

Sample Reports

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Report Groupings

This section includes a sample report for each of the Orders Reports (See Chapter 4, "Orders Reporting") and for each of the Accounting Reports (See Chapter 9, "Accounting Reports"). Any reports producing using the BOOMS Report Writer are not included in this section.

- **General Orders Reports**
 - Orders Log
 - List Usage [by Type of Mailer]
 - Mailer Usage [by List Number]
 - Mailer Usage [by Order Number]

- **Brokerage Orders Reports**
 - List Rental Summary
 - Shipping Orders Log

- **Management Orders Reports**
 - Broker Usage [by Mailer/ List Number]
 - Booking Report
 - Exchange Status Report
 - Exchange Status Recap

- **Accounting Orders Reports**
 - Open Order Log
 - Management Billing Report
 - Management Service Fee Report
 - Management Sales Log

- **General Accounting Reports**
 - Aged Accounts Receivable Statement
 - Aged Accounts Payable Statement
 - Accounts Receivable Ledger
 - Accounts Payable Ledger

- **Brokerage/ Management Accounting**
 - Management Remittance Report
 - A/R Aging by Salesperson/Mailer
 - Scheduled Commissions Report
 - Credit History by Mailer
 - Credit History by Broker

Orders Reports Flag Meanings

- Orders Log, Open Orders Log, Shipping Orders Log, Open Accounting Log: Each Order in these reports has 10 flags associated with it as follows (Dead Orders are flagged “*****DEAD*****”):

FLAG# MEANING

1	H - Order is held
2	T - Test C - Continuation
3	R - Rental E - Exchange B - Both Rental and Exchange
4	C - Canceled V - Revised
5	P - Order is Printed
6	X - Shipping Information Posted H - Invoice is Held
7	I - Invoice has been Printed
8	A - Order is Posted to A/R-A/P
9	G - Order has a Guarantee of Payment
0	U - USER*FLG is set for Order

- When “Quantities” are shown, that can be flagged as follows:
 - M** - Maximum
 - A** - All Available
 - S** - Shipped
 - E** - Exchange
 - R** - Rental
- Where appropriate, a legend will indicate the meaning of flags

Orders Log, Shipping Orders Log, Open Orders Log, Open Accounting Log

January 20, 1990		Broker/Owner Orders Management System						PAGE 001											
7:38PM		(ORDERS LOG)																	
TLC Associates																			
START DATE: 01-20-90																			
END DATE: 01-20-90																			
ORDER DATE	ORDER NUMBER	BROKR CLIENT	CODE PO#	MAILER NAME LIST NAME	MAILER OFFER	ORDR. QTY SHIP. QTY	SHIP-DATE SHIP VIA	MAIL-DATE	---F L A G S---										
									1	2	3	4	5	6	7	8	9	0	
01-20-90	005164	MORXX		ABC Catalog	Catalog	10,000	02-08-90	04-07-90	T	R	P	X	I						
				Modern Mailbox		10,000	UPS												U
01-20-90	005165	DIMXX		XYZ Catalog	Catalog	15,000	01-29-90	01-31-90	T	R	P	X	I						G
				Razor Sharp		15,000	UPS												
01-20-90	005166	WKXRL		Big Ticket, Inc	Catalog	20,000	01-31-90	02-01-90	C	E	P	X	I						
				John's Best		18,500	UPS												
01-20-90	005167	AZXXI		ABC Stores	Catalog	5,000	01-31-90	03-21-90	T	R	P	X							
				Hunt & Hill		4,900	UPS												
01-20-90	005168	AZXXI		XYZ Stores	Catalog	12,000	02-06-90	03-01-90	T	R	P	X							
				Hunt & Hill		12,010	UPS												
TOTALS: 5 Orders						62,000													
						60,410													

Figure C-1. Sample Orders Log (except for the Header, the format is the same for the "Shipping Orders Log", the "Open Orders Log" and the "Open Accounting Log")

