



DSD Business Systems

MAS 90 Enhancements

LMBA

Library Master Balance-It!

Version 3.71



Balance-It!

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Balance-It! User's Manual
Version 3.71
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DSD Business Systems
7050 Friars Road, Suite 100
San Diego, California 92108
619/683-9900 8:00am to 5:00pm PST
619/683-9975 Fax

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Section A: Introduction

This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to MAS 90. For instructions on using MAS 90, refer to the appropriate MAS 90 manual, or call your MAS 90 reseller. DSD Business Systems offers excellent MAS 90 support, at an hourly rate.

Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

LMBA Balance-It!: <http://www.dsdinc.com/enh/pages/lmba.html>

The product web page contains:

- Product Description*
- Adobe Acrobat Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in Word 97 and Adobe Acrobat Formats*
- Revision History*
- FAQ*

Support

DSD provides product support through MAS 90 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is 619/683-9900. Fax: 619/683-9975.

When the program displays an error dialog window, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*
- Exact sequence that caused the error, including menus and menu selections.*
- Other pertinent information.*



If leaving a message or faxing, please include:

Your name.

Your phone number (and fax if applicable) and extension.

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

G/L Features

Balance-It! can scan the General Ledger database in its entirety, checking for and correcting any detected logical problems. Please note that **LMBA** does not correct any problems with data integrity, such as badly linked line detail, missing or shortened data fields, or key mismatches. That is a job for *Data Rebuild Master*, which is sold separately. Rather, **LMBA** looks at and evaluates the logical relationships between records in a file, and between files, and reports or corrects any problems. This tool is indispensable in ensuring that the records in a database are balanced.

- ◆ Optionally check for out of balance journals in the Yearly Transaction Detail Posting File (GL5). This option checks all posted “financial” journals, and reports any that are out of balance. This is an indispensable aid in verifying the integrity of the database, and if a problem is found, this option lets you pinpoint the problem immediately.
- ◆ The user may opt to check for missing accounts. Any account numbers, contained in transactions in the current year Detail Posting File (GL5), that are non-existent will be added to the Chart of Accounts. They will also be added to the Budget and History File (GL8).
- ◆ Optionally compare current year account balances to the transactions contained in the Detail Posting File. This option scans all posted detail (GL5) and accumulates totals for each account by fiscal period. It then compares those totals to the totals contained in the Budget and History File (GL8) for the current year.
- ◆ Optionally balance the Allocation Header amounts to the Allocation line detail.
- ◆ Optionally scan all General Ledger index files for corrupt indexes.
- ◆ Optionally automatically make backups of all files.

A/R Features

Balance-It! can scan the Accounts Receivable database in its entirety, checking for and correcting any detected logical problems. **LMBA** does not correct any problems with data integrity, such as badly linked line detail, missing or shortened data fields, or key mismatches. That is a job for *Data Rebuild Master*, which is sold separately. Rather, **LMBA** looks at and evaluates the logical relationships between records in a file, and

between files, and reports or corrects any problems. This tool is indispensable in ensuring that the records in a database are balanced.

- ◆ Optionally reset all Paid Today amounts to their correct values, based on the contents of the Cash Receipts Entry files.
- ◆ Optionally balance the Open Invoice Transaction Detail to the Open Invoice amounts. This option checks the Invoice Transaction Detail File (AR6) and makes sure that it balances with the invoice balance, as stored in the Open Invoice (AR4) file. It also scans for any AR6 detail that is out of sequence. When detail is out of sequence in the AR6 file, any reports or displays for an affected invoice will appear to be out of balance.
- ◆ The scans of the Open Invoice (AR4) & Invoice Transaction Detail (AR6) files will alert the user of any invoices lacking an Invoice Date or Invoice Due Date, and will delete any of these records with a zero balance in Rebuild mode. Records with a missing invoice number will also be noted & removed in Rebuild mode.
- ◆ If the previous option is selected, then optionally, the user may elect to check for open invoices having non-existent Customers. If one is found, a new Customer record will be created in AR1. The Customer's information will be taken from the Open Invoice File (AR4) and the Invoice History Header File (ARN).
- ◆ Optionally balance Invoice Entry Header amounts (AR7), Cash Receipts Entry amounts (AR9) or Repetitive Invoice Entry amounts (ARM) to their respective line detail files. This feature is invaluable for recovering from a data entry problem, without erasing all data entry and starting over. Sales tax amounts, if any, are recalculated.
- ◆ Optionally scan the entire Open Invoice database, and compare the invoice balances to the appropriate General Ledger Receivables account(s). This option is invaluable for checking accounting integrity on a regular basis.
- ◆ Optionally scan all Accounts Receivable index files for corrupt indexes.
- ◆ If the Open Invoice database has been severely corrupted, the user may elect to rebuild it in its entirety from the A/R Invoice History file. Sales tax information, if any, is fully recovered.
- ◆ Optionally rebuild customer sales history totals from the invoice history files.
- ◆ Optionally rebuild customer cash receipts and F/C history totals from the open invoice detail.

A/P Features

Balance-It! can scan the Accounts Payable database in its entirety, checking for and correcting any detected logical problems. **LMBA** does not correct any problems with data integrity, such as badly linked line detail, missing or shortened data fields, or key mismatches. That is a job for *Data Rebuild Master*, which is sold separately. Rather,

LMBA looks at and evaluates the logical relationships between records in a file, and between files, and reports or corrects any problems. This tool is indispensable in ensuring that the records in a database are balanced.

- ◆ Optionally reset all Paid Today flags to their correct values, based on the contents of the Manual Check and Check Entry files.
- ◆ Optionally balance the Open Invoice Transaction Detail to the Open Invoice amounts. This option checks the Invoice Transaction Detail (API) and makes sure that it balances with the invoice balance, as stored in the Open Invoice (AP4) file. It also scans for any API detail, which is out of sequence. When detail is out of sequence in the API file, any reports or displays for an affected invoice will appear to be out of balance.
- ◆ The scans of the Open Invoice (AP4) & Invoice Transaction Detail (API) files will alert the user of any invoices lacking an Invoice Date or Invoice Due Date, and will delete any of these records with a zero balance in Rebuild mode. Records with a missing invoice number will also be noted & removed in Rebuild mode.
- ◆ If the previous option is selected, then optionally, the user may elect to check for open invoices having non-existent Vendors. If one is found, a new Vendor record will be created in AP1. The Vendor's information will be taken from the Open Invoice File (AP4) and the Invoice History Header File (AP_12).
- ◆ Optionally balance the Job Distribution amounts to the Open Invoice amounts. If Job Cost is installed, this option balances the Job Distribution Detail (APH) to the Open Invoice (AP4) amount.
- ◆ Optionally balance Invoice Entry Header amounts (AP5), Check Entry amounts (AP9) or Manual Check Entry amounts (AP7) to their respective line detail files. This feature is invaluable for recovering from a data entry problem, without erasing all data entry and starting over. Sales taxes, if any, are recalculated.
- ◆ Optionally balance Repetitive Entry Header amounts (APF) to the line detail. Sales taxes, if any, are recalculated.
- ◆ Optionally scan the entire Open Invoice database, and compare the invoice balances to the appropriate General Ledger Payables account(s). This option is invaluable for checking accounting integrity on a regular basis.
- ◆ Optionally scan all Accounts Payable index files for corrupt indexes.
- ◆ If the Open Invoice database has been severely corrupted, the user may elect to rebuild it in its entirety from the A/P Invoice History file. Sales tax information, if any, is fully recovered.
- ◆ Optionally rebuild vendor balances due from the Open Invoice File (API).
- ◆ Optionally rebuild vendor purchase history totals from the Invoice History files.
- ◆ Optionally rebuild vendor payment history totals from the Check History files.
- ◆ Optionally rebuild vendor 1099 payments from the Check History files.

