GENERAL LEDGER VII

with

ACCOUNTS PAYABLE

A Program
for
Business and Professionals

by

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<u>VERY</u> <u>PRELIMINARY</u>

Manual Revision
00/00

January 11, 1985

making technology uncomplicated ... for People

NOTICE

This manual is still preliminary, but we're getting there.

In Section 1, brief program descriptions are still to be written.

In Section 2, the section on data backup is incomplete.

In Section 3, we need to write a better explanation on determining account needs in reference to profit centers and the integration of Accounts Receivable and Payroll.

Section 4 has questions about program operation which are indicated with a left arrow, <---, and some displays need to be added, indicated with the right arrow, --->.

Section 5 will include suggested daily routines, handling accounts payable, and end-of-month and end-of-year routines.

Section 6 will be a set of reports, etc.

Please feel free to make any criticisms, comments or suggestions in reference to the preparation of this manual. I would appreciate any help you may offer. Feel free to write in this manual which we will exchange for a new version when it is available.

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INTRODUCTION

General Ledger VII and Accounts Payable by Micro Mike's, Inc., is a series of interactive programs for the microcomputer designed as an accounting and financial management tool for virtually any business.

General Ledger VII is the culmination of seven years of development, working in the field with a number of accountants and small businesses.

Operated through a Chart of Accounts, the General Ledger handles daily transactions for receipts and disbursements and maintains track of all assets and liabilities. The General Ledger can be established for a corporation, a partnership or a sole proprietorship. If sufficient data space is available, multiple companies can be handled on a single computer system

The General Ledger will handle profit centers or divisions and provides for individual reports for each.

One of the unique features is the ability to update journals to ledger as often as wanted or needed so that interim reports can be produced any time during the month, providing management with financial reports as up to date as the last entry into any of the journals.

Accounts Payable can be handled on an accrual basis through the General Ledger, in which case bills and invoices are entered into the Payables Journal and become liabilities on entry. Or, it can be used separately to establish a cash basis by entering bills and invoices in an Invoice File. As bills are paid, the program will update those transactions in the General Ledger.

Once a Chart of Accounts is established, accounts can be added, adjusted, combined or deleted. The program also makes provisions for changing an account number throughout all of the data files.

In addition to the receipts, disbursement and general journals, the program also provides for a payables journal and a year-to-date journal which is a summary of all the transactions. Temporary journals can be used to record transactions at the beginning of a new month while the previous month's journals are closed.

Listings can be made of any of the journals, including current, temporary and year to date, as well as cross reference listings of the current check, deposit and payable journals.

Reports include a ledger activity summary, trial balance, balance sheet and comparative balance sheets, four regular income statements and comparative income statements, budget reports, consolidated reports and a source and use statement.

Comparative statements and reports will compare current and year with prior months or years, add two or three columns together, subtract one column from another, get percentages, or multiply or divide a column by factors.

Through the Custom Report programs, the user can design virtually any type of financial report and is limited essentially only by the availability of data.

Other features of the General Ledger & Accounts Payable include the printing of 1099s as needed; a Journal to Ledger update program which automatically adds month-to-date totals to year-to-date totals, and an end of year program which will place the remainder of income and expense accounts in a separate account for later distribution and zero out those accounts for the start of a new year.

Repetitive or recurring entries in any of the journals can be accomplished through a standard entries file. Standard entries can be established either through dollar amounts or percentages, in which case a dollar amount is entered later and the program calculates the amounts based on established percentages. Standard entries for the Check and Payable journals can be specific or generic.

The accounts payable programs are designed to provide a maximum of information for control of cash flow. Reports let management know how much is owed totally or by vendor and when bills are due. Invoices can be flagged for payment individually, by due date or by vendor.

All journals can be sorted or edited to correct data entry errors. A journal delete program makes provisions to delete all or part of a journal.

Designed with the non-computer oriented person in mind, the operator is guided through data entry through a series of on-screen prompts and instructions. A new operator can be entering data acttively after a short training period consisting primarily of hardware and program orientation.

Where possible, the program monitors data entry and will not permit letters where numbers are required. While this does not guarantee correct information, it does eliminate "garbage" from being entered.

Most data entry can be done by an operator with no accounting or bookkeeping knowledge or skills. Entries in the disbursements, receipts and payable journals are single single entries with the program determining the debits and credits.

Use of the general journal program and the custom reports programs require some degree of accounting sophistication.

1.1   General Ledger & Accounts Payable Menu

All activities start from the General Ledger & Accounts Payable Menu as follows:

General Ledger & Accounts Payable
Option 0 - auto prints setup
##

Entry	Prints	Edit & Misc
1. Check entry	15. Accounts	33. Check jnl edit
2. Deposit entry	16. Check journal	34. Deposit jnl edit
3. Payable entry	17. Deposit journal	35. Payable jnl edit
4. General journal	18. Payable journal	36. General jnl edit
	19. General journal	37. Journal delete
File Maintenance	20. A/P Check print	38. Journal sort
5. Accounts	21. Custom print	39. YTD journal sort
6. Payees	22. Check cross ref	40. Temp jnl grab
7. Profit Centers	23. Deposit cross ref	41. File check
8. Standard Entries	24. Payable cross ref	
9. A/P Vendors +		End Month & yr
10. A/P Invoices +	25. Y.T.D. journal	42. Backup
11. Company name	26. Ledger activity	43. Jnls to ledger update
12. Custom print	27. Trial balance	44. Ledger combiner
13. Create & Inquire	28. Balance sheet	45. A/P cleanup
	29. Income statement	46. Ledger month to YTD
14. Account combiner	30. Budget statement	47. Ledger end of year
	31. Consolidated stmt	
+ Requires wide paper	32. Source & use stmt	* - Files are not set up

Note the arrangement of the menu. Options 1 through 4 are data entry programs for the disbursements, receipts, payables and general journals. Options 5 through 14 are file maintenance programs through which records for accounts, payees, vendors, invoices and custom print programs are added, changed or adjusted. Options 15 through 32 are listings and reports, and options 33 through 41 are edit and miscellaneous programs. Options 42 through 47 are update and end of the month and end of the year programs.

1.2   Brief Program Descriptions

Following are brief descriptions of each option on the General Ledger & Accounts Payable Menu. A complete description and explanation of each option will be found in Section 4, Operation Detail.

This page and the two pages following will contain descriptions
and other clever things when we can think of them.

GENERAL INFORMATION

System requirements, determining disk requirements and backup procedures are covered in this section along with some general information on data entry.

2.1 System Requirements

The General Ledger & Accounts Payable as delivered by Micro Mike's, Inc., requires a microcomputer with a Z80 processor and 64K RAM internal memory, a 24 line by 80 column cursor address-able terminal, a minimum of two 5.25-inch, double-density drives or two single-density 8" drives, and a printer capable of printing reports 132 columns wide or going into compressed print.

2.2 Disk Capacity Requirements

The General Ledger & Accounts Payable programs require 1392 blocks of 256 bytes each.

Data disk capacity requirements will be determined by the sizes of the files and the number of features within the General Ledger & Accounts Payable programs that are put into use.

We believe most businesses can operate in approximately one megabyte of data space. Worksheets for determining file sizes and total data space can be found in Section 3.

2.3 Data Backup

Data Files should be backed up on a regular basis. Depending on how often entries are made, files should be backed up at least once a week and at the end of the month before the journals are cleared and the new month started.

As a rule of thumb, files should be backed up any time that re-entry of data would take longer than the time needed to back up the files.

The following files should be backed up:

NAME	If all of the features of the
GLAC	General Ledger & Accounts Payable
GLACK	are utilized, 52 files will be
GLDIS	utilized.
GLREC	
GLGJ	
PAYEE	
PAYEEK	
GLACB	

If you are using General Ledger under **MicroDoZbaZic**, refer to the **MicroDoZbaZic** manual for backup procedures. If you are running General Ledger under CP/M and baZic, refer to your CP/M manual for the PIP copy file procedures.

2.4 General Program Operation

Operation of the General Ledger & Accounts Payable programs is relatively simple, with the operator working from a menu from which specific programs to do specific tasks are selected.

As each specific program is requested, the operator is guided through the operation by a series of prompts or instructions which will call for specific responses. In every instance, the program will pause for a response so that the operator can stop the program if a wrong program has been requested.

Please note the difference between the small letter "l" and the number "1" and the digit "0" (zero) and the capital letter "O". The computer makes a distinction between these characters and they cannot be interchanged.

2.4.1 Program Format

All programs within the General Ledger & Accounts Payable program follow this format on the terminal screen:

```
Line 1                        Program Name
Line 2          Prompt Line -- Instructions or questions
Line 3          Entry Line -- Response to Prompt Line
Line 4          Message Line -- Acknowledgements or error
                                 messages
```

Line 1 tells the operator which program has been called.

Line 2 gives instructions such as "Select Option" or asks questions, such as "Is this the correct program?" A glance at the prompt line also tells the operator what type of response is required. Options are selected by number or a letter to indicate the next operation by the program such as a Y for Yes or N for No to the prompt "Is All Information Correct? (YN)."

Line 3 is a prompt character field where the response is entered. The prompt character field indicates to the operator how many letters or numbers (or a combination of the two) may be entered. If the prompt character field is not filled, the operator presses Return to continue in the program.

Line 4 is the Message Line which serves several functions. Messages include a record has been created or deleted or a warning such as numbers only, "YN Only" or "Record Not Found." These are flashed on the screen in this space and the operator must pay attention to be able to read the messages.

Some programs will return automatically to the General Ledger and Accounts Payable Menu immediately after it has accomplished its task. Other programs will require that the ESCape key be pressed to return to the main menu.

ESCape also can be used in most entry programs to back up to correct an entry. Press ESCape as needed to get to that field. Make the correction and the cursor will begin its forward movement again.

Most programs also make provisions for correcting information before the record is created and later after the record is created.

As you begin working with the computer, please note the difference between the small letter "l" (L) and the number "1" and the digit "0" (zero) and the capital letter "O". The computer makes a distinction between these characters and they cannot be interchanged.

Other keys on the terminal keyboard to be noted include:

Backspace - The backspace key is used to move the cursor one space to the left.

Caps lock - The caps lock key is used to lock the letters so that only the code for the capital letter is generated when the key is pressed. This key is handy for entering information, especially index values which must always be identical each time they are entered. The Caps Lock key does not affect number keys and special character keys. You must still press the shift key and the character key to generate the code for the upper case symbol for all special character keys (+,#,%, etc.).

Control - The Control key is used as an alternate shift key. By pressing the Control key and any other letter key, the value of the code for the key used by the computer is changed to another value. In this way each letter on the keyboard can be a "control" letter. This key may be labeled "CTRL" or something similar. The Control command is represented by the up arrow character (^) followed by the command character (^B) in most computer manuals.

Delete - The Delete key is usually the same as the backspace key but can have a different function in different application packages. See the explanation of the back space key for more details.

Escape - The ESCape key is used to back up or escape from the requests for data prompted by the program. This key may be labeled ESC or something similar. If your CRT doesn't have an ESCape key, press the control key and the "B" key simultaneously. This may appear on the screen a ^B. The escape key will be referred to in this manual by ESCape.

Repeat - The repeat key is used to repeat any one letter, number, or special character key. This key must be pressed simultaneously with the key to be repeated. On some CRTs, all keys repeat automatically if a key is held down for a half-second or more.

Return - The return key is used to record your responses to the programs' requests for information. These requests are guided by the use of prompts. The return key is pressed any time an entry has fewer characters than the number of prompt characters displayed for that input.

Shift - The shift key is identical to the shift key on a typewriter. When this key is pressed (and the caps lock key is not locked down), the value of each key becomes the UPPER CASE value. This key also works on number and special symbol keys.

2.4.2 Prompt Character Fields

Prompts will vary from program to program, with some requesting responses by letters of the alphabet, such as Y for Yes or N for No, or numbers such as 0=CRT, which means display the information on the screen, or 1=Printer which directs the program to print out the information on paper.

Some prompts will require all capital letters, such as "Enter Update Code (UPD)." UPD in all capital letters must be entered or the program will not continue.

The programs will monitor some entries and will refuse to accept letters when numbers are required and vice versa. The entry fields are limited by the number of prompt characters permitted.

For example, in the Company Name File Maintenance program, the name of the city is limited to 30 characters, with each letter, number, character or space counted as a character. The prompt will appear as:

Name: ********************************

Prompt characters require certain types of entries as follows:

%   A number representing a percentage is required. In these programs, the entry is made without a decimal point, unless the percentage is to be represented in fractions, such as 12.5 percent.

$ A number representing a dollar amount is required and the $ is never entered. If entering whole dollar amounts, the decimal point and cents are not required. The computer will do that automatically. For example $300.00 is entered as 300 and the program will record the entry as 300.00 and print the $ where required. No commas are used in dollar entries such as 3,000. This would be entered as 3000.

\#   A number is required.   The program will reject all
characters and letters.

*   Any character on the keyboard is acceptable.   These are
generally name, address, description or comment field.

All dates are entered through the same format -- MM/DD/YY -- and
are entered as numbers. June 16, 1982, for example, is entered as
6/16/82.   When entering the month, a 1 requires a Return while a
2 through 9 will advance the cursor automatically to the day
field.   In the Day field, 1, 2 and 3 require a Return, while 4
through 9 do not.   The year is entered without the 19.

The date, generally referred to as Today's Date, is requested
each time the program is started.   This date, recorded by the
program is inserted automatically in most of the programs and
printed reports.

We feel that it is a good practice to start each day's activities
by setting the correct date.   In most of the entry programs,
however, it is possible to press ESCape to back up to the date
field.

2.4.3 CSUB Line Editor

The Utility Billing Program has a built-in line editor which can
be used in making corrections in entries or to duplicate entries.

In any alphanumeric field (the prompt characters will be
asterisks) the line editor is called by entering a CTRL N (also
written as ^N.) This action places CSUB in the edit mode.   Once
in this mode, the editing control characters become operational.

The following are the CSUB editor commands:

```
^N   Enter edit mode
^Z   Erase character at the cursor position
^A   Move cursor one character to the right
^H   Move cursor one character to the left or backspace
^Y   Make a space to insert to insert one character
^G   Terminate the edit mode
^B   Back out of the current entry and return to the previous
       entry or program
ESCape   Same function as ^B
```

To insert a character (or characters) into a field, move the
cursor to the place where the character is to be inserted. (A ^A
moves the cursor to the right and backspace moves the character
to the left.)   Enter a ^Y for each character to be inserted.
Each time a ^Y is entered, the character in the field to the
right of the cursor will move over one position and a space will
be inserted at the cursor position.

Any character within the field may be changed by positioning the
cursor over that character and entering another character.

As characters are inserted, if the prompt character field is filled, the last character at the right end of the field exceeding the length of the field is dropped.

To backup (move to the left) one character, use the backspace key, or a ^H or a ^Q. Either of these three will direct the cursor to back up one space without erasing or destroying any information.

The ^Z key will delete a character. To delete a character, position the cursor over that character and enter a ^Z. That character will be deleted and all characters to the right will move to the left to fill in the space left by the deleted character.

GETTING STARTED

A proper beginning in the General Ledger by Micro Mike's, Inc., may eliminate many problems in the future. We suggest the following procedures. Each step will be described in detail in this section on each of the steps. Additional information on each of the programs may be found in Section 4, Operation Detail. Copies of the worksheets used in this section can be found in Section 5.

Starting procedures are as follows:

Study Chart of Account explanation (Section 3.1) and Rules with sample charts of accounts (Sections 3.2, 3.2.1 and 3.2.2)

Determine Number of Accounts (Use Worksheet 1)

Outline Chart of Accounts (Use Worksheet 1 with Chart of Account Rules) and set budget amounts for income and expenses

Determine File Sizes (Use Worksheet 2)

Create Data Files (See Section 3.5)

Fill in data for the Company Name File Maintenance Program (Main Menu Option 11. Also see Sections 3.? and 4.11)

Enter Chart of Accounts (General Ledger Menu Option 5. Also see sections 3.? and 4.5)

Print Chart of Accounts, (General Ledger Menu Option 15, see also Sections 3.? and 4.15) and check for errors.

Print Trial Balance (General Ledger Menu Option 27, also see sections 3.?? and 4.27) both current and budget and check for errors.

Print Balance Sheet (General Ledger Menu Option 28, also see sections 3.?? and 4.28) and determine that preliminary books are in balance.

Using the Chart of Accounts File Maintenance program (General Ledger Menu Option 5) make all corrections in accounts and to put journals into balance.

Enter Payee Records (General Ledger Menu Option 6. Also see Sections 3.? and 4.6)

Print and Correct Payee Records

3.1 Chart of Accounts Explanation

The Chart of Accounts is the very heart of the General Ledger & Accounts Payable system; care and caution should be exercised in establishing your accounts. No entries can be made until a chart of accounts has been created.

The program will not permit an entry for an account if that account number is not recorded in the Chart of Accounts.

Records can be as simple or as detailed as is wanted or needed through the Chart of Accounts. Through Chart Maintenance, Option 1 on the General Ledger Menu, accounts can be created, changed or deleted.

For example, a single account for utilities can be created -- 4300 -- and that account debited for checks written to the water department, electric and gas companies, and for sanitation service.

Or, a breakdown on utility costs could be maintained as follows:

```
Utility-Water        4300
Utility-Gas          4301
Utility-Electric     4302
Utility-Sanitation   4303
Utility-Sewer        4304
```

First, analyze your present records to determine your needs, bearing in mind that the data files must be large enough to handle your busiest month. The tendency is to underestimate the needs, causing problems later when the data files must be expanded. At this point, the user faces two options, either start all over again and re-enter the data or to get a programmer to expand the data files. Data files will hold only that number of entries for which those files have been created. Attempts to enter more data may result in the loss of that data. Be careful.

Because some accounts should be matched with corresponding accounts, you also should determine the additional accounts you will need to make the General Ledger Program function properly.

While the number ranges in the Chart of Account rules are "rigid," the descriptions are not. Your limit in the description field is 20 characters. You may want to develop a standard set of abbreviations so that your records will reflect the information you want to show, and so that information will make sense to you and those to whom you may want to show the reports.

3.2 Chart of Accounts Rules

The basic rules for determining account numbers are as follows:

ASSETS
(Increase by debit, decrease by credit)

Current Assets
        1100-1105 Checking Accounts
        1106-1119 Marketable Securities
        1120-1139 Receivables
        1140-1149 Inventories
        1150-1199 Other Current Assets

Fixed Assets
        1200-1299 Depreciable Assets
        3200-3299 Accumulated Depreciation
        1300-1399 Land
Other Assets
        1400-1599 Other Assets

LIABILITIES
(Increase by credit, decrease by debit)

Current Liabilities
        2000-2199 Accounts Payable, Accrued Expenses
        2200-2299 Current Portion of Long-Term Debt

Long-Term Debt
        2300-2399 Notes, Mortgages Payable

Other Liabilities
        2400-2499 Deferred Income, etc.

EQUITY
(Increase by credit, decrease by debit)

Corporate Capital
        2500-2599 Stock Accounts, etc.

Partnership
        2600-2699 Partnership Accounts
        1600-1699 Partnership Drawing Accounts

Proprietorship
        2700-2799 Net Worth
        1700-1799 Proprietorship Drawing Accounts

Unassigned
        2800-2999

INCOME
(Increase by credit, decrease by debit)

Retail Income Accounts
      3000-3189 Sales
            (Increase by debit, decrease by credit)
      4190-4199 Sales Returns & Allowances

Cost of Goods Sold
      4000-4019 Purchases
      4020-4189 Other Costs of Goods Sold
            (freight-in, direct labor, etc.)
            (Increase by credit, decrease by debit)
      3190-3199 Purchase Returns

Other Income
      3300-3999 Service Income, Dividends, Rents, Interest,

EXPENSES
(Increase by debit, decrease by credit)

      4200-9998 Operating Expenses
      9999-   Federal Income Tax

Several accounts should be matched with corresponding accounts to assure proper functioning of the General Ledger Program.

Corresponding accounts will have the unique first digit of the account range and the next three digits must be identical. As an example, an Account 1205 under Depreciable Assets should have a corresponding Account 3205 under Accumulated Depreciation.

The following should have corresponding accounts:

Under Fixed Assets, Accounts 1200-1299, Depreciable Assets, should correspond with Accounts 3200-3299, Accumulated Depreciables.

Under partnership, Accounts 1600-1699, Partnership Accounts, should correspond to Accounts 2600-2699, Partnership Drawing Accounts.

Under proprietorship, Accounts 1700-1799, Net Worth, should correspond to Accounts 2700-2799, Proprietorship Drawing Accounts.

Under Liabilities, accounts 2200-2299, Current Portion of Long-Term Debt, should correspond to accounts 2300-2399, Long-Term Debt.

Because of the flexibility of the General Ledger Program, equity and drawing accounts for partnerships and sole proprietorships can be handled in a different way, but drawing accounts will appear on the income statements as negative amounts.

One way to set the equity and drawing accounts for a partnership would be as follows:

```
2601       Partner 1, Equity
2602       Partner 2, Equity
1601       Partner 1, Drawing
1602       Partner 2, Drawing
```

The equity and drawing accounts under the chart of accounts for a partnership also could appear as follows:

```
2600       Partner 1, Equity
2601       Partner 1, Drawing
2602       Partner 2, Equity
2603       Partner 2, Drawing
```

In the case of a sole proprietorship, the individual may want to keep records on contributions, taxes and such which may not be considered business expenses but he can claim them as deductions for tax purposes. Again, these would appear as negative numbers.

The Net Worth and Drawing accounts for a sole proprietorship could appear as follows:

```
2700       Net Worth
2701       Contributions
2702       Taxes
2703       Interest
2704       Medical
```

3.2.1 Sample Chart of Accounts, Commercial

The following is a chart of accounts established for a demonstration company:

The Testing Company
Chart of Accounts
1/1/81

***   ASSETS   ***

    1100   Checking
    1101   Payroll*
    1120   Accounts Receivable*
    1140   Inventory*
    1200   Furniture and Fixtures*
    1201   Autos*
    3200   Acc Deprec F&F*
    3201   Acc Deprec-Autos*
    1300   Land

***   LIABILITIES   ***

    2000   Sales Tax Payable
    2001   Payroll Taxes Pay.
    2002   Accounts Payable*
    2003   Note Pay. Bank
    2201   N/P Cap. Equip.
    2301   N/P Cap. Equip.

***   EQUITY   ***

    2500   Capital Stock
    2505   Retained Earnings

***   INCOME   ***

    3000   Sales-Equipment
    3005   Sales-Parts
    3300   Service Income

***   COST OF SALES   ***

    4000   Purchases
    4020   Freight

***   Expenses ***

    4200   Advertising
    4205   Building Supplies
    4210   Interest
    4215   Salary
    4220   Payroll Taxes
    4225   Telephone
    4230   Utilities
    9999   Federal Taxes

    * Figures for these accounts are provided by other programs
      offered by Micro Mike's Incorporated.

Examination of the Chart of Account Rules and a comparison with the Chart of Accounts for The Testing Company will show the numerical divisions for assets, liabilities, equity, income and expenses. Note in particular those accounts which require corresponding accounts -- 1200, Furniture and Fixtures, and 3200, depreciation of furniture and fixtures and 1201, autos and 3201, depreciation of autos.

It is essential that the account numbers, except for the first digit, be identical. For example, should the corresponding account for 1200 be entered as 3205, the computer will not recognize account 3205 and will leave it off balance sheets and income statements.