List Usage Report

January 20, 1990		Broker/Owner Orders Management System						PAGE 001	
7:40PM		(LIST USAGE BY MAILER TYPE)						TLC	
Associates								END	
START DATE: 12-01-89									
DATE: 02-01-90									
LIST: Harry's Clothing									
CATEGORY CODE(S):									
MAILER/SELECTIONS	BROKER CODE	QUANTITY ORDERED	QUANTITY SHIPPED	ORDER.DAT MAILER-OFFER	MAIL.DAT	TLC ORDER#			
ABC Lifestyle Magazine		10,000M	9,900M	02-01-90	03-15-90	005143TR			
Last 6 month/\$50+				Catalog					
FEMALE									
XYZ Stores		20,000A	20,500A	12-15-89	02-24-90	005971CE			
Last 6 months				Spring Sale					
Candy Lovers LTD		*****	*****	01-03-90	03-10-90	005008**E			
Last 6 months				Sale Catalog					
TOTALS		30,000	30,400						

Figure C-2. Sample List Usage [by type of Mailer] Report

Notes:

- M = Maximum
- A = All Available
- C/T = Continuation/Test
- R/E = Rental/Exchange
- V/C = Revised/Canceled
- **E = DEAD

Mailer Usage Report

January 20, 1990		Broker/Owner Orders Management System			PAGE 001	
7:41PM		(MAILER USAGE BY LIST#)				
TLC Associates						
START DATE: 01-01-90						
END DATE: 01-31-90						
MAILER: ABC Stores						
OFFER:						
LIST/SELECTION(S)	BROKER CODE	QUANTITY ORDERED	QUANTITY SHIPPED	ORDR.DAT MAILER-OFFER	MAIL.DAT	TLC ORDER#
01913 XYL Sportman 6 Month/\$50+	TLC01	5,000M	5,000M	01-17-90	03-18-90	005028TRV Subscription
14425 Sam's Music 6 Month/\$50+	TLC01	20,000M	20,000M	01-17-90	03-18-90	005017CE Subscription
05170 Tribble's Studios 6 Month Buyers	TLC01	*****	*****	01-17-90	03-18-90	005018**E Subscription
05245 Marsh's Jewlery 6 Month/\$75+	TLC01	5,000M	5,000M	01-17-90	03-18-90	005035TR Subscription
TOTALS		30,000	30,000			

Figure C-3. Sample Mailer Usage [by List#] Report. (Except for the Header the Mailer Usage [by Order#] Report is the same format.

Notes:

- M = Maximum
- A = All Available
- C/T = Continuation/Test
- R/E = Rental/Exchange
- V/C = Revised/Canceled
- **E = DEAD

List Rental Summary

TLC Associates		CONTACT: Martha Mitchum Sarah Hills				
321 TLC Drive P.O. Box 2345 Tender, NY 12748 914-248-1234						
LIST RENTAL SUMMARY - PAGE 001 (01-20-90)						
MAILER: Harry's Fashion						
OFFER: Sale Catalog						
SHIP DATE: 11-22-89						
MAIL DATE: 12-30-89						
LIST & SELECTION(S)	TLC ORDER	KEY#	QUANTITY ORDERED	REV/ CAN	EXCH/ RENT	QUANTITY SHIPPED
ABC Company Female Buyers	005486	A52	8,000	CAN	RENT	
DEF Company 1985 Buyers	005487	A46	6,540		RENT	7,500
Fred's Music 6 Month Buyers	005488	A30	7,500		RENT	7,350
TOTALS			22,040			14,850

Figure C-4. Sample List Rental Summary Report

Broker Usage Report

January 20, 1990		Broker/Owner Orders Management System			PAGE 001
7:48PM		(BROKER USAGE BY MAILER/LIST)			
TLC Associates					
START DATE:01-01-90					
END DATE: 01-31-90					
BROKER: ABCBR ABC Brokers, Inc					
MAILER	TLC	BROKER	ORDR-DATE	ORDR.QTY	AMOUNT
LIST & SELECTION(S)	ORDER#	ORDER#	MAIL-DATE	SHIP.QTY	
BBC Company	005062R	BC71806	01-24-90	5,000	
John's Fashion			03-20-90	5,200	260.00
Last 6 Months Buyers					
Cotton Clothing	005067R	BC71487	01-28-90	25,000	
ABC Fancy Tools			03-21-90	25,100	2000.00
Mail Order Buyers					
Clever Clothes	005054R	BD71638	01-21-90	10,000	
John's Best			05-05-90	10,300	1030.00
SCF OMITTS					
Drake's Inserts	005013E	BD68517	01-15-90	5,000	
John's Best			03-01-90	4,900	.00
Package Inserts					
TOTALS				45,000	
				45,500	\$3290.00

