

*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**

Title First Name Middle Name(s) Last Name

    
**Unlock**
 Multi-Statement  
 No Statement  
 Tax Exempt

Address 1102 SAMPLE ROAD KENOVA WV 25530 Co. WAYNE



Search By Memorial Name

Phone (304) 555-5555



SSN

Birth Date

08/31/1965

Counselor   Salesperson   Order Type   Store Location

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  Balance Due \$0.00MARKER-SLANT,RUSHMOREMAHOGANY 24X10X16 ,ROCK PITCH SERPENTINE TOP,  
VELVET BACK-BASE,RUSHMOREMAHOGANY 34 x 16 x 6 POLISHED TOP,BRP

Other Charges

\$0.00  \$0.00

Discounts/Trade In

\$0.00  \$0.00

Destination

ATKINSON CEMETERY 

BUFFALO, WV

Total Sales Tax

\$105.42  \$0.00

Contract Allowance

\$0.00  \$0.00

Total Purchase Price

\$2,052.82  \$0.00

Term - Mths 12 Deposit \$752.82

Balance Due (Principal)

\$0.00  \$0.00

Interest 0 % Payment Cycle 1

Contract Balance Due

\$0.00  \$0.00

Rate

Terms

Deposit Due Upon Order, Balance Due Upon Delivery 

Date Purchase Paid

Friday, March 20, 2015  

Paid

Notes

Memorial Names

Make Payment, Credit or Edit Existing Transactions

View Transaction History

Filing Label

Record: 1 of 2



No Filter

Search

Record: 3 of 2820



No Filter

Search

## MERCHANDISE DETAIL

### Itemized List of Merchandise Sold

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

Exit and Save

\$1,947.40

## SALES TAX DETAIL

Itemized List of Sales Tax Charged

Destination	ATKINSON CEMETERY	<input type="button" value="▼"/>	BUFFALO, WV
<b>DESTINATION TAX</b>		Tax %	
West Virginia Department of Tax and Revenue	0.06	State	\$105.42
	0	City	\$0.00
	0	County	\$0.00
<b>Destination Tax Total</b>		\$105.42	
<b>OCCUPATIONAL TAX</b>		Tax %	
<b>Occupational Tax Total</b>		\$0.00	
<b>Total Tax</b>		\$105.42	

**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	
2/26/2015	Payment on Order-2015-0127-HUNTINGTON	Payment Posted	2240	\$0.00	\$1,300.00	
3/9/2015	Deposit on Order-2015-0127-HUNTINGTON	Deposit Posted	2240	\$0.00	\$752.82	
3/9/2015	Deposit on Order-2015-0127-HUNTINGTON	Deposit Posted	1006	\$752.82	\$0.00	
5/6/2015	Jeff Lockhart	Post Commission	5211-002	\$175.70	\$0.00	
5/6/2015	Jeff Lockhart	Post Commission	2260	\$0.00	\$175.70	
5/13/2015	B34166RM-Invoiced	Invoice Date	4001-002	\$0.00	\$731.00	
5/13/2015	B34166RM-Invoiced	Invoice Date	5001-002	\$202.74	\$0.00	
5/13/2015	B34166RM-Invoiced	Invoice Date	1300	\$0.00	\$202.74	
5/13/2015	GRANITE DESIGN ADDITIONS-Invoiced	Invoice Date	4001-002	\$0.00	\$21.00	
5/13/2015	Invoiced	Invoice Date	1100	\$2,052.82	\$0.00	
5/13/2015	M241016RM-Invoiced	Invoice Date	4001-002	\$0.00	\$1,005.00	

Record: 1 of 18 Unfiltered Search

Manual Posting

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

Entering Purchases

**Sales Order**

Title	First Name	Middle Name(s)	Last Name	<input type="button" value="Go To A Specific Contract"/>	<input type="button" value="Go To A Specific Name"/>	<input type="button" value="Show All Names"/>	<input type="button" value="Transfer Order/Inv."/>
	SANDRA		ADKINS	<input type="button" value="Unlock"/>			
Address	PO BOX 5555	ORGAS	WV	25148	Co. BOONE	<input type="checkbox"/> Multi-Statement	<input type="checkbox"/> No Statement
Phone	(304) 555-5555	<input type="button" value="SSN"/>		Birth Date	11/7/1954	<input type="checkbox"/> Tax Exempt	<input type="button" value="Search By Memorial Name"/>
Counselor	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="Contract File Name"/>	2016-0126-CHAR	<input type="button" value="Co-Purchaser for this contract"/>	<input type="button" value="Contract Details"/>
Salesperson	Allen Cosby	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="Photo File Name"/>	3463.tif	<input type="button" value="Payment Coupons"/>	<input type="button" value="Early/Final Payoff"/>
Order Type	Memorial	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="Cancel Contract"/>	<input type="button" value=""/>
Store Location	Charleston	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="General Journal"/>
Order Date	Tuesday, March 01, 2016	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Invoice Date	Friday, April 15, 2016	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
<b>Invoice</b>	I 2016-0126-CHARLESTON	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Merchandise Price	\$3,476.00	<input type="button" value="I"/>	<input type="button" value=""/>	<input type="button" value="Balance Due"/>	TABLET 42X6X28 CHINA ASIAN GREY, SCULPTED DEER, UNIQUE 247-BASE 54X12X8 CHINA ASIAN GREY PFT BRP-VASE CROWN STATUARY BRONZE		
Other Charges	\$0.00	<input type="button" value="I"/>	<input type="button" value=""/>	<input type="button" value=""/>			
Discounts/Trade In	\$485.00	<input type="button" value="I"/>	<input type="button" value=""/>	<input type="button" value="Destination"/>			
Total Sales Tax	\$159.00	<input type="button" value="I"/>	<input type="button" value=""/>	PINEVIEW CEMETERY	<input type="button" value=""/>	ORGAS, WV (PC)	
Contract Allowance	\$0.00	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<b>Terms</b>	
Total Purchase Price	\$3,150.00	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	
Balance Due (Principal)	\$0.00	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	
Contract Balance Due	\$0.00	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="Paid"/>	<input type="button" value=""/>	<input type="button" value=""/>	
Date Purchase Paid	Thursday, March 03, 2016	<input checked="" type="checkbox"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	
<input type="button" value="Make Payment, Credit or Edit Existing Transactions"/>				<input type="button" value="View Transaction History"/>	<input type="button" value=""/>	<input type="button" value=""/>	
<input type="button" value=""/>							
<input type="button" value=""/>							

Record: 14 < 1 of 1 > ► ► No Filter Search

Record: 14 < 23 of 2820 > ► ► No Filter Search

## MERCHANDISE DETAIL

### Itemized List of Merchandise Sold

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

Exit and Save

\$3,476.00

**EASILY CREATE SPECIAL ORDER ITEMS DIRECTLY FROM MERCHANDISE DETAIL SCREEN**

## Merchandise Attributes

Length:	24	Width:	10	Height:	3	<input checked="" type="checkbox"/> Include
Item Category:	Granite					<input type="button" value="▼"/>
Item Description:	Statue					<input checked="" type="checkbox"/> 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"/>

## DISCOUNT DETAIL

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

**Sales Order**

Exit 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: [dropdown] Salesperson: Allen Cosby 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  
Other Charges: \$0.00 Paid:   
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	Reduces Counselor Commission	Reduces 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: [text input]

Record: 1 of 1 Record: 23 of 2820 No Filter Search

Form View

## MEMORIAL DETAIL

A Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

Sales Order

Title First Name Middle Name(s) Last Name

Address PO BOX 5555 ORGAS WV 25148 Co. BOONE

Unlock Multi-Statement No Statement Tax Exempt

Search By

List of Names on Memorial

Name(s) on Memorial	Birth Date	Death Date	Interment Date	Wedding Date	Military Service	Branch	Conflicts
JENNY ADKINS SANDRA ADKINS	1/14/1956 11/7/1954	10/20/2015 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 Paid Date Purchase Paid Thursday, March 03, 2016   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: 14 < 1 of 1 > 23 of 2820 > No Filter Search

Record: 14 < 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  
BrentSears                                  Email [simon@aol.com](mailto:simon@aol.com)

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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

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

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Vase-Metal    VASE CROWN STATUARY BRONZE

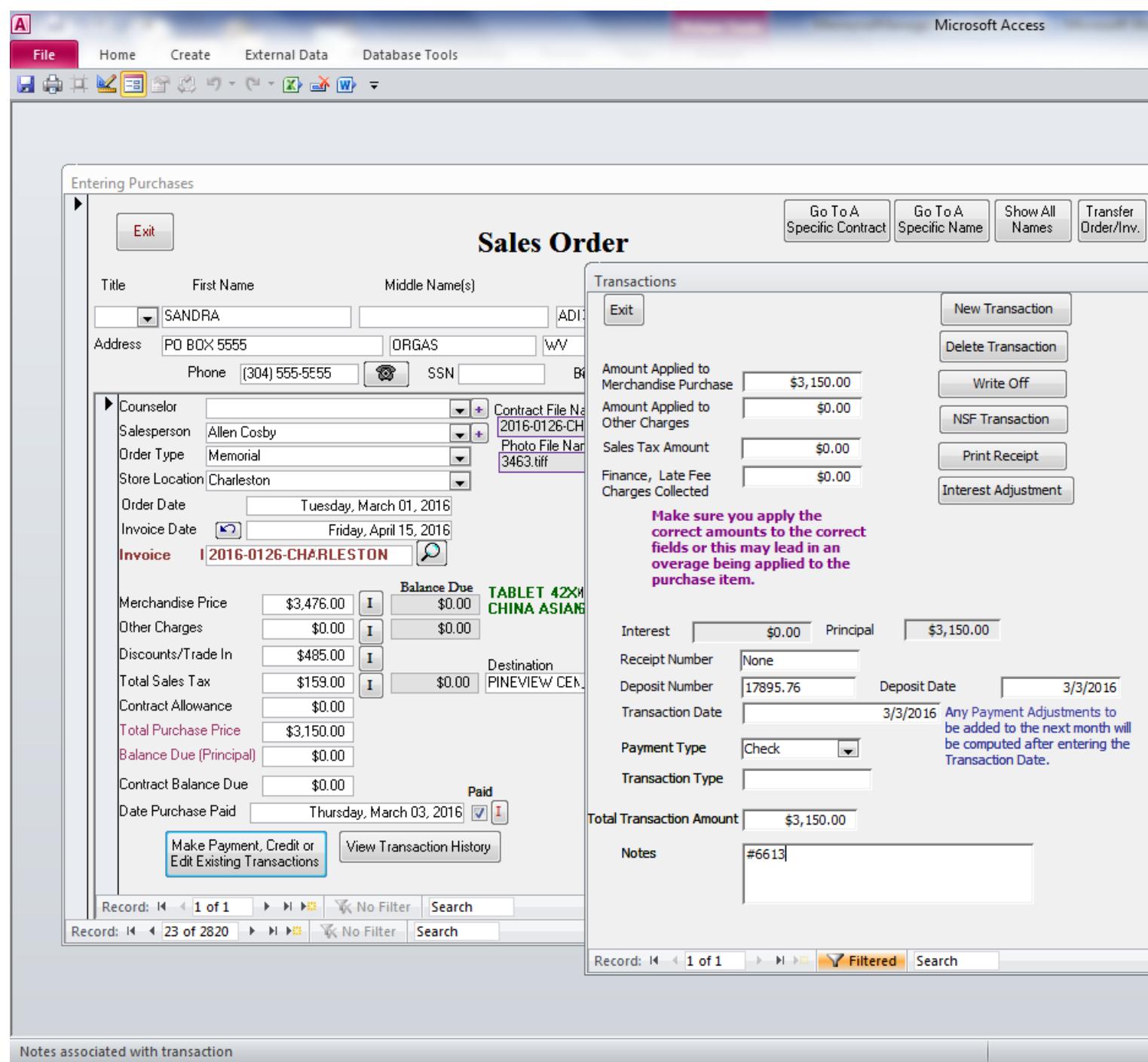
Tablet        TABLET 42X6X28 CHINA ASIAN GREY, SCULPTED DEER, UNIQUE 247

