

CMS PC Accounting System

Instruction Manual Addendum

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The CMS PC Accounting System

ADDENDUM TO VERSIONS 3.x AND 4.x

Several enhancements and new features have been added to the CMS PC Accounting System that are not covered in the original instruction manual. This addendum covers those features and should be used in conjunction with the original instruction manual.

In addition, a How To section is included to help with CMS setup and operation.

This addendum is printed in sections relating to the parts of the CMS program that have been enhanced. You can keep this entire addendum at the front or back of your instruction manual or split it into its respective sections and put those sections at the front or back of the section in the manual that has been enhanced. For instance, the General Ledger Addendum could be put at the front or back of the General Ledger section in your instruction manual.

HOW TO INSTALL CMS ON WINDOWS 95 OR 98

STEP 1: Close all programs that are currently running.

STEP 2: Insert your CMS program diskette.

STEP 3: Click the Start button on your desktop. The menu will pop up; click Run. Type A:\INSTALL then press ENTER. The CMS setup program will run to install the program.

YOU'RE ALMOST DONE: After installation, a CMS shortcut will appear on your desktop. CMS can now be run whenever needed by double-clicking the CMS Shortcut icon.

If the CMS shortcut does not appear on your desktop, follow steps 4 through 8 to create one.

STEP 4: Double-click My Computer located on your desktop. When the folder opens, double-click Drive C: (if you installed CMS on a network, use your network drive instead of Drive C:).

STEP 5: When the Drive C: folder opens, double-click the CMS folder to also open it.

STEP 6: Find CMS or CMS.BAT in the folder. Point at it with the mouse and click your right mouse button. A pop-up menu will appear. Choose Create Shortcut. A shortcut icon will be created in your CMS folder.

STEP 7: Find the shortcut icon that was created in the previous step. You may have to scroll down through all the icons in the CMS folder in order to see it. Point at the CMS shortcut icon, hold the left mouse button down, and drag it out of the CMS folder and onto your Windows desktop.

STEP 8: Close all the open folders by clicking the X boxes in the upper right corners of the windows.

HOW TO INSTALL CMS ON WIN 2000, XP, OR VISTA

STEP 1: Close all programs that are currently running.

STEP 2: Insert your CMS program diskette.

STEP 3: Click the Start button on your desktop. The menu will pop up; click Run. Type A:\INSTALL then press ENTER. The CMS setup program will run to install the program.

YOU'RE ALMOST DONE: After installation, a CMS shortcut will appear on your desktop. CMS can now be run whenever needed by double-clicking the CMS Shortcut icon.

If the CMS shortcut does not appear on your desktop, follow steps 4 through 10 to create one.

STEP 4: Double-click My Computer located on your desktop or Click Start then My Computer. When the folder opens, double-click Drive C: (if you installed CMS on a network, use your network drive instead of Drive C:).

STEP 5: When the Drive C: folder opens, double-click the CMS folder to open it.

STEP 6: Find CMS.BAT in the folder (if you don't see CMS.BAT, look for an icon that looks like a box with a gear in it and CMS next to it or below it). Point at it with the mouse and click your right mouse button. A pop-up menu will appear. Choose Send To then Desktop (create shortcut). A CMS shortcut icon will be created on your Windows desktop. Close the CMS folder window.

STEP 7: Find the shortcut icon that was created in the previous step. Point at it with the mouse, then click the right mouse button. A pop-up menu will appear. Click on Properties. The Properties window will appear.

STEP 8: On the Properties window, click the General tab at the top. Change the Name to CMS or whatever name you wish.

STEP 9: Click the Options tab at the top. Click the radio button that says Full Screen.

STEP 10: Click the Layout tab at the top. Change the Screen Buffer Size so that Width is 80 and Height is 25. Change the Window Size to the same settings.

YOU'RE DONE: Click OK to save your CMS settings. You can now run the program by double-clicking the CMS icon on your Windows desktop.

HOW TO SETUP A NETWORK PRINTER IN WINDOWS 2000 OR XP

STEP 1: Go to Network Connections. If you have no network connections setup then add one. Double-click your network setup then click Properties. If the list of installed drivers does not show File and Printer Sharing then click Install and add it. Click OK to save the new settings.

STEP 2: Click on Start then Settings then Control Panel. Double-click the System icon. Click on the Network Identification tab at the top of the window and take note of your computer's name. Click OK to close the window.

STEP 3: Double-click the Printers icon. Right-click on the printer you want to use. A menu will pop up. Click on Sharing. Click Share As. Make note of the share name then click OK to save and close the window.

STEP 4: Click Programs then Accessories then Command Prompt. A DOS prompt will appear. Enter the following:

```
NET USE LPTx: \\computer_name\share_name /PERSISTENT:YES
```

In the above command, LPTx: refers to the printer port you wish to capture. Generally you should capture LPT2: but the x can be any number from 1 through 5. The computer_name is the name you noted in step 2. The share_name is the name you noted in step 3. Enter EXIT to close the DOS window.

STEP 5: In CMS, set your printer to use the port you captured above. See HOW TO SETUP PRINTERS IN CMS for instructions.

HOW TO INSTALL CMS ON A NETWORK

STEP 1: Insert your CMS program diskette.

STEP 2: If installing from DOS enter A:\INSTALL (or B:\INSTALL). If installing in Windows, follow steps 1 through 3 in the section for installing CMS in your version of Windows.

STEP 3: The CMS Installation program will run. When prompted for a drive and directory for CMS, enter the drive letter for a shared drive on your network. You will need to know what drive letters are shared in order to enter the correct letter. For the directory name, it is best to use \CMS although this is not mandatory. F:\CMS would be an example of what to enter for drive and directory.

STEP 4: When the installation program has finished, you can then setup CMS to run on your other network stations.

For DOS users, no more setup is required. At the other stations, select the shared drive by entering it's letter (e.g. F:), then change to the CMS directory (e.g. CD\CMS), and finally enter CMS to start the program.

For Windows 95 or 98 users, perform steps 4 through 8 in the Windows 95 or 98 installation instructions at each network station.

For Windows 2000, XP, and Vista users, perform steps 4 through 10 in the Windows 2000, XP or Vista installation instructions at each network station.

HOW TO USE CMS ON A NETWORK

There are 3 different methods for using CMS on a network. All 3 methods have one thing in common -- the Disk File Mode on line 11 of your Company Information File (for each of your companies) must be set to INTEGRITY or BATCH/INTEGRITY. Besides this, the way you use CMS depends on your situation.

METHOD 1: Use this method if you have only one company setup in CMS and all your workstations print to the same shared printer or printers on the same printer port(s).

This is the easiest method since no special steps are required. Just run CMS as if you were running it from your own computer (i.e., start the program by double-clicking your CMS icon or by entering CMS at your F:\CMS> prompt).

METHOD 2: Use this method if you have more than one company in CMS but still all workstations print to the same shared printers on the same printer ports.

This method is almost as easy. First, check your CMS directory to see if the file WSID\$.CMS is there. If it is, rename it to WSID\$.OLD (the presence of WSID\$.CMS tells CMS to use the next method -- method 3).

Here are some example DOS commands to accomplish the above:

```
F:
CD\CMS
REN WSID$.CMS WSID$.OLD
```

Each of these commands executes without any response from DOS except to display the DOS prompt again.

The only other change to make is that you start CMS with a station number on the command line (i.e. CMS 1, CMS 2, etc.). Be sure to always start CMS with the same station number at the same station so CMS can remember the last company you worked in when you last ran the program.

METHOD 3: Use this method when you have different printer setups on different workstations. For example, station 1 has a non-shared inkjet connected to its printer port while station 2 has a dot-matrix connected to its printer port.

To use this method, some additional setup is required. However, after the setup, you start CMS the same way that you do in method 2 (i.e. CMS 1, CMS 2, etc. on the command line).

The setup steps are as follows:

STEP 1: Start CMS without a station number on the command line (i.e., start the program by entering CMS at your F:\CMS> prompt).

STEP 2: Select 8) Company Information from the menu.

STEP 3: Enter the station number you want to setup on line 18, Work Station ID. CMS will then retrieve the current setup for this station if it already exists.

STEP 4: Enter your screen and printer settings for this station (prompts 12 through 25).

STEP 5: Press ENTER to save the company information and return to the main menu.

STEP 6: Repeat steps 3 through 5 for every station number.

YOU'RE ALL DONE: Exit CMS then restart the program using the station number you designated for your workstation (e.g. CMS 1, CMS 2, etc.). Be sure to always start CMS with the same station number at the same station.

HOW TO SETUP PRINTERS IN CMS

STEP 1: Start the CMS program and select 8) Company Information from the Main Menu.

STEP 2: Enter the line number for the printer you want to setup (prompt 20, 21, 22, 23, or 24).

STEP 3: Enter a name for this printer or just press ENTER to accept the printer name that is displayed. The printer name entered here will show at all P=print prompts throughout the program.

STEP 4: A printer setup window will appear. Enter 1 to specify the printer model.

STEP 5: Press F2 to pop-up the printers lookup window.

STEP 6: Scroll through the list and select the printer model that most closely matches the printer you are setting up. The printer settings will be retrieved and displayed on lines 3 through 8 of the printer setup window.

STEP 7: Enter 2 to specify which printer port this printer will be printing to. Normally, what you enter here is port 1 but if you are on a network or if you have captured a port for a USB printer, this number can be any number from 1 to 5 representing LPT1 through LPT5 respectively.

STEP 8: Press ENTER to save the printer settings.

STEP 9: Repeat steps 2 through 8 for each printer you want to setup. Also, on line 19 of the company information, enter the default printer that CMS will select each time CMS is started.

YOU'RE ALL DONE: Press ENTER to save the entire company information file and return to the main menu. For most users, that's all there is to it. However, CMS allows great flexibility in its setup. See HOW TO ADD/EDIT PRINTER MODELS for advanced printer setup information.

HOW TO ADD/EDIT PRINTER MODELS IN CMS

The CMS Printer Models database can be expanded to add new printers. Also, the printer models on file can be edited.

STEP 1: Go to the printer setup window by selecting the desired printer from prompt 20, 21, etc in the Company Information.

TO EDIT AN EXISTING PRINTER MODEL: The printer model displayed on line 1 of the printer setup window is the one that will be changed. If you want to edit a different printer model, enter 1 and press F2 to select a different model. Remember that when you are all done, the selected printer you are working on will be set to use the printer model displayed on line 1.

TO ADD A NEW PRINTER MODEL: Enter 1 for printer model and then type in the name of the printer model to be added (for consistency with the rest of the printer models database you should use uppercase letters). CMS will ask you if you want to add the new printer model; type Y for yes.

STEP 2: Change line 3 to indicate whether this printer is a page printer or not. Your answer determines how CMS prints laser forms and checks. Also, CMS uses different underline and double-underline characters on page printers. It is not required that you set this setting to match the actual printer. You can set this line to Yes or No and see what results you get.

STEP 3: Change the printer control codes on lines 4 through 8 to the settings you want. See the instructions in the original CMS User Manual for instructions on how to enter printer control codes.

STEP 4: Press ENTER to save the printer information and return to the Company Information screen.

YOU'RE ALL DONE: When you edit a printer model, the changes will affect all printers using the same printer model.

GENERAL SYSTEM INFORMATION ADDENDUM

HARDWARE REQUIREMENTS: The CMS PC Accounting System requires a computer using an 80286 or later microprocessor.

REQUIRED VERSION OF DOS: CMS requires MS-DOS version 3.1 or later. Enter VER at any DOS prompt to display the DOS version.

PROGRAM DISKS: Although the CMS PC Accounting System has grown considerably in size since being introduced in 1987, advanced technology has reduced the number of program disks required to hold the CMS PC Accounting System from nine disks to one.

NETWORKS: CMS is fully network ready and is compatible with most Local Area Networks. No additional software is required. When using the CMS PC Accounting System on a network, the Disk File Mode on line 11 of the Company Information File must be set to either INTEGRITY or BATCH/INTEGRITY.

On a Novell network running Btrieve Client/Server, CMS will run faster and more efficiently by starting the program with the CMSNOV command instead of the CMS command. If you use Btrieve Client/Server, make sure it is configured to enable the creation of version 5.x files.

ON-LINE HELP: CMS now has a Help System that describes what to do, what special keys are active, and in most cases cross-references the page that explains the item in the printed manual. Help is activated by pressing F1 and is continuous until F1 is pressed again.

LASER CHECKS AND FORMS: CMS supports printing forms on laser and inkjet printers. The original dot-matrix forms are still supported as well but now there is more versatility because you can also use generic forms and checks on these printers.

PRINTING REPORTS TO THE SCREEN: In addition to the ARROW UP and DOWN keys, screen reports may be scrolled using the PAGE UP, PAGE DOWN, CTRL/PAGE UP, and CTRL/PAGE DOWN keys. PAGE UP and PAGE DOWN scroll the report one screen at a time while CTRL/PAGE UP and CTRL/PAGE DOWN move to the beginning and end of the report respectively.

132 COLUMN REPORTS: Some reports now print 132 columns wide and more wide format reports will be added in future releases. For 80 column printers, a "condensed print" command string may now be set for any printer in the Company Information File. When these wide format reports are printed to the screen, they may be panned left and right using the LEFT ARROW, RIGHT ARROW, TAB, SHIFT/TAB, HOME and END keys. In addition, while the report is panned to the right, the account numbers or names can be locked to the left edge of the screen by pressing the SPACEBAR.

IMPROVED DATE RANGES: Date ranges for reports have been improved to keep you from getting stuck in an "Invalid Date Range". When an invalid range is entered, the second date is always cleared allowing you to enter a new date or to press enter and return to the beginning date. The date ranges also now display the full 4-digit year.

CONFIRM CANCEL: When editing records in any master file, CMS will now ask you to "Confirm Cancel" if you change something then press ESC instead of pressing ENTER to save.

FASTER DATA ENTRY: When entering data such as customers, vendors, invoices, inventory items, etc., the TAB, CTRL/TAB, SHIFT/TAB, and ASTERISK keys may be used to automatically repeat data from record to record. If the data in one or more fields of a record will always repeat from record to record, press the asterisk (*) key before entering data into that field in the first record. An asterisk will appear to the left of the field and the data entered into that field (or if left blank) will be automatically copied into that field in each record added thereafter. This automatic repeat feature may be turned off for a particular field by re-entering an asterisk as the first character in a field when adding a record.

Data may also be manually repeated from record to record by pressing the TAB key at the desired field.

Press SHIFT/TAB while entering data to indicate that all the remaining fields in the current record are the same as in the previous record.

Press CTRL/TAB (or ALT/TAB) to recall the previous information in a particular field for editing.

Correct use of the TAB, CTRL/TAB, SHIFT/TAB, and ASTERISK keys will greatly speed data entry.

SPECIAL KEY ASSIGNMENTS: Several Special Key assignments have been changed from those shown in the instruction manual.

THE F2 LOOKUP KEY: Whenever the program requests an account number, vendor code, employee number, inventory item number, etc., pressing the F2 key will open a Lookup Window into the required file and allow you to scroll for the requested information. F2 will open the window sorted by account number, customer code, etc. ALT/F2 will open the window sorted by account description, vendor name, inventory item description, etc. CTRL/F2 will open the window in zip code order for customers and vendors, and in alternate item number for inventory items.

The Lookup Window may be opened in the middle of a file by entering a beginning key before pressing F2. For instance, to open the customer file, sorted by customer name, beginning with the first customer whose name begins with the letter J, type J then press ALT/F2. To open a Lookup Window at the end of a file, enter a dash (-) before pressing F2, ALT/F2, or CTRL/F2.

The data in the Lookup Window may be scrolled using the HOME/END, ARROW UP/DOWN, PAGE UP/PAGE DOWN, and CTRL PAGE UP/CTRL PAGE DOWN keys.

THE SYSTEM DATE: The system date may be changed at any time by pressing the F7 key. The system time may be set by pressing ALT/F7. To be prompted for the system date each time CMS is started, enter (Y)es on line 7 of the General Ledger Information.

SETTING THE CURRENT PRINTER: The current printer may be changed at any time by pressing F8. This allows easy switching between different printers for printing reports on one printer and pre-printed forms such as invoices or checks on a different printer.

CMS supports up to 5 different printers and their control codes. Each of the printers can be given a meaningful name such as "Laser Printer", "Jane's Printer", or "Accounting". On a network, each station can have its own printer definitions and printer names.

When you press F8, CMS shows you a list of your printer names from which to choose. Whenever you are at a P=Print prompt, the P= shows the current printer's name.

PAGE FEEDING PRE-PRINTED FORMS: Press CTRL/F8 to page feed standard 8.5" x 11" forms on your current printer. Press ALT/F8 to page feed short pre-printed forms such as checks and invoices.

POP-UP CALCULATOR: A pop-up calculator is available at any time by pressing the F9 key. The calculator may be moved around the screen with the arrow keys. Addition, subtraction, multiplication, and division operations may be performed. The number of decimal positions may be changed by pressing the D key plus a number from 1 through 4, representing the appropriate number of decimal places. The computation result may be returned to the current field in the program by pressing the ENTER key. Press ESC to close the calculator without returning the result to the program

POP-UP MAIN MENU: The Main Menu may be activated at any time by pressing the F10 key. If the menu is inadvertently activated, press the F10 key again to return to the program with no loss of data.

When the Main Menu is displayed, the system modules such as General Ledger, Payroll, etc. are shown on the left and the functions for each module are shown on the right. The pointer on the Main Menu can be moved around with your arrow keys and you can select the item you want from the menu by pressing the ENTER key. Colors for the Main Menu may be set in the Company Information File.

RUNNING A DOS COMMAND: Pressing Alt-F10 allows you to run a DOS command. After the command executes, press any key to return to CMS. Be sure to not leave the CMS directory while in the DOS shell.

SCREEN REPORT LINES: For EGA and VGA monitors, reports printed to the screen may be set to display in 25, 43 or 50 line format. This is set in the Company Information File but may be changed at any time by pressing the F11 key.

RESETTING AN F2 LOOKUP WINDOW: Pressing F12 while a Lookup Window is displayed will re-display it and include any new records just added. This feature is useful when running multiple sessions of CMS on your Windows computer or when sharing CMS with other users on a network.

STARTING CMS IN A SPECIFIC MODULE: You may start the program by setting the command line in your CMS start icon to include a module (e.g. CMS GL or CMS AR, etc.) bypassing the System Menu and going directly to the desired module. Valid command line options are GL, AR, AP, JC, IN or IC, PU, CI, and CC.

RECOVERING DAMAGED FILES: A utility has been added which will recover files damaged due to power failures, lock-ups, etc. Select 7) Program Utilities from the System Menu to access this utility.

ADDING A NEW COMPANY: When adding a new company, if you answer (Y)es to copying an existing company's chart of accounts, all of the source company's information file(s) settings are now copied to the new company.

CHANGING THE DATA PATH: If you are using CMS on a Windows computer, you may now change the Data Path number in Company Information. This is handy when you have CMS installed on one computer then install it on another.

DECIMAL POSITIONS: The number of decimal positions may be set from 0 to 4. This option is mainly for overseas installations where inflation has caused even the smallest monetary amounts to be in the millions.

WRITING DATA TO THE DISK: An option has been added to the Company Information File to allow you to set the mode for writing data to the disk. In SPEED mode, data is temporarily buffered in memory until memory is full and is then written to the disk. If a power failure occurs while the data is still in memory, the files are not properly closed and the result may be a damaged data file. In INTEGRITY mode, data is written to the disk as it is entered. This slows data recording somewhat but safeguards against a damaged data file in case of a power failure. Experiment with both modes and see which works best for you.

In addition, BATCH recording may be selected by preceding the I or S code with the letter B. For instance, enter BI for BATCH INTEGRITY or BS for BATCH SPEED, on line 11 in the Company Information File.

In BATCH mode, some of the data that would normally be written to a Btrieve data file is stored temporarily in a standard sequential file. Writing data to a sequential file is faster than writing data to a Btrieve file because, among other reasons, there are no sort keys to be updated. Data that needs to be kept current such as customer and invoice records is still written to the normal Btrieve files. Data that is recorded only for report reasons such as Sales and Posting information is written to the sequential file. Upon exiting the Billing module, the data that was stored in the sequential file is read back and written to

the normal Btrieve files. This BATCH update process can take from a few seconds to several minutes depending upon computer speed and the amount of data entered.

If a file recording mode of BI is entered, the system assumes it is operating in a network environment. On exiting the Billing program, the system will inquire if there are other stations currently active on the network. If the response is (Y)es, the BATCH update will proceed in the normal INTEGRITY mode. If the response is (N)o, the system will shift into Accelerated mode for the BATCH update. Either response is acceptable for stand-alone computers.

When running the CMS PC Accounting System on Windows or on a network, the disk file mode must be set to INTEGRITY.

TRANSACTION GROUPS: When using either the INTEGRITY or BATCH/INTEGRITY modes, an additional feature called Transaction Groups is activated.

When an invoice is entered, as many as twelve files may be updated by that one entry. If a problem occurs during the update, some of the files will be updated and some will not, leaving the CMS system in an inconsistent state.

A Transaction Group groups all file changes into a single operation. If a problem occurs, all changes to all files made during the update will be cancelled and the files will be returned to their original condition before that entry was made.

COLOR OPTIONS: Previous versions of the CMS PC Accounting System allowed a choice of 16 text colors but only 8 background colors. You may now choose from 16 background colors if you are using an EGA or VGA monitor.

THE DATA INPUT BOX: In previous versions of the CMS PC Accounting System, the data input area on the screen was indicated by a string of one or more asterisks. A more traditional "input box" has replaced this asterisk string. Colors for the input box may be set in the Company Information File.

THE PROMPT BOX: Lines three and four at the upper left portion of the screen are designated as the Prompt Box and are used by CMS to communicate with the user. In previous versions of the CMS PC Accounting System, the colors used in the Prompt Box were the reverse of the screen colors. These colors may now be set in the Company Information File.

NETWORK STATION ID: Each station on a network may enter a unique ID number into the Company Information File. This allows each station to have its own color and printer settings. Once a workstation ID number has been assigned to a station, that station must include the ID number in the command to start the CMS PC Accounting System (i.e. CMS 1, CMS 2, etc). This feature can be used in conjunction with module command line options. For instance, network station 1 could use the command line CMS AP 1 to start the program with station one's workstation settings and jump directly to Accounts Payable.

CMS will record the current company when you exit and remember it the next time you run CMS on that station. This allows your network station to always return to the company that you were using when you last exited CMS.

GENERAL LEDGER ADDENDUM

AUTO-NUMBERING IN CASH JOURNAL: CMS can now automatically increment the last number entered in the Reference field of the Cash Journal to speed the entry of manual checks or deposits. This auto-numbering works even if the Reference contains letters or other characters as long as the last character is a number. To use auto-numbering, enter your first Cash Journal entry as you normally would. Then, when entering the second entry, press F3 while in the Reference field and auto-numbering will begin. All subsequent entries will be automatically numbered. To turn off auto-numbering, press ESC while in the Account Number field causing the cursor to skip back to the Reference field. Exiting the Cash Journal also turns auto-numbering off.

PRINT BEGINNING AND ENDING BALANCES: When printing the G/L Transaction File in Detailed or Condensed formats, CMS now includes beginning and ending G/L balances in the report. You may specify no balances on the report by entering (N)o on line 7) Include Balances?. Note that the balances may not be meaningful if the beginning date in your date range does not include the first of the month or if your date range extends beyond the end of your fiscal year.

POSTING PRINTOUT TO PRINTER OR DISK: When Posting G/L, CMS now asks you for the output device (Printer or Disk). After printing the posting report, you can reprint as many times as needed, alternating output devices if desired. Printing to disk enables the use of the IBI File Printer utility (available separately) which provides printing to USB printers or FAX drivers.

DISK SPACE CHECKING FOR POSTING: CMS checks to make sure you have enough hard disk space before posting General Ledger. If the program calculates that there may not be enough space, posting will not be permitted. To disable this feature, place a file named FILESIZE.CMS in your CMS program directory (i.e. C:\CMS). This file can be created by changing to your program directory then entering the command ECHO >FILESIZE.CMS at the DOS prompt. Doing this to bypass disk space checking before posting is intended as a temporary override to allow posting one time. If you need to do this more than once, you must recreate the FILESIZE.CMS file each time.

EXCLUDE ACCOUNTS WITH ZERO BALANCE: When printing G/L Financial Reports you may now specify that accounts with a zero balance be excluded from the report. To do this, enter (N)o on line 5) Include Zero Balances.

FINANCIAL STATEMENT COMPARISON REPORT: A four-column Period Comparison report has been added to the General Ledger financial reports. Press F4 on the First Month/Year field to automatically fill in the current month/year for the first comparison period and the month/year from the previous year for the second comparison period.

CLOSING THE YEAR: After Closing the Year in G/L, CMS now asks if you want to close your Net Income to the Equity account. Answer (Y)es to automatically close or (N)o if you want to make the closing entry yourself.

REDATING TRANSACTIONS IN THE G/L TRANSACTION FILE: If transactions are accidentally entered into the General Ledger Transaction File with an incorrect date, the date for these transactions may be corrected by selecting 2) Redate Transactions in the General Ledger File Utility program. Redating transactions fixes the date in both the Unposted Transactions and Posting Journals. When redating, you may select that the dates be changed for entries in only one particular journal or for all entries on a certain date.

MERGING TRANSACTION FILES: In some installations it is necessary to merge General Ledger transaction files from various computers into the main accounting system. This function is found in 7) Program Utilities on the main menu.

GENERAL LEDGER MASTER TRANSACTION FILE: The General Ledger Master Transaction File is optional. It should be kept for audit trail purposes but it is no longer mandatory. The use of this file may

be disabled by a switch in the General Ledger Information File. If the file is not maintained, the General Ledger Posting update is faster and less disk space is required.

THE GENERAL LEDGER POSTING UPDATE REPORT: All accounts may be included in the General Ledger Update Report even if they had no postings. This switch is set on line 6 in the General Ledger Information File.

PRINTING DESCRIPTION DETAIL IN THE G/L TRANSACTION FILE: Each entry in the General Journal or the Cash Journal may have a one or two line description. To have this description also appear in the General Ledger Transaction File, enter (Y)es on line 8 of the General Ledger Information File.

ACCOUNTS RECEIVABLE ADDENDUM

F2 LOOKUP OF CUSTOMER BILLS FOR PAYMENT: When entering A/R Payments, pressing Alt-F2 while in the invoice number field displays the list of open invoices sorted by Customer and Invoice Number. Pressing Ctrl-F2 instead displays the list sorted by Customer and Invoice Date. To open the lookup list at a certain customer's open invoices, first enter the customer code then press Alt-F2 or Ctrl-F2. This feature also works when selecting a Credit Memo or Deposit to apply for payment.

A/R CHECK NUMBERS: Check numbers up to nine digits are allowed when entering payments received.

A/R PAYMENT AMOUNT DUE: When entering A/R payments, the amount due is now automatically displayed. Press ENTER to accept the amount shown or override this amount if full payment has not been received.

F2 LOOKUP WINDOW TO SELECT DEPOSIT OR CREDIT MEMO: When prompted for a credit memo or deposit number while applying one of these for payment to an invoice, you may press F2 to see a list of all outstanding entries from which you can pick the item you want.

ADDING RECORDS "ON THE FLY": Records may be added to the Customer and General Ledger Account files without leaving the invoice entry program. To add records "on the fly", press SHIFT/F2 when the record ID (i.e. customer number, etc.) is requested.

DISTRIBUTING A/R INVOICES TO INVENTORY ITEMS: Each Accounts Receivable Invoice may be distributed to as many as 99 inventory items rather than 15 as in previous versions.

CHANGING GENERAL LEDGER ACCOUNTS DURING INVOICE ENTRY: The General Ledger Accounts entered into the Accounts Receivable Information File may be changed at any time during invoice entry or invoice payment by pressing SHIFT/F5. This feature allows invoices to be charged to more than one Cash or Accounts Receivable account without leaving the invoice entry or billing program. G/L Accounts revert back to those setup in the Information File when you exit from invoice entry or billing.

REPEAT FIELDS IN BILLING: You can set repeat fields (*) in Billing. The asterisk, which denotes a repeat field, is displayed directly to the right of the field number. When you enter a billing and select a customer, the fields from the customer record take precedence over repeat fields from the previous billing. If one of the fields from the customer record is blank, then the repeat field (if any) from the previous billing is used.

RETRIEVE LAST CUSTOMER BILLED: In Billing, you may enter an equals sign (=) in the Customer field to retrieve the last customer billed. This feature works even if you have exited CMS and returned to Billing later.

AUTOMATIC BILLINGS: In Billing, you may press Alt-F3 while in the Customer field to automatically generate billings for all your recurring invoices. To perform auto-billing, enter or edit the header fields requested then enter 0 to bill all recurring invoices or C to cancel.

OLDEST OPEN INVOICE: In A/R Billing, after entering the customer code, CMS displays the oldest open invoice for that customer in the upper right-hand corner of the screen. If a Due Days Limit has been set in the A/R Information File, a warning will be displayed if the customer's oldest open invoice is over that limit.

INVOICE NUMBERS WITH LETTERS: Billing invoice numbers that contain letters or other characters will now increment automatically as long as the last character in the invoice number is a number.

SUPPRESS SHIPPING INFORMATION ON BILLINGS: In Billing, you can suppress the printing of the shipping related field labels when printing to a plain paper invoice by entering just a period (.) in the Ship

To field while creating a bill. The result of this feature is a service billing (as opposed to selling and shipping products).

INSERT LINES IN BILLING: When editing line items during A/R Billing, you may now press ALT I while in the Quantity field to insert a new line and move the existing line items down.

BLANK LINES AND COMMENTS IN BILLING: While creating a billing, blank lines can be put in the invoice by entering B in the Quantity field. Comment lines can be entered by entering a C in the Quantity field then entering your comment in the Description.

ENTERING THE UNIT PRICE FOR AN INVENTORY ITEM: When an inventory item is entered into a billing, the unit price for the item is taken from the inventory item record based on the quantity sold, and entered into the Unit Price column of the invoice. To override this automatic entry and enter the unit price manually, follow the inventory item code entered into the description column of the invoice with a dash (-). The program will then stop at the unit price column and allow the unit price to be entered manually.

ENTERING THE INVOICE EXTENDED PRICE MANUALLY: When entering items into the Billing program, the extended price for each item is computed automatically based on the quantity multiplied by the unit price. To override this automatic calculation and enter the extension manually, enter a dash (-) in the Unit Price column and press the ENTER key. The prompt will move over into the Extended Price column where the extended price may then be entered manually.

ENTERING THE UNIT PRICE AND EXTENSION MANUALLY: To enter both the unit price and the extension manually, follow the Quantity with the letter X.

ENTERING LINE ITEM DISCOUNTS IN BILLING: To enter a line item discount in the Billing program, end the description line with the regular item price, followed by a backslash (\), then the discount percentage (i.e. ITEM DESCRIPTION 100\5). Your entry will then be reformatted as ITEM DESCRIPTION 100.00 LESS 5% and the discounted unit price and extension will be computed and displayed on the screen.

PRINTING INVOICES FROM BILLING: Invoices entered through the Billing program may be printed at the time they are entered by pressing F12 after entering the invoice but before recording it. Press SHIFT/F12 for form alignment. Press ALT/F12 to print the invoice to a disk file.

POINT OF PURCHASE SALES: When using the Billing program to record Point of Purchase Sales, it is sometimes desirable to be able to enter the customer's name and address directly into the invoice without having to stop and enter a new record into the customer file. To be able to do this, set up a record in the customer file with the customer name and address fields left blank. This customer could be called CASH. When this record is called up in the Billing program, CMS will stop and allow the customer's name and address to be entered directly into the invoice.

ENTERING POINT-OF-SALE PAYMENTS: Payments may be applied to invoices entered through the Billing program by selecting P=Pay before recording the invoice. The check number may also be entered at this time.

ACCOUNTS RECEIVABLE ORDER ENTRY: The Recurring Invoice feature of the Billing program may also be used as an Accounts Receivable Order Entry System. Once the order has been entered into the Billing program, a picking list or pro-forma invoice may be printed at any time. The order may be recalled and modified or deleted at any time. When the order is ready for shipping, the sales order may be recalled from the Sales Order File and automatically entered into the Accounts Receivable Invoice File. The order may then be removed from the Order File or may be retained for order history purposes. (For more information see the Recurring Invoice section of the Accounts Receivable user guide.)

F2 LOOKUP OF BILLING AND RECURRING INVOICE NUMBERS: When retrieving Billing numbers or Recurring Invoices you may now enter the first few digits of the invoice number then press F2 to display the lookup list starting at the number you entered.

PRINT BILLINGS TO SCREEN: When printing billings, you may now select S as one of the output devices in order to view billings on the screen.

INVOICE FORMS: The CMS PC Accounting System is designed to use standard pre-printed 8.5" x 7" invoice forms available from Integrated Business, Inc. as well as most other business forms suppliers. If desired, however, long form pre-printed invoices as well as plain paper invoices may be selected from the Billing menu.

To print long 8.5" x 11" invoice forms select option 4) Select Invoice Form, from the Billing menu, and set it to 66 Lines. Long form invoices are the same as the standard pre-printed invoices except that the line item portion of the invoice form is extended. Currently, these long invoice forms are not available "off the shelf" but can be custom printed (contact Integrated Business, Inc. for a quote).

To print laser invoices, select option 4) Select Invoice Form, from the Billing Menu, and set it to Plain Paper.

BILLING FREIGHT NOMENCLATURE: Invoices printed from the Billing program describe freight or shipping charges as FREIGHT by default. This label can be changed by selecting 5) Select Freight Label, from the Billing menu. The label may be up to 25 characters long.

PRINTING A CUSTOM MESSAGE ON EACH BILLING: To enter a message that will print on each billing, select 6) Select Invoice Message, from the Billing menu. The message may be up to fifty characters in length.

FEED INVOICES UP FOR TEAR-OFF: If you have a problem tearing invoices off the printer after they have been printed, select option 7) Form Feed, from the Billing menu. This will cause the printer to advance the next invoice three lines (1/2") in order to make it easier to remove the current invoice. If you leave the Billing program and then return, it will be necessary to turn the printer back three lines before printing the next invoice.

PRINT POINT OF SALE INVOICES: On the Billing menu, 8) Print Point of Sale Invoices will allow you to configure the Billing program to always print each invoice to the printer or a disk file before recording it. You may also indicate the number of copies to print. This saves you from having to remember to press F12 or ALT/F12 before saving the invoice.

A/R INVOICE AGING REPORTS: Invoice aging reports may be printed showing only the 30/60/90 day totals for each customer rather than a complete detail listing of all open invoices. The sort order for printing and paying invoices may be set to either date order or invoice number order. Accounts Receivable invoice aging reports may also be set to show only those invoices sold by a specific salesperson.

MINIMUM AGE IN DAYS OR DATE RANGES: When printing the A/R Invoice Ledger or Statements, a Minimum Invoice Age is requested. You may enter a number of days in this field or a date range using the format of beginning date, a space, and the ending date (MMDDYY MMDDYY). When printing statements, if you enter a number of days, the statement will print all open invoices for any customer in the customer range with at least one invoice as old as the number entered. On the A/R Invoice Ledger, if you enter a minimum invoice age, only those invoices at least as old as the number of days or within the date range will be printed.

UNDOING THE FINANCE CHARGE UPDATE: Finance charges added to invoices during the Finance Charge Update may be automatically removed in case an error is discovered. To undo the last finance charge update, re-enter the Finance Charge Update program and select 2 for UNDO Last Update.

SALES TAX CODES: Up to 99 Sales Tax Rates may be entered into the Accounts Receivable Sales Tax File. Valid Sales Tax Codes are upper and lowercase letters, numerals 0 through 9, and other characters such as punctuation marks, =, /, \, etc. The letter X is reserved and may not be used as a Sales Tax Code.

SALES TAX RATES: You can now have sales tax rates to the thousandth percent such as 3.167%. Composite rates can now include up to 5 sales tax areas.

TRACK NON-TAXABLE SALES: You can set up sales tax codes with a zero percent rate thereby allowing tax codes for tracking non-taxable and tax exempt sales.

CASH BASIS SALES TAX: You can keep CMS from updating the sales tax totals in the Sales Tax file until you enter the payment receipt from the customer who was invoiced. To do this, place a file called TAXONPAY in your company's data directory (and in the data directories of every company for which you want to handle sales tax in this way). This file can be created by changing to the desired data directory and entering ECHO >TAXONPAY at the DOS prompt. Note that the implementation of this feature creates a small file in your data directory for every invoice you create. If you invoice a lot, you may end up with hundreds or thousands of files in your data directory.

SALES TAX CODE REQUIRED: You may set one or more of your customers to sales tax code required by entering R on line 15) Taxable in the customer's record. This will force a sales tax code to be entered for every invoice for the customer.

FIXED SALES PRICE FOR SPECIFIED CUSTOMERS: The selling price for inventory items is normally based on the quantity of items sold as established in the inventory item record. For customers receiving the same price or discount regardless of the quantity purchased, a fixed price level code may be entered into line 20 of the Customer record.

DUE DAYS LIMIT: You may now set a Due Days Limit on line D of the A/R Information File (maximum 999 days). If you set the limit you will receive a warning when you bill a customer with outstanding invoices older than that limit.

ACCOUNTS RECEIVABLE INCOME ACCOUNTS: The Accounts Receivable Information File contains space for up to fifty-two General Ledger income accounts rather than the twenty-six accounts in earlier versions. To view all fifty-two accounts it is necessary to scroll the display screen using the UP and DOWN ARROW keys.

ADDITIONAL CUSTOMER AND SALESPERSON FIELDS: The Customer and Salesperson files now have room for an additional Address line, Fax Number, and Email Address. The size of the Phone field has also been expanded to accommodate extra information such as Contact names or extensions. In addition, the Customer file now has a Resale Number field.

PRINT STATEMENTS: In the Customer file there is now a field to include or exclude a customer from statement printing. Set the Print Statements field to Y to allow a customer to have statements printed. Enter N to exclude them from statement printing.

DEFAULT SALES TAX CODE: In the Customer file you may now set a default sales tax code for a customer. If you set this field and the customer is taxable then CMS will automatically fill-in this code when entering invoices or billings. If needed, the code can be overridden during entry.

ACCOUNTS PAYABLE ADDENDUM

NEGATIVE AMOUNTS IN A/P TRANSACTIONS: In A/P Transaction Entry, CMS now allows negative amounts in the G/L postings area at the bottom of the screen. The total of the negative and positive postings must add up to the invoice total (less discounts if paying the invoice during entry).

A/P TRANSACTION PAYMENT AMOUNT DUE: In A/P Transaction Entry, CMS will now automatically fill in the payment amount with the amount due when paying the invoice during entry.

CHANGING GENERAL LEDGER ACCOUNTS DURING INVOICE ENTRY: The General Ledger Accounts entered into the Accounts Payable Information File may be changed at any time during invoice entry or invoice payment by pressing SHIFT/F5. This allows invoices to be charged to more than one Cash or Accounts Payable account without leaving the invoice entry program. G/L Accounts revert back to those setup in the Information File when you exit from invoice entry or invoice payments.

ADDING RECORDS "ON THE FLY": Records may be added to the Vendor, Job, Inventory, and General Ledger Account files without leaving the invoice entry program. To add records "on the fly", press SHIFT/F2 when the record ID (i.e. vendor number, etc.) is requested.

DISTRIBUTING A/P INVOICES TO INVENTORY ITEMS: Each Accounts Payable Invoice may be distributed to as many as 99 inventory items rather than 15 as in previous versions.

ACCOUNTS PAYABLE TERM DISCOUNTS: When entering a term discount in Accounts Payable invoice entry, precede the discount with a "\$" if the discount is a fixed dollar amount rather than a percentage of the invoice.

A/P CHECK NUMBERS: Check numbers up to nine digits are allowed when entering invoice payments into the Accounts Payable modules.

ENTERING A/P DISCOUNTS AT PAYMENT TIME: To enter a discount when paying Accounts Payable invoices, enter the discount amount either preceded or followed by the letter D into the payment field rather than entering a payment amount. If the discount is a percentage, enter the discount rate either preceded or followed by a percent sign (%). This discount will override any discount entered at invoice entry time. The discount grace period date is also ignored.

A/P INVOICE AGING REPORTS: Invoice aging reports may be printed showing only the 30/60/90 day totals for each vendor rather than a complete detail listing of all open invoices. The sort order for printing and paying invoices may be set to either date order or invoice number order. Date order is convenient when invoices come in from different sources and may not always be in correct invoice number order or even in the same invoice number format.

A/P CASH REQUIREMENTS REPORT: When printing the A/P Invoice Ledger, select "Due Date" on line 6 to print the A/P Open Invoice Ledger sorted by due date. The AGE column will show the days until the invoice is due or, if negative, the days overdue. The age breaks are set to OVERDUE, UNDER 10, UNDER 20 and UNDER 30.

MINIMUM AGE IN DAYS OR DATE RANGES: When printing the A/P Invoice Ledger, a Minimum Invoice Age is requested. You may enter a number of days in this field or a date range using the format beginning date, space, ending date (MMDDYY MMDDYY). If you enter a minimum invoice age, only those invoices at least as old as the number of days or within the date range will be printed.

PREPAID CHECK PRINTING: Prepaid checks entered during A/P transaction entry can be reprinted just like any other check.