General Balance-It! Features (all modules)

- ◆ Optionally automatically make backups of all files.
- ◆ Optionally **Analyze** the data, or to **Rebuild** it. The **Analyze** option merely reports any problems, whereas the **Rebuild** option will actually correct any detected problems.
- ◆ Optionally send results to the Log File, to a printer, or the user may Preview them. Up to 99 rolling copies of the Log File can be kept, so that if the Log File option is selected, the user may actually inspect the most recently performed **LMBA** runs.
- ◆ **LMBA** will automatically retry an in-use file. The user may set the number of retries that **LMBA** attempts.
- ◆ The user may elect to run **LMBA** immediately, or to delay execution until a preset time.
- ◆ In the Options panel, the user can set the maximum number of backup and log files that are saved, and access to critical functions such as Rebuilding or Delayed Execution may be limited to the system Supervisor.
- ◆ Full system security is maintained. If the user does not have access to one or more application modules, those modules will not be available to the user in **LMBA**.
- ◆ An entry is written to the System Activity Log for each file rebuilt by **LMBA**.
- ◆ Reseller information can be made available on the Balance-It! Report, Log File & Preview (by application module), to allow for notification of any assistance required in correcting the errors reported.

Master Developer Integration

- ◆ **LMBA** is supplied with a sophisticated Master Developer integration capability. This means that with a very small amount of additional programming, your Master Developer can fully integrate **LMBA** with your MAS90 custom programming.

SECTION B: Getting Started

CAUTION

- **If you reinstall or upgrade one of the MAS 90 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Master Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**
- **Do not install this Enhancement on MAS SQL Systems.**

Required Levels

MAS 90 Module	Module Required	Required Level
G/L	Y	3.71
A/P	Y	3.71
A/R	Y	3.71

Installation

The following instructions are for installing to Windows. For UNIX instructions see the "INSTALL.HTM" HTML file on the CD-ROM (you can use a Windows machine to view it.) It will guide you in mounting the CD-ROM on the UNIX file system and running a UNIX installation script.

1. **Back-up:** Exit all MAS 90 / MAS 200 sessions. Back-up existing MAS 90 / MAS 200 data.
2. **Check Levels:** MAS 90 / MAS 200 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Insert the installation CD-ROM. The installation will normally run automatically, otherwise, run SETUP.EXE on the CD-ROM. This can be run from the server or a workstation. Follow on-screen instructions. *If installing from an e-mail message or from a Web download, run the program sent to you (or downloaded). This will self-extract and run same Setup program.*
4. **Re-Start MAS 90 / MAS 200:** MAS 90 / MAS 200 will be updated.
5. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*
Note: On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are Normal, Demo and Web.

Normal Unlock: You will need to unlock the Enhancement by calling DSD during business hours (8am to 5pm PST) at **619-683-9900**.

Web Unlock: If the system that is running the DSD Enhancement *has web access* and you *have a DSD WebUnlock code*, can unlock the Enhancement without assistance using WebUnlock. When this option is selected, the window will change to show the WebUnlock entry section. Enter the WebUnlock code and click the Unlock button.

- *Entering a WebUnlock code will unlock all DSD Enhancements that have been licensed.*
- *The MAS 90 / MAS 200 system that is being used must have web access for this option to be available.*
- *You can get a WebUnlock Code from your DSD Enhancements sales representative.*

Demo Unlock: If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- *Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web access and/or an WebUnlock code. Later, you can unlock the product fully, during business hours.*

Note: You can also unlock a DSD Enhancement through the DSD Utility Suite window. This is accessed at the bottom of the Library Master Utility menu. In the DSD Utility Suite window, click the **DSD Enhancement Control Panel** button on the bottom of the window. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

6. **Convert Data:** After registration, the Data Conversion window will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*



DSD Enhancement Control Panel

Starting with version 3.70, all DSD Enhancement products include DSD's Utility Suite menu and DSD's Enhancement Control Panel. The **DSD Utility Suite is accessed from the Library Master Utilities menu**. The **DSD Enhancement Control Panel** is accessed from a **button on the bottom of the DSD Utility Suite window**.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a MAS 90 / MAS 200 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

View Manual: This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the MAS 90 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.



Check the Web for Updates:

This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires a web connection on the MAS 90 / MAS 200 system.*

Reinstall from Web: After a verify dialog, this will automatically download and reinstall the selected Enhancement from the DSD website. *This requires a web connection on the MAS 90 / MAS 200 system.*

Unlock Product: This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked.*

Convert Data: After verification, the selected Enhancements data conversion program will run.

Program Patch Utility: Only use this option under the guidance of a DSD Enhancement Technician. That person will guide you in its use.

Run Program: This button is enabled for certain DSD Utility programs only.

Additional Controls

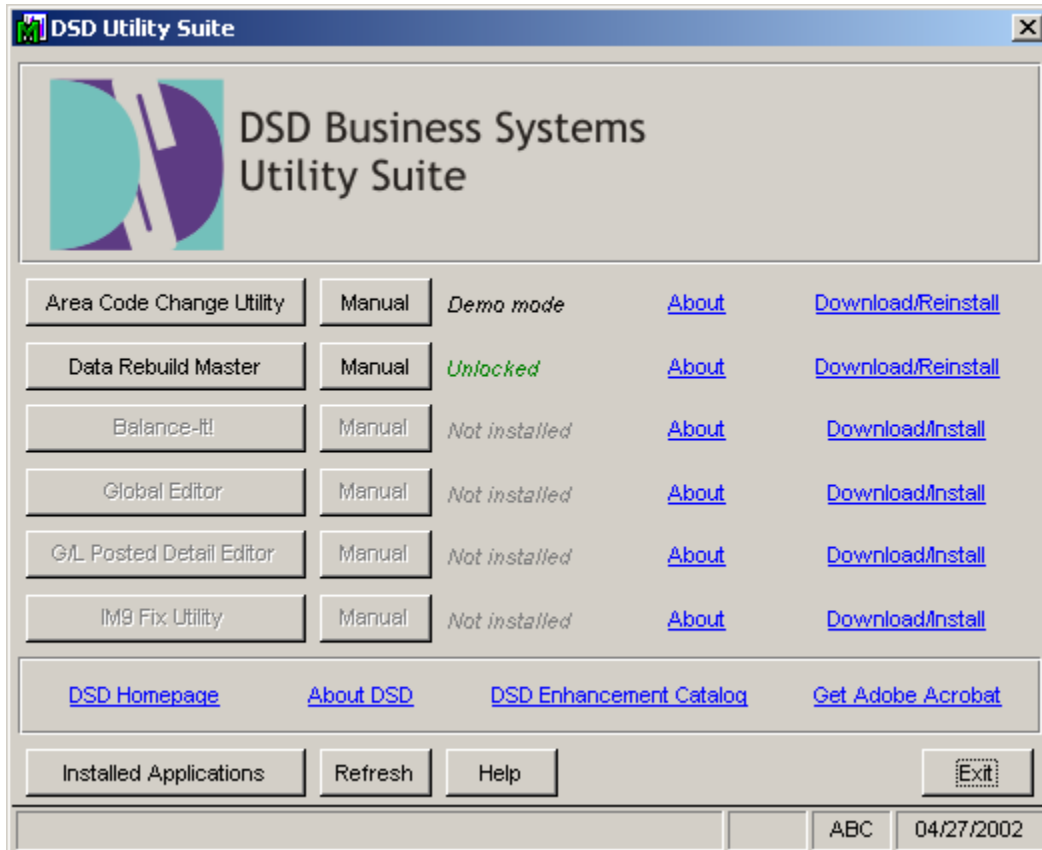
Help: The Help button, located at the bottom left of the window, opens an HTML help file similar to the above.

