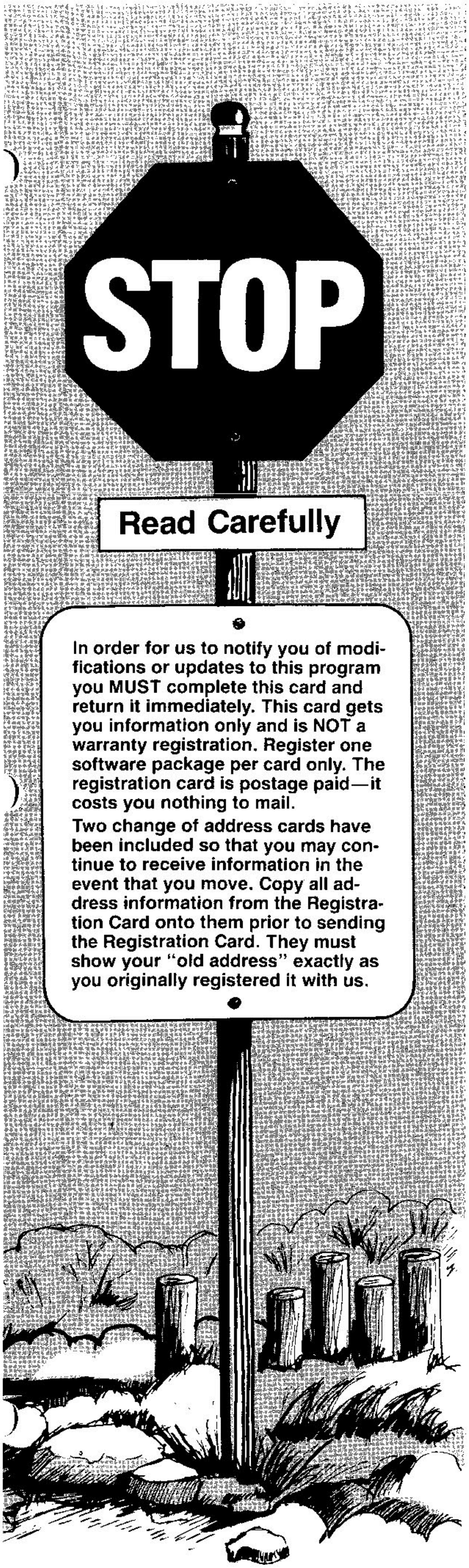
Radio Shack®

Accounts Payable

TRS-80®
MODEL II



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Company ____________________

Address ____________________

City ____________ Phone (____) ____ - ____

State ____________ Zip ____________

Change of address

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USER'S MANUAL

ACCOUNTS PAYABLE

RADIO SHACK COBOL, RELEASE 1

JUNE, 1981

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DESCRIPTION

FEATURES

* Interfaces with Radio Shack:

  General Ledger Program (Catalog Number 26-4601)

* Allows use of profit centers

* User defines aging periods for A/P open items

* Automatically calculates discounts and due dates, based on vendor's payment terms

* Prints Open Item Report, showing discounts and age of each Open Item

* Prints Cash Requirements Report, classifying each open item as current, past due, or optional

* Prints Checks

* Accumulates distributions to General Ledger Accounts

* Allows full or partial payment of invoices

DESCRIPTION

SYSTEM CAPACITY

1,500 Vendors

800 Open Items (unpaid vouchers)

5,000 General Ledger Distributions

SYSTEM REQUIREMENTS

TRS-80 Model II with 64K Memory

Expansion Unit with a minimum of two additional disk drives

Radio Shack Printer capable of printing 132 columns per line on 15" paper

Printer Cable for Line Printer

SETUP INSTRUCTIONS

Important Note

The original diskettes are your Master diskettes. Using these Master diskettes will create files that make the diskettes unusable as Masters. You must make backup copies of all the diskettes included with this program. If you have not made copies, go to Chapter 5.1 for detailed Backup instructions before you go any further in this manual.

A standard procedure is recommended for setting up the system, as well as using the system on a regular basis. Follow the procedure shown below exactly:

1. Turn on the Expansion Drives first. The Expansion Drives are in a separate box near the computer. A single switch on the right side of the front panel turns the drives on. Turn the printer on, and make sure it is "on line".

2. Turn on the Model II computer (the "POWER" switch below the name plate on the front panel). Wait a few minutes for the computer to stabilize.

3. Insert the Backup copy of the appropriate Programs diskette in Drive Ø (the drive built into the Model II). Insert the diskette with the label facing to the right. You will feel the diskette click into place. Close the drive door firmly. Wait for the red light on the drive door to go off.

4. Type today's date and press ENTER. (For example, January 9, 1981 would be: Ø 1 / Ø 9 / 1 9 8 1 ENTER.) Press ENTER in response to the time question. TRSDOS READY will appear with a line of dots. Press the CAPS key once (which turns on the small red light built into the key).

5. See Chapter 4.1 for instructions for running each Programs Diskette.

CAUTION: Do not open drive doors or remove diskettes unless instructed to do so, or TRSDOS READY is displayed. Use the TAB key to return to TRSDOS READY.

SOME ACCOUNTS PAYABLE CONCEPTS AND TERMS

Accounting is the keeping of records for a business concern. It also involves evaluating this data so that the financial condition of the company can be determined and improved.

Accounts Payable are those financial records that pertain to the money owed by a business to its creditors for delivered goods and services. "Accounts Payable" is frequently abbreviated to "A/P".

The suppliers of goods and services are known as Vendors. Data pertaining to individual vendors is stored in the Vendor file and each vendor to which payment is to be made must be included in this file. Information that is stored in this file includes a number to identify the vendor, the vendor's name and address, terms and a history of purchases and discounts.

After a vendor has delivered the products he will issue an invoice billing the business for payment. The business will evaluate the invoice. If the invoice is in order the business will create a voucher for the invoice.

A Voucher is a document which acknowledges the legitimacy of an invoice and authorizes payment. In the Radio Shack Accounts Payable system the voucher is a record which is stored in the A/P Open Item file. Vouchers are categorized by vendor number so that all of the vouchers for a particular vendor can be reviewed. Once a voucher has been entered it can be selected for payment.

Discount is an allowance offered by a vendor for prompt payment of invoices. The number of days allowed for payment with a discount is known as the discount days. The discount date is the last day upon which payment may be made with a discount. Discount taken on payments made on or before the discount date is known as valid discount, or earned discount. Discount taken on invoices paid after the discount date is known as unearned discount.

The agreements between a vendor and a business pertaining to discount are known as the terms of sale, or simply, the terms. The terms also specify the number of days allowed before the invoice is due for payment (due days) and the date upon which payment is due (due date). Invoices not paid by the due date may be subject to interest charges from the vendor.

In order to take advantage of discount alternatives and avoid paying interest it is important to keep track of the age of payables. The Radio Shack Accounts Payable system allows you to age vouchers by the invoice date or the due date. The age of a voucher is simply how many days old it is using the invoice date or the due date as the base date. The A/P Open Item Report lists vouchers for each vendor showing the age of each voucher. The report also shows the total value of vouchers in each aging category. Aging categories are user-defined but they might be structured to show how much is 0-30 days old, how much is 31-60 days old, how much is 61-90 days old and how much is over 90 days old for instance.

The concept of an account has two distinct applications in the Accounts Payable system. In one sense, an account is all of the vouchers open for a vendor. In the other sense, an account is a component of General Ledger.

CHAPTER 2
SOME ACCOUNTS PAYABLE CONCEPTS AND TERMS

Every business transaction affects two or more General Ledger accounts. A typical purchase is recorded in one or more expense accounts and is offset by an entry in the company's Accounts Payable account. A typical payment is recorded in the company's cash account with an offsetting entry in the Accounts Payable account. These General Ledger entries are generated each time a purchase or payment is recorded. Periodically, the information is transferred to the General Ledger system so that it can be included on the company's financial statements.

In the Radio Shack Accounting Packages, General Ledger accounts are identified by seven-digit account numbers. The account number is divided into two parts: a main account number of four digits and a subaccount number of three digits. The format of an account number is "AAAA-BBB" where AAAA represents the four-digit main account number and BBB represents the subaccount number.

The subaccount number, which serves to identify the Profit Center, is optional. If you do not wish to keep track of revenue and expenses for individual profit centers, you may restrict the account number to four digits.

A Profit Center is a division, department or other section of the company that has been given responsibility, within limits, for running its own operations. Purchases, sales, payroll and advertising expenses would be posted to accounts bearing a particular profit center's subaccount number while general expenses such as utilities, rent and depreciation would be assigned to individual profit centers on a prorated basis. The Radio Shack General Ledger system allows the Profit and Loss Statement to be printed for individual profit centers so that their profitability can be determined. If you intend to use the Radio Shack General Ledger system you should consider taking advantage of this feature.

CHAPTER 3
DISKETTE ORGANIZATION

DISKETTE ORGANIZATION

All programs and data files necessary to run the Accounts Payable system are provided on five diskettes.

1. A/P Programs #1 - this diskette contains the programs which appear on Accounts Payable Menu #1 as well as the data files created by the A/P Trx Processing, A/P Open Item Adjustment and Check Printing applications.

2. A/P Programs #2 - this diskette contains the programs which appear on Accounts Payable Menu #2.

3. A/P Programs #3 - this diskette contains the programs which appear on Accounts Payable Menu #3.

4. A/P Data Files A - this diskette contains the four most commonly accessed files in the A/P system and must be in drive 1 at all times.

5. A/P Data Files B - this diskette contains the files which store A/P open items and G/L distributions and must be in drive 2 for most applications.

Before using these diskettes, back them up and save the originals.

GENERAL DATA ENTRY INSTRUCTIONS

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures will now be described.

1. Always end every entry by pressing the ENTER key.

2. Many programs that make up this accounting package are accessed by means of a menu. The menu choices are displayed on the screen, each with a number at the left. To make a selection, enter the number of the desired item, followed by pressing ENTER.

   For example, consider the following fictitious menu:

   ```
   Please Select _

         1. Application A
         2. Application B
         3. Application C
   ```

   To run Application B, you type 2, then press ENTER.

   When an application has been selected, a submenu is frequently displayed, providing a number of further choices concerning how the application is to be run, or what part of the application is to be run. For example, consider the following submenu:

   ```
   Please Select _

         1. Add Customers
         2. Change/Inquire Customers
         3. Delete Customers
         4. Print Numeric Customer List
         5. Print Alphabetical Customer List
   ```

   To select the Delete Customers application, type 3, then press ENTER.

3. Optional fields (fields not required) may be skipped by pressing ENTER. This will set numeric fields to zero and alphanumeric fields to all blanks.

4. A number of screen entry fields allow entry of data but also default to a particular value if ENTER is pressed. A default value is simply a value automatically selected by the program if you do not enter a value, that is, if you just press ENTER.

   For example:

   A date field will often default to the current date (system date) or the last date entered.

   When a number of possible values for an entry field are displayed at the bottom of the screen, the first value displayed is usually the default value that will be selected when you press ENTER.

ENTER can often be pressed to answer a Yes or No question by default. In many, but not all, yes/no questions, the default value is no.

5. Enter all dates in the format MMDDYY (six numeric digits, with no slashes). The computer automatically redisplays the date entered in the display format: MM/DD/YY (that is, with the slashes). The computer also checks to make sure that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99). You may enter only one digit for the month but you must enter two digits for the day of the month. For example:

   For June 3, 1980 you may type 0 6 0 3 8 0 and press ENTER or type 6 0 3 8 0 and press ENTER, but to type 6 3 8 0 and press ENTER would not be a correct entry and would cause an error message.

6. Decimal points must be entered if the digits to the right of the decimal point are not equal to zero. Commas and dollar signs should not be entered and are displayed by the computer after the numeric data is entered.

   Note that the decimal point need not be entered unless the characters to the right of the decimal point are nonzero.

7. There are several types of errors which can be made while entering data on the screen. If you try to enter too many characters, the cursor will cease to move. In other cases the computer will catch the error and display a message on the last line of the screen with instructions on how to proceed.

8. The TRS 80 Model II Terminals have upper and lower case capability. If lower case characters are entered into a field which the program expects to contain only upper case characters, the lower case is automatically converted to upper case.

   Data such as customer name and address information can be both upper and lower case; however, before using lower case characters check to see if the printer provided with your system will print lower case letters.

9. Before selecting those programs that require use of the printer (reports, invoices, statements, etc.) you must ensure that the printer is "on line". On the TRS-80 Line Printer III for instance, the READY light will be on when the printer is on line. If the READY light is off, you must press the ON LINE button on the printer in order to ready the printer for use.

   Make sure that there is adequate paper available for the printing you intend to do. Check the alignment also to verify that the print head is positioned just below the top perforations of the first page you intend to print.

   If, during the printing of a report, the printer runs out of paper, or if the printer drops off line for any reason, the following message will display on the terminal:

PRINTER NOT READY - CORRECT & PRESS "ENTER" TO CONTINUE OR PRESS "TAB" TO QUIT

   When this occurs, check the paper supply and the READY light to determine the cause of the problem, load more paper if necessary, then press the RESTART button on the printer (or the ON LINE button if paper was not the problem) to ready the printer. Once the printer is ready to begin printing again, press ENTER in response to the message on the terminal. The report will then continue.

You have the option of aborting the report by pressing TAB in response to the message on the screen. You may deliberately abort a report (by pressing the OFF LINE button) while the report is printing. After the message is displayed on the screen, put the printer back ON LINE (by pressing the ON LINE button), then press TAB. The program will advance the paper to the top of the page after you press TAB. If you forget to put the printer back ON LINE before pressing TAB, you must type FORMS T in response to TRSDOS READY, then before you print another report, you must manually advance the paper to the top of the next form.

Those reports which do not require special forms may be aborted without harm. Print-outs that require special forms, such as checks in Payroll and Accounts Payable, should never be deliberately aborted since processing and file updates which occur as the checks are being printed would be left incomplete.

SPECIAL FUNCTION KEYS

TAB	When you have finished using one of the programs in the system, you press TAB to tell the program to end off on the program. The instructions for each program tell you when to press TAB to let the program know that you want to end off.
ESC	This is the Escape key. If you are entering a data field, and decide that you want to begin over again at the beginning of the field, you press ESC. This will wipe out whatever characters you had already entered for the field and will position the cursor to the beginning of the field so that you may begin your entry again.
RESTART (CTRL R)	This is actually a combination of two keys typed simultaneously. You type it by pressing the CTRL key and the R key at the same time. This combination of CTRL-R is referred to as the RESTART key. You press CTRL-R when you have been doing an entire screen of data entry and somewhere down the screen you realize that you did it all wrong and you want to start the whole thing over again. If you press the RESTART key combination in this situation, the screen will be blanked and the data entry fields will be re-displayed, allowing you to begin the entire data entry operation over again from the beginning.
CTRL P	Like CTRL-R, this is a combination of two keys typed simultaneously. This combination of CTRL-P allows privileged access to certain data entry fields. The fields to which privileged access is allowed are discussed later in the manual.
F1 & F2	These keys do not always perform exactly the same functions in every program. In general, they usually signal the program to go ahead and do some sort of automatic processing for you, instead of requiring you to figure it out and then enter the data. The instructions for each program will tell you what the F1 and the F2 keys will do for you in that program.

BREAK

The BREAK key will not function while you are running the programs in this system. The BREAK key has been disabled to prevent the accidental termination of a program with the subsequent loss of data.

USING YOUR ACCOUNTS PAYABLE SYSTEM

This chapter describes in detail the Accounts Payable menus and the 13 applications available in the A/P system. In each application, you are shown how to select the program, what the program does, and how to enter the data required for the application. Examples of data entry are given for almost every data field on the screen. The actual keys pressed are shown together with the appearance of the screen after the sample data has been entered.

The first A/P applications described in this chapter (up through A/P Trx Processing) are presented in the order in which you use them when installing the system.

Pre-Set Up

Before you begin to enter data from your former Accounts Payable system you should thoroughly familiarize yourself with this system. You should read the manual and follow the examples in each section. The manual is designed so that you can get "hands-on" experience immediately by entering fictitious data according to the instructions for each application. The data required to introduce you to the system's features and requirements is provided and sample reports are also shown so that you can compare your output with that in the manual.

After you are fully familiar with the system you must determine what data needs to be extracted from your former A/P system and what additional data needs to be provided. The information necessary for the initial data base must be gathered and sorted to accommodate entry into the system. Once this is done you are ready to begin setting up the Accounts Payable system.

Set-Up Accounts Payable

You must set up your data files in the following order:

1. Build the Company Data file.
2. Build the A/P Control file.
3. Build the Valid G/L Account file.
4. Build the Vendor file.
5. Build the A/P Open Item file.

1. Company Data File

   This file will contain the company's name and address. The company report name entered here will appear on all print-outs in the system. The company display name entered will be displayed in the upper right-hand corner of all entry screens.

   A decision must be made at this time concerning the structure of General Ledger accounts. The Company file controls whether profit centers are to be used in the A/P system based upon your response to a question regarding profit center usage.

   Use Company File Maintenance to enter this data.

2. A/P Control File

Contained within this file are a number of parameters that define your accounting structure. Each parameter determines a specific procedure to be used in other programs, so it is essential that the data values you enter correctly reflect your accounting requirements.

Use A/P Control File Maintenance to enter this data.

3. Valid G/L Account File

All General Ledger accounts to which A/P activity may be distributed must be entered using this program. These include the expense, cash, discount and A/P accounts.

Use Valid G/L Account File Maintenance to enter this data.

4. Vendor File

This file contains relevant vendor information such as name, address, terms and purchase and discount statistics. Every vendor from whom invoices are received and to whom payment will be made must be entered in this file.

Use Vendor File Maintenance to enter this data.

5. A/P Open Item File

This file contains all payable items. These items are also referred to as vouchers since each item represents an invoice or other such A/P transaction for which payment has been authorized. All outstanding payables must be entered in this file as of a selected date, the date when your present system and this system begin to run concurrently. On this date the payables in both systems should be identical.

The items to be entered can be obtained from files of outstanding invoices, from vendor statements or from lists of payables. The source will be determined by whatever system you are currently using to keep track of Accounts Payable obligations.

Use A/P Trx Processing to enter this data.

Once all payables have been entered that previously existed in your former A/P system, the G/L distributions that were generated should be purged in order to eliminate duplicate General Ledger entries.

Use the Print A/P Distribution to G/L Report application to purge the G/L Distribution file of the redundant entries.

After Set-Up

Accounts Payable activity does not cease while you are setting up the A/P system. Your firm must be capable of continuing a working Accounts Payable system during this conversion period. During the last phase of initializing your Accounts Payable data base, when you are equalizing outstanding paybles, you may find it helpful to freeze your A/P activity if you can afford to do so.

Once the two systems are equal you should run parallel with your old system until you are confident that the new system is functioning properly. When printing checks you should do so on regular paper until such time as you are ready to begin issuing checks with the new system.

Compare the output of both systems and make modifications as necessary. Once you are certain that the system is functioning properly, that personnel have a good understanding of the system and that all data in the system is correct, your previous Accounts Payable system may be phased out and full use of the new system may be begun.

THE ACCOUNTS PAYABLE MENUS

The Accounts Payable system consists of many programs that provide a range of useful accounting functions. You may select which program you want to use from a "menu" that is displayed on the screen.

The Accounts Payable system is grouped into three sets of programs that are contained on three programs diskettes.

Accounts Payable Menu #1

The programs that you will be using most often (such as A/P Trx Processing, Print A/P Open Item Report and Check Printing) are run from Accounts Payable Menu #1.

To run this menu, you must have the A/P Programs #1 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and, for most applications, the A/P Data Files B diskette in drive 2.

With the diskettes mounted, type R U N A P 1 and press ENTER in response to the "TRSDOS READY" prompt. Some processing will occur for a moment, then the MBS Proprietary Rights Notice will be displayed on the screen. Press ENTER in response to this screen. After a few moments the following screen will then appear:

```
ACCOUNTS PAYABLE MENU #1
VERSION 1.0



                  PLEASE SELECT _ _

                       1. A/P TRX PROCESSING
                       2. A/P OPEN ITEM REPORT
                       3. A/P OPEN ITEM ADJUSTMENT
                       4. PRINT CASH REQUIREMENTS REPORT
                       5. PAYMENT PREPARATION AND CHECK PRINTING
```

Type the number of the application you want to run and press ENTER. For example, to run A/P Trx Processing, type 1 and press ENTER.

When you have selected the application you wish to run, the program will check to be sure that the Data Files diskettes required for that application have been placed in the proper drives. If the Data Files diskettes are not in the proper drives, this error message will be displayed:

PLEASE MOUNT THE REQUIRED DISKETTES FOR THE SELECTED APPLICATION (SEE USER MANUAL FOR DETAILS), THEN PRESS ENTER TO CONTINUE.

Check the instructions for running that application and mount the correct Data Files diskettes. Alternatively, you may press the RESTART key (press CTRL and R keys simultaneously) to return for entry of a new menu selection.

When you have run all the applications you want to run from Accounts Payable Menu #1, press TAB as the menu selection. This will terminate the program and the "TRSDOS READY" prompt will again be displayed.

Accounts Payable Menu #2

To run Accounts Payable Menu #2, place the A/P Programs #2 diskette in drive Ø, the A/P Data Files A diskette in drive 1, and the A/P Data Files B diskette in drive 2.

Type R U N A P 2 and press ENTER in response to the "TRSDOS READY" prompt. Processing will occur for a moment, then the MBS Proprietary Rights Notice will be displayed on the screen. Press ENTER in response to this screen. After a few moments the following screen will then appear:

```
ACCOUNTS PAYABLE MENU #2
VERSION 1.0



                    PLEASE SELECT  __

                         1. VENDOR FILE MAINTENANCE
                         2. VENDOR ACCOUNT INQUIRY
                         3. PRINT VENDOR ANALYSIS REPORT
                         4. PRINT A/P DISTRIBUTION TO G/L REPORT
```

Type the number of the desired application you want to run followed by ENTER. For example, to run the Vendor File Maintenance application, type 1 and press ENTER.

When you have selected the application you wish to run from Accounts Payable Menu #2, the program will check to be sure that the Data Files diskettes required for that application have been placed in the proper drives. As for the first menu, the program will display a message reminding you to mount the correct diskettes if necessary, and you may do so or press the RESTART key to return for the entry of a new menu selection.

When you have run all the applications you wish to run from Accounts Payable Menu #2, press TAB as the menu selection. This will terminate the program and the "TRSDOS READY" prompt will again be displayed.

Accounts Payable Menu #3

To run this menu you must have the A/P Programs #3 diskette in drive Ø and the A/P Data Files A diskette in drive 1.

With the diskettes mounted, type R U N A P 3 and press ENTER in response to the "TRSDOS READY" prompt. After a moment of processing the MBS Proprietary Rights Notice will be displayed on the screen. Press ENTER in response to this screen. The following screen will then appear:

```
ACCOUNTS PAYABLE MENU #3
VERSION 1.0



                PLEASE SELECT __

                    1. COMPANY FILE MAINTENANCE
                    2. A/P CONTROL FILE MAINTENANCE
                    3. VALID G/L ACCOUNT FILE MAINTENANCE
                    4. YEAR END CLOSING
```

Type the number of the application you wish to run followed by ENTER. For example, to run the Company File Maintenance application, type 1 and press ENTER.

When you have run all the applications you wish to run from Accounts Payable Menu #3, press TAB as the menu selection. This will terminate the program and the "TRSDOS READY" prompt will again be displayed.

BUILDING THE COMPANY DATA FILE

When you are installing your A/P system, you need to enter information that pertains to your company, such as the company's name, address, phone number, and so forth. You do not need to enter this information again unless all or part of the data changes, for example, a change of the company's address.

Since the company information, once entered, remains on file, it can be accessed automatically, for example, to provide the company name to be printed at the top of reports.

In order to run this program it is necessary to have the A/P Programs #3 diskette in drive Ø and the A/P Data Files A diskette in drive 1.

Select Company File Maintenance from Accounts Payable Menu #3 by typing 1 and pressing ENTER. If no data has been previously entered for the company, the screen will show:

```
COMPANY FILE MAINTENANCE



    1. COMPANY REPORT NAME   __________________________________________________

    2. COMPANY DISPLAY NAME

    3. ADDRESS LINE 1

    4. ADDRESS LINE 2

    5. ADDRESS LINE 3

    6. PHONE NUMBER

    7. ARE G/L PROFIT
       CENTERS USED ?
```

Here is what you will type for each data field:

1. COMPANY REPORT NAME	Enter the name that you want to appear at the top of all reports (print-outs). You are allowed up to 50 characters, including spaces and punctuation. If you want the name to be centered at the top of all reports, type enough spaces in front of the name to center it within the 50 characters.

EXAMPLE: To center the name XYZ COMPANY at the top of all reports type a total of 19 spaces, then type X Y Z _ C O M P A N Y and press ENTER.

2. COMPANY DISPLAY NAME

Enter the name that you want to appear in the upper right hand corner of the screen for all applications. You are allowed up to 30 characters, including spaces and punctuation. If you want the Company Display Name to be right-justified in the 30 characters (i.e., flush with the right edge of the screen), type enough spaces in front of the name so that the last character of the name will be the 30th character.

EXAMPLE: To right justify XYZ CO. on the top line of all screens, type a total of 23 spaces, then type X Y Z _ C O . and press ENTER.

3. ADDRESS LINE 1
4. ADDRESS LINE 2
5. ADDRESS LINE 3

Enter the address of the company, using up to three lines. Up to 30 characters are permitted on each line. You may skip over one or more lines of the address by pressing ENTER for each line to be skipped.

EXAMPLE: Type the following fictitious three-line address:

5 0 0 _ W . _ L I N C O L N _ B L V D . and press ENTER;
S U I T E _ 2 0 0 1 and press ENTER;
B I G T O W N , _ T E X A S _ 9 9 9 9 9 and press ENTER.

6. PHONE NUMBER

Enter the phone number, including area code. Up to 12 characters.

EXAMPLE: Type the following fictitious phone number:

1 2 3 - 5 5 5 - 6 7 0 0 and press ENTER.

7. ARE G/L PROFIT CENTERS USED ?

This question is asking whether you plan to maintain your accounting broken down by profit center. If you answer N to this question, then anyplace in the A/P system where you would enter a G/L account number, you will not be asked to enter a profit center.

It is possible to change the value of this field later but doing so will have some repercussions of which you should be aware. As mentioned earlier, General Ledger accounts have seven digits: a four-digit main account number and a three-digit profit center number. When you specify that profit centers are not used you will enter only the main account number when defining an account; the system will automatically assign a profit center number of ØØØ, but since this portion of the account is never displayed it will not be visible to you. Changing the profit center usage response from "N" to "Y" will cause the profit center portion of account numbers to become visible on screens and reports where account numbers are shown.

Conversely, if you begin the system with this field's value set to "Y" and later change the value to "N", any accounts defined with a nonzero profit center will no longer be accessible for modification or deletion.

EXAMPLE: Type Y and press ENTER to specify that profit centers will be used throughout the A/P system.

After you have entered the company data (fields 1 through 7), the screen will appear as follows:

```
COMPANY FILE MAINTENANCE



   1. COMPANY REPORT NAME                      XYZ COMPANY

   2. COMPANY DISPLAY NAME                         XYZ CO.

   3. ADDRESS LINE 1         500 W. LINCOLN BLVD.

   4. ADDRESS LINE 2         SUITE 2001

   5. ADDRESS LINE 3         BIGTOWN, TEXAS 99999

   6. PHONE NUMBER           123-555-6700

   7. ARE G/L PROFIT         Y
      CENTERS USED ?



FIELD NUMBER TO CHANGE ?  _
```

In response to the question, "FIELD NUMBER TO CHANGE ?" you type the number (1 through 7, followed by ENTER) of any line of data you wish to change. The cursor will be positioned at the beginning of that line for you to type in corrected data. After you have corrected a line of data this way, the program will ask you again, "FIELD NUMBER TO CHANGE ?". If the data items are all correct, press ENTER to signal the program that no more changes are required. The company data is then accepted and stored for future use and the program returns to Accounts Payable Menu #3.

If the system already contains data about the company, that data is shown on the screen after you have selected Company File Maintenance from the menu.

You may change the values of any fields just as you did above. When there are no more changes to be entered, press ENTER in response to "FIELD NUMBER TO CHANGE ?". The changed company data is then stored for future reference, and the program returns to Accounts Payable Menu #3.

A/P CONTROL FILE MAINTENANCE

The Accounts Payable Control file contains information about the accounting requirements for the company.

You enter data into this file when installing the system or when you modify the accounting control data for the company. The data you enter in the A/P Control file is referred to by many of the other Accounts Payable applications.

In order to run this program it is necessary to have the A/P Programs #3 diskette in drive Ø and the A/P Data Files A diskette in drive 1.

