### REPORT/FUNCTION

<table>
<thead>
<tr>
<th>Financial</th>
<th>CODE TO GENERATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts and Adjustments</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
<tr>
<td>Cash Audit</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
<tr>
<td>Correct Previous Day's Amounts and Adjustments</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
<tr>
<td>Credit Detail By Credit Type</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
<tr>
<td>Credit Detail By Employee</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer/Employee Accounts</th>
<th>CODE TO GENERATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Customer List</td>
<td>CSR-I-I-A-Choose Option</td>
</tr>
<tr>
<td>Add Customers from &quot;sister store&quot; Backup Tape</td>
<td>MM-H-A-I</td>
</tr>
<tr>
<td>Bad Film Accounts (Listings)</td>
<td>MM-W-E-D-A-B</td>
</tr>
<tr>
<td>Customer Hold Report</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Customer Sits</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Customers with Incomplete Data Report</td>
<td>MM-D-E-A-B</td>
</tr>
<tr>
<td>Delete Warning</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Employee Balance Report (R7E)</td>
<td>CSR-I-I-B-Choose Option</td>
</tr>
<tr>
<td>Inactive Customer List</td>
<td>CSR-I</td>
</tr>
<tr>
<td>List Presale by Customer</td>
<td>CSR-C</td>
</tr>
<tr>
<td>List Presale Tapes</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Lost Card Report</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Point of Sale</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Print a Membership Card</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Print/Read Mail</td>
<td>CSR-C</td>
</tr>
<tr>
<td>Quick Add Customer With Incomplete Data</td>
<td>CSR-I-H</td>
</tr>
<tr>
<td>Report a Lost Card</td>
<td>CSR-C</td>
</tr>
<tr>
<td>School Accounts</td>
<td>CSR-I</td>
</tr>
<tr>
<td>Tapes Returned To Wrong Store</td>
<td>MM-D-E-B-D-A-S</td>
</tr>
<tr>
<td>VIP Accounts</td>
<td>MM-D-E-B-D-A-V</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Maintenance</th>
<th>CODE TO GENERATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable Summary Report (A/R)</td>
<td>MM-C-B-I</td>
</tr>
<tr>
<td>Auto Check-in Confirmation</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
<tr>
<td>Bad Debt Write-off Customer History</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
<tr>
<td>Call List</td>
<td>CSR-F</td>
</tr>
<tr>
<td>Collection Letters Disabled</td>
<td>MM-D-E-B-E</td>
</tr>
<tr>
<td>Credit Card Authorization Report</td>
<td>CSR-I-E</td>
</tr>
<tr>
<td>DBal Reports</td>
<td>CSR-I-C or Daily</td>
</tr>
<tr>
<td>FOS Checkin Detail By Employee</td>
<td>Daily or MM-D-A-Choose Report</td>
</tr>
<tr>
<td>FOS Report</td>
<td>CSR-E</td>
</tr>
<tr>
<td>Letter Generator</td>
<td>CSR-G</td>
</tr>
<tr>
<td>Print Customer Mailing Labels</td>
<td>CSR-H</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>CODE TO GENERATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Invoice Display</td>
<td>MM-C-A-B</td>
</tr>
<tr>
<td>Input Invoice Information</td>
<td>MM-C-A-A</td>
</tr>
</tbody>
</table>

**Note:**
- MM=Manager Menu
- CSR=CSR Menu

**Date:** 8/2/99
MM=Manager Menu
CSR= CSR Menu

Daily Receipts
Daily Sales Journal
Not Cashed Out Report
Not Checked Out
Prepaid Report
Print EOD Worksheet
Print Yesterday's Daily Report
PTD Accounting Summary
PTD Revenue Summary
Refund Detail By Employee
Reprint Daily and Employee Reports
Reprint Logger
Run Bank Report
Run Daily
Store Daily Report
Store Weekly Report
Tax Class Code Override

Inventory
Conduct a Physical Inventory
Inventory Adjustments
Inventory Analysis
Inventory PVT Status Report
Inventory Quantities by Rev Code Report
Inventory Rental Status Report with Rental Status
Inventory Rental Status Report without Rental Status
Inventory Sale Status Report
Missing Item Audit
Monthly Inventory Pull Down Report
Negative Quantities Inventory Report
New Release Evaluation
Physical Inventory Exceptions
Physical Inventory Summary
PTD Inventory Adjustment Report
Receive Lost and Stolen-Thu
Receive Lost and Found Rental Tape
Inventory Sale Summary

Product/Marketing
Change a Part Number
Coupon Activity
Current Rent Code Prices
Customer Visit Frequency
Customer Visit Patterns (SR2M)
Customers Active/Inactive by Zip Code Summary
Film Status
Inactive New Release Evaluation
Maintain Temporary Category
New Cost Override
New Sales Price Override
Override Rent Codes and Early Return Credit Codes
Print a Barcode
Print Game Instructions
Print New Sales Labels
Print PVT Labels from Transfer Rental to PVT
Print PVT Sales Labels

