

ACCOUNTS RECEIVABLE USER NOTES

Notes on Accounts Receivable Program - October Release

1. A 64K system using 2 disks is required. Initialize BASIC to 59000.
2. Programs must operate with the October version of 300-5-A BASIC. The supplied version of BASIC 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 programs "I1>I2". This program and documentation are supplied.
4. After the above conversion is done, a second conversion is required. The files converted by the above procedure are run through 'ARCNV' which converts the old floating point numbers to their new format. Instructions are enclosed.
5. The utilities have been changed. Old ISAM utilities such as IFIX & FILE have been removed. These programs can not be used on the new ISAM files. As a reminder, please backup all files after every input session. If errors do occur, the only recovery procedure is to use the backup.

A fast copy has been added to the Utility Menu in the floppy versions.

6. A FILELIST program has been supplied (not part of any MENU) as useful diagnostic. Instructions are enclosed Also, ARDEL as supplied allows selective deletion of customer accounts; instructions enclosed.
7. For Hard Disk systems, a COPY program is necessary to transfer the Accounts Receivable to the hard disk.
8. A new method of calculating service charge by accepted accounting methods has been added.
9. A new "common tax rate" option has been added. This allows the use of a tax rate with more than two decimal places when entering invoices.
10. The following changes are differences to the current AR manual:
 - A. Monthly totals are now cleared at option of user after "PACT" report generation.

No longer are monthly totals cleared by end-of-month (EOM) program.
 - B. Also the clearing of the INVOICE REGISTER and PAYMENT REGISTER has been removed from end-of-month and placed as an option in "IVR" and "PCR" report generations.

- C. End-of-day (EOD) now retains the current day's transactins in a new file called "#A.ARAO". This enables the "PACT" report to express the full comple- ment of daily activity even though end-of-day may have been run.

- D. The full monthly totals (including service charges and billing amounts) are now obtainable at the end-of-month by running "EOM", "EOD", and "PACT".

ACCOUNTS RECEIVABLE CONVERSION PROGRAMS

Step 1: RUN "I1>I2"

Step 2: RUN "ARCNV"

- 1) "I1>I2" - This program is run to convert any ISAM-ONE type file to the new ISAM-TWO structure. The #A.ARCUD, #A.ARCUO, and #A.ARCUC 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?
OUTPUT FILE'S UNIT
DONE, NO ERRORS
or (ERROR nn IN THE INPUT(OUTPUT)FILE)

- 2) ARCNV - Arithmetic in files #A.ARCUO, #A.ARCUD, and #A.ARCUC must be corrected to comply with the new Accounts Receivable programs. ARCNV will do all the above files in one sweep. Note: The input files must be on the same unit BASIC must be initialized for 6 random files. The random files must have been converted by I1>I2.

PROMPT/DISPLAY

THIS CONVERTS ARITHMETIC IN ACCOUNTS RECEIVABLE FILES
THIS PROGRAM NEEDS 6 RANDOM FILES!
DISK TYPE (H/F)?
UNIT FOR INPUT FILES?
FINISHED - NO ERRORS

ACCOUNTS RECEIVABLE ARDEL

Any customer accounts containing bad data, funny balances, or, in general, any difficulty, can be fully removed using the ARDEL program. All information pertaining to the given account is deleted from #A.ARCUD, #A.ARCUO, and #A.ARCUC. Note: All files must be on the same unit.

PROMPT/DISPLAY

```
DISK TYPE (H/F)?  
UNIT FOR ALL FILES?  
DONE YET? N  
NUMBER OF KEYS TO DELETE?n  
1  
? (enter key - customer account no.)  
2  
?  
.  
.  
.  
.  
n  
?  
DONE YET?  
FINISHED
```

ACCOUNTS RECEIVABLE - 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 RECEIVABLE SYSTEM USER'S MANUAL



DOCUMENT NUMBER
248071B

AUGUST, 1978

NOTICE

Information contained within this document may not be reproduced, distributed or disclosed in full or in part by any person without prior approval of Perdec Computer Corporation, Microsystems Division.

Marketing Headquarters

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

International Marketing Headquarters

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

CHANGE RECORD

REVISION	DATE	PAGES
B	8/78	Complete Revision

TABLE OF CONTENTS

SECTION	PAGE
1. INTRODUCTION.....	1-1
1-1 The Accounting System Software.....	1-2
1-2 Accounts Receivable System Overview.....	1-4
1-3 Accounts Receivable System Features and Benefits.....	1-6
1-4 System Capacities and Limits.....	1-7
2. SYSTEM OPERATION.....	2-1
2-1 Disk Organization.....	2-2
2-2 Equipment Use.....	2-4
a. Terminal: Entering Information.....	2-4
b. Terminal: Response Types.....	2-5
c. Terminal: The Help Feature.....	2-6
d. Line Printer: Forms and Set-Ups.....	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 Receivable System Test Data Files.....	2-22
h. Periodic File Backup.....	2-23
2-4 Accounts Receivable Program Abstracts.....	2-24
a. File Maintenance Programs.....	2-24
b. Report Generation Programs.....	2-25
c. End-of-Period Processing Programs.....	2-26
d. Miscellaneous Programs.....	2-27
3. ACCOUNTS RECEIVABLE MENU PROGRAMS.....	3-1
3-1 File Maintenance Programs.....	3-2
a. Customer File Maintenance Program (CFM).....	3-2
b. Enter Invoiced Sales Program (ETS).....	3-10
c. Enter Payments, Credits and Adjustments Program (ETP).....	3-24
3-2 Report Generation Programs.....	3-28
a. Periodic Activity Report Program (PACT).....	3-30
b. Invoice Register Program (IVR).....	3-32
c. Payment, Credit and Adjustment Register Program (PCR).....	3-34
d. List Current Customer Accounts Program (CCA).....	3-36
e. Aged Accounts Receivable Program (AAR).....	3-38
3-3 End of Period Processing Program.....	3-40
a. Open Credit Reconciliation Program (OCR).....	3-42
b. The End of Day Program (DAY).....	3-44
c. The End of Month Program (MONTH).....	3-46
d. The End of Year Program (YEAR).....	3-47
e. The Day-to-General Ledger Transfer Program (GLT).....	3-49
3-4 Statement Generation Program (STG).....	3-50
3-5 Query Customer Account Status Program (QUERY).....	3-52
4. UTILITY MAINTENANCE PROGRAM.....	4-2
4-1 Floppy Disk Utility Maintenance Programs.....	4-4
a. Diskette Format and Reformat Program (FORMAT).....	4-4

4.	UTILITY MAINTENANCE PROGRAM (CONT'D)	
	b. Copy Random File (COPYR).....	4-6
	c. Copy Sequential File Routine (COPYS).....	4-8
	d. Copy Complete Diskette Program.....	4-12
4-2	Cartridge Disk Utility File Maintenance.....	4-14
	a. Cartridge Disk Format 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 Customer Account File.....	4-24
	a. System Generation Program.....	4-24
	b. Create Customer Account File.....	4-38
4-4	General Ledger Interface Program.....	4-40
5.	ACCOUNTS RECEIVABLE PROCEDURES.....	5-1
5-1	Daily and End of Period Procedures.....	5-2
5-2	Special Account Procedures.....	5-4
5-3	Special Invoice Procedures.....	5-6
5-4	Handling Incorrect or Missing Information.....	5-8
6.	ERROR MESSAGES.....	6-1
6-1	Introduction.....	6-2
6-2	Alphabetical Listing of Global Error Messages.....	6-3
6-3	Alphabetical Listing of Local Error Messages.....	6-4
	a. Standard Local Error Messages.....	6-4
	b. ETS Program Entry Error Messages.....	6-6
	c. ETP Program Posting Process Errors.....	6-8
	d. ETP Special Posting Messages.....	6-10
6-4	BASIC and Severe System Error Messages.....	6-11
7.	LISTINGS FROM THE TEST DATA FILES.....	7-1
7-1	Introduction.....	7-2
7-2	Periodic Activity Report.....	7-3
7-3	Aged Accounts Receivable Report.....	7-4
7-4	Invoice Register.....	7-5
7-5	Payment, Credit and Adjustment Register.....	7-6
7-6	Query Customer Account Status.....	7-7
7-7	Current Customer Accounts Listing.....	7-8
7-8	Invoice.....	7-9
7-9	Statement.....	7-10
APPENDIX A.....		A-1
SYSGEN Worksheet		
APPENDIX B.....		B-1
Glossary of Terms and Definitions		

SECTION 1
INTRODUCTION

1 INTRODUCTION

1-1 THE ACCOUNTING SYSTEM SOFTWARE

The Accounting System software is packaged in four modules - General Ledger, Accounts Receivable, Accounts Payable and Payroll. Each module includes a complete set of prompts and other helping messages that allow even an inexperienced operator to make full use of the system with minimum instruction. The modules may be customized to conform to the user's requirements.

The General Ledger is the heart of a financial reporting system for a small business. It allows a firm to keep a detailed monthly ledger of all its transactions and generate a monthly balance sheet, income statement and department income statements 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 report purposes. 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 or user generated tables. The system produces payroll checks automatically at the user's option.

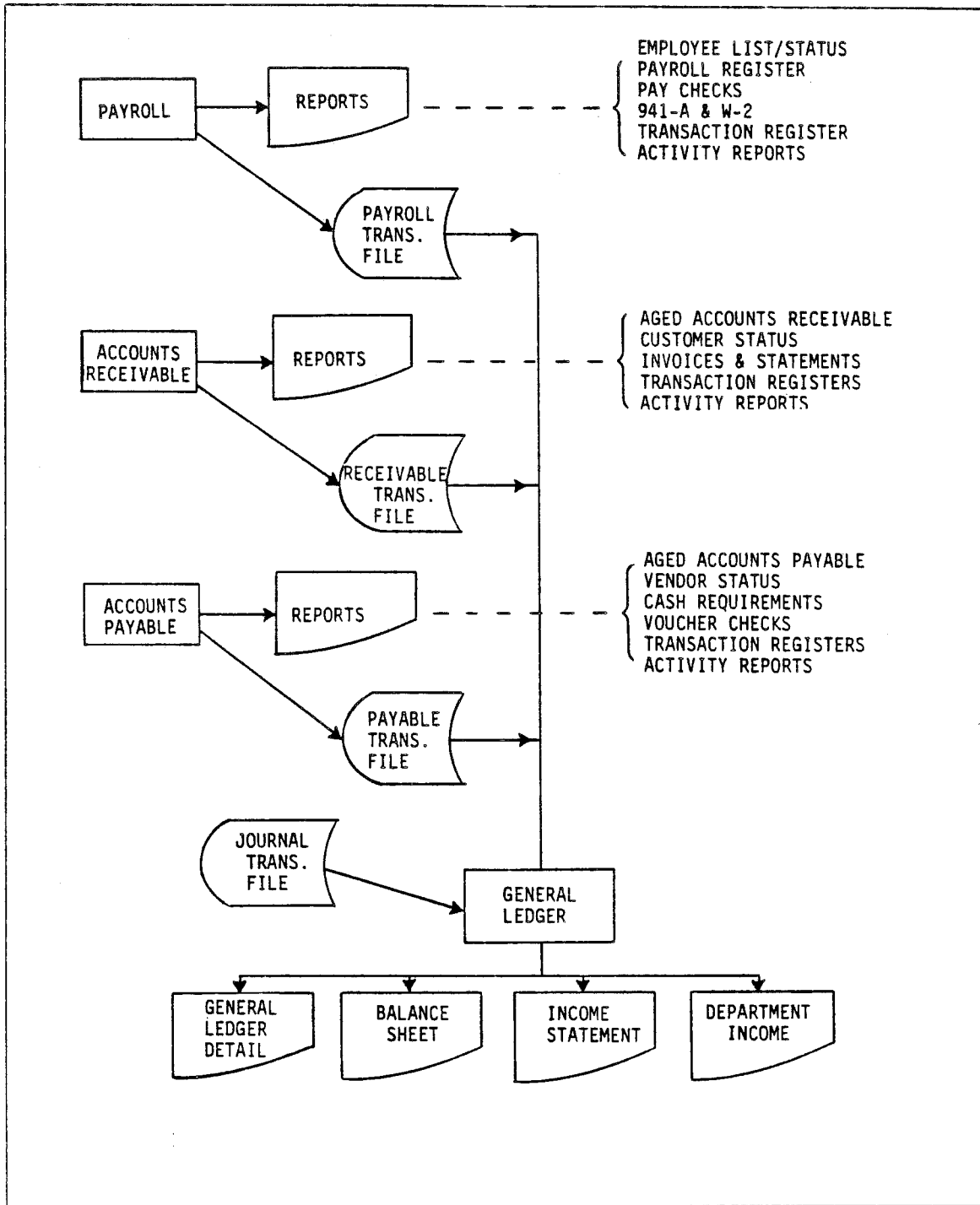
The Accounts Receivable System is a complete invoicing and monthly statement generating system that keeps track of the current and aged accounts receivable. The system maintains a customer file with addresses and credit information as well as account status. The system allows the current status of any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

The Accounts Payable System keeps track of current and aged accounts payable and incorporates a check writing feature. The 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 - Accounts Receivable, Accounts Payable and Payroll - provide input directly to the General Ledger System.

The Accounts Receivable System is described in this manual. For information on the other Accounting System software, see the following manuals:

<u>Related Manuals</u>	<u>Document Number</u>
General Ledger System	248070
Accounts Payable System	248072
Payroll System	248073

The chart on the facing page shows how the four accounting systems interact to form an integrated reporting system.



Accounting System Flowchart

1 INTRODUCTION

1-2 ACCOUNTS RECEIVABLE SYSTEM OVERVIEW

The Accounts Receivable System is made up of several programs which allow a company to keep a history of its accounts receivable activity, and to generate invoices and reports at the end of the accounting period.

The Accounts Receivable System consists of 24 BASIC programs. The Menu Selection program serves as a lead-in to the system and allows for easy operator selection of the other system functions. The START program is run daily to set the date fields and passwords, and to perform other internal start-up functions.

The Utility Maintenance programs are a collection of several programs which are individually selectable to perform such activities as disk initialization, file copying and backup.

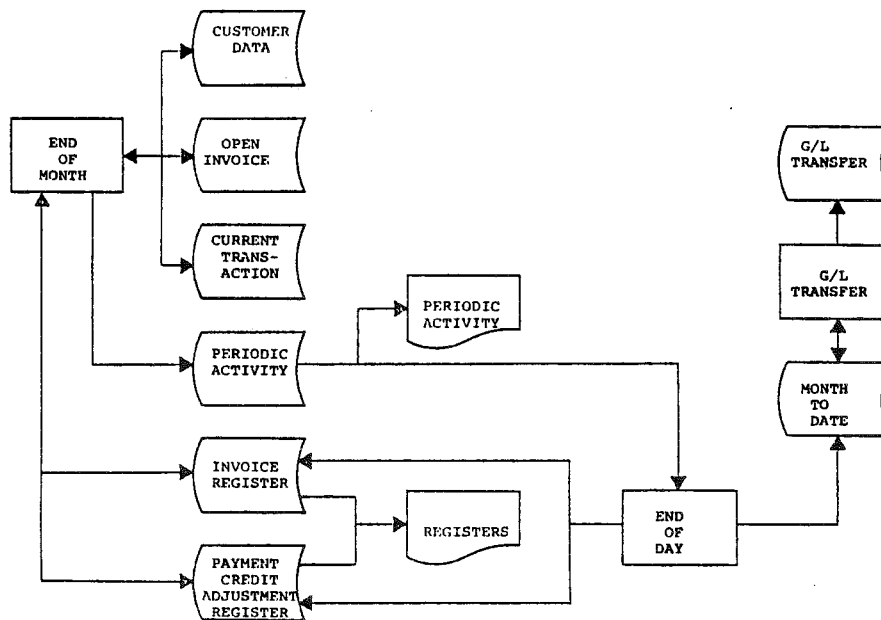
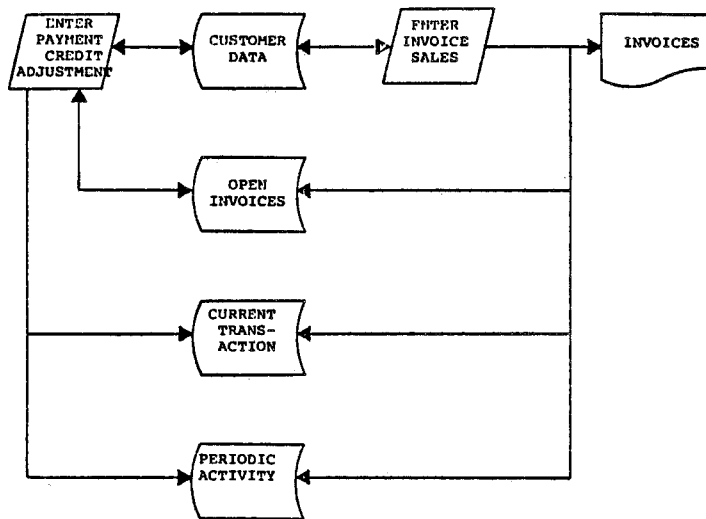
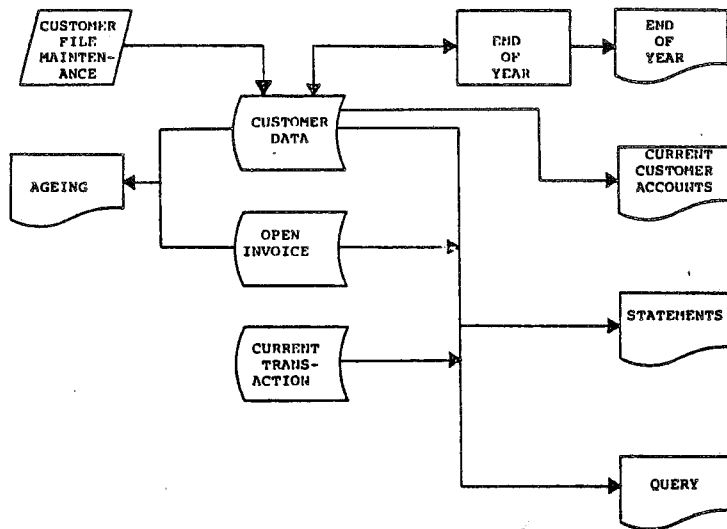
The applications programs collectively provide for the creation, maintenance and updating of data files as well as generating invoices and reports. There are 14 Accounts Receivable applications programs:

- Customer File Maintenance
- Enter Invoiced Sales
- Enter Payments, Credits and Adjustments
- Periodic Activity Report
- Invoice Register
- Payments, Credits and Adjustments Register
- List Current Customer Accounts
- Aged Accounts Receivable Report
- Open Credit Reconciliation
- Daily Transactions Processing
- End of Month Processing
- End of Year Processing
- Statement Generation
- Query Accounting Data Base

The Accounts Receivable System uses these programs to build and maintain a file on each customer, containing information such as address, phone number, credit terms and limits, etc. It also maintains a file of each customer's open invoices and current transactions.