Select A/P Control File Maintenance from Accounts Payable Menu #3 by typing 2 and pressing ENTER. If no data has previously been entered, the screen will show:

```
A/P CONTROL FILE MAINTENANCE                                        XYZ CO.


                    1. A/P ACCOUNT NO             ----

                    2. CASH ACCOUNT NO

                    3. DEFAULT DISC ACCOUNT NO

                    4. AGE BY INV OR DUE DATE
                    5. NO AGE DAYS IN PERIOD 1
                    6. NO AGE DAYS IN PERIOD 2
                    7. NO AGE DAYS IN PERIOD 3
                    8. NO AGE DAYS IN PERIOD 4
                    9. AGING PERIOD 1 DESCRIP
                   10. AGING PERIOD 2 DESCRIP
                   11. AGING PERIOD 3 DESCRIP
                   12. AGING PERIOD 4 DESCRIP

                   13. NEXT VOUCHER NO
```

Here are the requirements for each data field:

1. A/P ACCOUNT NO	Enter the number of the Accounts Payable account number. First, enter the four-digit main account number and press ENTER. If you answered Y to ARE G/L PROFIT CENTERS USED ? in Company File Maintenance you will then be prompted to enter the three-digit subaccount number.

EXAMPLE: Type 2 0 0 0 and press ENTER. Then type 0 0 0 and press ENTER to specify 2000-000 as the A/P Account Number.

2. CASH ACCOUNT NO

Enter the Cash Account number. This is the account to which all cash disbursements will be posted when checks are posted. Type the four-digit main account number and press ENTER. If profit centers are used, type the three-digit subaccount number and press ENTER.

EXAMPLE: Type 1 0 1 0, press ENTER, type 0 0 0 and press ENTER to specify 1010-000 as the Cash Account number.

3. DEFAULT DISC ACCOUNT NO

Enter the number of the Discount Account most often used for accumulating purchase discounts. In A/P Trx Processing you will have the option of defaulting to this account when entering the discount account to be associated with a particular transaction. Type the four-digit main account number and press ENTER. If profit centers are used, type the three-digit subaccount number then press ENTER.

EXAMPLE: Type 5 1 0 0 and press ENTER then type 1 0 0 and press ENTER to specify 5100-100 as the Default Discount Account number.

4. AGE BY INVOICE OR DUE DATE

The letter entered here determines how A/P open items will be aged. If you wish to age by invoice date, type I and press ENTER; if you wish to age by due date, type D and press ENTER. The entry options will display on the bottom of the screen during entry of this field to remind you of the valid choices.

EXAMPLE: Type I and press ENTER to signify that XYZ Company's vouchers will be aged using the invoice date.

5. NO AGE DAYS IN PERIOD 1

Enter the number of days in the first aging period. Entries of 1 to 999 days are allowed.

EXAMPLE: Type 3 0 and press ENTER to specify 30 days for the first aging period.

6. NO AGE DAYS IN PERIOD 2

Enter the upper limit in days of the second aging period. Entries of 1 to 999 days are allowed.

EXAMPLE: Type 6 0 and press ENTER to specify 60 days as the upper limit for aging period 2. (Thus, aging period 2 is from 31 to 60 days.)

7. NO AGE DAYS IN PERIOD 3

Enter the upper limit in days of the third aging period. Entries of 1 to 999 days are allowed.

EXAMPLE: Type 9 0 and press ENTER to specify 90 days as the upper limit for aging period 3. (Thus, aging period 3 is from 61 to 90 days.)

8. NO AGE DAYS IN PERIOD 4

Enter the upper limit in days of the fourth aging period. Entries of 1 to 999 days are allowed.

The entry of 999 signifies that the upper range is unlimited. Documents older than 999 days are included in Period 4 in this case, whereas the entry of any other number would cause documents older than the number entered to be ignored for purposes of aging categorization.

EXAMPLE: Type 9 9 9 and press ENTER to assign the maximum possible value as the upper limit for aging period 4. (Thus, aging period 4 is anything over 90 days.)

9. AGING PERIOD 1 DESCRIP
10. AGING PERIOD 2 DESCRIP
11. AGING PERIOD 3 DESCRIP
12. AGING PERIOD 4 DESCRIP

For each of the fields 5 through 8 on the screen, enter a brief description for that aging period. Each description may be up to 12 characters long, containing letters and/or numbers. These descriptions will be printed on the A/P Open Item Report to categorize A/P open items.

EXAMPLE: For field 9 (Aging Period 1 Description), type:

_ _ _ C U R R E N T and press ENTER (indenting the description three spaces).

For field 10 (Aging Period 2 Description), type:

3 1 _ - _ 6 0 _ D A Y S and press ENTER.

For field 11 (Aging Period 3 Description), type:

6 1 _ - _ 9 0 _ D A Y S and press ENTER.

For field 12 (Aging Period 4 Description), type:

O V E R _ 9 0 _ D A Y S and press ENTER.

13. NEXT VOUCHER NO

Enter a numeric value of 1 to 6 digits. The value entered sets the starting number for vouchers and is the next voucher number that will be assigned. When vouchers are being entered during A/P Trx Processing, the voucher number is increased by 1 automatically for each new voucher. This field is updated automatically each time a new voucher is entered.

EXAMPLE: Type 1 0 0 1 and press ENTER.

The screen will now appear as follows:

```
A/P CONTROL FILE MAINTENANCE                                      XYZ CO.

                    1. A/P ACCOUNT NO            2000-000

                    2. CASH ACCOUNT NO           1010-000

                    3. DEFAULT DISC ACCOUNT NO   5100-100

                    4. AGE BY INV OR DUE DATE    I
                    5. NO AGE DAYS IN PERIOD 1   30
                    6. NO AGE DAYS IN PERIOD 2   60
                    7. NO AGE DAYS IN PERIOD 3   90
                    8. NO AGE DAYS IN PERIOD 4   999
                    9. AGING PERIOD 1 DESCRIP       CURRENT
                   10. AGING PERIOD 2 DESCRIP    31 - 60 DAYS
                   11. AGING PERIOD 3 DESCRIP    61 - 90 DAYS
                   12. AGING PERIOD 4 DESCRIP    OVER 90 DAYS

                   13. NEXT VOUCHER NO           1001


FIELD NUMBER TO CHANGE ? ___
```

Enter the number of any field you want to change. When the cursor is positioned for entry of that field, enter the new data value. When there are no more changes to be made, press ENTER in response to FIELD NUMBER TO CHANGE ?. The program then returns to Accounts Payable Menu #3.

If data already exists in the A/P Control file when you select this application, the screen is displayed with all of its existing data. Use the FIELD NUMBER TO CHANGE ? facility to select the data values you want to change and make the necessary changes. When all changes have been made, press ENTER in reponse to FIELD NUMBER TO CHANGE ?. The revised data is stored and the program returns to Accounts Payable Menu #3.

VALID G/L ACCOUNT FILE MAINTENANCE

As part of the A/P system installation, you use this application to enter all General Ledger Account numbers that can be used by the A/P system, that is, all General Ledger accounts that are valid for Accounts Payable. You enter the account number along with a brief description of the account. Later you may add new G/L account numbers or you may change or delete existing account numbers and descriptions. You may also print out a list of valid account numbers and descriptions.

When you enter an account number in one of the A/P applications, the system verifies that the account number is on file in the Valid G/L Account file. If an account number is entered that is not on file in the Valid G/L Account file, it will not be accepted by the system, and you will be requested to enter another account number.

When an account number has been verified as valid by the system, the account description is displayed on the screen. This allows you to check that the account whose number you entered is the account you want.

In order to run this program it is necessary to have the A/P Programs #3 diskette mounted in drive Ø and the A/P Data Files A diskette mounted in drive 1.

Select Valid G/L Account File Maintenance from Accounts Payable Menu #3 by typing 3 and pressing ENTER.

The screen will then display as follows:

```
VALID G/L ACCOUNT FILE MAINTENANCE                                XYZ CO.



                    PLEASE SELECT _

                         1. ADD ACCOUNTS

                         2. CHANGE/INQUIRE ACCOUNTS

                         3. DELETE ACCOUNTS

                         4. PRINT VALID G/L ACCOUNTS LIST
```

Add Accounts

Type 1 and press ENTER. The screen will now show:

```
VALID G/L ACCOUNT FILE MAINTENANCE                                    XYZ CO.
ADD




                 1. ACCOUNT NO       _ _ _ _

                 2. DESCRIPTION
```

If, in Company File Maintenance, you answered N to "ARE G/L PROFIT CENTERS USED ?", you will only need to enter the first four digits of the account number. You will not be asked to enter the three-digit profit center in this case.

1. ACCOUNT NO — Enter the account number that you wish to add.

   EXAMPLE: Type 1 0 1 0, press ENTER, type 0 0 0, and press ENTER to enter the account number 1010-000.

2. DESCRIPTION — Enter a description of the account, up to 25 alphanumeric characters.

   EXAMPLE: Type C A S H _ - _ A C C O U N T _ # 1 3 5 5 7 and press ENTER.

The screen will show:

```
VALID G/L ACCOUNT FILE MAINTENANCE                                  XYZ CO.
ADD




                    1. ACCOUNT NO    1010-000

                    2. DESCRIPTION   CASH - ACCOUNT #13557





FIELD NUMBER TO CHANGE ? _
```

To change a data field, type the number of the field and press ENTER in response to FIELD NUMBER TO CHANGE ?. Enter the revised data.

When no more changes are required, press ENTER. The data values, as displayed, are accepted, and are then erased allowing the entry of a new account number and description.

EXAMPLE: For practice, and so that you will be able to refer to the accounts in other A/P applications, enter the rest of the accounts that appear on the Valid G/L Accounts List at the end of this section.

When there are no more accounts to enter, press the TAB key. The program then returns to the Valid G/L Account File Maintenance menu.

Change/Inquire Accounts

When the maintenance menu is displayed, type 2 and press ENTER. The screen will look like:

```
VALID G/L ACCOUNT FILE MAINTENANCE                          XYZ CO.
CHANGE/INQUIRE





                 * 1. ACCOUNT NO          ____

                   2. DESCRIPTION
```

NOTE: The asterisk (*) to the left of the Account Number field signifies that this data field is used as the key for the file. That is, the file is searched until a match with the value in this data field is obtained.

1.	ACCOUNT NO	Enter the account number of the file record you want to change. The account number entered must exist in the file or an error message is displayed.
2.	DESCRIPTION	If the account number entered exists in the file, the description is displayed automatically.

You are then asked FIELD NUMBER TO CHANGE ?. If you are only inquiring into (viewing) the file and do not want to make changes, simply press ENTER when you have finished your inspection of the record being displayed. If you want to change a data field, enter its number and then enter the new data.

If you change the account number, the system automatically checks to see that the new account number you enter is not already on file. If it is on file, an error message is displayed. You may then enter another account number.

When no more changes are to be made to the record, the record with all of its changes is written back out to the file.

You are then asked to enter the account number of the next record to be changed. If no more records are to be changed or inquired into, press TAB when the cursor is positioned at the Account Number field. The program then returns to the Valid G/L Account File Maintenance menu.

Delete Accounts

When the maintenance menu is displayed, type 3 and press ENTER.

The screen will look like:

```
VALID G/L ACCOUNT FILE MAINTENANCE                          XYZ CO.
DELETE




                    * 1. ACCOUNT NO       ____

                      2. DESCRIPTION
```

1.	ACCOUNT NO	Enter the account number that you want to delete.
2.	DESCRIPTION	After you have entered the account number, the description for that account will display automatically, if the account is on file. (If the entered account number is not on file, an error message will be displayed and you will be requested to enter another account number.)

When the entered Account Number exists in the file and its Description is displayed, you are asked:

OK TO DELETE ACCOUNT ?

Verify that the displayed record is the one you want to delete. If it is not, press ENTER to default to N; if it is, type Y and press ENTER.

If you answer yes, the record is deleted and the system requests the account number of the next record to be deleted.

If there are no more records to be deleted, press TAB. The program then returns to the Valid G/L Account File Maintenance menu.

Print Valid G/L Accounts List

Type 4 and press ENTER.

You are then asked to enter the Starting Account Number and Ending Account Number.

1. STARTING ACCOUNT NO Enter the number of the account that is to define the lower boundary of the accounts that will be printed, or press ENTER to default to "ALL" accounts. The account number, if entered, need not be that of a valid account.

2. ENDING ACCOUNT NO Enter the number of the account that is to define the upper boundary of the accounts that will be printed, or press ENTER to default to the same value that was entered for the Starting Account No. If you selected "ALL" for the Starting Account Number, this field will be skipped. The account number, if entered, need not be that of a valid account.

After you have entered the data for field #2 on the screen, you will be asked FIELD NUMBER TO CHANGE ?. If you want to change any of the data values you entered on the screen you may do so at this point by entering the number of the data field on the screen. When all data fields are correct press ENTER.

The Valid G/L Accounts List is then printed automatically. A sample of this list follows at the end of this section.

If "ALL" was selected as the account number range, the program returns to the maintenance menu after printing is complete.

If "ALL" was not selected another range of account numbers is requested. Press TAB for the Starting Account Number to end printing and return to the maintenance menu.

To end the Valid G/L Account File Maintenance application, press TAB as the menu selection. The program then returns to Accounts Payable Menu #3.

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

V A L I D G / L A C C O U N T S L I S T

ACCOUNT NO RANGE: ALL

ACCOUNT NO	DESCRIPTION
1010-000	CASH - ACCOUNT #13557
2000-000	ACCOUNTS PAYABLE
5000-100	PURCHASES
5000-200	PURCHASES
5100-100	PURCHASE DISCOUNTS
5100-200	PURCHASE DISCOUNTS
5200-100	FREIGHT IN
5200-200	FREIGHT IN
6100-100	RENT EXPENSE
6100-200	RENT EXPENSE
6110-100	ADVERTISING EXPENSE
6110-200	ADVERTISING EXPENSE
6120-100	FREIGHT OUT & DELIVERY
6120-200	FREIGHT OUT & DELIVERY
6130-100	INTEREST EXPENSE
6130-200	INTEREST EXPENSE
6140-100	OFFICE SUPPLIES
6140-200	OFFICE SUPPLIES
6150-100	TELEPHONE EXPENSE
6150-200	TELEPHONE EXPENSE
6160-100	UTILITIES
6160-200	UTILITIES
6170-100	MAINTENANCE & REPAIRS
6170-200	MAINTENANCE & REPAIRS

24 ACCOUNTS ON FILE

VENDOR FILE MAINTENANCE

You use this application to enter and maintain information relating to all vendors that will be referred to by the Accounts Payable system. Each record in the Vendor file contains information about a particular vendor: the vendor number, name, address, payment terms, and other important information.

The data in the Vendor file is referred to by many applications of the A/P system to ensure that all transactions and output data relating to a vendor are handled in accordance with the specifications for that vendor.

The Vendor records are first entered when the A/P system is installed. Later you may add new Vendor file records, inquire into, change or delete existing records. You may also print a Numeric or an Alphabetic Vendor List.

In order to run this application you must have the A/P Programs #2 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select Vendor File Maintenance from Accounts Payable Menu #2 by typing 1 and pressing ENTER.

The Vendor File Maintenance menu will display as follows:

```
VENDOR FILE MAINTENANCE                                         XYZ CO.




                    PLEASE SELECT  _

                         1. ADD VENDORS

                         2. CHANGE/INQUIRE VENDORS

                         3. DELETE VENDORS

                         4. PRINT NUMERIC VENDOR LIST

                         5. PRINT ALPHABETIC VENDOR LIST
```

Add Vendors

When the Vendor File Maintenance menu is displayed, type 1 and press ENTER. The screen will show:

```
VENDOR FILE MAINTENANCE                                        XYZ CO.
ADD
                  1. VENDOR NO          ______

                  2. NAME
                  3. ADDRESS 1
                  4. ADDRESS 2
                  5. ADDRESS 3
                  6. TYPE

                  7. TERMS
                  8. DUE DAYS
                  9. DISC DAYS
                 10. DISC PCT

                 11. LAST PURCH DATE
                 12. STATUS

                 13. PURCHASES YTD
                 14. PURCHASES LST YR
                 15. DISCOUNTS YTD
                 16. DISCOUNTS LST YR
```

Enter the data as follows:

1. VENDOR NO — Enter the Vendor Number, 1 to 6 alphanumeric characters. Spaces are not allowed in the Vendor Number. Vendor Numbers that are strictly numeric will be right-justified and padded with leading zeros to facilitate sorting in numeric order.

   EXAMPLE: Type 1 0 0 and press ENTER.

2. NAME — Enter the vendor's name, up to 25 alphanumeric characters. The name will appear on the Numeric Vendor List, the Alphabetic Vendor List and on computer-prepared checks to this vendor exactly as you enter it here.

   EXAMPLE: Type V E R M O N T _ M E T A L _ P R O D U C T S and press ENTER.

3. ADDRESS 1 — Enter the first line of the vendor's address, up to 25 alphanumeric characters.

The three lines of the vendor's address (data fields 3, 4 and 5) as well as the vendor's name will be printed on the A/P check exactly as you enter it. The vendor's entire address will be printed on the check to allow the use of window envelopes.

EXAMPLE: Type 3 0 0 _ H O L C R O F T _ A V E N U E and press ENTER.

4. ADDRESS 2

Enter the second line of the vendor's address, up to 25 alphanumeric characters.

EXAMPLE: Type N E W T O N , _ V E R M O N T _ 1 2 3 4 5 and press ENTER.

5. ADDRESS 3

Enter the third line of the vendor's address, up to 25 alphanumeric characters.

EXAMPLE: Press ENTER (to leave address line 3 blank).

6. TYPE

Enter the vendor type, an alphanumeric code of 1 to 3 characters that you define. The vendor type is for your reference only; it is not used by the system.

EXAMPLE: Type M D S and press ENTER to categorize the vendor as one from which merchandise is purchased for resale.

7. TERMS

Enter a description of the payment terms for this vendor, from 1 to 15 alphanumeric characters. What you enter is for your reference only; it is not used by the system.

EXAMPLE: Type 2 / 1 0 _ N E T _ 3 0 and press ENTER.

8. DUE DAYS

Enter the number of days allowed after the invoice date before payment is due, a numeric value of 1 to 3 digits.

EXAMPLE: Type 3 0 and press ENTER to specify that payment is due 30 days from the invoice date.

9. DISC DAYS

Enter the "Discount Days", that is the number of days allowed after the invoice date during which a payment will qualify for a discount. You enter a numeric value of 1 to 3 digits. Note that the Discount Days must be less than or equal to the Due Days or the entry will not be accepted.

EXAMPLE: Type 1 0 and press ENTER to specify that payments made within 10 days from the invoice date will qualify for a discount.

10. DISC PCT

Enter the discount percentage allowed if payment is made within the number of days specified in field 9 (DISC DAYS). You may enter any number from .01 to 99.99. If the number includes a decimal fraction, type the decimal point.

EXAMPLE: Type 2 and press ENTER to specify a 2% discount.

11. LAST PURCH DATE

Enter the date (in MMDDYY format) of the last purchase from this vendor. Each time a new A/P transaction is entered, this field will be automatically updated by that transaction's invoice date. Press ENTER to default to the system date.

EXAMPLE: Type 3 1 5 8 1 to enter 03/15/81 as the Last Purchase Date.

12. STATUS

Enter the Status, a one-character alphanumeric code that defines this vendor's status with respect to payment and discounts.

Possible Status values and their meanings are:

Blank (press ENTER) = Normal. (This means normal activity is allowed and discounts are taken according to the vendor's terms.)

A = Always Take Discount. (The discount is always taken regardless of payment or discount dates.)

H = Hold Payment. (Payments to this vendor are not allowed by the system. Payments must be made manually.)

N = No Purchases. (No purchases are to be made from this vendor.) This code is for information purposes only and the vendor is treated as having normal status.

EXAMPLE: Type A and press ENTER to specify that discounts will always be taken with this vendor.

13. PURCHASES YTD

Enter the amount of Purchases for the Year-to-Date (YTD) from this vendor, 1 to 9 numeric digits with a maximum of 2 decimal places and an optional minus sign.

You need enter an amount for this field and the three subsequent fields only if it is convenient to do so. This is historical data which will enable you, through the Vendor Analysis Report, to evaluate how heavily you rely upon particular vendors.

This amount is updated automatically when new A/P transactions are posted (in the A/P Trx Processing application).

EXAMPLE: Type 1 2 5 0 0 and press ENTER to enter $12,500.00 as the Purchases Year-to-Date.

14. PURCHASES LST YR — Enter the amount of Purchases for Last Year from this vendor, 1 to 9 numeric digits with a maximum of 2 decimal places and an optional minus sign.

The Year End Closing application automatically transfers the amount from Purchases YTD to Purchases Last Year before clearing Purchases YTD.

EXAMPLE: Type 4 5 0 0 0 and press ENTER to enter $45,000.00 as the Purchases Last Year.

15. DISCOUNTS YTD — Enter the amount of Discounts for the Year-to-Date for this vendor, 1 to 8 numeric digits with a maximum of 2 decimal places and an optional minus sign.

The Discounts YTD amount is updated automatically when discounts are taken during the posting of manual payments, computer checks and non-A/P checks.

EXAMPLE: Type 2 5 0 and press ENTER to enter $250.00 as the Discounts Year-to-Date.

16. DISCOUNTS LST YR — Enter the amount of Discounts for Last Year, 1 to 8 numeric digits with a maximum of 2 decimal places and an optional minus sign.

The Year End Closing application automatically transfers the amount from Discounts YTD to Discounts Last Year before clearing Discounts YTD.

EXAMPLE: Type 9 0 0 and press ENTER to enter $900.00 as the amount of Discounts for Last Year.

The screen will now look like:

```
VENDOR FILE MAINTENANCE                                          XYZ CO.
ADD
               1. VENDOR NO          000100

               2. NAME               VERMONT METAL PRODUCTS
               3. ADDRESS 1          300 HOLCROFT AVENUE
               4. ADDRESS 2          NEWTON, VERMONT 12345
               5. ADDRESS 3
               6. TYPE               MDS

               7. TERMS              2/10 NET 30
               8. DUE DAYS           30
               9. DISC DAYS          10
              10. DISC PCT           2.00

              11. LAST PURCH DATE    03/15/81
              12. STATUS             A

              13. PURCHASES YTD      12,500.00
              14. PURCHASES LST YR   45,000.00
              15. DISCOUNTS YTD      250.00
              16. DISCOUNTS LST YR   900.00

FIELD NUMBER TO CHANGE ? ___
```

To change a data value on this screen, type the number of the data field. That field will be blanked out and the cursor will be positioned at the beginning of the field. Enter the revised data.

If no changes are required, or if you have made a change (or changes) and no more changes are required, press ENTER in response to FIELD NUMBER TO CHANGE ?.

The data, as displayed, are accepted, and the data entry screen for Vendor File Maintenance in the add mode is displayed with the cursor positioned for entry of the next vendor number.

EXAMPLE: Enter the data for the rest of the vendors which appear on the Numeric Vendor List at the end of this section.

When data for the last vendor has been entered, press TAB for the next Vendor Number to end the Add Vendors application mode. The program then returns to the Vendor File Maintenance menu.

Change/Inquire Vendors

When the Vendor File Maintenance menu is displayed, type 2 and press ENTER.

The data entry screen for Vendor File Maintenance, change/inquire mode, is displayed as follows:

```
VENDOR FILE MAINTENANCE                                          XYZ CO.
CHANGE/INQUIRE
                    * 1. VENDOR NO

                      2. NAME
                      3. ADDRESS 1
                      4. ADDRESS 2
                      5. ADDRESS 3
                      6. TYPE

                      7. TERMS
                      8. DUE DAYS
                      9. DISC DAYS
                     10. DISC PCT

                     11. LAST PURCH DATE
                     12. STATUS

                     13. PURCHASES YTD
                     14. PURCHASES LST YR
                     15. DISCOUNTS YTD
                     16. DISCOUNTS LST YR
```

Enter the vendor number of the record that you wish to inquire into or change. The vendor number must exist in the Vendor file or an error message is displayed and you may enter another vendor number.

When the requested record is found, its contents (data fields 2-16) are displayed and you are asked:

FIELD NUMBER TO CHANGE ?

If you are only inquiring into (viewing) the file and do not want to make changes, simply press ENTER when you have finished your inspection of the record being displayed. If you want to change a data field, enter its number and then enter the new data.

You would not normally wish to change fields 13-16 since, once set, these fields are updated automatically by the system. If you attempt to access them a message will display informing you that a change is not allowed. You may override this restriction, however, by typing CTRL-P (type the CTRL and the P keys simultaneously) in response to FIELD NUMBER TO CHANGE ?. Once you have typed CTRL-P you will be allowed access to fields 13-16 until you enter the next Vendor Number to be changed or inquired into.

When no more changes are to be made to the screen, press ENTER in response to FIELD NUMBER TO CHANGE ?.

If no more records are to be changed or inquired into, press TAB when the cursor is positioned at the Vendor Number field. The program then displays the Vendor File Maintenance menu.

Delete Vendors

When the Vendor File Maintenance menu is displayed, type 3 and press ENTER. The screen will look like:

```
VENDOR FILE MAINTENANCE                                           XYZ CO.
DELETE
                       * 1. VENDOR NO

                         2. NAME
                         3. ADDRESS 1
                         4. ADDRESS 2
                         5. ADDRESS 3
                         6. TYPE

                         7. TERMS
                         8. DUE DAYS
                         9. DISC DAYS
                        10. DISC PCT

                        11. LAST PURCH DATE
                        12. STATUS

                        13. PURCHASES YTD
                        14. PURCHASES LST YR
                        15. DISCOUNTS YTD
                        16. DISCOUNTS LST YR
```

Enter the vendor number of the record that you want to delete. If the vendor number that you enter is not on file, an error message is displayed and you may enter another customer number. When the record whose vendor number you enter is found, the data of the record (fields 2 through 16) are displayed on the screen.

You are then asked:

OK TO DELETE VENDOR ?

Inspect the displayed record. If it is okay to delete it, type Y and press ENTER. If it is not okay to delete it, type N and press ENTER.

If you answer yes, the record is deleted, the data fields are blanked out on the screen and the cursor is positioned for you to enter the vendor number of the next record to be deleted.

If there are no more records to be deleted, press TAB. The program then displays the Vendor File Maintenance menu.

Print Numeric Vendor List

When the Vendor File Maintenance menu is displayed, type 4 and press ENTER.

You are then asked to enter the Starting Vendor Number and Ending Vendor Number.

STARTING VENDOR NO	Enter the starting vendor number and press ENTER. You may press ENTER for the starting vendor number to default to "ALL" (that is, printing all Vendor records).
ENDING VENDOR NO	Enter the ending vendor number, and press ENTER. You may press ENTER to default to the same value as the Starting Vendor Number. If you selected "ALL" for the Starting Vendor Number this field will be skipped.

After you have entered the range of vendor numbers, you are asked:

ANY CHANGE ?

If you want to change the range, type Y and press ENTER. You can then re-enter starting and ending vendor numbers. If the range of vendor numbers does not have to be changed, type N and press ENTER.

The Numeric Vendor List is then printed automatically. A sample of this print-out (for all vendors) follows at the end of this section.

If you selected "ALL" as the range of Vendor Numbers, the program returns to the Vendor File Maintenance menu after printing is complete.

If you did not select "ALL", a new Starting Vendor Number and Ending Vendor Number are requested. To end printing, press TAB for the Starting Vendor Number. The program then returns to the Vendor File Maintenance menu.

Print Alphabetic Vendor List

When the Vendor File Maintenance menu is displayed, type 5 and press ENTER.

You are then asked to enter the Starting Vendor Name and Ending Vendor Name.

STARTING VENDOR NAME	Enter the starting vendor name and press ENTER. You may press ENTER for the starting vendor name to default to "ALL" vendors.
ENDING VENDOR NAME	Enter the ending vendor name, and press ENTER. You may default to the same value as the Starting Vendor Name. If you selected "ALL" for the Starting Vendor Name, this field will be skipped. The name you enter here must be the full name of the vendor for that vendor to be included on the report. To include VERMONT METAL PRODUCTS as the last vendor on the report, for instance, it is not sufficient to enter VER, VERMONT METAL or even VERMONT METAL PRODUCT. You must type the vendor's entire name.

After you have entered the range of vendor names, you are asked:

ANY CHANGE ?

If you want to change the range, type Y and press ENTER. You can then re-enter starting and ending vendor names. If the range of vendor names does not have to be changed, type N and press ENTER.

The Alphabetic Vendor List is then printed automatically. A sample of this list follows at the end of this section.

If you selected "ALL" as the range of vendor names, the program returns to the Vendor File Maintenance menu after printing is complete.

If you did not select "ALL", you are requested to enter new Starting and Ending Vendor Names. To end printing, press TAB for the Starting Vendor Name. The program then returns to the Vendor File Maintenance menu.

End Vendor File Maintenance

To end the Vendor File Maintenance application, press TAB as the menu selection. The program then returns to Accounts Payable Menu #2.

