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CHANGE RECORD

REVISION	DATE	PAGES
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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 System 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 as well as withholdings for all 50 states and up to 20 localities from precomputed or user generated tables. The system produces payroll checks automatically at the user's option.

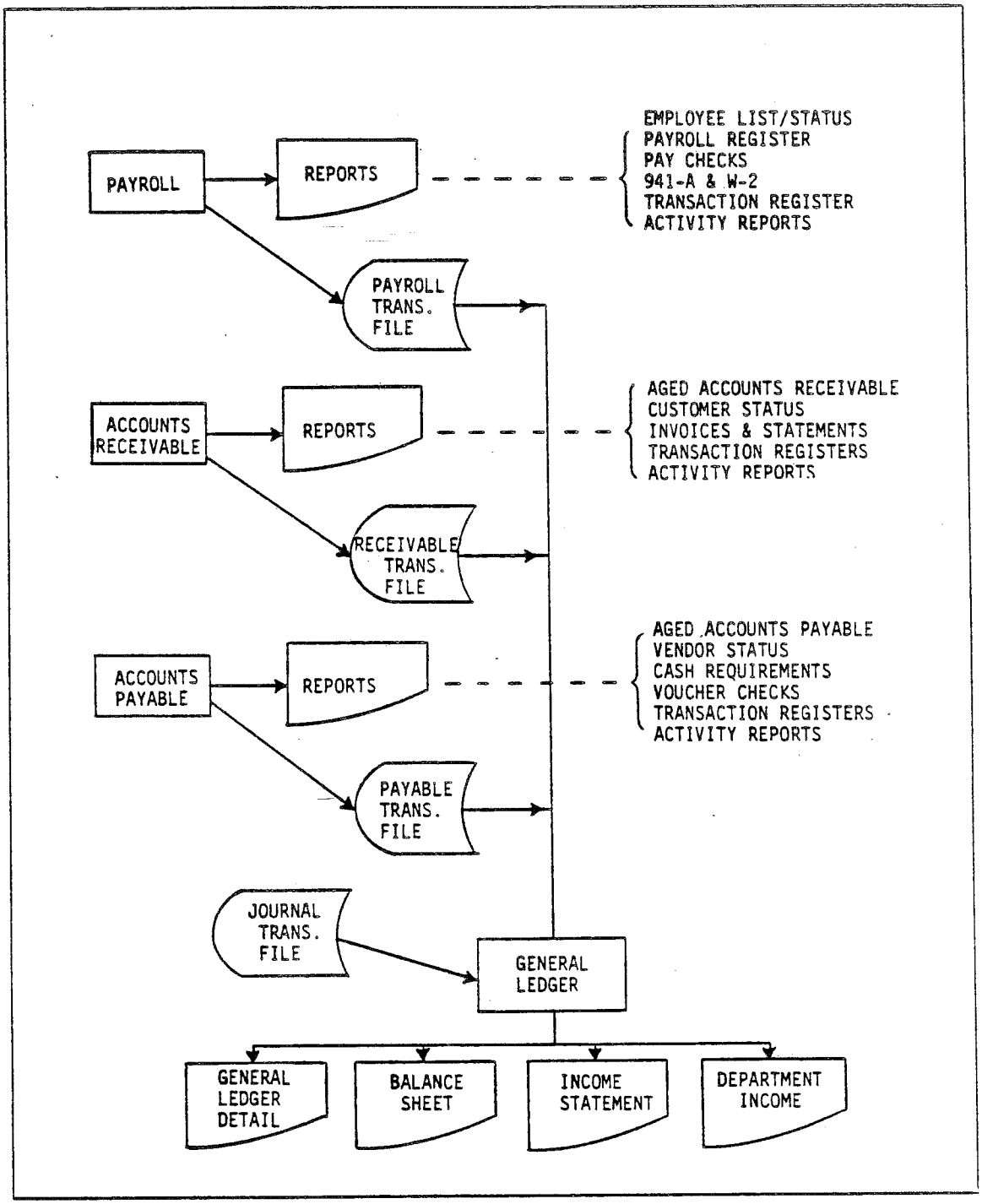
The Accounts Receivable System is a complete invoicing and monthly statement generating system that keeps track of the current and aged accounts receivable. The system maintains a customer file with addresses and credit information as well as account status. The system allows the current status of any 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 General Ledger System is described in this manual. For information on the other software systems, see the following manuals:

Related Manuals	Document Number
Accounts Receivable System	248071
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.



The Accounting System

1-2 GENERAL LEDGER SYSTEM OVERVIEW

The General Ledger System is made up of several programs which allow a company to keep a financial history of its accounts and to generate financial statements at the end of an accounting period.

The General Ledger System consists of 15 BASIC programs. The Menu Selection program serves as the 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, error recovery and file backup.

The Applications programs collectively provide for the creation, maintenance and updating of data files as well as generating General Ledger reports. There are 12 General Ledger Applications programs:

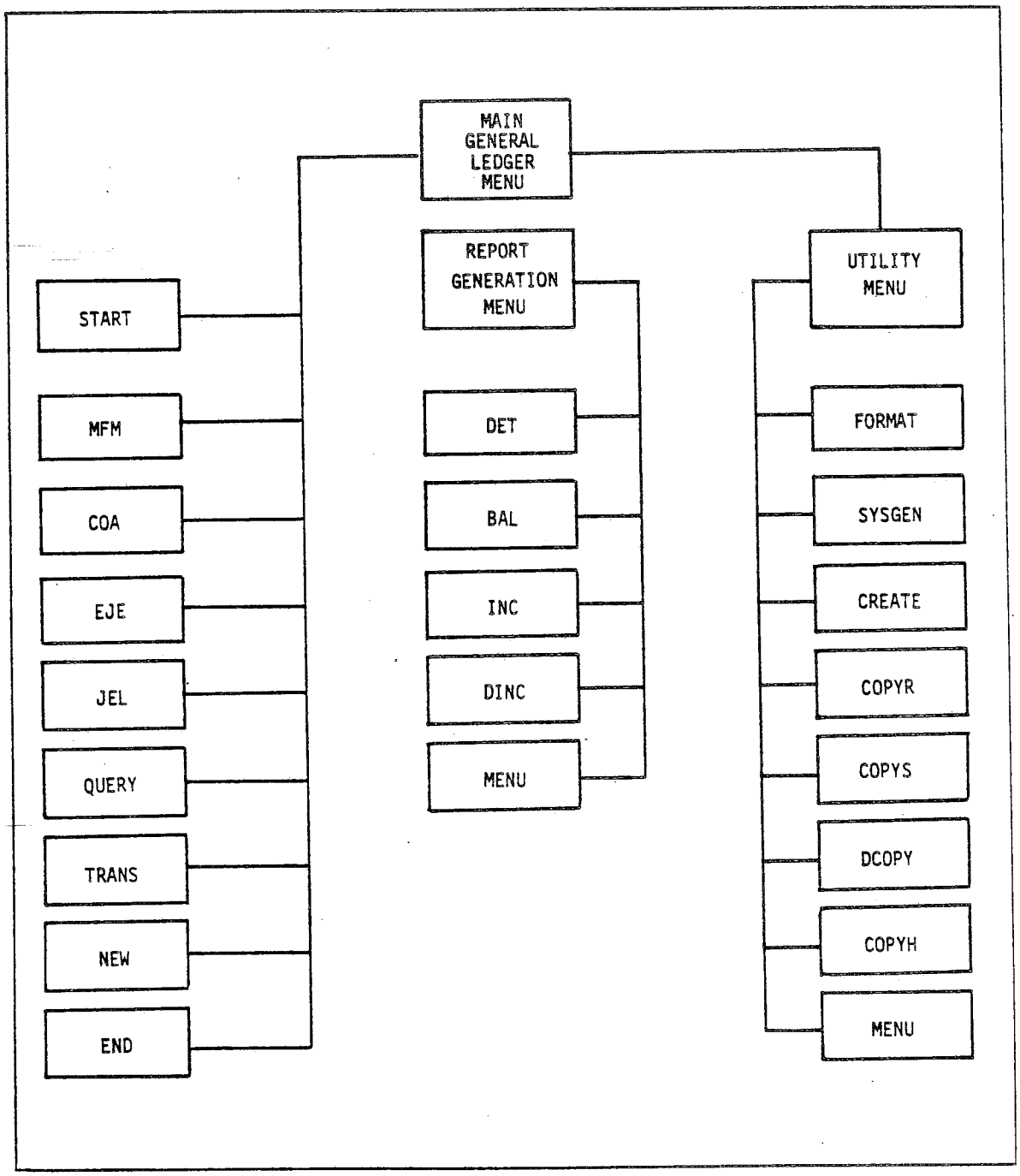
- New Month/Year Master File Initialization
- Master File Maintenance (Chart of Accounts)
- Master File List
- Enter Journal Entries
- Journal Entries List
- Detail General Ledger Report (Trial Balance)
- Balance Sheet
- Income Statement (Profit and Loss Statement)
- Department Income Statement
- Accounting Transaction Transfer Program
- New Month/Year Initialization
- Query Accounting Data Base

These programs keep the financial history of the balances of each of a company's accounts and of the individual transactions to these accounts. It creates a Chart of Accounts which provides a logical classification for posting the transactions into meaningful categories for reporting and analysis. This Chart of Accounts contains a record of each account along with its current and year-to-date amounts.

A transaction is a record of a specific receipt or disbursement including the dollar amount and the account to which it applies. These records are retained for the accounting period in which they are posted. Posting involves adding or subtracting the amount of the transaction to the appropriate account balances.

At the end of an accounting period, financial statements can be prepared to show the results of the period's business activities. These statements include a Balance Sheet, an Income Statement and a Department Income Statement.

A diagram of the structure of the General Ledger System is shown on the facing page.



General Ledger System Structure

1-3 GENERAL LEDGER SYSTEM FEATURES AND BENEFITS

The General Ledger System offers automatic accounting procedures that save time and reduce errors in maintaining accurate company books and preparing timely financial reports.

Some of the major features of the General Ledger System are as follows:

- Chart of Accounts maintenance - the Chart of Accounts can be modified easily.
- Journal Entry - the Journal entries procedure is fast and straightforward.
- Trial Balances - the detail trial balance is generated automatically.
- Financial Statements - the system automatically generates and prints detail and income reports.
- Account Status Inquiry - the status of any account may be displayed easily without disturbing the rest of the system.
- Automatic month and year-end processing.
- File security.

1-4 SYSTEM CAPACITIES AND LIMITS

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

In floppy disk systems, a single diskette can handle about 1600 data records. Each Master File account and Journal Entries transaction takes up one record, so the total of accounts and transactions must be less than or equal to 1600. Of course, additional diskettes can be used for expanded storage, but a single file must reside on a single diskette.

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

The features of the General Ledger System help the user's business to achieve the following benefits.

Automation - the General Ledger System handles much of the tedious work of bookkeeping, 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 accounting data is protected by passwords for 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.

1-5 ACCOUNTING PROCEDURES USED BY THE GENERAL LEDGER SYSTEM

The General Ledger System uses standard "double entry" accounting procedures.

Double entry accounting, as used in the General Ledger System assures that the accounts are in balance by requiring a debit entry to be made for each credit entry and vice-versa.

For example, a cash sale of $100.00 increases the revenue account "retail sales" as a credit and the asset account "cash" as a debit, both by $100. The debits and credits are equal for this transaction. Likewise, the receipt of an invoice when payment is to be made at a later time increases the expense account "office supplies", say, as a debit and the liability account "accounts payable" as a credit. Again, the debits and credits balance.

In a similar fashion, a purchase for cash of inventory decreases the asset "cash" as a credit and the asset "inventory" as a debit. A purchase of inventory on credit terms increases the liability "accounts payable" as a credit and the asset "inventory" as a debit. When the vendor is paid, the liability "accounts payable" decreases as a debit and the asset "cash" as a credit. In each of these examples the debits balance the credits.

In the General Ledger System, DEBIT ENTRIES ARE MADE TO THE DETAILED GENERAL LEDGER AS POSITIVE NUMBERS WHILE CREDIT ENTRIES ARE MADE AS MINUS ENTRIES. Therefore, in the previous examples the cash sale, which increased the revenue account "retail sales" as a credit, is entered as a minus number.

When the Detail Report, Balance Sheet and Income Statement are printed by the General Ledger System, the signs for credit and debit balances are reversed for liability, capital and revenue accounts so that the balance sheet and income statement reports do not show minus figures except for debit balances.

A summary of the effects of accounting entries on the different kinds of accounts is shown in the table on the facing page.

Account	Debit	Credit
Assets	Increase	Decrease
Liabilities and Capital	Decrease	Increase
Income	Decrease	Increase
Expenses	Increase	Decrease

Effect Of Accounting Entries On General Ledger Accounts

SECTION 2

SYSTEM OPERATION

2 SYSTEM OPERATION

2-1 DISK ORGANIZATION

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

In addition to the system programs described in Section 1-2, the General Ledger System uses two data files. The General Ledger Master File contains the Chart of Accounts and stores, for each account, the information needed to calculate the company financial reports. The General Ledger Journal Entries File contains information on each entry posted to the Journal. Each of these files is, in turn, made up of a number of records. A complete description of the data record structures is given in Section 8.

