

ADVANCED ACCOUNTING

VERSION 5.1

General Ledger
Accounts Receivable/Sales Order
Accounts Payable/Purchase Order
Inventory Control
Payroll
Point of Sale
Job Cost
Bill of Materials

NOTE: this is the original manual released with the Advanced Accounting 5.1 software. It does NOT contain information about changes made to the software from 1997 to the present. Please see the file Adv51Updates.pdf on your CD or on the Addsum web site at www.addsuminc.com (Advanced Accounting 5.1 updates page). Or call Addsum further information at either 888-923-3786, 800-648-6258 or 801-277-9240 or send an Email to support@addsuminc.com. If your software has been customized (Advanced Accounting is modifiable) then this manual will also not include or discuss those modifications.

BUSINESS TOOLS

INCORPORATED

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SUPPORT POLICIES AND PROCEDURES

Business Tools, Inc. has provided you with complete documentation and a “read me” file to assist you with the operation of the product. However, if you have questions, unexpected problems, update requirements, or a product return, you must initially contact the place of purchase. Please review the following support policies and procedures before requesting assistance.

Before Contacting Product Support

- 1) Review your manuals thoroughly.
- 2) Have your product serial number ready (it is displayed during when the initial logon screen is displayed).
- 3) Have your invoice number and date of purchase available.
- 4) Designate a **single** point of contact for dealing with product support. If that's you, please be located in front of your computer, with the computer on and the software loaded, if possible. You need to be ready to work with the software.
- 5) Have your manuals within reach.

You must be a registered user to obtain support. If you bought through a dealer, your dealer is your first line of support. You must complete the registration process before support will be available from BTI. For more information on registering please refer to **Appendix H, How to Register Advanced Accounting 5.1**.

Basic Support Program

Source:	Addsum
Fee:	No Charge
Length of Agreement:	30 days (from date of purchase) or a maximum of 1 hour. Each call to Addsum support will be counted as 15 minutes.
Purpose:	To assist in the installation of Advanced Accounting 5.1.
Enrollment:	Registered User (Registration process is complete.)
Support Hotlines:	8:30 am - 6:00 p.m. MST or MDT Monday through Friday (801)277-9240

EXCEPTIONS: Initial no-charge support is **NOT** offered for installations on LANs (local area networks) other than Novell Netware products 2.0 or greater (not including Netware Lite) and Lantastic 6.x or greater, running on DOS version 5.0 or higher. This support is limited to BTI products running on your system and is not support for the LAN software or hardware system itself. Support may be available for a fee. Ask your support representative when you call.

Regular Support Program

If you have purchased this product directly from BTI or wish to get support from BTI the two following options are available.

PER CALL PLAN

Source: Addsum

Fee: \$30.00 per call (minimum of 15 minutes per call). Must have a VISA or M/C or other credit card available when you contact Addsum.

PRE-PAID HOURLY SUPPORT

Source: Addsum

Fee: \$90.00 per hour, pre-paid in 3 hour blocks (\$270.00 per block). Each time you contact Addsum for a support question you will be charged for the actual time involved and the amount will be deducted from your account. This may also include time not spent on the phone with the support technician. There are no minimum time amounts so you will be charged only for the time used. Also, your account will stay active until the pre-paid amount is fully used or for 3 years, which ever is first.

Availability: Both the PER CALL and PRE-PAID plans are available from 8:30 pm - 6:00 p.m. MST or MDT, Monday through Friday. The support phone number is 801-277-9240.

Other Support: FAX: (801) 277-4220
WEB: www.addsuminc.com

UPDATE PROCEDURES

If you are a registered user and want to obtain the current version of a product, contact:

Sales Department
8:30 A.M. - 6:00 MST or MDT
Monday through Friday
(800) 648-6258

Before you call, please have the following information about your existing product available:

Product Name, Serial Number, Invoice Number and Date of Purchase

PRODUCT RETURNS

Once the product is registered you may no longer return the product. If you have purchased source code you may no longer return the product once the sealed license envelope is opened. No returns will be accepted more than 30 days after date of purchase.

If you have purchased this product from a dealer (not directly from Addsum) you must make any returns to that dealer.

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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 1

Introduction

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WELCOME TO ADVANCED ACCOUNTING 5.1

Welcome to the Advanced Accounting 5.1 Accounting System. We are proud to introduce you to the first easy to use, realistically priced, modifiable accounting package designed specifically to meet the needs of the small business. Written by experienced business people with an expert knowledge of how computers can enhance the business management environment, Advanced Accounting 5.1 provides you with the features to handle your present accounting needs and the flexibility to accommodate your company's future growth.

Advanced Accounting 5.1 is a complete double entry, accrual-based accounting system by itself, but it also is part of a integrated family of Business Tools products designed to improve your productivity. These products let you grow with your Advanced Accounting 5.1 system.

Multi-User LAN Support

For those businesses operating in a multi-user computer environment, Advanced Accounting 5.1 is LAN-compatible. It has been designed to support all systems that are DOS 3.1 or NetBios compatible.

Job Cost Management System 5.1

A fully featured JCMS that will allow you to easily keep track of individual jobs. Now you can really tell whether you're making a profit or not on each job you take. Easy estimating, and simple conversion of estimates to jobs. If you have employees that work at many different tasks, and get paid at many different rates (including different worker's liability rates) this product's for you. Fully integrated with Advanced Accounting 5.1.

Bill of Materials 5.1

If you build 'kits' or do simple manufacturing and want to be able to keep track of how many units you could build, or easily create build orders from sales orders entered, then BOM is for you. A very easy to use system, it is fully integrated with Advanced Accounting 5.1. Allows up to 9 levels of assemblies, and you can easily include both labor and materials in a product. Can instantly show you the actual cost of an item updated for new costs of its parts.

Point of Sale Management System 5.1

A POS system designed for any business that has sales that occur at a cash register. With this fast, efficient replacement for your registers, you can easily control how your clerks log in as well as how much information needs to be entered for each sale. You can audit sales activity by clerk, by register, by payment type, by time of day--you name it! Fully integrated with Advanced Accounting, the system offers such capabilities as layaways, split sales, and promotional items.

OPTIONAL, NOT INCLUDED:

Windows and DOS versions

You can now run Advanced Accounting 5.1 on both DOS and Windows systems. In fact, you can run DOS and Windows at the same time (even on the same machine). This will allow you to have some users running DOS and some running Windows using the same data. If you have the DOS version of Advanced Accounting you can easily upgrade to the Windows version and vice-versa.

TAS Professional Application Development System

One of the keys to the versatility of the Advanced Accounting 5.1 accounting system is that it was created using the TAS Professional 5.1 application development system. This powerful 4th generation language and relational database includes both a source code editor and program generator. You can create entry screens or entire applications that can work in conjunction with Advanced Accounting 5.1. If you purchase both TAS Professional 5.1 and the source code for Advanced Accounting 5.1 you can customize Advanced Accounting 5.1 itself.

Advanced Accounting 5.1 Source Code

With Advanced Accounting 5.1 Source Code, you can use the TAS Professional source code editor to modify Advanced Accounting 5.1 to suit the requirements of any business environment. This powerful combination gives you the capability to modify Advanced Accounting 5.1 screens, menus, and programs so that you can create the exact environment you want to see in your accounting system, or have Advanced Accounting 5.1 fit in seamlessly with your other business applications.

We think you'll agree Advanced Accounting 5.1 is one of the finest accounting products on the market, and we hope you'll enjoy using it as much as we enjoyed creating it for you.

Please write and tell us what you think; your comments are always welcome. We'll do our best to use your ideas in our future releases. Thank you again for purchasing Advanced Accounting 5.1. We hope Business Tools products and services will continue to meet your needs for many years to come.

Addsum Business Software, Inc.
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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 2

Installation and System Overview

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INSTALLATION OVERVIEW

What This Package Contains

Please take a few minutes to make sure you received everything necessary to successfully run Advanced Accounting 5.1. This package should contain the following items:

- Advanced Accounting 5.1 Manual
- Advanced Accounting 5.1 Disk Packet
- Information on Advanced Accounting Forms

NOTE: If you are upgrading from Advanced Accounting 5.0 for DOS, you will receive the new portions of the manual that apply to the Windows version rather than a complete manual.

If any of these items is missing, please contact your dealer immediately for a new copy. If you purchased Advanced Accounting 5.1 directly from Business Tools, Inc., then contact the Product Support Department.

The Multi-user (LAN) version of Advanced Accounting 5.1 is included and is automatically installed.

What You Need

To install and run Advanced Accounting 5.1 you will need:

- An IBM-PC compatible 386 or better (486 or better preferred).
- A minimum of 4MB (4,000,000 bytes) of RAM memory installed on the machine.
- One floppy drive (3.5" High Density) and one fixed hard disk drive with at least 12MB of storage space available.
- DOS 3.3 or higher or Windows 3.1x/Windows for Workgroups (running in 386 Enhanced Mode) or Windows 95.

The Advanced Accounting 5.1 Disk Packet

The Disk Packet contains your license to the product and four 3.5" high density disks.

If a REGISTRATION DISK is not included in your Disk Packet (you only received 3 disks):

Your copy of Advanced Accounting 5.1 has been pre-registered for you. You do not need a REGISTRATION DISK and will not need to run the registration procedure. The file START_UP.RUN (it is included on your RUN DISK 1 and automatically gets installed with the rest of your version 5.1 programs) contains your registration information. You should keep a copy of this file in a safe location for use should you ever need to reinstall Advanced Accounting 5.1 due to hardware failure or other emergency. In such a situation, if you haven't kept a backup copy of the 'unlocked' START_UP.RUN file, you will have to re-register the product.

If a REGISTRATION DISK is included in your Disk Packet: You will need that disk to unlock the product. Until your product is registered, you are limited to 100 records in any one data file. If you will be converting your data from an earlier version (Advanced Accounting 3.x or 4.x or Books 2.x or 4.x), please be sure that you have registered your copy of Advanced Accounting 5.1 **before** beginning the data conversion procedure. **Please be sure not to lose this disk. You will not be able to register your product without it!**

Windows mode or DOS mode (or both)?

Advanced Accounting 5.1 can be run in either Windows or DOS mode, depending on which capabilities you purchased:

If you are upgrading from Advanced Accounting 5.0 for DOS: You now have the capability to run in either mode. If you are running on a network, you could even have some workstations running Advanced Accounting 5.1 in DOS mode while other workstations run it in Windows mode, using the same data and program files from the server.

If you are upgrading from an earlier version (Advanced Accounting 3.x-4.x, Books 2.x-4.x): You will only be able to run Advanced Accounting 5.1 in the mode you specified when you made your purchase (either DOS or Windows). You can add the ability to run Advanced Accounting 5.1 in the other mode for a small extra charge; please contact the Product Support Department for more information.

If this is a new installation (you are not upgrading from an earlier version): You will only be able to run Advanced Accounting 5.1 in the mode you specified when you made your purchase (either DOS or Windows). You can add the ability to run Advanced Accounting 5.1 in the other mode for a small extra charge; please contact the Product Support Department for more information.

Advanced Accounting 5.1 can be easily installed either through Windows or from a DOS prompt. If you plan to run Advanced Accounting 5.1 in Windows mode on at least some of your workstations, it will probably be simpler for you to follow the Windows installation instructions. However, it does not matter which installation method you choose: you can install through Windows even though you'll be running in DOS mode or install through DOS even though you'll be running in Windows mode.

The Windows installation instructions follow in the next section. If you wish to install through DOS, skip ahead to the section **Installing From A DOS Prompt**.

INSTALLING THROUGH WINDOWS

Follow steps 1-11 to install Advanced Accounting 5.1 from within Windows (if you wish to install from a DOS prompt instead, skip ahead to the section **Installing From A DOS Prompt**).

If you are upgrading from any earlier version of Advanced Accounting or Books: Before proceeding with this installation, you should first make a complete backup of your existing accounting programs and data.

NETWORK INSTALLATIONS: If you have any earlier version of Advanced Accounting or Books installed, be sure that no other users try to use that existing accounting package while you are installing the new package and converting your data.

Follow steps 1-11 one time for the initial installation on your server. Then follow the instructions below about **Configuring a Workstation** to set up individual workstations so they can access Advanced Accounting 5.1 from the server.

IF YOU ARE UPGRADING FROM ADVANCED ACCOUNTING 5.0 FOR

DOS: It is possible that the three .EXE files currently in your ADV50 subdirectory (or wherever you have installed Advanced Accounting 5.0 for DOS) have read-only file attributes. This is particularly likely if you are running on a Lantastic network.

You must make sure **prior to starting the installation routine** that these .EXE files can be overwritten with updated 5.1 files. To do so:

If you are using Windows 3.1 or Windows for Workgroups: Click on the 'File' option that appears under the Program Manager title bar, then click on the 'Run' option from the resulting menu.

If you are using Windows 95: Click on the Start button and then choose Run from the resulting menu.

Then enter as the Command Line or Program To Open:

```
ATTRIB C:\ADV50\*.EXE -R
```

(substitute your specific installation location for C:\ADV50 if necessary). Your screen will briefly flash to a DOS screen while this operation is performed.

1. Windows should be on-screen on the machine that you are using to install Advanced Accounting 5.1. If it is not, you can type and enter 'WIN' (don't type the quotes) from any DOS prompt to activate Windows.
2. Insert RUN DISK 1 into your diskette drive (on most machines this is referred to as either drive A: or drive B:).
3. **If you are using Windows 3.1 or Windows for Workgroups:** Click once on the 'File' option that appears under the Program Manager title bar. In this installation procedure, all clicks are with the left mouse button. To select the 'File' option, you should move your mouse so that it is pointing to the word 'File', and then click and release the left mouse button. From the resulting menu, click once on the 'Run' option. You will next be asked to enter a 'Command Line'. Type as the Command Line: A:SETUP (use B:SETUP instead if RUN DISK 1 is in your B: drive). Then click once on the OK button.

If you are using Windows 95: Click on the Start button and then choose Run from the resulting menu. You will next be asked to enter a program name. Type as the Program to Open: A:SETUP (use B:SETUP instead if RUN DISK 1 is in your B: drive). Then click once on the OK button.

4. The next screen has options to Install and Uninstall. Click once on the Install button.
5. Next you will be asked for the drive and directory to which Advanced Accounting 5.1 should be installed. **Please read the section below that applies to you before choosing a directory:**

If you are upgrading from Advanced Accounting 5.0 for DOS: You **MUST** specify the *same* directory in which your Advanced Accounting 5.0 for DOS is currently installed if you wish to use your existing accounting data with the new version. This installation will replace your old DOS-only programs with new DOS/Windows programs. Your existing data will not be affected. This will give you the capability to run in either DOS or Windows mode with your existing data. If you choose instead to install version 5.1 into a directory other than your existing Advanced Accounting 5.0 for DOS directory, the Windows version will still work but will use sample data instead of your real data.

If you are upgrading from an earlier version (Advanced Accounting 3.x-4.x, Books 2.x-4.x): You **MUST** specify a directory *other* than the directory in which your existing accounting package is currently installed. If you specify the same directory as the old package, some or all of your existing accounting data may be lost. If the directory that you specify does not already exist, it will be created for you.

If this is a new installation (you are not upgrading from an earlier version): You may specify any drive and directory. If that directory does not already exist, it will be created for you. Be sure not to specify a directory that is already being used for something else.

NETWORK INSTALLATIONS: The drive and subdirectory you enter must be recognized by **ALL** workstations that will be running Advanced Accounting 5.1. Generally a network drive letter must be something other than C: or D:, such as H: or F:, if it is to be recognized by workstations other than the server.

On peer-to-peer networks such as Lantastic, if you were to specify C:\ADV50 as the installation path, only the server would be able to run the accounting (because Advanced Accounting 5.1 actually is installed on the server's C: drive), but none of your other workstations would be able to (they would be looking to their own individual C: drives to find Advanced Accounting 5.1, which in actuality resides only on the server's C: drive).

By specifying F:\ADV50 as the location, and making sure that the F: drive is shared by the server and all workstations (consult your network documentation about designating shared drives; in Lantastic this is the NET USE command), you will be able to run Advanced Accounting 5.1 from multiple machines.

If you wish to change the location, press the Backspace key once to clear the default entry. Then type in X:\YYYYYYYY, where X represents the drive letter, and YYYYYYYY represents the subdirectory on that drive. Subdirectory names cannot be longer than 8 characters, and should not contain any spaces or punctuation. Be sure to type the colon and backslash (:\) after the drive letter. Then click once on the OK button.

If you wish to install to C:\ADV50, which is the default entry, just click once on the OK button.

NOTE: If the location you specified already exists, you will be warned that files may be overwritten. Proceeding with the installation to this location may overwrite existing Advanced Accounting program and data files in that location. This is OK if you are upgrading from Advanced Accounting 5.0 for DOS because only the program files will be overwritten.

6. You will next be asked which parts of the system should be installed. You can choose here to install the Entire System (both program and data files) or System But No Data (program files only).

If you are upgrading from Advanced Accounting 5.0 for DOS: If in the previous step you specified as the Advanced Accounting 5.1 installation location the same directory where Advanced Accounting 5.0 for DOS is currently installed (meaning you wish to use your existing accounting data with Advanced Accounting 5.1), you **MUST** choose the System But No Data option here if you wish to preserve that data. If you choose Entire System instead, your existing Advanced Accounting 5.0 for DOS data files will be overwritten with sample data files. If instead you are installing Advanced Accounting 5.1 to an entirely new directory, then choose the Entire System option.

If you are upgrading from an earlier version (Advanced Accounting 3.x-4.x, Books 2.x-4.x): Choose the Entire System option.

If this is a new installation (you are not upgrading from an earlier version): Choose the Entire System option.

To make a selection, click once on the desired option so that it is highlighted, then click on the OK button.

7. Installation of RUN DISK 1 will commence. When prompted, you should insert RUN DISK 2 and RUN DISK 3.

IF YOU GET A 'PERMISSION DENIED' MESSAGE DURING THE INSTALLATION OF RUN DISK 3: This may mean that the installation program was unable to install one of the four .EXE files. This is probably because the existing .EXE files in the directory in which you are installing have read-only file attributes and cannot be overwritten. This is most likely to occur only if you were previously running Advanced Accounting 5.0 for DOS on a Lantastic network, or if you are installing Advanced Accounting 5.1 for a second time into the same directory.

SOLUTION: Cancel the rest of this installation. Then:

If you are using Windows 3.1 or Windows for Workgroups: Click on the 'File' option that appears under the Program Manager title bar, then click on the 'Run' option from the resulting menu.

If you are using Windows 95: Click on the Start button and then choose Run from the resulting menu.

Then enter as the Command Line or Program To Open:

```
ATTRIB C:\ADV50\*.EXE -R
```

(substitute your specific installation location for C:\ADV50 if necessary). Your screen will briefly flash to a DOS screen while this operation is performed. Then simply restart the installation from Step 1.

8. After RUN DISK 3 has finished installing, you may get a message asking you to confirm some changes to your WIN.INI file (this message will not appear if your WIN.INI settings are already correct). You should click on the Yes button here to have these changes made (an unchanged copy of your WIN.INI file will be saved as WIN.A51).

This is being done to ensure that the Btrieve section in the WIN.INI file has the correct settings for Advanced Accounting 5.1: options=/m:64 /p:4096 /b:16 /l:40 /n:12 /f:150 .

9. Next you may get a message informing you that your CONFIG.SYS file requires changes to the FILES= setting (increasing that setting to 150). Again, if your CONFIG.SYS settings are already correct you will not see this message. You should click on the Yes button here to have this change made for you (an unchanged copy of your CONFIG.SYS file will be saved as CONFIG.A51).
10. Finally, you will be asked if you want to add an Advanced Accounting 5.1 Group and Icons into Program Manager. Click on Yes here to have this done. The installation is now complete.

After you exit the installation program, an Advanced Accounting 5.1 Group window should appear on your screen with three icons. The **ADV/WIN** icon is for running Advanced Accounting 5.1 in Windows mode, the **ADV/DOS** icon for running in DOS mode. If you are licensed for both modes, you will be able to run the accounting by double-clicking on either of these icons. If you are only

licensed for a single mode, you will only be able to run the accounting by double-clicking on the icon for which you are licensed.

The **ADV/UTIL** icon can only be used by sites licensed to run Advanced Accounting 5.1 in Windows mode. These are the Advanced Accounting 5.1 File Utilities. Because of systematic differences between DOS and Windows, it was not possible to incorporate all of the Advanced Accounting 5.0 for DOS File Utilities programs into the 5.1 Windows version. Those utilities, including Maintain Database, Change/Delete Records, Quick Reports, Make Your Own Report, and the Adv 5.1 Program Compiler (for those with a source code license), can all be run by double-clicking on the File Utilities icon. When running Advanced Accounting 5.1 in DOS mode, these File Utilities are still part of the Main Menu and should be run from there.

You may remove RUN DISK 3 from your diskette drive.

- 11. If you are using Windows 3.1 or Windows for Workgroups (Windows 95 users can ignore this):** If in step 9 above you let the installation program modify the FILES setting in your CONFIG.SYS, you should exit Windows now and reboot your machine (either press the Reset button on the computer's case or by pressing the CTRL, ALT, and DEL keys simultaneously on your keyboard).

Your installation of Advanced Accounting 5.1 is now complete.

You should try running Advanced Accounting 5.1 now to make sure you are getting proper access to the system. The first screen that appears is the license screen.

If your product has been pre-registered (you did not receive a REGISTRATION DISK): This screen should display your company name and other registration information. If it does not, please contact your dealer or Business Tools.

If your product has not been registered yet: The license screen will say that the product is in 'Demo Mode'. This means that you are limited to no more than 100 records in any one data file. You should not attempt to begin entering real data or to convert data from an earlier version until you have completed the registration process.

If you need to set up other computers on your network to run Advanced Accounting 5.1, please see the box below. Otherwise, skip over that box and the **Installing From A DOS Prompt** section that follows and proceed to the **Registration** section.

NETWORK INSTALLATIONS:

Configuring a Workstation: Follow these instructions if you plan to have multiple workstations using Advanced Accounting 5.1 over a network. You only have to perform a complete installation (steps 1-11 above) once on your network. The machine on which you performed those steps is now already configured as an Advanced Accounting workstation, so you do not need to configure it again. Instead, follow these steps at all other workstations that will be running Advanced Accounting 5.1:

1. Insert RUN DISK 1 in the workstation's diskette drive.

If you are using Windows 3.1 or Windows for Workgroups: Click on the 'File' option that appears under the Program Manager title bar, then click on the 'Run' option from the resulting menu.

If you are using Windows 95: Click on the Start button and then choose Run from the resulting menu.

Then enter as the Command Line or Program To Open: A:CONFIGWS (or B:CONFIGWS as appropriate), then click on OK. On the next screen, click on Install.

2. Next you will be asked for the drive and directory. These should be the same as you entered during Step 5 of the main installation on the server. Change the location if necessary and then click on OK.

3. You may be prompted to allow changes to this workstation's WIN.INI settings (see Step 8 of the main installation procedure above for more information). You should allow the installation program to make these changes for you.

4. Next you may be prompted for changes to this machine's CONFIG.SYS file (see Step 9 of the main installation procedure above). You should allow the installation program to make these changes for you.

5. Finally, allow the installation program to add an Advanced Accounting 5.1 Group and Icons to this machine's Windows setup. If the CONFIG.SYS file required changes, you should exit Windows after the installation is complete and reboot the machine (Windows 95 users do not have to do this).

Repeat these steps at any other workstations that need to be set up to run Advanced Accounting 5.1. Once these are done, skip over the **Installing From A DOS Prompt** section that follows and proceed to the **Registration** section.

INSTALLING FROM A DOS PROMPT

Follow steps 1-10 to install Advanced Accounting 5.1 from a DOS prompt. If you just completed the Windows installation procedure above, skip this section and proceed instead to the **Registration** section.

If you are upgrading from any earlier version of Advanced Accounting or Books: Before proceeding with this installation, you should first make a complete backup of your existing accounting programs and data.

IF YOU ARE UPGRADING FROM ADVANCED ACCOUNTING 5.0 FOR DOS: It is possible that the three .EXE files currently in your ADV50 subdirectory (or wherever you have installed Advanced Accounting 5.0 for DOS) have read-only file attributes. This is particularly likely if you are running on a Lantastic network.

You must make sure **prior to starting the installation routine** that these .EXE files can be overwritten with updated 5.1 files. To do so:

1. Switch to the directory where Advanced Accounting 5.0 for DOS is already installed. Assuming this is C:\ADV50, here are the commands to type and enter to get there from any other DOS prompt (type and enter each command separately):

```
C:  
CD\ADV50
```

The DOS prompt on your screen should now look something like C:\ADV50>

2. Then type and enter the following command:

```
ATTRIB *.EXE -R
```

If the command was successfully executed you will be returned to the C:\ADV50> prompt without any other message from the computer.

NETWORK INSTALLATIONS: If you have *any* earlier version of Advanced Accounting or Books installed, be sure that no other users try to use that existing accounting package while you are installing the new package and converting your data.

Follow steps 1-10 one time for the initial installation on your server. Then follow the instructions below about **Configuring a Workstation** to set up individual workstations so they can access Advanced Accounting 5.1 from the server.

1. Put Run Disk 1 into your diskette drive.
2. At the current DOS prompt (the current drive/directory does not matter), type and enter A:INSTALL (or B:INSTALL).
3. The main installation menu will appear. Choose I to begin.
4. On the next 2 screens you will be asked for the drive and then the directory to which Advanced Accounting 5.1 should be installed. **Please read the section below that applies to you before choosing a drive and directory:**

If you are upgrading from Advanced Accounting 5.0 for DOS: You **MUST** specify the *same* drive and directory in which your Advanced Accounting 5.0 for DOS is currently installed if you wish to use your existing accounting data with the new version. This installation will replace your old DOS-only programs with new DOS/Windows programs. Your existing data will not be affected. This will give you the capability to run in either DOS or Windows mode with your existing data. If you choose instead to install version 5.1 into a drive/directory other than your

existing Advanced Accounting 5.0 for DOS drive/directory, the Windows version will still work but will use sample data instead of your real data.

If you are upgrading from an earlier version (Advanced Accounting 3.x-4.x, Books 2.x-4.x):

You **MUST** specify a drive/directory combination *other* than the drive/directory in which your existing accounting package is currently installed. If you specify the same drive/directory as the old package, some or all of your existing accounting data may be lost. If the directory that you specify does not already exist, it will be created for you.

If this is a new installation (you are not upgrading from an earlier version): You may specify any drive and directory. If that directory does not already exist, it will be created for you. Be sure not to specify a directory that is already being used for something else.

NETWORK INSTALLATIONS: The drive and subdirectory you enter must be recognized by **ALL** workstations that will be running Advanced Accounting 5.1. Generally a network drive letter must be something other than C: or D:, such as H: or F:, if it is to be recognized by workstations other than the server.

On peer-to-peer networks such as Lantastic, if you were to specify C:\ADV50 as the installation path, only the server would be able to run the accounting (because Advanced Accounting 5.1 actually is installed on the server's C: drive), but none of your other workstations would be able to (they would be looking to their own individual C: drives to find Advanced Accounting 5.1, which in actuality resides only on the server's C: drive).

By specifying F:\ADV50 as the location, and making sure that the F: drive is shared by the server and all workstations (consult your network documentation about designating shared drives; in Lantastic this is the NET USE command), you will be able to run Advanced Accounting 5.1 from multiple machines.

If you wish to change either the drive or the directory, use the Backspace key to clear the default entry. Then type in your revised entry. Subdirectory names cannot be longer than 8 characters, and should not contain any spaces or punctuation.

NOTE: If the location you specified already exists, you will be warned that files may be overwritten. Proceeding with the installation to this location may overwrite existing Advanced Accounting program and data files in that location. This is OK if you are upgrading from Advanced Accounting 5.0 for DOS because only the program files will be overwritten.

5. You will next be asked which parts of the system should be installed. You can choose here to install the Entire System (both program and data files) or System But No Data (program files only).

If you are upgrading from Advanced Accounting 5.0 for DOS: If in the previous step you specified as the Advanced Accounting 5.1 installation location the same directory where Advanced Accounting 5.0 for DOS is currently installed (meaning you wish to use your existing accounting data with Advanced Accounting 5.1), you **MUST** choose the System But No Data option here if you wish to preserve that data. If you choose Entire System instead, your existing Advanced Accounting 5.0 for DOS data files will be overwritten with sample data files. If instead you are installing Advanced Accounting 5.1 to an entirely new directory, then choose the Entire System option.

If you are upgrading from an earlier version (Advanced Accounting 3.x-4.x, Books 2.x-4.x): Choose the Entire System option.

If this is a new installation (you are not upgrading from an earlier version): Choose the Entire System option.

6. Installation of RUN DISK 1 will commence. When prompted, you should insert RUN DISK 2 and RUN DISK 3.

IF YOU GET AN 'ERROR 101' MESSAGE DURING THE INSTALLATION OF RUN DISK 3: This may mean that the installation program was unable to install one of the four .EXE files. This is probably because the existing .EXE files in the directory in which you are installing have read-only file attributes and cannot be overwritten. This is most likely to occur only if you were previously running Advanced Accounting 5.0 for DOS on a Lantastic network, or if you are installing Advanced Accounting 5.1 for a second time into the same directory.

SOLUTION: Cancel the rest of this installation. Then:

1. Switch to the directory where Advanced Accounting 5.0 for DOS is already installed. Assuming this is C:\ADV50, here are the commands to type and enter to get there from any other DOS prompt (type and enter each command separately):

```
C:  
CD\ADV50
```

The DOS prompt on your screen should now look something like C:\ADV50\>

2. Then type and enter the following command:

```
ATTRIB *.EXE -R
```

If the command was successfully executed you will be returned to the C:\ADV50\> prompt without any further message from the computer. Then simply restart the installation from Step 1.

7. After RUN DISK 3 has finished installing, you may get a message asking you to confirm some changes to your WIN.INI file (this message will not appear if your WIN.INI settings are already correct). **If you plan to at some point run Advanced Accounting 5.1 in Windows mode on this machine**, you should allow these changes to be made.

These changes are being made to ensure that the Btrieve section in the WIN.INI file has the correct settings for Advanced Accounting 5.1: options=/m:64 /p:4096 /b:16 /l:40 /n:12 /f:150 . The changes will also enable automatic addition of Advanced Accounting icons to your Windows setup the next time you run Windows.

8. Next you may get a message informing you that your CONFIG.SYS file requires changes to the FILES= setting (increasing that setting to 150). Again, if your CONFIG.SYS settings are already correct you will not see this message. You should allow this change to be made for you.
9. Follow the remaining prompts to complete the installation and exit out to a DOS prompt. You can remove RUN DISK 3 now. If in step 8 above you let the installation program modify the FILES setting in your CONFIG.SYS file, you should reboot your machine now (either press the Reset button on the computer's case or by pressing the CTRL, ALT, and DEL keys simultaneously on your keyboard).

10. If in step 7 above you allowed your WIN.INI file to be modified:

The next time you run Windows, a small window will pop up and give you the opportunity to add an Advanced Accounting 5.1 Group window and icons to your Windows setup. Once you have done this, the Advanced Accounting Group window should appear on your screen with three icons. The **ADV/WIN** icon is for running Advanced Accounting 5.1 in Windows mode, the **ADV/DOS** icon for running in DOS mode. If you are licensed for both modes, you will be able to run the accounting by double-clicking on either of these icons. If you are only licensed for a single mode, you will only be able to run the accounting by double-clicking on the icon for which you are licensed.

The **ADV/UTIL** icon can only be used by sites licensed to run Advanced Accounting 5.1 in Windows mode. These are the Advanced Accounting 5.1 File Utilities. Because of systematic differences between DOS and Windows, it was not possible to incorporate all of the Advanced Accounting 5.0 for DOS File Utilities programs into the 5.1 Windows version. Those utilities, including Maintain Database, Change/Delete Records, Quick Reports, Make Your Own Report, and the Adv 5.1 Program Compiler (for those with a source code license), can all be run by double-clicking on the File Utilities icon. When running Advanced Accounting 5.1 in DOS mode, these File Utilities are still part of the Main Menu and should be run from there.

Your installation of Advanced Accounting 5.1 is now complete.

You should try running Advanced Accounting 5.1 now to make sure you are getting proper access to the system. To run it through Windows, just double-click on the appropriate icon. To run from a DOS prompt (DOS mode only), first go to the C:\ADV50\> prompt (or wherever you installed), then type and enter ADV. The first screen that appears is the license screen.

If your product has been pre-registered (you did not receive a REGISTRATION DISK): This screen should display your company name and other registration information. If it does not, please contact your dealer or Business Tools.

If your product has not been registered yet: The license screen will say that the product is in 'Demo Mode'. This means that you are limited to no more than 100 records in any one data file. You should not attempt to begin entering real data or to convert data from an earlier version until you have completed the registration process.

If you need to set up other computers on your network to run Advanced Accounting 5.1, please see the box below. Otherwise, skip over that box and the **Installing From A DOS Prompt** section that follows and proceed to the **Registration** section.

NETWORK INSTALLATIONS:

Configuring a Workstation: Follow these instructions if you plan to have multiple workstations using Advanced Accounting 5.1 over a network. You only have to perform a complete installation (steps 1-10 above) once on your network. The machine on which you performed those steps is now already configured as an Advanced Accounting workstation, so you do not need to configure it again. Instead, follow these steps at all other workstations that will be running Advanced Accounting 5.1:

At each other workstation, you will need to edit that machine's CONFIG.SYS file (at the C:\> prompt, type and enter `EDIT CONFIG.SYS`). There is generally a line in the CONFIG.SYS file that says 'FILES=nnn' (where nnn is some number). Make sure that this number is set to at least 150. If there is currently no FILES setting, add this line: `FILES=150`. Then save the changes and reboot that machine.

Repeat these steps at any other workstations that need to be set up to run Advanced Accounting 5.1. Once these are done, proceed to the **Registration** section.

REGISTRATION

If when you run Advanced Accounting 5.1 the license screen that initially appears bears your company name: Your product is already registered. You will not need to run the registration procedure. The file START_UP.RUN contains your registration information. A copy of the 'unlocked' START_UP.RUN file resides in your Advanced Accounting 5.1 directory. If your product was pre-registered (you did not receive a REGISTRATION DISK), a copy of the 'unlocked' START_UP.RUN file also exists on your RUN DISK 1. You should keep a copy of this file in a safe location for use should you ever need to reinstall Advanced Accounting 5.1 due to hardware failure or other emergency. In such a situation, if you haven't kept a backup copy of the 'unlocked' START_UP.RUN file, you will have to re-register the product. You should proceed from here to the **Final Installation Steps** section.

If when you run Advanced Accounting 5.1 the license screen that initially appears says that the product is in 'Demo Mode': Until your product is registered, you are limited to 100 records in any one data file. If you will be converting your data from an earlier version (Advanced Accounting 3.x or 4.x or Books 2.x or 4.x), please be sure that you have registered your copy of Advanced Accounting 5.1 **before** beginning the data conversion procedure.

- Until you have registered the product, you may experiment with the sample data that gets installed. If at some point one of the sample data files exceeds the 100-record limit, Advanced Accounting 5.1 will notify you with the message 'FILE IS READ-ONLY, YOU CANNOT WRITE OR DELETE ANY RECORDS'.
- Please consult **Appendix H** at the back of this manual for instructions on how to register your copy of Advanced Accounting 5.1.
- Once registration is complete, you should proceed to the next section, **Final Installation Steps**.

FINAL INSTALLATION STEPS

- **ONLY IF YOU ARE UPGRADING FROM ADVANCED ACCOUNTING 5.0 FOR DOS:**

You will need to run a quick program that updates your data dictionary for a new file structure that you may not have. **Do not run this update program until you have registered your copy of Advanced Accounting 5.1.** Just follow these instructions:

1. You will have to run this update from a DOS prompt. Get to the C:\ADV50\> prompt (or wherever you just installed version 5.1).
2. At that prompt, type and enter BKSO
3. When the update is finished, you will be returned to the DOS prompt.

- **ONLY IF YOU ARE UPGRADING FROM ANY EARLIER VERSION OF ADVANCED ACCOUNTING, INCLUDING VERSION 5.0 FOR DOS:** Some of the system-type data has been updated. The updated data files have been installed with the extension .HLD instead of the normal .B extension. These files contain data that should NOT be replaced with data from your 3.x, 4.x, or 5.0 files. *After* you have completed your data conversion (the conversion section is coming up shortly), you should return here and complete these steps. If you are upgrading from version 5.0 for DOS, go ahead and do these steps now as there is no data conversion procedure for you.

All of these steps must be done from the C:\ADV50\> DOS prompt (or wherever you just installed Advanced Accounting 5.1). Basically we will be copying the .HLD file over as the .B file for use in your system. **If you have multiple companies:** You will need to perform each copy operation multiple times, once for each company. For example, for company 02, we will be using the command COPY BKPRFTAX.HLD BKPRFTAX.B02 instead of COPY BKPRFTAX.HLD BKPRFTAX.B, which should only be used for the main ('blank') company. If the data files for company 02 were located in a separate subdirectory, you must be sure that you type the copy command at the DOS prompt for that subdirectory (e.g. C:\ADV50\COMP02\>) instead of at the C:\ADV50\> prompt.

1. COPY BKPRFTAX.HLD BKPRFTAX.B
Contains latest Federal and state payroll tax tables.
2. COPY BKCHGFLD.HLD BKCHGFLD.B
Contains field list for use by the **Change Related Rec Vals** program (key field changes).
3. COPY BKSYPTR.HLD BKSYPTR.B
You should NOT copy this file if you are upgrading from version 5.0 for DOS. Only versions 4.x or earlier need to do this. Also, you only need to perform the copy for your main (.B) company.
4. COPY BKHELP.HLD BKHELP.B
Contains latest help messages. You only need to perform this copy for your main (.B) company.

- **PAYROLL CHANGES:** Parts of the payroll setup for several states, including Alabama, Arkansas, and Connecticut, have changed. Run selection R from the Payroll menu to see if there are any changes affecting your state. You only need to be concerned about this if you are upgrading from an earlier version.

- **JOB COST, BILL OF MATERIALS, POINT OF SALE MODULES:** This version of Advanced Accounting 5.1 contains modules for Job Cost, Bill of Materials, and Point of Sale functions. These three modules were formerly sold separately but are now part of the standard Advanced Accounting 5.1 package.

Some of these modules will cause some data entry screens to display additional entry fields. For example, the Job Cost module will add several fields for Job Number, Task, and Cost Code to the screens of the Sales Order Entry, Purchase Order Entry, and AP Voucher Entry programs.

If you will not be using either Job Cost, Bill of Materials, or Point of Sale in your business, you can disable any of these modules by choosing selection L from the Utilities menu. Disabling a module that you do not currently need can help to make some of your entry screens clearer and easier to use.

If at some later time you decide that you would like to use one of these three modules, you can easily reactivate that module by again choosing selection L from the Utilities menu.

- **TAS PROFESSIONAL 5.1 USERS:** You will need to in the Advanced Accounting specify a default dictionary path of C:\ADV50 (or wherever it is actually installed). You cannot leave the default dictionary path blank with TAS 5.1 installed on your machine, because the SET TAS50= statement will cause Advanced Accounting to look to the TAS50 directory for its dictionary instead of to the ADV50 directory. If you are unable to run the accounting to make this change, first type and enter SET TAS50= at any DOS prompt. Then go to Utilities-Set Configuration in Advanced Accounting, change the dictionary path, and exit.

To compile Advanced Accounting 5.1 programs you must use the compiler built into the accounting system. You cannot compile an Advanced Accounting 5.1 program from the TAS menu. This is because the accounting makes use of a pre-compiled library which TAS does not know how to link in. The accounting compiler can be run from the Utilities menu of the DOS-mode accounting system or from the File Utilities icon. You can't compile from within the Windows version of the accounting, however compiling from DOS mode *will* produce Windows programs.

- **INSTALLING ADVANCED ACCOUNTING 5.1 SOURCE CODE:** If you also purchased a license for source code, an INSTALL.EXE routine on the first source code disk will help you easily install it. From Win 3.1, select File, Run, and enter A:INSTALL as the command line. From Win 95, select Start, Run, and enter A:INSTALL as the program name. From DOS, type and enter INSTALL from any DOS prompt.
- **UNINSTALLING ADVANCED ACCOUNTING 5.1:** If you need to uninstall, run either the Windows or DOS installation using RUN DISK 1 just as you did above during the initial installation (be sure that you uninstall using the same mode - DOS or Win - that you used for the initial installation). This time however select Uninstall as the option. The program will ask you to confirm the directory to be uninstalled. **THE UNINSTALL PROCEDURE WILL DELETE ALL FILES IN THIS DIRECTORY AND REMOVE ALL SUBDIRECTORIES TO THE DIRECTORY**, so be sure that that is what you wish to do.

Proceed from here to the next section, **System Configuration**.

SYSTEM CONFIGURATION

Listed below are some additional tips for configuring your computer system to run Advanced Accounting 5.1.

For Workstations running Advanced Accounting 5.1 in DOS mode

Memory Managers. Occasionally DOS memory managers will conflict with Advanced Accounting 5.1. While earlier versions of Advanced Accounting did require use of a DOS memory manager, that requirement has been eliminated by version 5.1's use of virtual memory while running in DOS mode (see below). To reduce the chance of conflicts:

If you are loading EMM386 in your CONFIG.SYS, load it with the NOEMS parameter set (device=C:\DOS\EMM386.EXE NOEMS).

Advanced Accounting 5.1 does not work well with QEMM versions 7.0 or higher. We recommend that you do not use QEMM with Advanced Accounting 5.1.

If you are experiencing unresolved conflicts of some sort, try loading Btrieve into low memory (by default it loads into high memory). To do this add a /E to the end of your Btrieve load string, either in the Utilities-Configuration menu selection or the batch file where you load Btrieve.

TPC50.INI and Virtual Memory. Advanced Accounting 5.1 in DOS mode uses your hard disk to create 'virtual memory' when RAM memory space is exhausted. This use of virtual memory effectively eliminates the possibility of running out of memory while running Advanced Accounting 5.1 in DOS mode. Virtual memory is not used when running Advanced Accounting 5.1 in Windows mode or if the DOS-mode Advanced Accounting 5.1 is being run through Windows or from a Windows DOS prompt. Rather, Windows' own virtual memory management takes precedence.

When Advanced Accounting 5.1 in DOS mode starts, it checks for the presence of a TPC50.INI file (in the same directory as the rest of the accounting programs). If the .INI file is not present, virtual memory will not be used and you are limited to physical RAM. If ON=TRUE in the TPC50.INI file, then virtual memory will be used (ON=FALSE to turn it off). The SWAPMIN=4M and SWAPMAX=4M settings in the .INI file will result in creation of a 4MB 'swap file' (extension .SWP) on the hard disk when the application is first run. You can change the size of the swap file here if desired but we recommend that the SWAPMIN and SWAPMAX settings always be identical. The SWAPFILENAME setting in the .INI file indicates where on the hard drive to create the swap files. This is a *systemwide* setting, so it must be recognizable by all machines on a network. If all workstations do not have their own C: drive, you will have to specify a network path. You should never specify an actual filename as part of the SWAPFILENAME setting as this will result in messy conflicts over a network. The TPC50.INI settings are not used when running Advanced Accounting 5.1 in Windows mode, or when starting the DOS-mode accounting through Windows.

Free Extended Memory. In order to load Advanced Accounting 5.1 in DOS mode, you'll need about 1.7 to 2.0 MB of free Extended Memory available. This requirement does not apply when running Advanced Accounting 5.1 in Windows mode, or when starting the DOS-mode accounting through Windows.

Large Hard Drives. When running in DOS mode, Advanced Accounting 5.1 may have trouble if installed on machines where Logical Block Addressing (LBA) is set ON in the BIOS. LBA is generally used to allow use of hard drives larger than 500MB with motherboards that only support drives up to 500MB. The only workaround if this creates a problem is to turn off LBA or upgrade the motherboard or BIOS.

Configuring a Lantastic Network

These instructions apply to both DOS and Windows modes of Advanced Accounting 5.1.

On the file server, you should increase the FILES= to 199 from 150 in the CONFIG.SYS file. BUFFERS, FCBS, STACKS don't matter.

If you get 'Access Denied' messages when trying to log a second workstation into Advanced Accounting 5.1, you will probably have to make the .EXE files read-only so they can be shared over the network. The four .EXE files were automatically installed as read-only files so this should not generally be a problem.

It is very important that you only run SHARE (either DOS's SHARE.EXE or Lantastic's version of SHARE) ONLY on the file server where your application's data files are installed. You should disable either version of SHARE on ALL other machines that will be using your application. Apparently multiple copies of SHARE and Btrieve data files do not coexist well over a Lantastic network. If other machines that are also running SHARE use your application, there is a chance that data files could become damaged.

On the server, the SHARE settings should be /L:1000 (for locks) and /F:14200 (for files).

We have not had the best experiences using Lantastic's LANCACHE or LANPUP, particularly on the older Lantastic networks. You may want to consider disabling these and using SMARTDRV instead.

If you experience network printer slowdowns on a Lantastic network when printing from within your application:

- 1) Run Lantastic's NET_MGR
- 2) Select Shared Resources
- 3) Select the printer (@PRINTER or whatever it is called)
- 4) Set the characters per second to 10000
- 5) Select System Setup
- 6) Set it so that printers only do 1 task at a time
- 7) Make sure that immediate de-spooling is ENABLED

Novell Network Issues

These instructions apply to both DOS and Windows modes of Advanced Accounting 5.1.

On some installations you may need to have a FILE HANDLES=80 setting in each workstation's SHELL.CFG file. This may be the case if you are experiencing lockups during procedures such as invoice posting.

PATH SETTINGS IN ADVANCED ACCOUNTING 5.1

There are 3 directory path settings that are critical. All of these settings can be changed from within Advanced Accounting 5.1 itself:

Default Dictionary Path

Choose Configuration from the File Utilities menu to set this path, which represents the location of Advanced Accounting 5.1's data dictionary files. These files will be in the same location as the program files (on the server if you're on a network).

This path should generally be left blank, meaning that Advanced Accounting will look to the current directory for these files. When running in Windows mode, if the Command Line and Working Directory of the icon reference the directory in which these files reside, a blank default dictionary path will work fine. When running in DOS mode, if Advanced Accounting is started from the DOS prompt (e.g. C:\ADV50\>) where these files reside then a blank default dictionary path is also fine.

If you do need to enter a path here, make sure that it is one that is recognizable by *all* workstations across a network. In multiuser situations you cannot use C: as a drive specifier in the default dictionary path. A default dictionary path of C:\ADV50 will not work for a network workstation (it will cause the machine to look to its own local C: drive rather than to the server's hard drive). However, F:\ADV50 or even \ADV50 will work.

Company Data File Paths

Advanced Accounting 5.1 keeps a listing of the physical location of the individual data files for each company that you have set up. This listing can be maintained by choosing Maintain Location File from the File Utilities menu.

Path specification for company data files works the same way as for the default dictionary files above. The only difference is that only the data files of the 'blank' company (company code 'B') **MUST** reside in the same directory as the programs and data dictionary files. All other companies can have their data files in other directories (indeed, we recommend that each company have its own separate directory).

Program File Path

This tells Advanced Accounting 5.1 where the program files are located. This setting can be changed by choosing Enter/Chg Company Info from the System Maintenance menu for each company. Then choose A-Enter/Change Company Interface; the setting is described as 'Where are the programs'.

You should generally leave this setting blank. There is no need to specify a path here, and if you do specify an invalid path you may have difficulty getting back into Advanced Accounting 5.1 or running any of the modules.

CONVERTING ADVANCED ACCOUNTING DATA FROM PREVIOUS VERSIONS

✓ **If you are currently running Advanced Accounting 5.0 you can ignore the following instructions. You do not have to do anything to upgrade your data for the 5.1 version. Once the installation process is complete you should be ready to run.**

✓ **All conversion programs must be run at the DOS prompt. If you are running the Windows version of Advanced Accounting 5.1 and have questions on how to run at the DOS prompt please call Addsum at 801-277-9240**

✓ **IMPORTANT:** When you are ready to start using real data (or to convert your existing data if you are upgrading from an earlier version) you will have to clear out the sample data before proceeding. To clear the sample data, read the section below that applies to you (NEW USER means you are not upgrading from an earlier version; UPGRADE means you are).

- **NEW USER:** Refer to chapter 3 of the manual, Getting Started. Step E of the Phase 1 section in that chapter contains instructions on how to clear out the sample data using the program BKCLRDAT (you can choose to clear all the data or preserve some of it, such as the Chart of Accounts, for example). Step E also has instructions so that you can create a new company '99', which just has the sample data in it, before clearing the sample data from the main company. Once you have run BKCLRDAT, you are ready to run Advanced Accounting 5.1 using real-time accounting data; no further installation steps are necessary.
- **UPGRADE:** Before converting your real data, you will have to delete the sample data files from the \ADV50 subdirectory. If you wish to preserve the sample data for later use (as a new company '99'), do the following:
 - Before beginning the conversion, rename all the sample data files in \ADV50 to have the extension .SAM. The DOS command to do this is (typed from the \ADV50 prompt): `RENAME BK*.B BK*.SAM`
 - Then proceed with the conversion process. When conversion is complete, go into Advanced Accounting 5.1 and run **SY-J, Multi-Company Maintenance** to add a new company '99' (refer to the manual for help doing this). Enter 2 dots (..) so that new files get created. You **MUST** specify as the path something other than blank or \ADV50 (we'll use \ADV50\COMP99 here as an example). This will create a set of empty data files in subdirectory \ADV50\COMP99.
 - Then copy the sample data files from \ADV50 to \ADV50\COMP99. The DOS command to do this is (typed from the \ADV50 prompt): `COPY BK*.SAM \ADV50\COMP99\BK*.B`
 - Finally, erase the sample files from the \ADV50 subdirectory. The DOS command to do this is (typed from the \ADV50 prompt): `DEL BK*.SAM`

If however you do NOT wish to preserve the sample data, you will simply need to delete it. The DOS command to do this is (typed from the \ADV50 prompt): `DEL BK* .B*`

 **DO NOT LEAVE** any BK*.B* files in your \ADV50 subdirectory. Check if any are left by typing this DOS command at the \ADV50 prompt: DIR BK* .B* If you do leave any of these files, the conversion process will generate warning messages requiring user input and you will not be able to run it unattended overnight.

If you will be converting your data from Advanced Accounting 4.0x (x is any version number), follow the steps below.

If you are converting your data from Advanced Accounting 3.04a, just follow the conversion following the 4.0x conversion section.

Converting Your Advanced Accounting 4.0 Data

This conversion process is relatively easy; however, it can take a long time depending on the amount of data in your files. We recommend that you run this program overnight since it requires no operator intervention.

Be sure you have installed Advanced Accounting 5.1 and cleared the sample data as explained above. Also be sure that you have registered your Adv 5.1 (when you run Advanced Accounting 5.1, the initial screen will have your company's name on it; if not, see the Installation steps above).

One of the changes from 4.0 to 5.1 is the automatic deletion of fully invoiced sales orders and closed purchase orders. When you have invoiced all the items on a sales order (or fully received and closed a PO), ADV 5.1 now deletes the order and all its line items automatically.

In order to reduce the conversion time you should delete these closed orders in ADV 4.0x before converting. If you don't do this prior to conversion, then the first time you invoice and post a SO (or complete a PO), all completed orders that are still in the file will be deleted. This will take some time but you will be notified as each one is deleted.

We highly recommend that you delete all completed SO's and PO's for all the companies you will be converting. To do so, do the following (you will have to do this separately for each company):

- From the ADV 4.0x menu (i.e. your existing system), go to **GL-L, Month End Routines**.
- Answer N to all questions except for: 'Delete the invoiced orders in the invoice file?' and 'Delete received and closed P/O's?'
- After you answer Y to each of these 2 questions, you will be asked for a cutoff date; enter today's date.
- Answer N when asked if you wish to save settings for next month. You will be returned to the menu when the deletion process is complete.

The conversion process will convert the data for all companies in a single pass. We recommend that you convert ALL of your companies at the same time; it will be difficult for you to later convert a company that you skipped in the initial process.

The next step is to copy ALL the data files, for ALL the companies you wish to convert, into the \ADV50 subdirectory (even if your 4.0x data files are currently located in different subdirectories). You don't have to worry about losing data: the filename extensions are different for each company. For example, the main company's Customer file is BKARCUST.B; for company #1 it's BKARCUST.B01, for company #2 BKARCUST.B02, etc.

 **CAUTION:** If you have ever moved a company from one subdirectory to another in the past (in your 4.0x data), and did not delete the data files from the old subdirectory, you may accidentally overwrite some data in the \ADV50 subdirectory. For example, let's say at one point in time you had data files for both the main (blank) company and company #1 in the \ADV40 subdirectory. You then copied company 1's files to \ADV40\COMP01, and made the appropriate changes to the Location File (UT-F in ADV 4.0x). But you left the old copies of the data files (BK*.B01) in the \ADV40 subdirectory. If you were now to copy BK*.B* from \ADV40\COMP01 into \ADV50 first, then copy BK*.B* from \ADV40 into \ADV50, the data files for company 1 in \ADV50 would now be the old, unused ones and you would be converting useless data. So be careful about what files you copy and from where. Generally if you copy one company at a time, you won't have any problems.

Use DOS commands to copy your 4.0x files to the \ADV50 subdirectory. Type each command from the DOS prompt where the files to be copied reside.

This first command only needs to be used once, to copy the 4.0x Data Dictionary. Generally these files are in \ADV40, so that is where you should type the command: `COPY FILE*.B C:\ADV50`

Next copy the data files for all companies to be converted: `COPY BK*.Bnn C:\ADV50` (where nn represents the company number; if you were copying the main company files, this would be BK*.B) (if you are keeping data for different companies in different subdirectories, be sure to switch to each subdirectory before using the COPY command)

Now that all the 4.0x data files to be converted are in \ADV50, switch over to that subdirectory by entering: `CD \ADV50`

At the `C:\ADV50>` prompt type `TPC50 ADVMERGE` and then press ENTER. This will update the existing 4.0x data files that you copied into \ADV50 as well as create new files needed by ADV 5.1. This is the longest part of the conversion process and can be left to run unattended (provided you have deleted the sample data files prior to starting).

When this is finished, from the `C:\ADV50>` prompt type: `TPC50 CONVERT` and then press ENTER.

When this process is complete, you can move your converted files into different subdirectories if you wish (you should leave FILE*.B dictionary files and BK*.B main company files in the \ADV50 subdirectory). We generally recommend that if you have multiple companies, and are using a multi-user system, that each company have its own subdirectory. See the ADV 5.1 manual section on **FL-J, Maintain Location File**, for help with moving a company's files. You should double-check in the Location File (**FL-J** in ADV 5.1) that the new ADV 5.1 location has been set for each company.

 You don't have to add the companies again since the appropriate data was already in your Advanced Accounting 4.0 file location list.

If you wish to move company files back to their original 4.0x subdirectories, be sure to back up the 4.0x data first as it will be overwritten. In this case, you won't have to make any changes to your Location File.

You are now ready to run Advanced Accounting 5.1!

Converting your Advanced Accounting 3.04a Data

This conversion process is relatively easy; however, it can take a long time depending on the amount of data in your files. We recommend that you run this program overnight since it requires no operator intervention.

**** VERY IMPORTANT ****

YOU MUST MAKE A COMPLETE BACKUP OF YOUR DATA INCLUDING THE FILES TASFILE.M AND TASDICT.M BEFORE THIS COVERSION. THE CONVERSION PROCESS MAKES CHANGES TO YOUR OLD DATA DICTIONARY (TASDICT.M) AND YOU WILL NOT BE ABLE TO RECOMPILE PROGRAMS IN ADVANCED ACCOUNTING 3.04A UNTIL YOU RESTORE THE OLD DICTIONARY. THE CONVERSION PROCESS DOES NOT MAKE ANY CHANGES TO YOUR OLD DATA; HOWEVER, WE RECOMMEND YOU ALWAYS BACKUP BEFORE A MAJOR PROCESS SUCH AS THIS.

The conversion process is as follows:

1. Included with Advanced Accounting 5.1 are a set of files containing sample data. You need to clear out this sample data before doing the conversion from 3.04a. To do this, you will run a program called INITADES. Change to the directory where you installed Advanced Accounting 5.1 (usually C:\ADV50; see step 4 above). Then run INITADES from the DOS prompt as follows:

```
C:\ADV50>TPC50 INITADES
```

The program will display:

```
Init all BK* files
Enter the company code:
```

Press the ENTER key (i.e., don't enter a company code) and the program will initialize all the appropriate files and remove the sample data.



Step 1 need be run only once when converting the default company. You do not need to run it again for any subsequent company conversion. When converting company data after the default company (the first one), just refer to steps 2 through 7.

2. From the DOS prompt run the program CDATACCT, i.e.:

```
C:\ADV50>TPC50 CDATACCT
```

3. This program will ask you to enter the old (3.04a) dictionary location, this probably would be:

```
C:\ADV
```

4. Next you will be asked for the company code. If this is the default company then just press the ENTER key and leave the value blank. (For more on converting multiple companies please see the information following this.)
5. The program will check to make sure that TASFILE.M+company_code exits in the sub-directory entered. If it does not, the appropriate message will be displayed and you will be able to try again. If you wish to leave the conversion process then press the ESC key.

6. As each file is converted the program will display the file name and the number of records remaining. When this process is complete your files will be converted to the new format and you are ready to run Advanced Accounting 5.1.
7. Because of file differences between Advanced Accounting 3.04a and Advanced Accounting 5.1, after the conversion is finished you will need to update the rates and limits for FICA, FUTA, and so on. You can do this through **SY-D, Enter/Chg PR/GL Interface** in Adv 5.1. Select this option, choose the appropriate Division, and then press PAGE DOWN. You'll be able to enter the rates and limits. Please see the documentation on **SY-D** for more information.
8. As a final step, switch to the \ADV50 subdirectory (type CD \ADV50), and type and enter:
TPC50 CONVERT



Step 8 should be run only once after all companies have been converted.

If you are converting multiple companies then add the following to the process.

1. Before running the conversion process for each company you must first add the company to the Adv 5.1 system (you do not need to do this for the default company). This process will create data files for the new company and add the records as appropriate to FILELOC.B. This can be accomplished quickly and easily through the use of **Mult Company Maint (SY-J)** on the Adv 5.1 menu. For more information on running this program please refer to **Chapter 11 - System Maintenance**. Use a blank path during conversion and you can move the files later. If/when you move the files be sure to change the locations using **FL-J, Maintain Location File**.



In Adv 5.1 you should only keep default company data in the main ADV50 sub-directory. Each of your other companies should have its own data sub-directory.

2. After running CDATACCT and putting in the appropriate sub-directory for the 3.04a Dictionary files enter the new company code next. These codes must be the same for both the old and the new files.
3. The program will now convert the specific company data just like it did the default one.



In the previous versions of Advanced Accounting each company needed its own copy of TASFILE.M. In Advanced Accounting 5.1 you only need one copy of the equivalent file, FILELOC.B. You can keep as many different sets of company files within this single location file as desired. This is much more efficient and allows you a greater flexibility when running many of the supporting programs since they can now access any of the files, regardless of the company code. More importantly, if you should ever have need to make changes to the structure of any data file the program will be able to convert all files that use that structure since it knows about all of them. We have also provided a new maintenance program (as mentioned above) that will significantly reduce the amount of effort required to add or delete company files.

If you have made changes to your old (3.04a) data dictionary

If your current data dictionary files (TASFILE.M or TASDICT.M) have been changed and you wish to transfer the changes to the new files you must make the same changes to the new data dictionary files before you convert your data. This could include new files that use the same schema (or what we now

call File Descriptor, or FD), changes to field sizes or types, new fields in existing files, or new files alltogether. Whatever the differences just make the same changes to the Advanced Accounting 5.1 dictionary through the use of the Maintain Data Dictionary program in TAS Professional 5.1 before running the conversion program. Then this program will convert the new data, files, etc. correctly. There is nothing else required! If you do not have TAS Professional 5.1 you will not be able to make the changes required and will lose that data.

MAINTAINING YOUR ADVANCED ACCOUNTING 5.1 SYSTEM

Establish a regular backup routine for your Advanced Accounting 5.1 data. Just like losing an important document, data in a computer sometimes gets lost, too; the amount of frustration you experience when this happens is directly related to how much work you must re-do to recover it. Making regular backup copies of your accounting data files can mean the difference between redoing a few minutes of work versus recreating a few days or weeks of work. We recommend frequent, i.e. daily, backup of your data files. These have the extension .Bxx where xx is the company code. The default company code is blank so the default data files would be .B with no extra characters. You should also backup your system files, those with .RUN and .EXE anytime you make changes to your programs or you install an update.

Read **Appendix D - Important Times**, for a recommended backup schedule as well as an overview of other regularly scheduled system operations.

Advanced Accounting 5.1 System Overview

General Ledger (GL)

- A View/Chg Chart of Accounts
- B Enter/Chg/Print G/J Entries
- C Post G/J Transactions
- D Print Journals
- E Print Detailed Trial Balance
- F Enter Financial Statements
- G Print Financial Statements
- H Print G/L Code & Description
- I Print G/L Chart of Accounts
- J Print Check Register
- K Reconcile Check Register
- L Transfer Bank Account Funds
- M Enter Recurring G/J Trans
- N Generate Recurring G/J Trans
- O Format Custom Statements
- P Print Custom Statements

Accounts Receivable (AR)

- A Enter/Change Customers
- B Enter/Change Vouchers
- C Record Payments
- D Charge Interest on Invoices
- E Print Statements
- F Print Aging
- G Print Cust Code & Name
- H Print Cust General Info
- I Print Cust Sales Info
- J Print Cust Mail Labels
- K Print Cust Rolodex
- L Sales Tax Maintenance

Sales Order (SO)

- A Enter/Chg Sales Orders
- B Print Open S/O List
- C Print Packing Slips
- D Print Backorder List
- E Release Sales Orders
- F Print Invoices
- G Post Invoices
- H Print Shipping Labels
- I Recurring S/O Entry
- J Generate Recurring S/O
- K Display Invoice History
- L Purge Invoice History
- M Quick Sales Report
- N Reprint Invoices
- O Print COD Tags

Accounts Payable (AP)

- A Enter/Change Vendors
- B Enter/Change Vouchers
- C Print Inv Due by Date
- D Pick Vouch/Inv to Pay
- E Print Pro-forma Chk Reg
- F Print Checks
- G Print Aging
- H Print Vendor Code & Name
- I Print Vendor General Info
- J Print Vendor Purch Info
- K Print Vendor Mail Labels
- L Print Vendor Rolodex
- M Enter Recurring Vouchers
- N Generate Recurring Vouch
- O Void A/P Check
- P Print A/P Payment History
- Q Purge A/P Payment History

Purchase Order (PO)

- A Enter/Chg Purchase Orders
- B Print P/Os
- C Print Open P/O List
- D Receive P/Os
- E Display P/O History
- F Purge P/O History

Inventory Control (IC)

- A Enter/Chg Inventory
- B Print Price List
- C Print Sales/Purch Info
- D Print Avail/Order Info
- E Print Physical Check
- F Print General Info
- G Adjust Levels to Phys
- H Enter Price Matrix
- I Print Price Matrix
- J Global Price Change
- K Transfer Inventory

Point of Sale (POS)

- A Run POS Register
- B Print POS Reports
- C Settle (Balance) Register
- D Force Logoff From Register
- E Post POS Transactions
- F Enter/Chg Promo Items
- G Post Cash Out Transactions
- H Cash Out Report
- I Lay-a-way Transactions
- J POS Configuration Maint

Job Cost (JC)

- A Estimates/Change Orders
- B Projects
- C Transactions
- D Cost Codes
- E Purge Estimates/History
- F JCMS Configuration Info
- G JC Time Cards
- H JC Time Card Codes
- I JC Purge Time Card History

Bill of Materials (BM)

- A Enter Bill of Materials
- B Print Bill of Materials
- C Print Where Used Inquiry
- D Print BOM Availability
- E Print To-Build Orders
- F Build/Un-Build Process
- G Print Build History
- H Purge Build History
- I Enter BOM Configuration

Payroll (PR)

- A Enter/Chg Employees
- B Enter Pay Info
- C Print Payroll Reg
- D Print Payroll Checks
- E Print Employee Info
- F Print Quarter Info
- G Print W-2s
- H Enter Salespeople
- I Print Salesprsn Info
- J Transfer Commissions
- K Maintain Tax Tables
- L Void Payroll Checks
- M Transfer P/R Taxes
- N Print Pay History
- O Purge Pay History
- P Print Time Card Info
- Q Enter Time Card Rates
- R Payroll Setup Info

Special Payroll Reports (SPR)

- A Print 1099 Forms
- B Print P/R 941 Forms
- C Print P/R 940 Forms
- D Print W-2s on Mag Media

System Maintenance (SY)

- A Enter/Chg Company Info
- B Enter/Chg Terms Info
- C Enter/Chg Password Info
- D Enter/Chg PR/GL Interface
- E Create/Chg G/L Accounts
- F Create G/L Departments
- G Change Printer Codes
- H Multi Printer Setup
- I Consolidate Financials
- J Multi Company Maint
- K Year End Routines
- L Reclose Prior Years
- M Change Related Rec Vals
- N Purge Old A/R & A/P Recs
- O Post TAL Records

Utilities (UT)

(DOS version)

- A Run TAS Program
- B Run non-TAS Program
- C Run DOS Command
- D Set Configuration
- E Set Colors
- F Set Computer Date/Time
- G Run DOS Shell
- H TASNotes Reports
- I Change Company Code
- J Compile Adv 5.1 Prgs**
- K Run TAS Pro 5.1 Menu**
- L Turn BOM/JC/POS On/Off

***This appears only if you are registered for Pro 5.1*

File Utilities (FL)

(DOS version)

- A Maintain Database
- B Change/Delete Records
- C Quick Report
- D Make Your Own Report
- E Export File
- F Import File
- G Print File Info
- H Initialize Database
- I Reindex Database
- J Maintain Location File
- K Change DDF Files

In the Windows versions there are some differences in the Utilities menu. Also, all programs in the File Utilities menu not included in the regular Utilities menu are setup as separate icons in the Advanced Accounting program group. These programs must be run as DOS programs as they are set up that way automatically.

Utilities (UT)

(Windows version)

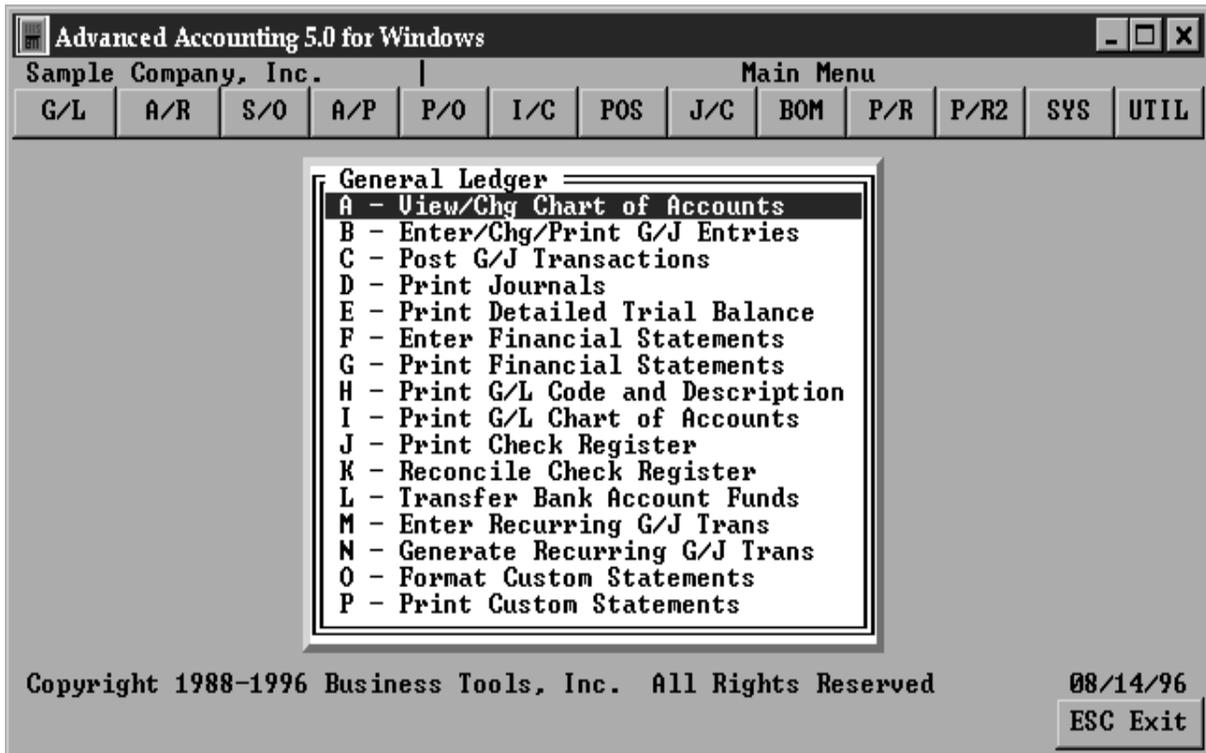
- A Run TAS Program
- B Run non-TAS Program
- C Set Configuration
- D Maintain INI File
- H TASNotes Reports
- I Change Company Code
- G Print File Info
- H Initialize Database
- I Reindex Database
- J Maintain Location File
- K Change DDF Files
- L Turn BOM/JC/POS On/Off

GETTING AROUND IN ADVANCED ACCOUNTING 5.1 FOR WINDOWS

✓ For information about the DOS version please see the section in this chapter titled **Getting Around in Advanced Accounting 5.1 for DOS**. This starts on page **XXXX**.

The Structure of Advanced Accounting 5.1 Modules and Programs

After you have clicked on the Advanced Accounting 5.1 icon in your Advanced Accounting for Windows program group, you will see the main menu, illustrated below. To bring up a specific menu click on the appropriate button at the top of the screen..



The programs included in each module are summarized in the chart on page 2-10. The letters displayed in parentheses for each module parallel the letters used throughout this manual for that module. For example, the System Maintenance module is represented as **SY** in the manual. Within each module, the letter to the left of the program represents the program reference as well as the keystroke you can use to reach the program. Once you have reached the System Maintenance menu, you would type **G** to reach the **Change Printer Codes** option (or click on the appropriate menu line with your mouse); the documentation refers to this program as **SY-G** to represent both the module and the individual program reference.

To change to a different menu just click on the appropriate button and the menu for that module will be displayed.

STANDARD KEY FUNCTIONS

Along with the use of the mouse there are standard function keys and keystroke combinations you may use in Advanced Accounting 5.1. These are described below.

 Most of the time there is a set of buttons at the bottom of the screen that will display what special keys are available and what they will do. You may either enter the appropriate key (or keystroke combination) or click on the button with your mouse.

Note that function keys 5 through 9 are used throughout Advanced Accounting 5.1 as *record search keys*. These keys provide an efficient way to search through Advanced Accounting 5.1 files. You can use these keys to find records (customers, vendors, or other information) in a file. Some of these keys will only work when the cursor is on a 'key field.' The key field type determines the order in which the data is presented. For example, requesting a record search on the *State* field displays the data sorted by state.

F1 - Help

Displays the help information available in each program. The help may change from one screen to the next, and from one field to the next. If no specific help is available nothing is displayed.

F2 - List Display

Most often, this key displays a pop-up window with a list of items to select, such as available accounts, available inventory items, etc.

F3 - Clear Rec

Clears all fields on the screen. You can think of this function as a "refresh" of the screen. This function key does not affect the files in memory; i.e., the information you just cleared from the screen is not deleted from the data file.

 This key is also used in several routines as the print option. Be sure to check the help options at the bottom of your screen.

F4 - Del Rec

Deletes the entire record currently on the screen. This option differs from F3 in that it deletes the record from memory, rather than from the screen only. **USE WITH CAUTION.**

F5 - Find Begin

Find the first record in the file sorted in terms of the particular key field where the cursor is located. Your cursor must be on a key field.

F6 - Find End

When your cursor is positioned on a key field, displays the last record in the file.

F7 - Find Prev

Finds the previous record. A Find First (F5), Find Last (F6), or Find Record (F9) must have been done before this option can function correctly. Depending on the search completed earlier, this key will find the record previous to the last one found.

F8 - Find Next

Find the next record. A Find First (F5), Find Last (F6), or Find Record (F9) must have been done before this option. Depending on the search completed earlier, this key will find the record after the last one found.

F9 - Find Record

When your cursor is positioned on a key entry field, F9 uses the characters or numbers you have typed in to find a specific record in the file. For example, if you type '5' in an account field, the first account beginning with a 5 will be displayed. If an exact match is not found, the program will locate the next closest match.

F10 - Save Rec

Saves the current information on the screen to a file. When you have completed filling in the fields on a screen, pressing F10 tells Advanced Accounting to make a record of your entries. You are also asked if you want to save the record when you fill in the last field of the screen.

ESC

Allows you to exit from the current screen without saving any changes that have been made. (You may also be required to specify that you do not want to save by answering 'No' when a prompt to save is displayed.)

Arrow Keys

Up arrow:	moves the cursor to the previous field on a screen or a list.
Down Arrow:	moves the cursor to the next field on a screen or a list. You can also press ENTER or TAB to move to the next field.
Left Arrow:	moves the cursor to the next character position in a field.
Right Arrow:	moves the cursor to the previous character position in a field.

Backspace

Deletes the character to the left of the cursor and moves all characters to the right of the cursor to the left. The cursor moves one character to the left.

Del

Deletes the character under the cursor and moves all characters to the right of the cursor to the left. The cursor remains in the same location.

When working with list entry this may be used to delete a line in the list.

Ins

Turns on/off the insert toggle. If it is off the cursor is a small underline, if on a half box. When insert is on characters are inserted at the current cursor location and the cursor moves over to the right each time a character is entered. When insert is off you can overwrite any characters currently there or add to the end of the field.

When working with list entry this may be used to insert a new line in the list.

End

Will move the cursor to the end of a field when entering alphanumeric (string) type data.

When working with list entry this may be used to go to the end of the list.

Home

Will move the cursor to the beginning of a field when entering alphanumeric (string) type data.

When working with list entry this may be used to go to the beginning of the list.

Control Key Functions

In the descriptions below, ^<Key> indicates that you should press that key while holding down the CTRL key.

^U - Clear Fld

Clears the entry in the current field. This option affects the screen display only. If there is a value or data in the field where the cursor is, this command will clear it to 0's or blanks, depending on the field type.

^R - Restore Fld

Restores the original entry in the current field. If you have changed the entry in a field and the cursor has not left that field yet, this option will restore the entry as it was before the change. Once the cursor leaves the field, the restore cannot be performed.

Standard Windows Control Key Functions

^C - Copy Characters

If you mark a group of characters by holding the left mouse button down and moving it across the field (or note body) you will highlight those characters. If you then press ^C you will copy those characters to the Windows clipboard. Those characters can later be inserted or replace another entry. Note that once you save characters to the clipboard whatever was there is now gone.

^X - Delete Characters

This is similar to the Copy Characters above except that it will also remove the characters from the field. They are still saved to the clipboard and can be used elsewhere.

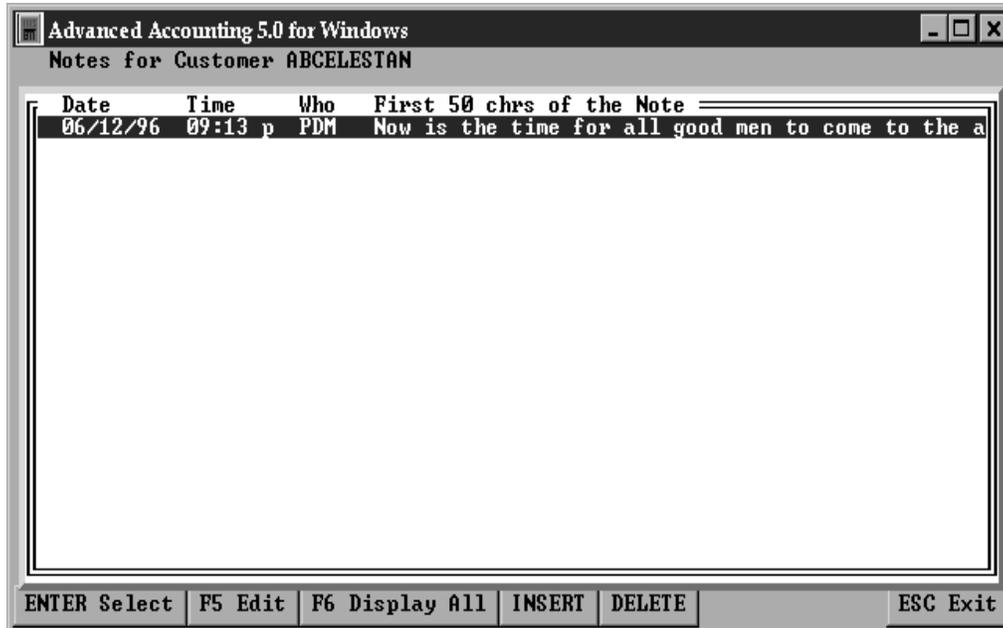
^V - Copy Characters

This will copy whatever characters are in the clipboard to the current field (or note body).

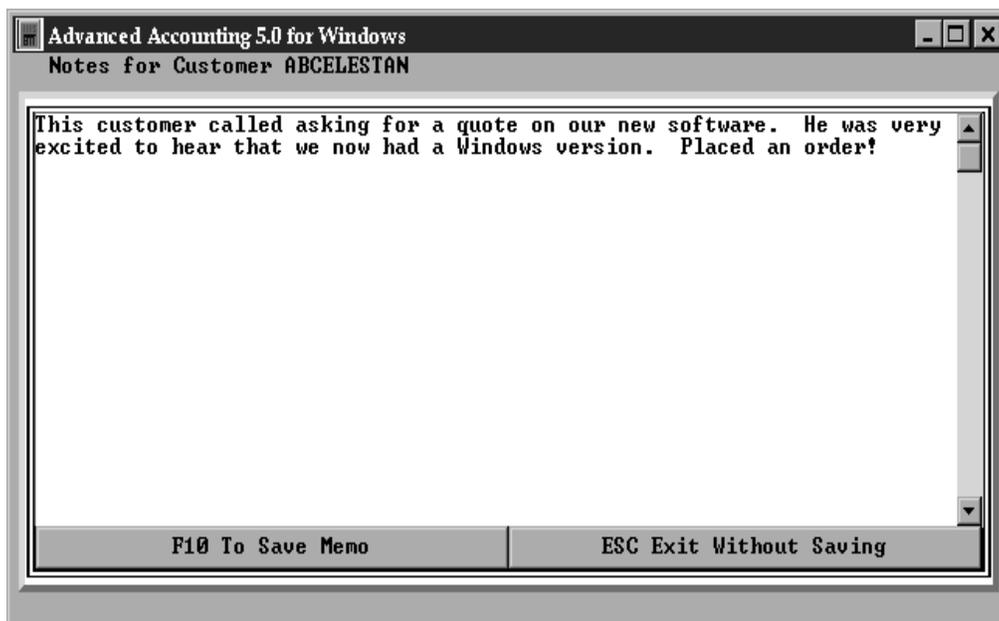
TASNOTES™ (ALT-F1)

A feature included with Advanced Accounting 5.1 is TASNotes. Using this program you can attach notes to Customers, Vendors, Inventory Items, Taxing Authorities and Employees, Sales Order, Purchase Orders, etc.

This capability is generally available anywhere you can add new records or make changes to existing ones. To add or change existing notes press the ALT-F1 key (ALT+F1). If TASNotes are available at that time something similar to the following screen will appear.



At the top of the box is a reminder of who/what the notes are for. Next is a list of all the current notes. For each line you will see the date, time and initials of the person who entered the note. You will also see the first first words of the note. To edit an existing note move the cursor to the appropriate line and press the ENTER key. To create a new note press the INSERT key. After you enter your initials the screen below will be displayed.



Enter your note here. The words will wrap automatically as you enter them. You can move around the note with the arrow keys. You can also move to a specific location within the note body by moving the mouse pointer to that spot and press the left mouse button. You can delete characters or press the INSERT key to insert characters within the note. When you are finished press the F10 key to

save the note. If you don't want to save the note press the ESC key. If you have made changes you will be asked to confirm your action.

You can also quickly see all the notes already entered. Press the F6 key and the program will display all the notes on file. This is a standard list box and you can scroll down the list of notes if they exceed the size of the screen.

To delete an existing note move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm the deletion.

When you are finished press the ESC key from the note list box and you will return to where you were in the program.

STANDARD SCREEN ELEMENTS

An Advanced Accounting 5.1 screen has specific display conventions that can help you use the programs more efficiently. The sales order entry screen below illustrates some typical elements of an Advanced Accounting 5.1 screen.

The screenshot shows the 'Enter/Change Sales Orders' screen. Callouts identify the following elements:

- Current Company:** Sample Company, Inc.
- Input fields--highlighted:** Fields for S/O #, Ord, Job, Code, Last Inv #, Ship To, Name, Ship Via, Terms, Slsp, Ent by, Cust Ord Num, Tx, Auth, Dept, and Rdy? are highlighted in reverse video.
- Name of the program:** Enter/Change Sales Orders
- Headers--not modifiable:** The header section containing company and program information.
- Scrolling display window:** A table listing product codes and descriptions.
- Entry Window Display:** A detailed view of a specific product (286 Base System, 12 mhz).
- Summary info:** Sub Tot, Tax, Freight, and Total values.
- Function buttons --can vary depending on cursor position:** A row of buttons at the bottom including F1 Help, ^C Cust Opts, ^F First Page, Insert, Delete, F10 Save S/O, and ESC Exit.

Product Code & Desc	Shp Qty	B/O Qty	Price	Disc%	Extension
286 286 Base S	1.00	0.00	1499.0000	0.00	1499.00

Product:	286 Base System, 12 mhz		Loc:
ESD	Tax	Rdy	Qty Ship
08/08/96	Y	Y	1.00
			0.00
			1499.0000
			0.00
			1499.00

Sub Tot:	1499.00	Tax:	127.42	Freight:	0.00	Total:	1626.42
----------	---------	------	--------	----------	------	--------	---------

At the bottom of each screen is a list of some of the function keys available. You may either enter the appropriate key or click on the button with the mouse. The F1 function key may display specific help information for the particular program or a particular field on the screen.

The F2 function key can also change its help message depending on the cursor position. Using the screen below as an example, F2 can change to *Display Sales Orders*, *Display Customers*, *Display Salespeople*, or *Display Inventory* depending on cursor position. To use these options, press F2 key and the items will be displayed in a list you can scroll through. For more information about Lookup Lists please see section following this.

Input fields are displayed in reverse video; the information displayed can be modified by you.

Headers are the field identifiers located above or to the left of an input field. For example, *S/O#* above is the header for the highlighted field where you can enter an invoice number.

In this program there is both a list window that displays sales order lines that you have already entered and below that an entry window for adding/changing lines. You change a line by moving the cursor to the appropriate item and pressing the ENTER key. To enter a new item you either press the INS key (insert an item at the current cursor location) or move to the end of the list by pressing the END key and then move to the next blank line by pressing the DOWN ARROW key.

Directly above the function key display is a set of *summary information* fields that provide totals as you enter items or as you complete the sales order.

Advanced Accounting 5.1 makes use of *pop-up windows* that overlay a screen to show additional information or to provide a selection list. The F2 function key often provides a pop-up window with a list for selection. In the screen above, the *Terms* field will automatically provide a pop-up window with the default value for that customer already highlighted. You can either choose that value by pressing the ENTER key or move the cursor to a different value.

Lookup Lists

All lookup lists in Advanced Accounting 5.1 use our new FAST SEARCH™ technology. This allows you to not only search quickly and easily for information, you can even change the index you're searching by! The following is the screen that would appear in the Maintain Customer program if you pressed the F2 key while the cursor was in the Customer Code field:

Advanced Accounting 5.0 for Windows
Sample Company, Inc. | Enter/Change Sales Orders

S/O #: 0 Ord: 08/14/96 Job:
Code: Last Inv #: 0 Ship To:
Name:
Add1:
Add2:
CSZ:
Cntry:
Desc: Attn:
Ship Via Terms Slsp Ent by Cust Ord Num Tx Auth Dept Rdy?
Customers

Cust Code	Cust Name	State	Zip Code	Contact
ABCELESTAN	ABC Electric	ST	11193	John Q.
ACMAUTWASE	Acme Automotive Repair	WA	98013	Ralph J.
BIBBOOWAKE	Bibs To Books	WA	98055	Ann Brye
CASH	Cash Sale			

F1 Help F3 Choose other key F4 List full screen ESC Exit

There are several different ways to search for a specific record. The easiest is to start entering the appropriate code. If the character you entered matches the first character in the customer code that line will now be displayed at the top of the window. If you enter another character and it matches the second character in the customer code then that line will be displayed. This continues until you find the record you are looking for or you enter a character that doesn't match and the computer will beep at you to alert you to that. To go back to the previous record found in the list just press the BACKSPACE

key. This will have the effect of deleting the last accepted character you entered and will find the record that matched at that point. You can now start entering characters again to search from that location. If you want to start over from the beginning of the file all you need do is clear all characters entered with the ^U key (Control key and U key at the same time).

You can also move within the list using other keys. UP ARROW will move the cursor (the solid bar stretching across the entire window) up one line, DOWN ARROW will move the cursor down one line, HOME will go back to the beginning of the list, and END will go to the end. You can also click on the vertical or horizontal scroll bars with the mouse.

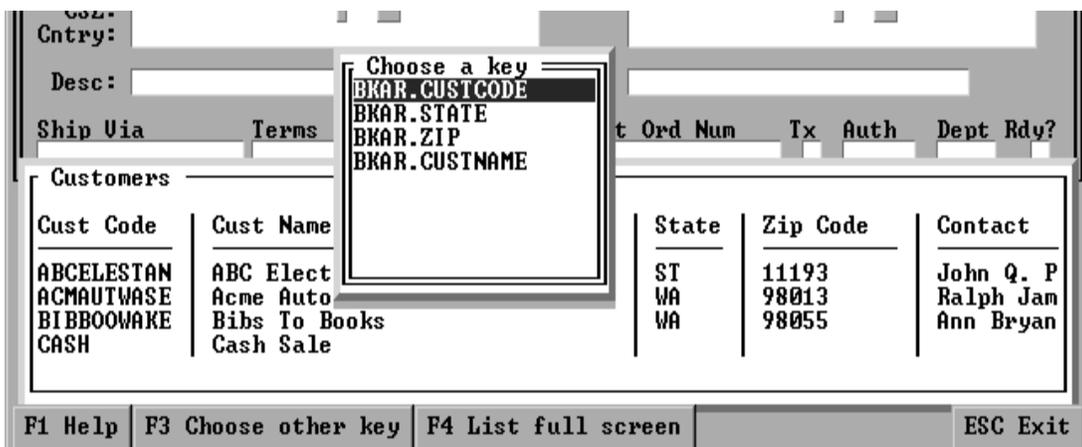
- ☑ In some cases the list is actually the main part of the program and you start there, choose a record, make the appropriate changes, and then return there. Sometimes you will also be able to enter new records to the list. This will be by either moving the cursor bar to the appropriate record and pressing the INSERT key (insert a new item at that position) or pressing the ^END (ctrl+END) key. This will move the cursor bar to the first blank record at the end of the list and execute any entry routine.

To choose a record from the list move the cursor to that line and press the ENTER key. The list window will be closed and the information will be displayed as appropriate to the program and screen.

The list may show only a small section of the records in the file. A standard Windows vertical scroll bar will appear to alert you that there are more records past the last record displayed, or that records exist before the one at the top of the list. If the scroll bar doesn't appear then there aren't any records outside of the current window.

The list records may also be wider than can fit within the window. In this case a horizontal scroll bar will be displayed on the bottom of the window box. You will be able to move the records right and left using the arrows at the end of the scroll bar. You can also drag the scroll bar button and watch the records move at the same time.

Another important feature of this lookup list is the ability to change the index you're searching on. This can be accomplished by pressing the F3 key. Note the message at the bottom of the list window about F3 - Choose another key. When you press F3 a menu of indexes available for the file being listed are displayed. By choosing one of these (move the cursor to the appropriate line and press the ENTER key) the list will be displayed in the new order. You can now search for a record based on the index you just chose. For example, using the customer file, if you press the F3 key the following window is displayed:



If you move the cursor to BKAR.CUSTNAME and press the ENTER key, the list will be displayed in customer name order. You can now search for a customer by entering their name. This process is also 'smart'. It knows that the customer code is going to be all upper case, so when you enter characters it converts them automatically to their upper case type (regardless of how they were entered) so that the searching works properly. However, when searching for a name the program knows, again, that this is mixed case (both upper and lower case characters) and allows you to control the case by pressing the SHIFT key just like you did when you entered it originally. It requires no further action on your part. Press F3 again and go back to the customer code index (BKAR.CUSTCODE) and the program automatically switches back to all upper case and starts off at the beginning of the list again. Through the use of this new technology all your searches anywhere in Advanced Accounting 5.1 will be very *FAST!*

Some lists that will be displayed do not use the FAST SEARCH technology. You will be able to tell quickly since when you enter the second character the computer will either beep at you or go find an item with the first character the same as the character you just entered. These are generally lists with just a few items on them. To search for a particular item you can press the key that would be the first character in the first item on the line. The program will move the cursor to the next item that matches the character entered. All other list keys apply including, UP and DOWN ARROWS, HOME and END.

INVENTORY LOOKUP

A new feature has been added to Advanced Accounting 5.1; you can now look-up an inventory item from almost anywhere in Adv 5.1 (including the main menu)!

To try this press the ALT-I (ALT+I) key. The screen below will be displayed:

Product Code	Description	Base Price	Tot on Hand
286	286 Base System, 12 mhz	1,499.0000	66.0
386	386 Base System, 20mhz	2,799.0000	29.0
ABCD	test	0.0000	0.0
ASSEMBLY_TEST	Assembly Test	10.0000	9.0
BOARD-EGA	EGA Board	199.0000	69.0
BOARD-MONO	Monochrome Board	499.0000	20.0
COMPUTER 386	386 Computer 1Meg 110M Hd	3,870.9100	20.0
COMPUTER AT 286	AT 80286 Computer 640K	2,235.7800	10.0
DISK-FLOPPY1.2	Internal 5.25" Floppy, HD	250.0000	116.0
DISK-FLOPPY3.5"	Internal 3.5" Floppy, 720	350.0000	68.0
DISK-FLOPPY360	Internal 5.25" Floppy, DD	250.0000	22.0
DISK-HARD20	20 Meg Internal Hard Disk	350.0000	68.0
DISK-HARD40	40 Meg Internal Hard Disk	550.0000	66.0
KEYBOARD-AT	AT Style Keyboard	189.0000	166.0
KEYBOARD-ENHNC	Enhanced Keyboard	199.0000	64.0
LABOR_ASSEMBLY	Computer Assembly Labor	0.0000	0.0
MONITOR EGA	Basic EGA Monitor 640x350	455.0000	13.0

F1 Help F3 Choose Other Key F4 List Partial Screen ESC Exit

This is a standard look-up list and you can find the item by entering the first few characters of the Product Code, using the standard list keys, or 'mousing' to it.

When you have chosen an item the screen below will be displayed:

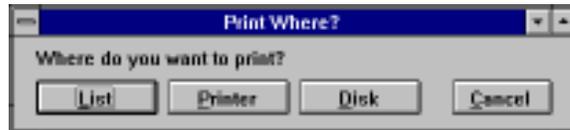
Inv Pricing & Availability				
Product Code/Desc		Price Base	Price Matrix	
286		1,499.0000		
286 Base System, 12 mhz		Last Cost	1/ 1,439.04	5/ .
		10.0000	2/ 1,349.10	6/ .
# on Hand	66.00	Avg Cost	3/ 1,274.15	7/ .
# on S/O	1.00	886.4789	4/ .	8/ .
# on P/O	3.00			9/ .

Information about that inventory item will be displayed and, if this is an R type item (or not N) you can press the F2 key and the location records will be displayed.

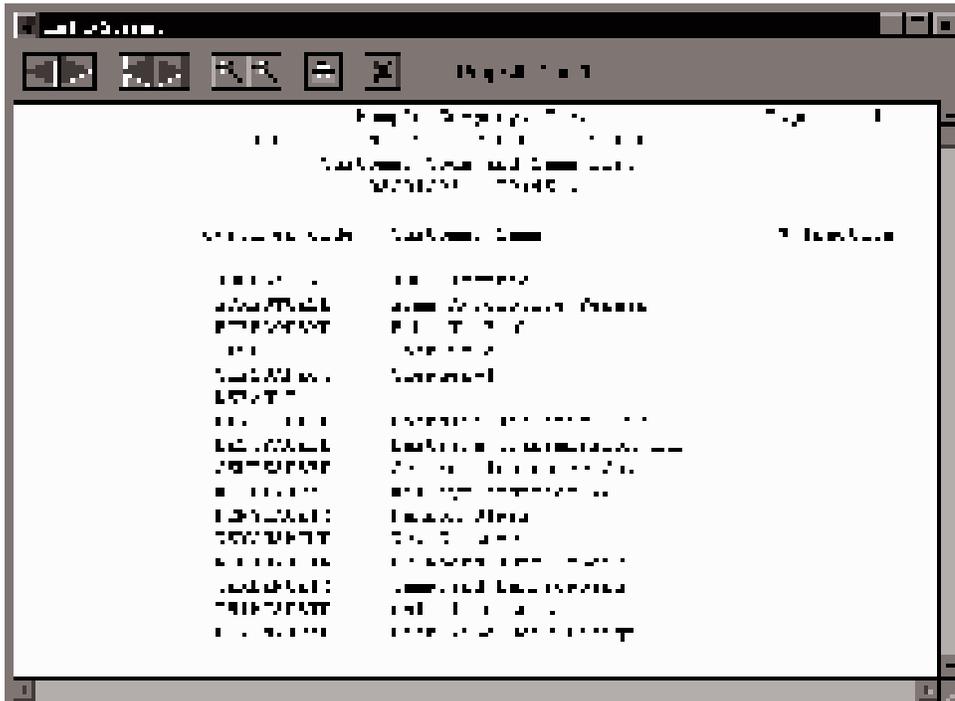
To lookup another item press the ENTER key and you will return to the list. To exit press the ESC key and you will return to where you were.

STANDARD PRINTING COMMANDS

There are many printing routines throughout Advanced Accounting 5.1. You will usually be able to limit the printing to a certain range of records by specifying beginning and ending parameters. Most reports also give you the opportunity to skip over the options by pressing F10 or the appropriate button. Most reports will also give you an option as to where to print. After you have entered all the options or pressed the Start Printing button the screen below will be displayed.

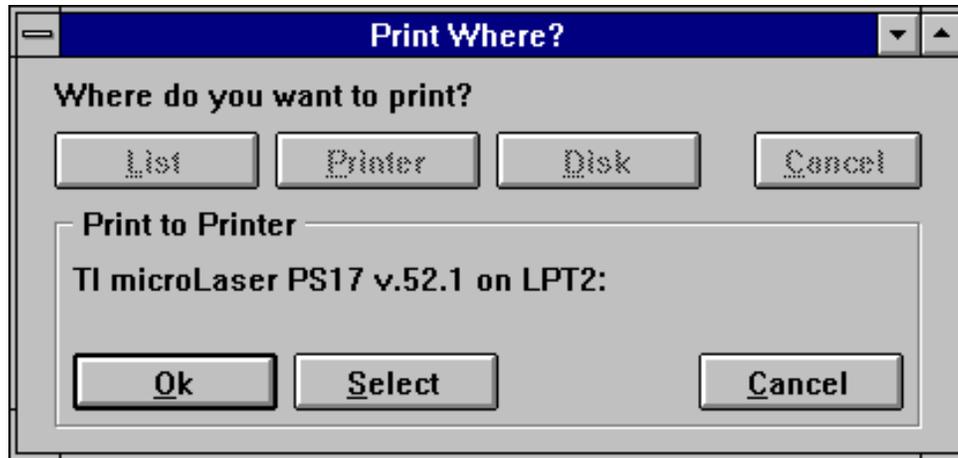


The print dialog box above is the first one that will appear if the program allows you to choose where to send the output from the report. If you choose List (the default button) the report will be printed to disk first. Then a screen similar to the one below will be displayed.

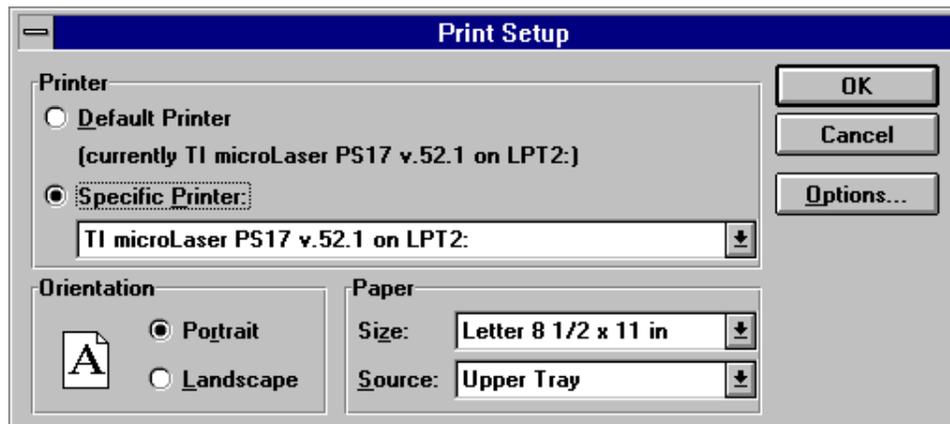


At the top of the screen are 8 buttons and a line of text that tells you how many pages there are in the report and what page you are on. The first two buttons let you move towards the beginning of the report (left button) or the end (right button) one page at a time. The next two buttons will take you to the first or last page of the report. The following two buttons will increase or decrease the size of the font. By decreasing the size of the font you will get more characters to fit in the window, however, it may get so small that you won't be able to read it. The next button will let you print the report to a printer. You will get the standard choose print dialog, as described below, however you will also be able to choose the page range to be printed. The last button lets you exit from the report list. You can also press the ESC key and get the same result.

If you press the PRINTER button the following screen will be displayed.

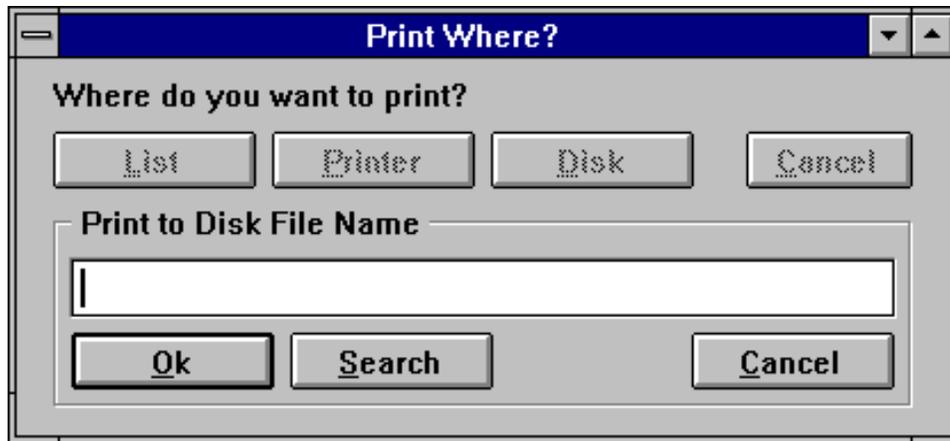


Your first option is to choose the default printer, which is displayed in the box. You can also choose the SELECT option which will allow you to display the standard Windows printer dialog below.



You can then click on the drop box for Specific Printer to get a list of printers for your system. Once you choose a printer you will return to the choose printer dialog. Press the OK button or enter O and the program will start printing. When you choose a printer the program will get the appropriate information from the TP5WIN.INI file for that printer. This information will tell it whether to print directly to the printer or use the Windows driver (more about this later).

If you want to print the report to disk just click on the DISK button (or press the D key) from the original dialog box and the dialog below will be displayed.



You can either enter a file name directly, or click on the SEARCH button. If you enter a name for a file that already exists the program will alert you to that and you will be given the chance to choose whether or not to overwrite the existing file (if any). When you click on the OK button (or enter O) the report will be written out to disk.

All of the choices, including the original where to print choices, offer a cancel option. If you click on the CANCEL button once you are in the Printer or Disk option you will return to the original options. If you choose CANCEL again the program will exit from the print where dialog. This will also cause the report to exit and you will be returned to the appropriate menu.

“MULTI-TASKING” WITHIN ADVANCED ACCOUNTING 5.1

A feature in Advanced Accounting 5.1, which we don't believe you will find in any other accounting product no matter the cost, is the ability to put the current program into a holding state and run another, then return to the original without any loss of data. This is done simply by pressing the Alt-1 key (Alt and number 1 key at the same time). The Main Menu will be displayed again and you can choose another program just like you were running it the first time. When you're finished with that program press the ESC key and you will return to the program you were running originally. That's all there is to it. No difficult key strokes to remember, and no problem in returning. In fact, depending on your computer and the amount of available RAM (system memory as opposed to disk space) you may be able to go 4 to 6 programs deep (each time pressing the Alt-1 key and choosing the next program from the Main Menu) before you finally run out of memory. When that happens the program will alert you to it and won't let you go any further. Don't worry, you haven't lost anything, the program protects you against that. Each time you press the ESC key you will return automatically to the program just before the one you just ran. All the data is still there, your cursor is in the same location, everything is ready for you to continue.

This feature will become indispensable the first time you're in the middle of a large sales order or purchase order and you need to immediately get a telephone number for a customer or vendor. All you have to do is press the Alt-1, choose the appropriate program from the Main Menu, get the information necessary, then press the ESC key and you return right to where you were. No muss, fuss or lost data!

MULTIPLE INSTANCES

As with some other Windows programs you can actually run multiple instances of Advanced Accounting 5.1. This is as simple as clicking on the Adv icon multiple times. The main menu will be displayed and you can run any of the programs available to you. Please note, the computer will act as though you are running 'multi-user' within your single computer. This means if you try to access the same customer record, for example, in more than one instance, the second time you try you will get a message that the record is locked by another user. When you release the first copy of the customer record it will

be automatically displayed in the second instance. This whole process is similar to the multi-tasking information above, however, in this case you're actually running multiple copies of the program.

LOSS OF ENTRY PROTECTION

Advanced Accounting 5.1 has a unique feature that you will be thankful for again and again. Built in to many of the programs is a special 'watchdog' that knows when you've made changes to a record (customer, vendor, inventory item, etc.) and are about to lose those changes because of something you've just done. For example, a customer calls and says their address has changed. So, you call up their record and make the appropriate changes. Then, before you save the record (maybe you're thinking about adding a TASNote note to their account about this call) they ask about price or availability of some inventory item. So you press the ESC key to exit back to the menu. Just as you press the key you remember you didn't save the record yet, but Adv 5.1 does. At the bottom of the screen will be a reminder that you made changes to the customer record and do you want to save the record before you continue. Enter Y and those changes will be saved and you'll be saved from the embarrassing situation of having to ask for that information again (or trying to dredge it up from your memory).

You can control whether this process is active and what the default answer is to the save question in **SY-A-A, Enter/Change Company Info.**

DEFAULT RECORDS

You can create default records for customers, vendors, taxing authorities and inventory items that will set the defaults for any and all values when entering a new record. To do this enter a record in **AR-A, Enter/Change Customers, AP-A, Enter/Change Vendors, AR-L, Maintain Taxing Authorities** or **IC-A, Enter/Change Inventory Items** with the code of DEFAULT. Enter the appropriate values into each field you wish to preset then save the record. When you add a new customer, vendor, tax authority or inventory item, the program will search for the DEFAULT record. If it is found, the values you have set in that record (other than the code of DEFAULT) will be used as defaults for the rest of the fields in that record as appropriate. You can easily change any of these defaults by calling up the DEFAULT record and making the appropriate changes. The next time you enter a new record the new default values will be used.

MOUSE CONTROL

Advanced Accounting 5.1 makes standard use of the Windows mouse. You can click on fields, buttons, scroll bars, etc. There are some restrictions, however. If you are in a menu or listbox the program will keep you from clicking on a field outside of the current menu/listbox. You may also be restricted in moving from one field to another due to internal programming constraints. In that case when you try to click on a field the cursor will return to the current field and you will not be allowed to move using the mouse. In all cases you will still be able to move off the field, assuming that the entry is correct and valid, by pressing the ENTER or TAB key.

TP5WIN.INI AND HOW TO ACCESS IT.

Most Windows programs have what's called an INI file (because of the .INI extension) and Advanced Accounting 5.1 for Windows is no exception. This file plays a role similar to the TAS50.OVL file but it has different values. Advanced Accounting for Windows still uses the standard TAS50.OVL file to get information such as the default data dictionary, date and time type, etc. For further information on how to manipulate the TP5WIN.INI file please refer to **Chapter 13, Utilities (Windows Version) - UT-D - Maintain INI File.**

GETTING AROUND IN ADVANCED ACCOUNTING 5.1 FOR DOS

✓ For information about the Windows version please see the section in this chapter titled **Getting Around in Advanced Accounting 5.1 for Windows**. This starts on page 11.

The Structure of Advanced Accounting 5.1 Modules and Programs

After you have typed in ADV at the DOS prompt in your ADV50 subdirectory, you will see the main (*Choose*) menu, illustrated below. Type in the letter to the left of any module option on the *Choose* menu, highlight the module name and press ENTER, or use the UP and DOWN ARROW keys to move to the appropriate line and press the ENTER key.

Our Software & Consulting	Main Menu
<p>Choose</p> <p>G - General Ledger</p> <p>R - Accounts Receivable</p> <p>S - Sales Order</p> <p>A - Accounts Payable</p> <p>O - Purchase Order</p> <p>I - Inventory Control</p> <p>P - Payroll</p> <p>L - Special Payroll Reports</p> <p>Y - System Maintenance</p> <p>U - Utilities</p> <p>F - File Utilities</p>	<p>G - General Ledger</p> <p>A - View/Chg Chart of Accounts</p> <p>B - Enter/Chg/Print G/J Entries</p> <p>C - Post G/J Transactions</p> <p>D - Print Journals</p> <p>E - Print Detailed Trial Balance</p> <p>F - Enter Financial Statements</p> <p>G - Print Financial Statements</p> <p>H - Print G/L Code & Description</p> <p>I - Print G/L Chart of Accounts</p> <p>J - Print Check Register</p> <p>K - Reconcile Check Register</p> <p>L - Transfer Bank Account Funds</p> <p>M - Enter Recurring G/J Trans</p> <p>N - Generate Recurring G/J Trans</p> <p>O - Format Custom Statements</p> <p>P - Print Custom Statements</p>
<p>Copyright 1988-1995 Business Tools, Inc. All Rights Reserved 03/14/95 Advanced Acct 5.00 ESC Exit</p>	

The programs included in each module are summarized in the chart on page 2-6. The letters displayed in parentheses for each module parallel the letters used throughout this manual for that module. For example, the System Maintenance module is represented as **SY** in the manual even though you would type **Y** to reach that module (as indicated on the *Choose* menu illustrated above). Within each module, the letter to the left of the program represents the program reference as well as the keystroke you can use to reach the program. Once you have reached the System Maintenance menu, you would type **G** to reach the **Change Printer Codes** option; the documentation refers to this program as **SY-G** to represent both the module and the individual program reference.

When the menu for a single module is chosen it is displayed to the right of the *Choose* menu. Again, either enter the letter at the beginning of the option you want to execute or move the cursor bar to that line and press the ENTER key. You can also change to another menu. Just press the CTRL key and the appropriate character (from the *Choose* menu) and the menu for that module will replace the one that is active. For example, to switch to the Payroll menu from the General Ledger menu, without having to return to the *Choose* menu, just press the P key while holding down the CTRL key. You can

also press the RIGHT or LEFT ARROW key to 'scroll' through the different module menus. To return to the Choose menu just press the ESC key.

STANDARD KEY FUNCTIONS

Use the function keys and keystroke combinations described below to move around quickly within Advanced Accounting 5.1.

Note that function keys 5 through 9 are used throughout Advanced Accounting 5.1 as *record search keys*. These keys provide an efficient way to search through Advanced Accounting 5.1 files. You can use these keys to find records (customers, vendors, or other information) in a file. Some of these keys will only work when the cursor is on a 'key field.' The key field type determines the order in which the data is presented. For example, requesting a record search on the *State* field displays the data sorted by state.

F1 - Help

Displays the help information available in each program. The help may change from one screen to the next, and from one field to the next. If no specific help is available nothing is displayed.

F2 - List Display

Most often, this key displays a pop-up window with a list of items to select, such as available accounts, available inventory items, etc.

F3 - Clear Rec

Clears all fields on the screen. You can think of this function as a "refresh" of the screen. This function key does not affect the files in memory; i.e., the information you just cleared from the screen is not deleted from the data file.



This key is also used in several routines as the print option. Be sure to check the help options at the bottom of your screen.

F4 - Del Rec

Deletes the entire record currently on the screen. This option differs from F3 in that it deletes the record from memory, rather than from the screen only. **USE WITH CAUTION.**

F5 - Find Begin

Find the first record in the file sorted in terms of the particular key field where the cursor is located. Your cursor must be on a key field.

F6 - Find End

When your cursor is positioned on a key field, displays the last record in the file.

F7 - Find Prev

Finds the previous record. A Find First (F5), Find Last (F6), or Find Record (F9) must have been done before this option can function correctly. Depending on the search completed earlier, this key will find the record previous to the last one found.

F8 - Find Next

Find the next record. A Find First (F5), Find Last (F6), or Find Record (F9) must have been done before this option. Depending on the search completed earlier, this key will find the record after the last one found.

F9 - Find Record

When your cursor is positioned on a key entry field, F9 uses the characters or numbers you have typed in to find a specific record in the file. For example, if you type '5' in an account field, the first account

beginning with a 5 will be displayed. If an exact match is not found, the program will locate the next closest match.

F10 - Save Rec

Saves the current information on the screen to a file. When you have completed filling in the fields on a screen, pressing F10 tells Advanced Accounting to make a record of your entries. You are also asked if you want to save the record when you fill in the last field of the screen.

ESC

Allows you to exit from the current screen without saving any changes that have been made. (You may also be required to specify that you do not want to save by answering 'No' when a prompt to save is displayed.)

Arrow Keys

Up arrow:	moves the cursor to the previous field on a screen or a list.
Down Arrow:	moves the cursor to the next field on a screen or a list. You can also press ENTER to move to the next field.
Left Arrow:	moves the cursor to the next character position in a field.
Right Arrow:	moves the cursor to the previous character position in a field.

Backspace

Deletes the character to the left of the cursor and moves all characters to the right of the cursor to the left. The cursor moves one character to the left.

Del

Deletes the character under the cursor and moves all characters to the right of the cursor to the left. The cursor remains in the same location.

When working with list entry this may be used to delete a line in the list.

Ins

Turns on/off the insert toggle. If it is off the cursor is a small underline, if on a half box. When insert is on characters are inserted at the current cursor location and the cursor moves over to the right each time a character is entered. When insert is off you can overwrite any characters currently there or add to the end of the field.

When working with list entry this may be used to insert a new line in the list.

End

Will move the cursor to the end of a field when entering alphanumeric (string) type data.

When working with list entry this may be used to go to the end of the list.

Home

Will move the cursor to the beginning of a field when entering alphanumeric (string) type data.

When working with list entry this may be used to go to the beginning of the list.

Control Key Functions

In the descriptions below, **^<Key>** indicates that you should press that key while holding down the CTRL key.

^U - Clear Fld

Clears the entry in the current field. This option affects the screen display only. If there is a value or data in the field where the cursor is, this command will clear it to 0's or blanks, depending on the field type.

^R - Restore Fld

Restores the original entry in the current field. If you have changed the entry in a field and the cursor has not left that field yet, this option will restore the entry as it was before the change. Once the cursor leaves the field, the restore cannot be performed.

TASNOTES™ (ALT-F1)

A feature included with Advanced Accounting 5.1 is TASNotes. Using this program you can attach notes to Customers, Vendors, Inventory Items, Taxing Authorities and Employees. If you have one or more of the add-ons (BOM, Job Cost, POS), you have even more places you can add notes.

This capability is generally available anywhere you can add new records or make changes to existing ones. To add or change existing notes press the ALT-F1 key (ALT+F1). If TASNotes are available at that time something similar to the following screen will appear.

Our Software & Consulting		Enter/Change Customer Information	
Code:	CARDININWA	NOTES	Contact: Tim Meadows
Name:	Cardinal Center		Phone: 219-267-3823
Add1:	504 N. A Drive		Fax:
Add2:			Cr Limit: 0.00
CSZ:	Warsaw IN 46580		Sls YTD: 7440.00
Ctry:			LYR: 0.00
Rmks:			
Class	Start	Slsp	Int? Stmt? Tax? PLvl Terms Hist? Tax Auth
Notes for Customer CARDININWA			
Date	Time	Who	First 50 chrs of the Note
08/10/94	01:19 p		note for ed

ENTER Select | F5 Edit | F6 Display All | INSERT Add | DEL Delete | ESC Exit

At the top of the box is a reminder of who/what the notes are for. Next is a list of all the current notes. For each line you will see the date, time and initials of the person who entered the note. You will also see the first few words of the note. To edit an existing note move the cursor to the appropriate line and press the ENTER key. To create a new note press the INSERT key. After you enter your initials the screen below will be displayed.

Our Software & Consulting		Enter/Change Customer Information	
Code:	CARDININWA	NOTES	Contact: Tim Meadows
Name:	Cardinal Center		Phone: 219-267-3823
Add1:	504 N. A Drive		Fax:
Add2:			Cr Limit: 0.00
CSZ:	Warsaw IN 46580		Sls YTD: 7440.00
Ctry:			LVR: 0.00
Rmks:			
Class	Start	Sls	Int? Stmt? Tax? PLV1 Terms Hist? Tax Auth
Notes for Customer CARDININWA			
Note			
<p>F10 Save Note _____ ESC Exit</p>			

Enter your note here. The words will wrap automatically as you enter them. You can move around the note with the arrow keys. You can delete characters or press the INSERT key to insert characters within the note. When you are finished press the F10 key to save the note. If you don't want to save the note press the ESC key. If you have made changes you will be asked to confirm your action.

You can also quickly see all the notes already entered. Press the F6 key and the program will display all the notes on file. This is a standard list box and you can scroll down the list of notes if they exceed the size of the screen.

To delete an existing note move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm the deletion.

When you are finished press the ESC key from the note list box and you will return to where you were in the program.

STANDARD SCREEN ELEMENTS

An Advanced Accounting 5.1 screen has specific display conventions that can help you use the programs more efficiently. The sales order entry screen below illustrates some typical elements of an Advanced Accounting 5.1 screen.

The screenshot shows the 'Enter/Change Sales Orders' screen. Callout boxes identify the following elements:

- Current Company:** Our Software & Consulting
- Input fields--highlighted:** S/O #: 174, Ord Date: 03/12/95, Code: ACMAUTWASE, Last Inv #: 174, Name: Acme Automotive Repair, Ship Via: MAIL, TERMS: NET 30, Slsp Ent by: 125 STL, Cust Ord Num, Tx: Y, Auth: NC, Dept Rdy?: Y
- Name of the program:** Enter/Change Sales Orders
- Headers--not modifiable:** S/O #, Ord Date, Code, Last Inv #, Name, Ship To, Ship Via, TERMS, Slsp Ent by, Cust Ord Num, Tx, Auth, Dept Rdy?
- Scrolling display window:** Product Code & Desc, Shp Qty, B/O Qty, Price, Disc%, Extension. Example row: ADV40RUNPRGS, Advanced A, 1.00, 0.00, 399.0000, 0.00, 399.00
- Entry Window Display:** Product: ADV40RUNPRGS, Advanced Accounting 4.0 Run, Loc: [blank], ESD, Tax, Rdy, Qty Ship, Qty B/O, Price/Unit, Disc%, Extension. Example row: 03/12/95, Y, Y, 1.00, 0.00, 399.0000, 0.00, 399.00
- Function keys--can vary depending on cursor position:** F1 Help|^C Cust Opts|^F First Page|INS|DEL|F10 Save S/O|
- Summary info:** Sub Tot: 399.00, Tax: 36.54, Freight: 7.00, Total: 442.54

At the bottom of each screen is a list of some of the function keys available. The F1 function key may display specific help information for the particular program or a particular field on the screen.

The F2 function key can also change its help message depending on the cursor position. Using the screen below as an example, F2 can change to *Display Sales Orders*, *Display Customers*, *Display Salespeople*, or *Display Inventory* depending on cursor position. To use these options, press F2 key and the items will be displayed in a list you can scroll through. For more information about Lookup Lists please see section following this.

Input fields are displayed in reverse video; the information displayed can be modified by you.

Headers are the field identifiers located above or to the left of an input field. For example, *S/O#* above is the header for the highlighted field where you can enter an invoice number.

In this program there is both a list window that displays sales order lines that you have already entered and below that an entry window for adding/changing lines. You change a line by moving the cursor to the appropriate item and pressing the ENTER key. To enter a new item you either press the INS key (insert an item at the current cursor location) or move to the end of the list by pressing the END key and then move to the next blank line by pressing the DOWN ARROW key.

Directly above the function key display is a set of *summary information* fields that provide totals as you enter items or as you complete the sales order.

Advanced Accounting 5.1 makes use of *pop-up windows* that overlay a screen to show additional information or to provide a selection list. The F2 function key often provides a pop-up window with a list for selection. In the screen above, the *Terms* field will automatically provide a pop-up window with the default value for that customer already highlighted. You can either choose that value by pressing the ENTER key or move the cursor to a different value.

Lookup Lists

All lookup lists in Advanced Accounting 5.1 use our new FAST SEARCH™ technology. This allows you to not only search quickly and easily for information, you can even change the index you're searching by! The following is the screen that would appear in the Maintain Customer program if you pressed the F2 key while the cursor was in the Customer Code field:

Our Software & Consulting
Enter/Change Customer Information

Code: <input type="text"/> Name: <input type="text"/> Add1: <input type="text"/> Add2: <input type="text"/> CSZ: <input type="text"/> <input type="text"/> Ctry: <input type="text"/>	Contact: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Cr Limit: 0.00 Sls YTD: 0.00 LVR: 0.00																														
Rmks: <input type="text"/>																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Class</th> <th style="text-align: left;">Start</th> <th style="text-align: left;">Slsp</th> <th style="text-align: left;">Int?</th> <th style="text-align: left;">Stmt?</th> <th style="text-align: left;">Tax?</th> <th style="text-align: left;">PLvl</th> <th style="text-align: left;">Terms</th> <th style="text-align: left;">Hist?</th> <th style="text-align: left;">Tax Auth</th> </tr> <tr> <td><input type="checkbox"/></td> <td>00/00/00</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>0</td> <td>0</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Class	Start	Slsp	Int?	Stmt?	Tax?	PLvl	Terms	Hist?	Tax Auth	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>										
Class	Start	Slsp	Int?	Stmt?	Tax?	PLvl	Terms	Hist?	Tax Auth																						
<input type="checkbox"/>	00/00/00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cust Code</th> <th style="text-align: left;">Cust Name</th> <th style="text-align: left;">State</th> <th style="text-align: left;">Zip Code</th> <th style="text-align: left;">Contact</th> </tr> </thead> <tbody> <tr> <td>ABCDE</td> <td>abcde</td> <td>NC</td> <td>27514</td> <td></td> </tr> <tr> <td>ABCDNC</td> <td>abcd</td> <td>NC</td> <td></td> <td></td> </tr> <tr> <td>ACMAUTWASE</td> <td>Acme Automotive Repair</td> <td>WA</td> <td>98013</td> <td>Ralph Jam</td> </tr> <tr> <td>BIBBOOWAKE</td> <td>Bibs To Books</td> <td>WA</td> <td>98055</td> <td>Ann G. Br</td> </tr> <tr> <td>BUSINENCCH</td> <td>Business Tools, Inc.</td> <td>NC</td> <td>27514</td> <td>Phil Mick</td> </tr> </tbody> </table>		Cust Code	Cust Name	State	Zip Code	Contact	ABCDE	abcde	NC	27514		ABCDNC	abcd	NC			ACMAUTWASE	Acme Automotive Repair	WA	98013	Ralph Jam	BIBBOOWAKE	Bibs To Books	WA	98055	Ann G. Br	BUSINENCCH	Business Tools, Inc.	NC	27514	Phil Mick
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F1 Help|F3 Choose other key|F4 List full screen|
ESC Exit

There are several different ways to search for a specific record. The easiest is to start entering the appropriate code. If the character you entered matches the first character in the customer code that line will now be displayed at the top of the window. If you enter another character and it matches the second character in the customer code then that line will be displayed. This continues until you find the record you are looking for or you enter a character that doesn't match and the computer will beep at you to alert you to that. To go back to the previous record found in the list just press the BACKSPACE key. This will have the effect of deleting the last accepted character you entered and will find the record that matched at that point. You can now start entering characters again to search from that location. If you want to start over from the beginning of the file all you need do is clear all characters entered with the ^U key (Control key and U key at the same time).

You can also move within the list using other keys. UP ARROW will move the cursor (the solid bar stretching across the entire window) up one line, DOWN ARROW will move the cursor down one line, HOME will go back to the beginning of the list, and END will go to the end.



In some cases the list is actually the main part of the program and you start there, choose a record, make the appropriate changes, and then return there.

Sometimes you will also be able to enter new records to the list. This will be by either moving the cursor bar to the appropriate record and pressing the INSERT key (insert a new item at that position) or pressing the ^END (ctrl+END) key. This will move the cursor bar to the first blank record at the end of the list and execute any entry routine.

To choose a record from the list move the cursor to that line and press the ENTER key. The list window will be closed and the information will be displayed as appropriate to the program and screen.

The list may show only a small section of the records in the file so a pair of arrows on the left hand side of the list have been provided to alert you that there are more records past the last record displayed (V) or that records exist before the one at the top of the list (Δ). If the arrow isn't displayed then there aren't any more records in that direction.

The list records may also be wider than can fit within the window. In this case arrows pointing to the left or right will be displayed on the bottom line of the window box. If the screen shows a right arrow then press the RIGHT ARROW key to see what is there (slide lines to the left). If it's a left arrow then press the LEFT ARROW key.

Another important feature of this lookup list is the ability to change the index you're searching on. This can be accomplished by pressing the F3 key. Note the message at the bottom of the list window about F3 - Choose another key. When you press F3 a menu of indexes available for the file being listed are displayed. By choosing one of these (move the cursor to the appropriate line and press the ENTER key) the list will be displayed in the new order. You can now search for a record based on the index you just chose. For example, using the customer file, if you press the F3 key the following window is displayed:

The screenshot shows a software window with a menu titled "Choose a key" overlaid on a customer list. The menu options are BKAR.CUSTCODE, BKAR.STATE, BKAR.ZIP, and BKAR.CUSTNAME. The customer list below has columns for Cust Code, Cust Name, State, Zip Code, and Contact. The current record selected is Business Tools, Inc. with State NC and Zip Code 27514. At the bottom, there are function key instructions: F1 Help, F3 Choose other key, F4 List full screen, and ESC Exit.

Cust Code	Cust Nam	State	Zip Code	Contact
ABCDE	abcde	NC	27514	
ABCDNC	abcd	NC		
ACMAUTWASE	Acme Automotive Repair	WA	98013	Ralph Jam
BIBBOOWAKE	Bibs To Books	WA	98055	Ann G. Br
BUSINENCCH	Business Tools, Inc.	NC	27514	Phil Mick

If you move the cursor to BKAR.CUSTNAME and press the ENTER key, the list will be displayed in customer name order. You can now search for a customer by entering their name. This process is also 'smart'. It knows that the customer code is going to be all upper case, so when you enter characters it converts them automatically to their upper case type (regardless of how they were entered) so that the searching works properly. However, when searching for a name the program knows, again, that this is mixed case (both upper and lower case characters) and allows you to control the case by pressing the SHIFT key just like you did when you entered it originally. It requires no further action on your part. Press F3 again and go back to the customer code index (BKAR.CUSTCODE) and the program automatically switches back to all upper case and starts off at the beginning of the list again. Through the use of this new technology all your searches anywhere in Advanced Accounting 5.1 will be very *FAST!*

Some lists that will be displayed do not use the FAST SEARCH technology. You will be able to tell quickly since when you enter the second character the computer will either beep at you or go find an item with the first character the same as the character you just entered. These are generally lists with just a few items on them. To search for a particular item you can press the key that would be the first character in the first item on the line. The program will move the cursor to the next item that matches the character entered. All other list keys apply including, UP and DOWN ARROWS, HOME and END.

INVENTORY LOOKUP

A new feature has been added to Advanced Accounting 5.1; you can now look-up an inventory item from almost anywhere in Adv 5.1 (including the main menu)!

To try this press the ALT-I (ALT+I) key. The screen below will be displayed:

Choose

- G - General Ledger
- R - Accounts Receivable
- S - Sales Order
- A - Accounts Payable
- O - Purchase Order
- I - Inventory Control
- N - Point of Sale
- J - Job Cost
- B - Bill of Materials
- P - Payroll

Inventory Items

Product Code	Description	Base Price	Tot on Hand
286	286 Base System, 12 mhz	1,499.0000	53.00
386	386 Base System, 20mhz	2,799.0000	31.00
ASSEMBLY_TEST	Assembly Test	10.0000	9.00
BOARD-EGA	EGA Board	199.0000	69.00
BOARD-MONO	Monochrome Board	499.0000	20.00

F1 Help | F3 Choose Other Key | F4 List Full Screen | ESC Exit

This is a standard look-up list and you can find the item by entering the first few characters of the Product Code, using the standard list keys, or 'mousing' to it.

When you have chosen an item the screen below will be displayed:

```

Our Software & Consulting | Main Menu
    
```

Choose	
G - General Ledger	
R - Accounts Receivable	
S - Sales Order	
A - Accounts Payable	
O - Purchase Order	
I - Inventory Control	
N - Point of Sale	
J - Job Cost	
B - Bill of Materials	
P - Payroll	

	G - General Ledger	A - View/Chg Chart of Accounts	B - Enter/Chg/Print G/J Entries	C - Post G/J Transactions	D - Print Journals	E - Print Detailed Trial Balance	F - Enter Financial Statements	G - Print Financial Statements	H - Print G/L Code & Description	I - Print G/L Chart of Accounts	J - Print Check Register	K - Reconcile Check Register


```

Inv Pricing & Availability
    
```

Product Code/Desc	Price Base	Price Matrix			
286	1,499.0000				
286 Base System, 12 mhz	Last Cost	1/ 1,439.04	5/		
	0.0000	2/ 1,349.10	6/		
# on Hand	Avg Cost	3/ 1,274.15	7/		
# on S/O	899.0000	4/	8/		
# on P/O			9/		

Press any key to continue | F2 Display Locations | ESC Exit

Information about that inventory item will be displayed and, if this is an R type item (or not N) you can press the F2 key and the location records will be displayed.

To lookup another item press the ENTER key and you will return to the list. To exit press the ESC key and you will return to where you were.

STANDARD PRINTING COMMANDS

There are many printing routines throughout Advanced Accounting 5.1. You will usually be able to limit the printing to a certain range of records by specifying beginning and ending parameters. You may also choose where the report should appear. At the bottom of the screen, the program will display the following message:

```
Where do you want to print? (Screen/Printer/Disk/List) S
```

Enter **S** (screen), **P** (printer), **D** (disk file) or **L** (temporary List file). The default is S - Screen. If you choose D - Disk you will also be able to enter the name of the disk file. If the file already exists the program will ask if you wish to overwrite the current file or change the name of the output file.

If you choose P - Printer you may also be able to choose which printer. This will depend on entries you have made in **Multi Printer Setup (SY-H)**. For more information about this please refer to **Chapter 11 - System Maintenance**.

Many reports are more than 80 characters wide. When you send these to the printer they are automatically printed in condensed format. However, this isn't possible on a standard 80 column screen. To handle this Advanced Accounting 5.1 allows you to scroll horizontally when a wide report is printed to the screen. When the screen fills something like the following might appear:

Our Software & Consulting
A C C O U N T S R E C E I V A B
 Customer General Information
 10/04/92 10:16 p

Customer	Customer Name	Address 1	Address 2
	Contact	Telephone	Country C
	Started Salesperson	Interest Statement	Price Level Terms
BIBBOOWAKE	Bibs To Books Ann Bryant 00/00/00 100	154455 S.W. Ave 206-747-9055 Y Y	US 1
EASTRAWABE	Eastside Transmission Inc John Edmondson 00/00/00 100	155 150th Ave N.E. 206-555-5693 Y Y	US 0
FLOCONWAKE	Floral Concepts Joanne Smith 00/00/00 100	509 185th Ave N.E. 641-2070 Y Y	US 0
PAMGROWARE	Pampers Grooming Barabra Fell	32500 15th st. 206-885-6666	US

→ 1 chr right ← 1 chr left ^→ 40 chrs right ^← 40 chrs left Home / End
 Press Enter for next page Press ESC to quit Current Col: 1

By pressing the left or right arrow keys the report will shift one character to the left or right. If you press the ^LEFT or ^RIGHT ARROW (Ctrl & Left or Right Arrow key at the same time) the report will shift 40 characters to the left or right. You can also press the END key to shift to the far right hand side of the report, or HOME to return to the left side. To continue the report press the ENTER key and the next set of records will be displayed. The report will continue in the same location as it was when you pressed the ENTER key, so, if the report was to the far right edge then the next lines will be displayed in the same position. All movement keys still apply. This just allows you to see the important information (generally on the right side of the report) without having to shift back each time a new page is displayed.