At the end of an accounting period, these information files can be used to generate reports on accounts receivable activity, and print reports and invoices. Relevant information can be automatically transferred to the General Ledger System for posting on the company's books.

The diagrams on the following page show the structure and information flow in the Accounts Receivable System.



Accounts Receivable Structure and Information Flowchart

1 INTRODUCTION

1-3 ACCOUNTS RECEIVABLES SYSTEM FEATURES AND BENEFITS

The Accounts Receivable System offers automatic procedures that save time and reduce errors in maintaining accurate records and producing timely statements.

Some of the major features of the Accounts Receivable System:

- Customer File Maintenance - the Customer Account Files may be easily maintained and modified.
- Entry of Invoiced Sales - the procedure for entering invoices is fast and straight-forward.
- Entry of Payments, Credits and Adjustments - fast, easy procedures are provided for these potentially troublesome items.
- Automatic Statement Generation - customers receive timely, accurate statements of their accounts.
- Periodic Processing - periodic reports can be generated and accounting information passed directly to the General Ledger System.
- Account Status Inquiry - the status of any customer account may be displayed immediately.
- File Security - provided by a password system.

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

- Automation - the Accounts Receivable System handles much of the tedious work of accounts receivable servicing, freeing personnel for other tasks. It also assures accurate calculations.
- Better tools for management - financial statements are more timely and have more and better management information.
- Security - all account and transaction data are protected by passwords from unauthorized scrutiny. The storage media are easy to store and protect from fire, theft or other damage.
- Convenience - the computer equipment is small and needs no special environment. Data storage is compact and convenient.
- Ease of Operation - the system is oriented to the non-specialist, with helping information built into the system. The whole system can be up and running in the office in a matter of hours.

1 INTRODUCTION

1-4 SYSTEM CAPACITIES AND LIMITS

There are a few maximum capacities and limits that should be observed when setting up and using the Accounts Receivable System.

In floppy disk systems, a single diskette can handle about 1600 data sectors. The number of customers, transactions, etc. that can be stored in a sector is shown in the following table.

<u>File</u>	<u>Records per Section</u>
Customer Data File	1
Customer Open Invoice File	9
Customer Current Transaction File	13
Periodic Activity	1
Invoice Register	3
Payment, Adjustment and Credit Register	2

For example, a typical system may contain up to 400 companies, each averaging 9 open invoices and 13 current transactions. This allows for several hundred transactions to be handled in the Periodic Activity Files. Of course, additional diskettes can be used for expanded storage, but a file must reside on a single diskette.

The cartridge disk system has a capacity of about 35000 records.

SECTION 2
SYSTEM OPERATION

2 SYSTEM OPERATION

2-1 DISK ORGANIZATION

The Accounts Receivable System is made up of two sets of data files, a General Ledger Interface File and a set of system programs, all residing on one or more disks. Depending upon the system configuration, these files may be accessed from diskettes placed in drives 0 and 1 or from a cartridge disk.

The Accounts Receivable System stores its operating information in two sets of files. The Customer Account Files contain information identifying the customers, recording the customers' recent transactions and open invoices. The Periodic Activity Files contain information on all Accounts Receivable activity.

The Customer Account Files are made up of three files

- The Customer Data File (named #A.ARCUD) stores information on the customers' names, addresses, credit information, current balance, etc.
- The Customer Open Invoice File (#A.ARCUO) records open invoices owed by the customers and unused customer credit.
- The Customer Recent Transaction File (#A.ARCUC) contains records of each customer's transactions for the past two months.

The Periodic Activity Files are made up of three files:

- The Current Period Activity File (#A.ARAA) records information on each transaction that can affect Accounts Receivable balances (i.e., purchases, payments, credits, adjustments, service charges or amounts billed).
- The Monthly Invoice Register File (#A.ARAI) receives information on invoiced sales from the Activity File at the end of each day.
- The Monthly Payment, Credit and Adjustment Register File (#A.ARAP) receives information on other Accounts Receivable transactions from the Activity File at the end of each day.

The Customer Account Files are permanent, but the Periodic Activity Files may be cleared at the end of each accounting period.

In addition to these main data files, the Accounts Receivable System builds a General Ledger Interface File (#A.ARG LI) that is used to send transactions to the General Ledger System.

In a floppy disk system, the location (drive 0 or 1) of the Customer Account Files and the Periodic Activity Files may be specified during the execution of the SYSGEN utility program. Normally, the Customer Account Files and the Periodic Activity Files are stored in drive 1. The General Ledger Interface File must be in drive 0, on the same diskette as the system programs. Note that the Accounts Receivable System does not allow a file to be resident in two drives at once.

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

a. Terminal: Entering Information

When information is to be entered into the Accounts Receivable System, the system first displays a prompting message. Then the operator types the required information on the terminal keyboard, followed by a carriage return.

Entering information into the Accounts Receivable System is a two-step procedure. First, the system displays a prompting message on the terminal. This message indicates what information is required by the system. A list of possible responses enclosed in parentheses is also printed with most of the prompting messages. Second, the operator types the requested information on the terminal keyboard. At the end of every entry, the RETURN key is typed to inform the system that the response is complete and processing may begin. In the following example, as in all others in this manual, the output from the system is shown in a SPECIAL TYPE FACE, while the user's response is shown in normal upper case type:

```
ACCOUNT ADD, CHANGE, DELETE, OR END (A,C,D OR END)? A <carriage return>
                        system prompting message              user's response
```

At any time during the entry of a response, the last character typed may be deleted from the line by typing RUBOUT (holding down the SHIFT key while typing RUBOUT, or on some terminals, DEL). Typing this character causes the last character in the line to be erased and the cursor to move back one space. Further characters may be entered normally.

CONTROL-X erases an entire line of input. To erase a line, hold down the CONTROL (or CTRL) key and type X. The system prints %CAN at the end of the input line and repeats the prompting message. The response can then be entered normally. For example,

```
ACCOUNT ADD, CHANGE, DELETE, OR END (A,C,D OR END)?EN%CAN
                        user types CONTROL-X
```

```
ACCOUNT ADD, CHANGE, DELETE, OR END (A,C,D OR END)?C<carriage return>
```

2 SYSTEM OPERATION

2-2 EQUIPMENT USE

b. Terminal: Response Types

Information typed into the system may be numbers, dates, 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 must be of number type. Similarly, if the system asks for a date, then the information must be of date type.

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 an "+" or "-", followed 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 zeroes are not required.
- CHARACTERS - Character information is a sequence of alphanumeric characters.

Each of the types of values, except date values, has what is known as a default value. A default value is entered into the system when, in response to a prompting message, only the RETURN key is pressed. In most cases 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 Receivable System user in answering the system prompts. If a prompt from the system is not understood, a ? may be typed and the system prints an explanatory message.

To aid the Accounts Receivable System user in understanding exactly what to enter when answering a particular prompt, the Accounts Receivable 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.

The following page shows an example of the Help feature.

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)?

Sample of the Help Feature

2 SYSTEM OPERATION

2-2 EQUIPMENT USE

d. Line Printer: Forms and Set-Up

The line printer is used to provide hard copy of Accounts Receivable reports, statements and invoices.

For instructions on loading paper in the line printer, consult the system user's manual.

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 alignments and feeding. Most pin-feed paper is perforated, so that the holes may be removed from the finished reports and listings.

Pre-printed forms are available from various vendors for printing invoices and statements. Consult your dealer for forms planning information.

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

The Accounts Receivable 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 Receivable 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 Receivable System. In this case the error recovery procedure requires restarting the system.

To start the Accounts Receivable 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)	In cartridge disk systems, type the following command to display the Master System Selection Menu: RUN"MENU" In floppy disk systems, proceed to step (5)
(4)	Type AR when the Master Menu asks which system to select. Proceed to step (6)
(5)	In floppy disk systems, type the following command to display the Accounts Receivable Main Menu: RUN"AR MENU"
(6)	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 a selection is made from the Accounts Receivable 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 Receivable System and the hardware of the computer. The first step in bringing the Accounts Receivable 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 Receivable System is written), error detection, flagging routines, input and output procedures, and disk storage routines. It provides the facilities through which the Accounts Receivable 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.

FLOPPY DISK SYSTEMS

- Step (1) Turn on the computer power according to instructions in the Systems User's Manual.
- Step (2) Place the diskette containing the BASIC Operating System in drive 0.
- Step (3) Move the RUN/STOP switch on the computer front panel to RUN, then toggle the START switch.
- 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 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 Receivable System diskette in drive and the data diskette in drive 1, and 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"AR MENU"

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

CARTRIDGE DISK SYSTEMS

- 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) Turn the controller key switch one quarter turn counter-clockwise to the CPU RESET position and then back to RUN.
- Step (4) Move the RUN/STOP switch on the computer front panel to RUN and toggle the START switch.
- 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 Q?D C for C?D
HIGHEST DISK NUMBER? 1
HOW MANY FILES? 5
CURRENT MONTH? (enter two-digit month number)
CURRENT DAY? (enter two-digit day)
CURRENT YEAR? (enter last two digits of year)

- 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 Master System Selection Menu by typing:

RUN"MENU"

Type AR when the Master System Selection Menu asks which system menu to select. Running the Accounts Receivable 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 Receivable Menu program is used to select the Accounts Receivable applications and utility programs.

All applications and utility programs in the Accounts Receivable 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 MENU. Running the START program is described further in Section 2-3c.

Executed programs end with the following message:

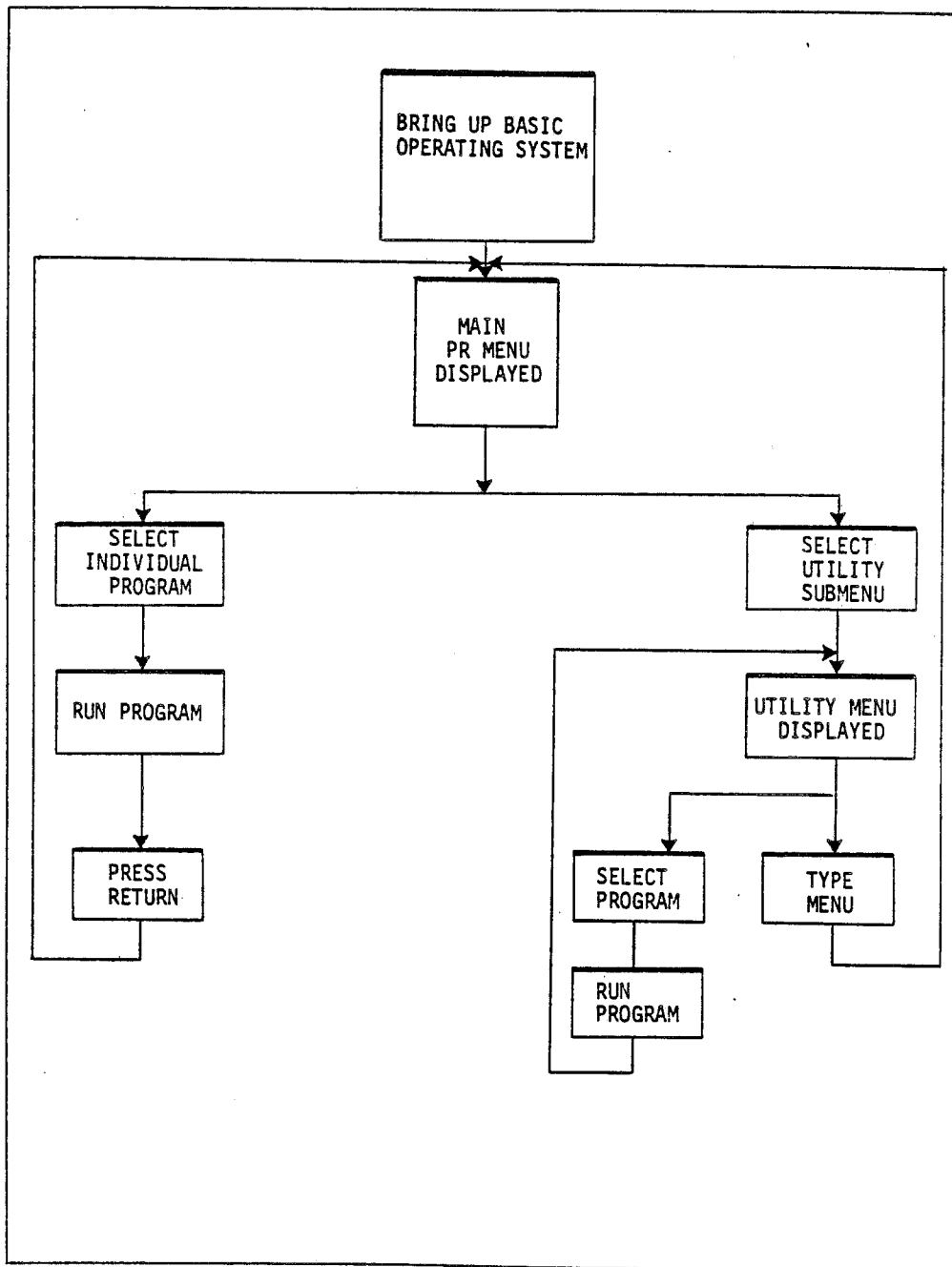
```
END OF (program name)  
PUSH THE 'RETURN' KEY TO RETURN TO THE SYSTEM MENU
```

Since the program disk is still mounted in disk drive 0, by pushing the 'RETURN' key, the AR 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 AR 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 AR Menu. The Utility Menu programs are described in detail in Section 4, and the Report Generation programs are described in Section 3-2. Return from the UTILITY and RPG Menus to the main AR 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 Receivable System may be used. The START program must be executed when the Accounts Receivable 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 Receivable System must be initialized and the computer has not been powered off, the START program may be started by selecting START from the main AR Menu.
2. If the computer has been powered off, the Accounts Receivable System will automatically run the START program after the command RUN "AR MENU" has been typed during system start-up or after AR.

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 ARTEST). 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 AR Menu reappears and normal processing may then begin.

The following is an example of the main Accounts Receivable Menu:

THE HARRIS SUPPLY CO.
ACCOUNTS RECEIVABLE
MASTER ACTIVITY SELECTION MENU

YOU MAY SELECT ANY OF THE FOLLOWING ACTIVITIES

START	START-UP A/R SYSTEM
CFM	CUSTOMER FILE MAINTENANCE
ETS	ENTER INVOICED SALES
ETP	ENTER PAYMENTS - CREDITS AND/OR ADJUSTMENTS
RPG	REPORT GENERATION
EOP	END OF PERIOD PROCESSING
QUERY	QUERY CUSTOMER ACCOUNT STATUS
UTILITY	UTILITY MAINTENANCE FUNCTIONS
END	END SYSTEM SELECT

WHICH SELECTION DO YOU WISH TO MAKE?

Main Accounts Receivable Menu

(Intentionally blank)

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

d. Disk Initialization

Every disk used with the Accounts Receivable 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 Receivable System is supplied on 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 formatting 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 it. 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 Customer Account Files (#A.ARCUD, #A.ARCUO and #A.ARCUC) and the Periodic Activity Files (#A.ARAA, #A.ARAI and #A.ARAP). 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 Receivable 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 Receivable System to be customized to fit a particular hardware configuration. The Accounts Receivable 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 Receivable 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. A checklist for use with the SYSGEN program is in Appendix A.

