ACCOUNTS RECEIVABLE

Release IV

A

Program

for

Business or Professionals

Revisions 01/02

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developed by

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making technology uncomplicated ... for People℠

NOTICE

This manual should be read carefully before attempting to use the program. Another manual, <u>A Beginner's Guide to CSUB-based Programs</u> provides the general instructions that first time users will need. This manual details the procedure necessary for making the initial copy of the program diskette and configuring MicroDoZbaZic or baZic for CP/M to work with his hardware.

Parts of this manual are duplicated in various places. This was not done to make the manual larger but as a convenience to the user so that he will not have to flip from one section of the manual to another to find needed information.

Once this page and the preceding page have been read, they can be moved to the end of the manual so that the table of contents will be more accessible. This manual is designed so that information can be found easily by referring to the Table of Contents.

Section 2 of this manual provides general information about hardware requirements, disk operating systems and file backup procedures.

Section 3 of this manual describes setting up the program to run on your system for the first time.

Section 4 first summarizes, then details the operation of each System Menu option in the order in which the options are normally selected.

Section 5 is a description of the program functions listed by option number for quick reference once you have mastered the daily procedure. This section duplicates some of the information found elsewhere in this manual but is provided as a convenience, so that the user can quickly find specific information about each program.

Section 6 displays sample reports, as generated by the Accounts Receivable programs. Some of the reports have been condensed and/or reformatted to fit neatly within the pages of this manual.

Section 7 provides a file creation worksheet, as well as typical daily and monthly procedure schedules.

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INTRODUCTION

This manual is designed to allow operation of the Accounts Receivable program on a microcomputer system by non-computer oriented personnel. The user needs to know very little about the computer itself, but should be familiar with accounting procedures in general. In other words, the program and manual will guide you through all operations, but you must have enough accounting knowledge or experience to know your application so that you can select the correct options to do the jobs you want to do.

If you have never used a Micro Mike's, Inc. application program before, please read A BEGINNER'S GUIDE to CSUB-based programs carefully before proceeding. It contains most of the information needed to operate any Micro Mike's, Inc. application program. If you have used one of our programs before, you may want to skip this guide and proceed with setting up the program.

The accompanying program was designed with the inexperienced user in mind. With a minimum amount of time, daily transactions can be entered into the computer. This program is flexible and can accommodate most operations within its range ($99,999,999.99). A version of this program to accommodate larger dollar amounts can be obtained, for an additional fee, from Micro Mike's, Inc.

Use of this program requires only a minimum amount of training, primarily equipment familiarization. Prompts guide the user through the program.

We suggest that **after you have made a copy of the master program disk** and have configured the programs to run on your particular system that you get the feel of the machine by experimenting with the program. Much of this program operation manual will seem more familiar to you if you experiment a while, then read the manual for a while.

This manual was written to give you, the user, basic information about why you should select options, what each option does, what questions the program will ask you when you select options, and general answers to the questions asked by the computer. The program will guide you through all operations by asking questions (prompts) about what you want to do.

Micro Mike's, Inc. CSUB-based application programs are based around a menu system. The menu is the means by which the program offers the user a choice of which operation to perform. To use each menu displayed, simply select the option number next to the program description you want. Under this system each program is loaded automatically into internal memory and executed by specifying an option number from the A/R Menu.

You will deal primarily with the Accounts Receivable Menu during operation of the Accounts Receivable program. This menu will be referred to throughout this manual as the A/R Menu. You will see displayed on the CRT screen:

```
                    Accounts Receivable Menu

Enter Option Number
##
                      ** Prints &            **  File  **
** Entries **            Listings **        ** Maintenance **
                        (run anytime)
1. Invoices              13. Sales Summary         30. Create Files
2. Cash Receipts         14. Salesman Summary      31. File Inquire
3. Credit Memos          15. Daily Report          32. Company Name
4. Sales Returns         16. Account # List        33. Accounts F/M
5. Interest Charges      17. Accounts File         34. Type Sales
6. Interest Chg auto     18. Mailing Labels        35. Salesmen
                         19. Statements            36. Interest Codes
** Deletions **          20. Invoice Summary       37. Tax Rate Codes
7.  Invoice              21. Invoices
8.  Cash Receipt         22. Cash Receipts         ** Copy Disks **
9.  Credit Memo          23. Credit Memos          38. Age Accounts
10. Sales Return         24. Sales Returns         39. Clear Invoice,
11. Interest Charge      25. Interest Charges          CR, CM, SR &
12. Sales & Salesman     26. Accts. Age List           CC Files
    Daily Totals         27. Delinquent Accounts   40. General Ledger
                         28. Accounts Activity     41. Sales & Salesmen
                         29. Salesmen Activity         MTD Totals Clear
                                                   42. Disk Utilities
```

As the A/R Menu indicates, you can select programs to enter data, delete data, print the data, maintain the data files, "age" the data files, set up the files to begin a new month and make "back up" copies of the data files, (MicroDoZ versions only).

The "Entries" category contains programs to use when you want to record invoices, cash receipts, credit memos, sales returns, interest charges or have the computer add interest charges automatically to accounts with balances in sixty- or ninety-day columns.

The "Deletions" category contains programs to use when you need to delete an invoice, cash receipt, credit memo, sales return, an interest charge or to clear the sales and salesmen daily totals.

The options in the center column, "Printouts and Listings," provide various summaries and listings of activity, account numbers, names, delinquent accounts, etc. You may select any of these options whenever and as often as you like. Selecting these options in no way alters the information stored in the data files.

Use the options under the "File Maintenance" category first to create your data files, to change company and customer information or add new customers to your data files.

The last category of the A/R Menu contains end-of-the-month routines, an option for updating the general ledger files with a summary of A/R information and various utilities for copying data files, etc.

Accounts Receivable allows a business to "stay on top" of monies owed the business, sales-to-date, salesman performance, keeps a record of all invoices, prints statements and much more.

Among the many features of Micro Mike's extensive Accounts Receivable program: on-screen invoice preparation with print-out on standard invoice form, credit memos, sales returns, calculation and addition of interest charges, aging of accounts, delinquent accounts, salesmen activity summaries and, of course, printing of statements.

Accounts Receivable allows you to determine delinquent accounts as they first become overdue. Reminder notices may then be sent, helping to minimize adverse effects on a company's cash flow situation. Accounts are aged 30, 60 and 90 days (and holding).

GENERAL INFORMATION

System requirements, determining disk requirements and backup procedures are covered in this section.

2.1 System Requirements

The Accounts Receivable Program requires a microcomputer with a Z80 processor, two 160K disk drives or better, at least 48K RAM internal memory and a printer capable of printing reports at least 80 columns wide. The microcomputer must use either the MicroDoZ, CP/M or MP/M operating systems. The Accounts Receivable Program requires **baZic**, a Z80 BASIC language, for operation.

2.2 Disk Drive Assignment

As delivered, the programs will be on the first drive, Drive A or Drive 1 and the data files will be stored on the second disk drive, Drive B or Drive 2.

2.3 Data Backup

Data Files should be backed up on a regular basis. Depending on how often entries are made, files should be backed up at least once a week and at the end of the month before the journals are cleared and the new month started.

As a rule of thumb, files should be backed up any time that re-entry of data would take longer than the time needed to back up the files.

The following files should be backed up:

NAME . 803
ARSM
ARTY
ARCF
ARCFK
ARINV
ARCM
ARCR
ARSR
ARCC

If you will be using the CP/M or MP/M operating systems these file names will have a ".003" extension.

If you are running the Accounts Receivable Program under MicroDoZbaZic, refer to A BEGINNER'S GUIDE to CSUB-based programs for disk backup procedures. If you will be using Accounts Receivable under the CP/M or MP/M operating systems, refer to your CP/M or MP/M manual for the PIP (or other) copy file procedure.

If you have previously used a CSUB-based program, you may proceed immediately to the next major section (Section 3). However, you will probably want to review the procedure in A Beginner's Guide to CSUB-based Programs for making your backup copy of the program disk and to configure MicroDoZ or baZic for CP/M for your hardware. A Beginner's Guide to CSUB-based Programs will describe in detail all aspects of a CSUB-based program which are common among CSUB programs.

In addition to detailing what to expect from a CSUB-based program, this manual outlines the physical requirements (hardware) to operate this application package. Additional information will be given on the care and use of floppy disks. A section defining computer related terms used throughout this manual is provided as well.

3.1 Creating Your Data Files, A/R Menu Option 30

Before you can make any entries in the A/R program, you must have created the data files. Upon "booting up" the program for the first time, the program will attempt to "read" the disk in Drive 2. If it cannot read the disk, it will inform you that it cannot and give you another chance to insert an initialized diskette into Drive 2.

The program will select this option for you upon initial start-up if it does not find the data files already created in Drive 2.

You will see on the screen:

```
                    File Create
Enter number of 256 byte blocks for data storage
692#
```

# of custom

Values given in the following example are based on a value of 692 usable blocks (180K double density 5-1/4" drive) of external memory storage space. Change to fit your data drive capacity if necessary.

A double density 5-1/4" NorthStar disk, operating through MicroDoZ, has the equivalent of six-hundred ninety-two (692) 256 byte blocks for data storage. A double density 5-1/4" NorthStar disk operating through CP/M has the equivalent of about six-hundred sixty (660) 256 byte blocks for data storage. A typical single density 8" floppy disk has the equivalent of about nine-hundred seventy-five (975) 256 byte blocks of information storage space. A typical double density 8" floppy disk has about twice that.

Hard Disk

If you need to store more information than one diskette will hold, use either two or more different data diskettes (e.g., A-M, N-Z or 1-80, 81-160) or the hard disk unit option.

The data files to be created and their basic functions are:

NAME	(Company Name File)
ARSM	(Salesman File)
ARTY	(Type of Sale File)
ARCF	(Customer File)
ARCFK	(Index of Customers)
ARINV	(Invoice File)
ARCM	(Credit Memo File)
ARCR	(Cash Receipt File)
ARSR	(Sales Returns File)
ARCC	(Interest Charges File)

You will see on the screen:

```
                          File Create

Field Number to Change (0-Create Files)
##

Total Blocks Available   692          Total Blocks Used   650

   Company Name    1                   Types of Sales      40
     NAME          2                      ARTY             16

   Salesmen       25                   1. Customers       168
     ARSM         10                      ARCF            130
=}>|<<||▓u▓6                              ARCFK            10

                          File Create

Field Number to Change (0-Create Files)
##

Total Blocks Available   692          Total Blocks Used   650

   Company Name    1                   Types of Sales      40
     NAME          2        ARSR      12

4. Credit Memos   42
     ARCM         12

6. Int. Charges   84
     ARCC         22
```

The number next to the description (e.g. Credit Memos) represents the total number of credit memos per month (plus a few for a safety margin).

You should look at your records or estimate the number of different accounts you will need over the period of a month. If you need to change any of these figures, you may do so.

Refer to the File Size Reference Chart, Section 3.1.1 of this manual, for calculating the file sizes required for your particular needs.

ARCF only

Once the data files are created, they cannot be adjusted or changed without starting all over again. Exercise care in allotting space for your files.

The program will start as soon as you have input the last number (Interest Charges per Month) and enter 0 in response to the prompt, "0-Create Files). **DO NOT INTERRUPT THE PROGRAM UNTIL IT HAS FINISHED RUNNING.** If the program is interrupted or you get a file error message, you must begin again until the filespace has been allotted properly.

3.1.1 File Size Reference Chart

The following formulas are for calculating the number of data storage blocks necessary for each of your data files. Use in each calculation the maximum number of customers, invoices, credit memos, etc. that you estimate you will need in the course of a month. It is a good idea to create each file a little larger than your calculation indicates.

When you have finished with the calculation for each file, find the total of all the files. The files NAME, ARSM and ARTY have values already assigned to them. The total number of blocks of all the files added together should not exceed the available disk space.

A double density 5-1/4" NorthStar disk, operating through MicroDoZ, has the equivalent of six-hundred ninety-two (692) 256 byte blocks for data storage. A double density 5-1/4" NorthStar disk operating through CP/M has the equivalent of about six-hundred sixty (660) 256 byte blocks for data storage. A typical single density 8" floppy disk has the equivalent of about nine-hundred seventy-five (975) 256 byte blocks of information storage space. A typical double density 8" floppy disk has about twice that.

	FILE NAME	BYTES/ RECORD	NUMBER RECORDS	OVERHEAD BYTES	ROUND UP TO	NEAREST WHOLE NUMBER	
customer files	ARCF	(197*	(#customers)	+18)/256	RU nearest	whole # =	
	ARCFK	(14*	(#customers)	+18)/256	RU nearest	whole # =	
invoice	ARINV	(50*	(#invoices)	+18)/256	RU nearest	whole # =	
cr. memos	ARCM	(62*	(#credit memos)	+18)/256	RU nearest	whole # =	
cash rec.	ARCR	(62*	(#cash receipts)	+18)/256	RU nearest	whole # =	
sales ret.	ARSR	(62*	(#sales returns)	+18)/256	RU nearest	whole # =	
int. chg.	ARCC	(62*	(#interest chgs)	+18)/256	RU nearest	whole # =	
co. name	NAME						2
salesmen	ARSM						10
type sale	ARTY						6
					Total Single Density Blocks Used		

Calculations may be made to determine the amount of external memory expansion required, if any, for your operation. We suggest that as you create your data files that you write down the figures you try and when you are ready to create your data files that you record those numbers on the chart below for future reference.

File Name	Records	Blocks	Available Data Storage Blocks
NAME	2	2	
ARSM	27	10	
ARTY	41	16	
ARCF	_____	_____	
ARCFK	_____	_____	
ARINV	_____	_____	
ARCM	_____	_____	
ARCR	_____	_____	
ARSR	_____	_____	
ARCC	_____	_____	
Total	_____	_____	

3.2 Brief Program Descriptions

Before you can make any entries, you must create your customer account numbers (numeric or alphanumeric) and names, etc. (Option 33). You must also have entered your company name, address, etc. (Option 32) and given your salespeople each a number (Option 35). You must have assigned a number to each type of sale and filled in the appropriate data there (Option 34). The computer will not permit you to make an entry for an account number that is not recorded in the data files.

To obtain printouts or CRT listings of the customer account numbers, salesman numbers and type of sales numbers select Options 13, 14 and 15 from the A/R Menu. Customer account numbers can be numbers, letters, or a combination of letters and numbers. It may be helpful to use name abbreviations for customer account numbers.

3.2.1 Entries

The "Entries" category contains programs to use when you want to record invoices, cash receipts, credit memos, sales returns, interest charges or have the computer add interest charges automatically to accounts with balances in sixty- or ninety-day columns.

3.2.1.1 A/R Menu - Option 1, Invoices

You create an invoice to record a sale. You have the option of printing the invoice or you may simply record the transaction in the A/R data files. As set up, the program will print on widely available, standard printed invoice forms (NEBS 9040-5 or equivalent) or on plain paper.

3.1.2.2 A/R Menu - Option 2, Cash Receipts

Use this option when you receive payment. The customer's account will then be credited and the cash receipt recorded magnetically. The amount entered by using this option will be subtracted from the appropriate customer's total in this order of priorities: interest, ninety-day-old, sixty-day-old, thirty-day-old and current balances.

3.1.2.3 A/R Menu - Option 3, Credit Memos

Select Option 3 when a customer has credit due him. The customer's account will be credited and the credit memo recorded on disk. The amount of the credit memo is applied to the customer total in this order of priorities: interest, ninety-day-old, sixty-day-old, thirty-day-old and current balances.

3.1.2.4 A/R Menu - Option 4, Sales Returns

This option is used to record a sales return. The customer's account is then credited and the appropriate amount is deleted from the salesman and type sales files. The amount of the sales return is subtracted from the customer total in this order of priorities: interest, ninety-day-old, sixty-day-old, thirty-day-old and current balances.

3.1.2.5 A/R Menu - Option 5, Interest Charges

Use this option when you want to add an interest charge manually to a customer's unpaid balance.

3.1.2.6 A/R Menu - Option 6, Interest Charge auto

This program adds an interest charge automatically, according to the interest code assigned each customer, to all accounts with balances in the sixty- or ninety-day columns. You are allowed four interest charge codes. For each code (1-4), you assign a percentage to add to the customer's unpaid balance per month and a minimum charge to add instead if the interest charge is below this minimum value.

3.2.2 A/R Menu - Deletions

Choose one of these options (7-12) when you discover that you have made an error in one of the entries (Options 1-6) or you need to delete an entry for another reason. As a safety feature, you are required to enter the deletion code (DEL) with each deletion made. Options 7-11 may be used to examine an entry without deleting it.

3.2.2.1 A/R Menu - Option 7, Delete Invoice

Option 7 allows you to erase an invalid invoice from the records. You must first know the invoice number (Option 20). This option may be used to examine an invoice without deleting it.

3.2.2.2 A/R Menu - Option 8, Delete Cash Receipt

Deletes a cash receipt from the records and debits that customer's account. Select Option 22 for a list of cash receipt numbers. Deleting a cash receipt adds the amount of the deleted cash receipt to the "current" column, even though the original cash receipt may have reduced the interest of the ninety-day column. This option may be used to examine a particular cash receipt without deleting it.

3.2.2.3 A/R Menu - Option 9, Delete Credit Memo

Removes a credit memo from the records and debits that account. See Option 23 for credit memo numbers. Deleting a credit memo adds the amount of the deleted credit memo to the "current" column, even though the original credit memo may have reduced the interest of the ninety-day column. This option may be used to examine a particular credit memo without deleting it.

3.2.2.4 A/R Menu - Option 10, Delete Sales Return

Erases a sales return from the records and debits that customer's account. See Option 24 for a listing of sales returns. Deleting a sales return adds the amount of the sales return to the "current" column, even though the original sales return may have reduced the interest of the ninety-day column. You can use this option to examine a sales return record without destroying it.

3.2.2.5 A/R Menu - Option 11, Delete Interest Charge

Removes an interest charge from the balance of an account. Select Option 25 for a listing of interest charges. An interest charge can be examined without deletion by using this option.

3.2.2.6 A/R Menu - Option 12, Clear Sales & Salesmen Daily Totals

This program should be run at the end of each day to clear the daily sales files. All information kept in the DTD (day-to-date) columns will be zeroed.

