

26-1541
ACCOUNTS RECEIVABLE

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APPLICATIONS SOFTWARE VERSION LOG

OP. SYSTEM VERSION LOG

02.01.00

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Cat. No. 2601541

Version 02.01.00

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Company _____

Address _____

City _____ Phone () _____ - _____

State _____ Zip _____



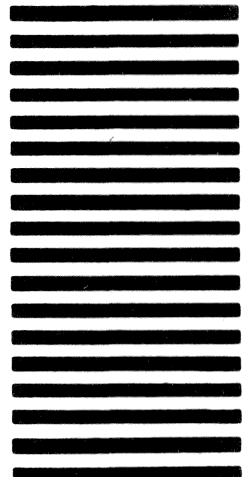
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Name _____
Company _____
Address _____
City _____ Phone () _____ - _____
State _____ Zip _____

Change of address

NEW ADDRESS

Name _____
Company _____
Address _____
City _____ Phone () _____ - _____
State _____ Zip _____

OLD ADDRESS

Name _____
Company _____
Address _____
City _____ Phone () _____ - _____
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Accounts Receivable, Cat. No. 26-1541

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ACCOUNTS RECEIVABLE

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10 9 8 7 6 5 4 3

HOW TO USE THIS MANUAL

This manual is divided into several sections that give you a thorough knowledge of the Accounts Receivable package. Some sections are learning aids for those just starting out with Accounts Receivable and others are reference tools for those who are familiar with the package.

If you have never used A/R before, read the Introduction first. Then back up all your diskettes, following the instructions in Appendix A. Next, turn to the Sample Session. The first part steps you through some of A/R's basic features to help you learn how to use the package. The Conversion section prepares you to set up A/R. When you're ready to enter your own data, read the Summary of Tasks and Reference sections. When you are experienced in running A/R, you'll use the Summary of Tasks and Reference sections almost exclusively.

About the Sections

Introduction — lists A/R's features, maximum capacities, and necessary equipment. Discusses other Model 4 accounting packages with special emphasis on General Ledger which you can use with A/R.

Sample Session — is designed to help you become comfortable with setting up and running A/R.

Conversion — explains how to transfer your present accounts receivable records to the computerized A/R package.

Summary of Tasks — lists the tasks that are performed each day, each month and on demand to maintain accurate, up-to-date records.

Reference — explains each aspect and function of this Accounts Receivable package in detail.

Appendices — includes detailed instructions on making backups, creating a library of backup diskettes, recovering lost data, solutions for common problems and error messages, a glossary of specialized computer and accounting terms used throughout the manual, sample reports, and a sample of the statement A/R produces.

An index to the manual follows the appendices.

Conventions Used in this Manual

When instructed to “enter” information, type the information on the computer keyboard and then press the **(ENTER)** key.

Information displayed on the screen is printed in rust.

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Benefits and Features

Accounts Receivable provides rapid and accurate monitoring of sales and incoming funds and offers many features:

- A "balance forward" system
- Optional use with General Ledger, Cat. # 26-1540 (all A/R transactions automatically posted to General Ledger)
- 7 standard General Ledger accounts plus an additional 10 accounts that you can define
- Up to 2000 transactions a month
- Up to 150 customers on file
- Financial reports available upon demand:
 - Unposted transactions
 - Posted transactions
 - Customer list
 - Credit Limit Report
 - General Ledger account list
 - Aging report on selected customer accounts
- Optional late charge processing (compounding option also available)
- Optional use of minimum payment amount on statements
- Mailing labels (on demand)
- At end of period, printing of:
 - Statements

- Aged Trial Balance for audit purposes
- General Ledger report

Interfacing Software

You may use Accounts Receivable by itself or with the General Ledger (Cat. No. 26-1540) package. When these two packages are used together, the transactions you post while running A/R are summarized and the totals are automatically posted to General Ledger. For specific information on interfacing the A/R and General Ledger packages, see "Interfacing with General Ledger" in the Conversion Section.

To satisfy all your accounting needs, check at a Radio Shack store for the other two packages which complete the Model 4 Accounting System: Accounts Payable (Cat. No. 26-1542) and Payroll (Cat. No. 26-1543).

Application Capacities

Accounts Receivable can process a maximum of:

- 150 customer accounts
- 2000 transactions per accounting period

Note: Hard Disk will greatly enhance the capacities of A/R

Equipment

To use A/R as a stand-alone package, you need:

- A TRS-80 Model 4 with 64K memory and two disk drives
- A printer capable of printing 132 columns with an appropriate printer cable
- A DMP200 or LP VIII (optional) for using the “condense print” feature

To use A/R with the General Ledger Package, you also need a third disk drive.

Note: Hard Disk users need:

- A Five Meg Hard Disk System (Cat. # 26-1130)

Before You Start

Three diskettes are supplied with your Accounts Receivable package: one program diskette, one data diskette, and one diskette containing sample data. Before you run A/R for the first time, make “backups” (copies) of these diskettes. **Never** run A/R with the original diskettes — use them **only** for making working copies. Run A/R with the working copies. Store the originals in a safe place, away from dust, magnetic fields, or anything else that might damage them. For specific instructions on backing up diskettes, see Appendix A, “Backup Procedures.”

ABOUT THE SAMPLE SESSION

This section is designed to assist you in becoming comfortable with the A/R System.





An easy way to try out A/R is to go through "Running A/R" using a set of backup diskettes. It takes about an hour. If you still wish to experiment with A/R after you finish "Running A/R," continue using the backups. You can try out every A/R feature that way — without affecting your company's records.

Your sample data diskette contains all the necessary G/L Accounts and customer information. Several transactions have already been posted during the fictitious period.

When you are ready to convert your company to A/R, the Conversion Section will help you. It contains pointers about assigning account numbers and descriptions and explains the customer information you'll need.

RUNNING A/R

Turn on the computer as instructed in your Model 4 Owner's Manual. Insert a backup of the Program Diskette into Drive 0 and a backup of the Sample Data Diskette into Drive 1. Press the Reset button.

When running A/R use the arrow keys (, , , and ) to correct errors when entering data. Move the cursor to the error and type the correct information.

Enter today's date in the format displayed on the screen. For example, for July 1, 1983, type **07/01/83** **(ENTER)**. At "time," press **(ENTER)**.

When TRSDOS Ready appears, type **AR4** **(ENTER)**. Your screen shows:

ACCOUNTS RECEIVABLE

MAIN MENU

1. SETUP MENU
2. CUSTOMER MAINTENANCE
3. TRANSACTION ENTRY
4. TRANSACTION POSTING
5. REPORTS MENU
6. END OF PERIOD PROCEDURES

ENTER SELECTION...

To print all the transactions that have already been "added" on your sample data diskette, press **(5)** for REPORTS MENU. The screen shows:

```

      A C C O U N T S   R E C E I V A B L E
            R E P O R T S   M E N U
1.  U N P O S T E D   T R A N S A C T I O N S
2.  P O S T E D   T R A N S A C T I O N S
3.  C U S T O M E R   L I S T   /   L A B E L S
4.  G / L   A C C O U N T   L I S T

      E N T E R   S E L E C T I O N . . _

```

Posted Transactions

Press **(2)** for POSTED TRANSACTIONS. The screen shows:

```

      P O S T E D   T R A N S A C T I O N S
            P R I N T   O P T I O N S
1.  A L L   T R A N S A C T I O N S
2.  S A L E S   T R A N S A C T I O N S
3.  A D J U S T M E N T   T R A N S A C T I O N S
4.  P A Y M E N T   T R A N S A C T I O N S

      E N T E R   S E L E C T I O N . . . .

```

Make sure your printer is ready and press **(1)** for ALL TRANSACTIONS.

PRINTER READY? Y/N

Press **(Y)** if you're sure the printer is ready. If it isn't ready, prepare it for printing and then press **(Y)**. If you can't get the printer ready, press **(N)**. You are then returned to the Reports Menu.

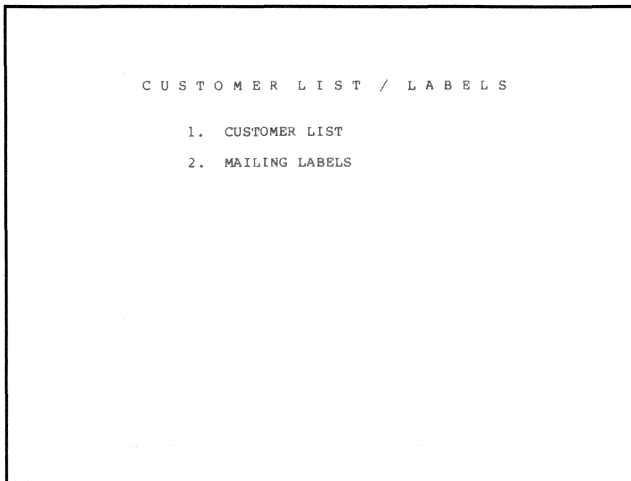
Note: If the printer is not ready, the program will lock and you must exit the system by pressing the Reset button.

The message, TRANSACTIONS LIST COMPLETE, appears briefly on the screen to let you know when the final transaction has been printed. You are then returned to the Reports Menu. Keep this Posted Transactions report to compare to one you will print later in the Sample Session.

Customer List

Next, you should print a list of all customers contained on the sample data diskette.

At the Reports Menu, press **(3)** for CUSTOMER LIST/LABELS. The question, PRINTER READY? Y/N appears. Press **(Y)** if your printer is ready. The screen shows:



You need to print a list of customers who are on your data diskette, so press **(1)**.

The prompt, ALPHABETICAL OR NUMERICAL ORDER? A/N, appears at the bottom of the screen. Press **(A)** to get an Alphabetical listing (you won't be able to specify a numeric range).

Pressing **(N)** prints a list by customer number.

Your screen shows:

```
CUSTOMER LIST

1. ALL
2. 90 DAY BALANCES
3. 60 DAY BALANCES
4. 30 DAY BALANCES
5. CURRENT BALANCES
6. INACTIVE CUSTOMERS
7. CREDIT LIMIT

BEGINNING CUSTOMER #..
ENDING CUSTOMER #.....

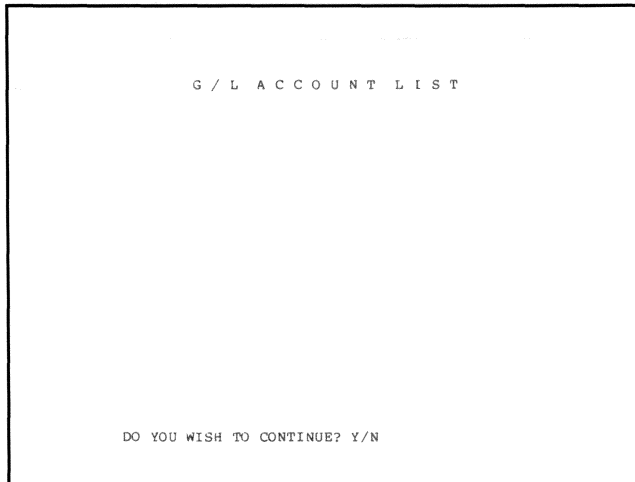
ENTER SELECTION..._
```

Press **(1)** to print a list of all customer accounts. If you had wanted a printout of customers that meet a certain criteria, you would need to enter the beginning and ending customer numbers — or just press **(ENTER)** to list all customers from beginning to end.

When the printing is complete, you are returned to the Reports Menu.

G/L Account List

All of the required G/L Accounts, and some optional accounts have been entered on your sample data diskette. To see a printout of that list, press **(4)** for G/L ACCOUNT LIST at the Reports Menu. The screen shows:



```
G / L A C C O U N T L I S T

DO YOU WISH TO CONTINUE? Y/N
```

DO YOU WISH TO CONTINUE? Y/N

Press **(Y)** to continue the report.

PRINTER READY? Y/N

When you are sure your printer is ready, press **(Y)**.

If you can't get the printer ready, press **(N)**. You are then returned to the Reports Menu.

The message, GENERAL LEDGER ACCOUNT LIST IN PROGRESS, appears briefly on the screen while the list is being printed.

After the list is printed, you are returned to the Reports Menu.

II SAMPLE SESSION

Now you have a list of all transactions previously entered, a list of all customers, and a list of General Ledger accounts (both required and optional) for AAA Hardware.

To better familiarize you with the A/R System, follow the instructions to enter some sales transactions for AAA Hardware. Press **(F1)** to return to the Main Menu.

At the Main Menu, press **(3)** for TRANSACTION ENTRY. Your screen shows:

```
TRANSACTION ENTRY

1. SALES ENTRY
2. ADJUSTMENT ENTRY
3. PAYMENT ENTRY

ENTER SELECTION..._
```

You are going to enter a sales transaction, so press **(F1)** for SALES ENTRY. The screen shows:

```

      S A L E S   E N T R Y

CUSTOMER #.....
CUSTOMER NAME...
TRANSACTION #...
INVOICE #.....
DATE..... / /
INVOICE TOTAL...
G/L ACCOUNT... -
AMOUNT.....
TAX.....
-----LAST TRANSACTION ADDED-----

ENTER SELECTION..... (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)
  
```

Press **(A)** to Add the sales entry to your transactions.

CUSTOMER #

Type **100 (ENTER)**.

CUSTOMER NAME

The name of the customer identified by Account # 100 is displayed. If it is not XYZ Construction, you typed the wrong number. Press **(F1)** and type the correct number.

TRANSACTION #

Since you are in the Add mode, the transaction number is automatically displayed. The transaction number should be **00009**.

INVOICE #

Enter Invoice # **00109**.

II SAMPLE SESSION

DATE

Type **03/03/83** **(ENTER)**.

INVOICE TOTAL

The amount shown is .00, since there have been no previous amounts entered for this invoice.

G/L ACCOUNT

Type **4110** **(ENTER)**, **(ENTER)**.

The G/L Account description appears next to the account number.

AMOUNT

Type **150.65** **(ENTER)** for the amount of the sale.

TAX

Type **7.53** **(ENTER)** for the tax amount.

ANY CHANGES? Y/N

Check the information you entered. If it is correct, press **(N)**.
If the information is not correct, press **(Y)** and change the information where needed.

XYZ Construction bought some paint in addition to the hardware items listed on the invoice. To credit the paint to the proper G/L account number, follow the instructions below:

The sales entry screen now shows:

```

      S A L E S   E N T R Y

CUSTOMER #.....100
CUSTOMER NAME...XYZ CONSTRUCTION
TRANSACTION #...00010
INVOICE #.....
DATE.....03/03/83
INVOICE TOTAL... 158.18
  G/L ACCOUNT...  -
  AMOUNT.....
  TAX.....
-----LAST TRANSACTION ADDED-----
100 00009 00109 03/03/83 4110-      150.65      7.53

ENTER SELECTION....A (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)
  
```

INVOICE #

Press **(ENTER)** to keep the same invoice number.

DATE

Press **(ENTER)** again for the date to remain the same.

INVOICE TOTAL

The total displayed is 158.18.

G/L ACCOUNT

Type **4120 (ENTER, ENTER)**.

AMOUNT

Type **105.87 (ENTER)** for the amount of the sale.

H SAMPLE SESSION

TAX

Type **5.29** **(ENTER)** for the tax amount.

ANY CHANGES? Y/N

Check the information you entered. If it is correct, press **(N)**.
If the information is not correct, press **(Y)** and change the
information where needed.

At the bottom of the screen you will see the transaction listed
under LAST TRANSACTION ADDED. The information should look
like this:

```
----- LAST TRANSACTION ADDED -----  
100      00010      00109      03/03/83      4120-      105.87      5.29
```

Another sale needs to be added to the transactions. This time, JMJ
Geophysical Company bought some items to use in an excavation
contract they recently signed. The sale amounted to \$675.24 with
\$33.76 added for sales tax.

Press **(F1)** to enter a new customer number.

Enter the following information:

CUSTOMER #

400 **(ENTER)**.

CUSTOMER NAME

The customer name should show as JMJ Geophysical. If that
is not the name shown, press **(F1)** and reenter the number.

TRANSACTION #

The transaction number shown should be 00011.

INVOICE #

Type **00110** **(ENTER)**.

DATE

Type **03/03/83** **(ENTER)**.

INVOICE TOTAL

The amount shown here is .00, since there have been no previous amounts entered for this invoice.

G/L ACCOUNT

Type **4130** **(ENTER)** **(ENTER)**.

The G/L Account description appears next to the account number.

AMOUNT

Type **675.24** **(ENTER)**.

TAX

Type **33.76** **(ENTER)**.

ANY CHANGES? Y/N

Check the information you entered. If it is correct, press **(N)**.
If the information is not correct, press **(Y)** and change the information where needed.

The information under LAST TRANSACTION ADDED looks like this:

----- LAST TRANSACTION ADDED -----
400 00011 00110 03/03/83 4130- 675.24 33.76

Press **(F1)** until you return to the Transaction Entry screen.

Adjustment Entry

Jupiter Oil Company returned a defective part to AAA Hardware and requested that it be credited to their account. At the Transaction Entry Menu, press **(2)** for ADJUSTMENT ENTRY. The screen shows:

```

      A D J U S T M E N T   E N T R Y

CUSTOMER #.....
CUSTOMER NAME...
TRANSACTION #...
INVOICE #.....
DATE..... / /
INVOICE TOTAL...
G/L ACCOUNT... -
AMOUNT.....
TAX.....
-----LAST TRANSACTION ADDED-----

ENTER SELECTION..... (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)

```

Press **(A)** to Add an adjustment entry to your list of transactions.

CUSTOMER #

Type **200 (ENTER)**.

CUSTOMER NAME

The name shown should be Jupiter Oil Co. If that is not the name, press **(F1)** and enter the correct customer number.

TRANSACTION #

The transaction number shown should be 00012.

INVOICE #

Type **00102 (ENTER)**.

DATE

Type **03/03/83** **(ENTER)**.

INVOICE TOTAL

The amount shown here is .00, since there have been no previous amounts entered for this invoice.

G/L ACCOUNT

Type **4110** **(ENTER)** **(ENTER)**

The G/L Account description appears next to the account number.

AMOUNT

Type **39.54-** **(ENTER)** for the adjustment amount.

TAX

Type **1.98-** **(ENTER)** for the tax amount.

ANY CHANGES? Y/N

Check the information you entered. If it is correct, press **(N)**.
If the information is not correct, press **(Y)** and change the information where needed.

The bottom of the screen shows:

```

----- LAST TRANSACTION ADDED -----
200      00012      00102      03/03/83      4110-      39.54-      1.98-
  
```

An error of \$7.50 was made when posting to the account of Percy's Interior Designs. An adjustment needs to be made to correct the error before billing.

Press **(F1)** to enter a new customer number.

CUSTOMER #

Type **300** **(ENTER)**.

II SAMPLE SESSION

CUSTOMER NAME

The name shown should be Percy's Interior Designs. If that is not the name displayed, press **(F1)** and enter the correct account number.

TRANSACTION

The transaction number shown should be **00013**.

INVOICE

Type **00108 (ENTER)**.

DATE

Type **03/03/83 (ENTER)**.

INVOICE TOTAL

The amount shown here is .00, since there have been no previous amounts entered for this invoice.

G/L ACCOUNT

Type **4110 (ENTER) (ENTER)**.

The G/L Account description appears next to the account number.

AMOUNT

Type **7.50** for the adjustment amount.

TAX

Press **(ENTER)**, since the tax does not need adjusting.

ANY CHANGES? Y/N

If the data shown is not correct, press **(Y)** and make the necessary changes. If the data is correct, press **(N)**.

The bottom of the screen now shows:

```

-----LAST TRANSACTION ADDED-----
300      00013      00108      03/03/83      4110-      7.50      .00

```

Press **(F1)** until the Transaction Entry Menu appears.

Payment Entry

AAA Hardware received some payments that need to be posted to accounts. Follow the instructions below to enter a payment transaction.

At the Transaction Entry Menu, press **(3)** for PAYMENT ENTRY. The screen shows:

P A Y M E N T E N T R Y

CUSTOMER #.....
 CUSTOMER NAME...
 TRANSACTION #...
 CHECK #.....
 DATE..... / /
 AMOUNT.....
 DISCOUNT.....

-----LAST TRANSACTION ADDED-----

ENTER SELECTION..... (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)

Press **(A)** to Add a payment transaction.

