EXACT BURIALS is a fully-functional integrated package containing all the features of Technisoft's EXACT PLUS ACCOUNTING that has special facilities for burial societies and funeral services companies.

Specially developed over the past 5 years for this industry BURIALS can handle the needs of any society that needs to process large numbers of transactions in the shortest possible time and then be able to analyse the data and produce reports that are needed for determining the membership status of members and their dependants.

Special Features:

- Automatically calculates and generates regular subscription fees for each member Subscription classes may be set up for each type of member (for example, ordinary member (single person), family member (spouse and dependants), disabled, committee member (pays reduced or no fees because they voluntarily help with administration), etc.
- Fees may be allocated to each class so that if there is a change in fees they only need be changed in one place within the system.
- Reports may be generated to give a statistical analysis of the members by class or age.
- There is a special report on age that, for example detects when dependants have reached 21 years of age when they are no longer eligible for dependant status. This may also be used for detecting birthdays, etc to be used for sending special messages.

Optional Built-in Features:

- The system may optionally be used to record scanned images of documents pertaining to the member (birth, marriage, identity documents or death certificates).
- There are facilities to generate bar codes for each member. These codes may be placed on membership cards for extremely rapid and accurate processing of members transactions. (For example we have one client who can process over 300 members paying subscriptions in cash at a three hour meeting).
- A fast till slip printer may be used to produce receipts that are free-form (user designed) and may take the form of a mini statement so the member can see his exact status.

When the programme is first started a screen such as the one below will appear, showing the main menu structure of the programme.

The operator will notice that the main menu items are in the left column, (Member, Supplier, Stock, General Ledger, System Control and Special) whilst the various buttons controlling functions are to the right of the menu items.

		EXACIPIUS		
Member	Maintenance	Invoices	Reports	Periodic Processes
Supplier	Maintenance	Purchase Orders	Reports	Periodic Processes
Stock	Maintenance	Goods Out	Reports	1
General Ledger	Maintenance	Data Entry	Reports	, ,
System Control	Maintenance	Logged In Users	Firebird Services	Utilities
Special		Statistics		

Note:

Throughout the whole programme where you see, at the top of a window, the following bar:

<u> </u>

The following conventions apply:

The [Locate] Button will bring up a screen like this, where existing records may be selected:

Ts MEMBER -	Lookup				
Lookup By:		C Potroch OK	-1	Deleted Inactive	
				-9	
Code	Name	Address*	Address 1	Address 2	Add 🔨
AA 00000					-
AA 01274	A APPLES	HALBU VILLAGE 7100 ED	1	Javina Arrest	16 OP
AA 01301	ALTRED RAYMOND APE NOS	AR BLADEBAD, PAACWOO	ACTIVICIERO	PAREWOOD	EST
AA 01627	ANTHONY GORDON AFRICA	7 GE RAPID, WAY, 7800, 011	(7.0DRARD	WARY	011
AAI01631	AAPAHJEZEH IPIS	LANCEVLET ROAD, STH AVE	LANGEVLD ROAD	STH AVDALE	PE 1
AB 01023	AN THEA BESTER	SE, STH. POHCEBOSICH, 779	SASTH	ADHDEBOSCH	E4S
AB 01311	BELINDA ANDERSON	201 LITTLE KEY, 3 RD ANEN	201 LIT THE REY	3 PD AV/DALE	CIPA
AB 01401	BOUNDA ABRAMANS	45 ME TRALL, BEADON WALL,	6 NET BALL	BEACON VALL	MIL
AB 01471	REFRACE ARADLD	FOUNDERS HOUSE CROCES	FOUNDERS HOUSE	DIDCES AN COLLEGE	Clar
ABA00481	ANTORIA ROMALD ABRAHAS	35 STOREY LATLOR NEW V	5-SYDNEY TAYLOR	NEW WOODLANDS	Beiff (
ABB00740	WILLIAM JACOBUS MEVER	IN PAPERFAL OPESCONT, L	24 PARSIFAL CRESCENT	LASTADOLE	MITI
ABB00873	BRINLEY CHRISTEN ALPAR	E MANITOBA OVERONT, CONS.	6 MANI TOBA CHEMENY	COP45T 0 N	STE
ABC02441	CRAIG ABRAMANS	17 IN ENE ROAD, PORT LAND	17 PENERDAD	PORTLANDS	MITL
ABD 00878	DONALD ALFRED ABRAMAM	EMAN TOBA CONSTON 79	6 MANITOBA	CONSTON	STE
ABE00381	ELEXITET N AREANANS	4 TH RACHUL, GRASSY PAR	A TH AVENALE.	GRASSY PAPE.	730
<					>
in the second					