3.2.3 A/R Menu - Printouts & Listings (run anytime)

The options displayed in this column are for user information purposes. Use of options in the Prints & Lists column will not affect recorded information in any way. These options may be selected whenever and as often as you want.

3.2.3.1 A/R Menu - Option 13, Sales Summary

This option can be selected any time that you want a breakdown of net sales by type of sale. Cash receipts, credit memos, sales returns and interest charges are displayed and added or subtracted from the totals columns.

3.2.3.2 A/R Menu - Option 14, Salesmen Summary

This option provides a quick reference of total sales by salesperson with day-to-date, month-to-date and year-to-date totals for each salesperson, as well as DTD, MTD and YTD total sales.

3.2.3.3 A/R Menu - Option 15, Daily Report

Provides a quick, handy daily activity report. Includes a listing of invoices and their totals, totals by type of sales, cash receipts, discounts, sales returns, interest charges and credit memos.

3.2.3.4 A/R Menu - Option 16, Account # List

Account Number List, Option 16, provides a listing, on the printer or on the CRT, of customer account names and their numbers to use as a reference while operating the A/R program.

3.2.3.5 A/R Menu, Option 17, Accounts File

The Accounts File print option provides a summary of current and year-to-date activity and balances for each customer, as well as a breakdown by 30 days, 60 days, 90 days, interest charged, invoice totals, cash receipt totals, credit memo totals, sales return totals and date of last activity.

3.2.3.6 A/R Menu - Option 18, Mailing Labels

Selecting this option will provide a printout, on continuous-form, self-adhesive mailing labels or on plain paper, of all customer names and addresses or of just one in particular.

3.2.3.7 A/R Menu - Option 19, Statements

When you are ready to bill a customer or all customers, select this option. Statements are printed on pre-printed statement forms (NEBS 9060-2). The customer's name and your company name are visible through window envelopes.

3.2.3.8 A/R Menu - Option 20, Invoices Summary

Prints a summary (invoice totals), either on the CRT or on the printer, of all currently-recorded invoices.

3.2.3.9 A/R Menu - Option 21, Invoices

This option provides a more detailed account of recorded invoices than the previous option, Invoices Summary. This listing shows all the items on each invoice. Information listed includes quantity, type of sale, item purchased, unit price, extended price, customer order number and total of the invoice. You may view this listing on the CRT screen or the computer will provide you a printout on the printer.

3.2.3.10 A/R Menu - Option 22, Cash Receipts

Selecting this option provides a listing, either on the CRT screen or on the printer, of all recorded cash receipts.

3.2.3.11 A/R Menu - Option 23, Credit Memos

Option 23 provides a printout, either on the CRT or on the printer, of all recorded credit memos.

3.2.3.12 A/R Menu - Option 24, Sales Returns

Selecting Option 24 will provide a listing, either on the CRT or on the printer, of all sales returns. Customer name and number, salesman totals, type sales and date of sales return are displayed or printed.

3.2.3.13 A/R Menu - Option 25, Interest Charges

Option 25 provides a listing of all interest charges recorded, the party or person charged, customer number, amount, date and total interest charged.

3.2.3.14 A/R Menu - Option 26, Accounts Age

the

Provides a listing, either on the CRT or on the printer, of accounts with current, thirty-, sixty- or ninety-day balances or a total of all accounts receivable. Only the total is displayed if the CRT is selected as display device. If the customer's credit limit has been exceeded, the credit limit will be displayed. This printout requires wide paper (132 column) or, if you use standard width (8-1/2 inch) paper, the compressed print mode of the printer must be used.

3.2.3.15 A/R Menu - Option 27, Delinquent Accounts

Option 27 will produce a listing, either on the CRT or on the printer, of accounts with past due balances. Customer number and name, phone number, date and amount of last payment and total amount due are displayed. If the printer is selected as display device, the age of the past due balance is displayed. The printout requires a 132 column printer or the compressed print mode using standard paper width.

3.2.3.16 A/R Menu - Option 28, Accounts Activity

Provides a summary of each invoice, sales return, cash receipt, credit memo, etc. for each account. You may choose one account, all accounts or accounts with balances only to be listed on the CRT screen or the printer.

3.2.3.17 A/R Menu - Option 29, Salesman Activity

This option provides a summary of invoices, sales returns and credit memos attributed to each salesperson.

3.2.4 File Maintenance (Options 30-37)

These options allow you to create or alter your data files. When you begin to use the A/R program for the first time, these options will be among the first used.

3.2.4.1 A/R Menu - Option 30, Create Files

Selecting Option 30 from the A/R Menu (Create Files) will allow you to create the necessary disk data files in which to store A/R information. The program will automatically create the files for you.

3.2.4.2 A/R Menu - Option 31, File Inquire

You may select this option whenever you want to see how many more entries in each category that you may make before you run out of filespace. The computer will tell you how many records are in use in each category and the maximum number that category will hold.

3.2.4.3 A/R Menu - Option 32, Company Name File Maintenance

This option is selected when you have created a new set of data files or when you want to change one of the fields by selecting an option number from the Company Name File Maintenance Menu. You also may change the PASSWORD by selecting this option. If you change the PASSWORD **BE SURE TO REMEMBER THE NEW PASSWORD!**

3.2.4.4 A/R Menu - Option 33, Accounts File Maintenance

Select this option when you want to add an account, change something pertaining to a customer or to simply inquire about an account. You may assign a "number" to a customer that is any combination of letters and/or numbers.

3.2.4.5 A/R Menu - Option 34, Type Sales File Maintenance

This option allows you to give each type of sale a number designating what type of sale it is, whether or not the sale is taxable (so that tax may be calculated automatically and added to an invoice) and whether or not the salesman is to receive credit or commission for the sale.

3.2.4.6 A/R Menu - Option 35, Salesmen File Maintenance

Use this program to either add or delete a salesperson or to change information in one of the fields displayed.

3.2.4.7 A/R Menu - Option 36, Interest Codes File Maintenance

This program is used to assign a percentage value to each of four available interest charge codes. You then can assign one of the four codes to each particular customer. You can then establish a minimum charge for each of the four codes. This minimum charge will be added if the interest charge assessed is below the minimum value.

3.2.4.8 A/R Menu - Option 37, Tax Rate Codes File Maintenance

This program is used to set the tax rates for several different situations. Four tax rate codes can be defined to fit the different tax circumstances you may encounter. Sale type numbers 33, 34, 35 and 36 can be used to signify the tax status of a certain sale in an invoice, for example.

3.2.5 End-of-month Routines - Options 38, 39, 40 and 41

Before selecting any of these options, be sure that you have a backup copy of each of your current Accounts Receivable data disks. See Disk Utilities, Section 2.11 of this manual.

3.2.5.1 A/R Menu - Option 38, Age Accounts

This program is run at the end of the month or billing period. It moves current transactions to the 30-day column, 30-day-old transactions to the 60-day column and 60-day-old transactions to the 90-day (and holding) column.

3.2.5.2 Option 39, Clear Invoice, C/R, C/M, S/R & CC Files

Use this program to erase the Invoice, Cash Receipts, Sales Returns and Interest Charges files and to prepare the files to accept the next month's data. Customer beginning balances are changed to equal current, 30-day, 60-day and 90-day plus interest and the current activity status of a customer is deleted. If the month is December, the program will zero the customer year-to-date totals. **Be sure you have made a backup copy (Option 42) of your current data disk(s) before selecting this option.**

3.2.5.3 A/R Menu - Option 40, General Ledger

General Ledger, Option 40, is provided as a means of transferring a summary of the end-of-the-month A/R sales data to Micro Mike's, Inc. General Ledger Program.

3.2.5.4 Option 41, Clear Sales and Salesman M-T-D Totals Clear

Run this program at the end of the month or billing period to make space for next month's entries. It should be run after Option 38, Age Accounts, has been run. The month-to-date totals will be zeroed. If the month is December, the year-to-date totals will be zeroed and activity flags will be cleared.

3.2.5.5 A/R Menu - Option 42, Disk Utilities (MicroDoZ versions)

This program is the basic utility program which allows the user to initialize and copy diskettes.

Select this option when you need to make a backup copy of your data files on floppy diskettes.

This option is not supported with the CP/M or MP/M versions of Accounts Receivable.

3.3 Filling Your Data Files

When you have created your data files you must then "fill" them with various information.

The data files are created and "filled in" initially in this order:

1. Option 30 - Create Files
2. Option 32 - Company Name
3. Option 37 - Tax Rate Codes
4. Option 36 - Interest Codes
5. Option 34 - Type Sales (Option 13 to list)
6. Option 35 - Salesmen (Option 14 to list)
7. Option 33 - Accounts File Maintenance (Option 16 or 17 to list, Option 26 for beginning balance)

The data files to be filled and their basic functions are:

NAME	(Company Name File)
ARSM	(Salesman File)
ARTY	(Type of Sale File)
ARCF	(Customer File)
ARCFK	(Index of Customers)
ARINV	(Invoice File)
ARCM	(Credit Memo File)
ARCR	(Cash Receipt File)
ARSR	(Sales Returns File)
ARCC	(Interest Charges File)

3.3.1 A/R Menu - Option 32, Company Name File Maintenance

This option is selected when you have created a new set of data files or when you want to change one of the fields by selecting an option number from the Company Name File Maintenance Menu. You may also change the PASSWORD by selecting this option. If you change the PASSWORD **BE SURE TO REMEMBER THE NEW PASSWORD!** You will see on the screen:

Company Name F/M

1.	Company Name	Data National Corporation
2.	Address	300 Regents Building
3.	City, State, Zip	Austin, Texas 78703 USA
4.	Password	PASS
5.	Today's Date	05/05/81
6.	Salesmen Y-N	Y
7.	General Ledger Tied-in Y-N	Y
8.	Invoice Entry Type 1-2	1
9.	Discount on Receipt Y-N	Y
10.	Invoice # Automatic Y-N	N
11.	Print Invoices Y-N	Y
12.	Inv. Detail on Statement Y-N	Y
13.	Quantity Automatic Y-N	N
14.	Automatic Description Y-N	Y
15.	Company Name on Statement Y-N	N

As you complete each block, the cursor will move to the top of the screen and wait for you to key in the next option. On the options, please note the following limitations or explanations:

1. In Company Name, you are limited to 30 characters with each space or punctuation mark equal to one character.

2. In Address, you are limited to 30 characters.

3. In City, State and Zip, 30 characters.

4. The use of the password was implemented in this program as a security measure, to keep unauthorized persons from getting into your computer records. The password is set blank initially and you may keep it this way if you want. Otherwise you will have to enter the password upon starting the program every time. You may invent your own password, with your only limit as eight characters or digits, with a space counting as a character. **BE SURE TO REMEMBER YOUR NEW PASSWORD.**

5. In Today's Date, you are limited to two characters for month, two for day and two for year. The computer will insert slashes automatically between MM/DD/YY.

6. If you answer Option 6, "Salesman Y-N," with a Y response, the program will ask you for a salesman number on invoices, cash receipts, credit memos, sales returns, etc. If you do not want to keep track of individual salespeople in this manner, respond with an N.

7. Option 7, "General Ledger Tied Y-N" is asking you if you want A/R to send an end-of-the-month sales summary of information to General Ledger. To answer with a Yes response to this question requires that you use Micro Mike's General Ledger program in conjunction with A/R. If you answer this field with a Y response, two additional fields, "G/L Account to Credit" and "G/L Account to Debit," will be displayed when you select Option 34, Type Sales File Maintenance.

8. Entering 2 in response to Option 8, Invoice Entry Type, allows you to use an abbreviated, non-detailed version of invoice entry. Entering 1 will cause the full invoice entry mask to be displayed on the screen upon selecting from the A/R Menu Option 1, Invoice Entry.

9. If you allow a customer discount enter Y. On cash receipts, you will be asked for the amount of the discount.

10. If you want invoice numbers to be incremented automatically, enter Y next to Option 10, Invoice Number Automatic. If you want to fill in the invoice number each time, enter N.

11. Enter Y beside Option 11, Print Invoices, if you want at least some invoices to be printed as they are entered. If you do not want any invoices printed and you want them only to be recorded in the files, enter N.

12. Invoice Detail on Statement, Option 12, is asking you whether or not you want detailed information to be included on statements mailed to customers.

13. If the quantity of goods sold or services rendered is always 1 (one) and that is how you want the quantity to appear on invoices, enter Y beside option 13, Quantity Automatic. The program will insert automatically a 1 (one) under "Quantity" on invoices.

14. If you enter Y next to Automatic Description, Option 14, when you are creating an invoice, the computer will display automatically the description of the type of sale you enter the number of.

15. Entering Y beside Option 15, Company Name on Statement Y-N, will cause the computer to print your company name at the top of statements. If you have pre-printed statements with your company name already at the top, you should enter N.

Fill in the appropriate data, pressing Return to get to the next field if you did not use all the available space.

3.3.2 Option 31, File Inquire

You may select this option whenever you want to see how many more entries in each category that you may make before you run out of file space. The computer will tell you how many records are in use in each category and the maximum number that category will hold.

You will see on the screen:

```
                Accounts Receivable File Inquire

                 Correct Program? (1=Yes, 0=No)
                 #

Files                         Records

                number in use           maximum number

Customers            266                     342
Invoice Records     2150                    4105
Cash Receipts         99                     346
Credit Memos          90                     144
Sales Returns         30                      90
Interest Charges      77                     173
```

3.3.3 File Size Reference Chart

The following formulas are for calculating the number of data storage blocks necessary for each of your data files. Use in each calculation the maximum number of customers, invoices, credit memos, etc. that you estimate you will need in the course of a month. It is a good idea to create each file a little larger than your calculation indicates.

When you have finished with the calculation for each file, find the total of all the files. The files NAME, ARSM and ARTY have values already assigned to them. The total number of blocks of all the files added together should not exceed the available disk space.

A double density 5-1/4" NorthStar disk, operating through MicroDoZ, has the equivalent of six-hundred ninety-two (692) 256 byte blocks for data storage. A double density 5-1/4" NorthStar disk operating through CP/M has the equivalent of about six-hundred sixty (660) 256 byte blocks for data storage. A typical single density 8" floppy disk has the equivalent of about nine-hundred seventy-five (975) 256 byte blocks of information storage space. A typical double density 8" floppy disk has about twice that.

	FILE NAME	BYTES/ RECORD, NUMBER RECORDS, OVERHEAD BYTES, ROUND UP TO	NEAREST WHOLE NUMBER
customer files	ARCF	(197*(#customers)+18)/256 RU nearest whole # =	_____
	ARCFK	(14*(#customers)+18)/256 RU nearest whole # =	_____
invoice	ARINV	(50*(#invoices)+18)/256 RU nearest whole # =	_____
cr. memos	ARCM	(62*(#credit memos)+18)/256 RU nearest whole # =	_____
cash rec.	ARCR	(62*(#cash receipts)+18)/256 RU nearest whole # =	_____
sales ret.	ARSR	(62*(#sales returns)+18)/256 RU nearest whole # =	_____
int. chg.	ARCC	(62*(#interest chgs)+18)/256 RU nearest whole # =	_____
co. name	NAME		2
salesmen	ARSM		10
type sale	ARTY		6
		Total Single Density Blocks Used	

Calculations may be made to determine the amount of external memory expansion required, if any, for your operation. We suggest that as you create your data files that you write down the figures you try and when you are ready to create your data files that you record those numbers on the chart below for future reference.

File Name	Records	Blocks	Available Data Storage Blocks
NAME	2	2	
ARSM	27	10	
ARTY	41	16	
ARCF	_____	_____	
ARCFK	_____	_____	
ARINV	_____	_____	
ARCM	_____	_____	
ARCR	_____	_____	
ARSR	_____	_____	
ARCC	_____	_____	
Total	_____	_____	

3.3.4 Date Change

When you have finished with Company Name File Maintenance, you will see on the screen:

```
ACCOUNTS RECEIVABLE - by Micro Mike's, Inc.       10 digit
Is Date Correct? (1=Yes, 0=No)
#

MM/DD/YY
```

Enter the month, day and then year.

Example: 01/01/81

You should start each day's activities by changing the day's date. This way, each time you make an entry or want a printed report, it will carry that day's date. As you start the program each day, the prompt

```
Enter Password
XXXXXX
```

will be displayed (if you have the password enabled, Option 34, Company Name File Maintenance).

When you have input the password, the question

```
Is today's date correct?  1=Yes, 0=No
MM/DD/YY
```

will appear. The computer will insert the date automatically in each program but you may change the date for a specific entry simply by pressing ESCape or CTRL B to move the cursor to the proper field when the date prompt appears on the screen.

```
                  Accounts Receivable Menu

Enter Option Number
##
                                                   **  File  **
** Entries **        ** Printouts & Listings **  ** Maintenance **
                        (run anytime)
1. Invoices             13. Sales Summary         30. Create Files
2. Cash Receipts        14. Salesman Summary      31. File Inquire
3. Credit Memos         15. Daily Report          32. Company Name
4. Sales Returns        16. Account # List        33. Accounts F/M
5. Interest Charges     17. Accounts File         34. Type Sales
6. Interest Chg auto    18. Mailing Labels        35. Salesmen
                        19. Statements            36. Interest Codes
** Deletions **         20. Invoice Summary       37. Tax Rate Codes
7.  Invoice             21. Invoices
8.  Cash Receipt        22. Cash Receipts         ** Copy Disks **
9.  Credit Memo         23. Credit Memos          38. Age Accounts
10. Sales Return        24. Sales Returns         39. Clear Invoice,
11. Interest Charge     25. Interest Charges          CR, CM, SR &
12. Sales & Salesman    26. Accts. Age List           CC Files
    Daily Totals        27. Delinquent Accounts   40. General Ledger
                        28. Accounts Activity     41. Sales & Salesmen
                        29. Salesmen Activity         MTD Totals Clear
                                                  42. Disk Utilities
```

The data files are created and "filled in" initially in this order:

1. Option 30 - Create Files
2. Option 32 - Company Name
3. Option 37 - Tax Rate Codes
4. Option 36 - Interest Codes
5. Option 34 - Type Sales (option 13 to list)
6. Option 35 - Salesmen (option 14 to list)
7. Option 33 - Accounts File Maintenance (option 16 or 17 to list, option 26 for beginning balance)

3.3.5 A/R Menu - Option 37, Tax Rate Codes

This program is used to set the tax rates for several different situations. Four tax rate codes can be defined to fit the different tax circumstances you may encounter. Sale type numbers 33, 34, 35 and 36 can be used to signify the tax status of a certain sale in an invoice, for example.