CUSTOMER #

Type **300 (ENTER)**.

CUSTOMER NAME

The customer name is automatically shown for verification.

H SAMPLE SESSION

The name should be Percy's Interior Designs. If that is not the displayed name, press **(F1)** and enter the correct account number.

TRANSACTION #

Since you are in the "Add" mode, the number is automatically shown. The number should be 00014.

CHECK #

Type **CASH** **(ENTER)**.

DATE

Type **03/03/83** **(ENTER)**.

AMOUNT

Type **25.00** **(ENTER)**.

DISCOUNT

Press **(ENTER)** (there is no discount).

ANY CHANGES? Y/N

Press **(N)** if the data is correct.

Press **(Y)** if you need to make changes to the data shown.

The bottom of the screen now shows:

```
----- LAST TRANSACTION ADDED -----  
300      00014      CASH      03/03/83      25.00      .00
```

Press **(F1)** to enter a new customer number.

Now follow the instructions below to enter another payment from Lanier Surveying.

CUSTOMER #

Type **500** **(ENTER)**.

CUSTOMER NAME

The name shown should be Lanier Surveying. If this is not the displayed name, press **(F1)** and enter the correct number.

TRANSACTION #

The number shown should be 00015.

CHECK #

Type **00145** **(ENTER)**.

DATE

Type **03/03/83** **(ENTER)**.

AMOUNT

Type **4412.50** **(ENTER)**.

DISCOUNT

Type **220.63** **(ENTER)**.

ANY CHANGES? Y/N

Press **(N)** if the data is correct.

Press **(Y)** if you need to make changes to the data shown.

The bottom of the screen shows:

```

----- LAST TRANSACTION ADDED -----
500      00015      00145      03/03/83      4412.50      220.63
  
```

Press **(F1)** until you return to the Main Menu.

Unposted Transactions

You need to print an Unposted Transactions report to compare with the Account Posting Report you will get at closing.

At the Main Menu, select Option 5 for REPORTS MENU. The screen shows:

```

A C C O U N T S   R E C E I V A B L E
R E P O R T S   M E N U
1.  UNPOSTED TRANSACTIONS
2.  POSTED TRANSACTIONS
3.  CUSTOMER LIST / LABELS
4.  G/L ACCOUNT LIST

ENTER SELECTION...
```

Press **1** for UNPOSTED TRANSACTIONS. The screen shows:

```

U N P O S T E D   T R A N S A C T I O N S

PRINTER READY? Y/N
```


PRINTER READY? Y/N

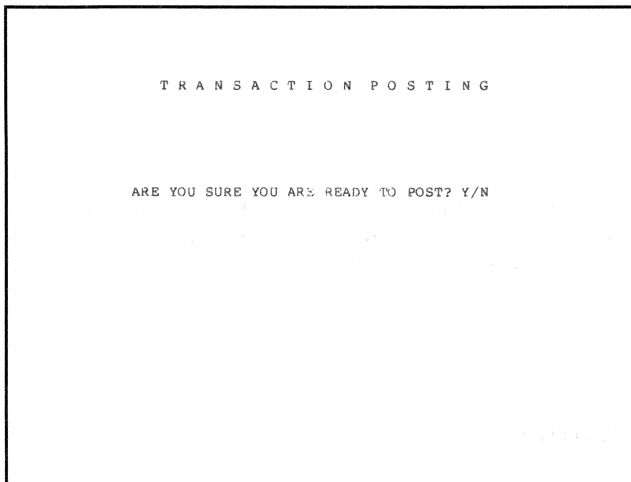
- Make sure your printer is ready and press **(Y)**. If the printer is not ready, press **(N)**. When the printing is complete, you are returned to the Reports Menu.

Transaction Posting

If you were posting transactions for your own business, you would need to back up your data diskettes before proceeding. (Instructions are contained in Appendix A.)

After posting, the transactions are no longer available through the transaction entry displays.

Press **(F1)** until the Main Menu appears. Select Option 4, for TRANSACTION POSTING. Your screen shows:



```
TRANSACTION POSTING

ARE YOU SURE YOU ARE READY TO POST? Y/N
```

ARE YOU SURE YOU ARE READY TO POST? Y/N

This question gives you the option of continuing or returning to the Main Menu to select another option. Press **(Y)** to continue.

ENTER POSTING DATE...XX/XX/XX

Press **(ENTER)**. The displayed date will be the account posting date.

IS DATE CORRECT?

Press **(Y)**.

HAVE YOU BACKED UP YOUR FILES?

This question appears on the screen to remind you of the necessity of backing up your files. Since this is sample data, press **(Y)**.

PRINTER READY? Y/N

Make sure your printer is ready, then press **(Y)**.

POST TRANSACTIONS IN PROGRESS

This message appears to let you know the transactions are now being posted.

TRANSACTIONS POSTED

The number of transactions (XX) appears beside this message.

POST TRANSACTIONS COMPLETE

When this message appears, you know that the posting is complete. You receive a printout of the Account Posting Report and a G/L Recap Report.

Posted Transactions

Now you are ready to print an updated Posted Transactions report to compare with the one you printed at the beginning of the Sample Session.

At the Main Menu, select Option 5 for REPORTS MENU. The screen shows:

```

      A C C O U N T S   R E C E I V A B L E
      R E P O R T S   M E N U
      1. UNPOSTED TRANSACTIONS
      2. POSTED TRANSACTIONS
      3. CUSTOMER LIST / LABELS
      4. G/L ACCOUNT LIST

      ENTER SELECTION...
```

Press **(2)** for POSTED TRANSACTIONS. The screen shows:

```

      P O S T E D   T R A N S A C T I O N S
      P R I N T   O P T I O N S
      1. ALL TRANSACTIONS
      2. SALES TRANSACTIONS
      3. ADJUSTMENT TRANSACTIONS
      4. PAYMENT TRANSACTIONS

      ENTER SELECTION....
```

Press **(1)** to print all transactions.

PRINTER READY? Y/N

Press **(Y)** when your printer is ready.

When the printout is complete, compare it with the list of transactions you received at the beginning of the Sample Session. The transactions you entered should be shown.

Press **(F1)** to return to the Main Menu.

End Of Period Procedures

You are now ready to close the period for AAA Hardware. First, follow the instructions below to run a Trial Balance and review all transaction entries that were posted to each customer for the current period.

At the Main Menu, select Option 6 for END OF PERIOD PROCEDURES. The screen shows:

ACCOUNTS RECEIVABLE
END OF PERIOD PROCEDURES

1. TRIAL BALANCE
2. PERIOD STATEMENT PRINT
3. PERIOD CLOSING
4. G/L DISTRIBUTION REPORT

ENTER SELECTION...

Trial Balance

Press **(1)** for TRIAL BALANCE from the End Of Period Procedures Menu. The screen shows:

TR I A L B A L A N C E

1. AGE & NO UPDATE - (TRIAL RUN)

2. AGE & UPDATE - (FINAL RUN)

ENTER SELECTION....

First, print a Trial Balance with no update. At the Trial Balance screen, press **(1)** for TRIAL RUN.

BEGINNING CUSTOMER #

Press **(ENTER)** to begin the Trial Balance run with the first account on your list.

HAVE YOU BACKED UP YOUR FILES? Y/N

If this was your own business, you would need to back up your files before proceeding. Since this is just a sample run, press **(Y)**.

PRINTER READY? Y/N

Make sure your printer is ready and press **(Y)**.
If you press **(N)**, you are returned to the End Of Period Procedures menu.

The Trial Balance with no update is then printed. This "trial run" feature provides a method to review your account balances without affecting your final period closing.

Press **(1)** at the End Of Period Procedures menu to return to the Trial Balance screen.

You are now ready to age and update the accounts. At the Trial Balance screen, press **(2)** for FINAL RUN. This option ages, applies late charges (if any) and updates your customer accounts.

MUST CLOSE PERIOD AFTER FINAL RUN. CONTINUE? Y/N

Press **(Y)** to continue the final run.

If you press **(N)**, you are returned to the End of Period Procedures menu.

CLEAR YEAR-TO-DATE SALES TOTAL? Y/N

Press **(N)**. If you press **(Y)**, the Year-To-Date sales total clears to a zero balance.

AS OF / /

Type **03/31/83** **(ENTER)**.

(LAST AGE XX/XX/XX)

The last date of a Final Run is shown here.

HAVE YOU BACKED UP YOUR FILES? Y/N

Press **(Y)** to continue the report.

PRINTER READY? Y/N

Make sure your printer is ready and press **(Y)**. If your printer is not ready, press **(N)**. You are returned to the End Of Period Procedures menu.

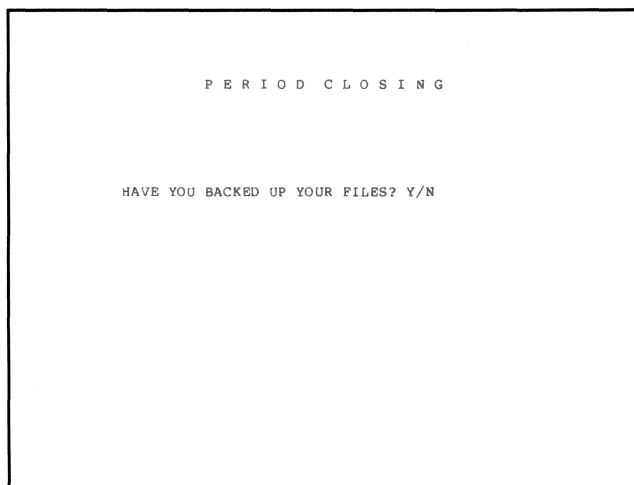
When the printing is complete, your accounts are aged and updated. You are returned to the End Of Period Procedures menu.

If you were performing these procedures for your own company, you would print the statements next, before completing the end-of-period processing.

Period Closing

The Period Closing completes the end-of-period processing.

At the End Of Period Procedures Menu, press **(3)** for PERIOD CLOSING. The screen shows:



```

      P E R I O D   C L O S I N G

      HAVE YOU BACKED UP YOUR FILES? Y/N

```

HAVE YOU BACKED UP YOUR FILES? Y/N

You should make a backup diskette before closing the period.
This ensures an accurate library of transactions.

Press **(Y)** if you have backed up your files.

DO YOU WISH TO CONTINUE CLOSING? Y/N

Press **(Y)** to continue the closing process.

If AAA Hardware were your company, you would save all Account Posting Reports. At the end of the period, you would print a Posted

Transactions Report before your final Trial Balance. You would save these reports for your audit trail.

G/L Distribution Report

This report lets you review all General Ledger activity during the previous period.

Press **(4)** for G/L DISTRIBUTION REPORT from the End Of Period Procedures Menu. Your screen shows:

G / L D I S T R I B U T I O N R E P O R T

DO YOU WISH TO CONTINUE? Y/N

DO YOU WISH TO CONTINUE? Y/N

Press **(Y)** to continue the report.

PRINTER READY? Y/N

Make sure your printer is ready and press **(Y)**. Press **(N)** if your printer is not ready. You are then returned to the End Of Period Procedures menu.

When the printing is complete, you are automatically returned to the End Of Period Procedures menu.

You can continue to use these backups of the A/R Program diskette and Sample Data Diskette to experiment with A/R. Make up your own transactions and use the Procedures Section and the Reference Section to help you go through an entire period of A/R accounting.

When you are through "Running A/R," press **(F1)** until you return to TRSDOS Ready.

When you are ready to start your own company's A/R system, use new backups of the A/R program and data diskettes. Do **not** try to use the same diskettes you used in the Sample Session.

Sample reports are provided in Appendix D to compare with the printouts you made during "Running A/R."

HOW TO USE THE CONVERSION SECTION

This section explains how to change from your present system of record-keeping to A/R. Follow the instructions exactly. Carefully review your data to ensure the accuracy of your system. Setting up A/R improperly can cause an inoperative or inaccurate system.

The conversion section is divided into three sub-sections:

1. **Conversion Decisions** — Outlines the various decisions you must make before you actually begin to enter information into the computer.
2. **Conversion Procedures** — Step-by-step procedures for converting a manual accounting system to the computerized A/R system. Forms are provided at the end of the Conversion Section to help you organize your information.
3. **Interfacing Programs** — Contains instructions and information that lead you through the steps to interface A/R with G/L.

Complete operating instructions for entering data are provided in the Reference Section.

CONVERSION DECISIONS

The information below outlines the decisions you must make before converting your manual accounting system to the computerized A/R system. Forms are provided at the end of the Conversion Section to simplify the task of entering your information into the computer.

Date of Conversion

The "date of conversion" is the date you begin using the A/R system. It must be a date that begins an accounting period. Use your previous method of record-keeping to record all transactions that occur before the date of conversion. Transactions that occur after the date of conversion will be entered into the computer. Run A/R along with your previous record-keeping method for at least one full period, or until you become comfortable with the new system. This also helps you to verify the accuracy of your records.

When choosing the date of conversion, allow time to organize records and set up A/R. A good way to select the date of conversion is to estimate the date you expect to have completed all the necessary tasks, add one week, then choose the first day of the new period after that date as the date of conversion.

Interfacing

You can enhance your A/R system by using it along with the General Ledger system. Interfacing the two systems means that you can post transactions into the A/R journal, and simultaneously post a summary transaction to your General Ledger. This ensures the accuracy of your system since you are posting to the same account at the same time in both systems.

If you decide to interface A/R with G/L you will need a third disk drive and the General Ledger system (Cat. No. 26-1540).

Instructions for interfacing A/R with G/L can be found under Conversion, Interfacing With General Ledger.

Payment Options

You select the various features that define the methods of payment you want to use for your customer accounts. If your company requires partial payment on a bill every month, you can choose to activate the "Minimum Payment Option." You can specify a percentage or an amount or both. If you select both methods, the system uses the greater amount when statements are printed. Record your decisions on the System Definitions form.

Late Charge Option

The late charge feature lets you apply a late charge to the total balance of your customers' accounts if a balance is not paid by the end of an accounting period.

You can choose to compound the late charges. Compounding late charges generates a late charge that is computed on the total balance of a customer's account (including prior late charges). If you choose not to compound, the late charge is computed on the customer's total balance excluding prior late charges. Check with your accountant to determine whether compounding late charges is legal in your state.

If you choose not to compound late charges, you must separate late charges from aged balances before entering the data into the computer. Otherwise, late charges included in the aged balances will be compounded. When your customer makes a payment or if you make a credit adjustment on the account, the payment or credit adjustment is applied first to the total late charges. The remainder is applied to the oldest balance.

III

CONVERSION

You can also select customers to be excluded from late charges. If you choose to use the late charge option, you must decide whether you will use the flat rate or percentage method to create late charges.

If you have accounts with large outstanding amounts, you may want to specify a certain point (break amount) at which the percentage will change for the calculated late charge. You can specify one monthly percentage rate to calculate the late charges for amounts equal to or in excess of the break amount and another for those balances that are less than the break amount.

You can also specify the smallest outstanding amount an account can have before a late charge is calculated. Record your decisions on the System Definitions form.

Statement Printing

You can choose to print statements for all customers or for a selected range of customers. You can use pre-printed statements for billing, or you may use the feature in A/R that lets you print your company name and address on statements. You can align the statements before printing.

Another feature of A/R lets you choose to print statements for customer accounts that have a zero balance as of the current accounting period.

The statements are automatically numbered for you; however, you can change the beginning number if you care to do so. Record your decision on the System Definition form.

G/L Accounts

There are seven required accounts in the A/R system (Accounts Receivable, Cash in Bank, Sales Tax, Freight Charges, Late Charges, Discounts and Sales). You also have the option of entering

ten additional sales accounts that you define according to your business needs. These optional accounts can help you analyze the sales in separate areas of your business. Work with your accountant to evaluate your present accounts and decide if you need more.

Account numbers must be assigned to all required and optional accounts. A form is provided at the end of the Conversion Section to help you with the numbering system.

Keep in mind that if you intend to interface with G/L at a later date, the G/L account numbers in A/R must match those that have been set up in G/L.

Creating A Customer File

You must assign a customer number to each customer and add the appropriate information to the system before any activity can take place on a customer account. You can have up to 150 customers on file and can use numbers from 1 through 999. Choose a numbering system that is right for your business.

Note: You can have up to 999 customers on file if you are using a Hard Disk system.

A form is provided at the end of the Conversion Section along with a brief definition of each option shown on the screen.

CONVERSION PROCEDURES

The next few pages explain how to organize the information needed to set up A/R, enter the information into the computer, and then verify the entered information.

To make sure that conversion from your present system of record-keeping to A/R is smooth and accurate, follow the instructions in this section carefully.

Make sure you have the following items:

- Current customer list, count, and balances
- Trial Balance prepared as of the date of conversion
- Copies of the conversion forms provided in this section

Fill Out Conversion Forms

Make copies of the conversion forms provided with this package. After filling in the appropriate information on the forms, you can enter it into the A/R system with ease.

1. List amounts and make decisions for System Definitions on Conversion Form #1.
2. List all required and optional General Ledger account numbers and descriptions on Conversion Form # 2.
3. List all customer account information in the appropriate columns on Conversion Form # 3.

Enter Information

1. Insert the A/R program diskette into Drive 0 and the data diskette into Drive 1. Press the reset button, and enter the date and time. Type **AR4** **(ENTER)** at TRSDOS Ready.
2. Select Option 1, **SETUP MENU** from the Main Menu.
3. Select Option 1, **COMPANY INFORMATION**, from the Setup Menu.
4. Press **(C)**.
5. Enter the company information as instructed in the Reference Section.
6. Press **(F1)** until the Setup Menu appears.
7. Select Option 2, **SYSTEM DEFINITIONS**, from the Setup Menu.
8. Press **(C)**.
9. Choose the options that you want to utilize for your business needs as instructed in the Reference Section.
10. Press **(F1)** until the Setup Menu appears.
11. If you are running A/R as a stand-alone program, select Option 3, **G/L ACCOUNT MAINTENANCE**, from the Setup Menu. (If A/R is interfaced with G/L, this option is not available.)
12. Enter account numbers and descriptions for your G/L accounts as outlined in the Reference Section.
13. Press **(F1)** until the Setup Menu appears.
14. Select Option 4, **G/L ACCOUNT DEFINITION**, from the Setup Menu.
15. Identify each account (required and optional sales) to be used in the A/R system as instructed in the Reference Section.

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CONVERSION

16. Press **(F1)** until the Main Menu appears.
17. Select Option 2, CUSTOMER MAINTENANCE, from the Main Menu.
18. Enter all customer information as instructed in the Reference Section.
19. Press **(F1)** until the Main Menu appears.

Check Entered Information

1. Select Option 5, REPORTS MENU, from the Main Menu.
2. Print a complete customer list, as instructed in the Reference Section (Reports Menu).
3. Compare the customer list on the printout to your customer list on Conversion Form # 3. They should be the same.
4. From the "Reports Menu," print the G/L Account List.
5. Compare G/L Account List to G/L Account Conversion Form.
6. Keep the customer list, G/L account list, and conversion forms for future reference.

Conversion Period

Now you can start using A/R. During the first period of use, continue your previous method of record-keeping. At the end of the period (after making any adjusting entries), prepare a Trial Balance from your previous record-keeping system and print a Trial Balance (Trial Run). They should be the same. If they're not, locate and correct the error(s).

III CONVERSION

Continue using your previous method of record-keeping until you feel comfortable using A/R. This way, you preserve the integrity of your records as you become familiar with using A/R.

INTERFACING WITH GENERAL LEDGER

You can set up A/R as a stand-alone system and then use it with General Ledger at a later date. If you decide to interface with General Ledger, the program will automatically transfer the summary amounts for each General Ledger account used in Accounts Receivable to the General Ledger files during A/R processing. Just be sure to set up account numbers in A/R that will match those in G/L.

Instructions for Interfacing

Run G/L independent of A/R and continue to use your previous method of record-keeping until you're sure both programs are running smoothly and accurately. Then you can interface the programs, following the instructions below:

1. At the Main Menu, select Option 1 for **SETUP MENU**.
2. At the Setup Menu, select Option 1 for **COMPANY INFORMATION**.
3. At the Company Information screen, press **(Y)** for Yes at the question, **INTERFACE TO GENERAL LEDGER? Y/N**. Be sure your G/L Data diskette is in a disk drive **before** you answer this question.
4. At the Setup Menu, Select Option 4, for **G/L ACCOUNT DEFINITION**.
5. Enter the required and optional accounts, making sure that the numbers for the accounts match with the numbers in the General Ledger system.