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

N U M E R I C   V E N D O R   L I S T

VENDOR NO RANGE: ALL

VENDOR STATUS: BLANK = NORMAL   A = ALWAYS TAKE DISCOUNT   H = HOLD PAYMENT   N = NOT TO BE PURCHASED FROM

VEN-NO	NAME ADDRESS-1	ADDRESS-2 ADDRESS-3	TYPE	-----TERMS------ DUE DAYS	 DISC DAYS	 DISC PCT	LST-PRCH STATUS	PURCHASES-YTD PURCHASES-LYR	DISCNTS-YTD DISCNTS-LYR
000100	VERMONT METAL PRODUCTS	NEWTON, VERMONT 12345	MDS	2/10 NET 30			03/15/81	12,500.00	250.00
	300 HOLCROFT AVENUE			30	10	2.00	A	45,000.00	900.00
000200	ACME OFFICE SUPPLIES	LOS ANGELES, CA 90101	EXP	2/15 NET 30			03/15/81	1,594.00	20.00
	456 N. BROADWAY			30	15	2.00		4,287.50	70.00
000300	RED LINE FREIGHT	22748 E. COMMERCIAL ROAD	EXP	NET 30			03/15/81	505.00	.00
	ADMINISTRATIVE OFFICES	LOS ANGELES, CA. 92251		30	0	.00		2,365.00	.00
000400	JONES PROPERTY MANAGEMENT	SUITE 4250	EXP	MONTHLY PAYMENT			03/15/81	10,000.00	.00
	11056 WILSHIRE BLVD.	LOS ANGELES, CA. 90555		0	0	.00		50,000.00	.00
000500	E-Z REPAIRS	LOS ANGELES, CA. 90005	EXP	NET 30			03/15/81	124.00	.00
	900 S. VERMONT AVENUE	ATT: BETTY SMITH		30	0	.00		401.00	.00
000600	PACIFIC TELEPHONE	500 N. CENTRAL	EXP	NET 20			03/15/81	1,050.00	.00
	GLENDALE OFFICE	GLENDALE, CA. 91206		20	0	.00		4,175.00	.00
000700	HANSON MANUFACTURING CO.	CHICAGO, ILL. 30555	MDS	5/30 NET 60			03/15/81	65,000.00	2,755.00
	65 INDUSTRIAL CIRCLE	ATT: ACCOUNTS RECEIVABLE		60	30	5.00		284,000.00	12,500.00
000800	REYNOLDS TOOL COMPANY	DENVER, COLORADO 85366	MDS	6/25 NET 60			03/15/81	16,000.00	960.00
	3922 FRONTIER PARKWAY	ATT: ACCOUNTS RECEIVABLE		60	25	6.00	A	85,000.00	5,100.00

8 VENDORS ON FILE

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

A L P H A B E T I C   V E N D O R   L I S T

VENDOR NAME RANGE: ALL

VENDOR STATUS: BLANK = NORMAL   A = ALWAYS TAKE DISCOUNT   H = HOLD PAYMENT   N = NOT TO BE PURCHASED FROM

VEN-NO	NAME ADDRESS-1	ADDRESS-2 ADDRESS-3	TYPE	-----TERMS------ DUE DAYS	DISC DAYS	DISC PCT	LST-PRCH STATUS	PURCHASES-YTD PURCHASES-LYR	DISCNTS-YTD DISCNTS-LYR
000200	ACME OFFICE SUPPLIES 456 N. BROADWAY	LOS ANGELES, CA 90101	EXP	2/15 NET 30 30	15	2.00	03/15/81	1,594.00 4,287.50	20.00 70.00
000500	E-Z REPAIRS 900 S. VERMONT AVENUE	LOS ANGELES, CA. 90005 ATT: BETTY SMITH	EXP	NET 30 30	0	.00	03/15/81	124.00 401.00	.00 .00
000700	HANSON MANUFACTURING CO. 65 INDUSTRIAL CIRCLE	CHICAGO, ILL. 30555 ATT: ACCOUNTS RECEIVABLE	MDS	5/30 NET 60 60	30	5.00	03/15/81	65,000.00 284,000.00	2,755.00 12,500.00
000400	JONES PROPERTY MANAGEMENT 11056 WILSHIRE BLVD.	SUITE 4250 LOS ANGELES, CA. 90555	EXP	MONTHLY PAYMENT 0	0	.00	03/15/81	10,000.00 50,000.00	.00 .00
000600	PACIFIC TELEPHONE GLENDALE OFFICE	500 N. CENTRAL GLENDALE, CA. 91206	EXP	NET 20 20	0	.00	03/15/81	1,050.00 4,175.00	.00 .00
000300	RED LINE FREIGHT ADMINISTRATIVE OFFICES	22748 E. COMMERCIAL ROAD LOS ANGELES, CA. 92251	EXP	NET 30 30	0	.00	03/15/81	505.00 2,365.00	.00 .00
000800	REYNOLDS TOOL COMPANY 3922 FRONTIER PARKWAY	DENVER, COLORADO 85366 ATT: ACCOUNTS RECEIVABLE	MDS	6/25 NET 60 60	25	6.00	03/15/81 A	16,000.00 85,000.00	960.00 5,100.00
000100	VERMONT METAL PRODUCTS 300 HOLCROFT AVENUE	NEWTON, VERMONT 12345	MDS	2/10 NET 30 30	10	2.00	03/15/81 A	12,500.00 45,000.00	250.00 900.00

8 VENDORS ON FILE

A/P TRX PROCESSING

This application is used to enter Accounts Payable transactions both when the A/P Open Item file is being built and afterwards to record the day-to-day A/P transactions. Additionally, the application can be used to change or inquire into, delete, print out an edit list of, and post A/P transactions.

In order to run this application you must have the A/P Programs #1 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select A/P Trx Processing from Accounts Payable Menu #1 by typing 1 and pressing ENTER. The A/P Trx Processing menu will be displayed as follows:

```
A/P TRX PROCESSING                                              XYZ CO.




                     PLEASE SELECT  _

                          1. ADD TRANSACTIONS

                          2. CHANGE/INQUIRE TRANSACTIONS

                          3. DELETE TRANSACTIONS

                          4. PRINT TRANSACTION EDIT LIST

                          5. POST TRANSACTIONS TO A/P FILES
```

Add Transactions

When the A/P Trx Processing menu is displayed, type 1 and press ENTER. The screen will show:

```
A/P TRX PROCESSING                                                XYZ CO.
ADD

        VOUCHER

     1. TRX TYPE
     2. VENDOR

     3. DIST DATE
     4. P/O NO                          11. DISC DAYS
     5. INV NO                          12. DISC DATE
     6. INV DATE                        13. DISC PCT
     7. INV AMT                         14. DISC AMT
     8. NON-DISC                        15. DISC ACCT

     9. DUE DAYS
    10. DUE DATE
```

Four types of transactions can be entered with this application:

Regular Voucher
Cancellation Voucher
Non-A/P Check Voucher
Adjustment to Distribution Voucher

Regular Voucher

Regular vouchers are entered for invoices, adjustments and vendor credit memos. The system does not make a distinction among these document types. The single factor that determines what effect the transaction will have on Accounts Payable and the vendor's account is the amount of the transaction, either positive or negative. The entry of a positive amount will credit (increase) Accounts Payable. When entering a voucher for a vendor's invoice you will enter a positive invoice amount. The entry of a negative amount will debit (decrease) Accounts Payable. You must enter a negative invoice amount when acknowledging a vendor's credit memo.

The expense distributions that you enter must total up to the invoice amount so the distributions for a negative amount must also be negative.

Cancellation Voucher

A cancellation voucher is used to purge a particular voucher from the A/P Open Item file. Before entering a cancellation voucher you must know the vendor number, invoice number, original invoice amount, distribution date and the expense distribution of the voucher you wish to purge. This information is available on the A/P Transaction Register that lists the voucher you wish to purge. If that report is not at hand you may also obtain the information from the A/P Open Item Report and the A/P Distribution to G/L Report (unless the distributions have been purged). When you enter the cancellation voucher you may duplicate all other information on the original voucher but only the data mentioned above is critical for the successful cancellation of the voucher. Do not enter an invoice amount opposite in sign from that of the voucher you are cancelling. The program expects that the invoice amount of this voucher is precisely the same as the invoice amount of the voucher it cancels.

During the posting of A/P transactions the program will search for a voucher for which the invoice number and original invoice amount match the invoice number and invoice amount of the cancellation voucher. If a match is found, the program will delete the voucher from the A/P Open Item file then post the distributions for the cancellation voucher with the sign of the distribution amounts reversed. In order for the cancellation voucher's distributions to precisely cancel the original voucher's distributions, the distribution dates of both vouchers must be identical. For positive cancellation vouchers Accounts Payable will be debited (reduced) by the invoice amount. For negative cancellation vouchers Accounts Payable will be credited (increased) by that amount.

The cancellation voucher is primarily used to remove from the A/P Open Item file erroneously posted vouchers before the vouchers have a chance to appear on the vendor's check. A voucher posted to the wrong vendor, for instance, would be cancelled then re-entered for the correct vendor. Vouchers that have been partially paid are not eligible for cancellation and must be purged from the file by appearing on a vendor check.

Non-A/P Check Voucher

A non-A/P check voucher is used to record the purchase of goods or services in the case where payment occurred without the invoice having been entered in the A/P system. Payment must be made from the same cash account that is used for normal A/P activity, or adjusting general ledger entries must be made to accommodate the use of petty cash or another cash account once the voucher has been posted.

A non-A/P check voucher is available primarily to allow you to use the A/P system to record the expense distributions of cash purchases and to automatically update vendor purchases and discount history in the Vendor file.

Accounts Payable is not affected by the entry of a non-A/P check voucher. For a voucher with a positive invoice amount, the cash account is credited (decreased), the discount account is credited (increased) and the expense accounts are debited (increased). A negative non-A/P check voucher may be entered to back out the distributions for a non-A/P check voucher that was erroneously entered, or to void a computer-paid check (see Appendix 1 for more information on voiding checks). Unlike regular vouchers and cancellation vouchers, the expense distributions for non-A/P check vouchers are dated with the check date of the voucher since it is assumed that the expense was incurred at the time of purchase.

Adjustment to Distribution Voucher

This voucher is used to redistribute expenses for a voucher that has already been posted to the A/P Open Item file. If you discover, after posting a voucher, that the expense distributions were erroneous you may enter an adjustment to distribution voucher to back out the old distributions and enter new ones. In effect, this feature allows you to make adjusting journal entries through the A/P system as soon as you discover the error rather than waiting until you have merged the A/P distributions with the General Ledger.

When entering such a voucher you will enter fields 1-3. No entries are allowed for the rest of the fields. Enter the vendor number that appeared on the voucher you are adjusting. The other relevant field is the distribution date. This is the date which the adjusting distributions will be assigned so it should be the same as the date of the distributions that are being revised. When adjusting distributions for a regular voucher, the distribution date that you enter should be the same as the distribution date of its orginal voucher. When adjusting distributions for a non-A/P voucher, the distribution date that you enter should be the same as the check date of the original voucher.

After entering these fields you may then enter the correcting distributions by entering distributions opposite in sign but for the same absolute value as those you wish to reverse and entering the correct distributions in their place. The total of all distributions must equal zero before you can terminate entry so it is not possible for the General Ledger to be thrown out of balance by the entries you make.

To enter any of the four transaction types, enter the data as follows:

VOUCHER — The Voucher number, which can be from 1 to 6 numeric digits is assigned automatically when you press the F1 key.

EXAMPLE: Press the F1 key to obtain and display the Voucher Number.

1. TRX TYPE — Enter the Transaction Type, a code of one alphanumeric character, which can have the following values:

R = Regular Voucher
C = Cancellation Voucher
N = Non-A/P Check Voucher
A = Adjustment to Distribution Voucher

Pressing ENTER causes a default to type "R" for the first transaction of the session and thereafter the type will default to the previous type entered.

EXAMPLE: Press ENTER to default to type "R" (Regular Voucher).

2. VENDOR — Enter the Vendor Number, 1 to 6 alphanumeric characters. The value entered must be on file in the Vendor file. The Vendor Name and Terms, as recorded in the Vendor file, will be displayed automatically.

If you know the vendor's name but not the number, you may press the F1 key in this field to skip the entry of the vendor number. You may then enter the name (or any portion of it beginning with the first character) and press ENTER. The computer will display, in succession, each vendor for which the name matches what you entered and ask if it is the right vendor. In this manner you can scan through the vendors with similar names until you locate the one you want.

EXAMPLE: Type 1 0 0 and press ENTER.

3. DIST DATE

This is the date that will be assigned to the Accounts Payable and expense distributions for all transaction types except non-A/P checks. You may feel free to enter any date that is appropriate for the distributions. For instance, if you are processing an invoice for a previous fiscal year you would wish the distributions to be dated within the current fiscal year so you would enter a distribution date that falls within the appropriate period regardless of the document's actual date.

The distribution date serves to assign dates to the distributions of regular, cancellation and adjusting vouchers. The distribution date is not applicable for non-A/P vouchers since the check date of the voucher will be automatically assigned as the distribution date. For these vouchers an entry in this field is not allowed.

EXAMPLE: Type 3 1 5 8 1 to specify a distribution date of 03/15/81.

4. P/O NO

Enter the number of the Purchase Order that authorized the purchase from the vendor; from 1 to 10 alphanumeric characters.

EXAMPLE: Type G 1 1 7 9 and press ENTER to enter G1179 as the P.O. number.

5. INV NO

Enter the vendor's invoice number, from 1 to 8 alphanumeric characters. If the vendor's "invoice" is actually a credit memo, you may want to signify this by prefixing CM to the invoice number.

EXAMPLE: Type A G 2 2 4 0 1 and press ENTER to enter AG22401 as the Invoice Number.

6. INV DATE

Enter the vendor's Invoice Date in the format MMDDYY. The Invoice Date you enter and the vendor's terms as recorded in the Vendor file are used to calculate the due date and the discount cut-off date for this voucher.

EXAMPLE: Type 3 1 5 8 1 and press ENTER to enter 03/15/81 as the Invoice Date.

7. INV AMT

Enter the Invoice Amount, up to 8 numeric digits, with 2 decimal places and an optional minus sign.

For a vendor's invoice, enter the amount as a postive number. For a vendor's credit memo, enter the amount as a negative number.

EXAMPLE: Type 1 2 0 0 and press ENTER to enter 1,200.00 as the Invoice Amount.

8. NON-DISC

Enter the Non-Discountable portion of the Invoice Amount, up to 8 numeric digits, with 2 decimal places and an optional minus sign. This entry identifies that part of the amount entered in field 7 (INV AMT) that is not subject to a discount for early payment.

EXAMPLE: Type 5 0 and press ENTER to enter 50.00 as the Non-Discountable portion of the Invoice Amount.

9. DUE DAYS

Enter the Due Days, that is, the number of days from the Invoice Date when the payable item is due for payment. From 1 to 3 numeric digits are allowed (that is, 0 to 999 days).

When the Due Days are entered, the Due Date is calculated and displayed automatically in data field #10 (DUE DATE). You may press ENTER to skip this field and then enter the Due Date directly in field 10.

If you press F1, the Due Days, Due Date, Discount Days, Discount Date, Discount Percent, and Discount Amount are all calculated based on the values in the Vendor file and are displayed. The default discount account in the A/P Control file is displayed for the discount account if the calculated discount amount is non-zero.

EXAMPLE: Press the F1 key to automatically assign values for fields 9 through 15.

10. DUE DATE

Enter the Due Date in the MMDDYY format. If the F1 key was pressed for data field 9 (DUE DAYS), the Due Date is calculated and displayed automatically based on the values in the Vendor file.

EXAMPLE: The Due Date was displayed after the F1 key was pressed in field 9.

11. DISC DAYS

Enter the Discount Days, that is the number of days within which payment must be made to take advantage of the vendor's early payment discount. The value may range from 1 to 3 numeric digits (that is 0-999).

Discount Days may not be greater than the Due Days entered.

If you press ENTER, this field is skipped momentarily and you may enter the Discount Date (field 12). The Discount Days is then calculated automatically and displayed in field 11.

If F1 was pressed in field 9 (DUE DAYS), Discount Days is taken from the Vendor file and is displayed.

EXAMPLE: Since F1 was pressed in field 9, a value of 10 is displayed.

12\. DISC DATE

Enter the Discount Date in the MMDDYY format. If you pressed ENTER for field 11 (DISC DAYS), the date you enter here will cause the Discount Days to be calculated and displayed in field 11.

You may press ENTER in this field to default the Discount Date to the Invoice Date.

If you pressed F1 for field 9 (DUE DAYS) the Discount Date is calculated on the basis of the Discount Days in the Vendor file and is displayed.

EXAMPLE: Since F1 was pressed for field 9 (DUE DAYS), the Discount Date is displayed automatically.

13\. DISC PCT

You may enter the Discount Percent, in which case, the Discount Amount (field 13) is automatically calculated and displayed. Allowed values have up to 4 numeric digits, with 2 decimal places and an optional minus sign. If you press ENTER this field is skipped and you may enter the Discount Amount in field 14. Field 13 (DISC %) is then calculated and displayed automatically.

If F1 was pressed in field 9, the value from the Vendor file is automatically entered and displayed here.

EXAMPLE: Since F1 was pressed for field 9 (DUE DAYS), a Discount Percent of 2.00 is displayed automatically.

14\. DISC AMT

You may enter the Discount Amount if you did not enter the Discount Percent in field 13 (in which case the Discount Amount is calculated automatically). Allowed values may range up to 7 numeric digits with 2 decimal places and an optional minus sign. If you skipped field 13 to enter the Discount Amount, the Discount Percent is calculated and displayed automatically in field 13.

If F1 was pressed in field 9, the value of Discount Percent specified in the Vendor file is used to calculate and display the Discount Amount.

EXAMPLE: Since F1 was pressed for field 9, a discount amount of 23.00 is displayed.

15. DISC ACCT — Enter here the number of the account to which discount taken will be posted, a 4-digit main account number followed by a 3-digit subaccount number (if profit centers are used in the A/P system). An entry is not allowed if there is no discount applicable for the invoice. You may default to the default discount account in the A/P Control file by pressing ENTER for the main account number.

If, when you enter a voucher, you enter zero for the discount amount and consequently skip the entry of a discount account, you still have the option of taking discount when you select the voucher for payment in the Payment Preparation and Check Printing application. Discount will be posted to the default discount account in this case.

EXAMPLE: Since F1 was pressed in field 9, the default discount account was automatically assigned and displayed.

The next two fields (16 and 17) are used only for a Transaction Type of N (Non-A/P Check Voucher). For other transaction types, these 2 fields are omitted

16. CHECK NO — Enter the check number, up to 6 numeric digits.

17. CHECK DATE — Enter the check date in the format MMDDYY. This is the date by which the cash, discount (if applicable) and expense distributions will be dated.

When data has been entered for all fields that require entries, you are asked:

FIELD NUMBER TO CHANGE ?

To change a data value in one of the first 17 fields, type the number of the field and press ENTER. Then enter the revised data.

If no changes are required, or if you have made a change and no more are required, press ENTER in response to FIELD NUMBER TO CHANGE ?.

Expense Distributions

After the data in fields 1-15 (or 17) are accepted, you are asked to enter distributions of expenses to G/L accounts. The screen will appear as follows:

```
A/P TRX PROCESSING                                                  XYZ CO.
ADD

        VOUCHER     1001

     1. TRX TYPE    R
     2. VENDOR      000100  VERMONT METAL PRODUCTS
                            TERMS: 2/10 NET 30
     3. DIST DATE   03/15/81
     4. P/O NO      G1179             11. DISC DAYS   10
     5. INV NO      AG22401           12. DISC DATE   03/25/81
     6. INV DATE    03/15/81          13. DISC PCT    2.00
     7. INV AMT     1,200.00          14. DISC AMT    23.00
     8. NON-DISC    50.00             15. DISC ACCT   5100-100

     9. DUE DAYS    30
    10. DUE DATE    04/14/81

        DISTRIB: ACCT-NO                                AMOUNT

                 ----

                                         AMT LEFT:    1,200.00
```

You must specifically enter the account number to which all or a portion of the expense will be distributed. The account number entered must exist in the Valid G/L Account file.

Enter the data for distributions as follows:

ACCT-NO Enter the four-digit main account number and press ENTER. If profit centers are used in the A/P system, enter the three-digit subaccount number and press ENTER. The Account Number entered is verified against the Valid G/L Account file and the account description is displayed.

EXAMPLE: Type 5 2 0 0, press ENTER, type 1 0 0, and press ENTER.

AMT Enter the amount of this distribution, up to 8 numeric digits with 2 decimal places and an optional minus sign. If you enter zero, this distribution is deleted.

You may press F1 to default to the amount remaining to distribute (AMT LEFT).

EXAMPLE: Type 5 0 and press ENTER to enter 50.00 as the distribution amount.

You will then be asked, ANY CHANGE ?. If you answer Y, the cursor will be positioned for entry of the amount so that you can re-enter it. Make any changes that are necessary, then type N in response to ANY CHANGE ?.

EXAMPLE: Now enter a distribution for account number 5000-100 with an amount of 1150.00.

The screen, with all data entered, including distributions, will look like:

```
A/P TRX PROCESSING                                                  XYZ CO.
ADD

         VOUCHER     1001

      1. TRX TYPE    R
      2. VENDOR      000100  VERMONT METAL PRODUCTS
                             TERMS: 2/10 NET 30
      3. DIST DATE   03/15/81
      4. P/O NO      G1179              11. DISC DAYS   10
      5. INV NO      AG22401            12. DISC DATE   03/25/81
      6. INV DATE    03/15/81           13. DISC PCT    2.00
      7. INV AMT     1,200.00           14. DISC AMT    23.00
      8. NON-DISC    50.00              15. DISC ACCT   5100-100

      9. DUE DAYS    30
     10. DUE DATE    04/14/81

         DISTRIB: ACCT-NO                                  AMOUNT

                  5000-100  PURCHASES                    1,150.00
                  5200-100  FREIGHT IN                      50.00
                                             AMT LEFT:        .00
```

There is effectively no limit to the number of distributions that can be associated with a particular voucher. Only the last two entered will display on the screen, however.

If you enter the account number of a distribution that has already been entered the existing distribution amount will display and you will be asked ANY CHANGE ?. You may re-enter the amount by responding Y or leave the distribution as it is by responding N.

When the AMT LEFT (Amount Remaining to Distribute) is zero, you may end the entry of distributions by pressing TAB when the cursor is positioned for entry of the next account number.

EXAMPLE: Since the AMT LEFT is zero, press TAB. This completes the transaction entry; the data on the screen is blanked out and the cursor is positioned for entry of the next Voucher Number.

Next, enter a Non-A/P Check Voucher for vendor 000200, as shown on the following screen:

```
A/P TRX PROCESSING                                                 XYZ CO.
ADD

        VOUCHER     1002

     1. TRX TYPE    N
     2. VENDOR      000200  ACME OFFICE SUPPLIES
                            TERMS: 2/15 NET 30
     3. DIST DATE   N/A
     4. P/O NO      G1201             11. DISC DAYS   15
     5. INV NO      85891             12. DISC DATE   03/20/81
     6. INV DATE    03/05/81          13. DISC PCT    2.00
     7. INV AMT     279.50            14. DISC AMT    5.42
     8. NON-DISC    8.50              15. DISC ACCT   5100-200

     9. DUE DAYS    30                16. CHECK NO    2351
    10. DUE DATE    04/04/81          17. CHECK DATE  03/05/81

        DISTRIB: ACCT-NO                                  AMOUNT

                 6140-200  OFFICE SUPPLIES                271.00
                 5200-200  FREIGHT IN                       8.50
                                          AMT LEFT:          .00
```

EXAMPLE: Enter another transaction (Regular Voucher) as shown on the following screen.

```
A/P TRX PROCESSING                                                 XYZ CO.
ADD

        VOUCHER     1003

     1. TRX TYPE    R
     2. VENDOR      000800  REYNOLDS TOOL COMPANY
                            TERMS: 6/25 NET 60
     3. DIST DATE   03/11/81
     4. P/O NO      G1257             11. DISC DAYS   25
     5. INV NO      AG22597           12. DISC DATE   04/05/81
     6. INV DATE    03/11/81          13. DISC PCT    6.00
     7. INV AMT     931.74            14. DISC AMT    54.36
     8. NON-DISC    25.74             15. DISC ACCT   5100-100

     9. DUE DAYS    60
    10. DUE DATE    05/10/81

        DISTRIB: ACCT-NO                                  AMOUNT

                 5000-100  PURCHASES                      906.00
                 5200-100  FREIGHT IN                      25.74
                                          AMT LEFT:          .00
```

When there are no more transactions to be entered, press TAB for the Voucher Number entry. The program returns to the A/P Trx Processing menu.

EXAMPLE: Press TAB for the Voucher Number.

Change/Inquire Transactions

When the A/P Trx Processing menu is displayed, type 2 and press ENTER.

The screen will look like:

```
A/P TRX PROCESSING                                                    XYZ CO.
CHANGE/INQUIRE

       * VOUCHER    ------

      1. TRX TYPE
      2. VENDOR

      3. DIST DATE
      4. P/O NO                    11. DISC DAYS
      5. INV NO                    12. DISC DATE
      6. INV DATE                  13. DISC PCT
      7. INV AMT                   14. DISC AMT
      8. NON-DISC                  15. DISC ACCT

      9. DUE DAYS
     10. DUE DATE
```

Enter the Voucher number of the transaction you want to inquire into or change. If a transaction with this voucher number is not found, a message will be displayed:

TRX NOT ON FILE   PRESS "ENTER" TO CONTINUE

When a transaction with this voucher number is located, all the data values (but not the distributions) are displayed.

You are asked:

FIELD NUMBER TO CHANGE ?

Enter the number of the data field to be changed. The value in that field will be blanked out and the cursor will be positioned at the beginning of the field. Enter the new value. You will be asked again:

FIELD NUMBER TO CHANGE ?

When no more changes are required on the upper part of the screen (fields 1-17), press ENTER.

If the invoice amount has not been changed, you will be asked if you wish to change distributions. Answer Y or N as appropriate. If you answer Y, or if the invoice amount was changed requiring a modification of the distributions, the headings for the expense distributions are then displayed and the cursor is positioned for you to enter an account number.

Enter the Account Number of the distribution you wish to change or press F1 while positioned for entry of the main account number to display the first distribution on file for this voucher. You may also enter the account number of a distribution that is not on file in the event that you want to add it.

If the distribution is on file you will be asked:

ANY CHANGE ?

If you answer Y, the cursor will be positioned for entry of the amount after blanking out the former amount. You may delete the distribution by pressing ENTER for the amount.

If the distribution is not on file, the following message will display:

DISTRIBUTION NOT ON FILE - DO YOU WISH TO ADD IT ?

If you answer Y, the cursor will be positined for entry of the amount.

You may press the F1 key for the account number to display subsequent distributions on file for this voucher. Continue adding and/or changing distributions until all corrections have been made and the amount remaining to distribute is equal to zero.

When the amounts are fully redistributed and the cursor is positioned for entry of the account number, press TAB to end distribution.

After you end off changing the distributions, the program returns and requests a Voucher Number for the next transaction to be changed or inquired into.

When no more transactions are to be changed or inquired into, press TAB in response to the voucher number entry. The program returns to the A/P Trx Processing menu.

Delete Transactions

When the A/P Trx Processing menu is displayed, type 3 and press ENTER.

The screen will look like:

```
A/P TRX PROCESSING                                                    XYZ CO.
DELETE

        * VOUCHER    ------

       1. TRX TYPE
       2. VENDOR

       3. DIST DATE
       4. P/O NO                      11. DISC DAYS
       5. INV NO                      12. DISC DATE
       6. INV DATE                    13. DISC PCT
       7. INV AMT                     14. DISC AMT
       8. NON-DISC                    15. DISC ACCT

       9. DUE DAYS
      10. DUE DATE
```

Enter the Voucher Number of the transaction that you want to delete. The transaction is displayed and you are asked:

OK TO DELETE TRX ?

Answer Y or N, as appropriate. If you answer N, the data values on the screen are blanked out and the cursor is positioned for entry of another Voucher Number.

If you answer Y, a message is displayed:

TRX DELETED   PRESS "ENTER" TO CONTINUE

Press ENTER. The data values of the deleted transaction are erased from the screen and the cursor is positioned for the entry of the Voucher Number of the next transaction to be deleted.

To terminate deleting transactions press TAB when the cursor is positioned at the Voucher Number field. The program returns to the A/P Trx Processing menu.

Print Transaction Edit List

When the A/P Trx Processing menu is displayed, type 4 and press ENTER.

The A/P Transaction Edit List is then printed automatically. This report lists every voucher that has been entered but not yet posted. The data for each voucher is shown as it was entered except for cancellation vouchers. The various amounts for a cancellation voucher are shown with their signs reversed to indicate the effect that the voucher will have on the A/P system once it is posted.