PRINTING 1099 FORMS FOR VENDORS: 1099 forms may be printed for selected vendors on the Accounts Payable Vendor File. Each record in the Vendor File contains a field for the vendor's Federal ID or Social Security number. Make an entry on this line only for vendors requiring a 1099 form.

1099's are printed using the vendor's last year figures so A/P can be closed for the year and 1099's printed later. Also, a 1099 will not print for vendors paid less than \$600.

STATE FIELD IN 1099 PRINTING: In A/P Vendors, 1099 printing now has a field for State Abbreviation/ID. If your state requires 1099 reporting, enter your state abbreviation and tax id number (for example: AZ 45-0145). If both the state abbreviation and the tax id number will not fit in the allotted space, just enter the tax id number. In states where 1099s are not reported, leave this field blank.

JOB COST ADDENDUM

F2 LOOKUP OF VENDOR INVOICE: When entering Job Cost transactions, after entering a vendor code from the Vendor file, you may now press F2 on the Invoice field and select an open invoice for the selected vendor. If the other job cost transaction fields are blank, they will be automatically filled in from the data in the selected invoice.

PAYROLL ADDENDUM

SPECIAL PAYROLL: You may now enter Special Payroll (such as bonuses) by doing the following. In Enter Payments & Deductions, enter 0 as the Period Ending Date. Press F3 to process all active employees. As each employee is processed, any repeating transactions are displayed but all pay transactions are set to zero and all deductions are set inactive (N is displayed in the right column). Add a new non-repeating pay transaction line for the special pay. Add any non-repeating special deductions you want to subtract from the employee's pay. If you want to activate any of the repeating deductions, select the desired line and tab through all the fields. The deduction will then be active (Y displayed in right column). After processing all the employees, close payroll as you normally would.

When you do the next payroll following the special payroll, the disabled repeating pay transactions will still be zero. Select the line number for each repeating pay transaction for each employee. When you do this, their repeating pay will be reactivated. All repeating deductions should be automatically reactivated without any user intervention.

PAYMENTS AND DEDUCTIONS: Up to fifty pay transactions and up to fifty deduction transactions may be entered per employee per pay period. Pre-calculated deductions may be entered for Federal, State, and City withholding as well as for the split FICA for Medicare and FICA for Social Security deductions. If a pre-calculated payroll deduction is entered, that amount is used and no automatic deduction is calculated. Conversely, if a pre-calculated amount is not entered, the deduction is automatically calculated based upon the tax rates entered into the federal and state tax tables.

PAYROLL DEDUCTION FREQUENCY: Several payroll deduction frequency options are available. Each payroll deduction may be taken in the current period only, in each pay period, on alternate pay periods, only in the first pay period of each month, the second pay period of each month, the third pay period of each month, the fourth pay period of each month, or in the last pay period of each month. Payroll deductions for the last pay period of the month will be automatically taken on the fourth pay period unless the month contains five pay periods. In that case the deduction will not be taken until the fifth pay period.

THE PAYROLL PERIOD: The payroll period is based on the number of days into the current month. The first pay period is any payroll closed during the first seven days of the month; the second pay period is any payroll closed during the second seven days of the month, etc. This holds true even for employees paid biweekly or semi-monthly. For a semi-monthly employee, a deduction to be taken from the first pay check of the month should be set up as a third period deduction since it is actually taken during the third seven-day period (i.e., the fifteenth day of the month).

PAYROLL TAX CODES: Each individual pay transaction may be designated as Fully Taxable, Non-Taxable, Tax at 20%, FICA only, or Withholding only.

REPEATING PAYROLL TRANSACTIONS: In addition to payroll deductions that can be set to repeat from pay period to pay period, payment transactions may be set to repeat from pay period to pay period by preceding the pay type code with an "R".

EDITING PAYROLL ENTRIES: Any transaction field may be changed by entering the line number of the transaction followed by a letter representing the column to be changed. For example, to change the General Ledger expense account for a payroll transaction on line 3, enter 3G.

PAYROLL EXPENSE DISTRIBUTIONS: Each payroll transaction may be charged to a different General Ledger expense account, job, or department. Defaults for each of these may be entered into the employee record or, if a "?" is entered into the employee record, the transaction entry program will stop and ask for an entry.

RESTARTING AUTOMATIC EMPLOYEE RECALL: If you are entering payroll transactions using automatic employee recall (F3) and you leave the program before entering transactions for all employees, press ALT/F3 when you return to the program to pick up where you left off.

THE PAYROLL JOURNAL: Two new options are available when printing the Payroll Journal. Inactive employees may be included in the journal report as well as employees which are active but received no pay for that pay period.

LAST PERIOD CLOSED: When Closing P/R, CMS now shows the last payroll period closed along with the last check date and number. This new feature is enabled after closing your first payroll using CMS 4.60.

CITY TAX ON W2'S: W2's will print city withholding if you enter a locality name. To print city withholding for more than one city, enter the locality for the first city and print only those employees in that city. Then enter the next city and print those employees. If there are employees with no city withholding, print those W2's with the locality name field left blank.

THE PAYROLL EMPLOYEE FILE: New fields have been added to employee records for Tip Income, Savings Plan deductions such as 401k, etc., and split FICA for Social Security and FICA for Medicare. Be aware that to view all the information on the third screen of the Employee File Maintenance program, it is necessary to scroll the screen using the UP and DOWN ARROW keys.

PAYROLL TIP INCOME: The Payroll program handles Tip Income directly. To have the program prompt you for Tip Income after the regular income transaction has been entered, enter the word TIPS on line 42 of the employee's record.

PAYROLL SAVING PLAN DEDUCTIONS: Payroll Savings Plan deductions may be entered into the payroll transaction file and a Payroll Savings Plan field has been added to the Payroll Employee File. If updating from an earlier version of the CMS PC Account System, the Payroll Employee File will be automatically modified the first time payroll is entered. The benefit code (e.g. D for 401k) is required for W2 forms and must be entered on line 43 of the employee record.

PAYROLL TAXES EXPENSE ACCOUNT: The Payroll Information File now includes a General Ledger account number for Payroll Tax Expenses such as employer FICA, SUTA and FUTA.

INVENTORY ADDENDUM

SERIAL NUMBERS WITH LETTERS: Inventory Serial numbers that contain letters or other characters will now automatically increment when +1 is entered in the Serial Number field of the Serial Numbers program as long as the last character in the serial number is a number.

NON-STOCK ITEMS: In the Inventory Master File, if you set line 10) Quantity On Hand to X for an inventory item, the item will be considered non-stock. In Billing, non-stock items are entered just like stock items except the quantity on hand is not checked and not adjusted when the billing is saved. Non-stock items cannot have transactions posted against them in Inventory Transactions and do not appear on the Inventory Reorder Report or Price List.

MISCELLANEOUS FIELD LABELS: In the Inventory Master File you may change the labels used to identify the "Miscellaneous" fields by entering 9.

BIN LABELS: To print inventory bin labels, first enter the print order then first and last items as described in the main documentation on page 11.19. On line 5, enter the label width in characters (there are usually 10 characters per inch). The default label width is 35 (3.5"). On line 6, enter the number of lines from one label to the next (there are usually 6 lines per inch). The default label height is 6 (1"). On line 7, enter the number of labels to print for each item in the item range (maximum 99 labels per item). Finally, select the output device for printing.

MASS CHANGES TO THE INVENTORY ITEM FILE: Changes to groups of inventory items can be made automatically by selecting option 6) General Update, in the Inventory File Maintenance program. A new screen will be displayed with a line for each field in the inventory item record. On the line or lines to be changed, enter the current data which now exists in that field (i.e., the data to be changed) followed by a double backslash (\\), and then the new data to be entered into that field (i.e. OLD DATA\\NEW DATA). The new data will be entered only where an exact match for the old data is found. To change the existing data regardless of what is currently in a field, enter an @ in place of the existing data (i.e. @\\NEW DATA). To clear a field, enter @\\ on the line to be cleared.

If desired, a beginning and ending inventory item range may be set on line 1. Enter the beginning item followed by -TO- and then the ending item (i.e. BEGINNING ITEM-TO-ENDING ITEM). The item range can also be entered by pressing the F2 key while on line 1. When F2 is pressed the item lookup window will appear twice in succession allowing you to pick the first item in the range then the last item.

INVENTORY DECIMAL ACCURACY: The decimal accuracy of Inventory item cost, selling prices, and quantities-on-hand may be set in the Inventory Information File.

INVENTORY COST ACCURACY: Inventory Item total cost is now maintained to the number of decimal places specified for inventory costs in order to maintain greater accuracy in valuation.

INVENTORY SALE/COST-OF-SALE ACCOUNTS: Up to fifty-two General Ledger Sale/Cost-of-Sale accounts may be entered into the Inventory Information File. This is an increase of twenty-six over earlier versions. To view all fifty-two accounts it is necessary to scroll the display screen using the UP and DOWN ARROW keys.

CMS PC ACCOUNTING SYSTEM USER GUIDE

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GENERAL SYSTEM INFORMATION

The CMS PC ACCOUNTING SYSTEM is a fast, easy to use, fully-integrated accounting system designed especially for today's modern desktop micro-computers. This section contains general information about the CMS PC Accounting System and how it is used. Overviews and step by step operating instructions for each accounting module may be found in the individual section for that module.

USING THIS MANUAL:

Read through this manual to become familiar with the contents before attempting to use the CMS PC Accounting System. The more familiar you are with the manual, the easier it will be to use the system.

The manual is divided into SECTIONS, STEPS, and USER PROMPTS. Each SECTION is devoted to a particular topic or program such as General Ledger or Payroll. SECTIONS are further divided into STEPS which are those steps necessary to perform a specific accounting function such as entering an invoice or printing a report. These STEPS are further divided into more detailed USER PROMPTS.

Lines three and four of the program display screen are reserved for USER PROMPTS. USER PROMPTS normally ask a question and expect a response. Most USER PROMPTS are self-explanatory but each one is shown in this manual with a full explanation of it's purpose, the available options, and the expected user action. By following these USER PROMPTS on the screen and pressing the F1 HELP KEY or referring to the manual when necessary, you should quickly become familiar with the operation of the program.

POSTING TO THE CMS GENERAL LEDGER

The CMS PC Accounting System provides three options to control automatic posting to the CMS General Ledger.

OPTION 1 - STAND ALONE (Posting Code X):

No General Ledger postings will be generated. All functions for each accounting module will be active but none of the activity will be passed to the CMS General Ledger.

OPTION 2 - FULLY INTEGRATED (Posting Code Y):

General Ledger postings will be generated automatically during processing and added to the General Ledger Transaction File. If a G/L Postings Journal is being kept, detailed entries will be recorded to reflect the activity.

OPTION 3 - SEMI-INTEGRATED (Posting Code N):

This option is similar to option 2 in that all necessary General Ledger postings are generated and recorded in the G/L Postings Journal but the postings are not added to the General Ledger Transaction File. This option is for the owner of a small business keeping up with the Accounts Receivable, Accounts Payable, and Payroll himself but passing the postings to his accountant who is maintaining the General Ledger.

Each accounting module may have a different General Ledger Posting Code. The Payroll might be set up to stand alone, the Accounts Receivable set up to be fully integrated, and the Accounts Payable set up to be semi-integrated. Any configuration is allowed. The posting code is set in the Information File for each module.

It is not necessary to use all the available modules. You may want to start with a single module such as the Accounts Receivable and then bring the other modules on line later.

THE GENERAL LEDGER AUDIT TRAIL:

The General Ledger Audit Trail allows any posting on the General Ledger Transaction File to be easily traced back to the point of original entry.

Each transaction contains a numeric General Ledger posting code that is continually updated by the accounting system as transactions are added to the General Ledger Transaction File. The posting code appears next to the date with each group of postings on the G/L Postings Journal and can be identified by the initials PC preceding it.

Using this posting code, any transaction can be traced from the General Ledger Transaction File back to the G/L Postings Journal and to the point of original entry.

ENTERING DATA FROM THE KEYBOARD:

The CMS PC Accounting System makes data entry easier than ever before. You will find features not available on any other accounting system such as automatic repetition of data from record to record, single keystroke recall of previous data, help screens, and data lookup windows. Even printer control is available from the keyboard.

Trailing zeros are not required when entering dollar amounts. Fifteen dollars may be entered as 15, 15., 15.0, or 15.00.

Trailing zeros are not required for General Ledger account numbers. When entering account number 12300.00 for instance, it is necessary only to enter 123 and press ENTER. The trailing zeros will be added automatically.

ENTERING DATES:

All dates are entered in MMDDYY format without slashes or hyphens. May 1, 1993 may be entered as either 050193 or 50193. The leading zero is optional for the month but must be entered for the day. It is not necessary to enter the entire date. Entering a one or two digit number from one to thirty-one will change only the day. Entering a three or four digit number will change the month and the day. Entering a five or six digit number will change the month, day, and year.

THE ENTER KEY:

Pressing ENTER without entering data is always the same as entering zero and pressing ENTER. The ENTER key can be used in many instances to indicate to the program that you are finished with a particular step and want to proceed to the next step. It also can be used to back out of a particular step and return to the previous step.

THE ESCAPE KEY:

The ESC (escape) key is used to cancel a procedure and return to the previous step. Use the ESC key when nothing else seems to work.

THE FUNCTION KEYS:

Proper use of the function and other special keys will save much time in entering and processing data.

F2 KEY: Opens a Data Lookup Window. See DATA LOOKUP WINDOW below.

SHIFT/F2 KEY: New customers, vendors, inventory items, jobs, General Ledger account numbers, etc. may be entered into their respective files during data entry without leaving the current program by pressing SHIFT/F2 when the data is requested.

F3 KEY: Various uses. Will be indicated in PROMPTS.

F4 KEY: Generally used in setting date ranges for reports. See PROMPTS. The F4 key is also used to change the sort order while scanning the Customer, Vendor, Employee, Inventory, and Job Files. A small arrow will appear to the left of the current sort field.

F5 KEY: When a range is requested for reports etc., press F5 to automatically select the first record in the range. See PROMPTS. Press SHIFT/F5 at any time during A/R Invoice Entry, Billing, and A/P Payment Entry to view or change the General Ledger accounts in the Information File, or to change the current department.

F6 KEY: When a date or record range is requested for reports, etc., press F6 at the beginning range to select all records on the file. Press F6 at the ending range to print to the last record on the file. See PROMPTS.

F7 KEY: Used for changing the System Date. Press ALT/F7 to change the System Time. The System Date and Time may be changed any time.

F8 KEY: Printer page-feed. SHIFT/F8 for printer line-feed. Use ALT/F8 to page-feed 7.5" pre-printed forms such as checks, invoices, etc. Use CONTROL/F8 to change the printer output port.

F9 KEY: Activates the Pop-up Calculator. Addition, subtraction, multiplication, and division operations are allowed. After completing the calculation, press ENTER to paste the result back into the current field or press ESC to close the calculator. The number of decimal positions may be changed by pressing the D key.

F10 KEY: Calls the POP-UP Menu. The menu may be called at any time for quick movement between functions.

F11/F12 KEYS: Invoices entered through the BILLING program may be printed at the time they are entered. Press F12 after all line items have been entered to print the invoice on the printer. Press ALT/F12 to print the invoice to a disk file. The invoice may be printed as many times as needed. Press F11 for form alignment. The invoice will still be recorded on the Billing File and may be printed again at a later date if desired. The printing of each invoice as it is entered may be automated by entering the number of copies of each invoice to print on line 8 of the Billing menu.

SCREEN BLANKING:

There may be times when it is desirable to temporarily blank the display screen. Press SHIFT/F10 to blank the display screen any time the cursor is blinking. Press any key to return the screen display to it's normal state.

DATA LOOKUP WINDOWS:

Whenever an account number, vendor code, employee number, or inventory item number, etc., is requested, press the F2 key to open a Lookup Window into the required file and scroll for the requested information. The F2 key will open the lookup window sorted by account number, customer code, vendor code, etc. Press ALT/F2 to open the lookup window sorted by account description, vendor name, inventory item description, etc. Press CTRL/F2 to open the lookup window in zip-code order for customers and vendors, and in alternate item number for inventory items. The lookup window may be opened in the middle of a file by entering the beginning letter(s) of the desired item before pressing the F2 key. To open the customer file, sorted by customer name, beginning with the first customer whose name begins with the letter J, enter J and then press ALT/F2. Enter a dash (-) and press F2 to open the file beginning with the last record in the file rather than the first record. The data in the lookup window may be scrolled using the HOME/END, CURSOR UP/CURSOR DOWN, PAGE UP/PAGE DOWN, and the CTRL PAGE UP/CTRL PAGE DOWN keys.

ADDING RECORDS 'ON THE FLY':

While the Lookup Window is open, records may be added to the file by pressing SHIFT/F2.

FASTER DATA ENTRY:

When entering data such as customers, vendors, invoices, inventory items, etc. the TAB, ALT/TAB, SHIFT/TAB, and ASTERISK keys may be used to automatically repeat data from record to record.

TAB KEY:

Puts the information from the previous record into the current field and proceeds to the next field. This may be used even if no data is entered into the field.

SHIFT/TAB:

When entering customers, vendors, employees, inventory items, or jobs, press SHIFT/TAB to indicate that all remaining information to be entered in the current record is the same as the information in the previous record.

ALT/TAB:

Press ALT/TAB to recall the previous information in a particular field for editing.

ASTERISK (*):

When entering invoices, customers, vendors, employees, jobs, or inventory items, press the asterisk key before entering data into a field to have the information being entered automatically repeated for each following record.

Correct use of the TAB, ALT/TAB, SHIFT/TAB, and ASTERISK keys will greatly speed data entry.

PAGE UP, PAGE DOWN, CTRL/PAGE UP, CTRL/PAGE DOWN:

When reviewing records in the G/L Accounts, Customer, Vendor, Job, Employee, Salesperson, and Inventory Files, press CTRL/PAGE UP to bring up the first record on the file. Press CTRL/PAGE DOWN to bring up the last record on the file. The PAGE UP and PAGE DOWN keys will scan back and forth through the file. The sort order may be changed by pressing the F4 key.

CURSOR UP & CURSOR DOWN:

When entering G/L accounts, customers, vendors, jobs, invoices, and inventory items, you may move up and down through the various fields to make corrections using the CURSOR UP and CURSOR DOWN keys.

DELETING RECORDS OR FILES:

The delete code must be entered before the program will allow you to delete a record or erase a file. The delete code is DEL (all capitals). For security reasons the delete code is not shown in the user prompt or listed anywhere else in this manual.

DOS COMMANDS:

You may execute DOS commands from within the program by pressing ALT/D and then entering the DOS command string. You may not change drives or directories.

PRINTING REPORTS:

Reports may be printed to the screen, to a printer, or to a disk file. A report may be halted at any time by pressing the ENTER key. Press C to continue the report, press S to stop the report or, when printing to the screen, scroll the report using the CURSOR UP, CURSOR DOWN, PAGE UP, PAGE DOWN, CTRL/PAGE UP, and CTRL/PAGE DOWN keys. There is no limit to the number of lines which may be scrolled when printing to the screen.

PREPRINTED FORMS:

All preprinted forms used in the CMS PC Accounting System must be ordered directly from Integrated Business.

SPEED OF OPERATION:

Operation speed depends primarily upon computer speed and disk drive access time. Of secondary importance is file size. Although the CMS PC Accounting System is designed to store data for several years, some slower computers may experience speed degradation as file sizes grow. Of particular importance are the Master Transaction File and the G/L Posting Journals which may grow quite large. The purchase of a computer using a 80386 or later processor will eliminate all speed problems regardless of file size.

THE SYSTEM DATE:

Since the CMS PC Accounting System is designed to maintain records for several years, it is very important to always enter the correct System Date. To be prompted for the date each time the system is entered, set line 8 of the General Ledger Information File to YES. The System Date may be set or changed at any time by pressing the F7 key. Press ALT/F7 to change or set the System Time.

You may post to a previously closed month simply by changing the System Date to the desired month, enter the necessary postings, and execute the General Ledger Update. The postings will automatically be rolled forward through to the current period. It is necessary only to reprint the financial statements for the months affected.

Transactions are always entered into the General Ledger Transaction File based on the System Date.

If you are keeping records for more than one company, make a habit of checking the company name and System Date in the upper right corner of the screen before entering any invoices, payments, etc. It is also a good idea to assign passwords for each company and to use different screen colors for each company to help avoid entering data for the wrong company.

Always exit the CMS PC Accounting System before turning off the computer. In the event of a power failure while using the MAXIMUM SPEED mode, the last record entered may be lost. If you do experience a power or system failure, check your files and re-enter the last record if necessary.

INSTALLING THE CMS PC ACCOUNTING SYSTEM

Each CMS distribution diskette contains an automatic installation program. The information on these disks will be automatically transferred to your hard disk by the CMS Installation Program. The original floppy disk(s) should then be stored in a safe place.

To install the CMS PC Accounting System on your hard disk, place the distribution diskette into your floppy drive and type A:INSTALL if you are installing the system from drive A or B:INSTALL if you are installing the system from drive B. The following PROMPTS will appear:

PROMPT 1: ENTER 'INSTALL' TO BEGIN
OR ENTER LINE TO CHANGE

Enter 1 to change the source drive entered at PROMPT 1.

Enter 2 to change the destination PATH at PROMPT 2.

Enter INSTALL (all capitals) to install the system on the selected drive.

PROMPT 2: ENTER DESTINATION PATH

The CMS PC Accounting System may be installed anywhere in your system. You must enter a drive letter followed by a colon (:) and a directory name. Enter C:\CMS to install the system on drive C in a directory named CMS. This is the normal installation.

The program directory will be created during the installation process if it does not already exist.

The CMS PC Program Disks will be requested in numerical order and the information on each disk will be copied to the drive and directory entered in Line 1.

If necessary, FILES=30 and BUFFERS=10 entries will be added to the CONFIG.SYS file by the installation program. See Appendix B for information on the CONFIG.SYS file. If the CONFIG.SYS file is modified during installation of the CMS PC Accounting System, the computer MUST be re-booted by pressing the CTRL/ALT/DEL keys after the accounting system has been installed. The original CONFIG.SYS file will be renamed CONFIG.CMS.

Once the CMS PC Accounting System has been installed, type CMS from the CMS Program Directory to start the program.

THE CMS SYSTEM MENU

The System Menu is the first screen displayed when entering the CMS PC Accounting System. From the System Menu you may select which of the accounting modules to access.

IMPORTANT NOTE: Always check the System Date and Current Company shown in the upper right corner of the screen to make sure they are correct.

STEP 1: THE CMS SYSTEM MENU

=====

The CMS Pop-up menu is automatically activated when the program is entered. The accounting modules such as General Ledger, Accounts Receivable, Inventory, etc. are shown on the left with the functions for each module such as Invoice Entry or Invoice Payment shown on the right.

PROMPT 1 appears only if a password has been assigned the current company.

PROMPT 1: ENTER COMPANY PASSWORD

Enter the Company Password assigned when this company was installed. PROMPT 2 appears only if a program password has been entered into the Information File of the selected module.

PROMPT 2: ENTER (MODULE) PASSWORD

Enter the Entry Password entered into the Information File of the selected accounting module.

THE COMPANY INFORMATION FILE

The Company Information File contains the company name, address, password, color codes, and other selected information for each company on file. You may add a new company, delete an old company, change to a different company, or print a company list.

The CMS PC Accounting System will maintain records for as many companies as your hard disk will hold. Each company must be installed using the Company Information program.

A sample company containing a complete set of data files is installed along with the CMS PC Accounting System. Practice with these sample files before installing your own company. The sample company may not be deleted from the Company Information File nor may the sample company name be changed.

From The System Menu
Select Program No. 8) COMPANY INFORMATION

STEP 0: THE COMPANY INFORMATION FILE

PROMPT 1: ENTER PASSWORD

Enter the password for the current company.

The name of the current company is shown above the date in the upper right corner of the screen. Press ENTER if you do not know the password for the current company but only want to change to a new company. PROMPT 1 is bypassed if the current company requires no password.

PROMPT 2: A=ADD, C=CHANGE, P=PRINT, D=DELETE

OR ENTER LINE TO CHANGE

Enter A to add a new company and proceed to STEP 1.
Enter C to change the current company. Proceed to STEP 2.
Enter P to print the Company File and proceed to STEP 3.
Enter D to delete a company and proceed to STEP 4.
Enter the number of any line to change.

=====
STEP 1: ADD A NEW COMPANY
=====

LINE 1: ENTER COMPANY NAME

Enter the name of the new company.
No two companies may have the same name.

LINES 2 THRU 4: ENTER THE COMPANY ADDRESS

Enter the company address on Lines 2 through 4.

LINE 5: ENTER TELEPHONE NUMBER

Enter the company telephone number.
Seven and ten-digit numbers will be automatically formatted.

LINE 6: ENTER COMPANY PASSWORD

Press ENTER if no password is required for this company.

If a company password is assigned, no one may access any of the company files without first entering the password.

The password may be from one to four characters in length and may consist of any characters entered from the keyboard. If the password begins with a shifted character, it will not appear on the screen as it is entered. REMEMBER THE COMPANY PASSWORD OR YOU WILL NOT BE ABLE TO ACCESS FILES FOR THIS COMPANY.

LINE 7: ENTER DATA PATH

Files for each company are stored in a separate data directory created especially for that company. The data directory is normally created as a sub-directory to the CMS program directory but you may place the data directory anywhere you wish by entering a DOS path to the desired location.

You may not assign the actual data directory name but you may assign a DOS path to the location where you wish the data directory to be created. If you want all data directories to be located on drive D as sub-directories to a directory named DATA, you would enter a data path of D:\DATA. The new company data directory would be created at that location and the full data path would be D:\DATA\DD-XXXXX. All CMS data directory names consist of the prefix DD- plus a five digit random number.

The disk holding the data directory must have at least one million bytes free before the data directory will be created. Do not assign the data directory to a floppy drive. The floppy disk will run out of space after only two or three months and the speed will be greatly affected by the slowness of the floppy drive compared with the hard drive. Assign the data directory to a fixed disk and back up the data to a floppy disk or tape cartridge.

Just press ENTER unless you have a specific reason to assign a data path.

LINE 8: ENTER MONETARY SYMBOL

Enter the monetary symbol for the currency in use. Enter \$ in the United States. Enter the ASCII value of the symbol if the desired monetary symbol is not available from the keyboard.

LINE 9: DECIMAL POSITIONS

The number of decimal positions may be set from 0 to 4. This option is mainly for overseas installations where inflation has caused even the smallest dollar amounts to be in the millions.

LINE 10: YEAR BEGINS IN

Enter the number representing the month in which the company year begins. Enter 1 for January, 2 for February, etc. This number is used when closing the General Ledger to determine whether to close for the month, quarter, or year.

LINE 11: DISK FILE MODE:

There are four options for writing data to the disk. SPEED, INTEGRITY, BATCH SPEED, and BATCH INTEGRITY. BATCH SPEED and BATCH INTEGRITY apply to only to invoices entered into the Accounts Receivable Billing program. Enter S for SPEED, I for INTEGRITY, BS for BATCH SPEED, or BI for BATCH INTEGRITY.

In the SPEED mode, data is temporally stored in memory until memory is full and is then written to the disk. If a power failure occurs while the data is still in memory, the data files may not be properly closed and the result may be a damaged data file.

In the INTEGRITY mode, data is written to the disk as it is entered. This slows data recording somewhat but safeguards against a damaged data file in case of a power failure.

In BATCH mode, some of the data which would normally be written to a data file is stored in a temporary sequential file. Writing data to a sequential file is faster than writing data to a data file because, among other reasons, there are no sort keys to be updated. Data that needs to be kept current such as customer and invoice records is still written to the normal data files. Data that is recorded only for report reasons such as Sales and Posting information is written to the sequential file. Upon exiting the Billing program, the data which was stored in the sequential file is read back and written to the normal data files. This BATCH update normally takes only a few seconds.

If BATCH INTEGRITY is selected (BI), the system assumes it is operating in a network environment. On exiting the Billing program, the system will inquire if there are other stations currently active on the network. If the response is (Y)es, the BATCH update will proceed in the normal INTEGRITY mode. If the response is (N)o, the system will shift into Accelerated mode for the BATCH update. Either response is acceptable for networked or discrete systems. Experiment with each modes and see which works best for you.

TRANSACTION GROUPS: An additional feature which is activated when using either the INTEGRITY or BATCH INTEGRITY modes is called a Transaction Group. When an invoice is entered, as many as twelve files may be updated. If a problem occurs during this update, some of the files will be updated and some will not. A Transaction Group groups all file changes into a single operation. When a Transaction Group is in effect and a problem occurs, all changes to all files made during that update will be cancelled and the files will be returned to their original condition before that entry was made.

**LINES 12 THRU 17: FORMAT IS TEXT COLOR/BACKGROUND COLOR
ENTER COLORS**

LINES 12 through 17 set the colors for the main screen, the prompt box, the input box, the lookup windows, the menu, and the help windows.

Enter the text color and the background color separated by a slash (15/1). The colors may be from 0 to 15. Press F3 and SHIFT/F3 to cycle through the available text colors. Press F4 and SHIFT/F4 to cycle through the available background colors. Press ENTER when the desired color combination is achieved.

LINE 18: ENTER NETWORK STATION ID

Each station on a network may enter a unique ID number on line 18 of the Company Information File. This allows each station to have it's own color and printer settings. Once a workstation ID number has been assigned to a station, that station must include the ID number in the command to start the CMS PC Accounting System. CMS

1, CMS 2, etc. This is necessary only if the CMS PC Accounting System is located on a File Server rather than on each station's local drive.

LINE 19: ENTER PRINTER PORT

You may assign printer ports 1 through 8 as the standard printer port. Ports 1 through 4 are assigned to LPT1 through LPT4. Ports 5 through 8 are assigned to COM1 through COM4. Enter 1 if you do not know.

LINES 20 THROUGH 24:

The information requested in LINES 20 through 24 may be found in the user guide for the printer being used. The format for the printer codes entered in LINES 20 through 24 is to place all CHR\$() commands in brackets []. Non-CHR\$() commands are entered as is. If the command to place the printer in double width mode is CHR\$(27);CHR\$(14), enter [27][14]. If it is CHR\$(27)E, enter [27]E.

LINE 20: ENTER PRINTER NORMAL

Enter the code to place your printer in the desired print mode for reports. Reports may be printed in any available type style by entering the printer code for the desired type style at LINE 21 and pressing ENTER with no entry at LINE 20.

LINE 21: ENTER PRINTER EXPANSION

If you have a dot matrix printer and want report headings printed in expanded print, enter the printer code to place your printer in double width print mode. Be sure you have entered the printer normal code at LINE 20.

LINE 22: ENTER PRINTER SPECIAL

Enter the printer code to cause your printer to print in a special style for invoices, statements, checks, etc. Press ENTER if no special style is desired.

LINE 23: ENTER PRINTER RESET

Enter the printer code to reset your printer to the power-on condition.

If no entry is made at LINE 22, no entry is required here.

If an entry is made at LINE 22 and no entry is made at LINE 23, it may be necessary to turn your printer off and back on again to reset it after printing invoices, statements, or checks.

LINE 24: ENTER CONDENSED PRINT

Some reports print 132 columns wide and more wide format reports will be added in future releases of the CMS PC Accounting System. If your printer prints only 80 columns, enter the printer code to place your printer in CONDENSED PRINT or 132 column mode.

When these wide format reports are printed to the screen, they may be panned left and right using the CURSOR LEFT, CURSOR RIGHT, TAB, SHIFT/TAB, HOME, and END keys. In addition, while the report is panned to the right, the account numbers may be shown on the left by pressing any key other than the cursor keys.

LINE 25: SCREEN REPORT LINES

For EGA and VGA monitors, screen reports may be set to 25, 43, or 50 line format. This option may be changed at any time by pressing the F11 key.

**PROMPT 1: 0=INSTALL NEW COMPANY, C=CANCEL
ENTER LINE TO CHANGE**

Press ENTER to install the new company.
Enter C to cancel the new company.
Enter the number of any line to change.

**PROMPT 2: COPY EXISTING CHART OF ACCOUNTS
TO NEW COMPANY? (Y/N)**

Enter Y to copy the General Ledger Chart Of Accounts from an existing company to the new company.

Enter N if you do not want to copy an existing Chart Of Accounts. The new company will be installed and you will return to STEP 0.

PROMPT 3: ENTER NAME OF COMPANY FROM WHICH TO COPY

Enter the name of the company from which to copy the Chart Of Accounts.

PROMPT 4: IS (COMPANY NAME) THE CORRECT COMPANY? (Y/N)

Enter Y if the company name shown is the correct company.

Enter N to re-enter the company name.

PROMPT 5: ENTER BEGINNING MONTH AND YEAR (MMYY)

Enter the beginning month and year for the Chart Of Accounts for this company.

This is the earliest month and year for which you will be entering data and printing financial statements. Give this some thought because once the company is installed, this date cannot be changed.

PROMPT 6: IS (DATE) CORRECT? (Y/N)

Enter Y if the date shown is correct.

Enter N to re-enter the date.

The new company will now be installed.

=====
STEP 2: CHANGE THE CURRENT COMPANY
=====

PROMPT 1: ENTER COMPANY NAME

Enter the name of the company to which to change.

It is not necessary to enter the complete company name. If the company name is the only name on the file which begins with the letter B, enter B and press ENTER.

PROMPT 2 appears only if an entry password has been assigned to the company being recalled.

PROMPT 2: ENTER PASSWORD FOR (COMPANY NAME)

Enter the password for the company being recalled.

PROMPT 3: CORRECT COMPANY? (Y/N)

Enter Y if the company displayed on the screen is the correct company.

Enter N to re-enter the company name.

=====
STEP 3: PRINT COMPANY INFORMATION
=====

PROMPT 1: L=LIST OF COMPANIES, C=CURRENT COMPANY

Enter L to print a list of the companies on the Company File.

Enter C to print the information for the current company.

PROMPT 2 appears only if L was entered at PROMPT 1.

PROMPT 2: S=SCREEN, P=PRINTER

Enter S to print the report to the screen.

Enter P to print the report to the printer.

=====
STEP 4: DELETE A COMPANY
=====

PROMPT 1: ENTER COMPANY NAME

Enter the name of the company to delete.

The current company may not be deleted. To delete the current company, change to a different company and then delete the desired company.

PROMPT 2 appears only if an entry password has been assigned to the company being deleted.

PROMPT 2: ENTER PASSWORD FOR (COMPANY NAME)

Enter the password for the company being deleted.

PROMPT 3: CORRECT COMPANY? (Y/N)

Enter Y if the company shown on the screen is the correct company to delete.

Enter N to re-enter the company name.

PROMPT 4: DATA FOR THIS COMPANY WILL BE LOST FOREVER.

ENTER DELETE TO DELETE COMPANY FILES

Enter DELETE (all capitals) to delete the company.

Any other response will cancel the delete operation.

All information for this company will be erased and the data directory will be removed from the disk. ALL DATA FILES FOR THE DELETED COMPANY WILL BE LOST FOREVER.

PROGRAM UTILITIES

The Program Utilities module contains three utilities to help manage your data files.

MERGING TRANSACTION FILES: In some installations it is necessary to merge General Ledger transaction files from various computers into the main accounting system.

RECOVERING DAMAGED FILES: A new utility has been added which will recover files damaged due to power failures, disk failures, etc. All files may be recovered or only a single file may be selected. This utility may also be used to recover disk space. When records are deleted from a file, the physical size of the file does not shrink. This utility will shrink the file to the minimum size required to hold the remaining records.

EXPORT DATA FILES: The CMS PC Accounting System has the ability to export various data files in ASCII format. These ASCII files may then be used by other programs for creating charts, graphs, form letters, etc.

The files which may be exported are the General Ledger Account File, the Accounts Receivable Customer File, the Salesperson File, the Accounts Payable Vendor File, the Job File, and the Inventory File.

From The System Menu
Select Program 7) PROGRAM UTILITIES

=====
STEP 1: SELECT FILE TO EXPORT
=====

PROMPT 1: ENTER FILE TO EXPORT
Enter the number to the left of the file to export.

PROMPT 2: E=EXPORT, ESC=CANCEL
ENTER LINES TO INCLUDE
Enter the line number of each line to be included in the export file.
Re-enter a line number to unselect that line.
Enter E when all lines have been selected.
Enter ESC to cancel the export operation.

PROMPT 3 appears only if exporting General Ledger files.

PROMPT 3: ENTER MONTH AND YEAR TO EXPORT (MMYY)
Enter the period to export in the format MMY.

PROMPT 4: ENTER EXPORT FILE NAME
Enter the disk file name for the export file.
The name must be MS-DOS compatible and may include a drive and PATH specification.

PROMPT 5 appears only if the export file name already exists on the disk.

PROMPT 5: FILE EXISTS
R=REPLACE, A=APPEND, C=CANCEL
Enter R to replace the existing file with the new file.
Enter A to add new records to the existing file.
Enter C to return to PROMPT 4.

The selected data will be written to the disk file.

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CMS GENERAL LEDGER OVERVIEW

The General Ledger is the heart of the CMS PC Accounting System. Activity from the General Ledger, Accounts Receivable, Accounts Payable, Billing, and Payroll programs create transactions which are entered into the General Ledger Transaction File. These transactions are posted to the General Ledger Account File at the end of the month and reports may then be printed which show the financial health of the company.

The CMS General Ledger can be used alone as a cash based accounting system for small to medium size businesses or with one or more of the CMS Accounts Receivable, Accounts Payable, Billing, Inventory, Job Costing, and Payroll programs to form a completely integrated accrual accounting system suitable even for the largest companies.

There are nine options available from the General Ledger Menu. These nine options are shown below with a brief description of each option.

More detailed information on the function of each option may be found following this overview.

THE GENERAL JOURNAL:

General Journal transactions may consist of opening entries, adjusting entries, closing entries, or any other entries required in normal day-to-day bookkeeping. Each transaction may contain up to ninety-nine separate debit and credit distributions. Recurring entries may be saved and recalled when needed. The General Journal is most often used at the end of the month for adjusting and closing entries. A General Journal Report may be printed at any time.

THE CASH JOURNAL:

The Cash Journal is used for entering cash receipts and cash disbursements when the General Ledger is not integrated with the CMS Accounts Receivable, Accounts Payable, and Payroll programs. Each entry may be distributed to as many as nine General Ledger accounts. There is no limit to the number of cash accounts which may be used. A Cash Receipts and Disbursements Journal may be printed at any time.

PRINT TRANSACTION FILE:

The General Ledger Transaction File contains all postings from the various CMS accounting modules and is an important link in the General Ledger Audit Trail. Transactions may be easily traced from the Transaction File back to the point of original entry. Four report formats are provided.

POST TRANSACTION FILE:

Post Transaction File is used at the end of each month to post the transactions from the General Ledger Transaction File to the corresponding accounts in the General Ledger Account File. Until the Transaction File has been posted, no General Ledger, Accounts Receivable, Billing, Accounts Payable, Job Costing, or Payroll activity will be reflected in the General Ledger Account File totals.

During posting, an update report is generated showing each account receiving postings, the opening balance, amount posted, and the closing balance. The net profit or net loss created by these transactions is calculated and posted to the Earnings account entered into the General Ledger Information File. The posted transactions are then moved from the Unposted Transaction File to the Master Transaction File.

FINANCIAL STATEMENTS:

A full set of financial statements may be printed for any closed period including a Trial Balance, Balance Sheet, Statement of Income And Expense, Period Comparison Report, and Budget Analysis Report. Individual departments may be printed or consolidated. Any or all departments may be shown. Several formats and options are available for each report.

END-OF-MONTH:

The End-Of-Month program provides a convenient means of performing all necessary month-end accounting functions. The Cash Journal, General Journal, current Transaction File, and all selected financial statements may be printed. The income and expense accounts are then closed automatically in preparation for the next month's entries.

ACCOUNT FILE MAINTENANCE:

This program is used to establish and maintain the General Ledger Chart Of Accounts. Accounts may be added or deleted at any time.

THE GENERAL LEDGER INFORMATION FILE:

The General Ledger Information File contains the General Ledger passwords, Earnings account number, and Equity account number.

GENERAL LEDGER FILE UTILITIES:

This program contains utilities for clearing all General Ledger Account File balances, erasing the General Ledger Transaction File, and clearing General Ledger Account File History.

GETTING STARTED WITH CMS GENERAL LEDGER

The following steps will help you get started using the CMS General Ledger.

- 1) The first step is to establish the General Ledger Information File. If an existing General Ledger Account File was copied to your company when the company was created, the General Ledger Information File was also copied.
- 2) Once the Information File has been established, the next step is to enter the Chart Of Accounts into the General Ledger Account File. An existing Chart Of Accounts may be copied from a previously established company or a new Chart Of Accounts may be entered.
- 3) After the General Ledger Chart Of Accounts has been established, the required account numbers must be entered into the General Ledger Information File and to the Accounts Receivable, Accounts Payable, Inventory, and Payroll Information Files if those programs are to be integrated with the General Ledger.
- 4) See the General Ledger Processing Cycle.

THE GENERAL LEDGER PROCESSING CYCLE

The exact General Ledger Processing Cycle depends upon whether the General Ledger is being used alone or with other modules of the CMS Accounting System. Besides the month-end procedure shown below, there would be daily entries into the Cash and General Journals if the General Ledger is being used alone.

