

Larano
& ASSOCIATES, INC.
MICROCOMPUTER SALES & SERVICES

TO: MODEL III USERS

NOTE: The Accounting Systems were generated using the TRSDOS 1.3 operating system. However, there is an error in the BASIC interpreter. You must correct the system by typing the following when TRSDOS READY appears:

PATCH BASIC/CMD (ADD=60D0, FIND=CDE95C, CHG=000000)

The Total System Store™

MODEL III - INSTALLATION INSTRUCTIONS
GENERAL LEDGER - ACCOUNTS RECEIVABLE -
ACCOUNTS PAYABLE - PAYROLL

1. MAKE SYSTEM DISK:
 - a. Take a TRSDOS system disk and make a backup copy.
 - b. Label new system disk T & A Accounting Systems (name) disk and put into Drive 0.
 - c. Kill all non-system files from the system disk. Also kill any other files not directly required in order to have more data storage available.

2. Backup the distribution disk(s) and put in a safe place. The distribution disk is the only disk we will accept for regeneration, if necessary. Put backup into Drive 1.

3. This step to be performed once and only once, (per system).
 - a. Push RESET key to boot system.
 - b. Type:

DO INITGL for General Ledger, or

DO INITAR for Accounts Receivable, or

DO INITAP for Accounts Payable,

DO INITPR for Payroll
 - c. After some munching and crunching the MENU will be displayed. The PASSWORD is PASS.
 - d. This step not required for INVOICING or INVENTORY CONTROL

(CONTINUED)

4. For normal operations

- a. Boot system
- b. Type DO STARTER.

5. NOTES

- a. Regardless of whether you are processing General Ledger, Accounts Receivable, or Accounts Payable use the same system diskette in Drive 0.
- b. The files have been assigned to the disk drives according to the needs of most users. It is possible your situation can cause an imbalance. If such a condition occurs we will try to assist. In all probability files can be re-arranged to accomodate the condition.
- c. Differences from Osborne Books

In the A/P system, General Ledger distributions have been reduced to five per transaction from eleven.

Actual physical deletion of Invoice records for both A/P and A/R occur at the end of the Update program instead of the Ledger program.

Customer and Vendor numbers are numeric and may range only from 1 to 500.

In the General Ledger the special account record, number 999999.9 is not used. This function is automatic.

d. Payroll Notes

Tax Files "PR0F060" and "PR0F070" have the current 1981 Federal and State (California) rates. Check before you use. If you need help in setting up your state's tax we can provide that service for \$25.00, if you send us the appropriate formulas.

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Chapter One

MANAGEMENT GUIDE

Before you can run the programs in this book, you must understand what they can do for you and what information they need from you in order to operate. Some programs gather information from you and store it in data files. Other programs interpret, combine, and transfer data between files. Finally, there are programs to extract the processed data from the files and report it back to you.

This chapter provides a general overview of ACCOUNTS PAYABLE processing. It describes how the Accounts payable programs work, including when & why you should run each program. It discusses some of the more common errors and what to do about them. You should become familiar with the information in this chapter before attempting to run any programs using the detailed instructions in chapter 2.

MENU

A special program, called the Menu, controls the loading and execution of all Accounts Payable programs. You choose which program to run by specifying its identifying number in the Menu.

ACCOUNTS PAYABLE

- Transaction Entry
- Transaction Print
- Transaction F/M
- Update
- Check Calculate
- Check Register
- Check Writer
- Ledger
- Vendor F/M
- Information F/M

SYSTEM DATE

As your first processing step every day, be sure to set the correct date using 19) General Information File Maintenance. Usually, you will set the date to today's date. You can use other dates for special effects like predating or postdating reports. For example, if today is January 2, you can still set the date to December 31 and run year-end reports (assuming the files still contain year-end figures).

ACCOUNTS PAYABLE

VENDOR

Accounts Payable keeps track of the invoices, credit memos, and debit memos for purchases and credits from the various vendors you do business with. The Accounts Payable programs maintain a separate permanent record for each of these vendors. Each vendor's record contains, among other things, his name and address and the total amount of your purchases from him for the current year.

A 3-character code, called the "vendor number", uniquely identifies each vendor. Some Accounts Payable programs accumulate subtotals for groups of vendors, and label them "account totals". The first two characters of the vendor number determine the vendor's report subtotal group or account. For example, the seven vendor numbers 1101AG, 1102CC, 2210DE, 2220EP, 2501KK, 3001LO, and 3002TA comprise four account subtotal groups (11, 22, 25, and 30). Subtotals would print after vendors 1102CC, 2220EP, 2501KK, and 3002TA.

There are several ways you can utilize these report subtotals. You could use a different subtotal group prefix for each department or division of your business. Assign each vendor a number based on the prefix of the department that uses that vendor. This way, report subtotals would show the spending patterns of your various departments. For example, you might assign vendor numbers beginning with the prefix 25 to all vendors used exclusively by your engineering department. The subtotals printed after vendors with numbers beginning with 25 would show the spending pattern of your engineering department.

Of course, you cannot associate some vendors with just one department. You might categorize these vendors by type, and assign vendor numbers with a vendor type prefix. Different vendor types might include general office supplies, temporary personnel, legal fees, automobile expenses, rent and utilities, and equipment leases. Now the report subtotals would show your spending pattern among different types of vendors. For example, you could assign the prefix 80 to all office supply vendors. The subtotals printed after vendors with numbers beginning with 80 would show how much you spent on general office supplies.

Use 9) Vendor File Maintenance to assign vendor numbers and set up vendor records for existing vendors when you first install Accounts Payable, and to add new vendors subsequently. Use the same program to change the name, address, etc. on any existing vendor record.

INVOICES, CREDIT MEMOS, AND DEBIT MEMOS

As we said, Accounts Payable keeps track of invoices, credit memos, and debit memos that you receive from various vendors. To do this, **the Accounts Payable programs maintain a separate record for every invoice, credit memo, and debit memo. The following paragraphs describe how to enter, report, and pay off invoice, credit memo, and debit memo records. For simplicity we will hereafter refer to invoices, credit memos, and debit memos collectively as invoices, except when it becomes necessary to distinguish between them.** In this context, the phrase "pay an invoice" can also mean "apply a credit memo" or "pay a debit memo".

ENTERING NEW INVOICES

Enter invoices using 1) Transaction Entry. There are some specific points to remember as you enter invoices:

- 1) **Although you will usually enter unpaid invoices and pay them using the computer, you may enter an invoice that you have already paid.** You will need to do this for invoices you have paid with handwritten checks or cash, for example. Entering prepaid invoices on the computer assures that they will post to vendor totals, and to General Ledger totals (if you are using General Ledger programs). **The Accounts Payable programs test the check register number to tell if an invoice is paid or unpaid (open or closed).** Indicate unpaid invoices at entry time by specifying a zero check register number. Enter a nonzero check register number for all prepaid invoices.