FORTUNE 32:16 BUSINESS APPLICATIONS

STUDENT GUIDE

BY

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FORTUNE SYSTEMS CORPORATION
MARKETING EDUCATION
PROPRIETARY DOCUMENT

FORTUNE 32:16 BUSINESS APPLICATIONS

COURSE AGENDA

Day One

8:30 Coffee

9:00 **Introductions**

- o Statement of Objectives
- o Review Agenda for Course

9:30 **Introduction to Fortune Systems BAS**

- o Market Position
- o BAS General Features

10:00 **BAS System Structure**

11:00 **INSTALLATION PROCESS**

- o System Analysis
- o Installation: Hardware/software
  Operations Records
- o Conversion of Files
- o Operator Training

11:30 LAB: INSTALLATION

12:00 LUNCH

1:00 **GENERAL LEDGER**

1. Definition: Manual vs. Automated vs. BAS
2. Paper Flow: The General Ledger Cycle
3. System Flow: Files, Updates, Integration
4. File Conversion/File Maintenance
5. LAB: CONVERSION

FORTUNE 32:16 BUSINESS APPLICATIONS

COURSE AGENDA

Day Two

8:30 **PURCHASE ORDERS**

1. Definition: Manual vs. Automated vs. BAS
2. Paper Flow: The Purchase Orders Cycle
3. System Flow: Files, Updates, Integration
4. File Maintenance
5. LAB: CONVERSION
6. Processing Cycle: Data Entry and Output
7. LAB: PROCESSING

12:00 **LUNCH**

1:00 **ACCOUNTS PAYABLE**

1. Definition: Manual vs. Automated vs. BAS
2. Paper Flow: The Accounts Payable Cycle
3. System Flow: Files, Updates, Integration
4. File Maintenance
5. LAB: CONVERSION

FORTUNE 32:16 BUSINESS APPLICATIONS

COURSE AGENDA

Day Three

8:30 **ACCOUNTS PAYABLE, Continued**

6. Processing Cycle: Data Entry and Output
7. LAB: PROCESSING
8. Month End Procedures
9. LAB: Closing Accounts Payable
   LAB: Closing General Ledger

12:00 **LUNCH**

2:00 **ORDER PROCESSING**

1. Definition: Manual vs. Automated vs. BAS
2. Paper Flow: The Order Processing Cycle
3. System Flow: Files, Updates, Integration
4. File Conversion/File Maintenance
5. Inventory Pricing
6. Processing Cycle: Data Entry and Output
7. LAB: PROCESSING

FORTUNE 32:16 BUSINESS APPLICATIONS

COURSE AGENDA

Day Four

8:30 **Accounts Receivable**

1. Definition: Manual vs. Automated vs. BAS
2. Paper Flow: The Accounts Receivable Cycle
3. System Flow: Files, Updates, Integration
4. File Conversion/File Maintenance
5. LAB: Conversion
6. Processing Cycle: Data Entry and Output
7. LAB: PROCESSING

12:00 **LUNCH**

1:00 **IDOL Overview**

DEMO: Producing a Report Using IDOL

2:00 **FIXED ASSETS and PAYROLL Overview**

3:00 **Evaluation and Wrap-Up**

BAS COURSE OBJECTIVES

1. Identify and demonstrate the features of the BAS system which substantiate accounting controls.
2. Explain the relationship between the BAS and IDOL products.
3. Identify the steps required to install BAS module(s) on the Fortune 32:16.
4. Successfully convert a user's data files into the format used by BAS.
5. State the steps which must be taken to perform transaction processing and adjustments.
6. Explain the derivation and signficance of each output document produced.
7. Identify the points at which the BAS applications interact.
8. Define the support resources available to the user.
9. Identify the steps to take to respond to processing errors.

BAS TERMINOLOGY

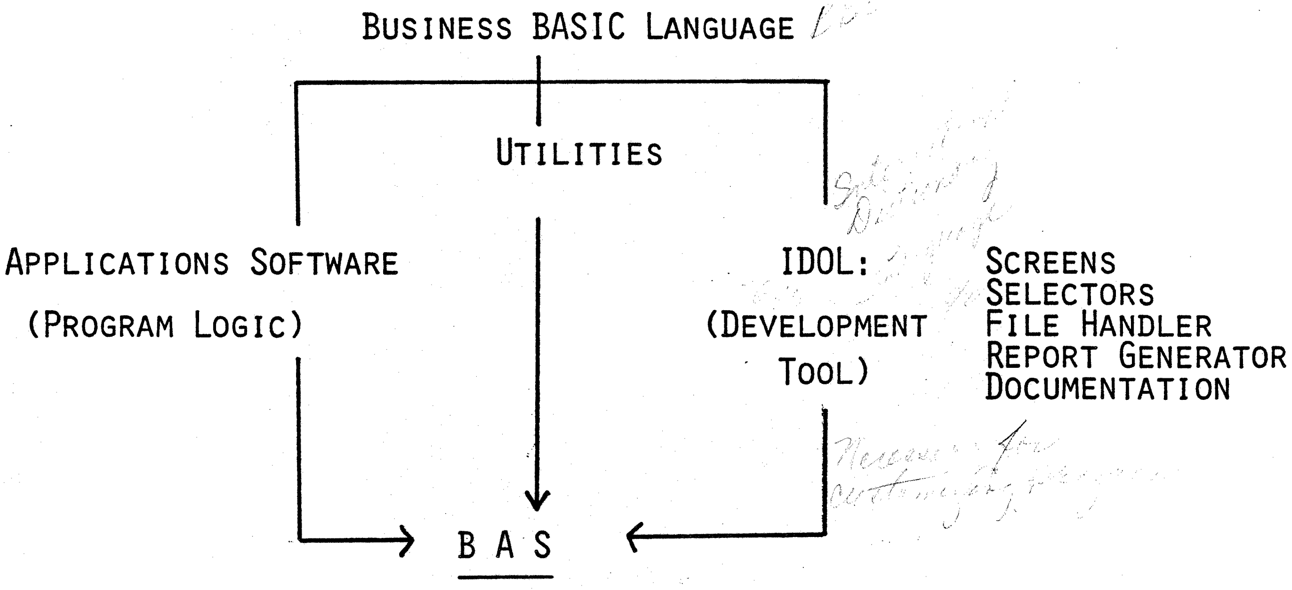
Audit Trail	Record of transactions created by mechanized accounting operations. Documents the origination and flow of transactions processed through the system.
Back-up	To make a copy of active disk files on another media.
BAS	**B**usiness **A**pplications **S**oftware
Batch Processing	Method of processing in which a number of similar input items are grouped for processing during the same machine run. Files are then usually updated in another machine run. Contrast with On-Line Processing.
Business BASIC	Fortune Systems' version of Business BASIC, a high level business-oriented programming language which has been used to develop business software on minicomputers since 1971. The BAS packages and IDOL system are written in Business BASIC III (interpreter).
Data Entry	Process of entering information pertaining to a business transaction into a computer system, usually by an operator through a keyboard.
Edit	Inserting characters into computer output to make it more meaningful. Includes modifying or deleting data (e.g., inserting decimal point, adding leading zeroes) and code conversion.
Field	Collection of characters which comprise a meaningful unit of business information, e.g. social security number field; vendor name field; warehouse code field
File	Collection of related records. An organized collection of information directed toward a purpose, e.g. Vendor Master File, Open Accounts Receivable File. Records in a file may or may not be sequenced according to a key contained in each record.
File Maintenance	Process of adding, changing, deleting records in any master file to keep it up to date.

Flag	An indicator, usually a field in a record, which is set in data processing to inform a later program that a condition has occurred.
Header	Initial information keyed in at data entry time which distinguishes a particular transaction from another.
IDOL	Interactive Definition Oriented Language
Journal	Hard copy report which summarizes the posting impact to General Ledger accounts during a processing cycle.
Key	Unique field which identifies an individual record in a file and by which the entire file is sorted.
Line Items	Detail lines keyed in at data entry time which comprise a business transaction
Management Report	Hard copy report which furnishes management/supervisory personnel with current information to aid in the performance of management functions.
Master File	Permanent reference (historical) file containing summary/statistical information which is usually updated periodically to reflect the results of transaction processing. Examples: Inventory Master File, Customer Master File.
On-Line Processing	Data processing procedures in which changes to relevant files are made at the time that a transaction or event occurs. Contrast with Batch Processing.
On-Line Validation	Immediate verification of data at the time of keyboard entry, e.g. checking for valid dates, proper codes against a conversion table, numeric only data. Sometimes referred to as "interactive" editing.
Record	Collection of fields which relate to a single major item, e.g. all information pertaining to one employee or all information pertaining to one inventory part. Sometimes referred to as an "item."

Register	Hard copy report which lists the details of transactions which have occurred during a processing cycle.
Report Generator	A program which generates a report based on existing data. It takes care of formatting and sorting and can do some processing of data, such as totalling and examining data items for certain conditions for selection.
Restore	To replace active files on disk with a version (copy) of those files on another media.
Selector	Screen which displays and provides access to a number of job selections. Sometimes referred to as a "menu" or "driver".
SMC	**S**cience **M**anagement **C**orporation
Sort Key	Unique field which provides alternate sort (sequencing) of records in a keyed file.
Transaction File	Temporary file which contains information regarding current business transactions, e.g. Open Purchase Orders, General Ledger Transaction File. As transactions complete a processing cycle, results are usually summarized and passed to a master file.
Update	To modify a master file with current transaction information through a data processing procedure, often with information held in transaction files. Also may refer to process of selecting a record through a File Maintenance screen to change specific fields, e.g. update employee number A1234 with a new pay rate.
Utility Program	Specialized program to perform a frequently required everyday task, usually supplied by the hardware manufacturer. Examples include: file backup procedures, file directory listings, sorting, file copying.

BAS

(BUSINESS APPLICATIONS SOFTWARE)



Business BASIC Language

Utilities

Applications Software (Program Logic)

IDOL: (Development Tool)

[illegible]

Screens
Selectors
File Handler
Report Generator
Documentation

Necessary for customizing programs

BAS

GENERAL LEDGER
FIXED ASSETS
PURCHASE ORDERS
ACCOUNTS PAYABLE
ORDER PROCESSING
ACCOUNTS RECEIVABLE
PAYROLL

WHY BAS?