END-OF-MONTH PROCEDURE:

=====

- 1) Make any necessary entries into the Cash Journal.
- 2) Make any necessary entries into the General Journal.
- 3) Print the Transaction File and check for errors. Repeat steps 1 and 2 if any errors are found. Transactions may not be deleted from the Transaction File. Reversing entries must be made.
- 4) Print the Current Trial Balance to see if all transactions have been entered. If any errors are found, repeat steps 1, 2, and 3.

- 5) Post the Transaction File to the General Ledger Account File using the Post Transaction File program.
- 6) Print all desired Trial Balance, Balance Sheet, Statement Of Income And Expense, and Budget Analysis reports.
- 7) Check all reports for errors. Repeat the above steps if entry errors are found.
- 8) Close the Income and Expense accounts for the period just ended.
- 9) Add any new accounts needed for next month's processing to the General Ledger Account File.
- 10) File all reports for future Audit Trail requirements.

Steps 3 through 8 may be performed from the End-Of-Month program.

THE GENERAL LEDGER INFORMATION FILE

The General Ledger Information File contains the passwords and the Earnings and Equity account numbers. The General Ledger Information File must be established before any General Ledger processing may take place.

From The General Ledger Menu
 Select Program No. 9) GENERAL LEDGER INFORMATION FILE