Color: China Asian Grey

Base          BASE 54X12X8 CHINA ASIAN GREY PFT BRP

Color: China Asian Grey

## **PAYMENT DETAIL**



Entering Purchases

## Sales Order

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
Counselor	White Funeral Home	+ Contract File Name	<input type="button" value="Co-Purchaser for this contract"/>
Salesperson	Allen Cosby	+ Photo File Name	<input type="button" value="Contract Details"/>
Order Type	Memorial	<input type="button" value="Payment Coupons"/>	<input type="button" value="Unlock"/>
Store Location	Charleston	<input type="button" value="Early/Final Payoff"/>	<input type="button" value="Cancel Contract"/>
Order Date	Saturday, January 28, 2017	<input type="button" value="Lock Order"/>	<input type="button" value="Print Statement"/>
Invoice Date		<input type="button" value="Print Notification"/>	<input type="button" value="General Journal"/>
Order	O 2017-0032-CHARLESTON	<input type="button" value="Date Set/Delivered"/>	<input type="button" value="Order Status"/>
<b>No Processes Linked to This Order</b>			
Merchandise Price	\$3,754.00	<input type="button" value="Balance Due"/>	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76 T 685-BASE 40X14X9 WAUSAU RED
Other Charges	\$50.00	<input type="button" value="I"/>	\$50.00
Discounts/Trade In	\$0.00	<input type="button" value="I"/>	Destination
Total Sales Tax	\$262.78	<input type="button" value="I"/>	SUNSET MEMORIAL PARK - SO CHARLESTON
Contract Allowance	\$0.00		SOUTH CHARLESTON, WV (PC)
Total Purchase Price	\$4,066.78		<input type="button" value="Terms"/>
Balance Due (Principal)	\$4,066.78	<input type="button" value="Finance"/>	60-120 Days for Completion
Contract Balance Due	\$4,066.78	<input type="button" value="Paid"/>	Deposit Due Upon Order, Balance Due Upon Delivery
Date Purchase Paid		<input type="button" value="I"/>	<input type="button" value="Notes"/>
<input type="button" value="Make Payment, Credit or Edit Existing Transactions"/>		<input type="button" value="View Transaction History"/>	<input type="button" value="Memorial Names"/>
<input type="button" value="Record: 14 &lt; 3 of 3 &gt; &gt;&gt; No Filter Search"/>			
<input type="button" value="Record: 14 &lt; 3 of 2820 &gt; &gt;&gt; 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

## MERCHANDISE DETAIL

### Itemized List of Merchandise Sold

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

\$3,754.00

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

Merchandise In Inventory

**Exit**

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="1"/>	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**

**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

<b>Quantity To Tag For Allocation</b>	<b>Wholesaler</b>	<b>Quantity Available To Tag</b>	<b>Purchase Order</b>
<input type="text"/> 1	Lexington Blue Granite	1	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	S. C.	Commission	Actual Cost	Order From
T 241030WR		TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM	I	1	\$2,086.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Childs And Childs I	I
Color Wausau Red		B SS 40149WR		BASE 40X14X9 WAUSAU RED	I	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	TAGGED ORDER I
Color Wausau Red		GRANITE DESIGN ADDITIONS		Total Granite Additions	I	1	\$168.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Non-Order Item I
SPECIAL ORDER - GRANITE		Special Order Statue 24x10x3, Color: Wausau Red			I	1	\$3,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Childs And Childs I
Color Wausau Red					I	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	I
					I	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	I
					I	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	I
					I	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	I
					I	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	I
					I	1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	I
											<b>\$5,254.00</b>
<b>Exit and Save</b>											

# FINANCE DETAIL

A Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

## Sales Order

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

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

Counselor White Funeral Home Salesperson Allen Cosby Order Type Memorial Store Location Charleston

Contract File Name Co-Purchaser for this contract Contract Details Payment Coupons Print Certificate Early/Final Payoff Cancel Contract Photo File Name Lock Order Print Statement Print Notification Print Contract General Journal

Date Set/Delivered Order Status

No Processes Linked to This Order

Order O 2017-0032-CHARLESTON

Merchandise Price \$3,754.00 Balance Due \$2,754.00  
Other Charges \$50.00 Interest Rate  
Discounts/Trade In \$0.00  
Total Sales Tax \$262.78  
Contract Allowance \$0.00  
Total Purchase Price \$4,066.78  
Balance Due (Principal) \$3,066.78  
Contract Balance Due \$3,373.92  
Date Purchase Paid

Term - Mths 12 Deposit \$1,000.00 Post Deposit  
Interest 18% Payment Cycle 1  
Rate

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

Notes  
Lock Terms Paid Deposit No. 12345  
Deposit Date 1/28/2017  
Receipt No. 55888  
Memorial Names  
Filing Label

Make Payment, Credit or Edit Existing Transactions View Transaction History

Record: 1 of 3 No Filter Search

Record: 3 of 2820 No Filter Search

Form View

## CONTRACT DETAILS

Contract Details

Exit

### Contract Details

Length of Contract	12	Inc. Mths.	Monthly Payment	\$281.16
Months Left on Contract	12	+	Last Monthly Payment	\$281.16
<a href="#">Edit Principal and Interest</a>				
Total Interest Income Earned When Paid in Full				
\$307.14				
<a href="#">Edit Sales Commission</a>				
Total Sales Commission	\$375.40	Total Counselor Commission	\$938.50	
Balance Remaining	\$375.40	Balance Remaining	\$938.50	

## EDIT PRINCIPAL AND INTEREST

Change Contract Variables

Exit

Reset Interest Shortage

Reset All Values Before Exit

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

## EDIT COMMISSIONS

Change Sales Commission

**Edit Commission**

Exit

Allen Cosby (Sales)	\$375.40
Sales Commission Balance	\$375.40
White Funeral Home (Counselor)	\$938.50
Counselor Balance	\$938.50

**Total Commission**

Total Salesperson Commission	\$375.40	Total Counselor Commission	\$938.50	Total Commission	\$1,313.90
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**Balance Due**

Total Salesperson Commission	\$375.40	Total Counselor Commission	\$938.50	Total Commission	\$1,313.90
------------------------------	----------	----------------------------	----------	------------------	------------

# CUSTOMER STATEMENT

A Microsoft Access

File Print Preview

Customer Statement

**Customer Account Statement**

Contract Number	2017-0032-CHARLESTON	Order Date	1/28/2017
Customer Name	SANDRA ACORD	Invoice Date	
Address	1102 SAMPLE ROAD KENOVA, WV 25530	Total Purchase Price	\$4,066.78
		Principal Balance	\$3,056.78
		Statement Date	1/28/2017

See Delivered Date

Transaction Date	Method of Payment Received	Receipt Number	Principal	Late Fee	Transaction Fee	Principal Amount	Principal Balance
1/28/2017	Deposit	55886	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$3,066.78

**Sears Monument Company** Contract Number 2017-0032-CHARLESTON  
124 Virginia St East Phone (304) 342-4158  
Charleston, WV 25501 Fax (304) 342-4150  
Bret Sears bretsears@sbcglobal.net

Page: 14 < 1 > >> No Filter

Ready Caps Lock

# PAYMENT COUPONS – FRONT AND BACK PAGE

A Microsoft Access

File Print Preview

Payment\_Coupon\_Table

Sears Monument Company  
124 Virginia St. East  
Charleston, WV 25301  
Contract # 2017-0032-CHARLEST

(304) 342-4158 Payment Number 1

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

ADDITIONAL PAYMENT \_\_\_\_\_  
OTHER PAYMENT \_\_\_\_\_  
TOTAL \_\_\_\_\_

PLEASE MAIL COUPON WITH YOUR PAYMENT.  
SEE REVERSE SIDE FOR NAME, ADDRESS OR PHONE NUMBER CHANGES OR TO CHARGE YOUR PAYMENT TO A CREDIT CARD.

Sears Monument Company  
124 Virginia St. East  
Charleston, WV 25301  
Contract # 2017-0032-CHARLEST

(304) 342-4158 Payment Number 2

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

ADDITIONAL PAYMENT \_\_\_\_\_  
OTHER PAYMENT \_\_\_\_\_  
TOTAL \_\_\_\_\_

PLEASE MAIL COUPON WITH YOUR PAYMENT.  
SEE REVERSE SIDE FOR NAME, ADDRESS OR PHONE NUMBER CHANGES OR TO CHARGE YOUR PAYMENT TO A CREDIT CARD.

Sears Monument Company  
124 Virginia St. East  
Charleston, WV 25301  
Contract # 2017-0032-CHARLEST

(304) 342-4158 Payment Number 3

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

ADDITIONAL PAYMENT \_\_\_\_\_  
OTHER PAYMENT \_\_\_\_\_  
TOTAL \_\_\_\_\_

PLEASE MAIL COUPON WITH YOUR PAYMENT.  
SEE REVERSE SIDE FOR NAME, ADDRESS OR PHONE NUMBER CHANGES OR TO CHARGE YOUR PAYMENT TO A CREDIT CARD.