Get Adobe Acrobat: Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

There are also links to the DSD website and the Enhancement page on that site.

Section C: Accessing *Balance-It!*

The Balance-It! is available on the **DSD Utility Suite** menu, which is located on the MAS 90 Utilities Menu. When the user selects the Utility Suite Menu, this window is displayed:

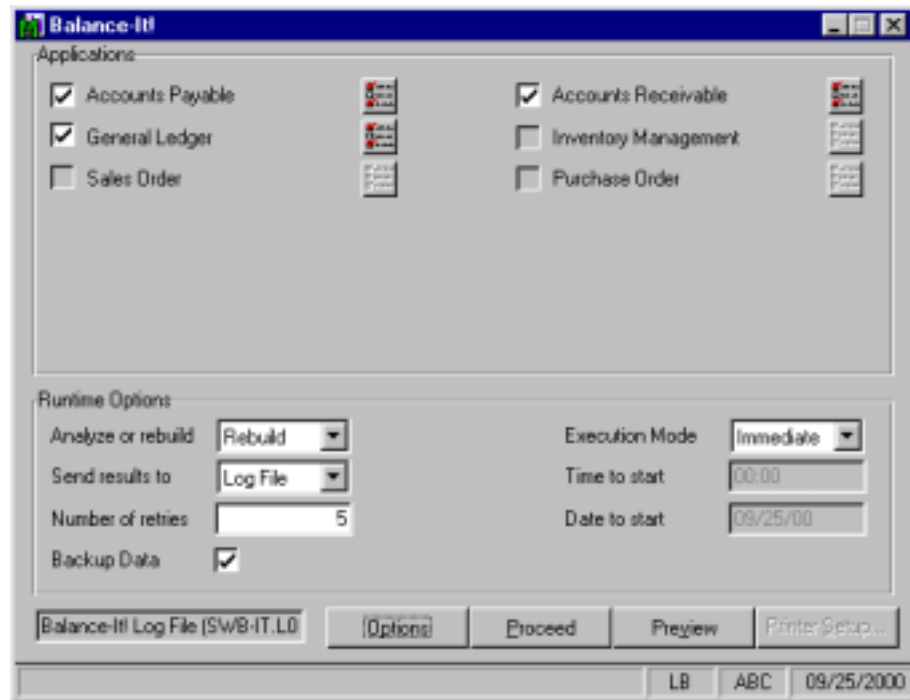


Note that the Balance-It! button is the third one on the Utilities Menu.

When selected, the window shown on the right will appear.

The box marked *Applications* contains one check box for every module that is installed. Not all of the check boxes may be enabled. Only modules that have been purchased are enabled. This version of Balance-It! includes the G/L, A/P and A/R modules.

Select the module to process. For instance, to run process the G/L database, check the **General Ledger** box.



When that box is checked, the **Options** button to the right will become enabled, and can be selected. The user need not access the General Ledger Options screen. If not accessed, all of the “normal” options will be selected automatically.

Runtime Options

The *Runtime Options* are:

Analyze or rebuild: The default mode is **Analyze**. In the **Rebuild** mode, any detected problems will be reported and fixed. In the **Analyze** mode, the problems will only be reported. Please note that the **Rebuild** mode is not available if **LMBA** is being used in the demo mode.

Note: *It is suggested that **Analyze** be selected the very first time that **Balance-It!** is run on a database. In this way, the analysis may be reviewed by your consultant prior to rebuilding data, if significant problems exist.*

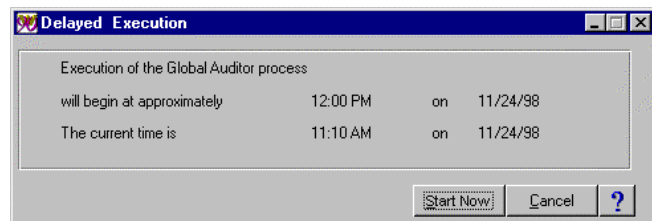
Send results to: The default mode is **Log File**. When **Log File** is selected, the results of the scan are sent to the disk file `../HOME/SWB-IT.L01`. Sending the results to the **Log File** is the recommended approach, because it is considerably faster than printing. If, after reviewing the Log File, it is necessary to print all or a portion of the log, then any text editor or word processor may be used.

When **Printer** is selected, **Balance-It!** displays the default Windows printer at the bottom of the window, and the **Printer Setup** button is enabled.

Number of retries: This sets the number of times that **Balance-It!** attempts to access an in-use file. In general, **LMBA** should not be run when any users are accessing General Ledger. However, it is conceivable that when a delayed execution scan is started, one or more users may be accessing one of the scanned files. This field will allow **LMBA** to recover from that situation and to proceed with processing. Each retry takes place after a five-minute delay.

Backup Files: When selected, this option will cause the original file(s) to be saved if the files are being rebuilt. When backups are made, they are saved as *.B01 in the General Ledger directory for the current company (i.e. “./GLABC”). Any existing backup files are sequentially renamed, (as *.B02, *.B03, etc), before the new backups are made. Any existing *.B## files greater than the maximum number are erased.

Execution Mode: The default setting is **Immediate**, which causes the audit scan to occur as soon as the **Proceed** button is pressed. If **Delayed** is selected, then the user must enter the date and time that processing is to begin. Once the **Proceed** button is pressed, the screen at right is displayed until execution begins. While the *Delayed Execution* screen is displayed, the user may **Cancel** the process at any time, or **Start Now**.



Note: The starting time field is expressed in “24:00” time format. In other words, if you want to start at “10:00 PM”, then the **Time to start** should be entered as “22:00”.

Preview: When this button is pressed, the Execution Mode is set to **Immediate**, the output is set to **Printer**, and execution of the selected scans are performed immediately. Please note that when a scan is **Previewed** the results **are not** sent to the Log file. An Analysis as well as a Rebuild may be **Previewed**, however it is strongly recommended that any Rebuild runs be sent to a Printer or to the Log File.

Please note that all of the responses from the user’s most recent Balance-It! session for the current company are saved, and redisplayed as the default responses when Balance-It! is next run.

Also note that any application modules that are unavailable to a user in System Security will not appear on the Balance-It! window.

Options Panel

When the **Options** button is pressed, the panel to the right is displayed.

Only allow Supervisor to ...: When selected, only the MAS90 Supervisor will be allowed to perform these functions. These check boxes are only enabled for users who are defined to be Supervisors by system Security. If there is no MAS90 supervisor, then these check boxes are unavailable to all users.

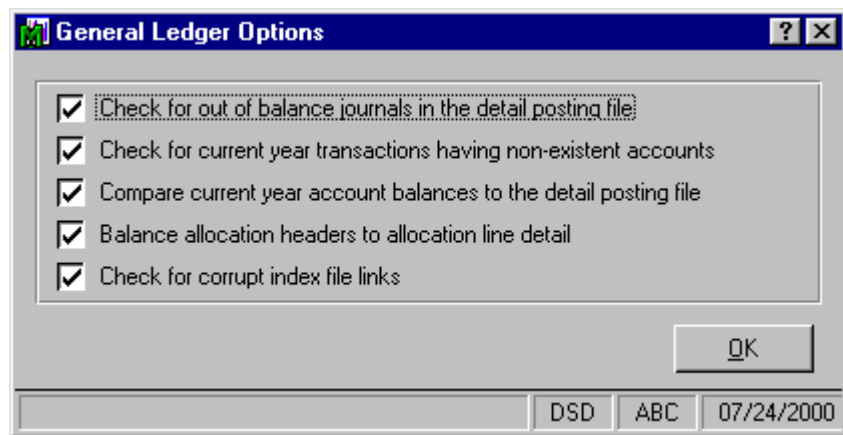
Maximum number of log files to save: Up to 99 log files may be saved. Log files are saved in the ../HOME subdirectory, and they are named SWB-IT.L## where ## is a zero filled number from 1 to 99. The most recently created log file is named SWB-IT.L01. If there is an existing "L01" log file, then it is named "L02", and so forth. If 5 log files are to be saved, then log file SWB-IT.L05 is erased, and the remaining four are rolled down.