See <u>http://www.technisoft-online.com/download/Manuals/manualmenu.htm</u> (User name free, password technisoft) for downloads of other manuals that will give more information about the look-up screen.

The portion of the screen that looks like this:	H 4 F F	is for moving on to the next,	previous, first and last
records.			

The portion like this: **+ - ^ c** is where you take on a new record (the +), delete an existing record (the -), edit an existing record (the triangle), or refresh the data (the bent arrow).

If the \triangle is clicked then the bar changes, thus: **+ - / / × C**. Now you can either post changes you have made (click on the tick) or reject changes you have made (tick on the cross)

The curved arrow on the right is to refresh the display.

Setting up the System

The first task when running any Technisoft EXACT program is to set up the system so that the system will function according to your company's needs.

An explanation of how to do this may be found at http://www.technisoft-online.com/manuals/manualmenu.htm

EXACT BURIALS OPERATION

Firstly, you should gather details of all of your members and also of the type of membership that they have. For example you may have different subscription rates for different types of members. A member may have minor dependents who pay different subscription rates to the main member.

Now go and enter the different SUBSCRIPTION RATES into the system by going to:

Members [Maintenance] [Reg. Transactions]

Ts REGULAR TRANSACT Locate	IONS ▲ ▷ ♡ ▲ ▲ ✓ tion	Global Assig	n
Creates Regular Transaction C Order / Invoice C Levy / Deposit Post To G/L Acc	Rate / Amount 0.00	VAT Rate Percent 0) 0 1 0	Amount is C Exclusive VAT C Inclusive VAT
Single Action Only	Frequency Monthly Quarterly Annual Frint Dates None Current Current Next	Status © Enabled © Disabled	
General	Sectional Title Order	s / Invoices	

Click on the + to enter a new subscription rate.

Give the subscription rate a code (e. g. SUB1) and a description, set the radio button to "Regular Transaction", set the amount charged, whether it is inclusive or exclusive of VAT, which ledger account it is to be posted to and how often the amount is to be applied to whichever member it is allocated to (Monthly, Quarterly, Annual). Also mark whether any printed documents will have no date, the current date or the date of the next period on them.

A regular transaction may also be enabled or disabled.

MEMBERS

The next thing to do in the system is to take on the members. Go to: Members [Maintenance][Members]

You will see a screen similar to:

Locate H +	<u> </u>	৫ 💶 🥆		
A/C Code Name	Active			
AA 00000				
ddress Balances Rep / Are	a Miscellaneous Regular Transactions Members	Notes / Footer		
Postal Address		Phone	Fax	
		Alt Phone	Cell	
		Contact A		
ZIP Code	_	Contact B		
Delivery address list				
Delivery address list		Copy Post	al Address	
Delivery address list Delivery Address		Copy Post	al Address	1
Delivery address list Delivery Address <u>r< </u>		Copy Post	Il Address	
Delivery address list Delivery Address	< <u> </u>	Copy Post	il Address	
Delivery address list Delivery Address <u>r<</u>		Copy Post	I Address	
Delivery address list Delivery Address <u>r<</u>	Cortact A	Copy Post	Il Address	

Click on the + to add a new member.

Fill in all of the relevant details, on all of the tags. (Address, Balances, Rep / Area, Miscellaneous, Regular Transactions, Members, Notes / Footer)

Address:

This is self-evident

Balances:

You need not fill anything here

Rep /Area:

If you have a reps or geographical areas that you wish to associate with members, you may set them up in [Members][Maintenance][Reps] and/or [Area / Territory] and then associate these with this member here.

