

## ACCOUNTS PAYABLE SYSTEM USER NOTES

### Notes on Accounts Payable - October Release

1. A 64K two disk system is required. Initialize BASIC to 59000.
2. The programs must operate with the October version of the 300-5-A BASIC. The supplied version on floppies has the Control C facility removed.
3. Old data files (pre-alpha release) are not compatible with this release. Old data files must be converted to the new format. This is done by using program "I1>I2". This program is supplied as well as documentation.

Instructions are enclosed.

4. The Utilities have been changed. Old ISAM utilities such as IFIX and FILEV have been removed. These programs can not be used on the New ISAM files. As a reminder, please back-up files often. If errors occur, the only recovery procedure is to use a back-up disk.

A fast copy program has been added to the floppy version Utility Menu.

5. A True check register has been added. The old check register has been renamed "SELECTED VOUCHERS REPORT".
6. An option has been added to the PAY program to skip auto voucher selection.
7. For one-disk operation, you must set the number of system drives to 1 during the SYSGEN procedure.

8. A FILELIST program has been supplied (not part of any Menu) as a useful diagnostic. Instructions are enclosed.
9. For Hard Disk systems, a COPY program is necessary to transfer the Accounts Payable to the hard disk.

ACCOUNTS PAYABLE CONVERSION PACKAGE

RUN "I1>I2"

I1>I2 - This program is run to convert any ISAM-ONE type file to the new ISAM-TWO structure. The #A.APVEN and #A.APVOC files must be changed in this manner. All files are processed separately by this program.

PROMPT/DISPLAY

THIS CONVERTS AN ISAM-ONE FILE TO ISAM-TWO  
DISK-TYPE [H/F]?  
INPUT FILE?  
INPUT FILE'S UNIT?  
OUTPUT FILE'S UNIT  
DONE, NO ERRORS  
or ERROR nn IN THE INPUT [OUTPUT] FILE]

Error 16 - Not an ISAM file  
No action necessary

## ACCOUNTS PAYABLE FILELIST

This program has been provided as a useful diagnostic for any random type file (including specifically "ISAM" type) FILELIST can be used to examine specific areas of a file thought to be bad. It portrays the record contents in ASCII or hexadecimal and may be output to the printer.

### PROMPT/DISPLAY

DISK-TYPE [H/F]?

FILE NAME?

FILE TYPE [I = ISAM or O = OTHER]?

UNIT?

READ BY SECTOR [=S] OR KEY [=K] OR STOP [=E]?

[ LOW SECTOR VALUE? ]  
[ HIGH SECTOR VALUE? ]

OUTPUT - [T/P]?

ACCOUNTS PAYABLE SYSTEM USER'S MANUAL



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### Marketing Headquarters

Pertec Computer Corporation  
Microsystems Division  
20630 Nordhoff Street  
Chatsworth, CA 91311  
Phone (213) 998-1800  
TWX (910) 494-2788

### International Marketing Headquarters

Pertec Computer Corporation  
Business Systems Division  
17112 Armstrong Avenue  
Irvine, CA 92714, USA  
Phone (714) 540-8340  
TWX (910) 595-1912

## TABLE OF CONTENTS

SECTION	PAGE
1.	INTRODUCTION.....1-1
1-1	The Accounting System Software.....1-2
1-2	Accounts Payable System Overview.....1-4
1-3	Accounts Payable System Features and Benefits.....1-6
1-4	System Capacities and Limits.....1-8
2.	SYSTEM OPERATION.....2-1
2-1	Disk Organization.....2-2
2-2	Equipment Use.....2-3
	a. Terminal: Entering Information.....2-3
	b. Terminal: Response Types.....2-4
	c. Terminal: The Help Feature.....2-6
	d. Line Printer: Forms and Set-up.....2-8
2-3	System Start-Up.....2-9
	a. Bringing Up the BASIC Operating System.....2-10
	b. Start-up Procedures.....2-12
	c. The START Program.....2-14
	d. Disk Initialization.....2-17
	e. System Generation (SYSGEN).....2-18
	f. System Generation Procedures.....2-20
	g. The Accounts Payable System Test Data Files.....2-22
	h. Periodic File Backup.....2-23
2-4	Accounts Payable Program Abstracts.....2-24
	a. Accounts Payable File Programs.....2-24
	b. Pay Programs.....2-26
	c. Report Generation Programs.....2-27
3.	ACCOUNTS PAYABLE MENU PROGRAMS.....3-1
3-1	Accounts Payable File Programs.....3-1
	a. Vendor File Maintenance Program (VFM).....3-1
	b. Vendor File List Program (VFL).....3-10
	c. Enter Voucher Program (ETV).....3-14
	d. Delete Vouchers Program (DVO).....3-18
	e. Query Vendor Account Status Program (QUERY).....3-20
3-2	Accounts Payable Pay Program.....3-22
	a. Decide Vouchers to Pay Program (PAY).....3-22
	b. Print Checks Program (CKS).....3-32
	c. End-of-Period Processing Program (EOP).....3-34
3-3	Report Generation Submenu Programs (RPG).....3-38
	a. Cash Requirements Program (CASH).....3-40
	b. Aged Accounts Payable Program (AGED).....3-44
	c. Open Voucher Report (OPEN).....3-47
4.	UTILITY MAINTENANCE PROGRAMS.....4-2
4-1	Floppy Disk Utility Maintenance Programs.....4-4
	a. Diskette Format and Reformat Program (FORMAT).....4-4
	b. Copy Random File (COPYR).....4-6

SECTION	PAGE
	c. Copy Sequential File Routine (COPYS).....4-8
	d. Copy Complete Floppy Disk Program (DCOPY).....4-12
4-2	Disk Cartridge Utility File Maintenance.....4-14
	a. Cartridge Disk Initialization Program (FORMAT).....4-14
	b. Copy Data File Program (COPYH).....4-16
	c. Copy Complete Cartridge Disk Program (DCOPY).....4-20
4-3	System Generation and Create Data Files.....4-24
	a. System Generation Program (SYSGEN).....4-24
	b. Create File (CREATE).....4-42
5.	ACCOUNTS PAYABLE PROCEDURES.....5-1
	5-1 Standard Procedures.....5-2
	5-2 Special Procedures.....5-3
6.	ERROR MESSAGES.....6-1
	6-1 Local and Global Error Messages.....6-2
	6-2 Alphabetical Listing of Global Error Messages.....6-3
	6-3 Alphabetical Listing of Local Error Messages.....6-4
	6-4 Severe System Error Messages.....6-6
7.	LISTINGS FROM THE TEST DATA FILES.....7-2
	7-1 Vendor File List.....7-3
	7-2 Open Voucher Report.....7-4
	7-3 Accounts Payable Aging Report.....7-5
	7-4 Cash Requirements.....7-6
	7-5 Selected Voucher Report.....7-7
	7-6 Check Register.....7-8
8.	ACCOUNTS PAYABLE FILE STRUCTURES.....8-2
	8-1 Vendor File Fields.....8-4
	8-2 Voucher File Fields.....8-6
	8-3 General Ledger Transfer File.....8-8
APPENDIX A.....	A-1
SYSGEN Worksheet	
APPENDIX B.....	B-1
Glossary of Terms and Definitions	



CHANGE RECORD

REVISION	DATE	PAGES
B	8/78	Complete Revision



SECTION 1  
INTRODUCTION

# 1 INTRODUCTION

## 1-1 THE ACCOUNTING SYSTEM SOFTWARE

The Accounting System software consists of four systems - General Ledger, Receivables, Payables, and Payroll. A purchaser may select the systems that will most closely fit his needs. All systems contain a complete set of prompts and other helping messages that allow even an experienced operator to make full use of the system with minimum instructions.

The General Ledger System is the heart of a financial reporting system for a small business. It allows a firm to keep a detailed monthly general ledger of all its transactions and generate a monthly balance sheet, income statement, and department income statement to provide timely information on the financial status of the company.

The Payroll System allows a company to prepare its periodic payroll for hourly, salaried, and commissioned employees while accumulating the necessary information for tax reporting. It generates the monthly, quarterly, and annual returns to be filed with local, state and federal governments. It also prepares employees W-2 forms and maintains an up-to-date information reference for each employee. The Payroll System includes tables for federal withholding and FICA as well as withholdings for all 50 states and up to 20 localities from precomputed or user generated tables. The system will automatically produce payroll checks at the user's option.

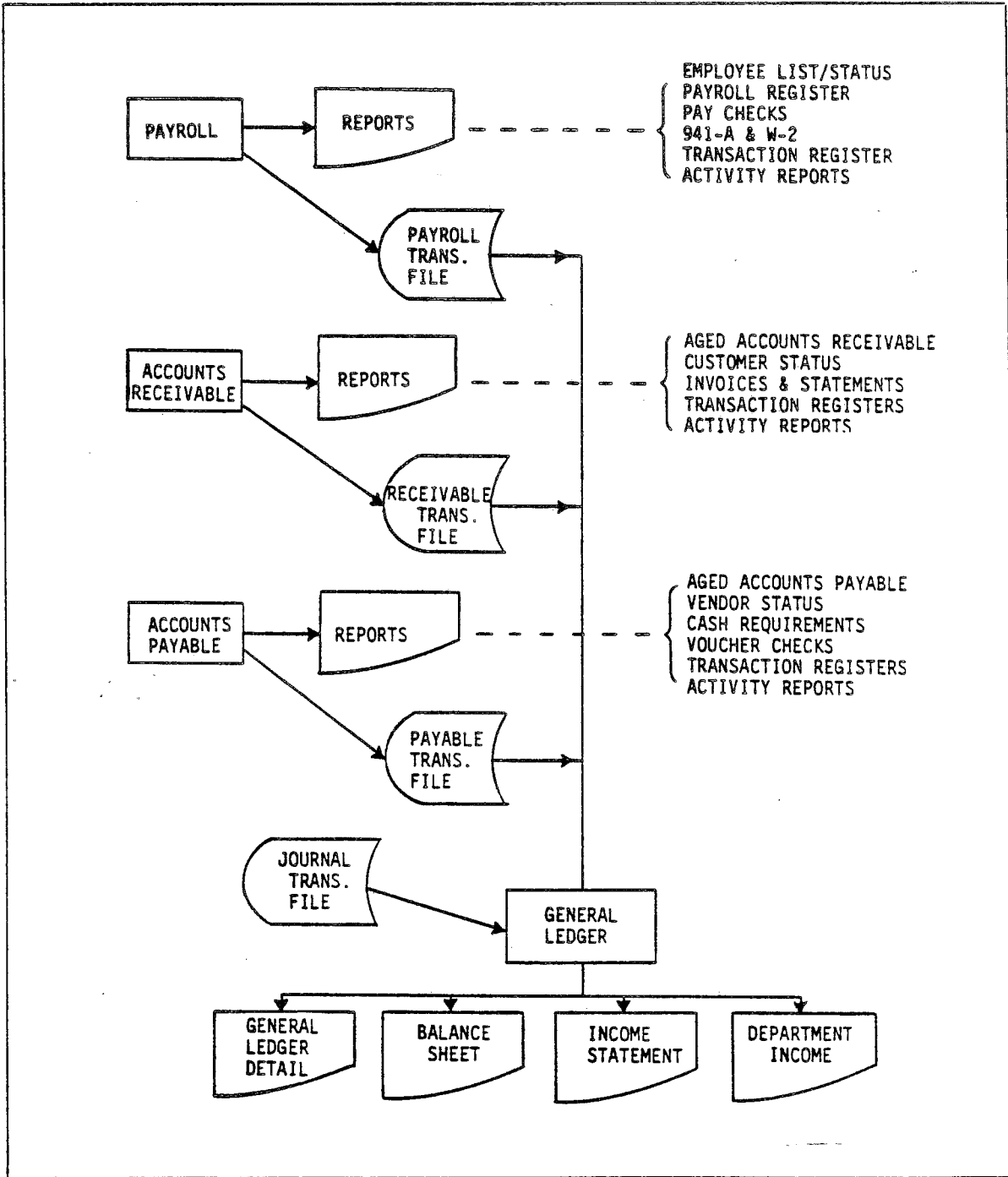
The Receivables System is a complete invoicing and monthly statement generating system that keeps track of the current and aged accounts receivable. The Receivables System maintains a customer file with addresses and credit information as well as account status. The system allows the current status of any active customer account to be displayed.

The Payables System keeps track of current and aged accounts payable and incorporates a check writing feature. The Payables System maintains a complete vendor file with information on purchase orders and discount terms as well as active account status.

Each of the three subsidiary systems--Receivables, Payables, and Payroll --provides input directly to the General Ledger System.

The Accounts Payable System is described in this manual. The reader is referred to the following manuals for additional information on the other software systems:

<u>Related Manuals</u>	<u>Document No.</u>
Accounts Receivable System	248071
Payroll System	248073
General Ledger System	248070



The Accounting System

1 INTRODUCTION

1-2 ACCOUNTS PAYABLE SYSTEM OVERVIEW

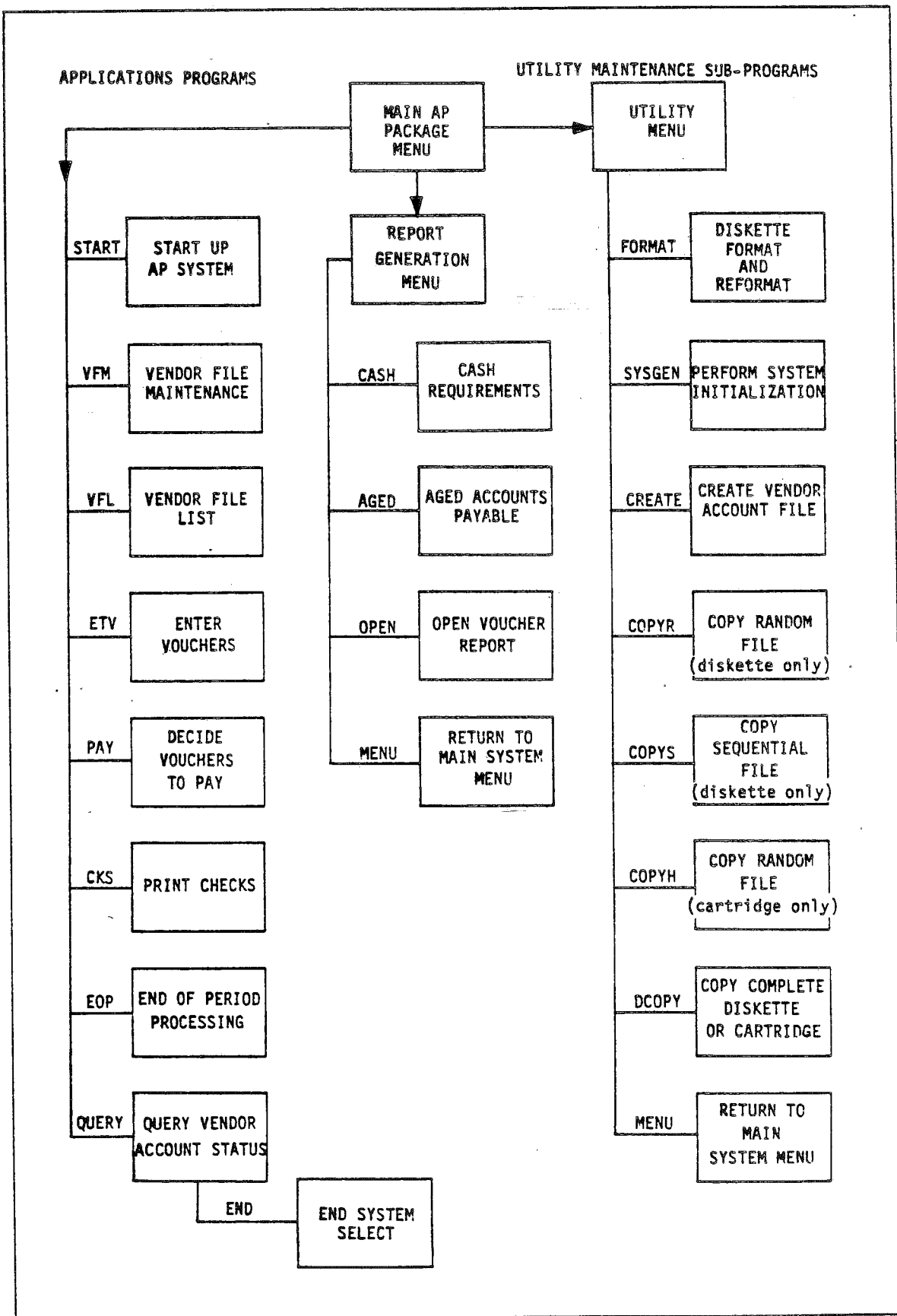
The Accounts Payable System keeps track of current and aged accounts payable and incorporates a check writing feature.

The Accounts Payable System maintains a record on each vendor used by the company. Vendor records contain the vendor's name, address, telephone number, year-to-date purchases, payments and balance, last payment made and date, and other information such as that necessary for automatic voucher creation for recurring vendors. Vouchers are entered every week, and a record set up for each voucher. These records contain the amount due and date, invoice number and date, discount terms and date, and up to nine account/amount pairs for distribution to the General Ledger.

The Accounts Payable System consists of 11 BASIC programs. The Menu Selection Program serves as the lead-in program and allows for easy operator selection of the other system functions. The START program is run daily; it prompts the operator for the password and date, and performs other internal startup functions. The Utility Maintenance program is comprised of several subprograms which are individually selectable to perform such activities as diskette or cartridge initialization, file copying, error recovery, and file and diskette or cartridge backup. The applications programs collectively provide for the creation and maintenance of vendor records, voucher credit memo entries, deciding which vouchers to pay, check printing, and report generation. The 10 Accounts Payable System application programs include:

- Vendor File Maintenance
- Vendor File List
- Enter Vouchers
- Decide Which Vouchers to Pay
- Print Checks
- Open Vouchers Report
- Cash Requirements
- Aged Accounts Payable
- Query Vendor
- End of Period Processing

The organization of the Accounts Payable System is shown in the following diagram.



Accounts Payable System Organization

# 1 INTRODUCTION

## 1-3 ACCOUNTS PAYABLES SYSTEM FEATURES AND BENEFITS

The Accounts Payable System offers automatic, easy to use, low cost accounting procedures to keep track of current and aged accounts payable. The system provides a check writing feature, and maintains a complete Vendor File with information on purchase orders and discount terms as well as active account status.

Some of the major features of the Accounts Payable System:

- A Vendor File Maintenance program for adding, changing, or deleting information in the Vendor File.
- The Vendor File may be displayed at any time.
- Use the system to enter open vouchers.
- Determines automatically which vouchers to pay.
- Allows reconciliation of cash available to be paid and the amounts required to pay vouchers.
- Print checks to vendors.
- A private password keeps unauthorized personnel from accessing confidential financial data.
- When information is being entered and the operator is in doubt about a field, a '?' may be entered. The system responds with a more detailed prompting message.
- End of Period Processing transfers records and prints transaction registers.
- The system generates reports:
  - Open Vouchers - looks at all open vouchers in the system.
  - Cash Requirements - gives the cash required to pay vouchers by either due date or discount date.
  - Aged Accounts Payable - provides the aging report.



The features of the Accounts Payable System help the user's business to realize the following benefits:

- Bulk reduction
- Structured organization
- Reduced time requirement
- Processing, record keeping, updating and correlation done in the system.
- Reports are generated that give current correlated material at any time.
- Information is readily accessible.
- The ability to enter "groups" of work and then walk away while they are being processed.

The system is conversational, easy to understand, and offers an interactive and simple to use financial tool for management control.

1 INTRODUCTION

1-4 SYSTEM CAPACITIES OR LIMITS

There are a few capacities or limits that should be observed when settling up and using this Accounts Payable System.

The system capacity for typical dual floppy disk systems is 400 vendors and 1000 vouchers. Though disk cartridge systems can handle more vendors and vouchers, processing time makes this a reasonable limit. There is room on a diskette for 1500 to 1800 vouchers and vendors. There should be no more than 250 vouchers for each vendor.

The PAY program, which decides which vouchers to pay and marks those vouchers to be paid, takes approximately 40 minutes to scan 300 vouchers.

Cash requirements need room to sort (1 sector per 5 or 6 vouchers). If files reside on drive 0 with the program, however, disk space can be increased by killing test files and unused print drivers.

The End of Period (EOP) program can be run more than once a month if more disk space is needed. However, the General Ledger Transfer (TRANS) program must be run in between so that the transfer file will be sent to the General Ledger and not overwritten.