Page: 14 1 ▶ ▶ No Filter

A

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.

Page: 14 &lt; 1 &gt; &gt;&gt; No Filter

Ready

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

Contract Page 1 - Microsoft Access

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

Date: **2017-07-10**

Buyer: **Sean Monument Company**  
P. O. Box 829, Charleston, WV 25323  
124 Virginia St East, Charleston, WV 25301  
Tel (304) 342-4133, Fax (304) 342-4130

**SANDRA ACORD (Purchaser)**

Reference to the Contract as "Purchase" or "Seller" or "Buyer" or "Seller's Agent" or "Other Charges" or "Goods and Other Charges" means the terms and conditions to be found by all of the terms and provisions of this Contract, including the Additional Terms, Conditions, and Warranties.

**ITEMIZATION OF THE AMOUNT FINANCED**

A. Cash Price (A-Q)	\$4,066.73
B. Down Payment	
1. Contract Trade-in Allowance (discrepancy _____)	\$0.00
2. Cash Down Payment	\$1,000.00
C. Total Down Payment (B1 + B2)	\$1,000.00
D. Amount Financed (A-Q) (Less balance of cash price)	\$3,066.73

**PAYMENT:** The Purchaser shall pay Seller in accordance with the following payment statement.

**FEDERAL TRUTH-IN-LENDING DISCLOSURES**

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Term of Payments	Total Sales Price
The cost of your credit as a yearly rate.	The dollar amount of the credit will be you.	The amount of time you will have to pay back the money you borrowed.	The total cost of credit and services provided or made including advance payment of \$1,000.00 <small>(Total Payments - down payment) / \$4,066.73</small>
18 %	\$307.14	\$3,066.73	\$3,373.00

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

Number of Payments	Amount of Payments	Last Payment Due Date	Frequency: Payments are due
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 pay off early, you will not have a penalty.

**LATE CHARGES:** If final payment is not made within 10 days after it is due, you will be charged \$5.00 or 5% of each payment, whichever is less.

See reverse side for additional terms of the Contract for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

**THIS IS NOT AN INSURANCE CONTRACT**

**IRREVOCABILITY WARNER:** At purchase'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:  Purchaser  Date: \_\_\_\_\_

**BUYER'S RIGHT TO CANCEL:** IF THIS TRANSACTION WAS SOLICITED OFF 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: 1100 SAMPLE ROAD Mailing Address: \_\_\_\_\_  
City: KENOVA State: WV Zip: 25610  
Employer (if any): \_\_\_\_\_  
Home Phone: (304) 555-5555 Work Phone: ( )  
Cell Phone: ( ) Date of Birth: 08/31/1965 Work Phone: ( )  
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: \_\_\_\_\_

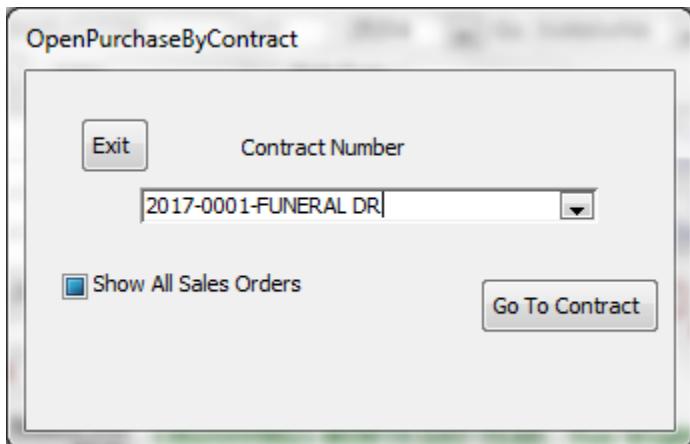
COUNSELOR NAME: Allen Corby Seller's Registered Signature (if different than Counselor): \_\_\_\_\_

By: \_\_\_\_\_ (Co-Counselor Signature)

See reverse side for important disclosures.  
Page 1 of 4

Page: 1 | Page 2 | Page 3 | Page 4 | No Filter | Ready | Caps Lock | Num Lock | 53% | Print Preview |

## **OPEN CONTRACTS BY CONTRACT NUMBER**



## **OR BY MEMORIAL NAME**

The screenshot shows a software window titled "Search for Contract By Memorial Name". At the top left is an "Exit" button. Centered above a table is the text "Enter Name on Memorial" and "Go Directly to Their Record". The table has columns: Name, Contract Number, Death Date, and Interment Date. The data is as follows:

Name	Contract Number	Death Date	Interment Date
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

Title First Name Middle Name(s) Last Name

Address 1102 SAMPLE ROAD KENOWA WV 25530 Co. WAYNE

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

Counselor Contract File Name Co-Purchaser for this contract

Salesperson Jeff Lockhart Photo File Name 527.tiff

Order Type Memorial

Store Location McColm Sears

Order Date Tuesday, February 24, 2015

Invoice Date Monday, April 06, 2015

Date Set/Delivered Wednesday, April 01, 2015

Order Status

No Processes Linked to This Order

Invoice 2015-0124 Find and Replace

Find Replace

Find What: ACORD

Look In: Current field

Match: Whole Field

Search: All

Match Case Search Fields As Formatted

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

Multi-Statement  
No Statement  
Tax Exempt

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

Unlock Search By Memorial Name

Contract Details Payment Coupons Print Certificate Early/Final Payoff Cancel Contract

Print Statement Print Notification Print Contract General Journal

**SAMPLE  
PURCHASE  
ORDERS**

# PURCHASE ORDER

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

## Purchase Order

Company Name: Color Select Vase Company

Address: PO BOX 111 ELBERTON GA 30635

Customer ID:  Toll Free:  Phone: (706) 213-6488 Fax: (706) 283-2701 Email:  Web:

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

Discounts Includes Other Charges  Early Pay Discount Includes Other Charges

Contact:  Order Type: Memorial

Order Date: Wednesday, September 07, 2016

PO Number: 16-550 STOCK  Store Location:

Tracking No: COLOR-16-550 STOCK  Invoice Date: Saturday, September 24, 2016

Invoice Number: 16-550

Merchandise Price	\$755.00	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
Other Charges	\$0.00	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	2016-0830-CHARLESTO
		V8610RM 5	VASE-GRANITE,RUSHMOREMAHOGANY 8 X 6 X 10 POL 5 BRP S	\$95.00	\$95.00	No	1	50	\$95.00	9/14/2016	
		V8810AMBK 5	VASE GRANITE 8x8x10 AMERICAN BLACK MIST	\$420.00	\$420.00	No	4	268	\$105.00	9/14/2016	
Discount	0%										
Early Pay Discount	0%										
DATE											
Order Allowance	\$0.00										
Total Purchase Price	\$755.00										
Balance Due (Principal)	\$0.00										
Deposit	\$0.00										
				\$755.00	\$755.00	25	1118				

Date Order Paid: Monday, September 26, 2016  Paid

Notes:

Record: 1 of 11

Record: 10 of 69

Form View Caps Lock Num Lock

# PURCHASE ORDER WITH TAGGED ITEMS

Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

## Purchase Order

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      Store Location:

Order Date: Tuesday, January 17, 2017      PO Number: 158987

Invoice Date:       Invoice Number:

Discounts Includes Other Charges       Early Pay Discount Includes Other Charges

**Tracking No:** LEXINGTON-158987

Merchandise Price	Other Charges	Discount	Early Pay Discount	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%	DATE	\$500.00	\$500.00	\$0.00	B SS 40149wR	BASE 40X14X9 WAUSAU RED	\$500.00	\$0.00	No	1	0	\$500.00		

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 1      Record: 28 of 69

Form View      Num Lock

## Sales Order Tags

## Order Items For Inventory Tagged By Sales Orders

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

Qty Tagged
1

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

**A Microsoft Access**

File Home Create External Data Database Tools

Entering Purchases

## Purchase Order

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

Contact: Order Type: Memorial

Order Date: Tuesday, January 17, 2017

PO Number: PO-REQUEST

Tracking No: CHILDS-PO-REQUEST

Invoice Date: Invoice Number:

Merchandise Price: \$0.00 Item Number: Item Description: Cost: COGS: DI: Quantity: Weight: Cost per Item: Received: Sales Order Number:

Other Charges: I \$0.00

Discount: 0% \$0.00

Early Pay Discount: 0% \$0.00

Discount DATE:

Order Allowance: \$0.00

Total Purchase Price: \$0.00

Balance Due (Principal): \$0.00

Deposit: \$0.00

Add Items From Contracts Remove Selected Item \$0.00 \$0.00 0 0

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

OrderLineItemsADDFromContracts

Pending Order

Select/Deselect All

Item Number	Item Description	Qty	Need Weight	Contract Number	Name
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 761	1	0	2017-0032-CHARLESTO	SANDRA ACORD
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**

A

File Home Create External Data Database Tools



Entering Purchases

**Purchase Order**
  

- Discounts Includes Other Charges  
 Early Pay Discount Includes Other Charges

**Customer ID**

SEARS

Address P.O. Box 449 1130 Hartwell Hwy

Elberton

GA

30635



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

Merchandise Price	\$0.00	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
Other Charges	I \$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-CHARLESTO	
Discount	0 %	\$0.00				No	1	1192	\$0.00		2017-0032-CHARLESTO
Early Pay Discount	0 %	\$0.00									
DATE											
Order Allowance	\$0.00			\$0.00	\$0.00						
Total Purchase Price	\$0.00										
Balance Due (Principal)	\$0.00										
Deposit	\$0.00										

\$0.00

\$0.00

2

1192

Date Order Paid

Paid

Ship To A-PLANT

Notes

Record: 1 of 55      Record: 1 of 69      

Form View

Num Lock

## **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 761	1	1192

**Exit**



## Entering Purchases

**Purchase Order**
  
 Discounts Includes Other Charges

 Early Pay Discount Includes Other Charges
**Customer ID**

SEARS

Toll Free

Phone (304) 342-4158

Fax (304) 342-4150

Email

Web

Default Ship To A-PLANT

Tracking Abbreviation CHILDS

Unlock

Contact Order Type  Memorial

Print PO Request

Cancel Order

Order Date  Tuesday, January 17, 2017Store Location 

Lock Order

General Journal

PO Number  PO-REQUESTInvoice Date 

Remove Sale Order Holds

Tracking No  CHILDS-PO-REQUESTInvoice Number 

Merchandise Price	\$0.00	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item Received	Sales Order Number
Other Charges	<input type="text"/> I \$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	2952	\$0.00	2017-0032-CHARLESTO
Discount	<input type="text"/> 0 % \$0.00			\$0.00	\$0.00	No	1	1192	\$0.00	2017-0032-CHARLESTO
Early Pay Discount	<input type="text"/> 0 % \$0.00									
DATE	<input type="text"/>									
Order Allowance	<input type="text"/> \$0.00									
Total Purchase Price	<input type="text"/> \$0.00									
Balance Due (Principal)	<input type="text"/> \$0.00									
Deposit	<input type="text"/> \$0.00									

\$0.00

\$0.00

2

4144

Date Order Paid Paid 

Ship To A-PLANT

Notes Record: 1 of 55      Record: 1 of 69      

## 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

Purchase Order

<input type="checkbox"/> 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 STEMPLE
<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



Entering Purchases

## Purchase Order

[Go To A Specific Order](#)
[Go To A Specific Wholesaler](#)
[Show All Names](#)

- Discounts Includes Other Charges  
 Early Pay Discount Includes Other Charges

**Customer ID**

SEARS

Address P.O. Box 449 1130 Hartwell Hwy

Elberton

GA

30635

[Unlock](#)

Company Name Childs And Childs Granite Co., Inc.