In a floppy disk system, the location (drive 0 or 1) of the Master File and Journal Entries File may be specified during the execution of the SYSGEN program. Normally, the Master File and Journal Entries File are stored in drive 1, while the system programs reside in drive 0. Note that the General Ledger System does not allow a file to reside on two drives at once.

Due to the large capacity of cartridge disk, the system programs and data files may be stored on a single disk.

2 SYSTEM OPERATION

2-2 EQUIPMENT USE

a. Terminal: Entering Information

When information is to be entered into the General Ledger 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 General Ledger 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>
```

b. Terminal: Response Types

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

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

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

NUMBER - A number is any number of blanks, followed optionally by a plus or minus ("+" or "-") sign, then by a string of one or more digits in which there may be an optional decimal point (".").

DATE - Date information must be entered in the form MM/DD/YY. For example, February 18, 1948 would be represented by 2/18/48; October 5, 1976 would be 10/5/76. Leading zeros are not required.

CHARACTERS - Character information is a sequence of alphanumeric characters.

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

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

INFORMATION TYPE	SAMPLES
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

c. Terminal: The Help Feature

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

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

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

GENERAL LEDGER SYSTEM USER'S MANUAL

DOCUMENT NUMBER
248070B

AUGUST, 1978

NOTICE

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TWX (910) 595-1912

```
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

d. Line Printer: Forms and Set-up

The line printer is used to provide hard copy of General Ledger reports and listings.

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

2-3 SYSTEM START-UP

The General Ledger 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 General Ledger 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 re-started when a severe error or other exceptional condition causes an exit from the General Ledger System. In this case, the error recovery procedure requires restarting the system.

To start the General Ledger System, use the following procedure:

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

When a selection is made from the General Ledger 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.

2-3 SYSTEM START-UP

a. Bringing Up The BASIC Operating System

The BASIC Operating System is the mediator between the General Ledger System and the hardware of the computer. The first step in bringing the General Ledger 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 General Ledger System is written), error detection, flagging routines, input and output procedures and disk storage routines. It provides the facilities through which the General Ledger 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 system user's manual.

Step (2) Place the diskette containing the BASIC Operating System in drive 0.

Step (3) **Load BASIC according to the instructions in the system user's manual.**

Step (4) The terminal displays a series of questions to set system parameters. Type the RETURN key after each entry to post the next question. Answer these questions as follows:

```
MEMORY SIZE? 59000

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

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

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

```
MOUNT
```

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

```
RUN"GL MENU"
```

This causes the General Ledger System to automatically run the START program and display the General Ledger 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) Initialize the controller according to the instructions in the system user's manual.

Step (4) Load BASIC according to the instructions in the system user's manual.

Step (5) BASIC displays a series of questions on the terminal and waits for operator input to set some Operating System parameters. After each entry, type the RETURN key to pose the next question. Answer these questions as follows:

```
MEMORY SIZE? 59000
LINEPRINTER? @ for @70 C for C700
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 General Ledger System Selection Menu by typing:

```
RUN"GL MENU"
```

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

b. Start-Up Procedures

The General Ledger Menu program is used to select the General Ledger applications and utility programs.

All applications and utility programs in the General Ledger 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 GL Menu. Running the START program is described further in Section 2-3c.

Executed programs end with the following message:

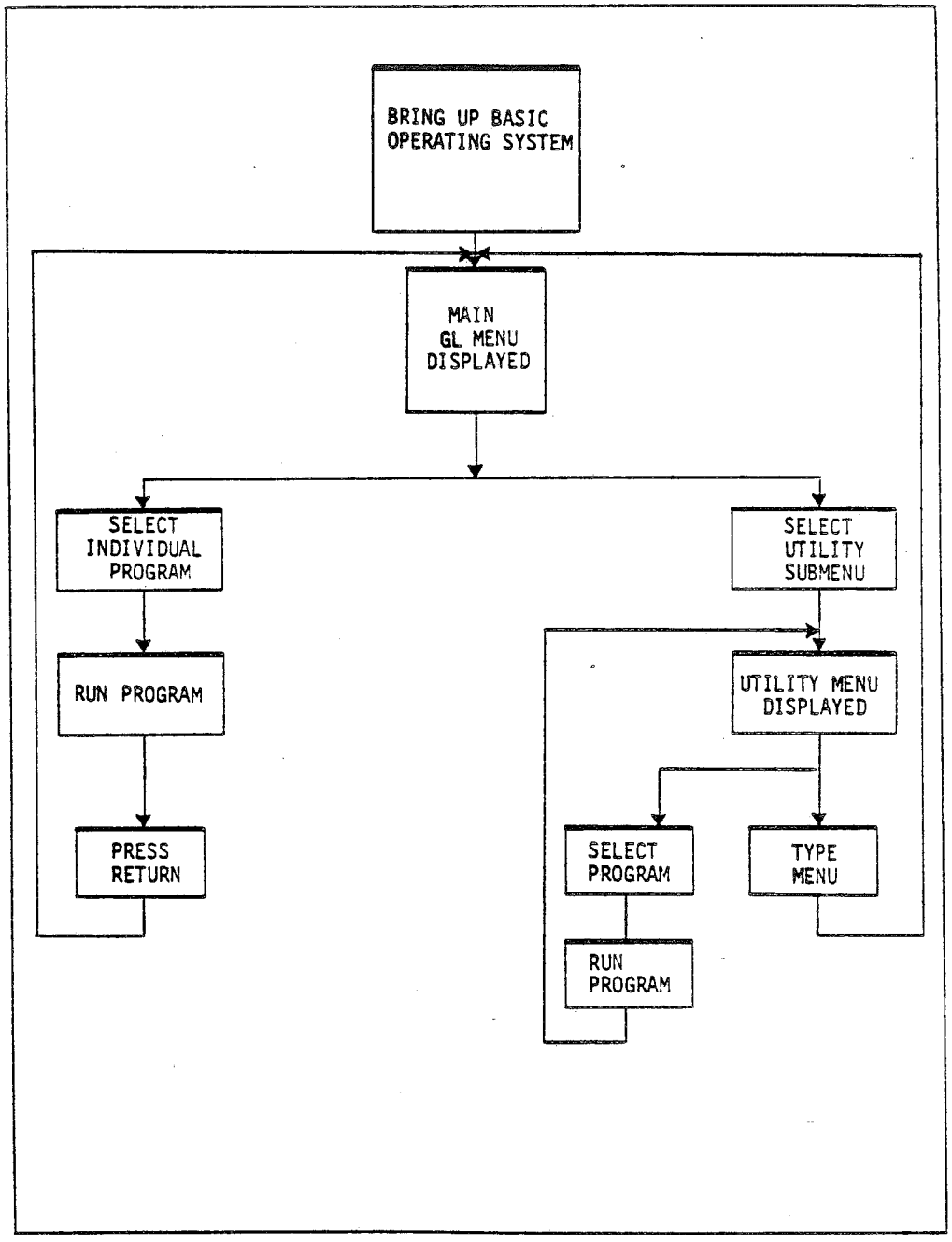
```
END OF {program name}
PUSH THE 'RETURN' KEY TO RETURN TO THE SYSTEM MENU
```

Since the program disk is still mounted in disk drive 0, pushing the 'RETURN' key, the GL 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 GL 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 GL Menu. The Utility Menu programs are described in detail in Section 4, GL and the Report Generation programs are described in Section 3-3. Return from the UTILITY and RPG Menus to the main GL Menu programs is done by selecting the MENU function.

A flow diagram of the system program selection operation follows.



System Program Selection

c. The START Program

The START program is used to perform certain system functions that are necessary before the General Ledger System may be used. The START program must be executed when the General Ledger 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 General Ledger System must be initialized and the computer has not been powered off, the START program may be started by selecting START from the main GL Menu.

2. If the computer has been powered off, the General Ledger System will automatically run the START program after the command RUN "GL MENU" has been typed during system start-up, or after GL.

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 GLTEST.) 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 GL Menu reappears and normal processing may then begin.

An example of the main General Ledger Menu is shown on facing page.

```
                    THE HARRIS SUPPLY CO.
                        GENERAL LEDGER
                  MASTER ACTIVITY SELECTION MENU

                          ========

YOU MAY SELECT ANY OF THE FOLLOWING ACTIVITIES

          START      START-UP G/L SYSTEM
          MFM        MASTER FILE MAINTENANCE
          COA        MASTER FILE LIST
          EJE        ENTER JOURNAL ENTRIES
          JEL        JOURNAL ENTRIES LIST
          QUERY      QUERY ACCOUNTING DATA BASE
          RPG        G/L FINANCIAL REPORTING
          TRANS      ACCOUNTING TRANSACTIONS TRANSFER
          NEW        NEW MONTH/YEAR INITIALIZATION
          UTILITY    UTILITY MAINTENANCE FUNCTIONS
          END        END SYSTEM SELECT

WHICH SELECTION DO YOU WISH TO MAKE?
```

Main General Ledger Menu

(Intentionally blank)

d. Disk Initialization

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

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

After a data disk is formatted, certain files must be created on disk. The first step in this process is to transfer the system generation parameters (such as company name, password, etc.) onto the disk. This is done by using the SYSGEN program, selected from the Utility Menu and described in Section 4-3a. The second step is to write the data file 'headers' onto the disk. Headers must be created for the Master File (#A.GLMST) and the Journal Entries File (A.GLJEF). 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.

e. System Generation (SYSGEN)

System generation is the process of tailoring the General Ledger 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 General Ledger System to be customized to fit a particular hardware configuration. The General Ledger 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 General Ledger System is to be changed.

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

An example of the System Generation dialogue follows:

ITEM	CURRENT (DEFAULT)	YOUR ENTRY
SYSTEM NAME	GENERAL LEDGER	GENERAL LEDGER
SYSTEM PASSWORD	GLTEST	GLTEST
DISKETTE TITLE/VERSION	A005.0/TEST	A005.0/TEST
CREATION DATE	7/7/78	7/7/78
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 ASSEMBLY ADDRESSES	&HE678:&H52EB	&HE678:&H52EB
SOFTWARE CONFIG. CODE	APR	APR
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.GLMST	#A.GLMST
FILE #1 DISK DRIVE	0	0
FILE #2 NAME	#A.GLJEF	#A.GLJEF
FILE #2 DISK DRIVE	0	0

System Generation Dialog

f. System Generation Procedures

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

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

STEP	PROCEDURE
(7)	Using the Enter Journal Entries (EJE) program, create records for any unposted transactions.
(8)	When the Master File (COA) and Journal Entries File are correct, label the disk General Ledger Master Files and date.
(9)	Duplicate this entire disk for backup, using the DCOPY utility program, and store in a safe place.

g. The General Ledger System Test Data Files

The General Ledger 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 General Ledger System uses two data files. The Master File is named #A.GLMST and the Journal Entries File is named #A.GLJEF. The system disk is supplied with these files containing accounting data for a hypothetical company. The data may be used for testing and demonstration purposes, so if possible, they should be retained for future use.

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

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

```
NAME "#A.GLMST" AS "TESTMST"
NAME "#A.GLJEF" AS "TESTJEF"
```

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.

h. Periodic File Backup

At regular intervals, duplicates should be made of all disks in the General Ledger System.

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

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

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

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

2-4 GENERAL LEDGER PROGRAM ABSTRACTS

a. File Maintenance Programs

The accounting information for the General Ledger system is stored in two disk files. Four programs deal with maintenance of these data files.

The four programs that maintain the accounting data base are the following:

- Master File Management
- Master File List
- Enter Journal Entries
- Journal Entries List

PROGRAM: MFM - Master File Maintenance
PURPOSE: To permit additions, changes and deletions in the Chart of Accounts.
ABSTRACT: The CREATE program builds record headers for the Master File. The MFM program allows the user to construct and modify the file.
OUTPUT: An updated Master File.

PROGRAM: COA - Master File List.
PURPOSE: To display the contents of the Master File.
ABSTRACT: The COA program may be used to display all or part of the Master File (Chart of Accounts) on the terminal or printer.
OUTPUT: Chart of Accounts Listing.

PROGRAM: EJE - Enter Journal Entries.
PURPOSE: To enter accounting transactions for posting.
ABSTRACT: The EJE program is used to enter transactions for posting in the General Ledger. Transaction information includes the source of the transaction, the account to which it is to be posted, dollar amount, etc.
OUTPUT: Updated Journal Entries File.

PROGRAM: JEL - Journal Entries List
PURPOSE: To display the contents of the Journal Entries File.
ABSTRACT: The JEL program displays the contents of the Journal Entries File.
OUTPUT: Journal Entries File listing.

b. Report Generation Programs

The report generation programs are chosen from the RPG submenu to print the General Ledger system's primary reports.