-----ITEM-----	----CURRENT (DEFAULT)----	-----YOUR ENTRY-----
SYSTEM NAME	ACCOUNTS RECEIVABLE	ACCOUNTS RECEIVABLE
SYSTEM PASSWORD	ARTEST	ARTEST
DISKETTE TITLE/VERSION	A005.0/TEST	A005.0/TEST
CREATION DATE	07/08/78	07/08/78
LAST ACCESS DATE	07/20/78	07/20/78
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	0	0
BASE MEMORY ADDRESSES	&HE678:&H52EB	&HE678:&H52EB
G/L PRESENT ?	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.ARCUD	#A.ARCUD
FILE #1 DISK DRIVE	0	0
FILE #2 NAME	#A.ARCUO	#A.ARCUO
FILE #2 DISK DRIVE	0	0
SERVICE CHARGE PERCENT	10	10

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)	<p>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.</p> <p>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).</p>
(2)	<p>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.ARSYS.)</p>
(3)	<p>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 Customer Account Files and the Periodic Activity Files.</p>
(4)	<p>If the diskette or disk cartridge being prepared is to reside on drive 0, the Help File (#A.ARHLP) must be transferred onto this new disk. This transfer of #A.ARHLP 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.</p>
(5)	<p>Using the Customer File Maintenance (CFM) program, set up the Customer Account Files.</p>
(6)	<p>Verify that the Customer Account File is as desired by listing it via the Customer File List (CCA) program.</p>

STEP	PROCEDURE
(7)	Using the Enter Invoiced Sales (ETS) and Enter Payments Credits and Adjustments (ETP) programs, enter the Accounts Receivable transactions.
(8)	Run GLI, using the 'C' option to create a General Ledger Interface File and assign General Ledger Account Numbers to the Accounts Receivable reporting categories.
(9)	When the Customer Accounts and Periodic Activity Files are correct, label the disk ACCOUNTS RECEIVABLE MASTER FILES and date.
(10)	Duplicate this entire disk for backup, using the DCOPY utility program, and store it in a safe place.

2 SYSTEM OPERATION

2-3 SYSTEM START-UP

g. The Accounts Receivable System Test Data Files

The Accounts Receivable 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 Receivable 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. The files are named #A.ARCUC, #A.ARCUO, #A.ARCUD, #A.ARAA, #A.ARAI, #A.ARAP.

