

Accounting Manual

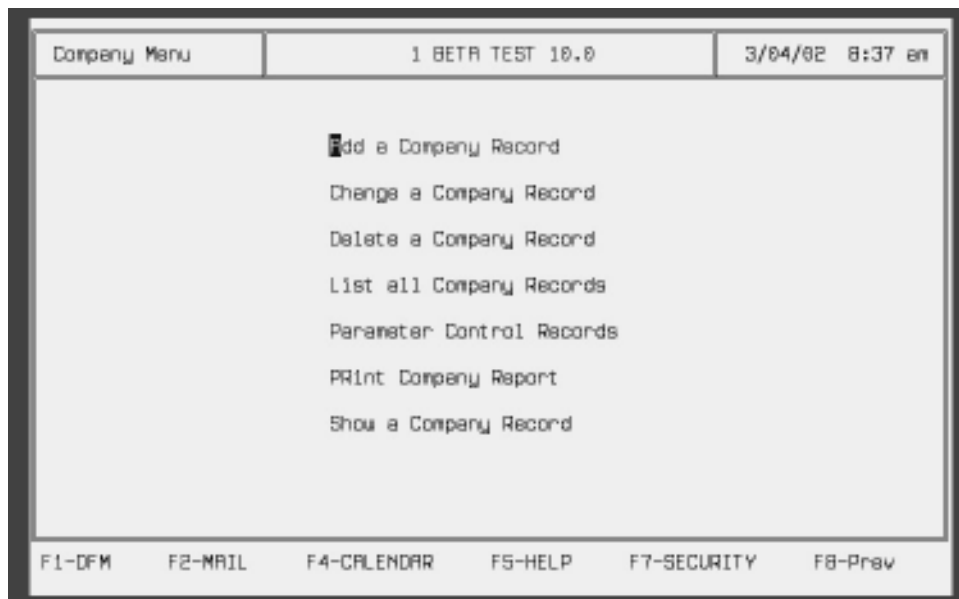
1.0 Getting Started

The following steps need to be set up prior to using this accounting package. (When you see capital letters within parenthesis this indicates the name of the module, so you can access them by hitting F10 and typing in the module name. This will be consistent throughout this documentation.)

- 1.1 Define the Company information (COMPANY). In this section setup the current fiscal year and the periods within that fiscal year.
- 1.2 Set up G/L Chart of Accounts (COA).
- 1.3 Set up G/L Default Parameters (GLDEF).
- 1.4 Set up the current operating dates that you want to begin working (DATES).
- 1.5 Enter in General Ledger Parameters (GLPARAMS).
- 1.6 Enter in Accounts Payable Parameters (APPARAMS).
- 1.7 Set up Bank Accounts for A/P checks (BANK).
- 1.8 Set up the Payment Terms for current vendors (TERMS).
- 1.9 Set up Ship Via codes (SHIPVIA).
- 1.10 Set up Vendors for Account Payable (VENDORS).
- 1.11 Set up G/L Source Codes for journal entries (GLCODES).
- 1.12 Set up security for all operators (CHGSECUR).
- 1.13 Set up security for financial reporting (EMPSEC).

1.1 Company Maintenance (COMPANY)

RSSS applications refer to a financial entity as a Company. This entity can be segregated into multiple subordinate entities referred to as profit centers (stores). It is necessary to have at least one company defined. This company must have at least one subordinate profit center in order to utilize the accounting software.



Adding a Company (ADDCOMP)

Add Company		1 BETA TEST 10.0		3/04/02 9:13 am	
Company: 200		PRD	START	END	
Site name: █		1	1/01/02	1/31/02	
Address: █		2	2/01/02	2/28/02	
		3	3/01/02	3/31/02	
		4	4/01/02	4/30/02	
		5	5/01/02	5/31/02	
		6	6/01/02	6/30/02	
Phone number: █		7	7/01/02	7/31/02	
Fax number: █		8	8/01/02	8/31/02	
FIN: █		9	9/01/02	9/30/02	
		10	10/01/02	10/31/02	
Current: █		11	11/01/02	11/30/02	
to █		12	12/01/02	12/31/02	
----- MODULES -----		13			
A/R -R: N	A/P: N	RTD: N	P/D: N	G/L: N	
SUM: N	T/R: N	STRIP: N	Z: N	S/R: Y	
F/M: Y	T/M: N	A/R -S: N	PAWN: N	UPS: N	
B/R: N	SERV: N	MOVIE: N	SALES: N	RTD: N	
COMMON: N	LOAN: N	D/E: N	H/R: N	:	N

You have to enter a company name

Company

The company number is used when referencing the company and selected by the user. It plays a critical role in the operation of the software. It is found embedded in all master records and transactions.

Site name

The name of the company that you are adding should be entered here, this will also be the display at the top of all menus.

Address

The address information found on the company control record is strictly for descriptive purposes. It should be entered in situations where there will be a large number of companies available for selection. The address may contain two lines for the street address. You have the option of entering a U. S. zip code with extension or an international zip code of up to ten characters. Don't worry about two companies with the same name, since all lookup windows allow the address to be optionally displayed to eliminate confusion.

Phone number/Fax number

The phone and fax numbers should be entered. If the numbers are not available at the time of creation, they may be added later utilizing the 'Change Company' option located in file maintenance.

FIN

Enter the company's FIN number.

Current

The current date range is entered for validation purposes in modules other than General Ledger and Accounts Payable. If the General Ledger and Accounts Payable modules are the only applicable modules, the information entered here does not matter, otherwise, the date range entered will be utilized by the other modules in determining the current operating range.

Modules

The module section tells what modules are turned on for this company.

PRD/START/END

The financial calendar is where your current fiscal year periods should be set up. These need to be accurate with NO overlapping dates. These periods are used in the calculations of yearend closes, as well as account analysis screen period summaries. It will also determine what dates you can use when running financial statements.

Changing a Company (CHGCOMP)

The information on a company may be updated at any time.

Change Company		1 BETA TEST 10.0		3/04/02 9:13 am			
Company: 1				PRD	START	END	
Site name: BETA TEST 10.0				1	1/01/02	1/31/02	
Address: 123 Any Street Rd				2	2/01/02	2/28/02	
Suite 200				3	3/01/02	3/31/02	
Anytown TX 12345				4	4/01/02	4/30/02	
Phone number: (012)345-6789				5	5/01/02	5/31/02	
Fax number: (123)456-7890				6	6/01/02	6/30/02	
FIN: 101010106				7	7/01/02	7/31/02	
Current: 2/01/02 to 2/28/02				8	8/01/02	8/31/02	
----- MODULES -----				9	9/01/02	9/30/02	
A/R -R: Y	A/P: Y	RTD: Y	P/D: Y	G/L: Y	10	10/01/02	10/31/02
SUM: Y	T/R: Y	STRIP: Y	Z: Y	S/R: Y	11	11/01/02	11/30/02
F/M: Y	T/M: Y	A/R -S: Y	PAWN: Y	UPS: Y	12	12/01/02	12/31/02
B/R: Y	SERV: Y	MOVIE: Y	SALES: Y	RTD: Y	13		
COMMON: Y	LOAN: Y	D/E: Y	H/R: Y	: Y			
Input the name for this company							

The company number may be entered or selected from a lookup window. Once the company record is displayed, you may update any of the necessary information. See 'Add a Company' for detailed description of each field.

Deleting a Company (DELCOMP)

When a company is no longer necessary it may be deleted. You should use caution when deleting companies since the system wide parameters are tied to the company. When selecting the company don't worry if two have the same name. The fold/unfold option allows you to reveal the complete address to assist in selecting the proper company.

Delete Company		1 BETA TEST 10.0		3/04/02 9:14 am			
Company: 101				PRD	START	END	
Site name: PUBLIC STORAGE				1	1/01/00	1/31/00	
Address: C/O PUBLIC STORAGE				2	2/01/00	2/29/00	
2630 E. DESERT INN ROAD				3	3/01/00	3/31/00	
LAS VEGAS, NV 89121				4	4/01/00	4/30/00	
Phone number: (702)458-0458				5	5/01/00	5/31/00	
Fax number: (702)458-5972				6	6/01/00	6/30/00	
FIN:				7	7/01/00	7/31/00	
Current: to				8	8/01/00	8/31/00	
----- MODULES -----				9	9/01/00	9/30/00	
A/R -R: N	A/P: N	RTD: N	P/D: N	G/L: N	10	10/01/00	10/31/00
SUM: N	T/R: N	STRIP: N	Z: N	S/R: Y	11	11/01/00	11/30/00
F/M: Y	T/M: N	A/R -S: N	PAWN: N	UPS: N	12	12/01/00	12/31/00
B/R: N	SERV: N	MOVIE: N	SALES: N	RTD: N	13		
COMMON: N	LOAN: N	D/E: N	H/R: N	: N			
Is this the company to be deleted? <input type="checkbox"/>							

After you have made your selection, you will be prompted to verify your choice before deleting the company.

Once the company has been deleted, the cursor will return to the company field allowing you to delete another company. Pressing **F8** will return you to the main menu.

If the company has a profit center on file, the company may not be deleted.

Delete Company		1 BETA TEST 10.0		3/04/02 9:15 am	
Company: 1		PRD	START	END	
Site name: BETA TEST 10.0		1	1/01/02	1/31/02	
Address: 123 Any Street Rd		2	2/01/02	2/28/02	
Suite 200		3	3/01/02	3/31/02	
Anytown TX 12345		4	4/01/02	4/30/02	
Phone number: (012)345-6789		5	5/01/02	5/31/02	
Fax number: (123)456-7890		6	6/01/02	6/30/02	
FIN: 101010106		7	7/01/02	7/31/02	
Current: 2/01/02 to 2/28/02		8	8/01/02	8/31/02	
----- MODULES -----		9	9/01/02	9/30/02	
A/R -R: Y	A/P: Y	RTD: Y	P/D: Y	G/L: Y	
SUM: Y	T/R: Y	STRIP: Y	Z: Y	S/R: Y	
F/M: Y	T/M: Y	A/R -S: Y	PRWN: Y	UPS: Y	
B/R: Y	SERV: Y	MOVIE: Y	SALES: Y	RTD: Y	
COMMON: Y	LOAN: Y	O/E: Y	H/R: Y	:	Y
Company number 1 cannot be deleted!					

Listing Company Records (LSTCOMP)

You may list all of the defined company records.

List Companies		1 BETA TEST 10.0		3/04/02 9:15 am	
COMPANY	NAME	CURRENT PERIOD			
1	BETA TEST 10.0	2/01/02- 2/28/02			
30	REINHARDT'S NEW IMAGE CARPET	-			
101	PUBLIC STORAGE	-			
224		32/32/32-32/32/32			
F1-Next Page F2-Prev Page F10-Exit					

The listing appears in ascending company number order. It displays the company name as well as the current operating period for each.

Printing a Company Report (PRTCOMP)

The parameters of all companies within the database may be printed.

The screenshot shows a terminal window titled "Print Company". The header bar contains "1 BETA TEST 10.0" and the date/time "3/04/02 9:15 am". The main area displays "Sort Option: Name", "Printer ID: LP01", and "Control? No". A callout box in the bottom right corner says "Press F9 when finished entering all parameters". The bottom status bar prompts "Input the sort option: (C)ompany Number or (N)ame".

Sort Option

Two sort options are available for the company report. You may sort the report by the Company Number or Name.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the company report.

Date: 3/14/02

Company Report

Page: 1

Phone:
Fax:CURRENT PERIOD
-

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
4/01/99	5/01/99	6/01/99	7/01/99	8/01/99	9/01/99	10/01/99	11/01/99	12/01/99	1/01/00	2/01/99	3/01/99	
4/30/99	5/31/99	6/30/99	7/31/99	8/31/99	9/30/99	10/31/99	11/30/99	12/31/99	1/31/00	2/29/00	3/31/99	

224

Phone:
Fax:CURRENT PERIOD
32/32/32-32/32/32

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32
32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32	32/32/32

1 BETA TEST 10.0
123 Any Street Rd
Suite 200
Anytown TX 12345

Phone: (012)345-6789
Fax: (123)456-7890CURRENT PERIOD
2/01/02- 2/28/02

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
1/01/02	2/01/02	3/01/02	4/01/02	5/01/02	6/01/02	7/01/02	8/01/02	9/01/02	10/01/02	11/01/02	12/01/02	
1/31/02	2/28/02	3/31/02	4/30/02	5/31/02	6/30/02	7/31/02	8/31/02	9/30/02	10/31/02	11/30/02	12/31/02	

101 PUBLIC STORAGE
C/O PUBLIC STORAGE
2830 E. DESERT INN ROAD
LAS VEGAS, NV 89121

Phone: (702)458-0458
Fax: (702)458-5972CURRENT PERIOD
-

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
1/01/00	2/01/00	3/01/00	4/01/00	5/01/00	6/01/00	7/01/00	8/01/00	9/01/00	10/01/00	11/01/00	12/01/00	
1/31/00	2/29/00	3/31/00	4/30/00	5/31/00	6/30/00	7/31/00	8/31/00	9/30/00	10/31/00	11/30/00	12/31/00	

30 REINHARDT'S NEW IMAGE CARPET
ATTN: LORRAINE HANSBERRY
11 NORTH 3RD. STREET
OXFORD, PA 19363

Phone: (610)998-9988
Fax:CURRENT PERIOD
-

PRD 1	PRD 2	PRD 3	PRD 4	PRD 5	PRD 6	PRD 7	PRD 8	PRD 9	PRD 10	PRD 11	PRD 12	PRD 13
1/01/99	2/01/99	3/01/99	4/01/99	5/01/99	6/01/99	7/01/99	8/01/99	9/01/99	10/01/99	11/01/99	12/01/99	
1/31/99	2/28/99	3/31/99	4/30/99	5/31/99	6/30/99	7/31/99	8/31/99	9/30/99	10/31/99	11/30/99	12/31/99	

Show a Company (SHOCOMP)

You may view the parameters associated with a particular company by using the show option.

Show Company		1 BETA TEST 10.0		3/04/02 9:15 am		
Company: 1				PRD	START	END
Site name: BETA TEST 10.0				1	1/01/02	1/31/02
Address: 123 Any Street Rd				2	2/01/02	2/28/02
Suite 200				3	3/01/02	3/31/02
Anytown TX 12345				4	4/01/02	4/30/02
Phone number: (012)345-6789				5	5/01/02	5/31/02
Fax number: (123)456-7890				6	6/01/02	6/30/02
FIN: 101010106				7	7/01/02	7/31/02
Current: 2/01/02 to 2/28/02				8	8/01/02	8/31/02
----- MODULES -----				9	9/01/02	9/30/02
A/R -R: Y	A/P: Y	RTD: Y	P/D: Y	G/L: Y	10	10/01/02 10/31/02
SUM: Y	T/R: Y	STRIP: Y	Z: Y	S/R: Y	11	11/01/02 11/30/02
F/M: Y	T/M: Y	A/R -S: Y	PRMN: Y	UPS: Y	12	12/01/02 12/31/02
B/R: Y	SERV: Y	MOVIE: Y	SALES: Y	RTD: Y	13	
COMMON: Y	LDN: Y	D/E: Y	H/R: Y	:		
Input the number for the company						

When viewing a particular company, you have no editing functions.

Pressing the **F8** key will return you to the menu.

1.2 Account Maintenance (COA)

All transactions in the General Ledger software revolve around the Chart of Accounts. Other modules, such as Accounts Payable, also require that the Chart of Accounts be entered.

Chart of Accts		1 BETA TEST 10.0		3/04/02 9:44 am	
Add a G/L Account					
Change a G/L Account					
Delete a G/L Account					
List all G/L Accounts					
Print Chart of Accounts					
Reproduce a G/L Account					
Show a G/L Account					
F1-DFM F2-MAIL F4-CALENDAR F5-HELP F7-SECURITY F8-Prev					

Some effort should be expended in determining a meaningful pattern to the account numbers being used. One approach is to group certain types of accounts together by starting each group with a different number. See the example below.

Account Numbers

1000-1999
2000-2999
3000-3999
4000-4999
5000-5999
6000-9999

Description

Assets
Liabilities
Capital/Earnings
Revenues
Cost of Goods
All other expenses

Regardless of the account numbering approach utilized, you must enter each account that appears on your Chart of Account. Don't feel that you have to remember the account numbers. Every time that you are prompted for an account number, you can optionally enter a few characters of the account name. Therefore, you should keep this in mind when you decide on the format for the account names. The first characters of the account name will decide the order in which the records are presented in the lookup window. You might consider formatting your account names with this in mind. A little planning at this point in time could yield tremendous benefit over the course of actually using the software.

Adding a General Ledger Account (ADDACCT)

Each account must be defined using up to eight digit account numbers and a thirty character account name.

Add G/L Account: 1 *** ART'S, INC. *** 10/22/03 9:46 am

Account: 1001

Description:

Account Type:

Balance:

Status:

1099 Field:

Bank Interface:

Bank Number:

Enter the description for this account

Account

The account number is a numeric field of up to eight digits. The account numbers should follow your predefined numbering scheme.

Account Description

The account description is used to name the account. Remember all account names appear alphabetically in the lookup windows.

Account Type

The account type must be selected from the following list:

Account Types

Asset
Liability
Capital/Earnings
Revenue
Expense

Financial Statement Affected

Balance Sheet
Balance Sheet
Balance Sheet
Income Statement
Income Statement

Balance

The normal balance for the account must be entered. Will this account carry a Credit balance or a Debit balance?

Status

The status of the account may be set to Inactive or Active. An account marked as inactive will show in all reports but no transactions may be made against this account.

1099 Field

Enter the field number on the 1099 form that you want this account to print. In order to use the 1099 program you must fill in this field to the appropriate box number on the 1099 and set the 1099 flag on the individual vendors to a 'Y'.

Bank Interface

Enter (Y)es to create bank transactions for this account. This will activate special programming to the Bank Reconciliation program used in the Journal Entry (GLJE) and Summary and Bank Reconciliation Interface (SUMGLINT).

Bank Number

Enter the corresponding bank number or a few characters of the bank name. To learn how to setup the bank go to the Bank documents found in this manual.

Change a General Ledger Account (CHGACCT)

You may make a change to a G/L account number by using this program.

The screenshot shows a window titled "Change G/L Acct". The window has a header bar with three sections: "Change G/L Acct", "1 *** ART'S, INC. ***", and "10/22/03 9:55 am". The main area displays the following information:

- Account: 1000
- Description: Bank of America
- Account Type: Asset
- Balance: Debit
- Status: Active
- 1099 Field:
- Bank Interface: Yes
- Bank Number: 1 BANK OF AMERICA

At the bottom of the window, there is a text prompt: "Enter the description for this account".

You must enter the G/L account number to be changed. If you do not know the account number, enter a few characters of the name to select from a lookup window. The listing will begin at the letter you specify or default to the beginning of the list if left blank. You may scroll through the listing by using **F1** to go forward and **F2** to go back.

Once the account number is selected, the current information will be retrieved and displayed. You may now make your changes.

When you have made all the changes, the cursor will be placed at the account field so that you may continue the change process. Pressing **F8** will return you to the menu.

Deleting a General Ledger Account (DELACCT)

When an account is no longer needed you may delete it from your chart of accounts. The account number may be entered exactly or selected from the lookup window.

Delete G/L Acct	1 *** ART'S, INC. ***	10/22/03 10:01 am
Account: 1001		
Description: My Bank		
Account Type: Asset		
Balance: Debit		
Status: Active		
1099 Field:		
Bank Interface: Yes		
Bank Number: 2 BANK OF AMERICA		
Is this the account to be deleted? N		

Only accounts with no transactions on file are eligible for deletion. The above error message will be displayed if transactions exist for the account number entered.

Delete G/L Acct	1 *** ART'S, INC. ***	10/22/03 9:59 am
Account: 1000		
Description: Bank of America		
Account Type: Asset		
Balance: Debit		
Status: Active		
1099 Field:		
Bank Interface: Yes		
Bank Number: 1 BANK OF AMERICA		
Posted transactions exist in detail file!		

Once you have selected the account to be deleted, you will be prompted to verify your selection before the account is actually deleted.

Listing General Ledger Accounts (LSTACCT)

You may list all defined general ledger accounts.

List G/L Accts	1 *** ART'S, INC. ***	10/22/03 10:04 am
Account Number:		
ACCOUNT DESCRIPTION	BALANCE ACCT TYPE	1099 BNK ST
1000 Bank of America	Debit Asset	Y A
1002 BofA Personal	Debit Asset	N A
1010 SUNTRUST OPERATING ACCT	Debit Asset	Y A
1011 SUNTRUST INVESTMENT ACCT	Debit Asset	N A
1020 Cash In Drawer	Debit Asset	N A
1025 Petty Cash	Debit Asset	N A
1100 A/R RETAIL	Debit Asset	N A
1110 Accounts Receivable - RTG	Debit Asset	N A
1115 Employee Advances	Debit Asset	N A
1150 DUE TO/FROM AFFILIATE	Debit Asset	N A
1160 DUE TO/FROM INV. TRANSFER	Debit Asset	N I
1200 CONSTRUCTION-IN-PROGRESS	Debit Asset	3 N A
1220 PREPAID INSURANCE	Debit Asset	N A
1225 PREPAID OTHER-(RENT/MISC)	Debit Asset	N A
1300 INVENTORY ON RENTAL	Debit Asset	N A
F1-Next Page	F2-Prev Page	F10-Exit

You may select the beginning point of the list by entering an account number. If no number is entered the list will default to the beginning. The account number, description, balance, account type and status will be displayed.

You may browse through the list by using the **F1** page forward and **F2** to page back. Pressing **F8** will return you to the menu.

Printing the General Ledger Accounts (PRTACCT)

You may print a listing of all the accounts that you have defined.

Print G/L Accts	1 BETA TEST 10.0	3/04/02 9:48 am
Sort By: A		
Statement:		
Acct Type:		
Balance:		
Printer: LP01		
Control? No		
Press F9 when finished entering all parameters		
Enter the sort: (A)ccount Number or (N)ame		

Sort by

Two sort options are available. You may either sort the listing by Account Number or by Account Name.

Statement

The general ledger appears on two financial statements, the Balance Sheet and the Income Statement. You may print the account listing by Balance Sheet, Income Statement, or All to include both.

Acct Type

The account type may be one of the following: Asset, Liability, Capital/Earnings, Revenue or Expense. Leaving this field blank will print all account types.

Balance

A normal account balance may be either Debit or Credit. Select one type or leave the field balance to print both account balance types.

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 10/22/03 G/L Chart of Accounts Page: 1
 Company: I *** ART'S, INC. ***
 Sort by number All Statements All Accounts All Balances

ACCOUNT	DESCRIPTION	BALANCE	TYPE	1099	BNK/#	ST
1000	Bank of America	Debit	Asset	Y	1	A
1002	BofA Personal	Debit	Asset	N		A
1010	SUNTRUST OPERATING ACCT	Debit	Asset	Y	3	A
1011	SUNTRUST INVESTMENT ACCT	Debit	Asset	N		A
1020	Cash In Drawer	Debit	Asset	N		A
1025	Petty Cash	Debit	Asset	N		A
1100	R/R RETAIL	Debit	Asset	N		A
1110	Accounts Receivable - RTO	Debit	Asset	N		A
1115	Employee Advances	Debit	Asset	N		A
1150	DUE TO/FROM AFFILIATE	Debit	Asset	N		A
1160	DUE TO/FROM INV. TRANSFER	Debit	Asset	N		I
1200	CONSTRUCTION-IN-PROGRESS	Debit	Asset	3	N	A
1220	PREPAID INSURANCE	Debit	Asset	N		A
1225	PREPAID OTHER-(RENT/MISC)	Debit	Asset	N		A
1300	INVENTORY ON RENTAL	Debit	Asset	N		A
1301	ACCURED RENTAL UNITS	Debit	Asset	N		A
1302	PENDING CR - INV REC'D	Debit	Asset	N		A
1303	CR ISSUED - INV REC'D	Credit	Asset	N		I
1304	PENDING CR MERCH REC IN ERROR	Debit	Asset	N		I
1305	ISSUED CR MERCH REC IN ERROR	Credit	Asset	N		I
1310	IDLE INVENTORY-OFF RENT & NEW	Debit	Asset	N		A
1320	IDLE INVENTORY - DEMO	Debit	Asset	N		A
1350	ACCUM DEPREC. - RENTAL UNITS	Credit	Asset	N		A
1351	ACCUM DEPREC - IDLE INVENTORY	Credit	Asset	N		A
1360	RESERVE - INVENTORY WRITEDOFFS	Credit	Asset	N		A
1410	FURNITURE & FIXTURES	Debit	Asset	3	N	A
1415	OFFICE/SHOP EQUIPMENT	Debit	Asset	N		A
1420	COMPUTER/PC EQUIPMENT	Debit	Asset	3	N	A
1425	LEASEHOLD IMPROVEMENTS	Debit	Asset	3	N	A
1430	VEHICLES	Debit	Asset	N		A
1435	SIGNS	Debit	Asset	N		A
1450	ACCUMULATED DEPRECIATION	Credit	Asset	N		A
1540	ORGANIZATION COSTS	Debit	Asset	N		A
1550	ACCUM AMORT - L/H IMPROV	Credit	Asset	N		A
1600	DEPOSITS	Credit	Asset	1	N	A
2100	ACCOUNTS PAYABLE	Credit	Liability	N		A
2101	INVENTORY TRANS/ R/P- INACTIVE	Credit	Liability	N		A
2110	ACCURED INVENTORY PURCHASES	Credit	Liability	N		A
2220	ACCURED PAYROLL	Credit	Liability	N		A
2221	Accrued Benefits	Credit	Liability	N		A
2230	CUSTOMER DEPOSIT LIABILITY	Credit	Liability	N		A
2240	ACCURED OTHER	Credit	Liability	N		A
2241	CC LIAB - STAPLS/OFFC DEP (3)	Credit	Liability	N		A
2242	CC LIAB BofA VISA GARY/BETTY	Credit	Liability	N		A
2243	CC LIAB - AMEX - EP	Credit	Liability	N		A
2244	CC LIAB - CAP ONE VISA - AMERI	Credit	Liability	N		A
2245	CC LIAB - ADVANTA - RAW	Credit	Liability	N		A
2246	CC LIAB - CAP ONE VISA - EP	Credit	Liability	N		A
2247	CC LIAB LOWE'S/HOME DEP - EP	Credit	Liability	N		A

Reproduce a General Ledger Account (CPYACCT)

In addition to the normal file maintenance options, you can reproduce (copy) a chart of accounts from one company to another company. This option is very helpful if you have multiple companies with similar accounts.

Copy G/L Accts	1 BETA TEST 10.0	3/04/02 9:49 am
From Company: 1		
To Company: 0		
Press F9 when finished entering all parameters		
Enter the company from which accounts are to be copied		

From Company/To Company

Enter the company number you wish to copy the chart of accounts from and the company number to copy the chart of account to. The destination company must exist prior to copying the chart of account to it. Both company numbers may be selected from a lookup window.

Only companies with no accounts on file are eligible for this function. You will not be allowed to reproduce a chart of accounts for a company that has accounts already set up.

Showing a General Ledger Account (SHOACCT)

You may view the setting of a particular account by selecting the show option.

Show G/L Acct	1 *** ART'S, INC. ***	10/22/03 10:08 am
Account: 1000		
Description: Bank of America		
Account Type: Asset		
Balance: Debit		
Status: Active		
1099 Field:		
Bank Interface: Yes		
Bank Number: 1 BANK OF AMERICA		
Enter the account number or a few characters of the description		

Once the account number has been entered, all information will be displayed. While viewing the general ledger account, you do not have any editing functions.

1.3 General Ledger Defaults (GLDEF)

Certain default company parameters must be set to provide a successful interface to General Ledger from Accounts Payable. These company maintenance parameters are found in the file maintenance or on the Parameters menu (PARAMS).

The screenshot shows a terminal window titled "G/L Default Setup". The header bar contains "1 BETA TEST 10.0" and the date/time "3/04/02 10:05 am". The main area displays the following data for "Main Location: 99":

Accounts Payable:	3000
Discounts:	5019
Accounts Receivable:	
Discounts:	
Cost of Goods Sold:	7001
Inventory:	1040
Sales:	5007
Freight In:	8131

A box in the bottom right corner says "Press F9 when finished entering all parameters". At the very bottom, a line of text reads "Input the main location to be updated by system-generated entries".

Store

The store is the profit center to be used for system-generated entries, normally your home office location.

Accounts Payable

Enter the Accounts Payable account number.

Discounts

Enter the Discounts Earned account number. This will automatically post your vendor discounts, off invoice amounts, to this assigned account number.

The rest of this screen is no longer used within the RSSS accounting system, so you can **F9** to update the current settings.

1.4 Set Operating Dates (DATES)

The set operating dates program tells the system what periods you are working in. This is where the system goes to validate the General Ledger date that you have entered. If it falls outside of these dates you will receive a message and will not be allowed to continue your transaction until the dates have been updated.

Set Dates	1 BETA TEST 10.0	3/04/02 10:07 am
<p>-- General Ledger Dates -- The General Ledger dates are for the period in which you are still doing Journal Entries. This is normally one month behind the date range used everywhere else!</p> <p>Starting date: 1/01/02 Ending date: 2/28/02</p>		
<p>-- Everywhere Else Dates -- Everywhere else includes the validation for Accounts Payable, Inventory Management and Purchasing/Receiving. This is normally at one month ahead of the General Ledger period.</p> <p>Starting date: 2/01/02 Ending date: 2/28/02</p>		
<div>Press F9 when finished entering all parameters</div>		
Input the starting date for the current G/L period		

General Ledger Dates

Enter the beginning and ending dates that you are currently working in the General Ledger. It is strongly suggested that once Financial Statements and Trial Balance reports have been printed and finalized that you go into this program and update your beginning date to be the new month. In essence, this is closing your month in the General Ledger. You can open the months back up just by putting the beginning dates back to the month you need to make changes.

*Updating the 'beginning date' to the next month will also trigger any reversing entries that were posted in the prior month to post into the new month. See documentation on Reversing Entries.

Everywhere Else Dates

Enter the beginning and ending dates that you are currently working in the Accounts Payable. It is strongly suggested that once you have interfaced the Accounts Payable to the General Ledger that you go into this program and update your beginning date to be the new month. In essence, this is closing your month in the Accounts Payable. You can open the months back up just by putting the beginning dates back to the month you need to make changes.

1.5 General Ledger Parameters (GLPARAMS)

G/L Parameters	1 BETA TEST 10.0	3/04/02 10:09 am
Starting date: 12/01/01 Ending date: 2/28/02 Edit character: < Def Location:		
Press F9 when finished entering all parameters		
Input the starting date for the current G/L period		

Starting date/Ending date

This date is the same as the G/L Dates in 'Set Operating Dates', if you have already setup your dates there, these should already be correct.

Edit character

The edit character to be used on financial statements may be specified as either a '(' or '<'. The defined character combination will be used on the statement layouts.

After entering all parameters, press **F9**.

1.6 Accounts Payable Parameters (APPARAMS)

R/P Parameters	1 BETA TEST 10.0	3/04/02 10:12 am
Include Date: <input checked="" type="checkbox"/> Check Form: T Pay After Disc Date: Y Reset Expense Date: Y		
Press F9 when finished entering all parameters		
Input (Y)es to use the invoice date to determine duplicates		

Include Date

When entering invoices in Accounts Payable, if you want the system to warn you of a duplicate invoice based off of the invoice AND invoice date you will put a 'Y' here. If you want the system to warn you based off of the invoice only put an 'N' here.

Check Form

Enter which check form you plan to use with our software.

Pay After Disc Date

Input yes to pay invoices after the discount date for checks.

Reset Expense Date

Input yes to changing the expense date to today's date when changing an invoice in 'Change Vendor Invoice'. Otherwise, the expense date will stay as it was originally.

1.7 Bank Maintenance (BANK)

The Accounts Payable module requires at least one bank account to be created.

Bank Menu	1 BETA TEST 10.0	3/04/02 10:14 am
<p>Add a new Bank</p> <p>Change a Bank</p> <p>Delete a Bank</p> <p>List all Banks</p> <p>Print Bank Report</p> <p>Show a Bank</p>		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-HELP	F7-SECURITY	F8-Prav

Adding a Bank (ADDBANK)

You must set up at least one bank account. Support is provided for up to 9,999 banks per company.

Add Bank	1 BETA TEST 10.0	3/04/02 10:14 am
Bank: 11		
Bank name:		
Address:		
Phone number:		
Fax number:		
Next check: 0		
G/L Account:		
Location: 0		
Acct Balance:		
Acct Number:		
Input the name for this bank		

Bank

You must assign a number for each bank account that will be used by the software. You will access the bank by either this number or by a lookup window.

Bank Name

Enter the name of the bank.

Address

Enter the address of the bank.

Phone number/FAX number

Enter the phone and fax number of the bank.

Next Check

The next check can be entered in on the initial setup of the bank, but it is automatically updated based off of check runs.

G/L Account

Enter the General Ledger account number that correlates with this bank account. It must be a valid account number. It is used by the software to determine the account number to be updated by system-generated journal entries when doing the interface.

Store

Enter the store/profit center to which you want the system-generated entries to update.

Acct Balance

Enter the current balance of this account. This is relevant if using the bank reconciliation program.

Changing a Bank (CHGBANK)

The information pertaining to a bank may be updated at any time.

Change Bank	1 BETA TEST 10.0	3/04/02 10:14 am
Bank: 1		
Bank name: TEXAS STATE BANK		
Address:		
Phone number:		
Fax number:		
Next check: 45174		
G/L Account: 1000 CASH CHECKING - HOME OFFICE		
Location: 99		
Acct Balance: 1000000.00		
Acct Number: 123456789000		
Input the bank number or a few characters of the name		

The bank number may be entered exactly or selected from a lookup window. Once the information is displayed you may change any of the fields.

Deleting a Bank (DELBank)

When a bank is no longer needed, it may be removed using the delete option.

Delete Bank	1 BETA TEST 10.0	3/04/02 10:15 am
Bank: 10		
Bank name:		
Address:		
Phone number:		
Fax number:		
Next check: 0		
G/L Account: 2021		
Location: 99		
Acct Balance:		
Acct Number: 322350018592		
Is this the bank to be deleted? N		

When selecting the bank from a lookup window, if two banks have the same name the fold/unfold option will reveal the entire address making your selection easier.

Once you have selected the bank, you will be prompted to verify your selection before deleting the bank. After deletion, the cursor will return to the bank field allowing you to delete another bank.

You may not delete a bank account that has checks associated with it.

Delete Bank	1 BETA TEST 10.0	3/04/02 10:15 am
-------------	------------------	------------------

Bank: 1

Bank name: TEXAS STATE BANK
Address:

Phone number:
Fax number:

Next check: 45174

G/L Account: 1000
Location: 99
Acct Balance: 1000000.00
Acct Number: 123456789000

This bank account is used on checks on file!

Pressing **F8** will return you to the menu.

Listing Banks

You may list all of the banks that have been defined.

List Banks	1 BETA TEST 10.0	3/04/02 10:15 am
------------	------------------	------------------

BANK	NAME	NEXT CHECK	G/L ACCT
1	TEXAS STATE BANK	45174	1000
10		0	2021

F1-Next Page	F2-Prev Page	F10-Exit
--------------	--------------	----------

If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

Printing a Bank Report (PRTBANK)

You may print a listing of the banks and their corresponding information.

Print Bank Rpt	1 BETA TEST 10.0	3/04/02 10:15 am
----------------	------------------	------------------

Sort Option: **N**ame

Printer ID: LP01
Control? No

Press F9 when finished
entering all parameters

Input the sort option: (B)ank Number or (N)ame

Sort Option

Enter your preferred sort option, Bank Name or Bank Number.

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02		Bank Report		Page: 1	
BANK	NAME	NEXT CHECK	LAST CHECK	ACCOUNT	
10		0	0	2021	
	Ph:	Fax:			
1	TEXAS STATE BANK	45103	45102	1000	
	Ph:	Fax:			

Show a Bank

You may view the information about a particular bank by using the show option. The bank may be entered or selected from a lookup window.

Shou Bank	1 BETA TEST 10.0	3/04/02 10:15 am
Bank: 1		
Bank name: TEXAS STATE BANK		
Address:		
Phone number:		
Fax number:		
Next check: 45174		
G/L Account: 1000		
Location: 99		
Acct Balance: 1000000.00		
Acct Number: 123456789000		
Input the bank number or a few characters of the name		

If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back. The complete address information may be revealed using the **F5** key to ensure the correct selection.

When using the show option, you may only look at the information. You do not have any editing functions.

1.8 Terms Code Maintenance (TERMS)

Payment terms codes eliminate the need to continuously enter archaic numbers in order to determine when the payment is due. They are used in most of the modules. They allow you to establish your basic terms one time and eliminate confusion at data entry time.

Terms Code Menu	1 BETA TEST 10.0	3/04/02 10:25 am
Add a Terms Code		
Change a Terms Code		
Delete a Terms Code		
List all Terms Codes		
Print Terms Report		
Show a Terms Code		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-HELP	F7-SECURITY	F8-Prav

Add a Terms Code (ADDTERMS)

There are two areas of importance within each terms code that you must define. The first area deals with when the payment is considered due (e.g. 'Net 30 days'). The second area offers a discount for payments received within a certain time frame.

The screenshot shows a window titled 'Add Terms Code'. The title bar contains the text '1 BETA TEST 10.0' and '3/04/02 10:27 am'. The main area of the window contains the following fields:

- Terms:
- Due Month:
- Due Day:
- Discount Percent:
- Discount Month:
- Discount Day:

At the bottom of the window, there is a text prompt: 'Input the brief description that identifies this source'.

Terms

The terms code itself is a thirty character alphanumeric field. You should enter something that is very explicative of the nature of the payment terms. Remember that a lookup window will always be provided with the sequence being the terms code itself.

Due Month

The due month is the number of months from the invoice date that payment is considered due. Nothing should be entered if the payment terms revolve solely around a number of days. Whatever is entered in this field will be added to the invoice month when calculating the due date. For example, if you have a vendor that you pay all invoices on the 10th of the following month, you would enter a '1' in the 'Due Month' and '10' in the 'Due Day'.

Due Day

The due day is the number of days from the invoice date that payment is considered due. If this field is zero and the months field is zero the terms are effectively 'COD'. The example display shows the settings for a 'Net 30 days' situation.

Discount Percent

The discount percent is what will be allowed if payment is received within the time frame described by the discount months and days.

Discount Month

The discount month is the number of months from the invoice date that the discount will be allowed. Nothing should be entered if the discount terms revolve solely around a number of days. Whatever is entered in this field will be added to the invoice month when calculating the discount date.

Discount Day

The discount day is the number of days from the invoice date that the discount will be allowed. If a discount percent is not entered, the discount months and days are irrelevant.

Change a Terms Code (CHGTERMS)

You may update a terms code using the change function.

Change Terms	1 BETA TEST 10.0	3/04/02 10:27 am
Terms: 130		
Due Month: 0		
Due Day: 30		
Discount Percent: 0.00		
Discount Month: 0		
Discount Day: 0		
Input the brief description that identifies this source		

The terms code may be entered or selected from a lookup window. Once the code has been selected, all information pertaining to that code will be displayed.

You may change any or all of the fields for the code. After making your changes the cursor will return to the terms field allowing you to select another code to be changed. To return to the menu press **F8**.

Delete a Terms Code (DELTERMS)

Terms codes may be removed using the delete function when they are no longer being used.

Delete Terms	1 BETA TEST 10.0	3/04/02 10:27 am
Terms: N30		
Due Month: 0		
Due Day: 30		
Discount Percent: 0.00		
Discount Month: 0		
Discount Day: 0		
Is this the terms code to be deleted? N		

You may enter the code or make your selection from a lookup window. Once the code has been selected, you will be prompted to verify your selection. After deleting the code, the cursor will be positioned at terms field. This allows you to select another code to be deleted. You may return to the menu by press **F8**.

List Terms Codes (LSTTERMS)

You may view all defined terms codes on the screen by selecting the list function.

List Terms Code	1 BETA TEST 10.0				3/04/02 10:28 am			
DESCRIPTION	MON DAY		DISC %	MON DAY				
2/15,N30	0	0	0.00	0	0			
2/30,N31	0	0	0.00	0	0			
3/25,2/45,N60	0	0	0.00	0	0			
3/45,N90	0	0	0.00	0	0			
30	0	30	0.00	0	0			
5/30,N31	0	0	0.00	0	0			
C00	0	0	0.00	0	0			
E01	1	1	0.00	0	0			
N10/20	0	0	0.00	0	0			
N15	0	15	0.00	0	0			
N20	0	20	0.00	0	0			
N21	0	21	0.00	0	0			
N25	0	0	0.00	0	0			
N31	0	0	0.00	0	0			
N45	0	0	0.00	0	0			
N60	0	60	0.00	0	0			
N7	0	0	0.00	0	0			
F1-Next Page			F2-Prev Page			F10-Exit		

The list displays all parameters pertaining to each code. If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

Print Terms Report (PRTTERMS)

An option is provided for printing a detailed Terms Code Report.

Terms Report	1 BETA TEST 10.0	3/04/02 10:28 am
Printer ID: P01 Control? No		
<div>Press F9 when finished entering all parameters</div>		
Input the printer ID on which to print the report		

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the terms code report.

Date: 3/14/02	Payment Terms Report	Page: 1			

TERMS DESCRIPTION	MON	DAY	DISC	MON	DAY
2/15,N30	0	0	0.00	0	0
2/30,N31	0	0	0.00	0	0
3/25,2/45,N60	0	0	0.00	0	0
3/45,N90	0	0	0.00	0	0
30	0	30	0.00	0	0
5/30,N31	0	0	0.00	0	0
COO	0	0	0.00	0	0
E01	1	1	0.00	0	0
N10/20	0	0	0.00	0	0
N15	0	15	0.00	0	0
N20	0	20	0.00	0	0
N21	0	21	0.00	0	0
N25	0	0	0.00	0	0
N31	0	0	0.00	0	0
N45	0	0	0.00	0	0
N60	0	60	0.00	0	0
N7	0	0	0.00	0	0

Show a Terms Code (SHOTERMS)

You may view an individual terms code by using the show function.

Show Terms Code

1 BETA TEST 10.0

3/04/02 10:28 am

Terms: 20

Due Month: 0

Due Day: 20

Discount Percent: 0.00

Discount Month: 0

Discount Day: 0

Input the brief description for the terms code that you want

The code may be entered exactly or selected from a lookup window. If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

You may only view the code. You do not have any editing functions available from the show function. You may return to the menu by pressing **F8**.

1.9 Ship Via Maintenance (SHIPVIA)

Shipment methods are predefined in order to provide a means of analyzing the different shipment methods. As many 'ship via' codes can be assigned as required.

The screenshot shows a terminal window titled "Ship Via Menu". The header bar contains three fields: "Ship Via Menu", "1 BETA TEST 10.0", and "3/04/02 10:35 am". The main area displays a list of menu options: "Add a Ship Via Code", "Change a Ship Via Code", "Delete a Ship Via Code", "List all Ship Via Codes", "Print Ship Via Report", and "Show a Ship Via Code". The bottom status bar includes function key shortcuts: "F1-DFM", "F2-MAIL", "F4-CALENDAR", "F5-HELP", "F7-SECURITY", and "F8-Prev".

The shipment codes are defined once. Each time you need to enter a code in an application, you are provided a lookup window. If you enter the code exactly as it is defined, the lookup window will be bypassed. The window appears only if the entry is not on file.