SECTION 2  
SYSTEM OPERATION

## 2 SYSTEM OPERATION

### 2-1 DISK ORGANIZATION

The Accounts Payable System software is made up of a set of three data files and a set of system programs, all residing on one or more diskettes. Depending on the system configuration, these files may be accessed from a diskette placed in drive 0 or drive 1, or from a cartridge disk.

In addition to the system programs, the Accounts Payable System uses three data files. The Vendor File stores, for each vendor, the information needed to pay and maintain vendor accounts. The Voucher File contains information on each voucher received, such as the amount of invoice and date to be paid. The General Ledger Transfer File contains information necessary to interface the Accounts Payable System with the General Ledger System. A complete description of the data file structures is given in Section 8.

The location (drive 0 or drive 1) of the Vendor File, the Voucher File, and the General Ledger Transfer File may be specified during execution of the SYSGEN (System Generation) program.

The only restriction is that the system programs and the General Ledger Transfer File must reside on the same diskette. Normally, the System Programs and General Ledger Transfer File are defined to reside in drive 0; and the Voucher and Vendor Files are defined to reside in drive 1. Note that the Accounts Payable System does not permit a file to be resident on two diskettes at the same time.

Due to the large capacity of cartridge disks, the system programs and all data files may be stored on the same disk in cartridge disk systems.



2 SYSTEM OPERATION

2-2 EQUIPMENT USE

b. Terminal: Response Types

Information typed into the system may be a number, a date, or one or more characters. The response needed is specified in the prompting message.

When the system requires information to be entered, the information must be one of three different types. In general, the information type which is expected by the system is specified in the context of the prompting message. For example, if the system asks for a number, then the information entered must be a number. Similarly, if the system asks for a date, then the information entered must be a date.

The three types of values which may be entered into the system are numbers, dates, and characters.

- NUMBER - A number is any number of blanks, followed optionally by a plus or minus ("+" or "-") sign, then by a string of one or more digits in which there may be an optional decimal point (".").
- DATE - Date information must be entered in the form MM/DD/YY. For example, February 18, 1948 would be represented by 2/18/48; October 5, 1976 would be 10/5/76. Leading zeros are not required.
- CHARACTERS - Character information is a sequence of alphanumeric characters.

Each of the types of values, except date value, has what is known as a default value. A default value is entered into the system when, when in response to a prompting message, only the RETURN key is pressed. The default value for numeric information is zero (0), and the default value for character information is blank.

A sample of each of the three types of information follows:

<u>INFORMATION TYPE</u>	<u>SAMPLES</u>
Number	476 -372.10 +42.1 372.6
Date	10/01/59 06/03/56 4/1/78
Character	This is character John P. Jones Department OFF

2 SYSTEM OPERATION

2-2 EQUIPMENT USE

c. Terminal: The Help Feature

The Help feature is provided to aid the Accounts Payable System user in answering the system prompts. If a prompt from the system is not understood, a (?) may be typed and the system will print an explanatory message.

To aid the Accounts Payable System user in understanding exactly what to enter when answering a particular prompt, the Accounts Payable System has what is referred to as a Help feature. If, at any time, it is not understood how to answer a prompt from the system, a question mark (?) may be entered. The system will then display an explanation of the information that the prompt is seeking. After displaying this explanation, which may be several lines long, the prompt is repeated. If further explanation of the prompt is still required, this manual should be consulted.

An example of the help feature is provided on the following page.



ACCOUNT ADD, CHANGE, DELETE, OR END {A, C, D, END}? ?

- ::: ENTER 'A' IF YOU WISH TO ADD AN ACCOUNT TO THE MASTER FILE.
- ::: ENTER 'C' IF YOU WISH TO CHANGE AN ACCOUNT ALREADY IN THE MASTER FILE.
- ::: ENTER 'D' IF YOU WISH TO DELETE AN ACCOUNT FROM THE MASTER FILE.
- ::: ENTER 'END' TO END THIS MASTER FILE MAINTENANCE PROGRAM.

ACCOUNT ADD, CHANGE, DELETE, OR END {A, C, D, END}?

### The Help Feature

2 SYSTEM OPERATION

2-2 EQUIPMENT USE

d. Line Printer: Forms and Set-up

Accounts Payable checks and other forms are printed as hard copy output by the line printer.

FORMS

The Accounts Payable System uses continuous forms for checks. Continuous forms may be purchased from any data processing supply or forms company. It is not necessary to use continuous forms with the Accounts Payable System if checks are printed on regular paper and then manually transferred onto non-continuous checks.

The Accounts Payable System as it is designed prints checks in the format shown in Section 7-7. If checks other than that format are to be used, consult an authorized representative about customization of the check-printing program. The sample check is not actual size.

LINE PRINTER OPERATION

For best results, use pin-feed (or tractor-feed) paper in the Q70 and C700 printers. Pin-feed paper is continuous, fan-fold paper that has a strip of sprocket holes running down each side of the paper. These holes engage pins in the tractor mechanism of the printer and provide positive paper alignment and feeding. Most pin-feed paper is perforated, so that the holes may be removed from the finished reports and listings.

## 2 SYSTEM OPERATION

### 2-3 SYSTEM START-UP

The Accounts Payable System start-up procedure includes bringing up BASIC, running the proper menus, and running the START program. First time start-up also includes formatting disks, creating files and running SYSGEN.

The Accounts Payable System start-up procedure reads the system programs from the disks where they are stored, requests certain information (such as today's date, passwords, etc.) to be used by the system and, the first time the system is started, customizes the system for use in a particular computer configuration.

The start-up procedure must be performed each time the computer is turned on. This is because all information on the state of the computer system is lost when the computer's power is turned off. The system must also be restarted when a severe error or other exceptional condition causes an exit from the Accounts Payable System. In this case, the error recovery procedure required restarting the system.

To start the Accounts Payable System, use the following procedure:

<u>STEP</u>	<u>OPERATION</u>
(1)	Turn the computer system's power on according to the instructions in the system operator's manual.
(2)	Bring up the BASIC Operating System according to the instructions in Section 2-3a.
(3)	Type the following command to display the Accounts Payable Main Menu:  RUN"AP MENU"
(4)	If this is the first time this system has been run on this computer, or if the computer's hardware configuration has been changed since the last time this system was run, type  UTILITY  when the Main Menu asks which program to run. For more information on the system generation procedure and first time start-up, proceed to Section 2-3d.

When a selection is made from the Accounts Payable System Menu, the system automatically runs the START program, if it has not already been run. For more information on the START program, see Section 2-3c.

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

a. Bringing Up The BASIC Operating System

The BASIC Operating System is the mediator between the Accounts Payable System and the hardware of the computer. The first step in bringing the Accounts Payable System into operation is to bring up the BASIC Operating System. This is done by turning the computer power on, placing the disk containing BASIC into the drive and loading BASIC.

The BASIC Operating System is a large program that includes the BASIC language (in which the Accounts Payable System is written), error detection, flagging routines, input and output procedures and disk storage routines. It provides the facilities through which the Accounts Payable System can control the computer system.

Each time the computer power is turned on, the BASIC Operating System must be loaded again. The procedure for loading BASIC in floppy disk systems is shown below, while the procedure for cartridge disk systems is shown on the opposite page.

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FLOPPY DISK SYSTEMS

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- Step (1) Turn on the computer power according to instructions in the system user's manual.
- Step (2) Place the diskette containing the BASIC Operating System in drive 0.
- Step (3) Load BASIC according to the instructions in the system user's manual.
- Step (4) The terminal displays a series of questions to set system parameters. Type the RETURN key after each entry to pose the next question. Answer these questions as follows:

```
MEMORY SIZE? 59000
LINEPRINTER? Q FOR Q70 OR C FOR C700
HIGHEST DISK NUMBER? 1
HOW MANY FILES? 5
HOW MANY RANDOM FILES? 5
```

Type the RETURN key after each entry to pose the next question. When finished, BASIC will print OK.

- Step (5) Remove the BASIC diskette from drive 0. Insert the Accounts Payable System diskette in drive 0 and insert the data diskette in drive 1. Type the following command:

MOUNT

- Step (6) When the MOUNT command action is complete, BASIC prints OK on the terminal. Whenever BASIC is awaiting a command, it prints OK to indicate that the BASIC Operating System is in control. To load and run the system, type the following command:

RUN" AP MENU"

This causes the Accounts Payable System to run the START program automatically and to display the Accounts PAYable Menu on the terminal. The START program is explained in Sections 2-3c.

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#### CARTRIDGE DISK SYSTEMS

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- Step (1) Turn on the computer, disk drive and controller power according to the directions in the system user's manual.
- Step (2) Place the System Disk Cartridge in drive unit 1.
- Step (3) Initialize the controller according to the instructions in the system user's manual.
- Step (4) Load BASIC according to the instructions in the system user's manual.
- Step (5) BASIC displays a series of questions on the terminal and waits for operator input to set some Operating System parameters. After each entry, type the RETURN key to pose the next question. Answer these questions as follows:
- MEMORY SIZE? 59000  
LINEPRINTER? Q FOR Q70 OR C FOR C700  
HIGHEST DISK NUMBER? 1  
HOW MANY FILES? 5  
CURRENT DAY? (ENTER TWO DIGIT MONTH NUMBER)  
CURRENT MONTH? (ENTER TWO DIGIT DAY NUMBER)  
CURRENT YEAR? (ENTER TWO DIGIT YEAR NUMBER)
- Step (6) When the questions have been answered, BASIC prints OK. BASIC prints OK whenever it is awaiting a command. At this point type
- MOUNT n
- where n is the disk drive number. If n is blank, all disks are mounted starting with the highest numbered drive.
- Step (7) When BASIC prints OK again, run the Accounts Payable Main Menu by typing:

RUN"AP MENU"

Running the Accounts Payable System Menu automatically initiates the START program. For more information on the START program, see Section 2-3c.

2. SYSTEM OPERATION

2-3 SYSTEM START-UP

b. Start-up Procedures

The Accounts Payable Menu program is used to select the Accounts Payable applications and utility programs.

All applications and utility programs in the Accounts Payable System are selected for execution through the Menu Selection program. To utilize the Menu feature, the Menu Selection program must be loaded and started up, using the procedure described in Section 2-3a.

At the beginning of each day, or if for some reason the system has to be completely restarted during the day, certain internal initialization functions must take place. These functions are performed by selecting the START program from the Menu. If the computer has been turned off, the START program will be automatically called from the AP Menu. Running the START program is described further in Section 2-3c.

Executed programs end with the following message:

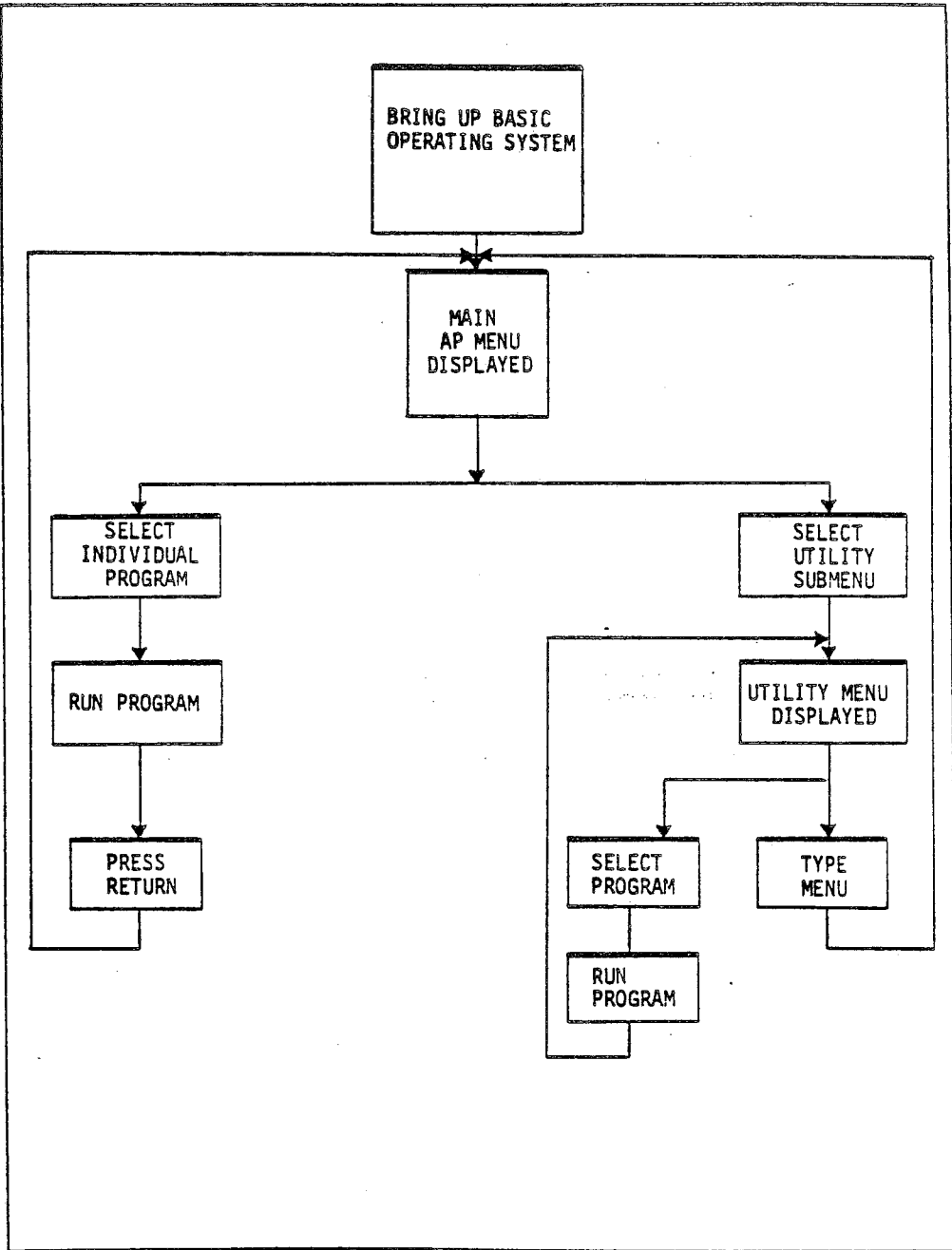
```
END OF {PROGRAM NAME}  
PUSH THE 'RETURN' KEY TO RETURN TO THE SYSTEM MENU
```

Since the program disk is still mounted in disk drive 0, pushing the 'RETURN' key, the AP Menu, or one of its subsidiary menus, will reappear. Any other entry will cause the computer to return to the BASIC Operating System, where the computer will reply with a standard OK message.

Execution procedures for individual programs that may be selected from the main AP Menu are described in Section 3.

Two submenus, the Utility Maintenance Menu (UTILITY) and the Report Generation Menu (RPG) may be selected from the main AP Menu. The Utility Menu programs are described in detail in Section 4, and the Report Generation programs are described in Section 3-3. Return from the UTILITY and RPG Menus to the main AP Menu programs is done by selecting the MENU function.

A flow diagram of the system program selection operation follows.



System Program Selection

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

c. The START Program

The START program is used to perform certain system functions that are necessary before the Accounts Payable System may be used. The START program must be executed when the Accounts Payable System is initially started up, or if for some reason the system must be restarted.

The START program may be run in either of two ways:

1. If the Accounts Payable System must be initialized and the computer has not been powered off, the START program may be started by selecting START from the main AP Menu.
2. If the computer has been powered off, the Accounts Payable System will automatically run the START program after the command RUN 'AP MENU' has been typed during system start-up, or after AP.

In either case, the START program first asks for the password with the prompt:

WHAT IS THE PASSWORD FOR THIS DISK?

Three chances are then given to key in the correct password for the system disk, as defined during system generation. (The password is initially set to APTEST). The system will then display:

ONE MOMENT FOR INITIALIZATION.....

followed by a short pause while certain internal data is transferred from the disk into the computer's memory. Next, the prompt:

ENTER TODAY'S DATE {MUST BE OF MM/DD/YY FORMAT}:

will appear. The date entered here is stored for later program access. The following prompts appear after the date is entered:

END OF STARTUP PROGRAM

PUSH THE 'RETURN' KEY TO RETURN TO THE SYSTEM MENU

After the RETURN key is pressed, the main AP Menu reappears and normal processing may then begin.

An example of the main Accounts Payable Menu is shown on facing page.



THE HARRIS SUPPLY CO.  
ACCOUNTS PAYABLE  
MASTER ACTIVITY SELECTION MENU

-----

YOU MAY SELECT ANY OF THE FOLLOWING ACTIVITIES:

START	START-UP A/P SYSTEM
VFM	VENDOR FILE MAINTENANCE
VFL	VENDOR FILE LIST
ETV	ENTER VOUCHERS
DVO	DELETE VOUCHERS
RPG	REPORT GENERATION
PAY	DECIDE VOUCHERS TO PAY
CKS	PRINT CHECK
EOP	END OF PERIOD PROCESSING
QUERY	QUERY VENDOR ACCOUNT STATUS
UTILITY	UTILITY MAINTENANCE FUNCTIONS
END	END SYSTEM SELECT

WHICH SELECTION DO YOU WISH TO MAKE?

Accounts Payable Menu

(Intentionally blank)

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

d. Disk Initialization

Every disk used with the Accounts Payable System must be formatted before information may be stored on it. Floppy disk formatting is performed by the utility program FORMAT. Disk cartridges are formatted by DCOPY. After formatting, the disk is prepared for use by the SYSGEN and CREATE utility programs.

The Accounts Payable System is supplied with disks that have been formatted and are ready to use. If additional disks are to be used, they must be formatted before any data can be stored on them. To format a floppy diskette, select the utility program FORMAT from the Utility Menu. The FORMAT program is quite lengthy to perform (taking around 20 to 30 minutes for a single diskette) so a good policy is to format several disks at one time. The FORMAT program is described further in Section 4-1a.

To format a disk cartridge, run utility program DCOPY, selecting the format option. DCOPY is described in Section 4-2c.

After a data disk is formatted, certain files must be created on disk. The first step in this process is to transfer the system generation parameters (such as company name, password, etc.) onto the disk. This is done by using the SYSGEN program, selected from the Utility Menu, and described in Section 4-3a. The second step is to write the data file 'headers' onto the disk. Headers must be created for the Vendor File (#A.APVEN) and the Voucher Files (#A.APVOC). The program that performs the data file creation function is called CREATE and is also selected from the Utility Menu. For a detailed description of the CREATE program, see Section 4-3b.

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

e. System Generation (SYSGEN)

System generation is the process of tailoring the Accounts Payable System parameters and disks to a user's individual requirements. After the system is generated, it can be routinely started up and utilized.

The System Generation program allows the Accounts Payable System to be customized to fit a particular hardware configuration. The Accounts Payable System is supplied with a set of system parameters which can be changed by means of the SYSGEN program, chosen from the Utility Menu. A detailed description of the SYSGEN program is contained in Section 4-3a. The SYSGEN program is needed when the configuration of the Accounts Payable System is to be changed.

The System Generation procedures for floppy and cartridge disks are provided in Section 2-3f.

An example of the System Generation dialogue follows:

-----ITEM-----	----CURRENT (DEFAULT)----	-----YOUR ENTRY-----
SYSTEM NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE
SYSTEM PASSWORD	APTEST	APTEST
DISKETTE TITLE/VERSION	A005.0/TEST	A005.0/TEST
CREATION DATE	07/10/78	07/10/78
LAST ACCESS DATE	08/14/78	08/14/78
TERMINAL STATUS PORT	16	16
TERMINAL SENSE SWITCH	1	1
SCREEN CLEAR CODE(S)	027069026126028	027069026126028
TERMINAL WIDTH	80	80
TERMINAL # OF NULLS	0	0
PRINTER TYPE CODE	Q	Q
PRINTER STATUS PORT	18	18
PRINTER SENSE SWITCH	1	1
TOP OF FORM CODE(S)	048	048
PRINTER WIDTH	80	80
PRINTER NULLS	0	0
NUMBER SYSTEM DRIVES	2	2
MAIN DATA DISK DRIVE	1	1
BASE ASSEMBLY ADDRESSES	&HE678:&H52EB	&HE678:&H52EB
IS G/L PRESENT (Y-N)	Y	Y
DISK TYPE CODE (H OR F)	F	F
COMPANY NAME	THE HARRIS SUPPLY CO.	THE HARRIS SUPPLY CO.
ADDRESS 1 OF 2	33 NORTHSIDE AVE.	33 NORTHSIDE AVE.
ADDRESS 2 OF 2	CHAMBLEE, GEORGIA 30340	CHAMBLEE, GEORGIA 30340
DATA FILE PASSWORD		
NUMBER OF DATA FILES	2	2
FILE #1 NAME	#A.APVEN	#A.APVEN
FILE #1 DISK DRIVE	1	1
FILE #2 NAME	#A.APVOC	#A.APVOC
FILE #2 DISK DRIVE	1	1
G/L ACCOUNT FOR CASH	102	102
G/L ACCOUNT FOR A/P	201	201
G/L ACCOUNT FOR DISC	202	202
VOUCHER DEL. ALLOWED (Y-N)	Y	Y

### System Generation Dialog

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

f. System Generation Procedures

The system generation procedures for floppy and cartridge disks are explained below.

