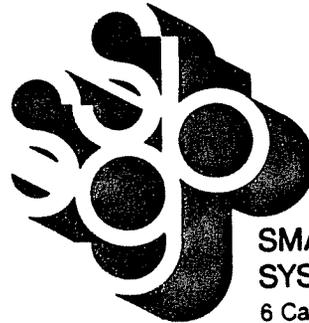


**USER CONFIGURABLE  
ACCOUNTS RECEIVABLE  
ON THE  
RADIO SHACK TRS-80™  
MODEL I AND MODEL III MICROCOMPUTER**

Release No. 5.1  
81-9

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Developed by:



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## I. ACCOUNTS RECEIVABLE OVERVIEW

The primary objective of an A/R system is to prepare accurate and timely monthly statements to credit customers. Management can generate information required to control the amount of credit extended and the collection of money owed in order to maximize profitable credit sales while minimizing losses from bad debts.

Except when otherwise specified, the term 'invoice' will be used collectively to mean an invoice, credit memo, or debit memo.

The system is **invoice oriented**; invoices can be entered before they're ready for billing, when they're ready for billing, after billing, or even after they are paid. It supports entry of new invoices, invoice billing, or payment of invoices on file, change/delete of invoices which originated in either the A/R module itself or from Invoicing, and allows for progress payments.

The A/R transaction entry mode defines transactions via the combination of a Customer number and an Invoice number. Invoice information includes the type (invoices, credit, or debit memo) of A/R transaction, customer P.O.#, description of P.O., billing date, general ledger account number, invoice amount, shipping and transportation charges, tax charges, payment, and progress payment information.

**The transaction entry date fields are critical.** When a **bill date** is left blank, an invoice or DB memo is considered unbilled; a credit memo is not activated. Because there is no bill date, you cannot enter an invoice amount or shipping and travel amounts. The program assumes that these totals are not known until ready for billing.

A billed transaction (one with a bill date and invoice amount) is considered ready to accept an invoice payment. **A negative invoice payment may be entered to indicate a payment using a credit memo.** See the message "BY CM" appear on the screen next to the Payment and the minus sign disappear.

The **progress due date** is used to indicate whether an invoice has progress payments. You can enter progress date, progress billing amount, and progress payment on an, as yet unbilled, invoice.

Credit Memos may use progress billing fields to apply the credit against an invoice with progress billing.

The tax code facilitates data entry by allowing the user to pre-code the most used G/L account numbers impacted by the receivables operation while simultaneously accumulating sales tax amounts where applicable.

Transaction print and file maintenance procedures insure accuracy.

The reports include summary or detail listing of invoices not yet billed, open items (unpaid invoices), closed items (paid invoices), and aging for all, one or a range of customers.

Customer statements are printed. You can purchase computer statements with your company letterhead or receive order information from our dealer or directly from SBSG.

The A/R system can be fully linked to General Ledger. It will post to applicable accounts: debits A/R and credits sales tax plus the income account which you specify. The A/R can also be linked with an Order Entry module for invoicing capability. Transactions updated from O/E become A/R invoices.

The **Programs** included with this A/R system are:

**AR000** - The **Menu Program** supervises the loading and execution of all other A/R programs. All system programs return to the menu program when complete.

**AR010** - The **Transaction Entry** program has two phases. The first allows the user to add and verify new transactions (invoices, credit memos, and debit memos). The second supports the billing, payment, progress payment, delete and modify options performed on invoices (updated transactions).

**AR020** - The **Transaction Print** program oversees the hardcopy print of transactions being carried in the system prior to update.

**AR030** - The **Update** program clears the transaction file and moves the transactions therein to the Invoice file. Only invoices are considered ready for payment.

**AR035** - The **A/R Open Invoice Sort** program sorts in the newly updated invoices with those open items already in the file. It also deletes closed items marked (during ledger) for deletion.

**AR040** - The **Ledger** program furnishes detail, summary, or by customer reports on open, closed, and unbilled invoices and supplies an aging analysis report. Closed items may also be marked for deletion during a closed item list when indicated.

**AR050** - The **Customer F/M** program lets you add, change, and delete from a file of customers. Each record contains name, address, telephone, last activity date, total billed last year, total billed this year. There is an option to print the file in numeric sequence and to clear year-end totals.

**AR052** - The **Customer Alpha Sort** program sorts the customer file in alpha sequence.

**AR054** - The **Customer Alpha Print** program prints the alpha sorted customer lists - activity or address information.

**AR060** - The **Tax Code F/M** program creates a file with up to 9 tax code categories specifying tax rate and Income G/L number for each.

**AR070** - The **Transaction F/M** program allows the user to access and change or void transactions prior to update.

**AR080** - The ~~Statement~~ program supervises the production of statements. When NEBS or DFS forms are used, the program is **AR08B**.

**AR110** - The **General Information F/M** program interfaces with the General Information file to set the date for the A/R module.

**CONFIG** - Configures and initializes all AR data files.

**STARTAR/BLD** - This loader program in combination with the DO command, will take the system from DOS through BASIC, protecting four files, and will load the main menu program. Available on the Mod III only.

**TRANSFER/BLD** - This program, in combination with the DO command, provides for the transfer of the A/R system from the SBSg original to your TRSDOS™. Available on the MOD III only.

The files created and used by the A/R system include:

**GIF010** - The **General Information** file is a sequential file of fixed length containing company data, today's date, and payroll information.

**ARF020** - The **A/R Transactions** file is a random sequential file of user definable length. It contains transactions entered via AR010 and is cleared using AR030.

**ARF030** - The **Tax Code** file is a sequential file of fixed length containing precoded sales tax percents and commonly used income G/L distribution numbers.

**ARF110** - The **Customer** file is a random file of user-defined length containing customer information.

**ARF120** - The **Invoice** file is a random sequential file of user-defined length containing updated invoices.

**ARFSRT** - The **Sort Area** file provides adequate sort space for the largest A/R file.

**ACFSYS** - ~~System~~ **configuration** file containing current configuration information.

**ACFSTA** - **Status** file containing diskette name as user defined during CONFIG procedure.

When coordinated to G/L, these A/R accounts must be included in the G/L Chart of Accounts.

Cash	=	11100.0
Accounts Receivable	=	11410.0
Sales Tax Payable	=	21400.0
Deferred Income	=	21350.0
Shipping	=	42700.0
Handling	=	42400.0

**Power-on procedures:**

- Printer
- Additional disk drives
- Turn on the computer
- Insert diskette(s) and reset the computer:
- On TRSDOS Ready:
  - MOD III, type DO STARTAR
  - MOD I, enter BASIC, protecting 4 files RUN"AR000

For successful operation of the system, the Accounts Receivable system diskette must be mounted in drive "0". The type of system coordination you have chosen determines which diskettes are mounted in additional drives. Messages are displayed when you have not mounted the correct diskettes to satisfy the configuration.

**Power-off procedures:**

- Always return to DOS before powering down the system. This insures that all files are closed to protect your data.
- Diskettes out
- Printer
- Additional disk drives
- Turn off the computer

**Backup disks should be maintained on two levels:**

- 1) Yearly - one diskette A/R data (properly annotated: "Not For Use - Year End 'XX Verified Data") to be maintained for file with all yearly data verified.
- 2) Current - Diskettes on an OLD/NEW rotating basis, should be maintained at all key levels of input. A "key level" would be any time data is input or updated (before you turn off the computer for the day).

Backup diskettes will enable the user to recover data for these key periods:

1. last year/end
2. yesterday

It is imperative that diskettes be checked for usability. A bad diskette will result in loss of data.

**II. USER STEP-THROUGH: SYSTEM HIGHLIGHTS**

For successful operation of the system, the system diskette must be mounted in drive "0". The type of system coordination you have chosen determines which diskettes are mounted in additional drives. Messages are displayed when you have not mounted the correct diskettes to satisfy the configuration.

Note - See Section III Menu Detail anytime you need in-depth description of procedures.

A **BACKUP** of all data files should be made after a data entry session before powering off the computer. See your Radio Shack manual for instructions.

A. Enter the business system through TRSDOS by typing:

- MOD III, DO STARTAR
- MODI, enter BASIC protecting 4 files RUN"AR000

B. **Select 9, General Information F/M.**

Enter fields 1 through 15 in order. Items 2 through 4, 10, and 12 through 15 are used by the payroll system. Some require data; some do not. This menu is used to set today's date for processing.

- 1 - Company Number (1-10)
- 2 - Next P/R Check (1-999999) used by PR only
- 3 - O.T. Rate (0-99.99) used by PR only
- 4 - Hourly Rate (0-99.99) used by PR only
- 5 - Fiscal Yr End (1-12)
- 6 - Company Name (alpha/numeric)
- 7 - Addr (alpha/numeric)
- 8 - Addr (alpha/numeric)
- 9 - Addr (alpha/numeric)
- 10 - Fed/State Nos. (alpha/numeric) 34 character used by PR only
- 11 - Today's Date (numeric - 6 digits)
- 12 - Period Start (date) (numeric - 6 digits) used by PR only
- 13 - Period End (date) (numeric - 6 digits) used by PR only
- 14 - Payroll Number (1-2 when bimonthly payroll) used by PR only  
(1-3 when biweekly payroll)  
(1-5 when weekly payroll)
- 15 - Day Number (1-16 when bimonthly payroll) used by PR only  
(1-14 when biweekly payroll)  
(1-7 when weekly payroll)
- 0 - EXIT

C. **Select 8, Tax Code F/M.**

Enter fields 1 through 9 to code description, tax rate, and Income G/L number. For effective use of this option, see the menu detail section. Choose as many fields as necessary to cover your tax and distribution requirements. In each field selected, supply:

- Description 8 alpha numeric characters
- Rate 0-99.99
- G/L Number Valid G/L number (10000.0-49999.0)

Key 10 to exit.

**D. Select 7, Customer F/M.**1) Choose 1 to **Add**.

Add enough customers to make the step-through interesting. Follow the cursor, and enter:

Customer No.	1 to file ARF110 maximum
1 Name	- alpha/numeric - 21 characters
2-4 Addr	- alpha/numeric - 21 characters
5 Last Activity (date)	- numeric - 6 digits (no slashes)
6 Billed Last Year	- dollar value -9999999.99 to 9999999.99
7 Billed This Year	- dollar value -9999999.99 to 9999999.99
8 Phone Number	- numeric - 10 digits

2) Review the screen; if needed, make corrections in fields 1 through 8. Key 0 to record. Add a few sample customers, at least one to delete later. Hit <enter> to customer number to break out of add; return to step 1 prompt.

3) Enter 2 **Change**; recall any customer record. The prompt allows the same options as in step 2. Key 99. Enter DEL (capitals). The record is **deleted** and you are returned to step 1 operation codes.

4) Select 3 to **Print** a customer list. Produce first an Activity (1) List, then a name and address List in customer # order (2), then a name and address List in alpha order(3). Exit with a 0 to step 1.

5) **Year End** (4) moves "billed this year" field into "billed last year".

6) Key 0 to EXIT.

**E. Select 1, Transaction Entry.**

When Invoicing and Inventory modules are on-line, all transactions (invoices, credit memos and debit memos) should be processed through Invoicing for proper use of the system.

For the step-through, you should try all options.

1) Choose 1 to add a **New Invoice**

Customer Number	- Select one from your list
Invoice #	- 1 through maximum value
	- To avoid Invoicing and credit memo duplication, set aside ranges
1-Type	- Enter 1 for invoice
2-Cust. Order No.	- Alpha/numeric PO number - 11 characters
3-Descrip.	- Alpha/numeric - 6 characters
4-Bill Date	- Enter valid date
5-Tax Code	- Numeric 1 to 9
6-Invoice Amount	- 0 to 9999999.99
7-Shipping/Handling	- 0 to 9999999.99
8-Payment	- minus 9999999.99 to plus 9999999.99

9-Prog. Due Date - Hit <enter>  
Field to Change - 0

2) Enter Action of 1 to record this billed invoice with no progress payments.

3) Enter more transactions. Include:  
- an invoice for a different customer  
- a credit memo against it  
- a debit memo  
- a paid invoice  
- an unbilled invoice  
- an invoice with progress payments  
When satisfied with the variety, key 0 to exit.

**F. Select 2, Transaction Print.**

Enter a range to encompass all records in the file. Key:  
1 - Start Record Number  
100 - End Record Number  
1 - Yes, entry is correct; print begins.  
Hit <enter> to record number to exit.

**G. Select 3, Transaction F/M.**

From the transaction report, choose and key the record number (R#) to change. The record is displayed with the "Enter Field to Change (0=None)" prompt. Any field may be entered, even those not previously used. Key 0 when complete.

Enter an appropriate action code of 1 through 4.

Hit <enter> to record number prompt to return to the A/R menu.

**H. Select 4, Update.**

- 1) Choose <enter> to Update.
- 2) The Update Report is generated. Load the AR menu by hitting any key on the board after the sort.

**I. Select 5, Ledger.**

This is the report section of the A/R module. Do three reports:

- 1) Open Item Detail
  - Report Format - Enter 1.
  - Report Type - Enter 1 for detail.
  - Entry Correct - Enter 1 for yes; report prints.
- 2) Closed Item Detail
  - Report Format - Enter 3.

Delete During Closed Item Listing - Enter 0, no.  
Entry Correct - Enter 1; report prints.

## 3) Unbilled

Report Format - Enter 4.  
Entry Correct - Enter 1; report prints.

An aging analysis report was not produced because all data is current.  
Hit <enter> to Report Format to exit.

Examine the reports. Mark open invoices to test payment, progress payment, and delete options. Mark a closed invoice to modify. Mark an unbilled invoice to be billed.

**J. Select 6, Statements.**

For the step-through, print the statements on greenbar paper. Key:

1 - First customer  
ARF110 max. value - Last customer  
1 - Yes, entry is correct; statements print.

To exit, hit <enter> to First Customer.

**K. Select 9, General Information F/M.**

Change the date to reflect the passing of a month.

**L. Select 1, Transaction Entry.**

With the Ledger reports in hand, proceed to:

- 1) Invoice Billing: Enter an Operation Code of 2 and indicate the customer and invoice number to call up an unbilled invoice. Follow the cursor to enter:

Bill Date - today's date  
Invoice Amount - 500  
Shipping/Travel - 10  
Enter Field to Change - 0  
Enter Action - 1, Record.

To exit billing, hit <enter> to invoice and customer number, in turn.

- 2) Invoice Payment: Enter an Operation Code of 3.

## a) Apply full payment:

Indicate the customer and invoice number of an open invoice.  
Follow the cursor to enter:

Payment - Enter full payment; see balance go to 0.  
Enter Action - 1 to record.

- b) Apply Partial Payment:  
Indicate the customer and invoice number of an open invoice.  
Follow the cursor to enter:  
Payment - Enter a partial payment; see balance adjusted.  
Enter Action - 1 to record.
- c) Make an partial invoice payment using a Credit Memo:  
.Indicate the customer and invoice number of the open Invoice:  
Payment - Enter minus (-) the credit memo amount; see the minus disappear and the "BY CM" notation appear. A new balance in displayed.  
Enter Action - 1 to record.  
.Indicate the customer and invoice number of the CM just used.  
Payment - Enter the amount used.  
Enter Action - 1 to record.  
.To exit the payment option, hit <enter> to invoice and customer number, in turn.
- 3) Progress Payment: Enter a Operation Code of 4 and indicate the customer and invoice number of the open invoice with progress billing activated. Follow the cursor to enter:  
Prog Payment - Enter the progress billing amount. A value other than the billed amount is not accepted.  
Enter Action - 1 to record.  
To exit the progress payment option, hit <enter> to invoice and customer number.
- 4) Delete Invoice: Enter an Operation Code of 5 and indicate the customer and invoice number of an open invoice. See the record displayed with the prompt:  
Enter Delete Code  
\*\*\*  
Type DEL and the record is deleted. To exit the delete mode, hit <enter> to invoice and customer number.
- 5) Modify Invoice: Enter an Operation Code of 6.
- a) Modify a closed item to an open item:  
- Indicate the customer and invoice number of a closed item.  
- Key 8, Payment and make it \$0.00.  
- Key 0 for no more changes.  
- Key 1 to record as changed.  
- Hit <enter> to invoice number and proceed to step b.
- b) Modify an open item invoice amount.  
- Indicate the customer and invoice number of an open item.  
- Key 6 and reduce the invoice amount.  
- Key 0 for no more changes.  
- Adjust the G/L distribution accordingly.  
- Key 1 to record as changed.  
- Hit <enter> to invoice number and proceed to step c.

- c) Modify an open item to a progress payment.
- Indicate the customer and invoice number.
  - Key 9 and enter a progress due date.
  - Key 10 and a progress billing amount.
  - Key 0 for no more changes.
  - Key 1 to record as changed.
  - Hit <enter> to invoice number, customer number, and operation code to return to the A/R menu.

M. Follow these steps to view the impact of the previous step. Select these menu options in order and run these reports:

- Menu #2 - Run a transaction report.
- Menu #4 - Run a Regular Update.
- Menu #5 - Run a detailed Open Item List.
- Run a Closed Item List (no delete).
- Run a detailed Aging Analysis.

Study each report and follow each transaction through update (and into the ledger report if coordinated). Review update adjustments to ledger totals.

**\*\*\* Summary \*\*\***

You should, by now, have developed a 'feel' for the A/R system; but, unless you have studied in the Menu Detail section as you proceeded, you haven't 'mastered' it. Also, when A/R is used with Invoicing, certain aspects of the A/R transaction entry option become outmoded.

In those circumstance, the primary use for the A/R module is to apply payments because:

- Invoices, credit memos, and debit memos should be entered through Invoicing to properly impact Inventory, and/or when a hardcopy invoice is required.
- All invoices from Invoicing are considered billed.
- An Invoicing credit memo should be issued against an Open Item rather than using the A/R delete option so as to properly adjust G/L and Inventory totals.
- Modify can be used where Inventory or General Ledger Sales Account totals are not impacted. It will be useful to enter progress payment information.

## III. MENU DETAIL

**Power-on procedures:**

- Printer
- Additional disk drives
- Turn on the computer
- Insert diskette(s) and reset the computer:
- On TRSDOS Ready, type:
  - MOD III, type DO STARTAR
  - MOD I, enter BASIC protecting 4 files  
RUN"AR000

For successful operation of the system, the Accounts Receivable system diskette must be mounted in drive "0". The type of system coordination you have chosen determines which diskettes are mounted in additional drives. Messages are displayed when you have not mounted the correct diskettes to satisfy the configuration.

**Power-off procedures:**

- Always return to DOS before powering down the system. This insures that all files are closed to protect your data.
- Diskettes out
- Printer off
- Additional disk drives off
- Turn off the computer

**Backup disks should be maintained on two levels:**

- 1) Yearly - one diskette A/R dat (properly annotated: "Not For Use - Year End 'XX Verified Data") to be maintained for file with all yearly data verified.
- 2) Current - Diskettes on an OLD/NEW rotating basis, should be maintained at all key levels of input. A "key level" would be any time data is input or updated (before you turn off the computer for the day).

Backup diskettes will enable the user to recover data for these key periods:

1. last year/end
2. yesterday

It is imperative that diskettes be checked for usability. A bad diskette will result in loss of data.

**0. A/R MENU**

**Purpose:** The menu program AR000 loads and executes all other system programs; all system programs return to menu following completion of the selected operation.

**Exit:** Key 11 to return to DOS.

Screen 0 - 1

Accounts Receivable Program Selection Menu  
Choose Program By Number

**\*\***

- 1) Transaction Entry
- 2) Transaction Print
- 3) Transaction F/M
- 4) Update
- 5) Ledger
- 6) Statements
- 7) Customer F/M
- 8) Tax Code F/M
- 9) General Information F/M
- 10) File Recovery
- 11) End

**OPTIONS AVAILABLE (1 through 11)**

Any other entry will flash an "Out of Range" bulletin.

When an acceptable entry (1-11) is made, the system displays on the fourth line of the menu:

--> LOADING PROGRAM AR###

The menu program is loading another program which corresponds to the operation you have selected. Be patient. Some programs are lengthy and take some time to load into the computer memory. System data files are also checked. Do not tap on the keyboard in an effort to expedite this process. Many terminals have type ahead and any keystrokes made will be applied when the program is operational. The screen will clear and display the sub-menu when the program is fully loaded. The cursor will appear on line 3 when the system is ready to accept data.

**1. A/R TRANSACTION ENTRY**

**Purpose:** Program AR010 allows you to enter new transactions as invoices, credit memos, or debit memos, as well as, bill, delete, modify, or apply invoice or progress payments to invoices (updated transactions).

**EXIT:** Key 0 from screen 1 - 1.

This menu option will be the most used portion of the A/R module. When there is no coordination to Invoicing, all transactions (invoice, credit or debit memo) are entered using this A/R menu option. When Invoicing is coordinated, the updated transactions enter the A/R module as A/R open or closed invoices and may be modified, deleted or paid using this option. Use of modify or delete should be limited when Inventory is included as part of your system because inventory totals are not adjusted from A/R. To properly adjust Inventory, an opposing credit memo should be generated via the Invoicing system.

All A/R transactions, entered using this program, are stored in ARF020. Similarly, a transaction is written for all new data, i.e. any time an invoice (updated transaction) is adjusted. The records in the transaction file may be printed and/or changed using menu option 2 and 3 respectively. Once the Update option is run, these transactions are written to the invoice file (ARF040) and are termed invoices. From now on, the term invoice will be used for any updated transaction, whether invoice, credit memo or debit memo unless otherwise specified. Once a transaction becomes an invoice, any change must be made using modify from this menu.

Transactions are entered and later located on file through the combination of a customer number and an invoice number. The customer record must be in the Customer file before you can add an invoice. It is most important that the customer-invoice number combination not be duplicated. This can happen in A/R only if the duplicate is still a transaction. The system checks the invoice file for duplicates each time a new transaction is entered. When coordination to Invoicing exists, the possibility of duplicates is greater. Therefore, a specific range of invoice numbers should be set aside for A/R use, for example 1 to 100, and the Invoicing range can be set to start at 101.

Any new invoice may be entered prior to billing, when ready for billing, or even after it is paid. The system determines the status of an invoice based on two fields, the bill date and progress date. The presence of a bill date indicates the invoice is billed and the system requests amount, etc. No bill date signals an invoice not yet ready for billing and assumes the amount, tax and shipping are not yet known. When a progress due date is entered, the invoice prompts for progress amount and payments.

Progress payments and invoice payments are not interchangeable and payments should be applied properly. Invoices with progress payments continue to be billed even when payments are up to date until the progress payment balance is zero. See section III 5.

Transaction Entry is also used any time you need to change or otherwise alter information on an invoice (updated transaction) record. Modify allows you to

change any invoice information while invoice billing, invoice payment, and progress payment are specific operations and only request data in fields required to complete the operation. Modify can also be used to perform billing and payment routines when other information requires change.

The Delete option is used to remove a record from the invoice file. When used, the invoice record is marked with a delete flag. During the Update option, the invoice is registered for deletion but is actually deleted when the next update is run. **Do not use this operation to remove A/R closed items.** The removal of closed items is handled by the Ledger option automatically when a "delete during closed items list" is selected.

**Do not enter more than one transaction against any given invoice without running the Update option in between.** The invoice file will be updated with only the last transaction for that invoice while the Customer file will be updated by all.

One advantage of this transaction handling scheme is that the delete flag on an invoice may be removed by calling the invoice up under modify after the delete operation was used, thereby negating the delete. It can be difficult if you have two payments to credit for one invoice. However, you must either update in between or add the payments together as one transaction. If one is an invoice payment and the other a progress payment, you can use modify to enter both on one transaction record.

**Always remember to change Today's Date in General Information F/M before beginning each data entry session.**

Program AR010 is fully loaded when you view:  
Screen 1-1

A/R Transaction Entry  
Enter Operation Code (See Below)  
\*

Customer		Invoice
	Operation Codes	
0-Exit		4-Progress Payment
1-New Invoice		5-Delete Invoice
2-Invoice Billing		6-Modify Invoice
3-Invoice Payment		

**VALID OPERATIONS**

0 to EXIT	:Return to the A/R Menu.
1 to ADD NEW TRANSACTIONS	:See A.
2 to BILL AN INVOICE	:See B.
3 to APPLY AN INVOICE PAYMENT	:See C.
4 to APPLY A PROGRESS PAYMENT	:See D.
5 to DELETE AN INVOICE	:See E.
6 to MODIFY AN INVOICE	:See F.
ANYTHING ELSE	:Receive the message, "Out of Range".

**A. ADD NEW TRANSACTIONS**

**a) Select 1 and view:**

Screen 1 - 2

A/R Transaction Entry      New  
 Enter Operation Code (See Below)  
 1

Customer \*\*\*                      Invoice

Operation Codes

0-Exit	4-Progress Payment
1-New Invoice	5-Delete Invoice
2-Invoice Billing	6-Modify Invoice
3-Invoice Payment	

Options:

- Hit <enter> to return to the prompt for an operation code.
- Enter a valid customer number.

Failure to enter a valid customer number displays the bulletin, "Not On File". Once a valid entry is made, the name and address information appears.

**b) Continue with invoice number entry.**

A/R Transaction Entry

Customer 1      T.D. Downing Co.      Invoice \*\*\*\*\*  
                   88 Broad St.  
                   Boston, MA    02010

Operation Codes

0-Exit	4-Progress Payment
1-New Invoice	5-Delete Invoice
2-Invoice Billing	6-Modify Invoice
3-Invoice Payment	

Remember you must assign an unique invoice number (range 1-file maximum) and customer combination each time. The system does not check for duplicates currently in the transaction file. It does, however, check the invoice file and flashes the message "Already On File" when a duplicate is found. You must then key a different invoice number. This checking operation offers a good reason to update after each extensive data entry session.

Options:

- Hit <Enter> to return to enter a different customer number.
- Enter up to file maximum numeric invoice number to continue.

If an error in either customer number or invoice number is discovered at this point, you must continue to add the invoice detail and use the **Cancel** option following.

**c) Add detail.**

Each field opens in turn and data is supplied to this screen based on limits defined in Table 1-1.

Screen 1 - 3

A/R Transaction Entry

New

Customer DDD	DDDDDDDDDDDDDDDDDDDDDDDDDDDDDD	Invoice DDDDDDD
1) Type Z	DDDDDDDD	8) Payment ZZZZZZZZZ
2) Cust Order No	ZZZZZZZZZZ	Total Payments DDDDDDDDD
3) Descrip	ZZZZZZ	Balance DDDDDDDDD
4) Bill Date	ZZZZZZ	
5) Tax Code Z	DDDDDD DD.DD	9) Prog Due Date ZZZZZZ
G/L No.	*****	10) Prog Billing ZZZZZZZZZ
6) Invoice Amount	ZZZZZZZZ	11) Prog Payment ZZZZZZZZZ
7) Shipping/Handling	ZZZZZZZZ	Tot Prog Pymts DDDDDDDDD
Taxes	DDDDDDDD	Prog Balance DDDDDDDDD
Total	DDDDDDDD	

X = enter only, D = display only, Z = enter with option to change.