Add Ship Via Code (ADDVIA)

Predefined ship via codes eliminate the task of having to remember the various shipment methods offered by your company.

The screenshot shows a terminal window titled "Add Ship Via". The header bar contains three fields: "Add Ship Via", "1 BETA TEST 10.0", and "3/04/02 10:35 am". The main area has a label "Ship via:" followed by a cursor. Below this is a large text input field. At the bottom, a status bar contains the instruction: "Input the brief description that identifies this ship via code".

Ship Via

The description can be up to thirty characters and should be as explicative as possible.

You have the option of including a text description for the shipment method to help you remember why you set up the code. This description does not appear elsewhere in the package. While entering the text, you have editing function of the insert, delete and word wrap. When you have finished entering text, press **F9** to complete the code definition. You will be returned to the ship via prompt so that another code may be entered. To return to the menu press **F8**.

Change Ship Via (CHGVIA)

Ship via codes may be modified by using the change function.

Change Ship Via	1 BETA TEST 10.0	3/04/02 11:32 am
Ship via: AB TRANSFER		
AB TRANSFER		
Input the brief description that identifies this ship via code		

Once the code to be changed has been retrieved, you may change the code or its detailed description.

All editing functions are available while you are changing the code. When you are finished making changes, press **F9** to complete the change process. You may return to the menu by pressing **F8**.

Delete Ship Via (DELVIA)

Ship via codes may be deleted when they are no longer in use. After deleting the ship via code, the cursor will be positioned at ship via field. This allows you to select another code to be deleted. You may return to the menu by press **F8**.

Delete Ship Via	1 BETA TEST 10.0	3/04/02 11:42 am
Ship via: AB TRANSFER		
AB TRANSFER		
Is this the source to be deleted? N		

The ship via code may be entered or chosen from a lookup window. You will be prompted to verify your selection prior to deleting the code.

List Ship Via (LSTVIA)

You may view on screen all defined ship via codes by using the listing function.

List Ship Via	1 BETA TEST 10.0	3/04/02 11:43 am
DESCRIPTION		
AB TRANSFER		
OHX		
N/A		
OT		
PEOPLES FREIGHT 702-768-3385		
UPS 2 DAY		
UPS GROUND		
WATKINS SHEPARD		
WILL CALL		

F1-Next Page F2-Prev Page F10-Exit

If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

Print Ship Via (PRTVIA)

You may print a ship via report detailing the defined shipment codes.

Ship Via Report	1 BETA TEST 10.0	3/04/02 11:43 am
Printer ID: P01		
Control? No		
<div>Press F9 when finished entering all parameters</div>		
Input the printer ID on which to print the report		

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Ship Via Report.

Date: 3/14/02	Ship Via Report	Page: 1
SHIPMENT METHOD	DESCRIPTION	
AB TRANSFER	AB TRANSFER	
DX		
N/A	N/A	
OT	OWN TRUCK	
PEOPLES FREIGHT 702-768-3385	Peoples Freight	
UPS 2 DAY		
UPS GROUND		
WATKINS SHEPARD		
WILL CALL		

Show Ship Via

You may view an individual ship via code using the show function.

Shou Ship Via

1 BETA TEST 10.0

3/04/02 11:43 am

Ship via: AB TRANSFER

AB TRANSFER

Input the brief description for the ship via code

The ship via code may be entered exactly or selected from a lookup window. If the listing is more than one page, you may scroll using the **F1** to page forward and **F2** to page back.

You may only view the code. You do not have any editing functions available from the show function. You may return to the menu by pressing **F8**.

1.10 Vendor Maintenance (VENDOR)

The vendor master file is used extensively in the Accounts Payable, Inventory Management, and Purchasing and Receiving Modules.

Vendor Menu	1 BETA TEST 10.0	3/04/02 11:50 am
<p>Add a new Vendor</p> <p>Change a Vendor</p> <p>Delete a Vendor</p> <p>List all Vendors</p> <p>Print Vendor Labels</p> <p>Print Vendor Report</p> <p>Set Default Vendor Profile</p> <p>Show a Vendor</p>		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-HELP	F7-SECURITY	F8-Prev

Adding a Vendor (ADDVEND)

The vendor record must be set up prior to entering purchase orders and vendor invoices, you do, however, have access to the 'Add Vendor' program from the 'Add a Purchase Order' and 'Add a Vendor Invoice' by hitting **F4** while in the lookup window.

Add Vendor	1 BETA TEST 10.0	3/04/02 11:50 am
<p>Vendor: 1152</p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>SalesRep/Fax: <input type="text"/></p> <p>Phone number: <input type="text"/></p> <p>Fax number: <input type="text"/></p> <p>FIN: <input type="text"/></p> <p>Remit to: 0</p> <p>Our account: <input type="text"/></p> <p>Terms: <input type="text"/></p> <p>Ship Via: <input type="text"/></p> <p>Lookup name: <input type="text"/></p> <p>FOB Point: Shipping</p> <p>Buyer: <input type="text"/></p> <p>Vendor Group: <input type="text"/></p> <p>Float days: 0</p> <p>Delivery days: 0</p> <p>Returns? Yes</p> <p>1099 Required? No</p> <p>Shutdown From: <input type="text"/></p> <p>Thru: <input type="text"/></p> <p>Minimum Qty: <input type="text"/></p> <p>Minimum Amt: <input type="text"/></p> <p>Free Ship Qty: <input type="text"/></p> <p>Free Ship Amt: <input type="text"/></p>		
<p>Input the name for this vendor</p>		

Vendor

Each vendor is identified by a six digit vendor number. You can either define your own numbers or let the system generate sequential numbers for you.

Name

Enter the name of the vendor. This is what prints on the Purchase Orders and A/P checks.

Address

The vendor address information should be entered if you intend on printing either purchase orders or checks, since both of these documents require an address. You have two address lines to utilize. The third line is reserved for city, a two-digit state code and zip code.

Phone/Fax Number

Enter the telephone and fax numbers for this vendor.

FIN

Enter the vendor's FIN number. If this is a 1099 vendor you will enter their social security number.

Remit to

You can specify that a particular vendor will have his checks remitted to another vendor account. This information is required in accounts payable and used when the checks are printed. Only valid vendor accounts numbers can be entered so the remit to vendor must be set up first.

Buyer

The buyer responsible for purchases from this vendor is noted for informational purposes.

Terms

The payment terms code is entered to describe the terms under which the vendor expects to be paid for any invoices that are submitted. A lookup window is provided if the exact terms code is not readily available. If the terms code that you need for this vendor is not in the lookup window, you may hit **F4** to add a new code or **F6** to change a code. The code entered here will be carried over into all purchase orders and vendor invoices as the default terms for each document, it can be overridden at the time of entering the purchase order or vendor invoice.

The ship via code is entered to describe the shipment method the vendor prefers. If the ship via code that you need for this vendor is not in the lookup window, you may hit **F4** to add a new code or **F6** to change a code. The code entered here will be carried over into all purchase orders and vendor invoices as the default shipment method for each document.

Lookup name

The lookup name is the translated version of the vendor name to be used in the 'lookup window'. It will default to what you put in the Vendor name, but can be changed if it is easier for you to lookup.

FOB Point

The FOB point describes the location to which the merchandise will be delivered before shipping charges are incurred. The two options are: Destination and Shipping. If goods will be delivered to your destination free of charge, then Destination should be entered. Otherwise, the code should be the Shipping point.

Our account

Our account number with this vendor is retained for informational purposes only.

Vendor Group

The vendor group is to identify the vendor when printing checks. It is especially useful when multiple people are responsible for vendors. Examples are, RENT for all rent vendors so you could do a check run for only rents.

Float Days

The number of float days refers to the amount of time from when we process a check to a vendor until the check actually clears the bank. Under certain circumstances you can improve your cash flow by analyzing the vendor float days and using your money while it is in transit, even though you have already drawn a check against it.

Delivery days

The number of delivery days includes the time it usually takes from when an order is placed until the order is received. It is factored into inventory requirements analysis.

Returns

The vendor's return policy is retained for informational purposes only. You should note whether or not the vendor allows returns.

1099 Required

Enter a 'Y' if you need to produce a 1099 for this vendor. This works in conjunction with the G/L account maintenance. Both need to be setup for the 1099 program to work successfully.

Shutdown From/Thru

The shutdown from and thru dates are retained for informational purposes only. Some manufacturers have scheduled periods during which they do not operate. This information is helpful when scheduling purchases.

Minimum Qty

The minimum quantity is the smallest quantity that may be ordered from the vendor.

Minimum Amt

The minimum amount is the smallest dollar amount that may be ordered from the vendor.

Free Ship Qty

The free ship quantity is the quantity required on an order to receive free shipping.

Free Ship Amt

The free ship amount is the amount required on an order to receive free shipping.

The bottom portion of the screen is reserved for free form comments. Up to fifty lines of text may be entered in the scrolling window detailing any comments about the vendor. The editing functions of insert, delete and word wrap are available. You may scroll through the text using **F1** to page up and **F2** to page down. When you have finished entering all the comments press **F9** to complete the process.

Change Vendor (CHGVEND)

You may update vendor information using the change function.

Change Vendor	1 BETA TEST 10.0	3/04/02 11:53 am
Vendor: 47	FOB Point: Shipping	
Name: APRO	Buyer:	
Address: 9015 MOUNTAIN RIDGE DRIVE	Vendor Group:	
SUITE #220	Float days: 0	
AUSTIN TX 78759	Delivery days: 0	
SalesRep/Fax:	Returns? Yes	
Phone number: (512)794-0095	1099 Required? No	
Fax number:	Shutdown From:	
FIN:	Thru:	
Remit to: 0	Minimum Qty:	
Our account:	Minimum Amt:	
Terms: COD	Free Ship Qty:	
Ship Via: N/A	Free Ship Amt:	
Lookup name: APRO		

Input the name for this vendor

You may enter the vendor number exactly or make your selection from a lookup window. Once your selection is made, all current vendor information will be displayed.

After making all changes, press **F9**. The cursor will return to the vendor field so that you may select another vendor to change. You may return to the menu by pressing **F8**.

Delete Vendor (DELVEND)

You may remove a vendor by using the delete function.

Delete Vendor	1 BETA TEST 10.0	3/14/02 9:57 am
Vendor: 40	FOB Point: Shipping	
Name: APOGEE COMPANIES, INC.	Buyer:	
Address: DBA KKLZ 96.3 FM	Vendor Group:	
4365 S. INDUSTRIAL RD. 120	Float days: 0	
LAS VEGAS NV 89103	Delivery days: 0	
SalesRep/Fax:	Returns? Yes	
Phone number:	1099 Required? No	
Fax number:	Shutdown From:	
FIN:	Thru:	
Remit to: 0	Minimum Qty:	
Our account:	Minimum Amt:	
Terms: COD	Free Ship Qty:	
Ship Via: N/A	Free Ship Amt:	
Lookup name: APOGEE COMPANIES, INC.		

Is this the vendor to be deleted? ☐

You may enter the vendor number or select it from a lookup window. Once you have made your selection, you will be prompted to verify your choice.

If there are Accounts Payable invoices on file for the vendor, it may not be deleted.

Answering yes will delete the vendor. After deleting the vendor, the cursor will return to the vendor field allowing you to make another selection. You may return to the menu by pressing **F8**.

List Vendors (LSTVEND)

You may view all vendors on the screen using the list function.

The screenshot shows a terminal window titled "List Vendors" with a header bar containing "1 BETA TEST 10.0" and a timestamp "3/04/02 12:05 pm". Below the header, there are two input fields: "Sequence: Name" and "Beginning:". The main area of the screen is empty, and a prompt at the bottom reads "Input the beginning vendor name to be listed".

Two sequence options are available when listing the vendors. You may list them by name or vendor number.

You may also specify a beginning point to start the list. If you leave this field blank, the list will default to the beginning of the vendor list.

The screenshot shows the same terminal window as before, but now it displays a list of vendors. The list is organized into four columns: NUMBER, NAME, ADDRESS, and CITY, with a fifth column for the state (ST). The list includes various vendors such as CLARK COUNTY ASSESSOR, 24 HOUR FITNESS, V.B. AUTO REPAIR, 360 COMMUNICATIONS, LEEWARD AUTO GLASS, QUIZ FINE FURNITURE INC., 9999 MISCELLANEOUS, A & S OFFICE SUPPLIES, INC., A M C ENTERPRISES, INC., A-1 SECURITY, LTD., ABLE LOCK & ALARM, INC., A. C. NIELSEN, A/CODLCO, A1 OFFICE MACHINE COMPANY, and AMCO. The bottom of the screen shows navigation options: "F1-Next Page", "F2-Prev Page", and "F10-Exit".

NUMBER	NAME	ADDRESS	CITY	ST
111	CLARK COUNTY ASSESSOR	500 S. GRAND CENTRAL	LAS VEGAS	NV
1004	24 HOUR FITNESS	18101 VON KARMAN	IRVINE	CA
957	V.B. AUTO REPAIR			
416	360 COMMUNICATIONS	4022 S. INDUSTRIAL A	LAS VEGAS	NV
403	LEEWARD AUTO GLASS	94-143 LEOKANE STREE	WAIKAPU	HI
442	QUIZ FINE FURNITURE INC.	P.O. BOX 2457	HUNTINGTON PARK	CA
532	9999	MISCELLANEOUS		
3	A & S OFFICE SUPPLIES, IN	P. O. BOX #29902	HONOLULU	HI
4	A M C ENTERPRISES, INC.	945-C S. GREENWOOD A	MONTEBELLO	CA
717	A-1 SECURITY, LTD	917 SOUTH FIRST ST	LAS VEGAS	NV
6	ABLE LOCK & ALARM, INC.	1911 EAST CHARLESTON	LAS VEGAS	NV
5	A. C. NIELSEN	P. O. BOX #71564	CHICAGO	IL
7	A/CODLCO	304 MANOR STREET	LAS VEGAS	NV
50	A1 OFFICE MACHINE COMPANY	1215 SO. COMMERCE ST	LAS VEGAS	NV
989	AMCO	3430 E. SAHARA AVE.	LAS VEGAS	NV

You may scroll through the vendors using **F1** to page up and **F2** to page down.

Print Vendor Labels (VENDLBL)

This module allows you to print vendor information on labels. For example, this could be used to print just the names of the vendors for file folders.

The screenshot shows a terminal window titled "Vendor Labels". The top bar contains "1 BETA TEST 10.0" and the date/time "3/04/02 2:17 pm". The main area contains the following text:
Beginning Vendor: 0 \$NAME
Ending Vendor: 0
Sort Option: Name
Lines to Skip: 2
Printer ID: LP01
Control? No
A box at the bottom right says "Press F9 when finished entering all parameters". At the very bottom, a prompt reads "Input the beginning vendor number to be included".

Beginning Vendor/Ending Vendor

You select a subset of all vendors by entering beginning and ending vendor numbers. Leaving these fields blank will give all vendors.

Sort Option

Enter your sort option. You may sort by (N)ame, (V)endor Number, (S)tate, or (Z)ip Code.

Lines to Skip

Enter the number of lines you would like skipped between vendors.

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

\$NAME

Input the code or literal to print on the first line of the label. The \$NAME is already filled in for you, this will print the vendor name, if you want the full address as well any other information you will need to enter those codes or literals on the lines below the \$NAME.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Vendor Report.

24 HOUR FITNESS

360 COMMUNICATIONS

9999

A & S OFFICE SUPPLIES, INC.

A M C ENTERPRISES, INC.

A-1 SECURITY, LTD

A. C. NIELSEN

A/COOLCO

A1 OFFICE MACHINE COMPANY

AMCO

ABILENE OFFICES

ABLE LOCK & ALARM, INC.

ABNER BRANTLEY

ACCURATE ENTERPRISES

ACE AUTO GLASS

ACE FIRE SYSTEMS, INC.

ACTION MAINTENANCE

ADMOR DISTRIBUTORS CORP

ADP, INC.

ADT/CRIME CONTROL

ADVANCED AIR CONDITIONING

ADVO, INC.

AIER SHOPPING CENTER

AIR CONDITIONING SERVICES

AIR TOUCH PAGING

AIRGAS

ALARMCO

ALBERTSONS

Print Vendors (PRTVEND)

The Vendor Report provides a detailed listing of current vendors.

Vendor Report	1 BETA TEST 10.0	3/04/02 2:29 pm
Beginning Vendor: 0 Ending Vendor: 0		
Beginning Name: Ending Name:		
Sort Option: Name		
Address Only? Yes Include Notes? Yes Include Payments? Yes		
Beginning Date: Ending Date:		
Printer ID: LP01 Compress? No		
Press F9 when finished entering all parameters		
Input the beginning vendor number to be included		

Beginning Vendor/Ending Vendor Beginning Name/Ending Name

You select a subset of all vendors by entering beginning and ending vendor numbers and names.

Sort Options

Two sort options are available. You may sort the report by vendor name or number.

Address Only

You may choose to include the address information only when printing the report.

Include Notes

You can include any notes/comments about the vendors.

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The following is an example of the Vendor Report.

Date: 3/14/02

Vendor Report

Page: 1

For Vendors: -

For Payments: -

VENDOR NAME & ADDRESS

111	CLARK COUNTY ASSESSOR 500 S. GRAND CENTRAL PKWY. P. O. BOX #551401 LAS VEGAS NV 89155	Payments:	2700.00
1004	24 HOUR FITNESS 18101 VON KARMAN SUITE 400 IRVINE CA 92612	Payments:	1030.00
957	V.B. AUTO REPAIR	Payments:	1406.25
416	360 COMMUNICATIONS 4022 S. INDUSTRIAL RD. LAS VEGAS NV 89103	Payments:	0.00
403	LEEWARD AUTO GLASS 94-143 LEOKANE STREET SUITE 101 WAIPIAHU HI 96818	Payments:	0.00
442	QUIZ FINE FURNITURE INC. P.O. BOX 2457 HUNTINGTON PARK CA 90255	Payments:	0.00
532	9999 MISCELLANEOUS	Payments:	0.00
3	A & S OFFICE SUPPLIES, INC. P. O. BOX #29902 HONOLULU HI 96820	Payments:	0.00
4	A M C ENTERPRISES, INC. 945-C S. GREENWOOD AVE. MONTEBELLO CA 90640	Payments:	0.00
717	A-1 SECURITY, LTD 917 SOUTH FIRST ST LAS VEGAS NV 89101	Payments:	6540.76
6	ABLE LOCK & ALARM, INC. 1911 EAST CHARLESTON BLVD LAS VEGAS NV 89104	Payments:	1769.36

Entering a Default Vendor (DEFVEND)

The software allows you to setup a default vendor record. This eliminates the need to enter repetitive information for every field of a vendor.

Set Default Vdr	1 BETA TEST 10.0	3/04/02 2:30 pm
Vendor: █	FOB Point:	
Name:	Buyer:	
Address:	Vendor Group:	
	Float days: 0	
	Delivery days: 0	
	Returns?	
SalesRep/Fax:	1099 Required?	
Phone number:		
Fax number:	Shutdown From:	
FIN:	Thru:	
Remit to: 0		
Our account:	Minimum Qty:	
Terms:	Minimum Amt:	
Ship Via:	Free Ship Qty:	
Lookup name:	Free Ship Amt:	

Input the vendor number or a few characters of the name

When selecting the vendor to use as the default, you may enter the number or make your selection from a lookup window.

The fields that are retained include buyer, terms, ship via, FOB point and the return policy.

For an explanation of each field refer to the section on adding a vendor.

Show Vendor (SHOVEND)

You may view on the screen a specific vendor configuration by using the show function.

Show Vendor	1 BETA TEST 10.0	3/04/02 2:30 pm
Vendor: █ 47	FOB Point: Shipping	
Name: APRO	Buyer:	
Address: 9815 MOUNTAIN RIDGE DRIVE	Vendor Group:	
SUITE #220	Float days: 0	
AUSTIN TX 78759	Delivery days: 0	
	Returns? Yes	
SalesRep/Fax:	1099 Required? No	
Phone number: (512)794-0095		
Fax number:	Shutdown From:	
FIN:	Thru:	
Remit to: 0		
Our account:	Minimum Qty:	
Terms: COD	Minimum Amt:	
Ship Via: N/A	Free Ship Qty:	
Lookup name: APRO	Free Ship Amt:	

Input the vendor number or a few characters of the name

The option is always presented to allow you to enter a few characters of the vendor name and select the vendor from a lookup window.

You may only view the vendor. You do not have any editing functions available from the show function. You may return to the menu by pressing **F8**.

1.11 Source Code Maintenance (GLCODES)

Source codes are used in General Ledger to specify broad categorization for journal entries. You should set up codes for general areas in which entries will be made. The system itself has already designated three codes for automated entries, AP for Accounts Payable, SUM for Summary, and DEP for Depreciation.

G/L Codes	1 BETA TEST 10.0	3/05/02 4:52 pm
<p>Add a new G/L Code</p> <p>Change a G/L Code</p> <p>Delete a G/L Code</p> <p>List all G/L Codes</p> <p>Print G/L Code Report</p> <p>Show a G/L Code</p>		
<p>F1-DFM F2-MAIL F4-CALENDAR F5-HELP F7-SECURITY F8-Prev</p>		

Add a New G/L Code (ADDGLCOD)

The source codes are entered for journal entries. You can predefine them or set them up as needed from within the journal entry process.

Add G/L Codes	1 BETA TEST 10.0	3/05/02 5:01 pm
<p>Code: DEP</p> <p>Description: DEPRECIATION</p>		
<p>Input the description for this code</p>		

Code

Enter the desired three digit acronym for the source code.

Description

Enter the description that will further define the source code.

After entering the description, the cursor will return to the code field. You may continue entering codes or press the F8 to return to the menu.

Change a G/L Code (CHGGLCOD)

The change function allows you to make any necessary changes to a source code. A lookup window will always be provided whenever you must enter a source code. You will then be able to select from a list of predefined codes if you do not already know the three digit code.

Change Codes	1 BETA TEST 10.0	3/05/02 5:09 pm
Code: AP		
Description: ACCOUNTS PAYABLE		
Input the description for this code		

Once the code is displayed, you may make any necessary changes. An explanation of each field can be found in the adding a source code section.

After making your changes, the cursor will return to the code field allowing you make another selection, when you are finished with all changes, press F8 to return to the menu.

Delete a G/L Code (DELGLCOD)

Once a source code is no longer needed, you may delete it.

Delete Codes	1 BETA TEST 10.0	3/06/02 8:23 am
Code: ADJ		
Description: ADJUSTING JOURNAL ENTRIES		
Is this the code to be deleted? N		

You may make your selection from a lookup window or enter the source code. Once you have made the selection, the source code will be displayed on screen. You will be prompted to verify your selection before it is actually deleted.

Once the code has been deleted, the cursor will return to the code field allowing you to make another selection for deletion. When finished with all deletions, press F8 to return to the menu.

List all G/L Codes (LSTGLCOD)

You may view all defined codes on screen using the list module.

CODE	DESCRIPTION
AC	ACCRUALS
ADJ	ADJUSTING JOURNAL ENTRIES
AP	ACCOUNTS PAYABLE
BAL	BALANCE
BT	BANK TRANSFERS
CD	CASH DISBURSEMENTS
CR	CASH RECEIPTS
DEC	DECLINE
DEP	
DIS	DISPOSITIONS
JE	JOURNAL ENTRIES
MIS	STORE EXPENSES
PAY	PAYROLL JOURNAL
RE	RECURRING ENTRIES
REC	Recaps
RV	REVERSALS
SUM	INTERFACE

F1-Next Page F2-Prev Page F10-Exit

You may scroll through the listing of source codes by using F1 to page forward and F2 to page back, press F8 to return to the menu.

Print G/L Code Report (PRTGLCOD)

You may print a report detailing the defined source codes by using the G/L Code report.

Print G/L Codes	1 BETA TEST 10.0	3/06/02 8:34 am
Printer ID: P01 Control? No		
Press F9 when finished entering all parameters		
Input the printer ID on which to print the report		

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02	G/L Code Report	Page: 1
Company: LUCKY RENTAL PURCHASE		
CODE	DESCRIPTION	
AC	ACCRUALS	
ADJ	ADJUSTING JOURNAL ENTRIES	
AP	ACCOUNTS PAYABLE	
BAL	BALANCE	
BT	BANK TRANSFERS	
CD	CASH DISBURSEMENTS	
CR	CASH RECEIPTS	
DEC	DECLINE	
DEP		
DIS	DISPOSITIONS	
JE	JOURNAL ENTRIES	
MIS	STORE EXPENSES	
PAY	PAYROLL JOURNAL	
RE	RECURRING ENTRIES	
REC	Recaps	
RV	REVERSALS	
SUM	INTERFACE	
TD	TAX DEPOSITS	

Show a G/L Code (SHOGLCOD)

You may view the setting of a particular source using the show function.

Show G/L Codes	1 BETA TEST 10.0	3/06/02 8:42 am
Code: AC		
Description: ACCRUALS		
Input the code for the source or spaces for a list		

You may enter the code or select it from a lookup window. The source code and description will be displayed. You do not have any editing capabilities when using the show module. You may return to the menu by pressing F8.

1.12 Security Update (CHGSECUR)

The accounting programs, including Purchase Orders, have their own security, separate from the rest of the programs. It is based off of levels that each module is assigned. Your operator record must reflect a level of the module or above before or you will not be able to access that module.

Change Security	1 BETA TEST 10.0	3/08/02 8:09 am																								
Logon: 000001 PRIMARY																										
<table><tbody><tr><td><input checked="" type="checkbox"/> Accounts Receivable (ATR)</td><td><input type="checkbox"/> Accounts Receivable - Sales</td></tr><tr><td><input type="checkbox"/> Accounts Payable</td><td><input type="checkbox"/> Pawn Shop</td></tr><tr><td><input type="checkbox"/> Rent To Rent</td><td><input type="checkbox"/> UPS Manifest</td></tr><tr><td><input type="checkbox"/> Purchasing</td><td><input type="checkbox"/> Bank Reconciliation</td></tr><tr><td><input type="checkbox"/> General Ledger</td><td><input type="checkbox"/> Service Department</td></tr><tr><td><input type="checkbox"/> Summary System</td><td><input type="checkbox"/> Movie Club</td></tr><tr><td><input type="checkbox"/> Time & Attendance</td><td><input type="checkbox"/> Sales System</td></tr><tr><td><input type="checkbox"/> Strip & Merge</td><td><input type="checkbox"/> Rent To Own</td></tr><tr><td><input type="checkbox"/> System Z Development</td><td><input type="checkbox"/> Common Programs</td></tr><tr><td><input type="checkbox"/> System Administration</td><td><input type="checkbox"/> Loan System</td></tr><tr><td><input type="checkbox"/> File Maintenance</td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/> Telemarketing</td><td><input type="checkbox"/> Human Resources</td></tr></tbody></table>			<input checked="" type="checkbox"/> Accounts Receivable (ATR)	<input type="checkbox"/> Accounts Receivable - Sales	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Pawn Shop	<input type="checkbox"/> Rent To Rent	<input type="checkbox"/> UPS Manifest	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Bank Reconciliation	<input type="checkbox"/> General Ledger	<input type="checkbox"/> Service Department	<input type="checkbox"/> Summary System	<input type="checkbox"/> Movie Club	<input type="checkbox"/> Time & Attendance	<input type="checkbox"/> Sales System	<input type="checkbox"/> Strip & Merge	<input type="checkbox"/> Rent To Own	<input type="checkbox"/> System Z Development	<input type="checkbox"/> Common Programs	<input type="checkbox"/> System Administration	<input type="checkbox"/> Loan System	<input type="checkbox"/> File Maintenance	<input type="checkbox"/>	<input type="checkbox"/> Telemarketing	<input type="checkbox"/> Human Resources
<input checked="" type="checkbox"/> Accounts Receivable (ATR)	<input type="checkbox"/> Accounts Receivable - Sales																									
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Pawn Shop																									
<input type="checkbox"/> Rent To Rent	<input type="checkbox"/> UPS Manifest																									
<input type="checkbox"/> Purchasing	<input type="checkbox"/> Bank Reconciliation																									
<input type="checkbox"/> General Ledger	<input type="checkbox"/> Service Department																									
<input type="checkbox"/> Summary System	<input type="checkbox"/> Movie Club																									
<input type="checkbox"/> Time & Attendance	<input type="checkbox"/> Sales System																									
<input type="checkbox"/> Strip & Merge	<input type="checkbox"/> Rent To Own																									
<input type="checkbox"/> System Z Development	<input type="checkbox"/> Common Programs																									
<input type="checkbox"/> System Administration	<input type="checkbox"/> Loan System																									
<input type="checkbox"/> File Maintenance	<input type="checkbox"/>																									
<input type="checkbox"/> Telemarketing	<input type="checkbox"/> Human Resources																									
Input the security area for each module to be accessed																										

Logon

Enter the operator record for the person you want to set security. This would be their six digit employee number, example, if the employee number was 35, enter in 000035, or <ENTER> and a lookup window will appear.

Below is a print screen of (SHOMOD) 'Show Module' with 'Change a Vendor Invoice' (APCHG) module displayed. This is where you may lookup what module have what levels.

Show Modules	1 BETA TEST 10.0	3/08/02 8:00 am
Module: APCHG		
Type: Z Program		
Area: 2 Accounts Payable		
Level: 30		
Title: Change Invoices		
Program: AP		
Syn Table:		
Luno: 0		
Code: 0		
Description:		
Input the name of the module		

As displayed above, the level to access the (APCHG) module is 30 for area 2 which is Accounts Payable. A security record would need to look like the following for you to be able to change a vendor invoice.

Change Security	1 BETA TEST 10.0	3/08/02 8:09 am
Logon: 000001 PRIMARY		
0 Accounts Receivable (RTR)	0 Accounts Receivable - Sales	
30 Accounts Payable	0 Pawn Shop	
0 Rent To Rent	0 UPS Manifest	
0 Purchasing	0 Bank Reconciliation	
0 General Ledger	0 Service Department	
0 Summary System	0 Movie Club	
0 Time & Attendance	0 Sales System	
0 Strip & Merge	0 Rent To Own	
0 System Z Development	0 Common Programs	
0 System Administration	0 Loan System	
0 File Maintenance	0	
0 Telemarketing	0 Human Resources	
Input the logon for the operator		

To be able to access all modules in all programs enter 99 in front of each section. When finished with entries, press F9, this will update the security record and take you back to logon to enter another employee security, press F8 to return to menu.

1.13 G/L Security Maintenance (EMPSEC)

This module sets up security for printing and viewing financial statements. The idea is to allow on-line stores have their regional, district and store managers print financial statements for ONLY the locations designated.

Operator Security	1 BETA TEST 10.0	3/08/02 8:27 am
Logon: 000001 PRIMARY		
Select Locs By: 1 All Locations		
Budget Access: <input checked="" type="checkbox"/> Y Y Y Y Y Y Y Y		
Enter a Y if access to budget data table 1 is allowed		

Logon

Enter the operator record for the person you want to set security. This would be their six digit employee number, example, if the employee number was 35, enter in 000035, or <ENTER> and a lookup window will appear.

Select Locs By

You have several options to choose, 1=All Locs, 2=Any 10 Locs, 3=Range of Locs, 4=Any 10 Groups, or 5=Range of Groups.

Budget Access

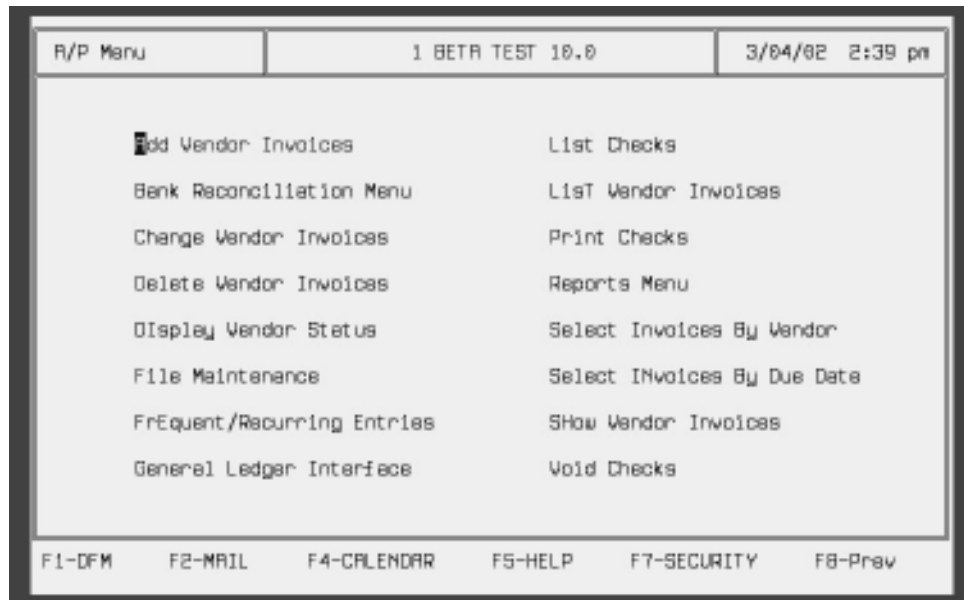
There are nine fields, enter a 'Y' in the field of which budget this operator should have access.

When finished setting up the security, press F9, this will take you back to Logon where you can set up another operator or press F8 to return to menu.

2.0 Accounts Payable (AP)

Accounts Payable provides multi-company, multi-profit center, multi-department and multi-bank accounting with check processing.

Before using the A/P module make sure you have completed the steps in the 'Getting Started' section.



Some of the features provided by the Accounts Payable module include:

- Support for 9999 profit centers, 999,999 departments and 9999 banks.
- Lookup windows for vendor numbers, bank accounts, G/L account numbers, profit centers and vendor invoices.
- Multiple operators posting vendor invoices at the same time.
- Invoice expense date validation against a defined current period.
- Multiple line text descriptions for each vendor invoice.
- On-screen access to all vendor invoice and check information.
- Flexible updating capabilities to G/L using auto-interface.
- Parameter driven reports for maximum flexibility.

2.1 Accounts Payable Vendor Invoice (AP)

Add Vendor Invoice (APADD)

Add Invoices	1 BETA TEST 10.0	2/01/02- 2/28/02
Vendor:		Pay to:
<hr/>		
Invoice:	Due Date:	Status: Open [SEL-No]
Amount:	Expense Date:	Bank: Chk:
Inv Date: 3/04/02	Discount Date:	Paid:
Type: Expense	Discount Amt:	Date:
P/O:	Discount %:	Check Amt:
<hr/>		
D AMOUNT	CTR ACCOUNT DESCRIPTION	DEPT AMOUNT
		0.00
DISTRIBUTE?		0.00
		0.00
<hr/>		
Input the vendor number or a few characters of the name		

Vendor

Enter the vendor number or type in a few letters of the vendor name to bring up a lookup window. Once you have the lookup window you can then add a new vendor by hitting **F4**, fold/unfold vendor information by hitting **F5** (this is used to view address information in the case of 'same name' vendors so you are sure to select the correct vendor), change vendor information by hitting **F6**, or hit <ENTER> to select the vendor you need. You may scroll through the vendors using **F1** to page up and **F2** to page down.

Add Invoices	1 BETA TEST 10.0	2/01/02- 2/28/02
Vendor:		Pay to:
APR		
<hr/>		
Invoice:	Due Dat	
Amount:	Expense Dat	
Inv Date: 3/04/02	Discount Dat	
Type: Expense	Discount Am	
P/O:	Discount	
<hr/>		
D AMOUNT	CTR ACCOUNT DESCRIPTION	
DISTRIBUTE?		
<hr/>		
		APRD 47
		APRD 047
		ARBITRON COMPANY 40
		ARIZONA FEDERAL 49
		ARMEN ART, INC. 604
		ARMEN ART, INC. 9604
		ARADIA PROPERTIES 925
		ASHLEY FURNITURE 9050
		ASHLEY FURNITURE IND. 50
		ASPEN FURNITURE 9513
		ASPEN FURNITURE,LLC 513
		ASSAP AIR CONDITIONING 51
		ASSOC OF PROGRESSIVE RENTAL 52
		ASSOCIATES FLEET SERVICES 949
		ASSOCIATES FLEET SERVICES 1005
<hr/>		
F1-Forward F2-Back F4-Add F5-Fold/Unfold F6-Change F10-Exit ENTER-Select		

Pay to

Once the vendor is selected, the 'Remit to' vendor in the vendor file will default in the 'Pay to' field. This is normally the same as the vendor unless the check is to be sent to another name or address. If it does not prompt the correct 'Pay to' vendor, you can type in a few letters of the vendor name and hit <ENTER> for the lookup window. Once you have the lookup window you can then add a new vendor by hitting **F4**, fold/unfold vendor information by hitting **F5** (this is used to view address information in the case of 'same name' vendors so you are sure to select the correct vendor), change vendor information by hitting **F6**, or hit <ENTER> to select the vendor you need. You may scroll through the vendors using **F1** to page up and **F2** to page down.

Invoice

Enter the vendor's invoice number. If an invoice number is not provided, you should create a unique number that relates to this particular payment (e.g. STM 01-02). The invoice number should be a unique invoice number for this vendor. You should keep this in mind whenever you create your own vendor invoice numbers. In the A/P parameters, you can tell the system how you want to be warned of duplicate invoices, see (APPARAMS) in the Getting Started Documentation. Should you enter a duplicate invoice number for the vendor, you will receive the following prompt.

Add Invoices		1 BETA TEST 10.0		2/01/02- 2/28/02	
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX			Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX		
Invoice: 123456		Due Date: 3/04/02		Status: Open [SEL=No]	
Amount: 100.00		Expense Date: 3/04/02		Bank: Chk:	
Inv Date: 2/01/02		Discount Date:		Paid:	
Type: Expense		Discount Amt:		Date:	
P/O:		Discount %:		Check Amt:	
D AMOUNT	CTR ACCOUNT DESCRIPTION	DEPT	AMOUNT		
DISTRIBUTE?			0.00		
			0.00		
			0.00		
This invoice is already on file! Do you want to continue? <input type="checkbox"/>					

By answering yes, you will be permitted to use the duplicate invoice number. Answering no, will give you an opportunity to enter a new invoice number.

Amount

The total amount of the invoice should be entered here.

Inv Date

The date for the vendor's invoice defaults to the current date. This date can and should be overridden by the actual invoice date so the payment terms and discounts set up for this vendor will apply.

Type

There are two types of Accounts Payable documents, expenses and purchases. The documents entered as purchases require that a purchase order be on file for the goods that were purchased. You must enter a valid purchase order number for the vendor or select one from the selection window provided. Documents entered with a type of expense are for invoices that do not require a purchase order.

P/O

Enter the purchase order number if applicable.

Due Date

The due date is determined by applying the payment terms to the invoice date. You can override the default calculation by entering a new due date. This is the date that this invoice is considered due by the vendor. You can print checks for vendor's invoices by using two methods: 1) automatically, when vendor invoices become due, or 2) manually, when the invoices are selected. The date entered as the due date is used in determining if the invoices should be paid by the first method.

Expense Date

The expense date is the date you want it to hit the G/L. The expense date will default to today's date. It must fall between the dates that you have entered in 'Everywhere Else Dates' in the 'Set Operating Dates' module. The current operating dates are displayed in the upper right portion of the screen.

Discount Date

The discount date specifies the date by which payment must be made in order to receive a discount from the vendor. The default value in this field is derived in the same manner as the due date, from the terms code. You can also override or enter a discount. If payment is made on or before this date, the discount percent entered is applied to the discount amount to determine the actual amount of the discount to be taken.

Discount Amt/Discount %

The discount amount is the base amount from which to calculate the discount to be taken. It is only applicable if there is a discount date and percent specified. The discount percent is multiplied by this discount amount to yield the actual discount amount to be taken. For example, if the discount is not an actual percent of the total invoice amount, you would enter the discount amount the vendor is allowing you to take and then you would enter 100 in the discount percent.

Status

Three options are available for the invoice status: (H)old, (O)pen, and (P)aid. Most vendor invoices will be entered as open. Open status invoices are invoices that have just been received and have not been paid yet. The intention is to post the invoices and print checks for them at a later time. If the vendor invoice has already been paid you have the option of specifying so at this time by entering (P)aid for the status. This is one way of doing a manual check, the other would be to printer a paper check using the manual check number. If you select (P)aid as the status, you will have to enter the bank number, check number, amount paid on this invoice, check date and the amount of the check. If the check is being used to pay multiple invoices, the paid amount and the check amount will differ. A check register entry will be created automatically for you. This one step processing enables you to easily post invoices that otherwise slip through the cracks. Invoices can be marked as (H)old to prevent from being paid or sent to the G/L. Usually this status is used for purchase orders waiting for invoice assignment.

D Amount

You can specify up to three deductions per vendor invoice by selecting the appropriate deduction code and entering a dollar amount to be deducted. This allows you to enter the full amount of the invoice that was sent by the vendor, but pay and distribute to G/L the invoice amount less the deduction.

Distribute

Enter the distribution template you would like to use for this invoice. These can be set up in (APDIST). Once set up, the template will automatically distribute the invoice amount to whichever profit centers and G/L account numbers you have set up.

The General Ledger distribution for an invoice can span up to 1000 different accounts. A scrolling window displays up to three lines of entries at a time. If there are more lines at either the top or bottom of the window, a "-" or "+" indicator will signal it.

CTR

Enter the profit center for the first line of distribution.

Account/Description

Enter the G/L account number, if you do not know the number, type in a few letters of the account name and a lookup window will appear, at this time you can **F1** to page up, **F2** to page back, **F4** to add a G/L account number, **F6** to change a G/L account number, or <ENTER> to select the account you need. Once you have made your selection the description will automatically be filled in on the invoice screen for you.

Add Invoices		1 BETA TEST 10.0		2/01/02- 2/28/02	
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX				Pay to: APRD	
Invoice: 1234 Amount: 1000.00 Inv Date: 2/01/02 Type: Expense P/O:		Du Expens Discou Discou Disc		<div>ADVERTISING 5400 AIR TIME PAGES 0241 ALLOCATED EXP SERV DEPT 0122 ALLOWANCE FOR DECLINE IN VALUE 1041 ALTERNATIVE JEWELRY 2021 AMORT. ALLOWANCE - LHOLD IMP 2072 AMOUNT DUE FROM STOCKHOLDER 2002 BANK SERVICE CHARGE 0226 BUILDING 2005 C/D SKIPS & STOLENS 0111 Cash 1011 CASH CHECKING 1001 CASH CHECKING - CANYON PAYROLL 1002 CASH CHECKING - HOME OFFICE 1000 CASH DISCOUNTS INCOME 5019</div>	
D AMOUNT	CTR	ACCOUNT DESCR			
DISTRIBUTE?	1ROW	ADVER			
F1-Forward F2-Back F4-Add Account F6-Change Account F10-Exit ENTER-Select					

Dept

Enter the department number if applicable.

Amount

Enter the dollar amount you would like distributed to this profit center and this G/L account number.

After entering the information for the last distribution, press **F9**. You will be given the opportunity to enter a text description and/or notes for the vendor invoice. The text editor will allow you to enter up to fifty lines of free-form text. Several editing capabilities are available while entering the text. When finished with comments, press **F9**. You will then be asked 'Is everything alright on this invoice?', accept the 'Y' prompt if invoice is alright, otherwise 'N' to edit invoice.

