

MODEL I / MODEL III

ACCOUNTS PAYABLE

**CAT. NO.
26-1554**

Radio Shack

TRS-80

SOFTWARE

TM

CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.

SOFTWARE REGISTRATION CARD

IMPORTANT: In order that you can receive notification of modifications or updates of this program you **MUST** complete this card and return it immediately. This card gets you information only and is **NOT** a warranty registration.

Name _____
Company _____
Address _____
City _____
State _____ Zip _____

31010582
Version/Date
Cat. No. 1554
Purchase Date _____

CHANGE OF ADDRESS

NOTE: If you move, please fill out this card and return it so that you may continue to receive information regarding this program.

Purchase Date _____
31010582
Version/Date
Cat. No. 1554

NEW ADDRESS:
Name _____
Company _____
Address _____
City _____
State _____ Zip _____

OLD ADDRESS:
Name _____
Company _____
Address _____
City _____
State _____ Zip _____

INSTRUCTIONS FOR USE

1. Register one software package per card only.
2. Complete the Software Registration portion of this form and mail it immediately.
The Catalog No. may be found by examining the upper-right corner of your diskette.
3. For convenience a change of address card has been included. Copy all information from the Registration Card onto it prior to sending the Registration Card.

**PLACE
STAMP
HERE**

**Computer Merchandising
P.O. Box 2910
Fort Worth, Texas 76113-2910
Attn: Software Registration**

**PLACE
STAMP
HERE**

**Computer Merchandising
P.O. Box 2910
Fort Worth, Texas 76113-2910
Attn: Software Registration**

Accounts Payable System

Radio Shack®

 A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

TRSDOS Operating System:
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Accounts Payable Program:
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Accounts Payable Program Manual:
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Check Order Form

Introduction

One of the most important tasks in any accounting department is monitoring the flow of cash into payable accounts. Some invoices should be paid immediately to take advantage of discounts. Other invoices may be held for longer periods of time. The Radio Shack Accounts Payable System (APS) will help you watch all vendor accounts and invoices, so that you may keep as much cash on hand as possible, while retaining good credit.

The APS will print checks, cash requirements, aging reports, and totals for posting to your company's General Ledger. The APS will help you decide when to write your checks for maximum discount, and how those checks will affect your cash position.

An Overview of APS

After you "Set Up" the Accounts Payable System, daily operations will consist of: entering, selecting, and posting invoices, printing checks, and adding new vendor accounts.

Once a month, you will do "End of Period Processing". This function prints a report for posting to your General Ledger. At the end of each year, the system will update each vendor's status automatically. (Reports and summaries can be printed at any time.)

Required Equipment

It is assumed you have reviewed the general operational procedures for your equipment as explained in the Disk Owner's Manual and are now aware of how to power on your computer, load the Disk Operating System, etc.

Model I:

- TRS-80 16K Level II Keyboard
- TRS-80 16K Expansion Interface
- Two TRS-80 Disk Drives*
- TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable
- TRS-80 Video Monitor

Model III:

- TRS-80 32K Model III with Two Disk Drives*
- TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable

*Three Disk Systems will raise the capacity to 500 Vendor Accounts and 2000 Invoices (48K required).

Introduction (continued)

Features of the APS

1. Complete General Ledger Recap after End of Period Processing.
2. Prints checks suitable for mailing.
3. Automatic updating of vendor records.
4. Prints the following reports:
 - Complete or Selected Vendor Listing
 - Complete or Selected Invoice Listing
 - Complete or Selected Posting Report
 - General Ledger Recap Report
 - General Ledger Code Listing
 - Check Preview
 - Check Register
 - Cash Requirement Report
 - Complete or Selected Invoice Listing by Aging
 - Discounts Lost Report
 - Year End Report
5. Compatible for use with either Cash or Accrual Accounting Method.
6. Easy access to vendor accounts for editing, deleting, or printing.

Storage Capacity

Before you can enter data, you will be asked to choose which of three Storage Capacity Options is best suited to your needs. Once you choose the storage capacity option, you cannot decrease the capacity. If you wish to increase the storage capacity later, follow the instructions in Appendix E.

Two Disk System Options:

1. 75 Vendor Accounts and a total of 1500 Invoices.
2. 200 Vendor Accounts and a total of 1000 Invoices.

Three Disk System Option:

3. 500 Vendor Accounts and a total of 2000 Invoices. (48K required)

General Ledger Code Numbers

The Radio Shack Accounts Payable System uses General Ledger "Code Numbers" to keep track of your accounts. You will assign each of your accounts to one of these Code Numbers (GLC's) by entering your firm's General Ledger account numbers (up to four digits). You can also enter a five letter abbreviation for the account description. For example: "MERCH" could be your abbreviation for "MERCHANDISE".

If your company has General Ledger account numbers larger than four digits, you might want to use the four most significant numbers. For example: you could change 23001 to 2301 or 3001.

Consider using Radio Shack's General Ledger, Catalog No. 26-1552, in conjunction with APS since it is designed for four digit GL account numbers.

Setting Up APS

Before you begin using the Accounts Payable System, you should make copies (Backup) of your Program Diskettes. Program and Setup Diskettes have been included for both the Model I and Model III. Keep your original Program Diskettes in a safe place. You must also prepare (Format) a Data Diskette which will be used to store your vendor accounts and invoices. An unformatted Data Diskette has been included in this package to be used for your Model I or Model III computer.

If you are not familiar with Backup and Format functions, refer to Appendices A and B (at the back of this manual) for instructions.

The APS "Set Up" diskette is used to enter information about your company into the computer. After the "Set Up" is complete, you will run "APS" every time you use the system. (If you need to modify your company data, the APS "Set Up" program has a built-in "Modification" option.)

Caution: You may not run "Initial" Set Up again. If you do, you will lose all your information.

Follow these steps in setting up the Accounts Payable System:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the Backup of the APS "Set Up" Diskette in Drive #0 and close the door.
3. Insert the formatted Data Diskette in Drive #1 and close the door. (If you are using a three drive system for more capacity, place another formatted Data Diskette in Drive #2.)
4. Press the Reset button on your computer.

5. **The screen will show:**

You type:

DOS READY (Model I)

BASIC and press **ENTER**

TRSDOS Ready (Model III)

BASIC and press **ENTER**

HOW MANY FILES?

Press **ENTER**

MEMORY SIZE?

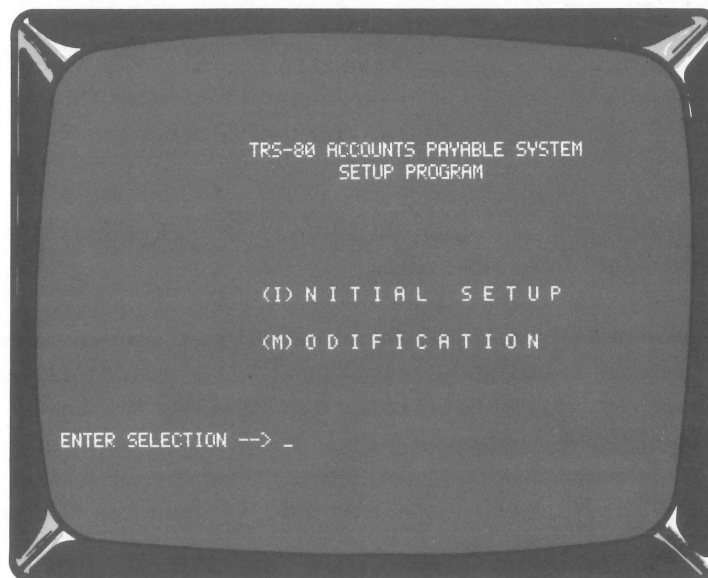
Press **ENTER**

READY__

RUN"SETUP" and press **ENTER**

Setting Up APS (continued)

The screen will show:



This is the Initial Set Up, so press **I**.

You will now enter information about your company. Type the information as it is requested by the program. The small blocks indicate the amount of space available for each entry. If you make a mistake, use the **←** key to backspace and make the correction.

Press **ENTER**, after you finish each line. Most entries in the APS program will require you to press **ENTER** after you type information. If, however, you are just answering a Y/N question, or selecting functions, you simply press the appropriate key — the TRS-80 will do the rest.

The last question is:

(C)ASH OR (A)CCRUAL ACCOUNTING? _ _ _ _

With Accrual, you only need to post your General Ledger entries at the end of the month. With the Cash method, you will post every time you print checks.

Press **C** or **A**, depending on which method your company uses.

The screen will show your Current Company Data. Check everything carefully. If there is an error, you will be able to correct it later. Press **ENTER** to continue.

Setting Up APS (continued)

The screen will show:

ASSIGNMENT OF GENERAL LEDGER CODES (GLC)

GLC: 1 & 2 ACCOUNTS PAYABLE (A/P) GL ACCOUNT #: _ _ _ _

GLC 1 and 2 are the General Ledger "Code Numbers" (GLC's) for "Accounts Payable". Code #1 is for Debits, Code #2 for Credits. You don't have to concern yourself with the Debit/Credit part — APS will keep it straight. Just enter your General Ledger "Accounts Payable" account number. The account number you enter cannot exceed 4 digits. If your Company's account numbers are larger than 4 digits, use the most significant portion of the number. (These two codes are used internally by APS.)

The computer will ask you to enter General Ledger account numbers for "Cash" (General Ledger Code #3) and "Purchase Discounts" (General Ledger Code #4).

The next 96 GLC numbers are optional. You may assign each of these "codes" a General Ledger account number, and a five letter abbreviated account description.

Your firm should already have General Ledger accounts for Cash, Purchases, Purchase Discounts, Sales Taxes, Shipping Charges, and various other categories. (Others that might be useful with this system include Refunds Receivable and Purchase Returns.) Later when adding invoices, all you do is enter the General Ledger code.

By using General Ledger Codes, the activity for a General Ledger account is accumulated, and current totals can be printed. At the end of the period, all totals can easily be posted to the proper General Ledger accounts.

When you've finished entering General Ledger Codes, type for GL ACCOUNT NUMBER and press **ENTER**.

The screen will show:

WOULD YOU LIKE A PRINTOUT OF THE GLC'S? (Y/N)

At this point, you can printout a record of your General Ledger Codes, General Ledger Account Numbers, and General Ledger Account Descriptions. You'll need them for reference when you enter invoices.

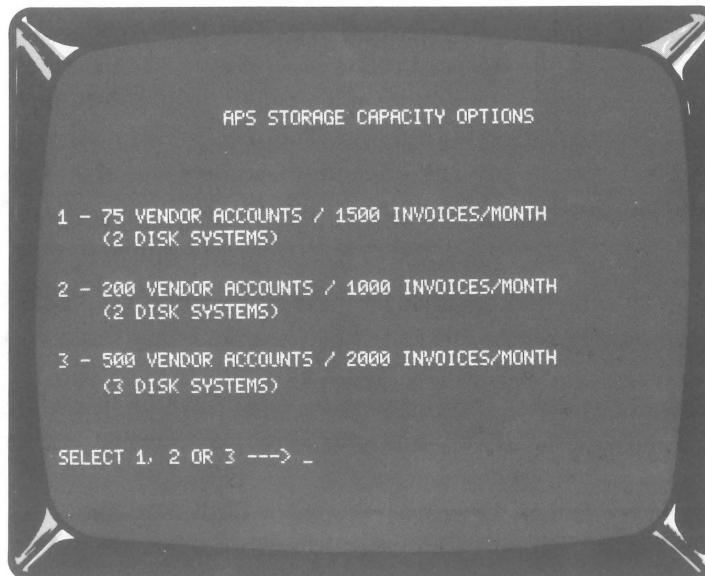
Note: If you ever need to add more accounts, use the Modification option.

Setting Up APS (continued)

How Many Customers and Transactions ,

You can select the "APS Storage Capacity" option you wish to use.

The screen will show:



Press the number of the option you wish to use. Two disk users may increase the Storage Capacity at a later time by adding a third Disk Drive. For more information, see Appendix E.

Password Protection

The screen will show:

```
ENTER YOUR PASSWORD _ _ _ _
```

Use of password will insure that only authorized personnel can gain access to the Accounts Payable records. If your company does not require a secured APS, press **ENTER** . Press **ENTER** from then on whenever PASSWORD is requested.

Your password can be up to eight characters. It can be a combination of letters and numbers, but the first character must be a letter. Press **ENTER** after typing the last letter.

Note: This is the only time the password will appear on the screen exactly as typed. From this point on, the password will appear as a series of number signs ##### whenever you type it.

WARNING:

REMEMBER YOUR PASSWORD. IF YOU FORGET THE PASSWORD, YOU MAY NEVER SEE YOUR ACCOUNTS PAYABLE RECORDS AGAIN.