Business BASIC

↓

SMC

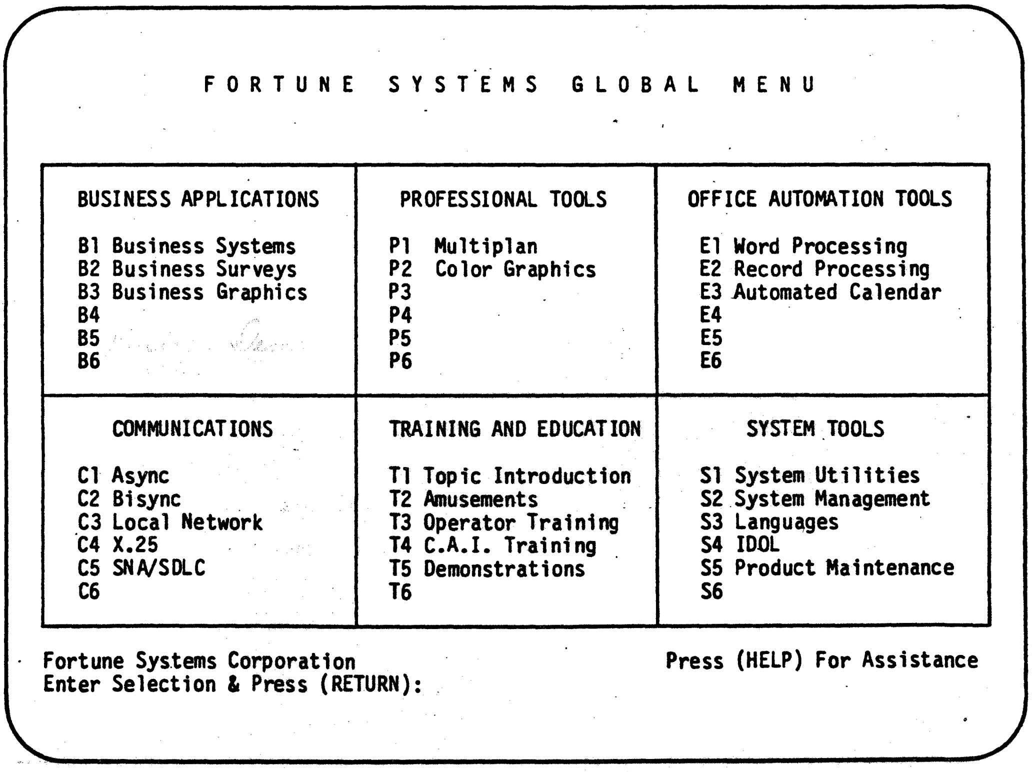
↓

IDOL

↓

FORTUNE SYSTEMS

INTRODUCTION TO BAS: DEMONSTRATION



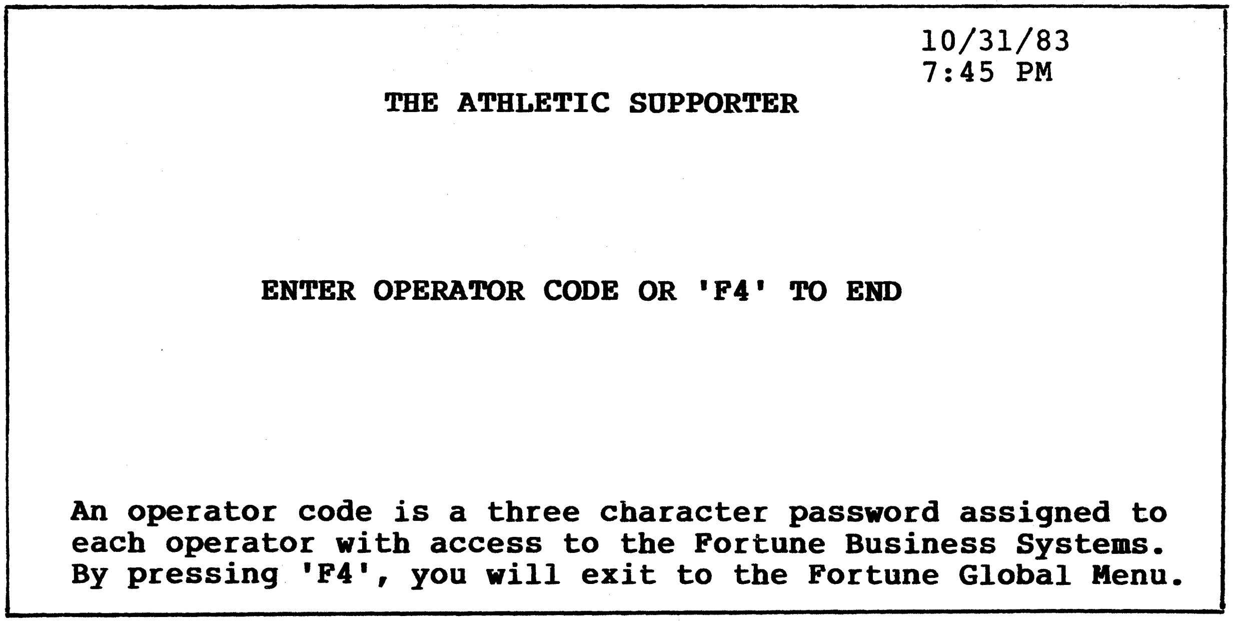
FORTUNE SYSTEMS GLOBAL MENU

BUSINESS APPLICATIONS	PROFESSIONAL TOOLS	OFFICE AUTOMATION TOOLS
B1 Business Systems B2 Business Surveys B3 Business Graphics B4 B5 B6	P1 Multiplan P2 Color Graphics P3 P4 P5 P6	E1 Word Processing E2 Record Processing E3 Automated Calendar E4 E5 E6
COMMUNICATIONS	**TRAINING AND EDUCATION**	**SYSTEM TOOLS**
C1 Async C2 Bisync C3 Local Network C4 X.25 C5 SNA/SDLC C6	T1 Topic Introduction T2 Amusements T3 Operator Training T4 C.A.I. Training T5 Demonstrations T6	S1 System Utilities S2 System Management S3 Languages S4 IDOL S5 Product Maintenance S6

Fortune Systems Corporation
Enter Selection & Press (RETURN):

Press (HELP) For Assistance

SELECTION NO.	ACCESSES	ACCESS CODE
B1	"Real" data base	DOL
B2	Disk sizing surveys	--
B5	Business Demo System	BAS
	Integrated training data base	BAS; then S10
S3	Business BASIC Utilities and console mode	--
S4	IDOL development tools	DOL
T3	Operator Training	GLO-APO-ARO-OPO-FAO-POO-PRO



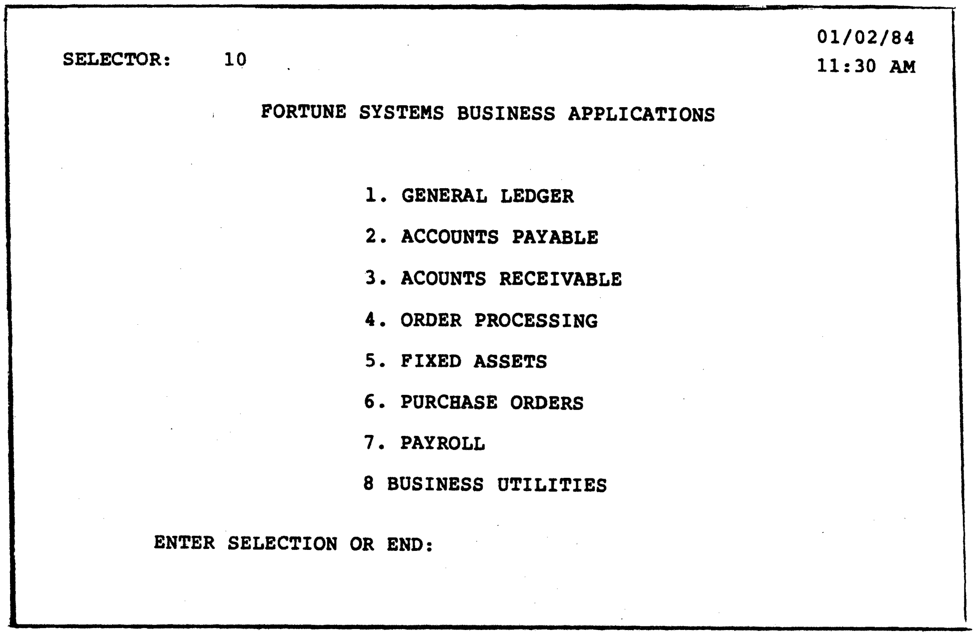
```
                                                    10/31/83
                                                    7:45 PM
                       THE ATHLETIC SUPPORTER




                 ENTER OPERATOR CODE OR 'F4' TO END





   An operator code is a three character password assigned to
   each operator with access to the Fortune Business Systems.
   By pressing 'F4', you will exit to the Fortune Global Menu.
```

To [illegible]

- OPERATOR CODE:

  (1) SECURITY - prevents unauthorized access to entire applications or specific options.

  (2) AUDIT TRAIL - every selection and important master file change is tracked by BAS. These statistics are printed out as part of the user's END OF DAY routine in the OPERATOR STATISTICS REPORT and FILE MAINTENANCE AUDIT REPORT.



```
                                                          01/02/84
   SELECTOR:     10                                       11:30 AM

                FORTUNE SYSTEMS BUSINESS APPLICATIONS

                         1. GENERAL LEDGER
                         2. ACCOUNTS PAYABLE
                         3. ACOUNTS RECEIVABLE
                         4. ORDER PROCESSING
                         5. FIXED ASSETS
                         6. PURCHASE ORDERS
                         7. PAYROLL
                         8 BUSINESS UTILITIES

        ENTER SELECTION OR END:
```

B A S MAIN SELECTOR ("MENU")

- Leads to desired APPLICATION SELECTOR

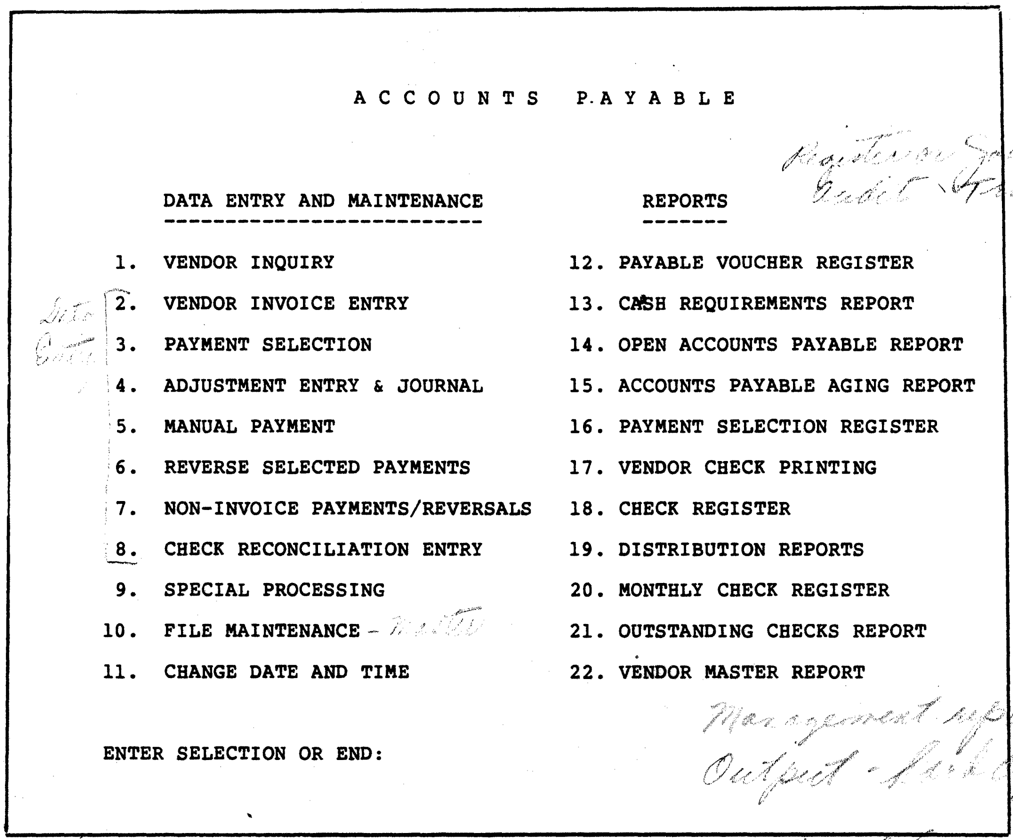
- KEYBOARD CONVENTIONS

  A. TYPEWRITER:
  - ALPHA CAPS LOCK
  - <RETURN>, not <EXECUTE>
  - <BACKSPACE>, not cursor keys

  B. NUMERIC PAD:
  - <RETURN>
  - NUMBERS assume 2 decimal places

  C. FUNCTION KEYS:

  <F1>: YES
  <F2>: NO
  <F3>: BACK UP ONE FIELD
  <F4>: END
  <F6>: HELP TEXT
  <F7>: ADVANCE TO NEXT RECORD
  <F8>: SKIP TO FIELD #___
  <F9>: ACCEPT PRESET VALUE