Add Invoices		1 BETA TEST 10.0		2/01/02- 2/28/02	
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX				Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX	
Invoice: 1234 Amount: 1000.00 Inv Date: 2/01/02 Type: Expense P/O:		Due Date: 2/01/02 Expense Date: 2/01/02 Discount Date: Discount Amt: Discount %:		Status: Open [SEL-No] Bank: Chk: Paid: Date: Check Amt:	
D AMOUNT	CTR	ACCOUNT DESCRIPTION		DEPT	AMOUNT
DISTRIBUTE?	1	5400 ADVERTISING			1000.00 0.00 0.00
For March 2002 Issue					
Is everything alright on this invoice? Y					

Change Vendor Invoice (APCHG)

You may make any necessary corrections to a vendor invoice using the change invoice selection.

Change Invoices	1 BETA TEST 10.0	2/01/02- 2/28/02																				
Vendor: Pay to:																						
<table border="0"> <tr> <td>Invoice:</td> <td>Due Date:</td> <td>Status: Open</td> <td>[SEL-No]</td> </tr> <tr> <td>Amount:</td> <td>Expense Date:</td> <td>Bank:</td> <td>Chk:</td> </tr> <tr> <td>Inv Date: 3/04/02</td> <td>Discount Date:</td> <td>Paid:</td> <td></td> </tr> <tr> <td>Type: Expense</td> <td>Discount Amt:</td> <td>Date:</td> <td></td> </tr> <tr> <td>P/O:</td> <td>Discount %:</td> <td>Check Amt:</td> <td></td> </tr> </table>			Invoice:	Due Date:	Status: Open	[SEL-No]	Amount:	Expense Date:	Bank:	Chk:	Inv Date: 3/04/02	Discount Date:	Paid:		Type: Expense	Discount Amt:	Date:		P/O:	Discount %:	Check Amt:	
Invoice:	Due Date:	Status: Open	[SEL-No]																			
Amount:	Expense Date:	Bank:	Chk:																			
Inv Date: 3/04/02	Discount Date:	Paid:																				
Type: Expense	Discount Amt:	Date:																				
P/O:	Discount %:	Check Amt:																				
D AMOUNT	CTR ACCOUNT DESCRIPTION	DEPT AMOUNT																				
		0.00																				
DISTRIBUTE?		0.00																				
		0.00																				

Input the vendor number or a few characters of the name

When selecting the vendor, enter the vendor number or make your selection from a lookup window. Once the vendor has been selected, enter the invoice number. If you do not know the invoice number, you may select it from a lookup window displaying all available invoices. You may scroll through the invoices by **F1** to page forward, **F2** to page back.

Change Invoices		1 BETA TEST 10.0	2/01/02- 2/28/02
Vendor: APR		Pay to:	
Invoices: Due Dat Amount: Expense Dat Inv Date: 3/04/02 Discount Dat Type: Expense Discount Am P/O: Discount		APRD 47 APRD 847 ARBITRON COMPANY 48 ARIZONA FEDERAL 49 ARMEN ART, INC. 684 ARMEN ART, INC. 9684 ARADIA PROPERTIES 926 ASHLEY FURNITURE 9050 ASHLEY FURNITURE IND. 50 ASPEN FURNITURE 9513 ASPEN FURNITURE,LLC 513 ASSAP AIR CONDITIONING 51 ASSOC OF PROGRESSIVE RENTAL 52 ASSOCIATES FLEET SERVICES 949 ASSOCIATES FLEET SERVICES 1005	
D AMOUNT	CTR ACCOUNT DESCRIPTION		
DISTRIBUTE?			

F1-Forward F2-Back F4-Add F5-Fold/Unfold F6-Change F10-Exit ENTER-Select

The window displays the invoice number, status, date, amount, due date and any purchase order attached to the invoice. Using the arrow keys, place the cursor on the invoice to be selected for change and press <ENTER>. After the selection, the invoice will be retrieved and the data displayed. You may now change the appropriate fields. See the section on adding vendor invoices for a detailed explanation of each field.

Once you have made all your changes, you will be asked if everything is alright on the invoice. Answering (Y)es will place the cursor at the vendor field allowing you to make another selection. Answering (N)o will allow you to continue making changes on the selected invoice.

****Converting Purchase Orders to Vendor Invoices**

If you have purchased and are using our Purchase Order System, you can have the system automatically create an invoice when a purchase order has been received. You can activate this feature in the Purchase Order Parameters module (POPARAMS).

The screenshot shows a terminal window titled 'Control File Main'. The header bar contains '1 BETA TEST 10.0' and the date/time '3/04/02 2:55 pm'. The main area lists several parameters with their current values:

- Drop Characters? Yes
- Update A/P? Yes
- Print 2nd Desc? No
- AP Status? Hold
- Form to Print? 4
- Vendor Comments? Yes
- Freight in Cost? Yes
- Update Cost? Yes
- Using Faximum? No
- Faximum Printer?

A callout box on the right side of the screen says: 'Press F9 when finished entering all parameters'. At the bottom of the screen, there is a prompt: 'Input (Y)es if the prefix to the model nbr should be dropped'.

To have received purchase orders sent to A/P, you will need to answer (Y)es to 'Update A/P', and then either answer (H)old or (O)pen to 'A/P Status'. We strongly encourage you to have the purchase order invoices come over with as (H)old status, this way nothing is paid or sent to the G/L until someone has looked it over and changed the status to an 'O'. Below is a screen shot of what the invoice will look like when it comes over. You will then use the 'Change Vendor Invoice' module to insert the vendor invoice number, correct dates and dollar amounts, and status from 'H' to 'O'. The purchase order number will be used as the invoice number (unless, during receiving, someone enters a vendor invoice number, if this occurs, the invoice number will be used but with spaces in front so the invoice number is right justified) and the receive date will be used as the invoice date.

Delete Vendor Invoice (APDEL)

When vendor invoices are no longer needed, they may be removed using the delete option. ****Be careful when deleting, if you have already interface the invoice that is to be deleted to the G/L, you will need to do a journal entry to reflect the deletion.**** For example, if you enter an invoice in with an expense date of 12-30-01, on 01-05-02 you interface the A/P to the G/L. On 01-10-02 you find that you do not owe for this invoice, you will need to do a journal entry crediting the account that you posted the invoice to and debiting the A/P trade account.

Delete Invoices		1 BETA TEST 10.0		2/01/02- 2/28/02	
Vendor: CLARK COUNTY ASSESSOR 111 500 S. GRAND CENTRAL PKWY. P. O. BOX #551401 LAS VEGAS NV			Pay to: CLARK COUNTY ASSESSOR 111 500 S. GRAND CENTRAL PKWY. P. O. BOX #551401 LAS VEGAS NV		
Invoice: P:001089 Amount: 250.00 Inv Date: 4/11/01 Type: P/O P/O: 1089			Due Date: 4/11/01 Expense Date: 4/11/01 Discount Date: Discount Amt: Discount %:		
Status: Hold Bank: Paid: Date: Check Amt:			Chk:		
D AMOUNT	CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT	
	99			250.00	
DISTRIBUTE?				0.00	
				0.00	
Is this the invoice to be deleted? <input type="checkbox"/>					

You may select the vendor by entering the number or making your selection from a lookup window. Once the vendor is selected, enter the invoice number. If the invoice number is not known, you may select it from a window that displays all of the vendor's invoices.

Once you have made your selection, you will be prompted to verify your choice. Answer (Y)es to delete the invoice displayed. Once you delete the invoice, the cursor will return to the vendor field allowing you to make another selection to be deleted. To return to the menu, press **F8**.

Invoices that have had any type of payments made against them may not be deleted.

Vendor Status		1 BETA TEST 10.0		3/04/02 3:00 pm	
Vendor: 47		APRD 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX 78759 Ph (512)794-0095 Fax			
Our account:		FOB Point: Shipping			
Terms: CDD		Buyer:			
Ship Via: N/A		Vendor Group:			
Lookup name: APRD		Float days: 0			
YTD Paid: 0.00		Delivery days: 0			
PTD Paid: 0.00		Return Policy: Yes			
Balance: 1100.00					
CURRENT DUE	NEXT 30 DAYS	NEXT 60 DAYS	NEXT 90 DAYS	OVER 90 DAYS	
1100.00	0.00	0.00	0.00	0.00	
F1-Next F2-Prev F3-Update F4-Invoices F5-P/D's F10-Exit ENTER-New					

Several categories of information are displayed. Default information is used whenever an invoice is added such as buyer, terms, shipment methods, shipping information, and return policies.

Several options are available when viewing the current status of a vendor. You may scroll through the vendor list using **F1** advance to the next vendor number and **F2** to go back to the previous vendor number.

You may update the information of the displayed vendor by using the **F3**. The cursor will be placed on the vendor field. You may now update any field on the screen. Once all corrections have been made, press **F9**. The changes will be reflected immediately. You will return to the display vendor status screen and may make another selection.

All invoices for the selected vendor may be viewed on screen by pressing **F4**.

Vendor Status		1 BETA TEST 10.0		3/04/02 3:00 pm																
Vendor: 47		APRD 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX 78759																		
Our account:		<table border="1"> <thead> <tr> <th>INVOICE NUMBER</th> <th>S P/D</th> <th>INV DATE</th> <th>INVOICE AMT</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td>123455</td> <td>0</td> <td>2/01/02</td> <td>100.00</td> <td>2/01/02</td> </tr> <tr> <td>1234</td> <td>0</td> <td>2/01/02</td> <td>1000.00</td> <td>2/01/02</td> </tr> </tbody> </table>				INVOICE NUMBER	S P/D	INV DATE	INVOICE AMT	DUE DATE	123455	0	2/01/02	100.00	2/01/02	1234	0	2/01/02	1000.00	2/01/02
INVOICE NUMBER	S P/D	INV DATE	INVOICE AMT	DUE DATE																
123455	0	2/01/02	100.00	2/01/02																
1234	0	2/01/02	1000.00	2/01/02																
Terms																				
Ship Via																				
Lookup name																				
YTD Paid																				
PTD Paid																				
Balance																				
CURRENT DUE																				
1100.																				
F1-Forward F2-Back F10-Exit ENTER-More Info																				

When you select the invoice option, a window will display a listing of all invoices for the vendor. The display window details invoice information such as the number, status ((O)pen, (B)alance, (D)eleted, (H)old, and (P)aid), purchase order number, invoice date, amount, and due date. You may scroll through the list using the **F1** to page forward and **F2** to page back. Pressing enter on the desired invoice will display the invoice detail.

Several options are available once invoice detail is selected. G/L distribution may be viewed by pressing **F3**. You may scroll through the distributions using the **F1** to page forward and **F2** to page back. When finished viewing the G/L distribution, press **F8**.

The payments associated with the displayed invoice may be viewed by pressing **F4**. This will display the bank number, check number, check date, payment amount and check status ((P)aid or (V)oided).

Vendor Status	1 BETA TEST 10.0		3/04/02 3:22 pm			
Vendor: 9375 WHIRLPOOL CORP. ATTN: JACK 888-567-7368 Ph (800)634-3449 Fax (616)923-3278						
Our account:	ORDER T S	DATE	VENDOR	WHSE	TOTAL AMT	PYMT AMT
Terms:	983 P D	9/28/00	9375	99	0.00	0.00
Ship Via:	1079 P D	3/07/01	9375	99	0.00	0.00
Lookup name:	254 P R	8/13/99	9375	99	3,768.00	3,768.00
YTD Paid:	262 P R	8/17/99	9375	99	2,822.00	2,822.00
PTD Paid:	274 P R	8/31/99	9375	99	875.00	830.00
Balance:	288 P R	9/22/99	9375	99	3,178.00	4,853.00
	330 P R	11/02/99	9375	99	4,534.00	4,562.00
CURRENT DUE	454 P R	12/30/99	9375	99	344.00	269.00
11502.00	455 P R	12/30/99	9375	99	344.00	329.00
	456 P R	12/30/99	9375	99	344.00	329.00
NO BACK D PLEASE CON						
F1-Forward		F2-Back		F10-Exit		ENTER-More Info

When you select the purchase order option, a window will display a listing of all purchase orders for the selected vendor. You will see the purchase order number, the type of order ((P)urchase Order or (R)equisition), status ((O)pen, (R)eceived, (B)ackordered, (D)eleted, or (C)ancelled), purchase order date, vendor number, store location, total purchase order amount, and total payment made on this purchase order. You may scroll through the list using the **F1** to page forward and **F2** to page back. Pressing <ENTER> will display the purchase order detail.

Vendor Status	1 BETA TEST 10.0		3/04/02 3:24 pm	
Ship from: 9375 WHIRLPOOL CORP. ATTN: JACK 888-567-7368 Ph (800)634-3449 Fax (616)923-3278				
Ship to: 5 Cathy's Rent to Own 10204 Danescas Road Anywhere NJ 09121 Ph Fax				
P/O Number: 254 Payment Terms:				
Type: Purchase Order		FOB Point: Shipping		
Date: 8/13/99		Freight: Prepaid		
Status: Received		Ship via: N/A		
Buyer: 1				
Approved: 4574		Total Amount: 3,768.00		
		Total Received: 3,768.00		
Required:		Total Paid: 3,768.00		
NO BACK ORDERS. CALL JO WITH SUBSTITUTIONS 702-458-0458.				
F4-Details			F10-Done	

Once you have selected a purchase order you can then view the item detail of the purchase order by pressing **F4**. If the items on order span more than one page you can **F1** to page forward and **F2** to page back.

Vendor Status	1 BETA TEST 10.0	3/04/02 3:24 pm
Ship from: 9375 WHIRLPOOL CORP. ATTN: JACK 888-567-7368 Ph (800)634-3449 Fax (616)923-3278		
Ship to: 5 Cathy's Rent to Own 10204 Denescas Road Anywhere NJ 09121 Ph Fax		
Number: 99 P/O Number: 254		
QTY	MODEL NUMBER	FAB COL REC CAN UNIT COST REQUIRED SHIPTO C
2	AKR0PR522RQXGW	2 0 771.000 5 N
2	AKWHIET1BKXFW	2 0 463.000 5 N
1	AKWHIED20TKXFW	1 0 650.000 5 N
1	AKWHIED20TKXFN	1 0 650.000 5 Y
F1-Next Page F2-Prev Page F10-Exit		

You may return to the previous page by pressing **F8**. Press **F8** again to get to the vendor display screen.

List Vendor Invoice (APLST)

You may view on the screen all invoices for a vendor.

Vendor Invoices	1 BETA TEST 10.0	3/04/02 3:49 pm
Starting Vendor: 0 Invoices:		
Input the starting vendor number		

When selecting invoices to be listed, you may specify a beginning vendor and invoice number (the lookup window is not available in this module so you will need to know the vendor number). Leaving both of these fields blank will result in the listing to start at the beginning of the data file.

Vendor Invoices	1 BETA TEST 10.0	3/04/02 3:49 pm		
VENDOR NAME	INVOICE	DATE	AMOUNT	P/O S
4 A M C ENTERPRISES, INC.	P:001007	4/11/01	259.00	1007 H
6 A-ABLE LOCK & ALARM, INC.	0002199-IN	6/22/99	137.03	P
6 A-ABLE LOCK & ALARM, INC.	0005310-IN	3/25/99	164.60	P
6 A-ABLE LOCK & ALARM, INC.	0005520-IN	6/09/99	42.00	P
6 A-ABLE LOCK & ALARM, INC.	0006273-IN	3/01/00	15.02	P
6 A-ABLE LOCK & ALARM, INC.	0009260-IN	12/21/99	59.52	P
6 A-ABLE LOCK & ALARM, INC.	0009309-IN	11/01/99	84.00	P
6 A-ABLE LOCK & ALARM, INC.	0009702-IN	12/22/99	15.02	P
6 A-ABLE LOCK & ALARM, INC.	0009832-IN	12/15/99	245.02	P
6 A-ABLE LOCK & ALARM, INC.	0009931-IN	1/05/00	59.52	P
6 A-ABLE LOCK & ALARM, INC.	0000236-IN	12/21/99	77.00	P
6 A-ABLE LOCK & ALARM, INC.	0001052-IN	3/19/00	30.03	P
6 A-ABLE LOCK & ALARM, INC.	0002300-IN	6/22/00	77.00	P
6 A-ABLE LOCK & ALARM, INC.	0007239	3/05/01	35.00	P
6 A-ABLE LOCK & ALARM, INC.	0000157-IN	11/20/00	330.93	P
6 A-ABLE LOCK & ALARM, INC.	0000432-IN	2/03/01	130.02	P
6 A-ABLE LOCK & ALARM, INC.	01653	10/05/99	92.00	P
F1-Next Page	F2-Prev Page	F10-Exit		

You may scroll through the invoices by using **F1** to page forward and **F2** to page back.

The information displayed includes the vendor number and name, invoice number, date, and amount, purchase order number and invoice status.

Show Vendor Invoice (APSHO)

You may view a particular vendor invoice on screen using the show option. When using the show module, you have no editing features at all.

Show Invoices		1 BETA TEST 10.0		3/04/02 3:52 pm	
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX			Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX		
Invoice: 1234		Due Date: 2/01/02		Status: Open [SEL-No]	
Amount: 1000.00		Expense Date: 2/01/02		Bank: Chk:	
Inv Date: 2/01/02		Discount Date:		Paid:	
Type: Expense		Discount Amt:		Date:	
P/O:		Discount %:		Check Amt: \$*****0.00	
D AMOUNT	CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT	
	1	5400 ADVERTISING		1000.00	
				0.00	
				0.00	
MARCH ISSUE					
F1-Next F2-Previous F3-G/L Dist F4-Pynts F5-Notes F8-Exit ENTER-Restart					

The vendor number may be entered or selected from a lookup window. You may also select the invoice from a window displaying all of the vendor's invoices. Once the invoice is selected, all information is displayed.

While an invoice is displayed, several options are available to display related information. You may scroll through the vendor invoices by using **F1** to go to next invoice or **F2** to go to the previous vendor invoice. When the last invoice on file has been displayed using the **F1**, you will receive a message that there are no more invoices to be displayed.

The G/L distribution for the invoice may be viewed by pressing **F3**.

Show Invoices	1 BETA TEST 10.0	3/04/02 3:52 pm																																								
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX																																										
Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX																																										
Invoice: 12 Amount: Inv Date: 2 Type: Ex P/O:	<table border="1"><thead><tr><th>CTR</th><th>ACCOUNT DESCRIPTION</th><th>DEPT</th><th>AMOUNT</th></tr></thead><tbody><tr><td>1</td><td>5400 ADVERTISING</td><td></td><td>1000.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr></tbody></table>		CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT	1	5400 ADVERTISING		1000.00				0.00				0.00				0.00				0.00				0.00				0.00				0.00				0.00
CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT																																							
1	5400 ADVERTISING		1000.00																																							
			0.00																																							
			0.00																																							
			0.00																																							
			0.00																																							
			0.00																																							
			0.00																																							
			0.00																																							
			0.00																																							
D AMOUNT																																										
MARCH IS																																										
F1-Fund	F2-Back	F8-Done																																								

You may scroll through the distributions by using **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

The payments associated with the displayed invoice may be viewed by pressing **F4**.

Show Invoices	1 BETA TEST 10.0	3/04/02 3:53 pm										
Vendor: AT&T 54 P.O. BOX 78522 PHOENIX AZ		Pay to: AT&T 54 P.O. BOX 78522 PHOENIX AZ										
Invoice: 614-1146 7/4 Amount: 61.16 Inv Date: 7/04/99 Type: Expense P/O:	Expe Disco Disc D1	<table border="1"><thead><tr><th>BANK</th><th>CHECK</th><th>DATE</th><th>PYMT AMOUNT</th><th>S</th></tr></thead><tbody><tr><td>1</td><td>40395</td><td>7/26/99</td><td>61.16</td><td>P</td></tr></tbody></table>	BANK	CHECK	DATE	PYMT AMOUNT	S	1	40395	7/26/99	61.16	P
BANK	CHECK	DATE	PYMT AMOUNT	S								
1	40395	7/26/99	61.16	P								
D AMOUNT	CTR ACCOUNT DES 17 0121 TEL											
Press any key to continue												

Pressing any key will return you to the displayed invoice.

Each invoice may have notes explaining any important details. These notes may be displayed by using **F5**.

Add Recurring Entry (ADDAPREC)

Recurring A/P entries are used to create invoices over a defined interval. They can entered once and automatically create invoices as their interval dictates. The format for entering recurring entries is similar to that of adding vendor invoices.

Add Recurring		1 BETA TEST 10.0		3/04/02 3:57 pm	
Vendor:		Pay to:			
Invoice:		Fixed: Yes			
Amount:					
Code:					
Type: Expense					
P/O:					
D	AMOUNT	CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT
					0.00
					0.00
					0.00
Input the vendor number or a few characters of the name					

Vendor

Enter the vendor number or select from lookup window. As with all lookup windows, if the needed vendor does not appear, it may be added at this time.

Pay to

If the default pay to vendor needs to be changed, you can enter the vendor number or select from lookup window.

Invoice

Enter the invoice number that will best describe this recurring invoice. If you use an invoice number that you have used before you will receive a message 'This invoice is already on file! Do you want to continue?'.

Amount

Enter the total amount of the invoice.

Code

The recurring entry code must be entered. This code is a three-character code that is used to group the entries for transferring to the journal. For example, REN could be used for all of your building rents, or you could go more global and use MON for all of you monthly recurring entries.

Type

There are two types of Accounts Payable documents, expenses and purchases. The documents entered as purchases require that a purchase order be on file for the goods that were purchased. You must enter a valid purchase order number for the vendor or select one from the selection window provided. Documents entered with a type of expense are for invoices that do not require a purchase order.

P/O

Enter the purchase order number if applicable.

Fixed

Each recurring entry can be either fixed or variable. Variable entries allow you to change the amounts before each transaction is converted to a vendor invoice.

D Amount

You can specify up to three deductions per vendor invoice by selecting the appropriate deduction code and entering a dollar amount to be deducted. This allows you to enter the full amount of the invoice that was sent by the vendor, but pay and distribute to G/L the invoice amount less the deduction.

Distribute

Enter the distribution template you would like to use for this invoice. These can be set up in (APDIST). Once set up, the template will automatically distribute the invoice amount to whichever profit centers and G/L account numbers you have set up.

The General Ledger distribution for an invoice can span up to 1000 different accounts. A scrolling window displays up to three lines of entries at a time. If there are more lines at either the top or bottom of the window, a “-“ or “+” indicator will signal it.

CTR

Enter the profit center for the first line of distribution.

Account/Description

Enter the G/L account number, if you do not know the number, type in a few letters of the account name and a lookup window will appear, at this time you can **F1** to page up, **F2** to page back, **F4** to add a G/L account number, **F6** to change a G/L account number, or <ENTER> to select the account you need. Once you have made your selection the description will automatically be filled in on the invoice screen for you.

Dept

Enter the department number if applicable.

Amount

Enter the dollar amount you would like distributed to this profit center and this G/L account number.

After entering the information for the last distribution, press **F9**. You will be given the opportunity to enter a text description and/or notes for the vendor invoice. The text editor will allow you to enter up to fifty lines of free-form text. Several editing capabilities are available while entering the text. When finished with comments, press **F9**. You will then be asked 'Is everything alright on this invoice?', accept the 'Y' prompt if invoice is alright, otherwise 'N' to edit invoice.

Change Recurring Entry (APCHGREC)

You may use this module to make any changes to the recurring entries.

Chg Recurring		1 BETA TEST 10.0		3/04/02 4:01 pm	
Vendor: ARIZONA FEDERAL 49 CREDIT UNION #19272		Pay to: ARIZONA FEDERAL 49 CREDIT UNION #19272			
Invoice: 19272		Fixed: No			
Amount: 348.44					
Code: MD					
Type: Expense					
P/O:					
D	AMOUNT	CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT
		99	3824 NOTE PAYABLE AZ FEDERAL C U		243.94
		99	7003 INTEREST		104.50
					0.00
Input the number for the vendor invoice					

Enter the vendor number or make your selection from a lookup window. Once the vendor has been selected, enter the invoice number. If you do not know the invoice number, you may select it from a lookup window displaying all available invoices. You may scroll through the invoices by **F1** to page forward, **F2** to page back.

The window displays the invoice number, amount, and any purchase order attached to the invoice. Using the arrow keys, place the cursor on the invoice to be selected for change and press <ENTER>. After the selection, the invoice will be retrieved and the data displayed. You may now change the appropriate fields. See the section on adding recurring entries for a detailed explanation of each field.

Once you have made all your changes, you will be asked if everything is alright on the invoice. Answering (Y)es will place the cursor at the vendor field allowing you to make another selection. Answering (N)o will allow you to continue making changes on the selected invoice.

Delete Recurring Entry (DELAPREC)

When a recurring entry is no longer needed it may be removed using the delete option.

Delete Recurring		1 BETA TEST 10.0	3/04/02 4:00 pm
Vendor: ARIZONA FEDERAL 49 CREDIT UNION #19272		Pay to: ARIZONA FEDERAL 49 CREDIT UNION #19272	
Invoice: 19272		Fixed: No	
Amount: 348.44			
Code: MO			
Type: Expense			
P/O:			
D	AMOUNT	CTR ACCOUNT DESCRIPTION	DEPT AMOUNT
		99 3024 NOTE PAYABLE RZ FEDERAL C U	243.94
		99 7003 INTEREST	104.50
			0.00
Is this the invoice to be deleted? N			

You may select the vendor by entering the number or making your selection from a lookup window. Once the vendor is selected, enter the recurring invoice number. If the recurring invoice number is not known, you may select it from a window that displays all of the vendor's recurring invoices.

Once you have made your selection, you will be prompted to verify your choice. Answer (Y)es to delete the recurring invoice displayed. Once you delete the recurring invoice, the cursor will return to the vendor field allowing you to make another selection to be deleted. To return to the menu, press **F8**.

List Recurring Entries (LSTAPREC)

You may view on screen all recurring entries for a particular vendor.

List Recurring	1 BETA TEST 10.0	3/04/02 4:01 pm
VENDOR NAME	INVOICE	AMOUNT P/O
49 ARIZONA FEDERAL	19272	348.44
152 DRUMMER BOY HOLDING	LEASE #14	4244.24
189 GABRIELSEN & COMPANY	LEASE #7	7471.35
215 HENDERSON SHOPPING CENTER	LEASE #05	3168.00
235 IWADO MANAGEMENT	LEASE #9	4400.60
245 JOSEPH PROCTOR	LEASE #04	4250.00
272 TIMBERBROOK VILLAGE	#A115	172.00
305 KINGSGATE PLAZA COMPANY	LEASE #6	5558.30
343 KOPIKO PLAZA	LEASE #12	3593.73
349 WAHIAWA VENTURES-WTC	LEASE #15	4769.24
377 L.O. NELLIS, LLC	LEASE #02	5227.74
391 WINDWARD CITY SHOPPING CTR.	LEASE #13	6627.44
402 WREN W. WESCOTT	LEASE #99	575.00
428 MARYL REALTY	LEASE #10	8034.95
522 DESERT INN OFFICE CENTER	LEASE #99	6299.80
607 DAVID MANTHEI OR CARL MANTH COMPUTER SYSTEMS		8665.00
607 DAVID MANTHEI OR CARL MANTH OFFICE		2000.00
F1-Next Page	F2-Prev Page	F10-Exit

When listing recurring entries, you may specify a beginning vendor number and invoice. If these fields are left blank, the listing defaults to the beginning of the data file.

You may scroll through the listing using **F1** to page forward and **F2** to page back.

The information displayed includes the vendor number, vendor name, invoice number, amount, and purchase order number.

Print Recurring Entries (PRTAPREC)

A report detailing the recurring entries may be obtained by selecting the recurring A/P report.

The screenshot shows a terminal window titled "Print Recurring". The header area contains "1 BETA TEST 10.0" and the date/time "3/04/02 4:02 pm". The main area displays the following parameters:

- Beginning Vendor: 0
- Ending Vendor: 0
- Include Notes? Yes
- Sort Option: Vendor Number
- Printer ID: LP01
- Compress? No

A callout box on the right says "Press F9 when finished entering all parameters". At the bottom, a prompt reads "Input the beginning vendor number to be included".

Beginning Vendor/Ending Vendor

The scope of the report may be limited by entering the beginning and ending vendor number. If these fields are left blank, the report will include all vendors.

Include Notes

You may include any notes that are attached to the recurring entries.

Sort Option

Two sort options are available. You may choose to have the report sorted by either the vendor number or name.

Printer

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02

A/P Recurring Invoice Report

Page: 1

Company: LUCKY RENTAL PURCHASE

VENDOR INVOICE P/O T INV AMOUNT

49 ARIZONA FEDERAL

19272 E 348.44

ACCOUNT	DESCRIPTION	CTA	DEPT	AMOUNT
3024	NOTE PAYABLE AZ FEDERAL C U	99	0	243.94
7003	INTEREST	99	0	104.50

152 DRUMMER BOY HOLDING

LEASE #14 E 4244.24

ACCOUNT	DESCRIPTION	CTA	DEPT	AMOUNT
8113	STORE LEASE	14	0	3594.24
8115	COMMON AREA MAINTENANCE EXP	14	0	650.00

189 GABRIELSEN & COMPANY

LEASE #7 E 7471.35

ACCOUNT	DESCRIPTION	CTA	DEPT	AMOUNT
8113	STORE LEASE	7	0	5250.00
8115	COMMON AREA MAINTENANCE EXP	7	0	1089.44
8117	TAXES LICENSE & FEES	7	0	219.43
8113	STORE LEASE	96	0	700.00
8115	COMMON AREA MAINTENANCE EXP	96	0	148.56
8117	TAXES LICENSE & FEES	96	0	29.92
7013	OTHER ADVERTISING	7	0	29.92
7013	OTHER ADVERTISING	96	0	4.08

215 HENDERSON SHOPPING CENTER

LEASE #05 E 3168.00

ACCOUNT	DESCRIPTION	CTA	DEPT	AMOUNT
8113	STORE LEASE	5	0	3168.00

235 IWADO MANAGEMENT

LEASE #9 E 4408.68

ACCOUNT	DESCRIPTION	CTA	DEPT	AMOUNT
8113	STORE LEASE	9	0	3634.36
8115	COMMON AREA MAINTENANCE EXP	9	0	598.00
8117	TAXES LICENSE & FEES	9	0	176.32

Show Recurring Entries (SHOAPREC)

You may view a particular recurring entry on screen using the show option.

Show Recurring		1 BETA TEST 10.0		3/04/02 4:02 pm	
Vendor: ARIZONA FEDERAL		Pay to: ARIZONA FEDERAL			
49 CREDIT UNION		49 CREDIT UNION			
#19272		#19272			
Invoice: 19272		Fixed: No			
Amount: 348.44					
Code: MO					
Type: Expense					
P/O:					
D	AMOUNT	CTR	ACCOUNT DESCRIPTION	DEPT	AMOUNT
		99	3024 NOTE PAYABLE RZ FEDERAL C U		243.94
		99	7003 INTEREST		104.50
					0.00
Input the vendor number or a few characters of the name					

Enter the vendor number or make your selection from a lookup window. Once the vendor has been selected, enter the invoice number. If you do not know the invoice number, you may select it from a lookup window displaying all available invoices. You may scroll through the invoices by **F1** to page forward, **F2** to page back.

The window displays the invoice number, amount, and any purchase order attached to the invoice. Using the arrow keys, place the cursor on the invoice to be selected for change and press <ENTER>. After the selection, the invoice will be retrieved and the data displayed.

You may only view the recurring entry. When using the show option, you do not have any editing capabilities.

Transfer Recurring Entries (TRNAPREC)

At the defined interval, all entries with a corresponding type may be transferred to the vendor invoice file creating an open payable.

Trans Recurring		1 BETA TEST 10.0		2/01/02- 2/28/02	
Beginning Vendor: █					
Ending Vendor:					
Source Code:					
Entry Date: 3/04/02					
Preview Each? Yes					
Press F9 when finished entering all parameters					
Input the beginning vendor number to be included					

Enter in a range of vendor numbers or leave blank to select all.

Source Code

Enter the code that you would like to transfer to the invoice file.

Entry Date

This will be the invoice date and the expense date of the recurring entries you are transferring to vendor invoices.

Preview Each

If you select (Y)es here, you will be able to look at each recurring entry before you transfer to a vendor invoice.

When all parameters have been set, press **F9** to begin the transfer process.

3.3 *Selecting Invoices for Payment*

Vendor invoices may be selected for payment automatically or manually.

Vendor invoices may be selected automatically by specifying a due date when you print the checks. This will tell the system to select all (O)pen invoices with due dates that fall on or before the due date that was entered.

Vendor invoices may be selected manually by two different methods. The first method involves displaying the invoices for a particular vendor. Only the invoices for the specified vendor will appear in the listing. The second method displays all open invoices by due date.

Select Invoices By Vendor (APSEL)

Select Invoices	1 BETA TEST 10.0	2/01/02- 2/28/02
<div>Vendor: Pay to:</div>		
Input the vendor number or a few characters of the name		

Vendor

The vendor number may be entered or you may make your selection from a lookup window.

You may scroll through the listing using the **F1** to page forward or **F2** to page back. The vendor is selected by placing the cursor on the name and pressing <ENTER>.

All of the (O)pen invoices will be displayed after you select the vendor. You may scroll through the listing using the **F1** to page forward or **F2** to page back.

Information such as invoice number, status, invoice amount, due date and discount date will be displayed. The discount will be taken when the checks are printed.

Because partial payments may be made against the invoice, the amount column displays the balance of the invoice total to be paid.

To select a specific invoice, you (Y)es in the first column. You can deselect invoices by entering a (N)o in the first column.

Enter the amount of the payment. A partial payment may be made against the invoice. When a partial payment has been made, the status of that invoice remains (O)pen until it has been paid in full.

After you have selected all invoices for this vendor, press **F9** to update your selections and to bring you back to the top to select another vendor or **F8** to return to menu.

Invoices that are selected for payment, using this manual selection process, will be printed the next time you print checks and the due date does not factor into the selection.

Invoices that have a (H)old status are displayed but may not be selected for payment.

Select Invoices by Due Date (APSELDUE)

Selection by due date is very convenient when you have asset amount of money allocated for vendor payment. After the bank account is selected, the invoices are displayed with the oldest due date invoice appearing first.

The screenshot shows a terminal window titled 'Sel by Due Date'. The header bar contains three fields: '1 BETA TEST 10.0' and '3/05/02 8:12 am'. The main area is a large text input field with the label 'Bank:'. At the bottom, a footer bar contains the instruction 'Input the bank number to be used for payment'.

Several options are available from this module. Using the **F1** to page forward and **F2** to page back.

Once you have returned to the screen with invoices listed by due date, you may use **F4** to select invoice for payment.

Sel by Due Date		1 BETA TEST 10.0		3/05/02 8:12 am	
Bank: 1 NEVADA STATE BANK			Bank Balance: 1000000.00		
			Total Selected: 0.00		
?	SELECTED	DUE DATE	PAY TO VENDOR	INVOICE NBR	AMOUNT D
N		4/01/99	AMTEL COMMUNICATIONS	2000-99	4070.00
N		4/01/99	YESCO	2015-99	1325.00
N		3/13/01	EXTRA SPACE	3554 MARCH	192.94
N		3/16/01	SIERRA HEALTH AND LIFE IN	10001246-A001	
N	100.00	2/01/02	APRO	123456	100.00
N	1000.00	2/01/02	APRO	1234	1000.00
N	100.00	2/22/02	ATTIA AMNSOUR	DISC	100.00
F1-Next Page F2-Prev Page F4-Select F5-View F6-UnSelect F7-Hold F8-Menu					

Several bits of information are provided on this screen. The first is the indicator for payment, next is the amount you would like to pay, it will default to the amount of the invoice, due date is in the next column which will start with oldest due, pay to vendor name, invoice number, invoice amount and the discount indicator. The 'D' column will automatically have an asterisk if there is a discount available for the invoice.

As the invoices are selected for payment, a running total of the selected invoices is calculated and displayed in the upper right portion of the screen.

To select a specific invoice, you press **F4** and that will put a 'Y' in the first column. You may then type in the amount of the invoice you would like to pay or allow it to default to the full invoice amount by pressing <ENTER>.

If you decide not to print a check for a particular invoice that you already selected, you may press **F6** to unselect.

Invoices that are selected for payment, using this manual selection process, will be printed the next time you print checks and the due date does not factor into the selection.

Invoices that have a (H)old status are displayed but may not be selected for payment.

Since several invoices may be listed per vendor, using the **F5** lets you look at the invoice to insure that is the correct invoice.

Sel by Due Date		1 BETA TEST 10.0		3/05/02 8:18 am	
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX			Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX		
Invoice: 123456		Due Date: 2/01/02		Status: Open [SEL-No]	
Amount: 100.00		Expense Date: 2/01/02		Bank: Chk:	
Inv Date: 2/01/02		Discount Date:		Paid:	
Type: Expense		Discount Amt:		Date:	
P/O:		Discount %:		Check Amt: \$*****0.00	
D AMOUNT	CTR ACCOUNT DESCRIPTION				DEPT AMOUNT
	100 1000 CASH CHECKING - HOME OFFICE				100.00
					0.00
					0.00
F3-G/L Dist F4-Pmnts F5-Notes F6-Exit					

Several options are available once invoice detail is selected. G/L distribution may be viewed by pressing **F3**. You may scroll through the distributions using the **F1** to page forward and **F2** to page back. When finished viewing the G/L distribution, press **F8**.

Sel by Due Date		1 BETA TEST 10.0		3/05/02 8:18 am	
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX			Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX		
Invoice: 12		CTR ACCOUNT DESCRIPTION			
Amount:		DEPT AMOUNT			
Inv Date: 2		100 1000 CASH CHECKING - HOME OFFICE			
Type: Ex		100.00			
P/O:		0.00			
		0.00			
D AMOUNT		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
F1-Forward F2-Back F8-Done					

The payments associated with the displayed invoice may be viewed by pressing **F4**. This will display the bank number, check number, check date, payment amount and check status ((P)aid or (V)oided).

Sel by Due Date		1 BETA TEST 10.0		3/05/02 8:22 am													
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX			Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX														
Invoices: 1234 Amount: 1000.00 Inv Date: 2/01/02 Type: Expense P/O: D1			<table border="1"> <thead> <tr> <th>BANK</th> <th>CHECK</th> <th>DATE</th> <th>PYMT</th> <th>AMOUNT</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>45174</td> <td>2/28/02</td> <td>500.00</td> <td></td> <td>P</td> </tr> </tbody> </table>			BANK	CHECK	DATE	PYMT	AMOUNT	S	1	45174	2/28/02	500.00		P
BANK	CHECK	DATE	PYMT	AMOUNT	S												
1	45174	2/28/02	500.00		P												
D AMOUNT		CTR ACCOUNT DES 1 5400 ADV															
MARCH ISSUE																	
Press any key to continue																	

Each invoice may have notes explaining any important details attached to it. These notes may be completely revealed by pressing **F5**. If the notes span more than one page, you may scroll through the notes using the **F1** to page forward and **F2** to page back. You may return to the displayed invoice by pressing **F8**.

Sel by Due Date		1 BETA TEST 10.0		3/05/02 8:22 am	
Vendor: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX			Pay to: APRD 47 9015 MOUNTAIN RIDGE DRIVE SUITE #220 AUSTIN TX		
Invoices: 1234 Amount: 1000.00 Inv Date: 2/01/02		Due Date: 2/01/02 Expense Date: 2/01/02 Discount Date:		Status: Open [SEL-No] Bank: 1 Chk: 45174 Paid: 500.00	
<div style="border: 1px solid black; padding: 5px;"> MARCH ISSUE </div>					
F1-Forward		F2-Back		F8-Done	

When you have completed making your selections press **F8** to return to menu.

3.4 Printing Checks

You may print checks automatically or manually, no matter which procedure you choose, you will still use the two following modules, Preview Check Report and the actual Print Checks module.

Preview Report (APPREVUE)

The A/P Preview Check Report provides a listing of all invoices that will be processed when the checks are printed. In order for it to work properly you must fill in the same information as you will when you actually print the checks.

The screenshot shows a software window titled 'Check Preview Rpt'. The window has a title bar with '1 BETA TEST 10.0' and a date/time stamp '3/05/02 8:34 am'. The main area contains the following fields and labels:

- Bank:
- Check Number:
- Check Date: 3/05/02
- Due Date:
- Discount Date:
- Sort Option: Vendor Name
- Vendor Group:
- Printer ID: LP01
- Control? No

A callout box on the right side of the form says 'Press F9 when finished entering all parameters'. At the bottom of the window, there is a text prompt: 'Input the bank number or a few characters of the name'.

Bank

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a lookup window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

Check Number

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

Check Date

Enter the check date you want to appear on the check. This date will determine if any discounts should be taken. The discounts will automatically be taken if the invoice discount date is less than or equal to the date entered for check date. This will also be the date that goes to General Ledger for the bank and A/P trade account reduction.

Due Date

The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the due date field blank.

Discount Date

The discount date field should be used if you want to use the automatic selection by entering the latest discount date you want selected for payment. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Sort Option

You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

Vendor Group

Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an 'INV' vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The resulting report should match the results if you were to process checks with the same values as supplied.

Date: 3/14/02

R/P Check Preview Report

Page: 1

Company: LUCKY RENTAL PURCHASE

VENDOR NAME	NUMBER	CHECK NUMBER	DATE
AMTEL COMMUNICATIONS 3120 WEST POST RD	35	9754	2/28/02

LAS VEGAS NV 89118

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
2088-99	4/01/99		4070.00			4070.00
Total:			4070.00	0.00	0.00	4070.00

ANNIE DUNN	624	9755	2/28/02
------------	-----	------	---------

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
5001-15	4/06/99		214.76			214.76
Total:			214.76	0.00	0.00	214.76

COMMUNICATIONS CENTER OF HAWAII	625	9756	2/28/02
---------------------------------	-----	------	---------

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
2088-99	4/06/99		447.87			447.87
Total:			447.87	0.00	0.00	447.87

DESERT INN OFFICE CENTER 2785 E. DESERT INN RD. SUITE 130 LAS VEGAS	522	9757	2/28/02
------------------------------------------------------------------------------	-----	------	---------

NV 89121

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
LEASE 4/1/	4/01/99		6299.88			6299.88
Total:			6299.88	0.00	0.00	6299.88

EXTRA SPACE SELF STORAGE 94-155A LEEDLE STREET WAIIPAHU	1116	9758	2/28/02
------------------------------------------------------------------	------	------	---------

HI 96797

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
3564 MARCH	3/13/01		192.94			192.94
Total:			192.94	0.00	0.00	192.94

MELISSA EASLEY	612	9759	2/28/02
----------------	-----	------	---------

Print Checks (APCHECK)

You are asked to specify several parameters when printing checks. These should be filled in exactly as you did when running the Preview Check Report.

The screenshot shows a window titled 'Print Checks' with a header bar containing '1 BETA TEST 10.0' and a timestamp '3/05/02 8:35 am'. The main area contains the following fields and text:

- Bank: 1
- Check Number:
- Check Date: 3/05/02
- Due Date:
- Discount Date:
- Sort Option: Vendor Name
- Vendor Group:
- Printer ID: LP01
- Control? No

Two callout boxes provide additional instructions:

- NOTE: The checks must be printed in 80 column mode. Please set the printer to normal print mode!
- Press F9 when finished entering all parameters

At the bottom, a prompt reads: 'Input the bank number or a few characters of the name'.

Bank

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a lookup window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

Check Number

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

Check Date

Enter the check date you want to appear on the check. This date will determine if any discounts should be taken. The discounts will automatically be taken if the invoice discount date is less than or equal to the date entered for check date. This will also be the date that goes to General Ledger for the bank and A/P trade account reduction.

Due Date

The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the due date field blank.