A sample of the A/P Transaction Edit List showing the transactions you were recommended to enter follows at the end of this section.

After printing is complete, the program returns to the A/P Trx Processing menu.

Post Transactions to A/P Files

When you have verified that the transactions, as printed in the A/P Transaction Edit List, are correct and complete, you are ready to post these transactions. The transactions will then become part of the A/P Open Item file. The transaction amounts that were automatically and/or manually distributed to various accounts are also posted to update the A/P Distribution file at this time.

To post the transactions, when the A/P Trx Processing menu is displayed, type 5 and press ENTER.

EXAMPLE: Type 5 in response to the A/P Trx Processing menu and press ENTER.

A question is displayed:

ARE A/P TRANSACTIONS OK TO POST ?

Answer Y or N, as appropriate. (Presumably, you have checked the transactions and verified that they are OK before you selected posting, so normally you would respond by typing Y and pressing ENTER.)

EXAMPLE: Type Y and press ENTER.

The A/P Transaction Register is then printed.

Which files are updated during posting is determined by the transaction type for individual vouchers. For regular vouchers (type R) the transaction is posted as a new entry to the A/P Open Item file. The Purchases Year-to-Date field in the Vendor file is updated for this vendor by the amount of the invoice. The invoice amount is posted as a credit (or, debit, if negative) to the Accounts Payable account specified in the A/P Control file and the expense distributions are posted as debits (or, credits, if negative).

For cancellation vouchers (type C) the posting program searches for a voucher in the A/P Open Item file that matches the cancellation voucher's invoice number and amount. If a match is found, that voucher is deleted from the A/P Open Item file, the vendor's Purchases Year-to-Date field is reduced by the amount of the invoice, then the distributions for the cancellation voucher are posted (with their signs reversed) to the A/P Distribution file. If no match is found, the cancellation voucher and its distributions are ignored.

For adjustment to distribution vouchers (type A), the distributions are posted to the A/P Distribution file as they were manually entered. The A/P account and the A/P Open Item file are unaffected.

For non-A/P check vouchers (type N) the cash account specified in the A/P Control file is credited by the check amount and the discount account associated with the voucher is credited by the amount of the discount. Expense distributions are posted as debits. (Non-A/P check vouchers with a negative invoice amount will, of course, post debits to cash and discount taken and credits to expense). The Purchase and Discount Year-to-Date fields in the Vendor file will be udpated by the appropriate amounts for that vendor. The A/P account and the A/P Open Item file are unaffected for non-A/P vouchers but the check information is stored so that it will appear on the next edition of the Check Register that is printed during the Payment Preparation and Check Printing application.

When posting is complete, a message is displayed:

A/P TRX HAVE BEEN POSTED TO A/P FILES   PRESS "ENTER" TO CONTINUE

After you press ENTER, the program returns to the Accounts Payable Menu #1.

Additional Sample Transaction Entry

EXAMPLE: You must now enter additional transactions to provide a more complete data base with which to work in subsequent applications.

First, enter a cancellation voucher to delete voucher number 1001 from the A/P Open Item file. This voucher will later be re-entered for Vendor #800, the correct vendor.

Enter the cancellation voucher as it appears on the following screen:

```
A/P TRX PROCESSING                                                XYZ CO.
ADD

        VOUCHER    1004

     1. TRX TYPE   C
     2. VENDOR     000100  VERMONT METAL PRODUCTS
                           TERMS: 2/10 NET 30
     3. DIST DATE  03/15/81
     4. P/O NO     G1179           11. DISC DAYS  10
     5. INV NO     AG22401         12. DISC DATE  03/25/81
     6. INV DATE   03/15/81        13. DISC PCT   2.00
     7. INV AMT    1,200.00        14. DISC AMT   23.00
     8. NON-DISC   50.00           15. DISC ACCT  5100-100

     9. DUE DAYS   30
    10. DUE DATE   04/14/81

        DISTRIB: ACCT-NO                                    AMOUNT

              5000-100  PURCHASES                         1,150.00
              5200-100  FREIGHT IN                           50.00
                                            AMT LEFT:          .00
```

Post this transaction immediately to prepare for entry of the rest of the transactions.

Then enter the transactions that are listed on the second A/P Transaction Edit List at the end of this section. Once the transactions have been entered, print your own Edit List to verify that your entries match those that are shown. When all transactions are OK, post the transactions.

Ending A/P Trx Processing

To end the A/P Trx Processing application, press TAB as the A/P Trx Processing menu selection. The program returns to Accounts Payable Menu #1.

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

A / P T R A N S A C T I O N E D I T L I S T

TRX TYPES: R = REGULAR VOUCHER C = CANCELLATION VOUCHER A = ADJUSTMENT TO DISTRIBUTION N = NON-A/P CHECK VOUCHER

VCH-NO TRX-TYP	VENDOR NO	VENDOR NAME/TERMS	DIST-DATE P/O-NO	INV-NO INV-DATE	INV-AMT NON-DISC-AMT	DUE-DAYS DUE-DATE	DISC-DAYS DISC-DATE	DISC-PCT DISC-AMT	DISC-ACCT	CHK-NO CHK-DATE
1001 R	000100	VERMONT METAL PRODUCTS 2/10 NET 30	03/15/81 G1179	AG22401 03/15/81	1,200.00 50.00	30 04/14/81	10 03/25/81	2.00 23.00	5100-100	
	DISTRIBUTION:	5000-100 PURCHASES 5200-100 FREIGHT IN			1,150.00 50.00					
1002 N	000200	ACME OFFICE SUPPLIES 2/15 NET 30	N/A G1201	85891 03/05/81	279.50 8.50	30 04/04/81	15 03/20/81	2.00 5.42	5100-200	2351 03/05/81
	DISTRIBUTION:	5200-200 FREIGHT IN 6140-200 OFFICE SUPPLIES			8.50 271.00					
1003 R	000800	REYNOLDS TOOL COMPANY 6/25 NET 60	03/11/81 G1257	AG22597 03/11/81	931.74 25.74	60 05/10/81	25 04/05/81	6.00 54.36	5100-100	
	DISTRIBUTION:	5000-100 PURCHASES 5200-100 FREIGHT IN			906.00 25.74					

```
RUN DATE: 08/17/81                          XYZ COMPANY                                      PAGE 0002
                          A / P   T R A N S A C T I O N   E D I T   L I S T

    3 TRANSACTIONS ENTERED                INVOICE AMT TOTAL:     2,411.24
    2 REGULAR VOUCHERS      0 CANCELLATIONS       0 ADJUSTMENTS       1 NON-A/P CHECKS
```

```
RUN DATE: 08/17/81                                XYZ COMPANY                                                PAGE 0001
                                 A / P   T R A N S A C T I O N   E D I T   L I S T

TRX TYPES: R = REGULAR VOUCHER   C = CANCELLATION VOUCHER   A = ADJUSTMENT TO DISTRIBUTION   N = NON-A/P CHECK VOUCHER

VCH-NO  -------------VENDOR--------------  DIST-DATE   INV-NO        INV-AMT  DUE-DAYS  DISC-DAYS   DISC-PCT  DISC-ACCT   CHK-NO
TRX-TYP   NO    NAME/TERMS                 P/O-NO      INV-DATE NON-DISC-AMT DUE-DATE  DISC-DATE   DISC-AMT              CHK-DATE

  1005  000300  RED LINE FREIGHT           03/20/81    44237          68.50      30         0                   N/A
  R             NET 30                     G1185       03/20/81         .00  04/19/81  03/20/81

        DISTRIBUTION: 6120-100  FREIGHT OUT & DELIVERY        45.00
                      6120-200  FREIGHT OUT & DELIVERY        23.50

  1006  000300  RED LINE FREIGHT           03/12/81    43561         103.54      30         0                   N/A
  R             NET 30                     G1225       03/12/81         .00  04/11/81  03/12/81

        DISTRIBUTION: 5200-100  FREIGHT IN                   103.54

  1007  000400  JONES PROPERTY MANAGEMENT  04/01/81    APR RENT    5,000.00       0         0                   N/A
  R             MONTHLY PAYMENT            N/A         04/01/81         .00  04/01/81  04/01/81

        DISTRIBUTION: 6100-100  RENT EXPENSE                2,000.00
                      6100-200  RENT EXPENSE                3,000.00

  1008  000500  E-Z REPAIRS                04/01/81    2357          225.95      30         0                   N/A
  R             NET 30                     A501        04/01/81         .00  05/01/81  04/01/81

        DISTRIBUTION: 6170-100  MAINTENANCE & REPAIRS        225.95

  1009  000500  E-Z REPAIRS                04/05/81    2398           74.10      30         0                   N/A
  R             NET 30                     A601        04/05/81         .00  05/05/81  04/05/81

        DISTRIBUTION: 6170-100  MAINTENANCE & REPAIRS         74.10

  1010  000500  E-Z REPAIRS                04/07/81    2410          157.94      30         0                   N/A
  R             NET 30                     A656        04/07/81         .00  05/07/81  04/07/81

        DISTRIBUTION: 6170-200  MAINTENANCE & REPAIRS        157.94

  1011  000500  E-Z REPAIRS                   N/A      2449           47.35      30         0                   N/A          2405
  N             NET 30                     A698        04/09/81         .00  05/09/81  04/09/81                           04/09/81

        DISTRIBUTION: 6170-200  MAINTENANCE & REPAIRS         47.35

  1012  000600  PACIFIC TELEPHONE          04/03/81    MAR BILL      831.77      20         0                   N/A
  R             NET 20                     B4463       04/03/81         .00  04/23/81  04/03/81

        DISTRIBUTION: 6150-100  TELEPHONE EXPENSE            301.97
                      6150-200  TELEPHONE EXPENSE            529.80

  1013  000700  HANSON MANUFACTURING CO.   03/12/81    77250931    8,755.24      60        30         5.00   5100-100
  R             5/30 NET 60                G1225       03/12/81      135.11  05/11/81  04/11/81     431.01

        DISTRIBUTION: 5000-100  PURCHASES                   8,620.13
                      5200-100  FREIGHT IN                   135.11
```

```
RUN DATE: 08/17/81                                  XYZ COMPANY                                                  PAGE 0002
                                          A / P   T R A N S A C T I O N   E D I T   L I S T

VCH-NO  -------------VENDOR--------------  DIST-DATE   INV-NO        INV-AMT  DUE-DAYS  DISC-DAYS   DISC-PCT  DISC-ACCT   CHK-NO
TRX-TYP  NO     NAME/TERMS                 P/O-NO      INV-DATE NON-DISC-AMT DUE-DATE  DISC-DATE   DISC-AMT             CHK-DATE

  1014  000700  HANSON MANUFACTURING CO.   03/12/81    77250932     6,050.12     60        30          5.00   5100-200
  R             5/30 NET 60                G1226       03/12/81       112.31  05/11/81  04/11/81     296.89

        DISTRIBUTION: 5000-200  PURCHASES                        5,937.81
                      5200-200  FREIGHT IN                         112.31

  1015  000700  HANSON MANUFACTURING CO.   03/20/81    77252259     2,231.47     60        30          5.00   5100-100
  R             5/30 NET 60                G1225       03/20/81        82.56  05/19/81  04/19/81     107.45

        DISTRIBUTION: 5000-100  PURCHASES                        2,148.91
                      5200-100  FREIGHT IN                          82.56

  1016  000800  REYNOLDS TOOL COMPANY      03/13/81    AG22601      1,135.17     60        25          6.00   5100-200
  R             6/25 NET 60                G1257       03/13/81       197.21  05/12/81  04/07/81      56.28

        DISTRIBUTION: 5000-200  PURCHASES                          937.96
                      5200-200  FREIGHT IN                         197.21

  1017  000800  REYNOLDS TOOL COMPANY      03/15/81    AG22401      1,200.00     60        25          6.00   5100-100
  R             6/25 NET 60                G1179       03/15/81        50.00  05/14/81  04/09/81      69.00

        DISTRIBUTION: 5000-100  PURCHASES                        1,150.00
                      5200-100  FREIGHT IN                          50.00

  1018  000200  ACME OFFICE SUPPLIES       03/05/81
  A             2/15 NET 30

        DISTRIBUTION: 5100-100  PURCHASE DISCOUNTS                   5.42
                      5100-200  PURCHASE DISCOUNTS                   5.42-
                      5200-100  FREIGHT IN                           8.50
                      5200-200  FREIGHT IN                           8.50-
                      6140-100  OFFICE SUPPLIES                    271.00
                      6140-200  OFFICE SUPPLIES                    271.00-
```

```
RUN DATE: 08/17/81                    XYZ COMPANY                                          PAGE 0003
                        A / P   T R A N S A C T I O N   E D I T   L I S T

   14 TRANSACTIONS ENTERED                 INVOICE AMT TOTAL:    25,881.15
   12 REGULAR VOUCHERS      0 CANCELLATIONS       1 ADJUSTMENTS       1 NON-A/P CHECKS
```

PRINT A/P OPEN ITEM REPORT

You use this application to print a report of all items in the A/P Open Item file. These items include all new A/P transactions that have been entered and posted. Among other information, the A/P Open Item Report shows the age of open items as of a particular date that you specify (called the aging date).

In order to run this program it is necessary to have the A/P Programs #1 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select Print A/P Open Item Report from Accounts Payable Menu #1 by typing 2 and pressing ENTER.

The following screen is then displayed:

```
PRINT A/P OPEN ITEM REPORT                                        XYZ CO.




                    PLEASE ENTER:

                         1. STARTING VENDOR NO

                         2. ENDING VENDOR NO

                         3. AGING DATE

                         4. SHOW DETAIL ?

                         5. INCLUDE ITEMS
                            PAST AGING DATE ?
```

Enter the data as follows:

1. STARTING VENDOR NO — Enter the Starting Vendor Number, from 1 to 6 alphanumeric characters. The number entered need not be that of a valid vendor. You may press ENTER to default to "ALL" (all vendors).

   EXAMPLE: Type 3 0 0 and press ENTER.

2. ENDING VENDOR NO — Enter the Ending Vendor Number, from 1 to 6 alphanumeric characters. You may press ENTER to default to the same value as entered for Starting Vendor Number. The number entered need not be that of a valid vendor. If "ALL" was selected for Starting Vendor Number this field will be skipped.

   EXAMPLE: Type 7 0 0 and press ENTER.

3. AGING DATE — Enter the Aging Date in MMDDYY format. The entry must be a valid date. You may press ENTER to default to the system date.

   EXAMPLE: Type 5 3 1 8 1 and press ENTER to enter 5/31/81 as the Aging Date.

4. SHOW DETAIL ? — Answer Y or N. You may press ENTER to default to Y. The answer you give determines whether the report is to include full details on the A/P Open Items or only a summary showing aged totals by vendor and grand totals.

   EXAMPLE: Press ENTER to default to Y (print detail).

5. INCLUDE ITEMS PAST AGING DATE ? — Answer Y or N. Answer Y to include on the report open items that are dated later than the aging date entered as field 3. If you answer Y, such items will be included in the first aging category even though their age will be represented as a negative number.

   You may default to Y by pressing ENTER.

   EXAMPLE: Press ENTER.

The screen will now look like:

```
PRINT A/P OPEN ITEM REPORT                                          XYZ CO.



               PLEASE ENTER:

                   1. STARTING VENDOR NO   000300

                   2. ENDING VENDOR NO     000700

                   3. AGING DATE           05/31/81

                   4. SHOW DETAIL ?        Y

                   5. INCLUDE ITEMS        Y
                      PAST AGING DATE ?




FIELD NUMBER TO CHANGE ?  ___
```

Make any changes that are necessary. When there are no more data fields to be changed, press ENTER in response to FIELD NUMBER TO CHANGE ?. The A/P Open Item Report is then printed.

When printing is completed, a new Starting Vendor Number is requested. Press TAB when the cursor is positioned at STARTING VENDOR NO to return to the Accounts Payable menu.

Samples of the A/P Open Item Report (both in detail and summary format) showing the vouchers you were recommended to enter are included at the end of this section. The summary version shows "ALL" vendors.

Notes on the A/P Open Item Report

If 999 was not entered for the Number of Aging Days in Period 4 in the A/P Control file, items that are older than the number of days specified will not be included in an aging category. Such items will be included in the vendor balance amounts (Vendor Balance and Vendor Net) however and, if detail is shown, voucher information will be provided.

The maximum age that can be represented on the report for a particular voucher is 999 days. Any vouchers with an age greater than this will have their age printed as 999 days regardless of their actual age.

PRINT A/P OPEN ITEM REPORT

```
RUN DATE: 08/17/81                              XYZ COMPANY                                                  PAGE 0001
                                        A / P   O P E N   I T E M   R E P O R T

VENDOR NO RANGE: 000300 TO 000700

AGED AS OF 05/31/81 BASED UPON INVOICE DATES

NOTE: ASTERISK BESIDE VOUCHER MEANS ITEM IS PERMANENTLY DEFERRED

-------------VENDOR--------------         VENDOR     VALID          VENDOR  --------------------AGED VENDOR NET--------------------
  NO     NAME/TERMS                        BALANCE   DISCOUNTS         NET     CURRENT   31 - 60 DAYS  61 - 90 DAYS  OVER 90 DAYS

000300  RED LINE FREIGHT                    172.04         .00       172.04        .00          .00        172.04           .00
        NET 30

   VCH-NO  DST-DATE  P/O-NO        INV-NO    INV-DATE  DUE-DATE  DSC-DATE  DSC-ACCT   INV-AMT   AMT-PAID  VALID-DSC     INV-NET  AGE
     1005  03/20/81  G1185         44237     03/20/81  04/19/81  03/20/81    N/A        68.50        .00        .00       68.50   72
     1006  03/12/81  G1225         43561     03/12/81  04/11/81  03/12/81    N/A       103.54        .00        .00      103.54   80

000400  JONES PROPERTY MANAGEMENT         5,000.00         .00     5,000.00        .00     5,000.00           .00           .00
        MONTHLY PAYMENT

   VCH-NO  DST-DATE  P/O-NO        INV-NO    INV-DATE  DUE-DATE  DSC-DATE  DSC-ACCT   INV-AMT   AMT-PAID  VALID-DSC     INV-NET  AGE
     1007  04/01/81  N/A           APR RENT  04/01/81  04/01/81  04/01/81    N/A     5,000.00        .00        .00    5,000.00   60

000500  E-Z REPAIRS                         457.99         .00       457.99        .00       457.99           .00           .00
        NET 30

   VCH-NO  DST-DATE  P/O-NO        INV-NO    INV-DATE  DUE-DATE  DSC-DATE  DSC-ACCT   INV-AMT   AMT-PAID  VALID-DSC     INV-NET  AGE
     1008  04/01/81  A501          2357      04/01/81  05/01/81  04/01/81    N/A       225.95        .00        .00      225.95   60
     1009  04/05/81  A601          2398      04/05/81  05/05/81  04/05/81    N/A        74.10        .00        .00       74.10   56
     1010  04/07/81  A656          2410      04/07/81  05/07/81  04/07/81    N/A       157.94        .00        .00      157.94   54

000600  PACIFIC TELEPHONE                   831.77         .00       831.77        .00       831.77           .00           .00
        NET 20

   VCH-NO  DST-DATE  P/O-NO        INV-NO    INV-DATE  DUE-DATE  DSC-DATE  DSC-ACCT   INV-AMT   AMT-PAID  VALID-DSC     INV-NET  AGE
     1012  04/03/81  B4463         MAR BILL  04/03/81  04/23/81  04/03/81    N/A       831.77        .00        .00      831.77   58

000700  HANSON MANUFACTURING CO.         17,036.83         .00    17,036.83        .00          .00     17,036.83           .00
        5/30 NET 60

   VCH-NO  DST-DATE  P/O-NO        INV-NO    INV-DATE  DUE-DATE  DSC-DATE  DSC-ACCT   INV-AMT   AMT-PAID  VALID-DSC     INV-NET  AGE
     1013  03/12/81  G1225         77250931  03/12/81  05/11/81  04/11/81  5100-100  8,755.24        .00        .00    8,755.24   80
     1014  03/12/81  G1226         77250932  03/12/81  05/11/81  04/11/81  5100-200  6,050.12        .00        .00    6,050.12   80
     1015  03/20/81  G1225         77252259  03/20/81  05/19/81  04/19/81  5100-100  2,231.47        .00        .00    2,231.47   72
```

RUN DATE: 08/17/81

XYZ COMPANY

PAGE 0002

A / P O P E N I T E M R E P O R T

-----VENDOR----- NO	NAME/TERMS		VENDOR BALANCE	VALID DISCOUNTS	VENDOR NET	---AGED VENDOR NET--- CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
		GRAND TOTALS:	23,498.63	.00	23,498.63	.00	6,289.76	17,208.87	.00

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

A / P OPEN ITEM REPORT

VENDOR NO RANGE: ALL

AGED AS OF 05/31/81 BASED UPON INVOICE DATES

NOTE: ASTERISK BESIDE VOUCHER MEANS ITEM IS PERMANENTLY DEFERRED

VENDOR NO	VENDOR NAME/TERMS	VENDOR BALANCE	VALID DISCOUNTS	VENDOR NET	AGED VENDOR NET CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
000300	RED LINE FREIGHT NET 30	172.04	.00	172.04	.00	.00	172.04	.00
000400	JONES PROPERTY MANAGEMENT MONTHLY PAYMENT	5,000.00	.00	5,000.00	.00	5,000.00	.00	.00
000500	E-Z REPAIRS NET 30	457.99	.00	457.99	.00	457.99	.00	.00
000600	PACIFIC TELEPHONE NET 20	831.77	.00	831.77	.00	831.77	.00	.00
000700	HANSON MANUFACTURING CO. 5/30 NET 60	17,036.83	.00	17,036.83	.00	.00	17,036.83	.00
000800	REYNOLDS TOOL COMPANY 6/25 NET 60	3,266.91	179.64	3,087.27	.00	.00	3,087.27	.00

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A / P O P E N I T E M R E P O R T

VENDOR NO	VENDOR NAME/TERMS	VENDOR BALANCE	VALID DISCOUNTS	VENDOR NET	AGED VENDOR NET CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
	GRAND TOTALS:	26,765.54	179.64	26,585.90	.00	6,289.76	20,296.14	.00

VENDOR ACCOUNT INQUIRY

This application allows you to inquire into a particular vendor's account. It displays all the A/P open items on file for the vendor that you specify. This mode of account inquiry provides fast access to the A/P Open Item file when you are handling phone inquiries or correspondence.

In order to run this application you must have the A/P Programs #2 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select Vendor Account Inquiry from Accounts Payable Menu #2 by typing 2 and pressing ENTER. The screen will display as follows:

```
VENDOR ACCOUNT INQUIRY                                              XYZ CO.
VENDOR: ------

VCH-NO P/O-NO     INV-NO   INV-DATE DUE-DATE    INV-BAL    DISC-BAL    NET-DUE
```

Enter the Vendor Number as requested. The vendor "number" may be from 1 to 6 alphanumeric characters in length and must be on file in the Vendor file.

EXAMPLE: Type 5 0 0 and press ENTER for the vendor number.

The following screen is displayed:

```
VENDOR ACCOUNT INQUIRY                                                    XYZ CO.
VENDOR: 000500  E-Z REPAIRS                      TERMS: NET 30

VCH-NO P/O-NO     INV-NO    INV-DATE DUE-DATE    INV-BAL      DISC-BAL      NET-DUE

1008   A501       2357      04/01/81 05/01/81     225.95           .00       225.95
1009   A601       2398      04/05/81 05/05/81      74.10           .00        74.10
1010   A656       2410      04/07/81 05/07/81     157.94           .00       157.94









                                  VENDOR TOTALS:   457.99           .00       457.99

END OF ACCOUNT - PRESS F1 TO ENTER NEXT VENDOR
```

A/P open items are displayed in order by their voucher numbers (VCH-NO). There are three open items for Vendor # 000500 displayed above; voucher #1008, #1009 and #1010.

The invoice balance (INV-BAL) includes both discountable and non-discountable portions of the invoice amount and is the balance that remains to be paid in the event that there have been partial payments applied to the open item. If there have been partial payments, the letter "P" will display to the right of the invoice balance.

The discount balance (DISC-BAL) shows the discount amount that remains to be taken although the validity of the discount is not considered at this point.

The net balance (NET-DUE) is merely the invoice balance minus the discount balance and shows how much remains to be paid on each open item if the full discount balance is taken.

Up to 15 open items can be displayed on the screen. If the A/P Open Item file contains more than 15 items for this vendor, the additional items can be displayed on additional screens, with up to 15 items per screen. When there are more items to be displayed, a message:

PRESS F1 TO SEE NEXT PAGE

is displayed. ("Page" and "screen" are synonymous here, meaning up to 15 open items.) Press the F1 key to advance to the next screen. You also have the option of pressing RESTART (press the CTRL key and the R key simultaneously) to clear the screen for entry of a new vendor number.

When you are looking at a second, third or subsequent screen of open items, a message is displayed at the bottom of the screen:

PRESS F1 TO SEE NEXT PAGE, PRESS F2 TO SEE PREVIOUS PAGE

You may press the F2 key to return to the previous screen or you may repeatedly press the F2 key until you return to the first screen then advance again by pressing the F1 key until all items have been displayed.

You may also terminate the display before viewing all open items by pressing RESTART in response to this message.

The last screen of open items shows vendor totals and displays a message at the bottom:

END OF ACCOUNT - PRESS F2 TO SEE PREVIOUS, PRESS F1 TO ENTER NEXT VENDOR

You may press the F2 key to return to the previous page or press the F1 key to clear the screen and enter the next vendor number. The RESTART combination is not allowed in response to this message since the F1 key accomplishes the same function.

When you have finished reviewing all open items for the vendor, press F1. The data on the screen is blanked out and you are requested to enter another Vendor Number. Enter the number of the next vendor whose open items you wish to display.

Ending Vendor Account Inquiry

To end this application, press the TAB key when the cursor is positioned for entry of the Vendor Number. The program returns to Accounts Payable Menu #2.

A/P OPEN ITEM ADJUSTMENT

You may use this application to make adjustments to items in the A/P Open Item file. You may change the Due Date, Discount Date, Allowable Discount Balance or you may enter a manual payment for an open item.

In order to run this application you must have the A/P Programs #1 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select A/P Open Item Adjustment from Accounts Payable Menu #1 by typing 3 and pressing ENTER.

The following screen is displayed:

```
A/P OPEN ITEM ADJUSTMENT                                        XYZ CO.



              PLEASE SELECT _

                  1. ADD ADJUSTMENTS

                  2. CHANGE/INQUIRE ADJUSTMENTS

                  3. DELETE ADJUSTMENTS

                  4. PRINT ADJUSTMENT EDIT LIST

                  5. POST ADJUSTMENTS TO A/P FILES
```

Add Adjustments

When the A/P Open Item Adjustment menu is displayed, type 1 and press ENTER. The screen will show:

```
A/P OPEN ITEM ADJUSTMENT                                              XYZ CO.
ADD

                       * TRX TYPE          _

                       * VENDOR NO

                       * VOUCHER NO

                         P/O NO
                         INVOICE NO
                         INVOICE DATE
                         INVOICE BAL
                         DISCOUNT BAL
                         DUE DATE
                         DISCOUNT DATE




C = CHANGE DUE DATE/DISC DATE/DISC BAL   M = MARK VOUCHER AS MANUALLY PAID
```

Enter the data as follows:

* TRX TYPE	Enter a one-letter code to define the transaction type, as follows: C = Change Due Date, Discount Date or Discount Balance. M = Mark voucher as manually paid. EXAMPLE: Type C and press ENTER.
* VENDOR NO	Enter the Vendor Number, one to six alphanumeric characters. After you enter the Vendor Number, the vendor's Name will be displayed. EXAMPLE: Type 5 0 0 and press ENTER.
* VOUCHER NO	Enter the Voucher Number, from one to six numeric digits. EXAMPLE: Type 1 0 0 8 and press ENTER.

The TRX TYPE identifies the type of open item adjustment. The code (C or M) entered in this field causes the system to request different types of information on the screen, relating either to change in the Due Date, Discount Date, or Discount Balance, or to a manual payment.

The VENDOR NO and VOUCHER NO are "key fields" that uniquely identify the voucher to be adjusted.

Once the voucher has been identified, its contents are displayed; that is, the program displays the data for the Purchase Order Number, Invoice Number, Invoice Date, Invoice Balance, Discount Balance, Due Date and Discount Date. Depending upon the TRX TYPE, different entry fields then appear below this information.