Maximum number of backup files to save: Up to 99 backup files (for each file rebuilt) may be saved. **Please be aware** that many of the files being rebuilt are many megabytes in size, so it is unwise to save an excessive number of backup files. A value of less than five is recommended.

Reseller information: Information may be entered regarding the Reseller Company Name, Contact Name, Phone Number & E-mail Address. This information is printed (if any errors are encountered), on the Log, Report and Preview, at the end of each individual application analysis. Any blank fields are suppressed, and the entire reseller paragraph is suppressed if all the fields are left blank.

Section D: General Ledger Options

When the **General Ledger** check box is selected, the **Options** button to the right is enabled. When pressed, the screen shown at right is displayed, and the user may select or deselect each of the fields described below.



Check for out of balance journals in the detail posting file:

When selected, this option first scans the entire Yearly Transaction Detail Posting File (GL5), and accumulates the posting total for each posted **financial** journal. Non-financial journals are ignored. If the posting total is not zero, the journal number is reported, along with the out of balance amount. Please note that **LMBA** cannot automatically correct any such problems, because it is impossible to know which transaction(s) are missing or incorrect.

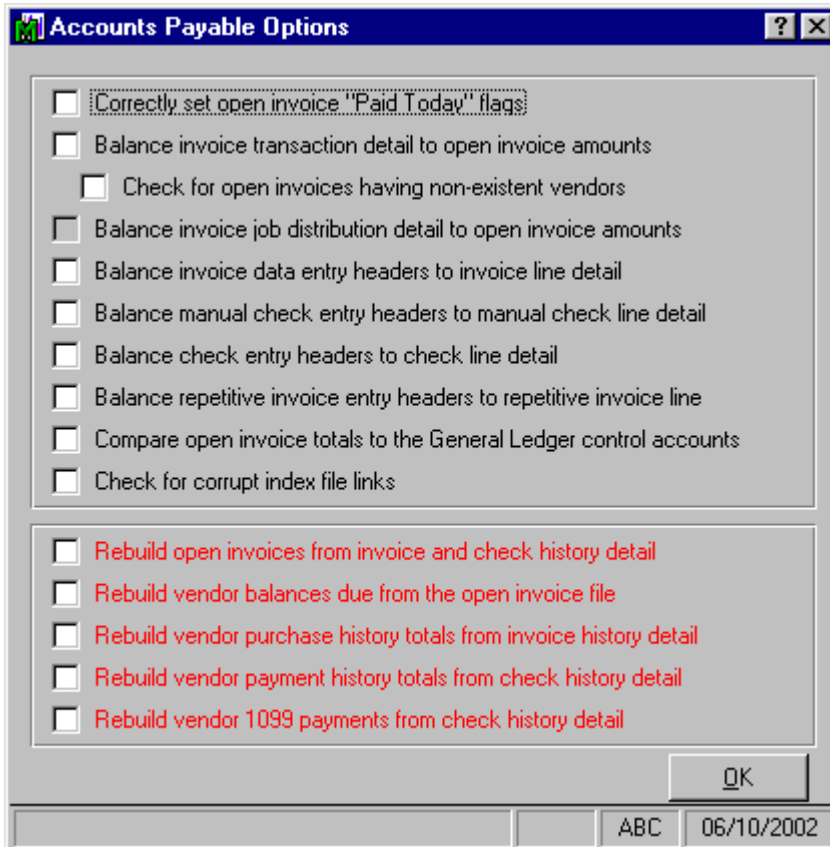
Check for current year transactions having non-existent accounts: When selected, this option scans the entire GL5 File for any missing account numbers. Both the GL1 (Chart of Accounts) and GL8 (Budget and History) Files are scanned for valid account records, and if either file has a missing record, it is noted in the **Analyze** mode, added in **Rebuild** mode. If **Rebuild** is selected, the account name in the GL1 record for any added accounts is "ACCOUNT CREATED BY BALANCE-IT!". The characteristics of the account (G/L Break, Account Type) are set to that of the preceding account in the Chart of Accounts.

Compare current year account balances to the detail posting file: When selected, this option allows the user to balance the totals contained in the Budget and History File (GL8) to the totals represented in the Detail Posting File (GL5). As transaction detail is scanned, totals for each period of the current fiscal year (only) are accumulated. When all transactions for a particular account have been scanned, the totals are then compared to those stored in the Budget and History File. *If **Rebuild** has been selected, then the Budget and History totals are corrected to match the transaction detail totals.*

Balance allocation headers to allocation line detail: This option allows the user to balance the allocation line detail, for **Percent** allocations only. Any allocations, which have line detail that does not total to 100% are reported. The **Rebuild** option has no effect, as there is no way to determine with absolute certainty that there is a problem, or what it is.

Check for corrupt index file links: When selected, this option scans the linked lists in the GL3, GLB, GLI and GLK index files. If problems are found, they cannot be repaired by this program, but they can be repaired using Data Rebuild Master, and a message to that effect is sent to the log file.

Section E: Accounts Payable Options



When the **Accounts Payable** check box is selected, the **Options** button to the right is enabled. When pressed, this window is displayed, and the user may select or deselect each of the fields described below.

Correctly set open invoice “Paid Today” flags: When selected, this option (only available in **Rebuild** mode), first scans the entire Open Invoice file, and turns all “Paid Today” flags to **N**. Then, both check entry files are scanned, and any invoices found will have their “Paid Today” flags set to **Y**.

Note: This option is automatically selected when Invoices are rebuilt from Invoice History (Option 10).

Balance invoice transaction detail to open invoice amounts: When selected, this option allows the user to balance invoice transaction detail (API) to the invoice balance as found in the Open Invoice file (AP4). It is always assumed that the balance found in AP4 is correct, and the transaction detail is modified accordingly. If it is necessary to correct an invoice, the adjusting API transaction is entered as an adjustment transaction, having the same vendor number, invoice number and invoice date as the original invoice. Out of balance invoices are reported as being “OOB” in the log or report.

MAS 90 is also subject to problems if transactions are posted into the API file, for an invoice, having a transaction date **before** the original invoice. Although this is not a logical situation, it can happen during the normal course of daily processing. This causes problems for A/P reports and displays, and it erroneously causes the affected invoice to appear to be out of balance. This is reported and corrected by **LMBA**. Any such out of sequence transactions are reported as “OOS” in the log or report.

Check for open invoices having non-existent vendors: This option is only available if the previous option is selected. When selected, this option scans the entire AP4 File for

any missing Vendors. If **Rebuild** is selected, the Vendor is added back to the AP1 file, using the default Vendor settings found in the A/P Options File. Additionally, the AP_12 (Invoice History Header) File is scanned for any invoices from that Vendor. If an invoice is found, as much information as possible for the Vendor is taken from Invoice History.