Discount Date

The discount date field should be used if you want to use the automatic selection by entering the latest discount date you want selected for payment. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Sort Option

You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

Vendor Group

Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an 'INV' vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Print Checks	1 BETA TEST 10.0	3/05/02 8:35 am
Bank: 1 NEVADA STATE BANK		
Check Number: 45175		
Check Date: 2/28/02		
Due Date:		
Discount Date:		
Sort Option: Vendor Name		
Vendor Group:		
Printer ID: LP99		
Control: No		
<div>NOTE: The checks must be printed in 80 column mode. Please set the printer to normal print mode!</div>		
<div>Press F9 when finished entering all parameters</div>		
Do you want to print a void check to test printer alignment? <input type="checkbox"/>		

You are then given an opportunity to print a dummy check in order to test the alignment. Please note that you are going to void a check if you test the alignment. The voided check will be entered in the check register to provide a full audit of the checks that were processed. Testing the printer alignment is a beneficial process if you are unsure of the proper setting for the checks on the printer. The system doesn't print the dummy check until you say 'N' to the print test check question. So if you feel more comfortable with two dummy checks, enter 'Y' two times to the test question and then 'N', press <ENTER>. This will print two dummy checks before beginning the actual check run. Over the course of time you will become more comfortable with loading the checks and not need to print the alignment check. A message will display on the bottom line of the screen letting you know that the checks are being processed.

Print Checks	1 BETA TEST 10.0	3/05/02 8:42 am
--------------	------------------	-----------------

Bank:	1	NEVADA STATE BANK
Check Number:	45175	
Check Date:	2/28/02	
Due Date:		
Discount Date:		
Sort Option:	Vendor Name	
Vendor Group:		
Printer ID:	LP99	
Control:	No	

NOTE: The checks must be printed in 80 column mode. Please set the printer to normal print mode!

Press F9 when finished entering all parameters

-- Printing Checks --

If something goes wrong during the course of printing checks (e. g. the paper jams), you have the option of voiding any bad checks. When all of the checks are printed, you will be asked if everything went alright.

Print Checks	1 BETA TEST 10.0	3/05/02 8:42 am
--------------	------------------	-----------------

Bank:	1	NEVADA STATE BANK
Check Number:	45175	
Check Date:	2/28/02	
Due Date:		
Discount Date:		
Sort Option:	Vendor Name	
Vendor Group:		
Printer ID:	LP99	
Control:	No	

NOTE: The checks must be printed in 80 column mode. Please set the printer to normal print mode!

Press F9 when finished entering all parameters

Did all of the checks print alright? Y

If all of the checks printed fine, you should enter a (Y)es. If all checks printed correctly, and one or more of the checks required a supplemental list of invoices that did not fit on the check itself, you will be asked if you are ready to print that list. You will want to remove checks from the printer and feed regular paper back into printer, before saying yes to print supplemental list.

If all of the checks did not print correctly, you should enter a (N). You will then be given the opportunity to void any misprinted checks. You will automatically be brought to a void check screen.

You may page forward using **F1** and **F2** to page back.

The listing shows the bank number, check number, vendor number, vendor name, check date, check amount, check status (P)aid or (V)oided, and date cleared if using the bank reconciliation.

2.5 Voiding/Undoing A/P Checks

Void Checks (APVOID)

There are two types of checks that can be voided, checks assigned to vendors and then voided, or checks that were never assigned or zero checks. The same module is used for handling both types.

Void Checks 1 BETA TEST 10.0 2/01/02- 2/28/02

Bank:
Check Number:

Input the bank number or a few characters of the name

Bank

Enter the bank number or select the bank from a lookup window.

Check Number

Enter the check number to be voided.

If the check number that you input is not currently on file to a vendor, it is assumed that you would like to void a check that has not been used already. These checks are referred to as zero amount checks, since they have no dollar amount associated with them. Although you do not have to enter these checks, it is suggested that you do since the check register will contain a sequential list of all checks. This will make auditing much easier.

Void Checks	1 BETA TEST 10.0	2/01/02- 2/28/02
<p>Bank: 1 TEXAS STATE BANK</p> <p>Check Number: 15113</p>		
<p>Was this a zero amount check? N</p>		

Void Checks	1 BETA TEST 10.0	2/01/02- 2/28/02
<p>Bank: 1 TEXAS STATE BANK</p> <p>Check Number: 15112</p>		
<p>Input the date for the check register: 2/28/02</p>		

You will be prompted for the date that will be entered in the check register as the void date for the check.

Void Checks	1 BETA TEST 10.0	2/01/02- 2/28/02
-------------	------------------	------------------

Bank:	1	TEXAS STATE BANK
Check Number:	15113	

Check number 15113 was voided.

Press any key to continue

If the check is a zero amount check and you respond with a (Y)es, a message will be displayed letting you know that the voided check has been accepted. A (N)o will not void the check and will let you enter a new bank number and check number to be voided.

Checks that have been printed or entered manually follow a slightly different procedure. In order to void a check with a dollar amount associated with it, you must answer a few additional questions.

Void Checks	1 BETA TEST 10.0	2/01/02- 2/28/02
-------------	------------------	------------------

Bank:	1	TEXAS STATE BANK
Check Number:	15118	

Vendor: BOI DISTRIBUTORS

Date: 4/07/99

Amount: \$*22,537.00

Effective: 2/28/02

Delete Inv? Y

Input (Y)es to delete the vendor invoice

Enter the bank number and check number, but this will then display the vendor name, the check date, and the amount of the check to be voided. You should enter (Y)es if this is the correct check to be voided. You should enter (N)o if it is not the correct check to be voided, you will then be taken back to the top to reenter a new bank and check number.

You must make one final decision when voiding the check. You will either want to delete the vendor invoice or return it to an (O)pen status so it can be paid again on another check. If you opt to keep the invoice as an (O)pen status, it will be marked for payment on the next check run unless you go into one of the select for payment modules and unselect. The A/P system will then create an entry on the date of the voided check, at the time of interfacing to the G/L, of debiting the checking account and crediting the A/P trade account in the amount of the voided check.

If you choose to delete the invoice, the A/P system will automatically create an entry on the date of the voided check, to reverse out the G/L distributions that were entered on the invoices deleted and credit the bank account.

Undoing Checks (APUNDO)

This module was designed for checks that were assigned to vendors and invoices in error, the check was never printed on but the system thinks that it was issued. For example, if checks weren't put in the printer for the check run and you ran the checks on plain paper, you can undo instead of void so you could use the same check numbers.

Undo Paid Checks 1 BETA TEST 10.0 2/01/02- 2/28/02

Bank:

Check Number:

Input the bank number or a few characters of the name

It works very similar to that of the void check module only this allows the check number to be used again.

Bank

Enter the bank number or select the bank from a lookup window.

Check Number

Enter the check number to be undone.

The system will then display the vendor name, the check date, and the amount of the check to be undone. You should enter (Y)es if this is the correct check to be undone. You should enter (N)o if it is not the correct check to be undone, you will then be taken back to the top to reenter a new bank and check number.

Once you have told the system to undo the check it will reopen the invoice and put it back in selection for payment on the next check run. Press **F8** when finished to return to menu.

3.5 General Ledger Interface (APGLRPT)

The Accounts payable G/L Analysis Report serves as the interface with the General Ledger module. It can optionally update the General Ledger module with the periodic journal entries that result from routine Accounts Payable processing.

The screenshot shows a terminal window titled 'G/L Analysis'. The header bar contains '1 BETA TEST 10.0' and the date/time '3/05/02 9:01 am'. The main area contains the following text:

```
Update G/L Journal? Yes
Include Details? Yes
Include Notes? Yes

Beginning Period Date: 2/01/02
Ending Period Date: 2/28/02

Journal Entry Date: 2/28/02

Print Invoice Section? Yes    All Details? Yes
Print G/L Summary? Yes
Print G/L Analysis? Yes

Printer ID: LP01
Compress? No
```

A box on the right side of the screen contains the instruction: 'Press F9 when finished entering all parameters'. At the bottom of the screen, a prompt reads: 'Input (Y)es to update the G/L journal with transactions'.

Update G/L Journal

In addition to printing the G/L analysis Report, you can choose to automatically generate the journal entries for the period's transactions by entering (Y)es to update the G/L journal. If you select the (N)o option, you will receive a report of activity with all of the information that you need to manually post the journal entries yourself or just to review.

Include Details

The journal entries that you create can be either at the summary or detail level. Detail level G/L transactions are very good if you would like to analyze the changes to a certain account over the course of time. The journal entries will include the detail for each individual vendor invoice that was posted during the period selected. You will be able to easily locate the vendor invoices that were paid by each journal entry, since the transaction detail will include this information. On the other hand, summary level transactions are generated from the account total information, thereby minimizing the number of entries created.

Include Notes

Enter (Y)es to include any notes attached to the invoices when posting to General Ledger.

Beginning Period Date/Ending Period Date

Enter the beginning and ending dates for which you would like to report and or post. They default to the dates for the current operating period that appeared in the upper right corner of the screen during transaction entry. **If you answered (Y)es to 'Update G/L Journal', make sure you go into (DATES) and change the 'Everywhere Else Dates' to the next operating month as soon as the report has completed.** If you try to update the G/L again, the system will give you the following message as soon as you type in the 'Beginning Period Date'.

G/L Analysis	1 BETA TEST 10.0	3/05/02 9:01 am
--------------	------------------	-----------------

Update G/L Journal? Yes

Include Details? Yes

Include Notes? Yes

Beginning Period Date: 2/01/02

Ending Period Date: 2/28/02

Journal Entry Date: 2/28/02

Print Invoice Section? Yes All Details? Yes

Print G/L Summary? Yes

Print G/L Analysis? Yes

Printer ID: LP01

Compress? No

Press F9 when finished
entering all parameters

The General Ledger has been updated as of: 2/28/02 Continue? ☐

This warns you that you have sent the A/P to the G/L for this period already. If you tried to interface in error, just hit <ENTER> and press **F8** to go back to menu. If you had already interfaced to G/L and purged the transactions so you could repost answer (Y)es to continue running the interface. Otherwise, if you answer (Y)es to continue and interface a second time, without purging, you will duplicate the A/P transactions in the G/L. You will then need to use the 'Purge G/L Details' module to get rid of the double entry and then rerun the A/P interface.

Journal Entry Date

Summary level journal entries require a journal entry date, this would be the G/L entry date for the A/P trade account, cash accounts and, if you chose not to include detail, all other accounts. This date should fall between the beginning and ending dates selected, usually is the last day of the month.

The G/L Interface has the capability to print 3 different reports. An invoice report by vendor, a G/L account number summary report, and a G/L account analysis report.

Print Invoice Section/All Details

Enter (Y)es to 'Print Invoice Section' if you want to print an invoice report by vendor. Enter (Y)es to 'All Details' if you want all notes and invoice information to print with the report.

Date: 3/14/02

A/P General Ledger Report

Page: 1

Company: LUCKY RENTAL PURCHASE

Dates: 2/01/02 - 2/28/02

VENDOR NAME/INVOICE	S	INV DATE	EXP DATE	PD DATE	BANK	CHECK	BEG BALANCE	NEW INVOICES	PAID INVOICES	END BALANCE	
35 AMTEL COMMUNICATIONS											
2088-99	0	4/01/99	4/01/99				4070.00	0.00	0.00	4070.00	
47 APRD											
123456	0	2/01/02	2/01/02				0.00	100.00	0.00	100.00	
1234	0	2/01/02	2/01/02	2/28/02	1	45174	0.00	1000.00	500.00	500.00	
** MARCH ISSUE											
TOTALS VENDOR:							47	0.00	1100.00	500.00	600.00
68 BDI DISTRIBUTORS											
0072382	0	3/05/99	4/07/99				3675.00	0.00	0.00	3675.00	
471 SIERRA HEALTH SERVICES											
10001246-ROO1	0	3/01/01	3/16/01				0.00	0.00	0.00	0.00	
522 DESERT INN OFFICE CENTER											
LEASE 4/1/99	0	4/01/99	4/01/99				6299.88	0.00	0.00	6299.88	
610 YESCO											
2015-99	0	4/01/99	4/01/99				1325.00	0.00	0.00	1325.00	
611 PLUMB BUILDERS, INC											
2088-99	0	4/01/99	4/01/99				4185.91	0.00	0.00	4185.91	
** STORE #04 BUILD-OUT											
612 MELISSA EASLEY											
8101-99	0	4/02/99	4/02/99				315.00	0.00	0.00	315.00	
624 ANNIE DUNN											
5001-15	0	4/06/99	4/06/99				214.76	0.00	0.00	214.76	
625 COMMUNICATIONS CENTER OF HAWAII											
2088-99	0	4/06/99	4/06/99				447.87	0.00	0.00	447.87	
785 ATTIA AMNSOUR											
DISC	0	2/22/02	2/22/02				0.00	100.00	0.00	100.00	
1116 EXTRA SPACE											
3564 MARCH	0	3/13/01	3/13/01				192.94	0.00	0.00	192.94	
** STORAGE FOR STORE #13.											

Report Totals:

20726.36 1200.00 500.00 21426.36

Charged After Ending Date:

0.00

500.00

The beginning balance on this report should equal the ending balance to the month prior. Invoices added are all invoices that were entered with an expense date of the period you are running the report. Invoices paid are all invoices that were paid with a check date of the period you are running the report. The ending balance should be used to balance against the G/L account balance of your A/P Trade account number. The only exception to this is if there is a dollar figure in the 'Charged after ending date'. This figure would then need to be, either subtracted from the Ending Balance total or a journal entry would need to be done, moving it from the A/P trade account to a prepaid asset account. The 'Charged after ending date' would include invoice amounts that had check dates in a month prior to expense dates. For example, rents are usually prepaid, so the check date could be 01/25/02, but you actually expense the invoice for 02/01/02.

Print G/L Summary

Enter (Y)es to 'Print G/L Summary' if you want to print a G/L Account Summary report.

Date: 3/14/02				Accounts Payable Report - G/L Summary		Page: 2
Company: LUCKY RENTAL PURCHASE				Dates: 2/01/02 - 2/28/02		
CMP	ACCOUNT	PFT	CTR	DESCRIPTION	DEBIT	CREDIT
1	1000	99		CASH CHECKING - HOME OFFICE	14,831.36	
1	1000	100		CASH CHECKING - HOME OFFICE	100.00	
1	1010	1		PETTY CASH	100.00	
1	3000	99		ACCOUNT PAYABLE		16,031.36
1	5400	1		ADVERTISING	1,000.00	
					16,031.36	16,031.36

This report gives you company, G/L account number, profit center/store, G/L account description, and summary total of what went to the G/L from A/P.

Print G/L Analysis

Enter (Y)es to 'Print G/L Analysis' if you want to print a G/L Account Analysis Report.

Date: 3/14/02

Accounts Payable Report - G/L Analysis

Page: 3

Company: LUCKY RENTAL PURCHASE

Dates: 2/01/02 - 2/28/02

CMP ACCOUNT PFT CTR DESCRIPTION

1 1000 99 CASH CHECKING - HOME OFFICE

INV DATE	INVOICE NUMBER	VENDOR NAME	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
4/01/99	LEASE 4/1/99	522 DESERT INN OFFICE CENTER	6299.88	6,299.88	15110	4/01/99		4/01/99
4/01/99	2088-99	611 PLUMB BUILDERS, INC	4185.91	4,185.91	15111	4/01/99		4/01/99
4/02/99	8101-99	612 MELISSA EASLEY	315.00	315.00	15114	4/02/99		4/02/99
4/06/99	5001-15	624 ANNIE DUNN	214.76	214.76	15115	4/06/99		4/06/99
4/06/99	2088-99	625 COMMUNICATIONS CENTER OF HAWAII	447.87	447.87	15116	4/06/99		4/06/99
3/05/99	0072382	68 BDI DISTRIBUTING	3675.00	3,675.00	15118	4/07/99		4/07/99
3/13/01	3564 MARCH	1116 EXTRA SPACE	192.94	192.94	16212	3/13/01		3/13/01
2/01/02	1234	47 APRO	1000.00	500.00-	45174	2/28/02		2/01/02
Account Total:				14,831.36				

1 1000 100 CASH CHECKING - HOME OFFICE

INV DATE	INVOICE NUMBER	VENDOR NAME	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
2/01/02	123456	47 APRO	100.00	100.00				2/01/02
Account Total:				100.00				

1 1010 1 PETTY CASH

INV DATE	INVOICE NUMBER	VENDOR NAME	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
2/22/02	DISC	785 ATTIA AMNSOUR	100.00	100.00				2/22/02
Account Total:				100.00				

1 3000 99 ACCOUNT PAYABLE

INV DATE	INVOICE NUMBER	VENDOR NAME	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
2/01/02	123456	47 APRO	100.00	100.00-				2/01/02
2/01/02	1234	47 APRO	1000.00	500.00-	45174	2/28/02		2/01/02
3/13/01	3564 MARCH	1116 EXTRA SPACE	192.94	192.94-	16212	3/13/01		3/13/01
2/22/02	DISC	785 ATTIA AMNSOUR	100.00	100.00-				2/22/02
3/05/99	0072382	68 BDI DISTRIBUTING	3675.00	3,675.00-	15118	4/07/99		4/07/99
4/01/99	LEASE 4/1/99	522 DESERT INN OFFICE CENTER	6299.88	6,299.88-	15110	4/01/99		4/01/99
4/01/99	2088-99	611 PLUMB BUILDERS, INC	4185.91	4,185.91-	15111	4/01/99		4/01/99
4/02/99	8101-99	612 MELISSA EASLEY	315.00	315.00-	15114	4/02/99		4/02/99
4/06/99	5001-15	624 ANNIE DUNN	214.76	214.76-	15115	4/06/99		4/06/99
4/06/99	2088-99	625 COMMUNICATIONS CENTER OF HAWAII	447.87	447.87-	15116	4/06/99		4/06/99
Account Total:				16,031.36-				

1 5400 1 ADVERTISING

INV DATE	INVOICE NUMBER	VENDOR NAME	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
2/01/02	1234	47 APRO	1000.00	1,000.00	45174	2/28/02		2/01/02
				1,000.00				

This report gives you the same information as the G/L Analysis Report with the invoice detail. The invoice detail includes the invoice date, invoice number, vendor number, vendor name, invoice total, G/L account amount, check number, paid date, purchase order number, and invoice expense date.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

3.6 Accounts Payable Reports (APREPORT)

Several Accounts Payable reports are available for analyzing your data. All reports are parameter driven allowing you maximum flexibility.

Aging Report (APAGERPT)

The Accounts Payable Aging Report provides a projected cash flow analysis used in determining future payment requirements. The aging date determines the date from which aging is based.

Aging Report 1 BETA TEST 10.0 3/05/02 9:08 am

Beginning Vendor: 0
Ending Vendor: 0

Date for Aging: 2/28/02

Sort Option: Vendor Number

Printer ID: LP01
Compress? No

Press F9 when finished
entering all parameters

Input the beginning vendor number to be included

Aging Date

Enter the date you would like the A/P to run.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Run Date: 3/14/02

A/P Aging Report

Page: 1

Company: LUCKY RENTAL PURCHASE

Aging Date: 2/28/02

VENDOR INVOICE	INV DATE	5	INV AMOUNT	DISC AMOUNT	DUE DATE	BALANCE	CURRENT	1 TO 30	31 TO 60	OVER 60
35 AMTEL COMMUNICATIONS										
2088-99	4/01/99	0	4070.00		4/01/99	4070.00	4070.00			
Total for AMTEL COMMUNICATIONS						4070.00	4070.00			
47 APRD										
123456	2/01/02	0	100.00		2/01/02	100.00	100.00			
1234	2/01/02	0	1000.00		2/01/02	500.00	500.00			
Total for APRD						600.00	600.00			
68 BDI DISTRIBUTORS										
0072382	3/05/99	0	3675.00		3/05/99	3675.00	3675.00			
Total for BDI DISTRIBUTORS						3675.00	3675.00			
471 SIERRA HEALTH SERVICES										
10001246-R001	3/01/01	0			3/16/01					
Total for SIERRA HEALTH SERVICES										
522 DESERT INN OFFICE CENTER										
LEASE 4/1/99	4/01/99	0	6299.88		4/01/99	6299.88	6299.88			
Total for DESERT INN OFFICE CENTER						6299.88	6299.88			
610 YESCO										
2015-99	4/01/99	0	1325.00		4/01/99	1325.00	1325.00			
Total for YESCO						1325.00	1325.00			
611 PLUMB BUILDERS, INC										
2088-99	4/01/99	0	4185.91		4/01/99	4185.91	4185.91			
Total for PLUMB BUILDERS, INC						4185.91	4185.91			
612 MELISSA EASLEY										
8101-99	4/02/99	0	315.00		4/02/99	315.00	315.00			
Total for MELISSA EASLEY						315.00	315.00			
624 ANNIE DUNN										
5001-15	4/06/99	0	214.76		4/06/99	214.76	214.76			
Total for ANNIE DUNN						214.76	214.76			
625 COMMUNICATIONS CENTER OF HAWAII										
2088-99	4/06/99	0	447.87		4/06/99	447.87	447.87			
Total for COMMUNICATIONS CENTER OF HAWAII						447.87	447.87			

Bank Reconciliation Report (BKRECRPT)

The Bank Reconciliation Report is a detailed explanation of bank transactions within the specified ranges.

Bank Recon Report 1 BETA TEST 10.0 3/05/02 9:13 am

Beginning Bank: 0
Ending Bank: 0

Beginning Date:
Ending Date:

Order Type: All

Printer ID: LP01
Control? No

Press F9 when finished
entering all parameters

Input the beginning bank number to be included

Beginning Bank/Ending Bank

The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

Beginning Date/Ending Date

The report may be limited by entering a beginning and ending date or you may leave blank to get all dates.

Order Type

You may specify an order type. The different types are (C)heck, (D)eposit, (M)isc, or (A)ll.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02

Bank Reconciliation Report

Page: 1

BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
1	1/02/01	Check	2/28/02	16142	342.79-	
1	1/03/01	Check		16143	200.00-	
1	1/04/01	Check		16144	134.18-	
1	1/04/01	Check		16145	127.38-	
1	1/04/01	Check		16146	180.00-	
1	1/04/01	Check		16147	184.63-	
1	1/04/01	Check		16148	288.42-	
1	1/04/01	Check		16149	34.63-	
1	1/04/01	Check		16150	184.62-	
1	1/06/01	Check		44625	247.25-	
1	1/06/01	Check		44626	209.43-	
1	1/06/01	Check		44627	128.12-	
1	1/06/01	Check		44628	682.88-	
1	1/06/01	Check		44629	563.75-	
1	1/06/01	Check		44630	205.09-	
1	1/06/01	Check		44631	392.42-	
1	1/06/01	Check		44632	21349.42-	
1	1/06/01	Check		44633	251.80-	
1	1/06/01	Check		44634	1259.00-	
1	1/06/01	Check		44635	72.30-	
1	1/06/01	Check		44636	211.68-	
1	1/06/01	Check		44637	76.04-	
1	1/06/01	Check		44638	242.23-	
1	1/06/01	Check		44639	300.00-	
1	1/06/01	Check		44640	11940.85-	
1	1/06/01	Check		44641	352.57-	
1	1/06/01	Check		44642	103.26-	
1	1/06/01	Check		44643	2654.84-	
1	1/06/01	Check		44644	905.29-	
1	1/06/01	Check		44645	733.32-	
1	1/06/01	Check		44646	1750.00-	
1	1/06/01	Check		44647	759.16-	
1	1/06/01	Check		44648	576.00-	
1	1/06/01	Check		44649	2326.25-	
1	1/06/01	Check		44650	1151.20-	
1	1/06/01	Check		44651	1397.69-	
1	1/06/01	Check		44652	68.66-	
1	1/06/01	Check		44653	50.64-	
1	1/06/01	Check		44654	227.55-	
1	1/06/01	Check		44655	101.00-	
1	1/06/01	Check		44656	399.31-	
1	1/06/01	Check		44657	6.00-	
1	1/06/01	Check		44658	202.36-	
1	1/06/01	Check		44659	929.50-	
1	1/06/01	Check		44660	639.94-	
1	1/06/01	Check		44661	93.00-	
1	1/06/01	Check		44662	615.33-	
1	1/06/01	Check		44663	2317.35-	
1	1/06/01	Check		44664	15.00-	
1	1/06/01	Check		44665	20.53-	
1	1/06/01	Check		44666	2501.00-	

The Cash Flow Report is designed for companies using the Accounts Payable and Accounts Receivable modules. It provides an analysis on expected incoming and outgoing funds.

Date: 3/14/02		Cash Flow Analysis Report							Page: 1	
VENDOR	INVOICE	DUE	DISCOUNT	1/01/01	2/01/01	3/01/01	THRU	THRU	DISCOUNT	DISCOUNT
INVOICE NUMBER	DATE	DATE	DATE	THRU	THRU	THRU			TAKEN	LOST
				1/31/01	2/28/01	3/31/01				
1116 EXTRA SPACE				-----	-----	-----				
3564 MARCH	3/13/01	3/13/01				192.94				
				-----	-----	-----				
Total due out:						192.94				
				=====	=====	=====	=====	=====	=====	=====

Check Report (APCHKRPT)

The Accounts Payable Check Report provides options for analyzing a wide range of check related events. Multiple selection criteria give you the capability to narrow the scope of the analysis to include only the information that you require. **Voided checks are not included in the report total. It will print the amount of the original check, but it doesn't include that amount when totaling.**

Check Report	1 OUR HOUSE SALES	5/17/04 12:54 pm
Beginning Bank: 0		
Ending Bank: 0		
Beginning Vendor: 0		
Ending Vendor: 0		
Beginning Check Nbr: 0		
Ending Check Nbr: 0		
Beginning Payment Date:		
Ending Payment Date:		
Beginning Date Cleared:		
Ending Date Cleared:		
Beginning Date Voided:		
Ending Date Voided:		
Sort Option: Name		
Order Status: All		
Include Option: All		
Include Invoices: No		
Printer ID: LP01		
Compress? No		
Press F9 when finished entering all parameters		
Input the beginning bank number to be included		

Beginning Bank/Ending Bank

The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Beginning Check Nbr/Ending Check Nbr

The report may be limited by entering a single or a range of check numbers. You may also leave blank to get all check numbers.

Beginning Payment Date/Ending Payment Date

The report may be limited by entering a single or range of payment dates. You may also leave them blank to get all payment dates.

Beginning Date Cleared/Ending Date Cleared

The report may be limited by entering a single or range of cleared dates. You may also leave them blank to get all cleared dates.

Beginning Date Voided/Ending Date Voided

The report may be limited by entering a single or range of void dates. You may also leave them blank to get all void dates.

Sort Option

This report has three sort options, (C)heck number, (N)ame, or (V)endor number.

Order Status

The report may be run by order status, (P)aid, (V)oided, or (A)ll.

Include Option

This option is to be used by those using the Bank Reconciliation module. You may select (C)leared, (O)utstanding, or (A)ll.

Include Invoices

You may select (Y)es to have the invoice information print on the report.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02

A/P Check Report

Page: 1

Company: LUCKY RENTAL PURCHASE

BANK	CHECK	DATE	VENDOR NAME	AMOUNT	STATUS	CLEARED	INVOICE	INV AMT	INV DATE
1	44625	1/06/01	717 A-1 SECURITY, LTD	247.25	Paid		137959	224.75	1/01/00
							138968	22.50	12/18/00
1	44740	1/26/01	717 A-1 SECURITY, LTD	22.50	Paid		139128	22.50	1/07/01
1	44626	1/06/01	57 ADP, INC.	209.43	Paid		091617	209.43	12/29/00
1	44741	1/26/01	57 ADP, INC.	392.80	Paid		089255	206.70	12/22/00
							094156	186.10	1/05/01
1	44627	1/06/01	13 ADVANCED AIR CONDITIONING	128.12	Paid		0014202-IN	128.12	12/26/00
1	44687	1/16/01	17 AIR665	78.65	Paid		103231039	78.65	12/31/00
1	44628	1/06/01	20 ALERT ALARM OF HAWAII	682.88	Paid		1000897	94.59	12/20/00
							40020642	116.60	12/20/00
							40021477	114.13	12/20/00
							40023482	98.38	12/20/00
							40029032	69.50	12/21/00
							40023033	73.04	12/19/00
							40039140	116.64	12/21/00
1	44629	1/06/01	1094 ALOHA INTERNATIONAL EMPLOYE	563.75	Paid		2455	563.75	12/27/00
1	44688	1/16/01	1094 ALOHA INTERNATIONAL EMPLOYE	1028.84	Paid		7	563.75	1/09/01
							2531	465.09	1/02/01
1	44742	1/26/01	1094 ALOHA INTERNATIONAL EMPLOYE	563.75	Paid		81	563.75	1/17/01
1	44743	1/26/01	26 AMERICAN HERITAGE LIFE INS	147.40	Paid		63562	147.40	12/12/00
1	44630	1/06/01	29 AMERICAN MOBILE LUBE	205.09	Paid		27852	29.69	12/01/00
							61128	58.31	12/01/00
							61130	29.69	12/05/00
							61131	57.71	12/01/00
							61132	29.69	12/01/00
1	44744	1/26/01	29 AMERICAN MOBILE LUBE	259.49	Paid		61129	30.76	1/02/01
							61334	61.52	1/02/01
							61335	30.76	1/02/01
							61336	74.93	1/04/01
							61337	61.52	1/02/01
1	16154	1/10/01	34 AMERITAS	487.87	Paid		010-20211	487.87	1/10/01
1	44745	1/26/01	35 AMTEL COMMUNICATIONS	780.76	Paid		1160002	347.13	11/08/00
							124009	140.00	12/04/00
							1160002	293.63	1/01/01
1	44631	1/06/01	37 ANDREWS ELECTRONICS	392.42	Paid		4171295	228.70	12/01/00
							4191574	50.17	12/22/00
							4191576	113.55	12/21/00
1	44689	1/16/01	37 ANDREWS ELECTRONICS	231.56	Paid		4199268	194.38	1/03/01
							4197767	37.18	1/02/01
1	44746	1/26/01	37 ANDREWS ELECTRONICS	545.18	Paid		4207862	545.18	1/11/01
1	44747	1/26/01	721 ANDERSON ANDERSON & STRONG	3255.00	Paid		LEASE #16	3255.00	2/01/01
1	44748	1/26/01	1130 APPLIANCE SERVICE GROUP	213.55	Paid		7334	41.67	12/13/00
							7335	41.67	12/13/00
							7336	67.71	12/13/00
							7337	20.83	12/13/00
							7872	41.67	12/13/00
1	44749	1/26/01	49 ARIZONA FEDERAL	348.44	Paid		19272	348.44	2/01/01
1	44632	1/06/01	949 ASSOCIATES FLEET SERVICES	21349.42	Paid		1529860	21349.42	1/01/01
1	44750	1/26/01	53 ASSOCIATED PATHOLOGISTS	554.70	Paid		200012-0	554.70	1/01/01
1	44751	1/26/01	55 AT&T WIRELESS SERVICE	143.60	Paid		808-283-4503	143.60	1/01/01

Expense Report (APEXPENS)

The Expense Report provides you with summary and detail level general ledger information.

R/P Expense Rpt	1 BETA TEST 10.0	3/05/02 10:39 am
-----------------	------------------	------------------

Beginning Account:	
Ending Account:	
Beginning Vendor Grp:	
Ending Vendor Grp:	
Include Hold Invoices?	No
Beginning Period Date:	2/01/02
Ending Period Date:	2/28/02

Printer ID: LP01	Press F9 when finished entering all parameters
Compress? No	

Input the beginning account to be included

Beginning Account/Ending Account

The report may be limited by entering a single or range of G/L account numbers. You may also leave them blank to get all G/L account numbers.

Beginning Vendor Grp/ Ending Vendor Grp

The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

Include Hold Invoices

Enter (Y)es to include on hold invoices.

Beginning Period Date/ Ending Period Date

Enter the beginning and ending dates of the periods you would like to report.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Report Totals: 20726.36 1200.00 500.00 21426.36
 Charged After Ending Date: 0.00
 500.00

Date: 3/14/02 Accounts Payable Report - G/L Summary Page: 1

Company: LUCKY RENTAL PURCHASE Dates: 2/01/02 - 2/28/02

CMP	ACCOUNT	PFT	CTR	DESCRIPTION	DEBIT	CREDIT
1	1000	99		CASH CHECKING - HOME OFFICE	14,831.36	
1	1000	100		CASH CHECKING - HOME OFFICE	100.00	
1	1010	1		PETTY CASH	100.00	
1	3000	99		ACCOUNT PAYABLE		16,031.36
1	5400	1		ADVERTISING	1,000.00	
					16,031.36	16,031.36

Date: 3/14/02 Accounts Payable Report - G/L Analysis Page: 2

Company: LUCKY RENTAL PURCHASE Dates: 2/01/02 - 2/28/02

CMP	ACCOUNT	PFT	CTR	DESCRIPTION	INV DATE	INVOICE NUMBER	VENDOR NAME	INV TOTAL	G/L AMT	CHECK	PAID ON	P/O	EXPENSED
1	1000	99		CASH CHECKING - HOME OFFICE									
					4/01/99	LEASE 4/1/99	522 DESERT INN OFFICE CENTER	6299.88	6,299.88	15110	4/01/99		4/01/99
					4/01/99	2088-99	611 PLUMB BUILDERS, INC	4185.91	4,185.91	15111	4/01/99		4/01/99
					4/02/99	8101-99	612 MELISSA EASLEY	315.00	315.00	15114	4/02/99		4/02/99
					4/06/99	5001-15	624 ANNIE DUNN	214.76	214.76	15115	4/06/99		4/06/99
					4/06/99	2088-99	625 COMMUNICATIONS CENTER OF HAWAII	447.87	447.87	15116	4/06/99		4/06/99
					3/05/99	0072382	68 BDI DISTRIBUTING	3675.00	3,675.00	15118	4/07/99		4/07/99
					3/13/01	3564 MARCH	1116 EXTRA SPACE	192.94	192.94	16212	3/13/01		3/13/01
					2/01/02	1234	47 APRO	1000.00	500.00-	45174	2/28/02		2/01/02
				Account Total:					14,831.36				
1	1000	100		CASH CHECKING - HOME OFFICE									
					2/01/02	123456	47 APRO	100.00	100.00				2/01/02
				Account Total:					100.00				
1	1010	1		PETTY CASH									
					2/22/02	DISC	785 ATTIA AMNSOUR	100.00	100.00				2/22/02
				Account Total:					100.00				
1	3000	99		ACCOUNT PAYABLE									
					2/01/02	123456	47 APRO	100.00	100.00-				2/01/02
					2/01/02	1234	47 APRO	1000.00	500.00-	45174	2/28/02		2/01/02
					3/13/01	3564 MARCH	1116 EXTRA SPACE	192.94	192.94-	16212	3/13/01		3/13/01
					2/22/02	DISC	785 ATTIA AMNSOUR	100.00	100.00-				2/22/02
					3/05/99	0072382	68 BDI DISTRIBUTING	3675.00	3,675.00-	15118	4/07/99		4/07/99
					4/01/99	LEASE 4/1/99	522 DESERT INN OFFICE CENTER	6299.88	6,299.88-	15110	4/01/99		4/01/99
					4/01/99	2088-99	611 PLUMB BUILDERS, INC	4185.91	4,185.91-	15111	4/01/99		4/01/99
					4/02/99	8101-99	612 MELISSA EASLEY	315.00	315.00-	15114	4/02/99		4/02/99
					4/06/99	5001-15	624 ANNIE DUNN	214.76	214.76-	15115	4/06/99		4/06/99
					4/06/99	2088-99	625 COMMUNICATIONS CENTER OF HAWAII	447.87	447.87-	15116	4/06/99		4/06/99
				Account Total:					16,031.36-				
1	5400	1		ADVERTISING									
					2/01/02	1234	47 APRO	1000.00	1,000.00	45174	2/28/02		2/01/02
									1,000.00				

Invoice Report (APRPT)

The Accounts Payable Invoice report provides options for analyzing a wide range of vendor invoice related information. Multiple selection criteria give you the capability to narrow the scope of any analysis to include only the information that you require.

R/P Report	1 BETA TEST 10.0	3/05/02 12:14 pm
Beginning Vendor: 0	Beginning Expense Date:	
Ending Vendor: 0	Ending Expense Date:	
Beginning Operator:	Beginning Entry Date:	
Ending Operator:	Ending Entry Date:	
Beginning Inv Date:	Beginning Due Date:	
Ending Inv Date:	Ending Due Date:	
Order Status: All	Beginning Vendor Group:	
Include Notes? Yes	Ending Vendor Group:	
Sort Option: Vendor Number		
Printer ID: LP01		
Compress? No		
Press F9 when finished entering all parameters		
Input the beginning vendor number to be included		

Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Beginning Operator/ Ending Operator

The report may be limited by entering a single or a range of operator numbers. You may also leave them blank to get all operators. This option is used in conjunction with the entry date option to batch out daily or weekly entries by employee for auditing purposes.

Beginning Inv Date/Ending Inv Date

The report may be limited by entering a single or a range of invoice dates. You may also leave them blank to get all invoice dates.

Beginning Expense Date/Ending Expense Date

The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

Beginning Entry Date/Ending Entry Date

The entry date is a hidden date within the system, it is the actual date the invoice was entered into the system. The report may be limited by entering a single or a range of entry dates. You may also leave them blank to get all entry dates.

Beginning Due Date/Ending Due Date

The report may be limited by entering a single or a range of due dates. You may also leave them blank to get all due dates.

Order Status

The order status may be one of the following, (O)pen, (H)old, (P)aid, (B)alance, or (A)ll.

Beginning Vendor Group/Ending Vendor Group

The report may be limited by entering a single or range of vendor groups. You may also leave them blank to get all vendor groups.

Include Notes

Enter (Y)es to include any notes available on the invoices.

Sort Option

Two sort options are available. You may sort by (V)endor number or (N)ame.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02

Accounts Payable Report

Page: 1

Company: LUCKY RENTAL PURCHASE

Entry: -
Due: -Expense: 1/01/01 - 1/31/01 Invoice: -
Group: - Operator: -

VENDOR INVOICE	P/O	INV DATE	ENTERED	S	INV AMOUNT	DISC TAKEN	DED AMOUNT	DUE DATE	EXP DATE	PAID AMT	BANK	CHECK
13 ADVANCED AIR CONDITIONING												
0014202-IN		12/26/00	1/03/01 P		128.12			1/06/01	1/06/01	128.12	1	44627
			ACCOUNT DESCRIPTION				CTR	DEPT	AMOUNT			
			8201 MAINTENANCE & REPAIRS				15	0	128.12			
17 AIRGAS												
103231039		12/31/00	1/15/01 P		78.65			1/16/01	1/16/01	78.65	1	44687
			ACCOUNT DESCRIPTION				CTR	DEPT	AMOUNT			
			8207 OFFICE SUPPLY & POSTAGE				1	0	8.73			
			8207 OFFICE SUPPLY & POSTAGE				2	0	8.74			
			8207 OFFICE SUPPLY & POSTAGE				4	0	8.74			
			8207 OFFICE SUPPLY & POSTAGE				5	0	8.74			
			8207 OFFICE SUPPLY & POSTAGE				8	0	8.74			
			8207 OFFICE SUPPLY & POSTAGE				14	0	8.74			
			8207 OFFICE SUPPLY & POSTAGE				16	0	8.74			
			8207 OFFICE SUPPLY & POSTAGE				17	0	8.74			
			8207 OFFICE SUPPLY & POSTAGE				99	0	8.74			
20 ALERT ALARM OF HAWAII												
1000897		12/20/00	1/04/01 P		94.59			1/06/01	1/06/01	94.59	1	44628
			ACCOUNT DESCRIPTION				CTR	DEPT	AMOUNT			
			8201 MAINTENANCE & REPAIRS				11	0	94.59			
40020642		12/20/00	1/04/01 P		116.60			1/06/01	1/06/01	116.60	1	44628
			ACCOUNT DESCRIPTION				CTR	DEPT	AMOUNT			
			8201 MAINTENANCE & REPAIRS				15	0	116.60			
40021477		12/20/00	1/04/01 P		114.13			1/06/01	1/06/01	114.13	1	44628
			ACCOUNT DESCRIPTION				CTR	DEPT	AMOUNT			
			8201 MAINTENANCE & REPAIRS				6	0	114.13			
40023482		12/20/00	1/04/01 P		98.38			1/06/01	1/06/01	98.38	1	44628
			ACCOUNT DESCRIPTION				CTR	DEPT	AMOUNT			
			8201 MAINTENANCE & REPAIRS				13	0	98.38			

Preview Report (APPREVUE)

The A/P Preview Check Report provides a listing of all invoices that will be processed when the checks are printed. In order for it to work properly you must fill in the same information as you will when you actually print the checks.

The screenshot shows a terminal window titled 'Check Preview Rpt'. The window has a header bar with three sections: 'Check Preview Rpt', '1 BETA TEST 10.0', and '3/05/02 8:34 am'. The main area contains the following fields and labels: 'Bank:', 'Check Number:', 'Check Date: 3/05/02', 'Due Date:', 'Discount Date:', 'Sort Option: Vendor Name', 'Vendor Group:', 'Printer ID: LP01', and 'Control? No'. A callout box on the right side of the form says 'Press F9 when finished entering all parameters'. At the bottom of the form, there is a prompt: 'Input the bank number or a few characters of the name'.

Bank

The bank account number must be entered and must be a valid bank account on file. If the number is not readily available, enter a few characters of the name and a lookup window will be provided from which you may select the appropriate bank account. The bank account selected is the bank account from which the funds will be drawn to write the checks in this check run.

Check Number

Enter in the next check number. This check number will appear on the first check to be actually printed. The check numbers will be generated sequentially as needed and will appear on the check itself. You must ensure that the check number generated matches the check number pre-printed on the checks. Once you have ran a check run using these programs the system will automatically put the next check number in this field. You will need to override the next check number if you pulled any checks out for manual in between system check runs. You are not allowed to reuse check numbers on the same bank. If the range of numbers you are printing includes a duplicate, you will be notified with a message that a duplicate entry exists.

Check Date

Enter the check date you want to appear on the check. This date will determine if any discounts should be taken. The discounts will automatically be taken if the invoice discount date is less than or equal to the date entered for check date. This will also be the date that goes to General Ledger for the bank and A/P trade account reduction.

Due Date

The due date field should be used if you want to use the automatic selection by entering the latest due date you want selected for payment. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the due date field blank.

Discount Date

The discount date field should be used if you want to use the automatic selection by entering the latest discount date you want selected for payment. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Sort Option

You have two options for the sequence in which the checks will be printed. You may either sort by vendor name or vendor number, whichever is the most convenient for your company.

Vendor Group

Vendor group is set up within the vendor master file. It was initially designed for companies that had more than one person responsible for check printing. This will then only print checks for vendors that have that vendor group attached to their master file. Another use would be for different types of check runs, for example, you could set up an 'INV' vendor group that would only be attached to inventory vendors, so you could have a check run for strictly payment of inventory. If you have manually selected invoices using the 'Select by Due Date' or 'Select by Vendor' you need to leave the discount date field blank.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The resulting report should match the results if you were to process checks with the same values as supplied.