If the report requires 80 columns or less the message 'Press any key to continue' will be displayed at the bottom of the screen at the end of each page.

If you choose L (List) then the program will create a temporary file on the disk that is used to hold the report while it is being created. After the initial process is complete a screen will be displayed with the first page of the report displayed. To see further pages press the DOWN ARROW or PAGE DOWN key. To go back to the beginning of the report press the UP ARROW or PAGE UP key. Each time a complete page will be displayed. This will include any heading lines so that you will be able to tell what you're looking at on the screen. If the report is too wide to fit on a single screen you may press the RIGHT ARROW key to shift the report to the left 40 characters or press the LEFT ARROW key to go back to the left. To return to the main program press the ESC key and the temporary file will be deleted. Some reports do not have this extra option, these include printing invoices, checks, statements, and purchase orders.

“MULTI-TASKING” WITHIN ADVANCED ACCOUNTING 5.1

A feature in Advanced Accounting 5.1, which we don't believe you will find in any other accounting product no matter the cost, is the ability to put the current program into a holding state and run another, then return to the original without any loss of data. This is done simply by pressing the Alt-1 key (Alt and number 1 key at the same time). The Main Menu will be displayed again and you can choose another program just like you were running it the first time. When you're finished with that program

press the ESC key and you will return to the program you were running originally. That's all there is to it. No difficult key strokes to remember, and no problem in returning. In fact, depending on your computer and the amount of available RAM (system memory as opposed to disk space) you may be able to go 4 to 6 programs deep (each time pressing the Alt-1 key and choosing the next program from the Main Menu) before you finally run out of memory. When that happens the program will alert you to it and won't let you go any further. Don't worry, you haven't lost anything, the program protects you against that. Each time you press the ESC key you will return automatically to the program just before the one you just ran. All the data is still there, your cursor is in the same location, everything is ready for you to continue.

This feature will become indispensable the first time you're in the middle of a large sales order or purchase order and you need to immediately get a telephone number for a customer or vendor. All you have to do is press the Alt-1, choose the appropriate program from the Main Menu, get the information necessary, then press the ESC key and you return right to where you were. No muss, fuss or lost data!

KEYBOARD SPEED

You can control the speed at which the program accepts characters from the keyboard. The faster the keyboard the faster the program will appear to run when going from one record to another using the standard record search keys, and other processes that require repeated entry. Some keyboards, however, are more susceptible than others to problems that can occur when using this feature. This would consist of the keyboard sending multiple characters to the program when you thought it was only going to send one. This can appear in many different ways; the print out doesn't stop where you thought it should, you missed the menu you thought you were choosing, or you answered yes (or no) to a question without even having a chance to do so since an extra ENTER key push was sent by the keyboard. If you have problems like this please refer to the Set Configuration program (**UT-G**) for more information about 'slowing' down the keyboard.

LOSS OF ENTRY PROTECTION

Advanced Accounting 5.1 has a unique feature that you will be thankful for again and again. Built in to many of the programs is a special 'watchdog' that knows when you've made changes to a record (customer, vendor, inventory item, etc.) and are about to lose those changes because of something you've just done. For example, a customer calls and says their address has changed. So, you call up their record and make the appropriate changes. Then, before you save the record (maybe you're thinking about adding a TASNote note to their account about this call) they ask about price or availability of some inventory item. So you press the ESC key to exit back to the menu. Just as you press the key you remember you didn't save the record yet, but Adv 5.1 does. At the bottom of the screen will be a reminder that you made changes to the customer record and do you want to save the record before you continue. Enter Y and those changes will be saved and you'll be saved from the embarrassing situation of having to ask for that information again (or trying to dredge it up from your memory).

You can control whether this process is active and what the default answer is to the save question in **SY-A-A, Enter/Change Company Info**.

DEFAULT RECORDS

You can create default records for customers, vendors, taxing authorities and inventory items that will set the defaults for any and all values when entering a new record. To do this enter a record in **AR-A, Enter/Change Customers, AP-A, Enter/Change Vendors, AR-L, Maintain Taxing Authorities** or **IC-A, Enter/Change Inventory Items** with the code of DEFAULT. Enter the appropriate values into each field you wish to preset then save the record. When you add a new customer, vendor, tax authority or inventory item, the program will search for the DEFAULT record. If it is found, the values you have set in that record (other than the code of DEFAULT) will be used as defaults for the rest of the fields in that record as appropriate. You can easily change any of these defaults by calling

up the DEFAULT record and making the appropriate changes. The next time you enter a new record the new default values will be used.

MOUSE CONTROL

If you have a mouse attached to your computer and load the appropriate driver in DOS you can use it with your Advanced Accounting 5.1 programs. The following will give you an idea of how the mouse works in each of the following situations. At any point you can just press the buttons or move the mouse cursor. If nothing is set up for that particular situation then nothing will happen.



For information about turning the mouse on automatically when a program is run please see the **Set Configuration (U-G)** option in the **Utilities** sub-menu.

- MENU MOVE the mouse to the item you wish to choose.
- LEFT BUTTON - chooses the line being pointed to.
- RIGHT BUTTON - same effect as pressing the ESC key.
- LIST BOXES MOVE the mouse to the record/line you wish to choose. You can also move the mouse to the arrows (up/down or left/right) or the top or bottom of the box itself.
- LEFT BUTTON - When the mouse pointer is on a record/line this is the same as moving the choice line using the UP or DN ARROW keys. If the mouse pointer is on the current line (where the choice bar is) this is the equivalent of pressing the ENTER key. When the mouse is on the top line of the box it is the same as the PG_UP key, when on the bottom line of the box the PG_DN key. When the mouse pointer is on either the up or down arrows (if they are displayed) and the button is held down the program will scroll through the lines up or down as appropriate until the button is released. When on the left or right arrows (at the bottom of the box when displayed) then list will scroll left or right as appropriate, one move for each click.
- RIGHT BUTTON - When the mouse is within the box (not on one of the arrows) this is the same as pressing the ESC key. When the mouse is on the top line of the box it is equivalent to pressing the ^HOME (CTRL+HOME) key or go to first line in list. At the bottom of the box it's a ^END (CTRL+END) key or go to last line in list.



To add a new entry to the end of a list when the down arrow is displayed, move the mouse pointer to the box line below the down arrow and press the right button, this will take you to the end of the list. Then move the mouse to the line just above the box (where the down arrow was) and press the left button. The list will move up one more line and you can now click the left button on the blank line to choose it.

General Entry Using the Mouse

MOVE the mouse pointer to the field you wish to enter and press the LEFT BUTTON. If the program will allow you to enter the field at that time the cursor will move to that field. You can also move the mouse within a chosen field and press the LEFT BUTTON and the cursor will move to that character location if possible. If the mouse pointer is at the same location as the cursor and you press the LEFT BUTTON this is the same as pressing the ENTER key. The RIGHT BUTTON is equivalent to pressing the ESC key. If the mouse will not move to that location and you hear the speaker beep then you not allowed to enter that field for some reason or the mouse just can't find it. You may be able to edit that field just by pressing the ENTER or DOWN ARROW key until the cursor gets there.

REGISTRATION

If this product is not pre-registered then the registration program is on a separate disk labeled REGISTRATION with a serial number on it. Put the disk in drive A or B and follow the instructions in chapter H of this manual. If you have purchased TAS Professional 5.1 also and have not previously registered this product then do so first using the instructions included with that product.

ADVANCED ACCOUNTING: A Brief Tutorial

Now that you've had a chance to familiarize yourself with the basics of using Advanced Accounting 5.0, you might want to try running through the tutorial outlined below. These steps will allow you to exercise a number of the options within the system and see how everything ties together. Don't forget that this is only sample data at this point (assuming you are not upgrading from an earlier version), so don't be afraid to try things! You can't really hurt the sample data. If you need more information at any point, try pressing the F1 key for HELP. Have fun!

ENTER A NEW CUSTOMER

- a) Suppose you talked on the phone today with a potential customer and you wanted to save information about them in case they ordered later. Select option **AR-A, Enter/Change Customers**.
- b) Press ENTER in the *Customer Code* field; notice how the screen title changes to reflect that you're entering a new customer.
- c) Enter data for the fields in the customer record. You can use the DOWN ARROW key (or ENTER) to move through the fields; UP ARROW will move you backwards through the fields. If you're not sure what should go into a field, press F1 for HELP.
- d) Save your new customer using the F10 key. The program will save your entries and then clear the screen, returning you to the *Customer Code* field.
- e) To recall your new customer, press F2 to bring up the search box. Start typing the name of your customer and watch how each new letter helps the search home in on your entry. When the highlight bar is on your customer, press ENTER twice to bring up your customer's record.
- f) To clear the screen, you can press F3 (this does NOT delete the record) or press UP ARROW from the *Name* field. Press ESC to return to the menu.

ENTER A SALES ORDER

- a) Suppose now that your new customer decides to place an order. Select **SO-A, Enter Sales Orders**.
- b) Press ENTER to move past the *S/O #* and *Order Date* fields. Use the F2 key to bring up your customer information as you did before in **AR-A**. The *Ship to* address defaults to the same address in the customer record. You can change that address by pressing UP ARROW from within the *Desc* field.
- c) Fill in the other fields, making sure to leave *Location* equal to "blank," and put **Y** in the *Rdy?* field (marks the items as ready to ship).
- d) Press ENTER and the display window for entering products will appear along with the line item entry box. With the highlight bar on a new line, press ENTER again and you'll move to the first box in the line item entry window. From here you can use the F2 look up to search for the products in inventory your new customer is ordering. Select a couple of products and enter other information such as quantity and price. You can change the defaults if you like.
- e) While you're entering a product, you might want to try out Advanced Accounting's "chaining" feature. This facility will allow you to suspend execution of an option or program, "chain" to another program, perform some task, and then return to your suspended program exactly where you were! Here's an example. While you're in the Sales Order entry process, press the ALT key plus the number 1 key (i.e., press ALT and while holding it down, press 1, and then release both keys). The main menus will appear on your screen, and you'll be able to choose any available option. (Please note: if you're not using a memory manager, you may not be able to chain to other programs. This problem is related to the inherently limited memory space provided by DOS.) For now, choose **IC-A, Enter/Chg Inventory** and press ENTER. Using the F2 look-up, select one of the products you entered on the sales order, bring up the information, and check to see if

you have enough units on hand to satisfy the order. When you're finished, press ESC until you return to where you were in Sales Order. It's that easy!

f) When you're finished entering products on the sales order, press F10 to save the order. You'll be given the chance to enter freight; enter some value here or just leave it at \$0.00. Answer **Y** to the program's questions, and print a copy of the sales order to your screen or printer. When the system asks if you'd like to invoice, answer **N**.

g) With the sales order screen blank, you can do an F2 look-up from the *S/O #* field. You might want to bring up your sales order again and try modifying some of the entries (e.g., put in a discount for one of the products) and then resaving the order. You can edit the order as many times as you like before invoicing.

h) If you'd like to put in a message line on the sales order, simply move the highlight bar to a blank line (or you can press the INSERT key) and press ENTER twice. You should see the message entry line in the line item entry window. What you type here will be put on the sales order. For example, after one of the product order lines, you might say, "This item needs to be marked FRAGILE."

i) Save your order when you're finished (don't invoice yet) and press ESC to return to the menus. Select **AR-A** again, call up your customer using F2, and bring up their information. With the cursor in the *Name* field, press PAGE DOWN and select Current Orders. Here you'll be able to see, edit, and print the information for the sales order you just entered. You can also use this facility to enter sales orders directly from **AR-A**. Here's how: bring up your customer information and press PAGE DOWN as we just did. Select Current Orders and then press the INSERT key. You'll be chained automatically to the sales order entry program!

ENTER A PURCHASE ORDER

a) Let's pretend that you didn't have the items your customer ordered in stock. Here you'll put in a purchase order for those products. Select option **PO-A, Enter Purchase Orders**.

b) Press ENTER twice to move through the *P/O#* and *Order Date* fields. From the *Code* field, press F2 and select an existing vendor. Press ENTER to bring up the information.

c) In the same way, bring up your new customer in the area under *Ship to*.

d) Fill out the remaining fields in this top screen, using the F1 key for HELP as necessary. Leave the *Location* field blank. Press ENTER to bring up the order entry area in the lower half of your screen.

e) Here you will be able to enter the items to be shipped. Press ENTER and the highlight bar will move to the small display area at the bottom of the screen. You'll notice that the message line at the very bottom of your screen indicates that you can use the F2 key to look up products. Press F2, select a product your customer had ordered, and then fill in the other fields (e.g., *ERD* or estimated receive date, *Tax*, *Qty*, etc.).

f) Enter the other products you'll need, and, when you're finished, save the P/O using F10. You can print the P/O now if you like, or do it later using **PO-B, Print P/O's on Forms**. Press ESC to return to the menus.

g) Just for a check, select **IC-A, Enter/Chg Inventory**, and call up one of the products you selected for the P/O. Press ENTER to bring up all the product information. Note the entries in *Units on P/O* and *Units on Hand*. Later when you receive the shipped products, you'll see how these fields are updated.

h) You might also want to press PAGE DOWN to see information for all inventory locations. The "blank" inventory location is typically used as your main or headquarters facility, but you can add other locations and transfer inventory between locations as needed. When you're finished, press ESC to return to the menus.

RECEIVE THE PURCHASE ORDER

- a) Select option **PO-D, Receive P/O's**.
- b) Use the F2 look-up to find your P/O and bring up the information. When the program asks for Type of Receipt, select **Full**. For COD or Invoice, enter **Invoice**. Enter a check number, freight charges, and terms. (Remember: it's just sample data, so don't worry too much about these entries.) The program will ask if you want to receive the P/O; answer **Yes**. Press ESC to return to the menus.
- c) Return to **IC-A, Enter/Chg Inventory** and check the inventory levels for the products you received on the P/O. You should see decreases in *Units on P/O* and increases in *Units on Hand*.

INVOICE THE SALES ORDER

- a) Let's suppose you've received your merchandise, inspected it, and are now getting ready to ship the items to your new customer. You can print packing slips using **SO-C**, or you can go directly to invoicing and posting your sales order.
- b) Let's invoice the sales order and then do the posting. Select **SO-A, Enter Sales Orders**, and then bring up your sales order using the F2 look-up. You can look at the line items screen by pressing PAGE DOWN. Save the sales order using the F10 key as before, and then answer the questions appropriately to invoice and post your sales order.
- c) You can now check your customer's invoice history to see that this new invoice has been added. Select **AR-A**, call up your customer's information, then press PAGE DOWN to access the history data. Select Invoice History and you'll be able to see the invoice you just posted. This feature can be very valuable for checking a customer's current and invoiced orders.

RECEIVE PAYMENT FROM YOUR CUSTOMER

- a) Time passes. Your customer receives the merchandise you sent, and is kind enough to send you payment. Here you'll record the receipt of payment. Select **AR-C, Record Payments**.
- b) Find your customer using the F2 look-up and bring up the customer data. Accept the default for *Payment Date* by pressing ENTER. Put in a check amount to match the outstanding invoice amount shown for the customer, and put in check and deposit numbers. (These numbers are used in doing check reconciliation, but aren't really crucial here; any numbers will do.)
- c) Answer **Y** to the question about applying payment. You'll then see a pop-up window with the outstanding invoice. Answer **Y** again to indicate that all entries are correct. Choose a bank account for your deposit by moving the highlight bar and selecting one of the accounts. The payment will be posted, and then you can press ESC to return to the main menu.

PAY VENDOR FOR PURCHASE ORDER

- a) More time passes, and you need to pay the vendor for the items you shipped on to your customer. Select **AP-D, Pick Vouch/Inv to Pay**, and call up your vendor information using the F2 look-up.
- b) Press ENTER to bring up a list of invoice numbers and descriptions. Move the highlight bar to the invoice you want to pay, and press ENTER again.
- c) Accept the amount shown in the *Amount to be Paid* field, press F10 to save, and then press ESC to return to the menus.
- d) Select **AP-E, Print Pro-Forma Check Reg**. Choose the appropriate bank account, and print to your screen. You'll see a record of the payment to be made; this gives you a chance to make sure everything is accurate before you print checks. Press ESC to return to the menus.

e) To print out the checks, select **AP-F, Print Checks**. Accept the defaults for check # and date, and send the printing to your screen or a printer. (You can change checking account information and parameters related to how checks print in **SY-A-D, Enter/Change Checking Accounts**.) Answer **Y** to the question about all checks printing.

SEE THE IMPACTS OF YOUR ACTIONS

a) Let's first take a look at the check register to see the impacts of receiving payment from your customer and then paying your vendor. Select **GL-J, Print Check Register**.

b) Choose the appropriate bank, and then accept the defaults for the check # and date *From* and *Thru* fields by pressing ENTER to move through the fields. Sort the printing by check number.

c) Send the report to your screen or printer. You'll see the deposit and withdrawal corresponding to your receiving payment and then paying your vendor. Press ESC to return to the menus.

d) Now let's look at a trial balance to see the actual transaction records. Select **GL-E, Print Detailed Trial Balance**. Press ENTER to accept the defaults and move through the fields. Answer **N** to *Print Summary Only?* and print to your screen. Notice how you can move the report right and left using the arrow keys; see the instructions at the bottom of the screen. You'll see the transactions for receiving payment from your customer and for your payment to the vendor. Press ESC to return to the menus.

THAT'S ALL for this brief tutorial. We hope you've enjoyed working with Advanced Accounting. Please turn to Chapter 3 for information about how to set up Advanced Accounting for *your* business.

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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 3

Getting Started

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INTRODUCTION: BEFORE YOU SET UP ADVANCED ACCOUNTING 5.1

The information in this chapter is not a simple “installation procedure” that can be started and completed in a few hours. For example, the planning phase (Phase 1 below) should not be bypassed as a way to get up and running faster - you’ll find this time spent “up front” will save you much time in the long run.

In the process of stepping through each of the items in this chapter, you will be learning about Advanced Accounting 5.1 as well as preparing and entering your company information. We have included a set of data files on your distribution diskette that represent a hypothetical company to show you one way to set up company data. This data, as well as the program summaries found in this manual, can help you see how Advanced Accounting 5.1 operates and how you would like it to work for you.

The suggested sequence in this chapter can be broken into 3 general phases:

1. Preparing for setup: Planning, accumulating your data
2. Entering initial information: Establishing system defaults and entering summary and detailed information as of your startup date (for example, end of month, quarter, or year)
3. Updating information with recent/ongoing transactions (any transactions since your startup date)

You will probably want to maintain your previous bookkeeping system (whether manual or computerized) as you implement each one of these phases. By the final phase, you will be running “in parallel” with your older system and will then be able to determine when you are ready to handle all transactions exclusively through Advanced Accounting 5.1.

Phase 1 is covered in the section **Before You Set up Advanced Accounting 5.1** (Steps A-E). Phase 2 includes steps 1-19 of the **Checklist: Setting Up Advanced Accounting 5.1 for Your Company** and Phase 3 includes steps 20 through 25 of the same section. A summary checklist is provided at the end of this chapter.

Customizing Advanced Accounting 5.1 to Your Needs

The setup procedure listed below is comprehensive: guidance is provided for every module included within Advanced Accounting 5.1. Depending on your requirements, you might not need to follow the detail of every one of these steps.

Advanced Accounting 5.1 lets you start with a subset of its functionality, and as your requirements change, you can take advantage of other aspects of the system. For example, you could use Advanced Accounting 5.1 just to create and track General Journal entries without taking advantage of the rest of the modules. Some businesses might use just the Accounts Receivable module and create vouchers without going into the more formal procedure of using invoices or using the Accounts Payable portion of Advanced Accounting 5.1.

If you are starting with a subset of Advanced Accounting 5.1 and later find you want to use another function (such as adding inventory control or payroll information), return to the startup procedure discussed here for a general perspective on the interrelationship of these modules to your existing system.

Phase 1: Before You Set Up Advanced Accounting 5.1

Before you set up your new accounting system, the following are several steps we recommend in order to make your implementation of Advanced Accounting 5.1 as smooth as possible.

A. Look at Advanced Accounting 5.1 using the sample company data.

Go into Advanced Accounting 5.1 and familiarize yourself with the menus and various entry screens. In particular, you should look at the way the sample data has been set up. Look at the section **Getting Around in Advanced Accounting 5.1**, chapter 2, to learn how to make use of the function keys to view sample data. The sample company includes customers, vendors, employees, bank accounts, inventory, and several open transactions. Use this sample as a basis for comparison to help you decide how to set up your own system.



The sample data represents a company with transactions dated in 1995. In order to see a complete set of month-to-date figures in the various modules of Advanced Accounting, you should set your computer date back to no later than Dec 31, 1995. (use **UT-F, Set Computer Date/Time**) while you are reviewing the sample data. Remember to reset the computer date to the current date after you have finished looking at the sample data.

B. Close the accounting records in your previous system.

Whether you have been using a manual system or another computer system, you must have an up-to-date summary of your financial records before you set up Advanced Accounting 5.1. We recommend end of quarter as an ideal time to make this change; much of this summary data can be easily created at this time. However, if an end of quarter is not close at hand, use an end of month summary.

You will need to have the following items ready at various stages of this checklist:

1. A copy of your current Chart of Accounts.
2. Year to Date balances for all General Ledger Accounts.
3. Outstanding invoices and credits for all Accounts Receivable customers and Accounts Payable vendors.
4. Your checking account balance(s) as of your end of quarter (or whatever date you are using for system startup).
5. Your inventory on hand quantities for each of your products.

You should bring forward summary data only from your previous system. Do not expect Advanced Accounting 5.1 to manage extended financial histories created and reconciled under another method.

Remember - any recent transactions that are not reflected in the summary data will be entered as "live" data as the final phase of this setup procedure.

C. Go over the financial statements and chart of accounts provided by Advanced Accounting 5.1 with your accountant.

We suggest that you read through the entire setup procedure and familiarize yourself with the system before making a decision on how you will use it. The following items, found in Appendix E, will help you explain your options within the system to your accountant to determine what best meets your needs.

- The chart of accounts provided by Advanced Accounting 5.1.

Does this chart of accounts only require minor modifications in order to work for your business? If so, you might be able to simply mark the accounts you will use on the printout.

If you are using your own chart of accounts, be sure to go over the **SY-A-A** screen (also shown in Appendix E) and identify which account you will use for each account type required by Advanced Accounting 5.1.

If you decide to create your own chart of accounts, it is very important to put some thought into its structure. Each of the different account types should be in its own number group. For example, asset accounts might all be from 10000 to 19999. In fact, you might even want to follow the code with the letter 'A' to indicate its category (i.e., 1000A to 1999A, liabilities might be 2000L to 2999L, etc). By putting an organizational scheme in place now, you will save yourself a great deal of difficulty later.

Financial Statements

The range of accounts that are already set up to create a Balance Sheet and Income Statement are based on the sample chart of accounts. For example, the accounts in the sample data that have '1' as the initial number are all asset accounts, those with '2' as the initial number are liability accounts, etc. Are the ranges and titles appropriate for the financial statements you will be producing? If you are creating a custom chart of accounts, be sure to make note of the account ranges you will be changing when you set up your financial statements.

The copy of the **Enter/Chg Company Info** screen (**SY-A-A**)

Identify the accounts you will use as your main account for each account type required by Advanced Accounting 5.1.

D. Prepare your inventory, employee, vendor, and customer data.

You may find it easiest to enter all of this start-up information as part of your setup, but Advanced Accounting 5.1 also allows you to add customers and vendors as you enter transactions later on.

You may want to enter an inventory item of your own in the system and then try out the invoicing functions in Accounts Receivable to familiarize yourself with the procedures you will be using. At this point you should **not** type in any of your company information in the system other than as a test; you will be clearing all sample/test data in the next step.

E. Run BKCLRDAT to remove sample data.

The previous steps should have helped you decide if a modification of the chart of accounts provided by Advanced Accounting 5.1 will be satisfactory or if you prefer to enter an entirely different chart of accounts.

The BKCLRDAT program will allow you to replace all or part of the information provided in the sample data.

 We suggest that you copy the sample data to a new company code so that it will continue to be available for your reference after you have run the BKCLRDAT program. To do this refer to **SY-J, Multi Company Maintenance**. You will want to Add a new company, use 99 as the new company code, leave the from company field blank (just press the ENTER key), and for company name enter Sample Data. When adding new companies you should put the data files in separate sub-directories. For this one you should enter

DEMO. This will put the data into \ADV50\DEMO if you installed Adv 5.1 in the \ADV50 sub-directory.

This will create a company code “99” that contains the original sample data. You may want to delete this sample data after you have become more comfortable with Advanced Accounting 5.1. See the chapter **Change Company Code** to learn how to switch between your actual company data and the sample data that you have copied using this procedure.

To clear the sample data in preparation for entering your own company information, select **Run TAS Program** from the Utilities menu. When you are prompted for the program name, type:

BKCLRDAT

You will be able to select a partial or complete deletion of the sample data at each choice. Before you make your selection, press F1 (help) for additional information on each choice.

If you have decided to use the existing chart of accounts as a model for your own company, you will probably want to clear only the transaction-related data from the chart of accounts and keep everything else. If you do not clear the sample chart of accounts, you will also retain the sample company’s name, address, terms, and bank accounts. You can modify these in the appropriate step in the checklist below by clearing the field (CTRL+U) and typing in your own data.

After the BKCLRDAT program is finished, you will be ready to set up your system using the checklist provided in the next section.

CHECKLIST: SETTING UP ADVANCED ACCOUNTING 5.1 FOR YOUR COMPANY

This checklist includes both Phase 2 and Phase 3 of the startup procedure. These steps do not repeat basic information about each program’s operation. As you step through each item on the checklist, you should consult the chapter in the manual that summarizes that particular program before proceeding.

Phase 2: Entering Initial Information

1. SY-E Create/Chg G/L Chart of Accounts

Enter your chart of accounts. Standard function keys will help you to add and modify accounts quickly.

If you have decided to modify the chart of accounts provided with Advanced Accounting 5.1 and only need to delete extra accounts that do not apply, use F2 to view a list of the accounts, select an account that you wish to delete, and then press F4 to delete the account.

You should only put account codes and descriptions in at this time. As an option, you can put in your budget amounts. Do not put in beginning balances; this will be done in step 5 below.

2. SY-F Create G/L Department (Optional)

If you are going to use department codes, you can set up G/L departments now. You also can

set up departments later if you are not yet sure whether you want to use departments or not. Read the documentation on this particular program in Chapter 11 to decide if you need to use departments.

3. **GL-H Print G/L Code and Description**

Now that you have set up your chart of accounts, you need to have a printout of this information for future reference. The printout will be similar to the chart of accounts printout in Appendix E.

4. **SY-A Enter/Chg Company Info**

You will be entering information in all four sub-options to this program.

a) **SY-A-A - Enter/Change Company/Interface**

Use the start of your fiscal year as your start date.

Don't forget to assign a clearing account, as this is the account where amounts will be posted whenever a transaction cannot identify an existing account.

The accounts you enter as current earnings and retained earnings will be used as the basis of your balance sheet when you print it in step 8 below.

b) **SY-A-B - Enter/Change Invoicing Defaults**

You are setting up these defaults so that they will be available whenever you create a sales order/invoice; however, the sales order process allows you to override the defaults as you create an individual invoice.

c) **SY-A-C - Enter/Change A/P P/O Defaults**

These defaults will be available whenever you create purchase orders; however, you can override the defaults for an individual purchase order.

d) **SY-A-D - Enter/Change Checking Accounts**

Enter your bank accounts. The names can be a bank name, an account number, or any other convention. Type in the starting balance of your checking account(s) as of your system startup date (for example, end of quarter). You will add outstanding transactions in the final phase of this checklist.

5. **GL-B Enter/Chg/Print G/J Entries** (Beginning Balance Only)

Enter beginning balances for all your Balance Sheet accounts (asset, owner's equity, and liability--don't forget Retained Earnings!) as General Journal entries (Type 4: Beginning Balance). Use your fiscal year start date and amounts for these entries. If you are starting in the middle of a fiscal year, enter the date of your last or final balance. All beginning balance entries should have the same date.

The inventory asset account(s), Accounts Payable liability, and Accounts Receivable asset account will require entry of detail information in phase 3 of this procedure. The detail information that you enter later **MUST** result in figures that will equal the summary figures you are entering in this step. For example, the total of the individual open A/R items (invoices) that you will enter in phase 3 must equal your Beginning Balance entry here.

If you are starting in the middle of a fiscal year, you may choose to enter these figures as a lump sum year-to-date figure or you can separate your beginning balance into month-to-date subtotals for the current year by creating a separate transaction for each month. The sum of these MTD entries must equal the YTD figure for that account.

To enter beginning balances for your Income and Expense accounts, you can either roll these amounts up into the beginning balance of Retained Earnings or perform the following steps to put beginning balances into the individual Income and Expense accounts:

- a) Go to **SY-A-A, Enter/Chg Company Info**, and change the *G/L Current Earnings* field to some account number other than the actual Current Earnings account number (e.g., use an Asset account). The number really doesn't matter; this step just allows you to use the Current Earnings account to balance your journal entries made for the Income and Expense account beginning balances. After you've made the change, press <F10> to save the information.
- b) Return to **GL-B, Enter/Chg/Print G/J Entries**, and put in the beginning balance transactions for each Income and Expense account using Type 1: General Journal. Use the date of your last or final balance. Balance your Income account entries (typically a credit) with a debit to the (true) Current Earnings account. Balance your Expense account entries (typically a debit) with a credit to Current Earnings. Continue with all your Income and Expense accounts and then press ESC to return to the main menu.
- c) Go back to **SY-A-A** and change the *G/L Current Earnings* field back to the true Current Earnings account number. Press <F10> to save, and then you're ready for step #6.



You should not create beginning balances for individual Income and Expense accounts if you are setting up your system as of the start of a new fiscal year.

6. **GL-C Post G/J Transactions**

Advanced Accounting 5.1 keeps a detailed transaction file as your audit trail. With this step, you are posting the beginning figures entered in step 5 above to your G/L Detailed Transaction file and your chart of accounts.

7. **GL-F Enter Financial Statements**

Use the information you went over with your accountant in part C of the section **Before You Set Up Advanced Accounting 5.1** and the sample provided in Appendix E to help you set up the information for this screen. You can now enter any modifications to the Advanced Accounting 5.1 default ranges for accounts in your Income Statement and Balance Sheet.

The printout of your account codes and descriptions from Step 3 will help you in setting up these formats.



Be sure the account ranges that you set up for these statements include only accounts intended for each group. For example, do not include an asset account range in the group intended for liabilities.

You can also create a custom financial statement formatting this information to your own specifications using **GL-O, Format Custom Statements**.

8. GL-G Print Financial Statements

Print out the Balance Sheet for YTD. (Fill in **C** for current, **1** for beginning month, **12** for ending month, and **Y** for beginning balance. Press <Escape> to bypass the remainder of the fields on this screen.)

When you are asked if you want to close the accounts, answer **Y**. (This is a non-destructive close.) Closing at this point will allow Advanced Accounting 5.1 to update your current earnings from the income and expense accounts that you entered in step 5. This will provide a current year-to-date balance sheet. The printout from this step will help confirm that your chart of accounts was entered correctly and that your accounts balance.

Look at Total Assets and Total Owner's Equity/Liability on the Balance Sheet. Do these figures match?

If these figures don't balance, return to **GL-B (Enter/Chg/Print G/J Entries)** and **GL-C (Post G/J Transactions)** to make the necessary adjustments in order to balance. (This is essentially a repeat of steps 5 and 6 using new adjusting information.) Print the Balance Sheet again (remembering to close the accounts each time) so that you have a final printout that shows that your accounts balance.

If you created a custom financial statement format for your balance sheet (using **GL-O** in step 7 above), you can print your balance sheet using **GL-P, Print Custom Statements**.

9. SY-B Enter/Chg Terms Info

You must enter at least one term type; we suggest 'Net 30' for the first term. Terms will be used when entering invoices, purchase orders, and vouchers. You can use term information to handle automatic discounts for prompt payments or to bypass A/R and A/P and directly update the check register when specifying 'cash' as the payment type.

10. AP-A Enter/Change Vendors

You can enter all your vendors at this time. At a minimum, you must enter payroll vendors and tax authority vendors now in order to set up for payroll and for setting up your customers. Suggested vendors for payroll and tax authorities are listed below. Some categories may not apply to your state.

Federal Income Tax:

The bank you use as a depository, or the IRS

FICA:

The bank you use as a depository for Social Security, or the IRS

FUTA:

The bank you use as depository for unemployment deductions, or the IRS

State:

The applicable department within state government for state income tax

SUTA:

The applicable department within state government for unemployment deductions

SDI:

The applicable department within state government for disability insurance

Taxing Authority:

The authorities for sales tax collection (such as the state or any county/municipality) for any location where you operate

11. SY-D Enter/Chg PR/GL Interface

This step sets up necessary information for running payroll. The vendors for payroll that you created in the previous step should be set up in the right hand column so that your payroll tax liability amounts will post to A/P properly. You will be naming at least one division at this time; if you have employees working in different states or for some other reason need to have more than one default for the benefits and deductions, you can set up multiple divisions.

Refer to your state and federal payroll tax pamphlets for rates and limits needed to complete this screen.

12. SY-G Change Printer Codes

A printer control file is provided for typical dot-matrix printers (GENERIC.CTL) and HP2 compatible laser printers (HP2.CTL). For more information on choosing a default printer see **UT-D, Set Configuration**. Also see **SY-H, Multi Printer Setup** for further printer information.

13. PR-A Enter/Chg Employees

Refer to the employee W-4 forms for the information required for this program.

If you have elected to use G/L departments to track expenses for each employee in a department, you must use department codes in those employees' payroll expense accounts.

If you are planning to use Advanced Accounting to track commissions to salespeople's payroll information, you should assign your employee numbering system carefully. With some forethought, the ranges of employee numbers used for reports on salespeople's commissions will be more useful to you.

14. PR-H Enter Salespeople (optional)

Advanced Accounting 5.1 allows you to identify a specific salesperson for a customer's sales order. You will then have the capability assign a commission structure to each salesperson and then transfer all or part of the commission due to the salesperson's payroll record. The salesperson number is the same as the employee number assigned in step 13.

15. IC-H Enter Price Matrix (optional)

Advanced Accounting 5.1 allows you to set up a price matrix of up to 9 levels of discount percentages for multiple products. A specific level of that matrix can then be assigned to a customer. For example, a dealer of your product could occupy a different level of your price matrix than a customer that is buying at a higher price.

Because this kind of matrix can be applied across multiple inventory items, you should set up these price matrices before you enter your inventory items.

If you don't want to use this cross-product discount structure, you can bypass this step. You will still be able to assign flat discount amounts by product as you enter your inventory in the next step.

In all cases, use of a price matrix is optional and you may see little need for the extra structure involved in this pricing approach. If you do decide to use either type of price matrix,

you should read the discussion in the chapter on Inventory Control and consider the overall system you want to implement in order to use a price matrix effectively.

16. IC-A Enter Inventory

Build your inventory information. Before you start the process of entering your inventory information into the system, you should determine the following:

- Do you want to compile and enter historical information for your products?

Gathering this type of information can be a sizable task. Many users can elect to leave the historical information blank and let the system automatically accumulate a new history as they process new business. The historical information fields that you can choose to use or to leave blank are described below:

Date of Last Sale	Date of Last Receipt
Date of Last P/O	Last Vendor
Last Cost	

- Do you want to enter units on hand at this time?

If your inventory is not large, you may be able to gather all product profile information, current on-hand quantity information, and historical product information at one time. If so, you can enter all your inventory information in one pass. Otherwise, use the procedure described below.

- Do you need to use multiple inventory locations?

If you currently have one location for your inventory or do not need to track the availability of inventory relative to multiple locations, you should bypass all options for creating multiple locations in your inventory records, one will be enough. If the nature of your business requires tracking on-hand quantities at several locations, you should set up your location codes for each product at this time. In this way, you can enter units on hand based on location in the BEGINV program in step 20 below.

If you enter a new location you will be able to enter the Units on Hand value. This will be added in to the amount already on hand for this item. If you have sales orders outstanding, when you enter them the appropriate units will be removed from on hand and put in on sales order.

The approach of entering all inventory information including history and units on hand in one pass may be too time-consuming because of the size or complexity of your inventory. If so, the procedure below will allow entry of basic inventory information without having to check on-hand quantities before proceeding to the next step.

- a) If you know you will be using multiple locations, you can enter them now.
 1. Omit any historical information. Let the system start accumulating data as you do business using Advanced Accounting 5.1.
 2. Do not enter on-hand quantity at this point, as you will be able to do this in Phase 3 below.
- b) Add, review and revise your inventory item entries until you are satisfied that the item information is correct.

17. IC-E Print Physical Check

When you are satisfied with your inventory information, use **IC-E, Print Physical Check** to print out your inventory. You will use this printout in Step 20 below to record your units on hand information. Be sure that you are printing this information for all locations that you set up in the previous step.

18. AR-L Enter Tax Authority

Tax authority information must be entered here in order to complete the tax information for your customers. You will identify a liability account and an ID number identifying your company to that taxing authority. This will allow sales taxes for each customer to be based on the applicable taxing authority.

19. AR-A Enter Customers

If you are using a price matrix (either flat rate or percentage discount), you can now assign a price level (1-9) to customers.

Phase 3: Updating Your System With Recent Information

You have now finished the second phase of setting up Advanced Accounting 5.1 - all your initial company information has been entered. You are now ready to update your financial data with any transactions since your system startup date and finalize your inventory information.

20. Enter Inventory Information



This step is necessary only if you did not enter units on hand information in step 16 above. If you entered all inventory information in step 16, you can bypass this step.

- a) Freeze your inventory at the same point you captured your summary information for General Ledger entries (e.g., end of quarter). Use the printout you created in step 17 (**IC-E, Print Physical Check**) to record physical counts. Remember that beginning inventory quantities and average costs are not needed for **N** (non-inventory) items. Check your figures and make corrections on paper until you are satisfied that you have an accurate count. Any receipts, purchase orders, or invoices, that occur after this cutoff must be held for entry until after you have entered your beginning inventory quantities.
- b) You can now run a TAS program to update your on-hand information. From the Utilities Menu, select **A, Run TAS Program**. Type:

BKBEGINV

You can enter a product number, on-hand quantity, and average cost. If you have set up locations, you will also be able to set up on-hand quantity for each location. The calculation of (quantity) x (cost) will be displayed for each product.



This program is a temporary utility to assist you in entering beginning quantities. Because it does not post this information to the General Ledger, this utility should NOT be used for any purpose other than loading your initial inventory amounts.

When you have completed your initial entries, return to **IC-D, Print Avail/Order Info**, to verify your balance with your physical counts. If there are any errors in quantities or costs, return to the BEGINV program to adjust the quantity/cost information for those products.

- c) When you are satisfied that you have a correct count for your inventory, use **IC-D** again to confirm that the total inventory dollar value listed at the end of the report matches the beginning balance you placed in the inventory asset account(s) in step 5 above. If the figures do not match, return to the detail you carried over from your previous accounting system and/or look at your inventory information in Advanced Accounting 5.1 to establish the product(s) whose costs or quantities do not match.

21. AR-B Enter A/R Vouchers

You can now enter invoice and credit amounts representing transactions up to your cut-off date, broken into individual invoices, in Accounts Receivable. You should only enter open (unpaid) invoices and credits.

Because you have already entered a beginning balance for Accounts Receivable in step 5 above, you must distribute the entire amount of each invoice to your main A/R account. The system debits and credits the main A/R account for a net change of \$0, but the customer account will now show the outstanding invoice and the invoice will appear on A/R agings.

For example, create Voucher 10000 (using **AR-B**) for \$1000 for your customer. Advanced Accounting automatically debits the Accounts Receivable default account you set up in **SY-A-A, Enter/Chg Company/Interface**. (In the case of the sample data in Advanced Accounting, the Accounts Receivable G/L account is 12000.)

In order to create a transaction record for your customer without changing the balances, enter \$1000 as a credit to the same account you are going to debit, i.e., the G/L Accounts Receivable default account:

Our Software & Consulting		Enter/Change A/R Vouchers		
Cust Code:	ACMAUTWASE<	Name:	Acme Automotive Repair	
Inv Num:	10000	Date:	03/14/95	
Type:	AR Voucher	Desc:		
Terms:	NET 30	Tot Amt: \$	1000.00 G/L Dept:	
Distribution				
GL Account	Dept	Description	D/C	Amount
12000		ACCOUNTS RECEIVABLE	C	1000.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

F1 Help|F2 Display G/L|F10 Save Voucher| ESC Quit

Do not enter any transactions that have occurred since the cut-off date; you can enter them at the end of this procedure.

This method of distributing to your main A/R account should only be used as a setup procedure. After you have completed this checklist, your normal procedure for a voucher will be to distribute to a sales account, not the A/R account.

22. AR-F Print Aging

At this point, you can confirm that the Accounts Receivable beginning balance matches the total of customer balances entered as vouchers in the previous step. Use this to verify that the A/R beginning balance you entered in step 5 matches the total of your customers' outstanding balances that you entered in step 21. You only need to print the totals at this time.

If these two figures don't match, check your customer balances. If necessary, use **AR-B, Enter/Chg Vouchers**, to back out and re-enter information so that these figures will be brought into balance.

23. AP-A Enter/Change Vendors

If you did not enter all your vendors in step 10 and only entered those that were necessary to proceed with payroll, you must complete the process of entering all your vendors.

24. AP-B Enter/Change Vouchers

You can now enter invoice and credit amounts representing transactions up to the cut-off date in Accounts Payable. You should only enter open (unpaid) invoices and credits.

Because you have already entered a beginning balance for Accounts Payable in step 5 above, you must distribute the entire amount to your main A/P account. The system debits and credits the main A/P account for a net change of \$0, but the vendor information and vendor aging information will now show your outstanding payables.

In the same manner described for the Accounts Receivable voucher in step 21, your voucher here will automatically use the A/P default account you set up in **SY-A-A, Enter/Change Company/Interface**. (In the case of the Advanced Accounting 5.1 sample data, this account is 20000.) You should offset the amount by debiting the same account, as illustrated below.

Our Software & Consulting		Enter/Change A/P Vouchers		
Vend Code:	COMSYCOWAB<	Name:	Computer System Corp.	
Inv Num:	10000	Date:	03/14/95	
Type:	AP Voucher	Desc:		
Terms:	NET 10	Tot Amt:	\$ 1000.00	G/L Dept:
Distribution				
GL Account	Dept	Description	D/C	Amount
20000		ACCOUNTS PAYABLE	D	1000.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

F1 Help|F2 Display G/L|F10 Save Voucher| ESC Quit

Do not enter any transactions that have occurred since the cut-off date; you can enter these after you have completed this checklist.

This method of distributing to your main A/P account should only be used as a setup procedure. After you have completed this checklist, you will normally be distributing your vouchers to an expense account, not to your main A/P account.

25. AP-G Print Aging

At this point, you can confirm that the Accounts Payable beginning balance that you entered in step 5 matches the total of vendor balances entered in step 24.

If these two figures don't match, validate the vendor balances. If necessary, use **AP-B, Enter/Chg Vouchers**, to back out and re-enter information so that these figures will be brought into balance.

You will now be able to rely on the audit trail generated by the Advanced Accounting 5.1 as you enter transactions because you have confirmed that all your setup information is correct and all the programs within Advanced Accounting 5.1 have a consistent starting point for your financial data.

The transactions that you have held for entry that occurred since your cut-off date can now be entered as invoices, purchase orders, or vouchers.

After you have used Advanced Accounting for a while, you will find other time-saving options not mentioned in this checklist; for example, you can set up recurring A/P vouchers, A/R invoices, and G/L transactions for operations that you repeat periodically.

Phase 1: Before You Set Up Advanced Accounting 5.1

- A. Look at Advanced Accounting 5.1 using the sample company data.**
- B. Close the accounting records in your previous system.**
- C. Go over the financial statements and chart of accounts provided by Advanced Accounting 5.1 with your accountant.**
- D. Prepare your inventory, employee, vendor, and customer data.**
- E. Run BKCLRDAT to remove sample data.**
-

Phase 2: Entering Initial Information

- 1. SY-E Create/Chg G/L Chart of Accounts**
- 2. SY-F Create G/L Department (Optional)**
- 3. GL-H Print G/L Code and Description**
- 4. SY-A Enter/Chg Company Info**
 - a) **SY-A-A - Enter/Change Company/Interface**
 - b) **SY-A-B - Enter/Change Invoicing Defaults**
 - c) **SY-A-C - Enter/Change A/P P/O Defaults**
 - d) **SY-A-D - Enter/Change Checking Accounts**
- 5. GL-B Enter/Chg/Print G/J Entries (Beginning Balance Only)**
- 6. GL-C Post G/J Transactions**
- 7. GL-F Enter Financial Statements**
- 8. GL-G Print Financial Statements**
- 9. SY-B Enter/Chg Terms Info**
- 10. AP-A Enter/Change Vendors**
- 11. SY-D Enter/Chg PR/GL Interface**
- 12. SY-G Change Printer Codes**
- 13. PR-A Enter/Chg Employees**
- 14. PR-H Enter Salespeople (Optional)**
- 15. IC-H Enter Price Matrix (Optional)**
- 16. IC-A Enter/Chg Inventory**
- 17. IC-E Print Physical Check**
- 18. AR-L Enter Tax Authority**
- 19. AR-A Enter/Change Customers**
-

Phase 3: Updating Your System With Recent Information

- 20. Enter Inventory Information**
- 21. AR-B Enter/Change Vouchers**
- 22. AR-F Print Aging**
- 23. AP-A Enter/Change Vendors**
- 24. AP-B Enter/Change Vouchers**
- 25. AP-G Print Aging**
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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 4

General Ledger

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GENERAL LEDGER OVERVIEW

The General Ledger module allows you to keep track of your overall accounting operations. In this module, you can print your journals and detailed trial balance, print a balance sheet, income statement, or cash flow statement, enter and post adjusting entries and reconcile your check register to a bank statement.

Be sure that you have carefully set up your system according to **Getting Started**, chapter 3, to use the programs in this module correctly.

The General Ledger module contains the program options listed below. Immediately following that is an overview of the program operations. Finally, you will see a detailed explanation of each program, describing how to use each one.

- A - View/Chg Chart of Accounts
- B - Enter/Chg/Print G/J Entries
- C - Post G/J Transactions
- D - Print Journals
- E - Print Detailed Trial Balance
- F - Enter Financial Statements
- G - Print Financial Statements
- H - Print G/L Code & Description
- I - Print G/L Chart of Accounts
- J - Print Check Register
- K - Reconcile Check Register
- L - Transfer Bank Account Funds
- M - Enter Recurring G/J Trans
- N - Generate Recurring G/J Trans
- O - Format Custom Statements
- P - Print Custom Statements

A - View/Chg G/L Chart of Accounts

Reviews your Chart of Accounts and allows you to change the budget for an account that already exists. You cannot create, change, or delete G/L accounts using this program. Use **SY-E, Enter/Change G/L Accounts** to create, change, or delete. Here you may change the budget amounts only.

B - Enter/Chg/Prt G/J Entries

Makes entries to the General Journal. G/J Entries are generally made for special occurrences that do not fit within the structure of Accounts Receivable, Accounts Payable, and Payroll entries; for example, when entering depreciation expense for the month. You may make up to 250 entries to a single transaction, and enter as many transactions as necessary. You may change a transaction until it is posted. You must also use this program to print any or all journal transactions that have not yet been posted. Don't forget to use **GL-C, Post G/J Transactions** to post entries made in this program.

C - Post G/J Transactions

Posts the entries made in **GL-B** to the General Ledger. Once initiated, posting is performed automatically, and the program will post all non-posted transactions that are in balance. Once a Journal Transaction is posted it is deleted. However, the resulting entry can be retrieved using **GL-D, Print Journals**, or **GL-E, Print Detailed Trial Balance**.

D - Print Journals

Prints your various posting journals. These include: General Journal (those entries that have already been posted), Cash Receipts Journal, Cash Disbursements Journal, Credit Sales Journal, Credit Purchases Journal, Payroll Journal, and Other Journal. You may specify a single date or range of dates. These journals are very important and should be printed and examined daily to make sure that all entries have been recorded properly. Transactions are available to be printed until they are cleared by **SY-K, Year End Routines** or **SY-L, Reclose Prior Years**.

E - Print Detailed Trial Balance

This program prints information which is similar to **GL-D, Print Journals**, but prints the transaction information in G/L Account Code order. The G/L account record here and the G/L journal record provide a complete audit trail. You can specify a range of posting dates, G/L Account Codes, or G/L Department Codes to limit your printout.

F - Enter Financial Statements

Allows you to enter or change the G/L Accounts, Departments, and subheads printed using **GL-G, Print Financial Statements**, enabling you to tailor the given formats to your Chart of Accounts. You cannot change the statement page header or the layout design of the statement in this program. You are offered a choice of three different types of statements: Income Statement (Profit and Loss), Balance Sheet, and Statement of Changes in Financial Position (Cash Flow).

G - Print Financial Statements

Prints the financial statements according to the header and account information entered in **GL-F**. You can specify which statement to print and, on each statement, up to 4 different choices from a menu of amount categories and months. You can also specify a range of G/L Departments to include, and whether or not to print the detail, account codes, and percentage of the totals for each department.

If you are using multiple companies and you have used **SY-I, Consolidate Financials** to create a consolidated Chart of Accounts, you are offered the option of printing a statement from those combined records.

H - Print G/L Code & Description

Prints a listing of the General Ledger Account Codes and Descriptions. You can enter a range of account numbers and department codes to print.

I - Print G/L Chart of Accounts

Prints a complete listing of the General Ledger Chart of Accounts and amounts. You can enter a range of account numbers and department codes to print and can also choose from a menu of amounts to be printed.

J - Print Check Register

Prints all entries to the check register within specified dates. You enter a range of dates to limit the printout, and choose the checking account from which to print entries. Use this report to compare your check register to the monthly bank statement.

K - Reconcile Check Register

Reconciles the check register to the bank's statement.

L - Transfer Bank Account Funds

This program allows you to record the transfer of funds from one checking account to another. Withdrawal and deposit records are created in the check register, and transactions are posted to the General Ledger and the Other Journal.

M - Enter Recurring G/J Trans

Allows initial entry of a "template" for any periodic General Journal transaction, such as bank fees, or a monthly depreciation adjustment, for posting by **GL-N**.

N - Generate Recurring G/J Trans

Generates the currently due recurring G/J transactions from the template information entered in **GL-M**. This program allows you to generate and post the transaction without printing, or to place the transaction in with the other G/J entries for printing (**GL-B**) and posting (**GL-C**).

O - Format Custom Statements

Allows you to set up specialized financial statements covering any part of your business. You can create custom report titles, specify an unlimited number of sub-categories and headers within an account listing, and set up amounts and totals in separate columns.

P - Print Custom Statements

Allows printing of any or all of the financial statements set up in **GL-O**. This program operates similarly to **GL-G, Print Financial Statements**.

If you are using multiple companies and you have used **SY-I, Consolidate Financials** to create a consolidated Chart of Accounts, you are offered the option of printing a statement from those combined records.

GL-A - VIEW/CHG CHART OF ACCOUNTS

Purpose of Program

This program allows you to view accounts from the General Ledger Chart of Accounts and gives you a convenient way to change budget amounts to project future performance. You are not allowed to create new accounts or to change existing ones in this option.

To create accounts or change current amounts in G/L Accounts, see **SY-E, Create/Chg G/L Accounts**. Before changing or deleting a G/L Account, check your default accounts in the System Maintenance module to be sure you are not affecting system defaults. The sample screen below is followed by explanations of the screen fields.

Field Explanations

Our Software & Consulting		View/Change G/L Chart of Accounts				
Acct Code	Dept.	Description	Type	Norm	Dr/Cr	Non-Cash
10100	<	ABC BANK	A	D		
Current		Budget	1 Year Past	2 Years Past		
Beg	1,301,034.89	0.00	1,281,034.89	1,281,034.89		
Jan	0.00	0.00	100.00	0.00		
Feb	169.00	0.00	0.00	0.00		
Mar	50.00	0.00	0.00	0.00		
Apr	0.00	0.00	0.00	0.00		
May	0.00	0.00	0.00	0.00		
Jun	0.00	0.00	0.00	0.00		
Jly	0.00	0.00	0.00	0.00		
Aug	0.00	0.00	0.00	0.00		
Sep	0.00	0.00	0.00	0.00		
Oct	0.00	0.00	0.00	0.00		
Nov	0.00	0.00	0.00	0.00		
Dec	0.00	0.00	20,000.00	0.00		
End	1,301,253.89	0.00	1,301,034.89	1,281,034.89		

F1 Help|F2 Display G/L Accounts| ESC Exit

Acct Code

The actual G/L account code or number. This field specifies which General Ledger account you wish to view.

Dept

The G/L department code. This field specifies the department whose General Ledger account is to be viewed. If you are not using G/L Departments, or if the account you wish to view has no department name, leave this field blank.

Account Display

The following fields are filled in automatically after the you enter the Account Code and press ENTER. These descriptions are given solely to explain the display, as the only items you are allowed to change are the Budget amounts.

Description

The title for this G/L account.

Type

The type of account. Enter **A** - Asset, **L** - Liability, **O** - Owner's Equity, **I** - Income, **E** - Expense.

Norm Dr/Cr

The account normally has a **Debit (D)** or **Credit (C)** balance. Asset and Expense accounts are debit accounts, while Owner's Equity, Income, and Liability accounts are credit accounts. The program displays the account status automatically.

Non-Cash

The entry in this field indicates if this account is or is not a non-cash expense account. This entry is used for the Changes in Financial Position (Cash Flow) statement generated using **GL-G, Print Financial Statements**. When determining your actual ending cash position, non-cash expense amounts are added back to net income. Non-cash expense amounts are those that do not have cash or a check paid for them. For example, depreciation expense would be one of these.

In each column, the Beginning Balance represents the starting balance of the account for the year. The monthly amounts represent the total net effect of transactions during each month; they are NOT month end balances. The Ending Balance represents the current balance in each account. It is calculated by adding each monthly amount to the Beginning Balance.

Current

These are the monthly amounts that have been posted from the various programs in the current year.

Budget

These are the monthly amounts that you have entered as comparisons for the actual (Current) amounts that will be posted. Budget amounts may be changed in this program and used to compare financial statements. This is to assist you in your projections or to review performance.

1 Year Past

The monthly posted amounts from the previous year.

2 Years Past

The monthly posted amounts from 2 years past.



If you have recently entered a prior-year transaction elsewhere in the system, you will see that entry reflected in the monthly amounts in one of the two columns above. However, the ending balance of that prior year will not include the amount until you have run **SY-K, Reclose Prior Years**.

3-6 Years Past

The monthly posted amounts from 3 through 6 years past. To review this data press the PAGE DOWN key when you are in the first screen.

General Program Operation

Viewing A G/L Account

When the program screen is displayed, the cursor is located in the *Acct Code* entry field. Enter the full account code at the *Acct Code* field location and press ENTER, or use the standard record search keys (see **Getting Around in Advanced Accounting**, chapter 2). If you cannot remember the Code you want, pressing F2 at this point will display a list of G/L Accounts.

Once the *Acct Code* is entered, the account information is displayed. Press F3 to clear the screen fields prior to displaying a different Account Code.

You can change only the budget amounts balances in this program. The program will automatically calculate the Ending Balance for that column. If the account is normally a credit (Cr) Type, an entry of \$100.00 will be automatically stored and displayed as \$<100.00>. It is not necessary to enter it as a negative number, as -100.00. However, the entry is displayed as -100.00 when you are in that entry field to make a change.

You **must** save the record before your budget changes are permanently updated in the file.

To view the amounts for 3 thru 6 years past press the PAGE DOWN key once you have an active G/L account on the screen. Press any key to return to the first page.

GL-B - ENTER/CHG/PRINT G/J ENTRIES

Purpose of Program

This menu option allows entry of miscellaneous transactions to the General Journal. The type of transactions to enter here are ones which you don't want to affect your Accounts Receivable, Accounts Payable, or Payroll subsidiary accounts. This program is also used to make adjusting entries at the end of the month or year (such as depreciation) and to post the checking account expenses from your bank.

However, do not use this program to adjust Accounts Receivable or Accounts Payable accounts. These adjustments are made in their respective modules. **Enter/Chg/Print General Journal** lets you adjust the cash account and automatically updates the check register.

Each transaction may have up to 250 individual line items in it. Each line item posts to a single G/L account. The net balance of all line items must be 0.00 before the system posts the transaction (all debits and credits must balance). You may, however, save an out of balance transaction and change it later.

 **CAUTION: Adjusting entries made in this program will only affect the General Ledger Accounts, not the subsidiary Accounts Receivable or Accounts Payable Ledgers (detail invoice files). DO NOT make adjusting entries for those G/L Accounts here; use an A/R or A/P voucher instead.**

The screen below is an example of a journal entry created in **GL-B**, followed by an explanation of the screen fields.

Field Explanations

Our Software & Consulting		Enter/Change/Print General Journal					
Number	Trans Date	Type	G/J	Trans Code	Dep/Chk #	Post	Line
	03/15/95	GJ		JE1	30193		3
Account-Dept	Account Description			Debit Amt	Credit Amt		
10500 40400	PETTY CASH SUPPORT			415.00	415.00		
Acct Code	Dept	Description	D/C	Amount	To Balance		
				0.00	0.00 DR		

F1 Help|F2 Display G/L|F3 Print|F4 Delete Line|F10 Save|↑↓ Scroll| ESC Exit

Upper Entry Fields

These fields are used either to create a transaction or to recall a previous transaction for adjustment.

Trans Date

The posting date for this transaction. This program allows you to enter transactions that affect previous periods or years by entering the appropriate date. For example, if today's date is March 1, 1993, then this program will default to that date. However, if you want to adjust the previous month, you could change the date to 02/01/93. The posting will then be made to the February Current Amounts rather than March.

The same can be done for a previous year. This is very useful at the beginning of the new year when you're trying to keep up with the current work and still make adjusting entries to the previous year.

The day is not important to the posting program, just the month and year. However, the journals are sorted by the complete date, so the location of a transaction in a printout is determined by the date used. Enter a standard date in this field.

Num

The transaction number automatically assigned by the system is displayed in the *Num* field. You may set the beginning number in **SY-A-A, Enter/Change Company/Interface**. You can use this number later to retrieve a specific transaction for any adjustments to the entry (until it is posted). This is a six digit numeric field.

Type

The transaction type. Your options are as follows:

- GJ** General Journal (and Beginning Balance)
- CR** Cash Receipts
- CD** Cash Disbursements

CR and **CD** allow you to select from the cash accounts set up in **SY-A-D, Enter/Change Checking Accounts**. The transactions entered here are recorded in the General Journal, Cash Receipts Journal, and Cash Disbursements Journal. Transactions affecting the Credit Sales Journal, the Credit Purchases Journal and Other Journal must be entered elsewhere. For more information on the sources of the various journal records, see **GL-D, Print Journals**.

G/J Trans Code

This is generally the customer, vendor, employee, or product code, or the journal entry number. Enter a code that will help you correctly identify this transaction. This is a 10 character alphanumeric field.

Dep/Chk Num

In the case of a Cash Receipts or Cash Disbursements transaction, this is the deposit or check number. In the case of a General Journal transaction, this can be used as another identifying number. This is a six digit numeric field.

Post

This field reflects posting status and is filled in automatically. If the transaction is not yet posted, then this field will be blank. If you saved the transaction and it is out of balance, a **B** is displayed. Once the transaction is posted, a **Y** is displayed, and you can no longer edit the transaction.

Line

This is the current line number within the transaction that you are entering or changing. G/J transactions are entered or changed in the entry window, with completed entries moving up into the display columns. The line number helps you keep track of where you are while adjusting entries. This value is automatically assigned by the program, and ranges from 1 to 250 (the maximum number of line items in a single transaction).

Entry Window

The entry window is the set of fields at the bottom of the **GL-B** screen used to enter line items. Enter the line items you want to include in the transaction into these fields. For instructions on creating transactions, see **General Program Operation** below.

Acct Code

This is the G/L Account Code. When you post your transactions (see **GL-C, Post G/J Transactions**), the program will post each line item to the account entered here.

Dept

The G/L Department Code specifies the department where the line item is to be posted, if applicable.

Description

The G/L account description. This is automatically displayed when the correct account code is found. When the journals are printed, both the standard G/L account description and whatever you have entered into this field are printed. You can change the description provided by the program to whatever is more meaningful to you. For example, if you enter the account code 100, the program will display the description **Cash In Bank**. You could change that to **Bank Charges 3/1/95**. When the General Journal (**GL-D**) or the Detailed Trial Balance (**GL-E**) is printed, the standard account description will print correctly but you will also get the description you entered with the transaction. If you do not change the *Description* field, then the program will print the standard account description twice.

D/C

D - debit this amount or **C** - credit this amount. This field will default to whatever the normal status is for the G/L Account, but you can change the entry.

Amount

The amount you want to debit or credit in this transaction. This amount will always be >0. Use D or C above to control its effect.

To Balance

To assist you in entering long lists of line items, the program calculates the amount needed to balance the transaction. The program displays the net amount and whether it is a debit (DR) or credit (CR). This is a running total and is updated each time a new entry is made or changed. To balance the transaction at any time, enter the appropriate account code and make the transaction specified. For example, if you were entering petty cash transactions and the final *To Balance* amount was 395.23 CR, then your last transaction would be to enter your Petty Cash Account code, a **C** at the *D/C* field, and 395.23 for the amount. After you accept the transaction, the program will then display a *To Balance* amount of 0.00.

Display Columns

These columns hold line items you have already entered in this transaction. The cursor keys move the list of line items up and down. Use this feature to move a line item into the entry window for editing, if necessary.

General Program Operation

Creating a New Transaction

When the screen is first displayed, the *Trans Date* field defaults to the current date. You may change this date if you are making a prior period or prior year adjustment.

At the *Num* field enter a transaction number, or press ENTER and the transaction will be numbered by default. To provide a clear audit trail for consecutive transactions, allow Advanced Accounting to assign the next available transaction number from **SY-A-A, Enter/Change Company/Interface**.

Next, choose the type of transaction. When the cursor is in the *Type* field, the pop-up menu below is displayed.

Our Software & Consulting		Enter/Change/Print General Journal				
Number	Trans Date	Type G/J	Trans Code	Dep/Chk #	Post	Line
	03/15/95	Journals				0
Account-Dept	Account	1 - General Journal (GJ)			Credit Amt	
		2 - Cash Receipts (CR)				
		3 - Cash Disbursements (CD)				
		4 - Beginning Balance (GJ)				

Choose the type appropriate to your transaction:

- *General Journal:* If you want to make an adjusting or correcting entry that doesn't involve your cash accounts.
- *Cash Receipts:* When the original entry is a Cash Receipts entry, then the adjusting, correcting, or reversing entry must also be a Cash Receipts entry.
- *Cash Disbursements:* When the original entry is a Cash Disbursements entry, then the adjusting, correcting, or reversing entry must also be a Cash Disbursements entry.
- *Beginning Balance:* This will create a beginning balance record in the G/L Transaction file.

The program will place one of the letter pairs displayed in parentheses above into the *Type* field.

Next, enter a *G/J Trans Code*, an identifying description of the transaction.

If the transaction type is *Cash Disbursements* or *Cash Receipts*, the program requires an entry in the *Dep/Chk Num* field.

The program will then bypass the *Pst* field. This field is filled in when you save an out-of-balance transaction or when you post the transaction (see **Field Explanations** above).

Next, the program places a 1 in the *Line* field. As line items are entered, this number is updated. As you scroll through the line items to make corrections, the *Line* number helps you keep track of where you are in the transaction.

After the top fields are filled in, the cursor is positioned in the *Acct Code* field in the entry window (those fields at the bottom of the screen used to enter line items). Now you are ready to enter the individual line items. If you are not sure what the correct account number is, the program can display your accounts. To use this feature press F2 while the cursor is on the *Acct Code* field to display your options.

Enter the account number in the *Acct Code* field. If this is the account you want, press ENTER at this point and the program will find and display the appropriate account information.

You can change the *Account Description* if you wish. The description you enter here will be displayed in the applicable Journals, along with the default Account Description. If you make no changes here, the default description is displayed twice.

Enter whether you want the line item recorded as a **D**ebit or **C**redit in the *D/C* field, or use the default entry, which is the normal for the account.

Enter the *Amount* for the line item. This must be a positive number.

The program will now ask if the line entry is correct:

If you answer **N**, the cursor returns to the *Acct Code* field so that you can change your entry.

If you answer **Y** (called “accepting” the line entry), the *To Balance* display is updated automatically, showing you the amount and the DR or CR designation that you need in order to balance the transaction.

After the line is accepted, the information is reprinted immediately above the entry line, in the display columns. The cursor returns to the *Acct Code* field, and you can enter the next line item. Every time you accept a new line item, the program moves the previous entry up one line and displays the new transaction immediately below it.

Changing a Line Item: To change a line item that has been entered and accepted, you must do the following:

1. Move the line into the entry window. This can be done by using the Up and Down arrow keys.
2. Treat the entry as though it were a new entry. You may change any or all of the field values. The *To Balance* value will be updated properly. After the line has been accepted, it will be moved up one line again. When this happens, if there are any previously entered lines below the line being changed, the next one in the list will be displayed in the entry window.

Once the previously entered fields have been exhausted, blank fields will be displayed within the entry window and you may enter a new line if desired. You may also move the previously entered lines up by using the up arrow key.

Deleting a Line Item: To delete a line entered, you must move that line into the entry window using the method explained above and, with the cursor on the *Acct Code* field, press F4. The program asks if you want to delete the line. If you answer **Y**, the program removes that line and the other lines will be properly updated. This procedure can also be used to remove a blank line if one has been accidentally inserted.

To Save and Exit: To mark the transaction as complete, press F10 while on the *Acct Code* field of the entry window.

You are then asked if the transaction was entered correctly:

If you don't want to save the transaction, enter **N** when you are asked if the transaction is correct.

To save the transaction, press the ENTER key or enter **Y**. The *Next G/J Number* is incremented. The transaction will not be posted to the General Ledger until you run **GL-C, Post G/J Transactions**.

If you entered **N** when asked if the transaction was entered correctly, or if you press ESC at any time during entry, you will be asked if you want to exit without saving the transaction:

Enter a **Y** to exit. The program clears all the entries and returns you to the *Trans Date* field.

You can save a transaction that is not in balance. The program will alert you to this and a **B** will be placed in the *Pst* field. This can be very helpful when you have a question about the entries in a transaction and don't want to start over again after you secure the correct information. You may not post a transaction until it is in balance, however. No transactions are posted to the General Ledger unless you use **GL-C, Post G/J Transactions**.

Changing an Existing Transaction

A previously entered transaction may be changed repeatedly before it is posted. To find a previous transaction, do one of the following:

- Enter the correct transaction number in the *Num* field and press ENTER
- Use the standard record search keys from the *Trans Date* or *Num* fields
- Press F2 to display a list of G/J transactions

If the transaction exists, all the transaction information is displayed. All the line items will be moved up until the entry window fields are blank.

To edit the line items, use the cursor control keys to pull a line item into the entry window. You can change any of the fields. The *To Balance* field keeps track of the amount needed to balance the transaction. From this point on, the operation of the program is the same as entering a new transaction.

Deleting an Existing Transaction

Find the existing transaction using the methods described above in **Changing an Existing Transaction**. Press ENTER at the *Type* field, then at the *G/J Trans Code* field press F4. If you answer **Y** when the program asks if you want to delete the entire transaction, it is deleted from the file.

You may delete any transaction until it is posted. Deleting a transaction or line item removes the record from the General Journal files.

Printing an Existing Transaction or All Transactions

This program provides the opportunity to print all transactions, selected transactions, or just the one currently displayed on the screen. To print all or selected transactions, press F3 while the cursor is on any field prior to the *Acct Code* field. The program will display the following:

Our Software & Consulting Print General Journal Transactions

Print From Trans #:	██████████
Thru Trans #:	██████████
Print From Date:	00/00/00
Thru Date:	00/00/00

To limit the printout, you may enter *From Trans #* and *Thru Trans #* and *From Date* and *Thru Date*. If you don't enter any limits, the program will print all records available. A sample report is provided in Appendix F.

You can print the current transaction by pressing F3 when the cursor is in the *Acct Code* field. You do not need to save the transaction before printing. After printing is complete, the program returns you to the *Acct Code* field.

GL-C - POST G/J TRANSACTIONS

Purpose of Program

Use this program to post transactions entered in **GL-B, Enter/Chg/Print G/J Entries** to the General Ledger. The only transactions this program posts are those that balance.

Our Software & Consulting Post General Journal Transactions

Post From Trans #:	██████████
Thru Trans #:	██████████
Post From Date:	00/00/00
Thru Date:	00/00/00

Posting Transaction #: ██████████

General Program Operation

This program checks for records that balance but are not yet posted (those with a blank in the *Pst* field) and posts them automatically. You will not be asked whether or not to post an individual transaction.

Each time such a transaction is posted, the transaction number is displayed in the *Posting Transaction #* field. When the program is finished, it returns you to the main menu; no further entry is required.

No report is generated from this program. Once the transaction has been posted, you can print the General Journal by choosing **GL-D, Print Journals** using option **1 (General Journal)** in that program. Once the G/J transaction is posted the entries made in **GL-B** are deleted.

Posting a G/J transaction writes it to the General Ledger, posts it to the General Journal, removes the transaction from the G/J transaction file, and, in the case of a Cash Receipt or Disbursement, adds a check or deposit to the check register.

After posting, the program returns you to the main menu.

GL-D - PRINT JOURNALS

Purpose of Program

Use this program to get a listing of all transactions of a certain type made on a certain day or range of days. This will let you check that all transactions for that day have been recorded properly. For example, you could use this program to get a listing of all cash receipts on a certain day by choosing the Cash Receipts Journal and limiting the report to the desired date. You can do the same with General Journal, Cash Disbursements Journal, Credit Sales, Credit Purchases, Payroll, and Other Journal.

Each journal reports on a separate accounting area. Below is a list of the available journals and the transactions they record.

- General Records GJ (General Journal) type adjusting entries from **GL-B, Enter/Chg/Print G/J Entries**.
- Cash Receipts Records CR (Cash Receipts) type entries from **GL-B, Enter/Chg/Print G/J Entries**; cash terms type transactions from invoice posting in **SO-F, Print Invoices** or **SO-G, Post Invoices** and receipt of payment by check from **AR-C, Record Payments**.
- Cash Disbursements Records A/P check transactions (including manual checks) and CD (Cash Disbursements) type transactions from **GL-B, Enter/Chg/Print G/J Entries**.
- Credit Sales Records all non-cash transactions from invoicing.
- Credit Purchases Records all non-cash transactions from Accounts Payable, including sales tax and payroll tax transfers to A/P.
- Payroll Records all payroll transactions by date.
- Other Records inventory value or quantity changes and bank account

funds transfer.

General Program Operation

Our Software & Consulting

Print G/L Journals

From Posting Date:	03/15/95
Thru Posting Date:	00/00/00

When you run the **Print G/L Journals** program, the screen above is displayed. The first entries are the date range for the printout. Enter the starting and ending dates of the journal entries you want printed. The *From Posting Date* defaults to the current date. The *Thru Posting Date* field will default to the entry in *From Posting Date*. After the date range has been entered, the program will display a menu of Journals to print.

Journals	
1 -	General Journal
2 -	Cash Receipts
3 -	Cash Disbursements
4 -	Credit Sales
5 -	Credit Purchases
6 -	Payroll
7 -	Other Journal
8 -	All Journals

Choose the one you want by either entering its number, 1-7, or by moving the menu bar with the up and down arrow keys to highlight your choice, then press ENTER. The report shows Transaction Date, Customer or Vendor Code, Invoice Number, Description, Type, GL Account, and the Credit/Debit amount. (See the sample report in Appendix F.) The Type codes shown under the "T" column correspond to the following:

GJ:	General Journal	CR:	Cash Receipts Journal
CD:	Cash Disbursements Journal	RS:	Credit Sales Journal
RP:	Credit Purchases Journal	PR:	Payroll Journal
OT:	Other Journal		

A posting report may be printed any number of times until the G/L Transaction file is cleared during **SY-K, Year End Routines** or **SY-L, Reclose Prior Year**.

 **CAUTION: Make sure you print all the posting reports that you want before clearing the G/L Transaction file. Once it is cleared, you cannot recover the information.**

GL-E - PRINT DETAILED TRIAL BALANCE

Purpose of Program

This program parallels **GL-D, Print Journals**. However, instead of printing by Journal type, this program will print in Account Code order. Using the reports generated by this program and the previous one provides you with a complete audit trail. By following the transactions from this report to the individual posting journal, you can see the entire results of any transaction. In this report you can see all the transactions for a single account; in the appropriate journal you can see each transaction as a whole.

General Program Operation

Our Software & Consulting	Print G/L Detailed Trial Balance
Print From G/L Account:	<input type="text"/>
Thru G/L Account:	<input type="text"/>
Print From G/L Department:	<input type="text"/>
Thru G/L Department:	<input type="text"/>
Print From Posting Date:	<input type="text" value="00/00/00"/>
Thru Posting Date:	<input type="text" value="00/00/00"/>
Print Summary Only? [Y/N]:	<input type="text"/>

The screen above is displayed when you run **Print Detailed Trial Balance**. You may enter *From/Thru G/L Account*, *From/To G/L Department*, and *From/Thru Posting Dates* to specify a range to print out. You may limit the report to one account, one department, or one day (if you wish) by using the same information in the *From* and *To* fields. If you do not enter any limits, the program will report on all of the transactions in the file. A Detailed Trial Balance may be printed any number of times until the G/L Transaction file is cleared during **SY-K, Year End Routines** or **SY-L, Reclose Prior Year**.

 **CAUTION - Make sure you print all posting reports before clearing the G/L Transaction file. Once it is cleared, you cannot recover the information.**

If you enter a value in *From Posting Date*, then when you press ENTER in *Thru Posting Date*, the following message is displayed, with the *From Posting Date* entry as the displayed date.

Do you want to summarize all transactions prior to 03/01/95 into a balance forward line? [Y/N] Y

If you answer **Y** to this question, the detail is printed for transactions subsequent to the displayed date, and prior transactions are printed as a lump sum balance.

If you answer **N**, the detail is printed for all dates.

If you answer **N** to *Print Summary Only?* then every transaction for the ranges you specified will be printed. If you answer **Y** then a single line with the total of all transactions for each G/L Account will be printed.

A sample report is provided in Appendix F.

GL-F - ENTER FINANCIAL STATEMENTS

Purpose of Program

You must use this program before you print your financial statements, particularly when you are setting up Advanced Accounting for the first time (see chapter 3, **Getting Started**). However, if you are formatting your own custom financial statements in **GL-O, Format Custom Statements**, you may wish to use those statements and skip these entirely. You may also start with this type of statement and change to the custom version in the future. The major differences between the two types are that this version is pre-formatted, and that in the **GL-O** version you can specify more account subdivisions in your statements.

In this program, you specify the headings and account ranges to print for these three standard report formats:

- Income Statement (Profit & Loss)
- Balance Sheet
- Statement of Changes in Financial Position (Cash Flow)

This format must be specified here before these statements can be printed using **GL-G, Print Financial Statements**. The specialized report formats created in **GL-O, Format Custom Statements** must be printed by **GL-P, Print Custom Statements**.

Field Explanations

Which Type of Financial Statements?-

Enter the type of report here; **I** - Income Statement (profit and loss), **B** - Balance Sheet (assets, liabilities, and owner's equity at a point in time), **C** - Cash Flow (sources of funding acquired and disposition of funds over time).

Income Statement

The screen example and field explanations for the income statement format are shown below. The operation of this program will be presented as a consolidated explanation of all three statement formats after the three format screens are described.

Our Software & Consulting		Enter/Chg Financial Statement Formats	
Income Statement (Profit and Loss)			
Report Title: INCOME STATEMENT			
	G/L From	Thru	Title
Income Main Title			SALES REVENUE
Income 1	40000	42999	SALES
Income 2	43000	49999	OTHER
COGS Main Title			COST OF GOODS SOLD
COGS 1	50000	51999	RAW MATERIALS & PROD.
COGS 2			
Expenses Main Title			OPERATING EXPENSES
Expenses 1	52000	54999	PAYROLL EXPENSES
Expenses 2	55000	59999	ADMINISTRATIVE EXPENSES
Expenses 3			
Expenses 4			
Other Inc	60000	69999	OTHER INCOME
Other Exp	70000	99999	OTHER EXPENSES

F1 Help|F10 Save|

ESC Exit

Report Title

The general title for the income statement. This title will be printed at the top of the statement. This is a 25 character alphanumeric field.

G/L From/Thru

The starting and ending G/L Account Codes for each G/L division or sub-group (Income, COGS, Expenses, and Other). These fields specify which accounts are to be printed for each division in the statement.

Income Statement Divisions

Each title is a 25 character alphanumeric field. Choose a title that accurately identifies the accounts included in the sub-group ranges.

Income Main Title

The Income Accounts division title.

Income 1, 2

The Income Accounts sub-groups you want included in your statement (account code ranges and titles).

COGS Main Title

The Cost Of Goods Sold Accounts division title.

COGS 1,2

The Cost Of Goods Sold sub-groups (account code ranges and titles).

Expenses Main Title

The Expense Accounts division title.

Expenses 1, 2, 3, 4

The Expense Accounts sub-groups (account code ranges and titles).

Other Inc

The Other Income division (account code range and title).

Other Exp

The Other Expense division (account code range and title).

Balance Sheet

The screen example and field explanations for the balance sheet format are shown below. The operation of this program is presented as a consolidated explanation of all three statement formats after the three format screens are described.

Our Software & Consulting		Enter/Chg Financial Statement Formats	
Balance Sheet			
Report Title: BALANCE SHEET			
	G/L From	Thru	Title
Assets Main	Title		ASSETS
Assets 1	10100	11999	CASH ON HAND
Assets 2	12000	14999	CURRENT ASSETS
Assets 3	15000	19999	FIXED ASSETS
Assets 4			
Liabilities Main	Title		LIABILITIES
Liab 1	20000	20999	CURRENT LIABILITIES
Liab 2	21000	21999	LONG TERM DEBT
Liab 3	22000	23999	PAYROLL LIAB. PAYABLE
Liab 4			
Owners Equity Main	Title		EQUITY
OE 1	31000	34999	CAPITAL
OE 2	35000	39999	RETAINED EARNINGS

F1 Help|F10 Save| ESC Exit

Report Title

The general title for the balance sheet. This title will be printed at the top of the statement. This is a 25 character alphanumeric field.

G/L From/Thru

The starting and ending G/L Account Codes for each division or sub-group (Assets, Liabilities, and Owner's Equity). These fields specify which accounts are to be printed for each division in the statement.

Balance Sheet Divisions

Each title is a 25 character alphanumeric field. Choose a title that accurately identifies the accounts included in the sub-group ranges.

Assets Main Title

The Assets Accounts division title.

Assets 1, 2, 3, 4

The Assets Accounts sub-groups (account code ranges and titles).

Liabilities Main Title

The Liabilities Accounts division title.

Liabilities 1, 2, 3, 4

The Liabilities Accounts sub-groups (account code ranges and titles).

Owners Equity Main Title

The Owners Equity Accounts division title.

OE 1, 2

The Owners Equity Accounts sub-groups (account code ranges and titles).

Statement of Changes in Financial Position (Cash Flow)

Report Title

The general title for the cash flow statement. This title will be printed at the top of the statement. This is a 25 character alphanumeric field.

G/L From/Thru

The starting and ending G/L Account Codes for each division or sub-group (Net Income, Non-Cash Expenses, Assets, and Liabilities). These fields specify which accounts are to be printed for each division in the statement.

Cash Flow Statement Divisions

Each title is a 25 character alphanumeric field. Choose a title that accurately identifies the accounts included in the sub-group ranges.

Our Software & Consulting		Enter/Chg Financial Statement Formats	
Statement of Changes in Financial Position (Cash Flow)			
Report Title: CASH FLOW			
	G/L From	Thru	Title
Net Income	40000	89999	NET INCOME
Non-Cash Exp	50000	79999	NON-CASH EXPENSES
Assets Main Title			USES
Assets 1	12000	14999	CURRENT ASSETS
Assets 2	15000	19999	FIXED ASSETS
Assets 3			
Assets 4			
Liabilities Main Title			SOURCES
Liab 1	20000	20999	CURRENT LIABILITIES
Liab 2	21000	21999	LONG TERM DEBT
Liab 3	22000	23999	PAYROLL LIAB. PAYABLE
Liab 4			

F1 Help|F10 Save|

ESC Exit

Net Income

The Net Income Accounts division title. The G/L Account range here should include all revenue (sales) and expense accounts.

Non-Cash Exp

Non-Cash Expense Accounts division title.

Assets Main Title

The Assets Accounts division title.

Assets 1, 2, 3, 4

The Assets Accounts sub-groups (account code ranges and titles). Do not include any cash accounts in this section.

Liabilities Main Title

The Liabilities Accounts division title.

Liabilities 1, 2, 3, 4

The Liabilities Accounts sub-groups (account code ranges and titles).

General Program Operation

When you run this program, you first need to choose the type of financial statement you want to set up for printing (boldface indicates menu selection letters):

- **I** **I**ncome Statement (profit and loss)
- **B** **B**alance Sheet (assets, liabilities, and owner's equity at a point in time)
- **C** **C**ash Flow (sources of funding acquired and disposition of funds over a specified period)

Advanced Accounting uses a standardized financial statement format; you only need to enter the account code ranges for the accounts you want to include, and titles for the statement headings.

Enter a title for each major division. Often the divisions are partitioned further into sub-groups, for subtotals within the major total.

For example, if you have two completely different types of sales, such as power tools and laundry equipment, you may want to get not only a total sales figure, but also a subtotal for each group.

To specify your sub-groups as in the example mentioned above, enter the beginning power tool account code in *Income 1 G/L From*, and the ending power tool account code in *Income 1 G/L Thru*. You might want to make the *Title* for Income 1 "Power Tool Sales". Then do the same for the laundry equipment using the Income 2 sub-group. When you print the financial statements the program will print all the power tool sales accounts, with a sub-total, the laundry sales accounts, with a sub-total, and then the total for all the Income accounts specified.

If you need to find G/L account codes, press F2 while the cursor is on any of the *G/L Account Code* fields to use the G/L Account display option. The program does not check to make sure that the account codes you enter are accurate, so you should double check account codes when you type them in. Each major account group should have at least one set of entries completed. Press ESC when you have entered all necessary information.

GL-G - PRINT FINANCIAL STATEMENTS

Purpose of Program

Use this program to print the financial statements based on the information entered in **GL-F, Enter Financial Statements**. Initially you will be asked which type of statement you wish to print: **Income**, **Balance Sheet**, or **Cash Flow**.

(To print financial statements created in **GL-O, Format Custom Statements** you must use **GL-P, Print Custom Statements**.)

If you are using multiple companies and you have used **SY-I, Consolidate Financials** to create a consolidated Chart of Accounts, you are offered the option of printing a statement from those combined records.

A sample financial report from this program is provided in Appendix F.

Field Explanations

Our Software & Consulting		Print Financial Statements	
Statement Type:		INCOME STATEMENT	
Column 1	Which Amounts: <input type="checkbox"/>	Beg Month: <input type="text" value="0"/> End Month: <input type="text" value="0"/>	Beg Bal [Y/N]: <input type="checkbox"/>
Column 2	Which Amounts: <input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> What to print in column 1 C - Current Year Amounts B - Budget Amounts 1 - One Year Past Amounts 2 - Two Year Past Amounts 3 - Three Year Past Amounts 4 - Four Year Past Amounts 5 - Five Year Past Amounts 6 - Six Year Past Amounts </div>	Beg Bal [Y/N]: <input type="checkbox"/>
Column 3	Which Amounts: <input type="checkbox"/>		Beg Bal [Y/N]: <input type="checkbox"/>
Column 4	Which Amounts: <input type="checkbox"/>		Beg Bal [Y/N]: <input type="checkbox"/>
Beg Dept Code: <input type="text"/>		End Dept Code: <input type="text"/>	Print Department Detail: <input type="checkbox"/>
Print Account Codes? [Y/N]: <input type="checkbox"/>		Print Calculated %'s [Y/N]: <input type="checkbox"/>	

Statement Type

This is the statement type chosen in the first screen (**I**, **B**, or **C**). Advanced Accounting fills this name in automatically.

Column Fields

The information entered here specifies the number and content of the columns printed in your statement.

Which Amounts

This field lets you specify which G/L account amounts you want to print. The choices include: **C** - Current, **B** - Budget, **1** - 1 year past, **2** - 2 years past, **3** - 3 years past, etc.. In the *Which Amounts* field in column 3, you also have the choice of **D** - Difference between column 1 and column 2. These are chosen from a pop-up menu.

Beg Month

The number of the first month to be printed in the statement. For example, if you wanted the range of months to be from April through June, the *Beg Month* would be 4, and the report would include data from April 1.

End Month

The number of the last month to be printed in the statement. Using the same example above, the *End Month* would be 6, and the report would include data through June 30.

If necessary, you can have a *Beg Month* value that is greater than the *End Month* value. If you wanted a financial statement from September through March, the *Beg Month* would be 9 and the *End Month* would be 3. The program would then use the months of September, October, November, December, January, February, and March in its calculations.

Beg Bal

If you want to include the beginning balance in the printout, enter **Y** here. If you are printing a balance sheet, this is almost always necessary. The only case in which you wouldn't want the beginning balance is when a balance sheet is printed for only one specific month, or a group of months, reporting the net change in the balance sheet accounts.

Other Print Options

Beg/End Dept Code

Allows you to specify a G/L Department code range in order to look at only a part of your business at a time. Press ENTER with no entry in these fields to print all G/L Departments, or if you have no G/L Departments.

Print Department Detail

Enter **Y** if you want amounts printed for each department along with the total for the G/L Account. Enter **N** if you want only the account totals printed.

Print Account Codes? [Y/N]

Enter **Y** if you want the account codes to print on the statement along with the account descriptions. If you enter **N**, the program will print the descriptions only.

Print Calculated %'s [Y/N]

This option is only active if you are printing an Income statement. You can have Advanced Accounting calculate the percentage of Total Income for each line. To print percentages, enter **Y** here. This causes the program to take twice as long since it must run through the entire statement once to calculate *Total Income*.

General Program Operation

When printing the financial statements you must first choose which type of statement you wish to print: **I**ncome, **B**alance Sheet, or **C**ash Flow.

When you choose an option, the statement type will appear in the appropriate location automatically.

If you have consolidated your Charts of Accounts for multiple companies using **SY-I, Consolidate Financials**, you will initially be offered the choice of printing a consolidated report. Otherwise, the financial statement will be printed from the current company's Chart of Accounts.

Enter the code letter for the *Which Amounts* field, or use the arrow keys to move the menu bar to your choice and press ENTER. Type in the beginning and ending month numbers and beginning balance choice, pressing ENTER after each entry. If you enter multiple column choices, the program will print all values for each choice in a separate column.

If you don't want to choose any more columns, press ESC at the next *Which Amounts* entry field. You may then fill in the Department range and detail, and whether to print Account Codes and percentages. You may print any number of columns (up to four) from the menu choices.

Column 3 gives you the special option **(D)** of displaying the difference between column 1 and column 2. This is very helpful when trying to compare last year to this year, or current to budget, etc.

If you are printing a balance sheet, the program will ask if you want to update Current Earnings. If you answer **Y**, the program will total all income and expense accounts, posting the net difference (Income total - Expense total) to the Current Earnings account for each month, and each group.

This process will affect the current year only. To close previous years you must run **SY-L, Reclose Prior Years**.

It is a good idea to update Current Earnings every time you print a balance sheet, so that all transactions are reflected in that account.

If you have specified more than one column to be printed, the program asks if you want the report printed on wide paper:

If you answer **Y**, the report assumes it is printing on 132-column (ledger-sized) paper.

If you answer **N**, the program prints on 8 1/2" by 11" paper in condensed print.

To exit from the program after printing, press ESC and you will return to the main menu.

GL-H - PRINT G/L CODE & DESCRIPTION

Purpose of Program

Use this program to print a list of General Ledger Account Codes, Departments, Account Types, and Descriptions. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting | Print G/L Account Code and Name

Print From Account Code:	
Thru Account Code:	
Print From Department:	
Thru Department:	

Enter *From/Thru G/L Account Codes* and *From/Thru G/L Departments* on the screen displayed above. You may limit the report to any group of accounts or departments. If you do not enter limits, the program will print all account codes, departments, and descriptions. A letter indicating the account type (**I**ncome, **E**xpense, **O**wner's Equity, **A**sset, or **L**iability) is also printed.

After printing is complete, the program returns you to the main menu.

GL-I - PRINT G/L CHART OF ACCOUNTS

Purpose of Program

Use this program to get a report of the General Ledger Accounts and amounts. The report can include Current, Budget, 1, 2, 3, 4, 5 or 6 Year Past amounts. The monthly figures will be printed for each account included. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting	Print G/L Account Amounts
Print From Account Code:	
Thru Account Code:	
From Department:	
Thru Department:	
Current Amounts? [Y/N]:	
Budget Amounts? [Y/N]:	
1 Yr Past Amounts? [Y/N]:	
2 Yr Past Amounts? [Y/N]:	
3 Yr Past Amounts? [Y/N]:	
4 Yr Past Amounts? [Y/N]:	
5 Yr Past Amounts? [Y/N]:	
6 Yr Past Amounts? [Y/N]:	

On the screen above, enter a range of G/L Account Codes and G/L Departments to print. You will also have a chance to enter which monthly amount types you want to print. By entering **Y** in the appropriate fields, you may print any or all of the monthly amount types.

You can limit the report to any group of accounts or departments. If you do not enter limits, the program will print all of the accounts.

GL-J - PRINT CHECK REGISTER

Purpose of Program

Use this program to print a report of all checks and deposits entered during a specified period of time. The most common need for this kind of printout is to compare one month's transactions to your bank statement. Use this printout and your bank statement to accurately update your account balance and transaction records in **GL-K, Reconcile Check Register**. An example of the check register report is provided in Appendix F.

General Program Operation

Our Software & Consulting | Print Check Register Condition

```

Bank Account to Print:
████████████████████

Print From Check #: 0
Thru Check #: 0

Print From Date: 00/00/00

Choose Which Bank Account
1 - ABC Bank
2 - XYZ Bank - Payroll
  
```

Use the arrow keys to move the menu bar over your choice of bank account and press ENTER. You can choose from any of the accounts set up in **SY-A-D, Enter Checking Accounts..** The bank you choose is displayed in the *Bank Account to Print* field. Once you have selected the checking account you want to print, you can type in the dates to limit the printout on the screen displayed above.

If you want to print only the transactions before or after a certain date or between two dates, enter those dates in the *From/Thru Date* fields. If you want to print the entire check register including beginning and ending balance, just press ENTER in the blank *From/Thru Date* fields. This gives the program no limiting dates. The *Thru Date* field defaults to the value entered in the *From Date* field.

When the printing is complete, you are returned to the main menu.

GL-K - RECONCILE CHECK REGISTER

Purpose of Program

Use this program to reconcile the Advanced Accounting check register to your bank statement. This program updates the account balance in the system master file, and deletes from the check register all checks and deposits that have cleared the bank. If you want a hard copy record of any checks or deposits for archival purposes, use **GL-J, Print Check Register** before running this program. Once the register is balanced, the processed checks and deposits are deleted from the file. Using the reconciliation program does not affect your G/L Account balances.

If the bank charges any fees to your account, they should be entered through **GL-B, Enter/Chg/Print G/J Entries** as a Cash Disbursement.

If you get notice of an NSF check from one of your customers, you should enter it as a negative payment in **AR-C, Record Payments**. Please refer to that program for more information.

Below is an example of the screen display. The displayed checks and deposits are ones that have been marked as having cleared the bank.

Field Explanations

Our Software & Consulting		Reconcile Check Register			
Bank Account: ABC Bank		G/L Account: 10100			
Num	Clr	Date	Type	Name	Amt
0		08/31/94	Dep	ABC BANK	100.00
1		06/06/94	Dep	Acme Automotive # 1	10.00
1		08/19/94	Dep	Cardinal Center # 100	7,789.58
1		08/31/94	Dep	ABC BANK	10.00
1		09/09/94	Dep	Cleaner-1 # 1	1,360.73
1		09/09/94	Dep	Cleaner-1 # 1	100.00
1		01/26/95	Dep	Acme Automotive Repair #	200.00
15		07/20/94	Dep	Floral Concepts # 1212	70.00
15		07/20/94	Chk	Floral Concepts # 657	10.00
108		05/26/94	Dep	Eastside Transmission Inc	1,402.92
111		09/09/94	Chk	fsafdsa	100.00
111		02/23/95	Dep	Acme Automotive Repair #	100.00
111		03/04/95	Dep	ABC BANK	100.00
111		03/04/95	Dep	ABC BANK	100.00
111		03/04/95	Dep	ABC BANK	100.00
111		03/04/95	Dep	ABC BANK	100.00
111		03/04/95	Dep	ABC BANK	100.00

Cleared Items: 0 Amt: \$0.00 Running Bal: \$0.00
 F1 Help|F3 Mark All|F10 Record Reconciliation Chgs| ESC Exit

The following fields explain the display above. You are not allowed to modify any of this information in this program.

Num

The check or deposit number.

Clr

If an asterisk (*) is in this column this item is marked as clearing the bank.

Date

The transaction date for the check or deposit.

Type

Dep - Deposit / Chk - Check

Name

The name of the customer or vendor. If this is a deposit the customer's check number is appended to the customer name, if there is enough space.

Amt

The amount of the check or deposit.

AT THE BOTTOM OF THE SCREEN

Amt

The total amount of cleared entries. Deposits are added, checks subtracted.

Number of Cleared Items:

This field displays a running count of items that have been marked as cleared.

F3 key to choose all then move the cursor to the appropriate line and unchoose the item by pressing the ENTER key to unmark it. Each time you choose or unchoose an item the cursor automatically moves to the next line. This allows you to choose a large group of items by just holding the ENTER key down.

The line at the bottom of the window will show the number of items cleared, the amount, and the net balance. At the end of the process, this balance should match the ending amount given by the bank as their ending balance.

If you mark items and then find you need to make other entries (handwritten checks that didn't get entered, bank expenses, etc.) you can press the ESC key. The program will ask if you wish to unmark all marked items. Enter N or press the ENTER key to accept the default, put in the transactions necessary, and return to this program. All items you marked as cleared will still be marked. You can now choose the few items added.

To record the changes press the F10 key. The program will ask if you wish to get a print out of the items marked as cleared. You will then be asked if the entries are correct, if they are enter Y or press the ENTER key to accept the default. The items marked will then be cleared from the check register file and the ending balance will be updated.

GL-L - TRANSFER BANK ACCOUNT FUNDS

Purpose of Program

Use this program to record transfers from one of your checking accounts to another. For example, you may want to transfer funds from your general account to your payroll account prior to running payroll. A completed transfer posts to the Other Journal and to the G/L Transaction File, as well as creating deposit and withdrawal records in the G/L Check Register. You should run **GL-K, Reconcile Checking Account** to update your account balances before running this program.

General Program Operation

Our Software & Consulting		Transfer Bank Account Funds	
Date of Funds Transfer: 03/15/95			
From Bank Account:		To Bank Account:	
Bank Statement			
Beginning Balance:	0.00		0.00
Amount of Funds to Transfer: 0.00			
Transfer			
Ending Balance:	0.00		0.00

When the screen above is displayed, type in the *Date of Funds Transfer* as a standard date. The program uses this date in the form of YYMMDD (i.e., 930301 - March 1, 1993) as the invoice number for the transaction file and as the check/deposit number as appropriate in the check register.

The program displays a menu of bank accounts from which you must choose. Use the UP and DOWN ARROW keys to move the menu bar to highlight your choice, then press ENTER or enter the number to the left of the bank name. The name of the bank account you chose is then displayed in the *From Bank Account* field, and a pop-up menu is displayed for you to choose the bank to which you are transferring funds. Repeat the menu choice procedure to select the target bank account.

Once the bank accounts are selected, type in the dollar amount of funds to transfer. The balances for both accounts are displayed for your reference.

The beginning balances can have negative or zero values and transfers which exceed the beginning balance are possible, though not recommended. The balances shown come from the appropriate G/L account current amount.

Next enter the *Amount of Funds to Transfer*. Once you press ENTER in that field, you are asked if you wish to save the transfer. If you answer **Y**, the transfer is posted and you are returned to the main menu.

GL-M - ENTER RECURRING G/J TRANS

Purpose of Program

This program provides you with a convenient way to post a periodic transaction without reentering the transaction every time. Once the transaction “template” is entered through this program, the posting program (**GL-N, Generate Recurring G/J Trans**) allows you to call up the template for subsequent transactions to be filled in automatically. The current date is posted as the transaction date.

The screen below is followed by an explanation of the fields, limited to those which differ from **GL-B, Enter/Chg/Print G/J Entries**. A sample of the print option for this program is provided in Appendix F.

Field Explanations

Our Software & Consulting		Enter Recurring General Journal		
Trans Num	Next Trans Date	Type	Dep/Chk Num	Line
█	00/00/00	█	█ 0	█ 0
Selection Code: █		Frequency: █	Maximum: █	
Account-Dept	Acct Description	Debit Amt	Credit Amt	
Acct Code	Dept Description	D/C	Amount	To Balance
█	█	█	0.00	0.00 █

F1 Help|F2 Dsp Trans|F3 Print|F4 Del Transaction| ESC Exit

New Fields—Recurring Items Only

The following fields only occur in the entry screen for recurring G/J transactions. For explanations and instructions for the other fields, see **GL-B, Enter/Chg/Print G/J Entries**.

Next Trans Date

The date the next transaction is scheduled, calculated from the initial date entered, and from how frequently the transaction recurs. When you first set up a recurring entry template, enter the first date that this transaction should be generated here.

Selection Code

Use this field to attach a one letter code to the recurring transaction as a memory aid, and to enable you to limit posting to a particular type of transaction in the posting program (**GL-N**). For example, an adjusting entry for Depreciation might be assigned a *Selection Code* of **D**, or **W** for a weekly transaction.

Frequency

The entry in this field indicates the number of times per year that the transaction occurs. For example, the *Frequency* entry would be 52 for a weekly transaction or 12 for a monthly one. This field is used for calculating the next transaction date.

Maximum

The entry in this field is the maximum number of times in a year that this transaction may be posted. When the Post Recurring G/J Trans program is run, only transactions which have not yet reached their maximum are posted. This field is used to determine whether or not to post the transaction.

General Program Operation

See **GL-B, Enter/Chg/Print G/J Entries** for an explanation of how to enter a transaction in the General Journal. The fields described above are required fields, except for the *Selection Code* field. You are not allowed to save a record that does not have the required fields filled. The F3 print option uses the same procedure as in **GL-B**, except an option to enter *Selection Code* is also provided.

GL-N - GENERATE RECURRING G/J TRANS

Purpose of Program

Use this program on a regular basis to post the recurring items entered in **GL-M, Enter Recurring G/J Trans**. You can limit the posting to as few as one type of transaction, depending on your earlier choice of *Selection Code* for the transaction.

General Program Operation

Our Software & Consulting

Generate Recurring G/J Trans

This program will create a new G/J Transaction for all or selected Transactions in the recurring G/J file. The new transaction(s) can be saved to the main file OR they can be posted directly.

From Selection Code:	<input type="checkbox"/>
Thru Selection Code:	<input type="checkbox"/>
Generate Transactions due by:	03/15/95
Post Directly to G/L [Y/N]:	<input type="checkbox"/>
Ok to Continue:	<input type="checkbox"/>

Working on Recurring G/J Number:	<input type="checkbox"/>
----------------------------------	--------------------------

When the screen above is displayed, you can limit the posting to a single type of transaction by using the *From/Thru Selection Code* fields. You can generate and post transactions before their scheduled date by setting the *Generate Transactions due by* date into the future.

If you choose to *Post Directly to G/L*, the transactions are posted to the General Ledger and the General Journal at the time you run the program. However, if you want to generate dated transactions but delay posting until the end of the day, or if you want to print and post the transactions along with your regular G/J transactions, choose **N** in that field. The transactions are then transferred to the main transaction file and you can decide when to print and post them.

The *OK to Continue* field allows you either to proceed with the program or to return to the main menu.

GL-O - FORMAT CUSTOM STATEMENTS

Purpose of Program

Use this program to create specialized financial statements for your business. You can customize the statement titles, add headers, label your total lines, place information in up to nine different column locations, print G/L accounts, account numbers, and descriptions, and use blank lines and page break commands for a custom appearance for your statements. You can enter as many sub-divisions as you want for dividing your statement totals. Be sure to consult your accountant when creating these financial statements to be sure that the statement totals properly reflect your Chart of Accounts.

This section is divided into a summary of the screen fields and their functions, a short tutorial to help you create your first simple statements, and examples of the what the finished statements you have created should look like. Scan the tutorial before using the field descriptions below for the first time.

The screen below is an example of what you will see when you request this program. The screen fields are initially blank.

Field Explanations

Our Software & Consulting

Format Custom Financial Statements

Report Name: ██████████												
Op	G/L	From	-	G/L	Thru	T	B	P	L	\$	D/C	Description

Report Name

The 10 character name you give to your custom financial statement so that you can retrieve it after saving (This does not print as a title on the statement itself). This is not an actual DOS file name.

Op

The operator or command code. You can choose your operators from an on-screen menu. The operator chosen determines which of the screen columns (T, B, P, L, etc.) you are allowed to fill in. These are summarized in **General Program Operation** below.

G/L From

The starting value to use when printing or totaling G/L accounts.

G/L Thru

The ending value to use when printing or totaling G/L accounts.

T

This report utility allows up to 20 uniquely identified totals. Assign a number (1-20) for one of the functions below:

- If you are printing blank lines, this is where to enter the number of lines.
- The program totals the amounts in the G/L account range requested with a command to 'Get G/L Accounts' (**Ga**), then places this amount in the total field which you assign a number (1-20) here. For any of the Total commands (add, print, or clear), this field identifies which of the assigned totals (1-20) is to be operated upon.

B

In this column, you put the number (1-20) of the total field you want to use a base to calculate percentages against when you choose the *Calculate %'s* option in **GL-P, Print Custom Statements**. For example, if you want to show each Asset account amount as a percentage of the Asset total, you would put the number you have assigned to the Asset total into the *B* column.

The *B* column also serves the purpose of holding the sum of the amounts when using an **At** (Add to Total) command.

P

If the command in the *Op* field is **Ga**, this field determines whether the accounts are to be printed on the statement or not. This gives you the option of reading G/L accounts into your statement without printing every one. Enter a **Y** or **N**.

L

If you choose to print only one category of account amounts (e.g. Current amounts only) when you run **GL-P, Print Custom Statements**, then use this column to enter the locations where the fields will print on the statement. Advanced Accounting controls the column layout if more than one category is selected for a report (e.g. Current amounts and 1 Year Past amounts).

You can use this location flexibility to print account amounts in one location and then print the total offset slightly. The locations for a single column format are based on increments of 5 character positions from left to right margin. Enter a number between 1 and 9. You will see examples of column location formatting in the report samples at the end of this section.

\$

Specifies if a dollar sign is printed before the amounts specified in the current line. Enter **Y** or **N**.

D/C

When entering a **pT** (Print Total Field) command, you must enter the debit or credit status of the total into this field. Consult your accountant to confirm this status, as it depends on the types of accounts totaled.

Description

Use this field to enter the text of a title or header. Account totals, when printed, can also be given a text heading.

Other operations are available in the menu listed across the bottom of your screen. These options vary as to their availability. As always, you need to watch the bottom line on your screen to know which options are currently available.

General Program Operation

To begin a new format, or to display an existing one, type the format name into the *Report Name* field (the F2 option is also available to display a list of existing report formats).

If this is a new format, the **Mt** (Main title) command is automatically placed on line 1 and the program asks for the format title.

The cursor is placed on the first line for editing. To change a line move the cursor to the appropriate line and press the ENTER key. To insert a line move the cursor to the line you want to insert before and press the INSERT key. To add to the end of the format press the END key to move the cursor to the last line, press the DOWN ARROW key to get to a new line (blank) and press the ENTER key. To delete a line move the cursor to the appropriate line and press the DELETE key.

The first item is the Op or operation code. A menu of the options will be displayed. To choose the option move the cursor to the appropriate item and press the ENTER key or enter the marked character. The options for this item are as follows:

tO - top O f form:	Go to the top of the next page.
Mt - M ain title :	The statement's main title. This is only allowed once within the format and is always the first line.
pH - print H header:	Print a format header line.
Ga - G et G/L accounts:	Get a specific account or group of accounts and print them and/or total them.
At - A dd to total:	Add one total field to another. Generally used to keep track of running totals or subtotals.
pS - print S ingle line:	Print a single dashed line (-----).
pD - print D ouble line:	Print a double dashed line (=====).

- pB** - print **B**lank line: Print blank lines; you specify a number of lines in the *T* column.
- pT** - print **T**otal field: This command will print a total that has been accumulated from the G/L account records or from the Add Total command.
- Ct** - **C**lear total field: Sets an assigned total to zero if you need to re-use it.

With each command you use a different combination of the screen columns to specify the parameters for the command. During format entry, the cursor only goes to the columns needed for the current command. For example, only the 'Get G/L Accounts' command uses the *G/L From/Thru* column; the main title command does not use a *\$* option. Below is a simple table of the command codes along with the columns they use.

Once you have entered all the lines for a specific format you can save it by pressing the F10 key. To exit this program without saving the format (or changes made) press the ESC key and answer Y to question of whether to exit without saving.

Column Code: Op Code:	G/L From/Thru		T	B	P	L	\$	D/C Description
Mt								X
pH						X		X
Ga	X	X	X	X	X		X	
At		X	X					
pS						X		
pD						X		
pB			X					
pT		X	X		X	X	X	X
Ct			X					

Sample Formats

To give you an idea of how this format specification works, simple examples will be presented, with the steps involved and the underlying reasons detailed. The three sample formats shown in this chapter take you from a very simple to a reasonably complex format.

The following is the format for a simple financial statement, a Trial Balance. Try to enter this statement yourself to get a feeling for the program. The two sample formats following this one ('BAL' and 'INCOME') are also included with your sample data, so you can print or modify them if you choose. An example of the printed statements can be found at the end of this section.

Report Name: TRIAL BAL									
Op	G/L From	G/L Thru	T	B	P	L	\$	D/C	Description
MT			0	0		0			Trial Balance Report
PH			1	0		1			TRIAL BALANCE ACCOUNTS:
PB			1	0		0			
GA	10100	32000	1	1	Y	1	N		
GA	37000	70000	1	1	Y	1	N		
PD			0	0		1			
PT			1	1		1	N	C	Trial Balance Total:

F1 Help|F3 Print|Del Delete|Ins Insert|F10 Save|

ESC Quit

Trial Balance Format

This format consists of 7 different lines.

- Line 1: This is the title of the format. This will always print along with the company name and date at the top of each statement page. It is entered when you choose to create a new format.
- Line 2: This is a header line. It will be printed starting in the leftmost position, specified by the 1 in the *Location* column.
- Press the DOWN ARROW key to get to a blank line and then press the ENTER key.
 - Enter H to choose **pH** from the Operations menu.
 - Type a **1** into the *L* field.
 - Type the words **TRIAL BALANCE ACCOUNTS:** into the *Description* column.
- Line 3: Prints 1 blank line. The number of blank lines printed is specified in the *T* column.
- Press the ENTER key then choose **pB** from the Operations menu (enter B).
 - Type a **1** (for 1 blank line) into the *T* column.
- Line 4: Prints the G/L accounts starting with account number 10100 and ending with number 32000, inclusive. The amounts printed (*P*=Y) will be summed into the Total field 1 (*T*=1). Any percentages to be calculated will use this assigned total as a base (*B*=1). Because the statement printing program (**GL-P**) offers the option of calculating percentages, you must set up a percentage base here. Each item will print starting in the leftmost column (*L*=1), and no dollar sign (*\$*=N) will be printed.

There is no *Description* because the descriptions entered in the Chart of Accounts will be used.

1. Choose **Ga** from the Operations menu (enter G).
2. Type **10100** into the *G/L From* column.
3. Type **32000** into the *G/L Thru* column.
4. Type **1** into the *T* column.
5. Type **1** into the *B* column.
6. Type **Y** into the *P* column. This prints the account amounts.
7. Type **1** into the *L* column. This prints into the first column space on the statement.
8. Type **N** into the *\$* column.

Line 5: This line will print the accounts from 37000 through 70000. This will leave out the account 36000, Current Earnings, the closing account. If we were to include this account in the report our balance would be off by the amount in this account. For this line the entry is the same as line 4 except for the change in the account numbers.

Line 6: Prints a double line before the total (=====). This will be printed at the column location 1 (*L=1*).

1. Press the ENTER key and choose **pD** from the Operations menu (enter D).
2. Type a **1** into the *L* column.

Line 7: Prints the assigned total 1 (*T=1*) using itself as a calculation base (*B=1*); the percentage will always be 100 (the Income Statement later in this chapter shows a more complex use of the calculation base column). The assigned total 1 is specified to print in column location 1 (*L=1*), with no dollar sign (*\$=N*), and the heading to be printed is **Trial Balance Total**.

1. Press the ENTER key and choose **pT** from the Operations menu (enter T).
2. Type a **1** into the *T* column.
3. Type a **1** into the *B* column.
4. Type a **1** into the *L* column.
5. Type an **N** into the *\$* column.
6. Type a **C** into the *D/C* column.
7. Type the words **Trial Balance Total**: into the *Descriptions* column.

Balance Sheet Format

The following is a slightly more complex statement, a balance sheet. If you still have your sample data available, you can view this report format by requesting report BAL. Notice that only ten lines can display at one time. Use the Up and Down arrow keys to move the line marker to the line you wish to view or edit.

An example of the printed report can be found at the end of this chapter.

Note how in line 7 the total field 1 is cleared (**Ct**) so that it can be used for another account total, after the current account total has been printed in line 5.

In line 13, the Add Total command adds the total identified in column *T*(1) to the total identified in column *B*(2), and the sum is retained in column *B*. Then total 1 is cleared in line 14. Total 2 saves the total Liabilities, so that it can be added later to the Owner's Equity total. Lines 13 and 14 demonstrate how you can re-use total 1 for each account and accumulate the sum of all these totals in the total 2 field.

Adding the Liability and Owner's Equity is done by the Add Total command in line 20, where total field 1 (which was cleared and now is being used for the Owner's Equity total) is added into total field 2 (containing the Liability total).

In line 23, total field 2 is printed. This prints Liabilities + Owner's Equity, to complete the Balance Sheet.

The method of using one total field over and over, "emptying" it, so to speak, into other total fields which are holding the totals you wish to keep is a useful way to limit the number of unique operations in your format.

Income Statement Format

Finally, the most complex statement yet, an income statement. If you still have your sample data, you can see this statement format by requesting INCOME. An example of this statement is also provided at the end of this section.

Notice the similarities between this statement and the earlier balance sheet.

In this format, the G/L account amounts that are read into total fields 1 and 2 (income totals and expense totals) are all added to total field 3, which is then used as both the net total and as the calculation base for percentages. In other words, this statement will show income and expenses as a percentage of net income.

Whether you keep one total field and add all the others into it or keep multiple totals will depend on the kind of statement you are trying to create.

 To correctly calculate the total amounts, the program will actually process the statement twice. The first time the program is calculating totals in order to print the percentages the second time through. This means you will not want to clear the field or fields you are using as a base. Be careful not to use your calculation base as a "bucket" field that you continually fill and empty.

There are also differences between this statement and the earlier ones. Notice, for example, that the totals are to be printed with dollar signs (column \$). Notice also that the account amounts are printed in column location 1, the subtotals in location 2, and the net total in location 3 (column *L*).

General Ledger

You will probably need to try to use this program a few times, print some statements, then improve your format until you are happy with it. With a little practice you will be preparing sophisticated formats that give an individualized look to your company's financial statements. You can specify specific account balances and the percentage printing option in the statement printing program (**GL-P**), once the report is saved. You can easily use this program for all of your statements, bypassing the standard statements in **GL-F, Enter Financial Statements**.

The printed version of the report samples are included here for reference.

Our Software & Consulting
Trial Balance Report
Monday March 1, 1993

Current
Jan-Dec

TRIAL BALANCE ACCOUNTS :

ABC BANK	777,219.02
XYZ BANK - PAYROLL	7,688.75
PETTY CASH	
SAVINGS BANK - CD'S	
INVESTMENTS	
ACCOUNTS RECEIVABLE	1,875.10
ALLOWANCE FOR BAD DEBTS	
EMPLOYEE ADVANCES	
INVENTORY-HARDWARE	159,392.00
INVENTORY-SOFTWARE	2,425.10
INVEN. REC'D NOT INVOICED	
PREPAID INSURANCE	
DEPOSITS	
VEHICLES	9,990.00
ACCUM. DEP. VEHICLES	
COMPUTER EQUIPMENT	1,509.38
ACCUM. DEP COMPUTER EQUIP	
FURNITURE	9,129.22
ACCUM. DEP. FURNITURE	
ACCOUNTS PAYABLE	5,739.22
BANK LOAN PAYABLE	
FIT PAYABLE	
FICA PAYABLE	
FUTA PAYABLE	
SUTA PAYABLE	
SDI PAYABLE	
WORKMAN'S COMPENSATION	
CITY TAX PAYABLE	
STATE SALES TAX PAYABLE	
SIT PAYABLE	
MEDICAL INS. PAYABLE	
UNION DUES	
SAVINGS PLAN	
DENTAL INSURANCE	
COMMON STOCK	1,000,000.00
PD IN CAPITAL-EXCESS PAR	
RETAINED EARNINGS	

SOFTWARE-TAXABLE	
SOFTWARE-NON-TAXABLE	450.00
SUPPORT	
CUSTOM PROGRAMMING	
HARDWARE SALES-TAXABLE	12,787.66
HARDWARE SALES-NONTAXABLE	3,790.50
CONSULTING SERVICES	3,000.00
FREIGHT OUT	125.10
INTEREST INCOME	
RETURNS & ALLOWANCES	
COMPUTER HARDWARE	11,058.00
SOFTWARE MANUALS	75.10
SOFTWARE DISKS & PACKING	
FREIGHT EXPENSE	568.64
PAYROLL-PRODUCTION	
DISCOUNTS TAKEN	
TAX EXPENSE ON PURCHASE	
FREIGHT IN	414.22
PAYROLL-ADMINISTRATION	1,000.00
PAYROLL-SALES	650.00
PAYROLL-SUPPORT	850.00
PAYROLL-PROGRAMMERS/CONS.	900.00
PAYROLL TAX EXPENSE	817.31
MEDICAL INSURANCE	675.19
ADVERTISING	26,000.00
BAD DEBTS	
BANK FEES	
CHARGE CARD FEES	
DEPRECIATION	
EDUCATION	295.10
FREIGHT EXPENSE	
INSURANCE-BUSINESS	
OFFICE SUPPLIES	
POSTAGE	500.00
RENT	2,500.00
TAXES-STATE	1,100.00
TAXES-CITY	
TELEPHONE	1,642.23
TRAVEL & ENTERTAINMENT	7,026.24
UTILITIES	592.18
INTEREST EXPENSE II	
INTEREST EXPENSE	
FEDERAL TAX EXPENSE	
	=====
Trial Balance Total:	0.00

Our Software & Consulting
 INCOME STATEMENT
 MONDAY MARCH 1, 1993

PAGE: 1

CURRENT
 JAN-DEC

SALES :

SOFTWARE-TAXABLE	
SOFTWARE-NON-TAXABLE	450.00
SUPPORT	
CUSTOM PROGRAMMING	
HARDWARE SALES-TAXABLE	12,787.66
HARDWARE SALES-NONTAXABLE	3,790.50
CONSULTING SERVICES	3,000.00
FREIGHT OUT	125.10
INTEREST INCOME	
RETURNS & ALLOWANCES	
	\$ 20,153.16

EXPENSES :

COMPUTER HARDWARE	11,058.00
SOFTWARE MANUALS	75.10
SOFTWARE DISKS & PACKING	
FREIGHT EXPENSE	568.64
PAYROLL-PRODUCTION	
DISCOUNTS TAKEN	
TAX EXPENSE ON PURCHASE	
FREIGHT IN	414.22
PAYROLL-ADMINISTRATION	1,000.00
PAYROLL-SALES	650.00
PAYROLL-SUPPORT	850.00
PAYROLL-PROGRAMMERS/CONS.	900.00
PAYROLL TAX EXPENSE	817.31
MEDICAL INSURANCE	675.19
ADVERTISING	26,000.00
BAD DEBTS	
BANK FEES	
CHARGE CARD FEES	
DEPRECIATION	
EDUCATION	295.10
FREIGHT EXPENSE	
INSURANCE-BUSINESS	
OFFICE SUPPLIES	
POSTAGE	500.00
RENT	2,500.00
TAXES-STATE	1,100.00
TAXES-CITY	
TELEPHONE	1,642.23
TRAVEL & ENTERTAINMENT	7,026.24

UTILITIES	592.18
INTEREST EXPENSE II	
INTEREST EXPENSE	
FEDERAL TAX EXPENSE	
<hr/>	
TOTAL EXPENSES:	\$ 56,664.01

NET INCOME BEFORE TAXES: \$< 36,510.85>
 =====

OUR SOFTWARE & CONSULTING
 SAMPLE FORMAT: BAL SHEET
 MONDAY MARCH 1, 1993

PAGE: 1

CURRENT
 JAN-DEC

ASSETS:	
ABC BANK	777,219.02
XYZ BANK - PAYROLL	7,688.75
PETTY CASH	
SAVINGS BANK - CD'S	
INVESTMENTS	
ACCOUNTS RECEIVABLE	1,875.10
ALLOWANCE FOR BAD DEBTS	
EMPLOYEE ADVANCES	
INVENTORY-HARDWARE	159,392.00
INVENTORY-SOFTWARE	2,425.10
INVEN. REC'D NOT INVOICED	
PREPAID INSURANCE	
DEPOSITS	
VEHICLES	9,990.00
ACCUM. DEP. VEHICLES	
COMPUTER EQUIPMENT	1,509.38
ACCUM. DEP COMPUTER EQUIP	
FURNITURE	9,129.22
ACCUM. DEP. FURNITURE	
<hr/>	
TOTAL ASSETS:	\$ 969,228.37
=====	

LIABILITIES:	
ACCOUNTS PAYABLE	5,739.22
BANK LOAN PAYABLE	
FIT PAYABLE	
FICA PAYABLE	
FUTA PAYABLE	
SUTA PAYABLE	
SDI PAYABLE	
WORKMAN'S COMPENSATION	
CITY TAX PAYABLE	
STATE SALES TAX PAYABLE	
SIT PAYABLE	
MEDICAL INS. PAYABLE	

General Ledger

UNION DUES
SAVINGS PLAN
DENTAL INSURANCE

TOTAL LIABILITIES:	\$	5,739.22
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OWNER'S EQUITY

COMMON STOCK	1,000,000.00
--------------	--------------

PD IN CAPITAL-EXCESS PAR

CURRENT EARNINGS	< 36,510.85 >
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RETAINED EARNINGS

TOTAL OWNER'S EQUITY:	\$	963,489.15
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TOTAL LIAB. & O.E.:	\$	969,228.37
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GL-P - PRINT CUSTOM STATEMENTS

Purpose of Program

This program allows you to print out the specialized financial statements you defined in **GL-O, Format Custom Statements**. You can choose from a menu of report formats. If you are using multiple companies and you have used **SY-I, Consolidate Financials** to create a consolidated Chart of Accounts, you are offered the option of printing a statement from those combined records. Samples of statements printed with this program are provided in **GL-O, Format Custom Statements** and in Appendix F.

General Program Operation

When you run this program, the screen display is similar to that of **GL-G, Print Financial Statements**. Type in the name of the custom statement format you wish to use, or press F2 to choose from a menu of format names.

Once you have chosen a report format, the operation of this program is identical to that of **GL-G, Print Financial Statements**. Please refer to that section if you need more information.

ADVANCED ACCOUNTING

VERSION 5.1

Chapter 5

Accounts Receivable

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ACCOUNTS RECEIVABLE OVERVIEW

The **Accounts Receivable** module allows you to enter, change, or print your customer information. To use Accounts Receivable programs, you must already have necessary default information entered into **SY-A, Enter/Change Comp Info** including your checking accounts and your company name (for printing). You will also need the terms information that you entered into **SY-B, Enter/Change Terms Info**. For a complete list of what needs to be set up before using Accounts Receivable, see **Getting Started**, chapter 3.

In Accounts Receivable you can set up all of your customer information so that it is available when creating sales orders and invoices. You can use your customer codes in this module to find out which of your customer invoices are overdue, record customer payments, and print statements for your customers. You can also print your customer information out as a simple list of names and codes, a list with addresses and telephone contacts (on paper or Rolodex cards), or an extended list of customer sales information.

For state taxes owed, you can now have collecting authorities designated, you can print sales tax reports in statement form, and you can transfer the outstanding sales tax amounts to Accounts Payable for payment. In addition, Advanced Accounting's full integration makes all of this information available throughout the system, so the customer data you enter here can be called up instantly in other modules.

The Accounts Receivable module contains the program options listed below. Immediately following that is an overview of the program operations. Finally, you will see a detailed explanation of each program, describing how to use each one.

- A - Enter/Change Customers
- B - Enter/Change Vouchers
- C - Record Payments
- D - Charge Interest on Inv
- E - Print Statements
- F - Print Aging
- G - Print Cust Code & Name
- H - Print Cust General Info
- I - Print Cust Sales Info
- J - Print Cust Mail Labels
- K - Print Cust Rolodex
- L - Sales Tax Maintenance

A - Enter/Change Customers

Enters new customers or changes information about current ones. You can also use this program to delete a customer, unless that customer has outstanding invoice or credit amounts. The terms information entered here will be used as a default in **AR-B, Enter/Change Vouchers** and **SO-A, Enter/Change Sales Orders**.

B - Enter/Change Vouchers

Enters vouchers or Credit Memos directly to the Accounts Receivable subsidiary account without creating an invoice or affecting inventory. This can be used for non-inventory sales, adjusting entries to a customer account, or for initial setup of the A/R records (see **Getting Started**). You may change a transaction entered here until you record a payment on the invoice. The voucher may be distributed over a maximum of 10 different G/L accounts.

C - Record Payments

Records payments made by your customers. You may enter prepayments, partial payments, overpayments, payments in full, and apply outstanding credits. This program can automatically apply the payment to outstanding invoices, starting with the oldest, or you can pick individual invoices to apply payment.

D - Charge Interest on Inv

Adds an interest invoice to customers who have overdue invoices. The only customers charged are those who have *Charge Interest?* set to **Y** in the Customer files (see **AR-A, Enter/Change Customers**).

E - Print Statements

Prints the customer's outstanding invoice information on statement forms. You may specify a range of customer codes for printing, and you have the option of summarizing earlier transactions into a balance forward.

F - Print Aging

Three different aging reports are available. The first is a single-customer overview for a quick scan of one account. The second is the standard aging by customer giving totals for current, 30, 60, 90 and 120 days (or for periods you define). The third is a very useful listing of open invoices grouped by type of payment terms.

G - Print Cust Code & Name

Prints a listing of customer codes and names. You may limit the report by entering a range of customer codes.

H - Print Cust General Info

Prints the customer general information including address, contact, and telephone number. You may limit the report by entering a range of customer codes.

I - Print Cust Sales Info

Prints customer sales information in a spreadsheet fashion for an entire year by month. You are able to limit the report by year, from/through customer code, from/through customer class, for sales over a certain amount, by salesperson assigned and by state code. You can also choose whether to print gross or net sales.

J - Print Cust Mail Labels

Prints mailing labels. Labels can be printed for a range of customer or zip codes and can be printed in zip code order.

K - Print Cust Rolodex

This program will print general customer information on Rolodex cards. Using this program, you may choose to print all customers, limit by customer code, or print only new customers not yet printed.

L - Sales Tax Maintenance

Allows you to create specific authorities for sales tax collection. Each authority can be composed of up to 3 distinct sub-authorities. For example, sales into a given city might be taxed at the state, county, and city levels. The program will keep track of sales, taxes, etc. for each sub-authority. Each sub-authority can have its own tax rate, vendor and posting account. The total of the sub-authority tax rates is the total tax rate for the locality.

AR-A - ENTER/CHANGE CUSTOMERS

Purpose of Program

Use this program when you begin selling to a new customer, or if there is a change in the customer name, address, telephone number, or your customer contact. This program is also used to assign tax authorities for payment of state sales tax liabilities. Be sure any necessary sales term information has already been entered in **SY-B, Enter/Chg Terms Info**, and, if applicable, in **AR-L, Sales Tax Maintenance**.

Field Explanations

Our Software & Consulting					Enter/Change Customer Information				
Code:		Contact:							
Name:		Phone:							
Add1:		Fax:							
Add2:		Cr Limit:	0.00						
CSZ:		Sls YTD:	0.00						
Ctry:		LVR:	0.00						
Rmks:									
Class	Start	Slsp	Int?	Stmt?	Tax?	PLvl	Terms	Hist?	Tax Auth
	00/00/00	0				0	0		
Crdts:	0.00	Inv:	0.00	Lst Sale:	00/00/00	Lst Pmt:	00/00/00		

Standard Customer Information

Customer Code (Required)

The Customer Code you assign to identify this record in other parts of Advanced Accounting. This is a 10 character alphanumeric field.

NOTES

If the word **NOTES** appears to the right of the Customer Code when a record is active (displayed on the screen) then you have notes recorded for this customer. To display them press the Alt-F1 key. For more information please see chapter 2, **Getting Around in Advanced Accounting 5.1, TASNotes**.

Name

The actual customer name.

Add1 - Address Line 1

The first of 2 address lines.

Add2 - Address Line 2

The second of 2 address lines. This can be a second address or simply a suite number.

CSZ - City, State and Zip (Postal) Code

City is a 15 character field, State is the next 2 character field, and Zip or Postal Code is the next 10 character field.

Ctry - Country

If you have customers in multiple countries, enter the country name here.

Contact

The person at your customer's location with whom you normally speak.

Phone and Fax

The telephone and telefax machine (if applicable) number for this customer.

Cr Limit - Credit Limit

The maximum amount this customer is allowed to have outstanding in open invoices. If the customer exceeds this limit during invoice entry, the program will alert you to that situation. You may, however, turn off all checking using **SY-A-B, Enter/Change Invoicing Defaults**.

Sls YTD - Sales Year to date

This is the total gross sales for this customer during the current calendar year.

LYR - Sales Last Year

The gross sales for this customer for the previous calendar year.

Rmks - Remarks

These two lines will be displayed during sales order entry (**SO-A**) after the customer is chosen but before any other information is entered. You can use these lines as a reminder of important information that you want everyone to see before entering an order for this customer. This might be credit hold, special deals, etc.

Class - Customer Classification

This is a 2 character alphanumeric field used as an additional means of grouping customers for reports. For example, you might want to group all of your charge customers, or all of your customers who are resellers, into a single report. Use this field to designate such a group.

Start

A standard date; the date of the first sale to the customer or when they were entered into the system.

Slsp - Salesperson

The employee code of the salesperson who is handling this customer account. You must already have designated your commission employees in **PR-H, Enter Salespeople** before making an entry here.

Int? - Charge Interest?

If you want this customer to be charged interest on past due invoices in **AR-D, Charge Interest on Inv** enter a **Y** in this field; otherwise enter **N**.

Stmt? - Print Statement?

Enter **Y** if this is a customer is to be sent a statement.

Tax? - Are sales to this customer normally taxable?

Enter **Y** if this customer is normally charged sales tax on transactions; otherwise enter **N**.

PLvl - Price Level

A number (0-9) indicating the level of discounting you offer to a customer. In Advanced Accounting, this is a flexible way to set up a multi-tiered discount structure. The discount is set up in **IC-H, Enter Price Matrix** or as a part of the inventory item entry (**IC-A**). The default entry, level 0, is the base price for the inventory item. See **Using a Price Matrix** in chapter 9.

Terms - Default Terms number

Enter the terms of payment here, chosen from the terms menu. The payment terms entered here will appear as a default entry when creating vouchers and sales orders.

Tax Auth - Taxing Authority Code

Information on all sales for this customer, taxable and non-taxable, will be saved to this taxing authority record so that you will be able to produce the reports required. You must already have entered at least one tax authority in **AR-L, Sales Tax Maintenance** before filling in this field.

Crdts - Outstanding Credits

The dollar amount of credits for this customer which have not been applied toward outstanding invoices. If you credit a customer, or enter a prepayment, the amount will be recorded as a line item in the A/R detail to be used in paying outstanding invoices, and is displayed here as a quick reference memo.

Inv - Outstanding Invoice Amts

The dollar amount outstanding in open invoices for this customer. There can be an amount in this field even if the customer also has a credit balance. In that case the credits have not been applied to the outstanding invoices.

Lst Sale - Date of last sale

The date of the last invoice posted for this customer.

Lst Pmt - Date of last payment

The date of the last payment made by this customer.

General Program Operation

Creating a New Customer Record

When the screen is first displayed the cursor is located in the *Cust Code* field. Enter a new Customer Code and press ENTER. Use codes that will help you identify customers in groups or alphabetical ranges for other operations in Advanced Accounting.



This program will automatically create a Customer Code depending on a choice you make in System Maintenance (**SY-A-B**). The program will either use the Telephone number (takes all characters other than the numeric ones out first), use a sequential number, or uses a combination of the first 6 characters of the Customer Name, then the State and the first two characters of the City (this is the default and what we use at BTI). To have the system create a code for you just press the ENTER key when you're at the Customer Code (leave it blank). Before you are asked if you wish to save the record the new code will be displayed. If for some reason the code would conflict with one already on file you will be notified and you must change it so that it doesn't.