After the entry of transaction type C, vendor number 000500 and voucher number 1008, the screen appears as follows:

```
A/P OPEN ITEM ADJUSTMENT                                               XYZ CO.
ADD

                 * TRX TYPE        C

                 * VENDOR NO       000500  E-Z REPAIRS
                                           TERMS: NET 30
                 * VOUCHER NO      1008

                   P/O NO          A501
                   INVOICE NO      2357
                   INVOICE DATE    04/01/81
                   INVOICE BAL     225.95
                   DISCOUNT BAL    .00
                   DUE DATE        05/01/81
                   DISCOUNT DATE   04/01/81

                1. NEW DUE DATE    ------
                2. NEW DISC DATE
                3. NEW DISC BAL
```

Transaction Type C

Enter the data for transaction type C as follows:

1. NEW DUE DATE — Enter the New Due Date in MMDDYY format. The date you enter must not be earlier than the Invoice Date. You may default to the old due date by pressing ENTER.

   EXAMPLE: Type 5 1 0 8 1 and press ENTER.

2. NEW DISC DATE — Enter the New Discount Date in MMDDYY format.

   The date you enter must not be earlier than the Invoice Date or later than the New Due Date. You may default to the old discount date by pressing ENTER.

   EXAMPLE: Type 4 1 0 8 1 and press ENTER.

3. NEW DISC BAL — Enter the New Discount Balance allowed on the open item, up to seven numeric digits including two decimal positions and an optional minus sign.

EXAMPLE: Type 2 . 2 6 and press ENTER.

The screen will now show:

```
A/P OPEN ITEM ADJUSTMENT                                                  XYZ CO.
ADD

                    * TRX TYPE         C

                    * VENDOR NO        000500  E-Z REPAIRS
                                               TERMS: NET 30
                    * VOUCHER NO       1008

                      P/O NO           A501
                      INVOICE NO       2357
                      INVOICE DATE     04/01/81
                      INVOICE BAL      225.95
                      DISCOUNT BAL     .00
                      DUE DATE         05/01/81
                      DISCOUNT DATE    04/01/81

                   1. NEW DUE DATE     05/10/81
                   2. NEW DISC DATE    04/10/81
                   3. NEW DISC BAL     2.26



FIELD NUMBER TO CHANGE ? ___
```

Enter the number of any data field that you wish to change. That field will be blanked out and the cursor will be positioned at the beginning of the field. Enter the revised data.

If no changes are required, or if you have made a change (or changes) and no more changes are required, press ENTER in response to FIELD NUMBER TO CHANGE ?.

The data, as displayed, is accepted, the data values on the screen are blanked out, and the cursor is positioned for entry of TRX TYPE for the next A/P open item adjustment.

Transaction Type M

You select this Transaction Type if an A/P open item is paid manually (with a typed or hand-written, as opposed to a computer-printed check). This adjustment, when posted, will purge the fully-paid items from the A/P Open Item file and update the Discounts Year-to-Date fields in the Vendor file if applicable. The General Ledger distributions that result from this transaction are debits to Accounts Payable and credits to cash and discount taken. If the payment was made from a cash account other than that used in Accounts Payable, adjusting journal entries will have to be made to correct the distribution of cash. Such adjustments can be made at the General Ledger level or through the entry of an Adjustment to Distribution Voucher in A/P Trx Processing.

If more than one open item was paid on a single manual check, individual manual payment transactions must be entered for each of the vouchers that was paid. For each such transaction, the check number and check date would be the same but the check and discount amounts would vary depending upon the amount of a particular voucher.

The manual check will be shown on the A/P Check Register, which can be requested in the Payment Preparation and Check Printing application.

EXAMPLE: Enter the first three data fields as shown on the following screen. The data below the entry fields displays automatically once the entries have been made.

```
A/P OPEN ITEM ADJUSTMENT                                              XYZ CO.
ADD

                    * TRX TYPE        M

                    * VENDOR NO       000400  JONES PROPERTY MANAGEMENT
                                              TERMS: MONTHLY PAYMENT
                    * VOUCHER NO      1007

                      P/O NO          N/A
                      INVOICE NO      APR RENT
                      INVOICE DATE    04/01/81
                      INVOICE BAL     5,000.00
                      DISCOUNT BAL    .00
                      DUE DATE        04/01/81
                      DISCOUNT DATE   04/01/81

                    1. CHECK NO       ------
                    2. CHECK DATE
                    3. AMOUNT PAID
                    4. DISC TAKEN
```

Enter the requested data as follows:

1. CHECK NO — Enter the Check Number, from one to six numeric digits.

   EXAMPLE: Type 2 4 2 5 and press ENTER.

2. CHECK DATE — Enter the Check Date in MMDDYY format. You may press ENTER to default to the system date.

EXAMPLE: Type 4 0 1 8 1 and press ENTER.

3. AMOUNT PAID — Enter the Amount Paid on the voucher, up to eight numeric digits including two decimal places and an optional minus sign. The Amount Paid you enter must not be greater than the Invoice Balance. This is the amount that is to be applied against the open item, not necessarily the amount of cash that was disbursed.

EXAMPLE: Type 5 0 0 0 and press ENTER.

4. DISC TAKEN — Enter the amount of the Discount Taken, up to eight numeric digits, including two decimal places and an optional minus sign.

After you enter the Discount Taken, the CHECK AMOUNT will be displayed automatically on the next line. The CHECK AMOUNT displayed is calculated as AMOUNT PAID minus DISC TAKEN.

EXAMPLE: Press ENTER since no discount was taken.

The Check Amount is displayed automatically as 5,000.00

The screen will now show:

```
A/P OPEN ITEM ADJUSTMENT                                          XYZ CO.
ADD

                   * TRX TYPE         M

                   * VENDOR NO        000400   JONES PROPERTY MANAGEMENT
                                               TERMS: MONTHLY PAYMENT
                   * VOUCHER NO       1007

                     P/O NO           N/A
                     INVOICE NO       APR RENT
                     INVOICE DATE     04/01/81
                     INVOICE BAL      5,000.00
                     DISCOUNT BAL     .00
                     DUE DATE         04/01/81
                     DISCOUNT DATE    04/01/81

                  1. CHECK NO         2425
                  2. CHECK DATE       04/01/81
                  3. AMOUNT PAID      5,000.00
                  4. DISC TAKEN       .00
                     CHECK AMT:       5,000.00

FIELD NUMBER TO CHANGE ? ___
```

Enter the number of any data field that you wish to change. That field will be blanked out and the cursor will be positioned at the beginning of the field. Enter the revised data.

If no changes are required, or if you have made a change (or changes) and no more changes are required, press ENTER in response to FIELD NUMBER TO CHANGE ?.

The data, as displayed, is accepted, the data values on the screen are blanked out, and the cursor is positioned for entry of the TRX TYPE for the next A/P open item adjustment.

If several vouchers are to be paid with the same check, enter the Amount Paid and the Discount Taken for each voucher as a separate open item adjustment. The Voucher Numbers you enter will differ, but the Check Number and Check Date will be the same. The manual voucher payments will be shown as belonging to the same manual check payment on the A/P Check Register produced by the Payment Preparation and Check Printing application.

When all A/P Open Item Adjustments have been entered, you may terminate the Add Adjustments application mode. Press TAB when the cursor is positioned for the entry of TRX TYPE. The program returns to the A/P Open Item Adjustment menu.

Change/Inquire Adjustments

When the A/P Open Item Adjustment is displayed, type 2 and press ENTER. The screen will show:

```
A/P OPEN ITEM ADJUSTMENT                                                XYZ CO.
CHANGE/INQUIRE

                         * TRX TYPE        _

                         * VENDOR NO

                         * VOUCHER NO

                           P/O NO
                           INVOICE NO
                           INVOICE DATE
                           INVOICE BAL
                           DISCOUNT BAL
                           DUE DATE
                           DISCOUNT DATE




C = CHANGE DUE DATE/DISC DATE/DISC BAL   M = MARK VOUCHER AS MANUALLY PAID
```

Enter the Transaction Type (TRX TYPE), the Vendor Number (VENDOR NO), and the Voucher Number (VOUCHER NO) of the adjustment you wish to change or inquire into. The A/P Open Item Adjustment having the TRX TYPE, VENDOR NO, and VOUCHER NO you entered is located and displayed.

Make any changes that are necessary. When there are no more changes to be made press ENTER. The changes will be accepted, the screen will be cleared and the cursor will be positioned for entry of the next adjustment to be changed or inquired into.

When there are no more adjustments to be modified or reviewed, press TAB while the cursor is positioned for entry of the TRX TYPE. The program will return to the A/P Open Item Adjustement menu.

Delete Adjustments

When the A/P Open Item Adjustment menu is displayed, type 3 and press ENTER.

The screen will look like:

```
A/P OPEN ITEM ADJUSTMENT                                                XYZ CO.
DELETE

                        * TRX TYPE

                        * VENDOR NO

                        * VOUCHER NO

                          P/O NO
                          INVOICE NO
                          INVOICE DATE
                          INVOICE BAL
                          DISCOUNT BAL
                          DUE DATE
                          DISCOUNT DATE

C = CHANGE DUE DATE/DISC DATE/DISC BAL    M = MARK VOUCHER AS MANUALLY PAID
```

Enter the Transaction Type, Vendor Number and Voucher Number of the adjustment that you want to delete. An adjustment transaction is displayed and you are asked:

OK TO DELETE TRANSACTION ?.

Answer Y or N, as appropriate. If you answer N, the data values on the screen are blanked out and the cursor is positioned for entry of another adjustment.

If you answer Y, a message is displayed:

TRX DELETED   PRESS "ENTER" TO CONTINUE

Press ENTER. The data values of the deleted transactions are erased from the screen and the cursor is positioned for the entry of the Transaction Type of the next adjustment to be deleted.

To terminate deleting adjustments, press TAB when the cursor is positioned at the Transaction Type field. The program returns to the A/P Open Item Adjustment menu.

Print Adjustment Edit List

When the A/P Open Item Adjustment menu is displayed, type 4 and press ENTER.

The A/P Open Item Adjustment Edit List is then printed automatically. A sample of this list showing the adjustments you were recommended to enter follows at the end of this section.

After printing is complete, the program returns to the A/P Open Item Adjustment menu.

Post Adjustments to A/P Files

When you have verified that the adjustment transactions, as printed in the A/P Open Item Adjustment Edit List, are correct and complete, you are ready to post these transactions. When an adjustment is posted, the appropriate changes are made in the A/P Open Item file. When an open item is fully paid by a manual payment it is cleared from the A/P Open Item file. Therefore, any error discovered after a manual payment is posted must be corrected by entering a new voucher using the A/P Trx Processing application.

To post the transaction, when the A/P Open Item Adjustment menu is displayed, type 5 and press ENTER.

A question is displayed:

ARE ADJUSTMENT TRANSACTIONS OK TO POST ?

Answer Y or N, as appropriate. (Presumably, you have checked the adjustments and verified that they are OK before you selected posting, so normally you would respond by typing Y and pressing ENTER.)

The A/P Open Item Adjustment Register is printed and the adjustments are posted to the A/P Open Item file. For manual payments, the Vendor file is updated to reflect the discounts taken and the appropriate distributions are posted to the Accounts Payable, Cash and Discount accounts.

After posting is complete, the program returns to Accounts Payable Menu #1.

EXAMPLE: Post the adjustments that you were recommended to enter.

Ending A/P Open Item Adjustment

To end the A/P Open Item Adjustment application, press TAB as the A/P Open Item Adjustment menu selection. The program returns to Accounts Payable Menu #1.

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A / P OPEN ITEM ADJUSTMENT EDIT LIST

TRX TYPES: C = CHANGE DUE DATE/DISC DATE/DISC BAL   M = MARK VOUCHER AS MANUALLY PAID

TRX TYP	VENDOR NO	VENDOR NAME	VCH-NO	INV-NO INV-DATE	INV-BAL		DUE-DATE	DISC-DATE	DISC-BAL	CHK-NO CHK-DATE DSC-ACCT	AMT-PAID DISC-TAKEN CHECK-AMT
C	000500	E-Z REPAIRS	1008	2357 04/01/81	225.95	OLD: NEW:	05/01/81 05/10/81	04/01/81 04/10/81	.00 2.26		
M	000400	JONES PROPERTY MANAGEMENT	1007	APR RENT 04/01/81	5,000.00		04/01/81	04/01/81	.00	2425 04/01/81 N/A	5,000.00 .00 5,000.00
										CHECK TOTALS:	5,000.00 .00 5,000.00

2 A/P OPEN ITEM ADJUSTMENTS

PRINT CASH REQUIREMENTS REPORT

This application allows you to print a report showing the amount of cash required to meet your immediate Accounts Payable obligations as well as the additional amount necessary to pay those vouchers which are not yet due but which must be paid now to capture discount. The report may be printed for specific (or all) vendors. It itemizes the vouchers that should be considered for payment and summarizes the amounts due for each vendor as well as for the report as a whole. By seeing what amounts are past due, what must be paid to avoid interest charges and what must be paid to earn discount you will be in a better position to determine which open items should be selected for payment on the next check run.

To run this application you must have the A/P Programs #1 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select Print Cash Requirements Report from Accounts Payable Menu #1 by typing 4 and pressing ENTER.

The following screen will then display:

```
PRINT CASH REQUIREMENTS REPORT                                    XYZ CO.



                PLEASE ENTER:

                     1. PAYMENT DATE            ------

                     2. NEXT PAYMENT DATE

                     3. CUT-OFF DATE

                     4. SHOW DETAIL ?

                     5. STARTING VENDOR NO

                     6. ENDING VENDOR NO
```

Note that, if the Cash Requirements Report has been printed before, the values last used for PAYMENT DATE, NEXT PAYMENT DATE and CUT-OFF DATE are displayed. For each of these displayed values, you may press ENTER to accept it, or press the F1 key to re-enter it. If you press the F1 key, the date in that field is blanked out and the cursor is positioned for you to enter another date.

Enter the data as follows:

1. PAYMENT DATE

Enter the date payment is to be made. This may be the check date, the day the check is mailed, the day you anticipate the vendor will receive the check, etc. This date is determined by whatever criterion you have for meeting vendor requirements for earning discount and paying within the due date. It need not be the same as the date you anticipate printing on the check

EXAMPLE: Type 4 1 0 8 1 and press ENTER.

2. NEXT PAYMENT DATE

Enter the date when the next payment will be made. This date serves to isolate those vouchers for which discount will be lost if payment does not occur on the payment date entered above.

EXAMPLE: Type 4 2 4 8 1 and press ENTER.

3. CUT-OFF DATE

Enter the cut-off date. Vouchers with due dates beyond the cut-off date will not appear on the report.

In the case where there are a large number of past due items, the cut-off date might precede the payment date so that the report could focus on the oldest items. Only past due items would appear on the report in this case.

In the case where most of the items are current, the cut-off date should be far enough in the future to detect those vouchers which do not need to be paid yet but for which discount would be lost if payment was postponed until the next payment date. If you have 30 day terms with most vendors, the selection of a cut-off date that is 30 days beyond the Next Payment Date would be adequate. The date need only be far enough in the future for the program to detect the optional vouchers. Refer to the definition of optionals at the end of this section for more information on this subject.

EXAMPLE: Type 6 0 1 8 1 and press ENTER.

4. SHOW DETAIL ?

Enter "Y" or "N" to signify whether or not detail for each voucher considered for payment is to be shown on the report. You may default to Y by pressing ENTER.

EXAMPLE: Press ENTER to default to Y.

5. STARTING VENDOR NO

Enter the Starting (lowest) Vendor Number (one to six alphanumeric characters) of vendors to be considered for payment on this report. You may default to "ALL" vendors by pressing ENTER.

EXAMPLE: Press ENTER to select "ALL" vendors.

6. ENDING VENDOR NO — Enter the Ending (highest) Vendor Number (one to six alphanumeric characters) of vendors to be considered for payment on this report. This field will be skipped over if "ALL" was selected for the Starting Vendor Number. You may default to the same value as that for Starting Vendor Number by pressing ENTER.

EXAMPLE: Because "ALL" was selected for Starting Vendor Number, the Ending Vendor Number field is skipped.

The screen will now look like:

```
PRINT CASH REQUIREMENTS REPORT                                    XYZ CO.



                 PLEASE ENTER:

                     1. PAYMENT DATE          04/10/81

                     2. NEXT PAYMENT DATE     04/24/81

                     3. CUT-OFF DATE          06/01/81

                     4. SHOW DETAIL ?         Y

                     5. STARTING VENDOR NO    ALL

                     6. ENDING VENDOR NO



FIELD NUMBER TO CHANGE ? ___
```

Enter the number of any data field that you wish to change. That field will be blanked out and the cursor positioned at the beginning of the field. Enter the revised data. If no changes are required, or if you have made a change (or changes) and no more changes are required, press ENTER in response to FIELD NUMBER TO CHANGE ?.

The report will then be printed. A sample Cash Requirements Report for the range of data you were requested to enter is shown at the back of this section.

After the report is printed, the program returns to the Cash Requirements Report data entry screen and displays the last values used for Payment Date, Next Payment Date, and Cut-Off Date to be accepted or changed for printing the next report. You may enter data for another report or you may press TAB while the cursor is positioned for entry of the Cut-Off Date to return to Accounts Payable Menu #1.

Notes on the Cash Requirements Report

Refer to the sample Cash Requirements Report at the end of this section.

The cash requirements are organized by vendor. After the cash requirements for each vendor have been printed, the grand totals for all selected vendors are printed.

Vouchers appear on the report if they can be associated with one of three categories: Past Due, Current or Optional. Vouchers that fall before the cut-off date but which can not be associated with one of the three categories will not appear on the report. The Cash Requirements Report only shows those vouchers that are past due, those that must be paid on the payment date to avoid becoming past due and those that must be paid on the payment date to capture discount. All other vouchers are disregarded. Formal definitions for the three categories follow:

Past Due	The voucher's due date precedes the Payment Date.
Current	The voucher's due date is on or after the Payment Date but before the Next Payment Date. It must be paid now to avoid falling past due before the next check run. It may or may not be eligible for discount.
Optional	The voucher's due date is on or after the Next Payment Date and the voucher's discount date is on or after the Payment Date but before the Next Payment Date. An optional voucher will not fall Past Due before the Next Payment Date but discount will be lost if payment is postponed until then.

Additionally, the following terms are used on the report:

Valid Discount	A discount is valid only when payment is made on or before the Discount Date for that A/P open item, unless the vendor's Status as defined in the Vendor file is A (Always Take Discount). The amount of valid discount shown on the report is the discount balance (that is, the original discount less any discounts already taken for that voucher).
Net Amount	With respect to a single voucher this is defined as the amount of the voucher minus the valid discounts for that voucher. The Net Amount can be further qualified by designating it as a Past Due, Current, or Optional Amount.
Discount Lost	If all or part of the original discount amount remains but the discount is no longer valid, the discount balance is referred to as the Discount Lost.

On the sample Cash Requirements Report, the vouchers for vendors #300 and #600 are current because their due dates are on or after the payment date but before the next payment date. The vouchers for vendors #500 and #700 are optional because their due dates are on or after the next payment date while their discount dates are between the payment date and the next payment date.

Notice that the report does not show all vouchers on file for these vendors. Only those vouchers of immediate interest are represented. The report will also not show vouchers that have been deferred from payment and vouchers for vendors with a status of "H" (Hold Payment) although neither of these conditions is applicable to the sample report. (The deferral of vouchers from payment is discussed in the Payment Preparation and Check Printing application).

```
RUN DATE: 08/17/81                                      XYZ COMPANY                                                              PAGE 0001
                                            C A S H   R E Q U I R E M E N T S   R E P O R T

THRU 06/01/81 FOR PAYMENT ON 04/10/81  (NEXT PAYMENT DATE IS 04/24/81)

DETAIL IS SHOWN

VENDOR NO RANGE: ALL

------------VENDOR---------------                GROSS-AMOUNT   VALID-DISC   LOST-DISC    NET-AMOUNT
  NO     NAME/TERMS

000300   RED LINE FREIGHT           PAST DUE:           .00          .00          .00           .00
         NET 30                     CURRENT:         172.04          .00          .00        172.04
                                    OPTIONAL:           .00          .00                        .00
                                    TOTAL:           172.04          .00          .00        172.04

           VCH-NO  INV-NO    INV-DATE  DUE-DATE  DISC-DTE  PAST-DUE-AMT   CUR-AMT    OPT-AMT  VALID-DISC   DISC-LOST     NET-AMT
             1005  44237     03/20/81  04/19/81  03/20/81                   68.50                                .00       68.50
             1006  43561     03/12/81  04/11/81  03/12/81                  103.54                                .00      103.54
000500   E-Z REPAIRS                PAST DUE:           .00          .00          .00           .00
         NET 30                     CURRENT:            .00          .00          .00           .00
                                    OPTIONAL:        225.95         2.26                     223.69
                                    TOTAL:           225.95         2.26          .00        223.69

           VCH-NO  INV-NO    INV-DATE  DUE-DATE  DISC-DTE  PAST-DUE-AMT   CUR-AMT    OPT-AMT  VALID-DISC   DISC-LOST     NET-AMT
             1008  2357      04/01/81  05/10/81  04/10/81                             225.95        2.26                  223.69
000600   PACIFIC TELEPHONE          PAST DUE:           .00          .00          .00           .00
         NET 20                     CURRENT:         831.77          .00          .00        831.77
                                    OPTIONAL:           .00          .00                        .00
                                    TOTAL:           831.77          .00          .00        831.77

           VCH-NO  INV-NO    INV-DATE  DUE-DATE  DISC-DTE  PAST-DUE-AMT   CUR-AMT    OPT-AMT  VALID-DISC   DISC-LOST     NET-AMT
             1012  MAR BILL  04/03/81  04/23/81  04/03/81                  831.77                                .00      831.77
000700   HANSON MANUFACTURING CO.   PAST DUE:           .00          .00          .00           .00
         5/30 NET 60                CURRENT:            .00          .00          .00           .00
                                    OPTIONAL:     17,036.83       835.35                  16,201.48
                                    TOTAL:        17,036.83       835.35          .00     16,201.48

           VCH-NO  INV-NO    INV-DATE  DUE-DATE  DISC-DTE  PAST-DUE-AMT   CUR-AMT    OPT-AMT  VALID-DISC   DISC-LOST     NET-AMT
             1013  77250931  03/12/81  05/11/81  04/11/81                           8,755.24      431.01                8,324.23
             1014  77250932  03/12/81  05/11/81  04/11/81                           6,050.12      296.89                5,753.23
             1015  77252259  03/20/81  05/19/81  04/19/81                           2,231.47      107.45                2,124.02
```

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0002

C A S H   R E Q U I R E M E N T S   R E P O R T

------------VENDOR---------------- NO NAME/TERMS		GROSS-AMOUNT	VALID-DISC	LOST-DISC	NET-AMOUNT
GRAND TOTALS	PAST DUE:	.00	.00	.00	.00
	CURRENT:	1,003.81	.00	.00	1,003.81
	OPTIONAL:	17,262.78	837.61		16,425.17
	TOTAL:	18,266.59	837.61	.00	17,428.98

PAYMENT PREPARATION AND CHECK PRINTING

You may use this application to select vouchers for payment or deferral, to clear selections, to produce a report of checks to be printed, to print the computer checks and post the payments to the A/P files, and to print check registers for manual and non-A/P checks.

In order to run this application you must have the A/P Programs #1 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select Payment Preparation and Check Printing from Accounts Payable Menu #1 by typing 5 and pressing ENTER.

The Payment Preparation and Check Printing menu is displayed, as follows:

```
PAYMENT PREPARATION AND CHECK PRINTING                          XYZ CO.



             PLEASE SELECT  _

                  1. CLEAR PREVIOUS SELECTIONS

                  2. GENERALIZED PAYMENT SELECTION

                  3. SELECT VOUCHERS FOR PAYMENT (FULL OR PARTIAL)

                  4. DEFER VOUCHERS FROM PAYMENT

                  5. PRINT PRE-CHECK-WRITING REPORT

                  6. PRINT CHECKS AND POST

                  7. PRINT REGISTER ONLY
```

As you can see from this menu, several different methods of choosing vouchers for payment are available; you may select categories of vouchers to be paid (Generalized Payment Selection), designate specific vouchers to be paid (Select Voucher for Payment), and defer specific vouchers from payment (Defer Vouchers from Payment).

Methods of choosing vouchers may be combined. For example, you may designate a category of vouchers to be paid and then specifically select for payment several additional vouchers that are not in that category. You may also designate a category for payment and then specifically defer some of the vouchers in that category so that they will not be paid.

Deferrals may be either temporary or permanent. A voucher that is temporarily deferred is deferred for the current check printing. After checks are printed you are asked if you wish to clear all temporary deferrals and, if you answer Y, they are restored to non-deferred status. A voucher that is permanently deferred remains deferred until the deferral is removed by a specific selection of that voucher using the Select Vouchers for Payment (Full or Partial) application mode.

Clear Previous Selections

If vouchers have been previously selected for payment or temporarily deferred from payment, this application mode may be used to clear such selections and deferrals.

This application mode is usually run before Generalized Payment Selection is run or to clear selections and temporary deferrals after an error has been made in the selection process and you wish to start again. Running this procedure has no effect upon the invoice amount for a voucher or its discount figure. The program merely sets the selection status of a voucher back to its original status so that the voucher will not appear on a check until specifically selected at some point in the future.

When the Payment Preparation and Check Printing menu is displayed, type 1 and press ENTER.

The following screen will then display:

```
PAYMENT PREPARATION AND CHECK PRINTING                                  XYZ CO.
CLEAR PREVIOUS SELECTIONS




                  PLEASE ENTER:

                       1. CLEAR TEMPORARY DEFERRALS

                       2. CLEAR PARTIAL PAYMENTS

                       3. CLEAR FULL PAYMENTS
```

Enter the data as follows:

1.	CLEAR TEMPORARY DEFERRALS	Answer Y or N. If you answer Y, all vouchers that were previously deferred from payment on the next check run will be set back to their regular (unselected and undeferred) status.
2.	CLEAR PARTIAL PAYMENTS	Answer Y or N. If you answer Y, those vouchers that were previously selected for partial payment on the next check run will be returned to their regular status.
3.	CLEAR FULL PAYMENTS	Answer Y or N. If you answer Y, those vouchers that were previously selected for full payment on the next check run will be returned to their regular status.

Once the entries have been made you may make any necessary changes through the FIELD NUMBER TO CHANGE ? facility. When there are no more changes, press ENTER in response to FIELD NUMBER TO CHANGE ?. There will then be a period of processing while the selections are cleared. The program returns automatically to the Payment Preparation and Check Printing menu once processing is complete.

Generalized Payment Selection

You use this mode to select vouchers for payment using general criteria; for example, pay all past due vouchers, and all current vouchers, but no optional vouchers, for all vendors. (Past Due, Current and Optional Vouchers are defined in the Print Cash Requirements Report application.)

When the Payment Preparation and Check Printing menu is displayed, type 2 and press ENTER to choose Generalized Payment Selection. A data entry screen is displayed, as follows:

```
PAYMENT PREPARATION AND CHECK PRINTING                                    XYZ CO.
GENERALIZED PAYMENT SELECTION



                1. CHANGE DATES ? _

                   PAYMENT DATE  04/10/81
                   NXT PMT DATE  04/24/81
                   CUT-OFF DATE  06/01/81

                2. PAY PAST DUE VOUCHERS ?

                3. PAY CURRENT VOUCHERS ?

                4. PAY OPTIONAL VOUCHERS ?

                5. STARTING VENDOR NO

                6. ENDING VENDOR NO
```

Enter the data as follows:

1. CHANGE DATES ?

   PAYMENT DATE
   NXT PMT DATE
   CUT-OFF DATE

Enter Y or N. You may also press TAB while positioned for entry of this field to return immediately to the Payment Preparation and Check Printing menu.

Dates are displayed for the Payment Date, Next Payment Date (NXT PMT DATE) and Cut-Off Date. The dates displayed are the same as those last used in preparing the Cash Requirements Report. (If the dates are not available for display, you will be requested to enter the three dates.)

In response to "CHANGE DATES ?" you may press ENTER to default to N. In this case, the displayed dates will be accepted and used for the Generalized Payment Selection.

If you answer Y, the cursor is positioned after the Payment Date. To change this date, press the F1 key. The Payment Date field is blanked out and you may enter a new Payment Date in MMDDYY format. To accept the Payment Date as displayed, press ENTER.

The cursor is then positioned to the right of the Next Payment Date. To change the Next Payment Date, press the F1 key. The Next Payment Date field is blanked out and you may enter a new Next Payment Date in MMDDYY format. To accept the Next Payment Date as displayed, press ENTER.

The cursor is then positioned to the right of the Cut-Off Date field. To change the Cut-Off Date, press the F1 key. The Cut-Off Date field is blanked out and you may enter a new Cut-Off Date in MMDDYY format. To accept the Cut-Off Date as displayed, press ENTER.

EXAMPLE: In response to "CHANGE DATES ?", press ENTER to default to N, accepting the Payment, Next Payment and Cut-Off Dates as displayed.