Balance invoice job distribution detail to open invoice amounts: This option allows the user to balance job distribution detail (APH) to the invoice balance as found in the Open Invoice file (AP4). It is always assumed that the balance found in AP4 is correct, and the job distribution detail is modified accordingly. If it is necessary to correct the distribution, the adjusting APH transaction is entered as a miscellaneous G/L distribution. Out of balance distributions are reported as being "OOB" in the log or report. This option is disabled if Job Cost is not integrated with Accounts Payable.

Balance headers to line detail: The next four options allow the user to balance entry headers to existing line detail. It is assumed that the line detail is correct in all cases, and the headers are modified accordingly. If corrupted line detail is found, the process is aborted, and the user is advised to run the **Data Rebuild Master** on the affected file(s). Also, if there are any headers found having no corresponding line detail, those headers are removed.

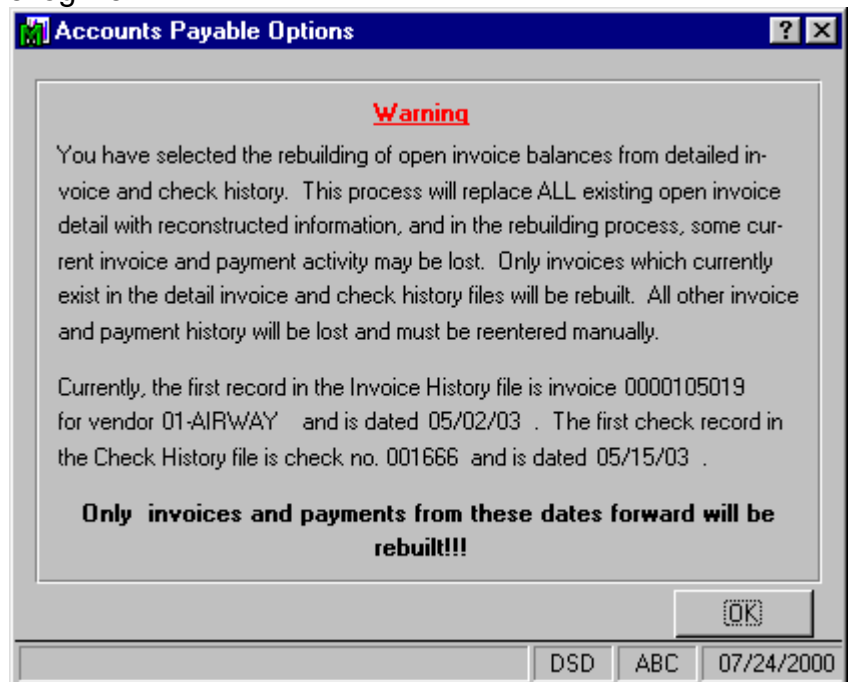
Please note that Sales Taxes, if any, are recalculated for each header entry, where appropriate. Any entries in which the user overrode the standard tax amount will show up as out of balance, and if **Rebuilt**, the standard tax amount will replace the original entry. The user must access any such header and reenter the override tax amount.

Compare open invoice totals to the General Ledger control accounts: This option allows the user to compare the total open invoice amount to the appropriate control account(s) in the General Ledger. The Division Maintenance file (APC) is used to determine which G/L account(s) to look at.

Check for corrupt index file links: When selected, this option scans the linked lists in the AP6, AP8, APA, APG and APN index files. If problems are found, they cannot be repaired by this program, but they can be repaired using Data Rebuild Master, and a message to that effect is sent to the log file.

*Please note the next four options are for **Rebuild** mode only.*

Rebuild open invoice balances from invoice and check history detail: This option allows the user to completely rebuild open invoices and transaction detail (AP4 and API) from the Invoice History files (AP_12 and AP_13). Please note that this option is not available if Job Cost is integrated, because job



distribution detail is not saved in the history files.

Also note that this option can be dangerous, and should only be used as a last resort, when the AP4 or API files have been corrupted beyond repair, and there is no backup available. The reason that this option can be destructive is that there is no guarantee that all of the invoices, which were open, and all of the checks that were used to pay closed invoices, still exist in the Invoice History and Check History files. In other words, once the rebuild has completed, it is quite likely that adjustments to the aging will have to be made manually.

When this option is selected, the window shown is displayed.

This screen displays the first records in the Invoice and Check History files, for information purposes. It should be noted that these two records may not necessarily be the earliest history records – they are merely the ones with the lowest key values.

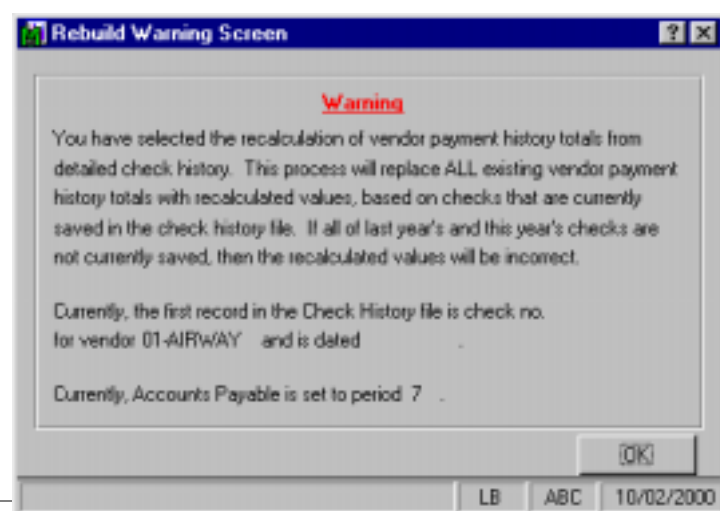
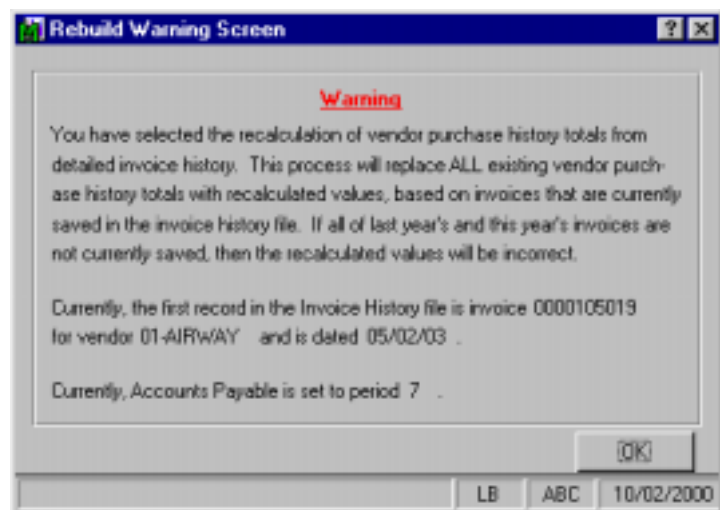
Rebuild vendor balances due from the open invoice file: This option allows the user to completely **Rebuild** each vendor's Balance Due field, located on the **History** tab in Vendor Maintenance. It uses the invoice balances from the Open Invoice (AP4) file and does not require the presence of the Invoice History files.