The TRS-80 will ask:

ARE ALL ENTRIES CORRECT? (Y/N)

If you made a mistake while entering any of the preceding information, press **[N]** for No.

The screen will show your Current Company Data. Check to see if there are any errors. Press **[ENTER]** to continue.

You may now change any of the Company Data. Type in the new line, and press **[ENTER]**. If the line is OK as it is, just press **[ENTER]**. The information will stay the same, and you will move on to the next line.

Once again, you will see the Current Company Data. Press **[ENTER]** to continue.

Revision of GLC's

You may now make revisions to the General Ledger Codes.

Notice a small menu of options at the bottom of the screen. This is what each one does:

- | | |
|--------------|--|
| (S)EARCH — | Press [S] . This option lets you locate any GLC's you have entered. Type the GLC number, and press [ENTER] . The computer will find the GLC and display it, along with your GL Account Number and GL Name (Abbreviation). |
| (P)REVIOUS — | Press [P] . This option lets you step back to the Previous GLC in numerical order. When you reach the first GLC, you will see the message, THIS IS THE FIRST GLC. |
| (N)EXT — | Press [N] . This option lets you step to the Next GLC in numerical order. When you reach the last GLC, you will see the message, THIS IS THE LAST GLC. |
| (A)DD — | Press [A] . This option lets you add new GLC's. The center of the screen will show the next sequential GLC. Type the GL Account Number you wish to assign, and press [ENTER] . Type the Account Name (Abbreviation) and press [ENTER] . |

Setting Up APS (continued)

(E)DIT —

Press **E**. This option allows you to change the information for the GLC shown in the center of the screen. Press **ENTER** if no change or type the new GL Account Number, and press **ENTER**. Again just press **ENTER** if no change or type the new GL Name and press **ENTER**.

(@) EXIT —

Press **@**. The screen will show:

WOULD YOU LIKE A PRINTOUT OF THE GLC'S? (Y/N)

If you press **Y**, you will receive a printout of the GLC's.

The screen will display the APS Storage Capacity Options. Press the number of the option you wish to use. Enter your Password once again.

The screen will show:

ARE ALL ENTRIES CORRECT? (Y/N)

If you press **Y**, the computer will store the Setup data. If you press **N**, you will go back and make more corrections. Press **Y**.

The screen will show:

STORING SETUP DATA

Important: Once you have stored the Setup data, you may not run the Initial Setup again. If you do, you will lose all of your information!

If you ever need to make a change in your Setup Data, you may do so only after End of Period Processing. Insert the APS Setup Diskette in Drive #0, type **RUN"SETUP"**, and press **ENTER**. Press **M** for Modification. Type your password. The procedure is the same as making your previous corrections.

You are now ready to use the APS program. If you wish to start entering your vendors, remove the Set Up diskette from Drive 0, insert the Backup copy of the APS Program diskette in Drive #0, and close the door. You will start on the following page at step 6.

If you plan to enter the vendors later, remove the diskettes and place them in their protective sleeves. Shut off the computer. When you are ready to use APS, you will start on the following page.

Running APS

Follow these steps in exact order:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the APS Backup Program Diskette in Drive #0 and close the door.
3. Insert the formatted Data Diskette in Drive #1 and close the door. If you have a three-drive system, insert another formatted Data Diskette in Drive #2 and close the door.
4. Press the Reset button on your computer.

5. The screen will show:

You type:

DOS READY (Model I)

BASIC and press **ENTER**

TRSDOS READY (Model III)

BASIC and press **ENTER**

HOW MANY FILES?__

Press **ENTER**

MEMORY SIZE?__

Press **ENTER**

6. The screen will show:

READY__

Type: **RUN"APS"** and press **ENTER**

The screen will show:

ENTER CORRECT DATE (MM/DD/YY):

Enter today's date*: (Example: 01/01/81) The date will appear on the screen with the question:

IS THIS CORRECT? (Y/N)

Press **Y** or **N**. If you press **N** (No), you will be able to correct the date. If you press **Y** (Yes), the system will ask you to enter your password. Type in your password carefully. A # symbol will appear on the screen for each character of the password. (If your Password is eight characters in length, you will not have to press **ENTER**, the computer will automatically read it.) Press **ENTER** after you type in the last letter.

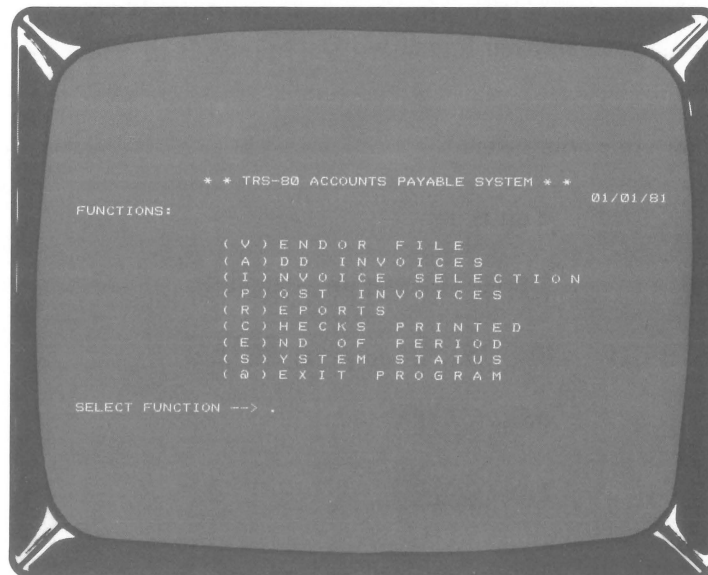
*Model III Users: The date you entered at TRSDOS will appear on the screen.

Running APS (continued)

If you make a mistake in typing, the screen will show:

```
**INVALID PASSWORD**
```

The system will ask you again for the password. Type it in carefully. When the password is correct, you will see the message INITIALIZING. The program will then search for all the stored information and display the Main Menu:



This is the Main Menu. A menu is like a table of contents for a program.

You select a function by pressing the appropriate key (the letter in parenthesis). We want to add Vendors now, so press **V** for Vendor File.

Vendor File

At the bottom of the screen you will see a menu of options:

(A)DD	(S)EARCH	(P)REVIOUS	(N)EXT
(E)DIT	(H)ARD COPY	(D)ELETE	(@) EXIT TO MENU

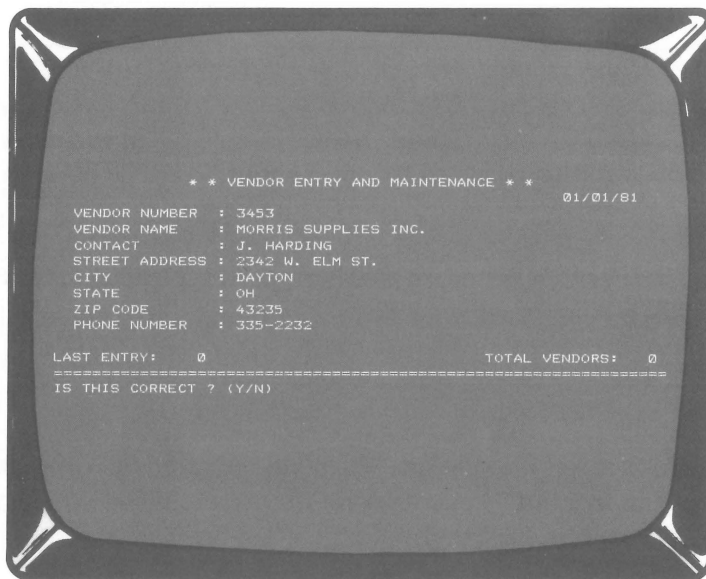
This is what each option does:

Add

By selecting this option, you may Add vendors to your file. Press **A**.

Assign each vendor a number and fill in the rest of the information, pressing **ENTER** after each line.

Here is an example of how it will look:



When you finish, you will see the question:

IS THIS CORRECT? (Y/N)_

If you need to make a correction, press **N**. You may now edit the entry. Use the **↑** and **↓** keys to move from one line to another. The information in the line will be displayed next to the words:

OLD LINE:

You may type in any changes you wish, or leave them the same.

When you have finished editing, press **@**.

Running APS (continued)

Once again, you will be asked:

IS THIS CORRECT? (Y/N)_

If it is correct, press **[Y]**. The vendor will be stored and you may enter a new one.

When you have finished entering your vendors, press **[@]** to return to the Options Menu. The vendors will be sorted by name and by number when you exit to the Main Menu. Until the vendors are sorted, the Search option will not work properly.

Search

Search allows you to locate any vendor. Press **[S]**. The program will ask for a Vendor Number. Type the number you assigned (for the vendor you wish to locate) and press **[ENTER]**. If you wish to Search by Vendor Name, press **[ENTER]** when asked for Vendor Number. You will then be asked for the Vendor Name. Type the name and press **[ENTER]**.

Note: When searching for a Vendor Name, you only need to type enough letters of that vendor to identify it from other vendors.

Previous

Previous steps backwards through the vendors. When you press **[P]**, the computer will display the account “in front of” the vendor on the screen. When you reach the first vendor, a message will be displayed, saying, FIRST VENDOR.

Next

When you press **[N]**, the computer will display the Next vendor. When you reach the last vendor, a message will be displayed, saying LAST VENDOR.

Edit

Edit is used to change vendor information.

Locate the vendor you wish to change, using Search, Next, or Previous. Press **[E]**. You may now change any of the vendor information, as you did before.

Note: You may not change the Vendor Number, Vendor Name, or any of the cash amounts. If you need to change these, you must Delete the vendor and Add the vendor back in with the changed information. If you have duplicated a vendor, use Next or Previous to find the duplication that needs deleting.

Hard Copy

Hard Copy lets you print information about any of the vendors. First, locate the desired vendor. Make sure the line printer is on. Press **[H]**. The vendor information will be printed.

Delete

Ddelete allows you to completely eliminate a vendor from the system. First, locate the desired vendor, then press **[D]**.

The screen will show:

OK TO DELETE? (Y/N)

Note: When a vendor is deleted, a printout will be made of that vendor's stored information. Also, you will need to adjust your paper position in your printer after printing Hard Copies or receiving a deleted vendor printout.

Now that you have finished storing and editing vendors, you will want to enter some Invoices. Press the **[@]**key to return to the Main Menu.

Add Invoices

Invoices are entered with this function. Press **A**.

The screen will show:

```

      * * INVOICE ENTRY AND MAINTENANCE * *
                                01/01/81
VENDOR NUMBER :                GL CODE :
INVOICE NUMBER :                AMOUNT :
INVOICE DATE  :                GL CODE :
DUE DATE      :                AMOUNT :
DISCOUNT DATE :              GL CODE :
DISCOUNT (A/P) :            AMOUNT :
                                AMOUNT :
                                -----
                                TOTAL  :
=====
<A>DD      <S>EARCH    <P>REVIOUS  <N>EXT
<E>DIT     <H>ARD COPY <D>ELETE   <Q> EXIT TO MENU
ENTER SELECTION --> .
  
```

Notice the same options menu at the bottom of the screen as in the Vendor File. Press **A** for Add.

First, type the Vendor Number for this invoice, and press **ENTER**. Now type the Invoice Number, and press **ENTER**. Type the Invoice Date, and press **ENTER**. (If you wish to use the date you set at the beginning of the program, just press **ENTER**.) Type the date that payment is due (Due Date) and press **ENTER**. (If you just press **ENTER**, the computer will automatically set the Due Date to 30 days from the Invoice Date.)

If there is a Discount Date, type it, and press **ENTER**. If there is no discount, just press **ENTER**. The Discount Date will be set to 00/00/00.

If the discount is a flat rate, press **A** for Amount. If the discount is based on a percentage of the total invoice, press **P** for Percent. If you press **A**, you will then enter the amount of the discount, in dollars. If you press **P**, you will enter the numeric percentage to be used on the entire invoice. You do not have to type a %. The computer adds it automatically. Press **ENTER**.

Note: If you need to compute a discount which is a percentage of only a portion of the invoice (for example, excluding shipping charges, tax, etc.), you must figure the percentage manually. You will then press **A** for Amount, and enter the dollar amount.

Add Invoices (continued)

The program will then ask for one of the General Ledger Codes you specified during the Set Up procedure. Type the GLC number and press **ENTER**. The computer will display the five character General Ledger Description, then ask for the amount. Type in the amount (including a decimal point and two digits). Press **ENTER**.

The APS will ask for a total of four General Ledger Code entries. You can use less than four, if you wish. Skip over any unwanted GLC requests by pressing **ENTER**.