2. PAY PAST DUE VOUCHERS

Enter Y or N. You may default to Y by pressing ENTER. If you answer Y, Past Due Vouchers will be selected for payment.

EXAMPLE: Press ENTER to select payment of past due vouchers.

3. PAY CURRENT VOUCHERS

Enter Y or N. You may default to Y by pressing ENTER. If you answer Y, Current Vouchers will be selected for payment.

EXAMPLE: Press ENTER to select payment of current vouchers.

4. PAY OPTIONAL VOUCHERS

Enter Y or N. You may default to Y by pressing ENTER. If you answer Y, Optional Vouchers will be selected for payment.

EXAMPLE: Press ENTER to select payment of optional vouchers.

5. STARTING VENDOR NO

Enter the Starting Vendor Number for the range of vendors who are to be selected for payment. The Vendor Number need not exist in the Vendor file. You may press ENTER to default to "ALL", that is, to select all vendors for payment.

EXAMPLE: Press ENTER.

6. ENDING VENDOR NO

Enter the Ending Vendor Number for the range of vendors who are to be selected for payment. The Vendor Number entered need not exist in the Vendor file.

You may press ENTER to default to the same value as the Starting Vendor Number. If "ALL" was selected for the Starting Vendor Number, the Ending Vendor Number field is skipped.

EXAMPLE: Since "ALL" was selected for the Starting Vendor Number, this field is skipped.

The screen will now look like:

```
PAYMENT PREPARATION AND CHECK PRINTING                                XYZ CO.
GENERALIZED PAYMENT SELECTION



                1. CHANGE DATES ?  N

                   PAYMENT DATE  04/10/81
                   NXT PMT DATE  04/24/81
                   CUT-OFF DATE  06/01/81

                2. PAY PAST DUE VOUCHERS ?  Y

                3. PAY CURRENT VOUCHERS ?   Y

                4. PAY OPTIONAL VOUCHERS ?  Y

                5. STARTING VENDOR NO       ALL

                6. ENDING VENDOR NO


FIELD NUMBER TO CHANGE ? ___
```

In response to FIELD NUMBER TO CHANGE ? enter the number of the data field that you wish to change. The data in that field will be blanked out and the cursor positioned for you to enter a new value. If no changes are desired, or if you made a change, and no more changes are desired, press ENTER in response to FIELD NUMBER TO CHANGE ?. There will be a period of processing while the vouchers are marked as selected. Once processing is complete, the program returns to the Payment Preparation and Check Printing menu.

Characteristics of Generalized Payment Selection

This application will select vouchers for payment according to the instructions you enter. It will not, however, select vouchers that have been deferred or vouchers for vendors with a status of Hold Payment (H). It also will not change the status of vouchers that have already been selected.

All vouchers selected in this mode will be paid in full. Partial payment is not allowed in the generalized payment selection mode. However, if a partial payment has been made previously on a selected voucher, only the remaining balance will be paid. If you want to make a partial payment on a specific voucher, you must use the "Select Vouchers for Payment (Full or Partial)" mode.

Select Vouchers for Payment (Full or Partial)

This application mode allows you to select individual vouchers for full or partial payment.

To select this mode, when the Payment Preparation and Check Printing menu is displayed, type 3 and press ENTER.

A data entry screen is displayed, as follows:

```
PAYMENT PREPARATION AND CHECK PRINTING                                  XYZ CO.
SELECT VOUCHERS FOR PAYMENT

              * VENDOR NO         ------

              * VOUCHER NO

                P/O NO
                INVOICE NO
                INVOICE DATE
                DUE DATE
                DISCOUNT DATE

                INVOICE AMT
                PARTIALS PAID
                INVOICE BALANCE
                DISCOUNT BAL
                INVOICE NET
```

Enter the data as follows:

* VENDOR NO	Enter the Vendor Number, 1 to 6 alphanumeric characters. The Vendor Number must be valid (that is, existing in the Vendor file). After the first voucher selection, you may press ENTER to default to the same vendor as on the previous selection. Once you enter a valid Vendor Number, the Vendor Name is displayed to the right of it. **EXAMPLE:** Type 5 0 0 and press ENTER.
* VOUCHER NO	Enter the number of the voucher to be selected for payment, 1 to 6 numeric characters. The Voucher Number entered must exist in the A/P Open Item file. If the voucher has been

deferred previously, the type of deferral is displayed on the screen to the right of the Voucher Number, either "(TEMPORARILY DEFERRED)" or "(PERMANENTLY DEFERRED)".

EXAMPLE: Type 1 0 0 9 and press ENTER.

The data for the voucher is then displayed, as shown on the following screen:

```
PAYMENT PREPARATION AND CHECK PRINTING                    XYZ CO.
SELECT VOUCHERS FOR PAYMENT


            * VENDOR NO         000500  E-Z REPAIRS
                                        TERMS: NET 30
            * VOUCHER NO        1009

              P/O NO            A601
              INVOICE NO        2398
              INVOICE DATE      04/05/81
              DUE DATE          05/05/81
              DISCOUNT DATE     04/05/81

              INVOICE AMT       74.10
              PARTIALS PAID     .00
              INVOICE BALANCE   74.10
              DISCOUNT BAL      .00
              INVOICE NET       74.10



RIGHT VOUCHER ? _
```

In response to the question "RIGHT VOUCHER ?", answer Y or N as appropriate. If you answer N, another Vendor Number (and Voucher Number) is requested. If you answer Y, you are asked:

PAY FULL INVOICE NET ?

Answer Y or N.

If you answer Y, the Invoice Net amount will be paid, provided the Discount Balance is still valid (the payment date is on or before the discount date). If the Discount Balance is no longer valid, it will be ignored and the full Invoice Balance amount will be paid. A message will then display to acknowledge selection of this voucher for payment in full.

EXAMPLE: Press ENTER in response to RIGHT VOUCHER ? to default to Y. Press ENTER in response to PAY FULL INVOICE NET ? to pay the invoice in full.

If you answer N to "PAY FULL INVOICE NET ?", additional data fields are displayed on the screen as follows:

1. AMOUNT TO PAY
2. DISC TO TAKE

EXAMPLE: Enter another voucher selection for Vendor Number 000500, Voucher Number 1010. Press ENTER in response to RIGHT VOUCHER ?. Type N in response to PAY FULL INVOICE NET ? and press ENTER.

Enter the data as follows:

1. AMOUNT TO PAY — Enter the amount you intend to apply as partial payment on the voucher. Up to 8 numeric digits with 2 decimal places. You may default to the Invoice Balance by pressing ENTER. The amount that you enter may not be greater than the invoice balance.

   EXAMPLE: Type 5 0 and press ENTER.

2. DISC TO TAKE — Enter the discount you intend to take on the partial payment. Up to 7 numeric digits with two decimal places.

   EXAMPLE: Press ENTER to enter zero.

The Net Check Amount (Amount to Pay less Discount to Take) is then displayed.

Make any necessary changes through the FIELD NUMBER TO CHANGE ? utility. When there are no more changes, press ENTER in response to FIELD NUMBER TO CHANGE ?. The voucher selection is accepted, the data on the screen is blanked out and the cursor is positioned for entry of the Vendor Number for the next voucher to be selected.

If a voucher that you select for payment has been permanently deferred the words "(PERMANENTLY DEFERRED)" are displayed following the Voucher Number field. After you identify the displayed data as belonging to the right voucher, you are asked:

PERMANENTLY DEFERRED - DO YOU WISH TO SELECT ?

Answer Y or N, as appropriate. You may press ENTER to default to N.

As you select vouchers for payment you may wish to work directly from processed (approved) invoices rather than a Cash Requirements Report. If this is the case, since the system is designed to use the Vendor Number and Voucher Number as keys for identifying open items, you should label each invoice with its Vendor Number and Voucher Number for ease in data entry.

To end the Select Vouchers for Payment (Full or Partial) application mode, press TAB when the cursor is positioned for entry of the Vendor Number. The program then returns to the Payment Preparation and Check Printing menu.

Defer Vouchers from Payment

You may use this application mode to defer specific vouchers either temporarily or permanently.

Temporarily deferred vouchers will not be paid on the next check printing run. After the check printing run, the temporary deferral status may be cleared from the vouchers if you so choose. Temporary deferral is usually used in conjunction with Generalized Payment Selection to designate vouchers that are not to be paid as part of the category of vouchers selected for payment.

Permanently deferred vouchers are deferred until they are specifically selected for payment using the Select Vouchers for Payment (Full or Partial) mode. You would want to permanently defer disputed invoices until they are resolved.

To run the defer vouchers from payment mode, select #4 from the Payment Preparation and Check Printing menu, that is type 4 and press ENTER.

The following data entry screen is displayed:

```
PAYMENT PREPARATION AND CHECK PRINTING                                XYZ CO.
DEFER VOUCHERS FROM PAYMENT


               * VENDOR NO          ------

               * VOUCHER NO

                 P/O NO
                 INVOICE NO
                 INVOICE DATE
                 DUE DATE
                 DISCOUNT DATE

                 INVOICE AMT
                 PARTIALS PAID
                 INVOICE BALANCE
                 DISCOUNT BAL
                 INVOICE NET
```

Enter the data as follows:

* VENDOR NO — Enter the Vendor Number, 1 to 6 alphanumeric characters. The Vendor Number must exist in the Vendor file. After you enter the Vendor Number, the Vendor Name is displayed to the right of it.

EXAMPLE: Type 8 0 0 and press ENTER.

* VOUCHER NO — Enter the number of the voucher to be deferred from payment, 1 to 6 numeric characters. The Voucher Number entered must exist in the A/P Open Item file. If the voucher has been deferred previously, the type of deferral is displayed on the screen to the right of the Voucher Number, either "(TEMPORARILY DEFERRED)" or "(PERMANENTLY DEFERRED)".

EXAMPLE: Type 1 0 1 6 and press ENTER.

The data for the voucher is now displayed, as shown on the following screen:

```
PAYMENT PREPARATION AND CHECK PRINTING                              XYZ CO.
DEFER VOUCHERS FROM PAYMENT


                 * VENDOR NO          000800  REYNOLDS TOOL COMPANY
                                              TERMS: 6/25 NET 60
                 * VOUCHER NO         1016

                   P/O NO             G1257
                   INVOICE NO         AG22601
                   INVOICE DATE       03/13/81
                   DUE DATE           05/12/81
                   DISCOUNT DATE      04/07/81

                   INVOICE AMT        1,135.17
                   PARTIALS PAID      .00
                   INVOICE BALANCE    1,135.17
                   DISCOUNT BAL       56.28
                   INVOICE NET        1,078.89



RIGHT VOUCHER ? _
```

In response to the question "RIGHT VOUCHER ?" answer Y or N as appropriate. If you answer N, another Vendor Number (and Voucher Number) is requested. If you answer Y, you are asked:

TEMPORARY OR PERMANENT DEFERRAL ?

Enter T (for Temporary) or P (for Permanent). You may press ENTER to default to T. The program marks the voucher as temporarily or permanently deferred and a message displays to acknowledge deferral of the voucher. A new Vendor Number is then requested for the next voucher to be deferred.

EXAMPLE: Type Y in response to RIGHT VOUCHER ? and press ENTER. Type P in response to TEMPORARY OR PERMANENT DEFERRAL ? and press ENTER.

You may continue to enter Vendor and Voucher Numbers to identify other vouchers to be deferred, designating each deferral T or P, as appropriate.

When there are no more vouchers to be deferred, you may end the defer vouchers from payment mode by pressing the TAB key when the cursor is positioned at VENDOR NO. The program then returns to the Payment Preparation and Check Printing menu.

Print Pre-Check-Writing Report

You select this application mode to print a report showing the checks that will be printed for vouchers currently selected. Deferred vouchers can be included on the report at your request.

Before printing checks, you should print a Pre-Check-Writing Report and examine it to verify that all selections and deferrals of vouchers are correct. For each vendor, the report shows vouchers selected (either by generalized or specific selection) and, if you request it, vouchers deferred.

To print the Pre-Check-Writing Report, select #5 from the Payment Preparation and Check Printing menu, that is, type 5 and press ENTER.

You are then asked:

SHOW DEFERRED ITEMS ON REPORT ?

Answer Y or N, as appropriate.

EXAMPLE: Type Y and press ENTER to include the deferred items on the report.

The Pre-Check-Writing Report is then printed. After printing, the program returns to the Payment Preparation and Check Printing menu.

A sample of the Pre-Check-Writing Report showing deferred items is included at the back of this section.

For each vendor, the data for each selected (or deferred) voucher is shown, including the Amount-to-be-Paid, the Discount-to-be-Taken, and the Net Cash Required. The Net Cash Required (which will be the check amount) is the Amount-to-be-Paid minus the Discount-to-be-Taken. These three amounts are totalled for each vendor, and grand totals for all vendors are printed on the last line of the report.

For deferred vouchers, the word DEFERRED appears (instead of an amount) in the NET-CASH REQUIRED column.

The Amount-to-be-Paid, Discount-to-be-Taken, and Net-Cash-Required for a deferred voucher are not included in the summation of Vendor Totals or Grand Totals.

A check will be printed for a vendor only if the sum of the Net-Cash-Required for all selected vouchers is a non-negative amount. Also, the Grand Total of Net-Cash-Required only includes those Vendor Totals that have a non-negative amount.

After inspecting the Pre-Check-Writing Report, you may make any changes to selections or deferrals that are necessary. Print another Pre-Check-Writing Report after you have made the necessary changes. When all selections and deferrals of vouchers are correct you are ready to print Accounts Payable checks.

Print Register Only

You may use this application mode to print a register of non-A/P and or manually paid checks.

To select this mode, when the Payment Preparation and Check Printing menu is displayed, select #7, that is, type 7 and press ENTER.

The check register is then printed and the program returns to the Payment Preparation and Check Printing menu. No posting of these checks is done at this time because they were posted when they were originally entered.

A sample Accounts Payable Check Register for non-A/P and manual checks follows this section. After printing the register the program returns to the Payment Preparation and Check Printing menu.

EXAMPLE: Although this application follows the check printing application (Print Checks and Post) on the menu, it may be run first so that you can get a register of non-A/P and manual checks (in the event that there are any). Print the register according to the instructions above to show the two non-A/P checks you were requested to enter during A/P Trx Processing as well as the manual check you were requested to enter during A/P Open Item Adjustment.

Print Checks and Post

You select the Print Checks and Post application mode to print computer checks for vouchers selected for payment. This mode also produces a check register and posts data concerning the printed checks (paid vouchers) to the A/P files.

To print checks and post, select #6 from the Payment Preparation and Check Printing menu, that is, type 6 and press ENTER.

A message is then displayed:

PLEASE MOUNT CHECK FORMS ON PRINTER

TYPE "DONE" WHEN READY ____

Load the blank check forms into the printer and, when they are positioned properly, type D O N E and press ENTER.

EXAMPLE: For purposes of this example, so as not to waste checks, leave the regular paper in the printer. Type D O N E and press ENTER.

The following screen will then display:

```
PAYMENT PREPARATION AND CHECK PRINTING                                XYZ CO.
PRINT CHECKS AND POST



           PLEASE ENTER:

               1. PAYMENT DATE        04/10/81  _

               2. CHECK DATE

               3. STARTING CHECK NO

               4. STARTING VENDOR NO

               5. ENDING VENDOR NO
```

Enter the data as follows:

1. PAYMENT DATE

The Payment Date last entered for the Cash Requirements Report is displayed. You should use this date if you want the Valid Discount determinations to agree with those on the Cash Requirements Report and the Pre-Check-Writing Report.

You may press ENTER to accept the Payment Date as displayed. Otherwise, you may press the F1 key to blank out the field and enter a Payment Date in MMDDYY format.

EXAMPLE: Press ENTER to accept the Payment Date displayed.

2. CHECK DATE

Enter the Check Date (date to be printed on the checks) in MMDDYY format. This date does not have to be the same as the Payment Date, which is used by the system to calculate discounts. You may press ENTER to default to the Payment Date.

EXAMPLE: Press ENTER to set the Check Date equal to the Payment Date.

3. STARTING CHECK NO — Enter the Starting Check Number, from 1 to 6 numeric digits. The Starting Check Number is compared to the numbers of other computer-printed checks (valid or void) in this check printing run, to ensure that the new Starting Check Number is higher than the number of the last check printed.

If the Starting Check Number entered is the same as or lower than that of the last check printed, a warning message is displayed and you are asked to verify that the Starting Check Number you entered is indeed the one you want and not an error.

EXAMPLE: Type 2 4 5 0 and press ENTER.

4. STARTING VENDOR NO — Enter the Starting Vendor Number of the range of vendors for whom checks are to be printed. You may press ENTER to default to "ALL" (all vendors).

EXAMPLE: Press ENTER.

5. ENDING VENDOR NO — Enter the Ending Vendor Number of the range of vendors for whom checks are to be printed. You may press ENTER to default to the Starting Vendor Number.

If "ALL" was entered for Starting Vendor Number, the Ending Vendor Number field is skipped.

EXAMPLE: This field is skipped since "ALL" was entered for Starting Vendor Number.

The screen will look like:

```
PAYMENT PREPARATION AND CHECK PRINTING                              XYZ CO.
PRINT CHECKS AND POST



          PLEASE ENTER:

              1. PAYMENT DATE         04/10/81

              2. CHECK DATE           04/10/81

              3. STARTING CHECK NO    2450

              4. STARTING VENDOR NO   ALL

              5. ENDING VENDOR NO



FIELD NUMBER TO CHANGE ?  ___
```

Enter the number of any data field to be changed. The data in that field will be blanked out and the cursor positioned at that field. Enter the revised data. When no more changes are required, press ENTER in response to FIELD NUMBER TO CHANGE ?.

You are then asked:

PRINT ALIGNMENT ?

Answer Y to print a dummy check form filled out with X's to verify the alignment of the forms in the printer. Answer N to bypass the printing of a dummy check form. You may press ENTER to default to N. When the dummy form has been printed (if you request one) the alignment question is asked again.

If the check printing was not positioned properly on the form, adjust the form in the printer, then answer Y to print another alignment form. You may print the alignment form as many times as it is necessary to get the checks in proper position. A sample alignment check form (properly aligned) is shown on the following page. When you are satisfied with the alignment, answer N to the "PRINT ALIGNMENT ?" question.

EXAMPLE: Press ENTER.

The checks are then printed for all selected vouchers in the range of Vendor Numbers requested.

Each check printed contains a remittance advice on the check stub that details each voucher paid by the check. Up to 16 vouchers can be detailed on one check stub. If more than 16 vouchers are to be paid to a vendor, 16 vouchers are detailed on the first stub, the corresponding check is voided, and the detailing of vouchers is continued on the next check stub. After the last voucher is detailed, the check is printed for the total amount due to that vendor. Only one check is printed per vendor.

Checks will not be printed for vendors whose total balance is negative for the vouchers selected for payment, or if the vendor has a Hold Payment status specified in the Vendor file. Zero balance checks will be printed to enable you to purge from the A/P Open Item file vouchers that precisely balance but the check that prints will be non-negotiable. For zero-balance checks you may send the check stub to the vendor as documentation showing how the invoice and credits were processed.

A sample A/P Check with its Remittance Advice is shown at the end of this section.

After checks are printed, you are asked:

ARE THE CHECKS JUST PRINTED OK ?

Inspect the checks and answer Y or N, as appropriate.

If you answer Y, the data entry screen is presented again for the entry of new Payment Date, Check Date, Starting Check Number, Starting Vendor Number, Ending Vendor Number. You would answer Y if all or even if only some of the checks were correctly printed. For example, if some checks need to be reprinted, you answer Y and enter the range of Vendor Numbers of checks to be reprinted. If the reprinting results in two checks being printed for one vendor, the first check printed will be considered void by the system.

If all of the printed checks are incorrect, answer N to "ARE THE CHECKS JUST PRINTED OK ?". You will then be asked:

OK TO VOID ALL CHECKS JUST PRINTED ?

This question serves to emphasize the fact that by answering N to the previous question you will be causing the system to consider as void the checks that were just printed. Answer Y or N in response to the question. If you decide not to void the checks after all, a message will display on the screen to remind you that any checks that were bad must be reprinted immediately for the system to consider the bad versions void. If you answer Y, the program will designate the check numbers just used as void. You might wish to void all checks, for instance, if you intended to exit from the application immediately to re-select vouchers. Whether you answer Y or N, the program will first return to the data entry screen. From there you may print another range of checks or exit from the application.

EXAMPLE: Type Y in response to ARE CHECKS JUST PRINTED OK ?.

When the checks just printed are all okay, including any checks that you had to reprint, press the TAB key when the cursor is positioned at Payment Date.

EXAMPLE: Press TAB for the Payment Date entry.

The following message will display on the screen:

PLEASE MOUNT REGULAR PAPER ON PRINTER

TYPE "DONE" WHEN READY ____

Remove the check forms from the printer and load regular computer paper in its place. Once the paper is correctly mounted, type "DONE" in response to the screen message.

EXAMPLE: Type D O N E and press ENTER.

The Accounts Payable Check Register is then printed. This Check Register contains a record of all computer printed, manual, non-A/P, and void checks that have not been detailed on a previous Check Register.

The program then posts to (updates) the A/P Open Item file, the A/P Distribution file, and the Vendor file.

Once posting is complete, the following message will display at the bottom of the screen.

OK TO CLEAR ALL TEMPORAY DEFERRALS NOW ?

Answer Y or N. If you answer Y, all vouchers that were temporarily deferred will have their status set so that they can be selected by the generalized selection mode of Payment Preparation and Check Printing. If you answer N, the vouchers will remain deferred until specifically selected or cleared.

EXAMPLE: Press ENTER to default to Y when this message displays.

A sample Accounts Payable Check Register for these computer-paid checks is shown at the end of this section. The program then returns to Accounts Payable Menu #1.

If any checks were voided during the check run, these will be shown as void on the Accounts Payable Check Register. The corresponding void checks should be destroyed.

Ending Payment Preparation and Check Printing

When the Payment Preparation and Check Printing menu is displayed, press TAB to end the application. The program returns to Accounts Payable Menu #1.

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

P R E - C H E C K - W R I T I N G   R E P O R T

THRU 06/01/81 FOR PAYMENT ON 04/10/81

DEFERRED ITEMS ARE SHOWN BUT ARE NOT INCLUDED IN TOTALS

VENDORS WITH CREDIT TOTALS ARE NOT INCLUDED IN TOTALS

VENDOR NO	VENDOR NAME/TERMS	VOUCHR NO	INVOICE NO	INVOICE DATE	DUE-DATE	DISCOUNT DATE	AMOUNT TO-BE-PAID	DISCOUNT TO-BE-TAKEN	NET-CASH REQUIRED
000300	RED LINE FREIGHT	1005	44237	03/20/81	04/19/81	03/20/81	68.50	.00	68.50
		1006	43561	03/12/81	04/11/81	03/12/81	103.54	.00	103.54
					VENDOR TOTALS:		172.04	.00	172.04
000500	E-Z REPAIRS	1008	2357	04/01/81	05/10/81	04/10/81	225.95	2.26	223.69
		1009	2398	04/05/81	05/05/81	04/05/81	74.10	.00	74.10
		1010	2410	04/07/81	05/07/81	04/07/81	50.00	.00	50.00
					VENDOR TOTALS:		350.05	2.26	347.79
000600	PACIFIC TELEPHONE	1012	MAR BILL	04/03/81	04/23/81	04/03/81	831.77	.00	831.77
					VENDOR TOTALS:		831.77	.00	831.77
000700	HANSON MANUFACTURING CO.	1013	77250931	03/12/81	05/11/81	04/11/81	8,755.24	431.01	8,324.23
		1014	77250932	03/12/81	05/11/81	04/11/81	6,050.12	296.89	5,753.23
		1015	77252259	03/20/81	05/19/81	04/19/81	2,231.47	107.45	2,124.02
					VENDOR TOTALS:		17,036.83	835.35	16,201.48
000800	REYNOLDS TOOL COMPANY	1016	AG22601	03/13/81	05/12/81	04/07/81	1,135.17	56.28	DEFERRED
					VENDOR TOTALS:		.00	.00	.00
	5 VENDORS TO BE PAID				GRAND TOTALS:		18,390.69	837.61	17,553.08

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A C C O U N T S P A Y A B L E C H E C K R E G I S T E R

CHECK NO	CHECK DATE	VENDOR NO	VENDOR NAME	VOUCHR NO	INVOICE NO	INVOICE DATE	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
2351	03/05/81 NON-A/P	000200	ACME OFFICE SUPPLIES	1002	85891	03/05/81	279.50	5.42	274.08
					CHECK TOTALS:		279.50	5.42	274.08
2405	04/09/81 NON-A/P	000500	E-Z REPAIRS	1011	2449	04/09/81	47.35	.00	47.35
					CHECK TOTALS:		47.35	.00	47.35
2425	04/01/81 MANUAL	000400	JONES PROPERTY MANAGEMENT	1007	APR RENT	04/01/81	5,000.00	.00	5,000.00
					CHECK TOTALS:		5,000.00	.00	5,000.00
					GRAND TOTALS:		5,326.85	5.42	5,321.43

0 REGULAR CHECKS
2 NON-A/P CHECKS
1 MANUAL CHECKS
0 VOID CHECKS
3 CHECKS TOTAL

VENDOR: XXXXXX

CHECK NO. 999999

OUR REF. NO.	YOUR INV. NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
999999	XXXXXXXX	99/99/99	999,999.99CR	999,999.99CR	99,999.99CR	999,999.99CR

CHECK NO.	CHECK DATE	VENDOR NO.
999999	99/99/99	XXXXXX

CHECK AMOUNT
$*********.00

PAY XXXXXXXXXXXXXXXXXXXXXXXXX
TO THE XXXXXXXXXXXXXXXXXXXXXXXXX
ORDER OF XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX

VENDOR: 000700

CHECK NO. 002453

OUR REF. NO.	YOUR INV. NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
1013	77250931	03/12/81	8,755.24	8,755.24	431.01	8,324.23
1014	77250932	03/12/81	6,050.12	6,050.12	296.89	5,753.23
1015	77252259	03/20/81	2,231.47	2,231.47	107.45	2,124.02
					CHECK TOTAL	16,201.48

CHECK NO.	CHECK DATE	VENDOR NO.
002453	04/10/81	000700

CHECK AMOUNT
$***16,201.48

PAY TO THE ORDER OF

HANSON MANUFACTURING CO.
65 INDUSTRIAL CIRCLE
CHICAGO, ILL. 30555
ATT: ACCOUNTS RECEIVABLE

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	CHECK DATE	VENDOR NO	VENDOR NAME	VOUCHR NO	INVOICE NO	INVOICE DATE	AMOUNT PAID	DISCOUNT TAKEN	CHECK AMOUNT
2450	04/10/81	000300	RED LINE FREIGHT	1005	44237	03/20/81	68.50	.00	68.50
				1006	43561	03/12/81	103.54	.00	103.54
					CHECK TOTALS:		172.04	.00	172.04
2451	04/10/81	000500	E-Z REPAIRS	1008	2357	04/01/81	225.95	2.26	223.69
				1009	2398	04/05/81	74.10	.00	74.10
				1010	2410	04/07/81	50.00	.00	50.00
					CHECK TOTALS:		350.05	2.26	347.79
2452	04/10/81	000600	PACIFIC TELEPHONE	1012	MAR BILL	04/03/81	831.77	.00	831.77
					CHECK TOTALS:		831.77	.00	831.77
2453	04/10/81	000700	HANSON MANUFACTURING CO.	1013	77250931	03/12/81	8,755.24	431.01	8,324.23
				1014	77250932	03/12/81	6,050.12	296.89	5,753.23
				1015	77252259	03/20/81	2,231.47	107.45	2,124.02
					CHECK TOTALS:		17,036.83	835.35	16,201.48
					GRAND TOTALS:		18,390.69	837.61	17,553.08

4 REGULAR CHECKS
0 NON-A/P CHECKS
0 MANUAL CHECKS
0 VOID CHECKS
4 CHECKS TOTAL

PRINT A/P DISTRIBUTION TO G/L REPORT

You may run this application to produce a report of distributions to General Ledger from the Accounts Payable system.

The report is presented in two sections. The first section shows manual distributions, those that were entered as account distributions in A/P Trx Processing. Manual distributions are also referred to as expense distributions.

The second section shows automatic distributions that result from the entry of payables and their payment. Automatic distributions include distributions to cash, discount taken, and Accounts Payable.

In order to run this application you must have the A/P Programs #2 diskette in drive Ø, the A/P Data Files A diskette in drive 1 and the A/P Data Files B diskette in drive 2.

Select Print A/P Distribution to G/L Report from Accounts Payable Menu #2 by typing 4 and pressing ENTER.