TABLE 1 - 1

<u>Field</u>	<u>Type</u>	<u>Length</u>	<u>Purpose</u>
1) Type	numeric (1-3)	1	A/R invoices are of three types: 1 - Invoice 2 - Credit Memo 3 - Debit Memo
2) Cust Order No	alpha/numeric	11	Description is displayed. Customer PO number or other description which prints on statements.
3) Description	alpha/numeric	6	More description - also prints on statement.
4) Bill Date	numeric	6	No Slashes. Date of Billing determines the billing status of the invoice. <b>Unbilled:</b> hit <enter>. The system assumes that fields 6 and 7 are not known, and therefore no payment(s) will be made. Totals are not calculated. <b>Billed:</b> enter a valid date;

			continue to add invoice amounts. Payments allowed; totals are calculated based on entry.
5) Tax Code	numeric (0-9)	1	Tax code determines the rate of sales tax, where applicable, and facilitates disbursement of invoice totals to sales accounts. (See Section III-10 for use of this code.) Special (0) Tax carries a '0' tax rate but allows the user to key an infrequently used G/L disbursement number. No checking for validity is made even when coordinated to GL. Negative G/L numbers are possible, resulting in a debit rather than a credit against G/L.
6) Invoice Amt	numeric (0-999999.99)	9	Enter the total invoice amount to be billed.
7) Ship/Handling	numeric (0-999999.99)	9	Enter the shipping or handling expense that is to be passed on to the customer. If tax code is 0 (Special), this value accumulates to the Handling expense account; if 1 to 9, the Shipping account is used.
Taxes	numeric (0-999999.99)	9	The system accumulates and displays the transaction's tax dollars based on amount times rate.
Total	numeric (0-999999.99)	9	The system accumulates and displays a sum of invoice amount plus shipping, and tax.
8) Payment	numeric (0-999999.99 to 999999.99)	9	When an <b>invoice or DB memo</b> , enter full or partial payments being applied against the invoice total. Do not enter progress payments here. When an outstanding credit memo is to be used as payment, enter a negative (-) payment. See <b>BY CM</b> appear and the negative sign disappear. Reports carry this payment as a positive value with a C beside it to indicate use of credit memo. When any part of a <b>credit memo</b> is used, call up the CM record and indicate in the payment field how much was used.

Total Pymts	numeric (0-999999.99)	9	Payments entered in field 8 are accrued and displayed. Total does not include progress payments.
Balance	numeric (0-999999.99)	9	This field is calculated and displayed based on invoice total minus Total Payments minus Total Progress Payments. Note that an invoice is not considered a closed item until this field <u>and</u> the Progress Balance is zero. It is imperative that you enter regular invoice payments and progress payments in their proper field so that both balances are zeroed when the invoice is fully paid.
9) Progress Due Date	numeric	6	This field determines if progress payments will be made. This date may indicate either the first payment date (which can be updated for subsequent payment dates) or the final payment date. <b>No Progress:</b> hit <enter> and no further information is requested. <b>Progress:</b> enter a valid date and progress billing will occur. Continue to add specifics in field 10 and 11.
10) Progress Billing	numeric (0-999999.99)	9	The total amount for which progress payments are to be received. <b>This cannot be used to indicate the amount of one payment.</b> If so used, entry of the second payment will give you an error message "Date or Amount Field Missing, or Negative Balance" because the Total Progress Payments received exceeds the Billing due amount, thereby making the Progress Balance a negative value.
11) Progress Pymt	numeric (0-999999.99)	9	Enter the amount of the progress payment received.
Total Progress Payments	numeric (0-999999.99)	9	The field is calculated and displayed to reflect all progress payments received.
Progress Bal.	numeric	9	This field is calculated and displayed based on Progress



from screen 1-1 and enter the customer number and invoice number. Conditions surrounding entry to these fields are consistent with those previous stated.

If the invoice selected does not have unbilled status, receive the bulletin "Already Billed". This option cannot be used to change a bill date. If the invoice is unbilled, follow the cursor to enter:

- Bill Date, #4
- Invoice Amount, #6
- Shipping/Handling, #7

Make corrections and record using methods explained in section A d. Please note that use of cancel does not delete the original invoice but merely cancels this transaction's impact on the invoice.

### C. INVOICE PAYMENT

Selection of Operation 3 allows you to record a regular payment on an invoice. Do not use this option when the payment received is a progress payment. As explained, these are not interchangeable payment methods.

Once the customer and invoice numbers are selected and the invoice record is displayed, the payment field opens up to accept data in the range of -999999.99 to 999999.99. You may enter the payment amount received or make note of a payment by Credit Memo.

To indicate a **regular invoice payment**, enter a value of 0 to 999999.99. The new values for total invoice payments and balance are calculated and displayed. The system then checks for inconsistencies. If any are found, the bulletin **Date or Amount Field Missing or Negative Balance** is displayed and the system prompts for a corrected payment amount. If the payment is correct but another field is in error, pay 0 to be allowed to continue to Cancel this transaction, and use the Modify option to make the appropriate correction and apply the payment in one transaction. When no inconsistency is detected, take the appropriate action on the transaction.

To indicate a payment **By Credit Memo**, enter a payment value in the range of -999999.99 to 0. The value does not have to equal but must not exceed the balance amount of the credit memo being applied. Regular payments cannot be added in with a By CM payment as G/L accounts will not be adjusted properly and no audit trail exists for the A/R payment received.

Following entry of a negative payment, see "By CM" displayed and the amount becomes positive. All reports carry a positive value with the notation CM beside the transaction amount. The user is responsible to pay off the CM used. It is practical to make that operation the next transaction entered so as not to forget it and also to have the transaction placed on file in the next record location for easy identification in transaction listings. Take action on the transaction in the appropriate manner.

### D. APPLY A PROGRESS PAYMENT

Selection of Operation 4 allows you to record a progress payment received on an

invoice. The invoice must already have a progress due date on the record to allow a progress payment entry.

Once the customer and invoice numbers are entered and the record is displayed on the screen, field 12, progress payments, opens to receive data in the range of 0 to 999999.99. When entered, total progress payments and progress balance are calculated and displayed. The exit procedures are the same.

**E. DELETE AN INVOICE**

Selection of operation 5 allows you to flag an invoice for delete. Delete actually occurs after Update when Ledger is run.

Once the customer and invoice numbers are entered, the record is displayed with the prompt:

**Enter the Delete Code**  
**\*\*\***  
**—**

Key DEL capitals only to complete the operation. (Hit any other key to abort.) Receive the message, "Recorded". To cancel the delete, perform any other operation on the record.

**F. MODIFY AN INVOICE**

Selection of operation 6 allows you to change invoice information as necessary. **Field 1, Type, may not be changed on an invoice.** Once customer and invoice numbers are entered, the record is displayed with this prompt:

**Enter Field To Change (0=None)**  
**\*\***  
**—**

Information may be changed in fields 2-11. A correction in fields 5, 6, 7, 8, 10, or 11 results in a recalculation of totals and balance fields.

Exit procedures are the same.

## 2. A/R TRANSACTION PRINT

**Purpose:** Program AR020 allows you to print a list of current transactions in a file ARF020 by record number range.

**Exit:** Hit <enter> or key 0 to 'Start Record Number'.

Screen 2 - 1

A/R Transaction Print

Start Record Number        \*\*\*  
                                  —  
End Record Number

Transactions are added sequentially to file ARF020 and are printed in the order in which they appear. You should print the entire file after each data entry session to check for errors. Scan for duplicate customer-invoice combinations. Correction of transaction errors is made using menu option #3, Transaction F/M. Following corrections, the print option should be run again.

a) Enter a Range:

Start Record Number - Enter 0 and return to the A/R menu.  
                                  - Enter 1 to ARF020 file maximum to indicate  
  the first record to print.  
End Record Number - Enter a value greater than or equal to start  
  Record Number to indicate the last record to  
  print.

An "Out of Range" bulletin is flashed when a value greater than the maximum assigned to file ARF020 is keyed in either field.

The list of transactions is produced by R# with a summary by type. If no data is available, you are returned to enter a new range with no report produced.

**3. A/R TRANSACTION FILE MAINTENANCE**

**Purpose:** Program AR070 facilitates corrections to transactions stored in file ARF020.

**Exit:** Hit <enter> or key 0 to record number prompt.

Markup the transaction printout with changes you wish to make. Circle the R# (location in file) listed in the first column and make changes via this screen:

## Screen 3-1

A/R Transaction File Maintenance  
Enter Record No. To Change (0 to End)  
\*\*\*

Customer	Invoice
1) Type	8) Payment
2) Cust Order No	Total Payments
3) Descrip	Balance
4) Bill Date	
5) Tax Code	9) Prog Due Date
6) Invoice Amount	10) Prog Billing
7) Shipping/Handling	11) Prog Payment
Taxes	Tot Prog Pymts
Total	Prog Balance

Record numbers range from 1 to the maximum value you assigned for file ARF020.

**a) Enter a Record Number.**

Valid entries are:

- 0 - Exit and return to A/R menu.
- 1 to file max. - If the record is not in the transaction file, you are prompted for a new record number after a "Not on File" bulletin.
  - If the record has been voided through a previous F/M procedure, the bulletin is "Transaction is Void".
  - If the record is valid, the information is displayed with the prompt:  
"Enter Field To Change (0=None)"

**b) Enter field number to change.**

Valid entries are:

- 0 - No more changes. Go to step c.
- 2 to 11 - Change the field information. Totals and balances are recalculated when affected by a field change.

You may not:

- Change field 1, **type**. This field is only available for change when being created via Transaction Entry.
- Change a **delete** transaction. If you need to remove the delete, enter another transaction to mask the delete using Transaction Entry. (See Section 1 for explanation.)
- Change any field other than 11 when the transaction is a **progress payment**.
- Change any field other than 8 when the transaction is an **invoice payment**.

When the correction procedures are complete, key 0 for no more changes.

**c) Validate Entry.**

The system checks for inconsistencies in the data.

- If found, the bulletin is "Date or Amount Field Missing or Negative Balance". You must correct the error(s) to proceed.
- If none, proceed to d.

**d) Enter Action.**

Take the appropriate action when you see this prompt displayed on line 2.  
**Enter Action (1=Record,2=Change,3=Ignore Changes,4=Void Trans.)**

\*

You may select:

- 1 - Record and save the transaction as changed. Bulletin is "Recorded".
- 2 - Return to step b to make additional changes.
- 3 - Ignore changes and save the transaction in its original form. Bulletin is "Last Changes Ignored".
- 4 - Void this transaction. The record is skipped and physically dropped during the Update option. Once voided, it may not be recalled. The bulletin is "Last Transaction Voided".

Use of option 1, 3, and 4 returns you to step a.

#### 4. A/R UPDATE

**Purpose:** Program AR030 updates the invoice, customer (and G/L external posting file, if coordinated) clears the transaction file, and automatically, loads the invoice sort program, AR035.

**Exit:** Key "END" to exit to main menu.

Always check transactions thoroughly before choosing to update.

Although transactions are not lost from day to day, it is best to update immediately after an extensive data entry sessions. Processing invoices makes sense for several reasons. The customer file will carry up-to-date totals. G/L information enters the G/L external posting file. Lastly, and perhaps most importantly, all current invoices are available for statement production, and new transactions are checked for duplication against the invoices on file.

This option updates transactions into the invoice and customer file and when done, erases the transaction file. Always update when your transactions are approaching the system maximum. How often you update depends on:

- Your volume of transactions
- Your need to generate statements
- Your need to update G/L

G/L update is automatic for those users with A/R coordinated to G/L. Uncoordinated systems will require manual G/L posting of data from the A/R Update report. Do not proceed to statement printing until all update reports are carefully studied and deemed correct.

#### a) Choose to Update

Screen 4 - 1

A/R Update

Depress 'ENTER' to Begin, Enter 'END' To Exit Or 'SORT' to Sort?

\*

#### AVAILABLE OPERATIONS:

- <END> - Exit to A/R Main Menu.
- <ENTER> - Continue with update routine.
- <SORT> - Bypass Update to SORT program (AR035).

Following the Update Report generation, you will enter a sort routine (Prog AR035) Record #'s noted; bulletin \*\*\* Working \*\*\* viewed. Then the invoice file is sorted with the flashing bulletin "Sorting".

You exit the AR Update through this screen:

Screen 4 - 2

A/R Invoice Sort Program

Total Records Read	DDD
Total Records Dropped	DDD
Total Records Written	DDD
Total Records Available	DDD

Hit Any Key to Continue to Main Menu

Always note the number of invoices available so as not to exceed the system limits. Although the system allows you to exit (if the open & closed files are full) and delete closed items, you will have to go to your backup system if there are not enough closed items to delete to equal the incoming invoices.

5. A/R LEDGER

**Purpose:** Program AR040 is the report phase producing detail, summary or customer range reports of open items, aging analysis, closed items, and unbilled invoices in the system. This program will delete closed items from the list when selected.

Ledger information is gathered primarily from the invoice file. Aging analysis is accomplished by this program as well as the capability to delete closed items during a closed item list.

**Exit:** Key 0 or hit <enter> as a report format code.

Screen 5 - 1

A/R Ledger

Report Format	*	
Report Type		Format Codes
Delete During Closed Item Listing		0-Exit
		1-Open Items
First Customer To Include		2-Aging Analysis
Last Customer To Include		3-Closed Items
		4-Unbilled
		Type Codes
		1-Detail
		2-Summary
		3-Customer Range

**AVAILABLE OPERATIONS**

To define the report parameters, select:

**Format Code**

- 0 - To exit back to the A/R Main Menu.
- 1 - To report on open items only. An invoice or DB memo is considered open when there is an unpaid balance or progress balance. A CR memo is open when there is an unused balance. Next step is Report Type.
- 2 - To print an aging analysis of open items. Next step is Report Type.
- 3 - To report on closed items only (paid invoices and DB memos and completely used CR memos. This report is always detail in type because of the delete capability. Next step in Delete During Closed Item Listing? 0=No; 1=Yes.
- 4 - To print a list of unbilled invoices (no bill date and a 0 progress balance). This report is always detailed for all customers. Next step is to Verify Entry.

**Report Type**

- 1 - To generate detail and summary for all customer invoices in format specified (open or aging only).
- 2 - To generate summary information for all customer invoices in format specified (open or aging only).
- 3 - To generate a detail listing (open or aging) of invoices for all customers within a selected range with a summary for the range. Single customer reports are possible by limiting the range to one customer. If you plan to use this option to gather information on a specific group of customers, make sure their customer numbers are numerically sequential. Unused customer numbers in the range are bypassed. Next step is to enter First Customer To Include.

**Delete During Closed Item Listing**

This field opens **only** when a report format of 3 is used.

- 0 - Do not delete. Go to Verify Entry.
- 1 - Delete closed items. You should delete closed items at regular intervals. Go to Verify Entry.

**First Customer To Include**

This field opens **only** when a Type Code of 3 is used. Enter a valid customer number in the range of 1 to ARF110 file maximum. Detail print and summary accumulation begins with this customer. Go to Last Customer To Include.

**Last Customer To Include**

Enter the customer number of the last customer to be included in the report. If value entered is less than first customer value, no report is generated. Go to Verify Entry.

**Verify Entry**

A/R Ledger  
Entry Correct?  
\*

Key 0 to return to Report Format prompt.  
1 to produce report as defined.

After the report is printed, you are returned to enter a new report format or you may exit the ledger option with a 0.

## 6. A/R STATEMENTS

**Purpose:** Program AR08B prints billing statements by customer range in a format which is consistent with that used by many contiguous forms producers - see your dealer or call SBSG for order information.

**Exit:** Key 0 or hit <enter> to First Customer prompt.

Twelve (12) lines of invoices print on each statement page. When this number is exceeded, a new statement page is produced. Totals always print on the last statement page for a customer.

Open Item Invoices for the customer are printed in numerical sequence with aging indicated as **Current** (under 30 days) or **Past due** (over 30 days).

Screen 6 - 1

## A/R Statements

First Customer \*  
Last Customer

## a) Enter a Customer Range:

- First Customer - Key 0 to return to A/R Main Menu.  
- Key a valid customer number in the range of 1 to file ARF110 maximum. Statement production will begin with this customer.
- Last Customer - Key a number greater than or equal to the First Customer in the range at which to end statement production.

## b) Verify Entry:

Entry Correct ?

\*

Key 0 to return to enter a First Customer number.

1 to begin print operation.

See the message "Processing" displayed during print. When complete, you are returned to enter a new range. It is not necessary to realign unless the printer was manually advanced in the interim.

**7. A/R CUSTOMER F/M**

**Purpose:** Program AR050 allows you to add, change, or delete customer information in file ARF110. This program prints a numeric or alpha customer list and activity list and moves totals at year-end.

**Exit:** Key 0 or hit <enter> from screen 7-1.

A customer must have a record on file before a transaction can be entered. You may delete a customer with invoices in the invoice file. If the customer number is reassigned, those invoices are applied to the current customer. If the customer number is not reused, Ledger reports will list the invoices for the number with the name listed as "Not on File". Care should be taken to avoid problems.

## Screen 7-1

A/R Customer F/M

Enter Operation Code (0=Exit 1=Add 2=Change 3=Print 4=Yr End)

\*

Customer No.

- 1) Name
- 2) Addr
- 3)
- 4)
- 5) Last Activity
- 6) Billed Last Year
- 7) Billed This Year
- 8) Phone Number

**AVAILABLE OPERATIONS**

- 0 - Exit and return to A/R Main Menu.
- 1 - Add a record.
- 2 - Change or delete an existing record.
- 3 - Print customer information in several formats:  
numeric sequence as activity list or address list  
or alpha sequence as activity list or address list.
- 4 - Move totals at year end.

1. ADD: Select 1 and see:

Screen 7 - 2

A/R Customer F/M Add  
 Enter Operation Code (0=Exit 1=Add 2=Change 3=Print 4=Yr End)  
1

Customer No. \*\*\*

- 1) Name
- 2) Addr
- 3)
- 4)
- 5) Last Activity
- 6) Billed Last Year
- 7) Billed This Year
- 8) Phone Number

a) Assign a customer number in the range of 1 to the file limit value you assigned the customer file ARF110. If the number is previously used, receive the message "Already on File".

b) Key an unused number and continue to add detail:

<u>Field</u>	<u>Type</u>	<u>Length</u>	<u>Purpose</u>
1	alpha/numeric	24	Enter the name of individual or company. When an individual, you may want last name first to support the alphabetized listing capability.
2-4	alpha/numeric	24	Enter up to 3 address lines. You may use line 2 for a contact name if line 1 denotes company.
5	numeric	6	Enter date of last invoice billing for this customer.
6	numeric -9999999.99 to 9999999.99	11	Entered Billed Last Year balance for this customer.
7	numeric -9999999.99 to 9999999.99	11	Enter the total purchased for this year.
8	numeric	10	Enter an area code and seven digit telephone number with no slashes or dashes. If there is no area code, enter seven digits; no leading zeros are necessary.

c) Immediately, your options are "Enter Field To Change (0=None, 99=Delete)

- Enter 0 - Record is stored on file as seen.  
1-8 - Make a change in the field selected.  
99 - Choose to exclude from file. See:

"Enter Delete Code"

\*\*\*

Key DEL to complete the delete option.  
See "Record Deleted" message. Key anything  
else to abort and return to preceding step.

Only 99 or 0 allow you to return to the add routine. To break out of add, hit  
<enter> to customer number on screen 7-2.

## 2. CHANGE

From screen 7-1, key 2 (change) and view:

Screen 7 - 3

A/R Customer F/M

Change

Customer No. \*\*\*\*\*

- 1) Name
- 2) Addr
- 3)
- 4)
- 5) Last Activity
- 6) Billed Last Year
- 7) Billed This Year
- 8) Phone Number

Call the record by customer number. "Not on File" is flashed if the record does  
not exist on file. Keying a valid number displays the record with the step 1-c  
prompt: Enter Field to Change (0=None, 99=Delete)

3. PRINT

From screen 7 - 1, select 3 to print and see:

Screen 7 - 4

A/R Customer F/M Print
Enter Report Type (0=None, 1=Activity, 2=List, 3=Alpha)
\*

Customer No. \*\*\*\*\*

- 1) Name
2) Addr
3)
4)
5) Last Activity
6) Billed Last Year
7) Billed This Year
8) Phone Number

You may enter:

- 0 - To return to screen 7-1.
1 - To print a numeric list of customers with activity date, sales YTD and balance.
2 - To print a numeric list of customer name, address, and telephone number information.
3 - To print alpha customer activity list or name and address list.

Reports may be reprinted.

Choose 1 or 2 and reports print immediately. Choose 3 and system calls up sort program:

Screen 7 - 5

A/R Customer Alpha Sort

Writing Rec DDD

Total Records Read DDD

Total Records Dropped DDD

Total Records Written DDD

Total Records Available DDD

Hit Any Key to Continue \*

Once sorted in alpha order, system flashes:  
Loading Program AR054

A/R Customer Alpha Print  
Enter Operation Code (0=Exit, 1=Print)  
\*

Choose:

- 0 - to exit to screen 7-1.
- 1 - to print. You are prompted to 'Enter Report Type (0=None, 1=Activity, 2=List). These lists are now in Alpha Order; not numeric order.

**4. YEAR END**

The purpose of this option is to zero out the Sales YTD field at the start of a new year.

Select 4 from screen 7-1 and see:

Screen 7 - 6

A/R Customer F/M

Enter Operation Code (0=Exit 1=Add 2=Change 3=Print 4=Yr End)

4

Customer No. \*\*\*\*\*

- 1) Name
- 2) Addr
- 3)
- 4)
- 5) Last Activity
- 6) Billed Last Year
- 7) Billed This Year
- 8) Phone Number

System asks 'Do You Have A Recent Activity Report?'

Enter:

- 0 - No, moves you to print option to print an activity list.
- 1 - To continue, see prompt:  
"O.K. To Do Year End Update?"  
\*

Key

- 0 - Return to screen 7-1.
- 1 - See prompt, "Working... Do Not Interrupt"; Totals are zeroed.

**8. TAX CODE F/M**

**Purpose:** Program AR060 allows the user to code up to nine (9) of your most frequently used income and sales General Ledger account numbers, each with a sales tax rate.

**Exit:** Key 10 from screen 8-1.

## Screen 8 - 1

A/R Tax Code F/M  
Enter Tax Code To Change (Enter 10 To Exit)  
\*\*

Tax Code	Description	Rate	G/L No.
0	Special		
1	Not Used	0.00%	0.0
2	Not Used	0.00%	0.0
3	Not Used	0.00%	0.0
4	Not Used	0.00%	0.0
5	Not Used	0.00%	0.0
6	Not Used	0.00%	0.0
7	Not Used	0.00%	0.0
8	Not Used	0.00%	0.0
9	Not Used	0.00%	0.0

**Tax Code 0** is "Preset - Unchangeable" (message when selected) with a tax rate of 0. When used to code a transaction in transaction entry, there is an automatic prompt for the user to key a G/L distribution number.

**Tax Codes 1-9** may be set by the user. Each code may contain the following:

Description	-	8 alpha/numeric characters of description which is displayed on the screen during transaction entry.
Rate	-	0 to 99.99 to indicate the rate of sales tax. The rate is also displayed on the transaction entry screen. Sales Tax is accumulated and disbursed to G/L account 21400.0, Sales Tax Payable and cannot be separated by code.
G/L No.	-	Enter a valid G/L income or sales account to which the invoice amount is to be disbursed.

This option, once set to reflect your company needs, does not need to be utilized again.

Foreseeing that the average small company, using the A/R Accounting system, would not need 9 Sales Tax General Ledger Account numbers, the system was modified to indicate Income or Sales General Ledger numbers. Therefore, in Transaction Entry (menu #1), the Tax Code input is used to designate the Sales Tax % and the Income or Sales account to which the invoice amount will be posted.

Here is an example of Tax Code use which may help you make good use of the Tax Code option.

Tax Code	Description	Rate	G/L No.
1	Computer Sales	5.00	31110.0
2	Inhouse Sales	5.00	31130.0
3	Computer Sales	0.00	31110.0

a) When entering a new transaction during Transaction Entry, menu #1, if you choose #1, for Tax Code input, the following would automatically occur:

- The 5% Massachusetts Tax is posted to the embedded G/L account 21400.0, Sales Tax Payable.
- The Invoice amount is posted to the designated G/L account 31110.0, Computer Sales (for SBSG) which is a sales or income account.

A sale for \$3000 using tax code #1 would figure the following:

3000.00 posted to 31110.0 (Sales Acct.)  
150.00 posted to 21400.0 (Sales Tax)  
3150.00 posted to 11410.0 (Accounts Receivable)  
- if not paid  
or  
to 11100.0 (Cash Account - when paid)

b) A Transaction Entry using Tax Code #2 would follow the same procedure as above but the invoice amount will be posted to 31130.0 as designated for inhouse sales - or any income or sales account you use.

c) A Transaction Entry using Tax Code #3 would figure the same as Example #1 but no Sales Tax will be figured or posted.

As you can see, if used correctly the Tax Code option automatically figures and posts the Sales Tax to 21400.0, the system embedded account. The system programs will also post to a sales account designated by the user.

This option decreases the chance of user error while typing in the Sales Account General Ledger numbers.



TABLE 9 - 1

<u>Field</u>	<u>Type</u>	<u>Length</u>	<u>Purpose</u>
1	numeric	(1 to 10)	Company Number - only one company possible.
2	numeric	(1 to 999999)	Next P/R Check-Payroll only.
3	numeric	(1 to 99.99)	O.T. Rate-Payroll only.
4	numeric	(1 to 99.99)	Hourly Rate-Payroll only.
5	numeric	(1 to 12)	Fiscal Year Ends - indicates month.
6	alpha/numeric	24	Company name.
7-9	alpha/numeric	24	Company address.
10	alpha/numeric	24	Fed/State Numbers for tax ID.
11	numeric	6	Today's Date - MMDDYY format.
12	numeric	6	Period Start Date - Payroll only.
13	numeric	6	Period End Date - Payroll only.
14	numeric	1	Payroll Number - Payroll only.
15	numeric	2	Day Number - Payroll only.

**10. FILE RECOVERY**

File Recovery is included to automatically place 'end of file markers' on any data file which has been left open. It displays the name of each file as it is inspected and indicates whether or not the file had to be restored. No user input is necessary:

Screen 10 - 1

A/R File Recovery

```
ARF110:0  Rec  DD
Transaction File -  O.K.
Invoice File   -  O.K.
```

**11. END**

**Purpose:** This option provides an orderly exit from the A/R module. It is the only valid way to exit A/R and return DOS.

**Power-Off Procedures:**

- Always return to DOS before powering down the system. This insures that all files are closed to protect your data.
- Diskettes out
- Printer off
- Additional disk drives off
- Turn off the computer

**Backup disks should be maintained on two levels:**

- 1) Yearly - one diskette A/R data (properly annotated: "Not For Use - Year End 'XX Verified Data") to be maintained for file with all yearly data verified.
- 2) Current - Diskettes on an OLD/NEW rotating basis, should be maintained at all key levels of input. A "key level" would be any time data is input or updated (before you turn off the computer for the day).

Backup diskettes will enable the user to recover data for these key periods:

1. last year/end
2. yesterday

It is imperative that diskettes be checked for usability. A bad diskette will result in loss of data.

Consult your DOS manual for BACKUP procedures.

