

GENERAL

Please PRINT the following information clearly

| | |
|---|----------|
| System Name: | |
| Your' Company Name: | |
| Street Address: | |
| City: | |
| State: | |
| Zip: | |
| Telephone: | |
| Fax: | |
| Date Survey Completed: | |
| Contact Name: | |
| | |
| Platform | |
| Programming language | |
| Number of current users | |
| Date of last revision | |
| When is next revision planned | |
| Mark if applicable | X |
| An on-line demo is available | |
| On-sight installation is provided | |
| Multiple currencies are supported | |
| A national or regional support network is available | |
| Hours of support operation from: to: | |
| Circle time zone Eastern Central Mountain Western | |
| The following system documentation is available: | |
| Installation manuals | |
| Programmers manuals | |
| System flow charts | |
| Major application process Data Flow charts | |
| Screen and report layouts including Data Elements used | |
| Data Element dictionary | |
| Training manuals | |
| Source Code | |
| On-site Training is available | |
| An annual maintenance agreement is available | |
| The maintenance agreement includes the latest upgrades | |
| There is an active users group | |
| Data retention based on user requirements | |
| A Report writer is built into the system | |
| If Yes, does the Report Writer have the ability to: | |
| Create A/R reports that display any combination of A/R fields | |
| Access multiple files simultaneously | |
| Access files from other applications (e.g. customer master file) | |
| Store imbedded logic (e.g. calculations) | |
| Perform ad hoc reporting on archived items | |
| On-line help is available at the: | |
| Program level | |
| Field level | |
| A pre-formatted credit reference page is available (enter customer name and a filled-out ready to be mailed / faxed reference is created) | |
| Supports file creation for A/R information to be sent to credit reporting agencies | |
| Provides ability to interface with PC spreadsheet tools | |

CASH APPLICATION

| | Mark if applicable | X |
|---|--------------------|---|
| Autocash application (user defined) | | |
| Automatic tolerance write-offs (user defined at business unit level) | | |
| Processes non-A/R receipts (e.g. royalties, insurance) | | |
| Partial payments decrement open invoice amount | | |
| Partial payments appear as open "unapplied" items on customer account | | |
| Ability to transfer open items to another business unit | | |
| Ability to transfer open items to another customer | | |
| Split remittance across multiple customers | | |
| Split remittance across all business units | | |
| Cash application through Parented/Linked Customers | | |
| Multiple transactions against same item in same application | | |
| Checks linked to customer by MICR number | | |
| Reason codes for all cash applications, adjustments and write-offs | | |
| Cash is entered into system in BAI format (bank automated interface) | | |
| Cash is entered into system in ANSI standard | | |
| Cash is entered into system in EDIFACT standard | | |
| Based on a level of security, the system provides for the ability to modify existing line item details (e.g. billing error corrections) | | |
| Interface provided to users' General Ledger | | |
| Allows processing of cash of succeeding month before cut-off of current month | | |
| Service charge/interest invoices generated at time of late payment | | |
| Service charge/interest invoices generated at end of period | | |
| User defined service charge/interest parameters | | |
| Ability to set at the user business unit level: | | |
| Discount % | | |
| Discount days | | |
| Grace days | | |
| Simultaneous multiple location processing | | |
| Simultaneous multiple batch processing | | |
| Real time processing | | |
| Security by user and business unit | | |
| Movement between files/screens without losing current location(s) in system | | |
| Customer search by: | | |
| Invoice or credit # | | |
| Check # | | |
| Phone # | | |
| Address | | |
| Micr # | | |
| Credit and debits can be matched by: | | |
| Amount | | |
| Claim # | | |
| Invoice # | | |
| Customer P.O. number | | |
| Unlimited adjustments/deductions per remittance | | |
| Interface to A/P system to generate payments to customers (e.g. rebate) | | |
| Detailed daily cash receipts register | | |
| Provide standard interfaces for: | | |
| Automated Clearing House (ACH) | | |
| Wire transfers/EFT | | |
| EDI | | |