You will be asked:

IS THIS CORRECT? (Y/N)_

Press **Y**.

At this point, the TRS-80 will total the amounts you entered and record the invoice. You are now ready to enter another invoice.

The other options all work in the same manner as in the Vendor File, except for Edit, which is only used for adjusting posted invoices. If you have an unposted invoice that is incorrect, then you must Delete the invoice and Add the corrected invoice for that vendor. Also, Next and Previous function with a particular vendor. (eg: If a vendor has three invoices, then Next and Previous function only with those invoices.)

Note: This is the section in which you would enter outstanding invoices you might have previous to the setting up of the system. Remember, if you set the system up during your fiscal year, YTD vendor purchase figures will not be actual until the current year is closed out and a new year is started.

Adjusting Invoices

If you need to change an invoice which has already been posted, you will press **A** at the Main Menu, for Add Invoices. Press **E** for Edit, and you may change the entries. This will not change the old invoice, but instead create a new entry, called an Adjustment, with an Invoice Number of 'Adjust' for future reports. Since the original invoice is still existing, you must enter the difference(s) between the components of the two invoices. Remember to enter negative amounts for an adjustment to decrease an invoice.

If you are adding an invoice for a vendor with whom you have a credit balance, you should automatically take the discount. Enter a date for Discount Date which is far enough in the future to insure the credit will have been offset by purchases.

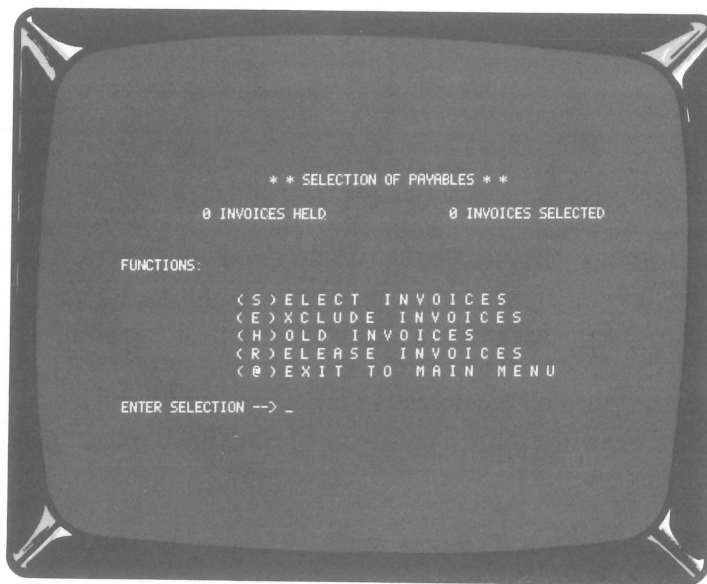
When you have finished, press **@** to return to the Main Menu.

Invoice Selection

There are many different factors that enter into Accounts Payable. Certain invoices should be paid as soon as possible. There are, however, others that you might prefer to wait on. This section allows you to select certain invoices for listing, posting and paying, while holding others.

Press **I** for Invoice Selection.

The screen will show:



The rest of the APS program consists of posting invoices, printing checks, and producing reports. For any of these functions, you may wish to use only a partial group of the invoices you have on file. Invoice Selection allows you to construct this group. Once constructed, the group will be used exclusively in all "Selected" reports. Even after exiting the program, the group is still intact.

There are four options here. This is what they do:

SELECT INVOICES	Lets you select certain invoices for listing, posting, and check printing.
EXCLUDE INVOICES	Lets you exclude certain invoices from listing, posting, and check printing.

Invoice Selection (continued)

When you select invoices, you are picking a group of invoices that you wish to use for posting, printing, etc. When you exclude invoices, it is just the opposite. APS will let you post and print checks, reports, etc., for all invoices except the ones you excluded. Most reports will ask you: (C)OMplete OR (S)Elected LISTING C/S)?_ If you press **C**, all the invoices will be printed. If you press **S**, only the Selectd Invoices will be printed.

Note: You must Select invoices before you can Exclude them. Exclude only works in relationship to the Selected group. **E**xclude **A**ll invoices to start the selection process over.

HOLD INVOICES

Lets you hold posted invoices until you are ready to print checks for them.

RELEASE INVOICES

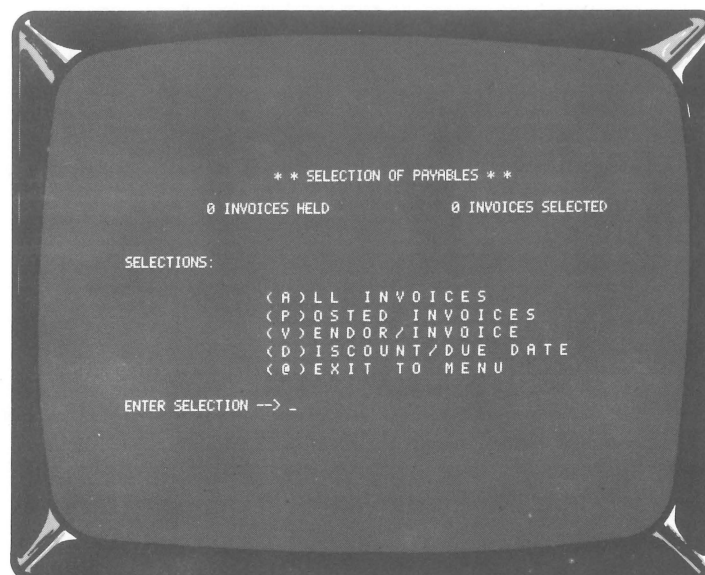
Lets you release your held invoices for check printing.

After you have posted your invoices, there may be some that you do not wish to print checks for immediately. If there are, you may hold them until you are ready. You will then come back and release the invoices you had on hold.

If you are ever in doubt as to which invoices are on hold, you may run a complete Invoice Listing. This will tell which of your posted invoices are currently being held.

Notice that near the top of the screen you are told how many invoices are currently selected and held.

After you press any of the above selections, the screen will show:



Invoice Selection (continued)

If you press **A**, All the invoices will be selected, held, etc., depending on what you choose.

If you press **P**, only Posted invoices will be selected.

By pressing **V**, you may Select by Vendor and Invoice Number. Press **V**.

The screen will show:

INCLUDE: VENDOR # _ _ _ _

Type the Vendor Number and press **ENTER**. You must make an entry here.

The screen will show:

INVOICE # _ _ _ _

Type the Invoice Number and press **ENTER**. If you want to select all the invoices for this vendor, simply press **ENTER**.

Note: When you enter vendor and invoice numbers, the computer only looks for entries up to the length you specify. Assume you have a series of invoice numbers beginning with the letter A (A-100, A-101, and A-102, for instance). If you typed "A" for invoice number, the computer would automatically select all the invoice numbers beginning with "A" (all three invoices).

You will return to the Selection of Payables Menu.

If you press **D**, you may select by the Discount and Due Date. Press **D**.

The screen will show:

DISCOUNT DATE: _ _ _ _

If you do not wish to select by discount date, simply press **ENTER**. Otherwise enter a date and the program will select all invoices with discount dates on or before the date you entered. You can use this option to find all invoices within a date range. For example, to select all invoices with a discount date from 1/1/81 to 1/15/81:

First **S**elect invoices using a **D**iscount date of 1/15/81.

Then **E**xclude invoices using a **D**iscount date of 12/31/80.

The screen will show:

DUE DATE: _ _ _ _

The program will select all invoices with due dates on or before the date you enter. If you do not wish to select by due date, simply press **ENTER**.

Invoice Selection (continued)

If you make an entry for both Discount Date and Due Date, the program will select invoices that meet both requirements. If you make an entry for one of them, the program will only select invoices meeting that particular requirement.

You may use Select and Exclude (or Hold and Release) with each other in order to build a particular group. You may Select one group of invoices, and then exclude another group, in order to construct a new group. For example, you may Select All Invoices, and then Exclude Posted Invoices. In this manner, you will have Selected all un-posted invoices.

Pressing **ENTER** for Discount Date will select all invoices which meet the requirements for Due Date, except those with a 00/00/00 Discount Date.

Pressing **ENTER** for Due Date will select all invoices which meet the requirements for Discount Date, except those with a 00/00/00 Due Date.

Pressing **ENTER** for both Discount Date and Due Date will select all invoices in which both Discount and Due Dates are greater than 00/00/00.

Note: You will recall that on invoices without discounts, the discount date is set to 00/00/00. If you would like to exclude or hold these invoices, enter 00/00/00 when asked for discount date.

You will now return to the Selection of Payables Menu.

Press **@** to return to the Main Menu.

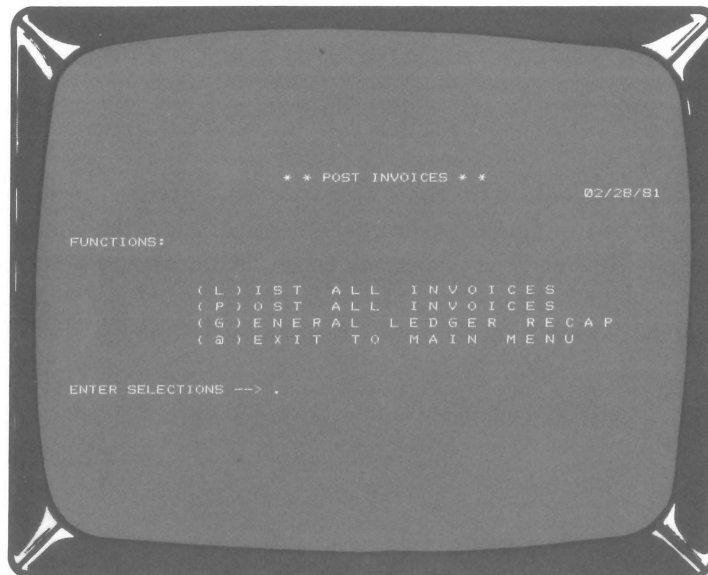
Post Invoices

Posting is one of the most important operations of APS. It is at this point that the amounts of the invoices are debited/credited to the appropriate vendors. The individual amounts of each invoice are added to the General Ledger accounts. A report of these accounts shows them as debit/credits against the General Ledger's "Accounts Payable" account.

Postings should be made at frequent intervals: daily, bi-weekly, or weekly. This will insure that your records are up to date.

Press **P** for Post Invoices at the Main Menu.

The screen will show:



Reminder: All of these functions require printing. Be sure the line printer is "ON LINE".

Post Invoices (continued)

List All Invoices

Press **[L]** .

The screen will show:

(C)OMplete OR (S)Elected Listing? (C/S) _

You can have a printout of all the invoices, or just those invoices you selected during Invoice Selection. Press **[C]** or **[S]**.

(V)ENDOR NAME OR (N)UMBER Listing? (V/N) _

You may select printing either by the Vendor Name or Vendor Number. Press **[V]** or **[N]**.

(A)BBREVIATED OR (F)ULL Listing? (A/F) _

Press **[A]** or **[F]**.

The printout will contain information on the status (posted, unposted or held) and type (purchase, payment or adjustment) of each invoice. Also, the Full Listing will provide a breakdown of the respective GL code names and amounts.

When printing is complete, you will return to the Post Invoices Menu.

Post All Invoices

Press **[P]** to Post all invoices and print a serialized report (which documents the posting).

Once again, you must designate your posting by Complete or Selectd Listings, as well as Vendor Name or Number Listing.

This report is similar to the Invoice Listing printout, with one difference. There is a second part which lists the totals affecting the various General Ledger Accounts, such as: Purchase, Sales Tax, Shipping Charges, etc.

General Ledger Recap

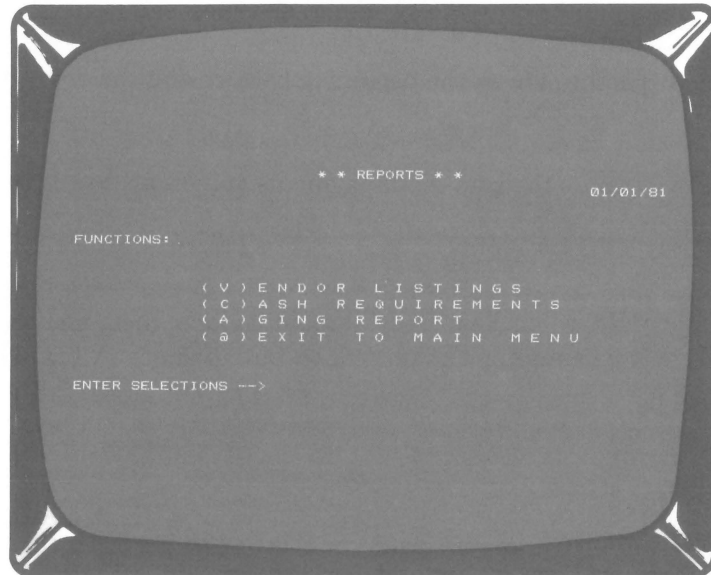
This is a ledger report that summarizes all Payable activities, and contains the accumulated totals for the current month, grouped by General Ledger Account Numbers. You may run this report at any time. Do not post these totals to your General Ledger.