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.ARCUC" AS "TSTCUC"      NAME "#A.ARAA" AS "TSTAA"  
NAME "#A.ARCUO" AS "TSTCUO"     NAME "#A.ARAI" AS "TSTAI"  
NAME "#A.ARCUD" AS "TSTCUD"     NAME "#A.ARAP" AS "TSTAP"
```

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 disk 0 onto the bottom platter (disk 1). Then remove the cartridge, mount a new cartridge and run DCOPY again to copy the files back to 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 4-1d for floppy disk systems and 4-2c for cartridge disk systems.

2 SYSTEM OPERATION

2-4 ACCOUNTS RECEIVABLE PROGRAM ABSTRACTS

a. File Maintenance Programs

The programs described in this section update the Accounts Receivable data files and perform related functions.

PROGRAM: CFM - Customer File Maintenance
PURPOSE: To build and maintain the Customer Accounts Files.
ABSTRACT: The CREATE program writes the headers for the Customer Accounts Files. The CFM program allows the user to construct and maintain the files.
OUTPUT: Updated Customer Accounts Files.

PROGRAM: ETS - Enter Invoice Sales
PURPOSE: To record invoiced sales in the Periodic Activity Files and Customer Accounts Files.
ABSTRACT: ETS checks the Customer Account -Files to make sure the account to be invoiced exists and that the invoice is valid (valid credit terms, dollar amounts, etc.) When the invoice has been entered, ETS updates the Periodic Activity and Customer Accounts Files and saves the invoice in a temporary file called INV. From INV, invoices can be printed at the user's option
OUTPUT: Updated Customer Account and Periodic Activity Files, a temporary invoice file INV and, optionally, printed invoices.

PROGRAM: ETP - Enter Payments, Credits and Adjustments
PURPOSE: To enter payments made, returns or credit allowances and adjustments to previously entered invoices.
ABSTRACT: ETP accepts transactions and updates the Periodic Activity and Customer Account Files.
OUTPUT: Updated Periodic Activity and Customer Account Files.

2 SYSTEM OPERATION

2-4 ACCOUNTS RECEIVABLE PROGRAM ABSTRACTS

b. Report Generation Programs

The Report Generation programs produce the reports that record the activity in the Accounts Receivable System. They are selected from the Report Generation (RPG) Submenu.

PROGRAM: PACT - Periodic Activity Report
PURPOSE: To list transactions stored in the Periodic Activity Files.
ABSTRACT: PACT produces a list of all Accounts Receivable transactions since the last time the End-of-Day program was run. It also summarizes the information transferred to the General Ledger System.
OUTPUT: The Periodic Activity Report.

PROGRAM: IVR - Invoice Register Report
PURPOSE: To list current invoices stored in the Invoice Register File
ABSTRACT: IVR produces a list of all invoices processed since the last time the End-of-Month program was run.
OUTPUT: The Invoice Register Report.

PROGRAM: PCR - Payment, Credit and Adjustment Register Report
PURPOSE: To list current payments made, credits allowed and adjustments stored in the Payment, Credit and Adjustment Register File.
ABSTRACT: PCR produces a list of all payment, credit and adjustment transactions since the last time the End-of-Month program was run.
OUTPUT: The Payment, Credit and Adjustment Register Report

PROGRAM: CCA- Current Customer Accounts Report
PURPOSE: To list information on all current customers
ABSTRACT: CCA produces a list of all customers in the Customer Account Files with their addresses, telephone numbers and current account balances.
OUTPUT: The Current Customer Accounts Report

PROGRAM: AAR - Aged Accounts Receivable Report
PURPOSE: To list who owes money and how long they have owed it.
ABSTRACT: AAR lists all accounts with open invoices in order of the date of the oldest open invoice.
OUTPUT: The Aged Accounts Receivable Report

2 SYSTEM OPERATION

2-4 ACCOUNTS RECEIVABLE PROGRAM ABSTRACTS

c. End-of-Period Processing Programs

The End-of-Period Processing programs provide the necessary functions to close out operations at the end of an accounting period and set up for the next period. They are chosen from the End-of-Period submenu.

- PROGRAM: DAY - End of Day Processing
PURPOSE: To close out the Periodic Activity File and move its transactions to the Invoice Register and Payments, Credits and Adjustments Files.
ABSTRACT: DAY closes and clears the Periodic Activity File and transfers the transactions to the Registers. It also runs PACT to generate the Periodic Activity Report and update the General Ledger Transfer File.
OUTPUT: Updated Periodic Activity; Invoice Register; Payments, Credits and Adjustments and General Ledger Interface Files. Periodic Activity Report.
- PROGRAM: MONTH - End of Month Processing
PURPOSE: To compute service charges and other periodic charges, send accounting information to the General Ledger System and clear the Periodic Activity Files.
ABSTRACT: MONTH computes service charges for charge accounts, automatic charges (if any) for other accounts, clears the Periodic Activity Files and posts General Ledger information to the General Ledger Interface File.
OUTPUT: Cleared Periodic Activity Files, completed General Ledger Interface File.
- PROGRAM: YEAR - End of Year Processing
PURPOSE: To close out the fiscal year's activity.
ABSTRACT: YEAR prints a year end report showing totals for all categories and then clears all year-to-date amounts.
OUTPUT: Cleared files, End of Year Report
- PROGRAM: OCR - Open Credit Reconciliation
PURPOSE: To apply open credits to individual customer accounts
ABSTRACT: OCR applies open credit balances to individual invoices in the customer's accounts. The program may be run at any time.
OUTPUT: Updated Customer Account Files and control report showing where the credit was applied.
- PROGRAM: GLT - General Ledger Transfer
PURPOSE: To report accounting information to the General Ledger System.
ABSTRACT: GLT transfers the accounting information gathered by DAY into the General Ledger Interface File.
OUTPUT: Now General Ledger Interface File.

2 SYSTEM OPERATION

2-4 ACCOUNTS RECEIVABLE PROGRAM ABSTRACTS

d. Miscellaneous Programs

The Statement Generation program (STG) prints periodic statements. The Query Customer Account status program (QUERY) displays current information on a customer's account.

PROGRAM: STG - Statement Generation

PURPOSE: To print statements for customer accounts.

ABSTRACT: STG prints statements for all customer accounts, a single account or all accounts with non-zero balance. The format of the statement depends upon the choice.

OUTPUT: Customer statements

PROGRAM: QUERY - Query Customer Account Status

PURPOSE: To display all information pertaining to a customer's account.

ABSTRACT: QUERY displays all available information on a customer account, including name, address, telephone number, balance, open invoices, etc.

OUTPUT: Customer account status display.

SECTION 3
ACCOUNT RECEIVABLE MENU PROGRAMS

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

a. Customer File Maintenance Program (CFM)

Steps 1-3: Starting CFM

The Customer File Maintenance program adds, deletes or changes customer accounts.

The CFM program is used initially to set up the Customer Account Files and then to maintain the files by adding new customers, deleting inactive ones and changing the information (addresses, phone numbers, etc.) on continuing customers.

To start the Customer File Maintenance program, display the main AR Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

CFM

There are some restrictions on the modifications that can be made to the Customer Account Files:

- No two accounts may have the same account number
- Once an account number is established for an account, it cannot be changed by CFM
- An account with a non-zero balance may not be deleted from the Files.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END in step (3) to terminate the program
- Typing RETURN with no previous entry causes the 'default' value to be entered.

Step (1) Prompt/Display

IF A CONTROL REPORT IS NOT DESIRED, ENTER NO:

Explanation

The control report prints all updates to the Customer Account Files as they are performed. If a control report is not required, type NO. Any other entry (or default) causes the report to be printed.

Step (2) Prompt/Display

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

Explanation

The control report prints all updates to the Customer Account Files as they are performed. If a control report is not required, type NO. Any other entry (or default) causes the report to be printed.

Step (3) Prompt/Display

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

Explanation

To add an account to the Customer Files, type A. and proceed to step (4)
To change an account, type C and proceed to step (8)
To delete an account, type D and proceed to step (13)
To terminate the program and return to the Accounts Receivable Menu, type END.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

a. Customer File Maintenance Program (CFM)
Steps 4-7: Adding an Customer Account

To add an account to the Customer Account Files, CFM asks the operator to enter the values of the 11 fields that specify the account. Typing RETURN after each entry causes the System to ask for the next field.

Step (4) Prompt/Display

**FIELD 01 (ACCOUNT NUMBER) ENTER:

.
. .
. . .

**FIELD 11 (AMOUNT TO BILL) ENTER:

Explanation

For more information on the fields and their meanings, see Section 8-1. Enter the value requested for each field. After entering the value for Field 11, proceed to the next step.

Step (5) Prompt/Display

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

Explanation

At this point, review all values entered for this account. If an incorrect entry was made, it may be corrected by typing 'Y' and continuing with step (6). If all entries are correct, type 'N' to write the account into the Customer Account Files. Execution proceeds at step (4).

Step (6) Prompt/Display

ENTER FIELD NUMBER OF FIELD TO BE CHANGED:

Explanation

Enter the number of the field to be change and proceed to step (7). Typing RETURN causes execution to return to step (5).

Step (7) Prompt/Display

**FIELD xx (name of field) ENTER:

Explanation

The system repeats the request for the value of the field to be changed. Enter the value as in step (4) above and return to step (5).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

a. Customer File Maintenance Program (CFM)
Steps 8-12: Changing a Customer Account

To change a customer account, CFM asks the number of the account to be changed and the numbers of the account fields to be changed. For more information on the account record fields, see Section 8-1.

Step (8) Prompt/Display

ENTER ACCOUNT NUMBER OF RECORD TO BE CHANGED:

Explanation

Enter the number of the account to be changed. This number must be that of an account currently in the Customer Account Files. The default value is spaces.

Step (9) Prompt/Display

CURRENT ACCOUNT VALUES
(account record fields)

Explanation

If the account specified in step (8) is in the Customer Account Files, the values of the fields in the account record are displayed.

Step (10) Prompt/Display

ENTER FIELD NUMBER OF FIELD TO BE CHANGED:

Explanation

Enter the number of the field to be changed. Note that field 1, the account number cannot be changed at this point, since to do so would create a new account.

Step (11) Prompt/Display

**FIELD xx (name of field)ENTER:

Explanation

Enter the value of the field as in step (4) above.

Step (12) Prompt/Display

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

Explanation

To change more fields in this account, type 'Y' and return to step (10). Otherwise, enter 'N' to write the modified account record back in the Customer Account Files. Execution returns to step(3).

(Intentionally blank)

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

- a. Customer File Maintenance Program (CFM)
Steps 13-15: Deleting a Customer Account

This part of CFM deletes a customer account record from the Customer Account Files.

Step (13) Prompt/Display

ENTER ACCOUNT NUMBER OF ACCOUNT TO BE DELETED:

Explanation

Enter the account number of an existing account. The default value is spaces, leaving all existing accounts unchanged.

Step (14) Prompt/Display

CURRENT ACCOUNT VALUES
{account record fields}

Explanation

The account is retrieved from the files and the values of the account record fields displayed for verification. Note the balance, since an account with a non-zero balance cannot be deleted.

Step (15) Prompt/Display

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

Explanation

Check the values to make sure the proper account is being deleted. If so, type 'Y' to delete the account. If the account should be retained, type 'N'. Execution returns to step (3).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

b. Enter Invoiced Sales Program (ETS)
Steps 1-2: Starting ETS

The Enter Invoiced Sales program records invoiced sales.

To start the Enter Invoiced Sales Program, display the main AR Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

ETS

Two methods are available for entering invoiced sales information:

- A "speed-entry" mode, where the operator enters only the invoice date, sale amount, freight amount, tax amount and a one-letter code that identifies the credit terms offered.
- "Regular" mode, where the invoice is entered one item at a time in response to system prompts. If an invoice is to be printed, regular mode must be used.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END in step (3) or (23) to terminate the program
- The default value is that value entered when the RETURN key is typed with no preceding input.

Step(1)

Prompt/Display

DO YOU WANT INVOICES PRINTED FOR THESE TRANSACTIONS?

Explanation

For hard-copy invoices, type 'Y' and proceed to step (9).
Otherwise, type 'N' and proceed to step (2).

Step(2)

Prompt/Display

DO YOU WANT TO USE SPEED INPUT OR THE REGULAR INPUT
METHOD (S OR R)?

Explanation

To use the speed input mode, type 'S' and proceed to step
(3). For regular input mode, type 'R' and proceed to
step (9).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

b. Enter Invoiced Sales Program (ETS)
Steps 3-7: Speed Input Method

In the speed input mode, ETS prints a header showing the positions in which to enter the data items for the invoice. An opportunity is given to change items before saving the invoice.

The speed input mode header appears as follows:

<u>INVOICE</u> <u>NO.</u>	<u>INVOICE</u> <u>DATE</u>	<u>CUSTOMER</u> <u>ACCOUNT NO.</u>	<u>SALE</u> <u>AMOUNT</u>	<u>FREIGHT</u> <u>CHARGES</u>	<u>TAX</u> <u>CHARGES</u>	<u>CREDIT</u> <u>TERMS</u>
------------------------------	-------------------------------	---------------------------------------	------------------------------	----------------------------------	------------------------------	-------------------------------

The invoice number is generated automatically. All other items must be entered by the operator according to the following specifications:

<u>ITEM</u>	<u>INPUT RANGE</u>	<u>DEFAULT VALUE</u>
Invoice Date	8 characters (MM/DD/YY)	Last date entered. If no date has been entered, today's date is used.
Customer Account No.	5 characters	Last account number entered. If no account number has been entered, default is spaces.
Sale Amount	0 - \$9,999,999.99	\$0.00
Freight Charge	0 - \$9,999,999.99	\$0.00
Tax Charge	0 - \$9,999,999.99	\$0.00
Credit Terms	One letter, A F	A
	A = Net E = 2-10-Net	
	B = Net 15 F = Other	
	C = Net 30	
	D = Net 45	

To terminate invoice entry, enter END in the Invoice Date Column.

Step(3)

Prompt/Display

ENTER THE NUMBER OF THE FIRST INVOICE IN THIS SEQUENCE:

Explanation

Enter the number of the first invoice in the sequence to be entered. All successive invoice numbers are generated automatically. The first number must be in the range 00001 - 99995.

Step(4)

Prompt/Display

ENTER INVOICES ACCORDING TO THE FOLLOWING FORMAT:

Speed Entry Format
(see speed-entry format, facing page)

Explanation:

ETS searches the Customer Account Files for the account number entered in step (13). It prints the associated company name and asks if it is the correct one. If so, enter 'Y' and proceed to step (15). If not, enter 'N', check the account number and return to step (13).

Step(5)

Prompt/Display

ARE THESE INVOICES READY FOR POSTING?

Explanation

After 10 invoices have been entered or when 'END' is typed, this message is printed to determine whether the invoices are correct. If they are, type 'Y' and proceed step (8). If not, type 'N'.

Step(6)

Prompt/Display

WHICH INVOICE NEEDS TO BE CHANGED?

Explanation

Enter the number of the invoice that needs to be changed. If this invoice is in the current group, ETS accepts a new line of information according to the speed-entry format. When RETURN is typed, ETS displays the current group of invoices and proceeds from step (6).

Step(7)

Prompt/Display

ONE MOMENT WHILE THESE TRANSACTIONS ARE BEING TEMPORARILY SAVED....

Explanation

When the current group of invoices is ready to post, they are saved temporarily in a file called INV. If 'END' was entered in the current group, execution continues at step (36).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

b. Enter Invoiced Sales Program (ETS)
Steps 9-14: Regular Input Method, General

The regular input method must be used when a detailed invoice is to be entered for billing purposes. When the regular mode is selected, ETS first accepts the general information about the invoice - taxes, discounts, etc.

Step(9) Prompt/Display

ARE THERE ANY NON-TAXABLE ITEMS ON THIS INVOICE(Y OR N)?

Explanation

If any of the items to be entered on this invoice are non-taxable, enter 'Y'. Otherwise, enter 'N'.

Step(10) Prompt/Display

WILL THIS INVOICE HAVE ANY OTHER TAX THAN REGULAR SALES TAX (Y OR N)?

Explanation

If other taxes besides sales tax (e.g., excise tax) are to be charged on this sale, enter 'Y'. Otherwise, enter 'N'.

Step(11) Prompt/Display

ARE ANY DISCOUNTS TO BE OFFERED ON THIS INVOICE (Y OR N)?

Explanation

If any discounts apply to the items on this invoice, enter 'Y'. If not, enter 'N' and proceed to step (13).

Step(12) Prompt/Display

ARE THE DISCOUNTS TO BE APPLIED TO TAXABLE ITEMS, NON-TAXABLE ITEMS OR BOTH (T-N OR B)?

Explanation

To apply discounts to all items, enter 'B'. To apply the discounts to taxable or non-taxable items only, enter 'T' or 'N', respectively.

Step(13) Prompt/Display

ENTER CUSTOMER ACCOUNTNUMBER:

Explanation

Enter the account number of the customer who is to receive this invoice.

Step(14) Prompt/Display

IS THIS THE CORRECT COMPANY (Y OR N)?

Explanation

ETS searches the Customer Account Files for the account number entered in step (13). It prints the associated company name and asks if it is the correct one. If so, enter 'Y' and proceed to step (15). If not, enter 'N', check the account number and return to step (13).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

b. Enter Invoiced Sales Program (ETS)

Steps 15-23: Regular Input Method, Invoice Header

This part of ETS accepts information to be printed on the header above the quantities, descriptions and amounts on the invoice form.

Step(15) Prompt/Display

ENTER INVOICE NUMBER:

Explanation

Enter the number to be printed on this invoice. The number must be in the range 00001 - 99999. The default value is 00001.

Step(16) Prompt/Display

ENTER INVOICE DATE:

Explanation

Enter the effective date of the invoice. The form for entering the date is MM/DD/YY. Default is today's date.

Step(17) Prompt/Display

ENTER INTERNAL ORDER NUMBER IF ANY:

Explanation

If an internal order number is used ("our order number") enter it. Maximum length is 8 characters. Default value is spaces.

Step(18) Prompt/Display

ENTER CUSTOMER PURCHASE ORDER NUMBER IF ANY:

Explanation

If a purchase order number is applicable to this invoice, enter it. Maximum length is 8 characters. Default is spaces.

Step(19)

Prompt/Display

ENTER SALES MAN NUMBER:

Explanation

If a salesman number is to appear on the invoice, enter it. Maximum length is eight characters. Default is spaces.

Step(20)

Prompt/Display

STANDARD CREDIT TERMS FOR THIS CUSTOMER ARE (terms). DO YOU WISH TO (1) USE THESE TERMS, OR (2) ENTER NEW TERMS (1 OR 2)?

Explanation

The Customer Account Files contain standard credit terms for this customer. If they are satisfactory, enter 1 and proceed to step (22). If not, enter 2 and proceed to step (21).

Step(21)

Prompt/Display

ENTER NEW TERMS FOR THIS INVOICE (LETTER A-F):

Explanation

To change the credit terms for this invoice, enter the appropriate code letter as follows:

A = Net	D = Net 45
B = Net 15	E = 2 - 10 Net
C = Net 30	F = Other

Step(22)

Prompt/Display

ENTER SHIPMENT METHOD:

Explanation

If the shipment method is to appear on the invoice, enter up to 8 characters. Default is spaces.

Step(23)

Prompt/Display

LOAD PRINTER WITH INVOICE FORMS, ALIGN FORMS THEN HIT 'RETURN'

Explanation

Align paper so that the top of a page is even with the print head. Then type the RETURN key.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

b. Enter Invoiced Sales Program (ETS)

Steps 24 - 28: Regular Input Method, Enter Invoiced Items

This part of ETS accepts information on the items which are to appear on the invoice.

Step(24) Prompt/Display

PLEASE ENTER TAXABLE ITEMS IN THE FOLLOWING FORMAT:

Explanation

Enter the information on taxable invoice items in columns according to the header printed on the terminal as follows:

PART NO. QUANTITY DESCRIPTION UNIT PRICE DISC.AMT. NET AMOUNT

Enter the items according to the following specifications:

<u>Field</u>	<u>Range</u>	<u>Default</u>
Part No.	8 characters	Spaces
Quantity	0 - 999999	D
Description	Up to 24 characters	Spaces
Unit Price	0 - \$9,999,999.99	0
Disc. Amt.	0 - \$9,999,999.99	0

To terminate item entry, type END in the PART NO. column.

Step(25) Prompt/Display

PLEASE ENTER NON-TAXABLE ITEMS IN THE FOLLOWING FORMAT:

Explanation

Enter the information on non-taxable invoice items in columns according to the header printed on the terminal. See step (24) for header and specifications.

Step(26)

Prompt/Display

THE STANDARD DISCOUNT RATE FOR THIS CUSTOMER IS (date).
DO YOU WANT TO: 1. USE THIS RATE
2. ENTER A DIFFERENT RATE FOR THIS INVOICE
3. ENTER A DISCOUNT VALUE
PLEASE ENTER YOUR CHOICE (1,2 OR 3)?

Explanation

The Customer Account Files contain a standard discount rate for this customer. Enter 1 if the rate is satisfactory and proceed to step(29). Enter 2 to enter a new rate for this invoice and proceed to step (27). To enter a dollar amount discount, enter 3 and proceed to step (28).

Step(27)

Prompt/Display

ENTER NEW DISCOUNT RATE:

Explanation

Enter the new discount rate in percent. This rate is applied only to this invoice.

Step(28)

Prompt/Display

ENTER DISCOUNT VALUE:

Explanation

Enter the amount of discount for this invoice. The amount must be in the range 0 - (invoice amount).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

- b. Enter Invoiced Sales Program (ETS)
Steps 29-34: Regular Input Method, Taxes

This part of ETS computes sales and other taxes.

Step(29)

Prompt/Display

THE STANDARD TAX RATE FOR THIS CUSTOMER IS(t).
DO YOU WANT TO: 1. USE THIS RATE
2. ENTER A DIFFERENT RATE FOR THIS INVOICE
3. ENTER A TAX VALUE

PLEASE ENTER YOUR CHOICE (1,2 OR 3)?

Explanation

The Standard Tax Rate is set in the Customer File Maintenance Program. If this is satisfactory, enter 1 and proceed to step (32). To enter a new tax rate for this invoice, enter 2 and proceed to step (30). To enter a flat amount of tax to be paid on this invoice, enter 3 and proceed to step (31).

Step(30)

Prompt/Display

ENTER NEW TAX RATE:

Explanation

Enter the rate to be used on this invoice in percent.

Step(31)

Prompt/Display

ENTER TAX VALUE:

Explanation

Enter the amount of tax to be paid on this invoice. Amount must be in the range 0 ≤(amount)≤ 9,999,999

Step(32) Prompt/Display

IN COMPUTING ADDITIONAL TAX CHARGES ON THIS INVOICE
DO YOU WANT TO 1. ENTER A TAX RATE
2. ENTER A TAX VALUE
PLEASE ENTER YOUR CHOICE (1 OR 2)?

Explanation

Additional taxes may be charged as a percentage of the invoice amount or as a dollar amount. To charge a percentage, enter 1 and proceed to step (33). To charge a fixed amount, enter 2 and proceed to step (34).

Step(33) Prompt/Display

ENTER TAX RATE:

Explanation

Enter the additional tax rate in percent. Proceed to step (35).

Step(34) Prompt/Display

ENTER TAX VALUE:

Explanation

Enter the additional tax charge in dollars. Proceed to step (35).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

b. Enter Invoiced Sales Program (ETS)
Steps 35-37: Finishing Up

This part of ETS prints the invoices and, optionally, a control report.

Step(35) Prompt/Display

FINAL CHECK. IS THIS INVOICE OKAY FOR PRINTING?

Explanation

ETS displays the invoice and asks if it is correct. Check it carefully and type 'Y' if it is satisfactory. If it is not correct, type 'N' and return to step (9).

Step(36) Prompt/Display

ANY MORE INVOICES TO BE PRINTED?

Explanation

If there are any more sales for which invoices are to be printed, type 'Y' and return to step (9).

Step(37) Prompt/Display

ANY MORE INVOICED SALES TO ENTER?

Explanation

To enter more sales (without printed invoices) type 'Y' and return to step (1). To print the invoices and exit ETS, make sure the invoice forms are loaded in the printer, position them.

(This page is intentionally blank)

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

c. Enter Payments, Credits and Adjustments Program (ETP)
Steps 1-3: Entry Procedure

The Enter Payments, Credits and Adjustments program records payments made, returns, credits and adjustments to previously posted invoices.

To start the Enter Payments, Credits and Adjustments program, display the main AR Menu. After the prompt.

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

ETP

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END in step (2) to terminate this program
- The default value is that value entered when the RETURN key is typed with no previous entry.

Step(1) Prompt/Display

ENTER PAYMENTS, CREDITS AND ADJUSTMENTS IN THE FOLLOWING
FORMAT:

Explanation

ETS displays the specifications for input as follows:

<u>Field</u>	<u>Range</u>	<u>Default</u>
Trans. Code	P = Payment C = Credit A = Adjustment	P
Acct. No.	5 characters	spaces
Trans. Date	MM/DD/YY	Today's date
Inv. No.	0 - 99999 0 = Oldest invoice present 1 - 99995 = Normal invoices 99997 = Automatic billing invoice 99998 = Service charge invoice 99999 = Open credit invoice	99999
Trasaction Amount	0 - \$9,999,999.99	0
Discount Taken	0 - \$9,999,999.99	0
Customer Reference	Up to 8 characters	Spaces

To terminate the entry process, enter 'E' in the Trans. Code column.

Step(2) Prompt/Display

(column header)

Explanation

Enter the transaction fields in columns under the header.

Step(3) Prompt/Display

ARE THESE TRANSACTIONS READY FOR POSTING (Y OR N)?

Explanation

After each ten transactions or when END is entered, ETS asks this question. Check the entries. If they are as desired, type 'Y' and proceed to step (8). If not, type 'N' and proceed to step (4).

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-1 FILE MAINTENANCE PROGRAMS

c. Enter Payments, Credits and Adjustments Program (ETP)
Steps 4-11: Editing Entries

This part of ETS changes any entries that need editing before posting.

Step(4) Prompt/Display

ENTER ACCOUNT NUMBER OF ENTRY TO BE CHANGED:

Explanation

Enter the account number entered for the entry that needs to be changed. Type 'RETURN' to return to step (3).