Corresponding accounts also are required in the area of liabilities, where that portion of long-term debt, Accounts 2300 to 2399, for notes and mortgages covering a period longer than one year. That portion of the note or mortgage to be paid during the fiscal year must be placed in an account in the 2200-2299 range. As an example, the business has a $50,000 note to be repaid over a period of five years. The $6764.46 determined through an amortization schedule and due during the current fiscal year could be placed in Account 2201. The balance of the total or $43,235.54 would be placed in Account 2301.

3.2.2 Sample Chart of Accounts, Professional

Jones, Johnson & Smith
Chart of Accounts
1/1/81

***   ASSETS   ***

1100	Checking
1101	Payroll*
1120	Accounts Receivable*
1140	Inventory*
1200	Furniture and Fixtures*
1201	Autos*
3200	Acc Deprec F&F*
3201	Acc Deprec-Autos*
1300	Land

***   LIABILITIES   ***

2000	Sales Tax Payable
2001	Payroll Taxes Pay.
2002	Accounts Payable*
2003	Note Pay. Bank
2201	N/P Cap. Equip.
2301	N/P Cap. Equip.

***   EQUITY   ***

2601	Jones Equity
2602	Johnson Equity
2603	Smith Equity
2620	Current Earnings
1601	Jones Drawing Account
1602	Johnson Drawing Account
1603	Smith Drawing Account

***   INCOME   ***

3300	Professional Fees
3301	Service Income

***   Expenses   ***

4200	Advertising
4205	Building Supplies
4210	Interest
4215	Salary
4220	Payroll Taxes
4225	Telephone
4230	Utilities
9999	Federal Taxes

* Figures for these accounts are provided by other programs
offered by Micro Mike's Incorporated.

Comparing the Charts of Accounts for The Testing Company and Johnson, Jones and Smith, note the differences and account numbers between a corporation and a partnership. Retained earnings and 1980 Earnings accounts were established for the end of the year report. At the end of the year, monies in those accounts would be distributed or added to the capital accounts.

Also note that no accounts are placed in the 3000 and 4000 ranges. Because there are no accounts in these ranges, cost of sales will not appear on the income statement.

3.3 Determining Number of Accounts

All entries in the four journals within the General Ledger and Accounts Payable program are made through account numbers. No entry can be made to an account that doesn't exist and in some cases corresponding account numbers must be created before the General Ledger programs can operate properly.

Determining the number of accounts needed also is essential before the data files can be created. Data Files can be compared to a filing cabinet where file folders are maintained for customer accounts, accounts receivables, accounts payables, bank statements and so on.

Using Worksheet 1, Chart of Account Needs, determine how many account numbers will be needed in the various divisions, ranging from current and fixed assets to equity and expenses. Determine the total number of accounts. Enter this figure on Work Sheet 2, Data Work. As the total is determined, remember that this is a work sheet and adjustments can be made later.

3.3.1 Chart of Accounts Needs Worksheet

Worksheet 1 is as follows:

WORKSHEET 1, CHART OF ACCOUNTS NEEDS

CURRENT ASSETS

_____   Checking Accounts (Maximum 6)

_____   Marketable Securities (Maximum 14) may include savings accounts, certificates of deposits, stocks, bonds, etc.

_____   Receivables (Maximum 20) Accounts receivable, notes due

_____   Inventories (Maximum 10)

_____   Other Current Assets (Maximum 50) includes such items as prepaid expenses

FIXED ASSETS

_____   Depreciable Assets (Maximum 100) includes such items as
                autos, office equipment and furniture, and other in the
                Accumulated Depreciables.

_____   Accumulated Depreciables (Maximum 100) should have a
                corresponding account number in Depreciable Assets.

_____   Other Assets (Maximum 200)

CURRENT LIABILITIES

_____   Accounts Payable, accrued expenses (Maximum 200)

_____   Current portion of long-term debt (Maximum 100) This is
                the amount of a long-term note or mortgage due during
                the current fiscal year. Should have a corresponding
                account under Long-term Debt.

_____   Long-Term Debt (Maximum 100) includes notes, mor-
                tgages payable, etc. Must have corresponding ac-
                count under Current portion of Long-term

_____   Other Liabilities (Maximum 100)

EQUITY (Pick One Category)

     Corporate Capital

_____   Stock Accounts (Maximum 100)

     Partnership

_____   Partnership Accounts (Maximum 100) Should have cor-
                responding account under Partnership Drawing Accounts

_____   Partnership Drawing Accounts (Maximum 100)

     Proprietorship

_____   Net Worth (Maximum 100) Should have corresponding count
                under Proprietorship Drawing Accounts

_____   Proprietorship Drawing Accounts (Maximum 100) Should
                have corresponding accounts under Net Worth

INCOME

    Retail Income Accounts

_____   Sales (Maximum 190)

_____   Sale Returns & Allowances (Maximum 10)

    Cost of Goods Sold

_____   Purchases (Maximum 20)

_____   Other Costs of Goods Sold (Maximum 170) includes freight in, direct labor, etc.

_____   Purchase Returns (Maximum 10)

    Other Income

_____   Service income, dividends, rents (Maximum 600)

EXPENSES

_____   Operating Expenses (Maximum 798)

_____   Federal Income Tax (Maximum 1)

======

======   Total Account numbers needed.

IMPORTANT: Be sure to add 10 to 20 percent to this total. You may need it in the future.

3.4 Chart of Accounts Outline

Now that you have determined the approximate number of accounts which are needed, the next step will be to outline the chart of accounts. We would suggest using 3x5 cards or a columnar pad for this outline.

Using Worksheet 1 as the basis for the various accounts, assign a number within the range set by the Chart of Accounts Rules, (Section 3.3) and then give that account a description. Your limit in the description field is 20 characters, spaces or numbers. You may want to develop a standard set of abbreviations so that the descriptions will make sense to you at a later date and to those to whom you may want or need to show the reports.

Next, determine the year-to-date balance for each account. We would suggest starting with a month for which you have complete records. Enter the year to date balances. By starting at the beginning of a month, your month-to-date balances will be zero. Values placed in the month-to-date column will be lost the first time Update Journals to Ledger is run. When adding a new account, always start the month-to-date balance at zero.

Use the year-to-date balances and enter the transactions for that month. In this way, you will be able to see how the General Ledger programs operate and you can compare the results.

And last, determine budget amounts for income and expense accounts. These are annual figures. The program, on the basis of "Today's Date" set at the beginning of the day's operation, will determine monthly budget amounts on reports.

As you work with the outline of your Chart of Accounts, don't worry about keeping the account numbers in a strict numerical sequence. Account numbers need not be entered into the computer in a strict order; the program will rearrange the numbers for you.

When you have completed the outline, compare the number of accounts with the total estimated accounts and make the adjustment on Worksheet 2, Data File Create.

3.5   Determining Data File Sizes

The amount of space required for data files is dependent upon a number of factors, including the number of check, deposit, general journal and payable records any given month as well as if prior month's totals will be utilized, whether temporary journals are wanted, along with a year-to-date journal and whether accounts payable will be utilized in conjunction with the general ledger.

Utilizing only the basic parts of the General Ledger & Accounts Payable, a user could get by with as little as 200K bytes of space. If all of the features are used, we estimate the minimum data file sizes to be about 1 megabyte.

In earlier versions of the general ledger, we followed a concept of accommodating the busiest month of the year in determining data file sizes. Generally, we were attempting to fit the files on a floppy disk where the space was limited.

Now we generally work with a hard disk, but we do not want to utilize any more space than is needed. We must accommodate the busiest month and take into consideration the other features, including standard journal entries, the year-to-date journal, temporary journals, etc. Examine your records or estimate the numbers for the following worksheet. Once this sheet is adjusted to fit your needs, it will be used in creating the data files.

Although provisions are made within the file create program to add or enlarge files later, it must be noted here that space for the files must be available. As an example, a file which takes up 50 blocks to start with and is to be expanded to 60 blocks, that 60 blocks must be available before starting the process.

Data File Worksheet

<u>Category</u>   <u>Blocks</u>

(Select one of the following two:)

_____   of General Ledger Accounts without prior
             month files times a factor of .38   _____
_____   of General Ledger Accounts with prior
             month files times a factor of 2.3   _____

_____   of Payees times a factor of .51   _____

_____   of Profit Centers times a factor of .57   _____
(Select one of the following two:)
_____   of Check Journal records without temporary
             journal capabilities times a factor of .25   _____
_____   of Check Journal records with temporary
             journal capabilities times a factor of .48   _____
(Select one of the following two:)
_____   of Deposit journal records without temporary
             journal capabilities times a factor of .25   _____
_____   of Deposit Journal records with temporary
             journal capabilities times a factor of .48   _____
(Select one of the following two:)
_____   of Payable journal records without temporary
             journal capabilities times a factor of .39   _____
_____   of Payable Journal records with temporary
             journal capabilities times a factor of .62   _____
(Select one of the following two:)
_____   of General journal records without temporary
             journal capabilities times a factor of .46   _____
_____   of General Journal records with temporary
             journal capabilities times a factor of .68   _____
_____   Standard Journal entries
                     times a factor of 1.69   _____
_____   Year-to-Date journal records
                     times a factor of .25   _____

             Journal Sort equals largest journal file   _____
_____   Vendors in Accounts Payable
                     times a factor of .54   _____

_____   Open Invoices times a factor of .32   _____

_____   Checks in Check Print File
                     times a factor of .33   _____
_____   Records in Invoice History File
                     times a factor of .32   _____
_____   Standard Invoices times a factor of .33   _____

_____   Custom Reports times a factor of 16.0   _____

             TOTAL NUMBER OF BLOCKS REQUIRED

                                                             ==========

With the total number of 256-byte blocks known, multiply this number by two to determine the number of sectors required under a Micro Mike's, Inc., JOEDOS/SHARE or MDZ/OS operating system, or by four to determine the number of Killobytes under CP/M or MSDOS system.

Under CP/M or MSDOS, several other factors may play a part in how much space will be utilized. Primarily, this is the blocking factor. On some systems, the smallest file may require as much as 16K bytes and the larger file will require space determined in multiples of 16 K.

3.6   File Create

Before attempting to create the data files, determine how much space is available for data files.

Start the computer system and go to the General Ledger and Accounts Payable program. The First prompt will be:

        Enter Company Number

Enter the company number. When no files are found, the program will flash a message to that effect and display the General Ledger & Accounts Payable Menu as follows:

                 General Ledger & Accounts Payable
Option 0 - auto prints setup
##
  Entry   Prints   Edit & Misc
  1. * Check entry   15. * Accounts   33. * Check jnl edit
  3. * Payable entry   17. * Deposit journal   35. * Payable jnl edit
  4. * General journal   18. * Payable journal   36. * General jnl edit
                            19. * General journal   37. * Journal delete
      File Maintenance   20. * A/P Check print   38. * Journal sort
  5. * Accounts   21. * Custom print   39. * YTD journal sort
  6. * Payees   22. * Check cross ref   40. * Temp jnl grab
  7. * Profit Centers   23. * Deposit cross ref 41. File check
  8. * Standard Entries   24. * Payable cross ref
  9. * A/P Vendors +   End Month & yr
  10. * A/P Invoices +   25. * Y.T.D. journal   42. Backup
  11. * Company name   26. * Ledger activity   43. * Jnls to ledger update
  12. * Custom print   27. * Trial balance   44. * Ledger combiner
  13. Create & Inquire   28. * Balance sheet   45. * A/P cleanup
                           29. * Income statement   46. * Ledger month to YTD
  14. * Account combiner   30. * Budget statement   47. * Ledger end of year
                           31. * Consolidated stmt
  + Requires wide paper   32. * Source & use stmt * - Files are not set up

Note the asterisk before each option which uses one or more data files for that operation. enter 13 for Create and Inquire. After a moment, the following will be displayed:

G/L & A/P Create & Inquire
1-Menu 2-Change file size
#

256 Byte Blocks in use 6970

General Ledger	in use	max				
1. Accounts	0	#####	2.	Prior MTD	YN	N
3. Payees	0	0	4.	Budget	YN	N
5. Profit Centers	0	0				
6. Check Journal Records	0	0	7.	Temporary	YN	N
8. Deposit Journal Records	0	0	9.	Temporary	YN	N
10. Payable Journal Records	0	0	11.	Temporary	YN	N
12. General Journal Records	0	0	13.	Temporary	YN	N
14. Standard Journal Records	0	0	15.	Sort Jnls	YN	N
16. Y.T.D. Journal Records	0	0				

Accounts Payable		
17. Vendors	0	0
18. Open Invoices	0	0
19. Check Print File	0	0
20. History	0	0
21. Standard Invoices	0	0

The cursor will be first # sign in a field of six for the number of accounts for the Chart of Accounts.

Utilizing the information determined through the worksheet, enter the number of accounts and if the prompt character field is not filled, press Return. The cursor will go to Field 2, Prior MTD (month-to-date). If prior months' data are to be used, enter Y. If not, enter an N for No. The cursor will move to Field 3. Repeat the process until all of the fields have been handled.

After the last field has been entered, the program will calculate the number of 256-byte blocks utilized. Be sure that this number does not exceed the available data area. If it does, the program will create as many of the files as possible and then stop.

When 00 (or 0 and Return) is entered to create the files, the program will display activity on the fourth and fifth lines of the screen. This will take several moments, depending upon the sizes of the files. When the process is completed, the program will return automatically to the General Ledger and Accounts Payable Menu.

Should one use Option 13 to inquire about the status of the files, the program may show that a file may contain a few more records than was entered during the create process. The program has safety factors built in which may permit additional records.

3.7 Do this first

Company Name File Maintenance
Chart of Accounts with beginning balances
Trial balance and balance sheet
Profit Centers or Divisions
Start making entries

The rest of this page will remain blank until we can find
something else clever to say.

OPERATION DETAIL

Each option within the General Ledger & Accounts Payable Menu is described in detail in this section, guiding the operator through step by step using examples of the blank screen displays and screen displays filled out. Some examples and displays may be modified slightly to fit the format of this manual.

All examples and reports are from the records of The Testing Company, a demonstration company established for this manual, and should not be construed as "proper or correct" accounting methods. These are for demonstration purposes only.

It is assumed in this section that the files have been created for the company for which data will be entered or used.

Each time the General Ledger & Accounts Payable program is started the first prompt will be:

    Enter Company Number

Enter the company number which is established when the files are created. The next prompt will be:

        01/01/84   G/L A/P Menu
    Password
    XXXXXXX

The cursor will be on the first X in a prompt character field of eight. Enter the password and note that none of the characters are displayed. If the prompt character field is not filled, press Return. The password must be exactly as designated in the Company Name File Maintenance program. If it is not, the program will reject the entry. After the password, the next prompt will be:

    MM/DD/YY   01/01/84   G/L A/P Menu
    Password
    XXXXXXX

If a password is not used, the display will be simply:

    MM/DD/YY   01/01/84   G/L A/P Menu

The cursor will be on the first "M" for a new date to be entered. Enter the date as month, day and year. Or, if the date is correct, press ESCape. After the year is entered, or ESCape is pressed, the General Ledger & Accounts Payable Menu will be displayed as follows:

General Ledger & Accounts Payable
Option 0 - auto prints setup
##

Entry	Prints	Edit & Misc
1. Check entry	15. Accounts	33. Check jnl edit
2. Deposit entry	16. Check journal	34. Deposit jnl edit
3. Payable entry	17. Deposit journal	35. Payable jnl edit
4. General journal	18. Payable journal	36. General jnl edit
	19. General journal	37. Journal delete
File Maintenance	20. A/P Check print	38. Journal sort
5. Accounts	21. Custom print	39. YTD journal sort
6. Payees	22. Check cross ref	40. Temp jnl grab
7. Profit Centers	23. Deposit cross ref	41. File check
8. Standard Entries	24. Payable cross ref	
9. A/P Vendors +		End Month & yr
10. A/P Invoices +	25. Y.T.D. journal	42. Backup
11. Company name	26. Ledger activity	43. Jnls to ledger update
12. Custom print	27. Trial balance	44. Ledger combiner
13. Create & Inquire	28. Balance sheet	45. A/P cleanup
	29. Income statement	46. Ledger month to YTD
14. Account combiner	30. Budget statement	47. Ledger end of year
	31. Consolidated stmt	
+ Requires wide paper	32. Source & use stmt	* - Files are not set up

All activities start from this menu and the operator should
return to this menu before leaving the program. Determine the
task to be done and enter the number to the left of that option.
The program will then go to that option.

Each explanation is designed to be as complete as possible within
that option. Some information may be duplicated from one section
to the next to keep references to other sections to a minimum.
Basic instructions on making entries will be found in Section 2,
General information.

Following are descriptions of each option from the menu and
explanation of how each program operates.

4.0 Auto Prints Setup

The Auto Prints Setup program permits the operator at any time to
print out a series of general ledger and accounts payable journal
listings, balance sheet and trial balance, and income and budget
statements simply by entering a series of numbers designating the
needed reports.

Starting from the General Ledger & Accounts Payable Menu, Press
00 (or 0 and Return) and the following will be displayed:

Auto Prints
Option 0-begin printing
##

1. Accounts
2. Check journal
3. Deposit journal
4. Payable journal
5. General journal
6. Check cross ref
7. Deposit cross ref
8. Payable cross ref
9. Ledger activity
10. Trial balance
11. Balance sheet
12. Income statement
13. Budget statement
14. Consolidated stmt
15. Source & use stmt

If in this program by mistake, press ESCape to return to the General Ledger & Accounts Payable Menu.

Determine which reports and the number of copies of each which are needed. Enter the number corresponding to each report one at a time (e.g. a printout of the Chart of Accounts would require a 1 and Return or 01). If three balance sheets are wanted, enter 11 three times. After all of the numbers are entered, press 0 and Return or 00 and the printer will be activated.

After the printouts are completed, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.1 Check Entry

On-the-spot checks and checks produced after the fact are entered through the General Ledger side of the system via the Check Entry program. After the check is recorded, the operator has the option of printing each check or not.

The checking account number is designated at the time the check is written and up to ten separate line items can be written on a single check.

Provisions are made within this program for standard check entries for recurring bills or fees. A standard check entry can be designated either in dollar amounts or percentages. Established through Option 8, Standard Entries, it is recalled by record number. A printout of the standard entry file should be available for reference.

Before using the Check Entry program, we would suggest that the operator also have a printout of the Payee file for reference.

Starting from the General Ledger & Accounts Payable Menu, Press 01 (or 1 and Return) and the following will be displayed:

                         Check Entry
          Use Files 1-current month 2-temporary
          #

If in this program by mistake, press ESCape to return to the General Ledger-Accounts Payable Menu.

The Check Entry program can use one of two files, either the current month, meaning the month in progress, or in a temporary or holding file at the beginning of a month while the previous month's books are being closed. The temporary file is transferred after the regular journal is cleared at the end of the month. Enter 1 if using the current month files or 2 if the check is to be entered into the temporary files. With either response, the following will be displayed:

                    Check Entry   The Testing Company

     Checking Acct # ####   Payee

        Check #
        Check Date
                                        Tax #   1099

        Check Total

        Account # 0-end   Amount   Description
         1.
         2.
         3.
         4.
         5.
         6.
         7.
         8.
         9.
        10.

The cursor will be on the first # sign in a prompt character field of four for the checking account number. Enter the number and the account description will be displayed immediately below. Unless this is the first check in the file, the program also will display the next check number and the day's date. If the check journal is empty, the program also will ask for a check number.

The cursor will move next to the first asterisk in a prompt character field of four for the Payee code.

4.1.1 Regular Check Entry

Regular check entry is one in which the operator supplies all of
the information for the check, from payee code to the line items.
To enter a regular check, enter the payee code and the Payee name
and address will be displayed.

If the payee code is not found in the file, the program will
flash a message:

        RECORD NOT FOUND

The program will ask:

                    Check Entry   The Testing Company
        Create new Payee Record 1-yes 0-no
        #

With a 0 for No response, the cursor will return to the Payee
Code prompt for anothr code.

With a 1 for Yes, create a new payee record, the program will
flash a brief message that the record is created. The cursor
will go to the first asterisk in a prompt character field of 30
for the name as follows:

                Check Entry   The Testing Company

    Checking Acct # 1100   Payee 2HLM

    Check #   12345   ******************************
    Check Date 10/14/84

Enter the name. If the prompt character field is not filled,
press Return and the cursor will go to the next line for the
address and then for the city, state and ZIP code.

The cursor will go next to the first asterisk in a prompt
character field of 11 for the tax code, either a firm's federal
tax number or an individual's Social Security number. The
program asks next if payee is to receive a 1099 at the end of the
calendar year. Enter either a Y for Yes or an N for No.

The cursor will move to line 1 and the first # sign in a field of
four for the account to be debited.

At this point, any previous field can be changed by pressing
ESCape to back up to that field. Make the change and the cursor
will move forward.

At line 1, enter the account number and the account description
will be displayed immediately to the right of the number. The
cursor will move to the amount field. Enter the amount and then
the description, which is limited to 25 spaces.

Up to 10 separate accounts may be credited in any one check. Note that as amounts are entered, the program will display a running total.

After the last line item is completed, enter a 0 for the account number and press Return; or after the tenth line is completed the next prompt will be automatic:

                    Check Entry   The Testing Company
     Check 0=ok 1-10=line to change esc=exit

     Checking Acct # 1100   Payee 2HLM

Inspect the information on the screen. Only line items 1 through 10 may be changed at this time. **Note:** A line item cannot be deleted. The amount may be zeroed.

If a mistake is found in other information, press ESCape. The program will flash a message that the data must be re-entered. The mask will be cleared, retaining the checking account number, the check number and the date. The cursor will be in the first asterisk for the Payee code.

When amounts are changed, the check total will be recalculated accordingly.

Press 0 and Return (or 00) to designate that the check is ok. The data will be recorded and the next prompt will be:

                    Check Entry   The Testing Company
     Print check 1-yes 0-no
     #

Before pressing 1 to Print the check, be sure the printer is turned on and is on line. With a 0 for No, or after the check is printed, the screen will be cleared, and then the checking account number and date will be displayed and the check number will be incremented by one.

With a 1 to Print Check response, the program will print the first line of the check stub and then display the prompt:

                    Check Entry   The Testing Company
     Check Stub Comment esc-skip
     ****

     Checking Acct # 1100   Payee 2HLM

The check stub comment field is 50 spaces and the number of lines available is in direct porportion to the number of line items on the check, or if one line item, nine comment lines are available, if two line items, then eight comment lines can be entered. No comment lines are permitted on a check with 10 line items.

Enter the comment line or lines, pressing Return if the prompt character field is not filled. Press ESCape when the comment lines are finished and the rest of the check will be printed.

The following is an example of the information printed on a check:

```
+----------------------------------------------------------------------+

    4240  Consulting Services                            $100.00
    Line Item 2 or Check Stub Comment 1
    Line 3
    Line 4
    Line 5
    Line 6
    Line 7
    Line 8
    Line 9
    Line 10
```

12/27/84   10001 $100.00

```
--------------------------- perforation ------------------------
```

                              12/27/84   10001 $100.00

    One Hundred Dollars & 0/100

    John Doe Consultants
    3005 W. 27th Suite 14
    Amarillo, TX 79109

```
+----------------------------------------------------------------------+
```

4.1.2 Standard Check Entry

A standard check entry can be utilized in one of two places, either in the Payee Code field, or in the first account number in Line Item 1.