STEP	PROCEDURE
(1)	a. One or more diskettes (floppy disk) must be formatted using the FORMAT utility program before the data files can be read from or written to it.  b. A new disk cartridge (cartridge disk) must be formatted using the format option of the DCOPY utility program explained in Section 4-2c (the FORMAT utility program for the cartridge disk is provided to erase all information on a disk cartridge that has already been used).
(2)	Using the SYSGEN utility program, initialize the systems diskette or disk cartridge with the disk name, the company (or department) whose data resides on this disk, the date of creation, password, and other pertinent information. (This information is prompted from the operator and is stored in a sequential file called #A.APSYS.)
(3)	Using the CREATE utility program, set up the required data file header information for the appropriate data files to be stored on the diskette or disk cartridge. The files must be structured via the CREATE utility program for use by the ISAM file management routines. The CREATE program sets up the Vendor File, called #A.APVEN, and the Voucher File, called #A.APVOC.
(4)	If the diskette or disk cartridge being prepared is to reside on drive 0, the Help file (#A.APHLP) must be transferred onto this new disk. This transfer of #A.APHLP may be accomplished by either the COPYR (floppy disk) or COPYH (cartridge disk) utility function, depending on whether the user has a floppy disk or disk cartridge system.
(5)	Using the Vendor File Maintenance (VFM) program, set up the Vendor File.
(6)	Verify that the Vendor File is as desired by listing it via the Vendor File List (VFL) program.

STEP	PROCEDURE
(7)	Using the Enter Vouchers (ETV) program, create vouchers for any unpaid invoices owed by the company.
(8)	When the Vendor File and Voucher File are correct, label the disk Accounts Payable Master File and date.
(9)	Duplicate this entire disk for backup, using the DCOPY utility program, and store in a safe place.

## 2 SYSTEM OPERATION

### 2-3 SYSTEM START-UP

#### g. The Accounts Payable System Test Data Files

The Accounts Payable System program disk comes with a sample data base completely generated that may be used for testing and demonstration purposes. Listings of this data base and reports generated from it may be found in Section 7.

The Accounts Payable System uses two data files. The system disk is supplied with these files containing accounting data for a hypothetical company. The data may be used for testing and demonstration purposes, so if possible, they should be retained for future use.

In floppy disk systems, the data files may be copied onto another diskette by means of the COPYR program. Data files may be transferred to another cartridge disk using the DCOPY program.

In cartridge disk systems, or floppy disk systems where no extra diskette or cartridge is available, the files may be renamed by the following BASIC commands:

```
NAME "#A.APVEN" AS "TESTVEN"  
NAME "#A.APVOC" AS "TESTVOC"
```

In both systems, use the BASIC KILL command to delete the old test data files and then create new data file headers with the CREATE program.

For a complete description of the NAME and KILL commands, see the BASIC Reference Manual.



## 2 SYSTEM OPERATION

### 2-3 SYSTEM START-UP

#### h. Periodic File Backup

At regular intervals, duplicates should be made of all disks in the Accounts Receivable System.

Since power failure or mechanical problems could cause data stored on a diskette or cartridge disk to be lost, establish a regular system of backing up disks. Intervals between copies will depend upon the volume and mode of business, but make sure the files are kept current so that the system may be restored with a minimum of difficulty.

To make a backup diskette for a floppy disk system, insert the diskette to be copied into one drive and a blank diskette (formatted or unformatted) into another. Then use DCOPY to copy the contents of the original onto the backup. Label the backup and store it in a safe place.

To backup a cartridge disk system, use the DCOPY utility program to duplicate the cartridge onto the bottom platter (disk 1). Then remove the cartridge, mount a cartridge and run DCOPY again to copy the files back to the top platter (disk 0). Now either of the cartridges may be used for backup and the other as the system disk.

For more information on DCOPY, see section 4-2d for floppy disk systems and 4-3c for cartridge disk systems.

## 2 SYSTEM OPERATION

### 2-4 ACCOUNTS PAYABLE PROGRAM ABSTRACTS

#### a. Accounts Payable File Programs

Two master files are maintained by the Accounts Payable System. There are five programs that deal directly with these files. Two deal with the Vendor Files, two deal with the Voucher File, and one deals with both files together.

The five programs are as follows in the order they are discussed:

- Vendor File Maintenance
- Vendor File List
- Enter Vouchers
- Delete Vouchers
- Query

PROGRAM: VFM - Vendor File Maintenance  
PURPOSE: To initially build the vendor data base and then keep it current.  
INPUT: The vendor file is opened and the operator enters information from the source documents.

ABSTRACT: The actual creation of the Vendor File is performed by the CREATE utility program. The program allows the operator to add, change, or delete (deletion occurs only if all vouchers for that vendor have been paid) vendor information.

OUTPUT: The Vendor File is updated.

PROGRAM: VFL - Vendor File List  
PURPOSE: Allows Vendor File to be displayed in order to view vendor information.

INPUT: The Vendor File is opened.  
ABSTRACT: The operator requests selected vendors by entering vendor I.D. or all vendors by entering 'ALL'. The program searches the file for those vendors.

OUTPUT: The Vendor File is closed and the list of vendors and information from the file is generated.

PROGRAM: ETV - Enter Vouchers  
PURPOSE: Allows vouchers to be entered into the Voucher File.  
INPUT: The Voucher File is opened. The information of new vouchers is taken from source documents.  
ABSTRACT: The operator requests that vouchers be recorded in the system.  
OUTPUT: Updated Voucher File and a control report can be generated.

PROGRAM: DVO - Delete Vouchers  
PURPOSE: Delete Vouchers  
INPUT: Code of voucher to be deleted.  
ABSTRACT: Searches Vendor File and removes the voucher.  
OUTPUT: Updated Voucher File and a control report can be generated.

(Specify whether or not this program may be run during the System Generation program.)

PROGRAM: QUERY - Query Vendor  
PURPOSE: Allows all vouchers for a specific vendor to be printed or displayed.  
INPUT: The Vendor and Voucher File is opened when specific vendor code is entered.  
ABSTRACT: A search is made of the Vendor File for the vendor record, then the Voucher File is searched for vouchers attached to this vendor.  
OUTPUT: Vendor and voucher information is displayed or printed.

## 2 SYSTEM OPERATION

### 2-6 ACCOUNTS PAYABLE PROGRAM ABSTRACTS

#### b. Pay Programs

The Pay programs are used to decide which vouchers are to be paid, prints the checks, and creates the General Ledger Transfer File.

The three Pay programs are as follows, in the order they are discussed:

- Pay Determination
- Print Payables Checks
- End of Period

PROGRAM: PAY - Pay Determination  
PURPOSE: To allow on-line reconciliation of cash available and voucher amounts.  
INPUT: The Voucher File and the following: How much cash is available to be paid out, the range in which discounts are to be considered, and the date to consider.  
ABSTRACT: The program goes through the Voucher File and will allocate the available cash to the vouchers that fit the criterion. Then, the operator has the option of adding specific vouchers to be paid and removing others.  
OUTPUT: The vouchers that are to be paid at the end of the program are flagged for payment.

PROGRAM: CKS - Print Payable Checks  
PURPOSE: To print desired checks.  
INPUT: The Vendor and Voucher Files.  
ABSTRACT: Will check for vouchers that have been flagged "PAY".  
OUTPUT: Updates files and prints checks.

PROGRAM: EOP - End of Period  
PURPOSE: To create a General Ledger Transfer File.  
INPUT: Opens files.  
ABSTRACT: Will examine and gather the information, up to the date that ends End of Period, that is to be transferred to the General Ledger Transfer File.  
OUTPUT: Updates General Ledger Transfer File, and the General Ledger Transactions Register is printed.

## 2 SYSTEM OPERATION

### 2-6 ACCOUNTS PAYABLE PROGRAM ABSTRACTS

#### c. Report Generation Programs

There are three programs used to generate reports in the Accounts Payable System.

These reports are as follows, in the order they are discussed:

- Open Vouchers
- Cash Requirements
- Aged Accounts Payable

PROGRAM: OPEN - Vouchers Report  
PURPOSE: TO know what the unpaid vouchers are.  
INPUT: The Voucher File is opened.  
ABSTRACT: The program causes the Voucher File to be read and the open vouchers to be found.  
OUTPUT: The Vouchers File is closed and the list of open vouchers is generated with totals.

PROGRAM: CASH - Cash Requirements Report  
PURPOSE: Tells what cash must be paid out in order to pay vouchers by the due date or discount date (helps determine cash flow).  
INPUT: The Voucher File is opened.  
ABSTRACT: The program causes the voucher data to be sorted according to due date or discount date and calculates the cash required daily.  
OUTPUT: The Voucher File is closed and the list of vouchers is generated in chronological groups with daily cash requirements totals.

PROGRAM: AGED - Aging Report  
PURPOSE: To see who is owed, how much, and for how long.  
INPUT: The Voucher File is opened.  
ABSTRACT: The voucher information is examined and grouped by vendor.  
OUTPUT: The Voucher File is closed and the Aging Report contains voucher information listed and grouped by vendor and the amount of time since voucher date.



SECTION 3  
ACCOUNTS PAYABLE MENU PROGRAMS

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

a. Vendor File Maintenance Program (VFM)  
Steps 1 and 2: Orientation

Vendor names and other vendor data are added, changed, or deleted using the Vendor File Maintenance (VFM) Program.

The initial creation of the Vendor File -- writing out the ISAM-identifiable header record -- is a one-time activity and is performed using the CREATE Utility program (refer to Section 4-3b). After these dummy vendor files have been created, the actual vendor information may be entered.

Vendors are entered using the VFM program. This program is also used to change fields within existing vendor records and to delete vendors from the system.

Once the vendors have been correctly entered using the VFM, they may be examined in three ways:

- The change function in the VFM program may be run, resulting in a display of the vendor. Actual changing of a field within the record after it has been displayed is not necessary.
- The contents of the entire Vendor File can be displayed using the Vendor File List (VFL) program, described in Section 3-1b.
- A specific vendor, complete with all of its attached open vouchers, can be listed using the QUERY function (described in Section 3-1e).

To start the VFM program, display the main AP Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

VFM

A detailed procedure for using the VFM program is explained in the following steps. Refer to Section 2-3 for additional start-up information.

REMEMBER

- Press the RETURN key after each entry
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is hit without a preceding entry.



Step (1) Prompt/Display

WOULD YOU FIRST LIKE TO SEE THE FILE LAYOUT  
(Y OR N)?

Explanation

Enter 'Y' if you would like to see a display of  
the Vendor File layout.  
Otherwise, enter 'N'.  
No default value.

Step (2) Prompt/Display

VENDOR ADD, CHANGE, DELETE, OR END (A,C,D, END)?

Explanation

Enter 'A' and proceed to step (3) if you wish to  
add a vendor to the Vendor File.

Enter 'C' and proceed to step (6) if you wish to  
change fields within an existing vendor record.

Enter 'D' and proceed to step (12) if you wish to  
delete a vendor record.

Enter 'END' and proceed to step (15) when you are  
finished.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNT PAYABLE FILE PROGRAMS

a. Vendor File Maintenance Program (VFM)  
Steps 3, 4 and 5: Vendor Addition

New vendors may be added to the vendor file using the Vendor File Maintenance program (VFM).

Step (3) Prompt/Display

\*\*\*\*\* VENDOR ADDITION \*\*\*\*\*

**	FIELD 01	(VENDOR I.D.)	ENTER:
**	FIELD 02	(VENDOR NAME)	ENTER:
**	FIELD 03	(ADDRESS 1 OF 2)	ENTER:
**	FIELD 04	(ADDRESS 2 OF 2)	ENTER:
**	FIELD 05	(PHONE)	ENTER:
**	FIELD 06	(YTD PURCHASES)	ENTER:
**	FIELD 07	(YTD PAYMENTS)	ENTER:
**	FIELD 08	(CURRENT BALANCE)	ENTER:
**	FIELD 09	(LAST PAYMENT)	ENTER:
**	FIELD 10	(DATE LAST PAYMENT)	ENTER:
**	FIELD 11	(MONTHLY ENTRY -Y-N)	ENTER:

Explanation

Enter the correct value for each field. If you need more information on what to enter into these fields, then see Section 8-1.

Step (4) Prompt/Display

```
** FIELD 12 (DUE DAY OF MONTH) ENTER:
** FIELD 13 (DEBIT ACCOUNT 1 ) ENTER:
** FIELD 14 (          AMOUNT ) ENTER:
** FIELD 15 (DEBIT ACCOUNT 2 ) ENTER:
** FIELD 16 (          AMOUNT ) ENTER:
** FIELD 17 (MONTH LAST PAID ) ENTER:
```

Explanation

These fields will only entered if 'Y' is entered in field 11 (step 3).

Step (5) Prompt/Display

```
DOUBLECHECK .DO YOU WISH TO CHANGE ANY FIELDS
(Y OR N)?
```

Explanation

Enter 'Y' to change any fields in the record before it is stored and proceed to step (9).

Enter 'N' if no fields need correction and proceed to step (2).

No default value.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

a. Vendor File Maintenance Program (VFM)

Steps 6 through 11: Changing Fields Within Existing Vendor Record

To change an existing vendor's record, enter the vendor's I.D. When the file is displayed select the fields within the vendor's file that is to be changed.

Step (6) Prompt/Display

```
*****                               *****
**  FIELD 01 (VENDOR I.D.)           ENTER:
```

Explanation

Enter the I.D. for the vendor whose record is to be changed.  
No default value.

Step (7) Prompt/Display

```
*****                               *****
**  FIELD 01 (VENDOR I.D.)           CURRENT VALUE:
**  FIELD 02 (VENDOR NAME)           CURRENT VALUE:
**  FIELD 03 (ADDRESS 1 OF 2)        CURRENT VALUE:
**  FIELD 04 (ADDRESS 2 OF 2)        CURRENT VALUE:
**  FIELD 05 (PHONE)                 CURRENT VALUE:
**  FIELD 06 (YTD PURCHASES)         CURRENT VALUE:
**  FIELD 07 (YTD PAYMENTS )         CURRENT VALUE:
**  FIELD 08 (CURRENT BALANCE)       CURRENT VALUE:
**  FIELD 09 (LAST PAYMENT)          CURRENT VALUE:
**  FIELD 10 (DATE LAST PAYMENT)     CURRENT VALUE:
**  FIELD 11 (MONTHLY ENTRY-Y,N)     CURRENT VALUE:
```

Step (8) Prompt/Display

** FIELD 12	DUE DAY OF MONTH	CURRENT VALUE:
** FIELD 13	CREDIT ACCOUNT 1	CURRENT VALUE:
** FIELD 14	AMOUNT	CURRENT VALUE:
** FIELD 15	CREDIT ACCOUNT 2	CURRENT VALUE:
** FIELD 16	AMOUNT	CURRENT VALUE:
** FIELD 17	MONTH LAST PAID	CURRENT VALUE:

Explanation

The system will only display these fields if field 11 is currently set to 'Y'.

Step (9) Prompt/Display

ENTER FIELD NUMBER OF FIELD TO BE CHANGED: 9

Explanation

Enter the number of the field to be changed (9 is entered as an example)

Step (10) Prompt/Display

\*\* FIELD 09 (LAST PAYMENT) ENTER:

Explanation

In this example field 9 was entered. Enter the appropriate value into the field. If more information is needed on what to enter into these fields, see Section 8-1.

Step (11) Prompt/Display

ANY MORE FIELDS TO BE CHANGED (Y OR N)?

Explanation

Enter 'Y' and proceed to step (9) to change another field in the same record.

Otherwise, enter 'N' and proceed to step (2)

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

- a. Vendor File Maintenance Program (VFM)  
Steps 12 through 15: Vendor Deletion

Vendor files may be deleted using the VFM program.

Step (12) Prompt/Display

\*\*\*\*\* VENDOR DELETION \*\*\*\*\*

\*\* FIELD 01 (VENDOR I.D.)                    ENTER:

Explanation

Enter the I.D. for the vendor that is to be deleted.

Step (13) Prompt/Display

\*\*\*\*\* CURRENT RECORD VALUE \*\*\*\*\*

Explanation

The system now displays the current value of the vendor record.

Step (14) Prompt/Display

ARE YOU SURE THAT YOU WANT TO DELETE THIS(Y OR N)?

Explanation

Enter 'Y' if this record is to be deleted and proceed to step (2).

Enter 'N' if this is not the record to be deleted and proceed to step (2).

Step (15) Prompt/Display

END OF VENDOR FILE MAINTENANCE

Explanation

Will be printed when the program is finished.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

b. Vendor File List Program (VFL)  
Steps 1, 2 and 3: Initialization

The Vendor File List (VFL) program generates a printed report showing the entire contents of the Vendor File.

To start the Vendor File List program, display the main AP MENU.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

VFL

A detailed procedure for using the VFL program follows. For additional start-up information, please refer to Section 2-3.

A sample vendor file list is provided in Section 7-1.

REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is hit without a preceding entry.

Step (1) Prompt/Display

DO YOU WANT THE INFORMATION DISPLAYED ON THE  
PRINTER OR TERMINAL (P OR T)?

Explanation

Enter 'P' to list on the printer.  
Enter 'T' to list at the terminal.  
No default value.



Step (2) Prompt/Display

SET PAPER TO TOP OF PAGE, HIT RETURN WHEN READY?

Explanation

If step (1) is answered 'P' this message will appear.  
Set the paper in the printer to the first line of  
a new page.  
When ready press the RETURN key.

Step (3) Prompt/Display

DO YOU WANT TO DISPLAY ALL OR JUST SELECTED VENDORS(A OR S)?

Explanation

Enter 'S' to display a single vendor record and  
proceed to step (5).

Otherwise, enter 'A'.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

- b. Vendor File List Program (VFL)  
Steps 4, 5 and 6: Selected Vendors

Selected vendors may be displayed using the VFL program.

Step (4) Prompt/Display

ENTER VENDOR I.D.:

Explanation

Enter the I.D. for the vendor record to be displayed.

Step (5) Prompt/Display

ANY MORE VENDOR RECORDS TO DISPLAY (Y OR N)?

Explanation

Enter 'Y' and proceed to step (4) to display another employee record.  
Otherwise, enter 'N'.

Step (6) Prompt/Display

END OF VENDOR FILE LIST

Explanation

Will be displayed when the list has been printed.

A sample Vendor File list is provided in Section 7-1.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

c. Enter Vouchers Program (ETV)  
Step 1 through 6: Auto Vouchers

Vouchers are entered using the Enter Vouchers (ETV) program. This program is also used to automatically generate monthly vouchers.

To start the ETV program, display the main AP Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

ETV

For additional start-up information please refer to Section 2-3. A detailed procedure for using the ETV program follows:

REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever RETURN is pressed without a preceding entry.

Step (1) Prompt/Display

NEED INSTRUCTIONS/ (Y OR N)?

Explanation

Enter 'Y' to obtain details regarding use of the speed entry mode.

Otherwise, enter 'N'.

Step (2) Prompt/Display

DO YOU WISH TO ENTER AUTOMATIC VOUCHERS (Y OR N)?

Explanation

The system will automatically generate vouchers once a month for those vendors who have the Auto Voucher flag set.

Enter 'Y' if desired to have the Auto Vouchers generated on this run of the program.

Otherwise, enter 'N' and proceed to step (4).

Step (3) Prompt/Display

ENTER MONTH AND YEAR VOUCHERS ARE TO BE ENTERED FOR  
(MM/01/YY)?

Explanation

Enter the month and year (in the standard date format) for which Auto Vouchers are to be generated. The day field is not used by the system, but must contain a valid day for entry.

No default value.

Step (4) Prompt/Display

ENTER THE VOUCHER DATE?

Explanation

Enter the date that is to be placed on the new vouchers as the voucher date. Default value is today's date.