Use Option 34, Type Sales File Maintenance, to assign type sale code numbers.

Enter 37. You will see on the screen:

```
                         Tax Code Rates
Enter Number of Field to Edit (0=Record)
5
Code #         % add (.05)                  Type Sale #

1              1.   .040                    2.   33
2              3.   .050                    4.   34
3              5.   %%%%%%                  6.   35
4              7.   .060                    8.   36
```

You may use "33, 34, 35, 36" as type sales numbers.

When you are through adjusting the tax code rates enter 0 (zero) to record the new rates and return to the Accounts Receivable Menu. If you want to escape this program without recording the changes you made, entering ESCape or CTRL B will return you to the A/R Menu.

3.3.6 A/R Menu - Option 36, Interest Codes

This program is used to assign a percentage value to each of four available interest charge codes. You can then assign one of the four codes to each particular customer. You can then establish a minimum charge for each of the four codes. This minimum charge will be added if the interest charge assessed is below the minimum value.

This interest rate is applied automatically, if you want, to 60 and 90 day balances.

Enter 36. You will see on the CRT:

```
                        Interest Charges
Enter Field Number to Change  (0 to record)
2
Code #         % add/mo  (.02)          minimum charge

1              1.   .020                2.  $$$$$$
2              3.   .025                4.    .65
3              5.   .030                6.    .75
4              7.   .035                8.    .85
```

If you want to change Field 2, for example, enter 2 and the cursor will proceed automatically to the proper location, as above.

Fields 1 and 2 correspond to Code # 1, Fields 3 and 4 to Code # 2, Fields 5 and 6 to Code # 3 and Fields 7 and 8 to Code # 4.

When you are through, enter 0 to record your change. You will be transferred automatically to the A/R Menu. If you want to escape this program to the A/R Menu without recording a change, enter ESCape or CTRL B.

3.3.7 A/R Menu - Option 34, Type Sales File Maintenance

This option allows you to assign each type of sale a number designating what type of sale it is (general description of product or service category), whether or not the sale is taxable (so that tax may be calculated automatically and added to an invoice) and whether or not the salesman is to receive credit or commission for the sale.

Enter 34. You will see on the screen:

```
                           Type Sales
Enter Type Sale #

   Number    12
1. Description   Out-of-State Accessories
2. Day Total Sales      216.30
3. Month Total Sales  4322.85
4. Year Total Sales 12,716.42

5. Salesman Credit  Y-N    Y
6. Taxable Sale     Y-N    N

7. Day Quantity Total     67
8. Month Quantity Total  203
9. Year Quantity Total  1237
```

If in "Company Name File Maintenance," Option 32, you answer with a Y response to "G/L tied-in?," two additional fields will be displayed in this menu:

```
10.  G/L Account Credit ####
11.  G/L Account Debit ####
```

Refer to the General Ledger Chart of Accounts for the appropriate G/L account numbers. The numbers you use for Fields 10 and 11 must correspond to account numbers in the G/L Chart of Accounts.

Sales types are set up as numbers 1 through 41. Numbers 37 through 41 are set up as follows:

37 - Cash Receipts
38 - Credit Memos
39 - Sales Returns
40 - Interest Charges
41 - Discounts

When you are through editing the information or are through referring to the day, month or year totals for that type sale, enter 0 (zero) to record, or enter ESCape or CTRL B to return to the A/R Menu.

3.3.8 A/R Menu - Option 35, Salesmen File Maintenance

Use this program either to add or delete a salesman or to change information in one of the fields displayed.

Enter 35. You will see on the screen:

```
                      Salesmen Information
Enter Salesman #
16

1. Salesman Number   16
2. Name              Ralph Blanco

3. Day Total Sales          .00
4. Month Total Sales   15,433.77
5. Year Total Sales    86,472.44
```

Next, See:

```
                      Salesmen Information
Enter Field Number to Edit (0=Record)
4

1. Salesman Number   16
2. Name              Ralph Blanco

3. Day Total Sales          .00
4. Month Total Sales   $$$$$$$$$$
5. Year Total Sales    86,472.44
```

Salesmen are assigned numbers 1 through 25.

When you have changed information in the desired fields, enter 0 (zero) and the new information will be recorded or enter ESCape or CTRL B to escape from this program to the A/R Menu.

3.3.9 A/R Menu - Option 33, Accounts File Maintenance

Select this option when you want to add an account, change something pertaining to a customer or merely inquire about an account.

Enter 33. You will see on the CRT screen:

```
          Accounts Receivable Customer File Maintenance

1=Add,  2=Change or Inquire,  3=Delete
#
```

You may assign a "number" to a customer that is any combination of letters and/or numbers. It is probably easier to remember an abbreviation of the customer name rather than several digits, but assign names however is best for your particular situation. The "number" may be as long as six characters or as short as one. If the number is shorter than six characters, you will always need to press Return after typing the number.

Account numbers must be unique. The program sorts account numbers as words, not as numbers. Thus, the following account "numbers" would be sorted in this order:

```
1
10
100
10000
11
12
2
3ABC
AAA
BOG
```

```
Accounts Receivable Customer File Maintenance
1=Add, 2=Change or Inquire, 3=Delete
#
```

If you select 1, the cursor will go directly to Account # and you will see:

Accounts Receivable Customer File Maintenance

1. Account # ******
2. Name
3. Address
4. City, State, Zip
5. Phone #

6. Current
7. 30 Days
8. 60 Days
9. 90 Days
10. Interest
11. Beginning Balance
12. Credit Limit

Totals Year-to-Date

13. Invoices
14. Cash Receipts
15. Credit Memos
16. Sales Returns
17. Interest
18. Last Activity
19. Interest Rate Code 0-4
20. Tax Rate Code 0-4

When you enter the account number, the computer will check to see if that account number has been assigned. If it has not, the cursor will progress automatically to the next field. If you come to a field for which you have nothing to input, enter a space and continue. Upon reaching Fields 19 and 20 (Interest and Tax Rate Codes), please note that you should establish these codes (A/R Menu options 36 and 37) before you can use them.

Upon adding a customer, the total of the amounts in the current, 30-day, 60-day and 90-day fields will become the Beginning Balance.

In Field 19, a customer may still be charged interest even if you set in a 0 (zero) by using individual interest entries. Do not use an interest code number which was not assigned from A/R Menu Option 36, Interest Code File Maintenance.

In Field 20, tax can be entered for an account number which has a zero sent in during invoice entry by entering quantity one, Type Sale 36 (or whatever you used) and the amount. Do not use a tax code number which you have not assigned through A/R Menu Option 37, Tax Rate Code File Maintenance.

If in Field 12, you set the credit limit to 0 (zero), the customer's credit limit will not be examined during invoice entry.

When you have input data in all fields the message

RECORD CREATED

will flash across the screen three times accompanied by audible beeps. The fields are then cleared and you will see:

Accounts Receivable Customer File Maintenance
1=Add, 2=Change or Inquire, 3=Delete
2

If you select 2 (Change or Inquire), the next prompts will be:

Enter Account Number
******

and then

Enter Field to Edit
##

When you enter an existing account number, the fields will display automatically the appropriate information automatically. Enter the number corresponding to the field that you want to change.

Accounts Receivable Customer File Maintenance

1. Account #   2JS
2. Name   Jackson Steamroller
3. Address   103 West Beaumont Drive
4. City, State, Zip   Bellaire, CA 94630
5. Phone # 213-444-1000

		Totals Year-to-Date	
6. Current	3012.66	13. Invoices	7058.18
7. 30 Days	1024.88	14. Cash Receipts	3640.12
8. 60 Days	616.25	15. Credit Memos	615.75
9. 90 Days	.00	16. Sales Returns	88.16
10. Interest	36.18	17. Interest	54.20
11. Beginning Balance	256.18	18. Last Activity	04/22/81
12. Credit Limit	5000	19. Interest Rate Code 0-4	3
		20. Tax Rate Code 0-4	2

If you make any changes to current, 30-, 60- or 90-day balances, be sure to make a corresponding change to Field 11, Beginning Balance, or statements will not balance and will not be printed.

When you have made the changes, you will see the prompt

Enter 0 to Record
#

Finally, if you want to delete an account, select Option 3 (Delete). You will see the prompt:

Enter Account Number
******

The customer name, address and information in all other fields will be displayed. You will then see the prompt:

Enter Delete Code (DEL)
***

If you type DEL (note: all CAPS, no need to press Return), the record of that account will be destroyed. There must be no active transactions or the computer will refuse to delete that account. A new account set up erroneously cannot be deleted until the following month.

4.1 A/R Menu

```
                    Accounts Receivable Menu

Enter Option Number
##
                                                 ** File **
** Entries **     ** Printouts & Listings **   ** Maintenance **
                         (run anytime)
1.  Invoices            13. Sales Summary        30. Create Files
2.  Cash Receipts       14. Salesman Summary     31. File Inquire
3.  Credit Memos        15. Daily Report         32. Company Name
4.  Sales Returns       16. Account # List       33. Accounts F/M
5.  Interest Charges    17. Accounts File        34. Type Sales
6.  Interest Chg auto   18. Mailing Labels       35. Salesmen
                        19. Statements           36. Interest Codes
** Deletions **         20. Invoice Summary      37. Tax Rate Codes
7.  Invoice             21. Invoices
8.  Cash Receipt        22. Cash Receipts        ** Copy Disks **
9.  Credit Memo         23. Credit Memos         38. Age Accounts
10. Sales Return        24. Sales Returns        39. Clear Invoice,
11. Interest Charge     25. Interest Charges         CR, CM, SR &
12. Sales & Salesman    26. Accts. Age List          CC Files
    Daily Totals        27. Delinquent Accounts  40. General Ledger
                        28. Accounts Activity    41. Sales & Salesmen
                        29. Salesmen Activity        MTD Totals Clear
                                                 42. Disk Utilities
```

4.1.1 Explanation of Categories

As the A/R Menu indicates, you can select programs to enter data, delete data, print the data, maintain the data files, "age" the data files, set up the files to begin a new month and make "back up" copies of the data files (MicroDoZ versions only).

4.1.1.1 Entries

The "Entries" category contains programs to use when you want to record invoices, cash receipts, credit memos, sales returns, interest charges or have the computer add interest charges automatically to accounts with balances in sixty- or ninety-day columns.

4.1.1.2 Deletions

The "Deletions" category contains programs to use when you need to delete an invoice, cash receipt, credit memo, sales return, an interest charge or to clear the sales and salesmen daily totals.

4.1.1.3 Printouts and Listings

The options in the center column, "Printouts and Listings," provide various summaries and listings of activity, account numbers, names delinquent accounts, etc. You may select any of these options whenever and as often as you like. Selecting these options in no way alters the information stored in the data files.

4.1.1.4 File Maintenance

Use the options under the "File Maintenance" category to first create your data files, to change company and customer information or add new customers to your data files.

4.2 Miscellaneous Notes

Some specific notes about Micro Mike's, Inc. Accounts Receivable programs:

4.2.1 Customer balances will remain in an "unaged," up-to-date condition after each entry. Accounts are aged on a monthly basis, not by invoice date. In other words, an invoice entered on the day before aging is considered to be in the "current" column until the accounts are "aged" at the end of the month (A/R Menu option 38). The total of that invoice is then, only one day later, transferred to the 30-day column.

current column - 1 to 30 days
30-day column - 1 to 60 days
60-day column - 31 to 90 days
90-day column - 61+ days (depending upon when accounts are aged)

4.2.2 Salesmen totals are kept only for those types of sales which are coded for salesman credit.

4.2.3 Type of sales totals are totaled separately.

4.2.4 Five files contain the detail of changes to customer balances for the month: invoice file, cash receipt file, credit memo file, sales return file and interest (or carrying charges) file. This detail is kept for one month only. These files are normally cleared after statements have been printed.

4.3 Typical Daily Procedure Schedule

A typical schedule of procedures for the month would be:

Daily:

1. Enter invoices, cash receipts, credit memos, sales returns and interest charges for the day.

2. Print sales summary, salesmen summary and daily report.

3. Delete invoices, cash receipts, credit memos, sales returns and interest charges, as necessary.

4. Reprint sales summary, salesmen summary and daily report, if necessary.

5. Make a backup copy of data.

4.4 Typical End-of-month Procedure Schedule

At end of month:

1. Enter one cash receipt for cash sales account (if used).

2. Print statements.

3. List invoices, cash receipts, credit memos, sales returns and interest charges.

4. List accounts age and delinquent accounts.

5. If you want, list accounts activity and salesman activity.

6. **Copy Data Disk!**

7. Age accounts, clear files, post A/R summary to G/L, clear sales and salesmen MTD totals.

8. Delete obsolete accounts, as necessary.

INDIVIDUAL PROGRAM DESCRIPTIONS

```
                      Accounts Receivable Menu

Enter Option Number
##
                                                         **  File  **
** Entries **        ** Printouts & Listings **  ** Maintenance **
                         (run anytime)
1. Invoices            13. Sales Summary         30. Create Files
2. Cash Receipts       14. Salesman Summary      31. File Inquire
3. Credit Memos        15. Daily Report          32. Company Name
4. Sales Returns       16. Account # List        33. Accounts F/M
5. Interest Charges    17. Accounts File         34. Type Sales
6. Interest Chg auto   18. Mailing Labels        35. Salesmen
                       19. Statements            36. Interest Codes
** Deletions **        20. Invoice Summary       37. Tax Rate Codes
7.  Invoice            21. Invoices
8.  Cash Receipt       22. Cash Receipts         ** Copy Disks **
9.  Credit Memo        23. Credit Memos          38. Age Accounts
10. Sales Return       24. Sales Returns         39. Clear Invoice,
11. Interest Charge    25. Interest Charges          CR, CM, SR &
12. Sales & Salesman   26. Accts. Age List           CC Files
    Daily Totals       27. Delinquent Accounts   40. General Ledger
                       28. Accounts Activity     41. Sales & Salesmen
                       29. Salesmen Activity         MTD Totals Clear
                                                 42. Disk Utilities
```

5.1 Entries

The "Entries" category contains programs to use when you want to record invoices, cash receipts, credit memos, sales returns, interest charges or have the computer add interest charges automatically to accounts with balances in sixty- or ninety-day columns.

Before you can make any entries, you must create your customer account numbers (numeric or alphanumeric) and names, etc. (Option 33). You must also have entered your company name, address, etc. (Option 32) and given your salespeople each a number (Option 35). You must have assigned a number to each type of sale and filled in the appropriate data (Option 34). The computer will not permit you to make an entry for an account number which is not recorded in the data files.

To obtain printouts or CRT listings of the customer account numbers, salesman numbers and type of sales numbers select Options 13, 14 and 15 from the A/R Menu. Customer account numbers can be numbers, letters, or a combination of letters and numbers. It may be helpful to use name abbreviations for customer account numbers.

5.1.1 A/R Menu - Option 1, Invoice Entry

A sale is recorded when you enter an invoice. You have the option of printing the invoice or only recording the transaction in the A/R data files. As set up, the program will print on widely available, standard printed invoice forms (NEBS 9040-5).

Press 01 or 1 and Return.

Now you will see this on the CRT screen:

```
                           Invoice Entry

Inv. # ######         ## Salesman                    Date MM/DD/YY
To                               Ship to

Acct #       Shipped   Via    Col   Pp    FOB Pt  Terms   PO #
######

Quantity    Type     Description     Unit Price        Amount


                                        Total
```

The cursor will go automatically to Account # and will be on the first "#" in a field of six. Enter the customer account number (already established). When the character prompt spaces are filled, the program will search the files for the customer name and address and display this information in the "To" and "Ship To" fields. The cursor will then go automatically to the next input space, "Salesman" (if so specified in "Company Name File Maintenance"). To change the invoice number or date, enter ESCape or CTRL B, as required, to move the cursor to those fields. Do not enter a fractional number beside "Inv. #" (e.g. 2.3) because the program will fail (bomb).

If you do not fill the character prompt spaces, press Return and the cursor will go automatically to the next input. When the appropriate data are entered, either by filling the character prompt spaces or by pressing Return, the computer will move the cursor automatically to the next field.

In the invoice entry display:

Ship to - whomever & wherever, possibly different than "To" prompt.

Shipped - date shipped

Via - Emery Air, Greyhound, UPS, etc.

Col - (collect?) Y or N

PP - (prepaid?) Y or N

FOB Pt. - "Free on board," the point to which you will pay shipping charges.

Terms - C.O.D., Net 10, Net 30, prepaid, etc.

If, in "Company Name File Maintenance," Option 32, you have specified the quantity to always be 1 (one), "1.00" will be displayed automatically for each item entered on the invoice. To change the quantity or some other item in one of the invoice entry fields, enter ESCape or CTRL B, as needed, until the cursor has backed up to the appropriate space.

When you have made all entries the computer will display this prompt:

Correct Total? (1=Yes, 0=No)

If the total is over the customer credit limit, the program will flash "Over Credit Limit" across the CRT screen.

If the total is correct, enter 1, causing the invoice to be saved in the data files. This prompt will then appear:

Print This Invoice? (1=Yes, 0=No)

Enter 1 if you want an invoice printed.

The next invoice form will appear on the screen.

If an account is set up as taxable (Tax Rate Codes, Option 37), all items which have a taxable type will be incremented as taxed when 0 is entered under quantity. Entering a 0 under quantity indicates that you are through entering the invoice. If taxable items are listed on the invoice, tax will be added automatically and displayed on the bottom line of the invoice.

If an account is non-taxable, no tax will be charged automatically, regardless of type of sale. Tax can be added as an invoice item if it has been defined as a type of sale (e.g. Sale Type 33 or 34, etc.).

Discounts (invoice reductions) may be shown on the invoice by defining a sale type as "discount" or something similar, entering quantity 1 (one) and entering a negative dollar amount (the amount of the discount).

Do not enter a negative number for both quantity and unit price when you want to enter a negative invoice, as doing so will result an a positive extension. Negative invoice amounts are applied to current customer balances. Negative invoice amounts may cause errors in aging of accounts.

Non-chargeable back-ordered items may be entered using 0 as price.

As delivered, this invoice print program prints on NEBS pre-printed standard invoice forms or without headings, etc., on plain paper.

