**S & S Company**

Ashton Fleming has worked furiously for the past month trying to document the major business information flows at S & S. Upon completing his personal interviews with cash receipts clerks, Ashton asks you to develop a comprehensive DFD and document flowchart for the cash receipts system. Ashton’s narrative of the system follows:

Customer payments include cash received at the time of purchase and account payments received in the mail. At day’s end, the treasurer endorses all checks and prepares a deposit slip for the checks and the cash. A clerk then deposits the checks, cash, and a deposit slip at the local bank each day. When checks are received as payment for accounts due, a remittance slip is included with the payment. The remittance slips are used to update the accounts receivable file at the end of the day. The remittance slips are stored in a file drawer by date.

Every week, a cash receipts report and an aged trial balance are generated from the data in the accounts receivable ledger. The cash receipts report is sent to management. A copy of the aged trial balance by customer account is sent to the credit and collections deportment.

**Shown below are a context and level 0 DFD for the system**.



Context Diagram


Level 0 DFD

1. **Using the information above, prepare a document flowchart to document the cash receipts system at S & S.**On the next page I have given you a partially completed flowchart to get you started**.** To add symbols to the flowchart in Word select the Insert tab, then select Shapes and choose from the Flowchart symbols.

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| --- | --- | --- |
| **Treasurer** | **Clerk** | **Accounts receivable** |
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