The screen will then display as follows:

```
PRINT A/P DISTRIBUTION TO G/L REPORT                              XYZ CO.




                    PLEASE ENTER:

                         1. PRINT REPORT ?

                         2. PURGE FILE ?

                         3. PERIOD ENDING DATE

                         5. SHOW MANUAL DISTRIBUTIONS
                            IN DETAIL OR SUMMARY ?
```

Enter the data as follows:

1. PRINT REPORT ? — Answer Y or N. If Y, the report will be printed. An entry of N here is usually made when the A/P to G/L Distribution file is to be

purged without printing (presumably after it was previously printed and the report has been verified as correct). You may press ENTER to default to Y.

EXAMPLE: Press ENTER to request printing.

2. PURGE FILE ?

Answer Y or N. If Y, the file will be purged (cleared of data). You may press ENTER to default to N.

EXAMPLE: Press ENTER to prevent the file from being purged.

3. PERIOD ENDING DATE

Enter the date, in MMDDYY format, that defines the end of the period for which distributions will be included on the report. You may press ENTER to default to the system date.

EXAMPLE: Type 4 3 0 8 1 and press ENTER.

4. SHOW MANUAL DISTRIBUTIONS IN DETAIL OR SUMMARY ?

Enter D (for Detail) or S (for Summary). You may default to D by pressing ENTER.

Manual distributions are those that were entered to distribute expenses during A/P Trx Processing. If you enter D, all such distributions, through the cut-off date, will be shown. If you answer S, these distributions will be summarized so that only one distribution total shows for each date for each account. For example, distributions of 100.00, 500.00 and 700.00 on 05/01/81 for a particular account would show as a single distribution for 1,300.00 on that date.

If you are running this application simply to purge the file, an entry for this field is not required.

EXAMPLE: Press ENTER.

The screen will look like:

```
PRINT A/P DISTRIBUTION TO G/L REPORT                              XYZ CO.




                 PLEASE ENTER:

                      1. PRINT REPORT ?              Y

                      2. PURGE FILE ?                N

                      3. PERIOD ENDING DATE          04/30/81

                      5. SHOW MANUAL DISTRIBUTIONS   D
                         IN DETAIL OR SUMMARY ?




FIELD NUMBER TO CHANGE ? ___
```

Enter the item number of any data field you wish to change. Re-enter the data for that field. When there are no more data fields to be changed, press ENTER.

The Accounts Payable Distribution to General Ledger Report is then printed automatically. The program returns to Accounts Payable Menu #2 once printing is complete.

Samples of the Accounts Payable Distribution to General Ledger Report, in both Detail and Summary format, are included at the end of this section.

Notes on the Accounts Payable Distribution to General Ledger Report

Refer to the detailed form of the report's first section shown at the end of this section. Each manual distribution made in the A/P Trx Processing application is shown here under its distribution account number. For each transaction, the Date, Voucher Number, Vendor Number, and the Amount Distributed are shown. The total amount distributed to that account is shown under the transactions for that account. At the end of all the accounts, a grand total is printed, which is the total of distributions to all accounts.

Then refer to the summary form of the manual distributions section for this report. For each account, the total of all manual distributions is shown. The two columns for each account are Date and Amount Distributed. Account totals and a grand total for all accounts are shown for the period.

The reports include all transactions up through the Period Ending Date. Transactions later than the Period Ending Date are neither printed nor purged.

Now refer to the automatic distributions section of the report. This part summarizes: Accounts Payable added (that is, credits to A/P) recorded by date and amount for each date of the period on which such transactions occurred; checks written by date and amount, whether non-A/P, manual or computer-printed (that is, credits to the cash account); discounts taken by day and amount, whether on non-A/P, manual or computer-printed checks (that is, credits to the discount account), and the A/P Paid for the period by date and amount (that is, the debits to A/P).

After a distribution report has been obtained, you may purge the A/P to G/L Distribution file, clearing from the file all transactions that are shown on the report.

Note that if automatic interfacing of A/P to G/L is used in your system, you should not purge the A/P to G/L Distribution file until the interface program is run. The interface program is part of the General Ledger system and, when used, accesses the A/P distributions on the A/P Data Files B diskette. You have the option of purging the A/P to G/L Distribution file during the interface or returning to the A/P system to do the purge.

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A C C O U N T S   P A Y A B L E   D I S T R I B U T I O N   T O   G E N E R A L   L E D G E R   R E P O R T

FOR THE PERIOD ENDING 04/30/81 - MANUAL DISTRIBUTIONS IN DETAIL

ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	VOUCHR NO	VENDOR NO	AMOUNT DISTRIBUTED
5000-100	PURCHASES	03/11/81	1003	000800	906.00
			DATE TOTAL:		906.00
		03/12/81	1013	000700	8,620.13
			DATE TOTAL:		8,620.13
		03/15/81	1001	000100	1,150.00
			1004	000100	1,150.00CR
			1017	000800	1,150.00
			DATE TOTAL:		1,150.00
		03/20/81	1015	000700	2,148.91
			DATE TOTAL:		2,148.91
			ACCOUNT TOTAL:		12,825.04
5000-200	PURCHASES	03/12/81	1014	000700	5,937.81
			DATE TOTAL:		5,937.81
		03/13/81	1016	000800	937.96
			DATE TOTAL:		937.96
			ACCOUNT TOTAL:		6,875.77
5100-100	PURCHASE.DISCOUNTS	03/05/81	1018	000200	5.42
			DATE TOTAL:		5.42
			ACCOUNT TOTAL:		5.42
5100-200	PURCHASE DISCOUNTS	03/05/81	1018	000200	5.42CR
			DATE TOTAL:		5.42CR
			ACCOUNT TOTAL:		5.42CR
5200-100	FREIGHT IN	03/05/81	1018	000200	8.50

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ACCOUNTS PAYABLE DISTRIBUTION TO GENERAL LEDGER REPORT

ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	VOUCHR NO	VENDOR NO	AMOUNT DISTRIBUTED
			DATE TOTAL:		8.50
		03/11/81	1003	000800	25.74
			DATE TOTAL:		25.74
		03/12/81	1006	000300	103.54
			1013	000700	135.11
			DATE TOTAL:		238.65
		03/15/81	1001	000100	50.00
			1004	000100	50.00CR
			1017	000800	50.00
			DATE TOTAL:		50.00
		03/20/81	1015	000700	82.56
			DATE TOTAL:		82.56
			ACCOUNT TOTAL:		405.45
5200-200	FREIGHT IN	03/05/81	1002	000200	8.50
			1018	000200	8.50CR
			DATE TOTAL:		.00
		03/12/81	1014	000700	112.31
			DATE TOTAL:		112.31
		03/13/81	1016	000800	197.21
			DATE TOTAL:		197.21
			ACCOUNT TOTAL:		309.52
6100-100	RENT EXPENSE	04/01/81	1007	000400	2,000.00
			DATE TOTAL:		2,000.00
			ACCOUNT TOTAL:		2,000.00
6100-200	RENT EXPENSE	04/01/81	1007	000400	3,000.00
			DATE TOTAL:		3,000.00

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0003

A C C O U N T S   P A Y A B L E   D I S T R I B U T I O N   T O   G E N E R A L   L E D G E R   R E P O R T

ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	VOUCHR NO	VENDOR NO	AMOUNT DISTRIBUTED
			ACCOUNT TOTAL:		3,000.00
6120-100	FREIGHT OUT & DELIVERY	03/20/81	1005	000300	45.00
			DATE TOTAL:		45.00
			ACCOUNT TOTAL:		45.00
6120-200	FREIGHT OUT & DELIVERY	03/20/81	1005	000300	23.50
			DATE TOTAL:		23.50
			ACCOUNT TOTAL:		23.50
6140-100	OFFICE SUPPLIES	03/05/81	1018	000200	271.00
			DATE TOTAL:		271.00
			ACCOUNT TOTAL:		271.00
6140-200	OFFICE SUPPLIES	03/05/81	1002	000200	271.00
			1018	000200	271.00CR
			DATE TOTAL:		.00
			ACCOUNT TOTAL:		.00
6150-100	TELEPHONE EXPENSE	04/03/81	1012	000600	301.97
			DATE TOTAL:		301.97
			ACCOUNT TOTAL:		301.97
6150-200	TELEPHONE EXPENSE	04/03/81	1012	000600	529.80
			DATE TOTAL:		529.80
			ACCOUNT TOTAL:		529.80
6170-100	MAINTENANCE & REPAIRS	04/01/81	1008	000500	225.95
			DATE TOTAL:		225.95
		04/05/81	1009	000500	74.10

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0004

A C C O U N T S   P A Y A B L E   D I S T R I B U T I O N   T O   G E N E R A L   L E D G E R   R E P O R T

ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	VOUCHR NO	VENDOR NO	AMOUNT DISTRIBUTED
			DATE TOTAL:		74.10
			ACCOUNT TOTAL:		300.05
6170-200	MAINTENANCE & REPAIRS	04/07/81	1010	000500	157.94
			DATE TOTAL:		157.94
		04/09/81	1011	000500	47.35
			DATE TOTAL:		47.35
			ACCOUNT TOTAL:		205.29
			GRAND TOTAL:		27,092.39

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A C C O U N T S   P A Y A B L E   D I S T R I B U T I O N   T O   G E N E R A L   L E D G E R   R E P O R T

FOR THE PERIOD ENDING 04/30/81 - AUTOMATIC DISTRIBUTIONS

	ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	AMOUNT
NEW A/P ADDED:	2000-000	ACCOUNTS PAYABLE	03/11/81	931.74CR
			03/12/81	14,908.90CR
			03/13/81	1,135.17CR
			03/15/81	1,200.00CR
			03/20/81	2,299.97CR
			04/01/81	5,225.95CR
			04/03/81	831.77CR
			04/05/81	74.10CR
			04/07/81	157.94CR
			TOTAL:	26,765.54CR
CHECKS WRITTEN:	1010-000	CASH - ACCOUNT #13557	03/05/81	274.08CR
			04/01/81	5,000.00CR
			04/09/81	47.35CR
			04/10/81	17,553.08CR
			TOTAL:	22,874.51CR
DISCOUNTS TAKEN:	5100-100	PURCHASE DISCOUNTS	04/10/81	540.72CR
			ACCOUNT TOTAL:	540.72CR
	5100-200	PURCHASE DISCOUNTS	03/05/81	5.42CR
			04/10/81	296.89CR
			ACCOUNT TOTAL:	302.31CR
			TOTAL:	843.03CR
A/P PAID:	2000-000	ACCOUNTS PAYABLE	04/01/81	5,000.00
			04/10/81	18,390.69
			TOTAL:	23,390.69

PRINT A/P DISTRIBUTION TO G/L REPORT

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

A C C O U N T S   P A Y A B L E   D I S T R I B U T I O N   T O   G E N E R A L   L E D G E R   R E P O R T

FOR THE PERIOD ENDING 04/30/81 - MANUAL DISTRIBUTIONS SUMMARIZED BY DATE

ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	AMOUNT DISTRIBUTED
5000-100	PURCHASES	03/11/81	906.00
		03/12/81	8,620.13
		03/15/81	1,150.00
		03/20/81	2,148.91
		ACCOUNT TOTAL:	12,825.04
5000-200	PURCHASES	03/12/81	5,937.81
		03/13/81	937.96
		ACCOUNT TOTAL:	6,875.77
5100-100	PURCHASE DISCOUNTS	03/05/81	5.42
		ACCOUNT TOTAL:	5.42
5100-200	PURCHASE DISCOUNTS	03/05/81	5.42CR
		ACCOUNT TOTAL:	5.42CR
5200-100	FREIGHT IN	03/05/81	8.50
		03/11/81	25.74
		03/12/81	238.65
		03/15/81	50.00
		03/20/81	82.56
		ACCOUNT TOTAL:	405.45
5200-200	FREIGHT IN	03/05/81	.00
		03/12/81	112.31
		03/13/81	197.21
		ACCOUNT TOTAL:	309.52
6100-100	RENT EXPENSE	04/01/81	2,000.00
		ACCOUNT TOTAL:	2,000.00
6100-200	RENT EXPENSE	04/01/81	3,000.00
		ACCOUNT TOTAL:	3,000.00

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0002

A C C O U N T S   P A Y A B L E   D I S T R I B U T I O N   T O   G E N E R A L   L E D G E R   R E P O R T

ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	AMOUNT DISTRIBUTED
6120-100	FREIGHT OUT & DELIVERY	03/20/81	45.00
		ACCOUNT TOTAL:	45.00
6120-200	FREIGHT OUT & DELIVERY	03/20/81	23.50
		ACCOUNT TOTAL:	23.50
6140-100	OFFICE SUPPLIES	03/05/81	271.00
		ACCOUNT TOTAL:	271.00
6140-200	OFFICE SUPPLIES	03/05/81	.00
		ACCOUNT TOTAL:	.00
6150-100	TELEPHONE EXPENSE	04/03/81	301.97
		ACCOUNT TOTAL:	301.97
6150-200	TELEPHONE EXPENSE	04/03/81	529.80
		ACCOUNT TOTAL:	529.80
6170-100	MAINTENANCE & REPAIRS	04/01/81	225.95
		04/05/81	74.10
		ACCOUNT TOTAL:	300.05
6170-200	MAINTENANCE & REPAIRS	04/07/81	157.94
		04/09/81	47.35
		ACCOUNT TOTAL:	205.29
		GRAND TOTAL:	27,092.39

PRINT A/P DISTRIBUTION TO G/L REPORT

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0003

A C C O U N T S   P A Y A B L E   D I S T R I B U T I O N   T O   G E N E R A L   L E D G E R   R E P O R T

FOR THE PERIOD ENDING 04/30/81 - AUTOMATIC DISTRIBUTIONS

	ACCOUNT NO	ACCOUNT DESCRIPTION	DATE	AMOUNT
NEW A/P ADDED:	2000-000	ACCOUNTS PAYABLE	03/11/81	931.74CR
			03/12/81	14,908.90CR
			03/13/81	1,135.17CR
			03/15/81	1,200.00CR
			03/20/81	2,299.97CR
			04/01/81	5,225.95CR
			04/03/81	831.77CR
			04/05/81	74.10CR
			04/07/81	157.94CR
			TOTAL:	26,765.54CR
CHECKS WRITTEN:	1010-000	CASH - ACCOUNT #13557	03/05/81	274.08CR
			04/01/81	5,000.00CR
			04/09/81	47.35CR
			04/10/81	17,553.08CR
			TOTAL:	22,874.51CR
DISCOUNTS TAKEN:	5100-100	PURCHASE DISCOUNTS	04/10/81	540.72CR
			ACCOUNT TOTAL:	540.72CR
	5100-200	PURCHASE DISCOUNTS	03/05/81	5.42CR
			04/10/81	296.89CR
			ACCOUNT TOTAL:	302.31CR
			TOTAL:	843.03CR
A/P PAID:	2000-000	ACCOUNTS PAYABLE	04/01/81	5,000.00
			04/10/81	18,390.69
			TOTAL:	23,390.69

PRINT VENDOR ANALYSIS REPORT

You may run this application to print the Vendor Analysis Report, which compares purchases and discounts for the different vendors for the Year-to-Date and for Last Year.

In order to run this application you must have the A/P Programs #2 diskette in drive Ø and the A/P Data Files A diskette in drive 1.

Select Print Vendor Analysis Report from Accounts Payable Menu #2 by typing 3 and pressing ENTER.

The Vendor Analysis Report is then printed. A sample Vendor Analysis Report is included at the end of this section. All vendors are included and, in addition to the Purchases, Percent of Total Purchases, Discounts, and Percent of Total Discounts, both for Year-to-Date and Last Year, the report includes the Grand Totals for all vendors as well as the average values per vendor.

After the Vendor Analysis Report has been printed, the program automatically returns to Accounts Payable Menu #2.

RUN DATE: 08/17/81 XYZ COMPANY PAGE 0001

V E N D O R   A N A L Y S I S   R E P O R T

VENDOR NO	VENDOR NAME	LAST PURCHASE DATE	YEAR-TO-DATE PURCHASES	YEAR-TO-DATE PCT-OF TOTAL	YEAR-TO-DATE DISCOUNTS	YEAR-TO-DATE PCT-OF TOTAL	LAST-YEAR PURCHASES	LAST-YEAR PCT-OF TOTAL	LAST-YEAR DISCOUNTS	LAST-YEAR PCT-OF TOTAL
000100	VERMONT METAL PRODUCTS	03/15/81	12,500.00	9.3	250.00	5.2	45,000.00	9.5	900.00	4.8
000200	ACME OFFICE SUPPLIES	03/15/81	1,873.50	1.4	25.42	0.5	4,287.50	0.9	70.00	0.4
000300	RED LINE FREIGHT	03/20/81	677.04	0.5	.00	0.0	2,365.00	0.5	.00	0.0
000400	JONES PROPERTY MANAGEMENT	04/01/81	15,000.00	11.2	.00	0.0	50,000.00	10.5	.00	0.0
000500	E-Z REPAIRS	04/09/81	629.34	0.5	2.26	0.0	401.00	0.1	.00	0.0
000600	PACIFIC TELEPHONE	04/03/81	1,881.77	1.4	.00	0.0	4,175.00	0.9	.00	0.0
000700	HANSON MANUFACTURING CO.	03/20/81	82,036.83	61.3	3,590.35	74.4	284,000.00	59.8	12,500.00	67.3
000800	REYNOLDS TOOL COMPANY	03/15/81	19,266.91	14.4	960.00	19.9	85,000.00	17.9	5,100.00	27.5
	8 VENDORS	GRAND TOTALS:	133,865.39	100.0	4,828.03	100.0	475,228.50	100.1	18,570.00	100.0
		AVERAGES:	16,733.17		603.50		59,403.56		2,321.25	

YEAR END CLOSING

You may use this application to update the Vendor file at year-end by moving the current Year-to-Date Purchases and Discount values to the Last-Year Purchases and Discount values and then clearing the current Year-to-Date values.

CAUTION: This application should not be run until all the desired year-ending reports have been printed.

In order to run this application you must have the A/P Programs #3 diskette in drive Ø and the A/P Data Files A diskette in drive 1.

Select Year End Closing from Accounts Payable Menu #3 by typing 4 and pressing ENTER.

The following screen will then display:

```
YEAR END CLOSING                                                    XYZ CO.




      THIS PROGRAM WILL MOVE THE CURRENT YEAR-TO-DATE PURCHASES

      AND DISCOUNTS TO THE LAST-YEAR PURCHASES AND DISCOUNTS

      AND THEN CLEAR THE CURRENT YEAR-TO-DATE PURCHASES AND

      DISCOUNTS FIELDS.




ARE YOU SURE YOU WANT TO DO THIS ? _
```

You may press ENTER to default to N or you may press TAB to end the application without clearing the Vendor YTD fields. The program returns to Accounts Payable Menu #3.

If you answer Y, the program proceeds automatically. When it is finished, it displays a message:

PROCEDURE COMPLETE - PRESS TAB TO RETURN TO MENU

The program then returns to Accounts Payable Menu #3.

VOIDING COMPUTER-PAID CHECKS

There are many reasons why a company may wish to void a check after it has been printed and after all of the vouchers it paid have been purged from the A/P Open Item file. The check may have been issued to a vendor whose invoices are in dispute, it may have been issued to the wrong vendor, it may have been issued prematurely; the vendor may have gone out of business or moved with no forwarding address; or the check may have been lost or damaged in transit. In any such case you may wish to back the payment out of the Accounts Payable system and restore the payable items after stopping payment or destroying the check.

From the Accounts Payable viewpoint, all that is involved is the entry of a negative non-A/P check voucher to back out the cash and discount distributions then the re-entry of the individual vouchers that were paid (or a single voucher representing all vouchers that were paid). The necessary steps and the consequences of each step are discussed below.

To begin with, a vendor had one or more vouchers on the A/P Open Item file which were selected for payment and then paid on a computer-printed check. For purposes of instructional clarity the examples will limit the vendor to a single voucher. This voucher had the following vital information:

Voucher #	Dist Date	Invoice #	Invoice Amount
111	03/01/81	12345	100.00

When this voucher was entered, the General Ledger distributions were made as follows:

Distributions:	Date	Account	Amount
	03/01/81	A/P	100.00CR
	03/01/81	Expense	100.00

The vendor's purchases year-to-date were increased by 100.00 as a result of this transaction and, since this was the only voucher for this vendor so far, the value of purchases year-to-date was 100.00.

This voucher was then selected for payment and paid in full on 03/20/81 with check #55555. As a result of this payment, the voucher was removed from the A/P Open Item file. The General Ledger distributions were recorded as follows:

Distributions:	Date	Account	Amount
	03/20/81	Cash	98.00CR
	03/20/81	Discount	2.00CR
	03/20/81	A/P	100.00

Since 2.00 discount was taken on the payment, the Discounts Year-to-Date field in the Vendor file was increased by 2.00 to a total of 2.00.

The General Ledger distributions so far can be summarized as follows:

	A/P DR	A/P CR	Expense DR	Expense CR	Cash DR	Cash CR	Discount DR	Discount CR
03/01/81		100.00	100.00					
03/20/81	100.00					98.00		2.00

Some time after the check was issued it was determined that the check must be cancelled. In order to retract the payment, a non-A/P check voucher (type N) is entered through A/P Trx Processing for a negative amount equal in absolute value to the total amount paid on the check (check amount plus discount).

Continuing with the example then, a non-A/P check voucher for 100.00- is entered. Of this 100.00-, 98.00- is the check amount and 2.00- is the discount amount. For the sake of an audit trail, the check number that is assigned to this transaction should be the same as the number of the check it is reversing. This voucher should be dated within the current accounting period to avoid posting distributions into a closed period. The decision to void the check, in this case, is made on 05/10/81 so that will be the non-A/P check voucher's check date.

The critical information pertaining to this voucher is:

Voucher #	Invoice Amt	Discount Amt	Check #	Check Date
222	100.00-	2.00-	55555	05/10/81

When entering a non-A/P check voucher it is necessary to enter expense distributions to counterbalance the cash and discount distributions. Since the expense for the purchases was recognized when the original voucher was entered and since the accounting period during which that entry was made has now been closed, there is no need to tamper with those distributions. Instead, the counterbalancing amount is distributed to a suspense account which must be created if one does not already exist. Thus, 100.00CR will be distributed to suspense instead of expense.

After this voucher has been posted, the A/P Open item file remains unaffected but the vendor's Purchases and Discounts Year-to-Date fields are reduced by 100.00 and 2.00 respectively. The distributions for this transaction are recorded as follows:

Distributions:

Date	Account	Amount
05/10/81	Cash	98.00
05/10/81	Discount	2.00
05/10/81	Suspense	100.00CR

Immediately after the non-A/P check voucher is entered a regular voucher must be entered to reinstate the A/P open item. The voucher that is entered must duplicate the voucher it is replacing in all respects except that the distribution date must be the same as the check date of the non-A/P check voucher just entered. In this example, the distribution date must be 05/10/81. This dating convention is required since distributions are dated by the check date for non-A/P check vouchers and by the distribution date for regular vouchers and the distribution dates for both vouchers must be the same.

APPENDIX 1
VOIDING COMPUTER-PAID CHECKS

The following vital information is then entered for the regular voucher (type R).

Voucher #	Dist Date	Invoice #	Invoice Amount
333	05/10/81	12345	100.00

As for the non-A/P check voucher, the expense distribution must be made to the suspense account. The distributions for this voucher are, then, as follows:

Distributions:	Date	Account	Amount
	05/10/81	A/P	100.00CR
	05/10/81	Suspense	100.00

After this voucher is posted, the vendor's purchases year-to-date will be increased by 100.00 to a total, again, of 100.00

The full set of General Ledger distributions can be summarized as follows:

	A/P		Expense		Cash		Discount	
	DR	CR	DR	CR	DR	CR	DR	CR
03/01/81		100.00	100.00					
03/20/81	100.00					98.00		2.00
05/10/81		100.00			98.00		2.00	

	Suspense	
	DR	CR
05/10/81	100.00	100.00

You can see, from the account representations above, that after all transactions have been entered, A/P has a 100.00 credit balance while expense has a 100.00 debit balance. The original cash and discount entries have been cancelled in a later period while the suspense account balances out at zero with both entries on the same day.

The voucher can, at this point, be selected for payment once again.

In the event that a check is voided which paid many vouchers, the procedure specified above is still valid but you may not wish to reinstate each of the vouchers. You may enter a single voucher to represent all vouchers which appeared on the check. You would probably find it helpful to use the check number of the voided check as the invoice number of this voucher. If the vendor requires itemization of each of the invoices that the voucher represents you can provide the stub of the voided check (or a photocopy of it).

BACKUP AND FORMAT INSTRUCTIONS

Important Note

This system does not use the same Backup and Format procedures as standard Radio Shack programs. Follow the procedure shown below exactly:

1. Turn on the Expansion Drives first. The Expansion Drives are in a separate box near the computer. A single switch on the right side of the front panel turns the drives on.

2. Turn on the Model II computer (the "POWER" switch below the name plate on the front panel). Wait a few minutes for the computer to stabilize.

3. Insert the Programs #1 diskette in Drive Ø (the drive built into Model II). Insert the diskette with the label facing to the right. You will feel the diskette click into place. Close the drive door firmly. Wait for the red light on the drive door to go off.

4. Insert a new blank diskette in Drive 1 (the first drive in the Expansion Unit) and close the door. There must be a gummed foil tape covering the upper notch of the diskette. (Refer to the Model II Owner's Manual.)

5. Type today's date and press ENTER. (For example, January 9, 1981 would be: Ø 1 / Ø 9 / 1 9 8 1 ENTER.) Press the ENTER key in response to the time question. TRSDOS READY will appear with a line of dots. Press the CAPS key once (which turns on the small red light built into the key).

6. Type: F O R M A T _ 1 _ { A L T = Ø _ A B S } and press ENTER. Please note the special characters in front of ALT, and at the end of ABS. These marks are braces, not parentheses. After the diskette is formatted, the message: ØØ FLAWED TRACKS should appear. If there are any flawed tracks, you must erase the diskette and try again (from step 6), or use a new diskette.

Do not use a diskette that has flawed tracks. The programs require all available space. After the blank diskette in Drive 1 is formatted, the TRSDOS READY message will reappear.

7. Type: B A C K U P _ Ø _ T O _ 1 _ A B S and press ENTER. During the Backup procedure, the computer will seem to stop for short periods, as if "hung up", or "frozen". This is normal. The computer is bringing in information from the program disk (in Drive Ø) and transferring the data to the new diskette (in Drive 1). Some of the programs on the diskette are very large and take a long time to transfer, causing the computer to appear "frozen". The Backup process takes several minutes to complete. TRSDOS READY will reappear. Remove the original program diskette from Drive Ø and store it in the protective sleeve. Keep the original diskette in a safe place.

8. The diskette in Drive 1 is now an exact duplicate of the original program diskette (Programs #1 that you just removed from Drive Ø). You can now remove the newly copied program diskette from Drive 1. Print "Programs 1" on the label, using a felt tip marker. (Also, print a large "1" in the upper right corner of the label.) Insert this diskette in Drive Ø and close the door.

9. Insert a new blank diskette in Drive 2 (the second drive in the Expansion Unit) and close the door. There must be a gummed foil tape covering the upper notch on the diskette. (See the Model II Owner's Manual.)

10. Type: F O R M A T _ 2 _ { A L T = Ø _ A B S } and press ENTER. (The marks around ALT and ABS are braces, not parentheses.) The Format process will take several minutes. After the diskette is formatted, the message: ØØ FLAWED TRACKS should appear. If there are any flawed tracks, you must erase the disk and try again (from step 10), or use a new diskette (and repeat from step 9). Do not use a diskette that has flawed tracks. The programs require all available space. After the blank diskette in Drive 2 is formatted, the TRSDOS READY message will reappear. Remove the diskette from Drive 2 and set it aside for the moment.

11. Repeat steps 9 & 10 until you have a total of 4 formatted diskettes (in addition to the first Backup diskette that is still in Drive Ø).

12. Mark the diskettes exactly as follows:

    Programs 2 (and print a "2" in the upper right corner of the label).
    Programs 3 (and print a "3" in the upper right corner of the label).
    Data Files A (and print a "4" in the upper right corner of the label).
    Data Files B (and print a "5" in the upper right corner of the label).

13. Insert the original Programs #2 diskette in Drive 1 (the first drive in the Expansion Unit). Insert the diskette with the label facing to the right. You will feel the diskette click into place. Close the door firmly.

14. Insert the formatted diskette (marked Programs 2) into Drive 2 (the second drive in the Expansion Unit) and close the door. There must be a gummed foil tape covering the upper notch. (See the Model II Owner's Manual.)

15. Type: B A C K U P _ 1 _ T O _ 2 _ A B S and press ENTER. During the Backup process, the computer will seem to stop for brief periods, as if "hung up", or "frozen". This is normal. The computer is bringing in information from the original diskette (the "source" diskette in Drive 1) and transferring the data to the new diskette (the "destination" diskette in Drive 2). Some of the programs are very large and take a long time to transfer (causing the computer to appear "frozen"). When the Backup is finished, TRSDOS READY will reappear. Remove the original diskette from Drive 1 and store it in the protective sleeve. Keep the original diskette in a safe place.