Only ten lines per invoice are allowed, nine if the customer is taxable.

When you are through making invoice entries, enter ESCape or CTRL B, as needed, to return to the A/R Menu.

5.1.2 A/R Menu - Option 2, Cash Receipts

Use this option when you receive payment. The customer's account will then be credited and the cash receipt recorded magnetically. The amount entered by this option will be subtracted from the appropriate customer's total in this order of priorities: interest, ninety-day-old, sixty-day-old, thirty-day-old and current balances.

Press 02 or 2 and Return

You will see on the screen:

```
                              Cash Receipts Entry

Cash Receipt #
Date of Receipt  MM/DD/YY

Account Number ******
Customer Name

Description

Amount Received  $$$$$$$$$$
Discount  Allowed  %%%%
(appears if Company Name File Maintenance "Discount" field is Y)

Current:                                                 Total
Interest    30 day     60 day       90 day  I+30+60+90
```

The next cash receipt number will be displayed automatically, as will the date of receipt (today's date). You may change Date of Receipt or Cash Receipt # by entering ESCape or CTRL B, as needed. The cash receipt number must be a whole number. The customer name appears automatically after you have entered the account number. In the Description field, "Cash Receipt" will be automatically displayed. To change this description, from the "amount" field, enter ESCape or CTRL B. You then may enter a description of the transaction, such as "Inv. 2034 Paid."

If a negative cash receipt is entered, the amount will be added to the customer current column. The amount of the cash receipt is added to Type Sales Category # 37. Discounts entered are added to Sale Type # 41 and subtracted from Type # 37 sales.

After inputting the Amount Received, the prompt

Is entry correct? (1=Yes, 0=No)

will appear. If you select 1=Yes the computer will record this data and display the next blank cash receipt entry. When you are through entering cash receipts, enter ESCape or CTRL B, as required, to return to the A/R Menu.

5.1.3 A/R Menu - Option 3, Credit Memos

Select Option 3 when you have received overpayment or a customer has credit due him otherwise. The customer's account will be credited and the credit memo recorded on disk. The amount of the credit memo is applied to the customer total in this order of priorities: interest, ninety-day-old, sixty-day-old, thirty-day-old and current balances.

Press 03 or 3 and Return.

You will now see on the screen:

```
                         Credit Memo Entry

Credit Memo #
Date of Memo    MM/DD/YY

Account Number ******
Customer Name

Salesman #
Name

Type of Sale #
Type

Description **************

Amount of Memo $$$$$$$$$$
```

The next credit memo number appears, as does today's date. If you want another credit memo number or a different date to be reflected in the records, enter ESCape or CTRL B, as required, to change those figures. Upon inputting the customer account number the customer name is displayed. You then input the number of the salesman involved and the salesman's name is displayed. The salesman field is skipped if "Salesman" = N in Company Name File Maintenance. You may alternatively enter 0 and "Credit Memo" will be displayed. You then enter type of sale number. The description field is for your own information and will be printed on the statement. Finally the amount of the credit memo is entered. If you want to change information in any of the fields, enter ESCape or CTRL B, as needed, to "back up" the cursor to that field.

The amount of the credit memo will add to type sale 38 total and delete that amount from type of sale entered. Negative credit memos add to the customer's current column.

When you are through entering credit memos, enter ESCape or CTRL B, as needed, to return to the A/R Menu.

5.1.4 A/R Menu - Option 4, Sales Returns

This option is used to record a sales return. The customer's account is then credited and the appropriate amount is deleted from the salesman and type sales files. The amount of the sales return is subtracted from the customer total in this order of priorities: interest, ninety-day-old, sixty-day-old, thirty-day-old and current balances.

Press 04 or 4 and Return.

You will see on the screen:

```
                      Sales Return Entry


Sales Return #
Date of Return MM/DD/YY

Account Number *****
Customer Name

Salesman #   ##
Name

Type of Sale #
Type

Description ****************

Amount of Return  $$$$$$$$$$
```

The sales return number will be displayed automatically, as will the date of return (today's date). If you want to change either of these numbers you may do so by entering ESCape or CTRL B, as needed. The cursor will move automatically to Account Number. Enter a whole number only for the sales return number. When the account number has been entered, the customer name will appear below it. The type of sale is entered and the sale type is then displayed. "Sales Return" is displayed automatically in the description field. To enter a different description, input ESCape or CTRL B from the "Amount" field. The salesman number is entered and the salesman's name appears under it.

A brief note about the sales return can be entered beside description. The amount of the return is then entered.

The amount of the sales return will be subtracted from the total of the type of sale entered and added to Sale Type # 39. The amount of a negative sales return will be added to the customer's current column.

Enter ESCape or CTRL B, as needed, to return to the Accounts Receivable Menu.

5.1.5 A/R Menu - Option 5, Interest Charges

Use this option when you want to add an interest charge manually to a customer's unpaid balance.

Press 05 or 5 and Return.

You will now see on the screen:

```
                      Interest Charge Entry

Entry #
Date of Charge MM/DD/YY

Account Number  ******
Customer Name

Description    ***************

Amount of Charge  $$$$$$$$$$
```

The next entry charge number and date of charge (today's date) will be displayed automatically. If you want to change the interest charge entry number, enter ESCape or CTRL B, as needed. Use a whole number only for the interest charge entry. You may enter ESCape or CTRL B to move the cursor to the date field to change the date, if necessary. Input the customer account number and the customer name will be displayed. "Interest Charge" will be displayed automatically in the description field. You may enter ESCape or CTRL B in the amount field and the cursor will "back-track" to the description field where you can then enter a different description of the interest charge. The amount of the interest charge is then entered. The computer will ask:

```
            Is all information correct? (1=Yes, 0=No)
            #
```

Entering 0 will clear the fields and let you start again. Entering 1 will record the interest charge entry and the computer will display blank interest charge entry prompts as before.

The amount of the interest charge entry will be added to the total of sales type 40. A negative interest charge entry will be from the interest total in the interest charge file.

When you are through entering interest charges enter ESCape or CTRL B, as needed, to return to the A/R Menu.

5.1.6 A/R Menu - Option 6, Interest Charge, Automatic

This program adds an interest charge automatically, according to the interest code assigned each customer, if any, (Option 36), to accounts with balances in the sixty- or ninety-day columns. The interest charged will be added to the interest column in the customer file.

If the calculated interest charge is less than the minimum charge amount assigned that interest code, the minimum amount will be charged instead.

This program will abort if more interest charges are made than can fit in the interest charges file (ARCC).

Press 06 or 6 and return.

Now you will see on the screen:

```
                    Auto Interest Charge Entry

                  Correct Program? (1=Yes, 0=No)
```

A 0=No response will return you to the A/R Menu. With a 1=Yes response, you will see on the screen:

```
                    Auto Interest Charge Entry

     Is this the next interest charge number?  (1=Yes, 0=No)
       67
```

If that number is incorrect, enter 0 and enter the correct interest charge number. If it is correct, enter 1. The prompt

```
                      Enter Charge Code (CHGS)
                      ***
```

will appear. If you enter "CHG," the program will add automatically, at the specified interest rate for each customer (Option 36), interest to all accounts with balances in the sixty- and ninety-day columns. When the computer is through, the A/R Menu will reappear.

5.2 A/R Menu - Deletions

Select one of these options (7-12) when you discover that you have made an error in one of the entries (Options 1-6) or you need to delete an entry for another reason. As a safety feature, you are required to enter the deletion code (DEL) with each deletion made.

5.2.1 A/R Menu - Option 7, Delete Invoice

Allows you to erase an invalid invoice from the records. You must first know the invoice number (Option 20).

This option may be used to examine an invoice without deleting it. Simply answer "Is this the correct invoice?" with a "No" response.

If you delete the invoice, the invoice total will be deleted from the appropriate salesman total, the appropriate type sale total and from the current portion of the customer records.

Press 07 or 7 and Return.

You will see on the screen:

```
                         Invoice Delete
     Correct Program? (1=Yes, 0=No)
     #
```

A 0=N response will return you to the A/R Menu. With a 1=Yes Response, you will see:

```
                         Invoice Delete
Enter Invoice Number
######
```

Be sure that you have entered the correct invoice number. Upon entering the invoice number (followed by a Return if shorter than 6 characters). There may be a long pause as the program searches the files for that invoice record. It will then be displayed.

You will now see on the screen:

```
           Is this the correct invoice?  (1=Yes, 0=No)
           #
```

If you respond with 0 for no, the computer will continue to search the file until it reaches the end of the file. If the invoice is not found, this will be flashed on the screen:

```
                        Invoice not Found
```

If you respond with 1 for yes, you will see on the screen:

```
                         Invoice Delete
                     Enter Delete Code (DEL)
                     ***
```

When you have typed DEL (ALL CAPITALS, no need to enter return) the record will be destroyed.

Enter ESCape or CTRL B, as needed, to return to the A/R Menu.

5.2.2 A/R Menu - Option 8, Delete Cash Receipt

Deletes a cash receipt from the records and debits that customer's account. Select Option 22 for a list of cash receipt numbers.

This option may be used to examine a particular cash receipt without deleting it. Simply answer "Is this the correct C/R #?" with a negative response.

Deleting a cash receipt in this manner will add the total of the "Amount Received" field to the current portion of the customer's balance. This may mess up the customer's 30-, 60- and 90-day aging interest. If so, use Accounts File Maintenance, Option 33, to correct the situation. Now you will see on the screen:

```
                         Cash Receipt Delete
Enter Cash Receipt Number
######
```

Upon entering the cash receipt number, you will see on the screen (there may be a pause as the computer searches the records for the cash receipt):

```
                         Cash Receipt Delete
            Is this the correct C/R #? (1=Yes, 0=No)

Cash Receipt #  116
Date of Receipt  6/7/81

Account Number  2GH
Customer Name  General Hardware

Description    Cash Receipt
Amount Received   7940.00
```

When the cash receipt number has been input, the date of the cash receipt, account number, customer name, description and amount received will be displayed automatically.

If this is not the correct cash receipt, enter a zero and try again or enter ESCape or CTRL B, as needed, to return to the A/R Menu. If this is the correct cash receipt, enter 1 to continue. Now you will see on the screen:

```
                         Cash Receipt Delete
                       Enter Delete Code (DEL)
                       ***
```

Upon entering DEL (note: ALL CAPS, no need to enter Return) the cash receipt will be deleted from the records. When this program has finished running, enter ESCape or CTRL B to return to the A/R Menu.

5.2.3 A/R Menu - Option 9, Delete Credit Memo

Removes a credit memo from the records and debits that account. See Option 23 for credit memo numbers.

This option may be used to examine a particular credit memo without deleting it. Simply answer the prompt, "Is this the correct credit memo?" with a negative response.

Deleting a credit memo in this manner will add the total of the "Amount of Credit Memo" field to the current portion of the customer's balance. This may mess up the customer's 30, 60 and 90 day aging interest. If so, use Accounts File Maintenance, Option 33, to correct the situation. Now you will see on the screen:

```
                    Credit Memo Delete
              Correct Program? (1=Yes, 0=No)
              #
```

The computer will ask you if this is the correct program. A 0=No response will return you to the A/R Menu.

A 1=Yes response will allow you to continue with the program and you will see on the screen:

```
                    Credit Memo Delete
Enter Credit Memo # to Delete
######
```

Upon entering the correct credit memo number, you will see:

```
                    Credit Memo Delete
           Correct Credit Memo #? (1=Yes, 0=No)
           #

Credit Memo #  1312
Date of Memo   5/15/80

Account #  2JS
Customer Name  Jackson Steamroller

Salesman #  14
Name        Manuel Ortega

Description     Credit Memo
Amount of Memo  4120.00
```

A response of zero to the question "Correct Credit Memo?" will allow you to reinput the credit memo number or enter ESCape or CTRL B, as needed, to return to the A/R Menu.

A 1 response will bring up the prompt:

```
                    Credit Memo Delete
                  Enter Delete Code (DEL)
                  ***
```

Entering DEL (note: ALL CAPS, no need to press Return) will erase the credit memo from the records. When you are through with this program, enter ESCape or CTRL B, as needed, to return to the A/R Menu.

5.2.4 A/R Menu - Option 10, Delete Sales Return

Upon entering 10, you will see on the screen:

```
                    Delete Sales Return
              Correct Program? (1=Yes, 0=No)
              #
```

A zero response will return you to the A/R Menu. A response of 1 will allow you to continue in the program. You will see:

```
                    Delete Sales Return
                   Enter Sales Return #
                   ####
```

Upon entering the sales return number, you will see:

```
                    Delete Sales Return
           Correct Sales Return #? (1=Yes, 0=No)
           #

Sales Return # 226
Date of Return  4/21/80

Account Number   2DB
Customer Name    Douglas Bearing Corp

Salesman # 12
Name        Elwood Jackson

Type of Sale # 3
Type           Appliance

Description    Trade-in
Amount of Return    212.56
```

Upon inputting the sales return number, the above information will be recalled and displayed automatically. In answer to the question "Correct Sales Return #?" a response of 0 will allow you to try again or return to the A/R Menu by entering ESCape or CTRL B, as required.

A response of 1 will bring up this prompt:

```
                    Enter Delete Code (DEL)
                    ***
```

Entering DEL (note: ALL CAPS, no need to press Return) will erase the sales return fom the records. When you are through with this program enter ESCape or CTRL B, as required, to return to the A/R Menu.

Deleting a sales return in this manner will add the total of the "Amount of Sales Return" field to the current portion of the customer's balance. This may mess up the customer's 30, 60 and 90 day aging interest. If so, use Accounts File Maintenance, Option 33, to correct the situation.

5.2.5 A/R Menu - Option 11, Interest Charge Delete

Removes an interest charge from the balance of an account. Select Option 25 for a listing of interest charges. Deleting an interest charge by using this option will subtract the amount of the deletion from the interest column of the customer file.

An interest charge can be examined without deletion by use of this option. Use this option when you want to erase a particular interest charge from the records.

Enter 11. You will then see on the screen:

```
                    Interest Charge Delete
                Correct Program? (1=Yes, 0=No)
                #
```

Entering 0 here will return you to the A/R Menu. Entering 1 (one) will allow the program to continue and you will see on the screen:

```
                    Interest Charge Delete
Enter Interest Charge Number
######
```

After entering the interest charge number, you will see on the screen:

```
                    Interest Charge Delete
                Correct Entry #? (1=Yes, 0=No)
                #

Entry #  156
Date of Charge  3/15/81

Account Number      2ABC
Customer Name       American Bromide Corp.

Description         3% on unpaid bal
Amount of Charge    9.30
```

If the interest charge entry displayed at this point is **not** the entry that you want to delete, select 0=No so that you may try again or enter ESCape or CTRL B, as required, to return to the A/R Menu.

If the interest charge entry displayed is the one that you **do** want to delete, select 1=Yes and see on the screen:

```
                    Interest Charge Delete
Enter Delete Code (DEL)
***
```

Entering DEL (note: ALL CAPS, no need to press Return) at this point will erase the interest charge from the records.

When you are finished with the interest charge delete program, entering ESCape or CTRL B, as required, will return you to the A/R Menu.

5.2.6 A/R Menu - Option 12, Sales and Salesman Daily Totals

This program should be run at the end (or beginning) of each day to clear the daily sales files. All information kept in the DTD (day-to-date) columns will be zeroed. You should select A/R Menu Option 13, Sales Summary, first.

Enter 12. You will then see on the screen:

```
                Salesman and Type Sales DTD Zero
                  Correct Program? (1=Yes 0=No)
                  #
```

Entering 0 here will return you to the A/R Menu. Entering 1 here will allow the program to continue and you will see on the screen:

```
                Salesman and Type Sales DTD Zero
Enter Clear Code (CLR)
***
```

Entering CLR (note: ALL CAPS, no need to press Return) will clear the daily sales files.

When this program has completed operation, the A/R Menu will be displayed.

5.3 A/R Menu - Printouts & Listings

The options displayed in this column are for user information purposes. Use of options in the Printouts & Listings column will not affect recorded information in any way. These options may be selected whenever and as often as you want.

5.3.1 A/R Menu - Option 13, Sales Summary

This option can be selected any time that you want a breakdown by type of sale of net sales. Cash receipts, credit memos, sales returns and interest charges are displayed and added or subtracted from the totals columns. This program should be run daily to check the daily report totals.

Enter 13. You will see on the screen:

```
          Sales Summary
     Enter 1=Printer, 0=CRT
     #
```

Entering 1 will print this summary on the printer. Make sure the printer is turned on and on-line. Entering a zero will cause this summary to be displayed upon the screen. If you select a CRT display, the prompt

```
     Hit any Key to Continue
```

will be displayed at the top of the screen. If you select 1=Printer, the entire summary will be printed on the printer. Now the prompt

```
     Print Quantity Summary? (1=Yes, 0=No)
     #
```

is displayed on the screen. Selecting 1 will print a chart showing quantity of each category sold in addition to the rest of the summary. See the prompt:

```
     Print Total Accounts Receivable? (1=Yes, 0=No)
     #
```

If 1, yes, is selected, be prepared for a fairly long pause while the computer goes through all of the accounts, adding beginning balances, current, 30-, 60- and 90-day interest.

An example of the printout:

Company Name
Number, Street, etc.
City, State ZIP
Sales Summary
05/05/81

Type of Sale Quantity		DTD	MTD	YTD
1	Hardware	34.00	118.00	1,254.00
2	Dry Goods	16.00	103.00	615.00
3	Appliances	2.00	23.00	102.00
4	Replacement Parts	9.00	51.00	212.00
5	Accessories	7.00	28.00	101.00
6	Shipping/Handling	3.00	22.00	85.00
7	Service	3.00	18.00	356.00
8	Paint	19.00	136.00	715.00
33	Sales Tax @ 4%	51.00	244.00	1,663.00
34	Sales Tax @ 5%	.00	13.00	204.00

	Type of Sale	DTD	MTD	YTD
1	Hardware	21,021.20	312,487.62	866,432.89
2	Dry Goods	633.00	8,456.02	47,940.15
3	Appliances	11,407.12	188,712.48	916,400.18
4	Replacement Parts	1,500.00	17,483.25	96,324.57
5	Accessories	157.32	1,645.54	8,716.22
6	Shipping/Handling	202.97	3,354.55	14,636.26
7	Service	405.90	7,659.23	45,954.88
8	Paint	97.22	1,982.21	4,300.18
33	Sales Tax @ 4%	1,321.19	12,619.33	44,977.12
34	Sales Tax @ 5%	.00	305.01	2,407.92
	Net Sales	35,424.41	541,780.90	2,045,682.45
37	Cash Receipts	28,604.25	534,656.66	1,986,015.84
38	Credit Memos	.00	1,240.54	3,085.14
39	Sales Returns	20.33	420.18	1,418.55
40	Interest Charges	.00	1,421.22	7,886.30
41	Discounts Allowed	721.66	2,588.71	12,088.14
	Change to A/R	6,820.16	7,124.24	11,604.36

A/R Beginning Balance 22,846.64 Current Balance 29,970.64

Net sales minus cash receipts plus interest charges equals the change to A/R. The MTD change to A/R plus the A/R beginning balance should equal the current balance. If it does not, an input error has probably occurred. When the computer is finished printing the summary, the A/R Menu will reappear.