In the Payee Code field enter a decimal point and then the record number for that standard check entry. That record will be displayed on the screen. If called from the account number, only the line items will be printed. A standard check entry designated with amounts in percentages will be displayed with the prompt:

                         Check Entry   The Testing Company
        Amount of Check
        $$$$$$$$$$

        Checking Acct # 1100   Payee 2HLM
                                                H.L. Marsh Consulting
                                                3005 W 27th Suite 17
                                                Amarillo, TX 79109

                                                Tax # 525-46-9778   1099 Y

        Check Total 1.00

          Account # 0-end   Amount   Description
          1.4420   .80   Consulting R&D
          2.4620   .20   Consulting Admin
          3.
          to
        10.

Enter the dollar amount and the program will calculate the
percentages accordingly; or if the standard check entry was
established in dollar amounts, the next prompt will be:

                         Check Entry   The Testing Company
        Check 0=ok 1-10=line to change esc=exit
        #

        Checking Acct # 1100   Payee 2HLM
                                                H.L. Marsh Consulting
                                                3005 W 27th Suite 17
                                                Amarillo, TX 79109

                                                Tax # 525-46-9778   1099 Y

        Check Total $157.50

          Account # 0-end   Amount   Description
          1.4420   126.00   Consulting R&D
          2.4620   31.50   Consulting Admin
          3.
          to
        10.

Only the numbered fields can be changed. Make the needed changes
and when the check is correct, press 00 (or 0 and Return.) The
program will ask next if the check is to be printed.

Press ESCape as needed to return to the General Ledger & Accounts
Payable Menu.

4.2   Deposit Entry

Deposits are recorded through the Deposit Entry program which debits income accounts.   The checking account number is designated at the time the deposit is recorded and up to ten separate items can be recorded within one deposit.

Provisions are made within this program for standard deposit entries for recurring receipts.   A standard deposit entry can be designated either in dollar amounts or percentages.   Established through Option 8, Standard Entries, it is recalled by record number.   A printout of the standard entry file should be available for reference.

Starting from the General Ledger & Accounts Payable Menu, Press 02 (or 2 and Return) and the following will be displayed:

```
                      Deposit Entry
      Use Files 1-current month 2-temporary
      #
```

If in this program by mistake, press ESCape to return to the General Ledger-Accounts Payable Menu.

The Deposit Entry program can use one of two files, the current files, meaning the month in progress, or a temporary or holding file while the previous month's records are bing closed. Note: The temporary file cannot be updated to ledger until it is transferred.   The temporary file is transferred after the regular journal is cleared at the end of the month.   Enter 1 if using current files or 2 if the deposit is to be entered into the temporary file.   With either response, the following will be displayed:

                    Deposit Entry   The Testing Company

     Checking Acct # ####

     Deposit #
     Deposit Date

     Deposit Total

     Account # 0-end   Amount   Description

      1.
      2.
      3.
      to
     10.

The cursor will be on the first # sign in a prompt character
field of four for the checking account number. Enter the number
and the account description will be displayed immediately below
the account number. The program will display the next deposit
number and the day's date and the cursor will will move to line 1
and the first # sign in a field of four for the income account to
be debited.

Press ESCape to back up to the date or deposit number, if either
needs to be changed.

4.2.1 Regular Deposit Entry

At line 1, enter the account number and its description will be
displayed immediately to the right of the number. Next enter the
amount and then the description, which is limited to 25 spaces.

Up to 10 separate accounts or amounts may be debited with any one
deposit. Note that as amounts are entered, the program will
display a running total.

After the last deposit, or after the tenth line item is entered,
enter a 0 for the account number and press Return. The next
prompt will be:

                    Deposit Entry   The Testing Company
          Deposit 0=ok 1-10=line to change esc=exit

     Checking Acct # 1100

Inspect the information on the screen. Only line items 1 through
10 may be changed at this time. **Note:** A line item cannot be
deleted. The amount may be zeroed. If a mistake is found in
other information, press ESCape. The program will flash a
message that the data will not be saved. The mask will be
cleared, retaining the checking account and deposit numbers and
the date.

When amounts are changed, the deposit total will be recalculated accordingly.

Press 0 and Return (or 00) to designate that the deposit is ok. The data will be recorded, the screen will be cleared, retaining the checking account number and the date and the deposit number will be incremented by one for another deposit. Press ESCape as needed to return to the General Ledger & Accounts Payable Menu.

4.2.2 Standard Deposit Entry

With the cursor on the first # in a prompt character of four for the account number, enter a decimal followed by the standard deposit record number. If the deposit is on a percentage basis, that record will be displayed with the prompt:

```
                    Deposit Entry          The Testing Company
        Enter Deposit Amount
        $$$$$$$$$$$

        Checking Acct # 1100

        Deposit #    288
        Deposit Date 12/28/84

        Deposit Total      1.00

        Account # 0-end          Amount              Description
        1.3000 Sales-Equipment      .86              Equipment Div.
        2.3010 Sales-Service        .14              Setup
        3.
        4.
        to
    10.
```

Enter the dollar amount of the deposit and the program will calculate the amounts according to the percentages. The next prompt will be:

                    Deposit Entry   The Testing Company
        Deposit 0=ok 1-10=line to change esc=exit
        ##

        Checking Acct # 1100

        Deposit #   288
        Deposit Date 12/28/84

        Deposit Total   25879.13

        Account # 0-end   Amount   Description
        1.3000 Sales-Equipment   22256.05   Equipment Division
        2.3010 Sales-Service   3623.08   Setup
        3.
        4.
        to
       10.

Only the numbered fields can be changed. Enter the line number
to make the changes. When the deposit is correct, press 00 (or 0
and Return) to record the deposit. The screen will be cleared
and the cursor will be on the first # sign in a field of four for
the account number for the next deposit. Press ESCape as needed
to get back to the General Ledger & Accounts Payable Menu.

4.3 Payable Entry

Invoices or bills received by the company are entered into the
Payables Journal through this option. Information includes the
Purchase Order and Invoice numbers, the vendor name and address
and a line item listing of the invoice.

Once posted in the in the Payable Journal, it becomes a
liability.

Provisions are made within this program for standard payable
entries for recurring bills and invoices. A standard deposit
entry can be designated either in dollar amounts or percentages.
Established through Option 8, Standard Entries, it is recalled by
record number. A printout of the standard entry file should be
available for reference.

Starting from the General Ledger & Accounts Payable Menu, Press
03 (or 3 and Return) and the following will be displayed:

                    Payable Entry
        Use Files 1-current month 2-temporary
        #

If in this program by mistake, press ESCape to return to the
General Ledger & Accounts Payable Menu.

Payable entries can be entered in one of two files, either the current month or month in progress, or at the beginning of the month into a temporary or holding file while the previous month's books are closed. Note: The temporary file cannot be updated to ledger. The temporary file is transferred after the regular journal is cleared at the end of the month. Enter 1 if using the current month files or 2 if the deposit is to be entered into the temporary files. With either response, the following will be displayed:

                    Payable Entry   The Testing Company

         Payable Acct # ####

         P.O. #
         Date

The cursor will be on the first # sign in a prompt character field of four for the Payable Account number. This must be the Payable Account number listed in the Accounts Payable company name file reached through Company Name File Maintenance program (Option 11.) If another accounts payable account number is used, the screen displays will not appear properly. Enter the number and that account description and the following will be added to the display:

                    Payable Entry   The Testing Company

         Payable Acct # 2001   Vendor ******
                  Accounts Payable
         P.O. #   1078
         Date   12/28/84
         Invoice   Tax #   1099
         Remark   Date   Due Date
         Total   Discount
         Account # 0-end   Amount   Description
          1.
          2.
          3.
          to
         10.

The program will display the next Purchase Order number in sequence, unless the file is empty in which case the program will ask for a number, and the date. The cursor will be on the first asterisk in a prompt character field of six for the Vendor Code.

4.3.1 Regular Payable Entry

Enter the code and that vendor name, address and tax number will be displayed. If the code is not in the file, the program will respond with the question:

                         Payable Entry   The Testing Company
        Create new Vendor Record 1-yes 0-no
        #

Press 1 if a new vendor is to be created or 0 if the code were entered incorrectly. With a 1 for create new vendor record, the program will flash a message:

RECORD CREATED

The cursor will go to the first asterisk in a prompt character field of 30 for the vendor name, then the address and then the City, State and ZIP Code. Next, enter the tax number for the vendor, followed by a Y or an N if this vendor is to receive a 1099 at the end of the year. The program will accept only a Y or an N.

Next, enter the Invoice Number, a 15-space alphanumeric field, and then a Remark, if wanted. Enter the date of the invoice and the program will calculate the due date, the same day in the next month. The cursor will move to the discount field. Press ESCape if the due date needs to be changed. The discount is entered as a decimal. For example, 2 percent is be entered as .02.

At this point, any previous entry can be changed by pressing ESCape to back up to that field. Make the change and the cursor will move forward.

At line 1, enter the account number and its description will be displayed immediately to the right of the number. Next enter the amount and then the description, which is limited to 25 spaces.

Up to 10 separate accounts or amounts may be debited for any one invoice. Note that as amounts are entered, the program will display a running total.

After the last item is entered, press 0 for the account number and press Return; or after the tenth line is entered, the next prompt will be:

                         Payable Entry   The Testing Company
        Payable 0=ok 1-10=line to change esc=exit
        # #

Inspect the information on the screen. Only line items 1 through 10 may be changed at this time. **Note:** A line item cannot be deleted. The amount may be zeroed. When amounts are changed, the Payable total will be recalculated accordingly.

If a mistake is found in other information, press ESCape. The
program will flash a message that the data will not be saved.
The mask will be cleared, retaining the payable account number,
date and Purchase Order number. The cursor will be in the first
asterisk in a prompt character field of six for the Vendor Code.

Press 0 and Return (or 00) to designate that the Payable is ok.
The data will be recorded, the screen will be cleared and another
payable can be recorded. Press ESCape as needed to return to the
General Ledger & Accounts Payable Menu.

4.3.2 Standard Payable Entry

A standard payable entry, can be started in one of two places,
either in the Vendor Code or in the account number at line item
1. If the standard entry is started at the Vendor Code, then the
vendor name, address, tax number and so on will be displayed. If
the record number is called at the account number position, then
only the line items will be displayed. In either place, enter a
decimal followed by the standard payable record number. If the
standard entry is set up for a dollar amount, that record will be
displayed. If in percentages, the next prompt will be:

```
                    Payable Entry           The Testing Company
        Enter Payable Amount
        $$$$$$$$$$$


        Payable Acct # 2001                 Vendor SPS
                Accounts Payable            Southwestern Public Service
        P.O. #   1078                       Box 2091
        Date     12/28/84                   Amarillo, TX 79201
        Invoice  1075                       Tax #         1099  Y
        Remark                              Date 11/24/84 Due Date 12/24/84
        Total    1.00                             Discount .00
        Account # 0-end           Amount            Description
        1.4430 Service Elec        .60           Service Deptment
        2.4440 R&D Electric.       .20           R&D Department
        3.4450 Admin Elect         .20           Office & Sales
        to
       10.
```

Enter the dollar amount and the program will calculate and
display the the breakdown according to the percentages. The next
prompt will be:

                     Payable Entry   The Testing Company
          Payable 0=ok 1-10=line to change esc=exit
          ##

          Payable Acct # 2001   Vendor SPS
                    Accounts Payable   Southwestern Public Service
          P.O. #   1078   Box 2091
          Date   12/28/84   Amarillo, TX 79201
          Invoice 1075   Tax #   1099 Y
          Remark   Date 11/24/84 Due Date 12/24/84
          Total   175.44   Discount .00
          Account # 0-end   Amount   Description
          1.4430 Service Elec   105.26   Service Deptment
          2.4440 R&D Electric.   35.09   R&D Department
          3.4450 Admin Elect   35.09   Office & Sales
          to
          10.

Inspect the information on the screen. Only line items 1 through
10 may be changed at this time. **Note:** A line item cannot be
deleted. The amount may be zeroed. When amounts are changed,
the Payable total will be recalculated accordingly.

If a mistake is found in other information, press ESCape. The
program will flash a message that the data will not be saved.
The mask will be cleared, retaining the payable account number,
date and Purchase Order number. The cursor will be in the first
asterisk in a prompt character field of six for the Vendor Code.

Press 0 and Return (or 00) to designate that the Payable is ok.
The data will be recorded, the screen will be cleared and another
payable can be recorded. Press ESCape as needed to return to the
General Ledger & Accounts Payable Menu.

4.4 General journal

General Journal differs from the other journals in that it is
double entry and is used to make adjustments or corrections
within the other journals and accounts.

As debits and credit are entered, the program will keep a net
running total. The program will permit an out-of-balance entry,
warning the operator first that it is out of balance.

Provisions are made within this program for standard general
journal entries for recurring journal entries. A standard
general journal entry can be designated either in dollar amounts
or percentages. Established through Option 8, Standard Entries,
it is recalled by record number. A printout of the standard
entry file should be available for reference.

Starting from the General Ledger & Accounts Payable Menu, Press
04 (or 4 and Return) and the following will be displayed:

General Journal Entry
Use Files 1-current month 2-temporary
#

If in this program by mistake, press ESCape to return to the
General Ledger-Accounts Payable Menu.

Enter 1 if using the current month files or 2 if the deposit is
to be entered into the temporary files. With either response,
the following will be displayed:

General Journal entries can be entered in one of two files,
either the current month or month in progress, or at the
beginning of the month into a temporary or holding file while the
previous month's books are closed. Note: The temporary file
cannot be updated to ledger. The temporary file is transferred
after the regular journal is cleared at the end of the month.
Enter 1 if using the current month files or 2 if the deposit is
to be entered into the temporary files. With either response,
the following will be displayed:

            General Journal Entry   The Testing Company

    Journal #   87
    Date   08/01/84

    Net Entry

    Account # 0-end   Debit   Credit   Description
    1.
    2.
    3.
    to
   10.

The program, unless the journal is empty, will display the next
journal number and the day's date. If this is the first entry in
the general journal, the cursor will be on the first # sign in a
prompt character field of six for the journal number. Enter the
number and if the prompt character field is not filled, press
Return.

4.4.1 Regular General Journal Entry

The cursor will move to line 1 and the first # sign in a field of
four for the account number. Enter the number and its
description will be displayed to the right of the number. The
cursor will moved to the first $ sign in a field of 11 for a
debit amount. If it is to be a debit entry, enter the amount or
enter 00 and the cursor will move to the credit field and then to
the description.

Note that as amounts are entered, the net amount will be displayed in the net entry field. Before a general journal entry can be recorded, the net amount must be zero or the program will refuse to accept the entry.

After the last line item is made, enter a 0 for the account number and press Return; or after the tenth line item is entered, the next prompt will be:

        General Journal Entry   The Testing Company
    Entry 0=ok 1-10=line to change esc=exit

    Journal #

Inspect the information on the screen. Only line items 1 through 10 may be changed at this time. **Note:** A line item cannot be deleted. The amount may be zeroed. If a mistake is found in other information, press ESCape. The program will flash a message that the data will not be saved. The mask will be cleared and the cursor will be in the first # sign for the account number.

When amounts are changed, the net entry total will be recalculated accordingly.

Press 0 and Return (or 00) to designate that the general journal entry is ok. The data will be recorded, the screen will be cleared and another general journal entry can be made. Press ESCape as needed to return to the General Ledger and Accounts Payable Menu.

4.4.2 Standard General Journal Entry

To make a standard general journal entry, start with the cursor in the account number prompt field for line 1. Enter a decimal and the general journal record number. That record will be displayed on the screen. If percentages are used, the next prompt will be:

        General Journal Entry   The Testing Company
    Enter dollar amount
    $$$$$$$$$$$

    Journal #   87
    Date   08/01/84

    Net Entry

    Account # 0-end   Debit   Credit   Description
    1.
    2.
    3.
    to
    10.

Enter the dollar amount and the program will calculate the percentages and display the dollar. The next prompt will be:

            General Journal Entry   The Testing Company
     Entry 0=ok 1-10=line to change esc=exit

     Journal #

Only the numbered fields can be changed. Enter the line number to make the changes. When the general journal entry is correct, press 00 (or 0 and Return) to record the deposit. The screen will be cleared and the cursor will be on the first # sign in a field of four for the account number for the next deposit. Press ESCape as needed to get back to the General Ledger & Accounts Payable Menu.

4.5   Accounts File Maintenance

The Chart of Accounts is the heart of the General Ledger program and care should be exercised in establishing accounts. (See Section 3.1 and 3.2 for an explanation and the Chart of Account Rules.) Accounts are created through this file maintenance program which also permits changes and deletion of accounts. Account numbers can be changed and through Option 14, Account Combiner, two accounts can be combined.

It is through the Chart of Accounts File Maintenance program that budget figures for income and expense accounts are established for the fiscal year. Other accounts will call for beginning balances utilized by the source and use of funds report.

With the General Ledger & Accounts Payable Menu on the screen, press 05 (or 5 and Return) and the following will be displayed with the prompt:

     CURRENT   General Ledger Chart of Accounts
     1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
     #

          Account #
      1. Description
      2. MTD Amount
      3. Beginning of Month
      4. Beginning of Year
      5. Year Budget
      6. Non cash account YN

The following are limits and/or explanations of the six fields:

1.   Description -- A 20-space alphanumeric field for the account name.

2. MTD Amount -- Month-to-Date amount, or journal entries total this amount. The amount is established through Option 42, Journal to Ledger Update and will be zeroed at the end of the month through Option 44, Month-to-Date-Year-to-Date Update.

3. Beginning of Month -- Actually, the year-to-date total at the beginning of the month and established through Option 44, Month-to-Date-Year-to-Date Update.

4. Beginning of Year -- The balance in that account at the start of the fiscal year. Income and expense accounts will start the year with zero balances.

5. Year Budget -- For income and expense accounts, the budget figure should cover a 12-month-period. Later budget statement print programs will divide the year budget by twelve for the monthly budget and multiply that by the number of the month for budget year-to-date.

6 Non-Cash Account -- Designated with a Y for Yes or an N for No, this is used to tell the program which accounts are not affected by daily cash transactions, such as fixed assets.

4.5.1 Add an Account

To add an account, press 1, and the cursor will go to the Account Number Field and will be on the first # sign in a prompt character field of four. Enter the account number which must be within the range as set up in the Chart of Account Rules. Numbers outside these ranges will be rejected by the program. When the prompt character spaces are filled, the cursor will go automatically to Field 2, Description. Enter the description, limited to 20 spaces, and the cursor will move to Field 2, the Month-to-Date amount and on so on through Field 6.

Note that the month-to-date balances should be set at zero. Any values entered in the month-to-date field will be lost during the first Update Journals to Ledger, unless the balances are supported by journal entries.

After all of the fields are entered the program will flash this message on the screen:

RECORD CREATED

If an attempt is made to create a record using a duplicate number, the program will flash a message:

DUPLICATE RECORD NUMBER

The cursor will return to the Account Number Field and retain the other information. Enter another account number. After the record is created, the program will clear the screen and return to the prompt:

```
CURRENT              General Ledger Chart of Accounts
1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
#
```

The next account is created by following the previous instructions. Press EScape to return to the General Ledger & Accounts Payable Menu.

4.5.2 Change Account Information

To inquire about an account or to make changes, press 2. The cursor will go to the Account Number field. Enter the number and that account will be displayed on the screen with the prompt:

```
CURRENT              General Ledger Chart of Accounts
1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
1.
```

	Account #	4400
1.	Description	Shop Supplies
2.	MTD Amount	141.36
3.	Beginning of Month	1041.89
4.	Beginning of Year	.00
5.	Year Budget	1850.00
6.	Non cash account YN	Y

Fields 1 through 6, may be changed. The account number must be changed through Option 4, or it can be deleted and then re-entered with the new account number. That account information also must be re-entered.

Enter the field number and the cursor will go to the first character in the prompt character field. Enter the change and if the prompt character field is not filled, press Return. The cursor will return to the top of the screen and the prompt.

After any changes have been made, be certain that you press 0 to record. If ESCape is used to return to the "1=Add, 2=Change" prompt, no changes will be recorded. At this point, the program will return to the prompt:

```
CURRENT              General Ledger Chart of Accounts
1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
#
```

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.5.3 Delete an Account

IMPORTANT: Do not delete an account number if any entries using that account number have been made in any of the journals. To do so will cause the program to fail. An account number may be deleted at the beginning of the month before any journal entries are made; but to follow proper accounting procedures and to maintain an audit trail, any account number changes or deletions of accounts should be done at the beginning of a new fiscal year.

If an account with a month or year-to-date balance is deleted, make provisions for those balances. If no provisions are made, the journals may be out of balance.

If you have any doubt whether any activity for this account is in any of the journals, run the Ledger Activity Summary program (Option 26) for this account number.

To delete an account, press 3. The cursor will go to the first # sign in a field of four for the account number. Enter the account number and that record will be displayed with the prompt:

```
CURRENT               General Ledger Chart of Accounts
Enter Delete Code (DEL)
***

        Account #                    4400
     1. Description                  Shop Supplies
     2. MTD Amount                   141.36
     3. Beginning of Month          1041.89
     4. Beginning of Year               .00
     5. Year Budget                 1850.00
     6. Non cash account YN          Y
```

If it is not the account to be deleted, press ESCape to return to the prompt:

```
CURRENT               General Ledger Chart of Accounts
1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
#
```

After it has been determined that the account on the screen is the one to be deleted, enter DEL (note all capital letters.) The program will flash the following message:

```
        RECORD DELETED
```

The screen will be cleared and the program will return to the prompt:

```
CURRENT               General Ledger Chart of Accounts
1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
#
```

4.5.4 To Change an Account Number

An account number can be changed through this option, which also will go through all of the journals, including the Year-to-Date journal and change all of the affected entries. Depending upon the number of entries in the journal, this may require some time.

To change an account number, press 4 and the following will be displayed:

```
ACCOUNT NUMBER CHANGE
THIS WILL CHANGE THE ACCOUNT NUMBERS IN
THE JOURNALS AND IN THE YTD JOURNAL ENTRIES.
THIS OPTION MAY TAKE SOME TIME. PLEASE BE PATIENT.

OLD ACCOUNT NUMBER                    ####

NEW ACCOUNT NUMBER                    ####
```

If in this option by mistake, press ESCape to get back to the 1=Add prompt.

The cursor will be on the first # sign in a prompt character field of four for the old account number or the number to be changed. Enter that number and the description will be displayed as follows:

```
ACCOUNT NUMBER CHANGE
THIS WILL CHANGE THE ACCOUNT NUMBERS IN
THE JOURNALS AND IN THE YTD JOURNAL ENTRIES.
THIS OPTION MAY TAKE SOME TIME. PLEASE BE PATIENT.

OLD ACCOUNT NUMBER                    1105
                    Checking, PNB
NEW ACCOUNT NUMBER                    ####
```

The cursor is now in the new account number field. Enter the number and the program will verify that the number does not exist in the Chart of Accounts. If the number does exist, the program will flash a message:

        NEW ACCOUNT NUMBER ALREADY EXISTS

The screen will be cleared and the cursor will be in the old account number field.

If the program does not find the new account number, it will flash a message:

        RECORD NOT FOUND

The next prompt will be:

    Correct Account 1-yes 0-no
    #

With a 0 for No response, the screen will be cleared and the process started again.