Daily or MM-D-A-Choose Report
MM-E-H
Daily or MM-D-A-Choose Report
Daily or MM-E-J
CSR-I-D
MM-E-D
MM-E-F
MM-E-G
Daily or MM-D-A-Choose Report
MM-D-A
MM-E-C
MM-E-B
MM-E-A
Daily or MM-D-A-Choose Report

MM-B-I-G
Generates After Inventory
Daily (Sunday) or MM-D-A-Choose Report
MM-B-I-C-C
MM-B-I-B
MM-B-I-C-A
MM-B-I-C-B
MM-B-I-G-D
Generates After Inventory
Generates After Inventory
MM-B-I-A-C
MM-B-B-E
MM-B-B-D
MM-B-H-B

MM-B-C-G
Daily or MM-D-A-Choose Report
MM-E-K-C
MM-D-E-C-C
MM-D-E-C-B
MM-D-E-C-A
CSR-A
MM-D-E-D-H
MM-B-J-H-A
MM-B-J-A-B
MM-B-J-A-A
MM-D-E-D-G
MM-H-A-E
MM-B-J-K-A
MM-B-D-A
MM-B-D-D
MM-B-D-B

8/2/99
MM=Manager Menu I
CSR=CSR Menu

Print Rental Sales Labels
Promotional Detail
Promotional Summary (By Coupon/Date)
PTD Rev Code Stats
PVT Cost Override
PVT Sale Price Override
Rental Price Code Override
Request Game Instructions
Revenue by Category or by Rent Code
Sell Thru Activity
Sell Thru Analysis
Show Old Code Meaning
Suggested Additional Copies Report
Suggested Missing Titles
Update PVT Price
Update UPC File
Weekly to Date Revenue Code Stats
Weekly Inventory Pull Down Report

Payroll
Clock In/Clock Out
Edit Time Clock
Enter Annual Salary Expenses
Enter Standard CSR Hourly Wage
Labor Usage By Hour
Maintain Employee Information
Pay Period End
Print a Previous Time Card
Print a Time Card
Print All Time Cards
PTD Performance Summary
Set Standard Wage
Show Employees on the Clock
Time Clock Summary Report

Receiving/Transfers
Change Form Stock to Insert
Change Form Stock to Letter
Correct a Receiving or Transfer Error
Create a PO
Maintain Vendor and Distribution
Open ASN Report
Open Purchase Summary Report
Place an ESO order
Print Inserts for Another Store
Print Inserts for Received Merchandise
Print Inserts for Your Own Store
Print Inserts from a Film Update Change
Print Vendor List
PTD Inventory Receiving Report
PTD Inventory Transfer Report
PTD Short Ship Vendor Credit Report
Receive from Another Store
Receive from the DC
Receive from Vendor
Report Confirmed ESO Items

8/2/99
MM = Manager Menu
CSR = CSR Menu

Report Pending Confirmation ESO Items
Report Rejected ESO Items
Report Untransmitted ESO Items
Short Ship ASN Vendor Credit
Short Ship PO Vendor Credit
Special Order Status
Transfer Defective Merchandise to the DC
Transfer Defective Tapes to Vendor
Transfer Good Merchandise to the DC
Transfer Merchandise to Field Destroy
Transfer New or PVT to Rental
Transfer Overstocked Tapes to Vendor
Transfer Rental to New
Transfer Rental to PVT
Transfer to Another Store
Vendor List

Technical/Support
Apply Update Tape
Change Language Options
Change Time for Daylight Savings Time
Conduct a Printer Test
Create a Backup Tape (Application)
Create a Backup Tape (Data)
Label a New Tape
Reset a Printer
Reset Modem
Reset Terminal
Restart a Terminal
Set Day of the Week
Set Up Terminal Configuration
Show Day of the Week
Show Software Version
Show the Time/Date
Start a Report Printing Station
Test Cash Drawers

MM-B-F-E-D
MM-B-F-E-C
MM-B-F-E-A
MM-B-H
MM-B-G
MM-B-H-E-B
MM-B-C-A-B
MM-B-C-B-B
MM-B-C-A-A
MM-B-C-A-C
MM-B-C-D
MM-B-C-B-A
MM-B-C-F
MM-B-C-E
MM-B-C-C
MM-B-I-C-B-B
MM-H-A-J
MM-H-E-Select Language
MM-H-C-B
MM-D-D
MM-H-A-A-A
MM-H-A-B
MM-H-A-H
MM-H-C-F
MM-H-C-E
MM-H-A-F
MM-H-A-C-Choose Day
MM-H-C-D
MM-H-A-C-A
MM-H-C-G
MM-H-C-A
MM-D-B
MM-H-C-C