5.3.2 A/R Menu - Option 14, Salesmen Summary

This option provides a quick reference of total sales by salesperson with day-to-date, month-to-date and year-to-date totals for each salesperson, as well as DTD, MTD and YTD total sales. This report should be compared with the daily report. The totals may differ if the date was changed on an invoice, sales return or credit memo.

Enter 14. You will see on the screen:

Salesmen Summary
Enter 1=Printer, 0=CRT

Entering 1 will cause this summary to be printed on the printer. Make sure the printer is turned on and on-line. Entering a zero will cause this summary to be displayed upon the screen. If you select a CRT display, the prompt

Hit any Key to Continue

will be displayed at the top of the screen.

An example of the printout provided:

Company Name
Number, Street, etc.
City, State, ZIP
Salesman Summary
05/05/81

	Salesman	DTD	MTD	YTD
01	Doyle Binkley	.00	22,086.55	87,402.83
02	Theodore Goldstein	14,955.05	48,005.90	105,665.22
03	David Johnson	8,442.95	28,056.20	97,405.12
04	John Witherspoon	.00	12,456.23	88,641.05
05	Store Sales	844.02	6,755.74	61,057.52
06	George Muir	12,404.77	.00	26,921.02
07	Bernie Grossman	24,302.57	3,488.02	57,580.21
08	Manuel Ortega	.00	202.10	384.57
09	Wally Cleaver	16,414.22	27,996.27	174,400.80
10	Sam Robertson	.00	.00	202.14
11	Leon Davis	18,633.13	55,604.78	173,202.19
12	Jack Daniels	114,882.12	414,521.21	2,302,571.03
	Totals	186,646.79	1,117,360.62	3,467,092.76

When the computer has finished printing the salesman summary on the printer or you are through with the display on the CRT screen the A/R Menu will reappear.

5.3.3 A/R Menu - Option 15, Daily Report

Option 15, Print Daily Report, provides a summary, either on the CRT or on the printer, of the day's activities. This option lists all invoices entered that day by number and their amounts, customer number and name, salesman number and daily total of salesman sales. Next, the amounts of sales by type and description and daily sales total are listed. Salesman totals by salesman number are summarized next. Cash receipts are then listed, including: account number, customer name, cash receipt number, amount and discounts allowed.

Only those items for which the computer requested the date will be listed, not all items entered on a particular date. If the date of an invoice was changed, that invoice will not be listed in this report.

Enter 15. See, on the screen:

```
             A/R Daily Report
Is this the correct program? (1=Yes, 0=No)
#
```

Entering 0 will return you to the A/R Menu. An entry of 1 will cause the next prompt to be displayed on the screen:

```
Enter Date of Report
MM/DD/YY
```

Enter the month by number, the day and the last two digits of the year (e.g., 07/05/81). Next, see the prompt:

```
Enter 1=Printer, 0=CRT
```

Entering 1 will produce a printout on the printer. An entry of 0 will cause the report to be displayed on the CRT screen only.

A/R Daily Report for 05/05/81 The Testing Company

Account	Name	Invoice	Amount	SM #	SM Amount
2JS	Jackson Steamroller	1402	1288.16	6	22.18
2ABC	American Bromide Corp.	1403	2001.04	2	215.44
3BC	Babco Corporation	1404	456.08	1	21.19
	Total of Invoices		3745.28		

Sales Totals by Salesman

01	Theodore Goldstein	21.19
02	David Johnson	215.44
06	Doyle Binkley	22.18

Type of Sales Totals

02	Replacement Parts	2244.02
03	Hardware	1088.71
08	Electrical	412.55

Cash Receipts for The Testing Company for 05/05/81

Account	Name	Number	Amount
2LD	London Distillers	113	$ 415.22
	Discount		12.66
2GH	General Hardware	114	1247.50
	Discount		124.75
2DP	Donley Publishing	115	102.12
2LSO	Lone Star Oil	116	1451.16
	Discount		145.11
2ABC	American Bromide Corp.	117	204.43
2GH	General Hardware	118	1394.43
	Total of Cash Receipts		5097.38

Sales Returns for The Testing Company for 05/05/81

Account	Name	Number	Amount	SM #	TY #
2ABC	American Bromide Corp.	213	$ 21.20	10	2
2LSO	Lone Star Oil	214	88.55	11	3
2LD	London Distillers	215	121.22	4	8
	Total of Sales Returns		230.97		

Sales Returns by Type Sales

02	Replacement Parts	21.20
03	Hardware	88.55
08	Electrical	121.22

Sales Returns by Salesman

4	John Witherspoon	121.22
10	Sam Robertson	21.20
11	Leon Davis	88.55

When the computer has completed the printout it will transfer you automatically to the A/R Menu.

5.3.4 A/R Menu - Option 16, Account Number List

Account Number List, Option 16, provides a listing, on the printer or on the CRT, of customer account names and their numbers to use as a reference while operating the Accounts Receivable program.

Enter 16. See, on the CRT:

```
          Customer Listing
        Enter 1=Printer, 0=CRT
        #
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

Hit any Key to Continue

will be displayed on the screen after each screenful of information. If you select 1=Printer, the entire listing will be printed on the printer. An example of the printout:

```
2ABC      American Bromide Corp
2DNC      Data National Corp
2DP       Donley Publishing
2GH       General Hardware
2JS       Jackson Steamroller
2LD       London Distillers
2LSO      Lone Star Oil

               etc.
```

Account numbers are sorted by name and not numerically, e.g.,

Account numbers MZ4, ABBY, ANT, 3BBC, ZEB, 10, MAN and 2 will appear in this order after sorting:

```
10
2
3BBC
ANT
ABBY
MAN
MZ4
ZEB
```

When the computer is through listing on the printer or you are through with the CRT display of the customer list, the A/R Menu will reappear.

5.3.5 A/R Menu - Option 17, Accounts File

The Accounts File print option provides a summary of current and year-to-date activity and balances for each customer, as well as a breakdown by 30 days, 60 days, 90 days, interest charged, invoice totals, cash receipt totals, credit memo totals, sales return totals and date of last activity.

Enter 17. See, on the CRT:

```
        Print Customers
    Enter 1=Printer, 0=CRT
    #
```

Entering 1 will print this summary on the printer. Make sure the printer is turned on and on-line. Entering a zero will cause this summary to be displayed upon the screen. If you select a CRT display, the prompt

```
    Hit any Key to Continue
```

will be displayed at the bottom of the screen. If you select 1=Printer, the entire summary will be printed on the printer.

An example of the printout provided:

```
                              Company Name
                          Number, Street, etc.
                            City, State, ZIP
                            Print Customers
                               05/05/81

          Account                          Current          Y-T-D

2ABC                                   Cur   3075.11    Inv     6150.22
American Bromide Corp                  30d       .00    CR      3075.11
1200 Regents Building                  60d       .00    CM      3075.11
Austin, TX  78702                      90d       .00    SR          .00
512-775-5000     Int#1  Tax#1          Int       .00    Int         .00
Credit Limit      3500.00              BBL       .00    DLA    05/02/81


2JS                                    Cur   2761.46    Inv    22512.08
Jackson Steamroller                    30d       .00    CR     18830.55
103 W. Beaumont Drive                  60d       .00    CM       212.36
Bellaire, CA  94630                    90d       .00    SR          .00
213-444-1000     Int#3  Tax#2          Int     51.18    Int         .00
Credit Limit      7500.00              BBL   2215.36    DLA     4/10/81

                                  etc.
```

When the computer is through printing or you are through with the CRT display, enter ESCape or CTRL B, as required, to return to the A/R Menu.

5.3.6 A/R Menu - Option 18, Print Mailing Labels

Selecting this option will provide a printout, on continuous-form, self-adhesive mailing labels or on plain paper, of all customer names and addresses or of just one in particular.

Enter 18. See, on the CRT screen:

```
                 Label Print
          0=All Accounts, 1=One Account
          #
```

If you enter 1 for one account only, the next prompt will say:

```
         Enter Account Number for Label
         ******
```

If you enter 0 for all accounts, the printer will print one label and then the prompt

```
          Aligned OK?  1=OK, 0=Reprint
          #
```

If you enter 1, the computer will finish the listing and return you to the A/R Menu. If you enter 0, the computer will let you realign the labels in the printer and start the printout over.

An example of the printout:

```
American Bromide Corp
1200 Regents Building
Austin, Texas  75402
2ABC       514-477-3388

Dawn Publishing
2700 Metropolis Building
Metropolis,  NY  11052
2DP        580-657-8822

General Hardware
123 Main Street
Sunset, Texas  77685
2GH        123-456-7890

Jackson Steamroller
103 W. Beaumont Drive
Bellaire,  CA  94630
2JS        213-444-1000

London Distillers
Number 4 Bellsey Street
London W24  ENGLAND
2LD        666-454-7780
```

5.3.7 A/R Menu - Option 19, Statements

When you are ready to bill a customer or all customers, select this option. The program is set up for printing on pre-printed NEBS statement forms. The customer name and your company name are visible through window envelopes.

Enter 19. See, on the CRT:

```
                     Print Statements
Print 2=One Acct., 1=Start Acct., 0=All Accts.
#
```

Enter 2 if you want to print only one statement. If you want to start with a certain account number and print from there, input "1=Start Acct." and then enter the first account number for which you want the statements printed. Enter 0 to print all statements. If you enter "2=One Acct.," for example, see:

```
Enter Account Number
******
```

When you have entered the account number, see on the CRT:

```
                              Print Statements

Enter Remark Line    ******************************
```

The remark entered in the remark line can be anything that you want. Examples:

Wishing you and yours a joyous holiday season

Your prompt payment is appreciated.

etc.

This remark appears on the statement only if the account's balance is in the sixty- or ninety-day column:

Overdue, please make an immediate payment.

When you have entered the remark line, see on the screen:

```
                     Print Statements
Is statement OK?  (1=Yes, 0=Reprint (re-align))
#
```

An example of a printed statement:

```
     Your Company Name                          05/05/81
     Number, Street, etc.
     City, State,  ZIP                          2JS


     Jackson Steamroller
     103 West Beaumont Drive
     Bellaire, CA  94630


          Beginning Balance                                     16,150.92
04/22/81  Cash Receipt      #6606         -1,451.16             14,699.76
          Discount                          -145.11             14,554.65
04/22/81  Invoice           #2202          2,104.75             16,659.40
04/23/81  Invoice           #2714             54.18             16,713.58
04/27/81  Invoice           #2883          1,025.17             17,738.75

04/28/81  Sales Return      # 255            -88.55             17,650.20
05/01/81  Interest Charge   #1054            104.22             17,754.42

          Ending Balance                                        17,754.42


             Overdue, please make an immediate payment
```

If you print more than one statement, after printing the first statement, the computer will ask:

Is the statement OK? (1=Yes 0=Reprint (re-align))

When the statement is aligned and you signify this to the computer by entering a 1=Yes response to the above question, the computer will not require your further attention (if you use continuous-form statements) until the statements have been printed.

When this program is through operating the A/R Menu will reappear on the CRT screen.

5.3.8 A/R Menu - Option 20, Invoice Summary

Select this option to print a summary, either on the CRT or on the printer, of all currently recorded invoices.

Enter 20. You will see on the screen:

```
Invoice Summary
Print on 1=Printer, 0=CRT
#
```

Entering 1 will print this summary on the printer. Make sure the printer is turned on and on-line. Entering 0 will cause this summary to be displayed upon the screen. If you select a CRT display, the prompt

```
Hit any Key to Continue *
```

will be displayed on the screen. If you select 1=Printer, the entire summary will be printed on the printer.

An example of the printed summary:

Company Name
Number, Street, etc.
City, State, ZIP
Invoice Summary 05/05/81

Invoice #	Date	Acct#	Customer	Amount
1232	5/3/81	2MP	Molybdenum Processors	8,243.20
1233	5/3/81	2ABC	American Bromide Corp.	6,744.54
1234	5/4/81	2GH	General Hardware	2,112.90
1235	5/4/81	2JS	Jackson Steamroller	11,690.44
			Total	28,791.08

When the computer is through listing on the printer or you are through with the CRT display of the customer list, the A/R Menu will reappear.

5.3.9 A/R Menu - Option 21, Invoices

This option provides a more detailed account of recorded invoices than the previous option, Invoices Summary. You may view this summary on the CRT screen or the computer will provide you a printout on the printer.

Enter 21. You will then see on the screen:

```
                Invoice Listing
      List 2-Totals, 1-Summary, 0-detail
```

Entering 2 will list the invoice numbers, customer names and totals only. An entry of 1 will provide a summary much like that of Option 20 (previous page). If you enter 0, the computer will produce a more detailed summary. Now the prompt

```
                Invoice Listing
            Enter 1=Printer, 0=CRT
            #
```

will appear on the screen. Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering a zero will cause this listing to be displayed on the screen. If you select a CRT display, the prompt

```
            Hit any Key to Continue
```

will be displayed on the screen. If you select 1=Printer, the entire listing will be printed on the printer.

An example of the listing:

```
                     Company Name
                 Number, Street, etc.
                   City, State, ZIP
                    Invoice Listing
                       05/05/81

Invoice #/Qty  Date/Ty  Desc Acct#  Customer  Cust. P.O.#   S.M.#

 1232          5/3/81        2MP  Molybdenum Processors 1232     4

        1       1   Deluxe Dog House          295.00       295.00
        1       1   Hitachi Color TV          695.00       695.00
        1       1   Custom Saddle           2,995.00     2,995.00
       30       1   Brass Tacks                  .05         1.50
        1       7   Shipping/Handling         223.20       223.20

                                        Total          4,209.70
                           etc.
```

When the computer is through listing on the printer or you are through with the CRT display of the customer list, the A/R Menu will reappear.

5.3.10 A/R Menu - Option 22, Cash Receipts

Selecting this option provides a listing, either on the CRT screen or on the printer, of all recorded cash receipts.

Enter 22. You will see on the screen:

```
      Cash Receipts List
    Enter 1=Printer, 0=CRT
    #
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
Hit any Key to Continue *
```

will be displayed on the screen. If you select 1=Printer, the entire listing will be printed on the printer. Next the prompt

```
      Cash Receipts List
    List 1=All or 0=One day
    #
```

will be displayed on the CRT. Entering 0 will cause only one day's worth of cash receipts to be listed. If you enter 1, all recorded cash receipts will be listed.

An example of the listing:

Company Name
Number, Street, etc.
City, State, ZIP
Cash Receipts List
05/05/81

CR#	Date/Description		Account	Amount
944	5/3/81	2MP	Molybdenum Processors	
	Cash Receipt			8,243.20
945	5/3/81	2ABC	American Bromide Corp	
	Cash Receipt			6,744.54
946	5/4/81	2GH	General Hardware	
	Cash Receipt			2,112.90
947	5/4/81	2JS	Jackson Steamroller	
	Cash Receipt			11,690.44
			Total Receipts	28,791.08
			Total Discount	472.40
			Total	28,318.68

When the computer is through listing on the printer or you are through with the CRT display of the Cash Receipts List, the A/R Menu will reappear.

5.3.11 A/R Menu - Option 23, Credit Memos

Option 23, Credit Memo List, provides a summary, on the CRT or on the printer, of recorded credit memos.

Enter 23. You will see on the screen:

```
         Credit Memo List
       Enter 1=Printer, 0=CRT
       #
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
       Hit any Key to Continue *
```

will be displayed on the screen. If you select 1=Printer, the entire listing will be printed on the printer.

An example of the listing:

```
                       Company Name
                   Number, Street, etc.
                     City, State,  ZIP
                     Credit Memo List
                         05/05/81

C/M#/Type# Date/Description      Account              SM#/Amount
 202          5/2/81       2JS  Jackson Steamroller    09
 Sa Ty - 7    Credit Memo                              204.70
 203          5/3/81       2CC  Coin Corner            04
 Sa Ty - 4    Credit Memo                              707.90

                               Total                    912.60
Salesman Totals
           04         Manuel Ortega                    204.70
           09         John Witherspoon                 707.90

Type Sale Totals
           04         Electrical Supplies              707.90
           07         Dog Supplies                     204.70
```

When the computer is through listing on the printer or you are through with the CRT display of the customer list, the A/R Menu will reappear.

5.3.12 A/R Menu - Option 24, Sales Returns

Selecting Option 24 will provide a listing, either on the CRT or on the printer, of all sales returns. Customer name and number, salesman totals, type sales and date of sales return are displayed.

Enter 24. You will see on the screen:

```
Sales Return List
Enter 1=Printer, 0=CRT
#
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
Hit any Key to Continue
```

will be displayed on the screen. If you select 1=Printer, the entire listing will be printed on the printer.