Figure C-5. Sample Broker Usage [by Mailer/List Number] Report

Management Booking Report

TLC Associates						PAGE 001	
321 TLC Lane							
P.O. Box 2345							
Tender, NY 12754							
ABC Fashion							
BOOKING REPORT - 01-01-90 THRU 01-20-90							
ORDER DATE	TEST/CONT	EXCH/RENT	TLC ORDER#	MAILER/OFFER	QUANTITY	MAIL DATE (S)	
01-17-90	TEST	RENT	005043	Handy Mailer SPRING CATALOG	10,000	03-15-90	
01-07-90	CONT	EXCH	005971	Jewelry Lovers VALENTINE OFFER	20,000S	02-24-90	
01-08-90	CONT	EXCH	005990	Kittle's Fashion SPRING FASHIONS	10,000	02-28-90	
01-14-90	CONT	EXCH	005008	Littmans Fashion SUMMER CATALOG	22,000	03-10-90 THRU 03-14-90	
TOTAL NUMBER OF ORDERS:				4	TOTAL NAMES:		62,000
TOTAL NUMBER OF TESTS:				1	TOTAL NAMES ON RENTAL:		10,000
TOTAL NUMBER OF CONTINUATION:				3	TOTAL NAMES ON EXCHANGE:		52,000

Figure C-6. Sample Management Booking Report.

Note: If the Order has shipped, the Shipped Quantity is reported instead of the Ordered Quantity.

Management Exchange Status Report

TLC Associates				PAGE 001			
321 TLC Lane P.O. Box 1234 Tender, NY 12748 914-248-1234				- January 29, 1990			
Martha's Fashion Martha Mills 222 Front Street New York, NY 10011				EXCHANGE STATUS REPORT Kittle's Jewelry			
USAGE BY Kittle's Jewelry				USAGE BY Martha's Fashion			
TLC ORDER#	MAIL DATE	QUANTITY ORDERED	QUANTITY SHIPPED	TLC ORDER#	MAIL DATE	QUANTITY ORDERED	QUANTITY SHIPPED
004950	02-10-90	10,000		004800	03-18-90	10,000	
005008	03-10-90	5,000		005029	03-18-90	10,000	
005230	03-10-90	20,000					
TOTALS:		35,000				20,000	

Figure C.-7. Sample Management Exchange Status Report.

Management Exchange Status Recap

TLC Associates				PAGE 001			
321 TLC Lane P.O. Box 1234 Tender, NY, 12748 914-248-1234				- January 29, 1990			
Martha's Fashion Martha Mills 321 Front St New York, NY 10011				EXCHANGE STATUS RECAP			
OWED TO Martha's Fashion				OWED BY Martha's Fashion			
Best's		3,500		Bracken's Fashion		1,000	
Black's Fashion		16,000		Brocks Fashion		27,000	
Bostock's Fashion		1,000		Brooks Fashion		2,000	
Community Jewelry		1,000		Charleys Clothing		23,000	
Comfort's House		1,000		Great Looks		19,000	
Louis Halston		30,000		Sorts		5,000	
Naturally Yours		5,000		Wills Clothing		5,000	
Outdoor Clothing		500		William's Wear		10,000	
Petrocelli Plants		15,000					
Sport's Wear		17,000					
Tell's Jewelry		29,000					
TOTALS:		119,000				92,000	

Figure C-8. Sample Management Exchange Status Recap.