Miscellaneous:

This is where you may enter a member's Tax (VAT) number, set-up electronic delivery of documents to an e-mail address, etc.

Regular Transactions:

000002		1	late test at	I I I I		Ĩ.		(say 1			
Locat	te				× 6		-				
A/C Code	e:	N	ame Active								
AA 00000)	a	dams								
	Lilan		And Minutes Berg	lar Transactions		Matas	15-				
vaaress b	salan	ices hep) / Area Miscellaneous (1090		members	Notes	7 FO	oter			
Assigned D	Debit	s									
Code		Anchor D	lesc	Amount	VAT	Freq	G.	/L Code	Expires		
SUBV		0 5	ubscription Class Voluntary	0.000	E	М	IN	IV.VOL			
						al					
			A	add Re	emove 🔶		Po	st Changes			
Available		Code	A Description	sdd Re	emove 🔶 Amouni	t Vat	Po	st Changes			
Available Debits		Code FLTSDN	Description	add Re	emove 🔶 Amoun 0.00	t Vat	Po Freq M	st Changes			
Available Debits		Code FLTSDN SUBA	Description T FULL TIME STUDENT MEMB Subscription Class A	sdd Re BER	emove 🔶 Amoun 0.00 15.00	t Vat	Preq M	st Changes G/L Code MC MC			
Available Debits		Code FLTSDN SUBA SUBB	Description T FULL TIME STUDENT MEMB Subscription Class A Subscription Class B	sdd Re	emove Amoun 0.00 15.00 20.00	t Vat 0 E 0 I 0 I	Po Freq M M	st Changes G/L Code MC MC MC MC			
Available Debits		Code FLTSDN SUBA SUBB SUBC	Description T FULL TIME STUDENT MEMB Subscription Class A Subscription Class B Subscription Class C	add Re BER	emove ∳ Amoun 0.00 15.00 20.00 0.00	t Vat D E D I D I D I	Po Freq M M M	st Changes G/L Code MC MC MC MC MC			
Available Debits		Code FLTSDN SUBA SUBB SUBC SUBD	Description T FULL TIME STUDENT MEMB Subscription Class A Subscription Class B Subscription Class C Subscription Class D	sdd Re SER	emove ∳ Amoun 0.00 15.00 20.00 0.00 0.00	t Vat D E D I D I D I D I	Po Freq M M M M	st Changes G/L Code MC MC MC MC MC MC MC			
Available Debits		Code FLTSDN SUBA SUBB SUBC SUBD	Description T FULL TIME STUDENT MEMB Subscription Class A Subscription Class B Subscription Class C Subscription Class D	add Re BER	emove ∳ Amoun 0.00 15.00 20.00 0.00 0.00	t Vat D E D I D I D I D I	Po Freq M M M M M	st Changes G/L Code MC MC MC MC MC MC			
Available Debits		Code FLTSDN SUBA SUBB SUBC SUBD	Description T FULL TIME STUDENT MEMB Subscription Class A Subscription Class B Subscription Class C Subscription Class D	add Re IER	emove Amoun 0.00 15.00 20.00 0.00 0.00	t Vat D E D I D I D I D I	Po Freq M M M M	st Changes G/L Code MC MC MC MC MC MC			
Available Debits		Code FLTSDN SUBA SUBB SUBC SUBD	Description T FULL TIME STUDENT MEMB Subscription Class A Subscription Class B Subscription Class C Subscription Class D	add Re BER	emove Amoun 0.00 15.00 20.00 0.00 0.00	t Vat D E D I D I D I D I	Po Freq M M M M	st Changes G/L Code MC MC MC MC MC MC			

You will see from the above screen that all of the available Debits or subscription rates that you have entered as shown in the previous section are shown in the bottom portion of the screen. You may allocate one or more of these to the member, depending on how many other members are in his/her record.

To allocate one of them to a member, click on the	🛉 Add	button, or to remove one, click t	he Remove 🛉
button			

Members:

On this tag you will be able to insert all of the members in the same family. Please note, you must add the principle member and all of the dependants of the principle member.

Click on the + to enter a new member.

You will notice that there are buttons at the bottom to make your life easier by copying the main member's surname and/or Full names into the relevant fields.