**IV. SYSTEM CONVERSION: ENTER YOUR COMPANY A/R DATA**

Once you have completed the learning process and have reinitialized your complete system, you are ready to go on-line with your company data. The most important step in bringing any module on-line involves gathering the module data in timely form.

For A/R, you should start by organizing your customers. You can arrange them alphabetically or in any easily referencible order according to your own needs. Using Menu #7, Customer F/M, begin to add customer information. It is important that year-to-date totals not include open items because open items will eventually have to be added to the system for statement accuracy. If this approach is taken, A/R accounts in G/L will be correct.

When you have finished, print the list and check to make sure you have all your customers listed.

The next step is for you to evaluate the tax code you used for the step-through and make changes using Menu #8. Read the documentation carefully for effective use of the tax code option.

For Menu #9, make sure your company's General Information (company name, address, telephone number and Federal and State numbers, date, etc.) is correct.

After you have successfully completed all of the above, you are ready to start adding open items to the Accounts Receivable System. Gather open items and enter them using transaction entry. Print, correct, and update in batches until the system is up-to-date.

If you have the invoicing module, you may want to enter the open items using this module. However, if Inventory is coordinated and the on hand totals are accurate with the open items already processed, use the A/R module. Invoicing deducts from on hand but A/R does not.

1. Organize your data to fit system limits.
2. Mount diskettes according to normal operating procedures. Coordinated systems, do not forget to mount the G/L data diskette.
3. Turn on the system and proceed to the Main Menu.
4. Return to the A/R Menu and select each option in turn.
5. Select MENU - #9 Add your Company Information. Use no commas.
6. Select MENU - #7 Delete sample customers and add your own. Do not exceed the system limit.
7. Select MENU - #8 Use this option to set up your most commonly referenced General Ledger Accounts.

This system will calculate sales tax for you (if you specify the percent in RATE Area). Note the examples below. If you choose Tax Code #1, the system will post the invoice amount to Retail Account 31110.0 and calculate a 5% Sales Tax. The sample Tax Codes 1-4 will figure a 5% sales tax. Tax Codes 5-8 have no sales tax. Fill in each area of Tax Code with your company income or sales General Ledger account number information. You can hand/post to General Ledger from the update print out. If you are sending your invoice amount to a

different account than those that you listed in G/L No area, use Tax Code 0. Tax Code 0 allows you to enter any GL account number that you need.

A/R TAX CODE F/M  
 ENTER TAX CODE TO CHANGE (ENTER 10 TO EXIT)

TAX CODE	DESCRIPTION	RATE	G/L NO
0	SPECIAL		
1	RETAIL	5.00%	31110.0
2	WHOLESALE	5.00%	31120.0
3	HARDWARE	5.00%	31170.0
4	MANUALS	5.00%	31530.0
5	RETAIL	0.00%	31110.0
6	WHOLESALE	0.00%	31120.0
7	HARDWARE	0.00%	31170.0
8	MANUALS	0.00%	31530.0
9	NOT USED	0.00%	0.0

This is a sample of how to use your Tax Code file efficiently.

8. Your system is now ready to accept data.
9. A logical approach to implementing the full accounting system might be the following:

**When General Ledger is present,** it is best to set up your company Chart of Accounts first. With computerized G/L processing, this step is crucial as it determines what your financial report will look like. See the G/L manual for specifics. There are also two COA samples in the G/L manual Appendix, one featuring a Cost of Goods approach; both containing the account numbers necessary for coordination. You may use either of these as a model, incorporating the account numbers you require for your operation, or if both are completely foreign to your needs, design your own. It is important to remember that certain account numbers are required for module coordination as they are embedded in the programs:

<u>Accounts Receivable</u>		
Cash	=	11100.0
Accounts Receivable	=	11410.0
Sales Tax Payable	=	21400.0
Deferred Income	=	21350.0
Shipping	=	42700.0
Handling, Etc.	=	42400.0
<u>Accounts Payable</u>		
Cash	=	11100.0
Accounts Payable	=	21300.0
<u>Payroll</u>		
Regular Pay	=	43111.0
Overtime Pay	=	43112.0
Piece Work Pay	=	43113.0
Health & Welfare Pay	=	43114.0
Vacation Pay	=	43115.0

Other Pay	=	43116.0
Non-Tax Pay	=	43117.0
Cash Payable	=	11111.0
Fed. Withholding	=	21611.0
State Withholding	=	21612.0
FICA	=	21613.0
State Disability Insurance (SDI)	=	21614.0
Other Deductions	=	21615.0

Once you have established a COA on file, with your current balances included, print the COA, and make necessary corrections. As all your sample data entry will impact balance totals, it would be wise to copy this newly created file (GLF110) to diskette and save it. After all training, this 'clean' file may be brought back into the system. You may then correct the chart if any mishandling of data, caused by bad account number assignment, was encountered during the learning process.

The recommendation to add, at the outset, the COA your company intends to work with, rather than use a simulated one, is advised for these reasons: the data entry task is significant; the impact of sample step-through updates will be realistic; finally, any weakness in your chart format will become immediately apparent during the training phase.

The amount and type of data you decide to enter in other modules (AR, AP, PR, IVT,) should be viewed with these considerations in mind. If you choose to enter your company data, the bulk will be significant causing an increase in data entry time, thereby delaying training startup. On the positive side, the testing, however, will be more thorough, and by making a copy of the newly created file, the time elapsed between the training phase and actual use of the system will decrease. Conversely, a small sampling of dummy data speeds the training phase itself, as small amounts of data can be processed, sorted, and printed more quickly. Either approach is valid, reaching on-line use in approximately the same time. The question under consideration then, is, where is the delay most acceptable, between purchase and training or between training and inception.

Once this decision is made, move through the modules in a logical order. The following is a suggested approach you may find helpful. Read each module manual completely, prior to beginning interaction with the module. Step-through with your data using the menu detail section for explanations of features, uses, and nuances that may not be immediately apparent.

Since cash flow is the life's blood of a small business, **bring the Accounts Receivable module on-line.** If your customers are slow in remitting payments, a monthly or bi-monthly computer generated statement may prompt payment.

After Accounts Receivable, **the next step is the Inventory module.** The Inventory system is not only useful in itself, but when present, it must have an Inventory Master file on-line to fulfill Order Entry requirements. **Order Entry completes your automation of the receivable operation.** Once the Order Entry is operational, it will automatically subtract from Inventory, update sales and commission reports, and tie directly into Accounts Receivable. The A/R

statements will then refer to an invoice number instead of manually entered transactions, completing the billing operation.

Accounts Receivable Updates post automatically to your ledger accounts, specifically income, cash, and A/R.

**Accounts Payable is the next module to bring on-line** and has several useful features. It provides listings of open items owed and will print A/P checks. With A/P on line, no hand posting is needed. The Accounts Payable module will automatically post to your cash, expense, and A/P General Ledger Accounts.

**Payroll, when included, is the last module to be installed** in the system. The Payroll system involves many complex calculations and produces reports and totals necessary to fulfill government agency requirements. All in-house tasks from data entry through check generation are performed accurately and quickly, with all information retained on file. Payroll updates twelve different GL accounts and posts to the cash account.

You should always view the results of O/E, A/R, A/P, and PR updates in the G/L system. Once data is present in G/L, review the Balance Sheet and Income Statement. Study them carefully to make sure the COA you have chosen is doing what you expected. In the future, these reports will show how your business is moving from month to month, as well as giving your business credibility in the banking world.

V. GENERAL PROBLEMS

1) Disk I/O Error.

If you see this message:

- A. Check to see if the diskettes are mounted in the proper drive.
- B. Check your diskettes to see if they are in the drive correctly.
- C. Check to see if all your disk drives are on.
- D. Check to see if disk drive doors are closed.
- E. Check to see if your diskettes are warped. (You can sometimes backup diskettes and, in doing so, save the data that is on them even though you cannot write on them).

If none of these correct your problems go to #10 File Recovery. Last resort, use your backup diskettes. Be sure to make a new copy of these backups. ALWAYS have TWO copies of ALL DISKETTES!

2) File Not Found in XXX.

If you see this message, you have loaded your diskettes incorrectly, or have a drive write protected which must be write enabled. Check A-E above. If your problem isn't one of the above, run File Recovery program, MENU #10. Keep an eye on the screen, for a "FILE RESTORED" message.

This program will tell you if all Data Files are present. If a file is missing, go to your backup data disk. You should backup your backup before using it with the System. If a file is on the wrong diskette, copy the file to the proper diskette and then kill it on the wrong diskette. A file appears on the wrong diskette only if you have mounted diskettes incorrectly.

3) Subscript out of range in XXXX.

This often occurs when the system is reset with a file open or the user exits a program through other than acceptable methods. There is no End of File marker (EOF) in the file. Go to Menu #10, File Recovery.

4) Disk Full

- .disk drive door open
- .no diskette in drive
- .you allocated more grans on that particular diskette than were actually available - run File Recovery. However, you must reconfigure your system to take advantage of only the amount of free grans available (minus one for the ACFSTA file).

5) FF Error in XXX

File was not initialized properly during CONFIG procedure. Confirm this by noting ?, or +++ in directory next to data files: Reconfigure.

6) EF Error in XXX

ACFSYS file not properly initialized. Look in directory for ? or +++ to confirm which file is not properly initialized: Reconfigure.

7) Division by 0 in 7010

You have two ACFSYS files on line. There should be just one ACFSYS for each coordinated setup you are running. Check your CONFIG report to determine which ACFSYS is the valid file. Kill the other file off (consult your DOS manual for procedure).

**VI. REGULAR RUN OF THE SYSTEM**

It may take some time to devise hard and fast procedures for operating a computerized accounting system. Batches of data should be entered into the computer as accumulated so as to keep your records up-to-date. Invoicing and Inventory entries should be made daily. Payroll data can be held until the last day of each pay period. A/P and A/R transaction entry is mandated by the quantity of bills and payments received in a week. Once or twice a week may be sufficient. G/L direct postings can be made weekly. The G/L update option should be run as mandated by the quantity of data being updated to the external posting file from other modules.

Until you are familiar with the system, keep this list close at hand.

**Daily:**

1. #9 General Information F/M to set date.
2. #1 Transaction Entry to enter day's invoices, credit/debit memos, do billings, make payments, etc.
3. #2 Transaction Print to check for data entry errors.
4. #3 Transaction F/M to make corrections.
5. Backup is necessary.

Note: For coordinated systems, the GIF010 file is located on the G/L diskette.

**At Regular Intervals:**

1. #4 Update A/R to clear transaction file, to ready the system for statement production, and to provide a means to update G/L.
2. #6 Statements.
3. #5 Ledger to view listings of open/closed/aged accounts.
4. Backup is necessary.

**As Necessary:**

1. #7 Customer F/M to keep an up-to-date file of customers.
2. #8 Tax F/M to alter existing codes.

After every data entry session, before shutting down for the day, a backup should be made of all system files. Store the backup in a safe place.

Month-end, quarter-end, and year-end procedures are more standardized. Use the following sections to help you see the logical order for closing a period. Month-end backups should be held until after new month-end. Quarter-end backups should be held until year-end.

1. END OF MONTH PROCEDURES

A/R A/P G/L

- a) Enter into A/P any handwritten checks from manual checkbook paid as of last day of month.
- b) Enter from the deposit book into A/R all payments received as of last day of month.
- c) Make sure all Invoices for Sales written as of last day of month were entered into A/R (Order Entry if present).
- d) Enter all bills received by last day of month into A/P.
- e) In each Accounting Computer Data book (A/P, A/R, G/L), separate this month's hardcopy with a labeled sheet.
- f) Book Petty Cash entries. Balance Petty Cash.
- g) Do not run regular updates from P/R, Order Entry, A/R or A/P for new month. Hold transactions until Month-End is finished, until you complete the Month-End move (in G/L). Figures for new month will get into old month if you run a regular update with new month transactions. You **SHOULD** use regular updates when correcting old month figures.
- h) Balance check book to computer G/L Bank Account balance. Balance check book to bank statement. Enter any correcting entries.
- i) Run a trial monthly Balance Sheet and Income Statement. Check that the Retained Earnings Account on Income Statement (bottom line) balances to Balance Sheet audit trail. If not, balance and post correcting entries.
- j) Print the A/R and A/P Open Items lists. Verify A/R Account total on Balance Sheet to A/R Ledger Open Items Listing Total, and the A/P Account on Balance Sheet with A/P Ledger Open Items Total. Enter any correction entries.
- k) Verify balance of all other Asset & Liability accounts with a journal listing of all entries in each account.
- l) Post any accruals to G/L Accounts.
- m) Run the Income and Balance Sheet and check Retained Earnings on Income Statement and Balance Sheet. If it is the same, post amount to RE Account in G/L. If not correct, balance and post.
- n) Run a Update G/L for final adjustments.
- o) Generate final statements for Month-End:

G/L            Income Statement  
                 Balance Sheet

A/R            Statements  
              Open Items  
              Aging  
              Customer Lists (Alpha and Numeric)

A/P            Cpen Items  
              Vendor Lists (Alpha and Numeric)

p) File Reports for Accounting in appropriate books:

- G/L Financial Statements
- A/R Open Item Listing
- A/P Open Item Listing
- A/R Customers (Alpha and Numeric)
- A/P Vendors (Alpha and Numeric)

Distribute:

- A/R Open Item Listing - Management
- A/P Open Item Listing - Management
- A/R Customers Alpha & Numeric - Shipping, Management, Order Entry
- A/P Vendors Alpha & Numeric - Shipping, Management, Order Entry

q) Move totals in G/L, using the Reports Option. Choose #5 to Move Totals and #1 for Monthly.

r) Make backups of A/R, A/P, G/L data for Month-End.

s) Review options s and t of quarter end. It may be necessary to delete closed items at this time.

t) After Month-End, move the State W/D, Federal W/D, FICA Employee, and Sales Tax from specific liability account into General A/P account, so items will list on A/P Open Item Listing. Add FICA Employer to A/P.

**2. END OF QUARTER PROCEDURE****A/R A/P G/L**

- a) Enter into A/P from manual checkbook all handwritten checks paid as of last day of month in quarter.
- b) Enter into A/R from manual deposit book all payments received as of last day of month in quarter.
- c) Make sure all Invoices for Sales written as of last day of month in quarter have been entered into A/R (Order Entry if present).
- d) Enter all bills received by last day of month in quarter into A/P.
- e) In A/P, A/R, G/L Accounting Computer Data books label this quarter's reports.
- f) Book Petty Cash entries. Balance Petty Cash.
- g) Do not run regular updates from P/R, Order Entry, A/R, or A/P for new quarter. Hold transactions until Quarter-End is finished. Figures for new quarter will get into old quarter if you run a regular update with new quarter transactions. You **SHOULD** run regular updates when correcting old quarter figures.
- h) Balance check book to computer G/L Bank Account balance. Balance check book to bank statement. Post any correcting entries.
- i) Figure the Officers' Salaries for Fiscal Quarter. Move Officers' Salaries for quarter from the Regular Salary G/L account and post to the Officers' Salary G/L account.
- j) Run a trial monthly Balance Sheet and Income Statement. Check that the Retained Earnings Account on Income Statement (bottom line) balances to Balance Sheet audit trail. If not balance and post correcting entries.
- k) Print the A/R and A/P Open Item Lists. Verify A/R Account total on Balance Sheet to A/R Ledger Open Items Listing Total and the A/P Account on Balance Sheet with A/P Ledger Open Items Total. Enter any correction entries.
- l) Verify balance of all other Asset and Liability accounts with a journal listing of all entries in each account.
- m) Post any accruals to G/L Accounts.
- n) Run the Income and Balance Sheet and check Retained Earnings on Income Statement and Balance Sheet. If the same, post amount to RE Account in G/L. If not correct, balance and post.
- o) Run a G/L Update for final adjustments.
- p) Print reports for Quarter-End:

G/L	Income Statement Balance Sheet
A/R	Statements Open Items Aging Customer Lists (Alpha and Numeric)
A/P	Open Items Vendor Lists (Alpha and Numeric)

q) Print G/L quarterly reports:  
 Quarterly Income Statement  
 1st Previous Quarter Income Statement

r) File Reports for Accounting in appropriate books:  
 GL Financial Statements (Month-end and Quarter-end)  
 A/R Open Item Listing  
 A/P Open Item Listing  
 A/R Customers (Alpha and Numeric)  
 A/P Vendors (Alpha and Numeric)  
 A/R Closed Items  
 A/P Closed Items

Distribute:

A/R Open Item Listing - Management  
 A/P Open Item Listing - Management  
 A/R Customers (Alpha & Numeric) - Management, Order Entry, Shipping  
 A/P Vendors (Alpha & Numeric) - Management, Order Entry, Shipping

s) In the A/R system, delete A/R Closed Items:  
 Run Ledger for Closed Item Listing deleting during a detail report. Balance bottom total on this and other previously run closed item listings to total to date on A/R customer Activity List. Try to balance if not the same amount. The system now will have no A/R closed items. This allows room for more invoices and the computer will sort faster.

t) In the A/P system, delete A/P Closed Items:  
 Run Ledger for Closed Item Listing deleting during a detail report. Balance total on this and other previously run closed item listings to total to date on A/P Vendor Activity List. Try to correct, if not the same amount. The system will have no A/P closed items.

u) Move totals in G/L, using the Reports Option. Choose #5 to Move Totals and #2 for Quarterly. Do not do a monthly move at the quarter end.

v) Make backups of A/R, A/P, G/L data files.

w) After Quarter-End, move the State W/D, Federal W/D, FICA Employee, and Sales Tax from specific liability account into General A/P account, so items will list on A/P Open Item Listing. Add FICA Employer, FUT and SUI to A/P. Pay on time.

### 3. END OF YEAR PROCEDURE

A/R, A/P, G/L

#### To be done in the months before year-end.

- a) Assets : Check asset listing and make corrections to reconcile manual asset list to assets on books.
- b) Take out the depreciation estimate for this year. Leave only previous year's depreciation. The accountant will figure the exact depreciation.
- c) A/R Open Items: Run a computer A/R open item list. Check the A/R Open Item Invoice file (physical invoices) against the computer A/R Open Item Listing. Reconcile the two. Each physical open invoice should be listed on the computer A/R Open Item listing.
- d) A/P Open Items: Run a Computer A/P Open Items list. Check the A/P Open Item Invoice file (physical bills) against the Computer A/P Open Items Listing. Reconcile the two. Each physical bill should be listed on the computer A/P Open Item listing.
- e) Do a physical Inventory near Year-End and correct Inventory to physical Inventory figures (see Invoicing/Inventory Year-End Procedure).

#### To be done at year-end.

- a) Enter into A/P all handwritten checks from manual checkbook paid as of last day of month in year.
- b) Enter into A/R from deposit book all payments received as of last day of month in year.
- c) Make sure all Invoices for Sales written as of last day of month in year have been entered into A/R (Order Entry, if present).
- d) Enter all bills received by last day of month in year into A/P.
- e) Make new A/P, A/R, G/L Accounting computer data books labeled for new year.
- f) Book Petty Cash entries. Balance Petty Cash.
- g) Do not run regular updates from P/R, Order Entry, A/R, or A/P for new year. Figures for new year will get into old year if you run a regular update with new year transactions. You **SHOULD** run regular updates when correcting old year figures.
- h) Balance check book to computer G/L Bank Account balance. Balance check book to bank statement. Enter any correcting entries.
- i) Figure the officers' salaries for last Fiscal Quarter (done each Quarter). Move Officers' salaries for quarter from Regular Salary G/L account and post

to Officers' Salary G/L account.

- j) Figure Prepaid Expenses and post. An example of this would be insurance paid in this Fiscal year but the policy extends coverage into the next year. Any amount covering next year is Prepaid, not an insurance expense.
- k) Figure amortization of Organizational Costs and post.
- l) Subtract Payroll Account 11111.0 from Cash Account 11100.0.
- m) Analyze Accounts to see if anything should be capitalized. Make a list for accounting.
- n) Calculate the Current Portion of Long Term Debt (the portion of debt due within next year) and post.
- o) Accrued Liabilities: Figure Salary expense for end of month if the month doesn't end directly on a pay day. Accrue Salary and Taxes; accrue Payroll Taxes (SUI, FUT, FICA Employer which relate to final months in year-end).
- p) Print A/R and A/P Open Item Listings. Verify A/R Account total on Balance Sheet to A/R Ledger Open Items Listing Total; A/P Account on Balance Sheet with A/P Ledger Open Items Total. Post any correction entries.
- q) Verify balance of all other Asset and Liability accounts with a journal listing of all entries in each account.
- r) Run an Income and Balance Sheet. Check Retained Earnings on Income Statement and Balance Sheet. If same; post amount to RE Account in G/L. If not; correct, balance and post.
- s) Run a G/L Update for final adjustments.
- t) Print Reports for month-end:
  - GL                    Income Statement  
                         Balance Sheet
  - A/R                    Statements  
                         Open Items  
                         Aging  
                         Customer Lists (Alpha and Numeric)
  - A/P                    Open Items  
                         Vendor Lists (Alpha and Numeric)
- u) Print G/L yearly reports:
  - Yearly Income Statement
  - 1st Previous Year Income Statement

v) File Reports for Accounting in appropriate books:

- Final Financial Statements Month-end and Year-end
- A/R Open Item Listing
- A/P Open Item Listing
- A/R Customers (Alpha and Numeric)
- A/P Vendors (Alpha and Numeric)
- A/R Closed Items
- A/P Closed Items

Distribute:

- A/R Open Item Listing - Management
- A/P Open Item Listing - Management
- A/R Customers (Alpha and Numeric) - Shipping, Management, Order Entry, Marketing.
- A/P Vendors (Alpha and Numeric) - Shipping, Management, Order Entry, Marketing.

- w) In the system, delete A/R Closed Items using ledger. Run a Closed Item Listing deleting during a detail report. Balance bottom total on this and other closed item lists for the year with the total on A/R customer Activity List. Try to balance if not the same amount. The system now will have no A/R closed items. This allows room for more invoices and computer will sort faster.
- x) In the system, delete A/P Closed Items using ledger. Run a Closed Item Listing deleting during a detail report. Balance total on this and all other closed item lists for the year with the total on A/P Vendor Activity List. Try to correct, if not the same amount. The system will have no A/P Closed Items.
- y) Move totals in G/L using the Reports Option. Choose #5 to Move Totals and #2 for Yearly. Do not do a monthly or quarter end at year end.
- z) Using the year-end Backup, make a backup of all A/R, A/P, G/L data files and file the Year-End Backup in a safe place.

**To be done following year-end:**

- a) In A/R Customer F/M and A/P Vendor F/M, do a yearly move.
- b) After Year-End, move the State W/D, Federal W/D, FICA Employee, and Sales Tax from specific liability accounts into General A/P account, so items will list on A/P Open Item Listing. Add FICA Employer, FUT and SUI to A/P. Pay on time.

CUSTOMER ACTIVITY REPORT

CODE	NAME	LAST ACTIVITY	CURRENT YEAR	LAST YEAR
1	EAST CAROLINA UNIVERSITY	1/15/79	186.00	0.00
2	COLLEGE OF THE MAINLAND	7/09/79	0.00	0.00
3	UNIV. OF LOWELL ASSOC.	9/04/79	1253.49	0.00
4	WASHINGTON STATE DIST 17	1/15/79	150.00	0.00
5	WAYHE BOARD OF EDUCATION	8/14/79	2194.00	0.00
6	UNIV OF KENTUCKY	8/14/79	24.95	0.00
7	CJ	10/03/79	1414.00	0.00
8	REGIS COLLEGE	8/14/79	150.00	0.00
9	CENTRAL H S	8/14/79	180.00	0.00
10	FRANK	8/14/79	83.00	0.00
11	RON	1/03/79	447.13	0.00
12	FRANK	9/04/79	775.00	0.00
13	WILLIAM	11/30/79	1483.20	0.00
14	SAVINGS BANK	9/04/79	134.00	0.00
15	CRAIG	9/10/79	154.00	0.00
16	RON	9/12/79	709.00	0.00
17	LLOYD	9/27/79	500.00	0.00
18	WICHITA STATE UNIVERSITY	10/03/79	94.00	0.00
19	DUDLEY	1/04/80	355.00	0.00
20	JOHN	10/03/79	5.00	0.00
21	ED	11/02/79	235.05	0.00
22	G.R. B.	10/15/79	430.00	0.00
23	CAN.	1/04/80	755.00	0.00
24	MIDWEST	11/30/79	458.00	0.00
25	F AIR INC.	11/30/79	301.75	0.00
26	HOWARD	11/02/79	38.40	0.00
27	THOMAS	11/30/79	604.00	0.00
28	NATIONAL MAN	11/02/79	125.00	0.00
29	FRANK	11/02/79	39.95	0.00
30	GUY	11/02/79	35.00	0.00
31	FIBER UNLIMITED	11/02/79	20.00	0.00
32	ROY	11/02/79	145.00	0.00
33	GUS	1/03/79	223.00	0.00
34	NORMAN	11/30/79	89.00	0.00
35	TAYLOR	11/30/79	333.99	0.00
36	ST	11/30/79	575.45	0.00
37	THEC	11/30/79	367.00	0.00
38	ROYAL	11/30/79	110.00	0.00
39	GORDAN	11/30/79	35.00	0.00
40	STEVE I.	11/30/79	35.00	0.00
41	DR LARRY	11/30/79	26.00	0.00
42	EDWARD	11/30/79	35.00	0.00
43	DRUG STORE	11/30/79	292.00	0.00
44	COAST FEDERAL	11/30/79	59.00	0.00
45	LARRY	1/03/79	160.00	0.00
46	UNIVERSITY OF ALBERTA	11/30/79	150.00	0.00
47	CAT	1/03/79	7850.50	0.00
48	HALTED	11/30/79	100.00	0.00
49	ALAN	11/30/79	3654.65	0.00



