

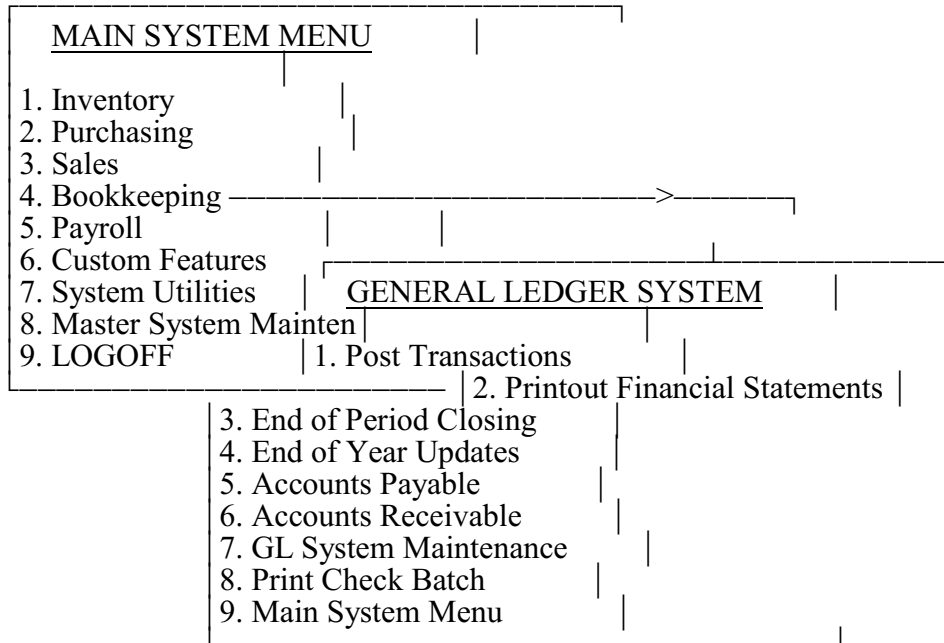
Bookkeeping  
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## BOOKKEEPING SYSTEM



## INTRODUCTION

Upon selecting BOOKKEEPING, and before you see the Bookkeeping Menu, the screen will show:

| Checking for non-updated transactions ... |

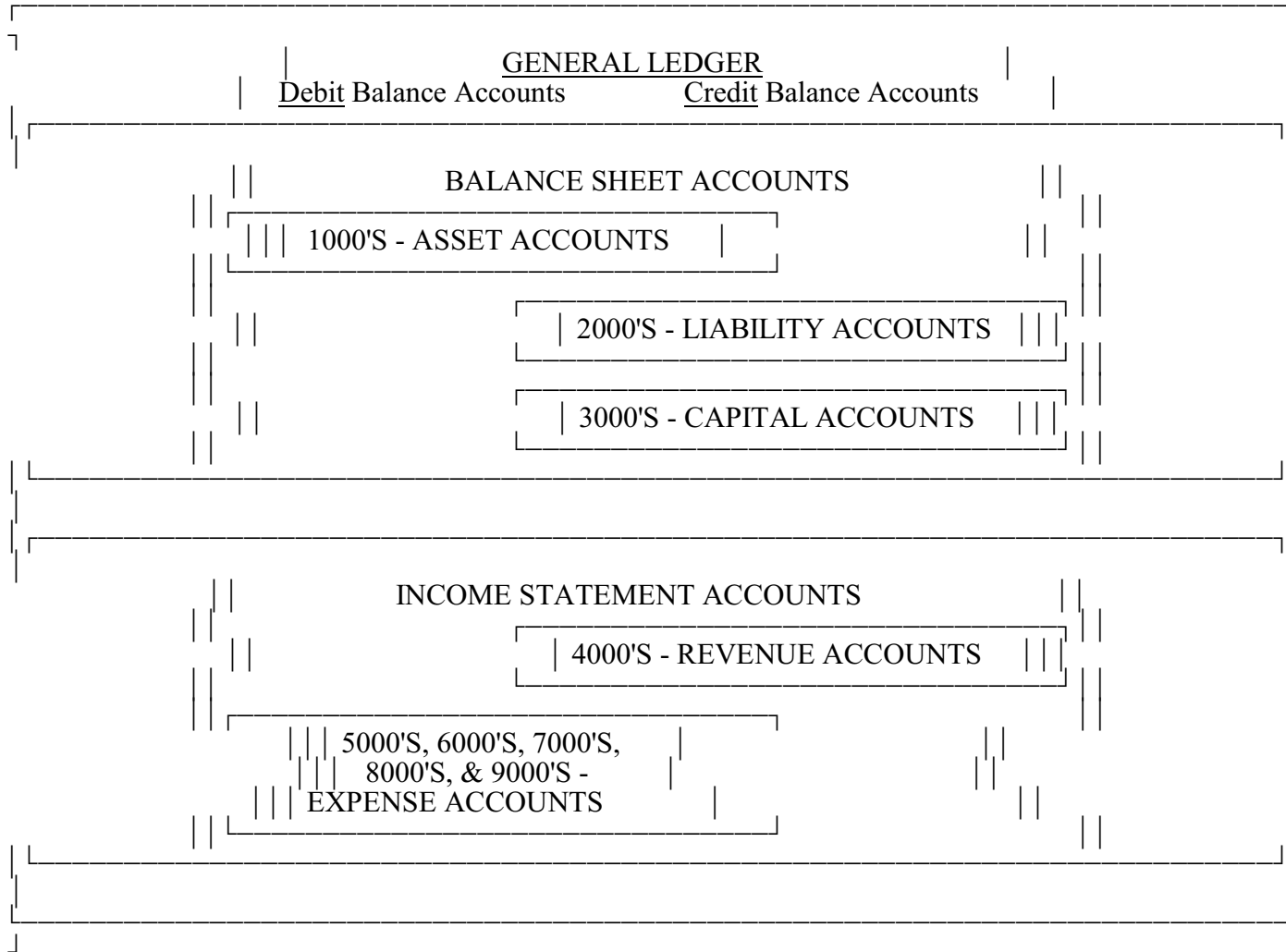
During this time **StockBoy** is looking for any automatic transfers to the General Ledger that have not been added to the books yet, such as Mandatory Journal Printouts that were interrupted, transactions created automatically by **StockBoy** from the Payroll, Check Batch, Sales Register End of Day, or Billing Programs. Most automatic postings go into a "holding file" until the next operator goes into the books, that way **StockBoy** is sure someone is available to tend the printer. If an automatic posting is found, the MANDATORY JOURNAL PRINTOUT is printed as the transaction is "posted" into the books.

## INITIALIZATION AND SETUP

Starting your books on the **StockBoy** System is quick and easy. You must have: a Chart Of Accounts from your accountant; current Balance Sheet; a listing of Each Charge Customer with his name, address, and each outstanding charge; a listing of each vendor you wish included in your Accounts Payable with his name, address, and each transaction you wish included. First you enter the Chart of Accounts, the charge customers, the vendors, and then post the Balance Sheet; and you are ready to go!

## COMMON DEFINITIONS AND OVERVIEW

The five major Accounting Categories and their relationship to the Balance Sheet and Income Statements are displayed in the chart below. The chart also shows those accounts that are "Credit Balance Accounts" (Increases to these Accounts are Credits), and the "Debit Balance Accounts" (the Accounts where increases are Debits). **StockBoy** allows you to make your entries in straight-forward increase/decrease statements instead of forcing you to use debits & credits.



**StockBoy** will translate your positive and negative entries into the correct debit or credit, depending upon which accounting category the account being increased, or decreased, falls into. (All entries are positive unless the amount is preceded by a minus sign.) Accounting Categories are designated by the first character of the account number. (i.e. any account number beginning with a "1" is an Asset Account, any account beginning with a "4" is a Revenue Account, etc.)

*NOTE - This Operator's Guide will refer to four digit account numbers, you have the option of choosing three, four, five, or six digit account numbers. Only the first digit is used for determining the accounting category.*

Although you do not have to use debits & credits when inputting your entries, **YOU DO HAVE TO FOLLOW DOUBLE ENTRY PROCEDURE!** **StockBoy** follows the standard accounting procedures in the posting process. The only procedure that is unique to the **StockBoy** GL System is the inputting of numbers with positive or

negative values (or numbers preceded by a "D" for debits or a "C" for credits), instead of putting your debits in one column, and your credits in the other.

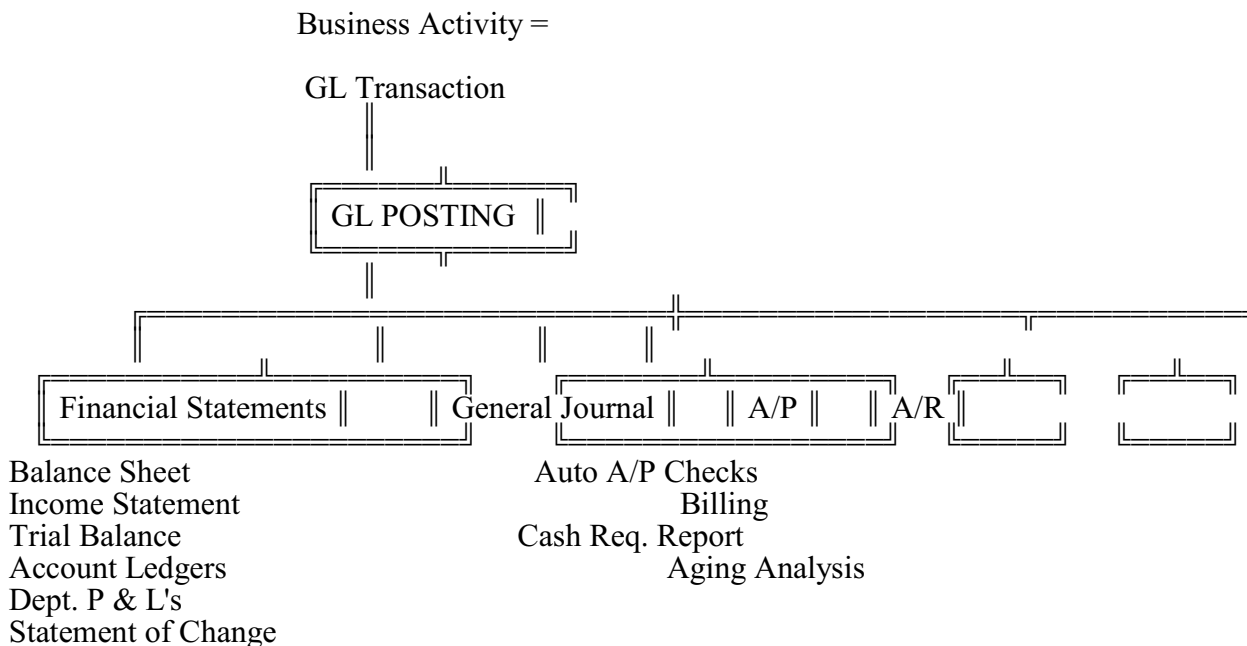
*NOTE - While debits and credits are NOT REQUIRED, you MAY USE debit and credit entries by preceding a positive amount with a "D" or a "C."*  
(e.g. C150.00)

As per generally accepted accounting principles, an ENTRY is the posting of any change in value to the balance of any single account within the General Ledger. A TRANSACTION is any balanced (Debit/Credit) combination of Entries regarding a particular business activity that directly, or indirectly, affects the value of an asset or its ownership.

*HINT - One way to think of the Double Entry procedure, for those unfamiliar with the process, is to remember that each transaction must be in a "source/destination" format. You need to declare where the money (or value) is going to (the destination) and where it is coming from (the source). (i.e. As with your daily deposit the "Source" for the money is today's sales, 4001, and the "Destination" is the bank, 1001.) Each "Source" and "Destination" statements will be "ENTRIES." When they generate a balance between the Debits and Credits they will comprise a whole "TRANSACTION."*

*Most merchants are more familiar with increasing or decreasing the various bookkeeping accounts than in making Debit or Credit declarations. Its easier to think of decreasing the bank account, and increasing the expense account, when writing a check for something. Depositing the money from today's sales will increase the revenue account and increase the bank account. A charge sale increases revenues while it increases the customer's charge balance. And a payable increases the expense account (or the inventory account) while increasing the amount owed in the payable account.*

**StockBoy** makes your bookkeeping life easier by keeping your books in perfect balance at all times. This is done by forcing each transaction to be in balance BEFORE it can go into the books. Any unbalanced transaction is simply an incomplete transaction to **StockBoy** and it cannot be added to the books until it is in balance. Each transaction can have up to 48 entries, mixing debits and credits to achieve balance.



The speed of the computer allows **StockBoy** to accomplish several tasks that in a paper set of books had to be done in separate, time consuming chores. You will post your transactions to the General Journal ONLY. Each Entry updates the Account it is addressed to when the posting session is completed. There is no reason for you to transfer the information from the General Journal to the various Account Ledgers, or even run a Trial Balance. Each Account and Ledger is already updated and in balance by the time you have finished with the

Mandatory Journal Printout. Because of **StockBoy**'s unique method of updating as entries are input, your financial statements are ready and current to the last transaction entered.

## FINANCIAL STATEMENTS

### BALANCE SHEET

The Balance Sheet represents a "snap shot" of your business at a particular moment. It prints the assets, liabilities and capital accounts that you have included in your chart of accounts as of the very last posting you have made. It is never zeroed, these accounts just keep accumulating activity as long as the business exists.

*You can think of the Balance Sheet like your car's odometer, totalling the accumulated activity of your business. This report totals your current assets, liabilities, and capital accounts to show you the accumulated status of your business, and who owns how much of it.*

### INCOME STATEMENT

The Income Statement reflects the status of the expense and revenue accounts over an accounting period. The Income Statement has a "Current Period" column, that is Zeroed each time you close the Current Period. And it has a "Year to Date" column, that is Zeroed with each End of Year Update. This is the main income statement for the entire set of books; all amounts reflect every posting to expense and revenue accounts REGARDLESS of whether a departmental code was used. The Income Statement is somewhat like your car's speedometer. It shows you the totals activity of each of your Revenue (4000's) and Expense (5000's, 6000's, 7000's, 8000's, & 9000's) Accounts for a specific period of time. And it tells you what the NET AFFECT to your business was for the specific time period.

Although the month is the most common Accounting Period, **StockBoy** will let you determine your own Accounting Periods. The Net Affect that the Income Statement will show you is called your Profit (or Loss) for that period. You can easily see why this report is often called a Profit / Loss Statement. **StockBoy** uses that term for reports generated in this format for separate departments.

### SUB-ACCOUNTS

You will be making all of your postings to the General Journal. **StockBoy** will take that information and update each account's ledger and provide an audit trail reference to the posting transaction number. But what about Accounts Receivable and Accounts Payable postings?

The Receivable and Payable Accounts are more than just another account in the General Ledger. These accounts have sub-accounts, containing information about the individual customers and vendors. The GL Control Accounts for Receivables and the Payables are called KEY ACCOUNTS.

When your transaction entry calls either one of these special Key Accounts, **StockBoy** will interrupt himself and ask for the additional information required. You will need to declare which sub-account you want to increase or decrease, the description you want on Statement or Check, and the date. This way **StockBoy** only needs to ask once for the information to update BOTH your General Ledger and your Billing (or Accounts Payable). Like the Financial Statements your Billing Statements and your Vendor's Checks are ready and current through your last transaction posted.

## POST TRANSACTIONS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	
1. Post Transactions	>
2. Printout Financial Statements	
3. End of Period Closing	
4. End of Year Updates	
5. Accounts Payable	
6. Accounts Receivable	
7. GL System Maintenance	
8. Print Check Batch	
9. Main System Menu	

Enter Date of Transaction <M/D/YY> <Q>= Quit Posting Session 04/12/93
---

When you first enter the POST TRANSACTIONS option you will be asked for the date of the transaction you wish to post. Or you can type <Q> <ENTER> to exit. **StockBoy** has the special ability to allow more than just one operator to "Post" transactions at a time. Today's date from the computer will show as the "Default Date" for the first transaction posted. You can set this date to reflect the actual date of the transaction. All other transactions posted during this session will start with the default date the same as the previous posting, designed to save you time when posting a series of activities.

*NOTE - Next Month Postings - **StockBoy** has special provisions to allow you to hold ONE month open for a few days into the Next Month to allow the Postman time to get your bills and bank statements to you. You can then enter expenses in the month you incurred them. This means that on the first of the month you will start to see "NEXT MONTH POSTING" appear on your postings dated for the new month. Postings dated for the original month that is still open will add to those totals while Next Month Postings will only be included on your Financial Printouts upon request. You should never allow more than a few days of next month postings to occur before you CLOSE THE OLD MONTH!!! (See Income Statements & End of Period Closing)*

IF YOU DO NOT CLOSE THE CURRENT MONTH BEFORE A SECOND 'NEW' MONTH BEGINS, THE POSTINGS TO THE NEWEST MONTH (or Next-Next Month's Postings) WILL BE INCLUDED AS PART OF THE CURRENT MONTH'S POSTINGS. THE SYSTEM ONLY ACKNOWLEDGES THE POSSIBILITY OF POSTINGS TO THE CURRENT MONTH OR ONE "NEXT" MONTH!

In the upper right corner of the screen will be a "0.00." This is where your Transaction Balance will be shown, it must return to zero before the transaction is complete and ready to be added to the books.

Enter Transaction Description
-------------------------------

Next you will be asked for the Transaction Description. This is the description that will follow each entry into the various ledgers, so it should be complete enough to tell you what is going on. Transactions that involve issuing



a check should start with a Number sign "#" and the check number. This helps **StockBoy** to know how to arrange the printout when you call for a Checkbook Register. (See Financial Printouts) Let's give this transaction the description "#1286 UPS COD FROM AJAX."

*NOTE - Once the date and description have been entered and accepted, the transaction must be balanced before you can exit from this sequence. You can reject the balanced transaction, before adding it to the books, and exit when the above prompt reappears.*

Is Above Information Correct ? <Y> or <N> Y

Your next prompt after putting in the description will ask if the information displayed so far is correct. This is the first of two places to reject mistakes. Answering <N> to this prompt will erase your date and description and return you to the beginning prompt where you can enter <Q> to Quit. (At the end of the transaction you will again be asked to approve or reject the ENTIRE transaction, before it is entered into the books.) When you answer <Y>es to accept date and description you will notice the screen change slightly.

*NOTICE that on the top line of the screen a number has now been added. This is your transaction number for this transaction. **StockBoy** automatically assigns this number sequentially throughout the year. This number will provide you with an "Audit Trail" because it will follow each transaction when it is entered into the account ledgers. Also, in the event of a power failure after putting in the transaction date and before finishing this transaction will result in this transaction being printed in the Mandatory Journal Printout with the description "UNFINISHED TRANSACTION."*

The screen will look something like this:

===== POSTING GL TRANSACTION # 1723

Page 1 O4/12/93 "#1286 UPS COD FROM AJAX 0.00

Enter General Ledger Account Number

Accts. Maint. View Accts. Delete Entries or Arrow Keys for Paging

Let's start with the bottom line of Prompt Options. These are special "helps and aids" to assist you while in the middle of a transaction.

The first option is Accts. Maint., press <M> and you will be routed to the GL SYSTEM MAINTENANCE MENU. (See GL SYSTEM MAINTENANCE) Use this if you find that you need to use an account that has not been set up yet, or if you need to create a new department.

*NOTE - When you exit a transaction to access GL Accounts Maintenance, A/P Vendor Maintenance or A/R Customer Maintenance, the posting program will save your entries to disk. When you exit the maintenance program, you will return to the posting routine with your last transaction intact.*

If, while posting, you discover that you have forgotten or misplaced the correct number for the account you want to post to, press <V> to View Accts. You will be asked for the number from which to begin the display. If you were looking for a revenue account you could easily start looking at account # 4000; the beginning of the revenue accounts. The Chart of Accounts with account numbers and names will be displayed 15 at time. When you see the account you were looking for, jump back to the posting screen and continue. This saves a lot of

time compared to computer systems that force you to reject the transaction and exit to an area where you can look up this information.

If you discover that you have double posted, or incorrectly entered an entry (remember an entry is only a single line - a "source" or a "destination") you can delete just that entry without rejecting the entire transaction. Press <D> to Delete Entries. You will see each line on the transaction identified with a letter in the left most column of the screen. Select the line you wish deleted and it will be gone. <0> = Exit.

If you have more entries than will fit on one screen **StockBoy** "Pages" the display. You can use the <UP> <DOWN> Arrow Keys to view pages of the transaction that are not on the screen. **StockBoy** will display the page that you are currently on, in the upper left of the posting screen.

Enter General Ledger Account Number
-------------------------------------

Enough of the Helps and Aids, our main question that **StockBoy** is asking (To which account do you want to post this entry?) is still waiting for an answer. You will notice when you type in the account number for the account ledger you want to increase or decrease, that there is room on the prompt line for one more character. This is the position you will use when you wish to utilize Departmental Bookkeeping.

By adding a letter <A through Z> to a Revenue or Expense Account you can post to both the General Ledger and a "Departmental P & L Statement." (If you use a department code while posting to Balance Sheet Accounts, the department code will just be ignored.) This is useful in tracking "Profit Centers" within your operation. Use of the department feature is totally optional, unless someone has switched **StockBoy** to require department codes on all postings. (See General Ledger System Maintenance Options.)

**StockBoy** will put the account number on the screen along with the name of that account. **StockBoy** Beeps if an account is not found for the number you typed in. If the department you indicated is not active, a message will appear on the screen. These help you in the event of a "typo."

Enter Amount \$
-----------------

Now enter the value of this entry. Remember if you are Decreasing this account, you must start the value with a minus (-) sign. If you are writing a check you are decreasing that account. Any amount without a minus (-) sign will be a positive amount, do not use a plus (+) sign. On this entry we will put in <-159.95>, because we wrote a check. You CANNOT use dollar signs (\$) or commas (,) on ANY prompt asking for a dollar input.

=====				POSTING	GL	TRANSACTION	#	1723
Page 1	O4/12/93	"#1286 UPS COD FROM AJAX				159.95 CR		
1001		FIRST FEDERAL BANK ACCOUNT				<159.95> CR		
Enter General Ledger Account Number								
Accts. M aint. V iew Accts. D elete Entries or Arrow Keys for Paging								

Notice that the "Balance" in the upper right corner of the screen now shows 159.95 CR. This means that you have to Debit 159.95 before this transaction will balance. The screen prompts have returned to the same questions as before. This will continue until you reach a balanced state. Let's put 149.95 of this check to COST OF GOODS SOLD and the rest of the check to FREIGHT IN EXPENSE. Your screen should look something like this:

=====		POSTING	GL	TRANSACTION	#	1723
Page 1	O4/12/93 "#1286 UPS COD FROM AJAX			IN BALANCE		
1001	FIRST FEDERAL BANK ACCOUNT			<159.95> CR		
1101	PURCHASES FOR RESALE			149.95 DB		
6002	FREIGHT IN EXPENSE			10.00 DB		
Is This Entire Transaction Correct ?						
Y es N o D elete Entries or Arrow Keys for Paging						

Since we were increasing the COST OF GOODS SOLD and the FREIGHT IN EXPENSE accounts those entries were left as positive amounts, which **StockBoy** translated for us. When the Transaction Balance reached zero, the numbers on the screen in that area changed to "IN BALANCE" and the prompt at the bottom of the screen changed to the approval prompt.

If you answer <N> to this prompt you will be asked if you want to void the transaction. Rejecting the transaction will bring you back to the first prompt we encountered during the posting process again, only this time the transaction number will be a different number. The rejected transaction is stored as a "Voided Transaction" showing your LOGON Name.

<D> for Delete entries will allow you to delete a bad entry and continue posting until this transaction is re-balanced.

Pressing <Y> will accept the transaction. When you accept a transaction you will see:

Saving Entry:
---------------

"Saving Entry" will be displayed on the screen while the system saves this entry to the "Non-Updated Transaction" file on the hard disk, as a protection from power failure until it is actually added to the books. **StockBoy** will save your transactions in this file to avoid making you wait for the printer after each transaction. Then when you have finished your posting session, the system will print the posting journal and clear the file.

THE GENERAL LEDGER IS NOT ACTUALLY UPDATED UNTIL THIS PRINTOUT IS MADE. Any other operator who comes into the Bookkeeping section from the Main Menu after this has been saved will trigger the printing and clearing of this file, when they encounter the "Checking for Non-Updated Transactions" notation. This can delay them for a few minutes while they printout your Journal for you.

You will then be routed to the same prompt you saw when you started to enter this transaction.

Enter Date of Transaction <M/D/YY> <Q>= Quit Posting Session 04/12/93
---

Later, we'll cover the mandatory printout that is generated when you are finished posting. For now let's assume that we are going to continue posting.

## ACCOUNTS RECEIVABLE ENTRIES

From an overview the A/R Customer File consists of the customer data, the aged balances due, and the folio. The Customer's Folio consists of each entry to this Accounts Receivable Customer's account. Payments are not "Netted" against any invoice, both the charge and each payment occupy separate entries in the Folio.

Each payment, however, MUST be assigned to a specific invoice(s) to actually pay off an invoice. (Otherwise you would have credit memos floating in the folio and charge invoices that net out, but the charge invoices would still be accruing finance charges since they have not been paid off.)

The maximum number of invoices that can be credited with one accounts receivable payment has been increased to 100. This restriction only applies when you are applying payments automatically during one transaction. Any number of payments and charges may be posted during multiple transactions, but one payment may only be sub-divided to 100 invoices on any one transaction.

After an invoice is paid off, it (and its payments) remain in the folio until you purge them (See PURGE OUTDATED A/R FOLIOS in the A/R REPORT PRINTOUTS Menu). They are called Zero Balance Invoices. Zero Balance Invoices will not be seen anywhere except when viewing the Folio or printing the screen of the customer file (See VIEW / EDIT CUSTOMER FILES Option of the ACCOUNTS RECEIVABLE Menu).

*NOTE - As you would expect, the term Credit Memo is used to describe any negative charges to the customer's account. These can be payments, charge reversals, or adjustments to charge invoices. Since a Credit Memo will reduce the amount the customer owes, it will be displayed as a negative number.*

Credit memos, or payments, can be applied to invoices either automatically or manually. Manual application (Apply Payment to Existing Invoice) of payments is consistent with accounts that receive "Invoice Clearing" type of statements and/or pay by invoice. Automatic application of payments is most common under a "Balance Forward" statement type.

Under the Automatic method of applying payments **StockBoy** will apply the payment amount to the oldest unpaid invoice. If there is still some of the payment to be applied, the next oldest invoice will be credited. This process will continue until the payment is completely credited against invoices. If after clearing all outstanding invoices there is still more payment to be applied, the balance will be placed in a "Credit Memo" in the Customer's File.

You may post any portion of a payment to any number of specified invoices, then apply the remainder to the customer's account in general. The system also displays the balance of the posting that remains to be applied. The window now will show all invoices and credit memos so that payments can be applied to a combination of debits and credits.

Invoices and payments are only displayed in a netted, or consolidated, fashion in the "Posting Invoice Window" and on statements that are set up to print "Consolidated Totals" and on certain A/R Reports.

## Receivable Posting Procedures

Posting a transaction with an accounts receivable entry is just like the standard transaction until you reach the point of entering the A/R Key Account. Let's pick up the process here:

=====		POSTING	GL	TRANSACTION	#	1725
Page 1	O4/13/93 "DAILY SALES 4/12/93			231.63 CR		
4001	SALES HARDWARE			559.95 CR		
4002	REPAIR	150.00	CR			
1001	FIRST FEDERAL BANK ACCOUNT			478.32 DB		
Enter General Ledger Account Number		1100				
Accts. Maint. View Accts. Delete Entries or Arrow Keys for Paging						

Notice that we are about to enter account number 1100, which in this example is our Accounts Receivable Control Account. This means that **StockBoy** was told during the Initialization Process that the A/R Key Account for this system is 1100, where our charge customers are found. He knows that he will have to get the additional information whenever this account number is used.