The four report generation programs are the following:

- Detail Report
- Balance Sheet
- Income Statement
- Department Income Statement

PROGRAM: DET - Detail Report
PURPOSE: To display the accounting activity in each account in the Chart of Accounts.
ABSTRACT: The DET program prints a report that lists each account in the Chart of Accounts along with all of the Journal Entries File transactions that have been posted to the account in the current period. The DET report also includes a trail balance.
OUTPUT: The General Ledger Detail Report

PROGRAM: BAL - Balance Sheet
PURPOSE: To summarize the accounting activity of the whole company.
ABSTRACT: The BAL program prints a report that summarizes the company's assets, liabilities and capital.
OUTPUT: The Balance Sheet Report.

PROGRAM: INC - Income Statement
PURPOSE: To summarize the company's income for the current period and year-to-date.
ABSTRACT: The INC statement totals the company's income and expense items for the current accounting period and for the year-to-date. The report contains a list of the items and the totals.
OUTPUT: The Income Statement Report

PROGRAM: DINC - Department Income Statement
PURPOSE: To summarize a single department's income for the current period and year-to-date.
ABSTRACT: The action of DINC is the same as INC, except that the summary is done for a single department.
OUTPUT: The Department Income Statement Report.

c. Miscellaneous System Programs

The General Ledger System also provides programs that transfer accounting information from the other systems in the Accounting System and display the status of any General Ledger account.

PROGRAM: TRANS - Accounting Transactions Transfer
PURPOSE: To collect accounting data from the other systems in the Accounting System.
ABSTRACT: The TRANS program collects information from the other accounting systems - Accounts Payable, Accounts Receivable and Payroll - and posts it into the Journal Entries File.
OUTPUT: Updated Journal Entries File.

PROGRAM: QUERY - Query Accounting Data Base
PURPOSE: To allow inquiry as to the status of any General Ledger account.
ABSTRACT: The QUERY program displays the status of a specified account by printing its entry in the Master File (including description, type, balance, etc.) along with all of the transactions posted to the account in the current period.
OUTPUT: Terminal display or hard copy of account status.

SECTION 3

GENERAL LEDGER MENU PROGRAMS

(Intentionally blank)

3 GENERAL LEDGER MENU PROGRAMS

3-1 GENERAL LEDGER MASTER FILE PROGRAMS

a. Master File Maintenance Program (MFM)

The Master File Maintenance program is used to add, change or delete an account from the General Ledger Master File. This program also prints the Master Control Report, which shows all updates made to the General Ledger Master File.

To start the Master File Maintenance program, display the Main General Ledger Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

MFM

Two restrictions are made on Master File Modifications:

1. An account may not be added which has the same account number as an existing account.
2. An account with a non-zero balance may not be deleted.

An attempt to make either of these modifications causes an error message to be printed.

The detailed procedure for using the Master File Maintenance program is shown on the following pages. A sample Master Control Report is shown in Section 7-8.

REMEMBER

- Type the RETURN key after each entry
- To terminate this program, type 'END' in step (3)
- For more information on any prompt, type ?
- The default value is that value entered when the RETURN key is typed with no previous entry.

3 GENERAL LEDGER MENU PROGRAMS

3-1 GENERAL LEDGER MASTER FILE PROGRAMS

a. Master File Maintenance Program (MFM)

Steps 1 through 3: Starting the MFM Program

This part of the MFM program selects the action to be performed on the file. The Master File account layout can be displayed for reference.

Step (1) Prompt/Display

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

Explanation

The Control Report prints out updates to the Master File as they are made. To suppress the Control Report, enter 'NO'. Any other response prints the report.

Step (2) Prompt/Display

WOULD YOU FIRST LIKE TO SEE THE ACCOUNT LAYOUT?

Explanation

A Master File record consists of seven fields containing the information items needed for each account. To display a list of these fields and their descriptions, type 'Y'. The account layout is shown on the facing page. For a more detailed description of the Master File records, see Section 8-2. If the list is not desired, enter 'NO' or type the RETURN key.

Step (3) Prompt/Display

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

Explanation

To add an account to the Master File, enter 'A' and proceed to step (4). To change the values of an account, enter 'C' and proceed to step (14). To delete an account, enter 'D' and proceed to step (18). Type 'END' to terminate this program and return to the main menu.

MASTER FILE RECORD FIELDS

FIELD	DESCRIPTION
1 Account Number	A five-digit identifier for each account. The account type is indicated by the number as follows ACCOUNT NUMBER RANGE — ACCOUNT TYPE 10000 - 19999 — Asset 20000 - 29999 — Capital/Liability 30000 - 39999 — Income 40000 - 49999 — Expense The system reserves account number 29700 for current earnings.
2 Description	The account title, no more than 24 characters long.
3 Account Type	A single letter. M=Master Account,S=Subsidiary Account
4 Balance Sheet Column Code	A single digit that tells the Balance Sheet program where to print the balance in this account on the balance sheet. Digit — Position 1 — Left Hand Column 2 — Center Column 3 — Right Hand Column
5 Level Indicator	A single digit, as follows: Digit — Function 1 — Title Account 2 — Detail Posting Account 3 - 9 — Total Level Indicators
6 Current Amount	Net change in the account as of the most recent transaction. Maximum Value = $9,999,999.99
7 Year-To-Date Amount	Net amount posted to this account so far this year. Maximum Value = $9,999,999.99

3 GENERAL LEDGER MENU PROGRAMS

3-1 GENERAL LEDGER MASTER FILE PROGRAMS

a. Master File Maintenance Program (MFM)

Steps 4 through 13: Adding an Account to the Master File

This part of the MFM program collects the information necessary to create a new Master File account record.

Step (4) Prompt/Display

**FIELD 01 (ACCOUNT NUMBER) ENTER:

Explanation

Enter the number of the account to be added. The number must be either five digits (account/subaccount) or three digits (account only). The number may not be the same as that of any other account in the Master File. No default value is allowed.

Step (5) Prompt/Display

**FIELD 02 (DESCRIPTION) ENTER:

Explanation

Enter the account title. The maximum length allowed is 24 characters. Default value is spaces.

Step (6) Prompt/Display

**FIELD 03 (TYPE) ENTER:

Explanation

Enter the one letter type code. M = Master, S = Subsidiary or blank. Default is blank.

Step (7) Prompt/Display

**FIELD 04 (BAL SHEET COL) ENTER:

Explanation

Enter the balance sheet column number (1, 2 or 3). No default allowed.

Step (8) Prompt/Display

**FIELD 05 (LEVEL) ENTER:

Explanation

Enter the account level indicator code (1 through 9). No default allowed.

Step (9) Prompt/Display

** FILED 06 (CURRENT AMOUNT) ENTER:

Explanation

Enter the current amount in the account. Leading dollar sign and separating commas are not necessary. The maximum allowable amount is $9,999,999.99. Default is zero.

Step (10) Prompt/Display

**FIELD 07 (YTD AMOUNT) ENTER:

Explanation

Enter the Year-To-Date amount. Leading dollar sign and separating commas are not necessary. The maximum allowable amount is $9,999,999.99. Default is zero.

Step (11) Prompt/Display

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

Explanation

Review all of the entries in steps (4) - (10). If all entries are correct, enter 'N' and proceed to step (3). If corrections are necessary, type 'Y' and proceed to step (12).

Step (12) Prompt/Display

ENTER FIELD NUMBER OF FIELD TO BE CHANGED:

Explanation

Enter the number of the field to be modified (1) - (7). The system prints the prompt for the field (step (4) - (10) and waits for the corrected value. When the RETURN key is typed, the system proceeds to step (13).

Step (13) Prompt/Display

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

Explanation

If more fields need to be changed in this account, enter 'Y' and proceed to step (12). Otherwise, enter 'N' and return to step (3).

a. Master File Maintenance Program (MFM)
Steps 14 through 17: Changing a Master File Account

This part of MFM changes the information in the Master File account record.

Step (14) Prompt/Display

ENTER ACCOUNT NUMBER OF ACCOUNT TO BE CHANGED:

Explanation

Enter the number of the account to be changed. The number must be that of a currently existing account.

Step (15) Prompt/Display

****CURRENT RECORD VALUE****

Explanation

The current values in the record are retrieved and displayed for verification and reference.

Step (16) Prompt/Display

ENTER FIELD NUMBER OF FIELD TO BE CHANGED:

Explanation

Enter the number of the field to be changed. Note that only fields 2 through 5 may be changed. The amounts may not be changed with the MFM program.

Step (17) Prompt/Display

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

Explanation

If further changes to the account are to be made, type 'Y' and return to step (16). Otherwise, type 'N' and return to step (3).

a. Master File Maintenance Program (MFM)
Steps 18 through 20: Deleting an Account from the Master File.

This part of MFM deletes an account record from the Master File.

Step (18) Prompt/Display

ENTER ACCOUNT NUMBER OF ACCOUNT TO BE DELETED:

Explanation

The entry must be the number of an account currently in the Master File. No default value allowed.

Step (19) Prompt/Display

****CURRENT RECORD VALUE****

Explanation

The values currently in the account to be deleted are retrieved from the Master File and displayed for verification. Note that no account with a non-zero balance may be deleted from the Master File. In the case of non-zero values in the Current Amount of Year-to-Date amount fields, MFM automatically returns to step (3).

Step (20) Prompt/Display

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

Explanation

Verify that the record being displayed is the correct one for the account to be deleted. If it is, type 'Y' to delete the account and return to step (3). Otherwise, type 'N' to return to step (3) without deleting the account. Default value is 'N'.

(Intentionally blank)

b. Master File List Program (COA)

The Master File List program is used to produce the List Chart of Accounts Report. The List Chart of Accounts Report shows, for each account in the General Ledger Master File, the account number, description, account type, balance sheet column code, level indicator, current amount, and year-to-date amount.

To start the Master File List program, display the main General Ledger Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

COA

Step (1) Prompt/Display

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

Explanation

For a hard copy listing on the printer, position the printer paper so that the top of a page is even with the print head and type 'P'. To list the file on the terminal, type 'T'. Type CONTROL/S (Type S while holding down the CONTROL key) to pause during the listing for closer examination. Press the space bar to resume.

c. New Month/Year Initialization Program (NEW)

The New Month/Year Initialization (NEW) program prepares the Master File for a new accounting period. It can be run at the end of the month or at the end of the year or both.

Run at the end of the month, the NEW program adds the current amounts to the year-to-date amounts and then clears the current amount fields. At the end of the year, NEW clears both the current and year-to-date amounts, adds the current amount in the Capital and Liability accounts to the accumulated amounts and then clears the current amount fields.

To run the NEW program, display the main General Ledger Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

NEW

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt

Step (1) Prompt/Display

DO YOU WANT TO RE-INITIALIZE THE JOURNAL ENTRIES FILE?

Explanation

Enter 'Y' to clear the Journal Entries File and begin a new period of processing. Enter 'N' to leave the file as is.

Step (2) Prompt/Display

IS THIS A NEW MONTH OR A NEW YEAR INITIALIZATION (M OR Y)?

Explanation

Enter 'M' if this is the beginning of a new month. New month initialization clears the current amount fields of all Journal Entry records. Enter 'Y' for new year initialization. At the beginning of a year, the amount, year-to-date amount and expense account fields are all cleared.

Step (3) Prompt/Display

TOTAL ACCOUNTS ON MASTER FILE (n)

Explanation

Make sure the number (n) agrees with the number of accounts in the Chart of Accounts.

3-2 JOURNAL ENTRIES FILE PROGRAMS

a. Enter Journal Entries Program (EJE)

Step 1: Introduction

The Enter Journal Entries (EJE) program collects information for entries into the Journal Entry File.

To start the Enter Journal Entries program, display the main General Ledger menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

EJE

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt
- Type END in step (4) or step (9) 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 NORMAL OR THE SPEED INPUT MODE (N OR S)?

Explanation

The Journal File entry information may be entered in one of two ways.

In normal input mode, the operator enters the fields of the Journal Entry record one at a time in response to prompts. EJE gives an opportunity to change erroneous entries before they are posted.

In speed input mode, the operator enters the account number, source, reference, description, date and amount of the entry all at once. This mode is recommended for experienced users for maximum speed.

To use the normal input mode, type 'N' and proceed to step (2). To use the speed input mode, type 'S' and proceed to step (9).

a. Enter Journal Entries Program (EJE)
Steps 2 through 4: Normal Mode Entry Procedure

This part of the EJE program collects Journal Entry File information in input mode.

Step (2) Prompt/Display

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

Explanation

The control report lists all additions to the Journal Entries File as they are made. To suppress the report, type 'NO'. Any other entry, including default, causes the report to be printed.

Step (3) Prompt/Display

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

Explanation

Type 'Y' to display the Journal Entry File record fields along with a short description of each. Type 'N' to proceed without the display. For a more detailed description of the structure of the Journal Entries File, see Section 8-3.

Step (4) Prompt/Display

FIELD nn (name) ENTER:

Explanation

For each field in the Journal Entries File record, EJE asks for the value. Enter the value according to the specification on the facing page. To terminate the entry process, type END in field 01 (ACCOUNT NUMBER).