Management Billing Report

TLC Associates			PAGE 001		
223 TLC Street P.O. Box 1234 Tender, NY 12748 914-248-1234					
BILLING REPORT - 12-01-89 THRU 12-31-89					
ORDR-DATE	TLC ORDER#		RENTAL	EXCHANGE	BILLED AMT/
MAIL-DATE	YOUR P.O.#	MAILER	QUANTITY	QUANTITY	(PAYMENTS)*
12-05-89	004651	Bob's Clothing		5,000	.00
01-06-90					
12-05-89	004616	Cam and Elsie		20,000	.00
01-06-90					
02-10-89	904565	Hunt's Magazine	20,000		1,800.00
01-15-90					
12-15-89	004676	Honey Fashion		12,400	.00
01-05-90					
02-20-89	004275	Knights & Day	5,900		400.00
01-10-90					100.00
TOTALS			35,900	37,400	2,200.00
					100.00
			TOTAL DUE LIST OWNER: \$2,100.00		
* = PREPAYMENTS OR SERVICE BUREAU PAYMENTS					

Figure C-9. Sample Management Billing Report

Management Service Fee Report

TLC Associates			PAGE 001		
223 TLC Street P.O. Box 1234 Tender, NY 12748 914-248-1234					
SERVICE FEE REPORT - 06-01-89 THRU 06-30-89					
Martha's Fashion					
TLC ORDER#	MAILER	MAIL DATE	YOUR P.O.#	QUANTITY	AMOUNT
004230	ABC Stores	08-01-89		5,000	25.00
004651V	Bob's Clothing	08-01-89		10,000	50.00
004616	Cam and Elsie	09-01-89		10,000	50.00
904565	Hunt's Magazine	10-01-89		5,000	25.00
904567V	Hunt's Magazine	09-15-89		15,000	75.00
004676	Honey Fashion	09-10-89		10,000	50.00
004275	Knights & Day	09-12-89		10,000	50.00
TOTALS				65,000	\$325.00

Figure C-10. Sample Management Service Fee Report

Note: If an order is "REVISED", it is flagged with a "V"

Management Sales Log

March 31, 1990 7:38PM TLC Associates LIST:		Broker/Owner Orders Management System (MANAGEMENT SALES LOG)					PAGE 001	
BROKER	ORDER NUMBER	MAIL DATE	INVOICE DATE	GROSS AMOUNT	BROKERAGE COMMISSION	MANAGEMENT COMMISSION	NET AMOUNT	
TLC	002000	03-16-90	02-27-90	510.13	150.04	210.05	150.04	
AZZ Broker	002004	03-20-90	02-03-90	75.00		75.00	.00	
GG Company	002100	03-16-90	02-03-90	6,684.90	1,300.60	790.30	4,694.00	
EAM Broker	002101	03-01-90	02-28-90	3,389.39	622.29	331.29	2,395.80	
TMG, Inc	002105	03-01-90	- -	6,000.00*	1,200.00		4,800.00	
TOTALS:				16,659.42	3,272.93	1,406.64	12,039.84	
LESS ESTIMATES:				6,000.00	1,200.00	.00	4,800.00	
ACTUAL BILLED TOTALS:				10,659.42	2,072.93	1,406.64	7,239.84	

Figure C-11. Sample Management Sales Log.

Note: Estimated "GROSS AMOUNTS" for non-invoiced Orders are flagged with a "*".

Aged Receivable Statement

TLC Associates 321 TLC Drive P.O. Box 2345 Tender, NY 12748		PAGE 001				
STATEMENT OF ACCOUNTS RECEIVABLE - 11-01-89						
XYZ Brokers ATTN: Joe Broker 2201 Main Street Anytown, NY 10000						
Mailer/List	TLC Order#	Mail Date	Your P.O.#	Current	30-60 Days	61+ Days
+@ABC Mailer XYZ List	002000	08-01-89	850000			500.00
\$ MAC Mailer XXX List	002610	10-15-89	850600	5000.00		
# NED Mailer YYY List	002611	10-15-89	850601	2000.00		
SUBTOTAL				\$7000.00		\$500.00
TOTAL		\$7,500.00				
# = GUARANTEE OF PAYMENT \$ = PREPAYMENT + = SPLIT MAIL DATES						
@ = PARTIAL PAYMENT						

Figure C-12. Sample Aged Receivable Statement to a Broker

Notes:

Order Flags:

Guarantee of Payment = "#" (Column 1)

Split Mail Date = "+" (Column 1)

Prepayment = "\$" (Column 2)

Partial Payment = "@" (Column 2)