You can also set the defaults values for each field in a new customer record by creating a DEFAULT record. For more information about this please refer to chapter 2, **Getting Around in Advanced Accounting 5.1, Default Records**.

If the Code has been previously used the appropriate record will be displayed. To clear the screen so that you can enter another code, press F3.

After you enter the new Customer Code, fill in the rest of the appropriate fields (see **Field Explanations** above). You can save a record in either of two ways:

1. After you fill in the last field and press ENTER, the program asks whether you want to save the record:

If you answer **Y**, the record will be saved and the screen cleared.

If you answer **N**, the program will return you to the *Cust Name* field to edit the record. If you use the Up arrow to enter the *Cust Code* field at this point, any data entered and not saved will be lost.

2. At any time while entering data, you can press F10 and the program asks whether you want to save the record. Your options are the same as in choice 1.

You must answer **Y** when asked if you want to save the record before the record will be permanently recorded in the customer file. The program will not allow you to save a record that does not have a customer code.

After saving a record in the customer file the program will also ask if you wish to enter a sale for that customer. If you enter **Y** the program will chain to the **SO-A** program. When it is finished you will be returned to this program. This applies to both new and current customers.

Changing an Existing Customer Record

If you need to change a customer address or telephone number, or if some other important information has changed, find the existing customer record by performing one of the following operations:

1. Enter the full customer code at the *Cust Code* field and press ENTER.
2. Use the standard record search keys to search for the code. For a list of these keys and their functions see the explanation in the **Getting Around in Advanced Accounting**, chapter 2.
3. Use the list display option to choose from a list of customers. Press F2 to display the list of existing customers, then proceed as explained in **Getting Around in Advanced Accounting**.

Once the customer record is displayed, you may change any of the fields above the single line. You will not be able to change *Crdts*, *Inv*, *Lst Sale* or *Lst Pmt*. Save the changes as described in **Creating a New Customer Record** above.



To change a Customer Code please refer to **SY-M, Change Related Rec Vals.**

Deleting an Existing Customer Record

When you delete a customer record, the *Outstanding Inv Amt* and *Outstanding Credit Amt* balances for the customer must show a \$0.00 balance. Find the appropriate record as in the change process above. Press the F4 key. The program will ask you to verify the delete request. **Once it is deleted the record cannot be recovered.** You will have to reenter the customer if it is deleted in error. When a customer is deleted the program also deletes any additional address, contact and credit card records.

Other Customer Options

Using this same program you may get other information about this customer and enter additional

addresses, contacts and credit card info that can be used during sales order entry. If you press the PAGE DOWN key the following menu will be displayed:

Our Software & Consulting		Enter/Change Customer Information	
Code: ACMAUTWASE	NOTES	Contact: Ralph James	
Name: Acme Automotive Repair		Phone: 206 433 7977	
Add1: 10404 Aurora Avenue N.		Fax:	
Add2: Bldg B		Cr Limit: 0.00	
CSZ: Seattle WA 98013		Sls YTD: 12619.00	
Ctry: USA		LVR: 0.00	
Rmks: This is one of our	Customer Options	well!	
Class Start Sls	1 - Current Orders	ms Hist? Tax Auth	
BB 06/22/94 125	2 - Invoice History	<input checked="" type="checkbox"/> <input type="checkbox"/> NC	
	3 - Aging		
	4 - Sales by Date Range		
	5 - Sales by Month		
	6 - Invoice Lines	12/95 Lst Pmt: 02/23/95	
Crdts: 0.00 Inv	7 - Alt Addresses		
	8 - Alt Contacts		
	9 - Credit Cards		

1. **Current Orders** - This option will show a list of all current (open) Sales Orders. This is a sliding list and you can see more of the record by pressing the RIGHT ARROW key. You can see the entire order by moving the cursor bar to the appropriate line and pressing the ENTER key. The program will chain to **SO-A** and the order will be displayed. If you wish to enter a new order from this list then press the INSERT key.

Once the sales order is completely invoiced it is automatically deleted from this list. To delete a sales order before invoicing you must first choose it by moving the cursor to the appropriate line and press the ENTER key. When the sales order header is displayed press the F4 key. You will be asked to confirm your action. If you enter Y the entire sales order will be deleted and you will be returned to this list.

2. **Invoice History** - This will show a listing similar to option 1 above, however, this displays invoices instead of sales orders. To see the entire invoice move the cursor bar to the appropriate line and press the ENTER key. The program will chain to **SO-K**. You may continue displaying invoices for that customer until you reach the end of their invoice history.
3. **Aging** - This option will chain to **AR-F** and will display the current aging for this customer.

Our Software & Consulting		Enter/Change Customer Information	
Code:	ACMAUTWASE	NOTES	Contact: Ralph James
Name:	Acme Automotive Repair		Phone: 206 433 7977
Add1:	10404 Aurora Avenue N.		Fax:
Add2:	Bldg B		Cr Limit: 0.00
CSZ:	Seattle WA 98013		Sls YTD: 12619.00
Ctry:	USA		LVR: 0.00
Rmks: This is one of our best customers, treat them well!			
Sales for this Customer			
C1	Display Sales By Date Range		
BE			
Cr	From	Thru	Num Orders
	00/00/00	00/00/00	0
	00/00/00	00/00/00	0
	00/00/00	00/00/00	0
	00/00/00	00/00/00	0
	All Sales		0
			Total Dollars
			0.00
			0.00
			0.00
			0.00
			0.00
			Avg Sale
			0.00
			0.00
			0.00
			0.00
			0.00
Press ESC to return to Main Customer Screen			

ESC Exit

- Sales by Date Range** - If you choose this option the screen above is displayed. You will be able to enter 4 different date ranges. The program will automatically calculate the total sales amount. The dates you enter are saved and will be used as the defaults the next time you choose this option for any customer. This option uses data in the invoice history file and will only be effective if you have *Hist?* set to **Y** for this customer. The results of this option may be printed if desired.
- Sales by Month** - This option will print the Gross, COGS, Net Sales and Net Margin Percentage by month for this customer. Only those months in which sales were recorded will be displayed. The program will display up to 5 years of sales in descending order (current year first).
- Invoice Lines** - This option will display only the line items from past invoices. This will let you quickly and easily see the actual items from those invoices without having to scan through each individual invoice as in option 2 above. However, if you choose a specific line item the invoice for that line item will be displayed as in option 2 above. You will be able to limit the display to only the current year and only actual line items will be displayed, no message lines.
- Alt Addresses** - If this customer has alternate addresses for mailings, shipping, etc., use this option to add, change or delete them. You can choose from among these addresses during sales order entry for either the Sold To or Ship To address. See **Alternate Address Maintenance** below for more information.
- Alt Contacts** - If this customer has alternate contacts use this option. See **Alternate Contact Maintenance** below for more information.
- Credit Cards** - If this customer charges orders on a credit card you will be able to record their credit card information here. This information is available to you during sales order entry. See **Credit Card Maintenance** below for more information.

Alternate Address Maintenance

Use this to keep additional addresses for this customer. These addresses can be used in sales order entry for either the Sold To or Ship To address. When you choose this option the following list box is displayed (if you have not entered any alternate addresses previously then the list is empty):

```

Our Software & Consulting | Enter/Change Customer Information
-----
Code: ACMAUTWASE          NOTES          Contact: Ralph James
Name: Acme Automotive Repair          Phone: 206 433 7977
Add1: 10404 Aurora Avenue N.          Fax:
Add2: Bldg B          Cr Limit: 0.00
CSZ: Seattle          WA 98013          Sls YTD: 12619.00
Ctry: USA          LVR: 0.00

Rmks: This is one of our best customers, treat them well!

Class Start Slsp Int? Stmt? Tax? PLvl Terms Hist? Tax Auth
BB 06/22/94 125 Y Y Y 0 5 Y NC
Enter/Change/Delete Addresses
-----
Name | Address Line 1 | Address Li
-----|-----|-----
Acme Automotive Repair | P.O. Box 11323 |
Acme Automotive Repair | 10404 Aurora Avenue N. | Back of Bu
Acme Automotive Repair | this is another | address

Move cursor/press ENTER to Change | INSERT Add New | DEL Delete | ESC Exit
    
```

To enter a new alternate address press the INSERT key and the following screen will be displayed:

```

Our Software & Consulting | Enter/Change Customer Information
-----
Code: ACMAUTWASE          NOTES          Contact: Ralph James
Name: Acme Automotive Repair          Phone: 206 433 7977
Add1: 10404 Aurora Avenue N.          Fax:
Add2: Bldg B          Cr Limit: 0.00
CSZ: Seattle          WA 98013          Sls YTD: 12619.00
Ctry: USA          LVR: 0.00

Rmks: This is one of our best customers, treat them well!

Class Start Slsp Int? Stmt? Tax? PLvl Terms Hist? Tax Auth
BB 06/22/94 125 Y Y Y 0 5 Y NC
Enter/Change/Delete Addresses
-----
Name | Address Line 1 | Address Li
-----|-----|-----
Acme Automotive Repair | P.O. Box 11323 |
Acme Automotive Repair | 10404 Aurora Avenue N. | Back of Bu
Acme Automotive Repair | this is another | address

Enter/Modify this Address
-----
Name: Acme Automotive Repair
Add1: P.O. Box 11323
Add2:
CSZ: Seattle          WA 98011-1323
Cntry:

Use For: Billing address

F10 Save | ESC Return to List
    
```

Accounts Receivable

You will then be able to add a new address for this customer. All field sizes are the same as for the original company name and address lines. You can also indicate how and when this address is to be used. Press ENTER after the last field or F10 to save the new address.

To modify an Alternate Address move the cursor to the appropriate line and press the ENTER key. The entry window above will be displayed, this time with the current data. Press ENTER after the last field or F10 to save any changes.

To delete an Alternate Address move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm your action. If you enter Y the address will be deleted from the list.

Alternate Contact Maintenance

Use this to keep additional contacts and phone numbers for this customer. These contacts can be used in sales order entry for the Attn (attention to) field. When you choose this option the following list box is displayed (if you have not entered any alternate contacts previously then the list is empty):

Our Software & Consulting		Enter/Change Customer Information							
Code:	ACMAUTWASE	NOTES	Contact: Ralph James						
Name:	Acme Automotive Repair		Phone: 206 433 7977						
Add1:	10404 Aurora Avenue N.		Fax:						
Add2:	Bldg B		Cr Limit: 0.00						
CSZ:	Seattle WA 98013		Sls YTD: 12619.00						
Ctry:	USA		LYR: 0.00						
Rmks:	This is one of our best customers, treat them well!								
Class	Start	Slsp	Int?	Stm?	Tax?	PLvl	Terms	Hist?	Tax Auth
BB	06/22/94	125	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	5	<input checked="" type="checkbox"/>	NC
Enter/Change/Delete Contacts									
Name			Contact Location/Title			Telephone Num			
Susan James			Ralph's wife			206-433-7977			

Move cursor/press ENTER to Change|INSERT Add New|DEL Delete| ESC Exit

To enter a new alternate contact press the INSERT key and the following screen will be displayed:

Our Software & Consulting		Enter/Change Customer Information	
Code: ACMAUTWASE	NOTES	Contact: Ralph James	
Name: Acme Automotive Repair		Phone: 206 433 7977	
Add1: 10404 Aurora Avenue N.		Fax:	
Add2: Bldg B		Cr Limit: 0.00	
CSZ: Seattle WA 98013		Sls YTD: 12619.00	
Ctry: USA		LVR: 0.00	
Rmks: This is one of our best customers, treat them well!			
Class	Start	Slsp	Int? Stm
BB	06/22/94	125	Y Y
Enter/Change/Delete Contacts			
Name	Con		
Susan James	Ral		
		Contact Name:	Susan James
		Telephone Num:	206-433-7977
		Fax Phone Num:	
		Loc/Title:	Ralph's wife
F10 Save		ESC Return to List	

You will then be able to add a new contact for this customer. All field sizes are the same as for the original contact name and phone numbers. You can also indicate a location or title for this contact. Press ENTER after the last field or F10 to save the new contact.

To modify an Alternate Contact move the cursor to the appropriate line and press the ENTER key. The entry window above will be displayed, this time with the current data. Press ENTER after the last field or F10 to save any changes.

To delete an Alternate Contact move the cursor to the appropriate line and press the DELETE key.

Accounts Receivable

The program will ask you to confirm your action. If you enter Y the contact will be deleted from the list.

Credit Card Maintenance

Use this to keep a list of credit card numbers for this customer. You will be able to select a credit card from this list during sales order entry and have the charge card information print out on the resulting invoice. When you choose this option the following list box is displayed (if you have not entered any credit cards previously then the list is empty):

Our Software & Consulting		Enter/Change Customer Information							
Code:	ACMAUTWASE	NOTES	Contact: Ralph James						
Name:	Acme Automotive Repair		Phone: 206 433 7977						
Add1:	10404 Aurora Avenue N.		Fax:						
Add2:	Bldg B		Cr Limit: 0.00						
CSZ:	Seattle WA 98013		Sls YTD: 12619.00						
Ctry:	USA		LYR: 0.00						
Rmks:	This is one of our best customers, treat them well!								
Class	Start	Slsp	Int?	Stmt?	Tax?	PLvl	Terms	Hist?	Tax Auth
BB	06/22/94	125	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	5	<input checked="" type="checkbox"/>	NC
Enter/Change/Delete Credit Cards									
Account Num		Exp Date		Name on Card					
4333 123 456 789		10/95		RALPH Q. JAMES					

Move cursor/press ENTER to Change|INSERT Add New|DEL Delete| ESC Exit

To enter a new credit card press the INSERT key and the following screen will be displayed:

Our Software & Consulting		Enter/Change Customer Information	
Code: ACMAUTWASE	NOTES	Contact: Ralph James	
Name: Acme Automotive Repair		Phone: 206 433 7977	
Add1: 10404 Aurora Avenue N.		Fax:	
Add2: Bldg B		Cr Limit: 0.00	
CSZ: Seattle	WA 98013	Sls YTD: 12619.00	
Ctry: USA		LVR: 0.00	
Rmks: This is one of our best customers, treat them well!			
Class	Start	Slsp	Int? Stm
BB	06/22/94	125	Y Y
Enter/Change/Delete Credit Cards			
Account Num	Exp Date	Acct Num:	4333 123 456 789
4333 123 456 789	10/95	Exp Date:	10/95
		Crđ Name:	RALPH Q. JAMES
F10 Save		ESC Return to List	

You can then enter the credit card account number, expiration date and account name. Press ENTER after the last field or F10 to save this information.

To modify credit card information move the cursor to the appropriate line and press the ENTER key. The entry window above will be displayed, this time with the current data. Press ENTER after the last field or F10 to save any changes.

To delete a credit card move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm your action. If you enter Y the credit card will be deleted from the list.

AR-B - ENTER/CHANGE VOUCHERS

Purpose of Program

Use this program to enter vouchers for rental or lease billing, Credit Memos, and adjusting entries to your customer receivables. If you are processing an inventory item (whether "regular" or "non-inventory") use **SO-A, Enter Sales Orders** instead.

- Vouchers entered in **AR-B** ARE NOT saved in the customer's sales history file and will NOT appear on any sales reports. They will appear, however, on customer statements and agings.

Field Explanations

Our Software & Consulting		Enter/Change A/R Vouchers		
Cust Code:	<input type="text"/>	Name:	<input type="text"/>	
Inv Num:	<input type="text"/>	Date:	<input type="text"/>	
Type:	<input type="text"/>	Desc:	<input type="text"/>	
Terms:	<input type="text"/>	Tot Amt: \$	<input type="text"/>	G/L Dept: <input type="text"/>
Distribution				
GL Account	Dept	Description	D/C	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

F1 Help|F2 Display Customers|

ESC Exit

Voucher Entry Fields

Customer Code and Name

Enter a customer code (or use F2 to select one) and the code and name will be displayed here.

Inv Num

The voucher number. F2 (Display Vouchers) is available to view existing vouchers. This is a six digit numeric field.

Date

The voucher date, which will be used as the posting date to the General Ledger and when calculating aging. Just press ENTER to use the current date default, or enter any other date.



You can enter a date here in a prior year and the voucher will post correctly. Don't forget to reclose that year using **SY-L, Reclose Prior Years**.

Type

The voucher type. Choose A/R Voucher, Credit Memo or Cash Transaction.

Desc

The general description of the voucher. This description will print on posting reports and on the customer's statement.

Terms

The payment terms for this voucher. A menu will be displayed when the cursor is on this field, with the default terms for the customer highlighted.

Tot Amt

The total amount of the voucher. This amount will be posted to your main A/R General Ledger account (the account specified in **SY-A-A, Enter/Change Company Info**), or in the case of a cash transaction, to the cash account.

G/L Dept

If you are using G/L Departments, enter the G/L department for posting the *Tot Amt* in this field; this field also functions as a default for the distribution accounts.

Distribution Amount Fields

When you create an A/R Voucher, Advanced Accounting 5.1 automatically creates one side of the transaction for you, the debit to your main A/R General Ledger account. Similarly, if this is a Credit Memo, the credit to A/R is created for you. If this is a Cash Transaction, the debit to the General Ledger cash account is automatically created. The *Tot Amt* of the voucher gets posted on this side of the transaction. This part of the transaction will not appear on the screen.

You will need to create a balanced transaction by distributing the amount of the *Tot Amt* of the voucher to one or more G/L accounts. This is done using the fields below.

G/L Account-Dept

The General Ledger Account(s) and Department(s) to which you want to apply this voucher. You can distribute the amount of the voucher any way you wish.

Description

The description of the G/L Account is filled in automatically by Advanced Accounting.

D/C

The Debit/Credit field defaults to the normal setting for that account, and you can change the entry if you want.

Amount

The distribution amount. These amounts, when added to the voucher amount, must total zero. The program offers as a default the amount needed to balance the transaction.

General Program Operation**Adding a New Voucher**

The first step in entering a voucher is to enter the customer code. You may either type in the entire customer code and press ENTER, or use F2 for the list display option.

Once the customer code is in the *Cust Code* field, press ENTER to display that customer record.

You may wish to enter a new customer at this point. If you enter a customer code that isn't in the customer file, you will be asked if you want to add that customer to the file. If you answer **Y**, you will be shown the standard customer information screen from **AR-A**. You can fill out the new customer record (for more information on adding a customer record, see **AR-A, Enter/Change Customers**).

After selecting the customer, enter the voucher number (*Inv Num*) and date. Select the voucher type and then the terms. If you choose a cash-type terms the voucher type will automatically be changed to Cash Trans.



If you need to record a NSF check for a customer (or otherwise remove a payment made in error) refer to **AR-C, Record Payments** for more information.

To select terms use the arrow keys to move the menu bar to your choice and press ENTER. If you need other terms types, you can add them in **SY-B, Enter/Change Terms Info**. Do not use cash type terms in the voucher program.

Next, enter the amount of the voucher.

If you want the voucher to be posted to a particular G/L Department, type the Department Code into the *G/L Dept* field. If you use this field, the *Tot Amt* will be posted to the proper A/R account with the same Department code (if it exists), and the department code for the distribution accounts will default to the same value.

This completes the first half of the transaction. The cursor is placed in the *G/L Account* field for the balancing accounts to be entered.

In the case of a standard voucher or cash transaction, the *Tot Amount* entry will be posted as a debit to your default A/R or bank account. This means that the balancing transaction must be a credit or combination of credit and debit amounts, for a total of a credit.

If you have chosen to enter a Credit Memo, then the *Tot Amount* entry will be posted as a credit to your default A/R account and the balancing transaction must be a debit or combination of debit and credit amounts, for a total of a debit.

Distribution

The second half of the transaction is to distribute to the balancing accounts. The sum of the balancing account amounts must equal the voucher amount before you can save the voucher. In other words, the debits must equal the credits.

You may distribute the item over a maximum of 10 different G/L Accounts.

To enter the distribution amounts you must do the following:

1. Select a G/L Account code. To display a list of G/L account codes, press F2 while the cursor is in the *G/L Account-Dept* field. After you make your selection, the appropriate account description is displayed.
2. Next, enter whether the balancing account amount should be posted as a debit or credit. The default is the value required to balance the accounts.
3. In the *Amount* field, type in the amount for the account you want to use to balance the voucher amount. **Enter/Change Vouchers** displays a default value which is the amount needed to balance the voucher amount. If it is correct, press ENTER. Otherwise, change the value to the correct amount, and continue to enter G/L Accounts and amounts until the voucher is balanced.

When you have your accounts entered and amounts balanced, press ENTER in the *G/L Account-Dept* field.

If the items are in balance, and you answer **Y** when asked if the entries are correct, the program posts the voucher. Posting a voucher adds the voucher to the voucher records, adds the transaction to the A/R transaction file, updates the outstanding credit or invoice balances in the Customer file, and posts the transaction to the General Ledger and to the Credit Sales Journal.

If this is a cash transaction the program will also ask for the bank account (if you have more than one - the default account is highlighted), the customer's check number, and the deposit number.

When the program is finished, the screen clears and you are returned to the *Cust Code* field. You may then enter another voucher or return to the main menu by pressing ESC.

Changing an Existing Voucher

To change a previously entered voucher, you may either enter the customer code and voucher number, or use the record search keys or list display option while the cursor is in the *Cust Code* or *Inv Num* field to display the voucher. You may also choose a customer and then list the vouchers for that customer when the cursor is in the *Inv Num* field.

If a payment has been made on this voucher, you are not allowed to edit it (see **Reversing a Paid Voucher** below). If no payments have been made on this voucher, the program asks if you want to back out the voucher.

If you answer **Y**, the transaction is reversed and the item deleted.

If you answer **N**, the original transaction is reversed and you can enter a new transaction in its place. You may display the old transaction for reference during editing by pressing F3. Once the old voucher is displayed, the entry routine is the same as though it were a new voucher.

Backing out an A/R Voucher or Credit Memo reverses the operations described above for saving a voucher, although in the case of the General Ledger and Credit Sales Journal postings, an offsetting entry creates the reversal.

Reversing a Paid Voucher

A voucher that has been paid can be reversed with a "reversing voucher." Enter a new voucher using the procedures from **Adding a New Voucher**, being sure to debit the accounts that were credited on the original, and vice versa.

A/R voucher: If the original voucher type was A/R Voucher, enter a Credit Memo. Next, choose **AR-C, Record Payments** and pick sufficient A/R Vouchers for payment to balance the Credit Memo amount, and then pick the Credit Memo to apply the credit. The new transaction will offset the previous transaction items and the net result is zero.

Credit Memo: If the original was a Credit Memo, enter an A/R Voucher. Next, go to **AR-C, Record Payments** and pick the voucher for payment, then pick the Credit Memo to apply the credit. The new transaction will offset the previous transaction and the net result is zero.

AR-C - RECORD PAYMENTS

Purpose of Program

Use this program to record payments made by customers, to apply outstanding credits, or to record NSF checks. You can enter prepayments, deduct discounts on invoices paid, or apply outstanding credits toward invoices. You can also enter partial payments on your invoices or spread a payment over several invoices in any way you choose.

The screen used to record payments is illustrated below.

Field Explanations

Our Software & Consulting		Enter A/R Payment Information	
Customer Code ████████	Customer Name ████████████████████	Telephone ████████████████████	
Outstanding Credits 0.00	Outstanding Invoices 0.00	Last Sale 00/00/00	Last Payment 00/00/00
Payment Date 03/15/95	Check Amount 0.00	Check Number 0	Deposit Number 0

Customer Code

The code of the customer making the payment.

The fields below are filled in automatically from the Customer file.

Customer Name

The customer's name, from the customer file.

Telephone

The customer's telephone number.

Outstanding Credits

The total dollar amount in outstanding credits for this customer, if any.

Outstanding Invoices

The total dollar amount in outstanding invoices toward which payment may be applied.

Last Sale

The date of the last sale to this customer.

Last Payment

The date of the last payment made by this customer.

You can enter the actual payment information in the following fields.

Payment Date

Defaults to today's date.

Check Amount

Enter the amount of the check here. If this is an NSF check, enter this as a negative amount.

Check Num

The check number. This is a six digit numeric field.

Dep Num

The deposit number. This is a six digit numeric field.

General Program Operation

Our Software & Consulting		Enter A/R Payment Information			
Customer Code	Customer Name	Telephone			
ACMAUTWASE<	Acme Automotive Repair	206 433 7977			
Outstanding Credits	Outstanding Invoices	Last Sale	Last Payment		
0.00	13413.47	03/12/95	02/23/95		
Payment Date	Check Amount	Check Number	Deposit Number		
03/15/95	1000.00	2133	031595		
Inv N ^o	Date	Description	Amt Rem	Disc	Applied
141	02/22/95	Invoice	326.93	0.00	0.00
160	03/09/95	Invoice	434.91	0.00	0.00
161	03/10/95	Invoice	434.91	0.00	0.00
162	03/10/95	Invoice	434.91	0.00	0.00
168	03/12/95	Invoice	1,959.82	0.00	0.00
169	03/12/95	Invoice	1,967.45	0.00	0.00
170	03/12/95	Invoice	1,959.82	0.00	0.00
171	03/12/95	Invoice	1,959.82	0.00	0.00
172	03/12/95	Invoice	1,967.45	0.00	0.00
173	03/12/95	Invoice	1,967.45	0.00	0.00
Amt Remaining to be applied:					1000.00
F1 Help F10 Save Payment					ESC Exit

The first step in recording payments is to enter the code of the customer making the payment. This can be accomplished in three ways:

- Type the correct customer code into the *Customer Code* field and press ENTER. The corresponding name will be displayed.
- Use the standard record search keys until the correct customer is found and then proceed (press F1 (Help) for a reminder).
- Use the list display option. To use this option press F2 while the cursor is in the *Customer Code* field.

The customer code you choose is then placed in the *Customer Code* field. Press ENTER and the customer name, telephone number, and any outstanding credits or invoices are displayed. Enter the check amount, the check number (optional) and the deposit number (required). This information will be used during check reconciliation (**GL-K, Reconcile Check Register**) to identify that the check has cleared the bank.

If the customer has prepaid the invoice and you now want to apply customer credits, then enter 0 for the payment amount. The program allows this only if there is an outstanding credit amount.

- If this program is used to record an NSF check returned from the bank or you need to reverse a payment made in error, enter the amount as a negative number, i.e., -100.00, etc. Enter the deposit number under which it was originally deposited. You will also be able to enter a description that will be saved to the customer's account and will be displayed in any statements printed. This defaults to NSF Check. However, you could enter *Pmt Recorded in Error*, for example, if you applied a payment to the customer's account that should've been applied to a different customer. If you are recording a negative payment for any

reason, the program will go directly to the "Are all the entries correct?" message immediately after the description has been entered.

After you enter the deposit number:

1. You are asked if you want to use all unapplied credits:

Answering **Y** automatically selects all existing credits for use in payment of invoices.

If you answer **N**, you must select which credits you want to use.

2. Next you must choose which invoices to pay. You are asked if you want apply payment to all outstanding invoices, oldest first:

If you answer **Y**, the program will automatically allow any discounts if paid within the early payment discount time frame. As many invoices as possible will be paid until the payment amount is exhausted. You will also be able to change previously recorded payments if you use this option.

Choosing an Individual Invoice for Payment

When all the outstanding invoices are displayed you may choose which one to pay. You can do this by entering the invoice number or moving the cursor to the proper line. All standard list control keys apply. When the cursor is on the proper line press the ENTER key to tell the program you want to pay this item.

The cursor will move the to the *DISC* field. If a discount applies for this invoice the amount will be automatically calculated. If you wish to accept this you may by pressing just the ENTER key. If you want to change the amount you may do that also. To clear the amount press the ^U (CTRL+U) key. Next enter the amount of the invoice to be paid. If the funds remaining are less than the amount of the invoice, that amount will be used as a default, otherwise the entire amount of the invoice (less any discount) will be used as the default value. Again, you can accept that amount or change it as you desire.

If you choose to record payment for all or part of the invoice it will be marked (check mark after invoice number). You can 'unchoose' an invoice by going through the process above and changing both the *Disc* and *Applied* fields to 0.

As you record invoices paid the *Amount Remaining* field at the bottom of the screen will be updated to reflect the appropriate balance.

To save your entries press the F10 key. To exit from the process press the ESC key and answer Y to the exit question.



You can control the maximum number of invoices it's possible to display for one customer by setting the appropriate value in **SY-A-B, Enter/Change Invoicing Defaults** for the field *Max # Inv per pmt session*. THE DEFAULT VALUE IS 500.

AR-D - CHARGE INTEREST ON INV

Purpose of Program

Use this program to create interest charges, in the form of A/R line items, for those customers who have overdue invoices. Only customers marked **Y** in the *Charge Interest?* field of the customer record (created using **AR-A, Enter/Change Customers**) are processed by this program.

Run this program once per month **ONLY**. It will create new interest line items each time it is run. Use this program to add in interest charges before printing financial statements or customer statements.

General Program Operation

Our Software & Consulting	Charge Interest on Overdue Invoices
Calculate Interest as of: <input type="text" value="03/15/95"/>	
<p>DO NOT CALCULATE INTEREST CHARGES MORE THAN ONCE PER MONTH -- INTEREST INVOICES WILL BE GENERATED EACH TIME.</p> <p>1.50% interest will be charged on invoices dated more than 30 days prior to the date you specify here. Invoices with negative balances will not be included in the calculation; prior unpaid interest charges will be. A single interest invoice for each charged customer will result.</p> <p>Only those customers that you have indicated are subject to finance charges will be charged. Entering a 'Y' in the 'Int?' field of the customer's master record will enable interest calculation.</p> <p>You can set the monthly interest rate to be charged and the cutoff invoice</p>	

When the program is run, the screen above is displayed. The date will default to the current date, but you may enter a different one. As each customer is checked, the appropriate code will be displayed on the screen. No other action is required and the program will automatically create the appropriate interest line items. The program chooses which customers to charge depending on whether *Charge Interest?* is set to **Y** in the Customer file. Make sure that you have first set up the appropriate parameters in **SY-A-A, Enter/Change Company/Interface**. These include the interest rate, the number of days until delinquent, and the G/L account number for interest charged.

Creating interest line items for your customers automatically updates the next invoice number, updates the invoice balance in the Customer file, adds finance charge records to the A/R transaction file, and posts to the General Ledger and the Credit Sales Journal.

When the program is finished, it automatically returns you to the main menu.

AR-E - PRINT STATEMENTS

Purpose of Program

This program will print the Accounts Receivable transactions on preprinted statement forms or on plain paper. Check the bar at the top of your screen to see which option is operational. This option is set in **SY-A-B, Enter/Change Invoicing Defaults**. A sample customer statement is provided in Appendix F.

General Program Operation

Our Software & Consulting	Print Customer Statements
Print From Customer Code: Thru Customer Code:	<input type="text"/>
Print From Customer Class: Thru Customer Class:	<input type="text"/>
Statement Date:	03/15/95
Print Accounts With Zero Balance?:	<input checked="" type="checkbox"/>
Use Dollar Signs and Commas?:	<input type="checkbox"/>
Summarize into a Balance Forward?:	<input type="checkbox"/>
Balance Forward Date:	00/00/00

When the program is chosen from the menu, the screen above is displayed. You may enter a range of Customer Codes and/or Customer Classes to print. If you do not enter limits, the program will print statements for all customers who have the *Stmt??* field in their customer file set to **Y**.

You may enter a statement date, or press ENTER to default to the current date. Invoices and payments dated after this date will be included on the statement.

You may choose not to print accounts that currently have a zero balance, use formatted fields, i.e., dollar signs and commas, and you may choose whether to summarize transactions before a certain date into a balance forward.

After the printing is complete, the program returns you to the main menu.

AR-F - PRINT AGING

Purpose of Program

Use this program to print invoices and aging for one customer or for a list of customers, with flexible presentation options. Samples of three A/R aging reports are provided in Appendix F.

This program is designed to produce four different types of reports:

- A single customer inquiry for a quick review of one customer's invoices and aging.

- A transaction listing of individual invoices, oldest first, giving invoice date, number, customer code, name, invoice description, amount, terms type, and age in days. You may print this for all invoices or for open invoices only.
- An aging report listing either totals only, open invoices, or both open and paid invoices. The amounts are listed in columns by age, using either the default values from **SY-A-B, Enter/Change Invoicing Defaults** or the values you enter in this program.
- A listing of outstanding balances for each customer as of a certain date.

When you adjust the aging periods (30, 60, 90 days, etc.) in this program for your printout, it does not affect the default settings in **Enter/Change Invoice Defaults**.

General Program Operation

Our Software & Consulting		Print Customer Aging Information				
Single Customer Inquiry						
Print Customer Code:		[REDACTED]				
Multi-Customer Reports						
Type of Report to Print:		[REDACTED]				
Include From Customer:		[REDACTED]				
Thru Customer:		[REDACTED]				
As Of Date:		00/00/00				
Include:		[REDACTED]				
A/R Listing for Terms Type:		[REDACTED]				
Aging Periods						
Greater than:	Period 1	Period 2	Period 3	Period 4	Period 5	
	0 days	30 days	60 days	90 days	120 days	
F1 Help F2 Display Customers		ESC Exit				

When you choose this program from the main menu, the screen above is displayed. Enter a single Customer Code in the *Single Customer Inquiry* box if what you want to see is an listing of open and paid invoices by date, including the invoice numbers, descriptions, original amounts, amounts remaining, and days owed for one customer only.

If you do not want to use this option, press ENTER while in the blank *Print Customer Code* field to move to the options for a Multi-Customer aging or listing.

For a Multi-Customer Report, first enter the type of report: A/R Aging, A/R Listing or As of Date.

The A/R Aging Report

The aging report lists each customer's invoice information in columns by traditional aging periods, or you can change those aging periods in this program.

Enter the range of customer codes you want to print. If you do not enter limits, the program will print information for all customers.

Next enter what you want the report to include. The Aging report lets you choose from the following levels of detail.

- Customer Totals report
- Open Item Detail report
- Open and Paid Item Detail report

You can either use the default aging periods or change the aging periods you will be reporting. It is advisable to leave the Period 1 box at zero days; otherwise, any invoices younger than the Period 1 entry would not be included in the aging.

Printing will take place after the last field is filled. After the printing is complete, the program returns you to the main menu.

The A/R Listing Report

The A/R Listing gives other invoice information, such as invoice description, along with the age in days.

Enter the range of customer codes you want to print. If you do not enter limits, the program will print information for all customers.

The A/R Listing report menu omits the Customer Totals report, offering you only the Open Item Detail and Open and Paid Item Detail reports. This is because the A/R Listing is by definition a detail report.

If you are printing an A/R Listing report, you get to choose which terms types to include. The menu you choose from contains the terms types entered in **SY-B, Enter/Chg Terms Info** with an added (default) entry of *All Types*. Printing will take place after the last field is filled.

After the printout is complete, the program will return you to the main menu.

The As of Date Report

This report will give a single line total for each customer with the amount outstanding as of the date entered. This will allow you to reconstruct the total receivables outstanding as of that date. You can limit the report for a group of customers and specify the as of date. The report prints the customer code, name and the total amount outstanding for that customer as of the date entered. It also prints a total of all amounts printed.



If you delete Paid Receivables and Vouchers using the **SY-N, Purge Old A/R & A/P Records**, beyond the date you are trying to reconstruct you will be unsuccessful in your aging effort. Make sure you always have all As of Date agings you need before using **SY-N**.

AR-G - PRINT CUST CODE & NAME

Purpose of Program

Use this program to get a listing of Customer Codes and Names.

General Program Operation

Our Software & Consulting	Print Customer Code and Name
Print Inactive Customers:	N
Active Customers:	
Print From Customer Code:	
Thru Customer Code:	
From Class Code:	
Thru Class Code:	
From Salesperson:	0
Thru Salesperson:	0
From State:	
Thru State:	
From Start Date:	00/00/00
Thru Start Date:	00/00/00
From Last Sale Date:	00/00/00
Thru Last Sale Date:	00/00/00
Where YTD Sales >=	0.00
YTD SALES <=	0.00

F1 Help|

ESC Exit

When you choose this program from the main menu the screen above is displayed. The program allows you to limit the report by many different values. If you do not enter limits, the program will print all the customer codes and names.



A customer is considered inactive if there haven't been any sales in the last year.

Next you can choose which index (or order) in which to print the information. The first option is the customer code (BKAR.CUSTCODE), and is generally what you would use. The other options are: BKAR.STATE - State order, BKAR.ZIP - Zip/Postal Code order and BKAR.CUSTNAME - Customer Name order.

A sample report is provided in Appendix F. After the printing is complete the program will return you to the main menu.

AR-H - PRINT CUSTOMER GENERAL INFO

Purpose of Program

Use this program to get a listing of all information from the Customer file, excluding sales totals. An example of this report is provided in Appendix F.

General Program Operation

When you run this program, the screen display is similar to that in **AR-G, Print Customer Code and Name**. If you do not enter limits, the program will print all the customers.

A customer is considered inactive if there haven't been any sales in the last year.

Next you can choose which index (or order) in which to print the information. The first option is the customer code (BKAR.CUSTCODE), is generally what you would use. The other options are: BKAR.STATE - State order, BKAR.ZIP - Zip/Postal Code order and BKAR.CUSTNAME - Customer Name order.

After the printing is complete, the program will return you to the main menu.

AR-I - PRINT CUST SALES INFO

Purpose of Program

Use this program to get a spread sheet style report of customer sales for a specific year. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting **Sales by Month - Customer**

For Year:	1995
From Customer:	
Thru Customer:	
From Class:	
Thru Class:	
For Sales > \$:	0
For Slsp:	0
For State:	
Gross or Net:	

When the program is run, the screen above is displayed. First enter the year for the report. This is the invoice date year. Next you can limit the report to a group of customers by code and/or class. You can then specify a lowest total sales amount figure. If you don't put anything in here all customers will be displayed, whether or not they have sales recorded. You can also print this report for a single salesperson or specify state code. Finally, you can choose whether to print gross sales or net (Gross-Cost).

Next you can choose which index (or order) in which to print the information. The first option is the customer code (BKAR.CUSTCODE), and is generally what you would use. The other options are: BKAR.STATE - State order, BKAR.ZIP - Zip/Postal Code order and BKAR.CUSTNAME - Customer Name order.

After the printing is complete, the program will return you to the main menu.

AR-J - PRINT CUST MAIL LABELS

Purpose of Program

Use this program to print customer address information on mailing labels. This is a standard mailing label, 3 1/2 " by 15/16 ". You may purchase these labels from Dynamic Systems, the official forms manufacturer.

General Program Operation

When the program is run, a screen giving you the opportunity to enter limits is displayed. If you do not enter limits, the program will print labels for all the customers.



A customer is considered inactive if there haven't been any sales in the last year.

The program automatically prints the labels in Zip/Postal Code order.

After the printing is complete, the program returns you to the main menu.

AR-K - PRINT CUST ROLODEX

Purpose of Program

Use this program to print the Customer address, contact, and telephone information on Rolodex cards. You can purchase these forms from Dynamic Systems, the official forms manufacturer.

General Program Operation

Business Tools	Print Rolodex Cards	Advanced 4.00
Print From Customer Code: <input type="text"/> Thru Customer Code: <input type="text"/>		
Print From Customer Class: <input type="text"/> Thru Customer Class: <input type="text"/>		
All Customers (A) or just those with changes or that haven't been printed before (C): <input type="text"/>		

When you run this program, the screen above is displayed. You may enter a range of Customer Codes and/or Customer Classes to limit the report to any group of customers. If you do not enter limits, the program will print all the customers. You may also choose to print only those customers whose information has changed or who are new:

Enter a **C** in the appropriate entry field to print those customers who are changed or new only.

To print all customers within your limit choices above, enter **A**.

After the printing is complete, the program returns you to the main menu.

AR-L - SALES TAX MAINTENANCE

Purpose of Program

This program allows you to enter, change, or delete state tax authority records. In this way, you can enter specific authorities for sales tax collection on a state by state basis, giving you the flexibility to operate in multiple states and still keep your sales tax liabilities in order. You must set up your tax authorities before entering a **Y** in the *Taxable?* field of a customer record to initiate this automatic tax

transfer facility. You will be able to keep three distinct sub-districts or sub-authorities for each main taxing authority record. This will allow you to easily keep track of the information required by individual taxing districts where you do business.

Use this program also to print Taxing Authority information and to transfer taxes owing to A/P.

The screen used to create/modify tax authorities is provided below.

Field Explanations

Our Software & Consulting		Sales Tax Maintenance			
Auth Code:		Name			Tax Freight?
	Rate	Your Tax ID #	Vendor	G/L Liability	Taxes Owing
Dist 1:	0.0000				0.00
Dist 2:	0.0000				0.00
Dist 3:	0.0000				0.00
Totals:	0.0000				0.00
	Tax Sls	Non-tax	Dist 1 Tax	Dist 2 Tax	Dist 3 Tax
January	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00

F1 Help|F2 Display Taxing Authorities|F3 Print|^T Xfer Taxes| ESC Exit

Auth Code

The five character code you want to use for this specific tax authority record.

Name

Write out the tax authority name in this field.

Tax Freight?

If freight charges are to be taxed under this authority, enter **Y** here.

NOTES

If the word NOTES shows up to the right of the *Tax Freight* field then you have notes recorded for this taxing authority. To display them press the Alt-F1 key. For more information please see chapter 2, **Getting Around in Advanced Accounting, TASNotes.**

For each of the three districts you can enter:

I.D. Number

Your district Tax I.D. number (not required). This is a 15 character alphanumeric field.

Tax Rate

The rate at which sales are taxed for this district. For example, 8.1% is filled in as 8.1. The rates entered for each district are totaled to get an effective rate for this taxing authority.

Vendor

Type in the code for the vendor to whom the outstanding amount is to be paid; for example, the appropriate state agency for this tax. This is used in **Transfer Taxes Owning** section of this program.

G/L Liability

The liability account to which the collected taxes will be posted.

Outstanding

The amount of taxes collected that have not yet been deposited.

Taxable Sales

The total taxable sales, by monthly totals, recorded for this tax authority.

Non-Taxable Sales

The total non-taxable sales, by monthly totals, recorded for this tax authority.

Tax Collected

The total tax collected, by monthly totals, for each district.

General Program Operation

Before running this program, you must have entered appropriate vendors for your sales tax withholding in **AP-A, Enter/Change Vendors**. See chapter 3, **Getting Started**, for more information on these issues.

To enter a new tax authority, enter the code you wish to use in the *Auth Code* field. If a record already exists for that code, the record is displayed. If that happens, clear the screen fields by pressing F3 and enter another code.

Fill in the *Name* and enter **Y** or **N**, as appropriate, in the *Tax Freight?* field. You will now be able to enter the *Sales Tax Rate*, *ID#*, *Vendor Code*, and *G/L Liability Acct* number for each district. For a new taxing authority the program allows you to fill in the *Outstanding* amount and any monthly totals. You are not required to fill in all three districts. If you only have one district for the taxing authority then just fill in Dist 1. If you have two then use Dist 1 and Dist 2. When you have filled in the necessary fields, save the record by pressing F10 and the tax authority is then available when creating customer records (**AR-A**) and sales orders (**SO-A**).

If you want to make changes to an existing record or delete a tax authority, call up an existing record by entering a state code or by using the record search keys. You can change the information in any of the upper fields except the outstanding amounts, and you cannot alter the monthly amounts.

To delete the record once displayed, press F4. The program will ask you to verify the request.

PRINT TAX AUTHORITIES

This will generate a report of the amounts owed to your tax authorities. The report contains all of the information shown in the main **AR-L** screen. Run this program as a preview before the **Transfer Taxes Owning** process. A sample report is provided in Appendix F.

Print From Taxing Authority:	<input type="checkbox"/>
Thru Taxing Authority:	<input type="checkbox"/>
Include Monthly Detail? [Y/N]:	<input type="checkbox"/>

When you press F3 from the main screen, the screen above is displayed. You can limit this report by entering a range of authority codes and you can print totals only or the year to date presented in detail by month. When the program finishes printing, you are returned to the main screen.

TRANSFER TAXES OWING

Use this option to transfer the sales taxes held in the G/L Liability accounts to Accounts Payable. The amounts transferred will appear in the A/P vendor records where they can be selected for payment by A/P check. You can also mark the payables as ready to pay so that you won't have to go through the choose to pay process before printing the actual check.

The *Amount Outstanding* is updated every time sales invoices are posted, and with every tax owing transfer. You may choose which amounts and what portion of the amount to transfer.

This option is typically run at the end of the month or quarter.

Authority Code:	<input type="checkbox"/>	<input type="checkbox"/>
Month to Xfer:	<input type="checkbox"/>	Amount: <input type="text" value="\$0.00"/>
Post Date:	<input type="text" value="00/00/00"/>	

Press ^T (CTRL+T) at the main screen and the screen above is displayed. Next enter the code for the appropriate taxing authority. Press the F2 key for a list.

If you don't enter a taxing authority here (leave the Authority Code blank) the list of amounts owing will be for all authorities. If you choose to create payables the correct vendors will be used per your entries already made for the appropriate taxing authority.

A list, by month, will be displayed of the outstanding taxes owed. Choose the appropriate month (and amount) and then enter the posting date. You will also be able to mark the payables as ready to pay also. This will eliminate the choose to pay process prior to printing checks.

The amounts are automatically transferred to Accounts Payable, against the vendor accounts you defined for this operation when setting up (see **Getting Started**, chapter 3). When the amounts are transferred the next A/P invoice number is updated, the vendor account outstanding amounts are updated, the transaction is posted to the General Ledger and the Credit Purchases Journal, and the outstanding taxes in the authority record are updated.

Once the amounts are transferred, the program returns you to the main screen.

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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 6

Sales Order

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SALES ORDER OVERVIEW

The Advanced Accounting Sales Order module provides a sophisticated and flexible way to track customer orders while managing your inventory more efficiently. Orders can be set to ship immediately or you can reserve stock from on hand for future shipping, backorders can be filled automatically, orders can be processed for inventory at multiple locations, and an open S/O can have additional items added, or have products invoiced from it, at any time.

For a more complete look at how a Sales Order system can be used, see the section **Using a Sales Order System** below.

Below is a list of the available programs in the Sales Order module with a brief summary of each.

- A - Enter Sales Orders
- B - Print Open S/O List
- C - Print Packing Slips
- D - Print Backorder List
- E - Release Sales Orders
- F - Print Invoices on Forms
- G - Post Invoices
- H - Print Shipping Labels
- I - Recurring Invoice Entry
- J - Generate Recurring Invoices
- K - Display Invoice History
- L - Purge Invoice History
- M - Quick Sales Report
- N - Reprint Invoices
- O - Print COD Tags

A - Enter Sales Orders

Enters new sales orders and allows you to add to or edit those previously entered. You can change a sales order until it is completely invoiced. The print routine within this program prints a copy of the sales order that can be used as a point-of-sale slip. You can also run **SO-F, Print Invoices** and **SO-G, Post Invoices** for a single sales order directly from this program.

B - Print Open S/O List

If you want to track which customers still have outstanding orders or which products are ready to be shipped, this program will assist you by printing a listing of the non-invoiced items on any open sales orders. You can sort this report by customer code, product code, or sales order number. You can also choose to print sales order totals only or line item detail, listing each product and the quantity ordered.

C - Print Packing Slips

In order for you to be able to stage and fill orders prior to having the delivery invoice printed, this program prints a packing slip for each open sales order. This program lets you print slips for as few as one sales order at a time. The packing slips list the sales order number and quantities sold, and include a check-off box for your warehouse personnel to fill in the actual quantities shipped. You can also print packing slips from completed invoices if desired.

D - Print Backorder List

Prints a listing of S/O line items on backorder. Included are the product code and description, the customer, sales order number, ship date, units to ship, and units on backorder. You may limit and sort this report by product code or estimated shipping date.

E - Release Sales Orders

This program allows you to release entire sales orders that were marked as not ready to ship. You can release line items by using **SO-A, Sales Order Entry**.

F - Print Invoices

Prints the delivery invoices generated from your sales order entries on invoice forms or on blank paper. You may choose a range of invoices to print, or print all invoices not yet printed. After the invoices are printed, you can choose to post the invoices printed.

G - Post Invoices

If you want to delay posting until the end of the day, or for some other reason want to post your invoices separately from the printout process, use this program to do so. You can choose to post all invoices that have already been printed, or to post only those from certain sales orders, limited by a range of sales order numbers.

H - Print Shipping Labels

Prints standard shipping labels for a range of sales order or invoice numbers or an invoice date range. You may also choose how many labels to print for each invoice.

I - Recurring Sales Order Entry

Allows you to enter a template for identical periodic transactions such as a contract for routine customer service or maintenance. You can enter these items as a recurring sales order, then you simply generate and invoice them periodically. If the transaction changes, the recurring sales order can be edited and retained. A recurring sales order can only be entered for items that you maintain in your Inventory Control system.

J - Generate Recurring Sales Orders

Generates the current sales order from the recurring s/o template.

K - Display Invoice History

Displays information about previously posted invoices. You can search by Invoice Number, Customer Code, Sales Order Date or Sales Order Number. Once you have found an invoice you can continue searching using that same index.

L - Purge Invoice History

Delete invoices in the invoice history file, and displays the invoice information (invoice number, amount, etc.) as each invoice is purged. Unless you are running out of room on your disk, and are unable to expand further, we don't recommend purging your invoice history file.

M - Quick Sales Report

Quick report for calculating sales for a specific period. This is based on both sales orders outstanding and invoices posted.

N - Reprint Invoices

Reprints invoices printed previously.

O - Print COD Tags

This program will print the appropriate information on standard continuous form COD tags available directly from UPS.

USING A SALES ORDER SYSTEM

The simplest transaction for a sales and inventory accounting system is taking an order for which all items are in stock, printing the invoice and shipping the items. However, complicating factors inevitably arise. What do you do when an ordered item is out of stock? How can you reserve items from inventory on hand without shipping them? Can you add items to an open sales order if you receive a call from your customer requesting additions to an earlier order?

The sales order system used in Advanced Accounting is a collection of programs that provides you with powerful yet easy to use methods of integrating your inventory and sales operations. Advanced Accounting's sales order system contains the following basic elements:

- Automatic backorder tracking
- Inventory reserving
- Multiple invoices against a single sales order

A sales order in Advanced Accounting is a record of a customer order which can have multiple delivery invoices applied against it. It serves as a record of invoiced and shipped products, and can also serve as a record of inventory out of stock and backordered, as well as a record of inventory held in reserve for a later delivery.

The sections below will introduce you to the sales order features and describe three possible business situations using these sales order features, from a simple system to a more complex example.

Automatic Backorder Tracking

How to Use Backorders

The Advanced Accounting inventory backorder feature allows you to keep records of orders for your out of stock items, then fill the orders without entering additional invoices when the items become available. For example, let's say you take an order for 10 widgets, and you only have 5 on hand. When you enter the items on sales order, the program beeps an alert and displays your order as:

- 5 widgets as a *Ship Qty*
- 5 widgets as a *B/O Qty* (backorder quantity)

You need to ship the first five right away, so you print the delivery invoice, ship 5 widgets, and post the transaction. Then you receive a shipment from your widget distributor and update your inventory.

You can now print invoices again using the backorder auto-fill option, print the delivery invoices for your formerly backordered items, and ship them.

The backorder feature frees you from having to track backorders manually. Any time you print a backorder list, you can compare those items to a report of available inventory, and use the auto-fill option to remove the backorder and generate a shipping invoice at the same time. All the inventory and sales information is updated automatically within the system.

How Advanced Accounting Handles Backorders

As you enter line items on a sales order, the system checks the inventory quantities on hand and fills the ordered quantities until an item is out of stock. At this point a backorder is created. The backorder remains in the system until one of three conditions is met:

- You receive inventory, fill the backorder quantity, and print and process the invoice
- You reduce the original amount of the order to the amounts available
- You delete the sales order or line item on the sales order

Invoices are automatically created for any ordered products with unreserved quantities on hand. When printing invoices, you are given the option of automatically filling any backorders that may now have items on hand. The program cycles through all open, ready-to-ship sales orders and rechecks the availability of backordered line items. If the quantities are available, the program will fill all the backorders possible and print the appropriate invoices.

The Sales Order system will also allow you to sell products you don't have on-hand. When you enter a line item and there aren't enough units to ship the program will give you the option of keeping negative inventory (below 0). This gives you the flexibility of invoicing items you don't have or if you actually do have the product but it wasn't counted correctly, or returned to inventory and not recorded.

Inventory Reserving

How to Use Inventory Reserving

The inventory reserving feature of Advanced Accounting allows you to reserve inventory for a sales order, then hold the order in the system until you are ready to release it for invoicing. This is accomplished through the use of a "ready-to-ship" flag for the sales order as a whole or for the individual line item.

For example, assume that a customer asks you to place some goods on hold for him until the first of the month. You enter the sales order, but you set the ready-to-ship flag in the sales order header to **N**. The ordered items will be transferred from Units on Hand to Units on Sales Order so that another order will not be able to use them.

When your customer is ready to receive the order, use the sales order release program and indicate that you are ready to release the items on hold. Then you can print your shipping invoices and ship the order in the usual manner.

The inventory reserving feature has a great deal of flexibility because you have the option of reserving an entire sales order's contents or individual line items in a sales order.

How Advanced Accounting Handles Inventory Reserving

A default setting for the ready-to-ship flag can be stored in **SY-A-B, Enter/Change Invoicing Defaults**. You can also change these settings as an individual order is entered. If you operate under a simple "ship if available" procedure, you should set your default to **Y**.

If the setting for either the header or line items is **N** (hold, not ready to ship), the quantities for the order will still be reserved from on hand, and the order (or the selected line items) will *not* appear with the ready-to-ship items in the following documents/procedures:

- Packing slips
- Invoice printing
- Invoice posting

The “not ready to ship” orders will be held in the system until you release them to be shipped. The release may be done in one of two ways:

- 1) Use **SO-E, Release Sales Orders** and follow the prompts. This program will automatically release the entire sales order.
- 2) Call up the existing sales order in **SO-A, Enter Sales Orders**. You can then change the items that are ready to Y. Don't forget to change the Ready field in the header to Y also.

For more examples of how to use the backorder and shipping flag features of Advanced Accounting, see the section on **Model Sales Order Systems** below.

Multiple Invoicing and Adding to an Existing Sales Order

An open sales order is any customer order that has at least one open item that has not been invoiced and posted. In order to allow you to recall a sales order for alteration or review, a sales order number is automatically assigned. New line items can be added to an open sales order. You can also delete or change items that are on the order if they have not yet been invoiced.

This ability to add line items to an open sales order gives you a convenient and flexible way to record your customer orders, as the date you enter line items onto a sales order is independent of estimated shipping dates, and the dates of the generated invoices. When all goods are invoiced on the sales order, it is automatically deleted.

Model Sales Order Systems

Below are three sales order system models ranging from a simple backorder system to a distributor's model which uses inventory reserving and releasing extensively.

Simple Backorder Model

This sort of operation might be used by a small retailer or reseller who does not handle large volumes of goods, who usually has stock on hand to fill orders, but who uses the backorder feature to keep track of orders when a product is temporarily out of stock.

The following list of procedures represents the most common way that this sort of business can use the Advanced Accounting backorder feature. Use this procedure “as is” or adapt it to your needs.

- a) Set the **SY-A-B** ready-to-ship default flag to **Y**; this assures that all sales orders and associated line items will be marked ready to ship as soon as they are entered. As you enter orders, both the overall invoice ready-to-ship flag and the individual line item ready-to-ship flags will be set automatically to **Y**.
- b) You can enter sales orders one at a time or several in one session. All line items on all sales orders that have units on hand will be invoiced. The only orders that will not ship completely are orders with backordered amounts.

- c) When you print and post your invoices, use the option to automatically fill backorders. If inventory receipts or order cancellations after the time the backorders were created have made more stock available for backordered items, the program will try to fill the backorders as it prints the invoices.

Simple Inventory Reserve Model

This model represents a medium-sized reseller who can usually fill orders from inventory on hand but occasionally needs some inventory reserved for a high priority customer or a customer with a large standing order. This example is similar to the previous one, but the procedures are slightly different.

- a) Set the **SY-A-B** ready-to-ship default flag to **Y**; this assures that all sales orders and associated line items are marked ready to ship as soon as they are entered. As you enter the orders, the ready-to-ship flag will be set automatically to **Y**.
- b) Enter sales orders either one at a time or several in one session. When you enter the sales order and want to reserve inventory for a later shipment or for a standing order, set the ready-to-ship flag on the sales order to **N**. This will hold the inventory until you are ready to release it. (If you want to reserve new items on an existing sales order with ready-to-ship items, just set the new line item ready-to-ship flag to **N**. Inventory is reserved for that order and no subsequent order can ship the reserved items.)
- c) When you print and post the invoices, any not-ready-to-ship items will not appear. When you are ready to send out the reserved order, use the sales order release program or the sales order entry program to change the ready-to-ship flags to **Y**. The order is then printed and processed like a regular order.

These procedures still allow you to track any backordered items you may have on your sales orders. There is a backorder auto-fill option in the sales order release program, so you can try to fill a backordered item as you release it, or you can use the corresponding option when you print your invoices.

Distributor's Sales Order Model

This example is that of a high-volume distributor. Inventory stocks are generally low, or variable, and orders are not often filled from stock on hand. Backordering and reserving inventory are the rule and not the exception. You will see that the sales order procedures are very different from those detailed above.

- a) Set the **SY-A-B** ready-to-ship default flag to **N**. All sales orders and associated line items will be flagged accordingly.
- b) Use sales order entry to enter sales orders for your clients.
- c) Print shipping documents (packing slips) periodically and send them to the warehouse to stage and load orders. You can also provide packing slips to the warehouse and prepare invoices based on the information returned from the warehouse.
- d) When a receipt comes in from a supplier, print the backorder list. Use this list to release selected invoices, using the automatic filling of backorders option.
- e) You will typically print and post invoices once or twice per day in large batches. When you do, use the backorder auto-fill to fill whatever backorders remain on your ready-to-ship invoices.

Priority Invoices

You may need to bypass some of these procedures from time to time in order to rush an order. Advanced Accounting provides the means to process a single order from start to finish.

- a) Enter the sales order.
- b) Be sure to set all ready-to-invoice flags to **Y** on items to be shipped on that order.
- c) When the program asks whether or not to invoice the order enter Y. The program will automatically chain to the invoice printing program and from there to the invoice posting program if everything printed properly.

This procedure can also be used for handling several priority sales orders, and applies to any of the models described above.

SO-A - ENTER SALES ORDERS**Purpose of Program**

Use this program to enter and modify sales order records for your customers. A sales order can include both regular and non-inventory (non-stock) items. All shipping documents and invoices are printed from the information entered in this program.

You can use the sales order program to automatically record and track backorders. You can also put inventory on hold for a customer, or create multiple invoices against an open sales order.

This program will also print out sales orders.

Field Explanations

Our Software & Consulting		Enter/Change Sales Orders	
S/O #:	0	Ord Date:	00/00/00
Code:		Last Inv #:	0
Name:		Ship To:	
Add1:			
Add2:			
CSZ:			
Cntry:			
Desc:		Attn:	
Ship Via	Terms	Slsp	Ent by
		0	
Cust Ord Num	Tx	Auth	Dept Rdy?

S/O # (Required)

The sales order number. Usually you should allow the program to assign a default—the next sales order number—for you. If the number the program tries to assign corresponds to an existing sales order, the next available number is used. To specify a number other than 1 for your first sales order number at system startup, use **SY-A-A, Enter/Chg Comp Interface**.

You can enter a number in this field or use F2 to select from a list to call up an existing sales order for alterations, deletions or additions.

Order Date

The date the sales order is entered (defaults to the current date).

Last Inv #

Since multiple invoice numbers may be used against a single sales order, this field indicates the last invoice processed against this particular sales order. This is a memo field; no modification is allowed here.

Sales Information

Code (Required)

The code for the customer making the purchase.

Name

Add1

Add2

CSZ (City State Zip)

Cntry

Default entries from the customer record (created in **AR-A, Enter/Chg Customers**). You can use an alternate Sold To address by accessing the Alternate Address file created in **AR-A**. To get a list of addresses available press the ^C (CTRL+C) key and choose option 1 (Alt Sold To Addresses) from the menu. This will give you the standard Alternate Address list and you can choose the appropriate one. For more information please refer to Customer Options below.

Desc

The general description for this sales order (optional). This will be printed on all reports and on the customer's statement.

Invoice Ship To

In case the delivery address for this customer is different than the billing address, enter the appropriate *Ship To* information for this customer here. You may enter all of this information yourself or, by pressing ENTER, the program will copy the customer information displayed on the left.

You can use an alternate Sold To address by accessing the Alternate Address file created in **AR-A**. To get a list of addresses available press the ^C (CTRL+C) key and choose option 2 (Alt Ship To Addresses) from the menu. This will give you the standard Alternate Address list and you can choose the appropriate one. For more information please refer to Customer Options below.

Attn

The person to whose attention this order should be addressed, with a default defined from the *Contact* field in the customer record. If you print shipping labels, this information will automatically be printed on the label. You can use an alternate Attn by accessing the Alternate Contact file created in **AR-A**. To get a list of contacts available press the ^C (CTRL+C) key and choose option 3 (Alt Attention Of) from the menu. This will give you the standard Alternate Contact list and you can choose the appropriate one. For more information please refer to Customer Options below.

Ship Via

The method of shipment. This is a 15 character alphanumeric field. This field will default to a value set up in **SY-A-B, Enter/Change Invoicing Defaults**.

Terms (Required)

Chosen from a pop-up menu, with the default entry from the customer record highlighted.

Sisp

An employee code for the salesperson on this sales order. This is a 3 digit numeric field. This field will default to the salesperson number associated with this customer in **AR-A, Enter/Change Customers**.

Ent by

The person who entered the order. This is a 5 character alphanumeric field. This field will default to a value set up in **SY-A-B, Enter/Change Invoicing Defaults**.

Cust Ord Num

If the customer has given you a P/O number, enter that number here. If you print shipping labels, this number will be printed on the label.

Tax (Required)

Enter **Y** if any item on this order is taxable. Enter **N** if none are taxable. This defaults to the value in the customer's record.

Auth

This is the taxing authority for this customer and can be specified whether or not this sale is taxable. If this has already been set in the customer's record then you won't be asked for a value. If it hasn't you will be able to choose the appropriate authority from a list.

Even though you enter a value here it will NOT be saved in the customer record.

Dept

If you are using G/L departments, this field allows optional entry of a G/L Department Code to post the sales to a specific department set up in your Chart of Accounts.

****VERY IMPORTANT**** If you specify a department value here you must be careful that all transactions, including sales tax liability, etc., all have the same department code. If you don't you will not be able to get a balanced departmentalized trial balance. This also applies to the G/L accounts in the actual inventory records

Rdy?

If you want all line items on this sales order to be invoiced and shipped from units on hand, enter **Y** here. **N** sets the default ready-to-ship flag for all line items on the sales order to **N**, reserves inventory items from units on hand, and will not release them to be invoiced or shipped until you make a request to release in **SO-E, Release Sales Orders** or return to this screen and change the **N** to **Y**.

If you have marked some individual line items **Y** and some **N** (see below), and you invoice the line items marked **Y**, when you next look at the sales order (with the items marked **N** remaining), this *Rdy?* field will be set to **R**. This will alert you to the fact that some items originally on the sales order have already been shipped.

The Display Window and the Line Item Entry Window

Our Software & Consulting		Enter/Change Sales Orders			
S/O #:	0	Ord Date:	03/16/95		
Code:	ACMAUTWASE	Last Inv #:	0		
Name:	Acme Automotive Repair		Ship To:		
Ship Via	Terms	Slsp Ent by	Cust Ord Num		
MAIL	NET 30	125 STL			
			Tx Auth Dept Rdy?		
			Y NC Y		
Product Code & Desc	Shp Qty	B/O Qty	Price	Disc%	Extension
Product:			Loc:		
ESD	Tax	Rdy	Qty Ship	Qty B/O	Price/Unit
00/00/00			0.00	0.00	0.0000
					Disc%
					0.00
					Extension
					0.00
Sub Tot:		0.00	Tax:	0.00	Freight:
				0.00	Total:
					0.00

F1 Help|^C Cust Opts|^F First Page|INS|DEL|F10 Save S/O| ESC Exit

Once you enter the sales and shipping information the screen changes to that above.



You can return to the sales/shipping screen at any time by pressing ^F (CTRL+F) when entering line items. To return to the line item screen just press the ESC key.

The middle-portion of the sales order entry screen includes a display area which shows information for up to seven items on the sales order. After entering a line item using the entry window, the item is moved to the scrolling display area. You can use the Up and Down arrow keys to choose a line item if you need to modify any information. You can see different information on a line item in the entry window than what you see about it in the scrolling area; be sure to view a line item in both modes for full information about the item.

Line Item Entry Window - Inventory Item

Product:			Loc:		
ESD	Tax	Rdy	Qty Ship	Qty B/O	Price/Unit
00/00/00			0.00	0.00	0.0000
					Disc%
					0.00
					Extension
					0.00
Sub Tot:		0.00	Tax:	0.00	Freight:
				0.00	Total:
					0.00

F1 Help|F2 Display Products| ESC Exit

Product Code

This is the first entry field. Inventory product codes are set up in **IC-A, Enter/Chg Inventory**. You can select from a list of inventory items or you can type in a product code. As you press ENTER after you have selected a product code, the inventory product description is displayed next to the code. You can change the product code description for this particular line item. If the product is not yet in the inventory file the program will allow you to add it.

Once you have entered a product code and the item is displayed you can access the full inventory record for that item by pressing ^I (CTRL+I) and choosing option 5 from the menu. This option menu will also let you add a free form note to this line item, choose a note already saved for the inventory item or delete a note attached previously. For more information about these options please refer to Inventory Options below.

To enter a message instead of an inventory item press just the ENTER key here (leave the product code blank).

Loc

This is a particular location code for this item. If this is a N type item (non-stock) or if the item only has one location you will automatically skip this option. If the product has multiple locations you will be able to choose a specific one. You can get a list by pressing F2.



One of the reasons we recommend you have the default location be blank is so you don't have to enter a specific value here. If you usually sell from the default location then just by pressing ENTER here with a blank field value you will be choosing the right one.

NOTE

If the word NOTE appears next to the Location value then you have a note attached to this line item.

ESD

The Estimated Ship Date. The default value in this field is the current date.

Tax

If you entered **Y** in the *Tax* field above, you can also choose whether individual line items are taxable. You are offered a default from the inventory file. If you entered **N** in the *Tax* field above, this field will always be **N**.

Rdy

Like the *Rdy?* field described above, this is a ready-to-ship flag, but one that is applicable to individual line items. If any of these are set to **N**, the items will be reserved from inventory on hand, and the flags must be changed here or in **SO-E, Release Sales Orders**, before the line item can be invoiced, posted, or shipped.

Qty Ship (Required)

The number of units ordered. This is a seven digit numeric field with two decimal characters. The default display in this field is 1.00.

Qty B/O

If the line item quantity ordered exceeds the inventory units on hand, and you choose not to go negative with on-hand units, the remaining units ordered are placed on backorder, and the number of backordered units (per line item) is displayed here.

Price (Required)

The unit price for this customer. You are offered a default from the inventory file, using the price matrix level associated with the price level in the customer record. This is a nine digit numeric field with four decimal characters.

If there is a price matrix for this item you can display the other prices by pressing the F2 key. You can choose a price from this list if desired.

Disc%

The percentage discount used to create the unit price for this line item (if you have set up a percentage-based price matrix for this inventory item). If there is no price matrix set up or the price matrix is

based on a flat rate, 0% will be displayed. This is a 4 digit numeric field with 2 decimal characters. You can also enter or change a discount for a line item here. Ten percent is represented as '10.00.'

Extension

The Qty ordered+Units on B/O multiplied by the net price per unit.

Line Item Entry Window - Message

Enter Message:		Ready To Print?:	
Sub Tot:	0.00	Tax:	0.00
Freight:	0.00	Total:	0.00

F1 Help|F2 Credit Cards|F10 Save Line|^N Attach Note| ESC Exit

To enter a message instead of an inventory item press just the ENTER key at the Product Code field.

Enter Message:

You may enter a 75 character message here. This will appear on the sales order and invoice.

You can also set the message line to a credit card number on file for this customer by pressing the F2 key. This will give you a list of credit cards available. You can add new credit cards or delete existing ones directly at this point. To choose an existing credit card move the cursor to the appropriate line and press the ENTER key. To add a new card press the INSERT key. To delete an existing one move the cursor to the appropriate line and press the DELETE key. The screen that appears for creating a new card is the same as in **AR-A** (Credit Card Maintenance).

You can also use the same note entry process for a message as for inventory line items. When the cursor is in the actual message field press the ^N (CTRL+N) key. For more information on message line sales order notes please refer to Message Line Notes, below. If you save a note the first line is displayed in the normal message line area.

Ready To Print?

Same as *Rdy* flag above.

Totals

Sub Tot:	0.00	Tax:	0.00
Freight:	0.00	Total:	0.00

F1 Help|^C Cust Opts|^F First Page|INS|DEL|F10 Save S/O| ESC Exit

Sub Tot

The sub-total amount for the sales order for all items (calculated automatically and displayed as a running sub-total).

Tax

The amount of tax for this sales order (calculated automatically when you save the sales order).

Freight

The freight charge for this sales order. You are asked to fill in this field before saving the sales order.

Total

The total amount of the sales order. This is the Sub-total + Tax + Freight.

General Program Operation

Adding a New Sales Order

Press ENTER when you are in the Sales Order # field, and the program will automatically assign a number when the sales order is saved.

Enter a complete customer code, or use the F2 list display option to select a customer.

Press ENTER again, and the customer information will be displayed. You may change any field associated with this customer for this particular sales order; however, the new information will *not* be saved in the customer record. If you want to change information in the customer file, use **AR-A, Enter/Change Customers**. You can also chain to **AR-A** by pressing ^C (CTRL+C) and choosing option 5 from the menu. For more information on this please refer to Customer Options below.

If you enter a customer code that isn't in the customer file, you will be able to enter a new customer at this point and then return to the sales order process. (For more information on adding a customer record, see **AR-A, Enter/Change Customers**).

After choosing the customer the cursor moves to the *Desc* field. If you need to change the shipping address information for this sales order you can do so in two ways. Change the information directly in the appropriate *Ship To* fields. You can reach those fields by pressing the UP ARROW key. You can also press ^C (CTRL+C) and choose option 2 from the Customer Options menu. This will display the Customer Alternate Address list and you can choose a different address there. If you do the new address will be displayed in the Ship To information block.

You can also enter or change the *Attn* name. This will print on the shipping labels, if you choose to print them, and will also appear on the printed sales order and any printed invoices. You can also choose a name in the Customer Alternate Contact file by pressing the ^C (CTRL+C) key and then choosing option 3 from the menu. Choose the appropriate name and it will be inserted in the *Attn* field.

You can enter a general description for the sales order in the *Desc* field. This description will appear on posting reports and the customer statements.

The *Ship Via* information offers a default entry from **SY-A-B, Enter A/R Invoicing Defaults**.

The *Terms* field will display the choices available to you. The terms menu will highlight the default set in the customer record. *Cash* terms (types **A** or **C** in **SY-B**) post directly to a cash account—no Accounts Receivable line items are created.



Set the Default A/R Checking Account to 0 in SY-A-D if you want a choice of bank accounts to post cash sales to.

The final entries in the sales order header are as follows:

- *SlsP* - Type in the employee number of the salesperson for this customer. A default entry is offered from the customer file, if one has been entered. Press F2 to get a list of available salespeople.
- *Ent by* - You can enter the initials or another identifying memo for the person who entered the sales order. This field is not required.

- *Cust Ord Num* - In this field you can enter your customer's order number, if you have one; this is not a required field. This number will also print on the shipping label.
- *Tax* - Enter **Y** if any item on the sales order is taxable.
- *Dept* - If you are using G/L departments, enter the G/L department to which transactions are to be posted.
- *Rdy?* - The ready-to-ship flag setting. If you want all line items on this sales order to be invoiced and shipped from units on hand, enter **Y** here. **N** sets the default ready-to-ship flag for all line items to **N**, reserves inventory items from units on hand until you change this flag within the sales order itself or use **SO-E, Release Sales Orders**. See the explanation in **Using a Sales Order System** at the beginning of this chapter for more on how to use this feature.

Sales Order Line Items

You can enter up to 250 line items on a single sales order. To add a new line move the cursor to a blank line and press the ENTER key. Enter items from the inventory file by typing in a complete product code or using the list display (F2) option to select an item. The program will place the product code in the appropriate field. To display the balance of the information for that item, press ENTER. The description from the inventory file will appear along with the price as listed in the product record. *Quantity* defaults to 1.00. You must enter a quantity other than 0.

You can also enter messages. To do this, press ENTER in the blank *Product Code* field. The message line window is displayed and you can enter up to 75 characters.

Both regular (physical) and non-inventory (non-stock) type items can be entered on the same sales order. You can use the ready-to-ship status for non-inventory line items as well as regular inventory, but backorder or units on hand features do not apply.

For regular type items you will be able to choose a location. If there is only one location for this product then it will be used automatically and the cursor will not stop in the *Location* field. You can get a list of locations available, along with the number of units on hand at each, by pressing the F2 key when the cursor is in the *Location* field.

Enter the estimated ship date (defaults to today's date), taxable (Y or N, defaults to Y if the taxable flag for this order is Y and the taxable flag for the item in the inventory file is Y), and whether this line is ready to ship (defaults to what you set for the order). The quantity ordered must be more than 0 and defaults to 1. If you have chosen a regular inventory item the program will check the order amount against the number of units on hand at that location. If there aren't enough for the order you will be asked whether to go into negative inventory or back order the balance. You can also return to the *Location* field (press the UP ARROW key until you get back there), and choose a different location. You can enter a B/O quantity whether or not there are enough units to ship and also change the price. If there is a price matrix for this item you can display it by pressing F2 when the cursor is in the *Price* field. Once the price has been entered the program will automatically calculate the extension, add the item to the order and return to the list, ready for the next item. Saving the line item updates the units on hand, units on sales order and units on back order fields in the inventory record.

If you were adding a new line the cursor will automatically go to the next blank line and you can enter another line item by pressing the ENTER key. To change a line move the cursor to the appropriate line and press the ENTER key (notice how the entry window below changes as you move the cursor). To insert a line move the cursor to the line above which the new line will be inserted and press the INSERT key.

Deleting a Line Item

Move the cursor to the appropriate line and press the DELETE key. You will be asked to confirm the deletion.

Saving the Sales Order

After you have entered all the line items for the sales order, press F10 while in the list window. If you press the F10 key while in the entry window the program will give you instructions on how to properly save the line item. Enter the *Freight* at the prompt.

To finish saving the sales order, follow the prompts for any options that may apply:

- Printing/not printing the default ending lines from **SY-A-B, Enter/Chg Invoicing Defaults** on the invoice.
- The program will give you the option of printing the sales order on plain paper. If you choose to do so you will also be able to enter the number of copies to print. This defaults to the value entered in **SY-A-B, Enter/Chg Invoicing Defaults**.
- If the *Rdy?* flag for the entire sales order is Y you will also be given a chance to invoice the S/O.

Saving a new sales order creates a new sales order header and line item information, and increments the *Next Sales Order Number* in **SY-A-A, Enter/Change Company/Interface**.

Changing an Existing Sales Order

A previously entered sales order may be changed any number of times as long as there are unposted items remaining on the sales order. Once the shipment of goods on an sales order has been invoiced and the invoice posted, however, the line items included on that invoice cannot be changed or deleted and no new line items can be added. To make any modification after posting, you must enter a reversing sales order (see **Reversing a Sales Order** below).

To find an existing sales order, use one of the following two options:

- Enter the sales order number in the *S/O #* field.
- Use the list display option (press F2 while the cursor is in the *S/O #* field).

To display the rest of the information for that sales order, press ENTER to view the balance of the information for that sales order. The customer and/or product line item information can be changed by moving the cursor to the appropriate fields and typing in the new information. Press the PAGE DOWN key to get to the line item screen. The sales order number itself cannot be changed without deleting and re-entering the sales order.

Reversing a Sales Order

If you need to reverse the effect of a posted invoice, (for example in the case of a customer return) enter a new sales order with line items identical to those on the invoice, except that you must enter negative *Quantity* amounts. When the invoice is posted, the second sales order adds offsetting detail line items to the General Ledger, inventory record, and customer record, balancing and reversing the first invoice. This is sometimes known as a “credit sales order.”



You may enter both negative and positive *Quantity* amounts on the same sales order.

Deleting an Existing Sales Order

Find the existing sales order using the methods above in the **Changing an Existing Sales Order**.

With the cursor in the *Order Date* field press the F4 key. The program will ask if you want to delete the entire sales order. If you answer **Y**, the sales order will be deleted from the file, and any unposted invoices are also deleted. If you answer **N** the program will return you to the *S/O #* field.

Deleting a sales order reverses the operations described above for saving a sales order.

Customer Information Options

If you press the ^C (CTRL+C) key when the cursor is on the first page screen or when in the item list (not during item entry) the following screen will be displayed:

Our Software & Consulting		Enter/Change Sales Orders	
S/O #:	0	Ord Date:	03/16/95
Code:	ACMAUTWASE	Last Inv #:	0
Name:	Acme Automotive Repair		Ship To:
Ship Via	Terms	Slsp Ent by	Cust Ord Num
MAIL	NET 30	125 STL	
			Tx Auth Dept Rdy?
			Y NC Y
Product Code & Desc	Shp Qty	B/O Qty	Price
			Disc%
			Extension
Customer Options			
1 - Alt Sold To Address			
2 - Alt Ship To Address			
3 - Alt Attention Of			

4 - Cust Aging			
5 - Cust Record			
Product:		Loc:	
ESD	Tax	Rdy	Qty Ship
00/00/00			0.00
			Qty B/O
			0.00
			Price/Unit
			0.0000
			Disc%
			0.00
			Extension
			0.00
Sub Tot:	0.00	Tax:	0.00
		Freight:	0.00
		Total:	0.00

ESC Exit

1 - Alt Sold To Addresses - Choose this option to get a list of the alternate addresses for the customer so that you can choose one for the Sold To name and address. This option can be chosen any time the customer option menu is available. If you choose an address from the list it will automatically update the current sold to information. If you press the ESC key while in the list nothing will change.

You can also add new alternate addresses here by pressing the INSERT key. The entry process is the same as in **AR-A, Enter/Change Customers**. Once a new alternate address is saved you can then move the cursor to that line and choose it by pressing the ENTER key.

You can delete an existing alternate address by moving the cursor to that line and pressing the DELETE key. The program will ask you to confirm the deletion. If you enter Y the address line will be deleted from the list.

2 - Alt Ship To Addresses - Choose this option to get a list of the alternate addresses for the customer so that you can choose one for the Ship To name and address. This option can be chosen any time the customer option menu is available. The same options apply here as for the Alt Sold To Addresses above. You can add or delete alternate addresses from this option. The address list is the same for both options. The only difference is where the address goes.

3 - Alt Attention Of - Choose this option to get a list of alternate contacts for the customer so that you can choose one for the *Attn* field. This option can be chosen any time the customer

option menu is available. If you choose a contact from the list it will automatically update the current *Attn* value. If you press the ESC key while in the list nothing will change.

You can also add new contacts here by pressing the INSERT key. The entry process is the same as in **AR-A, Enter/Change Customers**. Once a new contact is saved you can then move the cursor to that line and choose it by pressing the ENTER key.

You can delete an existing contact by moving the cursor to that line and pressing the DELETE key. The program will ask you to confirm the deletion. If you enter Y the contact line will be deleted from the list.

4 - Cust Aging - There are often times you will want to get a quick aging for this customer to see what their current receivable situation is. By choosing this option you will be able to do this quickly and easily. The program will chain to **AR-F, Print Aging** and will automatically display the aging information for this customer only. When you exit the aging report the program will automatically return to where you were in the sales order.

5 - Cust Record - There are occasions when you need to change information directly in the customer record (tax authority, salesperson code, etc). If you didn't start this process from the customer record, or, if you want to get a list of other invoices, etc., choosing this option will return you to the main customer record in **AR-A, Enter/Change Customers**. You will not be able to start another sales order for this customer or delete their record, but just about anything else can be changed or displayed. It's important to note, however, that any changes made to the main customer record will NOT be automatically copied to the current sales order. So, if you change the salesperson code you will still have to change this information again for this sales order if you have already entered it previously. When you exit from **AR-A** you will return to where you were in the sales order.

Inventory Information Options

If you press the ^I (CTRL+I) key when the cursor is in the line item entry screen the following screen will be displayed:

Our Software & Consulting				Enter/Change Sales Orders			
S/O #:	0	Ord Date:	03/16/95	Ship To:			
Code:	ACMAUTWASE	Last Inv #:	0	Acme Automotive Repair			
Name: Acme Automotive Repair							
Ship Via	Terms	Slsp	Ent by	Cust Ord Num	Tx	Auth	Dept Rdy?
MAIL	NET 30	125	STL		Y	NC	Y
Product Code & Desc	Shp Qty	B/O Qty	Price	Disc%	Extension		
Inventory Options							
1 - Edit Attached Note							
2 - Delete Attached Note							
3 - Choose Inventory Note							
4 - Edit Inventory Notes							

5 - Inventory Record							
Product:	ADU40RUNPRGS	Advanced Accounting 4.0 Run	Loc:				
ESD	Tax	Rdy	Qty Ship	Qty B/O	Price/Unit	Disc%	Extension
00/00/00	Y	I	0.00	0.00	399.0000	0.00	0.00
Sub Tot:	0.00	Tax:	0.00	Freight:	0.00	Total:	0.00

ESC Exit

1 - Edit Attached Note - Free form (multi-line, automatic word wrap during entry and display) notes may be attached to any line item. These notes can be printed on the sales

3 - Choose Inventory Note - By choosing this option you can attach a TASNote previously entered for this inventory item to this sales order line item. A list of notes available will be displayed. Move the cursor line to the appropriate note and press the enter key. The note will be automatically attached to the line item. If you want to make further changes to the note then choose option 1. The note you chose here will be displayed and you will be able to make changes to it.

4 - Edit Inventory Notes - This is the standard TASNotes procedure and it will allow you to add new notes or change existing ones that are attached to this inventory item. After entering a new note here you can then choose option 3 to attach it to the line item, and then option 1 to make further changes, if desired.

5 - Inventory Record - There are occasions when you need to change information directly in the inventory record (taxable, price, etc.) or if you want to get other information not available on the screen, choosing this option will return you to the main inventory record in **IC-A, Enter/Change Inventory**. You will not be able to delete the record, but just about anything else can be changed or displayed. When you exit from **IC-A** you will return to the line item entry.

Message Line Notes

You can also use this option when entering message lines. When the cursor is in the message line field press the ^N (CTRL+N) key. If this is a new message line (or there is no sales order note attached to the line) the same note screen will be displayed as for a regular inventory item. You can then enter your free form note and when you save it the first line will be displayed in the message line on the screen. If you need to edit it again later just move the cursor to that line, press the ENTER key and the program will automatically display the note editing screen with the current note displayed. To delete a message line note (when attached to a message line only), move the cursor line to the appropriate message line on the list and press the DELETE key. You will be asked to confirm the deletion.

Printing an Existing Sales Order or all Sales Orders

This program provides the opportunity to either print all or selected sales orders from the file or just the one currently on the screen. A sample report is provided in Appendix F.



This option to generate a sales order printout is NOT the printing process that prepares an invoice for posting; you must print the invoice using **SO-F, Print Invoices on Forms**, before a sales order is considered invoiced and posted.

Print From S/O #:	0
Thru S/O #:	0
From Cust:	
Thru Cust:	
From Date:	00/00/00
Thru Date:	00/00/00
Attached Notes:	
Num Copies:	0

To print all or selected sales orders, press F3 while the cursor is on the *S/O* # field. The program will display the screen shown above.

To limit the printout, enter a range of sales order numbers or customer codes. If you don't enter any limits, the program will print all applicable sales orders.

SO-B - PRINT OPEN S/O LIST

Purpose of Program

Use this program to print a listing of sales orders that have not yet been invoiced and/or posted. This report contains the following information, divided and sorted by customer code, product code, or S/O number:

- Customer name and code
- S/O number and description

If S/O line item detail is selected, the following information is included:

- Product code and description
- Quantity ordered, backordered, and shipped
- Cost per item, any discount and the extension price
- Estimated ship date
- Ready-to-ship flag (Y or N)

General Program Operation

Our Software & Consulting	Print Open S/O List
Sort This Report By:	Sort Report by: C - Customer Code P - Product Code S - Sales Order Num
Print From Customer: Thru Customer:	
Print From Product: Thru Product:	
Print From Sales Order: Thru Sales Order:	0 0
Print Line Item Detail:	

When you run this program, the screen above is displayed. You can have the report sorted by Customer Code, Product, or by Sales Order number. In addition, you can specify ranges to limit the report.

When printing is complete, you are returned to the main menu. An example of this report is provided in Appendix F.

SO-C - PRINT PACKING SLIPS

Purpose of Program

Packing slips are provided as a convenience in Advanced Accounting 5.1 for a reference when you or your shipping personnel stage and fill orders, prior to getting the actual printed invoice for delivery. The packing slips show the quantity ordered, the quantity available to ship and any backordered quantities. Space is also provided for freight and insurance charges.

General Program Operation

Our Software & Consulting	Print Packing Slips
Use Open S/Os or Inv Hist File:	S
Print From S/O or Inv Number: Thru S/O or Inv Number:	0 0

When you run this program, the screen above is displayed. Your first option is to choose to print from open sales orders (S) or the invoice history file (I). You can limit the packing slips printed to as few as one sales order/invoice. If you do not enter limits, the program will print packing slips for all open sales orders/invoices.

When printing is complete, you are returned to the main menu. An example of this report is provided in Appendix F.

SO-D - PRINT BACKORDER LIST

Purpose of Program

In tandem with the automatic backorder updating in the sales order entry program, Advanced Accounting provides this program to print a list of items currently on backorder. You can sort this report by shipping date to make it easier to see at a glance all products that are due to ship, or sort by product code to indicate how much of each product is backordered at one time.

General Program Operation

Our Software & Consulting		Print Sales Order Backorder List	
Print From Product Code:		Thru Product Code:	
Print From Est Ship Date:	00/00/00	Thru Est Ship Date:	00/00/00
Sort Report By:	Sort Report by:		
	P - Product code		
	D - ship Date		

When you run this program, the screen above is displayed. Enter limits in the *Product Code* or *Est Ship Date* fields to narrow the scope of the report, or leave those fields blank to print all products and dates.

You can group items on this report by product code or shipping date. When printing is complete, you are returned to the main menu. An example of this report is provided in Appendix F.

SO-E - RELEASE SALES ORDERS

Purpose of Program

If you have set the ready-to-ship flag in the sales order header or the line item to **N**, this program allows you to release those items for invoicing, posting, and shipping. This change has the same result as changing the all the *Rdy?* flags in the individual sales order to Y using **SO-A, Enter Sales Orders**.

General Program Operation

Our Software & Consulting	Release Sales Orders
From Sales Order Number:	<input type="text" value="0"/>
Thru Sales Order Number:	<input type="text" value="0"/>
This Prod Code only:	<input type="text"/>
Fill any back orders where possible?	<input type="checkbox"/>
Enter Freight for Released Orders?	<input type="checkbox"/>
Working on Order:	<input type="text" value="0"/> Released? <input type="checkbox"/>
Customer:	<input type="text"/> Date: <input type="text" value="00/00/00"/>
Name:	<input type="text"/>
Freight Amount:	<input type="text" value="0.00"/>

F1 Help|F2 Display S/O's|

ESC Exit

When you run this program, the screen above is displayed. You can specify a range of sales orders or a single one by entering the same s/o number in both the From/Thru fields.

If you want to release just a single product code then enter it in the next field. To release the entire sales order leave this field blank.

If you want to automatically check for backorders that could be filled enter Y at the Fill any backorders question. If you want to be able to enter the Freight amount for each sales order enter Y for the Enter Freight question.

If you don't release the entire sales order any message lines (not notes that are attached to line items) that are marked as not ready will **not** be automatically marked as ready.

If you have chosen to enter the freight amount you will be able to do so for each sales order that is released. This will default to the value currently in the order.

After the process is complete the program will return to the main menu.

If you wish to release individual line items only within a sales order use the **SO-A, Enter Sales Orders**.

SO-F - PRINT INVOICES

Purpose of Program

After entering a sales order, all the available, ready-to-ship items on that sales order are ready to invoice. You must print the invoice (whether to the screen, printer, or to a disk file) before you can post it. Until all line items are posted, you can continue to reprint it and you can also enter new items on the original sales order.

This program will print the invoices for available inventory line items entered in **SO-A, Enter Sales Orders** on either pre-printed invoice forms or plain paper (pre-printed forms are available from Dynamic Systems, the official forms manufacturer). Check the top of your screen to see if the 'blank paper' or 'long form' option is in effect. You may change this option in **SY-A-B, Enter/Change Invoicing Defaults**.

Only those sales order items that are available and ready to ship will be printed. Items on backorder and items with a ready-to-ship flag of **N** will not appear on the invoice.

After printing, this program will also allow you to post all appropriate information to the General Ledger, Customer file, the Inventory file, and the Accounts Receivable file. A sample invoice printed by this program is provided in Appendix F.

General Program Operation

Our Software & Consulting	Print Invoices (Plain Paper)
Invoice Date: 03/16/95	
Print all Invoices not yet printed? [Y/N]: Y	
Print only from Sales Order Number: 0	
Thru Sales Order Number: 0	
Fill Backorders Automatically? [Y/N]: Y	

When you choose this program, the screen above appears. Enter the date you want printed on your invoices (the default is the current date). This date will also be used as the posting date on the resulting A/R line item.

Print all Invoices not yet printed? [Y/N]

If you only want to print invoices that have not yet been printed, answer **Y**. If you want to print previously printed invoices, enter an **N** so that you can specify a range of invoice numbers to print. If you do not enter any limits, ALL sales orders ready to ship will be printed.

If you print any invoices that had not been printed previously, the program will ask if they were printed correctly. This is a final check that allows you to confirm that you are ready to post the invoice using the information as it appears in the printout.

Fill Backorders Automatically? [Y/N]

You can allow the system to check the available inventory to see if items that were originally backordered can now be filled.

Posting the Invoices

After the printout is complete, the following prompt appears:

Post all printed invoices?

If you want to post the invoices at this time, answer **Y** to this question. Once the invoices are posted you may not make any further changes to them; the printing procedures ensures that you have a copy of your invoices before you post them.

If you do not want to post the invoices yet (perhaps because in the printout you see some changes are needed, or because you do all of your posting at the end of the day), answer **N**. When you are ready to post, you should use **SO-G, Post Invoices**, described below.

If you answer **Y**, the program automatically posts the invoices. While an invoice is being posted, the invoice number and the associated sales order number is displayed. Posting an invoice updates the customer outstanding invoice balance, marks the invoice as printed and posted, updates the next invoice number, updates the last invoice number posted, posts the transaction to the General Ledger and to the Credit Sales Journal or Cash Receipts Journal, and updates the inventory units on sales order, units on hand, and last sale date in the inventory product record and the inventory location record. The sales taxes are posted to the appropriate tax authority and the salesperson record is updated by the gross sales, COGS, and commissions due. A copy of the invoice is saved into the invoice history if the customer record *History?* setting requires this. If the terms are Cash type, the check register is updated.

If the invoices are previewed on the screen, the condensed printing mode is not used and part of the invoice is not displayed. When you print to paper, the invoices will print properly to that medium. The program returns you to the main menu when posting is complete.

SO-G - POST INVOICES**Purpose of Program**

If you have printed your invoices but did not post them at the same time, you can post them using this program.

General Program Operation

Our Software & Consulting	Post Invoices
Post all printed invoices? [Y/N]: <input checked="" type="checkbox"/>	
Post only from Sales Order Number: <input type="text" value="0"/>	
Thru Sales Order Number: <input type="text" value="0"/>	

When you run this program, the screen above is displayed. If you answer **Y** to *Post All Printed Invoices* then the other fields are bypassed and all printed invoices are posted. If you answer **N** to this question, you will be allowed to specify a range of sales order numbers to limit the posting. Use the F2 selection list to specify the range of sales order numbers you want to post.

Posting an invoice has the same results in this program as the posting process explained in **SO-F, Print Invoices on Forms**.

When posting is complete, you are returned to the main menu.

SO-H - PRINT SHIPPING LABELS

Purpose of Program

This program will print the *Ship To* information from the invoices on standard (3 7/8" by 2 7/8") shipping labels. You can generate these labels only for invoices that have not yet been posted.

You may purchase these labels from Dynamic Systems.

General Program Operation

Our Software & Consulting	Print Shipping Labels
Print Labels From Sales Order #:	0
Thru Sales Order #:	0
From Invoice Number:	0
Thru Invoice Number:	0
From Invoice Date:	00/00/00
Thru Invoice Date:	00/00/00
Number of labels to print/invoice:	0

Enter a range of sales order or invoice numbers for printing on the screen displayed above. If you do not enter limits, the program will print labels for all unposted invoices currently in the file. Enter the number of labels you want printed for each invoice in the appropriate space. The program will return you to the main menu when finished.

SO-I - RECURRING SALES ORDER ENTRY

Purpose of Program

This program provides you with a convenient way to create a periodic transaction without reentering the transaction every time. Use this program when you have a periodic customer transaction such as a monthly service call, or a rental or lease to a customer.

Once the sales order is entered through this program, the program **SO-J, Generate Recurring Sales Orders** uses that to create the appropriate order.

This program allows entry of both regular and non-inventory items. The screen below is used to create a recurring sales order template.

Field Explanations

Our Software & Consulting		Enter/Change Recurring Sales Orders	
RSO #:	0	Start Date:	00/00/00
Code:		Last S/O #:	0
Name:		Ship To:	
Add1:			
Add2:			
CSZ:			
Cntry:			
Desc:		Attn:	
Ship Via	Terms	Sls	EntBy Tx Auth Dept R Sel Fq Max B/O Next
		0	

Many of the fields on this screen are the same as those displayed in **SO-A, Enter Sales Orders**. The fields that are unique to this screen are described below.

When you create a recurring invoice, the number it is assigned is the *Next Recurring S/O Num* set in **SY-A-A**; as a sales order is created using **SO-J**, the *Next Sales Order Number* is updated in **SY-A-A**.

New Fields—Recurring Items Only

SEL (Selection Code)

Use this field to attach a three letter code to the recurring transaction as a memory aid, and to enable you to limit sales orders created to a particular type when you run **SO-J, Generate Recurring Sales Orders**. For example, a sales order for routine customer service might be assigned an selection code of **SRV**, or you might assign a monthly invoice a code of **MTH**.

Freq

The entry in this field indicates the number of times per year that the transaction occurs. For example, the *Freq* entry would be 52 for a weekly transaction or 12 for a monthly one. This field is used for calculating the next transaction date.

Max

The entry in this field is the maximum number of times that this sales order is created. When the **SO-J, Generate Recurring Sales Orders** program is run, only transactions which have not yet reached their maximum are created.

B/O

If you have regular inventory items on the S/O you need to determine what to do if there isn't enough stock on hand when the S/O is created. Enter **Y** if you want to place the balance that isn't on hand on backorder, **N** for no backorders, ship only what is on hand, and **F** for force the total amount into ship quantity even if on hand amounts go negative.

Next

The date the next transaction is scheduled, calculated from the initial date entered or the last time a sales order was generated, and from how frequently the transaction recurs.

General Program Operation

See **SO-A, Enter Sales Orders** for an explanation of how to fill in the invoice fields. The fields described above are required fields, except for the *SEL* (Selection Code) field; however, selection code is the basis for creating sales orders in **SO-J** below.

You are not allowed to save a record that does not have the required fields filled. The F3 option to

print operates in the same manner as described in **SO-A, Enter Sales Orders**. A sample report is provided in Appendix F.

SO-J - GENERATE RECURRING SALES ORDERS

Purpose of Program

Use this program on a regular basis to post the recurring items entered in **SO-I, Recurring Sales Order Entry**. You can limit the posting to one type of transaction, based on the *Selection Code* associated with a specific recurring sales order template.

General Program Operation

Our Software & Consulting Generate Recurring Invoices

This program will create a new sales order for all or selected items in the Recurring S/O file. The new Sales Order(s) can be invoiced just as any other S/O and are marked ready as appropriate.

From Selection Code:	█
Thru Selection Code:	█
Generate S/Os due by:	00/00/00
Ok to Continue:	█

Working On Recurring S/O Number:	█ 0
New S/O Number:	177
Customer Code:	█

Limit the program to the desired range of transactions by using the *From/Thru Selection Code* fields. You can also specify the *Next* date value in the *Generate S/Os due by* field.

The *OK to Continue* field allows you either to proceed with the program or to return to the main menu.

SO-K - DISPLAY INVOICE HISTORY

Purpose of Program

You can use this program to view and print your posted invoices one at a time, or to print a listing of posted invoices, in invoice number order, restricted by ranges of invoice numbers and customer codes. The screen below is used to specify what part of your invoice history you want to view or print.

General Program Operation

Our Software & Consulting				Display Invoice History			
Inv #:	174	Dt:	03/16/95	S/O#:	174	Dt:	03/12/95
Code:	ACMAUTWASE	Ship To:					
Name:	Acme Automotive Repair	Acme Automotive Repair					
Ship Via	Terms	Slsp	Ent by	Cust Ord Num	Tx	Auth	Dept Rdy?
MAIL	NET 30	125	STL		Y	NC	Y
Product Code & Desc	Shp Qty	B/O Qty	Price	Disc	Extension		
ADU40RUNPRGS	Advanced A	1.00	0.00	399.0000	0.00	399.00	
Product:	ADU40RUNPRGS	Advanced Accounting 4.0 Run		Loc:	NOTE		
ESD	Tax	Rdy	Qty Ship	Qty B/O	Price/Unit	Disc%	Extension
03/16/95	Y	Y	1.00	0.00	399.0000	0.00	399.00
Sub Tot:		399.00	Tax:	36.54	Freight:	7.00	Total: 442.54

F1 Help|^F First Page|^I Item Note| ESC Exit

When you run this program, the cursor is placed in the *Inv #* field. Enter an invoice number or press F2 to choose from a list of posted invoices. You can move the cursor to the *Code* field and get a listing in customer code order, the *S/O Dt field* for date order or the *S/O #* field for Sales Order number order. The invoice you choose is displayed on the screen. You may not change any of the fields.

The cursor will be placed in the line item list. You may move the cursor as normal in the list and the line item will be displayed fully in the appropriate entry window as in **Enter Sales Orders**. When you are finished viewing the particular invoice press the ENTER key. The program will ask if you wish to see the next invoice using the same index, i.e., *Inv #*, *Code*, etc. If you enter Y the program will display the next invoice until you enter N for the next question or the program reaches the end of the file.

If there is a note attached to a line item you can move the cursor to that line item and press the ^I (CTRL+I) key. This will display the note on the screen although you won't be able to change it.

To see the entire first page screen press the ^F (CTRL+F) key at any time. Press any key to return to the list screen.

Printing Invoice History

To print invoices in the history file press the F3 key.

Enter any appropriate data to limit the printout. After you have entered the last field the program will ask if you wish to print in Product Code order. If you answer N a list of other indexes will be displayed. These are:

- BKAR.INV.NUM - Invoice number order
- BKAR.INV.SONUM - Sales order number order
- BKAR.INV.INVCD - Invoiced flag, will always be Y

BKAR.INV.CUSCOD - Customer code order
BKAR.INV.ORDDTE - Order date order

A sample report is provided in Appendix F.

SO-L - PURGE INVOICE HISTORY

Purpose of Program

Use this program to clear the invoice history files to make room for new entries. We don't recommend purging your invoice history file unless you are running out of disk space and have no alternatives. You will find yourself using this history information for many years to come.

General Program Operation

Our Software & Consulting		Purge S/O Invoice History	
Purge From Invoice Num:	0	Purge From Customer Code:	
Thru Invoice Num:	0	Thru Customer Code:	
Purge From Invoice Date:	00/00/00	Purge From Invoice Date:	00/00/00
Thru Invoice Date:	00/00/00	Thru Invoice Date:	00/00/00
Order Number:	0	Customer Code:	
Date:	00/00/00	Invoices Deleted:	0
		Invoice Lines Deleted:	0

F1 Help|F2 Display Invoices| ESC Exit

By your choice of customer code and invoice date ranges in the screen above, you can purge all items (leave all limit fields blank) in the invoice history file, or limit the purge to certain customers or dates. As the file is being purged, invoice information from the purged items is displayed on the screen. When the program is finished, you are returned to the main menu.

We recommend that you maintain as much data as possible in this file depending on the disk space available. Through the use of **SO-K, Display Invoice History** you will be able to go back and see all orders for a customer quickly and easily. Much easier than having to go back to the file cabinets and search for previous orders!

SO-M - QUICK SALES REPORT

Purpose of Program

Use this report to quickly tell you the sales you have made for a specific time period, such as today. It will list the S/O date, customer name, salesperson number, the first product code on the order, terms and gross amount of the order (not including tax and freight) all on a single line. At the end it totals all orders listed. Also, if you use salesperson numbers on the S/Os it will give a recap of the sales listed by salesperson.

This report uses data in both the current (open) sales order and the history (invoiced) files.

General Program Operation

Our Software & Consulting Quick Sales Report

Print From S/O Date:	03/16/95
Thru S/O Date:	00/00/00
Include Held S/O's?:	N
Print From Salesperson:	0
Thru Salesperson:	999

Enter any appropriate data to limit the printout. *Held Sales* are those with a **N** in the *Rdy?* field in the S/O header.

When the report is finished it automatically returns to the Main Menu. A sample report is provided in Appendix F.

SO-N - REPRINT INVOICES

Purpose of Program

This program will reproduce the invoice exactly as it was printed originally, on the appropriate form. It does not effect any files, but simply reprints the form.

General Program Operation

Our Software & Consulting Re-Print Invoices (Plain Paper)

Re-Print From Invoice Number:	0
Thru Invoice Number:	0

Enter the invoice number range as appropriate. You may display invoices by pressing the F2 key in either field. When the report is finished it automatically returns to the Main Menu.

SO-O - PRINT COD TAGS

Purpose of Program

This program will print the appropriate information on pre-printed continuous feed COD tags available directly from UPS (United Parcel Service). You would print these for shipments that are being shipped COD to your customer.

General Program Operation

Our Software & Consulting Print COD Tags

UPS Acct #:	270-380
From Invoice:	0
Thru Invoice:	0
Invoice Date:	00/00/00

When you run this program, the screen above is displayed. You preset your UPS account number in **SY-A-B, Enter/Change Invoicing Defaults**. This is displayed for confirmation but you are not able to change it here. You next enter the range of invoices you want to check. Press the F2 key for a list. You can also skip the invoice number range and enter just an invoice date to check.

The program will print COD tags for those invoices with terms of COD and COD-CASH only. You must use those exact terms. Anything else will not be found and printed. If the terms are COD-CASH the appropriate information will be printed on the COD tag instructing the driver to collect cash or cashier's check only.

When printing is complete, you are returned to the main menu.

ADVANCED ACCOUNTING

VERSION 5.1

Chapter 7

Accounts Payable

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ACCOUNTS PAYABLE OVERVIEW

The Accounts Payable module allows you to enter, change, or print your vendor information and much of your purchase information. To use Accounts Payable programs, you must already have necessary information entered into **SY-A, Enter/Change Comp Info** including your checking account, Purchase Order (P/O) defaults, and your company name (for printing). You will also need the terms information entered into **SY-B, Enter/Change Terms Info**. For a complete list of what needs to be set up before using Accounts Payable, see **Getting Started**, chapter 3.

In Accounts Payable you can record all of your vendor information. You can find out which of your vendor invoices are overdue, choose the ones you want to pay, and print the checks to pay them. You can also print your vendor information out as a simple list of names and codes, a list with addresses and telephone contacts (on paper or Rolodex cards), or an extended list of vendors and purchase information. Any recurring non-inventory type transactions such as rent, utilities, or lease payments can be handled in Accounts Payable, saving time and freeing you from remembering. In addition, Advanced Accounting 5.1 makes all of this information available throughout the system, so the vendor data you enter here can be called up instantly in another module.

The Accounts Payable module contains the program options listed below. Immediately following that is an overview of the program operations. Finally, you will see a detailed explanation of each program, describing how to use each one.

- A - Enter/Change Vendors
- B - Enter/Change Vouchers
- C - Print Inv Due by Date
- D - Pick Vouch/Inv to Pay
- E - Print Pro-forma Chk Reg
- F - Print Checks
- G - Print Aging
- H - Print Vendor Code & Name
- I - Print Vendor General Info
- J - Print Vendor Purch Info
- K - Print Vendor Mail Labels
- L - Print Vendor Rolodex
- M - Enter Recurring Vouchers
- N - Generate Recurring Vouch
- O - Void A/P Check
- P - Print A/P Payment History
- Q - Purge A/P Payment History

A - Enter/Change Vendors

Enters new vendors or changes information about current vendors. Also use **Enter/Change Vendors** to delete a current vendor. You will not be able to delete a vendor, or change the Vendor Code, if that vendor has outstanding invoices or outstanding credits.

B - Enter/Change Vouchers

Enters vouchers (used for non-inventory charges, manual checks, or account adjustments) directly to Accounts Payable (A/P) without creating a Purchase Order (P/O). You may change a transaction entered using **Enter/Change Vouchers** until you make a payment on the invoice. The voucher may be distributed over a maximum of 10 different G/L accounts.

C - Print Inv Due by Date

Creates a listing of all invoices due or overdue between two dates. You also have the option of automatically “tagging” all printed invoices so that Advanced Accounting will recognize them as ready to be selected for payment.

D - Pick Vouch/Inv to Pay

Marks for payment the items created in **AP-B** or **PO-D, Receive Purchase Orders**. You may either automatically pay all outstanding items or choose which ones are to be paid. The invoices marked to be paid in this program are used in **AP-E, Print Pro-forma Chk Reg** and **AP-F, Print Checks**.

E - Print Pro-forma Chk Reg

Prints a listing of invoices that have been selected to be paid and the net effect of these items on the checking account. The report is printed in vendor code order.

F - Print Checks

This program will print checks on appropriate forms to pay the invoices chosen in **AP-B, AP-D** or **AP-C**. You can reprint the checks if there is a problem. Once accepted, the items will be automatically posted to all applicable files and accounts.

G - Print Aging

Prints three different kinds of aging. The first is a single-vendor overview for a quick scan of one account. The second is a standard aging report sorted by vendor giving totals for current, 30, 60, 90 and 120 days (or for periods you can define). The third is a very useful listing of open invoices grouped by type of payment terms.

H - Print Vendor Code & Name

Prints a listing of vendor codes and names only.

I - Print Vendor General Info

This program will print the vendor general information including address, contact, and telephone number.

J - Print Vendor Purch Info

Prints vendor purchase information in a spreadsheet fashion for an entire year by month. You are able to limit the report by year, from/through vendor code, from/through vendor class, for purchases over a certain amount.

K - Print Vendor Mail Labels

Prints mailing labels in vendor code order. You may also print in ZIP code order, and may limit the printing by entering a range of vendor or ZIP codes.

L - Print Vendor Rolodex

Prints general vendor information on Rolodex cards. You may choose to print all vendors, limit by vendor code or print only new vendors not yet printed using this program.

M - Enter Recurring Vouchers

Allows you to enter vouchers to serve as templates for identical periodic transactions such as rent, utilities, and lease payments. Once the template is created, use **AP-N** to generate and post the voucher automatically, avoiding periodic reentry of the transaction. If the transaction changes, the recurring voucher can be edited with no change in the posting procedure.

N - Generate Recurring Vouchers

Generates and posts invoices from the recurring voucher templates entered in **AP-M, Enter Recurring Vouchers**.

O - Void A/P Checks

voids checks that have already been printed and posted in the A/P module. You can print the accompanying A/P Void Register to screen, disk or printer.

P - Print A/P Payment History

Prints a listing of paid Accounts Payable checks, in vendor order, within specified ranges. For each vendor the listing includes the bank account name, the check number, date, and amount, and the invoice numbers, dates, and amounts for which the check was written.

Q - Purge A/P Payment History

Purges the Accounts Payable check files, subject to limitation by range of vendor codes, bank accounts, check dates, and check numbers. Prints a listing of purged Accounts Payable checks, in vendor order. See **Important Times**, Appendix D, for more information on purging your history files.

AP-A - ENTER/CHANGE VENDORS

Purpose of Program

Use this program when you begin purchasing from a new vendor, or if there is a change in the vendor name, address, telephone number, or your company contact. This program is also used to add vendors for payment of sales tax, federal tax, and payroll withholding liabilities. Be sure any necessary purchase terms information has already been entered in **SY-B, Enter/Change Terms Info**. This vendor information is accessible when you create purchase orders in **PO-A, Enter Purchase Orders**.

Field Explanations

Our Software & Consulting		Enter/Change Vendor Information				
Code:		Contact:				
Name:		Phone:				
Add1:		Fax:				
Add2:		Your Acct:				
CSZ:		Prch YTD:	0.00			
Ctry:		LYR:	0.00			
Rmks:						
Class	Start	1099	Tax ID Number	Terms	Hist?	Dflt G/L Acct
	00/00/00			0		
Crdts:	0.00	Inv:	0.00	Lst Prch:	00/00/00	Lst Pmt: 00/00/00

Standard Vendor Information

Vendor Code (Required)

The code you assign to identify this vendor record in other parts of Advanced Accounting.

Name (Required)

The actual vendor name.

Add 1

The first of 2 address lines.

Add 2

The second of 2 address lines. This can be a second address or simply a suite number.

CSZ

City, State and Zip (Postal Code).

Ctry

Country

Contact

The person with whom you normally speak at your vendor's location.

Phone and Fax

The telephone and telefax machine (if applicable) numbers for this vendor.

Your Acct

This is your account code from this vendor (assigned by them for you). This will print on all checks you print for this vendor.

Prch YTD and LYR

Purchases Year to Date and Last Year. These are the gross dollar purchases you have made from this vendor both this and last year (calendar year).

Rmks

These two lines will be displayed during purchase order entry (**PO-A**) after the vendor is chosen but before any other information is entered. You can use these lines as a reminder of important information that you want everyone to see before entering a P/O for this vendor.

Class

This is a 2 character alphanumeric field used as an additional means of grouping vendors for reports. For example, you might want to group all of your out of state vendors, or all of your vendors who are wholesalers, into a single report. Use this field to designate such a group.

Start

The date you started to do business with the vendor. This can be the date of the first purchase order.

1099 Type

If this vendor should receive a 1099 this is the type to be specified on the form.

Tax ID Number

This is the vendor's federal tax ID number.

Terms (Required)

Payment terms for this vendor. The terms entered here are later offered as a default when you record a Purchase Order for this vendor in **PO-A, Enter Purchase Orders** and **PO-D, Receive P/O's**.

Dflt G/L Acct

This is the default G/L account and department that will appear as the first account in the distribution lines of a voucher you enter in **AP-B, Enter/Change Vouchers**. If you don't enter a value here the first time you enter a voucher the first distribution account code and department will be saved here.

Crdts - Credits

The amount (in dollars) of credits that have not been applied toward vendor invoices. If you receive a credit from a vendor, this is where the amount is displayed.

Inv - Outstanding Invoice Amounts

The amount (in dollars) that you owe in outstanding invoices to a vendor. There could still be an amount in this field even if you have a credit from the vendor.

Lst Prch - Last Purchase

The date of the last P/O received from this vendor.

Lst Pmt - Last Payment

The date of the last payment made to this vendor.

General Program Operation

Creating a New Vendor Record

When you run **Enter/Change Vendors**, the cursor is initially placed in the *Vendor Code* field. Type in a new Vendor Code and press ENTER. If that Code is currently in use, the corresponding record is displayed. If you want to clear the screen so that you can use different code, press F3.

 This program will automatically create a Vendor Code depending on a choice you make in System Maintenance (**SY-A-C**). The program will either use the Telephone number (takes all characters other than the numeric ones out first), use a sequential number, or uses a combination of the first 6 characters of the Vendor Name, then the State and the first two characters of the City (this is the default and what we use at BTI). To have the system create a code for you just press the ENTER key when you're at the Vendor Code (leave it blank). Before you are asked if you wish to save the record the new code will be displayed. If for some reason the code would conflict with one already on file you will be notified and you must change it so that it doesn't.

After you enter the new Vendor Code, fill in the rest of the appropriate fields (see **Field Explanations** above). You can save a record in either of two ways:

1. After you fill in the last field and press ENTER, the program asks whether you want to save the record:

If you answer **N**, you will return to the *Vendor Name* field to edit the record. If you use the Up arrow to enter the *Vendor Code* field at this point, any data entered and not saved will be lost.

If you answer **Y**, the record will be saved and the screen cleared.

2. At any time while entering data, you can press F10 and the program asks whether you want to save the record. Your options are the same as in choice 1.

You must enter **Y** when asked if you wish to save, or the record will not be permanently recorded in the file. The program will not allow you to save a record that does not have a Vendor Code. The record is saved into the Vendor file, and can then be accessed for P/O or voucher operations, for aging, and for printing vendor information.

When saving a new record in the vendor file the program will ask if you wish to enter an order for that vendor. If you enter **Y** the program will chain to the **PO-A** program. When it is finished you will be returned to this program.

Changing an Existing Vendor Record

If you need to change your vendor address or telephone number, or if some other important information has changed, find the existing vendor record by performing one of the following operations:

1. Enter the full Vendor Code at the *Vendor Code* field and press ENTER.
2. Use the standard record search keys to search for the code. For a list of these keys and their functions see the explanation in the **Getting Around in Advanced Accounting**, chapter 2.
3. Use the list display option to choose from a list of vendors. Press F2 to display the list, then proceed as explained in **Getting Around in Advanced Accounting**.

Once the vendor record is displayed you may change any of the fields above the single line. You will not be able to change *Crdts*, *Inv*, *Lst Prch*, *Lst Pmt* or *Purch YTD* and *LYR*. Save the changes as described in **Creating a New Vendor Record** above.

 To change a Vendor Code please refer to **SY-M, Change Related Rec Vals**.

Deleting an Existing Vendor Record

When you delete a vendor record in Advanced Accounting, the *Inv* and the *Crdts* fields must both show a \$0.00 balance. You can apply payments to your outstanding invoices in **AP-D, Pick Vouch/Inv To Pay**. Find the vendor as in the change process above. Press the F4 key. The program will ask you to verify the delete request.

Once a record is deleted it cannot be recovered. You will have to reenter the vendor record if it is deleted in error.

Other Vendor Options

Using this same program you may get other information about this vendor and enter additional addresses and contacts that can be used during purchase order entry. If you press the PAGE DOWN key the following menu will be displayed:

Our Software & Consulting		Enter/Change Vendor Information	
Code:	ABCBAMWAIS	Contact:	Marie Stone
Name:	ABC Bank of Issaquah	Phone:	206-555-7940
Add1:	23400 Front St.	Fax:	
Add2:		Your Acct:	BUST995
CSZ:	Issaquah WA 98025	Prch YTD:	3,841.61
Ctry:	USA	LVR:	0.00
Rmks:			
Class	Start	1099	
AA	12/27/94		
Crdts:	0.00	Inv	
Vendor Options			
1 - Current P/O's			
2 - P/O History			
3 - Aging			
4 - Purch by Date Range			
5 - Purch by Month			
6 - P/O Lines			
7 - Alternate Addresses			
8 - Alternate Contacts			
Hist?	Dflt G/L Acct		
<input checked="" type="checkbox"/>	101		
15/95	Lst Pmt:	08/23/94	

1. **Current P/O's** - This option will show a list of all current (open) Purchase Orders. This is a sliding list and you can see more of the record by pressing the RIGHT ARROW key. You can see the entire order by moving the cursor bar to the appropriate line and pressing the ENTER key. The program will chain to **PO-A** and the order will be displayed. If you wish to enter a new order from this list then press INSERT key.
2. **P/O History** - This will show a listing similar to option 1 above, however, this displays received and invoiced P/Os only. To see the entire P/O move the cursor bar to the appropriate line and press the ENTER key. The program will chain to **PO-E**. You may continue displaying P/Os for that vendor until you reach the end of their P/O history.
3. **Aging** - This option will chain to **AP-G** and will display the current aging for this vendor.

Our Software & Consulting		Enter/Change Vendor Information			
Code:	ABCBAMWAIS	Contact:	Marie Stone		
Name:	ABC Bank of Issaquah	Phone:	206-555-7940		
Add1:	23400 Front St.	Fax:			
Add2:		Your Acct:	BUST995		
CSZ:	Issaquah WA 98025	Prch YTD:	3,841.61		
Ctry:	USA	LYR:	0.00		
Rmks:					
Purch for this Vendor					
C1	Display Purchases By Date Range				
AA					
Cr	From	Thru	Num Orders	Total Dollars	Avg Purch
	00/00/00	00/00/00	0	0.00	0.00
	00/00/00	00/00/00	0	0.00	0.00
	00/00/00	00/00/00	0	0.00	0.00
	00/00/00	00/00/00	0	0.00	0.00
	All Purchases		0	0.00	0.00
Press ESC to return to Main Vendor Screen					

ESC Exit

- Purch by Date Range** - If you choose this option the screen above is displayed. You will be able to enter 4 different date ranges. The program will automatically calculate the total purchase amount. The dates you enter are saved and will be used as the defaults the next time you choose this option for any vendor. This option uses data in the P/O history file and will only be effective if you have *Hist?* set to **Y** for this vendor. The results of this option may be printed if desired.
- Purch by Month** - This option will print the total purchases by month for this vendor. Only those months in which purchases were recorded will be displayed. The program will display up to 5 years of sales in descending order (current year first).
- P/O Lines** - This option will display only the line items from past received and invoiced P/Os. This will let you quickly and easily see the actual items from those P/Os without having to scan through each individual P/O as in option 2 above. However, if you choose a specific line item the P/O for that line item will be displayed as in option 2 above. You will be able to limit the display to only the current year and only actual line items will be displayed, no message lines.
- Alt Addresses** - If this vendor has alternate address for mailings, returns, etc., use this option. You can use these during purchase order entry for the vendor information. See **Alternate Address Maintenance** below for more information.
- Alt Contacts** - If this vendor has alternate contacts use this option. See **Alternate Contact Maintenance** below for more information.

Alternate Address Maintenance

Use this to keep additional addresses for this vendor. These addresses can be used in purchase order entry for the vendor address information. When you choose this option the following list box is displayed (if you have not entered any alternate addresses previously then the list is empty):

Our Software & Consulting		Enter/Change Vendor Information	
Code: ABCBAMWAIS	Contact: Marie Stone		
Name: ABC Bank of Issaquah	Phone: 206-555-7940		
Add1: 23400 Front St.	Fax:		
Add2:	Your Acct: BUST995		
CSZ: Issaquah WA 98025	Prch YTD: 3,841.61		
Ctry: USA	LVR: 0.00		
Rmks:			
Class AA	Start 12/27/94	Tax ID Number	Terms 5
			Hist? Y
			Dflt G/L Acct 101
Enter/Change/Delete Addresses			
Name	Address Line 1	Address Li	
ABC Bank of Issaquah	23400 Front St.		
ABC Bank of Issaquah	P.O. Box 3255		

Move cursor/press ENTER to Change|INSERT Add Neu|DEL Delete| ESC Exit

To enter a new alternate address press the INSERT key and the following screen will be displayed:

Our Software & Consulting		Enter/Change Vendor Information	
Code: ABCBAMWAIS	Contact: Marie Stone		
Name: ABC Bank of Issaquah	Phone: 206-555-7940		
Add1: 23400 Front St.	Fax:		
Add2:	Your Acct: BUST995		
CSZ: Issaquah WA 98025	Prch YTD: 3,841.61		
Ctry: USA	LVR: 0.00		
Rmks:			
Class AA	Start 12/27/94	Tax ID N	
Enter/Change/Delete Addresses			
Name	Enter/Modify this Address		
ABC Bank of Issaquah	Name: ABC Bank of Issaquah		
ABC Bank of Issaquah	Add1: P.O. Box 3255		
	Add2:		
	CSZ: Issaquah WA 98025		
	Cntry: U.S.A.		
	Use for: Use this for mailings		

F10 Save| ESC Return to List

You will then be able to add a new address for this vendor. All field sizes are the same as for the original company name and address lines. You can also indicate how and when this address is to be used. Press ENTER after the last field or F10 to save the new address.

To modify an Alternate Address move the cursor to the appropriate line and press the ENTER key. The entry window above will be displayed, this time with the current data. Press ENTER after the last field or F10 to save any changes.

To delete an Alternate Address move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm your action. If you enter Y the address will be deleted from the list.

Alternate Contact Maintenance

Use this to keep additional contacts and phone numbers for this vendor. These contacts can be used in purchase order entry for the Attn (attention to) field. When you choose this option the following list box is displayed (if you have not entered any alternate contacts previously then the list is empty):

Our Software & Consulting		Enter/Change Vendor Information				
Code:	ABCBAMWAIS	Contact:	Marie Stone			
Name:	ABC Bank of Issaquah	Phone:	206-555-7940			
Add1:	23400 Front St.	Fax:				
Add2:		Your Acct:	BUST995			
CSZ:	Issaquah WA 98025	Prch YTD:	3,841.61			
Ctry:	USA	LYR:	0.00			
Rmks:						
Class	Start	1099	Tax ID Number	Terms	Hist?	Dflt G/L Acct
AA	12/27/94			5	Y	101
Enter/Change/Delete Contacts						
Name	Contact Location/Title	Telephone Num				

Move cursor/press ENTER to Change|INSERT Add New|DEL Delete| ESC Exit

To enter a new alternate contact press the INSERT key and the following screen will be displayed:

Our Software & Consulting		Enter/Change Vendor Information	
Code:	ABCBAMWAIS	Contact:	Marie Stone
Name:	ABC Bank of Issaquah	Phone:	206-555-7940
Add1:	23400 Front St.	Fax:	
Add2:		Your Acct:	BUST995
CSZ:	Issaquah WA 98025	Prch YTD:	3,841.61
Ctry:	USA	LVR:	0.00
Rmks:			
Class	Start	1099	Tax ID
AA	12/27/94		
Enter/Change/Delete Contacts			
Name	Con		
		Enter/Modify this Contact	
		Contact Name:	
		Telephone Num:	
		Fax Phone Num:	
		Loc/Title:	
F10 Save		ESC Return to List	

You will then be able to add a new contact for this vendor. All field sizes are the same as for the original contact name and phone numbers. You can also indicate a location or title for this contact. Press ENTER after the last field or F10 to save the new contact.

To modify an Alternate Contact move the cursor to the appropriate line and press the ENTER key. The entry window above will be displayed, this time with the current data. Press ENTER after the last field or F10 to save any changes.

To delete an Alternate Contact move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm your action. If you enter Y the contact will be deleted from the list.

AP-B - ENTER/CHANGE VOUCHERS

Purpose of Program

When you have to enter vendor vouchers that do not affect your inventory, enter those vouchers in this program. You can also record vendor credits or enter reversing vouchers with Credit Memos, and you can enter Manual Checks, which update the check register in addition to the A/P accounts. The items you might enter through this program include but are not limited to the following charges: Rent; Lease Payments; Phone Bills; Repair Bills.

Normally, inventory items are processed through **PO-A, Enter Purchase Orders**.

Field Explanations

Our Software & Consulting		Enter/Change A/P Vouchers		
Vend Code:	<input type="text"/>	Name:	<input type="text"/>	
Inv Num:	<input type="text"/>	Date:	00/00/00	<input type="text"/>
Type:	<input type="text"/>	Desc:	<input type="text"/>	
Terms:	<input type="text"/>	Tot Amt: \$	0.00	G/L Dept: <input type="text"/>
Distribution				
GL Account	Dept	Description	D/C	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

F1 Help|F2 Display Vendors|

ESC Exit

Voucher Entry Fields

Vend Code

The vendor code.

Name

The vendor name, filled in automatically from the vendor file.

Inv Num (Required)

The invoice/voucher number on the bill you received from the vendor. This is a 10 character alphanumeric field.

Date

The date the voucher is entered into the system. The default entry is the current date.

Desc

An identifying description of the bill. This will print on posting reports and on the vendor's check.

Terms (Required)

The payment terms allowed by the vendor. You select here from a menu, with the highlighted selection being the default terms type for this vendor from **AP-A, Enter/Change Vendors**.

Type (Required)

The invoice/voucher type: A/P Voucher, Credit Memo, or Manual Check (see **General Program Operation** below).

Tot Amt (Required)

The total amount of the transaction.

G/L Dept

If you are using G/L Departments, enter the G/L department for posting the *Tot Amt* in this field; this field also functions as a default for the distribution accounts.

Distribution Fields

In order to enter a balanced transaction, you will need to distribute the amount of the voucher to one or more G/L accounts. You will specify the accounts you want the balancing amounts to post to using the fields below.

G/L Account-Dept

The General Ledger Account(s) and Department(s) you are using to balance the voucher. You can distribute the amount of the voucher any way you wish.



If there is a value in the vendor's default G/L account field it will be placed automatically in the first distribution line G/L account. You can change this as necessary. Also, if there is no value in the vendor record for this field what ever you enter as the first G/L account will be saved in the vendor record.

Description

The description of each G/L Account is filled in automatically by Advanced Accounting.

D/C

The Debit/Credit field defaults to what is necessary to balance the transaction, and you can change the entry if you want.

Amount

The distribution amount. These amounts added to the voucher amount must total zero. The program offers as a default the amount needed to balance the transaction.

General Program Operation**Adding a New Voucher**

The first step in entering an voucher is to enter the vendor code. You may either enter the entire vendor code and press ENTER, or use the vendor list display. To use this option, press F2 while the cursor is in the *Vend Code* field. For more information see **Getting Around in Advanced Accounting**, chapter 2.

The vendor code you choose is placed in the *Vend Code* field. To display the vendor name, press ENTER.

If you type in a code which is not assigned to a vendor, you will be asked if you want to add the vendor to the file. If you answer **Y**, the Vendor Information screen from **AP-A** is displayed. You can add a new vendor at this point.

After you have selected a vendor, type in the number of the invoice or bill you received from the vendor.

Fill in the voucher date and an identifying description.

Advanced Accounting displays the available terms as a menu when you reach the *Terms* field. The terms type entered in the vendor record in **AP-A** is the highlighted choice, but you can choose another type if you wish. You can add terms information to the list in **SY-B, Enter/Change Terms Info**.

Accounts Payable

Next enter the type of voucher. Advanced Accounting provides three choices:

- A/P Voucher - A record of an invoice you owe a vendor
- Credit Memo - A record of what a vendor owes you
- Manual Check - A record of a direct payment to a vendor

If you choose A/P Voucher or Credit Memo, a record will be added to the Accounts Payable file updating your Outstanding Invoice Amounts or Outstanding Credits. Payment on vouchers or application of credits to vouchers is performed in **AP-D, Pick Vouch/Inv To Pay**.

Next, enter the amount of the invoice or bill from the vendor.

If you want the voucher to be posted to a particular G/L Department, type the Department Code into the *G/L Dept* field. The *Tot Amt* will be posted to the proper A/P account with the same Department code, if it exists. Also, the department code for the distribution accounts will default to the same value. Otherwise, leave this field blank.

This completes the first half of the transaction. The cursor is placed in the *G/L Account* field for the balancing accounts to be entered.

In the case of a standard voucher, the *Tot Amount* entry will be posted as a credit to your default A/P account. This means that the balancing transaction must be a debit or combination of debit amounts.

If you have chosen to enter a Credit Memo, then the *Tot Amount* entry will be posted as a debit to your default A/P account and the balancing transaction must be a credit or combination of credit amounts.

Distribution

The second half of the transaction is to enter the distribution amounts. The sum of the balancing account amounts must equal the amount in the *Tot Amt* field before you can save the item. In other words, the debits must equal the credits.

You can distribute the item over a maximum of 10 different G/L Accounts and Departments.

To enter the distribution amounts you must do the following:

1. Select a G/L Account code. To display a list of G/L Account codes, press F2 while the cursor is in the *G/L Account-Dept* field. After you make your selection, the appropriate account description is displayed.
2. Next enter whether the balancing account amount should be posted as a debit or credit. The default value displayed is the value required to balance the accounts.
3. In the *Amount* field, type in the amount from this account you want to use to balance the voucher amount. **Enter/Change Vouchers** displays a default value, which is the amount needed to balance the voucher amount. Press ENTER if you want to use the displayed value; if you are distributing over other accounts you can change each default amount to the value you want.

When you have your accounts and amounts balanced, press ENTER in the *G/L Account-Dept* field.

The program checks to make sure that the amounts are in balance. When the amounts are in balance, answer **Y** when asked if the entries are correct, and the program will post the voucher. Posting a voucher adds the transaction to the A/P transaction file, adds the voucher to the voucher records,

updates the outstanding credit or invoice balance in the Vendor file, posts the transaction to the General Ledger and the Credit Purchases Journal.

If you have chosen the Manual Check option the program will ask for the check number and will add it to the check register instead of the A/P account.

If this is a regular A/P voucher the program will also ask if you wish to mark the item as ready to pay. If you enter Y this is the equivalent of choosing the voucher in **AP-D, Pick Vouch/Inv to Pay**.

When the program is finished, the screen clears and you are returned to the *Vendor Code* field. You may then enter another item or return to the main menu by pressing ESC.

Changing an Existing Voucher

To change an existing voucher you first need to enter the Vendor Code, or choose from the vendor list. Press F2 while in the *Vend Code* field to display the list, then proceed as described in **Getting Around in Advanced Accounting**, chapter 2.

The Vendor Code and description is then displayed. Enter the voucher number of the transaction you want to change. Press F2 to display a list of vouchers for this vendor. The voucher you choose is displayed.