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=====
```

STEP 0: THE GENERAL LEDGER INFORMATION FILE

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PROMPT 1: ENTER LINE TO CHANGE
 Enter the number of any line to change.

LINE 1: ENTRY PASSWORD
 The Entry Password may be used to restrict entry to the CMS General Ledger. It may be from one to four characters in length and may consist of any characters entered from the keyboard. If the Entry Password begins with a shifted letter, it will not be displayed as it is entered. REMEMBER THE ENTRY PASSWORD OR YOU WILL NOT BE ABLE TO RE-ENTER THE GENERAL LEDGER.

Press ENTER if no Entry Password is required.

LINE 2: DATA PASSWORD
 The Data Password must be entered to gain access to password protected General Ledger modules. It may consist of any characters entered from the keyboard. If the Data Password begins with a shifted letter, it will not be displayed as it is entered. REMEMBER THE DATA PASSWORD OR YOU WILL NOT BE ABLE TO RE-ENTER PROTECTED MODULES.

If a Data Password is entered, select which of the General Ledger modules are to be password protected by entering a Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the General Ledger Menu, the Data Password must be entered before access to that module will be allowed.

Press ENTER if no Data Password is required.

LINE 3: EARNINGS ACCOUNT
 This earnings account number must be entered so the net profit or loss can be posted during General Ledger Update. If this account number is not entered, the Transaction File Update will be aborted.

LINE 4: EQUITY ACCOUNT

This equity account number is used when posting to a closed month in a previous year. It must be entered or the Transaction File Update will be aborted.

LINE 5: MASTER TRANSACTION FILE

Enter Y to keep a Master File of all posted General Ledger Transactions.
Enter N if a Master Transaction File is not required.

The General Ledger Master Transaction File is optional. It should be kept for audit trail purposes but it is not mandatory. If the file is not maintained, the General Ledger Posting Update is faster and less disk space is required.

LINE 6: FULL UPDATE REPORT:

Enter Y to include all General Ledger accounts in the Posting Update report.
Enter N to only include accounts which have received postings.

LINE 7: PROMPT FOR DATE:

Enter Y to be prompted for the System Date when you first enter the CMS PC Accounting System.

LINE 8: TRANS FILE DESCRIPTIONS:

Each entry in the General Journal or the Cash Journal may have a one or two line description. To have this description appear in the General Ledger Transaction File, enter a Y in line 8 of the General Ledger Information File.

ACCOUNT FILE MAINTENANCE

This program is used to establish and maintain the General Ledger Account File.

Study the sample Chart Of Accounts on the Sample Data Files before entering your own Chart Of Accounts. Print the General Ledger Account File description on the printer and then study the Balance Sheet and Income Statement to see how each account is used and how it affects the output format of the various financial statements.

The Balance Sheet and Income Statement may be customized to print in almost any format desired.

From The General Ledger Menu
Select Program No. 7) ACCOUNT FILE MAINTENANCE

=====
STEP 0: ENTER OPERATION
=====

PROMPT 1: 1=ADD, 2=RECALL/DELETE, 3=PRINT
 F3=CHANGE CURRENT PERIOD. ENTER OPERATION
Enter 1 to add a new account and proceed to STEP 1.
Enter 2 to change or delete an account and proceed to STEP 2.
Enter 3 to print the Chart Of Accounts information and proceed to STEP 3.
Enter \$ to change an account balance and proceed to STEP 2.
Press F3 to change the current period as shown at the bottom of the screen.

The \$ is not a response normally used since it will destroy the audit trail. Use the \$ only to correct a incorrect account balance from a hardware malfunction, etc.

=====
STEP 1: ADD A NEW ACCOUNT
=====

PROMPT 1: RANGE IS 10000.00 TO 99999.99
 ENTER ACCOUNT NUMBER
The account number must be in the range 10000.00 to 99999.99. Asset, Liability, and Equity accounts must begin with a 1 or a 2. Income and Expense accounts must begin

with a 3 or greater. The two digits to the right of the decimal are used for department numbers. Leave these digits 00 if the Chart Of Accounts is not departmentalized.

Trailing zeros will be added to account numbers automatically. It is only necessary to enter 23 and press ENTER when entering account number 23000.00.

PROMPT 2: ENTER ACCOUNT NAME

Enter the account name such as Cash, Accounts Payable, etc.

**PROMPT 3: 0=REGULAR, 1=TITLE, 2=HEADING, 3=TOTAL
ENTER ACCOUNT TYPE**

There are four types of accounts used in entering the General Ledger Chart Of Accounts. The four types are REGULAR, TITLE, HEADING, and TOTAL.

REGULAR ACCOUNTS:

Accounts with monthly, quarterly, and yearly balances. Only REGULAR accounts may receive postings and carry balances.

TITLE ACCOUNTS:

A Chart Of Accounts is normally divided into five major groups; Assets, Liabilities, Income, Cost of income, and General Expenses. The first account in each of these major groups MUST be a TITLE account. The account number and Normal Balance for each required TITLE account is shown below. These five TITLE accounts are the only TITLE accounts that will normally be required for most Charts Of Accounts, but others may be used.

ACCOUNT NUMBER	ACCOUNT NAME	NORMAL BALANCE
10000.00	Assets	Debit
20000.00	Liabilities	Credit
30000.00	Income	Credit
50000.00	Cost Of Income	Debit
70000.00	Expenses	Debit

TITLE accounts serve two purposes. The first purpose of the TITLE account is to print a title on the financial statements cosmetically setting off the major account groups. The TITLE account name will print centered in the middle of the page and, if expanded print is used, will be in expanded print.

The second purpose of the TITLE account is to tell the program if the balances of the REGULAR accounts should be added to or subtracted from the running totals. If the Normal Balance of an account is the same as the previous TITLE or HEADING account, the balance will be added to the running totals. If the Normal Balance of an account is opposite that of the previous TITLE or HEADING account, the balance will be subtracted from the running totals. This allows complete control of totaling and subtotaling.

HEADING ACCOUNTS:

Heading accounts are the same as TITLE accounts with one exception. The account name prints indented from the left rather than in the center of the report. The amount of the indentation depends on which column is selected. HEADING accounts are used to set off subgroups of accounts within major groups.

TOTAL ACCOUNTS:

Used for printing totals and subtotals. A running total of each column is maintained by the program until a TOTAL account is encountered. The program will then print the total for that column one column to the right and, if the TOTAL account is not a PROFIT TOTAL, the running subtotal of that column and all columns to the left will be reset to zero.

Even though the Budget Analysis Report and Statement of income and previous expense are not column oriented, the same logic applies.

PROMPT 3A: ENTER COLUMN TO PRINT (1-3)

PROMPT 3A will appear when entering REGULAR and HEADING accounts. The column entered determines not only in which column the amount will be printed, but how far the account name will be indented. The account name will be indented the most if column 1 is selected, less if column 2 is selected, and none at all if column 3 is selected. All amounts on the Income Statement are printed in a single column to allow space for the percentage comparison.

PROMPT 3B: ENTER P FOR PROFIT, G FOR GRAND TOTAL OR
ENTER THE COLUMN TO TOTAL (1-3)

PROMPT 3B will appear when entering a TOTAL account. The TOTAL account will subtotal all amounts in the selected column, print the subtotal one column to the right, and then reset that column total and all columns to the left to zero. For example, a 2 entered here will cause all amounts in column 2 to be subtotaled and printed in column 3, and then the column 2 and column 1 total accumulators will be reset to zero. Totals for column 3, Grand Totals, and Profit Totals will be printed in column 3.

GRAND TOTALS:

Printing a Grand Total will print the difference between all debit and credit accounts since the last Grand Total was printed. All total accumulators will be reset to zero.

PROFIT TOTALS:

Printing a Profit Total will print the difference between all preceding debit and credit accounts. Accumulator totals are NOT reset to zero.

PROMPT 4: 9=TOP OF NEXT PAGE
ENTER LINE ADVANCE

Enter the number of blank lines to skip after the account is printed.
Enter 9 to cause the printer to skip to the top of the next page.

PROMPT 5: C=CREDIT, D=DEBIT
ENTER NORMAL BALANCE

Enter D if this account normally has a debit balance.
Enter C if this account normally has a credit balance.

Asset and Expense accounts normally carry a debit balance. Liability, Equity, and Income accounts normally carry a credit balance. If this is a TITLE or HEADING account, enter the Normal Balance of the following sub group. If this is a TOTAL account, enter the Normal Balance of the preceding sub-group for which it totals.

Proceed to PROMPT 7 if the account number begins with a 1 or 2.

PROMPT 6: Y=YES, N=NO
ENTER INCOME ACCOUNT

Enter Y if this account is to be included in the percentage divisor.
Enter N if this account is not included.

Each amount printed on the Income Statement is shown as a percentage of a total of selected accounts, usually the total of all income accounts. This entry designates which accounts are included in this divisor.

PROMPT 7: ENTER (MONTH/QTR/YEAR) TO DATE

Enter the current balances for this account.
Asset and Liability accounts carry only year-to-date balances.

PROMPT 8: ENTER ANNUAL BUDGET

Enter a budget amount for this account if desired.

PROMPT 9: 0=SAVE, D=DELETE
ENTER line TO CHANGE

Press ENTER to record the new account.

Enter D to delete the record.
Enter the number of any line to change.

A complete Chart Of Accounts is maintained for each month shown in the range at the bottom of the screen. When adding an account, be sure the account is also added to any previous months which might be receiving postings.

=====
STEP 2: CHANGING OR DELETING AN ACCOUNT
=====

PROMPT 1: ENTER ACCOUNT NUMBER
Enter the account number of the account to change or delete.

PROMPT 2: 0=SAVE, D=DELETE
ENTER LINE TO CHANGE
Press ENTER to save the record.
Enter D to delete the record.
Enter the number of any line to change.

All balances must be set to zero through a General Journal entry before an account can be deleted.

=====
STEP 3: PRINTING THE CHART OF ACCOUNTS
=====

PROMPT 1: BEGINNING ACCOUNT:
Enter the account number with which to begin printing.
Press F5 to begin with the first account.
Press F6 to include all accounts in the report.

PROMPT 2: ENDING ACCOUNT:
Enter the last account number to appear in the report.
Press F5 to repeat the beginning account number.
Press F6 to print to the last account number.

PROMPT 3: DEPARTMENT NUMBER:
If the report is to include only accounts for a single department, enter the department number.

PROMPT 4: INCLUDE BALANCES?:
Enter Y to include Month, Quarter, and Year balances in the report.

PROMPT 5: INCLUDE COSMETIC?:
Enter Y to include report formatting information in the report.

THE GENERAL JOURNAL

The CMS General Journal is used for making opening entries, adjusting entries, and other miscellaneous entries required in normal day-to-day bookkeeping. As many as ninety-nine debits and credits may be entered for each transaction. Up to nine commonly used recurring entries may be saved and recalled when needed.

Entries may be added to the General Journal or the General Journal may be erased and a new one started. Erasing the General Journal has no effect on any other files and does not remove any postings from the General Ledger Transaction File.

Each entry in the General Journal may have a one or two line description. To have this description also appear in the General Ledger Transaction File, enter a Y in line 8 of the General Ledger Information File.

The General Journal may be printed at any time either to the screen, printer, or to a disk file. The journal may be sorted by date, reference, posting code, or General Ledger account number.

From The General Ledger Program Menu
Select Program No. 1) GENERAL JOURNAL

=====
STEP 0: SELECT OPERATION
=====

PROMPT 1: 1=ENTER, 2=PRINT, 3=ERASE JOURNAL
F3=RECALL RECURRING ENTRY. ENTER OPERATION
Enter 1 to enter General Journal entries and proceed to STEP 1.
Enter 2 to print the General Journal and proceed to STEP 2.
Enter 3 to erase the General Journal and proceed to STEP 3.
Press F3 to recall a previously recorded recurring entry.

=====
STEP 1: GENERAL JOURNAL ENTRIES
=====

PROMPT 1: ENTER DAY FOR THIS TRANSACTION
Enter the day of the month for this transaction.
The month and year are taken from the System Date.

PROMPT 2: ENTER REFERENCE
Enter the reference for this entry.
The reference may be any code to identify the entry. No other use is made of this information.

PROMPT 3: ENTER ACCOUNT NUMBER
Enter the account number of the General Ledger account to be debited or credited.
Press ENTER when all distributions for this transaction have been entered.

Proceed to PROMPT 5 if distributions have been entered or return to PROMPT 2 if no distributions have been entered.

PROMPT 4: ENTER AMOUNT FOR THIS ACCOUNT
Enter the amount for this General Ledger account.
If the distribution is a debit, enter the amount to be debited. If the distribution is a credit, press ENTER without entering an amount and the request field will move over under the credit column. Press ENTER twice to return to PROMPT 3. The screen will scroll automatically to accept up to ninety-nine distributions.

Continue to cycle through PROMPTS 3 and 4 until all distributions have been entered and then proceed to PROMPT 5.

PROMPT 5: ENTER TRANSACTION DESCRIPTION
Enter a one or two line description of the transaction being entered.

PROMPT 6: 0=RECORD, A=ADD, C=CANCEL, D=DAY, DE=DESC
F3=SAVE AS RECURRING. ENTER LINE TO CHANGE
Enter the number of any line to change.
Press ENTER to record the transaction.
Press F3 to assign a Recurring Entry ID number to the transaction.
Enter A to add another distributions to this transaction.
Enter C to cancel the transaction.
Enter D to change the day.
Enter DE to change the description.
Enter R to change the reference.

Use the CURSOR UP and CURSOR DOWN keys to scroll the screen if more than fifteen distributions have been entered. To delete a line after it is entered, return to that line and press ENTER.

To insert a line, enter the line number where the line is to be inserted and press the INSERT key. All lines below that line will be pushed down one and the new line may be entered.

RECURRING ENTRIES:

Recurring entries are transactions that repeat from month to month such as adjusting entries for depreciation, etc. Once the transaction has been entered the first time, a Recurring Entry ID number may be assigned with which the transaction can be recalled whenever needed. Up to nine recurring entries are allowed.

=====
STEP 2: PRINTING THE GENERAL JOURNAL
=====

PROMPT 1: 1=DATE, 2=REFERENCE, 3=POST CODE, 4=ACCOUNT
ENTER REPORT SEQUENCE

Enter 1 to print the journal in date order.
Enter 2 to print the journal sorted by reference.
Enter 3 to print the journal in posting code order.
Enter 4 to print the journal in General Ledger account number order.

PROMPT 2: F3=TODAY, F4=THIS MONTH, F5=FIRST, F6=ALL
ENTER BEGINNING ITEM IN RANGE

Press F3, if printing by date, to print only today's entries.
Press F4, if printing by date, to print entries for the current month
Press F5 to begin printing with the first entry on the journal.
Press F6 to print the entire journal.
Enter the beginning item in a selected range.

PROMPT 3: F5=SAME AS BEGINNING, F6=TO END OF FILE
ENTER ENDING ITEM IN RANGE

Press F5 to repeat the beginning entry.
Press F6 to print to the end of the journal.
Enter the ending item in the selected range.

PROMPT 4 appears only if account number order is selected in PROMPT 1.

PROMPT 4: DETAIL OR SUMMARY REPORT? (D/S)

Enter D to print each General Ledger posting.
Enter S to print only the total amount posted to each account.

PROMPT 5: S=SCREEN, P=PRINTER, D=DISK

Enter S to print the journal to the screen.
Enter P to print the journal to the printer.
Enter D to print the journal to a disk file.

=====
STEP 3: ERASE THE GENERAL JOURNAL
=====

PROMPT 1: F3=TODAY, F4=THIS MONTH, F5=FIRST, F6=ALL
ENTER BEGINNING DATE IN RANGE

Press F3 to erase only entries whose date matches the System Date.
Press F4 to erase journal entries for the current month only.
Press F5 to begin erasing with the earliest journal entry.
Press F6 to erase the entire General Journal.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=TO END OF FILE
ENTER ENDING DATE IN RANGE

Press F5 to repeat the beginning date.
Press F6 to erase to the end of the journal.
Enter the ending date in a selected range.

PROMPT 3: ENTER THE DELETE CODE
Enter the required delete code.
Any other entry will cancel the delete operation.

Erasing the General Journal has no effect on any other file. It will not remove transactions from the General Ledger Transaction File. If it is necessary to also erase those transactions from the Transaction File, use the Erase Transaction File function of the General Ledger Utilities.

THE CASH JOURNAL

The Cash Journal is used for entering receipts and payments which directly affect the General Ledger cash account(s). Each check or deposit may be distributed to as many as nine General Ledger accounts. There is no limit to the number of cash accounts which may be used. Each entry is recorded in the Cash Journal and the postings are passed along to the General Ledger Transaction File.

Each entry in the Cash Journal may have a one or two line description. To have this description also appear in the General Ledger Transaction File, enter a Y in line 8 of the General Ledger Information File.

The Cash Journal is used only if the Accounts Payable, Accounts Receivable, and Payroll modules are NOT integrated with the General Ledger.

From The General Ledger Program Menu
Select Program No. 2) CASH JOURNAL

=====
STEP 0: ENTER SELECTION
=====

PROMPT 1: 1=RECEIPTS, 2=PAYMENTS, 3=PRINT, 4=ERASE
ENTER OPERATION CODE
Enter 1 to enter cash receipts and proceed to STEP 1.
Enter 2 to enter cash payments and proceed to STEP 1.
Enter 3 to print the Cash Journal and proceed to STEP 2.
Enter 4 to erase the Cash Journal and proceed to STEP 3.

===== =====
STEP 1: ENTERING CASH RECEIPTS OR CASH PAYMENTS
===== =====

PROMPT 1: ENTER CASH ACCOUNT NUMBER
Enter the cash account number for the transaction.

The cash account will be debited when entering receipts and credited when entering payments. Entries may be made to as many cash accounts as required.

PROMPT 2: ENTER DAY OF THE MONTH
Enter the day for the transaction.
The month and year are taken from the System Date.

PROMPT 3: ENTER REFERENCE NUMBER
Enter the reference for the transaction being entered.
The reference may be a check number, deposit number, or any other code to identify this transaction. No other use is made of this information.

PROMPT 4: ENTER ACCOUNT NUMBER
Enter the number of the selected General Ledger account.
The account will be debited if entering a payment or credited if entering a receipt.

PROMPT 5: ENTER AMOUNT
Enter the amount to be distributed to this account.

Precede the amount with a minus sign to cause the General Ledger posting to be reversed from normal for this type of entry.

Continue to cycle between PROMPTS 4 and 5 until all distributions for this transaction have been entered. Then press ENTER at PROMPT 4 and proceed to PROMPT 6.

PROMPT 6: ENTER DESCRIPTION

Enter a one or two line description of the transaction.

**PROMPT 7: 0=RECORD, C=CANCEL, D=DATE, R=REFERENCE
ENTER LINE TO CHANGE**

Press ENTER to record the entry.
Enter the number of any line to change.
Enter C to cancel the entry.
Enter D to change the date.
Enter R to change the reference number.

To delete a line, return to that line and press ENTER.
To insert a line, go to that line and press the INSERT key. The lines below that line will be pushed down one line.

It is very important to always check the total shown at the bottom of the screen against the actual amount of the deposit or payment. If the total shown on the bottom of the screen does not reflect the actual net amount being deposited or paid, an incorrect entry has been made that must be corrected before proceeding.

=====
STEP 2: PRINT THE CASH JOURNAL
=====

**PROMPT 1: 1=DATE, 2=REFERENCE, 3=POST CODE, 4=ACCOUNT
ENTER REPORT SEQUENCE**

Enter 1 to print the journal in date order.
Enter 2 to print the journal by reference.
Enter 3 to print the journal in posting code order.
Enter 4 to print the journal in General Ledger account number order.

**PROMPT 2: F3=TODAY, F4=THIS MONTH, F5=FIRST, F6=ALL
ENTER BEGINNING ITEM IN RANGE**

Enter the beginning item in a selected range.
Press F3, if printing by date, to print only today's entries.
Press F4, if printing by date, to print entries for the current month.
Press F5 to begin printing with the first entry on the journal.
Press F6 to print the entire journal.

**PROMPT 3: F5=SAME AS BEGINNING, F6=TO END OF FILE
ENTER ENDING ITEM IN RANGE**

Press F5 to repeat the beginning entry.
Press F6 to print to the end of the journal.
Enter the ending item in the selected range.

PROMPT 4 appears only if account number order is selected in PROMPT 1.

PROMPT 4: DETAIL OR SUMMARY REPORT? (D/S)

Enter D to print each General Ledger distribution.
Enter S to print only the total amount posted to each account.

PROMPT 5: S=SCREEN, P=PRINTER, D=DISK

Enter S to print the journal to the screen.
Enter P to print the journal to the printer.
Enter D to print the journal to a disk file.

=====
STEP 3: ERASE THE CASH JOURNAL

=====

PROMPT 1: F3=TODAY, F4=THIS MONTH, F5=FIRST, F6=ALL

ENTER BEGINNING DATE IN RANGE

Enter the beginning date in a selected range.

Press F3 to erase only entries whose date matches the System Date.

Press F4 to erase entries for the current month only.

Press F5 to begin erasing with the earliest entry in the journal.

Press F6 to erase the entire Cash Journal.

PROMPT 2: F5=SAME AS BEGINNING, F6=TO END OF FILE

ENTER ENDING DATE IN RANGE

Press F5 to repeat the beginning date.

Press F6 to erase to the end of the file.

Enter the ending date in a selected range.

PROMPT 3: ENTER THE DELETE CODE

Enter the required delete code.

Any other entry will cancel the delete operation.

Erasing the Cash Journal has no effect on any other file. It will not remove entries from the General Ledger Transaction File. If it is necessary to also erase transactions from the Transaction File, use the Erase Transaction File function of the General Ledger Utilities.

THE GENERAL LEDGER TRANSACTION FILE

This program is used to print the General Ledger Transaction File. The entire Transaction File may be printed or an account number and date range may be selected. Four different report formats are provided.

Although the General Ledger Transaction File may be printed at any time, it should always be printed before posting, to verify that all entries are correct.

From The General Ledger Program Menu

Select Program No. 3) PRINT TRANSACTION FILE

=====

STEP 1: PRINT THE GENERAL LEDGER TRANSACTION FILE

=====

PROMPT 1: U=UNPOSTED, M=MASTER FILE

ENTER FILE TO PRINT

Enter U to print the Unposted Transaction File.

Enter M to print the Master Transaction File.

PROMPT 2: F5=FIRST ACCOUNT, F6=ALL ACCOUNTS

ENTER BEGINNING ACCOUNT NUMBER

Enter the beginning account number in a selected range.

Press F5 to begin with the first account number.

Press F6 to include all account numbers.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST ACCOUNT

ENTER ENDING ACCOUNT NUMBER

Enter the ending account number in a selected range.

Press F5 to repeat the beginning account number.

Press F6 to print to the last account number.

PROMPT 4: F4=CURRENT MONTH, F5=BEGINNING DATE, F6=ALL

ENTER BEGINNING DATE IN RANGE

Enter the beginning date in a selected range.

Press F4 to print transactions for the current month only.

Press F5 to begin printing with the earliest date.

Press F6 to include all dates.

PROMPT 5: F5=SAME AS BEGINNING, F6=LAST DATES
ENTER ENDING DATE IN RANGE

Enter the ending date in a selected range.
Press F5 to repeat the beginning date.
Press F6 to print to the latest date.

PROMPT 6: D=DETAIL, C=CONDENSED, R=REFERENCE, S=SUMMARY
ENTER REPORT FORMAT TYPE

Enter D to print a detail listing of the selected transactions.
Enter C to print a condensed listing (two per line).
Enter R to print transactions for a selected reference only.
Enter S to print a summary showing the total amount posted to each account.

PROMPT 7 appears only if reference is selected in PROMPT 6.

PROMPT 7: ENTER REFERENCE TO PRINT

Enter the selected reference.
The reference would normally be an invoice number or employee number.

PROMPT 8: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE

Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.

POSTING THE GENERAL LEDGER TRANSACTION FILE

The General Ledger Posting Update program reads the General Ledger Transaction File and posts the transactions to the General Ledger Account File. Up to this point, all transactions created through General Ledger, Accounts Receivable, Billing, Accounts Payable, and Payroll activity have affected only the General Ledger Transaction File. They have not been posted to the General Ledger Account File.

The Transaction File is first searched to verify that all transactions have corresponding accounts on the General Ledger Account File. If any transactions are found which do not have corresponding accounts on the Account File, an error report is generated listing all such transactions and the update is canceled.

After all transactions have been verified, they are posted to the General Ledger Account File, added to the Master Transaction File, and deleted from the Unposted Transaction File. An update report is then generated showing each account that has received postings, the opening balance, the amount posted, and the closing balance. At the end of the update report, the net profit or net loss created by these transactions is posted to the earnings account entered into the General Ledger Information File.

When posting to a month which has already been closed, update reports will be printed for each month, from the month being posted to the current month. If posting to a previously closed month in a previous year, any current year net profit or net loss created by the update will be posted to the equity account entered into the General Ledger Information File rather than the earnings account.

From The General Ledger Menu
SELECT PROGRAM NUMBER 4) POST TRANSACTION FILE

=====
STEP 1: POST TRANSACTION FILE
=====

PROMPT 1: CONFIRM (MONTH/YEAR) IS DESIRED

MONTH TO POST (Y/N)

Enter Y if the month/year shown is correct.
Enter N if the month/year shown is not correct.

If the month and year shown in PROMPT 1 is incorrect, return to the System Menu and change the System Date to the correct month and year.

A PREVIOUS MONTH NOT CLOSED error message will appear if the previous month has not been closed. All preceding months must be closed using the General Ledger End-Of-Month program before posting the General Ledger Transaction File for the current month.

The update program checks to make sure that no transactions exist for any earlier month. If transactions exist for earlier months, a PREVIOUS MONTH'S TRANSACTIONS ON FILE error message will appear. All transactions for previous months must be posted before posting transactions for the current month.

To check for previous months transactions on the Transaction File, print the file with a date range of 01/01/01 to the last day of the previous month.

Although The General Ledger Transaction File may be posted at any time, even daily, it is normally posted once at the end of the month after all transactions have been entered and all adjusting entries have been made. It is not necessary to post the transactions for one month before entering transactions for the next month. Any number of months may be open and receiving postings at the same time.

THE GENERAL LEDGER FINANCIAL REPORTS

This program will print the Trial Balance, Balance Sheet, Statement of Income and Expense, Budget Analysis, and Comparison Reports. The Statement of Income and Expenses may be formatted to show either Month-To-Date and Year-To-Date totals or else Quarter-To-Date and Year-To-Date totals. The Comparison Report may be used to compare Income And Expense Reports for any two months.

The Current Trial Balance may be printed at any time to give a pre-closing look at the financial statements.

From The General Ledger Menu
Select Program 5) PRINT FINANCIAL REPORTS

=====
STEP 0: SELECT REPORT TO PRINT
=====

PROMPT 1: F3=CHANGE CURRENT PERIOD
ENTER OPERATION CODE

Enter 1 to print a Trial Balance.
Enter 2 to print a Balance Sheet.
Enter 3 to print an Income Statement.
Enter 4 to print a Budget Analysis Report.
Enter 5 to print a Comparison Report between two periods.
Press F3 to change to a different month/year.

PROMPT 2: 0=ALL DEPARTMENTS, S=SUMMARY, C=CONSOLIDATED
ENTER DEPARTMENT NUMBER (1-99)

Enter the selected department number.
Enter 0 to include all departments.
Enter S to print a summary report.
Enter C to print a consolidated report for all departments.

PROMPT 3: PRINT ACCOUNT NUMBERS? (Y/N)

Enter Y to include General Ledger account numbers on the report.

Enter N to omit the account numbers.

PROMPT 4: NUMBER OF COPIES (1-99)

If printing to the printer, enter the number of copies to print.

PROMPT 5: ENTER PERIOD TO PRINT

Enter 1 to print the month balances.

Enter 2 to print the quarter balances.

The year balances will automatically be included.

Prompts 6 through 9 apply only to Comparison Reports.

PROMPT 6: BEGINNING PERIOD (MMYY)

Enter the first period to compare.

PROMPT 7: ENDING PERIOD (MMYY)

Enter the second period to compare.

PROMPT 8: M=MONTH, Q=QUARTER, Y=YEAR

ENTER BALANCE TO COMPARE (M/Q/Y)

Enter M to compare Month balances.

Enter Q to compare Quarter balances.

Enter Y to compare Year balances.

If Year was not selected in PROMPT 8 then PROMPT 9 will appear.

PROMPT 9: INCLUDE YEAR TO DATE?

Enter Y to include the Year-To-Date balances in the report.

If Year-To-Date balances are included, the record will be 132 characters wide.

If the Budget Analysis Report was selected at PROMPT 1, PROMPTS 10 and 11 will appear.

PROMPT 10: 1=MONTHLY, 2=QUARTERLY, 3=YEAR-TO-DATE

ENTER BUDGET REPORT PERIOD

Enter 1 to print a comparison of the Month-To-Date balances to 1/12th of the annual budget.

Enter 2 to print a comparison of the Quarter-To-Date balances to an appropriate portion of the annual budget.

Enter 3 to print a comparison of the Year-To-Date balances to an appropriate portion of the annual budget.

PROMPT 11: HOW MANY MONTHS INTO (PERIOD)? (1-X)

Enter the number of months of the annual budget amount to use for comparison.

If the report is for Quarter-To-Date, the maximum allowed (X) is 3, for Year-To-Date, the maximum is 12.

PROMPT 12: S=SCREEN, P=PRINTER, D=DISK

Enter S to print the report to the screen.

Enter P to print the report to the printer.

Enter D to print the report to a disk file.

THE END OF THE MONTH PROCEDURE

This program is the last step in the monthly accounting cycle.

From this program it is possible to print all financial reports, print the current month's Cash Journal, General Journal, and Transaction File, and post the transactions to the General Ledger Account File. The income and expense accounts may then be closed.

It is not necessary to close one month before entering transactions for the following month. Transactions may be entered for different months simply by changing the System Date.

From The CMS General Ledger Menu
Select Program No. 6) END OF MONTH

=====
STEP 0: ENTER OPERATION
=====

PROMPT 1: ENTER OPERATION CODE

Enter 1 to print the Unposted Transaction File for the current month.
Enter 2 to print the General Journal for the current month.
Enter 3 to print the Cash Journal for the current month.
Enter 4 to post the Transaction File for the current month.
Enter 5 to print Financial Statements.
Enter 6 to close the income and expense accounts for the month, quarter, or year.

=====
STEP 1: CLOSE THE INCOME AND EXPENSE ACCOUNTS
=====

PROMPT 1: ENTER 'CLOSE' TO CLOSE (PERIOD) BALANCES

Enter the word CLOSE (all capitals) to close all income and expense accounts for the period shown. Any other response will cancel this operation and return to STEP 0.

If the period shown is incorrect, the beginning month in the Company Information File is incorrect and must be corrected before closing.

The General Ledger accounts for the current month are left as they are and a new set of accounts is created for the following month. You may return to a closed month at any time to print financial statements or to enter additional postings. Closed months remain on the General Ledger Account File until they are removed using the Clear History option of the General Ledger Utilities.

GENERAL LEDGER FILE UTILITIES

The General Ledger File Utilities program contains four utilities to aid in maintaining the General Ledger Files.

ERASE THE TRANSACTION FILE:

This utility is normally used to erase selected months from the Master Transaction File. It may also be used to erase the Unposted Transaction File because of problems caused by a hardware failure, etc. After erasing a file, run File Recovery from the Program Utilities to recover the disk space no longer needed by the file.

REDATING TRANSACTIONS IN THE G/L TRANSACTION FILE:

If transactions are accidentally entered into the General Ledger Transaction File with an incorrect date, the date for these transactions may be corrected by selecting REDATE in the General Ledger File Utility program. This usually occurs if invoices or payments are entered without checking to verify that the System Date is set to the correct month.

CLEAR THE ACCOUNT FILE BALANCES:

This utility will reset all account balances to zero without affecting any other information. This is normally used after practicing with the General Ledger, to clear the balances before entering actual information.

ERASE THE ACCOUNT FILE HISTORY:

When one month is closed, the accounts for that month are kept as they are and a new set of accounts is created for the following month. Over a period of time the Account File may grow quite large. This utility is used to erase months which no

longer need to be maintained. After erasing the selected history, run the File Recovery program from the Program Utilities to recover the disk space no longer needed by the file.

From The CMS General Ledger Menu
Select Program No. 8) GENERAL LEDGER FILE UTILITIES

=====
STEP 0: ENTER SELECTION
=====

PROMPT 1: ENTER UTILITY NUMBER
Enter 1 to erase the General Ledger Transaction File and proceed to STEP 1.
Enter 2 to zero the Account File balances and proceed to STEP 2.
Enter 3 to erase Account File history and proceed to STEP 3.

=====
STEP 1: ERASE THE GENERAL LEDGER TRANSACTION FILE
=====

PROMPT 1: U=UNPOSTED FILE, M=MASTER FILE
Enter U to erase transactions from the Unposted File.
Enter M to erase transactions from the Master File.

PROMPT 2: F4=CURRENT MONTH, F6=ALL TRANSACTIONS
ENTER MONTH AND YEAR TO ERASE (MMYY)
Press F4 to erase transactions for the current month only.
Press F6 to erase all transactions from the selected file.
Enter the month and year of the transactions to erase.

PROMPT 3: ENTER THE DELETE CODE
Enter the required delete code.
Any other entry will cancel the delete operation.

=====
STEP 2: REDATE TRANSACTIONS
=====

PROMPT 1: ENTER DATE TO CHANGE
Enter the date to change in MMDDYY format.

PROMPT 2: ENTER NEW DATE
Enter the new date in MMDDYY format.

PROMPT 3: FOUND XX TRANSACTIONS
ENTER 'REDATE' OR LINE TO CHANGE
Enter REDATE to begin the redating operation.
Enter 1 to change the old date.
Enter 2 to change the new date.

=====
STEP 3: CLEAR ACCOUNT BALANCES
=====

PROMPT 1: M=MONTH, Q=QUARTER, Y=YEAR
ENTER BALANCE TO CLEAR. (M/Q/Y)
Enter M to clear the month balances.
Enter Q to clear the month and quarter balances.
Enter Y to clear the month, quarter, and year balances.

PROMPT 2: CLEAR BUDGET TOTALS? (Y/N)
Enter Y to clear the Budget amounts.
Enter N to leave the Budget amounts as they are.

=====
STEP 4: ERASE ACCOUNT FILE HISTORY

=====

PROMPT 1: F6=ALL HISTORY. FORMAT IS MMY.

ENTER MONTH AND YEAR THROUGH WHICH TO ERASE.

Enter the month and year through which to erase.

Press F6 to erase all history.

All months from the beginning of the General Ledger Account File through the selected month and year (inclusive) will be erased. Posting to those months or printing financial statements for those months will no longer be possible. This operation does not affect the Cash Journal or General Journal or any file other than the General Ledger Account File.

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ACCOUNTS RECEIVABLE OVERVIEW

The CMS Accounts Receivable program is an Open Item system that allows for full invoice tracking from Invoice Entry to Invoice Payment. Invoices, credit memos, deposits, time payments, full payments, and partial payments are all supported. Payments may be applied to outstanding invoices or directly to the customer balance. The CMS Accounts Receivable program may be configured to stand alone or to automatically update the CMS General Ledger. All reports may be printed to the screen, to the printer, or to a disk file.

There are eleven options available from the Accounts Receivable Menu. These eleven options are shown below with a brief description of each option. More detailed information on the function of each option may be found following this overview.

INVOICE ENTRY:

Invoices, credit memos, and customer deposits may be entered and distributed to as many as six General Ledger accounts. Full or partial payments may be made to invoices already on file. Invoice entry is fast and simple.

BILLING:

Invoices and credit memos which will be mailed to customers are entered through the Billing program. Extensions are calculated automatically. Up to ninety-nine line items may be entered for each invoice. Each line item may have a separate sales tax rate and be distributed to a separate General Ledger income account. Back-orders, comments, and no-charge items may be entered.

THE INVOICE LEDGER:

Open or Closed Invoice Aging Reports may be printed at any time for all customers or only those in a selected customer and date range. Aging periods of 30/60/90 or any other range may be used.

THE G/L POSTINGS JOURNAL:

The G/L Postings Journal is a detailed record of all Accounts Receivable activity which created postings to the CMS General Ledger and is an important part of the General Ledger Audit Trail. Entries are recorded automatically if a Y is entered into Line 7 of the Accounts Receivable Information File.

THE SALES & RECEIPTS JOURNAL:

This is an optional journal detailing sales and receipts by invoice number and date with daily subtotals. To use the Sales & Receipts Journal, enter a Y into Line 8 of the Accounts Receivable Information File.

FINANCE CHARGE UPDATE:

Finance charges may be added automatically at any selected rate and period. A minimum charge may be indicated for service charges. The Finance Charge Update Report shows the charges added to each invoice and the total amount overdue for each customer.

STATEMENT PRINT:

Monthly statements may be printed for all customers with unpaid invoices on file. A custom message may be printed on each statement.

THE SALES TAX FILE:

The Sales Tax File accumulates gross sales and sales tax charged for up to ninety-nine sales tax rates. The totals may be printed monthly or quarterly for sales tax reporting purposes and then reset to zero.

THE SALESPERSON FILE:

This file contains a record of gross sales and commissions earned by each person on the sales force. Commissions are shown based on gross receipts and also on gross sales. A detail record of all invoices for each salesperson is maintained and monthly, quarterly, and yearly totals are available at any time.

THE CUSTOMER FILE:

A record is maintained for each customer's name, address, telephone number, credit limit, current balance, and other selected information. The Customer File may be printed in several formats including mailing labels.

THE ACCOUNTS RECEIVABLE INFORMATION FILE:

The Accounts Receivable Information File contains the passwords, aging periods, finance charge rate, General Ledger account numbers, and other information required in normal day to day processing.

GETTING STARTED WITH ACCOUNTS RECEIVABLE

The following steps will help you get started setting up the Accounts Receivable files and to begin using the CMS Accounts Receivable program to more efficiently track and collect business receivables.

If Accounts Receivable activity is to be posted to the CMS General Ledger, the Chart Of Accounts must be established before the necessary General Ledger accounts can be entered into the Accounts Receivable Information File.

- 1) The first step is to establish the Accounts Receivable Information File. If Accounts Receivable activity is to be posted to the CMS General Ledger, it is very important to enter all General Ledger income, returns and allowances, and customer deposit accounts on the second screen of the Information File.
- 2) After the Accounts Receivable Information File has been established, the next step is to set up the Customer File. Do not enter any customer balances. The customer balances will be brought up to date automatically as the outstanding invoices are entered.
- 3) Set up the Sales Tax File.
- 4) Set up the Salesperson File.
- 5) Enter all invoices on which full payment has not yet been received. If a General Ledger posting code of Y was entered into Line 9 of the Accounts Receivable Information File to indicate that Accounts Receivable activity is to be posted to the CMS General Ledger, the posting code should be changed to N or X before the open invoices are entered. The Accounts Receivable balance in the General Ledger Account File already reflects these invoices and they should not be added again. Once the open invoices have been entered, return to the Accounts Payable Information File and set the General Ledger posting code back to Y.
- 6) See the Accounts Receivable Processing Cycle.

THE ACCOUNTS RECEIVABLE PROCESSING CYCLE

The Accounts Receivable Processing Cycle may vary from user to user. Some of the steps shown below may not be required in all installations.

DAILY PROCEDURE:

- 1) Make any necessary changes or additions to the Customer File, Salesperson File, and Sales Tax File.
- 2) Enter invoices to be mailed into the Billing program.
- 3) Print the invoices entered at Step 2.

- 4) Enter any invoices not required to be printed into the Transaction Entry program.
- 5) Enter any payments received into the Transaction Entry program.
- 6) Print all desired reports.

END-OF-MONTH PROCEDURE:

- 1) Add finance charges to all overdue invoices using the Finance Charge Update program.
- 2) Print the monthly statements.
- 3) Print and file all desired reports.
- 4) Print and file the Sales Tax Report and clear the monthly sales tax totals.
- 5) Print and file the Sales Commissions Report and clear the totals for the required period.

END-OF-YEAR PROCEDURE:

- 1) Perform all required End-Of-Month processing.
- 2) Proceed to the Customer File program and perform the Year-End operation.

The Year-End operation moves the Billed-This-Year totals to the Billed-Last-Year totals and resets the Billed-This-Year totals to zero. You may want to print a Customer Activity Report by Total Sales before performing the Year-End operation.

THE ACCOUNTS RECEIVABLE INFORMATION FILE

The Accounts Receivable Information File contains the passwords, aging periods, finance charge rate, and the General Ledger account numbers necessary to integrate the Accounts Receivable program with the CMS General Ledger. The Accounts Receivable Information File must be established before any Accounts Receivable processing may take place.

From The CMS Accounts Receivable Menu
 Select Program No. 11) A/R INFORMATION FILE

=====
STEP 1: ENTER INFORMATION
 =====

PROMPT 1: I=INCOME ACCOUNTS, P=PRINT
 ENTER LINE TO CHANGE

Enter the number of any line to change.
 Enter any General Ledger account to change and proceed to STEP 2.
 Enter I to change or review the Income accounts and proceed to STEP 3.
 Enter P to print the Accounts Receivable Information File.

LINE 1) ENTRY PASSWORD:

The Entry Password is used to restrict entry to the Accounts Receivable program from the CMS System Menu. The Entry Password may be from one to four characters in length and may consist of any characters entered from the keyboard. If the first character is shifted, the password will not appear on the screen as it is being entered. REMEMBER THE ENTRY PASSWORD OR YOU WILL NOT BE ABLE TO RE-ENTER THE ACCOUNTS RECEIVABLE PROGRAM.

LINE 2) DATA PASSWORD:

Once inside the Accounts Receivable program, a Data Password may be required to perform the various Accounts Receivable functions. The Data Password may be from one to four characters in length and may consist of any characters entered from the

keyboard. If the Data Password begins with a shifted character, it will not be displayed on the screen as it is typed in. REMEMBER THE DATA PASSWORD OR YOU WILL NOT BE ABLE TO RE-ENTER PROTECTED MODULES.

If a Data Password is entered, select which of the Accounts Receivable modules are to be password protected by entering Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the Accounts Receivable Menu, the Data Password must be entered before access to that module will be allowed.

LINE 3) AGING PERIODS:

Enter 306090 or any other periods for the Invoice Aging Reports.

LINE 4) FINANCE CHARGE PERIOD:

Enter, in days, the grace period allowed before finance charges begin accruing to overdue invoices.

LINE 5) FINANCE CHARGE RATE:

Enter the finance charge rate.
A rate of 1.5% would be entered as 1.5.

LINE 6) MINIMUM CHARGE:

Enter the minimum finance charge.

If there is a fixed monthly service charge rather than a finance charge, enter zero in Line 5 and enter the service charge here.

LINE 7) POSTING JOURNAL:

Enter Y if all General Ledger postings generated by Accounts Receivable activity are to be recorded in the G/L Postings Journal. This is an important link in the General Ledger Audit Trail and should be kept if a General Ledger posting code of Y or N is entered into Line 9.
Enter N if no journal is to be kept or if a General Ledger posting code of X is entered into Line 9.

LINE 8) SALES & RECEIPTS JOURNAL:

Enter Y if a Sales & Receipts Journal is to be kept.
Enter N if no Sales & Receipts Journal is required.

LINE 9) GENERAL LEDGER POSTING CODE:

Enter X if the Accounts Receivable program is to stand alone and no General Ledger postings are to be generated.
Enter N if General Ledger postings are to be recorded in the G/L Postings Journal but not posted to the CMS General Ledger.
Enter Y if the Accounts Receivable program is to be fully integrated with the CMS General Ledger and all General Ledger postings created during Accounts Receivable processing are to be posted automatically to the CMS General Ledger.

=====
STEP 2: ENTERING THE GENERAL LEDGER ACCOUNTS
=====

If an X is entered into Line 9 to show that General Ledger postings are not to be generated, General Ledger account numbers may not be entered here or in STEP 3.

Six General Ledger account numbers are required by the Accounts Receivable program to generate the necessary General Ledger postings during Accounts Receivable processing.

The Cash and Accounts Receivable account numbers MUST be entered. The Customer Deposits, Finance Charges, Sales Returns, and Freight Sales account numbers are optional. If for instance no freight is charged on shipments, no Freight Sales account number would be entered. As a rule of thumb, if any of these account numbers appear in the Chart of Accounts, they should be entered here.

If a General Ledger posting code of Y was entered into Line 9, the account must be on the General Ledger Chart of Accounts.

If a General Ledger posting code of N was entered into Line 9, any alpha-numeric account number may be entered.

=====
STEP 3: ENTERING INCOME ACCOUNTS
=====

All income, returns and allowances, and customer deposit account numbers should be entered.

The letters (Aa-Zz) beside each General Ledger account number are used in the Invoice Entry and Billing programs to show to which General Ledger accounts the invoices are to be distributed. This screen may be viewed from the Invoice Entry and Billing programs by pressing the F2 key when the General Ledger distribution codes are requested.

If a posting code of Y was entered into Line 9, the account must be on the General Ledger Chart of Accounts.

If a posting code of N was entered into Line 9, any alpha-numeric account number may be entered.

THE ACCOUNTS RECEIVABLE CUSTOMER FILE

The Customer File program is used to establish and maintain the Accounts Receivable Customer File. This file must be created before any invoices may be entered.

Customers may be added, changed, or deleted at any time. A Customer List, Activity Report, Credit Report, and mailing labels may be printed at any time to the screen, to the printer, or to a disk file.

The selling price for inventory items is normally based on the quantity of items sold as established in the inventory item record. For customers receiving the same price or discount regardless of the quantity purchased, a fixed price level code may be entered into line 20 of the Accounts Receivable Customer Record.

From The Accounts Receivable Program Menu
Select Program No. 10) CUSTOMER FILE.

=====
STEP 0: ENTER SELECTION
=====

PROMPT 1: 1=ADD, 2=RECALL, 3=PRINT, 4=YEAR-END
5=SELECT SALESPERSON. ENTER OPERATION

Enter 1 to add a new customer and proceed to STEP 1.

Enter 2 to change or delete a customer and proceed to STEP 2.

Enter 3 to print a Customer List, Activity Report, Credit Report, or mailing labels and proceed to STEP 3.

Enter 4 to move the Billed Totals at year-end and proceed to STEP 4.

Enter 5 to select a salesperson.

If a salesperson is selected, only customers for that salesperson will be printed on reports or recognized during file scanning.

=====
STEP 1: ADD A NEW CUSTOMER:
=====

Press ESC at any time while entering a new customer to cancel the operation and return to STEP 0.

PROMPT 1: ENTER CUSTOMER CODE:

The customer code may be from one to six alpha-numeric characters. All customer codes should be the same length to print the reports in the expected customer order.

PROMPTS 2 THROUGH 6: NAME AND ADDRESS:

Enter the customer's name and address on Lines 2 thru 6.

PROMPT 7: TELEPHONE NUMBER:

Enter the customer's telephone number.

Seven and ten-digit numbers will be automatically formatted.

PROMPT 8: LAST PURCHASE:

Enter the date of the last purchase by this customer.

This date is adjusted automatically as new invoices are entered.

PROMPT 9: LAST PAYMENT:

Enter the date of the last payment for this customer.

This date is adjusted automatically as payments are entered.

PROMPT 10: BILLED LAST YEAR:

Enter the total amount billed to this customer in the preceding year.

PROMPT 11: BILLED THIS YEAR:

Enter the total amount billed and PAID by this customer this year.

The unpaid balance will be added to this total automatically as the open invoices are entered either through Transaction Entry or Billing.

PROMPT 12: CREDIT LIMIT:

Enter the credit limit for this customer.

Press ENTER if no credit limit is required.

PROMPT 13: ACCOUNT BALANCE:

The account balance is maintained automatically as invoices are entered and paid. It may be adjusted if necessary by entering a \$ at PROMPT 21.

The information entered on Lines 14 through 19 will be recalled from the customer record and entered automatically during Transaction Entry and Billing.

PROMPT 14: TERMS:

Enter the payment terms normally given to this customer.

An example is 2% 10, Net 30.

PROMPT 15: TAXABLE:

Enter Y if sales to this customer are taxable.

Enter N if sales to this customer are not taxable.