R#	CUST	INV.#	CUST	ORDER #	DISCPT	BILLED	TAX	INV AMT	SHIP	TAXES	INV PAY	PROG DATE	PROG BILL	PROG PAY
1	353	122	2698			6/24/80	5	150.00	2.83	0.00	0.00		0.00	0.00 1 1
	G/L #	31110.0				6/23/80	6	1300.00	5.15	0.00	0.00		0.00	0.00 1 1
2	68	123	2693			6/28/80	5	10.00	0.00	0.00	0.00		0.00	0.00 1 1
3	348	124	2840			6/25/80	6	30.00	4.28	0.00	0.00		0.00	0.00 1 1
4	24	125	2705			6/25/80	5	45.00	0.00	0.00	0.00		0.00	0.00 1 1
5	156	126	2951			6/18/80	6	312.50	4.94	0.00	0.00		0.00	0.00 1 1
6	68	127	2672			6/24/80	6	689.50	0.00	0.00	0.00		0.00	0.00 1 1
7	103	128	2697			6/18/80	6	75.00	2.27	0.00	0.00		0.00	0.00 1 1
8	202	129	2673			6/24/80	1	32.00	0.00	1.60	0.00		0.00	0.00 1 1
9	52	130	2950			6/30/80	6	237.50	6.20	0.00	243.70		0.00	0.00 1 1
10	160	2703	2703			6/30/80	5	10.00	1.90	0.00	11.90		0.00	0.00 1 1
11	349	2688	UPGRADE			6/30/80	5	20.00	2.12	0.00	22.12		0.00	0.00 1 1
12	3	120	E001329			6/10/80	5	150.00	0.00	0.00	150.00		0.00	0.00 1 3
13	332	121	52600			6/09/80	5	475.00	0.00	0.00	475.00		0.00	0.00 1 3
14	354	2810	2810		MANUAL	6/30/80	5	20.00	2.12	0.00	22.12		0.00	0.00 1 1
15	302	2709	KVP		MANUAL	6/30/80	5	35.00	0.00	0.00	35.00		0.00	0.00 1 1
16	315	2711	KVP			6/30/80	5	35.00	0.00	0.00	35.00		0.00	0.00 1 1
17	351	2710	ST90111			6/30/80	5	150.00	0.00	0.00	150.00		0.00	0.00 1 1
18	352	2714	2714			6/30/80	3	361.00	18.05	0.00	379.05		0.00	0.00 1 1
19	352	31130.0	2 ST80			6/30/80	5	173.10	0.00	0.00	173.10		0.00	0.00 1 1
20	178	31110.0	ST80			6/30/80	6	28.60	0.00	0.00	28.60		0.00	0.00 1 1
21	247	31120.0	ST80			6/30/80	6	28.60	0.00	0.00	28.60		0.00	0.00 1 1
22	247	31120.0	ST80			6/30/80	6	28.60	0.00	0.00	28.60		0.00	0.00 1 1
23	247	31120.0	ST80			6/30/80	6	28.60	0.00	0.00	28.60		0.00	0.00 1 1
24	247	31120.0	ST80			6/30/80	6	28.60	0.00	0.00	28.60		0.00	0.00 1 1
<p>NEW TRANSACTIONS</p> <p>INV PAYMENT TRANSACTIONS</p> <p>PROG PAYMENT TRANSACTIONS</p> <p>DELETE TRANSACTIONS</p> <p>MODIFY TRANSACTIONS</p>														
<p>TOTALS</p> <p>5718.20</p> <p>39.10</p> <p>19.65</p> <p>2316.88</p>														

STAL RECORD # 24  
END RECORD # 24

SBSG

by

Demo Package Manual

REC	CUST	INV #	ACCT	RCVB	SALES INC	DEFER INC	SHIPPING	TAXES	INV AMT	TAX TYPE	OP
1	280	11410.0	CASH	100.84	100.84	0.00	0.00	0.00	0.00	0.00	1
2	G/L	#31130.0		60.00	60.00	0.00	0.00	0.00	0.00	0.00	1
3	G/L	#31210.0		157.50	157.50	0.00	0.00	7.50	150.00	1	1
4	G/L	#31110.0		44.10	44.10	0.00	0.00	0.00	44.10	1	1
5	G/L	#329		30.00	30.00	0.00	0.00	0.00	30.00	1	1
6	G/L	#31110.0		211.11	211.11	0.00	2.11	0.00	209.00	5	1

ACCT #	NAME	AMOUNT	TAX	AMOUNT	SHIP	TAXES	INV TOTAL	INV PAY	FR BILL	FRPG PAY
11100.0	CASH	0.00		0.00						
11410.0	ACCT. RECEIVABLE	603.55		603.55						
21400.0	SALES TAX PAYABLE	7.50		7.50						
21350.0	DEFERRED INCOME	0.00		0.00						
42700.0	SHIPPING	2.11		2.11						
42400.0	TRAVEL, ETC.	2.84		2.84						
31110.0	RETAIL	7.50		7.50						
31120.0	WHOLESALE	0.00		0.00						
31130.0	SUPPLIES	0.00		0.00						
31170.0	SOFTWARE	0.00		0.00						
31110.0	RETAIL	283.10		283.10						
35110.0	SOFTWARE	0.00		0.00						
35170.0	HARDWARE	0.00		0.00						
31210.0	CONSULT	0.00		0.00						

GENERAL LEDGER POSTING TOTALS

ACCT #	NAME	AMOUNT	TAX	AMOUNT	SHIP	TAXES	INV TOTAL	INV PAY	FR BILL	FRPG PAY
6	NEW TRANS	591.10		591.10	4.95	7.50	603.55	0.00	0.00	0.00
0	INV BILLING TRANS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	INV PAYMENT TRANS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	PROG PAYMENT TRANS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	DELETE TRANS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	MODIFY TRANS	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00

ACCT #	NAME	AMOUNT	TAX	AMOUNT
19.0	SPECIAL	159.00		159.00



**SMALL BUSINESS SYSTEMS GROUP**  
 6 Carlisle Road  
 Westford, MA 01886  
 (617) 692-3800

DATE  
 10/27/81  
 ACCOUNT NUMBER  
 3

Page 1

A-C1064 - 1/81 - B

JIM DAY  
 MAIN STREET  
 BOSTON MA  
 02122

AMOUNT ENCLOSED \$

RETURN THIS PORTION WITH PAYMENT

DATE	CHARGES AND CREDITS	AMOUNT
9/15/81	Customer Order # PO999	216.75P
9/15/81	TAPE	830.00P
9/15/81	HOCKEY TANATUR	650.00P
9/15/81	HOCKEY TAZX60	650.00P

DATE	CHARGES AND CREDITS	AMOUNT
9/15/81	Customer Order # PO999	216.75P
9/15/81	TAPE	830.00P
9/15/81	HOCKEY TANATUR	650.00P
9/15/81	HOCKEY TAZX60	650.00P
** Total Due ->		1696.75

**SMALL BUSINESS SYSTEMS GROUP**  
 6 CARLISLE ROAD  
 WESTFORD, MASSACHUSETTS 01886

Thank You!

PRINTED IN USA

15509

SMALL BUSINESS SYSTE  
 STATE BUSINESS A/R GROSS (PERCENT)

DATE 09/30/79  
 PAGE 1

INV # T CUST ORDER # DESC BILL DATE INV AMT SHIP TAXES TOTAL INV PAY PROG BILL PROG PAY PROG DUE

CUST: 1 101 TOM TERRIFIC, INC N/A II 5/02/79 99.00 0.00 0.00 99.00 99.00 0.00 0.00  
 CUST: 6 101 RUSSELL'S POODLE PARLOR DISKS 5/06/79 242.00 0.00 0.00 242.00 242.00 0.00 0.00  
 CUST: 11 101 JOSEPH COHEN TEST 9/28/79 1580.00 0.00 0.00 1580.00 1580.00 0.00 0.00  
 355 1 PO JOE G/L \$11111.0

MEMO TO: [Illegible]  
 FROM: [Illegible]  
 SUBJECT: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]



## HOW TO USE THIS MANUAL

**CAUTION: DO NOT TRY TO USE THE SBSG DISKETTES UNTIL YOU HAVE READ THIS MANUAL THROUGH.** Read for understanding of the over-all process. THIS MANUAL

This manual is divided into six sections:

- Section A: To properly configure the SBSG software you must be familiar with your hardware and operating system. This section also explains the advantages of the user-configurable system.
- Section B: Some preliminary work must be done before you can get the system on-line. Do nothing until you have read this section.
- Section C: This section familiarizes you with the configure process and on the second pass will guide you through the configure. Trying to interact with the system before you are ready will only serve to confuse you. You will need to use section D to map out your needs and calculate a potential configuration.
- Section D: This provides the user with information to help you devise a workable setup for company data.
- Section E: We have included several sample configuration reports in section E which will help you determine some common possibilities. You must use these carefully if your system differs in granule size, number of drives, degree of coordination, etc.
- Section F: The Appendix provides background on the Accounting System as well as procedures for going on-line, data entry, regular run, and backup. This section will continue to be useful long after the system has been configured.

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**A. INTRODUCTION**

**1. Before You Begin**

---

As a user, you must acquaint yourself with the computer. Review your System Owner's Manual and the TRSDOS™ Operating System User's Guide. There are many fine publications to provide additional information should you require it.

Read your owner's manual and, once you have become comfortable with the hardware, make BACKUP copies of your TRSDOS™. Acquaint yourself with the TRSDOS™ operating system and disk BASIC. While each subject may contain more technical information than you care to become involved with, the prime user should develop an overall "feel" for the hardware and software. Specific areas, where expertise is required, will be discussed in more detail as you continue reading.

Your use of BASIC will depend almost entirely on how deeply you want to get into programming. You must however, know what the keyboard capabilities are; how to connect your peripherals; how to LOAD, EDIT, and SAVE a program; and lastly, the meaning of Error Codes.

Once you have become familiar with the hardware and its capabilities, you are ready to move on to getting the SBSG software on-line. Our accounting product line is now user-configuring. That is, the user may choose file sizes that meet his business needs and achieve optimum use of available disk space.

---

**A. INTRODUCTION**

**2. What You Have**

---

There are several entities either supplied directly by SBSG or created during the configuration process.

---

**a) Accounting Programs:**

We have supplied you with the accounting programs written in BASIC. They manipulate your accounting figures (data) in a meaningful way. Programs are named for the module they represent (PRNNN) PRO10, etc. Interaction with these programs is outlined in separate module manuals and is impossible until such a time as user files and system files are configured.

---

**b) CONFIGure Program:**

The program (CONFIG) employs the latest programming techniques, is easy to use, and is completely documented in Section C of this manual. Read the section carefully and follow each step exactly for an error free startup.

The CONFIG option, run from BASIC, allows you to CONFIGURE user file sizes while creating system files to monitor the overall system operation. Two types of files are used by the system:

**1) Data Files**

These are the areas on the diskette, allocated by you (in the procedure to follow), which store your accounting figures. Data files are named for the module they represent plus an F, indicating data file, plus a three digit number (PRFNNN), PRF010, etc.

**A. INTRODUCTION**

**2. What You Have  
(continued)**

---

**b) CONFIGure Program:  
(continued)**

**2) System Files**

These are files which are necessary to run these modules but do not contain accounting data.

--**ACFSYS** contains a record of your chosen configuration plus the information about which diskette must be in which disk drive to run each module.

--**ACFSTA** contains a record of the name and number you have given each diskette.

---

**c) Recovery Programs:**

The recovery programs may be used to restore the "end of file" marker to any user file whenever an interrupt occurs. Uses and functions are outlined in module manuals.

INTERRUPT RECOVERY (d)

**INTRODUCTION**

**3. What Does Configure Mean?**

---

This major new release of the SBSG Accounting Software allows the user complete flexibility in assigning sizes and placement of files for his system. The full amount of available space on disk in the system can be utilized, including non-standard diskette formats and capacities. This brings us to some questions:

- How big can a file be?
- How many drives?
- What is coordination of modules?
- How do I keep track of my configuration?
- What are my responsibilities?

---

**a) Maximum file size:** The only limit imposed upon the size of any single file is that it must fit on a single diskette.

---

**b) Number of drives:**

The SBSG self-configuring software allows you to specify how many disk drives will be used. These may be floppy disk drives or logical volumes on a hard disk.

---

**c) Coordination:**

You select the level of coordination you desire (i.e. which accounting modules will be run together). Modules may be run standalone except for Order Entry (OE) which requires the Accounts Receivable module to work.

---

**A. INTRODUCTION**

**3. What Does Configure Mean?  
(continued)**

---

**d) Tracking the configuration:**

The CONFIG module itself provides several functions for maintaining a clear record of all details of the final system configuration. It contains a catalog of diskettes by name and number and reports (hardcopy) on sizes and placement of each data file, allocated /free space in K on each diskette, and diskette/drive allocation during normal operation of the system (i.e. which diskettes are mounted on which drive).

---

**e) User information required:**

Before you begin to configure a system, you must gather your company's maximum requirements for data storage. Take a departmental approach which should coincide with modules. A chart is supplied in Section D.

---

CONFIDENTIAL - SECURITY INFORMATION

However, the fact that the information was obtained from a source who is known to be reliable does not, in itself, establish the reliability of the information. The fact that the information was obtained from a source who is known to be reliable is only one of the factors that must be considered in determining the reliability of the information. Other factors that must be considered include the nature of the information, the source's access to the information, the source's motives, and the source's track record.

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## B. GETTING STARTED

### 1. Preliminary Work

---

The configuration process involves several preliminary steps which are detailed in the following. It is important that you read through all of the instructions in Sections B and C and become familiar with them BEFORE attempting to use the Config programs. Pay particular attention to the order in which the steps are performed, and to all of the explanatory notes and cautions. **Failure to follow all of the steps outlined in the correct sequence may result in a system configuration that is either incomplete or not executable.** Once the system is set up to your satisfaction and the files initialized, no further interaction with the configure options will be required.

---

#### a) Floppy Disk Systems:

##### 1) **BACKUP SBSG diskettes**

**Make a BACKUP of each original SBSG module diskette received.** At the customer's request, SBSG ships on either 5 1/4" or 8" formatted data diskettes (not a system diskette). Set the original diskettes aside to be archived in a safe place. Use the backup diskettes in all subsequent steps.

##### 2) **FORMAT**

**Prepare one blank, formatted diskette for each necessary drive (other than drive :0) being used with each SBSG accounting module or coordinating system.** For example, if you will be running a 2-disk standalone AR system, you need to make one blank formatted diskette. For a 3-drive system, make two blank formatted diskettes. For a 2-disk A/R, A/P, G/L system, you need one blank formatted diskette. Write down the number of free grans remaining on the blank diskette(s). This number **WILL** be needed later on in the configuration process.

**B. GETTING STARTED**

**1. Preliminary Work  
(continued)**

---

**3) Creating  
System  
Diskettes**

Prepare one system diskette for each SBSG accounting module to be configured plus one extra for the CONFIG system.

Note that this procedure assumes a separate system diskette for each accounting module. You may choose to put 2,3 or more accounting modules onto a single system diskette - if you have the room (8" disk drives/80 track disk drives).

---

**4) Transfer  
The Programs**

Transfer the accounting programs from the SBSG data diskette to blank system diskette(s) by the following process:

**MOD I:**

- a. In TRSDOS, using the 'DIR' command, make a hardcopy list of the contents of the SBSG diskette (handwritten or printed). Be sure to note the number of granules required by each program.
- b. Mount a clean SYSTEM diskette (with no user programs or data files) on drive 0.
- c. Mount the backup of the SBSG data diskette on drive 1.
- d. Using the directory list, COPY the programs one by one, as will fit, from the SBSG diskette onto the system diskette. Refer to your operating system manual for details about this command.

## B. GETTING STARTED

### 1. Preliminary Work (continued)

---

#### 4) Transfer The Programs (continued)

Note: It is possible that not all of the programs will fit onto the system diskette, depending upon the size of the diskette you are using, the size of the particular operating system. Place as many programs as possible on the SBSG accounting system diskette and the remainder onto data diskette(s). Refer to Section E for sample diskette contents for 2-disk uncoordinated systems on 40-track diskettes.

- e. Repeat MOD I steps 3a-d for each accounting module (AR,AP,GL,etc).

#### MOD III:

- a. Mount a clean SYSTEM diskette (with no programs or data files) on drive 0.
- b. Mount the backup of the SBSG data diskette on drive 1.
- c. When at TRSDOS READY, enter DO TRANSFER. Programs will be automatically copied one by one from drive 1 to drive 0.
- d. Repeat MODIII steps 3a-c for each accounting system (AR,AP,GL,etc).

Using the TRSDOS "DIR" command, list the directory on each system diskette just created, and write down the number of free granules on each diskette. This number will be needed later on during the actual configuration process.

Repeat these steps for each accounting system (AR,AP,GL,etc). Section D will help you decide how many and which modules to place together.

**B. GETTING STARTED**

**1. Preliminary Work  
(continued)**

---

**b) Hard Disk Systems:**

**1) BACKUP SBSG  
diskettes**

Make a backup of each original SBSG module diskette, file away the original and use the backup in subsequent steps.

**2) Know the  
hard disk  
format**

The format of the hard disk will determine the placement of programs and files. Some hard disks are formatted as one large volume; other may be broken up into logical volumes of equal or unequal size. Your system manual will supply this information as well as the designation (0,1,2,3 etc.) of the logical volume(s).

**3) Transfer the  
programs**

Move all programs to the hard disk. Refer to section B-1.4.

---

## B. GETTING STARTED

### 2. Loading the CONFIG System

---

#### a) Set Up for the Configure:

- Mount the "Config" configure system diskette in drive 0. No other diskettes should be mounted and via a menu, prompts you through the configuration process.
- Enter BASIC, specifying 4 files and no memory protection.
- RUN "CONFIG". This program initializes a system file needed during the configure and via a menu, prompts you through the configuration process.

---

#### b) Notation Used:

Throughout these programs, you will observe the following information on the first 4 lines of all menu screens:

- line one - name of program function
  - line two - prompt by the computer to you
  - line three - your response to prompt
  - line four - bulletin from the computer  
(ex. "Processing, Please be Patient...")
-

(

(

(

**C. FUNCTIONS OF CONFIG**

**1. Access CONFIG Menu**

---

**a) Set Up for the Configure:**

-Mount the "Config" configure system diskette in drive 0. No other diskettes should be mounted and via a menu, prompts you through the configuration process.

-Enter BASIC, specifying 4 files and no memory protection.

-RUN "CONFIG". This program initializes a system file needed during the configure and via a menu, prompts you through the configuration process.

---

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**

**a) Configure System:**

**Loader Screen**

Configure  
Enter Operation (0 - Exit)  
\*  
**System File Missing**  
1) Initialize Blank System File  
2) Mount Diskette Containing System File

The message on line 4 means that no ACFSYS file (Configuration) was found on mounted diskettes. During the configure process, you will create this file and locate it on a chosen diskette. You must select one of these options to continue. Your selection is based on your need to define a new file or change an existing one.

To **Define a new ACFSYS file**, select option 1) "Initialize Blank System File" which allows you to create and work through system specs with the ACFSYS file located in the memory of the computer. Upon selection, you will view:

Configure  
Initializing...Please Be Patient

To **Change an existing ACFSYS file**, select option 2) "Mount Diskette Containing System File" which assumes that you have previously created an ACFSYS file and want to reconfigure (change or modify your files). If that is so, mount your diskette containing the system file before selecting 2.

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

**a) Configure System:**  
(continued)

When the computer finds or creates in memory an ACFSYS file, you will see the System Configuration Menu.

#### Screen 1.0

```
Configure
Enter Selection by Number (0-Exit)
*
```

- 1) Granule Size
- 2) Number of Drives
- 3) Systems
- 4) Diskettes
- 5) Change File Sizes
- 6) Diskette - Drive Allocation
- 7) Configuration Report
- 8) Initialize Files
- 9) Printer Top of Form

This portion of CONFIG helps you work through the system configuration of data files. It takes several seconds for the program to do its startup work, and during this time, moving dots are displayed on the screen. The program is menu driven, and each menu contains several options. These options are listed in logical order and aside from choosing printer controls (Menu #9), BEFORE initializing files (Menu #8), should be used in order. You may go back, however, to make corrections.

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### a) Configure System: (continued)

##### 1) Granule Size:

**A definition is required here.** For want of a better term, granule was selected to indicate the smallest allocable chunk of disk space required by a file. You must determine this allocation on your system. Read on to see how this can be done.

##### Screen 1.1

```
Configure Granule Size
Enter new sectors per granule
***
```

Granule Size is set to NN sectors

The configure program knows from this answer how many sectors are in a granule. This number is used during later calculations of space used/remaining on each diskette. It is quite important that the answer to this question is correct. Default for the system is 5 sector per granule - the proper configuration for the Mod-I under TRSDOS.

C. FUNCTIONS OF CONFIG

2. What Does CONFIG Do?  
(continued)

a) Configure System:  
(continued)

Chart C-1

	<u>Operating System</u>	<u>Sec/Grn</u>
MOD I:	TRSDOS	5
	NEWDOS 2.0A & above	5
	LDOS	6
MOD III:	TRSDOS	3
	NEWDOS 2.0A & above	5
	LDOS	6
	DOSPLUS:	
	<u>Disk formats</u>	<u>Sec/Grn</u>
	5" SDEN 1 SIDE	5
	5" DDEN 1 SIDE	6
	5" SDEN 2 SIDE	5
	5" DDEN 2 SIDE	6
	8" SDEN 1 SIDE	8
	8" DDEN 1 SIDE	6
	8" SDEN 2 SIDE	8
	8" DDEN 2 SIDE	10
	MTI Harddisk	22

On the first time through, completion of this option automatically sets you in **menu 2**, number of disk drives.

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**b) Configure System:**  
(continued)

**2) Number of Drives:**

When automatically loaded from option 1, Granule Size, the screen looks like this:

**Screen 1-2.1**

Configure Granule Size  
Enter Number of Drives  
\*

Number of Drives is set to N

Respond with the total number of drives to be used with this particular configuration.

**When selected by number from the configure menu, the screen look like this:**

**Alternate Screen 1-2.2**

Configure Number of Drives  
Enter Number of Drives  
\*

Number of Drives is set to N

This option returns to the Main Configure Menu (Screen 1.0) when the number of drives has been set.

---

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**a) Configure System:**  
(continued)

**3) Defining Coordination:**

Select **Systems** from the Main Menu to specify which SBSG accounting systems will be operating together.

Display 'Y' for each accounting module that you will be running **together** by calling the module by number from this screen:

**Screen 1-3**

```
Configure Systems
Enter Line to Change (0-None)
*
```

1) General Ledger	Y
2) Accounts Payable	N
3) Accounts Receivable	Y
4) Payroll	N
5) Order Entry	Y
6) Inventory	N

This is a flip-flop option. Selection of a module name, listing N for not included, will change to Y, included, when the number is keyed and entered.

The configure program assumes that all systems indicated here will be run coordinated together. That is, if you answer 'Y' to AR, OE, and GL it is assumed that you are running a system where OE feeds AR and AR feeds GL. If you have purchased more than one accounting module, and you wish to run them UNcoordinated, you should go through the entire configuration process for each system separately. You may choose to coordinate AR with OE but run GL separately. In that case you will have 2 ACFSYS files; one with Y for AR and OE and one with Y for GL. **Two ACFSYS files must never be on-line at the same time.**

When your coordinating modules are defined, enter 0 to return to the main menu.

---

### C. FUNCTIONS OF CONFIG

#### 2. What Does CONFIG Do? (continued)

---

#### a) Configure System: (continued)

#### 4) Naming Your Diskettes:

Select **Diskettes** from the Main Menu to specify names and free granules available on each diskette. You have obtained this information in Step B1-a-2, and B1-a-4.

#### Screen 1-4

Configure Diskettes  
Enter Line to Change (0-None)  
\*

	Descrip.	Grans	Alloc	Avail.		Descrip.	Grans	Alloc	Avail.
A>	AROESYST	33k	0k	33k	K>		0k	0k	0k
B>	AROEDATA	233k	0k	233k	L>		0k	0k	0k
C>		0k	0k	0k	M>		0k	0k	0k
D>		0k	0k	0k	N>		0k	0k	0k
E>		0k	0k	0k	O>		0k	0k	0k
F>		0k	0k	0k	P>		0k	0k	0k
G>		0k	0k	0k	Q>		0k	0k	0k
H>		0k	0k	0k	R>		0k	0k	0k
I>		0k	0k	0k	S>		0k	0k	0k
J>		0k	0k	0k	T>		0k	0k	0k

It is not important which letter or name you assign to each diskette - this is used for identification only. **However, you should write the name and letter on the label of each diskette.** (Always use a felt tip pen when writing on an affixed label.) This will provide you with an automatic diskette catalog system - you will know the contents of each diskette by its label. Also, during later steps of the configuration and during normal system operation, the diskette letters assigned here will be used to specify where a file is placed, and which diskette must be mounted.

C. FUNCTIONS OF CONFIG

2. What Does CONFIG Do?  
(continued)

---

a) Configure System:  
(continued)

The preceding sample, a MOD III sample, indicates a system where both Accounts Receivable and Order Entry programs have been placed on one system diskette. That is why there are just 33K of free space available for data files on diskette AROESYST. Diskettes 1 and 2 are mounted whether you are running AR or Order Entry. This is not the only way this module could be arranged. For example, you could place AR programs on diskette A, which would be a system diskette mounted on drive :0 and Order Entry programs on B which would be another system diskette mounted on drive :0. Place shared data files on C a data diskette mounted on drive :1 which will be on-line at all times. **Data files not shared can be allocated on their respective system diskettes.** Larger data files can be allocated in this manner; however diskettes 1 + 3 must be mounted when running AR and diskettes 2 + 3 must be mounted when running Order Entry.

Configure Diskettes  
Enter Line to Change (0-Done)

\*

	Descrip.	Grans	Alloc	Avail.		Descrip.	Grans	Alloc	Avail.
A>	AROSYST	102k	0k	102k	K>		0k	0k	0k
B>	OEDATA	107k	0k	107k	L>		0k	0k	0k
C>	SHARDAT	233k	0k	233k	M>		0k	0k	0k
D>		0k	0k	0k	N>		0k	0k	0k
E>		0k	0k	0k	O>		0k	0k	0k
F>		0k	0k	0k	P>		0k	0k	0k
G>		0k	0k	0k	Q>		0k	0k	0k
H>		0k	0k	0k	R>		0k	0k	0k
I>		0k	0k	0k	S>		0k	0k	0k
J>		0k	0k	0k	T>		0k	0k	0k

Enter 0 to return to the Main Menu.

C. FUNCTIONS OF CONFIG

2. What Does CONFIG Do?  
(continued)

---

a) **Configure System:** Add G/L to the configuration and the **configuration**  
(continued) **diskettes** could look like the following:

Configure Diskettes  
Enter Line to Change (0-None)  
\*

Descrip	Grans	Alloc	Avail		Descrip	Grans	Alloc	Avail
A> ARSYS	102k	0k	102k	K>		0k	0k	0k
B> OESYS	107k	0k	107k	L>		0k	0k	0k
C> GLSYS	128k	0k	128k	M>		0k	0k	0k
D> SHARDATA	233k	0k	233k	N>		0k	0k	0k
E>	0k	0k	0k	O>		0k	0k	0k
F>	0k	0k	0k	P>		0k	0k	0k
G>	0k	0k	0k	Q>		0k	0k	0k
H>	0k	0k	0k	R>		0k	0k	0k
I>	0k	0k	0k	S>		0k	0k	0k
J>	0k	0k	0k	T>		0k	0k	0k

Enter 0 to return to the Main menu.

---

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### a) Configure System: (continued)

#### 5) Defining File Sizes:

Select **Change File Sizes** to record the location and size of all the data files.

#### Screen 1-5.0

Configure Change Size  
Enter System Number (0 - None)  
\*

- 1) General Ledger
- 2) Accounts Payable
- 3) Accounts Receivable
- 4) Payroll
- 5) Order Entry
- 6) Inventory
- 7) System File(s)

The computer will allow you to enter only system numbers which correspond to systems chosen in Systems Menu #3 plus #7 System File(s). If you choose a system not specified in Menu #3, you will observe a **"Not Applicable"** message flash on the screen and you are prompted for a new entry.

It is in this module you specify number of customers, number of transactions, etc. You should have calculated these figures prior to this session using information calculated via section D.

For each accounting system being configured, you will be asked to identify, for all applicable data files, the desired file size (**SIZE**) and/or diskette number (**DSK**) on which the file will be placed.

Note that selection of a module displays the menu with all necessary files listed in their minimal configurations and assigned to an imaginary diskette '@'. A blank line sometimes appears when a module is not to be configured. Also, the screen displays all files necessary for the coordinated configuration even if some of the listed files are **NOT** configured during that screen display.