Notes on Interfacing

Interfacing A/R with G/L can only take place at the end of a period when there are no posted or unposted transactions on file.

After answering **(Y)** to the interface question in Company Information (after G/L is completely set up), you must then redefine all required accounts in G/L Definition.

When using A/R interfaced with G/L you must have the G/L disk in the expansion disk drive at all times.

After selecting the option to interface, you must make all changes to G/L accounts through the G/L system. You can no longer access G/L Account Maintenance through A/R, and you can only print a G/L account list through G/L.

You can never go back to a stand-alone system from an interfaced system.

III CONVERSION

CONVERSION FORMS

The conversion forms are provided to help make the transition to a computerized accounting system smooth and accurate.

A list of fields and definitions that clarifies each entry that will be made to the A/R system can be found on the back of each form.

Gather and record your information carefully to ensure accuracy.

Accounts Receivable Conversion Form # 1

System Definitions

- Minimum Payment Option (Y/N) ☐
- Minimum Payment Percent ☐ ☐
- Minimum Payment Amount ☐ ☐ ☐ ☐
- Late Charge Apply Option? (Y/N)..... ☐
- Compound Late Charges? (Y/N)..... ☐
- Late Charge Method (P/F)..... ☐
- Late Charge Percentage Break Amount ☐ ☐ ☐ ☐
- Late Charge Percent (Over Break Amount)..... ☐.☐ ☐
- Late Charge Percent (Under Break Amount)..... ☐.☐ ☐
- Late Charge Flat Amount ☐ ☐ ☐ ☐
- Minimum Overdue For Late Charge ☐ ☐ ☐ ☐
- Beginning Statement Number ☐ ☐ ☐ ☐
- Print Zero Balance Statements? (Y/N)..... ☐

System Definitions

Minimum Payment Option — Use this option if your company requires partial payment on a bill every month.

Minimum Payment Percent — (Two digits, no decimals) Used to calculate the minimum payment when statements are printed.

Minimum Payment Amount — (Up to five digits, no decimals) The minimum payment that a customer must pay toward the unpaid balance of an account.

Late Charge Apply Option — Used to apply a late charge to the balance of your customers' accounts if the balance is not paid by the end of an accounting period.

Compound Late Charges — Used to apply a late charge to the total balance due (including late charges from the previous period).

Late Charge Method — You can charge your customers a late charge based on the percentage of the unpaid balance or a set (flat) amount.

Late Charge Percentage Break Amount — (Up to five digits, no decimal) The amount at which the percentage changes for the calculated late charge.

Late Charge Percent (Over Break Amount) — (One digit before the decimal, two digits after) Used to calculate late charges for amounts equal to or in excess of the break amount you specified.

Late Charge Percent (Under Break Amount) — (One digit before the decimal, two digits after) Used to calculate late charges for customer balances that are less than the specified break amount.

Late Charge Flat Amount — (Up to five digits) A set amount that is applied to a customer account as a late charge.

Minimum Overdue For Late Charge — (Up to five digits) The smallest outstanding amount an account can have before a late charge is calculated.

Beginning Statement Number — (Up to five digits) The statement number that you want the statements to begin with when printed at the end of a current period.

Print Zero Balance Statements — Used to print statements for customer accounts that have a zero balance as of the end of the current accounting period.

Accounts Receivable Conversion Form # 2

G/L Account Form

Required

Acct # (XXXX-XX)	Description
—	Accounts Receivable
—	Cash in Bank
—	Sales Tax
—	Freight Charges
—	Late Charges
—	Discounts
—	Sales

Optional

Acct # (XXXX-XX)	Description
—	
—	
—	
—	
—	
—	
—	
—	
—	
—	
—	

Definitions for Conversion Form # 2

G/L Account Number — (Four or six digits (XXXX or XXXX-XX) A number that is assigned to all required and optional G/L accounts. The assigned numbers determine the order in which accounts appear on the G/L Recap Report.

Description — (Up to 25 characters) The name of the account you wish to define.

Accounts Receivable Conversion Form # 3

CUST. #	CUSTOMER NAME	
<input type="text"/>	<input type="text"/>	
	ADDRESS	
	<input type="text"/>	
	ADDRESS	
	<input type="text"/>	
	CITY	STATE
	<input type="text"/>	<input type="text"/>
		ZIP
		<input type="text"/>
	PHONE NUMBER	
	<input type="text"/> - <input type="text"/> - <input type="text"/>	
TAXABLE? Y/N	DISCOUNTS? Y/N	
<input type="checkbox"/>	<input type="checkbox"/>	
LATE	LATE CHARGE	CREDIT LIMIT
CHG? Y/N	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		
LAST STATEMENT BALANCES:		
CURRENT	30 DAY	
<input type="text"/>	<input type="text"/>	
60 DAY	90 DAY & OVER	
<input type="text"/>	<input type="text"/>	
YTD SALES		
<input type="text"/>		

Definitions For Conversion Form # 3

- Customer Number** — You may have up to 150 customers (up to 999 customers if you are using a Hard Disk system) on file. Allowable customer numbers are 1 through 999.
- Name** — (30 characters maximum) Statements or customer lists can be printed alphabetically or numerically, so you may want to enter the customer's last name first.
- Address** — Two lines (30 characters each) are provided for the customer's address information.
- City - State - Zip** — Use up to 20 characters for city, 2 characters for state, and 10 characters for zip code.
- Phone Number** — (12 characters maximum) You may enter dashes after the area code and exchange.
- Taxable? (Y/N)** — Enter a ☐ (Y) for Yes or ☐ (N) for No in the appropriate column on the conversion form.
- Discounts? (Y/N)** — Enter a ☐ (Y) for Yes or ☐ (N) for No in the appropriate column on the conversion form.
- Late Charge? (Y/N)** — Enter a ☐ (Y) for Yes or ☐ (N) for No in the appropriate column on the conversion form.
- Credit Limit** — (Seven digits, no decimal) List a dollar amount for the maximum credit you want the customer to have.
- Current** — (Seven digits before decimal, two digits after) List the customer's current balance (the portion of the customer's balance that is the result of activity in the last period).
- 30 Day** — (Seven digits before decimal, two digits after) List the 30-day aged balance for each of your customers.
- 60 Day** — (Seven digits before decimal, two digits after) List the 60-day aged balance for each of your customers.
- 90 Day & Over** — (Seven digits before decimal, two digits after) List the balance for each account that is aged 90 days or more.
- Late Charges** — (Seven digits before decimal, two digits after) The sum of the late charges that the customer has accumulated. This balance, when added to the aged balances, equals the customer's total balance due. If the option to compound late charges has been selected, it is **not** necessary to separate the late charges from the aged balances when converting from manual to computerized records.
- YTD Sales** — (Seven digits before decimal, two digits after) List the amount of each customer's year-to-date sales, excluding freight and sales tax.

INTRODUCTION

One of the most important things you can do to incorporate your Accounts Receivable package successfully into your business is to develop a schedule of routine procedures. These procedures will ensure that all necessary functions have been performed in a timely manner.

The accounting tasks outlined in this section are recommended procedures for tasks that are performed daily, on demand, at the end of a period, or at the end of a year. These procedures may be very similar to the ones you are now performing. One significant difference is the computer, which relieves you of the drudgery of manually maintaining an accounts receivable system and provides you with prompt, reliable information. Note the emphasis on retaining reports in these accounting procedures. The easy-to-read reports generated by the Accounts Receivable system provide a complete audit trail.

Each activity in the accounting procedures is identified, and the steps necessary to complete that activity are numbered. You may adapt these steps to meet your business's requirements. For instance, you may post transactions more than once a day if your company enters more than 100 invoices and payments in the computer per day. Remember that following a set of routine procedures will assist you in using the Accounts Receivable package successfully.

DAILY PROCEDURES

Entering Sales, Payments or Adjustments

1. Before entering transactions into the computer, organize them into three categories: Sales, Payments, and Adjustments. Transactions with negative amounts must be entered as adjustments.
2. Each category must be entered through the appropriate selection in the Transaction Entry Menu. (Sales, selection 1; Adjustments, selection 2; Payments, selection 3)
3. Up to 100 entries can be made at one time. If you need to enter more transactions, you must first follow the posting transactions procedure.

Printing an Unposted Transactions Report

1. After transactions are added, an Unposted Transactions report can be printed to check all entries. (Reports Menu, selection 1)
2. Compare this report with the documentation used in entering transactions.
3. Make any necessary changes to the transactions through the appropriate transaction entry selection.
4. Keep this report until all transactions are posted and the Account Posting report is printed.

Making a Daily Backup

1. When the Unposted Transactions Report is correct, make a backup of the day's work for your backup library. (See Appendix A, Backup Procedures.)

ON DEMAND PROCEDURES

Posting Transactions

Up to 100 unposted transactions can be stored before posting is necessary.

1. Review the last Unposted Transaction report for any errors. If errors are found, STOP and correct them through Transaction Entry before continuing (Reports Menu, Selection 1).
2. Make a backup of your data diskette and label it as a "Pre-Posting" diskette (see Appendix A, Backup Procedures). If you are interfaced, also make a backup of the General Ledger data diskette.
3. Be sure your printer is ready. Post all transactions through Posting Transactions (Main Menu, selection 4). REMEMBER, POSTED TRANSACTIONS CANNOT BE CHANGED OR DELETED.
4. Review the Account Posting Report for accuracy. You may discard the Unposted Transactions report and retain the Account Posting Report as your audit trail.

Adding and Changing Customer Account Information

1. Organize the information that is to be entered on the customer form in the Conversion section before adding or changing customer records. Remember that the system does not allow you to enter or change any of the customer's balances (entered during setup) after the first accounting period has been closed. Any changes to these balances must then be made by adjustment transactions.

2. Make the necessary changes or additions in Customer Maintenance (Main Menu, selection 2).
3. Review all changes and additions made by printing a new customer list (Reports Menu, selection 3).

Deleting Customers

A customer account cannot be deleted if the customer has an A/R balance, or if there are unposted or posted transactions.

1. Delete the customer through Customer Maintenance (Main Menu, selection 2).
2. Print a new customer list and check it for accuracy.
3. Make a note of the customer number that was deleted so the account number can be used again.

Adding, Replacing, or Deleting G/L Defined Accounts

NO ACCOUNTS MAY BE ADDED, REPLACED, OR DELETED WHEN THERE ARE ANY TRANSACTIONS IN THE SYSTEM (posted or unposted). The counters displayed in Company Information for unposted and posted transactions are an easy way to check for any transactions (Setup Menu, selection 1).

1. Add the new G/L accounts in G/L Account Maintenance in A/R if you are not interfaced with G/L or in the G/L system if you are interfaced (Setup Menu, selection 3).
2. A/R accounts must be defined in G/L Definitions. Required accounts may NOT be deleted. You can only replace these accounts with new ones. Optional accounts may be added, replaced or deleted (Setup Menu, selection 4).

IV

SUMMARY OF TASKS

To replace, find the old account and type the new account over it.

To delete, find the old account and replace it with zeroes.

To add, find a blank account and replace it with the new account.

3. Return to the G/L Maintenance function (found in A/R if not interfaced, in G/L if interfaced) and delete the old accounts no longer in use. You cannot delete any account still defined in G/L Definitions.
4. Print a G/L Account list (in A/R if not interfaced and in G/L if you are interfaced). Review this list to ensure that all entries are correct. Replace your old account list with the new one (Reports Menu, selection 4).

Changing System Functions

If you need to change any of the system functions (such as late charges, minimum payments), make the changes immediately **AFTER** you have closed a period.

Make any changes in System Definitions (Setup Menu, selection 2).

ON DEMAND REPORTS

You may print the following reports whenever needed and as often as you like:

Report Name	Uses and Hints
UnPosted Transactions (Reports Menu, selection 1)	This report lets you check all entered transactions before posting.
Posted Transactions (Reports Menu, selection 2)	This report lists transactions posted during the current period for each customer. You have the option of printing all posted transactions or only sales, payments, or adjustments.
Customer Lists (Reports Menu, selection 3)	You can print a list of all customers or print only those customers with past due balances or inactive accounts.
Credit Limit (Reports Menu, Customer List, option 7)	This report lists all customers who were within 10% of their credit limit at the close of the last period.
Mailing Labels (Reports Menu, selection 3)	You can print labels to mail statements if you do not have window-type envelopes.
Trial Balance, Trial Run (End of Period Procedures, selection 1)	This report provides a summary of all transactions affecting Accounts Receivable with preliminary aging of customer account balances. Your current Accounts Receivable total is shown at the end of the report.
Statement Reprinting (End of Period Procedures, selection 2)	(See the End of Period Procedures section for statement printing at the close of a period.)

IV

SUMMARY OF TASKS

Period G/L Report (End of Period Procedures, selection 4)

If you print a statement in mid-month using your working A/R diskette, the statement includes aged balances from the close of the last period and only the current month's activity. The current total includes last month's current balance plus all posted transactions for this month. The "as of" date on the statement is the last aging date.

If you want to reprint a statement as of the end of the last period, use your end-of-period backup diskette. Be sure to make a backup of that diskette before running the Trial Balance, Final Run and printing the desired statement.

This report shows the status of G/L accounts as of the last period closing.

END OF PERIOD PROCEDURES

Closing the Period

1. Run a Posted Transactions report (Reports Menu, selection 2) to be sure that all transactions for the current period have been entered and posted. (If the month is closed with unposted transactions in the system, those transactions will be posted to the next period when you select Transaction Posting in the next accounting period.)
2. Print a Trial Balance without update (End of Period Procedures, selection 1). Review all of the transactions including the late charges (if any) to make sure they are correct.
3. If corrections are made, they must be entered as adjustment transactions and then posted.

Enter any necessary adjusting entries by selecting Option 2 on the Transaction Entry Menu.

If adjusting transactions were made, print an Unposted Transactions Report by selecting Option 1 on the Reports Menu. Make any necessary corrections and check them for accuracy.

Back up diskettes, using the pre-posting backups. If interfaced with General Ledger, back up the G/L data diskette. (See Appendix A, "Backup Procedures.")

Post the adjustment transactions by selecting Option 4 on the Main Menu. If you are interfaced to General Ledger, insert the G/L data diskette in Drive 2 before posting.

4. If any adjustments have been made, repeat steps 1 - 3.
5. Make your End of Period backup of your data diskette as described in the instructions for making a backup library.

IV SUMMARY OF TASKS

6. Print a FINAL Trial Balance with Update to update all customer accounts and to post late charges. DO NOT CLEAR YEAR-TO-DATE SALES TOTALS UNLESS YOU ARE ALSO CLOSING THE YEAR.
7. Print all statements for your customers (End of Period Procedures, selection 2).
8. Close the period (End of Period Procedures, selection 3). All posted transactions for the current period will be deleted from the system.

If the period is closed, you may still reprint statements and the balances will be correct until the new transactions are posted. However, there will be no transactions detail printed on the statements.

9. Print a Period G/L Report (End of Period Procedures, selection 4). All A/R activity is reflected in the G/L account balances which were updated during Period Closing.
10. Run the customer lists which your business needs dictate (Reports Menu, selection 3).
11. You should now have the following reports to keep in your End of Period file:

All account posting reports generated throughout the period when posting transactions.

A Posted Transactions Report which lists all transactions for the current period.

Final Trial Balance run with update.

Period G/L Report for the current period.

End of Period backup of your A/R and G/L data.

12. Print a list of all customers or print only those customers with past due balances or inactive accounts (Reports Menu, selection 3).
13. Print a list of all customers who were within 10 percent of their credit limit at the close of the last period (Customer List, selection 7).

Closing the Year

Closing the year uses the same procedures as closing a period except when running the final run of the Trial Balance. When closing the year you must answer "Yes" to the "Clear Year-To-Date Sales" question.

USING THE REFERENCE SECTION

The Reference Section is organized so that after A/R is set up, you can quickly find the information you need. The first part, "Overview," explains how to start the A/R program, how to end the program, and how to correct any errors you make while using the program.

The following sections describe A/R's functions and how to use them. They follow the order of the Main Menu that appears on your screen after you start the program. Pay special attention to the "Notes" portion, located at the beginning of each section. The notes contain special instructions that will help you complete the section successfully.

If the instructions don't direct you elsewhere, go to the next step.

OVERVIEW

System Startup

Turn on all peripherals first (printer, expansion drive, if present).

Turn on the computer and wait until the red light on the disk drives goes off.

Loading A/R

To use A/R, insert the A/R program diskette into Drive 0 and the data diskette into Drive 1. If you are interfacing with G/L, place the G/L diskette in the expansion drive (Drive 2). Press the reset button and enter the date and time. When TRSDOS Ready appears, type:

AR4 **(ENTER)**

The A/R Main Menu appears. To choose a selection, press the number that appears before the selection.

Exiting A/R

When you are finished using the program, press **(F1)** until TRSDOS Ready appears. Remove the diskettes and turn off the computer system.

Correcting Errors

To correct an error in an entry screen before all data has been entered, use **↑**, **↓**, **→**, and **←** to move the cursor to the error. Type the correct character(s). Move the cursor to the space after the last character in the line. Press **ENTER**.

To change a credit to a debit or a debit to a credit, position the cursor over the incorrect minus sign or plus sign. Enter the correct character.

To correct an error in an unposted transaction, change or delete the transaction at the Transaction Entry screen.

To correct an error in a posted transaction, enter an offsetting transaction(s) through the Transaction Entry, Selection 2, "Adjustment Entry" screen.

If you choose the wrong selection, press **F1** and choose the correct selection.

To erase all the data on an entry screen before reaching the bottom of the screen, press **F1**.

If you press **F2** (on any screen in the A/R program), the cursor automatically moves to the bottom of the screen and the message, ANY CHANGES? Y/N, is shown. If you answer **Y**, the cursor moves to the top of the screen. Answering **N** automatically updates the file.

MAIN MENU

Use

Use the Main Menu to access each AR function.

Instructions

To display the Main Menu after turning on the computer, go to Step 1. To return to the Main Menu from a selection or entry screen, press **(F1)** until the Main Menu appears.

1. Insert the AR program diskette into Drive 0 and the data diskette into Drive 1. Press the reset button. Enter the date and time in the displayed format.
2. TRSDOS Ready

Type **AR4** **(ENTER)**.
3. ENTER SELECTION

Your screen shows:

```

A C C O U N T S   R E C E I V A B L E

M A I N   M E N U

1.  S E T U P   M E N U
2.  C U S T O M E R   M A I N T E N A N C E
3.  T R A N S A C T I O N   E N T R Y
4.  T R A N S A C T I O N   P O S T I N G
5.  R E P O R T S   M E N U
6.  E N D   O F   P E R I O D   P R O C E D U R E S

ENTER SELECTION...
```

To use A/R, press the number that appears before the selection you wish to use.

To return to TRSDOS Ready, press **(F1)**.

SETUP MENU

Use

Use this option to access the functions needed to set up the A/R system before you actually begin using the system on a daily basis.

Instructions

Select Option 1, SETUP MENU, at the Main Menu. The screen shows:

A screenshot of a computer screen displaying the 'ACCOUNTS RECEIVABLE SETUP MENU'. The text is centered and reads: 'ACCOUNTS RECEIVABLE' followed by 'SETUP MENU' on the next line. Below this is a numbered list: '1. COMPANY INFORMATION', '2. SYSTEM DEFINITIONS', '3. G/L ACCOUNT MAINTENANCE', and '4. G/L ACCOUNT DEFINITION'. At the bottom of the screen, it says 'ENTER SELECTION...'. The entire screen content is enclosed in a rectangular border.

Press the number that appears before the selection you wish to use.

To return to the Main Menu, press **(F1)**.

COMPANY INFORMATION

Use

Use this option to:

- Record your company's name and address
- Inquire about or change company information
- Make the decision to interface A/R with G/L or run A/R as a "stand alone" program
- Find out how many customer accounts A/R is storing
- Find out how many posted and unposted transactions A/R is storing
- Condense the print on reports (with a DMP200 or a LP VIII)

Notes

Complete Company Information before assigning account numbers to the G/L "required" and optional accounts, and to your A/R customer accounts.