PROMPT 16: F.O.B.:

Enter the F.O.B. location for this customer.

PROMPT 17: SHIP VIA:

Enter the carrier for items shipped to this customer such as mail, UPS, or Federal Express.

PROMPT 18: SALESPERSON:

Enter the code for the salesperson assigned to this customer.

The salesperson must have been entered previously into the Salesperson File.

PROMPT 19: FINANCE CHARGES:

Enter Y if finance charges are to accrue on any overdue invoices for this customer.

Enter N if no finance charges are to accrue.

PROMPT 20: PRICE LEVEL:

This PROMPT appears only if Inventory is being used and applies only if invoices are being entered through the Billing program. The Price Level refers to the price which is to be charged to this customer for an item taken from inventory. If a zero is entered then the price will be based on the quantity ordered. If a price level (1 to 5) is entered, the price at that level will be charged regardless of the quantity ordered. For instance a distributor would be charged the distributor price regardless of the quantity ordered. The price levels for the various items are established in the Inventory File Maintenance program.

Enter 0 if Billing or Inventory is not used.

Enter 0 if the price breaks for this customer are based on the quantity purchased.

Enter 1 to 5 to set a price level to be charged to this customer regardless of the quantity ordered.

PROMPT 21: 0=SAVE, D=DELETE

ENTER LINE TO CHANGE

Press ENTER to add the new customer to the Customer File.

Enter D to delete the entry.

Enter the number of any line to change.

Enter \$ to enter or change the customer balance.

The customer balance is automatically adjusted as invoices and payments are entered. Use the \$ only if the balance has been corrupted from a hardware failure, etc.

=====
STEP 2: CHANGE OR DELETE A CUSTOMER
=====

PROMPT 1: ENTER CUSTOMER CODE

Enter the code of the customer to change or delete.

Press CTRL/PGUP to recall the first customer by the current key.

Press CTRL/PGDN to recall the last customer by the current key.

Press F4 to change the current key.

The current key is shown by the small arrow to the left of the line number.

PROMPT 2: 0=SAVE, D=DELETE

ENTER FIELD TO CHANGE

Press ENTER to save the record.

Enter the number of any line to change.

Press ESC to cancel any changes made to the current record.

Enter D to delete the record.

Press CTRL/PGUP to recall the first customer on file.

Press CTRL/PGDN to recall the last customer on file.

Press PAGE UP to recall the previous customer.

Press PAGE DOWN to recall the following customer.

Press F4 to change the current key.

Enter \$ to enter or change the customer balance.

The customer balance is automatically adjusted as invoices and payments are entered. Use the \$ only if the balance has been corrupted from a hardware failure, etc.

If CTRL/PGUP, CTRL/PGDN, PAGE UP, or PAGE DOWN is selected, changes made to the current record will be saved before the next record is read.

=====
STEP 3: PRINT REPORTS OR MAILING LABELS
=====

PROMPT 1: 1=CUSTOMER LIST, 2=ACTIVITY, 3=CREDIT REPORT, 4=LABELS

Enter 1 to print the Customer List.

Enter 2 to print an Activity Report.

Enter 3 to print a Credit Report. Only customers over their credit limit will appear on the Credit Report.

Enter 4 to print mailing labels.

PROMPT 2: 1=CUSTOMER CODE, 2=COMPANY NAME, 3=ZIP CODE,
4=TOTAL SALES. ENTER PRINT ORDER

Enter 1 to print the report by customer code.

Enter 2 to print the report by company name.

Enter 3 to print the report sorted by zip code.

Enter 4 to print the report in descending order of total sales.

Proceed to PROMPT 10 if total sales is selected in PROMPT 2.

PROMPT 3: F5=FIRST CUSTOMER, F6=ALL CUSTOMERS
ENTER CUSTOMER TO BEGIN

Enter the beginning customer in a selected range.

Press F5 to begin with the first customer.

Press F6 to include all customers.

PROMPT 4: F5=SAME AS BEGINNING, F6=END OF FILE
ENTER ENDING CUSTOMER

Press F5 to repeat the beginning customer.

Press F6 to print to the end of the file.

Enter the ending customer in a selected range.

PROMPT 5 appears only if customer activity report was selected at PROMPT 1. Proceed to PROMPT 6 if printing mailing labels or to PROMPT 10 if printing a customer list.

PROMPT 5: CUSTOMER BALANCES ONLY? (Y/N)

Enter Y to include only the customer balances on the report.

Enter N to also include the contact name, salesperson code, and the dates of the last sale and last payment.

Proceed To PROMPT 10.

PROMPT 6: 35 IS STANDARD
ENTER LABEL WIDTH

Enter the width of the label in print positions.

There are ten print positions per inch.

Enter 35 for standard 3.5-inch wide labels.

PROMPT 7: 6 IS STANDARD.

ENTER NUMBER OF LINES FROM TOP TO TOP OF LABELS.

Enter the number of print lines from the top of one label to the top of the next label. There are six print lines per inch.

PROMPT 8: PRINT CUSTOMER CODE ON LABEL? (Y/N)

Enter Y to print the customer code on the label.

Enter N to omit the customer code.

PROMPT 9: LABELS PER CUSTOMER? (1-9)

Enter the number of labels to print for each customer.

PROMPT 10: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE

Enter S to print to the screen.

Enter P to print to the printer.

Enter D to print to a disk file.

Enter the number of any line to change.

=====
STEP 4: YEAR-END (MOVE BILLED TOTALS)
=====

PROMPT 1: READ MESSAGE BELOW AND ENTER 'MOVE' TO CONTINUE
OPERATION

Enter 'MOVE' (all capitals) to move the billed totals.

Any other response will abort the move operation.

The Billed-This-Year totals for all customers on file will be moved to the Billed-Last-Year totals and the Billed-This-Year totals will be set to zero.

THE SALES TAX FILE

Up to 99 Sales Tax Rates may be entered into the Accounts Receivable Sales Tax File. These rates are used in the Transaction Entry and Billing programs to compute sales tax automatically.

Valid Sales Tax Codes are upper or lower case letters, numerals 0 through 9, or other characters such as punctuation marks, =, /, \, etc. The letter X is reserved and may not be used as a Sales Tax Code.

The total sales and sales tax charged for each tax rate are stored in the Sales Tax File. These totals may be printed at month-end and then be reset to zero for the next period.

From The Accounts Receivable Program Menu
Select Program No. 8) SALES TAX FILE.

=====
STEP 0: ENTER SALES TAX CODES
=====

PROMPT 1: P=PRINT, R=RESET TOTALS TO ZERO
ENTER LINE TO CHANGE
Enter P to print the Sales Tax File.
Enter R to reset the totals to zero.
Enter the number of any line to change.

=====
STEP 1: ADD OR CHANGE A RECORD
=====

PROMPT 1: ENTER sales TAX CODE
Enter the sales tax code.

A sales tax code may be any character that can be entered from the keyboard. Upper-case letters are recognized as separate from lower-case letters.

PROMPT 2: ENTER SALES TAX RATE
Enter the percentage rate for this tax code.
Enter zero to track non-taxable sales.

PROMPT 3 and PROMPT 4 will be skipped if a General Ledger posting code of X was entered into Line 9 of the Accounts Receivable Information File.

PROMPT 3: ENTER GENERAL LEDGER ACCOUNT NUMBER
Enter the General Ledger account number to which this sales tax should be posted.

If a General Ledger posting code of Y has been entered into Line 9 of the Accounts Receivable Information File, the account number entered must be on the General Ledger Chart of Accounts. Otherwise, any alpha-numeric entry may be used.

PROMPT 4: ENTER ACCOUNT DESCRIPTION
Enter the name of the General Ledger account entered at PROMPT 3.

If a General Ledger posting code of Y has been entered on Line 9 of the Accounts Receivable Information File, the account name will be recalled from the General Ledger Chart of Accounts and inserted automatically.

PROMPT 5: ENTER TOTAL SALES THIS PERIOD

This amount is adjusted automatically as invoices are entered.

MULTIPLE SALES TAX RATES:

A single tax code may be used to reference up to four sales tax rates. If tax code A stands for city tax and tax code B stands for state tax, a third tax code may be set up to reference both tax code A and tax code B. By creating a combined tax code, the sales tax may be distributed to more than one tax base with different rates for each base.

To do this, set up a third tax code, tax code C for instance, and when the tax rate is requested in PROMPT 2, enter =AB instead of a tax rate. This tells the program that when tax code C is entered for a particular invoice, it should be treated as though both tax codes A and B had been entered. Up to four sales tax rates may be referenced with a single sales tax code.

See the Sales Tax File in the Sample Data Files for an example of this concept.

THE SALESPERSON FILE

The Salesperson File records gross sales, commissions on gross sales, gross receipts, and commissions on gross receipts for all salespersons.

From The Accounts Receivable Program Menu
Select Program No. 9) SALESPERSON FILE

=====
STEP 0: SALESPERSON FILE
=====

PROMPT 1: 1=ADD, 2=RECALL, 3=PRINT, 4=CLOSE
ENTER OPERATION

Enter 1 to add a salesperson and proceed to STEP 1.
Enter 2 to change or delete a salesperson and proceed to STEP 2.
Enter 3 to print the Salesperson File and proceed to STEP 3.
Enter 4 to close the monthly, quarterly, or yearly totals for each salesperson and proceed to STEP 4.

=====
STEP 1: ADD A NEW SALESPERSON
=====

PROMPT 1: ENTER SALESPERSON CODE
Enter the code assigned to the new salesperson.

The salesperson code may be from one to six alpha-numeric characters. All salesperson codes should be the same length to print the reports in the expected order.

PROMPTS 2 THROUGH 5: ENTER NAME AND ADDRESS
Enter the salesperson's name and address.

PROMPT 6: ENTER TELEPHONE
Enter the telephone number.
Seven and ten-digit numbers will be reformatted.

PROMPT 7: ENTER COMMISSION RATE
Enter the commission rate for this salesperson.

PROMPT 8: ENTER (PERIOD) SALES
Enter total sales for the period shown.

The commission on gross sales will be computed automatically based on the commission rate entered into Line 7.

PROMPT 9: ENTER TOTAL RECEIPTS

Enter the total receipts for the period shown.

The commission on total receipts will be computed automatically based on the commission rate entered into Line 7. Total sales and receipts should only be entered when transferring totals from other records. These amounts are updated automatically as invoices are entered and paid.

=====
STEP 2: RECALL A SALESPERSON
=====

PROMPT 1: ENTER SALESPERSON CODE

Enter the code for the selected salesperson.
Press CTRL/PGUP to recall the first salesperson on file.
Press CTRL/PGDN to recall the last salesperson on file.

PROMPT 2: 0=SAVE, D=DELETE

ENTER LINE TO CHANGE

Press ENTER to save the record.
Enter the number of any line to change.
Enter D to delete the salesperson from the file.
Press ESC to cancel any changes made to the record.
Press CTRL/PGUP to recall the first salesperson on file.
Press CTRL/PGDN to recall the last salesperson on file.
Press PAGE UP to recall the previous salesperson.
Press PAGE DOWN to recall the following salesperson.

If CTRL/PGUP, CTRL/PGDN, PAGE UP, or PAGE DOWN is pressed, changes made to the current record will be saved before the next record is recalled.

=====
STEP 3: PRINT THE SALESPERSON FILE
=====

PROMPT 1: 1=COMMISSION REPORT, 2=LABELS

ENTER REPORT TYPE

Enter 1 to print a Commission Report and proceed to STEP 3A.
Enter 2 to print mailing labels and proceed to STEP 3B.

=====
STEP 3A: PRINT THE COMMISSION REPORT
=====

PROMPTS 1 TO 5: Y=INCLUDE IN REPORT, N=DO NOT INCLUDE

Press Y for each item in Line 1 through Line 5 to be included.
Press N for each item to omit from the report.

PROMPT 6: S=SALESPERSON CODE, M=MTD, Q=QTD, Y=YTD

ENTER PRINT ORDER

Enter S to print the report by salesperson's code.
Enter M to print the report in descending order by MTD totals.
Enter Q to print the report in descending order by QTD totals.
Enter Y to print the report in descending order by YTD totals.

PROMPTS 7 and 8 appear only if salesperson's code is selected in PROMPT 6.

PROMPT 7: F5=FIRST RECORD, F6=ALL RECORDS

ENTER BEGINNING CODE

Press F5 to begin the report with the first salesperson.
Press F6 to include all salespersons.
Enter the beginning salesperson in a selected range.

PROMPT 8: F5=SAME AS BEGINNING, F6=LAST RECORD
ENTER ENDING CODE

Press F5 to repeat the beginning entry.
Press F6 to print to the end of the file.
Enter the ending salesperson in a selected range.

PROMPT 9: S=SCREEN, P=PRINTER, D=DISK
Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.

=====
STEP 3B: PRINT MAILING LABELS
=====

PROMPT 1: 35 IS STANDARD
ENTER LABEL WIDTH
Enter the width of the label in print positions.
There are ten print positions per inch.
Enter 35 for standard 3.5-inch wide labels.

PROMPT 2: 6 IS STANDARD
ENTER NUMBER OF LINES FROM TOP TO TOP OF LABELS.
Enter the number of print lines from the top of one label to the top of the next label. There are six print lines per inch.

PROMPT 3: PRINT SALESPERSON CODE ON LABEL? (Y/N)
Enter Y to print the salesperson's code on the mailing label.
Enter N to omit the salesperson's code.

PROMPT 4: LABELS PER SALESPERSON? (1-9)
Enter the number of mailing labels to print for each salesperson.

PROMPT 5: F5=FIRST RECORD, F6=ALL RECORDS
ENTER BEGINNING CODE
Enter the beginning salesperson in a selected range.
Press F5 to begin printing with the first salesperson.
Press F6 to include all salespersons.

PROMPT 6: F5=SAME AS BEGINNING, F6=LAST RECORD
ENTER ENDING CODE
Enter the ending salesperson in a selected range.
Press F5 to repeat the beginning entry.
Press F6 to print to the end of the file.

PROMPT 7: P=PRINTER, D=DISK
Enter P to print the labels on the printer.
Enter D to print the labels to a disk file.

TRANSACTION ENTRY INSTRUCTIONS

Before entering invoices it is necessary to set up the Customer File and, if they are being used, the Inventory File, Sales Tax File, and Salesperson File.

This program will create an invoice and record it on the Accounts Receivable Invoice File but does not print an invoice for the customer. If a printed invoice is required, the Billing program should be used.

Each invoice entered may be distributed to as many as six General Ledger accounts. Invoices, credit memos, and deposits from customers may be entered or deleted. Sales tax and sales commissions are computed automatically. Returns and allowances, finance charges, and freight charges may be entered.

If General Ledger activity is being posted to the CMS General Ledger, the necessary entries are added to the General Ledger Transaction File and detailed entries are made to the G/L Postings Journal.

The General Ledger Accounts entered into the Accounts Receivable Information File may be changed at any time during invoice entry or invoice payment by pressing SHIFT/F5. This allows invoices to be charged to more than one Cash and Accounts Receivable account without leaving the invoice entry program.

From The Accounts Receivable Menu
Select Program No. 1) TRANSACTION ENTRY.

=====
STEP 0: SELECT OPERATION
=====

PROMPT 1: 1=ENTER, 2=DELETE, 3=PAYMENT
Enter 1 to enter an invoice, credit memo, or deposit and proceed to STEP 1.
Enter 2 to delete an invoice, credit memo, or deposit and proceed to STEP 2.
Enter 3 to enter a payment received and proceed to STEP 3.

=====
STEP 1: ENTER AN INVOICE
=====

PROMPT 1: 1=INVOICE, 2=CREDIT MEMO, 3=DEPOSIT
Enter the code for the item being entered.

PROMPT 2: ENTER INVOICE NUMBER
Enter the invoice number.
Press F6 to increase the previous invoice number by one.

PROMPT 3: ENTER CUSTOMER CODE
Enter the customer's code.

PROMPT 4: DATE FORMAT IS MMDDYY
ENTER INVOICE DATE
Enter the invoice date.
Press ENTER to use the System Date.

PROMPT 5: ENTER DESCRIPTION
Enter the invoice description.
This description will print on the monthly statements.

PROMPT 6 is bypassed if there are no entries in the Salesperson File.

PROMPT 6: ENTER SALESPERSON'S CODE
Enter the code for the salesperson making this sale.
The salesperson's code will be obtained from the customer's record if available.

PROMPT 7 is bypassed if the Sales Tax File contains no entries.

PROMPT 7: ENTER SALES TAX CODE
Enter the sales tax code from the Sales Tax File.
Enter a shifted sales tax code if sales tax is charged on freight.
Enter X to enter the sales tax manually.
Press ENTER if no sales tax is charged on this invoice.

PROMPT 8: ENTER G/L DISTRIBUTIONS
Enter the distribution codes for the General Ledger accounts to which this invoice will be distributed. These distribution codes were previously entered on screen 2 of the Accounts Receivable Information File. Press F2 to view the distribution codes.

PROMPT 9: ENTER INVOICE AMOUNT

Enter the net amount of the invoice.

This PROMPT is bypassed if General Ledger distributions are entered at PROMPT 8.

PROMPT 10: ENTER FREIGHT

Enter the freight for this Invoice.

Return to PROMPTS 11, 12, 13, 14, and 15 if entries are to be made in those lines otherwise proceed to PROMPT 16.

PROMPT 11: ENTER SALES TAX

If an X was entered for the sales tax code at PROMPT 7, the actual sales tax for this invoice may now be entered. Otherwise, the sales tax will be computed automatically based on the information in the Sales Tax File and PROMPT 11 will be bypassed.

PROMPT 12: FINANCE CHARGES

Enter any finance charges that may have accrued.

Enter X and finance charges will not be added to this invoice, regardless of its age.

Enter Y and finance charges will not be added to this invoice nor will this invoice ever appear on the customer's statement. For example, a C.O.D. invoice should not appear on a statement.

Enter Z if term payments are to be made on this invoice. The invoice will appear on the statement, but no finance charges will be added.

PROMPTS 13 through 15 are used for prepaid invoices only.

PROMPT 13: ENTER CHECK NUMBER

Enter the check number of the check with which the payment was made.

PROMPT 14: ENTER PAYMENT

Enter any payment that has been made on this invoice.

PROMPT 15: ENTER ALLOWANCE

No allowance may be entered unless the allowance plus the payment equals the full amount of the invoice.

PROMPT 16: 0=RECORD INVOICE, X=CANCEL THIS OPERATION

ENTER LINE TO CHANGE

Press ENTER to record the invoice.

Enter X to cancel the invoice.

Enter any line to change.

Return to PROMPT 1 if a General Ledger posting code of X is entered into the Accounts Receivable Information File. Otherwise proceed to STEP 1A to enter the General Ledger distributions.

=====
STEP 1A: GENERAL LEDGER INCOME DISTRIBUTIONS
=====

Each invoice may be distributed to as many as six General Ledger accounts. Do not enter postings for the Cash and Accounts Receivable accounts. These postings are entered automatically by the accounting system.

Returns and allowances must be entered as negative amounts preceded by a minus sign (-). No other negative entries are allowed.

The General Ledger distributions are normally entered at PROMPT 8. You may make changes or additions to those distributions before recording the invoice.

=====
STEP 2: DELETE AN INVOICE OR CREDIT MEMO
=====

PROMPT 1: ENTER INVOICE NUMBER

Enter the number of the invoice or credit memo to be deleted.

PROMPT 2: ENTER THE DELETE CODE OR
ENTER DISTRIBUTION LINE TO CHANGE (A-F)

Enter the same General Ledger distributions that were made when the invoice was entered.

Enter the delete code to delete the record.
Any other entry will cancel the delete operation.

=====
STEP 3: ENTER PAYMENTS RECEIVED
=====

Full or partial payments may be made, and credit memos and deposits may be applied.

There are two features which allow maximum speed when entering payments to more than one invoice for the same customer. This is especially useful for customers paying against their balance rather than against individual invoices.

AUTOMATIC INVOICE RECALL:

Invoices are recalled automatically for payment without having to enter the invoice number. You may choose which invoices to pay and which not to pay. Credit memos and deposits may be applied and returns and allowances given.

AUTOMATIC INVOICE PAYMENT:

This is an extension of Automatic Invoice Recall. Not only are the unpaid invoices recalled automatically, but full payment is applied and the invoice is rewritten to the file, all automatically. No credit memos may be applied in this mode nor can returns or allowances be given. Any overpayment may be entered as a deposit from the customer.

PROMPT 1: PRESS F3 FOR AUTOMATIC INVOICE RECALL OR
ENTER INVOICE NUMBER

Enter the number of the invoice for which payment was received.
Press F3 for Automatic Invoice Recall if the payment is for more than one invoice.
Each unpaid invoice will be retrieved automatically for payment.

If Automatic Invoice Recall is not selected, proceed to PROMPT 4.

PROMPT 2: ENTER CUSTOMER CODE
Enter the code of the customer from whom the payment was received.

PROMPT 3: APPLY PAYMENTS AUTOMATICALLY? (Y/N)
Enter Y to select Automatic Invoice Payment.
Enter N to choose which invoices to pay and which not to pay and proceed to PROMPT 7.

PROMPT 4: F3=CANCEL AUTOMATIC RECALL
ENTER CHECK NUMBER
Press F3 to cancel Automatic Invoice Recall.
Enter the check number.

PROMPT 5: F3=CANCEL AUTOMATIC RECALL
ENTER PAYMENT
Press F3 to cancel Automatic Invoice Recall.
Enter the amount of the payment.

A credit memo or deposit may be applied to this invoice by preceding the payment with a CM for credit memo or DP for deposit (CM100). If a credit memo or deposit is being applied, the credit memo or deposit number will be requested.

PROMPT 6: ENTER ALLOWANCE
Enter any returns or allowances on this invoice.

PROMPT 6 is bypassed if full payment is entered at PROMPT 5 or if Automatic Invoice Payment was selected at PROMPT 3. No allowance may be entered unless the payment and allowance equal the full amount of the invoice.

PROMPT 7: 0=RECORD PAYMENT, X=CANCEL PAYMENT

ENTER LINE TO CHANGE

Press ENTER to record the payment.

Enter X to cancel the payment.

Enter the number of any line to change.

Only Lines 10, 11, and 12 may be changed.

Return to PROMPT 1 if Automatic Invoice Payment has not been selected.

If Automatic Invoice Payment has been selected, the payment will be applied to as many of the customer's invoices as possible. If the payment is completely applied, return to PROMPT 1. If the payment exceeds the total owed by the customer, PROMPT 8 will appear.

PROMPT 8: (\$XXX.XX) LEFT OVER.

ENTER DEPOSIT? (Y/N)

Enter Y to enter the remaining balance of the payment as a deposit.

Enter N if no deposit is to be entered.

ACCOUNTS RECEIVABLE BILLING INSTRUCTIONS

It is necessary to establish the Customer File and, if they are being used, the Sales Tax File and Salesperson File before any invoices may be entered.

In addition to being recorded on the Accounts Receivable Invoice File, invoices entered through the Billing program are recorded on a separate Billing File used to print the actual invoices on the printer. A single invoice or the entire Billing File may be printed at any time and as often as needed. The Billing File may be erased at any time without affecting the Accounts Receivable Invoice File or any other file.

For Point-Of-Purchase installations, invoices entered through the Billing program may be printed at the time they are entered by pressing F12 before recording the invoice. Press SHIFT/F12 for form alignment. If you have a problem tearing invoices off the printer after they have been printed, select option seven, 7) Form Feed, from the Billing menu. This will cause the printer to advance the next invoice two lines in order to make it easier to remove the current invoice. If you leave and then return to the Billing program, it will be necessary to turn the printer back two lines before printing the next invoice.

Invoices entered through the Billing program are placed on the same Accounts Receivable Invoice File with invoices entered through the Transaction Entry program. A total of ninety-nine line items may be entered per invoice. Each line item may be distributed to any one of up to fifty-two General Ledger income accounts previously entered into screen 2 of the Accounts Receivable Information File.

If the same or nearly the same invoices are sent to the same customers each month, RECURRING INVOICES can be entered which may be recalled as needed, eliminating the need for complete re-entry of identical invoices.

The Recurring Invoice feature of the Billing program may also be used as an Accounts Receivable Order Entry System. Once the order has been entered into the Billing program, a picking list or pro-forma invoice may be printed at any time. The order may be recalled, modified, or deleted at any time. When the order is ready for shipping, the sales order may be recalled from the Sales Order File and automatically entered into the Accounts Receivable Invoice File. The order may then be removed from the Order File or may be retained for order history purposes.

If General Ledger postings are being tracked, transactions will be added to the General Ledger Transaction File, and detailed entries will be made to the G/L Postings Journal.

Information in the heading portion of the invoice may be set to automatically repeat from invoice to invoice by pressing the asterisk '*' key just prior to entering the information for that particular item. A short beep will be heard when the asterisk key is pressed. The auto repeat feature may be turned off at any time by returning to the desired item and again pressing the asterisk key.

The General Ledger Accounts entered into the Accounts Receivable Information File may be changed at any time during invoice entry or invoice payment by pressing SHIFT/F5. This allows invoices to be charged to more than one Cash and Accounts Receivable account without leaving the invoice entry program.

From The Accounts Receivable Menu
Select Program No. 2) BILLING.

=====
STEP 0: ENTER SELECTION
=====

PROMPT 1: ENTER OPERATION CODE

Enter 1 to enter invoices and proceed to STEP 1.

Enter 2 to print invoices and proceed to STEP 2.

Enter 3 to erase invoices from the Billing File and proceed to STEP 3.

The Accounts Receivable Invoice Billing program is set to print invoices on standard 8.5" X 7" pre-printed invoice forms. Longer 8.5" X 11" invoice forms may be used by selecting option four, 4) Select Invoice Form, from the Billing menu. Only the line item portion of the invoice form may be extended. The heading and other information printed on the invoice must remain in the same place as on the short invoice form. These long invoice forms are not available 'off the shelf' and must be custom printed by your local printer.

ACCOUNTS RECEIVABLE INVOICE FREIGHT NOMENCLATURE: Invoices printed from the Accounts Receivable Billing program normally label freight or shipping charges as FREIGHT. This label can be changed by selecting option five, 5) Select Freight Label, from the Billing menu. This label may be up to 25 characters in length.

PRINTING A CUSTOM MESSAGE ON EACH INVOICE: To print a special message on each invoice, select option six, 6) Select Invoice Message, from the Billing menu. The message may be up to fifty characters in length.

=====
STEP 1: ENTER INVOICES
=====

PROMPT 1: F3=RECALL RECURRING INVOICE

ENTER CUSTOMER CODE

Enter the customer code.

Press F3 to recall a recurring invoice.

Press ALT/F3 to bill all recurring invoices automatically.

When using the BILLING program to record Point Of Purchase sales, it is sometimes desirable to be able to enter the customer's name and address directly into the invoice without having to stop and enter a new record into the customer file. To be able to do this, set up a record in the customer file with the customer name and address fields left blank. This customer could be called CASH. When this record is called up in the BILLING program, the BILLING program will stop and allow the customer's name and address to be entered directly into the invoice.

Proceed to PROMPT 2 if a recurring invoice is selected. Otherwise the next invoice number will appear and you will proceed to PROMPT 3.

If automatic billing is selected by pressing ALT/F3, the next invoice number will appear, the invoice and shipping dates will be set to the current date, and PROMPT 1A will appear.

PROMPT 1A: 0=AUTOMATIC BILLING, C=CANCEL
OR ENTER LINE TO CHANGE (2/3/5 ONLY)

Press ENTER to begin automatic billing.
Press C to cancel automatic billing.
Press 2 to change the beginning invoice number.
Press 3 to change the invoice date.
Press 5 to change the shipping date.

PROMPT 2: ENTER RECURRING INVOICE ID NUMBER

Enter the ID number of a previously recorded recurring invoice.
The recurring invoice will be displayed, the next invoice number assigned to the invoice, and the invoice and shipping dates changed to the current date. Proceed to PROMPT 20.

PROMPT 3: ENTER INVOICE NUMBER

Enter the number for this invoice.
Precede the number with cm to indicate a credit memo.

If the previous invoice number was all numeric, it will be increased by one, displayed, and PROMPT 3 will be bypassed. Press ENTER at PROMPT 4 to change the invoice number.

PROMPT 4: FORMAT IS MMDDYY
ENTER INVOICE DATE

Enter the date of the invoice.
This invoice date is the date that will be used for aging the invoice.

PROMPT 5: ENTER SHIPPING ADDRESS
PRESS ENTER IF SAME AS SOLD TO

Enter the SHIP TO address.
Press ENTER if the SHIP TO address is the same as the SOLD TO address.
If the SHIP TO address exists on the Customer File, that address may be retrieved by entering the associated customer code preceded by an equal sign (=).

PROMPT 6: ENTER DATE SHIPPED

Enter the shipping date for this invoice.
Press ENTER to use the System Date.

If available, the information requested in PROMPTS 7 through 10 will be extracted from the customer record and inserted into the invoice automatically.

PROMPT 7: ENTER CARRIER

Enter the method by which the items on this invoice were shipped.

PROMPT 8: ENTER SALESPERSON'S CODE

Enter the code for the salesperson making this sale.
The salesperson must have previously been entered into the Salesperson File.

PROMPT 8 is bypassed if no entries have been made to the Salesperson File.

PROMPT 9: ENTER F.O.B. POINT

Enter the F.O.B. point for this shipment.

PROMPT 10: ENTER PAYMENT TERMS

Enter the payment terms for this invoice.

PROMPT 11: ENTER ORDER NUMBER

Enter the order number for this invoice.

Enter anything in this field to identify the invoice. The order number will appear under the description field on the Invoice Ledger Report and on the monthly statement.

PROMPT 12: 0=CONTINUE, C=CANCEL

ENTER HEADING FIELD TO CHANGE

Press ENTER to begin entering line items.

Enter C to cancel the invoice and return to PROMPT 1.

Enter any line to change.

PROMPT 13: ENTER ITEM QUANTITY

Enter the quantity for this item.

Precede the quantity with a B if the items are back-ordered.

Enter C to indicate a comment line.

Press ENTER, without entering a quantity, and proceed to PROMPT 18 if items have been entered or return to PROMPT 12 if no items have been entered.

PROMPT 14: ENTER DESCRIPTION

Enter the description of this item.

Descriptions may be continued over several lines by entering C at PROMPT 13 to indicate a comment line.

When an inventory item is entered into the Accounts Receivable Billing program, the unit price for the item is taken from the inventory item record based on the quantity sold, and entered into the unit price column of the invoice. To override this automatic entry and enter the unit price manually, follow the inventory item code entered into the description column of the invoice with a dash (-). The program will then stop at the unit price column and allow the unit price to be entered manually.

To enter a line item discount, end the description line with the regular item price, followed by a backslash (\), and then the discount percentage i.e. ITEM DESCRIPTION 100\5. The line will be reformatted as ITEM DESCRIPTION 100.00 LESS 5% and the discounted unit price and extension will be computed and displayed on the screen.

PROMPT 15: ENTER UNIT PRICE

Enter the unit price for this item.

The unit price will be extended and displayed in the amount column.

To override this automatic calculation and enter the extension manually, enter a dash (-) in the unit price column and press the ENTER key. The prompt will move over into the extended price column and the extended price may be entered manually.

PROMPT 16: ENTER TAX CODE

Enter the sales tax code for this item.

Press ENTER if this item is not taxable.

The sales tax code must have previously been entered into the Sales Tax File. PROMPT 16 is bypassed if there are no entries in the Sales Tax File.

PROMPT 17: ENTER G/L DISTRIBUTION CODE (A-Z)

Enter the General Ledger distribution code for this item.

The distribution codes were previously entered into screen 2 of the Accounts Receivable Information File. Press F2 to view the distribution codes.

PROMPT 17 will be bypassed if the General Ledger posting code in the Accounts Receivable Information File has been set to X.

PROMPT 18: ENTER FREIGHT EXPENSE FOR THIS INVOICE

Enter the freight charged to this invoice.

PROMPT 19: ENTER FINANCE CHARGE CODE

Enter X and finance charges will not be added to this invoice, regardless of its age.

Enter Y and in addition to finance charges not being added to this invoice, the invoice will not appear on the customer's statement. For example, a C.O.D. shipment.

Enter Z if term payments will be made on this invoice. The invoice will appear on the customer's statement but no finance charges will be added.

PROMPT 20: 0=SAVE, C=CANCEL, A=ADD, F=FRT, H=HEAD, P=PAY
F3=RECURRING ENTRY. ENTER LINE TO CHANGE

Press ENTER to record the invoice.

Enter the line number of any item to review or change.

Enter C to cancel this invoice.

Enter A to add more items and return to PROMPT 13.

Enter F to re-enter the freight charges and return to PROMPT 18.

Enter H to change an entry in the invoice heading and return to PROMPT 12.

Enter P to record a payment made on this invoice.

Press F3 to record the current invoice as a RECURRING INVOICE.

Press F12 to print a copy of the invoice on the printer.

Press SHIFT/F12 to choose between pre-printed and plain paper invoice forms.

If more than ten line items have been entered, the screen may be scrolled using the CURSOR UP and CURSOR DOWN keys.

A line that has been entered may be deleted by recalling the line number and pressing ENTER instead of entering an amount in the quantity column.

A line may be inserted by entering the number where the line is to be inserted and then pressing the INSERT key when the quantity is requested. The lines below that line will be pushed down and the new line may be entered.

RECURRING INVOICES:

PROMPT 21 appears only if F3 is pressed at PROMPT 20.

PROMPT 21: ENTER RECURRING INVOICE ID NUMBER

Enter a unique ID number for this recurring invoice.

The ID number will be used to recall this recurring invoice whenever it is needed.

To delete a recurring invoice, recall the recurring invoice to be deleted and then cancel the invoice. You will be asked if you also want to delete the invoice from the Recurring Invoice File. Respond with a Y to remove the invoice from the Recurring Invoice File.

To change a recurring invoice, recall the invoice to be changed, make any desired changes, save the recurring invoice using the F3 key, and then press C to cancel the current operation.

=====
STEP 2: PRINT THE BILLING FILE
=====

Continuous invoice forms are normally preprinted with the company name, address, and telephone number. You may instead have the program print that information on the invoice forms by pressing the F3 key. Special print or type styles may be used on the invoices by entering the necessary printer codes into the Company Information File.

PROMPT 1: F5=FIRST INVOICE, F6=ALL INVOICES
ENTER BEGINNING INVOICE

Enter the beginning invoice number in a selected range.

Press F5 to begin printing with the first invoice on the Billing File.

Press F6 to print all invoices on the Billing File.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST INVOICE
ENTER ENDING INVOICE

Enter the ending invoice number in a selected range.

Press F5 to repeat the beginning invoice number.
Press F6 to print to the end of the Billing File.

PROMPT 3: 0=CANCEL, P=PRINTER, D=DISK
Press ENTER to cancel the print operation.
Enter P to print the invoices on the printer.
Enter D to print the invoices to a disk file.

=====
STEP 3: ERASE the INVOICE BILLING FILE
=====

PROMPT 1: F5=FIRST INVOICE, F6=ALL INVOICES
ENTER BEGINNING INVOICE
Enter the beginning invoice number in a selected range.
Press F5 to begin erasing with the first invoice on the Billing File.
Press F6 to erase the entire Billing File.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST INVOICE
ENTER ENDING INVOICE
Press F5 to repeat the beginning invoice number.
Press F6 to erase to the end of the Billing File.
Enter the ending invoice number in a selected range.

ACCOUNTS RECEIVABLE INVOICE AGING REPORTS

The Accounts Receivable Invoice Ledger is used to print the invoice aging reports. All invoices may be printed or only those in a selected customer and date range. These reports may be printed at any time to the screen, printer, or disk.

A/R AND A/P INVOICE AGING REPORTS: Invoice aging reports may now be printed showing only the 30/60/90 day totals for each customer or vendor rather than a complete detail listing of all open invoices. The sort order for printing and paying invoices may be set either to date order or to invoice number order. Date order is convenient when invoices come in from different sources and may not always be in correct invoice number order or even in the same invoice number format. In addition, Accounts Receivable invoice aging reports may be set to show only those invoices sold by a specified salesperson.

The aging periods which best suit your business should be entered into Line 3 of the Accounts Receivable Information File.

OPEN INVOICE LISTING:

Lists all invoices which have not been fully-paid, and deposits and credit memos which have not been fully-used.

CLOSED INVOICE LISTING:

Lists all fully-paid invoices and fully-used deposits and credit memos.

DELETE CLOSED INVOICES:

Although fully-paid invoices may be maintained on the Invoice File for an indefinite period, they may be deleted whenever it becomes necessary. One reason to delete old invoices would be to recapture disk space.

From The Accounts Receivable Menu
Select Program No. 3) INVOICE LEDGER.

=====
STEP 0: ACCOUNTS RECEIVABLE INVOICE LEDGER
=====

PROMPT 1: 1=OPEN, 2=CLOSED, 3=DELETE
ENTER REPORT FORMAT CODE

Enter 1 to print an Open Invoice Listing.
Enter 2 to print a Closed Invoice Listing.
Enter 3 to delete selected closed invoices.

PROMPT 2: F5=FIRST CUSTOMER, F6=ALL CUSTOMERS
ENTER BEGINNING CUSTOMER

Enter the beginning customer in a selected range.
Press F5 to begin with the first customer.
Press F6 to include invoices for all customers.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST CUSTOMER
ENTER ENDING CUSTOMER

Enter the ending customer in a selected range.
Press F5 to repeat the beginning customer.
Press F6 to continue to the end of the Invoice File.

PROMPT 4: ENTER MINIMUM INVOICE AGE TO PRINT

Enter the minimum invoice age to include in the report.
To enter a date range rather than a minimum invoice age, enter both dates on line 4 separated by a space.

PROMPT 5: SUMMARY OR DETAIL REPORT? (S/D)

Enter D to print each individual invoice.
Enter S to print only the aged totals.

PROMPT 6: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE

Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.
Enter the number of any line to change.

PROMPT 6 will appear without the screen option if deleting closed invoices. If a printed listing of the deleted invoices is not required, print the report to a disk file and then erase the disk file.

ADDING FINANCE CHARGES

The Finance Charge Update program will add finance charges to all overdue invoices on the Accounts Receivable Invoice File at the rate and period established in the Accounts Receivable Information File. A report is generated showing each overdue invoice and the finance charges added to that invoice. Totals are printed showing the amount overdue for each customer. This program should be used at the end of each month before the monthly statements are printed.

Finance charges added to invoices during the Finance Charge Update may be automatically removed in case an error is discovered. To UNDO the last finance charge update, reenter the Finance Charge Update program and change the operation code on line 1 from Update to UNDO.

If Accounts Receivable activity is being posted to the CMS General Ledger, and the Finance Charge account number has been entered into the Accounts Receivable Information File, the transactions to reflect this finance charge activity will be posted to the CMS General Ledger Transaction File.

From The Accounts Receivable Menu
Select Program No. 6) FINANCE CHARGE UPDATE.

=====
STEP 1: ADD FINANCE CHARGES
=====

PROMPT 1: LAST FINANCE CHARGE UPDATE ON (DATE)
F5=FIRST CUSTOMER, F6=ALL

Press F5 to begin with the first customer.
Press F6 to include all customers.
Enter the beginning customer in a selected range.

LAST UPDATE shows the last date on which finance charges were added to overdue invoices. Finance charges should be added only once during a billing cycle. If a finance charge update has never been processed, the LAST UPDATE will not be displayed.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST CUSTOMER
ENTER ENDING CUSTOMER

Press F5 to repeat the beginning customer.
Press F6 to continue to the end of the file.
Enter the ending customer in a selected range.

PROMPT 3: CUSTOMER RANGE CORRECT? (Y/N)

Enter Y to proceed.
Enter N to reset the customer range.

Finance charges will be added to all overdue invoices in the specified customer range and the Finance Charge Update Report will be printed.

PRINTING MONTHLY STATEMENTS FOR YOUR CUSTOMERS

Monthly statements may be printed for all customers with unpaid invoices on file. A special message may be added at the bottom of each statement.

Statements may be printed in one of two formats. A SUMMARY format or a more DETAILED format. The summary format prints one line for each invoice on the Accounts Receivable Invoice File. The more detailed format breaks out finance charges, allowances, and payments for each invoice on separate lines. Either format may be selected.

Continuous statement forms are normally preprinted with the company name, address, and telephone number. Press F3 to have the program print that information on the statement forms.

From The Accounts Receivable Menu
Select Program No. 7) PRINT STATEMENTS.

=====
STEP 1: PRINT MONTHLY STATEMENTS
=====

PROMPT 1: LAST FINANCE CHARGE UPDATE ON (DATE)
F5=FIRST, F6=ALL CUSTOMERS

Press F5 to begin with the first customer on file
Press F6 to include all invoices for all customers.
Enter the beginning customer code in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST CUSTOMER
ENTER ENDING CUSTOMER

Press F5 to repeat the beginning customer.
Press F6 to print to the end of the file.
Enter the ending customer code in a selected range.

PROMPT 3: ENTER MINIMUM INVOICE AGE TO INCLUDE

Enter the minimum invoice age to appear on the statement.
Enter 0 to include all open invoices on the statements.

To enter a date range rather than a minimum invoice age, enter both dates separated by a space.

PROMPT 4: D=DETAILED FORMAT, S=SUMMARY FORMAT

ENTER DESIRED STATEMENT FORMAT

Enter D to print the statements in detail format.

Enter S to print the statements in summary format.

PROMPT 5: P=PRINTER, D=DISK, A=ALIGN FORMS

OR ENTER LINE TO CHANGE

Enter P to print the statements on the printer.

Enter D to print the statements to a disk file.

Enter A to print a test statement for form alignment.

Enter the number of any line to change.

One of five messages may be printed on each statement depending upon the age of the oldest invoice for that customer. It is not necessary to re-enter the messages each month. Messages remain on file until they are erased or changed.

UNDER 30 5) Message for invoices under 30 days.

OVER 30 6) Message for invoices over 30 days.

OVER 60 7) Message for invoices over 60 days.

OVER 90 8) Message for invoices over 90 days.

OVER 120 9) Message for invoices over 120 days.

The message entered on Line 5 will be printed if the oldest invoice is under 30 days. The message entered on Line 9 will be printed if the oldest invoice is over 120 days.

Press ENTER on Lines 5 through 9 without entering a message to repeat the preceding message.

The aging periods are obtained from the Accounts Receivable Information File.

THE ACCOUNTS RECEIVABLE G/L POSTING JOURNAL

The G/L Postings Journal is an important link in the General Ledger Audit Trail. Entries in the journal are recorded automatically if a Y is entered into Line 7 of the Accounts Receivable Information File.

The Postings Journal contains a detailed record by date of all Accounts Receivable activity which created postings to the CMS General Ledger. The entire journal or only a selected range may be printed at any time to the screen, printer, or disk.

From The Accounts Receivable Menu
Select Program No. 4) G/L POSTINGS JOURNAL.

=====
STEP 0: ENTER OPERATION CODE
=====

PROMPT 1: 1=DATE, 2=INVOICE, 3=POSTING CODE, 4=ACCOUNT

5=ERASE JOURNAL. ENTER OPERATION CODE

Enter 1 to print the journal in date order.

Enter 2 to print the journal in invoice number order.

Enter 3 to print the journal in posting code order.

Enter 4 to print the journal in General Ledger account number order.

Enter 5 to erase the G/L Postings Journal and proceed to STEP 2.

=====
STEP 1: PRINT THE JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST, F6=ALL

ENTER BEGINNING (ORDER)

Enter the beginning key in a selected range.
Press F4, if printing by date, to print entries for the current month.
Press F5 to begin with the earliest entry in the journal.
Press F6 to print all entries in the journal.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST (ORDER)

ENTER ENDING (ORDER)

Enter the ending key in a selected range.
Press F5 to repeat the beginning entry.
Press F6 to print to the end of the journal.

PROMPTS 3 through 5 appear only if printing by General Ledger account number.

PROMPT 3: F4=CURRENT MONTH, F5=FIRST, F6=ALL

ENTER BEGINNING DATE

Press F4 to include entries for the current month only.
Press F5 to begin with the earliest date.
Press F6 to include all dates.
Enter the beginning date in a selected range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST DATE

ENTER ENDING DATE

Press F5 to repeat the beginning date.
Press F6 to print to the latest date on the journal.
Enter the ending date in a selected range.

PROMPT 5: D=DETAILED, S=SUMMARY

ENTER REPORT FORMAT

Enter D to print each General Ledger posting.
Enter S to print only the total amount posted to each account.

PROMPT 6: S=SCREEN, P=PRINTER, D=DISK

OR ENTER LINE TO CHANGE

Enter S to print the journal to the screen.
Enter P to print the journal to the printer.
Enter D to print the journal to a disk file
Enter the number of any line to change.

=====
STEP 2: ERASE THE JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST, F6=ALL

ENTER BEGINNING DATE

Press F4 to erase entries for the current month only.
Press F5 to begin erasing with the earliest date.
Press F6 to erase the entire journal.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE

ENTER ENDING DATE

Press F5 to repeat the beginning date.
Press F6 to erase to the end of the file.
Enter the ending date in a selected range.

PROMPT 3: ERASE POSTINGS JOURNAL? (Y/N)

Enter N to return to STEP 0.
Enter Y to erase the journal.

THE SALES AND RECEIPTS JOURNAL

The Sales & Receipts Journal is a detailed report by invoice number and date of each invoice entered or deleted. The entire journal or only a selected date range may be printed at any time to the screen, printer, or disk.

Entries to the Sales & Receipts Journal are recorded automatically if a Y is entered into Line 8 of the Accounts Receivable Information File.

From The Accounts Receivable Menu
Select Program No. 5) SALES & RECEIPTS JOURNAL.

=====
STEP 0: ENTER OPERATION
=====

PROMPT 1: 1=SALES, 2=RECEIPTS, 3=BOTH, 4=ERASE
ENTER OPERATION CODE

Enter 1 to print only sales records.
Enter 2 to print only receipts.
Enter 3 to print both sales and receipts.
Enter 4 to erase the journal.

=====
STEP 1: PRINT THE SALES & RECEIPTS JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST, F6=ALL
ENTER BEGINNING DATE

Press F4 to include entries for the current month only.
Press F5 to begin with the first record on the journal.
Press F6 if no date range is desired.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE

Press F5 to repeat the beginning date.
Press F6 to continue to the end of the file.
Enter the ending date in a selected range.

PROMPT 3: S=SCREEN, P=PRINTER, D=DISK
Enter S to print the journal to the screen.
Enter P to print the journal to the printer.
Enter D to print the journal to a disk file.

=====
STEP 2: ERASE THE SALES & RECEIPTS JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST, F6=ALL DATES
ENTER BEGINNING DATE

Press F4 to erase entries only for the current month.
Press F5 to begin erasing with the first record.
Press F6 to erase the entire journal.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE

Press F5 to repeat the beginning date.
Press F6 to erase to the end of the file.
Enter the ending date in a selected range.

PROMPT 3: ERASE SALES & RECEIPTS JOURNAL? (Y/N)
Enter N to return to STEP 0.
Enter Y to erase the Sales & Receipts Journal.

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THE ACCOUNTS PAYABLE OVERVIEW

The CMS Accounts Payable program may be configured to stand alone or to post Accounts Payable activity to the CMS General Ledger. Full invoice tracking is maintained from Invoice Entry to Invoice Payment. A detailed General Ledger Audit Trail is maintained for all entries. Reports may be printed to the screen, to the printer, or to a disk file. Check printing with full voucher detail is available.

There are eight options available from the Accounts Payable Menu. A brief description of each option is shown below.

INVOICE ENTRY:

Each invoice or credit memo may be distributed to as many as six General Ledger accounts and to as many as fifteen jobs. Prepaid and unpaid invoices may be entered. Term discounts may be indicated. Invoice entry is fast and simple.

INVOICE PAYMENT:

Payments may be made directly by invoice number or by vendor and date range. Full or partial payments may be made, credit memos applied, and term discounts taken. Up to ninety-nine invoices may be paid with a single payment. A Payment Register is maintained showing all payments and the invoices paid by each payment. An UNPAY option allows mistakes to be easily corrected.

THE INVOICE LEDGER:

Open or Closed Invoice Aging Reports may be printed for any vendor or range of vendors in a selected date range. Aging periods of 30/60/90 or any other range may be selected. Fully paid invoices may be deleted from the Invoice File.

THE ACCOUNTS PAYABLE G/L POSTINGS JOURNAL:

This is a detailed record of all Accounts Payable activity which created postings to the CMS General Ledger and is an important part of the General Ledger Audit Trail. Entries are recorded automatically during processing.

THE PURCHASES JOURNAL:

This is an optional journal detailing each purchase by invoice number and date with daily subtotals.

THE PAYMENT REGISTER:

A Payment Register showing the payment number, date paid, to whom paid, and all invoices paid by each payment may be printed for any payment or range of payments at any time. A vendor report may be printed showing all payments made to a specific vendor. Checks may also be printed.

THE VENDOR FILE:

A record is maintained for each vendor name, address, telephone number, last purchase date, last payment date, current balance, and other selected information. This information is updated automatically during processing. Vendor reports may be printed in several different formats including mailing labels.

THE ACCOUNTS PAYABLE INFORMATION FILE:

The Accounts Payable Information File contains the passwords, aging periods, General Ledger account numbers, and other information required in normal day-to-day processing.

GETTING STARTED WITH ACCOUNTS PAYABLE

The following steps will help you get started setting up the Accounts Payable Files and to begin using the CMS Accounts Payable program to more efficiently track business payables.