Date: 3/14/02

R/P Check Preview Report

Page: 1

Company: LUCKY RENTAL PURCHASE

VENDOR NAME NUMBER CHECK NUMBER DATE

AMTEL COMMUNICATIONS 35 9754 2/28/02
3120 WEST POST RD

LAS VEGAS NV 89118

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
2088-99	4/01/99		4070.00			4070.00
Total:			4070.00	0.00	0.00	4070.00

ANNIE DUNN 624 9755 2/28/02

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
5001-15	4/06/99		214.76			214.76
Total:			214.76	0.00	0.00	214.76

COMMUNICATIONS CENTER OF HAWAII 625 9756 2/28/02

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
2088-99	4/06/99		447.87			447.87
Total:			447.87	0.00	0.00	447.87

DESERT INN OFFICE CENTER 522 9757 2/28/02
2785 E. DESERT INN RD.
SUITE 130
LAS VEGAS NV 89121

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
LEASE 4/1/	4/01/99		6299.88			6299.88
Total:			6299.88	0.00	0.00	6299.88

EXTRA SPACE 1116 9758 2/28/02
SELF STORAGE
94-155A LEEDLE STREET
WAIIPAHU HI 96797

INVOICE	DATE	P/O	GROSS	DISCOUNT	DEDUCTION	NET PAID
3564 MARCH	3/13/01		192.94			192.94
Total:			192.94	0.00	0.00	192.94

MELISSA EASLEY 612 9759 2/28/02

Requirements Report (CASHOUT)

The Requirements report provides you with means of projecting cash requirements for defined periods.

Cash Requirements	1 BETA TEST 10.0	3/05/02 12:53 pm
Beginning Vendor: Ending Vendor:		
Include Details? Y		
Report Dates: - - - -		
Printer ID: LP01 Control Printer: No		
<div>Press F9 when finished entering all parameters</div>		
Input the beginning vendor number to be included		

Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Include Details

Enter (Y)es to include any details that apply.

Report Dates

You may specify up to five date ranges with your choice of increments.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control Printer

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02

A/P Cash Requirements Report

Page: 1

VENDOR NAME	INVOICE	3/01/01-	3/31/01	4/01/01-	4/30/01	5/01/01-	5/31/01	6/01/01-	6/30/01	7/01/01-	7/31/01
1001	P:001089	0 /	0	0 /	250	0 /	0	0 /	0	0 /	0
1001	P:001090	0 /	0	0 /	12	0 /	0	0 /	0	0 /	0
A M C ENTERPRISES, INC.	P:001087	0 /	0	0 /	259	0 /	0	0 /	0	0 /	0
A-1 SECURITY, LTD	144415	224 /	0	0 /	0	0 /	0	0 /	0	0 /	0
A-1 SECURITY, LTD	148384	22 /	0	0 /	0	0 /	0	0 /	0	0 /	0
A-ABLE LOCK & ALARM, INC.	0097239	35 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALERT ALARM OF HAWAII	1000897	94 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALERT ALARM OF HAWAII	40020642	116 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALERT ALARM OF HAWAII	40021477	114 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALERT ALARM OF HAWAII	40023033	73 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALERT ALARM OF HAWAII	40029032	69 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALERT ALARM OF HAWAII	40039140	116 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALOHA INTERNATIONAL EMPLOYMENT	293	225 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ALOHA INTERNATIONAL EMPLOYMENT	378	225 /	0	0 /	0	0 /	0	0 /	0	0 /	0
AMERICAN HERITAGE LIFE INS	63562-ODE70	147 /	0	0 /	0	0 /	0	0 /	0	0 /	0
AMERITAS	010-20211-00	327 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4223744	223 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4233831	52 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4237557	54 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4240415	481 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4244824	85 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4245391	150 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4251926	50 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4253609	12 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4254790	259 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ANDREWS ELECTRONICS	4254869	188 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ASSOCIATES FLEET SERVICES	1551427	21968 /	0	0 /	0	0 /	0	0 /	0	0 /	0
ASSOCIATED PATHOLOGISTS	200102-0	458 /	0	0 /	0	0 /	0	0 /	0	0 /	0
AT&T WIRELESS SERVICE	3549557	257 /	0	0 /	0	0 /	0	0 /	0	0 /	0
AT&T WIRELESS SERVICE	808-283-4503	132 /	0	0 /	0	0 /	0	0 /	0	0 /	0
BAGWELL AGENCY	0214902	344 /	0	0 /	0	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	0600942-1N	3876 /	0	0 /	0	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	0600947-1N	969 /	0	0 /	0	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	0600962-1N	969 /	0	0 /	0	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	P:001059	0 /	0	0 /	2458	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	P:001060	0 /	0	0 /	2458	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	P:001061	0 /	0	0 /	2458	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	P:001062	0 /	0	0 /	4916	0 /	0	0 /	0	0 /	0
BDI DISTRIBUTORS	P:001067	0 /	0	0 /	1379	0 /	0	0 /	0	0 /	0
BOLMER & BERRY'S	7020	94 /	0	0 /	0	0 /	0	0 /	0	0 /	0
C.I.C.A.	01700-1001 M	559 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN	DELIVERY BON	285 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #04	DELIVERY CON	250 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #06	DELIVERY CON	250 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #06	FEB 01-BONUS	290 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #09	FEB 01 BONUS	230 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #10	FEB 01 BONUS	125 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #12	DELIVERY BON	100 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #15	FEB 01 BONUS	230 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CANYON RENT TO OWN #7	FEB 01 BONUS	215 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CHARLES WIMS	03/13/01	10000 /	0	0 /	0	0 /	0	0 /	0	0 /	0
CHILD SUPPORT ENFORCEMENT A&Y	575887670 BA	180 /	0	0 /	0	0 /	0	0 /	0	0 /	0

Trial Balance Report (APTRLBAL)

The Accounts Payable Trial Balance report provides you with a running balance by vendor.

R/P Trial Balance	1 BETA TEST 10.0	3/05/02 1:05 pm
-------------------	------------------	-----------------

Beginning Vendor:	0
Ending Vendor:	0
Beginning Date:	
Ending Date:	
Sort Option:	Vendor Number
Printer ID:	LP01
Compress?	No

Press F9 when finished
entering all parameters

Input the beginning vendor number to be included

Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Beginning Date/Ending Date

The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

Sort Option

Two sort options are available. You may sort by (V)endor number or (N)ame.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Page: 1

From: 1/01/01 Thru: 1/31/01

VENDOR	NAME	DATE	ACTION	INVOICE NUMBER	INV DATE	P/O	AMOUNT	BALANCE
13	ADVANCED AIR CONDITIONING							458.59-
		1/06/01	Invoice	0014202-1N	12/26/00		128.12	330.47-
		1/06/01	Payment	0014202-1N	12/26/00		128.12-	458.59-
17	AIRGAS							158.21-
		1/16/01	Invoice	103231039	12/31/00		78.65	79.56-
		1/16/01	Payment	103231039	12/31/00		78.65-	158.21-
20	ALERT ALARM OF HAWAII							1725.82-
		1/06/01	Invoice	1000897	12/20/00		94.59	1631.23-
		1/06/01	Payment	1000897	12/20/00		94.59-	1725.82-
		1/06/01	Invoice	40020642	12/20/00		116.60	1609.22-
		1/06/01	Payment	40020642	12/20/00		116.60-	1725.82-
		1/06/01	Invoice	40021477	12/20/00		114.13	1611.69-
		1/06/01	Payment	40021477	12/20/00		114.13-	1725.82-
		1/06/01	Invoice	40023482	12/20/00		98.38	1627.44-
		1/06/01	Payment	40023482	12/20/00		98.38-	1725.82-
		1/06/01	Invoice	40029032	12/21/00		69.50	1656.32-
		1/06/01	Payment	40029032	12/21/00		69.50-	1725.82-
		1/06/01	Invoice	40023033	12/19/00		73.04	1652.78-
		1/06/01	Payment	40023033	12/19/00		73.04-	1725.82-
		1/06/01	Invoice	40039140	12/21/00		116.64	1609.18-
		1/06/01	Payment	40039140	12/21/00		116.64-	1725.82-
26	AMERICAN HERITAGE LIFE INS							1364.96-
		1/26/01	Invoice	63562	12/12/00		147.40	1217.56-
		1/26/01	Payment	63562	12/12/00		147.40-	1364.96-
29	AMERICAN MOBILE LUBE							372.15-
		1/06/01	Invoice	27852	12/01/00		29.69	342.46-
		1/06/01	Payment	27852	12/01/00		29.69-	372.15-
		1/06/01	Invoice	61128	12/01/00		58.31	313.84-
		1/06/01	Payment	61128	12/01/00		58.31-	372.15-
		1/06/01	Invoice	61130	12/05/00		29.69	342.46-
		1/06/01	Payment	61130	12/05/00		29.69-	372.15-
		1/06/01	Invoice	61131	12/01/00		57.71	314.44-
		1/06/01	Payment	61131	12/01/00		57.71-	372.15-
		1/06/01	Invoice	61132	12/01/00		29.69	342.46-
		1/06/01	Payment	61132	12/01/00		29.69-	372.15-
		1/26/01	Invoice	61129	1/02/01		30.76	341.39-
		1/26/01	Payment	61129	1/02/01		30.76-	372.15-
		1/26/01	Invoice	61334	1/02/01		61.52	310.63-
		1/26/01	Payment	61334	1/02/01		61.52-	372.15-
		1/26/01	Invoice	61335	1/02/01		30.76	341.39-
		1/26/01	Payment	61335	1/02/01		30.76-	372.15-
		1/26/01	Invoice	61336	1/04/01		74.93	297.22-
		1/26/01	Payment	61336	1/04/01		74.93-	372.15-
		1/26/01	Invoice	61337	1/02/01		61.52	310.63-
		1/26/01	Payment	61337	1/02/01		61.52-	372.15-
34	AMERITAS							668.71-
		1/10/01	Invoice	010-20211	1/10/01		487.87	180.84-

Vendor 1099's (AP1099)

The Vendor 1099 report prints IRS 1099 forms for those vendors flagged to receive them in their vendor maintenance record and having invoices with G/L account numbers that also flagged for 1099's.

R/P Trial Balance 1 BETA TEST 10.0 3/05/02 1:15 pm

Beginning Vendor: 0
Ending Vendor: 0

Beginning Date:
Ending Date:

Sort Option: Vendor Number

Printer ID: LP01
Compress? No

Press F9 when finished
entering all parameters

Input the beginning vendor number to be included

Beginning Vendor/Ending Vendor

The report may be limited by entering a single or a range of vendor numbers. You may also leave them blank to get all vendors.

Beginning Date/Ending Date

The report may be limited by entering a single or a range of expense dates. You may also leave them blank to get all expense dates.

Sort Option

Two sort options are available. You may sort by (V)endor number or (N)ame.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

The print format on these will change depending the IRS form changing, therefore, no example will be provided.

3.7 Bank Reconciliation (BKRECON)

The Bank Reconciliation module will automatically bring checks in from the A/P, all other transactions will be manual using the following.

Bank Account Menu	1 BETA TEST 10.0	3/05/02 2:09 pm			
<p>Clear Outstanding Items</p> <p>List Bank Transactions</p> <p>Modify Bank Transactions</p> <p>Reconcile Bank Account</p>					
F1-DFM	F2-MAIL	F4-CALENDAR	F5-HELP	F7-SECURITY	F8-Prev

Clear Outstanding Items (BKRECCLR)

This program allows you to clear outstanding items once you have received notification from the bank that it has cleared. Checks voided from AP and all entries coming from G/L will automatically be cleared by the system.

Clear Items	1 *** ART'S, INC. ***	10/15/03 1:05 pm			
Bank: Type: All Dates: - 10/15/03 Doc Range: - Description: Enter Date for Quick/Mass Clear: 10/14/03					
DATE	TYPE	DOCUMENT	AMOUNT	CLEARED	DESCRIPTION

Input Bank Number (enter partial name or spaces for list)

Bank

Enter the bank number or select it from the lookup window.

Type

Enter the type of document to clear. Options are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Date

Enter a range of transaction dates to be cleared.

Doc Range

Enter the beginning and ending document number to be cleared or leave blank for all documents. The auto interfaced entries into Bank Reconciliation have document numbers coded with specific meanings. If it comes from the Summary System or G/L, it is the date that it was interfaced into Bank Reconciliation in the following date format YYYYMMDD. If it is an A/P check, the document number will be the check number.

Description

Enter in the description of documents to be cleared, you may enter in a partial description, or leave blank for all. Example: if you wanted entries from the summary system, enter SUM in the description.

The auto interfaced entries into Bank Reconciliation have descriptions coded in the following format. The first 3 digits are the origination indicator, "SUM" for summary, "G/L" from journal entries, and "A/P" from accounts payable. A space will follow the origination indicator and the next 4 digits will be the location indicator for the SUM or G/L entries, "0001" for location 1, "0002" for location 2 etc...; If it is an A/P check entry it will read "VND#" (meaning A/P vendor number), followed by a space and the six digit vendor number. For the SUM and G/L entries, a space will follow the location indicator and the next 6 characters will be a specific description of where the transaction came from. For deposits from the summary system, it will read either "DEP-x" (x being the deposit number on the SUMEODS screen) for individual posting of deposits, or it will read "SALES", "RTO" or "MOVIE" for lump sum posting of deposits. For returned checks from the summary system it will read "RECHK". For the G/L journal entries it will give you the source code that was used on the entry. Below are examples of each.

Summary System Description for Store #1, Deposit #1:

SUM 0001 DEP-1

G/L Journal Entry Description for Store #1, Source 'ADJ':

G/L 0001 ADJ

A/P Check Entry Description for Vendor # 286:

A/P VND# 000286

Enter Date for Quick/Mass Clear

Enter the date for a quick or mass clearing of items. The default will always be the day before the system date. (This would be used with the F3 and F7 options once items have been listed.)

Once you have made your selections, your cursor will be positioned in the 'cleared date' field of the first transaction. You may use the arrow keys to move up and down on the page, or the **F1** to page forward and **F2** to page back. Press **F8** to return to the selection criteria at the top of the screen (to return to the menu press F8 again). Find the document(s) you want to clear and enter the cleared date, use F3 to have the system put in the quick clear date you had selected above, or use the F7 to clear all documents in your selection. If you choose F7, you will be given a prompt 'Are you sure you want to CLEAR ALL selected records? N' you must enter a 'Y' for it to insert a clear date in all documents. When finished with all of your selections use the **F9** to update.

List Bank Transactions (BKRECLST)

All documents for a particular bank may be viewed using the listing option. There are no update capabilities on this screen.

List Transactions		1 BETA TEST 10.0			3/05/02 3:10 pm	
Bank: 1 NEVADA STATE BANK						
Date: 2/01/02						
BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
1	2/25/02	Voided	2/25/02	123	0.00	
1	2/26/02	Check		45174	500.00-	
1	2/26/02	Voided	2/26/02	45175	4070.00-	
1	2/26/02	Voided	2/26/02	45176	214.76-	
1	2/26/02	Voided	2/26/02	45177	447.87-	
1	2/26/02	Voided	2/26/02	45178	6299.00-	
1	2/26/02	Voided	2/26/02	45179	192.94-	
1	2/26/02	Voided	2/26/02	45180	315.00-	
1	2/26/02	Voided	2/26/02	45181	4185.91-	
1	2/26/02	Voided	2/26/02	45182	1325.00-	
1	2/26/02	Voided	3/05/02	15113	0.00	
F1-Next Page F2-Prev Page F10-Exit						

Bank

Enter the bank number or select it from the lookup window.

Type

Enter the type of document to list. Options are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Date

Enter a range of transaction dates to list.

Doc Range

Enter the beginning and ending document number to be listed or leave blank for all documents.

The auto interfaced entries into Bank Reconciliation have document numbers coded with specific meanings. If it comes from the Summary System or G/L, it is the date that it was interfaced into Bank Reconciliation in the following date format YYYYMMDD. If it is an A/P check, the document number will be the check number.

Description

Enter in the description of documents to be listed, you may enter in a partial description, or leave blank for all. Example: if you wanted entries from the summary system, enter SUM in the description.

The auto interfaced entries into Bank Reconciliation have descriptions coded in the following format. The first 3 digits are the origination indicator, "SUM" for summary, "G/L" from journal entries, and "A/P" from accounts payable. A space will follow the origination indicator and the next 4 digits will be the location indicator for the SUM or G/L entries, "0001" for location 1, "0002" for location 2 etc...; If it is an A/P check entry it will read VND# (meaning A/P vendor number), followed by a space and the six digit vendor number. For the SUM and G/L entries, a space will follow the location indicator and the next 6 characters will be a specific description of where the transaction came from. For deposits from the summary system, it will read either "DEP-x" (x being the deposit number on the SUMEODS screen) for individual posting of deposits, or it will read "SALES", "RTO" or "MOVIE" for lump sum posting of deposits. For returned checks from the summary system it will read "RECHK". For the G/L journal entries it will give you the source code that was used on the entry. Below are examples of each.

Summary System Description for Store #1, Deposit #1:

SUM 0001 DEP-1

G/L Journal Entry Description for Store #1, Source 'ADJ':

G/L 0001 ADJ

A/P Check Entry Description for Vendor # 286:

A/P VND# 000286

Status

Enter the status of transactions to be listed, (C)leared, (O)utstanding, or (B)oth.

Should the listing span more than one page, use the **F1** to page forward and **F2** to page back, press **F8** to return to the selection criteria at the top of the screen (to return to the menu press F8 again).

Modify Bank Transactions (BKRECCHG)

A bank document may be added, changed, and/or deleted using this module.

Modify Bank Trans		1 *** ART'S, INC. ***		10/22/03 12:55 pm	
Bank: 3 SUNTRUST BANKS, INC		Type: All			
Date: 9/01/03 - 9/30/03 Doc Range:		-			
Description:		Status: Both			
DATE	TYPE	DOCUMENT	AMOUNT	CLEARED	DESCRIPTION
9/02/03	Deposit	20031015	2965.10	10/14/03	SUM 0001 DEP-1
9/02/03	Deposit	20031015	537.30	10/14/03	SUM 0001 DEP-4
9/02/03	Deposit	20031015	630.00	10/14/03	SUM 0001 DEP-5
9/02/03	Deposit	20031015	2701.90	10/14/03	SUM 0003 DEP-1
9/02/03	Deposit	20031015	444.93	10/14/03	SUM 0003 DEP-4
9/02/03	Rtrn Chk	20031015	70.00	10/14/03	SUM 0003 RETCHK
9/02/03	Deposit	20031015	2109.65	10/14/03	SUM 0004 DEP-1
9/02/03	Deposit	20031015	730.83	10/14/03	SUM 0004 DEP-4
9/02/03	Deposit	20031015	74.29	10/14/03	SUM 0004 DEP-5
9/02/03	Deposit	20031015	25.00	10/14/03	SUM 0004 DEP-6
9/02/03	Deposit	20031015	1740.12	10/14/03	SUM 0005 DEP-1
9/02/03	Deposit	20031015	335.13	10/14/03	SUM 0005 DEP-4
F1-Next Pg F2-Prev Pg F3-Chg F4-Del F5-Insert F7-Del all F8-Select					

Bank

Enter the bank number or select it from the lookup window.

Type

Enter the type of document to list for modification. Options are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Date

Enter a range of transaction dates to list for modification.

Doc Range

Enter the beginning and ending document number to be listed for modification or leave blank for all documents. *The auto interfaced entries into Bank Reconciliation have document numbers coded with specific meanings. If it comes from the Summary System or the G/L, it is the date that it was interfaced into Bank Reconciliation in the following date format YYYYMMDD. If it is an A/P check, the document number will be the check number.*

Description

Enter in the description of documents to be listed for modification, you may enter in a partial description, or leave blank for all. Example: if you wanted entries from the summary system, enter SUM in the description. *The auto interfaced entries into Bank Reconciliation have descriptions coded in the following format. The first 3 digits are the origination indicator, "SUM" for summary, "G/L" from journal entries, and "A/P" from accounts payable. A space will follow the origination indicator and the next 4 digits will be the location indicator for the SUM or G/L entries, "0001" for location 1, "0002" for location 2 etc...; If it is an A/P check entry it will read "VND#" (meaning A/P vendor number), followed by a space and the six digit vendor number. For the SUM and G/L entries, a space will follow the location indicator and the next 6 characters will be a specific description of where the number came from. For deposits from the summary system, it will read either "DEP-x" (x being the deposit number on the SUMEODS screen) for individual posting of deposits, or it will read "SALES", "RTO" or "MOVIE" for lump sum posting of deposits. For returned checks from the summary system it will read "RETCHK". For the G/L journal entries it will give you the source code that was used on the entry. Below are examples of each.*

Summary System Description for Store #1, Deposit #1:

SUM 0001 DEP-1

G/L Journal Entry Description for Store #1, Source 'ADJ':

G/L 0001 ADJ

A/P Check Entry Description for Vendor # 286:

A/P VND# 000286

Status

Enter the status of transactions to be listed for modification, (C)leared, (O)utstanding, or (B)oth.

Once you have made your selections, your cursor will be positioned on the top document, you may use the arrow keys to move up and down on the page, or the **F1** to page forward and **F2** to page back. Pressing the F3 key on a transaction will allow you to make a change. F4 will select the transaction your cursor is on at the time for deletion. It will then ask if you are sure you want to delete, press (Y)es to delete or leave the default of (N)o if the transaction is not to be deleted. F5 will allow you to insert a transaction. F7 will select all transactions within your entire selection criteria for deletion. It will then ask if you are sure you want to delete, press (Y)es to delete or leave the default of (N)o if the transactions are not to be deleted. F8 will take you back to the top to reselect transactions to be listed for modification (to return to the menu press F8 again).

Reconcile Bank Account (BKRECACT)

Once all entries have been made and all documents have been cleared, you may reconcile your bank account.

Bank

Enter the bank number or select it from the lookup window. Press enter and the following screen will be displayed.

Reconcile Account	1 *** ART'S, INC. ***	10/22/03 1:10 pm
Bank: 3 SUNTRUST BANKS, INC		
<hr/>		
Your Present Check Book Ledger Balance:	\$44,752.83	
Outstanding Checks:	\$0.00	
Outstanding Deposits:	\$0.00	
Outstanding Other:	\$0.00	
Your Computed Bank Statement Balance:	\$44,752.83	
Enter Actual Bank Statement Balance:	<input type="text"/>	
<hr/>		
Enter Account Balance from Bank Statement		

Enter Actual Bank Statement Balance

Enter the ending balance that appears on your bank statement and press enter. The screen will then display your out of balance amount. See example.

Reconcile Account	1 *** ART'S, INC. ***	10/22/03 1:10 pm
Bank: 3 SUNTRUST BANKS, INC		
<hr/>		
Your Present Check Book Ledger Balance:	\$44,752.83	
Outstanding Checks:	\$0.00	
Outstanding Deposits:	\$0.00	
Outstanding Other:	\$0.00	
Your Computed Bank Statement Balance:	\$44,752.83	
Enter Actual Bank Statement Balance:	\$44,849.53	
Out of Balance Amount:	\$96.70-	
Print Detailed Report?:	<input type="checkbox"/>	Printer ID: LP01
Do you want to print a Detailed Bank Reconciliation Report? (Y)es or (N)o		

Print Detailed Report

Enter (Y)es to print a detailed bank reconciliation report with all outstanding items, or leave the (N)o if you do not wish to print.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Once all parameters are entered, press **F9** or Enter to begin the printing process.

Date: 3/14/02

Bank Reconciliation Report

Page: 1

BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
1	1/02/01	Check	2/28/02	16142	342.79-	
1	1/03/01	Check		16143	200.00-	
1	1/04/01	Check		16144	134.18-	
1	1/04/01	Check		16145	127.38-	
1	1/04/01	Check		16146	180.00-	
1	1/04/01	Check		16147	184.63-	
1	1/04/01	Check		16148	288.42-	
1	1/04/01	Check		16149	34.63-	
1	1/04/01	Check		16150	184.62-	
1	1/06/01	Check		44625	247.25-	
1	1/06/01	Check		44626	209.43-	
1	1/06/01	Check		44627	128.12-	
1	1/06/01	Check		44628	682.88-	
1	1/06/01	Check		44629	563.75-	
1	1/06/01	Check		44630	205.09-	
1	1/06/01	Check		44631	392.42-	
1	1/06/01	Check		44632	21349.42-	
1	1/06/01	Check		44633	251.80-	
1	1/06/01	Check		44634	1259.00-	
1	1/06/01	Check		44635	72.30-	
1	1/06/01	Check		44636	211.68-	
1	1/06/01	Check		44637	76.04-	
1	1/06/01	Check		44638	242.23-	
1	1/06/01	Check		44639	300.00-	
1	1/06/01	Check		44640	11940.85-	
1	1/06/01	Check		44641	352.57-	
1	1/06/01	Check		44642	103.26-	
1	1/06/01	Check		44643	2654.84-	
1	1/06/01	Check		44644	905.29-	
1	1/06/01	Check		44645	733.32-	
1	1/06/01	Check		44646	1750.00-	
1	1/06/01	Check		44647	759.16-	
1	1/06/01	Check		44648	576.00-	
1	1/06/01	Check		44649	2326.25-	
1	1/06/01	Check		44650	1151.20-	
1	1/06/01	Check		44651	1397.69-	
1	1/06/01	Check		44652	68.66-	
1	1/06/01	Check		44653	50.64-	
1	1/06/01	Check		44654	227.55-	
1	1/06/01	Check		44655	101.00-	
1	1/06/01	Check		44656	399.31-	
1	1/06/01	Check		44657	6.00-	
1	1/06/01	Check		44658	202.36-	
1	1/06/01	Check		44659	929.50-	
1	1/06/01	Check		44660	639.94-	
1	1/06/01	Check		44661	93.00-	
1	1/06/01	Check		44662	615.33-	
1	1/06/01	Check		44663	2317.35-	
1	1/06/01	Check		44664	15.00-	
1	1/06/01	Check		44665	20.53-	
1	1/06/01	Check		44666	2501.00-	

Bank Transaction Report (BKRECRPT)

The Bank Transaction Report is a detailed listing of bank transactions within the specified ranges.

Bank Trans Report	1 *** ART'S, INC. ***	10/22/03 1:27 pm
Bank Number Range: -		
Date Range: -		
Document Range: -		
Type: All		
Description:		
Status: Both		
Printer ID: LP01		
Control? No		
Press F9 when finished entering all parameters		
Input the beginning bank number to be included (leave blank for all)		

Bank Number Range

The report may be limited by entering a beginning and ending bank number or you may leave them blank to get all banks.

Date Range

The report may be limited by entering a beginning and ending date or you may leave blank to get all dates.

Document Range

The report may be limited by entering a beginning and ending document number or you may leave blank to get all the dates.

Type

Enter a specified type or (A)ll for all types. The different types are (C)heck (D)eposit (F)ee (I)nterest (M)iscellaneous (S)ervice Charge (T)ransfer (V)oid (R)eturned Check or (A)ll.

Description

Enter a specified or partial description, or leave blank to include all descriptions.

Status

Enter the status of the transaction, (C)leared, (O)utstanding, or (B)oth for all.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 10/22/03 Bank Transaction Report Page: 1
 BANK OF AMERICA
 Bank # Range: - Date Range: 9/01/03- 9/30/03 Type: All
 Doc # Range: - Description: Status: Both

BANK	DATE	TYPE	CLEARED	DOCUMENT	AMOUNT	DESCRIPTION
1	9/02/03	Deposit		20031015	2550.65	SUM 0002 DEP-1
1	9/02/03	Deposit		20031015	1364.36	SUM 0002 DEP-4
1	9/02/03	Deposit		20031015	100.00	SUM 0002 DEP-5
1	9/03/03	Deposit		20031015	1633.32	SUM 0002 DEP-1
1	9/03/03	Deposit		20031015	191.30	SUM 0002 DEP-4
1	9/04/03	Deposit		20031015	729.33	SUM 0002 DEP-1
1	9/04/03	Deposit		20031015	230.84	SUM 0002 DEP-4
1	9/04/03	Deposit		20031015	175.30	SUM 0002 DEP-5
1	9/05/03	Deposit		20031015	2272.56	SUM 0002 DEP-1
1	9/05/03	Deposit		20031015	209.56	SUM 0002 DEP-4
1	9/05/03	Deposit		20031015	100.00	SUM 0002 DEP-5
1	9/06/03	Deposit		20031015	3752.93	SUM 0002 DEP-1
1	9/06/03	Deposit		20031015	463.03	SUM 0002 DEP-4
1	9/06/03	Deposit		20031015	200.00	SUM 0002 DEP-5
1	9/06/03	Deposit		20031015	78.07	SUM 0002 DEP-6
1	9/08/03	Deposit		20030918	2049.93	SUM 0002 DEP-1
1	9/08/03	Deposit		20030918	764.65	SUM 0002 DEP-4
1	9/08/03	Deposit		20030918	140.00	SUM 0002 DEP-5
1	9/09/03	Deposit		20030918	1033.33	SUM 0002 DEP-1
1	9/09/03	Deposit		20030918	138.43	SUM 0002 DEP-4

Summary		TOTAL
TYPE		
Deposit		17777.59

*Only use if credit cards are deposited in same account as other deposits.

Once you have manually assigned the account numbers, using the worksheet, you may begin entering them into Summary Account Maintenance (SUMGL)

G/L Summary Accts		1 BETA TEST 10.0		3/14/02 12:55 pm	
FIELD	ACCOUNT	DESCRIPTION		POST?	
1	5001	RENTAL INCOME		Y	
2	3050	SALES TAX PAYABLE COMPANY		Y	
3	5002	SECURITY DEPOSIT ACCOUNT		Y	
4	5029	LATE FEES INCOME		Y	
5	5003	INSTALLATION INCOME		Y	
6	5009	PAYMENT PROTECTION		Y	
7	5011	OTHER INCOME		Y	
8	5017	SWCE COD & WARRANTY INCOME		Y	
9				N	
10				N	
11				N	
12				N	
13				N	
14				N	
15	5001	RENTAL INCOME		Y	
16	1001	CASH CHECKING		Y	
17	8129	DEPOSITS + DR -		Y	

Input the account number or a few characters of the name

Field

This is a preassigned number to coincide with the worksheet.

Account

Enter the General Ledger account number you would like that summary field to post to when interfacing, if you do not know the account number, enter a few letters of the account description and select from the lookup window.

Description

The description will automatically be filled in once the account number has been selected.

Post

Enter Y if you want this field to be posted when interfacing.

Valid Account Report (ACCTVAL)

This report provides detailed information about how the General Ledger accounts are used.

Valid Acct Rpt	1 BETA TEST 10.0	3/14/02 1:05 pm
Report Type: Assigned		
Beginning Stmt:	0	
Ending Stmt:	0	
Printer ID: LP01		
Control? No		
Press F9 when finished entering all parameters		
Input the report type: (A)ssigned (I)nvalid or (N)ot Assigned		

Report Type

The report type selected will detail one of the following account types: (A)ssigned, (I)nvalid, or (N)ot Assigned. (A)ssigned accounts are valid G/L accounts that are assigned to a financial statement. (N)ot Assigned accounts are valid accounts that are not assigned to a financial statement. (I)nvalid accounts are accounts that no longer exist but are being referenced on a financial statement. The most helpful of all report types is the (N)ot Assigned, this will help assist you, when financial statements no longer foot, to find the account that is missing.

Beginning Stmt/Ending Stmt

Enter the beginning and ending statement layout number you would like to check.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02		G/L Accounts Not Assigned to Statements		Page: 1
Company: 1 BETA TEST 10.0				
ACCOUNT	DESCRIPTION	COMPANY BALANCE		TYPE
1011	Cash	1	Debit	Asset
2092	UNAMORTIZED LOAN COSTS	1	Debit	Asset
5400	ADVERTISING	1	Credit	Expense
8237	REINSTATEMENT FEE INCOME	1	Debit	Expense
8238	LATE FEES	1	Debit	Expense

Year End Procedures (GLYREND)

It becomes necessary, at year end, to roll the actual amounts to the comparative amounts and set the balance forward amounts to reflect the prior year's business. This is done using this module.

Make sure the following things have been checked or done before doing the Year End.

- Verify all period dates for the fiscal year you are about to close are correct in the Company record (CHGCOMP).
- Recalculate all balances (ACCTBAL).
- All financial statements have been printed.
- Trial Balance has been printed.
- Good system backup.

The first screen tells you exactly what the system does when this module is run.

G/L Year End	1 BETA TEST 10.0	3/14/02 1:28 pm
--------------	------------------	-----------------

Before Proceeding, Please Read This Information Carefully!

Run the program to recalculate balances before you run this program

This procedure will perform the following functions:

- 1 - Calculate Net Income for the Specified Fiscal Year
- 2 - Create Balance Forward Records for B/S Accounts
- 3 - Create Zero Balances for Income Accounts
- 4 - Post Net Income/Loss to the Specified Earnings Acct
- 5 - Update Period Dates to the next fiscal year
- 6 - Create Prior Year Amounts from actual amounts

Press [RETURN] to proceed or [CMD] to Quit

Once you have read through this first page, press <ENTER> to continue or **F8** to exit to menu.

G/L Year End	1 BETA TEST 10.0	3/14/02 1:28 pm
--------------	------------------	-----------------

Backups complete? █

Trial Balance printed?

Start of fiscal year:

End of fiscal year:

Purge transactions?

Earnings acct number:

Press F9 when finished
entering all parameters

Input the full word "YES" if files have been backed-up

Backups complete

Do you have a good backup? You must enter 'YES' to continue.

Trial Balance Printed

Do you have a printed Trial Balance? You must enter 'YES' to continue.

Start of Fiscal Year/End of Fiscal Year

Enter the first and last date of the fiscal year you are closing.

Purge Transactions

Always answer **NO** to this question! This was originally put in here when hard drive space was an issue. If you were to answer YES, it would purge all transactions for that year once the balances were brought forward, which means you could never reopen the year or view any old information in account analysis.

Earnings Acct Number

Enter the General Ledger account number for retained earnings. This will bring all current profit/loss into this account.

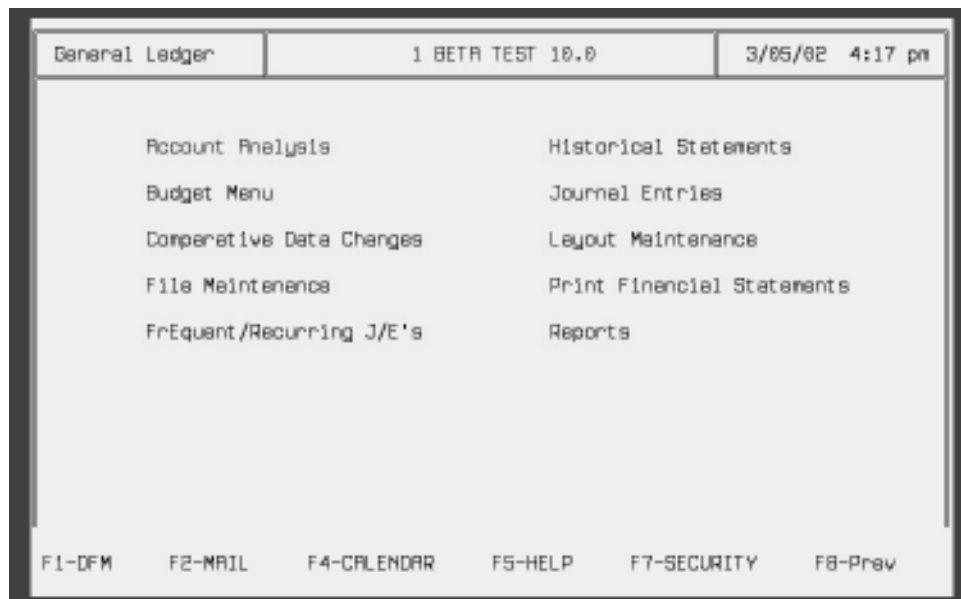
Once all parameters are entered, press **F9** to begin the year end process.

When it has completed, recalculate balances (ACCTBAL) again. The year end will now be complete.

3.0 General Ledger (GL)

General Ledger provides multi-company, multi-store accounting with up to thirteen accounting periods per fiscal year.

Before using the G/L module make sure you have completed the steps in the 'Getting Started' section.



Some of the features provided by the General Ledger module include:

- Support for 999 companies with up to 9999 stores each
- Interactive validation for in balance entries
- Lookup windows available for account numbers, stores, source codes and statement layouts
- Multiple operators can be entering journal entries at the same time
- Journal entry date validation against a defined current period
- Multiple line text descriptions for all journal entries
- On screen access to all account summary and detail information
- User-defined layouts for Financial Statements with multiple formats available
- Budget, Comparative and Actual amounts for each period
- Parameter driven report for maximum flexibility

3.4 Account Analysis (GLSTATUS)

Several options are available for on screen analysis of accounts, with all data available in both summary and detail format. Additionally, you may choose to break the information into specific stores or to summarize it at the company level.

The account analysis display provides on screen access to actual, budget, and comparative amounts. Percentages are displayed for each period, with totals for the year.

Account Status	1 BETA TEST 10.0	12/01/01- 2/28/02
Account: <input type="text"/>	Dept/Budget: 0/1	
Profit Center: 999999	Type: Period	
Input the account number to be displayed		

Account

Enter the G/L account number you would like to analyze.

Profit Center

Enter the profit center/store or leave the 999999 to default to total company.

Dept/Budget

Enter the department number or leave 0 to default to all. If you have multiple budgets set up you may enter the budget number you would like displayed.

Period

You may select what type of analysis you would like displayed, (P)eriod or (C)umulative.

Once the account is selected, the summary information is displayed.

Account Status	1 BETA TEST 10.0				12/01/01- 2/28/02	
Account:	5001 RENTAL INCOME				Dept/Budget:	0/1
Profit Center:	999999 All				Type: Period	
-----PERIOD-----	---BALANCE---	---%---	---BUDGET---	---%---	---PRIOR---	---%---
Begin Balance ==>	0.00				0.00	
1/01/02- 1/31/02	628376.76-	10.1	645351.00-	97.4	662786.52-	94.8
2/01/02- 2/28/02	640916.59-	10.3	654319.00-	98.0	663496.23-	96.6
3/01/02- 3/31/02	646582.15-	10.4	663590.00-	97.4	669127.18-	96.6
4/01/02- 4/30/02	606685.38-	9.7	688701.00-	88.1	691947.24-	87.7
5/01/02- 5/31/02	586838.40-	9.4	695647.00-	84.4	618642.39-	94.9
6/01/02- 6/30/02	599041.63-	9.6	703985.00-	85.1	626537.10-	95.6
7/01/02- 7/31/02	534972.15-	8.6	718750.00-	74.4	656884.80-	81.4
8/01/02- 8/31/02	516709.70-	8.3	728945.00-	70.9	637466.62-	81.1
9/01/02- 9/30/02	518883.07-	8.3	740330.00-	70.1	655088.63-	79.2
10/01/02-10/31/02	496321.24-	7.9	751998.00-	66.0	647961.25-	76.6
11/01/02-11/30/02	468277.80-	7.5	759989.00-	61.6	646425.09-	72.4
12/01/02-12/31/02	0.00	0.0	766652.00-	0.0	679064.51-	0.0
Period Balance =>	6243604.87-	100.0	6518457.00-	73.3	7855347.56-	79.5
Ending Balance =>	6243604.87-					
F1-Next F2-Prev F3-Summary F4-J/E's F5-Mat Chg F6-Bdg/Comp ENTER-Restart						

Several options for analysis are available from the summary screen. These same options are also available from some of the lower level screens.

Once you have selected the G/L account, profit center/store, department, budget and type, you can scroll through the rest of the G/L account numbers by using **F1** to view the next account number and **F2** view the previous account number.

F4-J/E's

You may view any journal entries associated with this account number by pressing **F4**. You may specify a starting and ending date or it will default to the beginning and ending dates of your current period.

Account Status	1 BETA TEST 10.0		12/01/01- 2/28/02	
Account: 5001 RENTAL INCOME		Dept/Budget: 0/1		
Profit Center: 999999 All		Type: Period		
Start Date: 1/01/01		End Date: 1/31/01		
CTR	SRC	EXPLANATION	DATE	DEBIT CREDIT
1	SUM		1/02/01	0.00 1326.63
1	SUM		1/03/01	0.00 1319.65
1	SUM		1/04/01	0.00 698.71
1	SUM		1/05/01	0.00 873.48
1	SUM		1/06/01	0.00 1492.01
1	SUM		1/08/01	0.00 987.04
1	SUM		1/09/01	0.00 736.06
1	SUM		1/10/01	0.00 646.26
1	SUM		1/11/01	254.60 0.00
1	SUM		1/12/01	0.00 1434.43
1	SUM		1/13/01	0.00 1707.40
1	SUM		1/15/01	0.00 933.36
1	SUM		1/16/01	0.00 386.29
F1-Next Page		F2-Prev Page		F10-Exit

The listing will include the profit center/store, source code, explanation if applicable, journal entry date, and debit or credit amount for each entry.

You may scroll through the journal entries using **F1** to page forward and **F2** to page back. **<ENTER>** will bring you back to the summary screen.

F5-Net Chg

Net change analysis is available for a single account within a given range of dates by pressing **F5**.

Account Status	1 BETA TEST 10.0	12/01/01- 2/28/02
Account: 5001 RENTAL INCOME	Dept/Budget: 0/1	
Profit Center: 999999 R11	Type: Period	
Starting Date: 1/01/01	Ending Date: 1/31/01	
BEG BALANCE	DEBITS	CREDITS
773608.22-	254.60	22893.35
END BALANCE	NET CHANGE	
795326.98-	22638.75-	
F1-Next F2-Prev F3-Summary F4-J/E's F5-Net Chg F6-Bdg/Comp ENTER-Restart		

From this screen you have the same functions as the summary screen.

F6-Bdg/Comp

The budget amounts represent projected amounts for the current year, where the comparative amounts represent amounts for the same period last year.

Account Status	1 BETA TEST 10.0				12/01/01- 2/28/02	
Account: 5001 RENTAL INCOME		Dept/Budget: 0/1				
Profit Center: 999999 R11		Type: Period				
-----PRD BGD-----YTD BGD-----PRD CMP-----%-----YTD CMP-----%-----						
1	645351.00-	645351.00-	662786.52-	97.4	662786.52-	97.4
2	654319.00-	1299570.00-	663496.23-	98.6	1326282.75-	98.0
3	663590.00-	1963260.00-	669127.18-	99.2	1995409.93-	98.4
4	688701.00-	2651961.00-	691947.24-	99.5	2687357.17-	98.7
5	695647.00-	3347608.00-	618642.39-	112.4	3305999.56-	101.3
6	703985.00-	4051593.00-	626537.10-	112.4	3932536.66-	103.0
7	718750.00-	4770343.00-	656884.80-	109.4	4589421.46-	103.9
8	728945.00-	5499288.00-	637466.62-	114.4	5226888.08-	105.2
9	740330.00-	6239518.00-	655008.63-	113.0	5881896.71-	105.1
10	751998.00-	6991616.00-	647961.25-	116.1	6529657.96-	107.1
11	759989.00-	7751605.00-	646425.09-	117.6	7176283.65-	108.0
12	766852.00-	8518457.00-	679864.51-	112.9	7855347.56-	108.4

	8518457.00-	8518457.00-	7855347.56-	108.4	7855347.56-	108.4

F1-Next F2-Prev F3-Summary F4-J/E's F5-Net Chg F6-Bdg/Comp ENTER-Restart						

From this screen you have the same functions as the summary screen.

When you are finished with your analysis, press **F8** to return to the menu.

3.5 Budget Menu (BDGMENU)

The Budget program allows you to create up to nine different budgets. This allows you to report different budgets to different groups, for example, stock holders, regional managers, store managers, etc...