With a 1 for Yes response, the program, after a moment will flash two messages. First:

        RECORD DELETED

And next:

        RECORD CREATED

The program will return to the prompt:

        CURRENT   General Ledger Chart of Accounts
        1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
        #

4.5.5   Chart of Accounts Prior Month

Account information in prior months can be adjusted after designating the month. Press 4 and the first prompt will be:

        CURRENT   General Ledger Chart of Accounts
        Enter 0-Current 1-12 prior month 13-other
        ##

Enter the number of the prior month. With a 13 for other response, the program will direct:

        CURRENT   General Ledger Chart of Accounts
        Enter Other Code
        **

After the number of a prior month or other code is entered, the screen display will appear as follows:

        AUGUST   General Ledger Chart of Accounts
        1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
        #

            Account #
        1. Description
        2. MTD Amount
        3. Beginning of Month

Once into a prior month, an account cannot be added or an account number cannot be changed. With either a 2 for Change or 3 for Delete response, the cursor will go to the first # in a prompt character field of four for the account number. Enter the number and that record will be displayed. With a 2 for Change response, the prompt will be:

```
      AUGUST                General Ledger Chart of Accounts
      Enter Field to Change (0-Record)
      #


          Account #                    4400
       1. Description                  Shop Supplies
       2. MTD Amount                   141.36
       3. Beginning of Month           1041.89
```

Any of the numbered fields can be changed. With a 3 for Delete response, the prompt will be:

```
      AUGUST                General Ledger Chart of Accounts
      Enter delete code 'DEL'
      ***
```

Be certain that the account on the screen is the account to be deleted. Enter DEL (note all capital letters.) The program will return to the prompt:

do not thoroughly understand yet, the program will return to the prompt:

```
      AUGUST                General Ledger Chart of Accounts
      1=Add 2=Change 3=Delete 4=Number Change 5=Prior Month
      #
```

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.6 Payees File Maintenance

Names and addresses of vendors or others to whom checks are written on a regular basis are recorded by the Payee File Maintenance program. Payee records can be added, changed or deleted through this program.

Before creating Payee Codes, some attention should be given to the selection of the codes. A code can be one to four characters, either numbers or letters or a combination of the two. The letters may be upper or lower case.

---> Insert here description of sort process on Payee Codes.

Starting from the General Ledger & Accounts Payable Menu, Press 06 (or 6 and Return) and the following will be displayed:

Payee F/M
Option (1=Add, 2-change 3-delete, 4-print 5-1099's 6-clear $)
#

Payee Number
1. Name
2. Address
3. City State Zip
4. Tax ID #
5. 1099's YN
6. YTD Amount

Enter the option number or press ESCape to return to the General
Ledger & Accounts Payable Menu.

4.6.1   Add Payee Record

To add a payee record, press 1, and the cursor will go to Payee
Code and the first # sign in a field of four.   Enter the code.
The program will check to see if it is a duplicate number and
will not accept duplicate Payee Codes.   The cursor will go next
to Field 1, Name and be on the first asterisk in a field of 30.

Fill in the name. If the prompt character field is not filled,
press Return, and the cursor will go to address and on the first
asterisk in a field of 30.   Fields 2 and 3 for the address also
are 30 characters each.

Field 4, Tax Identification Number, is an 11-space alphanumeric
field. Field 5, 1099's YN, will determine whether a 1099 will be
printed at the end of the year.   The program will accept only a Y
for Yes and an N for No.   Field 6 is the Year-to-Date Amount.
Enter the amount, if known, and the company has done business
with this vendor before, or enter 0 and press Return.   After the
YTD Amount is entered, the program will flash a message:

RECORD CREATED

The screen will be cleared and the program will return to the
previous prompt:

Payee F/M
Option (1=Add, 2-change 3-delete, 4-print 5-1099's 6-clear $)
#

4.6.2   Inquire or Change

To inquire about a payee or to make changes in the record, press
2 and the first prompt will be:

Payee File Maintenance
Enter Payee #
****

Enter the Payee Code and that record will be displayed with the

prompt:

Payee F/M
Enter Field Number To Change (0-Record)
#

        Payee Number
1. Name
2. Address
3. City State Zip
4. Tax ID #
5. 1099's YN
6. YTD Amount

The Payee Code cannot be changed. To change a code, the record must first be deleted under Option 3 and re-entered with the new number under Option 1.

Enter the number of the field where information is to be changed. The cursor will go to the first asterisk in a field of 30 for any changes. Press 0 to record and the program will make the change, then clear the screen and return to the prompt:

Payee F/M
Enter Field Number To Change (0-Record)
#

4.6.3 Delete a Record

To delete a payee record, press 3. The first prompt will be:

Payee F/M
Enter Payee #
####

Enter the Payee Code and that record will be displayed on the screen with the prompt:

Payee F/M
Enter Delete Code (DEL)
***

        Payee Number
1. Name
2. Address
3. City State Zip
4. Tax ID #
5. 1099's YN
6. YTD Amount

Determine that this is the record to be deleted. If it is not, press ESCape or CTRL B to return to the previous prompt. If the record is to be deleted, enter in DEL (note all capital letters.) After a moment, the program will flash a message:

RECORD DELETED

The program will return to the first prompt:

Payee F/M
Option (1=Add, 2-change 3-delete, 4-print 5-1099's 6-clear $)
#

4.6.4 Payee File Print

To print all of the records in the Payee File, press 4 and the
next prompt will be:

Payee F/M
Select (1-Printer 0-CRT)
#

Before pressing 1=Printer, be sure the printer is on and on line.
Press 1 and the program will activate the printer.

With a 0=CRT response, the program will display three records on
the screen and the prompt:

Payee F/M
Press Any Key to Continue
*

Press any key to see the next three records or press ESCape to
get back to the prompt:

Payee File Maintenance
Enter Option (1=Add, 2=Inquire-Change, 3=Delete, 4=Print)
#

The following is an example of a Payee printout:

Payee Listing

AP
Amberg Publications
9366 Cowboy Freeway
Dallas, TX 7700

AOS
Associated Office Suppliers
Box 1774
Amarillo, TX 79100

ES
Electronic Suppliers
3961 Chip Lane
Watertown, AR   43869

After the printout is completed, the program will return to the
prompt:

Payee F/M
Option (1=Add, 2-change 3-delete, 4-print 5-1099's 6-clear $)
#

4.6.5 Print Payee 1099's

To print 1099's at the end of the year, press 5 and the first prompt will be:

Payee F/M
Load 1099's and Enter your tax number
****

Load the tractor feed 1099 forms in the printer and enter your tax number. The next prompt will be:

Payee F/M
Enter minimum (does not print if less)
##########

Enter the minimum amount to appear on the printed 1099's. Any Payee record showing a Year-to-Date amount below this figure will not be printed.   When that amount is entered and return pressed, the printer will be activated. It will print the first 1099 and then stop with the prompt:

Payee F/M
Check alignment 0-OK 1-reprint
#

Check the alignment of the printing on the form and make any adjustments necessary. Press 0 if the 1099 looks all right or 1 if it needs to be reprinted.

After the 1099's are printed, the program will return to the prompt:

Payee F/M
Option (1=Add, 2-change 3-delete, 4-print 5-1099's 6-clear $)
#

4.6.6 Clear Year-to-Date Amounts

At the end of the year, the YTD amount in the vendor records can be zeroed by pressing 6. The first prompt will be:

Payee F/M
Enter Delete Code (DEL)
***
CLEAR YTD AMOUNTS

If in this option by mistake, press ESCape to go back to the first prompt. If the YTD amounts are to be cleared, enter DEL (note all capital letters.) The program will display some screen activity and when all the amounts are cleared, it will return to the prompt:

Payee F/M
Option (1=Add, 2-change 3-delete, 4-print 5-1099's 6-clear $)
#

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.7   Profit Centers File Maintenance

Profit centers or divisions for which income and expenses are to be grouped are established through this file maintenance program. Once set up, profit center can be changed, deleted or printed out on paper.

In theory, the program will permit 99 profit centers or divisions, but only 10 of which can have inventory accounts.

Before adding profit centers, some consideration should be given to the accounts and their arrangements within the chart of accounts. Additionally, if an inventory account is used, a beginning inventory figure should be used.

We will need to establish codes and descriptions for each profit center. The code is two alphanumeric characters and the description is limited to 20 spaces.

Additionally, we need to have or consider accounts which will be used. With these accounts, we will show the total nummber available for that category, not for one profit center or division.

An inventory account -- Limit of 10.

If we have an inventory account, we also must have a beginning inventory amount.

Retail sales accounts -- Limit of 190

Sales return accounts -- Limit of 90

Purchase accounts -- Limit of 20

Other cost of sales accounts -- limit 70

Purchase returns accounts -- limit of 10

Other income accounts -- limit of 100

Operation expense accounts -- Limit of 4,800

Other expense accounts -- Limit of 999

In establishing operation expense accounts, the program is designed to handle a specif spread between account numbers. As an example, we want to add four profit centers, so we will use basic expense numbers with a spread between profit centers as follows:

Profit Center ID#	Basic #	01	02	03	04
Spread between centers		5000	5050	6000	6050
Salaries	01	5001	5051	6001	6051
Office Supplies	05	5005	5055	6005	6055
Postage	07	5007	5057	6007	6057
Telephone	10	5010	5060	6010	6060
Gas	11	5011	5061	6011	6061
Electric	12	5012	5062	6012	6062
Water	14	5014	5064	6014	6064
Car	20	5020		6020	6070
Uniforms	30		5080	6030	6080

Starting from the General Ledger & Accounts Payable Menu, Press 07 (or 7 and Return) and the following will be displayed:

Profit Centers
Options 1-add 2-change 3-delete 4-print
#

I.D. Code
1. Description

2. Beginning Inventory

1140-1149	Inventory accounts	3.	-	4.
3000-3189	Retail sales accounts	5.	-	6.
4190-4199	Sales return accounts	7.	-	8.
4000-4019	Purchase accounts	9.	-	10.
4020-4189	Other cost sales accts	11.	-	12.
3190-3199	Purchase returns accts	13.	-	14.
3300-3399	Other income accts	15.	-	16.
4200-8999	Operating expense accts	17.	-	18.
9000-9998	Other expense accts	19.	-	20.

4.7.1 Add a Profit Center Record

To add a Profit Center Record, press 1. The following will be displayed:

```
                    Profit Centers
    Options 1-add 2-change 3-delete 4-print
    1


        I.D. Code    **
    1. Description

    2. Beginning Inventory

    1140-1149 Inventory accounts        3.     -    4.
    3000-3189 Retail sales accounts     5.     -    6.
    4190-4199 Sales return accounts     7.     -    8.
    4000-4019 Purchase accounts         9.     -   10.
    4020-4189 Other cost sales accts   11.     -   12.
    3190-3199 Purchase returns accts   13.     -   14.
    3300-3399 Other income accts       15.     -   16.
    4200-8999 Operating expense accts  17.     -   18.
    9000-9998 Other expense accts      19.     -   20.
```

The cursor will be on the first asterisk in a prompt character field of two for the profit center code. Enter the code and the cursor will go next to Field 1 the name or description, a 20-character alphanumeric center field.

If an inventory account is to be used, enter the beginning inventory amount in Field 3. If not, enter 0 and press Return. Account numbers will be entered in ranges in Fields 4 through 20. If that particular category is not used, enter 1000 for the account number.

The screen display will appear as follow:

```
                    Profit Centers
    Options 1-add 2-change 3-delete 4-print
    1


        I.D. Code    01
    1. Description   Store One

    2. Beginning Inventory    10,000.00

    1140-1149 Inventory accounts        3. 1141 -  4. 1141
    3000-3189 Retail sales accounts     5. 3005 -  6. 3010
    4190-4199 Sales return accounts     7. 4191 -  8. 4193
    4000-4019 Purchase accounts         9. 4001 - 10. 4001
    4020-4189 Other cost sales accts   11. 4025 - 12. 4030
    3190-3199 Purchase returns accts   13. 3191 - 14. 3191
    3300-3399 Other income accts       15. 1000 - 16. 1000   **
    4200-8999 Operating expense accts  17. 5000 - 18. 5049
    9000-9998 Other expense accts      19. 1000 - 20. 1000   **
```

** We are not using any "other income" accounts or other "other expense" accounts

After field 20 is entered, the program will flash a message:

RECORD CREATED

The screen will be cleared and the program will return to the prompt:

                    Profit Centers
    Options 1-add 2-change 3-delete 4-print
    #

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.7.2 Change a Profit Center Record

Once a stablished, a profit center record can be changed or adjusted. Press 2 and the cursor will go to the Profit Center Code field. Enter the code and that record will be displayed with the prompt:

                    Profit Centers
    Field to change 0-record
    ##

        I.D. Code   01
    1. Description   Store One

    2. Beginning Inventory   10,000.00

    1140-1149 Inventory accounts   3. 1141 -   4. 1141
    3000-3189 Retail sales accounts   5. 3005 -   6. 3010
    4190-4199 Sales return accounts   7. 4191 -   8. 4193
    4000-4019 Purchase accounts   9. 4001 - 10. 4001
    4020-4189 Other cost sales accts 11. 4025 - 12. 4030
    3190-3199 Purchase returns accts 13. 3191 - 14. 3191
    3300-3399 Other income accts   15. 1000 - 16. 1000
    4200-8999 Operating expense accts 17. 5000 - 18. 5049
    9000-9998 Other expense accts   19. 1000 - 20. 1000

Any of the numbered fields can be changed, but the Profit Center Code cannot be changed. After any changes are made, be sure to press 0 to Record. The mask will be cleared and the program will return to the prompt:

                    Profit Centers
    Options 1-add 2-change 3-delete 4-print
    #

4.7.3 Delete a Profit Center Record

To delete a profit center record, press 3. The cursor will to to the first asterisk in the prompt character field of two for the Profit Center Code. Enter the code and that record will be displayed with the prompt:

```
                    Profit Centers
      enter delete code 'DEL'
      ***

            I.D. Code    01
      1. Description   Store One

      2. Beginning Inventory    10,000.00

      1140-1149 Inventory accounts      3. 1141 -  4. 1141
      3000-3189 Retail sales accounts   5. 3005 -  6. 3010
      4190-4199 Sales return accounts   7. 4191 -  8. 4193
      4000-4019 Purchase accounts       9. 4001 - 10. 4001
      4020-4189 Other cost sales accts 11. 4025 - 12. 4030
      3190-3199 Purchase returns accts 13. 3191 - 14. 3191
      3300-3399 Other income accts     15. 1000 - 16. 1000
      4200-8999 Operating expense accts 17. 5000 - 18. 5049
      9000-9998 Other expense accts    19. 1000 - 20. 1000
```

Verify that this is the Profit Center record to be deleted. If it is not, press ESCape and the program will clear the screen and return to the prompt:

```
                    Profit Centers
      Options 1-add 2-change 3-delete 4-print
      #
```

If this is the record to be deleted, enter DEL (note all capital letters.) The program will flash a message that the record is deleted and return to the prompt:

```
                    Profit Centers
      Options 1-add 2-change 3-delete 4-print
      #
```

4.7.4 Print Profit Center Records

To print out a list of the profit centers and the associated accounts, press 4. The printer will be activated. Be sure the printer is turned on and is on line.

The following is an example of the first record of a printout:

```
01            Store One              Beginning Inventory    10,000.00

     Inventory accounts          1141 - 1141
     Sales accounts              3005 - 3010
     Sales return accounts       4191 - 4193
     Purchase accounts           4001 - 4001
     Cost sales accts            4025 - 4030
     Purchase returns accts      3191 - 3191
     Other income accts          1000 - 1000
     Operating expense accts     5000 - 5049
     Other expense accts         1000 - 1000
```

After the printout is completed, the program will return to the prompt:

```
                    Profit Centers
     Options 1-add 2-change 3-delete 4-print
     #
```

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.8   Standard Entries File Maintenance

Recuring checks, deposits, payables and general journal entries can be stored in the Standard Entry File and then be recalled and entered in the regular files at the appropriate times.

The standard entries can be entered in one of two ways, by dollar amounts or by percentages so that when dollar amounts are entered, the amounts will be distributed by those percentages to the appropriate accounts accordingly.

Starting from the General Ledger & Accounts Payable Menu, Press 08 (or 8 and Return) and the following will be displayed:

```
                 Standard Journal Entry
     Options 1-enter 2-edit 3-print
     #
```

4.8.1   Adding a Standard Entry

To make a standard entry, press 1 and the next prompt will be:

```
                 Standard Journal Entry
     1-Check 2-deposit 3-payable 4-general jrnl
     #
```

4.8.1.1 Add a Standard Check

To add a standard check, press 1 and the following will be
displayed:

```
    Record 101            Check Entry


                                    Payee ****

                                    Tax ID #            1099

        Total
          Account # 0-end           Amount      Description
        1.
        2.
        3.
        to
       10.
```

The cursor will be on the first asterisk in a prompt character
field of four for the Payee Code. Enter the code and the Payee
name and address will be displayed along with the tax code and
whether a 1099 is issued or not.

The cursor will be in Field 1 for the account number to be
debited. Enter that number and the account description will be
displayed. Enter the amount and the description. The program
will display a running total of the line items. Enter 0 to end
this session. The next prompt will be:

```
    Record 101            Check Entry
    0=ok 1-10=line to change esc=exit
    ##

                                    Payee ****

---> Fill in Display                Tax ID #            1099

        Total
          Account # 0-end           Amount      Description
        1.
        2.
        3.
        to
       10.
```

Review the information on the screen. Only line items 1 through
10 can be changed. Enter the line number and the cursor will go
to the first # in a field of four for the account number. After
the line is completed, the program will return to the top of the
screen.

Enter 0 when the information is all correct. With an ESCape for
exit, the entries are not recorded.

After the entry is recorded, the program will return to the
prompt:

                    Standard Journal Entry
        1-Check 2-deposit 3-payable 4-general jrnl
        #

If adding another standard journal entry, enter the number for
the type and repeat the process.

Press ESCape to return to the prompt:

                    Standard Journal Entry
        Options 1-enter 2-edit 3-print
        #

4.8.1.2 Add a Standard Deposit

To add a standard deposit, press 2 and the following will be
displayed:

    Record 101   Deposit Entry

    Total
        Account # 0-end   Amount   Description
        1.
        2.
        3.
        to
       10.

The cursor will be in Field 1 for the account number to be
debited. Enter that number and the account description will be
displayed. Enter the amount and the description. The program
will display a running total of the line items. Enter 0 to end
this session. The next prompt will be:

        0=ok 1-10=line to change esc=exit
        # #
    Record 101   Deposit Entry
    0=ok 1-10=line to change esc=exit
        # #

---> Fill in display
    Total
        Account # 0-end   Amount   Description
        1.
        2.
        3.
        to
       10.

Review the information on the screen.   Only line items 1 through 10 can be corrected.   Enter the line number and the cursor will go to the first # in a field of four for the account number. After the line is completed, the program will return to the top of the screen.

Enter 0 when the information is all correct.   With an ESCape for exit, the entries are not recorded.

After the entry is recorded, the program will return to the prompt:

                    Standard Journal Entry
     1-Check 2-deposit 3-payable 4-general jrnl
     #

If adding another standard journal entry, enter the number for the type and repeat the process.

Press ESCape to return to the prompt:

                    Standard Journal Entry
          Options 1-enter 2-edit 3-print
          #

4.8.1.3 Add a Standard Payable

To add a standard payable, press 3 and the following will be displayed:

     Record 101   Payable Entry

               Vendor ******

     Invoice   Tax ID #   1099
     Remark
     Total
        Account # 0-end   Amount   Description
        1.
        2.
        3.
        to
       10.

The cursor will be on the first asterisk in a prompt character field of six for the Vendor Code.   Enter the code and the Vendor name and address will be displayed along with the tax code and whether a 1099 is issued or not.   The cursor will then go to the field for the invoice number and then to the remark field.

The cursor will go next to line item 1 for the account number to
be debited.   Enter that number and the account description will
be displayed.   Enter the amount and the description.   The program
will display a running total of the line items.   Enter 0 to end
this session.   The next prompt will be:

> 0=ok 1-10=line to change esc=exit
> ##
> Record 101   Payable Entry
> 0=ok 1-10=line to change esc=exit
> ##

              Vendor ******
--->Fill in display
    Invoice   Tax ID #   1099
    Remark
    Total
        Account # 0-end   Amount   Description
    1.
    2.
    3.
    to
   10.

Review the information on the screen.   Only line items 1 through
10 can be corrected.   Enter the line number and the cursor will
go to the first # in a field of four for the account number.
After the line is completed, the program will return to the top
of the screen.

Enter 0 when the information is all correct.   With an ESCape for
exit, the entries are not recorded.

After the entry is recorded, the program will return to the
prompt:

                    Standard Journal Entry
        1-Check 2-deposit 3-payable 4-general jrnl
        #

If adding another standard journal entry, enter the number for
the type and repeat the process.

Press ESCape to return to the prompt:

                    Standard Journal Entry
        Options 1-enter 2-edit 3-print
        #

4.8.1.4 Add a Standard General Journal

To add a standard general journal entry, press 4 and the
following will be displayed:

Record 101   General Journal Entry

Net
   Account # 0-end   Debit   Credit   Description
   1.
   2.
   3.
   to
   10.

The cursor will be in Field 1 for the account number to be
debited.   Enter that number and the account description will be
displayed.   Enter the amount and the description.   The program
will display a running total of the line items.   Enter 0 to end
this session.   The next prompt will be:

Record 101   General Journal Entry
0=ok 1-10=line to change esc=exit
##

--->Fill in Display
   Net
   Account # 0-end   Debit   Credit   Description
   1.
   2.
   3.
   to
   10.

Review the information on the screen.   Only line items 1 through
10 can be corrected.   Enter the line number and the cursor will
go to the first # in a field of four for the account number.
After the line is completed, the program will return to the top
of the screen.

Enter 0 when the information is all correct.   With an ESCape for
exit, the entries are not recorded.   After the entry is recorded,
the program will return to the prompt:

                    Standard Journal Entry
   1-Check 2-deposit 3-payable 4-general jrnl
   #

If adding another standard journal entry, enter the number for
the type and repeat the process.

Press ESCape to return to the prompt:

                    Standard Journal Entry
   Options 1-enter 2-edit 3-print
   #

4.8.2 Editing a Standard Entry

Before editing a standard entry, it will be necessary to know the record number. If the record number is not known, get a listing through option 3.

To edit a standard entry, press 2 and the first prompt will be:

```
                    Standard Journal Entry
     Record to edit
     ###
```

Enter the record number and that record will be displayed with the prompt:

```
     Record 101           General Journal Entry
     0=ok 1-10=line to change esc=exit
     ##
---> Fill in Display
     Net
        Account # 0-end          Debit    Credit    Description
     1.
     2.
     3.
     to
    10.
```

After editing a standard entry, enter 00 to record the changes. The program will return automatically to the prompt:

```
                    Standard Journal Entry
     Options 1-enter 2-edit 3-print
     #
```

4.8.3 Printing Standard Entries

To get a listing of the Standard Entries File, either the complete file or by category, press 3. The following will be displayed with the prompt:

```
                    Standard Journal Entry
     0-all 1-check 2-deposit 3-payable 4-general jrnl
     #
```

A 0 for All response will print out the entire file. A 1 through 4 response will print out only the designated category. Enter 0 through 4 and the printer will be activated. After the printout is completed, the program will return automatically to the prompt:

```
                    Standard Journal Entry
     Options 1-enter 2-edit 3-print
     #
```

Press ESCape to return to the General Ledger & Accounts Payable Menu.