Management Service Fee = "*" (Column 2)

A currently "freed" order is flagged with an "F"

Aged Payable Statement

TLC Associates		PAGE 001				
321 TLC Street P.O. Box 1234 Tender, NY 12748						
STATEMENT OF ACCOUNTS PAYABLE - 11-01-89						
ABC Company ATTN: Abie Sea 2201 Main Street Anytown, NY 10000						
Mailer	TLC Order#	Mail Date	Your P.O.#	Current	30-60 Days	61+ Days
@High Ticket Company	002020	08-15-89				50.00
+ Fashions, Inc	002270	09-10-89			3000.00	
Big Gifts Company	002610	10-20-89		4000.00		
!New Images	002800	10-28-89		2500.00		
SUBTOTAL				\$6500.00	\$3000.00	\$50.00
TOTAL		\$9,550.00				
@ = PARTIAL PAYMENT	+ = SPLIT MAIL DATES	! = OWNER'S CREDIT RISK				

Figure C-13. Sample Aged Payable Statement

Notes: Order Flags:

Split Mail Date = "+" (Column 1)

Prepayment = "\$" (Column 2)

Partial Payment = "@" (Column 2)

Management Service Fee = "*" (Column 2)

Owner's Credit Risk = "!" (Column 2)

Accounts Receivable Ledger

December 1, 1989 3:55 PM TLC Associates		Broker/Owner Orders Management System (ACCOUNTS RECEIVABLE LEDGER)					PAGE 001			
				ACCOUNT CODE .. BIGBR		NAME Big Brokers				
				ADDRESS 4444 Big Street		Anytown, NY 10000				
Status	Post Date	Order# ClientPO#	Mailer/ List	Mail Date	BROK-COMM MANA-COMM	Paym-Due Date	Debits	Comment	Actual-Pay Date	Credits
PAID	09-10-89	003000	XYZ Mailer List #1	10-01-89	1985.00	11-01-89	10000.00	Early Pay	10-15-89	10000.00
Partial	09-10-89	003005	PDQ Mailer List #1	10-01-89	875.00	11-01-89	5000.00		11-10-89	2000.00
	09-20-89	003300	TLC Mailer List Number 1	11-15-89	190.00	12-15-89	1000.00			
TOTALS							16000.00		12000.00	
AMOUNT OUTSTANDING							4000.00			

Figure C-14. Accounts Receivable Ledger

Accounts Payable Ledger

December 1, 1989 4:05 PM TLC Associates		Broker/Owner Orders Management System (ACCOUNTS PAYABLE LEDGER)					PAGE 001				
				ACCOUNT CODE :: HIGHT							
				NAME :: High Ticket List Owner							
				ADDRESS :: 3333 High Street							
				Anytown, NY 10000							
Status	Post Order# Date	ClientPO#	Mailer/ Broker	Mail Date	BROK-COMM MANA-COMM	Paym-Due Date	Debits	Comment	Actual-Pay Date	Credits	
PAID	09-10-85	003000	XYZ Mailer ABC Brokers	10-01-85		11-01-85	8000.00		10-15-85	8000.00	
Partial	09-10-85	003020	XYZ Catalog Good Broker	10-15-85		11-15-85	1500.00	PIF on 12/1	11-15-85	2000.00	
	09-11-85	003102	TLC Mailer SAM Brokers	10-15-85		11-15-85				1000.00	
TOTALS							9500.00			11000.00	
AMOUNT OUTSTANDING											1500.00

Figure C-15. Sample Accounts Payable Ledger

Remittance Report

TLC Associates			PAGE 001		
123 TLC Street P.O. Box 1234 Tender, NY 12748 914-248-1234					
ABC Company ATTN: Abie Sea 2201 Main Street Anytown, NY 10000					
REMITTANCE REPORT - 11-01-89 thru 11-30-89					
TLC Order#	YOUR Order#	Mailer	Remit. Date	Ref. Number	Amount
003000	10555	ABC Mailer, Inc	11-01-89	10567	1,000.00
003050	10560	PDQ Big Ticket			500.00
003060	10565	LMN Stores, Inc			2,500.00
003120	10570	RPM Fashion, Inc	11-09-89	10590	250.00
003300	10575	DEF Images, Inc			5,000.00
003340	10590	TLC Company, Inc	11-20-89	10640	1,000.00
003410	10600	DAS Gifts			2,500.00
TOTAL					\$12,750.00