Rebuild vendor purchase history totals from invoice history detail:

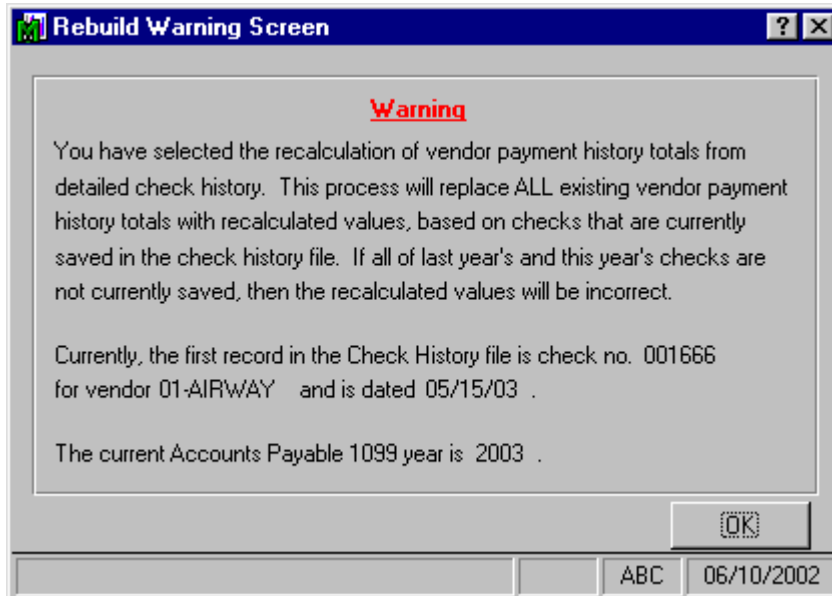
This option allows the user to completely **Rebuild** each vendor's purchase history totals, located on the History tab in Vendor Maintenance. This rebuild uses the invoice history files. Please note that if invoices have not been saved for the entire year, then "This Year's" purchase activity will not be recalculated accurately. The same holds true for "Last Year's" activity. Records without a transaction date will use the invoice date instead, if it is valid, to accumulate the totals. When this option is selected, the window shown is displayed. This screen displays the first record in the Invoice History file, for information purposes. It should be noted that this record may not necessarily be the earliest history record – it is the one with the lowest key value. The current Accounts Payable period is also displayed.

Rebuild vendor payment history totals from check history detail:

This option allows the user to completely **Rebuild** each vendor's



payment history totals, located on the History tab in Vendor Maintenance. This rebuild uses the check history files. Please note that if checks have not been saved for the entire year, then “This Year’s” payment activity will not be recalculated accurately. The same holds true for “Last Year’s” activity. Records without a transaction date will use the payment date instead, if it is valid, to accumulate the totals. When this option is selected, the window shown is displayed. This screen displays the first record in the Check History file, for information purposes. It should be noted that this record may not necessarily be the earliest history record – it is merely the one with the lowest key value. The current Accounts Payable period is also displayed.



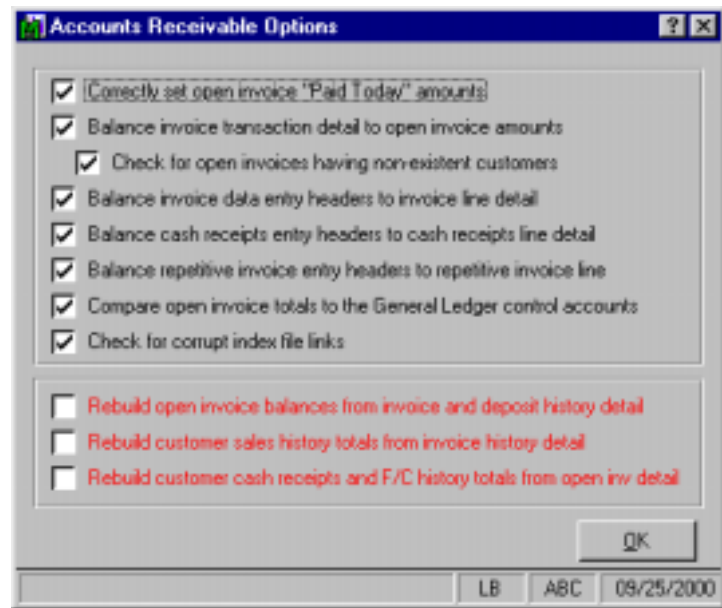
Rebuild vendor 1099 payments from check history detail: This option allows the user to completely recalculate each vendor’s 1099 payment history. This rebuild uses the check history files. Please note that if checks have not been saved for the entire year, then 1099 payment activity will not be recalculated accurately. When this option is selected, the window shown is displayed. This

screen displays the first record in the Check History file, for information purposes. It should be noted that this record may not necessarily be the earliest history record – it is merely the one with the lowest key value. The current Accounts Payable 1099 year is also displayed.

Section F: Accounts Receivable Options

When the **Accounts Receivable** check box is selected, the **Options** button to the right is enabled. When pressed, the window shown at right is displayed, and the user may select or deselect each of the fields described below.

Correctly set open invoice “Paid Today” amounts: When selected, this option first scans the entire Open Invoice file, and turns all “Paid Today” amounts to zero. Then, the cash receipts entry files are scanned, and any invoices that are found in those files will have their “Paid Today” amounts set accordingly.



Note: This option is automatically selected when Invoices are rebuilt from Invoice History (Option 8).

Balance invoice transaction detail to open invoice amounts: When selected, this option allows the user to balance invoice transaction detail (AR6) to the invoice balance as found in the Open Invoice file (AR4). It is always assumed that the balance found in AR4 is correct, and the transaction detail is modified accordingly. If it is necessary to correct an invoice, the adjusting AR6 transaction is entered as an adjustment transaction, having the same customer number, invoice number and invoice date as the original invoice. Out of balance invoices are reported as being “OOB” in the log or report.

MAS 90 is also subject to problems if transactions are posted into the AR6 file, for an invoice, having a transaction date **before** the original invoice. Although this is not a logical situation, it can happen during the normal course of daily processing. This causes problems for A/R reports and displays, and it erroneously causes the affected invoice to appear to be out of balance. This is reported and corrected by **LMBA**. Any such out of sequence transactions are reported as “OOS” in the log or report.

Check for open invoices having non-existent customers: This option is only available if the previous option is selected. When selected, this option scans the entire AR4 File for any missing Customers. If **Rebuild** is selected, the Customer is added back to the AR1 file, using the default Customer settings found in the A/R Options File. Additionally, the ARN (Invoice History Header) File is scanned for any invoices from that Customer. If an invoice is found, as much information as possible for the Customer is taken from Invoice History.

Balance headers to line detail: The next three options allow the user to balance entry headers to existing line detail. It is assumed that the line detail is correct in all cases, and the headers are modified accordingly. If corrupted line detail is found, the process is aborted, and the user is advised to run the **Data Rebuild Master** on the affected file(s). Also, if there are any headers found having no corresponding line detail, those headers are removed.

Compare open invoice totals to the General Ledger control accounts: This option allows the user to compare the total open invoice amount to the appropriate control account(s) in the General Ledger. The Division Maintenance file (APC) is used to determine which G/L account(s) to look at.