Step(5) Prompt/Display

ENTER TRANSACTION CODE OF ENTRY TO BE CHANGED:

Explanation

Enter the transaction code of the transaction as it is to appear. Typing 'RETURN' returns to step (3).

Step(6) Prompt/Display

NOW ENTER THE INVOICE NUMBER FOR THE ENTRY TO BE CHANGED:

Explanation

Enter the invoice number of the transaction to be changed. Typing 'RETURN' returns to step (3).

Step(7) Prompt/Display

RE-ENTER TRANSACTIONS:

Explanation

Enter the transaction as it is supposed to appear, according to the specifications in step (1). Return to step (2).

Step(8) Prompt/Display
 ONE MOMENT WHILE THESE TRANSACTIONS ARE BEING TEMPORARILY
 SAVED.

Explanation

When all the transactions are as desired, they are saved in a temporary file. If entry is complete, proceed to step (10).

Step(9) Prompt/Display

CONTINUE ENTRY OF TRANSACTIONS:

Explanation

If more transactions are to be entered, ETS = returns to step (2).

Step (10) Prompt/Display

IF A CONTROL REPORT IS NOT DESIRED, ENTER 'NO':

Explanation

The control report prints each transaction as it is processed along with the applicable error messages. If it is not required, type 'NO'. Any other response prints the report. The control report is recommended for auditing purposes.

Step(11) Prompt/Display

ALIGN PAPER IN PRINTER, THEN HIT 'RETURN' TO CONTINUE:

Explanation

To print the report, align the paper in the printer so that the top of a page is even with the print head. Then type the 'RETURN' key to indicate that it is ready. Printing proceeds automatically.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-2 REPORT GENERATION PROGRAMS

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

To start each of the Report Generation programs, display the main AR Menu.
After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter the option:

RPG

The system responds by displaying the Report Generation Menu as shown on the facing page.

After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter the name of the report program to be run.

To return to the main AR Menu, enter the selection:

MENU

THE HARRIS SUPPLY CO.
ACCOUNTS RECEIVABLE
REPORT GENERATION SELECTION MENU

The FOLLOWING REPORTS MAY BE GENERATED

PACT	PERIODIC ACTIVITY REPORT
IVR	INVOICE REGISTER
PCR	PAYMENTS - CREDITS AND ADJUSTMENTS REGISTER
CCA	LIST CURRENT CUSTOMER ACCOUNTS
AAR	AGED ACCOUNTS RECEIVABLE
MENU	RETURN TO MAIN SYSTEM MENU

WHICH REPORT WOULD YOU LIKE TO GENERATE?

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-2 REPORT GENERATION PROGRAMS

a. Periodic Activity Report Program (PACT)

The Periodic Activity Report provides a list by day of all transactions that have occurred since the End-of-Day program was run. These transactions are summarized and a General Ledger accounting information summary is provided.

To start the Periodic Activity Report program, display the Report Generation Menu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

PACT

A detailed PACT program procedure is given on the following page. A sample Periodic Activity Report is shown in Section 7-2.

REMEMBER

- Type RETURN after each entry
- Type ? for more information on any prompt
- Type END to terminate this program
- The default value is that value entered when RETURN is typed with no previous input.

Step(1) Prompt/Display

DO YOU WANT THE REPORT ON THE TERMINAL OR THE PRINTER?

Explanation

Type 'P' to print the report on the printer. Type 'T' to display the report on the terminal. The terminal display may be stopped for closer examination by typing CONTROL/S (typing 'S' while holding down the 'CONTROL' key). To resume the display type space.

Step(2) Prompt/Display

BE SURE TO ALIGN PAPER, THEN PRESS THE 'RETURN' KEY WHEN READY:

Explanation

If the printer has been selected, align the paper so that the top of a page is even with the print head. Then type 'RETURN' to indicate the printer is ready.

The remainder of the report generation activity is automatic. Execution continues with the Report Generation Submenu.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-2 REPORT GENERATION PROGRAMS

b. Invoice Register Program (IVR)

The Invoice Register program prints the current contents (i.e., all invoices processed by the End-of-Day program since the last execution of the End-of-Month program) of the Invoice Register monthly invoice activity file.

To start the Invoice Register program, display the Report Generation Menu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

IVR

The detailed procedure for using the IVR program is given on the following page. Section 7-4 shows a sample Invoice Register.

REMEMBER

- Type RETURN after each entry
- Type ? for more information on any prompt
- Type END to terminate this program and return to the Report Generation Submenu
- Default value is that value entered when the RETURN key is typed with no previous input.

Step (1) Prompt/Display

DO YOU WANT THE REPORT ON THE TERMINAL OR THE PRINTER?

Explanation

Type 'P' to print the report on the printer. Type 'T' to display the report on the terminal. The terminal display may be stopped for closer examination by typing 'CONTROL/S' (Typing 'S' while holding down the 'CONTROL' key). To resume the display type space.

Step (2) Prompt/Display

BE SURE TO ALIGN PAPER, THEN PRESS THE 'RETURN' KEY WHEN READY:

Explanation

If the printer has been selected, align the paper so that the top of a page is even with the print head. Then type 'RETURN' to indicate the printer is ready.

The remainder of the Report Generation Activity is automatic. Execution continues with the Report Generation Submenu.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-2 REPORT GENERATION PROGRAMS

c. Payment, Credit and Adjustment Register Program (PCR)

The Payment, Credit and Adjustment Register program prints the current contents (i.e., all those transactions processed by the End-of-Day program since the End-of-Month program was last run) of the payment, credit and adjustment monthly activity file.

To start the Payment, Credit and Adjustment Register program, display the Report Generation Menu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

PCR

The detailed procedure for using PCR is given in on the following page. Section 7-5 shows a sample report.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END to terminate this program
- The default value is that value entered when the RETURN key is typed with no previous input.

Step (1) Prompt/Display

DO YOU WANT THE REPORT ON THE TERMINAL OR THE PRINTER?

Explanation

Type 'P' to print the report on the printer. Type 'T' to display the report on the terminal. The terminal display may be stopped for closer examination by typing 'CONTROL/S' (Typing 'S' while holding down the 'CONTROL' key). To resume the display type space.

Step (2) Prompt/Display

BE SURE TO ALIGN PAPER, THEN PRESS THE 'RETURN' KEY WHEN READY:

Explanation

If the printer has been selected, align the paper so that the top of a page is even with the print head. Then type 'RETURN' to indicate the printer is ready.

The remainder of the Report Generation Activity is automatic. Execution continues with the Report Generation Submenu.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-2 REPORT GENERATION PROGRAMS

d. List Current Customer Accounts Program (CCA)

The List Current Customer Accounts program generates the Current Customer Accounts Report. This report provides a list of the customers in the data base, their addresses, current balances and phone numbers.

To start the List Current Customer Accounts program, display the Report Generation Menu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE:

enter:

CCA

A detailed CCA program procedure is given on the following page. Section 7-7 shows a sample CCA report.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END to terminate this program
- The default value is that value entered when the RETURN key is typed with no previous input.

Step (1) Prompt/Display

DO YOU WANT THE REPORT ON THE TERMINAL OR THE PRINTER?

Explanation

Type 'P' to print the report on the printer. Type 'T' to display the report on the terminal. The terminal display may be stopped for closer examination by typing 'CONTROL/S' (Typing 'S' while holding down the 'CONTROL' key). To resume the display type space.

Step (2) Prompt/Display

BE SURE TO ALIGN PAPER, THEN PRESS THE 'RETURN' KEY WHEN READY:

Explanation

If the printer has been selected, align the paper so that the top of a page is even with the print head. Then type 'RETURN' to indicate the printer is ready.

The remainder of the report generation activity is automatic. Execution continues with the Report Generation Submenu.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-2 REPORT GENERATION PROGRAMS

e. Aged Accounts Receivable Program (AAR)

The Aged Accounts Receivable program generates a report which gives a listing of all accounts that have open invoices outstanding. The invoices are 'aged' according to invoice into current 30-60, 60-90, and over 90 days.

To start the Aged Accounts Receivable program, display the Report Generation Menu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

AAR

A detailed AAR program procedure is given on the following page. Section 7-3 shows a sample Ageing Report as generated by the AAR program.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END to terminate this program
- The default value is that value entered when the RETURN key is typed with no previous input.

Step (1) Prompt/Display

DO YOU WANT THE REPORT ON THE TERMINAL OR THE PRINTER?

Explanation

Type P to print the report on the printer. Type T to display the report on the terminal. The terminal display may be stopped for closer examination by typing CONTROL/S (typing S while holding down the CONTROL key). To resume the display press the space bar.

Step (2) Prompt/Display

BE SURE TO ALIGN PAPER, THEN PRESS THE 'RETURN' KEY WHEN READY:

Explanation

If the printer has been selected, align the paper so that the top of a page is even with the print head. Then type 'RETURN' to indicate the printer is ready.

The remainder of the report generation activity is automatic. Execution continues with the Report Generation Submenu.

3 ACCOUNTS RECEIVABLE MENU

3-3 END OF PERIOD PROCESSING PROGRAMS

The End of Period Processing programs are run by displaying the End of Period Menu and entering the name of the option to be run.

To start each of the End of Period processing programs, display the main AR Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter the option:

EOP

The system responds by displaying the End of Period Menu as shown on the following page.

After the prompt:

WHICH PROCESSING FUNCTION WOULD YOU LIKE TO RUN?

enter the name of the end of period program to be run.

To return to the main AR Menu enter the selection:

MENU

Step (1) Prompt/Display

IF A CONTROL REPORT IS NOT DESIRED, ENTER 'NO'

Explanation

The control report is a listing of all reconciliation transactions as they are made. This report is printed on the printer. If the report is not needed, enter 'NO'. All other entries, including default, cause the report to be printed.

Step (2) Prompt/Display

ALIGN PAPER IN PRINTER, THEN HIT 'RETURN' TO CONTINUE:

Explanation

If the control report is to be printed, align the printer paper so that the top edge of a page is even with the print head. Then type the 'RETURN' key to indicate the printer is ready.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-3 END OF PERIOD PROCESSING PROGRAMS

a. Open Credit Reconciliation Program (OCR)

Whenever a payment, credit, or adjustment is made that cannot be applied to a specific invoice (e.g., if a customer pays more on an invoice than is owed), an open credit is placed in the customer's open invoice file. Using the Open Credit Reconciliation program, this open credit balance may be applied to specific invoices in that customer's account.

To start the Open Credit Reconciliation program, display the End of Period Processing Menu. After the prompt:

WHICH PROCESSING FUNCTION WOULD YOU LIKE TO RUN?

enter:

OCR

A detailed procedure for using the OCR program is given on the following pages.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END to terminate this program
- The default value is that value entered when the RETURN key is typed with no previous input.

Step (1) Prompt/Display

IF A CONTROL REPORT IS NOT DESIRED, ENTER 'NO'

Explanation

The Control Report is a listing of all reconciliation transactions as they are made. This report is printed on the printer. If the report is not needed, enter NO. All other entries, including default, cause the report to be printed.

Step (2) Prompt/Display

ALIGN PAPER IN PRINTER, THEN HIT 'RETURN' TO CONTINUE:

Explanation

If the Control Report is to be printed, align the printer paper so that the top edge of a page is even with the print head. Then type the 'RETURN' key to indicate the printer is ready.

Step (3) Prompt/Display

ENTER ACCOUNT NUMBER OF ACCOUNT TO BE RECONCILED?

Explanation

Enter the customer file account number for the account to be reconciled. The maximum account number size is 5 characters. The default value is space.

Step (4) Prompt/Display

CURRENTLY (n) HAS THE FOLLOWING OPEN INVOICES/CREDITS
INVOICE NUMBER INVOICE DATE INVOICE AMOUNT INVOICE TERMS

Explanation

OCR first prints the current open invoices and credits for the selected account.

Step (5) Prompt/Display

ENTER RECONCILIATIONS: TYPE 'END' TO TERMINATE

INVOICE NO.	AMOUNT TO RECONCILE	AMOUNT STILL DUE ON INVOICE	AMOUNT OF OPEN CREDIT REMAINING
----------------	------------------------	--------------------------------	------------------------------------

Explanation

Enter the invoice number and the amount of open credit to be applied to it according to the format shown. The other entries are made automatically by OCR. The default invoice number is the oldest open invoice in the customer's file and the default amount to reconcile is the amount remaining on the invoice or the amount of remaining open credit, whichever is smaller.

Step (6) Prompt/Display

ANY MORE ACCOUNTS TO RECONCILE?

Explanation

Enter 'Y' to reconcile more accounts and proceed from step (3). Any other entry terminates the program.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-3 END OF PERIOD PROCESSING PROGRAMS

b. The End of Day Program (DAY)

The End of Day program collects the current transactions recorded in the Periodic Activity File for transmittal to the General Ledger and monthly files.

As transactions are entered into the system (either debits or credits), a record of that transaction is maintained in the Periodic Activity File. This file grows until the End of Day program is run, at which time information from these transactions is collected for transmittal to the General Ledger. The transactions are then attached to monthly files and the file is cleared for a new 'day'. Notice that the End of Day program need not necessarily be run on a daily basis. The Periodic Activity File continues to store transactions until the End of Day program is run.

To start the End of Day program, display the End of Period Processing Menu. After the prompt:

WHICH PROCESSING FUNCTION WOULD YOU LIKE TO RUN?

enter:

DAY

A detailed procedure for using the DAY program is given on the facing page.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END to terminate this program
- The default value is that value entered when RETURN is typed with no previous input.

Step (1) Prompt/Display

BEFORE COMPLETING END-OF-DAY PROCESSING, IT IS NECESSARY TO GENERATE A FINAL PERIODIC ACTIVITY CONTROL REPORT. PROGRAM WILL LOAD AUTOMATICALLY . . .

Explanation

If transactions are present in the Periodic Activity File, then a periodic activity report is printed automatically. Processing continues with step (1) of Section 3-6a.

Step (2) Prompt/Display

GENERAL LEDGER ACCOUNTING INFORMATION IS NOW UP-TO-DATE. BEGINNING TRANSFER OF ACTIVITIES FROM DAILY TRANSACTION FILE TO MONTHLY TRANSACTION FILES . . .

Explanation

After completing the Periodic Activity Report, processing continues automatically with the daily file transfer.

Step (3) Prompt/Display

TRANSFER COMPLETE. DAILY TRANSACTION FILE IS NOW EMPTY. THIS COMPLETES END OF DAILY ACTIVITY PROCESSING.

Explanation

Processing is completed. The program terminates automatically.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-3 END OF PERIOD PROCESSING PROGRAMS

c. The End of Month Program (MONTH)

The End of Month program, which may be run monthly or at any time, causes service charges to be added to charge accounts, automatic bills to be added to 'other' accounts and certain file maintenance to be performed on the customer accounts. The monthly Invoice Register and monthly Payment, Credit and Adjustment Register are emptied.

To start the End of Month program, display the End of Period Processing Menu. After the prompt:

WHICH PROCESSING FUNCTION WOULD YOU LIKE TO RUN?

enter:

MONTH

Step (1)

Prompt/Display

BEGINNING END OF MONTH PROCESSING
IT WILL TAKE A FEW MOMENTS TO ADD MONTHLY CHARGES TO
ACCOUNTS, (IF NECESSARY) AND TO REMOVE THE OLDEST
ENTRIES FROM THE RECENT TRANSACTIONS PORTION OF
CUSTOMER ACCOUNT RECORDS

Explanation

The remainder of processing proceeds automatically and returns to the submenu.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-3 END OF PERIOD PROCESSING PROGRAMS

d. The End of Year Program (YEAR)

The End of Year program provides a final report on yearly sales and payments, then resets all year-to-date values.

To start the End of Year program, display the End of Period Processing Menu. After the prompt:

WHICH PROCESSING FUNCTION WOULD YOU LIKE TO RUN?

enter:

YEAR

Step (1)

Prompt/Display

BE SURE TO ALIGN PAPER, THEN PRESS THE 'RETURN' KEY
WHEN READY:

Explanation

Align the printer paper so that the top of a page is even with the printhead. Then type the 'RETURN' key to indicate the printer is ready for the Year End Report.

(Intentionally blank)

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-3 END OF PERIOD PROCESSING PROGRAMS

e. The DAY-to-General Ledger Transfer Program (GLT)

GLT transfers the accounting data collected by DAY to the General Ledger Transfer File. Running GLT at the end of each month (or other standard accounting period) assures up-to-date general ledger reporting of Accounts Receivable transactions.

To run GLT, display the EOP menu. After the prompt,

WHICH PROCESSING FUNCTION WOULD YOU LIKE TO RUN?

enter:

GLT

GLT automatically makes the transfer and requires no further operator intervention.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-4 STATEMENT GENERATION PROGRAM (STG)

The Statement Generation program allows statements to be printed for all accounts, selected accounts, or all accounts with non-zero balances.

To start the Statement Generation program, display the main AR Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

STG

The format of the statement printed by the STG program depends on the type of account. A regular account causes an 'open invoice' statement to be printed; otherwise, a 'balance forward' statement is generated.

Detailed instructions for using the STG program are given on the facing page.

An example statement is shown Section 7-9.

REMEMBER

- .Type the RETURN key after each entry.
- .Type ? for further information on any prompt
- .Type END to terminate this program
- .The default value is that value entered when the RETURN key is typed with no previous input.

Step (1)

Prompt/Display

LOAD PRINTER WITH STATEMENT FORMS, ALIGN PAPER THEN PRESS
'RETURN'

Explanation

Load the statement forms so that the top of a page is even with the print head. See the loading instructions in the System User's Manual.

Step (2)

Prompt/Display

YOU MAY PRINT STATEMENTS FOR A SINGLE CUSTOMER, ALL CUSTOMERS OR ALL CUSTOMERS WITH A NON-ZERO BALANCE. (S-A OR N):

Explanation

To print statements for one or a few customers, type S and proceed to step (4). To print statements for those customers with non-zero balances, type 'N'. To print statements for all customers, type 'A'. In both of these cases, the statements are printed automatically. STG returns to the menu when the statements are completed.

Step (3)

Prompt/Display

ENTER MESSAGE TO BE PRINTED ON STATEMENTS, IF ANY:

Explanation

Enter up to 24 characters to be printed at the bottom of each statement. Default value is blanks.

Step (4)

Prompt/Display

ENTER ACCOUNT NUMBER OF CUSTOMER TO RECEIVE STATEMENT:

Explanation

Enter the account number, which must be no longer than 5 characters. The default value is spaces.

Step (5)

Prompt/Display

ANY MORE CUSTOMERS TO RECEIVE STATEMENTS (Y OR N)?

Explanation

To print more statements, type 'Y' and return to step (4). Otherwise, type 'N' to exit STG.

3 ACCOUNTS RECEIVABLE MENU PROGRAMS

3-5 QUERY CUSTOMER ACCOUNT STATUS PROGRAM (QUERY)

The Query Customer Account Status program displays the current contents of any selected customer account, or lists all accounts.

To start the Query Customer Account Status program, display the main AR Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

QUERY

A detailed QUERY program procedure is shown on the following pages

Section 7-6 shows a sample QUERY program report.

REMEMBER

- Type the RETURN key after each entry.
- Type ? for more information on any prompt
- Type END to terminate this program and return to the menu
- The default value is that value entered when the RETURN key is typed with no previous input.

Step (1)

Prompt/Display

WHAT ACCOUNT NUMBER IS TO BE QUERIED?

Explanation

Enter the number of the account to be displayed. The maximum length of an account number is five characters. To display the entire customer account file, type 'ALL'. The default value is a string of spaces.

Step (2)

Prompt/Display

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

Explanation

Enter 'P' to print permanent reports on the printer. Type 'T' to display the reports on the terminal screen with no hardcopy. The terminal display can be stopped for closer examination by typing 'CONTROL/S' (typing 'S' while holding down the 'CONTROL' key). Typing spaces causes the display to resume.

Step (3)

Prompt/Display

BE SURE TO ALIGN PAPER, THEN PRESS THE 'RETURN' KEY WHEN READY.

Explanation

Align the printer paper so that the top of a page is even with the print head. Then type the 'RETURN' key to indicate that the printer is ready.

Step (4)

Prompt/Display

CUSTOMER STATUS INFORMATION
PRESS RETURN TO CONTINUE

Explanation

The contents of the requested accounts are displayed. Type the 'RETURN' key to continue printing when printout stops.

Step (5)

Prompt/Display

ANY MORE ACCOUNTS TO BE QUERIED?

Explanation

Type 'Y' to display the contents of more customer accounts. Execution proceeds with step (1). To end the display, Type 'N'.

SECTION 4
UTILITY MAINTENANCE PROGRAMS

4 UTILITY MAINTENANCE PROGRAMS

The Utility Maintenance programs perform several support functions for the Accounts Receivable System. The Utility Maintenance programs are selected by displaying the Utility Menu and entering the name of the programs 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 4-4. Floppy disk associated programs are discussed in Section 4-1, while disk cartridge associated programs are explained in Section 4-2. Sections 4-3 and 4-4 pertain to both floppy disk and disk cartridge users. The System Generation (SYSGEN) and CREATE programs are described in Section 4-3, and Section 4-4 contains General Ledger Interface program instructions.

Each of the Utility Maintenance programs are started as follows:

First, display the Accounts Receivable Main Menu.

After the Prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

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 AR Menu is made by entering the selection:

MENU

THE HARRIS SUPPLY CO.
PAYROLL SYSTEM
UTILITY FUNCTION SELECTION MENU

THESE ARE THE UTILITY FUNCTIONS AVAILABLE

FORMAT	DISKETTE FORMAT AND REFORMAT
SYSGEN	GENERATE SYSTEM AND FILE INFORMATION
CREATE	CREATE CUSTOMER ACCOUNT FILE
COPYR	RANDOM FILE COPY
COPYS	SEQUENTIAL FILE COPY
DCOPY	COPY COMPLETE DISKETTE
GLI	GENERAL LEDGER INTERFACE FILE MAINTENANCE
MENU	RETURN TO MAIN AR MENU

WHICH UTILITY WOULD YOU LIKE TO RUN

The Floppy Disk Utility Menu

THE HARRIS SUPPLY CO.
PAYROLL SYSTEM
UTILITY FUNCTION SELECTION MENU

THESE ARE THE UTILITY FUNCTIONS AVAILABLE

FORMAT	DISK CARTRIDGE INITIALIZATION
SYSGEN	GENERATE SYSTEM AND CUSTOMER INFORMATION
CREATE	CREATE CUSTOMER ACCOUNT FILES
COPYH	COPY DISK FILES
DCOPY	COPY DISK CARTRIDGE
GLI	GENERAL LEDGER INTERFACE FILE MAINTENANCE
MENU	RETURN TO MAIN AR MENU

WHICH UTILITY WOULD YOU LIKE TO RUN?

The Cartridge Disk Utility Menu

- 4 UTILITY MAINTENANCE PROGRAMS
- 4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS
 - a. Diskette Format and Reformat Program (FORMAT)

The Diskette Format and Reformat (FORMAT) program is used to format a new diskette before the diskette 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 FORMAT program follows.

Step (1) Prompt/Display

PLEASE INSERT THE DISKETTE TO BE PROCESSED
INTO DRIVE (d). READY (Y OR N)?

Explanation

Insert the diskette into drive (d).

Enter '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

Enter '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 CRT 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 physical
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 FILE MAINTENANCE PROGRAMS
 - b. Copy Random File (COPYR)

Floppy disk Copy Random File (COPYR) program is used on dual disk systems to copy random and ISAM 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 and 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. READY {Y, N}?

Explanation

Place the diskettes to be copied to and
from into the proper disk drives.

Step (2) Prompt/Display

MOUNT NECESSARY {Y, N}?

Explanation

Enter 'N' if the 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 DISKETTE {2-DISK SYSTEMS}
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.ARCUC.

Step (4) Prompt/Display

ON WHAT DRIVE DOES (source) 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. Eight characters maximum.

Step (6) Prompt/Display

ON WHAT DRIVE SHALL (destination) RESIDE?

Explanation

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

Step (7) Prompt/Display

FILE (source) ON DRIVE {d1} WAS COPIED INTO FILE (destination) 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

Explanation

Enter 'Y' if changing disks.

4 UTILITY MAINTENANCE PROGRAMS

4-1 FLOPPY DISK UTILITY FILE MAINTENANCE PROGRAMS

c. Copy Sequential File Routine (COPYS)

Step 1 through 5: Defining System and Mounting Diskette

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

To copy sequential files, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

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?

Explanation

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

Enter 'NO' if the file was created using integer values. In the Accounts Receivable System, whereas the files #U.CENTR, #U.SERI and #U.QUME were created using integers.

Step (2) Prompt/Display

IS THIS A DUAL DRIVE SYSTEM?

Explanation

Enter 'YES'.

Step (3)

Prompt/Display

IS (ARE) THE PROPER DISKETTE(S) MOUNTED
(Y, N)?

Explanation

Enter 'Y' if the proper diskettes are already
mounted. Proceed to step (5).
Otherwise,
enter 'N'.

Step (4)

Prompt/Display

PLEASE INSERT PROPER DISKETTES. READY
(Y, N)?

Explanation

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