Figure C-16. Sample Remittance Report

Accounts Receivable Aging by Salesperson/Mailer

April 1, 1990 4:05 PM TLC Associates		Broker/Owner Orders Management System ACCOUNTS RECEIVABLE AGING SALES-ID = TLC01							PAGE 001		
LIST	A/P AMOUNT	TLC ORDER#	INVOICE DATE	DATE PAID	A/R AMOUNT	PAID AMOUNT	CURRENT	31-60 DAYS	61+ DAYS	MAIL DATE	OWNR PO#
ABC LIST	1800.00	002001	01-16-90	- -	2000.00				2000.00	12-30-89	
XYZ LIST	300.00	002200	01-16-90	- -	400.00				400.00	12-30-89	
MAILR:ABCML TOTS	2100.00				2400.00				2400.00		
FASHION CATALOG	1900.00	002400	03-22-90	- -	2300.00		2300.00			03-22-90	
PDQ CATALOG	3000.00	002420	03-22-90	04-01-90	3600.00	3000.00	600.00			03-22-90	
MAL LIST	500.00	002430	03-22-90	- -	600.00		600.00			03-22-90	2622
MAILR:DEFML TOTALS	5400.00				6500.00	3000.00	3500.00				
TOTALS	7500.00				8900.00	3000.00	3500.00		2400.00		

Figure C.17. Sample Accounts Receivable Aging by Salesperson/Mailer

Scheduled Commissions Report

March 31, 1990 4:05 PM TLC Associates		Broker/Owner Orders Management System Scheduled Commissions Report (BASED ON RECEIPTS)							PAGE 001			
A C C O U N T S D E T A I L											T R A N S A C T I O N D E T A I L	
ORDER#	A/R-AMT-DU	A/P-AMT-DU	MAILR	EXP.COMM	EXP.COMM	TRANS	CASH	BROKR	MANAGR			
FLAG	A/R CLPON	A/R-AMT-PD	A/P-AMT-PD	BROKR	POST.COMM	MANGR	POST.COMM	NUMBER	TRANS DATE	RECEIPT	COMM	COMM
	A/P CLPON		A/P-CALCPY									
002201	7,174.95	5,772.45	TTZML	1,402.50			.00					
72001-c	6,799.95	.00		1,329.26			.00					
		5,470.69	TLC03					00235	03-16-90	6799.95	1329.26	.00
002225	200.00	.00		.00			200.00					
10045	200.00	.00		.00			200.00					
		.00			TLC02			00220	03-10-90	150.00	.00	150.00
								00252	03-18-90	50.00	.00	50.00
										200.00		200.00
TOTALS										7652.95	1329.26	275.00

Figure C.18. Sample Scheduled Commissions Report

Notes: Order flags:

FINVC = Accounts record Flagged Invalid Commission)

CINVC = Calculated Invalid Commission

Credit History

MAILER			ABC Mailer								
LIST	BROKER	TLC ORDER#	MAIL DATE	INVOICE DATE	PAYM-DUE DATE	LAST-PAYM DATE	AMOUNT DUE	AMOUNT PAID	PAYMENT STATUS	DAYS LATE	
FASHION CATALOG	TLC01	002000	04-01-89	04-16-89	05-16-89	06-27-89	1,161.75	1,161.00	PAID	72	
XYZ CATALOG	TLC01	002001	04-01-89	04-29-89	05-29-89	06-27-89	450.22	450.22	PAID	59	
MYE LIST	TLC01	002220	04-28-89	04-30-89	05-30-89	06-27-89	477.75	477.75	PAID	58	
YUR LIST	TLC01	002224	04-28-89	04-20-89	05-28-89	04-20-89	450.22	450.22	PAID	0	
ZZZ LIST	TLC01	002230	04-01-89	04-20-89	05-28-89	06-27-89	450.22	450.22	PAID	60	

Figure C-19. Sample Credit History [by Mailer]. The Credit History [by Broker] is the same format.