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### a) Configure System: (continued)

**-File size** is specified under **Size** in meaningful terms such as number of customers, vendors, invoices, etc. as noted beside the name of each file. Each customer translates to one record. For some files, such as General Information file and sort work files, you will see "N/A" under the size column. This means that these file sizes are not available to you, the end user, to change. The fixed size of these files is preset in the system. Refer to the sample charts (Chart D-3) in Section D for records/gran.

The configuration chart indicates that 6 ARF020 (transaction file) records fit into each gran allocated on the MOD III. Perhaps you would like to configure 50 transactions. They will take up 9 grans. So will 49, 51, or 52, or 53, or 54 transactions. (9 grans X 6 records/gran =54 records). If you choose 50 transactions, the system will honor this choice and allocate 9 grans for the file. However, you are wasting space in the 9th gran. Decide on approximate file sizes but then check that you fully allocate the space available. In the above example:

-choose 48 transactions and use the 9th gran for another data file.

-or-

-choose 54 transactions to fully utilize the 9th gran.

**-Assign the diskette (DSK)** for the file to reside on. These letters A-T correspond to the diskette letter assigned in #4 Diskettes (Step b-4 preceding). **You MUST specify a diskette letter for all files shown, even those for which you need not or cannot specify a size.** Otherwise, errors will result in later stages of the configure process.

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**a) Configure System:**  
(continued)

At this point, you will view the system calculating and displaying the number of grans used by the file and the amount of free space remaining on the diskette. **You must ensure that at least one free granule remains on each diskette.** It will be used by the system to create an internal label for verification that the correct diskettes are mounted (ACFSTA file).

You will not be allowed to exit if any of the diskettes have fewer than 1 free granule remaining. You must first do one of the following:

- Decrease the file size(s) until all diskettes have at least one free granule.
- Move one or more files from the full diskette(s) onto another diskette which has room to accomodate it or them.
- Move one or more files off diskettes entirely and back onto the imaginary diskette by entering "@" for the diskette number. This is a temporary measure only - the file must be eventually allocated to a real diskette.

Choose #1 General Ledger and see:

**Sample Completed G/L Screen 1-5.1**

Configure Change Size **General Ledger**  
Enter Line to Change (0-None)  
\*\*

	Description	File Spec	Size	Dsk	Grans	Free
1>	General Information	GIF010	N/A	@	1	0
2>	External Posting	GLF020	400	D	1	656
3>	Direct Posting	GLF030	1500	C	39	136
4>	Chart of Accounts	GLF110	750	C	125	136
5>	Sort Area	GLFSRT	N/A	C	125	136
6>	System File(s)	ACFSYS	N/A	@	2	656

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?  
(continued)**

**a) Configure System:  
(continued)**

**Note:** The GIF010 and ACFSYS files are system files and will be assigned from #7 System Files. It and other common files will have to be assigned to diskette D, the shared data diskette, because they are required during A/R and O/E operation.

Choose #3 Accounts Receivable and see:

**Sample A/R Screen 1-5.2**

**Configure Change Size Accounts Receivable**

Enter Line to Change (0-None)

\*

	Description	File Spec	Recs	Dsk	Grans	Free
1>	General Information	GIF010	N/A	D	1	
2>	Transaction	<b>ARF020</b>	75	D	5	
3>	Tax Code	<b>ARF030</b>	N/A	D	1	
4>	Customer	<b>ARF110</b>	175	D	10	
5>	Invoice	<b>ARF120</b>	375	D	50	
6>	Sort Area	<b>ARFSRT</b>	N/A	D	50	
7>	External Postings	GLF020	1500	D	12	
8>	System Files	ACFSYS	N/A	D	3	

**Note:** The posting's file has been assigned in the previous step and are displayed. Should you try to access field 7, you will receive the message:

"Can only be changed in General Ledger".

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

a) **Configure System:** Choose #5 Order Entry and see:  
(continued)

**Sample O/E Screen 1-5.3**

Configure Change Size Order Entry  
Enter Line to Change (0-None)

\*\*

Description	File Spec	Size	Dsk	Grans	Free
1> General Information	GIF010	N/A	D	1	16
2> Terms Code	OEF010	N/A	B	1	12
3> Transaction	OEF020	75	B	75	12
4> Tax Code	ARF030	N/A	D	1	16
5> Customer	ARF110	175	D	30	16
6> Invoice	ARF120	375	D	63	16
7> Sort Area	ARFSRT	N/A	D	63	16
8> External Posting	GLF020	1500	D	1	16
9> System File(s)	ACFSYS	N/A	D	3	16

**You must always select #7 System File(s)** from the Configure Change File Size menu, to specify diskette location for the General Information file (used by all accounting modules except Inventory) and the ACFSYS file.

**Sample System Screen 1-5.4**

Configure Change Size System  
Enter Line to Change (0-None)

\*

Description	File Spec	Recs	Dsk	Grans	Free
1> General Information	GIF010	N/A	D	1	101
2> System File(s)	ACFSYS	N/A	D	3	101

Enter 0 to return to the Change Size Menu and 0 again to return to the Main Menu.

---

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**a) Configure System:**  
(continued)

**6) Allocate diskettes to drives:**

Select **Diskette - Drive Allocation** from the Main Menu to specify which diskettes will be mounted on which drive during the normal run of the system.

**Screen 1-6.0**

Configure Drive Alloc  
Enter System Number (0 = None)  
\*

- 1> General Ledger
- 2> Accounts Payable
- 3> Accounts Receivable
- 4> Payroll
- 5> Order Entry
- 6> Inventory

The program will allow you to enter system numbers which correspond to systems chosen in Menu #3, Systems. You will observe a **"Not Applicable"** message flash on the screen if you try to enter a system number not chosen in Menu #3.

Choose #1 General Ledger. You must now assign the diskette numbers to the proper drive. Choose the drive by number.

**Sample Completed G/L Screen 1-6.1**

Configure Drive Alloc. **General Ledger**  
Enter Drive to Change (<Enter>-None)  
\*

Drive	0:	1:
Dsk	C	D
Free	3k	3k
Files	GLF030	GIF010
	GLFSRT	GLF020
		GLF110

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**a) Configure System:**  
(continued)

Choose #3 Accounts Receivable and add data.

**Sample Completed A/R Screen 1-6.2**

Configure Drive Alloc **Accounts Receivable**  
Enter Drive to Change (0 - None)

\*

Drive	0:	1:
Dsk	@	D
Free	0k	128k
Files		GIF010
		ARF020
		ARF030
		ARF110
		ARF120
		ARFSRT
		GLF020
		GLF110

**Note:**

- Drive 0 is not assigned a diskette number because the A/R system diskette #1 has no files.
- There are as many drives displayed as you indicated in Menu #2.

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**a) Configure System:**  
(continue)

Choose #5 Order Entry and add data.

**Sample Completed O/E Screen 1-6.3**

Configure Drive Alloc **Order Entry**  
Enter Drive to Change (0 - None)

Drive	0:	1:
Dsk	B	D
Free	276k	128k
Files	OEF010	GIF010
	OEF020	ARF030
		ARF110
		ARF120
		ARFSRT
		GLF020

As you enter each diskette number, you will see displayed a list of all the data files that will be placed on that diskette. This option tells the accounting programs which drive to select for each data file needed. Additionally, the information supplied here is used in the next step to determine whether all required files have been allocated and can be mounted when needed.

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### a) Configure System: (continued)

**DO NOT allocate diskettes with programs only and no data files to drives in this menu.** The computer does not assign the diskette a name file (ACFSTA) until it is preparing to write a data file to that diskette. This means that a diskette does not get a name file unless there is a data file assigned. However, if you declare here that a certain diskette should be mounted, the system will later demand that diskette be mounted during normal operation of the accounting system. Catch 22 - you have no diskette with that name and you cannot create one. No diskette was allocated to drive :0 in Accounts Receivable because all data files are on diskette B in drive :1. Diskette B was allocated to drive :0 in Order Entry because several OE data files reside on diskette B in drive :0.

---

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### a) Configure System: (continued)

#### 7) Define Printer Controls:

Select option 9, Printer Controls from Screen 1.0. This **must** be done before the initialize phase. You must research the manuals which came with your printer and enter the codes in this option which coincide with the numbered information sought. The programs read this information from the ACFSYS file and will go to top of form or compress print on narrow carriage printers. The default value 32 can be entered when you do not want the option included.

The screen appears:

#### Screen 1-7.0

```
Configure Printer Controls
Enter Line to Change (0-None)
*
```

```
1> Top of Form           NN
2> Compressed Print     NN
3> Normal Print         NN
4> Start Expanded Print NN
5> End Expanded Print   NN
```

Choose 0 to exit back to screen 1-0.

For most printers, top of form value is either 11 or 12, but if your printer uses some other value, you must indicate it here. (Check your printer manual). Null values are 32. If your printer does not support the additional features, values must be set to 32.

#### Sample Setting for Dataroyal IPS-5000A

```
Top of Form = 12
Compressed = 18
Normal Print = 24
Start Expanded Print = 14
End Expanded Print = 15
```

---

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**b) Configuration Report:**

**8) Print Configuration Report:**

Select option #7, **Print Configuration Report**, to generate a hardcopy report of the file sizes and diskette contents that you have specified.

This program also checks that the configuration is a viable one - that all files, required by any of the accounting programs, are mounted at once, and that none have been omitted. If any errors are detected, they will be listed on the three part report.

\*\*\*\*\* SAMPLE REPORT PART 1 \*\*\*\*\*

Granule size:  
5 sectors

Number of disk drives:  
2

Printer controls:  
Top of forms = 12  
Compressed print = 32  
Normal print = 32  
Start expanded print = 32  
End expanded print = 32

Diskette/Drive Allocation

General Ledger

Drive	Dsk	Desc	Space	Used	Avail	Files:
0:	C	GLSYS	128k	127k	1k	GLF030, GLFSRT,
1:	D	SHARDATA	233k	232k	1k	GIF010, GLF020, GLF040, GLF050 ACFSYS, GLF110

Accounts Payable  
Not Applicable

Accounts Receivable

Drive	Dsk	Desc	Space	Used	Avail	Files:
0:		No diskette mounted				
1:	D	SHARDATA	233k	232k	1k	GIF010, ARF020, ARF030, ARF110 ARF120, ARFSRT, GLF020, ACFSYS

Files not assigned to a drive that must be:

Payroll  
Not Applicable

Order Entry

Drive	Dsk	Desc	Space	Used	Avail	Files:
0:	B	OESYS	107k	105k	2k	OEF010, OEF020,
1:	D	SHARDATA	233k	232k	1k	GIF010, ARF030, ARF110, ARF120 ARFSRT, GLF020, ACFSYS

Files not assigned to a drive that must be:

Inventory  
Not Applicable

\*\*\*\*\*

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### b) Configuration Report: (continued)

##### a) Reading Part 1 of the Report:

This portion of Configuration Report lists each module noting:

- Accounting system module included in this configuration. If an accounting system is not involved in this configuration, you get the "Not Applicable" notice.
- For each accounting system:
  - the drive # each diskette should be mounted on
  - the name you have given that diskette
  - space allocated in k
  - space used in k
  - space available in k
  - files which must be on that diskette.

An exception report of **files not assigned to disk drive** also appears. If you have an unassigned file, return to option #6, Diskette-Drive Allocation, to determine that you have assigned all diskettes (A-T) with files to a disk drive. This is where the most errors occur.

---

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

\*\*\*\*\* **SAMPLE REPORT PART 2** \*\*\*\*\*

Diskettes

Dsk	Desc	Space	Used	Avail	Files:
A	ARSYS	102k	101k	1k	
B	OESYS	107k	105k	2k	OEF010,OEF020,
C	GLSYS	128k	127k	1k	GLF030,GLFSRT,
D	SHARDATA	233k	232k	1k	GLF020,ARF020,ARF030,ARF110, ARF120,ARFSRT,GIF010,GLF110, ACFSYS,

File Not Assigned to a Diskette:

\*\*\*\*\*

**b) Configuration Report:**  
(continued)

**b) Reading Part 2 of the Report:**

This portion of the report describes by diskette (A-T):

- diskette name
- space allocated
- space used
- space available
- files located on each diskette

An exception report of **files not assigned to a diskette** appears here. If you have unassigned files, return to Change File Sizes #5. Select the module(s) with unassigned files (@ in Disk column) and correct.

\*\*\*\*\* **SAMPLE REPORT PART 3** \*\*\*\*\*

File Sizes

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable .

Accounts Receivable

Description	File Spec	Recs	Dsk	Grans
1> General Information	GIF010:1		D	1
2> Transaction	ARF020:1	75	D	5
3> Tax Code	ARF030:1	175	D	1
4> Customer	ARF110:1	375	D	10
5> Invoice	ARF120:1		D	50
6> Sort Area	ARFSRT:1		D	50
8> System File(s)	ACFSYS:1		D	2

Payroll  
Not Applicable

Order Entry

Description	File Spec	Recs	Dsk	Grans
1> General Information	GIF010:1		D	1
2> Terms Code	OEF010:0		B	1
3> Transaction	OEF020:1	75	B	15
4> Tax Code	OEF030:1		D	1
5> Customer	ARF110:1	175	D	10
6> Invoice	ARF120:1	375	D	50
7> Sort Area	ARFSRT:1		D	50
11> System File(s)	ACFSYS:1		D	2

Inventory  
Not Applicable

System

Description	File Spec	Rec	Dsk	Grans
1> General Information	GIF010:1		D	1
2> System File(s)	ACFSYS:1		D	2

\*\*\*\*\*

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### b) Configuration Report: (continued)

#### c) Reading Part 3 of the Report:

The diskette placement of some files was arbitrarily selected and moving some, such as A/R Transactions from the common diskette (SHARDDATA), would allow further expansion. This is the primary purpose of this report feature. You can rethink your initial configuration and return with no penalty to remake a system with larger or smaller sizes. Should you reconfigure, you must run the report option again to be assured that you have a viable configuration.

#### d) How to correct errors:

If in part 1 or 2 of the report, you have an unassigned file, return to option #6, Diskette-Drive Allocation from the Configure Menu and allocate the file or go to option #5, Change File Sizes, and assign the missing file to a specific diskette. If this addition causes a diskette to become full, manipulate placement and size.

If by viewing part 3 of the report, you decide you could have done things better, go back into the configure option and redo portions.

All of this configure process occurred by interacting with only the CONFIG program. The next procedure, **Initialize Files**, will actually create the data files on your system.

---

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### c) Option #8, Initialize Files:

##### 9) Access the Initialize Menu:

Select option 8, Initialize Files, from screen 1.0 to create initialized data files. See this screen:

#### Screen 1-8.0

```
Configure Initialize
Enter System Number (0-None)
```

\*  
—

- 1> General Ledger
- 2> Accounts Payable
- 3> Accounts Receivable
- 4> Payroll
- 5> Order Entry
- 6> Invoicing
- 7> System File

Again, select each accounting system being configured in turn. Be sure to select all coordinating modules AND #7 System Files so that all of the files are initialized.

If you choose #3 Accounts Receivable, you see the same files that appeared in the Change File Sizes display.

#### Screen 1-8.2

```
Configure Initialize Accounts Receivable
Enter File Number (0-None, A-All)
```

\*  
—

- Description
- 1> General Information
  - 2> Transaction
  - 3> Tax Code
  - 4> Customer
  - 5> Invoice
  - 6> Sort Area
  
  - 7> System File(s)

## C. FUNCTIONS OF CONFIG

### 2. What Does CONFIG Do? (continued)

---

#### c) Initialize Files: (continued)

##### a) Diskette Mounting:

For a floppy drive system, you must mount the diskettes exactly as you will when you are running the accounting system that is being initialized. (Refer to the diskette/drive allocation section, Part 1, of your configuration report). Under each system, you may initialize the files one at a time or all at once. (It's easier if you select ALL and let the system keep track of which ones have been done.) Initializing a specific file is useful when you want to expand one file only. See specific notes on this in part C-3.c-3.

##### b) Install Status Files:

The CONFIG program first examines the diskette for ACFSTA file. This is the number and name indicated in part C-2.b-4, Diskettes. Three possibilities exist:

-An ACFSTA file is on the diskette with codes for the diskette to accept the file being initialized. In this case, initialization proceeds and you observe flashing asterisks in the upper right corner of the letter.

-An ACFSTA file exists on diskette but the letter is NOT the letter which you have indicated as coding for the diskette to accept the file being initialized. System may be looking for diskette C GLSYS but finds B OESYS diskette. Message displayed:

```
Mount Diskette 'C' (GLSYS) on Drive :0
Diskette 'B' is mounted in Drive :0
Press Any Key to Continue.
```

Place the proper diskette in the proper drive and press any key to continue. Remember, you should remove the CONFIG diskette and mount the diskettes exactly as you will when you are running the accounting system that is being initialized BEFORE hitting A for all or the specific file number to initialize.

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**c) Initialize Files:**  
(continued)

-An ACFSTA file does not exist on the diskette. This will be the case the first time through the CONFIG process. You will observe:

**Status File Missing.**  
**Is Diskette 'A' Mounted on Drive :0**

Answer Y and system inquires:

**Is the Diskette on Drive :0 New**

Answer Y again and system creates an ACFSTA file with letter and name as described in section C-2.4 Diskettes and proceeds to initialize files as directed.

Answer anything else but Y to the first question and system displays which diskette has been found. If there is no ACFSTA file you will observe:

**Diskette '@' is Mounted in Drive :0**  
**Press Any Key to Continue**

This @ indicates no ACFSTA file exists on diskette.

Be sure to initialize EVERY system plus #7 System files.

**c) Error Message:**

A **Diskette Full** error indicates that there is not enough space on the diskette to accept the files as you have configured them. You may have indicated a "free space" figure that was too high or selected a granule size that was too small.

---

**C. FUNCTIONS OF CONFIG**

**2. What Does CONFIG Do?**  
(continued)

---

**d) Exit from Configure:**

**10) Exit from the Configure Option:**

When you choose 0 from the Configure Menu, Screen 1.0, you will receive the prompt on line 2:

You will see the message "Configuration is not final until System File is initialized". This is a warning only. Enter 0 again to exit, or option 8 to Initialize files.

**Important Notice:**

For hard disk systems, ACFSYS must be placed on the hard disk with the programs and logon must be from the hard disk.

---

## C. FUNCTIONS OF CONFIG

### 3. Follow-Up Work

---

#### a) Backups:

You should now make backups of all diskettes in this new system and store them in a safe place. It is much easier to revert to a backup of the initialized system than to have to start the configuration all over!

---

#### b) Need to Configure another module:

If you are setting up multiple accounting systems that will be run separately, (for example, standalone AR and standalone AP) you will need to begin again. Even if you prepared all of the system diskettes and blank formatted diskettes for all of the systems at the start, you must run the CONFIG program again for each system. Otherwise, when you try to run the systems, you will be issued an error message.

---

#### c) Other Questions:

In anticipation of some likely questions, we have supplied the following.

##### 1) Pre-allocated Work Areas:

With this software, all work areas needed for sorting, are permanently allocated. This eliminates "floppy swappy" for sorts. Each time you enter the main menu for one of the accounting systems, the program will check which diskettes you have mounted. If the correct diskette isn't mounted, you will be prompted to mount the correct one, by its identifying number. As soon as that is done, you won't have to touch the diskettes again until you leave the system.

To take the most advantage of the available space, sort and work areas can often be placed on the system (drive :0) diskette along with the programs.

C. FUNCTIONS OF CONFIG

3. Follow-Up Work  
(continued)

---

c) Other Questions:  
(continued)

2) Diskette write-protection:

**None.** The programs will only read and write the files on the drive you specified in the configuration. Naturally, if you have placed the sort work file or any other data files on drive 0, that diskette cannot be write-protected.

3) Enlarge a file:

Suppose you have set up an AR system to accommodate 100 customers, but your business has grown and now you need to be able to handle 200 customers.

As long as you have enough free space on the diskettes to accommodate the larger file size(s), **you may reconfigure your system to increase all file capacities.** Simply go through the configuration procedure from scratch using the Config program to set up and initialize a new accounting system with the increased file sizes. Then, transfer your current, working files containing data onto the empty files just created via the COPY command. Do not copy over the old ACFSYS (System) file, or your file sizes will remain as they were in the old configuration.

The best procedure to **increase just one or two file sizes** is a partial initialize. Do this on a backup set of your diskettes. Mount the Config diskettes, get to menu, and call up the options which need to be reconfigured. Report on the new system. When all is well, go to initialize, call the module then the file to be increased. Mount the backup set of diskettes and initialize. Following the initialize, COPY the file containing your data into the newly initialized file.

On the hard disk, you would backup the file to be changed. Run the initialize on the hard disk and copy the data file back in. You must be very careful to initialize only the file to be changed.

---

#### D. ASSESS YOUR NEEDS

---

Now that you have read through the configuration section of this manual and grasped the concept, you are ready to begin designing your system. Follow these steps:

- 1) Determine the data volume in your current operation.
  - 2) Know how the programs handle data.
  - 3) Knowing your hardware and operating system capabilities, lay out a potential configuration.
    - What modules are included.
    - How you'd like to coordinate these.
    - How many system diskettes are needed.
    - How many data diskettes are needed.
  - 4) Based on information gathered in preceding steps, set up file sizes.
-

## D. ASSESS YOUR NEEDS

### I. Current Requirements

---

#### a) Gathering Information:

Review an average month's worth of information. Talk to your accountant about a Chart of Accounts (if G/L is one of your modules). Give him a sample of the chart shown in the General Ledger manual. Ask him to critique it - suggest additions and omissions of accounts shown. If you plan to departmentalize your chart needs an account number for each department within each category.

In other areas, you or a department manager are probably the best judge of your needs. Chart D-1 will allow you to enter actual maximums.

Words like daily, weekly, monthly are included to give you hints on timing of updates and hence, how large a file must be. However, timing is somewhat arbitrary - there is nothing to keep you from entering A/P transactions in the morning, updating the system to clear the transaction file, and adding more in the afternoon. However, the A/P invoice file must be large enough to accept these new invoices. The crucial determination in A/P then, is the maximum number of open A/P invoices that you carry in any given time frame. Closed invoices can be printed and deleted after update, but they must be considered when calculating a total AP invoice file volume. The same holds true for the A/R module - the invoice file maximum must be carefully determined.

With A/P, a point to remember is that this module checks the Chart of Accounts to validate account numbers at invoice disbursement. The Chart of Accounts, then, must be on the common data diskette when A/P is included. This is not true for A/R. Since disbursement in A/R is usually to an income account, this module has a tax code file to facilitate disbursement.

Another area which requires consideration is the Inventory module. The Commission report uses the IV transaction file to calculate commissions. This file then must be large enough to retain this information for a full commission period.

**CHART D-1**

<b>Accounts Receivable</b>	- Customers	=	_____
	- Open Invoices	=	_____
	- Daily New Invoice Transactions	=	_____
	- Daily Transactions from Payments	=	_____
	- Weekly A/R Postings to G/L	=	_____
<b>Order Entry</b>	- Daily Invoices Generated	=	_____
	- Weekly O/E Postings to G/L	=	_____
<b>Inventory</b>	- Classes of Stock	=	_____
	- Items in Stock	=	_____
	- Period Transactions	=	_____
	- MRP Required (Y/N)	=	_____
<b>Accounts Payable</b>	- Vendors	=	_____
	- Daily New Invoice Transactions	=	_____
	- Open Invoices	=	_____
	- Weekly A/P Postings to G/L	=	_____
	- Checks Written Weekly	=	_____
<b>Payroll</b>	- Number of Employees	=	_____
	- Kinds of Pay Per Employee	=	_____
	- Daily Transaction Factor (if any)	=	_____
	- Miscellaneous Pay Given	=	_____
	- Miscellaneous Deductions	=	_____
	- Number of Weeks to Store Detail	=	_____
	- Weekly P/R Postings to G/L	=	_____
<b>General Ledger</b>	- Current Chart of Accounts	=	_____
	- A Week's Worth of Postings	=	_____
	MINUS		
	- Total External Postings from Coordinating Modules	=	_____
	<b>TOTAL DIRECT POSTINGS NEEDED</b>	=	_____

## D. ASSESS YOUR NEEDS

### 2. How Data is Handled

---

#### a) Programs:

Programs have been written under Microsoft BASIC™. When not compiled, you will need to install BASIC for successful operation. Files are structured, therefore, in the BASIC format.

---

#### b) Data Organization:

Data is organized into fields, records, and files. A field is any single data line; a record is a group of interrelated fields; and a file is a collection of like records. Files are allocated space on disk. To change a field, the entire record containing the field must be loaded into memory. Following the change, the entire record is rewritten back to disk.

---

#### c) Types of File Access:

There are different ways to find a record in a file:

- Sequential access means the search begins at location one and proceeds to the end of file. In our system only temporary files or files of fixed length use this method.
  - Random access allows the accessing of records out of order which requires some indicator such as a customer or vendor number.
  - Random sequential requires an Index file to locate a record.
  - Index files are those containing the record key and record position of data in another file.
  - Index Sequential Access Method (ISAM) files are used exclusively by the Inventory module. They provide direct access to data because data is stored in index form.
-

**D. ASSESS YOUR NEEDS**

**2. How Data is Handled**  
(continued)

---

**d) Program/File Access Chart:**

Chart D-2, following, lists all system files across the top separated by module. Down the side, programs are listed, also by module. In the grid, files are marked as to whether they are being read (R) or written to (W) by the programs. In either case, when you are setting up a configuration, you must have a file on-line if it is accessed by a program.

Let's look at some examples. You will notice that GLF020 is accessed by AR, AP, PR, and OE when coordination to GL exists. In another case, OE requires access to all AR files except ARF020. This chart will help you decide which files must be on the common data diskette(s) and which can be placed on the system diskette(s).

---



**D. ASSESS YOUR NEEDS**

**2. How Data is Handled**  
(continued)

---

**e) Types of Files:**

Files may be of a fixed length, that is, allocated a certain amount of disk space, or be of variable length with their size increasing as data is added. You will configure the maximum length for variable files.

While the user does not have to be conversant in these methods of file handling, this limited discussion may be helpful when configuring your system. Chart D-3 lists files by module noting records per granule. You will notice some files have N/A (not available) in the Records column. These files are of fixed length. The files with numbers mean that disk space is calculated based on the number of records you choose for that file.

The allocation of space is calculated by the Config program.

---

CHART D-3

		Records per Granule		Maximum #
		MOD-I	MOD-III	of records***
<b>GENERAL LEDGER</b>				
External Posting	GLF020	65	39	-
Direct Posting	GLF030	65	39	-
* Chart of Accounts	GLF110	10	6	1500
<b>ACCOUNTS PAYABLE</b>				
* Transaction	APF020	10	6	1500
Checks	APF030	5	3	-
* Vendors	APF110	10	6	1500
* Invoice	APF120	10	6	1500
Information	APF130	1	1	1500
<b>ACCOUNTS RECEIVABLE</b>				
* Transaction	ARF020	10	6	1500
Tax Code	ARF030	1	1	1
* Customer	ARF110	10	6	1500
Invoice	ARF120	10	6	-
<b>INVOICING</b>				
Terms Code	OEF010	1	1	1
Transaction	OEF020	1 1/3	1	-
<b>PAYROLL</b>				
* Deduction	PRF030	60	36	1500
* Transaction	PRF050	125	75	1500
Federal Tax	PRF060	1	1	1
State Tax	PRF070	1	1	1500
* Employee Master	PRF110	2 1/2	2 1/2	1500
<b>INVENTORY</b>				
Information	IVF010	1	1	1
Class	IVF020	40	25	1500
Master Part	IVF030	15	7	1500
MRP	IVF040	50	35	1500
Transaction	IVF050	25	15	1500
<b>SYSTEM FILES</b>				
** General Information	GIF010	1	1	1
** Configuration	ACFSYS	1	1	1
** Disk Label (one per diskette)	ACFSTA	1	1	1

---

\* Sort work equal in size to the largest of these files is required.

