING DATE RANGE, enter 06/01/1997.
- Accept the default of MONITOR for OUTPUT.

- Press the OK button to compile the report.
- This will display a report of all payments made within the specified date range. When you are done viewing the report, exit the REPORT VIEWER and CANCEL out of the window.

## Projected Cash Flow Report



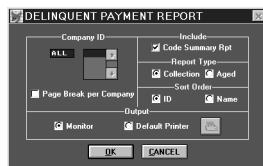
The PROJECTED CASH FLOW REPORT computes future cash flow based on the payment schedules of the contracts in the system. It breaks down the projected cash on a contract by contract basis, at either the company or client level.

- From the MENU BAR, select the REPORT MENU and then select PROJECTED CASH FLOW REPORT.
  - Accept the default of BY COMPANY, with a default of ALL for COMPANYID.
  - For the BEGINNING PERIOD, enter 06/97.
  - Accept the default of MONITOR for OUTPUT.
  - Press the OK button to compile the report.

This will display a projected cash flow for each company for all contracts, based on the beginning period of 06/97.

When you are done viewing the report, exit the REPORT VIEWER and CANCEL out of the window.

## Delinquent Payment Report



The DELINQUENT PAYMENT REPORT compiles a list of contracts that are delinquent in their payment schedules. The report may be run as a COLLECTION report, which gives a detailed listing of the debt, or as an AGED report, which details the periodic aging of the overdue payments.

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- From the MENU BAR, select the REPORT MENU and then select DELINQUENT PAYMENT REPORT.
    - Accept the defaults for COMPANY ID and INCLUDE CODE SUMMARY REPORT.
    - For REPORT TYPE, choose the radio button for AGED.
    - Accept the default of MONITOR for OUTPUT.
    - Press the OK button to compile the report.

This will display a report listing all contracts that are delinquent, with a schedule showing the aging of the overdue payments.

When you are done viewing the report, exit the REPORT VIEWER and CANCEL out of the window.

## General Ledger Menu

### General Ledger Menu

The accounting processes in Contract Collector are completely integrated with the collection functions. The general ledger handles both calendar and fiscal year accounting and fully supports open item accounting. The system's complete audit trails and trust accounting are designed to meet stringent auditor requirements anywhere in the United States and Canada.

Contract Collector features on-line posting of general ledger data. This means that the system is updated as soon as you enter and save new data, so the information displayed in windows, pop-ups and printed reports and notices is always accurate and up-to-date.

With on-line posting, you don't have to remember to run a separate posting process in order to finalize data from one month or fiscal year before you're able to enter transactions for a new month or year. And the system also automatically adjusts for late entries.

Contract Collector offers full flexibility in defining General Ledger accounts. A separate chart of accounts can be set up for each company as well as the management company itself, if necessary. Each account maintains an opening balance, debit activity, credit activity and a closing balance for each accounting period.

You can also establish a budget for each accounting period. A budget comparison is then shown on the PROFIT AND LOSS STATEMENT.

### Chart of Accounts Report



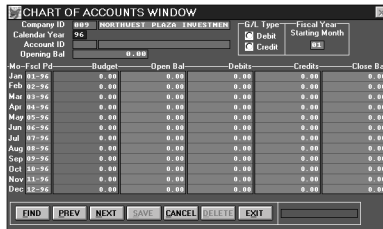
Let's generate a CHART OF ACCOUNTS REPORT to find the CASH IN BANK account for the sample company with the ID 001.

- With the mouse, position the arrow cursor over G/L in the MENU BAR.
- Click and hold the right mouse button to display the G/L MENU.
- Use the mouse to drag the arrow cursor down until the first item in the menu, CHART OF ACCOUNTS - SUBMENU, is highlighted.
- Now use the mouse to move the cursor straight to the left, until the first item in the submenu, CHART OF ACCOUNTS WINDOW, is highlighted.
- Drag the mouse down until the second item in the submenu is highlighted, CHART OF ACCOUNTS - REPORT.
- Click the left mouse button to select the submenu item.
- Type 001 in the COMPANY ID field and then press TAB twice.
- Unless 97 is already provided as a default for the YEAR field, type 97 and press TAB.
- Click on the OK push-button to generate the report.