JOURNAL ENTRIES RECORD FIELDS

Field	Description
01 Account Number	The number of the account to which this transaction is to be posted. Must be the number of an account that already exists in the Master File. No defaults
02 Source Code	A code letter that designates the source system for this entry, as follows: A = Accounts Payable G = General Ledger (default value) R = Accounts Receivable P = Payroll Y = Year-to-Date Adjustment
03 Reference	An eight-character alphanumeric field that refers to the source document for this entry. Default is spaces
04 Description	A 24-character alphanumeric field that describes this entry. Default is spaces.
05 Date	The date this journal entry was made. Must be in the format mm/dd/yy. No Default.
06 Amount	The amount of this transaction. Credits are entered with a minus sign (-) preceding the dollar amount. The dollar sign and separating commas are not necessary. Maximum dollar amount = $9,999,999.99. Default is zero.

a. Enter Journal Entries Program (EJE)
Steps 5 through 8: Correcting and Posting Normal Mode Entries

After a Journal Entry File record has been entered, the system allows corrections to be made to any field before posting the record to the file.

Make sure the Journal Entries File record is exactly as desired before entering 'N' in step (8), since the EJE program cannot modify the record once it has been posted to the file.

Step (5) Prompt/Display

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

Explanation

Review all the values entered in step (4). If they are correct, enter 'N' and proceed to step (4) for the next record. To make changes to any of the fields, type 'Y'.

Step (6) Prompt/Display

ENTER FIELD NUMBER OF FIELD TO BE CHANGED:

Explanation

Enter the desired field number. Default changes nothing and returns to step (4) for the next record.

Step (7) Prompt/Display

**FIELD nn (name) ENTER

Explanation

The system displays the number and name of the field to be changed and waits for the correct value to be entered.

Step (8) Prompt/Display

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

Explanation

To change any more fields in this record, enter 'Y' and return to step (6). If no more fields are to be changed, enter 'N' and return to step (4) for the next record.

a. Enter Journal Entries Program (EJE)
Step 9: Speed Entry Procedure

Speed Entry mode allows entry of Journal Entry File records in an abbreviated form. For each entry, the account number, source, reference, description, date and amount are entered all at once without prompting by the General Ledger System.

If Speed Entry Mode was chosen in step(1),the system prints a header showing the format in which the Journal Entry File records are to be entered. The records are held in a temporary file (#GLTEMP#) until entry is complete. The file remains on the data disk until deleted by the BASIC Operating System command KILL or until overwritten by another Speed Entry session. To prevent loss of data, each session should enter no more than about 100 entries.

Step (9) Prompt/Display

NO	ACC'T	S	REFERENCE	DESCRIPTION	DATE	AMOUNT	TOTAL

Explanation

Enter the fields of the Journal Entry record in columns under the header according to the specification on the next page. Typing the RETURN key or comma (,) moves the cursor to the next column. Before entering the AMOUNT, check the entries to make sure they are correct. If they are not, type 'X' in the AMOUNT field to delete the entry. Any invalid entry (e.g., a letter in the AMOUNT field) deletes the entire entry. No commas or quotation marks (") are allowed within any field. Dollar signs are optional. Typing just the RETURN key in any field enters the value from the corresponding field in the previous entry. The system computes a serial number and a running sum of the entry amounts. These numbers are printed automatically in the NO and TOTAL columns. To terminate entry, type 'END' in the ACC'T column and proceed to step(10).

JOURNAL ENTRIES RECORD FIELDS

Field	Description
01 Acc't	The number of the account to which this transaction is to be posted must be the number of an account that already exists in the Master File (no defaults).
02 S	A code letter that designates the source system for this entry, as follows: A = Accounts Payable G = General Ledger (default value) R = Accounts Receivable P = Payroll Y = Year-to-Date Adjustment
03 Reference	An eight-character alphanumeric field that refers to the source document for this entry. Default is spaces.
04 Description	A 24-character alphanumeric field that describes this entry. Default is spaces.
05 Date	The date this journal entry was made. Must be in the format mm/dd/yy. No default.
06 Amount	The amount of this transaction. Credits are entered with a minus sign (-) preceding the dollar amount. The dollar sign and separating commas are not necessary. Maximum dollar amount = $9,999,999.99. Default is zero.

a. Enter Journal Entries Program (EJE)
Steps 10 through 12: Correcting and Posting Speed Mode Entries

This part of the EJE program posts entries made in speed mode into the Journal Entries File.

In the process of posting the Journal Entries File records, EJE prints the records which have errors in them. These records are not posted into the file. The error messages appear either in the control report or on the terminal. The message has the following form:

ERROR - NEXT ENTRY REJECTED

followed by the rejected entry.

Step (10) Prompt/Display

DO YOU WISH TO GET A CONTROL REPORT?

Explanation

The system automatically edits and posts the entries just made to the Journal Entries File. The Control report lists each transaction as it is transferred. Type 'Y' to print the report.

Step (11) Prompt/Display

THIS PROCESSING MAY TAKE A FEW MINUTES

Explanation

While the posting process takes some time, it does not require operator intervention.

Step (12) Prompt/Display

**TOTAL DEBITS =

**TOTAL CREDITS =

Explanation

At the end of processing, the totals of the debit and credit amounts are printed for all of the entries that were actually posted. Processing is completed and EJE exits to the main menu.

b. Journal Entries List Program (JEL)

The Journal Entries List (JEL) program lists all of the entries currently in the Journal Entries File.

The JEL program produces a list of the contents of the Journal Entries File. Each entry is identified by account number and the date the entry was made. The entry contains the information entered by the EJE program.

To start the Journal Entries List program, display the main General Ledger menu. After the prompt:

```
WHICH SELECTION DO YOU WISH TO MAKE?
```

enter:

```
JEL
```

Step (1) Prompt/Display

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

Explanation

To print the Journal Entries File list on the terminal, type 'T'. At any time during printing, typing Control/S (holding down the Control key while typing 'S') causes the printing to stop to allow closer examination. To resume printing, type a space.
To print the Journal Entries File list on the printer, position the printer paper so that the top of a page is even with the print head and type 'P'.

3-3 QUERY ACCOUNTING DATA BASE (QUERY)

Given an account number, the QUERY program lists the Master File account with that number along with all of the Journal Entries that have been posted to that account in the current accounting period.

To run the QUERY program, display the main General Ledger Menu. After the prompt,

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

QUERY

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt.

Step (1) Prompt/Display

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

Explanation

For a hard copy of the display, postion the printer paper with the top of a page even with the print head and type 'P'. For a display on the terminal, type 'T'.

Step (2) Prompt/Display

WHAT ACCOUNT NUMBER IS TO BE QUERIED?

Explanation

Enter the number of the account for which information is desired.

Step (3) Prompt/Display

(ACCOUNT QUERY DISPLAY)

Explanation

The first line of the display is the Master File record for the account in the same form as in the COA listing. The next lines (if any) are the records from the Journal Entries file for all transactions posted to the account. These entries are in the same form as in the JEL listing.

Step (4) Prompt/Display

ANY MORE ACCOUNTS TO BE QUERIED (Y OR N)?

Explanation

To display information on more accounts, type 'Y' and return to step (2). Otherwise, type 'N' to exit to the menu.

3-4 ACCOUNTING TRANSACTIONS TRANSFER PROGRAM (TRANS)

a. General Information

The Accounting Transactions Transfer program (TRANS) is used to interface the General Ledger System with the Payroll, Accounts Payable and Accounts Receivable Systems. The TRANS program may be used only if the other accounting packages are also being used in the same system and if they are configured to report back to the General Ledger System under program control.

During their month-end processing, the Payroll, Accounts Receivable and Accounts Payable Systems all generate the necessary ledger information for posting to the company's General Ledger books. This ledger information may be automatically transferred from the other system disks to the General Ledger Journal Entries File by execution of the General Ledger Accounting Transaction Transfer (TRANS) program prior to the execution of the General Ledger Detail Report.

The following files contain the General Ledger transaction information from the other accounting systems:

Payroll	#A.PRGLT
Accounts Receivable	#A.ARGLT
Accounts Payable	#A.APGLT

As an example of the transfer process, consider the Payroll System. During the end-of-month processing procedure in the Payroll System, the ledger information such as total net pay, total FICA withheld, total federal tax withheld and so on, is created and saved in a file on the Payroll disk called the General Ledger Transfer File (#A.PRGLT).

Prior to running of the General Ledger Detail Report (DET) program, this data may be transferred from the Payroll disk to the Journal Entries File (#A.GLJEF) on the General Ledger disk. The Detail Report program then accesses all the information in the Journal Entries File (which includes both the payroll transactions automatically transferred over plus the normal transactions entered via the General Ledger Enter Journal Entries program) and updates the Master (Chart of Accounts) File with these current-month figures. This updated Master File is then used as input for generating the Balance Sheet, Income and Department Income Statements. The #A.PRGLT Transfer File on the Payroll diskette remains in place until it is overwritten during the next month's Payroll System end-of-month processing.

The process is similar for the Accounts Receivable and Accounts Payable Systems.

To ensure that all transactions from the other accounting systems are transferred to the General Ledger System, all transactions from the other systems should be transferred before the Detail Report (DET), Balance Sheet (BAL) and the Income Statement (INC and DINC) programs are run.

The TRANS program knows which other systems are set up to automatically transfer data to the General Ledger by referring to the software configuration code defined during the systems generation (SYSGEN) procedure. If, for example, this code is 'P', then the TRANS program prompts the operator to insert the Payroll data diskette into a drive for data transfer from the Payroll diskette into the Journal Entries File on the General Ledger data diskette. In cartridge disk systems, this information is most likely stored on the same disk. Account number assignment, which assigns each transaction in the Payroll System to a valid General Ledger Chart of Accounts number, is performed during the Payroll System generation procedure. For example, Federal Withholding Tax is assigned a General Ledger account number during the Payroll System set-up procedure. This assignment remains static until altered manually, so that the Federal Withholding Tax amount is posted to the correct account each month.

b. Running TRANS Program

The Accounting Transaction Transfer (TRANS) program determines which systems have information to transfer to the General Ledger System, prompts the operator to mount the proper disks, and automatically transfers the relevant transactions to the Journal Entries File.

To run the TRANS program, display the main General Ledger Menu. After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter:

TRANS

For more information on the interface file structures used by the other accounting systems see the appropriate documentation for those systems.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt

Step (1) Prompt/Display

ONE MOMENT FOR INITIALIZATION....
ENTER THE GL DATA DISK IN THE DRIVE IT IS SYSGENED FOR
ON WHICH DRIVE DOES THE GL DATE DISK RESIDE?

Explanation

The system needs the GL Master file to be in the disk drive it was SYSGENed for, in order to validate all account numbers from the transfer files.

Step (2) Prompt/Display

IF YOU DO NOT WANT A CONTROL REPORT, ENTER 'NO':

Explanation

The control report lists each transaction as it is transferred. To print the report on the printer, position the printer paper so that the top of a page is even with the print head and type the RETURN key. To suppress the report, type 'NO'. A heading and error listing will always print.

Step (3) Prompt/Display

PROCESS {NAME} NOW?{Y OR N}?

Explanation

(name) will be filled in by "PAYROLL," "ACCOUNTS RECEIVABLE" OR "ACCOUNTS PAYABLE" depending on what's in the SYSGEN file.

Step (4) Prompt/Display

ON WHICH DRIVE DOES THE {NAME} DATA DISKETTE RESIDE?

Explanation

In floppy disk systems, the system prints this message asking for the data diskette for each of the other systems to be processed. Insert the requested diskette into an available drive and type the drive number when it is ready.

Step (5) One of the following messages appears at this point:

Prompt/Display

THE (name) DATA DISKETTE WAS CREATED ON (mm/dd/yy)
IS THIS THE CORRECT DATA (Y OR N)?

Explanation

TRANS reads the creation date from the disk and displays it for verification. If it is the correct disk, type 'Y' and proceed to step (6). If not, replace the disk with the correct one and type "Y".

Prompt/Display

***ERROR - NEITHER PAYROLL, RECEIVABLES, NOR PAYABLES
*** ARE CONFIGURED TO INTEGRATE WITH GENERAL LEDGER. THIS
***CONFIGURATION IS HANDLED DURING SYSTEM GENERATION.
*** PLEASE REFER TO DOCUMENTATION.

Explanation

TRANS prints this message when the software configuration codes in the accounting systems indicate that the systems are not to be used with the General Ledger System. TRANS terminates and exits to the menu.

Prompt/Display

***DISK I/O ERROR ON INPUT DISK. CAN'T CONTINUE.

Explanation

TRANS could not read the information from the disk. This is caused by disk or drive problems. The program exits to the menu.

Prompt/Display

PROPER TRANSFER FILE NOT FOUND ON THIS DISK

Explanation

TRANS could not find the proper transaction interface file on the disk. Check to make sure it is the proper disk.

Step (6) After one of the messages in step (5) is displayed, TRANS checks to see if there are more files to be transferred. If so, it returns to step (3) for the new file. Otherwise, it exits to the following message:

PLEASE RE-MOUNT THE PROGRAM DISK AND RUN THE PROPER MENU.

3-5 REPORT GENERATION SUBMENU PROGRAMS

The Report Generation Submenu allows the user to select the programs that produce the General Ledger System reports.

The primary output from the General Ledger System consists of a series of reports. These reports - account detail, balance sheet and income reports - are generated by programs selected from the Report Generation Submenu.