Step (5) Prompt/Display

<u>VENDOR</u>	<u>INVOICE</u>	<u>INVOICE</u>	<u>AMOUNT</u>	<u>DUE</u>	<u>D I S C O U N T</u>	<u>ALREADY</u>
<u>I.D.</u>	<u>NUMBER</u>	<u>DATE</u>	<u>DUE</u>	<u>DATE</u>	<u>PERCENT OR</u>	<u>DATE</u>
					<u>AMOUNT -</u>	<u>PAID</u>

Explanation

Enter the correct value under each heading. Only the Discount Percent or the Amount need be entered not both. If no discount is entered, the discount date need not be entered.

Enter 'Y' if the voucher has already been paid. Any other entry will automatically be interpreted as an 'N' response.

Enter 'END' when the voucher entry is completed and proceed to step (8).

Step (6) Prompt/Display

<u>D I S T R I B U T I O N</u>
<u>ACCOUNT</u> <u>AMOUNT</u>

Explanation

Enter the G/L Accounts and their respective Amounts to which the accounts are to be posted. At least one distribution must be entered and not more than nine may be entered. When all pairs of this voucher have been entered, press the RETURN key.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNT PAYABLE FILE PROGRAMS

- c. Enter Vouchers Program (ETV)  
Steps 8 through 12: Hard Copy of Entries

If no errors are detected, a hard-copy report of the entries may be secured.

Step (7) Prompt/Display

DOUBLE CHECK. IS THIS ENTRY CORRECT (Y OR N)?

Explanation

If the system detected no errors in the entry, it will ask this question.

Enter 'Y' if the voucher was entered correctly and proceed to step (5).

Default is 'Y'.

Step (8) Prompt/Display

DO YOU WISH A CONTROL REPORT OF THE ENTRIES  
(Y OR N)?

Explanation

Enter 'Y' to obtain a hard copy of the entries just made.

Step (9) Prompt/Display

SET PAPER TO TOP OF PAGE, HIT RETURN WHEN READY?

Explanation

Set the paper in the printer to the first line of a new page and hit the return key.

Step (10) Prompt/Display

THIS PROCESS MAY TAKE A FEW MINUTES.

Explanation

The system will now create the new vouchers and, if required, the Auto Vouchers.

Step (11) Prompt/Display

END OF CREATE VOUCHER PROCESSING.  
DO YOU WISH TO ENTER MORE VOUCHERS (Y OR N)?

Explanation

Enter 'Y' to loop back and enter more vouchers and proceed to Step (3).

Otherwise, enter 'N' and proceed to step (1).

Step (12) Prompt/Display

END OF ENTER VOUCHERS

Explanation

Will be displayed when this program has been completed.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

d. Delete Vouchers Program (DVO)

Steps 1 through 6: Delete Vouchers Program (DVO)

Vouchers are deleted using the Delete Vouchers (DVO) program. This program is only available if voucher deletion is selected during System Generation (the SYSGEN Utility program).

To start the DVO program, display the main AP Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

DVO

For additional start-up information please refer to Section 2-3. A detail procedure for using the DVO program follows.

REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is pressed without a preceding entry.

Step (1) Prompt/Display

DO YOU WISH A CONTROL REPORT OF THE DELETIONS  
(Y OR N)?

Explanation

Enter 'Y' to obtain a hard copy of the vouchers that are to be deleted.

Otherwise, enter 'N' and proceed to step (3).

Step (2) Prompt/Display

SET PAPER TO TOP OF PAGE, HIT RETURN WHEN READY?

Explanation

Set the paper in the printer to the first line on a new page and hit the 'RETURN' key when ready.



Step (3) Prompt/Display

ENTER THE VOUCHER CODE FOR VOUCHER TO BE DELETED:

Explanation

Enter the voucher code of the voucher to be deleted.

Remember: A voucher code is a Vendor I.D.  
followed by a hyphen, followed by  
a sequence number.

Step (4) Prompt/Display

IS THIS THE VOUCHER YOU WISH TO DELETE (Y OR N)?

Explanation

After displaying the voucher, the system will ask for confirmation.

Enter 'Y' if this is the correct voucher.

Otherwise, enter 'N' and proceed to step (5).

No default value.

Step (5) Prompt/Display

MORE VOUCHERS TO DELETE (Y OR N)?

Explanation

Enter 'Y' and proceed to step (3) to delete another voucher.

Enter 'N' and proceed to step (1).

Step (6) Prompt/Display

END OF DELETE VOUCHERS

Explanation

Will be displayed when this program has finished.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-1 ACCOUNTS PAYABLE FILE PROGRAMS

e. Query Vendor Account Status Program (QUERY)

The Query Vendor Account Status (QUERY) program may be used to generate a report for a specific vendor showing the vendor information complete with all of the vendor's open vouchers.

To start the QUERY program, display the main AP Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

QUERY

For additional start-up information please refer to Section 2-3. The procedure for using QUERY follows.

REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is pressed without a preceding entry.

Step (1) Prompt/Display

PLEASE SET PAPER TO THE TOP OF A FORM, HIT RETURN  
WHEN READY?

Explanation

Set the paper in the printer to the top of a new page and hit the return key when ready.

Step (2) Prompt/Display

WHAT VENDOR IS TO BE QUERIED?

Explanation

Enter the 5 character vendor key of the Vendor to be queried.

Step (3) Prompt/Display

SHOULD OUTPUT GO TO TERMINAL OR PRINTER  
(T , P)?

Explanation

Enter 'T' to display the Vendor information at the terminal.  
Otherwise, enter 'P'.  
After the Vendor has been displayed, proceed to step (4).

Step (4) Prompt/Display

ARE THERE ANYMORE VENDORS TO BE QUERIED (Y OR N)?

Explanation

To Query another Vendor, enter 'Y' and proceed to step (2).  
Otherwise, enter 'N' and proceed to step (5).

Step (5) Prompt/Display

END OF QUERY VENDOR

Explanation

Will be displayed when the program has finished.

### 3 ACCOUNTS PAYABLE MENU PROGRAMS

#### 3-2 ACCOUNT PAYABLE PAY PROGRAMS

##### a. Decide Vouchers To Pay Program (PAY) Step 1: Introduction

The Decide Vouchers to Pay (PAY) program helps the operator to decide which vouchers to pay and marks those vouchers to be paid.

In using the PAY program, the operator specifies vouchers to be included and excluded, vendors to be included and excluded, and date due and discount window dates. This information is used to scan the Voucher File and total all vouchers that meet the criteria. The cash required to pay these vouchers is then displayed in the Check Register, and the operator is given an opportunity to add or delete vouchers from those to be paid.

To start the PAY program, display the main AP Menu.

After the Prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

PAY

An explanation of the PAY program procedure begins with an opportunity to make changes to the Voucher File. A complete step-by-step program procedure follows.

For additional start-up procedures refer to Section 2-3.

The PAY program generates the Check Register, a sample of which is included in Section 7-5.

#### REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is pressed without a preceding entry.

Step (1) Prompt/Display

DO YOU WISH TO MAKE A NEW PAYMENT SELECTION {Y OR N}?

Explanation

This question will be asked if no changes have been made to the Voucher File since the program was last run.

Enter 'Y' to specify a new due date, discount date, and/or cash available and make a new pass through the Voucher File. Proceed to step (2).

Enter 'N' if no additional pass is needed, and proceed to step (8).

No default value.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

a. Decide Vouchers To Pay Program (PAY)

Steps 2 through 7: Vendor and Voucher/Included and Excluded

Step (2) Prompt/Display

ON WHAT DATE SHOULD THE PAY BE BASED?

Explanation

Enter the date (form MM/DD/YY) that will determine what period the payments are to be based. This date will become the default date for beginning of discount window and for due date.

Default value is today's date

Step (3) Prompt/Display

HOW MUCH CASH IS AVAILABLE FOR CHECK PAYMENT?

Explanation

Enter the dollar amount of cash to be allocated during this run. Default value is \$0.00.

Step (4) Prompt/Display

HOW MANY VENDORS ARE TO BE EXPLICITLY INCLUDED?

Explanation

Enter the number of vendors that are to be paid.

Step (5) Prompt/Display

HOW MANY VOUCHERS ARE TO BE EXPLICITLY INCLUDED?

Explanation

Enter the number of vouchers that are to be paid.

Step (6) Prompt/Display

HOW MANY VENDORS ARE TO BE EXPLICITLY EXCLUDED?

Explanation

Enter the number of vendors that are not to be paid.

Step (7) Prompt/Display

HOW MANY VOUCHERS ARE TO BE EXPLICITLY EXCLUDED?

Explanation

Enter the number of vouchers that are not to be paid.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

- a. Decide Vouchers To Pay Program (PAY)  
Steps 8 through 10: Changes to Voucher File

The Voucher File may need to be revised before the PAY program is run.

Step (8) Prompt/Display

ON WHAT DATE SHOULD THE DISCOUNT WINDOW BEGIN?

Explanation

Enter the date form (MM/DD/YY) for the beginning of the discount window (see step (9)). Default is the base date.

Step (9) Prompt/Display

ON WHAT DATE SHOULD THE DISCOUNT WINDOW END?

Explanation

Enter the date (form MM/DD/YY) for the end of the discount window. Default is seven days past the date specified in step (8). See Appendix B for explanation of Discount Window.

Step (10) Prompt/Display

WHAT IS DUE DATE?

Explanation

All vouchers with a due date on or before this date will be paid. Enter in form MM/DD/YY. Default value is base date.

Step (11) Prompt/Display

SKIP FIRST SCAN OF VOUCHER FILE (Y or N)?

Explanation

If you wish to make specific selections without scanning the entire Voucher File enter 'Y' and proceed to step (13).

Step (12) Prompt/Display

\*\*\*\*\*

PLEASE WAIT WHILE A SCAN OF THE VOUCHER FILE IS MADE.  
SCANNING VOUCHER

Explanation

The system will now read the entire Voucher File. This process takes a few minutes.



3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

a. Decide Vouchers To Pay Program (PAY)

Step 13: Six Functions

The PAY program will perform any of six functions as follows.

Step (13) Prompt/Display

<u>VOUCHER SELECTION BASED ON -6/06/77</u>	<u>AMOUNT</u>	<u>CUMULATIVE</u>
--------------------------------------------	---------------	-------------------

SPECIFIED CASH AVAILABLE	\$1,000.00	\$1,000.00
-VOUCHERS SPECIFICALLY INCLUDED / EXCLUDED		
-VOUCHERS DISCOUNTED FROM 05/30/77 TO 06/06/77		
-VOUCHERS DUE ON OR BEFORE 05/30/77		

THE FOLLOWING SIX FUNCTIONS CAN NOW BE PERFORMED:

IVEN - INCLUDE ALL VOUCHERS FOR A VENDOR IN THE FILE  
IVOU - INCLUDE A VOUCHER IN THE FILE  
EVEN - EXCLUDE ALL VOUCHERS FOR A VENDOR IN THE FILE  
EVOU - EXCLUDE A VOUCHER FROM THE FILE  
QUERY- QUERY VOUCHER INFORMATION FOR A VENDOR  
CONT - CONTINUE THE PROGRAM USING THE CURRENT SELECTIONS

WHAT FUNCTION SHOULD BE RUN (IVEN, IVOU, EVEN, EVOU, QUERY,  
OR CONT)?

Explanation

The system will now display the cash available, followed by the amount of vouchers that fall into each category. The cumulative column indicates the amount of cash remaining after that category. A voucher will only be included in the first category for which it qualifies. After the display, one of the five functions may be selected. If CONT is selected, proceed to step (14). If QUERY is selected, proceed to step (16), otherwise, proceed to step (14). No default value.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNT PAYABLE PAY PROGRAMS

- a. Decide Vouchers To Pay Program (PAY)  
Steps 14 and 15: Include/Exclude

Using the PAY program all vouchers may be included or excluded for specific vendor in the file, or a specific voucher may be included or excluded in the file.

Step (14) Prompt/Display

HOW MANY VENDORS/VOUCHERS ARE TO BE EXPLICITLY INCLUDED/  
EXCLUDED?

Explanation

Enter the number of vendor or voucher codes to be entered.  
No default value.

Step (15) Prompt/Display

PLEASE ENTER THE VENDORS/VOUCHERS TO BE INCLUDED/EXCLUDED

Explanation

Enter the codes, one line at a time. Enter the number of codes specified in step (14). No Default value. Steps (14) and (15) will be different, depending upon whether vendors or vouchers are being worked on and upon whether they are being included or excluded. Proceed to step (13).

3 ACCOUNTS PAYABLE MENU PROGRAM

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

a. Decide Vouchers To Pay Program (PAY)  
Steps 16 and 17: Query

When the query function is performed, all vouchers for a specific vendor may be displayed.

Step (16) Prompt/Display

WHAT VENDOR IS TO BE QUERIED?

Explanation

Enter the vendor code for the vendor to be displayed.  
All vouchers for the vendor will now be displayed.

Step (17) Prompt/Display

ARE THERE ANY MORE VENDORS TO BE QUERIED (Y OR N)?

Explanation

Enter 'Y' to query another vendor and proceed to step (16).

Otherwise, enter 'N' and proceed to step (13).

(Intentionally blank)

3 ACCOUNTS PAYABLE MENU PROGRAM

3-2 ACCOUNT PAYABLE PAY PROGRAMS

- a. Decide Vouchers To Pay Program (PAY)  
Steps 18 through 20: Selected Vouchers Report

A Selected Vouchers Report is a list of those vouchers that would be paid if the print checks program were run.

Step (18)

Prompt/Display

WOULD YOU LIKE A SELECTED VOUCHER REPORT {Y OR N}?

Explanation

Enter 'Y' to obtain a list of those vouchers that would be paid if the Print Checks program were run and proceed to step (19)

Otherwise, enter 'N' and proceed to step (20)

Step (19)

Prompt/Display

SET PAPER TO TOP OF PAGE, HIT RETURN WHEN READY?

Explanation

Set the paper in the printer to the first line of a new page. Hit the return key when ready. The Selected Voucher Report will now be printed. Proceed to step (20).

Step (20)

Prompt/Display

END OF SELECTED VOUCHERS REPORT

Explanation

Will be displayed when the program has finished.

A sample Selected Voucher Report listing is provided in Section 7-6.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

b. Print Checks Program (CKS)

The Print Checks (CKS) program scans the Voucher file and prints checks for those checks that were marked to pay during the PAY program run. One check is printed for each vendor that has one or more vouchers to be paid.

To start the CKS program, display the main AP Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

CKS

For additional start-up information, please refer to Section 2-3. A description of the CKS program procedure follows.

A check sample is provided in Section 7-7.

REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is pressed without a preceding entry.

Step (1)

Prompt/Display

ARE THE CHECKS PROPERLY POSITIONED IN THE  
PRINTER (Y OR N)?

Explanation

Place the check forms in the printer such that the printer is ready to print on the first line of the form, then, enter 'Y'.

Step (2)

Prompt/Display

NEED ANOTHER MASK (Y OR N)?

Explanation

After printing a check mask, the system provides an opportunity to adjust the forms. If the mask fits the checks, then enter 'Y'. Otherwise, enter 'N', adjust the forms in the printer, and proceed to step (2).

Step (3)

Prompt/Display

WHAT IS THE CHECK WRITTEN DATE {mm/dd/yy}?

Explanation

Enter the date that is to appear on the face of each check.

Step (4)

Prompt/Display

WHAT IS THE STARTING CHECK NUMBER TO BE?

Explanation

Enter the beginning sequence number to be printed on the first check written. This number will be incremented for printing on each succeeding check.

Step (5)

Prompt/Display

END OF PRINT CHECKS

Explanation

Will be displayed when the checks are printed.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

b. Print Checks Program (CKS)

After the check printing process the option is given to have a Check Register printed.

Step (6) Prompt/Display

DO YOU WISH TO HAVE THE CHECK REGISTER PRINTED (Y or N)?

Explanation

Enter 'Y' if the Check Register is desired, or 'N' to return to the menu.

Step (7) Prompt/Display

SET PAPER TO TOP OF PAGE--PRESS RETURN WHEN READY.

Explanation

Set the paper in the printer to the first line of a new page. Hit the return key when ready. The Check Register will now be printed.



Step (8) Prompt/Display

END OF CHECK REGISTER

Explanation

Will be displayed when the Check Register is completed.

PUSH THE 'RETURN' KEY TO RETURN OT THE SYSTEM MENU

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

c. End-of-Period Processing Program (EOP)

Steps 1,2 and 3: Create General Ledger (G/L) Transaction File

The End-of-Period Processing (EOP) program gathers data and fills the General Ledger Transfer File.

To start the EOP program, display the main AP MENU.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

EOP

A detailed procedure for using the EOP program follows. For additional start-up information refer to Section 2-3.

REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is pressed without a preceding entry.

Step (1)

Prompt/Display

SET PRINTER TO TOP OF PAGE, HIT RETURN WHEN READY?

Explanation

Set the paper in the printer to the first line of a new page and press the return key when ready.

Step (2)

Prompt/Display

HAS THE GENERAL LEDGER TRANSACTION FILE CREATED ON \_\_\_\_\_ BEEN SENT TO THE GENERAL LEDGER (USING THE TRANS PROGRAM) (Y OR N)?

Explanation

This program creates a transaction file that is used to send data to the General Ledger System. Each time this program is run, the old transaction file is erased and a new one created. If the General Ledger TRANS program is not run between runs of this program, data will be lost. If the TRANS program has been run, enter 'Y' and proceed to step (3). Otherwise, enter 'N', and proceed to step (7).

Step (3)

Prompt/Display

WHAT DATE DETERMINES THE END OF PERIOD?

Explanation

If this is the end of a month, enter the date for the last day of the month or whatever date is to be used as the end of a period. All vouchers due before this date will be sent to the General Ledger.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-2 ACCOUNTS PAYABLE PAY PROGRAMS

PRINT CHECKS PROGRAM (CKS)

c. End-of-Period Processing Program (EOP)

Steps 4 through 6: Print General Ledger Transaction File

The EOP program prints the General Ledger Transaction Register.

Step (4)

Prompt/Display

THIS PROCESS MAY TAKE A FEW MINUTES

Explanation

The system will scan the Voucher File and create the G/L Transaction File. When finished, it will print the Transaction Register.

Step (5)

Prompt/Display

IS THIS PERIOD THE END OF A YEAR (Y OR N)?

Explanation

If this is the end of the year and year-to-date totals are ready to be cleared in the Vendor records, then type 'Y'.  
Otherwise, enter 'N'.

Step (6)

Prompt/Display

END OF END OF PERIOD

Explanation

Will be displayed when the program has finished.

### 3 ACCOUNTS PAYABLES MENU PROGRAMS

#### 3-3 REPORT GENERATION SUBMENU PROGRAMS (RPG)

The Report Generation (RPG) programs are run by displaying the Report Generation Menu and entering the name of the option to be run.

Each of the Report Generation programs is started as follows:

First, display the main AP Menu.

After the Prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter the option:

RPG

The system will respond by displaying the Report Generation Menu as shown on the adjacent page.

After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

Enter the name of the report program to be run.

Return to the main AP Menu is made by entering the selection:

MENU

THE HARRIS SUPPLY CO.  
ACCOUNTS PAYABLE  
REPORT GENERATION SELECTION MENU

---

THE FOLLOWING REPORTS MAY BE GENERATED

CASH	CASH REQUIREMENTS
AGED	AGED ACCOUNTS PAYABLE
OPEN	OPEN VOUCHER REPORT
MENU	RETURN TO MAIN SYSTEM MENU

WHICH REPORT WOULD YOU LIKE TO GENERATE?

The Report Generation Menu

### 3 ACCOUNTS PAYABLE MENU PROGRAMS

#### 3-3 REPORT GENERATION SUBMENU PROGRAMS

- a. Cash Requirements Program (CASH)  
Step 1 and 2: Initialization

The Cash Requirements (CASH) program generates a Cash Requirements Report based on either a due date or a discount date, as selected by the operator.

To start the Cash requirements program, display the Report Generation Menu.

After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

CASH

A detailed CASH program procedure follows. For additional start-up information refer to section 2-3. A sample listing of the Cash Requirements report as generated by the CASH program is provided in Section 7-4.

#### REMEMBER

Press the 'RETURN' key after each entry.  
Key in a ? for further exploration.  
Key in 'END' to terminate this program.  
The default value occurs whenever 'RETURN'  
is pressed without a preceding entry.



Step (1)

Prompt/Display

DO YOU WANT THE REPORT BY DUE OR DISCOUNT DATE  
(DUE OR DIS)?