16. Remove the newly copied diskette from Drive 2 and store it in the protective sleeve until needed. Make sure it is marked correctly.

17. Insert the original Programs #3 diskette in Drive 1 (the first drive in the Expansion Unit). Insert the diskette with the label facing to the right, and close the drive door firmly.

18. Insert the formatted diskette (marked Programs 3) in Drive 2 (the second drive in the Expansion Unit) and close the door. There must be a gummed foil tape covering the upper notch on the diskette. (See the Model II Owner's Manual.)

19. Type: B A C K U P _ 1 _ T O _ 2 _ A B S and press ENTER. When the Backup is finished, remove the diskette from Drive 1, store it in the protective sleeve, and keep this original diskette with the other two original program diskettes that came with the program.

20. Remove the new Backup copy of Programs 3 from Drive 2 and store the diskette in the protective sleeve.

21. Insert the original Data Files A diskette in Drive 1 (the first drive in the Expansion Unit), with the label facing to the right, and close the drive door.

22. Insert the formatted diskette (marked Data Files A) in Drive 2 (the second drive in the Expansion Unit) and close the drive door firmly. Make sure a piece of gummed foil covers the upper notch on the disk. (See the Model II Owner's Manual.)

23. Type: B A C K U P _ 1 _ T O _ 2 _ A B S and press ENTER. When the Backup is finished, remove the original diskette from Drive 1 and return it to the protective sleeve. Store this original diskette with the other originals in a safe place.

24. Remove the newly copied diskette (marked by you as Data Files A) from Drive 2, and return it to a protective sleeve until needed.

25. Insert the original Data Files B diskette in Drive 1 (the first drive in the Expansion Unit) and close the door. The label should be facing to the right.

26. Insert the formatted diskette (marked Data Files B) in Drive 2 (the second drive in the Expansion Unit) and close the door. There must be a gummed foil tape over the upper notch on the diskette. (See the Model II Owner's Manual.)

27. Type: B A C K U P _ 1 _ T O _ 2 _ A B S and press ENTER. When the Backup is finished, remove the original diskette from drive 1 and store it in the protective sleeve. Keep the diskette in a safe place.

28. Remove the newly copied diskette from Drive 2 and store the diskette in the protective sleeve until needed.

BACKING UP DISKETTES ON A REGULAR BASIS

Some of the diskettes must be backed up on a regular basis, particularly after any important data has been entered or changed. We strongly recommend that you Backup your diskettes often to preserve the integrity of your data files. These are the diskettes which should be backed up regularly:

Programs 1
Data Files A
Data Files B

To Backup these three diskettes, follow the standard Backup instructions.

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COBOL Error Messages
Model II, 12 & 16 Systems

This program is written in the COBOL language. If the program or the computer fails, COBOL error messages may appear.

COBOL error messages 10-93 and 95-99 indicate a problem with diskettes. If one of these error messages occurs, press ENTER to return to TRSXXX Ready. Then use your latest backups of the Program and the Data diskette.

94 FILE NOT FOUND indicates that the file cannot be found. This could be because diskettes are in the wrong drives, a disk drive door is open, a diskette is flawed, or a disk drive is bad. If you are using a hard disk, it is possible that you inadvertently deleted (KILLed) the file. If you receive this error, make sure the diskettes are properly positioned, then reenter the system. If this error recurs, use your latest backups.

PROGRAM LOAD FAIL usually indicates a hardware or media problem possibly caused by a power fluctuation. For this type of error, the best recovery is to use your latest backups.

There are a number of reasons that you might receive a COBOL error. A few of the most common reasons are:

- A diskette is mounted in an incorrect drive. Some programs require that specific diskettes be inserted in specific drives.
- A write-enable tab is missing from a data diskette, so the program is unable to update a data file.
- A hard disk is write-protected, so the program is unable to update a data file.
- When using hard disks, "Floppy" was not turned off.
- Diskettes were mishandled causing Diskette Read Errors.
- Power was lost during operation. For example, during operation, a power failure occurred or the computer was turned off.
- The printer is off-line or not powered on, or the data cable is loose.

Explanations of the two most common recovery methods follow.

Using Your Latest Backups

Errors can sometimes cause delays or make it difficult to recover data. Protect your records by making backups (copies) of the program and data diskette(s). If you have a floppy diskette system, use the "BACKUP" command to create and update your backup set. If you have a hard disk system, use the "SAVE" command to create and update your backup set. (Refer to the application manual for specific instructions.)

Make a habit of updating your backup set at the end of each day. If an error occurs and data cannot be restored, use your backups. (If you have more than one backup set, use the latest set.)

Note: It is important that you update each diskette of the backup set. When you use your backups, you must use the complete set.

Consolidating Data Files

When a diskette is used extensively, files often become fragmented. You can reorganize (or "consolidate") the fragmented files by copying all data files onto another diskette. Consolidation is an alternative method you may use before going to backups. To consolidate, follow the instructions below.

Floppy Diskette Users: Format a blank diskette as instructed in the application manual. When formatting is complete, use the MOVE command to copy each file from the backup diskette to the blank formatted diskette. If your program and data are on separate diskettes, MOVE files from the backup data diskette. When all files have been MOVEd to the formatted diskette, the old backup diskette is replaced by the formatted diskette. Label the formatted diskette as the new backup diskette. Bulk erase the old backup diskette then place a blank label on it and put it aside.

Hard Disk Users: SAVE your data files and then RESTORE them. (Refer to the application manual for specific instructions.)

Radio Shack®
A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

Tandy TRS-80 Model 16/Enhanced Model II/Enhanced Model 12

Addendum to Operation Manual

ACCOUNTS PAYABLE

Cat. No. 26-6205

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If you want to change printers for different reports, use options 3 and 4. If you wish to change from using the system printer for all reports or for a specific report, return to the Master Menu and select the print options again. Be sure that your printer is properly connected to your terminal and on line before you try to print a report.

Common Files

Version 3 has been modified to keep files that are common to all systems in a common directory. This reduces duplication of effort if any change is made to the valid G/L account file and the company file. Each company has a separate common directory that includes the lockfile for providing file integrity.

Data in the common directories is not destroyed when you install another system or convert data using the conversion script.

Section 2/Considerations

Mounting Secondary Hard Disks

Version 3 lets you use secondary hard disks. They must be mounted under the directories /hd1, /hd2, and /hd3 for hard disk drives 1, 2, and 3 respectively. Follow these steps:

1. Create the directory for mounting using mkdir /hd1.
2. Set the permissions for the directory using chmod 777 /hd1.
3. Mount the drive on /hd1 using /etc/mount /dev/hd1 /hd1.

Temporary Files

Avoid using files with the following pathnames:

/tmp/system_dirs	/tmp/pgm_files
/tmp/tmp_file	/tmp/dta_files
/tmp/pass_file	/tmp/tmpXX
/tmp/pass_file1	

(XX in /tmp/tmpXX is any number, 1-99.)

If files with these pathnames exist and are important to you, you might want to rename them. They are overwritten during execution of scripts (install, SAVE, MOVE) and during execution of the Master Menu. The files are all in the /tmp directory because temporary files are usually of short term importance and are removed after rebooting TRS-XENIX.

the following message (assuming, for example, that General Ledger, Accounts Receivable, and Accounts Payable exist):

```
Convert the following system directories to multi-company/multi-disk
  format:
Gl      Ar      Ap
```

6. You are then prompted to enter a company number:

```
Enter company # for data directories (1-99) :
```

Select a company number, and enter it. The program checks to see whether systems have been previously installed for the company you selected. (This could happen if you installed a version 2 system after the first version 3 system was installed.)

7. The following message appears to help you decide whether to keep data files on the same drive so that you can interface data files by version 2 programs:

```
Company # x systems data files on drive x include :
Gl      Ap
Company # x systems data files on drive x include :
Ar
```

If data files to be converted exist, the following message is displayed:

```
Enter hard disk # for conversion of data files (Ø-3) :
```

Enter the hard disk drive number on which you want converted files to reside. If the hard disk you select is not mounted properly, you can exit the installation and correctly mount the drive. You must then start the installation again and complete it before any processing to any previously existing applications can occur.

8. If you choose a drive other than Ø, a message appears, showing you the amount of free space on the drive you selected as well as the size of the files to be moved:

```
Compare size requirements for the conversion to hard disk x (in 512
   byte blocks)
    Free space on hard disk x   /dev/hdx 6Ø12
    Size of data files          3115     /Dta.Ø1
Continue with converting data files to hard disk x (y/n) :
```

Compare the two numbers, and if free space is the larger number, answer <y>. If the drive does not contain enough free space, answer <n>, and choose another drive.

9. Next, the following message is displayed:

```
Converting from version Ø2.ØØ.ØØ to version Ø3.ØØ.ØØ directory
  structure -- Please wait
```

The necessary directories are created, the files are moved into the proper directories, and the necessary control files are created.

1Ø. Next, the program checks to see if version 3 A/P programs have been previously installed. If they have not, you see the following message:

```
Enter hard disk # for Ap programs (Ø-3) :
```

If version 3 A/P programs were previously installed, this message appears:

```
Ap programs previously installed in hard disk x
```

In either case, the program determines that the drive is properly mounted. If it is not, exit the installation, and mount the drive properly. If programs were previously installed, you also see:

```
Re-install programs? (y/n) :
```

Answer <y> to re-install A/P programs on the drive you selected. If programs did not previously exist on that drive or if you answer <y>, the following appears:

```
Copying Ap programs from floppy disk to hard disk -- Please wait
```

11. If you do not have version 2 data files to convert, the following is displayed:

    Enter company # for Ap data (1-99) :

    Enter the company number you want. The program then checks to see if A/P data exists for this company. If it does, you see:

    Company # x Ap data directory previously installed on hard disk # x

    If this does not follow a conversion, you next see:

    Continue with installation? (y/n) :

    If you answer <n>, you can enter another company number. If you answer <y>, you can continue without losing any data, or you can create new data files later.

12. If data does not exist, you are asked for a drive number on which to store data:

    Enter hard disk # for company # x Ap data (Ø-3) :

    Enter a drive number, and the program creates the necessary directories for the data files, along with the control files necessary for locating data and program directories. The lockfile initialization program is run if the lockfile.dta file does not exist for this company. You see:

    Initializing lockfile ØØ255
    Initialization complete

13. You are informed of whether data files exist in the directory for this system and this company with:

    Data files exist in company # x Ap data directory

    or:

    Data files do not exist in company # x Ap data directory

    The prompts that follow let you either copy over data files or create new data files. If you do not want to lose data, answer <n> to the prompts. If no data exists, do not run the application until data exists, whether it is copied sample data, newly created data files, or converted data from previous TRSDOS systems.

14. Next, the new versions of the RUNMM Master Menu, SAVE, CONVRTAP, and MOVE are copied to hard disk. The installation is now complete. You are returned to the Installation Menu. To install another company, see Part 2, Section 3, "Installing a New Company." If you are finished, press <q> to exit to the selection prompt.

PART 3/INSTALLING A NEW COMPANY

Section 1/The Installation

Before installing a new company in version 3, please read through all the following instructions. During the installation, be sure to watch the screen and answer all the prompts you see.

To begin installing a new company:

1. Turn on all peripherals, then turn on the computer.

2. Log in as root. (To install TRS-XENIX applications, you must be logged in as root.)

3. At the root prompt (#), type **install** <ENTER>.

4. Enter <1> at the menu to install your application.

5. You are prompted:

   Enter hard disk # for Ap programs (Ø-3) :

   Enter the hard disk drive number onto which you are installing the programs. (If an error message appears, you have either entered an invalid hard disk drive number or mounted the hard disk drive incorrectly.)

6. You are now prompted:

   Enter company # for Ap data (1-99) :

   Enter the company number by which the data files are accessed. If the application was installed previously for that company number, you are prompted to press <y> to continue with the installation or <n> to stop installation for this company.

7. You are now prompted:

   Enter hard disk # for company # x Ap data (Ø-3) :

(x is the company number entered in Step 6.) Enter the hard disk drive number onto which you are installing data files. If a lockfile has not been created before for this company, it is created now.

8. When the installation is complete, you are returned to the Installation Menu. Press <1> to continue with the installation of another system or the same system for another company (create another set of data files). If you are finished, press <q> to exit to the selection prompt.

Section 2/Answering Prompts on Subsequent Installations

After you have installed the programs for the first time, you will see prompts different from the ones you encountered the first time. When installing, you see the prompt:

Ap programs previously installed on hard disk
Re-install programs (y/n)

It is not necessary to re-install the A/P programs each time you add a company. Answer this prompt with <n>.

The following prompt:

Create new Ap data files (y/n)

should be answered <y> when installing a company for the first time. If this prompt is answered <n>, the A/P program terminates when you try to run it, and you see a File Not Found error message. You must then re-install that company, answering the prompts correctly and using "Initialize Lockfile" at RUNMM to reset the lock.

Section 3/Overwriting a Previously Installed Company

You can overwrite a previously installed company's data by re-installing the system for the same company number. Answer <y> to the Create new data files (y/n) question.

All files are re-created with the exception of the company file. The company file can be re-created by using Company File Maintenance in the A/P program and manually changing it. Initialize the lockfile from RUNMM.

PART 4/CONVERTING EXISTING DATA TO TRS-XENIX

If you have been using Accounts Payable prior to receiving TRS-XENIX, you can transfer your existing data files to your TRS-XENIX hard disk.

If your files are in TRSDOS 2.Øa (or 2.Øb) format, follow the instructions in your TRS-XENIX Operations Guide for transferring your data files to TRSDOS-II. (Only TRSDOS-II files and TRSDOS-II SAVE files can be transferred to TRS-XENIX. Both single- and double-sided diskettes can be transferred.)

To transfer existing data files to TRS-XENIX, follow these instructions:

1. Power up your computer under TRS-XENIX, and log in as root.

2. At the root prompt (#), type **convrtap** <ENTER> to load the conversion program for Accounts Payable. CONVRTAP lets you convert data files used under the TRSDOS-II operating system. You must have previously installed for a company before the data files can be converted to the company's data directory for the installed system.

3. The following menu appears:

```
                 TRSDOS TO TRS-XENIX
                C O N V E R S I O N
              Accounts Payable System
                 Cat. No. 26-62Ø5
                       MENU
              ------------------------

         1. Convert from 4.x single-sided disks
         2. Convert from 4.x double-sided disks
         3. Convert from 'SAVE' disks
         q. to quit

     Please select:
```

   Press a number key (or <q>) for the type of conversion you need to make.

4. Verify your selection by answering <y> to one of the following prompts:

```
Convert from TRSDOS 4.x single-sided disks
Perform this function? (y/n) :

Convert from TRSDOS 4.x double-sided disks
Perform this function? (y/n) :

Convert from TRSDOS 'SAVE' disks
Perform this function? (y/n) :
```

Converting from TRSDOS 4.x single-sided diskettes: You are prompted to insert the Accounts Payable PROGRAMS #1 diskette, then the DATA FILES A diskette, followed by the DATA FILES B diskette.

Converting from TRSDOS 4.x double-sided diskettes: You are prompted to insert the Accounts Payable PROGRAMS diskette and then the DATA diskette.

Converting from TRSDOS 'SAVE' diskettes: You are prompted to insert each TRSDOS 'SAVE' diskette of the data set, starting with Volume Ø.

5. Next, enter the company number (1-99) for which data is being converted. If the company has not been installed or if the hard disk is not properly mounted, the conversion ends. Enter <q> to quit, or enter a proper company number.

6. A search is made for the data directory for this company, and the following message appears:

   Ap previously installed for company # x on hard disk x

   You are then prompted to insert diskettes as required to transfer all data to the data directory for this system.

7. After all data is transferred to the directory, the common data files are updated. All version 2 systems previously contained their own valid G/L account files and their own company files. Version 3 has made these files common to all systems so that only one of each of the common files exists for any specific company. The following message is displayed before updating occurs:

   Updating the company file and the valid Gl account files -- Please wait

The company file is common to all systems. All systems access the same company file for the same company in the company's common directory. This eliminates duplication of effort if any data is changed in one system.

The company file is moved to the common directory if it does not already exist there; otherwise, it is not overwritten (assuming that the current file is good).

The other common file is the valid G/L account file. This file is used by all systems except G/L. The valid G/L account file in the common directory is updated to include all accounts in the converted file. The accounts in the converted file are read, and if they do not already exist in the common file, they are added. If a common valid G/L account file does not exist, the converted file is moved to the common directory.

Your Accounts Payable data files are now transferred to TRS-XENIX. Proceed to the next section for instructions on making backups.

PART 5/THE SAVE UTILITY

Section 1/Formatting

Use the following procedure to make backups instead of the procedure described in your user's manual. Before you get started, format some floppy diskettes. You might want to keep a box of floppy diskettes formatted for making backups.

Hint: Since you must exit TRS-XENIX to format floppy diskettes, you might want to format them at the beginning or end of the day, when the system is shut down.

To format floppy diskettes, follow these steps:

1. Exit TRS-XENIX, and reset the system. At the root prompt, type **shutdown** <ENTER>.

2. Reset the system after the message, ** NORMAL SYSTEM SHUTDOWN **, is displayed. At the TRS-XENIX Boot prompt, type **diskutil** <ENTER>. Answer the following prompts:

Prompt:	**Response:**
Diskutil: Hard or floppy disk (h or f) ?	f <ENTER>
Copy or format (c or f) ?	f <ENTER>
Format floppy disk in drive number (Ø..3) ?	Ø <ENTER>
TRS-XENIX format or IBM single-density format (x or i) ?	x <ENTER>

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3. The following message is displayed:

   About to format TRS-XENIX floppy disk in drive Ø.

   Insert disk into drive Ø.

   Type <enter> to proceed or <break> to abort:

   Press <ENTER> to begin formatting the diskette.

   The cylinder and side numbers are displayed while the formatting is in progress. If the diskette is defective, you see the message:

   Format verify failed

   The location of the bad spot on the floppy diskette is given, followed by the message:

   Disk is unusable

   Note: If you attempt to format a floppy diskette that already contains data, you see the message:

   Destination disk is not blank
   Any data on it will be lost if you proceed.

   After the diskette is formatted, the screen displays the format prompt again. You can format another floppy diskette or press <BREAK> if you have no more floppy diskettes to format. Press reset to exit diskutil.

Section 2/SAVE

Version 3 has a new **save** script that provides for saving and restoring programs and data with pathnames that reflect the multi-company/ multi-disk directory structure. The script no longer accesses version 2 data in its old directory structure because version 2 data is converted to the version 3 directory structure. Version 2 programs that run from RUNMM can still be saved.

The **save** function erases and writes over any information on the diskette. Use separate diskettes to save programs, data, and control files.

Do not attempt to save or restore any files if another terminal is running any of the TRS-XENIX COBOL applications packages.

Data files are saved by system, company, and hard disk. You can save one or all systems for one company on one hard disk at one time. Program files are saved by system and hard disk. You can save one or all systems on one hard disk at one time. Control files are all saved at one time. Control files tell the RUNMM Master Menu program and the CONVRTXX, SAVE, and MOVE scripts the hard disk that contains the programs and data files for processing a particular accounting package for a particular company. Be sure to keep a current backup of the control files. They must be correct to allow restoration of programs and data.

The following instructions describe the way to save your TRS-XENIX programs and data files.

1. Boot TRS-XENIX, and log in as root while you are at the console in multi-user mode. At the root prompt (#), type **save** <ENTER>.

2. Make a selection from the following menu:

```
Save/Restore User File Systems
------------------------------

1.  to save data
2.  to restore data
3.  to save programs
4.  to restore programs
5.  to save control files
6.  to restore control files
q.  to quit
```

3. Different prompts are displayed, depending upon the selection you choose:

If You Choose:	You See:
1	Enter hard disk # (Ø-3) :
2	Enter hard disk # (Ø-3) :
3	Enter hard disk # (Ø-3 or V2) :
4	Enter hard disk # (Ø-3 or V2) :
5	(no message--control files are always on Drive Ø)
6	(no message--control files are always on Drive Ø)

Answer with the hard disk number you want or with **V2** to save version 2 programs.

4. If the save/restore involves data files (selections 1 or 2), you are asked for the company number with:

   Enter company # (1-99) :

5. Different prompts appear, depending upon your menu selection in Step 3 above:

If You Chose (in Step 3):	You Now See:
1	Data file directories do not exist on hard disk x for company # x -- Try again OR Data file directories on hard disk x for company # x include following systems: Gl Ar Ap
2	There are not any systems installed on hard disk x for company # x -- Try again OR The following data file directories have been installed for company # x on hard disk x: Gl Ar Ap
3	Version Ø2.ØØ.ØØ programs do not exist -- Try again OR Version Ø2.ØØ.ØØ programs include following systems: Ar Ap OR Programs do not exist on hard disk x -- Try again OR Programs on hard disk x include following systems: Gl

If You Chose (in Step 3):	You Now See:
4	There are not any version Ø2.ØØ.ØØ systems installed -- Try again OR The following version Ø2.ØØ.ØØ program file directories have been installed: Ar Ap OR There are not any systems installed on hard disk x -- Try again OR The following program file directories have been installed on hard disk x : Gl
5	Control files are stored on hard disk Ø
6	Control files are stored on hard disk Ø

6. For all selections, you are prompted to enter the disk type:

   Enter 1 for single-sided disks, 2 for double-sided :

   You are then prompted to enter the floppy drive to be used:

   Enter floppy drive # (Ø-1) :

7. a. For selections 1-4, you are asked to enter a system directory name to be saved (or restored), **all**, or **end**. Respond with a valid system name, **all**, or **end**. If you choose **end**, the SAVE menu reappears. If you enter a system name or **all**, your choice is confirmed, and you are asked if you want to proceed with the save or restore procedure. Press <Y> or <N>.

Insert your first floppy diskette into Drive 1, and press <ENTER>. The process begins, and all pathnames of all files saved to or restored from floppy diskette are displayed. SAVE continues to prompt for additional diskettes until you enter **end**.

b. For selections 5 and 6, your choice is confirmed, and you are asked if you want to proceed with saving or restoring the control files. Press <Y> or <N>.

   To save control files, insert your first floppy diskette into Drive 1, and press <ENTER>. To restore control files, insert the diskette into Drive Ø, and press <ENTER>. The process begins, and all pathnames of saved or restored control files are displayed. SAVE continues to prompt for additional diskettes to be restored until you enter **end**.

8. Label each floppy diskette with a description, date, and diskette number in the backup series, such as:

```
Accounts Payable Data Files   ** BACKUP **
July 23, 1984                 Disk # 1 of 1Ø
```

9. When the process is complete, you are returned to the SAVE menu. If you are finished, press <q> to exit to the root prompt.

Note: Do not attempt to save or restore any files if another terminal is running any of the TRS-XENIX COBOL applications systems.

PART 6/THE MOVE UTILITY

MOVE is a utility that lets you move a directory of data files or programs from one hard disk to another and make the necessary changes to the control files to reflect these changes.

Do not attempt to move files if another terminal is running any of the TRS-XENIX COBOL applications systems.

Immediately update your backups to reflect the move. This entails saving the control files with SAVE and being sure that all program and data file backups reflect the new pathnames for the files. (Pathnames all begin with the hard disk directory--/hdØ, /hd1, /hd2, or /hd3.) If only data files are moved, it is not necessary to make new backups of programs, and vice-versa.

Also be aware that interfacing of version 2 programs requires that data files be on the same hard disk. For example, General Ledger interfaces with Accounts Receivable, Accounts Payable, and Payroll. If Accounts Payable is a version 2 system, G/L data files must be on the same drive as A/R, A/P, and P/R data files. If G/L is a version 3 system, any of the systems' data files can be on any drive. Version 3 programs can find the other systems' data files with the aid of the control files.

To move program or data files, follow these instructions:

1. Log in as root at the console.

2. At the root prompt (#), type **move** <ENTER>. The following menu appears:

```
                    M O V E
        Move COBOL Program Or Data Files
              To Another Hard Disk
   -------------------------------------------


 1.  to move program files from one hard disk to another
 2.  to move data files from one hard disk to another
 q.  to quit
```

3. If you select <1> for program files, you see a message similar to this:

```
Searching for program files that may be moved -- Please wait
Ap is stored on hard disk x
Gl is stored on hard disk x
Ar is not a version Ø3.ØØ.ØØ or later release and may not be moved
  from drive Ø
```

4. In a few moments, the following prompt is displayed:

```
Enter system to be moved (XX) or 'end' :
```

   If you enter **end**, the MOVE menu reappears. If you enter **gl** (for example), the following appears:

```
Gl programs installed on hard disk x
Enter hard disk to which Gl programs are being moved (Ø-3) :
```

5. After you enter a valid drive number, you see the following messages:

```
Compare size requirements for the move (in 512 byte blocks)
    Free space on hard disk x          /dev/hdx      2718
    Size of Gl programs                6Ø8        /hdx/Cob/Gl
Continue with moving Gl from hard disk x to hard disk x? (y/n) :
```

   If you answer with <Y>, the following is displayed:

```
Setting up new Gl directory structure on hard disk x
Moving Gl programs from hard disk x to hard disk x
Removing unused directories on hard disk x
```

6. If you select <2> to move data files, you see:

```
Enter company # data files to be moved (1-99) :
```

   After you enter a valid company number, the following appears:

```
Searching for data files that may be moved -- Please wait
Ap is stored on hard disk x
Gl is stored on hard disk x
Ar is stored on hard disk x
```

7. In a few moments, the following prompt appears:

```
Enter system to be moved (XX) or 'end' :
```

   If you enter **end**, the MOVE menu reappears. If you enter **gl**, the following is displayed:

```
Gl installed for company # x on hard disk x
Enter hard disk to which Gl data files are being moved (Ø-3) :
```

   Enter a valid drive number.

8. Next, you see:

```
Compare size requirements for the move (in 512 byte blocks)
    Free space on hard disk x          /dev/hdx      2718
    Size of Gl system data files       875          /hdx/Cob/Gl
Continue with moving Gl from hard disk x to hard disk x? (y/n) :
```

   If you answer with <Y>, you see the following messages:

```
Setting up new Gl directory structure on hard disk x
Moving company # x Gl data files from hard disk x to hard disk x
Removing unused directories on hard disk x
```

When the move is complete, you are returned to the MOVE menu. You can perform another move or quit and return to the root prompt.

PART 7/SPECIAL TRS-XENIX INSTRUCTIONS

RUNMM (Run Master Menu) is the menu program that drives all the TRS-XENIX applications packages. The Master Menu displays the accounting systems installed for a company you have set up. Both version 2 and version 3 programs can be run from the RUNMM Master Menu, providing that a version 3 system was installed last. A company number can be specified when you type **RUNMM.** This displays the Master Menu for the specified company. If you do not specify a company number, RUNMM defaults to Company # 1.

Type **RUNMM** <ENTER> or **runmm** <ENTER> at the $ prompt to display the Master Menu for Company #1.

Type **RUNMM** 5 <ENTER> or **runmm** 5 <ENTER> (for example) to display the Master Menu for Company #5.

Section 1/Selecting Another Company

To select another company number, press <Ø>. Enter the new company number (1-99), and press <ENTER>.

Section 2/Selecting an Accounting System

Press the menu number of the accounting system you wish to use. (Be sure that you have the correct company displayed.) The program loads the accounting system you select.

When you press <F1> or <TAB> to exit an accounting system, the Master Menu is again displayed.

Section 3/Initializing the Lockfile

There are times when a file should be used by only one person. The lockfile system maintains file integrity during these times. If you see this message:

XXXXXXXXXX FILE IS LOCKED AT ANOTHER TERMINAL...WILL YOU WAIT? Y/N

the file you want to use is not available. (WILL YOU WAIT? Y/N might not be displayed in some cases.) Type **Y** <ENTER> to wait until the file is available. Type **N** <ENTER> to exit and continue with another process.

If no other users are running applications for this company number, you are receiving this message in error. If this happens, initialize the lockfile for that company. (This situation is most likely to occur after a system failure.) The last Master Menu option, * - INITIALIZE LOCK-FILE, resets all files for that company number to an "unlocked" status.

Be sure all other users are off the TRS-XENIX system for the company on which you are working before you initialize the lockfile for that company.

Note: The lockfile system is not used in any version 2 accounting system.

PART 8/DOCUMENTATION CHANGES

The Accounts Payable Menus #1, #2, and #3, pages 4.1.1-4.1.4, have been combined into one Master Menu.

PART 9/IN CASE OF SYSTEM CRASH

If for any reason you should have to re-initialize your entier TRS-XENIX system, you should follow these steps to restore your accounting programs and data to the hard disk.

After re-initializing TRS-XENIX:

1. Re-install a version 3 accounting package to put the new SAVE and RUNMM back on the hard disk.
2. Type **save** <ENTER> to enter the SAVE utility.
3. Use option 6 to restore the control files.
4. Use options 2 and 4 to restore data and programs.