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                    A C C O U N T S   P A Y A B L E


          DATA ENTRY AND MAINTENANCE           REPORTS
          --------------------------           -------

      1.  VENDOR INQUIRY                  12. PAYABLE VOUCHER REGISTER
      2.  VENDOR INVOICE ENTRY            13. CASH REQUIREMENTS REPORT
      3.  PAYMENT SELECTION               14. OPEN ACCOUNTS PAYABLE REPORT
      4.  ADJUSTMENT ENTRY & JOURNAL      15. ACCOUNTS PAYABLE AGING REPORT
      5.  MANUAL PAYMENT                  16. PAYMENT SELECTION REGISTER
      6.  REVERSE SELECTED PAYMENTS       17. VENDOR CHECK PRINTING
      7.  NON-INVOICE PAYMENTS/REVERSALS  18. CHECK REGISTER
      8.  CHECK RECONCILIATION ENTRY      19. DISTRIBUTION REPORTS
      9.  SPECIAL PROCESSING              20. MONTHLY CHECK REGISTER
     10.  FILE MAINTENANCE                21. OUTSTANDING CHECKS REPORT
     11.  CHANGE DATE AND TIME            22. VENDOR MASTER REPORT


     ENTER SELECTION OR END:
```

Register Journal
Audit Trail

Data Entry

Master

Management report
Output - Hardcopy 17

Master file report 22

APPLICATIONS SELECTOR STRUCTURE

I. DATA ENTRY AND INQUIRY OPTIONS

- TO ENTER OR INQUIRE ON **TRANSACTIONS**

II. FILE MAINTENANCE OPTIONS

- TO ADD, CHANGE, INQUIRE ON OR DELETE RECORDS IN **MASTER (HISTORY) FILES**

III. REPORTS OPTIONS

```
+------------------------------------------------------------------------------+
|                              VENDOR MASTER FILE                              |
|    (1)ADD (2)CHANGE (3)DELETE (4)INQUIRY (5)REPORT (6)END  OPTION:           |
|                                                                              |
|                    1-VENDOR NUMBER    ______                                 |
|                    2 VENDOR NAME      ______________________________         |
|                    3 VND ADDRESS L1   ______________________________         |
|                    4 VND ADDRESS L2   ______________________________         |
|                    5 VND ADDRESS L3   ______________________________         |
|                                                                              |
| 6 VENDOR BALANCE   ________.__         13 PRYR DISC AVAIL  ________.__       |
| 7 VENDOR PHONE #   __________          14 PRYR DISC TAKEN  ________.__       |
| 8 DATE ENTERED     ______              15 G/L EXP.ACCT. #  ______            |
| 9 YTD PURCHASES    ________.__         16^VND TERMS %      __                |
|10 YTD DISC AVAIL   ________.__         17^VND TERMS DAYS   ___               |
|11 YTD DISC TAKEN   ________.__         18 LST PURCH DATE   ______            |
|12 PRYR PURCHASES   ________.__         19 VND SORT KEY     ________          |
|                                                                              |
+------------------------------------------------------------------------------+
```

Unique Identifier

^ Required info

Function Key 7
option NH [illegible]
return key disable
HC - [illegible]

```
+--------------------------------------------------------------------------------+
!1.2.2                       **VENDOR INVOICE ENTRY**                             !
!                                                                                 !
!  PURCHASE    VENDOR      DATE     TERMS     GROSS   DISCOUNT    TAX    FREIGHT  !
!                                                                                 !
!  ORDER-NO  INVOICE-NO  INVOICED  %/DAYS    AMOUNT    AMOUNT   AMOUNT    AMOUNT  !
!                                                                                 !
!---------------------------------------------------------------------------------!
!                                                                                 !
!  NONE        A100     01/15/84   01/015   1000.00    10.00     65.00    12.00   !
!                                                                                 !
!---------------------------------------------------------------------------------!
!                                                                                 !
!                      **PURCHASE ORDER INFORMATION**                             !
!                                                                                 !
!  VENDOR                                               DATE    DATE              !
!                                                                                 !
!  NUMBER   VENDOR NAME                               ORDERED RECEIVED  CARRIER   !
!                                                                                 !
!---------------------------------------------------------------------------------!
!                                                                                 !
!  1000     AMERICAN SUPPLY COMPANY                   01/01/84                    !
!                                                                                 !
!---------------------------------------------------------------------------------!
!                                                                                 !
!                                                                                 !
!                                                                                 !
!----------------------------------------------------------------------------     !
!                                                                                 !
!  REMAINING BAL: .00        **G/L DISTRIBUTION**                                 !
!                                                                                 !
!       ACCOUNT        ACCOUNT                        DISTRIBUTION                !
!                                                                                 !
!       NUMBER         DESCRIPTION                       AMOUNT              C/D  !
!                                                                                 !
!-------------------------------------------------------------------------------  !
!                                                                                 !
!       1300           INVENTORY                        1000.00                   !
!                                                                                 !
!                                                                                 !
!                                                                                 !
!                                                                                 !
!                                                                                 !
!                                                                                 !
!                                                                                 !
!                                                                                 !
!                                                                                 !
!                                                                                 !
+---------------------------------------------------------------------------------+
            B U S I N E S S   U T I L I T I E S


             1.  START OF DAY PROCEDURE

             2.  END OF DAY PROCEDURE

             3.  INSTALLATION INFORMATION

             4.  OPERATOR INFORMATION

             5.  COMPANY INFORMATION

             6.  GENERAL LEDGER FILE COPY

             7.  BAS FILE MAINTENANCE

             8.  BAS FILE UTILITIES


        ENTER SELECTION OR END:
```

Daily (1, 2)

BUSINESS UTILITIES

DAILY OPERATION:

1. START OF DAY
- Checks data files; prints listing of files over 80% full
- Options to fully RESTORE BAS **data** or **program** files.

2. END OF DAY
- Options to fully BACKUP BAS **data** or **program** files.
- Options to print OPERATOR STATISTICS, FILE MAINTENANCE AUDIT, and PROGRAM EXCEPTION reports.

Put [illegible] backup Manually [illegible]

[illegible] of backup

INSTALLATION TIME:

3. INSTALLATION INFORMATION
- Establishes NAME and CONFIGURATION data for the system

4. OPERATOR INFORMATION
- Establishes 3-character SECURITY (OPERATOR) CODES and selectors accessible to operators

5. COMPANY INFORMATION
- Establishes 2-character COMPANY CODE for each profit center in data base.

6. G/L FILE COPY - [illegible] same I/S [illegible]

Duplicates all or portion of established (1) CHART OF ACCOUNTS or (2) INCOME STATEMENT FORMAT to facilitate setting up multiple General Ledgers.

[illegible] Co. [illegible] 1st letter

PROGRAMMER TOOLS TO MANIPULATE FILES

7. BAS FILE MAINTENANCE

8. BAS FILE UTILITIES

```
01/03/83                      THE ATHLETIC SUPPORTER
8.2                        OPERATOR STATISTICS REPORT

                           OPERATOR:   ELAINE

 TERMINAL     DATE       TIME     TYPE   DESCRIPTION

    T0      01/03/83  13:55:14  START  OPER LOGON
    T0      01/03/83  13:55:28  START  CHART OF ACCOUNTS
    T0      01/03/83  14:02:04  END    1.2
    T0      01/03/83  14:02:08  START  CHART OF ACCOUNTS
    T0      01/03/83  14:02:26  END    CHART OF ACCOUNTS
    T0      01/03/83  14:02:33  START  END OF DAY PROCEDURE
    T0      01/03/83  14:05:13  END    END OF DAY PROCEDURE
    T0      01/03/83  14:05:21  START  START OF DAY PROCEDURE
    T0      01/03/83  14:06:49  START  START OF DAY PROCEDURE
    T0      01/03/83  14:10:01  END    START OF DAY PROCEDURE
    T0      01/03/83  14:20:38  END    OPER LOGOFF
    T0      01/03/83  14:23:28  START  OPER LOGON
    T0      01/03/83  14:25:04  START  VENDOR INVOICE ENTRY
    T0      01/03/83  14:29:12  END    VENDOR INVOICE ENTRY
    T0      01/03/83  14:29:23  START  PAYABLE VOUCHER REGISTER
    T0      01/03/83  14:30:20  END    PAYABLE VOUCHER REGISTER
    T0      01/03/83  14:30:38  START  OPEN ACCOUNTS PAYABLE REPORT
    T0      01/03/83  14:31:15  END    OPEN ACCOUNTS PAYABLE REPORT
    T0      01/03/83  14:33:26  START  ACCOUNTS PAYABLE AGING REPORT
    T0      01/03/83  14:33:57  END    ACCOUNTS PAYABLE AGING REPORT
    T0      01/03/83  14:34:14  END    SET DATE/TIM
    T0      01/03/83  14:34:18  START  ACCOUNTS PAYABLE AGING REPORT
    T0      01/03/83  14:35:12  END    ACCOUNTS PAYABLE AGING REPORT
    T0      01/03/83  14:35:32  START  CASH REQUIREMENTS REPORT
    T0      01/03/83  14:37:55  END    CASH REQUIREMENTS REPORT
    T0      01/03/83  14:39:42  START  VENDOR MASTER FILE
    T0      01/03/83  15:27:18  END    2.10.1
    T0      01/03/83  15:28:46  END    OPER LOGOFF
    T0      01/03/83  16:14:14  START  OPER LOGON
    T0      01/03/83  16:14:25  START  END OF DAY PROCEDURE
    T1      01/03/83  13:41:09  END    END OF DAY PROCEDURE
    T1      01/03/83  13:42:51  START  IDOL-FM 001
    T1      01/03/83  13:44:21  END    IDOL-FM 001
    T1      01/03/83  13:44:26  END    OPER LOGOFF
```