\*\* GIF010 is always required even if General Ledger is not present.  
ACFSYS is always required. One copy of ACFSTA is required on each diskette.

\*\*\* Can be expanded via the hard disk versions of user configuring.

**D. ASSESS YOUR NEEDS**

**3. Potential Layout**

---

**a) Using the Worksheets:**

It is very difficult to map out a work sheet that is general enough for every user's hardware and software configuration, yet specific enough to be useful. WORKSHEETS D-1 and D-2 at the end of this section should help. Please note that these are included as organizational tools. **The CONFIG program can and should do most of the work.** Only the following entries must be absolutely accurate.

You must determine the free space existing on a clean system diskette and on a newly formatted diskette. Enter these values plus the granule size and number of drives for your system on Worksheet D-1.

---

**b) Modules to include:**

You already know what modules you have purchased.

---

**c) Extent of Coordination:**

If coordinating some, but not all, of the modules you purchased, you will need to fill out Worksheets D-1 and D-2 for each coordinating system and for each of the standalone modules.

---

**D. ASSESS YOUR NEEDS**

**3. Potential Layout  
(continued)**

---

**d) System diskettes needed:**

You need to evaluate your overall space. Determine the space required for all the programs in each module. Enter these values on Worksheet D-1.

**MOD I:**

approximate number of  
grams programs take up  
under TRSDOS 2.3:                      grams probably avail. for data  
files and programs/diskette

AR	47g	OE	43g	Data	67 grams
AP	59g	GL	30g	Systems	41 grams
PR	104g	IV	64g		

**MOD III:**

approximate number of  
grams programs take up  
under TRSDOS 1.2:                      grams probably avail. for data  
files and programs/diskette

AR	74g	OE	69g	Data	233 grams
AP	95g	GL	48g	Systems	176 grams
PR	172g	IV	108g		

If you are configuring **standalone** modules, you need one system diskette for each.

If **coordinating** a multi-module system, things are a little more difficult. Calculate the space used by the programs to determine if more than one system diskette per coordinating system is required.

---

**D. ASSESS YOUR NEEDS**

**3. Potential Layout**  
(continued)

---

**e) Data diskettes:**

If you are running a **standalone** module, data may be spread out over the system diskette and additional drives. You will need as many formatted diskettes as you have drives.

When **coordinating** modules, use Chart D-1, to determine the files which must be placed on the common data diskette(s). Don't let the chart throw you. Module by module, jot down the files accessed by module programs and enter them on Worksheet D-1. **A mistake is not fatal.** The Config program displays necessary files when you are setting file sizes and the Configuration Report also lists files that are not on-line in a common data area but must be.

Also, some sample configuration reports are shown in Section E. These include standalone modules on 2 drives, as well as other commonly required configurations.

Rough out diskette names for system and data that you think are necessary and move on to file sizes.

---

**D. ASSESS YOUR NEEDS**

**4. Estimate File Size**

---

**a) Estimate process:**

**The word estimate is meant quite literally.** Do not spend extra time mapping out file sizes exactly. Get a valid approximation that will satisfy your needs and fit within system constraints.

The CONFIG is flexible and will support adjustments to any file size readily. So, why do this at all? **This process is advisable for two reasons.** First, most people begin with huge file sizes not particularly because they need them but because it might be nice. This process eliminates the frustration of flipping around in the Configure Systems option until you don't know where you are any more. Second, having everything on a worksheet saves having to exit options because you haven't yet gathered the information required.

Complete Worksheet D-2, for the modules included in your configuration. **System files are always included.**

---

**WORKSHEET D-1**

**1. Start-up Information:**

Free Space on 'Clean' system diskette \_\_\_\_\_  
 Free Space on Blank formatted diskette \_\_\_\_\_  
 System Granule Size \_\_\_\_\_  
 Number of Drives \_\_\_\_\_

**2. System to be configured:** \_\_\_\_\_

Modules	(Y/N) Coord.	Program Space Needed	Files Required from other modules
1> G/L	_____	_____	_____
2> A/P	_____	_____	_____
3> A/R	_____	_____	_____
4> P/R	_____	_____	_____
5> O/E	_____	_____	_____
6> I/V	_____	_____	_____
7> Common Programs	_____		

- AC000 (hard disk)
- ACFSYS
- GIF010

**3. Potential Diskettes needed:**

<u>System Diskettes</u>		<u>Data Diskettes</u>	
<u>Name</u>	<u>free space</u>	<u>Name</u>	<u>free grans</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORKSHEET D-2

Description	File Spec	Records Per Granule*	Shared Files Y/N**	Est. Size	Approx Grans Used	Diskette Placement
<b>Accounts Receivable (6 files)</b>						
1 General Information	GIF010	N/A	_____	_____	_____	_____
2 Transaction	ARF020	_____	_____	_____	_____	_____
3 Tax Code	ARF030	N/A	_____	_____	_____	_____
4 Customer	ARF110	_____	_____	_____	_____	_____
5 Invoice	ARF120	_____	_____	_____	_____	_____
6 Sort Area	ARFSRT	N/A	_____	_____	_____	_____
<b>Accounts Payable (7 files)</b>						
1 General Information	GIF010	N/A	_____	_____	_____	_____
2 Transaction	APF020	_____	_____	_____	_____	_____
3 Checks	APF030	_____	_____	_____	_____	_____
4 Vendor	APF110	_____	_____	_____	_____	_____
5 Invoice	APF120	_____	_____	_____	_____	_____
6 Information	APF130	N/A	_____	_____	_____	_____
7 Sort Area	APFSRT	N/A	_____	_____	_____	_____
<b>General Ledger (5 files)</b>						
1 General Information	GIF010	N/A	_____	_____	_____	_____
2 External Posting	GLF020	_____	_____	_____	_____	_____
3 Direct Posting	GLF030	_____	_____	_____	_____	_____
4 Chart of Accounts	GLF110	_____	_____	_____	_____	_____
5 Sort Area	GLFSRT	N/A	_____	_____	_____	_____
<b>Payroll (8 files)</b>						
1 General Information	GIF010	N/A	_____	_____	_____	_____
2 Deduction	PRF030	_____	_____	_____	_____	_____
3 Transaction	PRF050	_____	_____	_____	_____	_____
4 Federal Tax	PRF060	N/A	_____	_____	_____	_____
5 State Tax	PRF070	N/A	_____	_____	_____	_____
6 Employee Master	PRF110	_____	_____	_____	_____	_____
7 History	PRF120	_____	_____	_____	_____	_____
8 Sort Area	PRFSRT	N/A	_____	_____	_____	_____
<b>Order Entry (2 files)</b>						
1 Terms Code	OEF010	N/A	_____	_____	_____	_____
2 Transaction	OEF020	_____	_____	_____	_____	_____
<b>Inventory (5 files)</b>						
1 Information	IVF010	N/A	_____	_____	_____	_____
2 Class	IVF020	_____	_____	_____	_____	_____
3 Master Part	IVF030	_____	_____	_____	_____	_____
4 MRP	IVF040	_____	_____	_____	_____	_____
5 Transaction	IVF050	_____	_____	_____	_____	_____

\* From Chart D-3

\*\* Is this file necessary for running any other module (under AR/#4 customer file is necessary for OE module) from Chart D-2.

**WORKSHEET SUMMARY**

	Diskette	Total Granules Allocated	Originally Available	Remaining Space
1>	_____	_____	_____	_____
2>	_____	_____	_____	_____
3>	_____	_____	_____	_____
4>	_____	_____	_____	_____
5>	_____	_____	_____	_____
6>	_____	_____	_____	_____
7>	_____	_____	_____	_____
8>	_____	_____	_____	_____
9>	_____	_____	_____	_____
10>	_____	_____	_____	_____
11>	_____	_____	_____	_____
12>	_____	_____	_____	_____
13>	_____	_____	_____	_____
14>	_____	_____	_____	_____
15>	_____	_____	_____	_____
16>	_____	_____	_____	_____



## E. SAMPLE CONFIGURATIONS

---

### 1. How to Use Samples:

These reports are supplied merely as models. There are too many variables in the configuration process to cover every user's hardware and operating systems.

Please note that although the reports are printed in compressed mode, the values shown under printer control, other than 'top of form', are default values of 32. Since these values differ from printer to printer, none were shown.

---

### 2. Potential Areas of Difference:

With your hardware and software, you may have a different granule size. You may have a hard disk or more or less disk drives. They may be single density, double density, double sided, etc.

If any of the above are true, the granules used by programs may be different and hence space remaining on system diskettes will be different. Also a blank formatted diskette may have more or less free space.

Do not take anything for granted. Check all these values as instructed in Section B of this manual.

---

3. Report E-1: AR 2 Disk MOD I

A) Programs assigned to diskette A and B.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:	0	No diskette mounted.				
:	1	A ARDISK	60	57	3	GIF010 ARF020 ARF030 ARF110 ARF120 ARFSRT ACFSYS

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

Diskettes

Dsk	Desc	Alloc	Used	Avail	Files
A	ARDISK	60	57	3	ARF020 ARF030 ARF110 ARF120 ARFSRT GIF010 ACFSYS

Files Not Assigned to a Diskette.

**C) File Sizes:**

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		A	1
2> Transaction	ARF020:1	30	A	3
3> Tax Code	ARF030:1		A	1
4> Customer	ARF110:1	100	A	10
5> Invoice	ARF120:1	200	A	20
6> Sort Area	ARFSRT:1		A	20
8> System File(s)	ACFSYS:1		A	2

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

System

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010		A	1
2> System File(s)	ACFSYS		A	2

4. Report E-2: Payroll 3 Disk MOD I

A) Programs assigned to diskette F & H.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

Payroll

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	G	PRDATA	67	65	2	GIF010 PRF030 PRF050 PRF060 PRF070 PRF110 PRF120 ACFSYS PRFSRT
:2		No diskette mounted.				

Order Entry  
Not Applicable

Inventory  
Not Applicable

**C) File Sizes:**

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

**Payroll**

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		G	1
2> Deduction	PRF030:1	120	G	2
3> Transaction	PRF050:1	125	G	1
4> Federal Tax	PRF060:1		G	1
5> State Tax	PRF070:1		G	1
6> Employee Master	PRF110:1	27	G	11
7> History	PRF120:1	460	G	23
8> Sort Area	PRFSRT:1		G	23
10> System File(s)	ACFSYS:1		G	2

Order Entry  
Not Applicable

Inventory  
Not Applicable

**System**

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010		G	1
2> System File(s)	ACFSYS		G	2

5. Report E-3: Inventory 2 Disk MODI

A) Programs assigned to diskette A and B.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory

Drive	Dsk	Desc	Alloc	Used	Avail	Files:		
:0	A	IVSYS	9	6	3	IVF010	IVF050	ACFSYS
:1	B	IVDATA	36	34	2	IVF020	IVF030	IVF040

Files not assigned to a drive that must be:

**C) File Sizes:**

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

Payroll  
Not Applicable

Order Entry  
Not Applicable

**Inventory**

Description	File Spec	Size	Dsk	Grans
1> Information	IVF010:0		A	1
2> Class	IVF020:1	100	B	3
3> Master Part	IVF030:1	300	B	24
4> MRP	IVF040:1	300	B	7
5> Transaction	IVF050:0	30	A	2

**System**

Description	File Spec	Dsk	Grans
2> System File(s)	ACFSYS:0	A	2

6. Report E-4: AR/AP/GL 3 Disk MOD I

A) Programs assigned to diskette A and B.

B) File Allocation:

General Ledger

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	L	GLFILES	67	13	1	GLF030 GLFSRT
:2	E	SHARE	67	64	1	GIF010 GLF020 GLF110 ACFSYS

Accounts Payable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	J	APFILES	48	46	2	APF020 APF030 APF110 APF120 APF130
:2	E	SHARE	67	64	3	GIF010 APFSRT GLF020 GLF110 ACFSYS

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	H	ARFILES	60	59	1	ARF020 ARF030 ARF110 ARF120 ARFSRT
:2	E	SHARE	67	64	3	GIF010 GLF020 ACFSYS

Payroll

Not Applicable

Order, Entry

Not Applicable

Inventory

Not Applicable

C) File Sizes:

General Ledger

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		E	1
2> External Posting	GLF020:2	700	E	11
3> Direct Posting	GLF030:1	1500	L	24
4> Chart of Accounts	GLF110:2	300	E	30
5> Sort Area	GLFSRT:1		L	30
6> System File(s)	ACFSYS:2		E	2

Accounts Payable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		E	1
2> Transaction	APF020:1	50	J	5
3> Checks	APF030:1	50	J	10
4> Vendor	APF110:1	100	J	10
5> Invoice	APF120:1	200	J	20
6> Information	APF130:1		J	1
7> Sort Area	APFSRT:2		E	20
8> External Posting	GLF020:2	700	E	11
9> Chart of Accounts	GLF110:2	300	E	30
10> System File(s)	ACFSYS:2		E	2

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		E	1
2> Transaction	ARF020:1	30	H	3
3> Tax Code	ARF030:1		H	1
4> Customer	ARF110:1	150	H	15
5> Invoice	APF120:1	200	H	20
6> Sort Area	APFSRT:1		H	20
7> External Posting	GLF020:2	700	E	11
8> System File(s)	ACFSYS:2		E	2

Payroll

Not Applicable

Order Entry

Not Applicable

Inventory

Not Applicable

System

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		E	1
2> System File(s)	ACFSYS:2		E	2

7. Report E-5: AR/OE 2 Disk MOD I

A) Programs assigned to diskette A and B.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	B	AROEDISK	53	52	1	GIF010 ARF020 ARF030 ARF110 ARF120 ARFSRT ACFSYS

Payroll  
Not Applicable

Order Entry

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	B	AROEDISK	53	52	1	GIF010 OEF010 OEF020 AP 10 ARF120 ARFSRT ACFSYS

Inventory  
Not Applicable

**C) File Sizes:**

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		B	1
2> Transaction	ARF020:1	50	B	5
3> Tax Code	ARF030:1		B	1
4> Customer	ARF110:1	55	B	6
5> Invoice	APF120:1	60	B	6
6> Sort Area	APFSRT:1		B	6
8> System File(s)	ACFSYS:1		B	2

Payroll  
Not Applicable

Order Entry

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		B	1
2> Terms Code	OE0010:1		B	1
3> Transaction	OEF020:1	40	B	24
4> Tax Code	ARF030:1		B	1
5> Customer	ARF110:1	55	B	6
6> Invoice	ARF120:1	60	B	6
7> Sort Area	ARFSRT:1		B	6
8> System File(s)	ACFSYS:1		B	2

Inventory  
Not Applicable

System

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010		B	1
2> System File(s)	ACFSYS		B	2

8. Report E-6: AR/OE/IV 3 Disk MOD I

A) Programs assigned to diskette A and B. SAMPL 105

AR - A + D(7)  
 OE - B + D(3)  
 IV - C + D(24)

B) File Allocation:

General Ledger  
 Not Applicable

Accounts Payable  
 Not Applicable

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	D	AROEIV D	33	32	1	GIF010 ARF020 ARF030 ARF110 ACFSYS
:2	E	AROEIV E	67	66	1	ARF120 ARFSRT

Payroll  
 Not Applicable

Order Entry

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	D	AROEIV D	33	32	1	GIF101 OEF010 OEF020 ARF030 ARF110 ACFSYS
:2	E	AROEIV E	67	66	1	ARF120 ARFSRT IVF030 IVF050

Inventory

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	D	AROEIV D	33	32	1	IVF010 IVF020 IVF040 ACFSYS
:2	E	AROEIV E	67	66	1	IVF030 IVF050

Diskettes

Dsk	Desc	Alloc	Used	Avail	Files:
D	AROEIV D	33	32	1	ARF020 ARF030 ARF110 OEF010 OEF020 IVF010 IVF020 IVF040 GIF010 ACFSYS
E	AROEIV E	67	66	1	ARF120 ARFSRT IVF030 IVF050

Files Not Assigned to a Diskette:

C) File Sizes:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		D	1
2> Transaction	ARF020:1	20	D	2
3> Tax Code	ARF030:1		D	1
4> Customer	ARF110:2	100	D	10
5> Invoice	ARF120:2	250	E	25
6> Sort Area	ARFSRT:2		E	25
8> System File(s)	ACFSYS:1		D	2

Payroll  
Not Applicable

Order Entry

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		D	1
2> Terms Code	OEF010:1		D	1
3> Transaction	OEF020:1	20	D	12
4> Tax Code	ARF030:1		D	1
5> Customer	ARF110:1	100	D	10
6> Invoice	ARF120:2	250	E	25
7> Sort Area	ARFSRT:2		E	25
9> Master Part	IVF030:2	90	E	8
10> Transaction	IVF050:2	190	E	8
11> System File(s)	ACFSYS:1		D	2

Inventory

Description	File Spec	Size	Dsk	Grans
1> Information	IVF010:1		D	1
2> Class	IVF020:1	20	D	1
3> Master Part	IVF030:2	90	E	8
4> MRP	IVF040:1	20	D	1
5> Transaction	IVF050:2	190	E	8
7> System File(s)	ACFSYS:1		D	2

System

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		D	1
2> System File(s)	ACFSYS:1		D	2

9. Report E-7: AP 2 Disk MOD I

A) Programs assigned to diskette A and B.

B) File Allocation:

Accounts Payable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	R	APDATA R	47	46	1	GIF010 APF020 APF030 APF110 APF120 APF130 APFSRT ACFSYS

Accounts Receivable  
Not Applicable

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

Diskettes

Dsk	Desc	Alloc	Used	Avail	Files:
R	APDATA R	47	46	1	APF020 APF030 APF110 APF120 APF130 APFSRT GIF010 ACFSYS

Files Not Assigned to a Diskette:

C) File Size:

Accounts Payable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		R	1
2> Transaction	APF020:1	30	R	3
3> Checks	APF030:1	20	R	4
4> Vendor	APF110:1	70	R	7
5> Invoice	APF120:1	140	R	14
6> Information	APF130:1		R	1
7> Sort Area	APFSRT:1		R	14
10> System File(s)	ACFSYS:1		R	2

Accounts Receivable

Not Applicable

Payroll

Not Applicable

Order Entry

Not Applicable

Inventory

Not Applicable

System

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		R	1
2> System File(s)	ACFSYS:1		R	2

10. Report E-8: AR/AP/GL/OE/IV 3 Disk MOD I

A) Programs assigned to diskette A and B.

SAMPL 119

B) File Allocation:

General Ledger

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	E	GLDATA1	56	17	39	GLF030 GLFSRT
:2	H	DATA2	67	66	1	GIF010 GLF020 GLF110 ACFSYS

Accounts Payable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	B	APDATA1	49	47	2	APF020 APF030 APF120 APF130 APFSRT
:2	H	DATA2	67	66	1	GIF010 APF110 GLF020 GLF100 ACFSYS

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	A	ARDATA1	61	15	46	ARF020
:2	H	DATA2	67	66	1	GIF010 ARF030 ARF110 ARF120 ARFSRT GLF020 ACFSYS

Payroll

Not Applicable

Order Entry

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	D	OEDATA1	61	58	3	OEF010 OEF020
:2	H	DATA2	67	66	1	GIF010 ARF030 ARF110 ARF120 ARFSRT GLF020 IVF030 IVF050 ACFSYS

Inventory

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	F	IVDATA1	44	42	2	IVF010 IVF020 IVF040
:2	H	DATA2	67	66	1	IVF030 IVF050 APF110 ACFSYS

Diskettes

Dsk	Desc	Alloc	Used	Avail	Files:
A	ARDATA1	61	15	46	ARF020
B	APDATA1	49	47	2	APF020 APF030 APF120 APF130 APFSRT
D	OEDATA1	61	58	3	OEF010 OEF020
E	GLDATA1	56	17	39	GLF030 GLFSRT
F	IVDATA1	44	42	2	IVF010 IVF020 IVF040
H	DATA2	67	66	1	GLF020 GLF110 APF110 ARF030 ARF110 ARF120 ARFSRT IVF030 IVF050 GIF010

Files Not Assigned to a Diskette:

C) File Sizes

General Ledger

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		H	1
2> External Posting	GLF020:2	200	H	4
3> Direct Posting	GLF030:1	500	E	8
4> Chart of Accounts	GLF110:2	85	H	9
5> Sort Area	GLFSRT:1		E	9
6> System File(s)	ACFSYS:2		H	2

Accounts Payable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		H	1
2> Transaction	APF020:1	100	B	10
3> Checks	APF030:1	60	B	12
4> Vendor	APF110:2	50	H	5
5> Invoice	APF120:1	120	B	12
6> Information	APF130:1		B	1
7> Sort Area	APFSRT:1		B	12
8> External Posting	GLF020:2	200	H	4
9> Chart of Accounts	GLF110:2	85	H	9
10> System File(s)	ACFSYS:2		H	2

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		H	1
2> Transaction	ARF020:1	150	A	15
3> Tax Code	ARF030:2		H	1
4> Customer	ARF110:2	50	H	5
5> Invoice	ARF120:2	100	H	10
6> Sort Area	ARFSRT:2		H	15
7> External Posting	GLF020:2	200	H	4
10> System File(s)	ACFSYS:2		H	2

Payroll

Not Applicable

Order Entry

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		H	1
2> Terms Code	OEF010:1		D	1
3> Transaction	OEF020:1	95	D	57
4> Tax Code	ARF030:2		H	1
5> Customer	ARF110:2	50	H	5
6> Invoice	ARF120:2	100	H	10
7> Sort Area	ARFSRT:2		H	15
8> External Posting	GLF020:2	200	H	4
9> Master Part	IVF030:2	125	H	11
10> Transaction	IVF050:2	50	H	3
1> System File(s)	ACFSYS:2		H	2

Inventory

Description	File Spec	Size	Dsk	Grans
1> Information	IVF010:1		F	1
2> Class	IVF020:1	950	F	24
3> Master Part	IVF030:2	125	H	11
4> MRP	IVF040:1	800	F	17
5> Transaction	IVF050:2	50	H	3
6> Vendor	APF110:2	50	H	5
7> System File(s)	ACFSYS:2		H	2

System

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010		H	1
2> System File(s)	ACFSYS		H	2

11. Report E-9: AR/AP/GL/OE/IV/PR 4 Disk MOD I

A) Programs assigned to diskette A and B.

B) File Allocation:

General Ledger

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	C	GLSYS	11	10	1	GLF030
:1	G	SHAREALL	67	65	2	GLF010 GLF020 GLF110 ACFSYS
:2	J	DATA1	67	25	42	GLFSRT
:3		No diskette mounted.				

Accounts Payable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	B	APSYS	49	46	3	APF020 APF030 APF130
:2	G	SHAREALL	67	65	2	GIF010 APF110 GLF020 GLF100 ACFSYS
:3	K	DATA1	67	50	17	APF120 APFSRT

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	A	ARSYS	61	20	41	ARF020
:2	G	SHAREALL	67	65	2	GIF010 GLF020 ACFSYS
:3	H	OEARSHAR	67	66	1	ARF030 ARF110 ARF120 ARFSRT

Payroll

:0		No diskette mounted.				
:1	D	PRSYS	4	3	1	PRF030
:2	G	SHAREALL	67	65	2	GIF010 PRF050 PRF060 PRF070 PRF120 GLF020 ACFSYS
:3	I	PRDATA	67	64	3	PRF110 PRFSRT

Order Entry

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	E	OESYS	61	58	3	OEF010 OEF020
:2	G	SHAREALL	67	65	2	GIF010 GLF020 IVF030 IVF050 ACFSYS
:3	H	OEARSHAR	67	66	1	ARF030 ARF110 ARF120 ARFSRT

Inventory

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0		No diskette mounted.				
:1	F	IVSYS	44	41	3	IVF010 IVF020 IVF040
:2	G	SHAREALL	67	65	2	IVF030 IVF050 APF110 ACFSYS
:3		No diskette mounted.				

Diskettes

Dsk	Desc	Alloc	Used	Avail	Files:
A	ARSYS	61	20	41	ARF020
B	APSYS	49	46	3	APF020 APF030 APF130
C	GLSYS	11	10	1	GLF030
D	PRSYS	4	3	1	PRF030
E	OESYS	61	58	3	OEF010 OEF020
F	IVSYS	44	41	3	IVF010 IVF020 IVF040
G	SHAREALL	67	65	2	GLF020 GLF110 APF110 PRF050 PRF060 PRF070 PRF120 IVF030 IVF050 GIF010 ACFSYS
H	OEARSHAR	67	66	1	ARF030 ARF110 ARF120 ARFSRT
I	PRDATA	67	64	3	PRF110 PRFSRT
J	DATA1	67	25	42	GLFSRT
K	DATA2	67	50	17	APF120 APFSRT

Files Not Assigned to a Diskette:

c) File Sizes

General Ledger

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		G	1
2> External Posting	GLF020:1	200	G	4
3> Direct Posting	GLF030:0	650	C	10
4> Chart of Accounts	GLF110:1	250	G	25
5> Sort Area	GLFSRT:2		J	25
6> System File(s)	ACFSYS:1		G	2

Accounts Payable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		G	1
2> Transaction	APF020:1	150	B	15
3> Checks	APF030:1	150	B	30
4> Vendor	APF110:2	100	G	10
5> Invoice	APF120:3	250	K	25
6> Information	APF130:1		B	1
7> Sort Area	APFSRT:3		K	25
8> External Posting	GLF020:2	200	G	4
9> Chart of Accounts	GLF110:2	250	G	25
10> System File(s)	ACFSYS:2		G	2

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		G	1
2> Transaction	ARF020:1	200	A	20
3> Tax Code	ARF030:3		H	1
4> Customer	ARF110:3	150	H	15
5> Invoice	ARF120:3	250	H	25
6> Sort Area	ARFSRT:3		H	25
7> External Posting	GLF020:2	200	G	4
8> System File(s)	ACFSYS:2		G	2

Payroll

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		G	1
2> Deduction	PRF030:1	150	D	3
3> Transaction	PRF050:2	200	G	2
4> Federal Tax	PRF060:2		G	1
5> State Tax	PRF070:2		G	1
6> Employee Master	PRF110:3	80	I	32
7> History	PRF120:2	100	G	5
8> Sort Area	PRFSRT:3		I	32
9> External Posting	GLF020:2	200	G	4
10> System File(s)	ACFSYS:2		G	2

Order Entry

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		G	1
2> Terms Code	OEF010:1		E	1
3> Transaction	OEF020:1	95	E	57
4> Tax Code	ARF030:3		H	1
5> Customer	ARF110:3	150	H	15
6> Invoice	ARF120:3	250	H	25
7> Sort Area	ARFSRT:3		H	25
8> External Posting	GLF020:2	200	G	4
9> Master Part	IVF030:2	100	G	9
10> Transaction	IVF050:2	100	G	5
11> System File(s)	ACFSYS:2		G	2

Inventory

Description	File Spec	Size	Dsk	Grans
1> Information	IVF010:1		F	1
2> Class	IVF020:1	950	F	24
3> Master Part	IVF030:2	100	G	9
4> MRP	IVF040:1	750	F	16
5> Transaction	IVF050:2	100	G	5
6> Vendor	APF110:2	100	G	10
7> System File(s)	ACFSYS:2		G	2

System

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010		G	1
2> System File(s)	ACFSYS		G	2

12. Report E-10: AP 2 Disk MOD III

A) Programs are assigned to diskette C.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	C	APSYSTEM	82	81	1	GIF010 APF020 APF030 APF110 APF130 ACFSYS
:1	D	APDATA	233	232	1	APF120 APFSRT

Accounts Receivable  
Not Applicable

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

**C) File Sizes:**

General Ledger  
 Not Applicable

Accounts Payable

	Description	File Spec	Size	Dsk	Grans
1>	General Information	GIF010:0		C	1
2>	Transaction	APF020:0	54	C	9
3>	Checks	APF030:0	27	C	9
4>	Vendor	APF110:0	348	C	58
5>	Invoice	APF120:1	696	D	116
6>	Information	APF130:0		C	1
7>	Sort Area	APFSRT:1		D	116
10>	System File(s)	ACFSYS:0		C	3

Accounts Receivable  
 Not Applicable

Payroll  
 Not Applicable

Order Entry  
 Not Applicable

Inventory  
 Not Applicable

System

	Description	File Spec	Size	Dsk	Grans
1>	General Information	GIF010:0		C	1
2>	System File(s)	ACFSYS:0		C	3

13. Report E-11: GL 2 Disk MOD III

A) Programs are assigned to diskette F.