Notice that the account number for CASH IN BANK for company 001 is 110. Each company has a separate chart of accounts, as set up in the COMPANY WINDOW.

- After you finish viewing the report, press ESCAPE to return to the MENU BAR.

## Chart of Accounts Window



This window is where you enter, edit and display general ledger account numbers, types of accounts, descriptions and budget amounts.

- Press ALT-G to display the G/L menu.

- Press RIGHT ARROW to display the CHART OF ACCOUNTS SUBMENU.
- Press ENTER to select the first item in the submenu, CHART OF ACCOUNTS - WINDOW.
- When the window appears, type 001 in the COMPANY ID and press TAB.
- If the CALENDAR YEAR field provides a default of 97, press TAB to move the highlight to the next field, ACCOUNT ID.
- If any year other than 97 is displayed in the CALENDAR YEAR field, type 97 and then press TAB.
- Press F2 or the right mouse button in the ACCOUNT ID field to open a pop-up that displays the entire chart of accounts that has already been set up for company 001 for 1997.
- Press ENTER to select the first account listed in the pop-up, CASH IN BANK.
- After viewing the data in the window, press the EXIT button to return to the MENU BAR.

## Payables Window

The PAYABLES WINDOW is where you add, edit and display PAYABLES transactions. The system automatically builds appropriate cash or accrual accounting transactions on a company-by-company basis.

With the PAYABLES WINDOW, you either create an Invoice line item to show that a bill is due or you create a Payment line item (cash disbursement) to show that you paid a bill. The following process will create a payable from the system on behalf of company 001, Capital Finance Group, to your demo collection company, Collection Service Ltd.

- Use either the mouse or keyboard shortcuts to select the G/L menu. Select the second item on the G/L menu, PAYABLES JOURNAL - SUBMENU.
- Select the first item on the submenu, PAYABLES JOURNAL - WINDOW.
- Press TAB to accept the default provided for the JOURNAL ID.
- For the DATE field, accept the default of the current date.
- Type 1234 for the entry in the INVOICE # field and then press TAB.
- In the DUE DATE field, press TAB to accept the default of the current date.

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- In the Vendor field, press the F2 key to initiate a search.
  - In the PAY TO pop-up, press ENTER to accept the default radio button, VENDOR. Press ENTER again in the SEARCH METHOD pop-up to accept the default PICK LIST radio button.
  - Scroll to the bottom of the list and choose MGMT, Collection Service Ltd., which is the collection company set up in the OPTIONS SETUP WINDOW.
  - Press ENTER to insert the vendor's ID and address information into the PAYABLES WINDOW fields.
    - Press TAB six times to move the highlight to the TERMS field.
  - Press TAB four more times to accept the defaults for TERMS, STATUS, FREQUENCY, and BANK ACCOUNT.
    - Press TAB again to accept the default for the DATE, for the line item.
    - In the DESCRIPTION field, type COLLECTION FEES and then press TAB.
    - Type 100 for the AMOUNT field and then press TAB.
    - Accept the default entry for the AMT TO PAY field by pressing TAB.
  - Press F2 to open the SEARCH METHOD pop-up from the CO field and then press ENTER to open the PICK LIST pop-up.
    - Press ENTER again to select company 001, CAPITAL FINANCE GROUP.
  - Press F2 to display a pop-up listing all the accounts in company 001's chart of accounts. Press PAGE DOWN once and UP ARROW three times to highlight account 5100, COLLECTION SERVICE FEES.
    - Press ENTER to select account 5100 and insert it into the DB (debit) field.
    - Press TAB to leave the CHK # field blank.

When you leave the CHK # field blank, the system automatically assigns a check number when you print laser or line printer checks with the PRINT CHECKS process. If you prefer to write checks manually, you would enter the appropriate check number in this field.