Enter Amount \$
-----------------

You will be asked to input the amount, just as in a normal transaction. Enter the invoice amount. The screen will display the 1100 account transaction on the screen. When you are entering a CHARGE INVOICE, you will be increasing the amount the customer owes you and the **AMOUNT** will be positive. Following your input of the amount, you will start to see some new prompts and options. The bottom of the screen will say:

Enter A/R Customer Name or Number
<*> = A/R Maintenance <ENTER> = Cancel Entry

Entering <\*> for A/R Maintenance will void this transaction and put you into A/R Accounts Maintenance Menu. From there you can view/edit the customer files, add new customers, and printout reports. When you are finished you will be returned to the posting process.

*NOTE - When you exit a transaction to access GL Accounts Maintenance, A/P Vendor Maintenance or A/R Customer Maintenance, the posting program will save your entries to disk. When you exit the maintenance program, you will return to the posting routine with your last transaction intact.*

**StockBoy** has two methods for selecting the A/R Customer File. First, you can enter the A/R Customer Number to designate which customer charged that amount of goods. Once you enter a valid customer number, the lower middle half of the screen will display that customer number and the name for that customer, for verification. Second, you can type in the first few characters of the Customer's Name, Stockboy will go to the A/R file and bring back the next 8 Customer Names that alphabetically follow the characters you typed in. (Of course if you typed in the complete name correctly it would be just like typing in the account number above.)

The eight customer names will have a digit (1 through 8) beside them. Select the customer you want by pressing the corresponding digit. Pressing an <N> will show you the next 8 customers. The bottom half of the screen will display that customer number and the name for that customer, for verification. Just as it would if you had typed in the account number. The prompt will now ask:

Apply 71.28 New or Adjust Existing Invoice <ENTER> = Cancel Entry
--

If you have selected an incorrect Customer Number press <ENTER> to eliminate this entry and re-input the charge information. We will come back to Existing Invoices later. But first, the screen will be similar to this when you select <N> to post a New invoice.

=====		POSTING	GL	TRANSACTION	# 1725
Page 1	O4/13/93 "DAILY SALES 4/12/93"		160.35	CR	
4001	SALES HARDWARE		559.95	CR	
4002	REPAIR	150.00	CR		
1001	FIRST FEDERAL BANK ACCOUNT		478.32	DB	
1100	ACCOUNTS RECEIVABLE		71.28	DB	
117	GARY'S PLUMBING	INVOICE #			
	Invoice Description "DAILY SALES 4/12/93"				
	Enter Accts Receivable Invoice Number				

The A/R Invoice Number is the number of the sales invoice that created the charge. This will become the key to making any adjustments or payments to this invoice, and can not be duplicated elsewhere in the customer's folio.

Enter Posting Date <M/D/YY> 04/13/93
--------------------------------------

The Posting Date is the date of the invoice that will appear on the Statement. **StockBoy** computes finance charges based upon how many days since this date, so it is important to make this date accurate. The default date that appears is the date of the transaction since these will usually be the same.

Enter Invoice Description
---------------------------

The Invoice Description asked for here will appear on the statement along with the Posting Date and the Amount of the Charge. This should be as descriptive as you feel necessary for your customers. The default description is the first 20 characters of your Transaction Description from the top of the screen.

*NOTE - Automatic transfers from the **StockBoy** Sales Screen will carry either the description from the first item on the sales ticket, or the over-ride statement you established in the Master System Options.*

=====		POSTING	GL	TRANSACTION	#
Page 1	O4/13/93 "DAILY SALES 4/12/93			160.35 CR	
4001	SALES HARDWARE			559.95 CR	
4002	REPAIR	150.00	CR		
1001	FIRST FEDERAL BANK ACCOUNT			478.32 DB	
1100	ACCOUNTS RECEIVABLE			71.28 DB	
117	GARY'S PLUMBING	INVOICE # 1003458			
Invoice Description: 04/12/93 "4-INCH PCV PIPE - WHITE"					
Is This A/R Information Correct ? <Y> or <N>					

This last prompt, "Is this A/R Information Correct?", refers to the Accounts Receivable Information only. Answer <N> and the complete A/R Entry that you are working on will be eliminated. Answer <Y> and the screen will look like this:

=====		POSTING	GL	TRANSACTION	#
Page 1	O4/13/93 "DAILY SALES 4/12/93			160.35 CR	
4001	SALES HARDWARE			559.95 CR	
4002	REPAIR	150.00	CR		
1001	FIRST FEDERAL BANK ACCOUNT			478.32 DB	
1100	ACCOUNTS RECEIVABLE [ 117 ]			71.28 DB	
Enter General Ledger Account Number					
Accts. Maint. View Accts. Delete Entries or Arrow Keys for Paging					

Notice that the A/R Customer Account Number has been added to the 1100 Account line. And the screen is ready to continue with the next entry just like a "Standard Transaction." This has been an example of how to post the most common type of Accounts Receivable posting, the posting of a charge sale.

Posting Adjustments to Existing Invoices

The second method of posting a charge is to increase, or adjust, an Existing Invoice. This is, of course, highly unusual procedure. You would use this procedure if you needed to correct a previous entry to increase the amount owed.

Apply 71.28	New or Adjust Existing Invoice
	<ENTER> = Cancel Entry

When you select <J> to adjust a charge to an existing invoice your screen will look something like this:

=====		POSTING	GL	TRANSACTION	#
					1725
Page 1	O4/13/93 "DAILY SALES 4/12/93			402.91 CR	
4001	SALES HARDWARE			559.95 CR	
4002	REPAIR	150.00	CR		
1001	FIRST FEDERAL BANK ACCOUNT			478.32 DB	
1100	ACCOUNTS RECEIVABLE			<171.28> CR	
Remaining to Apply:   A 01/02/93 1000004   42.00					
71.28   B 02/08/93 1000055   990.00					
C 02/12/93 1000089   15.60					
D 02/26/93 1000196   467.00					
E 03/02/93 1000212   78.00					
F 03/14/93 1000389   132.00					
G 03/24/93 1000512   263.00					
101	CADWALLIDER CUMQUAT				
Choose Existing Invoice <N> = Next Window Press <ENTER> to Quit					

Choose which invoice you want to add this charge to, and type the appropriate letter. You will then be asked how much of the amount remaining to apply is to be applied to this invoice number. Enter any figure up to the amount remaining to apply.

Next you will be asked for the Posting Description that will accompany this entry in the folio. Usually this will describe the activity being done. (i.e. ADJUSTING ENTRY) Then you will be asked to confirm the A/R portion of the transaction displayed on the screen.



## Customer Payments

The screens are a little different when you are posting a CUSTOMER PAYMENT. With a payment you will be reducing the amount the customer owes you, so the AMOUNT of the entry will be a negative figure. When posting a payment you will select the customer just as you did when posting a charge sale. Then you will see the customer file name on the screen for reference, and the prompt will look something like the example below. Notice the amount left to apply to the charge invoices is displayed at the beginning of the prompt.

```
| Apply <42.00> A utomatically or to E xisting Invoice |
|               <ENTER> = Cancel Entry                 |
```

*NOTE - Customer Payments that are taken as ROA's at the Sales Register, and then processed through the automatic end of day transfer to the books, are posted to the Customer's Account in the same manner as an "Automatic Payment."*

## Applying Payments Automatically

Selecting <A> will apply the payment "Automatically" to the oldest outstanding invoice(s), instead of making you select each specific invoice to be paid. This is used with accounts that have their billing set-up to look like a "Balance Forward" statement. ANY Payment, or part of payment, that cannot be applied to an outstanding Invoice remains as a CREDIT MEMO. After typing <A> the screen will show you:

```
| 101 CADWALLIDER CUMQUAT PACKING INVOICE # |
| Invoice Description: "PAYMENT - THANK YOU!" |
| Enter Accts Receivable Invoice Number P1111160205 |
```

The default Invoice Number is created as a random number simply to give this entry a unique identification.

```
| Enter Invoice Date <MM/DD/YY> 04/12/93 |
```

The Invoice Date is defaulted to the transaction date, and the Description defaults to "Payment - Thank You!" You can accept the defaults by pressing <ENTER> or input your own.

Then you will be asked to confirm if the information is correct. There is NO DEFAULT answer to the approval question, forcing you to make an active choice. Since any entry approved here will be seen on the customer's statement it should be checked for accuracy before acceptance.

## Applying Payments to Existing Invoices

```
| Apply <42.00> A utomatically or to E xisting Invoice |
|               <ENTER> = Cancel Entry                 |
```

Now let's jump back to the "Apply Payment" prompt again to see what the prompts are like when you decide to apply a payment to an Existing Invoice, think of this as "Manual" control of selecting which invoice to pay.

*NOTE - You can have up to twenty five (25) "payment" invoices applied to any one charge invoice.*

When you press <E> to apply payment to an Existing Invoice the screen will look like this:

=====		POSTING	GL	TRANSACTION	#	1725
Page 1	O4/13/93 "DAILY SALES 4/12/93			402.91 CR		
4001	SALES HARDWARE			559.95 CR		
4002	REPAIR	150.00	CR			
1001	FIRST FEDERAL BANK ACCOUNT			478.32 DB		
1100	ACCOUNTS RECEIVABLE			<171.28> CR		
Remaining to Apply:   A 01/02/93 1000004				42.00		
<50.00>   B 02/08/93 1000055				990.00		
C 02/12/93 1000089		15.60				
D 02/26/93 1000196		467.00				
E 03/02/93 1000212		78.00				
F 03/14/93 1000389		132.00				
G 03/24/93 1000512		263.00				
101	CADWALLIDER CUMQUAT					
Choose Existing Invoice <N> = Next Window						
Press <ENTER> to Quit						

The box, or window, on the right hand side of the screen contains the invoices on file for this customer. The items in the window are displayed in date/invoice order. Invoices, are either the charges or the payments (credit memos) to the system. Charges will be seen as positive number and credit memos will be shown as negative numbers. (Credit Memos seen on this screen will be the result of an over-payment, since all lines here show the net balance of the invoice.)

Press <ENTER> to quit this segment and return to the "Apply Payment" prompt. Press the letter that corresponds with the invoice you want to pay. Notice just to the left of the window is displayed the amount left to apply. ZERO BALANCE INVOICES, which are retained by the system until you "Purge" them, will not be seen on this screen.

Enter Amount to Apply to Invoice #1000004 \$-42.00
--

The next prompt wants to know how much of this payment you want to apply to this invoice. The default amount will either; pay off the invoice, or use the rest of the uncommitted amount of your payment. Whichever is smaller will be used. The amount entered here must be a negative amount to reduce the amount owed on this invoice. If you pay more to an invoice than is owed, it will show in the future as a credit memo in the window.

Enter Posting Description
---------------------------

After declaring the amount that is to be applied to the invoice, you will be asked for the posting description to accompany this credit entry on the statement. The default for this description will be the first 20 characters of the transaction description. It is common to type in the customers check number or other identification to assist him to reconcile his records.

If, after selecting the Invoice, the amount to pay, and the description; you still have more credits to distribute; the same screen box and the "Enter Amount" prompt will re-appear again.

*NOTE: The invoice balances in the window will not be refreshed with your latest entry(s) until you accept this transaction. It is wise therefore to keep careful track of which invoice you worked on last. Just in case someone interrupts you midway.*

This will continue until you have distributed the entire payment. If you have paid off all outstanding invoices, but you still have credits from the payment to distribute, press <ENTER> at the "Choose Existing Invoice or <ENTER> to Quit" prompt. This will bring you back out to the "Automatic or Existing Invoice" prompt.

Now select <A>utomatic. Post the remaining balance of the payment to a "Credit Memo." When you have finished posting your payment the process will continue with the "Enter Account Number" prompt.

### POSTING ACCOUNTS PAYABLE ENTRIES

Posting a transaction that contains an Accounts Payable Entry is very similar to doing an Accounts Receivable Entry. Both types of transactions utilize the "Posting Interrupt Concept." However, since different information is required, the prompts will be a little different also. We'll pick up the action during a "Standard Posting" at this point:

=====		POSTING	GL	TRANSACTION	#	1732
Page 1	O4/13/93 "FREIGHT RECEIVED 4/10/93		990.00	DB		
1350	PURCHASES FOR RESALE		990.00	DB		
Enter General Ledger Account Number		2100				
Accts. Maint. View Accts. Delete Entries or Arrow Keys for Paging						

### A/P INVOICE POSTING

Since our Control Account for the Accounts Payable, in this set of books, is 2100, **StockBoy** will know that additional information is required when the A/P Key Account is called during a Transaction Posting Entry. First let us step through posting the incoming invoice, then we'll come back and show how to pay off an invoice.

Enter Amount \$
-----------------

*NOTE - If you anticipate paying for this shipment in multiple payments, such as with special seasonal buys, enter the amount of the each payment as separate invoices. You will need to make each invoice number unique, do this by adding an A, B, C, etc. to the invoice number for each separate payment.*

Enter the entire amount to be paid on one check to one vendor for this invoice. We'll put in 990.00 because we expect to pay this in one payment. (Multiple invoices may be combined on one check, but partial invoice payments cannot be done.)

Enter A/P Customer Name or Number <*> = A/P Maintenance <ENTER> = Cancel Entry
---

This is where you declare which Vendor is going to be paid, for this shipment. If you needed to add that Vendor to the Accounts Payable you could press <\*> to exit to the Accounts Payable Maintenance Menu. This will void the transaction in process.

Just as in posting an A/R entry, there are two methods for selecting the Vendor that you owe for this Invoice. You can use the A/P Vendor Number, or you can type in the first few characters of the Vendor's Name, Stockboy will go to the A/P file and bring back the next 8 Vendor Names that alphabetically follow the characters you typed in.

(Of course if you typed in the complete name correctly your screen would go directly to vendor's file, just as if you had typed in the account number.) The eight vendor names will have a digit (1 through 8) beside them. Select the vendor you want by pressing the corresponding digit. Pressing an <N> will show you the next 8 customers.

After you select the correct A/P Vendor the screen will look like this:

=====		POSTING	GL	TRANSACTION	#	1732
Page 1	04/13/93 "FREIGHT RECEIVED 4/10/93"			0.00 DB		
1350	PURCHASES FOR RESALE			990.00 DB		
2100	ACCOUNTS PAYABLE			990.00 CR		
121	JOHNSON BROS DIST	POST: 04/13/93	AMOUNT: 990.00			
#	"FREIGHT RECEIVED 04/10/93	DUE: 04/13/93	DISC: 0.00			
Apply 990.00 New or Adjust Existing Invoice						
<ENTER> = Cancel Entry						

The Accounts Payable tracks each entry on an Invoice by Invoice Basis. That means each payment entered must be assigned specific invoices to pay. The ONLY methods to eliminate an invoice from the Accounts Receivable file are:

- \* to manually post a payment to it that cancels it out, or
- \* automatically pay the invoice through the A/P Authorization System, or
- \* by making an adjusting entry that reverses the invoice out of the file.

The Accounts Payable input looks a lot like the Accounts Receivable input since many of the procedures function in a similar fashion. For instance you will notice the prompt asks if you are entering a "New" invoice, or is this an adjustment that you want to manually add to an existing invoice? You will use the "Adjust Existing Invoice" option to post adjusting entries. It will function just like applying a payment to an existing A/P invoice, described later. Therefore, we will continue with the procedures of a "New" invoice posting.

Just as in the Accounts Receivable, the Accounts Payable maintains the detail of each invoice as a separate line in the Vendor's Account FOLIO. When entering new obligations into the vendor's account, you will use the "New" selection.

Enter Accounts Payable Invoice Number
---------------------------------------

The A/P Invoice Number asked for here is the identifying number of the Invoice that you will be paying, the number entered here becomes the identifier for any payments or discounts, or adjustments to this bill.

This number will be printed on the detail section of the check, when paid, along with the amount. To insure proper credit from your Vendor, it is important that you use the correct A/P Invoice Number. You **MUST** type in an Invoice Number before you can continue.

*NOTE - Most of your actual payments will be done through the Authorization System which will automate the GL payment postings for you. (See A/P Authorizations and Print Check Batch.)*

Enter Invoice Date <M/D/YY> 04/13/93
--------------------------------------

The A/P Invoice Date requested here is the date that will appear in the Accounts Payable file, you will probably want to use the date on the invoice here. The Transaction Date is the default date here.

Enter Invoice Description FREIGHT RECEIVED 4/1
--

The A/P Invoice Description you enter here will follow this invoice on all printouts including the check detail stub. The default description is the first 20 characters of the transaction Description. Many operators use this description to tie in their Purchase Order number that ordered the merchandise.

Enter Due Date <M/D/YY> 04/13/93
or enter # days till due

This prompt is unique to the Accounts Payable Interrupt. The A/P Due Date will control the deduction of any discount, and even when this invoice is paid. You should put in the date your discount expires, or if no discount is offered the latest date you want to pay this invoice.

If you know the number of days you have to qualify for the due date, but not the date, **StockBoy** can compute it for you. Just type in the number of days (up to 3,650 or ten years in advance) instead of a date. The default date will change to show a date that many days from the INVOICE DATE. This is a straight computation including all calendar days. Be aware this date may fall on a Sunday or holiday, so you may want to change even that date.

*NOTE - The A/P Check Authorization System looks for invoices that have been approved for payment and have a Due Date within the target dates for the check run. If there is a discount amount and the check is being written on or before this Due Date, the system will automatically take the discount off the amount being paid. This keeps you from paying too early - or too late. And it helps you take full advantage of all possible discounts available to you. It all functions from this Due Date!*

	Enter Discount < XXX > = \$ < XXX% > = %	
--	--	--

You can type in a Prompt Payment Discount two different ways. Either type in the fixed dollar amount, or have **StockBoy** calculate a percentage of the invoice. The difference is in how the figures are input here. If you simply enter the numbers (as positive figures) you will be declaring a fixed dollar amount of discount. But, if you enter a number with a percent sign ( % ) at the end, **StockBoy** will recognize that as a percentage entry.

**StockBoy** will translate the percentage of the invoice into a fixed dollar amount, that will be shown as the Discount default. If the amount of the original invoice is adjusted later, this discount should probably be modified also. NO automatic adjustment of the discount amount will be done, this is a manual process.

The screen should now look something like this:

===== POSTING GL TRANSACTION # 1732			
Page 1	04/13/93 "FREIGHT RECEIVED 4/10/93"	0.00 DB	
1350	PURCHASES FOR RESALE	990.00 DB	
2100	ACCOUNTS PAYABLE	990.00 CR	
121	JOHNSON BROS DIST	POST: 04/13/93	AMOUNT: 990.00
# 2321	"P.O. # 1132 ORDERED 3/15"	DUE: 04/30/93	DISC: 45.00
Is This A/P Information Correct ? <Y> or <N>			

Answering <Y> to this prompt approves the information in the lower portion of the screen to be added to the Accounts Payable files. An <N> answer will erase the A/P Entry and allow you to "Try it again, Sam." Once you have approved this question with a <Y>, you will continue to post as you would normally.

*NOTE - It's easy to overlook what was just going on here. You have just updated each ledger and file without even realizing that you had left the General Ledger, instead of having to Post your Payable Files then needing*

to go to the General Ledger and update the records there. And your payables are ready to run checks effective with the last posting made here.

We should mention here that these A/P Invoices need to be authorized before automatic payment can be made. It is possible for you to change the default authorization from NO to a YES anytime you want. (See Master System Maintenance.)

## ACCOUNTS PAYABLE PAYMENT POSTING

Let's jump back and show you the differences in posting an Accounts Payable Payment that reduces your liability. This is usually done through your A/P Authorization program. However, you can make the same transactions directly through the posting program too. (Such as when you hand write a check.) The only difference is that the Authorization sequence combines several steps into one automatic procedure. Usually direct postings to the A/P invoices are done as "Adjusting Entries," to change the amount of an invoice.

The system will understand that any Accounts Payable posting showing a negative figure (debit to Liabilities) is a "payment" of one kind or another. After inputting a negative figure to your A/P Control Account and selecting the A/P Vendor, your screen will look something like this:

=====		POSTING	GL	TRANSACTION	#	1732
Page 1	O4/13/93 "#37047 PAYMENT"		0.00	DB		
1001	CASH IN BANK		<990.00>	CR		
2100	ACCOUNTS PAYABLE		<990.00>	DB		
121	JOHNSON BROS DIST	POST:	AMOUNT:	<990.00>		
#	"CREDIT MEMO"	DUE: 04/13/93	DISC: 0.00			
Apply <990.00> C redit Memo or to E xisting Invoice						
<ENTER> = Cancel Entry						

*NOTE - Negative obligations in the A/P system are usually called "Credit Memos" for easier understanding, even though it really is a debit entry. For our purposes we will define a CREDIT MEMO as an invoice that nets to a negative amount.*

The screen will automatically show a default "Credit Memo" description on any negative A/P entries, the dates will default the same as the transaction date. You can over-ride these defaults. The prompt at the bottom is asking for you to decide if you want to create a free-standing "Credit Memo," or apply this payment to specific "Existing Invoice(s)" that are to be paid by this transaction.

## APPLY A/P PAYMENT TO EXISTING INVOICE

NOTE - You can apply up to 25 payments against any one invoice in the **StockBoy** System.

Select <E> for "Existing Invoice" if want to apply this payment, or adjustment, to a specific invoice. Your screen should change to look something like this:

=====				POSTING	GL	TRANSACTION	#	1723
Page 1	04/13/93	"MANUAL PAYMENT"				0.00 DB		
1001	CASH IN BANK			<990.00>	CR			
	2 1 0 0				A	C	C	O U N T S
PAYA								
	A	02/04/93	PO - 145694	<2,193.56>				
	B	03/28/93	J-67608	990.00				
	C	04/04/93	G-99864	3,478.96				
121	JOHNSON BROS DIS							
#	"CREDIT							
	Choose Existing Invoice							
	Press <ENTER> to Quit							

NOTE - The items displayed in the Accounts Payable Invoice Window are the individual outstanding invoices in the A/P system for this Vendor. The amount displayed to the right is the "Net" balance of the invoice. Notice item # A in the window above shows a negative balance. This is a Credit Memo.

You are asked to select which of the invoices, or credit memos, you want to apply this payment to. Simply type the letter to select the invoice. (Remember these are obligations, the negative totals you see are credit memos.) You are then asked for the invoice date of your payment, the default is the transaction date. And then the invoice description, which defaults to "Credit Memo."

Next you are asked for the Due Date and Discount amounts. Usually these are not used on payments. (See "Apply A/P Payment to Credit Memo" for more information on its uses.)

## APPLY A/P PAYMENT TO A CREDIT MEMO



```
Apply <990.00> C redit Memo or to E xisting Invoice
<ENTER> = Cancel Entry
```

Let's return to that first prompt after inputting the A/P Control Account and the amount of the payment, the "Automatically or Existing Invoice" prompt. This time let's go through the posting of a payment using the "Credit Memo" procedure. You will use this selection whenever you have a credit from your supplier that is not directly connected with any current invoices in the system. Use this when you return merchandise for credit. When you decide to use this credit simply apply the new invoices to this Credit Memo.

After you type <C> the screen will change to look something like this at the bottom:

```
121 JOHNSON BROS DIST      POST: 04/13/93  AMOUNT: 990.00
```

```
# P111111558129    "CREDIT MEMO"      DUE: 04/13/93  DISC: 0.00
```

```
Enter Accts Payable Invoice Number P111111558128
```

The system default is a special randomly generated number that should insure uniqueness. You can over-ride this default and enter any identifying numbers and/or letters that you chose, just so long as they are not duplicated. Normally you will just press <ENTER> to accept the default payment number.

Next it will ask for the invoice date. Put in the actual date of the payment here. Then you will be asked for the description, which will default to "CREDIT MEMO." This description is only for your internal use so you can put in whatever you want.

The next prompt asks for the Due Date, since this is a payment and not a charge you will usually press <ENTER> to accept the default date (the transaction date). The due date prompt for, CREDIT MEMO's in Accounts Payable, should be considered as the date that the memo becomes valid. This allows you to input a date from which the Vendor will begin honoring the credit memo. When a credit memo is credited back to zero, it will show 'paid' in the same manner as a standard invoice; "pd XX/XX" in the due date column with a "P" status indicator.

Then you are asked for a Discount, again this does not usually apply to credit memos so just press <ENTER> to go on past. The bottom of the screen should now look something like this:

```
121 JOHNSON BROS DIST      POST: 04/13/93  AMOUNT: 990.00
```

```
# P111111558129    "CREDIT MEMO"      DUE: 04/13/93  DISC: 0.00
```

```
Is this A/P Information Correct? <Y> or <N>
```

This approval will confirm or eliminate ONLY the A/P data at the bottom of the screen. After confirming the information as correct, your posting session will continue normally.

## MANDATORY JOURNAL PRINTOUT

The transactions that you typed in HAVE NOT BEEN ADDED TO THE FINANCIAL STATEMENTS YET! They are in a holding file and they are ready to go to the books. This is a protection in case of a power failure. If you lost power during a "Posting Session" you would need to come back to the Post Transactions Option at the same workstation to process the transactions in the holding file.

NO TRANSACTIONS ARE ENTERED INTO THE BOOKS UNTIL A MANDATORY JOURNAL PRINTOUT IS COMPLETED. There is no safe method to avoid the Journal Printout; you must have a printer available and prepared with paper, etc. This is a printout of your "General Journal Entries." Let's pick up the process where we left it on page 7.

=====		POSTING	GL	TRANSACTION	#	1723
Page 1	O4/12/93 "#1286 UPS COD FROM AJAX			IN BALANCE		
1001	FIRST FEDERAL BANK ACCOUNT			<159.95> CR		
1101	PURCHASES FOR RESALE			149.95 DB		
6002	FREIGHT IN EXPENSE			10.00 DB		
Is This Entire Transaction Correct ?						
Y es N o D elete Entries or Arrow Keys for Paging						

As you remember, when the Account Balance (upper right of screen) says "IN BALANCE" the transaction is complete and you are asked to approve the entire transaction. When you type a <Y> to this question, you will see the transaction date question again. You can exit by typing a <Q> at this prompt, or put in the date for your next transaction.

At the end of your session, you will be instructed to check the printer and press <ENTER> to begin the Mandatory Journal Printout.