If a payment has been made on this voucher, you are not allowed to edit it (see **Reversing a Paid Voucher** below). If no payments have been made on this voucher, the program asks if you want to back out the voucher:

If you answer **Y**, the transaction is reversed and the item deleted.

If you answer **N**, the original transaction is reversed and you can enter a new transaction in its place. You may display the old transaction for reference during editing by pressing F3. Once the old voucher is displayed, the entry routine is the same as in **Adding a New Voucher**.

Backing out a voucher reverses the operations described above for saving a voucher.

Reversing a Paid Voucher

A voucher that has been paid can be reversed with a "reversing voucher." Enter a new voucher using the procedures from **Adding a New Voucher**, being sure to debit the accounts that were credited on the original, and vice versa.

A/P voucher: If the original voucher type was A/P Voucher, enter a Credit Memo. Next, choose **AP-D, Pick Vouch/Inv to Pay** and pick sufficient A/P Vouchers for payment to balance the Credit Memo amount, and then pick the Credit Memo to apply the credit. When you print checks and the vendors are updated, the new transaction will offset the previous transaction and the net result is zero. Even though a check will not be printed the transaction will be recorded and the next time you run **SY-N, Purge Old A/R & A/P Records**, the voucher and credit memo will be deleted.

Credit Memo: If the original was a Credit Memo, enter an A/P Voucher. Next, go to **AP-D, Pick Vouch/Inv to Pay**, pick the voucher for payment, then pick the Credit Memo to apply the credit. When you print checks and the vendors are updated, the new transaction will offset the previous transaction and the net result is zero.

AP-C - PRINT INV DUE BY DATE

Purpose of Program

Use this program to get a report of all invoices/vouchers that are due or overdue between two dates. If you have invoices on terms allowing you to take a discount by early payment, you have the option of printing these also if they are within the discount dates. You can also use this program to generate a cash requirements report by setting the due dates into the future. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting	Print Invoices Due by Date
Print From Vendor Code:	<input type="text"/>
Thru Vendor Code:	<input type="text"/>
Print From Vendor Class:	<input type="text"/>
Thru Vendor Class:	<input type="text"/>
Print only those invoices due:	
from date:	<input type="text" value="00/00/00"/>
thru date:	<input type="text" value="00/00/00"/>
Take all discounts [Y/N]:	<input type="text"/>

NOTE: If you use today's date as the from date the program will also print all overdue invoices/vouchers.

When you run this program, the screen above is displayed. By entering a starting and ending Vendor Code, you can limit the range of vendors whose invoices are printed. If you leave the *From Vendor Code* and *Thru Vendor Code* fields blank, the program will print invoices for all vendors.

You also have the choice of limiting your invoice report by entering a range of vendor classes. This allows you to report on only certain types of vendors if you have set up your vendor records accordingly.

The program also asks you for a due date range. Enter the starting and ending invoice due dates you want to use to limit the printout. If you use the current date as both the *from date* and the *thru date*, the program prints all invoices overdue as of the current date.

The last choice you are given is whether to take all available discounts. If you answer **Y**, then for any invoices/vouchers that allow discounts, the program will use the discount date instead of the latest acceptable pay date to calculate if the invoice is due.

Assume, for example, that you have entered an invoice into the system that has 2% 10 days, Net 30 terms, and the invoice date as entered is 4/15/88. If you use a *from date/thru date* range of 4/10/88 - 4/17/88, and answer **Y** in the *Take all discounts* field, the program would then print this invoice as due because you could take the discount by paying the invoice in that date range. However, if you answered **N** in the *Take all discounts* field, then that invoice would not be printed.

After printing the report, the program asks if you would like all the vouchers that were printed to be marked as ready to pay:

If you answer **Y**, the program adds all printed invoices/vouchers to the Accounts Payable Check Register. This has the same effect as choosing each invoice separately using **AP-D, Pick Vouch/Inv to Pay** but saves you time.

You can now print a pro-forma check register for those invoices. After the invoices/vouchers have been properly recorded, the program will return to the main menu.

AP-D - PICK VOUCH/INV TO PAY

Purpose of Program

Use this program to mark which vouchers/invoices are to be paid. You have the option in this program of making a partial payment on an invoice. **AP-F, Print Checks** will print a check for an invoice only when it has been chosen here or marked as ready to pay in **AP-B** or **AP-C**.

Field Explanations

Our Software & Consulting		Enter A/P Payment Information	
Vendor Code ██████████	Vendor Name ████████████████████	Payment Date 03/16/95	
Outstanding Credits ██████████ 0.00	Outstanding Invoices ██████████ 0.00	Last Purchase 00/00/00	Last Payment 00/00/00

Vendor Code (Required)
The code of the vendor being paid.

The fields below are filled in automatically from the Vendor file.

Vendor Name
The vendor's name.

Outstanding Credits
The amount, in dollars, of credits that you have with this vendor.

Outstanding Invoices
The amount, in dollars, of invoices due to this vendor.

Last Purchase
The date of the last purchase from this vendor.

Last Payment
The date of the last payment made to the vendor.

AFTER VENDOR HAS BEEN CHOSEN

Our Software & Consulting		Enter A/P Payment Information	
Vendor Code STAWASWAOLK	Vendor Name State of Washington	Payment Date 03/16/95	
Outstanding Credits 0.00	Outstanding Invoices 1850.97	Last Purchase 03/01/94	Last Payment 02/01/94
Inv #	Description		
101	Voided Check # 1002	Amount Remaining:	1130.97
106	Workmans Comp Deposit	Amount to be Paid:	0.00
111	Workmans Comp Deposit	Discount Amount:	0.00
		Amt Remain After Pmt:	1130.97
		Total Pmt for Vendor:	0.00

F1 Help|F3 Pay All|F10 Save Entries| Esc Exit

After you have chosen a specific vendor the screen above will be displayed. The window on the left shows the vouchers/invoices outstanding for that vendor. If an invoice has been chosen previously to be paid an asterisk (*) will be displayed to the right of the invoice number. The window on the right has the current balances for that vendor as explained below.

Amount Remaining

The amount of outstanding invoices/vouchers.

Amount to be Paid

The gross amount to be paid for the current invoice/voucher (the one at the cursor line) in the list.

Discount Amount

The discount to be taken for the current invoice/voucher.

Amt Remain after Payment

The amount of the current invoice/voucher that will remain after the payment is made.

Total Pmt for Vendor

The net amount of all invoices/vouchers picked to pay.

General Program Operation

When you run **Pick Vouch/Inv to Pay**, you can choose invoices for only one vendor at a time. Type a Vendor Code into the *Vendor Code* field and press ENTER or press F2 to use the vendor display option. If you list vendors, only those with outstanding balances will be displayed.

The next step is to choose which invoices/vouchers will be paid.

Paying All Invoices

You may choose to pay all outstanding invoices automatically by pressing the F3 key. The program automatically allows any discounts given for payment within a discount time frame.

Even after you choose this option you may still make changes to individual invoices/vouchers. Until you press the F10 key any changes may be made.

Choosing an Individual Invoice for Payment

To choose a specific invoice/voucher to be paid move the cursor to the appropriate line and press the ENTER key. The cursor will move to the *Amount to be Paid* field and the default value will be the amount remaining for the invoice/voucher. Press the ENTER key to accept this amount or enter a lower value. You cannot pay more than the remaining balance.

Next the cursor will move to the *Discount Amount* field. If a discount terms was set for this voucher/invoice and the current date is still within the appropriate range the discount amount will be automatically calculated. You can either accept this amount or put in your own figure. Again, the *Amount to be Paid + Discount Amount* cannot exceed the amount remaining for the invoice/voucher.

You can continue choosing invoices/vouchers to be paid, even making changes to the amounts previously chosen. When you are finished press the F10 key to save the entries.

You should run **AP-E, Print Pro-forma Chk Reg** after you run this program, and before you run **AP-F, Print Checks**. If you find that too many items have been marked for payment, you can rerun this program, using the Pro-forma Check Register to help you.

To change the items picked for payment for a particular vendor, enter the vendor code as though it were a new entry. When you select the vendor, all choices made previously are displayed. You may then make any changes necessary.

Any outstanding credit that you apply for payment is deducted from the check written. If the credit is equal to the amount marked to pay, those items will be cleared as though they were paid, but no check will be printed. The outstanding invoice and credit amounts in the Vendor file are updated, and the A/P Transaction file's record of amounts remaining to be paid is updated.

You may rerun this program until you run **AP-F, Print Checks**.

AP-E - PRINT PRO-FORMA CHECK REG

Purpose of Program

Use this program to print a listing of the items chosen to be paid from **AP-B, AP-C** or **AP-D** and the net effect of these items on the checking account, before you print the actual checks.

It is important to use this report to check that the proper items have been chosen for payment.

The printout will show the amount to be paid for each vendor including discounts and credits. The A/P Check Register contains a flag to indicate whether this report has been printed, and if it has not, **AP-F, Print Checks** also gives you the opportunity to print it. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting

Print Pro-Forma Check Register

Choose Which Bank Account	
<input type="radio"/>	1 - ABC Bank
<input checked="" type="radio"/>	2 - XYZ Bank - Payroll

As is the case with all Advanced Accounting programs which use a checking account, you are prompted to choose a bank account before beginning any account operations. This program automatically prints all the items chosen to be paid.

The program returns you to the main menu when finished.

AP-F - PRINT CHECKS

Purpose of Program

This program will print the invoices/vouchers in the A/P check register on blank stub continuous feed dot matrix or laser printer check forms. You must set the system to print to one or the other in **SY-A-D, Enter/Chg Checking Accounts**.

You should run the **AP-E, Print Pro-forma Chk Reg** program before running this program, to make sure that all the entries are correct.

Check forms are available from Dynamic Systems, the authorized forms supplier. For more information call: 800-648-6258.

General Program Operation

Our Software & Consulting

Print A/P Checks

Bank Account:	ABC Bank
Beginning Check Number:	1013
Check Date:	00/00/00

When you run this program, the screen above is displayed. The displayed bank account is the one selected in **AP-E, Print Pro-forma Chk Reg**. If you have not already printed the pro-forma check register, you can do so at this time.

You can change the beginning check number; this field defaults to the value in **SY-A-D, Checking Accounts**. The check date will default to the current date, but you are allowed to change it.

After all the checks have printed, the program will ask if they printed correctly.

If you answer **Y** to this question, the invoices or vouchers are then posted. When you post an A/P invoice or voucher, the credit and invoice balances are updated in the Vendor file, the A/P check register is emptied, the check transactions post to the General Ledger and the Cash Disbursements Journal, the checks are added to the G/L check register file (to be reconciled with the bank statement), and the next check number is updated in **SY-A-D, Enter/Change Checking Accounts**.

If you are not ready to post the transactions, or if anything went wrong with the printing, do not answer **Y** when asked if the checks printed correctly. Once you answer **Y**, you cannot change any of the entries.

Answer **N** if you want to run the checks again or if you want to make changes using **AP-D, Pick Vouch/Inv to Pay**.

After the printing and posting are complete, you are returned to the main menu.

AP-G - PRINT AGING

Purpose of Program

Use this program to print invoices and aging for one vendor or for a list of vendors, with flexible presentation options.

This program is designed to produce four different types of reports:

- A single vendor inquiry for a quick review of one vendor's invoice aging.
- A transaction listing of individual invoices, oldest first, giving invoice date, number, vendor code and name, invoice description, amount remaining, terms type, and age in days. You may print this for all invoices or for open invoices only.
- An aging report listing either totals only, open invoices, or both open and paid invoices. The amounts are listed in columns by age, using either the default values from **SY-A-C, Enter/Change A/P P/O Defaults** or from values entered in this program.
- An listing of outstanding balances for each vendor as of a certain date.

When you adjust the aging periods in this program for your printout, it does not affect the default settings in **Enter/Change A/P P/O Defaults**. A sample report has been provided for you in Appendix F.

General Program Operation

Our Software & Consulting		Print Vendor Aging Information				
Single Vendor Inquiry						
Print Vendor Code:		[REDACTED]				
Multi-Vendor Reports						
Type of Report to Print:		[REDACTED]				
Include From Vendor:		[REDACTED]				
Thru Vendor:		[REDACTED]				
As Of Date:		00/00/00				
Include:		[REDACTED]				
A/P Listing for Terms Type:		[REDACTED]				
Aging Periods						
Greater than:	Period 1	Period 2	Period 3	Period 4	Period 5	
	0 days	30 days	60 days	90 days	120 days	
F1 Help F2 Display Vendors						ESC Exit

When you choose this program from the main menu, the screen above is displayed. Enter a single Vendor Code in the *Single Vendor Inquiry* field if you want to see a listing for a single vendor of open and paid invoices by date, number, description, amount remaining, and days owed. Otherwise, press ENTER to reach the fields for a Multi-Vendor report.

When you specify a Multi-Vendor Report, the first thing you need to choose is the type of report: A/P Aging, A/P Listing or As of Date.

The A/P Aging Report

The aging report lists each vendor's invoice information in columns by the default aging periods, or you can change those aging periods in this program.

Enter the range of vendor codes you want to print. If you do not enter limits, the program will print information for all vendors.

Next enter what you want the report to include. The Aging report lets you choose from the following levels of detail.

- Vendor Totals report
- Open Item Detail report
- Open and Paid Item Detail report

If you choose to change the aging periods, it is advisable to leave the Period 1 box at zero days, as any invoices younger than the Period 1 entry would not be included in the aging. Otherwise, you may customize the aging to your own needs.

Printing will take place after the last field is filled. After the printing is complete, the program returns you to the main menu.

The A/P Listing Report

The A/P Listing gives other invoice information, such as invoice description, along with the age in days.

Enter the range of vendor codes you want to print. If you do not enter limits, the program will print information for all vendors.

The A/P Listing report menu omits the Vendor Totals report, offering you only the Open Item Detail and Open and Paid Item Detail reports. This is because the A/P Listing is by definition a detail report.

If you are printing an A/P Listing report, you get to choose which terms types to include. The menu you choose from contains the terms types entered in **SY-B, Enter/Chg Terms Info** with a default entry of *All Types*.

The As of Date Report

This report will give a single line total for each vendor with the amount outstanding as of the date entered. This will allow you to reconstruct the total payables as of that date. You can limit the report for a group of vendors and specify the as of date. The report prints the vendor code, name and total amount outstanding for that vendor as of the date entered. It also prints a total of all amounts printed.

If you delete Paid Payables and Vouchers using the **SY-N, Purge Old A/R & A/P Records**, beyond the date you are trying to reconstruct you will be unsuccessful in your aging effort. Make sure you always have all As of Date agings you need before using **SY-N**.

Printing will take place after the last field is filled. After the printing is complete, the program returns you to the main menu.

AP-H - PRINT VENDOR CODE & NAME**Purpose of Program**

Use this program to get a report of Vendor Codes and Names only from the vendor file.

General Program Operation

Our Software & Consulting	Print Vendor Code and Name
Print From Vendor Code:	<input type="text"/>
Thru Vendor Code:	<input type="text"/>
Print From Vendor Class:	<input type="text"/>
Thru Vendor Class:	<input type="text"/>

Enter a range of vendor codes or classifications to print when the screen above is displayed. You can limit the report to one vendor. If you do not enter limits the program will print all the vendor codes and names.

After the printing is complete, the program returns you to the main menu. A sample report is provided in Appendix F.

AP-I - PRINT VENDOR GENERAL INFO

Purpose of Program

Use this program to get a report of the Vendor codes, names, addresses, contacts, and telephone numbers.

General Program Operation

When you run this program, the screen display is similar to that of **AP-H, Print Vendor Code and Name**. Enter a range of vendor codes or classes to print. You can limit the report to one vendor. If you do not enter limits, the program will print names and codes for all vendors.

After the printing is complete, the program returns you to the main menu. A sample report is provided in Appendix F.

AP-J - PRINT VENDOR PURCH INFO

Purpose of Program

Use this program to get a spreadsheet style report of vendor purchases for a specific year.

General Program Operation

Our Software & Consulting Purchases by Month - Vendor

For Year:	1995
From Vendor:	
Thru Vendor:	
From Class:	
Thru Class:	
For Purch > \$:	0
For State:	

When you run this program, the screen above is displayed. First enter the year for the report. Next you can limit the report to a group of vendors by code and/or class. You can then specify the lowest total purchases amount. If you don't put anything in here all vendors will be displayed, whether or not they have purchases recorded. You can also print this report for a single state code.

After the printing is complete, the program returns you to the main menu. A sample report is provided in Appendix F.

AP-K - PRINT VENDOR MAIL LABELS

Purpose of Program

Use this program to print the Vendor address information on mailing labels. These labels are 3 1/2" by 15/16".

You can obtain these labels from the authorized BTI forms supplier. For more information please call: 800-648-6258.

General Program Operation

Our Software & Consulting	Print Vendor Mailing Labels
Print From Vendor Code:	<input type="text"/>
Thru Vendor Code:	<input type="text"/>
Print From Zip Code:	<input type="text"/>
Thru Zip Code:	<input type="text"/>
Print From Vendor Class:	<input type="text"/>
Thru Vendor Class:	<input type="text"/>
In Zip Code Order [Y/N]:	<input type="text"/>
Number of Labels Across:	<input type="text" value="0"/>

You may enter a range of vendor codes, vendor classes, and/or ZIP Codes on the screen displayed above. You may limit the report to any continuous group of vendors or ZIP Codes. If you do not enter limits, the program will print labels for all vendors. To facilitate printing large numbers of labels, the program allows you to specify the number of labels across. You can print from 1 to 4 labels across on your printer.

You may also choose to print the labels in ZIP Code order. If you enter **N** when asked if you want them printed in ZIP Code order, the labels will be printed in vendor code order.

After the printing is complete, the program returns you to the main menu.

AP-L - PRINT VENDOR ROLODEX

Purpose of Program

Use this program to print the Vendor address, contact, and telephone information on Rolodex cards.

You can obtain these forms from the authorized BTI forms supplier. For more information please call: 800-648-6258.

General Program Operation

Our Software & Consulting	Print Rolodex Cards
Print From Vendor Code: Thru Vendor Code:	<input type="text"/>
Print From Vendor Class: Thru Vendor Class:	<input type="text"/>
All Vendors (A) or just those with changes or that haven't been printed before (C):	<input type="text"/>

Enter a range of vendor codes and/or classes to print when the screen above is displayed. You may limit the report to any continuous group of vendors. If you do not enter limits, the program will print Rolodex cards for all vendors.

You may also choose to print just those vendors whose information is new or has been changed. To print information about just the changed/new vendors, type a **C** at the appropriate entry field. To print all vendors within your limit choices above, type **A**.

After the printing is complete, the program will return to the main menu.

AP-M - ENTER RECURRING VOUCHERS

Purpose of Program

This program provides you with a convenient way to post a periodic transaction without reentering the transaction every time. Once the transaction is entered through this program, the posting program (**AP-N**) allows you to call up the original entry as a "template" for the posting program to fill in automatically. When posting, the current date is used as the transaction date.

The recurring transactions entered here are assigned a number from the *Next Recurring A/P #* field in **SY-A-A, Enter/Change Company/Interface**. This number identifies this "template" transaction only; the vouchers generated using this entry are assigned a number from the *Next A/P Invoice #* default in **SY-A-A**.

The screen below is followed by an explanation of the fields, limited to those which differ from **AP-B, Enter/Change Vouchers**.

General Program Operation

See **AP-B, Enter/Change Vouchers** for an explanation of how to enter an A/P voucher. The fields described above are required fields, except for the *Selection Code* field. You are not allowed to save a records that does not have the required fields filled.

AP-N - GENERATE RECURRING VOUCHERS

Purpose of Program

Use this program on a regular basis to post the recurring items entered in **AP-M, Enter Recurring Vouchers**. You can limit the posting to one type of transaction, depending on your earlier entry of *Selection Code* for the transaction.

General Program Operation

Our Software & Consulting	Generate Recurring Vouchers
---------------------------	-----------------------------

Generate From Selection Code:	█
Thru Selection Code:	█
Generate Vouchers Due By:	03/16/95
Ok to Continue:	█

Working on Recurring Voucher:	█
Accounts Payable Voucher:	114 █
Vendor Code:	█

F1 Help|

ESC Exit

You can limit the posting to a single type of transaction by using the *Generate From/Thru Selection Codes* fields in the screen above. You can generate and post transactions before their scheduled date by setting the *Generate Vouchers due by* date into the future. Posting a recurring transaction updates the same files as posting a normal voucher transaction.

The *OK to Continue* field allows you either to proceed with the program or to return to the main menu.

AP-O - VOID A/P CHECKS

Purpose of Program

Use this program to void an A/P check after it has already been printed and posted. A/P checks can be voided until they are purged from the check history file in **AP-Q, Purge A/P Check History**. You must use **AP-D, Pick Vouch/Inv to Pay** if you wish to cancel a check that has not yet been printed and posted. This program also prints a report of check information for each voided check.

General Program Operation

Our Software & Consulting Void A/P Checks

Bank Account:	<input type="text"/>
Check Number:	<input type="text" value="0"/>

Choose Which Bank Account	
1	- ABC Bank
2	- XYZ Bank - Payroll

When you run this program, the screen above is displayed and the bank account menu is offered. Move the menu bar to the account the check is drawn on and press ENTER. Your choice is displayed in the *Bank Account* field.

Enter the check number of the check you want to void. The program automatically prints a report called the A/P Void Register when you run this program, and you are offered the usual option of printing to Screen, Disk, or Printer. This report similar to the regular Pro-forma Check Register from **AP-E**, giving you a valuable hard-copy record of the voided check.

You may want to send the report to the screen to verify that you entered the right number for the check you want to void, but once you are sure, we recommend sending the A/P Void Report to the printer. If you do want to print the report twice, you must be sure not to void the check the first time, then run this program again to print again.

After the report has printed, you are asked if you want to void the check:

If you answer **Y**, the program reverses every operation performed in **AP-F** when paying the check originally. See the description of these operations in that program for further explanation.

If you answer **N**, you are returned to the *Check Number* field to enter another check to void.

After voiding a check, you are returned to the main menu.

AP-P - PRINT A/P PAYMENT HISTORY

Purpose of Program

Use this program to obtain a listing of paid Accounts Payable checks, in vendor code order, within the ranges you have specified. For each vendor, the listing includes the bank account name, the check number, date, and amount, and the invoice numbers, dates, and amounts for which the check is written. A sample report is provided in Appendix F.

Advanced Accounting 5.1 provides this history file to maintain complete A/P payment records and to enable you to void paid checks. For more information on maintaining a history file, see Appendix D, **Important Times**.

General Program Operation

Our Software & Consulting | Print A/P Payment History

Print From Vendor Code:	
Thru Vendor Code:	
Print For Bank Account:	
Print From Check Date:	00/00/00
Thru Check Date:	00/00/00
Print From Check Number:	0
Thru Check Number:	0

You can limit this check history listing by entering a range of vendor codes, check dates, or check numbers when the screen above is displayed.

When printing is complete, you are returned to the main menu.

AP-Q - PURGE A/P PAYMENT HISTORY

Purpose of Program

Use this program to remove your paid Accounts Payable checks from the A/P check history file. You cannot void a check once it has been purged.

This program also produces a listing of the purged checks. For each vendor, the listing includes the bank account name, the check number, date, and amount, and the invoice numbers, dates, and amounts for which the checks were written.

Advanced Accounting 5.1 provides this program to purge your check history files in order to make room for new transactions to be entered. For a more complete discussion of the maintenance of history files, see Appendix D, **Important Times**.

General Program Operation

Our Software & Consulting	Purge A/P Payment History
Purge From Vendor Code:	<input type="text"/>
Thru Vendor Code:	<input type="text"/>
Purge For Bank Account:	<input type="text"/>
Purge From Check Date:	<input type="text" value="00/00/00"/>
Thru Check Date:	<input type="text" value="00/00/00"/>
Purge From Check Number:	<input type="text" value="0"/>
Thru Check Number:	<input type="text" value="0"/>

You can limit which checks are purged and the resultant purge listing by entering a range of vendor codes, check dates, or check numbers when the screen above is displayed. If you leave the limit fields blank, the entire range will be purged and printed. After the limits are entered, you will be asked to confirm your purge request.

When the checks are purged and printing of the purge report is complete, you are returned to the main menu.

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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 8

Purchase Order

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PURCHASE ORDER OVERVIEW

The Purchase Order module allows you to enter, edit, delete or review your purchase orders. You can record receipt of goods on P/O, keep track of partial receipts, delete an invalid P/O, and invoice the received portion of an order separately. You can print your P/O's onto preprinted forms, or print them formatted and titled onto blank paper. You can print a listing of open P/O's in order to track the orders you have coming in.

In addition, the Purchase Order module can keep a complete history of all received purchase orders for your convenience. These history P/O's are the same as the P/O entry screen, with all entries labeled. You can display individual P/O's on the screen, print within a specified range, or purge your P/O history to make room for more entries. For more information on maintaining a history file, see Appendix D, **Important Times**.

Before using the Purchase Order module, you need to set up your vendors in **AP-A, Enter/Change Vendors** and create your inventory items (**IC-A, Enter/Change Inventory**). Set up your A/P and P/O default settings in **SY-A-C, Enter/Change A/P P/O Defaults**.

The Purchase Order module contains the program options listed below. Immediately following that is an overview of the program operations. Finally, you will see a detailed explanation of each program, describing exactly how to use each one.

- A - Enter Purchase Orders
- B - Print P/O's on Forms
- C - Print Open P/O List
- D - Receive P/O's
- E - Display P/O History
- F - Purge P/O History

A - Enter/Change Purchase Orders

Enter a P/O, change those entered previously, or enter P/O returns. You can change a P/O even if it has already been partially received using **AP-D, Receive Purchase Orders**. The print option within this program prints a facsimile of the P/O.

B - Print P/O's on Forms

Prints the information entered in **PO-A, Enter/Change Purchase Orders** and prints it on P/O forms, or on blank paper. The program will print the P/O's as many times as necessary. You may choose a range of P/O's to print or to print all P/O's not yet printed.

C - Print Open P/O List

Prints a listing of P/O's that have not yet been received. This report can be limited and sorted by vendor code, product code, or P/O number.

D - Receive P/O's

Records receipt of items on P/O's. You can record the entire P/O received as entered, record partial receipts, record vendor invoices for received goods, and close a P/O. Inventory on backorder on any sales order can be invoiced and shipped only after being received in this program.

E - Display P/O History

Displays a posted P/O on the screen, or gives you the option of printing a listing of P/O history information, in the form of a succession of P/O entry screens with entry fields labeled.

F - Purge P/O History

Deletes all records in the P/O history file, and displays the P/O information (P/O number, amount, etc.) as they are purged.

PO-A - ENTER/CHANGE PURCHASE ORDERS

Purpose of Program

Use this program to enter and modify purchase order records for your vendors. A purchase order can include both regular and non-inventory (non-stock) items.

Field Explanations

Our Software & Consulting		Enter/Change P/Os	
P/O #:	0	Ord Date:	00/00/00
Code:		Ship to Code:	
Name:			
Add1:			
Add2:			
CSZ:			
Cntry:			
Desc:		Attn:	
Ship Via	Terms	Cnfrm?	Ent by
Ordered For	Tax Dept	Location	

P/O # (Required)

The purchase order number. Usually you will allow the program to assign a default—the next purchase order number—for you. If the number the program tries to assign corresponds to an existing purchase order, the next available purchase order number will be used. To specify a number other than 1 for your first purchase order number at system startup, use **SY-A-A, Enter/Chg Comp Interface**.

You can enter a number in this field or use F2 to select from a list to call up an existing purchase order for alterations, deletions or additions.

Order Date

The date the purchase order is entered (defaults to the current date).

Purchase Information

Code (Required)

The code for the vendor making the purchase.

Name

Add1

Add2

CSZ (City State Zip)

Cntry (Country)

Default entries from the vendor record (created in **AP-A, Enter/Chg Vendors**). You can use an alternate vendor address by accessing the Alternate Address file create in AP-A. To get a list of addresses available press the ^V (CTRL+V) key and choose option 1 (Alt Purch from Addresses) from the menu. This will give you the standard Alternate Address list and you can choose the appropriate one. For more information pleas refer to Vendor Options below.

Desc

The general description for this purchase order (optional). This will be printed on all reports and on the vendor's check.

Attn

The person to whose attention this order sould be addressed. The default value is the contact person in the vendor record. You can use an alternate contact for this vendor. For more information please see Vendor Options below.

Ship To

If this is a 'drop ship' order you may enter the customer's address here. To get a list of customers press the F2 key. You can also access the customer's alternate address file. For more information about this please refer to Vendor Options below.

Ship Via

The method of shipment. This field will default to a value set up in **SY-A-C, Enter/Chg A/P P/O Defaults**.

Terms (Required)

Chosen from a pop-up menu, with the default entry from the vendor record highlighted.

Confirm?

If this is a confirming order only enter Y here.

Ent by

The person who entered the order. This field will default to a value set up in **SY-A-C, Enter/Chg A/P P/O Defaults**.

Ordered For

If this order is for a specific customer you may enter their code here. To get a list of customers press the F2 key.

Tax (Required)

Enter **Y** if any item on this order is taxable. Enter **N** if none are taxable. This defaults to the value entered in SY-A-C, Enter/Change A/P P/O Defaults for the field *P/O Dflt Taxable*.

Dept

If you are using G/L departments, this field allows optional entry of a G/L Department Code to post the purchase to a specific department set up in your Chart of Accounts.



****VERY IMPORTANT**** If you specify a department value here you must be careful that all transactions, including sales tax liability, etc., have the same department code. If you don't you will not be able to get a balanced departmentalized trial balance. This also applies to the G/L accounts in the actual inventory records.

Location

If you are using multiple inventory locations (set up as part of the inventory record in **IC-A, Enter/**

Chg Inventory), enter the appropriate location here. See **Using Multiple Locations** in chapter 9 for more information.

The Display Window and the Line Item Entry Window

Our Software & Consulting				Enter/Change P/0s			
P/O #: 0		Ord Date: 03/16/95		Ship To			
Code: ABCBAMWAIS				Code: [REDACTED]			
Name: ABC Bank of Issaquah							
Ship Via		Terms		Cnfrm?		Ent by	
BEST WAY		NET 30		N		ST	
Ordered For		Tax Dept		Location			
[REDACTED]		N		[REDACTED]			

Product Code & Desc	Ord Qty	Rec Qty	Price	Disc	Extension
[REDACTED]					

[REDACTED]		[REDACTED]		ERD: 00/00/00		Tax: [REDACTED]	
Qty:	0.00	Rec:	0.00	Price:	0.0000	Disc:	0.00
Sub Tot:		0.00		Tax:		0.00	
				Total:		0.00	

F1 Help|^U Vendor Options|F10 Save P/0| ESC Exit

Once you enter the purchase and shipping information the screen changes to that above.

The lower half of the purchase order entry screen includes a display area which shows information for up to ten items on the purchase order. After entering a line item using the entry window, the item is moved to the scrolling display area. You can use the UP and DOWN ARROW keys to choose a line item if you need to modify any information. You can see different information on a line item in the entry window than what you see about it in the scrolling area; be sure to view a line item in both modes for full information about the item.

Line Item Entry Window - Inventory Item

[REDACTED]		[REDACTED]		ERD: 00/00/00		Tax: [REDACTED]	
Qty:	0.00	Rec:	0.00	Price:	0.0000	Disc:	0.00
						Ext: [REDACTED] 0.00	

Product Code

This is the first entry field. Inventory product codes are set up in **IC-A, Enter/Chg Inventory**. You can select from a list of inventory items or you can type in a product code. As you press ENTER after you have selected a product code, the inventory product description is displayed next to the code. You can change the product code description for this particular purchase order. If the product is not yet in the inventory file the program will allow you to add it.

Once you have entered a product code and the item is displayed you can access the full inventory record for that item by pressing ^I (CTRL+I) and choosing option 5 from the menu. This option will also let you add a free form note to this line item, choose a note already saved for the inventory item or delete a note previously attached. For more information about these options please refer to Inventory Options below.

To enter a message instead of an inventory item press just the ENTER key here (leave the product code blank).

ERD

The Estimated Receipt Date. The default value in this field is the current date.

Tax

If you entered **Y** in the *Tax* field above, you can also choose whether individual line items are taxable. You are offered a default from the inventory file. If you entered **N** in the *Tax* field above, this field will always be **N**.

NOTE

If the word NOTE appears next to the Tax value then you have a note attached to this line item.

Qty (Required)

The number of units ordered. This is a seven digit numeric field with two decimal characters.

Rec

The number of units received to date for this line item.

Price (Required)

The unit price (cost) for this line item.

Disc

If you are given a discount on this line item enter it here. Ten percent is represented as '10.00.'

Ext

The Qty ordered multiplied by the net price per unit.

Line Item Entry Window - Message

Enter Message:		
[REDACTED]		
Sub Tot:	0.00	Tax: 0.00
		Total: 0.00

F1 Help|^N Attach a Note to this Message Line| ESC Exit

To enter a message instead of an inventory item press just the ENTER key at the Product Code field.

Enter Message:

You may enter a 65 character message here. This will appear on the purchase order.

You can also use the same note entry process for a message as for inventory line items. When the cursor is in the actual message field press the ^N (CTRL+N) key. For more information on message line purchase order notes please refer to Message Line Notes, below. If you save a note the first line is displayed in the normal message line area.

Totals

Sub Tot:	0.00	Tax: 0.00	Total: 0.00
----------	------	-----------	-------------

F1 Help|^N Attach a Note to this Message Line| ESC Exit

Sub Tot

The sub-total amount for the purchase order for all items (calculated automatically and displayed as a running sub-total).

Tax

The amount of tax for this purchase order (calculated automatically when you save the purchase order).

Total

The total amount of the purchase order. This is the Sub-total + Tax.

General Program Operation

Adding a New Purchase Order

Press ENTER when you are in the Purchase Order # field, and the program will automatically assign a number when the purchase order is saved.

Enter a complete vendor code, or use the F2 list display option to select a vendor.

Press ENTER again, and the vendor information will be displayed. You may change any field associated with this vendor for this particular purchase order; however, the new information will *not* be saved in the vendor record. If you want to change information in the vendor file, use **AP-A, Enter/Change Vendors** or press the ^V (CTRL+V) key to access the complete vendor record while you are entering a P/O.

If you enter a vendor code that isn't in the vendor file, you will be able to enter a new vendor at this point and then return to the purchase order process. (For more information on adding a vendor record, see **AP-A, Enter/Change Vendors**).

Next, you can enter the ship to information, if any. Press ENTER while in the blank *Code* field on the right side of the screen if the items should be shipped directly to you. For a drop ship order enter the customer's address here. To get a list of customers press the F2 key. You can also access a customer's alternate address list. To do this please see Vendor Information Options below.

You can enter a general description for the purchase order. This description will appear on posting reports and the vendor check.

The *Ship Via* information offers a default entry from **SY-A-C, Enter/Chg A/P P/O Defaults**.

The *Terms* field will display the choices available to you. The terms menu will highlight the default set in the vendor record. *Cash* terms (types **A** or **C** in **SY-B**) post directly to a cash account—no Accounts Payable line items are created.

The final entries in the purchase order header are as follows:

- *Confirm?* - If this is a confirming P/O only then enter **Y** here.
- *Ent by* - You can enter the initials or another identifying memo for the person who entered the purchase order. This field is not required.
- *Ordered For* - If this P/O is for a specific customer then enter their code here. To get a list of customers press the F2 key.
- *Tax* - Enter **Y** if any item on the purchase order is taxable.
- *Dept* - If you are using G/L departments, enter the G/L department to which transactions are to be posted.

Location -

If you are using multiple inventory locations, enter the inventory location this order is for. Use F2 to select from available locations while the cursor is in this field. You can only use one location per purchase order. If you have only one location on file this entry is bypassed.

Purchase Order Line Items

You can enter up to 250 line items on a single purchase order. To add a new line move the cursor to a blank line and press the ENTER key. Enter items from the inventory file by typing in a complete product code or using the list display (F2) option to select an item. With the F2 option, you will see the number of units on hand at the specified location. The program will place the product code in the appropriate field. To display the balance of the information for that item, press ENTER. The description from the inventory file will appear along with the last cost as listed in the product record. You must enter a quantity other than 0.

You can also enter messages. To do this, press ENTER in the blank *Product Code* field. The window above is displayed and you can enter up to 65 characters.

Both regular (physical) and non-inventory type items can be entered on the same purchase order. In the case of non-inventory items the costs involved will be posted directly to the expense account you specified in **IC-A, Enter/Chg Inventory**.

Enter the estimated receipt date and taxable (Y or N). Quantity ordered and price (cost) are next. The program will automatically calculate the extension.

The program then asks if the line entry is correct. If you enter **Y**, the line will be added to the list above the entry line, and the purchase order sub-total amount will be updated. This is called “accepting” a line item.

If you were adding a new line the cursor will automatically go to the next blank line and you can enter another line item by pressing the ENTER key. To change a line move the cursor to the appropriate line and press the ENTER key (notice how the entry window below changes as you move the cursor). To insert a line move the cursor to the line you want to insert before and press the INSERT key.

Deleting a Line Item

Move the cursor to the appropriate line and press the DELETE key.

Saving the Purchase Order

After you have entered all the line items for the purchase order, press F10 while in the list window. If you press the F10 key while in the entry window the program will give you instructions on how to properly save the line item.

When you are finished saving the purchase order the program will ask if you wish to print the P/O now. If you enter Y the program will chain to **PO-B, Print P/O's on Forms**. Saving a purchase order updates the units on P/O in the inventory record and the inventory location file, saves the purchase order header and line item information, and increments the *Next Purchase Order Number* in **SY-A-A, Enter/Change Company/Interface**.

Changing an Existing Purchase Order

A previously entered purchase order may be changed any number of times as long as it is not closed (see **PO-D, Receive P/O's**). Once a purchase order has been closed, however, the line items included on that P/O cannot be changed or deleted and no new line items can be added. To make any modification after posting, you must enter a reversing purchase order (see **Reversing a Purchase Order** below).

To find an existing purchase order, use one of the following two options:

- Enter the purchase order number in the *P/O #* field.
- Use the list display option (press F2 while the cursor is in the *P/O #* field).

To display the rest of the information for that purchase order, press ENTER to view the balance of the information for that purchase order. The vendor and/or product line item information can be changed by moving the cursor to the appropriate fields and typing in the new information. Press the PAGE DOWN key to get to the line item screen. The purchase order number itself cannot be changed without deleting and re-entering the purchase order.

Reversing a Purchase Order

If you need to reverse the effect of a closed purchase order, (for example in the case of a return to a vendor) enter a new purchase order with line items identical to those on the invoice, except that you must enter negative *Quantity* amounts. When the P/O is 'received', the second purchase order adds offsetting detail line items to the General Ledger, inventory record, and vendor record, balancing and reversing the first P/O. This is sometimes known as a "credit purchase order." You must receive this P/O just like you would a normal one to get the effect on the various files.



You may enter both negative and positive *Quantity* amounts on the same purchase order.

Deleting an Existing Purchase Order

Find the existing purchase order using the methods above in the **Changing an Existing Purchase Order**. With the cursor in the *Order Date* field press the F4 key. The program will ask if you want to delete the entire purchase order. If you answer **Y**, the purchase order will be deleted from the file, and any unposted invoices are also deleted. If you answer **N** the program will return you to the *P/O #* field.

Deleting a purchase order reverses the operations described above for saving a purchase order.

Vendor Information Options

If you press the ^V (CTRL+V) key when the cursor is on the first page screen or when in the item list (not during item entry) the following screen will be displayed:

Our Software & Consulting		Enter/Change P/Os			
P/O #:	0	Ord Date:	03/16/95		
Code:	ABCBAMWAIS	Ship To Code:			
Name:	ABC Bank of Issaquah				
Ship Via	Terms	Cnfrm?	Ent by		
BEST WAY	NET 30	N	ST		
Ordered For	Tax Dept	Location			
Product Code & Desc	Ord Qty	Rec Qty	Price	Disc	Extension
Vendor Options					
1 - Alt Purch From Address					
2 - Alt Ship To Address					
3 - Alt Attention Of					

4 - Vend Record					
Qty:	0.00	Rec:	0.00	Price:	0.0000
Disc:	0.00	Ext:	0.00	ERD:	00/00/00
Tax:					
Sub Tot:	0.00	Tax:	0.00	Total:	0.00

ESC Exit

1 - Alt Purch From Addresses - Choose this option to get a list of the alternate addresses for the vendor so that you can choose one for the Purchase From name and address. This option can be chosen any time the vendor option menu is available. If you choose an address from the list it will automatically update the current purchase from information. If you press the ESC key while in the list nothing will change.

You can also add new alternate addresses here by pressing the INSERT key. The entry process is the same as in **AP-A, Enter/Change Vendors**. Once a new alternate address is saved you can then move the cursor to that line and choose it by pressing the ENTER key.

You can delete an existing alternate address by moving the cursor to that line and pressing the DELETE key. The program will ask you to confirm the deletion. If you enter Y the address line will be deleted from the list.

2 - Alt Ship To Addresses - Choose this option to get a list of the alternate addresses for the drop ship customer. This option can be chosen any time the vendor option menu is available. You are given the choice, when you choose this option, to list main addresses or alternates for your customers. Enter M for Main or A for Alternate. You cannot add or delete alternate addresses from this option.

3 - Alt Attention Of - Choose this option to get a list of alternate contacts for the vendor so that you can choose one for the *Attn* field. This option can be chosen any time the vendor option menu is available. If you choose a contact from the list it will automatically update the current *Attn* value. If you press the ESC key while in the list nothing will change.

You can also add new contacts here by pressing the INSERT key. The entry process is the same as in **AP-A, Enter/Change Vendors**. Once a new contact is saved you can then move the cursor to that line and choose it by pressing the ENTER key.

You can delete an existing contact by moving the cursor to that line and pressing the DELETE key. The program will ask you to confirm the deletion. If you enter Y the contact line will be deleted from the list.

5 - Vend Record - There are occasions when you need to change information directly in the vendor record. If you didn't start this process from the vendor record, or, if you want to get a list of other purchases, outstanding invoices, etc., choosing this option will return you to the main vendor record in **AP-A, Enter/Change Vendors**. You will not be able to start another purchase order for this vendor or delete their record, but just about anything else can be changed or displayed. It's important to note, however, that any changes made to the main vendor record will NOT be automatically copied to the current purchase order. When you exit from **AP-A** you will return to where you were in the purchase order.

Inventory Information Options

If you press the ^I (CTRL+I) key when the cursor is in the line item entry screen the following screen will be displayed:

Our Software & Consulting		Enter/Change P/Os	
P/O #:	0	Ord Date:	03/16/95
Code:	ABCBAMWAIS	Ship To Code:	
Name:	ABC Bank of Issaquah		
Ship Via	Terms	Cnfrm?	Ent by
BEST WAY	NET 30	N	ST
Ordered For	Tax Dept	Location	
	N		
Product Code & Desc	Ord Qty	Rec Qty	Price
			Disc
			Extension
Inventory Options			
1 - Edit Attached Note			
2 - Delete Attached Note			
3 - Choose Inventory Note			
4 - Edit Inventory Notes			

5 - Inventory Record			
ADU40RUNPRGS	Advanced Accounting 4.0 Run	ERD:	00/00/00
Tax:			
Qty:	0.00	Rec:	0.00
Price:	0.0000	Disc:	0.00
Ext:	0.00		
Sub Tot:	0.00	Tax:	0.00
		Total:	0.00

ESC Exit

1 - Edit Attached Note - Free form (multi-line, automatic word wrap during entry and display) notes may be attached to any line item. These notes can be printed on the purchase order. You can use these notes to better explain the line item, give special instructions to your vendor, or keep track of who this specific item is for.

You can also attach a free form line item note to a message line. For more information please refer to Message Line Notes below.

Our Software & Consulting		Enter/Change P/Os	
P/O #:	0	Ord Date:	03/16/95
Code:	ABCBANWAIS	Ship To	Code:
Name:	ABC Bank of Issaquah	Ordered For	Tax Dept Location
Ship Via	Terms	Cnfrm?	Ent by
BEST WAY	NET 30	N	ST

Product Code & Desc	Ord Qty	Rec Qty	Price	Disc	Extension
Note					

F10 Save Note ESC Exit
Esc Return to Main Program

If you choose this option, and there is not a note already attached to this line item, the screen above is displayed. Enter your note just as you would normally. The lines automatically wrap. The same key options that are available for TASNotes notes are also available here. When you are finished entering the note press the F10 key to save it. If you do not wish to save the note press the ESC key. If you have made changes to the note and press the ESC key the program will ask you if you're sure you want to discard the changes made.

If you save a note for this line item the word NOTE will appear to the right of the tax field. That note will remain attached to the line item even after it is received. You will still be able to refer to it in the P/O history.

2 - Delete Attached Note - Choose this option to delete a note that is already attached to the line item. You will be asked to confirm the deletion.

3 - Choose Inventory Note - By choosing this option you can attach a TASNote previously entered for this inventory item to this purchase order line item. A list of notes available will be displayed. Move the cursor line to the appropriate note and press the enter key. The note will be automatically attached to the line item. If you want to make further changes to the note then choose option 1. The note you chose here will be displayed and you will be able to make changes to it.

4 - Edit Inventory Notes - This is the standard TASNotes procedure and it will allow you to add new notes or change existing ones that are attached to this inventory item. After entering a new note here you can then choose option 3 to attach it to the line item, and then option 1 to make further changes, if desired.

5 - Inventory Record - There are occasions when you need to change information directly in the inventory record or if you want to get other information not available on the screen, choosing this option will return you to the main inventory record in **IC-A, Enter/Change Inventory**. You will not be able to delete the record, but just about anything else can be changed or displayed. When you exit from **IC-A** you will return to the line item entry.

Message Line Notes

You can also use this option when entering message lines. When the cursor is in the message line field press the ^N (CTRL+N) key. If this is a new message line (or there is no purchase order note attached to the line) the same note screen will be displayed as for a regular inventory item. You can then enter your free form note and when you save it the first line will be displayed in the message line on the screen. If you need to edit it again later just move the cursor to that line, press the ENTER key and the program will automatically display the note editing screen with the current note displayed. To delete a message line note (when attached to a message line only), move the cursor line to the appropriate message line on the list and press the DELETE key. You will be asked to confirm the deletion.

Printing an Existing Purchase Order or all Purchase Orders

If you choose this option the program chains to **PO-C, Print Open P/O List**. For more information please refer to that program.

PO-B - PRINT PURCHASE ORDERS

Purpose of Program

This program will print the information entered in **PO-A, Enter/Change Purchase Orders** on pre-printed P/O forms or plain paper. Check the top of your screen to see which option is operative. You may change this option in **SY-A-C, Enter/Change A/P P/O Defaults**.

After printing, the program posts all appropriate information to the General Ledger, Customer file, the Inventory file, and the Accounts Payable file. A sample report is provided in Appendix F.

Pre-printed forms are available.

General Program Operation

Our Software & Consulting **Print Purchase Orders**

Print all P/O's not yet printed ? [Y/N]:	<input checked="" type="checkbox"/>
Print only from P/O Number:	<input type="text" value="0"/>
thru P/O Number:	<input type="text" value="0"/>

When this program is chosen from the menu, the screen above will appear, with the cursor in the *Print all P/O's not yet printed?* field. If you want to include previously printed P/O's, then enter an **N**, otherwise, enter **Y**.

The program then lets you enter the starting and ending P/O number values to limit the printout. If you do not enter any limits, all previously entered P/O's still in the file will be reprinted.

If the P/O's are previewed on the screen, the condensed printing mode is not used and part of the P/O is not displayed. The screen display option in Advanced Accounting should be used as a "preview" of what you will eventually print. When you print to paper, however, the P/O's will print properly.

If you print any P/O's that had not been printed previously, the program will ask if they were printed correctly.

If you answer **Y** to this question, the program marks the P/O as having been printed, so it will no longer be included when you print all P/O's not yet printed.

If you answer **N**, the program returns you to the *Print all P/O's not yet printed?* field to repeat printing. The P/O is not marked as "printed" until you answer **Y** here.

The program will return you automatically to the main menu when printing is complete.

PO-C - PRINT OPEN P/O LIST

Purpose of Program

Use this program to print a listing of P/O's that have not yet been received. You can print with or without line item detail. This report contains the following information, divided and sorted by vendor code, product code, or P/O number:

- Vendor name and code
- P/O number and description

For P/O line item detail:

- Product code and description
- Quantity ordered and received
- Cost per item, any discount and the extended cost
- Estimated receipt date

The sample screen below is followed by an explanation of the program operation. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting	Print Open P/O List
Sort This Report By: <input type="text"/> Print From Vendor: <input type="text"/> Thru Vendor: <input type="text"/> Print From Product: <input type="text"/> Thru Product: <input type="text"/> Print From Purchase Order: <input type="text"/> 0 Thru Purchase Order: <input type="text"/> 0 Print Line Item Detail: <input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px;"> Sort Report by: U - Vendor Code P - Product Code O - Purch Order Num </div>

When you run this program, the screen above is displayed. You are allowed to select ranges to limit the report. The *Sort This Report By:* menu (Vendor, Product Code, or P/O number) determines which of the range types are available.

When printing is complete, you are returned to the main menu.

PO-D - RECEIVE PURCHASE ORDERS

Purpose of Program

Use this program to record receipt of purchase orders. This process adds items to your inventory units on hand, which in turn can be used to fill backorders in the Sales Order module.

You can enter full receipt, partial receipt, record vendor invoices, and close invalid P/O's using **Receive Purchase Orders**.

You can receive more or less than the quantity ordered. If you are using multiple inventory locations and you want to receive goods to a particular location, you must have specified that location on the purchase order before receiving the order.

The sample screen below is followed by an explanation of the screen fields.

Field Explanations

Our Software & Consulting		Receive Purchase Order Line Items				
P/O Number:	0K	Und Name:				
Total P/O Amt:	0.00	Type of Receipt:				
Product Code	Ordered	Received	Invoiced	Unit Cost	Disc	Extension
	0.00	0.00	0.00	0.0000	0.00%	0.00
COD or Invoice (C/I):			Subtotal:			
Date of COD/Invoice: 03/16/95			Tax:			
Chk/Inv Num:			Freight Charges:			
Terms:			Total:			

F1 Help|F2 Display P/Os|

ESC Exit

P/O Fields

The following fields are based on information entered on the P/O.

P/O Number (Required)

The number of the P/O being received.

Vendor Name

The vendor listed on the P/O.

Total P/O Amt

The total amount as entered. This amount does not include freight, which can be added in the invoicing part of this program. However, it does include tax.

Type of Receipt

Choose from one of the following options (see the full explanation in **General Program Operation** below):

- F - Full Receipt
- P - Partial Receipt
- I - Invoice
- C - Close P/O

The *Product Code, Description, Ordered, Received, and Invoiced* fields located in the center of the screen are used when you request a partial receipt.

Invoicing Fields**COD or Invoice (C/I)**

If this is a COD shipment or if you picked the items up and paid for them with a check, enter **C**. If you have been given credit terms by the vendor, then enter an **I**.

Date of COD/Invoice

If you received an invoice with this shipment, enter the date on that invoice here. This assures you of proper aging for the program **AP-C, Print Inv Due By Date**. The default entry is the current date.

Chk/Inv Num

If the entry in the *COD or Invoice (C/I)* field is **C**, enter the check number here. If it is **I**, enter the vendor's invoice number.

Freight Charges

The freight amount.

Terms

If the *COD or Invoice* entry is **I**, you can specify the terms type here. The highlighted Terms menu item is the default, based on the terms type entered in the P/O.

General Program Operation

To find a P/O, you may use one of two options:

- Enter the P/O number in the *P/O Number* field.
- The F2 (List P/O's) option in the *P/O Number* field. The program will place the selected P/O number in the appropriate field. To display the balance of the information for that P/O press the ENTER key.

The menu items below are displayed when the cursor is in the *Type of Receipt* field.

- F - Full Receipt
- P - Partial Receipt
- I - Invoice
- C - Close P/O

- If the entire order is being received, choose **F - Full receipt**.
- If only part of the order is being received, choose **P - Partial Receipt**.

- If for some reason the remaining order is never to be received, choose option **C** - **C**lose P/O.
- If some or all of the order has been received but not invoiced, the **I** - **I**nvoice option is active, and can be selected to record vendor invoice information. This allows you to record the invoice if it comes in after the original shipment.

Full Receipt

If you are receiving the full order, type **F** when the *Type of Receipt* menu is displayed.

The program automatically receives the full order and places you in the *COD or Invoice* field to add the invoice information. Choose either COD or Invoice. Enter any *Freight Charges*, the *Chk/Inv Num* (a check number for a COD shipment, Invoice number for an invoice shipment), and the payment *Terms*. A pop-up menu is displayed when the cursor is in the *Terms* field.

When you are finished receiving, press ESC and follow the prompts to save the receipt.

A receipt in full automatically posts the transaction. In other words, receipt in full marks the P/O as received, posts the P/O to the General Ledger and the Credit Purchases Journal, updates the outstanding credit or invoice balance and history in the Vendor file, updates the G/L Asset Account, updates the inventory file records of units on hand and units on order (for regular inventory items), average cost and last cost, last receipt date, and average days to receive. The inventory location file is updated for units on order and units on hand for the specified location. If the P/O is an invoice, it is added to the A/P Transaction file and if COD, it is added to the check register.

Partial Receipt

When only part of an order is received, the receipt is recorded using the Partial Receipt option. Once the option is chosen, a pop-up window containing the P/O line items is displayed.

Using the UP and DOWN ARROW keys, select a line item from the list displayed in the lower half of the screen. Press ENTER and the line item information is displayed in the *Product Code...Invoiced* window.

The Product Code, Product Description, and P/O Total are displayed for the items you have just selected, plus any items previously received or invoiced. For example, it may be the case that you have already received part of an order and now are receiving the balance. In that case, you would have part of the P/O already received and possibly invoiced.

When the line item is displayed, the default *Received* value is the entire outstanding amount. Type in the amount of this line item you are receiving on this P/O and press ENTER.

You will be asked if the line item is correct:

If you answer **Y**, the pop-up menu is redisplayed from which you can choose another line item to receive.

If you answer **N**, you are returned to the window to change the line item.

When you are finished receiving line items, press ESC. The program asks "Do you want to enter an A/P invoice for this P/O receipt?". You can invoice the partial receipt, or you can wait to invoice the entire P/O when the rest of the order arrives. If you answer **Y**, you can enter C.O.D. information for the order.

If you choose to enter an invoice, the procedure is the same as in **Full Receipt** above except that, after you fill in the screen fields, you are asked if you want to enter prices and quantities individually. Use this option if the received goods differ in price from those on the purchase order, or if you have received goods for which invoices arrive at different times. The invoice created with this option is the same as those created in **Full Receipt** or a receipt without specifying individual quantities/prices.

After the invoicing is complete, you are returned to the *P/O Number* field to receive another P/O. A Partial Receipt marks the P/O as partially received, updates the dollars and quantity received and not invoiced, updates the same inventory and inventory location fields as a full receipt, posts the receipt to the General Journal and the Credit Purchases Journal, and updates the P/O history file.

Close P/O

If the order is cancelled or is not going to be received for some other reason, use the *Close P/O* option to reverse the P/O in the files. This can be very useful for a partially received and invoiced P/O on which the remaining portions will never be shipped.

When you choose the *Close P/O* option, the program states the dollar amount remaining to be received, and asks for confirmation of the close operation.

The *Close P/O* option sets remaining P/O totals to zero, sets remaining line item quantities to zero, and updates inventory units on order for the inventory master file and the inventory location file.

Invoice

If you had a partial receipt that had not been invoiced, or if for any other reason you have items received but not invoiced, use the *Invoice* option to enter A/P invoices for those items.

Choose both the P/O you want and the *Invoice* option as described above. The cursor is placed in the *COD or Invoice* field, and entry is as described in **Partial Receipt**.

The Invoice option updates Vendor credit or invoice balances, posts the transaction to the General Ledger and the Credit Purchases Journal, updates line item quantities invoiced and line items received not invoiced, and the total dollar amounts invoiced and amounts received not invoiced. If it is an Invoice type, the invoice is added to the A/P transaction files; if a COD, it adds a check to the G/L Check Register. If the P/O is received and invoiced in full, the P/O is marked as received.

The program will clear the information from the screen and return you to the *P/O Number* field after the receipt has been posted. To return to the main menu, press ESC.

PO-E - DISPLAY P/O HISTORY

Purpose of Program

You can use this program to view and print your closed P/O's one at a time, or to print a listing of closed P/O's, in P/O number order, restricted by ranges of P/O numbers and vendor codes. A sample report is provided in Appendix F.

General Program Operation

When you run this program, the cursor is placed in the *P/O #* field. Enter a P/O number or press F2 to choose from a list of received P/O's. You can also move the cursor to the *Vendor Code* field and press the F2 key there. In this case the program will display the closed P/O's in vendor order. The P/O you choose is displayed on the screen, along with the date the P/O was entered. You may not change any of the fields. You may view the lines in the P/O by moving the cursor up or down the list.

When you press the ESC or ENTER key the program will ask if you wish to see the next P/O in the order you chose, i.e., P/O number or vendor code. If you enter **Y** the next P/O will be displayed. If you enter **N** the program will return to the *P/O #* field.

Printing Options

You have two print options in this program:

- If you press F3 to print when the cursor is in the *P/O #* field, you can enter ranges of P/O numbers and vendor codes to limit a printed listing of received P/O's. You can print all P/O's or some subset of them with this option.
- If you choose to display a specific P/O, the cursor is placed in the *Product Code* field. Pressing F3 in this field prints only the P/O currently displayed.

Press ESC when you are finished viewing the P/O currently displayed. The program asks you to confirm that you are finished, then places the cursor in the *P/O #* field for you to choose another P/O to view. Press ESC in the *P/O #* field to exit the program.

PO-F - PURGE P/O HISTORY

Purpose of Program

Use this program to clear the P/O history files to make room for new entries. Periodic purging can also help you manage the size off your history files. For more information on maintaining your history files, see **Important Times**, Appendix D.

General Program Operation

Our Software & Consulting	Purge P/O History												
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Purge From P/O Num:</td> <td style="width: 50px; text-align: center;">0</td> </tr> <tr> <td style="padding: 2px;">Thru P/O Num:</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="padding: 2px;">Purge From Vendor Code:</td> <td style="width: 50px; text-align: center;"> </td> </tr> <tr> <td style="padding: 2px;">Thru Vendor Code:</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="padding: 2px;">Purge From Order Date:</td> <td style="width: 50px; text-align: center;">00/00/00</td> </tr> <tr> <td style="padding: 2px;">Thru Order Date:</td> <td style="text-align: center;">00/00/00</td> </tr> </table>		Purge From P/O Num:	0	Thru P/O Num:	0	Purge From Vendor Code:		Thru Vendor Code:		Purge From Order Date:	00/00/00	Thru Order Date:	00/00/00
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<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">P/O Number:</td> <td style="width: 50px; text-align: center;">0</td> <td style="padding: 2px;">Vendor Code:</td> <td style="width: 50px; text-align: center;"> </td> <td style="padding: 2px;">Date:</td> <td style="width: 50px; text-align: center;">00/00/00</td> </tr> <tr> <td style="padding: 2px;">P/Os Deleted:</td> <td style="width: 50px; text-align: center;">0</td> <td style="padding: 2px;">P/O Lines Deleted:</td> <td style="width: 50px; text-align: center;">0</td> <td colspan="2"></td> </tr> </table>		P/O Number:	0	Vendor Code:		Date:	00/00/00	P/Os Deleted:	0	P/O Lines Deleted:	0		
P/O Number:	0	Vendor Code:		Date:	00/00/00								
P/Os Deleted:	0	P/O Lines Deleted:	0										

F1 Help|F2 Display P/Os|

ESC Exit

When you run this program, the screen above is displayed. You can purge all items in the P/O file, or limit the purge to certain vendors or dates. As the file is being purged, P/O information from the purged items is displayed on the screen. When the program is finished, you are returned to the main menu.

ADVANCED ACCOUNTING

VERSION 5.1

Chapter 9

Inventory Control

INTENTIONALLY BLANK

INVENTORY OVERVIEW

You can maintain information about your inventory using this module of Advanced Accounting 5.1. In addition to setting up a standard inventory by physical product, you can maintain inventory-type records for “non-inventory” items such as labor, freight, or disposable parts.

Advanced Accounting 5.1 allows you to begin with a few pieces of this information so that you can later expand it to be a full-fledged inventory system when you are ready.

The summary below shows several options for implementing the Advanced Accounting 5.1 inventory control system:

- a) If you want no formal inventory control, you can run Advanced Accounting 5.1 using vouchers and not make use of the sales order and purchase order facilities of the system.
- b) If you do plan to use sales orders and purchase orders to reflect your transactions but do not need to track units on hand, then you should assign product codes with prices and sales accounts in Inventory Control. Mark your product types as **N** (non-inventory or non-stock).
- c) You can handle a combination of physical inventory items and non-inventory items on sales orders with a standard price associated with each. (You also have the opportunity to alter the price on any individual sales order.)
- d) You can set up a price matrix structure for your inventory. Use of a price matrix will allow you to assign multiple price levels so that the price level assignment within the customer record can then be used to determine the product or service price to a specific customer. See the section **Using a Price Matrix** for more information.
- e) The Advanced Accounting Sales Order module can use the inventory file to maintain information on backorders and reserving units for specific orders to be filled at a later date. See the section **Using a Sales Order System** in Chapter 6 for more information on these features.
- f) If you would like to track inventory items for multiple locations, you can keep a count of the units on hand at each site or run each location as a profit center. Advanced Accounting keeps a separate record of open sales orders, backorder items, reserved items, and purchase orders to be received for each inventory item at a location.

After you have set up your inventory records, the transactions from other parts of the system are automatically reflected in your inventory history. In the same fashion, when you make adjustments to the inventory record after you have made a physical inventory, your changes are automatically posted to the appropriate General Ledger accounts.

The Inventory Control system of Advanced Accounting 5.1 includes the following menu items:

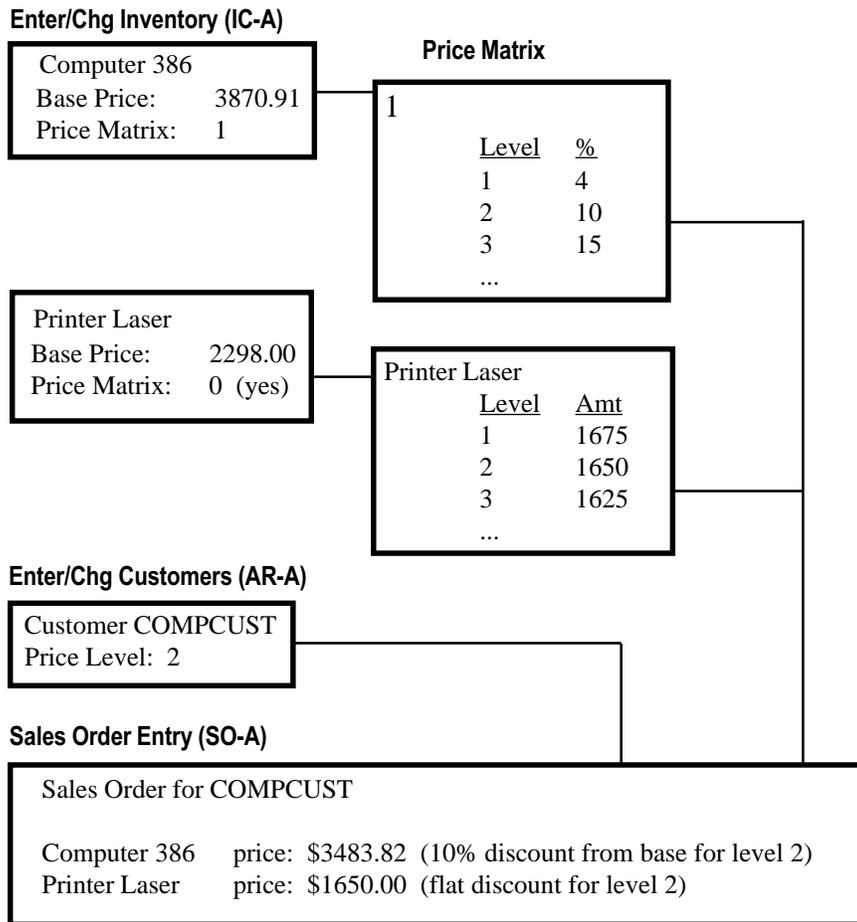
- A - Enter/Chg Inventory
- B - Print Price List
- C - Print Sales/Purchases
- D - Print Avail/Ord Info
- E - Print Physical Check
- F - Print General Info
- G - Adjust Levels to Phys
- H - Enter Price Matrix
- I - Print Price Matrix
- J - Global Price Change
- K - Transfer Inventory

 **For a listing of on hand inventory and the value of those products use the IC-D, Print Avail/Order Info program.**

USING A PRICE MATRIX

Although the price matrix capabilities within Advanced Accounting 5.1 make it very easy to set up multiple price matrices and several levels to each matrix, this approach will work best for you if you design your pricing strategy beforehand. You can use the different price levels to represent customer types, such as a reseller or a preferred customer.

The illustration below shows how a customer's price level determines the customer's price for one item that uses a percentage discount price matrix and for another item that uses a price matrix with



fixed prices tied specifically to that product.

Using **IC-A, Enter/Chg Inventory**, the computer 386 is assigned to price matrix #1, which has a 10% discount from the base price for any customer using level 2 of this matrix. (In this example, level 2 is used for resellers.) This kind of matrix can be created while creating the record for the computer, or can be set up earlier using **IC-H, Enter Price Matrix**). Next, the inventory record for the laser printer is created, setting up a price matrix that is a series of discount prices. Level 2 of this matrix again represents the price you would want to offer a reseller. You can also setup mark-up prices from a base price by setting the matrix level value over 100%. For example, if your base price for an item was \$100 and matrix level 1 was 110% the selling price at that level would be \$110.00. If matrix level 2 was 120% the selling price would be \$120.00, etc.

When customer information is added or changed using **AR-A, Enter/Chg Customers**, all resellers are assigned a price level 2.

When a reseller orders these items, the 10% level 2 discount for the computer and the level 2 price for the printer is automatically reflected on the sales order.

Your company may use a different approach for a price matrix; in all cases, plan for all price matrices to operate in a consistent manner with your customer categories.

USING MULTIPLE LOCATIONS

Advanced Accounting 5.1 allows you to maintain independent inventory data for your products at different locations. The number of locations you may have is limited only by your hard disk space.

The versatility of the locations feature of the Advanced Accounting Inventory system allows it to be used for a variety of applications. In addition to handling a second or third warehouse or multiple trucks, each with their own inventory, locations can also be set up with distinct G/L account or department codes so that you can use them as profit centers to derive information about the financial performance of each location.

Locations allow you to track the units on hand, units on sales order, units on purchase order, and inventory value for each location in your system. Price information will apply consistently to an inventory item regardless of location.

You can create purchase orders for a single location only. However, sales orders can have a different location for each line item. Non-inventory items can be added to any purchase order regardless of the location specified.

As with any system-wide feature, you should consider how you name and set up your location codes so that they will be easier to use as your inventory changes or becomes more complex. The examples below cover three possible situations for handling your inventory:

1. You have a single location for all your inventory.
2. You have set up your inventory without any location information and then find it necessary to add location information for a few products that will be stored away from your original location.
3. You have units of the same product stored at multiple locations, and you want to set up specific locations as you enter each inventory item in your system.

In all examples, the inventory record is created **without** entering any information about units on hand, etc. Instead, use the procedure outlined in chapter 3, **Getting Started**, or use purchase orders to update your units on hand.

Example 1: A single inventory location

As you create your inventory items in **IC-A, Enter/Chg Inventory**, the program will automatically enter a default location field of "blank" (no name).

Your inventory records will all have the same default location and all available/order reports and physical check printouts will automatically summarize the information for the single location. As purchase orders and sales orders are entered, you should leave the *Location* field blank.

Example 2: Adding a second location after setting up your inventory

You are already using Advanced Accounting 5.1 and followed the procedure above to maintain all inventory information without specifying a location. However, you are now adding a second location for a few larger items in order to cut down on some shipping costs.

Use **IC-A, Enter/Chg Inventory**, and request the inventory record for the item that will now be stored at a second location. You can locate the record using the F2 list display or standard search keys.

Press ENTER so that the cursor is no longer in the *Product Code* field, then press the PAGE DOWN key to move to the location information at the bottom of the screen. Here you will see inventory information for all locations you have specified for the selected product. (Initially, only one location--the "blank" location--will appear.)

To add a new location for this product, press the INSERT key. This will bring up another screen where you can enter a new location, bin, and G/L account codes. (The G/L account codes will default to those originally entered for this product.) Use a location name that is short and easy to identify for all employees using the system. Save the location information when you are finished. This location will now be available for this product.

The additional fields at the bottom of the screen (*Units on Hand, Units on S/O, Units on B/O, Units on P/O*) are display fields only; they will have information to display for this new location once you have received or transferred units and created sales orders for items at that location.

The new location will now appear (along with your default "blank" location) on the list display whenever you can press F2 at a *Location* field when you are entering this item on a sales order. The new location name will appear in the master location list when entering a purchase order.

If you have more items that need to be maintained at separate locations, request the next inventory item you wish to modify. Press ENTER and then press PAGE DOWN to reach the Location fields. Press the INSERT key and then use the F2 key to request a display of master locations.

The new location you created for your first inventory item above will be displayed, along with the first ("blank") location. Select the new location from the list, and press ENTER so that the new location information is displayed for this item. Confirm or modify the account information and press F10 to save the new location information for this inventory item.

When creating purchase orders and sales orders, any time you leave the *Location* field blank, the location assignment will automatically default to your original ("blank") location.

Example 3: Setting Up a Multiple Location Inventory System

In this example, you are maintaining separate inventory items at multiple locations and want to ensure that Advanced Accounting 5.1 reflects these locations accurately.

Develop short, identifiable names for the locations that will be easily recognized by employees using the system and that will allow a logical range selection for your reports; for example, if you have two locations in a specific state and would sometimes need summary data based on the state, you would name the two locations using the state ID as the first part of the location code.

When you enter your first inventory item, save the record. Add a new location for this item as explained in Example 2 above. Confirm that the account information displayed at the top of the screen is correct, and then press F10 to save the inventory location information.

You can continue to add new locations for this item, confirming your account codes and then saving each location record.

For the other inventory items, you can use the F2 list display option to select from all the locations you have entered or you can simply enter new locations. Confirm the account information and save the location records for the items.

With this example, all purchase orders and sales orders should have a location specified to process the order. Otherwise the default ("blank") location will be used.

Using Your Multiple Inventory Locations

Now that you have set up the location for the inventory items, you can use purchase orders to receive items for the new location. When using **PO-A, Enter Purchase Orders**, the *Location* field should have your new location specified for any items to be received there. You cannot use a location for an item on a purchase order unless you have first specified that location in the inventory record using the procedure summarized above.

In a similar fashion, you will specify a location for each line in a sales order using **SO-A, Enter Sales Orders**. When you request a line item for the sales order, if the product being entered is a regular (stock) type item, and it has more than one location, you will be able to choose the appropriate location. You can press the F2 key while in the Location field to get a list of possible locations for this item. The quantity ordered will be removed from units on hand and put into units on sales order for that location. All backorder tracking and reserve inventory will be maintained separately for each location. Note that if you do not have enough inventory in one location you can choose a different location for that item or transfer units from one location to another "on-the-fly."

After you have units on hand at multiple locations, there are several facilities within Advanced Accounting which allow you to see the information about a product for all locations:

- When viewing the inventory record in **IC-A**, press PAGE DOWN to get the inventory location listing. You can quickly scan all summary information about locations and then return to the inventory entry screen.
- **IC-D, Print Avail/Ord Info, IC-E, Print Physical Check** and **IC-G, Adjust Levels to Physical** allow you to view inventory information reflecting multiple locations.

To move inventory from one location to another, use **IC-K, Transfer Inventory** to subtract from the units available for sale and add the amount to another location.

IC-A - ENTER/CHG INVENTORY

Purpose of Program

Use this program to add new inventory records or change certain information about current ones. The screen used to enter an inventory record is illustrated below, followed by a description of each field.

Field Explanations

Product Code			Product Description				Manufacturer Code		
■	■	■	■	■	■	■	■	■	■
Type	UM	Tax	Cat	Cls	R Lvl	R Amt	Price Base	Matrix #	
■	■	■	■	■	0	0	0.0000	0	
Last Sale		Last P/O		Units on P/O		Last Recpt		ADTR	Last Vend
00/00/00		00/00/00		0.00		00/00/00		0	■
Last Cost		Avg Cost		Units on Hand		Units on S/O		Units BO	Total Inv Val
0.0000		0.0000		0.00		0.00		0.00	\$0.00

Product Code

The Product Code field lets you assign a name/number that will identify this item for sales orders and purchase orders. This is a 15 character alphanumeric field and displays in upper case only.

Product Description

The description of the product that will print on invoices and P/O's. This is a 30 character alphanumeric field. Both upper case and lower case characters can be displayed in this field.

Manufacturer's Code

This is the code assigned by the vendor/manufacturer for this product. This will be printed as the line item code on purchase orders.

NOTES

If you have notes attached to this line item the word NOTES will be just to the right of the Manufacturer's Code. These are standard TASNotes notes and can be edited at any time by pressing the Alt-F1 (ALT+F1) key any time there is an active inventory item on the screen.

Type

Two types of products are allowed in the inventory file:

- R** regular inventory keeps track of units on hand.
- N** non-inventory (non-stock) type keeps track of sales and price but disregards units on hand. You would use the **N** type for items such as labor, freight, disposable parts, etc.

Regular vs. Non-Inventory Items:

If you sell services, you have no need to track how many units are on hand and how many units are on reserve, your inventory would use type **N**. You would probably use type **R** when you sell physical items such as wrenches, cars, paper, etc.

Below is a list of the kind of information which is **not** tracked for non-inventory items. If you need to track any of the items below, then you should use regular inventory. Otherwise, non-inventory will suit your needs. See the field description for each of these items for more information.

Reorder Level	Reorder Amount
GL COGS	Units on PO
Units on Hand	Average Cost
Total Inventory Value	Units on Reserve

After you have worked with inventory control for a while and feel more comfortable with it, you may want to track units on hand for certain items. Simply change the type from **N** to **R** and add the additional information necessary to track a regular inventory item and save the record. You can add your inventory using the **IC-G, Adjust Levels to Phys** program or through purchase order creation and receiving (**PO-A** and **PO-D**).

UM

Unit of measure. This is a 3 character alphanumeric field. You might use 'ea' for each, 'doz' for dozen, or 'hr' for per hour.

Taxable

If the inventory item is normally taxable on an invoice, then enter **Y** here. Otherwise, enter **N**.

Cat - Category

You may use this field as a selection criterion since the printing programs allow you to limit reports by this value. This is a 4 digit alphanumeric field. For example, a company may find a HRDW (hardware) vs. SFTW (software) division as a helpful category for dividing inventory types. If you assign sequential categories such as A-F or 1-10, you can then request printouts based on these ranges.

Cls - Class

This is a second selection criterion for an inventory item. You can assign a class so that you can easily select a group for a particular report. For example, a class might be a particular brand of hardware. This is a 4 digit alphanumeric field. If you assign sequential classes such as A-F or 1-10, you can then request printouts based on these ranges.

R Lvl - Reorder Level

Reorder this item if the number of units on hand falls below this value. If you enter a number here, you will be able to use **IC-D, Print Avail/Order Info** to check on what items are below reorder level.

R Amt - Reorder Amount

The usual amount that is ordered when your reorder level is reached.

Price Base

The default sales price. Additional pricing structure information can be entered from the price matrix popup screen.

Matrix #

A 9-level discount/markup percentage can be set up and assigned a number from 1-999. This number can be used by multiple products for discount/markup percentage assignment. If the price matrix field is left blank (or has a 0), a nine-level fixed price structure unique to that product can be entered. The levels are cross-referenced to a customer's price level assignment. See the section **Using a Price Matrix** in this chapter.

If this is a non-inventory type item (Type=N) then three more fields will be displayed. They are:

G/L Expense

If you have this item on a P/O, when it is received it will automatically post to the proper expense account. The account should be an Expense account that you have created in **SY-E, Create/Chg G/L Account**. You can view your G/L accounts by pressing F2 when your cursor is in this field.

G/L Sales

When you post transactions, this is where the taxable sales amounts will be posted.

G/L Non-Tax Sales

This is where the sales amounts for non-taxable items will be posted.

Some of the fields below may be modified when you are initially entering the inventory item (See **Adding a New Inventory Record** below). Thereafter, the data in these fields is automatically maintained by other programs within Advanced Accounting 5.1. Rather than entering your units here, it is recommended that you use the procedure outlined in chapter 3, **Getting Started**, to initially enter your inventory units on hand.

Last Sale

The date of the most recent sale for this item.

Last P/O

The date of the most recent purchase order for this item.

Units on P/O

Displays the number of units on open purchase orders.

Last Recpt

The date of the most recent receipt of this item from a P/O.

ADTR

Average days to receive items on a purchase order.

Last Vend

The code for the vendor used when this item was last ordered.

Last Cost

The cost for one unit of this product as received on the last order.

Avg Cost

The average cost as calculated from purchase order amounts or as set using **IC-G, Adjust Levels to Phys.**

Units on Hand

The number of units on hand and available for sale. (See **Getting Started**, chapter 3, to follow the recommended procedure for entering units on hand for a new inventory item.)

Units on S/O

Units on open sales orders. These are the units that are on existing sales orders but have not been invoiced/shipped yet. They are still in stock but not available for sale.

Units BO

The number of backordered units on sales orders. When a sales order is invoiced/shipped, backorders can be filled from units on hand if the inventory has the items available.

Total Inv Value

Total inventory value, calculated as
((Units on Hand + Units on Sales Order) X Avg Cost)

General Program Operation

Adding a New Inventory Record

The description below assumes that you are holding all your inventory in a single location. See the section **Using Multiple Locations** earlier in this chapter.

Enter the new code in the *Product Code* field and press ENTER. Because Advanced Accounting 5.1 uses this product code in a number of programs, remember to design your product codes so that you can take the greatest advantage of the product code ranges used for printouts and range-based searches. For example, all products of a specific manufacturer might use the same first three letters so that they can all be located as a group; you might also group items that have associated parts with the same prefix.

If you are going to use UPC bar codes then this must be the actual bar code number (generally a 12 digit number).

You can create a DEFAULT record to preset default values for a new inventory item. For more information please refer to chapter 2, **Getting Around Advanced Accounting 5.1, Default Records**.

If the code has been previously used, that inventory record will be displayed. To start with a new code in this situation, you must first press F3 to clear the existing record from the screen.

After you enter the new product code, enter the rest of the appropriate fields. When you have entered the base price and indicate that you want to use a price matrix, you will have the opportunity to enter up to 9 fixed price levels (if you have 0 or blank in the price matrix field) or 9 discount/markup percentage levels (if you have a number from 1-999 in the price matrix field). You can use an existing price matrix; see **IC-H, Enter Price Matrix**.

If the product type is **N**, you must enter a *G/L Sales* account, a *G/L Non-Tax Sales* account, and a *G/L Expense account*. Use the F2 function key to see a list of the various G/L account codes. You must be in an account code field to be able to use F2 for this function.

Since this is a new record, you can enter some information below the double line reflecting the sales history (if this is a R type item): *Last sale* date, *Last P/O* date, *Last Recpt* date, *Last Cost*, *Average Cost*. You must enter at least one location record for each R type item and you will be able to enter the *Units on Hand* for that item in the Location record. This will be totaled in the main record also and, using the average cost, will calculate the total value on hand.

In order to have a more complete and reliable history of your inventory, do not enter *Units on Hand* values for an inventory item when you are entering the inventory item. Instead, create a purchase order (using **PO-A, Enter Purchase Orders**) after you have created the inventory item or use the BKBEGINV.RUN program (please see chapter 3, **Getting Started** for more information).

To save the record, you may enter a value into each field or just press ENTER until the program asks whether you want to save the record. You may also press F10 to go directly to the *Save* prompt.

If this is a R type item the program will ask you to enter at least one location record. If you choose not to the main record will not be saved.

The program will not allow you to save a record that does not have a product code and the appropriate G/L Account Code(s).

Changing an Existing Inventory Record

To find an existing inventory record, enter the full product code or use the standard record search keys. You can use the F2 function key to view existing inventory items (if your cursor is positioned in the *Product Code* field) or available account codes (if your cursor is positioned in an account code field). You may change any of the fields in the upper portion of the inventory record.

To change the product code itself please refer to **SY-M, Change Related Rec Vals**.



If you have designated a price matrix number used by other products, you cannot change the discount percentages other than adding new levels that were previously unassigned.

To save the changes you have just made, enter a value into each field or press ENTER until the program asks whether you want to save the record. You may also press F10 to go directly to the *Save* prompt.

Deleting an Existing Inventory Record

After you have selected the record you want to delete (by typing in the product code or using F2 to select from a list), press the F4 function key. You will be allowed to delete an existing inventory record only when the *Units on Hand*, and *Units on P/O* and *Units on S/O* amounts for the product are all 0. The program will ask you to verify the delete request. Once it is deleted, the record cannot be recovered. You must reenter the record if it is deleted by accident.

Inventory Locations

If you have inventory at more than one location, you can track the units on hand, etc., for this item at each location. Advanced Accounting 5.1 allows you to maintain inventory at up to 250 locations. See the section **Using Multiple Locations** earlier in this chapter for a discussion of how to set up and handle multiple-location inventories.



When entering a new R type inventory item you are required to enter at least one location record. Locations do not apply to N type items.

To display the locations you must have an inventory item displayed on the screen. Press the PAGE DOWN key and the following screen will be displayed:

Our Software & Consulting			Enter/Change Inventory Information						
Product Code		Product Description				Manufacturer Code			
COMPUTER 386		386 Computer 1Meg 110M Hd							
Type	UM	Tax	Cat	Cls	R Lvl	R Amt	Price Base	Matrix #	
R	EA	Y	HRDW	SVT	5	15	1399.0000	1	
Last Sale		Last P/O		Units on P/O		Last Recpt		ADTR	Last Vend
03/12/95		11/09/94		0.00		11/09/94		0	ACEGRAWASE
Last Cost		Avg Cost		Units on Hand		Units on S/O		Units B0	Total Inv Val
1200.0000		1011.4513		47.00		13.00		0.00	\$50,687.08
Location Records for this Product									
Location	Bin	Units on Hand	Units on S/O	Units on B/O	Units on P/O				
		47.00	13.00	0.00	0.00				
XYZ	ABC	0.00	0.00	0.00	0.00				

Move cursor/press ENTER to View/Chg|INSERT Add New|DEL Delete| ESC Exit

This list will have all the locations currently setup for this item. It will always have at least one. This is a sliding list and there is more information you can see by pressing the RIGHT ARROW key.

To change a location entry move the cursor bar to the appropriate line and press the ENTER key. (To add a new location, press INSERT key.) A screen similar to that below will be displayed:

Our Software & Consulting			Enter/Change Inventory Information						
Product Code		Product Description				Manufacturer Code			
COMPUTER 386		386 Computer 1Meg 110M Hd							
Type	UM	Tax	Cat	Cls	R Lvl	R Amt	Price Base	Matrix #	
R	EA	Y	HRDW	SVT	5	15	1399.0000	1	
Last Sale		Last P/O		Units on P/O		Last Recpt		ADTR	Last Vend
03/12/95		11/09/94		0.00		11/09/94		0	ACEGRAWASE
Last Cost		Avg Cost		Units on Hand		Units on S/O		Units B0	Total Inv Val
1200.0000		1011.4513		47.00		13.00		0.00	\$50,687.08
Enter Location Information									
Location	Bin	Units on Hnd	Units on S/O	Units on B/O	Units on P/O				
		47.00	13.00	0.00	0.00				
G/L Asset		G/L COGS		G/L Taxable Sls		G/L Non-Tax Sls			
12500		50000		40800		40900			

F1 Help|F2 Display Master Location Values|F10 Save Rec| ESC Exit

Locations

Field Explanations

Location

The name of the location you are editing. All products should have a default location which is blank.

Bin Location

The physical location (bin number) for this product at this location.

G/L Assets

When posting transactions, the cost of units received or sold will be posted to the G/L Asset account. The account should be an Asset account that you have created in **SY-E, Create/Chg G/L Account**. You can view your Asset accounts by pressing F2 when your cursor is in this field. In the case of a purchase order received and invoiced, this asset account will be debited (increased) by the number of units received multiplied by the cost per unit on the P/O. In the case of a sales order invoiced and posted the asset account will be credited (decreased) by the number of units sold multiplied by the Average Cost of the inventory item. If you are posting a credit purchase order or invoice then the transactions above are reversed.



You must enter an active G/L account code for each G/L field in the location record.

G/L COGS

When posting transactions, the cost of goods sold amounts will be posted to this account. This must be an Expense account in order to reflect your inventory costs. When you post an invoice this COGS account will be debited by the number of units sold multiplied by the average cost of the inventory item.

G/L Sales

When you post transactions, this is where the taxable sales amounts will be posted.

G/L Non-Tax Sales

This is where the sales amounts for non-taxable items will be posted.

Locations

General Program Operation

To enter a new location from the list window press the INSERT key. The screen above will be displayed and you will be able to enter a new location record. To change an existing location enter the appropriate location code and press the ENTER key or press the F2 key to get a list of locations for this product.

You may change the *Bin* or *G/L Accounts* in any location record and in a new location record you can also enter the *Units on Hand*. If you wish to change the location code to one that already exists for this inventory time, you will first have to transfer all units on hand from this location to the new one using **IC-K, Transfer Inventory**. After all units on S/O, B/O, and P/O have cleared for this item at this (old) location (all 4 unit counts are now zero), you will be able to delete the old location record. If you wish to change the location code to one that does not yet exist for this inventory item, first add a location record for the new location (do not indicate any units on hand), then perform the inventory transfer from the old location to the new one as above. If you wish to change ALL location records from one code to a new code that you specify, for every inventory item that uses that location, you can do so by using **SY-M, Change Related Record Vals**. An example of this is changing all instances of location XYZ to ABC for every item in the inventory file. Use care in doing this; if the location you are changing to already exists for one or more inventory items, duplicate location records could result, and inventory tracking will be adversely affected.

You may delete a location by pressing the DEL key when in the list window. If there are units on hand, back order, sales order or purchase order for the location you will not be able to delete it.

Getting Other Information About this Product

Using this same program you may get other information about this item. If you press the ^PAGE DOWN (CTRL+PAGE DOWN) key the following menu will be displayed:

Our Software & Consulting			Enter/Change Inventory Information						
Product Code		Product Description				Manufacturer Code			
COMPUTER 386		386 Computer 1Meg 110M Hd							
Type	UM	Tax	Cat	Cls	R Lvl	R Amt	Price Base	Matrix #	
R	EA	Y	HRDW	SYT	5	15	1399.0000	1	
Last Sale		Information Options					ADTR	Last Vend	
03/12/95		1 - Sales Order - Current line items					0	ACEGRAWASE	
Last Cost		2 - Invoice line items					B0	Total Inv Val	
1200.0000		3 - Purchase Order - Current line items					00	\$60,687.08	
Av		4 - Received line items							
1		5 - Sales Totals by Date Range							
To		6 - Sales by Month							
cha									

1. **Sales Order - Current Line Items** - This option will show a list of all current (open) Sales Orders that include this product. This is a sliding list and you can see more of the record by pressing the RIGHT ARROW key. You can see the entire order by moving the cursor bar to the appropriate line and pressing the ENTER key. The program will chain to **SO-A** and the order will be displayed. You may not enter a new order from this list.
2. **Invoice Line Items** - This will show a listing similar to option 1 above, however, this uses the invoice history file. To see the entire invoice move the cursor bar to the appropriate line and press the ENTER key. The program will chain to **SO-K**. Only one invoice at a time can be displayed. To see more return to the list, choose the next item, and press the ENTER key again.
3. **Purchase Order - Current Line Items** - This option will show a list of all current Purchase Orders that include this product. This is a sliding list and you can see more of the record by pressing the RIGHT ARROW key. You can see the entire order by moving the cursor bar to the appropriate line and pressing the ENTER key. The program will chain to **PO-A** and the order will be displayed. You may not enter a new order from this list.
4. **Received Line Items** - This will show a listing similar to option 1 above, however, this uses the P/O receipt history file. To see the entire invoice move the cursor bar to the appropriate line and press the ENTER key. The program will chain to **PO-E**. Only one P/O at a time can be displayed. To see more return to the list, choose the next item, and press the ENTER key again.

```

Our Software & Consulting      Enter/Change Inventory Information
-----
Product Code      Product Description      Manufacturer Code
COMPUTER 386      386 Computer 1Meg 110M Hd
Type             UM      Tax      Cat      Cls      R Lvl      R Amt      Price Base      Matrix #
R               EA      Y      HRDW     SYT      5          15         1399.0000      1

Last Sale      Last P/O      Units on P/O      Last Recpt      ADTR      Last Vend
0 Sales for this Product
L
Display Sales By Date Range
WASE
Val
.00

From      Thru      Qty Sold      Total Dollars      Avg Sale
00/00/00  00/00/00      0.00          0.00          0.00
00/00/00  00/00/00      0.00          0.00          0.00
00/00/00  00/00/00      0.00          0.00          0.00
00/00/00  00/00/00      0.00          0.00          0.00
All Sales      0.00          0.00          0.00

Press ESC to return to Main Inventory Screen
    
```

ESC Exit

5. **Sales by Date Range** - If you choose this option the screen above is displayed. You will be able to enter 4 different date ranges. The program will automatically calculate the total sales amount. The dates you enter are saved and will be used as the defaults the next time you choose this option for any product. This option uses data in the invoice history file and will only report on sales to customers whose *Hist?* indicator is set to **Y**. The results of this option may be printed if desired.

6. **Sales by Month** - This option will print the Gross, COGS, Net Sales and Net Margin Percentage by month for this product. Only those months in which sales were recorded will be displayed. The program will display up to 5 years of sales in descending order (current year first). As with option 5 above this information comes from the invoice history file.

IC-B - PRINT PRICE LIST

Purpose of Program

Use this program to get a price list report identified by product code, description, last cost, and profit margin (gross margin) percentage. The options you can specify for the printout are shown on the screen below.

General Program Operation

Our Software & Consulting	Print Inventory Price List
Print From Product Code:	<input type="text"/>
Thru Product Code:	<input type="text"/>
From Category:	<input type="text"/>
Thru Category:	<input type="text"/>
From Class:	<input type="text"/>
Thru Class:	<input type="text"/>

You may enter ranges for *From/Thru Product Codes*, *From/Thru Category*, and/or *From/Thru Class*. For example, you can limit the printout to HRDW only. If you do not enter limits, the program will print all the inventory items. You will be able to print the price list to the screen, to your printer, or to a disk file. A sample report is provided in Appendix F.

IC-C - PRINT SALES/PURCHASE INFO

Purpose of Program

Use this program to get a spreadsheet style report of product sales or purchases for a specific year. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting	Sales/Purchases by Month - Inventory
For Year:	<input type="text" value="1995"/>
From Prod:	<input type="text"/>
Thru Prod:	<input type="text"/>
From Category:	<input type="text"/>
Thru Category:	<input type="text"/>
From Class:	<input type="text"/>
Thru Class:	<input type="text"/>
Units/Dollars:	<input type="text"/>
Sales/Purch:	<input type="text"/>

When the program is run, the screen above is displayed. First enter the year for the report. Next you can limit the report to a group of product by code, category and class. If you do not enter limits, the

program will print all the inventory items. You can also specify whether to print dollars or units, and sales or purchases.

You are also given the choice of index (sort order) to use.

You can print the information to the screen, to a printer, or to a file.

IC-D - PRINT AVAIL/ORDER INFO

Purpose of Program

Use this program to get a report summarizing available units and recent order information. The report lists the following information: product code, description/location, units on hand, units on sales order, total units (units on hand + units on S/O), total value (total units X average cost), reorder level, units on order, and date of last order.

Again, the ranges you can specify for the report are the same as those illustrated under the **IC-B** program above, but you can also limit the report to those items that are due for reorder as well as for specific locations only. A printout sample is provided in Appendix F.

General Program Operation

When you run the **Print Avail/Ord Info** program, you may enter *From/Thru Product Code*, *From/Thru Category*, and/or *From/Thru Class* and *Print From/Thru Location*. You may limit the report to any product group. If you do not enter limits, the program will print all the inventory items. You may also choose to print only those items below reorder level. If you want to limit the printout this way, enter **Y** in the *Below Reorder Level Only* field. If you enter **N**, all inventory items selected will be included in the printout. If you do not specify locations, you will see information for all locations in your system.

You can print the report to the screen, to the printer, or to a file.

IC-E - PRINT PHYSICAL CHECK

Purpose of Program

Use this program to print out a report format that you can fill in when you take a physical inventory count. The report includes product code, description, total units (units on hand plus units on sales orders), and space to write in the number of units counted. If you are planning to use the printout for a specific location, be sure to specify the location in the request so that only the items for that location will be on the list. A sample printout is provided in Appendix F.

General Program Operation

When you run **Print Physical Check**, you select from the standard inventory printout specification screen, limiting the report by Product Codes, Category, Class, and location information. You may limit the report to any group of products. If you do not enter limits, the program will print all the inventory items at all locations.

After the printing is complete, the program returns to the main menu.

IC-F -PRINT GENERAL INFO

Purpose of Program

This report is a useful detailed summary for the requested inventory items. The report includes all of the general information entered on the inventory screen in **IC-A, Enter/Chg Inventory**: Product Code, Description, Product Type, Unit of Measure, Category, Class, Tax status, Reorder Level, Reorder Amount, dates for Last Order, Last Receipt, Last Sale, and the accounts used for Sales, COGS, and Assets, the Manufacturer's Code, Price, Price Matrix number, Last Cost, Average Cost, and Total Value (at all locations).

General Program Operation

The options for selecting a range of products are the same as those displayed for **IC-B** above. You can send the report to the Screen, a Disk file or to the Printer. A sample report is provided in Appendix F.

IC-G - ADJUST LEVELS TO PHYS

Purpose of Program

Use this program to adjust the units on hand or cost/unit for an item and automatically update G/L Asset and Expense accounts with these adjustments. Normally, you would run this program after taking a physical inventory count, but you can make adjustments at any time. One typical use of the program is to decrease the amounts on hand due to loss, theft, or spoilage.

You may not adjust the total units or value for a Non-inventory (**N**) type product.

The fields you will use to make the adjustments are illustrated below.

Field Explanations

Our Software & Consulting		Enter Inventory Units/Cost Chg Info			
Product Code:	<input type="text"/>	<	<input type="text"/>		
Total Units On Hand:	<input type="text" value="0.00"/>	Current Cost per Unit:	<input type="text" value="0.0000"/>		
Total Units Actual:	<input type="text" value="0.00"/>	New Cost per Unit:	<input type="text" value="0.0000"/>		
* Subtract Units On S/O from Physical to equal New Units *					
Location	On Hand Amt	On S/O Amt	On B/O Amt	Total Units	New Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Product Code

The code of the item being adjusted. You can use standard record search keys to locate the inventory item.

Description

Default description of the inventory item. This is defined in the inventory record.

Total Units on Hand

The current total of units on hand + units on S/O. This is the total number of units that, according to the inventory records, you should expect to find when you take a physical count.

Current Cost Per Unit

The amount displayed in *Average Cost per Unit* for the inventory record; this amount is based on the average cost calculated from purchase orders received or from the previous time this program was used to adjust cost.

Total Units Actual

When the record for this inventory item is first displayed, this is the same number as *Total Units on Hand*. If you change any of the *New Units* numbers for the locations listed in the lower half of the screen, this total will reflect those changes.

New Cost per Unit

When the record for this inventory item is first displayed, this is the same number as the *Current Cost Per Unit*. You can type in a new amount.

The inventory amounts are displayed in the lower half of the screen with each location represented separately. Up to 10 locations can be viewed with this screen; use the Up and Down arrows if you need to scroll through more than 10 locations.

Location

Each location with inventory for this product is displayed in a list identified by location code.

Units on Hand

This amount is the units on hand at each location that are available for filling orders (i.e., they are not already allocated on an open sales order).

Units on Sales Order

The number of units for this location that are on sales orders that have not yet been invoiced. (Backordered units are not counted for this amount.)

Total Units

For each location, the total units (units on hand + units on sales order) for that location.

New Units

When the record for this inventory item is first displayed, this number is identical to the *Total Units* for this location. You can type in a different number in this field to update your physical inventory. The *Total Units Actual* at the top of this screen will automatically be updated as you make changes in the actual units for any location.

General Program Operation

The first step in changing the on-hand amounts or value in this program is to find the appropriate product. Enter the full product code and press ENTER or use the standard search keys. You can use the F2 function key as well as the standard record search keys to look at the available product codes.

The product description, total units on hand, and current cost/unit will be displayed with the same figures repeated in *Total Units Actual* and *New Cost per Unit*.

The program allows entry of *New Cost per Unit*. The default value will be the same as the *Current Cost per Unit*, but you can type in a new cost here.

You can then move to the *New Units* figures for each location and type in a new amount to adjust your inventory.

After you have made your changes to the *New Cost per Unit* and/or *New Units*, the program will display a message that shows the calculated change in total value and allows you to confirm if this is correct.

If you are moving units from one location to another, locations that have different account codes or departments for the inventory item will automatically adjust the appropriate G/L Asset accounts for inventory value.

If you enter **Y**, the inventory record is updated for units on hand, cost, and value, the location file is updated for units on hand, and the transaction posts to the Other Journal and the General Ledger. The program will clear the screen and return to the *Product Code* field when it is finished.

- The transaction made to the General Ledger is a debit to the G/L COGS account (i.e., increase costs) and a credit to the G/L Asset account (i.e., decrease value) for this item if the total value has decreased. If the total value has increased, the G/L Asset account will be debited (increased) and the G/L COGS account will be credited (decreased).

IC-H - ENTER PRICE MATRIX

Purpose of Program

A price matrix lets you define discount/markup percentages or a set of fixed prices for products; a particular level in the matrix can then be matched to the price level in the customer record so that the appropriate discount/markup can be used when entering a sales order.

A price matrix with a flat discount can also be entered at the Enter/Change Inventory screen. If you are using a percentage discount/markup and assigning a price matrix number, it is strongly advised that you enter the matrix here, as this type of matrix information is available to multiple products. See the section **Using a Price Matrix** in this chapter before entering any information with this program.

The Price Matrix screen is illustrated below:

Field Explanations

Our Software & Consulting		Enter Price Matrix	
Price Matrix Code:	00	- or -	Product Code: <
			Base Price: \$ 0.0000
Level 1:	0.0000		
Level 2:	0.0000		
Level 3:	0.0000		
Level 4:	0.0000		
Level 5:	0.0000		
Level 6:	0.0000		
Level 7:	0.0000		
Level 8:	0.0000		
Level 9:	0.0000		

F1 Help|F10 Save|

ESC Exit

Price Matrix Code

A three-digit numeric field. Up to 999 different matrices can be specified. The 9 discount/markup levels that you assign for each price matrix apply to any product with that price matrix number.

Product Code

An existing product code that will receive your price matrix assignment. If you do not assign a Price Matrix Code, you will be able to assign fixed price levels that are unique to that product.

Base Price

The price of the Product shown in the *Product Code* field. This can be modified.

Levels 1 - 9

If you have entered a price matrix code number, you will be able to enter a series of discount/markup percentages. A discount of 10% would be entered as 10, a markup of 10% would be entered as 110 (110% of the base price). If you have entered a product code, you can enter a series of fixed prices associated with that product.

General Program Operation

Price matrix information can be set up on a discount/markup percentage basis or a fixed price product-specific assignment. If you assign a number between 1 and 999 as a price matrix code you can set up to 9 levels of prices to be used by multiple products. If you enter a product code, you can type in up to 9 different fixed price levels. When a customer is assigned a price level in the **AR-A, Enter/Chg Customers** the level is used to determine the price of the product to that customer.

See the section **Using a Price Matrix** in this chapter for more background on using this facility for your company.

Range of Products to Change

From Product Code - Thru Product Code

You can limit the products to be affected by specifying product code ranges. The F2 list display option can help you select the appropriate product range.

From/Thru Category, From/Thru Class

If you want to limit the effect of your price to a subset of products, you can add category and class specifications.

After you have confirmed that you wish to proceed, the lower half of the screen will display the *Product Code, Description, Class, Category, and Unit Price* of each product as it is being changed.

Because this program can affect many products at once, be sure to back up your files before running this program. Confirm the range of products that you are about to change; you are not given the opportunity to confirm the change on each product you have selected. This program changes the base price of the products selected as well as any associated price levels within a flat rate price matrix. Use of this program updates the selling price in the inventory master file and updates the price levels in any fixed price matrix.

IC-K - TRANSFER INVENTORY

Purpose of Program

Use this program to quickly and easily move products from one location to another.

General Program Operation

Our Software & Consulting		Transfer Inventory	
Date of Inventory Transfer: 03/16/95 Product Code: ██████████			
From Location	Units On Hand	To Location	Units On Hand
██████████	0.0000	██████████	0.0000
Number of Units to Transfer: ██████████ 0.0000			
New UOH Amt ██████████ 0.0000		New UOH Amt ██████████ 0.0000	

When you choose this option from the menu the screen above will be displayed. The date will default to today's date. Next enter the appropriate product code. Press the F2 key to get a list of products.

Enter the *From* and *To Location* names, press the F2 key to get a list of locations for that product. Enter the number of units to transfer. You cannot transfer more units than that on hand. The program will display the new on hand amount (UOH - Units On Hand) and will ask if the entries are correct. If you enter **Y** the program will move the units and make the appropriate G/L entries.

ADVANCED ACCOUNTING

VERSION 5.1

Chapter 10

Payroll

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PAYROLL OVERVIEW

The Payroll program is designed to speed up and simplify your payroll tasks and to make sure that payroll information is properly posted to the appropriate journals. Advanced Accounting 5.1 allows you to enter new employee records, to change existing records, to enter standard deductions or user-defined deductions, to print your payroll checks, to void payroll checks, and to pay your withholding liability through Accounts Payable. You can maintain separate payroll divisions with different payroll defaults. You can also maintain a history of previous payrolls.

The following list contains the programs available in the Payroll module:

- A - Enter/Chg Employees
- B - Enter Pay Info
- C - Print Payroll Reg
- D - Print Payroll Checks
- E - Print Employee Info
- F - Print Quarter Info
- G - Print W-2's
- H - Enter Salespeople
- I - Print Salesprsn Info
- J - Transfer Commissions
- K - Maintain Tax Tables
- L - Void Payroll Checks
- M - Transfer P/R Taxes
- N - Print Pay History
- O - Purge Pay History
- P - Print Time Card Info
- Q - Enter Time Card Rates

The Payroll program choices are briefly explained below. Use this section to see which program you want to use for a given purpose. This is followed by a listing of each program with a detailed explanation of both the screen fields and the program operation.

A - Enter/Chg Employees

Use this program to enter new employees or change personal information for current ones. You cannot delete an employee in this program. To remove them from the normal payroll routine, mark them as terminated. When you run **PR-G, Print W-2's** you will have the option of removing terminated employees from the file.

B - Enter Pay Info

Use this program to enter payroll information for the current pay period for each employee. The non-terminated employees for the specified division are displayed one at a time and you can enter hours, pay amounts, and deduction amounts, or go on to the next employee.

C - Print Payroll Reg

Use this program to print the payroll register for the current pay period. After you have entered the pay information in **PR-B**, this report helps you to confirm that all entries were made correctly. If changes need to be made, go back to **PR-B**, make the appropriate changes, run this report again, and recheck.

D - Print Payroll Checks

Once all the entries are correct, use this program to print the employees' payroll checks. Pre-printed payroll checks are available from the authorized BTI forms manufacturer. If the checks have been printed correctly and you accept them, the entries will be posted to all appropriate files.

E - Print Employee Info

This program prints the information entered in **PR-A, Enter/Chg Employees**. You may limit the report by employee number.

F - Print Quarter Info

This program prints the information required for quarterly tax reports. Make sure you get a printout of this information at the quarter's end, before running the first payroll of the next quarter. You will be warned if the quarter-to-date information is going to be cleared.

G - Print W-2's

This program prints year end information on W-2 forms for each employee. You have the option of deleting all terminated employees at this time. Make sure you get a printout of employee information (**PR-E**) and a disk backup of all employee data before running this program. Be sure to print your W-2s before processing the first payroll of any new calendar year or else the withholding amounts will be incorrect on the W-2s.

H - Enter Salespeople

This program allows you to set up commission rates for salespeople. The rate may be a percentage based on Gross Sales, Cost of Goods Sold, or Net, and can be set to post at time of invoice or time of payment. You can set up and track quotas as well. The commissions due and the commissions paid are tracked month by month.

I - Print Salesprsn Info

You can print out a report summarizing the commissions of your salespeople and limit the report by month and/or by range of salespeople.

J - Transfer Commissions

After a payment is received, any commission to be transferred to a salesperson is initially recorded as "commissions due." Before running payroll, you can transfer commissions due with this program to update the payroll information for that employee.

K - Maintain Tax Tables

This program enables you to update your state and federal income tax tables for those states with income taxes. Before using, be sure to check the applicable tables for accuracy.

L - Void Payroll Checks

This program voids a payroll check which has been printed and posted. To remove payroll data prior to printing checks, see **PR-B, Enter Pay Info**.

M - Transfer P/R Taxes

Use this program to transfer outstanding withholding liability amounts to Accounts Payable accounts for payment. Outstanding amounts are updated when payroll checks are printed. You can choose which types and amounts to transfer.

N - Print Pay History

Advanced Accounting 5.1 allows you to keep the detail of the information for past payroll periods. Although this information is useful for recent payroll periods, you should avoid letting this history file accumulate too much data. Pay history should be archived or printed previous to periodic purging of the files.

O - Purge Pay History

You can use this program to control the size of your payroll history file. See Appendix D, **Important Times**, for a discussion of maintaining history files.

P - Print Time Card Info

This program will print the time card hours recorded for employees in **PR-B**. You can sort this report several different ways and print the information on separate pages to be included with the employee's pay check.

Q - Enter Time Card Rates

Use this program to enter the hourly rates for a specific employee. These are the rates used in **PR-B** when you are adding time card hours.

PR-A - ENTER/CHG EMPLOYEES

Purpose of Program

Use this program to add new employee records or change current ones. You can also use the program to indicate which employees are terminated so that they are excluded from **PR-B, Enter Pay Info**. (Terminated employees are included in all reports until deleted using **PR-G, Print W-2's**.)

Below is the screen you will use to enter each employee's payroll information.

Field Explanations

Our Software & Consulting		Enter/Change Employee Information									
Num	First Name & M.I.	Last Name		P/R Division							
100<	KELLY R.	MILLER		A-2							
Address		City, State & Zip					M/S	Pay Type			
21020 UAN DYKE RD.		RENTON, WA. 98058					S	H			
Phone Number	Soc Sec Num	Start Dt	T	Fed	Added	St	Added	SSEX	St	Exm	
206-555-2365	821-45-9900	01/10/90	N	Z	0.00	Z	0.00	0	0	0	
WC EE	WC ER	G/L Exp Acct	Reg	Payrate	Out	Payrate	Misc	Ded	Amt	SDI	
1.5000	1.5000	52000		8.5000		12.7500			0.00		
	Hrs QTD	Amt QTD	Hrs YTD	Amt YTD		Last Pay					
Regular	50.00	340.00	40.00	345.00		08/31/94					
Overtime	0.00	0.00	0.00	0.00							
Holiday	0.00	0.00	0.00	0.00							
Bonus/Comm		50.00		50.00		Hrs Due:					
Vacation	0.00	0.00	0.00	0.00		3.08					
Sick	0.00	0.00	0.00	0.00		1.84					
Federal Income Tax		26.89		56.26							
FICA/Medicare Withheld		41.11		41.11		5.10					
FICA Pay/FICA Tips		663.00		663.00		663.00					
State Withholding		0.00		0.00							
State Disability Ins.		1.00		0.00							
Wrkmns Comp Insur		60.00		120.00							

F1 Help|F2 Display Employees| ESC Exit

Standard Employee Information

This information must be entered and can be changed at any time for all employees.

Num

The employee number. You must assign this number; it is not assigned automatically. This is a 3 digit numeric field. (If you are implementing commissions for your salespeople, you will use this number as the salesperson number as well.)

First Name & M.I.

The employee's first name and middle initial.

Last Name

The employee's last name.

P/R Division

The employee payroll division (4-character alphanumeric field). If you have groups of employees that require different default information, you can set up multiple defaults by creating payroll divisions. For example, you may have employees in different states and these states have different deduction requirements for state taxes or disability. You could set up one division for each state and assign the proper values for all employees in that state.

Another use of division is to reflect the employees associated with G/L departments that are used as profit/cost centers. In this case, you can create divisions that match your G/L Department numbers.

You can set up divisions to reflect the different pay periods that you use to run payroll; for example, hourly vs. weekly pay periods. Employee payroll divisions can be selected in **PR-B, Enter Pay Info**, in order to see only those employees that have the applicable division type.

Before using **PR-A, Enter/Chg Employees** you must set up at least one division using **SY-D, Enter/Chg PR/GL Interface**. Even if you are not going to group your employees using multiple divisions, you must assign a division to every employee.

Address

The employee's street address.

City, State, Zip

The employee's city, state and zip code.

M/S Marital Status (Required)

M: Married / **S**: Single / **H**: Single head of household.

Pay Type (Required)

Enter **H**: Hourly / **S**: Salaried.

Phone number

The employee's phone number.

Soc Sec Num

The employee's social security number.

Start Dt

The date the employee started work.

T

Terminated: If the employee is terminated or quits, enter **Y** in this field. The employee will no longer appear when generating payroll information in **PR-B**. This is a required field; the default entry is **N**.

Fed

Number of Federal Income Tax exemptions claimed on the employee's W-4 form. If the employee is exempt from Federal Income Tax, enter 99 in this field.

Added

The additional amount (expressed as a positive number), to be withheld from the employee for federal taxes (from form W-4).

St

Number of State Income Tax exemptions. If the employee is exempt from State Income Tax or if you have no State Income Tax, enter 99 in this field.

Added

The additional amount (expressed as a positive number), to be withheld from the employee pay for state taxes.

SSEx

The number of Special State tax Exemptions the employee is entitled to, if your state has them.

St Exm

Special state amounts. This amount is required by certain states for the state tax calculation routine. In many cases, Michigan for one, it is the dollar value of each state exemption claimed.

WC EE

Workman's Compensation cost per hour (in Oregon, per day) deducted from the employee's pay.

WC ER

Workman's Compensation cost per hour (in Oregon, per day) charged to the employer.

G/L Exp Acct (Required)

The General Ledger expense account for the payroll expense for this employee.

G/L Exp Dept

The employee's entire payroll will post to this department. If you do not enter a department code, the default department entered in **SY-D, Enter/Chg PR/GL Interface** is used.

Reg Payrate

The regular pay amount per hour (if hourly) or per pay period (if salaried) for this employee.

Ovt Payrate

The overtime payrate should use the same criterion as the regular payrate (hourly or by pay period) for reflecting an overtime payrate amount.

Misc Ded Amt

A taxable amount which can be deducted from the employee's paycheck each pay period. This deduction can be used in addition to or instead of the standard deductions created in **SY-D, Enter/Chg PR/GL Interface**. You can use this for such items as garnished wages.

SDI

The State Disability Insurance exemption. If the employee is exempt from state disability deductions, then enter **Y**; if not, enter **N**. If SDI is not used in your state, enter a **Y**.

New Employee Payroll Information - First Page

This information can **only** be entered when adding a new employee record. Afterwards, the amounts displayed will summarize the activity of previous pay periods.

Regular

Regular pay received (hours and amounts), for quarter to date and year to date.

Overtime

Overtime pay received (hours and amounts), for quarter to date and year to date.

Holiday

Holiday pay received (hours and amounts), for quarter to date and year to date.

Last Pay

The date of the last payroll for this employee.

Bonus/Commissions

Bonus pay/commissions received for quarter to date and year to date.

Vacation

Vacation pay received (hours and amounts), for quarter to date and year to date.

Sick

Sick pay received (hours and amounts), for quarter to date and year to date.

Hrs Due

The number of vacation and sick hours accumulated and not yet used for this employee.

Federal Income Tax

The amount of Federal Income Tax withheld quarter to date and year to date.

FICA/Medicare Withheld

The first column to the left of the slash is the amount of FICA withheld quarter to date. To the right of the slash is the amount of Medicare withheld quarter to date. The right column are year to date amounts.

FICA Pay/FICA Tips

The first column to the left of the slash is the amount of FICA Pay quarter to date (this will equal Gross pay until the employee reaches the limit). To the right of the slash is the amount of Tips recorded for this employee that help make up a part of total FICA Pay quarter to date. The right column are year to date amounts.

State Withholding

The amount of state income tax withheld quarter to date and year to date.

State Disability Ins.

The amount of State Disability Insurance premiums withheld quarter to date and year to date.

Wrkmns Comp Insur

The amount of workman's compensation insurance cost withheld from the employee quarter to date and year to date.

New Employee Payroll Information (Page 2)

Our Software & Consulting		Enter/Change Employee Information		
Num	First Name & M. I.	Last Name	P/R Division	
100<	KELLY R.	MILLER	A-2	
Sick Hours Accum Rate: 0.0231		Vacation Hours Accum Rate: 0.0000		
Other Employee Deductions	Deduct Amount	Quarter-to-Date	Year-to-Date	
[1] 401K	20.00	27.00	27.00	
[2] LTD	0.00	1.92	1.92	
[3] SAVINGS PLAN	0.00	1.00	1.00	
[4] MEDICAL INS.	0.00	0.00	0.00	
[5] UNION DUES	0.00	2.00	0.00	
[6] DENTAL INS	0.00	0.00	0.00	
Misc Deductions:		15.00	15.00	
Special Deductions:		25.00	25.00	
Tips Recorded		0.00	0.00	
Meals Recorded		0.00	0.00	

F1 Help|F10 Save|PgUp Page One| ESC Page One

You can view this screen by pressing PAGE DOWN from the first screen.

Sick Hours Accumulation Rate

This rate is multiplied by the number of Regular and Overtime hours and added to the number of Sick Hours available each time a payroll is posted. This field will default to the rate in the PR/GL Interface file (**SY-D, Enter/Chg PR/GL Interface**) for this division. If you don't want to accumulate sick hours for this employee then enter 0 here.

Vacation Hours Accumulation Rate

This rate is multiplied by the number of Regular and Overtime hours and added to the number of Vacation Hours available each time a payroll is posted. This field will default to the rate in the PR/GL Interface file (**SY-D, Enter/Chg PR/GL Interface**) for this division. If you don't want to accumulate vacation hours for this employee then enter 0 here.

Other Employee Deductions (1-6)

User-defined deductions with a deduction amount/percentage and amounts withheld quarter to date and year to date displayed. The descriptors and default amounts/percentages for these fields are entered in **SY-D, Enter/Chg PR/GL Interface**. You can enter a description and amount/percentage here for a deduction which differs from the default, or use the default percentage from **SY-D**. Please note that you cannot change how the deduction is calculated; that information is specified in **SY-D**. For posting purposes, the G/L Account will be the one specified in **SY-D**. The deduction descriptions and amounts will default to the corresponding description and amount in the PR/GL Interface file (**SY-D, Enter/Chg PR/GL Interface**) for this division. If you don't want a deduction to be active for this employee then enter 0 for the amount.

Misc Deductions

The amount of miscellaneous deductions withheld quarter to date and year to date.

Special Deductions

The quarter to date and year to date withholding amounts of the *Special Deductions* entered in **PR-B**.

Tips Recorded

The amount of tips recorded for this employee quarter to date and year to date.

Meals Recorded

The amount of free meals recorded for this employee quarter to date and year to date.

General Program Operation

Adding a New Employee Record

When you add a new employee, the cursor is located in the *Num* field. Enter the new employee number and press ENTER. If that number has already been assigned, the corresponding record is displayed. In that case, press F3 to clear the screen fields, and enter another number.

You will need to have the employee's W-4 form at hand to complete this entry, or use the worksheet in Appendix E.

After you enter the new employee number, fill out the rest of the fields. The *Num*, *M/S* (marital status), *P/T* (pay type), and *G/L Exp Acct* fields are required fields; you must make entries to these fields before you are allowed to save the record.

When you are adding a new record, you can enter all of the quarter and year to date amounts on both the first and second pages. You will need to use this feature when adding your existing employees during your initial set-up (see **Getting Started**, chapter 3).

You can go from the first to the second page and back by using the PAGE UP and PAGE DOWN keys, and you are transferred to the second during entry when you press ENTER in the last field on the first page.

The user-definable deductions on the second page (1-6) can be set here to values which will apply to this employee only. The default withholding from the PR/GL interface (**SY-D**) is applicable to all employees unless changed here. You can also use **SY-D** to indicate whether the deductions are taxable or non-taxable.

Changing an Existing Employee Record

To find an existing employee record, enter the employee number at the *Num* field and press ENTER, press F2 to use the list display option (F2), or use the standard record search keys. You may change any entry except for the employee number and QTD/YTD amounts.

Deleting an Existing Employee Record

You may not delete an employee record in this program. If you enter **Y** at the *T*(terminated) entry field, the employee will no longer be displayed in the **PR-B, Enter Pay Info** program. Then, after the W-2's are printed in **PR-G, Print W-2's** all terminated employees can be deleted from the file.

PR-B - ENTER PAY INFO

Purpose of Program

Use this program to enter payroll information prior to printing payroll checks. This is the first step in the normal payroll procedure. The second is to print the Payroll Register (**PR-C**) and the third is to print the payroll checks (**PR-D**).

Below is the screen used to enter pay information for each employee for the current pay period.

Field Explanations

Our Software & Consulting				Enter/Change Payroll Information			
100< KELLY R.		MILLER		Div: A-2		Pay? █	
Category	Hours	Pay Rate	Gross Pay				
Regular	0.00	0.0000	0.00	Total Pay: 0.00			
Overtime	0.00	0.0000	0.00	Misc Deduct: 0.00			
Holiday	0.00	0.0000	0.00	Fed Inc Tax: 0.00			
Time Card	0.00		0.00	State Inc Tax: 0.00			
Commission/Bonus			0.00	S.D.I. W/H: 0.00			
Vacation	0.00	0.0000	0.00	FICA Tax: 0.00			
Sick	0.00	0.0000	0.00	MEDI Tax: 0.00			
		Tips	0.00	WC Withholding:			
Tot Hrs	0.00	Meals	0.00	401K -3 0.00			
Days in P/R: █ 0		Spcl Ded Amt: █ 0.00		LTD -4 0.00			
FICA Exp	0.00	MEDI Exp	0.00	SAVINGS PLAN -1 0.00			
FUTA Exp	0.00	SUTA Exp	0.00	MEDICAL INS. -4 0.00			
				UNION DUES -2 0.00			
				DENTAL INS -6 0.00			
				Ded Tips/Meals 0.00			
				NET PAY: 0.00			
Do you want to calculate payroll for all divisions? Y							
F1 Help				ESC Exit			

Emp

The employee number and full name from the employee file.

Div

The employee's division as set up in **PR-A, Enter/Chg Employees**. If you have divisions that use different pay periods, this field can help you determine which employees should be updated for the current payroll. When you first select this program, you are allowed to select which division you want to run payroll for; the option to run payroll for all divisions is included.

Pay ?

Indicate whether or not you want to enter payroll information for this employee (**Y** or **N**).

Pay Categories

Regular

The regular pay hours, rate and Gross Pay amount (rate X hours). In the case of a salaried employee this will show the number of hours in the pay period and total pay for the period.

Overtime

The overtime pay hours, rate and Gross Pay amount (rate X hours).

Holiday

The holiday pay hours, rate (default set by *Regular* rate), and Gross Pay amount (rate X hours).

Time Card

The total of all time card hours and the corresponding total pay entered for this employee.

Bonus/Comm

The bonus pay amount. This also reflects any commissions transferred through **PR-J, Transfer Commissions**. You cannot change this commission amount once transferred.

Vacation

The vacation pay included on this paycheck in hours, rate and gross pay amount (rate X hours).

Sick

The sick pay included on this paycheck in hours, rate and gross pay amount (rate X hours).

Tips

The amount of tips to be recorded for this employee during this pay period. This amount is added here so that taxes can be calculated. It is automatically deducted from the net pay amount.

Meals

The value of any free meals the employee received during this pay period. This amount is added here so that taxes can be calculated. It is automatically deducted from the net pay amount.

Days in P/R

The number of days worked during the payroll period. This field will default to the number of days in the pay period chosen in **SY-D, Enter/Chg PR/GL Interface** for that division.

Spcl Ded Amt

You may use this field to enter special deductions for this employee; for example, to reimburse the employee for out of pocket expenses. If the field is used for reimbursement, enter the amount as a negative number. No taxes will be calculated on this amount; the amount will be deducted from net pay.

Total Pay

Reg Pay Amount + Overtime + Holiday + Bonus+Time Card + Vacation Pay Amount + Sick Pay Amount.

Misc Deduct

The amount in the employee's miscellaneous deduction field in the employee record (from **PR-A**).

Fed Inc Tax

The amount of Federal Income Tax withheld on this paycheck.

State Inc Tax

The amount of State Income Tax withheld on this paycheck.

SDI W/H

The amount to be withheld for State Disability Insurance from the employee.

FICA Tax

The amount of FICA withheld on this paycheck.

MEDI Tax

The amount of Medicare withheld on this paycheck.

W/C Withholding

The amount of Workman's Compensation Insurance withheld from the employee. (Rate X Hours or Days)

Miscellaneous Deductions

The amount of each of the miscellaneous deductions withheld on this paycheck.

Ded Tips/Meals

The amount recorded above for tips and meals is deducted here.

Net Pay

The calculated net pay for this paycheck.

FICA Expense

The amount of FICA to be paid by the employer.

FUTA Expense

The amount of Federal Unemployment Insurance expense to be paid by the employer.

MEDI Expense

The amount of Medicare to be paid by the employer.

SUTA Expense

The amount of State Unemployment Insurance expense to be paid by the employer.

W/C Expense

The amount of Workman's Compensation Insurance expense to be paid by the employer. (Rate X Hours or Days)

General Program Operation

Adding New Payroll Records

When the program is run you are asked if you want to calculate payrolls for all divisions. If you answer N then you must choose one of the divisions listed. The first non-terminated employee in the file applicable to your division selection is found and displayed on the screen. The employee's number is in the *Emp* field and the employee's first and last name is displayed on the same line.

Next, you can enter the Starting and Stopping times. If you do this the program will automatically calculate the number of hours worked. If you enter 0 for Start Time then the cursor will move to the Hours field and you will have to enter the number of hours worked. You must enter either the Start/Stop time range or the actual number of hours worked for this entry.

Entry the type next; R - Regular, O - Overtime, H - Holiday, V - Vacation, S - Sick, B - Bonus.

Then enter the Time Card Rate code. Each employee has their own rates entered in **PR-Q, Enter Time Card Rates**. To list the available rates press the F2 key.

The Rate amount will then be displayed and you will be able to change it if necessary.

When you press the ENTER key after the Rate the program will calculate the actual pay and add it and the hours to the Hours and Tot Pay fields at the top of the screen. You can continue to add new entries or change existing ones as necessary. When you press the ESC key the program will return to the main pay entry screen. The hours/amounts entered during this process will be automatically reflected on the screen.

If you need to delete an existing time card entry move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm the deletion.

After you make the appropriate time card entries, or if you answered N to the Enter Time Cards question, you will be able to enter any Bonus pay amount. This would be for commissions paid or special pay, etc. You will also be able to enter any Vacation and Sick hours used, Tips recorded and the value of any free Meals given to this employee.

If all of your entries are 0 the program will return to the Regular Hours field. You will not be able to continue until you enter some sort of pay for the employee. If you wish to skip the employee and go to the next then press the UP ARROW key from the Regular Hours field and you will be placed in the Employee Number field. Enter a different employee number or press the F2 key to choose the next employee.

If you have recorded any pay amounts the program then allows you to change the *Number of Days in Payroll*. The value defaults to the number of days in the pay period from **SY-D**. You might, however, want to change the number of days if you are also including vacation pay or extra pay days on the check. The program calculates taxes based on the number of days. Therefore, if the pay amount is for more than the normal number of days in the pay period, you should change the number of days to the correct number. If you do not, then the incorrect tax amount will be withheld from the employee's pay.

The last entry is the *Special Deduction Amount*. You may use this field to record special deductions that occur only rarely or to reimburse the employee for out of pocket expenses.

If you are using the *Special Deduction Amount* field to reimburse the employee, enter the amount as a negative number, i.e., -100.00. This way the employee will get the full amount and it will not be added to the employee's gross pay, nor included in tax calculations.

After you make the *Special Deduction Amount* entry, the program calculates the other deduction amounts. The program then asks if you want to change the deductions:

If you do, answer **Y**, and the cursor is placed in the *Misc Deduct* field, and you can then edit the deductions. If there are some deductions that should not be included in the current payroll, change the amounts to zero here. (You can use Ctrl +U to clear the field.)

If you answer **N** when asked if you want to change the deductions, you will be asked if all of the entries are correct:

If you answer **Y**, the information will be saved and the program will continue to the next employee.

If you answer **N**, the cursor is placed in the *Hours* column again and you will be able to change any of the entries. If you don't want to save the information for this employee, then set all the hour amounts to 0 and the program automatically continues to the next employee.

Changing an Existing Payroll Record

The initial process is the same as in entering a new payroll. You still choose all divisions or a specific division and the first employee is displayed. If you have already entered hours/amounts for this employee then that will be displayed. If you want to modify the amounts then press ENTER at the *Pay* field and you will be able to change any value. If you want to scan through the employees one at a time you can enter N at the *Pay* field and the program will move to the next employee.



Just because you enter N here the amounts entered previously will NOT be deleted.

To retrieve a specific employee's pay record, press the Up arrow key when the cursor is in the *Pay?* field. This will move the cursor to the employee number field and you can enter the number of, or perform a search for, the employee whose pay record you wish to change.

If this is the only employee to be changed, save the record by pressing F10 and then press ESC when the cursor is in the *Pay?* to exit from the program. If you want to change other employee files, you can leave the current employee file by entering **N** in the *Pay?* field.

Deleting an Existing Payroll Record

You can change an employee pay record until you print payroll checks, when the payroll records for that pay period are cleared.

To delete an employee's pay record call up that employee as you would do in changing an existing record above. When the cursor is in the Regular Hours field press the F4 key. You will be asked if you wish to delete the pay record. If you answer Y the pay record (and all time card records) for this current payroll for this employee will be deleted. You will be returned to the *Pay* field and you can either enter new payroll info for this employee or enter N and go to the next. You can press UP ARROW to get to the Employee Number field to enter a specific employee or press ESC to exit the program.

PR-C - PRINT PAYROLL REG

Purpose of Program

Use this program to print the payroll register. You should run this program after entering payroll information in **PR-B, Enter Pay Info** and before you run **PR-D, Print Payroll Checks**. This program allows you to check your payroll information to see if you need to make any changes to the entries before payroll checks are printed. This report will include all of the payroll information for each employee for the current pay period, and totals for all employees. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting

Print Payroll Register

This program will print the Payroll Register.

It will reflect the entries made in the Payroll Entry Program.

After choosing where to print the report when the screen above is displayed, press any key to start printing.

After the printing is complete, the program will return you to the main menu.

PR-D - PRINT PAYROLL CHECKS

Purpose of Program

This program will print the payroll information entered in **PR-B, Enter Pay Info** on either pre-printed or blank check forms. You must set the system to print to one or the other in **SY-A-D, Enter/Chg Checking Accounts**.

You should run **PR-C, Print Payroll Reg** before running this program to make sure that all the entries are correct. Pre-printed payroll checks are available from Dynamic Systems, the authorized forms manufacturer. For more information please call 800-648-6258.

General Program Operation

Our Software & Consulting

Print Payroll Checks (Blank Stubs)

Checking Account:	XYZ Bank - Payroll
From Employee:	0
Thru Employee:	0
Print all not yet printed:	Y
Beginning Chk Number:	0
Check Date:	00/00/00
Period Ending Date:	00/00/00

After selecting this program, the screen above is displayed with the bank account menu highlighting the default payroll checking account from **SY-A-D, Enter/Change Checking Accounts**. Press ENTER to choose that default, or choose another account, and your choice is displayed in the *Checking Account* field.

You can enter a range of employees to limit the number of checks that are to print at one time. You would also use this range if one or more checks did not print properly and you wanted to reprint only those. You can also choose to print all checks not yet printed by entering 0 for both *From* and *Thru Employee* fields and Y at the *Print all not yet printed* field.

The cursor is then placed in the *Enter Beginning Check Number* field, currently displaying the next available check number (originally entered in **SY-A-D**). The check date (posting date) and period ending date may be changed also, but will default to the current date.

If this is the first payroll of a new quarter the program will automatically clear the quarter to date values for all employees before posting the new amounts. You will be warned of this before the payroll can be printed so that you will have a chance to print any final reports before the amounts are cleared.

After all the checks have printed, the program will ask if they printed correctly:

If anything went wrong, enter **N** and nothing will be posted.

Enter **Y** and the checks are posted automatically. If you want to change any of the entries later, you must use **PR-L, Void Payroll Checks** and then re-enter the information using **PR-B**.

When you answer **Y, PR-D** clears the Current Payroll file, adds checks to the G/L check register, updates employee pay history, adds the current taxes withheld to the outstanding tax amounts, and posts the payroll transactions to the General Ledger and the Payroll Journal. The *Next Ck #* is incremented in **SY-A-D**, and a copy of the check is saved to the payroll history file.