You cannot change information below INTERFACE TO GENERAL LEDGER? Y/N

You can convert from "stand alone" to "interface," but never from "interface" to "stand alone."

Instructions

At the Setup Menu, press **(1)** for COMPANY INFORMATION. Your screen shows:

```

      C O M P A N Y   I N F O R M A T I O N

COMPANY INFORMATION:
NAME.....
ADDRESS.....
CITY-STATE-ZIP..      -  -

CONDENSE PRINT ON REPORTS? Y/N.....
PRINT COMPANY NAME/ADDRESS ON STATEMENTS? Y/N...

INTERFACE TO GENERAL LEDGER? Y/N.....

LAST PERIOD CLOSING..... /  /

CURRENT RECORD COUNT:
CUSTOMERS.....
UNPOSTED TRANSACTIONS.....
POSTED TRANSACTIONS.....

ENTER SELECTION... (C=CHANGE, I=INQUIRE)
  
```

1. ENTER SELECTION

To enter company information or to change company information previously entered, press **(C)**.

To display, but not change, information that was previously entered, press **(I)**.

2. NAME

Type your company's name as you want it to appear on the top of all A/R reports and customer statements. (30 characters maximum)

3. ADDRESS

Enter your company's street address. (30 characters maximum)

4. CITY-STATE-ZIP

Enter the city (20 characters maximum). Enter the two-character state code. Enter the zip code. (9 characters maximum)

5. CONDENSE PRINT ON REPORTS? Y/N

Press **(Y)** if you want to condense the print on reports to fit 80 column paper. (You must use this option if you are using a DMP 200 or a LP VIII.)

If you press **(N)** you will receive a report on 132 column paper.

6. PRINT COMPANY NAME/ADDRESS ON STATEMENTS? Y/N

Press **(Y)** if you want to print your company's name on the statements.

Press **(N)** if you do not want the company name to print on the statements.

7. INTERFACE TO GENERAL LEDGER? Y/N

Press **(Y)** to interface to the General Ledger system. (The G/L Data disk must be in Drive 2.)

Press **(N)** to run A/R as a "stand alone" system.

LAST PERIOD CLOSING

Displays the most recent date that customer accounts were aged (Trial Balance, Final Run).

CUSTOMERS

Displays the number of customers currently recorded in the system.

UNPOSTED TRANSACTIONS

Displays the number of unposted transactions currently being stored that were entered through the A/R Transaction Entry Screen.

POSTED TRANSACTIONS

Displays the number of transactions that have been posted to A/R customer accounts during the current period. This count includes transactions posted as Sales, Adjustments, and Payments.

SYSTEM DEFINITIONS

Use

Use the Accounts Receivable System Definitions option to:

- Define the methods of payment you want to use for your customer accounts
- Define the "Beginning Statement Number"
- Activate an automatic "late charge" feature for your customer accounts that will appear on their monthly statements.

Notes

Each feature on the screen has been assigned a default value. In most cases, a feature may be activated by changing (N) to (Y). You may choose those features which will better serve your business.

The Late Charge Apply option is not accessible in the Customer Maintenance section if you choose (N) as the response during setup procedures.

If you choose the Late Charge Apply option, you must choose the flat rate or percentage method to create late charges.

If you choose to compound the late charges, the late charge is computed on the total balance of the customer's account, including prior late charges.

If you do not want to compound the late charges, the late charge is computed on the total balance of the customer's account, excluding prior late charges. You must also separate late charges from aged balances before entering the data into the computer.

If you choose the Late Charge Apply option, you may choose to charge a lesser rate for larger amounts past due and a greater rate for smaller amounts past due.

If the customer balance is equal to or less than the minimum amount overdue for a late charge, a late charge is not calculated.

You may request that a certain percentage of the total amount owed is required as a minimum payment.

If you specify a minimum payment percent and a minimum payment amount, the system uses the greater amount when statements are printed.

Instructions

At the Setup Menu, select Option 2 for SYSTEM DEFINITIONS.
Your screen shows:

```

      S Y S T E M   D E F I N I T I O N S

MINIMUM PAYMENT OPTION (Y/N).....
MINIMUM PAYMENT PERCENT.....
MINIMUM PAYMENT AMOUNT.....

LATE CHARGE APPLY OPTION (Y/N).....
COMPOUND LATE CHARGES? (Y/N).....
LATE CHARGE METHOD (P/F).....
LATE CHARGE PERCENTAGE BREAK AMOUNT.....
LATE CHARGE PERCENT (OVER BREAK AMOUNT).....
LATE CHARGE PERCENT (UNDER BREAK AMOUNT).....
LATE CHARGE FLAT AMOUNT.....
MINIMUM OVERDUE FOR LATE CHARGE.....

BEGINNING STATEMENT NUMBER.....
PRINT ZERO BALANCE STATEMENTS? (Y/N).....

ENTER SELECTION... (C=CHANGE, I=INQUIRE)

```

1. ENTER SELECTION

Press **(C)** to enter the System Definitions information or to change the information previously entered.

Press **(I)** to display, but not change, information that was previously entered.

2. MINIMUM PAYMENT OPTION (Y/N)

Press **(Y)** to specify a minimum payment.

Press **(N)** if you do not want to specify a minimum payment and go to Step 5.

3. MINIMUM PAYMENT PERCENT

Enter the percent used to calculate the minimum payment when statements are printed. You can use up to 2 digits, but do not use decimals.

4. MINIMUM PAYMENT AMOUNT

Enter the minimum payment that a customer can credit toward the unpaid balance of an account. You can use up to 5 digits, but no decimals.

5. LATE CHARGE APPLY OPTION (Y/N)

Press **(Y)** to activate this option and proceed with all of the Late Charge entries.

Press **(N)** if you do not wish to use this option, and go to Step 13.

6. COMPOUND LATE CHARGES? (Y/N)

Press **(Y)** to activate this option.

Press **(N)** if you do not wish to use this option.

7. LATE CHARGE METHOD (P/F)

Press **(P)** to calculate late charges by percentage.

Press **(F)** to calculate late charges as a flat rate (specified on the next page). Go to Step 11.

8. LATE CHARGE PERCENTAGE BREAK AMOUNT

Enter the amount at which the percentage changes for the late charge calculated using up to 5 digits (no decimal needed).

9. LATE CHARGE PERCENT (OVER BREAK AMOUNT)

Enter the **monthly percentage rate** used to calculate late charges for amounts equal to or in excess of the break amount specified above. Use 1 digit before the decimal and 2 digits after.

10. LATE CHARGE PERCENT (UNDER BREAK AMOUNT)

Enter the **monthly percentage rate** used to calculate late charges for amounts less than the break amount specified above. Use 1 digit before the decimal and 2 digits after. Go to Step 12.

11. LATE CHARGE FLAT AMOUNT

Enter the flat amount that is posted as a late charge to each customer regardless of the amount past due. (5 digits maximum)

12. MINIMUM OVERDUE FOR LATE CHARGE

Enter the minimum balance amount before a late charge is calculated. (5 digits maximum)

13. BEGINNING STATEMENT NUMBER

Enter the statement number that you want the customer statements to begin with when printed at the end of the current period. (5 digits maximum)

14. PRINT ZERO BALANCE STATEMENTS? (Y/N)

Press **(Y)** to print statements with a balance of zero.

If you do not want to print statements with a balance of zero, press **(N)**.

15. ANY CHANGES? Y/N

Press **(Y)** if you want to change the System Definitions information. Go to Step 2.

Press **(N)** if the System Defintions information is correct. Go to Step 1.

Press **(F1)** to return to the Setup Menu.

G/L ACCOUNT MAINTENANCE

Use

If your A/R system is not interfaced to G/L, use the G/L Account Maintenance option to:

- Record account numbers and descriptions when first setting up A/R
- Add new accounts
- Change account description
- Inquire about accounts
- Delete accounts which have been removed from G/L Account Definition

Notes

This function is not available when the A/R system is "interfaced" to the G/L system.

You can delete an account only if there are no posted or unposted transactions in the system and the account is not defined in G/L Account Definition.

Enter all G/L "required" accounts through this screen. The required accounts are: Accounts Receivable, Cash in Bank, Sales Tax, Freight Charges, Late Charges, Discounts and Sales (Default). You must enter all required accounts, even though you may not utilize it for your business.

You can also add optional sales and adjustment accounts through this screen.

Account numbers assigned through this screen determine the order in which accounts appear on financial statements.

Instructions

At the Setup Menu, select Option 3 for G/L ACCOUNT MAINTENANCE. The following screen appears:

```

      G / L  A C C O U N T  M A I N T E N A N C E
      G/L ACCOUNT NUMBER...  -
      DESCRIPTION.....

      ENTER SELECTION.._ (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)
  
```

1. ENTER SELECTION

Press **(A)** to add an account.

Press **(C)** to change account description.

Press **(D)** to delete an account.

Press **(I)** to inquire about an account.

Press **(F1)** to return to the Setup Menu.

2. G/L ACCOUNT NUMBER

Enter the number of the account you wish to add, using the numbering system selected when preparing for conversion.

To change an account description, enter the account number.

To delete an account, type in the number of the account and press **(ENTER)**. Go to Step 4.

To inquire about an account, enter the account number. Go to Step 5.

Press **(F1)** to enter a different selection.

3. DESCRIPTION

Enter the account description (Accounts Receivable, Cash in Bank, etc.). Go to Step 2.

4. DELETE THIS RECORD? Y/N

Press **(Y)** if this is the record you want to delete.

Press **(N)** if this is not the record you want to delete. Go to Step 2.

5. DISPLAY NEXT RECORD? Y/N

Press **(Y)** to display the next account number and description.

Press **(N)** if you do not want the next record displayed. Go to Step 1.

G/L ACCOUNT DEFINITION

Use

Use the G/L Account Definition function to:

- Identify each account to be used in the system.
- Define optional sales or adjustment accounts as needed in your business (sales returns and allowances, etc.)

Notes

The system returns the actual account description (entered in G/L Account Maintenance) as you enter the account number.

All optional accounts function as sales accounts.

You must complete the G/L Account Definition function before any activity can occur on the A/R system.

All account numbers entered for "required" or optional accounts must have been previously entered through G/L Account Maintenance (on the A/R System, if not interfaced, or the G/L System, if interfaced).

See the Summary of Tasks section for specific instructions for making changes to the General Ledger accounts.

Instructions

At the Setup Menu, select Option 4 for G/L ACCOUNT DEFINITION.
Your screen shows:

```
G / L ACCOUNT DEFINITION
```

ACCOUNT TO BE DEFINED -----	ACCT. # -----
ACCOUNTS RECEIVABLE.....	-
CASH IN BANK.....	-
SALES TAX.....	-
FREIGHT CHARGE.....	-
LATE CHARGE.....	-
DISCOUNTS.....	-
SALES (DEFAULT).....	-

OPTIONAL ACCOUNTS

-
-
-
-
-
-
-
-

ENTER SELECTION... (C=CHANGE, I=INQUIRE)

1. ENTER SELECTION

To enter the G/L Account Definition information or to change information previously entered, press **(C)**.

To display, but not change, information that was previously entered, press **I**.

Press **F1** to return to the Setup Menu.

2. ACCT.

You can change the account number for each of the “required accounts” shown on the screen, or enter up to 10 optional account numbers (previously defined in G/L Account Maintenance) to be used in the A/R system.

3. ANY CHANGES? Y/N

Press **(Y)** to change the displayed information. Go to Step 2.

Press **(N)** if the Account Definition information is correct.

CUSTOMER MAINTENANCE

Use

Use the Customer Maintenance function to:

- Enter customer account information when first setting up A/R
- Enter customer balances during Setup
- Assign account numbers to customers
- Activate a "Late Charge" feature for your customer accounts
- Inquire about customer accounts
- Delete customer accounts

Notes

You must assign a customer number and add the appropriate information to the system before any activity can take place on a customer account.

If you answered "No" to the late charge question during the Setup procedure, the system automatically answers No to the late charge question in the Customer Maintenance function.

You can change account balances entered during Setup any time prior to closing your first accounting period. After completing the first period closing, you can no longer change the balances through this display.

Amounts entered should reflect the account status as of the end of the last period closed. Each amount uses two decimal places with the maximum entry for each amount being 9,999,999.99.

If you answer "No" to the question, TAXABLE? (Y/N), the system does not prompt you to enter a tax amount. If you answer "No" to the question, DISCOUNTS? (Y/N), the system does not prompt you to enter a discount amount.

If the current account balance is less than zero (a credit balance), then 30, 60 and 90 day balances for that account are zero.

You can delete a customer account only if there are no unposted or posted transactions in the system.

The Period Activity and Net A/R features are display only and cannot be changed on the screen.

When you add customer accounts, the screen displays the account number, customer name, city, state, and zip code of the last account entered.

Instructions

Select Option 2, CUSTOMER MAINTENANCE, from the Main Menu.
Your screen shows:

```

      C U S T O M E R   M A I N T E N A N C E

CUSTOMER NUMBER...
NAME.....
ADDRESS.....
ADDRESS.....
CITY-STATE-ZIP....
PHONE NUMBER.....

TAXABLE? (Y/N).... DISCOUNTS? (Y/N)..
LATE CHG? (Y/N)... CREDIT LIMIT...

      LAST STATEMENT BALANCES:
CURRENT..... 30 DAY....
60 DAY..... 90 & OVER.
LATE CHARGE. YTD SALES.
      PERIOD ACTIVITY.....
      NET A/R.....

      LAST CUSTOMER ADDED:

ENTER SELECTION... _ (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)

```

1. ENTER SELECTION

Press **(A)** to add an account.

Press **(C)** to change account information.

Press **(D)** to delete an account.

Press **(I)** to inquire about an account.

Press **(F1)** to return to the Setup Menu.

2. CUSTOMER NUMBER

Enter the customer account number. Allowable customer numbers are 1 through 999.

If you are changing account information, press **(ENTER)** until the cursor appears at the line you want to change. Enter the correct information and press **(F2)**. Go to Step 17.

If you are deleting an account, go to Step 18.

If you are inquiring about an account, go to Step 19.

3. NAME

Enter the customer name. Enter the last name first (for individuals) if you want to print the statements in alphabetical order at a later date. (30 characters maximum)

4. ADDRESS

Enter the customer address (street), using up to 30 characters.

5. ADDRESS

Enter additional address information (P.O. Box), using up to 30 characters.

6. CITY-STATE-ZIP

Enter city, state, and zip code, using up to 20 characters for the city, 2 characters for the state and 10 characters for the zip code.

7. PHONE NUMBER

Enter area code and phone number (12 digits maximum). You may enter dashes after the area code and exchange.

8. TAXABLE? (Y/N)

Press **(Y)** if you want to apply tax to this customer account.

Press **(N)** if you do not want to apply tax to this customer account.

9. DISCOUNTS? (Y/N)

Press **(Y)** if you want to apply discount amounts to this customer account.

Press **(N)** if you do not want to apply discount amounts to this customer account.

10. LATE CHG? (Y/N)

Press **(Y)** if you want this customer to have automatic late charges applied each month during end of period processing for past due balances.

Press **(N)** if you do not want the customer to have automatic late charges.

11. CREDIT LIMIT

Enter the maximum credit amount extended to the customer (7 digits maximum). No decimal place is needed.

12. CURRENT

Enter the portion of the customer's balance that is the result of the last 30 days activity. You may use up to 7 digits before the decimal and 2 digits after. You may also change the "+" to a "-" if the amount is negative.

13. 30 DAY

Enter the balance that is aged 30 days, using up to 7 digits before the decimal and 2 digits after.

14. 60 DAY

Enter the balance that is aged 60 days, using up to 7 digits before the decimal and 2 digits after.

15. 90 DAY & OVER

Enter the balance that is aged 90 or more days, using up to 7 digits before the decimal and 2 digits after.

16. LATE CHARGES

Enter the amount of accumulated late charges for the customer account.

17. YTD SALES

Enter the year-to-date sales amount for that customer. You may use up to 7 digits before the decimal and 2 digits after.

18. PERIOD ACTIVITY

This feature automatically shows the total amount of posted transactions in the current period.

19. NET A/R

This feature automatically shows the sum of the current, 30 day, 60 day, 90 day and the Period Activity.

20. ANY CHANGES? Y/N

Press **(Y)** if you want to change the current information. Go to Step 3.

Press **(N)** if there are no changes to the current information. Go to Step 2.

LAST CUSTOMER ADDED:

This feature automatically shows the account number, customer name, city, state, and zip code of the last account you entered (in the "Add" mode).

21. DELETE THIS RECORD? Y/N

Press **(Y)** to remove this customer account from your records.
Go to Step 2.

Press **(N)** if you want the customer account to remain in your records. Go to Step 2.

Press **(F1)** to enter another selection. Go to Step 1.

22. DISPLAY NEXT RECORD? Y/N

Press **(Y)** to display the next account (in numerical order).

Press **(N)** if you do not want to see the next account. Go to Step 1.

Press **(F1)** to return to the Main Menu.

TRANSACTION ENTRY

Use

Use Transaction Entry to:

- Record a sales transaction
- Adjust prior entries
- Enter payments made to your customer accounts

Notes

No more than 100 transactions can be entered before posting.

When you are adding a transaction, A/R automatically assigns and displays a "system" transaction number.

You must enter both the transaction number and the customer account number to recall a transaction when in the "change" or "delete" selection modes.

After transactions have been posted, they can no longer be recalled for any purpose using any of these displays.

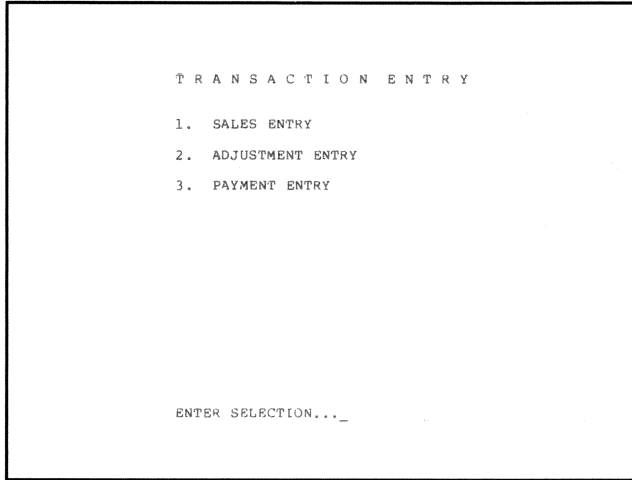
The transactions shown under the "Last Transaction Added" feature appear in the same order as added. The screen shows only the last transaction from the "ADD" mode (not changes).

You must enter a valid date for all transaction entries.

You can enter transactions to a customer account 000. This account can be used for customers that do not need a permanent account (such as cash-only or one-time customers). The account appears on all reports except statements. If the account has a zero balance it does not appear on the Customer List.

Instructions

At the Main Menu, select Option 3 for TRANSACTION ENTRY. The screen shows:



```
TRANSACTION ENTRY

1.  SALES ENTRY
2.  ADJUSTMENT ENTRY
3.  PAYMENT ENTRY

ENTER SELECTION..._
```

Press the number that appears before the selection you wish to use.

Press **(F1)** to return to the Main Menu.

Sales Entry

Use

Use the Sales Entry function to:

- Enter all sales transactions to be posted to your customer accounts
- Delete sales transactions
- Enter freight charges that are billed to your customers
- Change sales transaction information
- Inquire about sales transactions

Notes

You can enter a numeric or an alphanumeric invoice or reference number.

You must have already defined the G/L account number during setup procedures.

The items shown under "Last Transaction Added" appear in the same order as added. The screen shows only the last transaction from the "ADD" mode (not changes).

You must enter a valid date for all sales transactions.

No more than 100 transactions can be entered before posting.

You can use two decimal places and up to 9,999,999.99 for the sales amount.

You can use two decimal places and up to 99,999.99 for the tax amount.

This option does not accept a negative amount.

Instructions

Select Option 1, SALES ENTRY, from the Transaction Entry Menu.
Your screen shows:

```

      S A L E S   E N T R Y

CUSTOMER #.....
CUSTOMER NAME...
TRANSACTION #...
INVOICE #.....
DATE..... / /
INVOICE TOTAL...
  G/L ACCOUNT... -
  AMOUNT.....
  TAX.....
-----LAST TRANSACTION ADDED-----

ENTER SELECTION..... (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)
  
```

1. ENTER SELECTION

Press **(A)** to add a sales transaction.