A	COUNT									- 6
	Locate		• - ~ ~ ;	x c	1	-				
A/(Code Nan	ne Active								
44	01274 AR	RUES								
ddr	ess Balances Rep /	Area Miscellaneous Ri	egular Transactions Me	mbers Not	tes / For	oter				
. 1	1 1 2	1		י. דייי	_	1- 1				
	Last Name	First Name(s)	I D Number	Status*	Sex*	Exempt*	Born	Joined	Left	- ^
	ARRIES	ALFRED	5508175186086	P	M		1955-08-17	2001-05-06		-
-	ARRIES	RAGEL	0507120013086	S	E		2005-07-12	2001-05-06		-
	<u>< []</u>									
		>I + - A	. <u>~ % c</u>	<u>t</u> _		Red = Will b	e deactivated/d	eleted	0	
	Copy Surname	▶ _ + _ − ▲ Copy Full N	• 🥂 🛠 🗨 ame 🕴 Display	t		Red = Will b	e deactivated/d	eleted	0	
	Copy Surname	Copy Full N	• <u>~ × c</u> ame Display	 Certificates	;	Red = Will b	e deactivated/d	eleted		
	Copy Surname	▶1	<u>مme</u> Display	t Certificates	;	Red = Will b	ie deactivated/d	eleted		
	Copy Surname	▶1 + - ▲ Copy Full N	ame Display	L Certificates		Red = Will t	e deactivated/d	eleted		
	Copy Surname	▶1 _ + _ ▲ Copy Full N	مme Display	t Certificates		Red = Will b	e deactivated/d	eleted		
	Copy Surname	▶1	ame Display	t Certificates	;	Red = Will b	e deactivated/d	eleted		
	Copy Surname	▶	ame Display	L Certificates		Red = Will b	e deactivated/d	eleted		

You should also note that, under the Column [Status] you should enter the correct status by clicking the spear and selecting the correct status from the drop-down list

(Principal) Spouse Dependan

In a similar way you may enter the Sex of the sub-member and also a reason for exemption.

You should also enter the date of birth of the member and the date he joined your scheme. If the member leaves the scheme or dies, this screen is also where the relevant information is captured, for example the type of burial, the reason for leaving, etc.

You will notice that there is a tag on the left of the screen that allows you to enter information about the grave or graves associated with departed members. **This is for future expansion**.

The [Notes] Tag may be used to make any notes that may be useful to record, and the footer is a message that can be shown on any documents that you send to the Member.

Once you have entered all of your Members you should make sure that the Ledger allocations are correct in the [System Control][Maintenance][Allocations].

Is Allocations and Mas	iks		
All Changes are stored	l on exit of the data entry fi	ïeld	
Masks: A segment i Segments ar The number Examples: AAAA.999 9999.9999 AA.A999 MMM.99	<pre>s one of:</pre>	Numeric Character : Character ng (Alpha-numeric OR Numeric depending on first character) (full stop) cermines the length of the segment. aracters followed by a 3 digit number ment followed by another 4 digit number er segment followed by mixed code beginning with alpha erically to 4 characters eric OR numeric segment plus 2 digit numeric)	
Sales Purchases Ir Allocated To - (Ctri-click I Debtors Control Sales Trade discount G/L Freight Out VAT Output POS Receipts Settlement Discount Tax on disc. allowed Cash Rounding	ventory Ledger Special o clear) 008 MC FRT.OUT VAT.OUT DIS.ALL	Numbering Various Debtors Mask In Addition to above also accepts # for an autonumbering segment. Brample: AAA###### = A code with up to three alpha characters plus a 5 digit, consecutive number. Debtors' Code Mask AAA999999 Reps' Code Mask Mext Number 2217 Reps' Code Mask Mext Number 2217	

Enter the correct allocation for each field on each of the tags (Sales, Purchases, Inventory, Ledger, Special and Numbering) Your accountant should be able to assist with this because he will know what your ledger accounts are.

With the Burials programme, there may be a special ledger account to which you may allocate "Grave Transactions", this is done under the [Special] tag, as shown above.

OPERATION

Now that you have set up your system and have entered all of the relevant information, you may start to operate the system.