PR-E - PRINT EMPLOYEE INFO

Purpose of Program

Use this program to get a report of all employee information. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting	Print Employee Information
Print From Employee Num:	0
Thru Employee Num:	0

You may enter a range of employee codes to limit the printout on the screen shown above. If you do not enter limits, the program will print the information for all employees.

After the printing is complete, the program returns you to the main menu.

PR-F - PRINT QUARTER INFO

Purpose of Program

Use this program to get a report of the employee gross payroll and tax information for the current quarter. This information can be used as a reference for quarterly tax reports you may need to submit. You should run this program before the first payroll of the new quarter. A warning will be displayed before the quarter-to-date amounts are cleared giving you a chance to run this report before the new payroll. A sample report is provided in Appendix F.

General Program Operation

Our Software & Consulting

Print Quarterly Information

Print From Employee Num:	<input type="text" value="0"/>
Thru Employee Num:	<input type="text" value="0"/>
Print From Payroll Div.:	<input type="text"/>
Thru Payroll Div.:	<input type="text"/>

You may enter a range of employee numbers and/or divisions on the screen shown above to limit the printout. If you do not enter limits, the program will print the information for all employees.

After the printing is complete, the program returns you to the main menu.

PR-G - PRINT W-2'S

Purpose of Program

This program will print the employee's year to date payroll information on pre-printed W-2 forms.

If the employee has a **Y** in the Terminated (*T*) field, you have the option of deleting the employee after all W-2's are printed. The remaining employees' QTD and YTD amounts can be cleared at this time.

You must clear the QTD and YTD amounts only after the last payroll of the calendar year and before the first payroll of the new year, in order to be sure that this information is accurately reflected.

Pre-printed W-2 forms are available from the BTI authorized forms manufacturer. For more information call 800-648-6258.

- You must print W-2s after the last payroll of the old calendar year and before the first payroll of the new year. If this is not possible at the time (perhaps you don't have the forms yet) create a temporary new company after the last payroll (**SY-J**). Use the data from the real company to create the new one. Then print the W-2s to screen for the real company so that QTD and YTD payroll information is cleared. Then you can proceed with payroll processing for the new year for the real company. When you are ready to print the W-2s on actual forms, do so using the new temporary company. After printing W-2s, you can then delete the new company using **SY-J** again.

General Program Operation

Our Software & Consulting

Print W-2's

Print Out W-2's and Delete Terminated Employees	
Are you sure you want to continue: <input checked="" type="checkbox"/>	
Federal I.D. Code: <input type="text"/>	
State Code <input type="text"/>	State I.D. Code <input type="text"/>
Local Income Tax Ded # (1-6): <input type="text"/>	
Locality Name: <input type="text"/>	
Working on Employee Num: <input type="text"/>	

When the program is chosen from the main menu, the screen above will be displayed. If you want to continue, enter **Y** or press ENTER. You can then enter your Federal and State (if applicable) I.D. numbers. The W-2's will be printed for each employee with the I.D. codes you specified.

After the printing is complete, the program will ask if you want to delete the terminated employees. If you enter **Y**, the program will check the file for any terminated employees and remove them automatically.

The program then asks if you wish to clear the QTD and YTD amounts from the employee record. This should only be done when you are ready to begin your new year.

If you answer **Y**, the quarter and year to date figures are deleted from each employee's file.

If you do not choose to clear the QTD and YTD amounts, you can run this program again. This feature allows you to print a reference copy to check for accuracy, or to keep a disk file of your W-2 information. However, the QTD and YTD amounts must be cleared from the employee record before running the first payroll of the new year, or else the QTD and YTD amounts will include data from both years.

We strongly recommend that you print this information on plain paper first to check for accuracy, and that you back up the payroll data files (BKPR*.B) on a floppy disk before printing on W-2 forms and deleting records.

Once the terminated employees are removed from the file, you cannot recover them. If any employees are removed by accident, they must be reentered as new employees.

When the QTD and YTD information is cleared from the employee record, or if you choose not to clear this information, the program returns you to the main menu.

PR-H - ENTER SALESPEOPLE

Purpose of Program

This program allows you to set up commission rates for salespeople. You can define this rate as a percentage based on Gross Sales, Cost of Goods Sold, or Net and define commissions to be registered as due on time of invoice posting or payment. You can set up and track quotas as well. The commissions due and the commissions paid are tracked on a monthly basis. At the time of invoice or the time of payment (depending on the terms set up here), the commission is transferred to the *Comm Due* category displayed here.

Field Explanations

Our Software & Consulting		Enter Salespeople								
Num	Employee Name	Rate	How	When	Quota	Gross	COGS	Receipts	Comm Due	Comm Paid
0<		0.0000%	I	I						
Jan		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Feb		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Mar		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Apr		0.00			0.00	0.00	0.00	0.00	0.00	0.00
May		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Jun		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Jul		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Aug		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Sep		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Oct		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Nov		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Dec		0.00			0.00	0.00	0.00	0.00	0.00	0.00
Tot		0.00			0.00	0.00	0.00	0.00	0.00	0.00

F1 Help|F2 Display Employees|F10 Save|

ESC Exit

Num - Employee Name

The employee name and number as set up in **PR-A, Enter/Chg Employees**. You must define the employee as a salesperson here before you can use the employee number on a sales order as a salesperson.

Rate

The percentage of the commission, further defined by *How* and *When* below. Enter 10% as 10.00 not 0.10.

How

The three commission options are **G** - Gross, **C** - Cost of Goods Sold, and **N** - Net (Gross - COGS).

When

The commission can be defined as due when posting the invoice (option **I**) or posting the payment (option **P**).

Quota

If you want to record a goal or quota as a basis for comparison against commissions, you can define a dollar amount here.

Gross

This figure shows the gross for all sales associated with this employee, broken down by month.

COGS

This figure reflects the cost of goods sold for all sales associated with this employee, broken down by month.

Receipts

This figure reflects all sales associated with this salesperson that have had payments posted. If commission rate is based on time of payment, this figure is used as part of the calculation to determine commission.

Comm Due

When the invoice or payment is posted, this figure is updated for the employee. The commissions for each month up to the current month are listed.

Comm Paid

After you have used **PR-J, Transfer Commissions** to move all or part of the commissions due to the employee's payroll information, this column will be updated. The commissions paid for each month is listed.

General Program Operation

You can set up any existing employee as a salesperson. When a sales order is entered through **SO-A, Enter Sales Orders**, the salesperson defined from the customer file is displayed as the default; another salesperson can be entered on any individual sales order. The rate, method of calculating the percentage, and the time of calculating the percentage can be assigned on an salesperson-by-salesperson basis. Any transfer of commissions to payroll through **PR-J** below will be reflected in the *Comm Due* and the *Comm Paid* figures in the salesperson record displayed through this program.

PR-I - PRINT SALESPRSN INFO

Purpose of Program

You can print a summary of commission information based on a single salesperson or any group of salespeople with this program. The program allows you to specify summary information only or a report that includes monthly detail. You can also limit the report for a specific month or for a year to date total.

When you request this program, the screen below is displayed:

General Program Operation

Our Software & Consulting	Print Salesperson Information
Print From Salesperson Number: 0	
Thru Salesperson Number: 0	
Include Monthly Detail? [Y/N]:	
Which Month? (<0 for YTD): 0	

Enter a salesperson number in the *From-Thru Salesperson Number* field. To select a single salesperson, use the same number in both fields. The monthly detail option is helpful when you choose 0 for

YTD in the *Which Month?* field; the commission information is then displayed on a month-by-month basis. The program will provide the current month as the default. You can choose any other month or enter a 0 (using Ctrl +U to first clear the field) to get a year to date summary.

PR-J - TRANSFER COMMISSIONS

Purpose of Program

If you have set up a commission rate for a salesperson in **PR-H, Enter Salespeople**, commissions due to that employee will be reflected at the posting of the invoice or payment. Use this program to transfer all or part of the commissions due to the individual salesperson's payroll record for the current period. *Commissions Due* will reflect a sum of all commissions not yet transferred to the employee's pay record, including any not paid in previous months. The screen used to perform this operation is displayed below.

Field Explanations

Our Software & Consulting		Transfer Commissions to Payroll	
Month = 3 March			
Emp No	Salesperson's Name	Commissions Due	Commissions to Pay
100	KELLY R. MILLER	866.44	866.44
110	THOMAS L. PLATT	0.00	0.00
115	STEVEN R. SMITH	1378.62	0.00
120	SANDRA D. DUFFY	0.00	0.00
125	DEBRA B. MALONE	1150.47	0.00

F1 Help|F10 Save| ESC When Finished

Month =

The default displayed for this field is the current month. You can type in the number of any previous month to view any commissions still due from sales in that month.

Emp No - Salesperson Name

Only those salespeople with commissions due are displayed.

Commissions Due

The total commission accrued in the month displayed at the top of the screen and not yet transferred (based on the current date).

Commissions to Pay

This field will default the same amount displayed in *Commissions Due*. You can enter all or part of the commissions due.

General Program Operation

Run this program before running **PR-B, Enter Pay Info**, for an upcoming payroll in order to calculate all taxes appropriately. If you have already entered some information in **PR-B** for the current pay period, you will be prompted to recalculate the taxes for the pay period based on the commissions you just transferred.

Once the transfer is complete, the *Comm Due* and *Comm Paid* fields in the salesperson record are updated, and the *Bonus/Comm* amounts in the current payroll record are also updated.

PR-K - MAINTAIN TAX TABLES

Purpose of Program

Use this program to enter or maintain a set of tax tables for the states that have an income tax and for Federal taxes. A set of state tax tables is provided with Advanced Accounting 5.1 that includes various state tables, with separate records for single, married, and single head of household status. Because of the possibility of changes in local tax structures, please verify the tables that apply to your state before using the payroll module. Below is a sample screen of this program.

Field Explanations

Our Software & Consulting			Enter/Change Payroll Tax Tables		
Tax code	USM<				
Description	FIT Annual/Married				
If the total pay amount is:			The amount of tax to be withheld is:		
From	To	Tax Amount			
6350	41900	0.00	plus	15.00 % of excess over	6350
41900	83500	5332.50			41900
83500	143900	16980.50			83500
143900	253900	35704.50			143900
253900	0	75304.50		39.60	253900
0	0	0.00		0.00	0
0	0	0.00		0.00	0
0	0	0.00		0.00	0
0	0	0.00		0.00	0
0	0	0.00		0.00	0
0	0	0.00		0.00	0
0	0	0.00		0.00	0

F1 Help|F3 Clear Amts|F10 Save| ESC Exit

Tax code

A 3 character alphanumeric field which, in Advanced Accounting 5.1, usually designates the state and marital status for the table. For example, WVS represents West Virginia Single tax rates. Federal tax tables are stored under US0, USM and USS.

The US0 record is actually not a tax table. Rather, the amount in the *Tax Amount* column represents the dollar value of each Federal Exemption claimed by your employees. This should be the only amount in the US0 table. All other columns should be set to 0. Due to indexing for inflation, this number generally

needs to be changed each year, as do the USS and USM tax brackets. Consult IRS Circular E for the new amounts each year. Be sure to change your tax tables only after the last payroll of the old year has been run.

Description

The text description of the contents of the tax table.

Pay Amount Fields**From**

The lower limit of a tax bracket.

To

The upper limit of a tax bracket.

Tax Withholding Fields**Tax Amount**

The minimum tax for a tax bracket.

Plus column

The extra percentage of income to be added to the minimum tax in order to increase the tax evenly within a tax bracket.

Excess over column

The lower limit for calculation of the percentage tax. This is the same amount displayed in the *From* field.

General Program Operation

Before using these tables, verify that the one(s) you need to use reflect the current tax structure of your state. Much of the actual tax calculation goes on inside Advanced Accounting 5.1. For some states, the entire calculation takes place internally and no tax table is necessary. If there are inaccuracies, you may need a software update. Contact your dealer or Business Tools, Inc. if this is the case.

This program only needs to be used when and if tax changes occur. If these changes affect the amounts and percentages only, you can adjust these amounts within this program. Check the screen display against your most recent state tax tables to see if the tax amounts are correct. These tables are associated with fields in **PR-A, Enter/Change Employees** and **PR-B, Enter Pay Info** based on the *State* field entry in **SY-D, Enter/Chg PR/GL Interface** (the two letter state code that you define for each payroll division is used when calculating taxes to find the first 2 characters of the *Tax Code* here).

PR-L - VOID PAYROLL CHECKS**Purpose of Program**

Use this program to void a payroll check after it has already been printed and posted. If you wish to cancel a check not yet printed, use **PR-B, Enter Pay Info**. After you have cancelled a previously posted check, a report of the void check transaction is generated. A sample report is provided in Appendix F.

 You cannot void a payroll check if you have purged the payroll history information for that check (using **PR-O, Purge Pay History**).

General Program Operation

Our Software & Consulting

Void Payroll Checks

Checking Account: XYZ Bank - Payroll Check Number: Is the check from the current Payroll Quarter?

If you have more than one bank account, the bank account menu is displayed, highlighting the default payroll checking account from **SY-A-D, Enter/Change Checking Accounts**. Press ENTER to choose that default, or choose another account, and your choice is displayed in the *Checking Account* field.

Enter the check number of the check you want to void. (**PR-N, Print Pay History** can help you locate and confirm the check number.) The program asks if you want the Payroll Void Register report sent to Screen, Disk, or Printer. This report is in the same form as the regular Payroll Register from **PR-C** and gives you a valuable hardcopy record of the voided check; we recommend sending this report to the printer.

After the report has printed, you are asked if you want to void the check. If you answer **Y**, the program reverses every operation that **PR-D** performed in posting the check originally. Voiding a payroll check clears the check record from the payroll file, adds an offsetting deposit to the check register, subtracts the pay amount from the employee pay history, marks the check as voided in the payroll check history, and posts offsetting entries to the General Ledger and the Payroll Journal.

After voiding a check, you are returned to the main menu.

PR-M - TRANSFER P/R TAXES

Purpose of Program

Use this program to transfer the payroll taxes held in the payroll Liability accounts to Accounts Payable. The amounts transferred will then be available to be selected for payment by A/P check. These amounts include all of the Liability accounts set up in **SY-D, Enter/Chg PR/GL Interface** including:

- Federal Income Tax
- FICA withholding
- SDI
- Miscellaneous Deductions

The outstanding withholding amounts are updated every time paychecks are printed, and with every transfer. You may choose which amounts and what portion of the amount to transfer.

Before running this program, you must have specified the Accounts Payable account in **SY-A-A, Enter/Change Company/Interface**, you must have specified the payroll liability accounts in **SY-D, Enter/Chg PR/GL Interface** and you must have entered appropriate vendors for your payroll withholding in **AP-A, Enter/Change Vendors**. See **Getting Started**, chapter 3, for more information

on these issues.

Field Descriptions

Our Software & Consulting		Post Payroll Taxes Owing to A/P	
P/R Division: █ < █		State Code: █	
Type	Amt Outstanding	Amt to be Paid	
Federal Income Tax	0.00	0.00	
FICA W/H and Liability	0.00	0.00	
Federal Unemployment	0.00	0.00	
State Income Tax	0.00	0.00	
State Unemployment	0.00	0.00	
State Disability Ins	0.00	0.00	
Workmans Compensation	0.00	0.00	
Miscellaneous Deduction	0.00	0.00	
Special Deduction	0.00	0.00	
401K	0.00	0.00	
LTD	0.00	0.00	
SAVINGS PLAN	0.00	0.00	
MEDICAL INS.	0.00	0.00	
UNION DUES	0.00	0.00	
DENTAL INS	0.00	0.00	

F1 Help|F2 Disp P/R Divisions|F4 Chg Transfer Date|

ESC Exit

P/R Division:

If you are using multiple payroll divisions (originally set up in **SY-D, Enter/Change PR/GL Interface**), you must run this program separately for each division.

State Code:

The state code associated with the selected division is displayed.

General Program Operation

Identify the payroll division you want by typing in the division, selecting from the list display (F2) or using the standard record search keys.

If there are no outstanding amounts to transfer, a message to that effect is displayed and you are returned to the main menu.

If there are amounts to transfer, the cursor is placed in the *Amt to be Paid* column, opposite the first *Amt Outstanding* amount. The entire outstanding amount is offered as a default. You can press ENTER to record the default amount for transfer, or type in an amount to transfer and then press ENTER. Repeat this operation for each amount you want transferred.

When you have recorded the amounts you want transferred, press F10 to save your choices. The amounts are automatically transferred to Accounts Payable, against the vendor accounts you defined when setting up (see **Getting Started**, chapter 3).

You do not need to transfer all amounts; you can press F10 at any time to save and transfer only the amounts you want. When you transfer payroll taxes, the next A/P invoice number is updated, appropriate invoice line items are added to the A/P Transaction file, the outstanding amounts in the vendor record are updated, the transaction is posted to the General Ledger and the Payroll Journal, and the outstanding taxes in **Enter/Chg PR/GL Interface (SY-D)** are updated.

Once the amounts are transferred, the program returns you to the main menu.

Remember that you must run this program separately for each payroll division.

PR-N - PRINT PAY HISTORY

Purpose of Program

Advanced Accounting 5.1 keeps a detailed history file of your payroll transactions. You can see this information by generating the listing produced by this program. The report can be limited by a range of employee codes and by payroll dates. A sample report is provided in Appendix F.

The history file that holds this information will continue to grow with each pay period; you should purge the file periodically. See **PR-O, Purge Pay History** below and Appendix D, **Important Times**, which discusses the options for controlling your history files.

PR-O - PURGE PAY HISTORY

In order to avoid having too much of your disk space occupied by history files, you should purge them periodically. Before purging this information, you may want to back up the file to archive media or print out the payroll history using **PR-N, Print Pay History**. You also have the opportunity to print the information as part of the purge process. You can purge payroll check history information based on payroll date, a range of employee numbers, and/or a payroll division. See Appendix D, **Important Times**, for a discussion on maintaining your history files.

After the purge process is complete, you are returned to the main menu.

PR-P - PRINT TIME CARD INFO

Purpose of Program

You can print time card records for a specific employee or range of employees or range of work dates. You can also choose to print from the current pay time card file or from the history. You could also use this report to print individual time card reports to be included with each employee's paycheck.

When you request this program, the screen below is displayed:

General Program Operation

Our Software & Consulting		Print Time Cards	
Sort This Report By:	Enter Selection		
	1 - Employee Number		
	2 - Work Date		
Include From Employ			
Thru Employ			
Include From Work Date:	00/00/00		
Thru Work Date:	00/00/00		
Print only the subtotals (Y/N):			
Print Time Card History (Y/N):			
Page between Employees (Y/N):			

Choose whether you want to sort the report by employee number or work date. You will still be able to enter both an employee range and work date range regardless of your sort choice. This only controls the order in which the records are printed.

Next enter the employee range or leave both blank to print all employees. The same applies to the work date range.

If you just want to print totals for each employee then enter Y to the Print only the subtotals. To print from the history instead of the current payroll enter Y at Print Time Card History. And to print a separate sheet for each employee enter Y at Page between Employees.

When the report is finished the program will return to the main menu. A sample of this report is in Appendix F.

PR-Q - ENTER TIME CARD RATES

Purpose of Program

Use this program to enter or maintain a set of time card rates for a specific employee. An employee must have time card rates entered previously if you are going to record time card entries while making payroll entries in **PR-B**.

If you are running the Job Cost Add-on you will use a different method of entering time card rates. Please refer to the documentation for that product for more information.

General Program Operation

Our Software & Consulting	Enter/Change Time Card Rates
Emp: 0	

When you choose this program the screen above is displayed. You enter the employee number as appropriate or press the F2 key and choose the employee from the list.

Our Software & Consulting	Enter/Change Time Card Rates	
Emp: 100	KELLY R. MILLER	
Rate Code	Type	Amount

Once an employee is chosen the screen above is displayed along with any time card rates already on file for this employee. If there are no time card rates yet you will be asked if you wish to copy the rates from another employee. If you answer Y you can choose the appropriate employee from the list and the rates from that employee will be copied. You can then add, delete or make changes to the rates listed.

Adding new Time Card Rates

To add a new time card rate move the cursor to a blank line and press ENTER or press the INSERT key. The first field is the rate code name. This is the name for this rate for this employee.

Next is the rate type. Enter A if this is the hourly amount to be paid, R if this amount is to be multiplied by the normal rate to get a new rate and P for a premium to be added to the normal rate to create a new rate. The normal rate is decided by the type you enter for the time card in **PR-B** (see Time Card Entry above).

Finally, enter the actual rate amount. After you enter this field the new rate code will be added to the list for this employee.

Changing Existing Time Card Rates

To change an existing time card rate move the cursor to the appropriate line and press ENTER. You will be able to make changes to any of the three fields that make up the time card rate. When you press the ENTER key after the *Amount* field the changes will be saved.



Any changes made here will NOT be reflected in time card entries made previously in **PR-B**. You must return to that program and make changes to the employee's pay information if necessary.

Deleting Existing Time Card Rates

To delete an existing time card rate move the cursor to the appropriate line and press the DELETE key. The program will ask you to confirm the deletion. If you enter Y the time card rate will be deleted from the list for this employee.



Any changes made here will NOT be reflected in time card entries made previously in **PR-B**. You must return to that program and make changes to the employee's pay information if necessary. Also, you will not affect the time card history report by deleting a time card rate code here.

ADVANCED ACCOUNTING

VERSION 5.1

Chapter 11

System Maintenance

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SYSTEM MAINTENANCE OVERVIEW

The System Maintenance module of Advanced Accounting 5.1 includes options that you will use when initially setting up your system and for certain maintenance functions afterwards. The System Maintenance Menu, available by selecting 'M' from the *Choose* menu, includes the following options:

- A - Enter/Chg Company Info
- B - Enter/Chg Terms Info
- C - Enter/Chg Password Info
- D - Enter/Chg PR/GL Intrfce
- E - Create/Chg G/L Accounts
- F - Create G/L Department
- G - Change Printer Codes
- H - Multi Printer Setup
- I - Consolidate Financials
- J - Multi Company Maint
- K - Year End Routines
- L - Reclose Prior Years
- M - Change Related Rec Vals
- N - Purge Old A/R & A/P Records
- M - Post TAL Records

All Advanced Accounting 5.1 users will be setting up some of their system using options A, B, D, and E. The other menu items are optional and may not be necessary for your particular company. **SY-O, Post TAL Records** is only used if you have set up the Timeslips Accounting Link (TAL) option in **SY-A-A, Enter/Change Company/Interface**. See Appendix B for more information on the Timeslips Accounting Link (TAL) option and on the **SY-O** option.

Standard record search keys, described in the chapter **Getting Around in Advanced Accounting 5.1**, chapter 2, are available throughout this module.

SY-A - ENTER/CHG COMPANY INFO

This program includes 4 sub-options, listed below.

- SY-A-A - Enter/Change Company/Interface**
- SY-A-B - Enter/Change Invoicing Defaults**
- SY-A-C - Enter/Change A/P P/O Defaults**
- SY-A-D - Enter/Change Checking Accounts**

You will be entering Company information as part of your initial setup of Advanced Accounting 5.1. Be sure to see **Getting Started**, chapter 3, for a general background on entering information in these four sub-options.

SY-A-A - ENTER/CHANGE COMPANY/INTERFACE

Purpose of Program

Use this program to enter or change general company information and system-wide interface accounts. The entry screen for this option is displayed below.

Field Descriptions

Our Software & Consulting		Enter/Change Company Information	
Company Name:	Our Software & Consulting	Fiscal Yr Start Date:	01/01/95
Address Line 1:	1234 Easy St.	Timeslips Accounting Link:	N
Address Line 2:	Suite 5-A	Check for Chgs in Records:	Y
City, State Zip:	Bellevue, WA 98006	Save Chgd Record Default:	N
Next Numbers			
A/R Invoice Num:	108	A/P Inv Num:	114
Sales Order Num:	177	Recurr A/P #:	102
Recurr S/O Num:	101	A/P P/O Num:	112
G/J Number:	121	Recurring G/J #:	101
G/L Interface Account Codes			
A/R Account Code:	12000	P/O Recvd Not Invc'd:	12900
Disc Taken A/R:	43000	P/O Freight In Code:	51400
A/R Int Chrgd Code:	60000	P/O Tax Expense Code:	51200
Inv Frt Out Code:	42000		
A/P Account Code:	20000	G/L Current Earnings:	36000
Discounts Taken A/P:	51000	G/L Retain Earnings:	37000
		G/L Clearing Account:	99999
Where are the programs: [REDACTED]			

F1 Help | F10 Save | ESC Exit

Company name

Your company name. This is a 25 character alphanumeric field which you will see displayed at the bottom of the main menu. You can use upper and lower case characters.

Address Line 1

Your company address. This is a 25 character alphanumeric field. You can use upper and lower case characters.

Address Line 2

Additional address information. This is a 25 character alphanumeric field. You can use upper and lower case characters.

City, State, Zip

The final lines of your address. This is a 25 character alphanumeric field.

Fiscal Year Date

If you are on a calendar year, this would be 1/01/95, 1/01/96, etc. If you are on a fiscal year, then this is the start of your year. This is automatically updated when you run **SY-K, Year End Routines**.



YOU ARE NOT ALLOWED TO CHANGE THIS FIELD VALUE ONCE IT IS ENTERED ORIGINALLY. IT IS DISPLAYED HERE FOR INFORMATION ONLY. ALWAYS RUN YEAR END ROUTINES AT THE END OF YOUR YEAR TO CHANGE THIS TO THE NEXT YEAR DATE. YOU WILL BE ABLE TO POST TRANSACTIONS INTO THE PRIOR YEAR AS LONG AS NECESSARY, RECLOSING AS MANY TIMES AS NECESSARY (SY-L, RECLOSE PRIOR YEARS).

Timeslips Accounting Link

If you are setting up a link to the Timeslips package for Advanced Accounting 5.1, see Appendix B. Otherwise, enter **N** here.

Check for Chgs in Records

If you enter Y here the program will alert you to changes you have made in Customers, Vendors, Inventory Items and G/L Accounts, when you are in the appropriate maintenance program, and have not saved the changed record. This will help keep you from making changes to a record and then losing those changes accidentally. If a record has been changed the program will display a message to that effect and will allow you to update the record before you continue.

Save Chgd Record Default

If you enter Y in the *Check for Chgs in Records* field you will also be able to set here what the default answer should be to the update record question should changes be made that weren't saved.

The sales order, purchase order, and invoice numbers described below are automatically reset to 1 when you run BKCLRDAT as part of system startup. After running BKCLRDAT, you can enter the number that correctly represents the next item here.

Next A/R Invoice Number

The number of the next Accounts Receivable invoice. When setting up Advanced Accounting for the first time, this number will have a default value of 1. You can change this number at setup time; otherwise, the number is incremented when the invoice is printed.

Next Sales Order Number

The next number to be assigned when a new sales order is created in **SO-A, Enter Sales Orders**. This number is incremented through the sales order system.

Next Recurring S/O Number

Advanced Accounting allows you to set up "templates" of sales orders that are sent on a regular basis. If you have set up recurring sales orders in program **SO-I, Recurring Sales Order Entry**, you can create them at the appropriate time using program **SO-J, Generate Recurring Sales Orders**. Each template created will increment the recurring sales order number displayed here.

Next A/P Invoice Num

The number to be assigned to the next A/P invoice created when transferring payroll taxes to A/P, when transferring sales taxes to A/P, and when invoicing receipt of goods in **PO-D, Receive Purchase Orders**.

Next Recurring A/P Number

You can set up a "template" for A/P vouchers that you create on a regular basis (e.g., rent or utilities) using **AP-M, Enter Recurring Vouchers**. When you create a new template for a recurring voucher, this number will automatically be assigned and then incremented for the next template.

Next A/P P/O Num

The number of the next Accounts Payable Purchase Order. This number is incremented as you create purchase orders in **PO-A, Enter Purchase Orders**.

Next G/J Number

The next G/J batch number. This is used as an internal transaction count.

Next Recurring G/J Number

You can set up a "template" for recurring general journal transactions such as depreciation or service charges. When you create a new template for a recurring general journal type, this number will be assigned and then incremented for the next template.

G/L Interface Account Codes

None of the account code fields described below should be left blank. If you do not plan to use a particular account, you should enter the same account number you will use as your G/L clearing

account (assigned at the bottom of this screen). These are the default accounts to which your transactions will be posted.



All account codes you enter can also include a department code. See program **SY-F, Create G/L Department**, for a discussion of department codes.

Accounts Receivable Code (Asset Account)

The account code for your Accounts Receivable G/L account. When you create customer invoices, the amount of the invoice will post here.

Discounts Taken A/R (Expense or Contra-Income Account)

If you offer discount terms on your receivables, the system will post those discounts to this account.

A/R Interest Chrgd Code (Income Account)

If you charge your customers interest on overdue invoices, the system will post the interest to this account.

Invoice Freight Out Code (Income Account)

The account you charge for shipping orders to customers. Freight amounts on the resulting invoices are posted here.

Accounts Payable Code (Liability Account)

The account code for your Accounts Payable G/L account. The amount of any vendor invoices that you enter into the system will post here.

Discounts Taken A/P (Expense Account)

If your vendors offer discount terms on their payables, the system will post those discounts to this account.

P/O Received Not Invc'd (Liability Account)

This is a holding account for P/O's which have been received but have not yet been invoiced (as in the case of a partial receipt).

P/O Freight In Code (Expense Account)

This is the account registering the amount that vendors charge for shipping your orders to you.

P/O Tax Expense Code (Expense Account)

If you are charged tax on P/O's, the system will post these amounts to this account.

G/L Current Earnings (Owner's Equity Account)

Current Earnings is the account where the net income/loss amount is to be posted when the Income/Expense accounts are closed when selecting the 'close' option as a part of printing a balance sheet or a cash flow statement (**GL-G, Print Financial Statements**).

G/L Retained Earnings (Owner's Equity Account)

This is where the Current Earnings amounts for previous years are saved. When you run the End of Year program, the year-to-date amount in the Current Earnings account will be added to this account.

G/L Clearing Account (Owner's Equity Account)

This account is used if a G/L Account code is not found during a posting. You must enter a G/L Clearing Account code. If you do not set up this account, any G/L account not found during a posting will result in a transaction that will put your accounts out of balance. By using this clearing account, you can ensure that no transactions will be lost.

Where are the programs

Most users will not need to enter anything in this field. If this field is left blank, the current subdirectory is used as the system default. If you have copied the programs BK*.RUN to a location other than the current disk drive and subdirectory, then you should enter the path here.

General Program Operation

G/L account codes set up here must match those you have established for your own chart of accounts using **SY-E, Create/Chg G/L Account**.

Remember that you are setting up company-wide defaults in this program. Be sure you have read **Getting Started**, chapter 3, before you proceed to use these defaults throughout the rest of Advanced Accounting 5.1. You can easily add new options later (such as the Timeslips Accounting Link), but changing existing account information can have far-reaching (and undesirable) effects.

SY-A-B - ENTER/CHANGE INVOICING DEFAULTS

The screen below includes several default values that you can set for the A/R Invoicing and Sales Order programs. Many of these defaults can be overridden when you are creating an individual invoice/sales order.

Our Software & Consulting		Enter/Change A/R Invoicing Defaults				
Auto Create Cust Code:	N	Unlink S/O-Invoice Number:	N			
Next Customer Number:	0	S/O Auto Back Order:	N			
Max # Inv per pmt session:	501	Print Statement on Blank Paper:	N			
Int Rate For Overdue Inv:	1.50	Print Invoice on Blank Paper:	N			
Num Days for Overdue Inv:	30	Print Comp Info on Inv/Stmts:	N			
S/O Dflt Entered By:	STL	# Copies S/O to Print:	1			
S/O Dflt Salesperson:	0	# Copies Inv to Print:	2			
S/O Ready to Ship Dflt:	Y	Print Notes on Invoices:	Y			
S/O Ship Via Dflt:	MAIL	Print Notes on Pkg Slips:	Y			
S/O Credit Limit Msg Off:	N	UPS Shipper Acct Code:	270-388			
Aging Periods:						
	Period 1	Period 2	Period 3	Period 4	Period 5	
Greater than:	0 days	30 days	60 days	90 days	120 days	
Print Ending Lines?	Y	Ending Lines:	Money back guarantee.			
			RETURN AUTHORIZATION REQUIRED.			

F1 Help | F10 Save | ESC Exit

Each of the fields on this screen is summarized below.

Auto Create Cust Code?

If set to **N** will create a Customer Code based on the first 6 characters of the Customer Name+State+first two characters of City. If set to **T** will use the customer's Telephone number (all characters other than numeric removed) and if set to **S** will use a sequential number.

Next Customer Num?

If *Create Cust Code Auto* is S then this is the next Customer Number to use.

Max # Inv per pmt session

The maximum number of invoices a single customer will have during a payment session (**AR-C, Record Payments**). This is here to help minimize memory usage for those who need it. If this is set to 0 the program (**AR-C**) will automatically set the number to 500.

Int Rate for Overdue Inv

The monthly interest rate percentage to be charged on overdue receivables. For example, if you are charging 18% per year, then this amount would be 1.5. (1.5 percent x 12 months = 18 percent)

Num Days for Overdue Inv

The number of days an invoice must be past due before interest is charged for that customer.

S/O Default Entered By

Enter the name/initials of the person who normally enters the sales orders. You can override this default when entering a sales order.

S/O Dflt Salesperson

You can use this field if you have one salesperson that handles a majority of your sales. The salesperson number should be the employee number set up in **PR-A, Enter/Chg Employees**. If you have a specific salesperson associated with a set of customers, you should assign the salesperson number in **AR-A, Enter/Chg Customers**. You can override either default salesperson assignment when entering a sales order.

S/O Ready to Ship Dflt

If you take advantage of the ready-to-ship feature in the Sales Order system, you will be able to reserve inventory for an order and hold the order in the system until you are ready to release it for invoicing. You can also change the setting from the default you assign here whenever you create a sales order.

S/O Ship Via Dflt

Type in the method you normally use to ship your orders. You can override this default when entering a sales order.

S/O Credit Limit Msg Off

Advanced Accounting 5.1 can display a message in the sales order program to notify you if your customer exceeds his credit limit with this transaction. If you don't want to see this message during the sales order entry process, enter **Y** here. If you want to see the message, enter **N**.

Unlink S/O - Invoice Number

If you enter **N** here the program will attempt to create invoice numbers (when the invoice is printed in **SO-F**) the same as the sales order number. If you print a single invoice for each sales order, and you want to keep the numbers the same then enter **N** here. If you want consecutive invoice numbers when they are printed or you may have multiple invoices for each sales order enter **Y** here.

S/O Auto Back Order

Within **SO-F, Print Invoices on Forms**, there is an option to autofill backorders created from sales order items that initially could not be filled from available inventory. Use of the backorder system within Advanced Accounting 5.1 is discussed in **Using a Sales Order System**, chapter 6.

Print Statement on Blank Paper?

Enter a **Y** if you are using 8.5 x 11" paper. Enter **N** if you are using preprinted continuous forms (available through the authorized forms manufacturer, Dynamic Systems).

Print Invoice on Blank Paper?

Enter a **Y** if you are using 8.5 x 11" paper. Enter **N** if you are using preprinted continuous forms (available through the authorized BTI forms manufacturer, Now Impressions). Enter **S** if you would like to print on short forms.

Print Comp Info on Inv/Stmts?

Enter **Y** if you want your company name and address to print on invoices, statements, and P/O's. If you have preprinted forms with your company name (available through the authorized BTI forms manufacturer) and don't want this information printed again, enter **N**.

Copies S/O to Print

This is the default number of copies to print when you choose to print the S/O at the end of the entry routine in **SO-A**. If this is set to 0 then the default in the program is 1.

Copies Inv to Print

This is the default number of copies to print when you choose to print the Invoice at the end of the entry routine in **SO-A** or in **SO-F, Print Invoices**. If this is set to 0 then the default in the program is 1.

Print Notes on Invoices

This will be the default value of the question asking whether you want to print any attached line item notes on the invoice.

Print Notes on Pkg Slips

This will be the default value of the question asking whether you want to print any attached line item notes on the packing slip.

UPS Shipper Acct Code

If you are going to print COD tags (**SO-O**) you need to enter your UPS shipper account code here.

Aging Periods (Periods 1-5)

You can establish up to 5 different aging periods for your invoices. These aging periods are used when printing statements and A/R aging reports (**AR-F, Print Aging**). Defining these aging periods will allow you to view, sort, and print out invoices that are over 30 days old, etc. The first aging period should always be set to 0 days in order to include all invoices. These are defaults that can be changed when you run the report.

Print Ending lines?

If you want to set your default to include ending lines (see below), then enter **Y** here. If you answer 'yes,' you will see a prompt when you are saving the invoice that will allow you to choose if you want to print these lines or not. If you don't want to ever see a prompt to include them, enter **N**.

Ending lines

You may include up to 5 description lines at the end of any invoice. If you have answered **Y** to the 'Print Ending Lines' question above, the **SO-A, Enter Sales Orders** program will ask if you want to include these lines on this sales order.

SY-A-C - ENTER/CHANGE A/P P/O DEFAULTS

Our Software & Consulting		Enter/Change A/P P/O Defaults				
Create Vend Code Auto:	<input type="checkbox"/> N	P/O Dflt Ship Via:	BEST WAY			
Next Vend Num:	<input type="text" value="0"/>	P/O Dflt Ent By:	ST			
		P/O Dflt Taxable:	<input type="checkbox"/>			
		P/O Dflt Sales Tax Rate:	0.00			
		Print P/O on Blank Paper:	<input type="checkbox"/> N			
Aging Periods						
Greater Than:	Period 1	Period 2	Period 3	Period 4	Period 5	
	<input type="text" value="0"/> days	<input type="text" value="30"/> days	<input type="text" value="60"/> days	<input type="text" value="90"/> days	<input type="text" value="120"/> days	
Print ending lines?: <input checked="" type="checkbox"/> Y						
Ending Lines:		Please call us if you expect a delay.				

F1 Help|F10 Save|

ESC To Main Choices

This option allows you to set defaults for Accounts Payable and Purchase Orders. Below is the screen used to enter these defaults.

Create Vend Code Auto?

If set to **N** will create a Vendor Code based on the first 6 characters of the Vendor Name+State+first two characters of City. If set to **T** will use the Vendor's Telephone number (all characters other than numeric removed) and if set to **S** will use a sequential number.

Next Vendor Num?

If *Create Vend Code Auto* is S then this is the next Vendor Number to use.

P/O Default ship via

Type in the method you normally use for shipping. You can override this default when entering a purchase order.

P/O Dflt Entered By

Type in the person who normally enters the P/O's. You can override this default when entering a purchase order.

P/O Dflt Taxable

Enter a **Y** if your P/Os are generally taxable, i.e., you pay tax on the purchase. You can override this value when entering a P/O.

P/O Dflt Sales Tax Rate

The default value for the sales tax rate you are normally charged on taxable P/Os.

Print P/O on Blank Paper

Enter a **Y** if you are using 8.5 x 11" paper. Enter **N** if you are using preprinted continuous forms for your P/O's (available through the authorized BTI forms manufacturer).

Aging Periods (Periods 1-5)

You can establish up to 5 different aging periods for your purchase orders. Defining these aging periods will allow you to view, sort, and print out vendor invoices that are over 30 days old, etc. The first aging period should always be set to 0 days in order to include all vendor invoices. These are defaults that can be changed when you run the report (**AP-G, Print Aging**).

Print Ending Lines?

If you want to set your default to include ending lines (see below), then enter **Y** here. If you answer 'yes,' you will see a prompt when you are saving the purchase order that will allow you to choose if you want to print these lines or not. If you don't want to ever see a prompt to include them, enter **N**.

Ending lines

You may include up to 5 description lines at the end of any purchase order. If you have answered **Y** to the 'Print Ending Lines' question above, the **PO-A, Enter Purchase Orders** program will then ask you if you want to include the lines on this purchase order.

SY-A-D - ENTER/CHANGE CHECKING ACCOUNTS

Use this screen to set up the checking accounts you want to use. Up to nine different checking accounts can be set up, but you will assign a particular account as your default banking account for A/R, A/P, and P/R.

Field Descriptions

Our Software & Consulting		Enter/Change Checking Accounts		
Default Bank Account Numbers <1-9>		A/R: 1	A/P: 1	P/R: 2
	Account Name	G/L Account-Dpt	Balance	Nxt Ck #
1:	ABC Bank	10100 -	0.00	1013
2:	XYZ Bank - Payroll	10200 -	0.00	1068
3:		3: -	0.00	0
4:		-	0.00	0
5:		-	0.00	0
6:		-	0.00	0
7:		-	0.00	0
8:		-	0.00	0
9:		-	0.00	0

F1 Help|F10 Save| ESC Main Choices

A/R

If you are setting up this information for the first time, you should set up the names and numbers of your cash account(s) in the lower portion of the screen. You can then type in the line number (1-9) of the account that is to be used for handling deposits from Accounts Receivable.

- Set the Default A/R Checking Account to 0 if you want a choice of bank accounts to post cash sales to.

A/P

If you are setting up this information for the first time, you should set up the names and numbers of your cash account(s) in the lower portion of the screen. You can then type in the line number (1-9) of the account that is to be used for checks issued through Accounts Payable.

P/R

If you are setting up this information for the first time, you should set up the names and numbers of your cash account(s) in the lower portion of the screen. You can then type in the line number (1-9) of the account that is to be used for issuing payroll checks.

- All three designations above can be the same account.

Account Name

Type in the name of the account. This can be any reference that is useful to you. It is not printed on any checks, but it is the way you will identify which account you want whenever you are in a program that requires selection of a bank account.

G/L Account-Dpt (Asset Account)

Cash G/L account code for cash on hand (checking account).

Balance

The period ending balance of each bank account. This figure is updated only after you use the **GL-K, Reconcile Check Register** program. This is not necessarily the same amount as maintained in the General Ledger cash account for this bank. You can change the amount here without affecting the General Ledger.

Next Check #

This can be set to a higher number than 1 during your initial setup; after that, the number is updated when checks are printed.

SY-B - ENTER/CHG TERMS INFO

Purpose of Program

Use this program to enter or change the terms that you want to use for payment on invoices. What you enter here will be used when creating vouchers, invoices, purchase orders, or recording payments.

Field Explanations

Our Software & Consulting Enter/Change Terms Information

Discount Terms Specifiers

Term Num	Description	Disc Amt	Typ	Days	Max Days til Due
1	NET 10	0		10	10
2	AMEX	0	A	0	0
3	CASH	0	C	0	0
4	NET 15	0		0	15
5	NET 30	0		0	30
6	COD	0		0	15
7	ON RECEIPT	0		0	15
8	2% - NET10	2	%	10	30
9	VISA/MC	0	C	0	0

Term Num

You are allowed to have up to 9 different term types. In the example above, 9 different terms have been set up.



The term that you create in the first position of your term choices is the default that will be used for NSF checks, interest charges, P/R tax transfers, and voided A/P checks. You should use a non-specific term in this position, such as NET 30.

Description

This is the terms specifier that will print in the Terms section on invoices, P/O's, etc. This is a 10 character alphanumeric field. It is also used as the reference on pop-up menus when you are selecting a terms type.

Disc Amt

The amount of discount allowed if paid within the discount days. This is a 2 digit numeric field.

Typ

If the discount you entered above is a percentage, enter %. If it is a dollar amount, enter \$. If this is a cash type term (for example, VISA, M/C, Amex, or cash), then enter a C. When **SO-F, Print Inv's on Forms**, or **SO-G, Post Invoices**, encounters a cash item, it posts the amount directly to the default A/R cash account instead of creating a receivable for it. If you want to be prompted for which account to use, enter an **A** ("ask") for the type. If you enter this type, the invoicing programs will allow you to select from all terms types at the time you are posting the invoice.

Days

The number of discount days allowed. The invoice must be paid within this limit to qualify for the discount. This is a 3 character numeric field.

Max Days till Due

The maximum number of days allowed before the invoice is overdue. This is a 3 character numeric field.

General Program Operation

You must have at least one term specifier in this file for the programs requiring a term type to work properly. Once you have entered some terms, they will be automatically displayed during any transaction that requires a term designation; additional terms can be added as a transaction is entered.

SY-C - ENTER/CHG PASSWORD INFO

Purpose of Program

There are two parts to the Advanced Accounting security system. These are a user file that contains logon codes and passwords for all users as appropriate. The other is a file that contains security levels. This determines which programs the user can run. You are able to limit access by group or even program, if desired.

Before defining additional security levels and/or users, be sure to create a security level that allows access to all modules and at the same time create and save a user and password that the system administrator will use. Otherwise, you could create a password system that has no users in the password file and lock yourself out of the system.

Field Explanations

SECURITY LEVEL SCREEN

Our Software & Consulting		Enter Security Levels																	
Password Security Level: <input type="checkbox"/> <		Allow exit to DOS: <input type="checkbox"/>																	
Modules	Y/N/C	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Gen Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accts Rcv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sls Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accts Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prch Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sys Maint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F1 Help|PageDown Next Page|F10 Save|

ESC Return to Initial Screen

Password Security Level

You can enter a 2-character assignment for the security level you are creating. This level code will be assigned to a specific user or log-on name so that each may have a different security level. You can create as many of these security records (each with its own set of access/restriction information) as necessary. When you are assigning new users to existing security levels, these security level records can be found using the standard record search keys.

Allow exit to DOS

A **Y** or **N** in this field will determine if users with this security level will be able to exit from Advanced Accounting. If you enter **N** here the program will return automatically to the Logon screen when exiting from the program.

Modules

The program groupings within Advanced Accounting 5.1 can be defined for access as a module. (See *Y/N/C* below.) To see the rest of the available modules press the PAGE DOWN key. To return to the first screen press PAGE UP.

Y/N/C

As you are creating a security level template, you will have this column set as **C** (Change) so that you can enter **Y** or **N** for each individual program. Setting this field to **Y** will change all individual programs within that module to **Y**; setting the field to **N** will change all the individual programs within that module to **N**.

A through R

The letters associated with each module represent the menu option letter for that program. For example, to restrict access to **PR-B, Enter Pay Info** you would type an **N** in the **B** column associated with the Payroll program.



Although the security level template shows options extending to **R** for all modules, most Advanced Accounting 5.1 modules do not have options for every letter up to **R**. You will not need to change the defaults for these unassigned program letters.

USER CODE SCREEN

Our Software & Consulting		Enter Logon Codes	
User Code	Password	Security Level	
ABCD	??????????	1	
SUPERVISOR	??????????	1	

F1 Help|

ESC Quit back to Initial Screen

User Code

Enter the name the employee will use when logging on to the system. This may be the employee's name, function or some other easily-remembered code. This is a 15 character alphanumeric field.

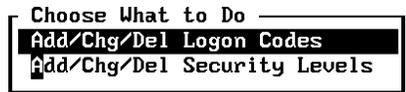
Password

This is the sequence that must be typed in by each employee along with his/her user code. When the employee types in the password, it will not be displayed on the screen.

Security

The current security level displayed on the screen will be assigned as a default for this field. Although you can change the security level to another that is not displayed, it is recommended that you review access definitions before assigning users to a security level.

General Program Operation



Adding a New Security Level

When the initial screen above is displayed choose the Add/Chg/Del Security Levels option. When the security level screen is displayed, you can type in a new security level code. The **Y/N/C** field displays a **C** (change) so that you can define access to individual programs within each module with a **Y** or **N**. If you want to allow or restrict access to an entire module, change the **C** to **Y** or **N**.

Before defining additional security levels and/or users, be sure to create a security level that allows access to all modules and at the same time create and save a user and password that the system administrator will use. Otherwise, you could create a password system that has no users in the password file and lock yourself out of the system.

Changing an Existing Security Level

Type in the security level you wish to change. Overtyping any program designation after you have confirmed that the module designation is **C** (change). You can also change the entire module access at this time. You should consider whether this change in access level is the correct approach for your security needs; another option might be to create another security type and reassign users to the appropriate security levels.

Adding/Changing/Deleting User Logon Codes

When the initial screen above is displayed choose the Add/Chg/Del Logon Codes option.

The list window above will be displayed. Any current logon codes will be listed. To add a new code move the cursor to the end of the list (END key) and press the DOWN ARROW key to get to a blank line. Press the ENTER key and you will be able to enter the new user name, password and security level.

To change an existing user code move the cursor to the appropriate line and press the ENTER key. You can then make any changes as appropriate.

To delete an existing user code move the cursor to the appropriate line and press the DELETE key.

The password values are shown as ??? only to maintain confidentiality.

SY-D - ENTER/CHG PR/GL INTERFACE

Purpose of Program

Use this program to enter the Payroll/General Ledger Interface accounts prior to your first payroll session. By setting up the vendor information properly, you will find that Advanced Accounting 5.1 can automatically produce summary information that you previously had to produce manually.

Field Explanations

Our Software & Consulting		Enter/Change Payroll/GL Interface			
Divis: A-1 < Name: Washington biweekly		State: GAK		Pay Period: S	
G/L Interface: Liability Accts		Expense Accounts		Vendor	Outstanding
Fed Inc Tax:	22000			ABCBAMWAIS	199.27
FICA:	22200	52800		ABCBAMWAIS	325.30
FUTA:	22300	52800		ABCBAMWAIS	15.99
State Inc Tax:	23100			STAWASWAOL	62.18
SUTA:	22400	52800		EMPSECHASE	99.90
SDI:	22500	52800		STAWASWAOL	0.00
Workman Comp:	22600	52800		STAWASWAOL	608.00
Special Ded:	99999		Deduct Calc	STAWASWAOL	0.00
Misc Ded:	99999		Amounts - How	STAWASWAOL	0.00
1 401K		5.0000	3	ABCBAMWAIS	15.00
2 LTD		0.0000	4		0.00
3 SAVINGS PLAN		15.0000	1	ABCBAMWAIS	45.00
4 MEDICAL INS.		17.8000	4	KINCOWASE	135.60
5 UNION DUES		0.5000	2	GRACOWASE	128.00
6 DENTAL INS		1.5000	6	WASDENWASE	31.89

F1 Help|F2 Disp Divisions|F3 Dup Division|F4 Del Division| ESC Exit

Division

This is the Division Code that will identify the accounts and deduction information associated with the payroll division. When each employee is defined to the system using **PR-A, Enter/Chg Employees**, a division code that has been created here must be assigned to the employee. At least one division designation must be assigned for your system.

You can use divisions to help handle benefits for employees in different states by using G/L departments as the employees' division code.

If you don't require multiple versions of payroll defaults (i.e., you operate in a single state and the same deduction and account categories apply to all employees), then you should create one division and assign all employees to it.

Name

The division name. This field is for reference only; a name such as "Regional" or "Washington" might define a payroll division.

State (Required)

The two letter designator for the state information to be used for this division.

Pay Period

The normal pay period for the payroll for this division. The table below summarizes the system designations by day and by hour for each type.

	Days	Hours
D - Daily	1	8
W - Weekly	5	40
B - Bi-weekly	10	80
S - Semi-monthly	11	88
M - Monthly	22	176

G/L Interface Liability Accounts

All the fields below require assignment of a liability account in order to accumulate the amounts until they are paid to the designated institution (federal/state government, a bank, etc). These accounts reflect the portion of the payment deducted from the employee salary. If you have set up departments in your chart of accounts, you can override this particular account assignment with a department assignment in the employee's individual record using **PR-A, Enter/Chg Employees**.

Federal Inc Tax	State Disability Insurance (SDI)
FICA	Workman Compensation
Federal Unemployment (FUTA)	Special Deduction
State Income Tax	Misc Deductions
State Unemployment (SUTA)	

Expense Accounts

Those categories that have some portion of the deduction paid by the employer should have an account number entered here. FICA, FUTA, SUTA, SDI, and Workman's Comp all require expense account assignments.

Vendor

You will use the vendor field to indicate what institution is to receive the funds from the accounts. For example, FICA might be the bank you use as a depository for Federal Income Tax funds (initially set up under **AP-A, Enter/Change Vendors**), and SUTA might be a specific state agency that handles unemployment tax. This allows an automatic transfer of payroll totals to standard payees during the payroll check process. When the cursor is positioned in the vendor field, press F2 to select from the vendors you have already set up in **AP-A, Enter/Chg Vendors**.

Outstanding

The numbers in this column reflect the total amount still outstanding after you have run your payroll checks. This is a figure calculated against the liability accounts only.

Special Deduction

This is a deduction that you assign as a special case as you run payroll. There is no default amount or rate for this kind of deduction. If you are using the Special Deduction type to reimburse out-of-pocket expenses then enter the appropriate expense account instead of entering a liability account. The amounts will post correctly.

Misc Ded

This is a deduction that is associated with each employee record (see **PR-A, Enter/Chg Employees**). If you have only one deduction that does not require additional specification, you can assign the account here. Otherwise, you should use the 6 other deduction fields at the bottom of the screen to provide further detail for these deductions.

1-6 (Other Deductions)

Advanced Accounting 5.1 provides for 6 types of "other" deductions. Types 1, 2, and 3 (indicated in the *Calc How* field) allow for **Pre-Tax** deductions (flat amount, rate X total hours, and % of gross pay). If you define a deduction as pre-tax, a pop-up box will let you specify which, if any, types of taxes the deduction is NOT exempt from. Types 4, 5, and 6 handle **Post-Tax** deductions. You can set default amounts here and then override the default if necessary in the employee record (**PR-A, Enter/Chg Employees**). Note in the sample screen above how these fields have been used. You might use one of these deductions for a 401k account as shown.

The names you assign to these deductions are printed on any screens or reports which reference these deductions. The percentages and amounts you assign to these deductions are used for all employees unless you choose to override them by setting an alternate amount within the individual employee record using **PR-A, Enter/Change Employees**.

After you have assigned the account codes to the required categories, an additional popup window for entering rates will be displayed. You can also use the PAGE DOWN key to view this screen. The fields in the screen are described below.

G/L Inter						anding
Fed In		Employee	Employer	Limit	Credit	199.27
						325.30
State In	F. I. C. A. (Soc Sec):	6.2000	6.2000	55500		15.99
	Medicare:	1.4500	1.4500	No Limit		62.18
	F. U. T. A.:		6.2000	7000	5.40	99.90
	S. U. T. A.:		5.0000	15100		0.00
Workman	State Disability:		0.0000			608.00
Specia						0.00
Mis						0.00
1 401K	Workmans Comp Calc: H					15.00
2 LTD						0.00
3 SAVING	Vacation Rate: 0.0385			Sick Pay Rate: 0.0231		45.00
4 MEDICA	Accumulate Vac & Sick Hrs on Vac & Sick Hrs Pd?: N					135.60
5 UNION						128.00
6 DENTAL						31.89

F1 Help|PgUp First Screen|

ESC First Screen

FICA (Social Security)

Employee rate, employer rate, and limit. The limit is in terms of maximum gross pay amount, not the FICA deducted amount.

Medicare

Employee rate and employer rate. There is no limit to Medicare.

FUTA

Employer rate, limit, and maximum credit allowed by federal statute. The limit is in terms of maximum gross pay amount, not the total FUTA expense.

SUTA

Employer rate and limit. The limit is in terms of maximum gross pay amount, not total SUTA expense.

State Disability

The employer rate and the limit for State Disability Insurance. The limit is in terms of the maximum gross pay amount, not the total SDI expense. Enter 6.2% as 6.2 not .062.

Workmans Comp Calc

Enter **H** if Workman's Compensation is calculated as the rate times the number of Hours worked.
Enter **D** if it is calculated times the number of Days worked.

Vacation Rate

This figure, multiplied by the hours worked, determines the number of vacation hours accumulated during the pay period. This is the default value and will be overridden by any value in the individual employee record.

Calculate this figure as follows:

$$\frac{\text{no. of days per year received X the number of work hours per day}}{2080 \text{ (the number of work hours per year)}}$$

If 2 weeks a year are accumulated, the figure would be $10 \times 8 / 2080$, or .03846154. This figure reflects the vacation time accumulated per hour worked.

Sick Pay Rate

This figure, multiplied by the hours worked, determines the number of sick hours accumulated during the pay period. See the example in vacation rate above to calculate this figure. This is the default value and will be overridden by any value in the individual employee record.

Accumulate Vac & Sick Hrs on Vac & Sick Hrs?

This option determines which hours you use as a base when calculating the amount of vacation and sick leave to accumulate for a particular payroll. The default is to total Regular and Holiday pay and use that as the base amount. The options you can choose here are: Y - Add Vacation and Sick hours used during this payroll to the base amount; O - Add Overtime hours; A - Add all hours; R - Use Regular hours only; N - Use only default hours, Regular and Holiday.

General Program Operation

When you are first setting up your payroll information here, you should enter G/L account codes and vendors for each item. See **Getting Started**, chapter 3, before you try to run a payroll operation using these defaults.

If you are creating multiple divisions that differ in one or two fields only, use F3, *Duplicate Divisions*, to copy and modify the information you have entered for the first division.

SY-E - CREATE/CHG G/L ACCOUNTS

Purpose of Program

When you are first setting up your accounts, this is where you will create the account. You can use the chart of accounts that Advanced Accounting 5.1 provides as the basis for your company's account assignments, or you may wish to make minor modifications. See **Getting Started**, chapter 3, for guidance on customizing a chart of accounts for your own company.

Do not use this program to update existing accounts or to enter beginning balances. The lower portion of the screen should only reflect transactions you have created through a G/L entry. For a discussion on entering a beginning balance for a new department, see **Getting Started**.

Although you can alter figures for existing accounts using this program, updating account information using this method can throw your chart of accounts out of balance. If you need to alter a balance to rectify a posting error, it is highly recommended that you use the procedure outlined in Appendix C for making a one-sided entry.

Field Explanations

The entry screens in this program are identical to those in **GL-A, View/Chg Chart of Accounts**. For more information about the fields please refer to that program.

General Program Operation

The main purpose of this program is to create new accounts or to modify descriptions or elements of an existing account that do not affect the displayed balances. For a new account, type in your account code, description, and account type. Determine if the DR/CR and Non-Cash setting is correct for this account. You will then be able to use this account within other programs in Advanced Accounting.

SY-F - CREATE G/L DEPARTMENT

Purpose of Program

Departments can be set up within Advanced Accounting 5.1 to allow you to track the financial performance of a subgroup within your company.

If you choose to use departments as profit center divisions, you would only need to add department-based accounts for income and expense type accounts, as you would not need to have liability, owner's equity, or asset accounts tracked by departments. This program allows you to create a departmentalized account structure for the account types that you specify.

As mentioned in **SY-D, Enter/Chg PR/GL Interface**, you can connect the payroll information of the employees in a specific division to the departments that you create here.

Below is an income statement produced through **GL-G, Print Financial Statements**, using the option to print department detail. The report provides a department-based comparison of two profit centers within a company:

INCOME STATEMENT

10/10/88 14:29:42

	CURRENT OCT-OCT
SALES REVENUE	
SOFTWARE SALES	
40000 SOFTWARE-TAXABLE	\$100.38
-HDW	\$25,000.00
-SRV	\$28,067.99
Total for 40000	\$53,168.37
Total SOFTWARE SALES	\$53,168.37
HARDWARE SALES	
40800 HARDWARE SALES-TAXABLE	\$9,576.15
-HDW	\$27,890.77
-SRV	\$34,600.00
Total for 40800	\$72,066.92
Total HARDWARE SALES	\$72,066.92
Total Income:	\$125,235.29
COST OF GOODS SOLD	
RAW MATERIALS & PROD.	
50000 COMPUTER HARDWARE	\$72.37
-HDW	\$600.45
-SRV	\$865.44
Total for 50000	\$1,538.26
Total RAW MATERIALS & PROD.	\$1,538.26
Total COGS:	\$1,538.26
OPERATING EXPENSES	
PAYROLL EXPENSES	
52400 PAYROLL-SUPPORT	\$0.00
-HDW	\$88.65
-SRV	\$4,321.99
Total for 52400	\$4,410.64
52600 PAYROLL-PROGRAMMERS/CONS.	\$0.00
-HDW	\$12,250.00
-SRV	\$7,643.88
Total for 52600	\$19,893.88
Total PAYROLL EXPENSES	\$24,304.52
Total Expenses:	\$24,304.52
Net Income/(Loss)	\$99,392.51

When you add a new department, your chart of accounts will include an additional account entry for all account types you select. Selection of which accounts to departmentalize can be limited by account type; you can also use an existing department as a template. The screen below is used to create a new department.

Field Descriptions

Our Software & Consulting	Create New G/L Department			
<p>This program should only be run when you desire to create a new General Ledger department. All current General Ledger accounts found in the TEMPLATE department will be duplicated with the NEW department code. The amount fields will be cleared.</p>				
<p>Use which existing department as TEMPLATE: <input type="text"/></p> <p>Code of the NEW department to create: <input type="text"/></p> <p>Clear budget values? [Y/N]: <input type="text"/></p>				
<p>Which Account Types Should Be Transferred?</p>				
Asset	Liability	Income	Expense	Owner's Equity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use which existing department as TEMPLATE

If you have already set up a department that has a close resemblance to the new department you want to create, you can simply type in the existing department here. If you enter nothing in this field, your new department will be based on the chart of accounts.

Code of the NEW department to create

Type in a new department code.

Clear budget values?

If you answer **Y**, the budget values in the template department will not be transferred to the new department. If you wish to change most of the budget values for this new department, enter **Y**.

Which Account Types Should Be Transferred?

If the department you are creating does not need to track liabilities, owner's equity or assets, you can enter **N** for each of these to avoid transferring account types that do not apply.

General Program Operation

If you are setting up a department for the first time, the template department is the chart of accounts for your company as a whole. After you have created the new department, you should use **GL-B, Enter/Chg/Print GJ Entries**, to enter the beginning balances or to transfer funds from the original non-department based account to your newly created department-based account.

If you wish to use departments in a more limited way, you can simply add a department extension to an existing account and save the record. You will still have your general account number without a department as well as the new account with the department specification. For example, instead of having multiple G/L account numbers for several different bank accounts, you could have a single G/L account number for cash, split into different departments, one for each bank account.

SY-G - CHG PRINTER CODES

Purpose of Program

You can specify multiple printer 'drivers' or control code sequences. These can then be loaded during program operation. Two are provided with the system and will probably handle most of your needs. However, should you need to make changes, or create a new one this is the program to use.

General Program Operation

Our Software & Consulting | **Maintain Printer Contr**

Enter File Name
GENERIC

When you choose this option the screen above is displayed. The default value will be whatever is in the setup routine. To get a list of drivers on the disk press the F2 key. To add a new one put the 8 character name in this file name field. Press the ENTER key to edit the file. The disk file name in this example is GENERIC.CTL.

Our Software & Consulting | **Maintain Printer Control File**

Enter File Name

Code	Num	Control	chr								
PCMP	1	15	0	0	0	0	0	0	0	0	0
PREG	1	18	0	0	0	0	0	0	0	0	0
BITL	2	27	52	0	0	0	0	0	0	0	0
EITL	2	27	53	0	0	0	0	0	0	0	0
BEMPH	2	27	69	0	0	0	0	0	0	0	0
EEMPH	2	27	70	0	0	0	0	0	0	0	0
B12	2	27	77	0	0	0	0	0	0	0	0
B10	2	27	80	0	0	0	0	0	0	0	0
BDW	3	27	87	1	0	0	0	0	0	0	0
EDW	3	27	87	0	0	0	0	0	0	0	0
BDH	3	27	119	1	0	0	0	0	0	0	0
EDH	3	27	119	0	0	0	0	0	0	0	0
▼ RESET	1	0	0	0	0	0	0	0	0	0	0

When you press the ENTER key the screen above is displayed (or something similar). This is a list window with all the different control sequences listed. Each sequence has a 5 character name, the number of characters in the string, and then the actual control characters, up to 10. The two printer control strings that are necessary for Advanced Accounting 5.1 are PCMP (set printer to compressed mode) and PREG (set printer to regular - 10 cps - mode), all others are optional and are not used by the programs as they are shipped by BTI. To change a line move the cursor bar to the appropriate line and press the ENTER key.

Individual Printer Control Line Entry

Control Code: PCMP
Number of chrs: 1
Send Line: 15 0 0 0 0 0 0 0 0 0

The screen will appear as above. You can enter or change the Control Code, the number of characters in the sequence, and then the actual control characters themselves. When you have entered the appropriate number of characters the program will ask if everything is correct. If you enter Y the line will be saved and you will be returned to the initial list.

To save any changes back to disk you must press the ESC key from the main list. The program will ask if you wish to save the changes, if you answer Y the file will be saved. The program will then return to the initial entry screen.



The printer control file GENERIC should work for all dot matrix printers (Epson compatible). The HP2 printer control file will work for most lasers and other than HP2 compatibles.

SY-H - MULTI PRINTER SETUP

Purpose of Program

A major feature in Advanced Accounting 5.1 is the ability to direct printer output to multiple printers, each with their own printer driver. You setup the particular information for each printer here. There is practically no limit to the number of printers you can add to this list. Further, you can customize each user's list of printers easily and quickly (see Customize Printer Lists below).

Field Descriptions

After you choose an existing printer or enter a new one to the list provided the following screen is displayed:

Our Software & Consulting		Multiple Printer Setup			
Available Printers					
Enter Printer Info					
Printer Name		Pre Prg	RUN?	Post Prg	RUN?
DOT MATRIX PRINTER			/		/
Driver	LPT#	Wdt	Print Lns	Tot Lns	Laser Printer
GENERIC	1	80	60	66	N

To setup multiple printers:

1. Enter the name you wish to call the printer. This can be anything.
2. If you need to execute an external program (BAT, COM, EXE or RUN) to properly setup the printer enter that name next. If it's a .RUN enter Y next.
3. Enter the matching driver (.CTL file name). You can get a list of drivers by pressing the F2 key.
4. Enter the printer number (1,2 or 3) corresponding to the appropriate LPTx value.
5. Enter the Printer width, printable lines, total lines for this printer. Also, if it's a laser printer enter Y for Laser Printer.

Printer Name

A 30 character field that will be displayed in the list of printers available. This list will sort alphabetically so you will want to setup the names accordingly.

Pre Prg & RUN?

This is the name of a program that will be executed when the printer is chosen. If it is a standard TAS Professional 5.1 RUN program then enter Y at the RUN? field. This program can also be any .EXE, .COM or .BAT file also. Through the use of this program you will be able to reset any printer ports or attach your computer to any available printer on a network.



The actual process of attaching your printer to other printers on the network is beyond the scope of this manual. Since it differs greatly from network to network you need to refer to your network documentation or the company that installed your computer system.

Post Prg & RUN?

This is the name of a program that will be executed when the print process is finished. If it is a standard TAS Professional 5.1 RUN program then enter Y at the RUN? field. This program can also be any .EXE, .COM or .BAT file also. Through the use of this program you will be able to reset any printer ports or detach your computer from the printer it was attached to on the network.



The actual process of detaching your printer from other printers on the network is beyond the scope of this manual. Since it differs greatly from network to network you need to refer to your network documentation or the company that installed your computer system.

Driver

The name of the printer driver you need to use for this particular printer. In general you will use GENERIC for dot matrix type printers and HP2 for laser printers.

LPT#

The printer port that will be used for this printer. This must be 1, 2 or 3 only.

Wdt, Print Lns, Tot Lns

The normal width in characters for this printer, the number of printable lines and the number of total lines. In general you shouldn't need to change these values from the defaults.

Laser Printer

If this is a laser printer then enter Y here. All of Advanced Accounting 5.1 reports expect a printer with a maximum of 66 printable lines. Laser printers, due to margins at top and bottom, have a maximum of 60 lines but can print 66 lines by 'scrunching up' the lines a little. When you enter Y here the program will send out the command to the printer to make it print 66 lines and when the report is finished will return your printer to 60 lines, which is the normal default.

There are two control character strings in the HP2 printer driver that are necessary for this process. They are 66LNS and 60LNS. In most cases the values we have preset in these control strings will be correct for all laser printers. However, if you find that when you print invoices or checks that they do not print on one page (the last few lines end up on a second page) then you need to check to make sure you have this field set to Y. If you do, you also need to check the control strings for 66LNS and 60LNS in the HP2 printer control file (use **SY-G** above and the file name HP2). If you still have problems call the support department.

General Program Operation

Our Software & Consulting		Multiple Printer Setup				
Available Printers						
Printer Name	Ctrl Prg	.RUN?	Driver	LPT	Wdt	P
DOT MATRIX PRINTER			GENERIC	1	80	
LASER PRINTER			HP2	1	80	

When you choose this option the screen above is displayed. To enter a new printer press the INSERT key. To change an existing printer move the cursor to the appropriate line and press the ENTER key. To delete an existing printer move the cursor to the appropriate line and press the DELETE key.

If you choose to change an existing printer or create a new entry the entry screen in Field Descriptions will be displayed. You will then be able to enter the values as appropriate.

To save a new printer entry press the ENTER key after the last entry field.

If you have only one entry here the program will not display the list during runtime when you choose to print to the printer. Also, don't forget, that the list will be displayed in alphabetical order. This may determine what you use for printer names.

Customize Printer Lists

You may desire to have different printer lists available for different users on a network. The process to accomplish this is fairly simple, however, if you don't understand any of the words or processes below we recommend that you contact a dealer/consultant in your area that is familiar with your network and system setup to help you with this.

The file that controls which printers are displayed is BKSYPTRTR.B. This would generally be in the same sub-directory as all the rest of your Advanced Accounting 5.1 data files. However, by setting a

value in your DOS environment you can tell Adv 5.1 that it's actually somewhere else. The command to use (at the DOS prompt or in your AUTOEXEC.BAT file) is:

SET BKPRINT=*path*

where *path* is the actual location of this file. By setting this value in your environment you will be able to control, on a computer-by-computer basis which file each user is going to access when choosing to print to the printer. These files can all be on the network in different sub-directories or on the user's own computer. By keeping them all on the network (each is a different sub-directory maybe off the main ADV50 directory) you will be able to quickly access any printer file just by changing this environment value in your own computer. All file names will be the same and the extension is always .B. No company codes apply to this file.

SY-I - CONSOLIDATE FINANCIALS

Advanced Accounting 5.1 allows you to setup multiple consolidation files. This can be used to create consolidated financial statements for different groupings of companies. To setup a consolidation file (or to change an existing one) choose this option. You would also use this option to do the actual consolidation.

General Program Operation

Our Software & Consulting	Consolidate Financial Statements
Consolidation name: <input type="text"/>	
Last Consolidation was on: <input type="text"/> <input type="text"/>	

The screen above will be displayed. You can press the F2 key to get a listing of any existing consolidation files (they have an extension of .CON). To create a new one just enter a new name (up to 8 characters).

If the consolidation file already exists you will be asked if you wish to change the companies on the current list. If you answer N the appropriate G/L COA files will be consolidated. The receiving file is BKGLCCOA.B (no company code). If the CON file doesn't exist you will be provided a list of all the available company codes and names. Move the cursor bar to each code you want to include and press the ENTER key. An asterisk will be placed in the Include column for each company that is to be a part of this file. When you are finished press the F10 key. The program will ask if all is correct, and if you answer Y will proceed with the consolidation. A window in the middle of the screen will display which company and G/L account code is being added. When the process is complete the program will return to the Main Menu.

SY-J - MULTI COMP MAINT

Purpose of Program

Advanced Accounting 5.1 has a feature to keep multiple companies data on your computer. To access a different company all you need do is change the company code. The system will then access a different set of data. You can keep the companies completely separate or do consolidated financial statements (see **SY-I** above). With Advanced Accounting 5.1 you are provided with an easy to use, simple method of adding or deleting companies from your database. When you choose this option the following screen is displayed.

General Program Operation

Our Software & Consulting

Multiple Company Maintenance

Add/Delete Multiple Companies

Do you wish to add (A) or delete (D) a company? <input type="checkbox"/>	
Enter Company Code: <input type="checkbox"/>	New Files or Copy From: <input type="checkbox"/>
Company Name: <input type="text"/>	
Path: <input type="text"/>	

You first need to tell the program whether you're adding (A) or deleting (D) a company. Then enter the new company code (add) or the existing company code (delete). You can press the F2 key to get a list of existing company codes and names. If this is an Add the program will then ask whether you want to create new files or copy current ones. If you want new files then enter two periods (.). If you want to copy existing files then put in the appropriate company code. Again, press the F2 key to get a list of available codes and names.

If this is an Add you will be allowed to enter the new Company Name and the Path for the files. If the path doesn't exist you will be notified and if you choose to, the program will create the new path. If this is a Delete then the information about the current company will be displayed.

If you leave the Path blank, the actual path used will be your current or default path. The will generally be where Adv 5.1 is installed or \ADV50. The only company data in this path should be the default or 'blank' company code data (no extension other than .B on the data files). We recommend that anytime you add a new company you should put it in a different subdirectory; don't leave the path blank, and don't specify a path that is already being used by another company. This is due to special files that Btrieve uses to protect changes being made to open files. If you are operating in a multi-user, multi-company mode you will cause damage to occur to your files. You can avoid any problems by just putting each company in a separate subdirectory. It will not effect your day-to-day operations, however, you will want to make sure that you are backing-up the files in all the different subdirectories.

Finally, you will be asked if all is correct. If you answer Y the program will proceed with the addition or deletion.

BE SURE YOU WANT TO DELETE THE COMPANY BEFORE YOU DO SO. YOU WILL NOT BE ABLE TO RECOVER ANY OF THE FILES ONCE THE DELETION PROCESS IS COMPLETE.

How to change Company Codes

When Advanced Accounting is first run the program starts with the default data, or that with no special company code (i.e., all files are *.B only). If you wish to change to a different company code you choose the option **I - Change Company Code** from the Utilities sub-menu. If you have multiple companies setup the program will display a list of them and you can choose the appropriate one. If there is only one company in the system you will be alerted to that and the program will return to the menu.

SY-K - YEAR END ROUTINES

Purpose of Program

Use this program at the end of the year to update all yearly amounts. **Year End Routines** performs many tasks at once:

- Moves the Current Amounts to the 1 Year Past Amounts
- Shifts 1, 2, 3, 4 and 5 years past down one
- Deletes the 6 Year Past Amounts in the General Ledger
- Updates the beginning balances in all Asset, Liability and Owners Equity (including Retained Earnings) accounts
- Clears year to date sales and purchase information in the Customer, Vendor and Inventory files.
- Clears the beginning balances in all Income and Expense accounts

Please make sure that you have printed all reports necessary before you run this program. Once it is run you cannot recover the data. **MAKE A COMPLETE BACKUP OF ALL *.B?? FILES PRIOR TO RUNNING THIS PROGRAM.** *.B?? files are all data files with .B or .B+Company Code extensions. For more information on filenames and wildcard specifications, see your DOS manual. Appendix D, **Important Times**, discusses end of year procedures.

 In prior versions of Advanced Accounting you were given an opportunity to delete the G/L Transaction file at this time. We have removed this from this program. In almost all cases you will still have transactions to enter after your year end is over. Once the G/L Transaction file is cleared you will no longer be able to get a detailed list of all transactions for that year. Since you shouldn't clear this file until you have all transactions completed for the year we have removed this option. You can easily accomplish this by running **SY-L, Reclose Prior Years**, and answer Y to the Clear G/L Transaction file question in that program.

General Program Operation

```

XXXXXXXXXXXXXXXXXXXXXXXXX CAUTION XXXXXXXXXXXXXXXXXXXXXXXX
This program will clear all 'yearly' data fields.
Please refer to your documentation for more details.
Also, be sure you have obtained back-ups for all data.

Are you sure you want to continue? [Y/N] N

```

F1 Help | ESC Exit

When this program is run the screen above is displayed. If you have printed all the reports desired and have made a COMPLETE backup, then enter **Y**. When the program is completed, you are returned to the main menu.

Please note that as part of the year-end routines, the grand total of the monthly entries for Current Earnings is added to the existing balance in the Retained Earnings account to calculate the new beginning balance for Retained Earnings (shown under the Current column).

 **DO NOT INTERRUPT THIS PROCESS. IF YOU DO YOU MUST RESTORE ALL DATA FILES FROM YOUR BACKUP.**

SY-L - RECLOSE PRIOR YEARS

Purpose of Program

Advanced Accounting 5.1 allows you to make transactions that affect prior years. However, those transactions will not be reflected in the current year until you 'reclose' that prior year. Use this program to do that. (Please refer to **SY-K** for general information on closing a year.)

Because of this program you can confidently close the books at the end of the last day of your business year (fiscal or calendar) knowing that you will be able to make any and all final transactions necessary to finish the year off. This program can be run any number of times without undo effect.

General Program Operation

Our Software & Consulting	Reclose Prior Years
---------------------------	---------------------

This will allow you to close entries made to prior years. If you have posted items to a prior year it won't effect the current Retained Earnings or Asset accounts unless you run this program.

Enter 1 to close just 1 Year Past values.
Enter 2 to close 1 & 2 Year Past values.

Enter year:

When you choose this program the screen above will be displayed. If you enter 1 only the year past will be reclosed. If you enter 2 both the year past and 2 years past will be reclosed. Even though you can keep 6 years past data in the G/L the reclose process only affects the first two years. Generally, you will only make transactions to the immediate prior year anyway. Please note that the current Retained Earnings balance will be updated. If you answer **Y** to continue with the reclose, you will be asked if you want to update the beginning balances in your transaction file. The default value is **N**, which saves all the detail, allowing you to re-close multiple times. If you answer **Y**, the detail from that year will be lost and the beginning balances updated. When the process is complete the program will return to the Main Menu.

SY-M - CHANGE RELATED RECORD VALUES

In Advanced Accounting 5.1 there are several values that are used to 'link' records together from multiple files. For example, the Customer Code field is used to link the main customer information record to their sales orders, vouchers, invoices, and history records. We don't allow you to change a Customer code directly in the Maintain Customer File (**AR-A**) since you would lose the connection with all the other records for this customer if you did. However, we provide this program to accomplish the same task. You can also put in your own list of linked fields if you have made modifications to Advanced Accounting 5.1 or have added your own programs.

General Program Operation

Our Software & Consulting Enter/Change Related Field Values

```

Choose What to Do
Add/Chg/Del Related Fields
Change Actual Field Values
    
```

When you choose this program the screen above will be displayed. Normally you would want to choose C (Change Actual Field Values), however you could choose A to enter or change the related field lists.

General Program Operation Add/Chg/Del Related Fields

Our Software & Consulting Maintain Related Field List

```

Enter the Change Type Title:
Field Name      Instances
    
```

Enter the appropriate title for this change type group. For example, we use **CUSTOMER CODE** to change the customer code in all related files. Press the F2 key to get a list of existing change types.

Our Software & Consulting Maintain Related Field List

```

Enter the Change Type Title: CUSTOMER CODE
Field Name      Instances
BKAR. CUSTCODE      S
BKAR. INU. CUSCOD      M
BKAP. PO. OBYCUS      M
BKAR. INU. SHPCOD      M
BKAR. INUT. CODE      M
BKAR. INUU. CODE      M
    
```

If any fields are already in that group they will be displayed in the list window as above. The two items in the list are the field name and the number of instances this value will appear in the file. For example, in the Customer file itself the specific code will exist only once. However, in the history invoice file it may exist many times. This tells the program whether or not it needs to keep looking for that same value many times when updating a specific file or only once.

 You only enter the appropriate field names and not files. The program knows which files these fields occur in and will keep that information automatically.

To delete a field already in the list move the cursor to the appropriate line and press the ESC key (full cursor bar will be displayed) and then the DEL key. The program will ask you to confirm your choice.

To change a field move the cursor to that appropriate field and make the change you wish. If the full cursor bar is displayed you will have to press the ENTER key before you will be able to make a change.

To add a field keep pressing the ENTER key until the cursor is at the first blank line. Then enter the new field name and the appropriate instances value (S - Single or M - Many).

When you are finished with the change type group press the ESC key and the program will display the full choice bar (if it isn't already). Press the ESC key again and the program will return to the initial choice screen. To return to the Main Menu press the ESC key.

General Program Operation

Change Related Field Values

Our Software & Consulting	Change Related Field Values
Enter the Change Type Title: <input type="text"/> Enter Company Code: <input type="text"/>	
Enter current field value: <input type="text"/>	
Enter new field value: <input type="text"/>	
Working on - Field: <input type="text"/> BKAP.UENDCODE File: <input type="text"/> . <input type="text"/> Rec Num: <input type="text"/>	

When you choose the Change option the screen above is displayed. Enter the appropriate change type group name or press the F2 key to get a list of groups available. Next the program will ask for the appropriate company code. If this is for all companies then press the ENTER key to accept the default of ????. If this is for a specific company then enter the full code (include the leading B if appropriate).

Now enter the current value you wish to change and then the new value. Finally, the program will ask whether or not to display warning messages. If a value is not found in all files checked atleast once a message warning of that will be displayed. However, if you have very large files this change process can take some time to complete. In that case you might be doing other things while it is working and you don't want it to stop in the middle just to give you an error message that you don't really care about. In that case enter N here and the process will go from start to finish without interruption.

When completed the program will return to the initial choose menu. To return to the Main Menu press the ESC key.

SY-N - PURGE OLD A/R & A/P RECORDS

Purpose of Program

Use this program to delete paid A/R vouchers/invoices and A/P vouchers/payables. This program will not affect the G/L Chart of Accounts. The purge process completes many tasks at once:

- Deletes paid records in the A/R Transaction file
- Deletes old A/R vouchers
- Deletes paid records in the A/P Transaction file
- Deletes old A/P vouchers

Please make sure that you have printed all necessary reports before running this program. Once you have cleared paid A/P and A/R transactions you will no longer be able to get an As of Date aging that covers the dates purged.

This program clears only completely processed data (posted, paid-in-full, etc.) Once this program is run you cannot recover the data deleted. MAKE A COMPLETE BACKUP PRIOR TO RUNNING THIS PROGRAM. See Appendix D, **Important Times**, for a general summary of month end operations.

General Program Operation

When this program is run the screen below is displayed. If you have printed all the reports desired and have made a COMPLETE data file backup (copy all .B and .B+Company Code Extension files to a floppy disk), then continue.

Our Software & Consulting		Purge Old A/R & A/P Records	
A/R Transaction File?	<input type="checkbox"/>	Thru Date: 00/00/00	# Deleted: 0
A/R Voucher File?	<input type="checkbox"/>	Thru Date: 00/00/00	# Deleted: 0
A/P Transaction File?	<input type="checkbox"/>	Thru Date: 00/00/00	# Deleted: 0
A/P Voucher File?	<input type="checkbox"/>	Thru Date: 00/00/00	# Deleted: 0

This program removes PAID A/R and A/P transactions as well as old A/R and A/P vouchers from your disk. Your detailed Sales and Purchase history is NOT affected by this operation. You should only need to delete old records if your disk space is low or if you need to limit the number of items printed on aging reports and A/R statements.

The default dates provided are the most recent transactions subject to deletion in each file. You should change to earlier dates if you wish to preserve some of the old transactions. NOTE: Payments in the transactions files are considered to be PAID items. If you do not wish to delete ALL payments, then set the dates back earlier than the defaults.

You can specify the date for each file. The date displayed for each line is the latest date for a record in that particular file. If you want you can change that date to one earlier and the program will purge only through the date entered.

If you don't want to purge any records from that particular file then enter N for the first entry for that line.

After you have made the appropriate entries for each line the program will ask you to confirm the entries. If you enter Y then the program will start to delete records as appropriate. As the records are purged the number deleted will be displayed in the # Deleted column giving you a constant guide to what's going on.

 **DO NOT INTERRUPT THIS PROCESS. IF YOU DO YOU MUST RESTORE ALL DATA FILES FROM YOUR BACKUP.**

SY-O - POST TAL RECORDS

Please see the information on the Timeslips Accounting Link (TAL) in Appendix B.

ADVANCED ACCOUNTING

VERSION 5.1

Chapter 12

Utilities (DOS Version)

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INTRODUCTION

The Utilities menu provides options that set up Advanced Accounting 5.1 system settings, screen color values, running non-TAS programs, etc.

 **This chapter covers the utilities program for the DOS version ONLY. For information about the utilities programs for the Windows version please refer to Chapter 13.**

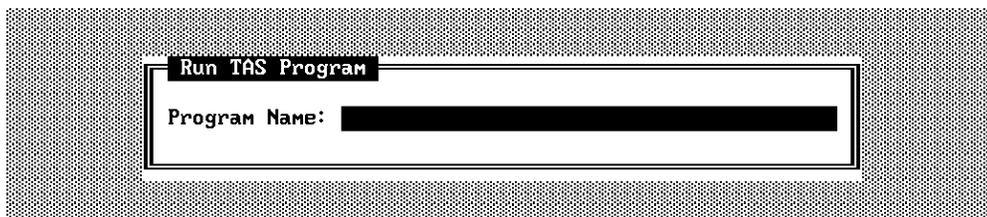
The Utilities Menu options are listed below.

- A - Run TAS Program
- B - Run Non-TAS Program
- C - Run DOS Command
- D - Set Configuration
- E - Set Colors
- F - Set Computer Date/Time
- G - Run DOS Shell
- H - TASNotes Reports
- I - Change Company Code
- J - Compile Adv 5.1 Prgs
- K - Run TAS Pro 5.1 Menu

UT-A - RUN TAS PROGRAM

This option allows you to run an existing TAS-Professional program. TAS-Professional is a separate product that can be used to modify and manipulate your Advanced Accounting 5.1 environment; if you have not purchased TAS-Professional, you will only use this option to run TAS programs provided with your Advanced Accounting software. Contact Business Tools, Inc. for more information about the features and benefits of TAS-Professional and the way it works with Advanced Accounting 5.1.

TAS programs have a file name with the extension .RUN. When you select this option, the following prompt is displayed:



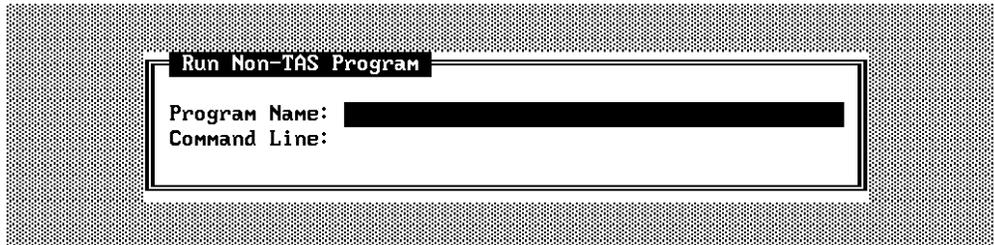
Enter the name of the TAS program to run (without the extension). After entering or selecting the desired program, press ENTER to begin execution.

TAS programs provided with Advanced Accounting 5.1 are BKCLRDAT, BKBEGINV, and INITADES. BKCLRDAT and BKBEGINV are discussed in **Getting Started**, and INITADES is discussed at the end of this chapter.

UT-B - RUN NON-TAS PROGRAM

This option allows you to run a program that was not written or compiled with TAS-Professional, such as a word processing program.

These are generally files with the extensions .COM and .EXE, or DOS commands. When you select this option, the following prompt appears:



Enter the name of the non-TAS program you wish to run. You must include the complete path and extension. After entering the program name, you may enter a command line to pass to the program.

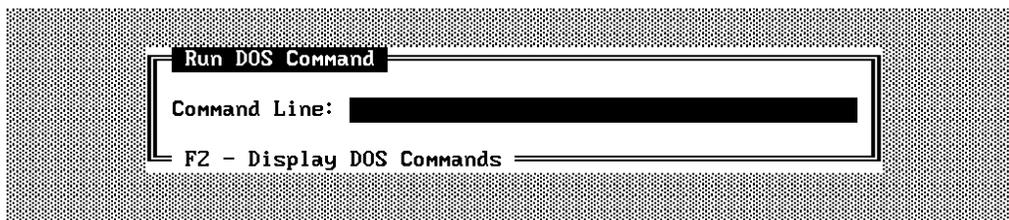
- ✓ If there is not enough memory available to execute the program entered, you will return to the Utilities Menu and no error message will be displayed to indicate that the program did not execute. Many programs that do not run under this program may run when invoked in **UT-C, Run DOS Command**.

When you exit the non-TAS program, control returns to Advanced Accounting 5.1 and the Utilities Menu will be redisplayed.

UT-C - RUN DOS COMMAND

This option allows you to run an MS-DOS command from the Advanced Accounting 5.1 menu.

When you select Run DOS Command, the prompt below is displayed.



Enter the DOS command you wish to run. You may also press F2 for a menu display of available MS-DOS commands.

You may include any appropriate parameters to pass to the command. For example, you might specify a filename if the command is DELETE or ERASE.

When DOS finishes executing your command, control returns to Advanced Accounting 5.1 and the Utilities Menu is redisplayed.

- ✓ If there is not enough memory available to execute the program entered, you will return to the Utilities Menu and no error message will be displayed to indicate that the program did not execute.

UT-D - SET CONFIGURATION

Set Configuration allows you to set up or change various parameters used by Advanced Accounting 5.1 when it is first loaded into memory. Several options for the multiuser version of Advanced Accounting 5.1 are available here. The options available on this screen are summarized below.

Our Software & Consulting	System Information
Multi-User: <input checked="" type="checkbox"/> Y	Date Type: <input checked="" type="checkbox"/> M
Dflt Printer Num: 1	Date Separation Chr: /
Dflt Prt .CTL Name: HP2	Time Sep Chr: a
Keyboard Speed: 5	AM Specifier: p
Mouse On: <input checked="" type="checkbox"/> Y	PM Specifier: YN
Dollar Chr: \$	YN Specifier: <Y/N> <input checked="" type="checkbox"/> Y
Decimal Chr: .	YN Extension: 32
Comma Chr: ,	Lckd Rcrd # of Retries: 32
Bell Tone/Duration: C3 / 1	Delay Between Retries: 32
Default Dictionary Path:	C:\ADU50\
Btrieve Command Line Load String:	/p:4096 /m:64 /f:64

Multi-User

Set to **Y** if you are running on a network with multiple users accessing the application files at the same time. If not, leave it **N**.

Dflt Printer Num

This is the number of the LPT port to use as the default printer. You can use 1, 2 or 3. In general you will not change this value. To setup your printer(s) for Adv 5.1 refer to **SY-H, Multi Printer Setup** (even if you only have one printer).

Dflt Prt .CTL Name

This is the name of the printer driver to be loaded at runtime. In general you will not change this value. To setup your printer(s) for Adv 5.1 refer to **SY-H, Multi Printer Setup** (even if you only have one printer).

Keyboard Speed

The lower this number the faster your program will appear to run. This is due to Advanced Accounting 5.1 'speeding up' your keyboard. The higher the number the slower the keyboard becomes. If you wish to turn it off then set this value to 32.

Mouse On

If you want the mouse to be turned on automatically upon entering Advanced Accounting 5.1 then enter Y here.



If you have a mouse attached to your computer and you're used to working with it we recommend that you set this value to Y. This will add a slight hesitation to the time it takes to start up Adv 5.1.

Dollar Chr

The dollar sign character.

Decimal Chr

The decimal character.

Comma Chr

The comma character.

Bell Tone

This is the tone to be used when sounding the bell during program operation. The tone C3 is a deep sound. You may use the tones A through G and the octaves 1 through 7. We recommend that you start with this tone.

Bell Duration

The number of clock cycles the tone should last. Set this to 1 to make the bell as short as possible. You should never set this to more than 3.

Date Type

How the date appears. **M** - Month/Day/Year; **D** - Day/Month/Year; **Y** - Year/Month/Day.

Date Separation Character

The character to use between the different parts of the date value when displayed.

Time Sep Chr

The character to use between the different parts of the time value when displayed.

AM Specifier

What character to use when displaying time in AM/PM fashion to designate AM time.

PM Specifier

What character to use when displaying time in AM/PM fashion to designate PM time.

YN Specifier

The two characters that specify **Y** (yes) and **N** (no).

YN Extension

This is appended to the internal Y/N questions.

Lckd Rcrd # of Retries

The number of times to try to lock a record before a warning message is displayed. The smaller the number here the sooner you will find out that another user has the record locked.

Delay Between Retries

The number of cycles to wait before attempting another retry. Each cycle is 65,535 CPU cycles. This time is completely dependent on your computer and clock speed. The smaller the number here the sooner you will find out that another user has the record locked.

Default Dictionary Path

This should be the path where the Dictionary files (FILE*.B) are located. By putting the path value in here you will be able to access these files no matter where you are on the computer.



If you are running on a peer-to-peer lan you will want to be sure to remove the drive specifier at the beginning of the path name. Instead of using H:\ADV50 or C:\ADV50 just use \ADV50. This will allow anyone to access the Adv 5.1 data files properly no matter how they address the data drive. This would also apply to file locations in FILELOC (see **FL-J, Maintain Location File**).

Btrieve Command Line Load String

Advanced Accounting 5.1 uses the Btrieve™ Database Manager as its file handler. This needs to be loaded whenever Advanced Accounting is run. This line tells Btrieve how to load.

After saving the information you must exit to DOS and reload Advanced Accounting 5.1 before any of the changes made take effect.

UT-E - SET COLORS

This program will allow you to enter the various colors			
Normal	31	Reverse	113
Highlight	112	Error	113
Window Color (wc)	79	Box Color (bc)	79
Menu Color (mc)	79	Choice Color (cc)	116
Shadow Color (sc)	7	F Key Color (fc)	48
Enter Color	112	FLIST Ecolor	126
Window Grey Color	71	(Advanced Accounting Menu)	

Press F10 to save or ESC to Exit this program. If you make changes you will need to exit completely from Advanced Accounting before you see these changes on the screen.

This program will change the colors that are used when running Advanced Accounting 5.1. You can press the F1 key to get a color spectrum available. If you make any changes you must exit to DOS and reload Advanced Accounting before they will be effective.

Normal

This is the 'normal' color for all screens and backgrounds.

Reverse

No specific use but is used in some places.

Highlight

This is the color of an entry field when it is actually being entered.

Error

Color of error messages when they are displayed at the bottom of the screen.

Window Color

The color used for all 'windows' that are displayed. This includes list boxes, some message windows, etc.

Box Color

The color for the lines that surround windows and menus.

Menu Color

The color used for menus that are displayed.

Choice Color

The color of the cursor line within a list box or menu.

Shadow Color

The color for the shadow 'behind' menus and some list boxes.

F Key Color

The color of the function key list displayed at the bottom of the screen.

Enter Color

Color used during the actual enter process.

FLIST Ecolor

The color used for displaying characters you enter when a list box is active. This offsets the rest of the characters on the line that are displayed in the Choice Color.

Window Grey Color

This is the color used for the non-active menu choices in the main menu.

UT-F - SET COMPUTER DATE/TIME

Set Computer Date/Time allows you to set the system date and time. The computer's internal clock is set to the values entered. In a multi-user situation, this affects only the workstation on which the date or time was changed.



Use care in changing the date as the current date is used in many calculations and as the default value in many postings. You could post transactions to the wrong date without realizing it till much later.

UT-G - RUN DOS 'SHELL'

This option will temporarily leave Advanced Accounting 5.1 and put you at a DOS prompt. When you are finished with whatever task you need do in DOS, just type EXIT and press the ENTER key and you will return to the Advanced Accounting 5.1 menu.

UT-H - TASNOTES REPORTS

This option will allow you to print TASNotes notes. These are the notes you've attached to customers, vendors, inventory items, etc. This does not include the notes you've attached to S/O or P/O line items. The only way to print those notes is with the appropriate sales or purchase order.

When you choose this option the screen following will be displayed.

Our Software & Consulting	Display Notes
For Application:	<input type="checkbox"/>
By Whom:	<input type="checkbox"/>
From Date:	00/00/00
Thru Date:	00/00/00
From Time:	00:00 a
Thru Time:	00:00 a

You may restrict the output using any of the fields displayed in the screen above. The *For Application* is an internal code that determines where the note originated. The codes are as follows:

GL - General Ledger	INV - Inventory
AR - Accounts Receivable	PR - Payroll
AP - Accounts Payable	SO - Sales Order
BOM - Bill of Materials	JC - Job Cost
PO - Purchase Order	POS - Point of Sale

Generally, you would use **AR** for any Customer notes, **AP** for Vendor notes and **INV** for Inventory item notes. *By Whom* refers to the initials of the person who entered each note originally.

UTI - CHANGE COMPANY CODE

Advanced Accounting 5.1 has a special feature where you can access data for multiple companies kept separately on the computer with a single set of programs. For more information on how to add new companies please refer to **SY-J, Multi Company Maintenance**.

When Advanced Accounting is first run the program starts with the default data, or that with no special company code (i.e., all files are *.B only). If you choose this option and have multiple companies setup the program will display a list of the names and you can choose the appropriate one. If there is only one company in the system you will be alerted to that and the program will return to the menu.

UT-J - COMPILE ADV 5.1 PRGS

Purpose of Program

If you have purchased the TAS Professional 5.1 program you will be able to use this program to compile Adv 5.1 source code. You will need to use this program, as opposed to the compile process in the editor or on the TAS Pro 5.1 menu, due to the pre-compiled library that is included with Advanced Accounting 5.1.

Field Descriptions

When you choose this program the following screen is displayed:

Business Tools, Inc.	Compile Adv 5.0 Programs
Source Path:	<input type="text"/>
Run Path:	<input type="text"/>
File Name:	<input type="text"/> (You can use wildcards * & ?)
Chk Run Date:	<input type="checkbox"/> (RUN older than SRC)
*** Please Wait - Compiling Program ***	
Working:	

Source Path

The path for the location of the source code. Do not enter a file name here. If you don't put in the trailing \ the program will do it for you.

Run Path

Where the run programs should go. This will default to the *Source Path* value.

File Name

The name of the file to be compiled. Defaults to BK* (all Adv 5.1 programs). You can use the wildcards * and ? in the file name. You can get a list of files in the *Source Path* by pressing the F2 key here. The files will be listed in alphabetical order. If the run file is older than the source a '*' will be in the column to the right of the file name. If the run file doesn't exist at all a small 'x' will be in that column. The list routine uses the file name entered here as a skeleton of what to look for so you need to use some sort of wildcards or only one file will be found.



The file name must start with BK to use this program.

Chk Run Date

If you enter Y here the program will check the run date of the program before it is compiled. If the .RUN file is newer than the source the program will not be compiled again. If you enter N here all programs will be compiled, regardless of the run date.

General Program Operation

When you choose this option the screen above is displayed. Enter the source and run paths, or just press the ENTER key if the source and run programs are in your current path. Then enter the name of the file to be compiled or use a name with wildcards as appropriate. Finally, choose whether to check .RUN dates before compiling the program.

If you want to include DEBUG information in the compiled program then press the CTRL-D (CTRL+D) key before pressing the ENTER key at the *Chk Run Date* entry field. The word DEBUG will appear to the right on the *Chk Run Date* entry field line. To turn the debug process back off press CTRL-D again and the word will disappear. For more information on what this gives you please refer to your TAS Professional 5.1 manual.

As the compiling process is in progress the program will display the name of the source file and the "compiler arrows" so you know something is going on. For those familiar with previous versions of Advanced Accounting you will find the compilation process is much faster due to the precompiled routines.

When the process is complete you will be alerted if there were any problems. The compiler will create a standard .ERR file for each source file. If the program(s) compiled without error the program will return to the *Source Path* field without any other messages. You can then either compile another program or press the ESC key to return to the Main Menu.



The file ADV50.OBJ must be in the same sub-directory as the data dictionary files. The same applies to the ADV50.OVL file which is required for running programs that have been compiled with ADV50.OBJ. Also, If you are not registered as having TAS Professional 5.1 this option won't even appear on the menu.

UT-K - RUN TAS PRO 5.1 MENU

If you have purchased the TAS Professional 5.1 program you will be able to chain directly to the main menu for that product by choosing this option.



If you are not registered as having TAS Professional 5.1 this option won't even appear on your menu.

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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 13

Utilities (Windows Version)

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INTRODUCTION

The Utilities menu provides options that set up Advanced Accounting 5.1 system settings, screen color values, running non-TAS programs, etc.

 **This chapter covers the utilities program for the Windows version ONLY. For information about the utilities programs for the DOS version please refer to Chapter 12.**

The Utilities Menu options are listed below.

- A - Run TAS Program
- B - Run Non-TAS Program
- C - Set Configuration
- D - Maintain INI File
- E - TASNotes Reports
- F - Change Company Code
- G - Print File Info
- H - Initialize Database
- I - Reindex Database
- J - Maintain Location File
- K - Change DDF Files
- L - Turn BOM/JC/POS On/Off

UT-A - RUN TAS PROGRAM

This option allows you to run an existing TAS-Professional program. TAS-Professional is a separate product that can be used to modify and manipulate your Advanced Accounting 5.1 environment; if you have not purchased TAS-Professional, you will only use this option to run TAS programs provided with your Advanced Accounting software. Contact Business Tools, Inc. for more information about the features and benefits of TAS-Professional and the way it works with Advanced Accounting 5.1.

TAS programs have a file name with the extension .RUN. When you select this option, the following prompt is displayed:



The image shows a screenshot of a dialog box titled "Run TAS Program". Inside the dialog, there is a text input field with the label "Program Name:" followed by a white rectangular box for entering text. The dialog box has a double-line border and a shadow effect.

Enter the name of the TAS program to run (without the extension). After entering or selecting the desired program, press ENTER to begin execution.

TAS programs provided with Advanced Accounting 5.1 are BKCLRDAT, BKBEGINV, and INITADES. BKCLRDAT and BKBEGINV are discussed in **Getting Started**, and INITADES is discussed at the end of this chapter.

UT-B - RUN NON-TAS PROGRAM

This option allows you to run a program that was not written or compiled with TAS-Professional, such as a word processing program.

These are generally files with the extension .EXE. When you select this option, the following prompt appears:

Enter the name of the non-TAS program you wish to run. You must include the complete path and extension. After entering the program name, you may enter a command line to pass to the program.

- You cannot run DOS programs with this option. The only programs you may run are those written specifically for Windows.

When you exit the non-TAS program, control returns to Advanced Accounting 5.1 and the Utilities Menu will be redisplayed.

UT-C - SET CONFIGURATION

Set Configuration allows you to set up or change various parameters used by Advanced Accounting 5.1 when it is first loaded into memory. Several options for the multiuser version of Advanced Accounting 5.1 are available here. The options available on this screen are summarized below.

Multi-User

Set to **Y** if you are running on a network with multiple users accessing the application files at the same time. If not, leave it **N**.

Dflt Printer Num

This is the number of the LPT port to use as the default printer. You can use 1, 2 or 3. In general you will not change this value. To setup your printer(s) for Adv 5.1 refer to **SY-H, Multi Printer Setup** (even if you only have one printer).

Dflt Prt .CTL Name

This is the name of the printer driver to be loaded at runtime. In general you will not change this value. To setup your printer(s) for Adv 5.1 refer to **SY-H, Multi Printer Setup** (even if you only have one printer).

Keyboard Speed

The lower this number the faster your program will appear to run. This is due to Advanced Accounting 5.1 'speeding up' your keyboard. The higher the number the slower the keyboard becomes. If you wish to turn it off then set this value to 32.

Mouse On

Regardless of what you enter here the mouse is always on in a Windows program.

Dollar Chr

The dollar sign character.

Decimal Chr

The decimal character.

Comma Chr

The comma character.

Bell Tone

The Windows version uses the tone provided by the system and this value is ignored.

Bell Duration

The Windows version ignores this value.

Date Type

How the date appears. **M** - Month/Day/Year; **D** - Day/Month/Year; **Y** - Year/Month/Day.

Date Separation Character

The character to use between the different parts of the date value when displayed.

Time Sep Chr

The character to use between the different parts of the time value when displayed.

AM Specifier

What character to use when displaying time in AM/PM fashion to designate AM time.

PM Specifier

What character to use when displaying time in AM/PM fashion to designate PM time.

YN Specifier

The two characters that specify **Y** (yes) and **N** (no).

YN Extension

This is appended to the internal Y/N questions.

Lckd Rcrd # of Retries

The number of times to try to lock a record before a warning message is displayed. The smaller the number here the sooner you will find out that another user has the record locked.

Delay Between Retries

The number of cycles to wait before attempting another retry. Each cycle is 65,535 CPU cycles. This time is completely dependent on your computer and clock speed. The smaller the number here the sooner you will find out that another user has the record locked.

Default Dictionary Path

This should be the path where the Dictionary files (FILE*.B) are located. By putting the path value in here you will be able to access these files no matter where you are on the computer.



If you are running on a peer-to-peer lan you will want to be sure to remove the drive specifier at the beginning of the path name. Instead of using H:\ADV50 or C:\ADV50 just use \ADV50. This will allow anyone to access the Adv 5.1 data files properly no matter how they address the data drive. This would also apply to file locations in FILELOC (see **UT-J, Maintain Location File** (in this chapter)).

Btrieve Command Line Load String

In the Windows version the Btrieve Command Line Load String is setup in the WIN.INI file. This is done automatically for you by the installation program. At a minimum the Btrieve section should look like the following:

```
[Btrieve]
options=/m:64 /p:4096 /b:16 /l:40 /n:12 /f:150
```

After saving the information you must exit to the Windows manager and reload Advanced Accounting 5.1 before any of the changes made take effect.

UT-D - MAINTAIN INI FILE

Most Windows programs have what's called an INI file (because of the .INI extension) and Advanced Accounting 5.1 for Windows is no exception. This file plays a role similar to the TAS50.OVL file but it has different values. Advanced Accounting for Windows still uses the standard TAS50.OVL file to get information such as the default data dictionary, date and time type, etc.

The TP5WIN.INI file can be in two different locations. The program first looks in the default path. This is probably \ADV50. If it doesn't exist there the program looks in your \WINDOWS sub-directory. If the file doesn't exist there it is created in that sub-directory. By using this procedure you can create different TP5WIN.INI files for different users. If you ever feel that you've messed up the file beyond repair, just delete it. Once the program is running you can then go back and reset the values, as appropriate, using the maintenance program described below. You can also edit the file directly with a text editor if you wish.

The installation program automatically puts a copy of TP5WIN.INI into the same subdirectory where you install Advanced Accounting 5.1 for Windows. TP5WIN.INI contains, at a minimum, three different categories. If you aren't familiar with Windows INI files each category starts with a name surrounded by square brackets. These three categories are [Color], [Video] and [Misc]. Following each category is one or more names for different values used within Advanced Accounting. When Advanced is initially loaded (or when a printer is chosen) the program looks at the INI file for the

values for each of the options. If a value is not provided the internal value is set to a default. The lists below give each of the options, their default value a short description of the item. Please note, when a value is given as True or False it is actually 1 or 0 in the TP5WIN.INI file.

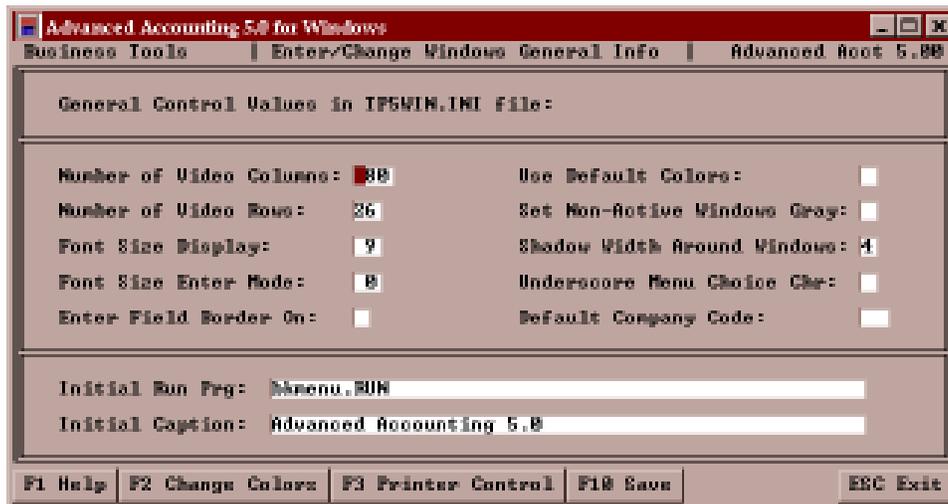
Option Name	Default Value	Description
<i>[Color] category</i>		
NormalBkg	BtnFace	Base window color.
NormalText	BtnText	Base window text color.
EnterBkg	Window	Entry field background color.
EnterText	Black	Entry field text color.
WindowBkg	Window	Window background color.
WindowText	Black	Window text color.
MenuBkg	Window	Menu background color.
MenuText	Black	Menu text color.
ButtonBkg	BtnFace	Button background color.
ButtonText	BtnText	Button text color.
ChoiceBkg	Highlight	Choice bar background color (Menus and List Boxes).
ChoiceText	HighlightText	Choice bar text color.
EColorBkg	Yellow	Background color for FastSearch characters entered in a List Box.
EColorText	Black	Text color for FastSearch characters entered in a List Box..
ShadowBkg	WindowFrame	Background color for raised frame around windows and menus as described above.
ShadowText	WindowText	Text (or border) color for raised frame around windows and menus as described above.
<i>[Video] category</i>		
VideoRows	26	Number of rows in base form.
VideoCols	80	Number of columns in base form.
FontSizeReg	-9	Regular display (non-entry mode) font size.
FontSizeInp	-9	Entry mode font size.
BorderOn	False	Whether there is a border around the entry field during display mode.
ShadowWidth	4	Size in pixels of the raised border around windows and menus as described above.
<i>[Misc] category</i>		
UnderScoreMenuChr	True	If this is set to True then in Menus the program attempts to put an underscore (_) under the appropriate choice character for each menu option.
InitRunPrg	BKMENU.RUN	This is the initial program name.
InitCaption	blank	This is the caption that will appear in the caption block at the top of the default form.
DefaultCompanyCode	blank	This is the company code that will be used as the default value when the files are opened. If no value is here Advanced Accounting will use a blank value which is the normal default. If you save a value here it must be two characters. This option follows the same rules as standard company codes.

AllowGray	False	If this is set to True then inactive windows will be "grayed out".
-----------	-------	--

Along with the categories listed above there will be a category created for each printer you add to the file. The category name for each printer will be the printer name, for example, the printer HP LaserJet Series II on LPT1 would be set to: [HP LASERJET SERIES II]. The entries are different if you are printing direct to the printer or if you are using the Windows driver. These entries are:

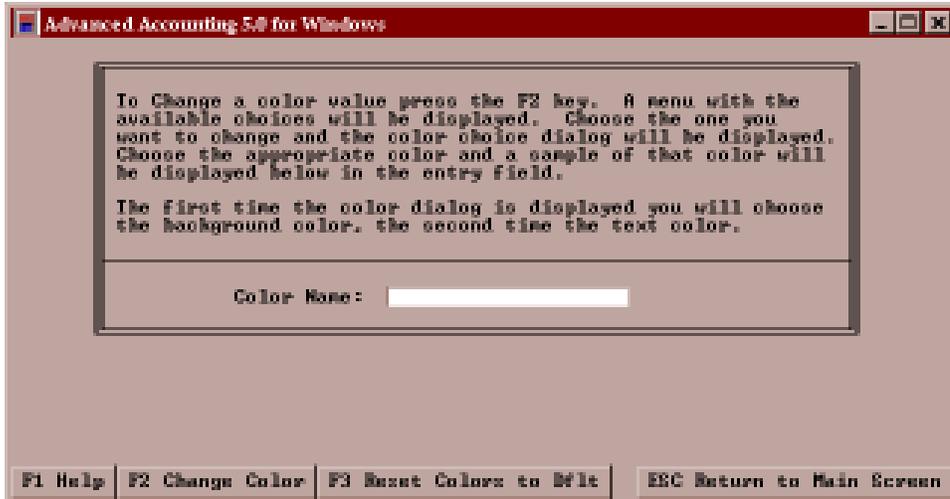
Option Name	Default Value	Description
<i>When printing direct</i>		
PrintDriver	HP2	The name of the .CTL (printer control) file on the disk.
PrintWidth	80	The number of columns wide you can print.
PrintLines	60	The number of lines you can print on the page.
PrintPaper	66	The total number of lines possible to print from top to bottom.
PrintLaser	True	Whether or not this is a laser printer. This means that PrintPaper for this type of printer would normally be 60 lines also. To make it 66 you have to send special control characters before starting to print. At the end of the report you'll need to send special control characters to change back to 60 lines.
<i>When printing through a Windows Driver</i>		
FontName	Courier New	The name of the font to be used in the report. You should probably use a fixed pitch font, although you don't have to. However, if you don't, you may not be able to line up the columns as you expect. Also, Courier New is a True Type font and should be available on all printers.
RegularSize	12	The size of the regular pitch font.
CompressedSize	7	The size of the compressed pitch font.
Bold	False	Whether to use bold option or not.
MarginSide	0	The number of columns to offset the report from the left side. In general this will be 0, however, you may find you need to set this value when printing to a fax machine.
MarginTop	0	The number of rows to offset the report from the top of the page. In general this will be 0, however, you may find you need to set this value when printing to a fax machine.

We provide a program to manage this file. To run this program you would choose option **D - Maintain INI File** in the Utilities sub-menu. When you execute the program the first screen displayed is below:



The entry fields on the screen correspond to the TP5WIN.INI listings previous. Two issues that need to be discussed here are Display/Entry field sizes and the Enter Field border. Due to the font type we use on the screens (to maintain compatibility with DOS) there are only a few display sizes available. The one that fits the screen the best for normal size is 9. The next size down is 6. The default mode of displaying a field is without a border. However, you can choose to put a border around the display field by entering Y at the Enter Field Border On option. This will do the following: When the field is in normal display mode (not being entered) the program will put a border around the field. This will also reduce the size of the field so that it will fit within the border to 6 (this can be very small depending on your monitor and age). When the field is in entry mode the border will be removed and the font will be increased to the Enter Mode Size value. You should be aware that your only options in size for this font are 5, 6, 9, 12 and 14. Even if you change these values you will not change the size of the font used for general text on the screen.

At the bottom of the initial screen are the buttons for entering colors and printers. To enter new colors click on the Change Colors button or press the F2 key. When you do the following screen will be displayed.



Next press the F2 key or click on Change Colors and a list of the color options will be displayed. Choose the appropriate color. When you do the following color dialog will be displayed.



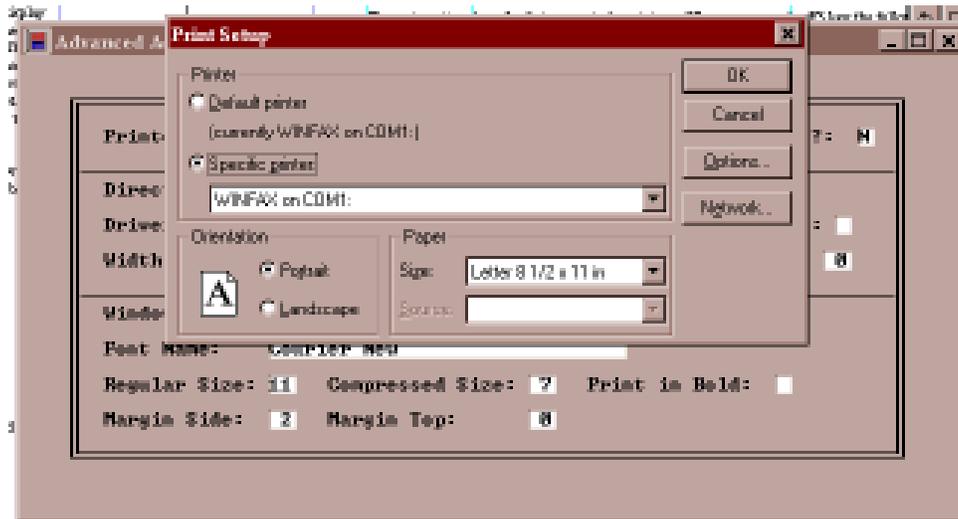
You can then choose the appropriate color, first for the background and then the text. Note that even though you can create custom colors that can be used those values will not be saved from one session to another. Also, the color dialog that is displayed may be different for your system depending on your video card and your setup.

If you wish to reset all colors back to the default values then press the F3 key or click on the Reset button. When you're finished choosing colors press the ESC key or click on the EXIT button.

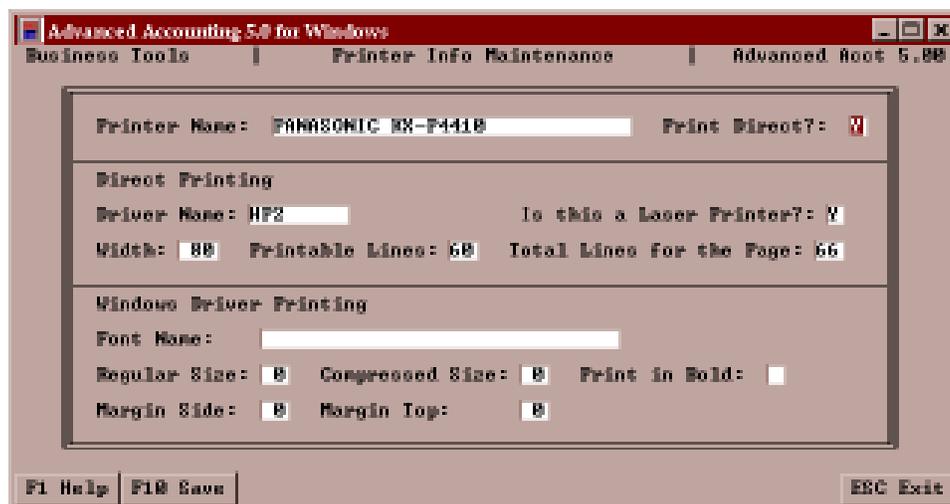
✓ When you make changes to either the first screen options or color values you **MUST** save the new value to TP5WIN by pressing the F10 key or clicking on the SAVE button when you're on the first screen. If you don't any changes you have made will be discarded. This, however, does not apply to printer

entries as described below. Also, you have to exit completely out of the current program and then run Advanced Accounting 5.1 for Windows again before the changes will take effect. This also does not apply to changes made to printer information.

The main option from the first screen is for printers. When you press the F3 key the following screen is displayed.



You first task is to choose a printer or just press the ENTER key for the default. Once you have chosen a printer click the OK button or press the ENTER key. When you do the printer dialog box will be removed and the following screen will be displayed.



The first entry is whether or not you're printing direct. If you are then enter Y here. If you enter N then you will be using the Windows printer driver. If you answer Y to Print Direct you will be entering values in the middle box. If you answer N you will enter values in the lower box. Each entry field will default to the appropriate value if a value didn't already exist for it. Further, if you have entered information for this

particular printer previously, those values will appear on the screen. You can also change from printing direct to printing through the driver and vice-versa without any ill effect. You can also try printing with your settings and then come back and adjust them any number of times. Each time you save the printer information the appropriate block in TP5WIN.INI is deleted and the new information is saved.

You can print to a printer without having this information entered for it, however, the program will assume that you are printing through the Windows driver and will use all appropriate default values for that printer. If you want to print direct you must have it added to the TP5WIN.INI file. The easiest way to do that is to enter the information here.

✓ As opposed to the main screen information and colors when you save the printer information from this screen it is saved immediately to the TP5WIN.INI file. Even if you press the ESC key at the main screen and answer No to saving changes, any changes you saved about printers will be in the TP5WIN.INI file.

UT-E - TASNOTES REPORTS

This option will allow you to print TASNotes notes. These are the notes you've attached to customers, vendors, inventory items, etc. This does not include the notes you've attached to S/O or P/O line items. The only way to print those notes is with the appropriate sales or purchase order.

When you choose this option the screen following will be displayed.

Advanced Accounting 5.1 for Windows
Sample Company, Inc. | Display Notes

For Application:
By Whom:
From Date: 00/00/00
Thru Date: 00/00/00
From Time: 00:00 a
Thru Time: 00:00 a

You may restrict the output using any of the fields displayed in the screen above. The *For Application* is an internal code that determines where the note originated. The codes are as follows:

GL - General Ledger	INV - Inventory
AR - Accounts Receivable	PR - Payroll
AP - Accounts Payable	SO - Sales Order
BOM - Bill of Materials	JC - Job Cost
PO - Purchase Order	POS - Point of Sale

Generally, you would use **AR** for any Customer notes, **AP** for Vendor notes and **INV** for Inventory item notes. *By Whom* refers to the initials of the person who entered each note originally.

UT-F - CHANGE COMPANY CODE

Advanced Accounting 5.1 has a special feature where you can access data for multiple companies kept separately on the computer with a single set of programs. For more information on how to add new companies please refer to **SY-J, Multi Company Maintenance**.

When Advanced Accounting is first run the program starts with the default data, or that with no special company code (i.e., all files are *.B only). If you choose this option and have multiple companies setup the program will display a list of the names and you can choose the appropriate one. If there is only one company in the system you will be alerted to that and the program will return to the menu.

UT-G - PRINT FILE INFO

Purpose of Program

This option will allow you to choose a set of file descriptors and print out complete field and key information. A file description, or FD, is the structure of an individual database file. It contains information about the names and types of fields that make up each record in the file, as well as the names of index keys, which fields those keys are composed of, and the names of the files that use this FD as its structure. You reach this option by placing the cursor on the **Print File Info** option line and pressing the ENTER key or by pressing the **G** key.

General Program Operation

- a) Enter the range of file descriptors for which you wish to print information. You can press the F2 key to get a list of file descriptors. Enter the same name in both the "Print-from" and "Print-Thru" fields to get information for a single FD.
- b) Select where you want the information to print. You can choose for the output to go to the screen, a printer, or to disk.
- c) As the program runs, you will see an indication of the file information currently being printed.
- d) If you print to the screen, when the printing is complete you can use the ARROW and CONTROL keys to move around the screen display. The scrolling operations are listed at the bottom of the screen.
- e) Press the ESC key to return to the Print box. Press ESC again to return to the Utilities menu.

UT-H - INITIALIZE DATABASE

Purpose of Program

Use this program to delete all the records from a file. Please be careful, once you have initialized a file you will not be able to recover the records in that file. In the normal course of running Advanced Accounting 5.1 you should not have to use this program.

General Program Operation



When you choose this option the screen above is displayed. Enter the name of the file to be initialized or press the F2 key to get a list of files.

Next enter the file extension, this will default to .B. When you press enter here the program will ask you to confirm your choice. If you enter Y the file will be initialized.

You can press ESC while in either field and return to the Utilities menu.

UT-I - REINDEX DATABASE

Purpose of Program

Use this program to recreate the indexes for a file. You would do this if programs that use this file could not display or find data in the proper order. You should be able to confirm this by using the Maintain Database or Quick Report programs (see Chapter 14, File Utilities) and display records in the file by any of the indexes. If the records are not in the proper order, or if you think there are records that are not being found then reindex that file using this program. In the normal course of running Advanced Accounting 5.1 you should not have to use this program.

General Program Operation



When you choose this option the screen above is displayed. Enter the name of the file to be reindexed or press the F2 key to get a list of files.

Next enter the file extension, this will default to .B. When you press enter here the program will ask you to confirm your choice. If you enter Y the file will be reindexed.

You can press ESC while in either field and return to the Utilities menu.

- ☑ Make sure you make a backup of the file before reindexing it. Should the process fail for any reason you will not be able to recover the data in the file without a backup. Also, depending on the size of the file this process can take a substantial amount of time. You cannot have any other user on the system accessing this file when it is being reindexed.

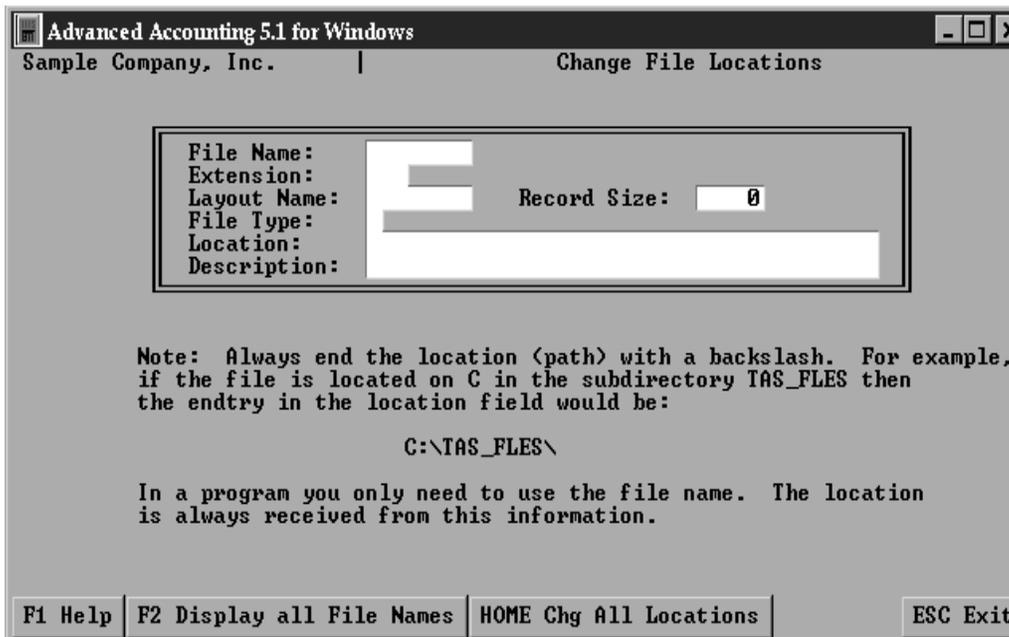
UT-J - MAINTAIN LOCATION FILE

Purpose of Program

Maintain Location File is used to change or add location information about each data file. You can use this utility to tell Advanced Accounting the location of the subdirectory containing your other company files.

General Program Operation

If you have multiple companies you will see entries for each file with the appropriate extension. When you select this option, the following screen will appear:



If you want to change the path for all files press the HOME key . You can then enter the path where the files are kept. You can also press the F2 key when the cursor is in the file name field and a list of files will be displayed.

If you want to move all the files for one company (for example, company 01) do the following:

- Press the HOME key
- Enter the new location (path) of company 01's data files. Make sure you've already created the new path before this.
- In the *Company* field type B01 and press the ENTER key. All the files that have that extension will have their Location value changed to the new path.

When the process is complete exit to DOS and using the COPY command move the actual data to the new location, for example:

```
COPY BK*.B01 \ADV50\NEWDIR\BK*.B01
```

You can change the location of a single file by entering the file name or finding it on the F2 list. Then move the cursor to the Location field and entering the location in standard path form. To save the record press the F10 key.

- Just by changing the location value for a file you do not change its location on the disk. You must still use the DOS COPY command to move it to the proper location.

Press the ESC key to return to the Utilities Menu.

- You cannot delete a record using this program. Also, don't put a location in the file record for the data dictionary files. They start with FILE*.B and their location should remain blank.

UT-K - CHANGE DDF FILES

Purpose of Program

To be able to access your data files with other programs you need what are called DDF files. These are three separate files named: FILE.DDF, FIELD.DDF and KEY.DDF. We provide these for you automatically with Advanced Accounting 5.1. However, they are setup for the default company (.B) only. If you are using the multiple company feature and need to access the data in those files also then you need to change your DDF files first.

General Program Operation

This is a very simple process. When you first run the program a short information screen will be displayed. You will then be asked to enter the appropriate company code. Only enter the last two characters. Even though the files might be BK*.B01 you want to enter 01 only. The program then changes the values in the FILE.DDF to match the appropriate extension and path for that company. Don't forget, the settings in FILE.DDF will remain for that company until it is changed again..

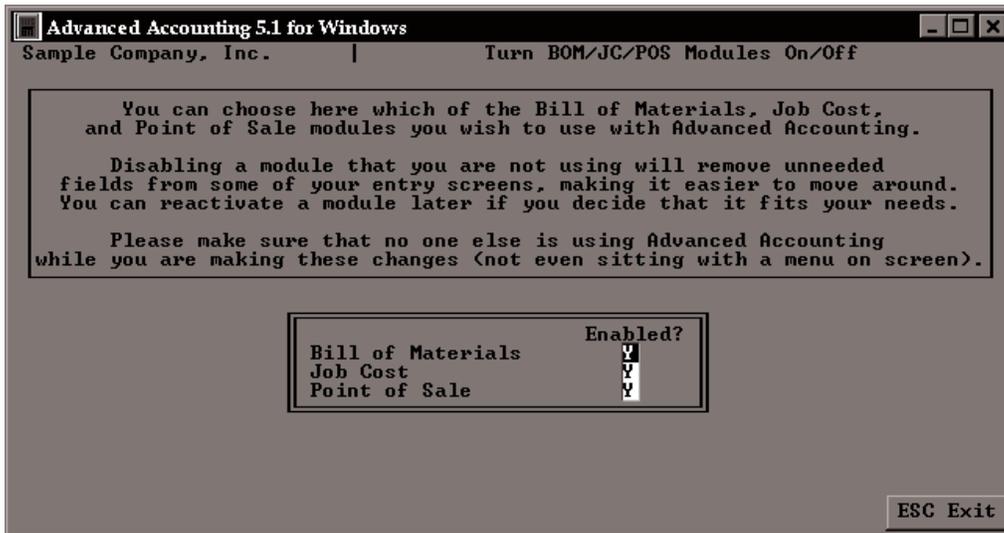
UT-L - TURN BOM/JC/POS ON/OFF

Purpose of Program

This program will allow you to turn on or off the Bill of Materials, Job Cost or Point of Sale programs. By turning these on or off you will not only add them to or remove them from the main menu, you will also be changing the base programs they effect. For more information about this please refer to the sections at the end of this manual that apply to these programs..

General Program Operation

When you choose this program the following screen is displayed.



Advanced Accounting 5.1 is sent with all 3 options enabled. To disable one or more set the appropriate value to N.



You must exit from Advanced Accounting 5.1 and restart it before the changes take effect.

ADVANCED ACCOUNTING

VERSION 5.1

Chapter 14

File Utilities

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INTRODUCTION

The File Utilities menu provides options that access Advanced Accounting 5.1 files directly.

The File Utilities Menu options are listed below.