If Accounts Payable activity is to be posted to the CMS General Ledger, the Chart Of Accounts must be entered into the General Ledger before the required General Ledger account numbers can be entered into the Accounts Payable Information and Vendor Files.

- 1) The first step is to establish the Accounts Payable Information File.
- 2) After the required information has been entered into the Accounts Payable Information File, the next step is to enter the vendors into the Vendor File. Do not enter the vendor balances. Vendor balances will be brought up to date as the unpaid invoices are entered in Step 3.
- 3) Using the Invoice Entry program, enter all invoices which have been received but not yet fully paid. If a General Ledger posting code of Y was entered into Line 8 of the Accounts Payable Information File to show that Accounts Payable activity is to be posted to the CMS General Ledger, the posting code should be changed to N or X before the open invoices are entered. The Accounts Payable balance in the General Ledger already reflects these invoices and they should not be added again. Once the open invoices have been entered, return to the Accounts Payable Information File and change the General Ledger posting code back to Y.
- 4) See the Accounts Payable Processing Cycle.

THE ACCOUNTS PAYABLE PROCESSING CYCLE

The Accounts Payable Processing Cycle will vary from user to user. Some of the steps shown below may not be required in all installations.

DAILY PROCEDURE:

- 1) Make any necessary changes to the Vendor File.
- 2) Enter new invoices into the Invoice Entry program.
- 3) Pay selected invoices using the Invoice Payment program.
- 4) Print the Payment Register.
- 5) Print checks if desired.
- 6) Print the daily Purchases Journal.
- 7) Print the daily G/L Postings Journal.
- 8) Print the Invoice Aging Reports.

END-OF-YEAR PROCEDURE:

- 1) Proceed to the Vendor File and perform the Year-End operation.

The Year-End operation moves the Purchased-This-Year totals for each vendor to the Purchased-Last-Year totals and resets the Purchased-This-Year totals to zero. You may want to print the Vendor Activity Report by purchase totals before performing this operation.

THE ACCOUNTS PAYABLE INFORMATION FILE

The Accounts Payable Information File contains the passwords, aging periods, and the General Ledger account numbers necessary to integrate the Accounts Payable program

with the CMS General Ledger. The Accounts Payable Information File must be established before any Accounts Payable processing may take place.

From The Accounts Payable Menu
Select Program No. 8) A/P INFORMATION FILE

=====
STEP 1: ENTER INFORMATION
=====

PROMPT 1: P=PRINT
ENTER LINE TO CHANGE
Enter P to print the Accounts Payable Information File.
Enter the number of any line to change.

LINE 1) ENTRY PASSWORD:
An Entry Password may be used to protect the Accounts Payable program from unauthorized use. When an Entry Password is selected, no one may access the Accounts Payable program from the System Menu without first entering the password. The Entry Password may be from one to four characters in length and may consist of any characters entered from the keyboard. If the first character of the Entry Password is shifted, the password will not be printed on the screen as it is entered. REMEMBER THE ENTRY PASSWORD OR YOU WILL NOT BE ABLE TO RE-ENTER THE ACCOUNTS PAYABLE PROGRAM.

LINE 2) DATA PASSWORD:
The Data Password is used to protect individual modules within the Accounts Payable program from unauthorized use. The Data Password may be from one to four characters in length and may consist of any characters entered from the keyboard. If the Data Password begins with a shifted letter, it will not be displayed on the screen as it is entered.

If a Data Password is selected, select which of the Accounts Payable modules are to be password protected by entering a Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the Accounts Payable Menu, the Data Password must be entered before access to that module is allowed.

LINE 3) CHECK STUB DETAIL?:
Enter Y to have a listing of the paid invoices printed on the check stub. If Check Stub Detail is required, a maximum of thirteen invoices may be paid with each payment.
Enter N if the checks will be hand written, or if invoice detail is not required on the check stub, or if it is necessary to pay more than thirteen invoices per check. If N is entered, up to ninety-nine invoices may be paid with each payment.

LINE 4) PRINT CHECK NUMBERS?:
Enter Y to have the program print the check numbers on the checks.
Enter N if the check numbers are preprinted on the checks.

LINE 5) AGING PERIODS:
Enter 306090 or any other periods for the Invoice Aging Reports.

LINE 6) PURCHASES JOURNAL:
Enter Y if a Purchases Journal is to be kept.
Enter N if no Purchases Journal is required.

LINE 7) G/L POSTINGS JOURNAL:
Enter Y if a journal is to be kept of all General Ledger postings generated by Accounts Payable activity. This is an important link in the General Ledger Audit Trail and should be kept if a General Ledger posting code of Y or N is entered into Line 8.
Enter N if no journal is to be kept or if a General Ledger posting code of X is entered into Line 8.

LINE 8) GENERAL LEDGER POSTING CODE:

Enter X if the Accounts Payable program is to stand alone and no General Ledger postings are to be generated.

Enter N if General Ledger postings are to be recorded in the G/L Postings Journal but not passed to the CMS General Ledger.

Enter Y if the Accounts Payable program is to be fully integrated with the CMS General Ledger and all General Ledger postings created during Accounts Payable processing are to be posted to the CMS General Ledger.

LINES A THROUGH E) GENERAL LEDGER ACCOUNTS:

If a Y or N is entered into Line 8, the following General Ledger account numbers are required by the Accounts Payable program to generate the necessary General Ledger postings during processing.

The Cash and Accounts Payable account numbers MUST be entered. The Discounts Taken, Freight In, and Tax On Purchases account numbers are optional but should be entered if they appear on the Chart Of Accounts.

THE ACCOUNTS PAYABLE VENDOR FILE

The Vendor File program is used to establish and maintain the Accounts Payable Vendor File. The Vendor File must be created before any invoices may be entered.

Vendors may be added, deleted, or changed at any time. A Vendor List or Vendor Activity Report may be printed showing the total purchases and the current balance for each vendor. These reports may be sorted by the vendor code, company name, zip code, or in descending order by total purchases. The reports may be printed either to the screen, to the printer, or to a disk file. Mailing labels may also be printed.

1099 forms may be printed for selected vendors on the Accounts Payable Vendor File. Each record in the Vendor File contains a field for the vendor's Federal ID or Social Security number. Make an entry on this line only for vendors requiring a 1099 form.

From The Accounts Payable Menu
Select Program No. 7) VENDOR FILE

=====
STEP 0: ENTER OPERATION
=====

PROMPT 1: 1=ADD, 2=RECALL, 3=PRINT, 4=YEAR-END
ENTER OPERATION

- Enter 1 to add a new vendor and proceed to STEP 1.
- Enter 2 to change or delete a vendor and proceed to STEP 2.
- Enter 3 to print a report or mailing labels and proceed to STEP 3.
- Enter 4 to move the Purchased-This-Year totals and proceed to STEP 4.

=====
STEP 1: ADD A NEW VENDOR
=====

PROMPT 1: ENTER VENDOR CODE

The vendor code may be from one to six alpha-numeric characters.
All vendor codes should be the same length for the reports to print in the correct vendor order.

LINE 1) CONTACT NAME:

Enter the name of the vendor contact.

LINES 2 THROUGH 6) NAME AND ADDRESS:

Enter the vendor's name and address.

LINE 7) TELEPHONE NUMBER:

Enter the vendor's telephone number.
Seven and ten digit numbers will be reformatted.

PROMPT 8 appears only if a General Ledger posting code of Y or N has been entered into Line 8 of the Accounts Payable Information File.

LINE 8) DEBIT ACCOUNT NO.:

Enter the account number of the General Ledger expense account normally associated with the vendor. For example, purchases from ABC Office Supply Company might be charged to the Office Expense account. Press ENTER if no single General Ledger expense account is normally associated with the vendor.

LINE 9) LAST PURCHASE DATE:

Enter the date of the last purchase by the vendor.
This date is adjusted automatically during processing.

LINE 10) LAST PAYMENT DATE:

Enter the date of the last payment received from the vendor.
This date is adjusted automatically during processing.

LINE 11) PURCHASED LAST YEAR:

Enter the total amount purchased from the vendor in the preceding year.

LINE 12) PURCHASED THIS YEAR:

Enter the total amount purchased and paid for from the vendor this year.
Do not include amounts from invoices not yet paid. Those amounts will be added to this total automatically as the unpaid invoices are entered.

LINE 13) ACCOUNT BALANCE:

The account balance is adjusted automatically as invoices are entered and paid. It may be accessed if necessary by entering a \$ at PROMPT 2.

PROMPT 2: 0=SAVE, D=DELETE

ENTER FIELD TO CHANGE

Press ENTER to add this vendor to the Vendor File.
Enter D to delete the current vendor.
Enter the number of any line to change.
Enter \$ to access the vendor balance.

=====
STEP 2: CHANGE OR DELETE A VENDOR
=====

PROMPT 1: ENTER VENDOR CODE

Press CTRL/PGUP to recall the first vendor on file.
Press CTRL/PGDN to recall the last vendor on file.
Enter the code of the vendor to change or delete.

Press F4 to change the sort order. The sort order is shown by the small arrow to the left of the line number.

PROMPT 2: 0=SAVE, D=DELETE

ENTER FIELD TO CHANGE

Press ENTER to save the record.
Enter the number of any line to change.
Enter \$ to access the vendor balance.
Press ESC to cancel any changes made to this record.
Enter D to delete the record.

Press CTRL/PGUP to recall the first vendor on file.
Press CTRL/PGDN to recall the last vendor on file.
Press PAGE UP to recall the previous vendor.

Press PAGE DOWN to recall the following vendor.

If CTRL/PGUP, CTRL/PGDN, PAGE UP, or PAGE DOWN is selected, changes made to the current record will be saved before the next record is read.

=====
STEP 3: PRINT REPORTS OR MAILING LABELS
=====

PROMPT 1: 1=VENDOR LIST, 2=ACTIVITY, 3=LABELS
ENTER REPORT TYPE

Enter 1 to print the Vendor List.
Enter 2 to print the Vendor Activity Report.
Enter 3 to print mailing labels.

PROMPT 2: 1=VENDOR CODE, 2=COMPANY NAME, 3=ZIP CODE
4=TOTAL PURCHASES. ENTER PRINT ORDER

Enter 1 to print by vendor code.
Enter 2 to print by company name.
Enter 3 to print by zip code.
Enter 4 to print in descending order by total purchases.

Proceed to PROMPT 10 if total purchases is selected in PROMPT 2.

PROMPT 3: ENTER VENDOR TO BEGIN
Press F5 to begin with the first vendor.
Press F6 to include all vendors.
Enter the beginning vendor in a selected range.

It is not necessary to enter the entire key. Enter 6 and press ENTER to begin printing with the first zip code starting with 6.

PROMPT 4: ENTER ENDING VENDOR
Press F5 to repeat the beginning vendor.
Press F6 to print to the end of the file.
Enter the ending vendor in a selected range.

PROMPT 5 appears only if Vendor Activity Report was selected in PROMPT 1. Proceed to PROMPT 6 if mailing labels was selected or to PROMPT 10 if Vendor List was selected.

PROMPT 5: VENDOR BALANCES ONLY? (Y/N)
Enter Y to include only the vendor balances on the report.
Enter N to also include the contact name, telephone number, and the dates of the last purchase and last payment.

Proceed To PROMPT 10.

PROMPT 6: 35 IS STANDARD
ENTER LABEL WIDTH

Enter the width of the label in print positions.
There are ten print positions per inch.
Enter 35 for standard 3.5-inch wide labels.

PROMPT 7: 6 IS STANDARD.
ENTER NUMBER OF LINES FROM TOP TO TOP OF LABELS.

Enter the number of print lines from the top of one label to the top of the next label. There are six print lines per inch.

PROMPT 8: PRINT VENDOR CODE ON LABEL? (Y/N)
Enter Y to print the vendor's code on the label.
Enter N to omit the vendor's code.

PROMPT 9: LABELS PER VENDOR? (1-9)
Enter the number of labels to print for each vendor.

PROMPT 10: S=SCREEN, P=PRINTER, D=DISK

ENTER LINE TO CHANGE

Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.
Enter the number of any line to change.

=====
STEP 4: YEAR-END (MOVE PURCHASE TOTALS)
=====

PROMPT 1: READ MESSAGE BELOW AND

ENTER 'MOVE' TO CONTINUE MOVE

Enter 'MOVE' (all capitals) to move the purchase totals.
Any other response will abort the move operation.

The Purchased-This-Year totals for all vendors on file will be moved to the Purchased-Last-Year totals and the Purchased-This-Year totals will be set to zero. This procedure should be performed only at the close of the business fiscal year.

ACCOUNTS PAYABLE INVOICE ENTRY

The Accounts Payable Vendor File must be established before any invoices may be entered.

Each invoice may be distributed to as many as six General Ledger accounts and to as many as fifty jobs. Invoices, credit memos, prepaid invoices, check numbers, term discounts, freight charges, and taxes may all be entered.

The General Ledger Accounts entered into the Accounts Payable Information File may be changed at any time during invoice entry or invoice payment by pressing SHIFT/F5. This allows invoices to be charged to more than one Cash and Accounts Payable account without leaving the invoice entry program.

From The Accounts Payable Menu
Select Program No. 1) INVOICE ENTRY

=====
STEP 0: ENTER OPERATION CODE
=====

PROMPT 1: 1=ENTER, 2=DELETE, 3=MODIFY

ENTER OPERATION CODE

Enter 1 to enter an invoice and proceed to STEP 1.
Enter 2 to delete an invoice and proceed to STEP 2.
Enter 3 to modify an invoice and proceed to STEP 3.

=====
STEP 1: ENTER AN INVOICE
=====

PROMPT 1: ENTER VENDOR CODE

Enter the vendor's code for this invoice.

PROMPT 2: 1=INVOICE, 2=CREDIT MEMO

Enter 1 if entering an invoice.
Enter 2 if entering a credit memo.

PROMPT 3: ENTER INVOICE NUMBER

Enter the invoice number.

PROMPT 4: ENTER DESCRIPTION

Enter the invoice description.

PROMPT 5: ENTER BUYER

Enter one or two characters to identify the buyer.

PROMPT 6: ENTER PURCHASE ORDER NUMBER

Enter the purchase order number.

PROMPT 7: ENTER INVOICE DATE

Enter the invoice date.

Press ENTER for the current date.

PROMPT 8: ENTER TERM DISCOUNT

Enter any term discount rate allowed on this invoice.

A discount rate of 2% would be entered as 2.

Precede the discount with a '\$' if the discount is a fixed dollar amount rather than a percentage of the invoice.

The term discount will be taken automatically if the invoice is fully paid on or before the date entered at PROMPT 9.

Enter a term discount of 100% to indicate that this invoice is not to be paid. This will keep a disputed invoice from being paid when paying by vendor code.

PROMPT 9: ENTER DISCOUNT DATE

Enter the date on which the term discount expires.

PROMPT 9 is bypassed if no term discount rate was entered at PROMPT 8.

PROMPT 10: ENTER INVOICE AMOUNT

Enter the net amount of the invoice less any freight or taxes.

PROMPT 11: ENTER FREIGHT

Enter the freight or shipping charges on this invoice.

PROMPT 12: ENTER TAXES

Enter any taxes shown on this invoice.

PROMPTS 13, 14, and 15 are used only for prepaid invoices.

PROMPT 13: ENTER CHECK NUMBER

Enter the number of the check with which this invoice was paid.

If the check number is already on the Payment Register, PROMPT 13A will appear.

PROMPT 13A: PAYMENT ALREADY ON PAYMENT REGISTER

ADD THIS INVOICE TO PAYMENT? (Y/N)

Enter Y if this invoice is one of two or more invoices being paid by the same check.

Enter N to enter a new check number.

PROMPT 14: ENTER PAYMENT

Enter the amount paid on this invoice.

PROMPT 15: ENTER ALLOWANCE

Enter any allowance taken on this invoice.

If this is a prepaid invoice, enter the check number in Line 10, the payment in Line 11, and any allowance in Line 12.

PROMPT 16: 0=SAVE/JOB COSTING, X=CANCEL TRANSACTION

OR ENTER LINE TO CHANGE

Press ENTER to record this invoice if there are no jobs on file, or to enter job distributions if there are jobs on file.

Enter X to cancel this invoice.
Enter the number of any line to change.

Proceed to STEP 1A if a General Ledger posting code of Y or N has been entered into Line 8 of the Accounts Payable Information File.

Proceed to STEP 1B if any jobs have been entered into the Job File.

PROMPT 17 will appear following the first prepaid invoice.

PROMPT 17: P=PRINT CHECK, A=ALIGN, Q=QUIT ASKING

Enter P to print a check for the prepaid invoice just entered.

Enter A to align check forms on the printer.

Enter Q if no checks will be printed for any prepaid invoices being entered.

Press ENTER to not print a check for this prepaid invoice but maybe for one or more prepaid invoices to be entered later.

=====
STEP 1A: GENERAL LEDGER DISTRIBUTIONS
=====

If a General Ledger expense account number has been entered into this vendor's record, and the freight and tax account numbers have been entered into the Accounts Payable Information File, the necessary General Ledger distributions will be shown on Lines A through F at the bottom of the screen. Changes may be made to those distributions before the invoice is recorded.

Each invoice may be distributed to as many as six General Ledger accounts.

Do not enter General Ledger distributions for the Cash or Accounts Payable accounts. These distributions are entered automatically. Allowance distributions MUST be entered as minus amounts.

=====
STEP 1B: JOB DISTRIBUTIONS
=====

PROMPT 1: ENTER JOB CODE

Enter the job code.

Press ENTER at the first job code if there are no job distributions for the invoice being entered but later invoices may have job distributions.

Press ESC at the first job code if there are no job distributions for ANY invoices being entered.

PROMPT 2: ENTER EXPENSE CLASS

Enter the expense class for this distribution.

The expense class may be anything for which report subtotals are required. Examples are labor, materials, taxable, non-taxable, etc.

PROMPT 3: ENTER ITEM DESCRIPTION

Enter a description of the item(s) being charged to this job.

PROMPT 4: ENTER COST FOR JOB

Enter the portion of the invoice being charged to this job.

PROMPT 5: 0=RECORD, D=DISPLAY INVOICE, X=CANCEL
OR ENTER LINE TO CHANGE

Press ENTER to record the invoice and job distributions.

Enter D to redisplay the invoice.

Enter X to cancel this operation.

The entire invoice does not have to be distributed but job distributions may not exceed the invoice total.

=====

STEP 2: DELETE AN INVOICE

=====

PROMPT 1: ENTER VENDOR CODE

Enter the vendor code for the invoice being deleted.

PROMPT 2: ENTER INVOICE NUMBER

Enter the number of the invoice to be deleted.

PROMPT 3: ENTER THE DELETE CODE

Enter the required delete code.
Any other entry will cancel the delete operation.

=====

STEP 3: MODIFY AN INVOICE

=====

PROMPT 1: ENTER VENDOR CODE

Enter the vendor code of the invoice to modify.

PROMPT 2: ENTER INVOICE NUMBER

Enter the number of the invoice to be modified

PROMPT 3: CHANGE LINES 1 THROUGH 6 ONLY.

ENTER LINE TO CHANGE

Enter the number of the line to change.
Only Lines 1 through 6 may be changed.

If more extensive modifications are necessary, delete the invoice and re-enter it correctly.

ACCOUNTS PAYABLE INVOICE PAYMENT

Invoices may be selected for payment either by vendor code or by invoice number. If a Y is entered into Line 3 of the Accounts Payable Information File showing that Check Stub Detail is required, up to thirteen invoices may be paid with a single payment. If Check Stub Detail is not required, up to ninety-nine invoices may be paid.

The UNPAY option may be used to correct payment errors.

Press SHIFT/F5 at any time to change the General Ledger account numbers in the Accounts Payable Information File.

From The Accounts Payable Menu
Select Program No. 2) INVOICE PAYMENT

=====

STEP 0: ENTER PAYMENT METHOD

=====

PROMPT 1: 1=BY INVOICE, 2=BY VENDOR, 3=UNPAY

ENTER PAYMENT METHOD

Enter 1 to pay by invoice number and proceed to STEP 1.
Enter 2 to pay by vendor code and proceed to STEP 2.
Enter 3 to unpay a previous payment and proceed to STEP 3.

=====

STEP 1: PAYMENT BY INVOICE NUMBER

=====

PROMPT 1: ENTER PAYMENT NUMBER

Enter the payment number.

PROMPT 2: ENTER PAYMENT DATE

Enter the payment date.
Press TAB for the current date if no date has been entered.

PROMPT 3: ENTER VENDOR TO PAY
Enter the code of the vendor to pay.

PROMPT 4: F3=AUTOMATIC RECALL
ENTER INVOICE NUMBER TO PAY
Press F3 to enter Automatic Invoice Recall Mode.
Enter the invoice number to pay.

Press ENTER without entering an invoice number to indicate that all selected invoice numbers have been entered.

Credit memos MUST be entered last.

AUTOMATIC INVOICE RECALL:

Press F3 to enter the Automatic Invoice Recall Mode. A minimum invoice age will be requested. Each unpaid invoice or unused credit memo over the selected age will be recalled from the Invoice File and displayed on the screen for payment. Press F3 at PROMPT 5 to cancel the Automatic Invoice Recall mode.

PROMPT 5: ENTER PAYMENT FOR INVOICE
Enter the payment to be applied to this invoice.
Press ENTER for full payment.
Enter zero and press ENTER to not pay a particular invoice.
Press F3 to cancel the Automatic Invoice Recall mode.

To enter a discount, enter the discount amount either preceded or followed by the letter D. If the discount is a percentage, enter the discount rate either preceded or followed by a percent sign (%). This discount will override any discount entered at invoice entry time. The discount grace period date is also ignored.

The term discount is valid only on full payment of an invoice.

PROMPT 6: P=PAY, A=ADD, C=CANCEL PAY, D=DATE, N=NUMBER
ENTER LINE TO CHANGE
Enter P to pay all selected invoices.
Enter A to add more invoices to be paid.
Enter C to cancel the payment.
Enter D to change the payment date.
Enter N to change the payment number.
Enter the number of any line to change.

If more than thirteen invoices have been entered, the screen may be scrolled using the CURSOR UP and CURSOR DOWN keys.

To insert an invoice, enter the number of the line where the invoice is to be inserted and press the INSERT key at PROMPT 4.

To remove a payment from the screen, enter the line number of the payment to be removed and press ENTER at PROMPT 4.

=====
STEP 2: PAYMENT BY VENDOR CODE
=====

PROMPT 1: ENTER PAYMENT NUMBER
Enter the payment number.
Press TAB for the next available payment number.

PROMPT 2: ENTER PAYMENT DATE
Enter the date for this payment.
Press TAB for the current date if no date has been entered.

PROMPT 3: F5=FIRST VENDOR, F6=ALL VENDORS

Press F5 to begin payment with the first vendor on file.

Press F6 to pay all vendors.

Enter the beginning vendor in a selected vendor range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST VENDOR

ENTER ENDING VENDOR

Press F5 to repeat the beginning vendor.

Press F6 to pay to the last vendor on file.

Enter the ending vendor code in a selected range.

PROMPT 5: F5=FIRST DATE, F6=ALL DATES

ENTER BEGINNING DATE

Enter the beginning date in a selected range.

Press F5 to begin payment with the oldest invoice in the vendor range.

Press F6 to pay all invoices in the vendor range.

PROMPT 6: F5=SAME AS BEGINNING, F6=LAST DATE

ENTER ENDING DATE

Enter the ending date in a selected range.

Press F5 to repeat the beginning date.

Press F6 to pay to the latest invoice in the vendor range.

PROMPT 7: P=PAY INVOICES, C=CANCEL, D=DATE, N=NUMBER

ENTER LINE TO CHANGE

Enter P to pay all invoices in the selected vendor and date ranges.

Enter C to cancel this payment.

Enter D to change the payment date.

Enter N to change the payment number.

Enter the number of any line to change.

All open invoices in the selected vendor and date range will be paid and all available credit memos will be applied to those invoices physically preceding the credit memos on the Invoice File. All allowable term discounts will be taken automatically.

Invoices with a term discount rate of 100 will not be paid. Use this feature to temporarily mark disputed invoices for non-payment.

The number of invoices paid per payment number depends upon the Check Stub Detail setting in Line 3 of the Accounts Payable Information File. If Check Stub Detail is desired and more than thirteen invoices from the same vendor are to be paid, separate payments will be generated automatically for each group of thirteen invoices.

When a credit memo is encountered during processing, the credit memo will only be applied to those invoices physically preceding it on the Invoice File. To apply a credit memo against invoices which follow it on the Invoice File, use the Individual Invoice Payment mode shown in STEP 1.

=====
STEP 3: UNPAY A PREVIOUS PAYMENT
=====

PROMPT 1: ENTER PAYMENT NUMBER TO UNPAY

Enter the payment number to unpay.

PROMPT 2: CORRECT PAYMENT? (Y/N)

Enter Y if the correct payment is displayed on the screen.

Enter N to re-enter the payment number.

The amount shown beside each invoice or credit memo will be added back to that invoice or credit memo. The vendor record will be adjusted, the payment will be removed from the Payment Register File, and if General Ledger postings are being

tracked, the necessary reverse postings will be generated and an entry made in the G/L Postings Journal. Everything will be reset as though the payment was never made.

THE ACCOUNTS PAYABLE PAYMENT REGISTER

A Payment Register is generated during invoice payment which shows each payment and the invoices paid by each payment. The Payment Register program provides four options for printing and maintaining the Payment Register File.

PRINT THE PAYMENT REGISTER:

The Payment Register may be printed at any time to the screen, to the printer, or to a disk file. The entire Payment Register, a single payment, or any range of payments may be printed.

PRINT CHECKS:

Checks may be printed using continuous check forms available from most forms suppliers. Any check or range of checks may be printed whenever needed.

CHANGE A PAYMENT NUMBER:

If an incorrect payment number was used, this feature will easily correct that error.

ERASE THE PAYMENT REGISTER:

Any payment or range of payments may be erased from the Payment Register at any time.

From The Accounts Payable Menu
Select Program No. 6) PAYMENT REGISTER

=====
STEP 0: ENTER SELECTION
=====

PROMPT 1: ENTER SELECTION

Enter 1 to print the Payment Register and proceed to STEP 1.
Enter 2 to print checks and proceed to STEP 2.
Enter 3 to change a payment number and proceed to STEP 3.
Enter 4 to erase the Payment Register and proceed to STEP 4.

=====
STEP 1: PRINT THE PAYMENT REGISTER
=====

PROMPT 1: 1=PAYMENT, 2=VENDOR, 3=INVOICE
ENTER PRINT ORDER

Enter 1 to print by payment number.
Enter 2 to print by vendor code.
Enter 3 to print by invoice number.

PROMPT 2: F5=FIRST PAYMENT, F6=ALL PAYMENTS
ENTER FIRST PAYMENT NUMBER

Press F5 to begin printing with the first payment on file.
Press F6 to print the entire Payment Register.
Enter the beginning payment number in a selected range.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST PAYMENT
ENTER ENDING PAYMENT

Press F5 to repeat the beginning entry.
Press F6 to print to the end of the Payment Register.
Enter the ending payment number in a selected range.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK

Enter S to print the Payment Register to the screen.
Enter P to print the Payment Register to the printer.
Enter D to print the Payment Register to a disk file.

=====

STEP 2: PRINT CHECKS

=====

PROMPT 1: F5=FIRST PAYMENT, F6=ALL PAYMENTS, F=FORM ALIGNMENT.

ENTER FIRST PAYMENT NUMBER

Enter the beginning payment number in a selected range.

Press F5 to begin printing with the first payment on file.

Press F6 to print checks for all payments on the Payment Register.

Enter F to print a dummy check for form alignment.

PROMPT 2: F5=SAME AS BEGINNING, F6=TO END OF FILE

ENTER ENDING PAYMENT NUMBER

Enter the ending payment number in a selected range.

Press F5 to repeat the beginning entry.

Press F6 to print to the end of the Payment Register.

PROMPT 3: ENTRIES CORRECT? (Y/N)

Enter Y to begin printing the selected checks.

Enter N to return to PROMPT 1.

=====

STEP 3: CHANGE A PAYMENT NUMBER

=====

PROMPT 1: ENTER payment NUMBER TO CHANGE

Enter the payment number to be changed.

PROMPT 2: IS (PAYMENT NUMBER) CORRECT? (Y/N)

Enter Y if the payment number shown is correct.

Enter N if the payment number shown is incorrect.

PROMPT 3: ENTER NEW PAYMENT NUMBER

Enter the new payment number.

PROMPT 4: CHANGE PAYMENT NUMBER XXX TO YYY? (Y/N)

Enter Y if the payment numbers shown are correct.

Enter N if the numbers shown are incorrect.

The payment number will be changed on the Payment Register and on all associated invoices on the Invoice File.

=====

STEP 4: ERASE THE PAYMENT REGISTER

=====

PROMPT 1: F5=FIRST PAYMENT, F6=ALL PAYMENTS

ENTER FIRST PAYMENT NUMBER

Press F5 to begin erasing with the first payment on file.

Press F6 to erase all payments on the Payment Register File.

Enter the beginning payment number in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=TO END OF FILE

ENTER ENDING PAYMENT NUMBER

Press F5 to repeat the beginning entry.

Press F6 to erase to the end of the Payment Register.

Enter the ending payment number in a selected range.

PROMPT 3: ENTER THE DELETE CODE

Enter the required delete code.

Any other entry will cancel the delete operation.

PROMPT 4: ALL DESIRED CHECKS PRINTED? (Y/N)

Enter Y if all checks have been printed.

Enter N to cancel the erase operation.

Once payments have been erased from the Payment Register, no more checks may be printed for those payments.

THE ACCOUNTS PAYABLE INVOICE LEDGER

The Accounts Payable Invoice Ledger is used to print invoice aging reports for all invoices or only those in a selected vendor and date range. These reports may be printed at any time to the screen, to the printer, or to a disk file.

Enter the aging periods which best suit your business into Line 5 of the Accounts Payable Information File.

OPEN INVOICE LISTING: Lists all invoices which have not been fully paid and credit memos which have not been fully used.

CLOSED INVOICE LISTING:

Lists all fully paid invoices and fully used credit memos.

DELETE FULLY PAID INVOICES:

Although fully paid invoices may be maintained on the Accounts Payable Invoice File for an indefinite period, they may be deleted whenever it becomes necessary. One reason to delete old invoices would be to recapture disk space.

From The Accounts Payable Menu
Select Program No. 3) INVOICE LEDGER.

=====
STEP 1: PRINT INVOICE AGING REPORTS
=====

PROMPT 1: 1=OPEN, 2=CLOSED, 3=DELETE
ENTER REPORT FORMAT

Enter 1 to print an Open Invoice Listing.
Enter 2 to print a Closed Invoice Listing.
Enter 3 to delete a range of closed invoices.

PROMPT 2: F5=FIRST VENDOR, F6=ALL VENDORS
ENTER BEGINNING VENDOR
Press F5 to begin the report with the first vendor.
Press F6 to print invoices for all vendors.
Enter the first vendor in a selected range.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST VENDOR
ENTER ENDING VENDOR
Press F5 to repeat the beginning vendor.
Press F6 to print to the last vendor on file.
Enter the ending vendor in a selected vendor range.

PROMPT 4: ENTER THE MINIMUM INVOICE AGE TO PRINT
Enter the minimum invoice age to include in the report.
To set a date range, enter the beginning and ending dates separated by a space.

PROMPT 5: SUMMARY OR DETAIL REPORT? (S/D)
Enter D to include the invoice detail on the report.
Enter S to include only the aged totals.

PROMPT 6: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE
Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.

Enter the number of any line to change.

PROMPT 6 will appear without the screen option if closed invoices are being deleted. If a printed report of the deleted invoices is not required, print the report to a disk file and then erase the disk file.

THE ACCOUNTS PAYABLE G/L POSTINGS JOURNAL

The G/L Postings Journal contains a detailed record of all Accounts Payable activity which created postings to the General Ledger. The entire journal or only a selected portion may be printed at any time to the screen, to the printer, or to a disk file.

The G/L Postings Journal is an important link in the General Ledger Audit Trail. Entries are recorded automatically if a Y has been entered into Line 7 of the Accounts Payable Information File.

From The Accounts Payable Menu
Select Program No. 4) G/L POSTINGS JOURNAL.

=====
STEP 0: ENTER OPERATION CODE
=====

PROMPT 1: 1=DATE, 2=INVOICE, 3=POSTING CODE, 4=ACCOUNT,
5=ERASE JOURNAL. ENTER OPERATION CODE

Enter 1 to print the journal in date order.
Enter 2 to print the journal in invoice number order.
Enter 3 to print the journal in General Ledger posting code order.
Enter 4 to print the journal in General Ledger account number order.
Enter 5 to erase the Posting Journal and proceed to STEP 2.

=====
STEP 1: PRINT THE JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST, F6=ALL
ENTER BEGINNING (KEY)

Press F4, if printing by date, to print entries for the current month.
Press F5 to begin with the earliest entry.
Press F6 to print all entries in the journal.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST (KEY)
ENTER ENDING (KEY)

Press F5 to repeat the beginning entry.
Press F6 to print to the end of the file.
Enter the ending key in a selected range.

PROMPTS 3 through 5 appear only if printing by date range.

PROMPT 3: F4=CURRENT MONTH, F5=FIRST, F6=ALL
ENTER BEGINNING DATE

Press F4 to include only entries for the current month.
Press F5 to begin with the earliest date.
Press F6 to include all dates.
Enter the beginning date in a selected range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE

Press F5 to repeat the beginning date.
Press F6 to print to the latest date.
Enter the ending date in a selected range.

PROMPT 5: D=DETAILED, S=SUMMARY

ENTER REPORT FORMAT

Enter D to print each General Ledger posting.
Enter S to print only the total amount posted to each account.

PROMPT 6: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE

Enter S to print the journal to the screen.
Enter P to print the journal to the printer.
Enter D to print the journal to a disk file
Enter the number of any line to change.

=====
STEP 2: ERASE THE JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST, F6=ALL
ENTER BEGINNING DATE

Press F4 to erase entries for the current month only.
Press F5 to begin erasing with the earliest date.
Press F6 to erase the entire journal.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE

Press F5 to repeat the beginning date.
Press F6 to erase to the end of the file.
Enter the ending date in a selected range.

PROMPT 3: ENTER THE DELETE CODE

Enter the required delete code.
Any other entry will cancel the delete operation.

THE ACCOUNTS PAYABLE PURCHASES JOURNAL

Entries are recorded automatically into the Accounts Payable Purchases Journal if a Y is entered into Line 6 of the Accounts Payable Information File.

The Purchases Journal contains detailed records by date of each invoice entered or deleted. The entire journal or only a selected date range may be printed at any time to the screen, to the printer, or to a disk file.

From The Accounts Payable Menu
Select Program No. 5) PURCHASES JOURNAL.

=====
STEP 0: ENTER OPERATION
=====

PROMPT 1: 1=PRINT JOURNAL, 2=ERASE JOURNAL
ENTER OPERATION CODE

Enter 1 to print the Purchases Journal and proceed to STEP 1.
Enter 2 to erase the Purchases Journal and proceed to STEP 2.

=====
STEP 1: PRINT THE PURCHASES JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST DATE, F6=ALL
ENTER BEGINNING DATE

Press F4 to print entries for the current month only.
Press F5 to begin with the earliest entry.
Press F6 to print the entire journal.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE
Press F5 to repeat the beginning date.
Press F6 to print to the end of the file.
Enter the ending date in a selected range.

PROMPT 3: S=SCREEN, P=PRINTER, D=DISK
Enter S to print the journal to the screen.
Enter P to print the journal to the printer.
Enter D to print the journal to a disk file.

=====
STEP 2: ERASE THE PURCHASES JOURNAL
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST DATE, F6=ALL
ENTER BEGINNING DATE
Press F4 to erase all entries for the current month.
Press F5 to begin erasing with the earliest entry.
Press F6 to erase the entire journal.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE
Press F5 to repeat the beginning date.
Press F6 to erase to the end of the file.
Enter the ending date in a selected range.

PROMPT 3: ENTER THE DELETE CODE
Enter the required delete code.
Any other entry will cancel the delete operation.

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THE PAYROLL OVERVIEW

The CMS Payroll program is an extremely flexible system designed to simplify the payroll requirements for companies of any size. The CMS Payroll can be used alone or be configured to post directly to the CMS General Ledger. Job activity may be posted directly to the Job Costing File.

A complete payroll history is maintained making it possible to print or review previous payroll reports and records at any time. State withholding information for all fifty states may be entered and employee files containing employees from any number of states may be processed at the same time with the correct state withholding taxes being withheld from each employee.

There are fourteen options available from the Payroll Menu. These fourteen options are shown below with a brief description of each. More detailed information on the function of each option may be found following this overview.

PAYMENTS AND DEDUCTIONS ENTRY:

Seven types of pay transactions may be entered for each employee including Regular, Overtime, Tips, Piecework, Vacation, Sick, and Miscellaneous pay. Each pay transaction may be taxable or non-taxable and may be distributed to a separate job, separate department, and separate General Ledger expense account. Each employee may have up to fifty pay transactions.

In addition to the regular deductions for state and federal withholding and FICA taxes, each employee may have up to fifty additional deductions including Additional State Withholding, Additional Federal Withholding, Pre-calculated FICA, Pre-calculated Federal Withholding, Pre-calculated City Withholding, Savings Plan, Insurance, and Miscellaneous Deductions. Each miscellaneous deduction may be taxable or non-taxable and may be distributed to a separate General Ledger account.

A Payments And Deductions Register showing the payment and deduction transactions entered for each employee may be printed at any time either to the screen, printer, or disk.

THE PAYROLL JOURNAL:

The Payroll Journal shows the detail of the payroll calculations for each employee. The journal should be printed after all pay transactions have been entered to verify that the payroll is correct and then filed as a permanent part of the payroll records.

THE TIME REPORT:

A Time Report may be printed for the Current, Month-To-Date, Quarter-To-Date, or Year-To-Date period showing the total of the different types of hours worked by each hourly employee. Also shown are the hours the employee should have worked during the period compared with the actual hours worked. Excess overtime and absenteeism may be easily spotted.

PAYROLL CLOSE:

After all pay transactions have been entered and the Payroll Journal has been printed and checked for accuracy, the current payroll must be closed. Closing the payroll causes the Current amounts to be added to the Month, Quarter, and Year totals and the Current amounts reset to zero. Entries are made to the Payroll Payment Register and, if posting to the General Ledger, the required entries are made to the General Ledger Transaction File and to the G/L Postings Journal. The payroll may be closed only once for a particular ending date and should be closed only once during a pay period.

THE G/L POSTINGS JOURNAL:

The General Ledger Postings Journal contains a detailed record of all payroll activity which created postings to the General Ledger Transaction File. Entries to the journal are recorded automatically if a Y is entered into Line I of the Payroll Information File. The journal may be printed at any time to the screen, printer, or disk.

PRINT PAYROLL CHECKS:

When the payroll is closed, a Payroll Payment Register is created showing the detailed payments, deductions, and net pay for each employee. You may also list all payments made to a given employee during a given period. The Payment Register may be used as a reference to hand write the payroll checks or the register may be used by the Payroll program to print the payroll checks on the printer. A single check or range of checks may be printed at any time.

THE JOB/DEPARTMENT REGISTER:

If pay transactions are distributed to jobs or departments, the Job/Department Register may be used to print a detail or summary total of all expenses charged to the various jobs or departments. This report may be printed by date range at any time to the screen, printer, or disk.

END OF PERIOD REPORTS:

This program is used to print the monthly and quarterly payroll tax reports required by the state and federal government.

PRINT W2/1099 FORMS:

This program is used to print the necessary year-end statement of earnings for all employees.

FEDERAL WITHHOLDING TABLES:

Used to establish and maintain the Federal Withholding Tables and FICA rate and cutoff used by the Payroll program to automatically compute FICA and federal withholding taxes.

STATE WITHHOLDING TABLES:

Used to establish and maintain the various State Withholding Tables and other information required to automatically compute the state and local withholding taxes. Information for all fifty states may be entered. Appendix D gives details on the information required for each state.

THE EMPLOYEE MASTER FILE:

The Employee Master File contains complete payroll information on all employees. This file must be established before any payroll processing may take place. The Employee Master File may be printed in several formats including mailing labels.

PAYROLL FILE UTILITIES:

Two payroll file utilities have been provided to aid in maintaining the Employee Master File. The UNDO utility may be used to reopen a closed payroll if an error has been found after the payroll has been closed or if an error occurred when the payroll was only partially closed. UNDO completely reverses all effects of closing a payroll. The CLEAR HISTORY utility is used to clear old employee history that will no longer be needed for reports, etc. CLEAR HISTORY may be used if disk space becomes a problem.

PAYROLL INFORMATION FILE:

The Payroll Information File contains the passwords, overtime rate, taxpayer identification number, and other company information. In addition, much of the information required to post payroll activity to the General Ledger is contained in the Payroll Information File.

GETTING STARTED WITH THE CMS PAYROLL

The following steps will help you get started using the CMS Payroll to simplify your payroll processing and reporting requirements.

- 1) The first step in using the CMS Payroll program is to establish the Payroll Information File. If Payroll is to be integrated with the CMS General Ledger, the

Chart Of Accounts must be entered into the General Ledger before the necessary General Ledger account numbers can be entered into the Payroll Information and Employee Files. The Job File must also be established if payroll expenses are to be charged to Job Costing.

2) The next step is to enter the employees into the Employee Master File. Once the employee records have been entered, the file should be printed and filed for reference.

3) Check the information in the Federal Withholding Tables against the current IRS Circular E, Publication 15 to make sure that the tables are correct. Note that the annual withholding tables are used.

4) If state income tax is to be withheld, the current state withholding tax rates must be entered into the State Withholding Tables. See Appendix D for special instructions regarding your state. Even if state income tax is not withheld, the State ID number and SUTA cutoff must be entered for the state quarterly reports.

5) See the Payroll Processing Cycle.

THE PAYROLL PROCESSING CYCLE

CURRENT PERIOD

1) Enter any new employees and make any necessary changes to the current employee records.

2) Make changes to the state and federal withholding tables if notification has been received of new withholding rates.

3) Make any necessary changes to the information in the Payroll Information File.

4) Enter the payments and deductions for the current payroll period. Weekly, Bi-weekly, semi-monthly, and monthly employees may be mixed in the same payroll. Continuing deductions are retained from pay period to pay period but payments must be re-entered. If a change is made to an employee record in the Employee Master File after a payment has been entered but before the payroll has been closed, that payment will be erased and must be re-entered before the payroll is closed.

5) Print the Payments And Deductions Register, Payroll Journal, and the Time Report to verify that the correct payments and deductions have been entered.

6) If any errors are found, correct the errors and repeat steps 4 and 5. If errors are found after the payroll has been closed, use the UNDO feature of the Payroll File Utilities.

7) Close the payroll. Be sure to indicate the correct period to close from the options shown on the screen.

8) Print the Payment Register and, if desired, the payroll checks.

9) Print and file any additional reports such as the G/L Postings Journal or the Job/Department Register.

END-OF-MONTH PROCEDURE

1) Perform all required steps in the Current Period procedure.

2) Indicate MONTH when closing the final pay period of the month only if it is not also the final pay period of the quarter or year.

3) Print any required month-end reports.

END-OF-QUARTER PROCEDURE

- 1) Perform all required steps in the Current Period above.
- 2) Indicate QUARTER when closing the final pay period of the quarter only if it is not also the final pay period of the year.
- 3) Print the State and Federal Quarterly Reports.

END-OF-YEAR PROCEDURE

- 1) Perform all required steps in the Current, End-Of-Month, and End-Of-Quarter procedures.
- 2) Be sure to indicate YEAR when closing the final pay period of the year.
- 3) Print the W2 and 1099 forms.
- 4) Use the Payroll File Utilities to clear any payroll history for pay periods in which you are SURE additional reports will not be needed.

THE PAYROLL INFORMATION FILE

The Payroll Information File contains the passwords, overtime rate, taxpayer identification number, and other company information. It also contains the General Ledger account numbers necessary to integrate the Payroll program with the CMS General Ledger.

The Payroll Information File must be created before any payroll processing may take place.

From The Payroll Menu:
Select Program No. 14) P/R INFORMATION FILE

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=====
STEP 0: THE PAYROLL INFORMATION FILE
=====

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PROMPT 1: P=PRINT
              ENTER LINE TO CHANGE
Enter P to print the Payroll Information File.
Enter the number or letter of any line to change.

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LINE A) ENTRY PASSWORD:
 An Entry Password may be used to protect the CMS Payroll program from unauthorized use. No one may access the Payroll program from the System Menu without entering the Entry Password. If the first character of the password is shifted, the password will not be printed on the screen as it is entered.

LINE B) DATA PASSWORD:
 The Data Password is used to protect individual Payroll modules from unauthorized use. If the Data Password begins with a shifted letter, it will not be displayed on the screen as it is entered.

If a Data Password is entered, select which of the Payroll program modules are to be password protected by entering a Y to protect a particular module or N to leave a module unprotected. When a protected module is selected from the Payroll Menu, the Data Password must be entered before access to that module will be allowed.

LINE C) ENTER FUTA RATE:
 Enter the FUTA tax rate.
 Enter zero if FUTA taxes are not to be deducted.

If a FUTA tax rate is entered, General Ledger account numbers must be entered into Line 5 and Line 6.

LINE D) ENTER FUTA CUTOFF:

Enter the maximum amount on which FUTA taxes are to be deducted.

LINE E) ENTER FEDERAL TAX NO:

Enter the company Federal Tax ID Number.

LINE F) ENTER OVERTIME RATE:

Enter the standard overtime rate for your company.

LINE G) ENTER DEFAULT STATE:

If all employees are paid in the same state, enter the two letter postal code for that state. Leave this line blank if the Employee File contains employees for more than one state.

LINE H) 1=CODE, 2=NAME, 3=SS NUMBER

ENTER EMPLOYEE KEY

Enter the code which best represents the manner in which the employee records are organized.

LINE I) USE POSTING JOURNAL? (Y/N):

The G/L Postings Journal is a detailed record by employee of all General Ledger postings created by payroll activity and is an important part of the General Ledger Audit Trail. It should be maintained if a General Ledger Posting Code of Y or N is entered into Line J.

LINE J) G/L POSTING CODE:

Enter X if the Payroll program is to stand alone and no General Ledger postings are to be generated.

Enter N if General Ledger postings are to be tracked and printed but not posted to the CMS General Ledger.

Enter Y if the Payroll program is to be fully integrated with the CMS General Ledger and all General Ledger postings created during payroll processing are to be automatically posted to the CMS General Ledger.

LINE 1 THROUGH 5) GENERAL LEDGER ACCOUNTS:

The Cash account MUST be entered if a General Ledger Posting Code of Y or N is entered into Line J. The FICA Employer, FICA Employee, Federal Withholding, and FUTA account numbers are optional depending upon the taxes being withheld. A Payroll Tax Expense account number must be entered if FUTA, SUTA, or Employer FICA is being calculated.

THE PAYROLL EMPLOYEE MASTER FILE

The Employee Master File contains each employee's name, address, social security number, pay rate, deductions, and other information required by the Payroll program to compute the correct withholding taxes and to print the required payroll reports.

Be aware that to view all the information on the third screen of the Employee File Maintenance program, it is necessary to scroll the screen using the CURSOR UP and CURSOR DOWN keys.

The Employee Master File may be printed in three formats including mailing labels.

From The Payroll Program Menu
Select Program No. 12) EMPLOYEE MASTER FILE

=====

STEP 0: ENTER OPERATION

=====

PROMPT 1: 1=ADD, 2=RECALL, 3=PRINT

ENTER OPERATION

Enter 1 to add a new employee and proceed to STEP 1.

Enter 2 to change or delete an employee and proceed to STEP 2.

Enter 3 to print the Employee File and proceed to STEP 3.

=====

STEP 1: ADD A NEW EMPLOYEE

=====

PROMPT 1: ENTER THE EMPLOYEE CODE

Enter the employee code for the new employee.

Employee codes may be from one to six alpha-numeric characters in length but all employee codes should be the same length.

PROMPTS 2 THRU 5: ENTER NAME AND ADDRESS

Enter the employee's name and address on Lines 2 through 5.

For correct sorting purposes, the employee's name may be entered in last name, first name order. If this option is used, enter the last name followed immediately by a comma, a space, then the first name and middle initial. If this option is not used, do not enter any commas into the employee name field.

PROMPT 6: MARRIED, SINGLE, HEAD OF HOUSEHOLD

ENTER MARITAL STATUS

Enter M if the employee is married.

Enter S if the employee is single.

Enter H if the employee qualifies as Head Of Household.

PROMPT 7: ENTER TELEPHONE NUMBER

Enter the employee's telephone number.

Seven and ten-digit numbers will be reformatted.

PROMPT 8: ENTER SOCIAL SECURITY NO.

Enter the employee's social security number without dashes.

PROMPT 9: ENTER DATE EMPLOYED

Enter the hire date in the format MMDDYY.

PROMPT 10: SALARIED, HOURLY, INACTIVE