When the printout has completed, you will return to the Post Invoices Menu.

When you have finished with the Post Invoices section, press **[@]** to return to the Main Menu.

Reports

When you press **R** for Reports at the Main Menu, the screen will show:



Vendor Listings

You select this option by pressing **V**. The program then asks you:

(C)OMplete OR (S)Elected LISTING? (C/S) _

Press **C** or **S**. The next display will be:

(V)ENDOR NAME OR (N)UMBER LISTING: (V/N) _

Press **V** or **N**.

(A)BBREVIATED OR (F)ULL LISTINGS? (A/F) _

Examples of these reports are shown in Appendix D. The Full Listings printout contains a transaction summary with year-to-date purchases and payments. It also includes the Present Balance and Last Payment Date and Amount for each vendor. Totals are printed at the bottom of this report.

Reports (continued)

The Abbreviated Listing only gives Name, Address, and Contact.

The report will begin printing when you press **A** or **F**.

Two important values are maintained by the system at all times:

YTD PURCH & CR — this is the sum of the beginning balance and the year to date purchases.

YTD PAYMENTS & DR — this is the sum of all payments and debits to the system.

YTD PURCH & CR minus YTD PAYMENTS & DR = The Present Balance.

For these totals to be accurate, when Year End Closeout is done, these amounts are zeroed out. The Present Balance appears as Year to Date Balance (YTD PURCH & CR).

Cash Requirements

Press **C** for Cash Requirements. This report gives you a list of all posted invoices (except those which are held) in order, by Due Date. If there are several invoices for the same date, they will be combined into a total for the date.

The report also shows the Discount Date and Amount. If a discount is within five days of being lost, an asterisk, *, will appear by the Discount Amount. If the Discount Date has past, the Discount Amount will appear as 0.00.

This report requires some time, depending on how many invoices are on file. When the report has finished, you will return to the Reports Menu.

Aging Report

This option prints invoices by Aging Status. The report will tell you the time that has elapsed since the due date. Press **A**. The computer will ask:

(C)OMplete OR (S)Elected Listing? (C/S) _

(V)ENDOR NAME OR (N)UMBER Listing? (V/N) _

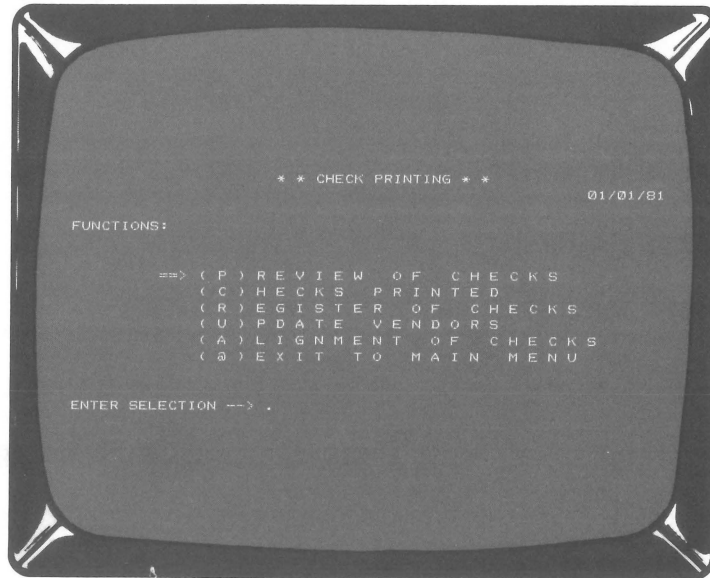
(A)BBREVIATED OR (F)ULL LISTINGS? (A/F) _

Press **@** to return to the Main Menu.

Checks Printed

When you are ready to print checks for your posted invoices, press **C** at the Main Menu.

The screen will show:



An arrow is pointing to the first option, Preview of Checks. You must select this option before you print your checks.

Press **P**.

The screen will show:

PRINT BY: (V)ENDOR NAME OR (N)UMBER LISTING ? (V/N)_

The option you select will determine how your checks and check register will be printed.

Press **V** or **N**.

You will receive a printout of all vendors and amounts for checks that may be printed.

You will return to the Check Printing Menu.

Checks Printed (continued)

Examine the Check Preview Report closely for any negative numbers. If a vendor owes you money, it will appear on the Preview as a negative balance. You should return to Invoice Selection and exclude that vendor, then print the preview for Selected Vendors. No checks will be printed for the excluded vendors, and the balance will be carried forward.

If you are ready to print your checks, you should first align the checks in the printer. Press **A**.

The screen will show:

(H)ORIZONTAL ALIGNMENT

(V)ERTICAL ALIGNMENT

(S)AMPLE CHECK PRINTED

(@) EXIT TO CHECK MENU

Press **H** for Horizontal Alignment of checks. The printer will print this message.

I CENTER THE I'S ON THE PERFORATIONS I

Make sure that the vertical perforations on the checks are aligned to lie in the middle of the I's.

Now, press **V** for Vertical Alignment. This function will execute a top of form. Adjust the form vertically. Be sure that the bottom of the printer's ruler is lined up on the form.

Press **S** to print a Sample Check. Make sure all alignments are correct. When you have finished, press **@** to return to the Check Printing Menu.

Press **C** for Checks Printed.

Type the number of your first check, and press **ENTER**.

After the checks have been printed, the screen will show:

DO YOU APPROVE OF THESE CHECKS AS PRINTED? (Y/N)_

If you press **N**, you may start over. If you press **Y**, you will return to the Check Printing Menu.

Next, you must select the third option, Register of Checks. Press **[R]**. You must do this every time you print checks.

You will receive a printed record of your checks, including their amount. Keep this report for your records.

You may print as many copies of these Check Registers as you wish, by pressing **[R]** at the Check Printing Menu.

Update Vendors

Press **[U]**. This option automatically updates the vendors and gives you a Discount Lost and General Ledger report. If you are using the Cash Accounting Method, you will post these totals from the General Ledger report.

When the report has completed, you will return to the Check Printing Menu.

Press **[@]** to return to the Main Menu.

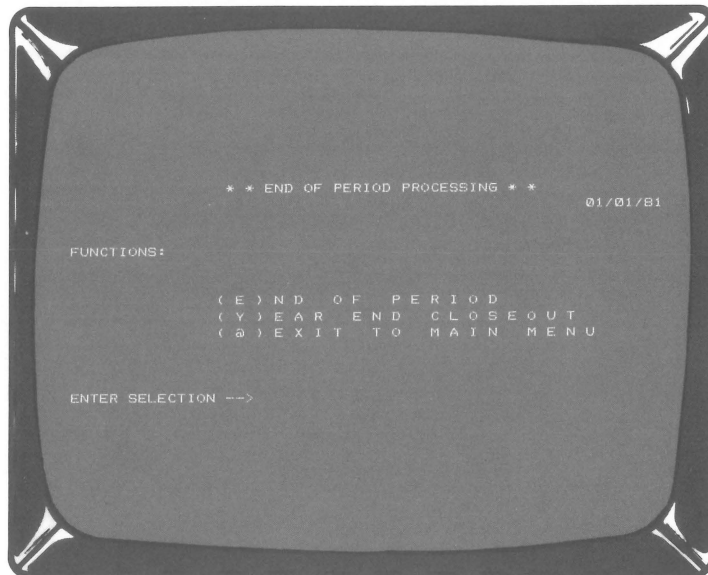
End of Period

This function is found at the Main Menu and is used at the end of a period to:

1. Update all vendor accounts.
2. Clear the system of all General Ledger amounts.

Press the **[E]** key for the End of Period Processing Menu.

The screen will show:



Press **[E]** to End the Period. You will receive a General Ledger Recap report of all active GL accounts. If you use the Accrual Method of Accounting, you will post this recap to your General Ledger.

When the printout has completed, you will return to the End of Period Processing Menu.

End of Period (continued)

Year End Closeout

Press **Y** to End the Year. The computer will automatically update your vendors for the next year. You will receive a complete Vendor Listing and balance.

Note: Do not closeout the year before you do End of Period.

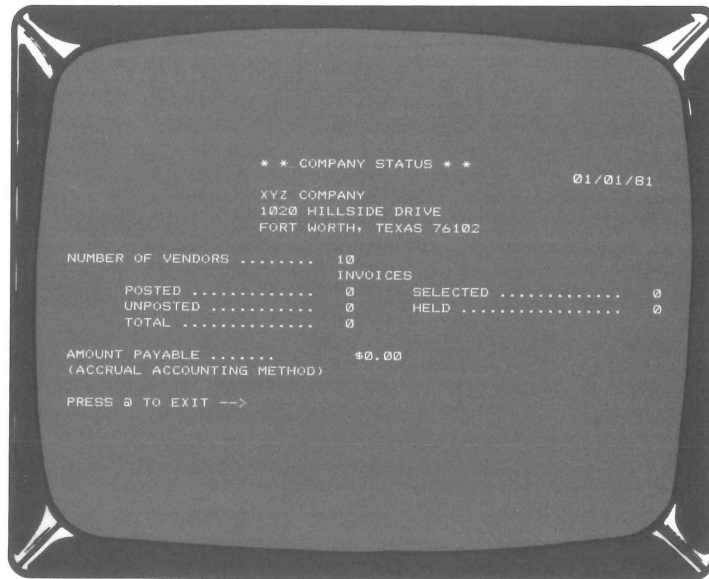
Your current balance will now become your beginning balance for the new year. It will be placed in Year to Date Purchases.

When printing has completed, you will return to the End of Period Processing Menu.

Press **@** and you will return to the Main Menu.

System Status

You can use this function at any time. It lets you inspect the current status of your company at a glance. Press **S** for System Status at the Main Menu and a display (similar to the one below) will appear:



Press **@** and you will return to the Main Menu.

@ Exit Program

Press [⌘] from the Main Menu to Exit from the program. Always use this command when you're finished using APS. This function automatically closes any files that might be open and makes sure that all changes have been properly recorded.

The @ Key (In General)

The [⌘] key may be used either to restart a function or to Exit to the Main Menu. If you're entering data and you make a mistake, press [⌘] to restart the function.

APS uses the [⌘] key as an eraser for a variety of mistakes. Whenever it is easier to start over, rather than correct a number of errors, use the [⌘] key. Pressing the [⌘] key several times will take you to the start of the program quickly. Also, the [⌘] key can be used to terminate many of the APS reports during printing.

Appendix A – How to Backup Your Diskettes

How to Backup Your Diskettes

Use this procedure EXACTLY:

- 1) Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
- 2) Insert a new, blank diskette in Drive # 1.
- 3) Close the Drive # 1 Door.
- 4) Insert the diskette you wish to copy in Drive # 0, and close the door.
- 5) Press the Reset button.

Model I:

The screen will show:

DOS READY
SOURCE DRIVE NUMBER?
DESTINATION DRIVE NUMBER?
BACKUP DATE (MM/DD/YY)?

HIT 'ENTER' TO CONTINUE

You type:

BACKUP and press **ENTER**
0 and press **ENTER**
1 and press **ENTER**
01/01/81 and press **ENTER**
(Example for January 1, 1981)
Press **ENTER** and you will be returned
to DOS READY.

Model III:

The screen will show:

ENTER DATE (MM/DD/YY)?

ENTER TIME (HH:MM:SS)?

TRSDOS READY

SOURCE DISK MASTER
PASSWORD

You type:

01/01/81 and press **ENTER**
(Example for January 1, 1981)
Press **ENTER**

BACKUP : **0** : **1**
and press **ENTER**
PASSWORD
and press **ENTER**

Note: If you are using a new disk, the system will Format the disk for you.