```
                          OPERATOR:   MARIAN

TERMINAL    DATE       TIME     TYPE   DESCRIPTION

   T0     01/03/83  13:02:24  START  OPER LOGON
   T0     01/03/83  13:02:42  START  START OF DAY PROCEDURE
   T0     01/03/83  13:03:52  START  START OF DAY PROCEDURE
   T0     01/03/83  13:04:58  END    START OF DAY PROCEDURE
   T0     01/03/83  13:05:12  START  CHART OF ACCOUNTS
   T0     01/03/83  13:05:21  END    CHART OF ACCOUNTS
   T0     01/03/83  13:05:33  START  VENDOR MASTER FILE
   T0     01/03/83  13:07:36  END    VENDOR MASTER FILE
   T0     01/03/83  13:07:47  START  MANUAL PAYMENT
   T0     01/03/83  13:07:51  END    MANUAL PAYMENT
   T0     01/03/83  13:17:54  END    OPER LOGOFF
```

```
01/03/83                                    THE ATHLETIC SUPPORTER                                        PAGE   1
8.2                                     FILE MAINTENANCE AUDIT REPORT

     OPERATOR             DATE      TIME   TERMINAL   'RECORD KEY'        'OLD DATA'               'NEW DATA'
     ________________   _______   _______   __   ________________   ________________________________________

** FILE NAME: CVNMS   -  AP  VENDOR MASTER FILE

  * FIELD NAME: VENDOR NAME
    ELAINE              01/03/83  13:08:35   T1   ' 22222'           '--RECORD ADDED--'       'SCUBA DUBA DOO'
    MARIAN              01/03/83  13:50:38   T0   '  4000'           'JOHNSON'S ATHLETIC SUPPLY CO. '  'EMERSON'
    MARIAN              01/03/83  13:50:53   T0   '  4000'           'EMERSON                       '
                                                                                            'EMERSON'S SPORTS SUPPLIES'

  * FIELD NAME: VND TERMS %
    MARIAN              01/03/83  13:49:42   T0   '  5000'           '05'                     '02'

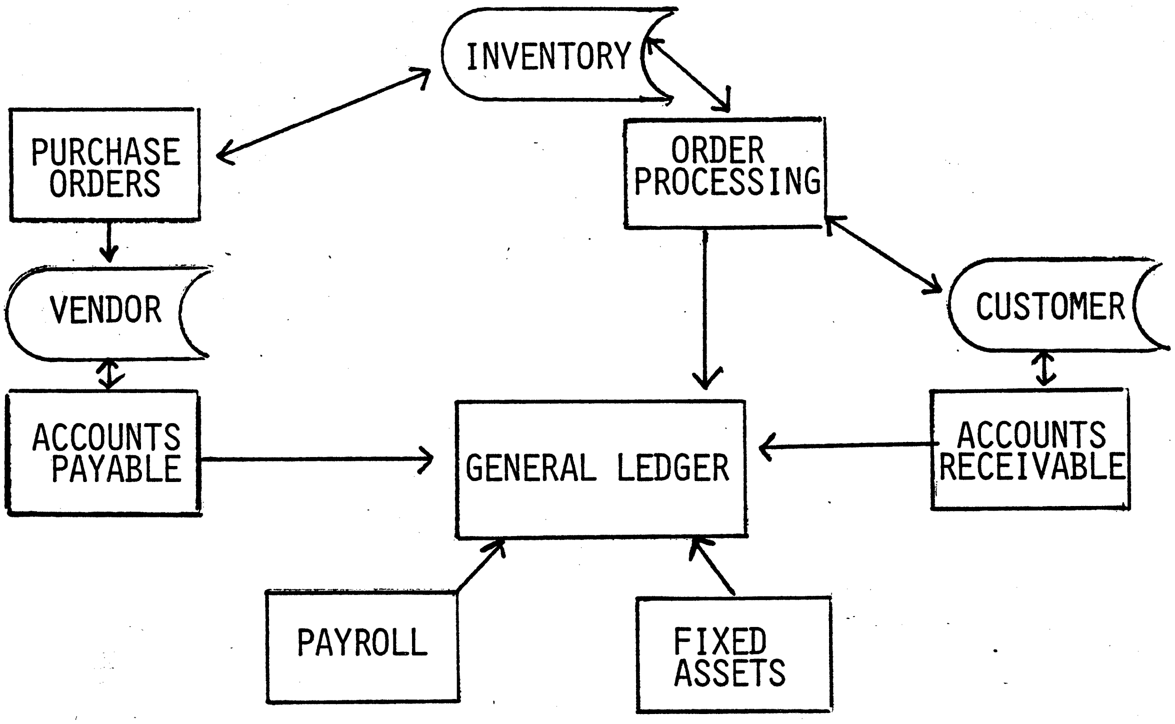
** FILE NAME: CGLMS   -  GL  CHART OF ACCOUNTS

  * FIELD NAME: SUB ACCOUNT #
    ELAINE              01/03/83  14:01:22   T0   'HQ4030  '         '--RECORD ADDED--'       ''

  * FIELD NAME: ACCT DESCRIPTN
    ELAINE              01/03/83  14:01:41   T0   'HQ4030  '         '--RECORD ADDED--'       'SALES - PRO SHOP FEES'

  * FIELD NAME: ACCOUNT TYPE
    ELAINE              01/03/83  14:01:45   T0   'HQ4030  '         '--RECORD ADDED--'       '0'