Explanation

Enter 'DUE' if the calculations of cash requirements are to be based on the day that the vouchers are due.

Enter 'DIS' if the calculation base date is to be the discount date for vouchers having discounts to be taken. When selecting this later option, vouchers not having a discount will be processed according to due date.

Step (2)

Prompt/Display

DO YOU WANT THE LISTING ON THE TERMINAL OR  
PRINTER (T OR P)?

Explanation

Enter 'T' display the report at the video unit.

Otherwise, enter 'P' if a hardcopy printout is desired.

(Intentionally blank)

3 ACCOUNTS PAYABLE MENU PROGRAM

3-3 REPORT GENERATION SUBMENU PROGRAM

a. Cash Requirement Program (CASH)  
Steps 3 through 5: Sort Vouchers

Vouchers are sorted by the date selected (Due or Discount) and the cash requirement report is printed out.

Step (3) Prompt/Display

\*\*DATA IS BEING SORTED BY (dd)DATE\*\*  
\*\*THIS COULD TAKE A FEW MINUTES \_\_\_\_\_

Explanation

Vouchers are resequenced (sorted) according to which of the DUE or DISCOUNT options were selected. While performing this process, if the diskette runs out of work space, then the message in step (4) will be displayed.

Step (4) Prompt/Display

\*\*DISKETTE DOES NOT HAVE ENOUGH WORK SPACE  
AVAILABLE FOR SORTING THIS DATA.  
\*\*CASH REQUIREMENTS CANNOT BE COMPLETED.

Explanation

Sorting the vouchers to present them in order (by due or discount date) requires additional diskette space beyond the normal space required by the Voucher and Vendor Files. Consult an authorized representative for assistance.

Step (5) Prompt/Display

END OF CASH REQUIREMENTS

Explanation

This is displayed after data has been sorted and report has completed printing out.

### 3 ACCOUNTS PAYABLE MENU PROGRAMS

#### 3-3 REPORT GENERATION SUBMENU PROGRAMS

##### b. Aged Accounts Payable Program (AGED)

Step 1: Start Date

The Aged Accounts Payable (AGED) program generates an aging report with Current, 30, 60, and Over 60 Credit columns.

To start the Aged Accounts Payable program, display the Report Generation Menu.

After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

AGED

The detailed procedure for using the AGED program follows. For additional start-up information refer to Section 2-3. A sample Aging Report as generated by the AGED program is provided in Section 7-3.

#### REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever RETURN is pressed without a preceding entry.

Step (1)

Prompt/Display

FROM WHAT DATE DO YOU WISH TO PERFORM THE AGING  
(MM/DD/YY)?

Explanation

Enter here the base data from which the  
aging calculations are to be processed.  
All vouchers due after (beyond) this date  
will be processed as current, while past  
due vouchers will be categorized depending  
on how long they have been past due.

3 ACCOUNTS PAYABLE MENU PROGRAMS

3-3 REPORT GENERATION SUBMENU PROGRAMS

b. Aged Accounts Payable Program (AGED)  
Steps 2 and 3: Terminal or Printer

The aging report may be either displayed on the terminal, or on the printer if a hard-copy printout is desired.

Step (2) Prompt/Display

DO YOU WANT THE LISTING ON THE TERMINAL OR  
PRINTER (T OR P)?

Explanation

Enter 'T' to display the report at the  
video unit.  
Otherwise, enter 'P' if a hardcopy  
printout is desired.

Step (3) Prompt/Display

END OF AGING REPORT

Explanation

This displays when report has processed  
to completion.

### 3 ACCOUNTS PAYABLE MENU PROGRAMS

#### 3-3 REPORT GENERATION SUBMENU PROGRAMS

##### c. Open Voucher Report (OPEN)

The Open Voucher Report (OPEN) program generates a list of all open vouchers in the system.

To start the Open Voucher Report program, display the Report Generation Menu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

OPEN

The detailed procedure for using the OPEN program follows. For additional start-up information refer to Section 2-3. A sample Open Voucher Report is provided in Section 7-2.

#### REMEMBER

- Press the RETURN key after each entry.
- Key in a ? for further explanation.
- Key in END to terminate this program.
- The 'default value' occurs whenever 'RETURN' is pressed without a preceding entry.

Step (1)

#### Prompt/Display

DO YOU WANT THE LISTING ON THE TERMINAL OR PRINTER  
(T OR P)?

#### Explanation

Enter 'T' to display the report at the video unit.  
Enter 'P' to obtain a hard-copy printout.

Step (2)

#### Prompt/Display

END OF OPEN VOUCHER REPORT

#### Explanation

This is displayed when report has processed to completion.





SECTION 4  
UTILITY MAINTENANCE PROGRAMS

## 4 UTILITY MAINTENANCE PROGRAMS

The Utility Maintenance programs are run by displaying the Utility Menu and entering the name of the option to be run.

An example of the Utility Menu for disk cartridge or floppy disk users is provided on the opposite page.

Step by step procedures for each utility program are contained in Sections 4-1 through 4-3. Floppy disk associated programs are discussed in Section 4-1, while disk cartridge associated programs are explained in Section 4-2. The System Generation (SYSGEN) and CREATE programs are provided in Section 4-3 and pertain to both floppy disk and disk cartridge users.

Each of the Utility Maintenance programs are started as follows:

First, display the Accounts Payable Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter the option:

UTILITY

The system will respond by displaying the appropriate Utility Menu as shown on the opposite page.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter the name of the utility function to be run.

Return to the main AP MENU (System Menu) is made by entering the selection:

MENU

THE HARRIS SUPPLY CO.  
ACCOUNTS PAYABLE  
UTILITY FUNCTION SELECTION MENU

---

THESE ARE THE UTILITY FUNCTIONS AVAILABLE

FORMAT	DISKETTE FORMAT AND REFORAMT
SYSGEN	GENERATE SYSTEM AND FILE INFORMATION
CREATE	CREATE VENDOR ACCOUNT FILE
COPYR	COPY RANDOM FILE
COPYS	SEQUENTIAL FILE COPY
DCOPY	COPY COMPLETE DISK
MENU	RETURN TO MAIN SYSTEM MENU

WHICH UTILITY WOULD YOU LIKE TO RUN?

The Floppy Disk Utility Menu

THE HARRIS SUPPLY CO.  
ACCOUNTS PAYABLE  
UTILITY FUNCTION SELECTION MENU

---

THESE ARE THE UTILITY FUNCTIONS AVAILABLE

FORMAT	DISK CARTRIDGE INITIALIZATION
SYSGEN	GENERATE SYSTEM AND CUSTOMER INFORMATION
CREATE	CREATE ACCOUNT FILES
COPYH	COPY FILES
DCOPY	COPY COMPLETE DISK CARTRIDGE
MENU	RETURN TO MAIN AP MENU

WHICH UTILITY WOULD YOU LIKE TO RUN?

The Cartridge Disk Utility Menu

4 UTILITY MAINTENACE PROGRAMS

4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

a. Diskette Format and Reformat Program (FORMAT)

The Diskette Format and Reformat (FORMAT) utility program is used to format a new disk before the disk is used to store data, or to reformat a previously used disk.

To start the FORMAT program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

FORMAT

IMPORTANT

The FORMAT program will erase all information stored on a diskette. Therefore, it is important to ensure that the diskette being formatted does not contain system programs or current data files.

A detailed explanation of the program follows.

Step (1)

Prompt/Display

PLEASE INSERT THE DISKETTE TO BE PROCESSED  
INTO THE PROPER DRIVES READY {Y OR N}?

Explanation

Insert the diskette into drive (d).  
Key in 'Y' when ready to continue.

Step (2)

Prompt/Display

\*\*\* PROGRAM TO FORMAT A DISKETTE \*\*\*  
\*\*\* C A U T I O N \*\*\*  
THIS PROGRAM WILL ERASE ANY INFORMATION ON  
THE DISKETTE IN DRIVE {d}.  
ARE YOU SURE YOU WANT TO CONTINUE?

Explanation

Key in 'Y' to indicate that the proper diskette  
has been inserted in drive (d).

Step (3)

Prompt/Display

PROCESSING TRACK: {t}

Explanation

The program displays on the video screen unit  
each track number on the diskette as that track  
is being formatted. If a track is incapable of  
being formatted, meaning the diskette has a phy-  
sical flaw, the message ERROR (t) (s) will be  
printed, indicating the track (t) and sector (s)  
that is flawed.

Step (4)

Prompt/Display

\*\*\* THE DISKETTE IN DRIVE {d} HAS BEEN  
FORMATTED \*\*\*

Explanation

Will be printed when the program is finished.

- 4 UTILITY MAINTENANCE PROGRAM
- 4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS
  - b. Copy Random File (COPYR)

The Copy Random File (COPYR) program is used on dual disk systems to copy random files from a source disk to a destination disk. The COPYR program does not require the source and destination disks to be moved.

To run the COPYR program display the Utility Menu.

After the prompt:

WHICH UTILITY DO YOU WISH TO RUN?

enter:

COPYR

When COPYR program has been run the Utility Menu reappears.

A step-by-step explanation of the COPYR program follows.

Step (1) Prompt/Display

PLEASE INSERT THE DISKETTES TO BE PROCESSED  
INTO THE PROPER DRIVES.

Explanation

Place the diskettes to be copied to and  
from into drives 0 and 1 (any order)

Step (2) Prompt/Display

MOUNT NECESSARY {Y OR N}?

Explanation

Enter 'N' if diskettes have not been moved.  
Enter 'Y' if changing diskettes. COPYR asks if  
diskettes are inserted and ready. Answer 'Y'  
to proceed.

Step (3) Prompt/Display

\*\*\* PROGRAM TO COPY A RANDOM DATA FILE \*\*\*  
WHAT IS THE NAME OF THE  
RANDOM FILE TO BE COPIED?

Explanation

Key in the name of the source file to  
be copied; such as, #A.APVEN.

Step (4)

Prompt/Display

ON WHAT DRIVE DOES {source file name} RESIDE?

Explanation

Key in the source disk drive number (0 or 1).

Step (5)

Prompt/Display

WHAT IS THE NAME OF THE FILE TO BE CREATED?

Explanation

Key in the name of the destination file to be created, such as SAVEMAST.

Step (6)

Prompt/Display

ON WHAT DRIVE SHALL {destination file name} RESIDE?

Explanation

Key in the destination disk drive number (0 or 1). Program then commences the copy procedure.

Step (7)

Prompt/Display

FILE {source file name} ON DRIVE {d1} WAS COPIED INTO FILE {destination file name} ON DRIVE {d2}. THERE WERE {n} RECORDS COPIED.

Explanation

The file has been copied and COPYR is ready to copy another file or exit to the Utility Menu.

Step (8)

Prompt/Display

COPY ANOTHER FILE? {Y OR N}?

Explanation

Enter 'Y' if another copy is required and proceed to step (1).

Step (9)

Prompt/Display

REMOUNT NECESSARY {Y OR N}?

Explanation

Enter 'Y' if changing disks.

4 UTILITY MAINTENANCE PROGRAMS

4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

c. Copy Sequential File Routine (COPYS)  
Steps 1 and 2: Defining System

The Copy Sequential File (COPYS) program is used to copy sequential files from a source disk to a destination disk.

To copy sequential files, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter the option:

COPYS

A description of the COPYS program procedure follows.



Step (1)

Prompt/Display

\*\*\*COPY SEQUENTIAL FILES PROGRAM\*\*\*  
DOES THE FILE TO BE COPIED CONTAIN STRING  
INFORMATION {Y,N}?

Explanation

Enter 'Y' if this file to be copied  
was created using string values.

Otherwise, enter 'N' if the file was  
created using integer values. In the  
Accounts Payable System, the #A.APSYS  
file was created with strings, whereas  
the files #U.CENTR, #U.SERI and #U.QUME  
were created using integers.

Step (2)

Prompt/Display

IS THIS A DUAL DRIVE SYSTEM {Y,N}?

Explanation

Enter 'Y'.

Step (3)

Prompt/Display

ARE THE PROPER DISKETTES MOUNTED?

Explanation

Enter 'Y' if the proper diskettes are already  
mounted and proceed to step (5).

Otherwise, enter 'N'.

Step (4)

Prompt/Display

PLEASE INSERT PROPER DISKETTES. READY {Y OR N}?

Explanation

Insert the proper diskettes.  
Enter 'Y' when ready.

- 4 UTILITY MAINTENANCE PROGRAMS
- 4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS
  - c. Copy Sequential File Routine (COPYS)  
Steps 5 through 9: Copying Diskettes

Since a two drive system is being used, it must be informed which drive contains the source file and which destination file.

Step (5) Prompt/Display

WHAT IS THE NAME OF THE SEQUENTIAL FILE  
TO BE COPIED?

Explanation

Enter the file name of the existing  
Sequential File.

Step (6) Prompt/Display

WHAT IS THE NAME OF THE SEQUENTIAL FILE  
TO BE CREATED?

Explanation

Enter the file name of the proposed  
new sequential file.

Step (7) Prompt/Display

ON WHAT DRIVE IS {source file name} MOUNTED?

Explanation

Enter drive number (0 or 1) of source  
file.

Step (8) Prompt/Display

ON WHAT DRIVE IS {destination file name} MOUNTED?

Explanation

Enter drive number (0 or 1) of  
destination file. Proceed to step 9

Step (9)

Prompt/Display

FILE {source file name} ON DRIVE {d1} HAS  
BEEN COPIED TO FILE {destination file name}  
ON DRIVE {d2}. THERE WERE {n} ITEMS COPIED.

Explanation

Will be printed when the file has  
been copied.

Step (10)

Prompt/Display

ANY MORE FILES TO COPY?

Explanation

If there are more files to copy enter 'Y'  
and proceed to step (6).

If there are not any more files to copy  
enter 'N' and the following message will be  
printed:

END OF SEQUENTIAL FILE COPY UTILITY.

PLEASE RE-MOUNT THE NEEDED DISKETTES  
AND RUN THE PROPER MENU.

4 UTILITY MAINTENANCE PROGRAMS

4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

d. Copy Complete Floppy Disk Program (DCOPY)

DCOPY copies the complete contents of a floppy diskette (the source disk) to another diskette (the destination). The destination disk need not be formatted before running DCOPY.

Step (1) Insert the source diskette into one drive and the destination diskette into the other. Be sure both drive doors are closed.

Step (2) Prompt/Display

FLOPPY DISK COPY ROUTINE  
WHICH DISK DO YOU WISH TO COPY FROM?

Explanation

Enter the number of the drive into which the source diskette was inserted.

Step (3) Prompt/Display

WHICH DISK DO YOU WISH TO COPY TO?

Explanation

Enter the number of the drive into which the destination disk was inserted.

Step (4) Prompt/Display

DO YOU WISH ANOTHER COPY?

Explanation

To copy another disk, remove the diskettes, replace them with the new diskettes and enter 'Y'. Return to step (2). To terminate the DCOPY program, enter 'N'.

Step (5) Prompt/Display

PLEASE REMOUNT THE PROPER DISKETTES AND RUN THE APPROPRIATE MENU.

Explanation

Make sure the proper data diskettes are inserted into the drives. When the BASIC Operating System prints

OK, enter the following command:

MOUNT

After BASIC again prints OK, run the main Accounts Payable Menu by entering the following command:

RUN"AP MENU"

4 UTILITY MAINTENANCE PROGRAMS  
4-2 DISK CARTRIDGE UTILITY FILE MAINTENANCE

a. Cartridge Disk Initialization Program (FORMAT)

The Cartridge Disk Initialization (FORMAT) program is used to erase all information on a previously used disk cartridge. A new disk cartridge is formatted using the format option of the DCOPY program explained in Section 4-2c.

To start the FORMAT program display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

FORMAT

The FORMAT program will erase any information stored on a disk. Therefore, it is important to ensure that the disk being formatted does not contain system programs or current data files.

A detailed explanation of the FORMAT program follows:

Step (1) Prompt/Display

ONE MOMENT FOR SETUP....

Explanation

The disk drives are now being loaded into memory.

Step (2) Prompt/Display

ENTER ADDRESS OF DISK TO BE INITIALIZED AS FOLLOWS:  
ENTER UNIT NUMBER {FROM THUMBWHEEL SWITCH} OF  
DESIRED UNIT {1-4} X  
ENTER PLATTER NUMBER AS FOLLOWS:  
0 - REMOVABLE  
1 - TOP FIXED  
2 - MIDDLE FIXED {QUAD DISK ONLY}  
3 - BOTTOM FIXED {QUAD DISK ONLY}  
ENTER PLATTER NUMBER {0-3} Y

Explanation

Enter the drive unit number (X) which can be read from the thumbwheel switch on the front of the disk drive unit. Enter the platter number (Y) from the the displayed table.

- Step (3)      Prompt/Display  
                  DO YOU WANT TO PUT BASIC ONTO THIS DRIVE {Y OR N}?
- Explanation  
                  Enter 'Y' to copy BASIC from another drive onto the  
                  one presently being initialized, and proceed to  
                  step (4).  
                  Otherwise, enter 'N' and  
                  proceed to step (5).
- Step (4)      Prompt/Display  
                  ENTER DRIVE FROM WHICH TO GET BASIC
- Explanation  
                  Enter the drive unit number that contains the BASIC  
                  TO BE COPIED ON THE INITIALIZED PLATTER.
- Step (5)      Prompt/Display  
                  ENTER NAME OF NEW VOLUME {UP TO 24 CHARACTERS}
- Explanation  
                  Enter the new name or number for this volume.
- Step (6)      Prompt/Display  
                  ENTER CREATION DATE FOR NEW VOLUME {MM/DD/YY}
- Explanation  
                  Enter the date you want to record as the creation date  
                  for this volume.
- Step (7)      Prompt/Display  
                  INITIALIZING VOLUME. . .
- Explanation  
                  The volume name, creation date, and BASIC, if selected,  
                  will be written to the chosen platter. The directory  
                  pointers on this platter will reset to zero.
- Step (8)      Prompt/Display  
                  INITIALIZATION COMPLETE . . . . .  
                  END OF VOLUME INITIALIZATION  
                  PLEASE RE-MOUNT THE NEEDED DISKS AND RUN THE PROPER MENU
- Explanation  
                  The initialization process is complete.





Step (4)

Prompt/Display

SCANNING VOLUME (x)

Explanation

COPYH scans the directory of the disk and prints the volume name. If the answer in step (3) was 'Y', processing continues at step (5). Otherwise, proceed to step (6).

Step (5)

Prompt/Display

ENTER 'Y' TO INCLUDE A FILE, RETURN TO LEAVE OUT  
{file name}.

Explanation

As each file name in the directory is displayed, enter 'Y' to copy the file or type RETURN to leave it out.

Step (6)

Prompt/Display

LIST OF (x) FILES FOR COPYING DRIVE (y), VOLUME (z)

Explanation

COPYH displays the list of files to be copied, the number of files in the list, the drive number and volume name of the source disk.

- 4 UTILITY MAINTENANCE PROGRAMS
- 4-2 CARTRIDGE DISK UTILITY MAINTENANCE
  - b. Copy Data File Program (COPYH)  
Steps 7 - 14: Copy All Files

After displaying the list of files to be copied, COPYH gives the opportunity to add or delete files from the list before copying.

Step (7) Prompt/Display

COPY THIS LIST, DELETE A FILE OR ADD A FILE {C,D OR A}?

Explanation

Enter 'C' if all the files listed in step (6) are to be copied, and proceed to step (10).  
Enter 'A' to add a file to the list and proceed to step (9).  
Enter 'D' to delete a file from the list and proceed to step (8).

Step (8) Prompt/Display

ENTER FILE NAME THAT YOU DON'T WANT TO COPY?

Explanation

Enter the name of the file to be deleted from the list. If the file name is not in the list, COPYH prints  
\*\*\*FILE NOT FOUND  
and asks for another file name. Otherwise, COPYH deletes the file and returns to step (7).

Step (9) Prompt/Display

ENTER NAME OF FILE TO COPY {HIT RETURN WHEN DONE}:

Explanation

Enter the name of the file to add to the list. Type the RETURN key after the entry. Return to step (7). If the file named is not on the source disk, COPYH prints

\*\*\*FILE NOT FOUND ON DRIVE {y}  
and asks for another file name.

Step (10)

Prompt/Display

SOURCE DRIVE IS {x}, VOLUME NAME IS {y}  
ENTER NUMBER OF DRIVE TO COPY FILES TO {z}

Explanation

The system will display the drive number (x) you previously entered in step (1) and the name (y) of the volume.