If you are re-using an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Appendix A – How to Backup Your Diskettes (continued)

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type **Y** and press **ENTER** for each question. When the process is done, the screen will show:

**** Backup Complete ****

Model I/III:

Now we can check to see if the “BACKUP” procedure was successful:

- 1) Remove the original diskette from Drive # 0.
- 2) Take the Backup Diskette out of Drive # 1. Place the Backup copy in Drive # 0 and close the door.
- 3) Press the Reset button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

Appendix B – How to Format Your Data Diskettes

How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

- 1 — Insert a diskette containing TRSDOS in Drive #0. (The Setup diskette in this package contains TRSDOS.)
- 2 — Insert a blank diskette in Drive #1.
- 3 — Do the following exactly as shown:

Model I:

Screen Shows:

DOS READY
WHICH DRIVE IS TO BE USED?
DISKETTE NAME?
CREATION DATE (MM/DD/YY)?
MASTER PASSWORD?
DO YOU WANT TO LOCK OUT
ANY TRACKS?
HIT "ENTER" TO CONTINUE

You Type:

FORMAT press **ENTER**
1 press **ENTER**
DATA81 press **ENTER**
01/01/81 press **ENTER**
PASSWORD press **ENTER**
NO press **ENTER**
Press **ENTER**

Model III:

Screen Shows:

TRSDOS Ready
Format Which Drive?
Diskette Name?
Master Password?

You Type:

FORMAT press **ENTER**
1 press **ENTER**
DATA81 press **ENTER**
PASSWORD press **ENTER**

If you are re-using an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not? If this question appears, type **Y** and press **ENTER**. The computer will start formatting the disk in Drive 1.

After the disk is formatted, you will return to TRSDOS Ready. Remove the formatted disk from Drive 1, and mark the disk with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.

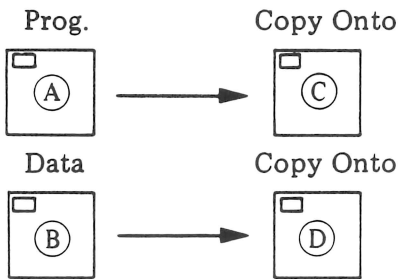
Rotating Your Copies

When you're using your system, get in the habit of making copies of both diskettes at the end of the day. The next day, use the copies that you just made. It's a very inexpensive form of insurance. You might consider even carrying the backup copies home at night in case of fire, theft, or vandalism. You should also save the diskettes that contain the last completed month.

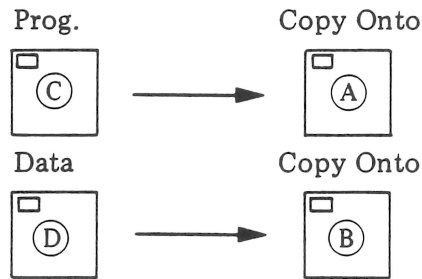
Here's an example, using two extra diskettes:

The first day's diskettes we will call A and B. The next day's diskettes will be called C and D.

Day One



Day Two



On the second day, you will take A and B, and use them as blank diskettes to copy C and D. If something happens to a diskette, you still have the last backup copy to rely on. Four extra diskettes will give you three days of record protection.

Be sure to keep the last completed month's set of diskettes till you complete the current month. This is very important in case of a major problem.

Note: The most effective method for erasing diskettes is by using a Radio Shack Bulk Tape Eraser, Stock No. 44-210.

Appendix D – Report 1-General Ledger Codes

XYZ COMPANY GENERAL LEDGER CODES

GLC	DESCRIPTION	ACCOUNT #	NOTES
1	A/P	1001	
2	A/P	1001	
3	CASH	1002	
4	PR DS	1003	
5	MERC1	1004	
6	OFSUP	1005	
7	MSC01	1006	
8	OFEQP	1007	
9	SLTAX	1008	
10	SHPNG	1009	
11	MSCFT	1010	
12	PCRTN	1011	
13	CRDIS	1012	

Appendix D – Report 2-Complete Invoice Listing

COMPLETE INVOICE LISTING
AS OF 02/28/81

PAGE 1

TYPE	REMARKS				
VENDOR #	VENDOR NAME				
INVOICE #	DUE DATE				
INV DATE	DIS DATE	DISCOUNT AMOUNT	AMOUNT (GL NAME)	TOTAL	
PURCHASE	UNPOSTED		\$87.50 (MSC01)		
1	GEORGIA OFFICE SUPPLY		\$129.35 (MERC1)		
4593	03/21/81		\$0.00		
02/19/81	03/01/81	\$15.18 - 7%	\$0.00		\$216.85
PURCHASE	UNPOSTED		\$147.35 (MERC1)		
1	GEORGIA OFFICE SUPPLY		\$395.00 (OFEQP)		
3458-7	02/19/81		\$39.25 (SLTAX)		
01/20/81	01/30/81	\$30.00	\$16.87 (MSCFT)		\$598.47
PURCHASE	UNPOSTED		\$813.29 (OFSUP)		
5	NEW PRODUCTS, INC.		\$43.95 (MSC01)		
323-81	03/24/81		\$0.00		
02/22/81	03/04/81	\$102.87 - 12%	\$0.00		\$857.24
PURCHASE	UNPOSTED		\$185.60 (MERC1)		
12	MACKESON'S, INC.		\$328.47 (MSC01)		
6P384	03/27/81		\$943.95 (OFSUP)		
02/25/81	03/07/81	\$87.48 - 6%	\$0.00		\$1458.02
PURCHASE	UNPOSTED		\$247.00 (MERC1)		
16	JEFFERSON & SON'S, LTD.		\$123.77 (MSC01)		
4F38H	03/18/81		\$0.00		
02/16/81	02/26/81	\$18.54 - 5%	\$0.00		\$370.77
PURCHASE	UNPOSTED		\$3469.75 (OFEQP)		
24	SAMSON MERCHANDISING		\$34.70 (SLTAX)		
3J5870	02/23/81		\$45.00 (SHPNG)		
01/24/81	02/03/81	\$95.00	\$0.00		\$3549.45
PURCHASE	UNPOSTED		\$4392.87 (OFEQP)		
31	STANDARD SUPPLIES, INC.		\$144.00 (SLTAX)		
1327	11/23/80		\$47.83 (SHPNG)		
10/24/80	00/00/00	\$0.00	-\$12.37 (CRDIS)		\$4572.33
PURCHASE	UNPOSTED		\$275.49 (MERC1)		
44	TAYLOR PRODUCTS		\$327.53 (OFSUP)		
53-27	03/02/81		\$0.00		
01/31/81	02/10/81	\$60.30 - 10%	\$0.00		\$603.02
PURCHASE	POSTED		\$5981.36 (MERC1)		
59	JOSEPH DISTRIBUTING		\$687.36 (OFSUP)		
659-47	01/01/81		\$0.00		
12/02/80	12/12/80	\$1000.31 - 15%	\$0.00		\$6668.72
PURCHASE	UNPOSTED		\$295.00 (MSC01)		
59	JOSEPH DISTRIBUTING		\$4.35 (SLTAX)		
H39-85	12/18/80		\$8.29 (MSCFT)		
11/18/80	11/28/80	\$25.00	\$0.00		\$307.64
SUB TOTAL:					\$19202.51

Appendix D – Report 2-Complete Invoice Listing (continued)

COMPLETE INVOICE LISTING AS OF 02/28/81

PAGE 2

TYPE	REMARKS				
VENDOR #	VENDOR NAME				
INVOICE #	DUE DATE				
INV DATE	DIS DATE	DISCOUNT AMOUNT	AMOUNT (GL NAME)	TOTAL	
PURCHASE	UNPOSTED		\$894.00 (MERC1)		
67	HAROLD DIVISION, INC.		\$6384.92 (OFEOP)		
98419	10/29/80		\$8.43 (SLTAX)		
09/29/80	10/09/80	\$40.00	\$19.75 (MSCFT)	\$7307.10	
PURCHASE	UNPOSTED		\$495.50 (OFSUP)		
67	HAROLD DIVISION, INC.		\$118.00 (MSC01)		
93510	03/04/81		\$0.00		
02/02/81	02/12/81	\$49.08 - 8%	\$0.00	\$613.50	
PURCHASE	UNPOSTED		\$635.89 (OFSUP)		
73	H. H. HOWARD, LTD.		\$382.91 (MSC01)		
56937	01/28/81		\$0.00		
12/29/80	01/08/81	\$101.88 - 10%	\$0.00	\$1018.80	
END OF COMPLETE INVOICE LISTING			TOTAL:	\$28141.91	

Appendix D – Report 3-Posting Report

POSTING REPORT # 2
AS OF 02/28/81

PAGE 1

TYPE	REMARKS				
VENDOR #	VENDOR NAME				
INVOICE #	DUE DATE				
INV DATE	DIS DATE	DISCOUNT AMOUNT	AMOUNT (GL NAME)	TOTAL	
PURCHASE	POSTED		\$87.50 (MSC01)		
1	GEORGIA OFFICE SUPPLY		\$129.35 (MERC1)		
4593	03/21/81		\$0.00		
02/19/81	03/01/81	\$15.18 - 7%	\$0.00		\$216.85
PURCHASE	POSTED		\$147.35 (MERC1)		
1	GEORGIA OFFICE SUPPLY		\$395.00 (OFEQP)		
3458-7	02/19/81		\$39.25 (SLTAX)		
01/20/81	01/30/81	\$30.00	\$16.87 (MSCFT)		\$598.47
PURCHASE	POSTED		\$813.29 (OFSUP)		
5	NEW PRODUCTS, INC.		\$43.95 (MSC01)		
323-81	03/24/81		\$0.00		
02/22/81	03/04/81	\$102.87 - 12%	\$0.00		\$857.24
PURCHASE	POSTED		\$185.60 (MERC1)		
12	MACKESON'S, INC.		\$328.47 (MSC01)		
6P384	03/27/81		\$943.95 (OFSUP)		
02/25/81	03/07/81	\$87.48 - 6%	\$0.00		\$1458.02
PURCHASE	POSTED		\$247.00 (MERC1)		
16	JEFFERSON & SON'S, LTD.		\$123.77 (MSC01)		
4F38H	03/18/81		\$0.00		
02/16/81	02/26/81	\$18.54 - 5%	\$0.00		\$370.77
PURCHASE	POSTED		\$3469.75 (OFEQP)		
24	SAMSON MERCHANDISING		\$34.70 (SLTAX)		
3J5870	02/23/81		\$45.00 (SHPNG)		
01/24/81	02/03/81	\$95.00	\$0.00		\$3549.45
PURCHASE	POSTED		\$4392.87 (OFEQP)		
31	STANDARD SUPPLIES, INC.		\$144.00 (SLTAX)		
1327	11/23/80		\$47.83 (SHPNG)		
10/24/80	00/00/00	\$0.00	-\$12.37 (CRDIS)		\$4572.33
PURCHASE	POSTED		\$275.49 (MERC1)		
44	TAYLOR PRODUCTS		\$327.53 (OFSUP)		
53-27	03/02/81		\$0.00		
01/31/81	02/10/81	\$60.30 - 10%	\$0.00		\$603.02
PURCHASE	POSTED		\$295.00 (MSC01)		
59	JOSEPH DISTRIBUTING		\$4.35 (SLTAX)		
H39-85	12/18/80		\$8.29 (MSCFT)		
11/18/80	11/28/80	\$25.00	\$0.00		\$307.64
PURCHASE	POSTED		\$894.00 (MERC1)		
67	HAROLD DIVISION, INC.		\$6384.92 (OFEQP)		
98419	10/29/80		\$8.43 (SLTAX)		
09/29/80	10/09/80	\$40.00	\$19.75 (MSCFT)		\$7307.10
SUB TOTAL:					\$19840.89

Appendix D – Report 3-Posting Report (continued)

POSTING REPORT # 2
AS OF 02/28/81

PAGE 2

```
=====
TYPE          REMARKS
VENDOR #      VENDOR NAME
INVOICE #     DUE DATE
INV DATE      DIS DATE      DISCOUNT AMOUNT      AMOUNT (GL NAME)      TOTAL
=====
PURCHASE      POSTED          $495.50 (OFSUP)
  67          HAROLD DIVISION, INC.      $118.00 (MSC01)
  93510        03/04/81          $0.00
02/02/81      02/12/81      $49.08 - 8%      $0.00      $613.50
=====
PURCHASE      POSTED          $635.89 (OFSUP)
  73          H. H. HOWARD, LTD.      $382.91 (MSC01)
  56937        01/28/81          $0.00
12/29/80      01/08/81      $101.88 - 10%      $0.00      $1018.80
=====
TOTAL:      $21473.19
=====
```

GENERAL LEDGER INPUTS
AS OF 02/28/81

PAGE 3

=====

ACCRUAL ACCOUNTING METHOD -- DO NOT POST

	DEBIT(+)		CREDIT(-)
	-----		-----
1004 (MERC1)	+1878.79	1001 (A/P)	-1878.79
1005 (OFSUP)	+3216.16	1001 (A/P)	-3216.16
1006 (MSC01)	+1379.60	1001 (A/P)	-1379.60
1007 (OFEQP)	+14642.54	1001 (A/P)	-14642.54
1008 (SLTAX)	+230.73	1001 (A/P)	-230.73
1009 (SHPNG)	+92.83	1001 (A/P)	-92.83
1010 (MSCFT)	+44.91	1001 (A/P)	-44.91
1001 (A/P)	+12.37	1012 (CRDIS)	-12.37