  * FIELD NAME: DR-CR IND
    ELAINE              01/03/83  14:01:47   T0   'HQ4030  '         '--RECORD ADDED--'       ''
```


INVENTORY
PURCHASE ORDERS
ORDER PROCESSING
VENDOR
CUSTOMER
ACCOUNTS PAYABLE
GENERAL LEDGER
ACCOUNTS RECEIVABLE
PAYROLL
FIXED ASSETS

MASTER FILES (KEY) - ESTABLISHED AT CONVERSION THROUGH FILE MAINTENANCE

TRANSACTION FILES - CREATED OR WRITTEN TO DURING DATA ENTRY AND PROCESSING CYCLE

CROSS-INDEX (SORT) FILES - ALLOW ALTERNATE SORT SEQUENCE OR ACCESS BY ANOTHER KEY

CONTROL RECORDS - IN SPECIAL CONTROL FILE GOVERNS POSTING PARAMETERS, AUTOMATIC NUMBERING, SECURITY CHECKS. . .

SYSTEM INSTALLATION

PRE-SALE

- Determine type of business
- Determine company organization (month end dates, profit center reporting requirements) and accounting structure (review present chart of accounts and financial statements)
- Special needs (numbering, report formatting, etc.)
- Hardware requirements: volume, # of users, printer use. Use BAS surveys to take specs

PRE-CONVERSION

- Configure hardware
- Configure software: BASIC--IDOL--APPS
- Advise customer of supplies needed and order:
  - FLEXIBLE DISKS for backup
  - PRINTER supplies: ribbons, computer paper, elements
  - SPECIAL FORMS
  - LOG BOOKS, BINDERS, STAMPS
- Site preparation: power, ventilation, space, temperature, worktables
- Training implementation schedule:
  - Advise customer of records which must be gathered for conversion
  - Discuss steps involved in installation and go over documentation
  - Time line and responsibilities

INSTALLATION AND TRAINING

INSTALLATION STEPS:

- Load software and files using PRODUCT MAINTENANCE
- Back up software
- Establish INSTALLATION and COMPANY records

GL
FA
AP
AR

OPERATOR TRAINING STEPS:

1. Systems access through FORTUNE GLOBAL MENU to Business Applications and Training Data Base

   Keyboard

   Discuss organization of manuals

   Menus and screen conventions

   Establish OPERATOR SECURITY CODES

   Discuss FILE CONVERSION and BACK UP procedures

   Establish schedule for conversion

DOL date

2. Discuss PROCESSING CYCLES

   Establish daily back up procedures

   Establish error handling and problem solving procedures

   Discuss need to run parallel at least one accounting period before "going live" on any application

program end of day

Installation Information Record Worksheet

1 INSTALLATION NAME ____________________ alphanumeric

2 INSTALLATION DATE ______ m m d d y y

3 NUMBER OF TERMINALS _ 1–8

4 NUMBER OF PRINTERS _ 1–6 Tip for installation

5 MATRIX PRINTER? (Y/N) ______ 1 2 3 4 5 6

6 INVOICE TEAR-OFF? (Y/N) _ Y/N [illegible] your profit

7 MULTI-COMPANY? (Y/N) _ Y/N

Operator Information Records Worksheet

1 – OPER REC PREFIX O

2 – OPERATOR CODE 3 characters
alphanumeric

3 OPERATOR NAME
alphanumeric

4 ∧ APPLIC. CODES
GL–FA–PR–AP–PO–AR–OP–UT–ALL
UT Business Utilities

Demo Co   Co
Demo Inc   In

Company Information Records Worksheet

1– CMPY REC PREFIX C   2 characters – 1st character unique

2– COMPANY CODE ___ HQ
alphanumeric

3A WAREHOUSE LOC ___
1–5

4 COMPANY NAME ___
alphanumeric

5 SERVICE CHRG % ___ . ___
0–99.9

6 LAST OE ORD NO ___
numeric

7 LAST CUSINV NO ___
numeric

8 LAST PO NO ___
numeric

9 LAST AR ADJ NO ___
numeric

10 LAST AP ADJ NO ___
numeric

11 LAST CR MEMO NO ___
numeric

12 LAST DR MEMO NO ___
numeric

13 LAST STK REC NO ___
numeric

PURCHASE ORDER

FORTUNE SYSTEMS

VENDOR NUMBER

DATE ORDERED

DATE WANTED

INSTRUCTIONS

CARRIER

ITEM NO.	DESCRIPTION	U/M	LOC.	QUANTITY ORDERED	QUANTITY RECEIVED	COST	EXTENSION

MOORE
MOORE BUSINESS FORMS

STANDARD FORM #75[illegible]2

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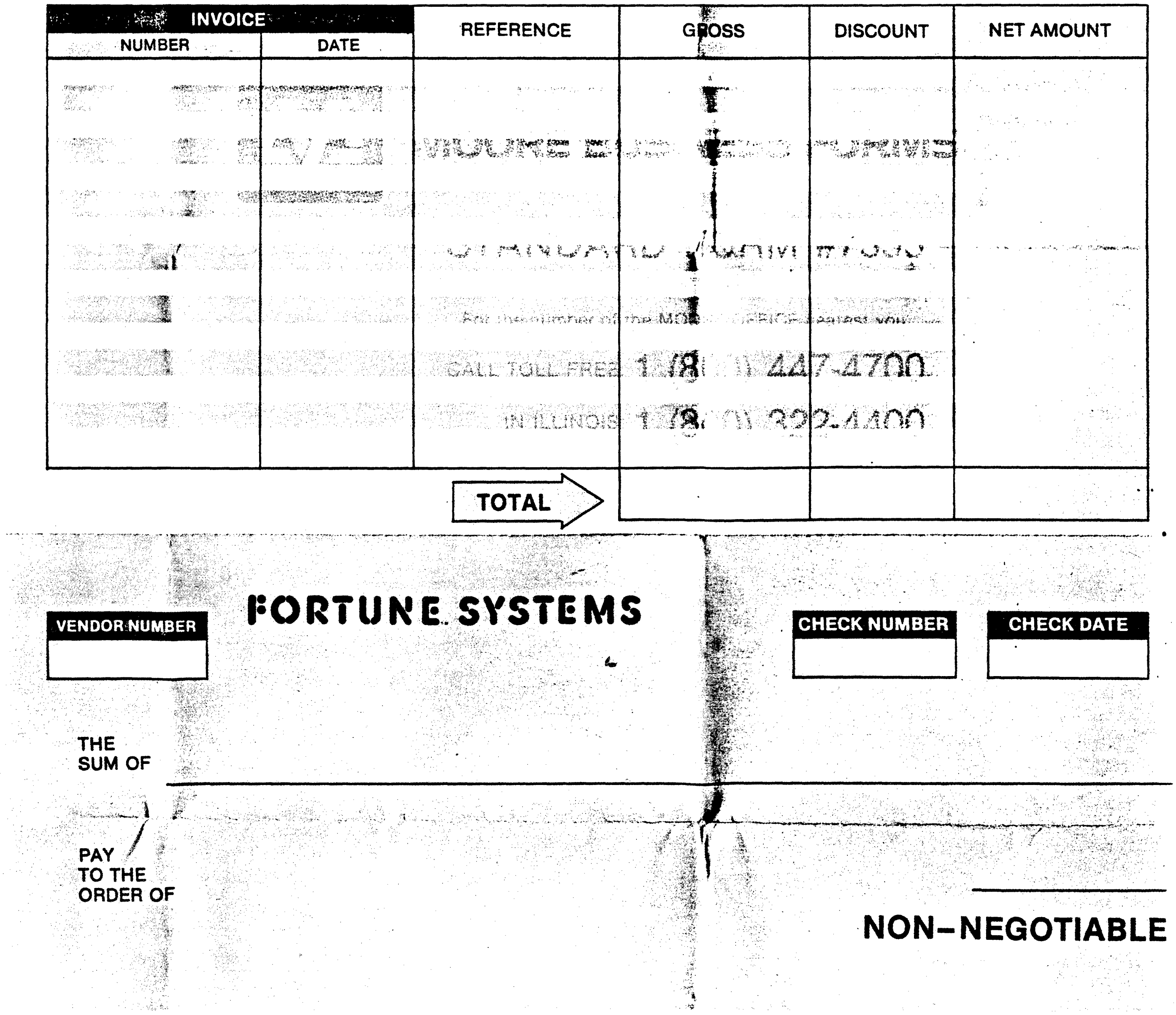
VENDOR CHECK



INVOICE NUMBER	INVOICE DATE	REFERENCE	GROSS	DISCOUNT	NET AMOUNT
		TOTAL			

CALL TOLL FREE 1 (8[illegible]) 447-4700

IN ILLINOIS 1 (8[illegible]) 322-4400

FORTUNE SYSTEMS

VENDOR NUMBER

CHECK NUMBER

CHECK DATE

THE SUM OF

PAY TO THE ORDER OF

NON-NEGOTIABLE

E 13 B MAGNETIC INK CHARACTERS

SALES ORDER

FORTUNE™ SYSTEMS

CUSTOMER NUMBER

SOLD TO

SHIP TO

CUSTOMER ORDER NUMBER	OUR ORDER NUMBER	ACKNOWLEDGEMENT DATE	SHIPPING DATE	CARRIER	SALES I.D.

LINE	ITEM NUMBER	DESCRIPTION	U/M	ORDERED	LOC.	UNIT PRICE

MOORE
STANDARD FORM #7
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FORTUNE SYSTEMS T.M.

PLEASE REFER TO THIS NO.
WHEN MAKING
PAYMENT OR INQUIRY

INVOICE DATE	PAGE	INVOICE NUMBER

INVOICE

INVOICE TO

SHIP TO

SAME AS "INVOICE TO" UNLESS OTHERWISE INDICATED

OUR CODING REFERENCE		CUSTOMER CODING REFERENCES				
SLSMN	SHIP VIA	CUSTOMER ACCOUNT NO.	CONTROL NO.	CUSTOMER ORDER NO.	DATE	TERMS

STOCK NUMBER	QUANTITY SHIPPED	U/M	ITEM DESCRIPTION	SUGGESTED LIST PRICE	UNIT COST	EXTENSION	COST	G.P. %
23.								

IF PAID ON OR BEFORE		YOU SAVE		AND PAY ONLY		TOTAL INVOICE AMOUNT DUE			

FORTUNE SYSTEMS

STATEMENT

PAGE:

DATE:

SALESMAN:

INVOICE	DATE	DEBITS	CREDITS	REFERENCE	BALANCE	AGE

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OVER 90 DAYS	60-90 DAYS	30-60 DAYS	CURRENT	ON ACCOUNT	NET DUE
			24.		

EMPLOYEE

SOCIAL SECURITY NUMBER

CHECK NO.

DATE

HOURS				TOTAL
REGULAR	OVERTIME	VACATION	OTHER	

EARNINGS						
REGULAR	OVERTIME	VACATION	OTHER	BONUS	NON-TAXABLE	MISC.

DEDUCTIONS				
FEDERAL TAX	F.I.C.A.	STATE TAX	LOCAL TAX	STATE DISABILITY INS.

HOSPITAL	LIFE	GARNISHMENT	LOAN	BONDS	SAVINGS

GROSS PAY

NET PAY

FORTUNE SYSTEMS

PAYROLL CHECK

FORTUNE SYSTEMS™

CHECK NO.

DATE

MOORE BUSINESS FORMS

STANDARD [illegible]

For the number of the M[illegible] nearest you