- A - Maintain Database
- B - Change/Delete Records
- C - Quick Report
- D - Make Your Own Report
- E - Export File
- F - Import File
- G - Print File Info
- H - Initialize Database
- I - Reindex Database
- J - Maintain Location File

Key Functions

The standard key functions available in Advanced Accounting 5.1 are active in the File Utility programs. Please refer to Chapter 2 of this manual for more information.

Advanced Accounting 5.1 Filters

In several of the utilities you can use **filters** to restrict the records you access, print, change, and so on. A filter is an expression involving data fields that constrains future operations (such as a print) to records that meet the expression's criteria (i.e., make the expression evaluate to .T. or "true"). For example, the expression **BKAR.INV.CUSNME = "Larry Jones"** would 'filter' the records in the BKARINV file, returning only those where the CUSNME field was set to Larry Jones.

An expression can contain field-names and constants or literals separated by Boolean operators:

>	greater than
<	less than
=	equal to
≠	not equal to
>=	greater than or equal to
<=	less than or equal to
\$	is included in ("in-string" operator)

Expressions can be joined or chained using connectives:

.a.	AND
.o.	OR
.n.	NOT

For example, the expression **(BKAR.INV.NUM < 5000) .a. (BKAR.INV.CUSST = "CA")** would return those invoice records for invoices numbered below 5000 where the customer state was California. As another example, the expression **BKAR.START.DATE > CTOD("09/01/93")** could be used to find customers whose start date was after September 1, 1993. (**CTOD** is a function that converts an alpha string to a date type field. A list of commonly used expressions is in Appendix A.)



In the filter expression you may only use fields which have been selected or chosen (marked with an asterisk).

Some Words of Caution

The Utilities described in this reference guide give you unrestricted access to the underlying data in your accounting system. You should take the necessary precautions (e.g., by using the password and security facilities) to prevent unauthorized access to sensitive data such as payroll records.

Please note, too, that changes you make to the underlying data may affect the accuracy and performance of your accounting system. For example, changing one side of a journal entry may cause your accounts to go out of balance. Please use extreme caution!

The sections below describe in detail how to use the Utility programs.



In the Windows version items G through K of this menu are part of the Utilities menu. To run the balance of these programs in the Windows version you must click on the ADV UTIL icon which is a part of your Advanced Accounting program group. This will display a short menu with the programs that must be run under DOS. For those programs listed the instructions below are correct.

FL-A - MAINTAIN DATABASE

Purpose of Program

This file utility program allows you direct access to the data in your Advanced Accounting files. You can call up data for observation or modification. You reach this option by placing the cursor on the **Maintain Database** option line and pressing the ENTER key or by pressing the **A** key.

Your Advanced Accounting 5.1 data is stored in various files, sometimes we'll use the term database. These files are organized along functional lines. For example, there is a Customer master file (BKARCUST), which contains only customer data, such as name, address, etc. There are separate files for Vendors (BKAPVEND), Inventory (BKICMSTR), and G/L Chart of Accounts (BKGLCOA). The Detail Trial Balance is in BKGLTRAN. You will be able to select here which file (type of data) to access.

The information stored in each file is organized into records. For example, in the Customer master file, each customer has its own record. Think of the Customer master file as a printed list of your customers, with each line of that list having information for just one customer. Each record in the Customer file would then correspond to a single line on your printed list.

When you use the Database Maintenance Utility, the information contained in the file you are accessing will be displayed onscreen, one record at a time. In the case of the Customer file, you would be accessing entries for a single customer at a time.

Database records are further broken down into fields. Each field contains a portion of information, or a part of the whole record. For example, each Customer record has a field for the customer's name, one for the street address, one for the city, etc.

General Program Operations

Our Software & Consulting | Direct Data Base Maintenance Program

```
File Name
Enter the File name: 
File Extension:
```

a) Enter the File name and extension (see screen above). You can get a list of available files and descriptions by pressing the F2 key.

Our Software & Consulting | Direct Data Base Maintenance Program

```
File Name
Enter the File name: BKARCUST
File Extension: B
```

C	Name	T	Desc
*	BKAR.CUSTCODE	A	Customer code
	BKAR.CUSTNAME	A	Name
	BKAR.ADD1	A	Address line 1
	BKAR.ADD2	A	Address line 2
	BKAR.CITY	A	City
	BKAR.STATE	A	State
	BKAR.ZIP	A	Zip/Postal code
	BKAR.CONTACT	A	Contact name

F3 Choose All|

ESC Exit

b) After you choose the file, the fields within that file are displayed. You may choose all the fields in a file by pressing the F3 key or moving the cursor to the proper line in the choose list and pressing the ENTER key. When a field is chosen a star '*' appears to the left of the name. To unchoose a field press the ENTER key again and it will disappear. The cursor automatically proceeds to the next line when choosing manually.

A maximum of 260 fields may be chosen. An array field counts as a single field regardless of the number of elements.

In the example above, we have chosen BKARCUST, the Customer master file. By specifying extension B we will be accessing the data for the main, or default, company. Had we wanted to access the data for company 01, then extension entered would have been B01. The field names, along with their explanations, were displayed automatically after the extension was entered.

```
File Name _____
Enter the File name: BKARCUST
File Extension: B

Key name _____
BKAR.CUSTCODE
BKAR.STATE
BKAR.ZIP
BKAR.CUSTNAME
```

c) Once you have chosen all the appropriate fields press the ESC key. If there is an Owner defined for this file (the file is protected) you will have to enter the password before you will be allowed to access it. Do not enter your logon password here; generally, you should just enter a blank.

d) If there are any index keys set up for this file their names will be displayed. An index key is basically a 'sort order' for data in the file and is based on 1 or more of the fields in the file. In this example, 4 index keys are kept on the Customer master file. It can be sorted by Customer Code, State, Zip Code, or Customer Name. You can either choose a single index key or press ESC to choose all index keys.

If you choose a single index key, you will be able to scan forward (F8) or backward (F7), find the first record in the file (F5), or find the last (F6), with the cursor in any of the fields chosen. However, the sort order and search capabilities will always be based on the index key you selected.

If you pressed ESC here to choose all of the index keys, and a record is displayed onscreen, any of the fields that are also an index key name will have a '>' displayed to the left of the field name. Whenever your cursor is in one of these fields, the governing sort order is based on that field. Any scanning you do using the F5-F8 keys will present records based on the sort order in effect at the time. If the cursor is not in a key field, you will not be able to do any scanning or searching.

If all this is a little confusing, you may wish to select a single index key here so that there is only one sort order available until you are more comfortable with the process.

If you wish to use a key that is not also a field name, such as in a multi-segment key or an overlay field (these are sort orders based on more than 1 of the fields in the database), you must choose that key name when it is displayed. Otherwise, you will not have the chance to use it.

In this example we chose BKAR.CUSTCODE as the index key by pressing ENTER with that index key name highlighted. This means that when the data for the Customer master file is displayed, it will be in order by Customer Code.

```

File: BKARCUST.B   Key: BKAR.CUSTCODE   Pg: 1   Rcn: 0   Tot: 20

BKAR.CUSTCODE:
BKAR.CUSTNAME:
BKAR.ADD1:
BKAR.ADD2:
BKAR.CITY:
BKAR.STATE:
BKAR.ZIP:
BKAR.CONTACT:
BKAR.TELEPHONE:
BKAR.COUNTRY:
BKAR.CREDITLMT:      0.00
BKAR.CHG. INTRST:
BKAR.REMAINCRD:      0.00
BKAR.OUTINV:         0.00
BKAR.LASTSALE:      00/00/00
BKAR.LASTPMT:       00/00/00
BKAR.GROSS.MTD:      0.00
BKAR.COGS.MTD:       0.00
BKAR.NET.MTD:        0.00
BKAR.PNET.MTD:       0.0000
BKAR.GROSS.YTD:      0.00
BKAR.COGS.YTD:       0.00

F3 Ctr|F4 Del|FindKeys|F10 Save|^F Filter|^PgDn  Nxt Pg|          ESC Exit

```

e) The names of the fields will be displayed down the left hand side of the screen and the actual entry fields are just to the right. The total number of records in this file is displayed in the upper right corner of the screen. The 'RCN' field to the left of this is not an actual record number, but represents the physical location of the record, in bytes, in the file.

All of the fields are initially blank. This means that you are not actually displaying a 'live' (active) record from the file (RCN at top of screen is 0). To bring up a 'live' record you will have to use of the scan keys (F5-F8) or perform a search (F9).

If you chose an index key in step (d) above, you can press F5 to find the first record in this file. F6 to get the last record. F8 will move you ahead 1 record, F7 moves backward by 1 record. You have to find the first (F5) or last (F6) before you can use F7 or F8.

To perform a search, move the cursor to the field that is used as the index key you chose in step (d). If you did not choose an index, you can perform a search by moving the cursor to any field with a '>' to the left of the name. Then type the first few characters of what you are searching for and press the F9 key. For example, to find the Customer whose code is CORFURWARE, move the cursor to the BKAR.CUSTCODE field, type COR, then press F9. The full code will be displayed along with the rest of the fields for that record.

If you type ^F (CONTROL KEY + F), you will be able to enter a filter expression. See the discussion of filters at the beginning of this chapter for more information.

f) If you have chosen an array field you will notice the standard array element notation as part of the field name. If you move the cursor to that field you can 'page' through the elements in that field by pressing the PAGE UP (previous element), PAGE DOWN (next element), HOME (first element) or END (last element) keys. The current element number is displayed as part of the field name.

g) If there are more fields than will fit one page you can reach subsequent pages by pressing the ^PAGE DOWN key (press the CONTROL key and the PAGE DOWN key at the same time) or to go to previous pages the ^PAGE UP key. Even if you change pages, you will still be on the same record.

h) To save a record press the F10 key, to delete a record press the F4 key and to clear the record buffer press the F3 key. F3 just clears what is currently displayed on the screen and does not affect what is permanently stored on your hard disk.

i) When you are finished press the ESC key and you will return to the initial entry screen. Press ESC again and you will return to the TAS Pro Utilities menu.

FL-B - CHANGE/DELETE RECORDS

Purpose of Program

Use this program when you want to make changes to or delete multiple records in a single file. You will be able to enter values for any field. You reach this option by placing the cursor on the **Change/Delete Records** option line and pressing the ENTER key or by pressing the **B** key.

General Program Operations

```
Our Software & Consulting | Data Modification Program
```

```
File Name _____
Enter the File name: ████████
File Extension:
```

a) Enter the File name and extension (see screen above). You can get a list of available files and descriptions by pressing the F2 key.

```
Our Software & Consulting | Data Modification Program
```

```
File Name _____
Enter the File name: BKARCUST
File Extension: B
```

F2 List

```
M - Modify values in certain fields in chosen records.
D - Delete chosen records.
Enter what you want to do here (M/D): M
```

ESC Exit

b) After you choose the file, you are next asked whether you want to Modify values in the record (M) or Delete records (D). Enter the appropriate choice.

Modify Values

Our Software & Consulting		Data Modification Program	
File BKARCUST.B			
* Field Name	T	Description	Modifier expres
BKAR.CUSTCODE	A	Customer code	
BKAR.CUSTNAME	A	Name	
BKAR.ADD1	A	Address line 1	
BKAR.ADD2	A	Address line 2	
BKAR.CITY	A	City	
BKAR.STATE	A	State	
BKAR.ZIP	A	Zip/Postal code	
BKAR.CONTACT	A	Contact name	
BKAR.TELEPHONE	A	Telephone number	
BKAR.COUNTRY	A	Country	
BKAR.CREDITLMT	N	Credit limit amount	
BKAR.CHG. INTRST	A	Charge interest on overdue inv (Y/N)	
BKAR.REMAINCRD	N	Unused credit amount for customer	
BKAR.OUTINU	N	Total outstanding invoices	
BKAR.LASTSALE	D	Last sale date	

ENTER Choose field to modify

ESC Exit

a) If you choose the Modify Values option, the fields within that file are displayed. To choose a field to modify move the cursor to that field and press the ENTER key. A window is displayed at the bottom of the screen and you can enter the appropriate data. For example, in the screen below we have chosen the field BKAR.CHRG.INTRST. We want all customers to have this set to Y. So, in the expression window we will enter 'Y'.



Always surround alphanumeric fields with single or double quote marks. Numeric values are entered without quotes.

Our Software & Consulting		Data Modification Program	
File BKARCUST.B			
* Field Name	T	Description	Modifier expres
BKAR.CUSTCODE	A	Customer code	
BKAR.CUSTNAME	A	Name	
BKAR.ADD1	A	Address line 1	
BKAR.ADD2	A	Address line 2	
BKAR.CITY	A	City	
BKAR.STATE	A	State	
BKAR.ZIP	A	Zip/Postal code	
BKAR.CONTACT	A	Contact name	
BKAR.TELEPHONE	A	Telephone number	
BKAR.COUNTRY	A	Country	
BKAR.CREDITLMT	N	Credit limit amount	
BKAR.CHG. INTRST	A	Charge interest on overdue inv (Y/N)	
BKAR.REMAINCRD	N	Unused credit amount for customer	
BKAR.OUTINU	N	Total outstanding invoices	
Enter field modifier expression here			
'Y'			

ENTER Choose field to modify]

ESC Exit

b) When a field is chosen a star '*' appears to the left of the name. The value is displayed in the Modifier Expression column. To unchoose a field press the ENTER key again and the star will disappear along with the modifier value entered. The cursor automatically proceeds to the next line when choosing manually.

A maximum of 260 fields may be chosen. However, an array field only uses one line.

c) Once you have chosen all the appropriate fields press the ESC key. If there is an Owner defined for this file (the file is protected) you will have to enter the password before you will be allowed to change it.

d) You are also given the chance to enter a filter to restrict which records can be modified. For more information on filters please refer to the beginning of this chapter.

Our Software & Consulting | **Data Modification Program**

File Name:	BKARCU*ST
Ext:	B
Recs Remain:	0
Recs Chosen:	20
Recs Changed:	20

The process is complete...press any key to continue.

ESC Exit

e) After entering a filter (or just pressing the ENTER key and leaving it blank), the program will proceed with the changes. As the records in the file are being checked/modified the number will be displayed in a window similar to the screen above. When the process is complete a message will be displayed on the screen and when you press the ENTER key the program will return to the initial entry screen. To return to the main menu press the ESC key here.

Delete Records

a) After you choose the Delete option if there is an Owner defined for this file (the file is protected) you will have to enter the password before you will be allowed to delete records in it.

b) You are also given the chance to enter a filter to restrict which records will be deleted. For more information on filters please refer to the beginning of this chapter. If you don't enter a filter you will be warned that all records in the file will be deleted. If you still want to proceed enter Y here.

If you want to delete all the records in a file we recommend using **FL-H, Initialize Database** instead of this option. The process will be much faster and the new file size will be smaller.

c) After entering the filter, the program will proceed with the deletions. As in the modify process above a screen will be displayed showing the number of records checked and the number deleted. When the process is complete a message will be displayed on the screen and when you press the ENTER key the program will return to the initial entry screen. To return to the main menu press the ESC key here.

****IMPORTANT**** ONCE YOU'VE DELETED RECORDS IN A FILE USING THIS PROCESS YOU WILL NOT BE ABLE TO RESTORE THEM WITHOUT A BACKUP. MAKE SURE YOU ALWAYS HAVE A GOOD BACKUP FOR ALL YOUR DATA AND THAT YOU'RE SURE YOU WANT TO DELETE THE RECORDS.

FL-C - QUICK REPORT

Purpose of Program

The Quick Report utility allows you to select certain files and fields for printing to a printer, screen, or disk file. You reach this option by placing the cursor on the **Quick Report** option line and pressing the ENTER key or by pressing the **C** key.

Please see the section on FL-A, Maintain Database, for a more complete discussion of files, records, fields and index keys.

General Program Operation

Our Software & Consulting

Reports Now! Program

```

File Name _____
Enter the File name: ██████████
File Extension:
  
```

a) Enter the File name and extension. You may get a list of available files and descriptions by pressing the F2 key.

b) After you choose the file, the fields within that file are displayed. You may choose all the fields in a file by pressing the F3 key or moving the cursor to the proper line in the choose list and pressing the ENTER key. When a field is chosen a star '*' appears to the left of the name. To unchoose a field press the ENTER key again and it will disappear. The cursor automatically proceeds to the next line when choosing manually.

A maximum of 200 fields may be chosen with a maximum print width of 800 characters. If you choose an array field you will also be asked to choose which elements. Each element is treated as a separate field. If you choose all fields by pressing the F3 key only the first element of any array will be displayed.

```

File Name _____
Enter the File name: BKARCUST
File Extension: B
    
```

C	Name	T	Desc
	BKAR.CUSTCODE	A	Customer code
	BKAR.CUSTNAME	A	Name
	BKAR.ADD1	A	Address line 1
	BKAR.ADD2	A	Address line 2
	BKAR.CITY	A	City
	BKAR.STATE	A	State
	BKAR.ZIP	A	Zip/Postal code
	BKAR.CONTACT	A	Contact name

F3 Choose All ESC Exit

c) Once you have chosen all the appropriate fields press the ESC key. If there is an Owner defined for this file (the file is protected) you will have to enter the password before you will be allowed to access it.

```

File Name _____
Enter the File name: BKARCUST
File Extension: B
Key name
BKAR.CUSTCODE
BKAR.STATE
BKAR.ZIP
BKAR.CUSTNAME
    
```

- d) If there are any keys set up for this file, the names will be displayed. You can either choose a key or press the ESC key to print in record number order.
- e) Next you may enter a filter expression. See the beginning of this chapter for more information on filters.
- f) The program then asks where you want to print. If you choose to print to the printer and the report is over 80 characters, the program will ask if you want to print compressed. If you answer Y (and there is an entry in the current printer driver for PCMP) the program will attempt to set the printer. If the report is wider than 128 characters or you don't want compressed it will word wrap the output.

g) If you print to the screen and the report is wider than 80 characters the program will automatically use the screen output scrolling routines so that you can move the report left and right by pressing the left or right arrow keys (or Ctrl_left and Ctrl_right to move 40 characters at a time).

h) You may interrupt the report by pressing ESC at any time. After the report is finished it will ask you if you wish to print again. If you answer Y you will be able to use the same choices while changing the filter expression so that you get different results. If you enter N to the print again message the program will return to the initial screen. Press the ESC key to return to the File Utilities menu.

FL-D - MAKE YOUR OWN REPORT

Purpose of Program

Use this program to create reports than can be run more than once, include more than one file and can be modified. You reach this option by placing the cursor on the **Make Your Own Report** option line and pressing the ENTER key or by pressing the **D** key.

You may modify a report as many times as you desire. In fact, you may use a report as the basis for a new one by choosing the name of the appropriate report, answer Y to the '...edit report format?' question and then save it under a different name when you are finished. When you choose this option the following screen is displayed:

Our Software & Consulting		Report Writer	
Custom Reports			
File Name	Report Description		
TEST	Customer Code and Name		
TEST2	Customer Address Info - Wide Report		

ENTER Choose Report | INS Add New Report | DEL Delete Report | ESC Exit

If you want to run or edit an existing format then move the cursor to the appropriate line and press the ENTER key. You will be given an opportunity to edit it first. If you answer N to the edit question the report will be run. If you answer Y to the edit question the report format editor will be run with the current report format already loaded.

If you want to create a new report format then press the INSERT key. The following screen will be displayed.

Report File Name and Description	
File Name:	
Rpt Desc:	

You can enter the path and name for the new format (don't enter the file extension). You can also enter a description for the new format that will be displayed in the initial report list when this option is chosen. After you enter the file name and description the program will display the report defaults screen. For more information on the default entries please refer to Report Defaults section below.

Two sample reports are provided for you to experiment with; their names are TEST and TEST2. To view them, press INSERT from the main screen as if you were adding a new report. Type in TEST or TEST2, without a path, as the file name. You may enter a description if you wish. The appropriate format will be displayed on the screen (unless something has happened to the file). You can then experiment with it as you read the rest of this section.

 You can't use the Report Writer to change the standard report that come with Advanced Accounting 5.1. Also, be careful when assigning report format names. This process will create 3 files. For example, if the file name you specify is REPORT1 the files REPORT1.RUN, REPORT1.RPT and REPORT1.SRC are all created. The REPORT1.RUN file is the program that is executed when you want to run the report. The REPORT1.RPT file contains the format so that you can make changes to it later. Be sure not to erase either of these inadvertently. The REPORT1.SRC file is only created temporarily and then erased during the report creation process. If there are existing files with the same names as these three in your Advanced Accounting 5.1 subdirectory, and you have not specified a path along with the file name, these existing files will be overwritten. You may want to create a separate subdirectory just for report files and specify that path along with the file name to avoid potential conflicts. Under no circumstances should you name a report starting with the first two characters BK. All Adv 5.1 programs start with BK.

Control Keys

In this program there are several special program control characters. These are described below.

 When the character '^' precedes the key name it means to press the CTRL key at the same time you press the other key.

DOWN ARROW - move down one line.

UP ARROW - move up one line.

PAGE DOWN - move down to lower right hand corner of current screen.

^PAGE DOWN - move to the far lower corner of the report format.

PAGE UP - move to upper left hand corner of current screen.

^PAGE UP - move to the far upper left hand corner of the report format.

END - move to end of current line

HOME - move to beginning of current line.

TAB - move to the right 5 spaces.

SHIFT+TAB - (Back Tab) - move to the left 5 spaces.

^A - Add a line to the format at the cursor position.

^D - Delete a format line at the cursor position. Any characters on that line (including fields) will be removed.

F2 - Display the option menu (see options below).

F3 - Add a new field spec or change a current one (to change one the cursor has to be placed somewhere on the field marker).

F4 - Remove a current field from the format (the cursor has to be placed somewhere on the field marker).

F5 - Display (and/or print) the information about a field in the format.

F6 - Go to the next field in the format. This operation will move from field to field, left to right, top to bottom.

F7 - Center all characters on the line.

^P - Print the format information.

^G - Display a menu of graphic characters and put one on the screen at the current cursor location.

Slider fields - Some entries are made into 'slider' fields. These are fields that display smaller on the screen than they really are. In many cases you can enter up to 128 characters. As you enter data into these fields and the cursor reaches the right hand side of the entry window, the characters will 'slide' to the left. To get back to those characters just press the LEFT ARROW key. Again, when you reach the left hand side of the entry window the characters will slide to the right. You can get to the beginning of the field by pressing the HOME key and to the end by pressing the END key. You can move one word right by pressing the ^RIGHT ARROW key or on word left with the ^LEFT ARROW key.

Defaults Screen

Our Software & Consulting Report Writer - ** New Report **

Defaults	
Number of Columns:	255
Number of Rows:	100
Filter request?:	Y
Page Number Size:	5
Report Date Format:	1
	Size: L

This is the initial entry (after the file name and description) when you are creating a new format. If you want to make changes to a current format then press the F2 key and choose Chg Defaults from the menu.

Number of columns, number of rows

Maximum size of report format. Current maximum size is 255 x 100. Each row can be a different format line. Each row can be repeated many times on one page or over the entire report. The rows do not necessarily correspond to the same line on the paper. These 2 values are the only ones that cannot be changed once accepted during the initial entry. If you specify more than 80 columns, the program will ask at print time whether printing should be done in condensed mode (if you're sending the report to the printer).

Filter Request

If you answer **Y** here the finished program will ask the user for a filter to be entered at runtime. This is used for restricting the records to be displayed in the report.

Page Number Size

The program keeps a default field for page numbers. You can specify the size of that field here. It can range from 1 to 5 characters, the default is 5. To use this field in a report format, place the field name PAGE_NUM where you wish it to appear.

Report Data Format

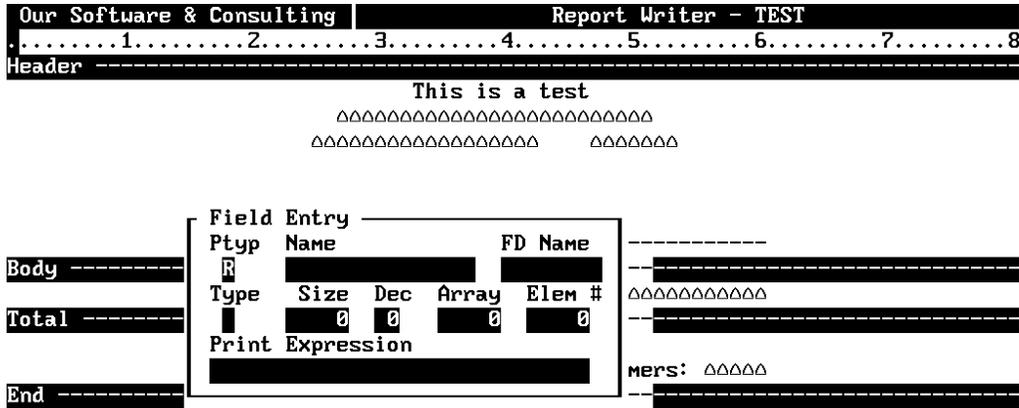
This determines the program default date type. Use **1** for mm/dd/yy (will display in appropriate format as set up in the Set Configuration program), **2** for Month Day, Year (i.e., January 1, 1992), or **3** for Day Month Year (i.e., 1 January 1992). To use this field in a report format, place the field name RPT_DATE where you wish it to appear.

Size

If you choose **2** or **3** above you will also be able to set whether you want the names to print in long or short format, i.e., long (L) would be January, short (S) would be Jan.



You can also place the time on your reports by using the field RPT_TIME. The size of this field is fixed at 7 which will produce hh:mm a/p (am or pm).



Field Info Screen

This screen is displayed when you press the F3 or F5 keys and the cursor is not on a control line (band).

Ptyp

The type of field/expression being placed in the report. If this is a regular field (data file or defined) then this should be **R**. If this is an expression then enter **X** here.

Name

The name of the field. You can press the F2 key and get a list of fields in the file data dictionary. Press F3 to get a list of fields in the defined data dictionary.



If this is a modification to a field that was already on the format you will not be able to change the name. You must delete the field (remove it from the format) first, and then replace it.

FD Name

The file descriptor name. If this is a field from the data dictionary this will be the FD name for that field. If this is a defined (or to be defined) field this will be MEMORY. If it is a field created just for a report (date, time, page number) the FD name will be RPTWRTR.

Type

The field type. If you choose a data dictionary field this is filled in automatically. Otherwise, this would generally be A (alphanumeric) or N (numeric, allows decimal characters).

Size

The field display size. If you choose a data dictionary field this is filled in automatically. Otherwise, this would be the number of characters that will be displayed for this field.

Dec

If the field type is N then this is the number of decimal characters in the field. If you choose a data dictionary field this is filled in automatically. The maximum number of decimal characters is 2 less than the display size of the field or 10, which ever is smaller.



To put an expression directly on the screen, use the **X** type. Specify a size, then enter the actual expression. No checking is done by Advanced Accounting

5.1 to make sure the expression is valid or that the data displayed is the proper size. You need to perform those checks within your program.

Array Size

If this is an array field then the number of elements is placed here.

Element num

If the Array Size for this field is <>0 then you have to specify the element number.

Print Expression

If the Ptyp is **X** then this is where you would put the expression to be evaluated. The results of that expression will be printed.

General Program Operations

This section will explain in outline form how to accomplish the various functions that are available in this program.

General

- a) For a new report format 4 band lines are displayed, they are: Header; Body; Total; and End. Nothing can be placed after the End line.
- b) The Header prints at the beginning of each page. The Body band is the main part of the report and the Total lines print once at the end of the report.
- c) A form feed is always printed at the end of the report.

Adding a new field on the report

- a) Move the cursor to the appropriate location. This cannot be on a control line (band). The field display will start at this location and extend to the right. You need to make sure that the field won't overlap any other fields.
- b) Press the F3 key and the Field Info window will be displayed. Enter the appropriate data. Refer to the Field Information Window documentation described at the beginning of this section for more details. Some field names are used by multiple files that have the same structure. An example would be the field BKAR.INV.NUM, the invoice number, which is used by 3 files: BKARINV (Open Sales Orders), BKARHINV (Customer Invoices), and BKARRINV (Recurring Sales Orders). If this is the case, then the first time you add such a field to the report format you will be able to choose which of the 3 files to use. Once you have chosen the file, all other fields in the format (at least those that are part of the same data structure) will automatically know which of the 3 files to use.
- d) The program will ask if all is correct, and if you answer **Y** the field will be placed on the screen. The program uses a symbol that looks like a small house for each display character in the field.
- e) To quit the entry window press the ESC key at any time.

Removing a field from the report

- a) Move the cursor to any position in the field you wish to remove.
- b) Press the F4 key.
- c) The program will ask if you wish to remove the field; enter **Y**.

- d) The field representation will be removed from the screen.

Inserting a line into the screen format

- a) Move the cursor to the line above which the new line is to be inserted. The new line will be added at the cursor and all lines will be moved down one.
- b) Press the ^A key.
- c) A blank line will be added at the cursor. The band line End will always be the last line in the report. If you don't have enough extra rows (set in the Defaults entry as the number of rows) you will be alerted to this and will not be able to add a line.

Deleting a line in the format

- a) Move the cursor to the line you wish to delete.
- b) Press the ^D key.
- c) The line will be deleted and all further lines will be moved up 1. If there is a field on the line to be deleted you will be alerted to that fact and will have to enter **Y** to the 'are you sure' question to continue. You cannot delete a band line.

Placing a box on the screen

- a) Move the cursor to where you want the upper left hand corner of the box to begin. The box must fit entirely within one block and cannot start or stop on a control line (band).
- b) Press the F2 key to display the options menu.
- c) Press **D** or the ENTER key to choose the Draw Box option.
- d) Now move the cursor to the lower right hand corner of the box and press the ENTER key. To interrupt the process and return to the normal window press the ESC key. You cannot cross a band line.
- e) A window will appear that displays the start and stop coordinates.
- f) Enter the box type: **0** - Clear a box already on the screen; **1** - Use single line characters, **2** - use double line characters, **3** - Use double line characters for the horizontal lines and single line characters for the vertical, **4** - Use single line characters for the horizontal lines and double line characters for the vertical.
- g) Enter the color to use. If you wish to use the background color enter **0**. You can also get the available color values by pressing the F2 key.
- h) The box will be displayed (or cleared) and the regular window will be re-displayed with the cursor at the upper left hand corner of the box.



To draw a line vertically or horizontally just move the cursor down without moving it to the right, or to the right (for a horizontal line) without moving it down.

Create a block of graphic characters

- a) Move the cursor to non-control line (band) where you want the upper left hand corner of the block to begin.
- b) Press the F2 key to display the options menu.

- c) Press **G** and the ENTER key to choose the Graphic Block option.
- d) Now move the cursor to the lower right hand corner of the block and press the ENTER key. To interrupt the process and return to the normal window press the ESC key. You cannot cross a band line.
- e) A window will appear that displays the start and stop coordinates along with a menu of graphic characters.
- f) Enter the character to use by moving the cursor to the appropriate line and pressing the ENTER key.
- g) The program will ask if all is correct, and if you enter **Y** the block will be filled with the character. You will return to the regular window with the cursor at the upper left hand corner of the block. If you answer **N** you will return to the normal window with nothing changed. Any text characters (non-field) will be converted to the graphics character if they are within the block.

Move a block

- a) Move the cursor to the upper left hand corner of the block to be moved.
- b) Press the F2 key to display the options menu.
- c) Press **M** and the ENTER key to choose the Move Block option.
- d) Now move the cursor to the lower right hand corner of the block and press the ENTER key. To interrupt the process and return to the normal window, press the ESC key. You cannot cross a band line while choosing a block; however, you can move the block anywhere.
- e) Now move the cursor to the new location of the upper left hand corner of the block. The program will make sure you don't move anywhere on the screen where the block wouldn't be able to fit. However, if all the program needs to do is add extra lines to the band block it will do so automatically.
- f) Press the ENTER key to designate the cursor location as the spot to move the block. The program will check for other fields in the area that might be overwritten by the move and will not allow you to move the block if there would be a problem.
- g) The cursor will return to the location of the original upper left hand corner of the block.

Copy a block

- a) Move the cursor to the upper left hand corner of the block to be copied.
- b) Press the F2 key to display the options menu.
- c) Press **C** and the ENTER key to choose the Copy Block option.
- d) Now move the cursor to the lower right hand corner of the block and press the ENTER key. To interrupt the process and return to the normal window press the ESC key. You cannot cross a band line while choosing a block; however, you can copy the block anywhere.
- e) Now move the cursor to the new location of the upper left hand corner of the block. The program will make sure you don't copy anywhere on the screen where the block wouldn't be able to fit. However, if all the program needs to do is add extra lines to the band block it will do so automatically.
- f) Press the ENTER key to designate the cursor location as the spot to copy the block. The program

will check for other fields in the area that might be overwritten by the block and will not allow you to copy the block if there would be a problem.

g) The cursor will return to the location of the original upper left hand corner of the block.

Delete a block

- a) Move the cursor to the upper left hand corner of the block you want to be deleted.
- b) Press the F2 key to display the options menu.
- c) Press **D** and the ENTER key to choose the Delete Block option.
- d) Now move the cursor to the lower right hand corner of the block and press the ENTER key. To interrupt the process and return to the normal window press the ESC key.
- e) The program will ask if you're sure you want to delete the block. To do so press **Y**.
- f) If you choose to delete the block it will be removed from the screen including any fields and the color will be replaced with the default.
- g) The cursor will return to the location of the original upper left hand corner of the block.

Block Calculations (Press the F2 key when the cursor is on the Header or Body band line)

- a) This allows you to put standard Advanced Accounting 5.1 expressions directly into your report. You would use this to total amounts, or You may attach them to any block band line and you may specify whether they are to be calculated before or after the lines are printed. The results may be used in any line.
- b) Move the cursor to the appropriate block band line.
- c) Press the F2 key to get the Block Calculations window.
- d) You can move the cursor to the After Print Lines entry simply by pressing the ENTER key. To return to the main screen press the ENTER key again or the ESC key.
- e) Enter the expression. For example, to count the number of records printed, you might use:

```
counter=counter+1
```

To total a value into a holder you might use:

```
total_sales=total_sales+bkar.inv.total
```

In the example above, we are totalling the dollar value of all sales orders that are printed in this block. The TOTAL_SALES variable can then be printed in the Total section of the report format.

You can also do multiple expressions by separating them with semi-colons (;), i.e.,

```
counter=counter+1; total_sales=total_sales+bkar.inv.total
```

g) Since each block band can have its own expressions you will need to return to the exact band line

if you wish to make changes to entries made previously.

h) To delete an entry just clear the line with the ^U key or delete just the appropriate expression with the DELETE key.

Change File Information

Our Software & Consulting		Report General Information	
Primary File: BKARCUST		Select Fields - 1:	
Sort By: 		2: 	
		3: 	
		4: 	
		5: 	
Num of Files: 2	Related Record Searches		
Slave File	Slave Key	Master	Master Field List
BKSYMSTR	@0	FIND_REC	
BKARCUST			

F2 Display Files|

ESC Exit

This automatically appears for the first time when you are finished creating a new report format and you have gone through the initial saving stages. If you are editing an existing report format you can also change this information at any time by doing the following from the format screen:

- Press the F2 key to display the options menu.
- Press **C** three times (the first time will get you to the Copy Block line, the second Chg Defaults) and the ENTER key to choose the Chg File Info option. The screen above will be displayed.
- The Primary File is the main or master file for the program. If all the fields placed are from one file only then this will automatically be that file name. If you would like to choose a different primary file, press the F2 key for a file list while the cursor is in this field.
- The Sort By option is the name of the key (index) to be used when accessing records from this file. You can enter an index key name here or press F2 to get a list of available keys. If you leave this field blank the compiled report program will ask the user to choose an index at runtime.
- The Select fields option allows you to specify the fields to be used as From/Thru selections. If you specify any fields here the compiled report program will allow the user to specify a range of values to limit report output at runtime. For example, the report could be limited just to customers whose name started with A. You would want to put BKAR.CUSTNAME as one of the Select Fields in this case. Press F2 to get a list of fields or enter the field name directly.

Next you will be asked to set up the relationships between/among the various files displayed in the second part of the screen. Even though it is listed you will not be able to choose the Primary file. Move the cursor bar to the file you wish to choose and press the ENTER key. The cursor bar will be removed and a standard entry field will be displayed under the Slave Key title. Here you need to enter the key or index name that will be used to find records in this file when you find a record in the master file. You have several choices of things to do here. You can: Press the F2 key to get a list of indexes for the file; or Press the F3 key to clear the relation entered previously; or enter a key name directly. You can also enter a key number by using the @ character as a preface to the numeric value.

Next enter the Master file name. If there is only one other file then this would be that file name. However, you can have multiple relationships; not all files have to be related to the master. To get a listing of all files press the F3 key. Enter an appropriate file name. If you want to just find the first record in the file then don't enter anything here, just press the ENTER key and FIND_REC will be displayed in the Master file name area.

Then enter the fields in the Master that correspond to the key information in the Slave. This means that when the Master record is found the program will use the data in these fields when searching for the Slave record. If there are multiple fields then separate them with commas.

Continue setting up relationships for all other files. When you are finished, press the ESC key. If this is a new script the saving process will complete. If this is an old file that you are modifying, the program will return to the main screen.

Save Report Format

- a) When you are finished setting up or changing your format press the ESC key.
- b) The program will ask if you want to save this format. Enter **Y** if you do.
- c) The program will then display a window in which you should enter the format name. If you have edited an existing file the name will be displayed automatically. You can put in a different name if you wish to save a new file.
- d) After you enter the name the program will save the file. It will then automatically create a program and do the necessary things to make a running program. When it is complete the report will be run. When you exit from the report you will be returned to the original report list. If you have added a new report the name and description will now be on the list. In the future if you don't need to make changes to the report format when you choose that report just answer N to the modification question. If you do the report will be run directly.

Deleting a Report from the list

- a) Move the cursor to the appropriate line.
- b) Press the DELETE key.
- c) The program will confirm that you want to delete this report. Be sure you won't want to run that report again since the format and run file are both deleted from the disk.

FL-E - EXPORT FILE

Purpose of Program

This program will allow you to choose a file and fields to be exported to 6 different non-TAS file types. You reach this option by placing the cursor on the **Export File** option line and pressing the ENTER key or press the **E** key.

General Program Operations

- a) Enter the File name and extension of the file you wish to export. You can get a list of available files and descriptions by pressing the F2 key. These file names are drawn from the subdirectory where your data dictionary is located (usually \ADV50).
- b) After you choose the file the fields within that file are displayed. You may choose all the fields in a file by pressing the F3 key or moving the cursor to the proper line in the choose list and pressing the ENTER key. When a field is chosen a star '*' appears to the left of the name. To unchoose a field press the ENTER key again and it will disappear. The cursor automatically proceeds to the next line when choosing manually.
- A maximum of 200 fields may be chosen. If you choose an array field you will also be asked to choose which elements. Each element is treated as a separate field. If you choose all fields by pressing the F3 key only the first element of any array will be displayed.
- c) Once you have chosen all the appropriate fields press the ESC key. If there is an Owner defined for this file (the file is protected) you will have to enter the password before you will be allowed to access it.
- d) Next you may enter a filter expression. For more information on filters please refer to the beginning of this chapter.
- e) If there are any keys set up for this file the names will be displayed. You can either choose a key or press the ESC key to print in record number order.
- f) You are then asked which type of export file. You can choose from the following list:

dBase III	D
Delimited	L
Fixed/SDF	F
SYLK	Y
DIF	I
Text	X

- g) And finally the name of the file you wish to export to. You can get a list of files on the disk (same subdirectory as data dictionary) by pressing the F2 key. To limit the listing--a maximum of 250 files may be displayed--enter a skeleton file name before you press the F2 key. For example, to see all the files with the extension LST you would enter *.LST in the export file name entry field and then press the F2 key. Don't forget: you must enter a legal file name before you can start the export process.
- h) If you choose a file that already exists, the program will alert you to that. Your first option is to overwrite the file, i.e., create a new file. If you answer N you will be given the option to append the new records to the current file (make sure that the records are of the same type and makeup before you choose this). If you answer N here the program will return to the export file name entry field.
- i) After you choose a file the records will be exported. A field displaying the current record location in the Advanced Accounting 5.1 file will be displayed.
- j) When the process is complete the program will return to the initial screen. To return to the File Utilities menu press the ESC key.

FL-F - IMPORT FILE

Purpose of Program

This option will allow you to choose a file and fields to be imported from 6 different non-TAS file types. You reach this option by placing the cursor on the **Import File** option line and pressing the ENTER key or press the **F** key.

General Program Operation

- a) Enter the File name and extension of the file you wish to import to. You can get a list of available files and descriptions by pressing the F2 key. The file names are drawn from the subdirectory where your data dictionary is located (usually \ADV50).
- b) After you choose the file the fields within that file are displayed. You may choose all the fields in a file by pressing the F3 key, or you can select individual fields by moving the cursor to the proper line in the choose list and pressing the ENTER key. When a field is chosen, the program asks you to assign a number indicating the order in which it appears in the file from which you are importing; these assigned numbers may or may not mimic the order of the fields in the data dictionary. However, for all file types except delimited, the numbers assigned must run consecutively (no gaps). If you press the F3 key to select all, the fields are numbered in the order in which they appear in the dictionary file. If you are importing from a delimited file (only) you may skip fields in the import file by leaving gaps in the field numbers you assign. The first field in the record is 1. On all other file types, the numbers must run consecutively or the import will not work properly.

EXAMPLES:

F3 Chosen	Select #1	Select #2	Delimited Only
1 * FIELD1	3 * FIELD1	FIELD1	3 * FIELD1
2 * FIELD2	1 * FIELD2	1* FIELD2	6 * FIELD2
3 * FIELD3	2 * FIELD3	FIELD3	1 * FIELD3

A maximum of 200 fields may be chosen. If you choose an array field you will also be asked to choose which elements. Each element is treated as a separate field. If you choose all fields by pressing the F3 key only the first element of any array will be displayed.

- c) Once you have chosen all the appropriate fields press the ESC key. If there is an Owner defined for this file (the file is protected) you will have to enter the password before you will be allowed to access it.
- d) Next you may enter a filter expression. For more information, please see the discussion at the beginning of this chapter.
- e) You are then asked which type of import file. See the list of types in the previous section.
- f) And finally the name of the file you wish to import. You can get a list of files on the disk by pressing the F2 key. To limit the listing (a maximum of 250 files may be displayed) enter a skeleton file name before you press the F2 key. For example, to see all the files with the extension LST you would enter *.LST in the export file name entry field and then press the F2 key. Don't forget: you must enter a file name that actually exists before you can start the import process.
- g) After you choose a file the records will be imported. A field displaying the current record location in the Advanced Accounting 5.1 file will be displayed.

h) When the process is complete the program will return to the initial screen. To return to the File Utilities menu, press the ESC key.

FL-G - PRINT FILE INFO

Purpose of Program

This option will allow you to choose a set of file descriptors and print out complete field and key information. A file description, or FD, is the structure of an individual database file. It contains information about the names and types of fields that make up each record in the file, as well as the names of index keys, which fields those keys are composed of, and the names of the files that use this FD as its structure. You reach this option by placing the cursor on the **Print File Info** option line and pressing the ENTER key or by pressing the **G** key.



In the Windows version this is option G in the Utilities menu.

General Program Operation

- a) Enter the range of file descriptors for which you wish to print information. You can press the F2 key to get a list of file descriptors. Enter the same name in both the "Print-from" and "Print-Thru" fields to get information for a single FD.
- b) Select where you want the information to print. You can choose for the output to go to the screen, a printer, or to disk.
- c) As the program runs, you will see an indication of the file information currently being printed.
- d) If you print to the screen, when the printing is complete you can use the ARROW and CONTROL keys to move around the screen display. The scrolling operations are listed at the bottom of the screen.
- e) Press the ESC key to return to the Print box. Press ESC again to return to the File Utilities menu.

FL-H - INITIALIZE DATABASE

Purpose of Program

Use this program to delete all the records from a file. Please be careful, once you have initialized a file you will not be able to recover the records in that file. In the normal course of running Advanced Accounting 5.1 you should not have to use this program.



In the Windows version this is option H in the Utilities menu.

General Program Operation

The screenshot shows a terminal window titled "Our Software & Consulting" and "Main Menu". A menu titled "Choose" is displayed with the following options: G - General Ledger, R - Accounts Receivable, S - Sales Order, A - Accounts Payable, O - Purchase Order, I - Inventory Control, P - Payroll, L - Special Payroll Reports, V - System Maintenance, U - Utilities, and F - File Utilities. The "F - File Utilities" option is selected, and a sub-menu titled "Initialize Data File" is open. This sub-menu contains two input fields: "Enter File (name only):" and "Enter File ext:". The bottom of the screen displays copyright information: "Copyright 1988-1995 Business Tools, Inc. All Rights Reserved 03/18/95" and instructions: "Press CTRL+Choose option letter to bring up menu for that module ESC Choose".

When you choose this option the screen above is displayed. Enter the name of the file to be initialized or press the F2 key to get a list of files.

Next enter the file extension, this will default to .B. When you press enter here the program will ask you to confirm your choice. If you enter Y the file will be initialized.

You can press ESC while in either field and return to the File Utilities menu.

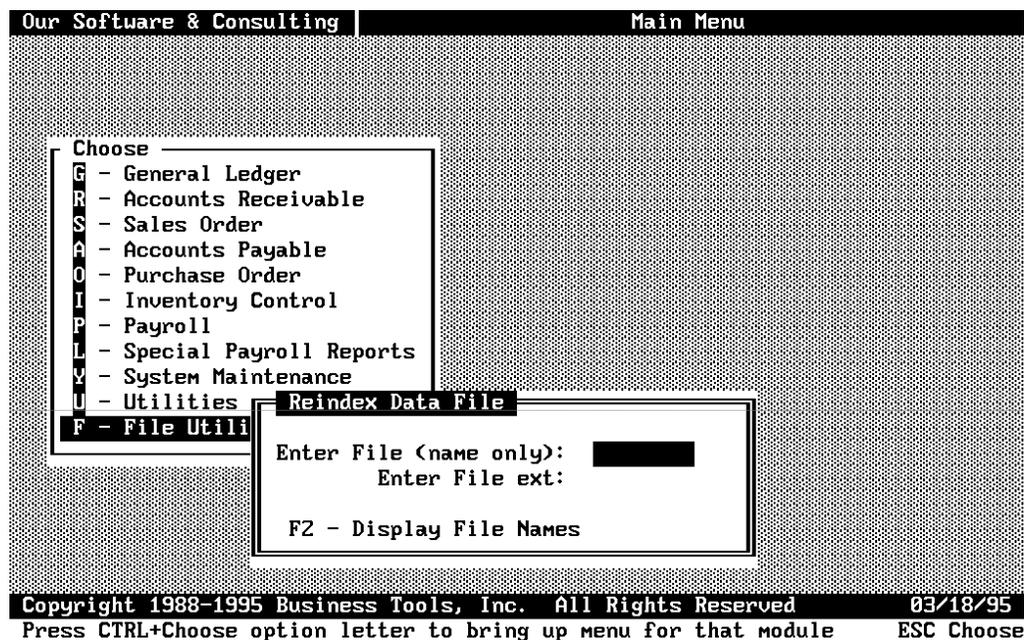
FL-I - REINDEX DATABASE

Purpose of Program

Use this program to recreate the indexes for a file. You would do this if programs that use this file could not display or find data in the proper order. You should be able to confirm this by using the Maintain Database or Quick Report programs above and display records in the file by any of the indexes. If the records are not in the proper order, or if you think there are records that are not being found then reindex that file using this program. In the normal course of running Advanced Accounting 5.1 you should not have to use this program.

 In the Windows version this is option I in the Utilities menu.

General Program Operation



```

Our Software & Consulting | Main Menu
-----
Choose
G - General Ledger
R - Accounts Receivable
S - Sales Order
A - Accounts Payable
O - Purchase Order
I - Inventory Control
P - Payroll
L - Special Payroll Reports
V - System Maintenance
U - Utilities
F - File Utilities

Reindex Data File
Enter File (name only): 
Enter File ext:

F2 - Display File Names

Copyright 1988-1995 Business Tools, Inc. All Rights Reserved 03/18/95
Press CTRL+Choose option letter to bring up menu for that module ESC Choose
  
```

When you choose this option the screen above is displayed. Enter the name of the file to be reindexed or press the F2 key to get a list of files.

Next enter the file extension, this will default to .B. When you press enter here the program will ask you to confirm your choice. If you enter Y the file will be reindexed.

You can press ESC while in either field and return to the File Utilities menu.

 Make sure you make a backup of the file before reindexing it. Should the process fail for any reason you will not be able to recover the data in the file without a backup. Also, depending on the size of the file this process can take a substantial amount of time. You cannot have any other user on the system accessing this file when it is being reindexed.

FL-J - MAINTAIN LOCATION FILE

Purpose of Program

Maintain Location File is used to change or add location information about each data file. You can use this utility to tell Advanced Accounting the location of the subdirectory containing your other company files.



In the Windows version this is option J in the Utilities menu.

General Program Operation

If you have multiple companies you will see entries for each file with the appropriate extension. When you select this option, the following screen will appear:

Our Software & Consulting	Change File Locations
File Name:	E
Extension:	
Layout Name:	Record Size: 0
File Type:	
Location:	
Description:	

Note: Always end the location (path) with a backslash. For example, if the file is located on C in the subdirectory TAS_FLES then the entry in the location field would be:

C:\TAS_FLES\

In a program you only need to use the file name. The location is always received from this information.

F1 Help|F2 Display all File Names|HOME Chg All Locations|

ESC Exi

If you want to change the path for all files press the HOME key . You can then enter the path where the files are kept. You can also press the F2 key when the cursor is in the file name field and a list of files will be displayed.

If you want to move all the files for one company (for example, company 01) do the following:

- Press the HOME key
- Enter the new location (path) of company 01's data files. Make sure you've already created the new path before this.
- In the *Company* field type B01 and press the ENTER key. All the files that have that extension will have their Location value changed to the new path.

When the process is complete exit to DOS and using the COPY command move the actual data to the new location, for example:

COPY BK*.B01 \ADV50\NEWDIR\BK*.B01

You can change the location of a single file by entering the file name or finding it on the F2 list. Then move the cursor to the Location field and entering the location in standard path form. To save the record press the F10 key.

- Just by changing the location value for a file you do not change its location on the disk. You must still use the DOS COPY command to move it to the proper location.

Press the ESC key to return to the Main Menu.

- You cannot delete a record using this program. Also, don't put a location in the file record for the data dictionary files. They start with FILE*.B and their location should remain blank.

FL-K - CHANGE DDF FILES

Purpose of Program

To be able to access your data files with other programs you need what are called DDF files. These are three separate files named: FILE.DDF, FIELD.DDF and KEY.DDF. We provide these for you automatically with Advanced Accounting 5.1. However, they are setup for the default company (.B) only. If you are using the multiple company feature and need to access the data in those files also then you need to change your DDF files first.

General Program Operation

This is a very simple process. When you first run the program a short information screen will be displayed. You will then be asked to enter the appropriate company code. Only enter the last two characters. Even though the files might be BK*.B01 you want to enter 01 only. The program then changes the values in the FILE.DDF to match the appropriate extension and path for that company. Don't forget, the settings in FILE.DDF will remain for that company until it is changed again..

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ADVANCED ACCOUNTING

VERSION 5.1

Chapter 15

Special Payroll Reports

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PAYROLL SPECIAL REPORTS OVERVIEW

These programs help generate Federal tax forms needed by some companies. The reports are fully integrated with your Advanced Accounting 5.1, so you no longer need to manually research and calculate the information required for these forms. The reports included are:

- * Payroll Form 940 - Employer's Annual FUTA Return
- * Payroll Form 941 - Employer's Quarterly Federal Withholding Tax Return
- * Payroll Form W2 - Diskette Reporting Version ('magnetic media')
- * Accounts Payable Form 1099-Misc - Non-employee Compensation

SPR-A - FORM 1099-MISC: NON-EMPLOYEE COMPENSATION FORM

Purpose of Program

Form 1099-Misc is submitted to the Federal government once a year. A copy is sent to the 'vendor' also. Refer to the appropriate booklet for regulations regarding this form. This program works in conjunction with your Accounts Payable and prints a 1099 for each vendor that meets your specifications. Be sure to print this form before running SY-K, Year End Routines, as that program will clear the data required for this form. If you have not been using the Accounts Payable module for an entire year the amounts printed will not be correct. You will need to generate the 1099s using a different method. A suggestion is to add to the system-generated payment totals those payments made prior to the time you began using Accounts Payable.

Our Software & Consulting	Print 1099's
Print From Vendor Code:	<input type="text"/>
Thru Vendor Code:	<input type="text"/>
Print From Vendor Class:	<input type="text"/>
Thru Vendor Class:	<input type="text"/>
Print From Amount:	<input type="text" value="0.00"/>
Thru Amount:	<input type="text" value="0.00"/>
1099 Type:	<input type="text" value="0"/>
Federal ID #:	<input type="text"/>
Print only if Tax ID exists:	<input type="checkbox"/>

General Program Operation

You should start by verifying that each 1099 vendor has a Tax ID number. This number is printed on the 1099 form. You can add this ID number in **AP-A, Enter/Change Vendors**.

When running this program, you are asked to determine which vendor's 1099s are to be printed. Enter a from and thru vendor code (or use the F2 List Display Option), a from and thru vendor class, and a from and thru amount. Simply press ENTER at these fields if you do not want to specify limits.

Vendor Classification is a good way to determine for which vendors you want 1099s printed. For example, you could enter 99 (for 1099) in the Vendor Class field for each vendor that should receive a 1099.

If your 1099s are to be generated only for vendors with purchases in a certain dollar range, enter that range in the from and thru amount field. For example, if you are only going to generate 1099s for vendors that you have paid \$500 or more, enter 500 in the from field and leave the thru field blank.

The next option allows you to choose which type of 1099 you are printing. The most common choice will be option #6, 'Non-employee Compensation.'

Follow this by supplying your Federal Identification number, which will be printed on each 1099.

Lastly, you are given an option to only print 1099s for vendors who have a Tax ID number entered. If you enter N to this question, 1099s will be printed even if a Tax ID number does not exist for a given Vendor and it falls within the other ranges entered above.

Printing the Form

When you are finished entering all options, the program will print the forms, one for each vendor. You are given the choice of printing to the screen, printer or disk file. Have your continuous form 1099s in the printer, ready to go. These forms are available from the authorized forms supplier.

SPR-B - FORM 941: EMPLOYER'S QUARTERLY FEDERAL WITH-HOLDING TAX RETURN

Purpose of Program

Form 941 is a payroll form submitted to the Federal government once every three months. The form includes information about your payroll amounts, taxes withheld, adjustments, and tax liability. The information for this form comes from the computer's payroll data. If you have not been running payroll for an entire quarter, you will need to supplement the information which appears on the screen.



You should generate this report before processing the first payroll of any new calendar quarter since the current amounts will be eliminated. When doing the fourth quarter of the year you should run this program prior to running either of the W-2 programs. The W-2 programs clear the payroll data completely.

Special Payroll Reports

Form 941

Employer's Quarterly Federal Tax Return

Our Software & Consulting
 1234 Easy St.
 Suite 5-A
 Bellevue, WA 98006

For Quarter Ending: 6/30/89
 Fed EIN: 91-1111111

2	Total Wages	82560.00
3	Total income tax withheld	15614.35
4	Adjustment of withheld income tax	617.82
5	Adjusted total of income tax withheld	16242.17
6	Taxable FICA wage paid... 53480.00	8032.70
7a	Taxable tips reported.....	
7b	Taxable hospital ins wages	
8	Total social security taxes	8032.70
9	Adjustment of social security taxes ..Rounding Y	
10	Adjusted total of social security taxes	8032.70
11	Backup withholding	
12	Adjustment of backup withholding preced qtr	
13	Adjusted total of backup withholding	
14	Total Taxes	24264.87
15	Advance earned income credit (EIC) payments	
16	Net Taxes	24264.87
17	Total deposits for qtr	24264.87
18	Balance due	

	First Month	Second Month	Third Month
1st through 3rd.....	4052.61
4th through 7th.....	6000.01
8th through 11th.....	3421.19
12th through 15th....
16th through 19th....
20th through 22nd....
23rd through 25th....
26th through last....	3052.61	2875.49	4861.96
Total for month....	7105.22	8876.50	8283.15
IV Total for quarter.....			24264.87

SPR-C - FORM 940: EMPLOYER'S ANNUAL FUTA RETURN

Purpose of Program

Form 940 is a payroll form submitted to the Federal government once a year. The form includes information about FUTA (Federal Unemployment Taxes) and SUTA (State Unemployment Taxes). The information for this form comes from the year's payroll data. If you have not been running payroll for the entire year you will need to supplement the information which appears on the screen with your prior totals.

- You should run this program prior to running either of the W-2 programs. The W-2 programs clear the payroll data completely.

Field Explanations

The fields on this screen correspond directly with your 940 form. Use the Part title (for example Part I, Part II, etc.), along with the letter or number in front of each line to find the related line on the actual form. Refer to the back of the form for an explanation of each line.

General Program Operation

When you run this program you are first asked to verify the rates to be used. The screen below is what you'll see. If the rates displayed are correct, you can simply press ENTER. If they are not correct, enter new percentages. If you want to permanently change the rate for payroll, use **SY-D, Enter/Change Payroll Interface**.

Our Software & Consulting	Print 940's
<p>The calculations in this program use the FUTA and SUTA rates which you have entered in your Payroll Interface (SM-D). Please verify these rates below. If you need to change any of the rates, you may do so now. The changes will not be saved to the Payroll file.</p>	
<p>FUTA Rate: <input style="width: 50px;" type="text" value="6.2000"/> FUTA Credit: <input style="width: 50px;" type="text" value="5.40"/> Current Year: <input style="width: 50px;" type="text" value="0"/></p>	

Once you verify the rates the main screen is displayed. The program uses the payroll data in your system to calculate the appropriate amounts. You will have an opportunity to change these amounts as necessary, and to supply additional information that was created prior to starting this system.

Note that Part V, Computation of Tentative Credit, only applies if you enter N to questions A or B, or enter Y to question C. If any of these are true, the following screen is displayed.

Our Software & Consulting		Print 940's			
Employer Identification Number.....					
A	Did you pay all required contributions to SUTA by 940 due date?.....	Y			
	If yes, enter the amount of contributions paid to SUTA.....		0.00		
B	Are you required to pay contributions to only one state?.....	Y			
	If yes, Name of the state where you're required to pay...				
	State reporting number as on SUTA return.....				
C	Is any part of wages taxable for FUTA exempt from SUTA?.....	N			
PART I					
1	Total payments (including exempt) during calendar year.....		0.00		
2	Exempt Payments:	Amount Paid			
	0.00			
3	Payments for services of more than 7000.....	0.00			
4	Total Exempt Payments.....		0.00		
5	Total Taxable Wages.....		0.00		
PART II					
	Total FUTA tax deposited for the year, including any overpayment applied from a prior year (from your records).....		0.00		
PART IV					
Record of Quarterly Federal Tax Liability for Unemployment Tax					
	First	Second	Third	Fourth	Total
	0.00	0.00	0.00	0.00	0.00

F1 Help|

ESC Exit

Printing the Form

When you have completed the entire form, you will be asked if your entries are correct. If they are, you can proceed to print the form. If not, you will have an opportunity to edit them.

You are given the choice of printing to the screen, printer or a disk file. Please note, however, that this report is designed to be printed on the printer, with portions in condensed print (16+ chrs per inch). The screen option is provided strictly for your review. You may print this form as often as desired. A sample of the form is on the following page.

Form 940

Employer's Annual Federal
Unemployment (FUTA) Tax Return

Our Software & Consulting
1234 Easy St.
Suite 5-A
Bellevue, WA 98006

Employer ID#
91-1111111

- A YES, all required contributions to SUTA made by due date.
The amount of contributions paid to SUTA..... 3343.12
- B YES, contributions were made to only one State.
Name of the state where required to pay SUTA.... Washington
State reporting number as on SUTA report ... 123456789abcde
- C YES, Part of wages taxable for FUTA is exempt from SUTA.

PART I — Computation of Taxable Wages & Credit Reduction —

1	Total Payments	113840.00
2	Exempt	
3	Payments for services over \$ 7000	78840.00
4	Total exempt payments	78840.00
5	Total taxable wages	35000.00

PART II — Tax Due or Refund —

PART III — Tax Due or Refund —

1	Gross FUTA tax	2170.00
2	Maximum credit	1890.00
3	Credit allowable	1265.29
4	Total FUTA tax	904.71
5	Minus: Total FUTA tax deposited for the year	2241.34
7	Overpayment to be APPLIED X	1336.63

PART IV — Record of Quarterly FUTA Liability —

	First	Second	Third	Fourth	Total
Liability ..	220.18	246.76	252.83	184.94	904.71

PART V — Computation of Tentative Credit —

1	2	3	4 - From	To	5 -	6	7	8	9	
WA	1234567890ABCDEF	66862.40	1/	1/89	12/31/89	5.0000	3610.57	3343.12	267.45	3343.12
10	Totals	66862.40						267.45		3343.12
11	Total tentative Credit									3610.57

SPR-D - W-2 DISKETTE REPORTING

Purpose of Program

This program provides an alternative to the standard payroll program to print W-2s. For those companies which are required to submit W-2 information on magnetic media, this program creates the appropriate disk file. The information for this program comes from the year's payroll data and will be correct only if you have been running this system for the full year. Also, make sure that if you run the standard W-2 printing program first that you **DO NOT** clear the employee data. You will be given an opportunity to do so here. If you have not printed paper W-2s first you must run that program before clearing the employee data.

Field Explanations

```

Our Software & Consulting          Payroll End of Year
Disk File Name for W-2 Output: W2-1994.OUT
GENERAL Information
Payroll Year: 1994      Computer Manufacturer:          Payroll Type:
SENDER Information
Name: Our Software & Consulting          Federal ID #:
Address 1: 1234 Easy St.
Address 2: Suite 5-A
City, St Zip: Bellevue, WA 98006
RETURN Information
Name: Our Software & Consulting
Address 1: 1234 Easy St.
Address 2: Suite 5-A
City, St Zip: Bellevue, WA 98006
EMPLOYER Information
Name: Our Software & Consulting          Federal ID #:
Address 1: 1234 Easy St.
Address 2: Suite 5-A
City, St Zip: Bellevue, WA 98006
F1 Help|                                     ESC Exit

```

Disk File Name for W-2 Output

This is the file where the W-2s will be saved. The program defaults to W2-*year*.OUT where *year* is last year, i.e., 1989.

Payroll Year

Enter the year for which you are running W-2s. Again, the program defaults to last year.

Computer Manufacturer

This is the name of the manufacturer of the computer on which you are running this program.

Payroll Type

The government classification for the type of payroll you have. A menu supplies the possible choices.

Sender Information

The sender (or transmitter) is the name, address and Federal ID number of the organization submitting the W-2 information.

Return Information

This is the name and address to be used for any return.

Employer Information

This is where the actual employer name, address and Federal ID number are entered.

General Program Operation

When you are ready to create your W-2s, we suggest you use the standard payroll 'Print W-2s' program to start with. This will give you an opportunity to review the information in a printed format first. Be sure to not clear history information, or delete terminated employees!

This program has to have the following in order to satisfy the government requirements for diskette reporting:

City, State, Zip fields in the Payroll file -

- * City must be the first field in the group, and it must be followed by a comma. If the comma is absent, the entire City, State, Zip field is considered to be City.
- * State must follow the city, and it must be the standard two letter postal abbreviation.
- * Zip must follow state with at least one space in between. Only five number zip codes are recognized.

Examples:

Valid	Bellevue, WA 98007 Bellevue,wa 98007
Invalid	Bellevue WA 98007 (no comma after city) Bellevue, WA98007 (no space after state) Dallas, Texas 75714 (state must be TX)

Social Security Numbers in the Payroll File -

- * Each employee's social security number must be left justified.
- * The only delimiters (separator characters) allowed are the dash (-), space, or nothing. These three cannot be intermixed in one social security number.

Examples:

Valid	Invalid
123-45-6789	123/45/6789 (no slashes allowed)
123 45 6789	123-45 6789 (mixing delimiters)
123456789	12345-6789 (mixing delimiters)

All addresses must be domestic only. No foreign postal codes are supported.

If the above conditions are not met, or if you are not sure, use **PR-A, Enter/Change Employees**, to correct the address/social security number information for a particular employee.

Creating the Output

When you are finished entering all options, the program will proceed to create the W-2s. It will display the name of each employee it is working on so you can track the progress.

After the W-2s are created, the program will ask if you want to delete the terminated employees. If you enter Y, the program will check the file for any terminated employees and remove them. The program also asks if you wish to clear the year's payroll data. **DO NOT DO THIS IF YOU HAVEN'T ALREADY PRINTED PAPER W-2S.**

Refer to the Print W-2s portion of the Payroll section documentation for more information.

ADVANCED ACCOUNTING

VERSION 5.1

Appendix A Advanced Accounting 5.1 Filter Functions

Appendix B Timeslips Accounting Link Interface

Appendix C Miscellaneous Topics

Appendix D Important Times

Appendix E Getting Started: Supporting Material

Appendix F Report Samples

Appendix G Glossary

Appendix H How to Register Advanced Accounting 5.1

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ADVANCED ACCOUNTING 5.1 FILTER FUNCTIONS

The following are some functions that you can use when specifying a filter in one of the File Utilities. All expressions that make up a filter must be able to resolve to True or False. If True then the process continues. If False the program will search for the next record. Don't forget, you can also use .A. (and) .O. (or) and .N. (not) to create a complete expression.

 If you use a function improperly, or refer to a field that is not used in the procedure you will get an error that refers to a problem with compiling the expression. The program will continue, however, the filter will not work.

You can also use a function as part of another function. This means you can use the UP() function within another, such as:

```
LOC('ABCD',UP(field_name))
```

Also, you can specify the function names in either upper or lower case. The same applies to the field names.

CTOD(date_string)

If you want to compare to a date field within the record you must use this function. It will convert a date in alphanumeric format to the proper internal format. For example, if you want to get only those records in the sales order file where the entry date is before 3/15/95 you would use:

```
bkar.inv.orddte<ctod('03/15/95')
```

Note that you must surround the date value with quotes to make it a *date_string*. Also, it must be in standard date format.

LOC(value_to_search_for,name_of_field_to_search,start_loc)

Use this function to determine whether certain characters exist in a field. For example, if you want to check for the characters 'ABC' within the customer code you would use:

```
LOC('ABC',BKAR.CUSTCODE)>0
```

Note the use of <>0 at the end. The LOC() function returns a value. If the *value_to_search_for* is a part of the *name_of_field_to_search* then this function returns a value > 0. If the characters could not be found it returns 0. You can use another field for the *value_to_search_for* instead of an alphanumeric constant.

The *start_loc* is the character position to start checking in the *name_of_field_to_search*. In most instances where you will use this function you will want to start checking with the first character and you can leave this out of the function.

MID(field_name,from_chr,num_chrs)

Use this function to take a part of a field. You would use this when you want to check the characters in a specific portion of a field. For example, if you know that the state characters in the customer code are always in character position 6 and 7 (the first character in a field is position 1) and you want to check for the state NC you might use:

```
MID (BKAR . CUSTCODE , 6 , 2) = 'NC'
```

Note that the *num_chrs* value is the number of characters to get, not the through position value. Why would you use this instead of `LOC('NC',BKARCUSTCODE)>0`? What if the customer had INC as part of their code? The `LOC()` function will tell you it exists but it may not be where you want to check.

TRIM(field_name,what_to_trim)

Use this function to trim the spaces from a field. The *what_to_trim* value can be 'L' (leading) or 'T' (trailing). You would do this when you want to compare an alphanumeric field to a string constant. For example:

```
trim(bkar.custcode, 't') = 'ABCD'
```

The *field_name* must be a field that is accessed by the File Utility Program. The *what_to_trim* value must be a single character surrounded by quotes.

UP(field_name)

Use this function to force the characters in the field name into upper case. You would do this when you want to compare an alphanumeric field to a string constant and want to make sure that what you're comparing to is all upper case. For example, if you want to check for the characters 'INC' within the customer name you would use:

```
LOC ( ' INC ' , UP ( BKAR . CUSTNAME ) ) <> 0
```

Since you don't know whether the name would be in upper or lower case by using the `UP()` function you can be sure it's in upper case all the time. Also, this function does not change the actual field. It creates a temporary field, upcases the characters in that field and then finishes the rest of the expression. Note that the `UP()` function is embedded in the `LOC()` function. This would be a typical use for this function.

TIMESLIPS ACCOUNTING LINK

Advanced Accounting 5.1 has an interface with North Edge Software's Timeslips III™ Time and Billing Package. You can now integrate your Timeslips accounting totals into Advanced Accounting 5.1 through the Timeslips Accounting Link (TAL).

Before implementing this interface, you must have Advanced Accounting 5.1, Timeslips III and TAL installed. Before installing and testing the Advanced Accounting 5.1/TAL Interface, please read this entire appendix to understand the installation procedure and product functions.

After you have set up this interface, you will see that you have a new menu option on your System Maintenance Menu:

O - Post TAL Records

Advanced Accounting 5.1 and TAL exchange accounting transaction amounts by means of two special files, recognized by both software products:

GLCOAT - Chart of Accounts Translation File.

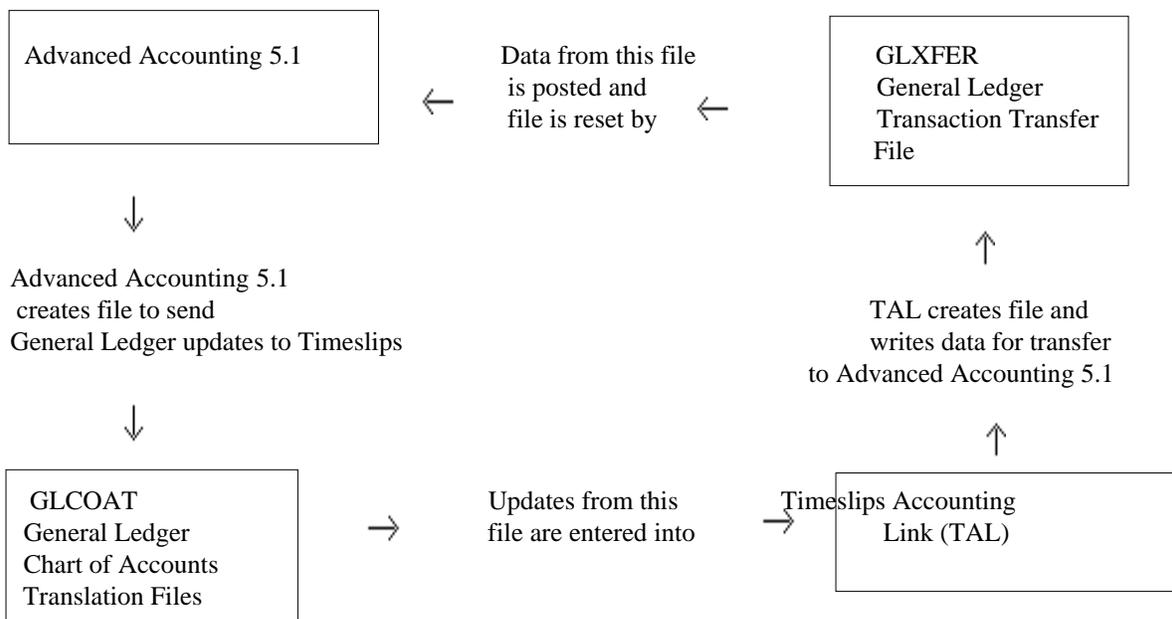
This file contains the current Chart of Accounts for the Advanced Accounting System and is sent to TAL for creation of the current General Ledger (G/L) accounts (See **Chart of Accounts Transfer** later in this appendix).

GLXFER - G/L Transfer File.

This file holds the current General Ledger Transactions to be processed by Advanced Accounting (See **General Ledger Transaction Transfer** later in this appendix).

You will see these files referenced throughout this document, as GLCOAT and GLXFER files are the transfer files for the TAL/Advanced Accounting 5.1 interface.

The illustration below summarizes the relationship of the two products in this interface.



IMPLEMENTING THE TAL/ADVANCED ACCOUNTING 5.1 INTERFACE

Before you can use the TAL/Advanced Accounting 5.1 interface, you must have Timeslips and TAL installed. Installation of Advanced Accounting 5.1 is covered in chapter 2 of this manual.

1. You will be required to give the path name of your Advanced Accounting 5.1 subdirectory for shared data at the TAL General Information screen in Timeslips. Use **TSREPORT** to set up the location if you have used any subdirectory other than C:\ADV50.
2. Activate **TSREPORT** in Timeslips. Next, go through Timeslips Accounting Link / Setup / General Information to provide the path of the Advanced Accounting 5.1 directory on the General Information screen. (Check your TAL documentation for further detail.) You may now initiate the TAL/Advanced Accounting 5.1 interface.
3. Enter Advanced Accounting 5.1. Select **System Maintenance** (option **Y** from the *Choose Menu*) and then select **A (Enter/Chg Company Info)**. Select sub-option **A (Enter/Chg Company Interface)**. The screen below will be displayed:

Our Software & Consulting		Enter/Change Company Information	
Company Name:	Our Software & Consulting	Fiscal Yr Start Date:	01/01/95
Address Line 1:	1234 Easy St.	Timeslips Accounting Link:	N
Address Line 2:	Suite 5-A	Check for Chgs in Records:	Y
City, State Zip:	Belleuve, WA 98006	Save Chgd Record Default:	N
Next Numbers			
A/R Invoice Num:	108	A/P Inv Num:	114
Sales Order Num:	177	Recurr A/P #:	102
Recurr S/O Num:	101	A/P P/O Num:	112
G/J Number:			121
		Recurring G/J #:	101
G/L Interface Account Codes			
A/R Account Code:	12000	P/O Recvd Not Invc'd:	12900
Disc Taken A/R:	43000	P/O Freight In Code:	51400
A/R Int Chrgd Code:	60000	P/O Tax Expense Code:	51200
Inv Frt Out Code:	42000		
A/P Account Code:	20000	G/L Current Earnings:	36000
Discounts Taken A/P:	51000	G/L Retain Earnings:	37000
		G/L Clearing Account:	99999
Where are the programs: [REDACTED]			
F1 Help F10 Save		ESC Exit	

Note the field in the upper right portion of the screen:

Timeslips Accounting Link: N

When you position your cursor in this field and press the ENTER key, you will see the following options:

Timeslips Options /press F1 for help

- A - Automatic prompting for processing *TAL records.
- M - Manual selection from Main Menu for processing.
- N - No TAL processing.

The TAL Interface to the Advanced Accounting system uses a “flag” type of field to determine how the TAL Interface will function and at which times it will be available to you. The difference between the Automatic and Manual option is summarized below.

Automatic

The **A** option automatically checks to see if TAL G/L Transfer Records are ready to be posted. This happens whenever the *Choose* menu is selected (either by default when the main menu is first loaded, or by user selection). You will then see the **number of records** and the **date of last TAL update**. At this point you are asked to choose (**Y/N**) whether to post the updates or not. Although you will see **SY-O, Post TAL Records**, as an option from the System Maintenance menu, you would not normally need to request this option because you are simply responding **Y** to the prompt that appears on the Advanced Accounting main menu whenever there is something to post from Timeslips.

Manual

With the **M** option, the TAL G/L Transfer File is checked for records to post only when you select **SY-O, Post TAL Records**. You will see a message on the screen if there are no records to post, and you will return to the System Maintenance menu. If there are TAL G/L Transfer Records to post, you will be informed in the same way as in the **Automatic** mode above, with the same posting option.

If you answer **N** here, the TAL Interface is not used and Advanced Accounting 5.1 shows no evidence of it.

If you have chosen **M**, you will use the **SY-O** option to post records. If you have chosen **A**, you will usually post records automatically by answering “yes” when you are asked if you want to post TAL records.

4. Press the F10 key to save your changes to your Company Interface Info. Press the Escape key to return to the Advanced Accounting 5.1 main menu. The TAL options can be changed at any time by following the steps above.

Chart of Accounts Transfer

The **GLCOAT** file is created when you select the Automatic or Manual TAL options in the **SY-A-A** screen illustrated above. Advanced Accounting 5.1 then sends the **GLCOAT** file to Timeslips, which updates its own accounts to reflect the Chart of Accounts changes.

When General Ledger Accounts are added, changed, or deleted in the System Maintenance program (**SY-E, Create/Change G/L Accounts**), Advanced Accounting 5.1 completely rewrites the **GLCOAT** file in sorted order of descending account codes.

The **TSREPORT** program in Timeslips allows you to set up and check your current G/L Accounts to confirm that the **GLCOAT** File is correct.

General Ledger Transaction Transfer

The **GLXFER** File is created by TAL for the transfer of Timeslips entries and the transactions are posted by Advanced Accounting 5.1 into your accounting system. When posting, the following entries are made to Advanced Accounting 5.1:

- The General Ledger Chart of Accounts is updated for each record that is read from the GLXFER File. Debit and Credit records are paired and offset each other to keep the General Ledger in balance.
- The General Ledger Detail Transactions file is updated for each record that is read from the GLXFER File. This allows reporting of Credit Sales, Cash Receipts Journals, and Financial Statements.
- The Checking Account is updated for all transaction records that specify the Cash Account Code. (This is initially set up in the Cash Account G/L Code field in **SY-A-A, Enter/Chg Company Interface Info.**)
- “TIMESLIPS” Customer Record - in **AR-A (Enter/Chg Customers)**, you will be able to type in “Timeslips” in the *Customer Code* field to display totals for the information that has been transferred through TAL to Advanced Accounting 5.1. The fields for *Outstanding Credit Amount*, *Outstanding Invoice Amount*, and *Month To Date* and *Year To Date* totals for both Gross Sales and % Net-To-Gross are updated.

MISCELLANEOUS TOPICS

Chart of Accounts: Alternative Samples

The three reports on the following pages show alternative charts of accounts for a retail operation, a manufacturing operation, and a construction company.

 These G/L Chart of Accounts are on the distribution disk as GL1.B (Retail), GL2.B (Manufacturing) and GL3.B (Construction). If you want to use one as your Chart of Accounts copy the appropriate file to BKGLCOA.B in your \ADV50 subdirectory or wherever your data is located.

Making a One-Sided General Journal Entry

This topic is useful for an exceptional circumstance when you need to make a one-sided General Journal entry.

Retail Chart of Accounts
 GENERAL LEDGER
 Print Out Account Code and Desc Only
 10/10/88 16:44:39

From Acct: - Thru Acct: -

GL Account-Dept	Account Type	Description
10100 -	A	BANK ABC
10300 -	A	BANK XYZ - PAYROLL
10500 -	A	PETTY CASH
11000 -	A	ACCOUNTS RECEIVABLE
11200 -	A	ALLOW FOR BAD DEBTS
12000 -	A	EMPLOYEE ADVANCES
13000 -	A	NOTES RECEIVABLE
14000 -	A	INVENTORY - ITEM 1
14020 -	A	INVENTORY - ITEM 2
14040 -	A	INVENTORY - ITEM 3
14100 -	A	PREPAID EXPENSES
15000 -	A	VEHICLES
15010 -	A	ACCUM DEPN - VEHICLES
15200 -	A	FIXTURES
15210 -	A	ACCUM DEPN - FIXTURES
15400 -	A	LEASEHOLD IMPROVEMENTS
15410 -	A	ACCUM DEPN - LSE IMPROV
16000 -	A	ORGINIZATION COSTS
16010 -	A	ACCUM AMORT - ORG COSTS
20000 -	L	ACCOUNTS PAYABLE
20500 -	L	INV RECD - NOT INVOICED
21000 -	L	NOTES PAYABLE
23000 -	L	FIT PAYABLE
23200 -	L	FICA PAYABLE
23400 -	L	FUTA PAYABLE
23600 -	L	L & I PAYABLE
23800 -	L	SUTA PAYABLE
24000 -	L	MEDICAL INS PAYABLE
24900 -	L	SALES TAX PAYABLE
25000 -	L	LEASE
25400 -	L	BANK LOAN
30000 -	O	COMMON STOCK
30100 -	O	PAID IN CAPITAL IN EXCESS
35000 -	O	RETAINED EARNINGS
36000 -	O	CURRENT EARNINGS
40000 -	I	SALES - ITEM 1
40020 -	I	SALES - ITEM 2
40030 -	I	SALES - ITEM 3
41000 -	I	SALES TAXABLE - ITEM 1
41020 -	I	SALES TAXABLE - ITEM 2
41040 -	I	SALES TAXABLE - ITEM 3
41090 -	I	FREIGHT OUT
42000 -	I	RETURNS & ALLOWANCES

Retail Chart of Accounts
 GENERAL LEDGER
 Print Out Account Code and Desc Only
 10/10/88 16:44:39

Page: 2

From Acct: - Thru Acct: -

GL Account-Dept	Account Type	Description
50000 -	E	PURCHASES - ITEM 1
50020 -	E	PURCHASES - ITEM 2
50040 -	E	PURCHASES - ITEM 3
51000 -	E	PURCHASE DISCOUNTS
51200 -	E	FREIGHT IN
52000 -	E	ADVERTISING
52200 -	E	WAGES
52400 -	E	COMMISSIONS
52600 -	E	PAYROLL TAXES
52800 -	E	SALES FLOOR SUPPLIES
55000 -	E	BAD DEBTS
55200 -	E	BANK FEES
55400 -	E	BUSINESS INSURANCE
55600 -	E	CREDIT CARD FEES
55800 -	E	DEPRECIATION
56000 -	E	LEGAL
56200 -	E	OFFICE SUPPLIES
56400 -	E	TAXES - BUSINESS
56600 -	E	TAXES - CORPORATE
56800 -	E	RENT
57000 -	E	REPAIRS
57200 -	E	TELEPHONE
57400 -	E	UTILITIES
99999 -	O	CLEARING ACCOUNT

Number of Accounts Printed: 67

MANUFACTURING COMPANY
GENERAL LEDGER
Print Out Account Code and Desc Only
10/10/88 16:46:12

Page: 1

From Acct: - Thru Acct: -

GL Account-Dept	Account Type	Description
10100 -	A	BANK ABC
10300 -	A	BANK XYZ - PAYROLL
10500 -	A	PETTY CASH
11000 -	A	ACCOUNTS RECEIVABLE
11200 -	A	ALLOW FOR DOUBTFUL ACCTS
12000 -	A	EMPLOYEE ADVANCES
13000 -	A	NOTES RECEIVABLE
14000 -	A	INVENTORY - ITEM 1
14020 -	A	INVENTORY - ITEM 2
14040 -	A	INVENTORY - ITEM 3
14100 -	A	PREPAID EXPENSES
15000 -	A	CARS
15010 -	A	ACCUM DEPN - CARS
15200 -	A	TRUCKS
15210 -	A	ACCUM DEPN - TRUCKS
15400 -	A	MACHINERY
15410 -	A	ACCUM DEPN - MACHINERY
15600 -	A	FURNITURE & FIXTURES
15610 -	A	ACCUM DEPN - FURN & FIX
16000 -	A	ORGANIZATIONAL COST
16010 -	A	ACCUM AMORT - ORG COSTS
20000 -	L	ACCOUNTS PAYABLE
20500 -	L	INV RECD NOT INVOICED
21000 -	L	CURRENT PORTION - LT DEBT
23000 -	L	FIT PAYABLE
23200 -	L	FICA PAYABLE
23400 -	L	FUTA PAYABLE
23600 -	L	L & I PAYABLE
23800 -	L	SUTA PAYABLE
24000 -	L	MEDICAL INSURANCE PAYABLE
24200 -	L	UNION DUES PAYABLE
24900 -	L	SALES TAX PAYABLE
25000 -	L	LOAN - BANK ABC
25400 -	L	LEASE
30000 -	O	COMMON STOCK
30100 -	O	PAID IN CAPITAL IN EXCESS
35000 -	O	RETAINED EARNINGS
36000 -	O	CURRENT EARNINGS
40000 -	I	SALES - ITEM 1
40020 -	I	SALES - ITEM 2
40040 -	I	SALES - ITEM 3
40090 -	I	FREIGHT OUT
41000 -	I	RETURNS & ALLOWANCES

MANUFACTURING COMPANY
 GENERAL LEDGER
 Print Out Account Code and Desc Only
 10/10/88 16:46:12

Page: 2

From Acct: - Thru Acct: -

GL Account-Dept	Account Type	Description
50000 -	E	COGM - ITEM 1
50020 -	E	COGM - ITEM 2
50040 -	E	COGM - ITEM 3
51000 -	E	PURCHASE DISCOUNTS
51200 -	E	FREIGHT EXPENSE
51400 -	E	UTILITIES - PLANT
52000 -	E	WAGES - PRODUCTION
52200 -	E	FICA EXPENSE - PRODUCTION
52400 -	E	FUTA EXPENSE - PRODUCTION
52600 -	E	L & I EXPENSE - PRODUCTN
52800 -	E	SUTA EXPENSE - PRODUCTION
53000 -	E	MEDICAL EXPENSE - PRODUCT
54000 -	E	ADVERTISING
54100 -	E	AMORTIZATION
54200 -	E	BAD DEBTS
54400 -	E	BANK FEES
54600 -	E	DEPRECIATION
54800 -	E	INSURANCE - BUSINESS
55000 -	E	INSURANCE - MEDICAL
55200 -	E	PAYROLL - ADMINISTRATION
55400 -	E	OFFICE SUPPLIES
55600 -	E	RENT
55800 -	E	REPAIRS & MAINTENANCE
56000 -	E	TAXES - BUSINESS
56200 -	E	TAXES - PAYROLL
56400 -	E	TELEPHONE
56600 -	E	UTILITIES
99999 -	O	CLEARING ACCOUNT

Number of Accounts Printed: 71

CONSTRUCTION COMPANY
GENERAL LEDGER
Print Out Account Code and Desc Only
10/10/88 16:46:55

Page: 1

From Acct:	-	Thru Acct:	-
GL Account-Dept	Account Type	Description	
10100 -	A	BANK ABC	
10300 -	A	BANK XYZ - PAYROLL	
10500 -	A	PETTY CASH	
11000 -	A	ACCOUNTS RECEIVABLE	
11100 -	A	INTEREST CHARGED ON A/R	
11300 -	A	DEPOSITS ON ACCOUNT	
12000 -	A	INVENTORY - COMPLETED	
12200 -	A	INVENTORY - IN PROGRESS	
12900 -	A	PREPAID EXPENSES	
14000 -	A	VEHICLES	
14010 -	A	ACCUM DEPN - VEHICLES	
14200 -	A	EQUIPMENT	
14210 -	A	ACCUM DEPN - EQUIPMENT	
14400 -	A	BUILDING	
14410 -	A	ACCUM DEPN - BUILDING	
14600 -	A	LAND	
20000 -	L	TRADE ACCOUNTS PAYABLE	
22000 -	L	LOAN - BANK ABC	
23000 -	L	FIT PAYABLE	
23200 -	L	FICA PAYABLE	
23400 -	L	FUTA PAYABLE	
23600 -	L	L & I PAYABLE	
23800 -	L	SUTA PAYABLE	
24000 -	L	MEDICAL INSURANCE PAYABLE	
24200 -	L	UNION DUES PAYABLE	
24900 -	L	SALES TAX PAYABLE	
25000 -	L	MORTGAGE PAYABLE	
26000 -	L	LONG TERM LOAN	
30000 -	O	COMMON STOCK	
30100 -	O	PAID IN CAPITAL IN EXCESS	
35000 -	O	RETAINED EARNINGS	
36000 -	O	CURRENT EARNINGS	
40000 -	I	CONSTRUCTION REV - NONTAX	
40200 -	I	CONSTRUCTION REV - TAX	
50000 -	E	CONSTRUCTION MATERIALS	
50200 -	E	SUBCONTRACTORS	
50400 -	E	LABOR	
50600 -	E	TAXES - LABOR	
50800 -	E	EQUIPMENT RENTALS	
51000 -	E	REPAIR & MAINTENANCE	
60000 -	E	ADVERTISING	
60200 -	E	BAD DEBTS	
60400 -	E	BANK FEES	
60600 -	E	DEPRECIATION	

CONSTRUCTION COMPANY
GENERAL LEDGER
Print Out Account Code and Desc Only
10/10/88 16:46:55

Page: 2

From Acct: - Thru Acct: -

GL Account-Dept	Account Type	Description
60800 -	E	LICENSES
61000 -	E	LEGAL & ACCOUNTING
61200 -	E	PAYROLL - ADMINISTRATION
61400 -	E	PAYROLL TAXES - ADMIN
61600 -	E	TAXES - BUSINESS
61800 -	E	TAXES - FEDERAL
62000 -	E	TELEPHONE
62200 -	E	UTILITIES
99999 -	O	CLEARING ACCOUNT

Number of Accounts Printed: 53

MAKING A ONE-SIDED GENERAL JOURNAL ENTRY FOR ADVANCED ACCOUNTING 5.1

Under normal operation, you should not ever have to make a one-sided General Journal Entry. However, there are special cases where this operation is necessary (for example, if you have a power failure while Advanced Accounting 5.1 is in the process of a two-step operation and completes only the first step). The procedure below creates the correcting entry and places the offsetting entry outside your normal range of accounts without altering your audit trail.

1. Create a new account, such as 'Z' with type 'O' (owner's equity).
2. Print a Detailed Trial Balance (**GL-E**) and/or the appropriate Journal(s) (**GL-D**) to determine whether a debit or a credit entry is required, and to what account it should be posted.
3. Make a General Journal Entry (**GL-B**) based on the amount and account type you determined. In most cases, this will be a standard General Journal Entry (Type 1) although there may be cases where you might need to update your checkbook using Cash Disbursements or Cash Receipts.

Make the other side of this journal entry to account Z for the same amount. This will force a balance in the account that is out of balance.

4. Check your Financial Statement setups (**GL-F**, or **GL-O**, if you have used custom financial statements) to ensure that the account you have set up for one-sided entries does not fall into the ranges of account codes for your financial statements.
5. Any time after you have made this adjustment, your procedure for printing your Detailed Trial Balance (**GL-E**) should include a check to confirm that account Z (or whatever account you have set up for one-sided entries) is NOT included in the range for accounts to print. This will ensure that only the accounts that are in balance will be printed.

Again, you should not use this approach for journal entry except for exceptional circumstances.

IMPORTANT TIMES

The guidelines below are procedures that you should be doing on a regular cycle to maintain your Advanced Accounting 5.1 system. The list notes how often you should perform certain maintenance tasks and can also help you prepare for accounting routines performed at end of month, end of quarter, or end of year. Although some of the individual items in this list may not apply to your business, there are many items that apply to anyone using Advanced Accounting 5.1. For example, the importance of backing up your files cannot be overstated.

Wherever applicable, the program associated with the guideline is provided in the left-hand column.

In addition to the items listed below, you should add any recurring transactions that you run periodically. **GL-N, Generate Recurring G/J Transaction, SO-J, Generate Recurring Inv** and **AP-N, Generate Recurring Vouch** allow you to set up templates for transactions that occur weekly, monthly, quarterly, etc. See the documentation for **GL-M, SO-I, and AP-M** for information on how to create the templates for these recurring transactions.

A. THINGS TO DO DAILY

Program

- | | | |
|--|----|--|
| GL-C | 1. | Be sure you have posted all general journal transactions entered during the day. |
| AP-F
GL-C
PO-D
PR-D | 2. | It is advisable to complete any process requiring payment as part of the process. For example, print/post any Accounts Payable checks you have entered, print/post any General Ledger transactions, receive purchase orders, and print/post payroll checks. |
| DOS | 3. | Back up your data files (*.B, or *.Bxx if you use company codes). We suggest you establish a set of backup media labeled for each day of the week. |
| GL-E | 4. | Print a Trial Balance using the current day's date for the beginning and ending date selection. Verify that distributions are correct and that the report column totals for debits and credits are in balance.

In the event of an out of balance condition, print the individual journals for the selected date to help locate the transaction in question. Under normal conditions each journal should be in balance.

If power failure or some other system interruption has created an incomplete posting, see Appendix C on "Making a One-Sided Journal Entry." |
| GL-D | 5. | You have the option to print individual journals to review daily activity in specific areas of your business. In particular, you may find it advisable to review the sales and cash receipts journals daily.

Your end of day amount in your sales journal should match your net sales transactions for the day. Your the end of day balance in your cash journal should match the current bank balance. If you "balance to cash" each day, you can correct any minor error before it becomes difficult to track. |

- SO-D , SO-B** 6. Run and review your backorder listing and your open sales order listing. As stocks are received into available on-hand inventory, determine which orders should be released and which priority (if any) should be used to fill backorders.

B. THINGS TO DO WEEKLY

Program

- DOS** 1. Back up your data files (*.B, or *.Bxx if you use company codes). We recommend you rotate your weekly backup using at least three sets of diskettes: after creating backup sets A, B, and C, for the first three backups, re-use set A for the fourth backup, etc.
- GL-G (GL-P)** 2. Run financial statements (standard or custom) to review the effect of the week's business on your company's financial position.

C. THINGS TO DO MONTHLY

Program

- DOS** 1. Back up all files (*.*) to archive media and store in a safe place. We suggest you make archive backup sets for each month of the year.
- AR-D** 2. If you levy interest charges against overdue invoices, now is the time to run the Interest Charging program.
- AR-F** 3. Print an A/R Aging with detail, open and paid items.
- AR-E** 4. If you send statements which show both open and paid detail, you should print them now.
- AP-G** 5. Print A/P Aging with detail, open and paid items. The paid items will be purged from the detail during the month end process.
- IC-D** 6. Print an Available/Order Information report of the entire inventory. The 'total' figure on that report should equal the dollar value in your inventory asset general ledger account. If you have more than one inventory asset account, the report total should equal the sum of those accounts.
- GL-G (GL-P)** 7. Print financial statements (standard or custom). On the Balance Sheet print, answer 'Y' to the question: 'Do you want to close the G/L accounts?' This will perform a soft close of the income and expense general ledger balances to the current earnings general ledger account. Because this is a "soft close" (i.e., a non-destructive close), you can perform this operation as often as necessary.
- GL-E, GL-D** 8. Optionally, you may print the trial balance for the month and/or journals for the month.

D. THINGS TO DO QUARTERLY**Program**

- | | | |
|-------------|----|--|
| DOS | 1. | Back up all files to archive media (*.*) and store in a safe place. We suggest you set aside backup disks labeled for each quarter. |
| PR-E | 2. | Print employee information. Quarterly information will be cleared by the first payroll of the new quarter. |
| PR-F | 3. | Print quarterly payroll information. This information will be cleared by the first payroll of the new quarter. |
| PR-M | 5. | Transfer Payroll Taxes to A/P for payment. This operation may have to be performed more often, depending on the amount of your deposit. Please see your accountant for more information. |
| SY-N | 6. | This is a good time to think about clearing A/P and A/R vouchers and paid items, if your disk space is running low. See SY-N, Purge Old A/R & A/P Records for more information. |

E. THINGS TO DO YEARLY - Calendar year end

You should perform these even if Dec 31 is not the end of your fiscal year.

Program

- | | | |
|-------------|----|---|
| DOS | 1. | Back up all files and programs (*.*) to archive media. This set of backup media should be clearly labeled, write protected and placed in a secured place off site. |
| PR-G | 2. | Print W-2's. (This program also removes terminated employees from the employee master file.) When you are satisfied they have printed correctly, answer 'Y' to the clearing question: 'This is an end of year activity which clears quarter to date and year to date payroll data. Do you wish to clear this payroll data now? [Y/N]' |

This step may be delayed up to the time you are ready to process your first payroll in the new year. You **MUST** complete this step prior to processing the first payroll in the new year; failure to do so will cause the closed year and the new year payroll data to be intermixed.

You may also choose to print W-2's to a disk file and print them on forms at a later time.

In an exceptional circumstance, if a full backup of your system is available and you have enough room on your computer to run the W-2's from your backup system, you can clear the year to date payroll information in your working system and run the W-2 information from your backup information at a later time. This procedure would require that you set up your backup system under a separate company code. See Chapter 12, **Change Company Code**, for information about creating company codes.

F. THINGS TO DO YEARLY - Fiscal year end

Program

DOS 1. If your accounting year end is other than the calendar year end, you should make a backup of all files and programs (*.*) to archive media and store in a safe place.

SY-K 2. Run the End of Year routine.

This routine performs several tasks:

- a) Clears all year to date information in the customer, vendor and employee files, moves YTD to Last Year.
- b) Gives you the option of clearing the G/L Transaction file. If you answer **N**, you will be able to keep the Detailed Trial Balance from one year to the next. If you answer **Y**, the G/L Transaction file will be cleared and all transactions will be moved into the Beginning Balance records. You will probably want to answer N here since this will give you the opportunity to make further transactions in the prior year and still get a complete Detailed Trial Balance when your really ready to close out the past year.
- c) Increments the fiscal year start date in the system master information **SY-A-A**.
- d) Shifts all the amounts in the G/L COA down 1 year.
- e) When this is complete you're ready for the new year. The entire process should not take very much time and can easily be accomplished at the end of the last day in your business year.

GETTING STARTED: SUPPORTING MATERIAL

This appendix includes

- A copy of the System Maintenance Company Interface/Information screen (**SY-A-A**) where you will set up your system-wide account defaults. The information reflects the chart of accounts provided with your sample data
- A report listing the chart of accounts for the sample data. You may use this chart of accounts, or some modification of it, for your company.
- A copy of two Financial Statements you will be using in Advanced Accounting 5.1

Our Software & Consulting		Enter/Change Company Information	
Company Name:	Our Software & Consulting	Fiscal Yr Start Date:	01/01/95
Address Line 1:	1234 Easy St.	Timeslips Accounting Link:	N
Address Line 2:	Suite 5-A	Check for Chgs in Records:	Y
City, State Zip:	Bellevue, WA 98006	Save Chgd Record Default:	N
Next Numbers			
A/R Invoice Num:	108	A/P Inv Num:	114
Sales Order Num:	177	Recurr A/P #:	102
Recurr S/O Num:	101	A/P P/O Num:	112
		G/J Number:	121
		Recurring G/J #:	101
G/L Interface Account Codes			
A/R Account Code:	12000	P/O Recvd Not Invc'd:	12900
Disc Taken A/R:	43000	P/O Freight In Code:	51400
A/R Int Chrgd Code:	60000	P/O Tax Expense Code:	51200
Inv Frt Out Code:	42000		
A/P Account Code:	20000	G/L Current Earnings:	36000
Discounts Taken A/P:	51000	G/L Retain Earnings:	37000
		G/L Clearing Account:	99999
Where are the programs: <input type="text"/>			

F1 Help|F10 Save| ESC Exit

Our Software & Consulting
 GENERAL LEDGER
 Print Out Account Code and Desc Only
 9/27/88 14:52:19

From Acct:	-	Thru Acct:	-
GL Account-Dept	Account Type	Description	
10100	- A	ABC BANK	
10200	- A	XYZ BANK - PAYROLL	
10500	- A	PETTY CASH	
11000	- A	SAVINGS BANK - CD'S	
11300	- A	INVESTMENTS	
12000	- A	ACCOUNTS RECEIVABLE	
12100	- A	ALLOWANCE FOR BAD DEBTS	
12200	- A	EMPLOYEE ADVANCES	
12500	- A	INVENTORY-HARDWARE	
12600	- A	INVENTORY-SOFTWARE	
13000	- A	PREPAID INSURANCE	
14000	- A	DEPOSITS	
15200	- A	VEHICLES	
15400	- A	ACCUM. DEP. VEHICLES	
15600	- A	COMPUTER EQUIPMENT	
15800	- A	ACCUM. DEP COMPUTER EQUIP	
16000	- A	FURNITURE	
16100	- A	ACCUM. DEP. FURNITURE	
20000	- L	ACCOUNTS PAYABLE	
20500	- L	INVEN. REC'D NOT INVOICED	
21000	- L	BANK LOAN PAYABLE	
22000	- L	FIT PAYABLE	
22200	- L	FICA PAYABLE	
22300	- L	FUTA PAYABLE	
22400	- L	SUTA PAYABLE	
22500	- L	SDI PAYABLE	
22600	- L	WORKMAN'S COMPENSATION	
22700	- L	CITY TAX PAYABLE	
23000	- L	STATE SALES TAX PAYABLE	
23100	- L	SIT PAYABLE	
23200	- L	MEDICAL INS. PAYABLE	
23300	- L	Union Dues	
23400	- L	Savings Plan	
23500	- L	Garnishments	
31000	- O	COMMON STOCK	
32000	- O	PD IN CAPITAL-EXCESS PAR	
35000	- O	RETAINED EARNINGS	
36000	- O	CURRENT EARNINGS	
40000	- I	SOFTWARE-TAXABLE	
40200	- I	SOFTWARE-NON-TAXABLE	
40400	- I	SUPPORT	
40600	- I	CUSTOM PROGRAMMING	
40800	- I	HARDWARE SALES-TAXABLE	
40900	- I	HARDWARE SALES-NONTAXABLE	
41000	- I	CONSULTING SERVICES	

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 GENERAL LEDGER
 Print Out Account Code and Desc Only
 9/27/88 14:52:19

Page: 2

From Acct: - Thru Acct: -

GL Account-Dept	Account Type	Description
42000 -	I	FREIGHT OUT
43000 -	I	RETURNS & ALLOWANCES
50000 -	E	COMPUTER HARDWARE
50200 -	E	SOFTWARE MANUALS
50400 -	E	SOFTWARE DISKS & PACKING
50600 -	E	FREIGHT EXPENSE
50800 -	E	PAYROLL-PRODUCTION
51000 -	E	DISCOUNTS TAKEN
51200 -	E	TAX EXPENSE ON PURCHASE
51400 -	E	FREIGHT IN
52000 -	E	PAYROLL-ADMINISTRATION
52200 -	E	PAYROLL-SALES
52400 -	E	PAYROLL-SUPPORT
52600 -	E	PAYROLL-PROGRAMMERS/CONS.
52800 -	E	PAYROLL TAX EXPENSE
53000 -	E	MEDICAL INSURANCE
55000 -	E	ADVERTISING
55200 -	E	BAD DEBTS
55400 -	E	BANK FEES
55600 -	E	CHARGE CARD FEES
55800 -	E	DEPRECIATION
56000 -	E	EDUCATION
56200 -	E	FREIGHT EXPENSE
56400 -	E	INSURANCE-BUSINESS
56600 -	E	OFFICE SUPPLIES
56800 -	E	POSTAGE
57000 -	E	RENT
57200 -	E	TAXES-STATE
57400 -	E	TAXES-CITY
57600 -	E	TELEPHONE
57800 -	E	TRAVEL & ENTERTAINMENT
58000 -	E	UTILITIES
60500 -	E	INTEREST EXPENSE
70000 -	E	FEDERAL TAX EXPENSE
99999 -	O	CLEARING ACCOUNT

Number of Accounts Printed: 80

Our Software & Consulting
INCOME STATEMENT
 10/13/88 17:24:26

Page: 1

		CURRENT JAN-DEC
SALES REVENUE		
SALES		
40000	SOFTWARE-TAXABLE	\$330.00
40200	SOFTWARE-NON-TAXABLE	\$<30.00>
40400	SUPPORT	\$967.50
40600	CUSTOM PROGRAMMING	\$<550.00>
40800	HARDWARE SALES-TAXABLE	\$47,255.75
40900	HARDWARE SALES-NONTAXABLE	\$9,812.00
41000	CONSULTING SERVICES	\$6,800.00
42000	FREIGHT OUT	\$325.00
Total SALES		\$64,910.25
OTHER		
43000	RETURNS & ALLOWANCES	\$0.00
Total OTHER		\$0.00
Total Income:		\$64,910.25
COST OF GOODS SOLD		
RAW MATERIALS & PROD.		
50000	COMPUTER HARDWARE	\$69.14
50200	SOFTWARE MANUALS	\$0.00
50400	SOFTWARE DISKS & PACKING	\$0.00
50600	FREIGHT EXPENSE	\$0.00
50800	PAYROLL-PRODUCTION	\$0.00
51000	DISCOUNTS TAKEN	\$0.00
51200	TAX EXPENSE ON PURCHASE	\$47.95
51400	FREIGHT IN	\$88.00
Total RAW MATERIALS & PROD.		\$205.09
Total COGS:		\$205.09
OPERATING EXPENSES		
PAYROLL EXPENSES		
52000	PAYROLL-ADMINISTRATION	\$14,740.00
52200	PAYROLL-SALES	\$7,150.00
52400	PAYROLL-SUPPORT	\$9,350.00
52600	PAYROLL-PROGRAMMERS/CONS.	\$9,900.00
52800	PAYROLL TAX EXPENSE	\$10,406.79
53000	MEDICAL INSURANCE	\$0.00
Total PAYROLL EXPENSES		\$51,546.79

Page: 2

Our Software & Consulting

INCOME STATEMENT
10/13/88 17:24:26

CURRENT
JAN-DEC

ADMINISTRATIVE EXPENSES		
55000	ADVERTISING	\$0.00
55200	BAD DEBTS	\$0.00
55400	BANK FEES	\$15.50
55600	CHARGE CARD FEES	\$0.00
55800	DEPRECIATION	\$0.00
56000	EDUCATION	\$0.00
56200	FREIGHT EXPENSE	\$0.00
56400	INSURANCE-BUSINESS	\$0.00
56600	OFFICE SUPPLIES	\$0.00
56800	POSTAGE	\$0.00
57000	RENT	\$0.00
57200	TAXES-STATE	\$0.00
57400	TAXES-CITY	\$0.00
57600	TELEPHONE	\$0.00
57800	TRAVEL & ENTERTAINMENT	\$0.00
58000	UTILITIES	\$0.00
Total ADMINISTRATIVE EXPENSES		\$15.50
Total Expenses:		\$51,562.29
OTHER INCOME		
60000	INTEREST INCOME	\$524.57
60500	INTEREST EXPENSE	\$0.00
Total OTHER INCOME		\$524.57
OTHER EXPENSES		
70000	FEDERAL TAX EXPENSE	\$0.00
99999	CLEARING ACCOUNT	\$0.00
Total OTHER EXPENSES		\$0.00
Net Income/(Loss)		\$13,667.44

Our Software & Consulting
BALANCE SHEET
10/13/88 17:25:18

	CURRENT JAN-DEC
ASSETS	
CASH ON HAND	
10100 ABC BANK	\$32,520.78
10200 XYZ BANK - PAYROLL	\$500.10
10500 PETTY CASH	\$200.00
11000 SAVINGS BANK - CD'S	\$10,000.00
11300 INVESTMENTS	\$23,014.00
	\$66,234.88
 Total CASH ON HAND	
 CURRENT ASSETS	
12000 ACCOUNTS RECEIVABLE	\$34,934.55
12100 ALLOWANCE FOR BAD DEBTS	\$0.00
12200 EMPLOYEE ADVANCES	\$0.00
12500 INVENTORY-HARDWARE	\$14,920.86
12600 INVENTORY-SOFTWARE	\$3,238.00
13000 PREPAID INSURANCE	\$1,240.00
14000 DEPOSITS	\$20.00
	\$54,353.41
 Total CURRENT ASSETS	
 FIXED ASSETS	
15200 VEHICLES	\$13,250.00
15400 ACCUM. DEP. VEHICLES	\$<3,115.00>
15600 COMPUTER EQUIPMENT	\$23,000.00
15800 ACCUM. DEP COMPUTER EQUIP	\$<12,522.00>
16000 FURNITURE	\$18,550.00
16100 ACCUM. DEP. FURNITURE	\$<5,321.00>
	\$33,842.00
 Total FIXED ASSETS	
 Total Assets:	
	\$154,430.29
 LIABILITIES	
CURRENT LIABILITIES	
20000 ACCOUNTS PAYABLE	\$30,288.90
20500 INVEN. REC'D NOT INVOICED	\$0.00
	\$30,288.90
 Total CURRENT LIABILITIES	
 LONG TERM DEBT	
21000 BANK LOAN PAYABLE	\$42,733.00
	\$42,733.00
 Total LONG TERM DEBT	

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BALANCE SHEET
10/13/88 17:25:18

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	CURRENT JAN-DEC
PAYROLL LIAB. PAYABLE	
22000 FIT PAYABLE	\$490.83
22200 FICA PAYABLE	\$561.78
22300 FUTA PAYABLE	\$13.20
22400 SUTA PAYABLE	\$187.00
22500 SDI PAYABLE	\$345.18
22600 WORKMAN'S COMPENSATION	\$880.00
22700 CITY TAX PAYABLE	\$0.00
23000 STATE SALES TAX PAYABLE	\$4,235.96
23100 SIT PAYABLE	\$0.00
23200 MEDICAL INS. PAYABLE	\$100.00
23300 Union Dues	\$45.00
23400 Savings Plan	\$561.00
23500 DENTAL INSURANCE	\$2,500.00
	\$9,919.95
Total PAYROLL LIAB. PAYABLE	
	\$82,941.85
EQUITY	
31000 COMMON STOCK	\$5,000.00
32000 PD IN CAPITAL-EXCESS PAR	\$15,000.00
	\$20,000.00
Total CAPITAL	
	\$20,000.00
35000 RETAINED EARNINGS	\$37,821.00
36000 CURRENT EARNINGS	\$13,667.44
	\$51,488.44
Total RETAINED EARNINGS	
	\$51,488.44
Total Owner's Equity:	
	\$71,488.44
Total Liab/Own Equity:	
	\$154,430.29

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ADVANCED ACCOUNTING 5.1 REPORT SAMPLES

AP-C	Print Inv Due by Date F-17	IC-A	Enter/Chg Inventory F-21
AP-E	Print Pro-forma Check Register F-17	IC-B	Print Price List F-21
AP-G	Print Aging F-18	IC-C	Print Sales Info F-22
AP-H	Print Vendor Code and Name F-18	IC-D	Print Avail/Order Info F-22
AP-I	Print Vendor General Info F-19	IC-E	Print Physical Check F-22
AP-J	Print Vendor Purch Info F-19	IC-F	Print General Info F-23
AP-P	Print A/P Payment History F-19	IC-I	Print Price Matrix F-23
AR-E	Print Statements F-11	PO-A	Enter Purchase Orders F-20
AR-F	Print Aging F-12	PO-B	Print P/O's on Forms F-20
AR-G	Print Cust Code & Name F-12	PO-C	Print Open P/O List F-21
AR-H	Print Cust General Info F-13	PO-E	Display Order History F-21
AR-I	Print Cust Sales Info F-13	PR-C	Print Payroll Reg F-23
AR-L	Print Tax Authorities F-13	PR-D	Print Pay Check F-23
FL-G	Print File Descriptors F-25	PR-E	Print Employee Info F-24
GL-B	Enter/Chg/Print G/J Entries F-3	PR-F	Print Quarter Info F-24
GL-D	Print Journals F-3	PR-L	Void Payroll Checks F-25
GL-E	Print Detailed Trial Balance F-4	PR-N	Print Pay History F-25
GL-G	Print Financial Statements F-4	SO-A	Enter Sales Orders F-14
GL-H	Print G/L Code & Description F-8	SO-B	Print Open S/O List F-14
GL-I	Print G/L Chart of Accounts F-8	SO-C	Print Packing Slips F-14
GL-J	Print Check Register F-9	SO-F	Print Inv's on Forms F-15
GL-M	Enter Recurring G/J Trans F-9	SO-I	Recurring Invoice Entry F-15
GL-O	Format Custom Statements F-10	SO-K	Display Invoice History F-16
GL-P	Print Custom Statements F-10	SO-M	Quick Sales Report F-16

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GL-E - Print Detailed Trial Balance

Our Software & Consulting
 G E N E R A L L E D G E R
 Detailed Trial Balance
 12/31/91 11:12:14

From G/L Acct: 10100 - Thru G/L Acct: 10100 - From Date: Thru Date: Balance Forward?: N

G/L Acct	Dept	G/L Description	Trans Dt	C/V Code	Inv/Vch #	Description	Type	Debit Amt	Credit Amt
10100	ABC BANK		1/ 1/91		101-10191	ABC BANK	CR	1,000,000.00	
			1/ 1/91		EASTRAWABE 323219	Payment	CR	5,044.38	
			1/ 1/91		FLOCONWAKE 339	Payment	CR	2,349.00	
			1/ 1/91		ZANCOMWABE 29934	Payment	CR	4,315.50	
			2/ 1/91		MICCOINWAO 1001	Microcomputer Inc.	CD		168,345.00
			2/ 1/91		102-1002	ABC BANK	CD		29,329.00
			2/ 1/91		FLOCONWAKE 99999	Payment	CR	0.01	
			2/ 1/91		PAMGROWARE 2234	Payment	CR	7,700.24	
			2/ 1/91		STAWASWAOL 1002	State of Washington	CD		1,130.97
			3/ 1/91		CK TRANSFR CK TRANSFR	Ck Acct Funds Transfer	OT		10,000.00
			3/ 1/91		103-1003	ABC BANK	CD		32,199.08
			3/ 1/91		ABCBAMWALS 1003	ABC Bank of Issaquah	CD		1,016.06
			3/ 1/91		EMPSECWASE 1004	Employment Security	CD		170.00
					Account Totals:			1,019,409.13	242,190.11
					Net Transaction:			777,219.02	
					Grand Totals:			1,019,409.13	242,190.11

GL-G - Print Financial Statements- Income Statement (continued on next page)

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 INCOME STATEMENT
 12/31/91 11:12:49

Page: 1

		CURRENT JAN-DEC

SALES REVENUE		
SALES		
40000	SOFTWARE-TAXABLE	\$0.00
40200	SOFTWARE-NON-TAXABLE	\$450.00
40400	SUPPORT	\$0.00
40600	CUSTOM PROGRAMMING	\$0.00
40800	HARDWARE SALES-TAXABLE	\$12,787.66
40900	HARDWARE SALES-NONTAXABLE	\$3,790.50
41000	CONSULTING SERVICES	\$3,000.00
42000	FREIGHT OUT	\$125.00
42500	INTEREST INCOME	\$0.00
Total SALES		\$20,153.16
OTHER		
43000	RETURNS & ALLOWANCES	\$0.00
Total OTHER		\$0.00
Total Income:		\$20,153.16
COST OF GOODS SOLD		
RAW MATERIALS & PROD.		
50000	COMPUTER HARDWARE	\$11,058.00
50200	SOFTWARE MANUALS	\$75.00
50400	SOFTWARE DISKS & PACKING	\$0.00
50600	FREIGHT EXPENSE	\$568.64
50800	PAYROLL-PRODUCTION	\$0.00
51000	DISCOUNTS TAKEN	\$0.00

51200	TAX EXPENSE ON PURCHASE	\$0.00
51400	FREIGHT IN	\$414.22

	Total RAW MATERIALS & PROD.	\$12,115.86

	Total COGS:	\$12,115.86
		=====
	Gross Profit/(Loss)	\$8,037.30
OPERATING EXPENSES		
PAYROLL EXPENSES		
52000	PAYROLL-ADMINISTRATION	\$1,000.00
52200	PAYROLL-SALES	\$650.00
52400	PAYROLL-SUPPORT	\$850.00
52600	PAYROLL-PROGRAMMERS/CONS.	\$900.00
52800	PAYROLL TAX EXPENSE	\$817.31
53000	MEDICAL INSURANCE	\$675.19

	Total PAYROLL EXPENSES	\$4,892.50
ADMINISTRATIVE EXPENSES		
55000	ADVERTISING	\$26,000.00
55200	BAD DEBTS	\$0.00
55400	BANK FEES	\$0.00
55600	CHARGE CARD FEES	\$0.00
55800	DEPRECIATION	\$0.00
56000	EDUCATION	\$295.00
56200	FREIGHT EXPENSE	\$0.00
56400	INSURANCE-BUSINESS	\$0.00
56600	OFFICE SUPPLIES	\$0.00
56800	POSTAGE	\$500.00
57000	RENT	\$2,500.00
57200	TAXES-STATE	\$1,100.00
57400	TAXES-CITY	\$0.00
57600	TELEPHONE	\$1,642.23
57800	TRAVEL & ENTERTAINMENT	\$7,026.24
58000	UTILITIES	\$592.18

	Total ADMINISTRATIVE EXPENSES	\$39,655.65

	Total Expenses:	\$44,548.15
OTHER INCOME		
60000	INTEREST EXPENSE II	\$0.00
60500	INTEREST EXPENSE	\$0.00

	Total OTHER INCOME	\$0.00
OTHER EXPENSES		
70000	FEDERAL TAX EXPENSE	\$0.00
99999	CLEARING ACCOUNT	\$0.00

	Total OTHER EXPENSES	\$0.00
		=====
	Net Income/(Loss)	\$<36,510.85>

GL-G - Balance Sheet (continued on next page)

Our Software & Consulting

BALANCE SHEET

12/31/91 11:13:16

Page: 1

	CURRENT JAN-DEC

ASSETS	
CASH ON HAND	
10100 ABC BANK	\$777,219.02
10200 XYZ BANK - PAYROLL	\$7,688.75
10500 PETTY CASH	\$0.00
11000 SAVINGS BANK - CD'S	\$0.00
11300 INVESTMENTS	\$0.00

Total CASH ON HAND	\$784,907.77
CURRENT ASSETS	
12000 ACCOUNTS RECEIVABLE	\$1,875.00
12100 ALLOWANCE FOR BAD DEBTS	\$0.00
12200 EMPLOYEE ADVANCES	\$0.00
12500 INVENTORY-HARDWARE	\$159,392.00
12600 INVENTORY-SOFTWARE	\$2,425.00
12900 INVEN. REC'D NOT INVOICED	\$0.00
13000 PREPAID INSURANCE	\$0.00
14000 DEPOSITS	\$0.00

Total CURRENT ASSETS	\$163,692.00
FIXED ASSETS	
15200 VEHICLES	\$9,990.00
15400 ACCUM. DEP. VEHICLES	\$0.00
15600 COMPUTER EQUIPMENT	\$1,509.38
15800 ACCUM. DEP COMPUTER EQUIP	\$0.00
16000 FURNITURE	\$9,129.22
16100 ACCUM. DEP. FURNITURE	\$0.00

Total FIXED ASSETS	\$20,628.60

Total Assets:	\$969,228.37
	=====

LIABILITIES		
CURRENT LIABILITIES		
20000	ACCOUNTS PAYABLE	\$5,739.22

	Total CURRENT LIABILITIES	\$5,739.22
LONG TERM DEBT		
21000	BANK LOAN PAYABLE	\$0.00

	Total LONG TERM DEBT	\$0.00
PAYROLL LIAB. PAYABLE		
22000	FIT PAYABLE	\$0.00
22200	FICA PAYABLE	\$0.00
22300	FUTA PAYABLE	\$0.00
22400	SUTA PAYABLE	\$0.00
22500	SDI PAYABLE	\$0.00
22600	WORKMAN'S COMPENSATION	\$0.00
22700	CITY TAX PAYABLE	\$0.00
23000	STATE SALES TAX PAYABLE	\$0.00
23100	SIT PAYABLE	\$0.00
23200	MEDICAL INS. PAYABLE	\$0.00
23300	UNION DUES	\$0.00
23400	SAVINGS PLAN	\$0.00
23500	DENTAL INSURANCE	\$0.00

	Total PAYROLL LIAB. PAYABLE	\$0.00

	Total Liabilities:	\$5,739.22
EQUITY		
31000	COMMON STOCK	\$1,000,000.00
32000	PD IN CAPITAL-EXCESS PAR	\$0.00

	Total CAPITAL	\$1,000,000.00
36000	CURRENT EARNINGS	\$<36,510.85>
37000	RETAINED EARNINGS	\$0.00

	Total RETAINED EARNINGS	\$<36,510.85>

	Total Owner's Equity:	\$963,489.15

	Total Liab/Own Equity:	\$969,228.37
		=====

GL-H - Print G/L Code & Description

Our Software & Consulting
 G E N E R A L L E D G E R
 Account Code and Description
 12/31/91 11:13:46

From Acct: 10100 - Thru Acct: 16100 -

GL Account-Dept	Account Type	Description
10100 -	A	ABC BANK
10200 -	A	XYZ BANK - PAYROLL
10500 -	A	PETTY CASH
11000 -	A	SAVINGS BANK - CD'S
11300 -	A	INVESTMENTS
12000 -	A	ACCOUNTS RECEIVABLE
12100 -	A	ALLOWANCE FOR BAD DEBTS
12200 -	A	EMPLOYEE ADVANCES
12500 -	A	INVENTORY-HARDWARE
12600 -	A	INVENTORY-SOFTWARE
12900 -	A	INVEN. REC'D NOT INVOICED
13000 -	A	PREPAID INSURANCE
14000 -	A	DEPOSITS
15200 -	A	VEHICLES
15400 -	A	ACCUM. DEP. VEHICLES
15600 -	A	COMPUTER EQUIPMENT
15800 -	A	ACCUM. DEP COMPUTER EQUIP
16000 -	A	FURNITURE
16100 -	A	ACCUM. DEP. FURNITURE

Number of Accounts Printed: 19

GL-I - Print G/L Chart of Accounts

Our Software & Consulting
 G E N E R A L L E D G E R
 Account Information
 12/31/91 11:14:13

From Acct: 10100 - Thru Acct: 10200 - Current Amts: Y Budget Amts: Y 1 Yr Past: Y 2 Yr Past: Y

Acct Code	Dept	Description	Type	Norm DR/CR	Aug/Sep	Oct/Nov	Dec/End Bal	
10100	-	ABC BANK	A	D				
		Beg Bal/Jan	Feb/Mar	Apr/May	Jun/Jul	Aug/Sep	Oct/Nov	Dec/End Bal
C/A		\$0.00	\$<191,104.72>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$1,011,708.88	\$<43,385.14>	\$0.00	\$0.00	\$0.00	\$0.00	\$777,219.02
Bud		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1YP		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2YP		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Acct Code	Dept	Description	Type	Norm DR/CR	Aug/Sep	Oct/Nov	Dec/End Bal	
10200	-	XYZ BANK - PAYROLL	A	D				
		Beg Bal/Jan	Feb/Mar	Apr/May	Jun/Jul	Aug/Sep	Oct/Nov	Dec/End Bal
C/A		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$7,688.75	\$0.00	\$0.00	\$0.00	\$0.00	\$7,688.75
Bud		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1YP		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2YP		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Number of Accounts Printed: 2

GL-J - Print Check Register

Our Software & Consulting
 G E N E R A L L E D G E R
 Checking Account Condition Report
 12/31/91 11:18:46

Page: 1

Bank Account: ABC Bank

From:

Thru:

Date	Number	Name	Type	Amount	Running Bal
		*** Beginning Balance ***		\$0.00	\$0.00
2/ 1/91	1001	Microcomputer Inc.	C	\$<168,345.00>	\$<168,345.00>
2/ 1/91	1002	ABC BANK	C	\$<29,329.00>	\$<197,674.00>
2/ 1/91	1002	State of Washington	C	\$<1,130.97>	\$<198,804.97>
3/ 1/91	1003	ABC BANK	C	\$<32,199.08>	\$<231,004.05>
3/ 1/91	1003	ABC Bank of Issaquah	C	\$<1,016.06>	\$<232,020.11>
3/ 1/91	1004	Employment Security	C	\$<170.00>	\$<232,190.11>
1/ 1/91	10191	ABC BANK	D	1,000,000.00	\$767,809.89
1/ 1/91	10191	Eastside Transmission Inc	D	\$5,044.38	\$772,854.27
1/ 1/91	10191	Floral Concepts # 339	D	\$2,349.00	\$775,203.27
1/ 1/91	10191	Zanadue Corp. # 29934	D	\$4,315.50	\$779,518.77
2/ 1/91	10191	Floral Concepts # 99999	D	\$0.01	\$779,518.78
2/ 1/91	20191	Pampers Grooming # 2234	D	\$7,700.24	\$787,219.02
3/ 1/91	448317	FUNDS TRANSFER	C	\$<10,000.00>	\$777,219.02
12/31/91		*** Ending Balance ***		\$777,219.02	\$777,219.02

GL-M - Enter Recurring G/J Trans

Our Software & Consulting
 G E N E R A L L E D G E R
 Print Recurring General Journal Transactions
 12/31/91 11:21:09

Page: 1

From Trans #: From Date: From Recurring Code:
 Thru Trans #: Thru Date: Thru Recurring Code:

Next Dte	Trans Num	Type	Dep/Chk Num	Pst	Recurring Code	Frequency	Maximum
12/31/91	101	CD	91592				
Acct Code	Dept	Description			Debit Amount	Credit Amount	
10100		ABC BANK				2198.45	
57000		RENT			2198.45		
		***** Trans Totals *****			2198.45	2198.45	

Next Dte	Trans Num	Type	Dep/Chk Num	Pst	Recurring Code	Frequency	Maximum
12/31/91	102	CD	1005		M	12	12
Acct Code	Dept	Description			Debit Amount	Credit Amount	
10100		ABC BANK				500.00	
56400		INSURANCE-BUSINESS			500.00		
		***** Trans Totals *****			500.00	500.00	
		***** Grand Totals *****			2698.45	2698.45	

GL-O - Format Custom Statements

Statement Name: BAL Page: 1

Line	Op	G/L	From	G/L	Thru	Tot	Bse	Prt	Loc	\$	D/C	Description	
1	MT											S	Sample Format: Bal Sheet
2	PH								1				Assets:
3	GA	10100		16100		1	1	Y	1	N			
4	PH								2				
5	PT					1	1		2	Y	D		Total Assets:
6	PD								2				
7	CT					1							
8	PB					2							
9	PH								1				Liabilities:
10	GA	20000		23500		1	1	Y	1	N			
11	PS								2				
12	PT					1	1		2	Y	C		Total Liabilities:
13	AT					1	2						
14	CT					1							
15	PB					2							
16	PH								1				Owner's Equity
17	GA	31000		37000		1	1	Y	1	N			
18	PS								2				
19	PT					1	1		2	Y	C		Total Owner's Equity:
20	AT					1	2						
21	PB					2							
22	PS								2				
23	PT					2	2		2	Y	C		Total Liab. & O.E.:
24	PD								2				

GL-P - Print Custom Statements (continued on next page)

Our Software & Consulting
 Sample Format: Bal Sheet
 Tuesday December 31, 1991 Page: 1

Current
 Jan-Dec

Assets:	
ABC BANK	777,219.02
XYZ BANK - PAYROLL	7,688.75
PETTY CASH	
SAVINGS BANK - CD'S	
INVESTMENTS	
ACCOUNTS RECEIVABLE	1,875.00
ALLOWANCE FOR BAD DEBTS	
EMPLOYEE ADVANCES	
INVENTORY-HARDWARE	159,392.00
INVENTORY-SOFTWARE	2,425.00
INVEN. REC'D NOT INVOICED	
PREPAID INSURANCE	
DEPOSITS	
VEHICLES	9,990.00
ACCUM. DEP. VEHICLES	
COMPUTER EQUIPMENT	1,509.38
ACCUM. DEP COMPUTER EQUIP	
FURNITURE	9,129.22
ACCUM. DEP. FURNITURE	
 Total Assets:	 \$ 969,228.37
	=====

Liabilities:	
ACCOUNTS PAYABLE	5,739.22
BANK LOAN PAYABLE	
FIT PAYABLE	
FICA PAYABLE	
FUTA PAYABLE	
SUTA PAYABLE	
SDI PAYABLE	
WORKMAN'S COMPENSATION	
CITY TAX PAYABLE	
STATE SALES TAX PAYABLE	
SIT PAYABLE	
MEDICAL INS. PAYABLE	
UNION DUES	
SAVINGS PLAN	
DENTAL INSURANCE	
Total Liabilities:	\$ 5,739.22

Owner's Equity	
COMMON STOCK	1,000,000.00
PD IN CAPITAL-EXCESS PAR	
CURRENT EARNINGS	< 36,510.85>
RETAINED EARNINGS	
Total Owner's Equity:	\$ 963,489.15
Total Liab. & O.E.:	\$ 969,228.37

AR-E - Print Statements

S T A T E M E N T
=====

Our Software & Consulting
1234 Easy St.
Suite 5-A
Bellevue, WA 98006

Date: 12/31/91
Account: BIBBOOWAKE
Page: 1

Bibs To Books
154455 S.W. Ave
Kent, WA 98055

REFERENCE	DATE	DESCRIPTION	ORIGINAL AMOUNT	REMAINING AMOUNT	BALANCE
104	2/ 1/91	Invoice	\$1,875.00	\$1,875.00	\$1,875.00

=====

PLEASE PAY ==>> \$1,875.00

Current	30 Days	60 Days	90 Days	120 Days
\$0.00	\$0.00	\$0.00	\$0.00	\$1875.00

AR-F - Print Aging

Our Software & Consulting
 A C C O U N T S R E C E I V A B L E
 Customer Aging
 03/19/95 08:55 a

Customer Code	Name	Contact	Telephone #						Total
	Inv Num	Inv Date	Days	Current	30 days	60 days	90 days	120 days	
BIBBOOWAKE	Bibs To Books	Ann G. Bryant							
	104	02/01/94	411	0.00	0.00	0.00	0.00	1875.00	1875.00
	105	06/23/94	269	0.00	0.00	0.00	0.00	100.00	100.00
	106	06/23/94	269	0.00	0.00	0.00	0.00	100.00	100.00
	107	07/15/94	247	0.00	0.00	0.00	0.00	28.13	28.13
				\$0.00	\$0.00	\$0.00	\$0.00	\$2,103.13	\$2,103.13
				\$0.00	\$0.00	\$0.00	\$0.00	\$2,103.13	\$2,103.13

AR-F - Print Aging (Listing only)

Our Software & Consulting
 A C C O U N T S R E C E I V A B L E
 Customer Aging
 03/19/95 09:26 a

Customer Code	Name	Contact	Telephone #						Total
	Inv Num	Inv Date	Days	Current	30 days	60 days	90 days	120 days	
BIBBOOWAKE	Bibs To Books	Ann G. Bryant							
	104	02/01/94	411	0.00	0.00	0.00	0.00	1875.00	1875.00
	105	06/23/94	269	0.00	0.00	0.00	0.00	100.00	100.00
	106	06/23/94	269	0.00	0.00	0.00	0.00	100.00	100.00
	107	07/15/94	247	0.00	0.00	0.00	0.00	28.13	28.13
				\$0.00	\$0.00	\$0.00	\$0.00	\$2,103.13	\$2,103.13
				\$0.00	\$0.00	\$0.00	\$0.00	\$2,103.13	\$2,103.13

AR-F - Print Aging (As of Date)

Our Software & Consulting
 A C C O U N T S R E C E I V A B L E
 Customer Outstanding Balances as of 12/31/94
 03/19/95 09:26 a

Customer	Customer Name	Amount Outstd
ACMAUTWASE	Acme Automotive Repair	200.00
BIBBOOWAKE	Bibs To Books	2,103.13
CLENWAFAC	Cleaner-1	-0.20
Total Outstanding as of: 12/31/94		\$2,302.93

AR-G - Print Cust Code & Name

Our Software & Consulting
 A C C O U N T S R E C E I V A B L E
 Customer Code and Name List
 03/19/95 09:31 a

Customer Code	Customer Name	* Inactive
BIBBOOWAKE	Bibs To Books	
EAATCLWABE	Eastside Athletic Club	
FLOCONWAKE	Floral Concepts	
PAMGROWARE	Pampers Grooming	
ZANCOMWABE	Zanadue Corp.	