	1 BETA TEST 10.0	3/06/02 2:03 pm
Budget Data Changes Budget Copy Budget Import Budget Report		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-HELP	F7-SECURITY	F8-Prev

The first step is entering the budgets, this can be done either by manual entry using the Budget Data Changes or by importing from an Excel spreadsheet using the Budget Import.

Budget Maint	1 BETA TEST 10.0	12/01/01- 2/28/02
Profit Center: 99999 Account: Budget: 1		
Input the profit center number or 99999 for a list		

Profit Center

You must enter the profit center/store of which budget you are entering.

Account

Enter the G/L account number.

Budget

Enter the budget number you are working on, 1 through 9.

Budget Maint		1 BETA TEST 10.0				12/01/01- 2/28/02						
Profit Center:		1 Cathy's Rent to Own										
Account:		5001 RENTAL INCOME										
Budget: 1												
	----	PRD BGD	----	YTD BGD	----	PRD CMP	----	%	----	YTD CMP	----	%
1		39026.00-		39026.00-		45271.35-		86.2		45271.35-		86.2
2		39501.00-		78527.00-		43219.50-		91.4		88490.85-		88.7
3		39916.00-		118443.00-		45276.10-		88.2		133766.95-		88.5
4		41629.00-		160072.00-		43297.69-		96.1		177064.64-		90.4
5		42109.00-		202181.00-		39040.42-		107.9		216105.06-		93.6
6		42828.00-		245009.00-		37274.93-		114.9		253379.99-		96.7
7		44044.00-		289053.00-		39750.72-		110.8		293130.71-		98.6
8		44469.00-		333522.00-		36695.23-		121.2		329025.94-		101.1
9		45075.00-		378597.00-		39230.89-		114.9		369056.83-		102.6
10		45601.00-		424278.00-		38545.37-		118.5		407602.20-		104.1
11		46166.00-		470444.00-		37528.50-		123.0		445130.70-		105.7
12		46500.00-		516944.00-		40769.25-		114.1		485099.95-		106.4
		----	----		----		----		----		----	
		516944.00-		516944.00-		485099.95-		106.4		485099.95-		106.4

Input the budgeted amount for this period or [ENTER] when done

Budget Selected

Enter the budget to copy from, 0 selects all.

When you have correct information to copy, press **F9**. When the copy is complete it will return you to the menu.

Budget Import (BDGIMPRT)

The Budget Import module allows you to import budgets from Excel into the RSSS budget program. Call RSSS for the format in which to use in Excel. You will need to save the Excel program as a comma delimited file and place on your RSSS tower using a floppy or ftp.

	1 BETA TEST 10.0	12/01/01- 2/28/02
Import File Name: /GLBDG1 Budget: 3		
Input the budget number importing		

Import File Name

Enter the pathname of the Excel budget file.

Budget

Enter the budget number you would like designated for this budget.

When finished entering all information, press **F9** to begin importing. When the import is complete it will return you to the menu.

Budget Report (RPTBDG)

An option is provided to print the budgets entered.

Report Budget	1 BETA TEST 10.0	2/01/02- 2/28/02
Starting Account: █		
Ending Account:		
Report Option: Budgets	Budget Selected: 1	
Account Type:	All	
Profit Center: 999999		
Printer ID: LP01		
Control? No		
<div>Press F9 when finished entering all parameters</div>		
Input the starting account number		

Starting account/Ending Account

Enter a range of G/L accounts you would like to report on or leave blank for all.

Report Option

Select either (B)udget amounts or (C)omparative amounts.

Budget Selected

Enter the budget number you would like to print.

Account Type

Enter the account type you would like to print (A)sset, (L)iability, (C)apital/Earnings, (R)evenue, (E)xpense, or leave blank to get all types.

Profit Center

Enter the profit center/store you would like to print or leave the 999999 to get all.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

3.3 Comparative Data Changes (COMPMNT)

In addition to maintaining summary level amounts per account and profit center/store, budget and comparative amounts are retained for each financial period. The comparative amounts may be manually entered for years prior to using the RSSS accounting system. Of course, once you have been on our system for a full fiscal year, this information will automatically be retained.

Comparatives	1 BETA TEST 10.0	12/01/01- 2/28/02
Profit Center: 99999 Account: Budget: 1		
Input the profit center number or 99999 for a list		

Profit Center

You must enter the profit center/store of which comparative you are entering.

Account

Enter the G/L account number.

Budget

Enter the budget number you would like to view with the comparative.

Comparatives	1 BETA TEST 10.0	12/01/01- 2/28/02			
Profit Center: 1 Cathy's Rent to Own					
Account: 5001 RENTAL INCOME					
Budget: 1					
	---PRD BDG---	---YTD BDG---	---PRD CMP---	---%---	---YTD CMP---
1	39026.00-	39026.00-	45271.35-	86.2	45271.35-
2	39501.00-	78527.00-	43219.50-	91.4	88490.65-
3	39916.00-	118443.00-	45276.10-	88.2	133765.95-
4	41629.00-	160072.00-	43297.69-	96.1	177064.64-
5	42109.00-	202181.00-	39040.42-	107.9	216105.06-
6	42828.00-	245009.00-	37274.93-	114.9	253379.99-
7	44044.00-	289053.00-	39750.72-	110.8	293130.71-
8	44469.00-	333522.00-	36695.23-	121.2	329025.94-
9	45075.00-	378597.00-	39230.89-	114.9	369056.83-
10	45681.00-	424278.00-	38545.37-	110.5	407602.20-
11	46166.00-	470444.00-	37528.50-	123.0	445130.70-
12	46500.00-	516944.00-	40769.25-	114.1	485899.95-
	516944.00-	516944.00-	485899.95-	106.4	485899.95-
Input the comparative amount for this period or [ENTER] when done					

Starting at period 1, enter the comparative numbers for each period. The YTD comparative will automatically be filled in after each entry. Don't forget to use (-) on any account that carries a credit balance such as liabilities and revenues. When finished entering amounts for that G/L account number, press **F9** to save and move on to the next account number. When finished with the overall comparative entries, press **F9** to save the amounts on the last account number, then press **F8** to return to menu.

3.4 Frequent/Recurring J/E's (GLRECUR)

Recurring journal entries are standard in most every business accounting. They can be entered once, with time frames or without, and then transferred as their intervals dictate.

Recurring Entry	1 BETA TEST 10.0	3/07/02 9:52 am
<p>Add Recurring Entries</p> <p>Change Recurring Entries</p> <p>Delete Recurring Entries</p> <p>List Recurring Entries</p> <p>Report Recurring Entries</p> <p>Show Recurring Entries</p> <p>Transfer Entries to Journal</p>		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-HELP	F7-SECURITY	F8-Prev

Modules are available to add, change, delete, list, print, show, and transfer recurring G/L entries.

Add Recurring Entries (ADDRECUR)

The format for the recurring entries is very similar to that of regular journal entries. Instead of an entry date, an entry type is entered.

Add Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02
<p>Type: Monthly</p> <p>Source:</p> <p>Reverse? No</p> <p>Reg Date:</p> <p>End Date:</p> <p>Last Updated:</p>		
ACCOUNT DESCRIPTION	CTR	DEPT
	DEBIT	CREDIT
<p>Input the type: (D)aily (W)eekly (M)onthly or (O)ther</p>		

Type

Enter in the type of recurring entry you are putting in, (D)aily, (W)eekly, (M)onthly, or (O)ther.

Source

A valid source code must be entered to identify the category in which this journal entry belongs. If you do not know the source code you want to use <ENTER> and a lookup window will be provided. You have all options available to change or add a source code from this lookup window or just <ENTER> on the source code of your choice.

Reverse

Enter (Y)es if this entry should be reversed at the beginning of the next period.

Beginning Date

Enter the date in which this recurring entry should begin being transferred to the General Ledger.

Ending Date

Enter the date in which this recurring entry should stop being transferred to the General Ledger.

Last Updated

This field is updated by the system. It is for informational purposes only to show the last date this entry was sent to the General Ledger.

Account/Description

Enter the G/L account number, the description will be displayed automatically.

CTR

Enter the profit center/store.

Dept

Enter the department number if applicable.

Debit/Credit

Enter the amount to be posted to this G/L account number for this entry in the appropriate debit or credit column. As you enter the journal entry the total balance is displayed in the upper right portion of the screen, it is updated after each line item is entered. In order to post the entry, the entry balance must be zero. When all G/L distributions have been posted, press **F9**.

You may enter any text explanation to the journal entry. Instead of having to maintain a separate written journal for the real journal entries, you can actually document journal entries in the journal itself. The comment field can be up to fifty lines of text. These comments are carried into the General Ledger Transaction file. Once you have finished with the comments, press **F9**.

Add Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02																				
Type: Monthly Source: AC ACCRUALS Balance: Reverse? No Beg Date: End Date: Last Updated:																						
<table border="1"> <thead> <tr> <th>ACCOUNT DESCRIPTION</th> <th>CTR</th> <th>DEPT</th> <th>DEBIT</th> <th>CREDIT</th> </tr> </thead> <tbody> <tr> <td>5400 ADVERTISING</td> <td></td> <td>1</td> <td>1000.00</td> <td></td> </tr> <tr> <td>5400 ADVERTISING</td> <td></td> <td>2</td> <td>1000.00</td> <td></td> </tr> <tr> <td>2000 PREPAID EXPENSES</td> <td>100</td> <td></td> <td></td> <td>2000.00</td> </tr> </tbody> </table>			ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT	5400 ADVERTISING		1	1000.00		5400 ADVERTISING		2	1000.00		2000 PREPAID EXPENSES	100			2000.00
ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT																		
5400 ADVERTISING		1	1000.00																			
5400 ADVERTISING		2	1000.00																			
2000 PREPAID EXPENSES	100			2000.00																		
TO ACCRUE ADVERTISING EXPENSE																						
Is everything alright on this journal entry? <input checked="" type="checkbox"/>																						

After the text description is entered, you have the option to redo anything that you might have entered incorrectly. If you have entered something incorrectly answer (N)o and make your corrections, if it is all correct answer (Y)es and continue on to the next recurring entry or press **F8** to return to the menu.

Add Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02																				
Type: Monthly Source: AC ACCRUALS Balance: Reverse? No Beg Date: End Date: Last Updated:																						
<table border="1"> <thead> <tr> <th>ACCOUNT DESCRIPTION</th> <th>CTR</th> <th>DEPT</th> <th>DEBIT</th> <th>CREDIT</th> </tr> </thead> <tbody> <tr> <td>5400 ADVERTISING</td> <td></td> <td>1</td> <td>1000.00</td> <td></td> </tr> <tr> <td>5400 ADVERTISING</td> <td></td> <td>2</td> <td>1000.00</td> <td></td> </tr> <tr> <td>2000 PREPAID EXPENSES</td> <td>100</td> <td></td> <td></td> <td>2000.00</td> </tr> </tbody> </table>			ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT	5400 ADVERTISING		1	1000.00		5400 ADVERTISING		2	1000.00		2000 PREPAID EXPENSES	100			2000.00
ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT																		
5400 ADVERTISING		1	1000.00																			
5400 ADVERTISING		2	1000.00																			
2000 PREPAID EXPENSES	100			2000.00																		
TO ACCRUE ADVERTISING EXPENSE																						
Do you really want to abort this J/E? N																						

If at any time you want to abort the entry, press **F8**. You will be asked if you really want to abort and answer accordingly.

Change Recurring Entries (CHGRECUR)

When necessary you may change an existing recurring entry.

Chg Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02															
Type: Monthly Source: RE Reverse? No Beg Date: End Date: Last Updated: 2/28/01																	
<table border="1"><thead><tr><th>ACCOUNT DESCRIPTION</th><th>CTR</th><th>DEPT</th><th>DEBIT</th><th>CREDIT</th></tr></thead><tbody><tr><td>8109 GENERAL INSURANCE</td><td>99</td><td></td><td>50.00</td><td></td></tr><tr><td>2000 PREPAID EXPENSES</td><td>99</td><td></td><td></td><td>50.00</td></tr></tbody></table>			ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT	8109 GENERAL INSURANCE	99		50.00		2000 PREPAID EXPENSES	99			50.00
ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT													
8109 GENERAL INSURANCE	99		50.00														
2000 PREPAID EXPENSES	99			50.00													
ENDY																	
F1-Next J/E	F2-Prev J/E	FB-Manu ENTER-Select															

As soon as you go into the Change Recurring Entry module, the first recurring entry will be displayed. If this is not the one you want changed, use the **F1** to go to the next recurring entry, or the **F2** to go to the previous recurring entry.

Once you have found the recurring entry that you wish to change, press <ENTER>. You may now make any necessary changes to the entry, when finished with changes, press **F9**. You will be prompted to verify your changes before updating, (Y)es if the entry is correct, (N)o if more changes need to be done.

Delete Recurring Entries (DELRECUR)

When an entry is no longer needed you may remove it by using this module.

Del Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02															
Type: Monthly Source: RE Reverse? No Beg Date: End Date: Last Updated: 2/28/01																	
<table border="1"><thead><tr><th>ACCOUNT DESCRIPTION</th><th>CTR</th><th>DEPT</th><th>DEBIT</th><th>CREDIT</th></tr></thead><tbody><tr><td>8109 GENERAL INSURANCE</td><td>99</td><td></td><td>50.00</td><td></td></tr><tr><td>2000 PREPAID EXPENSES</td><td>99</td><td></td><td></td><td>50.00</td></tr></tbody></table>			ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT	8109 GENERAL INSURANCE	99		50.00		2000 PREPAID EXPENSES	99			50.00
ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT													
8109 GENERAL INSURANCE	99		50.00														
2000 PREPAID EXPENSES	99			50.00													
ENDY																	
F1-Next J/E	F2-Prev J/E	FB-Manu ENTER-Select															

As soon as you go into the Delete Recurring Entry module, the first recurring entry will be displayed. If this is not the one you want deleted, use the **F1** to go to the next recurring entry, or the **F2** to go to the previous recurring entry.

Del Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02
Type: Monthly Source: RE Reverse? No Beg Date: End Date:		
		Last Updated: 2/28/01
ACCOUNT DESCRIPTION	CTR DEPT	DEBIT CREDIT
8109 GENERAL INSURANCE	99	50.00
2068 PREPAID EXPENSES	99	50.00
ENVOY		
Are you sure that you want to delete this J/E? <input type="checkbox"/>		

Once you have found the recurring entry that you wish to delete, press <ENTER>. You may now delete the entry. You will be prompted to verify your delete selection before updating, (Y)es if the entry is to be deleted, (N)o if it is to remain.

List Recurring Entries (LSTRECUR)

You may view on screen all recurring entries using this module.

List Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02
TYPE SRC REV MESSAGE Monthly RE N ENVOY Monthly RE N EBEO Monthly RE N USAA Monthly RE N NJ PERSONAL PROPERTY TAXES EC Monthly RE N TO WRITE OFF 1 MO INS EXP EC Monthly RE N TO RECORD DEPR EXPENSE EC Monthly RE N JEWELER'S BLOCK Monthly RE N TO WRITE OFF 1 MONTH FAX MACHINE		
F1-Next Page	F2-Prev Page	F10-Exit <input type="checkbox"/>

You may page through the listing using **F1** to page forward and **F2** to page back, press **F8** to return to the menu.

Report Recurring Entries (RPTRECUR)

The Recurring Entries report provides you with a detailed listing of your recurring entries.

Print Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02
<p>Entry Type: All</p> <p>Source Code:</p> <p>Printer ID: LP01</p> <p>Compress? No</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">Press F9 when finished entering all parameters</div> <p>Input frequency: (A)ll (D)aily (W)eekly (M)onthly or (O)ther</p>		

Entry Type

Enter in a specific entry type (D)aily, (W)eekly, (M)onthly, (O)ther, or (A)ll.

Source Code

Enter a specific source code or leave blank for all.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Page: 1

Source: All

[illegible]

Show Recurring Entry (SHORECUR)

You may view recurring entries by using this module.

Show Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02															
Type: Monthly Source: RE Reverse? No Beg Date: End Date: Last Updated: 2/28/01																	
<table border="1"><thead><tr><th>ACCOUNT DESCRIPTION</th><th>CTR</th><th>DEPT</th><th>DEBIT</th><th>CREDIT</th></tr></thead><tbody><tr><td>8109 GENERAL INSURANCE</td><td>99</td><td></td><td>50.00</td><td></td></tr><tr><td>2000 PREPAID EXPENSES</td><td>99</td><td></td><td></td><td>50.00</td></tr></tbody></table>			ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT	8109 GENERAL INSURANCE	99		50.00		2000 PREPAID EXPENSES	99			50.00
ACCOUNT DESCRIPTION	CTR	DEPT	DEBIT	CREDIT													
8109 GENERAL INSURANCE	99		50.00														
2000 PREPAID EXPENSES	99			50.00													
END																	
F1-Next J/E	F2-Prev J/E	F8-Menu															

As soon as you go into the Show Recurring Entry module, the first recurring entry will be displayed. If this is not the one you want view, use the **F1** to go to the next recurring entry, or the **F2** to go to the previous recurring entry, press **F8** to go to menu.

Transfer Recurring Entry (TRNRECUR)

At the defined interval, all entries with a corresponding type are transferred to the General Ledger using this module.

Tran Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02
Entry Type: All Source Code: Entry Date: 3/07/02 Preview Each? Yes		
<div>Press F9 when finished entering all parameters</div>		
Input frequency: (A)ll (D)aily (W)eekly (M)onthly or (O)ther		

Entry Type

Enter the specific type to transfer, (D)aily, (W)eekly, (M)onthly, (O)ther, or (A)ll for all types.

Source Code

Enter a specific source code or leave blank for all.

Entry Date

The date will default to today's date, you will want to replace with whatever date you want these recurring entries to post to your General Ledger. This date must fall between the dates displayed in the upper right corner of the screen. These dates represent the current operating period specified in (DATES) for the General Ledger.

Preview Each

You are given an option to view each recurring entry before it goes to the General Ledger, this will also give you the option to NOT send specific entries within the group you selected from the above parameters.

Once all parameters are entered, press **F9** to begin transferring.

Trans Recurring	1 BETA TEST 10.0	12/01/01- 2/28/02
Type: Monthly Source: RE Reverse? No Beg Date: End Date:		
Last Updated: 2/28/01		
ACCOUNT DESCRIPTION	CTR DEPT	DEBIT CREDIT
8109 GENERAL INSURANCE	99	50.00
2068 PREPAID EXPENSES	99	50.00
ENDY		
Should this journal entry be transferred? Y		

When you choose to preview each recurring entry, you have the option to transfer each entry to the General Ledger or not. You will be asked for each recurring entry within batch, when you have gone through all recurring entries that fall within the parameters selected, it will return you to the menu.

Our system offers two journal entry modules.

The second (ADDJE) module is used by the system for the automatic posting of the Summary System and Depreciation. This module allows you to enter the journal entry, view, edit, report, and/or delete before sending to the journal. You may also work on more than one entry at a time, but all must be in balance before posting.

Multiple users can be posting to the General Ledger at the same time. An unlimited number of journal entries can be entered at one time.

Entry Date

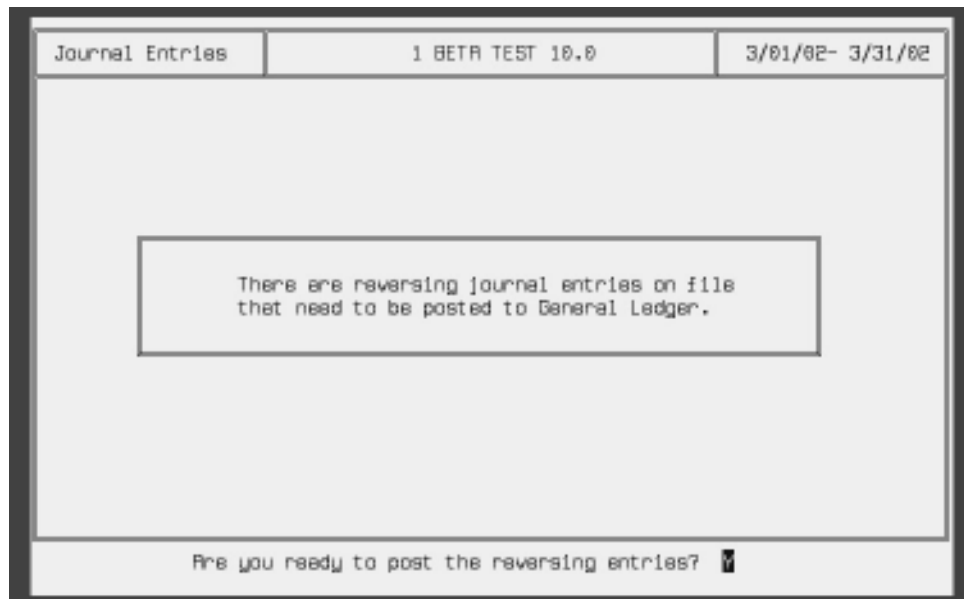
J/E Number

Source Code

Enter a valid source code to identify the category in which this journal entry belongs. If you do not know the source code, you may <ENTER> and a lookup window will appear. You may page forward using **F1** and page back using **F2**. Source code maintenance modules are provided from within the window. If you do not find the source code you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Source Code' module. After adding the necessary code, press **F9** and you will be returned to the journal entry process. The newly added code will be displayed in the source code field. You may also change a source code from the lookup window by pressing **F6**. You will be taken to the 'Change Source Code' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed source code displayed.

Reverse

If you would like this entry to be reversed in the next period enter (Y)es. This will store the reversing entry in a data file until you close out the current month. The reverse side of the entry will not post to the journal until activated by closing out the current G/L period. This is done by going into 'Set Operating Dates' (DATES) and changing the 'Beginning Date' for the G/L to be the first day of the new period.



Once you have changed the G/L operating dates, go into the Journal Entry module (GLJE) and a message will pop up to post reversing entries.

Use Template

Enter (Y)es to use an A/P distribution template and enter the distribution template or leave blank for a list to select from. Once you have selected one to use, enter the dollar amount you would like to distribute.

Account

Enter a valid G/L account number. If you do not know the G/L account number, you may <ENTER> or type in a few letters of the G/L account description and a lookup window will appear. You may page forward using **F1** and page back using **F2**. G/L account number modules are provided from within the window. If you do not find the G/L account number you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Account' module. After adding the necessary G/L account number, press **F9** and you will be returned to the journal entry process. The newly added G/L account number will be displayed in the account field. You may also change a G/L account number from the lookup window by pressing **F6**. You will be taken to the 'Change Account' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed G/L account number displayed.

B/T (Bank Transaction and Type Indicators)

This is actually two one-character fields. The first field (bank transaction indicator) indicates if a bank transaction will be created by this journal entry line item to this G/L account and is a display only field. It will either be "Y" (yes) or "N" (no) based on the 'Bank Interface' indicator on the associated G/L account. The second field (bank transaction type) is only enterable and required if the first field is a 'Y', otherwise it is left blank. If the G/L account number is not set up to interface with bank reconciliation, then the 'bank transaction type' field will be skipped over completely. If the G/L account number selected is setup as a bank interface G/L account, a 'Y' will be placed in the '(B)ank Transaction' field, which means it will be sending this transaction to Bank Reconciliation. The cursor will then stop in the '(T)ransaction Type' field and you will be given type options at the bottom of the screen to select from: (C)heck, (D)eposit, (F)ee, (I)nterest, (M)iscellaneous, (S)ervice Charge, (T)ransfer, (V)oid, or (R)eturned Check. Once the journal entry is updated, this transaction will automatically be created and cleared in the Bank Reconciliation System.

CTR

Enter the profit center/store for this entry.

Debit/Credit

Enter the amount in the appropriate debit or credit column. As you enter the journal entry, the total displayed in the upper right portion of the screen is automatically updated. In order to post the entry the debit and credit total must match. This will result in a journal balance of zero. Once all entries have been made press **F9** to go to the comment box.

You may enter any text explanation to the journal entry. Instead of having to maintain a separate written journal for the real journal entries, you can actually document journal entries in the journal itself. The comment field can be up to fifty lines of text. These comments are carried into the General Ledger Transaction file. Once you have finished with the comments, press **F9**.

After the text description is entered, you have the option to redo anything that you might have entered wrong. If you have entered something wrong, answer accordingly and correct the error.

Journal Entries		1 *** ART'S, INC. ***		8/24/03-11/22/03	
Entry Dates: 10/23/03		J/E Number: 10- 1			
Source Code: ADJ		ADJUSTING ENTRIES			
Reverse? No					
Use Template? No		Balances:			
ACCOUNT DESCRIPTION	B/T	CTR	DEPT	DEBIT	CREDIT
5350 BANK CHARGES	N	1		400.00	
1000 Bank of America	YF	1			400.00
Is everything alright on this journal entry? <input type="checkbox"/>					

Once everything is correct, the journal will be updated and the journal entry will print.

Journal Entries (JE)

This is the other journal entry module used by the Summary System and Depreciation to do automatic postings. You may also use for any other journal entry that you may want to enter and the report before posting to the General Ledger.

Journal Entries	1 BETA TEST 10.0	3/11/02 11:24 am
<div><div>Add Journal Entries</div><div>Change Journal Entries</div><div>Delete Journal Entries</div><div>Export Journal Entries</div><div>List Journal Entries</div></div> <div><div>Post Journal Entries</div><div>Purge Journal Entries</div><div>Report Journal Entries</div><div>Show Journal Entries</div></div>		
F1-DFM F2-MAIL F4-CALENDAR F5-HELP F7-SECURITY F8-Prev		

Add Journal Entries (ADDJE)

You may use this module to add a journal entry, this module allows you to add the entry, and then maintain it without posting immediately to the ledger.

Add Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: <input type="text"/>		
Profit Center: 0 Ohio Valley Sales & Rental		
Entry Date: 2/28/02		
Source:		
Amount:		
<hr/>		
J/E's	Debit:	Credit:
		Bal: 0.00
Input the account number or a few characters of the description		

Account Number

Enter a valid G/L account number. If you do not know the G/L account number, you may <ENTER> or type in a few letters of the G/L account description and a lookup window will appear. You may page forward using **F1** and page back using **F2**. G/L account number modules are provided from within the window. If you do not find the G/L account number you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Account' module. After adding the necessary G/L account number, press **F9** and you will be returned to the journal entry process. The newly added G/L account number will be displayed in the account field. You may also change a G/L account number from the lookup window by pressing **F6**. You will be taken to the 'Change Account' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed G/L account number displayed.

Profit Center

Enter the profit center/store for this entry.

Entry Date

Enter in the date you want this entry to go to the journal. It will default to today's date. This date, however, must fall within the dates specified in the upper right corner of the screen. These dates represent the current General Ledger operating dates specified in (DATES).

Source

Enter a valid source code to identify the category in which this journal entry belongs. If you do not know the source code, you may <ENTER> and a lookup window will appear. You may page forward using **F1** and page back using **F2**. Source code maintenance modules are provided from within the window. If you do not find the source code you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Source Code' module. After adding the necessary code, press **F9** and you will be returned to the journal entry process. The newly added code will be displayed in the source code field. You may also change a source code from the lookup window by pressing **F6**. You will be taken to the 'Change Source Code' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed source code displayed.

Amount

Enter the amount you would like to post to this account.

When you have completed all of the information for this journal transaction, press **F9**.

You may enter any text explanation to the journal entry. Instead of having to maintain a separate written journal for the real journal entries, you can actually document journal entries in the journal itself. The comment field can be up to fifty lines of text. These comments are carried into the General Ledger Transaction file. Once you have finished with the comments, press **F9**.

Add Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: 1000 CASH CHECKING - HOME OFFICE Profit Center: 10Cathy's Rent to Dan Entry Date: 2/28/02 Source: ADJ ADJUSTING JOURNAL ENTRIES Amount: 100.00		
<hr/>		
J/E's	Debit:	Credit: Bal: 0.00
Is everything alright on this journal entry? <input checked="" type="checkbox"/>		

After the text description is entered, you have the option to redo anything that you might have entered wrong. If you have entered something wrong, answer accordingly and correct the error.

Once you have the entry correct, you will be taken back to the top to enter the next journal transaction. The bottom of the screen keeps a running balance of the number of journal transactions 'J/E's', debit entry amounts 'Debit', credit entry amounts 'Credit', and balance of the entire journal entry 'Balance'. The entry must be a zero balance before it will posted to the ledger.

Change Journal Entries (CHGJE)

Once journal entries have been added using (ADDJE), you may make changes to them before posting to the journal using this module.

Change Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: <input type="text"/> Profit Center: 0 Ohio Valley Sales & Rental Entry Date: 2/28/02 Source: Amount:		
<hr/>		
J/E's	1 Debit: 100.00	Credit: Bal: 100.00
Input the account number or a few characters of the description		

Account Number

Enter the account number of the journal transaction that you would like to change, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center

Enter the profit center/store of the journal transaction that you would like change.

Entry Date

Enter the entry date of the journal transaction that you would like to change.

The journal transaction will then appear on the screen, if this is the one you would like to change, press <ENTER> and make any changes needed, press **F9** when finished with the changes.

If it is not the journal transaction that you would like to change you may press **F1** to go to the next journal transaction, **F2** to go to the previous journal transaction, **F7** to restart the lookup, or **F8** to exit to menu.

Delete Journal Entries (DELJE)

Once journal entries have been added using (ADDJE), you may delete them before they get posted to the journal using this module.

Delete Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: <input type="text"/>		
Profit Center: 0 Ohio Valley Sales & Rental		
Entry Date: 2/28/02		
Source:		
Amount:		
<hr/>		
J/E's	1 Debit: 100.00	Credit: Bal: 100.00
Input the account number or a few characters of the description		

Account Number

Enter the account number of the journal transaction that you would like to delete, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center

Enter the profit center/store of the journal transaction that you would like delete.

Entry Date

Enter the entry date of the journal transaction that you would like to delete.

The journal transaction will then appear on the screen, if this is the one you would like to delete, press <ENTER>, you will then need to verify that this is the journal transaction you would like to delete.

If it is not the journal transaction that you would like to delete you may press **F1** to go to the next journal transaction, **F2** to go to the previous journal transaction, **F7** to restart the lookup, or **F8** to exit to menu.

Export Journal Entries (EXPORTJE)

You may export your journal entries to a file to later be put on a floppy or ftp'd to another system.

Export J/E's	1 BETA TEST 10.0	1/01/02- 2/28/02
--------------	------------------	------------------

Starting Account:	
Ending Account:	
Starting Date:	1/01/02
Ending Date:	2/28/02
Profit Center:	999999
Source Code:	
Output Filename:	

Press F9 when finished
entering all parameters

Input the starting account number or default to first account

Starting Account/Ending Account

Enter the starting and ending account number you would like included in the export, or leave blank to include all.

Starting Date/Ending Date

Enter the starting and ending entry date you would like included in the export, or leave blank to include all.

Profit Center

Enter the profit center/store you would like to export, or leave 999999 to include all.

Source Code

Enter the source code you would like to export, or leave blank to include all.

Output Filename

Enter the pathname for this export.

Once you have entered all of your selections, press **F9** to begin the file creation.

List Journal Entries (LSTJE)

You may list all journal entries that have been entered using this module.

List Entries	1 BETA TEST 10.0	1/01/02- 2/28/02			
ACCOUNT	CTR	DATE	SRC	AMOUNT	MESSAGE
1000	1	2/28/02	ADJ	100.00	

F1-Next Page	F2-Prev Page	F10-Exit
--------------	--------------	----------

Once you go into this module the list will immediately appear. You will see the account number, profit center/store, entry date, source code, amount and any comment attached to the journal transactions. You may scroll through the pages using **F1** to page forward and **F2** to page back, **F8** will take you back to the menu.

Post Journal Entries

When all journal entries have been entered and are correct, you may use this module to post to the journal. It will not allow you to send to the journal if it is not a zero balance entry.

Post Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
The Journal is out of balance!		
J/E'S:	1 Debit:	100.00 Credit:
		Bal: 100.00

The system will not let you go any further with the post until you have balanced the entry.

Once you have a zero balance entry, go into the 'Post Journal Entries'.

Post Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
--------------	------------------	------------------

Printer: P01

Compress? No

J/E'S: 2 Debit: 100.00 Credit: 100.00 Bal: 0.00

Press F9 when finished
entering all parameters

Input the printer ID on which to print the report

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the posting/printing process.

You will receive a print out of the journal entry that was just posted to the journal.

Date: 3/12/02		G/L Journal Transaction Report for Posted Entries					Page: 1
Company: 1 BETA TEST 10.0							
Account: All		W/O Subtotals	W/O Descriptions	Profit Center: All	Date: -	Source: All	
ACCOUNT	DESCRIPTION	CTR	DATE	SOURCE	DEBIT	CREDIT	
1000	CASH CHECKING - HOME OFFICE	1	2/28/02	ADJ	100.00		
5001	RENTAL INCOME	1	2/28/02	ADJ		100.00	
Total:					100.00	100.00	

Purge Journal Entries (PURGEJE)

This module is used to wipe out a range or all transactions to be posted. For example, if you have sent Summary to be posted, and find that you are not ready yet, use this module to wipe out the entries before they ever get to the journal.

Purge Entries	1 BETA TEST 10.0	3/12/02 9:51 am
Starting account: █ Ending account: Profit Center: 999999 Starting date: Ending date:		
Press F9 when finished entering all parameters		
Input the starting account number to be purged		

Starting Account/Ending Account

Enter the starting and ending account numbers that you would like to purge, or leave blank to include all.

Profit Center

Enter the profit center/store that you would like to purge, or leave 999999 to include all.

Starting Date/Ending Date

Enter the starting and ending entry date that you would like to purge, or leave blank to include all.

Once you have entered all of your selections, press **F9** to begin purging, press **F8** to go to menu.

Report Journal Entries (RPTJE)

You may run a report to view all entries waiting for posting using this module.

Report Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Starting Account: Ending Account: Starting Date: 1/01/02 Ending Date: 2/28/02 Profit Center: 999999 Source Code: Subtotal Breaks? No Descriptions? No Sort Option: Location Printer ID: LP01 Compress? No		
Press F9 when finished entering all parameters		
Input the starting account number or default to first account		

Starting Account/Ending Account

Enter the starting and ending account number you would like included in the report, or leave blank to include all.

Starting Date/Ending Date

Enter the starting and ending entry date you would like included in the report, or leave blank to include all.

Profit Center

Enter the profit center/store you would like to report, or leave 999999 to include all.

Source Code

Enter the source code you would like to report, or leave blank to include all.

Subtotal Breaks

Enter (Y)es to include subtotal breaks.

Descriptions

Enter (Y)es to include the entry descriptions.

Sort Option

You have two sort options for this report, (A)ccount, (L)ocation.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/12/02

G/L Journal Transaction Report for Unposted Entries

Page: 1

Company: 1 BETA TEST 10.0

Account: All

W/O Subtotals

W/O Descriptions

Profit Center: All

Date: 1/01/01- 1/31/01

Source: All

ACCOUNT	DESCRIPTION	CTR	DATE	SOURCE	DEBIT	CREDIT
1000	CASH CHECKING - HOME OFFICE	1	1/11/01	SUM		471.49
1000	CASH CHECKING - HOME OFFICE	1	1/11/01	SUM		38.80
1000	CASH CHECKING - HOME OFFICE	1	1/23/01	SUM		64.08
1000	CASH CHECKING - HOME OFFICE	1	1/23/01	SUM		4.65
1000	CASH CHECKING - HOME OFFICE	1	1/30/01	SUM		91.36
1000	CASH CHECKING - HOME OFFICE	1	1/30/01	SUM		6.64
1001	CASH CHECKING	1	1/02/01	SUM	1,522.55	
1001	CASH CHECKING	1	1/03/01	SUM	1,150.99	
1001	CASH CHECKING	1	1/04/01	SUM	1,051.12	
1001	CASH CHECKING	1	1/05/01	SUM	935.84	
1001	CASH CHECKING	1	1/06/01	SUM	1,668.27	
1001	CASH CHECKING	1	1/08/01	SUM	1,050.23	
1001	CASH CHECKING	1	1/09/01	SUM	954.39	
1001	CASH CHECKING	1	1/10/01	SUM	682.00	
1001	CASH CHECKING	1	1/11/01	SUM	246.00	
1001	CASH CHECKING	1	1/12/01	SUM	1,487.57	
1001	CASH CHECKING	1	1/13/01	SUM	1,946.83	
1001	CASH CHECKING	1	1/15/01	SUM	1,078.00	
1001	CASH CHECKING	1	1/16/01	SUM	439.54	
1001	CASH CHECKING	1	1/17/01	SUM	275.00	
1001	CASH CHECKING	1	1/18/01	SUM	534.00	
1001	CASH CHECKING	1	1/19/01	SUM	520.04	
1001	CASH CHECKING	1	1/20/01	SUM	2,814.47	
1001	CASH CHECKING	1	1/22/01	SUM	1,100.39	
1001	CASH CHECKING	1	1/23/01	SUM	428.58	
1001	CASH CHECKING	1	1/24/01	SUM	465.91	
1001	CASH CHECKING	1	1/25/01	SUM	1,377.98	
1001	CASH CHECKING	1	1/26/01	SUM	1,133.00	
1001	CASH CHECKING	1	1/27/01	SUM	770.49	
1001	CASH CHECKING	1	1/29/01	SUM	556.88	
1001	CASH CHECKING	1	1/30/01	SUM	634.00	
1001	CASH CHECKING	1	1/31/01	SUM	250.86	
2076	RECEIVABLES	1	1/02/01	SUM		11.65
2076	RECEIVABLES	1	1/03/01	SUM		1.85
2076	RECEIVABLES	1	1/04/01	SUM		4.18
2076	RECEIVABLES	1	1/05/01	SUM	16.78	
2076	RECEIVABLES	1	1/06/01	SUM	10.44	
2076	RECEIVABLES	1	1/08/01	SUM		0.31
2076	RECEIVABLES	1	1/09/01	SUM		105.34
2076	RECEIVABLES	1	1/10/01	SUM		11.48
2076	RECEIVABLES	1	1/11/01	SUM	23.58	
2076	RECEIVABLES	1	1/12/01	SUM	132.21	
2076	RECEIVABLES	1	1/13/01	SUM		32.90
2076	RECEIVABLES	1	1/15/01	SUM	12.44	
2076	RECEIVABLES	1	1/16/01	SUM		2.58
2076	RECEIVABLES	1	1/17/01	SUM		18.47
2076	RECEIVABLES	1	1/18/01	SUM		35.94
2076	RECEIVABLES	1	1/19/01	SUM	3.32	
2076	RECEIVABLES	1	1/20/01	SUM	24.02	

Show Journal Entries (SHOJE)

You may view journal entries on screen using this module.

Show Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: <input type="text"/>		
Profit Center: 0 Ohio Valley Sales & Rental		
Entry Date: 2/28/02		
Source:		
Amount:		
<hr/>		
J/E's 4041 Debit: 614300.22 Credit: 614300.22 Bal: 0.00		
Input the account number or a few characters of the description		

Account Number

Enter the account number of the journal transaction that you would like to show, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center

Enter the profit center/store of the journal transaction that you would like show.

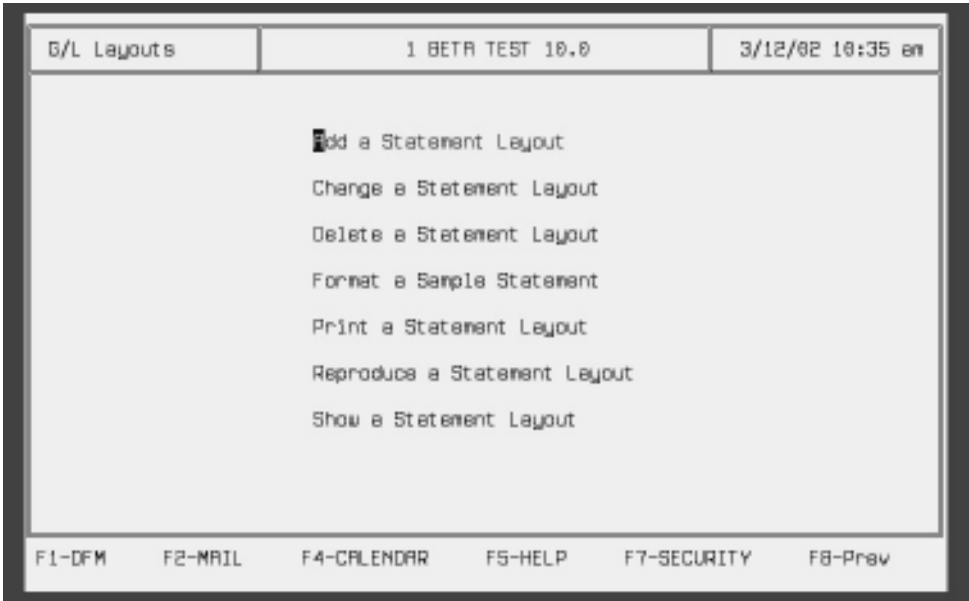
Entry Date

Enter the entry date of the journal transaction that you would like to show.

The journal transaction will then appear on the screen. You may scroll through the journal transactions using **F1** to the next journal transaction and **F2** to the previous journal transaction, **F8** will take you back to the menu.

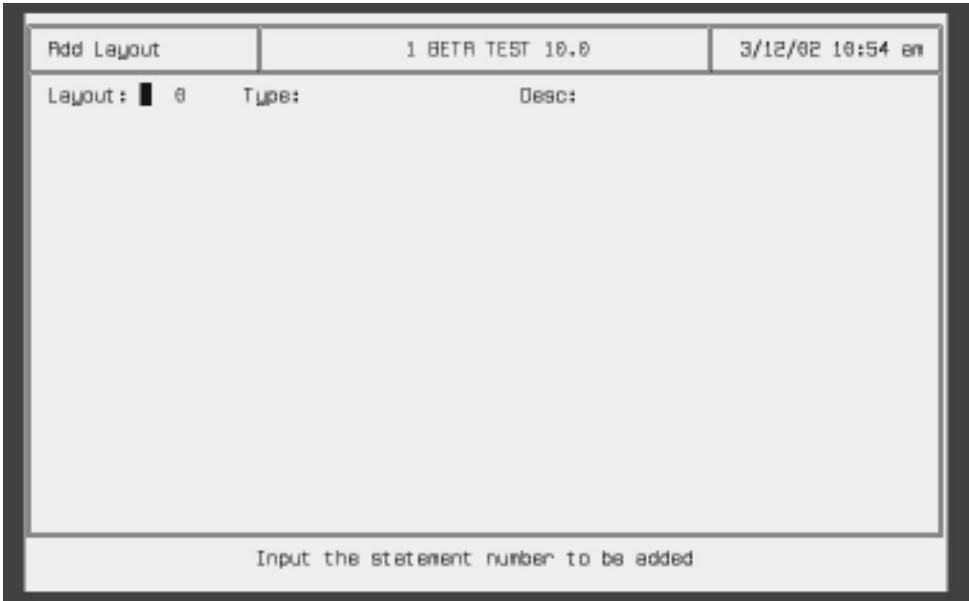
3.6 Layout Maintenance (LAYOUTS)

Financial statements are configured by the user. You can specify an unlimited number of different statements. The type of statements can be any of the following, balance sheet, Income Statement, or Miscellaneous.



Add a Statement Layout (ADDLAY)

You will add the statement layouts by inserting appropriate information in the predefined programmed fields. You can add new records, insert new records, delete records and change existing records. Full cursor control is available for movement up and down the screens.



Layout

Enter the number you would like to assign to this layout, it may be up to 4 digits.

Type

Enter what type of statement you will be creating. (B)alance Sheet, (I)ncome Statement, (M)iscellaneous.