Enter the drive number (z) that will be the destination of the copied files.

Step (11)

Prompt/Display

VOLUME NAME IS {x}

Explanation

The name of the volume (x) that will receive the copied files is now displayed.

Step (12)

Prompt/Display

DO YOU WANT A HARD COPY LIST OF THE FILES TO BE  
COPIED {Y OR N}?

Explanation

Enter 'Y' and a hard copy listing will be printed on the printer.

Enter 'N' if no listing is desired.

Step (13)

Prompt/Display

COPYING {x} FROM DIRVE {y} TO {z}.

Explanation

As each file (x) is read from drive number (y) and written on drive number (z) this data will be displayed.

Step (14)

Prompt/Display

END OF MULTIPLE FILE COPY PROGRAM  
PLEASE RE-MOUNT NEEDED DISKS AND RUN THE  
PROPER MENU

Explanation

When the system has completed copying the requested files this message will be displayed.

#### 4 UTILITY MAINTENANCE MENU PROGRAMS

##### 4-2 CARTRIDGE DISK UTILITY MAINTENANCE

###### c. Copy Complete Cartridge Disk Program (DCOPY) Steps 1 through 4: Copy Entire Contents

DCOPY copies the entire contents of one cartridge disk platter to another platter. Optionally, it formats the target platter.

The DCOPY program has two functions:

- It copies the entire contents of one cartridge disk platter (the source) to another (the destination). Since the computer's memory is too small to store the whole contents of a disk platter, both the source and destination platters must be on line when the DCOPY program is run.
- Optionally, DCOPY can format the target platter before copying the information onto it. All new disks must be formatted before they can be used to store programs and data files.

Before running DCOPY, make sure both the source and destination platters are on line. In one-drive systems, this means that information can be copied from the removable cartridge to a fixed platter, from a fixed platter to the removable cartridge or (in quad-disk drives) between fixed platters.

DCOPY can be run by displaying the Utility Maintenance Menu. When the system asks

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

DCOPY

Alternately, the same actions are performed by the BASIC Operating System utility HDCOPY. When BASIC prints its prompt OK, mount the source and destination disks and enter the following command:

RUN "HDCOPY", <source disk>

where <source disk> is the number of the disk on which the BASIC Operating System resides.

Step (1)

Prompt/Display

ENTER ADDRESS OF DESTINATION DISK AS FOLLOWS:  
ENTER UNIT NUMBER {FROM THE THUMBWHEEL SWITCH} OF DESIRED  
UNIT {1 - 4}:

Explanation

Enter the number on the thumbwheel switch on the front panel of the drive unit in which the destination disk is mounted.

Step (2)

Prompt/Display

ENTER PLATTER NUMBER AS FOLLOWS:  
0 - REMOVABLE  
1 - TOP FIXED  
2 - MIDDLE FIXED {QUAD DISK ONLY}  
3 - BOTTOM FIXED {QUAD DISK ONLY}  
ENTER PLATTER NUMBER {0 - 3}:

Explanation

Enter the platter number of the destination disk.

Step (3)

Prompt/Display

ENTER ADDRESS OF SOURCE DISK:  
ENTER UNIT NUMBER {FROM THUMBWHEEL SWITCH OF DESIRED  
UNIT {1 - 4}}:

Explanation

Enter the number on the thumbwheel switch on the front panel of the drive unit in which the source disk is mounted.

Step (4)

Prompt/Display

(same as in step (2) )

Explanation

Enter the platter number of the source disk.

(Intentionally blank)

4 UTILITY MAINTENANCE PROGRAMS

4-3 CARTRIDGE DISK UTILITY MAINTENANCE

c. Copy Complete Cartridge Disk Program (DCOPY)  
Steps 5 and 6: Format Option

The DCOPY program is used to format a new disk cartridge.

Step (5) Prompt/Display

FORMAT TARGET PLATTER

Explanation

If the destination disk is new, enter 'Y'.  
Otherwise, enter 'N'.

Step (6) Prompt/Display

XXXX ERRORS DURING COPY  
END OF HARD DISK COPY PROGRAM  
PLEASE RE-MOUNT NEEDED DISKS AND RUN THE PROPER MENU

Explanation

If errors were detected in the copy action, enter the following command:

MOUNT

and repeat the copy procedure using DCOPY. If three tries fail to produce an error-free copy, consult your authorized dealer.

At this point, the removable disk can be removed, if desired (e.g., for backup) and a new disk inserted.

To copy the contents of a removable cartridge onto another removable cartridge for backup, copy the contents of the removable platter to the fixed platter, remove the source cartridge, replace it with the destination cartridge and copy the fixed platter's contents back to the removable cartridge.

4 UTILITY MAINTENANCE PROGRAMS  
4-3 SYSTEM GENERATION AND CREATE DATA FILES

a. System Generation Program (SYSGEN)  
Steps 1 through 4: Bringing Up Program

The System Generation (SYSGEN) program is used to set or change certain system parameters and record them on the disk containing the system programs. This program should only be run immediately after the system has been set up or when system parameters (such as the password) need to be changed.

To run the SYSGEN program display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

SYSGEN

The detailed procedure for using the SYSGEN program follows;

NOTE

It is recommended that the SYSGEN program be run with the help of an authorized representative.



Step (1)

Prompt/Display

PLEASE INSERT THE DISK TO BE PROCESSED. THIS PROGRAM  
WILL AUTOMATICALLY PERFORM THE 'MOUNT' COMMAND FOR YOU.  
READY {Y OR N}?

Explanation

Insert the diskette containing the  
System Programs into a drive. Key in  
'Y' or 'YES' when ready to continue.

Step (2)

Prompt/Display

IN WHICH DRIVE HAS THE DISK BEEN INSERTED?

Explanation

Enter the drive number of the disk to be SYSGEN.

Step (3)

Prompt/Display

DISK IS MOUNTING...

Explanation

Will be displayed while the disk is mounting.

Step (4)

Prompt/Display

\*\*\*PROGRAM TO INITIALIZE THE #SYSTEM  
PARAMETERS\*\*\*  
\*\*\*NOTE: THE DEFAULT VALUE IS THE VALUE  
ASSUMED IF YOU HIT "RETURN" WITH NO ENTRY  
FOR THAT ITEM\*\*\*

Explanation

Will be displayed when the program is ready.

4 UTILITY MAINTENANCE PROGRAMS  
4-3 SYSTEM GENERATION AND CREATE DATA FILES

a. System Generation Program (SYSGEN)  
Steps 5 through 9: General System Parameters

The SYSGEN program requires that general system parameters (i.e., system name, creation date, etc.) be set up.

Step (5) Prompt/Display

SYSTEM NAME

Explanation

Enter the name of the system being generated (Accounts Payable).  
Maximum length is 25 characters.

No default value.

Step (6) Prompt/Display

SYSTEM PASSWORD

Explanation

Enter the password which must be presented during the execution of the START program. Maximum length is 8 characters. The password is initially set to APTTEST.

Step (7) Prompt/Display

DISKETTE TITLE/VERSION

Explanation

Enter the title of the diskette, such as A005.0/FLOP  
Maximum 24 characters.

Step (8) Prompt/Display

CREATION DATE

Explanation

Enter today's date, in MM/DD/YY format.

Step (9)

Prompt/Display

LAST ACCESS DATE

Explanation

Enter today's date, in MM/DD/YY  
format.

4 UTILITY MAINTENANCE PROGRAMS  
4-3 SYSTEM GENERATION AND CREATE DATA FILES

- a. System Generation Program (SYSGEN)  
Steps 10 through 14: Terminal Initialization

The SYSGEN program requests terminal parameters be entered.

Step (10) Prompt/Display

TERMINAL STATUS PORT

Explanation

Type in the status port number through which the terminal is interfaced with the system, normally 16.

Step (11) Prompt/Display

TERMINAL SENSE SWITCH

Explanation

Type in the sense switch setting necessary in order to console for this terminal (normally a 1). Consult the BASIC Reference Manual for options.

Step (12) Prompt/Display

SCREEN CLEAR CODE{S}

Explanation

Type in the 3-digit ASCII codes for the terminal clear screen command. For a Lear Siegler ADM-3, this will be 026. For a Beehive 100, this will be 027069 (ESCAPE/E). Consult terminal handbook if neither of these.

Step (13) Prompt/Display

TERMINAL WIDTH

Explanation

Type in the width in characters of the terminal line, normally 80.

Step (14)

Prompt/Display

TERMINAL NUMBER OF NULLS

Explanation

Type in the number of null characters  
(normally 0) to be output to the terminal  
preceding each message.

- 4 UTILITY MAINTENANCE PROGRAM
- 4-3 SYSTEM GENERATION AND CREATE DATA FILES
  - a. System Generation Program (SYSGEN)
    - Step 15: Printer Type Code

The program recognizes the standard printers used with this system. However, non-standard printers require a modification of the program.

If a non-standard printer is used in a system, then each program must be modified to recognize this printer. All program references to hardcopy devices are contained in BASIC statement 65520 through 65528. BASIC statement 65520 begins the subroutine to switch printed data to the hardcopy device and statement 65525 begins the subroutine to switch from the hardcopy device back to the system console. For example, the statement sequence

```

GOSUB 65520           "SWITCH TO PRINTER
PRINT "THIS IS A TEST" "PERFORM PRINT
GOSUB 65525           "SWITCH BACK TO VIDEO"

```

will print THIS IS A TEST onto the printer and then return to the system console (assuming that the 65520 and 65525 subroutines perform correctly). If a standard MITS 2SI0 serial interface card is used and the serial printer is connected to the second port, then the switch subroutines will be:

```

65520  CONSOLE  18-1:  RETURN  'SWITCH TO PRINTER
65525  CONSOLE  16-1:  RETURN  'SWITCH BACK TO VIDEO

```

Step (15)

Prompt/Display

PRINTER TYPE CODE

Explanation

Enter the printer type code:

C=C700

Q=Q70

If none of the above, see introduction  
to step (15).

4 UTILITY MAINTENANCE PROGRAM  
4-3 SYSTEM GENERATION AND CREATE DATA FILES

- a. System Generation Program (SYSGEN)  
Steps 16 through 20: Printer Initialization

The SYSGEN program requests printer parameters to be entered.

Step (16) Prompt/Display

PRINTER STATUS PORT

Explanation

For serial printers only, type in the port number. This is normally 18. If the printer is not a serial type, enter 0.

Step (17) Prompt/Display

PRINTER SENSE SWITCH

Explanation

This is the sense switch setting for the serial printer, normally a 1. See BASIC Reference Manual. If the printer is not a serial type, enter 0.

Step (18) Prompt/Display

TOP OF FORMS CODE{S}

Explanation

Enter in the set of 3-digit ASCII characters which, if printed out to the printer, will cause a top-of-forms action. If the printer has no top-of-forms control, enter a 048 and the programs will perform a series of PRINT statements to simulate a top-of-forms command. The standard top-of-forms control character is an ASCII 012.



Step (19)

Prompt/Display

PRINTER WIDTH

Explanation

Enter the maximum number of characters  
in the printer print line. This should  
be at least 80.

Step (20)

Prompt/Display

PRINTER NULLS

Explanation

Enter the number of null characters (normally 0)  
to be output to the printer preceding each line  
of printed text.

- 4 UTILITY MAINTENANCE PROGRAM
- 4-3 SYSTEM GENERATION AND CREATE DATA FILES
  - a. System Generation Program (SYSGEN)  
Steps 21 and 23: Disk Drives Used

The Vendor File and the Voucher File must be on one drive.

- Step (21) Prompt/Display  
NUMBER SYSTEM DRIVES  
Explanation  
Enter the number of disk drives to be used in this system (2).
- Step (22) Prompt/Display  
MAIN DATA DISK DRIVE  
Explanation  
Enter 1 for a two-drive system with both the Vendor File and the Voucher File on drive 1.
- Step (23) Prompt/Display  
BASE ASSEMBLY ADDRESSES?  
Explanation  
This address is present for your version of BASIC.  
Consult an authorized representative if your version is changed.

- 4 UTILITY MAINTENANCE PROGRAM
- 4-3 SYSTEM GENERATION AND CREATE DATA FILES
- a. System Generation Program (SYSGEN)  
Steps 24 and 25: Is G/L Present

The software configuration code is used to specify whether or not the Accounting General Ledger System is being used with the Account Payable System.

Step (24)

Prompt/Display

IS G/L PRESENT {Y OR N}

Explanation

This is the software configuration code used to specify whether or not the Accounting General Ledger System is being used with the Accounts Payable System.

Enter 'Y' if the General Ledger System is present.

Otherwise, enter 'N'.

Step (25)

Prompt/Display

DISK TYPE CODE {H OR F}

Explanation

Enter 'H' for a hard disk system.

Enter 'F' for a floppy disk system.

4 UTILITY MAINTENANCE PROGRAM  
4-3 SYSTEM GENERATION AND CREATE DATA FILES .

- a. System Generation Program (SYSGEN)  
Steps 26 through 34: Name, Address, File Number, etc.

The company name and address to appear on the reports must be entered, and the disk to which the Vendor and Voucher File is to be assigned must be defined.

Step (26) Prompt/Display

COMPANY NAME

Explanation

Key in the name of the company that is to be printed on each report and listing. Maximum 24 characters.

Step (27) Prompt/Display

ADDRESS 1 OF 2

Explanation

Key in the company address first line. Maximum 24 characters.

Step (28) Prompt/Display

ADDRESS 2 OF 2

Explanation

Key in the company address second line, including zip code. Maximum 24 characters.

Step (29) Prompt/Display

DATA FILE PASSWORD

Explanation

Not applicable. This value currently not accessed or processed by the system.

Step (30)

Prompt/Display

NUMBER OF DATA FILES

Explanation

Enter 2, for the Vendor File and  
Voucher File.

Step (31)

Prompt/Display

FILE #1 DISK DRIVE

Explanation

Enter #A.APVEN

Step (32)

Prompt/Display

FILE #1 DISK DRIVE

Explanation

This is the physical disk unit number to  
which this Vendor File is to be assigned.  
It is normally drive 1.

Step (33)

Prompt/Display

FILE #2 NAME

Explanation

Enter #A.APVOC

Step (34)

Prompt/Display

FILE #2 DISK DRIVE

Explanation

The voucher file is normally 1 but may also be  
drive 0.

4 UTILITY MAINTENANCE PROGRAM

4-3 SYSTEM GENERATION AND CREATE DATA FILES

- a. System Generation Program (SYSGEN)  
Steps 35, 36 and 37: General Ledger System

Where the General Ledger Accounting system is being used the G/L account codes must be entered.

Step (35)

Prompt/Display

G/L ACCOUNT FOR CASH

Explanation

If the General Ledger Accounting System is being used, key in the 5-digit General Ledger account code for CASH.

Step (36)

Prompt/Display

G/L ACCOUNT FOR A/P

Explanation

Key in the 5-digit G/L account code for Accounts Payable.

Step (37)

Prompt/Display

G/L ACCOUNT FOR DISC.

Explanation

Key in the 5-digit G/L account code for discounts earned.

(Intentionally blank)



- 4 UTILITY MAINTENANCE PROGRAM
- 4-3 SYSTEM GENERATION AND CREATE DATA FILE
  - a. System Generation Program (SYSGEN)  
Step 38: Voucher Deletion

Some companies may not wish (for audit reasons) to delete vouchers so the SYSGEN program provides a choice.

Step (38)            Prompt/Display

VOUCHER DELETION ALLOWED {Y,N}

Explanation

There are two ways to correct a voucher once it has been entered incorrectly. One is to delete the voucher and re-enter it. The other is a credit memo. Some companies may not wish (for audit reasons) to be able to delete vouchers. If you do not wish to be able to delete vouchers, then enter 'N'. Else enter 'Y'.

4 UTILITY MAINTENANCE PROGRAMS  
4-3 SYSTEM GENERATION AND CREATE DATA FILES

b. Create File (CREATE)  
Steps 1 through 4

The Create File (CREATE ) program is used to create the file headers for the data files. This program must be run before any data is stored on a new disk. It is important to ensure that the disk being used in this program does not contain any current records, as this program may damage them.

To run the CREATE program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter the option:

CREATE

A detailed procedure for using the CREATE program follows.

Step (1)

Prompt/Display

PLEASE INSERT THE DISK TO BE PROCESSED INTO  
DRIVE {D} - READY {Y,N}

Explanation

Insert the disk into drive (d)  
Enter 'Y' when ready to continue.

Step (2)

Prompt/Display

\*\*\*PROGRAM TO CREATE AN ISAM FILE HEADER\*\*\*

THIS PROGRAM MAY DAMAGE ANY VENDOR OR VOUCHER  
ON DISK \_\_\_\_\_ ARE YOU SURE YOU WANT TO CONTINUE  
{Y OR N}?

Explanation

If there are existing Payables files on this  
disk, they will be destroyed in the process of  
creating new file headers.

Enter 'Y' if there is not an existing Payables  
file on this disk.

Otherwise, enter 'N' and proceed to step (4).

Use this BASIC "KILL" Command to remove the  
Payables file from the disk before returning  
the CREATE function.

Step (3)

Prompt/Display

DO YOU WISH TO CREATE A VENDOR FILE, VOUCHER  
FILE OR BOTH {VEN,VOC, OR BOTH}

Explanation

Headers may now be created for just a  
Voucher File, just a Vendor File, or both  
on the same disk.

Step (4)

Prompt/Display

\*\*\*FILE CREATE COMPLETE\*\*\*

Explanation

Will be printed when CREATE is  
completed.



SECTION 5  
ACCOUNTS PAYABLE PROCEDURES

5 ACCOUNTS PAYABLE PROCEDURES

5-1 STANDARD PROCEDURES

Standard procedures are the normal procedures that should be followed in utilization of the Accounts Payable System. These are comprised of the weekly procedure and end of month processing, described in this topic. A flowchart of standard procedures is shown on the adjacent page. Special procedures are described in Section 5-2.

WEEKLY PROCEDURES

STEP	PROCEDURES
1	Start up the system as described in Section 2-3. The START program is automatically run and the main AP Menu displayed.
2	If there are any changes to be made to the Vendor File, run the Vendor File Maintenance (VFM) program and make the necessary changes.
3	If changes were made in the Vendor File, the user may wish to run the Vendor File List (VFL) Program for an updated printout.
4	Using the Enter Vouchers (ETV) program enter vouchers for any invoices that have arrived since vouchers were last entered. Vouchers should be entered regularly. (The value of the Payables system reports is diminished if the vouchers are not kept up to date.)
5	Enter credit memos for any items your company has returned or any corrections to be made. Also, delete and re-enter any incorrect vouchers (if voucher deletion has been set as an allowed procedure during system generation).
6	When ready to pay vendors, run the PAY program and decide which vouchers to pay; then run the Print Checks (CKS) program to print the checks.
7	At any time information is desired on which to base decisions, run the appropriate Report Generation programs.

END OF PERIOD PROCESSING

STEP	PROCEDURE
1	At the end of the month, run the End-of-Period Processing program (EOP).

## 5 ACCOUNTS PAYABLE PROCEDURES

### 5-2 SPECIAL PROCEDURES

There are several special cases that may come up when using the Accounts Payable System. Described in this topic are procedures for handling a credit memo, incorrect voucher, vendor deletion, disallowed discount, and manual check writing.

#### CREDIT MEMOS

To enter a credit memo into the system, enter a voucher as normal, but enter negative amounts in the Amount Due and Account Distribution fields. A negative discount may also be entered in order to counter a discount taken.

#### DELETING INCORRECT VOUCHERS

During system generation, a flag may be set to determine if deleting vouchers is allowed. If deletions are allowed, then the user may delete vouchers; however, several problems may occur. If the End of Period Processing program has been run since the voucher was entered, its account distribution will have been passed to the General Ledger System. This data must be reversed by making the appropriate journal entries in the General Ledger. If the user deletes a voucher, do not reverse the General Ledger. If the user deletes a voucher, do not reverse the General Ledger entries by entering a credit memo, as this will upset the Accounts Payable account. If a voucher has been applied to the General Ledger, a warning message will be issued when it is deleted.

#### DELETING VENDORS

When your company no longer plans to purchase from a vendor, that vendor may be removed from the Vendor File using the Vendor File Maintenance DELETE function. Deletion may only take place, however, if there are no active vouchers attached to that vendor.