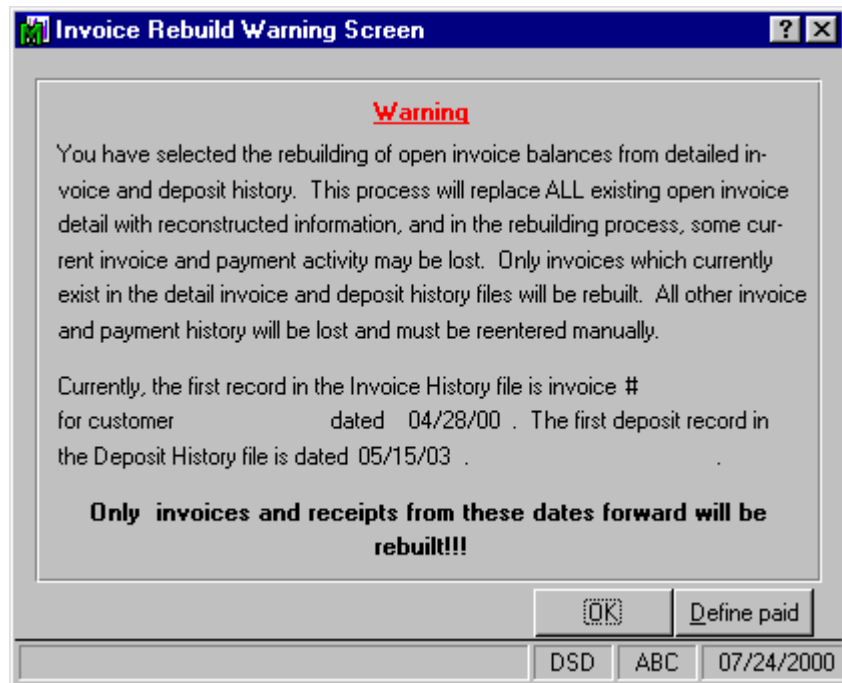
Check for corrupt index file links: When selected, this option scans the linked lists in the AR8, ARA, and ARM index files. This program will not repair problems that are found – the problem will be logged. They can be repaired using DSD's Data Rebuild Master program (available separately from your MAS 90 reseller).

Rebuild open invoice balances from invoice and check history detail: This option allows the user to completely rebuild open invoices and transaction detail (AR4 and AR6) from the Invoice History files (ARN and ARO).

This option can be dangerous, and should only be used as a last resort, when the AR4 or AR6 files have been corrupted beyond repair, and there is no backup available. The reason that this option can be destructive is that there is no guarantee that all of the invoices that were open, and all of the checks which were used to pay closed invoices, still exist in the Invoice History and Cash Receipts History files. In other words, once the rebuild has completed, it is quite likely that adjustments to the aging will have to be made manually.

When this option is selected, the window shown to the right is displayed.

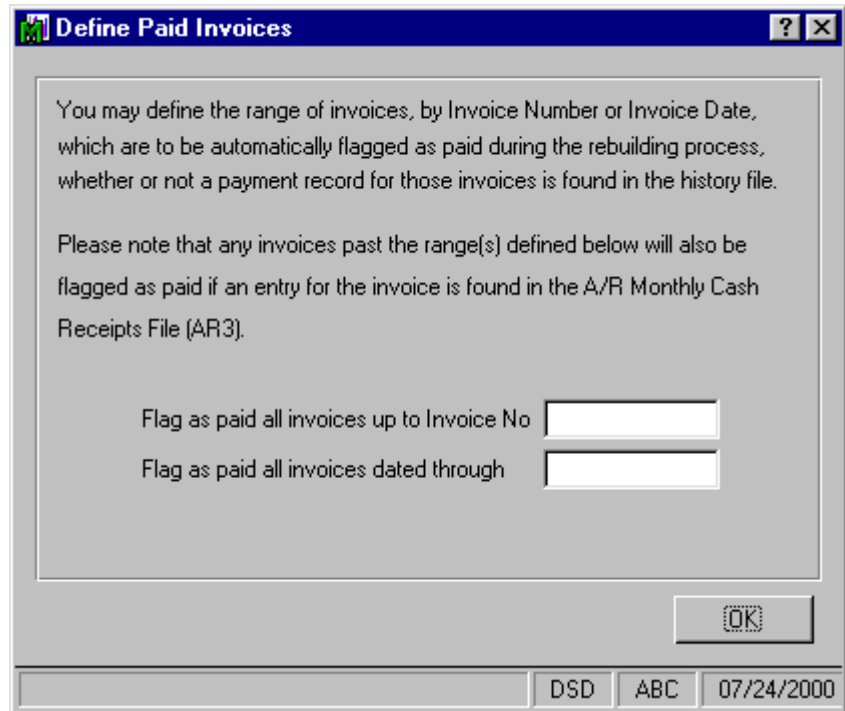
This window displays the first records in the Invoice and Deposit History files, for information purposes. It should be noted that these two records may not necessarily be the earliest history records – they are merely the ones with the lowest key values.



Define Paid: When pressed, the panel at right is displayed. You can define which invoices in the A/R Invoice History File have already been paid and whether or not Deposit History exists for those invoices.

This window is used to define that all invoices up to and including the selected invoice have already been paid, or that all invoices through the selected invoice date have been paid. From a practical standpoint, the user should select the date or the number of the earliest known open invoice. Once the files have been rebuilt, it will then be necessary to use Cash Receipts Entry to flag the remaining ones as paid.

Please note that some transactions, such as all finance charges, cannot be recovered and must be reentered after this process has completed. Finance Charges cannot be recovered because there is no entry for them in the Invoice History File.



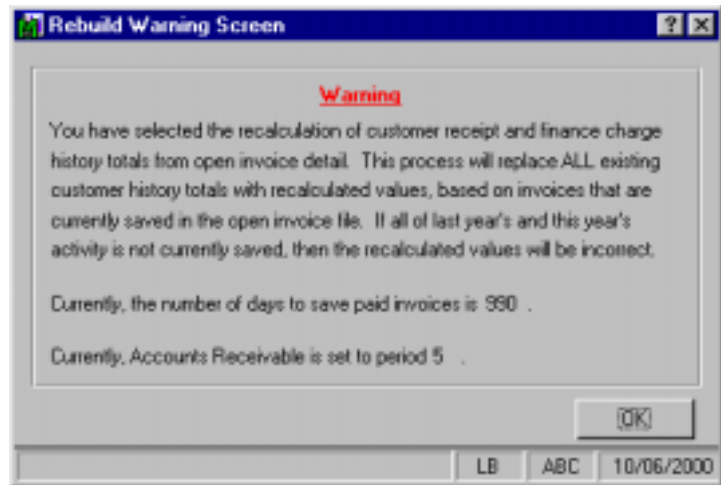
Rebuild customer sales history totals from invoice history detail:

This option allows the user to completely **Rebuild** each customer's sales history totals, located on the History tab in Customer Maintenance. This rebuild uses the invoice history files. Please note that if invoices have not been saved for the entire year, then "This Year's" sales activity will not be recalculated accurately. Records without a transaction date will use the invoice date instead, if it is valid, to accumulate the totals. The same holds true for "Last Year's" activity. When this option is selected, the window shown is displayed. This screen displays the first record in the Invoice History file, for information purposes. It should be noted that this record may not necessarily be the earliest history record – it is merely the one with the lowest key value. The current Accounts Receivable period is also displayed.



Rebuild customer cash receipts and F/C history totals from open invoice detail: This option allows the user to completely **Rebuild** each customer's C/R & F/C history totals, located on the **History** tab in Customer Maintenance. This rebuild uses the invoice balances from the Open Invoice (AR4) file. Please note that if invoices have not been saved for the entire year, then "This Year's" cash received & finance charge activity will not be recalculated accurately. The same holds true for "Last Year's" activity. When this option is selected, the window shown is displayed.

This screen displays the first record in the Open Invoice file, for information purposes. It should be noted that this record may not necessarily be the earliest history record – it is merely the one with the lowest key value. The current Accounts Receivable period is also displayed.



Section G: Results

When an **Analysis** or **Rebuild** is run, the results are sent to the Log File, to a printer, or they are Previewed. If they are printed or Previewed, **no information is sent to the Log file**. Log files are located in the ../HOME subdirectory, and are named ../HOME/SWB-IT.L## where ## is a zero-filled number from 1 to 99. The most recently created log file is named ../HOME/SWB-IT.L01.

Any existing old log files are rolled down accordingly, up to the maximum number of files, as defined in the Options panel.