Press **(C)** to change the information entered in a sales transaction.

Press **(D)** to delete the information entered in a sales transaction.

Press **(I)** to inquire about a sales transaction.

Press **(F1)** to return to the Transaction Entry Menu.

2. CUSTOMER

Enter the customer account number.

3. CUSTOMER NAME

After you enter the customer number in Step 2, A/R displays the customer name for verification.

If the name is correct, proceed to the next step.

If you entered the wrong account number, press **(F1)** and go to Step 2.

4. TRANSACTION

If you are in the "add" mode, the transaction number is automatically shown.

If you are in the "change" mode, you must enter the transaction number to recall the information.

If you are in the "delete" mode, you must enter the transaction number to recall the information. Then go to Step 11.

If you are in the "inquire" mode, you can press **(ENTER)** and the system finds the first sales transaction for the customer. Go to Step 12.

5. INVOICE

Enter the invoice or reference # that refers to this sale (numeric or alphanumeric). (5 characters maximum)

If you have more than one type of sale (different G/L account numbers) recorded on the same invoice, press **(ENTER)** to keep the same invoice number.

6. DATE

Enter the month, day, and year for the transaction.

Press **(ENTER)** if the date shown remains the same.

INVOICE TOTAL

The total amount currently on record for the chosen invoice number is automatically displayed.

7. G/L ACCOUNT

Press **(ENTER)** two times to assign the "default" sales account number. The default number is shown during the "add" mode.

If you want to enter this transaction to an account other than the default account, enter that account number.

8. AMOUNT

Enter the sales (or freight charges) amount (not including the tax amount). (Use up to seven digits before the decimal and two digits after the decimal.)

9. TAX

Enter the tax amount for the transaction. (Use up to 5 digits before the decimal and 2 digits after the decimal.)

Press **(ENTER)** if you do not want to enter a tax amount.

If you answered **(N)** for No at the question TAXABLE? (Y/N) when you set up the customer account, you are not prompted to enter a tax amount.

LAST TRANSACTION ADDED

After adding a transaction, A/R shows details of your last entry until you exit the Sales Entry screen.

10. ANY CHANGES? Y/N

If the information is not correct, press **(Y)**. Go to Step 5.

Press **(N)** to add the record to the system files. Go to Step 5.

11. DELETE THIS RECORD? Y/N

Press **(Y)** to delete the displayed transaction.

Press **(N)** if the displayed transaction is not the one you want to delete. Go to Step 2.

12. DISPLAY NEXT RECORD? Y/N

Press **(Y)** to display the next transaction.

If you do not want to display the next transaction, press **(N)**. Go to Step 1.

Adjustment Entry

Use

Use the Adjustment Entry function to:

- Make any adjustments to your customer accounts
- Change adjustments made to your customer accounts
- Delete adjustments made to your customer accounts
- View adjustments that have been made to your customer accounts

Notes

You may enter negative amounts when using this function.

Negative adjustments are applied in the following order: Late Charges, 90 Day, 60 Day, 30 Day, Current.

You must use G/L account numbers that have been previously defined during setup procedures.

You must enter a valid date for all adjustment transactions.

The items shown under "Last Transaction Added" appear in the same order as entered. This feature is only shown on the screen in the "Add" mode.

Use two decimal places and up to 9,999,999.99 for the adjustment amount.

Use two decimal places and up to 99,999.99 for the tax amount.

You cannot credit late charges to a customer account for more than the late charge currently owed by the customer.

Instructions

Select Option 2, ADJUSTMENT ENTRY, from the Transaction Entry Menu. Your screen shows:

```

      A D J U S T M E N T   E N T R Y

CUSTOMER #.....
CUSTOMER NAME...
TRANSACTION #...
INVOICE #.....
DATE..... / /
INVOICE TOTAL...
  G/L ACCOUNT... -
  AMOUNT.....
  TAX.....
-----LAST TRANSACTION ADDED-----

ENTER SELECTION.... (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)
  
```

1. ENTER SELECTION

Press **(A)** to add an adjustment transaction.

Press **(C)** to change the information entered in an adjustment transaction.

Press **(D)** to delete the information entered in an adjustment transaction.

Press **(I)** to inquire about an adjustment transaction.

Press **(F1)** to return to the Transaction Entry screen.

2. CUSTOMER

Enter the customer account number.

3. CUSTOMER NAME

If the customer name shown is the one you want to make the adjustment to, continue with the next step.

If the customer name shown is not the one you want, press **(F1)** and enter another account number.

4. TRANSACTION #

If you are in the "add" mode, A/R automatically shows the transaction number.

If you are in the "change" mode, you must enter the transaction number to recall the information.

If you are in the "delete" mode you must enter the transaction number to recall the information and then go to Step 11.

If you are in the "inquire" mode, you can press **(ENTER)** and the system finds the first adjustment transaction for the customer. Go to Step 12.

5. INVOICE #

Enter the invoice or reference number that refers to this adjustment.

6. DATE

Enter the month, day, and year for the transaction.

INVOICE TOTAL

The total amount currently on record for the chosen invoice number is automatically displayed.

7. G/L ACCOUNT

Press **(ENTER)** to assign the "default" sales account number. The default number is shown during the "add" mode.

If you want to enter this transaction to an account other than the "default" account, enter that account number.

8. AMOUNT

Enter the adjustment amount (not including the tax amount). Use up to seven digits before the decimal and two digits after the decimal.

9. TAX

Enter the tax amount for the transaction. (Use up to five digits before the decimal and two digits after the decimal.)

Press **(ENTER)** if you do not want to enter a tax amount.

LAST TRANSACTION ADDED

After adding a transaction, A/R shows the last transaction entered until you exit the Adjustment Entry screen.

10. ANY CHANGES? Y/N

Press **(Y)** to change the adjustment information. Go to Step 5.

Press **(N)** to add the record to the system files. Go to Step 5.

11. DELETE THIS RECORD? Y/N

Press **(Y)** to delete the displayed transaction. Go to Step 2.

Press **(N)** if the displayed transaction is not the one you want to delete. Go to Step 2.

12. DISPLAY NEXT RECORD? Y/N

Press **(Y)** to display the next transaction.

Press **(N)** if you do not want to display the next transaction.
Go to Step 1.

If you answered **(N)** for No at the question TAXABLE? (Y/N) when you set up the customer account, you are not prompted to enter a tax amount.

Payment Entry

Use

Use the Payment Entry function to:

- Enter all payments to your customer accounts
- Delete payments previously entered to your customer accounts
- Change payments previously entered to your customer accounts
- View payments entered to your customer accounts

Notes

Use two decimal places and up to 9,999,999.99 for the payment amount.

Use two decimal places and up to 99,999.99 for the discount amount.

This option does not accept a negative amount.

You must enter a valid date for all payment transactions.

Payments are applied in the following order: Late Charges, 90 Day, 60 Day, 30 Day, Current.

Instructions

Select Option 3, PAYMENT ENTRY, from the Transaction Entry Menu. Your screen shows:

```

      P A Y M E N T   E N T R Y

CUSTOMER #.....
CUSTOMER NAME...
TRANSACTION #...
CHECK #.....
DATE..... / /
AMOUNT.....
DISCOUNT.....

-----LAST TRANSACTION ADDED-----

ENTER SELECTION...._ (A=ADD, C=CHANGE, D=DELETE, I=INQUIRE)
  
```

1. ENTER SELECTION

Press **(A)** to add a payment transaction.

Press **(C)** to change the information entered in a payment transaction.

Press **(D)** to delete the information entered in a payment transaction.

Press **(I)** to inquire about a payment transaction.

Press **(F1)** to return to the Transaction Entry screen.

2. CUSTOMER

Enter the customer account number.

3. CUSTOMER NAME

After entering the customer number in Step 2, the customer name is shown for verification.

4. TRANSACTION

If you are in the "add" mode, the transaction number is automatically shown.

If you are in the "change" mode, you must enter the transaction number to recall the information and proceed to the next step.

If you are in the "delete" mode, you must enter the transaction number to recall the information. Then go to Step 10.

If you are in the "inquire" mode, you can press **(ENTER)** and the system will find the first payment transaction of the current period for the customer.

5. CHECK

Enter the check or reference number that refers to this payment. (Five digits maximum)

You may enter "CASH", etc., if that was the form of payment received.

6. DATE

Enter the month, day and year for the transaction.

7. AMOUNT

Enter the payment amount (not including the discount amount if it is to be entered below). You may use up to seven digits before the decimal and two digits after the decimal.

8. DISCOUNT

Enter the discount amount for the transaction. You may use up to five digits before the decimal and two digits after the decimal.

Press **(ENTER)** if you do not want to enter a discount amount.

If you answered **(N)** for No at the question DISCOUNTS? (Y/N) when you set up the customer account, you are not prompted to enter a discount amount.

LAST TRANSACTION ADDED

The screen shows the last transaction entered (appearing in the same order as added), until you exit the Payment Entry screen.

9. ANY CHANGES? Y/N

Press **(Y)** to change the payment information and go to Step 5.

Press **(N)** to add the record to the system files. Go to Step 5.

10. DELETE THIS RECORD? Y/N

Press **(Y)** to delete the displayed transaction. Go to Step 2.

Press **(N)** if the displayed transaction is not the one you want to delete. Go to Step 2.

11. DISPLAY NEXT RECORD? Y/N

Press **(Y)** to display the next transaction.

Press **(N)** if you do not want to display the next transaction. Go to Step 1.

TRANSACTION POSTING

Use

Use the Transaction Posting function to post to each customer account, the sales, adjustment and/or payment entries that you entered through A/R's Transaction Entry screen.

Notes

Back up your diskettes before using this option.

You must post after you have entered 100 transactions.

After transactions have been posted, they are no longer available through the transaction entry displays. Any corrections to posted transactions must be entered as an adjustment entry and also posted.

You must enter a valid posting date to post transactions.

All transactions posted to A/R are summarized by G/L account number and posted to General Ledger. A journal entry for both the total debit and credit amounts is created in G/L for each account that was used for A/R transactions. If interfaced, the transactions are automatically posted to General Ledger.

A posting report is printed and a G/L recap report is provided at the end of the posting report, summarizing all active G/L accounts by total debit and credit amounts. The posting report provides detailed information for A/R audit purposes. The recap report provides an audit trail for later reference during monthly G/L processing.

Instructions

At the Main Menu, select Option 4, TRANSACTION POSTING. Your screen shows:

TRANSACTION POSTING

ARE YOU SURE YOU ARE READY TO POST? Y/N

1. ARE YOU SURE YOU ARE READY TO POST? Y/N

Press **(Y)** if you are ready to post transactions.

Press **(N)** if you are not ready to post transactions. You can then select a new option from the Main Menu.

2. ENTER POSTING DATE...XX/XX/XX

If you want the system date (displayed) to be the account posting date, press **(ENTER)**.

If you want your records to show a different posting date, enter the new date.

ENTER POSTING PERIOD

(This message shows on the screen only if A/R is interfaced with G/L.)

Enter the current or next period in the G/L System (1 - 12). The current period is displayed.

3. DATE CORRECT? Y/N

Press **(Y)** if the posting date is correct.

Press **(N)** if the posting date is incorrect. Go to Step 2.

4. HAVE YOU BACKED UP YOUR FILES? Y/N

If you backed up your A/R data diskette after entering the last transaction, press **(Y)**.

If you have not backed up your diskette, press **(N)**.

At the Main Menu, press **(F1)** to return to TRSDOS Ready. Make a backup, following the instructions in Appendix A — "Backup Procedures."

5. PRINTER READY? Y/N

Make sure your printer is ready and press **(Y)**. (If you press **(Y)** and your printer is not ready, the program will lock and you must exit the system.)

If the printer is not ready, prepare it for printing, then press **(Y)**.

Press **(N)** if your printer is not ready. You are then returned to the Main Menu.

POST TRANSACTIONS IN PROGRESS

This message appears on the screen to let you know that the transactions are in the process of posting.

TRANSACTIONS POSTED

The number of transactions appears beside this message as they are posted.

POST TRANSACTIONS COMPLETE

This message appears on the screen to let you know the posting is complete. You then receive a printout of the Account Posting Report and a G/L Recap Report.

REPORTS MENU

Use

Use the Reports Menu to:

- Confirm that you entered account information correctly when you set up A/R (G/L Account List)
- Print a list of unposted transactions currently being stored (Unposted Transactions Report)
- Print mailing labels for customers
- Print a list of posted transactions for the current period (Posted Transactions Report)
- Print a complete or partial list of customers (Customer List)
- Confirm that all transactions are posted

Instructions

Select Option 5, REPORTS MENU, from the Main Menu. Your screen shows:

```

      ACCOUNTS RECEIVABLE
      REPORTS MENU

      1. UNPOSTED TRANSACTIONS
      2. POSTED TRANSACTIONS
      3. CUSTOMER LIST / LABELS
      4. G/L ACCOUNT LIST

      ENTER SELECTION.._
  
```

1. ENTER SELECTION

Press **(1)** to print an Unposted Transactions Report.

Press **(2)** to print a Posted Transactions Report.

Press **(3)** to print a Customer List and/or Mailing Labels.

Press **(4)** to print a G/L Account List.

Press **(F1)** to return to the Main Menu.

Use the Unposted Transactions function to:

- Print a report of all transactions currently entered through the Transaction Entry screens that have not been posted
- Verify transaction input before the actual processing takes place

Select **Option 1, UNPOSTED TRANSACTIONS** from the Reports Menu. The screen shows:

UNPOSTED TRANSACTIONS

PRINTER READY? Y/N

Make sure your printer is ready and press **(Y)**. (If you press **(Y)** and your printer is not ready, the program will lock and you must exit the system.)

If the printer is not ready, prepare it for printing, then press **(Y)**.

If you can't get the printer ready, press **(N)**. You then return to the Reports Menu.

UNPOSTED TRANSACTIONS LIST IN PROGRESS

This message appears on the screen to let you know the Unposted Transactions list is in the process of printing. When the printout is complete, you return to the Reports Menu.

You can press **(F1)** while printing to cancel the report.

Posted Transactions

Use

Use the Posted Transactions Report option to print all transactions that have been posted in the A/R system for the current period. You can print all transactions or only sales, adjustments, or payments.

Print this report just prior to running the Trial Balance, Final Run, at the end of the period.

Instructions

Select Option 2, POSTED TRANSACTIONS, from the Reports Menu. The screen shows:

```

P O S T E D   T R A N S A C T I O N S
PRINT OPTIONS
1. ALL TRANSACTIONS
2. SALES TRANSACTIONS
3. ADJUSTMENT TRANSACTIONS
4. PAYMENT TRANSACTIONS

```

```

ENTER SELECTION...

```


1. ENTER SELECTION

Press **(1)** to print a list of all transactions.

Press **(2)** to print a list of sales transactions.

Press **(3)** to print a list of adjustment transactions.

Press **(4)** to print a list of payment transactions.

Press **(F1)** to return to the Reports Menu.

2. PRINTER READY? Y/N

If your printer is ready, press **(Y)**. If you press **(Y)** and your printer is not ready, the program will lock and you must exit the system.

If the printer is not ready, prepare it for printing. Then press **(Y)**.

If you can't get the printer ready, press **(N)**. You are then returned to the Reports Menu.

Press **(F1)** to cancel the report while printing.

TRANSACTIONS LIST COMPLETE

This message appears on the screen to inform you that the printing process is complete for the chosen list of transactions.

Customer List/Labels

Use

Use the Customer List/Labels function to:

- Make sure the correct customer numbers are assigned to transactions before entering through the transaction entry displays
- Print customers with no current period activity
- Print customers who are within 10 percent of their credit limit as of last closing
- Print all customers or a selected range of customers
- Print only accounts that have a current, 30 day, 60 day, or 90 and over aged balance as of last closing
- Print labels for mailing

Notes

If you choose to print a numeric customer list, you must enter a valid beginning customer number. If you enter a number that is too high the message, `INVALID RANGE`, is displayed. The cursor then returns to `BEGINNING CUSTOMER #`, and you can enter a valid customer number.

Instructions

Select Option 3, CUSTOMER LIST/LABELS, from the Reports Menu. The question, PRINTER READY? Y/N appears. Press (Y) if your printer is ready. The screen shows:

```

      CUSTOMER LIST / LABELS

      1. CUSTOMER LIST
      2. MAILING LABELS

      ENTER SELECTION..._
  
```

1. ENTER SELECTION

To print a list of customers, press (1). Go to Step 2.

To print mailing labels, press (2). Go to Step 6.

CUSTOMER LIST

2. ALPHABETICAL OR NUMERICAL ORDER? A/N

Press (A) for a list of customers in alphabetical order. Go to Step 3.

Press (N) for a list of customers by account number. Go to Step 3.

3. ENTER SELECTION

Press (1) to print a list of all customer accounts.

V REFERENCE

Press **(2)** to print a list of customer accounts with a balance aged 90 days or more.

Press **(3)** to print a list of customer accounts with a balance aged 60 days.

Press **(4)** to print a list of customer accounts with a balance aged 30 days.

Press **(5)** to print a list of customers with a current balance.

Press **(6)** to print a list of inactive customer accounts.

Press **(7)** to print a list of customer accounts that are within 10 percent of their credit limit.

If you asked for an alphabetical listing, the printer begins as soon as you enter your selection. If you chose a numerical listing, go to Step 4.

4. BEGINNING CUSTOMER

To begin the report with the first customer on your account list, press **(ENTER)**.

To begin the report with another customer, enter the customer number.

5. ENDING CUSTOMER

To end the report with the last customer on your account list, press **(ENTER)**.

To end the report with another customer, enter the customer number.

MAILING LABELS

6. DO YOU WISH TO ALIGN THE LABELS? Y/N

Press **(Y)** to align the labels for mailing.

Press **(N)** if you do not want to align the labels.

7. ENTER SELECTION

Press **(1)** to print mailing labels for all customer accounts. Go to Step 4.

Press **(2)** to print mailing labels for customer accounts with a balance aged 90 days. Go to Step 4.

Press **(3)** to print mailing labels for customer accounts with a balance aged 60 days. Go to Step 4.

Press **(4)** to print mailing labels for customer accounts with a balance aged 30 days. Go to Step 4.

Press **(5)** to print mailing labels for customer accounts with a current balance. Go to Step 4.

Press **(6)** to print mailing labels for customer accounts that are inactive. Go to Step 4.

Press **(7)** to print mailing labels for customer accounts that are within 10 percent of their credit limit. Go to Step 4.

G/L Account List

Use

Prints all G/L accounts and their descriptions that were entered through the G/L Account Maintenance setup display in the A/R system.

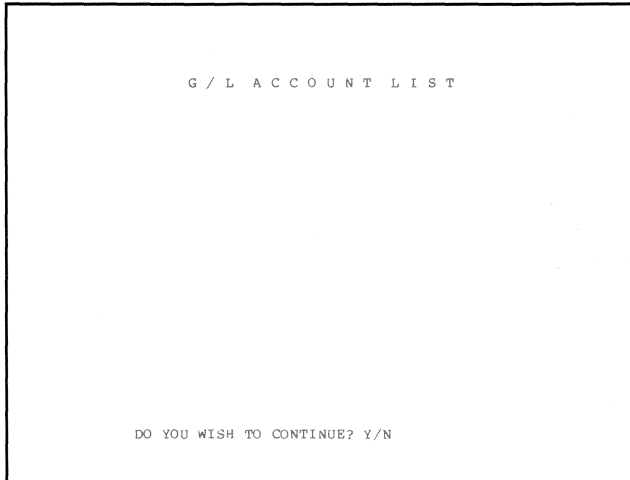
This report helps you define your G/L accounts on the G/L Account Definition display for a "stand alone" A/R system.

Notes

This report is not used with an "interfaced" system.

Instructions

Select Option 4, G/L ACCOUNT LIST, from the Reports Menu. The screen shows:



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

DO YOU WISH TO CONTINUE? Y/N

1. DO YOU WISH TO CONTINUE? Y/N

Press **(Y)** if you want to print a G/L account list.