Toll Free

Phone (304) 342-4158

Fax (304) 342-4150

Email

Web

Default Ship To A-PLANT

Tracking Abbreviation CHILDS

 Contact 
I

Order Type Memorial



Order Date Tuesday, January 17, 2017

Store Location



PO Number PO-REQUEST

Invoice Date

**Tracking No** CHILDS-PO-REQUEST

Invoice Number

Merchandise Price \$0.00

Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number
B30148RM	BASE,RUSHMORE MAHOGANY 30X14X8 POLISHED TOP,BRP	\$0.00	\$0.00	No	1	370	\$0.00		2017-0011-CHARLESTO
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	2952	\$0.00		2017-0032-CHARLESTO
		\$0.00	\$0.00	No	1	1192	\$0.00		2017-0032-CHARLESTO

Other Charges 

Discount 0% \$0.00

Early Pay Discount 

Order Allowance \$0.00

Total Purchase Price \$0.00

Balance Due (Principal) \$0.00

Deposit \$0.00

[Add Items From Contracts](#)[Remove Selected Item](#)

\$0.00

\$0.00

3

4514

[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: 14 &lt; 1 of 55 &gt; 20 &gt; No Filter Search

Record: 14 &lt; 8 of 69 &gt; 20 &gt; No Filter Search

Caps Lock Num Lock



Form View

## **ENTERING IN ITEMS – FOR STOCK**

### **ENTER DIRECTLY BY ITEM NUMBER**

Order Inventory Items

Discount	Item	Item Number	Item Description	Quantity	Cost per Unit	Total Cost
		B30148RM	BASE,RUSHMORE MAHOGANY 30 X 14 X 8 POLISHED TOP, BRP	1	\$0.00	\$0.00
				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

Quantities      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	0	2
<input type="checkbox"/>	0 B24128VR	BASE,VICTORIAN ROSE 24 X 12 X 8 POLISHED TOP,BRP	0	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	0	1
<input type="checkbox"/>	0 B34168BG	BASE BARRE GREY 34 X 16 X 8 PFT BRP	0	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	0	1	2
<input type="checkbox"/>	0 B36166DG	BASE,DAWNGREY 36 X 16 X 6 POLISHED TOP,BRP	0	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	0	1
<input type="checkbox"/>	0 B40128ABQ	BASE,AMERICANBOUQUET 40 X 12 X 8 POLISHED TOP,BRP	1	0	0	0	0	1	3
<input type="checkbox"/>	0 B42128RM	BASE,RUSHMOREMAHOGANY 42X12X8 POLISHED TOP,BRP	1	0	0	0	0	1	2
<input type="checkbox"/>	0 B46166RM	BASE,RUSHMOREMAHOGANY 46X16X6 POLISHED TOP,BRP	0	0	0	0	0	0	1
<input type="checkbox"/>	0 B46168RM	BASE,RUSHMOREMAHOGANY 46X16X8 POLISHED TOP,BRP	0	0	0	0	0	0	1
<input type="checkbox"/>	0 B48126BD	BASE,BLACKDIAMOND 48X12X6 POLISHED TOP,BRP	0	0	0	0	0	0	1
<input type="checkbox"/>	0 B48128PB	BASE,PARADISEBLACK 48X12X8 POLISHED TOP,BRP	1	4	0	0	0	1	2
<input type="checkbox"/>	0 B48128WR	BASE,WAUSAURED 48X12X8 POLISHED TOP,BRP	0	2	0	0	0	0	1
<input type="checkbox"/>	0 B54128RM 2 IN	BASE,RUSHMOREMAHOGANY 54X12X8 POLISHED TOP,BRP2in. MA	0	0	0	0	0	0	1
<input type="checkbox"/>	0 B60128DG	BASE,DAWNGREY 60x12x8 POLISHED TOP,BRP	1	1	0	0	0	1	2
<input type="checkbox"/>	0 B60148BD	BASE,BLACKDIAMOND 60X14X8 POLISHED TOP,BRP	1	1	1	0	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

Company Name

Address 
Elberton 
30635

Discounts Includes Other Charges
 Early Pay Discount Includes Other Charges

**Customer ID**

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

Date Order Paid 


Ship To 
Notes

Record:

Record:

Form View 
Num Lock

## **ENTER OTHER CHARGES**

Itemized List of Other Items Charged

Other Charges Description	Price
Freight	\$58.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
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

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 Abbreviation: CHILDS

Contact: [ ] Order Type: Memorial

Order Date: Tuesday, January 17, 2017

PO Number: PO-REQUEST

Invoice Date: [ ]

Tracking No: CHILDS-PO-REQUEST Invoice Number: [ ]

Merchandise Price: \$1,092.30 Item Number: B2288DG Item Description: BASE DAWN GREY 22X8X8 PFT BRP Cost: \$104.80 COGS: \$124.20 DI: No Quantity: 2 Weight: 292 Cost per Item: \$62.10 Received: [ ] Sales Order Number: 2017-0011-CHARLESTO

Other Charges: \$58.00

B30148RM BASE RUSHMORE MAHOGANY 30X14X8 POLISHED TOP,BRP \$65.00 \$74.70 No 1 370 \$74.70

B30148RM BASE RUSHMORE MAHOGANY 30X14X8 POLISHED TOP,BRP \$65.00 \$74.70 No 1 370 \$74.70

SPECIAL ORDER T 241030WR Special Order Statue 24x10x3, Color: Wausau Red \$582.50 \$592.20 No 1 2952 \$592.20

TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP \$275.00 \$284.50 No 1 1192 \$284.50

Discount: 0% \$0.00 Early Pay Discount: 0% \$0.00

Date: [ ]

Order Allowance: \$0.00 Total Purchase Price: \$1,150.30 Balance Due (Principal): \$1,150.30 Deposit: \$0.00

Add Items From Contracts Remove Selected Item \$1,092.30 \$1,150.30 6 5176

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)

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

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**SUPPLIER** Childs And Childs Granite Co., Inc.  
P.O. Box 449 1130 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 CHILD-PO-REQUEST**

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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	1	1192
T 685			
Color: Wausau Red		5176	Total Weight

Page 1 of 1

Page: 1 No Filter

# 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 [sismon@aol.com](mailto:sismon@aol.com)

**Purchase Order Request**  
Request Date 1/17/2017

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**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-REQUEST**

---

Item Number	Item Description	Quantity	Weight	<i>This Space Reserved For Internal Purposes Only</i>
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 Mahogany				
SPECIAL ORDER - Special Order Statue 24x10x3, Color: Wausau Red				1 2952 2017-0032-CHARLESTON
Color: Wausau Red				
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM 76T 685	1	1192	2017-0032-CHARLESTON
Color: Wausau Red				5176 Total Weight

Page: 1 No Filter

Page 1 of 1

## **UPDATE PO NUMBERS, ENTER INVOICE NUMBERS AND INVOICE DATE**

A Microsoft Access

File Home Create External Data Database Tools

Entering Purchases

## Purchase Order

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

Contact: Tuesday, January 17, 2017 Order Type: Memorial

Order Date: PO Number: PO-5463498

Store Location: Invoice Date: Saturday, January 28, 2017

Tracking No: CHILDS-PO-5463498 Invoice Number: 189582

Merchandise Price: \$1,092.30 Other Charges: \$58.00

Discount: 0% Early Pay Discount: 0% DATE:

Order Allowance: \$0.00 Total Purchase Price: \$1,150.30

Balance Due (Principal): \$1,150.30 Deposit: \$0.00

Item Number Item Description Cost COGS DI Quantity Weight Cost per Item Received Sales Order Number

B2288DG	BASE DAWN GREY 22X8X8 PFT.BRP	\$104.80	\$124.20	No 2	292	\$62.10		2017-0011-CHARLESTO
B30148RM	BASE.RUSHMORE MAHOGANY 30X14X8 POLISHED TOP.BRP	\$65.00	\$74.70	No 1	370	\$74.70		2017-0032-CHARLESTO
B30148RM	BASE.RUSHMORE MAHOGANY 30X14X8 POLISHED TOP.BRP	\$65.00	\$74.70	No 1	370	\$74.70		2017-0032-CHARLESTO
SPECIAL ORDER T 241030WR	Special Order Statue 24x10x3, Color: Wausau Red TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$582.50	\$592.20	No 1	2952	\$592.20		2017-0032-CHARLESTO
		\$275.00	\$284.50	No 1	1192	\$284.50		2017-0032-CHARLESTO

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

## AUTOMATIC GENERAL JOURNAL ENTRIES CREATED UPON INVOICE DATE

General Journal Activity By Order Number						
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 Unlock Discounts Includes Other Charges Early Pay Discount Includes Other Charges

## Customer ID

SEARS

Company Name Childs And Childs Granite Co., Inc.