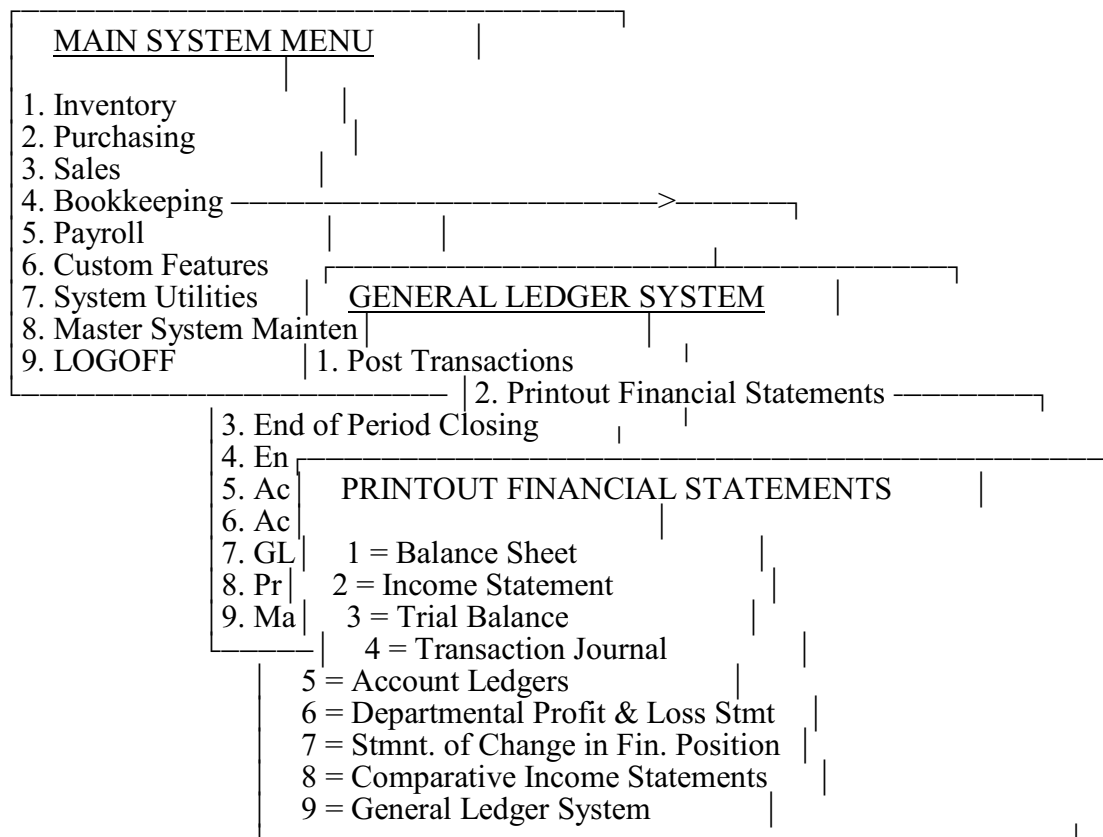
*NOTE - Printing the Journal Printout is when **StockBoy** actually enters your transactions into the books. During this phase all updates to the various accounts and ledgers are made and the figures for your financial printouts are adjusted.*

Collect your printouts and store them in your approved location. These printouts are your paper trail. At the end of the month you will reprint the entire Transaction Journal in a nice neat printout for storage and reference, but until then these short printouts will be your General Journal.

*NOTE - Following the Mandatory Journal Printout, the system will return to Please Logon for security purposes. This applies to all Mandatory Journal Printouts, including the ones following Payroll computation, **StockBoy** End of Day, and Bookkeeping Network routines.*



## PRINTOUT FINANCIAL STATEMENTS



*NOTE - for any of the financial statements in the GL, no data is altered, updated, or erased during the course of the printout. All postings you have made are reflected in every printout - there is no need to do an update or batch process of any kind in order to instantly see any of your financial statements.*

### BALANCE SHEET

The Balance Sheet represents a "snap shot" of your business at a particular moment. Balance Sheet Account totals are NEVER RE-SET or Zeroed at the end of period, or year. This report prints the assets, liabilities and capital accounts that you have included in your chart of accounts as of the very last posting you have made. Before the Balance Sheet prints, you are given three prompts: date of statement, text line, and format.

### INCOME STATEMENT

The Income Statement reflects the status of the expense and revenue accounts over an accounting period. This is the main income statement for the entire set of books; all amounts reflect every posting to expense and revenue accounts REGARDLESS of whether a departmental code was used.

### TRIAL BALANCE

This report is unnecessary in the Micro Solutions GL, because you already can be assured that your debits equal your credits (the main reason for trial balance in manual systems).

The Trial Balance printout shows the current month activity balance and the year to date balance for every non-zero balance account in your system, either on the screen or on paper. The budget amount, on income statement accounts, is also shown.

## TRANSACTION JOURNAL

The GL stores every transaction in general journal format for the entire accounting period. At the End of Period, the transaction file is erased to leave room for next month's transactions. This routine allows you to get a printout of your general journal for all transactions stored in the machine.

This printout will be identical to the mandatory journal printout following each posting except that it may include as many or as few of the current period's transactions as you wish.

## ACCOUNT LEDGERS

These reports represent one of the most powerful auditing features of the Micro Solutions GL system; the ability to get a "T" ledger on any individual account or groupings of accounts.

The ledger is a printout (or screen display) that shows all of the postings stored in the machine for the account in question, showing the start of period amount, all of the postings, and the resulting current balance.

## DEPARTMENTAL PROFIT & LOSS STATEMENTS

This program allows you to determine the profitability of any of your departments individually or collectively at any time you wish. The reports are called Profit and Loss Statements so as not to be confused with the Income Statement (which ignores all departmental postings and which is functionally identical).

The Departmental P & L's do not have budgets and do not reflect totals from postings that did not use the appropriate department code.

## STATEMENT OF CHANGE IN FINANCIAL POSITION

Often referred to as a Cash Flow Analysis or Statement of Sources and Allocations (somewhat incorrectly), this report is extremely useful in achieving a quick look at the business's relative well being.

The Statement of Change in Financial Position is simply a comparison between two balance sheets separated by an accounting period. The report shows both balance sheets in separate columns, along with a column that reports the positive or negative difference and the percentage of change from one balance sheet to the other.

By examining the ups and downs of current assets, fixed assets, short term, and long term liabilities, the comparative net worth and growth trend of the business over a period of time can be easily seen. The system compares an end of period balance sheet that has been previously saved during the End of Period New File Preparation Sequence to the current balance sheet. You can select any of the last 12 Balance Sheets which were automatically stored for comparison.

## BALANCE SHEET

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"><u>GENERAL LEDGER SYSTEM</u></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           1. Post Transactions             3. End of Period Closing            4. En            5. Ac            6. Ac            7. GL            8. Pr            9. Ma         </div> <div style="width: 55%;"> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"><u>FINANCIAL STATEMENTS PRINTOUT SYSTEM</u></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           1 = Balance Sheet            2 = Income Statement            3 = Trial Balance            4 = Transaction Journal            5 = Account            6 = Departme            7 = Stmt. o            8 = Comparative Income Statements            9 = General Ledger System         </div> <div style="width: 55%;"> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"><u>Include Next Month's Postings ?</u></div> </div> </div> </div> </div> </div></div></div>

This prompt will only be seen when you have posted at least one next month posting. If no next month postings are present, this prompt will NEVER appear. A <Y> answer will force the computer to gather the balance sheet totals for the current month, then scan through the batch of next month transactions, adding those posting totals to the current balance sheet. This procedure may take a few minutes to complete.

The printout, with next month postings, will indicate a 'live time' balance sheet; one that includes all postings regardless of the input month. Answering <N> will generate an instant balance sheet for the current bookkeeping month only, completely ignoring any postings that were made into next month.

Enter Date for Statement <M/D/YY>
-----------------------------------

The date being sought is the date of the statement, not necessarily today's system date. If the dates are the same you may default the answer by pressing <ENTER>.

Use 10/05/93 Consolidation? <Y> N
-----------------------------------

If you want to see a "Balance Sheet" format of your "Consolidation Report" (See "Consolidate Financial Statements" later in this manual), instead of your current Balance Sheet data for this environment press <Y>. The consolidation will utilize data collected on the date shown.

| Enter Text Line |

The text line is a line of type that you may use that prints at the bottom center of the Balance Sheet. If you default, the text line will simply note the true printing date and time, and the notation "Unaudited." Whatever you enter on this text line will appear at the end of the printout.

Printout Options	
Acct. Numbers	Zero Bal. Accts.
1 = Yes	Yes
2 = Yes	No
3 = No	Yes
4 = No	No
5 = Cancel Printout	
Select Format Option = 2	

This menu will appear before the Balance Sheet printout, and refers to whether or not the printout will print the account numbers (in addition to the account names), and whether any account with zero balance will be printed. As you can see, the 1 - 4 options give you every possible combination.

| Prepare Line Printer - then Select Printer Number to Use 1 |

The prompt asks you to prepare your line printer (making sure the power is on, the printer is "on line", the paper is to the top of the page, the cable is connected, etc.), then identify which printer you intend to use. This feature expands the system's ability to allow any printout to be requested at any terminal and still have it come out on the right printer. The printout begins immediately following your keyboard response.

Net Profit (loss) this Period: If your business has had a net profit or loss during the current accounting period, the computer will display "Net Profit this Period" in the Capital section of your balance sheet along with the amount. This is not an account that you can change, delete, or maintain. It is an artificial account that is put into the capital section to keep your balance sheet in balance during mid month printouts.

The accounting reasoning is this: at the end of every accounting period, you will close the net monthly profit from the income statement into a capital account. The GL puts in this artificial account as though you were going to close the amount into Capital. When you print your Balance Sheet AFTER an end of period closing, the artificial account will be zero and will not be printed.

| Press <Shift F1> to TERMINATE Printout |

While the printout is being sent to the printer (or the spooler) you can press <Shift F1> to terminate the rest of the printout. You will then be routed back to the GL Menu.

## INCOME STATEMENT

<b>MAIN SYSTEM MENU</b>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>GENERAL LEDGER SYSTEM</b>          1. Post Transactions          2. Printout Financial Statements          3. End of Period Closing          4. En          5. Ac          6. Ac          7. GL          8. Pr          9. Ma       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>FINANCIAL STATEMENTS PRINTOUT SYSTEM</b>          1 = Balance Sheet          2 = Income Statement          3 = Trial Balance          4 = Transaction Journal          5 = Account Ledgers          6 = Departmental Profit &amp; Loss Stmt          7 = Stmt. of Change in Fin. Position          8 = Comparative Income Statements          9 = General Ledger System       </div>

Enter Date for Statement <M/D/YY>

The date being sought is the date of the statement, not necessarily today's system date. If the dates are the same you may default the answer by pressing <ENTER>.

Use 10/05/93 Consolidation? <Y> N

Next you are asked if you want your "Consolidated Report" in Income Statement format (press <Y>), or if you press <N> you will get your current Income Statement for this environment. (See Consolidate Financial Statements later in this manual.)

Enter Text Line

The text line is a line of type that you may use that prints at the bottom center of the Income Statement. If you default, the text line will simply note the true printing date and time. Whatever else you enter on this text line will appear at the end of the printout.



Print Annual Budget Column ? <Y> or <N>
---

The budgets are set and maintained in the GL File Maintenance program and are a completely optional feature of the GL. You may print them or not with the Income Statement without affecting any budget figures.

Printout Options	
Acct. Numbers	Zero Bal. Accts.
1 = Yes	Yes
2 = Yes	No
3 = No	Yes
4 = No	No
5 = Cancel Printout	
Prepare printer then select format option	

This menu will appear before the Income Statement printout, and refers to whether or not the printout will print the account numbers (in addition to the account names), and whether any account with zero balance will be printed. As you can see, the 1 - 4 options give you every possible combination. The system defaults to option # 2.

The prompt asks you to prepare your line printer (making sure the power is on, the printer is "on line", the paper is to the top of the page, the cable is connected, etc.), then identify which printer you intend to use by pressing it's corresponding printer number.

The Income Statement has two columns of figures, one for the current accounting period and the other is the year to date figures that are kept automatically by the computer. The year to date figures will continue to accumulate until the End of Year sequence is run

*NOTE - the percentage figures following each amount. The percentages always refer to TOTAL REVENUES = 100% for each column. In this way you can see whether or not a particular expense or expense category is getting out of hand by comparing its current period percentage to its year to date percentage.*

The expense category headings (4000's, 5000's, 6000's, 7000's, 8000's, and 9000's) that are shown on the printout may be altered in the System Level Options off the Master System Maintenance (selection #8 on the Main System Menu).

Press <Shift F1> to TERMINATE Printout
--

While the printout is being sent to the printer (or the spooler) you can press <Shift F1> to terminate the rest of the printout. You will then be routed back to the GL Menu.

## TRIAL BALANCE

<b>MAIN SYSTEM MENU</b>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<b>GENERAL LEDGER SYSTEM</b>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements >
3. End of Period Closing	
4. En	
5. Ac	<b>FINANCIAL STATEMENTS PRINTOUT SYSTEM</b>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. MA	3 = Trial Balance >
	4 = Journal Printout
	5 = Ledger Printouts
	6 = Departmental P & L
	7 = Stmt. of Change in Fin. Position
	8 = Comparative Income Statements
	9 = General Ledger System
<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">S c r e e n   P r i n t e r   o r   Q u i t</div>	

Select where you want the Trial Balance Report printed, either <S>, on the screen, or <P>, on paper through the printer.

Last consolidation on 10/5/93 by MANAGER using '03 99'	
Use 10/05/93 Consolidation? <Y> N	

The system now asks if you want your current Trial Balance for this environment or do you want your Consolidation Report in Trial Balance format? The Trial Balance format of the Consolidation Report will use data collected on the date shown. (See Consolidate Financial Statements later in this manual.)

<*> = Printout Special Department Analysis	
Enter Department Code or <ENTER> = Ignore Depts.	

This allows you to display the trial balance for the entire system (by defaulting), or select any single department by typing department's code <A - Z>. If you select an inactive department, the computer will re-ask the question. A departmental trial balance will show only the amounts generated by postings with that particular department code.

The <\*> will generate a special trial balance that is of significant use for those businesses that use department codes regularly. The Special Trial Balance is available only on paper; even if you answer <S> for screen above, you will still receive a paper printout with this option.

The computer will printout only Income Statement accounts (revenues and expenses). It will print them in account number order showing the current and year to date balances. If there are any departmental totals for any of these accounts, the computer will list them in alphabetical order following the account, along with the current and year to date departmental total. The computer will print the percentage of the main account total that each departmental total represents; thus giving you an analysis of what percentage each department comprises your main income statement accounts. This is especially useful in sales accounts where the main GL account number captures all the sales, while the department codes are used as sales category breakdowns.

Press <Shift 1> to TERMINATE Printout
---------------------------------------

Pressing <Shift 1> will terminate the printout and/or screen display. The computer only checks for the escape sequence at the end of each line displayed or printed, so it may take a second to react to your keystrokes. (For printouts sent to the screen you are instructed to press <ENTER> to see the next screenful - you can also press <ESC> here.)

## TRANSACTION JOURNAL

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u>GENERAL LEDGER SYSTEM</u>          1. Post Transactions          2. Printout Financial Statements          3. End of Period Closing          4. En  <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <u>PRINTOUT FINANCIAL STATEMENTS</u>          1 = Balance Sheet          2 = Income Statement          3 = Trial Balance          4 = Transaction Journal          5 = Account Ledgers          6 = Departmental Profit &amp; Loss Stm't          7 = Stm't of Change in Fin. Position          8 = Comparative Income Statements          9 = General Ledger System       </div> </div>

PRINT FROM TRANSACTION # 28  TO TRANSACTION # 50  Enter First Transaction Number to Print <ENTER> = 28
--

You can select a range of transactions to print or print all transactions in the file. This prompt asks for the first transaction number that you wish to have printed ... the default answer is shown on the screen and it represents the first transaction number of the current accounting period. You may not input a starting transaction number smaller than the default option shown on the screen.

Enter Last Transaction Number to Print <ENTER> = 50
---

This input represents the last transaction number that will be printed, and may not be lower than the starting number nor higher than the default shown on the screen. It may be the same as the starting number if you merely want to printout one single transaction.

Continue with Printout ? <Y> or <N>
-------------------------------------

The computer asks for a <Y> or <N> confirmation of these numbers before proceeding to print the general journal.

(if you have next month postings, the computer will ask you if you wish to include them in the journal printout).

It is a good idea to run a complete general journal (use the default answers to both start and last questions), at the end of the accounting period. If you keep every one of your mandatory journal printouts following each posting session, you will have the same information. The only advantage to this general journal printout is that the printout is made on continuous sheets of paper, and therefore will take up less pages and less room.

## ACCOUNT LEDGERS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
3. End of Period Closing	
4. En	
5. Ac	<u>PRINTOUT FINANCIAL STATEMENTS</u>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. Ma	3 = Trial Balance
	4 = Transaction Journal
	5 = Account Ledgers
	6 = Departmental Profit & Loss Stm't
	7
8	<u>ACCOUNT LEDGER ANALYSIS</u>
9	
	1 = Individual Account Ledgers
	2 = Group Account Ledgers
	3 = Checkbook Register
	4 = Fix Ledger Discrepancies
	5 = Exit
Enter Account Number for Ledger Printout <ENTER> = Quit	

*NOTE - the prompt field length is one character greater than the length of your standard account numbers to allow for the inclusion of a departmental code.*

If you do not wish to see that account analyzed by departmental codes, simply type in the account number and press <ENTER>. The absence of a department code tells the computer not to pay attention to whether a posting has a code or not ... all postings toward that account will be displayed.

Otherwise by typing an Account number with a department code, you will be asking for ONLY those entries to this Account under the department that you specified. The total will then reflect only those postings with department codes. Department code requests on Balance Sheet accounts will be ignored, since departments are not utilized with Balance Sheet Accounts.

P r i n t e r   S c r e e n   o r   <ENTER> = Quit
--

This report can be routed to either the video display or to your line printer, or with an <ENTER> you can return to the Ledger Analysis Menu.

Include Next Month Postings <Y> or <N>
--

Decide if want the next month postings included and make your selection. After your printout is complete you will be returned to the first prompt of this section so you can request other ledger printouts.

## GROUP ACCOUNT LEDGERS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
3. End of Period Closing	
4. En	
5. Ac	<u>PRINTOUT FINANCIAL STATEMENTS</u>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. Ma	3 = Trial Balance
	4 = Transaction Journal
	5 = Account Ledgers
	6 = Departmental Profit & Loss Stmt
	7
	<u>ACCOUNT LEDGER ANALYSIS</u>
	8
	9
	1 = Individual Account Ledgers
	2 = Group Account Ledgers
	3 = Checkbook Register
	4 = Fix Ledger Discrepancies
	5 = Exit
<u>GROUP ACCOUNT LEDGERS</u>	
<p>This sequence allows the printing of a sequential series of Individual Account Ledgers within a given numerical range.</p> <p>ONE department many be specified on this printout</p> <p>Enter Lowest Account Number to Print &lt;ENTER&gt; = Quit</p>	

Group Account Ledgers: This is simply an easy way to get a series of ledgers printed out (no screen display on group ledgers), without having to call up each account individually.

The computer prompts for the lowest account number and then the highest account number - the numbers you input do not necessarily have to be valid accounts in your chart of accounts. The computer will begin looking



for accounts at your starting number and stop after printing all account ledgers with numbers equal to or less than your stop number.

For example, a complete General Ledger printout of all accounts could be accomplished by inputting "1000" and "9999". If you have four digit account numbers, this would guarantee that every account would be included in the printout.

This feature allows you to get ledgers on any group of accounts such as your revenues, or notes payable, simply by keying in the proper range of account numbers.

	Include Next Month Postings ? <Y> or <N>	
--	--	--

If you have posted at least one next month posting, the computer will ask you whether or not you wish to include any next month postings in the ledger analysis, otherwise just postings from the current bookkeeping month will be displayed.

## CHECKBOOK REGISTER

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
3. End of Period Closing	
4. En	
5. Ac	<u>PRINTOUT FINANCIAL STATEMENTS</u>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. Ma	3 = Trial Balance
	4 = Transaction Journal
	5 = Account Ledgers
	6 = Departmental Profit & Loss Stmt
	7
	<u>ACCOUNT LEDGER ANALYSIS</u>
	8
	9
	1 = Individual Account Ledgers
	2 = Group Account Ledgers
	3 = Checkbook Register
	4 = Fix Ledger Discrepancies

This program will printout an individual account analysis with a special format for checking accounts.

All credit entries whose description begins with '#' will be grouped numerically while remaining credits and all debits will be grouped together in date order

Enter Checking Account Number

**Checkbook Register:** The checkbook register is a specialized individual account ledger that prints information in a non-chronological format. The computer can run a checkbook register on any current asset account, but only one account at a time. Running this procedure DOES NOT affect any account totals or balances.

Once the GL account number has been input, the computer will take a few moments to build a new sorted report with information in the following order:

- 1) Credits (negative entries) with '#' in description.
- 2) Credits in date order (reductions to your account)
- 3) Debits in date order (deposits, other increases)

The first grouping is the key to the checkbook register's usefulness. If you have followed the standard rule for inputting GL transaction descriptions, the system will now give you a numbered listing of all your checks in order, with special notations to indicate gaps in your check numbering sequence.

All the checkbook register program needs is for you to have input a '#' followed by a number, followed by a name somewhere in the description for transactions that involve checks. When the computer automatically generates checks from payroll and from the accounts payable program, this rule is followed exactly. If a '#' is not in the description of the transaction, the computer can not place the entry in the correct sequence; it will be located after the checks and before the deposits.

```
| P r i n t e r   S c r e e n   o r   Q u i t |
```

The checking account number and name are displayed on the screen, and you are asked if you want the report sent to the Screen or to the Printer.

```
| I n c l u d e   N e x t   M o n t h ' s   P o s t i n g s   ?   < Y >   o r   < N > |
```

If there have been any Next Month Postings you will be asked if you want them included. When no Next Month Postings are in the system this prompt will not be seen. The old sort file is cleared and the data is loaded and sorted for the report. If you have a large amount of posting activity in this file, the sorting could take a few minutes. You are warned about the possible delay on the screen. Do not think the system has gone to sleep or crashed, just be patient for few minutes. You will see the numbers changing at the bottom of the screen as a way to tell you the system is at work.

```
|   P r e s s   < S h i f t   1 >   t o   T E R M I N A T E   P r i n t o u t   |
```

Pressing <Shift 1> will terminate the printout and/or screen display. The computer only checks for the escape sequence at the end of each line displayed or printed, so it may take a second to react to your keystrokes. (For printouts sent to the screen you are instructed to press <ENTER> to see the next screenful - you can also press <ESC> here.)

## FIX LEDGER DISCREPANCIES

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
3. End of Period Closing	
4. En	
5. Ac	<u>PRINTOUT FINANCIAL STATEMENTS</u>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. Ma	3 = Trial Balance
	4 = Transaction Journal
	5 = Account Ledgers
	6 = Departmental Profit & Loss Stmt
	7
	<u>ACCOUNT LEDGER ANALYSIS</u>
	8
	9
	1 = Individual Account Ledgers
	2 = Group Account Ledgers
	3 = Checkbook Register
	4 = Fix Ledger Discrepancies
	5 = Exit

<h3 style="margin: 0;">FIX LEDGER DISCREPANCIES</h3> <p style="text-align: center; margin: 10px 0;">ATTENTION !</p> <p style="margin: 10px 0;">This program attempts to fix any discrepancies between the ledger printouts and the Financial Statements.</p> <p style="margin: 10px 0;">If running this program fails to fix discrepancies, call Customer Support !</p> <p style="margin: 10px 0; text-align: center;">May take several minutes - continue ? &lt;YES&gt; NO</p>
---

Fix Ledger Discrepancies: Occasionally a power failure may disturb the posting process and cause a ledger analysis to include postings from other accounts. The computer will alert you if this has happened by printing a discrepancy notice on the screen or on the printer following any ledger analysis.

If you should receive one of these warning messages, simply execute this option from the Account Ledger menu. The discrepancy fix may take several minutes depending on the number of transactions you have posted thus far during the accounting period. There is nothing for you to answer, and you may leave the machine to do its work un-attended. Once the fix routine is completed, all ledgers will balance perfectly with their respective account totals in the various financial statements. After running the Ledger Fix, obtain a new System Balance Check. If there are any problems still unresolved, contact Customer Support.

## DEPARTMENTAL PROFIT & LOSS STATEMENT

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
3. End of Period Closing	
4. En	
5. Ac	<u>PRINTOUT FINANCIAL STATEMENTS</u>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. Ma	3 = Trial Balance
	4 = Transaction Journal
	5 = Account Ledgers
	6 = Departmental Profit & Loss Stmt
	7 = Stmt. of Change in Fin. Position
Select Department Codes to Print <A - Z> <*> = ALL <+> = Exit	

At this prompt you may press the <+> key to exit the program, press the asterisk key to print a P & L for all active departments combined, or you may enter a series of codes for the computer to print a combined P & L.

You may select just one department code or several. If there is more than one, the computer will combine the totals into a consolidated P & L and identify it as such. The asterisk is just a faster way of typing every letter in the alphabet into the prompt line. If you duplicate codes or even pick codes that are not active, the computer will sort out the "bad" ones and print a P & L for the codes that are legitimate.

The screen prompts and questions are exactly the same as you encounter when doing an Income Statement. Once the report is completed you are returned back to the beginning prompt so you can request other Departmental P & L's. Percentages are handled the same way in these reports as in the main Income Statement, all are based on total revenues = 100%.

## STATEMENT OF CHANGE IN FINANCIAL POSITION

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
3. End of Period Closing	
4. En	
5. Ac	<u>PRINTOUT FINANCIAL STATEMENTS</u>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. Ma	3 = Trial Balance
	4 = Transaction Journal
	5 = Account Ledgers
	6 = Departmental Profit & Loss Stmt
	7 = Stmt. of Change in Fin. Position
>	
Select Month # for Comparison to Current Month <ENTER> = Quit	

The computer is seeking the month # of any of the previously saved balance sheet comparisons. The number will be the same as the number given the file during the Special End of Period Closing Procedures. If the computer cannot find the number you input, you will be asked to enter another.

The computer can store 12 such balance sheet comparison files, one for each month; and any month's file can be compared to the current month on the Statement of Change in Financial Position. The Balance Sheet for last year this month is erased when this period is closed and the new Balance Sheet replaces the old one.

The machine will take a few seconds to load the information from the file, then will prompt for text line and zero balance/account number inputs in an identical way to that described for the Balance Sheet printouts.

No statement date is requested, because the Statement of Change in Financial Position always compares a previous balance sheet to the current balance sheet; therefore the system date is always used as the date of the statement.

## COMPARATIVE INCOME STATEMENTS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
	>
3. End of Period Closing	
4. En	
5. Ac	<u>PRINTOUT FINANCIAL STATEMENTS</u>
6. Ac	
7. GL	1 = Balance Sheet
8. Pr	2 = Income Statement
9. Ma	3 = Trial Balance
	4 = Transaction Journal
	5 = Account Ledgers
	6 = Departmental Profit & Loss Stmt
	7 = Stmt. of Change in Fin. Position
	8 = Comparative Income Statements
	>
Select Oldest Month/Year for Comparison <MM/YY> <L> = List    <ENTER> = Quit	

**StockBoy** provides a way to compare two End of Month Income Statements in the General Ledger, Printout Financial Statements system. The "Comparative Income Statements" is very similar to the Statement of Change in Financial Position.

You will be prompted to input the OLDEST Month/Year for comparison in the format "MM/YY." The system is seeking the month and year numbers separated by the diagonal (no day is necessary) and the month and year MUST be two digits (i.e. 07/93 for July of 1990). The comparison involves two income statements, you must select the oldest one first.

The system automatically records both the monthly and the year to date totals during each End of Month routine. Pressing <L> at this prompt will display a listing of all Year to Date Income Statements that have been saved on your hard disk.

Select Newest Month/Year for Comparison <MM/YY>
---

Next you are prompted for the Newest Month/Year to compare. If you input a month/year that is earlier than the date entered above, the input will be rejected. The oldest and newest dates must be input in the correct order.



The ability to input and print a text line at the bottom of the Comparative Income Statement is included and is identical to the Statement of Change in Financial Position. The prompt regarding printout options (whether to print account numbers and/or zero balance accounts) is also identical.

The system now asks for input: "Compare Monthly or Year to Date Figures". At your option, either You may compare month to date income statement figures or the year to date totals, by pressing <M> or <Y>. The final question involves which printer to select.

The resulting comparison will show four columns, 1) the oldest date income statement, 2) the newest date income statement, 3) the difference in dollars (col 2 minus col 1), and 4) the percentage difference (difference divided by column one).