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IN ILLINOIS 1 (800) 322-4400

PAY
TO THE
ORDER OF

NON-NEGOTIABLE

E 13 B MAGNETIC INK CHARACTERS

LAB EXERCISES

Installing BAS

OBJECTIVE: **Identify the steps which must be taken to prepare the Fortune 32:16 for BAS operation.**

BACKGROUND: Your company is a wholesale distributor of office supplies, currently accomplishing all accounting functions by "hand." The decision has been made to use a Fortune 32:16 and BAS to automate your office.

Assume that proper configuration of hardware has been accomplished.

1. You wish to use Purchase Orders, Accounts Payable and General Ledger on the Fortune 32:16. You also want to have the custom report generation feature, but do not intend to do any Business BASIC III coding.

What software must you install? Number the entries in the order in which you would load them on the system:

___ Purchase Orders

___ General Ledger

___ Business BASIC Interpreter

___ IDOL

___ Accounts Payable

___ Accounts Receivable

2. You've loaded the software! Now, what are the three user "control records" which must be entered to establish the operational guidelines for BAS?

1.

2.

3.

3. Working **with your partner**, complete the attached worksheets as follows:

   o Complete one **INSTALLATION INFORMATION RECORD** to define the corporation:

   Agree on a name for your corporation.

   Establish the proper hardware information. You WILL NOT use the INVOICE TEAR-OFF option, and you WILL NOT be MULTI-COMPANY.

   o Complete one **COMPANY INFORMATION RECORD**: agree on the two initials for your COMPANY CODE; you can use the name of your corporation as your company name.

   Define "1" for the warehouse location. (WHY?)

   Leave the rest of the fields blank. (WHY?)

   o Define yourself as an **OPERATOR** who can access all selections within General Ledger, Purchase Orders, and Business Utilities.

4. Enter your worksheets. Remember, to access BAS, you must:

   a. At the GLOBAL MENU, key **B1** <RETURN> to select Business Systems.

   b. In response to "ENTER OPERATOR CODE:", key **DOL** <RETURN>.

   c. Enter Option No. 8, BUSINESS UTILITIES, to access the screens which will allow you to enter your records.

Installation Information Record Worksheet

1 INSTALLATION NAME DEVOE ENGINEERING
alphanumeric

2 INSTALLATION DATE 61884
m m d d y y

3 NUMBER OF TERMINALS 8
1–8

4 NUMBER OF PRINTERS 2
1–6

5 MATRIX PRINTER? (Y/N) Y Y
1 2 3 4 5 6

6 INVOICE TEAR-OFF? (Y/N) N
Y/N

7 MULTI-COMPANY? (Y/N) N
Y/N

Company Information Records Worksheet

1– CMPY REC PREFIX C

2– COMPANY CODE 1W
alphanumeric

3A WAREHOUSE LOC 1
1–5

4 COMPANY NAME [illegible]
alphanumeric

5 SERVICE CHRG % __ . 9
0–99.9

6 LAST OE ORD NO 1000
numeric

7 LAST CUSINV NO ______
numeric

8 LAST PO NO ______
numeric

9 LAST AR ADJ NO _____
numeric

10 LAST AP ADJ NO _____
numeric

11 LAST CR MEMO NO _____
numeric

12 LAST DR MEMO NO _____
numeric

13 LAST STK REC NO ______
numeric

Operator Information Records Worksheet

1 – OPER REC PREFIX O

2 – OPERATOR CODE EMP LNW
alphanumeric

3 OPERATOR NAME ESTHER POLING
alphanumeric

4 A APPLIC. CODES ALL
GL–FA–PR–AP–PO–AR–OP–UT–ALL

3. LYNN WILSON

4. PO AR OP UT

GENERAL LEDGER OVERVIEW

THE GENERAL LEDGER IS THE HEART OF A BUSINESS ACCOUNTING SYSTEM. IT ACCUMULATES THE ACCOUNTING IMPACT OF FINANCIAL TRANSACTIONS RECORDED IN OTHER SYSTEMS.

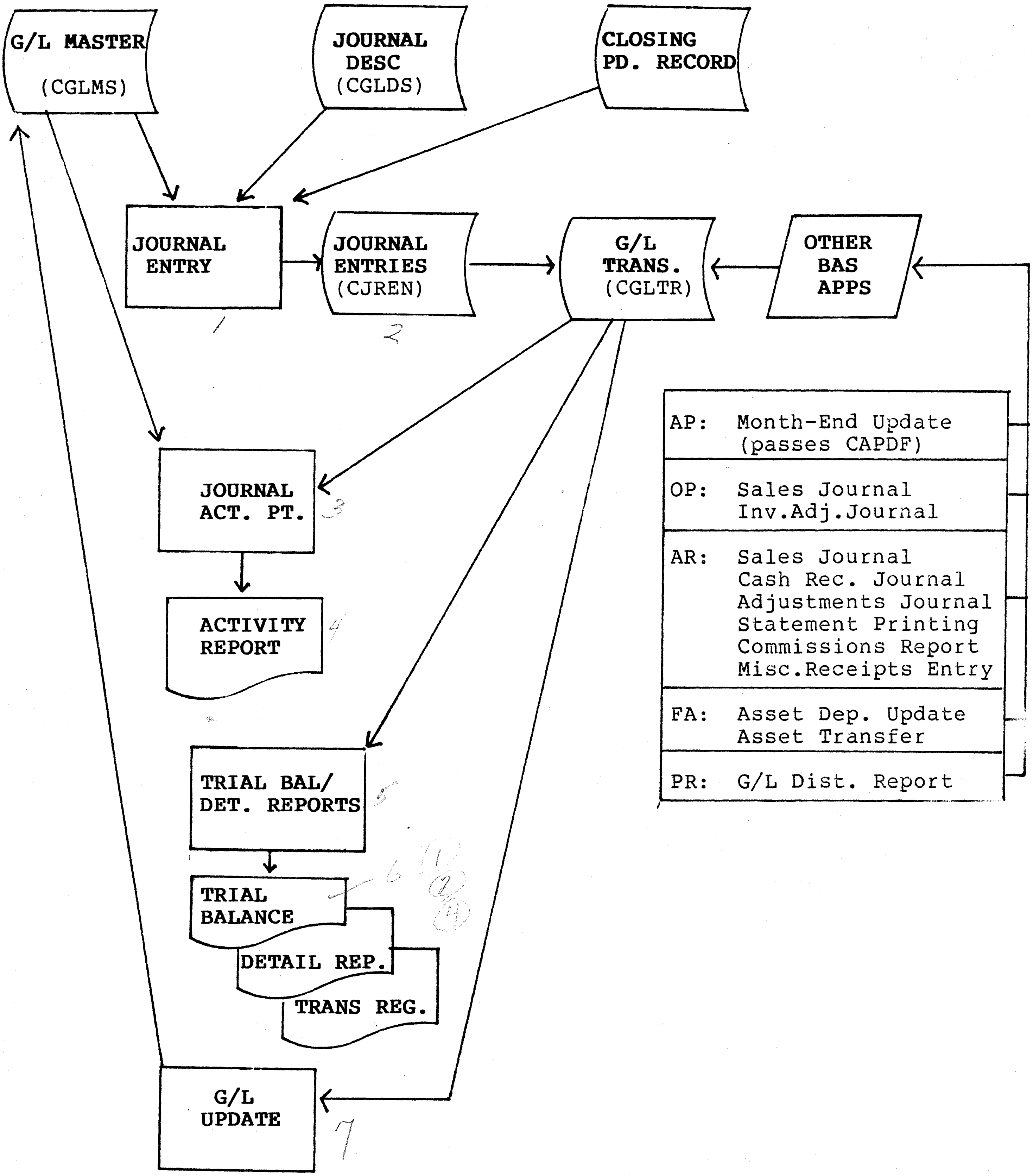
THE GENERAL LEDGER RECORDS FINANCIAL TRANSACTIONS THROUGH JOURNAL ENTRIES. EACH JOURNAL ENTRY POSTS DECREASES AND CORRESPONDING INCREASES TO SPECIFIC ACCOUNTS. THESE ACCOUNTS ARE ORGANIZED IN A NUMBERED HIERARCHY CALLED THE CHART OF ACCOUNTS, BEGINNING WITH ASSETS, LIABILITIES, RETAINED EARNINGS, REVENUES AND EXPENSES. THIS ORGANIZATION PROVIDES AN ACCURATE RECORD OF ALL TRANSACTIONS AND CAN BE SUMMARIZED INTO REPORTS ON THE COMPANY'S OVERALL PERFORMANCE:

- TRIAL BALANCE - LISTING OF EACH ACCOUNT FOR THE ACCOUNTING PERIOD
- INCOME STATEMENT - HOW MUCH MONEY THE COMPANY HAS MADE (LOST)
- BALANCE SHEET - HOW MUCH CASH DOES THE COMPANY HAVE; HOW MUCH IS OWED THE COMPANY; WHAT IS THE VALUE OF THE COMPANY
- CAPITAL STATEMENT - HOW ARE THE INVESTORS DOING

GENERAL LEDGER OBJECTIVES:

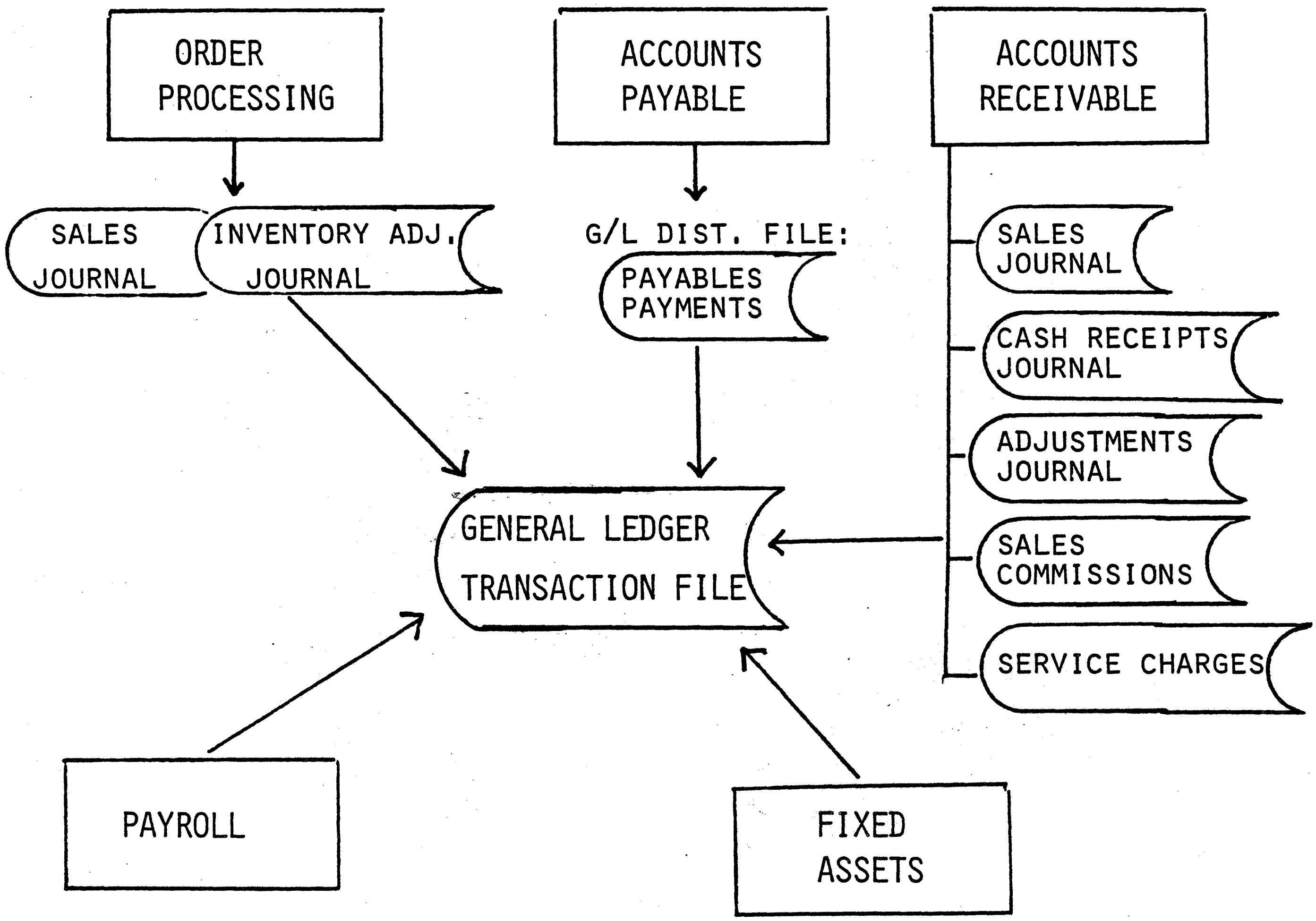
- KEEP TRACK OF THE COMPANY'S ASSETS AND LIABILITIES
- PROVIDE INCOME, EXPENSE AND TAX INFORMATION
- PROVIDE MANAGEMENT WITH REPORTS TO AID IN CONTROL
- MAINTAIN INTEGRITY OF ACCOUNTING INFORMATION

GENERAL LEDGER


G/L MASTER (CGLMS)
JOURNAL DESC (CGLDS)
CLOSING PD. RECORD
JOURNAL ENTRY
1
JOURNAL ENTRIES (CJREN)
2
G/L TRANS. (CGLTR)
OTHER BAS APPS
JOURNAL ACT. PT.
3
ACTIVITY REPORT
4
TRIAL BAL/ DET. REPORTS
5
TRIAL BALANCE
6
(1)
(2)
(4)
DETAIL REP.
TRANS REG.
G/L UPDATE
7

AP:	Month-End Update (passes CAPDF)
OP:	Sales Journal Inv.Adj.Journal
AR:	Sales Journal Cash Rec. Journal Adjustments Journal Statement Printing Commissions Report Misc.Receipts Entry
FA:	Asset Dep. Update Asset Transfer
PR:	G/L Dist. Report

INTEGRATION WITH OTHER BAS APPLICATIONS


ORDER PROCESSING
SALES JOURNAL
INVENTORY ADJ. JOURNAL
ACCOUNTS PAYABLE
G/L DIST. FILE:
PAYABLES PAYMENTS
ACCOUNTS RECEIVABLE
SALES JOURNAL
CASH RECEIPTS JOURNAL
ADJUSTMENTS JOURNAL
SALES COMMISSIONS
SERVICE CHARGES
GENERAL LEDGER TRANSACTION FILE
PAYROLL
FIXED ASSETS

UPDATES IN OTHER BAS APPLICATIONS MOVE TOTALS INTO THE GENERAL LEDGER TRANSACTION FILE.

Installation

AB CD EF

COA COA COA

If you want to merge info, necessary from Chart of Accounts, [illegible] date.