The following is an example of the first record in a standard entry printout.

```
Payable entry #1          Total     100.00   To HL Marshal Consulting
     Inv# 123             Desc Monthly consulting fee
     4240 Consulting              100.00  for consulting
```

4.9 A/P Vendors File Maintenance

Information on vendors is maintained through this program including the vendor name and address, current invoices, a tax number and whether a 1099 will be produced at the end of the calendar year.

Records are created through this program and once established can be changed, deleted or printed out. Another option also provides for clearing year-to-date totals at the end of the year.

Starting from the General Ledger & Accounts Payable Menu, Press 09 (or 9 and Return) and the following will be displayed with the prompt:

```
                    Vendor F/M                      78 of 120
      1-add 2-change 3-delete 4-print 5-clear YTD
      #

          Vendor #
      1. Name
      2. Address
      3. City, st. z

      4. Current
      5. Period

      6. Tax #
      7. 1099   YN
```

4.9.1 Add Vendor Record

To add a vendor record, press 1 and the following will be
displayed:

```
Add                    Vendor F/M                    78 of 120
1-add 2-change 3-delete 4-print 5-clear YTD
#

        Vendor # ******
1.  Name
2.  Address
3.  City, st.z

4.  Current
5.  Period

6.  Tax #
7.  1099   YN
```

The cursor will be on the first asterisk in a prompt character
field of six for the vendor code. Enter the code. If the prompt
character field is not filled, press Return. The cursor will go
to the Name Field, a 24 space alphanumeric field. The Address
Field and the field for city, state and ZIP code also provide
space for 24 characters.

As invoices are entered into the Payables Journal or added
through Invoice File Maintenance, the program will keep track of
the current and period totals. The cursor will jump to Field 6
for the tax code and then to Field 7 whether a 1099 will be
printed at the end of the calendar year for this vendor. In
Field 7, the program will accept only a capital Y for Yes or N
for No. After a Y or an N is entered, the program will flash a
message:

        RECORD CREATED

The program will return to the prompt:

```
                    Vendor F/M                    79 of 120
    1-add 2-change 3-delete 4-print 5-clear YTD
    #
```

Note that the number in the upper righthand corner of the screen
has been incremented by one to indicate another record has been
added.

4.9.2 Change Vendor Record

To change or correct a vendor record, press 2. The following
will be displayed and the cursor will be on the first asterisk in
a prompt character field of six for the vendor code.

Change   Vendor F/M   78 of 120
1-add 2-change 3-delete 4-print 5-clear YTD
#

        Vendor # ******

Enter the vendor code and that record will be displayed with the
prompt:

    Change   Vendor F/M   78 of 120
    Field to change 0-save
    #

          Vendor # 1HLM
    1. Name   H.L. Marshal Consulting
    2. Address   3005 W 27th Suite 14
    3. City,st.z   Amarillo, TX   79100

    4. Current   200.00
    5. Period   200.00

    6. Tax #   525-46-9778
    7. 1099 YN   Y

Any numbered field can be changed. The vendor code cannot be
changed. To change a vendor code, the record must first be
deleted and then re-entered with the new code.

Press the number of the field where a change or correction is to
be made. The cursor will go to the first prompt character in
that field. Make the change and press Return if the prompt
character field is not filled, press Return. The cursor will go
back to the prompt, "Field to change."

After making a correction, be sure to press 0 to Save; after
which the program will return automatically to the prompt:

                    Vendor F/M   79 of 120
    1-add 2-change 3-delete 4-print 5-clear YTD
    #

4.9.3 Delete Vendor Record

Note: The program will not permit a vendor record to be deleted
if that vendor has an active invoice in the files.

To delete a vendor record, press 3. The following will be
displayed and the cursor will be on the first asterisk in a
prompt character field of six for the vendor code.

    Delete   Vendor F/M   78 of 120
    1-add 2-change 3-delete 4-print 5-clear YTD
    #
        Vendor # ******

Enter the vendor code and that record will be displayed on the screen with the prompt:

```
Delete               Vendor F/M                    78 of 120
Delete code 'DEL'
***

        Vendor # 1HLM
  1. Name       H.L. Marshal Consulting
  2. Address    3005 W 27th Suite 14
  3. City,st.z  Amarillo, TX  79100

  4. Current         0.00
  5. Period        200.00

  6. Tax #        525-46-9778
  7. 1099  YN      Y
```

Inspect the record on the screen and verify that it is the record to be deleted. If it is not the correct record, press ESCape to return to the prompt 1-Add, etc.

If this is the record to be deleted, enter DEL (note all capital letters). After a moment, the program will flash a message:

```
        RECORD DELETED
```

The program will return to the prompt:

```
                  Vendor F/M                    78 of 120
  1-add 2-change 3-delete 4-print 5-clear YTD
  #
```

4.9.4 Print Vendor Records

Vendor records can be printed in a variety of ways, from a listing of all names and addresses in the file to printing mailing labels or open invoices for a single vendor or all vendors. Form 1099's also are printed through this option.

Note: Wide paper should be in the printer for vendor printouts.

Press 4 and the first prompt will be:

```
Print                Vendor F/M                    78 of 120
  1-Names 2-Open 3-Check reg 4-History 5-Standard invoices
  #
```

4.9.4.1 Print Vendor Names

The 1 for Names option can produce a list of vendor names with totals, a list of vendors with names and addresses, print mailing labels for vendors in the check register and print 1099's.

Press 1 and the next prompt will be:

```
Print               Vendor F/M                   78 of 120
0-Totals 1-Name list 2-Check reg labels 3-1099's
#
```

With a 0 for Totals, the printer will be activated. The format is as follows:

```
11/28/84                                   open      period

1HLM    H.L. Marshal Consulting            200.00    200.00
   Grand total                             200.00    200.00
```

When the printout is completed, the program will return to the prompt:

```
                    Vendor F/M                   79 of 120
   1-add 2-change 3-delete 4-print 5-clear YTD
#
```

With 1 one for Name list, the printer will be activated. The format is as follows:

```
11/28/84                                   open      period

1HLM    H.L. Marshal Consulting   3005 W 27th Suite 14   Amarillo TX 79109
```

When the printout is completed, the program will return to the prompt:

```
                    Vendor F/M                   79 of 120
   1-add 2-change 3-delete 4-print 5-clear YTD
#
```

Before pressing 2 for Check Register Labels, load 3 1/2 by 15/16 inch tractor feed labels in the printer.

Press 2 and the printer will be activated. The first label will be printed out and then the program will stop with the prompt:

```
Print               Vendor F/M                   78 of 120
Aligned ok 1-yes 0-no
#
```

Check the label. If it is all right, press 1 for Yes and the rest of the labels will be printed out. If not okay, make the adjustments and press 0 for No. The first label will be printed again and the program stopped for the check alignment prompt.

After the labels are printed, the program will return to the prompt:

                        Vendor F/M   79 of 120
    1-add 2-change 3-delete 4-print 5-clear YTD
    #

To print 1099's. Load the 1099's in the printer and press 4.
The first prompt will be:

    Print   Vendor F/M   78 of 120
    Load 1099's & enter your tax code
    ****

Enter your tax code and the program will ask next:

    Print   Vendor F/M   78 of 120
    Enter minimum (will not print less than)
    ##########

Enter the minimum amount for which 1099's will be printed. If
the prompt character field is not filled, press Return. The
printer will be activated and the first 1099 will be printed.
The program will stop and ask:

    Print   Vendor F/M   78 of 120
    Alignment ok 1-yes 0-no
    #

Check the alignment and make any necessary adjustments. Press 0
if that firat 1099 is to be reprinted, or 1 for yes, continue
printing. After the printout is completed, the program will
return to the prompt;

                        Vendor F/M   78 of 120
    1-add 2-change 3-delete 4-print 5-clear YTD
    #

4.9.4.2 Print Vendor Open Invoices

To print vendor open invoices, press 2. The next prompt will be:

    Print   Vendor F/M   78 of 120
    Print 0-all 1-one vendor
    #

Enter 0 if all of the open invoices are to be printed out or 1 if
the invoices for only one vendor are to be printed. With either
response, the next prompt will be:

    Print   Vendor F/M   78 of 120
    1-List invoices 2-totals by vendor only 3 Invoices due
    #

A 1 for list all invoices will produce a list of all open invoices in the file. With a 2 for Totals by Vendor, the program will total the invoices by vendor and print the totals only. With a 3 for Invoices Due, the program will print a list of all invoices with due dates before or on the day's date.

If 1 for One Vendor was selected, the next prompt will be:

```
Print              Vendor F/M                    78 of 120
Enter Vendor #
******
   ...
```

Enter the vendor code, or if 0 for all was previously selected, the printer will be activated. After the printout is completed, the program will return to the prompt:

```
                   Vendor F/M                    78 of 120
1-add 2-change 3-delete 4-print 5-clear YTD
#
```

4.9.4.3 Print Check Register

The Check Register contains all of the invoices which have been moved from the Invoice File and these checks remain in the register after they are printed and until they are moved to the history file.

With a 3 to print the Check Register, the first prompt will be:

```
Print              Vendor F/M                    78 of 120
Print 0-all 1-one vendor
#
```

Enter 0 if all of the invoices in the Check Register are to be printed out or 1 if the invoices for only one vendor are to be printed. With either response, the next prompt will be:

```
Print              Vendor F/M                    78 of 120
1-List invoices 2-totals by vendor only 3 Invoices due
#
```

A 1 for list all invoices will produce a list of all invoices covered in the Check Register. With a 2 for Totals by Vendor, the program will total the invoices in the Check Register by vendor and print the totals only. With a 3 for Invoices Due, the program will print a list of all invoices with due dates before or on the day's date.

If 1 for One Vendor was selected, the next prompt will be:

```
Print              Vendor F/M                    78 of 120
Enter Vendor #
******
   ...
```

Enter the vendor code, or if 0 for all was previously selected,

the printer will be activated. After the printout is completed, the program will return to the prompt:

                              Vendor F/M   78 of 120
        1-add 2-change 3-delete 4-print 5-clear YTD
        #

4.9.4.4 Print Vendor History

---> Ask how to get this option to work
With 4 to print Vendor History, the printer will be activated.

4.9.4.5 Print Standard Invoices

To print Standard Invoices, press 5. The first prompt will be:

        Print   Vendor F/M   78 of 120
        Print 0-all 1-one vendor
        #

Enter 0 if all of the invoices in the Standard Invoice File are to be printed out or 1 if the invoices for only one vendor are to be printed. With either response, the next prompt will be:

        Print   Vendor F/M   78 of 120
        1-List invoices 2-totals by vendor only 3 Invoices due
        #

A 1 for list all invoices will produce a list of all invoices covered in the Standard Invoice File. With a 2 for Totals by Vendor, the program will total the invoices in the Standard Invoice File by vendor and print the totals only. With a 3 for <--- Invoices Due, the program will print a list of all invoices with due dates before or on the day's date.

If 1 for One Vendor was selected, the next prompt will be:

        Print   Vendor F/M   78 of 120
        Enter Vendor #
        ******

Enter the vendor code, or if 0 for all was previously selected, the printer will be activated. After the printout is completed, the program will return to the prompt:

                              Vendor F/M   78 of 120
        1-add 2-change 3-delete 4-print 5-clear YTD
        #

4.9.5 Clear Year-to-Date Information

At the end of the year (or period if a shorter length of time was selected), the year-to-date toatal will need to be cleared for the start of the new year. Press 5 to clear Year-to-Date amounts in vendor records. The next prompt will be:

                    Vendor F/M   78 of 120
     Delete code 'DEL'
     ***

Enter DEL (note all capital letters.) After a moment, the program will return to the prompt:

                    Vendor F/M   78 of 120
     1-add 2-change 3-delete 4-print 5-clear YTD
     -#

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.10 A/P Invoices File Maintenance

Note: Invoices and bills are entered through the Accounts Payable Invoice File Maintenance program only if the Accounts Payable is being used as a stand-alone system. Invoices or bills to be paid which are entered through this program do not reach the Payables Journal and cannot not updated to the General Ledger until they are paid.

Once invoices are entered through this program or the Payable Entry program (Option 3) or this program, the invoices can be changed or corrected, or deleted.

Options in this program also provide for invoices to be moved to the Check Register and then printed through Accounts Payable Check Print program (Option 20.) The Check Register can be printed before or after the checks are printed. Invoices also are moved to the history file through this option.

Starting from the General Ledger & Accounts Payable Menu, Press 10 and the following will be displayed:

```
                          Invoice F/M
     1-Add 2-change 3-delete 4-move 5-print
     #
```

```
          Vendor #
     1. Invoice #
     2. Desc

     3. Amount
     4. Date
     5. Due Date

     6. Discount
     7. Check #
```

4.10.1 Add Invoices

Invoices can be entered into the Open Invoice File, or if a
recurring type bill or payment, to the Standard Invoice File, in
which case it must moved to the Open File at the appropriate
time.

To add an invoice, press 1. The next prompt will be:

```
                    Invoice F/M
     1-Add to Open 2-Standard
     #
```

A 1 for Add to Open response will record the invoice in the open
invoice file, while a 2 for Standard response will direct that
the invoice be added to the standard file.

4.10.1.1 Add Open Invoice

With a 1 for Open Invoice, the following will be added to the
screen display:

```
     Add    Open           Invoice F/M
     1-Add to Open 2-Standard
     #
          Vendor # ******
```

The cursor will be on the first asterisk in a prompt character
field of six for the Vendor Code. Enter the code and the vendor
name will be displayed to the right as follows:

```
     Add    Open           Invoice F/M
     1-Add to Open 2-Standard
     #
                                        08/01/84
          Vendor #  AHT          Amarillo Herald Truth
```

Next, enter the invoice number, amount and date. The program
will display automatically a due date one month later and the
cursor will go to the discount field. If a different due date is
needed, press ESCape and the cursor will go back to that field.
A discount is entered as a decimal, e.g. 2 percent would be
enered as .02.

The check number field will be filled in automatically when a
check is issued for that invoice.   After the discount amount is
entered, the data will be recorded, the mask is cleared blanked
and is now ready for another open invoice to be added.   As
invoices are added, the program will display a list at the right
of the screen, showing the Vendor Code and the invoice number.
The program also will keep a running total on the invoice totals.

After the last invoice is added, the next prompt will be:

                        Invoice F/M
        Print 1-yes 2-no
        #
                                                08/01/84
                                            Total 100.00
                                            1st 1HLM 101

Before pressing 1 for Print, be sure the printer is turned on and
is on line. After the printout is completed, or with a 2 for do
not print, the program will return to the prompt:

                        Invoice F/M
        1-Add 2-change 3-delete 4-move 5-print
        #

4.10.1.2 Add Standard Invoice

With a 2 for Standard Invoice, the following will be added to the
screen display:

        Add   Standard   Invoice F/M
        1-Add to Open 2-Standard
        #
            Vendor # ******

The cursor will be on the first asterisk in a prompt character
field of six for the Vendor Code. Enter the code and the vendor
name will be displayed to the right.

Next, enter the invoice number, amount and date. The program
will display automatically a due date one month later and the
cursor will go to the discount field. If a different due date is
needed, press ESCape and the cursor will go back to that field.

The check number field will be filled in automatically when a check is issued for that invoice.   After the discount is entered, the data will be recorded and the mask is cleared. Another standard invoice can be entered or press ESCape to return to the prompt:

                          Invoice F/M
        1-Add 2-change 3-delete 4-move 5-print
        #

4.10.2 Change an Invoice

Once an invoice is entered, it can be changed in any of the file, including the Open Invoice File, the Check Register, the History File and the Standard Invoice File.

To make changes in an invoice, press 2.   The first prompt will be:

                          Invoice F/M
        1-Open 2-Check reg 3-History 4-Standard invoices
        #

Enter 1 if the invoice is in the Open Invoice File, 2 if in the Check Register, 3 for the History File, or 4 if in the Standard Invoice File.   The cursor will go to the Vendor Code field. Enter the code and the cursor will move to Field 1 for the Invoice Number.   Enter the invoice number and that record will be displayed with the prompt:

        Change   Open   Invoice F/M
        Correct invoice 1-yes 0-no
        #
            Vendor # AHT   Amarillo Herald Truth
        1. Invoice # 189
        2. Desc   Advertising 11/25/84

        3. Amount   250.00
        4. Date   11/28/84
        5. Due Date   12/28/84

        6. Discount   .00
        7. Check #

Verify that this is the record to be changed. With a 2 for No, the cursor will return to the Vendor Code field. With a 1 for Yes, the next prompt will be:

        Change   Open   Invoice F/M
        Field to change 0-save
        #

Enter the field number and the cursor will go to the prompt character field for the correction or change. Be sure to press 0 to record the changes. After the changes are recorded, the cursor will return to the Vendor Code field for another change. Press ESCape to get to the prompt:

```
                    Invoice F/M
     1-Add 2-change 3-delete 4-move 5-print
     #
```

4.10.3 Delete an Invoice

Deleted invoices remain in the file designated as deleted until they are cleared through the Accounts Payable Cleanup program, Option 45, at the end of the month.

To delete an invoice, press 3. The first prompt will be:

```
                    Invoice F/M
     1-Open 2-Check reg 3-History 4-Standard invoices
     #
```

Enter 1 if the invoice is in the Open Invoice File, 2 if in the Check Register, 3 for the History File, or 4 if in the Standard Invoice File. The cursor will go to the Vendor Code field. Enter the code and the cursor will move to Field 1 for the Invoice Number. Enter the invoice number and that record will be displayed with the prompt:

```
     Delete   Open         Invoice F/M
     Correct invoice 1-yes 0-no
     #
                                                    12/28/84
          Vendor # AHT              Amarillo Herald Truth
     1. Invoice # 189
     2. Desc  Advertising 11/25/84

     3. Amount          250.00
     4. Date        11/28/84
     5. Due Date    12/28/84

     6. Discount          .00
     7. Check #
```

Verify that this is the invoice to be deleted. If it is not, press 0 for No and the cursor will go back to the Vendor Code field. With a 1 for Yes, it is the right invoice, the next prompt will be:

```
     Delete   Open         Invoice F/M
     Delete code 'DEl'
     ***
```

Enter DEL (note all capital letters.) After a moment, the program will flash a message:

RECORD DELETED.

The program will return to the prompt:

                          Invoice F/M
        1-Add 2-change 3-delete 4-move 5-print
        #

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.10.4 Move Invoice

Through the Move Invoice option, an invoice can be moved to the Check Register for printing, or after printing to the History file. Additionally, a standard invoice can be moved to the Open Invoice File for payment.

To move an invoice to the open file, press 4. The next prompt will be:

    Move   Invoice F/M
    1=Open-Check reg 2=Check reg-History 3=Open-History 4=Standard-Open
    #

Option 1 will move invoices from the Open Invoice File to the Check Register, 2 will move records from the Check Register to the History File, 3 will move invoices from the Open Invoice File to the History File and 4 from the Standard Invoice File to the Open Invoice File.

4.10.4.1 Move Invoice to Check Register

Before an invoice can be paid, it must first be moved to the Open Check Register. Press 1 for Open Check Register and the next prompt will be:

    Move Open to check reg Invoice F/M
    1-One invoice 2-Step & Choose 3-All 4-Due Date 5-Step vendors
    #

With a 1 for One Invoice response, the cursor will go to the Vendor Code field. Enter the code and the cursor will move Field 1 for the Invoice Number. Enter the invoice number and that invoice record will be displayed on the screen. The next prompt will be:

    Move Open to check reg Invoice F/M
    Correct invoice 1-yes 0-no
    #

Enter 1 for Yes it is the correct invoice or 2 for No if it is not. With either response, the cursor will move back to the Vendor Code field for another entry.

Press ESCape to return to the prompt:

```
                         Invoice F/M
    1-Add 2-Change 3-Delete 4-Move 5-Print
    #
```

4.10.4.2 Step & Chose to Check Register

With a 2 for Step & Choose response, the program will go through the Open Invoice File and display all of the records one at a time with the prompt:

```
    Move Open to check reg Invoice F/M
    This invoice 1-Move 0-Skip 'ESC'-end
    #
```

Press 1 to move that invoice to the Open Check Register or 0 to Skip that record and look at the next record. At the end of the file or with an ESCape to End, the program will return to the prompt:

```
                         Invoice F/M
    1-Add 2-Change 3-Delete 4-Move 5-Print
    #
```

4.10.4.3 Move All to Open Check Register

All invoices in the Open File can be moved to the Check Register with a 3 for All response. Press 3 and after a moment, the program will return to the prompt:

```
                         Invoice F/M
    1-Add 2-Change 3-Delete 4-Move 5-Print
    #
```

4.10.4.4 Move to Register by Due Date

Invoices in the Open Invoice File can be moved to the Check Register by Due Date. Press 4 and the next prompt will be:

```
    Move  Due Date          Invoice F/M
    Enter Discount Date
    MM/DD/YY
```

The cursor will be on the first M for the date. Enter the date by which the program will move those invoices dated before and on that date to the Check Register. After the process is completed, the program will return to the prompt:

```
                         Invoice F/M
    1-Add 2-Change 3-Delete 4-Move 5-Print
    #
```

4.10.4.5 Step Vendors to Check Register

Invoices can be moved to the Check Register by having the program step through the Vendor File. Press 5 and the next prompt will be:

```
                     Invoice F/M
   This vendor 0-Skip vendor 1-Step thru invoices 2-All invoices
   #
                                                    12/28/84

      Vendor # 1HLM                    H.L. Marsh Consulting
```

With a 0-Skip Vendor response, the program will display the next vendor in the file.

With a 1 for Step through Invoices, the program will display each invoice record with the prompt:

```
                     Invoice F/M
      This invoice 1-Move 0-Skip 'ESC' to end
      #
```

A 1 to Move response will move that record into the Check Register File for payment. 0 to Skip will direct that the next record be displayed. Press ESCape to end the operation of this option. At the end of the file, or if ESCape is pressed, the program will return to the prompt:

```
                     Invoice F/M
      1-Add 2-Change 3-Delete 4-Move 5-Print
      #
```

4.10.5 Print Invoice File

Note: Printouts from the Invoice File require wide paper or a printer with the capability of going into compressed print.

Invoices can be printed out in four ways, including the Open Invoice File, those moved to the Check Register, those in the History File and those in the Standard Invoice File.

Press 5 for Print and the next prompt will be:

```
      Print                          Invoice F/M
      1-Open 2-Check reg 3-History 4-Standard
      #
```

4.10.5.1 Print Open Invoices

All of the open invoices in the file can be printed out, with the operator having the option of printing the deleted invoices or obtaining a partial listing, starting with a vendor and invoice number.

Press 1 and the next prompt will be:

```
    Print                              Invoice F/M
    Print deleted 1-yes 0-no 2-Partial
    #
```

With a 1 for Yes Print Deleted Invoices, the deleted invoices will be printed out with the open invoices. With a 0 for No, the deleted invoices will not be included. With a 2 for Partial listing, the next instruction will be:

```
    Print                              Invoice F/M
    Print deleted 1-yes 0-no 2-Partial
    2
        Starting Invoice
    Vendor # ******
```

The cursor will be on the first asterisk in a prompt character field of six for the Vendor Code. Enter the Vendor Code and the program will ask next for the invoice number.

After the printout is completed, the program will return to the prompt:

```
                        Invoice F/M
    1-Add 2-Change 3-Delete 4-Move 5-Print
    #
```

4.10.5.2 Print Check Register

Invoices are moved from the Open Invoice File to the Check Register for printing through A/P Check Print, Option 20. Once in the register, the records remain until cleared through A/P Cleanup, Option 45.