To run the Report Generation Submenu, display the main General Ledger Menu. After the prompt

```
WHICH SELECTION DO YOU WISH TO MAKE?
```

enter:

```
RPG
```

The system responds by displaying the submenu as shown on the facing page. At this point, enter the name of the report generator to be run.

To return to the main General Ledger Menu, enter the submenu option MENU.

```
                    THE HARRIS SUPPLY CO.
                       GENERAL LEDGER
                REPORT GENERATION SELECTION MENU

                          --------

THE FOLLOWING REPORTS MAY BE GENERATED

                      DET          DETAIL GENERAL LEDGER REPORT
                      BAL          BALANCE SHEET
                      INC          INCOME STATEMENT
                      DINC         DEPARTMENT INCOME STATEMENT
                      MENU         RETURN TO MAIN GL MENU

WHICH REPORT WOULD YOU LIKE TO GENERATE ?
```

3-5 REPORT GENERATION SUBMENU PROGRAMS

a. The Detail General Ledger Report Program (DET)

The Detail General Ledger Report (DET) is a report of all General Ledger transactions (since the last report) presented according to Master File accounts.

The Detail General Ledger Report is run at the end of an accounting period to list all of the accounts in the chart of accounts along with the transactions that have taken place in those accounts since the beginning of the period. The Report also includes the balance amounts for each account and totals for the whole system.

To generate the Detail General Ledger Report, display the Report Generation Submenu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter: DET

A sample Detail General Ledger Report is shown in Section 7-4.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt

Step (1) Prompt/Display

WHAT DATE IS TO BE PRINTED ON THE REPORT (MM/DD/YY)?

Explanation

Enter the report date in the indicated format.

Step (2) Prompt/Display

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

Explanation

For a hard copy listing of the report, position the printer paper so that the top of a page is even with the print head and type 'P'. To list the report on the terminal, type 'T'. Listing of the report may be suspended at any time by typing CONTROL/S (typing 'S' while holding down the CONTROL key). This allows the output to be examined at length. To resume listing, press the space bar.

b. The Balance Sheet Report Program (BAL)

The Balance Sheet Report (BAL) summarizes the company's assets, liabilities and capital.

The Balance Sheet program is run at the end of an accounting program (after DET) to produce the Balance Sheet Report.

To run BAL display the Report Generation Submenu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter the option:

BAL

A sample Balance Sheet report is shown in Section 7-5.
Follow the procedure shown on the facing page to generate the report.

REMEMBER

- Type the RETURN key after each entry
- Type ? for more information on any prompt

Step (1) Prompt/Display

WHAT DATE IS TO BE PRINTED ON THE REPORT (MM/DD/YY)?

Explanation

Enter the report date in the indicated format.

Step (2) Prompt/Display

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

Explanation

For a hard copy listing of the report, position the printer paper so that the top of a page is even with the print head and type 'P'. To list the report on the terminal, type 'T'. Listing of the Report may be suspended at any time by typing CONTROL/S (typing 'S' while holding down the CONTROL key). This allows the output to be examined at length. To resume listing, type a space.

c. Income Statement Report Program (INC)

The Income Statement Report (INC) summarizes the current month and year-to-date income for the whole company.

To run the Income Statement Report program, display the Report Generation Submenu. After the prompt:

WHICH REPORT WOULD YOU LIKE TO GENERATE?

enter:

INC

A sample Income Statement is shown in Section 7-6.

Step (1) Prompt/Display

WHAT DATE IS TO BE PRINTED ON THE REPORT (MM/DD/YY)?

Explanation

Enter the report date in the indicated format.

Step (2) Prompt/Display

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

Explanation

For a hard copy listing of the Report, position the printer paper so that the top of a page is even with the print head and type 'P'. To list the Report on the terminal, type 'T'. Listing of the Report may be suspended at any time for closer examination by typing Control/S (typing S while holding down the CONTROL key). To resume listing, type a space.

d. The Department Income Statement Report Program (DINC)

The Department Income Statement Report (DINC) summarizes the current month and year-to-date income for a single, selected department.

To run the Department Income Statement Report program, display the Report Generation Submenu. After the prompt,

WHICH REPORT DO YOU WISH TO GENERATE?

enter:

DINC

A sample Department Income Statement Report is shown in Section 7-7.

Step (1) Prompt/Display

WHAT DATE IS TO BE PRINTED ON THE REPORT (MM/DD/YY)?

Explanation

Enter the report date in the indicated format.

Step (2) Prompt/Display

WHAT IS THE NUMBER OF THE DEPARTMENT TO REPORT?

Explanation

Enter the two-digit number of the department whose income report is to be generated.

Step (3) Prompt/Display

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

Explanation

For a hard copy listing of the report, position the printer paper so that the top of a page is even with the print head and type 'P'. To list the report on the terminal, type 'T'. Listing of the report may be suspended at any time by typing CONTROL/S (typing 'S' while holding down the CONTROL key). This allows the output to be examined at length. To resume listing, type a space.

SECTION 4

UTILITY MAINTENANCE PROGRAMS

4 UTILITY MAINTENANCE PROGRAMS

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

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

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

Each of the Utility Maintenance programs are started as follows:

First, display the General Ledger Menu.

After the prompt:

WHICH SELECTION DO YOU WISH TO MAKE?

enter the option:

UTILITY

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

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter the name of the utility function to be run.

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

MENU

```
                    THE HARRIS SUPPLY CO.
                  GENERAL LEDGER SYSTEM
               UTILITY FUNCTION SELECTION MENU

                        ------

THESE ARE THE UTILITY FUNCTIONS AVAILABLE

      FORMAT        DISKETTE FORMAT AND REFORMAT
      SYSGEN        GENERATE SYSTEM AND FILE INFORMATION
      CREATE        CREATE FILES
      COPYR         COPY RANDOM FILE
      COPYS         SEQUENTIAL FILE COPY
      DCOPY         COPY COMPLETE DISKETTE
      MENU          RETURN TO MAIN GL MENU

WHICH UTILITY WOULD YOU LIKE TO RUN
```

The Floppy Disk Utility Menu

```
                    THE HARRIS SUPPLY CO.
                  GENERAL LEDGER SYSTEM
               UTILITY FUNCTION SELECTION MENU

                        ------

THESE ARE THE UTILITY FUNCTIONS AVAILABLE

      FORMAT        DISK CARTRIDGE INITIALIZATION
      SYSGEN        GENERATE SYSTEM AND FILE INFORMATION
      CREATE        CREATE FILES
      COPYH         COPY FILES
      DCOPY         COPY COMPLETE DISK CARTRIDGE
      MENU          RETURN TO MAIN GL 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) utility program is used to format a new disk before the disk is used to store data, or to reformat a previously used disk.

To start the FORMAT program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

FORMAT

IMPORTANT

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

A detailed explanation of the program follows.

Step (1) Prompt/Display

```
PLEASE INSERT THE DISKETTE TO BE PROCESSED
INTO THE PROPER DRIVES.  READY (Y OR N)?
```

Explanation

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

Step (2) Prompt/Display

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

Explanation

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

Step (3) Prompt/Display

```
PROCESSING TRACK: (t)
```

Explanation

The program displays on the video screen unit each track number on the diskette as that track is being formatted. If a track is incapable of being formatted, meaning the diskette has a 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.

b. Copy Random File (COPYR)

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

To run the COPYR program, display the Utility Menu.

After the prompt:

```
WHICH UTILITY DO YOU WISH TO RUN?
```

enter:

```
COPYR
```

When COPYR program has been run the Utility Menu reappears.

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

Step (1) Prompt/Display

```
PLEASE INSERT THE DISKETTES TO BE PROCESSED
INTO THE PROPER DRIVES READY (Y OR N)?
```

Explanation

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

Step (2) Prompt/Display

```
MOUNT NECESSARY (Y OR N)?
```

Explanation

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

Step (3) Prompt/Display

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

Explanation

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

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). 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? (Y OR N) ?

Explanation

Enter 'Y' if changing disks.

c. Copy Sequential File Routine (COPYS)
Steps 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 disk to a destination disk.

To copy sequential files, display the Utility Menu.

After the prompt:

```
WHICH UTILITY WOULD YOU LIKE TO RUN?
```

enter the option:

```
COPYS
```

A description of the COPYS program procedure follows:

Step (1) Prompt/Display

```
***COPY SEQUENTIAL FILES PROGRAM***
DOES THE FILE TO BE COPIED CONTAIN
STRING INFORMATION?
```

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 General Ledger System, the #A.GLSYS file was created with strings, whereas the files #U.CENTR, #U.SERI and #U.QUME were created using integers.

Step (2) Prompt/Display

IS THIS A DUAL DRIVE SYSTEM?

Explanation

Enter YES

Step (3) Prompt/Display

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

Explanation

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

Otherwise, enter 'N'.

Step (4) Prompt/Display

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

Explanation

Insert the proper diskettes.

Enter 'Y' when ready, and proceed to step (6)

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.

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 (d1) 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.

d. Copy Complete Floppy Disk Program (DCOPY)

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

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

Step (2) Prompt/Display

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

Explanation

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

Step (3) Prompt/Display

```
WHICH DISK DO YOU WISH TO COPY TO?
```

Explanation

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

Step (4) Prompt/Display

```
DO YOU WISH ANOTHER COPY?
```

Explanation

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

Step (5) Prompt/Display

PLEASE REMOUNT THE PROPER DISKETTES AND RUN THE APPROPRIATE MENU.

Explanation

Make sure the proper data diskettes are inserted into the drives. When the BASIC Operating System prints OK, enter the following command:

```
MOUNT
```

After BASIC again prints OK, run the main General Ledger Menu by entering the following command:

```
RUN "GL MENU"
```

4-2 CARTRIDGE DISK UTILITY MAINTENANCE

a. Cartridge Disk Initialization Program (FORMAT)

The Cartridge Disk Format (FORMAT) program is used to erase all information on 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.

b. Copy Data File Program (COPYH)

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 prints 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.

b. Copy Data File Program (COPYH)
Steps 7 through 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.

c. Copy Complete Cartridge Disk Program (DCOPY)

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. After the prompt:

```
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)

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 removeable 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.

4-3 SYSTEM GENERATION AND CREATE FILES

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

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

To run the SYSGEN program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter:

SYSGEN

The detailed procedure for using the SYSGEN program follows;

NOTE

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

A SYSGEN Worksheet is provided in Appendix A.

Step (1) Prompt/Display

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

Explanation

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

Step (2) Prompt/Display

```
IN WHICH DRIVE HAS THE DISK BEEN INSERTED?
```

Explanation

Enter the drive number of the disk to be SYSGENed.

Step (3) Prompt/Display

```
DISK IS MOUNTING...
```

Explanation

Will be displayed while the disk is mounting.

Step (4) Prompt/Display

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

Explanation

Will be displayed when the program is ready.

4-3 SYSTEM GENERATION AND CREATE FILES

a. System Generation Program (SYSGEN)

Steps 5 through 9: General System Parameters

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

Step (5) Prompt/Display

SYSTEM NAME

Explanation

Enter the name of the system being generated (General Ledger). 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 GLTEST.

Step (7) Prompt/Display

DISK TITLE/VERSION

Explanation

Enter the title of the disk, such as MITS GL 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.

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 necessary in order to console for this terminal (normally a 1). Consult 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 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 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.

4-3 SYSTEM GENERATION AND CREATE FILES

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

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

If a non-standard printer is used in a system, then each program must be modified to recognize this printer. All program references to hardcopy devices are contained in BASIC 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).

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

The SYSGEN program requests printer parameters to be entered.

Step (16) Prompt/Display

PRINTER STATUS PORT

Explanation

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

Step (17) Prompt/Display

PRINTER SENSE SWITCH

Explanation

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

Step (18) Prompt/Display

TOP OF FORMS CODE (S)

Explanation

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

Step (19) Prompt/Display

PRINTER WIDTH

Explanation

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

Step (20) Prompt/Display

PRINTER NULLS

Explanation

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

4-3 SYSTEM GENERATION AND CREATE FILES

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

There are two disk drives used with this system may be on one drive or split onto both drives.

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 Master File and the Journal Entries File on drive 1 (normally the case).

Step (23) Prompt/Display

BASE ASSEMBLY ADDRESSES?

Explanation

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

a. System Generation Program (SYSGEN)
Steps 24-25: Disk Type Code

The Disk Type Code is used to specify whether the General Ledger System is being used with a cartridge or floppy disk system.

Step (24) Prompt/Display

SOFTWARE CONFIGURATION CODE

Explanation

Enter 'APR'.

Step (25) Prompt/Display

DISK TYPE CODE (H OR F)?

Explanation

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

4-3 SYSTEM GENERATION AND CREATE FILES

a. System Generation Program (SYSGEN)

Steps 26 through 35: Company Name and Data Files

The company name and address to appear on each report must be entered, and the disk to which the Master File and the Journal Entries File is to be assigned must be defined.

Step (26) Prompt/Display

COMPANY NAME

Explanation

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

Step (27) Prompt/Display

ADDRESS 1 OF 2

Explanation

Key in the company address first line (maximum 24 characters).