The BURIALS programme relies on the regular debiting of Members with their weekly, fortnightly, monthly or annual fees.

APPLYING THE REGULAR DEBITS

To do this, at the selected interval, the operator should go to: [Member][Periodic Processes][Repeat Transactions]

TARGE OF ANY	TRANSACTI	ons				
Date 2008/02/13 13			Calcula	te		
Reference 📃		Repor				
Last Close - 2	Last Close - 2007/09/30 - overdue		Apply To Ac	Apply To Accounts		
Account	Debit	Description	Amount	Exclusive	VAT	Total Posted To G/L

NOTE: In the above example there is a warning, in yellow that a close is overdue. If this warning appears, you should not continue because the members accounts will not have been aged correctly.

Escape from the above screen and select [End of Month] where you will see a screen like the one shown below.

Check that the dates are correct and, if so, click on [Check Balances]

The computer will now check the balances in the Members' records against the balances carried in the General Ledger. These balances should be the same. If they are not, an error will appear in yellow in the right-hand field and the error will need investigating before proceeding.

Ts MONTH END PROCEDU	IRE		
Ti for	he program assum the closing date s credit notes need	es that a month-end close is th LAST action pecified, i.e. no more invoices to be processed with that date	e and
Last Closing Date On Top	Dates 2007/09/30 2007/08/31 2007/07/31 2007/06/30 2007/05/31 2007/04/30		
Close With This Date	2007/10/31 <u>B</u>	Check balances	
Quick Check Total Debtors Balance G/L Control Account Balance	s 	0.00 OK	
Ready			

If there is no error, or if you are aware of the nature of the error and wish to deal with it later, you may proceed to close the period by clicking [Close Now]

The computer will close the period and age the Members' balances.

Now return to [Member][Periodic Processes][Repeat Transactions]

REGULAR TRANSA	ETIONS								
Date 2008/02/1 Reference	<u>-</u>	Calcula Repor	te						
Last Close - 2008/01/31		Apply To Ac	Apply To Accounts						
Account Debit	Description	Amount	Exclusive	VAT	Total Posted To G/L				

You should now select the [Calculate] button

This will run through all of the Members' accounts and calculate the correct amount of money to debit against their accounts, and will display a list showing all of the members and how much they will be charged.

Date 🛛	2008/02/13	15	Calcula	te			
Reference [feb debits	•	Repor	t 🔤			
Last Close - 2	008/01/31		Apply To Ac	counts.			
Account	Debit	Description	Amount	Exclusive	VAT	Total Poste	ed To G/L
AA 00000	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
AA 01274	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
AA 01301	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
AA 01627	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
AAI01631	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
AB 01023	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
AB 01311	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
AB 01401	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABB00740	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABB00873	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABC02441	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABD00878	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABE01851	SUBB	Subscription Class B	20.00	20.000000	0.000000	20.000000 MC	
ABH00083	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABL02125	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABP02616	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABS02190	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABS02205	SUBA	Subscription Class A	15.00	15.000000	0.000000	15.000000 MC	
ABS02360	SUBB	Subscription Class B	20.00	20.000000	0.000000	20.000000 MC	~
adams							

The list may be printed by pressing the [Report] button.

NOTE: CHECK THE LIST CAREFULLY TO MAKE SURE THERE ARE NO MISTAKES.

LOOK AT THE SALES ACCOUNT IN THE GENERAL LEDGER AND MAKE A NOTE OF THE FIGURE BEFORE APPLYING THE REGULAR TRANSACTIONS. YOU CAN THEN CHECK BACK TO SEE IF ALL OF THE TRANSACTIONS HAVE GONE THROUGH CORRECTLY AFTER YOU HAVE APPLIED THE REGULAR TRANSACTION.

IF YOU DO NOT DO THIS ERRORS MAY OCCUR – THERE MAY BE A POWER FAILURE THAT HAPPENS IN THE MIDDLE OF APPLYING THE TRANSACTIONS, OR SOME OTHER HARDWARE FAILURE MAY CAUSE A PROBLEM THAT IS IMPOSSIBLE TO PREDICT.