=====

END OF POSTING REPORT # 2

Appendix D – Report 4-Complete Vendor Listings

COMPLETE VENDOR LISTING -- REPORT # 2
AS OF 02/28/81

PAGE 1

(VENDOR NUMBER SEQUENCE)

VENDOR		TRANSACTION SUMMARY		BALANCE
NAME/ADDRESS/PHONE/CONTACT	VEND #			
GEORGIA OFFICE SUPPLY 369 SUGAR LANE LITTLE ROCK,, AR 69842 PHONE : 312-987-2666 CONTACT: GEORGE PHILLIPS	1	YTD PURCH & CR YTD PAYMENTS & DR PRESENT BALANCE LAST PAYMENT DATE OF LAST PAYMENT-01/01/81	\$1622.62 \$807.30 \$815.32 \$807.30	\$815.32
NEW PRODUCTS, INC. 326 NORTH MAGNOLIA DALLAS,, TX 76369 PHONE : 214-555-9874 CONTACT: JOE JOHNSON	5	YTD PURCH & CR YTD PAYMENTS & DR PRESENT BALANCE LAST PAYMENT DATE OF LAST PAYMENT-01/01/81	\$985.92 \$128.68 \$857.24 \$128.68	\$857.24
MACKESON'S, INC. 569 NORTH TERRACEVIEW DAYTON,, OH 59887 PHONE : 324-391-5971 CONTACT: RONALD JACOBSON	12	YTD PURCH & CR YTD PAYMENTS & DR PRESENT BALANCE LAST PAYMENT DATE OF LAST PAYMENT-01/01/81	\$2029.27 \$571.25 \$1458.02 \$571.25	\$1458.02
JEFFERSON & SON'S, LTD. 7896 LINCOLN AVE. PHOENIX,, AZ 98566 PHONE : 712-466-5632 CONTACT: JAMES T. JEFFERSON	16	YTD PURCH & CR YTD PAYMENTS & DR PRESENT BALANCE LAST PAYMENT DATE OF LAST PAYMENT-01/01/81	\$503.37 \$132.60 \$370.77 \$132.60	\$370.77
SAMSON MERCHANDISING 366 BRUNSWICK LANE DETROIT,, MI 26684 PHONE : 531-895-3662 CONTACT: DARRYL PERKINS	24	YTD PURCH & CR YTD PAYMENTS & DR PRESENT BALANCE LAST PAYMENT DATE OF LAST PAYMENT-01/01/81	\$3669.30 \$119.85 \$3549.45 \$119.85	\$3549.45
STANDARD SUPPLIES, INC. 4569 NORTH BEACH STREET TULSA,, OK 56876 PHONE : 613-566-5662 CONTACT: DON MITCHELL	31	YTD PURCH & CR YTD PAYMENTS & DR PRESENT BALANCE LAST PAYMENT DATE OF LAST PAYMENT-01/01/81	\$5195.30 \$622.97 \$4572.33 \$622.97	\$4572.33
TAYLOR PRODUCTS 699 WEST DALWORTH JUSTIN,, TX 79866 PHONE : 817-987-6665 CONTACT: TONY MARLENO	44	YTD PURCH & CR YTD PAYMENTS & DR PRESENT BALANCE LAST PAYMENT DATE OF LAST PAYMENT-01/01/81	\$960.47 \$357.45 \$603.02 \$357.45	\$603.02

Appendix D – Report 4-Complete Vendor Listing (continued)

COMPLETE VENDOR LISTING -- REPORT # 2
AS OF 02/28/81

PAGE 2

(VENDOR NUMBER SEQUENCE)

VENDOR					
NAME/ADDRESS/PHONE/CONTACT	VEND #	TRANSACTION SUMMARY		BALANCE	
JOSEPH DISTRIBUTING	59	YTD PURCH & CR	\$6976.36\		
658 BAILEY STREET		YTD PAYMENTS & DR	\$0.00		
BALTIMORE,, MD 59998		PRESENT BALANCE	\$6976.36	\$6976.36	
PHONE : 416-266-5985		LAST PAYMENT	\$0.00		
CONTACT: JENNIFER SMITH		DATE OF LAST PAYMENT	00/00/00		

HAROLD DIVISION, INC.	67	YTD PURCH & CR	\$8018.60		
336 WEST PONDEROSA		YTD PAYMENTS & DR	\$98.00		
DALLAS,, TX 76987		PRESENT BALANCE	\$7920.60	\$7920.60	
PHONE : 214-268-2977		LAST PAYMENT	\$98.00		
CONTACT: JACKIE NORMAN		DATE OF LAST PAYMENT	01/01/81		

H. H. HOWARD, LTD.	73	YTD PURCH & CR	\$1227.90		
5479 NORTH SYLVANIA		YTD PAYMENTS & DR	\$209.10		
NEW YORK,, NY 47815		PRESENT BALANCE	\$1018.80	\$1018.80	
PHONE : 518-269-6668		LAST PAYMENT	\$209.10		
CONTACT: MARTHA CASHE		DATE OF LAST PAYMENT	01/01/81		

PAYABLES FOR THESE VENDORS: \$28141.91
THIS IS 100.00% OF \$28141.91 (TOTAL PAYABLES).

END OF COMPLETE VENDOR LISTING REPORT # 2

Appendix D – Report 5-Cash Requirement

CASH REQUIREMENT - REPORT # 2 AS OF 02/28/81

PAGE 1

VEND #	INVOICE #	GROSS AMOUNTDISCOUNT..... DATE	AMOUNT	NET AMOUNT	DUE DATE	TOTAL FOR DATE
67	98419	\$7307.10	10/09/80	\$0.00	\$7307.10	10/29/80	\$7307.10
31	1327	\$4572.33	00/00/00	\$0.00	\$4572.33	11/23/80	\$4572.33
59	H39-85	\$307.64	11/28/80	\$0.00	\$307.64	12/18/80	\$307.64
73	56937	\$1018.80	01/08/81	\$0.00	\$1018.80	01/28/81	\$1018.80
1	3458-7	\$598.47	01/30/81	\$0.00	\$598.47	02/19/81	\$598.47
24	3J5870	\$3549.45	02/03/81	\$0.00	\$3549.45	02/23/81	\$3549.45
44	53-27	\$603.02	02/10/81	\$0.00	\$603.02	03/02/81	\$603.02
67	93510	\$613.50	02/12/81	\$0.00	\$613.50	03/04/81	\$613.50
16	4F38H	\$370.77	02/26/81	\$0.00	\$370.77	03/18/81	\$370.77
1	4593	\$216.85	03/01/81	\$15.18*	\$201.67	03/21/81	\$201.67
5	323-81	\$857.24	03/04/81	\$102.87*	\$754.37	03/24/81	\$754.37
12	6P384	\$1458.02	03/07/81	\$87.48	\$1370.54	03/27/81	\$1370.54
TOTALS:		\$21473.19		\$205.53			\$21267.66

(* - SIGNIFIES THAT A DISCOUNT IS WITHIN 5 DAYS OF BEING LOST)

END OF CASH REQUIREMENT REPORT # 2

Appendix D – Report 6-Selected Aged Accounts

SELECTED AGED ACCOUNTS PAYABLE -- REPORT # 3
AS OF 02/28/81

PAGE 1

```
=====
VEND #
VENDOR NAME
  INV #   INV DATE   DUE DATE   CURRENT DUE       30 DAYS       60 DAYS       90+ DAYS
=====
```

1
GEORGIA OFFICE SUPPLY
4593 02/19/81 03/21/81 \$216.85
3458-7 01/20/81 02/19/81 \$598.47

TOTAL : \$815.32 \$815.32 \$0.00 \$0.00 \$0.00

5
NEW PRODUCTS, INC.
323-81 02/22/81 03/24/81 \$857.24

TOTAL : \$857.24 \$857.24 \$0.00 \$0.00 \$0.00

12
MACKESON'S, INC.
6P384 02/25/81 03/27/81 \$1458.02

TOTAL : \$1458.02 \$1458.02 \$0.00 \$0.00 \$0.00

16
JEFFERSON & SON'S, LTD.
4F38H 02/16/81 03/18/81 \$370.77

TOTAL : \$370.77 \$370.77 \$0.00 \$0.00 \$0.00

24
SAMSON MERCHANDISING
3J5870 01/24/81 02/23/81 \$3549.45

TOTAL : \$3549.45 \$3549.45 \$0.00 \$0.00 \$0.00

31
STANDARD SUPPLIES, INC.
1327 10/24/80 11/23/80 \$4572.33

TOTAL : \$4572.33 \$0.00 \$0.00 \$0.00 \$4572.33

44
TAYLOR PRODUCTS
53-27 01/31/81 03/02/81 \$603.02

TOTAL : \$603.02 \$603.02 \$0.00 \$0.00 \$0.00

59
JOSEPH DISTRIBUTING
H39-85 11/18/80 12/18/80 \$307.64

TOTAL : \$307.64 \$0.00 \$0.00 \$307.64 \$0.00

67
HAROLD DIVISION, INC.
98419 09/29/80 10/29/80 \$7307.10
=====

Appendix D – Report 6-Selected Aged Accounts (continued)

SELECTED AGED ACCOUNTS PAYABLE – REPORT # 3
AS OF 02/28/81

PAGE 2

```
=====
NAME
#  INV DATE  DUE DATE  CURRENT DUE      30 DAYS      60 DAYS      90+ DAYS
=====

DIVISION, INC.      (CONTINUED)
0  02/02/81  03/04/81      $613.50
-----
TOTAL :           $7920.60      $613.50      $0.00      $0.00      $7307.10

HOWARD, LTD.
7  12/29/80  01/28/81      $1018.80
-----
TOTAL :           $1018.80      $0.00      $1018.80      $0.00      $0.00

-----
Y TOTAL :           $8267.32      $1018.80      $307.64      $11879.43
=====
SELECTED AGED ACCOUNTS PAYABLE REPORT # 3
=====
```

Appendix D – Report 7-Check Preview

CHECK PREVIEW
02/28/81

PAGE 1

VENDOR NAME		VEND #			
INV #	INV DATE	DUE DATE	GROSS AMT	DISC AMT	NET AMT
=====					
GEORGIA OFFICE SUPPLY		1			
4593	02/19/81	03/21/81	\$216.85	\$15.18	\$201.67
3458-7	01/20/81	02/19/81	\$598.47	\$0.00	\$598.47

			VENDOR SUBTOTAL:		\$800.14
NEW PRODUCTS, INC.		5			
323-81	02/22/81	03/24/81	\$857.24	\$102.87	\$754.37

			VENDOR SUBTOTAL:		\$754.37
MACKESON'S, INC.		12			
6P384	02/25/81	03/27/81	\$1458.02	\$87.48	\$1370.54

			VENDOR SUBTOTAL:		\$1370.54
JEFFERSON & SON'S, LTD.		16			
4F38H	02/16/81	03/18/81	\$370.77	\$0.00	\$370.77

			VENDOR SUBTOTAL:		\$370.77
SAMSON MERCHANDISING		24			
3J5870	01/24/81	02/23/81	\$3549.45	\$0.00	\$3549.45

			VENDOR SUBTOTAL:		\$3549.45
STANDARD SUPPLIES, INC.		31			
1327	10/24/80	11/23/80	\$4572.33	\$0.00	\$4572.33

			VENDOR SUBTOTAL:		\$4572.33
TAYLOR PRODUCTS		44			
53-27	01/31/81	03/02/81	\$603.02	\$0.00	\$603.02

			VENDOR SUBTOTAL:		\$603.02
JOSEPH DISTRIBUTING		59			
H39-85	11/18/80	12/18/80	\$307.64	\$0.00	\$307.64

			VENDOR SUBTOTAL:		\$307.64
HAROLD DIVISION, INC.		67			
98419	09/29/80	10/29/80	\$7307.10	\$0.00	\$7307.10
93510	02/02/81	03/04/81	\$613.50	\$0.00	\$613.50