Press **(N)** if you do not want to print a G/L account list. You are then returned to the Reports Menu.

2. PRINTER READY? Y/N

Press **(Y)** if your printer is ready. If you press **(Y)** and your printer is not ready, the program will lock and you must exit the system.

If the printer is not ready, prepare it for printing, then press **(Y)**.

If you can't get the printer ready, press **(N)**. You are then returned to the Reports Menu.

END OF PERIOD PROCEDURES

Use

Use the End Of Period Procedures to:

- Generate a Trial Balance so you can review all transaction entries that were posted to each customer for the current period
- Print a G/L Distribution Report at the end of the period
- Print customer statements at the end of a period
- Close the program's records at the end of an accounting period

Notes

The Trial Balance, Trial Run, can be run at any time.

For proper end of period processing, print a Trial Balance, Trial Run, enter adjustments, and print the Trial Balance, Final Run, before printing statements and closing the period.

The G/L Report generated through this menu replaces your Accounts Receivable journal. Print it at the end of every period and keep it.

Print customer statements at the end of each period.

To run Period Closing, there must be at least one posted transaction.

During Period Closing, A/R is readied for the next period. Current posted transactions are deleted and ending balances are printed on the G/L Distribution Report.

See the Summary of Tasks section for guidelines on end of period record keeping and beginning a new period.

Instructions

Select Option 6, END OF PERIOD PROCEDURES, at the Main Menu. The screen shows:

ACCOUNTS RECEIVABLE

END OF PERIOD PROCEDURES

1. TRIAL BALANCE
2. PERIOD STATEMENT PRINT
3. PERIOD CLOSING
4. G/L DISTRIBUTION REPORT

ENTER SELECTION...

Press the number that appears before the selection you wish to use. To return to the Main Menu, press **(F1)**.

Trial Balance

Use

Use the Trial Balance option to:

- Print all or part of your customer accounts for audit purposes before actually updating your customers
- Age customer accounts
- Apply late charges and update each customer account
- Begin actual period closing procedures

Notes

You can run the Trial Balance, Trial Run, at any time. Late charges are applied if the late charge feature is in use. The customer accounts are not actually updated.

After Trial Balance, Final Run, has been processed, you must print statements and perform period closing. You are unable to access other Main Menu options until these functions are completed.

The system asks for beginning and ending customer numbers on Option 1, Trial Run, only.

If you do not want a numerical range of customers for Selection **(1)**, press **(ENTER)**. All customers are then printed.

If there are no posted transactions, you cannot activate the final run. You must enter at least one transaction and post it before the final run.

The “as of” date on the Trial Balance, Trial Run defaults to the last posting date.

You must enter a valid "as of" date for the end of period. (The date must be greater than the last period closing.)

Instructions

Select Option 1, TRIAL BALANCE, from the End of Period Procedures Menu. The screen shows:

TRIAL BALANCE

1. AGE & NO UPDATE - (TRIAL RUN)

2. AGE & UPDATE - (FINAL RUN)

ENTER SELECTION....

1. ENTER SELECTION

Press **①** to print all or part of your customer accounts.

Press **②** to age, apply late charges and update your customer accounts. Go to Step 5.

2. BEGINNING CUSTOMER

To begin the Trial Balance run with the first customer account on your list, press **(ENTER)**.

To begin the Trial Balance run with another customer, enter the account number.

3. HAVE YOU BACKED UP YOUR FILES? Y/N

If you have backed up your data diskettes, press **(Y)**.

If you have not backed up your diskette, press **(N)**.

At the Main Menu, press **(F1)** to return to TRSDOS Ready.
Make a backup, following the instructions in Appendix A —
"Backup Procedures."

4. PRINTER READY? Y/N

If your printer is ready, press **(Y)**. If you press **(Y)** and your printer is not ready, the program will lock and you must exit the system.

If the printer is not ready, prepare it for printing, then press **(Y)**.

If you can't get the printer ready, press **(N)**. You are then returned to the End Of Period Procedures Menu.

5. MUST CLOSE PERIOD AFTER FINAL RUN. CONTINUE? Y/N

Press **(Y)** to continue the final run.

Press **(N)** if you do not want to continue. You will be returned to the End Of Period Procedures menu.

6. CLEAR YEAR-TO-DATE SALES TOTAL? Y/N

Press **(Y)** if you want to clear the Year-To-Date Sales Total to a zero balance.

Press **(N)** if you do not want to clear the Year-To Date Sales Total.

7. AS OF DATE

Enter the end of period date. Go to Step 3.

(LAST AGE / /)

The last date of a Final Run is shown here.

Period Statement Print

Use

Use the Period Statement Print function to print your end of period statements.

Notes

An alignment routine is provided so you can properly align statements before printing.

Enter a valid end of period date.

Statements should be printed only after the Trial Balance (Final Run) has been run for the current period.

Instructions

Select Option 2, PERIOD STATEMENT PRINT, at the End of Period Procedures Menu. The screen shows:

```

PERIOD STATEMENTS

AS OF DATE.....
BEGINNING STATEMENT #....
NEW STATEMENT #.....
BEGINNING CUSTOMER #.....
ENDING CUSTOMER #.....
  
```

1. AS OF DATE.../ /

Enter the end of period date.

2. DO YOU WISH TO ALIGN FORMS? Y/N

Press **(Y)** to align the forms for your statements.

Press **(N)** if you do not want to align the forms.

3. CHANGE BEGINNING STATEMENT NUMBER?

Press **(Y)** if you want to change the beginning statement number.

Press **(N)** if you want to use the displayed statement number.
Go to Step 5.

4. NEW STATEMENT #

Enter the new beginning statement number (if you answered "Y" to CHANGE BEGINNING STATEMENT NUMBER?).

5. BEGINNING CUSTOMER #

To begin printing the statements with the first customer account, press **(ENTER)**.

To begin printing the statements with another account, enter the account number.

6. ENDING CUSTOMER #

To end the statements with the last customer on your list, press **(ENTER)**.

To end the statements with another customer, enter the account number.

7. PRINTER READY? Y/N

If your printer is ready, press **(Y)**. If you press **(Y)** and your printer is not ready, the program will lock and you must exit the system.

If the printer is not ready, prepare it for printing, then press **(Y)**.

If you can't get the printer ready, press **(N)**. You are then returned to the End Of Period Procedures Menu.

Period Closing

Use

Use the Period Closing function to complete the end of period processing.

Notes

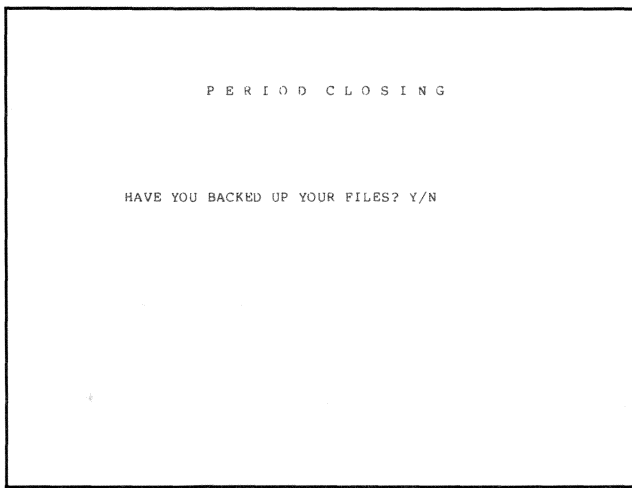
The system reads all posted transactions and accumulates total debits and credits by G/L account number so the G/L Distribution Report can be produced next.

When the period closing is complete, all **posted** transactions for the current period are purged from the system (this does not include unposted transactions).

After aging customer accounts (Trial Balance, Final Run), Period Closing must be run before any other Main Menu options can be accessed.

Instructions

Select Option 3, PERIOD CLOSING, from the End of Period Procedures Menu. The screen shows:



1. HAVE YOU BACKED UP YOUR FILES? Y/N

If you have backed up your data diskettes, press **(Y)**.

If you have not backed up your diskette, press **(N)**. At the Main Menu, press **(F1)** to return to TRSDOS Ready. Make backups, following the instructions in Appendix A, "Backup Procedures."

2. DO YOU WISH TO CONTINUE CLOSING? Y/N

Press **(Y)** to continue the closing process.

Press **(N)** if you want to stop the posting process. You are then returned to the End of Period Procedures Menu.

G/L Distribution Report

Use

Use the G/L Distribution Report function to review all General Ledger activity during the previous period for the A/R system.

Notes

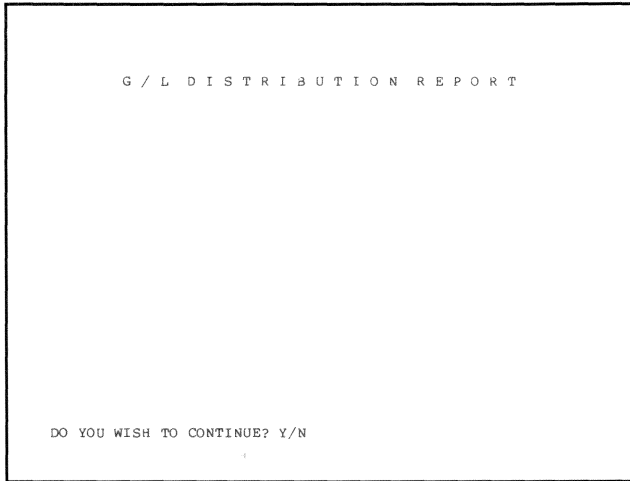
The amounts shown on the report represent the total debit and credit amounts that were posted to your customers during the previous period for each active G/L account number in the A/R system.

You must run the Close Period function at least once before printing this report.

You can run this report at any time, but it reflects the status of each G/L account as of the "last period closing" only.

Instructions

Select Option 4, G/L DISTRIBUTION REPORT, from the End Of Period Procedures Menu. The screen shows:



G / L D I S T R I B U T I O N R E P O R T

DO YOU WISH TO CONTINUE? Y/N

1. DO YOU WISH TO CONTINUE? Y/N

Press **(Y)** to continue with the G/L Distribution Report.

Press **(N)** if you do not want to continue with the G/L Distribution Report. You are then returned to the End of Period Procedures Menu.

2. PRINTER READY? Y/N

If your printer is ready, press **(Y)**. If you press **(Y)** and your printer is not ready, the system will lock and you must exit the system.

If the printer is not ready, prepare it for printing, then press **(Y)**.

If you can't get the printer ready, press **(N)**. You are then returned to the End Of Period Procedures Menu.

BACKUP PROCEDURES

Creating and Maintaining a Backup Library

When you use A/R, you accumulate and store data on diskettes. Any damage or loss of this data due to equipment malfunctions, power failures, or misplacement of printed reports can cause your company serious problems.

To make sure that you can retrieve most of your data in case of a mishap, create and maintain a "backup library." A backup library is a group of diskettes that contain all Accounts Receivable data entered (and General Ledger data, if the two packages are interfaced). The following instructions explain one method of creating a backup library. You may find another method more suited to your needs, but it is essential that you have some kind of backup library to protect your data against accidental loss. Start your backup library the first day that you enter information into A/R.

1. At the end of each day that you enter data into A/R, back up your data diskette following the instructions in this appendix. Label the diskette with the day of the week it was made. For example, back up all work done on Tuesday onto a diskette labeled "Tuesday." Store these backups and continue running A/R with your working copies.

After using A/R for one week, back up onto the previous week's set of backups for that day. For example, on Monday of the second week, back up your working data diskette onto the diskette already labeled "Monday." By doing this, you always have a record of current data for one week.

2. Each time you prepare to post transactions (no matter how often or seldom you post), **first** make a separate backup of your data diskette. Label this diskette "Pre-Posting." Reuse this diskette every time you prepare to post, copying over the previous data on the diskette. By keeping this data diskette, you always have data current to your last posting session. If

data is lost during posting, it is easy to recover. (See "Recovering Lost Data" in this appendix.)

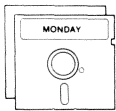
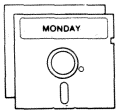
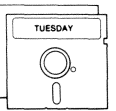
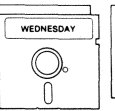
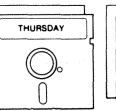
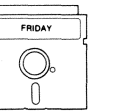
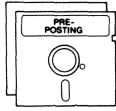
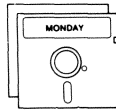
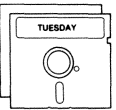
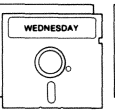
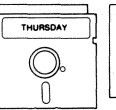

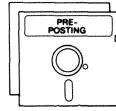
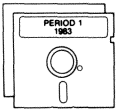
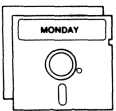
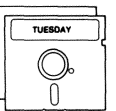
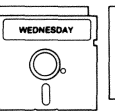
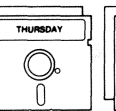
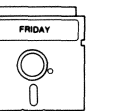
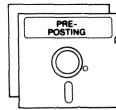
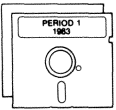
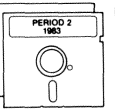
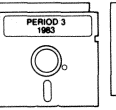
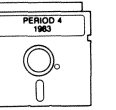
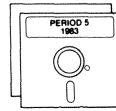
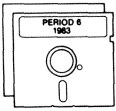
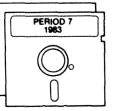
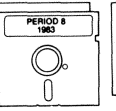
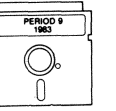
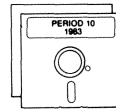
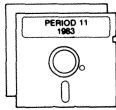
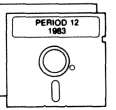
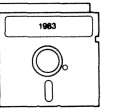
If you are using A/R with the General Ledger package, you should also make a backup of the G/L data diskette before posting and label this diskette "Pre-Posting."

3. At the end of each accounting period, **after** posting transactions and **before** closing the period, make a new backup of your data diskette. Label it with the name of the period (for example, "June, 1983"), and store it in a safe place.
4. At the end of the fiscal year, **after** you have posted transactions, and closed the final period, make one more backup, labeling it with the year. Store the backups in a safe place.

Save the backup library as long as your business needs dictate. No matter how long you save it, be sure to start a new backup library at the beginning of each fiscal year.

The following chart is a summary of the different sets of backups kept in a library similar to the example above:

BACKUP LIBRARY

AT END OF ONE DAY	
AT END OF ONE WEEK & BEFORE POSTING	     
AT END OF ONE PERIOD	      
AT END OF ONE YEAR	                  

Backing Up Program Diskettes

To back up your A/R program diskette (to use in running the Sample Session or to make a working copy for your company), use this procedure **EXACTLY**:

1. Turn on your system as instructed in the *Introduction to Your Disk System* manual.
2. Insert a new blank diskette in Drive 1 and close the drive door. If you prefer, you can reuse an old diskette.
3. Insert the program diskette in Drive 0, and close the door.
4. Press the reset button.
5. The screen shows:

DATE: MM/DD/YY?

Enter the date. For example, for January 1, 1983, type
01/01/83 **(ENTER)**.

6. When TRSDOS Ready appears, type **FORMAT :1 (Q=N)**
(ENTER).
7. If you are reusing an old diskette, the following question might appear:

Diskette contains data — Name = NAME Date = MM/DD/YY. Are you sure you want to format it?

If the question appears, type **Y** **(ENTER)**.

8. When the formatting process is complete, the screen should show:

Formatting complete
TRSDOS Ready

Type **BACKUP :0 TO :1** **(ENTER)**.

9. After the copyright notice appears, the screen shows:

Destination disk ID is different: Name = NAME Date = MM/DD/YY
Are you sure you want to back up to it <Y,N>?

Type **Y** (**ENTER**). When the backup is complete, the screen shows:

Backup Complete
TRSDOS Ready

Check if the backup procedure was successful:

1. Remove the original program diskette from Drive 0.
2. Take the backup program diskette out of Drive 1. Place it in Drive 0 and close the drive door.
3. Press the reset button. If the screen shows:
TRSDOS Ready, your backup was successful.

When you remove the backup program diskette from Drive 0, write the diskette name on the label, using a felt-tip pen.

Formatting and Backing Up Data Diskettes

To back up your A/R data diskette, the Sample A/R data diskette, or the G/L data diskette, follow these steps EXACTLY:

1. Insert your program diskette in Drive 0 and close the drive door.
2. Insert a new, blank diskette in Drive 1 and close the drive door. If you prefer, you can reuse an old diskette.
3. At TRSDOS Ready, type **FORMAT :1 (Q=N)** (**ENTER**).

4. If you are reusing an old diskette, the following question might appear:

Diskette contains data — Name = NAME Date = MM/DD/YY
Are you sure you want to format it?

Type **Y** (ENTER).

5. When the formatting process is complete, the following message appears:

Formatting complete
TRSDOS Ready

6. Remove the formatted diskette from Drive 1. (This diskette will now be referred to as the "destination disk.") Type **BACKUP :1 TO :1** (ENTER).
7. When Insert SOURCE disk (ENTER) appears, insert the data diskette you wish to back up in Drive 1 and close the drive door. Press (ENTER).
8. When Insert DESTINATION disk (ENTER) appears, remove the source disk from Drive 1. Insert the destination disk in Drive 1 and press (ENTER).
9. The following message appears:

Destination ID is different: Name = NAME Date = MM/DD/YY.
Are you sure you want to backup to it <Y/N>?

Type **Y** (ENTER).

10. Continue to insert diskettes as prompted by the computer. When the backup procedure is complete, the following message appears:

Backup complete
TRSDOS Ready

Write the diskette name on the label of the new backup diskette, using a felt-tip pen.

Recovering Lost Data

If your entered data is ever lost, or if the working copy of your program or data diskette is damaged, use the diskettes in your backup library to recover the lost data. If you maintain your backup library as described in the Introduction Section, you can recover all data entered up to either your last posting session or the end of the previous day (whichever is most recent).

Recovery Using the Pre-Posting Diskettes. To recover all data entered before the last posting session, make a copy of the "Pre-Posting" set of diskettes in your library. (Also, make a backup of the G/L "Pre-Posting" data diskette, if you are using A/R with the General Ledger package.) These diskettes become your new working copies for day-to-day use.

Post any unposted transactions stored on the new working diskettes. Then, enter any transactions that have occurred since the posting. You can now continue running A/R normally with your new working copies.

Recovery Using the Previous Day's Diskettes. To recover all data entered up to the end of the previous day, make a backup of each of yesterday's diskettes from the backup library. These diskettes become your new working copies for day-to-day use.

Using the new working copies, enter any transactions that have occurred since the beginning of the day. You can now continue running A/R normally.

Reprinting Reports. If a report is misplaced, you can easily print the report again. In your backup library, find the set of backups for the period from which you need the report. Use these backups to print a copy of the missing report. When you have finished printing, return the backup set to the library, and continue using your current working copies to run A/R.

IN CASE OF DIFFICULTY

If A/R does not seem to be working properly, first make sure that your disk system is properly connected and turned on. Be certain that you turned on all peripheral devices before turning on the computer.

If you answer (Y), for Yes, to the message "Printer Ready? Y/N," and the printer is not ready, the program will lock. You must then exit the system and restart the program.

If you press (F1) too many times, a flashing cursor appears in the upper left corner of a blank screen. You can press (ENTER) to return to TRSDOS Ready and reload the A/R program.

At times, an error message may appear on the screen. There are three types of error messages:

- TRSDOS errors, such as **Error 33**. Refer to your Model 4 Owner's Manual.
- A/R errors, such as CONTROL MASTER NOT FOUND. See "A/R Error Messages" in this appendix. These messages are listed in alphabetical order.
- COBOL errors, such as **ERROR 23 RECORD NOT FOUND ON FILE DATA/X**. See "COBOL Error Messages" in this appendix. These messages are listed in numerical order.

A/R Error Messages

In this section, error messages are in ALL CAPITALS and are flush left. Possible causes are also flush left. Corresponding solutions are indented.

ACCOUNT DEFINED IN G/L ACCOUNT DEFINITIONS. ACCOUNT NOT DELETED.

You tried to delete an account that is used in G/L ACCOUNT DEFINITIONS.

Run G/L ACCOUNT DEFINITIONS and change the account number for the account you want to delete. Then return to G/L ACCOUNT MAINTENANCE and delete the account. (See the Reference section for more information regarding changes to G/L accounts.)