Description

Enter a brief description of the layout you are creating, for example, Owner's Balance Sheet.

You may now begin the actual layout of your statement.

Add Layout	1 BETA TEST 10.0	3/12/02 10:54 am								
Layout: 1111	Type: Balance Sheet	Desc: Owner's Copy								
POS	PRINT	VALUE	VALUE	DESCRIPTION	POS	R	C	\$	U/L	%
Input the starting print position or zero if not to be printed										

POS

The position for the description should be entered, if this line is to be included in a total but not printed, leave the position blank.

PRINT

The print identifier should be one of the following:

Print ID	Description
Ejct	Eject a page
Id	Print the literal in the description
Co	Print the company name being processed
Date	Print the date range for the statement
Hdr	Print the column heading
Skip	Skip the number of lines specified in value
Lit	Literal to be printed
Acct	Account number to be acted upon
Tot	Total accumulator to be acted upon
Pft	Print the store name being processed
Net	Net Income

Value/Value

The value field depends on the print identifier entered in the second column.

Print ID	Value Description
Skip	Number of lines to skip
Acct	Account number(s) to be acted upon (you may enter a beginning account number in the first value column and the ending account number to have a range of accounts)
Tot	Total Accumulator to be acted upon (it looks at the accumulator field)

If the account number option was selected in the print identifier field, a lookup window is available by typing in some of the account description and pressing <ENTER>.

Description

The description field will be filled in automatically when you select account number or company as the print identifier, although you may change the description by typing over the default. If you choose an Id or Literal, you will type the description in at this time.

POS

Enter in the print position for the dollar amounts.

A

The accumulator field contains the accumulator level at which to add the dollar amount. If a number is specified, it must be between 1 and 9. Normally you start with 1 and move to a new level when you want to include a total in with a calculation.

C

This is the clear field. Enter the accumulator level to be cleared after the dollar amount is processed.

\$

You have the option to specify parenthetical control for either (D)ebits or (C)redits. For example, you may want your revenue accounts to show on the statements as positive numbers if they are credits, so you would want to place a (D)ebit in this field so it will put parenthesis around accounts that have a debit balance.

U/L

Enter the number of underlines to print after this line. It can only be 1 or 2 or leave blank for no underline.

%

The (B)eginning and (E)nding lines can be specified for ratio percent calculations.

If at any time you need to change, delete, or insert a line, read the instructions at the bottom of the screen.

F1 will page forward, **F2** will page back, **F3** will allow you to make a change to line you are currently on, **F4** will delete the line you are currently on, and **F5** will insert a line and move the line you are currently on down.

Once you have entered in all lines you would like for your layout, press **F8** to return to menu.

Change a Statement Layout (CHGLAY)

Once a layout has been added, you must use this module to make any modifications to you existing layout.

Change Layout	1 BETA TEST 10.0	3/12/02 3:49 pm
Layout: 0	Type:	
Input the statement number or zero for a list		

Enter the layout number you would like to change, if you <ENTER> you will be provided with a lookup window to choose a layout.

Change Layout	1 BETA TEST 10.0	3/13/02 9:45 am																																																																																																																																																																																
Layout: 1	Type: Income Statement	Desc:																																																																																																																																																																																
<table><thead><tr><th>POS</th><th>PRINT</th><th>VALUE</th><th>VALUE</th><th>DESCRIPTION</th><th>POS</th><th>A</th><th>C</th><th>\$</th><th>U/L</th><th>%</th></tr></thead><tbody><tr><td>25</td><td>Id</td><td></td><td></td><td>INCOME STATEMENT</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>25</td><td>Co</td><td></td><td></td><td>Beta Test</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>25</td><td>Pft</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>25</td><td>Date</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>Skip</td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>Hdr</td><td></td><td></td><td></td><td></td><td>60</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>Skip</td><td></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5001</td><td></td><td>5001 RENTAL INCOME</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5003</td><td></td><td>5003 INSTALLATION INCOME</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5004</td><td></td><td>5004 PROCESSING FEE INCOME</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5005</td><td></td><td>5005 TRANSPORTATION INCOME</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5007</td><td></td><td>5007 SALE OF EQUIPMENT INCOME</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5009</td><td></td><td>5009 PAYMENT PROTECTION</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5011</td><td></td><td>5011 OTHER INCOME</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr><tr><td></td><td>Acct</td><td>5002</td><td></td><td>5002 SECURITY DEPOSIT ACCOUNT</td><td></td><td></td><td></td><td>1</td><td></td><td></td></tr></tbody></table>			POS	PRINT	VALUE	VALUE	DESCRIPTION	POS	A	C	\$	U/L	%	25	Id			INCOME STATEMENT							25	Co			Beta Test							25	Pft										25	Date											Skip		1									Hdr					60						Skip		1									Acct	5001		5001 RENTAL INCOME				1				Acct	5003		5003 INSTALLATION INCOME				1				Acct	5004		5004 PROCESSING FEE INCOME				1				Acct	5005		5005 TRANSPORTATION INCOME				1				Acct	5007		5007 SALE OF EQUIPMENT INCOME				1				Acct	5009		5009 PAYMENT PROTECTION				1				Acct	5011		5011 OTHER INCOME				1				Acct	5002		5002 SECURITY DEPOSIT ACCOUNT				1		
POS	PRINT	VALUE	VALUE	DESCRIPTION	POS	A	C	\$	U/L	%																																																																																																																																																																								
25	Id			INCOME STATEMENT																																																																																																																																																																														
25	Co			Beta Test																																																																																																																																																																														
25	Pft																																																																																																																																																																																	
25	Date																																																																																																																																																																																	
	Skip		1																																																																																																																																																																															
	Hdr					60																																																																																																																																																																												
	Skip		1																																																																																																																																																																															
	Acct	5001		5001 RENTAL INCOME				1																																																																																																																																																																										
	Acct	5003		5003 INSTALLATION INCOME				1																																																																																																																																																																										
	Acct	5004		5004 PROCESSING FEE INCOME				1																																																																																																																																																																										
	Acct	5005		5005 TRANSPORTATION INCOME				1																																																																																																																																																																										
	Acct	5007		5007 SALE OF EQUIPMENT INCOME				1																																																																																																																																																																										
	Acct	5009		5009 PAYMENT PROTECTION				1																																																																																																																																																																										
	Acct	5011		5011 OTHER INCOME				1																																																																																																																																																																										
	Acct	5002		5002 SECURITY DEPOSIT ACCOUNT				1																																																																																																																																																																										
F1-Next Page F2-Prev Page F3-Change F4-Delete F5-Insert F8-Menu																																																																																																																																																																																		

Once you have the layout on the screen, you may **F1** will page forward, **F2** will page back, **F3** will allow you to make a change to line you are currently on, **F4** will delete the line you are currently on, and **F5** will insert a line and move the line you are currently on down.

Once you have changed all lines you would like for your layout, make sure you <ENTER> through the complete line that you changed to save, press **F8** to return to menu.

If a statement layout is no longer needed it may be removed using this module.

Delete Layout	1 BETA TEST 10.0	3/13/02 10:00 am
Layout: 1111 Type: Balance Sheet Desc: Owner's Copy		
PDS	PRINT	VALUE
-----	-----	-----
R0ct		

Is this the correct layout to delete? ☒

Enter the layout number you would like to delete, or you may <ENTER> and you will be given a lookup window to select. Once you have selected the layout, you will be asked to verify if this layout is to be deleted, answer accordingly. Once the delete is done, it will return you to the menu.

Format a Sample Statement (FORMLAY)

This module will print out a statement sample to verify the looks of the layout.

Format Layout	1 BETA TEST 10.0	2/01/02- 2/28/02
---------------	------------------	------------------

Layout Number: 1 Income Statement

Format? Yes

Run Date? Yes

Page Number? Yes

Printer ID: LP01

Compress? No

Press F9 when finished
entering all parameters

Input the statement number to be printed or zero for a list

Layout

Enter the layout number you would like to test the format, if you <ENTER> you will be provided with a lookup window to choose a layout.

Format

Enter (Y)es to test the print positions as well as the rest of the formatting. You have two different ways of printing income statements, (F)ormat, (R)eport. (R)eport has a preset print position and only looks at what you set up for it to print, not where it prints on the paper, (F)ormat, looks at everything, what you have setup to print, and where you have told it to print in the POS fields of the layout.

Run Date

Enter (Y)es if you want the statement to include the date the statement was ran.

Page Number

Enter (Y)es if you want the statement to include page numbers.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

INCOME STATEMENT			
Company Name			
Profit Center Name			
(99/99/99 thru 99/99/99)			
		---AMT PTD---	
999999999.99			
INCOME			
RENTAL INCOME		999999999.99	
INSTALLATION INCOME		999999999.99	
PROCESSING FEE INCOME		999999999.99	
TRANSPORTATION INCOME		999999999.99	
SALE OF EQUIPMENT INCOME		999999999.99	
PAYMENT PROTECTION		999999999.99	
OTHER INCOME		999999999.99	
SECURITY DEPOSIT ACCOUNT		999999999.99	
CELLULAR AIR TIME		999999999.99	
REINSTATEMENT FEE INCOME		999999999.99	
LATE FEES INCOME		999999999.99	
ACCESSORY INCOME		999999999.99	
CASH DISCOUNTS INCOME		999999999.99	
SVCE COD & WARRANTY INCOME		999999999.99	
TOTAL INCOME			999999999.99
DECLINE IN VALUE & INTEREST			
DECLINING VALUE		999999999.99	
DECLINE - FREIGHT		999999999.99	
C/O SKIPS & STOLENS		999999999.99	
ADJ COST ON UNIT SALES		999999999.99	
INTEREST		999999999.99	
TOTAL DECLINE IN VALUE & INT			999999999.99
GROSS PROFIT			999999999.99

Print a Statement Layout (PRTLAY)

You may print the layouts using this module.

Print Layouts	1 BETA TEST 10.0	2/01/02- 2/28/02
Layout Number: 0		
Printer ID: LP01		
Compress? No		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Press F9 when finished entering all parameters</div>		
Input the statement number to be printed or zero for a list		

Layout Number

Enter the layout number you would like to print or <ENTER> for a lookup window for you to choose.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/13/026/L Layout:
 Company: 1 BETA TEST 10.0
 Layout: 1 Type: Income Statement

Page: 1

POS	PRINT	VALUE	VALUE	DESCRIPTION	POS	A	C	\$	U/L	%
25	Id			INCOME STATEMENT						
25	Co			Beta Test						
25	Pft									
25	Date									
	Skip	1								
	Hdr				60					
	Skip	1								
	Acct	5001	5001	RENTAL INCOME	1					
	Acct	5003	5003	INSTALLATION INCOME	1					
	Acct	5004	5004	PROCESSING FEE INCOME	1					
	Acct	5005	5005	TRANSPORTATION INCOME	1					
	Acct	5007	5007	SALE OF EQUIPMENT INCOME	1					
	Acct	5009	5009	PAYMENT PROTECTION	1					
	Acct	5011	5011	OTHER INCOME	1					
	Acct	5002	5002	SECURITY DEPOSIT ACCOUNT	1					
	Acct	5025	5025	CELLULAR AIR TIME	1					
	Acct	5027	5027	REINSTATEMENT FEE INCOME	1					
	Acct	5029	5029	LATE FEES INCOME	1					
	Acct	5013	5013	ACCESSORY INCOME	1					
	Acct	5019	5019	CASH DISCOUNTS INCOME	1					
	Acct	5017	5017	SVCE COD & WARRANTY INCOME	1					
	Tot	1			1				8	
25	Lit			INCOME						
1	Acct	5001	5001	RENTAL INCOME	60	1			D	
1	Acct	5003	5003	INSTALLATION INCOME	60	1			D	
1	Acct	5004	5004	PROCESSING FEE INCOME	60	1			D	
1	Acct	5005	5005	TRANSPORTATION INCOME	60	1			D	
1	Acct	5007	5007	SALE OF EQUIPMENT INCOME	60	1			D	
1	Acct	5009	5009	PAYMENT PROTECTION	60	1			D	
1	Acct	5011	5011	OTHER INCOME	60	1			D	
1	Acct	5002	5002	SECURITY DEPOSIT ACCOUNT	60	1			D	
1	Acct	5025	5025	CELLULAR AIR TIME	60	1			D	
1	Acct	5027	5027	REINSTATEMENT FEE INCOME	60	1			D	
1	Acct	5029	5029	LATE FEES INCOME	60	1			D	
1	Acct	5013	5013	ACCESSORY INCOME	60	1			D	
1	Acct	5019	5019	CASH DISCOUNTS INCOME	60	1			D	
1	Acct	5017	5017	SVCE COD & WARRANTY INCOME	60	1			D	1
5	Tot	1		TOTAL INCOME	80	2	1		D	1
	Skip	1								
25	Lit			DECLINE IN VALUE & INTEREST						
1	Acct	7001	7001	DECLINING VALUE	60	1			D	
1	Acct	7007	7007	DECLINE - FREIGHT	60	1			D	
1	Acct	8111	8111	C/O SKIPS & STOLENS	60	1			D	
1	Acct	8112	8112	ADJ COST ON UNIT SALES	60	1			D	
1	Acct	7003	7003	INTEREST EXPENSE	60	1			D	1
5	Tot	1		TOTAL DECLINE IN VALUE & INT	80	2	1		D	1
	Skip	2								
25	Tot	2		GROSS PROFIT	80	3	2		D	2
	Ejct									
1	Id			PAYROLL EXPENSE						

Reproduce a Statement Layout (CPYLAY)

You may copy a statement layout using this module.

Copy Layouts

1 BETA TEST 10.0

3/13/02 11:08 am

Original Layout: 0

New Layout: 0

Press F9 when finished
entering all parameters

Input the original statement layout number or zero for list

Original Layout

Enter the layout number you would like to copy from or you may <ENTER> to get a list of layouts to choose.

New Layout

Enter a new layout number to copy to.

When finished entering parameters, press **F9**. When the layout is done copying you will be returned to the menu.

Show a Statement Layout (SHOLAY)

You may view a statement layout using this module.

Show Layouts

1 BETA TEST 10.0

3/13/02 11:13 am

Layout: 1

Type: Income Statement

Desc:

POS	PRINT	VALUE	VALUE	DESCRIPTION	POS	A	C	\$	U/L	%
25	Id			INCOME STATEMENT						
25	Co			Beta Test						
25	Pft									
25	Date									
	Skip	1								
	Hdr							60		
	Skip	1								
Acct		5001	5001	RENTAL INCOME				1		
Acct		5003	5003	INSTALLATION INCOME				1		
Acct		5004	5004	PROCESSING FEE INCOME				1		
Acct		5005	5005	TRANSPORTATION INCOME				1		
Acct		5007	5007	SALE OF EQUIPMENT INCOME				1		
Acct		5009	5009	PAYMENT PROTECTION				1		
Acct		5011	5011	OTHER INCOME				1		
Acct		5002	5002	SECURITY DEPOSIT ACCOUNT				1		

F1-Next Page

F2-Prev Page

F10-Exit

Enter the layout number you would like to view or you may <ENTER> to get a list of layouts to choose.

You may only view the layout in this module, no editing options are available, press **F1** to page forward, **F2** to page back, or **F8** to exit to menu.

3.7 Print Financial Statements (FINSTATE)

Several options are available when the statements are actually printed. You may print statements by stores or consolidated, you may include year to date amounts, budget amounts or comparative amounts, you may print multiple copies, you may include or exclude the date ran and page numbers, and you may export the statement information to a file.

Financials	1 BETA TEST 10.0	1/01/02- 2/28/02
Layout number: 0		
Starting Date: 1/01/02 Ending Date: 2/28/02		
Statement Type: Report		Title:
Select Locs By: 1 All Locations		
Copies: 1		
Consolidated? Yes		
Export File? No		
Include YTD? Yes		
Include Budget? Yes		Budget Selected: 1
Comparatives? Yes		
Page Numbers? Yes		
Run Date? Yes		
Printer ID: LP01		
Control? No		
Press F9 when finished entering all parameters		
Input the layout number for the statement or zero for a list		

Layout Number

Enter the statement layout number you would like to use or <ENTER> for a lookup window for you to choose.

Starting Date/Ending Date

Enter the starting and ending date for the period you would like to report.

Statement Type

There are 3 different statement types to print. (N)et and (R)eport will print what you have created in the layout maintenance with the options of year to date, budget, or comparatives amounts to go along with the current amounts. The (F)ormat option will only give you current amounts. The (F)ormat option is usually used for Balance Sheet printing so you get just the year to date amounts for the accounts instead of a month change and a year to date.

Title

Enter a title name for this particular statement, for example, Mr. Feldser's Copy.

Select Locs By

You have many options for profit centers/stores: 1=All Locs 2=Any 10 Locs 3=Range of Locs 4=Any 10 Groups 5=Range of Groups. Enter the selection of your choice.

Copies

Enter the number of copies you would like to print of this statement.

Consolidated

You may choose to consolidate the stores, obviously this would be if you selected all stores are a group or range of stores. If you want individual statements for profit centers/stores you will put (N)o for consolidation.

Export File

Enter (Y)es to create a file for export then press <ENTER>. Enter the path for the export file (e.g. /tmp/statement.csv). This would be used to export the statement to a file to be put on a floppy or ftp'd to another spreadsheet.

Include YTD/Include Budget/Comparatives

If you have selected statement type (N)et or (F)ormatted, you may include two of three selections, year to date totals, budget amounts, and/or comparative amounts.

Budget Selected

If you entered (Y)es to print budget amounts, you need to enter which budget number you want printed.

Page Numbers

Enter (Y)es to print page numbers on the statement.

Run Date

Enter (Y)es to print run date on the statement.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

3/13/02

Mr. Feldser's Copy
 INCOME STATEMENT
 Beta Test
 (All Profit Centers)
 (02/01/02 Thru 02/28/02)

Page 1

	---ACT PTD---	--%--	---ACT YTD---	--%--
INCOME				
RENTAL INCOME	643,016.59	89.1	1,271,393.35	88.7
INSTALLATION INCOME	6,742.27	0.9	13,696.95	0.9
PROCESSING FEE INCOME	4,344.83	0.6	8,720.38	0.6
TRANSPORTATION INCOME	3,075.59	0.4	6,185.17	0.4
SALE OF EQUIPMENT INCOME	6,579.98	0.9	20,197.13	1.4
PAYMENT PROTECTION	37,017.00	5.1	73,499.45	5.1
OTHER INCOME	783.64	0.1	1,868.87	0.1
SECURITY DEPOSIT ACCOUNT	14.74		24.74	
CELLULAR AIR TIME	.00		.00	
REINSTATEMENT FEE INCOME	8,708.65	1.2	17,174.27	1.1
LATE FEES INCOME	7,333.43	1.0	15,945.30	1.1
ACCESSORY INCOME	.00		.00	
CASH DISCOUNTS INCOME	3,278.13	0.4	3,945.44	0.2
SVCE COO & WARRANTY INCOME	.00		540.49	
TOTAL INCOME	720,894.85	100.0	1,433,191.54	100.0
DECLINE IN VALUE & INTEREST				
DECLINING VALUE	<156,432.59>	21.6-	<312,224.92>	21.7-
DECLINE - FREIGHT	<1,588.04>	0.2-	<3,101.84>	0.2-
C/O SKIPS & STOLENS	<17,392.31>	2.4-	<45,844.71>	3.1-
ADJ COST ON UNIT SALES	<13,256.73>	1.8-	<34,849.43>	2.4-
INTEREST	<23,949.07>	3.3-	<45,939.11>	3.2-
TOTAL DECLINE IN VALUE & INT	<212,618.74>	29.4-	<441,960.01>	30.8-
GROSS PROFIT	508,276.11	70.5	991,231.53	69.1

3.8 General Ledger Reports (GLREPORTS)

The General Ledger module offers many different report that are parameter driven for extreme flexibility.

G/L Reports	1 BETA TEST 10.0	3/13/02 1:47 pm
<ul style="list-style-type: none">Historical StatementsBudget/Comparative ReportInquiry/Search ReportMonthly Comparative ReportProfit Center Analysis ReportProfit Center Trial Balance ReportSource Code ReportTrial Balance ReportVariance Analysis ReportWorksheet Report		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-HELP	F7-SECURITY	F8-Prav

Historical Statements (GLHIST)

Historical Statements present your financial information over a twelve month period allowing you to see the trend all on one page.

Historical Stats	1 BETA TEST 10.0	3/13/02 2:09 pm
Statement: 0		
Type: Actual Budget Selected: 1		
Mask Credit? Yes		
Consolidate? Yes		
Printer: LP01		
Control? No		
<div>Press F9 when finished entering all parameters</div>		
Input the statement number or zero to select from a list		

Statement

Enter the statement layout number you would like to print or press enter to get a lookup menu to make your selection.

Type

Enter the report type you would like to print, (A)ctual (B)udget or (C)omparative.

Budget Selected

If you selected (B)udget for the report type, enter the budget number you would like to print.

Mask Credit

Enter "Y" to mask credit balances.

Consolidate

Enter (Y)es to consolidate multiple profit centers/stores.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

3/13/02

Page: 1

BETA TEST 10.0
Actual Amounts
INCOME STATEMENT
(01/01/02 Thru 12/31/02)

ACCOUNT	CTR	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RENTAL INCOME	ALL	628376	643016	645582	606685	586838	599041	534972	516709	518883	496321	468277	0
INSTALLATION INCOME	ALL	6954	6742	5610	4333	5673	5202	5808	6137	4357	4767	5279	0
PROCESSING FEE INCOM	ALL	4375	4344	3770	2683	3481	3349	2488	2413	2762	2400	2410	0
TRANSPORTATION INCOM	ALL	3109	3075	4006	3854	3184	4148	2901	2729	3367	3088	2634	0
SALE OF EQUIPMENT IN	ALL	13617	6579	2784	4765	2084	2512	3641	6429	5177	3431	5423	0
PAYMENT PROTECTION	ALL	36482	37017	37482	35081	33922	36173	32519	31678	31773	30151	28533	0
OTHER INCOME	ALL	1085	783	1449	1495	2890	2487	2914	3277	2175	1599	2771	0
SECURITY DEPOSIT ACC	ALL	10	14	14	0	0	45	15	0	1	5	5	0
CELLULAR AIR TIME	ALL	0	0	0	0	0	0	0	0	0	0	0	0
REINSTATEMENT FEE IN	ALL	8465	8708	9645	9452	8793	11299	9641	10151	9887	9062	7161	0
LATE FEES INCOME	ALL	8611	7333	9533	7267	7933	8411	6718	6670	6948	6088	5302	0
ACCESSORY INCOME	ALL	0	0	0	0	0	0	0	0	0	0	0	0
CASH DISCOUNTS INCOM	ALL	667	3278	14772	0	80	0	43	505	141	97	0	0
SVCE COD & WARRANTY	ALL	540	0	1081	2679	1041	200	80	0	970	0	0	0
TOTAL INCOME		712291	720889	735700	678294	650139	672867	601740	586698	586441	557009	527795	0
DECLINING VALUE	ALL	155792	156432	159184	148220	142125	143161	125925	121619	122633	114413	105927	0
DECLINE - FREIGHT	ALL	1513	1588	1664	1537	1553	1500	1405	1398	1370	1297	1270	0
C/O SKIPS & STOLENS	ALL	28452	17392	30384	21553	22884	25398	16312	26042	29513	53517	22430	0
ADJ COST ON UNIT SAL	ALL	21592	13256	10457	8187	5431	9899	5843	11287	12246	11532	9399	0
INTEREST	ALL	21990	23949	25160	26441	25242	23391	22047	20556	20911	20557	16414	0
TOTAL DECLINE IN VALUE		229339	212617	226849	205938	197235	203349	171532	180902	186673	201316	155440	0
GROSS PROFIT		482952	508272	508851	472356	452904	469518	430208	405796	399768	355693	372355	0
SALARY CLERICAL H.O.	ALL	15721	15122	12822	12004	13423	18670	12422	12422	12122	12122	17015	0
SALARY CUSTOMER SERV	ALL	47165	50052	41687	38636	37198	55782	43825	43852	40801	42921	36275	0
SALARY CORPORATE OFFI	ALL	11077	11077	11077	11077	11077	18255	10357	10357	10357	10357	9321	0
SALARY MANAGER	ALL	50521	47610	45178	51943	41365	74281	52275	52224	43211	42870	47914	0
REGIONAL MANAGER	ALL	7215	8372	8092	8232	8982	11504	3461	0	0	0	3445	0
SALARY ASST MANAGER	ALL	28054	25025	25447	25714	23550	32704	17276	15206	18345	17243	18162	0
SALARY MANAGER TRAIN	ALL	12942	14042	14563	12467	3906	9615	5181	9302	11457	12111	11808	0
SALARY SERVICE	ALL	8350	9028	8330	8815	9386	6106	4268	4200	4034	3925	4247	0
EXECUTIVE SALARY	ALL	16110	16110	16110	16110	16110	23848	16110	16110	16110	16110	19714	0
SALARY CLERICAL	ALL	11892	11329	11294	11019	11149	11469	7603	6594	7617	9210	8215	0
FICA EXPENSE - SOCIA	ALL	15437	15295	15155	13563	12684	19142	11949	11906	11773	12197	11881	0
STATE & FED UNEMPLOY	ALL	17859	588	392	13303	264	539	10656	373	397	9059	1093	0
MEDICAL INSURANCE EX	ALL	7826	7607	8961	9164	7362	6416	6675	7792	7554	7143	6760	0
WORKERS' COMP EXPENS	ALL	16576	5792	5765	20754	5025	7990	21901	5340	5365	18300	4850	0
TOTAL PAYROLL		266745	237049	224873	252801	201481	294321	223959	195678	189143	213568	200700	0
REFERRALS	ALL	720	410	677	215	350	220	200	200	190	300	210	0
YELLOW PAGES	ALL	4172	4175	4172	4674	4674	4674	5094	4704	4704	4740	4790	0
MEDIA PLACEMENT	ALL	29029	32691	24456	8567	18223	15221	20950	16964	4759	637	18677	0
OTHER ADVERTISING	ALL	8795	5802	2740	13735	18734	5928	4059	4027	5684	5534	8348	0
TOTAL ADVERTISING		42716	43078	32045	27191	41981	26043	30303	25895	15337	11211	32025	0
ACCTING, LEGAL, & PR	ALL	1900	3564	15380	10599	10492	4300	8018	4300	6687	7775	34373	0

Budget Report (RPTBDG)

An option is provided to print the budget or comparative amounts.

Report Budget	1 BETA TEST 10.0	2/01/02- 2/28/02
---------------	------------------	------------------

Starting Account: █	
Ending Account:	
Report Option: Budgets	Budget Selected: 1
Account Type:	All
Profit Center: 999999	
Printer ID: LP01	
Control? No	

Press F9 when finished
entering all parameters

Input the starting account number

Starting account/Ending Account

Enter a range of G/L accounts you would like to report on or leave blank for all.

Report Option

Select either (B)udget amounts or (C)omparative amounts.

Budget Selected

Enter the budget number you would like to print.

Account Type

Enter the account type you would like to print (A)sset, (L)iability, (C)apital/Earnings, (R)evenue, (E)xpense, or leave blank to get all types.

Profit Center

Enter the profit center/store you would like to print or leave the 999999 to get all.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/13/02
Company: 1 BETA TEST 10.0
Account: All

G/L Account Budget Amount Report
Profit Center: 1 Cathy's Rent to Own

Page: 1

Type: All

Account:	1000	CASH CHECKING - HOME OFFICE	Normal Balance:	Debit	Type:	Asset	
-CTA-	1----	PRD 1----	PRD 2----	PRD 3----	PRD 4----	PRD 5----	PRD 6----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
-CTA-	8----	PRD 9----	PRD 10----	PRD 11----	PRD 12----	PRD 13----	TOTALS----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
Account:	1001	CASH CHECKING	Normal Balance:	Debit	Type:	Asset	
-CTA-	1----	PRD 2----	PRD 3----	PRD 4----	PRD 5----	PRD 6----	PRD 7----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
-CTA-	8----	PRD 9----	PRD 10----	PRD 11----	PRD 12----	PRD 13----	TOTALS----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
Account:	1002	CASH CHECKING - CANYON PAYROLL	Normal Balance:	Debit	Type:	Asset	
-CTA-	1----	PRD 2----	PRD 3----	PRD 4----	PRD 5----	PRD 6----	PRD 7----
		0.00	0.00	0.00	0.00	0.00	0.00
-CTA-	8----	PRD 9----	PRD 10----	PRD 11----	PRD 12----	PRD 13----	TOTALS----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
Account:	1010	PETTY CASH	Normal Balance:	Debit	Type:	Asset	
-CTA-	1----	PRD 2----	PRD 3----	PRD 4----	PRD 5----	PRD 6----	PRD 7----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
-CTA-	8----	PRD 9----	PRD 10----	PRD 11----	PRD 12----	PRD 13----	TOTALS----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
Account:	1011	Cash	Normal Balance:	Debit	Type:	Asset	
-CTA-	1----	PRD 2----	PRD 3----	PRD 4----	PRD 5----	PRD 6----	PRD 7----
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

Inquiry/Search Report (GLSRCH)

The General Ledger Search report provides a general purpose approach to locating transactions that meet certain selection criteria.

Search Accts	1 BETA TEST 10.0	1/01/02- 2/28/02
Starting Account:		
Ending Account:		
Profit Center: 999999		
Source Code:		
Type Entry:		
Low Amount:	0.00	
High Amount:	0.00	
Description:		
Starting Date: 1/01/02		
Ending Date: 2/28/02		
Printer ID: LP01		
Control? No		
Press F9 when finished entering all parameters		
Input the starting account number		

Starting Account/Ending Account

Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Profit Center

Enter the profit center/store you would like to report on or leave 999999 for all.

Source Code

Enter a specific source code you would like to report on or leave blank for all.

Type Entry

Enter (D)ebit or (C)redit for specific types of entries or leave blank for all.

Low Amount/High Amount

You may specify a low and/or high amount to report on or leave blank for all.

Description

You may specify a description to report on or leave blank for all.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/13/02
Company: 1 BETA TEST 10.0
Account: All
Amount: -

G/L Transaction Search Report

Page: 1

Profit Center: All Date: 1/01/01- 1/31/01
Entry Description:

Debits & Credits

ACCOUNT	DESCRIPTION	SRC DESCRIPTION	CTR	DATE	DEBIT AMT	CREDIT AMT
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	1	1/11/01		471.49
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	1	1/11/01		38.80
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	1	1/23/01		64.08
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	1	1/23/01		4.65
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	1	1/30/01		91.36
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	1	1/30/01		6.64
1000 CASH CHECKING - HOME OFFICE	JE JOURNAL ENTRIES TO RECLASSIFY RTD ITEMS BACKED OUT EC		1	1/31/01	677.02	
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	2	1/23/01		92.87
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	2	1/23/01		5.98
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	2	1/30/01		296.03
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	2	1/30/01		21.27
1000 CASH CHECKING - HOME OFFICE	JE JOURNAL ENTRIES TO RECLASSIFY RTD ITEMS BACKED OUT EC		2	1/31/01	416.15	
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/11/01		358.39
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/11/01		25.59
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/17/01		109.79
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/17/01		7.60
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/23/01		155.82
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/23/01		9.18
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/26/01		126.28
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	4	1/26/01		8.79
1000 CASH CHECKING - HOME OFFICE	JE JOURNAL ENTRIES TO RECLASSIFY RTD ITEMS BACKED OUT EC		4	1/31/01	801.44	
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	5	1/02/01		95.16
1000 CASH CHECKING - HOME OFFICE		SUM INTERFACE	5	1/02/01		4.84

Monthly Comparative Report (GLMONTH)

This report provides a monthly comparative by profit center/store.

Monthly Comp Rpt	1 BETA TEST 10.0	3/13/02 4:27 pm
------------------	------------------	-----------------

Statement:	0
Beginning Store:	0
Ending Store:	0
Mask Credit Bal?	Yes
Printer:	LP01
Control?	No

Press F9 when finished
entering all parameters

Input the statement number or zero to select from a list

Statement

Enter the statement layout number you would like to use or <ENTER> for a lookup window for you to choose.

Beginning Store/Ending Store

Enter the beginning and ending profit center/store you would like to run the report for or leave blank for all.

Mask Credit Bal

Enter "Y" to mask credit balances.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Page: 1

	LAST YR AVERAGE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	THIS YR AVERAGE
RENTAL INCOME	4049	3986	3917	3350	3852	3737	3233	3026	2542	2477	2263	2321	0	33473	30430
INSTALLATION INCOME	403	410	554	342	344	836	295	393	29	250	174	48	0	4338	394
PROCESSING FEE INCOME	191	130	11	35	20	15	5	5	25	62	103	60	0	855	3
TRANSPORTATION INCOME	158	25	25	0	174	280	15	80	85	40	65	105	0	888	82
PAY OF EQUIPMENT INCOME	507	1000	75	0	2079	0	90	0	0	0	462	163	0	3869	352
SALARY PROTECTION	2584	2334	2374	2010	1879	2136	2037	1705	1614	1526	1466	1550	0	20630	1875
OTHER INCOME	44	235-	804	183-	203-	64	456-	351	435	74	836	913	0	2400	218
SECURITY DEPOSIT ACCOUNT	0	0	0	0	0	0	30	0	0	0	0	0	0	30	3
CELLULAR AIR TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REINSTATEMENT FEE INCOME	1423	1260	1040	1105	810	975	1265	916	1115	758	748	680	0	10672	970
LATE FEES INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACCESSORY INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CASH DISCOUNTS INCOME	54	29	146	62	0	0	0	0	34	20	0	0	0	291	26
SVCE COO & WARRANTY INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INCOME	45806	39948	44236	36726	38964	39043	35625	33666	29037	27500	26498	27176	0	378419	34402
DECLINING VALUE	10447-	8737-	8982-	8751-	8376-	8036-	7544-	6926-	5800-	5657-	5432-	5905-	0	80146-	7286-
DECLINE - FREIGHT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C/O SKIPS & STOLENS	2551-	9168-	274-	5883-	1331-	1451-	2734-	0	1557-	6617-	10319-	1918-	0	41252-	3750-
ADJ COST ON UNIT SALES	656-	2583-	96-	3097-	1090-	549-	261-	111-	77-	580-	2271-	181-	0	10904-	991-
INTEREST	0	0	0	0	0	0	0	127-	1225-	1247-	1159-	977-	0	5879-	534
TOTAL DECLINE IN VALUE & INT	13653-	20488-	9352-	17731-	10797-	10036-	10538-	8308-	8659-	14108-	19181-	8981-	0	138181-	12562-
GROSS PROFIT	32154	19460	34884	18995	20167	29007	25086	25358	20378	13391	7317	18195	0	240238	21804
SALARY CLERICAL H.O.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALARY CUSTOMER SERV REP	3810	3072	3011	1970	2387	2580	351	2099	1708	501	1208	1380	0	20357	1851
SALARY CORPORATE OFFICERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALARY MANAGER	2548	2328	2328	2939	2701	2769	4353	2769	4569	1384-	0	1921	0	25293	2289
REGIONAL MANAGER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALARY ASST MANAGER	1276	2034	1977	1865	1855	1047	2226	2144	2062	1681	578	2446	0	19920	1810
SALARY ASST MANAGER TRAINEE	0	0	0	0	0	0	0	0	0	1565	2044	1539	0	5148	468
SALARY SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXECUTIVE SALARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SALARY CLERICAL	448	273	657	1781	1536	0	0	0	1053	2180	1299	0	0	8779	798
FICA EXPENSE - SOCIAL SECURITY	608	573	593	632	615	461	544	536	476	407	463	563	0	5863	533
STATE & FED UNEMPLOYMENT	232	369	32	15	520	36	33	475	11	23	560	58	0	2132	194
MEDICAL INSURANCE EXPENSE	360	258	319	382	707	6-	107	258	258	183-	0	0	0	2100	191
WORKERS' COMP EXPENSE	344	780	0	0	1246	0	0	1347	0	0	1702	0	0	5075	461
TOTAL PAYROLL	9628	9687	8917	9584	11568	6891	7614	9628	9084	3663	8815	9216	0	94667	8606
REFERRALS	17	20	10	31	10	0	0	0	0	0	0	20	0	91	8
YELLOW PAGES	336	313	313	313	357	357	357	407	357	416	416	416	0	4022	366
MEDIA PLACEMENT	1109	1945	2034	1515	8	899	0	1244	1037	191	0	1228	0	10101	918
OTHER ADVERTISING	1268	265	417	260	1733	2020	1776	180	1198	442	1000	475	0	9766	888
TOTAL ADVERTISING	2730	2543	2774	2119	2108	3276	2133	1831	2592	1049	1416	2139	0	23980	2180
ACTING, LEGAL, & PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Profit Center Analysis Report (GLANAL)

This report provides a comparative between profit centers/stores.

Pft Ctr Analysis	1 BETA TEST 10.0	3/13/02 4:35 pm
------------------	------------------	-----------------

Statement: █ 0
Type: Actual Budget Selected: 1
Mask Credit: Yes
Start Date: 1/01/02
End Date: 12/31/02
Printer: LP01
Control? No

Press F9 when finished
entering all parameters

Input the statement number or zero to select from a list

Statement

Enter the statement layout number you would like to use or <ENTER> for a lookup window for you to choose.

Type

Enter the report type you would like to print, (A)ctual (B)udget or (C)omparative.

Budget Selected

If you selected (B)udget for the report type, enter the budget number you would like to print.

Mask Credit Bal

Enter "Y" to mask credit balances.

Starting Date/Ending Date

Enter the starting and ending date for the period you would like to report.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

3/13/02

Page: 1

BETA TEST 10.0
Actual Amounts
INCOME STATEMENT
(01/01/02 Thru 01/31/02)

ACCOUNT DESCRIPTION	1	2	4	5	6	7	8
RENTAL INCOME	34996.83	35526.06	37428.65	31964.58	51270.08	59634.44	50254.44
INSTALLATION INCOME	410.19	694.37	1018.85	372.54	611.54	257.85	835.74
PROCESSING FEE INCOME	130.00	270.00	47.00	113.13	422.74	319.01	27.88
TRANSPORTATION INCOME	25.00	316.92	50.00	83.30	413.58	236.00	528.17
SALE OF EQUIPMENT INCOME	1000.00	917.06	1557.00	950.16	1428.16	720.00	0.00
PAYMENT PROTECTION	2333.77	1859.68	1944.62	1790.97	3327.09	3971.88	2631.26
OTHER INCOME	235.73-	174.26	151.04	91.00	150.22	64.90	264.17
SECURITY DEPOSIT ACCOUNT	0.00	10.00	0.00	0.00	0.00	0.00	0.00
CELLULAR AIR TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REINSTATEMENT FEE INCOME	1260.00	1030.06	475.00	1195.16	0.00	0.00	1636.00
LATE FEES INCOME	0.00	0.00	0.00	0.00	1186.01	1810.68	0.00
ACCESSORY INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CASH DISCOUNTS INCOME	29.50	29.32	63.84	92.76	4.16	9.81	35.80
SVCE COO & WARRANTY INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INCOME	39949.56	40827.73	42736.00	36653.60	58813.58	67024.57	56313.46
DECLINING VALUE	8737.58-	9004.32-	9500.18-	8158.33-	12387.94-	14781.64-	12279.46-
DECLINE - FREIGHT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C/O SKIPS & STOLENS	9188.34-	1017.40-	1955.51-	2718.51-	893.19-	429.29-	3949.86-
ADJ COST ON UNIT SALES	2583.55-	1401.19-	1724.98-	2119.49-	1236.68-	1209.28-	1040.47-
INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DECLINE IN VALUE & IN	20489.47-	11422.91-	13180.67-	12996.33-	14517.81-	16420.21-	17269.79-
GROSS PROFIT	19460.09	29404.82	29555.33	23657.27	44295.77	50604.36	39043.67
SALARY CLERICAL H.O.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALARY CUSTOMER SERV REP	3072.17	2813.43	1597.02	1878.48	1623.79	3635.79	4668.94
SALARY CORPORATE OFFICERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALARY MANAGER	2328.00	2607.70	2971.17	2307.70	4387.42	2769.24	3076.94
REGIONAL MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALARY ASST MANAGER	2034.62	1990.90	2037.41	2089.31	1355.86	2227.42	1967.53
SALARY MANAGER TRAINEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALARY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXECUTIVE SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALARY CLERICAL	273.14	1390.43	0.00	1335.57	1338.68	1897.42	0.00
FICA EXPENSE - SOCIAL SECUR	573.14	631.48	499.63	568.20	648.60	782.41	740.23
STATE & FED UNEMPLOYMENT	369.42	486.52	540.22	471.20	762.72	1275.06	893.32
MEDICAL INSURANCE EXPENSE	258.58	269.72	425.01	517.16	345.99	581.55	129.29
WORKERS' COMP EXPENSE	780.18	851.09	1251.65	878.56	316.48	470.73	1933.62
TOTAL PAYROLL	9689.25	11041.27	9322.11	10046.18	10779.54	13639.62	13409.87
REFERRALS	20.00	20.00	60.00	40.00	100.00	50.00	40.00
YELLOW PAGES	313.84	313.86	313.86	313.86	193.40	193.40	313.86
MEDIA PLACEMENT	1945.89	1945.98	1945.98	1945.98	1329.17	1329.18	1945.98
OTHER ADVERTISING	265.31	320.24	301.94	201.94	1030.14	1321.77	348.34

Profit Center Trial Balance Report (GLPFTBAL)

This report provides a detail level audit trail of all activity for a range of accounts and/or profit centers/store.

Pft Ctr Trl Bal	1 BETA TEST 10.0	1/01/02- 2/28/02
-----------------	------------------	------------------

Starting Account:	
Ending Account:	
Select Locs By:	1 All Locations
Starting Date:	1/01/02
Ending Date:	2/28/02
Include Details?	Yes
Build Export File?	No
Filename:	
Sort Order:	Location
Printer ID:	LP01
Control?	No

Press F9 when finished
entering all parameters

Input the starting account number for the report

Starting Account/Ending Account

Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Select Locs By

You have many options for profit centers/stores: 1=All Locs 2=Any 10 Locs 3=Range of Locs 4=Any 10 Groups 5=Range of Groups. Enter the selection of your choice.

Starting Date/Ending Date

Enter the starting and ending date for the period you would like to report.

Include Details

Enter (Y)es if you would like comments included on each entry.

Build Export File/Filename

Enter (Y)es to create a file for export then press <ENTER>. Enter the path for the export file (e.g. /tmp/statement.csv). This would be used to export the statement to a file to be put on a floppy or ftp'd to another spreadsheet.

Sort Order

You have two sort options, (L)ocation or (A)ccount for which the report may be printed.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/13/02
Company: 1 BETA TEST 10.0
Account: All

G/L Profit Center Trial Balance Report

Page: 1

Date: 1/01/02- 1/31/02

With Details

CTA ACCOUNT	J/E # DESCRIPTION	BEG BALANCE	DEBIT	CREDIT	NET CHANGE	END BALANCE
1	1000 CASH CHECKING - HOME OFFICE					
	Account Totals:					
1	1001 CASH CHECKING					
	Account Totals:	3156.46				3156.46
1	1010 PETTY CASH					
	Account Totals:	170.00				170.00
1	2078 CUSTOMER ACCTS REC					
	Account Totals:	535.59				535.59
1	3050 SALES TAX PAYABLE COMPANY					
	Account Totals:					
1	4014 RETAINED EARNINGS					
	Account Totals:	89297.53-				89297.53-
1	5001 RENTAL INCOME					
	Account Totals:					
1	5002 SECURITY DEPOSIT ACCOUNT					
	Account Totals:					
1	5003 INSTALLATION INCOME					
	Account Totals:					
1	5004 PROCESSING FEE INCOME					
	Account Totals:					
1	5005 TRANSPORTATION INCOME					

Source Code Report (RPTTRAN)

This report provides an analysis of transactions based upon the source code on the journal transactions.