Step (28) Prompt/Display

ADDRESS 2 OF 2

Explanation

Key in the company address second line, including zip code (maximum 24 characters).

Step (29) Prompt/Display

DATA FILE PASSWORD

Explanation

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

Step (30) Prompt/Display

NUMBER OF DATA FILES

Explanation

Enter 2

Step (31) Prompt/Display

FILE *1 NAME

Explanation

Enter #A.GLMST

Step (32) Prompt/Display

FILE *1 DRIVE

Explanation

This is the physical disk unit number to which this Master File is to be assigned. In a two-drive system, it is normally 1.

Step (33) Prompt/Display

FILE *2 NAME

Explanation

Enter #A.GLJEF

Step (34) Prompt/Display

FILE *2 DRIVE

Explanation

In a two-drive system, the Journal Entries File is normally resident on drive 1.

b. Create Files (CREATE)

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

To run the CREATE program, display the Utility Menu.

After the prompt:

WHICH UTILITY WOULD YOU LIKE TO RUN?

enter the option:

CREATE

A detailed procedure for using the CREATE program follows:

Step (1) Prompt/Display

```
PLEASE INSERT THE DISK TO BE PROCESSED
INTO DRIVE(d). READY?
```

Explanation

Insert the disk into drive (d).

Enter 'Y' when ready to continue.

Step (2) Prompt/Display

```
***PROGRAM TO CREATE AN ISAM FILE HEADER***
THIS PROGRAM MAY DAMAGE ANY MASTER FILE OR JOURNAL
ENTRIES FILES ON DISK--ARE YOU SURE YOU WANT TO CONTINUE
(Y OR N)?
```

Explanation

If there is an existing Master or Journal Entries File on the disk in drive (d), it will be destroyed in the process of creating a new file header.

Enter 'Y' if there is no File 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 re-running the CREATE program.

Step (3) Prompt/Display

```
***FILE CREATE COMPLETE***
```

Explanation

Will be printed when CREATE is completed.

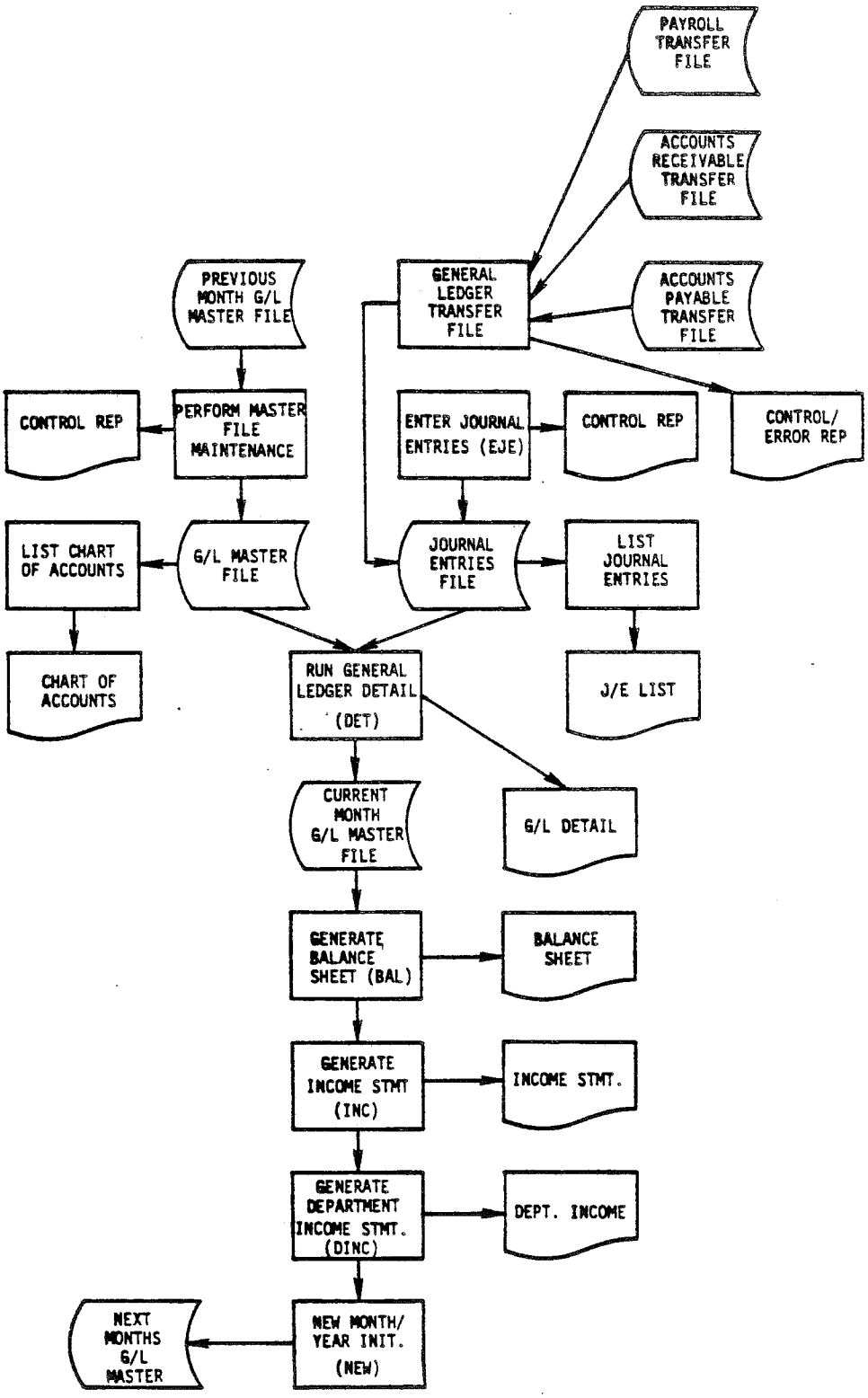
SECTION 5

GENERAL LEDGER PROCEDURES

5 GENERAL LEDGER PROCEDURES

At the end of each accounting period, certain procedures must be followed to ensure correct preparation of the company's financial reports. The General Ledger procedure is detailed in this section. A flowchart of the procedure is shown on the facing page.

Procedure	Explanation
DAILY PROCEDURES	
Mount disks	In floppy disk systems, mount the system disk in drive 0 and disk containing the General Ledger Master File and the Journal Entries File in drive 1. In cartridge disk systems, mount the disk.
RUN EJE	Use the Enter Journal Entries program to enter the day's transactions.
List the Journal Entries	Use the Journal Entries List (JEL) program to check the Journal Entries File for correctness. At the end of an accounting period, the JEL out-of-balance figure should be $0.00.
END-OF-MONTH PROCEDURES	
Run TRANS	Use the General Ledger Transactions Transfer (TRANS) program to transfer accounting transactions from the other accounting systems (Accounts Payable, Accounts Receivable, Payroll).
Generate Detail Report	Run the Detail Report (DET) program to generate the Detail Report. The final totals should balance. If not, make the necessary adjustment and run DET again. DET updates the Master File amounts, so it must be in balance before any of the other reports are generated.
Generate Balance Sheet and Income Statements	Run BAL, INC and DINC to generate the financial reports.
Prepare for a new period	Run NEW with the new month option. This adds the current amounts to the year-to-date amounts and sets the current amounts back to zero. The following step is optional.
Reset the Journal Entries File	Exit the General Ledger System and use the BASIC Operating System's KILL command to delete the Journal Entries File (named #A.GLJEF). Re-enter the system and use CREATE to start a new file. This step is optional and should be used only if the Journal Entries File is no longer needed.
END-OF-YEAR PROCEDURES	
Prepare for the new year	Run NEW with the new year option. This clears both the current and year-to-date amounts in the Income and Expense accounts, adds the current to the accumulated amounts in the Liability and Capital accounts and clears the current amounts.



General Ledger Procedures Flowchart

SECTION 6

ERROR MESSAGES

6 ERROR MESSAGES

6-1 LOCAL AND GLOBAL ERROR MESSAGES

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

Error messages which are encountered while using the system may be generated either by the BASIC Operating System or by the General Ledger programs themselves. General Ledger program errors start with two or three asterisks, for example:

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

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

GLOBAL ERROR MESSAGES

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

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

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

LOCAL ERROR MESSAGES

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

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

appears in the Master File Maintenance program whenever an attempt is made to change or delete a Master File account that does not currently exist.

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

6-2 ALPHABETICAL LISTING OF LOCAL ERROR MESSAGES

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

ERROR MESSAGE	ORIGINATING PROGRAM	EXPLANATION AND RECOVERY
ACCOUNT ALREADY EXISTS	MFM	An attempt was made to add an account to the Master File when an account with the same number already exists. Check the Chart of Accounts for duplicates and re-enter the account with the correct number.
ACCOUNT DOES NOT EXIST	MFM	An attempt was made to change or delete an account which is not in the Master File. Try again with the correct number.
**DELETION NOT POSSIBLE DUE TO NON-ZERO AMOUNT IN EITHER CURRENT OR YTD FIELDS OR BOTH	MFM	An account cannot be deleted from the Master File if it has a non-zero balance.
DISK FULL OF DATA CAN'T CONTINUE ***REFER TO OPERATORS MANUAL FOR INSTRUCTIONS***	EJE	An attempt was made to enter a Journal Entries File record to a disk which is already full of data. To recover, use COPYR to copy unnecessary files to another disk.
ERROR-NEXT ENTRY REJECTED	EJE	During the speed entry process, an entry was made with errors in format or range. This message is printed on the terminal or in the control report, followed by the entry or entries in error. The entries are not transferred to the Journal Entries File.

ERROR MESSAGE	ORIGINATING PROGRAM	EXPLANATION AND RECOVERY
MATCHING COA DETAIL ACCOUNT DOES NOT EXIST	EJE	An attempt was made to enter a transaction for an account that either does not exist in the Master File or is not a level 2 detail account (i.e., is not a master account). Check the Chart of Accounts for discrepancies and re-enter.
RE-ENTER	EJE	Occurs in speed entry mode if the dollar amount is of incorrect form (Re-enter).

6-3 ALPHABETICAL LISTING OF GLOBAL ERROR MESSAGES

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

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

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 dealer.

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**
```

An explanation of severe system errors follows.

ERROR NUMBER	EXPLANATION
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 General Ledger System is supplied on disks that include sample Master and Journal Entries Files. The listings in this section were made by running the indicated programs with these sample data files.

When the General Ledger System is first installed, the Master File (#A.GLMST) and the Journal Entries File (#A.GLJEF) 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. Mount the disk and if the files have been renamed as shown in Section 2-3g, execute the following commands:

```
NAME"TSTMST"AS"#A.GLMST"
```

and

```
NAME"TSTJEF"AS"#A.GLJEF"
```

Now enter the General Ledger System as usual and run the desired report or listing programs.

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

Section	Title
7-2	Chart of Accounts
7-3	Journal Entries List
7-4	Detail Report
7-5	Balance Sheet
7-6	Income Statement
7-7	Department Income Statement
7-8	Master File Control Report
7-9	Journal Entries Control Report

7 LISTINGS FROM THE TEST DATA FILES

7-2 CHART OF ACCOUNTS

The following lisitng is generated by the List Chart of Accounts program (COA). It shows the account number, description, other account data and the amounts in the account.

HARRIS SUPPLY COMPANY
GENERAL LEDGER
LIST CHART OF ACCOUNTS
09/30/77

ACCOUNT	DESCRIPTION	M/S	COL	LEVEL	CURR. AMOUNT	YTD AMOUNT
100	ASSETS		2	1	$0.00	$0.00
101	CASH	M	2	2	$0.00	$0.00
102	CASH - OPERATING	S	2	2	$3,322.80	$2,622.09
109	CASH ON HAND	S	2	2	$0.00	$150.00
111	ACCOUNTS RECEIVABLE		2	2	$9,255.09	$7,230.85
121	PREPAID EXPENSES		2	2	-$54.44	$490.00
131	INVENTORY		2	2	-$6,040.28	$31,488.39
170	TOTAL CURRENT ASSETS		3	3	$0.00	$0.00
171	FURNITURE & EQUIP.		2	2	$147.81	$4,255.37
172	ACCUMULATED DEPRECIATED		2	2	-$180.40	-$425.20
180	DEPOSITS		2	2	$0.00	$750.00
198	TOTAL FIXED ASSETS		3	3	$0.00	$0.00
199	TOTAL ASSETS		3	5	$0.00	$0.00
200	LIABILITIES & CAPITAL		2	1	$0.00	$0.00
201	ACCOUNTS PAYABLE		2	2	-$3,800.77	-$8,270.46
210	TAXES PAYABLE	M	2	2	$0.00	$0.00
211	FICA TAX PAYABLE	S	2	2	$0.00	-$377.15
212	FEDERAL TAX PAYABLE	S	2	2	$0.00	-$633.61
213	STATE TAX PAYABLE	S	2	2	-$81.30	-$81.30
214	LOCAL TAX PAYABLE	S	2	2	-$157.50	-$425.72
216	SALES TAX PAYABLE	S	2	2	$0.00	$0.00
229	EMPLOYEE DEDUCTIONS	M	2	2	$0.00	$0.00
230	INSURANCE DEDUCTION	S	2	2	$0.00	$0.00
231	MISC. DEDUCTION 1	S	2	2	$0.00	$0.00
232	MISC. DEDUCTION 2	S	2	2	$0.00	$0.00
250	TOTAL CURR LIABILITIES		3	3	$0.00	$0.00
251	NOTE PAYABLE - BANK		2	2	$0.00	-$3,000.00
289	TOTAL LONG-TERM LIAB.		3	3	$0.00	$0.00
290	TOTAL LIABILITIES		3	4	$0.00	$0.00
291	CAPITAL STOCK		2	2	$0.00	-$25,000.00
296	RETAINED EARNINGS		2	2	$0.00	$0.00
297	CURRENT EARNINGS		2	2	$0.00	$0.00
298	TOTAL CAPITAL		3	3	$0.00	$0.00
299	TOTAL LIAB. & CAPITAL		3	5	$0.00	$0.00
300	INCOME		1	1	$0.00	$0.00
301	SALES	M	1	2	-$18,468.13	-$52,000.65
30101	SALES	S	1	2	-$13,315.93	-$50,773.00
30102	SALES	S	1	2	$0.00	$0.00
311	SERVICE	M	1	2	-$1,429.50	-$3,500.37
31101	SERVICE	S	1	2	-$953.00	-$3,755.00
31102	SERVICE	S	1	2	$0.00	$0.00
321	RETURNS AND ALLOWANCES	M	1	2	$0.00	$700.00
32101	RETURNS & ALLOWANCES	S	1	2	$1,003.85	$796.15
32102	RETURNS & ALLOWANCES	S	1	2	$0.00	$0.00
399	NET SALES		1	3	$0.00	$0.00
400	COST OF GOODS SOLD		1	1	$0.00	$0.00
401	BEGINNING INVENTORY	M	1	2	$0.00	$0.00
40101	BEGINNING INVENTORY	S	1	2	$0.00	$0.00
40102	BEGINNING INVENTORY	S	1	2	$0.00	$0.00
411	PURCHASES	M	1	2	$10,722.58	$53,000.00
41101	PURCHASES	S	1	2	$7,148.38	$54,195.43
41102	PURCHASES	S	1	2	$0.00	$0.00
421	FREIGHT	M	1	2		

7-3 JOURNAL ENTRIES LIST

The following report is generated by the Journal Entries List progrm (JEL). It shows the complete contents of the Journal Entries File.

THE HARRIS SUPPLY CO.
GENERAL LEDGER
JOURNAL ENTRIES LIST
09/30/76

PAGE 1

ACCOUNT	DATE	DESCRIPTION	REFERENCE	SC	AMOUNT
102	09/30/76		SALE	G	$24,490.84
102	09/30/76		C/D	G	-$21,168.04
111	09/30/76		SALE	G	$9,255.09
121	09/30/76	PREPAID INSURANCE	JE 1	G	-$54.44
131	09/30/76	ENDING INVENTORY	JE 3	G	-$6,040.28
171	09/28/76	ANDERSON OFFICE	339	G	$147.81
172	09/30/76	DEPRECIATION	JE 2	G	-$180.40
201	09/30/76	ACCOUNTS PAYABLE	JE 4	G	-$3,800.77
211	09/12/76	FIRST NATIONAL BANK	331	G	$377.15
211	09/30/76		P/R	G	-$377.15
212	09/12/76	FIRST NATIONAL BANK	331	G	$633.61
212	09/30/76		P/R	G	-$633.61
213	09/30/76		P/R	G	-$81.30
214	09/20/76	GA SALES TAX UNIT	336	G	$425.72
214	09/30/76		SLE	G	-$583.22
30101	09/30/76		SALE	G	-$18,468.13
30102	09/30/76		SALE	G	-$13,315.93
31101	09/30/76		SALE	G	-$1,429.50
31102	09/30/76		SALE	G	-$953.00
32102	09/30/76		SALE	G	$1,003.85
41101	09/04/76	MARTIN MANUFACTURING	327	G	$1,937.66
41101	09/28/76	MARTIN MANUFACTURING	338	G	$6,504.46
41101	09/30/76	ACCOUNTS PAYABLE	JE 4	G	$2,280.46
41102	09/04/76	MARTIN MANUFACTURING	327	G	$1,291.77
41102	09/28/76	MARTIN MANUFACTURING	338	G	$4,336.30
41102	09/30/76	ACCOUNTS PAYABLE	JE 4	G	$1,520.31
42101	09/04/76	MARTIN MANUFACTURING	327	G	$29.55
42101	09/07/76	EMERY AIR FREIGHT	330	G	$5.23
42102	09/04/76	MARTIN MANUFACTURING	327	G	$19.70
42102	09/07/76	EMERY AIR FREIGHT	330	G	$3.48
43101	09/30/76	ENDING INVENTORY	JE 3	G	$3,624.17
43102	09/30/76	ENDING INVENTORY	JE 3	G	$2,416.11
501	09/20/76		P/R	G	$4,115.00
509	09/12/76	FIRST NATIONAL BANK	331	G	$377.18
511	09/12/76	NORTHSIDE CENTER	332	G	$850.00
512	09/07/76	ANDERSON OFFICE	328	G	$37.88
512	09/28/76	ANDERSON OFFICE	339	G	$14.37
513	09/07/76	SOUTHERN BELL	329	G	$140.36
514	09/18/76	GEORGIA POWER	335	G	$169.32
521	09/15/76	THE SUPPLY LINE MAGAZINE	333	G	$475.00
522	09/22/76	ATLANTA CONSTITUTION	337	G	$243.55
522	09/30/76	PREPAID INSURANCE	JE 1	G	$54.44
523	09/18/76	ROBERT WARREN - CPA	334	G	$125.00
531	09/30/76	DEPRECIATION	JE 2	G	$180.40

*** TOTALS: TRANSACTIONS 44 DEBITS $67,085.77
CREDITS -$67,085.77

*** OUT OF BALANCE -$0.00

7 LISTINGS FROM THE TEST DATA FILES

7-4 DETAIL REPORT

The following report is generated by the Detail Report program (DET). It shows all of the transactions of the accounting period listed by account.

SOFTWARE SUPPLY CO.
GENERAL LEDGER
DETAIL REPORT
09/06/78

PAGE 1

ACC'T	DESCRIPTION	REFER.	S	CURRENT		BALANCE	
100	ASSETS						
101	CASH			$0.00			
						$0.00	*
102	CASH - OPERATING			$5,944.89			
	09/30/76	SALE	G	$24,490.84			
	09/30/76	C/D	G	$21,168.04-			
	05/01/77 MR ZIPPY	2111	G	$34.00			
	//0		G	$34.00-			
	//0		G	$0.00			
				$3,322.80	*		
						$9,267.69	*
109	CASH ON HAND			$150.00			
	06/16/77 REFUND	MITS	R	$3,000.00			
	06/16/77 M.I.T.S.	CREDIT	R	$3,000.00-			
				$0.00	*		
						$150.00	*
111	ACCOUNTS RECEIVABLE			$16,485.94			
	09/30/76	SALE	G	$9,255.09			
				$9,255.09	*		
						$25,741.03	*
121	PREPAID EXPENSES			$435.56			
	09/30/76 PREPAID INSURAN	JE 1	G	$54.44-			
				$54.44-	*		
						$381.12	*
131	INVENTORY			$25,448.11			
	09/30/76 ENDING INVENTOR	JE 3	G	$6,040.28-			
				$6,040.28-	*		
						$19,407.83	*
170	TOTAL CURRENT ASSETS			$6,483.17	**	$54,947.67	**
171	FURNITURE & EQUIP.			$4,403.18			
	09/28/76 ANDERSON OFFICE	339	G	$147.81			
				$147.81	*		
						$4,550.99	*
172	ACCUMULATED DEPRECIATED			$605.60-			
	09/30/76 DEPRECIATION	JE 2	G	$180.40-			
				$180.40-	*		
						$786.00-	*

7-5 BALANCE SHEET REPORT

The following report is generated by the Balance Sheet Report program (BAL). It summarizes the assets, liabilities and capital for the company.

HARRIS SUPPLY COMPANY
GENERAL LEDGER
BALANCE SHEET
09/30/76

PAGE 1

ASSETS

CASH	$6,094.89	
ACCOUNTS RECEIVABLE	$16,485.94	
PREPAID EXPENSES	$435.56	
INVENTORY	$25,448.11	
TOTAL CURRENT ASSETS		$48,464.50
FURNITURE & EQUIP.	$4,403.18	
ACCUMULATED DEPRECIATED	$605.60-	
DEPOSITS	$750.00	
TOTAL FIXED ASSETS		$4,547.58
TOTAL ASSETS		$53,012.08

7 LISTINGS FROM THE TEST DATA FILES

7-6 INCOME STATEMENT REPORT

The following report is generated by the Income Statement Report program (INC). It shows the income for the whole company.

HARRIS SUPPLY COMPANY
GENERAL LEDGER
INCOME STATEMENT
09/30/76

PAGE 1

	CURRENT MONTH	%	YEAR-TO-DATE	%
INCOME				
SALES	$31,784.06	95.8	$134,557.71	95.0
SERVICE	$2,382.50	7.2	$9,637.87	6.8
RETURNS AND ALLOWANCES	$1,003.85-	-3.0	$2,500.00-	-1.8
NET SALES	$33,162.71	100.0	$141,695.58	100.0
COST OF GOODS SOLD				
PURCHASES	$17,870.96	53.9	$125,066.39	88.3
FREIGHT	$57.96	0.2	$2,215.89	1.6
ENDING INVENTORY	$6,040.28	18.2	$25,448.11-	-18.0
GROSS PROFIT	$9,193.51	27.7	$39,861.41	28.1
SALARIES	$4,115.00	12.4	$16,460.00	11.6
PAYROLL TAXES	$377.18	1.1	$1,496.40	1.1
RENT	$850.00	2.6	$3,400.00	2.4
OFFICE EXPENSES	$52.25	0.2	$674.70	0.5
TELEPHONE	$140.36	0.4	$627.41	0.4
UTILITIES	$169.32	0.5	$752.49	0.5
ADVERTISING	$475.00	1.4	$3,580.50	2.5
INSURANCE	$297.99	0.9	$461.27	0.3
PROFESSIONAL FEES	$125.00	0.4	$450.00	0.3
DEPRECIATION	$180.40	0.5	$605.60	0.4
INTEREST EXPENSE	$0.00	0.0	$67.50	0.0
MISCELLANEOUS EXPENSES	$0.00	0.0	$103.27	0.1
TOTAL EXPENSES	$6,782.50	20.5	$28,677.14	20.2
NET INCOME	$2,411.01	7.3	$11,184.27	7.9

END OF INCOME STATEMENT

7-7 DEPARTMENT INCOME STATEMENT REPORT

The following report is generated by the Department Income Statement Report program (DINC). It shows the income for a single department.

HARRIS SUPPLY COMPANY
GENERAL LEDGER
DEPARTMENT INCOME STATEMENT
09/30/76

DEPARTMENT NUMBER 02 PAGE 1

	CURRENT MONTH	%	YEAR-TO-DATE	%
INCOME				
SALES	$13,315.93	100.4	$64,088.93	95.7
SERVICE	$953.00	7.2	$4,708.00	7.0
RETURNS & ALLOWANCES	$1,003.85-	-7.6	$1,800.00-	-2.7
NET SALES	$13,265.08	100.0	$66,996.93	100.0
COST OF GOODS SOLD				
PURCHASES	$7,148.38	53.9	$61,343.81	91.6
FREIGHT	$23.18	0.2	$1,024.11	1.5
ENDING INVENTORY	$2,416.11	18.2	$14,072.28-	-21.0
GROSS PROFIT	$3,677.41	27.7	$18,701.29	27.9
ALLOCATED EXP. - 02	$2,713.00	20.5	$14,183.86	21.2
NET INCOME	$964.41	7.3	$4,517.43	6.7

END OF DEPARTMENT INCOME STATEMENT