#### DISCOUNT NOT ALLOWED

If a discount was taken on an invoice, but that discount was not allowed by the vendor, then enter a new invoice with the amount of discount equal to a negative amount of the discount not allowed, the Amount Due equal to \$0.00 and one 'dummy' distribution equal to \$0.00. A Due Date and a Discount Date must also be entered, with the Discount Date equal to the Due Date.

#### MANUAL CHECK IS WRITTEN

If a manual check was written to a vendor and the voucher has already been entered, the system can be allowed to print a check as normal and the check destroyed; or, the voucher may be deleted and another voucher entered marked paid.

If a voucher has not already been entered, then it can be entered and marked paid on entry.





SECTION 6  
ERROR MESSAGES

## 6 ERROR MESSAGES

### 6-1 LOCAL AND GLOBAL ERROR MESSAGES

The Accounts Payable System is designed to allow for operator ease in error recognition and recovery. In cases where error messages are displayed as the result of an incorrect keyboard entry, the system simply prompts the operator to retype the field causing the error. These error messages will be of two types--Local (single program source) or Global (multiple program sources). More severe errors, such as one caused by equipment malfunction, may require the program to be restarted. Severe system errors are described in Section 6-4.

Error messages which are encountered while using the system are generated either by the BASIC Operating System or by the Accounts Payable programs themselves. Accounts Payable program errors start with two or three asterisks. For example:

```
** INVALID AMOUNT. PLEASE REENTER. **
```

Recovery from entering incorrect data through the keyboard is in most cases automatically performed by the program being processed. In the example above, the program has determined that a value is incorrectly entered, and displays a prompt message for the operator to input that value again.

#### GLOBAL ERROR MESSAGES

Global error messages are those messages which are common to all programs. For example, the following message appears any time an incorrect or illegally formatted date has been entered.

```
** INCORRECT DATE. MUST BE OF FORM MM/DD/YY. **
```

After this message is displayed, the operator is prompted to re-enter the correct date.

#### LOCAL ERROR MESSAGES:

Local error messages are those messages whose meanings are unique to the particular program from which they originate. For example, the message

```
** VENDOR DOES NOT EXIST **
```

appears in the Vendor File Maintenance program whenever a vendor is accessed for change or deletion and the vendor code entered does not exist in the system.

Global error messages are listed in Section 6-2, and Local error messages are listed in Section 6-3.

## 6 ERROR MESSAGES

## 6-2 ALPHABETICAL LISTING OF GLOBAL ERROR MESSAGES

Global error messages are listed alphabetically in the following table.

ERROR MESSAGE	EXPLANATION AND RECOVERY
**INCORRECT DATE. MUST BE OF FORM MM/DD/YY.**	All dates input must be of the form MM/DD/YY. Also check for logical month, day and year values. To correct, re-enter value.
**INVALID ENTRY. PLEASE RE-ENTER.**	Appears whenever any operator entered value is not within predefined limits or format. To recover, retype correct value.
**NUMBER IS OUT OF RANGE.**	Same as Invalid Entry, except specifically for the editing of numeric entries. To recover, retype correct number.
**START PROGRAM NOT RUN. CAN'T CONTINUE.**	The START program has not been run to initialize the system since the system was powered up. To correct, load the AP Menu, then select and run the START program.
***SYSTEM FILE INITIALIZED IMPROPERLY. CAN'T CONTINUE.***	This occurs if, during the SYSGEN procedure, an invalid systems parameter was written into the system file (#A.APSYS), such as assigning a data file to a physical disk unit that does not exist. To correct, step through the SYSGEN function and locate the source of error.
***SYSTEM FILE NOT FOUND. CAN'T CONTINUE.***	This occurs if the SYSGEN program was not performed on the disk that is currently in the disk drive being accessed. This message may occur if SYSGEN was done incorrectly or if a disk drive has not been mounted. To correct, use the SYSGEN program to examine the system file (#A.APSYS) to find the source of the error or perform a MOUNT command for the disk.

6 ERROR MESSAGES

6-3 ALPHABETICAL LISTING OF LOCAL ERROR MESSAGES

Local error messages are listed alphabetically in the following table.

Local Error Messages

ERROR MESSAGE	ORIGINATING PROGRAM	EXPLANATION & RECOVERY
** AMOUNT DUE IS 0 **	ETV	Unless Voucher is for discount, not allowed. Amount due may not be 0. Re-enter Voucher.
** DATE DUE IS INVALID **	ETV	Date Due must be present and must be of the form:MM/DD/YY.
** DELETION NOT POSSIBLE - AT LEAST ONE UNPAID VOUCHER EXISTS FOR THIS VENDOR. **	VFM	A Vendor may not be deleted if unpaid vouchers exist on the system for that Vendor. Wait until ALL vouchers have been paid for this Vendor before deleting.
** DID NOT FINISH AUTO ENTRIES **	ETV	An error occurred while entering Auto Vouchers. All Auto Vouchers may not have been entered. Re-run this section of the program.
** DISCOUNT DATE IS LATER THAN DUE DATE **	ETV	The due date must fall on the same day or a later day than the discount date. Re-enter the Voucher.
** DISK DOES NOT HAVE ENOUGH WORK SPACE AVAILABLE FOR SORTING THIS DATA. CASH REQUIREMENTS CAN NOT BE COMPLETED AT THIS TIME **	CASH	There is not enough space on the disk for the Temporary file. Contact your authorized representative.
** INVALID G/L ACCOUNT CODE IN DISTRIBUTION **	ETV	An invalid General Ledger Code was used in a distribution. General Ledger Account Codes must be 3 or 5 digits long.
** MONTHLY ENTRY FLAG NOT SET - CAN'T CONTINUE **	VFM	Field numbers 12-17 can only be changed if field number 11 is set as YES. Set field 11 to YES if you wish to enter AUTO VOUCHER ENTRY Information.

ERROR MESSAGE	ORIGINATING PROGRAM	EXPLANATION & RECOVERY
** MUST HAVE AT LEAST ONE DISTRIBUTION **	ETV	At least one Account Code amount pair must be present in voucher. Re-enter voucher.
** NO VENDOR I.D. **	ETV	A Vendor I.D. must be entered for each voucher. Re-enter Voucher.
** TOTAL OF DISTRIBUTIONS DOES NOT EQUAL AMOUNT DUE **	ETV	The total of the amounts in All must sum to the amount due. Re-enter Voucher.
** VENDOR ALREADY EXISTS **	VFM	The Vendor Code used already exists in the file. Choose another code or re-enter the current Vendor Code correctly.
** VENDOR DOES NOT EXIST **	VFL VFM	The Vendor Code entered does not exist in the file. If entered incorrectly, re-enter the Vendor Code.
** VENDOR IS NOT IN THE VENDOR FILE **	QUERY	The Vendor Code entered is not in the Vendor File. Check to make sure it was entered correctly and, if not, re-enter.
** VOUCHER DOES NOT EXIST **	ETV	A Voucher Code was entered that does not exist in the file. Check the code entered and re-enter correctly.

## 6 ERROR MESSAGES

### 6-4 SEVERE SYSTEM ERROR MESSAGES

Severe system errors are caused by the failure of computer equipment or failure of the currently running program. They may be classed as "BASIC errors" and "severe system errors" according to the message format. The occurrence of these errors may indicate a need for repair of the system hardware.

#### BASIC ERRORS

Errors that originate out of the BASIC Operating System are 'trapped', and the following message is displayed:

```
BASIC ERROR NUMBER(n) LINE NO.(1)
CONSULT DOCUMENTATION FOR EXPLANATION
ABNORMAL END OF JOB
```

The program will then immediately end, with no further processing taking place. The description of the BASIC error corresponding with the number n and line 1 may be found in the BASIC Reference Manual.

#### SEVERE SYSTEM ERRORS

Severe system error messages are identified by the format shown in the example below.

```
** SEVERE SYSTEM ERROR<number>. PLEASE CONSULT MANUAL. ** .
```

The error number referred to in the message is explained in the following table.

<u>SEVERE SYSTEM ERROR NUMBER</u>	<u>EXPLANATION</u>
1	End-of-File detected while processing an ISAM file.
2	Non-existent record key attempted to be accessed. An account number was sought by the program and that account number did not exist.
3	Creating a new record with an existing key. An attempt was made to write out to a file a record with the same account number that already exists.
13	Out of space on the disk. An attempt was made to add an account or transaction to a file and the disk has no more room for additions.
16	Trying to access a file on the disk and that file is not an ISAM data file.
99	An error was encountered while reading the Voucher File. A voucher with a sequence number of 0 was encountered.

For aid in correcting severe system errors, consult your local representative.





SECTION 7  
LISTINGS FROM THE TEST DATA FILES

## 7 LISTINGS FROM THE TEST DATA FILES

The Accounts Payable System is supplied on disks that include sample Vendor and Voucher Files. The listings in this section were made by running the indicated programs with these sample data files.

When the Accounts Payable System is first installed, the Vendor and Voucher Files both contain sample data.

The procedure in Section 2-3g allows these test data files to be saved for future reference. To use files so saved, remove the active data file disk from drive 1 and insert the disk with the test files (in cartridge disk systems, they may be the same disk). Mount the disk and, if the files have been renamed as shown in Section 2-3g, execute the following BASIC commands:

```
NAME "TESTVEN" AS "#A.APVEN"  
NAME "TESTVOC" AS "#A.APVOC"
```

Now enter the Accounts Payable System as usual and run the desired report or listing programs.

The following sections show how these reports and listings look. The following reports are shown:

<u>SECTION</u>	<u>TITLE</u>
7-1	Vendor File List
7-2	Open Voucher Report
7-3	Accounts Payable Aging Report
7-4	Cash Requirements
7-5	Selected Vouchers Report
7-6	Check Register
7-7	Checks

7 SAMPLE LISTINGS FROM THE TEST DATA FILES

7-1 VENDOR FILE LIST

The Vendor File is a listing of the entire Vendor File or the records for selected vendors in the file.

THE HARRIS SUPPLY CO.  
ACCOUNTS PAYABLE  
VENDOR FILE LIST  
06/03/77

PAGE 1

I.D.	NAME/ADDRESS/PHONE			AUTO VOUCHER ENTRY
ACME	ACME PARTS 10 PEACHTREE CENTER EAST POINT, GA 30321 (455) 455-3443	YTD PURCHASES=	\$459.00	
		YTD PAYMENTS =	\$400.00	
		CURRENT BAL. =	\$59.00	
		LAST PAYMENT =	\$47.50	
		PAYMENT DATE =	05/12/77	
FRADY	FRADYS TOOLWORKS 211 COLLIER AVE. ROSWELL, GA. 30210 (353) 353-1221	YTD PURCHASES=	\$1,908.00	
		YTD PAYMENTS =	\$320.00	
		CURRENT BAL. =	\$1,588.00	
		LAST PAYMENT =	\$100.00	
		PAYMENT DATE =	03/19/77	
HAYES	HAYES, JONES & ASSOC. 432 MIDVIEW ROAD NORCROSS, GA. 30343 (233) 233-7179	YTD PURCHASES=	\$4,582.00	
		YTD PAYMENTS =	\$3,552.00	
		CURRENT BAL. =	\$1,030.00	
		LAST PAYMENT =	\$422.10	
		PAYMENT DATE =	04/01/77	
MDS	MDS PROPERTIES PO BOX 1442 ATLANTA, GA 30221 (232) 232-4551	YTD PURCHASES=	\$3,000.00	DUE DAY = 5
		YTD PAYMENTS =	\$2,000.00	MONTH LAST PAID = 5
		CURRENT BAL. =	\$1,000.00	ACCOUNT AMOUNT
		LAST PAYMENT =	\$500.00	51100 \$500.00
		PAYMENT DATE =	04/03/77	\$0.00
NBG	NATIONAL BANK OF GA. 331 PEACHTREE, NE ATLANTA, GA 30325	YTD PURCHASES=	\$1,200.00	DUE DAY = 3
		YTD PAYMENTS =	\$800.00	MONTH LAST PAID = 5
		CURRENT BAL. =	\$400.00	ACCOUNT AMOUNT
		LAST PAYMENT =	\$200.00	25100 \$188.50
		PAYMENT DATE =	04/01/77	53200 \$11.50
POORS	POORS, INCORPORATED 411 STATION WAY ANDERSON, S.C. 28805 (803) 667-3618	YTD PURCHASES=	\$856.10	
		YTD PAYMENTS =	\$130.00	
		CURRENT BAL. =	\$726.10	
		LAST PAYMENT =	\$57.65	
		PAYMENT DATE =	01/13/77	
VULCA	VULCAN SUPPLIES 30 OLD NORTH ROAD TUCKER, GA. 30443 (232) 232-1669	YTD PURCHASES=	\$2,318.00	DUE DAY = 10
		YTD PAYMENTS =	\$648.00	MONTH LAST PAID = 5
		CURRENT BAL. =	\$1,670.00	ACCOUNT AMOUNT
		LAST PAYMENT =	\$120.13	51200 \$648.00
		PAYMENT DATE =	04/08/77	\$0.00

7 LISTINGS FROM THE TEST DATA FILES

7-2 OPEN VOUCHER REPORT

The Open Voucher Report contains a listing of all open vouchers in the system.

THE HARRIS SUPPLY CO. ACCOUNTS PAYABLE OPEN VOUCHER REPORT 06/03/77								PAGE 1	
-----VOUCHER-----		-----DUE-----		-----INVOICE-----		---DISCOUNT---		----	
NUMBER	DATE	AMOUNT	DATE	NUMBER	DATE	AMOUNT	DATE	PAY?	
-----		-----		-----		-----		----	
FRADY-4	08/15/77	\$555.00	04/15			\$27.75	04/03	NO	
FRADY-5	08/15/77	\$143.00	03/15	5RT101	02/28			NO	
FRADY-6	08/15/77	\$56.00	02/01			\$40.00	01/15	NO	
HAYES-4	08/15/77	\$43.50	04/18	INV43322	04/03			NO	
HAYES-5	08/15/77	\$50.00	05/10			\$1.00	05/01	NO	
HAYES-6	08/15/77	\$421.50	05/01	L3002	04/03			NO	
MDS-3	08/15/77	\$0.00	05/01	3200X	04/01	-\$10.00	04/15	NO	
MDS-4	08/15/77	\$500.00	05/05		05/05			NO	
NBG-2	08/15/77	\$200.00	05/03		05/03			NO	
POORS-4	08/15/77	\$133.00	05/12		05/01	\$6.65	05/10	NO	
POORS-5	08/15/77	\$12.35	04/11	FREIGHT				NO	
VULCA-4	08/15/77	\$57.00	06/03	4533WRA	05/03			NO	
VULCA-5	08/15/77	\$130.00	03/29	30030X	03/14	\$3.90	03/20	NO	
VULCA-6	08/15/77	\$648.00	05/10		05/10			NO	
		-----				-----			
		\$2,949.35				\$69.30			
*** TOTAL OPEN VOUCHERS = 14									

7 LISTINGS FROM THE TEST DATA FILES

7-3 ACCOUNTS PAYABLE AGING REPORT

The Accounts Payable Aging Report contains current 30, 60 and over 60 credit columns. Specify the aging start date and the report lists the open invoice amounts for each vendor in the proper age column.

THE HARRIS SUPPLY CO. ACCOUNTS PAYABLE AGING REPORT 06/03/77						PAGE 1
** PROCESSED FROM AGEING DATE OF 05/15/77						
VENDOR	CURRENT	1 TO 30	31 TO 60	OVER 60	CREDITS	
-----	-----	-----	-----	-----	-----	-----
FRADY	\$0.00	\$555.00	\$0.00	\$199.00	\$0.00	
HAYES	\$0.00	\$515.00	\$0.00	\$0.00	\$0.00	
MDS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	
NBC	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	
POORS	\$0.00	\$133.00	\$12.35	\$0.00	\$0.00	
VULCA	\$57.00	\$648.00	\$130.00	\$0.00	\$0.00	
TOTAL	----- \$57.00	----- \$2,551.00	----- \$142.35	----- \$199.00	----- \$0.00	

7 LISTINGS FROM THE TEST DATA FILES

7-4 CASH REQUIREMENTS

The Cash Requirements Report contains the total cash required on either a specified due date or a discount date.

THE HARRIS SUPPLY CO.  
 ACCOUNTS PAYABLE  
 CASH REQUIREMENTS  
 06/03/77

PAGE 1

\*\* DATA SORTED BY DUE DATE

PAY DATE	VOUCHER	TOTAL AMOUNT	DISCOUNT	NET AMOUNT	DAILY TOTAL
02/01/77	FRADY-6	\$56.00	\$40.00	\$16.00	\$16.00
03/15/77	FRADY-5	\$143.00	\$0.00	\$143.00	\$143.00
03/29/77	VULCA-5	\$130.00	\$3.90	\$126.10	\$126.10
04/11/77	POORS-5	\$12.35	\$0.00	\$12.35	\$12.35
04/15/77	FRADY-4	\$555.00	\$27.75	\$527.25	\$527.25
04/18/77	HAYES-4	\$43.50	\$0.00	\$43.50	\$43.50
05/01/77	HAYES-6 MDS-3	\$421.50 \$0.00	\$0.00 -\$10.00	\$421.50 \$10.00	\$431.50
05/03/77	NBG-2	\$200.00	\$0.00	\$200.00	\$200.00
05/05/77	MDS-4	\$500.00	\$0.00	\$500.00	\$500.00
05/10/77	HAYES-5 VULCA-6	\$50.00 \$648.00	\$1.00 \$0.00	\$49.00 \$648.00	\$697.00
05/12/77	POORS-4	\$133.00	\$6.65	\$126.35	\$126.35
06/03/77	VULCA-4	\$57.00	\$0.00	\$57.00	\$57.00

END OF CASH REQUIREMENTS

7 LISTINGS FROM THE TEST DATA FILES

7-5 SELECTED VOUCHERS REPORT

The Selected Vouchers Report shows all vouchers that will be paid if the check writing program (CKS) is run.

THE HARRIS SUPPLY CO. ACCOUNTS PAYABLE SELECTED VOUCHERS REPORT 06/03/77						
PAYMENT SELECTION BASED ON 05/01/77						PAGE 1
VOUCHER NUMBER	DATE	GROSS AMOUNT	DATE	DISCOUNT AMOUNT	DATE	NET TO BE PAID
FRADY-1	12/01/77	\$555.00	04/15/77	\$0.00		\$555.00
FRADY-2	12/01/77	\$143.00	03/15/77	\$0.00		\$143.00
FRADY-3	12/01/77	\$56.00	02/01/77	\$0.00		\$56.00
HAYES-1	12/01/77	\$43.50	04/18/77	\$0.00		\$43.50
HAYES-2	12/01/77	\$50.00	05/10/77	\$1.00	05/01/77	\$49.00
HAYES-3	12/01/77	\$421.50	05/01/77	\$0.00		\$421.50
MDS-1	12/01/77	\$0.00	05/01/77	-\$10.00	04/15/77	\$10.00
POORS-2	12/01/77	\$12.35	04/11/77	\$0.00		\$12.35
VULCA-2	12/01/77	\$130.00	03/29/77	\$0.00		\$130.00
<b>TOTAL</b>		<b>\$1,411.35</b>		<b>-\$9.00</b>		<b>\$1,420.35</b>

7 LISTINGS FROM THE TEST DATA FILES

7-6 CHECK REGISTER

The Check Register shows all items that appeared on each vendor's check.

THE HARRIS SUPPLY CO.						
ACCOUNTS PAYABLE						
CHECK REGISTER						
06/03/77						
CHECKS WRITTEN ON : 06/03/77						PAGE 1
CHECK #	VENDOR NAME	VENDOR #	GROSS	DISCOUNT	NET	
VOUCHER #	INVOICE #	DATE	AMOUNT	AMOUNT	AMOUNT	
1879	FRADYS TOOLWORKS	FRADY				
	FRADY-1	//0	555.00	0.00	555.00	
	FRADY-2	5RT101	143.00	0.00	143.00	
	FRADY-3	//0	56.00	0.00	56.00	
		CHECK TOTALS :	\$754.00	\$0.00	\$754.00*	
1880	HAYES, JONES & ASSOC.	HAYES				
	HAYES-1	INV43322	43.50	0.00	43.50	
	HAYES-2	//0	50.00	1.00	49.00	
	HAYES-3	L30022	421.50	0.00	421.50	
		CHECK TOTALS :	\$515.00	\$1.00	\$514.00*	
1881	MDS PROPERTIES	MDS				
	MDS-1	3200X	0.00	-10.00	10.00	
		CHECK TOTALS :	\$0.00	-\$10.00	\$10.00*	
1882	POORS, INCORPORATED	POORS				
	POORS-2	FREIGHT	12.35	0.00	12.35	
		CHECK TOTALS :	\$12.35	\$0.00	\$12.35*	
1883	VULCAN SUPPLIES	VULCA				
	VULCA-2	30030X	130.00	0.00	130.00	
		CHECK TOTALS :	\$130.00	\$0.00	\$130.00*	
TOTAL AMOUNTS			\$1411.35	-\$9.00	\$1420.35	



7 LISTINGS FROM THE TEST DATA FILES

7-7 CHECKS

A check is printed for each vendor that has one or more vouchers to be paid.