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



Web

Default Ship To A-PLANT

Tracking Abbreviation CHILDS

Contact	<input type="text"/>	Order Type	<input type="text" value="Memorial"/>	<input type="button"/> Print PO Request	<input type="button"/> Cancel Order									
Order Date	<input type="text" value="Tuesday, January 17, 2017"/>	Store Location	<input type="text"/>	<input type="button"/> Order Locked	<input type="button"/> General Journal									
PO Number	<input type="text" value="PO-5463498"/>	Invoice Date	<input type="text" value="Saturday, January 28, 2017"/>	<input type="button"/> Remove Sale Order Holds										
Tracking No <b>CHILDS-PO-5463498</b>														
Merchandise Price	\$1,092.30	Item Number	Item Description	Cost	COGS	DI	Quantity	Weight	Cost per Item	Received	Sales Order Number			
Other Charges	<input type="text" value="I \$58.00"/>	B2288DG	BASE DAWN GREY 22X8X8 PFT BRP	\$104.80	\$124.20	No	2	292	\$62.10	1/29/2017				
Discount	<input type="text" value="0% \$0.00"/>	B30148RM	BASE RUSHMORE MAHOGANY 30X14X8 POLISHED TOP,BRP	\$65.00	\$74.70	No	1	370	\$74.70	1/29/2017	2017-0011-CHARLESTO			
Early Pay Discount	<input type="text" value="DATE"/>	B30148RM	BASE RUSHMORE MAHOGANY 30X14X8 POLISHED TOP,BRP	\$65.00	\$74.70	No	1	370	\$74.70	1/29/2017	2017-0032-CHARLESTO			
SPECIAL ORDER T 241030WR						Special Order Statue 24x10x3, Color: Wausau Red	\$582.50	\$592.20	No	1	2952	\$592.20	1/29/2017	2017-0032-CHARLESTO
						TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP	\$275.00	\$284.50	No	1	1192	\$284.50	1/29/2017	2017-0032-CHARLESTO
Order Allowance	<input type="text" value="\$0.00"/>			\$1,092.30	\$1,150.30	6	5176							
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"/>													
						<input type="button"/> Adjust Weight For Items				<input type="button"/> Received Dates For Items				
Date Order Paid	<input type="text"/>	Paid	<input type="button"/> I	Ship To	A-PLANT	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	S. C.	Commission	Actual Cost	Order From	Status
T 241030WR	TABLET 24X10X30 WAUSAU RED POL 1 ROUGH SAWED 1 BRP ITEM	I 1	\$2,086.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$284.50	Childs And Childs I	I No Processes Linked to This Order
Color Wausau Red	B SS 40149WR	I 1	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$500.00	TAGGED ORDER	I No Processes Linked to This Order
Color Wausau Red	GRANITE DESIGN ADDITIONS	I 1	\$168.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$0.00	Non-Order Item	I No Processes Linked to This Order
SPECIAL ORDER - GRANITE	Special Order Statue 24x10x3, Color: Wausau Red	I 1	\$3,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$592.20	Childs And Childs I	I No Processes Linked to This Order
Color Wausau Red		I 1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		I
		I 1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		I
		I 1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		I
		I 1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		I
		I 1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		I
		I 1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		I
		I 1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00		I
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

**Sales Order**

Title	First Name	Middle Name(s)	Last Name	<input type="button" value="Unlock"/>	<input type="checkbox"/> Multi-Statement			
	SANDRA		ACORD		<input type="checkbox"/> No Statement			
Address	1102 SAMPLE ROAD	KENOVA	WV	25530	<input type="checkbox"/> Tax Exempt			
Phone	(304) 555-5555	<input type="button" value="SSN"/>	Birth Date	08/31/1965				
Counselor	White Funeral Home	<input type="button" value="Contract File Name"/>	Co-Purchaser for this contract	<input type="button" value="Contract Details"/>	<input type="button" value="Payment Coupons"/>	<input type="button" value="Print Certificate"/>	<input type="button" value="Early/Final Payoff"/>	<input type="button" value="Cancel Contract"/>
Salesperson	Allen Cosby	<input type="button" value="Photo File Name"/>	<input type="button" value="Order Locked"/>	<input type="button" value="Print Statement"/>	<input type="button" value="Print Notification"/>	<input type="button" value="Print Contract"/>	<input type="button" value="General Journal"/>	
Order Type	Memorial	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	
Store Location	Charleston	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	
Order Date	Saturday, January 28, 2017	<b>Date Set/Delivered</b>						
Invoice Date	Monday, January 30, 2017	Monday, January 30, 2017						
Invoice	I 2017-0032-CHARLESTON	<b>No Processes Linked to This Order</b>						
Merchandise Price	\$5,254.00	<input type="button" value="Balance Due"/>	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	<input type="button" value=""/>	\$50.00					
Discounts/Trade In	\$0.00	<input type="button" value=""/>	Destination					
Total Sales Tax	\$367.78	<input type="button" value=""/>	SUNSET MEMORIAL PARK - SO CHARLESTON					
Contract Allowance	\$0.00	<input type="button" value=""/>	SOUTH CHARLESTON, WV (PC)					
Total Purchase Price	\$5,671.78	<input type="button" value=""/>	Term - Mths	12	Deposit	\$1,000.00	<b>Terms</b>	
Balance Due (Principal)	\$4,671.78	<input type="button" value=""/>	Interest	18 %	Payment Cycle	1	60-120 Days for Completion	
Contract Balance Due	\$5,139.72	<input type="button" value=""/>	Rate	<input type="button" value=""/>	Deposit Due Upon Order, Balance Due Upon Delivery			
Date Purchase Paid		<input type="button" value="Paid"/>	<input type="button" value=""/>				<b>Notes</b>	
<input type="button" value="Make Payment, Credit or Edit Existing Transactions"/>			<input type="button" value="View Transaction History"/>			<input type="button" value=""/>		
<b>Filing Label</b>								

Record: 1 of 3    Record: 3 of 2820

## General Journal Activity By Contract

Exit

							LIABILITY PAYMENT	
	DATE	DESCRIPTION	EVENT	ACCOUNT	DEBIT AMT	CREDIT AMT	STATUS	
▶	1/28/2017	Deposit on Order-2017-0032-CHARLESTON	Deposit Posted	2240	\$0.00	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/28/2017	Deposit on Order-2017-0032-CHARLESTON	Deposit Posted	1006	\$1,000.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	B SS 40149WR-Invoiced	Invoice Date	5001-001	\$500.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	B SS 40149WR-Invoiced	Invoice Date	1300	\$0.00	\$500.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	City Destination Tax Posting	Invoice Date	2148	\$0.00	\$52.54	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	City Occupational Tax Posting	Invoice Date	5285-001	\$26.27	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	City Occupational Tax Posting	Invoice Date	2161	\$0.00	\$26.27	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	GRANITE DESIGN ADDITIONS-Invoiced	Invoice Date	4001-001	\$0.00	\$168.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	Invoiced	Invoice Date	1100	\$5,671.78	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	Invoiced-Shipping & Handling	Invoice Date	4425	\$0.00	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	SPECIAL ORDER - GRANITE-Invoiced	Invoice Date	4001-001	\$0.00	\$3,000.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	SPECIAL ORDER - GRANITE-Invoiced	Invoice Date	5001-001	\$592.20	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
	1/30/2017	SPECIAL ORDER - GRANITE-Invoiced	Invoice Date	1006	\$0.00	\$592.20	<input type="checkbox"/>	<input type="checkbox"/>
Record:	◀ 1 of 19 ▶	Unfiltered	Search					
				Total Debits	\$9,074.75	Total Credits	\$9,074.75	
				Manual Posting				

**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 OCCURRING SUCH AS PAYMENTS RECEIVED, INVOICE DATE, ETC.**

General Journal Activity By Contract								
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"/>	<input type="checkbox"/>	
1/30/2017	State Destination Tax Posting	Invoice Date	2150	\$0.00	\$315.24	<input type="checkbox"/>	<input type="checkbox"/>	
1/30/2017	T 241030WR-Invoiced	Invoice Date	4001-001	\$0.00	\$2,086.00	<input type="checkbox"/>	<input type="checkbox"/>	
1/30/2017	T 241030WR-Invoiced	Invoice Date	5001-001	\$284.50	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
1/30/2017	T 241030WR-Invoiced	Invoice Date	1300	\$0.00	\$284.50	<input type="checkbox"/>	<input type="checkbox"/>	
1/30/2017	Transfer from Undeposited Funds	Invoice Date	2240	\$1,000.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
1/30/2017	Transfer from Undeposited Funds	Invoice Date	1100	\$0.00	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	
Record:		19 of 19	Unfiltered	Search	Total Debits	\$9,074.75	Total Credits	\$9,074.75
<input type="button" value="Manual Posting"/>								

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

Entering Purchases

Select Dates for Accounts Receivable Report

**General Journal Manual Postings**

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

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.

Multi-Statement  
No Statement  
Tax Exempt

Search By Memorial Name

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

File Name 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

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

Record: 14 < 1 of 3 > No Filter Search

Record: 14 < 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 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