```
                         Company Name
                     Number, Street, etc.
                       City, State,  ZIP
                       Sales Return List
                           05/05/81

S/R#/Type#    Date/Description   Account                 SM#/Amount

111              05/01/81      2RC Rockford Clinic            06
Sa Ty - 02       Trade-in                                  1216.16

112              05/02/81      2ABC American Bromide Corp     04
Sa Ty - 06       Replacement                                112.05

113              05/03/81      3NBC National Bongo Co.        05
Sa Ty - 12                                                  852.22

                        Total Sales Returns                2180.43

Salesman Totals
          04         Bernie Goldman                         112.05
          05         Wally Cleaver                          852.22
          06         Doyle Binkley                         1216.16

Type Sale Totals
          02         Replacement Parts                     1216.16
          06         Accessories                            112.05
          12         Fishing Equipment                      852.22
```

When the computer is through listing on the printer or you are through with the CRT display of the customer list, the A/R Menu will reappear.

5.3.13 A/R Menu - Option 25, Interest Charges

Option 25 provides a listing of all interest charges recorded, to whom charged and customer number, amount, date and total interest charged.

Enter 25. You will see on the screen:

```
Interest Charge List
Enter 1=Printer, 0=CRT
#
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
Hit any Key to Continue
```

will be displayed on the screen. If you select 1=Printer, the entire listing will be printed on the printer. For a more detailed CRT display, select A/R Menu Option 33, Accounts File Maintenance.

An example of the list printed:

```
                    Company Name
                 Number, Street, etc.
                   City, State,  ZIP
                 Interest Charged List
                       05/05/81

C/C#     Date/Description          Account                   Amount

101      05/02/81       2ABC       American Bromide Corp      22.12
            Interest Charge
102      05/02/81       2GH        General Hardware           13.12
            Interest Charge
103      05/03/81       3DNC       Data National Corp.        25.16
            Interest Charge
104      05/03/81       2JS        Jackson Steamroller        41.14
            Interest Charge 04/81
105      05/03/81       2LSO       Lone Star Oil Co.         104.22
            Interest Charge 04/81
106      05/04/81       2LD        London Distillers          51.18
            Interest Charge

            Total Charged                                    256.94
```

When the computer is through listing on the printer or you are through with the CRT display of the interest charged list, the A/R Menu will reappear.

5.3.14 A/R Menu - Option 26, Accounts Age List

Provides a listing, either on the CRT or on the printer, of accounts with current, thirty-, sixty- or ninety-day balances or a total of all accounts receivable.

Enter 26. You will see on the screen:

```
Accounts Age List
Enter 1=Printer, 0=CRT
#
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
Hit any Key to Continue
```

will be displayed on the screen. If you select 1=Printer, the entire listing will be printed on the printer.

Now see on the CRT screen:

```
1-List Each Account, 0-Totals Only
#
```

Entering 1 here will cause the computer to list a summary of age analysis for each account. If you enter 0 only the totals for each account will be displayed. Select Option 33, Accounts File Maintenance, for a more detailed CRT display.

The account's credit limit will be displayed if the balance of that account exceeds the customer's credit limit.

An example of the listing:

Company Name
Number, Street, etc.
City, State, ZIP
Accounts Age List
05/05/81

Acct #	Name	Current	30D	60D	90D	Int.	Total
2ABC	Amer. Bromide Co	261.05	312.00	.00	.00	17.00	261.05
					200.00 Credit limit		
2DP	Dawn Publications	.00	15464.00	.00	423.92	217.80	15927.92
					15,000.00 Credit Limit		
2GH	General Hardware	8180.00	.00	130.00	.00	9.30	8329.30
					5,000.00 Credit Limit		
Totals		8441.05	15776.00	.00	423.92	254.10	24368.97

5.3.15 A/R Menu - Option 27, Delinquent Accounts

Option 27 will produce a listing, either on the CRT or on the printer, of accounts with past due balances. Customer number and name, phone number, date and amount of last payment and total amount due are displayed.

Enter 27. You will see on the screen:

```
Delinquent Accounts List
 Enter 1=Printer, 0=CRT
 #
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
Hit any Key to Continue
```

will be displayed on the screen. The account numbers and totals only if you input 0 for CRT display. If you select 1=Printer, the entire listing will be printed on the printer. Select 1 (printer) for a more detailed delinquent account list.

This report has been condensed to fit within the margins of this manual.

```
                          The Testing Company
                           123 Anywere Drive
                          Anywhere, USA  12345
                                05/04/81
                        Delinquent Accounts List

                                      Date & Amount
Acct # Name                Phone #    Last Payment Cur 30 60 90 Day In

2JS  Jackson Steamroller   213-444-1000 <      total for each catagory

2ABC American Bromide Corp 514-477-2000 <      total for each catagory

JJA  John Jackson Assoc.   415-254-6656 <      total for each catagory
```

When the computer is through listing on the printer or you are through with the CRT display of the delinquents list, the A/R Menu will reappear.

5.3.16 A/R Menu - Option 28, Accounts Activity

Option 28, Accounts Activity, produces a summary, either on the CRT screen or on the printer, of any current activity for each account. The account number and name are followed by the beginning and ending balances for that account. Itemized below the name and balances are dates, numbers and amounts of invoices, cash receipts, sales returns, credit memos and interest charges.

You may select one account or all accounts or accounts with balances only to be listed on the CRT screen or the printer.

Enter 28. You will see on the screen:

```
            Accounts Activity
        Print 1=One   0=All Accounts
```

If you select 1=One account, the next prompt will be

```
        Enter 1=Printer, 0=CRT
        #
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering a zero will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
        Hit any Key to Continue
```

will be displayed on the screen.

The next prompt will be:

```
Enter Account Number
######
```

That one account will be displayed or printed.

If you select 0=All Accounts the next prompt will be:

```
    Print 1=All,   0=Accounts with Activity Only
    #
```

An example of the printed summary:

```
                              Company Name
                          Number, Street, etc.
                            City, State,  ZIP
                            Accounts Activity
                                05/05/81

Acct#      Name                     Beginning Balance   Ending Balance

2ABC       American Bromide Corp      .00                    -218.06
 IV#  2044  05/02/81      4209.88   CR#  2128 05/03/81 4209.88
 CR#  2145  05/04/81       204.43   SR#   101 05/04/81   14.55
 SR#   113  05/05/81        21.20   CC#   914 05/05/81   22.12

2JS        Jackson Steamroller      16,150.92               14,053.79
 CR#  2032  04/26/81      2112.80   SR#  2040  05/02/81  88.55
 CC#   913  05/04/81       104.22

                                  etc.
```

The CRT display will be slightly different.

When the computer is through listing on the printer or you are through with the CRT display of the Accounts Activity summary, the A/R Menu will reappear.

5.3.17 A/R Menu - Option 29, Salesmen Activity

Salesmen Activity, Option 29, will produce a listing of activity for each salesperson. Month-to-date and year-to-date sales totals for each salesman are displayed. Sales returns are itemized under the corresponding salesperson's name and are subtracted from that person's sales totals.

Enter 29. You will see on the screen:

```
Salesmen Activity
Enter 1=Printer, 0=CRT
#
```

Entering 1 will print this listing on the printer. Make sure the printer is turned on and is on-line. Entering 0 will cause this listing to be displayed upon the screen. If you select a CRT display, the prompt

```
Hit any Key to Continue *
```

will be displayed on the screen. If you select 1=Printer, the entire listing will be printed on the printer.

Next, see the prompt:

```
Salesmen Activity
Do you have another data disk?  (1=Yes  0=No)
```

If you do have another data disk, enter 1 and see this prompt:

```
Insert disk and hit any key
```

If you don't have another data disk, enter 0.

An example of the printed summary:

```
                    Company Name
                Number, Street, etc.
                  City, State,  ZIP
                  Salesman Activity
                      05/05/81

Salesman       Name                 MTD                YTD
 #
1       Theodore Goldstein     17,102.44          74,320.18
  IV# 2106  17,102.44
  SR#  118      45.56              45.56             1289.25
  CM# 1085  17,102.44

2       Doyle Binckley         21,450.32          68,401.77
  IV# 2118  5/15/80 11,305.12  IV# 2132  5/18/80 10,145.20

3       John Witherspoon        9,488.66         106,775.25
  IV# 2112  5/19/80   9,488.66
```

5.4 File Maintenance (Options 30-37)

These options allow you to create or alter your data files. When you begin to use the A/R program for the first time, these options will be among the first used.

5.4.1 A/R Menu - Option 30, File Create

Before you can make any entries in the A/R program, you must have created the data files. Upon "booting up" the computer for the first time, the program will attempt to "read" the disk in Drive 2. If it cannot read the disk, it will inform you that it cannot and give you another chance to insert an initialized diskette into Drive 2.

The program will select this option for you upon initial start-up if it does not find the proper data files already created in Drive 2.

You will see on the screen:

```
                           File Create
Enter number of 256 byte blocks for data storage
692#
```

Values given in the example below are based on a value of 692 usable blocks (180K double density 5-1/4" drive) of external memory storage space. Change to fit your data drive capacity if necessary.

A double density 5-1/4" NorthStar disk, operating through MicroDoZ, has the equivalent of six-hundred ninety-two (692) 256 byte blocks for data storage. A double density 5-1/4" NorthStar disk operating through CP/M has the equivalent of about six-hundred sixty (660) 256 byte blocks for data storage. A typical single density 8" floppy disk has the equivalent of about nine-hundred seventy-five (975) 256 byte blocks of information storage space. A typical double density 8" floppy disk has about twice that.

Enter the appropriate number of blocks. The program will give you the opportunity to change most categories.

If you need to store more information than one diskette will hold, use either two or more different data diskettes (e.g., A-M, N-Z or 1-80, 81-160) or the hard disk unit option.

The data files to be created and their basic functions are:

NAME	(Company Name File)
ARSM	(Salesman File)
ARTY	(Type of Sale File)
ARCF	(Customer File)
ARCFK	(Index of Customers)
ARINV	(Invoice File)
ARCM	(Credit Memo File)
ARCR	(Cash Receipt File)
ARSR	(Sales Returns File)
ARCC	(Interest Charges File)

You will see on the screen:

```
                        File Create

Field Number to Change (0-Create Files)
##

Total Blocks Available   692          Total Blocks Used  650

   Company Name    1                   Types of Sales      40
     NAME          2                      ARTY             16

   Salesmen       25                   1. Customers       168
     ARSM         10                      ARCF            130
                                          ARCFK            10

2. Invoice Rec 2016                    3. Cash Receipts   168
(1 record for heading)                    ARCR             42
(1 record for each line)
     ARINV       394                   5. Sales Returns    42
                                          ARSR             12

4. Credit Memos   42
     ARCM         12

6. Int. Charges   84
     ARCC         22
```

The number next to the description (e.g. Credit Memos) represents the total number of credit memos per month (plus a few for a safety margin).

You should look at your records or estimate the number of different accounts you will need over the period of a month. If you need to change any of these figures, you may do so. Refer to the File Size Reference Chart in this manual to determine the right file sizes for your particular application.

Once the data files are created, they cannot be adjusted or changed without starting all over again. Exercise care in allotting space for your files.

The program will start as soon as you have input the last number (Interest Charges per Month) and enter 0 in response to the prompt, "0-Create Files). **DO NOT INTERRUPT THE PROGRAM UNTIL IT HAS FINISHED RUNNING.** If the program is interrupted or you get a file error message, you must try again until the file space has been allotted properly.

When this program has been completed successfully, the computer will branch to A/R Menu Option 32, Company Name File Maintenance.

The data files are created and "filled in" in this order:

1. Option 30 - Create Files
2. Option 32 - Company Name
3. Option 37 - Tax Rate Codes
4. Option 36 - Interest Codes
5. Option 34 - Type Sales
6. Option 35 - Salesmen
7. Option 33 - Accounts File Maintenance

5.4.2 File Size Reference Chart

The following formulas are for calculating the number of data storage blocks necessary for each of your data files. Use in each calculation the maximum number of customers, invoices, credit memos, etc. that you estimate you will need in the course of a month. It is a good idea to create each file a little larger than your calculation indicates.

When you have finished with the calculation for each file, find the total of all the files. The files NAME, ARSM and ARTY have values already assigned to them. The total number of blocks of all the files added together should not exceed the available disk space.

A double density 5-1/4" NorthStar disk, operating through MicroDoZ, has the equivalent of six-hundred ninety-two (692) 256 byte blocks for data storage. A double density 5-1/4" NorthStar disk operating through CP/M has the equivalent of about six-hundred sixty (660) 256 byte blocks for data storage. A typical single density 8" floppy disk has the equivalent of about nine-hundred seventy-five (975) 256 byte blocks of information storage space. A typical double density 8" floppy disk has about twice that.

	FILE NAME	BYTES/ RECORD	NUMBER RECORDS	OVERHEAD BYTES	ROUND UP TO	NEAREST WHOLE NUMBER	
customer files	ARCF	(197*	(#customers)	+18)/256	RU	nearest whole # =	____
	ARCFK	(14*	(#customers)	+18)/256	RU	nearest whole # =	____
invoice	ARINV	(50*	(#invoices)	+18)/256	RU	nearest whole # =	____
cr. memos	ARCM	(62*	(#credit memos)	+18)/256	RU	nearest whole # =	____
cash rec.	ARCR	(62*	(#cash receipts)	+18)/256	RU	nearest whole # =	____
sales ret.	ARSR	(62*	(#sales returns)	+18)/256	RU	nearest whole # =	____
int. chg.	ARCC	(62*	(#interest chgs)	+18)/256	RU	nearest whole # =	____
co. name	NAME						2
salesmen	ARSM						10
type sale	ARTY						6
						Subtotal	

Calculations may be made to determine the amount of external memory expansion required, if any, for your operation. We suggest that as you create your data files that you write down the figures you try and when you are ready to create your data files that you record those numbers on the chart below for future reference.

File Name	Records	Blocks	Available Data Storage Blocks
NAME	2	2	
ARSM	27	10	
ARTY	41	16	
ARCF	_____	_____	
ARCFK	_____	_____	
ARINV	_____	_____	
ARCM	_____	_____	
ARCR	_____	_____	
ARSR	_____	_____	
ARCC	_____	_____	

5.4.3 Option 31, File Inquire

You may select this option whenever you want to see how many more entries in each category that you may make before you run out of filespace. The computer will tell you how many records are in use in each category and the maximum number that category will hold.

You will see on the screen:

```
                Accounts Receivable File Inquire

                 Correct Program? (1=Yes, 0=No)
                 #
Files                         Records

                number in use          maximum number

Customers            266                    342
Invoice Records     2150                   4105
Cash Receipts         99                    346
Credit Memos          90                    144
Sales Returns         30                     90
Interest Charges      77                    173
```

5.4.4 A/R Menu - Option 32, Company Name File Maintenance

This option is selected when you have created a new set of data files or when you want to change one of the fields by selecting an option number from the Company Name File Maintenance Menu. You also may change the PASSWORD by selecting this option. If you change the PASSWORD **BE SURE TO REMEMBER THE NEW PASSWORD!**

Enter 32. You will see on the screen:

```
                         Company Name F/M

 1.  Company Name                 Data National Corporation
 2.  Address                      300 Regents Building
 3.  City, State, Zip             Austin, Texas  78703  USA
 4.  Password                     PASS
 5.  Today's Date                 05/05/81
 6.  Salesmen  Y-N                          Y
 7.  General Ledger Tied-in  Y-N            Y
 8.  Invoice Entry Type 1-2                 1
 9.  Discount on Receipt Y-N                Y
10.  Invoice # Automatic  Y-N               N
11.  Print Invoices  Y-N                    Y
12.  Inv. Detail on Statement  Y-N          Y
13.  Quantity Automatic Y-N                 N
14.  Automatic Description  Y-N             Y
15.  Company Name on Statement  Y-N         N
```

As you complete each block, the cursor will move to the top of the screen and wait for you to key in the next option. On the options, please note the following limitations or explanations:

1. In Company Name, you are limited to 30 characters with each space or punctuation mark equal to one character.

2. In Address, you are limited to 30 characters.

3. In City, State and Zip, 30 characters.

4. The use of the password was implemented in this program as a security measure, to keep unauthorized persons from getting into your computer records. The password is set blank initially and you may keep it this way if you want. Otherwise you will have to enter the password upon starting the program every time. You may invent your own password, with your only limit as eight characters or digits, with a space counting as a character. **BE SURE TO REMEMBER YOUR NEW PASSWORD.**

5. In Today's Date, you are limited to two characters for month, two for day and two for year. The program will insert dashes automatically between MM/DD/YY.

6. If you answer Option 6, "Salesman Y-N," with a Y response, the program will ask you for a salesman number on invoices, cash receipts, credit memos, sales returns, etc. If you do not want to keep track of individual salesmen in this manner, respond with an N.

7. Option 7, "General Ledger Tied Y-N" is asking you if you want A/R to interact with General Ledger. To answer with a yes response to this question requires use of Micro Mike's General Ledger program in conjunction with A/R.

8. Entering 1 in response to Option 8, Invoice Entry Type, allows you to use an abbreviated, non-detailed version of invoice entry. Entering 2 will cause the full invoice entry mask to be displayed on the screen upon selecting from the A/R Menu Option 1, Invoice Entry.

9. If you allow a customer discount enter Y.

10. If you want invoice numbers to be incremented automatically, enter Y next to Option 10, Invoice Number Automatic. If you want to fill in the invoice number each time, enter N.

11. Enter Y beside Option 11, Print Invoices, if you want at least some invoices to be printed as they are entered. If you do not want any invoices printed, you simply want them to be recorded in the files, enter N.

12. Invoice Detail on Statement, Option 12, is asking you whether or not you want detailed information to be included on statements mailed to customers.

13. If the quantity of goods sold or services rendered is always 1 (one) and that is how you want the quantity to appear on invoices, enter Y beside Option 13, Quantity Automatic. The program will insert automatically a 1 (one) under "Quantity" on invoices.

14. If you enter Y next to Automatic Description, Option 14, when you are creating an invoice, the program will display automatically, on the invoice, a description of the type of sale you have just input the number of.

15. Entering Y beside Option 15, Company Name on Statement Y-N, will cause the computer to print your company name at the top of statements. If you have pre-printed statements with your company name already at the top, you should enter N.

Fill in the appropriate data, pressing Return to get to the next field if you did not use all the available space.

When you have finished with Company Name File Maintenance, you will see on the screen:

```
                    Accounts Receivable Menu

Enter Option Number
##
                                                    **  File  **
** Entries **       ** Printouts & Listings **    ** Maintenance **
                         (run anytime)
1. Invoices            13. Sales Summary          30. Create Files
2. Cash Receipts       14. Salesman Summary       31. File Inquire
3. Credit Memos        15. Daily Report           32. Company Name
4. Sales Returns       16. Account # List         33. Accounts F/M
5. Interest Charges    17. Accounts File          34. Type Sales
6. Interest Chg auto   18. Mailing Labels         35. Salesmen
                       19. Statements             36. Interest Codes
** Deletions **        20. Invoice Summary        37. Tax Rate Codes
7.  Invoice            21. Invoices
8.  Cash Receipt       22. Cash Receipts          ** Copy Disks **
9.  Credit Memo        23. Credit Memos           38. Age Accounts
10. Sales Return       24. Sales Returns          39. Clear Invoice,
11. Interest Charge    25. Interest Charges           CR, CM, SR &
12. Sales & Salesman   26. Accts. Age List            CC Files
    Daily Totals       27. Delinquent Accounts    40. General Ledger
                       28. Accounts Activity      41. Sales & Salesmen
                       29. Salesmen Activity          MTD Totals Clear
                                                  42. Disk Utilities
```

5.4.5 A/R Menu - Option 33, Accounts File Maintenance

Select this option when you want to add an account, change something pertaining to a customer or merely inquire about an account.

Enter 33. You will see on the CRT screen:

```
          Accounts Receivable Customer File Maintenance

1=Add,  2=Change or Inquire,  3=Delete
#
```

You may assign a "number" to a customer that is any combination of letters and/or numbers. It is probably easier to remember an abbreviation of the customer name rather than several digits, but assign names however is best for your particular situation. The "number" may be as long as six characters or as short as one. If the number is shorter than six characters, you will always need to press Return after typing the number.

Account numbers must be unique. The program sorts account numbers as words, not as numbers. Thus, the following account "numbers" would be sorted in this order:

```
1
10
100
10000
11
12
2
3ABC
AAA
BOG
```

```
Accounts Receivable Customer File Maintenance
1=Add, 2=Change or Inquire, 3=Delete
#
```

If you select 1, the cursor will go directly to Account # and you will see:

Accounts Receivable Customer File Maintenance

1. Account # ******	
2. Name	
3. Address	
4. City, State, Zip	
5. Phone #	
	Totals Year-to-Date
6. Current	13. Invoices
7. 30 Days	14. Cash Receipts
8. 60 Days	15. Credit Memos
9. 90 Days	16. Sales Returns
10. Interest	17. Interest
11. Beginning Balance	18. Last Activity
12. Credit Limit	19. Interest Rate Code 0-4
	20. Tax Rate Code 0-4

When you enter the account number, the computer will check to see if that account number has been assigned. If it has not, the cursor will progress automatically to the next field. If you come to a field for which you have nothing to input, enter a space and continue. Upon reaching Fields 19 and 20 (Interest and Tax Rate Codes), please note that you should establish these codes (A/R Menu Options 36 and 37) before you can use them.

Upon adding a customer, the total of the amounts in the current, 30-day, 60-day and 90-day fields will become the Beginning Balance.

In Field 19, a customer may still be charged interest even if you set in a 0 (zero) by using individual interest entries. Do not use an interest code number which was not assigned from A/R Menu Option 36, Interest Code File Maintenance.

In Field 20, tax can be entered for an account number which has a zero sent in during invoice entry by entering quantity one, type sale 36 (or whatever you used) and the amount. Do not use a tax code number which you have not assigned through A/R Menu Option 37, Tax Rate Code File Maintenance.

If in Field 12, you set the credit limit to 0 (zero), the customer's credit limit will not be examined during invoice entry.

When you have input data in all fields the message

RECORD CREATED

will flash across the screen three times accompanied by audible beeps. The fields are then cleared and you will see:

```
Accounts Receivable Customer File Maintenance
1=Add,  2=Change or Inquire,  3=Delete
2
```

If you select 2 (Change or Inquire), the next prompts will be:

```
Enter Account Number
******
```

and then

```
Enter Field to Edit
##
```

When you enter an existing account number, the fields will display automatically the appropriate information. Enter the number corresponding to the field that you want to change.

```
          Accounts Receivable Customer File Maintenance


 1. Account #   2JS
 2. Name   Jackson Steamroller
 3. Address   103 West Beaumont Drive
 4. City, State, Zip   Bellaire,  CA  94630
 5. Phone #  213-444-1000

                                            Totals Year-to-Date
 6. Current    3012.66                  13. Invoices          7058.18
 7. 30 Days    1024.88                  14. Cash Receipts     3640.12
 8. 60 Days     616.25                  15. Credit Memos       615.75
 9. 90 Days        .00                  16. Sales Returns       88.16
10. Interest     36.18                  17. Interest            54.20
11. Beginning Balance  256.18           18. Last Activity     04/22/81
12. Credit Limit  5000                  19. Interest Rate Code 0-4  3
                                        20. Tax Rate Code  0-4  2
```

If you make any changes to current, 30-, 60- or 90-day balances, be sure to make a corresponding change to Field 11, Beginning Balance, or statements will not balance and will not be printed.

When you have made the changes, you will see the prompt

```
Enter 0 to Record
#
```

Finally, if you want to delete an account, select Option 3 (Delete). You will see the prompt:

```
Enter Account Number
******
```

The customer name, address and information in all other fields will be displayed. You will then see the prompt:

Enter Delete Code (DEL)
***

If you type DEL (note: all CAPS, no need to press Return), the record of that account will be destroyed. There must be no active transactions or the computer will refuse to delete that account. A new account set up erroneously cannot be deleted until the following month.

5.4.6 A/R Menu - Option 34, Type Sales File Maintenance

This option allows you to assign each type of sale a number designating what type of sale it is (general description of product or service category), whether or not the sale is taxable (so that tax may be calculated automatically and added to an invoice) and whether or not the salesman is to receive credit or commission for the sale.

Enter 34. You will see on the screen:

```
                           Type Sales
Enter Type Sale #

   Number     ##
1. Description   Out-of-State Accessories
2. Day Total Sales      216.30
3. Month Total Sales  4322.85
4. Year Total Sales 12,716.42

5. Salesman Credit  Y-N    Y
6. Taxable Sale     Y-N    N

7. Day Quantity Total   67
8. Month Quantity Total  203
9. Year Quantity Total  1237
```

If in "Company Name File Maintenance," Option 32, you answer with a Y response to "G/L tied-in?," two additional fields will be displayed in this menu:

```
10.  G/L Account Credit ####
11.  G/L Account Debit ####
```

Refer to the General Ledger Chart of Accounts for the correct G/L account numbers. The account numbers to credit and debit in Fields 10 and 11 above must correspond to the G/L Chart of Accounts account numbers.

Sales types are set up as numbers 1 through 41. Numbers 37 through 41 are set up as follows:

37 - Cash Receipts
38 - Credit Memos
39 - Sales Returns
40 - Interest Charges
41 - Discounts

When you are through editing the information or are through referring to the day, month or year totals for that type sale, enter 0 to record, or enter ESCape or CTRL B to return to the A/R Menu.

5.4.7 A/R Menu - Option 35, Salesmen File Maintenance

Use this program either to add or delete a salesperson or to change information in one of the fields displayed.

Enter 35. You will see on the screen:

```
                      Salesmen Information
Enter Salesman #
16

1. Salesman Number    16
2. Name               Ralph Blanco

3. Day Total Sales            .00
4. Month Total Sales    15,433.77
5. Year Total Sales     86,472.44
```

Next, See:

```
                      Salesmen Information
Enter Field Number to Edit (0=Record)
4

1. Salesman Number    16
2. Name               Ralph Blanco

3. Day Total Sales            .00
4. Month Total Sales    $$$$$$$$$$
5. Year Total Sales     86,472.44
```

Salespersons are assigned numbers 1 through 25.

When you have changed information in the appropriate fields, enter 0 and the new information will be recorded or enter ESCape or CTRL B to escape from this program to the A/R Menu.

5.4.8 A/R Menu - Option 36, Interest Codes

This program is used to assign a percentage value to each of four available interest charge codes. You then can assign one of the four codes to each particular customer. You can then establish a minimum charge for each of the four codes. This minimum charge will be added if the interest charge assessed is below the minimum value.

This interest rate is applied automatically, if you want, to 60 and 90 day balances.

Enter 36. You will see on the CRT:

```
                    Interest Charges
Enter Field Number to Change  (0 to record)
2



Code #          % add/mo  (.02)          minimum charge

1               1.   .020                2.   $$$$$$$$
2               3.   .025                4.   .65
3               5.   .030                6.   .75
4               7.   .035                8.   .85
```

If you want to change Field 2, for example, enter 2 and the cursor will proceed automatically to the proper location, as above.

Fields 1 and 2 correspond to Code # 1, Fields 3 and 4 to Code # 2, Fields 5 and 6 to Code # 3 and Fields 7 and 8 to Code # 4.

When you are through enter 0 to record your change. You will be transferred automatically to the A/R Menu. If you want to escape this program to the A/R Menu without recording a change, enter ESCape or CTRL B.

5.4.9 A/R Menu - Option 37, Tax Rate Codes

This program is used to set the tax rates for several different situations. Four tax rate codes can be defined to fit the different tax circumstances you may encounter. Sale type numbers 33, 34, 35 and 36 can be used to signify the tax status of a certain sale in an invoice, for example.

Use Option 34 to assign type sale code numbers.

Enter 37. You will see on the screen:

```
                    Tax Code Rates
Enter Number of Field to Edit (0=Record)
5

Code #         % add (.05)              Type Sale #

1              1.    .040               2.   33
2              3.    .050               4.   34
3              5.    %%%%%%             6.   35
4              7.    .060               8.   36
```

When you are through adjusting the tax code rates enter 0 to record the new rates and return to the Accounts Receivable Menu. If you want to escape this program without recording the changes you made, entering ESCape or CTRL B will return you to the A/R Menu.

5.5 End-of-month Routines - Options 38, 39, 40 and 41

Before selecting any of these options, be sure that you have a backup copy of each of your current Accounts Receivable data disks. See Disk Utilities, A/R Menu Option 42, Section 2.11 of this manual.

5.5.1 A/R Menu - Option 38, Age Accounts

This program is run at the end of the month or billing period. It moves current transactions to the 30-day column, 30-day-old transactions to the 60-day column and 60-day-old transactions to the 90-days (and holding) column.

After you have made backup copies of your current data diskettes, enter 38. You will see on the screen:

```
                    Age Accounts
Is this the correct program? (1=Yes, 0=No)
#
```

If you select 0 , the program will be cancelled and the A/R Menu will reappear.

If you select 1, then the program will begin operating. Do not interrupt the program until it has finished. The accounts files will have been "aged" thirty days. When the program has finished running the A/R Menu will reappear.

5.5.2 Option 39, Clear Invoice, C/R, C/M, S/R & CC Files

Use this program to erase the Invoice, Cash Receipts, Sales Returns and Interest Charges files and to prepare the files to accept the next month's data. Customer beginning balances are changed to equal Current, 30-day, 60 day and 90 day plus interest and the current activity status of a customer is deleted. If the month is December the program will zero the customer year-to-date totals. **Be sure you have made a backup copy (Option 42) of your current data disk(s) before selecting this option.**

Enter 39. You will see on the screen:

```
                    End-of-Month File Clear
          Is this the correct program? (1=Yes, 0=No)
          #
```

If you enter 0 operation of the program will be canceled and the A/R Menu will reappear.

If you enter 1 (one) you will see on the screen:

```
                    End-of-Month File Clear

                    Enter Clear Code (CLR)
                    ***
```

If you enter CLR the program will begin operating. Do not interrupt the program until it has finished operating. When it is through operating the A/R Menu will reappear.

5.5.3 A/R Menu - Option 40, General Ledger

General Ledger, Option 40, is provided as a means of transferring a summary of the end-of-the-month A/R sales data to Micro Mike's, Inc. General Ledger program.

Before selecting this option be sure that the A/R MTD sales total figures are correct.

You will see on the screen:

```
                  A/R Summary Transfer to G/L
             (Select 1-Temporary, 2-Journal Entry)
              #
   Warning: Select 2-Journal Entry once, at end of month only.
```

Selecting this option transfers the MTD sales total from A/R to G/L. Select 1-Temporary when you want to update temporarily the G/L month-to-date columns for a trial balance or other such printouts. To insure correct operation of G/L, in the G/L program you should have updated the G/L journals to the month-to-date columns before selecting Option 1-Temporary.

Selecting 2-Journal Entry makes a general journal entry in the G/L program data. When selecting 2-Journal Entry you must wait until **after** transferring the A/R MTD sales totals to G/L to update G/L journals to MTD in the G/L program.

The program will then ask you

IN WHAT DRIVE # IS THE G/L DATA DISK?
#

If you are using a floppy disk-based system you must place the G/L in an available drive and specify that drive number in response to the above prompt. Leave the A/R data disk in its drive (normally Drive 2). You may remove the A/R program disk from Drive 1 at this point and insert the G/L data disk in Drive 1, then specify "1" in response to the "what drive" prompt.

If yours is a hard disk-based system, you may want to assign Relative Drive 3 as the G/L data drive when running the A/R program.

If the program does not find the G/L data in the specified drive it will display the prompt

FILE NOT FOUND

If the A/R data contains a G/L account number to credit or debit that does not correspond to those G/L account numbers in the G/L chart of accounts, the program will display the prompt

G/L ACCOUNT NUMBER <N> NOT FOUND

on the screen. <N> will be the G/L account number not found in the G/L data. Correct the account number before re-running this program.

Refer to the G/L Chart of Accounts for the proper G/L account numbers to credit or debit when you are using Type of Sale File Maintenance, A/R Menu Option 34.

When the MTD sales total has been transferred to the G/L data the program will display

TRANSFER COMPLETE

on the screen. If you have removed the A/R program disk from Drive 1 you must now replace it.

HIT ANY KEY TO RETURN TO A/R MENU

wil be now displayed on the screen. If the program does not find the file "ARMENU" on the program disk

CAN'T FIND FILE "ARMENU" - RE-INSERT PROGRAM DISK

will appear on the screen. Make sure the A/R program disk is in Drive 1. You may need to open and close the drive door gently to seat the disk properly. Try again.

5.5.4 Option 41, Sales and Salesman MTD Totals Clear

Run this program at the end of the month or billing period to make space for next month's entries. It should be run after Option 38, Age Accounts, has been run. The month-to-date totals will be zeroed. If the month is December, the year-to-date totals will be zeroed and activity flags will be cleared. **Do not run this program unless you have made a backup copy of your current data disk(s).**

Enter 41. You will see on the screen:

```
    Salesmen and Type Sales File Clear
Is this the correct program? (1=Yes, 0=No)
#
```

If you enter 0 here, the program will be canceled and the A/R Menu will reappear.

If you enter 1 here the prompt:

```
Salesmen and Type Sales File Clear
      Enter Clear Code (CLR)
      ***
```

If you enter CLR, the program will begin operation. Do not interrupt the program until it has finished running. When the program has finished running and the salesman and type sales files are erased the A/R Menu will reappear.

5.5.5 A/R Menu - Option 42, Disk Utilities (MicroDoZ versions)

This program is the basic utility program which allows the user to initialize and copy diskettes. If you are not using the MicroDoZ operating system these disk utilities will not be present. If you are using the CP/M or MP/M operating system consult the CP/M or MP/M manual for the disk or file copying procedures.

The "source" disk or drive is always the drive that you will copy from while the "destination" disk is the drive that will be copied to.

The utility menu and prompt appear as follows:

```
                         DATA BACKUP

Enter Option Number
#

This option is used to back up your data files.
Begin now by removing your program disk from Drive 1.
Remove your current data disk from Drive 2 and write-
protect it, then place it in Drive 1.  Place your backup
disk in Drive 2.  You may select one of the following:


          1.  Return to Menu
          2.  Catalog Drive 2
          3.  Initialize Drive 2
          4.  Begin Data Backup
```

If you have decided you do not want this program, you may return to the program that called this one by pressing the ESCape key or by entering a "1."

See A Beginner's Guide to CSUB-based Programs for further details on MicroDoZbaZic disk utilities.

6.1 Printouts and Listings (run anytime)

These reports are simulations of those provided by the options in the center column, Prints and Lists. Options from this column do not alter recorded information in any way and may be selected as often and whenever you want.

6.1.1 A/R Menu - Option 13, Sales Summary

This option can be selected any time that you want a breakdown by type of sale of net sales. Cash receipts, credit memos, sales returns and interest charges are displayed and added or subtracted from the totals columns. This program should be run daily to check the daily report totals.

An example of the printout:

Company Name
Number, Street, etc.
City, State ZIP
Sales Summary
05/05/81

Type of Sale	Quantity	DTD	MTD	YTD
1	Hardware	34.00	118.00	1,254.00
2	Dry Goods	16.00	103.00	615.00
3	Appliances	2.00	23.00	102.00
4	Replacement Parts	9.00	51.00	212.00
5	Accessories	7.00	28.00	101.00
6	Shipping/Handling	3.00	22.00	85.00
7	Service	3.00	18.00	356.00
8	Paint	19.00	136.00	715.00
33	Sales Tax @ 4%	51.00	244.00	1,663.00
34	Sales Tax @ 5%	.00	13.00	204.00

	Type of Sale	DTD	MTD	YTD
1	Hardware	21,021.20	312,487.62	866,432.89
2	Dry Goods	633.00	8,456.02	47,940.15
3	Appliances	11,407.12	188,712.48	916,400.18
4	Replacement Parts	1,500.00	17,483.25	96,324.57
5	Accessories	157.32	1,645.54	8,716.22
6	Shipping/Handling	202.97	3,354.55	14,636.26
7	Service	405.90	7,659.23	45,954.88
8	Paint	97.22	1,982.21	4,300.18
33	Sales Tax @ 4%	1,321.19	12,619.33	44,977.12
34	Sales Tax @ 5%	.00	305.01	2,407.92
	Net Sales	35,424.41	541,780.90	2,045,682.45
37	Cash Receipts	28,604.25	534,656.66	1,986,015.84
38	Credit Memos	.00	1,240.54	3,085.14
39	Sales Returns	20.33	420.18	1,418.55
40	Interest Charges	.00	1,421.22	7,886.30
41	Discounts Allowed	721.66	2,588.71	12,088.14
Change to A/R		6,820.16	7,124.24	11,604.36

A/R Beginning Balance 22,846.64 Current Balance 29,970.64

6.1.2 A/R Menu - Option 14, Salesman Summary

This option provides a quick reference of total sales by salesperson with day-to-date, month-to-date and year-to-date totals for each salesperson, as well as DTD, MTD and YTD total sales. This report should be compared with the daily report. The totals may differ if the date was changed on an invoice, sales return or credit memo.

An example of the printout provided:

Company Name
Number, Street, etc.
City, State, ZIP
Salesman Summary
05/05/81

	Salesman	DTD	MTD	YTD
01	Doyle Binkley	.00	22,086.55	87,402.83
02	Theodore Goldstein	14,955.05	48,005.90	105,665.22
03	David Johnson	8,442.95	28,056.20	97,405.12
04	John Witherspoon	.00	12,456.23	88,641.05
05	Store Sales	844.02	6,755.74	61,057.52
06	George Muir	12,404.77	.00	26,921.02
07	Bernie Grossman	24,302.57	3,488.02	57,580.21
08	Manuel Ortega	.00	202.10	384.57
09	Wally Cleaver	16,414.22	27,996.27	174,400.80
10	Sam Robertson	.00	.00	202.14
11	Leon Davis	18,633.13	55,604.78	173,202.19
12	Jack Daniels	114,882.12	414,521.21	2,302,571.03
	Totals	186,646.79	1,117,360.62	3,467,092.76

6.1.3 A/R Menu - Option 15, Daily Report

Option 15, Print Daily Report, provides a summary, either on the CRT or on the printer, of the day's activities. This option lists all invoices entered that day by number and their amounts, customer number and name, salesman number and daily total of salesman sales. Next, the amounts of sales by type and description and daily sales total are listed. Salesman totals by salesman number are summarized next. Cash receipts are then listed, including: account number, customer name, cash receipt number, amount and discounts allowed.

A/R Daily Report for 05/05/81 — The Testing Company

Account	Name	Invoice	Amount	SM #	SM Amount
2JS	Jackson Steamroller	1402	1288.16	6	22.18
2ABC	American Bromide Corp.	1403	2001.04	2	215.44
3BC	Babco Corporation	1404	456.08	1	21.19
	Total of Invoices		3745.28		

Sales Totals by Salesman

01	Theodore Goldstein	21.19
02	David Johnson	215.44
06	Doyle Binkley	22.18

Type of Sales Totals

02	Replacement Parts	2244.02
03	Hardware	1088.71
08	Electrical	412.55

Cash Receipts for The Testing Company for 05/05/81

Account	Name	Number	Amount
2LD	London Distillers	113	$ 415.22
	Discount		12.66
2GH	General Hardware	114	1247.50
	Discount		124.75
2DP	Donley Publishing	115	102.12
2LSO	Lone Star Oil	116	1451.16
	Discount		145.11
2ABC	American Bromide Corp.	117	204.43
2GH	General Hardware	118	1394.43
	Total of Cash Receipts		5097.38

Sales Returns for The Testing Company for 05/05/81

Account	Name	Number	Amount	SM #	TY #
2ABC	American Bromide Corp.	213	$ 21.20	10	2
2LSO	Lone Star Oil	214	88.55	11	3
2LD	London Distillers	215	121.22	4	8
	Total of Sales Returns		230.97		

Sales Returns by Type Sales

02	Replacement Parts	21.20
03	Hardware	88.55
08	Electrical	121.22

Sales Returns by Salesman

4	John Witherspoon	121.22
10	Sam Robertson	21.20
11	Leon Davis	88.55

6.1.4 A/R Menu - Option 16, Account # List

Account Number List, Option 16, provides a listing on the printer or on the CRT, of customer account names and their numbers to use as a reference while operating the Accounts Receivable program.

An example of the printout:

```
2ABC        American Bromide Corp
2DNC        Data National Corp
2DP         Donley Publishing
2GH         General Hardware
2JS         Jackson Steamroller
2LD         London Distillers
2LSO        Lone Star Oil

                 etc.
```

6.1.5 A/R Menu - Option 17, Accounts File

The Accounts File print option provides a summary of current and year-to-date activity and balances for each customer, as well as a breakdown by 30 days, 60 days, 90 days, interest charged, invoice totals, cash receipt totals, credit memo totals, sales return totals and date of last activity.

An example of the printout provided:

```
                              Company Name
                          Number, Street, etc.
                            City, State, ZIP
                             Print Customers
                                05/05/81

          Account                           Current          Y-T-D

2ABC                                    Cur  3075.11    Inv     6150.22
American Bromide Corp                   30d      .00    CR      3075.11
1200 Regents Building                   60d      .00    CM      3075.11
Austin, TX  78702                       90d      .00    SR          .00
512-775-5000       Int#1    Tax#1       Int      .00    Int         .00
Credit Limit      3500.00               BBL      .00    DLA    05/02/81


2JS                                     Cur  2761.46    Inv    22512.08
Jackson Steamroller                     30d      .00    CR     18830.55
103 W. Beaumont Drive                   60d      .00    CM       212.36
Bellaire, CA  94630                     90d      .00    SR          .00
213-444-1000       Int#3    Tax#2       Int    51.18    Int         .00
Credit Limit      7500.00               BBL  2215.36    DLA     4/10/81
```

6.1.6 A/R Menu - Option 18, Print Mailing Labels

Selecting this option will provide a printout, on continuous-form, self-adhesive mailing labels or on plain paper, of all customer names and addresses or of just one in particular.

An example of the printout:

```
American Bromide Corp
1200 Regents Building
Austin, Texas  75402
2ABC       514-477-3388

Donley Publishing
2700 Metropolis Building
Metropolis,  NY  11052
2DP        580-657-8822

General Hardware
123 Main Street
Sunset, Texas  77685
2GH        123-456-7890

Jackson Steamroller
103 W. Beaumont Drive
Bellaire,  CA  94630
2JS        213-444-1000

London Distillers
Number 4 Bellsey Street
London W24  ENGLAND
2LD        666-454-7780
```

6.1.7 A/R Menu - Option 19, Statements

When you are ready to bill a customer or all customers, select this option. The program is set up for printing on pre-printed NEBS statement forms. The customer name and your company name are visible through window envelopes.

An example of a printed statement:

```
     Your Company Name                        05/05/81
     Number, Street, etc.
     City, State,  ZIP                        2JS


     Jackson Steamroller
     103 West Beaumont Drive
     Bellaire, CA  94630
```

	Beginning Balance			16,150.92
04/22/81	Cash Receipt	#6606	-1,451.16	14,699.76
	Discount		-145.11	14,554.65
04/22/81	Invoice	#2202	2,104.75	16,659.40
04/23/81	Invoice	#2714	54.18	16,713.58
04/27/81	Invoice	#2883	1,025.17	17,738.75
04/28/81	Sales Return	# 255	-88.55	17,650.20
05/01/81	Interest Charge	#1054	104.22	17,754.42
	Ending Balance			17,754.42

Overdue, please make an immediate payment

6.1.8 A/R Menu - Option 20, Invoices Summary

Select this option to print a summary, either on the CRT or on the printer, of all currently recorded invoices.

An example of the printed summary:

Company Name
Number, Street, etc.
City, State, ZIP
Invoice Summary 05/05/81

Invoice #	Date	Acct#	Customer	Amount
1232	5/3/81	2MP	Molybdenum Processors	8,243.20
1233	5/3/81	2ABC	American Bromide Corp.	6,744.54
1234	5/4/81	2GH	General Hardware	2,112.90
1235	5/4/81	2JS	Jackson Steamroller	11,690.44
			Total	28,791.08

6.1.9 A/R Menu - Option 21, Invoices

This option provides a more detailed account of recorded invoices than the previous option, Invoices Summary. You may view this summary on the CRT screen or the computer will provide you a printout on the printer.

An example of the listing:

```
                         Company Name
                     Number, Street, etc.
                       City, State, ZIP
                        Invoice Listing
                           05/05/81

Invoice #/Qty   Date/Ty   Desc Acct#  Customer  Cust. P.O.#   S.M.#

 1232           5/3/81        2MP  Molybdenum Processors 1232      4

        1         1    Deluxe Dog House         295.00       295.00
        1         1    Hitachi Color TV         695.00       695.00
        1         1    Custom Saddle          2,995.00     2,995.00
       30         1    Brass Tacks                 .05         1.50
        1         7    Shipping/Handling        223.20       223.20

                                         Total             4,209.70
                             etc.
```

6.1.10 A/R Menu - Option 22, Cash Receipts

Selecting this option provides a listing, either on the CRT screen or on the printer, of all recorded cash receipts.

An example of the listing:

```
                         Company Name
                     Number, Street, etc.
                       City, State,  ZIP
                      Cash Receipts List
                           05/05/81

     CR#        Date/Description          Account            Amount

     944           5/3/81     2MP   Molybdenum Processors
                Cash Receipt                                 8,243.20
     945           5/3/81     2ABC  American Bromide Corp
                Cash Receipt                                 6,744.54
     946           5/4/81     2GH   General Hardware
                Cash Receipt                                 2,112.90
     947           5/4/81     2JS   Jackson Steamroller
                Cash Receipt                                11,690.44

                          Total Receipts                    28,791.08
                          Total Discount                       472.40
                          Total                             28,318.68
```

6.1.11 A/R Menu - Option 23, Credit Memos

Option 23, Credit Memo List, provides a summary, on the CRT or on the printer, of recorded credit memos.

An example of the listing:

```
                         Company Name
                     Number, Street, etc.
                       City, State,  ZIP
                       Credit Memo List
                           05/05/81

C/M#/Type# Date/Description      Account                SM#/Amount
 202          5/2/81        2JS  Jackson Steamroller     09
 Sa Ty - 7    Credit Memo                                204.70
 203          5/3/81        2CC  Coin Corner             04
 Sa Ty - 4    Credit Memo                                707.90

                               Total                      912.60
Salesman Totals
          09         Manuel Ortega                       204.70
          04         John Witherspoon                    707.90

Type Sale Totals
          04         Electrical Supplies                 707.90
          07         Dog Supplies                        204.70
```

6.1.12 A/R Menu - Option 24, Sales Returns

Selecting Option 24 will provide a listing, either on the CRT or on the printer, of all sales returns. Customer name and number, salesman totals, type sales and date of sales return are displayed.

```
                        Company Name
                    Number, Street, etc.
                      City, State,  ZIP
                      Sales Return List
                          05/05/81

S/R#/Type#    Date/Description    Account                  SM#/Amount

111              05/01/81      2RC Rockford Clinic              06
Sa Ty - 02       Trade-in                                  1216.16

112              05/02/81      2ABC American Bromide Corp       04
Sa Ty - 06       Replacement                                112.05

113              05/03/81      3NBC National Bongo Co.          05
Sa Ty - 12                                                  852.22

                        Total Sales Returns                2180.43

Salesman Totals
          04          Bernie Goldman                        112.05
          05          Wally Cleaver                         852.22
          06          Doyle Binkley                        1216.16

Type Sale Totals
          02          Replacement Parts                    1216.16
          06          Accessories                           112.05
          12          Fishing Equipment                     852.22
```

6.1.13 A/R Menu - Option 25, Interest Charges

Option 25 provides a listing of all interest charges recorded, to whom charged and customer number, amount, date and total interest charged.

An example of the list printed:

Company Name
Number, Street, etc.
City, State, ZIP
Interest Charged List
05/05/81

C/C#	Date/Description		Account	Amount
101	05/02/81 Interest Charge	2ABC	American Bromide Corp	22.12
102	05/02/81 Interest Charge	2GH	General Hardware	13.12
103	05/03/81 Interest Charge	3DNC	Data National Corp.	25.16
104	05/03/81 Interest Charge 04/81	2JS	Jackson Steamroller	41.14
105	05/03/81 Interest Charge 04/81	2LSO	Lone Star Oil Co.	104.22
106	05/04/81 Interest Charge	2LD	London Distillers	51.18
	Total Charged			256.94

6.1.14 A/R Menu - Option 26, Accounts Age

Provides a listing, either on the CRT or on the printer, of accounts with current, thirty-, sixty- or ninety-day balances or a total of all accounts receivable.

An example of the listing:

Company Name
Number, Street, etc.
City, State, ZIP
Accounts Age List
05/05/81

Acct #	Name	Current	30D	60D	90D	Int.	Total
2ABC	Amer. Bromide Co	261.05	312.00	.00	.00	17.00	261.05
					200.00 Credit limit		
2DP	Dawn Publications	.00	15464.00	.00	423.92	217.80	15927.92
					15,000.00 Credit Limit		
2GH	General Hardware	8180.00	.00	130.00	.00	9.30	8329.30
					5,000.00 Credit Limit		
Totals		8441.05	15776.00	.00	423.92	254.10	24368.97

6.1.15 A/R Menu - Option 27, Delinquent Accounts

This report has been condensed to fit within the margins of this manual.

```
                                    The Testing Company
                                     123 Anywere Drive
                                    Anywhere, USA  12345
                                          05/04/81
                                  Delinquent Accounts List

                                             Date & Amount
Acct # Name                   Phone #        Last Payment Cur 30 60 90 Day In

2JS  Jackson Steamroller    213-444-1000 <      total for each catagory

2ABC American Bromide Corp 514-477-2000 <      total for each catagory

JJA  John Jackson Assoc.    415-254-6656 <      total for each catagory
```

6.1.16 A/R Menu - Option 28, Accounts Activity

Option 28, Accounts Activity, produces a summary, either on the CRT screen or on the printer, of any current activity for each account. The account number and name are followed by the beginning and ending balances for that account. Itemized below the name and balances are dates, numbers and amounts of invoices, cash receipts, sales returns, credit memos and interest charges.

An example of the printed summary:

```
                         Company Name
                     Number, Street, etc.
                       City, State,  ZIP
                       Accounts Activity
                           05/05/81

Acct#      Name                 Beginning Balance   Ending Balance

2ABC       American Bromide Corp      .00                -218.06
 IV#  2044  05/02/81    4209.88   CR#  2128 05/03/81 4209.88
 CR#  2145  05/04/81     204.43   SR#   101 05/04/81   14.55
 SR#   113  05/05/81      21.20   CC#   914 05/05/81   22.12

2JS        Jackson Steamroller      16,150.92              14,053.79
 CR#  2032  04/26/81    2112.80   SR#  2040  05/02/81  88.55
 CC#   913  05/04/81     104.22

                              etc.
```

The CRT display will be slightly different.

6.1.17 A/R Menu - Option 29, Salesman Activity

Salesmen Activity, Option 29, will produce a listing of activity for each salesperson. Month-to-date and year-to-date sales totals for each salesman are displayed. Sales returns are itemized under the corresponding salesperson's name and are subtracted from that person's sales totals.

An example of the printed summary:

```
                          Company Name
                      Number, Street, etc.
                        City, State,  ZIP
                        Salesman Activity
                            05/05/81

Salesman       Name                  MTD                YTD
 #
1       Theodore Goldstein      17,102.44           74,320.18
  IV# 2106  17,102.44
  SR#  118      45.56              45.56             1289.25
  CM# 1085  17,102.44

2       Doyle Binckley          21,450.32           68,401.77
  IV# 2118  5/15/80 11,305.12  IV# 2132  5/18/80 10,145.20

3       John Witherspoon         9,488.66          106,775.25
  IV# 2112  5/19/80   9,488.66
```

7.1 File Creation Worksheet

The following formulas are for calculating the number of data storage blocks necessary for each of your data files. Use in each calculation the maximum number of customers, invoices, credit memos, etc. that you estimate you will need in the course of a month. It is a good idea to create each file a little larger than your calculation indicates.

When you have finished with the calculation for each file, find the total of all the files. The files NAME, ARSM and ARTY have values already assigned to them. The total number of blocks of all the files added together should not exceed the available disk space.

A double density 5-1/4" NorthStar disk, operating through MicroDoZ, has the equivalent of six-hundred ninety-two (692) 256 byte blocks for data storage. A double density 5-1/4" NorthStar disk operating through CP/M has the equivalent of about six-hundred sixty (660) 256 byte blocks for data storage. A typical single density 8" floppy disk has the equivalent of about nine-hundred seventy-five (975) 256 byte blocks of information storage space. A typical double density 8" floppy disk has about twice that.

	FILE NAME	BYTES/ RECORD	NUMBER RECORDS	OVERHEAD BYTES	ROUND UP TO	NEAREST WHOLE NUMBER	
customer files	ARCF	(197*(#customers)+18)/256 RU nearest whole # =					____
	ARCFK	(14*(#customers)+18)/256 RU nearest whole # =					____
invoice	ARINV	(50*(#invoices)+18)/256 RU nearest whole # =					____
cr. memos	ARCM	(62*(#credit memos)+18)/256 RU nearest whole # =					____
cash rec.	ARCR	(62*(#cash receipts)+18)/256 RU nearest whole # =					____
sales ret.	ARSR	(62*(#sales returns)+18)/256 RU nearest whole # =					____
int. chg.	ARCC	(62*(#interest chgs)+18)/256 RU nearest whole # =					____
co. name	NAME						2
salesmen	ARSM						10
type sale	ARTY						6
				Total Single Density Blocks Used			____

Calculations may be made to determine the amount of external memory expansion required, if any, for your operation. We suggest that as you create your data files that you write down the figures you try and when you are ready to create your data files that you record those numbers on the chart below for future reference.

File Name	Records	Blocks	Available Data Storage Blocks
NAME	2	2	
ARSM	27	10	
ARTY	41	16	
ARCF	_____	_____	
ARCFK	_____	_____	
ARINV	_____	_____	
ARCM	_____	_____	
ARCR	_____	_____	
ARSR	_____	_____	
ARCC	_____	_____	
Total	_____	_____	

7.2 Typical Daily Procedure Schedule

A typical schedule of procedures for the month would be:

Daily:

1. Enter invoices, cash receipts, credit memos, sales returns and interest charges for the day.

2. Print sales summary, salesmen summary and daily report.

3. Delete invoices, cash receipts, credit memos, sales returns and interest charges, as necessary.

4. Reprint sales summary, salesmen summary and daily report, if necessary.

5. Make a backup copy of data.

7.3 Typical End-of-month Procedure Schedule

At end of month:

1. Enter one cash receipt for cash sales account (if used).

2. Print statements.

3. List invoices, cash receipts, credit memos, sales returns and interest charges.

4. List accounts age and delinquent accounts.

5. If you want, list accounts activity and salesman activity.

6. **Copy Data Disk!**

7. Age accounts, clear files, post A/R summary to G/L, clear sales and salesmen MTD totals.

8. Delete obsolete accounts, as necessary.