- Press TAB four times so the focus rectangle highlights the EXIT command in the COMMAND MENU.
- Press ENTER to issue the EXIT command and respond YES to the SAVE CHANGES? prompt.

## Profit and Loss Statement



The PROFIT AND LOSS STATEMENT can be printed with or without a comparison of actual to budgeted or last year's figures. You can easily design your own variations of PROFIT AND LOSS STATEMENTS and BALANCE SHEETS using the FINANCIAL STATEMENT SETUP window, which can be found on the SYSTEM menu.

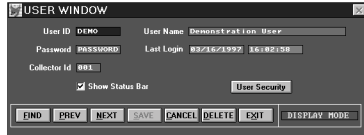
- Select the G/L menu from the MENU BAR.
- Select the FINANCIAL STATEMENTS - SUBMENU from the G/L menu.
- Select the second item on the FINANCIAL STATEMENTS SUBMENU, FINANCIAL STATEMENT - REPORT.
- Press F2 from the REPORT ID field to display a pop-up of all the currently defined financial reports.
  - Press DOWN ARROW twice to highlight P&L, PROFIT & LOSS STATEMENT.
  - Press ENTER to select P&L1 and insert it into the REPORT ID field.
  - Press TAB to highlight the CALENDAR MONTH field. Then type 0696 (for June 1996).
- Press TAB twice to highlight the COMPANY ID field. Then type 001 and press TAB again.
  - Press ALT-O to issue the OK command.
  - View the report and then press ESCAPE to return to the MENU BAR.

## System Menu

### System Menu

This menu contains three submenus, SETUP, CODE and UTILITIES, containing items for setting up the system, inputting and editing system codes, and miscellaneous utilities for manipulating data.

### User Setup Window



This window is where you create and edit USER IDs and PASSWORDS. You also set up each user's security level options and printers with this window.

- From the SYSTEM menu, select the SETUP SUBMENU and then select the first item on the submenu, USER SETUP - WINDOW.
  - In the USER ID field, type DEMO and press TAB.

As described in detail in Chapter 14, the USER SECURITY push-button you see in this window enables you to assign any level of system access on a user-by-user basis.

- After viewing the window, EXIT back to the MENU BAR.

## Options Setup Window



This window, found on the SETUP submenu, establishes name and address information for notices and statements sent to contracts and clients. The management company's TAX ID number is used when printing IRS 1099 forms for each client and vendor.

- Press ALT-S to display the SYSTEM menu and then press ENTER to display the SETUP - SUBMENU.
- Press DOWN ARROW twice to highlight the third item on the SETUP SUBMENU, OPTIONS SETUP - WINDOW.
  - Press ENTER to open the window and then EXIT when you are done viewing it.

## Forms Maintenance Window



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The FORMS MAINTENANCE WINDOW provides a way to edit the standard forms and notices supplied with Contract Collector. It can also be used to create new documents.

- Press ALT-S to display the SYSTEM menu and then press RIGHT ARROW to display the SETUP - SUBMENU.
- Type an F to jump to the first item on the submenu that begins with F (FINANCIAL STATEMENT SETUP - WINDOW).
  - Then type F again to jump to the last item, FORMS MAINTENANCE - WINDOW.
  - Press ENTER to open the window.
- From the NAME field, press F2 to open a pop-up that displays all the currently defined forms in the system.
- Press ENTER to select the first form in the pop-up, DELI1, DELINQUENCY NOTICE (SUMMARY).
  - Press the FORMS EDITOR button to view the form in the FORMS EDITOR WINDOW.
  - View the entire form as it is currently set up by using the scroll bars on the window.
- EXIT the FORMS EDITOR window when you are finished viewing the form by selecting CLOSE for the control box of the editor.
  - Press the EXIT button to quit the FORMS MAINTENANCE WINDOW.

## Exit to Windows

If you have time, explore any other part of the system now. Or quit for now (choose EXIT from the FILE menu) and log back on later to look at as many of the other windows, reports and processes as you want.