This report can show you the increase/decrease of all items in your chart of accounts that appear on your main income statement. This feature is NOT available for departmental profit and loss statements. If you have deleted a chart of account item that is included in the oldest column, the description for the account is no longer available, and the printout will show <<DELETED ACCOUNT>>. If an asterisk "\*" appears at the end of an item description, it means that the account number had no corresponding entry in the oldest column... thereby representing a new item.

The income statements that are automatically saved at the End of Month update, will remain on the hard disk indefinitely (they require very little storage). This is not to be confused with the Statement of Change in Financial Position where the balance sheets are stored in a rotating 12 month file that is accessed only by the month number. Every new balance sheet wipes out the one from 12 months previous.

## END OF PERIOD CLOSING

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <u>GENERAL LEDGER SYSTEM</u> </div> 1. Post Transactions 2. Printout Financial Statements 3. End of Period Closing 4. End of Year Updates

<h3 style="margin: 0;">END OF PERIOD CLOSING</h3> <p style="margin: 10px 0;">This sequence allows the transfer of the current period's profit or loss to any number of Capital accounts - thus 'closing' the Income Statement.</p> <p style="margin: 10px 0;">The periodic GL transaction file will be erased when next period's transactions are first entered via the GL Posting Program.</p> <p style="margin: 10px 0;"><u>Run Billing PRIOR to this, if you want Finance Charges posted to current month.</u></p> <p style="margin: 10px 0;">Continue with End of Period Closing ? &lt;YES&gt; or &lt;NO&gt;</p>
--

You must answer <YES> or <NO>. Typing just a <Y>, or <N> will not please the computer.

*ARCHIVE - since the End of Period involves potentially destructive updates, start this procedure only AFTER MAKING A FRESH ARCHIVE of your current data.*

*NOTE - that you may not close the books twice in a row without at least one posting in between. If you try, the computer will display a message and route you back to the GL menu.*

Month being Closed is # 4 Correct ? <Y> or <N>
--

If you are closing the books for April, as an example, you should enter a <Y>, even if the system date is in May. This number tells the computer that this balance sheet file is the final one for the month of April (the fourth month), and that the date to be used in the Statement of Change in Financial Position should be April 30, 19xx.

**StockBoy's** GL system handles the end of period closing in much the same way as you would in a manual bookkeeping system. First, the income statement accounts are totalled and a debit (loss) or credit (profit) balance is computed. This figure will be "closed" into any one or combination of capital accounts via an intermediary Net Monthly Profit account.

In effect, every account from the income statement is closed out into the intermediary account, then the intermediary is closed into a capital account. This is the logic behind the closing. The end result: the current

month income statement is completely zeroed, and the capital section of your Balance Sheet is increased or decreased by the amount of profit or loss during the accounting period.

CLOSING NET PROFIT INTO CAPITAL	\$7,770.72
Enter Transaction Date for Closing Transaction	M/D/YY

The computer will automatically compute the amount of profit or loss and display the amount as the first entry of the closing transaction. The Date of Closing MUST be dated with the same month as the Current Month being Closed, or it will be rejected. From this point forward, the End of Period Closing is identical to posting a standard transaction.

===== POSTING GL TRANSACTION # 1723	
Page 1	04/30/93 "CLOSING NET PROFIT INTO CAPITAL" \$7,770.72 DB
****	NET PROFIT THIS PERIOD \$7,770.72 DB
Enter General Ledger Account Number	
Accts. Maint. View Accts. Delete Entries or Arrow Keys for Paging	

The transaction balance is set to the amount of profit or loss, and you must input accounts and amounts until the transaction's balance reaches zero. When it does (meaning that you have a balanced transaction), you will see the entire closing transaction on the screen. Note that the "Net Profit this Period" displays "\*\*\*\*" instead of an account number (this is the intermediary account - it does not really exist in the chart of accounts). You will now be asked to accept or reject the closing transaction.

Is Entire Transaction Correct ?
---------------------------------

The <N> answer starts the End of Period Closing routine all over; and the <Y> answer writes the transaction to disk where it becomes a permanent part of your books.

### IMPORTANT NOTES ON CLOSING:

The GL operates under a balance forwarding type scheme where only the current period's transactions are kept in storage. At the end of the month you are expected to get final printouts of the reports, then the computer erases the transactions to provide room for your new postings. The running totals of the accounts and departments are not affected, of course. START YOUR END OF PERIOD PROCESS BY TAKING AN ARCHIVE.

It is important that you understand that the End of Period Closing is a two stage process, it does not IMMEDIATELY erase your posting file.

- 1st - The Closing MARKS the data (internally) for erasure, and
- 2nd - The Accounts are UPDATED when you post your first transaction after closing the period.

Immediately following the posting of your End of Period Closing transaction, you will still have ALL of your current period data in tact. You may (and should) run your financial statements, your ledgers, and your general journal. Your billing should have already been done, as well as any check batches that you wanted included in the current month before closing.

Your current period income statement and departmental P & L's will not be zeroed just yet; they remain intact for you to get end of period printouts.

The actual erasure of the transaction file and zeroing of the current period income statement and departmental P & L's is done the first time you go to Post Transactions after posting the End of Period Closing transactions. The computer detects that the data files have been marked for erasure (by the End of Period Closing program), and will prompt you:

---

**NEW PERIOD FILE PREPARATION SEQUENCE**

Books have been Closed.

All GL transactions must be erased before posting to a new period,  
and the system must 'Balance Forward' all GL Accounts.

Make sure you have all End of Period printouts before proceeding !

**NO OTHER USER SHOULD BE USING GENERAL LEDGER SYSTEM DURING THIS  
PROCEDURE !!!**

Continue ? <YES> <NO> or <U> = 'Un-close'

---

Your answer here is important. A <NO> will route you back to the GL menu so that you may run additional printouts for the end of the period.

The <U> option does exactly what it suggests ... it reverses and erases the closing entry (even the transaction number is reused) and puts your data back to the point it was at immediately before you executed the End of Period Closing.

You may unclose your books in this manner regardless of how many days might have elapsed since you performed the End of Period Closing. Once the books have been unclosed, you may continue again to post to the current period. You will of course have to re-do the End of Month Closing when you are ready.

A <YES> answer begins the actual closing process. It is irreversible. The only way to go "back" to last month is to start over with an archive restoration.

The current period income statement and the current period departmental P & L statements are zeroed. The transaction file is erased, but the sequential transaction numbers are kept in order; your next transaction number will be 1 greater than the number of the closing transaction.

CREATING END OF PERIOD COMPARISON FILE PREPARING FILES FOR NEW PERIOD'S POSTING CLEARING LAST PERIOD'S TRANSACTION KEY FILE ZERO-ING NEW PERIOD'S INCOME STATEMENT CLEARING LAST PERIOD'S GL TRANSACTION FILE RE-LOADING CURRENT TRANSACTION FILE  Is Month 5 the First Month of your Fiscal Year ? <Y> N
--

Answering <Y> to this question will route you automatically to the END OF YEAR CLOSING sequence. An End of Year Update must be made AFTER an End of Period Closing AND BEFORE any new transactions are entered! Otherwise answer <N>, to continue.

Following these procedures, the computer routes you immediately on to the Post Transactions program (which is where you were headed in the first place!).

## NEXT MONTH POSTINGS

Next month postings are handled automatically by the computer during the End of Period update. If NO next month postings have been made during the current bookkeeping period, the update process continues as described above, and the transaction file (general journal) is erased so that you may start fresh next month.

**StockBoy** will save your Next Month's Postings in a special location, so that at the conclusion of the End of Period update they will be left in the general journal transaction file. The system will perform as though all next month postings were set aside during the current month, then automatically posted during the End of Period update. Following the update, a printout of the transaction journal will show every next month posting and NO current month postings; this is because next month is now the current month!

*EXAMPLE: the current bookkeeping month is February (#2), and you have several postings dated in March (next month). After you close February's books and perform the update described above, only the March postings will be present in the transaction journal.*

*Because March is now the current month, all of the financial statement totals will be automatically updated just as though you had manually entered every March posting since the End of Period.*

### NEXT - NEXT MONTH'S POSTINGS ???

If you had posted entries into April (#4) while the current month was February (#2), when you close February; the current month will be #3 and NO April postings will be present. The computer places transactions into the current bookkeeping month unless the posting date is ONE month greater than the current month. Postings made two months in advance or five months back, all will go into the current period.

## END OF YEAR - ENTIRE SYSTEM

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	
1. Post Transactions	
2. Printout Financial Statements	
3. End of Period Closing	
4. End of Year Updates	>
5. Accounts Payable	
6. Accounts Receivable	
<u>END OF YEAR UPDATES</u>	
1 = End of Year - Entire System	>
2 = End of Year - Departments	

<u>END OF YEAR CLOSING - ENTIRE SYSTEM</u>	
This sequence re-sets ALL Year to Date Income Statement account balances equal to each account's current month balance,	
re-sets transaction counter to number 1,	
transfers final year to date Income Statement figures to budget columns,	
and re-sets YTD Purchases & YTD Payments on ALL Vendors and A/R Customers.	
All Departments for Income Statement GL Accounts are also zero-ed at this time.	
Continue with End of Year ? <YES> or <NO>	

Keep in mind that the GL considers your books as one business with 26 different possible departments. The End of Year process merely re-sets the transaction counter back to # 1, transfers your final year end income statement into the budget columns, then zero's out the year to date figures on the income statement.

Have You Run All Year-End Financial Statements ? <YES> or <NO>
--

You may only run an End of Year following an End of Period Closing (before any new postings are made into a new month).

If your accountant has End of Year Adjustments for you to make, Close your last month of the year and do not make any other postings. You will need to remember to TURN OFF any Automatic Postings (such as in Payroll, or the Sales Register) during this time. When you have the End of Year Adjustments (Depreciation, Equities, Etc.) enter them with the standard posting procedure into your 13th month. Since **StockBoy** does not care how many periods you have in your accounting year, this will not cause any problems. Then close this artificial month, and run your reports. Now go ahead and do your End of Year Closing. Now TURN ON the Automatic postings you had turned off and manually post the activity that has been waiting to be posted.

```
| END OF YEAR SEQUENCE COMPLETED |
|                                     |
|   Press <ENTER> key to continue   |
|                                     |
```

Once the procedure is completed you will see this on the screen. Press <ENTER> and you will be routed back to the General Ledger Menu.

HAPPY NEW YEAR !!!!!!!!!!!

*NOTE - All Departments are Closed with the system closing. If you did not want a particular Department's Year to Date Totals to be re-set at this time, go back into "Input Year to Date Totals - Departments" Option and re-input the Year to Date Total that you want kept there.*

## END OF YEAR - DEPARTMENTS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable

END OF YEAR UPDATES	
1 = End of Year - Entire System	
2 = End of Year - Departments	
3 = Input Year to Date Totals - Income Statement	

ZEROING YEAR TO DATE DEPT TOTALS	
<p>This sequence will zero to Year to Date figures contained in the Departmental Profit &amp; Loss Statement</p> <p>Only the year to date totals on specified departments will be zero-ed.</p> <p>Main System Income Statement figures are NOT affected!</p> <p>A/R YTD Purchases and A/P YTD Payments will be set to zero on selected Depts.</p> <p>Zero YTD Total on Which Depts ? &lt;*&gt; = None</p>	

If you wish to set the year to date figures for any individual department back to zero, you may do so at any time you wish by using this option. This sequence has no affect on the main income statement, the budgets, or the sequential transaction counter.

The computer simply prompts you to enter the department(s) you wish to have zeroed. Zeroing the year to date figures emulates the closing of a fiscal year for that department.

Remember that this option will only affect the departments. You still should close your entire system once a year (with option #1 above) to re-set the transaction counter, update the budgets, and to zero the year to date figures on the main income statement.



## INPUT Y-T-D TOTALS - INCOME STATEMENT

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u>GENERAL LEDGER SYSTEM</u>          1. Post Transactions          2. Printout Financial Statements          3. End of Period Closing          4. End of Year Updates          5. Accounts Payable          6. Accounts Receivable          7. GL System Maintenance          8. Print Check Batch       </div>
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center; margin-top: 0;"><u>END OF YEAR UPDATES</u></p> <p>1 = End of Year - Entire System</p> <p>2 = End of Year - Departments</p> <p>3 = Input Year to Date Totals - Income Statement →</p> <p>4 = Input Year to Date Totals - Departments.</p> <p>5 = General Ledger</p> </div>	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;"> <u>Add What Amount to Total ?</u> \$0.00       </div>	

If you begin using the GL during the middle of an accounting year, the year to date figures on the Income Statement and on the Departmental P & L's will only reflect totals from the postings you have entered into this system. In order to pick up the year to date totals from your previous system and put them into the GL you must use this option.

The computer will scan through all of the income statement accounts one at a time, asking for an additional amount to be added to any amount already in the system. Remember that the number you enter will be ADDED to the number already shown for the year to date total on that account. This allows you to put in your old year to dates after you have already begun work on the GL.

If you put in your old year to date numbers before you begin to post to the GL, the existing totals will all be zero and the amount you enter will be the resulting amount that is shown the next time you run your Income Statement.

Defaulting an amount (just pressing <ENTER>), leaves the existing year to date amount unchanged.

This procedure does not affect the year to date totals of any departmental Profit & Loss statement

*NOTE - That the GL does not care what amounts are input; the balance of the system is not affected by these year to date figures.*

## INPUT Y-T-D TOTALS - DEPARTMENTS

<u>MAIN SYSTEM MENU</u>					
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Mainten 9. LOGOFF	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><u>GENERAL LEDGER SYSTEM</u></td> </tr> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;">           1. Post Transactions            3. End of Period Closing            4. End of Year Updates            5. Accounts Payable            6. Accounts Receivable            7. GL System Maintenance            8. Print Check Batch         </td> <td style="width: 50%; vertical-align: top; padding: 5px;">           2. Printout Financial Statements         </td> </tr> </table>	<u>GENERAL LEDGER SYSTEM</u>		1. Post Transactions 3. End of Period Closing 4. End of Year Updates 5. Accounts Payable 6. Accounts Receivable 7. GL System Maintenance 8. Print Check Batch	2. Printout Financial Statements
<u>GENERAL LEDGER SYSTEM</u>					
1. Post Transactions 3. End of Period Closing 4. End of Year Updates 5. Accounts Payable 6. Accounts Receivable 7. GL System Maintenance 8. Print Check Batch	2. Printout Financial Statements				

<b>END OF YEAR UPDATES</b>	
1 = End of Year - Entire System 2 = End of Year - Departments 3 = Input Year to Date Totals - Income Statement 4 = Input Year to Date Totals - Departments. → 5 = General Ledger	

Enter Department <A - Z> <ENTER> = Quit
---

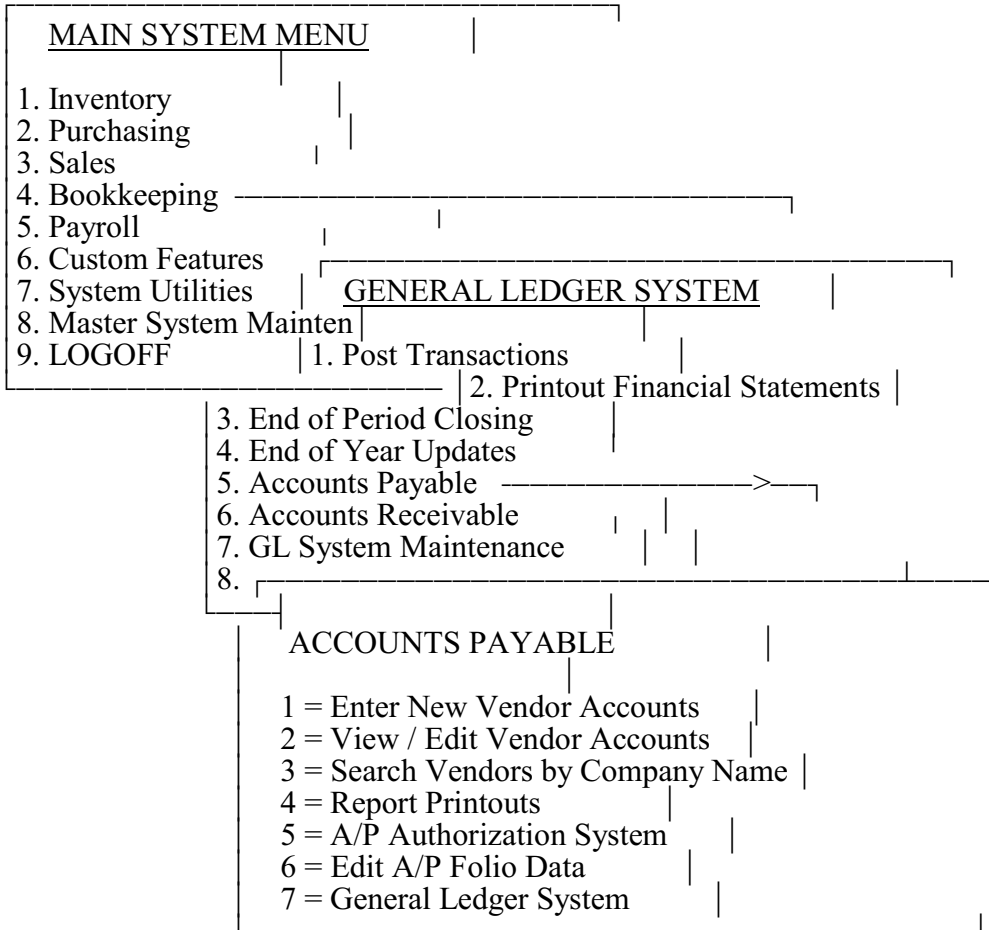
This sequence works identically to the procedure described above, but only for a department P & L rather than for the main Income Statement. First, the computer prompts you to select which department you wish to work with.

Add What Amount to Total ? \$ 0.00
------------------------------------

Then the system cycles through every income statement account, adding your input to the existing year to date figure for that department. These inputs do not affect the year to date figures of the main Income Statement. Since you are Adding to the existing totals use a negative figure to reduce the amount. DO NOT input the new balance you want to see! Input the amount of change needed to make the balance correct. Use <ENTER>, or Zero, for no change. After stepping through each income statement account you will be routed back to the End of Year Menu.

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## ACCOUNTS PAYABLE



The Accounts Payable is a sub-system to the General Ledger, designed to help track those companies to whom you own money on a short term basis. This system will help you track not only how much is owed, but also help you take advantage of any prompt payment discounts, and when they are due. And finally it will even print the checks and update the General Ledger for you.

Accounts Payable businesses are referred to as "Vendors" in the GL System (separating them from A/R "Customers"), and each one has its own account number (the length of which was determined by you during the Initialization sequence). The computer automatically numbers the vendors starting from 101, or 1001, or 10001, etc.. Each new vendor you input is assigned the next available number.

You MUST have at least one vendor in the A/P system before the GL posting program will allow you to proceed. Vendors may be entered and edited at any time.

## ENTER NEW VENDORS ACCOUNTS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8.
	<u>ACCOUNTS PAYABLE</u>
	1 = Enter New Vendor Accounts
	2 = View / Edit Vendor Accounts

<b>ENTERING NEW VENDOR ACCOUNTS</b>	
ACCOUNT #	
Business Name:	
Address Line One:	
Address Line Two:	
Address Line Three:	
Telephone:	
YTD Payments:	
Dept. Code:	
Separate Voucher:	
Total Owing:	
Enter Supplier Code for Auto Input <ENTER> = None	
Supplier File Information May be Available for Instant Input	

If the data required for this file has already been entered in the Purchasing System by one of the Buyers you can instantly transfer it to this file by entering the "Supplier Code" assigned in the Purchasing System. (Notice this business is called a Vendor in the Payable System and a Supplier in the Purchasing System. This is to help reduce confusion.) If the data is not in a "Supplier File" then Press <ENTER> to key it in.

---

Enter Business Name <ENTER> = Quit

---

This sequence automatically looks up the next available number and assigns it to the vendor you are about to log into the system.

*NOTE - Any blank line or any line with an "\*" as its right-most character will NOT be printed on checks; all other reports will show the lines (even blank ones) including the asterisk. This feature will allow you to identify an A/P Vendor by the Business Name line, while printing a completely different name on the check (by marking the business name line with an asterisk), such as is the case with factored accounts. When you use the asterisk on the business name line, the "\*" will become part of the name for any printout. Lines such as "ATTN: John Doe" can be marked with the asterisk to allow an address label to be printed without having the ATTN being printed on a check.*

There are several pieces of information you may give the computer for the vendor's master file: name, address, city state zip, telephone number, year to date payments, and a department code. You can utilize the two letter "City Abbreviation" on address lines two or three to avoid typing in the same city, state, and zip, time after time.

*NOTE - ALPHA CODES. Sometimes you might have a Vendor with extra letters or words in front of the word to base the alphabetization on, or an individual person who is a vendor (rather than a business). There is a special code that you can insert into the name to allow this Vendor to be sorted last name first during the alphabetized printout of vendors. The code is the circumflex (^) or caret (usually Shift 6 on the keyboard).*

If you REPLACE the space between his first and last names with this alpha code, the alphabetized printout will include him in correct order using his last name first. The computer will see this code and begin alphabetizing the name by the letter immediately to the right of the code. (i.e. "John Q.^Doe" would be alphabetized by "Doe, John Q.", while "Acme Construction" would be ranked with the A's. The "Alpha Code" itself will be printed as a space on any reports or printouts. You do not need to put an alpha code at the start of a business name - if the computer doesn't find the code it will assume the left-most letter is the one to alphabetize by.

Be careful to not leave a space between the code and the last name ("John Q.^ Doe"); this will alphabetize by " Doe, John Q." and rank Mr. Doe with last names which begin with a space!

This special code works on the Accounts Payable Business Name line, the Accounts Receivable Customer Name line, the Payroll Name line inputs, and Customer Name inputs at the Sales Register. The code, if included in the name, will only be seen and used by the Alphabetized printouts; no other printouts will reverse the name. All other printouts print the alpha code as a space, but it will remain visible on the screen.

The input routine steps you through each of the prompts for information. Note that the address information will be included on any checks written to that vendor by the GL system. The Year To Date Payments may be input from your previous system, but hereafter any debits applied to this vendor account will be accumulated here automatically by the computer until the end of the year. This will give you an idea of how much business you did with each vendor.

The Department Code is an optional piece of data that might help you to keep track of what vendors do business with what departments within your organization. You may input any one of the 26 department codes, that are activated, to associate this vendor with that code. This coding will allow you to break out your printouts by department.

The Separate Voucher option is a special switch you can set for those vendors that will usually have too many invoices being paid on a check (more than 15) to fit the detail on the voucher.

*NOTE - When you have more invoices than can be detailed on one voucher **StockBoy** will automatically use another check's voucher to complete the detail. It will also void the check that went with the extra voucher.*

You have the option here to establish this vendor as one that you expect to have a large number of invoices per check. Setting the Separate Voucher option to YES will route ALL invoice detail for this vendor to a separate detail sheet printed on regular paper after the checks are run. In this case NO invoice detail will be printed on the check voucher, no matter how many or how few invoices need to be detailed. It will save you from having voided checks for this Vendor. You are limited to 254 invoices per check with the Separate Voucher activated.

*NOTE - Because the setting of the Separate Voucher field is critical to the Automatic Check Writing program, you are not allowed to edit this field if there are any checks in the check batch waiting to be printed.*

The only way to get a value into the "Total Owing" line is to post an invoice through the GL posting program.

Once you have had a chance to enter information into each line, the computer will display a series of line numbers in reverse video down the left side of the screen and will prompt:

Which Line Needs Correction ? < 0 > = OK
--

You may now edit any field by entering the line letter associated with it. Pressing the zero key <0> will save the information to the hard disk and exit this routine.



## VIEW / EDIT VENDOR ACCOUNTS

```

MAIN SYSTEM MENU
1. Inventory
2. Purchasing
3. Sales
4. Bookkeeping ----->
5. Payroll
6. Custom Features
7. System Utilities
8. Master System Maintenance
9. LOGOFF

GENERAL LEDGER SYSTEM
1. Post Transactions
2. Printout Financial Statements
3. End of Period Closing
4. End of Year Updates
5. Accounts Payable ----->
6. Accounts Receivable
7. GL System Maintenance
8.

ACCOUNTS PAYABLE
1 = Enter New Vendors
2 = View / Edit Vendor Accounts ----->
3 = Search Vendors by Company Name
  
```

ACCOUNT #		
Business Name		
Address Line One		
Address Line Two		
Address Line Three		
Telephone		
YTD Payments		
Dept. Code		
Separate Voucher:		
Total Owing		
View / Edit Which Vendor Account ? < Q > = Quit	101	

This option allows you to call up vendors by their account numbers and examine or change the information in the master file. The computer will prompt for the account number.

The next numerical vendor number will be defaulted. By defaulting the numbers you can step through the entire vendor file one after the other. You can obtain the account number for a particular vendor from an alphabetized vendor printout, or go into the "Search for Vendors by Name" Option.

If you enter a vendor number that is greater than the last new vendor's number, your input will be rejected, otherwise the vendor file will appear on the screen with this prompt line:

```
| E dit  F olio  D elete or  Q uit  Q |
```

Pressing <Q> will exit you back to the "Which Vendor Account?" prompt. A <D> will delete this record ONLY if the current balance is ZERO! Pressing <F> will reveal the "Folio" of the individual invoices that are currently outstanding on this account. The screen should look something like this:

```

VIEWING ACCOUNT #      103

Business Name      ZIMMERMAN PAINT AND GLASS
Address Line One
Address Line Two    333 WEST THIRD
Address Line Three  POCATELLO, IDAHO 83201
Telephone          555-333-3333
YTD Payments
Dept. Code         "*"
Separate Voucher:   NO

      DUE      DISC      AMOUNT
105-723 02/05 PO # 8163 P pd 03/12 0.00 0.00
110-234 03/10 PO # 8632 Y 04/04/93 0.00 $1.983.33
189-772 03/26 PO # 9325 N 04/26/93 $10.46 $523.20

      End of Folio Press Any Key to Exit

```

This feature allows you to view the invoices of this account and see their status. The left-most column in the Folio is the Vendor's Invoice number, next is the Date of the Posting, followed by your Description. Just before the "DUE" column is a "P", "Y" or an "N" that indicates the Authorization Status of the invoice. The date in the "DUE" column is the date you indicated as the Due Date of the invoice. The amount of Discount is shown under the "DISC" column, followed by the Total of the Invoice under the "AMOUNT" column.

Editing or changing of the Amount of the Invoice can ONLY be done by Posting an adjusting entry to the books.

Pressing any key once you have come to the end of the Folio will exit you back to this prompt:

E d i t   F o l i o   D e l e t e   o r   Q u i t   Q
---

Press an <E> to Edit the Vendor's data. A number (1 through 7) will be displayed to the left of each line that can be edited. Press the corresponding number to begin Editing the line you have selected. Selecting <0> will indicate you are finished editing and return you to the "Select Vendor Number" prompt.

## SEARCH VENDORS BY COMPANY NAME

```

MAIN SYSTEM MENU
1. Inventory
2. Purchasing
3. Sales
4. Bookkeeping
5. Payroll
6. Custom Features
7. System Utilities
8. Master System Maintenance
9. LOGOFF

GENERAL LEDGER SYSTEM
1. Post Transactions
2. Printout Financial Statements
3. End of Period Closing
4. End of Year Updates
5. Accounts Payable
6. Accounts Receivable
7. GL System Maintenance
8.

ACCOUNTS PAYABLE
1 = Enter New Vendor Accounts
2 = View / Edit Vendor Accounts
3 = Search Vendors by Company Name
4 = Report Printouts

Enter Company Name or Acct. Number <ENTER> = Quit
  
```

This feature allows you to look up a vendor account without having his account number. Simply type in the first few characters of the name and the screen will look something like this:

```

"AAA" NOT FOUND !
1 ACME CORPORATION 108
2 CRUMWELL & ASSOCIATES 101
3 ZIMMERMAN PAINT AND GLASS 103
Select <1 -3> or <N> = Next <ENTER> = Exit
  
```

The system will display the next 9 Vendors that follow the letter combination that you entered, if an exact match is not found. Fewer than eight Vendors indicates the end of the alphabetized file. Pressing <N> will display the next 8 Vendors, so you can step through the entire list if you wish. Remember, if you are looking for a company name like "E.F. Hutton & Co." and you cannot find it under the "H's" that the problem may be that you did not use an "Alpha Code," look under "E" also.