To print the Check Register, press 2. The next prompt will be:

```
    Print                              Invoice F/M
    Print deleted 1-yes 0-no 2-Partial
    #
```

With a 1 for Yes Print Deleted Invoices, the deleted invoices will be printed out with list of invoices. With a 0 for No, the deleted invoices will not be included. With a 2 for Partial listing, the next instruction will be:

```
        Print                           Invoice F/M
        Print deleted 1-yes 0-no 2-Partial
        2
              Starting Invoice
              Vendor # ******
                       . .
```

The cursor will be on the first asterisk in a prompt character
field of six for the Vendor Code. Enter the Vendor Code and the
program will ask next for the invoice number.

After the printout is completed, the program will return to the
prompt:

```
                           Invoice F/M
        1-Add 2-Change 3-Delete 4-Move 5-Print
        #
```

4.10.5.3 Print Invoice History File

Invoices in the History File can be printed out in a full listing
or partially starting with a vendor and invoice number. To print
the invoice history file, press 3. The next prompt will be:

```
        Print                           Invoice F/M
        Print deleted 1-yes 0-no 2-Partial
        #
```

With a 1 for Yes Print Deleted Invoices, the deleted invoices
will be printed out with list of invoices. With a 0 for No, the
deleted invoices will not be included. With a 2 for Partial
listing, the next instruction will be:

```
        Print                           Invoice F/M
        Print deleted 1-yes 0-no 2-Partial
        2
              Starting Invoice
              Vendor # ******
                       .
```

The cursor will be on the first asterisk in a prompt character
field of six for the Vendor Code. Enter the Vendor Code and the
program will ask next for the invoice number.

After the printout is completed, the program will return to the
prompt:

```
                           Invoice F/M
        1-Add 2-Change 3-Delete 4-Move 5-Print
        #
```

4.10.5.4 Print Standard Invoice File

Invoices in the Standard Invoice File can listed completely or partially through this option. Press 4 and the next prompt will be:

```
    Print                                    Invoice F/M
    Print deleted 1-yes 0-no 2-Partial
    #
```

With a 1 for Yes Print Deleted Invoices, the deleted invoices will be printed out with list of invoices. With a 0 for No, the deleted invoices will not be included. With a 2 for Partial listing, the next instruction will be:

```
    Print                                    Invoice F/M
    Print deleted 1-yes 0-no 2-Partial
    2
            Starting Invoice
            Vendor # ******
```

The cursor will be on the first asterisk in a prompt character field of six for the Vendor Code. Enter the Vendor Code and the program will ask next for the invoice number.

After the printout is completed, the program will return to the prompt:

```
                         Invoice F/M
    1-Add 2-Change 3-Delete 4-Move 5-Print
    #
```

Press EScape to return to the General Ledger & Accounts Payable Menu.

4.11 Company name File Maintenance

The company name and address to appear as headings on the balance sheet, income statements and other reports and listings are entered through the Company Name File Maintenance program, along with some decisions which will affect the way the General Ledger operates.

Additionally, Accounts Payable information is entered through an option of the program, along with the Year-to-Date Journal Utilities.

Starting from the General Ledger & Accounts Payable Menu, Press 11, the following will be displayed with the prompt:

CURRENT   Company Name F/M
Field to Change (0 to Record) 12-prior month 13 AP info 14 YTD Jnl
##

    1. Company Name
    2. Address
    3. City, State, Zip

    4. Password

    5. Today's Date
    6. Start Date

    7. Audit Note

    8. Account Display on Entry   Y-N
    9. Beginning Inventory
   10. Add Other Income to Sales
       On % Income Statement Print   Y-N
   11. Checks Printed   Y-N

When entering information in this program for the first time,
start with Field 1 and enter the information and continue through
Field 12.   Enter the number for each field and follow the
instructions for each entry. As each field is completed, the
cursor will move back to the top of the screen. After the infor-
mation has been entered for each field, Press 00 to record.

Note the following limitations or explanations for each of the 12
fields:

1.   Company Name: You are limited to 30 characters with each
space or punctuation mark equal to one character.

2.   Address: The limit is 30 characters.

3.   City, State and Zip: The limit is 30 characters.

4.   Password: The use of the password was implemented in this
program as a security measure, to keep unauthorized persons from
getting into your computer records. For this example, we use the
password PASS (note all capital letters and no space, then press
Return.) You may keep this password or use your own, with your
only limit being eight characters or figures, with a space
counting as a character. Remember your password.

5.   Today's Date: The date is entered as month, day and year
(MM/DD/YY.)   An opportunity to set the day's date is provided at
the start each day of the General Ledger program. If for any
reason the date needs to be changed during the day, the date may
be changed through this program.

We feel that it is a good policy to start each day's activities by changing the day's date. This way, each time an entry is made or a report printed, it will carry that day's date. The program will insert the date automatically in each program, but the date may be changed for a specific entry by pressing ESCape to move the cursor to that field.

6.   Start Date: Start Date is the date your records start, generally the first day of the fiscal year.   This date is carried on some printed reports.

7.   Audit Note: Audit Note is limited to 79 characters and will print at the bottom of each page of the balance sheet and income statements.   This may be a statement that the report is an un-audited report or is confidential or something of that nature. An example would be:

    This report for internal use only

or:

    This is an unaudited statement for The Testing Company

You may position this statement on your page by adding spaces before the text.

8.   Account Display on Entry (Y-N):   In the various entry pro-grams, if you select the Yes response when you enter an account number, the program will display the account description.   This takes a moment for the program to search out the account number and description and then display that information on the screen.

We suggest that the Yes option be selected, at least until you feel comfortable with the program.   Later the selection can be changed to No.   With the "No" option, the program, after the account number is entered, will simply verify that that account number exists and will continue.   Speed can be gained in the operation of the General Ledger Program by using the No option.

9.   Beginning Inventory: The limit for this figure is 10 spaces and should indicate the beginning inventory for your fiscal year. If you do not enter a beginning inventory amount, your cost of sales will be off by the amount of your beginning inventory. Your beginning inventory figure should be adjusted at the begin-ning of your fiscal year.

10. Add Other Income to Sales on % Income (Y-N): A Yes option will do as the statement provides.   As an example, if you want interest earned to be included in sales total, you would select the Yes option. The No option will leave the percentage column blank for that notation and figure other percentages without that amount.

11. Checks Printed (Y-N): Before selecting the Yes option, be sure that the information you want to be printed on the checks will fit the proper spaces on the check. The program may need to be adapted to fit your check forms or you may order checks to fit the program. This option will tell the printer to print checks as you make entries in the Cash Disbursements Journal. Be sure that you have tractor feed checks for your printer if you select the Yes option. A No option simply ignores that available function of the program.

This program was written to use the NEBS general purpose check. Other types of checks may require some program modifications. If you do not feel competent to make these changes, we suggest that you find someone familiar with programming to make the modifications or contact Micro Mike's Inc. The changes can be made for a nominal fee.

When the appropriate data or responses are entered, press 00 to record. The program will return automatically to the General Ledger Menu.

12. Prior Month: Through this option, the operator can select a prior month to make changes in the company name file for that that month. Press 12 and the following will be displayed:

```
     CURRENT          Company Name F/M
  Enter 0=Current 1-12 prior month 13=other
```

13. Accounts Payable Information: Before the Accounts Payable can be operated, the programs need to have some basic information, such as the checking account and payable account numbers. This also designates whether accounts payable information is to be posted to the General Ledger or not. If discounts are used, a Discounts Earned Account must be designnated. With a 13 for Accounts Payable Information response, the following will be displayed:

```
                    A/P Information
        Field to change (0 to Record)
        #
```

1.	Company Name	The Testing Company
2.	Post to G/L YN	Y
3.	Take Discount YN	Y
4.	Today's Date	08/01/84
5.	Checking Account	1100
6.	Payables Account	2001
7.	Discount Account	3325

14. Year-to-Date Journal Utilities:

Utilities or programs to clear the Year-to-Date Journal, relink the records in the event of problems, start beginning balances and edit journal records are provided through this option.

Press 14 and the following prompt will be displayed:

YTD journal utilities
1 clear YTD journal 2-relink YTD journal 3-grab begin balances 4-edit
#

At the beginning of a new fiscal year, the Year-to-Date Journal
will need to be cleared. Press 1 and the program will ask next:

YTD journal utilities
Enter clear code 'CLR'
***

Enter CLR (note all capital letters.) After a moment, the
program will flash a message:

FILE CLEARED

The program will return to the Company Name File Maintenance
mask.

As the Year-to-Date Journal is added to each month, the program
builds a link file to speed up the print process. Should this <---
link file get messed up for one reason or another, the relink
option can be run. Press 2 and the prompt will be:

YTD journal utilities
Enter relink code 'REL'
***

WARNING THIS WILL NOT RELINK INTO CORRECT DATE ORDER

If in this option by mistake, press ESCape to return to the first
prompt. If the journal is to be relinked, enter REL (note all
capital letters.) A series of numbers will be displayed above
the warning message indicating the progress of the program. At
the end of the operation, the program will flash a message that
it is completed and return to the Company Name File Maintenance
program.

At the beginning of the new fiscal year, the Grab Beginning
Balances option will plug beginning balances into the Account
Files. Press 3 and the next prompt will be:

YTD journal utilities
Enter grab code 'GRA'
***

THIS OPTION MOVES CURRENT G/L YTD AMOUNTS TO BEGINNING BALANCES

Enter GRA (note all capital letters.) After the process is
completed, the program will return to the Company Name File
Maintenance program.

To edit records in the Year-to-Date Journal, press 4. The following will be displayed:

<pre>
                    YTD journal utilities
      Edit 1-check 2-deposit 3-payable 4-general entry
      #
</pre>

                                                        1607 MAX RECORDS

Enter the number for the type record to be edited. The following will be displayed:

<pre>
                    YTD journal utilities
      Start with what record in file 1-all
      ######
</pre>

                                                    1607 MAX RECORDS

<pre>
         Record #
      1. Description
      2. Date
      3. Number
      4. Account
      5. Check account
      6. Amount
</pre>

      If dates are changed, you may wish to run journal sort.   <----
      If Account numbers are changed, you must run YTD sort
      for both account numbers.

Enter the record number start the search or 1 for the beginning of the file. The next prompt will be:

<pre>
                    YTD journal utilities
      Enter check\deposit etc. number 0-all
      ######
</pre>

                                                    1607 MAX RECORDS

Enter the check or deposit number, payable purchse order number or general journal number. The program will search from the designated record number forward. When the program locates that record or the first record according to the figures given, it will be displayed with a prompt as follows:

YTD journal utilities
Field to change 0-record 7-skip
#

1607 MAX RECORDS

```
Record #        763
1. Description      Shop Supplies
2. Date            04/09/84
3. Number          1001
4. Account         4310
5. Check account   1100
6. Amount                295.36
```

If this is the record, enter the number of the field to be changed and the cursor will go to that prompt character field. If the field is not filled, press Return. The cursor will go back to the prompt Field to change. If a change is made, be sure to press 0 to Record. A 7 response will skip that record and go on to the next. Press ESCape to end the process. The program returns to Company Name File Maintenance.

After using this program, the account number or numbers should be sorted through the Journal Sort program, Option 38.

4.12 Custom Print File Maintenance

Before a customized financial report can be produced through Option 21, Custom Print, a file containing line-by-line instructions must be first created. Once established, the instruction file can be adjusted by adding, changing or deleting lines. This file maintenance program only sets the form. Data to be uses is designated during the custom print program.

The variety of reports is limited essentially by the amount of data available. Use of this option and Option 21 assumes a certain degree of sophistication in accounting on the part of the user.

Through a series of codes to designate specific functions, the user can enter headings and subheadings under which accounts can be accumulated, totaled, and subtracted.

The company name and address as contained in the Company Name File is printed on each report along with the day's date.

Starting from the General Ledger & Accounts Payable Menu, Press 12 and the following will be displayed:

Enter file name
*****

CODE DESCRIPTION   ACCT ACCT ACCT ACCT ACCT   1 2 3 4 5

CODE DESCRIPTION   ACCT ACCT ACCT ACCT ACCT   1 2 3 4 5

When designing a new report, select a file name of one to
four characters which may be numbers or capital letters. No
spaces may be used between characters; Punctuation marks also
should not be used. When this file is created, it will be found
in the catalog of the data segment preceeded by CP and the
company number.

Enter the file name. If a name is entered for a new report and
the first prompt does not ask for a description, either an
existing report has been selected or a reserve word has been
encountered. Press ESCape and enter a new name.

4.12.1 Create Custom Report File

When a new report file is created, the program will ask for a
report description and the default headings for four columns.
While the user will have the opportunity to changes these when
printing the file under Option 20, these designations should be
descriptive enough so that the file can be identified later.

With a new report, the first prompt will be:

Enter report description
****

Enter the title or description of the report. The limit is 30
characters. If the prompt character field is not filled, press
Return. The next prompt will be:

Enter column one default heading
****

Enter the column heading and the program will ask next for
the column two default heading, then headings for columns three
and four. After the last column heading is entered, the
program will display the following at the top of the screen:

H-heading L-line feed P-page O-zero total U-underline T-print total %-100=total
S-sum print accts A-print acct C-accumulate acct N-print number M-add number

As lines are entered, the list will scroll off the top of the
screen. The list can be displayed any time during the use of
this program by entering a question mark (?) when the cursor is
on the asterisk for Code Description.

The following are brief explanations or descriptions of each of the codes:

```
A - Account Name Printed designates that each account will
      be printed with the description used in the Chart of
      Accounts.
C - accumulate for total only, will not print names or
      amounts
H - a heading or description, limit 30 spaces
L - blank line printed
M - add number to total ########, with the number to be
      added to the previous total.
N - print a number ######## to be printed with a
      subheading or description, limit 20 spaces
P - Page End for form feed.
S - sum print with a heading, limit 20 spaces
T - print total with a heading, limit 20 slpaces
U - an underline, 30 spaces, user defined character
O - total zeroed
```

The program also will accept the following characters:

```
- (hyphen) to designate a range of accounts or to designate
      a minus or subtraction function.
, (comma) to separate single accounts or two or more ranges
      of accounts.
+ (plus sign) to designate addition function.
```

When creating a new file, the program will keep track of the line numbers. After the description and default column headings are entered, the cursor will be on the asterisk at the bottom of the screen for the Code Description character:

```
    *
CODE DESCRIPTION                    ACCT ACCT ACCT ACCT ACCT    1 2 3 4 5
```

Enter the code and the description will be displayed or a prompt character field will be displayed for a description or heading.

The codes fall into the following categories:

L for Line Feed and P for Page End are for spacing and appearance. Most printers are set for six lines per inch, printing 66 lines on an 11-inch page. The program counts lines as they are being printed and will print 59 lines per page, including the company name. This leaves a top margin of three lines and a bottom margin of four lines.

H for Heading will print a heading only which is limited to 30 character, while U for Underline will produce a series of characters, usually dashes or hyphens (-----) or equal signs (=====). Any character can be used, however.

A for Account Name Printed, C for Accumulate Accounts only and S for Sum Print will ask for a series of accounts, while and T for Print Totals will ask for a description only.

M for Add an Amount to figure will ask for dollar amounts to be added to a total and N for Print number will ask for dollar amounts which may or may not be added to a total.

The codes will be displayed as follows:

```
    A       ACCOUNT NAME PRINTED        ####
CODE DESCRIPTION                        ACCT ACCT ACCT ACCT ACCT     1 2 3 4 5
```

The cursor will be on the first # sign. Enter the account number and the cursor will be on a question mark. If only one account is to be handled by this function, press Return. The cursor will move to a question mark (?) over the number 1.

The figures 1 through 5 at the right end of the line represent five columns or levels for totals. Although the figures are printed in a single column, this permits the user to designate accumulated totals for later manipulation.

A series of account numbers can be delineated with commas. For example, should we want these three account names printed, we would enter them as follows:

```
    A       ACCOUNT NAME PRINTED        1100,1105,1190               +
CODE DESCRIPTION                        ACCT ACCT ACCT ACCT ACCT     1 2 3 4 5
```

To enter a range of accounts (all of the accounts between certain numbers) enter the first account number, then a hyphen and the last account number as follows:

```
    A       ACCOUNT NAME PRINTED        1100-1105
CODE DESCRIPTION                        ACCT ACCT ACCT ACCT ACCT     1 2 3 4 5
```

Note that all three types of entries can be combined in any order and can be extended to additional lines. End the line with a comma or a dash. On the next line, start with the same code and continue.

```
    C       ACCUMULATE ONLY             ####?####?####?####?####     ? ? ? ? ?
CODE DESCRIPTION                        ACCT ACCT ACCT ACCT ACCT     1 2 3 4 5


    H    ********************************
CODE DESCRIPTION                        ACCT ACCT ACCT ACCT ACCT     1 2 3 4 5


    L  blank line printed
CODE DESCRIPTION                        ACCT ACCT ACCT ACCT ACCT     1 2 3 4 5


    M  ADD NUMBER TO TOTAL ON######## ######## ######## ########? ? ? ? ?
CODE DESCRIPTION                        ACCT ACCT ACCT ACCT ACCT     1 2 3 4 5
```

```
      N  ********************   ######### ######### ######### #######?  ?  ?  ?  ?
   CODE DESCRIPTION ··                    ACCT ACCT ACCT ACCT ACCT    1  2  3  4  5


      P  page end
   CODE DESCRIPTION                       ACCT ACCT ACCT ACCT ACCT    1  2  3  4  5


      S  *******************             ####?####?####?####?####?    ?  ?  ?  ?  ?
   CODE DESCRIPTION ··  ··                ACCT ACCT ACCT ACCT ACCT    1  2  3  4  5


      T  *******************                                          ?  ?  ?  ?  ?
   CODE DESCRIPTION ··   ··               ACCT ACCT ACCT ACCT ACCT    1  2  3  4  5


      U  ****************************                                 
   CODE DESCRIPTION        ··             ACCT ACCT ACCT ACCT ACCT    1  2  3  4  5


      0  total zeroed                                                 ?  ?  ?  ?  ?
   CODE DESCRIPTION                       ACCT ACCT ACCT ACCT ACCT    1  2  3  4  5
```

As a way of explanation, we will create a file for a balance sheet. The file will be called BAL1, the title or description will be Balance Sheet, and the column headings will be Beginning, YTD, Difference and Difference. The file, when printed out, will appear as follows:

```
BAL1 REPORT
 1              Balance Sheet        Beginning          YTD
 2                                   Difference      Difference
 3    H  ASSETS                                                    T>        <
 4    H     Current Assets                                         T>        <
 5    A         ACCOUNT NAME PRINTED    1100-1165                  T>++      <
 6    U     ------------------------------                         T>        <
 7    T  TOTAL CURRENT                                             T>+       <
 8    L  blank line printed                                        T>        <
 9    H  Fixed Assets                                              T>        <
10    A         ACCOUNT NAME PRINTED    1200-1299                  T>+ +     <
11    S  Less Depreciation              3200-3299                  T>- -     <
12    U     ------------------------------                         T>        <
13    T     TOTAL FIXED                                            T>  +     <
14    L  blank line printed                                        T>        <
15    H     Other Assets                                           T>        <
16    A         ACCOUNT NAME PRINTED    1300-1499                  T>+  +    <
17    U     ------------------------------                         T>        <
18    T     TOTAL OTHER                                            T>    +   <
19    L  blank line printed                                        T>        <
20    T  TOTAL ASSETS                                              T>+       <
21    L  blank line printed                                        T>        <
22    L  blank line printed                                        T>        <
23    0  total zeroed                                              T> +++    <
24    H  LIABILITIES                                               T>        <
25    H     Current Liabilities                                    T>        <
26    A         ACCOUNT NAME PRINTED    2000-2199                  T> +  +   <
27    U     ------------------------------                         T>        <
28    T     TOTAL CURRENT                                          T> +      <
29    L  blank line printed                                        T>        <
30    H  OTHER LIABILITIES                                         T>        <
```

```
31  A           ACCOUNT NAME PRINTED        2200-2399           T>  + +<
32  U   -----------------------------                           T>    <
33  T   TOTAL OTHER                                             T>  + <
34  L   blank line printed                                      T>    <
35  T   TOTAL LIABILITIES                                       T>   +<
36  L   blank line printed                                      T>    <
37  L   blank line printed                                      T>    <
38  H   EQUITY                                                  T>    <
39  A           ACCOUNT NAME PRINTED        2500-2599           T>   ++<
40  O   total zeroes                                            T>+++  <
41  C           ACCUMULATE ONLY             3000-3199,3300-3399 T>+  ++<
42  C           ACCUMULATE ONLY             4000-9999           T>-  --<
43  T   CURRENT EARNINGS                                        T>+    <
44  U   -----------------------------                           T>    <
45  T   TOTAL EQUITY                                            T>  + <
46  L   blank line printed                                      T>    <
47  T   TOTAL EQUITY & LIAB.                                    T>   +<
```

After the last line is entered, press ESCape. The program will return to the General Ledger & Accounts Payable Menu.

4.12.2 Custom Report File Changes

Once established, the contents of a custom report file can be printed out or lines within an established report may be added, changed or deleted. When starting this option, first print out the file for reference. The first prompt will be:

    Enter file name
    ******

After the file name is entered, the next prompt will be:

    1-Print 2-Change 3-Add 4-Delete
    #

With a 1 for Print response, the printer will be activated. Be sure the printer is turned on and is on line. Note that the lines are numbered and it is by line number that the file is modified. After the printout is completed, the cursor will return to the top of the screen and the prompt 1-Print, etc.

If a line is to be changed, when the line number is entered, the program will display that line for comparison. **Lines 1 and 2 of the file cannot be changed.** Modifications to a file should be made from the bottom of the file up, making line changes first and then deleting unwanted lines. Print out the file again before adding any lines. Additions also should be made from the bottom up.

For purposes of explanation, we are going to modify the file which we created for Section 4.12.1. We will assume that the file has been printed. We are going to change two lines so that we will accumulate some cash accounts and some asset accounts under designated heading. We will insert a line so that assets appear on one and equity and liabilities on page 2, and we will delete a line.

To Change a Line, press 2. The next prompt will be:

    Which line (File record #)
    ###

Enter the number of the line to be changed and that line will be displayed on the screen. The cursor will be on the asterisk above Code Description. Enter the new line. NOTE: Lines 1 and 2 cannot be changed. After the line is changed, the cursor will return to the top of the screen and the prompt 1-Print, etc.

    *
    CODE DESCRIPTION   ACCT ACCT ACCT ACCT ACCT   1 2 3 4 5

    *
    CODE DESCRIPTION   ACCT ACCT ACCT ACCT ACCT   1 2 3 4 5

To Add a Line, press 3 and the next prompt will be:

    After which line (File record #) 0-End of file
    ###

Enter the line number after which the new lines is to appear. The cursor will go to the asterisk above Code Description for the new line. Enter the new line:

    *
    CODE DESCRIPTION   ACCT ACCT ACCT ACCT ACCT   1 2 3 4 5

The cursor will return to the top of the screen and the prompt 1-Print, etc.

To Delete a Line, press 4 and the next prompt will be:

    Delete which line (File record #)
    ###

Enter the number of the line to be deleted and that line will appear at the bottom of the screen and the prompt will be:

    Correct record? 1-yes 0-no
    #

    *
    CODE DESCRIPTION   ACCT ACCT ACCT ACCT ACCT   1 2 3 4 5

Inspect the line. If it is not the line to be deleted, press 0 for No. If it is the line to be deleted, press 1 for Yes. In either case, the cursor will return to the top of the screen and the prompt 1-Print, etc.