AGING COMPLETED. CLOSE PERIOD BEFORE CONTINUING.

After aging and updating customer accounts, you tried to select a Main Menu option other than END OF PERIOD PROCEDURES before you properly closed the period.

Return to END OF PERIOD PROCEDURES and run PERIOD CLOSING.

AGING HAS BEEN RUN FOR THIS PERIOD

You tried to age customer accounts twice in the same period.

Return to END OF PERIOD PROCEDURES and run PERIOD CLOSING before trying to age customer accounts again.

AGING HAS NOT BEEN RUN

You tried to run PERIOD CLOSING before aging and updating customer accounts.

Run the AGE & UPDATE option of TRIAL BALANCE before closing the period.

CONTROL MASTER NOT FOUND

The A/R data diskette is damaged.

Use your backup and then continue. See Appendix A for Recovery of Lost Data.

END OF PERIOD POSTING HAS NOT BEEN RUN

You tried to print the PERIOD G/L REPORT before closing the first period using the A/R package.

Run PERIOD CLOSING before selecting this function.

G/L ACCOUNT NOT DEFINED

During TRANSACTION ENTRY, you tried to enter a G/L account number that is not named in G/L ACCOUNT DEFINITIONS.

Enter the correct account number, or return to G/L ACCOUNT DEFINITIONS and define the account.

G/L DEFINITIONS CONTAINS INVALID CODES

After setting up the G/L accounts incorrectly, you tried to select an option (other than SETUP MENU) from the Main Menu. G/L ACCOUNT DEFINITIONS contains either duplicate account numbers or account numbers that have not been created in G/L ACCOUNT MAINTENANCE.

Run G/L ACCOUNT DEFINITIONS and change the appropriate account numbers.

GENERAL LEDGER DISK NOT FOUND PRESS ENTER TO CONTINUE

You did not insert the proper General Ledger diskette while interfaced to that package.

If you did not insert the General Ledger data diskette, do so now.

INVALID RANGE

When choosing to print a numeric range of customers (CUSTOMER LIST/LABELS), you entered a beginning customer number that was too high.

Enter a customer number that is in the correct numeric range.

LEDGER SYSTEM IS OUT OF BALANCE

With an interfaced system, you tried to post to General Ledger while it was not in balance.

Run General Ledger and make necessary changes to put the G/L system into balance. Then, post the A/R transactions.

MAXIMUM NUMBER OF RECORDS ALREADY ADDED

You tried to create more than 30 G/L accounts.

Delete unnecessary G/L accounts and then add the needed accounts.

NEGATIVE LATE CHARGE BALANCE NOT ALLOWED

In an ADJUSTMENT ENTRY, you tried to credit a customer's late charges with an amount greater than the late charges outstanding.

The amount displayed next to the AMOUNT line following the error message is the amount of late charges outstanding. You may credit the customer's late charges up to this amount. Any amount over this displayed amount should be credited through one of the customer's sales accounts using the ADJUSTMENT ENTRY option of TRANSACTION ENTRY.

NO CUSTOMERS ENTERED AT THIS TIME

You selected the CUSTOMER LIST / LABELS option from the REPORTS MENU before adding customers.

Add customers using CUSTOMER MAINTENANCE before selecting this option.

NO DETAIL TO BE POSTED AT THIS TIME

There are no unposted transactions to post.

Enter the transactions you want to post using TRANSACTION ENTRY.

NO END OF MONTH DETAIL

You tried to close a period in which there was no activity.

Resume normal processing.

NO MORE TRANSACTIONS CAN BE ADDED..PLEASE POST

You tried to add more unposted transactions while at least 100 unposted transactions already exist.

Run TRANSACTION POSTING and then continue entering transactions.

NO TRANSACTIONS AT THIS TIME

You tried to print a POSTED TRANSACTIONS REPORT when no transactions are posted.

Post transactions using TRANSACTION POSTING before selecting this option from the REPORTS MENU.

NO UNPOSTED TRANSACTIONS AT THIS TIME

You tried to print an UNPOSTED TRANSACTIONS report when none exist.

Enter transactions using TRANSACTION ENTRY before selecting this option from the REPORT MENU.

NON-ZERO BALANCE. CUSTOMER CANNOT BE DELETED

You tried to delete a customer account with an outstanding amount.

A customer account must have a balance of zero before it can be deleted.

RECORD ALREADY EXISTS

You tried to add a customer with a number that has already been used.

Use a different customer number.

RECORD NOT FOUND

You tried to access a G/L account or customer account that does not exist.

Add the new customer using CUSTOMER MAINTENANCE or enter the correct customer number.

Add the account using G/L ACCOUNT DEFINITIONS and/or G/L ACCOUNT MAINTENANCE or enter the correct account number.

STATEMENT DATE DOES NOT MATCH AGE DATE

You tried to print statements using a date different from the date you aged customer accounts. (Trial Balance, Final Run).

Change the statement date to correspond to the age date.

THERE ARE NO ACTIVE CUSTOMERS AT THIS TIME

You tried to select a Main Menu option (other than the SETUP MENU or CUSTOMER MAINTENANCE).

Run CUSTOMER MAINTENANCE and add necessary customers.

THIS FUNCTION NOT AVAILABLE

You tried to select G/L ACCOUNTS MAINTENANCE from the SETUP MENU after answering "yes" to the "INTERFACE TO GENERAL LEDGER?" question in COMPANY INFORMATION.

With an interfaced system, run G/L ACCOUNT MAINTENANCE using the General Ledger package.

You tried to print a G/L ACCOUNT LIST using the A/R package when interfaced to G/L.

Print the G/L ACCOUNT LIST using the General Ledger package.

TRANSACTIONS EXIST. CHANGE NOT ALLOWED.

You tried to change G/L account numbers after entering transactions for the current period.

If transactions have not been posted, you can delete them using TRANSACTION ENTRY and then change the G/L account numbers. Otherwise, you must close the period before changing any G/L account numbers.

COBOL System Errors

When the system encounters a serious problem, a COBOL Error occurs. The following information and reference table will assist you in determining the cause of the problem and instruct you as to what action to take. The Reference Table is only a guideline. It does not include all causes and solutions but simply the most common. If you continue receiving the error code after taking corrective action, call your local Radio Shack Computer Center for assistance.

Some error conditions cannot be corrected, but methods to recover your data may be available. For your information, the most common recovery method is explained in this section:

- * "Go To Backups" corrects approximately 80% of the errors encountered.

Error Messages

The system can no longer function when a serious problem is encountered. The system displays a COBOL error message, and the program returns to TRSDOS Ready. COBOL errors appear in various formats. This is the format in which they generally appear:

* * ERROR ## description ON FILE file name. Where:

##	indicates the error number.
description	identifies the error.
file name	identifies the file in which the error occurred.

It is very important that you write down the exact message and any other information you see at the bottom of the screen. For example, the file name may be needed to restore the program. You should also note the exact circumstances which led to the error. This information may be helpful in determining the cause of the problem.

Errors may be caused by hardware, program, or procedural problems. The following pages explain procedures you may need to use to regain system operation. At the end of this section is a reference table, listing probable causes and solutions to error messages.

Hardware Problems

Hardware problems are often difficult to detect and can cause unpredictable results. Solutions vary considerably depending on the type of hardware problem you encounter. There are three classifications of hardware problems:

1. System — A malfunction of the computer itself, which requires repair by a qualified technician.
2. Media — A malfunction caused by a dirty, full, or defective disk (floppy diskette or hard disk).
3. Environmental — A malfunction possibly caused by one of the following conditions:
 - a. storm
 - b. brown out
 - c. electrical surge
 - d. diskette storage
 - e. physical location of computer
 - f. magnetic field in vicinity (something as simple as a magnetic paper clip holder next to a diskette).

Go To Backups

If the solution listed in the Reference Table is "go to backups," follow the instructions below:

1. Format a blank new diskette. (Appendix A of this manual contains Format procedures.) If your backup program and data are on separate diskettes, format two diskettes.

2. Make a copy of your most current backup diskette, using the BACKUP command. (Appendix A of this manual contains Backup procedures.)
3. The copy(s) you made in Step 2 is your new working diskette (set). Label and date the new working diskette (set).
4. Use the working diskette (set) to restart the system. Enter all the information that was entered since the last time the backup diskette (set) was updated.
5. Proceed with full system operation using the new working diskette (set).

Note: We recommend that you update the backup diskette (set) at the end of each day. Updating means to copy from a working diskette to the backup diskette, using the BACKUP command. (Appendix A in this manual contains the Backup procedures.)

If the backup program and data are on separate diskettes, update both diskettes. Updating the backup(s) on a daily basis will save you lots of time and work. In the event of a COBOL error, you only lose the data that was entered that day.

COBOL Error Reference Table

07 DELETED TRSDOS
COMMAND

Probable Causes/Solutions

The program contains a minimal operating system which includes only BACKUP and FORMAT.

22 DUPLICATE WRITE

Probable Causes/Solutions

Program:

Some programs automatically generate ISAM keys when new records are added. This creates a multi-record situation which sometimes causes the program to inadvertently add a record

to a file twice. The system does not allow this and generates an Error 22. Go to backups.

Procedural:

(a) Error 22 also results when the system has been exited improperly. Go to backups.

Note: Do not remove diskettes from drives or turn the system off unless TRSDOS Ready is displayed. Press the **(F1)** key continuously to return to TRSDOS Ready, remove all diskettes from drives, then turn the system off.

(b) Error 22 may also appear as a result of Error 24. If you fail to go to backups after receiving an Error 24, an Error 22 occurs. You must follow the go to backups routine.

23 RECORD NOT FOUND

Probable Causes/Solutions

Program:

The program added a record to a file with an incorrect ISAM key and is trying to recall the record with the incorrect ISAM key. Go to backups.

Procedural:

Error 23 can also appear as a result of receiving an Error 24 and failing to go to backups. When a file has overflowed, there's a good chance that the "index" for the file is rendered useless. Even though the record is present in the file, the "pointer" in the index does not exist. Go to backups.

24 DISK IS FULL

Probable Cause/Solution

Hardware (Media):

There is no more room on the diskette. This error also appears if you try to enter more than 65,500 records into a file. Some programs allow the expansion of disk drives to increase the system's data storage capacity.

30 HARDWARE I/O ERROR

Probable Causes/Solutions

Procedural:

Error 30 can occur if your diskette is write protected. Remove the piece of gummed foil on the diskette.

Hardware:

Generally related to disk controller, disk drive, memory, or media problems. Call a service technician. After the repairs, go to backups.

94 FILE NOT FOUND

Probable Causes/Solutions

Procedural:

(a) Wrong diskette mounted in the drive (most common). The program diskette must be in Drive 0 and the data diskette must be in Drive 1. Also, make sure both drive doors are closed. After making the appropriate adjustment, you may proceed with running the program.

(b) A program has been abnormally terminated without closing the file. The next program to access the file prompted Error 94. If no records were added or deleted prior to receiving

Error 94, you may restart the program. If you added or deleted records prior to receiving the error, go to backups.

Note: If you restart the program and receive another error message, check out the remaining causes to see if you can pinpoint the problem. If not, go to backups.

Hardware (Environmental):

Check the environmental conditions. Correct the situation if possible, then go to backups.

Hardware (Media):

(a) Directory on diskette is bad. Go to backups.

(b) Diskette is bad. Indentations, worn tracks, scratches on the film surface, and wear around the disk core are some of the characteristics of a bad diskette. Go to backups.

Hardware (System):

You may have a bad disk controller, disk drive, or defective drive door. Have the system checked by a service technician. After repairs, go to backups.

Important Note: Hardware problems are very difficult to detect. If you continue to receive Error 94, let a service technician check out your system.

Probable Causes/Solutions

Program:

Error 98 is a "catch all" error for any type of error associated with accessing the index of an ISAM file. The safest recovery in any case is to go to backups.

Hardware (Media):

(a) Bad diskette media (most common). You can confirm this cause by LISTing the file (TRSDOS command). If Error 4 or 5 is encountered, the diskette, disk drive, or disk controller is in error. The most common cause of Error 4 or 5 is dirty media (diskette problem). Go to backups; and if you still receive Error 98, do another LISTing. If you encounter Error 4 or 5 again, the problem may be with your drive or disk controller. Have repairs made, then go to backups.

(b) Disk related hardware failure can cause garbage in the ISAM index. Go to backups.

Procedural:

(a) If you remove a diskette from the drive during the process of adding or deleting, the index will be destroyed. Go to backups.

(b) Error 98 may also appear as the result of Error 24 (exceeding the data capacity). Go to backups.

99 UNKNOWN ERROR

Probable Cause/Solution

Error 99 is a “catch all” error code, which may result from an internal file handling problem or an environmental hardware condition. If you suspect a hardware problem, let a service technician make the repairs, then go to backups.

GLOSSARY

Accounts Receivable — The debts owed by customers as a result of the sale of merchandise or services on credit.

Adjustment Entry — An entry made to correct or change previously posted transactions. Press (3) at the Main Menu and then press (2).

Aging Report — A status report of accounts. Each account is classified according to the number of days the balances have been aged. Press (6) at the Main Menu, and then press (1).

Audit Trail — A means of verifying transactions. Used to trace a transaction from source documents to transaction entry to posting. Examples: purchase order, invoice, check, and reference numbers.

Backup — A duplicate copy of a diskette.

Backup Library — A set of backup program and data diskettes that contain all A/R data entered. These diskettes may be used to retrieve lost data. A typical backup library consists of end-of-day, pre-posting, end-of-period, and end-of-year diskettes.

Balance Forward — A system whereby open items are consolidated monthly and aged at the end of each month.

Company Information — A setup function used to define basic company information and options necessary to begin actual use of the A/R package. Later can be used to review current record count and current balance. Press (1) at the Main Menu and then (1) at the Setup Menu.

Conversion — The process of going from the current accounting system to the Model 4 computer accounting system.

Conversion Forms — The forms to be manually filled in prior to entering and storing data on disk. Used to expedite the conversion process.

Current Period — The accounting period for which you are entering transactions.

Customer Maintenance — A Main Menu function used to define basic information on customers. May also be used to review the aged balances of customers. Maximum: 150 customer accounts. Press **(2)** at the Main Menu.

End of Period — A Main Menu function used to close the current period's activity for each G/L account and customer account and to prepare for the next period's processing. Lets you print a Trial Balance for audit purposes, update customer accounts, print statements, and print a G/L distribution report for the current period. Press **(6)** at the Main Menu.

General Ledger — The collection of all asset, liability, and capital accounts that appear on the balance sheet.

G/L Account Definition — A setup function used to define account numbers for all active G/L accounts. Maximum: 17 accounts. Press **(1)** at the Main Menu and then press **(4)** at the Setup Menu.

G/L Account Maintenance — A setup function used to assign G/L accounts for A/R. Cannot be accessed when interfaced with the General Ledger package. Maximum: 30 accounts. Press **(1)** at the Main Menu and then press **(3)** at the Setup Menu.

G/L Distribution Report — A report listing all activity posted to each G/L account. The totals are "as of" the most recent period closing. Press **(6)** at the Main Menu and then press **(4)**.

Interfacing — Using the A/R program with the G/L program.

Offsetting Transaction — A type of adjustment entry used to correct or completely cancel a posted transaction.

Payment Entry — A transaction for recording monies received against a customer account. Press **(3)** at the Main Menu and then press **(3)** again.

Posted Transactions — The transactions which have been transferred from the unposted transactions file to the posted transactions file. The amount is debited or credited to the proper G/L and customer account.

Posted Transactions Report — A printout of all transactions that have been posted in the A/R system for the current period.

Reports Menu — A Main Menu function which lets you print an unposted transactions report, a posted transactions report, a selection of customer lists, mailing labels, and a G/L account list. Press (5) at the Main Menu.

Sales Entry — A transaction for recording sales invoices to a customer's account. Press (3) at the Main Menu and then press (1).

System Definitions — A setup function used to select additional options to customize the A/R package to a particular company before actual use of A/R. Available options: minimum payment, late charges, and monthly statement printing options. Press (1) at the Main Menu and then press (2) at the Setup Menu.

Transaction Entry — A Main Menu function which lets you add, change, delete and inquire about transactions. Three transaction types: sales, adjustments and payments. Maximum: 100 unposted transactions can be entered before posting to customer accounts. 2000 transactions can be posted to customer accounts per accounting period. Press (3) at the Main Menu.

Transaction Posting — A Main Menu function used to post all unposted transactions. Debits and credits are transferred to the proper G/L account and to customer accounts. Transactions may not be changed or deleted after posting. (See "Adjustment Entry.") Prints Account Posting report for auditing purposes. Press (4) at the Main Menu.

Unposted Transactions Report — A report listing all transactions which have been entered but not posted (transferred) to the posted transactions file. Used to check transactions before posting. Unposted transactions may be changed or deleted. Press (5) at the Main Menu and then press (1).

SAMPLE REPORTS

A/R generates the following reports and statements:

- Customer List
- G/L Account List
- Unposted Transactions
- Posted Transactions
- Account Posting Report
- G/L Recap Report
- Trial Balance, Trial Run
- Trial Balance, Final Run
- Period Statements
- G/L Distribution Report

This appendix contains a sample of each report and statement. It also lists features, common uses, and purposes of each report. The reports and statement are discussed in the order in which they are available within the program (as above).

Customer List

The Customer List printout shows all customer accounts in alphabetical order or numerical order. Use the Customer List printout to:

- Make sure the correct customer numbers are assigned to transactions before entering through the Transaction Entry screens.
- Print customers with no current period activity.
- Print customers who are within 10 percent of their credit limit as of last closing.
- Print all customers or a selected range of customers.

- Print only accounts that have a current, 30 days past due, 60 days past due, or 90 days past due balances as of the last closing.

To print a Customer List, choose Main Menu Selection 5, "Reports Menu." Then choose Reports Menu Selection 3, "Customer List/Labels." Next, choose Selection 1, "Customer List."

DATE: 09/06/83
RANGE: 000-000

AAA HARDWARE
ACCOUNTS RECEIVABLE
CUSTOMER LIST - ALL

PAGE: 1

CUST #	NAME ADDRESS CITY/STATE/ZIP	PHONE	TAXABLE?	DISCOUNTS?	FINANCE CHARGE?	YTD SALES	CREDIT LIMIT	CUSTOMER BALANCE
100	XYZ CONSTRUCTION 2005 TALKINGTON TRAIL OGLETHORPE GA 98200	404-268-5214	YES	YES	YES	1,745.89	5,000.00	668.28
200	JUPITER OIL CO. 6005 PRICE PARKWAY ATLANTA GA 98109	404-555-1478	YES	YES	YES	26,601.73	10,000.00	6,245.65
300	PERCY'S INTERIOR DESIGNS 5200 CLEVELAND BLVD P.O. BOX 6200 MACON GA 98410	404-555-2525	YES	YES	YES	911.05	200.00	131.49
400	JMJ GEOPHYSICAL 1001 UPP-NEEDHAM EXPRESSWAY ZEBULON GA 98108	404-555-6363	YES	YES	YES	13,542.23	25,000.00	3,068.96
500	LANIER SURVEYING 405 JACKSON DRIVE ATLANTA GA 98204	404-555-9191	YES	YES	YES	19,426.54	20,000.00	7,219.41
GRAND TOTAL							-----	17,333.79

TOTAL CUSTOMERS: 5

*****END OF REPORT

General Ledger Account List

The General Ledger Account List shows all G/L accounts (including descriptions) that were entered through the G/L Account Maintenance setup display.

To print a General Ledger Account List, choose Main Menu Selection 5, "Reports Menu." Then choose Reports Menu Selection 4, G/L Account List. Use the General Ledger Account List to help you define the G/L accounts on the G/L Account Definition display for a "stand alone" A/R system.

DATE: 09/06/83

AAA HARDWARE
ACCOUNTS RECEIVABLE
GENERAL LEDGER ACCOUNT LIST

PAGE: 1

G/L ACCT#	DESCRIPTION
1110	CASH
1120	ACCOUNTS RECEIVABLE
2120	SALES TAX COLLECTED
4110	SALES-HARDWARE
4120	SALES-PAINT
4130	SALES-APPLIANCES
4210	FREIGHT INCOME
4220	LATE CHARGE INCOME
4240	SALES DISCOUNTS

*****END OF REPORT

Unposted Transactions Report

The Unposted Transactions Report lists all transactions that have been entered through the Transaction Entry screen, but not yet posted to accounts. To print an Unposted Transactions Report, choose Main Menu Selection 5, "Reports Menu." Then choose Reports Menu Selection 1, "Unposted Transactions."