Total Customers: 5

SO-F - Print Invoices (plain paper)

Our Software & Consulting
 1234 Easy St.
 Suite 5-A
 Bellevue, WA 98006

I N V O I C E
 =====
 Number: 106
 Date: 12/31/91
 Page: 1

SOLD Acme Automotive Repair
 TO: 10404 Aurora Avenue N.
 Bldg B
 Seattle WA 98013

SHIP Acme Automotive Repair
 TO: 10404 Aurora Avenue N.
 Bldg B
 Seattle WA 98013
 Ralph James

ORDER NO.	ORDER DATE	ACCOUNT	SALESPERSON	PURCHASE ORDER NO.	SHIP VIA	DATE SHIPPED	TERMS
106	12/31/91	ACMAUTWASE	125		MAIL	12/31/91	NET 30
ORDERED	SHIPPED	QTY B.O.	PRODUCT CODE	PRODUCT DESCRIPTION	DISC	UNIT PRICE	EXTENDED PRICE
1.00	1.00		COMPUTER 386	386 Computer 1Meg 110M Hd		\$1,399.00	\$1,399.00
1.00	1.00		MONITOR EGA	Basic EGA Monitor 640x350		\$399.00	\$399.00
						SUB-TOTAL:	\$1,798.00
						Money back guarantee.	
						RETURN AUTHORIZATION REQUIRED.	
						SALES TAX:	\$148.82
						FREIGHT:	\$39.25
						TOTAL:	\$1,986.07

SO-I - Recurring Invoice Entry

Our Software & Consulting
 A C C O U N T S R E C E I V A B L E
 Recurring Invoice Information
 12/31/91 11:38:07

Page: 1

Inv #:	101	Start Date:	12/31/91	Invoice Ship to	
Code:	EAATCLWABE	Code:			
Name:	Eastside Athletic Club	Name:	Eastside Athletic Club		
Add1:	1505 120th Ave.	Add1:	1505 120th Ave.		
Add2:		Add2:			
CSZ:	Bellevue, WA 65828	CSZ:	Bellevue, WA 65828		
Desc:		Attn:	Dan Brock		
Ship Via	Terms	Slsp	Cust Ord Num	Tax Dept SEL Freq Limit Next Inv	
DELIVER	NET 10	115	Y	1/ 1/92	
Product Code	Product Description	Quantity	Price	Disc	T
SERVICE	Service labor	10.00	60.0000	%	N
	Money back guarantee.			%	
	RETURN AUTHORIZATION REQUIRED.			%	
Sub Tot:	600.00	Tax:	Freight:	Total:	600.00

SO-K - Display Invoice History

Our Software & Consulting
 History Sales Orders by Customer
 Tuesday December 31, 1991 11:42:51 AM

Page # 1

Customer	Name	S/O Number	S/O Description	Order Date	S/O Total	Ready To Inv?			
FLOCONWAKE	Floral Concepts	101		1/ 1/91	2349.01	P			
Product Code	Product Description	Qty Shipped	Qty B/O	Quantity	Price	Disc%	Extension	RTI?	Est Ship
COMPUTER 386	386 Computer 1Meg 110M Hd			1.00	1399.0000		1399.00	Y	1/ 1/91
PRINTER 24	Printer 24pin 180col			1.00	399.0000		399.00	Y	1/ 1/91
SERVICE INSTALL	On Site Installation			3.00	125.0000		375.00	Y	1/ 1/91

Customer Total: 2349.01

Total number of Sales Orders printed: 1

Total Sales Orders: 2349.01

SO-M - Quick Sales Report

Our Software & Consulting
 Sales Report for 01/01/95 thru 03/07/95
 March 21, 1995 07:06 a

Page 1

S/O Date	Customer	Slsp	Product Code	Terms	Inv.	Total
01/29/95	Eastside Athletic Club	115	ABCD	NET 10	\$100.00	Y
02/22/95	Acme Automotive Repair	125	MONITOR EGA	NET 30	\$399.00	Y
02/22/95	Business Tools, Inc.	0	MONITOR EGA	NET 10	\$399.00	Y
01/17/95	Acme Automotive Repair	125	ADV40RUNPRGS	NET 30	\$399.00	Y
01/28/95	Acme Automotive Repair	125	ABC	NET 30	\$10.00	Y
01/29/95	Cardinal Center	0	ADV40RUNPRGS	VISA/MC	\$399.00	Y
01/29/95	Eastside Athletic Club	115	ABCD	NET 10	\$100.00	Y
01/30/95	Acme Automotive Repair	125	ABC	NET 30	\$1,409.00	Y
03/07/95	Zanadue Corp.	115	COMPUTER 386	NET 10	\$1,343.04	Y
Total Sales:					9	\$4,558.04

Salesperson Summary

Our Software & Consulting				
Salesperson	Sales	Credits	Held S/O's	TOTAL
0	798.00	0.00	0.00	798.00
115	1543.04	0.00	0.00	1543.04
125	2217.00	0.00	0.00	2217.00
TOTALS:	\$4,558.04	\$0.00	\$0.00	\$4,558.04

AP-C - Print Invoices Due by Date

Our Software & Consulting
A C C O U N T S P A Y A B L E
Invoices Due by Certain Date
12/31/91 11:43:17

Page: 1

From Date: 12/31/91 Thru Date: 12/31/91 Take Discounts: Y

Date	Due Date	Invoice Num	Amt Remain	Disc Amt	Amt to Pay
-----	-----	-----	-----	-----	-----
Vendor: DAPRSYWATA Data Processing Systems					
3/ 1/91	3/11/91	99325R	5,019.22	0.00	5,019.22
Total for this vendor:			5,019.22	0.00	5,019.22
Vendor: STAWASWAOL State of Washington					
3/ 1/91	3/ 1/91	106	560.00	0.00	560.00
3/ 1/91	3/ 1/91	111	160.00	0.00	160.00
Total for this vendor:			720.00	0.00	720.00
Total for all vendors:			5,739.22	0.00	5,739.22
Total Credits for all vendors:			0.00		0.00

AP-E - Print Pro-forma Check Register

Our Software & Consulting
A C C O U N T S P A Y A B L E
Pro-Forma Check Register
12/31/91 11:43:36

Page: 1

Vendor	Vendor Name	Invoice #	Disc Taken	Amt to Pay
-----	-----	-----	-----	-----
Bank Account: ABC Bank			Balance:	\$777,219.02
DAPRSYWATA	Data Processing Systems	99325R	\$0.00	\$5,019.22
Net Paid for this Vendor:				\$5,019.22
STAWASWAOL	State of Washington	106	\$0.00	\$560.00
		111	\$0.00	\$160.00
Net Paid for this Vendor:				\$720.00
Total Amount to be Paid:				\$5,739.22
Ending A/P Cash Account Balance:				\$771,479.80

AP-G - Print Aging

Our Software & Consulting
 A C C O U N T S P A Y A B L E
 Vendor Aging
 03/19/95 09:39 a

Page: 1

Vendor Code	Name	Contact	Telephone #						
Inv Num	Inv Date	Days	Current	30 days	60 days	90 days	120 days	Total	
ABCBAMWAIS	ABC Bank of Issaquah	Marie Stone	206-555-7940						
PATCO	08/31/94	200	0.00	0.00	0.00	0.00	50.00	50.00	
1111	02/02/95	45	0.00	100.00	0.00	0.00	0.00	100.00	
1234	03/02/95	17	125.00	0.00	0.00	0.00	0.00	125.00	
13443	03/02/95	17	199.00	0.00	0.00	0.00	0.00	199.00	
112	03/15/95	4	10.00	0.00	0.00	0.00	0.00	10.00	
			\$334.00	\$100.00	\$0.00	\$0.00	\$50.00	\$484.00	
			\$334.00	\$100.00	\$0.00	\$0.00	\$50.00	\$484.00	

AP-G - Print Aging (listing only)

Our Software & Consulting
 A C C O U N T S P A Y A B L E
 Vendor Transaction Listing
 03/19/95 09:39 a

Page: 1

Vendor Name	Inv Date	Number	Amount Rem	Age	Description	Type	Vendor
Totals for NET 10			\$0.00				

AP-G - Print Aging (As of Date)

Our Software & Consulting
 A C C O U N T S P A Y A B L E
 Vendor Outstanding Balances as of 12/31/94
 03/19/95 09:40 a

Page: 1

Vendor	Vendor Name	Amount Outstd
ABCBAMWAIS	ABC Bank of Issaquah	50.00
ACEGRAWASE	Ace Graphics	995.00
COSSEAWASE	Costco of Seattle	50.00
DAPRSYWATA	Data Processing Systems	1,009.00
STAWASWAOL	State of Washington	1,850.97
Total Outstanding as of: 12/31/94		\$3,954.97

AP-H - Print Vendor Code and Name

Our Software & Consulting
 A C C O U N T S P A Y A B L E
 Vendor Code and Name List
 03/19/95 09:40 a

Page: 1

Vendor Code	Vendor Name
ABCBAMWAIS	ABC Bank of Issaquah
ACEGRAWASE	Ace Graphics
EMPSECWASE	Employment Security
SYSDEINCAN	System Design Inc.
ZEROXNAREN	Zerox
Total Vendors:	5

AP-I - Print Vendor General Information

Our Software & Consulting
 A C C O U N T S P A Y A B L E
 Vendor General Information
 03/19/95 09:41 a

Vendor	Vendor Name	Address 1	Address 2	City
-----	-----	-----	-----	-----
St	Zip	Country	Class	Out Credit
-----	-----	-----	-----	-----
Contact	Telephone	Fax Phone	Your Acct Number	
-----	-----	-----	-----	-----
ABCBAMWAIS	ABC Bank of Issaquah	23400 Front St.		Issaquah
	WA 98025 USA		AA	
	Marie Stone	206-555-7940	0.00	08/23/94
Total Vendors:	1		03/15/95	12/27/94 101 -
				BUST995

AP-J - Print Vendor Purchase Information

Our Software & Consulting
 Monthly Purchases by Vendor - Dollars
 For the Year 1994
 March 19, 1995 09:42 a

Vendor	Total 1994	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ABCBAMWAIS	374								50				324
ACEGRAWASE	999								999				
COMSYCOWAE	999								999				
MICCOINWAO	167,950	167,950											
TOTAL:	170,322	167,950							2,048				324

AP-P - Print A/P Payment History

Our Software & Consulting
 Accounts Payable Payment History
 March 19, 1995 11:12 a

Vendor Code	Invoice #	Date	Invoice Amt	Discount	Amount Paid
-----	-----	-----	-----	-----	-----
Bank Account:	ABC Bank		Check #:	1003	Date: 03/01/94
ABCBAMWAIS	102	03/01/94	\$242.36	0.00	\$242.36
ABCBAMWAIS	103	03/01/94	330.50	0.00	330.50
ABCBAMWAIS	104	03/01/94	17.28	0.00	17.28
ABCBAMWAIS	107	03/01/94	226.28	0.00	226.28
ABCBAMWAIS	108	03/01/94	189.72	0.00	189.72
ABCBAMWAIS	109	03/01/94	9.92	0.00	9.92
					=====
					\$1,016.06

Total records printed: 6

PO-A - Enter Purchase Orders

Our Software & Consulting
 A C C O U N T S P A Y A B L E
 Purchase Orders
 12/31/91 11:50:30

Page: 1

```

-----
|P/O #:          103   Order Date: 12/31/91   Ship To
|Vend Code: COMUNINWAK                               Code:
|Name:          Computers Unlimited Inc.
|Address 1: 985 Beller st.
|Address 2: Suite 3B
|CSZ:           Kent           , WA 98602           ,
|Desc:
|STip Via
|BEST WAY          NET 30          N          ST          N
-----
| Product Code      Product Description          Qty      Price
| COMPUTER 386      386 Computer 1Meg 110M Hd          5.00     999.0000
| Taxable? N      Discount Percentage:          Est. Receipt Date: 12/31/91
| MONITOR EGA      Basic EGA Monitor 640x350          5.00     199.0000
| Taxable? N      Discount Percentage:          Est. Receipt Date: 12/31/91
|                   Please call us if you expect
|                   a delay.
-----
| Sub Tot:          5990.00          Tax:          Total:          5990.00
-----
  
```

PO-B - Print P/O's on Forms (plain paper option)

Our Software & Consulting
 1234 Easy St.
 Suite 5-A
 Bellevue, WA 98006

P U R C H A S E O R D E R
 =====
 Purchase Order No.: 103

Page: 1

TO: Computers Unlimited Inc.
 985 Beller st.
 Suite 3B
 Kent WA 98602

SHIP
 TO:

P/O DATE	SHIP VIA	TERMS	DESCRIPTION	TAXABLE?
12/31/91	BEST WAY	NET 30		N

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT COST	AMOUNT
5.00	COMPUTER 386	386 Computer 1Meg 110M Hd	999.0000	4995.00
5.00	MONITOR EGA	Basic EGA Monitor 640x350	199.0000	995.00

Please call us if you expect
 a delay.

TOTAL: 5990.00

PO-C - Print Open P/O List

Our Software & Consulting
Open Purchase Orders by Vendor Code
Tuesday December 31, 1991 11:51:47 AM

Page # 1

Vendor	Name	P/O Number	P/O Description	P/O Total	Order Date	Ordered For		
COMUNINWAK	Computers Unlimited Inc.	103		5990.00	12/31/91			
	Product Code	Product Description	Qty Rcvd	Qty Ord	Cost	Disc%	Extension	Est Rcpt
	COMPUTER 386	386 Computer 1Meg 110M Hd		5.00	999.0000		4995.00	12/31/91
	MONITOR EGA	Basic EGA Monitor 640x350		5.00	199.0000		995.00	12/31/91
Vendor Total: \$5990.00								

Total number Purchase Orders printed: 1

Total Purchase Orders: \$5990.00

PO-E - Display Order History

Our Software & Consulting
History Purchase Orders by Vendor Code
Tuesday December 31, 1991 11:52:10 AM

Page # 1

Vendor	Name	P/O Number	P/O Description	P/O Total	Order Date	Ordered For		
MICCOINWAO	Microcomputer Inc.	101		167950.00	1/ 1/91			
	Product Code	Product Description	Qty Rcvd	Qty Ord	Cost	Disc%	Extension	Est Rcpt
	COMPUTER 386	386 Computer 1Meg 110M Hd	100.00	100.00	999.0000		99900.00	1/ 1/91
	COMPUTER AT 286	AT 80286 Computer 640K	25.00	25.00	699.0000		17475.00	1/ 1/91
	MONITOR EGA	Basic EGA Monitor 640x350	50.00	50.00	199.0000		9950.00	1/ 1/91
	MONITOR MONO	14" Flat Screen Amber Mono	25.00	25.00	75.0000		1875.00	1/ 1/91
	PRINTER 24	Printer 24pin 180col	100.00	100.00	125.0000		12500.00	1/ 1/91
	PRINTER LASER	Laser Printer 300dpi 8ppm	25.00	25.00	950.0000		23750.00	1/ 1/91
	SOFTWARECOM	COMMUNICATION SOFTWARE	100.00	100.00	25.0000		2500.00	1/ 1/91
Vendor Total: \$167950.00								

Total number Purchase Orders printed: 1

Total Purchase Orders: \$167950.00

IC-A - Enter/Chg Inventory

Inventory Location Listing
COMPUTER 386 : 386 Computer 1Meg 110M Hd

Location	Units on Hand	Units on S/O	Units on B/O	Units on P/O	Total Value
	95.00	1.00		5.00	\$95,904.00
	95.00	1.00	0.00	5.00	\$95,904.00

Number of Locations Listed: 1

IC-B - Print Price List

Our Software & Consulting
I N V E N T O R Y M A I N T E N A N C E
Inventory Price List
1/ 7/92 18:15:36

Page: 1

Product Code: From: COMPUTER 386 Thru: COMPUTER 386
Category: From: Thru:
Class: From: Thru:

Prod Code	Description	Price	Last Cost	% P/M
COMPUTER 386	386 Computer 1Meg 110M Hd	1,399.0000	\$999.0000	28.59%

Total Number of Inventory Items: 1

Appendix F

IC-C - Print Sales Information

Our Software & Consulting
 Monthly Sales by Product Code - Dollars
 For the Year 1994
 March 19, 1995 09:43 a

Page: 1

Product	Total 1994	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ADV40RUNPRGS	400						400	399	-399				
COMPUTER 386	13,430	1,399	3,777				1,259		6,995				
COMPUTER AT 286	2,697	2,697											
MONITOR EGA	3,790	3,790											
MONITOR MONO													
PRINTER 24	399	399											
PRINTER LASER	5,814	1,169	3,346			1,299							
PRINTER24RIBBON													
SERVICE	120						60	60					
SERVICE CONSULT	2,625	750	1,875										
SERVICE INSTALL	500	375					125						
SERVICE TRAIN	45							45					
SOFTWARECOM	450	450											
TOTAL:	30,270	11,029	8,998			1,299	1,844	504	6,596				

IC-D - Print Avail/Order Information

Our Software & Consulting
 I N V E N T O R Y M A I N T E N A N C E
 Inventory Availability Information
 12/31/91 11:54:20

Page: 1

Location Code: From: Thru:
 Product Code: From: Thru:
 Category: From: Thru:
 Class: From: Thru:
 Below Reorder Level Only: Y

Product Code	Description/Location	Units O/H	Units S/O	Tot Units	Tot Value	R Lvl	Units on Ord	Last Ord
MONITOR MONO	14" Flat Screen Amber Mono							
	Totals this Item....	25.00	0.00	25.00	\$1,875.00	50	0.00	1/ 1/91
Totals for this report		25.00	0.00	25.00	\$1,875.00		0.00	

Total Number of Inventory Items: 1

IC-E - Print Physical Check

Our Software & Consulting
 I N V E N T O R Y M A I N T E N A N C E
 Print the Physical Inventory List
 03/19/95 09:44 a

Page: 1

Product Code: From: Thru:
 Category: From: Thru:
 Class: From: Thru:
 Location: From: Thru:

Prod Code	Location	Bin	Description	Tot UOH	Act Units
COMPUTER 386			386 Computer 1Meg 110M	60.00	_____
COMPUTER 386	XYZ	ABC		0.00	_____
COMPUTER AT 286			AT 80286 Computer 640K	22.00	_____
MONITOR EGA			Basic EGA Monitor 640x	40.00	_____
MONITOR MONO			14" Flat Screen Amber	25.00	_____
PRINTER 24			Printer 24pin 180col	100.00	_____
PRINTER LASER			Laser Printer 300dpi 8	21.00	_____
PRINTER24RIBBON			Printer 24pin Ribbon -	1,020.00	_____
SOFTWARECOM			COMMUNICATION SOFTWARE	97.00	_____

Total Number of Inventory Items: 9

IC-F - Print General Info

Our Software & Consulting
Inventory General Information
Tuesday December 31, 1991 11:55:01 AM

Page 1

Product Code	Product Description	Product Type	Unit of Measure	Category	Class	Tax?	Reord Level	Reorder Qty
COMPUTER 386	386 Computer 1Meg 110M Hd	R	EA	HRDW	SYT	Y	5	15
	12/31/91 1/ 1/91	2/ 1/91	40800	-	40900	-	50000	12500
	IB-453-U110M-1	1399.0000	1	999.0000	999.0000	-	95904.00	

Total records printed: 1

IC-I - Print Price Matrix

Our Software & Consulting
Price Matrix Information
Tuesday December 31, 1991 11:55:36 AM

Page # 1

Product Code	Product Description	#	Percent	Price
COMPUTER 386	386 Computer 1Meg 110M Hd	1	4.0000	\$1,343.0400
		2	10.0000	\$1,259.1000
	Matrix Code Base Price	3	15.0000	\$1,189.1500
	1 1399.0000	4	0.0000	\$1,399.0000
		5	0.0000	\$1,399.0000
		6	0.0000	\$1,399.0000
		7	0.0000	\$1,399.0000
		8	0.0000	\$1,399.0000
		9	0.0000	\$1,399.0000

PR-C - Print Payroll Register

Our Software & Consulting
P A Y R O L L
Payroll Register
12/31/91 11:57:54

Page: 1

Emp Num	Employee Name	Division	Reg Hrs	Reg Pay	Ovt Hrs	Ovt Pay	Hol Hrs	Hol Pay	Bonus/Comm	Vac Hrs	Vac Pay	Sic Hrs	Sic Pay
115	STEVEN R. SMITH	A-1	80.00	650.00	7.00	55.18	76.82	4.33	27.05	80.00	80.00	80.00	650.00
	33.27					35.00	100.00	0.50	1.50		312.45		337.55
***** TOTALS *****													
	80.00	650.00	7.00	55.18	76.82	4.33	27.05	80.00	80.00	80.00	80.00	80.00	650.00
	33.27			35.00	100.00	0.50	1.50		312.45		337.55		

PR-D - Print Pay Checks (Pay check stub only)

100 KELLY R. MILLER S.S.N. 821-45-9900 Prd Ending 03/19/95 Check Date 03/19/95 Check # 1068

	Current	Year to Date	Deductions	Current	YTD
Reg	100.00	\$850.00	FIT W/H	\$96.34	\$152.60
O/T	0.00	0.00	SIT W/H	0.00	0.00
Hol	0.00	0.00	FICA/Med	42.16	88.37
Vac	0.00	0.00	Disability	150.00	270.00
Sic	0.00	0.00	Misc Ded	0.00	15.00
Bon	0.00	0.00	Other Ded	0.00	25.00
Tips	0.00	0.00	Tips/Mls Out	0.00	0.00
Meals	0.00	0.00	401K	170.00	197.00
			LTD	4.79	6.71
			SAVINGS PLAN	0.00	1.00
	100.00	140.00	MEDICAL INS.	0.00	0.00
Gross Pay	\$850.00	\$1,245.00	UNION DUES	0.00	0.00
-Deductions	\$463.29	\$755.68	DENTAL INS	0.00	0.00
Net Pay	\$386.71	\$489.32	Total Deds	\$463.29	\$755.68

PR-L - Void Payroll Checks

Our Software & Consulting
 P A Y R O L L
 Payroll Void Register
 12/31/91 12:00:13

Num	Employee Name	Division	Check #	Date							
115	STEVEN R. SMITH	A-1	1063	12/31/91							
Reg Hrs	Reg Pay	Ovt Hrs	Ovt Pay	Hol Hrs	Hol Pay	Bns Hrs	Bns Pay	Vac Hrs	Vac Pay	Sic Hrs	Sic Pay
80.00	650.00										
FIT W/H	SDI W/H	SIT W/H	FICA W/H	FICA Exp	Med W/H	Med Exp	FUTA Exp	SUTA Exp	WC W/H	WC Exp	
33.27			33.54	33.54	21.64	43.28	4.33	27.05	80.00	80.00	
Misc Ded	Special Dd	Oth Ded #1	Oth Ded #2	Oth Ded #3	Oth Ded #4	Oth Ded #5	Oth Ded #6	Tot Hrs	Tot Pay	Net Pay	
		7.00		35.00	100.00	0.50	1.50	80.00	650.00	337.55	

PR-N - Print Pay History

Our Software & Consulting
 P A Y R O L L
 Employee Pay History
 Tuesday December 31 1991 12:01:27 PM
 Page # 1

Emp#	P/R Date	Tot Hrs	Tot Wages	Fed Tax	State Tax	F.I.C.A.	Medicare	Wrkmn Comp	SDI W/H	Oth Deduct	Net Pay	Check#
115	STEVEN R. SMITH											
	1/ 5/92	80.00	650.00	11.74		24.65	15.90	80.00		268.00	249.71	1111
	1/ 5/92	80.00	950.00	54.49		42.32	27.30	80.00		283.00	462.89	1116
	1/ 7/92	80.00	650.00	11.74		24.65	15.90	80.00		268.00	249.71	1120
	12/31/91	80.00	650.00								337.55	VOIDED
Employee Totals:		240.00	2250.00	77.97		91.62	59.10	240.00		819.00	962.31	
Register Totals:		240.00	2250.00	77.97		91.62	59.10	240.00		819.00	962.31	

FL-G - Print File Descriptors

Advanced Accounting 5.0 File Descriptor Print-Out Page: 1
 Descriptor Name: BKAPADDR
 March 21, 1995 07:26 a

Field Name	Description	T	Size	Dec	Offset	Array	Up
BKAP.ADDR.CODE	Vendor code	A	10	0	1	0	Y
BKAP.ADDR.NAME	Address Name	A	30	0	11	0	N
BKAP.ADDR.ADD1	Address Line 1	A	30	0	41	0	N
BKAP.ADDR.ADD2	Address Line 2	A	30	0	71	0	N
BKAP.ADDR.CNTRY	Country	A	30	0	101	0	N
BKAP.ADDR.CITY	City	A	15	0	131	0	N
BKAP.ADDR.STATE	State code	A	2	0	146	0	Y
BKAP.ADDR.ZIP	Zip/Postal code	A	10	0	148	0	Y
BKAP.ADDR.COM	Vendor address comment line	A	25	0	158	0	N

Key Info:

D	Key Name	Num	Field(s)	Segment	Ascending/Descending	Duplicates	Modifiable	Manual
-	BKAP.ADDR.CODE	1	BKAP.ADDR.CODE	N	A	Y	Y	N

Files that use this File Descriptor

File Name	Ext	Size	Location	Description
BKAPADDR	B	182		Vendor address file

INTENTIONALLY BLANK

GLOSSARY

Account

Each category of asset, liability, equity, income or expense for which transactions are recorded separately. Accounts can have a normal debit or credit balance. Account records are usually kept as separate pages in a book called a ledger. Accounts are sometimes called ledger accounts, or general ledger accounts.

Accounting Equation

The basis for the entire accounting process:

$$\text{Assets} = \text{Liabilities} + \text{Equity}$$

or

$$\text{Equity} = \text{Income} - \text{Expenses}.$$

Accounting Period

This is the period of time over which income is calculated and adjustments are made. Most accounting systems have an accounting period of one month.

Accounts Payable

Money owed by the company for goods and services provided on credit by its suppliers.

Accounts Receivable

Accounts maintained by a business for its customers who purchase goods and services on credit.

Accrual Method

A method of stating income for an accounting period which involves matching income and expenses to the period in which the sale or debt occurred.

Accrued Expenses

Expenses which have accrued but have not yet been recorded in the books because no invoice has been received.

Adjustments

Journal entries to record accrued expenses, depreciation, accrued income, bad debts and other items which must be recorded at the end of the accounting period in order to accurately state income. The journal entries to record adjustments are called adjusting entries.

Assets

All the physical things and other items of value owned by a company. Assets include finished and unfinished inventory, land, buildings, cash, and money owed to the company from credit sales.

Audit trail

The cross-referencing of business records and documents that allows an accountant to trace a transaction to its origin.

Backorder

A sales order line item condition where more is ordered than is available on hand for a given product.

Bad Debts

The amounts not paid when a customer does not pay all or part of what is owed by him. It is recorded as an expense by an adjusting entry.

Balance Sheet

A summary of what a company owns and owes on a particular day. It has three main categories: assets, liabilities, and equity.

Cash Disbursement

A record of cash payments.

Cash Disbursements Journal

Records A/P check transactions (including manual checks) and CD type transactions from **GL-B**.

Cash Flow Statement

The statement of changes in financial position with funds defined as cash; primarily used for internal decision making.

Cash Receipt

A record of the receipt of cash sales and other sources.

Cash Receipts Journal

Records CR type entries from **GL-B**, cash terms type transactions from invoice posting (**SO-F** or **SO-G**), and receipt of payment by check from **AR-C**.

Chart of Accounts

An index of the accounts in the ledger by their account number. See also *Ledger*.

Classified Statements

Financial statements that group accounts into sets that give similar information. See also *Balance Sheet*, *Income Statement*, and *Cash Flow Statement*.

Clearing Account

An account used for transactions when a General Ledger account code is not found during posting.

Closing the Books

The process of adjusting income and expense accounts so that they have a zero balance, and that the net amount is applied to Retained Earnings, at the end of an accounting year. It is done to ensure that the books are ready to record the next accounting year's transactions.

Contra Account

An account whose balance is on the opposite side of the account to which it is related. Examples include accumulated depreciation, which is a contra asset, sales discounts, which is a contra income, purchases returns, which is a contra expense, and discount on bonds payable, which is a contra liability.

Cost Accounting

A system of allocating costs or expenses incurred to a particular job, department or project so that a company's management can quickly determine if the project is meeting its budget or earning the company any profits.

Cost of Goods Manufactured

The cost of the raw materials, direct labor, and factory overhead incurred in producing all the goods manufactured during the period.

Cost of Goods Sold (COGS)

The cost of the raw materials, direct labor, and factory overhead incurred in producing all the goods sold during the period.

Current Assets

Assets which are converted into cash or realized in the ordinary course of business, usually within one year.

Current Liabilities

Liabilities that become payable within one year of the balance sheet date.

Credit (CR)

Increasing the balance of an account with a credit balance is called crediting, as is decreasing the balance of an account with a debit balance.

Credit Memo

A voucher which enters a credit from a vendor into the A/P transaction file.

Credit Purchases Journal

Records all no-cash transactions from Accounts Payable, including sales and payroll tax transfers

Credit Sales Journal

Records all non-cash transactions from Accounts Receivable

Credit Sales Order

A sales order with negative line item quantities entered, intended to offset the effect of a posted invoice. Sometimes called a “reversing” sales order.

Data File

Any of the DOS files containing accounting information entered into and generated by the accounting system.

Debit (DR)

Increasing the balance of an account with a debit balance is called debiting, as is decreasing the balance of an account with a credit balance.

Depreciation

Allocation of the cost of a physical asset (such as a piece of equipment) over its useful life. It is recorded as an expense.

Destructive Close

See *Closing the Books*.

Direct Labor Costs

Wages paid to employees (laborers and supervisors) who work directly on the product being manufactured.

Division

See *Payroll Division*.

Double Entry System

An accounting system that requires recording the dual aspects of every business transaction. Each transaction affects at least two accounts and requires recording an equal dollar amount of debits and credits.

Earnings

The accumulated total of after-tax profits and losses from operations over the life of the company. Profits add to the total and losses subtract from it. If the company has had more losses than profits, the amount will be negative. See also *Retained Earnings*.

Expenses

The amount a company spends to provide goods and services to its customers or to carry on its business, excepting amounts spent to acquire assets.

Financial Statements

The balance sheet, income statement, and cash flow statement.

Fiscal Year - The twelve month period which the company chooses as its year for accounting purposes. It is not necessarily the same as a calendar year.

FICA

(Federal Insurance Contribution Act) Social Security withheld from the employee and expensed to the employer.

Fixed Assets

Assets such as land, buildings, equipment and trucks that are used in operating the business and which have a long life.

Flag

A term used to describe a program status setting. Typically, a decision is made by the program depending on the value of the flag.

FUTA - (Federal Unemployment Tax Act) Employer's annual Federal unemployment tax paid by the employer by statute.

General Ledger

The collection of all permanent and temporary accounts of a business, in which information from the journal is recorded by a process called posting.

General Journal

A chronological record of non-cash transactions, such as adjustments.

Gross Profit on Sales

The profit made on selling the inventory before the Selling and Administrative expenses are taken into account. It is the value of the Sales minus the Cost of Goods Sold.

History

See *Transaction History*.

Income

The amount that a company earns by selling goods and services.

Income statement

A statement which shows the income and expenses for a specified period of time.

Inventory

The goods a business has available for sale to their customers. For retailers or wholesalers, the goods themselves are not modified in any major way from the time they are received until the time they are sold. A manufacturing company's inventory will consist of raw materials, work in process, and finished products manufactured but not yet sold. See also *Non-Inventory*.

Inventory Location

Multiple inventory locations allow independent tracking of units on hand, units on sales order, and units on purchase order from differing physical sites or profit centers.

Inventory Reserve

An inventory condition, also called "on hold," in which the units are removed from units on hand, but the order (or the selected line items) will not appear on packing slips, no invoice is printed, no posting is done. Inventory units are placed on reserve by setting the ready-to-ship flag on the sales order or individual line items to **N**. Inventory units on reserve must be released before they can be invoiced or shipped. See *Ready-to-Ship, Sales Order Release*.

Invoice

A document that describes the sale of a product or service and transfers ownership to the purchaser. It specifies the product, price, and the terms of the sale.

Journal

An accounting record in which a business' transactions are recorded in chronological order as they occur. It is also called the General Journal. See also *Journal Entry*.

Journal Entry

A systematic record of a business transaction showing the accounts affected and the amounts of debits and credits and containing sufficient other information to describe the transaction completely.

Ledger

An historical record of all of the balance sheet and income statement accounts. Entries are made to the ledger through a process called posting. See also *Account*.

Liabilities

All the debts and money owed to others by the company. Liabilities include loans from banks, loans from shareholders, and unpaid amounts owed to suppliers and others.

Line Item

Any individual line that will print in the invoice body on an invoice form. Backorders and reserved items are also line items.

Location

See *Inventory Location*.

Long Term Liabilities

Liabilities that are not due to be paid during the next 12 months.

Manual Check

A check typed or written by hand as opposed to one that is printed by a computer.

Net Sales

See *Income*.

Non-Cash General Ledger Account

An account not directly affected by the receipt or disbursement of cash, such as depreciation and amortization.

Non-Destructive Close

A process of calculating the Current Earnings from the Income and Expense accounts without setting the account balances to zero. This can be done continually without undesirable effects.

Non-Inventory

A category within Inventory Control which keeps track of sales and price but disregards units on hand.

NSF check

A check for which there are not sufficient funds to cover, and which a bank consequently refuses to honor.

Opening the Books

The process of setting up a new set of books with the correct balance sheet, account balances, and zero balances in the income and expense accounts. When this is done, the new books are ready to record the upcoming accounting year's transactions.

Other Journal

Records inventory value or quantity changes and bank account funds transfer.

Owners' Equity

The interest or stake the owners have in a company. It is the owners' original investment plus the accumulation of all profits that have been retained in the company since its conception. It may be calculated by subtracting the value of the liabilities from the value of the assets. See also Shareholders' Equity.

Packing Slip

An intermediate document used by warehouse operations to stage and fill orders prior to getting the actual printed invoice for delivery.

Payroll Division

A way of assigning different sets of payroll deductions to different groups of employees, or the name given to such a set of deductions.

Prepaid Expenses

Expenses which are paid for in advance. The benefits from the prepaid expenses last into the future. Insurance and rent are typical prepaid expenses.

Price Matrix

A convenient method of providing salespeople with allowable price breaks for various goods and services.

Profit

See *Income*.

Profit Center

A department, sales, region, project or any other part of a company for which income and expenses can be identified to determine if the division is earning profits.

Purchase Order

A document to convey to a vendor that a commitment has been made to purchase a product at a specific price under specified terms.

Ready to Ship

An inventory status description indicating that a line item or sales order will invoice print and post normally. This also refers to a **Y** setting of a ready-to-ship flag. See *Inventory Reserve*.

Recurring Transaction

Any transaction such as a lease payment or bank charge that occurs on a regular periodic schedule. These can be handled by voucher, invoice, or General Journal entry, whichever is most appropriate.

Release

See *Sales Order Release*.

Reserve

See *Inventory Reserve*.

Retained Earnings

The accumulated total of after-tax profits and losses over the life of the corporation. If a corporation had more losses than profits, the amount of Retained Earnings will be negative. Any dividends paid are also subtracted from Retained Earnings. See also *Earnings*.

Sales

See *Income*.

Sales Order

A record of customer orders that can have delivery invoices applied against it. A sales order records inventory sales shipped, backordered and reserved.

Sales Order Release

The process of allowing sales order line items which have been placed on hold to be assigned an invoice number for invoice printing, invoice posting, and shipping.

SDI

State Disability Insurance (payroll deduction category)

Soft Close

See *Non-Destructive Close*.

Source Document

An invoice, a bill, or other physical document on which the transaction recorded by the journal entry is based.

Subsidiary Ledger

A system in which a particular ledger account (e.g., Accounts Receivable) has its own ledger called a subsidiary ledger. There is generally an account in the subsidiary ledger for each customer (or supplier or employee).

SUTA

(State Unemployment Tax Act) State unemployment security, a statutory assessment.

Template (Recurring Transactions)

General Journal transactions, Invoices, and Vouchers that are repeated on a periodic basis can be saved as a template, or general format, to be generated at the appropriate time.

Terms of a Sale

The manner and time in which a purchase is to be paid.

Transaction History

The record kept of transaction data after the transactions are posted. A history of this kind can be used to void paid checks or enter reversing transaction later. See *Credit Sales Order*.

Trial Balance (or Detailed Trial Balance)

The process of totalling the debit and credit balances of all the accounts in the ledger to ensure that there have been no posting or adding mistakes and that the total debits equal the total credits.

Units on Hand

Inventory units available for sale, not on reserve, backorder, or sales order.

Units on Purchase Order

Inventory units which have been ordered but not received.

Units on Sales Order

Inventory units sold to a customer but not shipped or on reserve. At the time of the order the units are removed from units on hand.

Voucher (A/R, A/P)

A method of cash control requiring that all expenditures must be approved before checks are issued in payment.

Withdrawal

The money taken out of a company by a proprietor or partner.

Work Sheet

An accounting tool used for preparing end-of-period procedures without disturbing the books of account.

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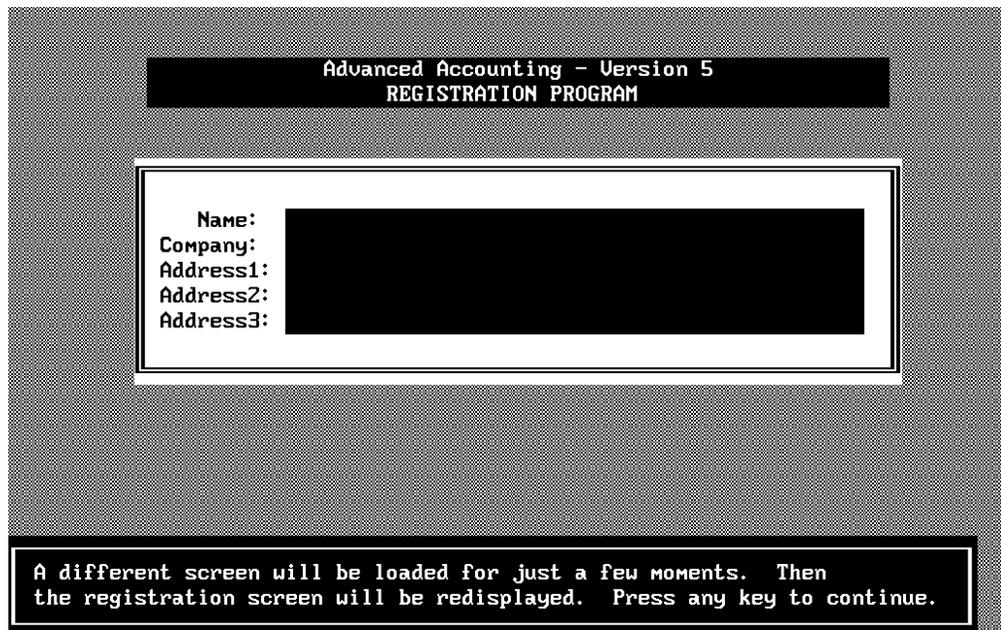
HOW TO REGISTER ADVANCED ACCOUNTING 5.1

Until your copy of Advanced Accounting 5.1 is registered you will be limited to a maximum of 100 records in any single file. If you should exceed that limit the program will alert you of this and what ever you were trying to save will be ignored. Further, when you try to run that program again (or any other program that uses that file) you will be told the number of records exceeds 100 and the program will not run. If you wish to continue with the demo you will need to install it again.

THE REGISTRATION PROCESS

1. Insert the Registration Disk (the floppy disk with the serial number on the label) into your A or B drive.
2. From your Advanced Accounting 5.1 sub-directory type TPC50 x:REGISTER (where x is the appropriate floppy drive code).

 **If you are running the Windows version this program must be run from a DOS prompt. IT CANNOT BE RUN FROM THE ADVANCED ACCOUNTING 5.1 WINDOWS VERSION MENU. IF YOU HAVE QUESTIONS ABOUT RUNNING FROM THE DOS PROMPT CALL BTI AT 800-648-6258.**

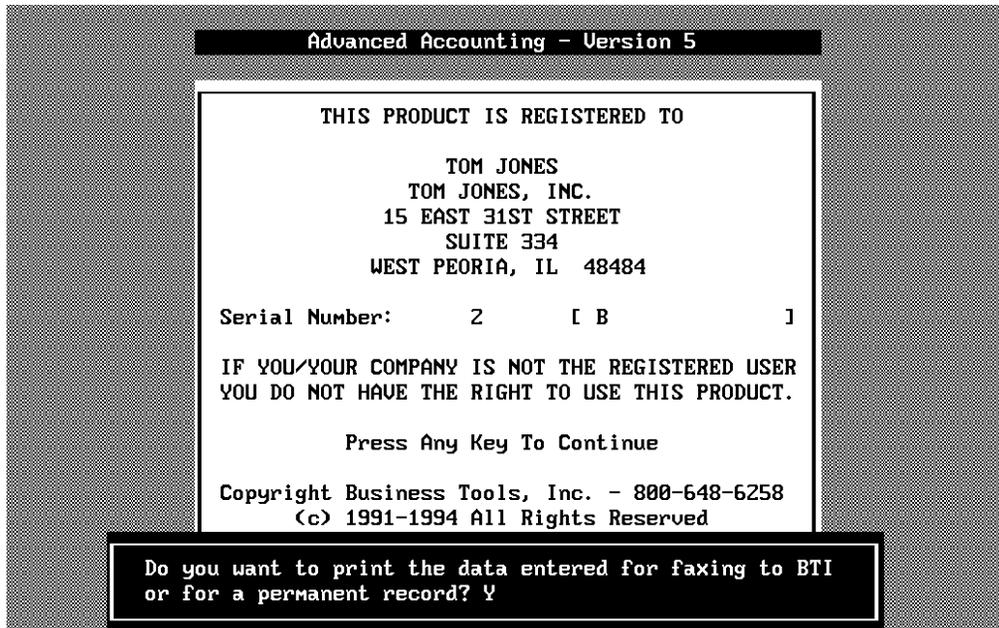


Advanced Accounting - Version 5
REGISTRATION PROGRAM

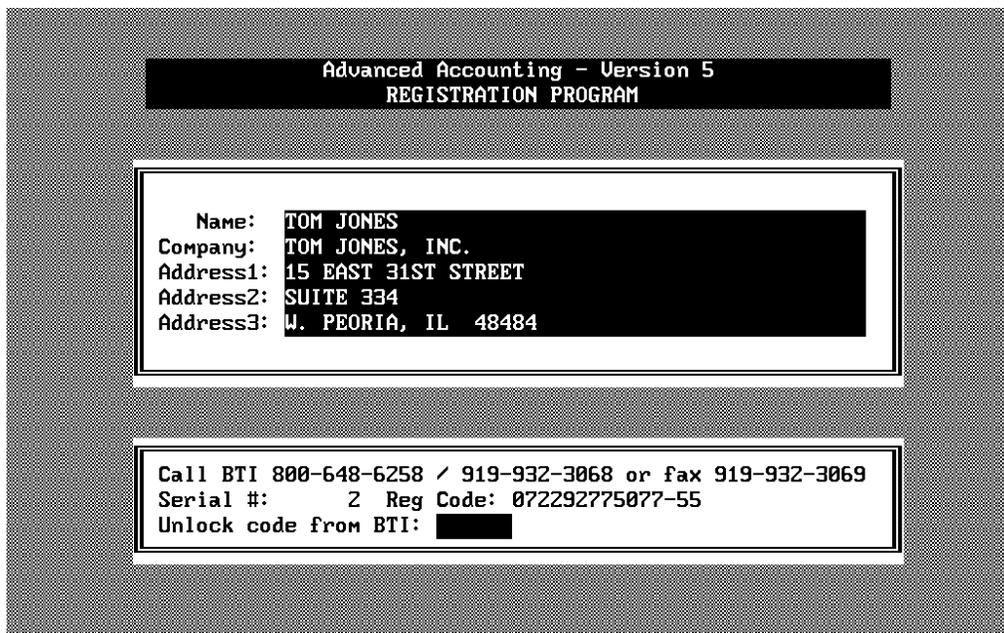
Name:
Company:
Address1:
Address2:
Address3:

A different screen will be loaded for just a few moments. Then the registration screen will be redisplayed. Press any key to continue.

3. The standard demo screen will be displayed. Press the ENTER key and the screen above will be displayed. At the bottom of the screen is displayed a message about a different screen. Press the enter key to continue.
4. The program should momentarily change the screen and then will return to the entry screen. In this block enter the licensee's name, company name, if applicable, and address. YOU MUST ENTER AT LEAST A USER NAME OR COMPANY NAME, STREET AND CITY/STATE/ZIP, PROVINCE, ETC. IF YOU DO NOT YOU WILL NOT BE ABLE TO GET AN UNLOCKING CODE.



5. After you have entered all applicable information the program will display the final registration screen as it will appear in the fully registered version. A sample screen is displayed above. You will be asked if you wish to print a copy to fax or for your permanent record. Answer Y to this question. A copy will be printed and you will fax that copy to us (the number is on the printed copy). If you can not get access to a fax machine you can call us at 801-277-9240 and we will attempt to unlock you over the phone. However, due to the unlocking process, it is much harder to do it this way and you will probably end up faxing it to us anyway. We attempt to respond to registration faxes within 2 hours of receipt. If we are in the office over the weekend, late in the evening or early in the morning, we will even respond then.



6. After you print the registration information the screen above will be displayed (should have your information in it, however). If you have just faxed BTI then you can either leave your computer at this point or press the ESC key with the Unlock Code box empty. If you have an unlocking code (starts with A or B plus 3 to 5 numeric digits) then enter it now and press the ENTER key. The program will tell you to wait while the registration process is completed. The program will exit to the DOS prompt when it is finished and you will be fully registered. The following instructions assume you do not have an unlocking code at this time.

8. Fax the print-out received in step 5 to BTI. Don't forget to write your fax number on the print-out, a space is provided. With the cursor in the Unlock Code entry field press the ESC key. The program will ask if you wish to keep the registration information entered, answer Y.

It is very important that you save the entries you have already made. The unlocking code we fax back to you will be dependent on the information you have already entered. If you don't when you get the unlocking code from us it will not work and you'll have to go through this process again.

**Advanced Accounting - Version 5
REGISTRATION PROGRAM**

Name: [REDACTED]
Company: [REDACTED]
Address1: [REDACTED]
Address2: [REDACTED]
Address3: [REDACTED]

**There was a previous registration process that wasn't completed.
 If you don't continue with it you will need to contact BTI again
 with the new registration code. Do you wish to continue ? Y**

9. We will fax you back an unlock code. When you get the unlocking code from us you will rerun this program. The initial screen will be displayed again just as the first time. However, after the registration block entry screen is redisplayed the screen above will be displayed. Answer Y to the question. As above, if you answer N the unlocking code we provided will not work and you will have to go through the entire process again. If you answer Y you will be moved to the Unlock Code entry directly, enter the unlocking code you receive from us there. The program will tell you to wait while the registration process is completed. The program will exit to the DOS prompt when it is finished and you will be fully registered.

There will be a file in the ADV50 sub-directory called START_UP.RUN (if you have TAS Professional 5.1 and have installed and registered it previously the file will be in the TAS50 sub-directory). Make a backup of this file. This is the unlocking mechanism for Advanced Accounting 5.1. Should you need to reinstall the product for any reason you can 'unlock' it yourself by copying this

file to the ADV50 (or TAS50) sub-directory. Make sure you put this backup copy on a floppy and store it someplace you'll remember.

10. Once the product is unlocked there are no longer any record number restrictions. The registration screen is displayed each time you start Advanced Accounting. You can wait for it to automatically go to the main menu (takes about 15 seconds) or press any key and it will go on immediately. **Please be aware; if you attempt to change anything on the registration screen you will not be able to run Advanced Accounting 5.1.**

ADVANCED ACCOUNTING

VERSION 5.1

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POINT OF SALE

Chapter 1

Getting Started

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INTRODUCTION: BEFORE YOU SET UP POINT OF SALE

This process assumes that Advanced Accounting 5.1 has been installed properly and that you are familiar with both its specific operation and the general operation of any BTI program.

In the process of stepping through each of the items in this chapter, you will be learning about what POS adds to the underlying accounting system as well as preparing and entering your company information. The suggested start-up sequence covered in this chapter can be broken into 3 general phases:

1. Preparing for setup: Planning, accumulating your data.
2. Entering initial information: Determining the initial settings for the control file and entering registers, clerks and payment types, etc.
3. Putting the POS system into daily operation.

Before we continue, a few words about security. Much thought has been put into this program to eliminate, as much as possible, any chance of a clerk bypassing the normal process in an attempt to ring up a sale and not record it. In this way, a dishonest clerk might collect the money from the customer and pocket it instead of putting it in the register. We know this is a concern for many retailers. In trying to make sure this doesn't happen to you we have included several processes. We record all sales including voids, credits, and so on. At anytime you can get a list of all transactions in numerical order for that register. If one is missing you know something went wrong. Also, if the clerk attempts to cover up the audit trail by going to the extreme of turning off the computer or re-booting it before the sale is recorded, the system will not allow the clerk to log back on until there has been a forced log-off. By restricting the approval level of the person allowed to perform a forced log-off, you can make sure that someone knows each time this happens. You can also prevent the clerk from making changes to a sale so that their only option is to enter negative (credit) lines to balance other entries made; these negative lines will all be recorded. You can even restrict the ability of the clerk to enter negative items. Finally, we keep an audit trail of all log-ons and log-offs, and the appropriate clerk code. This includes anyone who logs on to the main control maintenance program itself. We believe that you will find the security measures in our Point of Sale system to be complete and effective in helping you reduce theft and mistakes!

Phase 1: Preparing for setup: Planning, accumulating your data.

Before you set up your new POS system, the following are several steps we recommend in order to make your implementation as smooth as possible.

A. Make sure the base accounting system, Advanced Accounting 5.1, is set up properly.

The time you spend in this process will be spent wisely. Although much of POS is self-contained it does interface with the underlying accounting system in some significant areas. You need to have your inventory properly entered so that you will be able to do automatic pricing during register operations. (Both regular and non-stock inventory items may be accessed during the sale process.) If you are going to access customers other than a general cash customer you should have as many entered as possible. You can give permission to enter customers "on the fly." However, this will slow down the entire POS operation if it is done on a regular basis. You also need to have your G/L Chart of Accounts set up so that the posting process in POS can work properly. It isn't necessary to have all the specific accounts defined, but having as much detail as possible before you start processing will give you access to much more information down the road. One of the benefits of a computerized accounting system is the ability to recall past data quickly and easily. If you are constantly changing the accounts where you post, it will delay the time when you can make easy comparisons just by looking at the current, one year past and two years past amounts for that account to quickly (and easily) see the changes in amounts.

B. Make the decisions on how to set up your new POS system.

There are several decisions that need to be made before entering initial data in the system. These include:

SYSTEM WIDE CONTROLS - Several options can be chosen in setting up each register, clerk or payment type. However, some choices affect the entire system. These are:

Password for control program - You can specify a special password for the control maintenance program itself. In all situations, whether you set up a special password or not, the person running the program will have to enter their clerk code and it will be automatically recorded in the audit file.

Maximum number of characters in product code - The program will accept a product code of up to 15 characters. However, if you are going to use a bar code reader, or some other similar entry device, and you want to automatically enter the line when a product is scanned, you would set this to the number of characters the bar code reader will send to the computer. Then each time a code is read, the program will automatically find the item in the inventory and display it on the screen and go right to the next item. This will allow the clerk to quickly ring up an entire sale with a minimum of extra movement to touch the computer keyboard.

Default payment type - When recording payments for the sale this is the first payment type that will be displayed. (See the information later in this chapter on how to set up payment types.) The clerk can press the <Enter> key to accept the default and either enter the amount tendered by the customer or press the <Enter> key again to record payment of the exact amount. If the customer code entered is not the default code the program will attempt to match terms types. If it can't, it will also use the default value. Generally this should be CSH.

Forced logoff - You can specify the approval level required to okay a forced log-off. This would occur if the computer the clerk was running was reset for any reason. The register will not allow any new log-on until the current clerk logs off.

Receipt controls - This option will allow you to determine whether or not the program asks to print a receipt (if this is "no ask" the program will print) and whether the program should wait for a key press after the receipt has been printed but before clearing the screen. This would allow the clerk to use the information on the screen for making change, checking the accuracy of the receipt, and so on. You can also control how many receipts are printed.

Quantity changes - The program would normally start in the product code field. To change the quantity the clerk would press the <Left Arrow> key and the cursor would move to the quantity field. After entering the correct quantity, the clerk would press the <Enter> key and the cursor will return to the product code. You can specify whether or not the program should **always (A)** start at the quantity field (this would apply if you are very often changing quantities), **never (N)** allow the clerk to change the quantity (you want every item to be rung-up separately) or **sometimes (S)** change the quantity as described above.

Cash drawer - You can set whether the cash drawer should normally open only during a sale or anytime. If you specify only during a sale you can enter the approval level required to open the cash drawer at other times, such as close out.

Post Real Time - You can choose whether to post sales as they occur or to wait until you've made a number of sales and then post in a batch. If you post real time, there will be a short delay after a sale is completed while the posting process takes place. However,

posting real time will ensure that all your data (such as inventory on hand) is up-to-the-minute accurate.

Special approvals - For the actions listed below, you can determine whether or not the clerk must have approval to perform the action, what approval level the clerk must have in order to perform it, and whether or not a clerk with the correct approval level can okay his/her own action. The actions you can control include: cancelling a sale; changing or refunding a previous sale; allowing credits (negative values); performing a cash-out to a vendor; and getting access to lay-a-way transactions.

Checking account - You need to specify the default checking account for the system.

G/L interface accounts - You need to set up G/L accounts for over and short amounts (used during balancing by the clerk), and certain lay-a-way accounts.

Lay-a-way Aging Default Days - You can specify default days to use for the aging report.

Scan Tone - You can set parameters for whether or not to send a scan tone for use with a bar code reader (indicates that item has been accurately scanned); the scan tone value; and the tone's duration.

SETTING UP REGISTERS - The system will allow you to keep track of as many different "registers" as you desire. All sales made at that physical location go to the register currently logged on at that location. You can easily log off and on that same internal register as many times as desired during the day. Until that internal register is closed out (balanced), the cash on hand, number of sales and total sales figures continue to accumulate. Different clerks can log onto the internal register but only one can be logged on at a time. You might specify a single register for each physical location or each actual cash register might have multiple internal registers. And a single internal register can be logged on to different physical registers but only to one at a time.

You decide how many registers to set up based primarily on how you want to do closings, or balancing out the cash for that register. If you are going to allow multiple clerks to access the same cash drawer in a single register during the same time period, then you probably only need one internal register record for each physical machine. However, this is not the recommended procedure.

If each clerk is responsible for their own cash drawer then they would typically log on to an internal register when they start work and would continue to use that register until they are ready to balance out their cash drawer. Again, they can log off a register at a physical location and then log back into that same internal register at a different physical location if desired, taking their cash box with them. This would distort the sales for each physical register during the day. However, it does keep the cash situation clean.

We recommend that you set up as many different internal registers for each physical register as you have shifts during the day. For example, if you have 3 shifts of clerks during the day, you might have 3 different internal register records for each physical machine. You would name them using a method that would associate the internal register record with the appropriate machine and time (e.g., REG1_AM, REG1_MID, and REG1_PM). Each register name can be up to 10 characters long. Using this approach, the clerk would log on to the appropriate register, work the shift, and, at the end of the shift, log out from the physical register, go to another terminal and complete the close out process. (If time permitted, the clerk could also choose to close out on the same physical register.) Since most reports (where applicable) allow you to select by register name, you could enter REG1_AM as the From value and REG1_PM as the Thru value if you wanted to restrict the report to just that one physical register.

You also have other decisions to make about a given register. These include:

Starting cash balance - The beginning cash balance for this register (cash box). After completing the register balancing process (**POS-C**), the current cash in the register will default to this amount. The idea here is that after the balancing has been done, you want to start with a standard amount of money in the cash box.

Next ticket number - The next sale number for this register. When a sale is posted system-wide, the program uses the next A/R Invoice number as the actual sale number. However, the POS program also increments the ticket number so that you have a numeric listing of all sales for this specific internal register.

Default customer code - Each internal register can have a different customer code set up as the default. This would generally be a cash type customer and is displayed as the initial choice on the screen when the clerk is entering a sale.

Printer number - You may enter the printer number (LPT1 through LPT3) as the receipt printer for this register. The clerk will **NOT** be able to choose a different printer during the sales process.

Printer driver - You may choose the printer driver for the receipt printer. This would generally be GENERIC. The clerk will **NOT** be able to choose a different driver during the sales process.

Receipt type - You have the choice of three different receipts built in to the POS system. These are 40 Column Plain Paper, 80 Column Plain Paper, and 80 Column Short Invoice. Please see Appendix A for an example. NOTE: These were designed using the Report/2 type of format in TAS Professional 5.1. They can be changed quickly and easily if you have the source code and a copy of TAS Professional. For more information, contact your dealer or call BTI direct.

Change customer code - You can determine whether or not to allow the clerk at this register to enter a customer code other than the default value as explained above.

Allow customers to be added on the fly - You can determine whether or not to allow the clerk at this register to enter a new customer at the time of sale. If you don't allow changing the customer code, the clerk won't be able to add a new customer.

Inventory location code value - In Advanced Accounting 5.1 this is the location code for that specific physical location. For more information please refer to your Advanced Accounting 5.1 manual about Inventory Control.

Other - Information automatically kept by the system for each register includes: date and time of log-on and clerk code if register is active, current cash balance and number of sales and total sales dollars since last balance. This information can be easily and quickly retrieved on-line in the control maintenance program, or as a report.

SETTING UP CLERKS - The system uses the same employee code that you used when entering the clerks in the payroll system. Of course, the employee data needs to be entered in the payroll module before you can use the clerk codes in the POS system.

Point of Sale requires a clerk to log on to an internal register before entering any transactions into that register. This includes entering the correct password if one is specified. The decisions you must make for each clerk are:

Approval level - Many security controls within the POS system concern themselves with the approval level of the clerk. If you wish to utilize this process then you must carefully decide which levels you are going to require to do certain tasks. These include allowing voids, changing or refunding a previous sale, allowing credits, giving cash out to vendors, accessing lay-a-way transactions, and the ability to generate a forced log-off of a clerk and register. The level ranges from 0 through 9, with 9 being the highest approval level.

Make changes to lines - You can specify whether or not this particular clerk has the authority (and experience) to make changes to line items entered. If you allow this capability, a dishonest clerk could enter an entire sale, take payment for it and then go back and change each line. However, once a receipt is printed the sale is saved.

Password - Each clerk may have their own password. The password will be required before the clerk is able to log on or balance a register, or enter the control maintenance program.

Other - If the clerk is currently logged on to a register, the date and time of logon and the register code are also kept. As with Registers, you can easily and quickly retrieve this information.

SETTING UP PAYMENT TYPES - You may have as many different payment types as desired. You must have at least one called CSH that will be used for all cash sales. One payment type is set up automatically by the system called 'cbk' (it uses lower case letters since you cannot enter it that way yourself). This type is used to keep track of cash returned to the customer by the clerk, either as change, or as the difference between the amount of the check presented and the amount of the sale.

You must also define a payment type called LAY if you want to offer lay-a-way's to your customers. This payment type will be used by the lay-a-way programs in the POS system.

A single sale can be split among as many as 10 different payment types, and the same payment type can be used up to 10 times. For example, if the customer is splitting the bill over 2 or 3 VISA cards, you might have a payment type specifically for VISA used several times. The program will record each amount to the same payment type but will keep 3 different payment records for this sale.

Options for each payment type are:

Allow cash back from this payment type - Whether or not the clerk can return cash to the customer when using this type of payment.

Whether or not an account needs to be entered - This option will allow you to require that the clerk enter an account number for the payment type. The account number might be for a credit card or even a check and can be used during balancing to make sure you have all the non-cash payments.

Payment requires bank (or other) approval - Choosing this option will force the clerk to enter an approval code before the payment type can be accepted.

Dollars before approval is required - If you entered Y to the Requires Approval option you can also set a dollar threshold. Sales for that payment type that are for less than the threshold amount don't require approval.

Terms - POS allows you to make sales to customers who normally pay other than at the time of sale (e.g., Net 30 terms). The program will search for a terms type that matches the normal terms for that customer as set in their customer information record. When the system is posting the sale it also uses this information for determining whether to post the

sale to cash or accounts receivable. The clerk will be able to override the default if the customer decides to pay by cash or if they are going to charge this particular sale when they would normally pay by cash.

You need to have at least one terms entry with a type of C (cash). You would normally name this term CASH and this should be the terms code you use for the default payment type. By having a type of C (cash) this tells the program that all sales made using this terms code will go directly to the checking account as a deposit and not to the receivables.

In conjunction with this we suggest you set up a separate checking account called Cash Drawer or Deposit Accumulation, etc. This account would be the default checking account for the POS system. Then, all cash transactions (CASH, M/C, VISA, etc.) would be 'deposited' directly to this account as individual items. At the end of the day, or whenever you would normally make your deposit to the bank, you would transfer the appropriate amount from this accumulation account directly to the 'real' checking account using **GL-N, Transfer Bank Account Funds**. This will then show up in the appropriate check register as a single deposit instead of many small deposits, which will match what your bank will have when you receive your statement, and will make your reconciliation process much simpler. In our sample data we have setup an account called CASH DRAWER so that you might see this process in action. When you decide the amount of cash, checks, etc., to be deposited then run **GL-N** and transfer that amount from CASH DRAWER to (in our example) ABC Bank. If you deposit bank cards directly upon approval, then you would transfer that amount separately from the checks and cash. This would allow you to show two deposits for the day, which would again, match what your bank will show on the statement.

Phase 2: Entering initial information

A. Run CLRDATA to remove sample data.

If you have used the sample data provided, the CLRDATA program will allow you to replace all or part of the information included in the sample data. If you did not copy the .NEW files to .B or have entered real data in the appropriate locations then **don't** run CLRDATA now. To run CLRDATA, select **UT-A, Run TAS Program** from the Utilities menu in Advanced Accounting. When you are prompted for the program name, enter CLRDATA. You will be able to select a partial or complete deletion of the sample data.

NOTE: BE SURE YOU DON'T CLEAR DATA FROM OTHER MODULES IF YOU HAVE LIVE TRANSACTIONS. YOU ONLY WANT TO CLEAR THE POINT OF SALE DATA IN THAT CASE.

B. Enter a CASH customer.

Using **AR-A, Enter/Change Customers**, enter a customer record using the code CASH. Make sure you specify a terms value for that customer that matches the terms setup for payment type CSH. If you have any questions refer to the sample data sent with the program.

You would also use **AR-A** to select a customer and set the *Hist?* flag to **Y** to make sure all invoices are saved in the history information. If you do this, all POS sales for the customer will be saved in the customer's history and will be available for review. We recommend that you set the *Hist?* flag to **Y** for all your customers.

C. Enter control information, registers, clerks and payment types.

Now, using **POS-J, POS Configuration Maintenance**, you can enter all of the information you decided on in the first phase.

D. Run reports on all data entered to make sure you have made the entries correctly.

Now, using **POS-B, Print POS Reports**, you should get a paper print-out of all the entries you have made and make sure that the entries are correct. The reports you would want are: Registers, Clerks and Payment Types.

Phase 3: Putting the POS into Daily Operation

You are now ready to start daily operation of your new POS system. We think you'll be very pleased with the features. Some of the special features you will use all the time include:

Posting - You can choose to post each sale as it occurs, or to post in batches at a time that's convenient (e.g., the end of a shift or the end of the day). We offer a separate "batch" posting program so that the actual POS register routine can run as quickly as possible, in case speed is more important than maintaining up-to-the-minute data on things like inventory on hand. If you post real-time, there will be a very brief delay at the end of a sale, but all your data will be continuously updated. We also allow a combination approach where you can start the posting at the beginning of your sales day on a stand-alone computer and have it post sales as they are made by the registers. By running this program at the same time as the registers, everything will be posted immediately (including changes to inventory). However, the registers themselves won't slow down as would be the case if each program posted its own sales.

On-line information - At any time during the sales day you can see the sales for each register or clerk just by using the control maintenance program (**POS-J**) and displaying the appropriate records, or by printing reports in **POS-B**.

Easy modification - Finally, Point of Sale is written entirely in TAS Professional 5.1. The source code for the product is available, and with the language itself you can quickly and easily make modifications to the product. Further, if you don't have the computer experience to make your own modifications, or are too busy running your own company, your dealer or Business Tools can make those changes for you.

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POINT OF SALE

Chapter 2

Program Operation Info

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POINT OF SALE OVERVIEW

The POS system provides a simple and efficient method to replace your cash registers with state-of-the-art computer systems. You lose none of the efficiency inherent in a simple (or complex) cash register and have at your immediate disposal much more information about your sales than ever before! Through the many options available in this POS system you will be able to control all actions of the clerks and registers.

When you choose Point of Sale on the main menu, the list of options shown below is displayed. After providing brief summaries of each choice, this section describes the purpose and operation of each option in detail.

- A - Run POS Register
- B - Print POS Reports
- C - Settle (Balance) Register
- D - Force Logoff from Register
- E - Post POS Transactions
- F - Enter/Chg Promotional Items
- G - Post Cash Out Transactions
- H - Cash Out Report
- I - Lay-a-way Transactions
- J - POS Configuration Maintenance

A - Run POS Register

This is the main register program and the one the clerks will run to enter sales into the system.

B - Print POS Reports

This program prints all the different reports available in the POS system.

C - Settle (Balance) Register

The clerk uses this program to balance the register's cash drawer at the end of the day or shift.

D - Force Log-off from Register

If something happens to the clerk's system during the normal sale process and it is reset or turned off, the clerk will not be allowed to log back on until a forced log-off is performed. The manager (or employee with the proper approval) can use this program to perform the forced log-off.

E - Post POS Transactions

This will post the transactions entered in POS-A to the proper files. It can be run at the end of the day or as a continuously running process in the background.

F - Enter/Chg Promotional Items

Enter or change the promotional pricing and dates for specific inventory items using this program.

G - Post Cash Out Transactions

Use this program to post cash out's to vendors for deliveries, etc.

H - Cash Out Report

This option will print a report detailing information on cash out's, including date, time, vendor, register, clerk, invoice number, and amount.

I - Lay-a-way Transactions

In this program you can look up information on lay-a-ways, complete a sale, cancel a lay-a-way, print an aging report, or list products currently on lay-a-way.

J - POS Configuration Maintenance

Use this program to set up the various system wide attributes and to enter/change register, clerk and payment type records.

POS-A - RUN POS REGISTER

Purpose of Program

Use this program to convert your PC to a cash register.

Our Software & Consulting		Initial Register Logon			
Register	Cur Cash	Clrk	Password	Name	
	0.00	0			

Initial Log On Screen

Field Explanations

Register

This is the internal register code you are going to use when running this physical register. Each physical register being run must be 'attached' to a different internal register.

You can enter a code in this field or use <F2> to select from a list.

Cur Cash

This is the current cash balance as recorded for that internal register. If there have been no sales since the last reconciliation, this amount will be equal to the amount set in *Beg Cash* for this register using **POS-J, POS Configuration Maintenance**.

Clrk

Enter the appropriate clerk code here. A list of clerks is available by pressing the <F2> key.

Password

The password assigned the clerk. Must be entered properly before any further entry is allowed.

Name

The name of the clerk associated with the clerk code entered above. This is displayed as information only.

Initial Log On Screen

General Program Operation

Log on to a Register

This is the initial process you (or a clerk) will perform when preparing to set up a computer as a cash register. This process attaches an internal register and clerk code to a physical register.

The first step is to choose an internal register code. An internal register can only be attached to a single physical register at a time, and the program will alert you if you try to attach a register that is already attached to a different machine. Press the <F2> key for a list of registers. After a register is chosen the current cash balance is displayed. We recommend that a clerk logging on to a register count the actual cash in the drawer or till to verify the accuracy of the current cash balance shown.

Next enter the appropriate clerk code. As with the internal registers above, a clerk may be logged on to only a single register at a time. Press the <F2> key for a list of available clerks. After a record is chosen the clerk's name is displayed.

If there is a password in the clerk's record it needs to be entered next. The system allows three attempts to enter the password correctly. If those attempts fail, the system returns to the main POS menu. After the password is entered correctly, the main sales screen will be displayed as below.

Our Software & Consulting		POS Sales Entry				
Cust Name	CASH	Tx	Clk	Register	Date	Time
			100	REGISTER#1	03/31/95	01:42:24 pm
Qty	Prod Code	Description	Price	Disc	Tax	Total
Amount Paid:		0.00	Sub-Total:		0.00	
Amount Owed:		0.00	Disc:		0.00	Total Sale:
Cash Back:		0.00	Tax:		0.00	0.00

F2 Disp Cust | F3 New Cust | F4 Change Cust | F5 Cash Out | Alt-F5 Cash In
 F6 Lay-a-way | F7 Old Sls | F8 Reprint Rcpt | F9 Chg Sls | Alt-F9 Restart | ESC Exit

Sales Screen

Field Explanations

Cust Code and Cust Name

The code and name for the customer for the current sale. The name is displayed automatically after choosing a specific customer. Press the <F2> key to get a list of customers. The default value in this field depends on the appropriate entry in the Register record.

Tax

Whether or not the line items in this sale are normally taxable or not. This entry will default to the value in the customer record.

Balance of top entry line

The register and clerk code as entered on the initial log on screen are displayed again here as well as the current date and time.

Bottom of sale screen

Certain information about the sale in process is displayed at the bottom of the screen. On the right side are the current totals for the sale, including the sub-total of all line items, discount rate and amount (if any) and the tax amount. The total of all these items is also displayed. The left side shows payment information. This includes the amount paid so far, the amount owed (which is equal to the total amount when amount paid is 0), and the cash back (or amount of change).

Main sale area

The center section of the screen is devoted to entering line items for the sale and is explained below.

**Sales Screen
General Program Operation**

Choose a Customer

The value entered for Change Customer Code in the Register record determines whether or not an entry can be made here. (Please refer to **POS-J, POS Configuration Maintenance**.) If this value is set to Y, the cursor will start in the Customer Code field at the beginning of the sale. The value displayed will be the default customer code for this register (see **POS-J**). To accept the default, press the <Enter> key; otherwise enter a different code or press the <F2> key to get a list of available customers. (You can type in all or part of the customer code to search as with all BTI <F2> look-ups.) You may also be able to enter a new customer using the <F3> key, depending on the setting of the appropriate option for this register (see **POS-J**). You are now ready to enter the first line item.



If you have the proper permission you may also change the current customer as chosen. By pressing the <F4> key the program will chain to the Maintain Customer program (**AR-A**) and will automatically use the customer code from the POS program. This will allow you to make changes to that customer's address, telephone number, etc., while they're still in the store.

Our Software & Consulting		POS Sales Entry				
Cust Name	CASH Cash Sale	Tx	Clk	Register	Date	Time
		Y	100	REGISTER#1	03/31/95	01:44:59 pm
Qty	Prod Code	Description	Price	Disc	Tax	Total
1						
Amount Paid:		0.00	Sub-Total:		0.00	
Amount Owed:		0.00	Disc:		0.00	Total Sale:
Cash Back:		0.00	Tax:		0.00	0.00

F3 Chg Prc|F4 Disc L|F5 Tax|F6 Suspend|F7 Msg|F8 Disc S|^U Void|^C Cust|

Normal Sale Line Entry

If the Change Quantity Sold option in the Configuration record is set to **A** (always) then the first entry will be the quantity for this line. If the option is set to **S** or **N**, the first entry is the Prod Code (product code). The **S** (sometimes) option allows you to change the quantity by pressing the <Left Arrow> key. The cursor will move to the quantity field. Make the appropriate entry and press the <Enter> key to return to the product code. If the Change Quantity Sold option is set to **N** (never), you won't be able to change the quantity value.

With the cursor in the product field you can enter the appropriate code, or search using the <F2> look-up. Within the look-up, you can switch keys using <F3>; for example, you might want to search using the *Short Description* field. You may also be entering product codes through the use of a bar code scanner or similar device.

- ✓ POS is compatible with any bar code scanner or similar device that attaches directly to the keyboard, or between the keyboard and the computer. When an item is scanned the device sends the appropriate characters just as though you had entered them at the keyboard. Don't forget: if you use this type of entry, the Product Code for the inventory item (specified in the inventory control module) must be the appropriate bar code number for that item.

If the Product Code field size (see **POS-J**) is set to the same number of characters entered, the system will automatically move to the next line as though you had pressed the <Enter> key. (A scan tone will sound when this happens, if you have set the *Send Scan Tone* field to **Y** in **POS-J**, to alert you that the item has been scanned or entered correctly.) The price for the item will be displayed and added to the Total fields at the bottom of the screen. The Tax field for this line will be set to the same value as the Tax field for the entire sale, the Short Description field entered for the product will be displayed or if it is blank, the program will use the first 15 characters of the regular description field (see **IC-A, Enter/Chg Inventory**). The price displayed is the normal retail price for the item. If this customer has a special price matrix then that pricing structure is used. (See **AR-A, IC-A** and **IC-H** for more information about the pricing matrix. Please note that if you change customers after entering line items, and the new customer has a different price matrix, the line item prices will NOT reflect the change.) Items on promotion are marked with an asterisk (*). The program then moves the cursor to the next line and you are ready to either enter the appropriate quantity or product again without any further keyboard entry.

- ✓ Advanced Accounting 5.0 allows for negative (or below zero) inventory on-hand amounts. If an item is sold for which there is no inventory on-hand, no warning messages will be displayed. In most cases, the item is there; the customer has brought the item to the register! However, the system makes a record of this occurrence, and a listing of all the transactions that resulted in negative on-hand amounts can be printed using the Neg Inventory option in **POS-B, Print POS Reports**.

If you need to enter more items you may do so now. You can enter up to a total of **250** line items if necessary. When you are finished entering items, press just the <Enter> key at the blank product code field. The program will automatically move to the payment routine.

Our Software & Consulting		POS Sales Entry				
Cust Name	CASH	Tx	Clk	Register	Date	Time
	Cash Sale	Y	100	REGISTER#1	03/31/95	01:45:31 pm
Qty	Prod Code	Description	Price	Disc	Tax	Total
1	386	386 Base System	2799.00		Y	2799.00
1	PRINTER LASER	Laser Printer 3	2298.00		Y	2298.00
1	SOFTWARECOM	COMMUNICATION S	199.00		Y	199.00
1						
Amount Paid:		0.00	Sub-Total:		5296.00	
Amount Owed:		5560.80	Disc:		0.00	Total Sale:
Cash Back:		0.00	Tax:		264.80	5560.80

F3 Chg Prc|F4 Disc L|F5 Tax|F6 Suspend|F7 Msg|F8 Disc S|^U Void|^C Cust|

Payment Entry

The first payment type listed will be either the default type as set up in the Configuration file or the appropriate type for that customer.

- When a customer other than the default customer is chosen the program attempts to find a match in the payment types file with the terms set up for that customer. If there is a match it is displayed as the initial payment type. If a match is not found the program uses the default payment type as the initial choice. In either case you can override the choice displayed.

You can then accept that type by pressing the <Enter> key or enter the appropriate type. You can press the <F2> key to get the list of payment types.

If the payment type requires that an account number be entered, the program will wait at that field until you enter the appropriate value. The same applies to any approval code that may be required. For example, the approval code might be the code returned from a credit card verification.

Finally you need to enter the amount of the payment for this type. If the customer is paying for all or the balance of the sale using this type then press just the <Enter> key at the 0.00 amount field and the system will automatically apply the amount remaining. If you don't record all (or more than the amount owing in the case of cash), the program will go to the next line and allow you to enter another payment type and amount. This will continue until you have recorded enough payments to cover the entire sale.

- You may split a single sale over 10 different payment types. The same payment type may be used as many times as required (e.g., for multiple VISA cards).

- ✓ To return to the line entry mode from payment entry just press the <Esc> key when the cursor is in the payment type field. The system will go back to the first line in the sale, and you'll be able to edit lines or add new ones.

You may change a payment line by moving to that line with the <Up> or <Down Arrow> keys. Enter the correct payment type or change the amount entered previously. You can also delete the line by moving the cursor to that line, pressing the <Esc> key and then pressing the key. The program will not ask you to confirm your action but will automatically delete the line. To enter more payments, move the cursor to the end of the list (first blank line) and press the <Enter> key.

After all payments have been entered, the program will record the sale and print a receipt. Depending on the options chosen in the Configuration record, the program may ask before printing a receipt and may also wait before a receipt is printed. Otherwise, the program will automatically print the receipt and return to the beginning of the next sale.

Please note that if you have set the *Post Real Time* field to **Y**, there will be a very brief delay while the just-completed sale is posted. If you have set this field to **N**, the program will be ready for the next sale instantaneously. If the Change Customer Code option is set to **Y**, the program will return to the *Customer Code* field. Otherwise, it will start with the first line of the next sale.

Changing/Deleting Lines

To make changes to a sales line entered previously you need to have the correct option set in the appropriate clerk record (Allow Line Changes). If this option is set to Y, you will be able to move the cursor back to a previous line by pressing the <Up Arrow> key. Once you are on that line you can change the quantity, product code, price, discount, or tax flag using the function keys displayed at the bottom of the screen. For more information refer to the Other Operations section below.

If you wish to delete the line entirely then press the <Esc> key and the line cursor (a single bar across the list) will be displayed. Press the key and the system will confirm that you want to delete the line. You now need to press the <Enter> key to get back into entry mode.

Voiding a Sale

If you cannot make changes to lines (due to settings in Configuration file), or you just want to remove an entire sale and start over, you may void it. You must be in the line item list, not the payments, to do this. Press the <^V> key (ctrl+V). If you do not have the approval to perform a void, the program will ask you to enter the appropriate clerk code and password. (The clerk chosen would have to have the necessary approval.) If you do have the approval necessary, the program will ask if you are sure you want to void the sale. If you enter Y, it will be voided and you will be returned to the beginning of the next sale.

A voided sale is kept in the same sales list as a normal sale. However, the sale is marked as voided, and the code for the clerk who approved the void is saved with the record.

Please note that you can also cancel a sale in progress by pressing ^Q (ctrl+Q). No record of the cancelled sale will be saved. In general, we recommend that your clerks use the void procedure described above so that you'll have an audit trail of voided sales. We have intentionally **not** included a listing of this option at the bottom of the sales screen, so that clerks will only be aware of the option if you tell them about it.

Refunding a Sale

If a customer returns merchandise and would like a refund or exchange, there are two ways to proceed. You can enter negative quantity values for the items returned, and then add any new items if this is an exchange. (Note that you or the clerk must have the proper approval to enter negative quantities as set up in **POS-J**.) To avoid confusion, use the same customer and payment types as the original sale if possible.

If the customer has the original receipt or you can find the ticket/invoice number, you can do the refund another way. Use the old sale look-up facility (the <F7> key from the initial sales entry screen) and choose to reverse the sale. For more details, see the instructions given under the section **Other Options Available from POS-A, Run POS Register** later in this chapter.

Please note that if you attempt to refund more cash than currently exists in the cash drawer, the system will complete the sale and then "chain" to the Cash In program described below. The POS system assumes that you or a clerk will have to replenish the cash drawer to do the full refund, and therefore gives you the opportunity to record the cash in immediately.



The current cash balance in the register is: -293.05
The program will now allow you to record the cash added.

0.00

Other Operations

There are several other operations you may perform while in the normal line item entry. These include:

- a) **Change Sale Price** - <F3> - If you wish to use a price different from the value in the inventory record use this option. The price may be changed after the item is found (if you have the approval to 'backup' and change a record) or before (if you don't have approval).
- b) **Discount Line** - <F4> - By choosing this option you can enter a discount for just the current line, as opposed to the entire sale (see Discount Sale below). Enter the amount as a percentage (e.g., a discount of 10% would be entered as 10, a discount of 2.5% would be entered 2.5, etc.). The program will automatically calculate the extension for the price and give the discount.
- c) **Tax Toggle** - <F5> - This will allow you to switch the line from taxable to non-taxable and back again. Each time you press this key the tax value will change to its opposite.
- d) **Suspend the Sale** - <F6> - If for some reason you want to suspend the current sale and enter a new one, press this key. It will put the current sale on hold and allow you to complete another transaction. After you have completed the next sale, the suspended one will ask if you wish to continue with it. If you answer **N** you can enter another sale, and again, at the end, the program will ask if you wish to continue with the suspended sale. This will happen until you finally finish with the suspended sale. Only one sale at a time may be in this suspended state.
- e) **Enter Message Line** - <F7> - This will let you enter a 30 character message instead of a normal item line.
- f) **Discount Sale** - <F8> - If you wish to discount the entire sale, instead of just a single line, press this key. As with the Discount Line option you should enter the amount as a percentage.
- g) **Change Customer** - <^C> (ctrl+C) - At any time during the sale you may change the customer entered for this sale by pressing this key. This only applies if you have the proper approval to do so. The cursor will move to the *Cust Code* field and you will be able to choose or perhaps, add a new customer if desired. All the options that apply to this entry when creating a new sale apply here also.

Exiting the Program

To exit the program and return to the menu, press the <Esc> key while the cursor is in the Customer Code field. If you don't have the approval to enter/change customers then press the <Esc> key while the cursor is in the product code field in a new sale. You will be asked if you wish to exit the program; enter **Y**. Please note that when you (or a clerk) exit from **POS-A**, you will be logged off the register. To run the register again you must log back on. If you just want to change clerks or registers, you can speed up the transition as outlined in section below.

Other Options Available from POS-A, Run POS Register

The preceding sections covered most aspects of a "normal" sale. POS-A also offers a number of other options directly from the sales entry screen. Please note that to run these options, the cursor must be in the *Cust Code* field (that is, before you have selected and accepted a customer). The additional options are listed at the bottom of the sales entry screen. The facilities for displaying customers, adding new customers, and changing the data for existing customers has already been discussed. The sections below will provide details on how to record cash out's for deliveries and cash-in's for replenishing a cash drawer; set up lay-a-way's; retrieve old sales for doing refunds or edits; reprint receipts; and quickly change sales clerks or registers without returning to the main POS menu.

Performing a Cash Out

If you ever have vendors deliver goods to your place of business and ask for payment on delivery, the cash out facilities in Point of Sale will be very helpful. From the initial sales screen, with the cursor located in the *Cust Code* field, press <F5>. If you have set the approval codes in **POS-J** to require approval for doing a cash out, the box below will pop up, asking for a clerk code and password.

This action/transaction requires permission. Please enter the appropriate clerk code: 110 Password:

After the correct information has been entered, a cash out entry screen like the one shown below will appear. Here you enter the vendor code (use the <F2> lookup if needed) and then put in invoice numbers and amounts. Up to three invoice lines can be entered. When you have finished entering cash out amounts, press <Enter> from a blank line.

Our Software & Consulting

Record Cash Out

Enter the following info for this cash out:		
Vendor:	ABCBAMWAIS	ABC Bank of Issaquah
Inv Number	Inv Amount	Tot Amt: 15.00
1234	15.00	
	0.00	
	0.00	

Answer **Y** to continue with the cash out, and the amounts you entered will be recorded. (You can get a listing of all unposted cash out's using **POS-H, Cash Out Report**. To post cash out's, run **POS-G, Post Cash Out Transactions**). At this point you or your clerk can take money from the cash drawer, pay the vendor, and then close the drawer. You are also given the option of printing a receipt for the cash out. When you've finished the cash out, the program returns to the initial sales screen.

Please note that a cash out is posted as a credit to the cash account and a debit to the clearing account. When you run **POS-G** and distribute to the appropriate expense/asset account(s), the clearing account will be credited for the proper amount.

Performing a Cash In

Occasionally you will have to replenish a cash drawer if you've run out of cash or change. To keep a record of a cash in while running a register, press ALT+<F5> (press the ALT key plus the <F5> key). The screen shown below will be displayed, and you'll have the opportunity to enter the amount of the cash in. The new register balance will be reflected when a clerk settles (balances) the register or when a new clerk logs in.

Our Software & Consulting Record Cash In

Current Register Cash Balance:	1522.20
Enter the cash amount being added to the register:	100.00
New Register Cash Balance:	1622.20

You will be offered the opportunity to print a receipt showing the cash in. After you've finished, the program will return to the initial sales entry screen. Please note that no G/L transaction is generated by the cash-in.

Lay-a-way Sales

POS offers the ability to do lay-a-way sales, where a customer selects an item and makes payments toward the price of that item over a period of weeks or months until the entire price has been paid. At that point, the customer may take the item home. With the POS system you can perform a number of activities to record sales, payments, look at inventory on lay-a-way, cancel lay-a-way's, and complete a lay-a-way sale. These options are discussed below.

a) **Enter a Lay-a-way Sale** - To put in a lay-a-way sale, proceed as you normally would to enter a sale and choose LAY as your payment type. (This payment type must be set up in advance using **POS-J**.) Please note that you may not split a lay-a-way sale with other payment types. If you need to record a deposit at the time the lay-a-way sale is entered, put in the lay-a-way first, and then record a payment against that lay-a-way as outlined below. Once you select LAY as the payment type, the entire amount of the sale will be recorded (with an option to print a receipt) and the program will return to the initial sales entry screen.

From the sales entry screen, press the <F6> key to perform lay-a-way activities. Once you press <F6>, you can choose whether to record a payment (**P**) or perform other lay-a-way transactions (**O**).

Our Software & Consulting Record Lay-a-way Payments

Inv Num:	200		
Customer:	CLENWAFAC Cleaner-1		
Tot Sale:	3766.01	Amt Remain:	3466.01
Num Pmts:	1	Last Payment:	06/09/95
Information about this payment			
Type of Pmt:	CSH Cash		
Payment Amt:	500.00		
Account Num:			
Apprvl Code:			

b) **Record a Lay-a-way Payment** - Choose **P** to record payments against a lay-a-way, and you'll see the screen above. Select the lay-a-way you'd like to record payment against using the <F2> look-up. Press <Enter> and then choose the payment type and payment amount. Answer **Y** to record the

payment, and then print a receipt if you'd like a hard-copy summary of the payment. The payment amount will be recorded in the G/L account you specified in **POS-J** under *Lay-a-way Pmts Recv Liab Acct*.

If you choose **O** for Other Lay-a-way Transactions, you'll see the screen below. These options are discussed next.

Our Software & Consulting | **Lay-a-way Transactions**

```

Choose What to Do
Lay-a-way Lookup
Process Sale
Cancel Lay-a-way
Lay-a-way Aging Report
Products on Lay-a-way
  
```

c) **Look Up a Lay-a-way** - If you choose the first option, select the lay-a-way you want to view by placing the highlight bar on the correct line, press <Enter> and you'll see the screen shown below.

Our Software & Consulting | **Lay-a-way Lookup**

```

Inv Num: 200      Customer: CLENWAFCT  Cleaner-1
Sale Date: 06/09/95  Register: REGISTER#1  Clerk: 100  Time: 06:55 p
Tot Sale: 3766.01  Remain: 3466.01  # Pmts: 1  Last: 06/09/95
  
```

You can get a print-out of the information shown here by pressing <^P> (ctrl+P). You can also press <F2> to see all the line items in the lay-a-way, as shown below.

```

Line items for this Lay-a-way
  
```

Prod Code	Desc/Msg	Qty	Disc	Price
COMPUTER 386	386 Computer 1Meg 110M Hd	1		4451.55
DISK-HARD40	40 Meg Internal Hard Disk	1		632.50
KEYBOARD-ENHNC	Enhanced Keyboard	1		228.85

Pressing <F3> will display payments data for this lay-a-way. The report shows the date of each payment, the amount, the invoice number, and the payment type.

d) **Complete a Lay-a-way Sale** - Before you can complete a lay-a-way sale, you must have recorded payments that in total equal the original sale price, so that Amount Remaining is 0. If you need to record a final payment, use the process described in a) above. If that payment results in Amount Remaining being set to 0, the POS system will ask if you want to complete the sale and automatically "chain" to this program if you want. If you are entering this program from the Other Lay-a-way Transactions menu, simply select the lay-a-way to process, answer **Y** to continue, and the system will post the sale.

e) **Cancel a Lay-a-way** - If you are cancelling a lay-a-way where payments have been made, and you want to refund all or part of the payments to the customer, you must first record a final **negative** payment that reflects the amount to be refunded. If no money is refunded or you only return part of the payments, the excess will be added to the Lay-a-way Refund Charge G/L account (an **I** type account) you specified in **POS-J**. After recording refund payment, if necessary, select the Cancel Lay-a-way

option, choose the lay-a-way to cancel, and enter the clerk code. Confirm that you want to cancel the lay-a-way, and the system will perform the cancellation and return you to the Other Lay-a-way Transactions menu.

f) **Change a Lay-a-way at the Time of Completion** - If the line items or prices on a lay-a-way change when the lay-a-way is being completed, you need to cancel the original lay-a-way and "refund" the payments, typically in cash. (Note that this may not be a real refund, since the payments may be applied towards the "new" sale.) Record the new sale as a cash sale, settling the difference in cash you refunded versus the new sale amount as the sale is completed. You could also add items to this "new" sale at that time.

If the entire contents of the lay-a-way are likely to change, or you find yourself changing lay-a-way's often at the time of completion, we suggest you create a special **N** (non-inventory) type inventory item that serves as a place-holder for an entire set of lay-a-way items. The amount charged for this item would be equal to the amount of the particular lay-a-way (less any taxes). Putting this item on lay-a-way provides something to record payments against without having any impact on the system's inventory levels. When the payments were completed, you would cancel the lay-a-way as described above and then put in the real items as a regular sale.

g) **Print Information on Aging of Lay-a-way's** - Choose the Lay-a-way Aging Report option, select the number of days to use in restricting the print-out, and press <Enter>. An example of the report is shown below.

P O I N T O F S A L E								
Lay-a-way Aging Report								
May 25, 1994 03:43 p								
Date	Inv#	Cust Code	Org Amt	Amt Rem	Pmts	Lst Pmt	Clerk	Days
05/25/94	286	COFURWAREN	5724.71	5224.71	1	05/25/94	125	0
Totals:			5724.71	5224.71			Avg:	0

h) **Show Products on Lay-a-way** - To get an idea of which products are on lay-a-way and in what quantities, choose this option, and then restrict the output by *Product Code*, if desired. For each product, the report shows quantity on hand and on lay-a-way, days since last payment, the original date of the invoice, and the percentage remaining (100*(1- amount paid/total amount)). An example of the report is shown in Appendix A.

Changing or Reversing a Previous Sale

If a customer returns merchandise to you for a refund or exchange, and you have a receipt or other means for identifying the sale, you can use the old sales lookup facility available from the initial sales entry screen. (If no receipt is available, for example where an item was received as a gift, you can record negative quantities to reverse the effect of the sale. See the section entitled "Refunding a Sale" earlier in this chapter for details.)

Press <F7> from the initial sales entry screen to reverse or change a previous sale. The security system will ask for a clerk code and password if this action requires approval. Enter the information necessary, and then select the sale you'd like to reverse or edit by placing the highlight bar on the appropriate line and then pressing <Enter>. Press <End> to move to the end of the list (the most recent sales).

If the sale you've selected has not been posted, the system will issue a message saying that if you continue, the original sale will be voided, and the original line items will be used as the basis for a new sale. You may then delete or change the existing line items, and add new entries just as in a regular sale. The original sale will be voided; you can see that sale using **POS-B, Print POS Reports** and selecting the Sales Report option.

If the sale you've selected has been posted, the system will give negative quantities to all existing line items in anticipation of your reversing the sale (see the example below). Should you decide not to continue by answering **N**, the system will return you to the initial sales entry screen. If you continue and would like to do a straight refund of all items, simply move to the first blank line, press <Enter>, and the system will ask if you wish to use the original payment types and amounts for the refund. Answer **Y** to accept the original payment types; answer **N** to change.

Qty	Prod Code	Description	Price	Disc	Tax	Total
-1	386	386 Base System	2799.00		Y	-2799.00
-1	PRINTER LASER	Laser Printer 3	2298.00		Y	-2298.00
-1	SOFTWARECOM	COMMUNICATION S	199.00		Y	-199.00
1						

Amount Paid:	0.00	Sub-Total:	-5296.00	Total Sale:	
Amount Owed:	-5560.80	Disc:	0.00		
Cash Back:	0.00	Tax:	-264.80		-5560.80

PLEASE BE CAREFUL if you are doing a complete refund about how you mix cash and non-cash payment types. You could end up refunding cash to a customer who paid with a bad check that hasn't cleared yet. This is especially important where the customer has been given terms and may or may not have made any payments before asking for a refund. At the very least, you should cover such possibilities in training your clerks and setting company or store policies. In the case of a straight refund, we recommend that you accept and use the original payment types and amounts for the least risk.

In a straight refund, the *Amount Owed* will be negative, indicating that you owe the customer money back. Where the customer has paid on terms, the refund will be reflected as an outstanding credit in the customer record. Use **AR-C, Record Payments** to apply the outstanding credit and update the customer information.

Exchanges are handled in much the same way. Select a previous sale, and then move to a blank line in the sales entry screen (past the negative quantity line items) to add the new items. (See the example below.) The *Amount Owed* will track the net amount for additional payment or for refund.

Cust Name	CASH	Tx	Clk	Register	Date	Time
	Cash Sale	Y	100	REGISTER#1	03/31/95	01:52:36 pm
Qty	Prod Code	Description	Price	Disc	Tax	Total
-1	BOARD-EGA	EGA Board	199.00		Y	-199.00
1	BOARD-MONO	Monochrome Boar	499.00		Y	499.00
1						
Amount Paid:		0.00	Sub-Total:		300.00	
Amount Owed:		315.00	Disc:		0.00	Total Sale:
Cash Back:		0.00	Tax:		15.00	315.00

Take the additional money required from the customer or refund any money due, and the sale will be recorded by the system. Inventory levels on hand will be updated to reflect the items returned and sold.

POS Sales Records						
Tkt Num	Inv Num	Date	Cust Code	Total Amt	Pst	
239	282	05/20/94	CASH	5560.80	Y	
244	288	05/25/94	EATCLWABE	3025.72	Y	
246	290	05/25/94	BIBBOOWAKE	4017.07	Y	
248	292	05/26/94	COFURWAREN	7486.80	Y	
249	326	05/28/94	CASH	-174.37	Y	

Reprinting a Receipt

POS provides a quick and easy way to reprint a receipt. If you'd like an additional copy of a receipt for your internal use or if your printer jammed in the middle of printing, simply press <F8>, select the appropriate sale by placing the highlight bar, and press <Enter>. (You can press <End> to move to the end of the list.) A copy of the sale receipt will be sent to your printer.

Changing a Salesperson

If you'd like to quickly change the clerk logged onto a register, press <F9>. The box shown below will pop up in the middle of the sales entry screen. After you enter a new clerk code and password (if any), the new clerk will be logged onto the register.

Clrk	Password	Name
110		

Changing a Register (and Salesperson)

If you'd like to change the internal register (and possibly log on a new clerk) without going out to the menu and then coming back in, press <ALT-F9>. The program will put you into the Initial Register Logon screen, where you can log onto a new register and change clerks if you like. The clerk code will default to the clerk currently logged on.

An Overview of the Process

A sale can be as simple as:

- a) Press <Enter> for the default customer.
- b) Enter/scan item(s).
- c) Press <Enter> only at blank product code field.
- d) Press <Enter> at default payment type field.
- e) Press <Enter> at payment amount (pay all).
- f) Take the customer's money.
- g) Put it in the cash box.
- h) Give the customer a receipt.
- i) You're ready for the next sale!

It can also become much more complicated. This depends entirely on the decisions that have been made about which actions to allow and which to restrict. The basic idea of the POS system is to offer the speed of a 'dumb' cash register, while also providing all the information needed to run a successful business.

POS-B - PRINT POS REPORTS

Purpose of Program

This is the central program for most of the reports you can get in POS.

Our Software & Consulting		POS Reports	
Report: [REDACTED]			
From Register:	[REDACTED]	Thru Register:	[REDACTED]
From Clerk:	0	Thru Clerk:	0
From Product:	[REDACTED]	From Customer:	[REDACTED]
From Pmt Type:	[REDACTED]	Type:	[REDACTED]
From Date:	00/00/0	e:	00/00/00
From Time:	00:00 a	e:	00:00 a
Include Lay-a-way Sale	Choose Report Sales Report Line Items Payments Registers Clerks Payment Types Audit Report Sales/Hour Neg Inventory Over/Short Rpt General Trans		

General Program Operation

When you choose this program the screen above appears. The available reports are described below and a sample of each is shown in Appendix A at the end of this manual. Reports can be sent to a printer, a disk file, or your screen. Each report allows you to enter the appropriate From/Thru values on the entry screen. For each applicable value you can get a listing of Registers, Clerks, Products, Customers or Payment Types by pressing the <F2> key when the cursor is in that field. The reports include:

Sales Report - The general information for each sale made. This includes Ticket and Invoice number, Register, Clerk, Customer, Date, Time, Tax status, total sales amounts (either gross or net sales), discounts, net cash, number of line items, void information and posting and lay-a-way status. Please note that the discount amounts shown are for discounts applied to the entire sale. You can restrict this report by Register, Clerk, Customer, Date and Time, and choose whether or not to include lay-a-way sales. The print order (index) can be Clerk, Date, Register or Invoice number. Please note that if you have set the *Hist?* flag to **Y** in your customer records, you will also be able to see sales history from within **AR-A** using <PageDown>. For sales split across payment types, only one type will be shown in the customer invoice history; reprint the receipt for complete information.

Line Items - This is the information for each non-message line item in Product Code order. The program will print a sub-total for each Product Code printed. It also prints the Quantity, Pricing, Discount, Tax Status, Invoice Number, Date, Register, Clerk, Customer and Void and Lay-a-way information. Discounts shown are for that line item only. This report may be restricted by Register, Clerk, Customer, Product, Date and Time.

Payments - This is the information for each payment made in Payment Type order. The program will print a sub-total for each Payment Type printed. It also prints the Account Number, Approval, Amount, Invoice number, Date, Register, Clerk and Customer. A lay-a-way number (same as the invoice number for the original lay-a-way sale) is also printed if applicable. This report may be restricted by Register, Clerk, Customer, Payment Type, Date and Time.

Registers - This report prints all the information available about each Register. This is the same as what you can receive on-line in **POS-J, POS Configuration Maintenance**. The report is printed in Register Code order and may be restricted by Register Code only.

Clerks - This report prints all the information available about each Clerk. This is the same as what you can receive on-line in **POS-J, POS Configuration Maintenance**. The report is printed in Clerk Code order and may be restricted by Clerk Code only.

Payment Types - This report prints all the information available about each Payment Type. This is the same as what you can receive on-line in **POS-J, POS Configuration Maintenance**. The report is printed in Payment Type order and may be restricted by Payment Type only.

Audit Report - This is a listing of all the Log-Ons and Log-Offs made by the various Clerks to the different Registers or to various other menu options. Also, any forced Log-Offs will be reported. The report may be restricted by Register, Clerk, Date and Time. It may be printed in Date/Time, Clerk or Register order (index). The report prints the Date, Time, what type of entry, Clerk and Register for each entry. Note that audit records for the entry/exit of menu options such as **POS-J, POS Configuration Maintenance** are only printed if no register is selected. The types of entries are:

POSD In and Out - Records entry into and out of the **POS-D, Forced Log-Off** program.

POSJ In and Out - Records entry into and out of the **POS-J, POS Configuration Maintenance** program.

Logon and Logoff Sls - Regular Log-On and Log-Off to Registers.

Logon and Logoff Bal - Entry to and exit from the Register Balancing program (**POS-C**).

Cash Out and Cash In - Records cash out's and cash in's.

Forced LO - A forced Log-Off for a specific Register and the Clerk who performed it.

Sales/Hour - This is a actually three different reports in one. For each appropriate Register, Clerk and Date the program will print the total sales for a maximum period of 18 hours. If you don't enter a time period the program will default to 6 am through 11 pm (till midnight). You can choose whether to print

gross or net sales and can also choose to sort the results by total sales. This will print each group (Registers, Clerks and Dates) in descending sales amount order. The report can be restricted by Register, Clerk, Date and Time.

Neg Inventory - This will print the transactions that occurred during normal sales operation in **POS-A, Run POS Register** that cause an **R** (regular stock item) type inventory on-hand amount to go below zero (negative). The report may be restricted by Register, Product and Date and prints in Product Code order.

Over/Short Rpt - This will print a listing of all the Register balance results and the net cash over or short for each Clerk. This report may be restricted by Register, Clerk and Date. It may be printed in Clerk, Register or Date order.

General Trans - This report shows a history of transactions and can be restricted by Register, Clerk, Date, and Time. It may be printed in Clerk, Date, Invoice Number, or "Key" order ("Key" is a combination of register and ticket number). The report shows Invoice Number, Ticket Number, Date, Time, Clerk, Register, Total Amount, Net Cash, and Transaction Type (sale, void, cash in, cash out, refund, lay-a-way payment, or lay-a-way). Please note that Invoice Numbers are used system-wide, whereas Ticket Numbers are only used in the POS system. If an Invoice Number seems to be missing, it may be because that number was used in doing a sales order from the non-POS portion of Advanced Accounting.

POS-C - SETTLE (BALANCE) REGISTER

Purpose of Program

This program helps you to balance out a cash drawer. When completed, this routine resets the sales data to 0 and sets *Cur Cash* for this register to the *Beg Cash* value set in **POS-J**.

Our Software & Consulting		Initial Reconcile Register Process		
Register	Clrk	Password	Name	Balance Dte
	0			00/00/00

Field Explanations

Register

This is the internal register code of the register to be balanced. This should have been previously attached to a physical register in **POS-A**, and sales should have been recorded.

You can enter a code in this field or use <F2> to select from a list.

Clrk

Enter the appropriate clerk code here. A list of clerks is available by pressing the <F2> key.

Password

The password assigned the clerk. Must be entered properly before any further entry is allowed.

Name

The name of the clerk as entered above. This is displayed as information only.

Balance Date

The date this process is occurring. Defaults to today's date.

Initial Log On Screen

General Program Operation

Log on to a Register

This is the initial process you will perform when preparing to balance the cash box for a register. Enter the same code for the register used during the sales process. You may press the <F2> key for a listing of available registers.



The clerk and internal register must be logged off the physical register for this process to occur. While a clerk is logged on to an internal register, the system will not allow anyone else to log on to that register.

Next enter the appropriate clerk code. As with the internal registers above, a clerk may be logged on to only a single register at a time. Press the <F2> key for a list of available clerks. After a record is chosen the clerk's name is displayed.

If there is a password in the clerk's record, it needs to be entered next. The system allows three attempts to enter the password correctly. If those attempts fail, the system returns to the main POS menu.

Next enter the date. Press the <Enter> key to accept today's date as the default. After entering the date the main balancing screen will be displayed as below.

Our Software & Consulting		Reconcile Register Process			
Register:	REGISTER#1	Gross Sales:	5207.95	Net Cash:	1422.20
Clerk:	100	Cash Receipts:	1097.20	+Beg Cash:	100.00
Date:	03/31/95	Cash Back:	0.00		=====
		Non-Cash Rcpts:	7876.76	Act Cash:	1522.20
		Non-Sales Cash:	325.00		

F2 List Payments|F3 Cash Bal Help|F10 Finished|

ESC Exit

Register Balance Screen

Field Explanations

Register, Clerk and Date

The codes for the register being balanced, the clerk and the appropriate date.

Gross Sales

The total sales amount recorded for this register since the last time it was closed out. This amount should equal Cash Receipts + Non-Cash Rcpts - Cash Back.

Cash Receipts

The total amount of cash received for this register since the last time it was closed out.

Cash Back

The amount of cash returned to the customer.

Non-Cash Rcpts

All other payment types made (e.g., credit card sales).

Non Sales Cash

Any cash in's or other cash added to the drawer.

Net Cash

The net amount of actual cash that should be in the cash box for this register. This is Cash Receipts + Non Sales Cash - Cash Back. The total expected amount of cash will be Net Cash + Beg Cash (the amount of cash you started with before making sales).

Beg Cash

This is the beginning amount of cash that was in the cash box for this register.

Act Cash

The amount of cash the clerk counts in the cash box for the register. If this amount matches the sum of Beg Cash and Net Cash, the drawer is balanced. If not, there will be an Over/Short.

Register Balance Screen General Operations

Closing out a cash box proceeds very much as it normally would when using a 'dumb' register. The main difference is that, in this case, the system will help you perform the close out.

You can get a list of all non-cash payments made by pressing the <F2> key. This report will list all the different types in Payment Type order. The appropriate account number, amount, invoice number and customer code will also be printed. If you print the report to paper, a space is provided to check-off the item as being in hand.

Our Software & Consulting			Reconcile Cash		
BILLS	Num	\$ Val	COIN	Num	\$ Val
\$100.....	1	100.00	50¢.....	0	0.00
\$50.....	0	0.00	25¢.....	1	0.25
\$20.....	12	240.00	10¢.....	2	0.20
\$10.....	2	20.00	5¢.....	0	0.00
\$5.....	0	0.00	1¢.....	5	0.05
\$1.....	2	2.00			
Total Bills..... 17 362.00			Total Coin..... 8 0.50		
			Total Cash..... 362.50		

If the you press the <F3> key the help screen above will be displayed. You may enter the appropriate quantities for each bill and coin. As the amounts are entered, the program calculates the total dollar figure for each field and then gives a total amount. This process can help with accurately counting the

actual cash for a register. The total amount entered here will be transferred to the Act Cash amount on the main screen.

To return to the main screen press the <Esc> key. You can return to this screen as often as needed until the process is complete. The entries made previously will still be there for your use.

When you're finished counting, the program will calculate the over/short position and will display the appropriate message. You will be asked whether or not to record the results. And finally, you have the option to print the balance results. (See Appendix A for an example.) This can be used to create a paper record of the process. The record will include all the information on the main screen, the cash balance screen and a listing of all non-cash payments.

A record is saved in the over/short file indicating the net result of this process and then the system returns to the main POS menu. The over/short amount is typically reflected in Petty Cash and Bad Debts; set up your account information using **POS-J**. Please note that after reconciliation is complete, the *Cur Cash* field in the initial register log-on screen will default to the amount stored in *Beg Cash* under **POS-J** for this register.

POS-D - FORCE LOG-OFF FROM REGISTER

Purpose of Program

If, for any reason, any of the programs that require a clerk to log on to a register are terminated unusually (e.g., computer turned off or reset), this option will have to be used to remove that clerk from the register. This can be used as a protective device to make sure that a clerk doesn't turn off or reset the computer to avoid recording a sale.

Our Software & Consulting		POS Forced Logoff From Register			
Mgr Code	Password	Register	Clerk	Logon Date	Logon Time
0			0	00/00/00	00:00 a

General Program Operation

Enter Manager's Code and Password

The manager, or clerk with appropriate approval level, should enter his/her code first. If there is a password associated with that code, it must be entered.

A record is saved in the Audit Trail file for both the entry to and exit from this program using the clerk code entered here.

Enter Register Code

Next enter the appropriate register code. The clerk logged on to that register will be automatically displayed as well as the date and time logged on.

The program will ask if you want to force a log-off from this register. If you answer **Y**, the program will remove the clerk and record a forced log-off. **DO NOT PERFORM A FORCED LOG-OFF FOR A "LIVE" CLERK/REGISTER.** The program will return automatically to the main menu.

If, in attempting to perform a forced log-off, you enter a code for a register that is not currently logged on, the program will inform you of that fact and allow you to choose a different register.

POS-E - POST POS TRANSACTIONS

Purpose of Program

If you have set *Post Real Time* to **N** in **POS-J** and are not posting sales real time, you can use this program to post the transactions entered in **POS-A, Run POS Register**, to the various files. This program can be run at the end of the day to record all sales made in a batch or can remain running during the day (on a stand-alone computer) so that sales will be posted as they occur.

Our Software & Consulting		Post POS Transactions				
Posting Transaction						
Inv #	Date	Time	Register	Clerk	Customer	Amount
0	00/00/00	00:00 a		0		0.00

Begin Posting? Y

General Program Operation

When this program is run the program asks whether to start posting. If you answer **Y** the program will post all non-posted sales. After that it will go into a waiting state. It waits for another sale to be recorded and then automatically posts that sale. If you don't wish to stay in the waiting state, then press the <Esc> key and the program will return to the main menu.

The posting process does the following:

- All transactions are posted to the G/L Chart of Accounts and Detailed Trial Balance file. If you wish to see a journal of postings, the transaction type is PS.
- Cash receipts are posted to the appropriate checking account. See **POS-J, POS Configuration Maintenance** for more information about setting up a special checking account record.
- If the customer used is not the default customer value and the *Hist?* flag is set to **Y**, the program will save the sales information to that customer's sales history. This means that sales from this process will be accessible in the customer's invoice history along with those entered through the **SO-A, Enter/Chg Sales Orders** program.
- If the terms for the sale are other than cash, the posting is made to the appropriate Accounts Receivable account.

- e) The Taxing Authority is updated.
- f) If the clerk is also in the salesperson file in Payroll, then sales made in this POS system are posted to the appropriate salesperson record (see **PR-H, I and J** in Advanced Accounting 5.0)
- g) The inventory items sold are updated and if the item already had below 0 (negative) on-hand quantity or if this sale forced the item into negative on-hand quantity, the program will add a record to the Negative Inventory report (see **POS-B**).
- h) The POS sales records are updated so that they won't be posted again and the program looks to see if there is another sale to be posted. If so, this process starts over again.

This program can be run at the end of the day to record all sales made in a batch or can remain running during the day and will post sales as they occur. If it is to be run during the day it will require the full use of a single computer. You will not be able to run anything else on that computer while this program is running. However, you can interrupt this program at any time to do other tasks and then return to it later. It will catch up with all sales not yet posted and then return to a wait state until the next sale is recorded.

POS-F - ENTER/CHG PROMO ITEMS

Purpose of Program

This program will allow you to enter special pricing for your inventory items and the dates those prices will be effective. When the special pricing period is in effect the POS Register program (**POS-A**) will use the promo price automatically. There's no need to remember that a particular item, or group of items is at a special price this week only.

Our Software & Consulting		Promotional Pricing Entry Program	
From Date:	05/30/95	Thru Date:	05/30/95
Prod Code:	DISK-FLOPPY1.2		
Short Desc:	Internal 5.25"		
Long Desc:	Internal 5.25" Floppy, HD		
Reg Price:	250.0000	Promo Price:	230.0000

General Program Operation

When you choose this option, you'll see a screen like the one above. The first step is to enter the appropriate date range of the promotional period. This will be in the From/Thru Date fields. If you only want the price to be effective for one day then the From and Thru Date values should be the same.

Next enter the appropriate Product Code. You can press the <F2> key to get a listing of available products. After the code has been entered, and an active product found, you will be able to enter the Short Description (this is what appears when running the POS Register program and on the 40 column receipt).

Finally enter the promotional price. You will not have to remove this after the promotion period has ended, since the program will not use this price anytime after the Thru Date entered.

Date

The date of the cash out.

Desc

An identifying description of the bill. This will default to "cash out," but you can change this to reflect what the cash out was for.

Terms

Not used in this program.

Type

Defaults to Cash Out.

Tot Amt

The total amount of the cash out.

G/L Dept

If you are using G/L Departments, enter the G/L department for posting the *Tot Amt* in this field; this field also functions as a default for the distribution accounts.

Distribution Fields

In order to enter a balanced transaction, you will need to distribute the amount of the cash out to one or more G/L accounts. You will specify the accounts you want the balancing amounts to post to using the fields below.

G/L Account-Dept

The General Ledger Account(s) and Department(s) you are using to balance the cash out. You can distribute the amount of the cash out any way you wish.

Description

The description of each G/L Account is filled in automatically by Advanced Accounting.

D/C

The Debit/Credit field defaults to what is necessary to balance the transaction, and you can change the entry if you want.

Amount

The distribution amount. These amounts should total to the amount of the cash out. The program offers as a default the amount needed to balance the transaction.

General Program Operation

This program operates in a very similar way to **AP-B, Enter/Change Vouchers** in Advanced Accounting 5.1, except that it is adapted specifically for posting cash out's.

When you select this menu item, the screen on the previous page will pop up with most of the fields in the top half of the screen already filled in with data. The data comes from the earliest (first) unposted cash out transaction. The cursor will be in the *Desc* field, which will say "Cash Out." This is simply a default; you can change this entry to reflect the specific reason for the cash out if you like.

Press <Enter> to accept the default or your new entry. Enter a G/L Department number if any and then proceed to the G/L Account number fields in the bottom half of the screen. Here's where you enter the account numbers and amounts for distribution. You can choose a G/L account using the <F2> look-up, and you can distribute the cash out over a maximum of 10 different G/L accounts.

Typically you would enter a debit (**D**) to an Expense (type E) account. For each account number, enter an amount of the cash out to be applied. When the total applied is equal to the amount of the cash out, press <Enter> from a blank line, and the system will ask if you want to post. If you answer **N**, you will return to the account number entry portion of the program. If you answer **Y**, the system will bring up the next unposted cash out and ask if you want to continue.

When all cash out's have been posted or you choose not to continue, the program will return to the POS menu. Posted cash out's will be recorded in the Cash Disbursements journal.

POS-H - CASH OUT REPORT

Purpose of Program

This program prints a report with information about all unposted cash out's.

General Program Operation

Choose this option and the system will ask where you want to print the Cash Out Report. (If there are no unposted cash out's, the system will display a message to that effect.) You can send the report to the screen, a printer, a disk file, or a LIST format on your screen.

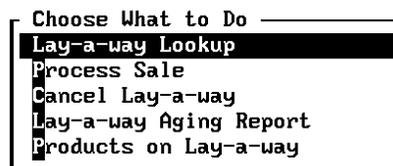
For each unposted cash out, the report shows the date, time, vendor, register, clerk, vendor invoice number, ticket number, and amount. Please see Appendix A for an example.

POS-I - LAY-A-WAY TRANSACTIONS

Purpose of Program

Use this program to look up lay-a-way's, complete sales, cancel lay-a-way's, look at aging, and see which products in inventory are on lay-a-way.

Our Software & Consulting | Lay-a-way Transactions



General Program Operation

Choose this option and the pop up menu above will be displayed. The menu items here are the same as those covered earlier in this manual under "Lay-a-way Sales" in the section **Other Options Available from POS-A, Run POS Register**. Please refer to that information for details on the operation of these programs.

POS-J - POS CONFIGURATION MAINTENANCE

Purpose of Program

Use this program to set up the controls for POS. Also, Clerks, Registers and Payment Types are entered/changed/displayed using this program.

Our Software & Consulting **POS Control File Maintenance**

Enter your clerk number: <input type="text" value="0"/>	Password: <input type="text"/>
---	--------------------------------

Initial Log On Operation

Enter Manager's Code and Password

The manager, or clerk with appropriate approval level, should enter his/her code first. If there is a password associated with that code, it must be entered.

If there is a password set up for this particular program, enter it next. If the password is not entered properly, the program will return to the main menu.

A record is saved in the Audit Trail file for both the entry to and exit from this program using the clerk code entered here.

Our Software & Consulting		POS Control File Maintenance	
Psud for this Prg: <input type="text"/>	Ask b4 Prt Rcpt: <input checked="" type="checkbox"/>	Open Cash Dwr How: <input type="text" value="P11"/>	
Size of Prod Code: <input type="text" value="15"/>	Wait b4 Rcpt: <input type="checkbox"/>	Open Cash Dwr When: <input type="text" value="A"/>	
Dflt Payment Type: <input type="text" value="CSH"/>	Num Rcpts Prt: <input type="text" value="1"/>	Open Cash Dwr Apul: <input type="text" value="0"/>	
Forced Logoff Lvl: <input type="text" value="0"/>	Chg Qty Sold: <input type="text" value="S"/>	Post Real Time: <input checked="" type="checkbox"/>	
Special Approval Levels	Req App	Clrk App Lvl	App Own
To cancel a sale entirely	<input type="text" value="N"/>	<input type="text" value="0"/>	<input type="text" value="N"/>
To change/refund a prev sale	<input type="text" value="N"/>	<input type="text" value="0"/>	<input type="text" value="N"/>
Allow credits (Negative Vals)	<input type="text" value="N"/>	<input type="text" value="0"/>	<input type="text" value="N"/>
Allow cash out to vendors	<input type="text" value="N"/>	<input type="text" value="0"/>	<input type="text" value="N"/>
Allow lay-a-way trans access	<input type="text" value="N"/>	<input type="text" value="0"/>	<input type="text" value="N"/>
Checking Account Number & Name	<input type="text" value="3"/> Cash Drawer		
Over/Short G/L Acct	<input type="text" value="55200"/>		
Lay-a-way Inventory Asset Acct	<input type="text" value="12700"/>		Lay-a-way Aging Report
Lay-a-way Pmts Recv Liab Acct	<input type="text" value="24000"/>		Default Days: <input type="text" value="0"/>
Lay-a-way Refund Charge Acct	<input type="text" value="42600"/>		
Send Scan Tone: <input checked="" type="checkbox"/>	Tone Value: <input type="text" value="A3"/>	Tone Duration: <input type="text" value="1"/>	

F1 Help|F2 Clerks|F3 Registers|F4 Pmt Types|F5 Audit|F6 Del|F10 Save| ESC Exit

Main Configuration Screen

Field Explanations

Pswd for this Prg

If you want to require a password for this particular program then enter it here.

Size of Prod Code

This is the size of the product code that will be required in **POS-A**. If you are bar code scanning your products you would normally make this the size of the code that is returned by the scanner. Then, the program will automatically go to the next line and be ready for the next product to be scanned.



This size value is the largest product code you may have in the file. If you specify 10 characters here you will not be able to find a product with a 15 character code entered through **IC-A, Enter/Change Inventory**.

Dflt Payment Type - The initial Payment Type that will appear when the payment part of the sale is started. If the customer chosen is not the default customer, and that customer has a terms value that matches the value in one of the other payment types, the program will use that payment type instead of the default. For example, suppose the default payment type is CSH (this would generally be the case), and a customer is chosen whose normal terms are Net 30. When the time comes to enter the payment, the program will look for a payment type where the terms field is set to Net 30. For more information, see **Enter/Change Payment Types** below.

Forced Log-off Lvl - The approval level you will require for someone to be able to perform a forced log-off. This might occur if a computer reset itself for any reason or was turned off and on while the system was still in the **POS-A, Run POS Register program** or in **POS-C, Settle (Balance) Register**.

Ask b4 Prt Rcpt - Ask before printing a receipt. If you enter **N** here a receipt will always be printed for each sale. If you enter **Y** the program will display a message after the sale is complete asking whether or not a receipt should be printed. The default entry value for that question will be **Y** in all circumstances.

Wait b4 Rcpt - Wait before receipt. If you enter **Y** here the program will pause and allow you to press a key before continuing with the final processes after a sale has been completed. This gives you a chance to see the final figures on the screen, including any cash back amount, before the screen is cleared in preparation for the next sale. If you enter **Y** to the Ask b4 Prt Rcpt question above, you probably don't need this also.

Num Rcpts Prt - Number of receipts printed. Enter the number of receipts you'd like to print. For example, you might wish to print 2 receipts: one for your customer, and one for your own records, perhaps with a signature from the customer or the clerk's initials.

Chg Qty Sold - Change quantity sold - The entry you make here will affect where the cursor will start in a standard entry line and the options available in **POS-A, Run POS Register**. The options are:

- a) **S** - Sometimes change quantity. If you choose this option you will be able to change the quantity for a sale line by pressing the <Left Arrow> key when the cursor is in the Product Code field. You return to the Product Code by pressing the <Enter> key after changing the quantity or by leaving it at 1.
- b) **A** - Always change quantity. The cursor will start in the Quantity field instead of the Product Code. This option would be chosen when the quantity sold varies quite often.
- c) **N** - Never change quantity. With this option, you can't change the quantity, and each item sold will have to be entered individually.

Open Cash Drwr How - This is a code you enter to tell the program how to open the cash drawer. It is made up of three different characters. The first character designates the port type; enter P for parallel and S for serial. The second character is the port number; 1 is COM1 or LPT1 as appropriate, 2 is port 2, etc. The last character is the number of characters the program needs to send to open the drawer. If, for some reason your cash drawer doesn't respond to a single character sent over the appropriate port then you can send up to 9 characters here.

 In the DOS version we provide a file (OPENDRWR.BAT) that will do the actual work of opening a cash drawer. This is a text file that can be edited with any text editor. It is completely self-documenting and gives you all the information you need to change it. This file is in your ADV50 sub-directory. In the Windows version the self-opening cash drawer is not supported with this release. We plan to have an update in the future that will do so.

Open Cash Drwr When - If you want the cash drawer to be normally opened only at the end of a sale then enter **S** here. If you enter **A** the Clerk will be able to enter the drawer anytime.

 The clerk will press the <^O> (ctrl+O) key to open the cash drawer at times other than the end of a sale.

Open Cash Drwr Apvl - If you entered **S** at the option above, there will still be times when someone needs to open the cash drawer other than at the end of a sale. So that you can control this, enter the approval level needed to be able to approve opening the cash drawer.

Post Real Time - If you answer **Y** here, the system will post each sale immediately after it occurs. There will be a slight delay while the system posts, but all your information will be completely up-to-date. If you answer **N**, you would use **POS-E, Post POS Transactions** to post your sales in batches or via a stand-alone processor. Please refer to **POS-E** for more details.

 If you set *Post Real Time* to **Y**, please make sure that you have changed your *Btrieve Load String* field entry as described in Chapter 2 of this manual.

Special Approval Levels - For each of the actions listed below, you can determine whether or not the clerk must have approval to perform the action (**Req App**), what approval level the clerk must have in order to perform it (**Clrk App Lvl**), and whether or not a clerk with the correct approval level can okay his/her own action (**App Own**).

To Cancel a Sale Entirely (Voids) - This approval controls the use of the <^V> (ctrl+V) void option as well as the <^Q> (ctrl+Q) cancel option. **NOTE:** If you don't allow a clerk to make changes to lines (see Enter/Change Clerk records below) then the only options that clerk has to change a sale are to record it as Void or make balancing negative quantity entries.

To Change/Refund a Prev Sale - This approval covers the use of the <F7> key look-up and possible modification of old sales.

Allow Credits (Negative Vals) - This approval covers the ability to enter a credit or negative quantity. **NOTE:** As we mentioned in the previous note, if you don't allow changes to lines, the clerk's only options for changing a sale are to record a void or make balancing credit (negative) quantity entries.

Allow Cash Out to Vendors - This approval covers the use of the cash out program (the <F5> key on the initial sales entry screen) for paying vendors.

Allow Lay-a-way Trans Access - This approval covers access to lay-a-way transactions from the initial sales entry screen (<F6>).

Checking Account Number & Name - Here you specify the default checking account for your POS system. Please refer to the information in the Getting Started section of this manual and to **SY-A-D, Enter/Change Checking Accounts** in your Advanced Accounting 5.0 manual.

Over/Short G/L Acct - This is the number for the G/L account where you want Over/Short's to be recorded. Typically this would be the Bad Debts expense account number.

Lay-a-way Inventory Asset Acct - This account number tracks inventory on lay-a-way.

Lay-a-way Pmts Recv Liab Acct - Indicate here the liability account for lay-a-way payments received toward completion of a lay-a-way sale.

Lay-a-way Refund Charge Acct - This is an income (type I) account number for holding money collected on cancelled lay-a-way's. If you charge a fee for a cancelled lay-a-way or do not refund payments made toward a cancelled lay-a-way, those funds would be recorded here as income.

Lay-a-way Aging Report Default Days - You can specify here the default lowest number of days before printing aging information on lay-a-way's. For example, if you're only interested in lay-a-way's over 30 days old, put in 30 here.

Send Scan Tone - If you would like to send a tone to indicate that a product code has been correctly entered or scanned, enter **Y** here. If you enter **Y**, you will also be able to specify a **Tone Value** and a **Tone Duration**. Press <F1> for Help.

You must press the <F10> key to save the information you have entered here; the program WILL NOT automatically save the entries made to the file.

To exit the program press the <Esc> key.

Our Software & Consulting		POS Control File Maintenance			
Psud for this Prg:		Ask b4 Prt Rcpt:	<input checked="" type="checkbox"/>	Open Cash Dur How:	P11
Size of Prod Code:	15	Wait b4 Rcpt:	<input type="checkbox"/>	Open Cash Dur When:	A
Dflt Payment Type:	CSH	Num Rpts Prt:	1	Open Cash Drw Apvl:	0
Forced Logoff Lvl:	0	Chg Qty Sold:	S	Post Real Time:	<input checked="" type="checkbox"/>
Special Approval Levels		Req App	Clrk App Lvl	App Own	
To cancel a sale entirely		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
To change/refund a prev sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allow credits (Negative Vals)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allow cash out to vendors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clerk Records					
Emp Num	Employee's Name	Approval Lvl	Allow Line Ch		
100	KELLY R. MILLER	0	<input checked="" type="checkbox"/>		
110	THOMAS L. PLATT	0	<input checked="" type="checkbox"/>		

F1 Help|F2 Clerks|F3 Registers|F4 Pmt Types|F5 Audit|F6 Del|F10 Save| ESC Exit

Enter/Change Clerks General Program Operation

If you want to enter, change or just display information about the Clerks in the system press the <F2> key while the cursor is in the main screen. The sliding list box above will be displayed.

You can display the information about any Clerk currently in the system by using one of the list control keys until the Clerk's record is displayed and then using the <Left> or <Right> arrow keys to scroll the information horizontally within the list window. The information that is displayed about each Clerk includes: Employee Number; Name; Approval Level; Allow Line Changes choice; and if the Clerk is currently logged on to a Register, the Register Code; and Time and Date of Log-on.

To change a Clerk record move the cursor bar to that line and press the <Enter> key. To delete a Clerk move the cursor bar to that line and press the key. To enter a new Clerk press the <^End> (ctrl+End) key. This will automatically take you to the end of the list and start the entry process.

Our Software & Consulting		POS Control File Maintenance			
Psud for this Prg:		Ask b4 Prt Rcpt:	Y	Open Cash Dur Hou:	P11
Size of Prod Code:	15	Wait b4 Rcpt:	N	Open Cash Dur When:	A
Dflt Payment Type:	CSH	Num Rcpts Prt:	1	Open Cash Drw Apvl:	0
Forced Logoff Lvl:	0	Chg Qty Sold:	S	Post Real Time:	Y
Special Approval Levels		Req App	Clrk App	Lvl	App Own
To cancel a sale entirely		N	N	0	N
To change/refund a prev sale		N	N	0	N
Allow credits (Negative Vals)		N	N	0	N
Allow cash out to vendors		N	N	0	N
Clerk Records					
Enter Clerk Information					
Code	Name	App Lvl	Line Chgs	Password	
100	KELLY R. MILLER	0	Y		

F10 Save Entries|

ESC Exit

If you enter or change a Clerk record the entry box above will be displayed. You will be able to enter the Clerk's employee number (if this is a new record being added to the clerk file), change the name, if desired, the approval level, whether or not the Clerk can make changes to lines during **POS-A, Run POS Register**, and the password for that particular Clerk.



Before a Clerk can be added they must have a record in the employee file. For more information please refer to the Advanced Accounting 5.0 manual, **PR-A, Enter/Change Employees**.

After you enter the Password the program will confirm that all entries are correct, and if you enter Y, the program will save the record and return to the list. If you press the <F10> key the program will also save the record and return to the list. To return to the main screen press the <Esc> key.

Our Software & Consulting		POS Control File Maintenance				
Psud for this Prg:		Ask b4 Prt Rcpt:	<input checked="" type="checkbox"/>	Open Cash Dur How:	P11	
Size of Prod Code:	15	Wait b4 Rcpt:	<input type="checkbox"/>	Open Cash Dur When:	A	
Dflt Payment Type:	CASH	Num Rcpts Prt:	1	Open Cash Drw Apvl:	0	
Forced Logoff Lvl:	0	Chg Qty Sold:	S	Post Real Time:	<input checked="" type="checkbox"/>	
Special Approval Levels		Req App	Clrk App	Lvl	App Own	
To cancel a sale entirely		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	
To change/refund a prev sale		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	
Allow credits (Negative Uals)		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	
Allow cash out to vendors		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>	
Registers						
Register	Beg Cash	Next Ticket#	Dflt Cust	Prt#	Prt Drvr	Rcpt T
REGISTER#1	100.00	113	CASH	1	GENERIC	40COL
REGISTER#2	75.00	201	CASH	1	HP2	40COL

F1 Help|F2 Clerks|F3 Registers|F4 Pmt Types|F5 Audit|F6 Del|F10 Save| ESC Exit

Enter/Change Registers General Program Operation

If you want to enter, change or just display information about the Registers in the system press the <F3> key while the cursor is in the main screen. The sliding list box above will be displayed.