A second report showing regular debits that have been omitted may also be printed.

BU	SY BODYBURIALS	OMITTED REGULA	R DEBITS - dated 2008/02/13 ft						2008/02/13 11:49:39 AM	1
Account	Name	Debit	Description	Used	EXCL	VAT	INCL	Reason(s)		17
				5 (PA	0.00	0.00	0.00			

Once you have made sure that the transactions that are about to be applied to the members are correct, you may click on the [Apply to Accounts] button. The transactions will be applied. If you have hundreds of members, this will take some time.

A screen like this will appear:

	2000/02/13	151	Calcula	te			
Reference	feb debits	<u> </u>	Hepor	t			
.ast Close - 2	008/01/31		Apply To Ac	counts			
Account	Debit	Description	Amount	Exclusive	VAT	Total Posted To G/L	
A 00000 A	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
A 01274	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
A 01301	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
A 01627	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
AI01631	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
B 01023	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
B 01311	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
B 01401	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
B 01471			0.00	0.00	0.00	0	
ABA00481	SUBA		0.00	0.00	0.00	0	
BB00740	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
BB00873	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
BC02441	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
BD00878	SUBA	Subscription Class A	15.00	15.00	0.00	1 MC	
BE00381	SUBA		0.00	0.00	0.00	0	
BE01851	SUBB	Subscription Class B	20.00	20.00	0.00	1 MC	
BG02073	SUBA		0.00	0.00	0.00	0	

CHECK THE BALANCES IN THE LEDGER SALES to make sure everything has been posted correctly.

Now that you have automatically charged all of the Members their fees, you will now need to receipt them when they pay their dues.

RECEIPTS

To process receipts go to [General Ledger][Data Entry][Quick Receipts]

This is a special receipting programme that can make your life much easier when you are faced with a lot of Members arriving to pay their dues at the same time.

You will see a screen like this:

Ts AMOUNT RECEIVED (Receipts printed)	
Debit Account INV.INV INVESTEC BANK Number 0 Date 2008/02/13 3	CUZT
Member's Account OK (F12) Amount Received 0.00 Receipt No 0	Cancel Unlock debit a/c data panel Reprint last receipt
Curr 30 D-	ent
60 D. 90 D.	ays
120 D- Balance Tr	avs atal
Show printing details Quick	Receipts Mode; Receipt Printed

You should first click on [Debit Account] to select the account into which you will be putting the money.

Next you should click [Member's Account]

This pop-up appears:



You should select [Yes]

The Members' lookup screen will appear, looking something like:

Lookup By: CODE		C Refresh OK	Deleted Inactive					
Code	Name	e-mail	Total	Current	30 Days	60 Days 🖌		
AA 00000			5.00	-5.00	0.00	0.00		
AA 01274	A APPRIES		418.00	15.00	0.00	0.00		
AA 01301	ALFRED ARIMOND APENDI		-36.00	-36.00	0.00	0.00		
AA 01627	ANTHONY GORDON APRICA		-45.00	-45.00	0.00	0.00		
AAI01631	ANHUGEN INS		-30.00	-30.00	0.00	0.00		
AB 01023	ANTHEA BESTER		-30.00	-30.00	0.00	0.00		
AB 01311	BELINCH AND ERSON		69.00	15.00	0.00	0.00		
AB 01401	BELINDA ABRAHAMS		0.00	0.00	0.00	0.00		
AB 01471	EXPINE MINICLE		0.00	0.00	0.00	0.00		
ABA00481	ANTONIA FORMALE ARTINAL		0.00	0.00	0.00	0.00		
ABB00740	WELLIAM JACOBUS MEVER		254.00	15.00	0.00	0.00		
ABB00873	BRIMLEY CHRISTEN ABRAH		12.00	12.00	0.00	0.00		
ABC02441	Charl Adhennes		422.00	15.00	0.00	0.00		
ABD00878	CONALD ALFRED ABRAHAM		-23.00	-23.00	0.00	0.00		
ABE00381	CLORE TH MEROMENT.		0.00	0.00	0.00	0.00		
(mm)			- 07	14	- Ait	>		

From this you may select the Member who is paying.