- Billing Customer
- PC Cemetery Customer
- Liabilities Customer
- InActive

Default GL

Post Payment

Open Order Add Order To Payment

Payment Type

Payment Number

Payment Date

Type

GL Account

Payment Amount



Check

123456

1/29/2017

Memorial

1006

\$0.00

## Payment Memo

Description

Account

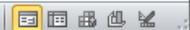
Amount



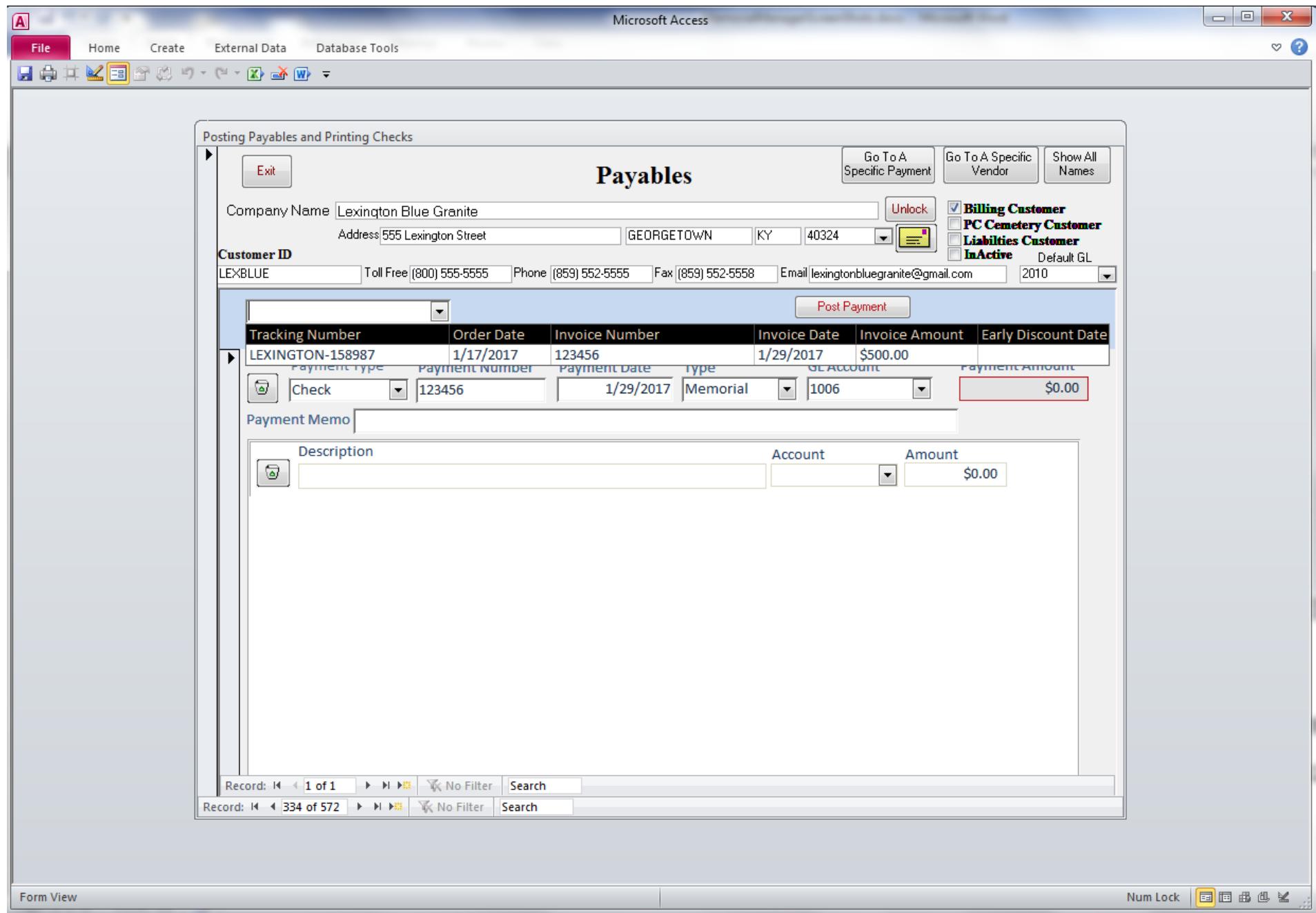
\$0.00

Record: 1 &lt; 1 of 1 &gt; &gt;&gt; No Filter Search

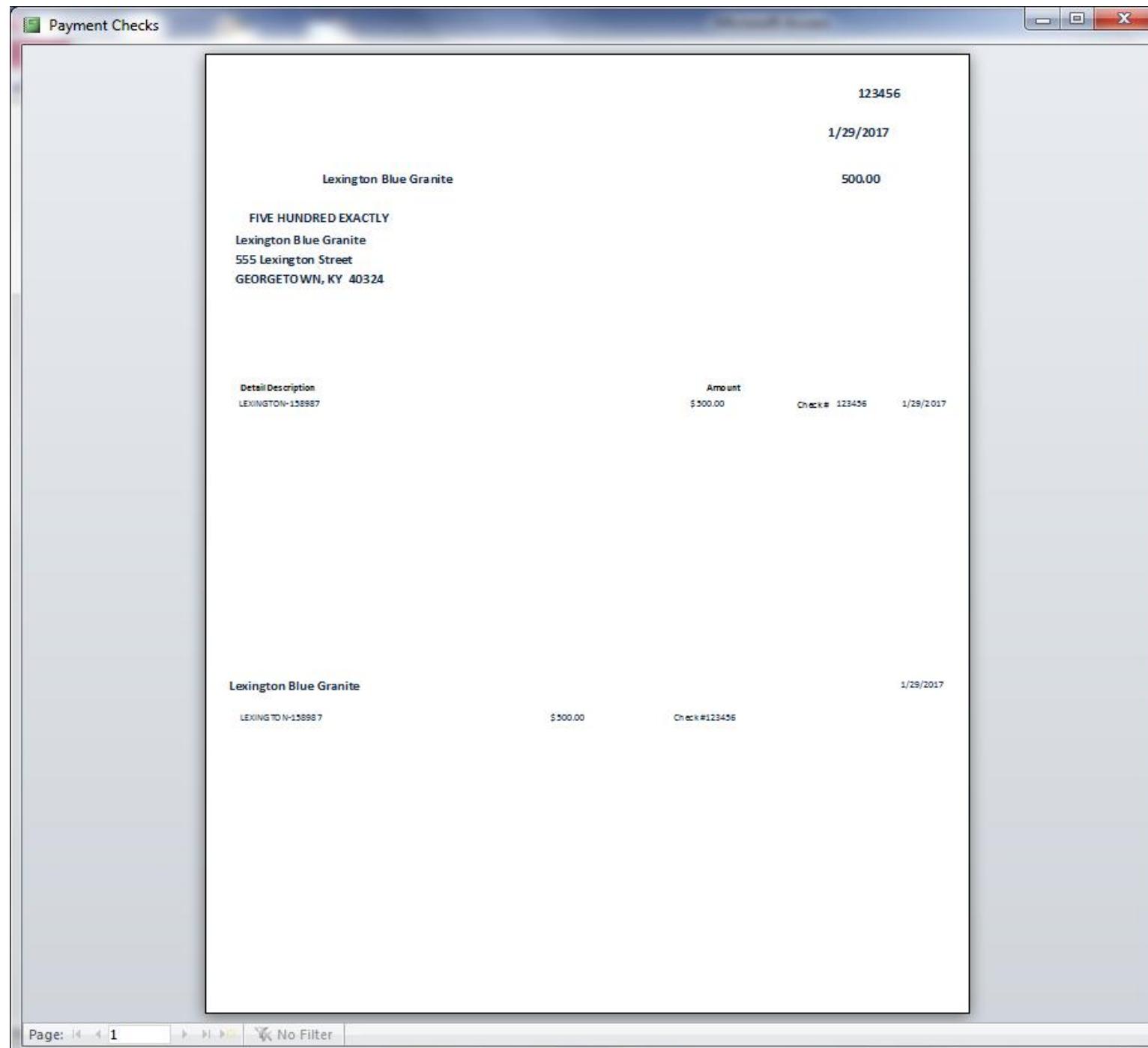
Record: 1 &lt; 334 of 572 &gt; &gt;&gt; No Filter Search



**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.**



**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.**



**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**

Company Name Lexington Blue Granite Address 555 Lexington Street GEORGETOWN KY 40324   Billing Customer  PC Cemetery Customer  Liabilities Customer  InActive Default GL

**Customer ID** LEXBLUE Toll Free (800) 555-5555 Phone (859) 552-5555 Fax (859) 552-5558 Email lexingtonbluegranite@gmail.com Date 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
Check	123456	1/29/2017	Memorial	1006	\$500.00

**Payment Memo**

Description	Account	Amount
LEXINGTON-158987	2010	\$500.00

Record: 1 of 1 No Filter Search

Record: 1 334 of 572 No Filter Search

Form View Caps Lock Num Lock

Detailed description: This screenshot shows a Microsoft Access application window titled 'Payables'. The main title bar says 'Posting Payables and Printing Checks'. The 'Payables' section is displayed with a heading 'Payables'. At the top right are buttons for 'Go To A Specific Payment', 'Go To A Specific Vendor', and 'Show All Names'. Below that are fields for Company Name ('Lexington Blue Granite'), Address ('555 Lexington Street'), City ('GEORGETOWN'), State ('KY'), Zip ('40324'), and various checkboxes for customer types like 'Billing Customer' (checked), 'PC Cemetery Customer', 'Liabilities Customer', and 'InActive'. Below these are fields for Customer ID ('LEXBLUE'), Toll Free ('(800) 555-5555'), Phone ('(859) 552-5555'), Fax ('(859) 552-5558'), Email ('lexingtonbluegranite@gmail.com'), and Date ('2010'). A 'Check Notes' section shows a date/time stamp '1/28/2017 4:32:27 PM' and a status message '\*\* PAID \*\*'. Buttons for 'Void Payment' and 'Print Payment Stub' are present. Below this is a table for payment details: Payment Type ('Check'), Payment Number ('123456'), Payment Date ('1/29/2017'), Type ('Memorial'), GL Account ('1006'), and Payment Amount ('\$500.00'). A 'Payment Memo' section contains a table with columns 'Description' ('LEXINGTON-158987'), 'Account' ('2010'), and 'Amount' ('\$500.00'). Navigation buttons at the bottom include 'Record: 1 of 1' and 'No Filter Search' on the left, and 'Record: 1 334 of 572' and 'No Filter Search' on the right. The bottom status bar shows 'Form View', 'Caps Lock', 'Num Lock', and icons for zoom and orientation.

**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**

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 Search By Memorial Name

Multi-Statement  
 No Statement  
 Tax Exempt

Counselor: Allen Cosby  
Salesperson: Allen Cosby  
Order Type: Memorial  
Store Location: Charleston  
Order Date: Thursday, January 19, 2017  
Invoice Date:

Contract File Name: Co-Purchaser for this contract: Contract Details: Payment Coupons: Print Certificate: Early/Final Payoff: Cancel Contract: Photo File Name: Lock Order: Print Statement: Print Notification: Print Contract: General Journal: Date Set/Delivered: Order Status: No Processes Linked to This Order

Order: O 2017-0033-CHARLESTON

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

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

Term - Mths: 12 Deposit: \$100.00  
Interest: 0% Payment Cycle: 1  
Rate:

Lock Terms Paid Deposit No.: 1 Notes: Filing Label: Memorial Names

Deposit Date: 1/19/2017 Receipt No.:

Make Payment, Credit or Edit Existing Transactions View Transaction History

Record: 1 2 of 4 ▶ ▷ No Filter Search

Record: 1 3 of 2820 ▶ ▷ No Filter Search

Form View Caps Lock Num Lock

## MERCHANDISE DETAIL

### Itemized List of Merchandise Sold

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

## **GENERAL JOURNAL DETAIL AFTER DEPOSIT RECEIVED AND PC FOUNDATION LIABILITY RECORDED**

General Journal Activity By Contract							
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"/>	

**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

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

**Payables**

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

Company Name: SUNSET MEMORIAL PARK - SO CHARLESTON

Address: 4301 MACCORKLE AVENUE SW SOUTH CHARLESTON WV 25309

**Customer ID**

Toll Free Phone (304) 768-6331 Fax Email 2015

Billing Customer  PC Cemetery Customer  Liabilities Customer  InActive Default GL

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

Payment Memo:

Description	Account	Amount
		\$0.00

Record: 48 of 48 No Filter Search

Record: 495 of 572 No Filter Search

Form View Caps Lock Num Lock

The screenshot shows a Microsoft Access application window titled 'Posting Payables and Printing Checks'. The main title bar includes 'Microsoft Access' and standard menu options like 'File', 'Home', 'Create', 'External Data', and 'Database Tools'. Below the title bar is a toolbar with various icons. The main form area has a header 'Payables' with buttons for 'Go To A Specific Payment', 'Go To A Specific Vendor', and 'Show All Names'. It displays company information: 'SUNSET MEMORIAL PARK - SO CHARLESTON' at address '4301 MACCORKLE AVENUE SW' in 'SOUTH CHARLESTON WV 25309'. There are checkboxes for 'Billing Customer', 'PC Cemetery Customer', 'Liabilities Customer', and 'InActive' status, with 'Default GL' selected. A section for 'Customer ID' includes fields for 'Toll Free', 'Phone', 'Fax', 'Email', and '2015'. Below this is a blue header bar with 'Search For Liabilities' and 'Post Payment' buttons. The main body contains a table for payment entries with columns 'Payment Type', 'Payment Number', 'Payment Date', 'Type', 'GL Account', and 'Payment Amount'. The first row shows 'Check' as the payment type, '12345678' as the number, '1/19/2017' as the date, 'Memorial' as the type, '1006' as the GL account, and '\$0.00' as the amount. Below this is a 'Payment Memo' field. At the bottom, there are two record navigation sections: one for record 48 of 48 and another for record 495 of 572, both with 'No Filter' and 'Search' buttons. The bottom of the screen shows the Windows taskbar with 'Form View', 'Caps Lock', 'Num Lock', and other system icons.