B) File Allocation:

General Ledger

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	F	GLSYSTEM	128	125	2	GLFSRT
:1	G	GLDATA1	233	169	64	GIF010 GLF020 GLF030 GLF110 ACFSYS

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

**C) File Sizes:**

General Ledger

	Description	File Spec	Size	Dsk	Grans
1>	General Information	GIF010:1		G	1
2>	External Posting	GLF020:1	39	G	1
3>	Direct Posting	GLF030:1	1,500	G	39
4>	Chart of Accounts	GLF110:1	750	G	125
5>	Sort Area	GLFSRT:0		F	125
6>	System File(s)	ACFSYS:1		G	3

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

System

	Description	File Spec	Size	Dsk	Grans
1>	General Information	GIF010:1		G	1
2>	System File(s)	ACFSYS:1		G	3

14. Report E-12: IV 2 Disk MOD III

A) Programs assigned to diskette A.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory

Drive	Dsk	Desc	Alloc	Used	Avail	Files:		
:0	A	IVSYS	24	12	12	IVF010	IVF050	ACFSYS
:1	B	IVDATA	233	223	10	IVF020	IVF030	IVF040

**C) File Sizes:**

General Ledger  
 Not Applicable

Accounts Payable  
 Not Applicable

Accounts Receivable  
 Not Applicable

Payroll  
 Not Applicable

Order Entry  
 Not Applicable

Inventory

Description	File Spec	Size	Dsk	Grans
1> Information	IVF010:0		A	1
2> Class	IVF020:1	500	B	22
3> Master Part	IVF030:1	1,200	B	158
4> MRP	IVF040:1	1,200	B	43
5> Transaction	IVF050:0	100	A	8
7> System File(s)	ACFSYS:0		A	3

System

Description	File Spec	Dsk	Grans
2> System File(s)	ACFSYS:0	A	3

15. Report E-13: AR 2 Disk MOD III

A) Programs are assigned to diskette A.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	A	ARSYSTEM	101	100	1	GIF010 ARF020 ARF030 ARF110 ACFSYS
:1	B	ARDATA	233	232	1	ARF120 ARFSRT

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

**C) File Sizes:**

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

	Description	File Spec	Size	Dsk	Grans
1>	General Information	GIF010:0		A	1
2>	Transaction	ARF020:0	100	A	17
3>	Tax Code	ARF030:0		A	1
4>	Customer	ARF110:0	465	A	78
5>	Invoice	ARF120:1	696	B	116
6>	Sort Area	ARFSRT:1		B	116
8>	System File(s)	ACFSYS:0		A	3

Payroll  
Not Applicable

Order Entry  
Not Applicable

Inventory  
Not Applicable

System

	Description	File Spec	Size	Dsk	Grans
1>	General Information	GIF010:0		A	1
2>	System File(s)	ACFSYS:0		A	3

16. Report E-14: PR 2 Disk MODIII

A) Programs assigned to diskette C.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

Payroll

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	C	PRSYS	17	1	16	PRF060
:1	D	PRDATA	233	191	42	PRF030 PRF050 PRF070 PRF110 PRF120 PRFSRT GIF010 ACFSYS

Order Entry  
Not Applicable

Inventory  
Not Applicable

**C) File Sizes:**

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable  
Not Applicable

**Payroll**

Description	File Spec	Size	Dsk	Grans
2> Deduction	PRF030:1	200	D	6
3> Transaction	PRF050:1	250	D	4
4> Federal Tax	PRF060:0		C	1
5> State Tax	PRF070:1		D	1
6> Employee Master	PRF110:1	100	D	67
7> History	PRF120:1	500	D	42
8> Sort Area	PRFSRT:1		D	67

Order Entry  
Not Applicable

Inventory  
Not Applicable

**System**

Description	File Spec	Dsk	Grans
1> General Information	GIF010:1	D	1
2> System File(s)	ACFSYS:1	D	3

17. Report E-15: AR/AP/GL 2 Disk MOD III

A) Programs assigned to diskette C.

B) File Allocation:

General Ledger

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	C	GLSYS	128	127	1	GIF030	GLFSRT		
:1	D	SHARDATA	133	132	1	GIF010	GLF020	GLF110	ACFSYS

Accounts Payable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	B	APSYS	82	81	1	APF020	APF030	APF110	APF120
:1	D	SHARDATA	132	132	1	APF130	APFSRT		
						GIF010	GLF020	GLF110	ACFSYS

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	A	ARSYS	101	100	1	ARF020	ARF120	ARFSRT	
:1	D	SHARDATA	133	132	1	GIF010	ARF030	ARF110	GLF020
						ACFSYS			

Payroll

Not Applicable

Order Entry

Not Applicable

Inventory

Not Applicable

C) File Sizes:

General Ledger

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:0		D	1
2> External Posting	GLF020:1	1000	D	26
3> Direct Posting	GLF030:0	1650	C	43
4> Chart of Accounts	GLF110:1	500	D	84
5> Sort Area	GLFSRT:0		C	84
6> System File(s)	ACFSYS:1		D	3

Accounts Payable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		D	1
2> Transaction	APF020:0	35	B	6
3> Checks	APF030:0	25	B	9
4> Vendor	APF110:0	90	B	15
5> Invoice	APF120:0	150	B	25
6> Information	APF130:0		B	1
7> Sort Area	APFSRT:0		B	25
8> External Posting	GLF020:1	1000	D	26
9> Chart of Accounts	GLF110:1	500	D	84
10> System File(s)	ACFSYS:1		D	3

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		D	1
2> Transaction	ARF020:0	95	A	16
3> Tax Code	ARF030:1		D	1
4> Customer	ARF110:1	100	D	17
5> Invoice	ARF120:0	250	A	42
6> Sort Area	ARFSRT:0		A	42
7> External Posting	GLF020:1	1000	D	26
8> System File(s)	ACFSYS:1		D	3

Payroll

Not Applicable

Order Entry

Not Applicable

Inventory

Not Applicable

System

Description	File Spec	Dsk	Grans
1> General Information	GIF010	D	1
2> System File(s)	ACFSYS	D	3

18. Report E-16: AR/AP/GL/OE 3 Disk MOD III

A) Programs assigned to diskette C.

B) File Allocation:

General Ledger

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	C	GLSYSTEM	128	38	90	GIF030	GLFSRT		
:1	No diskette mounted.								
:2	E	SHARDATA	233	231	2	GIF010	GLF020	GLF110	ACFSYS

Accounts Payable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	B	APSYSTEM	82	81	1	APF020	APF030	APF110	APF130
:1	E	SHARDATA	233	231	2	GIF010	GLF020	GLF110	ACFSYS
:2	G	APFILES	233	232	1	APF120	APFSRT		

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	A	ARSYSTEM	101	71	30	ARF020			
:1	E	SHARDATA	233	231	2	GIF010	ARF030	ARF110	ARF120
						ARFSRT	GLF020	ACFSYS	
:2	No diskette mounted.								

Payroll

Not Applicable

Order Entry

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	D	OESYSTEM	95	1	94	OEF010			
:1	E	SHARDATA	233	231	2	GIF010	ARF030	ARF110	ARF120
						ARFSRT	GLF020	ACFSYS	
:2	H	OEF010	233	230	3	OEF020			

Inventory

Not Applicable

C) File Sizes:

General Ledger

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:2		E	1
2> External Posting	GLF020:2	500	E	13
3> Direct Posting	GLF030:0	500	C	13
4> Chart of Accounts	GLF110:2	150	E	25
5> Sort Area	GLFSRT:0		C	25
6> System File(s)	ACFSYS:2		E	3

Accounts Payable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		E	1
2> Transaction	APF020:0	125	B	21
3> Checks	APF030:0	50	B	17
4> Vendor	APF110:0	250	B	42
5> Invoice	APF120:2	696	G	116
6> Information	APF130:0		B	1
7> Sort Area	APFSRT:2		G	116
8> External Posting	GLF020:1	500	E	13
9> Chart of Accounts	GLF110:1	150	E	25
10> System File(s)	ACFSYS:1		E	3

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		E	1
2> Transaction	ARF020:0	425	A	71
3> Tax Code	ARF030:1		E	1
4> Customer	ARF110:1	275	E	46
5> Invoice	ARF120:1	425	E	71
6> Sort Area	ARFSRT:1		E	71
7> External Posting	GLF020:1	500	E	13
8> System File(s)	ACFSYS:1		E	3

Payroll

Not Applicable

Order Entry

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		E	1
2> Terms Code	OEF010:0		D	1
3> Transaction	OEF020:2	230	H	230
4> Tax Code	ARF030:1		E	1
5> Customer	ARF110:1	275	E	46
6> Invoice	ARF120:1	425	E	71
7> Sort Area	ARFSRT:1		E	71
8> External Posting	GLF020:1	500	E	13
11> System File(s)	ACFSYS:1		E	3

Inventory  
Not Applicable

System

Description	File Spec	Dsk	Grans
1> General Information	GIF010:2	E	1
2> System File(s)	ACFSYS:2	E	3

19. Report E-17: AR/OE 2 Disk MOD III

A) Programs assigned to diskette C.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	A	AROESYS	20	19	1	GIF010	ARF020	ARF030	ACFSYS
:1	B	DATA	233	231	2	ARF110	ARF120	ARFSRT	

Payroll  
Not Applicable

Order Entry

Drive	Dsk	Desc	Alloc	Used	Avail	Files:			
:0	A	ARSYS	20	19	1	GIF010	OEF010	ARF030	ACFSYS
:1	B	DATA	233	231	2	OEF020	ARF110	ARF120	ARFSRT

Inventory  
Not Applicable

**C) File Sizes:**

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:0		A	1
2> Transaction	ARF020:0	75	A	13
3> Tax Code	ARF030:0		A	1
4> Customer	ARF110:1	175	B	30
5> Invoice	ARF120:1	375	B	63
6> Sort Area	ARFSRT:1		B	63
8> System File(s)	ACFSYS:0		A	3

Payroll  
Not Applicable

Order Entry

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:0		A	1
2> Terms Code	OEF010:0		A	1
3> Transaction	OEF020:1	75	B	75
4> Tax Code	ARF030:0		A	1
5> Customer	ARF110:1	175	B	30
6> Invoice	ARF120:1	375	B	63
7> Sort Area	ARFSRT:1		B	63
11> System File(s)	ACFSYS:0		A	3

Inventory  
Not Applicable

System

Description	File Spec	Dsk	Grans
1> General Information	GIF010	A	1
2> System File(s)	ACFSYS	A	3

20. Report E-18: AR/OE/IV 2 Disk MOD III

SAMPL 301

A) Programs assigned to diskette A.

B) File Allocation:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	C	ARPROGR	102	7	95	ARF020
:1	D	DATA	233	213	20	GIF010 ARF030 ARF110 ARF120 ARFSRT ACFSYS

Payroll  
Not Applicable

Order Entry

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	B	OEPROGR	107	26	81	OEF010 OEF020
:1	D	DATA	233	213	20	GIF010 ARF030 ARF110 ARF120 ARFSRT IVF030 IV050 ACFSYS

Inventory

Drive	Dsk	Desc	Alloc	Used	Avail	Files:
:0	A	IVPROGR	24	6	18	IVF010 IVF020 IVF040
:1	D	DATA	233	213	20	IVF030 IVF050 ACFSYS

C) File Sizes:

General Ledger  
Not Applicable

Accounts Payable  
Not Applicable

Accounts Receivable

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:0		D	1
2> Transaction	ARF020:0	40	C	7
3> Tax Code	ARF030:1		D	1
4> Customer	ARF110:1	100	D	17
5> Invoice	ARF120:1	350	D	59
6> Sort Area	ARFSRT:1		D	59
8> System File(s)	ARFSYS:1		D	3

Payroll  
Not Applicable

Order Entry

Description	File Spec	Size	Dsk	Grans
1> General Information	GIF010:1		D	1
2> Terms Code	OEF010:0		B	1
3> Transaction	OEF020:0	25	B	25
4> Tax Code	ARF030:1		D	1
5> Customer	ARF110:1	100	D	17
6> Invoice	ARF120:1	350	D	59
7> Sort Area	ARFSRT:1		D	59
9> Master Print	IVF030:1	500	D	67
10> Transaction	IVF050:1	75	D	6
11> System File(s)	ARFSYS:1		D	3

Inventory

Description	File Spec	Size	Dsk	Grans
1> Information	IVF010:0		A	1
2> Class	IVF020:0	10	A	2
3> Master Part	IVF030:1	500	D	67
4> MRP	IVF040:0	50	A	3
5> Transaction	IVF050:1	75	D	6
7> System File(s)	ACFSYS:1		D	3

System

Description	File Spec	Dsk	Grans
1> General Information	GIF010:1	D	1
2> System File(s)	ACFSYS:1	D	3

## F. APPENDIX

### I. Product History

---

This section of the manual will supply a history and overview of the accounting system, guide its implementation, and outline methods of proper use, defining in layman's terms, data entry and regular run procedures. Read this section through once and refer back as necessary.

SBSG, Inc. has been in software development since 1977. Initially, development was based on the Radio Shack TRS-80™ microcomputer. Building the company reputation as a reliable supplier of inexpensive, quality software for a small business was the primary goal. The original accounting package on the TRS-80™ Model I was based on the source code for Accounts Receivable, Accounts Payable, General Ledger, and Payroll from Adam Osborne & Associates.

Over the years, these programs were altered, modified, and enhanced to broaden system capabilities and capacities. Other microcomputers were explored and new products were generated. Additional modules, Invoicing and Inventory, were developed to further diversify the product.

---

#### a) Coordination Support:

Today, SBSG has available, for many different computers, one of the most versatile and comprehensive business accounting packages on the market, with the key being coordination.

SBSG accounting modules include Accounts Receivable with or without Order Entry, Accounts Payable, General Ledger, Payroll, and Inventory. SBSG can

**F. APPENDIX**

**1. Product History**  
(continued)

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**a) Coordination Support:**  
(continued)

supply a system that is just right for your current business needs. The system can be configured and initialized at your location. The user may increase system use by adding modules in the future. Independent products may also be purchased to perform other tasks, such as wordprocessing or financial modeling.

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**b) Modules Available:**

Similarly, individual accounting modules were designed for user convenience. They are menu driven, full screen prompting, and cursor controlled.

Accounts Payable is invoice oriented with the ability to handle debit and credit memos, aging, discounts, freight charges, and tax with detail and summary reports of open and closed item listings. Check calculations can be done for an individual invoice or a vendor or group of vendors; checks are printed with a check register report showing the audit trail. Numeric or alpha vendor lists with activity for the whole year (or address information) are also available. Each invoice can be distributed to as many as five different G/L accounts, and when coordinated to G/L, the system automatically posts to cash and A/P accounts.

Accounts Receivable is similarly invoice oriented; prints customer statements; and when coordinated to G/L, will post to applicable accounts, debit A/R, and credit accounts you specify. A/R customer lists may be printed in ascending numeric or alphabetic order. Detail, summary, and customer range reports of open, closed, unbilled, and aged accounts are available in a selectable date range.

F. APPENDIX

1. Product History  
(continued)

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b) Modules Available:  
(continued)

When the Order Entry option is included with A/R, invoices, credit memos, and debit memos may be added, changed, deleted or printed. Invoice number generation is automatic and totals are applied to the correct A/R customer account. Each invoice includes customer order number, invoice and shipping dates, shipping port and mode, terms code, and number of shipping labels required. The product may be shipped to the customer or drop shipped to a different party. Invoice detail allows up to 10 line items of invoicing data noting part number, description, unit price, quantity and extension for each line. Comment lines, comments with dollar amounts, and customer discounts (dollar and percent) are additional features. Line items may be taxed or not taxed. A sub-total is displayed; taxes and shipping/travel are added; the invoice total may be distributed to five General Ledger sales accounts. Invoices can be pre-paid or partially paid. The system generates transaction detail and update reports.

The Payroll system will perform all necessary payroll tasks including file maintenance, pay data entry and verification, computation of pay (hourly, salary, vacation, holiday, piecework and overtime) with deductions and the printing of checks, quarterly and year end, state and federal forms and reports. Taxable and non-taxable lump sums can be paid regularly or one time; complete pay histories are stored with easy accessibility by the user. Federal tax tables and up to nine state tax tables may be used to calculate withholding. Fully linked to G/L, each employee's payroll information can be distributed to as many as 12 accounts with automatic posting to cash.

F. APPENDIX

1. Product History  
(continued)

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b) **Modules Available:**  
(continued)

The General Ledger accounting system can be used as a standalone direct posting system or may be coordinated to the other accounting subsystems. The Chart of Accounts is user formatted and supports titles, totals, regular accounts and headings. Account records determine where and when sub-totals and totals appear. Data is maintained and reported by month, quarter, year, and previous three quarters. User formatted reports can be generated with up to eight levels of totals. Reports include trial balances, income statements, balance sheets, special reports.

The Inventory system may be purchased as a standalone or coordinated system and uses an ISAM file structure for fast and efficient disk storage and retrieval. Program selection allows the user to store data for inventory located at up to five separate sites (divisions). Numbering is broken down into a three digit code for up to 999 classes, with a 7 digit follow-up field (SKU- Stock Keeping Unit) for more detail. Data entry may be made manually or automatically through Invoice processing from Order Entry. The system can handle sales, purchases, returns, and in-company transfers of merchandise. Items can be added, changed, deleted, or printed. The system is compatible with the Accounts Payable vendor lists. Report generation is quick. Inventory Master List, Price Listings Reports, Sales Reports, and Stock Status Reports note for each item, the gross margin, turn over, retail/wholesale prices, unit availability, and vendor. Management Summary reports and Minimum Reorder Point Report will print by selected class, division, and vendor. The system produces Commission Information which is calculated and printed by salesman and date.

**F. APPENDIX**

**1. Product History**  
(continued)

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**b) Modules Available:**  
(continued)

Each module was designed to perform a specific Accounting task which is normally time-consuming and never error-free when handled manually. Further, automatic data transfer between modules, via coordination, provides audit trails to simplify record keeping and error correction routines.

Capacities are user defineable within the overall data storage limits of the system. The Utility program will help you configure a system that will best suit your needs and fully utilize the computer's capabilities. Sample configurations are supplied.

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## F. APPENDIX

### 2. Approach to the System

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All purchasers of any software product will receive this "Configuration" Manual plus an additional manual for each module included in your system. All manuals were carefully prepared to supply the user with the information he needs to get started. Users require varying degrees of information about system operation and design.

The system operator should be thoroughly familiar with data handling methods and be able to diagnose problems when they arise. Data entry personnel may need to know only data entry procedures. Explanations are as straightforward as possible.

The system operator should read part 3 following filtering out any portions which do not apply to your newly purchased system and devise your own company approach. The system operator should read each module manual. Module manuals have a consistent format: I, Overview; II, User Step-through; III, Menu Option Detail; and IV, Sample Reports. The Overview delineates capabilities and lists programs and files needed to run the specific module. The User Step-through allows a quick look at system features. It guides the type of user whose attitude is, "When all else fails, read the directions." It in no way replaces use of Section III, Menu Detail. Each detail section fully explains all options available to the user from that particular menu. It points out less obvious capabilities and warns of potential hazards which can result in loss of data.

Modules handle data and data entry in a consistent manner. These methods are discussed in depth in part 4 of this section and should be studied carefully prior to interaction with any module.

The Accounting Department will need to review part 5 of this section, and, with the System Operator, generate a Regular Run section for your company, eliminating reference to any unused module.

---

F. APPENDIX

3. Going On-line

a) Where to begin:

If you have purchased the fully coordinated accounting package consisting of Accounts Payable, Accounts Receivable, General Ledger, Inventory, Order Entry, and Payroll, you'll need to decide which module to tackle first. It is assumed that a system operator has been assigned. He is the key person, whose task it is to oversee learning and training procedures. If you have several people who need to learn a portion of the system, the system operator can provide supervision and schedule module training. Every operator should have a deep understanding of his own area as well as a 'feel' for how his area impacts the entire system.

**When General Ledger is present**, it is best to set up your company Chart of Accounts first. With computerized G/L processing, this step is crucial as it determines what your financial report will look like. See the G/L manual for specifics.

b) Impact of G/L coordination:

It is important to remember that certain account numbers are required for module coordination and are embedded in the programs. You have the option to change these in General Information F/M.

<u>Accounts Receivable</u>	
Cash	= 11100.0
Accounts Receivable	= 11410.0
Sales Tax Payable	= 21400.0
Deffered Income	= 21350.0
Shipping	= 42700.0
Travel, Etc.	= 42400.0
<u>Accounts Payable</u>	
Cash	= 11100.0
Accounts Payable	= 21300.0
<u>Payroll</u>	
Regular Pay	= 43111.0
Overtime Pay	= 43112.0
Piece Work Pay	= 43113.0

F. APPENDIX

3. Going On-line  
(continued)

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b) G/L coordination: (continued)	Health & Welfare Pay	= 43114.0
	Vacation Pay	= 43115.0
	Other Pay	= 43116.0
	Non-Tax Pay	= 43117.0
	Cash Payable	= 11111.0
	Fed. Withholding	= 21611.0
	State Withholding	= 21612.0
	FICA	= 21613.0
	State Disability Insurance (SDI)	= 21614.0
	Other Deductions	= 21615.0

Once you have established a COA on file, with your current balances included, print the COA, and make corrections. As all your sample data entry will impact balance totals, it would be wise to copy (COPY) this newly created file (GLF110) to diskette and save it. After all training, this 'clean' file may be brought back into the system. You may then correct the chart if any mishandling of data, caused by bad account number assignment, was encountered during the learning process.

The recommendation to add, at the outset, the COA your company intends to work with, rather than use a simulated one, is advised for these reasons: the data entry task is significant; the impact of sample step-through updates will be realistic; finally, any weakness in your chart format will become apparent during the training phase.

---

c) Other Modules:

The amount and type of data you decide to enter in other modules (AR, AP, PR, IVT,) should be viewed with these considerations in mind. If you choose to enter your company data, the bulk will be significant causing an increase in data entry time, thereby delaying training startup. On the positive side, the testing, however, will be more thorough, and by making a copy (COPY) of the newly created

F. APPENDIX

3. Going On-line  
(continued)

---

c) Other Modules:  
(continued)

file, the time elapsed between the training phase and actual use of the system will decrease. Conversely, a small sampling of dummy data speeds the training phase itself, as small amounts of data can be processed, sorted, and printed more quickly. Either approach is valid, reaching on-line use in approximately the same time. The question under consideration then, is, where is the delay most acceptable, between purchase and training or between training and inception.

Once this decision is made, move through the modules in a logical order. The following is a suggested approach you may find helpful. Read each module manual completely, prior to beginning interaction with the module. Step-through with your data using the menu detail section for explanations of features, uses, and nuances that may not be immediately apparent.

Since cash flow is the life's blood of a business, **bring the Accounts Receivable module on-line.** If your customers are slow in remitting payments, a monthly or bi-monthly computer generated statement may prompt payment.

After Accounts Receivable, **the next step is the Inventory module.** The Inventory system is not only useful in itself, but when present, it must have an Inventory Master file on-line to fulfill Order Entry requirements. **Order Entry completes your automation of the receivable operation.** Once the Order Entry is operational, it will automatically subtract from Inventory, update sales and commission reports, and tie directly into Accounts Receivable. The A/R statements will then refer to an invoice number instead of manually entered transactions, completing the billing operation.

Accounts Receivable Updates post automatically to your ledger accounts; income, cash, and A/R.

**F. APPENDIX**

**3. Going On-line  
(continued)**

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**c) Other Modules:  
(continued)**

**Accounts Payable is the next module to bring on-line** and has several useful features. It provides listings of open items owed and will print A/P checks. With A/P on line, little hand posting is needed. The Accounts Payable module will automatically post to your cash, expense, and A/P General Ledger Accounts.

**Payroll, when included, is the last module to be installed** in the system. The Payroll system involves many complex calculations and produces reports and totals necessary to fulfill government agency requirements. All in-house tasks from data entry through check generation are performed accurately and quickly, with all information retained on file. Payroll updates twelve different GL accounts and posts to the cash account.

You should always view the results of O/E, A/R, A/P, and PR updates in the G/L system. Once data is present in G/L, review the Balance Sheet and Income Statement. Study them carefully to make sure the COA you have designed is doing what you expected. In the future, these reports will show how your business is moving from month to month, as well as giving your business credibility in the banking world.

Before starting to train personnel, the training supervisor needs to familiarize himself with all facets of the system using the step-through and detail sections of the module manuals. Many businesses run parallel accounting for the first few months. That is, they do both manual and computerized accounting. This is the correct way to automate your accounting. It will prove that your system is running correctly, and will convince any remaining sceptics that on-line is the way to go.

---

**F. APPENDIX**

**4. What Every User Must Know**

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Where the preceding sections merely acquainted the user with the system, this section should be referred to for detailed explanations of data entry procedures.

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**a) Loading The Accounting Program:**

Procedures for powering up the computer and loading the accounting program are very important. The approach should not be rushed or haphazard. You must follow the instructions which are included with and often specific to your hardware.

**Power-On Procedures:**

Printer on  
Additional disk drives on  
Turn on the computer  
Insert diskette(s) and reset the computer  
On TRSDOS Ready:  
    MOD III, Type DO STARTUP  
    MOD I, enter BASIC, protecting 4 files  
        RUN"AP000

For successful operation of the system, the system diskette must be mounted in drive "0". The type of system coordination you have chosen determines which diskettes are mounted in additional drives. Messages are displayed when you have not mounted the correct diskettes to satisfy the configuration.