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.

(Intentionally blank)

4 UTILITY MAINTENANCE PROGRAMS
4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

c. Copy Sequential File Routine (COPYS)
Steps 6 through 9: Copying Diskettes

Since two floppy disk drives are being used, the system must be informed which drive contains the source file and which the destination 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} MOUNTED?

Explanation

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

Step (8) Prompt/Display

ON WHAT DRIVE IS {DESTINATION} MOUNTED?

Explanation

Enter drive number (0 or 1) of destination
file, and proceed to step (9).

Step (9) Prompt/Display

FILE {SOURCE} ON DRIVE {d} HAS BEEN COPIED
TO FILE {DESTINATION} ON DRIVE {d2} THERE
WERE {n} ITEMS COPIED. ***END OF COPY***

Explanation

Will be printed when the program has finished.

4 UTILITY MAINTENANCE PROGRAMS

4-1 FLOPPY DISK UTILITY MAINTENANCE PROGRAMS

d. Copy Complete Diskette 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 Receivable Menu by entering the following command:

RUN"AR MENU"

- 4 UTILITY MAINTENANCE PROGRAMS
- 4-2 CARTRIDGE DISK UTILITY FILE MAINTENANCE
 - a. Cartridge Disk Format Program (FORMAT)

The Cartridge Disk Format (FORMAT) program is used to erase all information from a previously used disk cartridge. A new disk cartridge is formatted by 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 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 be 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.

- 4 UTILITY MAINTENANCE PROGRAMS
- 4-2 CARTRIDGE DISK UTILITY MAINTENANCE
 - b. Copy Data File Program (COPYH)
Steps 1-6: Copy Specific File

The cartridge disk Copy Data File (COPYH) program allows for data file transfer from a source disk to a destination disk, or from one location on a disk to another location on that same disk.

To run the COPYH program display the Utility Menu.

After the prompt:

WHICH UTILITY DO YOU WISH TO RUN?

enter:

COPYH

When the COPYH program has been run, the Utility Menu appears.

A step-by-step explanation of the COPYH program follows:

Step (1) Prompt/Display

ENTER DRIVE NUMBER TO COPY FROM

Explanation

Enter the drive number that contains the file you want to copy.

Step (2) Prompt/Display

DO YOU WISH TO SCAN DIRECTORY OR ENTER LIST OF FILES (S OR L)?

Explanation

If many of the files on the disk are to be copied, enter 'S' to scan the directory and proceed to step (3). To copy a few files, enter 'L' and proceed to step (10).

Step (3) Prompt/Display

DO YOU WANT TO SELECT FILES DURING SCAN (Y OR N)?

Explanation

Enter 'Y' if there are many files on the disk that are not to be copied. Otherwise enter 'N'.

Step (4) Prompt/Display

SCANNING VOLUME x

Explanation

COPYH scans the directory of the disk and print the volume name. If the answer in step (3) was 'Y', processing continues as 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 NAME 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 DRIVE (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 PROGRAMS

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 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

4-2 SYSTEM GENERATION AND CREATE ISAM DATA FILE

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 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 CUSTOMER ACCOUNT FILE

- 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 and 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

A step by step detailed procedure for using the SYSGEN program follows:

NOTE

- It is recommended that the SYSGEN program be run with the help of a representative.
- A SYSGEN checklist is provided in Appendix A.

Step (1)

Prompt/Display

PLEASE INSERT THE DISK TO BE PROCESSED.
THIS PROGRAM WILL AUTOMATICALLY PERFORM THE "MOUNT"
FOR YOU.
READY (Y OR N)?

Explanation

Insert the disk containing the system
programs into drive number 0.
Key in 'Y' or 'YES' when ready to continue

Step (2)

Prompt/Display

IN WHICH DRIVE HAS DISK BEEN MOUNTED?

Explanation

Enter the number of the drive in which the
disk was inserted.

Step (3)

Prompt/Display

DISK IS MOUNTING

Explanation

This is printed while the system performs
the MOUNT function.

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 program
is ready.

4 UTILITY MAINTENANCE PROGRAM

4-3 SYSTEM GENERATION AND CREATE CUSTOMER ACCOUNT FILE

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 (PAYROLL). Maximum length is 24 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 ARTEST.

Step (7) Prompt/Display

DISK TITLE/VERSION

Explanation

Enter the title of the disk, such as MITS AR A006.1, #205 (maximum 24 characters).

Step (8) Prompt/Display

CREATION DATE

Explanation

Enter date system is first generated 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 CUSTOMER ACCOUNT FILE

- 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 (normally 16) through which the terminal is interfaced with the system.

Step (11) Prompt/Display

TERMINAL SENSE SWITCH

Explanation

Type in the sense switch setting for this terminal (normally a 1). Consult the BASIC REFERENCE MANUAL for options.

Step (12) Prompt/Display

CODES CLEAR SCREEN

Explanation

Type in the 3-digit ASCII codes for the terminal clear screen command. For an ADM-3, this will be 026. For a MITS B-100, this will be 027069 (ESCAPE/E).

Consult terminal handbook if neither of these terminals is being used.

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 PROGRAMS

4-3 SYSTEM GENERATION AND CREATE CUSTOMER ACCOUNT FILE

a. System Generation Program (SYSGEN)
Step 15: Printer Type Code

The SYSGEN 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 statements 65520 through 65528. BASIC statement 65520 begins the subroutine to switch the 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 2SIO 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:

S=Standard Serial Device;

C=C700

Q=Q70

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

4 UTILITY MAINTENANCE PROGRAM

4-3 SYSTEM GENERATION AND CREATE CUSTOMER ACCOUNT FILE

- 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.

Enter 0 if the printer is not a serial type.

Step (17) Prompt/Display

PRINTER SENSE SWITCH

Explanation

This is the sense switch setting for the serial printer (normally a 1). See the BASIC Reference Manual.

Enter 0 if the printer is not a serial type.

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 CUSTOMAR ACCOUNT FILE

a. System Generation Program (SYSGEN)
Steps 21 - 23: Disk Drives Used

There are two disk drives used with this system and the Customer Accounts Files and Periodic Activity Files 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 Customer Account Files and the Periodic Activity Files on drive 1 (normally the case).

Step (23) Prompt/Display

BASE ASSEMBLY ADDRESS ?

Explanation

This address is preset for your version of BASIC. Consult your dealer if your version changes.

4 UTILITY MAINTENANCE PROGRAM

4-3 SYSTEM GENERATION AND CREATE CUSTOMER ACCOUNT FILE

a. System Generation Program (SYSGEN)

Step 24-25: Software and Disk Configuration

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

Step (24) Prompt/Display

IS G/L PRESENT (Y-N)?

Explanation

Enter 'Y' if the General Ledger System is being used with the Accounts Receivable System. Otherwise, enter 'N'.

Step (25) Prompt/Display

DISK TYPE (H OR F)?

Explanation

Enter 'H' for cartridge disk.
Enter 'F' for floppy disk.

4 UTILITY MAINTENANCE PROGRAMS

4-3 SYSTEM GENERATION AND CREATE CUSTOMER ACCOUNT FILE

a. System Generation Program (SYSGEN)

Steps 26 through 36: Company Name and Data Files

The company name and address to appear on each report must be entered, and the disk to which the Customer Account Files and Periodic Activity Files 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 Employee Master File and Tax Information File.
- Step (31) Prompt/Display
FILE *1 NAME
Explanation
Enter #A.ARCUD
- Step (32) Prompt/Display
FILE *1 DRIVE
Explanation
This is the physical disk unit number to which this Customer Account File is to be assigned. In a two-drive system it is normally 1.
- Step (33) Prompt/Display
FILE *2 NAME
Explanation
Enter #A.ARCUO
- Step (34) Prompt/Display
FILE *2 DRIVE
Explanation
In a two-drive system, the Customer Open Invoice File is normally resident on drive 1.
- Step (35) Prompt/Display
SERVICE CHARGE PERCENT
Explanation
Enter the periodic charge account service charge in percent.
- Step (36) Prompt/Display
IS YOUR SYSTEMS DISK STILL MOUNTED IN DRIVE 0 (Y OR N)?
Explanation
Enter the periodic charge account service charge in percent

4 UTILITY MAINTENANCE PROGRAMS

4-3 SYSTEM GENERATION AND CREATE CUSTOMER ACCOUNT FILE

b. Create Customer Account File (CREATE)

The CREATE program is used to create the file headers for the Accounts Receivable 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 data files, as this program will destroy them.

To run the CREATE program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

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?

Explanation

Insert the disk into drive (d), depending
on whether the system is a 1 or 2 drive system.
Enter 'Y' when ready to continue.

Step (2) Prompt/Display

PROGRAM TO CREATE AN ISAM FILE HEADER
THIS PROGRAM MAY DAMAGE ANY CUSTOMER ACCOUNT OR
PERIODIC ACTIVITY FILES ON DISK --ARE YOU SURE YOU
WANT TO CONTINUE (Y OR N)?

Explanation

If there are existing Customer Account or Periodic
Activity the disk in drive (d), they will be destroyed
in the process of creating a new file header.

Enter 'Y' if these files are not on this disk.
Otherwise,
enter 'N' and proceed to step (3).

Use the MITS BASIC "KILL" command to remove the
files from the disk before rerunning the CREATE
program.

Step (3) Prompt/Display

*** FILE CREATE COMPLETE***

Explanation

Will be printed when CREATE is completed.

4 UTILITY MAINTENANCE PROGRAMS

4-4 GENERAL LEDGER INTERFACE PROGRAM

The General Ledger Interface program is used to define the General Ledger account numbers the various Accounts Receivable entries are to be posted.

To use the GLI program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

GLI

A detailed explanation of the GLI program is as follows:

REMEMBER

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

Step (1)

Prompt/Display

NEED HELP?

Explanation

Enter 'Y' if an explanation of what this program does and how to use it is needed.

Enter 'N' if no explanation is needed.

Step (2)

Prompt/Display

CREATE OR UPDATE INTERFACE FILE (C OR U)?

Explanation

Enter 'C' if a new interface file is to be created.

Enter 'U' if the present interface file is to be changed.

Step (3)

Prompt/Display

ENTER NEW VALUE OR HIT RETURN TO RETAIN
CURRENT VALUE. UNUSED DESCRIPTION FIELDS
SHOULD CONTAIN *

Explanation

GLI displays the name of each account that can be reported to General Ledger. Enter a new account number or default to retain the old one. If a description/account-code pair is not being used, then the description field should contain an asterisk.

Step (4)

Prompt/Display

END OF GENERAL LEDGER INTERFACE FILE
MAINTENANCE

Explanation

Will be displayed when the program is finished.

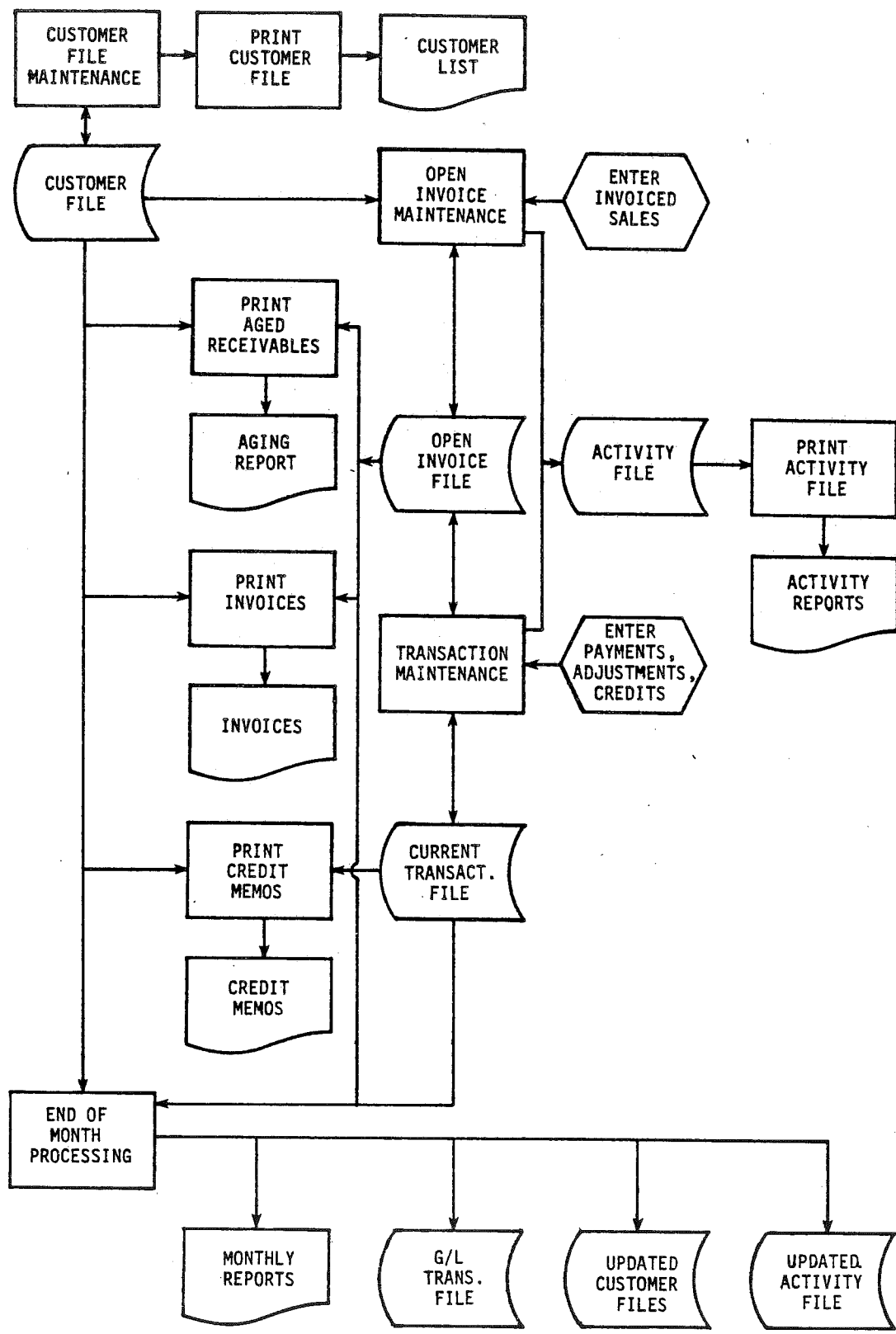
SECTION 5
ACCOUNTS RECEIVABLE PROCEDURES

5 ACCOUNTS RECEIVABLE PROCEDURES

5-1 DAILY AND END OF PERIOD PROCEDURES

The following procedures are used periodically to maintain the Accounts Receivable System. Special procedures for error recovery, etc. are shown in the following sections. The diagram on the facing page shows a flow chart of Accounts Receivable procedures.

<u>Procedure</u>	<u>Explanation</u>
DAILY PROCEDURES	
Mount Disks	In floppy disk systems, mount the system disk in drive 0 and the disk containing the Customer Account and Periodic Activities Files in drive 1. In cartridge disk systems, mount the disk.
Enter Transactions	Run the Accounts Receivable Menu to choose either ETS (for invoiced sales) or ETP (for adjustments, credits and payments).
END OF DAY PROCEDURES	
Run DAY	Actually, DAY may be run at any time, not just at the end of the day. DAY closes out the Current Period Activity File by adding current period totals to the month-to-date General Ledger accounting information.
END OF MONTH PROCEDURES	
Run MONTH	MONTH clears the Periodic Activity Files of all entries more than a month old.



Accounts Receivables Procedures Flowchart

5 ACCOUNTS RECEIVABLE PROCEDURES

5-2 SPECIAL ACCOUNT PROCEDURES

This section shows procedures for handling special account situations. These include accounts with non-zero balances, closing accounts, writing accounts off and changing account numbers.

<u>Procedure</u>	<u>Explanation</u>
ACCOUNT ADDITION WITH NON-ZERO BALANCE	
Add the account	Use CFM to add the account to the Customer Account Files
Add the balance	Use ETS in speed entry mode to create a fictitious invoice to account for the balance or Use ETS in speed entry mode to enter each outstanding open invoice.
ACCOUNT CLOSING	
Delete the account	Use CFM to delete the account from the Customer Account Files. This assumes the account balance is zero.
ACCOUNT WRITE-OFF	
Determine account status	Run QUERY to find the current balance in the account.
Make the adjustment	Run ETP, making an adjustment equal to the account balance and applying it to invoice 99999. In the customer reference column, make a notation such as BAD DEBT to identify the adjustment.
Delete the Account	Use CFM to delete the account from the Customer Account Files.

CHANGING AN ACCOUNT NUMBER

Delete the old number	Use the write-off procedure above to delete the account under the old number.
Add the new number	Use CFM to add the account under the new number.
Adjust the balance	Run ETP to enter an adjustment equal in amount, but opposite in sign from the one that closed out the old account number. This procedure is used to avoid having erroneous sales information reported to the General Ledger. All charge and automatic billing accounts have service charges added and the Invoice Register and Payment, Credit and Adjustment Register Files are cleared.
Run GLT	GLT transfers the General Ledger accounting information to the General Ledger Transfer File.

END OF YEAR PROCEDURES

Run YEAR	YEAR prints the year-end totals report and clears all year-to-date totals.
----------	--

OPEN CREDIT RECONCILIATION

Run OCR	Although OCR is shown as an End of Period processing program, it may be used at any time to apply open credits to any invoice in a customer's account.
---------	--

5 ACCOUNTS RECEIVABLE PROCEDURES

5-3 SPECIAL INVOICE PROCEDURES

This section details procedures for handling non-standard invoices. These situations include partial payments, over payments, deposits, item returns and automatic billing for odd periods.

<u>Procedure</u>	<u>Explanation</u>
PARTIAL PAYMENT	
Enter the payment	Use ETP to enter the payment amount. The amount is deducted from the balance due and the invoice amount is adjusted to show the actual amount paid.
OVERPAYMENT	
Enter the payment	The excess payment is automatically applied to the open credit invoice 99999.
CUSTOMER MAKES A DEPOSIT	
Enter payment as open credit	Use ETP to enter the payment as an open credit on invoice 99999.
Generate a memo referring to the credit	Since it is not possible to apply the payment to a future invoice, make a memo stating the deposit is to apply to certain future sales.
Apply the deposit to sales	When the sale or invoice to which the deposit applies is actually entered, run OCR to apply the open credit (the deposit) to the invoice.
CUSTOMER WITHDRAWS A DEPOSIT	
Enter the adjustment	Use ETP to enter an adjustment equal to the amount of the deposit against invoice 99999. Note in the customer reference field that the adjustment is a deposit withdrawal.

<u>Procedure</u>	<u>Explanation</u>
ITEM RETURN	
Enter the credit	Use ETP, with the 'C' option, to apply the credit to the customer's account.
AUTOMATIC BILLING FOR PERIODS OTHER THAN ONE MONTH	
Run MONTH	For billing periods of other than one month, the End of Month program can still compute service charges. While running MONTH at other than one month intervals also applies service charges to regular charge accounts, these charges are computed on the basis of actual elapsed time since the last bill.

5 ACCOUNTS RECEIVABLE PROCEDURES

5-4 HANDLING INCORRECT OR MISSING INFORMATION

This section details procedures for correcting incorrect information in the Accounts Receivable files and for processing accounts and invoices with missing information.

<u>Procedure</u>	<u>Explanation</u>
INCORRECT INVOICE INFORMATION	
Enter the adjustment	Use ETP to adjust the invoice total if it is in error. Make a note in the customer reference for auditing purposes.
INCORRECT PAYMENT, CREDIT OR ADJUSTMENT INFORMATION	
Enter the adjustment	Use ETP to make a compensating adjustment. If the error caused the invoice to be removed, make the adjustment to open credit invoice 99999.
CUSTOMER PAYMENT IS MADE WITH NO INVOICE NUMBER	
Several options are available:	
Run QUERY	With the QUERY program, it might be possible to find an open invoice to which to apply the payment.
Apply payment to open credit	Using ETP apply the payment to invoice 99999. OCR can then be used to apply the credit to the correct invoice when it is found.
Apply payment to the oldest invoice.	Enter the payment, using ETP and specifying invoice 0. The system applies the payment to the oldest invoice, then the next oldest, etc., until the payment is absorbed.

DUPLICATE TRANSACTIONS ENTERED

(ETP allows two or more transactions with the same account number, transaction code and invoice number. If there were a mistake in the second of two such transactions, entering the account number, code and invoice number would refer only to the first transaction, making it impossible to change the second.

Change the first transaction	Change the first transaction by making the transaction code A. This distinguishes it from the second.
------------------------------	---

Make the changes to the second transaction	Make whatever changes are required to the second transaction.
--	---

Change the first transaction back	Change the first transaction back to its original form.
-----------------------------------	---

SALE IS MADE WITH NO INVOICE

Enter the sale	If the sales information is known, use speed entry mode to enter the required information or If the sales information is not known, use regular input mode to enter the invoice, but request <u>no</u> printed invoice.
----------------	---

SECTION 6
ERROR MESSAGES

6 ERROR MESSAGES

6-1 INTRODUCTION

The Accounts Receivable System produces two kinds of error messages. One kind originates within the Accounts Receivable System itself and the other from the BASIC Operating System or ISAM file manager (severe system messages).

General Ledger System error messages are distinguished from other messages by their form. The General Ledger System messages are preceded and followed by two or three asterisks. For example:

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

These messages are divided into two types. Global error messages are common to all of the programs in the General Ledger System. 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 date. Global error messages are explained in Section 6-2.

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

****ACCOUNT DOES NOT EXIST****

appears in the Master File Maintenance (MFM) program whenever an attempt is made to change or delete a Master File account that does not currently exist. Local error messages are explained in Section 6-3.

BASIC Operating System and severe system errors cause immediate termination of the program being executed and exit to the BASIC Operating System. These error messages are discussed in Section 6-4.

6 ERROR MESSAGES

6-2 ALPHABETICAL LISTING OF GLOBAL ERROR MESSAGES

The following table lists the global error messages in alphabetical order.

ERROR MESSAGE	EXPLANATION AND RECOVERY
<p>**INCORRECT DATE. MUST BE OF FORM MM/DD/YY.**</p>	<p>All dates must be of the form MM/DD/YY, where MM, DD and YY are two digit numbers representing the month, day and year, respectively. To correct, re-enter date.</p>
<p>**INVALID ENTRY. PLEASE REENTER**</p>	<p>An entry was outside its legal range or not of correct format. To correct, re-enter the entry.</p>
<p>**NUMBER IS OUT OF RANGE**</p>	<p>A numerical entry was outside its legal range. To correct, re-enter the number.</p>
<p>**START PROGRAM NOT RUN. CAN'T CONTINUE**</p>	<p>The START program has not been run since the power was turned on last. To correct, select START from the General Ledger Main Menu.</p>
<p>** \$SYSTEM FILE INITIALIZED IMPROPERLY. CAN'T CONTINUE**</p>	<p>An invalid parameter was entered in the SYSGEN procedure. To correct, re-run SYSGEN and correct the offending parameter (s).</p>
<p>***\$SYSTEM FILE NOT FOUND. CAN'T CONTINUE.***</p>	<p>The SYSGEN program was not performed for the disk currently being accessed. To recover, run SYSGEN for the disk.</p>

6 ERROR MESSAGES

6-3 ALPHABETICAL LISTING OF LOCAL ERROR MESSAGES

a. Standard Local Error Messages

The following table lists the local error messages in alphabetical order.

ERROR MESSAGE	ORIGINATING PROGRAM	EXPLANATION AND RECOVERY
ACCOUNT ALREADY EXISTS	CFM	An attempt was made to add an account to the Customer Account Files whose number is the same as that of an existing account. Check the account numbers or see the CCA listing for duplicates.
ACCOUNT DOES NOT EXIST	CFM	An attempt was made to change or delete an account that is not in the Customer Account Files. Check the account number for errors and see the CCA listing for more information.
CAN'T UPDATE, FILE HAS NOT BEEN CREATED	GLI	An attempt was made to update the General Ledger Interface File before it was created. Run GLI, specifying C when the program asks whether to create or update.
DELETION NOT POSSIBLE DUE TO NON-ZERO CURRENT BALANCE	CFM	An attempt was made to delete a customer account with a non-zero balance. Check for account number error. If it is correct, use ETP to adjust the balance to zero.
RECONCILIATION AMOUNT GREATER THAN TOTAL CREDIT BALANCE REMAINING	OCR	Check the amount of credit remaining. Enter a smaller amount.

ERROR MESSAGE	ORIGINATING PROGRAM	EXPLANATION AND RECOVERY
THE (name) ACCOUNT HAS NO OPEN CREDITS AT THIS TIME	OCR	An attempt was made to reconcile an account with no open credits. Check the account number.
INVOICE NUMBER NOT FOUND	ETS	An attempt was made to change a non-existent invoice. Check the invoice number and re-enter.
RECONCILIATION AMOUNT IS GREATER THAN AMOUNT OWED ON INVOICE	OCR	Check the invoice number and account number and re-enter.
THE (name) ACCOUNT HAS NO OPEN INVOICES AT THIS TIME	OCR	An attempt was made to reconcile an account with no open invoices. Check the account number.
THERE ARE NO TRANSACTIONS IN THE CURRENT PERIOD ACTIVITY FILE	DAY	(notification only. Does not terminate processing.) DAY found no transactions to process.
TRANSACTION WAS NOT FOUND, RE-ENTER	ETP	An attempt was made to change a transaction that does not exist. Check the identification of the transaction and re-enter.
***YOU MAY NOT ALLOW A DISCOUNT GREATER THAN THE INVOICE AMOUNT	ETS	An attempt was made to enter a discount amount that was greater than the invoice value. Re-enter a smaller value.

6 ERROR MESSAGES

6-3 ALPHABETICAL LISTING OF LOCAL ERROR MESSAGES

b. ETS Program Entry Error Messages

The following table shows errors that can occur during the entry of sales in the ETS program.

The general form of ETS entry errors is as follows:

****THE FOLLOWING INVOICE ENTRY WAS NOT POSTED BECAUSE,
.....

followed by the error condition. The error conditions are shown in the table.

ERROR CONDITION	EXPLANATION AND RECOVERY
INVALID CREDIT TERMS ENTERED	A letter other than A - F was entered in the credit terms field. Re-enter.
IT WOULD BUT THE CUSTOMER OVER THEIR CREDIT LIMIT	The invoice total would put the customer's account balance over the pre-arranged credit limit. To enter the sale, raise the limit.
NEGATIVE AMOUNT WAS ENTERED FOR SALE, TAX OR FREIGHT AMOUNT.	Verify values and re-enter.

ERROR CONDITION	EXPLANATION AND RECOVERY
TAX AMOUNT IS GREATER THAN SALES AMOUNT	Verify values and re-enter
THE TOTAL INVOICE IS NOT GREATER THAN #0.00	No recovery is necessary. No invoice is printed.
THERE IS NO SUCH CUSTOMER ACCOUNT NUMBER	Verify the input. Add the account if necessary.

6 ERROR MESSAGES

6-3 LOCAL ERROR MESSAGES

c. ETP Program Posting Process Errors

The ETP program prints the following error messages during transaction processing.

The ETP program produces error messages during the posting process that have the following form:

****THE FOLLOWING TRANSACTION WAS NOT POSTED BECAUSE,

.....

followed by the error condition. The error conditions are shown in the following table.

ERROR CONDITION	EXPLANATION AND RECOVERY
A DISCOUNT MUST BE APPLIED TO A SPECIFIC INVOICE	An attempt was made either to apply a discount larger than the invoice, or to apply a discount to the 'oldest invoice'.
AN ADJUSTMENT CANNOT BE APPLIED TO MORE THAN ONE INVOICE	An attempt was made to apply an adjustment greater than the invoice amount.
AN ADJUSTMENT CANNOT BE MADE ON THE BASIS OF 'OLDEST INVOICE FIRST'	An attempt was made to make an adjustment to the 'oldest invoice' (invoice no. 0).
TRANSACTION AMOUNT OR DISCOUNT AMOUNT IS NEGATIVE	

ERROR CONDITION	EXPLANATION AND RECOVERY
CREDIT TERMS ON THIS INVOICE DO NOT INDICATE ANY OFFERED DISCOUNT	An attempt was made to apply a discount to an invoice whose credit terms were A - D.
EITHER TRANSACTION AMOUNT OR DISCOUNT AMOUNT IS NEGATIVE	Both transaction amount and discount must be positive.
NO SUCH ACCOUNT NUMBER CURRENTLY EXISTS IN DATE BASE	An attempt was made to post a transaction for an account whose number is not that of an account in the Customer Account Files. Check the number and re-enter.
NO SUCH INVOICE FOUND	An attempt was made to post a transaction for an invoice that does not exist. Check the number and re-enter.
TOTAL AMOUNT OF TRANSACTION =0.00	The transaction total amount = 0. No recovery is necessary.

6 ERROR MESSAGES

6-3 LOCAL ERROR MESSAGES

d. ETP Special Posting Messages

Some postings require ETP to make special adjustments. ETP notifies the operator when these changes are being made.

The general form of an ETP special posting message is as follows:

*****WHILE PROCESSING THE FOLLOWING TRANSACTION, IT WAS NECESSARY TO, ...

followed by an action message. The action messages are shown in the following table:

MESSAGE	EXPLANATION
CREATE OPEN CREDIT INVOICE 99999, THEN POST THE TRANS- ACTION TO THAT INVOICE	Either 99999 is the invoice specified, or no more invoices are open.
CREATE OPEN CREDIT INVOICE 99999 TO HOLD EXCESS OF PAYMENT	A payment was made that exceeded the amount of the invoice. No open credit existed, so it was created.
CREDIT EXCESS OF PAYMENT TO OPEN CREDIT INVOICE 99999.	A payment was made that exceeded the amount of the invoice and the excess was applied to open credit.
POST THIS TRANSACTION TO OPEN CREDIT INVOICE 99999.	Either 99999 was specified or no more open invoices exist.
SUBTRACT TRANSACTION AMOUNT FROM TOTAL AMOUNT DUE ON INVOICE	A transaction was posted where the amount was less than the amount due on the invoice.

6 ERROR MESSAGES

6-4 BASIC AND SEVERE SYSTEM ERROR MESSAGES

BASIC Operating System and severe system errors cause termination of the current program and exit to the BASIC Operating System. For assistance, consult your representative.

BASIC Operating System error messages have the following form:

```
BASIC ERROR NUMBER <n> LINE NO. <l>  
CONSULT DOCUMENTATION FOR EXPLANATION  
ABNORMAL END OF JOB
```

For a description of the BASIC error, see the BASIC Reference Manual.

Severe system error messages originate with the ISAM file manager and have the following form:

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

A description of the severe system error number follows.

<u>ERROR NUMBER</u>	<u>EXPLANATION</u>
1	End-of-File was detected while processing an ISAM file.
2	Attempt to access a record with a non-existent record key. An access was attempted on an account with a non-existent number.
3	Attempt was made to create a new record with an already existing key.
13	Out of disk space. An attempt was made to add a record or transaction for which there was no remaining disk space.
16	Attempt to access a file that is not an ISAM data file.

SECTION 7
LISTINGS FROM THE TEST DATA FILES

7 LISTINGS FROM THE TEST DATA FILES

7-1 INTRODUCTION

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

When the Accounts Receivable System is first installed, the Customer Accounts and Periodic Activity 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 "TSTCUD" AS "#A.ARCUD"           NAME "TSTAI" AS "#A.ARAI"  
NAME "TSTCUO" AS "#A.ARCUO"           NAME "TSTAA" AS "#A.ARAA"  
NAME "TSTCUC" AS "#A.ARCUC"           NAME "TSTAP" AS "#A.ARAP"
```