Once the vendor account is on the screen you can do the same editing and viewing functions as under option #2, this is simply another method to access the vendor account.

## ALPHABETIZED LISTING OF VENDORS

<b>MAIN SYSTEM MENU</b>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Maintenance 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>GENERAL LEDGER SYSTEM</b>          1. Post Transactions          2. Printout Financial Statements          3. End of Period Closing          4. End of Year Updates          5. Accounts Payable          6. Accounts Receivable          7. GL System Maintenance          8.       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>ACCOUNTS PAYABLE</b>          1 = Enter New Vendor Accounts          2 = View / Edit Vendor Accounts          3 = Search Vendors by Company Name          4 = Report Printouts          5 = A/P Authorization System       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>ACCOUNTS PAYABLE PRINTOUT SYSTEM</b>          1 = Alphabetized Listing of Vendors          2 = Complete Analysis of Payables by Vendor          3 = Complete Analysis by Due Date          4 = Accounts Payable System          5 = General Ledger System       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">         Enter Department Code &lt;A-Z&gt; or &lt;ENTER&gt; = All       </div>

This report lists all vendors in alphabetical order of Business Name (taking the alpha code into consideration), and provides other pertinent information regarding the vendor. The computer will prompt for a department code, which will allow you to selectively print any customers with the matching department code. The default option is for all customers to be printed regardless of department code, which is activated by pressing the <ENTER> key.

The next prompt will be:

Enter Report Format: M aster E xtended or Q uit M
---

This option will allow the printing of data in two formats:

<M> Master Format will provide each Vendor (for the group selected) in alphabetical order, with their account number, department code, name, and total amount owed.

<E> Extended Format will provide each vendor file with the same information as above with the addition of the complete address, telephone, and YTD payments. This printout requires two lines for each customer, since it will not fit onto one line.

## COMPLETE ANALYSIS OF PAYABLES BY VENDOR

<b>MAIN SYSTEM MENU</b>																																							
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Features 7. System Utilities 8. Master System Maintenance 9. LOGOFF	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>GENERAL LEDGER SYSTEM</b></td> </tr> <tr> <td style="width: 50%;">1. Post Transactions</td> <td style="width: 50%;">2. Printout Financial Statements</td> </tr> <tr> <td colspan="2">3. End of Period Closing</td> </tr> <tr> <td colspan="2">4. End of Year Updates</td> </tr> <tr> <td colspan="2">5. Accounts Payable</td> </tr> <tr> <td colspan="2">6. Accounts Receivable</td> </tr> <tr> <td colspan="2">7. GL System Maintenance</td> </tr> <tr> <td colspan="2">8.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>ACCOUNTS PAYABLE</b></td> </tr> <tr> <td colspan="2">1 = Enter New Vendor Accounts</td> </tr> <tr> <td colspan="2">2 = View / Edit Vendor Accounts</td> </tr> <tr> <td colspan="2">3 = Search Vendors by Company Name</td> </tr> <tr> <td colspan="2">4 = Report Printouts</td> </tr> <tr> <td colspan="2">5 = A/P Authorization System</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>ACCOUNTS PAYABLE PRINTOUT SYSTEM</b></td> </tr> <tr> <td colspan="2">1 = Alphabetized Listing of Vendors</td> </tr> <tr> <td colspan="2">2 = Complete Analysis of Payables by Vendor</td> </tr> <tr> <td colspan="2">3 = Complete Analysis by Due Date</td> </tr> <tr> <td colspan="2">Enter Department Code &lt;A-Z&gt; or &lt;ENTER&gt; = All</td> </tr> </table>	<b>GENERAL LEDGER SYSTEM</b>		1. Post Transactions	2. Printout Financial Statements	3. End of Period Closing		4. End of Year Updates		5. Accounts Payable		6. Accounts Receivable		7. GL System Maintenance		8.		<b>ACCOUNTS PAYABLE</b>		1 = Enter New Vendor Accounts		2 = View / Edit Vendor Accounts		3 = Search Vendors by Company Name		4 = Report Printouts		5 = A/P Authorization System		<b>ACCOUNTS PAYABLE PRINTOUT SYSTEM</b>		1 = Alphabetized Listing of Vendors		2 = Complete Analysis of Payables by Vendor		3 = Complete Analysis by Due Date		Enter Department Code <A-Z> or <ENTER> = All	
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3 = Complete Analysis by Due Date																																							
Enter Department Code <A-Z> or <ENTER> = All																																							

This report will look similar to a billing report ... every vendor with at least one outstanding invoice is included. Remember that each invoice stays in the system until it is posted back to a zero balance. All zero balance invoices are automatically purged from the system and will not show up on any report or screen display (of course you have the record of the invoice being paid off in your transaction journal).

The printout will show every vendor with activity, and every active invoice, along with pertinent information on each invoice. It will include an analysis of how many days until the debt is due or how many days past due (based on the system date). This report can optionally be sorted for any particular department.

## COMPLETE ANALYSIS BY DUE DATE

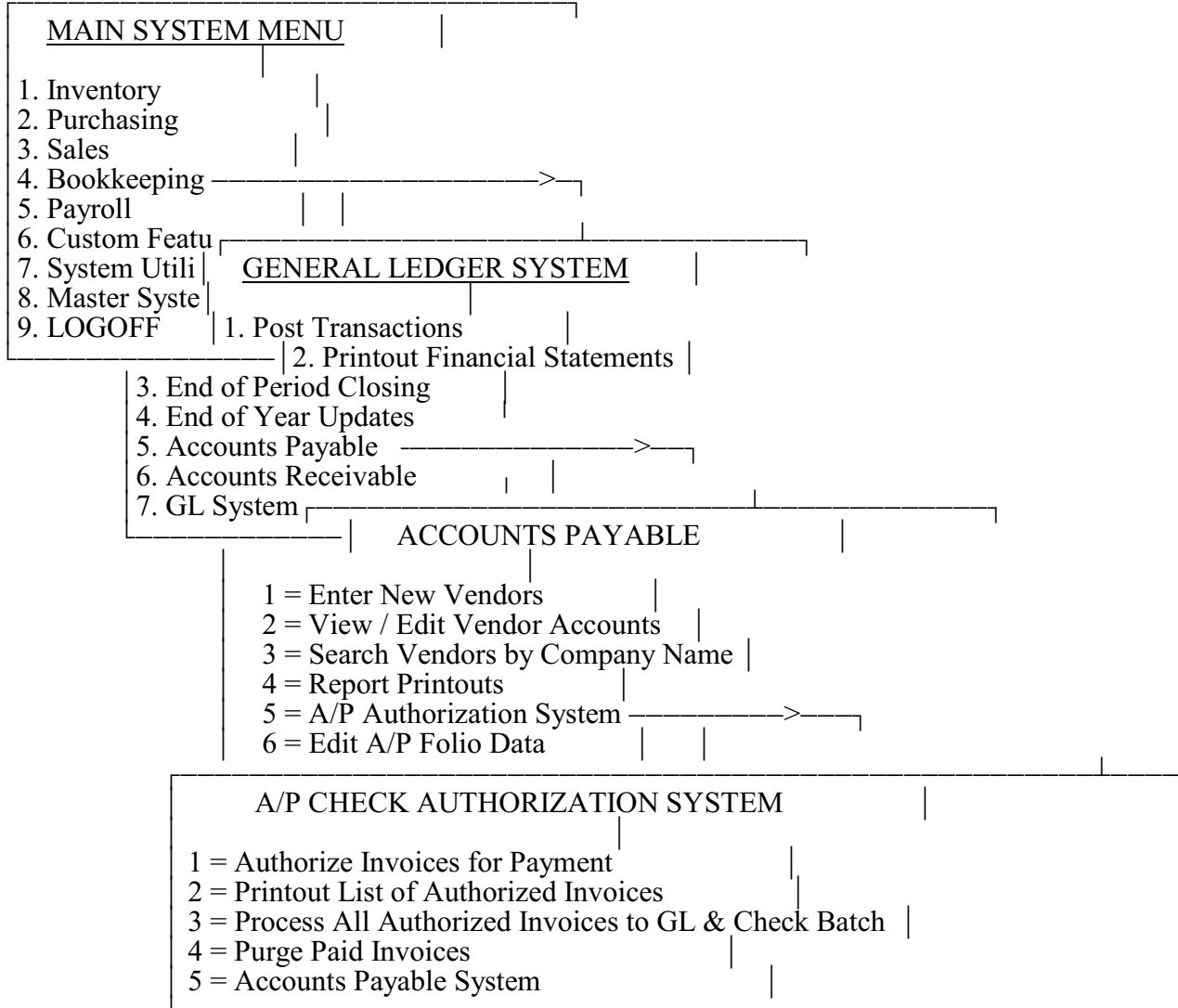
<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	
7. System Utilities	<u>GENERAL LEDGER SYSTEM</u>
8. Master System Mainten	
9. LOGOFF	
1. Post Transactions	
2. Printout Financial Statements	
3. End of Period Closing	
4. End of Year Updates	
5. Accounts Payable	>
6. Accounts Receivable	
7. GL System Maintenance	
8.	
<u>ACCOUNTS PAYABLE</u>	
1 = Enter New Vendor Accounts	
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5 = A/P Authorization System	
<u>ACCOUNTS PAYABLE PRINTOUT SYSTEM</u>	
1 = Alphabetized Listing of Vendors	
2 = Complete Analysis of Payables by Vendor	
3 = Complete Analysis by Date	
4 = Accounts Payable System	
Enter Target Due Date <M/D/YY> 04/30/93	

This report is identical to the complete listing with the exception that it takes into consideration a target date that you input. After you set the date, you can select a Department Code. Then the computer will scan the active invoices and only print the ones that are due on or before the target date, in the department you selected.

The totals at the end of the report will give you an excellent idea of how much cash will be required to clear the payables by a certain date, and how much cash discount will be allowed.



## ACCOUNTS PAYABLE AUTHORIZATION SYSTEM



This is the A/P Check Authorization System menu. This Section is the heart of the Accounts Payable system. It allows you to select (authorize) individual A/P invoices for payment or not; then to have the checks for those authorized invoices printed automatically AND the general journal entries made ... all with a few keystrokes!

## AUTHORIZE INVOICES FOR PAYMENT

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Featu 7. System Utili 8. Master Syste 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: center; padding: 5px;"><u>GENERAL LEDGER SYSTEM</u></div> <div style="padding: 5px;">           1. Post Transactions            2. Printout Financial Statements            3. End of Period Closing            4. End of Year Updates            5. Accounts Payable            6. Accounts Receivable            7. GL System         </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: center; padding: 5px;"><u>ACCOUNTS PAYABLE</u></div> <div style="padding: 5px;">           1 = Enter New Vendors            2 = View / Edit Vendor Accounts            3 = Search Vendors by Company Name            4 = Report Printouts            5 = A/P Authorization System            6 = Edit A/P Folio Data         </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: center; padding: 5px;"><u>A/P CHECK AUTHORIZATION SYSTEM</u></div> <div style="padding: 5px;">           1 = Authorize Invoices for Payment            2 = Printout List of Authorized Invoices         </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           Enter Vendor Name or Vendor Acct#            &lt;N&gt; = Next Active Vendor or &lt;ENTER&gt; = Quit         </div> </div>

Select the vendor you wish to process by entering the correct vendor number. Here, you may default to see the next vendor WITH INVOICES by pressing <N>. The computer will scan ahead to see what next vendor (in numerical order) has at least one invoice, authorized or not.

You may also enter the number of any specific vendor, and that company will be displayed on the screen along with all invoices posted toward that company, regardless of whether or not there are any invoices. Pertinent information regarding each invoice is displayed one to a line on the screen; note that the invoice total does NOT reflect any discounts.

A/P CHECK AUTHORIZATION SEQUENCE						
Invoice #	Description	Due	Discount	St.	Amount Due	
101	RALPH'S HARDWARE SUPPLY	555-555-5555	"*"		1	
E-493	"4 X 8 X 1/2 CDX"	pd 01/30	0.00	P	0.00	
W-234	"PURCHASE WALL GUARDS"	02/04/93	0.00	N	9.40	
TA-242	"T/A PURCH FOR XMAS"	11/01/93	0.00	N	65.20	
Select: Y es N o E dit each or <ENTER> = Exit						

Our WHOLE focus at this point, in the system, deals with the "St." (Status) column, the status determines whether an invoice is OK to be paid or not at this time. This is what the screen should look like after selecting a Vendor Number. The first step is to authorize invoices for payment. Remember that any new invoice will have the default authorization code that you have established through the Master System Maintenance Program.

The status codes you will see are "Y" for OK to pay, "N" not authorized for payment, and "P" which indicates that this invoice has been paid. Those invoices marked as paid will also be displayed differently in the "DUE" column. They will show a "pd" followed by the month and day of payment. This makes it easier for you to verify if an invoice has been paid and when.

*NOTE - Old - Paid invoices and Zero Balance invoices are cleared in the "Purge Paid Invoices" option of the A/P Check Authorization Menu.*

The single number in reverse video near the upper right hand corner of the screen is the "page" number for this vendor. If a vendor has more than one screenful of invoices, you may refer to this number to see what screen number you are on.

*NOTE - Through Master System Maintenance System Options you can choose how these authorizations are DEFAULTED. You can select that all new invoices start with a default "Y" or an "N" depending upon your situation. A "Y" authorization is saying "Yes this invoice is OK to pay when the time comes." An "N" says the opposite. It is safest to default "N" but you will have to change each invoice to "Y" here before they will be paid.*

At this prompt you can press <E> to Edit Each Invoice. This will automatically step you through each invoice, one at a time, so you can change the status on each invoice individually. This is used when you want to authorize just a few invoices instead of changing the status on all invoices at once. If you need to step through a few invoices to get to the specific one you want to edit simply press the <ENTER> key to leave an invoice authorization as is.

Select: Y es N o E dit each or <ENTER> = Exit
---

If you want to change ALL invoices of a Vendor to one status, just press a <Y> or an <N> at this prompt. Pressing a <Y> will set the status of all invoices to " Y." An <N> will do the opposite. ANY STATUS that has been changed will be displayed with reverse video highlight.

## LISTING OF ALL AUTHORIZED INVOICES

<b>MAIN SYSTEM MENU</b>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Featu 7. System Utili 8. Master Syste 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>GENERAL LEDGER SYSTEM</b>          1. Post Transactions          2. Printout Financial Statements          3. End of Period Closing          4. End of Year Updates          5. Accounts Payable          6. Accounts Receivable          7. GL System       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>ACCOUNTS PAYABLE</b>          1 = Enter New Vendors          2 = View / Edit Vendor Accounts          3 = Search Vendors by Company Name          4 = Report Printouts          5 = A/P Authorization System          6 = Edit A/P Folio Data       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>A/P CHECK AUTHORIZATION SYSTEM</b>          1 = Authorize Invoices for Payment          2 = Printout List of Authorized Invoices          3 = Process All Authorized Invoices to GL &amp; Check Batch       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         Enter Department Code &lt;A - Z&gt; or &lt;ENTER&gt; = All       </div>

Start this report by selecting any single department, or press <ENTER> for to ignore departments. You will then be asked for a CUTOFF DUE DATE.

Enter Cutoff Due Date for Printout 12/31/99
---

The Cutoff Due Date is the way you control the time period this report will cover. If you want all the authorized invoices in the system use a future date that will exceed any conceivable active due date. Using a Cutoff Date of 12/31/99 will include everything owed before the end of the Century. The date you establish as a Cutoff for this printout will be compared with the DUE DATE on each invoice. If the invoice's due date is earlier than the cutoff date it will be included on this report. If older the invoice will be ignored.

The list of authorized invoices will show you ALL of the invoices with a "Y" authorization, and a due date on or before the cutoff due date, for every vendor in numerical order. A total at the end of the report indicates the amount of authorized invoices, and the total discounts that would be applied if a check batch was to be run now

with this cutoff date. The discounts are NOT deducted from the invoice total on this report, but computed separately.

This report does not update, add to, affect, or change any data whatsoever. It can provide a preview to which invoices are authorized for payment and what the cash requirement would be.

## PROCESS ALL AUTHORIZED INVOICES TO GL

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	→
5. Payroll	
6. Custom Featu	
7. System Utili	<u>GENERAL LEDGER SYSTEM</u>
8. Master Syste	
9. LOGOFF	
1. Post Transactions	
2. Printout Financial Statements	
3. End of Period Closing	
4. End of Year Updates	
5. Accounts Payable	→
6. Accounts Receivable	
7. GL System	
<u>ACCOUNTS PAYABLE</u>	
1 = Enter New Vendors	
2 = View / Edit Vendor Accounts	
3 = Search Vendors by Company Name	
4 = Report Printouts	
5 = A/P Authorization System	→
6 = Edit A/P Folio Data	
<u>A/P CHECK AUTHORIZATION SYSTEM</u>	
1 = Authorize Invoices for Payment	
2 = Printout List of Authorized Invoices	
3 = Process All Authorized Invoices to GL & Check Batch	→
4 = Purge Paid Invoices	
5 = Accounts Payable System	

### PROCESS A/P INVOICES TO THE BATCH

This sequence processes all 'Y' authorized invoices thru the General Ledger writing the proper entries to the General Journal, writing the appropriate check to the Check Batch File, and changes the status to 'P' for the paid invoices.

Continue with this Sequence ? <Y> or <N>

This is the option that you select to activate the automatic check writing and GL posting features for the invoices that you have approved to be paid during a certain time period. You will be rejected if there is not at least one authorized invoice, and the system will automatically create a new transaction after 253 entries.

It will be important for you to understand the "batch" nature of this procedure. When you execute this program, the system will create the necessary general ledger transactions, mark all paid invoices as Paid and insert the GL Posting Date, print a mandatory journal report, and update all financial statements just as though you had posted the checks manually via the GL posting program.

And, the system will write the necessary information with which to print the appropriate checks into a "batch" file on the fixed disk. This batch file then can be accessed at a later time via the Print Check Batch option at the GL menu. You may print the physical checks at your convenience at any time during the accounting period. If you attempt to do an End of Period Closing with active check information in the batch file, the computer will reject the closing attempt. Once you have completed the processing of all authorized invoices to the check batch no editing can be done.

In order to finish the general ledger transactions and print the checks for you, the computer must have a few additional facts that are not available from the invoices.

Note: If the Due Date on an invoice is earlier than this Posting Date, then NO discount will be automatically deducted by the computer!	
Enter Posting Date for GL	<M/D/YY>

You will be prompted for a posting date; this will be the date that is written to the transaction, and will have no bearing on the checks that will be printed. By the way, the transaction description will be automatically written, using the check number and payee name.

Enter General Ledger Checking Account Number
--

The computer will ask for the General Ledger checking account number that will be credited for the amount of each check. ALL accounts payable checks in this batch must be written against one GL account. If you want the computer to post against two or more accounts, you must "batch" your authorizations so that each time you execute this program only one checking account needs to be used. Authorize invoices to be paid from one account, then run this program, then go back to authorize another group of invoices, and run this program again for a different checking account. Only one checking account per run is allowed.

*NOTE - The check printing program pays no attention to the possibility of multiple checking accounts ... it prints all of the checks in the batch at one time, and doesn't automatically prompt you to change to a different check form midway through the printout.*

If you are grouping your batch runs by checking account (described above) it is usually easiest to run your check printing batch prior to re-authorizing another group of invoices and processing them through the system. That way, each check batch run will be on one type of check.

Regardless of the possibility of multiple checking accounts, the check batch file will accept multiple numbers of batch runs into it. The checks will just keep "stacking up" until the Check Printing program is executed.

Enter Department Code <A - Z> or <ENTER> = All
--

Next the computer will ask if you want this processing to involve only vendor accounts with a specific department code. You may default to ALL vendors; but if you select a department code, the computer will process only



those authorized invoices where the vendor's master file shows a matching department code. When a code is selected, the discount (if applicable) will be posted with the same department code to the general journal.

| Enter GL Account for Discount Entry <ENTER> = Ignore Disc. |

*NOTE - If "Force Dept Codes" is set ON, a Department Code will be required here.*

The computer will prompt you for the GL account number for posting any applicable discounts. You may Ignore Discounts by defaulting; this will tell the computer to pay off all authorized invoices at their original face value.

Your Discounts Allowed account number must be already registered in your chart of accounts, and may be a revenue or expense with any name of your choosing. The computer will deduct the discount amount if the transaction date is equal to or earlier than the due date on each invoice. The computer will mark the invoice as paid, deduct the discounted amount from the checking account you have selected, and post the difference to this discount account. The discount taken is always a credit; if your discount account is a revenue, the posting will be a positive number, otherwise a negative expense.

| Enter Cut Off Due Date |

The CUT OFF DUE DATE is the most critical piece of data in this process. The Cut Off date is the oldest invoice Due Date to be included in this run. Invoices that have been authorized but have a Due Date LATER than the cut off date will not be included. Those authorized invoices with a due date equal to or earlier than the cut off date will be included.

*NOTE - If you have the "IGNORE DUE DATE TO TAKE DISCOUNTS" switch, in the Master System Maintenance, set to ignore the due date, you CANNOT avoid including a GL account number for discounts when starting up the automatic check writing routine.*

| LAST CHANCE ! |  
| Continue ? <YES> <NO> <P> or <ENTER> = Quit |  
| <P> = Preview Checks |

A <YES> answer starts the ball rolling, a <NO> routes you back to re-answer all of the prompts, a <P> will create a "Preview Report," while an <ENTER> sends you back to the main system menu to think it all over.

Selecting <P> for a Preview Report will generate a printout showing the data for each check that will be printed, using a different format. The totals at the end of the report will show you the exact amount of checks that the system will write if you exactly duplicate these initial parameters for the actual check run.

The Preview Report will differ from a Listing of Authorized Invoices since no negative authorized invoices will be included if they would generate a negative check. The preview does NOT update, change or erase any data. The Check Preview report format includes information regarding each A/P invoice line: posting date, description, due date, and discount amount.

Selecting <YES> will start the batch processing. Which does not require any further response from the operator ... when it is finished it will return to a safe place: Please Logon.

Once the batch processing is underway, there is absolutely no way to stop it. All transactions become permanent; all payable invoices included are updated.

The transactions will appear briefly on the screen during the processing, and a mandatory journal report will be printed. Note that this printout has a different title than the mandatory journal that follows the GL posting program, since the check printing program when the computer "knows" what check numbers were actually

printed. This allows for voided checks from misprints during the "learning" stages of check printing. The check number will then appear with the payee name on any subsequent journal report from the Financial Statements Printout program.

The last step in this process will be to go to the PRINT CHECK BATCH option on the General Ledger Menu, and print the actual checks.

*NOTE - At the end of the A/P check batch printing process, following your input "NO" to re-run all checks, the system will proceed automatically into the Separate Voucher printout program. The computer will prompt you to prepare the line printer which affords you the chance to re-direct the printout to a printer that already has standard fanfold paper loaded, or to give you the opportunity to remove the check forms and insert standard paper. All vendors with the Separate Voucher field marked "YES" will have a separate sheet(s) of paper that itemizes the information that would normally appear on the check voucher. This printout can then be attached to the check.*

## PURGE PAID INVOICES

<u>MAIN SYSTEM MENU</u>	
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Featu 7. System Utili 8. Master Syste 9. LOGOFF	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u>GENERAL LEDGER SYSTEM</u>          1. Post Transactions          2. Printout Financial Statements          3. End of Period Closing          4. End of Year Updates          5. Accounts Payable          6. Accounts Receivable          7. GL System       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u>ACCOUNTS PAYABLE</u>          1 = Enter New Vendors          2 = View / Edit Vendor Accounts          3 = Search Vendors by Company Name          4 = Report Printouts          5 = A/P Authorization System          6 = Edit A/P Folio Data       </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u>A/P CHECK AUTHORIZATION SYSTEM</u>          1 = Authorize Invoices for Payment          2 = Printout List of Authorized Invoices          3 = Process All Authorized Invoices to GL &amp; Check Batch          4 = Purge Paid Invoices          5 = Accounts Payable System       </div>

<u>PURGE PAID INVOICES</u>  This sequence will COMPLETELY ERASE any and all A/P entries with ZERO balance and a due date earlier than the purge date you specify.  Enter Purge Date <ENTER> = Quit
--

Use this option on a regular basis to eliminate the records of old invoices from the computer storage. If want to keep a record of the purged invoices, obtain a "Complete Analysis of Payables by Due Date" report. You will be asked to verify that you REALLY want to purge the paid invoices with a date prior to your purge date. Purged data is non-recoverable, Answer <YES> and the process begins. When finished your screen will return to the "A/P CHECK AUTHORIZATION SYSTEM" Menu.



## EDIT A/P FOLIO DATA

<u>MAIN SYSTEM MENU</u>									
1. Inventory 2. Purchasing 3. Sales 4. Bookkeeping 5. Payroll 6. Custom Featu 7. System Utili 8. Master Syste 9. LOGOFF	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><u>GENERAL LEDGER SYSTEM</u></td> </tr> <tr> <td style="width: 30%; padding: 5px;">           1. Post Transactions            3. End of Period Closing            4. End of Year Updates            5. Accounts Payable            6. Accounts Receivable            7. GL System         </td> <td style="width: 70%; padding: 5px;">           2. Printout Financial Statements  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><u>ACCOUNTS PAYABLE</u></td> </tr> <tr> <td style="width: 30%; padding: 5px;">               1 = Enter New Vendors                2 = View / Edit Vendor Accounts                3 = Search Vendors by Company Name                4 = Report Printouts                5 = A/P Authorization System                6 = Edit A/P Folio Data                7 = General Ledger System             </td> <td style="width: 70%; padding: 5px;"></td> </tr> </table> </td> </tr> </table>	<u>GENERAL LEDGER SYSTEM</u>		1. Post Transactions 3. End of Period Closing 4. End of Year Updates 5. Accounts Payable 6. Accounts Receivable 7. GL System	2. Printout Financial Statements <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><u>ACCOUNTS PAYABLE</u></td> </tr> <tr> <td style="width: 30%; padding: 5px;">               1 = Enter New Vendors                2 = View / Edit Vendor Accounts                3 = Search Vendors by Company Name                4 = Report Printouts                5 = A/P Authorization System                6 = Edit A/P Folio Data                7 = General Ledger System             </td> <td style="width: 70%; padding: 5px;"></td> </tr> </table>	<u>ACCOUNTS PAYABLE</u>		1 = Enter New Vendors 2 = View / Edit Vendor Accounts 3 = Search Vendors by Company Name 4 = Report Printouts 5 = A/P Authorization System 6 = Edit A/P Folio Data 7 = General Ledger System	
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Enter Company Name or Acct. Number  
 <ENTER> = Quit

With this option you can edit the data on any invoice from any vendor. (The amount owed can be edited only through the GL Posting process.) If you enter part of the company name, or miss-spell it, you will see the next nine companies that alphabetically follow the letters you typed in. As in other modules that use this file selection system, you can select from the list of nine; ask to see the next nine; or exit to re-enter a new name.