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**F. APPENDIX**

**4. What Every User Must Know**  
(continued)

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**b) How The System Handles Data Entry:**

**1) Menus**

Special programs, called MENUS, control the loading and execution of all programs. You choose which program to run by specifying its identifying number in the menu.

The system allows the operator to transact activity for more than one record without returning to the menu each time. If a new function is desired, an entry of '0' (or blank) will normally return to the menu. Return to the main menu is accomplished by selecting 'END' from the secondary level menu.

**2) Screen Organization**

The layout of the screen is consistent throughout the system and follow this format:

- Line 1 tells where you are.
- Line 2 prompts for action.
- Line 3 awaits your response.
- Line 4 displays bulletins.

**3) Dates**

Dates are very important to the accounting system. At the start of each business day, be sure to set the correct date in two places: General Information F/M (A/R,AP,OE,GL) and Company F/M (Inventory). Under special circumstances (month-end, quarter-end, etc.), it may be necessary to set a date other than the current date. Care should be taken to restrict activity whenever a special date is being used.

**F. APPENDIX**

**4. What Every User Must Know  
(continued)**

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**b) Data Handling:**  
(continued)

**4) Keyboard**

All data is entered via the keyboard as a response to a prompt displayed on the CRT screen. There are two modes in which data can be entered: input and keyin.

Entry in **input mode** is always prompted by a question, with or without a question mark, and the cursor waiting on the next line. After an appropriate response has been entered, press the RETURN key and processing will continue.

Some operations occur frequently in the system, such as add and change options. Such options use the input mode to speed data entry. The coded response does not always remain consistent from program to program, but the options are displayed in parenthesis after the operation prompt:  
Enter Operation Code(0=Exit,1=Add,2=Change,3=Print)

When more than a one word code description is required the definition will be found elsewhere on the screen.

Similarly, some codes should be obvious. When looking at a newly completed screen containing 15 fields, the prompt, Enter Field To Change (0 If None) certainly indicates that 1-15 are viable entries allowing a reentering of data in the selected field. Naturally, any field on the screen which is not numbered is not available for change, at least from the current program location. Keying 0 implies that the screen is correct as is and the system moves on in the appropriate manner.

**F. APPENDIX**

**4. What Every User Must Know  
(continued)**

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**b) Data Handling:  
(continued)**

**Keyin** entry is prompted by a series of asterisks on the screen with the cursor waiting at the first asterisk. For example:

Vendor Number \*\*\*\*\*

When you key a character it will replace the first asterisk. The number of asterisks displayed indicates the maximum length of the field.

Corrections can be made via the BACKSPACE. Obviously, backspace has no effect from the first position. To signal the completion of a field, press the RETURN key. You do not need to fill all available digits. For example, vendor number 1 is entered simply as 1 in the first location, no blanks or zeros have to be inserted. When the screen is cleared and reset, a display of this type is automatically right justified. Other fields may be left justified by the computer.

The computer also knows which fields have been designated as numeric only, alpha only, or alpha/numeric by the programs. Menu Detail sections in each module manual will supply the user with these designations by field.

**F. APPENDIX**

**4. What Every User Must Know  
(continued)**

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**b) Data Handling:**  
(continued)

**5) Bulletins**

The fourth line of the screen is reserved for a bulletin display. This message will flash several times and is used to describe what is happening in the program. Sometimes they notify you of a user input error, such as "Out of Range", "Invalid Date", "Not on File", etc.

Some serve as status messages such as "Recorded" or "Deleted".

Two status messages that do not flash but remain on the screen are:

Processing...Do Not Interrupt

Loading Program ##

Both indicate an internal process which must be allowed to proceed unimpeded. Be patient. Pressing keys and flipping switches will cause a system malfunction.

**6) Printer**

Obviously, your printer must be on-line when you choose a print operation. Otherwise a "Printer Not Ready" bulletin is flashed. You may simply turn the printer on to remedy this situation.

---

**c) Common Data Entry Methods:**

Read the following statements carefully. Familiarity with each will help you step-through the modules quickly. For us, it will eliminate the need to repeat data entry methods in subsequent manuals. Since methods are consistent from module to module, data entry will become second nature to you after interaction with a few menu selections.

- A **Date** may be keyed as a six-digit number with no slashes required. Single digit months or days do, however, require a leading zero (example: Jan. 1, 1981 is 010181). Key RETURN and slashes are inserted on the screen.

F. APPENDIX

4. What Every User Must Know  
(continued)

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c) Data Entry:  
(continued)

- Whenever a **yes-or-no question** is asked, such as "Entry Correct?", you must enter a 1 for "yes" and 0 for "no". Sometimes, when the information is to be printed later, a Y replaces the 1 on the screen and an N replaces the 0.
- The **Delete Code** is always DEL. Anything else will return you to the preceding prompt, effectively negating the delete in progress.
- The **<RETURN> key and <ENTER> key** may be used interchangeably. The **<RETURN> key** is more easily used from the keyboard; the **<ENTER> key** from the numeric pad. From now on the term **<ENTER>** will be used to mean either.
- You **key <ENTER>** after each prompt response.
- The **<ENTER> key** can be used alone, under certain circumstances, to save keystrokes. During numeric entry, this is the same as entering a '0' and keying **<ENTER>**. For alphanumeric entry, **<ENTER>** signals a null line or no data.
- The **Backspace** may be used to correct any line of input prior to keying **<ENTER>**. You will see the cursor step back.
- The number of **asterisks** displayed indicates the length of the field available. As previously stated, you do not need to use the entire field. The computer will handle unused spaces, right and left justifying input as needed.
- Some fields are alpha only or numeric only, while others are alphanumeric.

**F. APPENDIX**

**4. What Every User Must Know**  
(continued)

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**c) Data Entry:**  
(continued)

- All menu screens offer an escape to a preceding step. Most will display the code to escape. Less obvious methods will be specified.
  - Some fields may be left blank while more crucial fields require data. Because of their importance, dates fall in this category. Failure to enter a date will display a message "Invalid Date".
  - Many menu options support print routines. The printer must be on-line during certain phases. These will be noted in the detail sections. The error message is "Printer Not Ready".
-

**F. APPENDIX**

**4. What Every User Must Know**  
(continued)

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**d) File Recovery:**

**1) Need for Recovery:**

Unfortunately, it becomes necessary from time to time to recover a file. This option will be quite useful when a file loses its End of File (EOF) marker. EOF markers are lost when a user exits improperly from the system or when the power to the system is interrupted.

When was the last time you experienced a power failure? Were you running the computer at the time? Strange things happen. (Incidentally power-outages can be particularly harmful to a hard disk.) You usually have to reload your programs and reenter a bunch of transactions. Well, that's probably the least of your problems. Here's why.

Semiconductor memory (RAM) requires electric current at all times in order to retain data. Your programs are in RAM while being run. When power is interrupted -it only takes a couple of milliseconds- the RAM is instantly cleared and whatever the computer was doing ceases. Here is where you encounter more than just the inconvenience of reloading and reentering data. If the program was performing disk access when the interrupt occurred, it didn't close the file it was accessing. Now you can't get back into that file and there may be a lot of valuable information in that file that you need.

You see, the system checks each file before accessing it. It looks for an EOF. If it doesn't find one, an error message is generated and processing stops. This is a time for File Recovery. When engaged, the program automatically inspects files and places an EOF where it should be. Now, you can get your lost data back.

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**F. APPENDIX**

**4. What Every User Must Know**  
(continued)

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**d) File Recovery:**  
(continued)

**2) Limitations of Recovery:**

A word of **caution**, though. The Recovery program has no way of knowing where the original EOF was. If it encounters an invalid record prior to the end of valid data, it places an EOF there, and you lose the rest of the data.

**3) Alternate Course:**

If a significant amount of file information is lost, it is advisable to go to backup. This is the best reason for keeping backups. Better to have to reenter one days worth of data than to have to go to a month-end backup!

It is possible to have to go to month-end if the following occurs. A problem is encountered late in the day; the user is able to get around it, and therefore, does not report it. The system operator makes the daily backup, effectively copying today's bad files on top of the yesterday's good files. Result - disaster!

You can eliminate this potential hazard by adding one more backup media to your backup rotation. With two backups, today's backup is not copied over yesterday's data but over the preceding day's work. Using this method, only one day's work must be entered to bring you up to date - an infinitely more acceptable situation.

---

**F. APPENDIX**

**5. Regular Run of System**

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It may take some time to devise hard and fast procedures for operating a computerized accounting system. Data should be batched and entered into the computer as accumulated so as to keep your records up-to-date. Order Entry and Inventory entries should be made daily. Payroll data can be held until the last day of each pay period. A/P and A/R transaction entry is mandated by the quantity of bills and payments received in a week. Once or twice a week may be sufficient. G/L direct postings can be made weekly. The G/L update option should be run as mandated by the quantity of data being updated to the external posting file from other modules.

After every data entry session, before shutting down for the day, a backup should be made of all system files. Store the backup in a safe place.

Month-end, quarter-end, and year-end procedures are more standardized. Use the following charts to help you see the logical order for closing a period. Month-end backups should be held until new month-end. Quarter-end backups should be held until year-end.

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**CHART F-1 MONTH-END PROCEDURES**

**1. PAYROLL**

- Run last Payroll in month. (The last Pay Date in month.)
  - Run G/L update in Payroll. Do not run another Payroll Update until the General Ledger Month-End move has been completed. If you must run two payrolls before the General Ledger update, Month-End move has been complete, print the GL Update only and retain to post directly into GL after Month-End.
  - If you want a month-end backup of Payroll, create and label a tape or diskette and backup the payroll data files.
  - Always follow IRS rules and State regulations for filing forms and making deposits.
  - Be sure the first payroll in a new month has a correct period end date. This moves the totals in the journal. Also, the payroll number must be #1.  
Payroll number 1  
Payroll End date 01/dd/yy  
                  02/dd/yy  
                  03/dd/yy  
                  and so on
-

**CHART F-1 MONTH-END PROCEDURES**

(continued)

**2. ORDER ENTRY AND INVENTORY**

- One week before the end of the current month, ask management if they require any preliminary Period Sales or Commission Reports. This will allow corrections to be entered for invoices before the Month-End.
  
  - On the first day of the new month, the invoice date will be entered as the last day of the preceeding month:  
Day                      May 1  
Invoice day      April 30      (The ship date will be the usual date.)
  
  - Do a regular update after invoices are produced for the day. These invoices are the last sales for the month which just ended. **Invoicing Month-End is now complete.** From now to Month-End move (in G/L), no invoices should be updated.
  
  - Inventory Month End **MUST** be completed before any new invoices are entered for new month because the impact of Order Entry is immediate on the Inventory module. Begin these procedures directly after last invoices for old month are updated.
  
  - After last invoices for month-end have been updated, run all necessary inventory reports:
    - Period Master Sales Report for management review.
    - MRP Report to facilitate sound order placement.
    - Price Lists for internal and retail use.
    - Stock Status report for items retained at month end.
    - Commission Reports for salesmen range and period date range.
  
  - Ask management for corrections brought to light by reviewing the reports. New reports, after corrections, must be generated before month end purge and update. Get permission from management to do Inventory Month-End. Make a backup of Inventory files at this point.
  
  - End of Month Purge can be made after management has certified all reports.
    - Update Inventory File using Inventory F/M to move totals.
    - Purge Transaction File using Transaction F/M.
  
  - **Inventory month-end is now complete.** You may now enter new invoices for the new month. Do not run an Order Entry Update until the Month-End move in General Ledger has been completed.
  
  - Start a new month Invoice Transaction book.
  
  - After G/L Month-End move, do an Order Entry Update. New month invoices enter into A/R and Inventory.
-

**CHART F-1 MONTH-END PROCEDURES**  
(continued)

**3. A/R A/P G/L**

- Enter into A/P any handwritten checks from manual checkbook paid as of last day of month.
- Enter all bills received by last day of month into A/P.
- Book Petty Cash entries. Balance Petty Cash.
- Enter from the deposit book into A/R all payments received as of last day of month.
- Make sure all Invoices for Sales written as of last day of month were entered into A/R (Order Entry if present).
- Run A/R statements.
- Post any accruals to G/L Accounts.
- Update G/L and run trial income statements and balance sheet.
- Print the A/R and A/P Open Items lists. Verify A/R Account total on Balance Sheet to A/R Ledger Open Items Listing Total, and the A/P Account on Balance Sheet with A/P Ledger Open Items Total. Enter any correction entries.
- In each Accounting Computer Data book (A/P A/R), separate this month's hardcopy with a labeled sheet.
- Do not run updates from P/R, Order Entry, A/R or A/P for new month. Hold transactions until Month-End is finished. Figures for new month will get into old month if you run a regular update with new month transactions. You **MUST** use regular updates when correcting old month figures.
- Balance check book to computer G/L Bank Account balance. Balance check book to bank statement. Enter any correcting entries.
- Figure Officer's salaries for month and move totals from the Regular Salary G/L account to the Officer's Salary G/L account.
- Verify balance of all other Asset & Liability accounts with a journal listing of all entries in each account.
- Run another trial monthly Balance Sheet and Income Statement. Check that the Retained Earnings Account on Income Statement (bottom line) balances to Balance Sheet audit trail. If not, balance and post correcting entries.
- Run the Income and Balance Sheet and check Retained Earnings on Income Statement and Balance Sheet. If it is the same, post amount to RE Account in G/L. If not correct, balance and post.

**CHART F-1 MONTH-END PROCEDURES**  
(continued)

- Generate final Income Statement and Balance Sheet for Month-End.
  - Make backups of A/R, A/P, G/L data for Month-End.
  - Move totals in G/L, using the Reports Option. Choose #5 to Move Totals and #1 for Monthly.
-

### CHART F-2 QUARTER-END PROCEDURE

#### 1. PAYROLL

- Run last payroll in month and quarter. (The last pay date in month/quarter).
- Run the Update option in Payroll and in General Ledger.
- Make a backup of payroll data files and label the tape or diskette Quarter-End MM/DD/YY. Put it aside with other quarter-end module backups.
- Continue normal processing for the quarter:
  - History Print
  - Journal (All)
  - 941A + Summary:(4 copies - one for the Payroll History file, one to send to state, one to management; one for state taxes file.)
- If needed, run Reorganize. Period check detail is cleared.
- If you must run two Payrolls before the General Ledger Quarter-End move has been completed, print GL update only and retain to post directly into General Ledger after Quarter-End.
- Be sure the first payroll in the new quarter has correct Period-End date. This date moves the journal and 941 totals. Also, the payroll number must be 1.

Payroll number 1  
Payroll End date 01/dd/yy  
                  04/dd/yy  
                  07/dd/yy  
                  10/dd/yy

- Follow IRS rules and State regulations for filing forms and making deposits.
- 

#### 2. ORDER ENTRY AND INVENTORY

- One week before quarter-end, inform management that a physical inventory must be taken. Count items and correct on-hand amounts through I/V Master F/M. Run a Stock Status report. Grand total cost dollars should equal Inventory G/L account total.
  - The remaining Quarter-End procedures for Order Entry and Inventory are consistent with Month-End procedures and are not repeated here. Be sure to use the Quarter-End section for A/R, A/P, and G/L.
-

**CHART F-2 QUARTER-END PROCEDURE**  
(continued)

**3. A/R A/P G/L**

- Enter into A/P from manual checkbook all handwritten checks paid as of last day of month in quarter.
- Enter all bills received by last day of month in quarter into A/P.
- Book Petty Cash entries. Balance Petty Cash.
- Enter into A/R from manual deposit book all payments received as of last day of month in quarter.
- Make sure all Invoices for Sales written as of last day of month in quarter have been entered into A/R (Order Entry if present).
- Run A/R statements if time allows.
- Post any accruals to G/L Accounts.
- Update G/L and run trial income statement and balance sheet.
- Print the A/R and A/P Open Item Lists. Verify A/R Account total on Balance Sheet to A/R Ledger Open Items Listing Total and the A/P Account on Balance Sheet with A/P Ledger Open Items Total. Enter any correction entries.
- In A/P, A/R, G/L Accounting Computer Data books label this quarter's reports.
- Do not run updates from P/R, Order Entry, A/R, or A/P for new quarter. Hold transactions until Quarter-End is finished. Figures for new quarter will get into old quarter if you run a regular update with new quarter transactions. You **SHOULD** run regular updates when correcting old quarter figures.
- Balance check book to computer G/L Bank Account balance. Balance check book to bank statement. Post any correcting entries.
- Figure the Officers' Salaries for the remainder of the Fiscal Quarter. Move Officers' Salaries for quarter from the Regular Salary G/L account and post to the Officers' Salary G/L account.
- Verify balance of all other Asset and Liability accounts with accumulated postings list for each account.
- Run another trial monthly Balance Sheet and Income Statement. Check that the Retained Earnings Account on Income Statement (bottom line) balances to Balance Sheet audit trail. If not balance and post correcting entries.

**CHART F-2 QUARTER-END PROCEDURE**  
(continued)

- Run the Income and Balance Sheet and check Retained Earnings on Income Statement and Balance Sheet. If the same, post amount to RE Account in G/L. If not correct, balance and post.
  - Print final Income Statement and Balance Sheet for month-end.
  - Print G/L quarterly reports.
  - File Reports for Accounting in appropriate books.
  - In the A/R system, delete A/R Closed Items:  
Run Ledger for Closed Item Listing deleting during a detail report. Balance bottom total on this and other previously run closed item listings to total to date on A/R customer Activity List. Try to balance if not the same amount. The system now will have no A/R closed items. This allows room for more invoices and the computer will sort faster.
  - In the A/P system, delete A/P Closed Items:  
Run Ledger for Closed Item Listing deleting during a detail report. Balance total on this and other previously run closed item listings to total to date on A/P Vendor Activity List. Try to correct, if not the same amount. The system will have no A/P closed items.
  - Make backups of A/R, A/P, G/L data files.
  - Move totals in G/L, using the Reports Option. Choose #5 to Move Totals and #2 for Quarterly.
-

**CHART F-3 YEAR-END PROCEDURE**

**1. PAYROLL** (In December, NOT your Fiscal Year)

- Run last payroll in year. (The last pay date in year).
  
- Run the G/L Update option in Payroll.
  
- Make backup tape or diskette of payroll data file and label it Year-End 19XX. Put it aside for other year-end module backups.
  
- Continue Year-End processing:
  - History Print
  - Journal (All)
  - 941A + Summary:(4 copies; one for the Payroll History file, one to send to state; one to management; one in state taxes file.)
  - W-2 (Make sure W-2's agree with Journal totals.)
  
- Using 941A information, prepare:
  - Federal 941 W/D and FICA
  - Employer's Quarterly Report of Paid Wages
  - Job Insurance (SUI)
  - Employer's Monthly Return of Income Taxes W/D (State W/D)
  - Deposit FUT ( Federal Unemployment Tax, if over \$100)
  
- Always follow IRS rules and State regulations for filing forms and making deposits.
  
- Run Reorganize. YTD check detail is cleared.
  
- If you must run two new year Payrolls before the General Ledger move has been completed, print GL update only and retain to post directly into General Ledger. Make sure you have all your Payroll year-end information (941 and W-2). Once a new year payroll is run, this information is only available from backup.
  
- Be sure the first payroll in new year has correct Period End date. This date zeros the totals in the journal, which ends W-2 and 941 information availability. Also, the payroll number must be #1.

Payroll number 1  
Payroll End date 01/dd/yy

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**CHART F-3 YEAR-END PROCEDURE**  
(continued)

**2. INVOICING, INVENTORY**

- One week before Year-End, inform management a physical inventory must be taken. Count all items in inventory. Correct inventory to reflect physical count through I/V Master F/M. After physical inventory is taken, run a Stock Status report. Grand total cost dollars should equal Inventory G/L account total. This MUST be done before Year-End.
- One week before year-end, ask management if they require preliminary Period Sales or Commission Reports. This will allow corrections to be entered for invoices before the Year-End.
- On the first day of the new year, the invoice date will be entered in as last day of the preceeding month:  
Day            Jan 1  
Invoice day    Dec 31 (The ship date will be the usual date.)
- Do a regular update after invoices are finished for the day. These invoices are the last sales for the year which just ended. **Invoicing Year-End is now complete.** From now until Year-End move (in GL) do not update Order Entry.
- Inventory Year-End MUST be completed before any new invoices are entered for new year. Begin these procedures directly after last invoices for old year are updated.
- After last invoices for year-end have been updated, run all reports:
  - Period Master Sales Report for management.
  - Yearly Master Sales Report for management.
  - MRP Report to facilitate order placement.
  - Price Lists for internal and retail use.
  - Stock Status report for items retained at year-end.
  - Commission Reports for salesmen range and period date range.
- Ask management if any more Sales Reports or Commission Reports are required. These reports and any corrections to invoices must be done before year end purge and update. Make sure management gives the OK before doing Inventory Year-End. Backup Inventory files for Year-End.
- End of Year Purge can be made after management has certified all reports.  
From Inventory F/M, run a Yearly Update.  
From Transaction F/M, do a Purge.
- **Inventory year-end is now complete.** You may now enter new invoices for the new year. Do not run regular Invoicing Updates until the G/L Year-End move.
- Make a new Invoice Transaction book for the new year.
- After G/L Year-End move, update Order Entry to enter the new year invoices into A/R and Inventory.

**CHART F-3 YEAR-END PROCEDURE**  
(continued)

**3. A/R, A/P, G/L**

**To be done in the months before year-end:**

- Assets : Check asset listing and make corrections to reconcile manual asset list to assets on books.
- You may want to estimate your depreciation for this year. The accountant will figure the exact depreciation.
- A/R Open Items: Run a computer A/R open item list. Check the A/R Open Item Invoice file (physical invoices) against the computer A/R Open Item Listing. Reconcile the two. Each physical open invoice should be listed on the computer A/R Open Item listing.
- A/P Open Items: Run a Computer A/P Open Items list. Check the A/P Open Item Invoice file (physical bills) against the Computer A/P Open Items Listing. Reconcile the two. Each physical bill should be listed on the computer A/P Open Item listing.
- Do a physical Inventory near Year-End and correct Inventory to physical Inventory figures (see Invoicing/Inventory Year-End Procedure).

**To be done at year-end:**

- Enter into A/P all handwritten checks from manual checkbook paid as of last day of month in year.
- Enter all bills received by last day of month in year into A/P.
- Book Petty Cash entries. Balance Petty Cash.
- Enter into A/R from deposit book all payments received as of last day of month in year.
- Make sure all Invoices for Sales written as of last day of month in year have been entered into A/R (Order Entry, if present).
- Run A/R statements if time allows.
- Figure Prepaid Expenses and post. An example of this would be insurance paid in this Fiscal year but the policy extends coverage into the next year. Any amount covering next year is Prepaid, not an insurance expense.
- Figure amortization of Organizational Costs and post.
- Analyze Accounts to see if anything should be capitalized. Make a list for accountant.

**CHART F-3 YEAR-END PROCEDURE**  
(continued)

- Calculate the Current Portion of Long Term Debt (the portion of debt due within next year) and post.
- Figure the officers' salaries for remainder of the last Fiscal Quarter. Move Officers' salaries from Regular Salary G/L account and post to Officers' Salary G/L account.
- Accrued Liabilities: Figure Salary expense for end of month if the year doesn't end directly on a pay day. Accrue Salary and Taxes; accrue Payroll Taxes (SUI, FUT, FICA Employer which relate to final months in year-end).
- Subtract Payroll Account 11111.0 from Cash Account 11100.0.
- Update G/L and run trial income statement and balance sheet.
- Print A/R and A/P Open Item Listings. Verify A/R Account total on Balance Sheet to A/R Ledger Open Items Listing Total and A/P Account on Balance Sheet with A/P Ledger Open Items Total. Post any correction entries.
- Do not run regular updates from P/R, Order Entry, A/R, or A/P for new year. Figures for new year will get into old year if you run a regular update with new year transactions. You **SHOULD** run regular updates when correcting old year figures.
- Balance check book to computer G/L Bank Account balance. Balance check book to bank statement. Enter any correcting entries.
- Verify balance of all other Asset and Liability accounts with accumulated postings list of all entries in each account.
- Run another trial Income and Balance Sheet. Check Retained Earnings on Income Statement and Balance Sheet. If same, post amount to RE Account in G/L. If not correct, balance and post.
- Run a G/L Update for final adjustments.
- Print Reports for month-end.
- Print Reports for quarter-end.
- Print G/L yearly reports:  
Yearly Income Statement  
1st Previous Year Income Statement

**CHART F-3 YEAR-END PROCEDURE**  
(continued)

- File Reports for Accounting in appropriate books.
- In the A/R system, delete Closed Items using ledger. Run a Closed Item Listing deleting during a detail report. Balance bottom total on this and other closed item lists for the year with the total on A/R customer Activity List. Try to balance if not the same amount. The system now will have no A/R closed items. This allows room for more invoices and computer will sort faster.
- In the A/P system, delete Closed Items using ledger. Run a Closed Item Listing deleting during a detail report. Balance total on this and all other closed item lists for the year with the total on A/P Vendor Activity List. Try to correct, if not the same amount. The system will have no A/P Closed Items.
- Using the year-end Backup tape, make a backup of all A/R, A/P, G/L data files and file the Year-End Backup in a safe place. Having totals before the year-end move gives you the opportunity to correct G/L further.
- Move totals in G/L using the Reports Option. Choose #5 to Move Totals and #2 for Yearly.

**To be done following year-end:**

- a) In A/R Customer F/M and A/P Vendor F/M, do a yearly move.
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**F. APPENDIX**

**6. Backups**

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**a) What to backup:**

We recommend that you immediately backup the entire Accounting Package as received. Once you configure and initialize the system, another backup should be made. When the system is operational, backups of data files should be maintained on four levels to enable the user to recover data for these key periods; last year-end, last quarter-end, last period-end and yesterday.

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**b) Current level:**

**A backup of all files with new data should be made daily on an old/new rotating basis.** By this we mean, do not backup today's work over yesterday's work.

Suppose a data entry person encounters a problem, but is able to get around it and so does not report it. Unwittingly, you may copy today's bad files over yesterday's good files, leaving you with a workable backup that is weeks old.

By adding one more backup on the current level, you can be assured that, in the worst case, you will have to add one day's worth of data to recover.

Keep two sets of backups on the current level, yesterday's and the day before. At the end of the day, copy today's work over the backup from the day before yesterday. You will be glad you did.

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F. APPENDIX

6. Backups  
(continued)

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c) Period-end:

Retain one copy (properly annotated: "Not For Use - Period Ending XX/XX/XX Verified Data") to be maintained for file until new period information has been verified.

This backup level allows you to print or correct YTD information through last month.

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d) Quarter-end:

Retain four copies (properly annotated: "Not For Use - 1st Quarter 'XX Verified Data", etc.) for file until such time as the yearly backup is generated. This backup level will permit a review of quarterly information.

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e) Year-end:

Retain one copy (properly annotated: "Not For Use - Year End 'XX Verified Data") for file with all yearly data verified.

This backup if taken before the year-end move in G/L will allow you to make corrections after your accountant has made a thorough review of your books.

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