After the last change is made, press ESCape. The program will return prompt:

       Enter file name
       ****

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.13 File Create & Inquire

Files for the General Ledger & Accounts Payable programs are created through this program, which also permits expanding file sizes within the limits of the data area.

Additionally, an operator may check on the status of the data files at any given time.

Starting from the General Ledger & Accounts Payable Menu, Press 13 the following will be displayed but without numbers. It will take the program several moments before the file sizes are displayed. The first prompt will be:

       G/L & A/P Create & Inquire
1-Menu 2-Change file size
#

                                          256 Byte Blocks in use 6970

	General Ledger	in use	max			YN	
1.	Accounts	119	200	2.	Prior MTD	YN	Y
3.	Payees	76	125	4.	Budget	YN	Y
5.	Profit Centers	0	20				
6.	Check Journal Records	102	1203	7.	Temporary	YN	Y
8.	Deposit Journal Records	4	305	9.	Temporary	YN	Y
10.	Payable Journal Records	67	1203	11.	Temporary	YN	Y
12.	General Journal Records	15	305	13.	Temporary	YN	Y
14.	Standard Journal Records	100	300	15.	Sort Jnls	YN	Y
16.	Y.T.D. Journal Records	2800	1507				

	Accounts Payable		
17.	Vendors	40	120
18.	Open Invoices	135	605
19.	Check Print File	0	105
20.	History	0	605
21.	Standard Invoices	0	24

If creating files for the first time, please refer to Section 3.5, File Create.

With a 1 for Menu response, the program will return automatically
to the General Ledger & Accounts Payable Menu.

With a 2 for Change File Size response, the next prompt will be:

                    G/L & A/P Create & Inquire
        0-create files 1-21 Change
        #

Before changing a file size, the operator should know how much
space is available. There mmust be room for the new file. The
program will create the new file the size designated and then
destroy the old file.

To change a file size, or change the usage of the budget,
temporary and sort functions, enter the field number. The
program will add another line to the display:

                    G/L & A/P Create & Inquire
        0-create files 1-21 Change
        #

                                            256 Byte Blocks in use 6970
                                            256 Byte Blocks in use 6970
        General Ledger   in use   max

The cursor will go to the first # sign in the prompt character
field. Enter the new size. The program will calculate the
number of 256 byte blocks and display that number in the second
line.

After any changes are made, be certain to press 0 and Return (or
00) to create the additional blank records for those files.
After the create operation is completed, the program will return
automatically to the General Ledger & Accounts Payable Menu.

4.14 Account Combiner

Two accounts within the Chart of Accounts can be combined into
one account through this option. The program also will make
changes in all of the journals. The amount of time required to
combine two accounts will depend upon the number of entries in
the journals.

Starting from the General Ledger & Accounts Payable Menu, press
14, and the following will be displayed:

                    Account combiner
        Account to combine to
        ####

        This option will combine two accounts into one.
        Make sure the accounts are correct as it is impossible to reverse.

Enter the account number which is to include the balaces. That
account will be displayed with its description and beginning of
the month and month-to-date balances and a prompt as follows
next prompt will be:

                        Account combiner
Correct account 1-yes 0-no
#

     3040   Service   28,007.25   14,995.01

This option will combine two accounts into one.
Make sure the accounts are correct as it is impossible to reverse.

With a 0 for No, the program will ask again for the account
number to combine to. With a 1 for yes, the next prompt will be:

                        Account combiner
Account to delete
####

     3040   Service   28,007.25   14,995.01

This option will combine two accounts into one.
Make sure the accounts are correct as it is impossible to reverse.

Enter the number of the account to be deleted and that account
will be displayed with the prompt:

                        Account combiner
Correct account 1-yes 0-no
#

     3040   Service   28,007.25   4,995.01

     3090   Nat'l Service   9,781.00   1,054.45

This option will combine two accounts into one.
Make sure the accounts are correct as it is impossible to reverse.

With 0 for No response, the program will ask again for the
account number. With a 1 for yes, the program will search
through all of the files and change number of the delected
account to the number it was combined to. After the process is
completed, the program will return to the General Ledger &
Account Payables Menu.

4.15 Accounts Print

A list of the accounts within the Chart of Accounts, arranged in order of assets, liabilities, equity, income, cost of sales and expense accounts can be printed out on paper or displayed on the screen.

Starting from the General Ledger & Accounts Payable Menu, Press 15 and the program will ask:

                Chart of Accounts for The Testing Company
        1-Printer 0-CRT
        #

Before pressing 1 for Printer, be sure the printer is turned on and is on line.

With a 0 for Screen display, the accounts will be displayed in two columns on the screen with the prompt:

        Press any key to continue

After the printout or the screen display is completed, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.16 Check Journal Print

A listing checks in the check journal can be displayed on the screen or printed out on paper through this option. The informmation can include detail of the check or check totals only.

The operator also has the option of starting at a specifc check number, of printint out checks from one account only or from all accounts.

The check journal initially is a sequential file, that is records appear in the file in the order in which they are entered. The file can be sorted through Option 38, Journal Sort, in which the checks will be arranged by check number.

Starting from the General Ledger & Accounts Payable Menu, Press 16 and the following will be displayed:

                Disbursements Journal Print
        0-Current month 1-Temporary file 2-YTD journal
        #

Enter 0 for the current month, 1 for a listing of the temporary file or 2 for all of the disbursements in the Year-to-Date Journal. The next prompt will be:

                        Disbursements Journal Print
    0-CRT 1-Printer
    #

With a 0 for CRT response, the information will be displayed on
the screen. With a 1 for Printer response, the journal will be
printed out on paper. Enter 0 or 1 and the program will ask
next:

                        Disbursements Journal Print
    Checking account 0-all
    ####

If only one checking account is wanted, enter that number or
enter 0 and Return for all of the accounts. The next prompt will
be:

                        Disbursements Journal Print
    Starting check # 0-all
    ######

Enter the starting check number or 0 for all. Of 0 for CRT was
selected earlier, the informmation will appear on the screen. If
1 for Printer was selected, the printer will be activated.

After the printouts are completed, the program will return
automatically to the General Ledger & Accounts Payable Menu.

4.17 Deposit Journal Print

A listing checks in the deposit or cash receipts journal can be
displayed on the screen or printed out on paper through this
option. The informmation can include detail of the deposits or
deposit totals only.

The operator also has the option of starting at a specifc deposit
number, of printing out deposits for one checking account only or
for all checking accounts.

The deposits journal initially is a sequential file, that is
records appear in the file in the order in which they are
entered. The file can be sorted through Option 38, Journal Sort,
in which the checks will be arranged by deposit number.

Starting from the General Ledger & Accounts Payable Menu, Press
17 and the following will be displayed:

                        Receipts Journal Print
    0-Current month 1-Temporary file 2-YTD journal
    #

Enter 0 for the current month, 1 for a listing of the temporary
file or 2 for all of the disbursements in the Year-to-Date
Journal. The next prompt will be:

                    Receipts Journal Print
    0-CRT 1-Printer
    #

With a 0 for CRT response, the information will be displayed on
the screen. With a 1 for Printer response, the journal will be
printed out on paper. Enter 0 or 1 and the program will ask
next:

                    Receipts Journal Print
    Checking account 0-all
    ####

If only one checking account is wanted, enter that number or
enter 0 and Return for all of the accounts. The next prompt will
be:

                    Receipts Journal Print
    Starting deposit # 0-all
    ######

Enter the starting check number or 0 for all. Of 0 for CRT was
selected earlier, the informmation will appear on the screen. If
1 for Printer was selected, the printer will be activated.

After the printouts are completed or all of the information has
been displayed on the screen, the program will return
automatically to the General Ledger & Accounts Payable Menu.

4.18 Payable Journal Print

A listing checks in the invoices in the payables journal can be
displayed on the screen or printed out on paper through this
option. The informmation can include detail of the purchase
orders or purchase order totals only.

The operator also has the option of starting at a specifc
purchase order of printing out from one accounts payable account
or from all accounts payable accounts.

The payables journal initially is a sequential file, that is
records appear in the file in the order in which they are
entered. The file can be sorted through Option 38, Journal Sort,
in which the payable will be arranged by purchase order number.

Starting from the General Ledger & Accounts Payable Menu, Press
18 and the following will be displayed:

                    Payable Journal Print
    0-Current month 1-Temporary file 2-YTD journal
    #

Enter 0 for the current month, 1 for a listing of the temporary
file or 2 for all of the disbursements in the Year-to-Date
Journal. The next prompt will be:

                         Payable Journal Print
     0-CRT 1-Printer
     #

With a 0 for CRT response, the information will be displayed on
the screen. With a 1 for Printer response, the journal will be
printed out on paper.   Enter 0 or 1 and the program will ask
next:

                         Payable Journal Print
     Payable account 0-all
     ####

If only one checking account is wanted, enter that number or
enter 0 and Return for all of the accounts. The next prompt will
be:

                         Payable Journal Print
     Starting P.O. # 0-all
     ######

Enter the starting Purchase Order number or 0 for all purchase
Orders. The next prompt will be:

                         Payable Journal Print
     0-account detail 1-P.O. totals only
     #

Enter 0 if account details are wanted or 1 if only Purchase Order
totals are wanted.   If 0 for CRT was selected earlier, the
informmation will appear on the screen. If 1 for Printer was
selected, the printer will be activated.

After the printouts are completed or all of the information has
been displayed on the screen, the program will return
automatically to the General Ledger & Accounts Payable Menu.

4.19 General Journal Print

A listing of the General Journal entries in the current file,
temporary file or Year-to-Date Journal can be displayed on the
screen or printed out on paper through this option.

Starting from the General Ledger & Accounts Payable Menu, Press
19 and the following will be displayed:

                         General Journal Print
     0-Current month 1-Temporary file
     #

                         General Journal Print
     0-CRT 1-Printer
     #

After the printouts are completed, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.20 A/P Check Print

Once invoices are designated for payment by the operator through the move option in Invoice File Maintenance, Option 10, the checks are printed through this program.

Starting from the General Ledger & Accounts Payable Menu, Press 20 and the following will be displayed:

              Check Printer   08/09/84
  1-One 0-all vendors
  #

Enter 1 one if a check or checks are to be printed for only one vendor. Enter 0 for all vendors. The next prompt will be:

              Check Printer   08/09/84
  1-Check for each invoice 2-Check each vendor
  #

This prompt asks the operator to designate whether the program will print one check for each invoice or one check to cover one or more invoices for each vendor. The program will ask next:

              Check Printer   08/09/84
  Starting Check #
  ######

Enter the next check number and the next prompt will be:

              Check Printer   08/09/84
  Post check to G/L 0-no 1-direct 2-to temporary
  #

With a 0 for No response, the general ledger will not be affected. With a 1 for Direct response, the program will make journal entries in the current journals, with a 2 for Temporary, the entries will be written into the temporary journals. The next instruction will be:

              Check Printer   08/09/84
  Discount date
  MM/DD/YY

This is the date for which the program will search, selecting all of those invoices with dates on or before the date entered. After the date is entered, the first check will be printed. The program will stop with the prompt:

              Check Printer   08/09/84
  Check ok 1-yes 0-no reprint
  #

Inspect the check in the printer. If it is aligned properly, press 1 for Yes and the rest of the checks will be printed. If the checks needs to be realigned, make the adjustments and press 0 for No, Reprint. The program will increment the starting check number by one, print the first check and ask again if the check is okay.

After the checks are printed, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.21 Custom print

Once the form of a custom report has been established through Option 12, that report can be printed out in a variety of ways, with one to four columns and using selected data from the files. Data can be combined, compared, differences noted, percentages given, and multiplied or divided by factors.

Although a report title or description and column headings appear in the report file, these can be changed at this time.

Starting from the General Ledger & Accounts Payable Menu, press 21 and the following will be displayed with the prompt:

```
                    SPECIAL REPORT
    Enter file name
    ****

    TITLE
    COLUMNS
    SELECTION
```

Enter the file name and the next prompt will be:

```
                    SPECIAL REPORT
    0-Print all lines 1-skip zero lines
    #
```

If all of the lines of the report are to be printed, select 0. With a 1 to skip zero lines, the program will not print those lines. Enter a 0 or a 1 and the default report title or description will be displayed with the prompt as as follows:

```
                    SPECIAL REPORT
    Enter title ESC to retain.
    ********************************

    TITLE                        Comparative Balance Sheet
    COLUMNS
    SELECTION
```

Press escape to retain this title or enter a new title. The program will display three lines of options at the bottom of the screen and ask next:

```
COLUMN 1          SPECIAL REPORT
Enter option - for column
##

TITLE                      Comparative Balance Sheet
COLUMNS
SELECTION

Column print options:

0-nothing 1-current MTD 2-current YTD 3-prior MTD 4-prior YTD 5-budget
6-budget/12#mo 7-beginning of year 8-%of column 9-col.(-)col. 10-col.(+)col.
11-col.(+)col.(+)col. 12.-col.(x)factor 13-col.(/)factor
```

Enter the option number for Column 1 from list of options
displayed at the bottom of the screen. These can be described as
follows:

```
0  - Nothing will leave that column blank.  If the column
       heading is not to be printed, be sure to press the
       space bar once and Return when that prompt appears.
1 - Current Month-to-Date
2 - Current Year to Date
3 - Prior Month-to-Date,  which can be any month for which
       there are data.
4 - Prior Year-to-Date
5 - Budget
6 - Budget  divided  by 12 and multiplied by the  number  of
       the month, or Year-to-Date.
7 - Beginning of the year balances
8 - A percent of a column
9 - Column minus another column
10 - Column plus another column
11 - column plus a column plus a third column
12 - column times a factor
13 - column divided by a factor
```

Enter the option and the program will display the default heading
for Column 1 and the prompt:

```
COLUMN 1          SPECIAL REPORT
Enter Column heading ESC to retain
************
. . . . . . . . . .
TITLE                          Comparative Balance Sheet
COLUMNS          Beginning
SELECTION
```

Press ESCape to retain the default heading or enter a new
heading. The next prompt will be:

```
COLUMN 2            SPECIAL REPORT
Enter option - for column
##
```

```
TITLE                        Comparative Balance Sheet
COLUMNS            Beginning
SELECTION                    7
```

Notice that the selection is now displayed for Column 1 and the process will be repeated for Column 2. Enter the option for Column 2 and the program will display the default column heading and the prompt:

```
COLUMN 2            SPECIAL REPORT
Enter Column heading ESC to retain
************
```

```
TITLE                        Comparative Balance Sheet
COLUMNS            Beginning              YTD
SELECTION                    7
```

The process is repeated until all four columns are designated. Column 4 in the following example is to be blank.

At this point, the program will checks the four columns and load into memory the needed data, or determine if it needs further data. This process will take a minute or two and the user **must read and follow the prompts** as the additional information is requested. For example, if a prior month is requested in Column 1, the program will prompt:

```
COLUMN 3            SPECIAL REPORT
Enter month 1-12
##
```

A factor could be requested as follows:

```
COLUMN 3            SPECIAL REPORT
Enter factor
#######
```

After all of the information has been assimilated by the program, the printer will be activated. When the printout is completed, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.22 Check Cross Reference Print

A sequential listing of all of the account numbers in the check journal is produced through this print program for cross reference. With each account number, the program also will print a total for that account number. This information may be displayed on the screen or printed out on paper.

Starting from the General Ledger & Accounts Payable Menu, Press 22 and the following will be displayed:

                        Check cross reference
        0-CRT 1-Printer
        #

After the printout is completed or all of the information has been displayed on the screen the program will return automatically to the General Ledger & Accounts Payable Menu.

4.23 Deposit Cross Reference Print

A sequential listing of all of the account numbers in the deposit journal is produced through this print program for cross reference. With each account number, the program also will print a total for that account number. This information may be displayed on the screen or printed out on paper.

Starting from the General Ledger & Accounts Payable Menu, Press 23 and the following will be displayed:

                        Deposit cross reference
        0-CRT 1-Printer
        #

After the printout is completed or all of the information has been displayed on the screen, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.24 Payable Cross Reference Print

A sequential listing of all of the account numbers in the payables journal is produced through this print program for cross reference. With each account number, the program also will print a total for that account number. This information may be displayed on the screen or printed out on paper.

Starting from the General Ledger & Accounts Payable Menu, Press 24 and the following will be displayed:

                        Payable cross reference
        0-CRT 1-Printer
        #

After the printout is completed or all of the information has been displayed on the screen the program will return automatically to the General Ledger & Accounts Payable Menu.

4.25 Year to Date Journal Print

A listing of all of the entries in the Year-to-Date Journal or just the listings for single accounts within the journal can be produced by this program. If a full listing is requested, at the end of the printout the program also will print a table of contents and a cover page.

Starting from the General Ledger & Accounts Payable Menu, Press 25 and the following will be displayed:

                    YTD Journal Print
        0-CRT 1-Printer
        #

Enter 0 if the information is to be displayed on the screen; a 1 for printer will activate the printer. The next prompt will be:

                    YTD Journal Print
        Print 1-one 0-all accounts
        #

A 0 for All Accounts response will direct that the entire file will be displayed or printed out. With a 1 for Pring One Account, the program will direct:

                    YTD Journal Print
        Enter account #
        ####

Enter the account number and activity for that account will be displayed or printed out. The program will return to the Enter Account Number prompt.

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.26 Ledger Activity Print

A Ledger Activity Summary for the current month showing the beginning balance for the month, all activity associated with that account and an ending balance is produced by this program, either on the screen or on paper. The operator has the option of printing all of the accounts or selected accounts.

Starting from the General Ledger & Accounts Payable Menu, Press 26 and the first prompt will be:

                    Ledger Activity Summary
        Print 1-one 0-all accounts
        #

Enter 1 for One Account is invidual accounts are to be viewed
or 0 for All Accounts. With either selection, the program will
sort through the journals. The amount of time that this will
take will depend upon the number of entries in the journals. The
next prompt will be:

<div align="center">Ledger Activity Summary</div>

    0-CRT 1-Printer
    #

A 0 for CRT response will direct that the information be
displayed on the screen. With a 1 for Printer response, the
program will direct that the information be printed out on paper.

If 1 for one account was selected, the next prompt will be:

<div align="center">Ledger Activity Summary</div>

    Enter account number
    ####

After the information for that account is displayed or printed
out, the program will return to the Enter Account Number prompt.
Press ESCape to return to the General Ledger & Accounts Payable
Menu.

4.27 Trial Balance Print

A listing of all of the accounts within the Chart of Accounts
showing month-to-date and year-to-date balances and a crossfoot
is produced by this program, with the information being displayed
on the screen or printed out.

In addition to a trial balance for the current month, trial
balances for prior months can be run along with a budget and
beginning balances.

Starting from the General Ledger & Accounts Payable Menu, Press
27 and the following will be displayed:

<div align="center">Trial Balance</div>

    0-Current 1-12 prior month 14 budget & beginning balance
    ##

Enter a 0 for the current month, 1 through 12 for a prior month
or 14 for budget and beginning balances. The next prompt will
be:

<div align="center">Trial Balance</div>

    0-CRT 1-Printer
    #

A 0 for CRT response will display the information on the screen
and 1 for Printer will direct that the information be printed out
on paper.

After the printouts are completed or all of the information has been displayed on the screen, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.28 Balance Sheet Print

A Balance Sheet for the current month prior month for which there are data in the files can be produced by this program as well as comparative balance sheets which can compare any month. Balance sheets can be viewed on the screen or printed out on paper.

Starting from the General Ledger & Accounts Payable Menu, Press 28 and the following will be displayed:

                    Balance Sheet
        0-Regular Balance Sheet 1-Comparative
        #

A 0 for Regular Balance Sheet will produce a balance sheet for the current month or a prior month. A 1 for Comparative Balance Sheet will compare two months which will be selected later in the program.

The next prompt will be:

                    Balance Sheet
        0-CRT 1-Printer
        #

Enter 0 to view the balance sheet on the screen or a 1 to have the report printed out.

With a 0 for Regular Balance Sheet response, the next prompt will be:

                    Balance Sheet
        0-Current 1-12 prior month 14 beginning balance
        ##

With a 1 for Comparative Balance Sheet response, the next prompt will be:

                    Balance Sheet
        0-Current 1-12 prior month 14 beginning balance
        ##

This prompt asks for the month or beginning balances which will be printed in column 1. Enter the number and the next prompt will be:

        BUDGET+bb   Balance Sheet
        Comparison to 0-current 1-12 prior month 14 beginning balance
        ##

This is the month to which Column 1 will be compared. After the number is entered, the information will be displayed on the screen or printed out, after which the program will return automatically to the General Ledger & Accounts Payable Menu.

4.29 Income Statement Print

As many as eight income statements be produced through this program, depending upon the the number of data files available. These include (1) current Year-to-Date, (2) current Year-to-Date with percentages, (3) current Month-to-Date and Year-to-Date, and (4) current Month-to-Date and Year-to-Date with percentages.

Four other income statements will combine one month with another with and without percentages, a selected year-to-date with another year-to-date.

Starting from the General Ledger & Accounts Payable Menu, Press 29 and the following will be displayed:

                    Income Statement
        Enter option for print
        #

	Percent of	Column 1	Percent of	Column 2
1.				Current YTD
2.			%	Current YTD
3.		Current MTD		Current YTD
4.	%	Current MTD	%	Current YTD
5.		Choose MTD		Choose MTD
6.	%	Choose MTD	%	Choose MTD
7.		Choose YTD		Choose YTD
8.	%	Choose YTD	%	Choose YTD

Options 1 through 4 are straight forward, giving the operator the choice of viewing the income statements on the screen or printing the statements out. Options 5 through 8 will ask additional information. Enter the option number and the next prompt will be:

                    Income Statement
        Enter 0-CRT 1-Printer
        #

Enter 0 for CRT to display the information on the screen or 1 if the income statement is to be printed out. When Options 1 through 4 are selected, either the printer will be activated or the information will be displayed on the screen with the prompt:

        Press any key to continue

With Options 5 and 6, the program will ask next:

                         Income Statement
      Column 1 enter 0-current 1-12 prior month
      #

Enter 0 for the current month or 1 through 12 for a prior month.
The next prompt will be:

                         Income Statement
      Column 2 enter 0-current 1-12 prior month
      #

The program will pause for several moments and then activate the
printer or display the information on the screen.

With Options 7 and 8, the next prompt will be:

                         Income Statement
      Column 1 enter 0-current 1-12 prior month
      #

Enter 0 for the current month or 1 through 12 for a prior month.
The next prompt will be:

                         Income Statement
      Column 2 enter 0-current 1-12 prior month
      #

The program will pause for several moments and then activate the
printer or display the information on the screen.

After the income statement is displayed on the screen or the
printout is completed, the program will return automatically to
the General Ledger & Accounts Payable Menu.

4.30 Budget Statement Print

Three Budget Statements can be produced through this print
program including actual Month-to-Date and one-twelveth and the
difference, actual Year-to-Date budget with the number of the
month multiplied times one-twelthth of the budget and the
difference, and actual Year-to-Date with the budget and the
percent of budget. These statements can be viewed on the screen
or printed out on paper.

Starting from the General Ledger & Accounts Payable Menu, Press
30 and the following will be displayed:

                         Budget Statement
      Enter option for print
      #

           Column 1   Column 2   Column 3
      1.   M.T.D.   1/12 Budget   Difference
      2.   Y.T.D.   #/12 Budget   Difference
      3.   Y.T.D.   Budget   % of Budget

Enter the option for the type of statement and the next prompt will be:

                        Budget Statement
    0-CRT 1-Printer
    #

Enter 0 for CRT if the information is to be viewed on the screen or 1 for Printer for a printout. After the printout is completed, or the information has been displayed on the screen the program will return automatically to the General Ledger & Accounts Payable Menu.