When you have accessed the correct vendor file the screen will display the vendor's account number and name at the top of the screen. You will be asked for number of the invoice edit.

	Enter Invoice for Account 101 <ENTER> = Exit <?> = Search	
--	--	--

If you know the exact invoice number you can enter it directly. If an exact match is found the invoice's data will be found otherwise the input will be rejected. Enter a <?> to the prompt above and a 'next nine' list of invoices for this vendor will be displayed you can visually find the invoice you're looking for and select it. The screen will then look something like this:

EDITING A/P FOLIO DATA	
101	RALPH'S HARDWARE SUPPLY
A Invoice:	W-234
B Posting Date:	02/04/93
C Description:	PURCHASE WALL GUARDS
D Due Date:	02/04/93
E Discount:	0.00
F Status:	"N"
Amount:	9.40
Which Line Needs Correction? <ENTER> = Save	

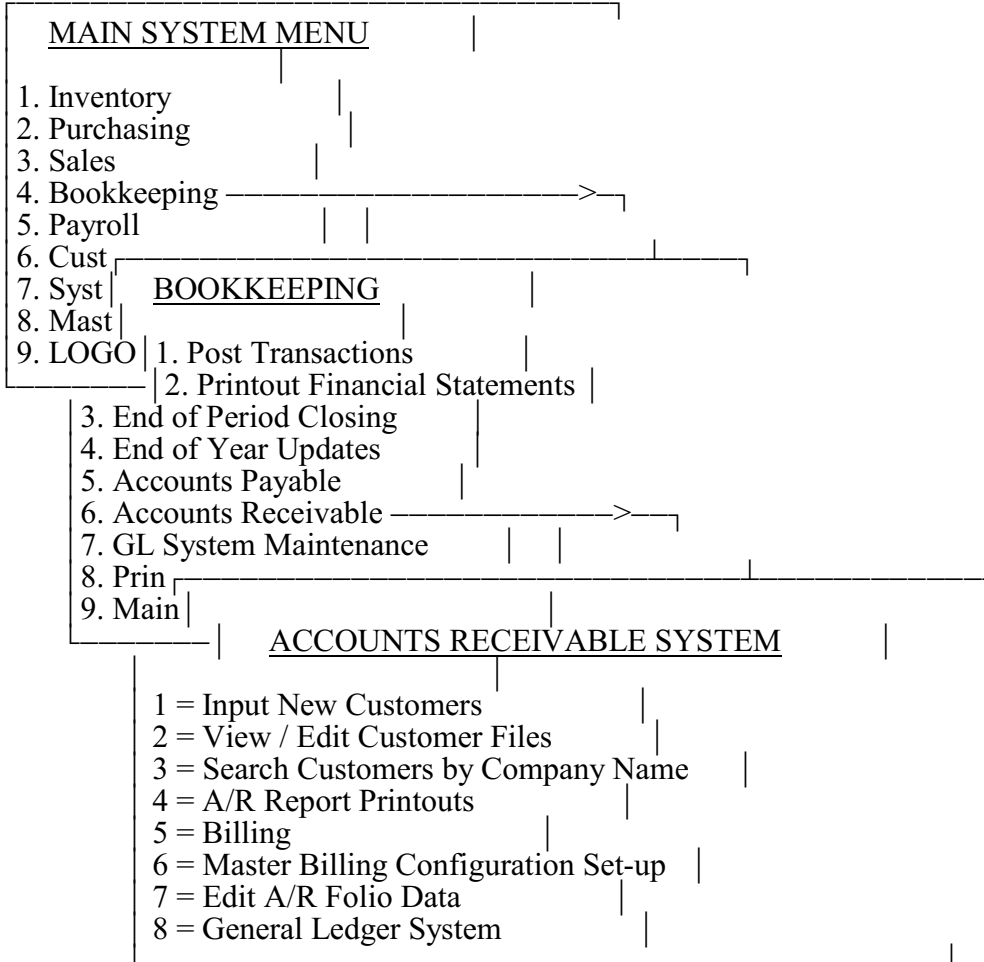
From here you can select any line <A - F> to edit. Status cannot be changed on paid invoices. Nor can you blank the Due Date, on paid invoices. Changes in the Amount must be done through the GL Posting module.

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## ACCOUNTS RECEIVABLE SYSTEM



## THE ACCOUNTS RECEIVABLE SYSTEM

The Accounts Receivable program, like Accounts Payable, is really an entire programming system unto itself, accessed the GL menu. Customers may be entered and edited at any time. You **MUST** have at least one customer in the A/R system before the GL posting program will allow you to proceed.

Accounts Receivable Customers in the GL system each have their own sub-account number. The computer automatically numbers the customers starting from 101, or 1001, or 10001, etc..(the length of the A/R account number was determined by you during the Initialization sequence). Each new customer you input is assigned the next available number. However, in most cases you do not need to use the customer's account number since the **StockBoy** system allows you to access A/R accounts by name or number.

Each customer's invoice is aged, on a daily basis, from the actual date of the invoice, not simply the last time the billing was updated. You have the ability to determine the billing periods that will be used by the system, you are not locked into using the usual billing periods of current, 30, 60, 90 days. Configure your system to reflect your business needs.

## INPUT NEW A/R CUSTOMERS

```

MAIN SYSTEM MENU
1. Inventory
2. Purchasing
3. Sales
4. Bookkeeping ----->
5. Payroll
6. Cust
7. Syst | BOOKKEEPING
8. Mast |
9. LOGO | 1. Post Transactions
          | 2. Printout Financial Statements
          | 3. End of Period Closing
          | 4. End of Year Updates
          | 5. Accounts Payable
          | 6. Accounts Receivable ----->
          | 7. GL System Maintenance
          | 8. Prin
          | 9. Main |
                  | ACCOUNTS RECEIVABLE SYSTEM
                  |
                  | 1 = Input New Customers ----->
                  | 2 = View / Edit Customer Files
  
```

```

Cust. Name:
Addr Line 1:
Addr Line 2:
Addr Line 3:
Telephone:
Finance Status:
YTD Purchases:
YTD Interest:
Dept. Code:
Terms:
Date Opened:
Comment:

Ticket Discount: NOT ACTIVATED
Credit Limit:
Avg Past Due:
High Balance:
Hold Statements:
Sort Code:
Billing Format:

Current
Over 30 Days:
Over 60 Days:
Over 90 Days:
Aging as of 03/15/93 -----

Input New Customer File ? <Y> N
  
```

This sequence looks up the next available number and automatically assigns it to the customer you are about to input into the system. You need to have at least one customer file in the Accounts Receivable system. You MUST put in a name once you answer <Y> to the prompt above!

*NOTE - ALPHA CODES.* Usually you will want to enter the customer's name in the normal (first name, last name) fashion but you want to have the file alphabetized by the last name. There is a special code that you can insert into the customer's name to allow his name to be sorted properly during the alphabetized printout of customers. We will call this the "Alpha Code," it is the circumflex (^) or caret (usually Shift 6 on the keyboard).

If you REPLACE the space immediately before the word in the name that you want used for alphabetization with this alpha code, the alphabetized printouts will include him in correct order. The computer will see this code and begin alphabetizing the name by the letter immediately to the right of the code. (i.e. "John Q.^Doe" would be alphabetized by "Doe, John Q.", while "Acme Construction" would be ranked with the A's. You do not need to put the alpha code at the start of a business name - if the computer doesn't find the code it will assume the left-most character is the one to alphabetize by.

Be sure to not leave a space between the code and the last name ("John Q.^\_Doe"); this will alphabetize by "Doe, John Q." and rank Mr. Doe with last names which begin with a space! This code only works on the Customer Name line, and is common to the Accounts Payable Vendor Name, and Payroll name inputs as well. The code, if included in the name, will only be seen and used by the Alphabetized printouts; no other printouts will reverse the name. All other printouts print the alpha code as a space, but it will remain visible on the screen.

Cust. Name: ENTER NEW		
Addr Line 1:		
Addr Line 2:		
Addr Line 3:		
Telephone:	Ticket Discount:	NOT ACTIVATED
Finance Status: 30	Credit Limit:	0.00
YTD Purchases: 0.00	Avg Past Due:	0
YTD Interest: 0.00	High Balance:	0.00
Dept. Code: "*"	Hold Statements:	NO
Terms: Net 30 Days	Sort Code:	"*"
Date Opened: 03/15/93	Billing Format:	"A"
Comment:		
Current	0.00	
Over 30 Days:	0.00	
Over 60 Days:	0.00	105
Over 90 Days:	0.00	
Aging as of 03/15/93	0.00	
Enter Customer Name		

Upon answering <Y> to the first screen's prompt the screen will change to look like this. The DEFAULT answers to several of the questions will be filled in according to your choices in the Master Billing Configuration.

Notice the little box in the lower right hand corner of the screen with a number inside. This is the Sub-Account number being assigned to this customer's account.

The input routine steps you through each of the prompts for information. The address information will be used on any statements that will be printed for that customer.

Remember that you can utilize your two character City Abbreviation Code on Address Lines 2 or 3.

*NOTE - Access to specific Accounts Receivable customers from the Sales Screen can now be prevented by placing an asterisk "\*" anywhere on the fourth address line. Cashier's who attempt to call up an A/R customer with this mark will receive a 'CUSTOMER DOES NOT EXIST' message. When using A/R access from the Special Services menu option 'G', the customer file will not be displayed ... a 'RESTRICTED ACCESS' message will appear on the screen.*

*With an "\*" in the fourth address line, NO sales can be made to the customer from the SALES SCREEN. Posting from the General Ledger is not restricted in any way.*

| Enter Customer Shipping Name |

The A/R record allows for you to also store a "Shipping Name and Address." The Shipping Name and Address will be used by the Sales Screen when you request the "INVOICE" receipt format instead of the normal sales receipt format. The system will default to setting the Shipping Name and Address equal to the Billing Name and Address to eliminate unnecessary key-strokes. See SALES OPTIONS.

| Enter Finance Charge Activation <NO> <30> <60> <90> 30 |

The finance charge status indicates whether or not this individual account will be assessed a finance charge and when they go into affect. Your selection must match one of the choices displayed in your prompt. These will be set according to choices you made in the Master Billing Configurations.

Whatever status is present at the actual time of the billing run will dictate the outcome ... you may therefore change this status code at any time you wish. A 'NO' status will NOT charge a finance charge even if you have implemented a minimum finance.

| Enter Annual Purchases |

The annual purchases information may be input manually during the creation of a new customer account to get the system started, but remember that the computer will automatically add every future charge to this total without operator effort. The YTD Interest is handled in the same way.

| Enter Department Code <A - Z> <\*> = none |

The department code is an optional piece of data that might help you to keep track of which customers do business with which departments within your organization. You may input any one of the 26 department codes to associate this customer with that code. This coding will allow you to break out your printouts by department at your option.

Keep in mind that you may not use the department codes when posting to balance sheet accounts (including accounts receivable) during the general ledger posting process. All accounts receivable postings will be applied to your main A/R key account without department breakdown. The department codes on the customer files (as well as on the A/P vendor files) merely allow you to analyze your payables and receivables by departmental categories.

| Enter Customer Payment Terms Net XX Days |

You will see your "Standard" terms displayed here as your Default answer. **StockBoy** will create the Default Terms by using the first aging period you set in the Billing Configuration Setup Option. That means, if you set your aging periods to 30, 60, 90 days; the Default Terms would read "Net 30 Days." You may enter any special or new terms here, over-riding the Default. The terms will be printed on the customer's monthly statement. But they will have no automatic function.

| Enter Ticket Discount % for Sales Screen <##.## %> 0.00 |

You can establish an "Automatic Ticket Discount" to be applied by **StockBoy** whenever this customer purchases something through the Sales Screen and Charge is the first method of payment. You will enter the percentage discount amount you want this customer to receive automatically. This is generally only used with contractor or wholesale type accounts to provide an consistent discount automatically. No amount has to be charged by the customer, the charge MOP just needs to be accessed (you can charge \$0.00) to activate this discount.

You can input a percentage from 0% to 81.91% discount. After you enter a percentage larger than 0.00% the screen will ask:

| Is Ticket Discount Forced or Default? |

A FORCED DISCOUNT will not allow the clerk at the Sales Screen to change the discount applied. A DEFAULT DISCOUNT can be changed at the point of sale by the clerk.

| Enter Credit Limit |

Setting a Credit Limit here will only affect activity at **StockBoy's** Sales Register. When any pending charge sale plus the outstanding balance would exceed this Credit Limit, a message will be displayed on the Sales Screen and the clerk will be beeped. (See Sales Options) This stops the sale before a charge 'over-limit' happens. Setting the Credit Limit to a NEGATIVE dollar amount will block any charges at the Sales Register while allowing payments to be accepted. If the Credit Limit is set to Zero, the credit limiting functions will be turned OFF for this customer!

| Enter Average Number of Days Past Due |

This prompt simply lets you input this data, if available at the time of startup, into the Ave Past Due. The system will automatically track the average number of days past due for all future activity. Each month the oldest invoice, in number of days Past Due, is averaged with the previous "Ave. Past Due" to arrive at a new average number. If the account has been paid off, and has no activity, this process is suspended. The last "Ave. Past Due" is therefore retained, for your review when this customer starts using his account again.

| Enter High Charge Balance |

The HIGH BALANCE is similar to the "Ave. Past Due" in that it is automatically updated anytime the Amount Due for on the statement is larger than the High Balance on file.

| Hold Statements from being Mailed ? <YES> or <NO> |

Answering <YES> to this prompt will make this statement be printed at the end of the statement run with "=== HOLD STATEMENTS ===" being printed above the customer's name on the statement. A <NO> will provide statements in the "Normal" fashion. Use this feature for customers who have requested that NO STATEMENTS be mailed.

| Enter Sort Code for Customer |

The sort code is a two character code for you to utilize without disturbing your "Department Codes." This can be used as a Sub-Department Code for printouts, or for another report selection purpose altogether. The choice is yours.

| Enter Date Account was Opened 03/15/93 |

The system will default to the current system date for the date the account was opened, you can over-ride the default and enter any date you wish.

| Enter Comment Line |

The comment line will not be printed on any report, it is there to carry messages to the Sales Screen when a sale to this customer is happening, and for your own internal use. The comment line will be displayed at the Sales Register under **StockBoy's** Point of Sale System, when this customer adds to his charge account. This can be used to relay a personal message (congratulations on your new baby), or more functional ones (the bookkeeper would like to speak to George).

| Is this Customer's Billing Configuration Standard? <Y> or <N> |

Answer <Y> to establish this customer's Billing Format as your default or "Standard" format. Meaning that the statement this customer will receive will be printed the way you set in the Billing Configuration Setup Option. Or you can give this customer a customized format for his statement only by pressing <N>. You will then be routed to the STATEMENT PRINTOUT CONFIGURATION screen. It will look something like this:

STATEMENT PRINTOUT CONFIGURATION	
A =	Balance Forward / Only non-paid, Itemized
B =	Balance Forward / All Itemized
C =	Only non-paid / All, Itemized
D =	Only non-paid / Only non-paid, Itemized
E =	All / All, Itemized
F =	Only non-paid / Only non-paid, Consolidated
G =	Only non-paid / All, Consolidated
H =	All / All, Consolidated
I =	No Statement
Select Statement Configuration A	

The "Statement Printout Configuration" feature allows you the ability to accommodate unusual customer requests in how the information on this statement will be displayed. Since all invoices are stored, and cleared, on an invoice by invoice basis internally, many types of billing statements can be duplicated simply by changing the way the information on the statement is formatted.

*EXAMPLE: Most of your customers need only a "Balance Forward" type of statement that shows any new invoices since the last billing and the balance of any old invoices. However, you may have a few large volume customers who need to track their account on an "Invoice Clearing" basis. In this situation you would have option "A" as your STANDARD format and still be able to accommodate those others by setting their billing configuration to option "C."*

The Billing Configuration Options listed above show the manner of printing the old (previously billed) invoices at the first of the line, followed by a "/" and then the manner of printing of any new (created since last billing) invoices. Let's step through each option one at a time.

Balance Forward/Only non-paid, Itemized will print a statement that includes: A total brought forward for all old invoices and each new un-paid invoice itemized on a line by itself. Any paid-off invoices will not be printed on the statement.

Balance Forward/All Itemized will print a statement that includes: A total brought forward for all old invoices and every new invoice (paid and un-paid) itemized on a line by itself.

Only non-paid/All, Itemized will print a statement that includes: Only those un-paid old invoices itemized and every new invoice (paid and un-paid) itemized on a line by itself.

Only non-paid/Only non-paid, Itemized will print a statement that includes: Only those un-paid old invoices itemized and only the un-paid new invoices itemized on a line by itself. Any invoices that have a zero balance will not be printed on the statement.

All/All, Consolidated will print a statement that includes: All (paid and un-paid) old invoices itemized and all (paid and un-paid) new invoices itemized on a line by itself.

Only non-paid/Only non-paid, Consolidated will print a statement that includes: Any un-paid invoice will be printed showing only the consolidated total of charges and payments to each invoice for both old and new invoices.

All/All, Consolidated will print a statement that includes: All invoices in the file with only the consolidated total of charges and payments to each invoice for both old and new invoices.

No Statement will NOT print a statement at all but this account will be included on any A/R reports.

Once you have had a chance to enter information into each line, the computer will display a series of line letters in reverse video down the left side of the screen and will prompt:

| Which Line Needs Correction ? <0> = O.K. <Z> = Delete 0 |

You may now select any line to go back and edit. Zero writes the file to the disk, and you are asked for the next customer to edit. Press <Z> to delete this customer file completely from the system - of course the customer's balance must be Zero before you can eliminate the file.



## VIEW /EDIT CUSTOMER FILES

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	
	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing	
6 = Master Billing Configuration Set-up	
7 = Edit A/R Folio Data	
8 = General Ledger System	
Enter Customer Account Number <Q> = Quit	

This is an option you can use to access a customer's file by Account Number only. Of course any changes to the invoice amounts must be done through a Posting session to the GL. Just type in the customer's account number and that record will be brought to the screen.

If you enter a customer number that is greater than the last new customer's number, your input will be rejected, otherwise the customer file will appear on the screen.

After you have accessed the customer file successfully all screen activity is identical to that described in the next section, "SEARCH CUSTOMERS BY COMPANY NAME." You will want to look for this prompt in that section.

E dit	F olio	C urrent Since Billing	Q uit	P rint Screen	Q
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## SEARCH CUSTOMERS BY COMPANY NAME

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	→
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable →
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name →	
4 = A/R Report Printouts	
5 = Billing	
6 = Master Billing Configuration Set-up	
7 = Edit A/R Folio Data	
8 = General Ledger System	
Enter Company Name or Acct. Number <ENTER> = Quit	

This option is the same as the VIEW / EDIT CUSTOMER FILES, except that you can access the customer file by using the name or by using the account number. This feature makes accessing a customer by name almost easier than using an account number. Many firms that have wanted to maintain old customer identification numbers, but needed to allow **StockBoy** to assign it's own account numbers have incorporated the old number as the first part of the customer's name.

The computer prompts you to input the Name of the customer file. If you type in the name EXACTLY as it was entered originally (or you type in the customer's account number), the customer file will be brought up on the screen, and you may proceed to edit file information.

Since inputting the customer's name EXACTLY is often very difficult (and time consuming with long names), the **StockBoy** is programmed to display the next nine customer names in alphabetical order after your input, if an exact name match is not found.

As an example. You are seeking the file for "Jones, Inc.". If you type in the full name exactly, the file will be called up on the screen. If you type just "J", the computer will display:

```

"J" NOT FOUND !

1 = Jackson Hardware
2 = Johnson & Johnson
3 = Jones, Andrew P.
4 = Jones, Inc.
5 = June Brides, Inc.
6 = Klondike Industries, Inc.
7 = Magic Clean
8 = Mammoth Hot Springs
9 = Mongolian Transient Transports

Select < 1 - 9 > or <ENTER> = Quit

```

The nine entries logically follow your input "J" in alphabetical sequence. From this screen you merely input the number of your choice and the corresponding file will be called to the screen for your editing.

Remember that the next nine entries will be displayed in alphabetical order FOLLOWING your input. In the example above, if you should input "Jackson Paint", the entry "Jackson Hardware" would NOT be included in the next nine because it precedes your target input in alphabetical sequence.

If you enter a customer number, and it is greater than the last new customer's number, your input will be rejected. otherwise the customer file will appear on the screen.

Once you have accessed the customer's file the screen will display the record with this prompt:

---

| E dit F olio C urrent Since Billing Q uit P rint Screen Q |

## EDIT THE CUSTOMER ACCOUNT

Type <E> to edit the information on the screen, each line will be identified with a letter to the left of the field. Type the letter that corresponds with the field you want to change. If you want to Delete Customer File, and the account balance is Zero, press <Z> to erase the customer's file. Press <0> to save the file and make another selection.

A Cust. Name: CADWALLIDER CUMQUAT PACKING M CADWALLIDER CUMQUAT PACKING

B Addr Line 1: P.O. BOX 3242 N WAREHOUSE DOCK #17  
C Addr Line 2: 1445 W. YELLOWSTONE O 1445 W. YELLOWSTONE  
D Addr Line 3: KEOKUK, IOWA 23422 P KEOKUK, IOWA 23422  
E Telephone: 555-111-1111 Q Ticket Discount: NOT ACTIVATED  
F Finance Status: 30 R Credit Limit: \$5,000.00  
G YTD Purchases: \$18,207.81 S Avg Past Due: 17  
H YTD Interest: 72.37 T High Balance: \$17,656.26  
I Dept. Code: "\*" U Hold Statements: NO  
J Terms: Net 30 Days V Sort Code: "\*" W Billing Format: "A"  
K Date Opened: 02/08/77  
L Comment:

Daily Folio:	\$394.72
Current	\$1,755.33
Over 30 Days:	958.86
Over 60 Days:	0.00
Over 90 Days:	0.00
Aging as of 03/15/93	-----
	\$3,108.91

Which Line Needs Correction? <0> = O.K. <Z> = Delete 0

Line # A is the Customer Name field, this is the name you will access this file by in the sales register and other places. You can use the "Alpha Code" (See "Input New Customer") to determine which word in the name line is used for alphabetizing. Lines B through D are the Address lines that will be used as the mailing address for the statement.

Enter Customer Shipping Name

Line # M is the "SHIPPING ADDRESS" name line. (The Shipping Address (lines M through P) is used ONLY for Invoice type receipts at the sales register, when the Sales Options have been set to print Invoice type receipts for charge sales.) Lines M through P will default to match lines A through D to minimize needless keystrokes. Remember that you can utilize your two character City Abbreviation Code on Address Lines C and D or O and P.

Enter Finance Charge Activation <NO> <30> <60> <90> 30

Line # F is the finance charge status indicator. It indicates whether or not this individual account will be assessed a finance charge and when they go into affect. Your selection must match one of the choices displayed in your prompt. These will be set according to choices you made in the Master Billing Configurations.

Whatever status is present at the actual time of the billing run will dictate the outcome ... you may therefore change this status code at any time you wish. A 'NO' status will NOT charge a finance charge even if you have implemented a minimum finance charge.

| Enter Annual Purchases |

The YTD PURCHASES information (line # G) may be input manually to get the system started, but remember that the computer will automatically add every future charge to this total, as they added to the A/R file without operator effort. The YTD Interest is handled in the same way, updates happening at the time of a Billing Run.

| Enter Department Code <A - Z> <\*> = none |

The Department Code (line I) is an optional piece of data to allow you to obtain reports of A/R activity on a department by department basis within your organization. You may input any one of the 26 department codes to associate this customer with that code. This coding will allow you to break out your printouts by department at your option. It has no bookkeeping function, as you can only use department codes in Revenue and Expense Accounts. An asterisk <\*> will deactivate this field.

| Enter Customer Payment Terms Net XX Days |

Line # J displays your TERMS. **StockBoy** will create the Default Terms by using the first aging period you set in the Billing Configuration Setup Option. That means, if you set your aging periods to 30, 60, 90 days; the Default Terms would read "Net 30 Days." You may enter any special or new terms here, over-riding the Default. The terms will be printed on the customer's monthly statement. But they will have no automatic function.

| Enter Date Account was Opened 02/08/77 |

Line # K records the DATE OPENED of the account, this is an informational field only. The system will default to the current system date for the date the account was opened, you can over-ride the default and enter any date you wish.

| Enter Comment Line |

The COMMENT (line # L) will only be printed on the "Extended" A/R report, it is there to carry messages to the Sales Screen when a sale to this customer is in progress, and for your own internal use. The comment line will be displayed at the Sales Register under **StockBoy's** Point of Sale System, when this customer adds to his charge account. This can be used to relay a personal message (congratulations on your new baby), or more functional ones (the bookkeeper would like to speak to George).

| Enter Ticket Discount % for Sales Screen <##.## %> 0.00 |

You can establish an "Automatic Ticket Discount" to be applied by **StockBoy** whenever this customer purchases something through the Sales Screen and Charge is the first method of payment. You will enter the percentage discount amount you want this customer to receive automatically. This is generally only used with contractor or wholesale type accounts to provide an consistent discount automatically. No amount has to be charged by the customer, the charge MOP just needs to be accessed (you can charge \$0.00) to activate this discount.

You can input a percentage from 0% to 81.91% discount. After you enter a percentage larger than 0.00% the screen will ask:

Is Ticket Discount Forced or Default?
---------------------------------------

A FORCED DISCOUNT will not allow the clerk at the Sales Screen to change the discount applied. A DEFAULT DISCOUNT can be changed at the point of sale by the clerk.

Enter Credit Limit
--------------------

Setting a CREDIT LIMIT in line # R will only affect activity at **StockBoy's** Sales Register. When any pending charge sale plus the outstanding balance would exceed this Credit Limit, a message will be displayed on the Sales Screen and the clerk will be beeped. (See Sales Options) This stops the sale before a charge 'over-limit' happens. Setting the Credit Limit to a NEGATIVE dollar amount will block any charges at the Sales Register while allowing payments to be accepted. If the Credit Limit is set to Zero, the credit limiting functions will be turned OFF for this customer!

Enter Average Number of Days Past Due
---------------------------------------

Line # S, AVG PAST DUE, simply lets you input this data, if available at the time of startup. The system will automatically track the average number of days past due for all future activity. Each month the oldest invoice, in number of days Past Due, is averaged with the previous "Ave. Past Due" to arrive at a new average number. If the account has been paid off, and has no activity, this process is suspended. The last "Ave. Past Due" is therefore retained, for your review when this customer starts using his account again.

Enter High Charge Balance
---------------------------

The HIGH BALANCE, on line # T, is similar to the "Ave. Past Due" in that it is automatically updated during any Billing Run that the Amount Due for on the statement is larger than the High Balance on file.

Hold Statements from being Mailed ? <YES> or <NO>
---

Line # U, HOLD STATEMENTS, if set to <YES> will make this statement to be printed at the end of the statement run with "=== HOLD STATEMENTS ===" being printed above the customer's name on the statement. A <NO> will provide statements in the "Normal" fashion. Use this feature for customers who have requested that NO STATEMENTS be mailed.

Enter Sort Code for Customer
------------------------------

The SORT CODE, line # V, is a two character code for you to utilize without disturbing your "Department Codes." This can be used as a Sub-Department Code for printouts, or for another report selection purpose altogether. The choice is yours.