Use the Unposted Transactions Report to:

- Print a report of all transactions currently entered through the Transaction Entry screens that have not been posted.
- Verify transaction input before the actual processing takes place.

23 JUN 1983

DATE: 09/06/83

AAA HARDWARE
ACCOUNTS RECEIVABLE
UNPOSTED TRANSACTIONS

PAGE: 1

CUST#	NAME	TRAN#	INVOICE (CHECK#)	DATE	G/L ACCOUNT	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE
100	XYZ CONSTRUCTION	00006	105	03/02/83	4110	199.95	10.00		209.95	SLS
		00007	105	03/02/83	4110	20.00-	1.00-		21.00-	ADJ
						179.95	9.00	.00	188.95	
300	PERCY'S INTERIOR DESIGNS	00008	3584	03/06/83	1110	75.00-		3.75-	78.75-	PMT
						75.00-	.00	3.75-	78.75-	
					GRAND TOTALS	104.95	9.00	3.75-	110.20	

*****END OF REPORT

Posted Transactions Report

The Posted Transactions Report lists transactions posted during the current period for each customer. You can print all posted transactions or only sales, payments, or adjustments. To print a Posted Transactions Report, choose Main Menu Selection 5, "Reports Menu." Then choose Reports Menu Selection 2, "Posted Transactions."

Use the Posted Transactions Report to provide a record of each posted transaction currently being stored. A Posted Transactions Report printed immediately prior to closing a period provides a permanent record of all transactions posted during that period.

PAGE : 1

*****END OF REPORT

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Account Posting Report

The Account Posting Report lists each transaction as it is posted. It is automatically printed as transactions are posted, through Main Menu Selection 4, "Transaction Posting."

Use the Account Posting Report as you would use a manual journal. It provides a permanent record of each posted transaction and can be used as an audit trail for future reference.

PAGE: 1

CUST#	NAME	TRAN#	INVOICE		G/L ACCOUNT	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE					
			(CHECK#)	DATE											
100	XYZ CONSTRUCTION	00006	105	03/02/83	4110	199.95	10.00		209.95	SLS					
		00007	105	03/02/83	4110	20.00-	1.00-		21.00-	ADJ					
							179.95	9.00	.00	188.95					
300	PERCY'S INTERIOR DESIGNS	00008	3584	03/06/83	1110	75.00-		3.75-	78.75-	PMT					
											75.00-	.00	3.75-	78.75-	
GRAND TOTALS						104.95	9.00	3.75-	110.20						

*****END OF REPORT

G/L Recap Report

The G/L Recap Report summarizes all active G/L accounts by total debit and credit amounts. It is provided at the end of the posting report.

This report provides an audit trail for later reference during monthly G/L processing.

DATE: 09/06/83
POSTED: 09/06/83

AAA HARDWARE
ACCOUNTS RECEIVABLE
GENERAL LEDGER RECAP REPORT

PAGE: 2

G/L ACCOUNT#	DESCRIPTION	DEBIT	CREDIT
1120	ACCOUNTS RECEIVABLE	209.95	99.75
1110	CASH	75.00	.00
2120	SALES TAX COLLECTED	1.00	10.00
4240	SALES DISCOUNTS	3.75	.00
4110	SALES-HARDWARE	20.00	199.95
COMPANY TOTALS		309.70	309.70

*****END OF REPORT

Trial Balance, Trial Run

The Trial Balance, Trial Run Report provides a summary of all transactions affecting Accounts Receivable with preliminary aging of customer account balances. The current Accounts Receivable total is shown at the end of the report. To print a Trial Balance, Trial Run Report, choose Main Menu Selection 6, "End of Period Procedures." Then choose End of Period Procedures Selection 1, "Trial Balance." Next, choose Trial Balance Selection 1, "Age & No Update — (Trial Run)."

DATE: 09/06/83

 AAA HARDWARE
 ACCOUNTS RECEIVABLE
 TRIAL BALANCE
 AS OF 09/06/83

PAGE: 1

NO UPDATE

ACCT#000-000

CUST#	NAME	LATE CHARGE	CURRENT	30 DAY	60 DAY	90 PLUS	CUSTOMER BALANCE				
000	MISCELLANEOUS ACCTS. REC.	.00	.00	.00	.00	.00	.00				
		.00	.00	.00	.00	.00	.00 ****				
100	XYZ CONSTRUCTION	.00	421.03	247.25	.00	.00	668.28				
-----CURRENT DETAIL-----											
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
105	00006	03/02/83	4110			199.95	10.00		209.95	SLS	
105	00007	03/02/83	4110			20.00	1.00		21.00	ADJ	
100	00009	09/06/83	4220			10.21	.00		10.21	LAT	
CURRENT TOTALS						190.16	9.00	.00	199.16		
						10.21	209.95	421.03	226.25	.00	867.44 ****
200	JUPITER OIL CO.	.00	6,204.13	.00	.00	.00				6,204.13	
-----CURRENT DETAIL-----											
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
102	00002	03/02/83	4130			39.54	1.98		41.52	SLS	
200	00010	09/06/83	4220			93.56	.00		93.56	LAT	
CURRENT TOTALS						133.10	1.98	.00	135.08		
						93.56	41.52	6,204.13	.00	.00	6,339.21 ****
300	PERCY'S INTERIOR DESIGNS	.00	45.12	.00	.00	.00				45.12	
-----CURRENT DETAIL-----											
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
103	00003	03/02/83	4110			20.41	1.02		21.43	SLS	

DATE: 09/06/83

 AAA HARDWARE
 ACCOUNTS RECEIVABLE
 TRIAL BALANCE
 AS OF 09/06/83

PAGE: 2

NO UPDATE

ACCT#000-000

CUST#	NAME	LATE	CHARGE	B A L A N C E S				CUSTOMER BALANCE			
				CURRENT	30 DAY	60 DAY	90 PLUS				
-----CURRENT DETAIL-----											
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
103	00004	03/02/83	4120			61.85	3.09		64.94	SLS	
3584	00008	03/06/83	1110			75.00-		3.75-	78.75-	PMT	
CURRENT TOTALS						7.26	4.11	3.75-	7.62		
						.00	52.74	.00	.00	.00	
									52.74	****	
400	JMJ GEOPHYSICAL					.00	2,100.48	637.25	200.15	.00	
-----CURRENT DETAIL-----									2,937.88		
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
101	00001	03/02/83	4110			124.84	6.24		131.08	SLS	
400	00011	09/06/83	4220			44.57	.00		44.57	LAT	
CURRENT TOTALS						169.41	6.24	.00	175.65		
						44.57	131.08	2,100.48	637.25	200.15	
									3,113.53	****	
500	LANIER SURVEYING					.00	5,200.74	102.45	954.21	4.36	
-----CURRENT DETAIL-----									6,261.76		
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
104	00005	03/02/83	4110			912.52	45.13		957.65	SLS	
500	00012	09/06/83	4220			94.43	.00		94.43	LAT	
CURRENT TOTALS						1,006.95	45.13	.00	1,052.08		
						94.43	957.65	5,200.74	102.45	958.57	
									7,313.84	****	
GRAND TOTALS						242.77	1,392.94	13,926.38	965.95	1,159.72	17,686.76

*****END OF REPORT

Trial Balance, Final Run

The Trial Balance, Final Run Report provides a summary of all transactions affecting Accounts Receivable and ages customer accounts. Late charges are applied and each customer account is updated. To print a Trial Balance, Final Run Report, choose Main Menu Selection 6, "End of Period Procedures." Then choose End of Period Procedures Selection 1, "Trial Balance." Next, choose Trial Balance Selection 2, "Age & Update — (Final Run)."

Use the Trial Balance, Final Run Report to begin actual period closing procedures.

DATE: 09/06/83

 AAA HARDWARE
 ACCOUNTS RECEIVABLE
 TRIAL BALANCE
 AS OF 09/06/83

PAGE: 1

UPDATE

ACCT#000-000

CUST#	NAME	B A L A N C E S					CUSTOMER BALANCE				
		LATE CHARGE	CURRENT	30 DAY	60 DAY	90 PLUS					
000	MISCELLANEOUS ACCTS. REC.	.00	.00	.00	.00	.00	.00				
		.00	.00	.00	.00	.00	.00 ****				
100	XYZ CONSTRUCTION	.00	421.03	247.25	.00	.00	668.28				
-----CURRENT DETAIL-----											
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
105	00006	03/02/83	4110			199.95	10.00		209.95	SLS	
105	00007	03/02/83	4110			20.00	1.00		21.00	ADJ	
100	00009	09/06/83	4220			10.21	.00		10.21	LAT	
CURRENT TOTALS						190.16	9.00	.00	199.16		
						10.21	209.95	421.03	226.25	.00	867.44 ****
200	JUPITER OIL CO.	.00	6,204.13	.00	.00	.00					6,204.13
-----CURRENT DETAIL-----											
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
102	00002	03/02/83	4130			39.54	1.98		41.52	SLS	
200	00010	09/06/83	4220			93.56	.00		93.56	LAT	
CURRENT TOTALS						133.10	1.98	.00	135.08		
						93.56	41.52	6,204.13	.00	.00	6,339.21 ****
300	PERCY'S INTERIOR DESIGNS	.00	45.12	.00	.00	.00					45.12
-----CURRENT DETAIL-----											
INV#	CHK#	TRAN#	DATE	G/L	ACCT#	AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
103	00003	03/02/83	4110			20.41	1.02		21.43	SLS	

DATE: 09/06/83

 AAA HARDWARE
 ACCOUNTS RECEIVABLE
 TRIAL BALANCE
 AS OF 09/06/83

PAGE: 2

UPDATE

ACCT#000-000

CUST#	NAME	LATE CHARGE	CURRENT	30 DAY	60 DAY	90 PLUS	CUSTOMER BALANCE
-----B A L A N C E S-----							
INV# / CHK# TRAN# DATE G/L ACCT#		AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
103	00004 03/02/83 4120	61.85	3.09		64.94	SLS	
3584	00008 03/06/83 1110	75.00-		3.75-	78.75-	PMT	
CURRENT TOTALS		7.26	4.11	3.75-	7.62		
		.00	52.74	.00	.00	.00	52.74 ****
400	JMJ GEOPHYSICAL	.00	2,100.48	637.25	200.15	.00	2,937.88
INV# / CHK# TRAN# DATE G/L ACCT#		AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
101	00001 03/02/83 4110	124.84	6.24		131.08	SLS	
400	00011 09/06/83 4220	44.57	.00		44.57	LAT	
CURRENT TOTALS		169.41	6.24	.00	175.65		
		44.57	131.08	2,100.48	637.25	200.15	3,113.53 ****
500	LANIER SURVEYING	.00	5,200.74	102.45	954.21	4.36	6,261.76
INV# / CHK# TRAN# DATE G/L ACCT#		AMOUNT	TAX	DISCOUNT	TOTAL	TYPE	
104	00005 03/02/83 4110	912.52	45.13		957.65	SLS	
500	00012 09/06/83 4220	94.43	.00		94.43	LAT	
CURRENT TOTALS		1,006.95	45.13	.00	1,052.08		
		94.43	957.65	5,200.74	102.45	958.57	7,313.84 ****
GRAND TOTALS		242.77	1,392.94	13,926.38	965.95	1,158.72	17,686.76

*****END OF REPORT

G/L Distribution Report

The G/L Distribution Report shows the status of G/L accounts as of the last period closing. The amounts shown on the report represent the total debit and credit amounts that were posted to your customers during the previous period for each active G/L account number in the A/R system.

To print a G/L Distribution Report, choose Main Menu Selection 6, "End of Period Procedures." Then choose End of Period Procedures Selection 4, "G/L Distribution Report."

Use the G/L Distribution Report to review all General Ledger activity during the previous period of the A/R system.

DATE: 09/06/83

AAA HARDWARE
ACCOUNTS RECEIVABLE
G/L DISTRIBUTION REPORT

PAGE: 1

PERIOD ENDING: 09/06/83

G/L ACCOUNT	DESCRIPTION	DEBIT	CREDIT
1110	CASH	75.00	.00
1120	ACCOUNTS RECEIVABLE	1,669.34	57.75
2120	SALES TAX COLLECTED	1.00-	67.46
4110	SALES-HARDWARE	20.00-	1,257.72
4120	SALES-PAINT	.00	61.85
4130	SALES-APPLIANCES	.00	39.54
4210	FREIGHT INCOME	.00	.00
4220	LATE CHARGE INCOME	.00	242.77
4240	SALES DISCOUNTS	3.75	.00

TOTAL		1,727.09	1,727.09
TOTAL A/R AMOUNT		1,611.59	
*****END OF REPORT			

Period Statements

Use the Period Statement Print function to print your end of period statements.

If you print a statement in mid-month using your working A/R diskette, the statement includes aged balances from the close of the last period and only the current month's activity. The current total includes last month's current balance plus all posted transactions for this month.

To print Period Statements, choose Main Menu Selection 6, "End of Period Procedures." Then choose End of Period Procedures Selection 2, "Period Statement Print."

AAA HARDWARE
455 WEST FIRST AVENUE
ATLANTA GA 98765

STATEMENT 08/31/83 16

PAGE 1

ACCOUNT 100

XVZ CONSTRUCTION
2880 TALKINGTON TRAIL
OLETHORPE GA 99288

INVOICE #	CHECK #	DATE	DESC	CHARGES	CREDITS	BALANCE
				BALANCE FWD		648.28
185		03/02/83	SLB	289.95		878.23
185		03/02/83	ADJ	21.00		857.23
188		08/31/83	LAT	10.21		867.44
MINIMUM PAYMENT				210.86		
CURRENT				38 DAY	60 DAY	90 AND OVER
				289.95	421.83	226.25
					.00	10.21
						867.44

STATEMENT 08/31/83 17
PAGE 1

AAA HARDWARE
455 WEST FIRST AVENUE
ATLANTA GA 98765

ACCOUNT 300

PERCY'S INTERIOR DESIGNS
5288 CLEVELAND BLVD
P.O. BOX 6288
MACON GA 99418

INVOICE #	CHECK #	DATE	DESC	CHARGES	CREDITS	BALANCE
				BALANCE FWD		61284.13
182		03/02/83	SLB	41.52		61245.65
200		08/31/83	LAT	93.56		61339.21
MINIMUM PAYMENT				1584.00		
CURRENT				38 DAY	60 DAY	90 AND OVER
				41.52	61284.13	.00
					.00	93.56
						61339.21

INVOICE #	CHECK #	DATE	DESC	CHARGES	CREDITS	BALANCE
				BALANCE FWD		45.12
183		03/02/83	SLB	86.37		131.49
	3584	03/06/83	PMT		78.75	52.74
MINIMUM PAYMENT				20.00		
CURRENT				38 DAY	60 DAY	90 AND OVER
				52.74	.00	.00
					.00	.00
						52.74

STATEMENT 08/31/83 19
PAGE 1

AAA HARDWARE
455 WEST FIRST AVENUE
ATLANTA GA 98765

ACCOUNT 500

LANIER SURVEYING
485 JACKSON DRIVE
ATLANTA GA 98284

INVOICE #	CHECK #	DATE	DESC	CHARGES	CREDITS	BALANCE
				BALANCE FWD		21937.00
181		03/02/83	SLB	131.00		31868.76
488		08/31/83	LAT	44.57		3113.53
MINIMUM PAYMENT				778.38		
CURRENT				38 DAY	60 DAY	90 AND OVER
				131.00	2188.48	637.25
					288.15	44.57
						3113.53

INVOICE #	CHECK #	DATE	DESC	CHARGES	CREDITS	BALANCE
				BALANCE FWD		61261.76
184		03/02/83	SLB	957.65		7219.41
500		08/31/83	LAT	94.43		7313.84
MINIMUM PAYMENT				1828.46		
CURRENT				38 DAY	60 DAY	90 AND OVER
				957.65	51288.74	102.45
					958.57	94.43
						7313.84

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CONTINUOUS FORMS FROM TRINITY FORMS

NUMBER ONE FORMS DRIVE
CARROLLTON, TEXAS 75006
(214) 242-2123 LOCAL
(800) 527-0625 NATIONAL
(800) 492-5232 IN TEXAS



FOR YOUR ACCOUNTS RECEIVABLE SOFTWARE NUMBER 26-1541

AVERAGE BUSINESS CO.		INVOICE		DATE	NUMBER	
ACCOUNT # 721672 JOE'S DISTRIBUTING COMPANY ATTN: ACCOUNTS PAYABLE 3658 DALROSE AVENUE FT. WORTH, TX 76101		DATE ORDERED 03/25/84 TERMS NET 30 SHIPPED VIA CONSOLIDATED FOB FORT WORTH P. O. #		04/05/84	1	
SHIPPED TO SAME		PAGE 1				
PART #	QTY. ORDERED	QTY. SHIPPED	BACK ORDER	UNIT COST	DESCRIPTION	AMOUNT
H347	2.000	2.000		1.50	STEEL PLATE	3.000.00
H765	100	100		24.00	RODS	2.400.00
H898	50.000	50.000		.10	#4 BOLT	5.000.00
TOTAL						10.400.00

FORM IS 9 1/2" x 7" (8 1/2" x 7" WITHOUT MARGINS).

THE BASE PRICE FOR THIS FORM INCLUDES (A) UP TO FIVE LINES OF TYPE IN THE HEADING AND (B) CONSECUTIVE ARABIC NUMBER.

CUSTOM LOGO AVAILABLE AT ADDITIONAL CHARGE. ALL IMPRINTING IN BLACK INK ONLY. YOU MUST FORWARD CAMERA READY ART. WORK OF LOGO.

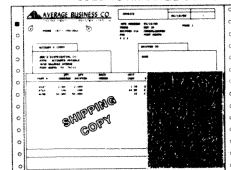
SOME PRINTERS WILL NOT WORK WITH 5 PART FORMS.

PART NUMBER FIVE WAS DESIGNED SPECIFICALLY FOR SOFTWARE NO. 26-4514. FEATURES ON PART NUMBER FIVE INCLUDE:

- BLOCKOUT TO OBSCURE INFORMATION IN AREA THAT NORMALLY CONTAINS PRICES SO IT MAY BE USED AS A RECEIVING REPORT.

- "SHIPPING COPY" IS PRINTED IN RED INK TO ALLOW USE AS A PACKING LIST.

CAUTION: BLOCKOUT AREA WILL NOT WORK WITH SOFTWARE NO. 26-4504 UNLESS NO. 26-4514 IS USED TO ARRANGE OUTPUT.

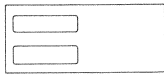


THIS FORM IS AN EXCELLENT FORM FOR CUSTOM SOFTWARE. USES ARE AS FOLLOWS:

- INVOICE
- STATEMENT
- PURCHASE ORDER
- TRAVEL AGENCY ITINERARY
- CREDIT MEMO
- DUN NOTICE
- ACKNOWLEDGEMENT
- DUES NOTICE

- PACKING LIST
- PATIENT BILL
- SHOP ORDER
- WORK ORDER
- SERVICE ORDER
- DELIVERY RECEIPT

GENERAL PURPOSE FORM

NUMBER OF PARTS	FORM NO.	500	1,000	2,000	3,000	4,000	5,000	USE THIS ENVELOPE  DOUBLE WINDOW, NO INSIDE TINT SIZE: 3 7/8" x 8 7/8" CATALOG NO. ENV-5
1	GPF1-1	60.50	105.00	195.00	261.25	303.61	346.49	
3	GPF1-3	121.00	210.01	375.00	522.50	607.23	692.97	
5	GPF1-5	176.00	304.52	545.04	731.49	848.74	967.47	

IMPORTANT NOTE:

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INSURE COMPATIBILITY OF FORMS AND SOFTWARE. BEFORE YOU ORDER, VERIFY THAT THE SOFTWARE NUMBER LISTED ABOVE IS THE SAME NUMBER AS THE RADIO SHACK SOFTWARE YOU ARE USING.

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U. K.

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