```
1.0                                                          12/07/83
SELECTOR:  20                                                12:39 AM


                         G E N E R A L   L E D G E R

     DATA ENTRY AND MAINTENANCE                 REPORTS
     --------------------------                 -------

 1.  JOURNAL ENTRY                        11.   JOURNAL ACTIVITY

 2.  CHART OF ACCOUNTS                    12.   TRIAL BALANCE/DETAIL REPORT

 3.  JOURNAL DESCRIPTION                  13.   QUARTERLY TRIAL BALANCE5

 4.  CLOSING PERIOD RECORD                14.   INCOME STATEMENT

 5.  INCOME STATEMENT ACCT RECORD         15.   BALANCE SHEET

 6.  INCOME STATEMENT FORMAT              16.   CAPITAL STATEMENT

 7.  BUDGET MASTER                        17.   CHART OF ACCOUNTS REPORT

 8.  COLLECT GL TRANS (FLOPPY)            18.   INCOME STATEMENT FORMAT REPORT

 9.  CLEAR G/L YTD BALANCES               19.   BUDGET MASTER REPORT

10.  CHANGE DATE AND TIME                 20.   SELECTED ACCOUNTS REPORT

                                          21.   SELECTED ACOUNTS DISPLAY


ENTER SELECTION OR END: ___
```

Tech Tips - Modify BAS or enhance BAS

116 - Multiple data bases for separate companies

BAS GENERAL LEDGER SYSTEM

FEATURE	BENEFIT
Automatic Posting	Eliminates reporting errors and facilitates month-end closing
Audit Trails	Detailed audit trails enables user to trace source of entries
Flexible Income Statement Format	Budgetary comparisons and flexible income statement format allow for meaningful reports for accounting period
Accounting Periods May be Kept Open Indefinitely	Allows keeping GL open past month end without interfering with daily processing
Interacts with other BAS Applications	General Ledger becomes a byproduct of other applications--saves time and dollars
On-Line Inquiry	Budget and history information available for inquiry into critical accounts

GENERAL LEDGER DOCUMENTS

INPUT DOCUMENTS

SOURCE DOCUMENTS FOR JOURNAL ENTRY ARE:

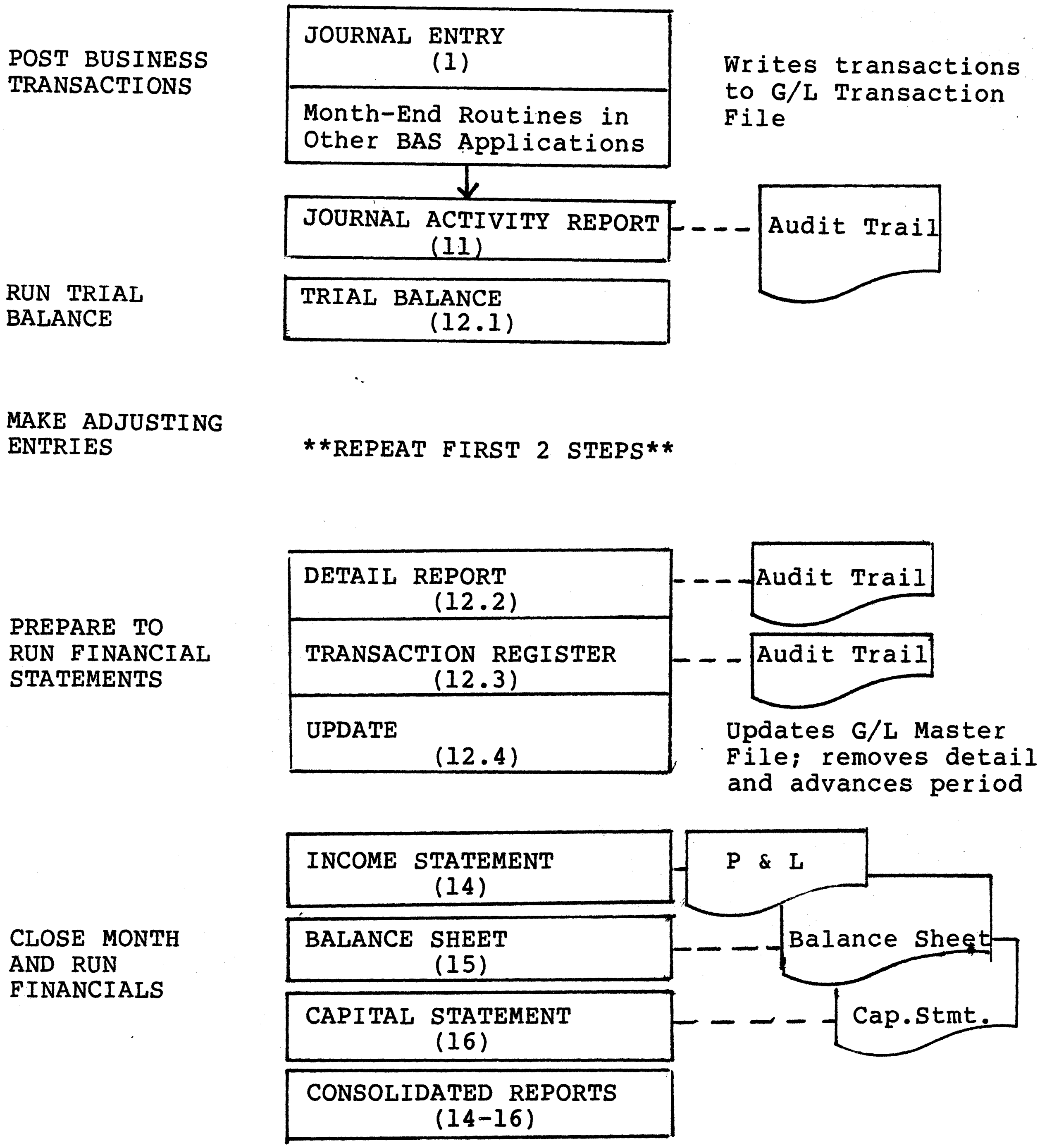
1. JOURNALS, LEDGER CARDS

OUTPUT DOCUMENTS

1. JOURNAL ACTIVITY REPORT
2. TRIAL BALANCE
3. DETAIL REPORT
4. TRANSACTION REGISTER
5. INCOME STATEMENT
6. BALANCE SHEET
7. CAPITAL STATEMENT

General Ledger

PROCESSING CYCLE


POST BUSINESS TRANSACTIONS
JOURNAL ENTRY (1)
Month-End Routines in Other BAS Applications
Writes transactions to G/L Transaction File
JOURNAL ACTIVITY REPORT (11)
Audit Trail
RUN TRIAL BALANCE
TRIAL BALANCE (12.1)
MAKE ADJUSTING ENTRIES
REPEAT FIRST 2 STEPS
PREPARE TO RUN FINANCIAL STATEMENTS
DETAIL REPORT (12.2)
Audit Trail
TRANSACTION REGISTER (12.3)
Audit Trail
UPDATE (12.4)
Updates G/L Master File; removes detail and advances period
CLOSE MONTH AND RUN FINANCIALS
INCOME STATEMENT (14)
P & L
BALANCE SHEET (15)
Balance Sheet
CAPITAL STATEMENT (16)
Cap.Stmt.
CONSOLIDATED REPORTS (14-16)

General Ledger

MONTH-END PROCEDURES

- o Perform MONTH-END procedures in all other BAS applications. After closing each application, print a JOURNAL ACTIVITY REPORT.
- o Make JOURNAL ENTRIES and print a JOURNAL ACTIVITY REPORT.
- o Print TRIAL BALANCE, GENERAL LEDGER DETAIL and GENERAL LEDGER TRANSACTION reports for each company code.
- o After all information has been reviewed and approved, UPDATE GENERAL LEDGER. REMOVE the month's detail information and ADVANCE closing period to the new month.
- o Print INCOME STATEMENTS for each company code.
- o Print BALANCE SHEETS for each company code.
- o Print CAPITAL STATEMENTS for each company code.
- o Print consolidated versions of income statement and balance sheet.

QUARTER-END PROCEDURES

- o Perform normal month-end cycle and closing procedures as above, but print a QUARTERLY TRIAL BALANCE.
- o Optional: Select quarterly totals to print on Income Statement.

YEAR-END PROCEDURES

- o Perform normal month-end and quarter-end closing procedures as above.
- o Change the CLOSING PERIOD RECORD, Field 6, to the value 0.
- o Perform CLEAR G/L YTD BALANCES (Option 9).
- o Select change option on CLOSING PERIOD RECORD and ensure that:
    - All closing dates for the new year are correct
    - Field 4, LAST PERIOD, is set to 00
    - Field 5, LAST QUARTER, is set to 00
    - Field 6, YEAR-END IND, is set to 01
    - Field 7, CURRENT PERIOD, is set to 01

REPORTS: General Ledger

INQUIRY

SELECTED ACCOUNTS DISPLAY

Displays current month activity on any G/L accounts; operator may "page" through all accounts or selected accounts. Totals displayed at end.

MANAGEMENT REPORTS

TRIAL BALANCE

Trial Balance:	Lists each G/L account balance and activity total for current period. Lists previous month and year-to-date balances. Used to confirm entire chart of accounts is in balance.
G/L Detail Report:	Lists detail and source (journal number) of each debit and credit amount posted to each G/L account for current period and current balance.
Transaction	Lists detail and source of transactions as above report, but without balances.

QUARTERLY TRIAL BALANCE REPORT

Lists each G/L account balance for previous and current quarter and year-to-date account balances ("Current Balance"). Can only be printed if last period closed is 3, 6, 9 or 12 and may be used to update last quarater closed.

INCOME STATEMENT

Summarizes results of financial activity during current period. Provides comparisons to budget for current month and Y-T-D. User defines headings, detail and total lines.

BALANCE SHEET

Lists asset, liability and equity accounts in G/L account number order. Consolidated option consolidates all profit center balances.

CAPITAL STATEMENT

Reports amount of retained earnings in owner's equity accounts. Shows previous year and current year totals.

MASTER FILE REPORTS

CHART OF ACCOUNTS

Lists each G/L account in chart of accounts (or selected accounts). Option to print monthly account activity totals for each account for current and prior year.

REPORT NUMBER (1.12)

THE ATHLETIC SUPPORTER
MONTHLY TRIAL BALANCE

ATHLETIC SUPPORTER - CORPORATE (HQ) ACCOUNTING PERIOD 2 MONTH END 02/28/82

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS MONTH DEBIT	PREVIOUS MONTH CREDIT	CURRENT MONTH DEBIT	CURRENT MONTH CREDIT	YEAR TO DATE BALANCE DEBIT	YEAR TO DATE BALANCE CREDIT
1010	CASH - GENERAL CHECKING	9,464.50		3,000.00		8,712.24	
1020	CASH - SAVING ACCOUNT	0.00			6,740.00	95,260.00	
1030	CASH - PAYROLL ACCOUNT		1,500.00	10,000.00		8,500.00	
1090	PETTY CASH	0.00		0.00		250.00	
1100	ACCOUNTS RECEIVABLE (CONTROL)	11,005.00		8,000.00		126,735.11	
1150	EMPLOYEE RECEIVABLES - ADVANCES	0.00		0.00		0.00	
1190	ALLOWANCE FOR DOUBTFUL ACCOUNTS		300.00	0.00			2,800.00
1300	INVENTORY	12,355.00		3,000.00		15,355.00	
1410	PREPAID EXPENSES - RENT	0.00		0.00		5,000.00	
1420	PREPAID EXPENSES - INSURANCE	0.00		0.00		7,500.00	
1490	DEPOSITS	0.00		0.00		2,500.00	
1610	FIXED ASSETS - MACHINERY & EQUIPMENT	5,000.00		0.00		50,000.00	
1620	FIXED ASSETS - FURNITURE & FIXTURES	100.00		0.00		1,100.00	
1630	FIXED ASSETS - VEHICLES	2,000.00		0.00		47,000.00	
1710	ACCUM. DEPRECIATION - MACHINERY & EQUIP.		200.00	0.00			22,825.00
1720	ACCUM. DEPRECIATION - FURNITURE & FIXT.	0.00		0.00			112.50
1730	ACCUM. DEPRECIATION - VEHICLES	0.00		0.00			18,900.00
1790	INTERCOMPANY TRANSFERS	0.00		0.00		0.00	
1900	OTHER ASSETS	0.00		0.00		2,500.00	
2000	ACCOUNTS PAYABLE - TRADE		11,029.50		3,000.00		20,369.50
2100	COMMISSIONS PAYABLE	0.00		0.00		0.00	
[illegible]00	NOTES PAYABLE - CURRENT YEAR PORTION		1,000.00	0.00			7,700.00