## **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

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

**Payables**

Company Name SUNSET MEMORIAL PARK - SO CHARLESTON

Address 4301 MACCORKLE AVENUE SW SOUTH CHARLESTON WV 25309

**Customer ID**

Toll Free Phone (304) 768-6331 Fax Email  2015

Payment Type Payment Number Payment Date Type GL Account Payment Amount

Check 12345678 1/19/2017 Memorial 1006 \$150.00

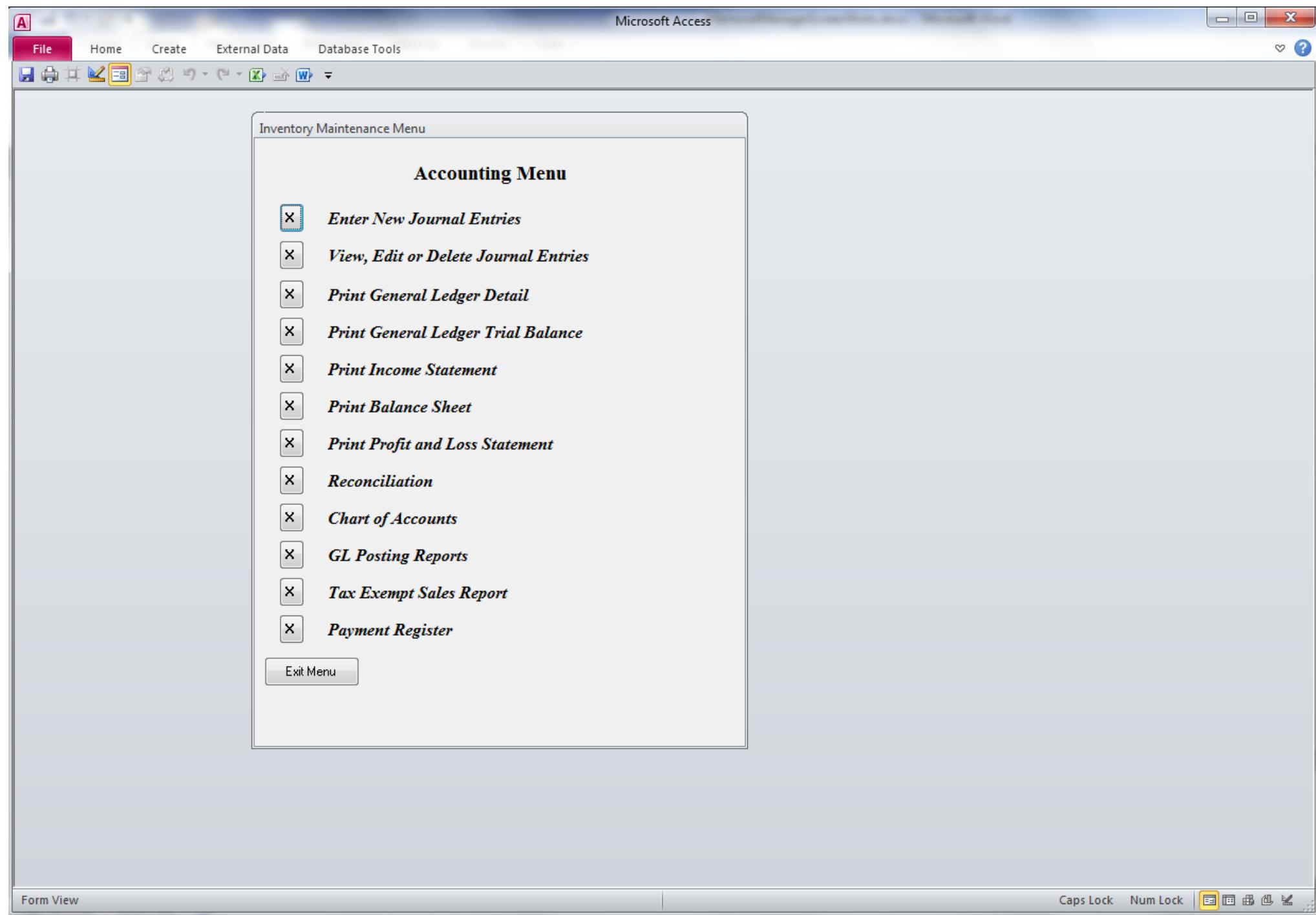
Payment Memo

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

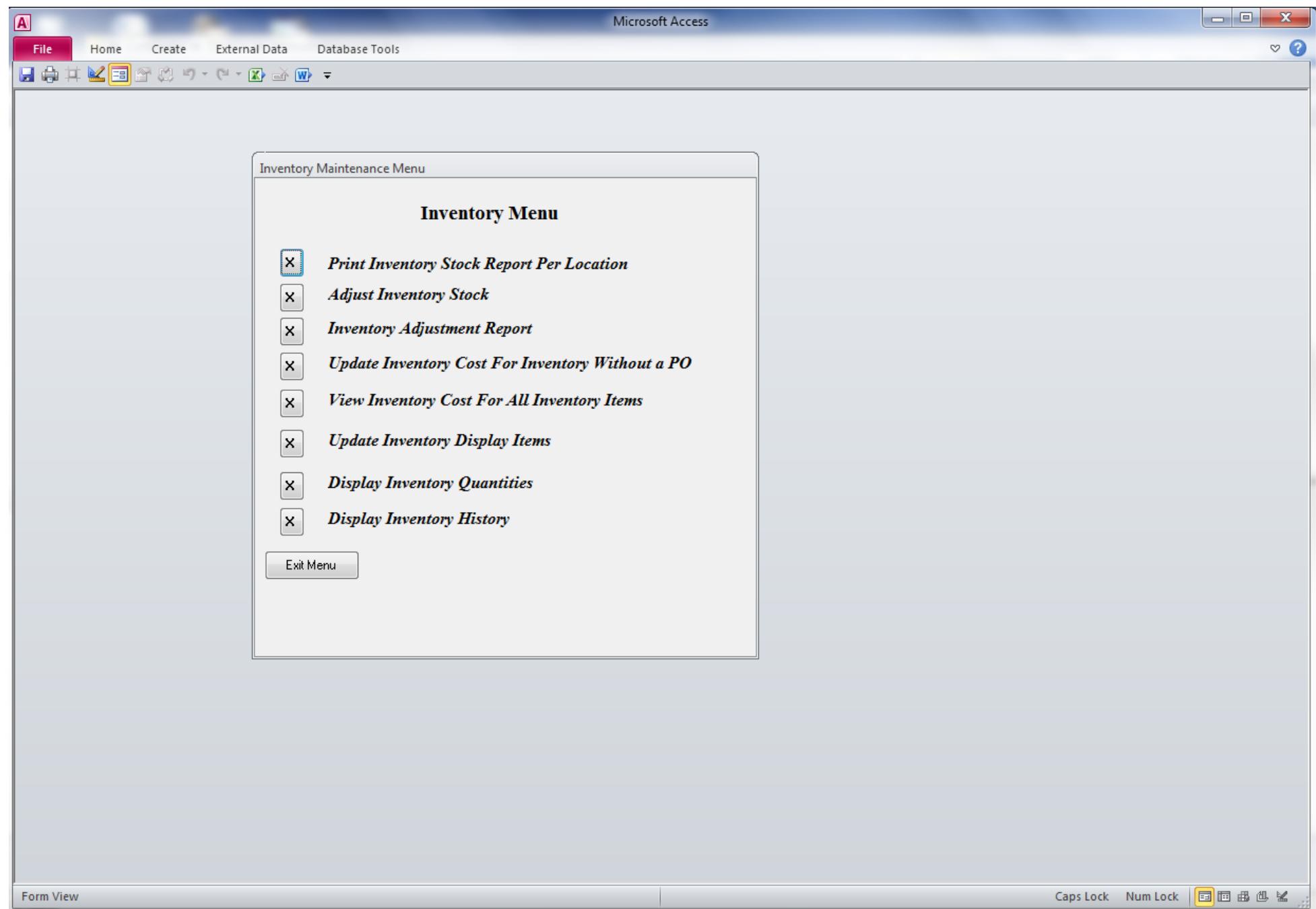
Record: 48 of 48 | No Filter | Search

Record: 495 of 572 | No Filter | Search

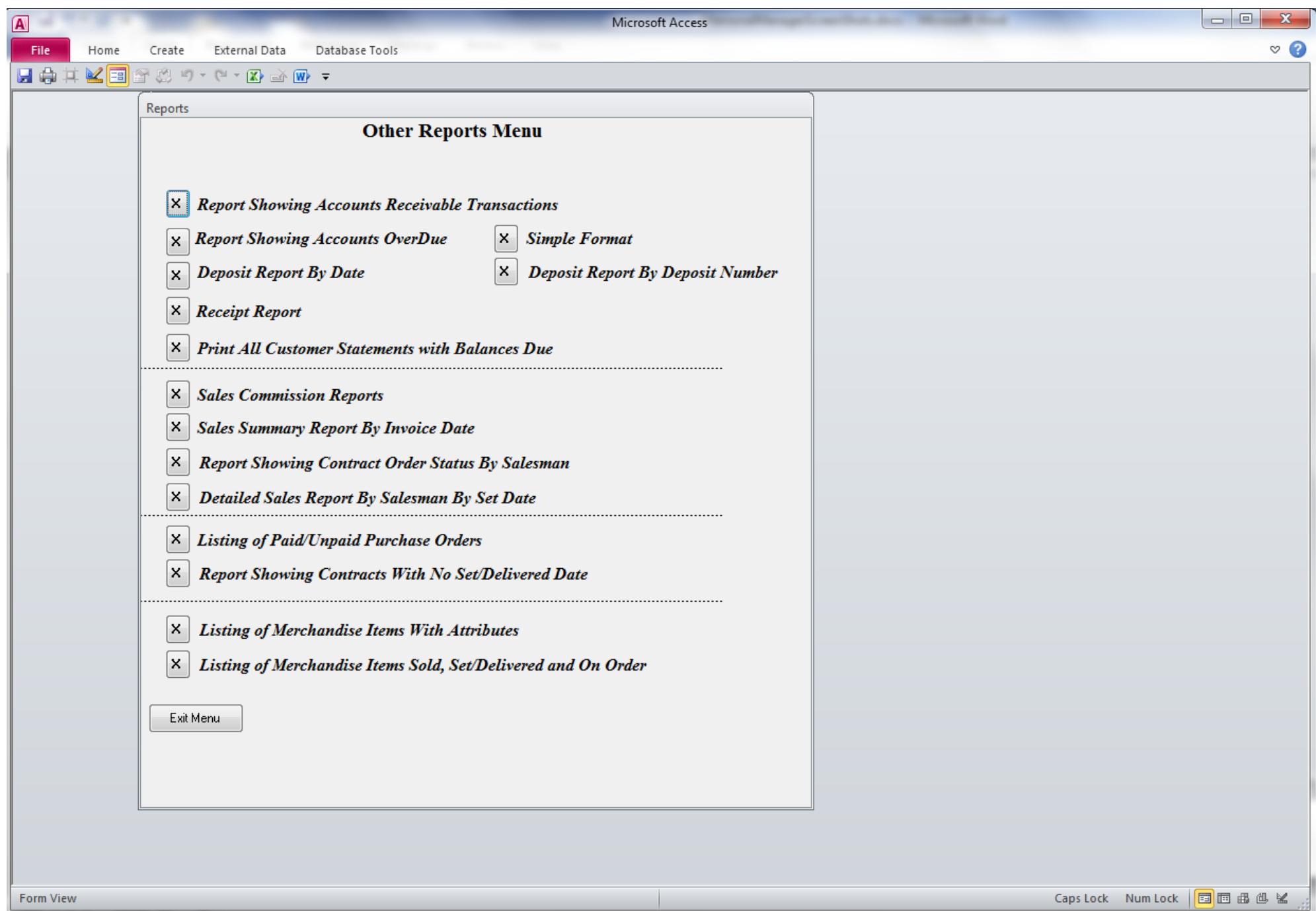
# ALL STANDARD ACCOUNTING REPORTS ARE AVAILABLE



# INVENTORY MANAGEMENT AND REPORTS



## ADDITIONAL REPORTING



# *SAMPLE*

# *REPORTS*



Accounts Aging Report

*Accounts Receivable Aging Report As of 1/28/2017*

Contract Number	Purchase Date	Purchase Price	Amount Financed	Balance Due	Finance Amt. Plus Interest	Total Paid on Contract	Amt. Should Have Been Pd.	Last Payment Amount	Last Payment Date
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
<b>WILLIAM DEVAULT</b>									
<i>Principal Due: \$833.40 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
<b>CHARLES SMITH</b>									
<i>Principal Due: \$675.34 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
<b>GERALD WHITTINGTON ESTATE</b>									
<i>Principal Due: \$497.64 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	\$89.16	9/12/2013
<b>CLARENCE POMEROY</b>									
<i>Principal Due: \$707.67 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
<b>JAMES SCOTT</b>									
<i>Principal Due: \$197.95 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
<b>DANA ROSS</b>									
<i>Principal Due: \$974.42 Starting Payment Date:</i>									

*Saturday, January 28, 2017**Page 1 of 33*

A

File Print Preview



CommissionProjection

## Commission Projection: Allen Cosby Account:2253

As Of 1/31/2017

Order Date	Sales Order 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

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Page: 1

Caps Lock Num Lock



Ready

82%



## 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

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## ContractStatus\_OneSalesman

## 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,BLACK DIAMOND 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 TOPSTRAIGHT 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.	Merch. %	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
6/2/2016 2016-0424-CHARLESTON	Full Commission	10	100	\$196.00	\$0.00	\$13.72	\$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
6/3/2016 86-738E- DAVIS, PHILLIP	Full Commission	10	100	\$212.00	\$0.00	\$12.72	\$0.00	\$0.00
6/8/2016 2016-0382-CHARLESTON	No Commission	0	0	\$451.00	\$0.00	\$22.05	\$136.00	\$337.05
6/8/2016 2016-0505-CHARLESTON	Full Commission	10	100	\$410.00	\$0.00	\$28.70	\$0.00	\$0.00
6/9/2016 2015-0958-CHARLESTON	Full Commission	10	100	\$350.00	\$0.00	\$11.64	\$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
6/9/2016 2016-0417-CHARLESTON	Full Commission	10	100	\$605.00	\$0.00	\$42.35	\$0.00	\$0.00
6/10/2016 2014-1307-CHARLESTON	Full Commission	10	100	\$0.00	\$143.00	\$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
6/15/2016 2016-0517-CHARLESTON	Full Commission	10	100	\$280.00	\$0.00	\$19.60	\$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
6/20/2016 2016-0427-CHARLESTON	Full Commission	5	100	\$1,503.00	\$0.00	\$66.00	\$203.00	\$0.00
6/20/2016 2016-0428-CHARLESTON	Full Commission	10	100	\$1,288.51	\$0.00	\$71.31	\$0.00	\$0.00
6/20/2016 2016-0440-CHARLESTON	Full Commission	15	100	\$697.91	\$0.00	\$38.09	\$0.00	\$0.00
6/20/2016 2016-0443-CHARLESTON	Full Commission	15	100	\$588.00	\$0.00	\$29.28	\$0.00	\$0.00
6/20/2016 2016-0487-CHARLESTON	Full Commission	4	100	\$980.00	\$0.00	\$58.80	\$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
6/21/2016 2015-0029E-CHARLESTON	Full Commission	10	100	\$171.16	\$0.00	\$10.27	\$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
6/21/2016 28-1444E-CHARLESTON	Full Commission	10	100	\$212.00	\$0.00	\$12.72	\$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
6/21/2016 E16-027 MEADOWS, CHARLES JR	Full Commission	10	100	\$265.00	\$0.00	\$15.90	\$0.00	\$0.00
6/22/2016 2015-1282-CHARLESTON	Full Commission	10	100	\$408.00	\$0.00	\$18.48	\$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
6/22/2016 2016-0429-CHARLESTON	Split-Zero Commission	0	0	\$486.00	\$0.00	\$20.70	\$141.00	\$0.00
6/22/2016 2016-0547-CHARLESTON	Split Commission	5	20	\$106.36	\$0.00	\$4.31	\$0.00	\$0.00
6/22/2016 2016-0548-CHARLESTON	Split Commission	5	20	\$34.04	\$0.00	\$1.52	\$0.00	\$0.00

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## Detailed Sales Report By SetDate - Microsoft Access

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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	\$5,908.20	\$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
<b>Amanda Ashworth</b>										
Set Date										
Comm. %										
6/2/2016 2016-0245-HUNTINGTON	Full Commission	15	100	\$3,146.00	\$0.00	\$174.66	\$0.00	\$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	\$0.00	
6/8/2016 2016-0232-HUNTINGTON	Full Commission	14	100	\$1,233.00	\$0.00	\$69.66	\$0.00	\$0.00	\$0.00	
6/8/2016 2016-0300-HUNTINGTON	Full Commission	15	100	\$456.73	\$0.00	\$31.97	\$0.00	\$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	\$0.00	
6/13/2016 2016-0077-HUNTINGTON	Full Commission	15	100	\$430.00	\$0.00	\$25.80	\$0.00	\$0.00	\$0.00	
6/20/2016 2016-0494-HUNTINGTON	Full Commission	10	100	\$525.00	\$0.00	\$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	\$0.00	
6/30/2016 2016-0485-HUNTINGTON	Full Commission	15	100	\$1,903.30	\$0.00	\$133.23	\$0.00	\$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	\$0.00	
6/30/2016 2016-0555-HUNTINGTON	Full Commission	15	100	\$513.00	\$0.00	\$35.91	\$0.00	\$0.00	\$0.00	
6/30/2016 2016-0556-HUNTINGTON	Full Commission	15	100	\$513.00	\$0.00	\$35.91	\$0.00	\$0.00	\$0.00	
6/30/2016 2016-0557-HUNTINGTON	Full Commission	15	100	\$513.00	\$0.00	\$35.91	\$0.00	\$0.00	\$0.00	
6/30/2016 2016-0560-HUNTINGTON	Full Commission	15	100	\$2,808.00	\$0.00	\$172.27	\$0.00	\$0.00	\$2,980.27	

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**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		
				<b>Subtotals</b>	\$150.00	\$0.00
					\$150.00	<b>\$18,413.73 Ending Balance</b>
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	\$147.51		
	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		

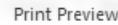
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# Sears Monument Company

## 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			SPECIAL ORDER - BRONZE-Invoiced	\$0.00	\$2,676.00
1/12/2017	Invoice Date		BB40174GAP+VASE-Invoiced	\$0.00	\$204.00
1/12/2017	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 241080WR-Invoiced	\$0.00	\$2,086.00
Summary for 'GLAcct' = 4001-001 - SALES - CHARLESTON (5 detail records)					
4001-001 - SALES - CHARLES		Revenues	Sum	\$0.00	\$8,134.00
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)					
4005-001 - SALES - ENGRAVI		Revenues	Sum	\$75.00	\$0.00
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)					
4420 - INTEREST INCOME		Revenues	Sum	\$0.00	\$40.26
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)					
4425 - SHIPPING & HANDLIN		Revenues	Sum	\$0.00	\$50.00
Summary for 'Account Group' = Revenues (10 detail records)					
			Sum	\$75.00	\$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)

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