The log file or report looks like this:

```

Balance-It!
Run Date: 07/24/00      ABC Distribution and Service Corp.      Page: 1
Sys Date: 07/24/00      Balance-It!                             Time: 02:24 PM

General Ledger analysis started on 07/24/00 at 02:24 PM.
Opening and locking the Account Masterfile at 02:24 PM
  Opening the GL1 data file.

Checking for out of balance journals in the detail posting file at 02:24 PM

  Opening the GL5 data file.
  Opening the GLE data file.
  Journal code 'AJ' does not exist in the Source Journal maintenance file.
  Journal AP-0007 is out of balance.
  The out of balance amount is: 1,000.00
  Journal CD-0010 is out of balance.
  The out of balance amount is: 172,746.27-
  Journal code 'RJ' does not exist in the Source Journal maintenance file.
  Balance-It! has detected 4 errors in these files.
  Finished checking for out of balance journals at 02:24 PM

Checking for non-existent accounts in the detail posting file at 02:24 PM

  Opening the GL5 data file.
  Opening the GL8 data file.
  No errors found.
  Finished checking for non-existent accounts at 02:24 PM

Checking for corrupt GL2/GL3 links at 02:24 PM

  Opening the GL2 data file.
  Opening the GL3 data file.
  
```

Please note that if **LMBA** is being run in the Demo mode, error details are not available. The program would merely report that there were “x” number of errors, but no specific details would be shown.

In order to access Log files, any system editor or word processor may be used. Also, the DOS **Edit** command may be used, or Windows Notepad.

Section H: Technical Information and M/D Links

Runtime Errors

If this message is shown in the log file or report:

“Could not perform the G/L Scan – another G/L system utility is in progress. If there is not another utility in progress then you must have your M*A*S 90 consultant remove the ‘utiG/LABC’ record from the System Control File.”

This means that there is another utility running on your G/L ABC data, or that a utility was running (possibly **LMBA**) and its execution was halted prematurely. In order to clear this error, you should first determine if another utility is indeed running. If it is not, then you can access the SY0CTL file using the Data File Display and Maintenance Utility (SUMNTA), locate the ‘utiG/LABC’ record, and delete it.

Note that in this example, ‘G/L’ would be replaced by the application you were trying to run, and ‘abc’ would be replaced by the appropriate Company Code.

Master Developer Links

LMBA comes with a sophisticated set of Master Developer links built in. It is assumed that the audience for this portion of the manual is Master Developers or MAS90 programmers.

These M/D links are only active when **LMBA** is run in the **Rebuild** mode.

Links to **LMBA** are created by first writing a program that contains your custom code, and then linking that code to **LMBA** by placing a special record in SY0CTL. The format of that record is:

Description	Start	Length	Key?
‘bia’	1	3	Y
Application (i.e. ‘GL’, ‘AR’, or ‘AP’)	4	2	Y
File Designation or ‘INIT’ or ‘EXIT’	6	4	Y
Program name to PERFORM	10	---	N

For example, let’s say that we have modified the standard MAS90 A/P module to contain an AP1 “piggyback file”, which is named AP_AA. We would want AP_AA to be opened when the AP1file is opened, we want any newly created AP1 records to create a corresponding AP_AA record, and we want the file to be closed when AP1 is closed. Additionally, we want a special **LMBA** options screen to be displayed when the A/P Rebuild is started, asking the user:

Synchronize AP_AA piggyback records to the vendor master file?

First of all, a library screen must be constructed containing the checkbox shown above. Then, the checkbox must be displayed just before the A/P rebuild is run. This is accomplished by adding this record to SY0CTL:

biaAPINIT../AP/APWXXX;DISPLAY_NEW_OPTION

where **biaAPINIT** is the key. Everything after the key is the program and line tag to be PERFORMed. So, you would write a program named APWXXX containing a DISPLAY_NEW_OPTION line tag. At that line tag, you would include code which would PROCESS your new library, and set the new checkbox variables. It is strongly suggested that your new checkbox variables be global variables (i.e. preceded with a percent sign). For this example, we'll assume that the variable **%CB_SYNC_YN\$** has been set to "Y".

When a RETURN is reached in your code, the **LMBA** A/P scan proceeds as normal.

Next, we must be sure that when AP1 is opened, that the new piggyback file is opened, and that when any new AP1 records are created, a corresponding AP_AA record is created, and that when AP1 is closed, AP_AA is also closed.

In order to accomplish this, first create this record in SY0CTL:

biaAP1 ../AP/APWXXX;AP1_REBUILD

where **biaAP1** (with 3 trailing spaces) is the key. All keys are 9 characters in length. This record tells **LMBA** that any operation performed on AP1 should immediately be followed by a PROCESS command to your program. When your program is PROCESSED, these variables will always have been set:

E1	Contains the channel number that AP1 is currently open on.
E2\$	Contains the AP1 key value that was just written.
%BIA_OPER\$	Is set to " AP1OPEN " if AP1 has just been opened, is set to " AP1WRITE " if an AP1 record has just been written, is set to " AP1EXIT " if AP1 has just been closed.
COMP\$	Is the current company code.
TERM\$	Is the terminal control string.

Please note that the value for E2\$ is only reliable when %BIA_OPER\$="AP1WRITE".

So, your code should look like this:

```
90  AP1_REBUILD:
100 SWITCH %BIA_OPER$
110 CASE "AP1OPEN"
120 CALL "SYPATH",TERM$,"AP"+COMP$
130 LET ERR_FLG=1
140 LET E1=40,E1$="AP_AA"+COMP$+".SOA"
150 OPEN (E1,ERR=*NEXT)E1$; LET ERR_FLG=0
200 CASE "AP1WRITE"
210 IOLIST AP_AA$,AP_AA[ALL]
220 DIM AP_AA$(30),AP_AA[2]
230 LET AP_AA$(1)=E2$,AP_AA$(10)="WHATEVER YOU WANT"
240 LET E1=40,E2$=AP_AA$(1,9); WRITE (E1,KEY=E2$)IOL=0210
300 CASE "AP1CLOSE"
310 LET E1=40; CLOSE (E1)
400 END SWITCH
410 RETURN
```

If, instead, you are writing an M/D string to the end of the AP1 record, then your code would look like this:

```
90  AP1_REBUILD:
100 SWITCH %BIA_OPER$
110 CASE "AP1OPEN"
200 CASE "AP1WRITE"
210 IOLIST AP1$,AP1[ALL],AP1B$
220 DIM AP1[19]; READ (E1,KEY=E2$)IOL=0210
230 DIM AP1B$(30); LET AP1B$(1)="WHATEVER"
240 WRITE (E1,KEY=E2$)IOL=0210
300 CASE "AP1CLOSE"
400 END SWITCH
410 RETURN
```

Note that we do nothing in the second example if AP1 is being opened or closed, because we don't have a piggyback file to worry about. Also note that in the first example, we opened the piggyback file on channel 40. You may use channels 40-79 without stepping on any channels opened by **LMBA**. Don't stray outside that range.

So far, we've asked the user for the new checkbox option, and we've added new piggyback records to AP_AA for any new records added to AP1. In order to process the new synchronization routine, add this record to SYOCTL:

biaAPEXIT../AP/APWXXX;PERFORM_SYNCH

This key in SYOCTL will cause **LMBA** to run your new synchronization routine after all other A/P processing has been completed.

Likewise, if you have added an M/D string to AP4, you simply add a "biaAP4 " key to the system control file.

Please contact us if we can help you in any way with these links.

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Subject:	Check One: <input type="checkbox"/> Product Problem		<input type="checkbox"/> Suggestions	
Product:	<i>LMBA Balance-It!</i>		Version:	<i>3.71</i>

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