4.31 Consolidated Statement Print

The Consolidated Statement print program will produce income statements for profit centers or divisions and is similar to the Income Statement print program.

Eight income statements can be produced through this program, depending upon the the number of data files available. The standard income statements include (1) current Year-to-Date, (2) current Year-to-Date with percentages, (3) current Month-to-Date and Year-to-Date, and (4) current Month-to-Date and Year-to-Date with percentages.

Four other income statements will combine one month with another with and without percentages, a selected year-to-date with another year-to-date.

Starting from the General Ledger & Accounts Payable Menu, Press 30 and the following will be displayed:

                    Income Statement
    Enter option for print
    #

	Percent of	Column 1	Percent of	Column 2
1.				Current YTD
2.			%	Current YTD
3.		Current MTD		Current YTD
4.	%	Current MTD	%	Current YTD
5.		Choose MTD		Choose MTD
6.	%	Choose MTD	%	Choose MTD
7.		Choose YTD		Choose YTD
8.	%	Choose YTD	%	Choose YTD

Options 1 through 4 are straight forward. Options 5 through 8 will ask additional information. Enter the option number and the next prompt will be:

                    Income Statement
    Enter 0-CRT 1-Printer
    #

Enter 0 for CRT to display the information on the screen or 1 if the income statement is to be printed out. When Options 1 through 4 are selected, either the printer will be activated or the information will be displayed on the screen with the prompt:

    Press any key to continue

With Options 5 and 6, the program will ask next:

                    Income Statement
        Column 1 enter 0-current 1-12 prior month
        #

Enter 0 for the current month or 1 through 12 for a prior month. The next prompt will be:

                    Income Statement
        Column 2 enter 0-current 1-12 prior month
        #

The program will pause for several moments and then activate the printer or display the information on the screen.

With Options 7 and 8, the next prompt will be:

                    Income Statement
        Column 1 enter 0-current 1-12 prior month
        #

Enter 0 for the current month or 1 through 12 for a prior month. The next prompt will be:

                    Income Statement
        Column 2 enter 0-current 1-12 prior month
        #

The program will pause for several moments and then activate the printer or display the information on the screen.

After the income statement is displayed on the screen or the printout is completed, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.32 Source & Use Statement Print

The Source and Use Statement shows changes in cash accounts from <---
beginning balances or a prior month to the current month.

Starting from the General Ledger & Accounts Payable Menu, Press
32 and the following will be displayed:

                        Source & Use of Funds
     0-CRT 1-Printer
     #

The next prompt will be:

                        Source & Use of Funds
     0-Current 1-12 prior month
     ##

Enter 0 for the current month or the number of the month for a
prior month.

After the printout is completed, the program will return to the
General Ledger & Accounts Payable Menu.

4.33 Check Journal Edit

Corrections or changes in checks entries may be made through this
program; however, the program will not print a corrected check.

The Check Change program should be used sparingly, because the
audit trail is broken unless the change has been documented.
Deletion of checks is best handled through a general journal
entry and the check information re-entered correctly.

Starting from the General Ledger & Accounts Payable Menu, Press
33 and the following will be displayed:

                     Check Change
     0-Current month 1-temporary file
     #

         Record #
     1. Description
     2. Checking Acct.
     3. Check #
     4. Account #
     5. Date
     6. Amount

     Changes in account numbers are not verified.
     Do not change checking account number to 0 on void checks.
     Journals to ledger update must be run to change trial balance.

Enter 0 if working with the current month's disbursements journal
or 1 if working in the temporary file. The next prompt will be:

Check Change
Enter record # to begin changing 0-check number search
####

Record #
1. Description
2. Checking Acct.
3. Check #
4. Account #
5. Date
6. Amount

102 records currently in file
Changes in account numbers are not verified.
Do not change checking account number to 0 on void checks.
Journals to ledger update must be run to change trial balance.

Record number in this program means the number in the sequence in which the checks were entered into the journal. The first account number of the first check written in the month is record #1 and so on.

Enter the record number and if the character field is not filled, press Return.

If the search by check number option is wanted, press 0 and Return. The next prompt will be:

Check Change
Enter check number to search for.
######

With either option, the program will find that record or check number and display it on the screen with the prompt:

Check Change
Enter field to change 0=record 7=skip ESC-exit
#

Record #   3
1. Description   Fast Freight
2. Check Acct.   1100
3. Check #   1003
4. Account #   4200
5. Check   11/03/84
6. Amount $348.50

In Field 1, the description for this check may be changed; Field 2, the checking account number; Field 3, the check number; Field 4, the account number debited or credited; Field 5, the date of the check, and Field 6, the amount.

IMPORTANT: Changes should be made with extra caution, because
the program does not verify account numbers. If an incorrect
account number is used, other programs could fail.

If this is the record to be changed, enter the field number where
the information is to be changed and the cursor will go to the
first prompt character in the field. Make the change and if the
prompt character field is not filled, press Return. The cursor
will return to the top of the screen and the prompt "Enter Field
to Change."

Press 0 to record the change. Failure to do this before moving
on to look at the next record or leaving the program will result
in the changes not being recorded.

When 0 is pressed, the next record in sequence will be displayed
on the screen. Additional entries may be examanined and no
changes made by pressing 7. Press ESCape as needed to return to
General Ledger & Accounts Payable Menu.

```
                        Check Change
          Enter Field to Change, 0=Record, 7=Skip, ESC to Menu
          #


                Record #        3
            1.  Pay to              Fast Freight
            2.  Check Acct  1100
            3.  Check #      1003
            4.  Account #   4220
            5.  Check date  01/03/81
            6.  Amount          $348.50
```

After using the Check Change Program, it is necessary to run
Option 41, Journals to Ledger Update.

4.34 Deposit Journal Edit

Corrections or changes in deposits may be made through this
program; however, this program should be used sparingly, because
the audit trail is broken unless the change has been documented.
Deletion of a deposit is best handled through a general journal
entry and the deposit re-entered correctly.

With the General Ledger & Accounts Payable Menu on the screen,
press 34 and the first prompt will be:

                    Deposit Change
        0-Current month 1-temporary file
        #

            Record #
        1. Description
        2. Checking Acct.
        3. Deposit #
        4. Account #
        5. Date
        6. Amount

        Changes in account numbers are not verified.
        Do not change checking account number to 0 on void checks.
        Journals to ledger update must be run to change trial balance.

Enter 0 if working with the current month's receipts journal or 1
if working in the temporary file. The next prompt will be:

                    Deposit Change
        Enter record # to begin changing 0-deposit number search
        ####

            Record #
        1. Description
        2. Checking Acct.
        3. Deposit #
        4. Account #
        5. Date
        6. Amount

         102 records currently in file
        Changes in account numbers are not verified.
        Do not change checking account number to 0 on void checks.
        Journals to ledger update must be run to change trial balance.

Record number in this program means the number in the sequence in
which the deposit was entered into the journal. The first de-
posit written in the month is record #1 and so on.

If a deposit number is sought, press 0 and the next prompt will
be:

                    Deposit Change
        Enter deposit number
        ####

Enter the record number and if the prompt character field is not
filled, press Return.

The next prompt will be:

Deposit Change
Enter field to change 0-record 7-skip ESC-menu
#

```
        Record #         4
1.  Description        ABC Data
2.  Ck Acct     1100
3.  Deposit #        1004
4.  Account #  3005
5.  Date         01/15/81
6.  Amount            $7500.00
```

If this is the record or deposit number to be changed, enter the number of the field in which information is to be changed. In Field 1, the description can be changed; Field 2, the checking account number; Field 3, the deposit number; Field 4, the account number debited or credited; Field 5, the date of the deposit, and Field 6, the amount.

IMPORTANT: Account numbers in this program are not verified by the program. Use extra caution to be sure that correct account numbers are used. Use of an incorrect account number could cause other General Ledger Programs to fail.

Enter the number of the field where the information is to be changed and the cursor will go to the first prompt character in the field. Make the change and if the prompt character field is not filled, press Return. The cursor will return to the top of the screen and the prompt:

Deposit Change
Enter field to change 0-record 7-skip ESC-menu
#

After all of the changes have been made, be sure to press 0 to record the change. If 0 to record is not pressed before leaving the program or to look at the next deposit, the program will not record the change.

Press 7 to bring up the next record in sequence.

Press ESCape as needed to leave the program and return to the General Ledger & Accounts Payable Menu.

After using the Deposit Journal Change program, Option 41, Update Journals to Ledger must be executed.

4.35 Payable Journal Edit

Corrections or changes in payable records may be made through
this program; however, this program should be used sparingly,
because the audit trail is broken unless the change has been
documented. Deletion of a payable record is best handled through
a general journal entry and the payable re-entered correctly.

Starting from the General Ledger & Accounts Payable Menu, Press
35 and the following will be displayed:

                    Payable Change
          0-Current month 1-temporary file
          #

               Record #
          1. Description
          2. Payable Acct.
          3. Check #
          4. P.O. #
          5. Date
          6. Amount

          Changes in account numbers are not verified.
          Do not change payable account number to 0 on void checks.
          Journals to ledger update must be run to change trial balance.

Enter 0 if working with the current month's disbursements journal
or 1 if working in the temporary file. The next prompt will be:

                    Payable Change
          Enter record # to begin changing 0-P.O. number search
          ####

               Record #
          1. Description
          2. Payable Acct.
          3. Check #
          4. P.O. #
          5. Date
          6. Amount

           102 records currently in file
          Changes in account numbers are not verified.
          Do not change payable account number to 0 on void checks.
          Journals to ledger update must be run to change trial balance.

Record number in this program means the number in the sequence in
which the payables were entered into the journal. The first
Purchase Order number of the payable entered for the month is
record #1 and so on.

Enter the record number and if the character field is not filled,
press Return.

If the search by purchase order number option is wanted, press 0
and Return. The next prompt will be:

                        Payable Change
          Enter P.O. number to search for.
          #####

With either option, the program will find that record or check
number and display it on the screen with the prompt:

                        Check Change
          Enter field to change 0=record 7=skip ESC-exit
          #

          Record #   3
     1. Description   Fast Freight
     2. Payable Acct.   1100
     3. Check #   1003
     4. P.O. #   4200
     5. Date k   11/03/84
     6. Amount $348.50

In Field 1, the description for this check may be changed; Field
2, the checking account number; Field 3, the check number; Field
4, the purchase order number, Field 5, the date of the check, and
Field 6, the amount.

**IMPORTANT: Changes should be made with extra caution, because
the program does not verify account numbers. If an incorrect
account number is used, other programs could fail.**

If this is the record to be changed, enter the field number where
the information is to be changed and the cursor will go to the
first prompt character in the field. Make the change and if the
prompt character field is not filled, press Return. The cursor
will return to the top of the screen and the prompt "Enter Field
to Change."

Press 0 to record the change. Failure to do this before moving
on to look at the next record or leaving the program will result
in the changes not being recorded.

When 0 is pressed, the next record in sequence will be displayed
on the screen. Additional entries may be examanined and no
changes made by pressing 7. Press ESCape as needed to return to
General Ledger & Accounts Payable Menu.

After using the Payable Journal Change program, it will be
necessary to run Option 41, Journals to Ledger Update.

4.36 General Journal Edit

Corrections or changes in general journal entries may be made through this program; however, this program should be used sparingly, because the audit trail is broken unless the changes have been documented.

Starting from the General Ledger & Accounts Payable Menu, Press 36 and the following will be displayed:

```
                    General Journal Change
      0-Current month 1-temporary file
      #

      Record #
      1. Description
      2. Journal #
      3. Date
      4. Account #
      5. Debit
      6. Credit
```

Changes in account numbers are not verified.
Do not change payable account number to 0 on void checks.
Journals to ledger update must be run to change trial balance.

Enter 0 if working with the current month's journals or 1 if working in the temporary file. The next prompt will be:

```
                    General Journal Change
      Enter record # to begin changing 0-journal number search
      ####

      Record #
      1. Description
      2. Journal #
      3. Date
      4. Account #
      5. Debit
      6. Credit

       102 records currently in file
```
Changes in account numbers are not verified.
Do not change payable account number to 0 on void checks.
Journals to ledger update must be run to change trial balance.

Record number in this program means the number in the sequence in which the journal entries were written into the journal. The first account number of the first journal number entered for the month is record #1 and so on.

Enter the record number and if the character field is not filled, press Return.

If the search by journal number option is wanted, press 0 and
Return. The next prompt will be:

                        General Journal Change
        Enter journal number to search for.
        ######

With either option, the program will find that record or check
number and display it on the screen with the prompt:

                        General Journal Change
        Enter field to change 0-record 7-skip ESC-menu
        #

        Record # 1
        1. Description   Transfer to Payroll
        2. Journal #   1
        3. Date   01/31/80
        4. Account # 4210
        5. Debit   16800.00
        6. Credit   .00

In Field 1, the description may be changed; Field 2, the general
journal number; Field 3, the general journal date; Field 4, the
Account number; Field 5, the debit amount and in Field 6, the
credit amount. Caution should be exercised in entering account
numbers, because the program does not verify numbers. Incorrect
account numbers entered could cause other programs to fail.

If this is the record to be changed, enter the field number where
the information is to be changed and the cursor will go to the
first prompt character in the field. Make the change and if the
prompt character field is not filled, press Return. The cursor
will return to the top of the screen and the prompt "Enter Field
to Change."

Press 0 to record the change. Failure to do this before moving
on to look at the next record or leaving the program will result
in the changes not being recorded.

When 0 is pressed, the next record in sequence will be displayed
on the screen. Additional entries may be examanined and no
changes made by pressing 7. Press ESCape as needed to return to
General Ledger & Accounts Payable Menu.

After using the General Journal Change program, it will be
necessary to run Option 42, Journals to Ledger Update.

4.37 Journal Delete

This delete program permits the user to eliminate entries in any of the four journals. To use this program effectively, entries must be renumbered through the journal edit options, 32 through 35, so that after sorting those records will be at the end of the file. Those entries can then be deleted.

Starting from the General Ledger & Accounts Payable Menu, Press 37 and the following will be displayed:

```
                    Journal Record Deleter
    0-menu 1-check 2-deposit 3-general 4-payable journal
    #
```

A 0 for Menu response will take the operator back to the General Ledger & Accounts Payable Menu.

Designate the journal to be cleared or partially cleared by its number. For example, press 1 for Check Journal and the following will be displayed:

```
                    Journal Record Deleter
    Delete last how many records 0-none
    ####
```

        There are 102 records in the cash disbursements journal

The prompt and message for each of the four journals are almost identical except that the journal is designated specifically in the message. Enter the number of records to be cleared. If the prompt character field is not filled, press Return.

        After the deletion is completed, the program will return to the prompt:

```
                    Journal Record Deleter
    0-menu 1-check 2-deposit 3-general 4-payable journal
    #
```

Press 0 or ESCape to return to the General Ledger and Accounts Payable Menu.

4.38 Journal Sort

Journal files within the General Ledger & Accounts Payable program are sequential files, that is entries appear in a file in the order in which they are made. For example, checks may be entered without regard to check number or date.

The Sort Journal option permits the operator to sort files in the following order:

```
Check Journal    -- by check number
Deposit Journal -- by deposit number
Payable Journal -- by purchase order number
General Journal -- by journal number
```

Starting from the General Ledger & Accounts Payable Menu, Press 38 and the following will be displayed:

```
                    Sort Journals
Sort 1-checks 2-deposits 3-general 4-payable journal
#
```

```
Checks              102 current
Deposits             25 current
General journal      83
Payable              35
```

Enter the number of the journal to be sorted. The program will display activity and when it is completed, it will return automatically to the General Ledger & Accounts Payable Menu.

4.39 YTD Journal Sort

Accounts within the Year-to-Date Journal can be sorted which will speed up the printing process. Please note that checking accounts, 1100 to 1105 and Payable Accounts cannot be sorted in this journal.

Starting from the General Ledger & Accounts Payable Menu, press 39 and the first prompt will be:

```
                    YTD Journal Sort
    Enter Account Number
    ####
```

Enter the account number. The program will display activity below the prompt line and when the process is completed, the program will return to the prompt:

```
                    YTD Journal Sort
    Enter Account Number
    ####
```

Press ESCape to return to the General Ledger & Accounts Payable Menu.

4.40 Temporary Journal Grab

After the current journals are cleared at the end of the month, the temporary journals can be moved to current status through this program. When the records are moved, the temporary journal is cleared at that time.

CAUTION: Be certain that the temporary journals are to be moved. If other entries are already in the journal, the temportary journal will be appended to those. When the journals are moved, the temporary journals are cleared.

Starting from the General Ledger & Accounts Payable Menu, Press 40 and the following will be displayed:

                    Grab temporary journals
        Grab 1-checks 2-deposits 3-general 4-payable journal
        #

        Checks   102 current 0 temporary records
        Deposits   4 current 0 temporary records
        General journal   83 current 0 temporary records
        Payable   21 current 0 temporary records

Enter the number of the journal to be moved. The program will display screen activity. The amount of time involved in moving any given journal will depend upon the number of entries within that journal. When the process is completed, the program will flash a message:

            GRABED

The program will return automatically to the General Ledger & Accounts Payable Menu.

4.41 File Check

The General Ledger & Accounts Payable program can fail if data are written to the files incorrectly. This file check program can help the operator locate a file containing a "bad" record so that the problem can be remedied.

Starting from the General Ledger & Accounts Payable Menu, Press 41 and the following will be displayed:

G/L & A/P File Check

File to Check
##

1. Company name	20. Invoice file	39. Prior November
2. Accts master	21. Check print	40. Prior December
3. Accts index	22. Invoice history	41. Co. Name Jan.
4. Print file	23. Standard Invoice	42. Co. Name Feb.
5. Budget file	24. Temporary Check	43. Co. Name Mar.
6. Payee master	25. Temporary Deposit	44. Co. Name Apr.
7. Payee index	26. Temporary Payable	45. Co. Name May.
8. Profit center	27. Temporary General	46. Co. Name Jun.
9. Profit ctr index	28. Standard journal	47. Co. Name Jul.
10. Check journal	29. Prior January	48. Co. Name Aug.
11. Deposit journal	30. Prior February	49. Co. Name Sep.
12. Payable journal	31. Prior March	50. Co. Name Oct.
13. General journal	32. Prior April	51. Co. Name Nov.
14. YTD journal	33. Prior May	52. Co. Name Dec.
15. Activity links	34. Prior June	
16. Journal sort	35. Prior July	
17. Vendor master	36. Prior August	XX -File not found
18. Vendor index	36. Prior September	Errors on printer
19. A/P Co. name	37. Prior October	

Enter the number of the file to be checked. The program will
display the number of records and then the number of records
checked. After the file has been checked, the program will
return to the prompt:

G/L & A/P File Check
File to Check
##

Press ESCape to return to the General Ledger & Accounts Payable
Menu.

4.42 Data File Backup

Data File Backup program is system dependent and must be
customized for each installation. Unless a backup program has
been installed, selection of this option will display a message:

NO PROGRAM

The General Ledger & Accounts Payable Menu will be redisplayed.

4.43 Journals to Ledger Update

Before any reports are run, the Journals to Ledger Update option must be executed. Essentially, this program reconstructs the month-to-date balances for all accounts within the chart of accounts each time it is run and it can be run any time during the month and as often as needed.

Note: This update does not affect the temporary journals and does not include those entries in the month-to-date balances. Additionally, the journals must be updated to the ledger any time a journal change program is used.

Starting from the General Ledger & Accounts Payable Menu, press 43 and the first prompt will be:

                       Journals to Ledger
     Correct Program ? (1-Yes 0-No)
     #

With a 0 for No response, the program will return to the General Ledger & Accounts Payable Menu.

With a 1 for Yes response, the program will display activity below the response line. After the journals are updated, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.44 Ledger Combiner

Several General Ledgers can be consolidated through the Ledger Combiner program.

Starting from the General Ledger & Accounts Payable Menu, Press 44 and the following will be displayed:

                       G/L Consolidate
     Drive # of data to be consolidated
     #

          The Testing Company   - Drive 2 Company name

Enter the number of the drive where the records to be consolidated are are located. The next prompt will be:

                       G/L Consolidate
     Code for files
     ##

          The Testing Company   - Drive 2 Company name

After the program has completed the process, it will return automatically to the General Ledger & Accounts Payable Menu.

4.45 Accounts Payable Record Delete

After invoices are paid or deleted, the payable journal will need to be cleared of unneeded records. This program clears those records as well as the invoice history file at the appropriate time.

Starting from the General Ledger & Accounts Payable Menu, Press 45 and the following will be displayed:

```
              A/P Deleted Record Eliminator
      Correct program 1-yes 0-No 2-& clear history
      #

      Vendors
      Open
      Check
      History
      Standard
```

With a 0 for No response, the program will return to the General Ledger & Accounts Payable Menu.

With a 1 for Yes or 2 for Yes and Clear History, the program will display screen activity. After the process is completed, the program will return automatically to the General Ledger & Accounts Payable Menu.

4.46 Ledger Month to Year-to-Date

The MTD-YTD Ledger Update program is executed at the end of the month and adds the month-to-date balances to the year-to-date balances and zeros out the month-to-date balance for the start of a new month. Additionally, this program also moves the journals to the Year-to-Date Journal, if that journal has been created, and then clears the journals.

A backup copy of the data files should be made before starting this program.

Before starting this program, it is imperative that Option 41, Journals to Ledger Update, be executed.

Starting from the General Ledger & Accounts Payable Menu, Press 46 and the following will be displayed:

```
            End of Month      The Testing Company
    Enter Prior Month 0-ok
    ##
```

```
    AUGUST
```

The program will display the current month's name. If working
with the current month, enter 00 or 0 and Return. If working
with another month, enter that month's number.

The program will display activity on the screen. If this update
program fails before it is completed, make another copy of your
data disk and start it again. Do not attempt to continue using
the same data which was being updated.

After the program has been executed, it will return automatically
to the General Ledger & Accounts Payable Menu.

4.47 Ledger End of Year

To be run at the end of the fiscal year, the End of Year Expense
and Income Clear program zeros out all income and expense
accounts and puts the profit (or loss) in a retained earnings or
similar account.

Additionally, the program posts the beginning balances for the
new year.

**WARNING: Be sure to run Option 24, Print Year-to-Date Journal,
before executing this option. This program also clears the YTD
Journal.**

This account must exist before the program is run, and the ac-
count must be in the range of the capital accounts and less than
3000. The program will not accept a number 3000 or larger.

IMPORTANT: A backup of the data files should be made before
executing this program.

Starting from the General Ledger & Accounts Payable Menu, Press
47 and the following will be displayed:

```
                    End of Year Clear
    Enter Account to Carry Totals to.
    ####
```

This program will move expense and income totals to a specific account.
The YTD journal will be cleared.

Enter the account number and the account description and year-to-date balance and a prompt will be displayed as follows:

```
                    End of Year Clear
     Correct Account ? (1=yes 0=no)
     #
```

This program will move expense and income totals to a specific account. The YTD journal will be cleared.
Retained Earnings
        12847.67

If this is not the correct account, enter 0 for no. The program will return to the "Enter Account to Carry" prompt. With a 1 for yes, the program will be activated. The program will display activity in the balance field. After the program has run, it will return automatically to the General Ledger & Accounts Payable Menu.