Is this Customer's Billing Configuration Standard? <Y> or <N>
---

The BILLING FORMAT, line # W, controls the format of the statement for this customer only. Answer <Y> to establish this customer's Billing Format as your default or standard format, established in the MASTER BILLING CONFIGURATION SET-UP. Unless you have a SPECIFIC reason to set up a special billing format use the default configuration. Or you can give this customer a customized format for his statement only by pressing <N>. You will then be routed to the STATEMENT PRINTOUT CONFIGURATION screen. It will look something like this:

STATEMENT PRINTOUT CONFIGURATION	
A =	Balance Forward / Only non-paid, Itemized
B =	Balance Forward / All Itemized
C =	Only non-paid / All, Itemized
D =	Only non-paid / Only non-paid, Itemized
E =	All / All, Itemized
F =	Only non-paid / Only non-paid, Consolidated
G =	Only non-paid / All, Consolidated
H =	All / All, Consolidated
I =	No Statement
Select Statement Configuration A	

The "Statement Printout Configuration" feature allows you the ability to accommodate unusual customer requests in how the information on this statement will be displayed. Since all invoices are stored, and cleared, on an invoice by invoice basis internally, many types of billing statements can be duplicated simply by changing the way the information on the statement is formatted.

*EXAMPLE: Most of your customers need only a "Balance Forward" type of statement that shows any new invoices since the last billing and the balance of any old invoices. However, you may have a few large volume customers who need to track their account on an "Invoice Clearing" basis. In this situation you would have option "A" as your STANDARD format and still be able to accommodate those others by setting their billing configuration to option "C."*

The Billing Configuration Options listed above show the manner of printing the old (previously billed) invoices at the first of the line, followed by a "/" and then the manner of printing of any new (created since last billing) invoices. Let's step through each option one at a time.

Balance Forward/Only non-paid, Itemized will print a statement that includes: A total brought forward for all old invoices and each new un-paid invoice itemized on a line by itself. Any paid-off invoices will not be printed on the statement.

Balance Forward/All Itemized will print a statement that includes: A total brought forward for all old invoices and every new invoice (paid and un-paid) itemized on a line by itself.

Only non-paid/All, Itemized will print a statement that includes: Only those un-paid old invoices itemized and every new invoice (paid and un-paid) itemized on a line by itself.

Only non-paid/Only non-paid, Itemized will print a statement that includes: Only those un-paid old invoices itemized and only the un-paid new invoices itemized on a line by itself. Any invoices that have a zero balance will not be printed on the statement.

All/All, Consolidated will print a statement that includes: All (paid and un-paid) old invoices itemized and all (paid and un-paid) new invoices itemized on a line by itself.

Only non-paid/Only non-paid, Consolidated will print a statement that includes: Any un-paid invoice will be printed showing only the consolidated total of charges and payments to each invoice for both old and new invoices.

Only non-paid/Only non-paid, Consolidated will print a statement that includes: Each un-paid invoice showing the consolidated balance of each invoice and it's payments. Any Zero balance old invoice, or any Zero balance new invoice, will NOT be printed.

All/All, Consolidated will print a statement that includes: All invoices in the file with only the consolidated total of charges and payments to each invoice for both old and new invoices.

No Statement will NOT print a statement at all but this account will be included on any A/R reports. Once you have had a chance to enter information into each line, the computer will display a series of line letters in reverse video down the left side of the screen and will prompt:

```
|          | Which Line Needs Correction ? <0> = O.K. <Z> = Delete 0 |          |
```

You may now select any line to go back and edit. Zero writes the file to the disk, and you are asked for the next customer to edit. Press <Z> to delete this customer file completely from the system - of course the customer's balance must be Zero before you can eliminate the file.

```
|          | E dit  F olio  C urrent Since Billing  Q uit  P rint Screen  Q |          |
```

### VIEW FOLIO

The next choice is to type <F> to view the Folio. The Folio contains ALL un-purged invoices, this is a handy way to view the complete file if there are questions about a statement. The screen looks something like this:

```
|          |
| A Cust. Name: CADWALLIDER CUMQUAT PACKING  MCADWALLIDER CUMQUAT PACKING
|
| B Addr Line 1: P.O. BOX 3242                N WAREHOUSE DOCK #17
| C Addr Line 2: 1445 W. YELLOWSTONE          O 1445 W. YELLOWSTONE
| D Addr Line 3: KEOKUK, IOWA 23422          P KEOKUK, IOWA 23422
| E Telephone: 555-111-1111                  Q Ticket Discount: NOT ACTIVATED
| F Finance Status: 30                      R Credit Limit: $5,000.00
| G YTD Purchases: $18,207.81                S Avg Past Due: 17
| H YTD Interest: 72.37                     T High Balance: $17,656.26
| I Dept. Code: "*"                         U Hold Statements: NO
| J Terms: Net 30 Days                      V Sort Code: "*"
| K Date Opened: 02/08/77                   W Billing Format: "A"
| L Comment:
|
| 02/16/93  1000631AAA  MISC. WIDGETS                1,458.86
| 03/04/93  1001298CCC  DELUXE WIDGET KIT                1,755.33
| 03/09/93  P11111468739  PAYMENT - THANK YOU!                <500.00>
| 03/15/93  1001437AAA  MISC. WIDGETS                394.72
|
|          | Select: N ext Screen or <ENTER> = Quit          |          |
```



The Folio entries are now displayed in the lower portion of the screen as shown here. Pressing <N> will display any entries not able to be displayed on this screen. Or <ENTER> will bring you back to the "Edit/Folio/Current" prompt. From this screen you can only view the contents of the customer's Folio of transactions. When the last of the invoices and transactions for this customer has been reached you will see:

End of Folio Press <ENTER> to Exit

When there is more than one method of payment on an ROA, the A/R folio will show all tendered amounts. For example, if you accept an ROA check for \$60.00, apply \$50.00 to the account and give back \$10.00 in change, the folio will show the < 60.00 > credit to the account AND the \$10.00 charge. This feature is very useful in tracking payments.

### VIEW CURRENT SINCE BILLING FOLIO

When you select <C> for the Current Since Billing you will see roughly the same screen display as with the Folio. Except under Current Month you will not see any transactions dated prior to the current billing month. In short you will only see those transactions entered since the last billing date. Notice that in the example below the February invoice that was seen on the full folio display (see previous page) is not displayed in the "Current Since Billing" screen.

A Cust. Name: CADWALLIDER CUMQUAT PACKING

MCADWALLIDER CUMQUAT PACKING

B Addr Line 1: P.O. BOX 3242

C Addr Line 2: 1445 W. YELLOWSTONE

D Addr Line 3: KEOKUK, IOWA 23422

E Telephone: 555-111-1111

F Finance Status: 30

G YTD Purchases: \$18,207.81

H YTD Interest: 72.37

I Dept. Code: "\*"

J Terms: Net 30 Days

K Date Opened: 02/08/77

L Comment:

N WAREHOUSE DOCK #17

O 1445 W. YELLOWSTONE

P KEOKUK, IOWA 23422

Q Ticket Discount: NOT ACTIVATED

R Credit Limit: \$5,000.00

S Avg Past Due: 17

T High Balance: \$17,656.26

U Hold Statements: NO

V Sort Code: "\*"

W Billing Format: "A"

03/04/93

1001298CCC

DELUXE WIDGET KIT

1,755.33

03/09/93

P11111468739

PAYMENT - THANK YOU!

<500.00>

03/15/93

1001437AAA

MISC. WIDGETS

394.72

Select: N

ext Screen or <ENTER> = Quit

## PRINT SCREEN

| Edit Folio Current Since Billing Quit Print Screen Q |

Selecting the "Print Screen" option will produce a printout copy of this customer's file as seen on the screen with the complete Folio of transactions. This printout will come out on the printer that you select.

### DAILY FOLIO

Daily Folio:	\$394.72
Current	\$1,755.33
Over 30 Days:	958.86
Over 60 Days:	0.00
Over 90 Days:	0.00
Aging as of 03/15/93	-----
	\$3,108.91

101

You may see "Daily Folio" displayed on your Customer File screen above the Current, 30, 60, 90 day totals. This feature allows the A/R folio for any customer to be updated on the screen live-time from the sales station prior to a **StockBoy** End of Day.

The Daily Folio must first be activated from Master System Maintenance, System Level Options, Activate **StockBoy** Features. The system defaults to a "NO" status that you can change. Activating this feature will force one more write to disk during every charge sales ticket, thus slowing down the sales screen activity one more notch.

The Daily Folio is a temporary holding place for A/R folio entries (both charge and ROA) that will appear on the A/R customer maintenance screen. This fifth total is shown above the four aging period totals: "Daily:", along with the corresponding amount of Daily folio entries. The total at the bottom WILL INCLUDE the daily folio.

The actual entries will appear at the end of the folio with underlined invoice numbers to set them apart from standard folio entries.

Daily folios are NOT part of the permanent system balance function. A system balance check will NOT include these entries or their combined total. The A/R printout routines will NOT include daily folio totals. The only access for the dailies is from the A/R maintenance screen (accessible from the menus as well as the sales screen services). The daily folio entries will be printed with the screen dump function.

At the completion of the End of Day in conjunction with the auto transfer to the GL, these daily folio entries will be eliminated; they will be replaced by standard entries absorbed through the general ledger. If you DO NOT auto transfer, these daily folios will remain until the next billing!

A satellite store in a Multi Store System will continue to accumulate these daily folios until the next Master Distribution is received - then the file is erased. This has the added benefit of showing stores live-time folio balance activity during times in-between master distributions.

## ALPHABETIZED LIST OF CUSTOMER NAMES

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing	
6 = Master	
7 = Edit A/	
8 = General	
<u>A/R REPORT PRINTOUTS</u>	
1 = Alphabetized Customer List	
2 = Accounts Receivable Aging Analysis	
3 = Billing Reconciliation Report	
4 = Accounts Receivable	
5 = MultiWRITE Merge File Creation	
6 = Exit	
E xtended List   L abels   M aster   or   Q uit ?	

This prompt will appear before each attempt to printout the Alphabetized Customer list, and will allow you to control the format of the printout. The Alphabetized Customer List prints all customers in alphabetical order (taking the alpha code into consideration), and provides other pertinent information regarding the customer.

Once you select which format to print you will be asked these qualifying questions to limit which customers will be included in the printout. Defaulting past these questions will result in all A/R customers being included.

| Enter Department Code <A - Z> or <ENTER> = All ? |

Select one department to include on this printout, any others will be excluded. Default will include all A/R customers.

| Enter Sort Code Target to Print <ENTER> = All ?? |

Select a sort code to include on this printout, any others will be excluded. You may use this code with or without setting a department code above. You can utilize a <?> question mark as a "wildcard" place holder. This means that if you want to include all the sort codes that begin in "A", you would type in <A?>. This would tell **StockBoy** to include any file that starts with an "A" and to accept anything in the second position . Press <ENTER> to include all sort codes.

| ALPHABETIZED CUSTOMERS LIST |

| Department: A |

| Sort Code: "?A" |

| Is the Above Correct? <Y> Y |

Answer <N> to this prompt and you will be routed back to re-input the correct limitations. Answer <Y> and all you have left to do is designate which printer you want to use and go get the report. Press <Shift 1> to terminate the printout mid-way. When the printout is completed you will be returned to the "A/R REPORT PRINTOUTS" Menu.

## ACCOUNTS RECEIVABLE AGING ANALYSIS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing	
6 = Master	
7 = Edit A/	
8 = General	
<u>A/R REPORT PRINTOUTS</u>	
1 = Alphabetized Customer List	
2 = Accounts Receivable Aging Analysis	
3 = Billing Reconciliation Report	
4	
5 Enter Department Code <A - Z> or <ENTER> = All	
6	

The Aging Analysis is a summary report that will print the following for each account included: Account Name; Account Number; Department; Total of Current period invoices (not including those in the Daily Folio); the total of invoices in your second aging period; the total of invoices in your third aging period; the total of invoices in your fourth aging period; and the total amount due. Grand totals for each period and their percentiles are printed at the bottom of the report. (Note - The most common aging periods are Current, 30, 60, and 90 day increments. However, Stockboy allows your management to establish these periods as they feel best suits your needs.)

The computer will ask for a department code, which will allow you to limit the customers printed to only those with the matching department code. The default option (press <ENTER>) will print all customers regardless of department code.

Enter Sort Code Target to Print <ENTER> = ALL ??     <?> = Wildcard
--

You can also choose which files are to be printed by selecting The Sort Code to include in the report. This selection allows you to use a "Wildcard" in one or both of the positions. (A Wildcard tells the computer to accept anything in the position that it was used.) This means that if you have sort codes of "AA", "AB", and "AC"; you could get all of these by selecting "A?" as the Sort Code. You can use the sort with or without using the department code. The system will ask if your department code and sort code selections are correct and then it will ask:

Enter Aging Date for Report
-----------------------------

Remember that the aging is based on blocks of time that you have established in the Setup Master Billing Configuration Section, usually the current, thirty day, sixty day, ninety day periods are used. This input prompt is asking for the base date to compute these periods from. If you want to see what your accounts would look like if no activity happens between now and the end of the month, put in your end of month date. No pro-rating is done for partial billing periods (i.e. if an account is 45 days past due, the total will be shown in the 30 day column.).

Update Aging to A/R Files? <Y> <N> N
--------------------------------------

The Aging Report simply computes the totals in each of your aging periods, this can be updated in the account records by pressing <Y> to the "Update Aging to A/R Files?" prompt. If you answer <Y> the aging totals you see on the customer account screen will be the totals on this report. Otherwise the totals you see on the customer account screen will remain as they are now, probably updated last time you ran the Billing.

Anytime a Billing is run the accounts are aged just as this report will do. This report, however, will not update or change any billing data, dates, or interest. It is an administrative report to help you stay on top of your Accounts Receivable.

## BILLING RECONCILIATION REPORT

### MAIN SYSTEM MENU

1. Inventory
2. Purchasing
3. Sales
4. Bookkeeping
5. Payroll

6. Cust

7. Syst

8. Mast

9. LOGO

### BOOKKEEPING

1. Post Transactions
2. Printout Financial Statements
3. End of Period Closing
4. End of Year Updates
5. Accounts Payable
6. Accounts Receivable
7. GL System Maintenance
8. Prin
9. Main

### ACCOUNTS RECEIVABLE SYSTEM

- 1 = Input New Customers
- 2 = View / Edit Customer Files
- 3 = Search Customers by Company Name
- 4 = A/R Report Printouts
- 5 = Billing
- 6 = Master
- 7 = Edit A/
- 8 = General

### A/R REPORT PRINTOUTS

- 1 = Alphabetized Customer List
- 2 = Accounts Receivable Aging Analysis
- 3 = Billing Reconciliation Report
- 4 = MultiWRITE Merge File Creation

## BILLING RECONCILIATION REPORT

This Report shows billing information as it will appear on actual statements, but in a condensed format.

Any system balance discrepancies are noted.

NO changes or updates are made to data!

Enter Department Code <A - Z> or <ENTER> = All

The Billing Reconciliation Report is designed to give you a "sneak preview" of what information WILL be printed on the billing statements. The initial screen in this option gives you a good synopsis of what will and what will not happen when you run this report.

The billing reconciliation report can be printed on regular computer paper and checked for posting errors prior to running the actual statements on your more expensive pre-printed forms.

This report DOES NOT change, delete, add, update, or modify any data in any file. It will step through all of the customer files, pick out the ones that will receive a billing statement, and will print out the pertinent billing information such as previous balance, this month's activity, any finance charges that will be assessed, and the aging analysis.

Remember, that even though the printout will calculate and print finance charges (when applicable), they will NOT be added to the account's permanent record. No aging update is performed during the billing reconciliation report.

Many clients use this report as an "office copy" to have on hand to answer billing questions from their customers.

#### CURRENT BILLING DATE

You are asked on the first screen to designate any particular department you want this report limited to. Then you are prompted for the Sort Code that you want to limit the report to. These limiters function the same as in the Aging Analysis segment.

| Enter the Current Billing Date |

The Current Billing Date being asked for next is the date the system will use, as the date of billing, in generating this report. If you wanted to know a few days in advance what the bills would look like set this date to the date you expect to run the next billing, otherwise the system will use today's date.

BILLING RECONCILIATION REPORT

Date of Last Billing was 02/28/93  
Current Billing Date is 03/31/93

Finance Charges will be computed for 31 days.

Press <ENTER> to Continue or <D> to Change Date of Last Billing

The next screen shows you the last billing date, the date you told the system to use as the current billing date, and computes the number of days between. Finance charges will be developed based upon the number of days between billings. If you want to adjust the date the system uses as the last billing date, for this report ONLY, press <D>. Otherwise press <ENTER> and select which printer is to be used.



## MultiWRITE MERGE FILE CREATION

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing	
6 = Master	
7 = Edit A/	<u>A/R REPORT PRINTOUTS</u>
8 = General	
	1 = Alphabetized Customer List
	2 = Aging Analysis
	3 = Billing Reconciliation Report
	4 = MultiWRITE Merge File Creation
	5 = Purge Outdated A/R Folios
MultiWRITE Merge File Creation	
<p>This sequence allows you to create a MWMERGE file for use with MultiWRITE using the NAME, ADDRESS 1, ADDRESS 2, and CITY - STATE - ZIP.</p> <p>These 4 variables may be used when merging a form letter with the MWMERGE file you are about to create.</p> <p>Enter Name of MWMERGE File &lt;ENTER&gt; = Quit &lt;*&gt; = Erase Files</p>	

This section allows you to create a merge file to be filled with the names and addresses that you select from your accounts receivable files. You can then merge these names into a letter created in your MultiWRITE Word Processor. All that you need to do is give the file a unique name that starts with a letter. After the first character you can use any character on the keyboard, but the first character of the name must be a letter.

Pressing <\*> will allow you to erase old files that are no longer needed. After you type <\*>, the screen will ask:

```
| OK to Erase "NEWPROD.MWMERGE:S" ? <Y> or <N> |
```

At the time you created this document the name you typed in was "NEWPROD", **StockBoy** added the extension ".MWMERGE" automatically. If you type a <Y> the next line will tell you:

```
| "NEWPROD.MWMERGE:S" Erased |
```

If there are more "MWMERGE" files in the system, you will be asked if it is "OK to Erase?" each file individually.

If you do not want that file erased Press <N> and the next file will be brought up.  
When you have cycled through all files you will be routed back to the A/R Printout Menu.

*NOTE - It is important that you clean up any un-needed files to conserve your disk space. This should be done on a regular basis.*

Once you have entered a Merge File Name, **StockBoy** will return you to the ACCOUNTS RECEIVABLE PRINTOUTS MENU. You will then proceed to select one of the report options, and the Department Code plus the Sort Code to include in the printout. As the customers are selected and printed, according to the Department Code and Sort Codes you selected, the names and addresses will also be added to the merge file you just created.

Your last step will be to go to your MultiWRITE program, under CUSTOM FEATURES OPTION off the Main System Menu, and merge your Merge File into your document.

## PURGE OUTDATED A/R FOLIOS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing	
6 = Master	
7 = Edit A/	
8 = General	
<u>A/R REPORT PRINTOUTS</u>	
1 = Alphabetized Customer List	
2 = Aging Analysis	
3 = Billing Reconciliation Report	
4 = MultiWRITE Merge File Creation	
5 = Purge Outdated A/R Folios	
6 = Exit	

<u>PURGE OUTDATED A/R FOLIOS</u>
<u>CAUTION</u>
This sequence will ERASE all zero balance billing folio entries prior to your selected purge date.
The Billing Format for each customer determines which entries are to be purged.
Enter Purge Date <ENTER> = Quit

---

Just as the screen says enter the purge date and all zero balance folio entries prior to that date will be erased. <ENTER> to quit. This device is used to tidy up your files.

Since this will remove old transactions that have been completed from the file and no printout of the deletions is made, you are asked again if your really want to purge this data. This time you must answer with all three letters Y-E-S.

| Last Chance! Purge Zero Balance A/R up to 01/01/93 ? <YES> |

You should run this device on a regular basis to clean up old data that is no longer needed or wanted. **StockBoy** has no other automatic method to clear away old transactions and free up your disk space. Your company policy should indicate how often to run this procedure and how many days data to save. Remember we are only talking about zero balance invoices. Any invoice that does not net to a zero (either positive balance or negative) will not be purged no matter what its date.

| <ESC> <ESC> to terminate purge sequence |

As the system is purging data you will see the various account names and invoice numbers change on the bottom of the screen. This is only there to let you know the computer is really working on something and not hung-up. The very bottom of the screen will remind you that you can stop this process by pressing <ESC> <ESC>.

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## BILLING SYSTEM

MAIN SYSTEM MENU	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	
1. Post Transactions	
2. Printout Financial Statements	
3. End of Period Closing	
4. End of Year Updates	
5. Accounts Payable	
6. Accounts Receivable >	
7. GL System Maintenance	
8. Prin	
9. Main	
ACCOUNTS RECEIVABLE SYSTEM	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing >	
6 = Master Billing Configuration Set-up	
7 = Edit A/R Folio Data	
8 = General Ledger System	

This action will temporarily stop other terminals from using Printer 1  
Please wait for any printing on Printer 1 to finish before continuing.

BILLING, or printing the statements is the heart of the Accounts Receivable System.

The billing cycle is closed every time you run the billing statement printout. There does NOT have to be any direct relation between your accounting period and the billing cycle. That means that you may issue statements at any time during the month, regardless of when you close your monthly books.

The only inter-action with the Books is the Posting of Service Charges during a Billing Update. Because of this the Books MUST be Open. The Billing WILL NOT proceed if the books are marked for closing.

Billing is really a three step process:

- 1) Print Billing Reconciliation Report to check for any posting errors.
- 2) Print the actual statements with Update. - Each Account is updated as it is printed.
- 3) Print the Aging Analysis.

There are a vast number of billing forms available; please contact your Customer Support Team to insure that you have (or obtain) the correct billing forms.

## BILLING: PRINT STATEMENTS

```

MAIN SYSTEM MENU
1. Inventory
2. Purchasing
3. Sales
4. Bookkeeping ----->
5. Payroll
6. Cust
7. Syst | BOOKKEEPING
8. Mast |
9. LOGO | 1. Post Transactions
          | 2. Printout Financial Statements
          | 3. End of Period Closing
          | 4. End of Year Updates
          | 5. Accounts Payable
          | 6. Accounts Receivable ----->
          | 7. GL System Maintenance
          | 8. Prin
          | 9. Main | ACCOUNTS RECEIVABLE SYSTEM
                  |
                  | 1 = Input New Customers
                  | 2 = View / Edit Customer Files
                  | 3 = Search Customers by Company Name
                  | 4 = A/R Report Printouts
                  | 5 = Billing ----->
                  | 6 = Master Billing Configuration Set-up
                  | 7 = Edi
                  | 8 = Gen | BILLING SYSTEM
                          |
                          | Please make sure you have printed a
                          | Reconciliation Report
                          | PRIOR to running the statements !
                          |
                          | Enter All Dept. Codes to Bill <A-Z> or <*>=All
                          | <+> = Quit
  
```

Prior to printing the statements, you will be asked to identify the printer you are going to use, then the screen will display this warning message that reminds you to first print a billing reconciliation report before continuing with the statements.

*NOTE - It is always good computer procedure to do an ARCHIVE just prior to running the billing or doing an update.*

You will be asked to identify all department codes you want included in this billing run. You will notice that this prompt has enough room for you to input every department code, if you wanted to. This allows you to designate more than one department to be included. Its just like the prompt says, "Enter All Department Codes to Bill."



| Enter GL Revenue Acct # for Posting Finance Charges |

*NOTE - If "Force Dept Codes" is set ON, a Department Code will be required here.*

When the billing is run and the finance charges on late accounts is computed, **StockBoy** needs to know which GL Acct # to send the balancing portion of the transaction to. Since this is another form of income it should be found in the Revenue section of your accounts. The account number and name will then be displayed on the screen.

| POST FINANCE CHARGES TO: 4005 INTEREST INCOME |

| Correct ? <Y> <N> Y |

Otherwise an <ENTER> will take you back to the Billing System Menu and you can re-input your selections correctly. When an individual customer file has been given a departmental code, the system will automatically use the same department code when doing the automatic posting to the finance charge account input above. When there is no department code for the customer, the posting will be made without a department code.

The computer will automatically create the transaction that posts finance charges to the account selected above, along with the appropriate amount added in to the accounts receivable key account. This transaction will be printed in a Mandatory Journal Printout after you finish this billing run.

| THE A-B-C STORES |

| 1212 SO 1ST STREET |

| P.O. BOX 2222 |

| HOMETOWN, USA 88888-2222 |

| Is the Above Store Return Address Correct ? Y |

Firms that do not utilize forms with a pre-printed return address will want to be sure this return address is correct, as it will be printed on the Statements as seen here. If you do have a pre-printed return address on your statements then you will want the return address set to one blank space for each line. Answering <N> to the prompt above starts you through each of the four lines for changes.

**IMPORTANT** - All transactions that are dated SINCE the last billing date are during the CURRENT Billing Cycle. These transactions will be printed, per the billing configurations for this customer for the CURRENT Billing Cycle. Any transactions PRIOR to the last billing date will be printed, per the billing configurations for this customer for the PREVIOUS billing cycle.

| BILLING SYSTEM |

| Previous Statement Date is 02/28/93 |

| Current Statement Date is 03/31/93 |

| Last Date for Invoices to be included is 03/31/93 |

| Enter Previous Statement Date |

The PREVIOUS STATEMENT DATE shown on the screen is the date that the billing system printed last printed a statement. If you had to interrupt the billing cycle because of a paper jam, or any other reason, the "Previous" date on the screen would be the wrong date for your purposes. Also since, you can run a billing by department the "Previous" date displayed may be the last date you billed another department, and would again be wrong for this billing run.

| Enter Previous Statement Date |

Therefore, you are required to manually input the Previous Statement Date to be used. The date you enter here determines the starting date for computing how many days interest will be added to the statements since their last billing. Incorrect entries here will result in over/under charging of finance charges, so be accurate. Refer to the last statements issued if needed to obtain the correct date to use.

| Enter Current Statement Date |

The Current Statement Date that is input prior to every billing run, ALSO serves as the CUTOFF DATE. No invoices or payments that have been posting following the current statement date will appear on the billing statements. The billing reconciliation report works identically. The "Last Date for Invoices" line is filled in automatically.

This allows a 'cleaner' cutoff for billing and will help prevent customers from being charged interest on invoices that are over 30 days old but have never been sent on a statement. The default date is today's date from the system, but you can over-ride it if you want. Since you may be running your statements a little late, you may input a different date than the default (today's) date. Again since this determines the number of days of interest or finance charge to be added be very careful when entering this date.

| BILLING SYSTEM |  
| Previous Statement Date is 02/28/93 |  
| Current Statement Date is 03/31/93 |  
| Last Date for Invoices to be included is 03/31/93 |  
| Finance Charges will be computed for 31 days. |

After entering your Previous and Current dates you will see the number of days' interest that the system will add to each customer to be billed at this time. CHECK IT! If it is not right press <N> to go back and set your dates properly. Otherwise press <Y> to accept these dates.

| This Billing Cycle Will Purge the Billing Folio |  
| of all ZERO Balance Entries Older than the Purge Date. |  
| Please Enter The Purge Date Below |  
| Enter Purge Date 12/31/93 |  
| <N> = No Billing Purge. |

Once a transaction in the Accounts Receivable is paid off, it is a Zero Balance Entry. Although these transactions may or may not be shown on the statement, depending upon billing format chosen, **StockBoy** retains the history for the time period that you control here. It is usually best to clear this after a few month's

when you are sure there are no questions. The more data you hang onto simply means more data you have to dig through and the more space on the Hard Disk you will use.

	Print statements for zero balance accounts that have current invoices?	
	<Y> = YES <N> = NO	

You can elect to print statements for customers who have charged this cycle but have paid off those charges already by answering <Y> to the prompt above.

	Insert statement with Left perforation at ZERO scale on printer,	
	and print head at top of statement form.	
	Press <T> to print TEST Statement or <P> to PRINT Statements	

This is the standard forms preparation warning on the screen. This is the same convention used on setting up checks for printing and any other special form.