ENTER EMPLOYEE TYPE

Enter S if the employee is salaried.

Enter H if the employee is paid by the hour.

Enter I if the employee is inactive.

PROMPT 11: WEEKLY, BI-WEEKLY, SEMI-MONTHLY, MONTHLY

ENTER PAY PERIOD.

Enter W if the employee is paid each week.

Enter B if the employee is paid every other week.

Enter S if the employee is paid on the first and fifteenth of each month.

Enter M if the employee is paid once each month.

PROMPT 12: ENTER CURRENT PAY RATE

Enter the pay rate per hour for hourly employees.

Enter the pay rate per pay period for salaried employees.

PROMPT 13: ENTER FEDERAL EXEMPTIONS

Enter the number of federal exemptions claimed.

PROMPT 14: ENTER STATE EXEMPTIONS

Enter the number of state exemptions claimed.

Enter -1 if state tax is normally withheld but this employee is exempt.

PROMPT 15: ENTER OTHER EXEMPTIONS

See Appendix D for special instructions.

PROMPT 16: ENTER DEPARTMENT CODE

Enter the department code to which pay for this employee will be charged.
Enter ? if the employee works in more than one department and the department number will be entered at the same time pay transactions are entered.
Press ENTER if no department number is required.

PROMPT 17: ENTER JOB CODE

Enter the job code to which pay for this employee will be charged. The job code must exist on the Job File.
Enter ? if the employee works on more than one job and the job code will be entered at the time pay transactions are entered.
Press ENTER if no job code is required.

If a job code is entered here or at the time pay transactions are entered, job transactions will be entered into the Job Transaction File under the Expense Class "Payroll".

PROMPT 18: ENTER TAX STATE ID

Enter the two letter state postal code for the state in which the income paid to this employee is reported.

If a State ID Code was entered into Line G of the Payroll Information File, it will be inserted at PROMPT 18 automatically.

PROMPT 19 is skipped if a General Ledger posting code of X has been entered into Line J of the Payroll Information File.

PROMPT 19: EXPENSE PAY TO

Enter the General Ledger account to which the employee's pay is normally expensed.
Enter ? to enter the expense account number at the time pay transactions are entered.

PROMPT 20: DEDUCT WITHHOLDING?

Enter Y if federal withholding tax is to be deducted.
Enter N if federal withholding tax is not to be deducted.

PROMPT 21: DEDUCT FICA?

Enter Y if FICA taxes are to be withheld.
Enter N if FICA taxes are not to be withheld.

PROMPT 22: ENTER JOB DESCRIPTION

Enter a description of the job or job title.

The information required in PROMPTS 23 through 43 is found on screen 2 of the employee record.

PROMPT 23: ENTER EMERGENCY CONTACT

Enter the name of the person to contact in an emergency.

PROMPT 24: ENTER EMERGENCY PHONE

Enter the telephone number of the person entered at PROMPT 23.

PROMPT 25: ENTER SICK HOURS/PERIOD

Enter the number of sick hours accumulated each pay period.

PROMPT 26: ENTER SICK ACCUMULATED

Enter the number of sick hours accumulated this year.

PROMPT 27: ENTER SICK HOURS USED

Enter the number of sick hours used this year.

PROMPT 28: ENTER VACATION HOURS/PERIOD

Enter the number of vacation hours earned each pay period.

PROMPT 29: ENTER VACATION ACCUMULATED

Enter the number of vacation hours accumulated this year

PROMPT 30: ENTER VACATION HOURS USED

Enter the number of vacation hours used this year.

PROMPT 31: ENTER LAST PAY DATE

Enter the date of the last payment in the format MMDDYY.

PROMPT 32: ENTER LAST CHECK NUMBER

Enter the check number of the last payroll payment received.

PROMPT 33: LAST REVIEW ON

Enter the date of the last review in the format MMDDYY.

PROMPT 34: LAST RAISE ON

Enter the date of the last raise.

PROMPT 35: ENTER AMOUNT OF RAISE

Enter the amount of the last raise.

PROMPT 36: ENTER W2 OR 1099

Enter the type of year-end earnings form required by the employee.

PROMPTS 37 and 38: ENTER OTHER DATA

Lines 37 and 38 of the employee record may contain any miscellaneous information.

PROMPT 39: W2 BOX 13 TYPE

Enter the type of savings plan for this employee.

=====
Screen 3 will now be displayed.
=====

PROMPT 44: 0=SAVE, C=CANCEL, F3=CHANGE PAGE
ENTER COLUMN/LINE TO CHANGE

Press ENTER to record the employee record.

Enter C to cancel the entry.

Press F3 to change screen pages.

Enter any line to change.

On Screen 3, precede the line number with a letter to indicate the column in which to enter data. To enter Regular Hours into the MONTH column, enter M1 for the line number. You will automatically be stepped across to the QUARTER and YEAR columns. No entry may be made in the CURRENT column.

The CURSOR UP and CURSOR DOWN keys must be used to view all the information on Screen 3.

=====
STEP 2: CHANGE OR DELETE AN EMPLOYEE RECORD
=====

PROMPT 1: ENTER EMPLOYEE CODE

Enter the code of the employee to change or delete.

Press CTRL/PGUP to recall the first employee on file.

Press CTRL/PGDN to recall the last employee on file.

Press F4 to change the sort order.

The sort order is shown by a small arrow to the left of the line number.

PROMPT 2: 0=SAVE, D=DELETE, F3=CHANGE PAGE
ENTER COLUMN/LINE TO CHANGE

Press ENTER to record the employee record.
Enter D to delete the record.
Press F3 to change screen pages.
Enter any line to change.

Press CTRL/Pgup to recall the first employee.
Press CTRL/pgdn to recall the last employee.
Press PAGE UP to recall the previous employee.
Press PAGE DOWN to recall the previous employee.

If CTRL/Pgup, CTRL/pgdn, PAGE UP, or PAGE DOWN is used, changes made to the current record will be saved before the next record is read.

On Screen 3, precede the line number with a letter to indicate the column in which to enter data. To enter Regular Hours into the MONTH column, enter M1 for the line number. You will automatically be stepped across to the QUARTER and YEAR columns. No changes may be made to information in the CURRENT column.

=====
STEP 3: PRINT THE EMPLOYEE FILE
=====

PROMPT 1: 1=EMPLOYEE LIST, 2=LABELS
Enter 1 to print an employee list.
Enter 2 to print mailing labels.

PROMPT 2: 1=EMPLOYEE CODE, 2=NAME, 3=SS NUMBER
4=DEPARTMENT CODE, 5=JOB CODE
Enter 1 to print the report by employee code.
Enter 2 to print the report by employee name.
Enter 3 to print the report sorted by social security number.
Enter 4 to print the report by department code.
Enter 5 to print the report by job code.

PROMPT 3: F5=FIRST EMPLOYEE, F6=ALL EMPLOYEES
ENTER BEGINNING EMPLOYEE
Press F5 to begin with the first employee.
Press F6 to include all employees.
Enter the beginning employee in a selected range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST EMPLOYEE
ENTER ENDING EMPLOYEE
Press F5 to repeat the beginning employee.
Press F6 to print to the last employee.
Enter the ending employee in a selected range.

PROMPT 5: A=ACTIVE EMPLOYEES, I=INACTIVE, B=BOTH
Enter A to include only active employees in the report.
Enter I to include only inactive employees in the report.
Enter B to include both active and inactive employees.

PROMPT 6 appears only if Employee List was selected in PROMPT 1.

PROMPT 6: PRINT COMPLETE EMPLOYEE RECORD? (Y/N)
Enter Y to print one page per employee containing all the information on screen pages 1 and 2.
Enter N to include only the employee name, address, and telephone number.

PROMPTS 7 through 10 appear only if Labels was selected in PROMPT 1.

PROMPT 7: 35 IS STANDARD
ENTER LABEL WIDTH
Enter the width of the label in print positions.
There are ten print positions per inch.

Enter 35 for standard 3.5-inch wide labels.

PROMPT 8: 6 IS STANDARD

ENTER NUMBER OF LINES FROM TOP TO TOP OF LABELS.

Enter the number of print lines from the top of one label to the top of the next label. There are six print lines per inch.

PROMPT 9: PRINT EMPLOYEE CODE ON LABEL? (Y/N)

Enter Y to print the employee code on the label.

Enter N to omit the employee code.

PROMPT 10: LABELS PER EMPLOYEE? (1-9)

Enter the number of mailing labels to print for each employee.

PROMPT 11: S=SCREEN, P=PRINTER, D=DISK

ENTER LINE TO CHANGE

Enter S, if not printing labels, to print to the screen.

Enter P to print to the printer.

Enter D to print to a disk file.

Enter the number of any line to change.

ENTERING PAYROLL PAYMENTS AND DEDUCTIONS

This program is used for entering all payments and deductions to be used in calculating the withholding and FICA taxes for each employee.

Up to fifty pay transactions may be entered for each employee consisting of Regular, Overtime, Tips, Piecework, Sick, Vacation, and Miscellaneous pay. Each pay transaction may be taxable, non-taxable, Tax at 20% for bonus and other extraordinary payments, FICA only, or withholding only and may be distributed to a separate department, job, and General Ledger expense account.

Pre-calculated deductions may be entered for Federal, State, and City withholding as well as for FICA for Medicare and FICA for Social Security. If pre-calculated deductions are entered, that amount will be used, otherwise deductions will be automatically calculated based upon the tax rates entered into the federal and state tax tables.

Several frequency options are available for each payroll deduction. Deductions may be taken on the current period only, on each pay period, on alternate pay periods, only on the first pay period of each month, the second pay period of each month, the third pay period of each month, the fourth pay period of each month, or on the last pay period of each month. Payroll deductions for the last pay period of the month will be automatically taken on the fourth pay period unless the month contains five pay periods. In that case the deduction will not be taken until the fifth pay period.

In addition to FICA, state withholding, and federal withholding, up to fifty additional deductions may be entered for each employee consisting of Additional Federal Withholding, Additional State Withholding, Pre-calculated Federal Withholding, Pre-calculated State Withholding, Pre-calculated FICA, Pre-calculated City Withholding, Savings Plan, Insurance, and Miscellaneous Deductions. Each deduction may be taxable or non-taxable and may be distributed to a separate General Ledger account. Miscellaneous deductions may be a flat amount or may be a percentage of gross pay.

If Payroll Savings Plan deductions will be entered, the type of savings plan, i.e. 401k, etc. is required for W2 forms and must be entered on line 43 of the employee record.

Each payroll transaction may be charged to a different General Ledger expense account, job, or department. Defaults for each of these may be entered into the employee record or, if a "?" is entered into the employee record, the transaction entry program will stop and ask for an entry.

A Payments And Deductions Register may be printed at any time to the screen, printer, or disk.

From The Payroll Program Menu
Select Program No. 1) ENTER PAYMENTS AND DEDUCTIONS

=====
STEP 1: ENTER EMPLOYEE TO PAY
=====

PROMPT 1: F3=AUTOMATIC RECALL, F4=CHANGE KEY, P=PRINT
ENTER EMPLOYEE TO PAY

Enter the employee to pay.
Press F3 to recall each employee automatically.
Press F4 to change the current recall order.
Press P to print the Payments And Deductions and proceed to STEP 2.

If no payments have been entered for the employee, proceed to STEP 1A.

PROMPT 2: 0=RECORD, C=CANCEL
ENTER LINE TO CHANGE

Press ENTER to record the payments and deductions.
Press F3 to cancel the Automatic Recall Mode.
Enter C to cancel any payments and deductions entered.
Enter the line number of any payment or deduction to change or delete a payment and proceed to STEP 1A or STEP 1B.

To change only a particular item in a payment or deduction, enter the line number and the column letter. The columns are lettered A-I from left to right. To change the General Ledger account number in a payment on Line 1, enter 1G and press ENTER.

=====
STEP 1A: ENTER PAYMENTS
=====

PROMPT 1: ENTER PAYMENT TYPE
Enter the payment type from the options shown in the window.
Press ENTER to cancel an existing payment.

Payroll payment transactions may be set to repeat from pay period to pay period by preceding the pay type code with an 'R'.

To have the program prompt for Tip Income after the regular income transaction has been entered, enter the word TIPS on line 42 of the employee's record.

PROMPTS 2 through 9 will appear depending on the type of payment being entered.

PROMPT 2: ENTER TAX CODE
Enter Y if the payment is fully taxable.
Enter N if the payment is not taxable.
Enter T to tax the payment at 20%.
Enter F if only FICA Tax is to be computed.
Enter W if only Withholding Tax is to be computed.

Some miscellaneous payments, such as a one time bonus, may be elected to be taxed at 20% rather than at what might otherwise be an excessive rate if taxed normally.

PROMPT 3: ENTER HOURS
Enter the number of hours worked.

PROMPT 4: ENTER DESCRIPTION

Enter a description of the payment being made.

PROMPT 5: ENTER NUMBER OF PIECES

Enter the number of pieces for which the employee is being paid.

PROMPT 6: ENTER PAY RATE

Enter the amount being paid.

Enter the pay rate per piece if piecework pay.

If the required information has been entered into the employee record, that information will be inserted automatically at PROMPTS 7 through 9.

PROMPT 7: ENTER PAYROLL EXPENSE ACCOUNT

Enter the General Ledger account to which this pay is being expensed.

PROMPT 8: ENTER DEPARTMENT

Enter the department to which this pay is being charged.

PROMPT 9: ENTER JOB CODE

Enter the job to which this pay is being charged.

Return to PROMPT 2 in STEP 1.

=====
STEP 1B: ENTER DEDUCTIONS
=====

PROMPT 1: ENTER DEDUCTION TYPE

Enter MD if this is a miscellaneous deduction.

Enter AF to have additional Federal Tax withheld.

Enter AS to have additional State Tax withheld.

Enter CT to have pre-computed City Tax withheld.

Enter WH to have pre-computed Federal Tax withheld.

Enter ST to have pre-computed State Tax withheld.

Enter FS to have pre-computed SS FICA Tax withheld.

Enter FM to have pre-computed Medicare FICA Tax withheld.

PROMPT 2: ENTER TAX CODE

Enter Y if withholding is to be computed before this amount is deducted.

Enter N if withholding is to be computed after this amount is deducted.

PROMPT 3: ENTER DEDUCTION FREQUENCY

Enter E if the deduction is to be taken out each pay period.

Enter T if the deduction is to be taken out this time only.

Enter F if the deduction is to be taken out only on the first pay period of each month.

Enter S if the deduction is to be taken out only on the second pay period of each month.

Enter A if the deduction is to be taken out every other pay period beginning with this one.

PROMPT 4: ENTER DEDUCTION DESCRIPTION

Enter a description of the deduction.

PROMPT 5: ENTER AMOUNT OF DEDUCTION

Enter the amount to be deducted.

Enter 0 and proceed to PROMPT 6 if this deduction is based on a percentage rather than a fixed amount.

PROMPT 6: ENTER PERCENT TO DEDUCT

Enter the percentage rate to deduct.

PROMPT 7: ENTER G/L ACCOUNT TO CREDIT

Enter the General Ledger account number to which this deduction is to be credited.

=====
STEP 2: PRINT THE PAYMENTS AND DEDUCTIONS REGISTER
=====

PROMPT 1: F4=OPEN ENTRIES, F6=LAST CLOSED PERIOD
ENTER ENDING DATE TO PRINT

Enter the ending date of the selected pay period.
Press F2 to select a period from the lookup window.
Press F4 to print entries for the current period which has not yet been closed.
Press F6 to print entries for the last pay period closed.

PROMPT 2: 1=EMPLOYEE CODE, 2=NAME, 3=SS NUMBER
ENTER PRINT ORDER

Enter 1 to print by employee code.
Enter 2 to print by employee name.
Enter 3 to print by employee social security number.

This option will be taken from Line H of the Payroll Information File.

PROMPT 3: F5=FIRST EMPLOYEE, F6=ALL EMPLOYEES
ENTER BEGINNING EMPLOYEE

Press F5 to begin the report with the first employee.
Press F6 to include all employees.
Enter the beginning employee in a selected range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST EMPLOYEE
ENTER ENDING EMPLOYEE

Press F5 to repeat the beginning employee.
Press F6 to print to the end of the Payment Register.
Enter the ending employee in a selected range.

PROMPT 5: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE

Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.
Enter the number of any line to change.

PRINTING THE PAYROLL JOURNAL

The Payroll Journal shows the detailed results of the payroll calculations. The journal should be checked after entering payments and deductions to verify that the payroll is correct and then filed as a permanent part of the payroll records.

The Payroll Journal can also show the payment history for each employee including month, quarter, and year-to-date totals. The journal may be printed at any time to the screen, printer, or disk.

From The Payroll Program Menu
Select Program No. 2) PRINT PAYROLL JOURNAL

=====
STEP 1: PRINT THE PAYROLL JOURNAL
=====

PROMPT 1: F4=OPEN ENTRIES, F6=LAST CLOSED
ENTER ENDING DATE TO PRINT

Press F4 to print the open entries.
Press F6 to print the journal for the last pay period closed.
Enter the ending date of the selected pay period.

The print order in PROMPT 2 will be selected automatically if an entry was made into Line H of the Payroll Information File.

PROMPT 2: 1=CODE, 2=NAME, 3=SS NUMBER, 4=DEPT, 5=JOB

ENTER PRINT ORDER

Enter 1 to print by employee code.
Enter 2 to print by employee name.
Enter 3 to print by social security number.
Enter 4 to print by department code.
Enter 5 to print by job code.

PROMPT 3: F5=FIRST EMPLOYEE, F6=ALL EMPLOYEES

ENTER BEGINNING EMPLOYEE

Enter the beginning employee in a selected range.
Press F5 to begin with the first employee.
Press F6 to include all employees.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST EMPLOYEE

ENTER ENDING EMPLOYEE

Enter the ending employee in a selected range.
Press F5 to repeat the beginning employee.
Press F6 to print to the end of the file.

PROMPTS 5 THRU 8: TOTALS TO INCLUDE

Enter Y to include the totals shown.
Enter N to omit the totals shown.

PROMPT 9: INCLUDE INACTIVE?

Enter Y to include inactive employees.
Enter N if inactive employees are not to be included.

PROMPT 10: INCLUDE NOT PAID?

Enter Y to include employees not receiving pay this period.
Enter N to print only the name and social security number of employees not receiving pay this period.
Enter X to skip employees not receiving pay this period.

PROMPT 11: INCLUDE JOURNAL TOTALS?

Enter Y to print a summary totals page at the end of the report.
Enter N to omit the summary totals.

PROMPT 12: S=SCREEN, P=PRINTER, D=DISK

ENTER LINE TO CHANGE

Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.
Enter the number of any line to change.

THE PAYROLL TIME REPORT

The Payroll Time Report gives a detailed breakdown of the Regular, Overtime, Piecework, Vacation, and Sick hours worked by each hourly employee and the total hours of each type worked by all hourly employees.

The number of hours the employee should have worked is compared with the actual hours worked. The Time Report is an invaluable aid in tracking absenteeism and excessive overtime.

From The Payroll Program Menu
Select Program No. 3) PRINT TIME REPORT

=====
STEP 1: PRINT THE PAYROLL TIME REPORT
=====

PROMPT 1: O=OPEN, M=MONTH, Q=QUARTER, Y=YEAR

ENTER DESIRED PERIOD (O/M/Q/Y)

Enter O to include only the open entries.

Enter M for a Month-To-Date report.

Enter Q for a Quarter-To-Date report.

Enter Y for a Year-To-Date report.

PROMPT 2: F5=FIRST EMPLOYEE, F6=ALL EMPLOYEES

ENTER BEGINNING EMPLOYEE CODE

Press F5 to begin the report with the first employee.

Press F6 to include all hourly employees.

Enter the beginning employee in a selected range.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST EMPLOYEE

ENTER ENDING EMPLOYEE CODE

Press F5 to repeat the beginning employee.

Press F6 to print to the end of the file.

Enter the ending employee in a selected range.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK

OR ENTER LINE TO CHANGE

Enter S to print the report to the screen.

Enter P to print the report to the printer.

Enter D to print the report to a disk file.

Enter the number of any line to change.

CLOSING THE PAYROLL

After all payments and deductions have been entered and the Payroll Journal has been checked to make sure that the payroll is correct, the payroll must be closed.

When the payroll is closed, the amounts created by the current payments and deductions are added to the month, quarter, and year totals for each employee. In addition, entries are made to the Payroll Payment Register to allow payroll checks to be printed and, if necessary, entries are made to the Job/Department Register, G/L Postings Journal, and the General Ledger Transaction File.

A payroll may be closed only once per payroll check date and should be closed only once per pay period. If an error is discovered after the payroll has been closed, use the UNDO feature of the Payroll File Utilities to reopen the selected period, correct the error, and re-close the payroll.

In the CMS PC Accounting System, the Payroll Period is based on the number of days into the current month. The first pay period is any payroll closed during the first seven days of the month, the second pay period is any payroll closed during the second seven days of the month, etc. This holds true even for employees paid biweekly or semi-monthly. For a semi-monthly employee, a deduction to be taken from the first pay check of the month should be set up as a third period deduction since it is actually taken during the third seven day period, i.e. the fifteenth day, of the month.

A Payroll Check Date must be entered whenever a payroll is closed. For payroll tax purposes, the Federal Government and other taxing entities consider the payroll ending date to be the date the employee actually receives his or her pay regardless of the date the pay is earned or the date the payroll is closed. The Payroll Check Date should be set to reflect that date. Payroll checks will carry the Payroll Check Date regardless of the date on which the checks are actually printed.

From The Payroll Program Menu
Select Program No. 4) CLOSE CURRENT PAYROLL

=====
STEP 1: CLOSE THE PAYROLL
=====

PROMPT 1: C=CURRENT, M=MONTH, Q=QUARTER, Y=YEAR

ENTER PERIOD TO CLOSE (C/M/Q/Y)

Enter Y if this is the last payroll of the year.

Enter Q if this is the last payroll of the quarter.

Enter M if this is the last payroll of the month.

Enter C if this is NOT the last payroll of a month, quarter, or year.

PROMPT 2: ENTER (PERIOD) TO CLOSE

Enter the period shown in the PROMPT in all capitals to confirm that the correct period was entered.

PROMPT 3: NEXT PAYMENT NUMBER IS (XXXX)

ENTER B TO BEGIN OR ENTER NEW NUMBER

Enter B if the next payment number shown in the PROMPT is correct or enter the correct payment number.

Each employee record will be processed in Employee Code order. The current payments and deductions will be added to the month, quarter, and year totals and the current amounts will be reset to zero.

All necessary entries will be made to the Employee Master File, the Payroll Payment Register, the Job/Department Register, the Job Costing File, the G/L Postings Journal, and the General Ledger Transaction File.

If an error is encountered during this process, the operation will halt and an error message will be displayed. Exit the program and immediately UNDO the current payroll using the Payroll Utilities program. The error should then be corrected and the payroll re-closed.

THE PAYROLL G/L POSTINGS JOURNAL

The G/L Postings Journal is a detail record by employee of all payroll activity posted to the General Ledger Transaction File. Journal entries are recorded automatically if a Y is entered into Line I of the Payroll Information File.

The G/L Postings Journal is an important part of the General Ledger Audit Trail and should be kept if a General Ledger Posting Code of Y or N is entered into Line J of the Payroll Information File.

From The Payroll Program Menu
Select Program No. 5) G/L POSTINGS JOURNAL

=====
STEP 1: PRINT THE JOURNAL
=====

PROMPT 1: 1=DATE, 2=POSTING CODE, 3=G/L ACCOUNT

4=ERASE JOURNAL. ENTER OPERATION CODE

Enter 1 to print the journal in date order.

Enter 2 to print the journal in posting code order.

Enter 3 to print the journal by General Ledger account number.

Enter 4 to erase the journal and proceed to STEP 2.

PROMPT 2: F4=CURRENT PERIOD, F5=FIRST, F6=ALL

ENTER BEGINNING (KEY)

Enter the beginning key in a selected range.

Press F4, if printing by date, to include only entries for the current date.
Press F5 to begin with the first entry.
Press F6 to print the entire journal.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST (KEY)
ENTER ENDING (KEY)

Press F5 to repeat the beginning entry.
Press F6 to continue to the end of the file.
Enter the ending key in a selected range.

PROMPT 4: 1=EMPLOYEE CODE, 2=NAME, 3=SS NUMBER
ENTER EMPLOYEE KEY

Enter 1 to print by employee code.
Enter 2 to print by employee name.
Enter 3 to print by social security number.

This information will be inserted automatically if an entry has been made into Line H of the Payroll Information File.

PROMPT 5: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE

Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.
Enter the number of any line to change.

=====
STEP 2: ERASING THE G/L POSTINGS JOURNAL
=====

PROMPT 1: F4=CURRENT PERIOD, F5=FIRST, F6=ALL
ENTER BEGINNING DATE

Enter the beginning date in a selected range.
Press F4 to erase entries for the current date only.
Press F5 to begin erasing with the first entry.
Press F6 to erase the entire journal.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE

Enter the ending date in a selected range.
Press F5 to repeat the beginning date.
Press F6 to erase to the end of the file.

PROMPT 3: ERASE POSTINGS JOURNAL? (Y/N)

Enter Y to erase the journal in the selected date range.
Enter N to cancel the erase operation.

PRINTING PAYROLL CHECKS AND THE PAYROLL REGISTER

When the payroll is closed, a Payroll Payment Register is created showing the payments, deductions, and net pay for each employee.

The Payment Register may be used to hand write the payroll checks or it may be used by the Payroll program to print the payroll checks.

From The Payroll Program Menu
Select Program No. 6) PRINT PAYROLL CHECKS

=====
STEP 1: PRINT CHECKS/CHECK REGISTER
=====

PROMPT 1: 1=PAYMENT REGISTER, 2=CHECKS, 3=ERASE

ENTER OPERATION CODE

Enter 1 to print the Payroll Payment Register.
Enter 2 to print payroll checks.
Enter 3 to erase the Payment Register and proceed to STEP 2.

PROMPT 2: 1=CHECK NUMBER, 2=EMPLOYEE CODE
ENTER PRINT ORDER

Enter 1 to print the Payment Register in check number order and proceed to PROMPT 7.
Enter 2 to print the Payment Register by employee code.

PROMPT 3: F5=FIRST EMPLOYEE, F6=ALL EMPLOYEES
ENTER THE BEGINNING EMPLOYEE CODE

Enter the beginning employee code in a selected range.
Press F5 to begin with the first employee on the Payment Register.
Press F6 to include all employees.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST EMPLOYEE
ENTER THE ENDING EMPLOYEE CODE

Enter the ending employee code in a selected range.
Press F5 to repeat the beginning employee code.
Press F6 to print to the end of the Payment Register.

PROMPT 5: F5=FIRST DATE, F6=ALL DATES
ENTER THE BEGINNING DATE

Press F5 to begin with the earliest date on the Payment Register.
Press F6 to include all dates.
Enter the beginning date in a selected date range.

PROMPT 6: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER THE ENDING DATE

Press F5 to repeat the beginning date.
Press F6 to print to the latest date on the Payment Register.
Enter the ending date in a selected date range.

Proceed to PROMPT 9.

PROMPT 7: F4=LAST PAYROLL, F5=FIRST PAYMENT, F6=ALL
ENTER BEGINNING PAYMENT NUMBER

Press F4 to include only payments from the last payroll closed.
Press F5 to begin with the first payment on the Payment Register.
Press F6 to include all payments on the Payment Register.
Enter the beginning payment number in a selected range.

PROMPT 8: F5=SAME AS BEGINNING, F6=LAST PAYMENT
ENTER ENDING PAYMENT NUMBER

Press F5 to repeat the beginning entry.
Press F6 to print to end of the Payment Register.
Enter the ending payment number in a selected range.

PROMPT 9: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE

Enter F, if printing checks, to print a check for form alignment.
Enter S, if printing the Payment Register, to print to the screen.
Enter P to print to the printer.
Enter D to print to a disk file.
Enter the number of any line to change.

=====
STEP 2: ERASE THE PAYMENT REGISTER
=====

PROMPT 1: F4=LAST PAYROLL, F5=FIRST PAYMENT, F6=ALL
ENTER BEGINNING PAYMENT NUMBER

Enter the beginning payment number in a selected range.

Press F4 to erase only payments from the last payroll closed.
Press F5 to begin erasing with the first payment on the Payment Register.
Press F6 to erase the entire Payment Register.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST PAYMENT
ENTER ENDING PAYMENT NUMBER

Enter the ending payment number in a selected range.
Press F5 to repeat the beginning entry.
Press F6 to erase to end of the Payment Register.

PROMPT 3: RANGE CORRECT? (Y/N)
Enter Y to erase the Payment Register in the selected range.
Enter N to cancel the erase operation.

PRINTING THE PAYROLL JOB AND DEPARTMENT REPORTS

Entries are made into the Job/Department Register if pay transactions are entered for specific jobs or departments. The Job/Department Register may be printed in detail or summary format to the screen, printer, or disk.

From The Payroll Program Menu
Select Program No. 7) JOB/DEPARTMENT REGISTER

=====
STEP 0: GET OPERATION
=====

PROMPT 1: 1=DEPARTMENT REPORT, 2=JOB REPORT, 3=ERASE
ENTER OPERATION

Enter 1 to print a Department Report.
Enter 2 to print a Job Report.
Enter 3 to erase the Job/Department Register and proceed to STEP 2.

=====
STEP 1: PRINT THE JOB/DEPARTMENT REGISTER
=====

PROMPT 1: F5=FIRST (JOB/DEPARTMENT), F6=ALL
ENTER BEGINNING (JOB/DEPARTMENT)

Press F5 to begin with the first record.
Press F6 to include all records.
Enter the beginning job or department in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST (JOB/DEPT)
ENTER ENDING (JOB/DEPARTMENT)

Press F5 to repeat the beginning entry.
Press F6 to continue to the end of the file.
Enter the ending job or department in a selected range.

PROMPT 3: F4=CURRENT PERIOD, F5=FIRST DATE, F6=ALL
ENTER BEGINNING DATE

Enter the beginning date in a selected range.
Press F4 to include only entries for the current date.
Press F5 to begin with the earliest date.
Press F6 to include all dates.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE

Enter the ending date in a selected range.
Press F5 to repeat the beginning date.
Press F6 to continue to the last date on file.

PROMPT 5: D=DETAIL, S=SUMMARY

Enter D to show each pay transaction entered.
Enter S to show only the totals for each job or department.

PROMPT 6: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE

Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.
Enter the number of any line to change.

=====
STEP 2: ERASE THE JOB/DEPARTMENT REGISTER
=====

PROMPT 1: F4=CURRENT PERIOD, F5=FIRST DATE, F6=ALL
ENTER BEGINNING DATE
Press F4 to erase only entries for the current date.
Press F5 to begin with the earliest date.
Press F6 to erase the entire Job/Department Register.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE
Press F5 to repeat the beginning date.
Press F6 to erase to the last date on the register.
Enter the ending date in a selected range.

PROMPT 3: ERASE JOB/DEPARTMENT REGISTER? (Y/N)
Enter Y to erase the register in the selected range.
Enter N to re-enter the date range.

Erasing the Job/Department Register has no effect on the Job Costing File.

PRINTING PAYROLL END OF PERIOD REPORTS

This program may be used at the end of a month or quarter to print the payroll reports required by the local, state, and federal governments.

The SUTA cutoff and, if required by your state, the SDI cutoff must be entered into the State Tax File for the state report to print correctly.

From The Payroll Program Menu
Select Program No. 8) END OF PERIOD REPORTS

=====
STEP 1: END OF PERIOD REPORTS
=====

PROMPT 1: F6=LAST PERIOD CLOSED
ENTER PERIOD ENDING DATE
Press F6 if the last payroll closed was the last payroll in the selected period.
Enter the ending date of the last payroll closed in the selected period.

PROMPT 2: FEDERAL OR STATE REPORT? (F/S)
Enter F to print 941 information.
Enter S to print information for state reports.

Proceed to PROMPT 5 if Federal was selected in PROMPT 2.

PROMPT 3: ENTER STATE ID
Enter the two letter state postal code for the selected state. This information is inserted automatically if an entry has been made into Line G of the Payroll Information File.

PROMPT 4: MONTH OR QUARTER TOTALS? (M/Q)

Enter M to print Month-To-Date totals.

Enter Q to print Quarter-To-Date totals.

PROMPT 5: S=SCREEN, P=PRINTER, D=DISK

ENTER LINE TO CHANGE

Enter S to print the report to the screen.

Enter P to print the report to the printer.

Enter D to print the report to a disk file.

Enter the number of any line to change.

PRINTING W2 AND 1099 FORMS

This program is used at year-end to print the W2 and 1099 Statements Of Employee Earnings.

All employees receiving payments during the year, both active and inactive, will be included.

From The Payroll Program Menu

Select Program No. 9) PRINT W2/1099 FORMS

=====
STEP 1: PRINT W2 OR 1099 FORMS
=====

PROMPT 1: F6=LAST PERIOD CLOSED

ENTER ENDING DATE TO PRINT

Press F6 if the last payroll closed was the last payroll of the year.

Enter the ending date of the last payroll of the year.

PROMPT 2: 1=CODE, 2=NAME, 3=SS NUMBER

ENTER PRINT ORDER

Enter 1 to print by employee code.

Enter 2 to print by employee name.

Enter 3 to print by social security number.

The print order will be inserted automatically if an entry has been made into Line H of the Payroll Information File.

PROMPT 3: F5=FIRST EMPLOYEE, F6=ALL EMPLOYEES

ENTER BEGINNING EMPLOYEE

Press F5 to begin with the first employee in the selected order.

Press F6 to include all employees.

Enter the beginning employee in a selected range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST EMPLOYEE

ENTER ENDING EMPLOYEE

Press F5 to repeat the beginning employee.

Press F6 to continue to the end of the employee file.

Enter the ending employee in a selected range.

PROMPT 5: ENTER FORM TYPE (W2/1099)

Enter the type of form to print. Either W2 or 1099.

PROMPTS 6 THRU 9: ENTER COMPANY NAME AND ADDRESS

Enter the company name and address.

If the company name and address has been entered into the Company Information File, that information will be inserted automatically.

PROMPT 10: ENTER LOCALITY
Enter the company locality.

PROMPT 11: A=ALIGN FORMS, P=PRINTER, D=DISK
ENTER LINE TO CHANGE
Enter A to print a dummy form for alignment purposes.
Enter P to print to the printer.
Enter D to print to a disk file.
Enter the number of any line to change.

If an entry has been made into Line 16 of the Company Information File for a special print style, that print style will be used for the W2 and 1099 forms.

MAINTAINING THE FEDERAL WITHHOLDING TAX TABLES

The information entered into the Federal Withholding Tables is used by the Payroll program to calculate FICA and federal withholding taxes for all employees required to pay such taxes.

All information is obtained from IRS Circular E, Publication 15 available from the nearest office of the Internal Revenue Service.

The Annual withholding table, table 7, must be entered so the Payroll program can calculate withholding taxes for all pay periods; Weekly, Bi-weekly, Semi-Monthly, and Monthly.

From The Payroll Program Menu
Select Program No. 10) FEDERAL WITHHOLDING TABLES

=====
STEP 1: FEDERAL WITHHOLDING TABLES
=====

PROMPT 1: ENTER LINE TO CHANGE
Enter the number of any line to change.

MAINTAINING THE STATE WITHHOLDING TAX TABLES

The information entered into the State Withholding Tables is used by the Payroll program to calculate state withholding taxes for all employees required to have state taxes withheld.

Even if state income tax is not withheld, the Employer ID should be entered on Line 1 and the SUTA Cutoff should be entered on Line 3 for the END OF PERIOD state reports to print correctly.

If the Payroll program is integrated with the CMS General Ledger and taxes are being withheld for any of the items in Lines 4 through 8, the necessary General Ledger account numbers must be entered or an error will be generated when the payroll is closed.

The information in Lines 9 through 18 varies from state to state. See Appendix D for the required information for your state.

State tax information must be entered for all states to which employees on the Employee Master File are required to report income or to pay state withholding taxes.

From The Payroll Program Menu
Select Program No. 11) STATE WITHHOLDING TABLES

=====
STEP 1: STATE WITHHOLDING TABLES
=====

PROMPT 1: ENTER TWO LETTER STATE POSTAL ID
Enter the two letter state postal ID for the selected state.

PROMPT 2: 0=SAVE, CURSOR UP/DOWN TO SCROLL
 OR ENTER LINE TO CHANGE FOR (STATE)
Press ENTER to save the state tax information.
Use the CURSOR UP and CURSOR DOWN keys to scroll the screen.
Enter the number of any line to change.

PAYROLL FILE UTILITIES

Two Payroll File Utilities have been provided to aid in maintaining the integrity of the Employee Master File.

UNDO:

The UNDO feature allows a closed payroll to be reopened if an error is encountered while the payroll is being closed or if an error is found after the payroll has been closed. UNDO completely removes all entries made to all files when the payroll was closed. You may UNDO as many previous payrolls as required.

CLEAR HISTORY:

The CMS Payroll retains a complete history of each payroll period for which pay transactions have been entered. This history allows reports to be printed for any prior payroll period or, using the UNDO feature, errors to be corrected in prior payrolls.

The CLEAR HISTORY feature removes older payroll history records when it is determined they will no longer be needed. The CLEAR HISTORY feature affects only the ability to print prior Payroll Journals, End Of Period Reports, W2 and 1099 Forms, and the Payments And Deductions Register. It does not affect the Payment Register, G/L Postings Journal, or Job/Department Register.

Payroll History is normally retained for at least the previous five quarters but, depending on available disk space, may be cleared after each payroll is closed.

From The Payroll Program Menu
Select Program No. 13) PAYROLL FILE UTILITIES

=====
STEP 0: PAYROLL UTILITIES
=====

PROMPT 1: 1=UNDO LAST PAYROLL, 2=CLEAR HISTORY
Enter 1 to UNDO the last payroll closed and proceed to STEP 1.
Enter 2 to CLEAR PAYROLL HISTORY and proceed to STEP 2.

=====
STEP 1: UNDO LAST PAYROLL
=====

PROMPT 1: ENTER UNDO TO BEGIN
Enter UNDO to begin reversing the last payroll closed.
Any other response will cancel the UNDO operation.

=====
STEP 2: CLEAR PAYROLL HISTORY
=====

PROMPT 1: F6=ALL HISTORY
 ENTER DATE TO WHICH TO CLEAR. (INCLUSIVE)

Press F6 to clear all Payroll History.
Enter the ending date through which to clear.

PROMPT 2: CORRECT DATE? (Y/N)

Enter Y to begin clearing the Payroll History.
Enter N to return to PROMPT 1.

Do not CLEAR HISTORY for a payroll period in which you will be re-entering payroll transactions and reclosing. Use UNDO instead.

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CMS JOB COSTING

The CMS Job Costing program is designed to track the costs of various jobs and the activity that created those costs.

Job transactions may be entered from Payroll, Accounts Payable, or directly through the Job Costing program.

Each pay transaction entered through Payroll may be assigned to a separate job and each invoice entered through Accounts Payable may be distributed to as many as fifteen jobs.

The Job Costing program consists of two main sections. Job File Maintenance and Job Transaction Maintenance.

The Job File contains information on each job such as name, address, telephone number, starting date, estimated cost, and actual cost to date. A job must be entered into the Job File before any transactions may be entered for that job.

The Job Transaction File contains the cost transactions which have been entered for the jobs on the Job File. Each cost transaction contains the job code, expense class, vendor name, invoice number, purchase date, and transaction cost.

From The CMS System Menu
Select Program No. 4) JOB COSTING

=====
STEP 0: SELECT FILE
=====

PROMPT 1: 1=JOB FILE, 2=JOB TRANSACTIONS
Enter 1 to access the Job File and proceed to STEP 1.
Enter 2 to access the Job Transaction File and proceed to STEP 2.

=====
STEP 1: THE JOB FILE
=====

PROMPT 1: 1=ADD, 2=RECALL, 3=PRINT, 4=DELETE
5=LABELS. ENTER OPERATION CODE
Enter 1 to add a new job and proceed to STEP 1A.
Enter 2 to recall an existing job and proceed to STEP 1B.
Enter 3 to print the Job File and proceed to STEP 1C.
Enter 4 to delete a job and proceed to STEP 1D.
Enter 5 to print mailing labels and proceed to STEP 1E.

=====
STEP 1A: ADD A JOB
=====

PROMPT 1: ENTER JOB CODE
Job numbers may be from one to ten alpha-numeric characters.
All job numbers should be the same length if possible.

PROMPT 2: ENTER CONTACT
Enter the name of the person to contact at the job site.

PROMPT 3 THRU 6: ENTER JOB NAME AND ADDRESS
Enter the job name and address on Lines 3 through 6.

PROMPT 7: ENTER TELEPHONE NUMBER
Enter the telephone number.
Seven and ten-digit numbers will be reformatted.

PROMPT 8: ENTER START DATE
Enter the estimated starting date for the job.

PROMPT 9: ENTER COMPLETION DATE

Enter the estimated completion date for the job.

PROMPT 10: ENTER ESTIMATED COST

Enter the estimated cost for the job.

PROMPT 11: ENTER COST-TO-DATE

The cost-to-date is adjusted automatically as transactions are entered.

PROMPT 12: 0=SAVE, C=CANCEL

ENTER LINE TO CHANGE

Press ENTER to add the new job to the Job File.

Enter C to cancel the entry.

Enter the number of any line to change.

Enter \$ to access the cost to date.

=====
STEP 1B: RECALL A JOB
=====

PROMPT 1: ENTER JOB CODE

Enter the selected job code.

Press F4 to change the current sort order.

Press CTRL/PGUP to recall the first job on the file.

Press CTRL/PGDN to recall the last job on the file.

PROMPT 2: 0=SAVE, C=CANCEL

ENTER LINE TO CHANGE

Press ENTER to record the current job.

Enter C to cancel any changes made to this record.

Enter the number of any line to change.

Enter \$ to change the cost to date.

Press F4 to change the current sort order.

Press CTRL/PGUP to recall the first job on file.

Press CTRL/PGDN to recall the last job on file.

Press PAGE UP to recall the previous job.

Press PAGE DOWN to recall the following job.

If CTRL/PGUP, CTRL/PGDN, PAGE UP, or PAGE DOWN is selected, changes made to the current record will be saved before the next record is read.

=====
STEP 1C: PRINT THE JOB FILE
=====

PROMPT 1: FINANCIAL INFORMATION ONLY? (Y/N)

Enter N to include the job address in the report.

Enter Y to omit the job address.

PROMPT 2: 1=JOB CODE, 2=JOB NAME, 3=ZIP CODE

4=COST TO DATE. ENTER PRINT ORDER

Enter 1 to print the report by job code.

Enter 2 to print the report by job name.

Enter 3 to print the report by zip code.

Enter 4 to print the report in descending order by cost to date.

If cost to date is selected, proceed to PROMPT 5.

PROMPT 3: F5=FIRST JOB, F6=ALL JOBS

ENTER BEGINNING JOB CODE

Press F5 to begin with the first job in the selected order.

Press F6 to include all jobs.

Enter the beginning job code in a selected range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST JOB
ENTER ENDING JOB CODE
Press F5 to repeat the beginning entry.
Press F6 to print to the end of the file.
Enter the ending job code in a selected range.

PROMPT 5: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE
Enter S to print the report to the screen.
Enter P to print the report to the printer.
Enter D to print the report to a disk file.
Enter the number of any line to change.

=====
STEP 1D: DELETE A JOB
=====

PROMPT 1: ENTER JOB CODE
Enter the job code of the job to delete.
Press CTRL/Pgup to recall the first job on file.
Press CTRL/pgdn to recall the last job on file.
Press F4 to change the current sort order.

PROMPT 2: D=DELETE THIS JOB
Enter D to delete the current job.

Press F4 to change the sort order.
Press CTRL/Pgup to recall the first job on file.
Press CTRL/pgdn to recall the last job on file.
Press PAGE UP to recall the previous job.
Press PAGE DOWN to recall the following job.

PROMPT 3: ENTER THE DELETE CODE
Enter the required delete code.
Any other entry will cancel the delete operation.

All transactions associated with the selected job will be deleted from the Job Transaction File.

=====
STEP 1E: PRINT MAILING LABELS
=====

PROMPT 1: 35 IS STANDARD
ENTER LABEL WIDTH
Enter the width of the label in print positions.
There are ten print positions per inch.
Enter 35 for standard 3.5-inch wide labels.

PROMPT 2: 6 IS STANDARD
ENTER NUMBER OF LINES FROM TOP TO TOP OF LABELS.
Enter the number of print lines from the top of one label to the top of the next label. There are six print lines per inch.

PROMPT 3: PRINT JOB CODE ON LABEL? (Y/N)
Enter Y to print the job code on the label.
Enter N to omit the job code.

PROMPT 4: LABELS PER JOB? (1-9)
Enter the number of mailing labels to print for each job.

PROMPT 5: 1=JOB CODE, 2=JOB NAME, 3=ZIP CODE
4=COST TO DATE. ENTER PRINT ORDER
Enter 1 to print the labels by job code.

Enter 2 to print the labels by job name.
Enter 3 to print the labels by zip code.
Enter 4 to print the labels in descending order by cost to date.

If cost to date is selected, proceed to PROMPT 8.

PROMPT 6: F5=FIRST JOB, F6=ALL JOBS

ENTER BEGINNING JOB CODE

Press F5 to begin with the first job in the selected order.

Press F6 to include all jobs.

Enter the beginning job code in a selected range.

PROMPT 7: F5=SAME AS BEGINNING, F6=LAST JOB

ENTER ENDING JOB CODE

Press F5 to repeat the beginning job code.

Press F6 to print to the end of the file.

Enter the ending job code in a selected range.

PROMPT 8: P=PRINTER, D=DISK

OR ENTER LINE TO CHANGE

Enter P to print the labels to the printer.

Enter D to print the labels to a disk file.

Enter the number of any line to change.

=====
STEP 2: THE JOB TRANSACTION FILE
=====

PROMPT 1: 1=ADD, 2=RECALL, 3=PRINT, 4=DELETE

ENTER OPERATION CODE

Enter 1 to add a job transaction and proceed to STEP 2A.

Enter 2 to recall a job transaction and proceed to STEP 2B.

Enter 3 to print the Job Transaction File and proceed to STEP 2C.

Enter 4 to delete a job transaction and proceed to STEP 2D.

=====
STEP 2A: ADD A JOB TRANSACTION
=====

PROMPT 1: ENTER JOB CODE

Enter the job code for the selected transaction.

PROMPT 2: ENTER EXPENSE CLASS

The expense class may be any subheading such as labor, materials, etc. for which subtotals are required. Press ENTER if no expense class is required.

PROMPT 3: ENTER VENDOR NAME

Enter the name of the vendor from whom this purchase was made.

If the vendor is on the Vendor File, enter the vendor code and the vendor name will be displayed automatically.

PROMPT 4: ENTER PURCHASE ORDER

Enter the purchase order number.

PROMPT 5: ENTER INVOICE NUMBER

Enter the invoice number.

PROMPT 6: ENTER INVOICE DATE

Enter the invoice date.

Press ENTER for the current date.

PROMPT 7: ENTER DESCRIPTION

Enter a description of the item(s) purchased.

PROMPT 8: ENTER AMOUNT

Enter the cost of the item(s) purchased.

PROMPT 9: 0=SAVE, C=CANCEL

ENTER LINE TO CHANGE

Press ENTER to record this job transaction.

Enter C to cancel the entry.

Enter the number of any line to change.

=====
STEP 2B: RECALL A JOB TRANSACTION
=====

PROMPT 1: ENTER JOB CODE

Enter the job code associated with the selected transaction.

Press CTRL/Pgup to recall the first transaction on file.

Press CTRL/pgdn to recall the last transaction on file.

PROMPT 2: ENTER EXPENSE CLASS

Enter the expense class of the selected transaction.

Press ENTER to recall the first transaction.

PROMPT 3: ENTER INVOICE DATE

Enter the invoice date of the selected transaction.

Press ENTER to recall the first transaction for this job in the expense class entered at PROMPT 2.

PROMPT 4: 0=SAVE, C=CANCEL

ENTER LINE TO CHANGE

Press ENTER to record the transaction with any changes.

Enter C to cancel any changes made to this transaction.

Enter the number of any line to change.

Press CTRL/Pgup to recall the first transaction on file.

Press CTRL/pgdn to recall the last transaction on file.

Press PAGE UP to recall the previous transaction.

Press PAGE DOWN to recall the following transaction.

If CTRL/Pgup, CTRL/pgdn, PAGE UP, or PAGE DOWN is selected, changes made to the current transaction will be saved before the next transaction is recalled.

=====
STEP 2C: PRINT THE JOB TRANSACTION FILE
=====

PROMPT 1: F5=FIRST JOB, F6=ALL JOBS

ENTER BEGINNING JOB CODE

Press F5 to begin with the first transaction on file.

Press F6 to print all transactions.

Enter the beginning job code in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST JOB

ENTER ENDING JOB CODE

Press F5 to repeat the beginning job code.

Press F6 to continue printing to the end of the file.

Enter the ending job code in a selected range.

PROMPT 3: D=DETAIL REPORT, S=SUMMARY REPORT

Press D to include all transactions on the report.

Press S to print only the net total for each group of transactions.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK

OR ENTER LINE TO CHANGE

Enter S to print the report to the screen.

Enter P to print the report to the printer.

Enter D to print the report to a disk file.

Enter the number of any line to change.

=====
STEP 2D: DELETE A JOB TRANSACTION
=====

PROMPT 1: ENTER JOB CODE

Enter the job code associated with the transaction to be deleted.

PROMPT 2: D=DELETE THIS TRANSACTION

Press ENTER to cancel the delete operation.

Enter D to delete the current record.

PROMPT 3: ENTER THE DELETE CODE

Enter the required delete code.

Any other entry will cancel the delete operation.

THE CMS INVENTORY CONTROL TABLE OF CONTENTS

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THE INVENTORY CONTROL OVERVIEW

The CMS Inventory Control program is designed to track inventory status automatically during the normal processing of invoices entered into Accounts Payable and Accounts Receivable and, if desired, pass the necessary information to the CMS General Ledger.

The CMS Inventory Control program may also be operated in a stand alone mode without integration to the CMS Accounts Payable, Accounts Receivable, or General Ledger. If Inventory is not integrated with Accounts Payable and Accounts Receivable, invoices are entered directly into the Inventory Transaction Entry program rather than through Accounts Payable and Accounts Receivable.

There are ten functions available from the Inventory Menu. A brief description of each function is shown below.

TRANSACTION ENTRY:

When Inventory is used in a stand alone mode and not integrated with Accounts Payable and Accounts Receivable, all inventory activity including orders, purchases, purchase returns, sales, sales returns, adjustments, and internally manufactured items with component lists are entered through Inventory Transaction Entry.

When the inventory is integrated with Accounts Payable and Accounts Receivable, only adjustments and internally manufactured items with component lists are entered here. All invoices and credit memos for purchases and sales are entered through Accounts Payable and Accounts Receivable in the normal manner.

INVENTORY ACTIVITY REPORT:

The Inventory Activity Report is a complete audit trail of all changes to the quantity on hand for each item on the Inventory Master File.

SALES ANALYSIS:

The Sales Analysis Report shows sales both by unit quantity and dollar value of all items on the inventory file for the month-to-date, quarter-to-date, and year-to-date periods.

INVENTORY G/L POSTING JOURNAL:

The Inventory G/L Posting Journal is a detailed record of all inventory activity which created postings to the CMS General Ledger and is an important link in the General Ledger Audit Trail.

PRICE LIST:

The price list shows the quantity breaks and corresponding selling prices for each item on the Inventory File.

REORDER REPORT:

The Inventory Reorder Report shows all items that have fallen below their minimum quantity as set in the inventory record. Included in the report are the quantity-on-hand, date of last order, last price paid, and primary and alternate vendors for each item.

SERIAL NUMBERS:

Serial numbers may be entered for all items requiring serial number tracking. The serial numbers may be deleted when sold or may be retained on the file for historical purposes.

COMPONENT LISTS:

A Component List should be entered for each internally manufactured item when both the item and the item's components are maintained on the Inventory File. When an internally manufactured item is entered into inventory through the Inventory Transaction Entry module, the quantity-on-hand for each of the components will be automatically reduced. All subsidiary journals and the General Ledger Transaction File will be automatically updated.

INVENTORY MASTER FILE:

The Inventory Master File contains a record for each item on the inventory file. Records may be recalled by item number, alternate number, description, vendor, item classification, or location.

INVENTORY INFORMATION FILE:

The Inventory Information File contains the inventory entry and data passwords and the General Ledger account numbers required for automatic posting to the General Ledger Transaction File.

GETTING STARTED WITH THE CMS INVENTORY CONTROL

The following steps will help you get started setting up the inventory files and to begin using the inventory program to more easily track your inventory.

If inventory activity is to be posted to the CMS General Ledger, the Chart Of Accounts must be entered into the General Ledger before the necessary account numbers can be entered into the Inventory Information File.

1) The first step is to establish the Inventory Information File. If Inventory activity is to be posted to the CMS General Ledger, it is very important to enter the required General Ledger account numbers into the Information File.

2) The next step is to enter the inventory items into the Inventory Master File. You should enter the quantity-on-hand and valuation for each item so that once all the items have been entered, the inventory file will be current and the total inventory valuation will be equal to that shown in the General Ledger. Be sure to use the F3 key to enter the purchases and sales information for the current month, quarter-to-date, and year-to-date if that information is available.

3) Use the Component List module to enter the component lists for all internally manufactured items in your inventory. The component list shows all sub-items which together make up a larger item. When an internally manufactured item is entered into inventory through the Inventory Transaction Entry module, the quantity-on-hand of all the sub-items on the component list is reduced automatically.

4) Use the Serial Number module to enter the serial numbers for all items on the Inventory File which require serial number tracking.

When an inventory item number is requested, either in Inventory, Accounts Payable, or Accounts Receivable, the inventory item may be recalled in one of four ways. You may enter the primary item number, the alternate item number, the description, or you may press F2 to open a look-up window. It is not necessary to enter the entire number or description. Only enough characters to distinguish the item from other items need be entered.

After all inventory data has been entered, the inventory module will be ready for use. See the next section on the inventory processing cycle.

THE INVENTORY PROCESSING CYCLE**DAILY PROCEDURE:**

If the Inventory Control module is being used alone and is not integrated with the Accounts Payable and Accounts Receivable modules, all activity is entered through the Inventory Transaction Entry program.

If Inventory is integrated with Accounts Payable and Accounts Receivable, only shrinkage and other adjustments, and internally manufactured items with component

lists are entered through Inventory Transaction Entry. All invoices and credit memos for purchases, purchase returns, sales, and sales returns are entered as usual through Accounts Payable and Accounts Receivable.

When an invoice or credit memo is entered through Accounts Payable or Accounts Receivable and inventory is active, the F3 key will open a window to distribute the invoice or credit memo to the desired inventory item records.

At the end of each day you may enter any necessary adjustments, make any desired changes to the Inventory Master File, and print any required reports.

END-OF-MONTH PROCEDURE:

At the end of each month you should proceed to the Inventory Master File module and perform the End-Of-Month operation for the month, quarter, or year as appropriate.

THE INVENTORY INFORMATION FILE

The Inventory Information File contains the entry and data passwords and the General Ledger account numbers required to post the inventory activity to the CMS General Ledger. The Inventory Information File must be established before any inventory processing may take place.

The decimal accuracy of Inventory item costs, selling prices, and quantities-on-hand may be set in the Inventory Information File.

From The Inventory Menu
Select Program No. 10) INFORMATION FILE

=====
STEP 1: ENTER INFORMATION
=====

PROMPT 1: P=PRINT, F3=SALE/COS ACCOUNTS
ENTER LINE TO CHANGE

Enter the letter (A-C) of any account to change and proceed to STEP 2.
Press F3 to change the Cost-Of-Sale accounts and proceed to STEP 3.
Enter P to print the information file.
Enter the number of any line to change.

LINE 1) ENTRY PASSWORD:

The Entry Password is used to restrict entry to the Inventory program from the System Menu. The Entry Password may be from one to four characters in length and may consist of any characters entered from the keyboard. If the first character is shifted, the password will not appear on the screen as it is being entered. THE ENTRY PASSWORD SHOULD BE RECORDED IN A SAFE PLACE BECAUSE WITHOUT IT YOU WILL NOT BE ABLE TO RE-ENTER THE INVENTORY PROGRAM.

LINE 2) DATA PASSWORD:

Once inside the Inventory program, a Data Password may be used to restrict access to the various Inventory modules. The Data Password may be from one to four characters in length and may consist of any characters entered from the keyboard. If the first character is shifted, the password will not be displayed on the screen as it is being entered. Like the Entry Password, the Data Password should be stored in a safe place.

If a Data Password is entered, select which of the Inventory modules are to be password protected by entering a Y to protect a module or N to leave a module unprotected. When a protected module is selected from the Inventory Menu, the Data Password must be entered before access to that module will be allowed.

LINE 3) VALUATION METHOD:

The Inventory Valuation Method is preset to Weighted Average in this version and cannot be changed.

LINE 4) DEFAULT ORDER:

Enter your choice from the options in the window.
Most of the Inventory Reports may be printed in any of six sort orders; item number, alternate number, description, vendor, class, or location. By entering a default order here, the desired sort order will not have to be re-entered each time a report is printed. You may however, override the sort order at the time the report is printed.

LINE 5) DECIMAL PLACES:

The Inventory Item sales prices entered into lines 22 through 26 of the Inventory Master Record may be carried up to four decimal places. Enter the desired number of decimal places here.

LINE 6) ACTIVITY JOURNAL:

The Activity Journal is a audit trail of all changes to the quantity-on-hand of each inventory item.
Enter Y to keep the Inventory Activity Journal.
Enter N if the journal is not required.

LINE 7) G/L POSTING JOURNAL:

Enter Y if the G/L Posting Journal is to be kept.
Enter N if the Journal is not required.

The G/L Posting Journal is an important link in the General Ledger Audit Trail and should be kept if Inventory is integrated with the General Ledger.

LINE 8) G/L POSTING CODE:

Enter X if Inventory is to stand alone and not post to the CMS General Ledger.
Enter Y if Inventory is to be fully integrated with the General Ledger and all General Ledger postings created during Inventory processing automatically added to the General Ledger Transaction File.
Enter N if General Ledger postings are to be recorded in the G/L Posting Journal but not passed to the General Ledger Transaction File.

=====
STEP 2: ENTERING THE GENERAL LEDGER ACCOUNTS
=====

There are three General Ledger accounts shown on the first screen of the Inventory Information File module. These account numbers need only be entered if Inventory is integrated with the General Ledger.

The Accounts Payable and Accounts Receivable account numbers need only be entered if Inventory IS NOT integrated with those programs. Otherwise those account numbers will be obtained from the Accounts Payable and Accounts Receivable Information Files. The Shrinkage account number should be entered in either case. Entries to the Shrinkage account are made through Inventory Transaction Entry.

PROMPT 1: P=PRINT, F3=SALE/COS ACCOUNTS
ENTER LINE TO CHANGE

Enter A to change the Accounts Receivable account number.
Enter B to change the Accounts Payable account number.
Enter C to change the Shrinkage account number.

=====
STEP 3: ENTER COST-OF-SALE ACCOUNT NUMBERS
=====

The Cost-Of-Sale account numbers MUST be entered if Inventory is integrated with Accounts Receivable and General Ledger. Press F3 to access the Sale/Cost-Of-Sale account number pairs.

There are twenty-six Sale/Cost-Of-Sale account number pairs. The Sales account numbers are read from the Accounts Receivable Information File. The corresponding Cost-Of-Sale account numbers must be entered here.

IMPORTANT NOTE: If you make any changes to the Sales account numbers in the Accounts Receivable Information File, be sure to make the corresponding changes to the Cost-Of-Sale account numbers here.

PROMPT 1: F3=CHANGE SCREEN, UP/DOWN TO SCROLL
ENTER LINE TO CHANGE

Enter the letter of any line to change.

Use the CURSOR UP/CURSOR DOWN keys to scroll the screen and view all twenty-six account pairs.

THE INVENTORY MASTER FILE

The Inventory Master File program is used to establish and maintain the Inventory Master File. This file must be created before any Inventory processing may be accomplished.

Inventory items may be added, changed, or deleted at any time. An inventory item list may be printed at any time to the screen, printer, or disk.

From time to time it may be necessary to make a mass change to the Inventory Item File. You may be buying 10,000 parts from a particular vendor and decide to change to a new vendor. It would be necessary to change the vendor code in all 10,000 inventory item records.

Changes of this type may now be made automatically by selecting option six, General Update, in the Inventory File Maintenance program. A new screen will be displayed with a line for each field in the inventory item record. On the line or lines to be changed, enter the current data which now exists in that field, i.e. the data to be changed, followed by a double backslash (\), and then the new data to be entered into that field (OLD DATA\NEW DATA). The new data will be entered only where an exact match for the old data is found.

To change the existing data regardless of what is currently in a field, enter an @ in place of the existing data (@\NEW DATA). To clear a field, enter @\ on the line to be cleared.

If desired, a beginning and ending inventory item range may be set on line 1. Enter the beginning item followed by -TO- and then the ending item (BEGINNING ITEM-TO-ENDING ITEM).

From The Inventory Program Menu
Select Program No. 9) INVENTORY MASTER FILE

=====
STEP 0: ENTER SELECTION
=====

PROMPT 1: 1=ADD, 2=RECALL, 3=DELETE
4=END OF MONTH, 5=PRINT

Enter 1 to add a new item to the Inventory File and proceed to STEP 1.

Enter 2 to recall or modify an existing item and proceed to STEP 2.

Enter 3 to delete an existing item and proceed to STEP 3.

Enter 4 to move the sales analysis totals at the end of each month and proceed to STEP 4.

Enter 5 to print the Inventory File and proceed to STEP 5.

Enter 9 to change the line label in line 16 or line 17 to any desired label such as size or color.

=====
STEP 1: ADD AN INVENTORY ITEM
=====

PROMPT 1: ENTER ITEM CODE

Enter the primary item code by which this item will be referenced. The item code may be from 1 to 20 alpha-numeric characters. Two items may not have the same primary item code.

PROMPT 2: ENTER ALTERNATE CODE

Enter any alternate item code by which this item will be referenced. The alternate item code may be from 1 to 20 alpha-numeric characters.

PROMPT 3: ENTER DESCRIPTION 1

Enter the first line of the description for this item.

PROMPT 4: ENTER DESCRIPTION 2

Enter the second line, if any, of the description for this item.

PROMPT 5: ENTER PRIMARY VENDOR

Enter the vendor code for the primary vendor of this item. If the vendor code is on the Accounts Payable Vendor File, the name and phone number will be recalled from the file and displayed on the screen.

PROMPT 6: ENTER ALTERNATE VENDOR

Enter any alternate vendor code. If the alternate vendor code is on the Accounts Payable Vendor File, the name and phone number will be displayed.

PROMPT 7: ENTER ITEM CLASS

The Item Class may be any desired sub-group classification.

PROMPT 8: ENTER LOCATION

Enter the location or location code for this item.

PROMPT 9: ENTER SERIAL NUMBERS?

Enter Y if serial numbers will be tracked for this item.
Enter N if serial number tracking is not required.

PROMPT 10: ENTER QUANTITY ON HAND

Enter the quantity of this item currently on hand.

PROMPT 11: ENTER REORDER POINT

Enter the minimum stocking quantity for this item. When the quantity-on-hand on line 10 falls below the reorder point, the item will appear on the Reorder Report.

PROMPT 12: ENTER QUANTITY ON ORDER

Enter the quantity of this item currently on order. This amount is automatically reduced as shipments are received.

PROMPT 13: ENTER DATE ORDERED

Enter the last date on which an order for this item was placed. This information is updated automatically as orders are entered.

PROMPT 14: ENTER LAST RECEIVED

Enter the last date on which an order for this item was received. This information is updated automatically as orders are received.

PROMPT 15: ENTER LAST COST

Enter the last unit cost paid for this item. This information is updated automatically as orders are received.

PROMPT 16: ENTER (LABEL)

Any desired information may be entered into line 16.

PROMPT 17: ENTER (LABEL)

Any desired information may be entered into line 17.

The field label on lines 16 and 17 may be set by entering a 9 at PROMPT 1 in STEP 0.

PROMPT 18: ENTER ASSET ACCOUNT

Enter the General Ledger asset account number for this item.

This information is required if a General Ledger Posting Code of Y or N has been entered into line 8 of the Inventory Information File.

PROMPT 19: ENTER SALE/COST-OF-SALE CODE

Enter the General Ledger Sale/Cost-Of-Sale pair code for this item from the second screen of the Inventory Information File. Press F2 to view the available codes.

Leave this line blank if no Sale/Cost-Of-Sale pair from the Inventory Information File will always be associated with this item. The system will prompt you for the correct pair code at the time the invoice is entered.

This information is required if a General Ledger Posting Code of Y or N has been entered into line 8 of the Inventory Information File.

PROMPT 20: ENTER AVERAGE COST

Enter the average cost of these items currently on hand.

This information is automatically updated as orders are received.

PROMPT 21: ENTER TOTAL COST

Enter the total cost of these items currently on hand.

This information is updated automatically during processing.

ENTER QUANTITY BREAKS AND SELLING PRICES:

Lines 22 through 26 contain the quantity breaks and corresponding selling prices for this item. This information is used when entering invoices through the Billing program. If invoices are entered only through Accounts Receivable Transaction Entry, this information is not required.

Line 22 is the selling price for quantity 1, usually the retail price.

PROMPT 22: ENTER LEVEL (X) QUANTITY

Enter the quantity at which the price on this line becomes effective.

PROMPT 23: ENTER LEVEL (X) DISCOUNT PERCENTAGE

Enter the rate this quantity is discounted from the price entered in line 22. Follow the rate with a percent sign (%) if the rate is discounted from the amount on the previous line rather than the amount on line 22. Press ENTER with no entry if you want to enter the discount price directly.

PROMPT 24: ENTER LEVEL (X) PRICE

Enter the effective price at this quantity break.

PROMPT 25: 0=SAVE, C=CANCEL, F3=SALES ANALYSIS

ENTER LINE TO CHANGE

Press ENTER to add the record to the Inventory File.

Enter C to cancel the record.

Press F3 to enter the sales analysis information.

Enter the number of any line to change.

ENTER THE SALES ANALYSIS INFORMATION

PROMPT 26: F3=CLOSE WINDOW

ENTER LINE TO CHANGE

Enter the Quantity Received, Quantity Sold, Total Sales, and Sales Cost for the month-to-date, quarter-to-date, and year-to-date periods. This information is

updated automatically during processing. After entering the sales analysis information press F3 to return to PROMPT 25.

=====
STEP 2: RECALL A RECORD
=====

PROMPT 1: ENTER (KEY)

Enter the record key requested in the PROMPT.
Press CTRL/PGUP to recall the first record on the file by the current sort field.
Press CTRL/PGDN to recall the last record on the file by the current sort field.
Press F4 to change the sort field. A small arrow appears to the left of the current sort field.

PROMPT 2: 0=SAVE, F3=SALES ANALYSIS

ENTER LINE TO CHANGE

Enter the number of any line to change.
Press ENTER to save the record with any changes.
Press ESC to cancel any changes made to the record.
Press F3 to view the Sales Analysis information.

Press CTRL/PGUP to recall the first record on the file by the current sort field.
Press CTRL/PGDN to recall the last record on the file by the current sort field.
Press PAGE UP to recall the previous record by the current sort field.
Press PAGE DOWN to recall the following record by the current sort field.

Any changes made to the record will be saved before the next record is read.

=====
STEP 3: DELETE A RECORD
=====

PROMPT 1: ENTER (KEY)

Enter the record key requested in the PROMPT.
Press CTRL/PGUP to recall the first record on the file by the current sort field.
Press CTRL/PGDN to recall the last record on the file by the current sort field.
Press F4 to change the sort field. A small arrow appears to the left of the current sort field.

PROMPT 2: ENTER THE DELETE CODE

Enter the required delete code.
Any other entry will cancel the delete operation.

=====
STEP 4: END OF MONTH
=====

The End-Of-Month operation should be performed at the end of each month.
The sales analysis totals for the month, quarter, or year will be cleared to zero.
No other information is affected.

PROMPT 1: M=MONTH, Q=QUARTER, Y=YEAR

ENTER PERIOD TO CLOSE (M/Q/Y)

Enter Y if this is the last month in the year.
Enter Q if this is the last month in the quarter.
Enter M if neither of the above apply.

PROMPT 2: ENTER CLOSE TO CLOSE THE (PERIOD)

Enter CLOSE (all capitals) to begin the close operation.
Any other response will cancel the operation.

=====
STEP 5: PRINT THE INVENTORY FILE
=====

PROMPT 1: 1=INVENTORY REPORT, 2=LABELS

Enter 1 to print a listing of items on the Inventory Master File.

Enter 2 to print bin labels.

PROMPT 2: 1=ITEM CODE, 2=ALT CODE, 3=DESCRIPTION
4=VENDOR, 5=CLASS, 6=LOCATION

Enter the desired print order.

The print order is entered automatically if an entry has been made in line 4 of the Inventory Information File.

PROMPT 3: F5=FIRST ITEM, F6=ALL ITEMS
ENTER BEGINNING ITEM

Press F5 to begin with the first record on the file.

Press F6 to include all records on the file.

Enter the beginning item in a selected range.

PROMPT 4: F5=SAME AS BEGINNING, F6=LAST ITEM
ENTER ENDING ITEM

Press F5 to repeat the beginning item.

Press F6 to print to the end of the file.

Enter the ending item in a selected range.

PROMPT 5: PRINT COMPLETE RECORD? (Y/N)

Enter Y to print one page for each record containing all the information for that record.

Enter N to print a condensed report.

PROMPT 6: SKIP LINE BETWEEN RECORDS? (Y/N)

For report clarity you may want to insert a blank line between records on the condensed report.

PROMPT 7: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE

Press ENTER to cancel the report.

Select the output device.

Enter the number of any line to change.

After the report is printed you will be returned to PROMPT 1.

INVENTORY CONTROL TRANSACTION ENTRY

Inventory Transaction Entry is used for entering shrinkage and other adjustments to inventory and to enter internally manufactured items which have an associated component list.

If Inventory is NOT integrated with Accounts Payable and Accounts Receivable, all purchases and sales are entered through Inventory Transaction Entry, otherwise purchases and sales are entered as usual through the Accounts Payable and Accounts Receivable invoice entry modules.

From The Inventory Program Menu
Select Program No. 1) TRANSACTION ENTRY

=====
STEP 0: INVENTORY TRANSACTION ENTRY
=====

PROMPT 1: ENTER OPERATION

Enter the operation code from the options in the window.

PROMPT 2: ENTER ITEM NUMBER OR DESCRIPTION

Enter the item number or description of the desired item.

PROMPT 3: ENTER REFERENCE

Enter the reference for this operation.
The reference is usually an invoice number.

PROMPT 4: ENTER QUANTITY

Enter the quantity.
If reducing the quantity on hand of an inventory item through a Shrinkage entry, be sure to enter a negative amount.

PROMPT 5: ENTER AMOUNT

Enter the dollar amount of the transaction.
This PROMPT is skipped for Shrinkage adjustments since the program computes the amount based on the quantity entered in line 4 times the average cost of the item as carried in the item record.

**PROMPT 6: 0=RECORD, X=CANCEL
ENTER LINE TO CHANGE**

Press ENTER to record the transaction.
Press X to cancel the transaction.
Enter the number or letter of any line to change.

If Inventory is integrated with the General Ledger, the necessary General Ledger postings will be shown on lines A through E. If a sale or sales return is being entered and the inventory item record does not contain a default Sale/Cost-Of-Sale pair code in line 19, the General Ledger distributions for the sale and cost of sale will have to be entered manually.

PRINTING THE INVENTORY ACTIVITY REPORT

The Inventory Activity Report is a complete audit trail of all changes to the quantity-on-hand figure for each item on the Inventory Master File.

The report shows the date of the change, the type of transaction which caused the change, the source of the transaction, the amount of the change, and the remaining quantity-on-hand.

From The Inventory Program Menu
Select Program No. 2) INVENTORY ACTIVITY REPORT

=====
STEP 0: INVENTORY ACTIVITY REPORT
=====

**PROMPT 1: 1=PRINT REPORT, 2=ERASE ACTIVITY
ENTER OPERATION CODE**

Enter 1 to print the Activity Report and proceed to STEP 1.
Enter 2 to erase the Activity File and proceed to STEP 2.

=====
STEP 1: PRINT THE INVENTORY ACTIVITY REPORT
=====

**PROMPT 1: F6=ALL ITEMS IN A DATE RANGE
ENTER ITEM NUMBER OR DESCRIPTION**

Enter an item number or description if activity for only one item is desired.
Press F6 to print all activity for all items in a selected date range.

**PROMPT 2: F4=CURRENT MONTH, F5=FIRST DATE, F6=ALL
ENTER BEGINNING DATE**

Press F4 to include only activity for the current month.
Press F5 to begin with the earliest date.
Press F6 if no date range is desired.
Enter the beginning date in a selected date range.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE
Press F5 to repeat the beginning date.
Press F6 to print to the end of the file.
Enter the ending date in a selected date range.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE
Press ENTER to cancel the report.
Select the desired output device.
Enter the number of any line to change.

=====
STEP 2: ERASE THE ACTIVITY FILE
=====

PROMPT 1: F4=CURRENT MONTH, F5=FIRST DATE, F6=ALL
ENTER BEGINNING DATE
Press F4 to erase activity for the current month only.
Press F5 to begin with the earliest date.
Press F6 to erase the entire file.
Enter the beginning date in a selected date range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE
Press F5 to repeat the beginning date.
Press F6 to erase to the end of the file.
Enter the ending date in a selected date range.

PROMPT 3: ERASE ACTIVITY JOURNAL? (Y/N)
Enter Y to erase the Inventory Activity File.
Enter N to cancel the erase operation.

THE INVENTORY SALES ANALYSIS REPORT

The Inventory Sales Analysis Report shows the unit quantity and dollar sales for the month-to-date, quarter-to-date, and year-to-date periods.

From The Inventory Program Menu
Select Program No. 3) SALES ANALYSIS

=====
STEP 0: SALES ANALYSIS REPORT
=====

PROMPT 1: 1=ITEM CODE, 2=ALT CODE, 3=DESCRIPTION
4=VENDOR, 5=CLASS, 6=LOCATION
Enter the print order from the options in the PROMPT.
The print order will be selected automatically if an entry has been made in line 4 of the Inventory Information File.

PROMPT 2: F5=FIRST ITEM, F6=ALL ITEMS
ENTER BEGINNING ITEM
Press F5 to begin the report with the first item in the selected print order.
Press F6 to include all items in the report.
Enter the beginning item in a selected range.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST ITEM
ENTER ENDING ITEM
Press F5 to repeat the beginning item.
Press F6 to print to the last item in the selected print order.
Enter the ending item in a selected range.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE
Press ENTER to cancel the report.
Select the desired output device.
Enter the number of any line to change.

THE INVENTORY G/L POSTING JOURNAL

The G/L Postings Journal is a detail record by date of all inventory activity posted to the General Ledger Transaction File. Journal entries are recorded automatically if a Y is entered in line 7 of the Inventory Information File.

The G/L Postings Journal is an important part of the General Ledger Audit Trail and should be kept if a General Ledger Posting Code of Y or N is entered in line 8 of the inventory Information File.

From The Inventory Program Menu
Select Program No. 4) G/L POSTINGS JOURNAL

=====
STEP 1: PRINT THE JOURNAL
=====

PROMPT 1: 1=DATE, 2=REFERENCE 3=POSTING CODE, 4=ACCOUNT
5=ERASE JOURNAL. ENTER OPERATION CODE
Enter 1 to print the journal in date order.
Enter 2 to print the journal in reference order.
Enter 3 to print the journal in posting code order.
Enter 4 to print the journal by General Ledger account number.
Enter 5 to erase the journal and proceed to STEP 2.

PROMPT 2: F4=CURRENT PERIOD, F5=FIRST, F6=ALL
ENTER BEGINNING (KEY)
Enter the beginning key in a selected range.
Press F4, if printing by date, to include only entries for the current date.
Press F5 to begin with the first entry.
Press F6 to print the entire journal.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST (KEY)
ENTER ENDING (KEY)
Enter the ending key in a selected range.
Press F5 to repeat the beginning entry.
Press F6 to continue to the end of the file.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK
OR ENTER LINE TO CHANGE
Select the desired output device.
Enter the number of any line to change.

=====
STEP 2: ERASE THE G/L POSTINGS JOURNAL
=====

PROMPT 1: F4=CURRENT PERIOD, F5=FIRST, F6=ALL
ENTER BEGINNING DATE
Press F4 to erase entries for the current date only.
Press F5 to begin erasing with the first entry.
Press F6 to erase the entire journal.
Enter the beginning date in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST DATE
ENTER ENDING DATE
Press F5 to repeat the beginning date.

Press F6 to erase to the end of the file.
Enter the ending date in a selected range.

THE INVENTORY PRICE LIST

The Inventory Price List shows the effective price at each of the five quantity breaks in the Inventory Item Record.

From The Inventory Program Menu
Select Program No. 5) PRICE LIST

=====
STEP 0: INVENTORY PRICE LIST
=====

PROMPT 1: 1=ITEM CODE, 2=ALT CODE, 3=DESCRIPTION
4=VENDOR, 5=CLASS, 6=LOCATION

Enter the print order from the options in the PROMPT.
The print order will be selected automatically if an entry has been made in line 4 of the Inventory Information File.

PROMPT 2: F5=FIRST ITEM, F6=ALL ITEMS
ENTER BEGINNING ITEM

Enter the beginning item in a selected range.
Press F5 to begin the report with the first item in the selected print order.
Press F6 to include all items in the report.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST ITEM
ENTER ENDING ITEM

Enter the ending item in a selected range.
Press F5 to repeat the beginning item.
Press F6 to print to the last item in the selected print order.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE

Press ENTER to cancel the report.
Select the desired output device.
Enter the number of any line to change.

THE INVENTORY REORDER REPORT

The Inventory Reorder Report lists all Inventory Items which have fallen below their reorder point as shown in the inventory item record.

From The Inventory Program Menu
Select Program No. 6) REORDER REPORT

=====
STEP 0: INVENTORY REORDER REPORT
=====

PROMPT 1: 1=ITEM CODE, 2=ALT CODE, 3=DESCRIPTION
4=VENDOR, 5=CLASS, 6=LOCATION

Enter the print order from the options in the PROMPT.
The print order will be selected automatically if an entry has been made in line 4 of the Inventory Information File.

PROMPT 2: F5=FIRST ITEM, F6=ALL ITEMS
ENTER BEGINNING ITEM

Enter the beginning item in a selected range.

Press F5 to begin the report with the first item in the selected print order.
Press F6 to include all items in the report.

PROMPT 3: F5=SAME AS BEGINNING, F6=LAST ITEM
ENTER ENDING ITEM

Enter the ending item in a selected range.
Press F5 to repeat the beginning item.
Press F6 to print to the last item in the selected print order.

PROMPT 4: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE

Press ENTER to cancel the report.
Select the desired output device.
Enter the number of any line to change.

INVENTORY SERIAL NUMBERS

The Inventory Serial Number module allows you to enter and track serial numbers for all inventory items for which serial number tracking is required.

Serial numbers are entered at the time the items are purchased and placed into inventory. As the items are sold, the serial numbers may be deleted from the file or they may be retained for item history purposes.

A Serial Number List may be printed at any time for items on the Serial Number File.

From The Inventory Program Menu
Select Program No. 7) SERIAL NUMBERS

=====
STEP 0: INVENTORY SERIAL NUMBERS
=====

PROMPT 1: 1=ADD, 2=EDIT, 3=DELETE, 4=PRINT
Enter 1 to add a serial number to the file and proceed to STEP 1.
Enter 2 to edit an existing serial number and proceed to STEP 2.
Enter 3 to delete an existing serial number and proceed to STEP 3.
Enter 4 to print a serial number list and proceed to STEP 4.

=====
STEP 1: ADD A SERIAL NUMBER
=====

PROMPT 1: ENTER ITEM NUMBER OR DESCRIPTION
Enter the item number or description of the item for which serial numbers are being entered.

PROMPT 2: ENTER SERIAL NUMBER
Enter the serial number.
Enter +1 if this serial number is one more than the previously entered serial number.

PROMPT 3: ENTER VENDOR CODE
Enter the code of the vendor from which this item was purchased.

PROMPT 4: ENTER DATE PURCHASED
Enter the date this item was purchased.

PROMPT 5: ENTER ITEM COST
Enter the cost of this item.

PROMPT 6: 0=RECORD, C=CANCEL
ENTER LINE TO CHANGE
Press ENTER to record this serial number.

Enter C to cancel the entry.
Enter the number of any line to change.

After the serial number is recorded, you will be returned to PROMPT 2 to enter the next serial number for this item.

=====
STEP 2: EDIT A SERIAL NUMBER RECORD
=====

Use this step for a serial numbered item which has been sold and you want to record the customer number, date sold, and selling price.

PROMPT 1: ENTER ITEM NUMBER OR DESCRIPTION

Enter the item number or description of the item for which the serial number record is being edited.

PROMPT 2: ENTER SERIAL NUMBER

Enter the serial number of the item to be edited.

PROMPT 3: ENTER CUSTOMER CODE

Enter the code of the customer to whom this item was sold.

PROMPT 4: ENTER DATE SOLD

Enter the date this item was sold.

PROMPT 5: ENTER SELLING PRICE

Enter the price for which this item was sold.

PROMPT 6: 0=RECORD, C=CANCEL

ENTER LINE TO CHANGE

Press ENTER to record the edited record.

Enter C to cancel the entry.

Enter the number of any line to change.

=====
STEP 3: DELETE A SERIAL NUMBER
=====

A serial number should be deleted when the item is sold and it is not necessary to retain the serial number record for historical purposes.

PROMPT 1: ENTER ITEM NUMBER OR DESCRIPTION

Enter the item number or description of the item for which the serial number record is being deleted.

PROMPT 2: ENTER SERIAL NUMBER

Enter the serial number to be deleted.

PROMPT 3: ENTER THE DELETE CODE

Enter the required delete code.

Any other entry will cancel the delete operation.

=====
STEP 4: PRINT A SERIAL NUMBER LIST
=====

PROMPT 1: F5=FIRST ITEM, F6=ALL ITEMS

ENTER BEGINNING ITEM CODE

Press F5 to begin with the first item on the file.

Press F6 to include all items on the file.

Enter the beginning item in a selected range.

PROMPT 2: F5=SAME AS BEGINNING, F6=LAST ITEM

ENTER ENDING ITEM

Press F5 to repeat the beginning item.

Press F6 to continue to the end of the file.
Enter the ending item in a selected range.

PROMPT 3: S=SCREEN, P=PRINTER, D=DISK
ENTER LINE TO CHANGE

Press ENTER to cancel the print operation.
Enter the selected output device.
Enter any line to change.

MAINTAINING INVENTORY COMPONENT LISTS

A component list should be entered for each internally manufactured item where both the item itself and each of its components are carried as inventory items on the Inventory Master File.

When an internally manufactured item with an associated component list is entered into inventory through the Inventory Transaction Entry module, the quantity-on-hand for that item is increased and the quantity-on-hand for all its associated components is automatically decreased. All journals are updated and, if Inventory is integrated with General Ledger, the necessary postings are added to the General Ledger Transaction File.

From The Inventory Program Menu
Select Program No. 8) COMPONENT LISTS

=====
STEP 0: COMPONENT LISTS
=====

PROMPT 1: ENTER MANUFACTURED ITEM NUMBER OR DESCRIPTION
Enter the item number or description of the item for which the component list is being maintained. If no component list currently exists for the item number entered, proceed to STEP 1. If a component list already exists for the item, the list will be displayed and you may proceed to STEP 2 to make any changes to the list, print the list, or delete the list entirely.

=====
STEP 1: ENTER A COMPONENT LIST
=====

PROMPT 1: ENTER ITEM QUANTITY
Enter the quantity of this component contained in the manufactured item.

PROMPT 2: ENTER ITEM NUMBER OR DESCRIPTION
Enter the item number of this component. Continue to cycle between PROMPT 1 and PROMPT 2 until all components for this item have been entered.

PROMPT 3: 0=RECORD, C=CANCEL, UP/DOWN TO SCROLL
ENTER LINE TO CHANGE
Press ENTER to record this component list.
Enter C to cancel these entries.
Scroll the entries using the CURSOR UP/DOWN keys.
Enter the line number of any line to change.

=====
STEP 2: MODIFY, PRINT, OR DELETE A LIST
=====

PROMPT 1: 0=RECORD, D=DELETE, P=PRINT, UP/DOWN TO SCROLL
ENTER LINE TO CHANGE
Press ENTER to record any changes made to the list.
Enter D to delete the component list.
Enter P to print the component list.
Press CURSOR UP/DOWN to scroll the list.

Enter the number of any line to change.

APPENDIX A - ERROR MESSAGES

If a problem is encountered by the CMS PC Accounting System during processing, two short beeps will sound and a warning or error message will appear on the screen. Most messages are only warnings caused by trying to enter an invalid date or trying to enter letters where only numbers are allowed.

Warnings require only that you read the message, press ENTER to continue, and re-enter the information correctly. Warnings contain no line numbers or error numbers.

More serious problems result in error messages containing an error number or a line number. There are two types of errors. FILE errors and BASIC errors. FILE errors are caused by problems encountered while reading or writing disk files. BASIC errors are caused by problems within the program itself.

The format for a FILE error is: FILE Error (xx) During (procedure). The (xx) shows the FILE error number and (procedure) shows the disk operation in process when the error occurred. All FILE errors are considered serious errors and should be reported to your dealer or Integrated Business, Inc. immediately.

The format for a BASIC error is: Error (xx) In Line (xxxx). The (xx) shows the BASIC error number and (xxxx) shows the line number in which the error occurred.

Most BASIC errors are considered serious errors and should be reported to your dealer or to Integrated Business, Inc. The three errors listed below are caused by printer problems rather than software problems.

NO.	ERROR	PROBABLE CAUSE
24	Device time-out	Printer off or off-line.
25	Device fault	Printer problem.
27	Out of paper	Printer out of paper.

Have the following information handy when contacting Integrated Business, Inc. concerning a problem.

1. Your program registration number.
2. The CMS version number. See Logo screen.
3. The EXACT error message.
4. The portion of the program being used when the error occurred.
5. The user steps immediately preceding the problem.

APPENDIX B - THE CONFIG.SYS FILE

The CMS PC Accounting System requires that the root directory of the drive from which the computer is booted, normally drive C, contain a CONFIG.SYS file with the entries FILES=30 and BUFFERS=10.

FILES may be set to more than 30 and BUFFERS may be set to more than 10 if required by other programs being used.

The CMS Installation Program will add the required entries to the CONFIG.SYS file when the CMS PC Accounting System is installed.

Do not boot the system from a floppy disk unless the floppy disk contains the necessary CONFIG.SYS FILE.

If the CONFIG.SYS file has been changed since the CMS PC Accounting System was installed, the FILES=30 and BUFFERS=10 entries will have to be corrected and the computer rebooted.

After correcting or copying the CONFIG.SYS file, reboot the computer by pressing the CTRL/ALT/DEL keys.

APPENDIX D - STATE WITHHOLDING TABLES

The CMS PC Accounting System incorporates a fifty state payroll program.

The Payroll Employee Master File may contain employees living in all fifty states and the CMS Payroll will deduct the correct state withholding tax for each employee.

For the payroll program to correctly calculate state withholding taxes for each state, the required information must be entered into the Payroll State Withholding Tables program.

Enter your State Tax ID Number in Line 1 of the State Tax File for your state and the SUTA cutoff in Line 3 in order for the Quarterly State Report to print correctly.

If the General Ledger posting code in the Payroll Information File is Y or N, the necessary General Ledger account numbers MUST be entered in Lines 4 through 8 of the State Tax File.

The information required in Lines 9 through 18 of the State Tax File will vary from state to state. See the instructions on the following pages for your state.

Enter the State Withholding Tables in Lines A through Z. Use the Annual Withholding Tables unless instructed otherwise below.

From The Payroll Program Menu
Select Program No. 11) STATE WITHHOLDING TABLES

=====
STEP 1: STATE WITHHOLDING TABLES
=====

PROMPT 1: ENTER TWO LETTER STATE POSTAL ID
Enter the two letter postal ID code for the selected state.

PROMPT 2: 0=SAVE, CURSOR UP/DOWN TO SCROLL
OR ENTER LINE TO CHANGE FOR (STATE)
Press ENTER to save the record.
Enter the number of any line to change.
Scroll Lines A through Z using the CURSOR UP/DOWN keys.

See the following pages for special instructions for your state.

ALABAMA:

Line 9: State deduction rate.
Line 10: Maximum tax for status "o" and "s" employees.
Line 11: Maximum tax for status "m" employees.
Line 12: Personal exemption for status "o" employees.
Line 13: Personal exemption for status "s" employees.
Line 14: Personal exemption for status "m" employees.
Line 15: Dependent exemption.
If state marital status is "O", enter the state marital status in the Other Exemptions field of the Employee record.

ARIZONA:

Line 9: State deduction rate.
Line 10: Maximum deduction for single employees.
Line 11: Maximum deduction for married employees.
If an individual employee requires a different rate from the rate entered in Line 9, enter that rate into the Other Exemptions field of the employee record.

ARKANSAS:

Line 9: State deduction rate.
Line 10: Maximum deduction for single employees.
Line 11: Maximum deduction for married employees.

CALIFORNIA:

Line 9: Single deduction rate.
Line 10: Married deduction rate.
Line 11: Single deduction limit.
Line 12: Married deduction limit.
Line 13: Extra allowance amount.
Line 14: SDI rate.
Line 15: SDI cutoff.

Enter credits in the Amount columns of lines L through T of the rate table.
Enter extra allowances in the Other Exemptions field of the employee record.

COLORADO:

Line 9: Deduction amount for each state exemption.

GEORGIA:

Line 9: State deduction rate.
Line 10: Minimum deduction.
Line 11: Maximum deduction.
Line 12: Single deduction.
Line 13: Married deduction.
Line 14: Personal exemption.

HAWAII:

Line 9: Dependent deduction.
Use monthly tables.

IDAHO:

Line 9: Deduction amount for each state exemption.

ILLINOIS:

Line 9: State deduction rate.
Line 10: Deduction amount for each state exemption.

INDIANA:

Line 9: State deduction rate.
Line 10: Deduction amount for each state exemption.
Line 11: County tax rate.

IOWA:

Line 9: Maximum deduction for 0 or 1 state exemption.
Line 10: Maximum deduction for more than 1 state exemption.
Line 11: Tax credit for 1 state exemption.
Line 12: Tax credit for 2 state exemptions.
Line 13: Tax credit for more than 2 state exemptions.

KANSAS:

Line 9: Withholding Allowance.
Enter annual withholding tables in lines A-Z.

KENTUCKY:

Line 9: Personal exemption.
Line 10: Dependent deduction.

LOUISIANA:

Line 9: Regular state tax rate. ("A" rate).
Line 10: Additional state tax rate. ("B" rate).
Line 11: Deduction for personal exemptions.
Line 12: Deduction for dependents.
Line 13: Cutoff for additional tax if single.
Line 14: Cutoff for additional tax if married.
Line 15: "M" if personal exemptions is less than 2.
Line 16: "M" if personal exemptions is 2.

Enter personal exemptions in line 14 of the employee record.
Enter dependents in line 15 of the employee record.

MAINE:

Line 9: Deduction amount for each exemption.

MARYLAND:

Line 9: Withholding exemption for one dependent.
Line 10: Standard deduction rate.
Line 11: Minimum standard deduction.
Line 12: Maximum standard deduction.
Use rates from quarterly tables.

MASSACHUSETTS:

Line 9: State deduction rate.
Line 10: Deduction amount for one exemption.
Line 11: Deduction amount for more than one exemption.
Line 12: Extra amount if more than one exemption.
Line 13: Maximum FICA deduction.
Line 14: Blind deduction.
Line 15: Minimum annual wage for taxes.

MICHIGAN:

Line 9: State deduction rate.
Line 10: Deduction amount for each state exemption.

MINNESOTA:

Line 9: Deduction amount for each state exemption.

MISSOURI:

Line 9: State tax rate for single employees.
Line 10: Minimum deduction for single employees.
Line 11: State tax rate for married employees.
Line 12: Minimum deduction for married employees.
Line 13: Personal exemption.
Line 14: Deduction amount for dependents.
Enter extra deduction in Other Exemptions field of employee record.

MISSISSIPPI:

Enter the standard deduction for each employee in line 15 of the employee record.

MONTANA:

Line 9: Deduction amount for each state exemption.

NEBRASKA:

Line 9: Deduction amount for each state exemption.

NEW JERSEY:

Line 9: Deduction amount for each state exemption.
Line 10: SDI rate.
Line 11: SDI cutoff.

NEW MEXICO:

Line 9: Deduction amount for each state exemption.

NEW YORK:

Line 9: Exemption allowance.
Line 10: Deduction for single employees.
Line 11: Deduction for married employees.
Line 12: SDI rate.
Line 13: SDI weekly maximum.

NORTH CAROLINA:

Line 9: Standard deduction for single.
Line 10: Standard deduction for married.
Line 11: Deduction amount for each exemption on NC-4.
Enter additional standard deduction for Head Of Household or Qualifying Widow(er) on line 15 of the employee record.

NORTH DAKOTA:

Line 9: State deduction rate.

OHIO:

Line 9: State deduction rate.
If any employee requires a different rate, place that rate in the Other Exemptions field of the employee record.

OKLAHOMA:

Line 9: Maximum wage base.
Line 10: Tax rate for amount exceeding maximum wage base.
Line 11: Annual reduction rate.
Line 12: Personal exemption.
Line 13: State deduction rate.
Line 14: Minimum deduction.
Line 15: Maximum deduction.
Line 16: Additional amount for single employees.
Line 17: Additional amount for married employees.

OREGON:

Line 9: Deduction amount for each state exemption.
Line 10: Daily SUI deduction.
Enter the number of days worked in the Other Exemptions field of the employee record.
If no entry is made, the number of days will default to 5 for weekly employees and 10 for Bi-weekly employees.

PENNSYLVANIA:

Line 9: State deduction rate.

RHODE ISLAND:

Line 9: Deduction amount for each state exemption.
Line 10: SDI Rate.
Line 11: Maximum income for SDI.

SOUTH CAROLINA:

Line 9: Deduction amount for each exemption.
Line 10: State deduction rate for single employees.
Line 11: Maximum deduction for single employees.
Line 12: State deduction rate for married employees.
Line 13: Maximum deduction for married employees.

UTAH:

Line 9: Deduction amount for each state exemption.

VIRGINIA:

Line 9: Personal deduction.
Line 10: Deduction amount for each state exemption.

VERMONT:

Line 9: State withholding rate.

WASHINGTON STATE:

Line 9: Hourly SUI rate.

WEST VIRGINIA:

Line 9: Annual dependent deduction.

WISCONSIN:

Line 9: Single minimum gross earnings.

Line 10: Single deduction amount if earnings are less than Line 9.

Line 11: Single maximum gross earnings.

Line 12: Single deduction rate.

Line 13: Deduction amount for each exemption.

Line 14: Married minimum gross earnings.

Line 15: Married deduction amount if earnings are less than Line 14.

Line 16: Married maximum gross earnings.

Line 17: Married deduction rate.

Use "Alternate Withholding Method A".

Enter Tax Rate Schedule on Lines A, B, and C.

APPENDIX E - USING THE SAMPLE DATA FILES

When the CMS PC Accounting System is installed, a sample company with a complete set of data files is also installed. The name of the company is Sample Data Files.

Use the sample data files to become familiar with the operation of the CMS PC Accounting System before installing your own company. The sample data files may also be used to try a particular operation and see the results before trying the operation on your own files.

You may enter customers, vendors, and invoices, print reports, and perform all of the normal accounting functions using the sample data files. It is best to practice with one accounting module at a time until you feel familiar with that module rather than jump around between the different modules.

The Sample Data Files company may not be deleted nor may the company name be changed.

Once you feel comfortable with the sample data files, you may install your own company and begin to enter actual data.

GLOSSARY OF TERMS

ACCOUNTS PAYABLE:

The amount you owe to your vendors for items purchased on credit.

ACCOUNTS RECEIVABLE:

The amount owed to you by your customers for items sold on credit.

ACCRUAL ACCOUNTING:

Invoice based accounting method. Income and expenses are recorded in the General Ledger when a sale is made or an item is purchased rather than when payment is received or made. The CMS PC Accounting System is an accrual system when the General Ledger posting codes are set to N or Y. See Cash Accounting.

ASCII:

American Standard Code for Information Interchange. An internationally recognized standard data format. May be used as a common data format for exchanging data between programs with different internal data formats.

AUDIT TRAIL:

The manner by which a transaction in the General Ledger Transaction File may be traced back to the point of original entry. A complete Audit Trail, such as the one in the CMS PC Accounting System, is mandatory for auditing purposes and is required in many installations.

BALANCE FORWARD SYSTEM:

An Accounts Receivable system where invoices and payments are retained only for the month in which they are entered. Only the account balance is carried forward to the following month. Payments and credit memos are applied against the account balance rather than against individual invoices. See Open Item.

CASH ACCOUNTING:

Accounting method based on cash receipts and cash payments. A sale is recorded when the cash is received rather than when the sale is made. An expense is recorded when the payment is made rather than when the item is purchased. The CMS PC Accounting System may be used as a cash based system by setting all General Ledger posting codes to X and using the General Ledger Cash Journal to record all cash payments and receipts as they occur. See Accrual Accounting.

CHART OF ACCOUNTS:

The accounts on the General Ledger Account File used to format and print the Balance Sheet, Trial Balance, Statement Of Income And Expense, and Budget Analysis Report.

CLOSED INVOICE:

An invoice which has been fully paid. See Open Invoice.

CREDIT ENTRY:

All entries to the General Ledger are either debits or credits. In a double entry accounting system such as the CMS PC Accounting System, credits and debits must always equal. A credit entry decreases an Asset or Expense account and increases a Liability or Income account. See Debit Entry.

DEBIT ENTRY:

All entries to the General Ledger are either debits or credits. In a double entry accounting system such as the CMS PC Accounting System, debits must always equal credits. A debit entry increases an Asset or Expense account and decreases a Liability or Income account. See Credit Entry.

DOS:

Disk Operating System. Sometimes referred to as MS-DOS or PC-DOS.

EXPORT:

Converting the data files used by the CMS PC Accounting System into ASCII format files. The ASCII files may then be used by other programs to create charts, graphs, form letters, etc.

FICA:

Federal Insurance Contributions Act. The Congressional Act that created the Social Security Tax. Social Security Tax is often referred to as FICA Tax.

FUTA:

Federal Unemployment Tax Act. The Congressional Act that created Federal Unemployment Taxes. Normally referred to as FUTA Taxes.

OPEN INVOICE:

An invoice which has not been fully paid. See Closed Invoice.

OPEN ITEM SYSTEM:

An invoice based Accounts Receivable system. Each invoice remains on the invoice file until it is fully paid. Payments and credit memos are applied against individual invoices rather than against the customer balance. The Accounts Receivable module of the CMS PC Accounting System is an Open Item system although provision is made for entering payments against the customer balance. See Balance Forward.

RECURRING ENTRY:

An entry that is repeated from month to month with little or no changes. Recurring entries may be entered through the General Ledger, General Journal, and Accounts Receivable Billing programs.

SDI:

State Disability Insurance. Required by some states.

SUI:

State Unemployment Insurance. Required by some states.

SUTA:

State Unemployment Tax Act. The act that created State Unemployment Taxes. Normally referred to as SUTA Taxes. The state equivalent of FUTA Taxes.

SYSTEM DATE:

The System Date is set to the DOS date on start up and may be changed from the System Menu. The System Date appears on all reports and is used for invoice aging. All postings to the General Ledger Transaction File are based on the System Date rather than the invoice date.

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