			VENDOR SUBTOTAL:		\$7920.60
H. H. HOWARD, LTD.		73			
56937	12/29/80	01/28/81	\$1018.80	\$0.00	\$1018.80

			VENDOR SUBTOTAL:		\$1018.80
=====					
			TOTAL:		\$21267.66

Appendix D – Report 8-Check Register

CHECK REGISTER # 2
FOR CHECKS FROM 1009 TO 1018
02/28/81

PAGE 1

CHECK #	VEND #	VENDOR NAME				
INV #	INV DATE	DUE DATE	NET AMT		CHECK AMT	
1009	1	GEORGIA OFFICE SUPPLY				
4593	02/19/81	03/21/81	\$201.67	DISCOUNT		
3458-7	01/20/81	02/19/81	\$598.47		\$800.14	
1010	5	NEW PRODUCTS, INC.				
323-81	02/22/81	03/24/81	\$754.37	DISCOUNT	\$754.37	
1011	12	MACKESON'S, INC.				
6P384	02/25/81	03/27/81	\$1370.54	DISCOUNT	\$1370.54	
1012	16	JEFFERSON & SON'S, LTD.				
4F38H	02/16/81	03/18/81	\$370.77		\$370.77	
1013	24	SAMSON MERCHANDISING				
3J5870	01/24/81	02/23/81	\$3549.45		\$3549.45	
1014	31	STANDARD SUPPLIES, INC.				
1327	10/24/80	11/23/80	\$4572.33		\$4572.33	
1015	44	TAYLOR PRODUCTS				
53-27	01/31/81	03/02/81	\$603.02		\$603.02	
1016	59	JOSEPH DISTRIBUTING				
H39-85	11/18/80	12/18/80	\$307.64		\$307.64	
1017	67	HAROLD DIVISION, INC.				
98419	09/29/80	10/29/80	\$7307.10			
93510	02/02/81	03/04/81	\$613.50		\$7920.60	
1018	73	H. H. HOWARD, LTD.				
56937	12/29/80	01/28/81	\$1018.80		\$1018.80	
END OF CHECK REGISTER # 2						TOTAL: \$21267.66

Appendix D – Report 9-Discount Lost Report

DISCOUNT LOST REPORT
02/28/81

PAGE 1

VENDOR NAME	VEND #	INV #	INV DATE	DIS DATE	DUE DATE	GROSS AMT	DISCOUNT LOST
GEORGIA OFFICE SUPPLY	1	3458-7	01/20/81	01/30/81	02/19/81	\$598.47	\$30.00
						VENDOR SUBTOTAL:	\$30.00
JEFFERSON & SON'S, LTD.	16	4F38H	02/16/81	02/26/81	03/18/81	\$370.77	\$18.54
						VENDOR SUBTOTAL:	\$18.54
SAMSON MERCHANDISING	24	3J5870	01/24/81	02/03/81	02/23/81	\$3549.45	\$95.00
						VENDOR SUBTOTAL:	\$95.00
TAYLOR PRODUCTS	44	53-27	01/31/81	02/10/81	03/02/81	\$603.02	\$60.30
						VENDOR SUBTOTAL:	\$60.30
JOSEPH DISTRIBUTING	59	H39-85	11/18/80	11/28/80	12/18/80	\$307.64	\$25.00
						VENDOR SUBTOTAL:	\$25.00
HAROLD DIVISION, INC.	67	98419	09/29/80	10/09/80	10/29/80	\$7307.10	\$40.00
		93510	02/02/81	02/12/81	03/04/81	\$613.50	\$49.08
						VENDOR SUBTOTAL:	\$89.08
H. H. HOWARD, LTD.	73	56937	12/29/80	01/08/81	01/28/81	\$1018.80	\$101.88
						VENDOR SUBTOTAL:	\$101.88
						TOTAL:	\$419.80

GENERAL LEDGER REPORT # 2
AS OF 02/28/81

PAGE 1

ACCRUAL ACCOUNTING METHOD -- DO NOT POST

DEBIT(+)	CREDIT(-)
1001 (A/P) +21267.66	1002 (CASH) -21267.66
1001 (A/P) +205.53	1003 (PR DS) -205.53
NET A/P: +21473.19	

END OF GENERAL LEDGER REPORT # 2

Appendix D – Report 10-General Ledger Recap

GENERAL LEDGER RECAP
END OF PERIOD REPORT # 2
02/28/81

PAGE 1

=====

ACCRUAL ACCOUNTING METHOD - POST TO GENERAL LEDGER

DEBIT(+)		CREDIT(-)	
-----		-----	
1001 (A/P)	+21267.66	1002 (CASH)	-21267.66
1001 (A/P)	+205.53	1003 (PR DS)	-205.53
1004 (MERC1)	+1878.79	1001 (A/P)	-1878.79
1005 (OFSUP)	+3216.16	1001 (A/P)	-3216.16
1006 (MSC01)	+1379.60	1001 (A/P)	-1379.60
1007 (OFEQP)	+14642.54	1001 (A/P)	-14642.54
1008 (SLTAX)	+230.73	1001 (A/P)	-230.73
1009 (SHPNG)	+92.83	1001 (A/P)	-92.83
1010 (MSCFT)	+44.91	1001 (A/P)	-44.91
1001 (A/P)	+12.37	1012 (CRDIS)	-12.37
-----		-----	
TOTAL:	+42971.12	TOTAL:	-42971.12
NET A/P		+0.00	

=====

END OF GENERAL LEDGER RECAP - REPORT # 2

Increasing Storage Capacity

This version of APS has a feature which allows you to increase the Storage Capacity by adding a third Disk Drive, even if you started your system with two. To perform this operation, use the following procedure:

1. Insert the Setup diskette in Drive 0 and the Data diskette in Drive 1. Type `RUN"SETUP"` and press `ENTER`.
2. Do not change program diskettes. (However, if you select the 500 Vendor, 2000 invoice option you must place a formatted diskette in Drive 2 before proceeding.) Select Modification Mode to change Storage Capacity. If you select Initialization Mode, all former data will be destroyed.
3. After completing the Storage Capacity change, insert the APS Program diskette when instructed, and type `RUN"APS"` and press `ENTER`.

Note: Remember that the Three Drive Option requires a 48K computer.

Appendix F — Sample Printed Check

Sample Printed Check

XYZ COMPANY			REMITTANCE ADVICE		No. 1009
INVOICE NO.	INVOICE DATE	DUE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT
4593	02/19/81	03/21/81	\$216.85	\$15.18	\$201.67
3458-7	01/20/81	02/19/81	\$598.47	\$0.00	\$598.47
02/28/81 TOTALS →			\$815.32	\$15.18	\$800.14

DETACH CHECK BEFORE DEPOSITING

02/28/81

 No. 1009

DOLLARS	CENTS
\$ *****800.14	

PAY: EIGHT HUNDRED DOLLARS AND 14/100

 TO THE ORDER OF GEORGIA OFFICE SUPPLY
 369 SUGAR LANE
 LITTLE ROCK, AR 69842

 AUTHORIZED SIGNATURE

**NO. ONE FORMS DRIVE
CARROLLTON, TEXAS 75006**

(214) 242-2123
(800) 492-5232 - TEXAS
(800) 527-0625 - NATIONAL

TRS-80TM FORMS ORDER

DESIGNED FOR USE ON TRS-80TM MODEL I AND III WITH CATALOG SOFTWARE NO. 26-1554

* TRS-80 IS A REGISTERED TRADEMARK OF RADIO SHACK.

YOUR COMPANY NAME, ANY TOWN, U.S.A. 7			REMITTANCE ADVICE		6 No. 1001	
INVOICE NO.	INVOICE DATE	DUE DATE	INVOICE AMOUNT	DISCOUNT	NET AMOUNT	
456-23	12/24/79	01/23/80	\$100.31	\$10.03	\$90.28	
143-18	08/23/79	09/22/79	\$38.40	\$0.00	\$38.40	
01/01/80 TOTALS →			\$138.71	\$10.03	\$128.68	

DETACH CHECK BEFORE DEPOSITING

YOUR COMPANY NAME 123 ANY STREET ANY TOWN, U.S.A. 12345		ANY BANK ANYWHERE, USA	
1	2	10	4 No. 1001
DOLLARS CENTS \$ *****128.68		9 YOUR COMPANY NAME	
5 ⑩ ① 100 ① ① ② 234567① ① 00000000①		AUTHORIZED SIGNATURE	

PAY ONE HUNDRED TWENTY-EIGHT DOLLARS AND 68/100

TO THE ORDER OF NEW PRODUCTS, INC.
326 NORTH MAGNOLIA
DALLAS TX 76369

EXAMPLE AT LEFT SHOWS
ALL IMPRINTING POSITIONS.
CIRCLED NUMBERS CORRES-
POND TO THE ORDER FORM.

EXAMPLE HAS BEEN REDUCED
TO 55% OF ACTUAL SIZE.

EXAMPLE OF A PRINTOUT IS SHOWN.

BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION.

WE WILL PRINT YOUR CUSTOM
LOGO FOR AN ADDITIONAL
CHARGE. YOU MUST FORWARD
CAMERA READY ARTWORK.

PRICES ARE SUBJECT TO
CHANGE WITHOUT NOTICE. WE
WILL NOTIFY YOU BEFORE PRO-
DUCING YOUR ORDER.

PRICES EFFECTIVE APRIL 1981

FORM NAME		ACCOUNTS PAYABLE CHECK					
FORM NUMBER		APC-1-1		APC-1-2		APC-1-3	
NUMBER OF PARTS		ONE		TWO		THREE	
PAPER SPECS		PART 1 = 24 LB. WHITE MICR BOND		PART 1 = 26 LB. WHITE CARBONLESS 2 = 15 LB. CANARY "		PART 1 = 26 LB. WHITE CARBONLESS 2 = 14 LB. CANARY " 3 = 15 LB. PINK "	
IMPRINTED BASE PRICES	500	\$ 84.00	\$121.00	\$143.00			
	1,000	91.00	149.00	185.00			
	2,000	144.00	263.00	340.00			
ADDITIONAL SIZES		SIZE: 9½ x 7 (7½ x 7 DETACHED) INK COLORS: LIGHT BLUE AND BLACK IMPRINTING: BLACK INK; BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION					
ENVELOPES	1,000	\$ 95.00	ENVELOPE SPECS: CHECK FITS INTO A 7¾ x 3-5/8 SPECIAL WINDOW ENVELOPE WITH AN INSIDE TINT.		<div style="border: 1px solid black; padding: 5px;"> <small>YOUR COMPANY NAME</small> <small>ADDRESS CITY ST ZIP</small> <input type="text"/> </div>		
FORM NO.	2,000	154.00					
ENV-3	3,000	213.00					
ENVELOPES	1,000	56.00	ENV-23 CHECK FITS INTO A SPECIAL DOUBLE WINDOW ENVELOPE WITH AN INSIDE TINT.		<div style="border: 1px solid black; padding: 5px;"> <input type="text"/> <input type="text"/> </div>		
FORM NO.	2,000	98.00					
ENV-23	3,000	140.00					

- CONSULT FACTORY FOR CUSTOM PRINTING IF ANY SPECIFICATIONS ARE DIFFERENT THAN ABOVE.
- SHIPPED UPS OR COMMON CARRIER; FREIGHT PAID.
- SALES TAX MUST BE ADDED AS REQUIRED BY LAW FOR TEXAS RESIDENTS.

**TRINITY FORMS COMPANY**

NO. 1 FORMS DRIVE
CARROLLTON, TEXAS 75006
(800) 527-0625 (214) 242-2123

CUSTOM FORMS ORDER

MAILING ADDRESS:

NAME

STREET/P.O. BOX

CITY

STATE

ZIP

ORDER DATE

PHONE NUMBER

PURCHASE ORDER NO.

SIGNATURE, ALL DATA BELOW VERIFIED TO BE CORRECT:

SHIP TO: (WE CANNOT SHIP TO A POST OFFICE BOX.)
NAME

STREET

CITY

STATE

ZIP

COMPUTER MAKE AND MODEL

PRINTER MAKE AND MODEL

SOFTWARE: NAME & NUMBER

1 FORM NUMBER

FORM NAME

NO. OF PARTS

QUANTITY

2 HEADING, INSERT THE HEADING IMPRINT LINES. (COMPLETE HEADING MAY BE INCLUDED IN THE LOGO (SEE #3).

PRICES

BASE PRICE

3 CUSTOM LOGO

☐ NO☐ YES (You must forward CAMERA READY ARTWORK.)

LOGO CHARGE

4 NUMBERING. Do you want your checks numbered?

☐ NO☐ YES Starting No. _____

N/C

NUMBERS 5 THRU 10 APPLY TO CHECKS ONLY

5 CONSECUTIVE MICR NUMBERS. (Sample voided check or MICR spec. sheet required.)

MICR CHECK NUMBERING CHARGE

☐ NO☐ YES (We will start with the number listed in #4 above.)

6 CHECK STUB NUMBERED.

☐ NO☐ YES (We will start with the number listed in #4 above.)