You can display the information about any Register currently in the system by using one of the list control keys (e.g., <End>, <Home>, <Left>, <Right>) until the Register's record is displayed and then using the <Left> or <Right> arrow keys to scroll the information horizontally within the list window. For detail about the fields listed see the information below.

To change a Register record, move the cursor bar to that line and press the <Enter> key. To delete a Register move the cursor bar to that line and press the key. To enter a new Register press the <^End> (ctrl+End) key. This will automatically take you to the end of the list and start the entry process.

Our Software & Consulting		POS Control File Maintenance							
Psud for this Prg:		Ask b4 Prt Rcpt:	Y	Open Cash Dur Hou:	P11				
Size of Prod Code:	15	Wait b4 Rcpt:	N	Open Cash Dur When:	A				
Dflt Payment Type:	CSH	Num Rcpts Prt:	1	Open Cash Drw Apul:	0				
Forced Logoff Lvl:	0	Chg Qty Sold:	S	Post Real Time:	0				
Special Approval Levels		Req App	Clrk App	Lvl	App Own				
To cancel a sale entirely		N	0		N				
To change/refund a prev sale		N	0		N				
Allow credits (Negative Vals)		0	0		N				
Enter Register Information									
Code	Beg Cash	Nxt T#	Dflt Cust	LPT#	Driver	Rcpt	CC	ACOF	Location
REGISTER#1	100.00	113	CASH	1	GENERIC	40COL	Y	Y	
REGISTER#1	100.00	113	CASH	1	GENERIC	40COL			
REGISTER#2	75.00	201	CASH	1	HP2	40COL			

F10 Save Entries|

ESC Exit

Enter/Change Registers

Enter Box Field Explanations

If you enter or change a Register record the entry box above will be displayed. The fields are:

Register - The Register code. Once this is entered it cannot be changed using this program.



To change this code please refer to **SY-L, Change Linked Data** for more information. The change type title is POS Reg Code.

Beg Cash - The default amount of cash in the cash drawer you're going to start with at this Register. *Cur Cash*, shown during register log-on, will be set to this value after each settling process (**POS-C**).

Next T# - The next ticket number for this Register. Each Register has its own ticket number that is sequentially incremented each time a sale is recorded. This gives you another security check for this Register by making sure there are no missing values. This should be a continuous range of numbers from first to last. You will probably not want to change this number once the Register has started recording sales so that you don't lose this continuity.

Dflt Cust - The default customer code displayed at the beginning of a sale. There must be a record in the Customer file with this code. Press the <F2> key for a list of existing customers.

LPT# - This is the receipt printer port number. May be from 1 through 3.

Driver - The appropriate printer driver for the receipt printer. In most cases, this will be GENERIC.

Rcpt - The receipt type. The three choices are 40 column plain paper ("40COL"), 80 column plain paper ("80COL"), and 80 column pre-printed short invoice ("80INV").

CC - Change Customer - If you enter Y here, the person logged on to the Register will be able to change the Customer Code for the particular sale. If you enter N the program will always use the default Customer Code.

ACOF - Add/Change Customer on Fly - If you enter **Y** in the Change Customer field you will also be able to choose whether (**Y**) or not (**N**) to allow adding or changing an existing customer at sale entry time. If you enter **Y** the clerk will be able to add new customer records or change an existing one either before the line items are entered or during entry.

Location - This is the inventory location for the product being sold.

After you enter the Location, the program will confirm that all entries are correct, and if you enter **Y**, the program will save the record and return to the list. If you press the <F10> key, the program will also save the record and return to the list. To return to the main screen press the <Esc> key.

Our Software & Consulting		POS Control File Maintenance			
Psud for this Prg:		Ask b4 Prt Rcpt:	Y	Open Cash Dur How:	P11
Size of Prod Code:	15	Wait b4 Rcpt:	N	Open Cash Dur When:	A
Dflt Payment Type:	CSH	Num Rcpts Prt:	1	Open Cash Drw Apvl:	0
Forced Logoff Lvl:	0	Chg Qty Sold:	S	Post Real Time:	Y
Special Approval Levels		Req App	Clrk App Lvl	App Own	
To cancel a sale entirely		N	0	N	
To change/refund a prev sale		N	0	N	
Allow credits (Negative Uals)		N	0	N	
Allow cash out to vendors		N	0	N	
Payment Types					
Type	Description	Terms	Cash Back	Ent Acct#	Req
CHK	Check	CASH	Y	Y	N
CSH	Cash	CASH	Y		
LAY	Lay-a-way	ON RECEIPT	N	N	
M/C	MasterCard	UISA/MC	N	Y	Y
N10	Net 10	NET 10	N	N	

ENTER Change/Add Entry|

ESC Exit

Enter/Change Payment Types General Program Operation

If you want to enter, change or just display information about the Payment Types in the system press the <F4> key while the cursor is in the main screen. The sliding list box above will be displayed.

You can display the information about any Payment Type currently in the system by using one of the list control keys until the Payment Type's record is displayed and then using the <Left> or <Right> arrow keys to scroll the information horizontally within the list window. For detail about the fields listed see the information below.

To change a Payment Type record move the cursor bar to that line and press the <Enter> key. To delete a Payment Type move the cursor bar to that line and press the key. To enter a new Payment Type press the <^End> (ctrl+End) key. This will automatically take you to the end of the list and start the entry process.

Our Software & Consulting		POS Control File Maintenance				
Psud for this Prg:		Ask b4 Prt Rcpt:	Y	Open Cash Dur Hou:	P11	
Size of Prod Code:	15	Wait b4 Rcpt:	N	Open Cash Dur When:	A	
Dflt Payment Type:	CSH	Num Rcpts Prt:	1	Open Cash Drw Apul:	0	
Forced Logoff Lvl:	0	Chg Qty Sold:	S	Post Real Time:	0	
Special Approval Levels		Req App	Clrk App	Lvl	App Own	
To cancel a sale entirely		N	0		N	
To change/refund a prev sale		N	0		N	
Allow credits (Negative Vals)		0	0		0	
Allow cash out to vendors		0	0		0	
Payment Types						
Enter Payment Type Information						
Type	Desc	Terms	Cash Bk	Acct	App Req	Amt
CHK	Check	CASH	Y	Y	N	0
LAY	Lay-a-way	ON RECEIPT	N		N	
M/C	MasterCard	UISA/MC	N		Y	Y
N10	Net 10	NET 10	N		N	

F10 Save Entries

ESC Exit

Enter/Change Payment Types

Enter Box Field Explanations

If you enter or change a Payment Type record the entry box above will be displayed. The fields are:

Type - The Payment Type code. Once this is entered it cannot be changed using this program.



To change this code please refer to **SY-L, Change Linked Data** for more information. The change type title is POS Pmt Type.

Desc - A 25 character description for this Payment Type. This is for your use and will be displayed on the POS Register screen and during reports.

Terms - The appropriate Terms type from the System Maintenance file (please see **SY-B, Enter/Change Terms Info**).

Cash Bk - Does this Payment Type allow cash back (Y) or not (N).

Acct - If this value is Y, an account number must be entered for this Payment Type during POS register operations.

App Req - If this value is Y, an approval code must be entered for this Payment Type during POS Register operations. For example, this might be the code returned by a credit card verification.

Amt - If you entered Y for App Req then you may also specify the level of payment above which an approval is required. If you always want the clerk to get an approval code then enter 0 here.

After you make the final entry the program will confirm that all entries are correct, and if you press Y, the program will save the record and return to the list. If you press the <F10> key the program will also save the record and return to the list. To return to the main screen press the <Esc> key.

Our Software & Consulting		POS Control File Maintenance			
Psud for this Prg:		Ask b4 Prt Rcpt:	<input checked="" type="checkbox"/>	Open Cash Dur How:	P11
Size of Prod Code:	15	Wait b4 Rcpt:	<input type="checkbox"/>	Open Cash Dur When:	A
Dflt Payment Type:	CSH	Num Rcpts Prt:	1	Open Cash Dru Apvl:	0
Forced Logoff Lvl:	0	Chg Qty Sold:	S	Post Real Time:	<input checked="" type="checkbox"/>
Special Approval Levels		Req App	Clrk App Lvl	App Own	
To cancel a sale entirely		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
To change/refund a prev sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allow credits (Negative Uals)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allow cash out to vendors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allow lay-a-way trans access		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Logon/Logoff Audit Trail					
Date	Time	Which?	Register	Clerk	
03/31/95	01:42 p	Logon Sls	REGISTER#1	100	
03/31/95	01:47 p	Logoff Sls	REGISTER#1	100	
03/31/95	01:47 p	Logon Sls	REGISTER#1	100	
03/31/95	01:50 p	Logoff Sls	REGISTER#1	100	
03/31/95	01:51 p	Logon Sls	REGISTER#1	100	

F1 Help|F2 Clerks|F3 Registers|F4 Pmt Types|F5 Audit|F6 Del|F10 Save| ESC Exit

Audit Trail Listing

You may get a listing of the Audit Trail file by pressing the <F5> key. This will allow you to quickly check a system event (e.g., a log-on) for date, time or even that it took place at all. To return to the main screen press the <Esc> key. No other actions are available here.

Our Software & Consulting		Delete Sales Records				
Delete A Single Sale:	0	Delete All Info - Prior To:	00/00/00			
Sales:						
Inv #	Date	Time	Register	Clerk	Customer	Amount
0	00/00/00	00:00 a		0		0.00
Negative Inventory Records:		00/00/00				
Over/Short Records:		00/00/00		0		
Audit Records:		03/31/95	Logon Sls	REGISTER#1	100	

Delete Single Sale or Purge History Records

To delete a single sale prior to posting or purge history records (if your files are getting too large) press the <F6> key.

If you wish to delete a single sale that you don't want to post, enter the appropriate invoice number in the first field. You may press the <F2> key to get a listing of un-posted sales.

If you want to purge old information then press just the <Enter> key at the Delete a Single Sale field. At the Delete All Info - Prior To field, enter the date through which all POS information should be deleted. After asking for confirmation the program will delete all sales, line items, payments, negative inventory, over/short and audit records that occurred on dates up to but not including the date entered. The information being deleted will be displayed while in process.

There are no requirements for you to delete history data; you're simply limited to your own available disk space. We suggest you retain as much information as possible for as long as possible.

When this process is complete the program will automatically return to the main screen.

POINT OF SALE

Chapter 3

Changes to Other Programs

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CHANGES TO OTHER PROGRAMS FOR POINT OF SALE

If you have activated the Point of Sale System (see **UT-L - Turn BOM/JC/POS On/Off**) three programs within the base system are modified. These are **GL-D, Print Journals, IC-A, Enter/Change Inventory** and **IC-F, Print General Information**. The Main Menu (**BKMENU**) has also been changed to include the POS options. Only the changes are documented here. For more information about these programs please refer to the base program documentation.

GL-D - PRINT JOURNALS

Our Software & Consulting | Print G/L Journals

```

From Posting Date: 03/31/95
Thru Posting Date: 03/31/95
Enter the Journal Type
  
```

```

Journals
1 - General Journal
2 - Cash Receipts
3 - Cash Disbursements
4 - Credit Sales
5 - Credit Purchases
6 - Payroll
7 - Other Journal
8 - Point of Sale
9 - All Journals
  
```

F1 Help|

ESC Exit

A new option has been added to the list of journals. This is the PS or Point of Sale postings.

POINT OF SALE

Chapter 4

Sample Reports

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POS-A - Run POS Register

40 Column Plain Paper Receipt	4-1
Products on Lay-a-way	4-2

POS-B - Print POS Reports

Sales Info - Header	4-2
Sales Info - Line Items	4-2
Sales Info - Payments	4-3
Registers Info	4-3
Clerk Info	4-3
Payment Types	4-4
Audit Report	4-4
Sales/Hour	4-5
Negative Inventory	4-5
Over/Short Report	4-5
General Trans Report	4-6

POS-C

Register Balance Report	4-6
-------------------------------	-----

POS-F

Print Promotional Items	4-7
-------------------------------	-----

POS-H

Cash Out Report	4-7
-----------------------	-----

POS-A - 40 Column Plain Paper Receipt

```

Our Software & Consulting
1234 Easy St.
Suite 5-A
Bellevue, WA 98006
August 26, 1993    02:15 p

Qty  Desc                Price  Total
-----
      3618126560
1    Chp Hdwr             25.50  25.50
      9300704074
1    Visual C++ 1.0      139.00 139.00
-----
Sub-Total:             164.50
Tax Amount:              9.87
Total Sale:             174.37
-----

Payment Type           Amount
-----
Cash                   10.00
Check                  64.37
MasterCard             100.00

Thank you for shopping at
Our Software & Consulting
Come Again Soon

ABCDEF  100          190/  186

```

Sample Reports

POS-A - Products on Lay-a-way

Our Software & Consulting
 P O I N T O F S A L E
 Products on Lay-a-way
 May 29, 1994 11:40 a

Page: 1

Prod Code	Description	Qty on Hand	Qty on Lay	Inv #	Org Dte	Lst Pmt	DSLP	%Rmn
COMPUTER AT 286	AT 80286 Computer 640K	7.00	1.00	300	05/26/94	05/27/94	2	86
COMPUTER AT 286	AT 80286 Computer 640K	7.00	1.00	324	05/27/94	00/00/00	2	100
Total for Prod: COMPUTER AT 286			2.00					

POS-B - Sales Info - Header

Our Software & Consulting
 P O I N T O F S A L E
 Sales Information - Header
 May 29, 1994 10:58 a

Page: 1

From/Thru Date	From/Thru Register	From/Thru Clerk	From/Thru Cust	Net/Gross Sls	Inc Lay	Index											
05/21/94 05/28/94	ABCDEFG ABCDEFG	0 0		Gross Sales	Y	BKPOS.SLS.DATE											
Tckt #	Inv #	Register	Clk	Cust Code	Date	Time	Tax	Subtot	Disc	Disc \$	Tax \$	Total \$	Net Csh	#Ins	Void	Pst	Lay
242	286	ABCDEFG	125	COPURWAREN	05/25/94	03:28 p	Y	5312.90	0.00	411.81	5724.71	0.00	3	125	Y		
244	288	ABCDEFG	125	EAATCLWABE	05/25/94	03:54 p	Y	2799.00	0.00	226.72	3025.72	0.00	1	0	Y		
246	290	ABCDEFG	125	BIBBOOWAKE	05/25/94	04:00 p	Y	3716.07	0.00	301.00	4017.07	0.00	1	0	Y		
248	292	ABCDEFG	125	COPURWAREN	05/26/94	11:07 a	Y	6925.81	0.00	560.99	7486.80	7486.80	3	0	Y		
249	326	ABCDEFG	100	CASH	05/28/94	10:53 a	Y	-164.50	0.00	-9.87	-174.37	-174.37	2	0	Y		
251	328	ABCDEFG	100	CASH	05/28/94	10:56 a	Y	-303.50	0.00	-15.18	-318.68	-318.68	2	0	Y		
253	331	ABCDEFG	100	CASH	05/28/94	12:16 p	Y	-5296.00	0.00	-264.80	-5560.80	-5560.80	3	0	Y		
255	333	ABCDEFG	100	CASH	05/28/94	12:27 p	Y	449.00	0.00	22.45	471.45	471.45	2	0	Y		
256	334	ABCDEFG	100	CASH	05/28/94	12:35 p	Y	199.00	0.00	9.95	208.95	208.95	1	0	Y		
257	335	ABCDEFG	100	CASH	05/28/94	12:48 p	Y	300.00	0.00	15.00	315.00	315.00	2	0	Y		
Totals:		Number of Sales: 10						8624.88	0.00	846.26	9471.14	2428.35	#Vds	1			

POS-B - Sales Info - Line Items

Our Software & Consulting
 P O I N T O F S A L E
 Sales Information - Line Items
 May 29, 1994 10:58 a

Page: 1

From/Thru Product	From/Thru Date	From/Thru Register	From/Thru Clk	From/Thru Cust	Inc Lay	Index					
	05/21/94 05/28/94	ABCDEFG ABCDEFG	0 0		Y	BKPOS.SLL.PCODE					
Product Code	Product Description	Qty	Price	Disc Tot Amt	Tx Inv#	Date	Register	Clrk	Customer	Void	Lay
BOARD-EGA	EGA Board	1.00	199.00	199.00	Y	333 05/28/94	ABCDEFG	100	CASH		
		1.00	199.00	199.00	Y	334 05/28/94	ABCDEFG	100	CASH	*	
		-1.00	199.00	-199.00	Y	335 05/28/94	ABCDEFG	100	CASH		
	Sub-Total # 3	0.00		0.00							
BOARD-MONO	Monochrome Board	1.00	573.85	573.85	Y	292 05/26/94	ABCDEFG	125	COPURWAREN		
		1.00	499.00	499.00	Y	335 05/28/94	ABCDEFG	100	CASH		
	Sub-Total # 2	2.00		1072.85							
COMPUTER 386	386 Computer 1Meg 110M Hd	1.00	4451.55	4451.55	Y	286 05/25/94	ABCDEFG	125	COPURWAREN	*	
		1.00	3716.07	3716.07	Y	290 05/25/94	ABCDEFG	125	BIBBOOWAKE		
		1.00	4451.55	4451.55	Y	292 05/26/94	ABCDEFG	125	COPURWAREN		
	Sub-Total # 3	2.00		8167.62							

POS-B - Sales Info - Payments

Our Software & Consulting
 P O I N T O F S A L E
 Sales Information - Payments
 May 29, 1994 10:58 a

Page: 1

		From/Thru Date	From/Thru Register	From/Thru Clk	From/Thru Cust	Index			
		05/21/94 05/28/94	ABCDEFG ABCDEFG	0 0		BKPOS.SLP.TYPE			
Type	Payment Description	Account Number	Aprvl	Amount	Inv #	Date	Register	Clerk Customer	Lay #
CSH	Cash	Replenish Cash in Reg		100.00		284 05/24/94	ABCDEFG	125	
		Replenish Cash in Reg		100.00		285 05/24/94	ABCDEFG	125	
				500.00		287 05/25/94	ABCDEFG	125	COFURWAREN 286
				7486.80		292 05/26/94	ABCDEFG	125	COFURWAREN
				-174.37		326 05/28/94	ABCDEFG	100	CASH
		Replenish Cash in Reg		100.00		327 05/28/94	ABCDEFG	125	
				-318.68		328 05/28/94	ABCDEFG	100	CASH
		Replenish Cash in Reg		300.00		329 05/28/94	ABCDEFG	125	
				-5560.80		331 05/28/94	ABCDEFG	100	CASH
		Replenish Cash in Reg		5500.00		332 05/28/94	ABCDEFG	125	
				471.45		333 05/28/94	ABCDEFG	100	CASH
				208.95		334 05/28/94	ABCDEFG	100	CASH
				315.00		335 05/28/94	ABCDEFG	100	CASH
Sub-total for: Cash			Num:	13	9028.35				
LAY	Lay-a-way			3025.72		288 05/25/94	ABCDEFG	125	EAATCLWABE
				4017.07		290 05/25/94	ABCDEFG	125	BIBBOOWAKE
Sub-total for: Lay-a-way			Num:	2	7042.79				
M/C	MasterCard	5432 7756 4573 9873	012345	3025.72		289 05/25/94	ABCDEFG	125	EAATCLWABE 288
Sub-total for: MasterCard			Num:	1	3025.72				
VIS	Visa	4567 3452 7845 9984	054321	4017.07		291 05/25/94	ABCDEFG	125	BIBBOOWAKE 290
Sub-total for: Visa			Num:	1	4017.07				
Total for All Payment Types:			Num:	17	23113.93				

POS-B - Registers

Our Software & Consulting
 P O I N T O F S A L E
 Register Information
 May 29, 1994 10:58 a

Page: 1

		From/Thru Register																														
		ABCDEFG	ABCDEFG	Reg Code	Beg	Cash	Nxt	T#	Dflt	Cust	Prtr#	P	Drvr	Rcpt	Chg	Cst	ACOF	Inv	Loc	Cur	Cash	Clrk	Log	Date	Log	Time	#	Sls	Tot	Sls		
ABCDEFG		100.00	258	CASH						1	GENERIC			40COL	Y		N			1034.60	0	00/00/00	00:00	a		5	-6401.85					
Total number of Register records printed: 1																																

POS-B - Clerks

Our Software & Consulting
 P O I N T O F S A L E
 Clerk Information
 May 29, 1994 10:58 a

Page: 1

From/Thru Clerk
 100 125

Code	Name	Lvl	Chgs	Log	Reg	Log Date	Log Time
100	KELLY R. MILLER	0	Y			00/00/00	00:00 a
110	THOMAS L. PLATT	1	Y			00/00/00	00:00 a
115	STEVEN R. SMITH	1	Y			00/00/00	00:00 a
125	DEBRA B. MALONE	1	Y			00/00/00	00:00 a

Total number of Clerk records printed: 4

POS-B - Payment Types

Our Software & Consulting
 P O I N T O F S A L E
 Payment Type Information
 May 29, 1994 10:58 a

Page: 1

From/Thru Payment Type

Type Description	Ent Acct	Aprv Req	Aprv Lmt	Terms	Csh Bk
CHK Check	Y	N	0	CASH	Y
CSH Cash	N		0	CASH	Y
LAY Lay-a-way	N		0	ON RECEIPT	N
M/C MasterCard	Y	Y	25	VISA/MC	N
N10 Net 10	N		0	NET 10	N
VIS Visa					

POS-B - Audit Report

Our Software & Consulting
 P O I N T O F S A L E
 Logon/Logoff Audit Information
 June 07, 1994 06:51 p

Page: 1

From/Thru Date From/Thru Time From/Thru Register From/Thru Clerk
 06/07/94 06/07/94 01:00 p 03:00 p 0 0

Date	Time	What	Register	Clerk
06/07/94	01:22 p	POSJ In		125
06/07/94	01:22 p	POSJ Out		125
06/07/94	01:23 p	Logon Sls	ABCDEFG	125
06/07/94	01:30 p	Logoff Sls	ABCDEFG	125
06/07/94	01:31 p	Logon Sls	ABCDEFG	115
06/07/94	01:31 p	Logoff Sls	ABCDEFG	115
06/07/94	01:31 p	Logon Sls	ABCDEFG	110
06/07/94	01:31 p	Logoff Sls	ABCDEFG	110
06/07/94	01:31 p	Logon Sls	ABCDEFG	115
06/07/94	01:33 p	Logoff Sls	ABCDEFG	115
06/07/94	01:36 p	Logon Sls	ABCDEFG	110
06/07/94	01:40 p	Logoff Sls	ABCDEFG	110
06/07/94	01:59 p	Logon Sls	DEBSREG	115
06/07/94	02:00 p	Logoff Sls	DEBSREG	115
06/07/94	02:00 p	Logon Sls	DEBSREG	110
06/07/94	02:07 p	Logoff Sls	DEBSREG	110
06/07/94	02:07 p	Logon Sls	DEBSREG	110
06/07/94	02:07 p	Logoff Sls	DEBSREG	110
06/07/94	02:08 p	Logon Sls	DEBSREG	115
06/07/94	02:08 p	Logoff Sls	DEBSREG	115
06/07/94	02:08 p	Logon Sls	DEBSREG	110
06/07/94	02:12 p	Logoff Sls	DEBSREG	110
06/07/94	02:12 p	Logon Bal	ABCDEFG	125
06/07/94	02:14 p	Logoff Bal	ABCDEFG	125
06/07/94	02:15 p	Logon Sls	ABCDEFG	125
06/07/94	02:17 p	Cash Out	ABCDEFG	125
06/07/94	02:25 p	Logoff Sls	ABCDEFG	125
06/07/94	02:32 p	Logon Sls	ABCDEFG	125
06/07/94	02:36 p	Logoff Sls	ABCDEFG	125

Total number of Audit records printed: 29

POS-B - General Trans Report

Our Software & Consulting
 P O I N T O F S A L E
 General Transaction Information
 May 29, 1994 11:16 a

Page: 1

From	Date	Time	Clerk	Register	Index
	00/00/00	00:00 a	125	ABCDEFG	BKPOS.SLS.CLRK
Thru	00/00/00	00:00 a	125	ABCDEFG	

Inv#	Tckt#	Date	Time	Clrk	Register	Tot Amt	Net Cash	Transaction
245	203	05/18/94	03:43 p	125	ABCDEFG	0.00	0.00	Sale
284	240	05/24/94	05:30 p	125	ABCDEFG	100.00	100.00	Cash In
285	241	05/24/94	05:33 p	125	ABCDEFG	100.00	100.00	Cash In
286	242	05/25/94	03:28 p	125	ABCDEFG	5724.71	0.00	Void
287	243	05/25/94	03:33 p	125	ABCDEFG	500.00	500.00	Lay Pmt
288	244	05/25/94	03:54 p	125	ABCDEFG	3025.72	0.00	Sale
289	245	05/25/94	03:57 p	125	ABCDEFG	3025.72	3025.72	Lay Pmt
290	246	05/25/94	04:00 p	125	ABCDEFG	4017.07	0.00	Sale
291	247	05/25/94	04:01 p	125	ABCDEFG	4017.07	4017.07	Lay Pmt
292	248	05/26/94	11:07 a	125	ABCDEFG	7486.80	7486.80	Sale
327	250	05/28/94	10:55 a	125	ABCDEFG	100.00	100.00	Cash In
329	252	05/28/94	10:57 a	125	ABCDEFG	300.00	300.00	Cash In
332	254	05/28/94	12:20 p	125	ABCDEFG	5500.00	5500.00	Cash In

POS-C - Register Balance Report

Register Reconciliation Report
 Reg: ABCDEFG Clerk: 125 Date: 05/29/94

Page: 1

Total Cash/Other Balances

Register: ABCDEFG	Gross Sales: 479.20	Net Cash: 208.95
Clerk: 125	Cash Recpts: 208.95	+Beg Cash: 100.00
Date: 05/29/94	Cash Back: 0.00	+Over/-Short: 0.00
	All Other: 270.25	Act Cash: 308.95

BILLS			COIN		
	Num	\$ Val		Num	\$ Val
\$100.....	0	0.00	50¢.....	0	0.00
\$50.....	3	150.00	25¢.....	3	0.75
\$20.....	5	100.00	10¢.....	2	0.20
\$10.....	5	50.00	5¢.....	0	0.00
\$5.....	1	5.00	1¢.....	0	0.00
\$1.....	3	3.00			
Total Bills.....	17	308.00	Total Coin.....	5	0.95
			Total Cash.....		308.95

Non-Cash Payments

Type	Account Number	Amount	Inv #	Customer	In
CHK	1234	70.25	337	FLOCONWAKE	_____
M/C	5432 6785 9922 5243	200.00	337	FLOCONWAKE	_____

POS-F - Promotional Pricing Product Report

Our Software & Consulting
 P O I N T O F S A L E
 Promotional Pricing Product Report
 August 26, 1993 02:10 p

Page: 1

Start Date	Thru Date	From/Thru	Product Code	Reg Price	Promo Price
09/01/93	09/05/93				
From Dte	Thru Dte	Product Code	Short Desc	Reg Price	Promo Price
09/01/93	09/05/93	3618126560	Chp Hdwr	25.5000	15.5000
09/01/93	09/05/93	9300704074	Visual C++ 1.0	139.0000	129.0000

Total number of Promo records printed: 2

POS-H - Cash Out Report

Our Software & Consulting
 P O I N T O F S A L E
 Cash Out Report
 May 31, 1994 04:55 p

Page: 1

Date	Time	Vendor	Name	Register	Clerk	Inv #	Tran #	Amount
05/31/94	04:46 p	COMUNINWAK	Computers Unlimited Inc.	ABCDEFG	125	100005	347	15.00
								=====
Number of Cash Out Transactions: 1								Total of Cash Out Transactions: 15.00

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JOB COST

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JOB COST

Chapter 1

Getting Started

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INTRODUCTION: BEFORE RUNNING JOB COST

This process assumes that Advanced Accounting 5.1 has been installed properly and that you are familiar with both its specific operation and the general operation of any BTI program. This chapter provides a step-by-step procedure for entering the kinds of information handled by Job Cost. Before proceeding, let's explore some of the programs in your new software.

We have included a set of data files on your distribution diskette that represent a hypothetical construction company. This sample data includes several "projects." You may add change orders to these projects, record transactions for them, or close them. All the data has been set up so that you may use the fully integrated approach or just enter transactions (**JC-C - Transactions**).

The normal starting point in using Job Cost is to set up a beginning estimate for a project using **JC-A - Estimates/Change Orders**. If you press the F2 key in the *Project Code* field, the current projects will be listed. You may choose one of these projects and put in a change order or enter information for a new project. Be sure to try putting in some cost codes for the project or change order. Without entering these codes, you won't be able to record costs. Also, try converting an estimate to a job, starting by pressing the F5 key. A more detailed explanation is available in Chapter 2 of this section.

From the main menu, choose the next option, **JC-B - Projects**. Here you'll be able to see all the current information about a project. Display a project by pressing the F2 key in the *Project Code* field and then pressing the ENTER key with the cursor bar on the appropriate line of the project listing. Press the ENTER key again to find the job record. All current information about that job will be displayed. You may press the PAGE DOWN key to see a "second page" of information about that job. This information, including the *Percent Complete* entry for the job as a whole, may be changed at any time. You may also use this screen to enter completion percentages for individual cost code categories by pressing F3 and choosing the appropriate task category. Return to the main screen by pressing ESC and answering the save question as appropriate.

From the main menu now choose **JC-C - Transactions**. You can either enter transactions directly to the project here or by using the appropriate Advanced Accounting 5.1 programs. Those programs include: **AP-B** and **AR-B - Enter/Change Vouchers**, **AR-C - Record Payments**, **SO-A - Sales Orders**, **SO-F - Invoicing**, **PO-A - Purchase Orders**, **PO-D - Receiving P/Os**, **PR-B - Enter Payroll Info** and **PR-D - Print Payroll Checks**. You should try entering transactions using both methods.

Next, try running **JC-D - Cost Codes** to enter or change the basic cost code information, and **JC-F - JCMS Configuration Info** to enter or change the setup options.

An integral part of Job Cost is the Time Card module. These programs enable you to keep track of the time spent on each project by your employees. Even if you decide not to use the integrated approach, you may still use these programs. The only difference is that you will not make entries for a specific employee. Also, you will be given the option to post time card entries to the appropriate jobs after entry. Using the integrated approach, this would occur automatically when the employee's paycheck is printed and posted. Make sure you print the time card while you are in the entry phase. Notice that you get a report of the lines entered and another with the number of hours recorded for each date of the pay period. This will help you make sure you don't forget any entries!

While you're running the programs described above, try printing out some of the sample information. Report options are displayed at the bottom of the screen specific to each program. In most cases you can get a report by pressing the **^R (CTRL+R)** key. This key sequence will either take you directly to the report program or will display another menu of available reports. In Time Card entry, you press **^R** for the report menu and **^P** to print the current time card you are editing.

Continue this process until you're comfortable with how Job Cost operates. Now you're ready to make the changes necessary to merge the Job Cost system into your daily operations.

CUSTOMIZING JOB COST TO YOUR NEEDS

Before proceeding with the customizing process, you need to consider how tightly you want your project management to be "integrated" with the accounting functions within Advanced Accounting 5.1.

The "integrated" approach means that you will use the Accounts Payable functions to enter your materials and sub-contractor costs; the Accounts Receivable functions to enter your billings and receipts; and the Payroll functions to enter your labor costs. All of these transactions are identified by the appropriate project information and automatically update your project records. Because this method makes use of a General Ledger that coordinates and confirms that your transactions are in balance, you will have a detailed audit trail for all your transactions. You will be able to produce accurate financial statements based on the information in your system.

You may also decide to use this method without having a formal inventory system; if so, you would use A/P vouchers rather than purchase orders to charge the materials you order to a project.

The "stand-alone" approach means that you are not using the various accounting functions within Advanced Accounting 5.1. Instead, you will use the project transactions option within Job Cost to enter your billings, receipts, labor and so on. This approach means that you do not have to "balance" against a General Ledger and will require fewer steps to get started. Your project records will be accurately maintained on a per-project basis, but you will not be creating the overall summary information that is used to create accurate financial statements about the health of your business.

If you choose the "stand-alone" approach, you need but one General Ledger account. You may enter customers during start-up or whenever you add a job or estimate associated with a customer not already in the system's files.

You can start with the "stand-alone" approach and later set up the necessary information to get started with the "integrated" approach; however, because of the way transactions are handled, you should make this change at the start of a project.

If you start with the "stand-alone" approach and later find you want to use one of the accounting functions (such as adding inventory control or payroll information), return to the startup procedure discussed here and follow the steps for the "integrated" approach.

The sections below cover 3 general phases:

1. Preparing for setup: Planning, accumulating your data.
2. Entering initial information: Establishing system defaults and entering summary and detailed information as of your startup date (e.g., the end of a quarter).
3. Updating information with recent or ongoing transactions (any transactions since your startup date).

You will probably want to maintain your previous bookkeeping system (whether manual or computerized) as you implement each one of these phases. By the final phase, you will be running "in parallel" with your former system and will then be able to determine when you are ready to handle all transactions exclusively through Job Cost.

Phase 1: Preparing for Setup

A. Run BKCLRDAT to remove sample data

The previous steps should have helped you decide if minor modifications to the chart of accounts and cost codes provided by Advanced Accounting 5.1 and Job Cost will be satisfactory, or if you will need to make wholesale changes.

The BKCLRDAT program will allow you to replace all or part of the information provided in the sample data.

- We suggest that you copy the sample data to a new company code so that it will continue to be available for your reference after you have run the BKCLRDAT program. To do this, refer to **SY-J, Multi Company Maintenance** within Advanced Accounting. You will want to **Add** a new company, use **99** as the new *Company Code*, leave the *New Files or Copy From* field blank (just press the ENTER key), and for *Company Name* enter **Sample Data**. *Path* should remain blank.

This will create a company code **99** that contains the original sample data. You may want to delete this sample data after you have become more comfortable with Advanced Accounting 5.1. See the information on **How to Change Company Codes** in the **SY-J** documentation to learn how to switch between your actual company data and the sample data that you have saved using this procedure.

To clear the sample data in preparation for entering your own company information, select **Run TAS Program** from the **Utilities** menu in Advanced Accounting. When you are prompted for the program name, type:

```
BKCLRDAT
```

You will be able to select a partial or complete deletion of the sample data at each choice. Before you make your selection, press F1 (help) for additional information on each choice.

If you have already entered general accounting data using the Advanced Accounting 5.1 programs, you do not want to clear that data. To avoid this you should enter **X** to each option except for Job Cost data. You may still save the Cost Codes by entering **C** to just clear data. This will remove all jobs and estimates, while leaving Cost Codes and Time Card codes intact.

B. Set up Chart of Accounts

If you have decided to use the existing chart of accounts as a model for your own company (recommended if you are implementing this as a "stand-alone" package), then enter **C** for the General Ledger choice. This will clear all transactional data, but preserve the chart of accounts.

C. Ready for Next Phases

After the BKCLRDAT program is finished, you will be ready to set up your system using the information provided in the descriptions of the next two phases. As you step through each item below, you should consult the documentation for the particular program before proceeding.

Phase 2: Entering Initial Information

A. GL-A Create/Chg G/L Chart of Accounts

If you are planning to use only the "stand-alone" portion of Job Cost, you must enter at least one G/L Account Code. If you are using the "integrated" approach, then you must have a full Chart of Accounts. Enter the appropriate information here, if necessary, after referring to the Advanced Accounting documentation.

B. JC - F - Enter Configuration Info

Now that you have set up your background information, you can set up your configuration information for job cost management. It is likely that the system-supplied defaults for most entries will be correct. However, make sure the entries match how you wish to operate. Double check all entries. What you set here affects all the programs. Make sure you understand your options.

C. JC-D - Cost Codes

If you have chosen to retain the cost codes that were supplied with the system, you may not need to make any changes at this time other than updating the prices or modifying the unit of measure. You always have the option of creating a new cost code as part of the process of entering an estimate/change order.

However, if you are planning to use a cost code structure that is different from the sample data, you can enter all those codes now. In this way, you'll have a consistent and organized set of codes in place before you start entering estimates.

Even though you may modify this file at any time, make sure that you don't delete a cost code that is referred to in an existing job or estimate.

D. Set Up Time Card Code Info

There is an option in the Job Cost menu (**JC-H**) that allows you to set up a wide range of pay scales. The program automatically creates records in the Time Card code file for each employee's basic regular and overtime hours (based on the information in their employee record) when you enter time card information for that employee. You can also enter other rates that apply to a specific craft; e.g., carpentry, painting. If you put in these rates now, you will be able to use the rates during time card entry. This applies to both the "integrated" and "stand-alone" approaches.

Phase 3: Updating Your System with Recent Information

You have now finished the second phase of setting up Job Cost: all your initial company information has been entered. You are now ready to update your financial data with any transactions since your startup date.

A. JC-A - Enter Project Estimate

This is where you will enter all projects currently underway. After the entry is complete, the program will ask if you wish to convert this estimate to a project. Just answer **Y** and enter the appropriate information.

Also enter any outstanding estimates that have not been accepted as jobs yet.

B. Update your Project Information

In order to have a complete history of your project, be sure you enter all transactions that have occurred for that project. You may use **JC-C - Transactions** to bring the project up-to-date. If you are using the "integrated" approach, this assumes that you have made the entries necessary in the standard Advanced Accounting 5.1 functions to make your G/L match what's recorded for your jobs.

C. Running "Integrated"

Once the initial setup is complete, you will use **JC-C - Transactions** only when you need to change the price of a project or to update retainage. Do NOT use the cost transactions for labor, billings and receipts, as these will not post to the correct G/L accounts. For all other transactions use the applicable Advanced Accounting 5.1 programs. Set up your sub-contractors as vendors.

You are now ready to start daily operation of your new Job Cost system. We think you'll be very pleased with the features in this product. If you do need to make modifications to the application, source code for the product is available, and with the TAS Professional 5.1 language, you can quickly and easily customize it to your business. Contact your dealer or Business Tools for more information.

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JOB COST

Chapter 2

Program Operation Info

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JOB COST OVERVIEW

Job Cost provides a simple and efficient method to keep track of and record income and expense for individual jobs. This way you'll always know whether your bids are accurate and what your income (or loss) for the job was. With the integration to the other programs in the Advanced Accounting 5.1 system data entered in other modules automatically flows into the Job Cost system or you can run the system in a semi-standalone process, entering the transactions using **JC-C, Transactions** in this module.



The terms Job and Project have the same meaning in this document.

Below is a list of the available programs in the Job Cost module with a brief summary of each.

- A - Estimates
- B - Projects
- C - Transactions
- D - Cost Codes
- E - Purge Estimates/History
- F - JCMS Configuration Info

A - Estimates/Change Orders

Use this program to enter/change/print an estimate/change order for a job or convert an estimate to a job. All jobs must start here even if you convert it to a job immediately upon entering it.

B - Projects

In a single screen this program displays all the important information about the current status of a job. Project listing, job cost analysis and WIP reports are also available from this option. When the project is finished use this option to close it. Certain information about the job, other than costs and receipts, can change during the project and that information can be modified here.

C - Transactions

All applicable Advanced Accounting 5.1 programs feed directly into the Job Cost system. However, you can also enter transactions directly using this program. Use this program to print or post those transactions.



Any transactions entered/posted here will **NOT** affect other modules, e.g., Accounts Payable, Accounts Receivable, General Ledger, and so on.

D - Cost Codes

Enter/print the costing information records that are used when entering Estimates and Jobs.

E - Purge Estimates/History

Delete records from the estimate file that are older than a certain date (i.e., inactive, never made into orders), or records from the project history file.

F - JCMS Configuration Info

Enter setup data that only affects Job Cost.

G - Time Cards

This is the program you will use to record each employee's hours and the jobs they worked on. You will be able to print out this information (both current and history) and post the hours to the job and the payroll module if appropriate.



This is different from the Time Card entry routines included with Advanced Accounting 5.1. In this program you will be able to assign a job and task to each entry, if desired. Also, this entry program uses the time card rates entered in **JC-H** where the base time card entry uses rates entered in **PR-Q**. The results, however, are the same. The hours and amounts will be added to the employee's pay entry (**PR-B**). Entries made only through **PR-B** will not be posted to any jobs.

H - Time Card Codes

As with cost codes in the Job Cost module, these codes hold information about the default rates that apply for the various jobs an employee might perform. Using this method, you don't need to remember how much you pay for each skill or job. Simply choose the appropriate time card code, and it will have the correct rates.

I - Purge Time Card History

This program allows you to delete records from the time card history file.

JC-A - ESTIMATES/CHANGE ORDERS

Purpose of Program

This is where all jobs start. Use this program to enter general and cost information about each job. You have the opportunity to add to, change or delete any estimate before it is converted to a job. Once a job is created, use this program to record changes that affect costs. You can also get a report of current estimates that haven't been converted or change orders that haven't been added.

Once an estimate/change order is converted/added to a job it is deleted from the current file and, if appropriate, added to the history file (see **JC-F, JCMS Configuration Info**).



An estimate must be converted to a job before you will be able to post transactions for that specific job.

Field Explanations

Our Software & Consulting		Enter/Change Estimates/Chg Orders				
Project Code	CO#	Customer	Customer Name	Est Date	By	
██████ <	0	██████	████████████████████	00/00/00	██	
Project Name		Labor Burden	Overhead	Dflt	M/U	
████████████████████		0.00%	0.00%	0.00%		
Cost Code	Cost Description					
██████	████████████████████					
		Units	Rate	U/M	Amount	Pct Cmp
Markup %	Labor:	0.00	0.0000		0.00	0.00%
0.00	Materials:	0.00	0.0000		0.00	0.00%
	Sub-contract:	0.00	0.0000		0.00	0.00%
	Other:	0.00	0.0000		0.00	0.00%
Total This Cost Code:					0.00	
Totals						
	Labor	Materials	Subcontract	Other	Grand Totals	
#	0.00	0.00	0.00	0.00	Cost	0.00
\$	0.00	0.00	0.00	0.00	C+%	0.00
					\$Sls	0.00

F1 Help|F2 Disp Projs|F3 Disp Est/Chg Ords|^R Print Estimates|

ESC Exit

Project Code

This is the code that will be used when accessing this estimate, and will also be used if the estimate is converted into a job. If you have the option set to create codes automatically you can just press the ENTER key here and the next *Project Code* will be displayed (see **JC-F** for more information). If not, you will have to enter some sort of code. Press the F2 key to get a list of current jobs; press the F3 key to get a list of other estimates.

CO#

Change order number. If this is the original estimate then the *CO#* will be 0. If this is an existing job the program will automatically increment this number to the next one available for this job.

Customer

The customer code associated with this estimate. Press the F2 key to get a list of customers. You can also enter a new customer from here.

Customer Name

The name of the customer from the customer file.

Est Date

The estimate date. Will default to today's date.

By

The initials or code for the person entering the estimate. Press the F2 key to get a list of employees.

Project Name

The name to be assigned if this estimate is converted into a project.

Labor Burden

This percentage is multiplied by the direct labor cost and added to the total cost figure that is used when calculating the sale price for the job. This generally takes into consideration costs of employees not paid by the employee, i.e., health insurance, taxes paid by employer, etc. This is not considered a

normal part of overhead. The default value comes from the entry in **JC-F, JCMS Configuration Info** and can be changed here.

Overhead

This percentage is multiplied by all direct costs to get an estimate of the indirect cost involved with doing any job. This is added to the total cost figure used when calculating the sale price for the job. Normally included would be management expense, rent of general office space, utilities for that space, etc. The default value comes from data entered in **JC-F, JCMS Configuration Info** and can be changed here.

Dflt M/U

This is the default markup for each cost code that will make up this estimate. You can change the actual markup for each cost or just accept this value. The default value comes from data entered in **JC-F, JCMS Configuration Info** and can be changed here.

Cost Code

This is a single line in the estimate. Press the F2 key to get a listing of available cost codes. See **JC-D, Cost Codes** for more information.

Cost Description

The description for the cost code. Comes from the cost code file.

Markup %

This is the markup percentage that will be used for this specific cost code. Will default to the value in *Dflt M/U*.

Cost Categories

Each cost code has four major categories. These are *Labor, Materials, Sub-contract, and Other*. You may enter *Units* and *Rates* (or just a flat *Amount*) for each category for each cost code. The *U/M* (unit of measure) comes from the cost code file; *Amount* is the *Units X Rate*. If this is a change order you may enter a value in *Pct Cmp* (percentage complete) to update the value in the job record.

Total This Cost Code

The total of each category for the cost code on the screen.

Totals

The screen will display totals for each of the categories, both dollars (\$) and units (#).

Grand Totals

Cost

This is the total direct cost for all cost codes and categories.

C+%

This is the total direct cost for all cost codes and categories plus the calculated labor burden and overhead costs.

\$Sls

This is the calculated sale price using the markup for each *Cost Code X* the *C+%* figure for each cost code.

Job Information Screen (displayed when converting estimate to job)

Our Software & Consulting		Enter/Change Project Information	
Proj Code	95-101	Name	
Project Description	% Complete	Est Start	Act Start
	0.00	00/00/00	00/00/00
	Job Type	Est Cmpl	Act Cmpl
		00/00/00	00/00/00
Contract Number		Project Contact	
Project Location		Telephone	
Salesperson	0		
Project Manager	0		
Field Supervisor	0		
Administrator	0		

Proj Code and Name

This is the same information as on the main estimate screen.

Project Description

A 5 line description area designed to keep any general information you wish.

% Complete

This is used after the project is started. You can set this value to any percentage from 0 to 100. The program will use this value when calculating expected costs and comparing these to actual costs recorded. The difference between the actual and estimated is shown as a variance amount and percentage. This data is displayed on the main screen in **JC-B, Projects**.

Job Type

A 2 character field that can be used as you wish to specify the type of job. This can be used in reports to restrict the print out.

Est Start and Est Cmpl

The estimated start date and estimated completion date.

Act Start and Act Cmpl

The dates the project was actually started and completed.

Contract Number, Project Contact, Project Location, Telephone

For your information only, not used anywhere else. You will be able to easily retrieve this information from the **JC-B, Projects** screen.

Salesperson, Project Manager, Field Supervisor, Administrator

Also for your information. If you press the F2 key while the cursor is in the small field the program will display a list of employees and you can choose the appropriate employee code. The employee's name will be placed in the larger field to the right of the number.

General Program Operation

Adding a New Estimate

- a) If you have the option to automatically create job codes set to Y in **JC-F** you can press just the ENTER key here to get the next available job code or enter a job code now. If a project already exists with that code it will be displayed.
- b) The *CO#* will automatically be set to 0.
- c) Enter the appropriate customer code or press the F2 key to get a listing of available customers. When you choose a customer the name will be displayed in the *Customer Name* field. If you need to you may enter a new customer at this time.
- d) The *Est Date* will default to today's date. Press ENTER to accept it or enter a different date.
- e) Enter the appropriate employee code or initials for the person entering the estimate. Press the F2 key to get a listing of employees.
- f) You may enter a short one line name for this estimate or change order.
- g) The *Labor Burden*, *Overhead* and *Dflt M/U* percentages default to values entered in **JC-F**. If you need to change these do so now.
- h) Each item on the estimate must be associated with a cost code that is in the cost code file. Press the F2 key to get a list of codes or enter the appropriate code in the *Cost Code* field. You may have as many different cost code lines in an estimate/job as desired. The *Cost Description* from the cost code file will be displayed. Please see **JC-D, Cost Codes** for more information.



Once you have entered cost code lines for this estimate you may display a list of those lines on the screen by pressing the F3 key.

- i) The *Markup %* will default to the value in *Dflt M/U*. This rate will be used when determining the sale price for this job. Each cost code can have a different *Markup %*.
- j) Enter the number of units for each of the major categories as applicable. The *Rate* will default to the value in the cost code record. The *Amount* will be calculated automatically. If you don't place a value in *Units*, you can enter a dollar figure directly in the *Amount* column for any of the categories.
- k) As you enter each cost code the program will update the *Total This Cost Code* field and the Totals at the bottom of the screen.

Other:	0.00	0.0000	0.00	0.00%
<p>NOTE: You may freely change an estimate until a job is created. Once converted however, further changes can only be made by creating Estimate Change Orders.</p> <p>You must convert Estimates or add any Change Orders before they are available to the Job Cost Analysis or the WIP Reports.</p> <p>DO YOU WANT TO CREATE A JOB FROM THIS ESTIMATE? [Y/N] Y</p>				

- l) When you have finished entering the cost code lines press the F10 key. The screen above will be displayed and you will be able to convert this estimate into a project. For more information about converting please see **Convert Estimate to Job** further in this section. If you're not ready to convert to a job then enter **N**.

-
- m) When you are finished, the estimate/change order will be saved and you will be returned to the *Project Code* field. If you wish to enter a new estimate/change order you may do so now, or press the ESC key to return to the menu.

Changing an Estimate

- a) You may change an existing estimate as many times as desired until it is converted into a project/job. Enter the job code or press the F3 key to get a list of existing estimates.
- b) Once the estimate is on the screen you may change any of the values entered originally.

c) Change Cost Code Entries

To change cost code entries move the cursor to the *Cost Code* field by pressing the ENTER key only.

To change an existing cost code entry for this estimate enter the appropriate cost code value or choose one from the list displayed when you press the F3 key. Once the cost is displayed you may change any value.

Delete Cost Code Entries

To delete a cost code entry currently a part of this estimate enter the cost code or press the F3 key to get a list. Press the ENTER key so that the cursor is in the *Markup %* field. Press the F4 key to delete the cost entry.

Adding New Cost Code Entries

You may add new cost code entries to this estimate using the same method explained in **Adding a New Estimate** above.

- d) When you are finished making changes you may save those changes by pressing the F10 key or convert the estimate to a project by pressing the F5 key. If you don't want to save the changes made press the ESC key.

Deleting an Estimate

- a) Find the proper estimate record as described in Changing an Estimate above.
- b) When the cursor is in the *Customer Code* field press the F4 key.
- c) You will be asked to verify your choice. If you answer **Y** the program will delete all records pertaining to this estimate.

Entering a Change Order

- a) Enter an existing *Project Code* or press the F2 key to get a list.
- b) The program will automatically increment the *CO#* (change order number) to the next one for that job.
- c) All other entries are the same except when saving the change order you will be asked if you wish to add the change order to the job. You can continue to make changes to the change order or delete it entirely until it has been added to a job.

Converting an Estimate to a Job

- a) You need to convert an estimate to a job before you will be able to enter transactions for that project. If the estimate is not currently displayed on the screen enter a code in the *Project Code* field or press the F3 key to get a list of existing estimates.
- b) Press the ENTER key so that the cursor is in the *Customer* field and press the F5 key.

Our Software & Consulting		Enter/Change Estimates/Chg Orders			
Project Code	CO#	Customer	Customer Name	Est Date	By
95-102 <	0	ABCELESTAN	ABC Electric	04/01/95	
Project Name		Labor Burden	Overhead	Dflt M/U	
		21.00%	8.00%	33.00%	
Cost Code	Cost Description				
		Units	Rate	U/M	Amount Pct Cmp
Markup %	Labor:	0.00	0.0000		0.00 0.00%
0.00	Materials:	0.00	0.0000		0.00 0.00%
	Sub-contract:	0.00	0.0000		0.00 0.00%
	Other:	0.00	0.0000		0.00 0.00%
<p>NOTE: You may freely change an estimate until a job is created. Once converted however, further changes can only be made by creating Estimate Change Orders.</p> <p>You must convert Estimates or add any Change Orders before they are available to the Job Cost Analysis or the WIP Reports.</p> <p>DO YOU WANT TO CREATE A JOB FROM THIS ESTIMATE? [Y/N] Y</p>					

c) The screen above will be displayed, enter **Y**.

Create New Job from Estimate			
Approved By:		Date Approved:	00/00/00
Sale Amt:	26069.46		

F1-Help F4-Del Est/CO Line F10-Save Est/CO Line Esc-Header

d) Enter your initials/employee number, the date of approval (defaults to today's date), and the actual sale price of the job (defaults to calculated price).

Our Software & Consulting		Enter/Change Project Information		
Proj Code	95-101	Name		
Project Description		% Complete	Est Start	Act Start
		0.00	00/00/00	00/00/00
		Job Type	Est Cmpl	Act Cmpl
			00/00/00	00/00/00
Contract Number		Project Contact		
Project Location		Telephone		
Salesperson	0			
Project Manager	0			
Field Supervisor	0			
Administrator	0			

- e) Next the screen above will be displayed. Enter the appropriate information or press ESC to continue with the save process.
- f) When the process is complete the program will return to the initial screen and you can enter a new estimate.

Print Estimates

- a) This option will print the estimate/change order information. To choose this press ^R (CTRL+R) when the cursor is in the Project Code field on the main screen.

Our Software & Consulting	Print Project Estimate
Print Amounts or Units:	<input type="checkbox"/> A - Amounts \$ <input type="checkbox"/> U - Units
Print History Estimates?:	<input type="checkbox"/>
Print From Customer Code:	<input type="checkbox"/>
Thru Customer Code:	<input type="checkbox"/>
Print From Estimate Code:	<input type="checkbox"/>
Thru Estimate Code:	<input type="checkbox"/>
Print From Cost Code:	<input type="checkbox"/>
Thru Cost Code:	<input type="checkbox"/>
Print Percentages?:	<input type="checkbox"/>

- b) The screen above will be displayed. The first choice is whether to print units or dollar amounts when printing the report. You must choose one or the other.
- c) If you want to print from the estimate history file then enter **Y** at the *Print History Estimates?* field; for current data enter **N** (the default).
- d) You can restrict the print out by *Customer Code*, *Job Code* and *Cost Code*. Also, if you want to print percentages of amounts in the report enter **Y** at the *Print Percentages?* field.
- e) A sample of this report is in Appendix A. When the report is completed, the program returns to the main estimate screen.

Return to the Menu

From any field prior to *Cost Code* press the ESC key and the program will return to the main menu.

JC-B - PROJECTS

Purpose of Program

Use this program to display valuable information about a project on a single screen. Project listing, job cost analysis and WIP reports are also available from this program. When the project is finished use this program to close it. Certain information about the job, other than costs and receipts, can change during the project and that information can be modified here.



All projects must start with an estimate. You cannot enter a project directly.

Field Explanations

Our Software & Consulting		Display Project Information				
Proj Name					Cust Name	
Original Price	Date Last Bill	Date of Bid	Est Strt Dte	Act Strt Dte		
0.00						
Last CO#	Date Last Paid	Date Approved	Est Cmpl Dte	Act Cmpl Dte		
0						
Trn Post						
Contract Total	Total Billings	Total Receipts	Contract Balance	Total Retained		
\$ 0.00	0.00	0.00	0.00	0.00		
%	0.00	0.00	0.00	0.00		
Actual Costs	Labor	Material	Sub-contract	Other		
\$ 0.00	0.00	0.00	0.00	0.00		
%	0.00	0.00	0.00	0.00		
Proj % Completed	Total Estim Costs	---- To Date Based On Project Estim Costs	% Completed	---- Variance Uar %		
0.00	0.00	0.00	0.00	0.00		

F1 Help|F2 Disp Projs|PgDn Chg Proj|^R Reports|^C Close Job| Esc Exit

Project Code

The code assigned to the project in the estimate program (**JC-A**).

Project Name

The name assigned to this project.

Cust Name

The customer code and name associated with this project.

Original Price

The sales price when this job was originally created.

Last CO#

The last change order number.

Trn Post

If you are using **JC-C, Transactions** to enter items for this project this will be the number of those transactions you have yet to post to the job.

Date Last Bill

The date of the last A/R voucher/invoice for this job.

Date Last Paid

The date of the last payment from the customer for this job.

Date of Bid

The date the estimate was entered.

Date Approved

This date is entered when the estimate is converted to a job.

Est Strt Dte

Estimated start date, part of the estimate entry.

Est Cmpl Dte

Estimated completion date, part of the estimate entry.

Act Strt Dte

The date the job actually started. This will be the date of the first transaction applied to the job.

Act Cmpl Dte

The date the job is marked as closed.

Contract Total

The current sale price for this project.

Total Billings

The total dollar amount and percentage of contract total billed to the customer.

Total Receipts

The total dollar amount and percentage of contract total paid by the customer.

Contract Balance

The dollar and percentage of contract total amount remaining to be billed for this project.

Total Retained

The dollar and percentage of contract total of the retainage held by the customer.

Actual Costs

The total actual costs recorded for this job.

Labor, Material, Sub-contract and Other

The amount of each cost recorded for this job and the percentage of that cost to total costs.

Proj % Completed

This is the percentage you enter on the **Chg Proj** page as to how complete the project is. The program uses this percentage when calculating *To Date Estimated Costs*, *Variance* and *Variance %* amounts.

Total Estim Costs

The total estimated costs as entered for this project.

To Date Based on Project % Completed**Estim Costs**

Total Estim Costs X Proj % Completed.

Actual Costs

The total amount of costs recorded for the job.

Variance

The difference between *To Date Estim Costs* and *Actual Costs*.

Var %

The Variance amount divided by the *To Date Estim Costs*. Positive amounts/percentages are good, negative are bad.

General Program Operation

Displaying Project Information

- Enter the project code or press the F2 key to get a list of projects and choose one from the list.
- Press the ENTER key again. The cursor will stay in the *Proj Code* field, and all the information about that project will be displayed.
- To see information about closed projects in the history file, clear the screen by pressing the UP ARROW key in the *Proj Code* field. Then press the ^T (CTRL+T) key to toggle the screen title and action. You'll then be able to retrieve data for closed projects using the same instructions given above. To return to looking at current projects, press the ^T (CTRL+T) key again from the *Proj Code* field.
- To clear the screen press the UP ARROW key. To return to the main menu press the ESC key.

Changing Project Information

Our Software & Consulting		Enter/Change Project Information		
Proj Code	93-0032	Name	Garage Repair	
Project Description	% Complete	Est Start	Act Start	
	0.00			
	Job Type	Est Cmpl	Act Cmpl	
Contract Number	Project Contact			
Project Location	Telephone			
Salesperson	0			
Project Manager	0			
Field Supervisor	0			
Administrator	0			

- A project has to be displayed on the **JC-B Projects** screen before you can choose this option. Press the PAGE DOWN key and the screen above will be displayed.
- The process of entering or changing project information is the same as in **JC-A, Estimates** above in the section Converting an Estimate to a Job. Please refer to that section for more information.
- If you press F3 from the Enter/Change Project Information screen, the screen below will appear:

Our Software & Consulting		Enter/Change Project Information					
Proj Code	93-0032	Name	Garage Repair				
Project Description		% Complete	Est Start	Act Start			
		0.00					
		Job Type	Est Cmpl	Act Cmpl			
Task Code:		Description:					
	% Cmpl	Estimated Units	Estimated Dollars	Actual Units	Actual Dollars	Variance Units	Variance Dollars
Lbr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mtl	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oth	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tot			0.00		0.00		0.00

F2 Display Cost Codes | ESC Exit % Entry

From this screen, you can enter or change percent complete information for individual task codes. Keeping this information up-to-date will ensure that the variance data shown in the Job Cost Analysis report will be accurate.

- d) Enter a code, or press F2 to get a list of available task codes and then select one. You may then enter or change *% Cmpl* for any category with existing data. If you leave this field equal to 0, you can choose to use the percent complete figure for the entire job instead in calculating variance. See the information on the Job Cost Analysis report for more details.
- e) When you are finished entering or changing the percent complete information, answer Y to the save question to save your changes, or press the ESC key to exit this screen.
- f) When you press the ESC key to return to the main project screen the program will ask if you wish to save any changes. If you answer **Y** the information will be saved. Regardless of whether you answer **Y** or **N** the cursor will return to the *Proj Code* field of the main project screen.

Closing a Job

- a) Use this option when a job is finished, and you want to mark it as completed or to record it as being cancelled before completion.

If you need to cancel a job you must reduce the Current Price to the Amount Billed (even if it is 0). You can do this by using **JC-C, Transactions**, with *Price Chg* as the transaction type. You will also be given the opportunity to reduce the Current Price in the closing process described below.

Our Software & Consulting	Close Completed Projects
Project Code: [REDACTED] < [REDACTED]	
Do you want to close this project? [Y/N] [REDACTED]	
Project Completion Date: 00/00/00	

- b) From the Display Project Information screen, press the ^C (CTRL+C) key, and the screen above will be displayed. You don't need to select a project before pressing ^C.
- c) Once the screen above is displayed, enter the appropriate project code or press the F2 key to get a list of projects.
- d) The program will ask if you want to reduce the Project Price (current price) to match the Total Billed, if you haven't done so already. If you don't reduce the price, you will not be able to close the project. Answer **Y** if you are going to close.
- e) Be sure you want to close the project if you enter **Y** at the *Do you want to close this project?* field. Once a project is closed you cannot record any other changes or additions. If you answer **N** and you have already reduced the Project Price, the price reduction will remain in effect. If you'd like to change it back, use **JC-C - Transactions** with transaction type set to *Price Chg.*
- f) Next enter the *Project Completion Date*. This will default to today's date.
- g) The job will be closed and an indication of the closing process will be displayed on the screen. After this process is finished, to find information about this job, you will have to search the history file. The program will return to the main project screen.

Project Reports

Reports		Total Receipts	Contract Balance	Total Retained
C	Project Listing	[REDACTED] 0.00	[REDACTED] 0.00	[REDACTED] 0.00
	Job Cost Analysis	[REDACTED] 0.00	[REDACTED] 0.00	[REDACTED] 0.00
	WIP Report			
\$ [REDACTED]				
% [REDACTED]				
Actual Costs	Labor	Material	Sub-contract	Other

Press the ^R (CTRL+R) key and the menu above will be displayed.

Project Listing

- a) This report will print Project Code, Name, Original Price, Current Price and any Notes for the job. When you choose this option the following screen is displayed:

Our Software & Consulting	Print Project Listing
Print From History File:	<input type="checkbox"/> N
Print From Project Code:	<input type="checkbox"/>
Thru Project Code:	<input type="checkbox"/>
Print From Customer Code:	<input type="checkbox"/>
Thru Customer Code:	<input type="checkbox"/>
Print From Project Type:	<input type="checkbox"/>
Thru Project Type:	<input type="checkbox"/>
Print Notes Also:	<input type="checkbox"/>

- b) You may restrict the print out by Project Code, Customer Code and Project Type. If you want to print any notes for the job enter **Y** at the *Print Notes Also* field. When the report is complete you will return to the main project screen.

Job Cost Analysis

- a) This report will print costs recorded for each category (Labor, Materials, Sub-contract, and Other) within each cost code and will calculate variances based on the completion percentages. When you choose this option the screen below is displayed:

Our Software & Consulting	Print Job Cost Analysis
Print From History File:	<input type="checkbox"/> N
Print From Customer Code:	<input type="checkbox"/>
Thru Customer Code:	<input type="checkbox"/>
Print From Project Code:	<input type="checkbox"/>
Thru Project Code:	<input type="checkbox"/>
Include From Cost Code:	<input type="checkbox"/>
Thru Cost Code:	<input type="checkbox"/>
Project Summary Only?:	<input type="checkbox"/>
Use Proj Completion Prct?:	<input type="checkbox"/>

- b) You may restrict the print out by Project Code, Customer Code and Cost Code.
- c) If you want to print only summaries for each project enter **Y** at the *Project Summary Only?* question or the program will print a line for each cost code and category.
- d) If you answer **Y** to the *Use Proj Completion Prct?* question, the percent complete value for the entire job will be used to calculate variance for any task code line where percent complete equals 0. If you want the task code percentage to be used regardless of its value, answer **N**. When the report is completed you will return to the main project screen.

WIP Report

- a) This report will print work in process for each or a range of jobs. When you choose this option the screen below is displayed:

Our Software & Consulting		Print Work-In-Process Report	
Sort Report by:		Sort by:	
Print From Project Code:		C - Customer Code	
Thru Project Code:		P - Project Code	
Print From Customer Code:			
Thru Customer Code:			

- b) Your first choice is whether to print in Project or Customer order. If you print in Customer order the program will give you a subtotal of all jobs for that customer. You may further restrict the print out by Project Code and Customer Code. When the report is completed you will return to the main project screen.

Samples of all three reports are in Appendix A.

JC-C - TRANSACTIONS

Purpose of Program

If you want to enter transactions for projects directly without using the standard Advanced Accounting 5.1 programs you would choose this option. Also use this program to make changes to the sale price of the project (e.g., in reducing the Current Price to the Amount Billed before closing a job).

- Transactions made here do NOT affect other parts of the Advanced Accounting 5.1 system including General Ledger. However, if you answer **N** to the *Automatically Post to Job* question in **JC-F - JCMS Configuration Info**, you will need to run the posting routine here to update job data.

Field Explanations

Our Software & Consulting		Project Transactions					
Project Code	Customer	Project Name			Current Price		
<	<				\$ 0.00		
Last Tx#	This Tx#	Transaction Type		Cost/Task Code/Desc			
0	0						
Reference1	Reference2	Date	Description				
		00/00/00					
% Cmpl	Units	Rate	U/M	Extension			
0.00	0.00	0.0000		0.00			
— Estimated —		— Actual —		— Variance —			
% Cmpl	Units	Dollars	Units	Dollars	Units	Dollars	
Lbr	0.00	0.00	0.00	0.00	0.00	0.00	
Mtl	0.00	0.00	0.00	0.00	0.00	0.00	
Sub	0.00	0.00	0.00	0.00	0.00	0.00	
Oth	0.00	0.00	0.00	0.00	0.00	0.00	
Tot		0.00		0.00		0.00	

Project Code

The regular project code. Press the F2 key to get a listing of available projects.



The project must be active or you won't be able to enter/post transactions to it.

Customer, Project Name and Current Price

These are all retrieved automatically from the project record.

Last Tx#

The last transaction number for this project.

This Tx#

The transaction number for this transaction. Incremented automatically by the program.

Transaction Type

Types include Labor, Materials, Sub-contract, Other, Billings, Receipts or Change to sale price.

Cost/Task Code and Description

If the transaction type is Labor, Materials, Sub-contract or Other then you must choose which cost code to apply it to.

Reference 1 and Reference 2

These change depending on the transaction type. They are for your reference only.

Date

Date of transaction. Will default to today's date.

Description

Description of transaction

% Cmpl

If this is for Labor, Materials, Sub-contract or Other you may enter the completion percentage for that category in that cost code. This is used when you print job cost analysis reports.

Units

The number of units used for this category.

Rate

The amount per unit.

U/M

Unit of Measure.

Extension

Automatically calculated from *Rate X Units*.

The information below the line shows the totals for the entire job at the current time.

General Program Operation

Entering a new transaction

- a) Enter the appropriate job code. To get a list of jobs press the F2 key.
- b) The cursor will move to the *This Tx#* field. Press the ENTER key only.

12	Trx Type				
Reference1	Labor	Date	Description		
	Materials	00/00/00			
	Subcontract				
	Other Costs				
% Cmpl	Billings	te	U/M	Extension	
0.00	Receipts	.0000		0.00	
	Price Chg				
Est	Actual	% of	Variance		
Units	Dollars	Est	Units	Dollars	

- c) The menu displayed above will appear. Select the appropriate choice. The name of that choice will be put in the Transaction Type field.
- d) If this is Labor, Materials, Sub-contract or Other the cursor will be in the cost code field. Enter the appropriate cost code or press the F2 key to get a list of cost codes for this project. You must choose a cost code for these categories. If the transaction type is Billings, Receipts or Price Chg, this field will be skipped.
- e) Depending on the transaction type you will be able to enter two reference fields for the transaction. This might be Employee and Check# for Labor, or Customer and Invoice for Billings, and so on. This is for your own reference.
- f) The date will default to today's date.
- g) You may enter a short description for the transaction.
- h) If this is Labor, Materials, Sub-contract, or Other, you will be able to enter a percentage completion amount for this category and cost code. You will also be able to enter units, rate and unit of measure. The program will use default values where applicable.
- i) For Billings, Receipts and Price Chg, the program will go directly to *Extension* and allow you to enter the applicable amount. Using Price Chg as the transaction type, this is where you can alter the current price of the job in preparation for closing. See the information earlier on Closing a Job for more details.
- j) You can save the transaction by pressing ENTER to move through all the fields and then answering **Y** to the save question. You can then continue to the next transaction or go back and change this one.
- k) When you are finished entering transactions for this project, press the ESC key while the cursor is in the *This Tx#* field. If you have saved transactions for this job you will be offered the chance to post the transactions now.
- l) When the posting process is complete the program will return to the *Project Code* field and you can enter transactions for another project.

Changing transactions

- a) Transactions may be changed or deleted until they are posted. To change existing transactions enter the *Project Code* as you would when entering new transactions.

- b) With the cursor in the *This Tx#* field enter the transaction number you wish to change or press the F2 key to get a list of outstanding transactions.
- c) You may change any part of the transaction.
- d) Press ENTER to move through all the fields to get to the save question even if you are not making changes to them.

Deleting transactions

- a) Transactions may be deleted until they are posted. To delete existing transactions enter the *Project Code* as you would when entering new transactions.
- b) With the cursor in the *This Tx#* field enter the transaction number you wish to change or press the F2 key to get a list of outstanding transactions.
- c) With the cursor still in the *This Tx#* field press the F4 key.
- d) Answer **Y** to the *Are you sure?* question, and the transaction will be deleted from the file.

Transaction Reports

Reference1	Reference2	Date	Description
	Reports	00	
	Project Transactions		
% Cmpl	Transaction History	U/M	Extension
0.00			0.00
Estimated	Actual	% of	Variance

Press the ^R (CTRL+R) key and the menu above will be displayed.

Project Transactions

- a) This report will print the transaction information for **current** projects. When you choose this option the following screen is displayed:

Our Software & Consulting	Print Project Transactions
From Project Code:	
Thru Project Code:	
From Costcode:	
Thru Costcode:	
From Category Code:	
Thru Category Code:	
From Transaction Date:	00/00/00
Thru Transaction Date:	00/00/00

- b) You may restrict the print out by Project Code, Cost Code, Category (Labor, Materials, Sub-contract, or Other), and Transaction Date. When the report is complete you will return to the main project screen.



The Advanced Accounting 5.1 programs that interface to the Job Cost system also save records in the transaction file, and these records will be printed here.

Transaction History

- a) This report will print the transaction information for projects that have been closed. When you choose this option the same screen as in Project Transactions is displayed.
- b) You may restrict the print out by Project Code, Cost Code, Category (Labor, Materials, Sub-contract, or Other), and Transaction Date. When the report is complete you will return to the main project screen.

An example of this report is provided in Appendix A.

Post Transactions

Our Software & Consulting	Post Project Transactions
<p>Post All Transactions Not Yet Posted: <input checked="" type="checkbox"/></p> <p>Post From Project Code: <input type="text"/></p> <p style="padding-left: 40px;">Thru Project Code: <input type="text"/></p> <p>Post From Transaction Date: <input type="text" value="00/00/00"/></p> <p style="padding-left: 40px;">Thru Transaction Date: <input type="text" value="00/00/00"/></p>	
<p>Posting Job: <input type="text"/> Transaction: <input type="text" value="0"/> Date: <input type="text" value="00/00/00"/></p>	

- a) If you don't post transactions when they are entered you may do so by pressing ^P (CTRL+P) when the cursor is in the *Project Code* field. The screen at the bottom of the previous page will be displayed. You may choose to post all transactions not yet posted or restrict the posting to specific jobs or dates.
- b) After the posting process is complete the program will return to the main transaction screen.

JC-D - COST CODES

Purpose of Program

Use this program to maintain the cost code file or print a list of the codes already entered.

The more cost codes you have, the more intricate the cost comparisons you can make within your program. Even if you don't use them to give estimates of costs through the use of basic rates and amounts, by charging expenses to these codes you will be able to see at the end of the job just why it cost as much as it did. Also, since almost all of the reports allow you to restrict print outs by cost code, you can easily and quickly compare similar work on different jobs.

You can, however, have a single cost code and charge all expenses to that one code, if you desire.

Field Explanations

Our Software & Consulting		Enter/Change Cost Codes	
Cost Code:	<input type="text"/>	Description:	<input type="text"/>
<u>Standard Rates</u>			
	<u>Unit Cost</u>	<u>U/M</u>	
Labor:	<input type="text" value="0.0000"/>	<input type="text"/>	
Materials:	<input type="text" value="0.0000"/>	<input type="text"/>	
Sub-contract:	<input type="text" value="0.0000"/>	<input type="text"/>	
Other:	<input type="text" value="0.0000"/>	<input type="text"/>	

F1 Help|F2 Display Codes|^R Print Codes|

ESC Exit

Cost Code

The name for this item.

Description

The description for the cost code.

Standard Rates

These are the unit costs and units of measure that will be the defaults when entering cost codes for a job.

General Program Operation

Add a new Cost Code

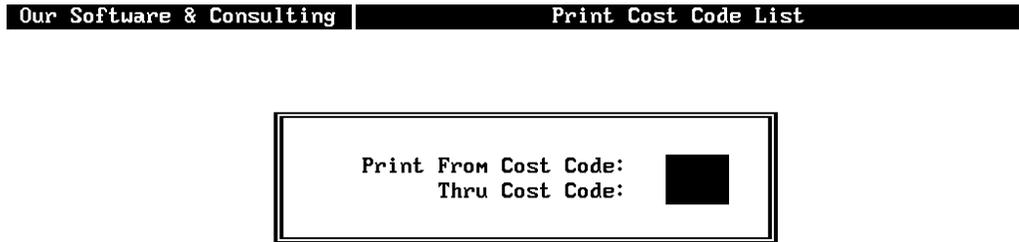
- To place a new code into the file, type the code into the *Cost Code* field. If the code exists already the appropriate record will be displayed.
- Then enter the *Description* and the default rates and amounts for any or all of the standard categories, Labor, Materials, Sub-contract and Other.
- You can press the F10 key at any time to save the entries or key through all options and the save message will be displayed at the end.

Change/Delete an Existing Cost Code

- Enter the appropriate cost code value or press the F2 key to get a list of available codes. You may change any field in the record. Press F10 when you are ready to save the information.
- To delete the record press F4 when the cursor is in the *Description* field.

Cost Code Listing

- a) To get a report of cost codes press the ^R (CTRL+R) key when the cursor is in the *Cost Code* field. The following screen will be displayed:



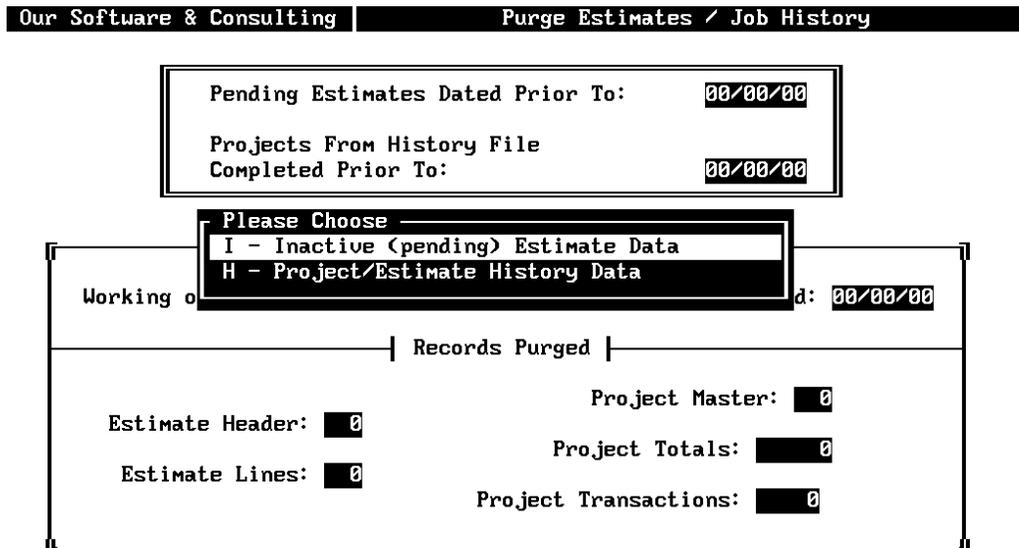
- b) You may restrict the report by cost code range. When the report is finished the program will return to the main cost code screen. An example of this report is in Appendix A.

JC-E - PURGE ESTIMATES/HISTORY

Purpose of Program

Use this program to delete pending estimates or records in the project history file.

General Program Operation



- a) Your first choice is which file to purge. Enter **I** for inactive (old) estimates or **H** for project history.
- b) If you chose **I** you will now enter the cut-off date for deleting pending estimates at the *Pending Estimates Dated Prior To* field. If you chose **H** you will enter the appropriate date in the *Projects from History File Completed Prior To* field.
- c) As the program is deleting records from the appropriate files, the job codes and related data will be displayed on the screen.

Once you purge these records they cannot be printed again.

d) When the process is complete the program will return to the main menu.

JC-F - JCMS CONFIGURATION INFO

Purpose of Program

Use this program to enter controlling information that will affect Job Cost only.

General Program Operation

Our Software & Consulting	Enter/Change Configuration
Automatically Create Job Codes:	N
Next Project Number:	34
Automatically Post to Job?:	Y
Automatically update cost code standard rates with last cost?:	Y
Automatically expense inventory items (to COGS) when received?	N
Use Time Card entry but not Payroll?	N
Default Labor Burden Percentage:	21.00
Default Overhead Percentage:	8.00
Default Markup Percentage:	33.00

F1 Help|F10 Save| ESC Exi

Automatically Create Job Codes

If you enter **Y** here, the program will automatically create job codes when entering new estimates. That is, if you don't enter a value when the cursor is in the *Project Code* field, the program will create a code for you. The format of the standard job code is **YY-NNNN** where **YY** is the year, e.g., 93 and **NNNN** is the next project number filled with zeros, e.g., 0020.

Next Project Number

This is the number that will be used in creating a new job code if you answer **Y** to *Automatically Create Job Codes* above. We recommend that you reset this number each year so that you can use it as a simple method of keeping track of the number of jobs per year. With the year being the first 2 characters of the job code you won't have to worry about reusing old numbers.

Automatically Post to Job

If you enter **Y** here, and are using the "integrated" approach, the program will automatically post all transactions entered to the appropriate job. If you enter **N**, the program will post to all other appropriate accounts but not the job record. You will have to post to the job by choosing the posting routine in **JC-C - Transactions**.

Automatically update cost code...

If you enter **Y** here, the program will automatically update the default rate values in the cost code record if you enter an amount different from what is already there. If you don't want those rates to change unless you change them in **JC-D, Cost Codes**, then enter **N** here.

Automatically expense inventory items...

If you enter **Y** here, the program will automatically expense any inventory items received directly to the Cost of Goods Sold account upon receipt. Normally the program would place these items in inventory and not expense them until they were included on a sales order/invoice. The cost, in either case, is posted to the job as appropriate. This will only affect the general accounting.

Use Time Card entry but not Payroll

If you are using the "stand-alone" approach, but still want to make time card entries, then enter **Y** here. You will not specify individual employees but you may make as many time card entries as desired. When you are finished entering, the program will ask if you wish to post the entries to the appropriate jobs. If you are using the "integrated" approach and are running Payroll then enter **N** here.

Default Labor Burden Percentage

This is the rate that will be displayed as the default when entering an estimate/change order. This percentage is multiplied by the direct labor cost and added to the total cost figure that is used when calculating the sale price for the job. This generally takes into consideration costs of employees not paid by the employee, e.g., health insurance, taxes paid by employer, and so on. This is not considered a normal part of overhead.

Default Overhead Percentage

This is the rate that will be displayed as the default when entering an estimate/change order. This percentage is multiplied by all direct costs to get an estimate of the indirect cost involved with doing any job. This would include management expense, rent of general office space, utilities for that space, and so forth.

Default Markup Percentage

This is the rate that will be displayed as the default when entering an estimate/change order. This is multiplied by all costs to get a price for the job.

JC-G - TIME CARDS

Purpose of Program

Use this program to record time worked on each job for any employee. You can print the time card information for the employee when the data is being entered or for all employees. Time card records are automatically posted to the employee's file during operation of the **PR-B - Enter Pay Info** program.



This is different from the Time Card entry routines included with the base Advanced Accounting product. In this program you will be able to assign a job and task to each entry, if desired. Also, this entry program uses the time card rates entered in **JC-H** where the base time card entry uses rates entered in **PR-Q**. The results, however, are the same. The hours and amounts will be added to the employee's pay entry (**PR-B**). Entries made only through **PR-B** will not be posted to any jobs.

Field Explanations

Our Software & Consulting		Enter/Change Time Cards - Job Cost			
Employee Number:	0				
Div	Reg Pay Rate	Ovt Pay Rate	Hours	Tot Pay	Date Range
	0.0000	0.0000	0.00	0.00	00/00/00-00/00/00

Employee Number

This is the standard employee number from the payroll files. You can either enter the number directly or press the F2 key to get a list of employees. Once you have chosen an employee their name will be displayed to the right of the number.

Div

The payroll division for this employee as set in their master record.

Reg Pay Rate

The employee's regular pay per hour rate. From the employee master file.

Ovt Pay Rate

The employee's overtime pay per hour rate. From the employee master file.

Hours

The number of hours recorded in this current time card. This value is updated automatically as you add, change and delete entries.

Tot Pay

The total pay for the employee in this current time card. This value is updated automatically as you add, change and delete entries.

Date Range

The starting and ending dates for the current pay period. You will be able to edit this range if necessary.

List window used to enter time card lines

Our Software & Consulting		Enter/Change Time Cards - Job Cost			
Employee Number:	100	KELLY R.	MILLER		
Div	Reg Pay Rate	Ovt Pay Rate	Hours	Tot Pay	Date Range
A-2	8.5000	12.7500	18.50	122.35	01/08/95-01/15/95

Date	Start	Stop	Hours	Typ	TC Code	Rate	Job Code	Cost
01/08/95	00:00 a	00:00 a	1.00	0	CARP-A1	22.9500		
01/08/95	08:30 a	12:00 p	3.50	R	ABCD	1.0000		
01/09/95	00:00 a	00:00 a	6.00	R	DFLT-REG	2.5000		
01/10/95	00:00 a	00:00 a	6.00	R	DFLT-REG	8.5000		
01/10/95	00:00 a	00:00 a	2.00	R	CARP-A1	14.9500	93-0017-00	01000

Date

The actual work date. You may enter data for one day at a time only. The work date must fall within the period given by *Date Range* for the current pay period.

Start

The starting time. You may enter a regular time here and in *Stop* or enter the number of hours worked in *Hours*. This is in standard time designation of **hours:minutes** and **a** (am) or **p** (pm).

Stop

If you enter the starting time you must also enter the time the employee finished working. This is in standard time designation of **hours:minutes** and **a** (am) or **p** (pm).

Hours

If you do not enter *Start* and *Stop* times you must enter the actual hours worked here. This is in the form of a decimal number, e.g., 1 hour and 30 minutes would be recorded as 1.5 hours.

Typ

The type of pay: **R** - Regular; **O** - Overtime; **H** - Holiday; **S** - Sick; **V** - Vacation; **B** - Bonus.

TC Code

The time card code for this entry. For more information about time card codes please see **JC-H, Time Card Codes** or the information further in this section.

Rate

The hourly rate for this *TC Code* and employee. *Rate* is multiplied by *Hours* to get total pay.

Job Code

This is the code for the job you want to apply the labor cost to.

Cost

If you enter a *Job Code* you must also choose a cost code. Enter that code here.

General Program Operation

Adding new Time Card entries

- a) Choose an employee by either entering the appropriate *Employee Number* or by pressing the F2 key to get a list of employees and then choosing one.



If you have entered Y to the Use Time Card entry but not Payroll question in **JC-F - Configuration**, the program will not ask for the employee number.

Further, the program will use the date of the first time card record entered and will allow entries for 31 days maximum. If you wish to enter Time Cards for a date outside that range you will have to post the entries made and then make the new entries. If this is the process you have chosen you will be asked whether or not you wish to post to the job records when you press ESC to exit this routine. These entries WILL NOT BE POSTED until you answer Y to this question.

However, you may exit the routine, not post, run this routine again, add/change/delete entries, etc., and then post after exit.

- b) After you have entered an employee, the cursor will go to the first block of the field *Date Range*. The program attempts to put in the correct range, based on information in the employee's payroll record. However, if the employee was not paid in the last pay period, the date range for the current pay period may be incorrect. If it is, you may edit this field to correct the entries. When you supply a starting date for the pay period, the program automatically calculates the ending date, based on information about payroll period length for this employee's division. After *Date Range* is specified, the screen on the previous page will be displayed with the cursor at the first line. If there are other entries for this employee then press the END key to go to the end of the list and press the DOWN ARROW key to get to a blank line.
- c) Press the ENTER key and you will be able to enter the work date. This date must be within the current payroll period shown in *Date Range*.
- d) If you want to enter actual start and stop times for this entry then enter the *Start* time now. If you enter nothing for the *Start* time the cursor will move automatically to the *Hours* field. If you enter a value in the *Start* time you will also have to enter a value in the *Stop* time and the program will skip the *Hours* field.

If you are reversing entries made previously in error then enter the *Hours* as a negative value. When you post the time card entries the amount will be deducted from the employee's records.

- e) Enter the type of pay. This is used when recording the information in the employee master record.
- f) The *TC Code* will default to DFLT-REG. If this pay is going to be at the employee's regular rate then just press the ENTER key. If not, enter the appropriate time card code. You can press the F2 key to get a list of available time card codes.

Two records are saved automatically in the time card code file for each employee when you choose that employee in this program. These are: DFLT-REG - Default pay rate regular hours and DFLT-OVT - Default pay rate over-time hours. The amounts come from the employee's master record. There can be many more options in this file, each one with their own default pay rate. For more information about time card codes please see **JC-H, Time Card Codes**.

- g) The rate defaults to the value in the time card code record. You may override it and enter a different value or just press the ENTER key to accept it.
- h) If this pay record is to be charged to a specific job then enter the *Job Code* (project code) now. To get a list of available projects press the F2 key. The project must be active to be available. If no project code is entered, the pay will be charged to the specific employee's payroll account.

If you are not using the Payroll program and are just posting to jobs then you must enter an active job code here.

- i) If you enter a *Job Code* above you must also enter a cost code. The program will charge the employee's time to the labor category of that cost code. If you don't enter a *Job Code* the program will not ask for a cost code.
- j) The program will automatically add the entry to the time card, revise the *Hrs* and *Pay* fields and you will be ready to add the next line.
- k) When you are finished with this time card press the ESC key. The program will return to the *Employee Number* field and you can either enter another employee or press the ESC key again to return to the time card menu.

Changing or Deleting records from an Existing Time Card

- a) Choose the employee as you would when entering a new time card.
- b) Move the cursor to the line you want to change or delete.
- c) If you want to delete the line press the DEL key. The program will verify your action and if you enter **Y** the line will be deleted. The *Hrs* and *Pay* fields will be updated automatically to reflect the change.
- d) If you want to change the line press the ENTER key. You can change any field in the entry. When you are finished the *Hrs* and *Pay* fields will be updated automatically to reflect any change.
- e) When you are finished with this time card press the ESC key. The program will return to the *Employee Number* field and you can either enter another employee or press the ESC key again to return to the Time Card menu.

Printing the Current Time Card

You can get a print out of the time card you are currently working on by pressing the ^P (CTRL+P) key. This will give you a regular listing of the time card entries and in addition, will display the days of the week and the hours recorded for each day.

A sample of this report is in Appendix A.

Printing All or a Group of Time Cards

With the cursor in the Employee Number field press the ^R (CTRL+R) key. The screen below will be displayed.

Our Software & Consulting		Print Time Cards - Job Cost	
Sort This Report By:	<div style="border: 1px solid black; padding: 2px;"> Enter Selection 1 - Employee Number 2 - Work Date 3 - Job Code </div>		
Include From Employee Thru Employee			
Include From Work Date:	00/00/00	Thru Work Date:	00/00/00
Include From Job Code:		Thru Job Code:	
Print only the subtotals (Y/N):		Print Time Card History (Y/N):	

- a) You can choose to print this report in Employee Number, Work Date or Job Code order. Depending on the order you choose the program will give subtotals for each employee, date or job. You can also restrict the report to certain employees, dates, or jobs by entering the appropriate values.
- b) To print all records leave the From/Thru options blank.
- c) If you want just subtotals and no line details then enter **Y** for the *Print only subtotals* question.
- d) If you want to print records from the history file (this is where time card entries are saved after they are posted to the employee's payroll records) then enter **Y** at the *Print Time Card History* question.
- e) When the report is finished it will return to the time card entry screen.

A sample of this report is in Appendix A.

Posting Entries to Payroll and Jobs

You will only post entries made directly to jobs if you are NOT using the Payroll program. If you are using the Payroll program, the system will post the entries to the jobs when the paychecks are written.

If you are not using Payroll, this program will ask if you wish to post time card entries to the appropriate job. If you enter **Y** the posting will be done and the time card entries will be saved in the history file and deleted from the current file.

JC-H - TIME CARD CODES

Purpose of Program

Use this program to enter, change or delete the records that will be used when entering time card lines in **JC-G, Time Cards**. You can also use this program to get a listing of the time card codes in the file.

Field Explanations

Rate Code	Type	Amount
ABCD	A	1.0000
CARP-A1	A	22.9500
CARP-ASST	A	10.9500

Rate Code

A 10-character name for this particular rate. You should try to make this as descriptive as possible.

Type

This tells the program how to apply the rate entered: **A** - an actual payrate amount; **R** - a multiplier rate, which means this value is multiplied by the employee's regular or overtime payrate to get the final pay rate; **P** - a premium rate, which means it is added to the employee's regular or overtime rate to get the final rate.

Amount

This is the value to use depending on the *Type* specifier.

General Program Operation

This is a standard list entry window.

- To change a time card code, move the cursor to the appropriate line and press the ENTER key. Make any changes necessary and press the ENTER key until the full cursor line returns.
- To delete a time card code, move the cursor to the appropriate line and press the DEL key. You will be asked to verify your action and if you enter **Y** the record will be deleted.
- To add a new time card code, move the cursor to the end of the list by pressing the END key, then press the down arrow key to get to a blank line. Press the ENTER key and enter all three values. The new time card code will be added to the list.

Printing Time Card Codes

To get a report of the time card codes, press the ^P (CTRL+P) key. The program will allow you to restrict the print out by time card code if desired. When the report is completed you will return to the time card code list. A sample of this report is in Appendix A.

JC-I - PURGE TIME CARD HISTORY

Purpose of Program

Use this program to delete previously posted time card records in the history file.

General Program Operation

Our Software & Consulting Purge Time Card History - Job Cost

From Work Date:	00/00/00
Thru Work Date:	00/00/00
From Employee Number:	0
Thru Employee Number:	0

Records Deleted: 0

- a) You may restrict the records deleted by payroll date and/or employee number.
- b) As the program is deleting records from the appropriate files, the number of records deleted will be updated on the screen.

JOB COST

Chapter 3

Changes to Other Programs

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CHANGES TO OTHER PROGRAMS FOR JOB COST

If you have activated the Job Cost System (see **UT-L - Turn BOM/JC/POS On/Off**) some programs within the base system are automatically modified. Only the changes are documented here. For more information about these programs please refer to the base program documentation.

SYSTEM MAINTENANCE

SY-C, ENTER/CHG PASSWORD INFO

Our Software & Consulting		Enter Security Levels																	
Password Security Level: 1		Screen 2																	
Modules	Y/N/C	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Spcl P/R	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
BOM	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Job Cost	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
File Utils	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
POS	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Utilities	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
	C	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

F1 Help|PageUp Prev Page|F10 Save|

ESC Return to Initial Screen

The lines for Job Cost and Time Card entry have been added to the choices available when entering in Security Levels.

ACCOUNTS RECEIVABLE

AR-B, ENTER/CHANGE VOUCHERS

Our Software & Consulting		Enter/Change A/R Vouchers		
Job Code:	<input type="text"/>	Name:	<input type="text"/>	
Cust Code:	<input type="text"/>	Date:	<input type="text"/>	
Inv Num:	<input type="text"/>	Desc:	<input type="text"/>	
Type:	<input type="text"/>	Tot Amt: \$	<input type="text"/>	G/L Dept: <input type="text"/>
Terms:	<input type="text"/>			
Distribution				
GL Account	Dept	Description	D/C	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

F1 Help|F2 Display Jobs/Projects|

ESC Exit

If this is a voucher for a specific job then enter the *Job Code* at the top of the screen. You may press the F2 key to get a list of active projects. If you choose a project the name will be displayed to the right of the code.

AR-C, ENTER PAYMENTS

Changes have been made to this program to properly post to the job cost records. There are no operational changes. Please note that the system uses the job or project information originally entered with the sales order to decide which job should receive credit for the payment. When you pick an invoice and apply payment to it, the system checks the job number on the invoice and then updates the *Total Receipts* field for that job.

SALES ORDERS

SO-A, ENTER SALES ORDERS

Our Software & Consulting		Enter/Change Sales Orders	
S/O #:	0	Ord:	00/00/00
Code:		Job:	
Name:		Last Inv #:	0
Add1:		Ship To:	
Add2:			
CSZ:			
Cntry:			
Desc:		Attn:	
Ship Via	Terms	Slsp Ent by	Cust Ord Num Tx Auth Dept Rdy?

When entering a sales order you may apply it to a specific job by entering the project code in the *Job* field at the top of the initial entry screen. You may get a list of active projects by pressing the F2 key when the cursor is in the *Job* field. If you do enter a job code the *Customer Code* field will default to the value in the job record. There are no other operational differences.

SO-G, POST INVOICES

Changes have been made to this program to properly post the job cost information entered in **SO-A**. There are no operational changes.

SO-I, ENTER/CHG RECURRING SALES ORDERS

As with **SO-A**, above, you may apply a recurring sales order to a specific job by entering the project code in the *Job* field at the top of the initial entry screen. You may get a list of active projects by pressing the F2 key when the cursor is in the *Job* field. If you do enter a job code the *Customer Code* field will default to the value in the job record. There are no other operational differences.

SO-K, DISPLAY INVOICE HISTORY

Changes have been made to this program to properly print the job cost information entered in **SO-A**. There are no operational changes.

PURCHASE ORDERS

PO-A, ENTER PURCHASE ORDERS

Our Software & Consulting				Enter/Change P/Os				
P/O #:	0	Ord Date:	04/01/95	Ship To				
Code:	COSSEAWASE			Code:				
Name:	Costco of Seattle							
Ship Via	Terms	Cnfrm?	Ent by	Ordered For	Tax Dept	Location		
BEST WAY	NET 30	N	ST		N			
Product Code & Desc				Ord Qty	Rec Qty	Price	Disc	Extension
Prod				Rcpt	00/00/00	Tax		
Ord Qty	Rec Qty	Ord Price	Disc	Ext Total	Job	Cost	Cat	
0.00	0.00	0.0000	0.00	0.00				
Sub Tot:		0.00	Tax:	0.00	Total:		0.00	

F1 Help|^U Vendor Options|F10 Save P/O| ESC Exit

This program allows optional entry of project code (*Job*), cost code (*Cost*) and category (*Cat*) for each P/O line item entered. If you choose to record the P/O line for a specific job you must enter all three values. You may list active projects when in the *Job* field by pressing the F2 key. The same applies for applicable cost codes when in the *Cost* field. The category must be **L** - Labor, **M** - Materials, **S** - Sub-contract or **O** - Other.

The balance of the P/O entry program is the same.

PO-C, PRINT OPEN P/O LIST

Changes have been made to this program to properly print the job cost information entered in **PO-A**. There are no operational changes.

PO-D, RECEIVE P/O'S

Changes have been made to this program to properly post to the job cost records. There are no operational changes.

PO-E, DISPLAY P/O HISTORY

Changes have been made to this program to properly print the job cost information entered in **PO-A**. There are no operational changes.

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JOB COST

Chapter 4

Sample Reports

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Sample Reports

JC-B2 - Print Job Cost Analysis

			Our Software & Consulting Job Cost Analysis November 12, 1993 03:07 p				Page # 1	
Project: 93-0017-00	Customer: BIBBOOWAKE		Price: 0.00					
Manager:	Date Started: 00/00/00	Estimated Complete Date: 00/00/00						
Status: A	SqPt: 0.00	Total Billings to Date: 0.00	Total Payments to Date: 0.00					

Cost Code	Description	Category	Percent Complete	- Estimates - Units	Amount	- Actuals - Units	Amount	Estimate % Used	Variance
01000	GENERAL REQUIREMENTS	Labor:	0.00	3.00	26.85	1.00	8.95	33.33	-8.95
Cost Code Sub-totals:				3.00	\$26.85	1.00	\$8.95	33.33	-8.95
01100	Alternatives	Labor:	0.00	1.00	10.00	0.00	0.00	0.00	0.00
Cost Code Sub-totals:				1.00	\$10.00	0.00	\$0.00	0.00	0.00
Entire Job Cost Code Totals:			0.00	4.00	\$36.85	1.00	\$8.95	24.29	-8.95

Grand Totals for all listed Projects:				4.00	\$36.85	1.00	\$8.95	24.29	-\$8.95
Total Projects Listed: 1									

JC-B3 - Print WIP Report

			Our Software & Consulting Work-In-Process Report March 29, 1993 10:03 p				Page: 1	
--	--	--	---	--	--	--	---------	--

Contract Total	Total Billings	Total Receipts	Contract Balance	Total Retained	Total Actual Costs	Subcont	Other
CUSTOMER: ACMAUTWASE - Acme Automotive Repair							
PROJECT: 93-0019-00 -	3,585.81	0.00	0.00	3,585.81	0.00	0	0
		0%	0%	100%	0%	0%	0%
PROJECT: 93-0020-00 - Add-on to garage	399,556.61	0.00	0.00	399,556.61	3,108	9	100
		0%	0%	100%	0%	0%	3%
Sub-tot	\$403,142.42	\$0.00	\$0.00	\$403,142.42	\$3,108	\$9	\$100
		0%	0%	100%	0%	0%	3%

CUSTOMER: BIBBOOWAKE - Bibs To Books							
PROJECT: 93-0017-00 -	3,208.36	0.00	0.00	3,208.36	0.00	0	0
		0%	0%	100%	0%	0%	0%
Sub-tot	\$3,208.36	\$0.00	\$0.00	\$3,208.36	\$0	\$0	\$0
		0%	0%	100%	0%	0%	0%

Total	\$406,350.78	\$0.00	\$0.00	\$406,350.78	\$0.00	\$3,108	\$9	\$100	\$3,000	\$0
		0%	0%	100%	0%	0%	0%	3%	97%	0%

JC-C - Print Project Transactions

Our Software & Consulting
Project Transaction Detail
March 27, 1993 07:21 p

Page # 1

Project	Name	Status	Reference 1	Reference 2	Type	U/M	Units	Rate	Amount	Pst
93-0020-00	Add-on to garage	A								
	Cost Date Description									
01000	03/27/93		100	101	L	HR	1.00	8.9500	\$8.95	N
01000	GENERAL REQUIREMENTS	Subtotal							\$8.95	
02000	03/27/93		ABCD101	111923	M	EA	1.00	99.5000	\$99.50	N
02000	03/27/93		CCCCS	11111	S		0.00	0.0000	\$1,000.00	N
02000	SITE WORK	Subtotal							\$1,099.50	
Job: 93-0020-00 Total									\$1,108.45	
Report Total	Number of Jobs:	1	Number of Transaction Records:	3	Total Transaction Amt:	\$1,108.45				

JC-D - Print Cost Codes

Our Software & Consulting
Cost Code Listing
March 29, 1993 08:24 p

Cost Code	Labor Rate	U/M	Materials	U/M	Subcontract	U/M	Other	U/M
01000 GENERAL REQUIREMENTS	8.9500		0.0000		0.0000		0.0000	
01100 Alternatives	0.0000		0.0000		0.0000		0.0000	
01200 Project Meetings	0.0000		0.0000		0.0000		0.0000	
01300 Submittals	0.0000		0.0000		0.0000		0.0000	
01400 Quality Control	0.0000		0.0000		0.0000		0.0000	
01500 Temp. Facilities/Controls	0.0000		0.0000		0.0000		0.0000	
01600 Products	0.0000		0.0000		0.0000		0.0000	
01700 Project Closeout	0.0000		0.0000		0.0000		0.0000	

Total number of records printed: 8

Sample Reports

JC-G1 - Single Time Card Report while in Time Card Entry

Our Software & Consulting Page: 1
 Time Card Entries
 June 19, 1993 06:00 p

Employee: 100 KELLY R. MILLER

Date	Start	Stop	Hours	Typ	TC Code	Rate	Job Code	Cost
01/08/93	00:00 a	00:00 a	1.00	O	CARP-A1	22.95		
01/08/93	08:30 a	12:00 p	3.50	R	ABCD	1.00		
01/09/93	00:00 a	00:00 a	6.00	R	DFLT-REG	2.50		
01/10/93	00:00 a	00:00 a	6.00	R	DFLT-REG	8.50		
01/10/93	00:00 a	00:00 a	2.00	R	CARP-A1	14.95	93-0017-00	01000
			=====			=====		
Totals:			18.50			122.35	Num Prtd:	5

Our Software & Consulting Page: 2
 Hours Worked by Calendar Day
 June 19, 1993 06:00 p

Employee: 100 KELLY R. MILLER

Date	Fri	Sat	Sun	Mon	Tue	Wed	Thu
01/08/93	4.50	6.00	8.00	0.00	0.00	0.00	0.00

JC-G2 - Time Card Report All Entries

Our Software & Consulting Page: 1
 Time Cards Sorted By Work Date
 June 19, 1993 06:00 p

Work date: 01/08/93

Emp #	Start	Stop	Hours	Typ	TC Code	Rate	Job Code	Cost
100	00:00 a	00:00 a	1.00	O	CARP-A1	22.95		
100	08:30 a	12:00 p	3.50	R	ABCD	1.00		
			=====			=====		
Tot for Date: 01/08/93			4.50			26.45	Num Prtd:	2

Work date: 01/09/93

Emp #	Start	Stop	Hours	Typ	TC Code	Rate	Job Code	Cost
100	00:00 a	00:00 a	6.00	R	DFLT-REG	2.50		
			=====			=====		
Tot for Date: 01/09/93			6.00			15.00	Num Prtd:	1

Work date: 01/10/93

Emp #	Start	Stop	Hours	Typ	TC Code	Rate	Job Code	Cost
100	00:00 a	00:00 a	6.00	R	DFLT-REG	8.50		
100	00:00 a	00:00 a	2.00	R	CARP-A1	14.95	93-0017-00	01000
			=====			=====		
Tot for Date: 01/10/93			8.00			80.90	Num Prtd:	2
Grand Totals:			18.50			122.35	Num Prtd:	5

JC-G - Time Card Code Listing

Our Software & Consulting
Time Card Rates
June 19, 1993 06:01 p

Page: 1

Rate Code	Type	Amount
CARP-A1	A	22.9500
CARP-ASST	A	10.9500
DFLT-OVT	A	12.7500
DFLT-REG	A	8.5000

Total number of Time Card Rates printed: 4

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BILL OF MATERIALS

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BILL OF MATERIALS

Chapter 1

Getting Started

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INTRODUCTION: BEFORE YOU SET UP BILL OF MATERIALS



This chapter assumes that you have read and followed the instructions in the corresponding "Getting Started" chapter in Advanced Accounting. Please read through all the information below before starting to use Bill of Materials.

This chapter provides a step-by-step procedure for setting up your system to run Bill of Materials. Before proceeding, let's explore some of the programs in your new software.

If you have installed the sample data choose the **Bill of Materials** option (**B**) from the main Choose menu (in Windows click on the BOM button). Try out the programs and various entry screens. Look at the way the sample data has been set up. The sample data includes several bill of materials already entered. Another option is to look at the report samples provided in Chapter 4 of the BOM section.

Try the following exercises to see how some of the Bill of Materials features work.

1. Select the **Bill of Materials** option from the main menu. Press ENTER to choose the first item, **Enter Bill of Materials**. Press the F2 key to display a list of Assembly and Finished Goods items. Because the top item is already highlighted, simply press ENTER twice and this bill of materials is displayed. The UP and DOWN ARROW keys allow you to move between the BOM lines. Try the other keys listed at the bottom of the screen. When you have finished, press the ESC key to exit back to the menu.
2. Now press the **F** key to choose **Build/Un-Build Process**. Press the F2 key to again show a list of the assemblies and finished good inventory items. Press the ENTER key to choose the first one. Press the ENTER key only for the balance of the options. The program will automatically build 1 unit of the item chosen if there are enough component parts. That's all there is to record the building of an item. To record the un-building just use -1 for the Number to Build: it's that easy.

SETTING UP THE BILL OF MATERIALS SYSTEM FOR YOUR COMPANY

The section below outlines the steps to follow in setting up your system and entering your initial information. For details on the operation of the individual options within the Bill of Materials main menu, please see Chapter 2 of this BOM section.

1. BM-I Enter BOM Configuration

Use this program to enter your system default choices for the Bill of Materials and Sales Order (**SO-A**) programs.

2. IC-A Enter/Change Inventory

Continue by entering your inventory items. You will need to categorize your inventory into the following four types:

N - Non-Stock Inventory - Use this type for services you sell, labor, and for anything else which you sell or purchase that is not tracked as a tangible product but may be included on a Sales Order or a BOM.

R - Regular Inventory - This type is used for raw materials, and for tangible goods which are not finished goods or assemblies.

A - Assemblies - These are the items you build. They are always part of other finished good items.

F - Finished Goods - These are the final results of what you build, the products you actually sell.

Refer to your Advanced Accounting manual regarding entering inventory using **IC-A, Enter/Change Inventory**.

3. BM-A - Create your Bills of Materials using Enter/Change BOM.

Enter a bill of materials for each Assembly and Finished Good item you created in the previous step. Simply define what parts make up the Assembly or Finished Good by entering a line for each part and instruction.

NOTE: You will not be able to add an Assembly to a Finished Good bill of materials until a BOM has been set up for that Assembly item first. So, create your BOMs from the lowest level up.

4. Actual Operation

Once you have completed the steps above, and the others required in setting up Advanced Accounting 5.1, you are ready to run Bill of Materials. You will find that it fits seamlessly with the rest of the Advanced Accounting programs and gives you a quick and easy way to create finished products out of component parts.

BILL OF MATERIALS

Chapter 2

Program Operation Info

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BILL OF MATERIALS OVERVIEW

The Bill of Materials provides a simple and efficient method to record manufacturing or building of products. By setting up the actual bill or list of materials that make up a specific product you can always know whether you have enough inventory to build more units, the current cost for each part, and a quick way of converting components into complete products. Each bill can be 9 levels deep and the build routine will automatically create sub-level products as well as the full product.

Below is a list of the available programs in the BOM module with a brief summary of each.

- A - Enter Bill of Materials
- B - Print Bill of Materials
- C - Print Where Used Inquiry
- D - Print BOM Availability
- E - Print To-Build Orders
- F - Build/Un-Build Process
- G - Print Build History
- H - Purge Build History
- I - Enter BOM Configuration

A - Enter Bill of Materials

This is the program to use to actually enter the bill or list of components for a specific product.

B - Print Bill of Materials

Will print the information entered in **BM-A**.

C - Print Where Used Inquiry

This report will give all the BOMs that require a certain product.

D - Print BOM Availability

Print a list of BOMs and the number of units that are available or could be made, given product on hand.

E - Print To-Build Orders

This will print the BOM for a specific product and give the number of units of each component that are required. Any instructions that are a part of the bill are also printed.

F - Build/Un-Build Process

This program will do the actual work of moving component parts to a finished product, or allow you to record a finished product going back to component parts (un-build).

G - Print Build History

Print the history of products that have been built or un-built.

H - Purge Build History

Delete records from the build history file.

I - Enter BOM Configuration

Initial setup information.

BM-A - ENTER BILL OF MATERIALS

Purpose of Program

Use this program to enter and modify bills of material.

Field Explanations

Our Software & Consulting		Maintain Bill of Materials	
Master Product	Description		
Component Code	T	Description	Qty Reqd

Master Product

The product code for the finished product. The product must have a type of A (Assembly) or F (Finished Good). For more information about the inventory system please refer to your Advanced Accounting 4.0 manual or the section on Other Program Changes, chapter 5, in this manual.

You can enter a code in this field or use F2 to select from a list. If you enter a product code not found in the file you will be able to add the product at this time.

Description

This is the product description from the inventory master record.

Bill of Material List Window

After you enter the product code, if a BOM already exists for this product it will be displayed in the list window. The cursor will be on the first line and you can either add, change or delete lines in the BOM.

Component Code

This is the product code of the inventory item that is a part of this product. This may be any type of product (A, F, R - Regular, or N - Non-inventory). If you press just the ENTER key here and leave the field blank you will be able to put in a message line.

If the component product code is not found you may add it into the inventory file at this time.

T

This is the product type from the inventory master record.

Description

The product description from the inventory record. If the *Component Code* field is blank you will be able to enter a message into this field. This could be an instruction or something else you want to print with the BOM.

Qty Reqd

The quantity of this part required for this assembly.

General Program Operation

Adding a New Bill of Material

Enter a product code or press the F2 key to get a list of assemblies and finished goods. If you need to add a new product to the inventory file enter the code now. When the program asks if you wish to add it answer **Y** and you will be transferred to **IC-A, Add/Change Inventory**. You will automatically return after you are finished.

The description for the product will automatically be displayed.

The cursor is placed at the beginning of the list window. Press the ENTER key to add a new line. The first entry in the line is the *Component Code*. You may enter a product code here, if you know it, or press the F2 key to get a list of products. If you want to enter a message line then just press the ENTER key and leave the *Component Code* blank. Any type of inventory item may be a part of a BOM, including a non-inventory product.

The cursor will move to the Description field. If this is an inventory item the default value will be the description from the inventory file. You can change it or just press the ENTER key to accept it as is. If this is a message line enter your message now.

If this is an inventory item you will next be asked for the *Qty Reqd*, or how much of this component do you need for the finished product. If this is a message line the cursor will move automatically to the next line.

After you enter the *Qty Reqd*, if appropriate, or the message, the program will be ready to enter a new line. To do so press ENTER and you will be able to repeat the process above. Continue until all components for this product have been entered, including any notes or messages as required.

When you are finished press the F10 key to save the BOM or to return to the menu without saving press the ESC key. The program will ask you to verify exiting without a save. If you enter **Y** the program will NOT save the changes made. If you enter **N** you will be returned to the list. Once you have saved the BOM or verified you wish to lose any changes made the program will return to the initial entry. You can then enter a new BOM or press the ESC key to return to the menu.

Changing a BOM

Search for the product as you would above. To change a line in the BOM move the cursor bar to that line and press the ENTER key. You can then change the *Component Code*, *Description* or *Qty Reqd*.

To delete a line move the cursor bar to that line and press the DEL key. You will be asked to verify the deletion. If you enter **Y** the line will be removed from the list.

To add a new line press the END key to move the cursor bar to the end of the list, press the DOWN ARROW key to get to a blank line and press the ENTER key.

NOTE: No additions, changes, or deletions are final until you press F10 and save the BOM. If you do not do so the original BOM is restored. This does not, however, apply to deleting the entire BOM as described below.

Deleting an Existing Bill of Material

Enter the appropriate product code. When the cursor moves to the list window press the F4 key. The program will ask if you're sure you want to delete the BOM. If you answer **Y** all lines will be deleted and the program will return to the initial entry field.

NOTE: This process will NOT delete the actual inventory record but only the BOM lines.

BM-B - PRINT BILL OF MATERIALS

Purpose of Program

Use this program to print the BOM for a specific product. You can choose whether or not to print sub-assemblies and which costs to use when calculating the cost of the finished item.

General Program Operation

Our Software & Consulting Print Bill of Material

Parent Product Code to Print: <input type="text"/>
Print Sub-assemblies [Y/N]: <input type="checkbox"/>
Use Sub-assembly costs [Y/N]: <input type="checkbox"/>

When you run this program, the screen above is displayed. Enter the appropriate product code or press the F2 key to get a list of assemblies/finished goods.

If the product has sub-assemblies you can print the BOM for them also by entering **Y** at the *Print Sub-Assemblies* question.

If you enter **Y** at the *Use Sub-Assembly Costs* question and this product has sub-assemblies the cost from the components of those products will be used when calculating the total cost of this item rather than the average cost of the sub-components themselves (as currently stored in the inventory record).

When printing is complete, you are returned to the main menu. An example of this report is provided in Appendix A.

BM-C - PRINT WHERE USED INQUIRY

Purpose of Program

This program will give you a list of the various products that use a specific component.

General Program Operation

Our Software & Consulting Print Bill of Material Where Used

Component Prod Code to Find: <input type="text"/>

When you run this program, the screen above is displayed. Enter the product code of the appropriate component or press the F2 key to get a list of all products.

When printing is complete, you are returned to the main menu. An example of this report is provided in Appendix A.

BM-D - PRINT BOM INVENTORY AVAILABILITY

Purpose of Program

This program is used to list whether or not you have enough components to build certain products. You are able to specify a range of products and the number of units to build. You may also print only the shortages, if desired.

General Program Operation

Our Software & Consulting	Print BOM Inventory Availability
Print From Product:	██████████
Thru Product:	██████████
Print For Location:	██████████
Print From Category:	████
Thru Category:	████
Print From Class:	████
Thru Class:	████
Quantity to Project:	0.00
Print Shortages Only?:	<input type="checkbox"/>
Note: Shortages are indicated by an *	

F1 Help|F2 Display Parent Products|

ESC Exit

When you run this program, the screen above is displayed. Enter limits in the fields displayed to narrow the scope of the report, or leave those fields blank to print all products. If you want only the shortages to print then enter **Y** at the *Print Shortages Only* question.

When printing is complete, you are returned to the main menu. An example of this report is provided in Appendix A.

BM-E - PRINT TO BUILD ORDERS

Purpose of Program

Use this program to print the BOM in a format that can be used as the instructions for building the product. If you need to build sub-assemblies the relevant information is printed for those items also.

General Program Operation

Our Software & Consulting	Print Build Orders
Parent Product Code to Print:	██████████
Inventory Location:	██████████
Number of Sets to Use:	██████████ 0
Number of Units to Build:	██████████ 0
Date Expected:	00/00/00

When you run this program, the screen above is displayed. Enter the product code, inventory location and number to build. The *Date Expected* value prints on the report and is used for information only.

This program will only print the to build orders and does not record the actual build process. To do that you must run **BM-F, Build/Un-Build Process**.

An example of this report is in Appendix A.

NOTE: For more information on the difference between Sets and Number of Units to Build please refer to **BM-F - Build/Un-Build Process** following.

BM-F - BUILD/UN-BUILD PROCESS

Purpose of Program

This is the program that will actually record the 'building' of the product. Typically you would use this program after the products have been physically built. Use this program also to record a product that has been returned to its component parts (an "un-build").

NOTE: If you use auto-build you may also record building products in **SO-A, Enter Sales Orders**.

General Program Operation

Our Software & Consulting	Execute Build/Un-Build Process
Parent Product Code Built:	<input type="text"/>
Inventory Location:	<input type="text"/>
Number of Sets to Use:	<input type="text" value="0"/>
Number of Units Built:	<input type="text" value="0"/>
Date Built:	<input type="text" value="00/00/00"/>

When you choose this program, the screen above appears. Enter the appropriate product code, or press the F2 key to select a product. Then enter the inventory location, number of sets to use (see below), number of units built and the date they were built. This date will be used as the posting date.

Please note that we use two different parameters to indicate how many "sets" or groups of material are (or were) used in the build process and how many finished good items actually resulted from the build. In most cases there will be a one-to-one relationship between the number of sets used and the number of units built. For example, a single "set" of the components indicated on the BOM is typically used to build a single finished good. In our sample data, each BOM represents a single computer. So in recording a build process, *Number of Sets to Use* would equal *Number of Units Built*.

However, if you were creating metal bars or suntan lotion in which you mixed a batch of raw materials together and made many units of the finished good, then the *Number of Sets to Use* might be 1 (a single batch) whereas the *Number of Units Built* might be quite large. For example, if you were making a batch of suntan lotion, the *Number of Sets to Use* (for a single batch) would be 1 and the *Number of Units Built* might be 10,000. One ingredient in the BOM (the "recipe" for a **single** batch) might be 150 gallons of liquid Aloe.

Besides giving you the ability to use "batch" bills of materials, separating "sets" and units built allows you to record the **actual** number of units produced. This feature can be especially important where production process yields vary (e.g., due to strict quality control standards that reduce the usable yield). No matter how many units a batch might ordinarily produce, you can record the actual number of units that resulted.

The *Number of Units Built* will always default to *Number of Sets Used*. In the case of Auto-Build from Sales Order Entry the *Number of Units Built* will be equal to the number of units entered in the S/O and you will be allowed to specify the *Number of Sets Used*.

Do you need to adjust actual amounts used?

If you used more or less of a component than is defined in the BOM you can adjust those values here.

Are you ready to record the build process now?

Press the ENTER key or enter **Y** to continue with the build process. If you answer **N** you will be able to go back and change any entry made.

During this process, the program will reduce the units on hand figures in the component product inventory records and will increase the number of units on hand in the finished good product record. The appropriate G/L transactions (moving from one asset account to another) will also be recorded.

NOTE: To record an un-build process use negative numbers for the *Number of Sets to Use* and the *Number of Units Built*.

BM-G - PRINT BUILD HISTORY

Purpose of Program

Print a history of build processes. This will show both build and un-build. You can restrict the report by product code or date.

General Program Operation

Our Software & Consulting	Print Build History
Print From Product:	<input type="text"/>
Thru Product:	<input type="text"/>
Print From Date:	<input type="text" value="00/00/00"/>
Thru Date:	<input type="text" value="00/00/00"/>

When you run this program, the screen above is displayed. Enter limits in the fields displayed to narrow the scope of the report, or leave those fields blank to print all history.

An example of this report is in Appendix A.

BM-H - PURGE BUILD HISTORY

Purpose of Program

This program will delete records from the build history file. We recommend that you keep as much history as possible. However, if the file gets too large you should use this to delete older records.

General Program Operation

Our Software & Consulting	Purge Build History
Purge Thru Date: 00/00/00	
Now Purging Parent: [REDACTED]	
Date: 00/00/00	

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Use this program to delete records from the
Build History File. NOTE: Once these records
are deleted you will not be able to print them
again!
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

When you run this program the screen above is displayed. The program will delete all records up to and including those with a build date you enter above.

As the program is deleting records they will be displayed.

NOTE: Once you purge these records they cannot be printed again.

BM-I - ENTER BOM CONFIGURATION

Purpose of Program

Use this program to set up choices that affect the BOM system only.

Field Explanations

Our Software & Consulting	Enter/Change Configuration
<p>Roll Forward the Component Average Costs? [Y/N]: <input checked="" type="checkbox"/></p> <p>Save Build Process Record in History file? [Y/N]: <input checked="" type="checkbox"/></p> <hr/> <p> Sales Order Interface </p> <p>Auto-build Finished Good / Assembly Items? [Y/N]: <input checked="" type="checkbox"/></p>	

Roll Forward the Component Average Costs

Y - The Last Cost & Average Cost figures for Assembly and Finished Goods items will be determined from the sum total of the average cost of all components.

N - Average Cost for Assembly and Finished Goods items will only be updated when using **IC-G, Adjust Levels to Physical** or when receiving a P/O for that item.

NOTE: In Advanced Accounting 4.0 BOM you can adjust the cost of N (non) type inventory items as well as R, A & F.

Save Build Process Record in History File?

If you enter Y here a history record will be saved for each Build/Un-Build process completed.

Auto-build Finished Good / Assembly Items?

Y - The Sales Order (**SO-A**) program will attempt to automatically assemble any items which are of type A or F (assembly or finished good). This means the on-hand inventory will be depleted for each of the components on the item's BOM. This will create the requested number of units to sell. Also, a build order will be printed. **NOTE:** This will also automatically build sub-assemblies if required.

N - No auto-building will take place during sales order entry. If an assembly or finished good does not have enough units on hand the remainder is simply placed in back order or the units on hand will go negative.

BILL OF MATERIALS

Chapter 3

Changes to Other Programs

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BILL OF MATERIALS - CHANGES TO OTHER PROGRAMS

If you have activated Bill of Materials (see **UT-L - Turn BOM/JC/POS On/Off**) some programs within the base system are automatically modified. Only the changes are documented here. For more information about these programs please refer to the base program documentation.

IC-A, ENTER/CHANGE INVENTORY

In this program you can now enter 4 types of products in the *Type* field.

R - Regular items - These may be parts of Finished Goods or Assemblies or sold as individual items. They will never have a BOM.

N - Non-inventory items - As with regular items these may be a part of a Finished Good or Assembly but will never have a BOM.

A - Assemblies - These are sub-components within a Finished Good that have their own BOM. You may sell these but they would normally be just a part of other products.

F - Finished Good - This is something you build that is also a product you would normally sell.

IC-G, ADJUST LEVELS TO PHYSICAL

You can now enter or change Average Cost for Non-inventory type items. Since the Average Cost is used when calculating the final cost of a Finished Good or Assembly this allows you to add Non-inventory type items to your BOM and still have them be part of the final cost.

Even though you can set a cost or change it for a Non-inventory item it will not affect your General Ledger.

SO-A, ENTER SALES ORDERS

Our Software & Consulting		Enter/Change Sales Orders					
S/O #:	0	Ord:	04/01/95	Job:			
Code:	ABCELESTAN	Last Inv #:	0	Ship To:			
Name:	ABC Electric		ABC Electric				
Ship Via	Terms	Slsp	Ent by	Cust Ord Num	Tx	Auth	Dept Rdy?
MAIL	NET 10	0	STL		Y	CA	Y
Product Code & Desc	Shp Qty	B/O Qty	Price	Disc%	Extension		
There are only 0.00 units on hand. Your choices are: A - Check other inventory locations for this item. B - Check To-Build availability. C - Go into negative On Hand units. D - Backorder the balance. E - Reduce Order amt to available. E							
Product	ESD					0.00	
04/01/						0.00	
Sub T							ESC Exit
F1 Help							

Changes to program operation

The screen above is displayed if you enter a Finished Good or Assembly product that does not have enough units on hand to cover the order.

If you choose option B the program will check to see if enough units can be built for the order. If they can and you have the Auto-build flag set to Y (see **BM-I**), you will also be asked if you wish to build the product now. If you answer Y the program will print the to build orders and record the build process.

If the Auto-build flag is set to N or you answer N the units will be placed in back-order.

The balance of the sales order process is the same.

BILL OF MATERIALS

Chapter 4

Sample Reports

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BM-B

Print Bill of Materials A-1

BM-C

Print Where Used Report A-1

BM-D

Print BOM Availability A-2

BM-E

Print To Build Orders A-2

BM-G

Print Build History A-3

BM-B - Print Bill of Materials

Our Software & Consulting Page: 1
 Bill of Material

March 25, 1993 09:33 p

Parent Product: COMPUTER 386 386 Computer 1Meg 110M Hd Type: A Use sub-assembly costs: Y

Level	Component	T	Description/Notes	Qty/Cost	Avg Cost	Extended Cost
1	386	R	386 Base System, 20mhz	1.0000	1799.0000	1799.00
1	DISK-HARD40	R	40 Meg Internal Hard Disk	1.0000	478.2300	478.23
1	DISK-FLOPPY3.5"	R	Internal 3.5" Floppy, HD	1.0000	300.0000	300.00
1	DISK-FLOPPY1.2	R	Internal 5.25" Floppy, HD	1.0000	225.0000	225.00
			Use both types of floppies in this system			
1	BOARD-EGA	R	EGA Board	1.0000	101.2000	101.20
1	KEYBOARD-ENHNCD	R	Enhanced Keyboard	1.0000	170.1200	170.12
1	ASSEMBLY_TEST	A	Assembly Test			
			This is a test of a 3rd level assembly			
2	LABOR_ASSEMBLY	N	Computer Assembly Labor	1.0000	25.0000	25.00
2	SERVICE CONSULT	N	Software/Hardware Consultation	10.5000	30.0000	315.00
1	LABOR_ASSEMBLY	N	Computer Assembly Labor	1.0000	25.0000	25.00
			Put Part A to Part B to create Part C			
			Then take Part C and put your name on it			
Total Costs for this Item:						3438.55

BM-C - Print Where Used Report

Our Software & Consulting Page: 1
 Bill of Material Where Used

March 25, 1993 09:34 p

Component: LABOR_ASSEMBLY Computer Assembly Labor Type N

Parent Prod Code	Description	Qty/Cost
ASSEMBLY_TEST	Assembly Test	1.0000 A
COMPUTER 386	386 Computer 1Meg 110M Hd	1.0000 A

Total Parent Product Codes: 2

Sample Reports

BM-D - Print BOM Availability (note: * at end of line denotes not enough to build units requested)

Our Software & Consulting
 Bill of Materials Inventory Availability
 February 03, 1994 11:20 a Page 1

Parent Part: COMPUTER 386 386 Computer 1Meg 110M Hd Type: A

Location	Qty Requested	UOH this Loc	UOH all Locs	Qty Pull	Qty Build
	20.00	12.00	22.00	12.00	8.00

Component	Qty Needed	Qty on Hand	Qty on S/O	Qty on B/O	Qty on P/O
386	8.00	7.00	0.00	0.00	0.00 *
DISK-HARD40	8.00	60.00	21.00	36.00	26.00
DISK-FLOPPY3.5"	8.00	65.00	21.00	38.00	27.00
DISK-FLOPPY1.2	8.00	114.00	34.00	62.00	43.00
BOARD-EGA	8.00	63.00	22.00	38.00	28.00
KEYBOARD-ENHNCD	8.00	60.00	21.00	35.00	25.00
ASSEMBLY_TEST	Sub-assembly				
	8.00	6.00	0.00	0.00	0.00 *
LABOR_ASSEMBLY	Non-Inventory				
	8.00				

Maximum which can be built: 6.00

BM-E - Print Print To-Build Orders

Our Software & Consulting Page: 1
 Build Orders

March 25, 1993 09:38 p

Finished Product: COMPUTER 386 386 Computer 1Meg 110M Hd Location:

Number to Build: 10.00 Date Expected: 03/25/93 Date Finished: _____ Built By: _____

Component	T	Description/Notes	Qty/Time Each	Total Required	Units On Hand	Actual Used Total
386	R	386 Base System, 20mhz	1.0000	10.00	11.00	_____
DISK-HARD40	R	40 Meg Internal Hard Disk	1.0000	10.00	66.00	_____
DISK-FLOPPY3.5"	R	Internal 3.5" Floppy, HD	1.0000	10.00	69.00	_____
DISK-FLOPPY1.2	R	Internal 5.25" Floppy, HD	1.0000	10.00	119.00	_____
		Use both types of floppies in this system	Notes: _____			
BOARD-EGA	R	EGA Board	1.0000	10.00	71.00	_____
KEYBOARD-ENHNCD	R	Enhanced Keyboard	1.0000	10.00	64.00	_____
ASSEMBLY_TEST	A	Assembly Test	1.0000	10.00	10.00	_____
LABOR_ASSEMBLY	N	Computer Assembly Labor	1.0000	10.00		_____
		Put Part A to Part B to create Part C	Notes: _____			
		Then take Part C and put your name on it	Notes: _____			

BM-G - Print Build History (this shows an assembly being built and then un-built in the same day)

Our Software & Consulting
Build Process History Report
06/30/94 04:26 p

Page: 1

Parent Prod Code	Description	Date	Units Built	Sets Used	Cost Chrgd	Cost Roll-up	Location
COMPUTER 386	386 Computer 1Meg 110M Hd	06/30/94	4	4	3438.55	3438.55	
	Component Code	Description			Cost/Unit	Qty Specified	Act Qty
	386	386 Base System, 20mhz			1799.00	4.00	4.00
	DISK-HARD40	40 Meg Internal Hard Disk			478.23	4.00	4.00
	DISK-FLOPPY3.5"	Internal 3.5" Floppy, HD			300.00	4.00	4.00
	DISK-FLOPPY1.2	Internal 5.25" Floppy, HD			225.00	4.00	4.00
	BOARD-EGA	EGA Board			101.20	4.00	4.00
	KEYBOARD-ENHNCD	Enhanced Keyboard			170.12	4.00	4.00
	ASSEMBLY_TEST	Assembly Test			340.00	4.00	4.00
	LABOR_ASSEMBLY	Computer Assembly Labor			25.00	4.00	4.00
Parent Prod Code	Description	Date	Units Built	Sets Used	Cost Chrgd	Cost Roll-up	Location
COMPUTER 386	386 Computer 1Meg 110M Hd	06/30/94	-4	-4	3438.55	3438.55	
	Component Code	Description			Cost/Unit	Qty Specified	Act Qty
	386	386 Base System, 20mhz			1799.00	-4.00	-4.00
	DISK-HARD40	40 Meg Internal Hard Disk			478.23	-4.00	-4.00
	DISK-FLOPPY3.5"	Internal 3.5" Floppy, HD			300.00	-4.00	-4.00
	DISK-FLOPPY1.2	Internal 5.25" Floppy, HD			225.00	-4.00	-4.00
	BOARD-EGA	EGA Board			101.20	-4.00	-4.00
	KEYBOARD-ENHNCD	Enhanced Keyboard			170.12	-4.00	-4.00
	ASSEMBLY_TEST	Assembly Test			340.00	-4.00	-4.00
	LABOR_ASSEMBLY	Computer Assembly Labor			25.00	-4.00	-4.00

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