Report Trans	1 BETA TEST 10.0	1/01/02- 2/28/02
Starting Source: █ Ending Source: Profit Center: 999999 Starting Date: 1/01/02 Ending Date: 2/28/02 Include Details? Yes Sort By: Account Printer ID: LP01 Control? No		
Press F9 when finished entering all parameters		
Input the starting source code		

Starting Source/Ending Source

Enter the starting and ending source code you would like to report or leave blank to get all.

Profit Center

Enter the profit center/store you would like to report on or leave 999999 to include all.

Starting Date/Ending Date

Enter the starting and ending date for the period you would like to report.

Include Details

Enter (Y)es if you would like comments included on each entry.

Sort by

You have three options to sort by, (A)ccount number, (J)/E Number, or (D)escription of journal entry.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02
 Company: 1 BETA TEST 10.0
 Sources: All

G/L Transaction Source Report

Page: 1

Profit Center: 1

Date: 1/01/01 - 1/31/01

With Details

SOURCE	DESCRIPTION	DEBITS	CREDITS
AP	ACCOUNTS PAYABLE		
ACCOUNT DESCRIPTION	SAC	CTA	DATE
8201 MAINTENANCE & REPAIRS	AP	AP	1 1/09/01
Check # 16151 to J & J GLASS	AP	AP	(Vendor # 842).
			400.00
			Description Total:
			400.00
5011 OTHER INCOME	AP	AP	1 1/23/01
Check # 16168 to JVC COMPANY OF AMERICA	AP	AP	(Vendor # 252).
			2.56
5011 OTHER INCOME	AP	AP	1 1/23/01
Check # 16168 to JVC COMPANY OF AMERICA	AP	AP	(Vendor # 252).
			1.56
			Description Total:
			4.12
8201 MAINTENANCE & REPAIRS	AP	AP	1 1/06/01
Check # 44625 to A-1 SECURITY, LTD	AP	AP	(Vendor # 717).
			25.00
			Description Total:
			25.00
8203 TRUCK MAINTENANCE	AP	AP	1 1/06/01
Check # 44630 to AMERICAN MOBILE LUBE	AP	AP	(Vendor # 29).
			58.31
			Description Total:
			58.31
8119 TRUCK LEASE	AP	AP	1 1/06/01
Check # 44632 to ASSOCIATES FLEET SERVICES	AP	AP	(Vendor # 949).
			436.44
8205 FUEL	AP	AP	1 1/06/01
Check # 44632 to ASSOCIATES FLEET SERVICES	AP	AP	(Vendor # 949).
			205.79
			Description Total:
			642.23
8221 COMPUTER RENTAL	AP	AP	1 1/06/01
Check # 44640 to DAVID MANTHEI OR CARL MANTHEI	AP	AP	(Vendor # 607).
			460.00
			Description Total:
			460.00
8133 EMPLOYMENT AD	AP	AP	1 1/06/01
Check # 44648 to LAS VEGAS EMPLOYMENT GUIDE	AP	AP	(Vendor # 962).
			48.00
8133 EMPLOYMENT AD	AP	AP	1 1/06/01
Check # 44648 to LAS VEGAS EMPLOYMENT GUIDE	AP	AP	(Vendor # 962).
			48.00
			Description Total:
			96.00
8127 UTILITIES	AP	AP	1 1/06/01
Check # 44651 to NEVADA POWER COMPANY	AP	AP	(Vendor # 546).
			128.43

Trial Balance Report (TRIALBAL)

This report provides a detail level audit trail of all activity for a range of accounts.

Trial Balance	1 BETA TEST 10.0	1/01/02- 2/28/02
Starting Account:		
Ending Account:		
Profit Center: 999999		
Starting Date: 1/01/02		
Ending Date: 2/28/02		
Include Details? Yes		
Printer ID: LP01		
Control? No		
Press F9 when finished entering all parameters		
Input the starting account number for the report		

Starting Account/Ending Account

Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Profit Center

Enter the profit center/store you would like to report on or leave 999999 to include all.

Starting Date/Ending Date

Enter the starting and ending date for the period you would like to report.

Include Details

Enter (Y)es if you would like comments included on each entry.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02
Company: 1 BETA TEST 10.0
Account: - 3999

G/L Account Trial Balance Report

Page: 1

Profit Center: All

Date: 1/01/01- 1/31/01

With Details

ACCOUNT	DESCRIPTION	BEG BALANCE	DEBIT	CREDIT	NET CHANGE	END BALANCE
1000	CASH CHECKING - HOME OFFICE					
	Account Totals:					
1001	CASH CHECKING					
	Account Totals:	45330.47				45330.47
1002	CASH CHECKING - CANYON PAYROLL					
	Account Totals:	1000.00				1000.00
1010	PETTY CASH					
	Account Totals:	3120.00				3120.00
1011	Cash					
	Account Totals:					
1031	INVENTORY-OFFICE SUPPLIES					
	Account Totals:	19782.73				19782.73
1035	INVENTORY-SERVICE LAS VEGAS					
	Account Totals:	28193.41				28193.41
1036	INVENTORY-SERVICE OAHU					
	Account Totals:	29014.23				29014.23
1038	INVENTORY-COMPUTER PARTS					
	Account Totals:	1527.11				1527.11
1039	INVENTORY CLEARING					
	Account Totals:	86699.40				86699.40
1040	RENTAL INVENTORY					
	Account Totals:	5301585.97				5301585.97
1041	ALLOWANCE FOR DECLINE IN VALUE					
	Account Totals:	2188407.67-				2188407.67-
1042	MATTRESSES & FREIGHT					
	Account Totals:	18990.36				18990.36

Variance Analysis Report (RPTANAL)

This report provides a variance analysis for a range of accounts during a given period of time. The variance is compared from actual to either budget or comparative amounts.

Analysis Report	1 BETA TEST 10.0	1/01/02- 2/28/02
Starting Account: Ending Account:		
Starting Date: 1/01/02 Ending Date: 2/28/02		
Profit Center: 999999 Variance Percent: 0.00		
Account Type: Totals Only? Yes Over/Under:		
Budgets/Comps: Budget		Budget Selected: 1
Period/Year: Report Format: Expanded Net Amounts? No		
Printer ID: LP01 Control? No		Press F9 when finished entering all parameters
Input the starting account number for the report		

Starting Account/Ending Account

Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Starting Date/Ending Date

Enter the starting and ending date for the period you would like to report.

Profit Center

Enter the profit center/store you would like to report on or leave 999999 to include all.

Variance Percent

Enter a variance percent to report or enter zero for all. If an amount is entered all accounts varying this amount when compared to the budgeted or comparatives will be shown.

Account Type

Enter the account type you would like to report on, (A)sset, (L)iability, (C)apital/Earnings, (R)evenue, (E)xpense or leave blank to include all.

Totals Only

Enter (Y)es to include profit center amounts.

Over/Under

You may report on only (O)ver or (U)nder variances or leave blank to get both.

Budgets/Comps

Enter which amounts you would like the actual to be compared to, (B)udgets, (C)omparatives, or leave blank to get both.

Budget Selected

If you selected (B)udget or left blank for all, enter the budget number you would like to do the variance.

Period/Year

Enter what time frame you would like to base the variance, (P)eriod to date, (Y)ear to date, or blank for both.

Report Format

Enter the type of print format you would like, (E)xpanded format or (S)ummary line format.

Net Amounts

Enter (Y)es to choose to show budget and comparatives as net amounts.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02
Company: 1 BETA TEST 10.0
Account: 5001 - 5999
Variance: None

G/L Account Analysis Report

Profit Center: All

Date: 1/01/02 - 2/28/02
Type: All

Page: 1

Summary Only
Without Net

Account:	5001 RENTAL INCOME	Normal Balance: Credit	Type: Revenue
CTA	ACTUAL	BUDGET	COMPARATIVE
PTD\$	PTD\$	PTD\$	PTD\$
YTD\$	YTD\$	YTD\$	YTD\$
***	1271393.35- 100.0	1301794.00- 97.7	1326282.75- 95.9
Account:	5002 SECURITY DEPOSIT ACCOUNT	Normal Balance: Credit	Type: Revenue
CTA	ACTUAL	BUDGET	COMPARATIVE
PTD\$	PTD\$	PTD\$	PTD\$
YTD\$	YTD\$	YTD\$	YTD\$
***	24.74- 100.0	0.00 0.0	255.00- 9.7
Account:	5003 INSTALLATION INCOME	Normal Balance: Credit	Type: Revenue
CTA	ACTUAL	BUDGET	COMPARATIVE
PTD\$	PTD\$	PTD\$	PTD\$
YTD\$	YTD\$	YTD\$	YTD\$
***	13696.95- 100.0	23690.00- 57.8	14194.08- 96.5
Account:	5004 PROCESSING FEE INCOME	Normal Balance: Credit	Type: Revenue
CTA	ACTUAL	BUDGET	COMPARATIVE
PTD\$	PTD\$	PTD\$	PTD\$
YTD\$	YTD\$	YTD\$	YTD\$
***	8720.38- 100.0	0.00 0.0	13723.80- 63.5
Account:	5005 TRANSPORTATION INCOME	Normal Balance: Credit	Type: Revenue
CTA	ACTUAL	BUDGET	COMPARATIVE
PTD\$	PTD\$	PTD\$	PTD\$
YTD\$	YTD\$	YTD\$	YTD\$
***	6185.17- 100.0	9350.00- 66.2	5539.96- 111.6
Account:	5007 SALE OF EQUIPMENT INCOME	Normal Balance: Credit	Type: Revenue
CTA	ACTUAL	BUDGET	COMPARATIVE
PTD\$	PTD\$	PTD\$	PTD\$
YTD\$	YTD\$	YTD\$	YTD\$
***	20197.13- 100.0	32200.00- 62.7	20647.83- 97.8
Account:	5009 PAYMENT PROTECTION	Normal Balance: Credit	Type: Revenue
CTA	ACTUAL	BUDGET	COMPARATIVE
PTD\$	PTD\$	PTD\$	PTD\$
YTD\$	YTD\$	YTD\$	YTD\$
***	73499.45- 100.0	77298.00- 95.1	80438.83- 91.4

Worksheet Report (GLWRKSHT)

This report provides a worksheet for use in preparing journal entries prior to their actual entry.

G/L Worksheet	1 BETA TEST 10.0	1/01/02- 2/28/02
---------------	------------------	------------------

Starting Account:	
Ending Account:	
Profit Center:	999999
Starting Date:	1/01/02
Ending Date:	2/28/02
Printer ID:	LP01
Control?	No

Press F9 when finished
entering all parameters

Input the starting account number for the report

Starting Account/Ending Account

Enter the starting and ending account numbers you would like to report on or leave blank to select all.

Profit Center

Enter the profit center/store you would like to report on or leave 999999 to include all.

Starting Date/Ending Date

Enter the starting and ending date for the period you would like to report.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02
Company: 1 BETA TEST 10.0
Account: All

G/L Worksheet Report
Profit Center: All

Page: 1
Date: 1/01/02- 1/31/02

ACCOUNT	DESCRIPTION	DEBITS	CREDITS	---- ADJUSTMENTS ----		----- NET ENTRY -----	
				DEBITS	CREDITS	DEBITS	CREDITS
1000	CASH CHECKING - HOME OFFICE						
1001	CASH CHECKING						
1002	CASH CHECKING - CANYON PAYROLL						
1010	PETTY CASH						
1011	Cash						
1031	INVENTORY-OFFICE SUPPLIES						
1035	INVENTORY-SERVICE LAS VEGAS						
1036	INVENTORY-SERVICE ORHU						
1038	INVENTORY-COMPUTER PARTS						
1039	INVENTORY CLEARING						
1040	RENTAL INVENTORY						
1041	ALLOWANCE FOR DECLINE IN VALUE						
1042	MATTRESSES & FREIGHT						
1050	DEFERRED INCOME TAXES						
2004	LAND						
2005	BUILDING						
2006	DEPR. ALLOWANCE - BUILDING						
2009	FURNITURE AND FIXTURES						
2010	DEPR. ALLOWANCE - FURN & FIX						
2011	STORE EQUIPMENT						
2012	DEPR. ALLOWANCE - STORE EQUIP						
2015	SIGNS						
2016	DEPR. ALLOWANCE - SIGNS						
2017	VEHICLES						
2018	DEPR. ALLOWANCE - VEHICLES						
2021	ALTERNATIVE JEWELRY						
2022	DEPR. ALLOWANCE - ALT JEWELRY						
2071	LEASEHOLD IMPROVEMENTS						
2072	AMORT. ALLOWANCE - LHOLD IMP						
2074	NOTE RECEIVABLE-O HAMILTON						
2075	LTC ESCROW PROCEEDS						
2076	RECEIVABLES						
2078	CUSTOMER ACCTS REC						
2082	AMOUNT DUE FROM STOCKHOLDER						
2086	PREPAID TAXES						
2088	PREPAID EXPENSES						
2089	PHONE/UTILITY DEPOSITS						
2090	SECURITY DEPOSITS						
2091	INCOME TAX RECEIVABLE						
2092	UNAMORTIZED LOAN COSTS						
3000	ACCOUNT PAYABLE						
3001	ACCOUNTS PAYABLE CLEARING						
3003	OPTIONAL LIFE & DISABILITY						
3005	SEP-408K						
3024	NOTE PAYABLE AZ FEDERAL C U						
3028	ACCURED ESOP DISTRIBUTION						
3030	PAYROLL TAXES PAYABLE						
3031	FUT PAYABLE						
3032	FICA PAYABLE						

8.8 File Maintenance (GLUTIL)

File maintenance provides the means for entering most master records that are used throughout the software.

G/L Utilities	1 BETA TEST 10.0	3/14/02 11:09 am
Account Maintenance	Set Operating Dates	
Company Maintenance	Source Code Maintenance	
Department Maintenance	Summary System Interface	
Purge G/L Details	Valid Account Report	
Recalculate Balances	Year End Procedures	

F1-DFM F2-MAIL F4-CALNDAR F5-HELP F7-SECURITY F8-Prav

Please see chapter one "Getting Started" for the documentation on Account Maintenance, Company Maintenance, Department Maintenance, Set Operating Dates, and Source Code Maintenance.

Purge G/L Details (PURGEDET)

This module allows you to purge out journal transactions based off of entry date and source code. This module is used a lot when interfacing from within the system, such as Summary, Accounts Payable, and Depreciation. If you have interfaced Accounts Payable and found it was too soon, you could use this module to get rid of the first interface, make your corrections in Accounts Payable and interface again. **This module should be used with great caution!** Always make sure you have a back up of the entries you want to purge.

	1 BETA TEST 10.0	3/14/02 11:14 am
Beg Date: 1/01/02 End Date: 1/31/02 Source: AP		
Press F9 when finished entering all parameters		
Input the beginning date to be purged		

Beg Date/End Date

Enter the date range of journal transactions you would like to purge.

Source

Enter the source code of journal transactions you would like to purge.

When you have entered the parameters and are sure they are correct, press **F9** to begin the purge. When the purge is finished you will be back to the menu.

Recalculate Balances (ACCTBAL)

This module is used to recalculate account balances. It is a necessary step during the year end process, and may become necessary at other times as well. This program can be run at any time with no harm.

The screenshot shows a terminal window for the 'Calc Balances' program. The title bar contains three fields: 'Calc Balances', '1 BETA TEST 10.0', and '3/14/02 11:31 am'. The main area of the window displays the prompts 'Beginning Acct:' and 'Ending Acct:'. A callout box with a pointer indicates 'Press F9 when finished entering all parameters'. At the bottom of the window, a status line reads 'Input the beginning account number to be recalculated'.

Beginning Acct/Ending Acct

Enter the beginning and ending accounts that you wish to recalculate or leave blank to do all. Unless you are in a time crunch, your best bet is to do all.

When finished entering your parameters, press **F9** to begin the recalculating process.

This module is also documented in the ‘Big Book’ Documentation under Setup 4. It is the process to use to interface the Summary to the General Ledger.

This program is used to verify and or create journal transactions from the Summary System.

Beginning Date/Ending Date
Enter the date range that you want to verify and/or create the summary records.

Store Number

Enter the profit center/store you would like to verify and/or create the summary or leave 9999 to select all.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Important note: You must be careful not to send the same days to the General Ledger more than once. Because of our systems flexibility it will allow you to double post and you will then have to purge and repost the summary system.

●	Summary System Interface for 1/01/02 thru 1/31/02	●
●	No errors detected!	●
●		●
●		●

Journal Entries (JE)

This is the other journal entry module used by the Summary System and Depreciation to do automatic postings. You may also use for any other journal entry that you may want to enter and the report before posting to the General Ledger. When using for Summary System and Depreciation you can just go directly to 'Post Journal Entries' after you have created the entries through 'Post Summary System' (SUMGLINT), 'Income Forecasting Depreciation' (DEPIFST), or 'Depreciation' (DEPRPT).

Journal Entries	1 BETA TEST 10.0	3/11/02 11:24 am			
<div>Add Journal Entries</div> <div>Change Journal Entries</div> <div>Delete Journal Entries</div> <div>Export Journal Entries</div> <div>List Journal Entries</div> <div>Post Journal Entries</div> <div>Purge Journal Entries</div> <div>Report Journal Entries</div> <div>Show Journal Entries</div>					
F1-DFM	F2-MAIL	F4-CALENDAR	F5-HELP	F7-SECURITY	F8-Prvw

Add Journal Entries (ADDJE)

You may use this module to add a journal entry, this module allows you to add the entry, and then maintain it without posting immediately to the ledger.

Add Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: █		
Profit Center: 0 Ohio Valley Sales & Rental		
Entry Date: 2/28/02		
Source:		
Amount:		
<hr/>		
J/E's	Debit:	Credit:
		Bal: 0.00
Input the account number or a few characters of the description		

Account Number

Enter a valid G/L account number. If you do not know the G/L account number, you may <ENTER> or type in a few letters of the G/L account description and a lookup window will appear. You may page forward using **F1** and page back using **F2**. G/L account number modules are provided from within the window. If you do not find the G/L account number you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Account' module. After adding the necessary G/L account number, press **F9** and you will be returned to the journal entry process. The newly added G/L account number will be displayed in the account field. You may also change a G/L account number from the lookup window by pressing **F6**. You will be taken to the 'Change Account' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed G/L account number displayed.

Profit Center

Enter the profit center/store for this entry.

Entry Date

Enter in the date you want this entry to go to the journal. It will default to today's date. This date, however, must fall within the dates specified in the upper right corner of the screen. These dates represent the current General Ledger operating dates specified in (DATES).

Source

Enter a valid source code to identify the category in which this journal entry belongs. If you do not know the source code, you may <ENTER> and a lookup window will appear. You may page forward using **F1** and page back using **F2**. Source code maintenance modules are provided from within the window. If you do not find the source code you would like to use, you may add it by pressing **F4**. This will take you to the 'Add Source Code' module. After adding the necessary code, press **F9** and you will be returned to the journal entry process. The newly added code will be displayed in the source code field. You may also change a source code from the lookup window by pressing **F6**. You will be taken to the 'Change Source Code' module where you may make your changes, press **F9** after changes have been made and it will bring you back to the journal entry process with the newly changed source code displayed.

Amount

Enter the amount you would like to post to this account.

When you have completed all of the information for this journal transaction, press **F9**.

You may enter any text explanation to the journal entry. Instead of having to maintain a separate written journal for the real journal entries, you can actually document journal entries in the journal itself. The comment field can be up to fifty lines of text. These comments are carried into the General Ledger Transaction file. Once you have finished with the comments, press **F9**.

Add Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: 1000 CASH CHECKING - HOME OFFICE		
Profit Center: 10Cathy's Rent to Dan		
Entry Date: 2/28/02		
Source: ADJ ADJUSTING JOURNAL ENTRIES		
Amount: 100.00		
<hr/>		
J/E's	Debit:	Credit: Bal: 0.00
Is everything alright on this journal entry? <input type="checkbox"/>		

After the text description is entered, you have the option to redo anything that you might have entered wrong. If you have entered something wrong, answer accordingly and correct the error.

Once you have the entry correct, you will be taken back to the top to enter the next journal transaction. The bottom of the screen keeps a running balance of the number of journal transactions 'J/E's', debit entry amounts 'Debit', credit entry amounts 'Credit', and balance of the entire journal entry 'Balance'. The entry must be a zero balance before it will posted to the ledger.

Change Journal Entries (CHGJE)

Once journal entries have been added using (ADDJE), you may make changes to them before posting to the journal using this module.

Change Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: █		
Profit Center: 0 Ohio Valley Sales & Rental		
Entry Date: 2/28/02		
Source:		
Amount:		
<hr/>		
J/E's	1 Debit:	100.00 Credit: Bal: 100.00
Input the account number or a few characters of the description		

Account Number

Enter the account number of the journal transaction that you would like to change, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center

Enter the profit center/store of the journal transaction that you would like change.

Entry Date

Enter the entry date of the journal transaction that you would like to change.

The journal transaction will then appear on the screen, if this is the one you would like to change, press <ENTER> and make any changes needed, press **F9** when finished with the changes.

If it is not the journal transaction that you would like to change you may press **F1** to go to the next journal transaction, **F2** to go to the previous journal transaction, **F7** to restart the lookup, or **F8** to exit to menu.

Delete Journal Entries (DELJE)

Once journal entries have been added using (ADDJE), you may delete them before they get posted to the journal using this module.

Delete Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: <input type="text"/>		
Profit Center: 0 Ohio Valley Sales & Rental		
Entry Date: 2/28/02		
Source:		
Amount:		
<hr/>		
J/E's	1 Debit:	100.00 Credit: Bal: 100.00
Input the account number or a few characters of the description		

Account Number

Enter the account number of the journal transaction that you would like to delete, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center

Enter the profit center/store of the journal transaction that you would like delete.

Entry Date

Enter the entry date of the journal transaction that you would like to delete.

The journal transaction will then appear on the screen, if this is the one you would like to delete, press <ENTER>, you will then need to verify that this is the journal transaction you would like to delete.

If it is not the journal transaction that you would like to delete you may press **F1** to go to the next journal transaction, **F2** to go to the previous journal transaction, **F7** to restart the lookup, or **F8** to exit to menu.

Export Journal Entries (EXPORTJE)

You may export your journal entries to a file to later be put on a floppy or ftp'd to another system.

Export J/E's	1 BETA TEST 10.0	1/01/02- 2/28/02
--------------	------------------	------------------

Starting Account:	
Ending Account:	
Starting Date:	1/01/02
Ending Date:	2/28/02
Profit Center:	999999
Source Code:	
Output Filename:	

Press F9 when finished
entering all parameters

Input the starting account number or default to first account

Starting Account/Ending Account

Enter the starting and ending account number you would like included in the export, or leave blank to include all.

Starting Date/Ending Date

Enter the starting and ending entry date you would like included in the export, or leave blank to include all.

Profit Center

Enter the profit center/store you would like to export, or leave 999999 to include all.

Source Code

Enter the source code you would like to export, or leave blank to include all.

Output Filename

Enter the pathname for this export.

Once you have entered all of your selections, press **F9** to begin the file creation.

List Journal Entries (LSTJE)

You may list all journal entries that have been entered using this module.

List Entries	1 BETA TEST 10.0	1/01/02- 2/28/02			
ACCOUNT	CTR	DATE	SRC	AMOUNT	MESSAGE
1000	1	2/28/02	ADJ	100.00	

F1-Next Page

F2-Prev Page

F10-Exit

Once you go into this module the list will immediately appear. You will see the account number, profit center/store, entry date, source code, amount and any comment attached to the journal transactions. You may scroll through the pages using **F1** to page forward and **F2** to page back, **F8** will take you back to the menu.

Post Journal Entries

When all journal entries have been entered and are correct, you may use this module to post to the journal. It will not allow you to send to the journal if it is not a zero balance entry.

Post Entries	1 BETA TEST 10.0	1/01/02- 2/28/02		
The Journal is out of balance!				
J/E'S:	1 Debit:	100.00 Credit:	Bal:	100.00

The system will not let you go any further with the post until you have balanced the entry.

Once you have a zero balance entry, go into the 'Post Journal Entries'.

Post Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
--------------	------------------	------------------

Printer: P01

Compress? No

J/E'S: 2 Debit: 100.00 Credit: 100.00 Bal: 0.00

Press F9 when finished
entering all parameters

Input the printer ID on which to print the report

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the posting/printing process.

You will receive a print out of the journal entry that was just posted to the journal.

Date: 3/12/02		G/L Journal Transaction Report for Posted Entries				Page: 1	
Company: 1 BETA TEST 10.0		W/O Subtotals		W/O Descriptions		Profit Center: All	
Account: All		Date: -		Source: All			
ACCOUNT	DESCRIPTION	CTR	DATE	SOURCE	DEBIT	CREDIT	
1000	CASH CHECKING - HOME OFFICE	1	2/28/02	ADJ	100.00		
5001	RENTAL INCOME	1	2/28/02	ADJ		100.00	
Total:					100.00	100.00	

Purge Journal Entries (PURGEJE)

This module is used to wipe out a range or all transactions to be posted. For example, if you have sent Summary to be posted, and find that you are not ready yet, use this module to wipe out the entries before they ever get to the journal.

The screenshot shows a terminal window titled "Purge Entries". The window has a header bar with three sections: "Purge Entries", "1 BETA TEST 10.0", and "3/12/02 9:51 am". The main area contains the following text:

```
Starting account: █
Ending account:
Profit Center: 999999
Starting date:
Ending date:
```

At the bottom right, there is a box with the text: "Press F9 when finished entering all parameters". At the very bottom of the window, a status bar displays the text: "Input the starting account number to be purged".

Starting Account/Ending Account

Enter the starting and ending account numbers that you would like to purge, or leave blank to include all.

Profit Center

Enter the profit center/store that you would like to purge, or leave 999999 to include all.

Starting Date/Ending Date

Enter the starting and ending entry date that you would like to purge, or leave blank to include all.

Once you have entered all of your selections, press **F9** to begin purging, press **F8** to go to menu.

Report Journal Entries (RPTJE)

You may run a report to view all entries waiting for posting using this module.

Report Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Starting Account: Ending Account:		
Starting Date: 1/01/02 Ending Date: 2/28/02		
Profit Center: 999999		
Source Code:		
Subtotal Breaks? No Descriptions? No		
Sort Option: Location		
Printer ID: LP01 Compress? No		
Press F9 when finished entering all parameters		
Input the starting account number or default to first account		

Starting Account/Ending Account

Enter the starting and ending account number you would like included in the report, or leave blank to include all.

Starting Date/Ending Date

Enter the starting and ending entry date you would like included in the report, or leave blank to include all.

Profit Center

Enter the profit center/store you would like to report, or leave 999999 to include all.

Source Code

Enter the source code you would like to report, or leave blank to include all.

Subtotal Breaks

Enter (Y)es to include subtotal breaks.

Descriptions

Enter (Y)es to include the entry descriptions.

Sort Option

You have two sort options for this report, (A)ccount, (L)ocation.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Compress

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/12/02

G/L Journal Transaction Report for Unposted Entries

Page: 1

Company: 1 BETA TEST 10.0

Account: All

W/O Subtotals

W/O Descriptions

Profit Center: All

Date: 1/01/01- 1/31/01

Source: All

ACCOUNT	DESCRIPTION	CTR	DATE	SOURCE	DEBIT	CREDIT
1000	CASH CHECKING - HOME OFFICE	1	1/11/01	SUM		471.49
1000	CASH CHECKING - HOME OFFICE	1	1/11/01	SUM		38.80
1000	CASH CHECKING - HOME OFFICE	1	1/23/01	SUM		64.08
1000	CASH CHECKING - HOME OFFICE	1	1/23/01	SUM		4.65
1000	CASH CHECKING - HOME OFFICE	1	1/30/01	SUM		91.36
1000	CASH CHECKING - HOME OFFICE	1	1/30/01	SUM		6.64
1001	CASH CHECKING	1	1/02/01	SUM	1,522.55	
1001	CASH CHECKING	1	1/03/01	SUM	1,150.99	
1001	CASH CHECKING	1	1/04/01	SUM	1,051.12	
1001	CASH CHECKING	1	1/05/01	SUM	935.84	
1001	CASH CHECKING	1	1/06/01	SUM	1,668.27	
1001	CASH CHECKING	1	1/08/01	SUM	1,050.23	
1001	CASH CHECKING	1	1/09/01	SUM	954.39	
1001	CASH CHECKING	1	1/10/01	SUM	682.00	
1001	CASH CHECKING	1	1/11/01	SUM	246.00	
1001	CASH CHECKING	1	1/12/01	SUM	1,487.57	
1001	CASH CHECKING	1	1/13/01	SUM	1,946.83	
1001	CASH CHECKING	1	1/15/01	SUM	1,078.00	
1001	CASH CHECKING	1	1/16/01	SUM	439.54	
1001	CASH CHECKING	1	1/17/01	SUM	275.00	
1001	CASH CHECKING	1	1/18/01	SUM	534.00	
1001	CASH CHECKING	1	1/19/01	SUM	520.04	
1001	CASH CHECKING	1	1/20/01	SUM	2,814.47	
1001	CASH CHECKING	1	1/22/01	SUM	1,100.39	
1001	CASH CHECKING	1	1/23/01	SUM	428.58	
1001	CASH CHECKING	1	1/24/01	SUM	465.91	
1001	CASH CHECKING	1	1/25/01	SUM	1,377.98	
1001	CASH CHECKING	1	1/26/01	SUM	1,133.00	
1001	CASH CHECKING	1	1/27/01	SUM	770.49	
1001	CASH CHECKING	1	1/29/01	SUM	556.88	
1001	CASH CHECKING	1	1/30/01	SUM	634.00	
1001	CASH CHECKING	1	1/31/01	SUM	250.86	
2076	RECEIVABLES	1	1/02/01	SUM		11.65
2076	RECEIVABLES	1	1/03/01	SUM		1.85
2076	RECEIVABLES	1	1/04/01	SUM		4.18
2076	RECEIVABLES	1	1/05/01	SUM	16.78	
2076	RECEIVABLES	1	1/06/01	SUM	10.44	
2076	RECEIVABLES	1	1/08/01	SUM		0.31
2076	RECEIVABLES	1	1/09/01	SUM		105.34
2076	RECEIVABLES	1	1/10/01	SUM		11.48
2076	RECEIVABLES	1	1/11/01	SUM	23.58	
2076	RECEIVABLES	1	1/12/01	SUM	132.21	
2076	RECEIVABLES	1	1/13/01	SUM		32.90
2076	RECEIVABLES	1	1/15/01	SUM	12.44	
2076	RECEIVABLES	1	1/16/01	SUM		2.58
2076	RECEIVABLES	1	1/17/01	SUM		18.47
2076	RECEIVABLES	1	1/18/01	SUM		35.94
2076	RECEIVABLES	1	1/19/01	SUM	3.32	
2076	RECEIVABLES	1	1/20/01	SUM	24.02	

Show Journal Entries (SHOJE)

You may view journal entries on screen using this module.

Show Entries	1 BETA TEST 10.0	1/01/02- 2/28/02
Account Number: <input type="text"/>		
Profit Center: 0 Ohio Valley Sales & Rental		
Entry Date: 2/28/02		
Source:		
Amount:		
<hr/>		
J/E's 4041 Debit: 614300.22 Credit: 614300.22 Bal: 0.00		
Input the account number or a few characters of the description		

Account Number

Enter the account number of the journal transaction that you would like to show, if you do not know the account number, type in part of the account description or <ENTER> to get a lookup window.

Profit Center

Enter the profit center/store of the journal transaction that you would like show.

Entry Date

Enter the entry date of the journal transaction that you would like to show.

The journal transaction will then appear on the screen. You may scroll through the journal transactions using **F1** to the next journal transaction and **F2** to the previous journal transaction, **F8** will take you back to the menu.

Summary Account Maintenance (SUMGL)

You will need to work off of the worksheet provided to know what accounts to enter into Summary Account Maintenance.

Summary Interface Field Descriptions Worksheet

Field #	Summary Data	Your GL Account #	Post?
1	Payment Amount RTO Revenue	R	Y
2	Tax Amount	L	Y
3	Security Deposit Amount	R	Y
4	Late Charge	R	Y
5	Delivery Fee	R	Y
6	GRP Amount	R	Y
7	Misc Charge	R	Y
8	Extended Service Policy	R	Y
9	Movie Payment Amount	R	Y
10	Movie Tax Amount	L	Y
11	Movie Misc Charge	R	Y
12	Movie Receivable Amount	A	Y
13	Movie Deposit Amount	R	Y
14	Movie Over-Short Amount	E	Y
15	RTO Adjustment	R (use only if not using over/short)	N
16	*RTO Bank Deposit	A	Y
17	RTO Over-Short	E	Y
18	RTO Petty Cash Amount	E	N
19	Sale Amount	R	Y
20	Sale Tax Amount	L	Y
21	Sale Cost	E (use only if not posting COGS from reports)	N
22	Total Sale Amount		N
23	Sale Receivable Amount	A	Y
24	Sale Trade-In Amount	E	Y
25	Sale Discount Amount	E	Y
26	*Sale Bank Deposit	A	Y
27	Sale over-Short Amount	E	Y
28	NSF Bank Charges	(use cash acct if using the NSF system)	Y
29	NSF Returned Checks RTO & Sales AR	A or E	N
30	NSF Paid Checks		N
31	NSF Charge-Offs		N
32	Special Discount	E	Y
33	Advertising Prt	E	Y
34	Auto/Van Gas/Oil	E	Y
35	Auto/Van Repairs	E	Y
36	Auto Lic/Inspect	E	Y
37	Cleaning Expense	E	Y
38	Contract Labor	E	Y
39	Copier Expense	E	Y
40	Freight	E	Y
41	Legal & Recovery	E	Y
42	Office Supplies	E	Y
43	Outside Services	E	Y
44	Postage	E	Y
45	Printing Expense	E	Y
46	Refunds/Referrals	E	Y
47	Rental-Equipment	E	Y

A = Asset

R = Revenue

L = Liability

E = Expense

*Only use if credit cards are deposited in same account as other deposits.

Field #	Summary Data	Your GL Account #	Post?
48	Repairs-Units	E	Y
49	Repairs-Bldg	E	Y
50	Service Parts	E	Y
51	Supplies Maint	E	Y
52	Telephone	E	Y
53	Travel Entertainment	E	Y
54	Unit Accessories	E	Y
55	Other	E	Y
56	Computer Supplies	E	Y
57	Processing Fee	R	Y
58	Returned Check Charge	R	Y
59	In Home Collection Charge	R	Y
60	RTO Receivable Amount	A	Y
61	Sale Receivable Amount	A	Y
62	AR Interest Received	R	Y
90	Service Sales	R	Y
91	Service Misc Charge 1	R	Y
92	Service Misc Charge 2	R	Y
93	Service Discount Amount	R	Y
94	Service Sales Tax	L	Y
95	Service Labor Charge	R	Y
96	Service Freight Charge	R	Y
97	Service Cleaning Charge	R	Y
98	Service Trip Charge	R	Y
99	Service Delivery Charge	R	Y
106	Inventory Account	A (use only if not posting COGS from reports)	N
107	Airtime Fees Received	R	Y
108	Club Fees Received	R	Y
109	Other Fees Received	R	Y
110	AR Credits (Free Pmts) DR Income (Sales) a CR Acct	E	Y
111	AR Credits (Free Pmts) CR Receivables (AR) a DR Acct	E	Y
112	AR Processing Fee	R	Y
113	AR Returned Check Charge	R	Y
114	AR In-Home Collection Charge	R	Y
115	AR Misc. Charge	R	Y
116	AR Late Charges	R	Y
117	AR Charge Off DR Charge off - a DR expense account	E	Y
118	AR Charge Off CR Receivable (AR) a DR Acct	A (Trade In)	Y
119	Deposits on Layaway, Stock, Special Orders	A	Y
120	Non-Cash Tax Refunds	A (use cash account if using the NSF system)	Y
121	AR Interest Earned	R	Y
122	AR GRP Insurance Earned	R	Y
123	AR Late Charges Earned	R	Y
124	AR Sales Tax	L	Y
125	AR GRP/Insurance	R	Y
126	AR Interest - Refund	R	Y
127	AR GRP/Insurance Refund	R	Y
128	AR - Bad Check - Amt	E or A	Y
129	Cash deposit account for deposit 1	A	Y
130	Cash Deposit 2	A	Y
131	Cash Deposit 3	A	Y
132	Charge deposit account	A	Y
136	Foresight Club Fees	A	Y

A = Asset

R = Revenue

L = Liability

E = Expense

*Only use if credit cards are deposited in same account as other deposits.

Field #	Summary Data (use 178 thru 200 if interfacing Income Forecasting)	Your GL Account #	Post?
178	Depreciation Expense	E	Y
179	Accumulated Depreciation	A	Y
180	Inventory Account Payoffs	A	Y
181	Inventory Account Early Buyouts	A	Y
182	Inventory Account Sold	A	Y
183	Inventory Account Payoffs	A	Y
184	Inventory Account Skip	A	Y
185	Inventory Account Stolen	A	Y
186	Inventory Account Charge Off	A	Y
187	Payoff Expense	E	Y
188	Early Buyout Expense	E	Y
189	Sales Expense	E	Y
190	Credit Expense	E	Y
191	Skip Expense	E	Y
192	Stolen Expense	E	Y
193	Charge Off Expense	E	Y
194	Accum Depreciation Payoff	A	Y
195	Accum Depreciation Early Buyouts	A	Y
196	Accum Depreciation Sold	A	Y
197	Accum Depreciation Credit	A	Y
198	Accum Depreciation Skip	A	Y
199	Accum Depreciation Stolen	A	Y
200	Accum Depreciation Charge Off	A	Y

A = Asset
L = Liability

R = Revenue
E = Expense

*Only use if credit cards are deposited in same account as other deposits.

Once you have manually assigned the account numbers, using the worksheet, you may begin entering them into Summary Account Maintenance (SUMGL)

G/L Summary Accts		1 BETA TEST 10.0	3/14/02 12:55 pm
FIELD	ACCOUNT	DESCRIPTION	POST?
1	5001	RENTAL INCOME	Y
2	3050	SALES TAX PAYABLE COMPANY	Y
3	5002	SECURITY DEPOSIT ACCOUNT	Y
4	5029	LATE FEES INCOME	Y
5	5003	INSTALLATION INCOME	Y
6	5009	PAYMENT PROTECTION	Y
7	5011	OTHER INCOME	Y
8	5017	SVCE COD & WARRANTY INCOME	Y
9			N
10			N
11			N
12			N
13			N
14			N
15	5001	RENTAL INCOME	Y
16	1001	CASH CHECKING	Y
17	8129	DEPOSITS + DR -	Y

Input the account number or a few characters of the name

Field

This is a preassigned number to coincide with the worksheet.

Account

Enter the General Ledger account number you would like that summary field to post to when interfacing, if you do not know the account number, enter a few letters of the account description and select from the lookup window.

Description

The description will automatically be filled in once the account number has been selected.

Post

Enter Y if you want this field to be posted when interfacing.

Valid Account Report (ACCTVAL)

This report provides detailed information about how the General Ledger accounts are used.

The screenshot shows a terminal window titled 'Valid Acct Rpt'. The header bar contains '1 BETA TEST 10.0' and the date/time '3/14/02 1:05 pm'. The main area displays the following text: 'Report Type: Assigned', 'Beginning Stmt: 0', 'Ending Stmt: 0', 'Printer ID: LP01', and 'Control? No'. A callout box on the right says 'Press F9 when finished entering all parameters'. At the bottom, a prompt reads 'Input the report type: (A)ssigned (I)nvaid or (N)ot Assigned'.

Report Type

The report type selected will detail one of the following account types: (A)ssigned, (I)nvaid, or (N)ot Assigned. (A)ssigned accounts are valid G/L accounts that are assigned to a financial statement. (N)ot Assigned accounts are valid accounts that are not assigned to a financial statement. (I)nvaid accounts are accounts that no longer exist but are being referenced on a financial statement. The most helpful of all report types is the (N)ot Assigned, this will help assist you, when financial statements no longer foot, to find the account that is missing.

Beginning Stmt/Ending Stmt

Enter the beginning and ending statement layout number you would like to check.

Printer ID

The Printer ID defaults to that on your operator record. This value may be overridden with another printer or file name.

Control

You may choose to let the software control the printer. This value also defaults to the setting found on your operator record but may be overridden.

Once all parameters are entered, press **F9** to begin the printing process.

Date: 3/14/02		G/L Accounts Not Assigned to Statements		Page: 1
Company: 1 BETA TEST 10.0				
ACCOUNT	DESCRIPTION	COMPANY BALANCE		TYPE
1011	Cash	1	Debit	Asset
2092	UNAMORTIZED LOAN COSTS	1	Debit	Asset
5400	ADVERTISING	1	Credit	Expense
8237	REINSTATEMENT FEE INCOME	1	Debit	Expense
8238	LATE FEES	1	Debit	Expense

Year End Procedures (GLYREND)

It becomes necessary, at year end, to roll the actual amounts to the comparative amounts and set the balance forward amounts to reflect the prior year's business. This is done using this module.

Make sure the following things have been checked or done before doing the Year End.

- Verify all period dates for the fiscal year you are about to close are correct in the Company record (CHGCOMP).
- Recalculate all balances (ACCTBAL).
- All financial statements have been printed.
- Trial Balance has been printed.
- Good system backup.

The first screen tells you exactly what the system does when this module is run.

G/L Year End	1 BETA TEST 10.0	3/14/02 1:28 pm
--------------	------------------	-----------------

Before Proceeding, Please Read This Information Carefully!

Run the program to recalculate balances before you run this program

This procedure will perform the following functions:

- 1 - Calculate Net Income for the Specified Fiscal Year
- 2 - Create Balance Forward Records for B/S Accounts
- 3 - Create Zero Balances for Income Accounts
- 4 - Post Net Income/Loss to the Specified Earnings Acct
- 5 - Update Period Dates to the next fiscal year
- 6 - Create Prior Year Amounts from actual amounts

Press [RETURN] to proceed or [CMD] to Quit

Once you have read through this first page, press <ENTER> to continue or **F8** to exit to menu.

G/L Year End	1 BETA TEST 10.0	3/14/02 1:28 pm
--------------	------------------	-----------------

Backups complete? █

Trial Balance printed?

Start of fiscal year:

End of fiscal year:

Purge transactions?

Earnings acct number:

Press F9 when finished
entering all parameters

Input the full word "YES" if files have been backed-up

Backups complete

Do you have a good backup? You must enter 'YES' to continue.

Trial Balance Printed

Do you have a printed Trial Balance? You must enter 'YES' to continue.

Start of Fiscal Year/End of Fiscal Year

Enter the first and last date of the fiscal year you are closing.

Purge Transactions

Always answer **NO** to this question! This was originally put in here when hard drive space was an issue. If you were to answer YES, it would purge all transactions for that year once the balances were brought forward, which means you could never reopen the year or view any old information in account analysis.

Earnings Acct Number

Enter the General Ledger account number for retained earnings. This will bring all current profit/loss into this account.

Once all parameters are entered, press **F9** to begin the year end process.

When it has completed, recalculate balances (ACCTBAL) again. The year end will now be complete.