N/C

7 CHECK STUB PRINTED WITH NAME, CITY, & STATE. (WE WILL PRINT THE SAME INFORMATION IN #2 ABOVE UNLESS SPECIFIED OTHERWISE.)

☐ NO☐ YES

N/C

8 EXTRA SIGNATURE LINE. (Base form has one line.)

☐ NO☐ YES

N/C

9 SIGNATURE LINE NAME. (We will print the heading name unless noted below.)

☐ NO☐ YES

N/C

10 BANK AND MICR NUMBERS. You must submit either a sample voided check if the information is still correct or a bank furnished MICR spec. sheet.

BANK NAME:

ACCOUNT NO.

N/C

11 ADDITIONAL INSTRUCTIONS AND CHARGES:

☐☐

FORMS TOTAL

\$

12 ENVELOPES

☐ NO☐ YES

FORM NO.

QUANTITY

ENVELOPES PRINTED

☐ NO☐ YES

(WE WILL PRINT THE SAME INFORMATION IN NO. 2 ABOVE UNLESS SPECIFIED OTHERWISE)

ENVELOPES

\$

FORM NO. 11-10

SUB TOTAL

TAX

TOTAL

AMOUNT ENCLOSED

A. USE ONE ORDER FORM FOR EACH SEPARATE FORM ORDERED.
B. ATTACH CHECK FOR PAYMENT AND FORWARD WITH THIS ORDER FORM.
C. RETAIN A COPY OF THIS ORDER FOR YOUR RECORDS.

FOR FACTORY USE ONLY

FORM SALE	12	ENV. SALE	SUB-TOTAL	TAX AMT.	TOTAL	CIA AMT.	CIA INV.	FREIGHT	CODE	P.O. NO.	SALE ORD. #
-----------	----	-----------	-----------	----------	-------	----------	----------	---------	------	----------	-------------

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NOTE: Good data processing procedure dictates that the user test the program, run and test sample sets of data, and run the system in parallel with the system previously in use for a period of time adequate to insure that results of operation of the computer or program are satisfactory.

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Addendum

Accounts Payable (26-1554)

Please replace the following attached pages with the ones currently in your manual. Pages 21/22, 53/54, and 55/56.

Additional Information Concerning Storage Capacity

APS offers the ability to increase your Storage Capacity after using Options 1 or 2 in the Initial Setup of the system. Storage Capacity cannot be increased from Option 1 to 2. Only Option 3 should be selected to modify your Storage Capacity.

Invoice Selection (continued)

If you press **[A]**, All the invoices will be selected, held, etc., depending on what you choose.

If you press **[P]**, only Posted invoices will be selected.

By pressing **[V]**, you may Select by Vendor and Invoice Number. Press **[V]**.

The screen will show:

INCLUDE: VENDOR # _ _ _ _

Type the Vendor Number and press **[ENTER]**. You must make an entry here.

The screen will show:

INVOICE # _ _ _ _

Type the Invoice Number and press **[ENTER]**. If you want to select all the invoices for this vendor, simply press **[ENTER]**.

Note: When you enter vendor and invoice numbers, the computer only looks for entries up to the length you specify. Assume you have a series of invoice numbers beginning with the letter A (A-100, A-101, and A-102, for instance). If you typed "A" for invoice number, the computer would automatically select all the invoice numbers beginning with "A" (all three invoices).

You will return to the Selection of Payables Menu.

If you press **[D]**, you may select by the Discount and Due Date. Press **[D]**.

The screen will show:

DISCOUNT DATE: _ _ _ _

If you do not wish to select by discount date, simply press **[ENTER]**. Otherwise enter a date and the program will select all invoices with discount dates on or before the date you entered. You can use this option to find all invoices within a date range. For example, to select all invoices with a discount date from 1/1/81 to 1/15/81:

First **[S]**elect invoices using a **[D]**iscount date of 1/15/81.

Then **[E]**xclude invoices using a **[D]**iscount date of 12/31/80.

The screen will show:

DUE DATE: _ _ _ _

The program will select all invoices with due dates on or before the date you enter. If you do not wish to select by due date, simply press **[ENTER]**.

Invoice Selection (continued)

If you make an entry for both Discount Date and Due Date, the program will select invoices that meet both requirements. If you make an entry for one of them, the program will only select invoices meeting that particular requirement.

You may use Select and Exclude (or Hold and Release) with each other in order to build a particular group. You may Select one group of invoices, and then exclude another group, in order to construct a new group. For example, you may Select All Invoices, and then Exclude Posted Invoices. In this manner, you will have Selected all un-posted invoices.

Note: You will recall that on invoices without discounts, the discount date is set to 00/00/00. If you would like to include these invoices in the selection process, enter 00/00/00 when asked for Discount Date.

Pressing **ENTER** for Discount Date will ignore Discount Dates of 00/00/00 and include all invoices which meet the requirements for Due Date.

Pressing **ENTER** for Due Date will ignore Due Dates of 00/00/00 and include all invoices which meet the requirements for Discount Date.

Pressing **ENTER** for both Discount Date and Due Date will include all invoices in which both Discount and Due Dates are greater than 00/00/00.

You will now return to the Selection of Payables Menu.

Press **@** to return to the Main Menu.

Appendix D – Report 6-Selected Aged Accounts

SELECTED AGED ACCOUNTS PAYABLE – REPORT # 3
AS OF 02/28/81

PAGE 1

VEND #		VENDOR NAME		INV #	INV DATE	DUE DATE	CURRENT DUE	1-30 DAYS	31-60 DAYS	OVER 60 DAYS
=====										
1										
GEORGIA OFFICE SUPPLY										
	4593	02/19/81	03/21/81				\$216.85			
	3458-7	01/20/81	02/19/81					\$598.47		
							-----	-----	-----	-----
TOTAL :			\$815.32				\$216.85	\$598.47	\$0.00	\$0.00
5										
NEW PRODUCTS, INC.										
	323-81	02/22/81	03/24/81				\$857.24			
							-----	-----	-----	-----
TOTAL :			\$857.24				\$857.24	\$0.00	\$0.00	\$0.00
12										
MACKESON'S, INC.										
	6P384	02/25/81	03/27/81				\$1458.02			
							-----	-----	-----	-----
TOTAL :			\$1458.02				\$1458.02	\$0.00	\$0.00	\$0.00
16										
JEFFERSON & SON'S, LTD.										
	4F38H	02/16/81	03/18/81				\$370.77			
							-----	-----	-----	-----
TOTAL :			\$370.77				\$370.77	\$0.00	\$0.00	\$0.00
24										
SAMSON MERCHANDISING										
	3J5870	01/24/81	02/23/81					\$3549.45		
							-----	-----	-----	-----
TOTAL :			\$3549.45				\$0.00	\$3549.45	\$0.00	\$0.00
31										
STANDARD SUPPLIES, INC.										
	1327	10/24/80	11/23/80							\$4572.33
							-----	-----	-----	-----
TOTAL :			\$4572.33				\$0.00	\$0.00	\$0.00	\$4572.33
44										
TAYLOR PRODUCTS										
	53-27	01/31/81	03/02/81				\$603.02			
							-----	-----	-----	-----
TOTAL :			\$603.02				\$603.02	\$0.00	\$0.00	\$0.00
59										
JOSEPH DISTRIBUTING										
	H39-85	11/18/80	12/18/80							\$307.64
							-----	-----	-----	-----
TOTAL :			\$307.64				\$0.00	\$0.00	\$0.00	\$307.64
67										
HAROLD DIVISION, INC.										
	98419	09/29/80	10/29/80							\$7307.10
=====										

Appendix D – Report 6-Selected Aged Accounts (continued)

SELECTED AGED ACCOUNTS PAYABLE – REPORT # 3
AS OF 02/28/81

PAGE 2

VEND #

VENDOR NAME

INV #	INV DATE	DUE DATE	CURRENT DUE	1-30 DAYS	31-60 DAYS	OVER 60 DAYS
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67

HAROLD DIVISION, INC. (CONTINUED)

93510	02/02/81	03/04/81	\$613.50			
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TOTAL :	\$7920.60	\$613.50	\$0.00	\$0.00	\$7307.10
---------	-----------	----------	--------	--------	-----------

73

H. H. HOWARD, LTD.

56937	12/29/80	01/28/81		\$1018.80	
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TOTAL :	\$1018.80	\$0.00	\$0.00	\$1018.80	\$0.00
---------	-----------	--------	--------	-----------	--------

COMPANY TOTAL :	\$4119.40	\$4147.92	\$1018.80	\$12187.07
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END OF SELECTED AGED ACCOUNTS PAYABLE REPORT # 3

Appendix D – Report 7-Check Preview

CHECK PREVIEW
02/28/81

PAGE 1

=====					
VENDOR NAME			VEND #		
INV #	INV DATE	DUE DATE	GROSS AMT	DISCOUNT	NET AMT
=====					
GEORGIA OFFICE SUPPLY			1		
4593	02/19/81	03/21/81	\$216.85	\$15.18	\$201.67
3458-7	01/20/81	02/19/81	\$598.47	\$0.00	\$598.47
VENDOR SUBTOTAL:					\$800.14
NEW PRODUCTS, INC.			5		
323-81	02/22/81	03/24/81	\$857.24	\$102.87	\$754.37
VENDOR SUBTOTAL:					\$754.37
MACKESON'S, INC.			12		
6P384	02/25/81	03/27/81	\$1458.02	\$87.48	\$1370.54
VENDOR SUBTOTAL:					\$1370.54
JEFFERSON & SON'S, LTD.			16		
4F38H	02/16/81	03/18/81	\$370.77	\$0.00	\$370.77
VENDOR SUBTOTAL:					\$370.77
SAMSON MERCHANDISING			24		
3J5870	01/24/81	02/23/81	\$3549.45	\$0.00	\$3549.45
VENDOR SUBTOTAL:					\$3549.45
STANDARD SUPPLIES, INC.			31		
1327	10/24/80	11/23/80	\$4572.33	\$0.00	\$4572.33
VENDOR SUBTOTAL:					\$4572.33
TAYLOR PRODUCTS			44		
53-27	01/31/81	03/02/81	\$603.02	\$0.00	\$603.02
VENDOR SUBTOTAL:					\$603.02
JOSEPH DISTRIBUTING			59		
H39-85	11/18/80	12/18/80	\$307.64	\$0.00	\$307.64
VENDOR SUBTOTAL:					\$307.64
HAROLD DIVISION, INC.			67		
98419	09/29/80	10/29/80	\$7307.10	\$0.00	\$7307.10
93510	02/02/81	03/04/81	\$613.50	\$0.00	\$613.50
VENDOR SUBTOTAL:					\$7920.60
H. H. HOWARD, LTD.			73		
56937	12/29/80	01/28/81	\$1018.80	\$0.00	\$1018.80
VENDOR SUBTOTAL:					\$1018.80
=====					
TOTAL:					\$21267.66

Appendix D – Report 8-Check Register

CHECK REGISTER # 2
FOR CHECKS FROM 1009 TO 1018
02/28/81

PAGE 1

CHECK #	VEND #	VENDOR NAME				
INV #	INV DATE	DUE DATE	NET AMT	DISCOUNT	CHECK AMT	
1009	1	GEORGIA OFFICE SUPPLY				
4593	02/19/81	03/21/81	\$201.67	DISCOUNT		
3458-7	01/20/81	02/19/81	\$598.47		\$800.14	
1010	5	NEW PRODUCTS, INC.				
323-81	02/22/81	03/24/81	\$754.37	DISCOUNT	\$754.37	
1011	12	MACKESON'S, INC.				
6P384	02/25/81	03/27/81	\$1370.54	DISCOUNT	\$1370.54	
1012	16	JEFFERSON & SON'S, LTD.				
4F38H	02/16/81	03/18/81	\$370.77		\$370.77	
1013	24	SAMSON MERCHANDISING				
3J5870	01/24/81	02/23/81	\$3549.45		\$3549.45	
1014	31	STANDARD SUPPLIES, INC.				
1327	10/24/80	11/23/80	\$4572.33		\$4572.33	
1015	44	TAYLOR PRODUCTS				
53-27	01/31/81	03/02/81	\$603.02		\$603.02	
1016	59	JOSEPH DISTRIBUTING				
H39-85	11/18/80	12/18/80	\$307.64		\$307.64	
1017	67	HAROLD DIVISION, INC.				
98419	09/29/80	10/29/80	\$7307.10			
93510	02/02/81	03/04/81	\$613.50		\$7920.60	
1018	73	H. H. HOWARD, LTD.				
56937	12/29/80	01/28/81	\$1018.80		\$1018.80	
END OF CHECK REGISTER # 2					TOTAL:	\$21267.66