Now enter the Accounts Receivable 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>
7-2	Periodic Activity Report
7-3	Aged Accounts Receivable
7-4	Invoice Register
7-5	Payment, Credit and Adjustment Register
7-6	Query Customer Account Status
7-7	Current Customer Accounts Listing
7-8	Invoice
7-9	Statement

7 LISTINGS FROM THE TEST DATA FILES

7-2 PERIODIC ACTIVITY REPORT

The following report is generated by the Periodic Activity Report program (PACT). It shows a chronological list of all Accounts Receivable transactions and totals.

THE HARRIS SUPPLY CO.
ACCOUNTS RECEIVABLE
PERIODIC ACTIVITY REPORT
09/06/77

PAGE 1

TYPE OF TRANS.	EFFECTIVE DATE OF TRANS.	ACCT. NO.	INV. NO.	AMOUNT OF SALE, PAYMENT CREDIT OR ADJ	AMOUNT OF FREIGHT OR DISCOUNT	AMOUNT OF TAX OR CUST. REF.	TOTAL AMOUNT OF TRANS.
----------------	--------------------------	-----------	----------	---------------------------------------	-------------------------------	-----------------------------	------------------------

*** ACTIVITY FOR 08/30/77

AMT. BILL	08/30/77	BANK	99997	80.00			80.00
AMT. BILL	08/30/77	BANK	99997	80.00			80.00
SER. CHG	08/30/77	BOB	99998	0.64			0.64
AMT. BILL	08/30/77	TACO	99997	20.00			20.00

*** ACTIVITY FOR 06/24/77

ADJUST.	06/24/77	BOB	99999	43.27			43.27
PAYMENT	06/24/77	ELEC	106	41.60	0.00		41.60
PAYMENT	06/24/77	TACO	0	25.00	0.00		25.00

*** ACTIVITY FOR 09/01/77

SALE	09/01/77	HOTEL	2001	331.09	0.00	3.31	334.40
------	----------	-------	------	--------	------	------	--------

*** ACTIVITY FOR 09/02/77

SALE	09/02/77	ELEC	2002	263.55	0.00	0.45	264.00
------	----------	------	------	--------	------	------	--------

** TOTALS ** PERIOD 08/30/77 - 09/02/77

MONTH TO DATE

ACCOUNT DESCRIPTION	DEBIT	CREDIT	DEBIT	CREDIT
INVOICED SALES		774.64		1,389.64
FREIGHT		0.00		2.50
SALES TAX		3.76		19.21
SERVICE CHARGE INCOME		0.64		7.67
CASH PAYMENTS	66.60		386.60	
DISCOUNTS ALLOWED	0.00		5.00	
RETURNS / CREDITS	0.00		50.00	
INVOICE ADJUSTMENTS	43.27		43.27	
ACCOUNTS RECEIVABLE	669.17		934.15	
	779.04	779.04	1,419.02	1,419.02

7 LISTINGS FROM THE TEST DATA FILES

7-3 AGED ACCOUNTS RECEIVABLE REPORT

The following report is produced by the Aged Accounts Receivable program (AAR) and shows a list of aged invoices by customer account.

THE HARRIS SUPPLY CO. ACCOUNTS RECEIVABLE AGING REPORT 09/06/77							PAGE 1
ACCT NO	CUSTOMER NAME	*****					
INV.NO	DATE	CURRENT	30-60	60-90	OVER 90	TOTAL	
AUTO	THOMPSON'S AUTO	*****					
101	06/19/77			21.10			
105	07/02/77			36.45			
110	08/01/77		19.00				
125	08/30/77	15.60					
		-----	-----	-----	-----	-----	
		15.60	19.00	57.55	0.00	92.15	
BANK	3 RD NATIONAL BANK	*****					
99999	08/12/77	-69.20					
99997	08/30/77	240.00					
		-----	-----	-----	-----	-----	
		170.80	0.00	0.00	0.00	170.80	
DAISY	DAISY REALTY COMPANY	*****					
104	06/19/77			5.80			
109	07/10/77		12.00				
		-----	-----	-----	-----	-----	
		0.00	12.00	5.80	0.00	17.80	
DTOWN	DOWNTOWN BUSINESS SUPPLY*****	*****					
99999	08/12/77	-100.00					
						-100.00	
ELEC	ELECTRONICS WAREHOUSE	*****					
106	07/02/77			41.60			
2002	09/02/77	264.00					
		-----	-----	-----	-----	-----	
		264.00	0.00	41.60	0.00	305.60	
HOTEL	ALEX GRAHAM HILTON HOTEL*****	*****					
2001	09/01/77	334.40					
						334.40	
SUMER	PETE SUMER, CONTRACTOR	*****					
107	07/02/77			10.00			
99999	08/12/77	-50.00					
		-----	-----	-----	-----	-----	
		-50.00	0.00	10.00	0.00	-40.00	

7 LISTING FROM THE TEST DATA FILES

7-4 INVOICE REGISTER

The following report is generated by the Invoice Register program (IVR) and shows a chronological record of all open invoices.

THE HARRIS SUPPLY CO.
 ACCOUNTS RECEIVABLE
 INVOICE REGISTER
 08/12/77

PAGE 1

ENTRY DATE	ACCT. NO.	INV. NO.	INVOICE DATE	AMOUNT OF SALE	FREIGHT CHARGES	TAX CHARGES	INVOICE TOTAL
08/12/77	AUTO	100	06/17/77	25.00	1.50	0.60	27.10
08/12/77	AUTO	101	06/19/77	100.00	0.00	4.00	104.00
08/12/77	BANK	102	06/19/77	20.00	0.00	0.80	20.80
08/12/77	BOB	103	06/19/77	15.00	0.00	0.60	15.60
08/12/77	DAISY	104	06/19/77	20.00	0.00	0.80	20.80
08/12/77	AUTO	105	07/02/77	35.00	0.00	1.45	36.45
08/12/77	ELEC	106	07/02/77	40.00	0.00	1.60	41.60
08/12/77	SUMER	107	07/02/77	10.00	0.00	0.00	10.00
08/12/77	BOB	108	07/10/77	20.00	0.00	0.00	20.00
08/12/77	DAISY	109	07/10/77	10.00	0.00	2.00	12.00
08/12/77	AUTO	110	08/01/77	15.00	1.00	3.00	19.00
08/12/77	BANK	111	08/01/77	10.00	0.00	0.00	10.00
				=====	=====	=====	=====
				320.00	2.50	14.85	337.35

7 LISTING FROM THE TEST DATA FILES

7-5 PAYMENT, CREDIT AND ADJUSTMENT REGISTER

The following report is generated by the Payment, Credit and Adjustment Register program (PCR). It lists all transactions to the Payment, Credit and Adjustment Register File.

THE HARRIS SUPPLY CO.
 ACCOUNTS RECEIVABLE
 PAYMENT, CREDIT AND ADJUSTMENT REGISTER
 08/12/77

PAGE 1

DATE OF ENTRY	ACCT. NO.	ACTIVITY	INV NO.	TRANS. DATE	AMOUNT	DISCOUNT TAKEN	CUSTOMER REFERENCE
08/12/77	AUTO	PAYMENT	100	08/12/77	10.00	0.00	
08/12/77	SUMER	CREDIT	99999	08/12/77	50.00	0.00	
08/12/77	DTOWN	PAYMENT	99999	08/12/77	100.00	0.00	
08/12/77	BANK	PAYMENT	99999	08/12/77	100.00	0.00	
08/12/77	DAISY	PAYMENT	104	08/12/77	10.00	5.00	
					=====	=====	
					270.00	5.00	

7 LISTINGS FROM THE TEST DATA FILES

7-6 QUERY CUSTOMER ACCOUNT STATUS

The following listing is generated by the Query Customer Account Status program (QUERY). It shows all available information on an account.

THE HARRIS SUPPLY CO.
ACCOUNTS RECEIVABLE
QUERY CUSTOMER ACCOUNT STATUS
09/06/77

ACCOUNT NUMBER : AUTO	TYPE OF ACCOUNT : REGULAR
NAME : THOMPSON'S AUTO	CREDIT TERMS : NET 30
ADDRESS : 354 LAWRENCEVILLE RD.	CREDIT LIMIT : \$3,000.00
: MARIETTA, GA 30324	YTD PAYMENTS : \$110.00
PHONE NUMBER : 404-231-3434	DATE OF LAST CREDIT : 08/30/77
YTD SALES : \$202.15	AMOUNT LAST CREDIT : \$100.00
HIGH BALANCE : \$192.15	DATE OF LAST DEBIT : 08/30/77
CURRENT BALANCE : \$92.15	AMOUNT LAST DEBIT : \$15.60
TAX RATE : 3 %	DISCOUNT RATE : 5 %

OPEN INVOICES

NO.	DATE	AMOUNT	TERMS
101	06/19/77	\$21.10	NET 30
105	07/02/77	\$36.45	NET
110	08/01/77	\$19.00	NET
125	08/30/77	\$15.60	NET

RECENT TRANSACTIONS

DATE	TYPE OF TRANS.	AMOUNT
08/12/77	PURCHASE	\$27.10
08/12/77	PURCHASE	\$104.00
08/12/77	PURCHASE	\$36.45
08/12/77	PURCHASE	\$19.00
08/12/77	PAYMENT	\$10.00
08/12/77	STATEMENT	\$176.55
08/30/77	PURCHASE	\$15.60
08/30/77	PAYMENT	\$100.00
06/24/77	STATEMENT	\$92.15

ACCOUNT NUMBER : TACO	TYPE OF ACCOUNT : OTHER
NAME : TACO BELL	BILLING AMOUNT : \$20.00
ADDRESS : 1616 MEMORIAL DRIVE	CREDIT LIMIT : \$2,000.00
: DECATUR, GA 30300	YTD PAYMENTS : \$25.00
PHONE NUMBER : 404-231-2345	DATE OF LAST CREDIT : 06/24/77
YTD SALES : \$40.00	AMOUNT LAST CREDIT : \$25.00
HIGH BALANCE : \$40.00	DATE OF LAST DEBIT : 08/30/77
CURRENT BALANCE : \$15.00	AMOUNT LAST DEBIT : \$20.00
TAX RATE : 4 %	DISCOUNT RATE : 3 %

OPEN INVOICES

NO.	DATE	AMOUNT	TERMS
99997	08/30/77	\$15.00	AMT. BILL.

RECENT TRANSACTIONS

DATE	TYPE OF TRANS.	AMOUNT
08/12/77	AMT. BILLED	\$20.00
08/30/77	AMT. BILLED	\$20.00
06/24/77	PAYMENT	\$25.00

7 LISTINGS FROM THE TEST DATA FILES

7-7 CURRENT CUSTOMER ACCOUNTS LISTING

The following report is generated by the Current Customer Accounts List program (CCA). It shows the name, address and balance of each account.

THE HARRIS SUPPLY CO.
 ACCOUNTS RECEIVABLE
 CURRENT CUSTOMER ACCOUNTS LISTING
 09/06/77

PAGE 1

ACCOUNT NO.	CUSTOMER NAME	CUSTOMER ADDRESS	CURRENT BALANCE	PHONE NO.
AUTO	THOMPSON'S AUTO	354 LAWRENCEVILLE RD. MARIETTA, GA 30324	\$92.15	404-231-3434
BANK	3 RD NATIONAL BANK	9 PONCE DE LEON AVE. DECATUR, GA 30123	\$170.80	404-161-2222
BOB	BOB'S BAR-B-QUE	98 WINDY HILL ROAD SMYRNA, GA 30300	\$0.00	404-876-8876
DAISY	DAISY REALTY COMPANY	3125 BUFORD HIGHWAY ATLANTA, GA 30340	\$17.80	404-457-2363
DTOWN	DOWNTOWN BUSINESS SUPPLY	7886 HOUSTON ST ATLANTA, GA 30302	-\$100.00	404-321-1234
ELEC	ELECTRONICS WAREHOUSE	132 CONSTITUTION ST. SMYRNA, GA 30331	\$264.00	404-457-8725
HOTEL	ALEX GRAHAM HILTON HOTEL	4566 PEACHTREE STREET ATLANTA, GA 30302	\$334.40	404-455-1122
SUMER	PETE SUMER, CONTRACTOR	1312 PEYTON PLACE ATLANTA, GA 30330	-\$40.00	404-446-7890
TACO	TACO BELL	1616 MEMORIAL DRIVE DECATUR, GA 30300	\$15.00	404-231-2345

THERE ARE 9 CURRENT ACCOUNTS,
 WITH TOTAL CURRENT ACCOUNTS RECEIVABLE

 \$754.15

7 LISTINGS FROM THE TEST DATA FILES

7-8 INVOICE

The following invoice was produced from the test data files.

THE HARRIS SUPPLY Co.

33 NORTHSIDE AVENUE
CHAMBLEE, GA. 30340

Invoice

INVOICE NO. _____ 2002
INVOICE DATE 09/02/77

SOLD
TO

ELECTRONICS WAREHOUSE
132 CONSTITUTION ST.
SHYRNA, GA 30331

OUR ORDER NO. 10-123		YOUR ORDER NO. PO-123ZA		SALESMAN MANFRED		TERMS NET 30		SHIPPED VIA	
PART NO.	QUANTITY	DESCRIPTION			UNIT PRICE	DISC. AMOUNT	ITEM TOTAL		
** TAXABLE ITEMS **									
TAPE	2	ROLL OF ELECTRICIAN TAPE			2.99	0.00	\$5.98		
R-10K	10	10 K 1/4 WATT RESISTOR			0.35	0.04	\$3.10		
GEM	2	BOX OF GEM CLIPS			2.99	0.00	\$5.98		
						SUB-TOTAL		\$15.06	
** NON-TAXABLE ITEMS **									
	1	REFURBISHING WORK			100.00	0.00	\$100.00		
	1	CARPET CLEANING			150.00	0.00	\$150.00		
						SUB-TOTAL		\$250.00	
					ALL ITEMS SUB-TOTAL		\$265.06		
SALES TAX		FREIGHT		INVOICE DISCOUNT					
0.45		0.00		TAXABLE ITEMS 1.51					
							\$264.00		

7 LISTINGS FROM THE TEST DATA FILES

7-9 STATEMENT

The following statement was generated by the Statement Generation program STG.

THE HARRIS SUPPLY Co.

33 NORTHSIDE AVENUE
CHAMBLEE, GA. 30340

STATEMENT

STATEMENT DATE 06/24/77

THOMPSON'S AUTO
354 LAWRENCEVILLE RD.
MARIETTA, GA 30324

INVOICE NO.	INVOICE DATE	CREDIT TERMS	INVOICE AMOUNT
101	06/19/77	NET 30	\$21.10
105	07/02/77	NET	\$36.45
110	08/01/77	NET	\$19.00
125	08/30/77	NET	\$15.60
TOTAL			\$92.15

REMEMBER, OUR YEARLY SALE ENDS THE 15 TH !!

APPENDIX A
SYSGEN WORKSHEET

SYSGEN WORKSHEET

STEP	PROMPT/DISPLAY	RESPONSE
(1)	WHICH UTILITY WOULD YOU LIKE TO RUN?	SYSGEN
(2)	PLEASE INSERT THE DISK TO BE PROCESSED INTO DRIVE (0). READY?	Insert disk into drive no.1 YES
(3)	*** PROGRAM TO INITIALIZE THE #A.ARYSY PARAMETERS *** *** NOTE: THE DEFAULT VALUE IS THE VALUE ASSUMED IF YOU HIT 'RETURN' WITH NO ENTRY FOR THAT ITEM	
(4)	SYSTEM NAME	ACCOUNTS RECEIVABLE
(5)	SYSTEM PASSWORD	<input type="text"/>
(6)	DISK TITLE/VERSION	<input type="text"/>
(7)	CREATION DATE	<input type="text"/>
(8)	LAST ACCESS DATE	<input type="text"/>
(9)	TERMINAL STATUS PORT	<input type="text"/>
(10)	TERMINAL SENSE SWITCH	<input type="checkbox"/>
(11)	CLEAR SCREEN CODES	<input type="text"/>
(12)	TERMINAL WIDTH	<input type="text"/>
(13)	TERMINAL NULLS	<input type="checkbox"/>
(14)	PRINTER TYPE CODE	<input type="text"/>
(15)	PRINTER STATUS PORT	<input type="text"/>
(16)	PRINTER SENSE SWITCH	<input type="checkbox"/>
(17)	TOP OF FORMS CODE (S)	<input type="text"/>
(18)	PRINTER WIDTH	<input type="text"/>
(19)	PRINTER NULLS	<input type="checkbox"/>
(20)	NUMBER SYSTEM DRIVES	<input type="checkbox"/>
(21)	MAIN DATA DISK DRIVE	<input type="checkbox"/>
(22)	SOFTWARE CONFIGURATION CODE	<input type="checkbox"/>
(23)	COMPANY NAME	<input type="text"/>
(24)	ADDRESS 1 OF 2	<input type="text"/>
(25)	ADDRESS 2 OF 2	<input type="text"/>
(26)	DATA FILE PASSWORD	Not Applicable
(27)	NUMBER OF DATA FILES	2
(28)	FILE #1 NAME	#A.ARCUD
(29)	FILE #1 DRIVE	<input type="checkbox"/>
(30)	FILE #2 NAME	#A.ARCUO
(31)	FILE #2 DRIVE	<input type="checkbox"/>
(32)	SERVICE CHARGE PERCENT	<input type="text"/>

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"> 1. Systems that take over when the primary system is down for various reasons. 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.
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"> 1. The prompt or display within a program which specifies the operation to be performed. 2. For microprocessors, an electronic pulse, signal or set of signals to start, stop, or continue some operation.
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.