THE HARRIS SUPPLY CO.						No. 01873	
33 Northside Ave. Chamblee, Georgia 30340							
FRADYS TOOLWORKS	INVOICE NO.	DATE	AMOUNT	DISCOUNT	NET AMOUNT		
211 COLLIER AVE.		04/03/77	555.00	0.00	555.00		
ROSWELL, GA. 30210	SRT101	//0	143.00	0.00	143.00		
		01/15/77	56.00	0.00	56.00		
DATE							
06/03/77						TOTAL =	754.00
CHECK NUMBER							
1879							

THE HARRIS SUPPLY CO.		The Merchants National Bank		85 404		No. 01873	
33 Northside Ave.		Atlanta, Georgia		312			
Chamblee, Georgia 30340						Check No. - 1879	
**** SEVEN HUNDRED FIFTY FOUR & NO /100S DOLLARS							
PAY TO THE ORDER OF:		DATE		AMOUNT			
FRADYS TOOLWORKS		06/03/77		****\$754.00			
211 COLLIER AVE.							
ROSWELL, GA. 30210							
NON NEGOTIABLE							
PLACE MICR ENCODING HERE							



SECTION 8  
ACCOUNTS PAYABLE FILE STRUCTURES

The data used by the Accounts Payable System is stored in files on the disks. This section explains the structure of each of the data files used by the Accounts Payable System.

The Accounts Payable System creates and maintains two data files: the Vendor File and the Voucher File. A third file, the General Ledger Transfer File, is optionally used.

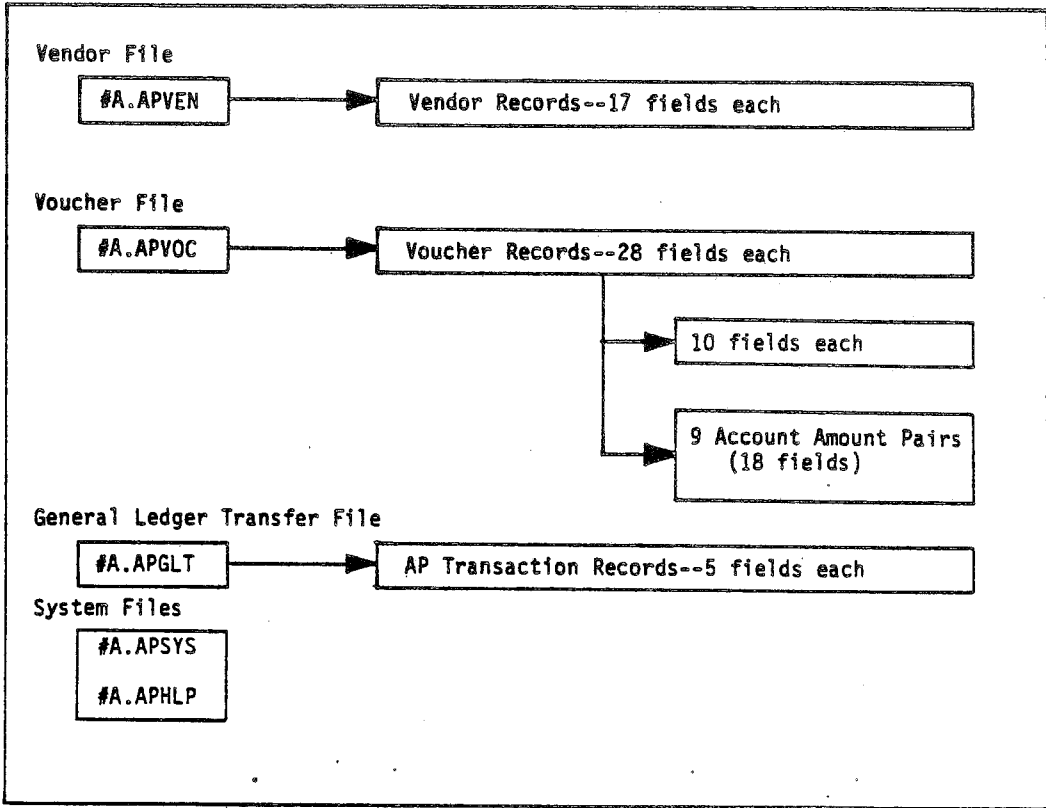
The Vendor File contains records on each vendor used by the company. Each Vendor record consists of 17 fields containing such information as vendor name, address, purchase amounts, payments made, and year-to-date totals. Vendor File field information is detailed in Section 8-1.

The Voucher File contains records on each of the vouchers for all vendors in the system. Each Voucher record consists of 10 data fields, plus 9 account-amount pair fields recorded for General Ledger distribution. This makes a total of 20 fields altogether. Voucher File field information is detailed in Section 8-2.

Physically, each record in a data file (that is to say, each voucher or vendor) requires one sector of diskette storage, or 128 characters (bytes). Excluding the necessary sectors required for system overhead, a maximum of approximately 1600 sectors may be used for file storage on a single diskette. The number of vendors and vouchers handled by the system depends on the mix between these two files. When the Vendor File is kept on the same drive as the Payables programs and the Voucher File is kept on the second drive, the system should handle approximately 1500 vouchers at one time and approximately 75 vendors. The physical disk unit location for these files may be specified by the customer during system installation and generation.

A file is maintained by the system to facilitate an interface with the General Ledger System, assuming that the user has the MITS General Ledger Software System. This file is the General Ledger Transfer File (#A.APGLT), containing summary records of Payables transactions to be transferred to the General Ledger. Each transaction is recorded in six fields, which are described in detail in Section 8-3.

The file structure of the Accounts Payable System is shown in the following block diagram.



Account Payable File Structure

8 ACCOUNTS PAYABLE FILE STRUCTURE

8-1 VENDOR FILE FIELDS

The Vendor File contains primary vendor identification data.

In the Vendor File, each vendor requires one sector and is identified by entries in 17 fields. The contents of each of these fields is explained in detail on the adjacent page.

FIELD	NAME	CONTENTS
1	Vendor Code	Five characters are used to identify each vendor. Any five characters may be used, with the exception of the hyphen (-), since this is used in the voucher number extension.
2	Vendor Name	The name of the vendor as it is to appear on reports and checks. Maximum 24 characters.
3	Address 1	The first line of a vendor's address. Since there are only two address lines, any suite or room number must appear here. 24 characters maximum.
4	Address 2	City, state and zip code appear here.
5	Phone	The vendor's phone number. Area code is optional. Must be 7 or 10 digits in length.
6	YTD Purchases	The total dollar amount of all purchases made from this vendor this year to date.
7	YTD Payments	The total dollar amount of all payments made to this vendor this year to date.
8	Current Balance	YTD purchases minus YTD payment made to this vendor.
9	Last Payment	The dollar amount of the last payment made to this vendor.
10	Date Last Payment	The date of the payment in Field 9.
11	Monthly Entry Flag	Is set to either Y or N. If N fields 12-18 are not in the record. If Y, then an Automatic Voucher will be generated every month with the information below.
12	Due Day of Month	A two-digit number between 1 and 31 for the day of the month this vendor must be paid by each month.
13 and 15	Debit Account	These fields contain the General Ledger account number that the amounts in fields 14 and 16 are to be applied to. Only two distributions are allowed on Automatic Vouchers. At least one distribution is required.
14 and 16	Amount	The dollar amount to debit the accounts in field 13 and 15.
17	Month Last Paid	A two-digit number from 1 to 12 for the month in which an Automatic Voucher was last generated.

8 ACCOUNTS PAYABLE FILE STRUCTURES

8-2 VOUCHER FILE FIELDS

The Voucher File contains a record set up for each voucher entered into the system.

In the Voucher File, each voucher requires one sector, divided into 20 fields as described in the adjacent page.

FIELD	NAME	CONTENTS
1	Voucher Code	Consists of the Vendor Code for which this voucher was created, plus a sequence number from 1 to 250.
2	Voucher Date	The date of voucher was entered into the system.
3	Amount Due	The dollar amount for the total amount due for this voucher. Total of all account distributions must equal this amount.
4	Due Date	The date on or before which the voucher is supposed to be paid.
5	Discount Percent	A two-digit number for the percent of any discount available. If entered, this value is used to calculate Field 6.
6	Discount Amount	The dollar amount of any discount allowed. If this field is entered, it is used to calculate Field 5.
7	Discount Date	The date of voucher must be paid on or before to earn this discount.
8	Invoice Number	Optional Field. Some identifying number from the vendor's invoice may be placed here if desired.
9	Invoice Date	Optional Field. The date from the vendor's invoice may be placed here.
10	Status	Is marked YES if the invoice is paid. An invoice may be marked as paid upon entry in the case where a hard check was written.



FIELD	NAME	CONTENTS
11 through 28	9 Account- Amount Pairs	<p>Used to distribute the voucher to various General Ledger accounts.</p> <p>Fields 11, 13, 15, 17, 19, 21, 23, 25 and 27 contain the five-digit General Ledger account number.</p> <p>Fields 12, 14, 16, 18, 20, 22, 24, 26 and 28 contain the dollar amount for each corresponding account.</p> <p>No less than one or more than nine pairs may exist.</p> <p>The total of all amounts must equal amount due in Field 3.</p>

8 ACCOUNTS PAYABLE FILE STRUCTURES

8-3 GENERAL LEDGER TRANSFER FILE

The General Ledger Transfer File is used to interface the Accounts Payable System with the General Ledger Accounting System. This file is created only if the General Ledger System is being used.

REMEMBER

It is imperative that the account numbers assigned in the General Ledger Transfer File be valid account numbers within the General Ledger Chart of Accounts if the General Ledger System is being reported back to under program control. Double check the General Ledger Chart of Accounts (Master) file listing to ensure the validity of the account numbers. Transactions passed to the General Ledger System having invalid account numbers will cause unpredictable results during the General Ledger runs.

This Transfer File is created during the end-of-month processing and is read by the General Ledger Transaction Transfer program within the General Ledger System. The file remains on the disk until either 'KILLED' or overwritten during the next month's processing.

The General Ledger Transfer File is a BASIC random file. The format is explained on the following page.

FIELD	NAME	CONTENTS
1	Account Number	Five numeric digits used to uniquely identify a General Ledger account. The left 3 digits are the major account code. The right 2 digits, if present, indicate the subaccount or department code.
2	Source Code	A single character used to denote the source document, or system, from which the transaction originated. This is always an 'A' for this Payables System.
3	Reference	An 8-character alphanumeric field, not used by the Payables System.
4	Description	A 24-character alphanumeric description or title of this transaction. Within the Payables System this will contain either a description of the transfer account or will contain blanks.
5	Date	The date this transaction was processed, usually during the Payables end-of-period procedures.
6	Amount	The transaction debit or credit amount. Maximum handled is \$9,999,999.00 absolute.



APPENDIX A  
SYSGEN WORKSHEET



APPENDIX B  
GLOSSARY OF TERMS AND DEFINITIONS

Aging	The sorting and accumulating of vouchers by the date they are due or last date the discount is available.
Backup	<ol style="list-style-type: none"> <li>1. Systems that take over when the primary system is down for various reasons.</li> <li>2. Also used to designate the storage of data files (either on paper or in machine-readable form) which are to be used in case the original data files become lost or incorrect.</li> </ol>
BASIC	Beginner's All-purpose Symbolic Instruction Code. A common high-level computer programming language.
Bit	The smallest unit of measure in a computer, having only values of either zero (0) or one (1).
Byte	An IBM developed term used to indicate a specified number of consecutive bits treated as a single entity. A byte is most often considered to consist of eight bits which as a unit can represent one character of information.
Character	One of a set of elements which may be arranged in ordered groups to express information. Each character has two forms: (1) a man-intelligible form, the graphic, including the decimal digits 0-9, and letters A-Z, punctuation marks, and other formatting and control symbols; and (2) its computer-intelligible form, the code, consisting of a group of binary bits.
Command	<ol style="list-style-type: none"> <li>1. The prompt or display within a program which specifies the operation to be performed.</li> <li>2. For microprocessors, an electronic pulse, signal or set of signals to start, stop, or continue some operation.</li> </ol>
Commission	A dollar amount paid to a salesperson as compensation for making or exceeding sales quotas. Usually a percentage of the sale.



Computer	An automatic electronic machine for performing calculations and data processing.
Configuration	Relative arrangement of parts. A set of inter-connected hardware forming a computer system.
Central Processing Unit (CPU)	The primary functioning unit of any computer system. Its basic architecture consists of storage elements called registers, computational circuits designed as the Arithmetic-Logic Unit (ALU), the Control Block and Input-Output ports.
Credits	An entry to an account constituting an addition to a revenue, net worth, or liability account. A deduction from an expense or asset account.
Credit Memos	A record that describes an amount of a credit from a vendor as a result of returned merchandise or other transactions.
CRT	Cathode Ray Tube. A term used to commonly denote a video terminal. See also Screen, Video Unit.
Data Entry	The act of providing the computer with information for processing, such as entering transactions for a General Ledger System or items for an Inventory Control system.
Data File	See File.
Debits	A record of an indebtedness. An entry to an account constituting an addition to an expense or asset account or a deduction from a revenue net worth, or liability account.
Deductions	A dollar amount that is subtracted from Gross Pay. Deductions may be for taxes, insurance, parking, union dues, etc.
Dependent	Someone for whom the employee pays all or most of the living expense.
Detail Account	In the General Ledger, the account to which the journal transactions are posted (entered). Also used to denote those transactions after they have been posted.
Discount	An amount of money that a vendor allows to be subtracted from a bill if that bill is paid by a given date. Usually expressed as a percent of the total bill.

Diskette	A storage media made of flexible magnetic material and resembling a 45-RPM phonograph record. Also referred to as a disk or a floppy.
Disk Unit (Drive)	The electronic mechanism and housing used for the storage and retrieval of information on diskettes.
Double Entry	A standard accounting practice where each debit entry must be balanced by a credit entry of equal dollar value, and visa versa.
Draw	A fixed dollar amount paid to a salesperson every pay period. This is the minimum the employee is paid. Commissions are added to this amount.
Echo Check	Refers to various error control techniques wherein the receiving terminal or computer returns the original message to the sender to verify that the message was received correctly.
Exemptions	Governments allow a dollar amount to be deducted from either Gross Salary or the calculated income tax. This dollar amount is calculated as an amount times number of exemptions. Exemptions may be allowed for dependents, spouses, or personal.
FICA	Federal Insurance Contributions Act. FICA tax is calculated using a percentage. One half of the tax is paid by the employee as a deduction and one half is paid by the employer.
Files	A collection of records on the diskette, grouped together under a file name.
Flag	A character or bit within a record or within memory that is used to describe a condition or set of conditions.
Floppy Disk	A disk drive that uses diskettes as a storage media. (See Disk)
Format	The act of preparing a new diskette for use by the system, or reinitializing an old disk for re-use. Formatting destroys all data on the diskette by 'clearing' it off. All new diskettes must be formatted before they can be used.
Gross Pay	The total amount of money the employee is due at the end of each pay period before deductions are taken out.
Hard Disk	A disk drive that uses a hard plastic platter as a storage media. There may be several platters in the disk at once. All or part of the platters may be removable. (See Disk)

Invoice	A document from the vendor that describes the amount and terms of money owed as a result of a purchase from the vendor.
Indexed Sequential Access Method (ISAM)	Rather than directly using the file management routines available in the Disk BASIC software, the system uses an intermediate set of file-manipulation subroutines which serve as a software interface between the applications programs and the Disk BASIC routines. This ISAM (Indexed Sequential Access Method) is a file structuring technique which allows a file to be processed either sequentially or in a random (direct) fashion. The defining characteristic of ISAM files is that the records are arranged alphabetically according to a key field contained in each record. Indexes of keys are maintained to provide direct or sequential access, with the ISAM software subroutines performing the necessary mapping functions to associate a key with its physical disk address.
Mask	A pattern of characters printed on the printer and used to align forms in the printer. Also a bit pattern that is And'ed or Or'ed with an input port to detect the presence of one or more bits.
Memory	A data storage medium. Internal memory is the program and data working memory within the computer itself. External memory is a diskette, for example.
MENU	A CRT video display showing the program selections options available to the operator.
Microprocessor	The semiconductor central processing unit (CPU) contained usually on a single chip, and having the computer arithmetic logic unit and the control logic unit.
MITS Computer	A computer designed and manufactured by Pertec, Inc.
Modular Description	The breaking down of a program into logical units and the description of these units by what they do and how they interact with other modules.
Net Pay	The actual cash amount for which an employee check is written. Net pay is Gross Pay minus all deductions. Sometimes called take home pay.

Operating System	An integrated collection of service routines for supervising the sequencing and processing of programs by a computer. Operating systems may perform debugging, input-output, machine accounting, MITS BASIC Operating System also includes the BASIC interpreter.
Output	Refers to information and data transferred from the internal storage of a computer to output devices or external storage.
Password	A code word initially assigned by the user which must be entered and verified by the computer before the computer will allow the operator to perform tasks.
Period	The time required for one complete cycle of a regular, repeating series of events, such as a month for an accounting period.
Peripheral	Units which work in conjunction with a computer but are not part of it, such as a video terminal or disk unit.
Personal Exemption	An exemption for the person who is filing the tax and sometimes for the spouse. Personal-exemptions are sometimes handled separately from other exemptions.
Posting	The act of transferring an entry or item from a book of original entry to the proper account in a ledger; the record in a ledger account resulting from the transfer of an entry or item from a book of original entry.
Processing	The programmed act of computation and control in order to change input data to output data.
Program	A set of instructions arranged in a proper sequence for directing a digital computer in performing a desired operation or operations (e.g., the solution of a mathematical problem or the collation of a set of data).

Prompt	The computer act of displaying a message to the operator and then waiting for the operator to respond to that message with a keyboard entry.
Query	To question. The computer may question the operator for the next step, or the operator may question the computer for information.
Record	Refers to a logical collection of fields with each field designating a single piece of information. See also Field, File.
Register	A listing of transactions that have occurred. Also a storage location within the central processing unit of the computer.
Screen	Being, relating to, or used in the transmission or reception of video data using a television-like apparatus. See also CRT, Video Unit.
Simulate	To represent the functioning of a device, system, or computer program by another, i.e., to represent the functioning of one computer by another, to represent the behaviour of a physical system by the execution of a computer program, to represent a biological system by a mathematical model.
Software	The term software was invented to contrast with the "iron" or hardware of a computer system. Software items are programs, languages, and procedures of a computer system.
Standard Deduction	A fixed dollar amount that is subtracted from an employee's pay before the tax is calculated. May be a different amount for married and single employees.
Storage	1. The act of storing information. 2. Sometimes called a memory. Any device in which information can be stored. 3. Pertaining to a device into which data can be entered, in which it can be held, and from which it can be retrieved at a later time.
Syntax	1. Refers to the relationship among characters or groups of characters, independent of their meaning or the manner of their interpretation and use. 2. The rules governing the structure of a language.
System	As used in some computing installations, the system includes, and defines the interrelationship of, hardware, service routines, processing procedures and accounting methods.

System Console	The main peripheral device (terminal) through which the BASIC operating system and the operator communicate.
Terminal (video, hard copy)	A peripheral device having a keyboard for data entry and a printer and/or video unit for data output.
Transaction	A single act or item of business, such as the selling of a unit of inventory.
Utility Program	Programs that perform service functions and whose purpose is to support the regular system programs.
Variable	Any factor or condition which can be measured, altered, or controlled. A quantity that can assume any of a given set of values.
Vendor	A person or company from which products or services are purchased.
Video Unit	A television-like unit used for data output. See also CRT, Screen.
Voucher	A record that describes an amount of money due to a vendor.
Window	A period of time between two dates, including the Start date and the end date.
Withholding	A deduction. A dollar amount that is withheld from an employee's pay and paid to the federal, state or local governments as income tax.
Withholding Tax	A deduction from an employee's gross pay, withheld by the employer and paid to the government for the employee as a payment for income tax.