If you select an account where the Member is overdue with his / her payments, a warning message will pop up.



You may then decide whether to continue or call a supervisor.

Note: The button [Show Printing Details] will cause an additional area to open up below the receipt screen, as shown below. This is to allow you to decide which printer to use, select whether to print a mini statement on not and change the template that determines how the printed output will appear.

You may hide this screen when you have made your selections.

AMOUNT RECEIVED (Receipts	rinted)	
Debit Account INV INV	INVESTEC BANK U/T	
Number 27	70	
Date 2008/02/13		
Member's Account	OK (F12) Cancel U	nlock debit a/c data panel
Amount Received	0.00	Reprint last receipt
Receipt No	27770 Referen	nce
	Current	
	30 Days	
	60 Days	
	90 Days	
	120 Days	
	Balance Total	
Hide printing details	Quick Receipts Mode: Receipt Prin	ted
int On \\PHILP4\HP DeskJet 8950	á 🗶	
Diot-Matrix printer lines	🔄 🦵 Include mini stateme	nt
\technisoft\fastreport2\template:	ledger\receipts\	
eceipt (default).fr3"	🔒 Sy	stem wide lock
Make this the new default t	mplate (this workstation only)	Undo lock

If you continue and have selected the Member you will see a screen like this:

AMOUNT RECEIVED (Receipts printed)				
Debit Account	CBANK U/T			
Number 27770				
Date 2008/02/13				
Member's Account ABB00740 OK	((F12)	Cancel	Unlock debit a/c data panel	
Amount Received			Reprint last receipt	
Receipt No 27770		Rel	erence	
	C	15.00		
WILLIAM JACOBUS MEYER	Current	15.00		
24 PAPSIFAL OPESCENT	30 Days	0.00		
EASTRIDGE	60 Days	0.00		
MITCHELL'S PAUN	90 Days	0.00		
	120 Days	239.00		
Bala	ince Total	254.00		
Show printing details	Quick Receipts	Mode: Receipt	Printed	

On the screen you can see how much the Member owes and how the amounts are aged.

You should enter the amount of money that the member is paying on his account and, if you wish, enter a reference in the fields provided.

Click [OK] or press F12 to process the receipt.

The receipt will print.

If for some reason the receipt does not print (the printer runs out of paper, for example), you may reprint it, after fixing the fault, by pressing [Reprint Last Receipt]

STATISTICS

If you click on the [Statistics] button under [Special] from the main menu, you will see :

Age Analysis	Member Stats	
Transactions	Reaching age xx	
	line and a second second second	

The [Age Analysis] report looks like this:

BUSY BODY BURIALS

AGE GROUPINGS - as at 2008/02/13

2008/02/13 01:43:48 PM

CODE	CATEGORY DESCRIPTION	1-21	22-30	31-40	41-50	51-60	61-70	71-80	81-90	90+	NO DATE	TOTAL	PERCENT
	V		12	12	12	14			1	13		1	0.02
SUBA	Subscription Class A	1,218	582	643	587	235	110	31			33	3,439	82.25
SUBB	Subscription Class B	125	36	9	54	193	174	41	4		7	643	15.38
SUBC	Subscription Class C	5		3	3	4	6	5				26	0.62
SUBD	Subscription Class D	3	1		1	4	7	35	10	1		62	1.48
SUBV	Subscription Class Voluntary	1	10	1		0		2	6	া	2	10	0.24
	TOTAL	1,352	619	655	645	436	297	114	21	2	40	4,181	
	PERCENTAGE	32.34	14.81	15.67	15.43	10.43	7.10	2.73	0.50	0.05	0.96	2	

It shows the ageing of the different classes or types of subscriptions. The date of the analysis may be selected.

Various other statistical reports are available, including a report that will list Members who reach a certain age within the period.

These reports are mostly self-explanatory, but depend upon how your organization runs its business.

OTHER FUNCTIONS

Because EXACT BURIALS is fully integrated with the EXACT ACCOUNTING system, there are many other facilities available that certain Burial organizations may wish to make use of.

Explanations of these facilities are available from our website at <u>http://www.technisoft-online.com</u>