ACCOUNTS RECEIVABLE MANAGEMENT

| | Check if applicable | X |
|---|---------------------|----------|
| The system handles multiple user business units | | |
| Ability to (on-line and in report format) consolidate open and closed data for user business units (divisions to companies to corporate) | | |
| Ability to (on-line and in report format) consolidate open and closed data from customer ship-to level to bill-to level or to ultimate parent | | |
| System provides for a pay-point customer number for every customer number | | |
| Ability to add user defined fields | | |
| Multiple payment terms are accommodated and consistent aging can be done based on the variety of payment terms | | |
| System supports multiple users per customer such as: | | |
| Collector ID number | | |
| Deduction specialist ID number | | |
| Credit analyst ID number | | |
| Ability to generate formal collection letters based on users parameters | | |
| Ability to produce collection letters ad hoc | | |
| Ability to produce collection letters at period end | | |
| Ability to produce dunning letters by collector ID | | |
| Ability to control volume of letters produced | | |
| Collection letter automatically produces a follow-up item for collector (tickler file) | | |
| System interfaces with order processing system for order control | | |
| Display of open items at customer level includes days old "from item creation date" | | |
| Variable aging buckets (user defined) | | |
| Aging based on due date | | |
| Variable length field for Invoice Number | | |
| Variable length field for Purchase Order Number | | |
| Separate fields for Invoice date and due date | | |
| General ledger interface | | |
| Allow different policies (parameters) for each user business unit | | |
| Ability to tag disputed items | | |
| Disputed items do not age until dispute tag is removed | | |
| Dispute coding for individual open items | | |
| Dispute reporting | | |
| User created dunning letters | | |
| On demand dunning letters | | |
| Reconciliation reporting at business unit levels | | |
| Tickler notes for individual customers | | |
| Tickler notes for individual items | | |
| Ability to sort notes by those needing follow-up vs completed (historical) notes | | |
| Notes can be incorporated into customer statements | | |
| Notes can be incorporated into letters | | |
| Notes can be edited | | |
| Security can limit users from sensitive credit information | | |
| Cannot apply cash notices are generated at cash application | | |
| Chargebacks are generated at cash application | | |
| Unlimited deduction codes | | |
| Deductions can be split among a variety of deduction codes (reason codes) | | |
| Deductions can be split across user business units | | |
| Activity reports by transaction code | | |
| Activity reports by aging (user selection of criteria) | | |
| Activity reports by customer (user selection of criteria) | | |
| Activity reports by sales representative | | |
| Closed Item history | | |
| Customer performance history (payment patterns) | | |

| | |
|--|--|
| Search capabilities for open/closed items by: | |
| Item number | |
| Check number | |
| Dollar amount | |
| Customer P.O. number | |
| Customer name | |
| Customer statements are run at period end | |
| Customer statements can be generated on-demand | |
| Customer A/R is handled in an open item method | |
| Customer A/R is handled in a balance forward method | |
| Security restrictions by individual | |
| Security restrictions by user business unit | |
| Movement between files/screens without losing current location(s) in system | |
| The following miscellaneous statistics are displayed by period (user defined) at a user business unit level: | |
| # of customers on file | |
| # of active customers (customers with current activity: order or A/R) | |
| # of customers on credit hold | |
| # of invoices open and dollar value | |
| # of credit memos open and dollar value | |
| # of unapplied cash items and dollar value | |
| # of check received and dollar amount | |
| # of write-offs and dollar amount | |
| # of open service charges and dollar amount | |
| # of service charges paid and dollar amount | |
| # of unearned discounts allowed and dollar amount | |
| # of discount items taken and dollar amount | |
| # of paid invoices and dollar amount and days past due when paid | |
| The following miscellaneous statistics are displayed by period (user defined) at a customer level: | |
| # of invoices open and dollar value | |
| # of credit memos open and dollar value | |
| # of unapplied cash items and dollar value | |
| # of check received and dollar amount | |
| # of write-offs and dollar amount | |
| # of open service charges and dollar amount | |
| # of service charges paid and dollar amount | |
| # of unearned discounts allowed and dollar amount | |
| # of discount items taken and dollar amount | |
| # of paid invoices and dollar amount and days past due when paid | |
| The following period end statistics are available: | |
| # of customers in each aging category | |
| # of invoices and dollars in each aging category | |
| # of credits and dollars in each aging category | |
| # of deductions and dollars in each aging category | |
| # of disputes and dollars in each aging category | |
| # of customers who exceed their credit line | |

| FINANCIAL STATEMENT ANALYSIS | |
|---|----------|
| Check if applicable | X |
| The system includes customer financial statement analysis | |
| Generates more than ten financial ratios | |
| Multiple period trend analysis | |
| Cash flow analysis | |
| Financial Ratio's compared to Industry Statistics (RMA, D&B, etc.) | |
| Ratio comparative analysis for all similar SIC codes in customer base | |
| Failure Prediction Model | |
| Assigns user defined risk code based on analysis | |
| Supports downloading from commercial credit reporting services | |
| User has options to customize analysis | |
| Provides summary reports of analysis | |
| Calculates credit lines based on user defined parameters | |
| Automatically recalculates new credit line based on updated data | |
| At least three periods of financial statements | |
| Performs portfolio analysis based on user criteria of entire A/R portfolio | |
| Performs portfolio analysis based on user criteria of a user defined segment of A/R portfolio | |