Pressing <T> will print one statement using a "Test Pattern" of data. This will allow you to check for proper alignment of the form, and give you an opportunity to adjust it if needed. You can request an unlimited number of Test prints. Once you have the statements printing just the way you want them to look, press <P> to print the statements.

	Press <ENTER> to print single statement or <C> for continuous printing	
--	--	--

Next you need to tell the system if you want it to print the statements automatically one after the other, or if you want it to print one and then stop before printing another (hand fed forms). The printer should not be left unattended during a continuous print run, just in case of a paper jam. However, you do not need to spend time watching the printout. You could be doing other activities while the printout is in operation. You will usually be able to tell if there is a printer problem just by the sounds you hear.

*NOTE - The statement printing begins with a prompt to print a test pattern. This test pattern will help the operator align the billing form and can be repeated as many times as necessary. If the billing run is interrupted for any reason, such as a paper jam, the test pattern can be re-run to re-adjust the forms. In addition, you may select the account number from where the statement printing will resume, thus allowing you to re-print any number of 'wrinkled' statements.*

	<Shift F1> to Pause Printout	
--	------------------------------	--

While the printout is in progress you will see this escape prompt on the screen. You CANNOT quit the printout, but you can "Pause" it. This will allow you to re-adjust the forms or clear a paper jam.

	Printing Paused ... <ENTER> to Continue	
--	---	--

When you activate the <Shift F1> sequence you will see this prompt on the screen. Clear your printer problem and get prepared to continue before pressing <ENTER>.



MANDATORY JOURNAL PRINTOUT - CURRENT SESSION

Prepare Line Printer - Press <ENTER> When Ready to Print

You are now finished with the Billing Run. However, it is not totally finished. The automatic General Ledger Transactions have not been entered into the books. The next person that accesses the Bookkeeping Section from the Main Menu will encounter a Mandatory Journal Printout. It is only when this printout is finally made that the transactions are completed.

## MASTER BILLING CONFIGURATION

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing	
6 = Master Billing Configuration Set-up	
7 = Edit A/R Folio Data	
8 = General Ledger System	
<u>MASTER BILLING CONFIGURATION SET-UP</u>	
This set-up determines the	
DEFAULT billing configuration for all new Customers.	
Each Customer file may be set-up individually.	
Press <ENTER> to Continue	

The MASTER BILLING CONFIGURATION SET-UP is the option that allows you to set-up your "STANDARD" billing format. You will ALSO be routed through these prompts if you decide to EDIT the BILLING FORMAT of an Individual Customer Account to create a "SPECIAL" Billing Format. (See INPUT NEW CUSTOMERS.) The process of setting the parameters starts immediately upon entering this option. Accepting the screen defaults will leave everything as it was when you entered this sequence.

STATEMENT PRINTOUT CONFIGURATION	
A = Balance Forward / Only non-paid, Itemized	
B = Balance Forward / All Itemized	
C = Only non-paid / All, Itemized	
D = Only non-paid / Only non-paid, Itemized	
E = All / All, Itemized	
F = Only non-paid / Only non-paid, Consolidated	
G = Only non-paid / All, Consolidated	
H = All / All, Consolidated	
I = No Statement	
Select Statement Configuration A	

Since all invoices are stored, and cleared, on an invoice by invoice basis internally, many types of billing statements can be duplicated simply by changing the way the information on the statement is formatted.

(EXAMPLE: Most of your customers need only a "Balance Forward" type of statement that shows any new invoices since the last billing and the balance of any old invoices. However, you may have a few large volume customers who need to track their account on an "Invoice Clearing" basis. In this situation you would have option "A" as your STANDARD format and still be able to accommodate those others by setting their billing configuration to option "C.")

The Billing Configuration Options listed above show the manner of printing the old (previously billed) invoices at the first of the line, followed by a "/" and then the manner of printing of any new (created since last billing) invoices. Let's step through each option one at a time.

Option "A" (Balance Forward/Only non-paid, Itemized) will print a statement that includes: A total brought forward for all old invoices and each new un-paid invoice itemized on a line by itself. Any paid-off invoices will not be printed on the statement.

Option "B" (Balance Forward/All Itemized) will print a statement that includes: A total brought forward for all old invoices and every new invoice (paid and un-paid) itemized on a line by itself.

Option "C" (Only non-paid/All, Itemized) will print a statement that includes: Only those un-paid old invoices itemized and every new invoice (paid and un-paid) itemized on a line by itself.

Option "D" (Only non-paid/Only non-paid, Itemized) will print a statement that includes: Only those un-paid old invoices itemized and only the un-paid new invoices itemized on a line by itself. Any invoices that have a zero balance will not be printed on the statement.

Option "E" (All/All, Consolidated) will print a statement that includes: All (paid and un-paid) old invoices itemized and all (paid and un-paid) new invoices itemized on a line by itself.

Option "F" (Only non-paid/Only non-paid, Consolidated) will print a statement that includes: Any un-paid invoice will be printed showing only the consolidated total of charges and payments to each invoice for both old and new invoices.

Option "G" (Only non-paid/Only non-paid, Consolidated) will print a statement that includes: Each un-paid invoice showing the consolidated balance of each invoice and it's payments. Any Zero balance old invoice, or any Zero balance new invoice, will NOT be printed.

Option "H" (All/All, Consolidated) will print a statement that includes: All invoices in the file with only the consolidated total of charges and payments to each invoice for both old and new invoices.

Option "I" (No Statement) will NOT print a statement at all but this account will be included on any A/R reports.

CURRENT CYCLE means those transactions dated SINCE the last billing date.

*NOTE - These are ONLY the defaults for your "STANDARD" billing formats. You can over-ride these parameters for any individual customer that needs or wants a different structure. This means that you can establish a Balance Forward style of statements for most of your customers and still accommodate those institutions that require an Invoice Clearing type Statement.*

## AGING PERIODS

Next you will set the Aging periods your system will use. The **StockBoy** System allows you to set the aging periods. You are not locked into using the common 30-60-90 day brackets like in most systems. However, once you set these aging brackets they will apply to ALL customers. You will be able to change when the finance charges are applied on a customer by customer basis, but the aging periods will all be the same.

*NOTE - Invoice Aging Each Invoice is aged individually by calculating how many days old it is. Then that invoice will be displayed, or printed, in the appropriate aging groups.*

| Enter Aging Period # 1 30 |

The first Aging Period determines the end of the "Current Period" and the beginning of the first time period that an invoice is "Past Due." It is most common for this to be set to 30 or 31 days. This will give each invoice the first 30 days in the Current Status.

This category is also used to set the Default Terms you will see when you input a new customer's file. The Terms will default to "Net XX Days," the number you input here as the First Aging Period will be placed where the "XX" is. In the example above the Default Terms would read, "Net 30 Days."

| Enter Aging Period #2 60 |

The second Aging Period determines the end of the first period, along with the beginning of the second time period past due. You do not have to use 30 days as any of your aging periods. If you wanted you could set an aging period to 15 days if that is an accepted practice in your industry.

| Enter Aging Period #3 90 |

The last aging period, the third aging period, can also be set to include any length of time that you wish. It also marks the end of the second aging period and the start of the third aging period.

| Annual Percentage Rate <.xxx> .21 |

Next you will be asked to set your Finance Charge Annual Percentage Rate. The computer will compute the correct amount to charge each month from the APR you set here.

*NOTE - Finance Charges are computed on a DAILY basis. That means you can compute the daily finance charge by dividing your Annual Percentage Rate of interest by 360 days (just like the Banks do) and then multiplying it by the amount of the invoice.*



| Enter Minimum Service Charge .45 |

You will also be asked to set a Minimum Service Charge amount. During the Billing run customers who qualify for finance charges it will be assessed either the APR Finance Charge or the Minimum Service Charge, whichever is larger.

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## EDIT A/R FOLIO DATA

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Prin
	9. Main
<u>ACCOUNTS RECEIVABLE SYSTEM</u>	
1 = Input New Customers	
2 = View / Edit Customer Files	
3 = Search Customers by Company Name	
4 = A/R Report Printouts	
5 = Billing	
6 = Master Billing Configuration Set-up	
7 = Edit A/R Folio Data	
8 = General Ledger System	
Enter Company Name or Acct. Number <ENTER> = Quit	

You will select Edit A/R Folio Data when you need to change the invoice number, posting date, or description of an entry into the folio. You cannot edit or make changes to the amount of the invoice here. You must make an adjusting entry through the posting section of the G.L. to change the amount.

You MUST know the exact invoice number of the entry you wish to edit. If the entry was a payment, remember to look for it under the charge invoice that it paid.

Once you have typed in the invoice number, you will see each entry to that invoice displayed on the screen. You then select one to edit and it will be displayed on the screen with edit letters. When you are finished editing press <ENTER> to save the edits.

# GL SYSTEM MAINTENANCE VIEW / EDIT / INPUT CHART OF ACCOUNTS

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Print Check Batch
	9. Main
<u>GL SYSTEM MAINTENANCE</u>	
1 = View / Edit Input Chart of Accts	>
2 = Master System Information Printout	
3 = Depa	
4 = GL S	<u>VIEW / EDIT CHART OF ACCOUNTS</u>
5 = Tran	
6 = Gene	Acct. Number:
7 = Main	Acct. Name:
	Budget:
	Current Bal.:
	YTD Bal.:
Enter GL Account Number <ENTER> = Quit	

**StockBoy** prompts you to enter an account number. If you input a new, unused number, you will be asked if you want to add it to your Chart of Accounts.

4999 does NOT exist ! Add to Chart ? <Y> N
--

After pressing <Y> the computer will prompt you for the name of the account. This name will be used on all printouts and screen displays when referring to this account number.

*NOTE - Before you are allowed to post any transactions you must have at least one of each type of account; current asset, fixed asset, short term liabilities, long term liabilities, capital, revenue, and expense.*

Correct ? <Y> or <N>
----------------------

If your new account is a balance sheet account, the computer will ask you for a "Y" or "N" approval on the number and name before writing it to disk.

Enter Annual Budget Figure \$
-------------------------------

If the new account will appear on the Income Statement, you will be asked for a budget amount. Defaulting results in a zero total being placed into the budget column.

All new accounts naturally start with zero balances. You may enter new accounts in any numerical order and at any time without fear of disrupting the balance of your system. Please keep in mind the maximum number of accounts that you selected in the Initialization sequence.

VIEW / EDIT CHART OF ACCOUNTS
Acct. Number: 4001
Acct. Name: SALES - HARD GOODS
Budget: \$145,678.40
Current Bal.: \$5,070.22
YTD Bal.: \$63,732.76
Enter New Account Number <D> = Delete 4001

If you are editing an existing account remember that you may not change the total of any account at any time other than through the posting transactions procedure - thus keeping the system in balance.

It IS possible to change the number of any account without fear of losing the balances for that account. When you change an account number, all of the totals associated with that account also move to the new number, thus keeping the system in balance. But, if you try to change the TYPE of account (by changing its number from one series of numbers to another), the computer will reject your attempt.

*EXAMPLE - The computer will not allow you to change an asset account into a liability account; to do so would leave the system out of balance.*

Zero balance accounts may be deleted or moved at will, since they cannot affect the balance of the system. You MAY NOT delete accounts UNLESS they have a zero balance! If you absolutely have to remove an account, do so ONLY at the first of a new month when there can be no possibility of having a reference to that account in the transaction journal. Post an adjusting transaction that sets the current period balance to zero; then use the End of Year utilities to zero out the year to date figures (you may have to input negative numbers to get the resulting figure back to zero); then use this option to delete the account.

## MASTER SYSTEM INFORMATION PRINTOUT

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Print Check Batch
	9. Main
	<u>GL SYSTEM MAINTENANCE</u>
	1 = View / Edit Input Chart of Accts
	2 = Master System Information Printout
	3 = Department Code Maintenance
	4 = Cumulative Budget Maintenance/Reports
	5 = GL System Balance Check
	6 = Transaction Editor
	7 = Prepare Financial Statement Consolidation
	8 = General Ledger System
Prepare Line Printer - Press <ENTER> When Ready to Print	

This is a very handy printout; it will list all your chart of accounts (with current period, year to date, and budget totals), your account coding number scheme with expense category headings, the system parameters you established during the Initialization sequence, and all active departments.

Running this report does not affect totals or data in any way.

## DEPARTMENT CODE MAINTENANCE

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Print Check Batch
	9. Main
	<u>GL SYSTEM MAINTENANCE</u>
	1 = View / Edit Input Chart of Accts
	2 = Master System Information Printout
	3 = Department Code Maintenance
	4 = Cumulative Budget Maintenance/Reports

<u>DEPARTMENT CODE MAINTENANCE</u>	
A = ARLINGTON, V.A. B = *	C = * D = DALLAS
E = *	F = PITTSBURGH G = * H = *
I = IDAHO FALLS J = *	K = * L = *
M = *	N = * O = * P = *
Q = *	R = * S = SAN FRANCISCO T = *
U = *	V = * W = WASHINGTON D.C. X = *
Y = *	Z = *
"" = NON - ACTIVATED DEPARTMENT CODE	
Enter Code Letter to Change <0> = Exit	

This segment is used to activate or de-activate the 26 possible departments in the GL. No departments are required to be active in order for the GL to function properly; they are totally optional. However, you may not use a department in your posting until it has been activated here.

Departments may be activated and de-activated at any time during the accounting year without fear of balance errors. When you access this sequence, the computer will display all of the department codes "A" through "Z" on the screen. When you first initialize your GL data, all departments are not active, and this is shown by asterisks following the department codes.

To activate a department code, simply key in the letter. The computer will prompt for a brief description of the department which will be used during the posting process and on the Departmental Profit & Loss Statements to further identify the department with which you are dealing. Once the department code has a name it is active and can be used in the posting.

Every income statement account now has a current period and year to date total for the new department code, of course, which is zero. These totals are kept separate from that account's main totals for the Income Statement. Balance Sheet accounts do not have departments.

You may change the name of any department without affecting its departmental balances simply by keying in the department code and typing in a new description.

To de-activate a department code, simply key in the target code, and instead of entering a description, enter an asterisk. The computer will step through every account that has a balance for this department, and will re-set that balance to zero. The department can then be later re-activated without having carry-over numbers.



## CUMULATIVE BUDGET MAINTENANCE

<u>MAIN SYSTEM MENU</u>																				
1. Inventory																				
2. Purchasing																				
3. Sales																				
4. Bookkeeping		>																		
5. Payroll																				
6. Cust																				
7. Syst	<u>BOOKKEEPING</u>																			
8. Mast																				
9. LOGO	1. Post Transactions																			
	2. Printout Financial Statements																			
	3. End of Period Closing																			
	4. End of Year Updates																			
	5. Accounts Payable																			
	6. Accounts Receivable																			
	7. GL System Maintenance	>																		
	8. Print Check Batch																			
	9. Main																			
<u>GL SYSTEM MAINTENANCE</u>																				
1 = View / Edit Input Chart of Accts																				
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4 = Cumulative Budget Maintenance/Reports																				
5 = GL System Balance Check																				
6 = Transaction Editor																				
7 = Prepare Financial Statement Consolidation																				
8 = General Ledger System																				
<u>CUMULATIVE BUDGET MAINTENANCE/REPORTS</u>																				
1 = View / Edit / Input Budgets																				
2 = Master Budget Listing																				
3 = Mon																				
4 = Yea																				
5 = Exi																				
<u>VIEW/EDIT/INPUT BUDGETS</u>																				
4001 SALES - HARD GOODS      145,678.40																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>A</u> = JAN   12,139.87</td> <td style="width: 33%;"><u>G</u> = JUL   12,139.87</td> <td style="width: 34%;"></td> </tr> <tr> <td><u>B</u> = FEB   12,139.87</td> <td><u>H</u> = AUG   12,139.87</td> <td></td> </tr> <tr> <td><u>C</u> = MAR   12,139.87</td> <td><u>I</u> = SEP   12,139.87</td> <td></td> </tr> <tr> <td><u>D</u> = APR   12,139.87</td> <td><u>J</u> = OCT   12,139.87</td> <td></td> </tr> <tr> <td><u>E</u> = MAY   12,139.87</td> <td><u>K</u> = NOV   12,139.87</td> <td></td> </tr> <tr> <td><u>F</u> = JUN   12,139.87</td> <td><u>L</u> = DEC   12,139.83</td> <td></td> </tr> </table>			<u>A</u> = JAN   12,139.87	<u>G</u> = JUL   12,139.87		<u>B</u> = FEB   12,139.87	<u>H</u> = AUG   12,139.87		<u>C</u> = MAR   12,139.87	<u>I</u> = SEP   12,139.87		<u>D</u> = APR   12,139.87	<u>J</u> = OCT   12,139.87		<u>E</u> = MAY   12,139.87	<u>K</u> = NOV   12,139.87		<u>F</u> = JUN   12,139.87	<u>L</u> = DEC   12,139.83	
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**StockBoy** maintains monthly budgets for every Income Statement Account. These budget figures are only for your management analysis, and are not part of the accounting discipline maintained throughout the General Ledger. Therefore, you can change the budgets at will - with no other balancing entries required.

This is the screen you will use to set and maintain your budget amounts. Upon entering this option you will be asked for the account to edit. Then you will see that account displayed as seen on the page before. Select the letter corresponding to the month that you wish to change, and type in the new budget amount.

The top of the screen will now show the new annual budget. Press <ENTER> to save and exit this account after you set all the month's budgets that need changing.

## MASTER BUDGET LISTING

<u>CUMULATIVE BUDGET MAINTENANCE/REPORTS</u>	
1 = View / Edit / Input Budgets	
2 = Master Budget Listing	→
3 = Monthly Budget Analysis	
4 = Year to Date Budget Analysis	
5 = Exit to GL Maintenance	

PREPARE LINE PRINTER - then Select Printer Number to Use 1
--

This option will provide you with a printout of all your Income Statement Account's Monthly Budgets. Select the appropriate printer, and go get your report. This is a hard copy of the figures you established in option 1 of this section.

## MONTHLY BUDGET ANALYSIS

<u>MONTHLY BUDGET ANALYSIS</u>	
<u>PRINTOUT OPTIONS</u>	
Acct. Numbers	Zero Bal. Accts
1 = Yes	Yes
2 = Yes	No
3 = No	Yes
4 = No	No
5 = Cancel Printout	
Select Format Option 2	

When you want to review your performance in relation to your monthly budgets and last year's figures run this report. You can choose the format that will best suit your needs. The default is for format number 2, which is the most commonly requested format.

## YEAR TO DATE BUDGET ANALYSIS

YEAR TO DATE BUDGET ANALYSIS		
PRINTOUT OPTIONS		
Acct. Numbers	Zero Bal. Accts	
1 = Yes	Yes	
2 = Yes	No	
3 = No	Yes	
4 = No	No	
5 = Cancel Printout		
Select Format Option 2		

This option functions identically to the Monthly Budget Analysis, except that you will be getting annual analysis instead of monthly.

## GL SYSTEM BALANCE CHECK

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	
8. Mast	
9. LOGO	
<u>BOOKKEEPING</u>	
1. Post Transactions	
2. Printout Financial Statements	
3. End of Period Closing	
4. End of Year Updates	
5. Accounts Payable	
6. Accounts Receivable	
7. GL System Maintenance	>
8. Print Check Batch	
9. Main	
<u>GL SYSTEM MAINTENANCE</u>	
1 = View / Edit Input Chart of Accts	
2 = Master System Information Printout	
3 = Department Code Maintenance	
4 = Cumulative Budget Maintenance/Reports	
5 = GL System Balance Check	
6 = Transaction Editor	
7 = Prepare Financial Statement Consolidation	
8 = General Ledger System	
Prepare Line Printer - Press <ENTER> When Ready to Print	

This routine generates a screen display and a printout that indicates the "Well-ness" of various aspects of the computer bookkeeping system. In normal situations, the only possibility of out of balance problems lies in power failure during the mandatory journal printout, power failure during an A/P check batch processing run, or interrupted operation during other programs that write automatic entries into the GL such as auto posting of **StockBoy** End of Day posting summaries, automatic posting of billing service charges, and automatic update of Payroll postings.

The computer checks for:

- DEBIT / CREDIT balance.
- BALANCE SHEET / INCOME STATEMENT balance.
- ACCOUNTS PAYABLE balance.
- ACCOUNTS RECEIVABLE balance.
- ACCOUNT LEDGER balance.

Any discrepancies that exist will be noted on the printout: **CONTACT CUSTOMER SUPPORT** immediately before continuing ANY GL POSTING or other procedure that might write totals to the bookkeeping system.

If you have posted your End of Period transaction, but have NOT proceeded to finish the closing process, the GL Balance Check can not be run, and a warning message will be displayed on the screen.

## TRANSACTION EDITOR

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	>
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Print Check Batch
	9. Main
	<u>GL SYSTEM MAINTENANCE</u>
	1 = View / Edit Input Chart of Accts
	2 = Master System Information Printout
	3 = Department Code Maintenance
	4 = Cumulative Budget Maintenance/Reports
	5 = GL System Balance Check
	6 = Transaction Editor
	6 = Prepare Financial Statement Consolidation
	7 = Main System Menu
Enter transaction Number to be Edited <ENTER> = Quit <*> = Reverse Transaction	

The Transaction Editor is designed to allow you a method to Edit or change some of the information on transactions that are currently in your General Journal. You CANNOT alter any of the financial data or the account numbers since that would affect the balance of your books. Type in the number of the transaction you want to edit.

<b>TRANSACTION EDITOR</b>	
Transaction #: 28	
Date: 04/01/93	
Description: PD INV 3492	
Enter Correct Date 04/01/93	

Now you will be asked to enter the correct date and description for this transaction. Then you will be asked to confirm that these are correct.

## REVERSE TRANSACTION

Reversing a transaction means entering a new transaction that completely negates or voids the first one by inputting totals to each account multiplied by -1. The first transaction is NOT eliminated.

Access the Reversing feature via the GL System Maintenance, Transaction Editor. The prompt at the bottom of the screen asks you to enter an asterisk <\*> to access Reverse Transaction. Then you simply input the transaction number that you want reversed, and, following a precautionary prompt, will begin to add a new transaction to the system that completely negates the target transaction.

Please note that the new transaction has NOT be updated to the general ledger, it has been placed in the special input buffer file. The new transaction(s) will be updated the next time you enter the Bookkeeping system from the Main System Menu.

Also note that with accounts payable and accounts receivable postings, there is no way for the system to negate the INDIVIDUAL INVOICES. The postings from the reversing system will be displayed as separate line items in the folio; there is no way to tie the reversing entry to any existing entry in the folio. The description will indicate that the new entry is a reversal of an existing transaction number.

*NOTE - PLEASE PROCEED WITH CAUTION. Experiment with 'dummy' environments or small transactions before performing wholesale activity using the reverse transaction routine. Consult with your Support Team before you give this feature a 'test drive.'*

## PREPARE FINANCIAL STATEMENT CONSOLIDATION

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	→
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	
1. Post Transactions	
2. Printout Financial Statements	
3. End of Period Closing	
4. End of Year Updates	
5. Accounts Payable	
6. Accounts Receivable	
7. GL System Maintenance	→
8. Print Check Batch	
9. Main	
<u>GL SYSTEM MAINTENANCE</u>	
1 = View / Edit Input Chart of Accts	
2 = Master System Information Printout	
3 = Department Code Maintenance	
4 = Cumulative Budget Maintenance/Reports	
5 = GL System Balance Check	
6 = Transaction Editor	
7 = Prepare Financial Statement Consolidation →	
8 = General Ledger System	

---

<u>Financial Statement Consolidation Utility</u>	
This program will gather and consolidate the current financial statement data from multiple selected environments.	
Last Consolidation: 03/07/93	
Environs. Included: 00 03	
LOGON Name: Manager	
Continue with New Consolidation? <Y> or <N>	

If you are maintaining books in more than one environment (separate business entities) on the system, this utility will allow you to obtain "Consolidated Financial Statements." You select which environments to consolidate, and then print the statements.



This will not affect any data in either environment, and can be re-done as many times as desired using any combination of active environments. If you have any questions regarding the use of environments on your system, contact your Support Team.

## PRINT CHECK BATCH

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	→
5. Payroll	
6. Cust	
7. Syst	<u>BOOKKEEPING</u>
8. Mast	
9. LOGO	
	1. Post Transactions
	2. Printout Financial Statements
	3. End of Period Closing
	4. End of Year Updates
	5. Accounts Payable
	6. Accounts Receivable
	7. GL System Maintenance
	8. Print Check Batch →
	9. Main System Menu

<b>BATCH CHECK PRINTING SYSTEM</b>	
PLEASE MAKE SURE NO OTHER USER ATTEMPTS TO USE THE SAME PRINTER DURING THIS CHECK PRINTING ROUTINE !!!!!	
Blank Top Voucher Check Format	
Enter Starting Check Number	

This is the option from the GL menu that does the actual check printing from the batch file created by the A/P Authorization sequence. If there are no checks in the batch file, the computer will alert you with a brief message, and return you to the GL menu.

Type in the number on the first check you intend to print on in this check batch, so the system can update the transaction descriptions in the General Journal with the right check numbers.

Enter Date for All Checks <ENTER> = Individual Posting Date
---

The date to be printed on the checks can be determined here. You can choose to give ALL the checks in the batch a date you type in here, or you can choose to have each check dated with the date from the transaction that added the check to the check batch. You will usually develop a "Standard Operating Procedure" for this feature.

BATCH CHECK PRINTING SYSTEM	
Checks will be sequentially numbered starting with <u>nnnn</u> .	
All checks will be dated by individual check posting date.	
General Journal will be updated to show the proper check numbers	
AFTER the check run has been completed and approved !	
Continue With Check Printing ? <YES>	

This screen shows you the check number (nnnn) that you input on the screens before, and the method (second line) of dating the checks. It also reminds the operator of the procedures that are about to begin. A <YES> must be typed in completely, a <Y> will not be enough.

Insert check with Left perforation at ZERO scale on printer, and print head at top of check form.
Press <ENTER> to print single check or <C> for continuous printing

The next prompt is the one that asks you to check the line printer for proper status, align the checks in the printer so that the printing will start in the correct spot, and to press the <ENTER> key when ready.

If you answer <C> for continuous printing, the checks will begin printing without operator intervention. If you press <ENTER> you will print just one check, and return to the prompt. Use this to align your checks before you turn on the Continuous function, you can also use this feature for Non-Continuous form checks.

When all of the checks in the batch file have been printed, the computer will prompt:

END OF CHECK PRINTING BATCH
If All checks have printed properly, answer 'NO', and the batch will be erased.
Answer 'YES' to run All checks again.
Re-run All Checks ? <YES> or <NO>

If you answer <YES> the program will re-execute from the start. If you answer <NO> the check batch will be erased to prevent any duplicate check printing and you will be returned to the GL menu.

If you have had a printer problem during the check printing routine (ribbon run out, paper bunched up, etc.), and you have decided to re-run the batch file, you may indicate a new starting check number to allow for any checks that were poorly printed.

Once you accept the check printing and say that you do NOT want to re-run checks, the computer will take the check numbers that you used and write them into the transaction description entries in the general journal, as though you had manually posted them.

ATTENTION !		
Prepare printer for continuation of use by other users!		
Load printer with continuous form paper & set to top of form.		
Press <ENTER> when Ready		

This is the point that you need to take your checks out of the printer and put your regular paper back in. Load the paper and set it to the top of the page and press <ENTER> to re-activate the printer for the other users. You will see: "Re-Initializing Spooler" come on the screen as the printer is activated for the other users.

The screen will tell you that it is erasing the check batch file, and route you back to the General Ledger Menu.

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