7 LISTINGS FROM THE TEST DATA FILES

7-8 MASTER FILE CONTROL REPORT

The following report is generated by the Master File Maintenance program if a control report is requested. It shows each Master File transaction as it is made and can be used to provide an audit trail.

THE HARRIS SUPPLY CO.
GENERAL LEDGER
MASTER FILE CONTROL REPORT
09/30/76

ACTIVITY	ACCOUNT	DESCRIPTION	M/S	COL	LEVEL
CHANGE-OLD	501	SALARIES	M	1	2
CHANGE-NEW	501	SALARIES		1	2
DELETION	500	EXPENSES		1	1
ADDITION	215	FULTON COUNTY TAX	S	2	2
CHANGE-OLD	41101	PURCHASES	S	1	2
CHANGE-NEW	41101	PURCHASES - WAREHOUSE	S	1	2

END CHANGES

7-9 JOURNAL ENTRIES CONTROL REPORT

The following report is generated by the Enter Journal Entries (EJE) and General Ledger Transactions Transfer (TRANS) programs if a control report is requested. It shows the Journal Entries File transactions as they are made and can be used to provide an audit trail.

THE HARRIS SUPPLY CO.
GENERAL LEDGER
JOURNAL ENTRIES CONTROL REPORT
09/30/76

ACCOUNT	DATE	DESCRIPTION	REFERENCE	SC	AMOUNT
102	09/30/76		SALE	G	24,490.84
102	09/30/76		C/D	G	-21,168.04
111	09/30/76		SALE	G	9,255.09
121	09/30/76	PREPAID INSURANCE	JE 1	G	-54.44
131	09/30/76	ENDING INVENTORY	JE 3	G	-6,040.28
171	09/28/76	ANDERSON OFFICE	339	G	147.81
172	09/30/76	DEPRECIATION	JE 2	G	-180.40
201	09/30/76	ACCOUNTS PAYABLE	JE 4	G	-3,800.77
211	09/12/76	FIRST NATIONAL BANK	331	G	377.15
211	09/30/76		P/R	G	-377.15
212	09/12/76	FIRST NATIONAL BANK	331	G	633.61
212	09/30/76		P/R	G	-633.61
213	09/30/76		P/R	G	-81.30
214	09/20/76	GA SALES TAX UNIT	336	G	425.72
214	09/30/76		SLE	G	-583.22
30101	09/30/76		SALE	G	-18,468.13
30102	09/30/76		SALE	G	-13,315.93
31101	09/30/76		SALE	G	-1,429.50
31102	09/30/76		SALE	G	-953.00
** ERROR - NEXT ENTRY REJECTED **					
3212	09/30/76		SALE	G	1,003.85
41101	09/04/76	MARTIN MANUFACTURING	327	G	1,937.66
41101	09/28/76	MARTIN MANUFACTURING	338	G	6,504.46
41101	09/30/76	ACCOUNTS PAYABLE	JE 4	G	2,280.46
41102	09/04/76	MARTIN MANUFACTURING	327	G	1,291.77
41102	09/28/76	MARTIN MANUFACTURING	338	G	4,336.30
41102	09/30/76	ACCOUNTS PAYABLE	JE 4	G	1,520.31
42101	09/04/76	MARTIN MANUFACTURING	327	G	29.55
42101	09/07/76	EMERY AIR FREIGHT	330	G	5.23
42102	09/04/76	MARTIN MANUFACTURING	327	G	19.70
42102	09/07/76	EMERY AIR FREIGHT	330	G	3.48
43101	09/30/76	ENDING INVENTORY	JE 3	G	3,624.17
43102	09/30/76	ENDING INVENTORY	JE 3	G	2,416.11
501	09/20/76		P/R	G	4,115.00
** ERROR - NEXT ENTRY REJECTED **					
509	09/12?76	FIRST NATIONAL BANK	331	G	377.18
511	09/12/76	NORTHSIDE CENTER	332	G	850.00
512	09/07/76	ANDERSON OFFICE	328	G	37.88
512	09/28/76	ANDERSON OFFICE	339	G	14.37
513	09/07/76	SOUTHERN BELL	329	G	140.36
514	09/18/76	GEORGIA POWER	335	G	169.32
521	09/15/76	THE SUPPLY LINE MAGAZINE	333	G	475.00
522	09/22/76	ATLANTA CONSTITUTION	337	G	243.55
522	09/30/76	PREPAID INSURANCE	JE 1	G	54.44
523	09/18/76	ROBERT WARREN - CPA	334	G	125.00
531	09/30/76	DEPRECIATION	JE 2	G	180.40
			** TOTAL DEBITS =		65,704.74
			** TOTAL CREDITS =		-67,085.77
			** OUT OF BALANCE =		-1,381.03

SECTION 8
GENERAL LEDGER FILE STRUCTURES

8 GENERAL LEDGER FILE STRUCTURES

8-1 INTRODUCTION

The data used by the General Ledger System is stored in two files on the disks. This section describes the structure of these files.

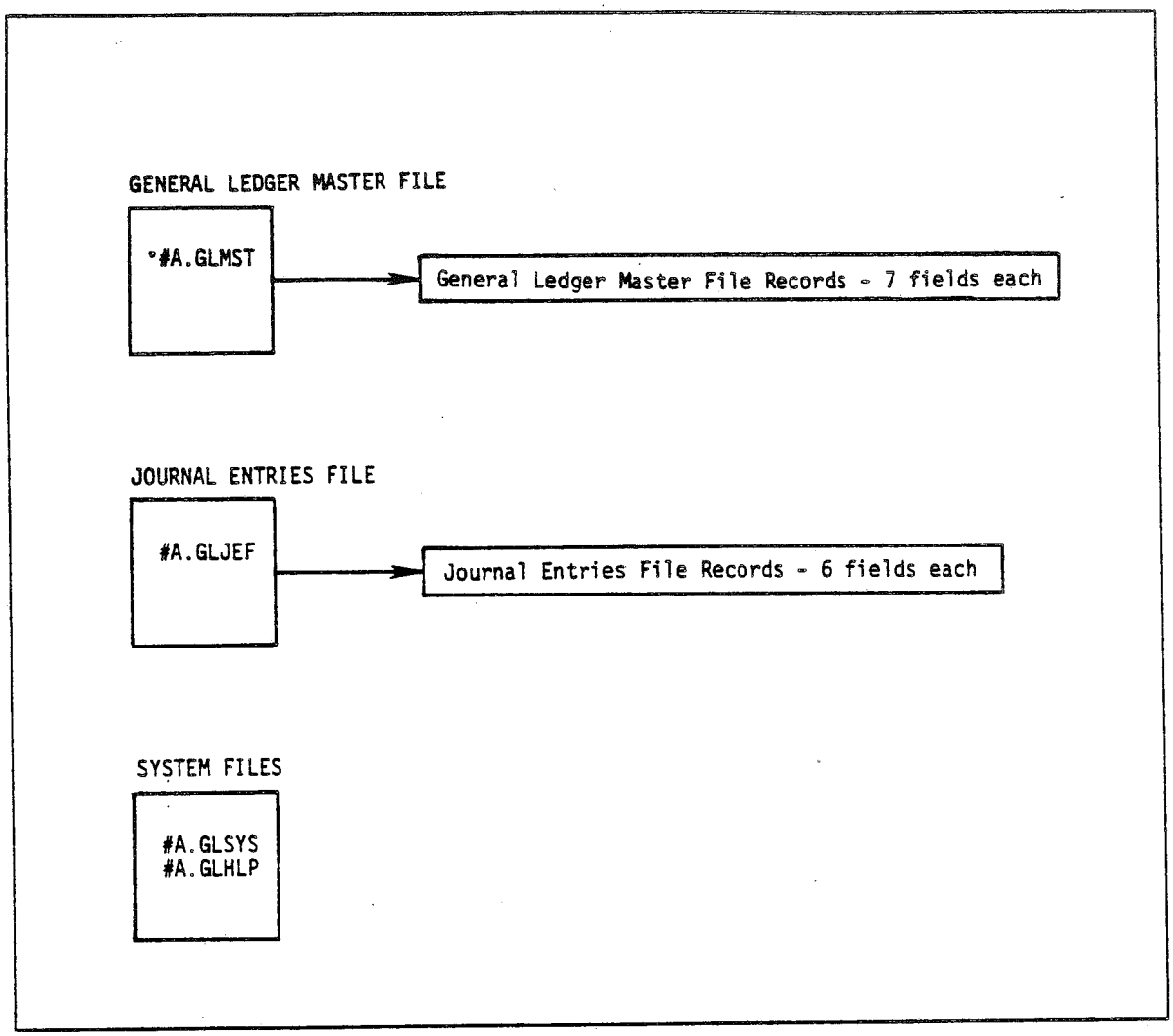
The General Ledger System creates and uses a General Ledger Master File (#A.GLMST) which contains the Chart of Accounts, and the Journal Entries File which consists of the posted journal transaction records.

Information for each account in the system is stored in the General Ledger Master File with one account per record. These records are arranged in ascending order of account number. Each General Ledger Master File record consists of seven fields which contain such information as account number, description and balance. The Master File record fields are described in Section 8-2.

Information for the posted journal transactions is stored in the Journal Entries File with one transaction per record. Each record consists of six fields which contain such information as the account number, source of the transaction and amount of the transaction. The Journal Entries File record fields are described in Section 8-3.

Each record in a file (that is, each account in the Master File and each transaction in the Journal Entries File) requires one sector of disk storage, or 128 bytes. Excluding the necessary sectors reserved for system use, each diskette can store a maximum of about 1600 sectors of data, while a cartridge disk can store about 35000 sectors. The location of each file may be specified by the user at system generation time.

The diagram on the facing page shows the General Ledger System file structure.



General Ledger System File Structure

8-2 GENERAL LEDGER MASTER FILE

The following table shows the Master File fields and describes their contents.

FIELD	FIELD CONTENTS
01 Account Number	Five numeric digits that identify the account. The leftmost 3 digits serve as the major account code. The rightmost 2 digits are the subaccount or department code. The type of account is denoted by the range of the account number as follows: Range — Account type 10000 - 19999 Asset 20000 - 29999 Capital/Liability 30000 - 39999 Income 40000 - 99999 Expense In addition to the above, account number 29700 is reserved by the system for current earnings. When the Balance Sheet is generated, BAL posts the difference between assets and liabilities into account 29700 to assure that the sheet balances.
02 Description	The account title. The description may be up to 24 characters long.
03 Account Type	A single letter. M designates a master account and S a subsidiary account. Master accounts must be level 2 detail accounts (see field 5) and must be followed by their subsidiary accounts. All accounts are printed in the Detail Report, but only master accounts are printed in the Balance Sheet and Income Statements.
04 Balance Sheet Column Code	A single digit that indicates where on the balance Sheet report to print the balance of an asset or capital/liability account. The codes are as follows: Code — Column 1 Left 2 Middle 3 Right If left blank, the balance is printed in the left column. Income and Expenses accounts have no column codes.

FIELD	FIELD CONTENTS
05 Level Indicator	A single digit that specifies the level of the account as follows: Level Code — Account Function 1 — Title account 2 — Detail posting account 3 - 9 — Total level indicators
06 Current Amount	The net change (debits minus credits) in the account as a result of posting transactions for the most recent accounting period. The maximum value is $9,999,999.99. Default value is $0.00.
07 Year-to-Date Amount	The net total of dollar amounts posted to this account so far this year. Maximum value is $9,999,999.99. Default value is $0.00.

8-3 JOURNAL ENTRIES FILE

The following table shows the Journal Entries File record field and describes their contents.

FIELD	FIELD CONTENTS
01 Account Number	Five numeric digits that identify the account to which this transaction is to be posted. See Section 8-1.
02 Source Code	A single letter that denotes the source of this entry as follows: Code — Source A — Accounts Payable G — General Ledger R — Accounts Receivable P — Payroll Y — Year-to-date adjustment The default code is G.
03 Reference	An eight-character (letters, numbers or special characters) field that refers to the source of this transaction. See Section 7-9 for examples. Default is spaces.
04 Description	The description of this journal entry. May be up to 24 characters long. Default value is spaces.
05 Date	The date of the journal entry in mm/dd/yy format.
06 Amount	The transaction amount. Credits are entered with a minus sign. Maximum absolute value is $9,999,999.99. Default is $0.00.

APPENDIX A

SYSGEN WORKSHEET

STEP	PROMPT/DISPLAY	RESPONSE
(1)	WHICH UTILITY WOULD YOU LIKE TO RUN?	
(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.ARSYS PARAMETERS ***	
	*** NOTE: THE DEFAULT VALUE IS THE VALUE ASSUMED IF YOU HIT 'RETURN' WITH NO ENTRY FOR THAT ITEM	
(4)	SYSTEM NAME	GENERAL LEDGER
(5)	SYSTEM PASSWORD	
(6)	DISK TITLE/VERSION	
(7)	CREATION DATE	
(8)	LAST ACCESS DATE	
(9)	TERMINAL STATUS PORT	
(10)	TERMINAL SENSE SWITCH	
(11)	CLEAR SCREEN CODES	
(12)	TERMINAL WIDTH	
(13)	TERMINAL NULLS	
(14)	PRINTER TYPE CODE	
(15)	PRINTER STATUS PORT	
(16)	PRINTER SENSE SWITCH	
(17)	TOP OF FORMS CODE (S)	
(18)	PRINTER WIDTH	
(19)	PRINTER NULLS	
(20)	NUMBER SYSTEM DRIVES	
(21)	MAIN DATA DISK DRIVE	
(22)	SOFTWARE CONFIGURATION CODE	
(23)	COMPANY NAME	
(24)	ADDRESS 1 OF 2	
(25)	ADDRESS 2.OF 2	
(26)	DATA FILE PASSWORD	Not Applicable
(27)	NUMBER OF DATA FILES	
(28)	FILE #1 NAME	MASTER FILE
(29)	FILE #1 DRIVE	
(30)	FILE #2 NAME	JOURNAL ENTRIES
(31)	FILE #2 DRIVE	
(32)	SERVICE CHARGE PERCENT	

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	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	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 interconnected 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 mode 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.