2300	NOTES PAYABLE - LONG-TERM PORTION		12,000.00	0.00			155,300.00
2700	SALES TAX PAYABLE	0.00		0.00			6,374.23
2800	PAYROLL TAXES PAYABLE	0.00		0.00			5,000.00
2825	PAYROLL TAXES PAYABLE - FICA (EMPLOYEE)	0.00		0.00		0.00	
2850	PAYROLL TAXES PAYABLE - STATE	0.00		0.00		0.00	
2875	PAYROLL TAXES PAYABLE - SDI	0.00		0.00		0.00	
2890	PAYROLL TAXES PAYABLE - LOCAL	0.00		0.00		0.00	
2900	ACCRUED PAYROLL	700.00		0.00		700.00	
2950	ACCRUED PAYROLL TAXES	150.00		0.00		150.00	
2990	ACCURED FRINGE BENEFITS	0.00		0.00		0.00	
2999	ADVANCED EARNED INCOME CREDIT	0.00		0.00		0.00	
3000	COMMON STOCK	0.00		0.00			93,645.00
3200	PAID-IN CAPITAL	0.00		0.00			50,000.00
3500	RETAINED EARNINGS - PRIOR YEARS	0.00		0.00		25,000.00	
3600	RETAINED EARNINGS - CURRENT YEAR	0.00		0.00		15,768.88	
4010	SALES - SPORTING GOODS		33,106.98		24,000.00		57,106.98
4030	SALES - PRO SHOP FEES	0.00		0.00		0.00	
4040	SALES - SERVICE CHARGES		2,004.00		2,500.00		4,504.00
4080	SALES RETURNS & ALLOWANCES	350.00		1,000.00		1,350.00	
4090	SALES DISCOUNTS	1,200.00		900.00		2,100.00	
4900	INTEREST INCOME		720.02		1,500.00		2,220.02
4999	MISCELLANEOUS INCOME		474.00		1,900.00		2,374.00
5010	COST OF SALES - SPORTING GOODS	10,000.00		5,000.00		15,000.00	

REPORT NUMBER (1.12)

THE ATHLETIC SUPPORTER

MONTHLY TRIAL BALANCE

ATHLETIC SUPPORTER - CORPORATE (HQ) ACCOUNTING PERIOD 2 MONTH END 02/28/82

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS MONTH		CURRENT MONTH		YEAR TO DATE BALANCE	
		DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT
5090	PURCHASES DISCOUNTS		2,000.00	0.00			2,000.00
6010	SALARIES & WAGES	3,000.00		1,900.00		4,900.00	
6011	SALARY & WAGES - OVERTIME	500.00		0.00		500.00	
6012	SALARY & WAGES - PREMIUM	0.00		0.00		0.00	
6013	SALARY & WAGES - SICK PAY	0.00		500.00		500.00	
6014	SALARY & WAGES - HOLIDAY PAY	400.00		0.00		400.00	
6015	SALARY & WAGES - VACATION PAY	0.00		500.00		500.00	
6016	SALARY & WAGES - OTHER PAY	0.00		0.00		0.00	
6017	SALARY & WAGES - BONUS EARNINGS	600.00		0.00		600.00	
6018	SALARY & WAGES - PER DIEM PAY	0.00		0.00		0.00	
6019	SALARY & WAGES - MISCELLANEOUS	0.00		0.00		0.00	
6020	COMMISSIONS EXPENSE	500.00		1,000.00		1,500.00	
6060	PAYROLL TAXES - FICA	1,100.00		500.00		1,600.00	
6070	PAYROLL TAXES - FUTA	1,000.00		600.00		1,600.00	
6080	PAYROLL TAXES - SUI	125.00		100.00		225.00	
6100	FRINGE BENEFITS	800.00		400.00		1,200.00	
6110	FRINGE BENEFITS - WORKER'S COMPENSATION	0.00		0.00		0.00	
6210	RENT	0.00		500.00		500.00	
6220	UTILITIES	0.00		50.00		50.00	
6230	BUILDING MAINTENANCE	100.00		50.00		150.00	
6300	OFFICE EXPENSES	500.00		400.00		900.00	
[illegible]0	TRAVEL & LODGING	150.00		0.00		150.00	
6500	FREIGHT-IN EXPENSE	900.00		200.00		1,100.00	
6600	FREIGHT-OUT EXPENSE	105.00		0.00		105.00	
6700	DEPRECIATION & AMORTIZATION	0.00		0.00		0.00	
6800	SALES TAX EXPENSE	225.00		350.00		575.00	
6850	INTEREST	300.00		190.00		490.00	
6900	MISCELLANEOUS EXPENSE	255.00		300.00		555.00	
9000	INCOME TAXES - FEDERAL	900.00		800.00		1,700.00	
9100	INCOME TAXES - STATE	490.00		350.00		840.00	
9900	INCOME TAXES - LOCAL	60.00		50.00		110.00	
	*** TOTALS ***	64,334.50	64,334.50	39,640.00	39,640.00	451,231.23	451,231.23

PERIOD: 1 AS OF: 01/31/82 ON: 01/04/83
REPORT NUMBER (1.14)

THE ATHLETIC SUPPORTER
INCOME STATEMENT
ATHLETIC SUPPORTER - CORPORATE (HQ)

CURRENT MONTH					QUARTER - TO - DATE			
BUDGET AMOUNT	ACTUAL AMOUNT	ACTUAL %	VARIANCE AMOUNT	DESCRIPTION	BUDGET AMOUNT	ACTUAL AMOUNT	ACTUAL %	VARIANCE AMOUNT
				INCOME:				
				SALES:				
25000	33107	98.7	8107	SALES - SPORTING GOODS	25000	33107	98.7	8107
(1250)	(350)	<1>	900	LESS: SALES RETURNS & ALLOWANCES	(1250)	(350)	<1>	900
(500)	(1200)	<3.5>	(700)	LESS: SALES DISCOUNTS	(500)	(1200)	<3.5>	(700)
23250	31557	94.0	8307	GROSS SALES	23250	31557	94.0	8307
1000	2004	6.0	1004	SALES - SERVICE CHARGES	1000	2004	6.0	1004
24250	33561	100.0	9311	TOTAL SALES	24250	33561	100.0	9311
				COST OF GOODS SOLD:				
10000	10000	29.8	0	COST OF SALES - SPORTING GOODS	10000	10000	29.8	0
750	1005	3.0	(255)	FREIGHT EXPENSES	750	1005	3.0	(255)
10750	11005	32.8	(255)	GROSS COST OF GOODS SOLD	10750	11005	32.8	(255)
1500	2000	6.0	500	PURCHASES DISCOUNTS	1500	2000	6.0	500
(9250)	(9005)	<26.8>	245	NET COST OF GOODS SOLD	(9250)	(9005)	<26.8>	245
15000	24556	73.2	(9556)	GROSS PROFIT	15000	24556	73.2	(9556)
750	720	2.2	(30)	INTEREST INCOME	750	720	2.2	(30)
0	474	1.4	474	MISCELLANEOUS INCOME	0	474	1.4	474
15750	25750	76.7	10000	NET SALES	15750	25750	76.7	10000
				EXPENSES:				
5000	8025	23.9	(3025)	TOTAL PERSONNEL EXPENSES	5000	8025	23.9	(3025)
250	100	.3	150	TOTAL FACILITIES EXPENSES	250	100	.3	150
100	500	1.5	(400)	TOTAL ADMINISTRATIVE EXPENSES	100	500	1.5	(400)
200	150	.5	50	TRAVEL & LODGING EXPENSES	200	150	.5	50
1500	0	.0	1500	DEPRECIATION & AMORTIZATION	1500	0	.0	1500
0	225	.7	(225)	SALES TAX EXPENSE	0	225	.7	(225)
600	300	.9	300	INTEREST EXPENSE	600	300	.9	300
0	255	.8	(255)	MISCELLANEOUS EXPENSES	0	255	.8	(255)
7650	9555	28.5	(1905)	TOTAL EXPENSES	7650	9555	28.5	(1905)
8100	16195	48.3	8095	PRE-TAX PROFIT (LOSS)	8100	16195	48.3	8095
				INCOME TAX ALLOWANCES				
(1000)	(900)	<2.6>	100	FEDERAL	(1000)	(900)	<2.6>	100
(500)	(490)	<1.4>	10	STATE	(500)	(490)	<1.4>	10
(50)	(60)	<.1>	(10)	LOCAL	(50)	(60)	<.1>	(10)
(1550)	(1450)	<4.3>	100	TOTAL ALLOWANCE FOR TAXES	(1550)	(1450)	<4.3>	100
6550	14745	43.9	8195	NET PROFIT (LOSS)	6550	14745	43.9	8195

REPORT NUMBER (1.15)

THE ATHLETIC SUPPORTER
G/L BALANCE SHEET
LAST PERIOD CLOSED IS 1
ATHLETIC SUPPORTER - CORPORATE (HQ)

ASSETS

ACCOUNT NUMBER	DESCRIPTION	AMOUNT	SUB TOTAL	
1010	CASH - GENERAL CHECKING	5,712.24		
1020	CASH - SAVING ACCOUNT	102,000.00		
1030	CASH - PAYROLL ACCOUNT	1,500.00CR		
1090	PETTY CASH	250.00	106,462.24	
1100	ACCOUNTS RECEIVABLE (CONTROL)	118,735.11		
1150	EMPLOYEE RECEIVABLES - ADVANCES	0.00		
1190	ALLOWANCE FOR DOUBTFUL ACCOUNTS	2,800.00CR	115,935.11	
1300	INVENTORY	12,355.00	12,355.00	
1410	PREPAID EXPENSES - RENT	5,000.00		
1420	PREPAID EXPENSES - INSURANCE	7,500.00		
1490	DEPOSITS	2,500.00	15,000.00	
1610	FIXED ASSETS - MACHINERY & EQUIPMENT	50,000.00		
1620	FIXED ASSETS - FURNITURE & FIXTURES	1,100.00		
1630	FIXED ASSETS - VEHICLES	47,000.00	98,100.00	
1710	ACCUM. DEPRECIATION - MACHINERY & EQUIP.	22,825.00CR		
720	ACCUM. DEPRECIATION - FURNITURE & FIXT..	112.50CR		
1730	ACCUM. DEPRECIATION - VEHICLES	18,900.00CR		
1790	INTERCOMPANY TRANSFERS	0.00	41,837.50CR	
1900	OTHER ASSETS	2,500.00	2,500.00	308,514.85
	**** TOTAL ****			308,514.85

AS OF: 01/04/83 ON: 01/04/83

REPORT NUMBER (1.15)

THE ATHLETIC SUPPORTER
G/L BALANCE SHEET
ATHLETIC SUPPORTER - CORPORATE (HQ)

LAST PERIOD CLOSED IS 1

LIABILITIES

ACCOUNT NUMBER	DESCRIPTION	AMOUNT	SUB TOTAL	
2000	ACCOUNTS PAYABLE - TRADE................	17,369.50	17,369.50	
2100	COMMISSIONS PAYABLE.....................	0.00	0.00	
2200	NOTES PAYABLE - CURRENT YEAR PORTION....	7,700.00	7,700.00	
2300	NOTES PAYABLE - LONG-TERM PORTION.......	155,300.00	155,300.00	
2700	SALES TAX PAYABLE.......................	6,374.23	6,374.23	
2800	PAYROLL TAXES PAYABLE...................	5,000.00		
2825	PAYROLL TAXES PAYABLE - FICA (EMPLOYEE).	0.00		
2850	PAYROLL TAXES PAYABLE - STATE...........	0.00		
2875	PAYROLL TAXES PAYABLE - SDI.............	0.00		
2890	PAYROLL TAXES PAYABLE - LOCAL...........	0.00	5,000.00	
2900	ACCRUED PAYROLL.........................	700.00DR		
2950	ACCRUED PAYROLL TAXES...................	150.00DR		
2990	ACCURED FRINGE BENEFITS.................	0.00		
2999	ADVANCED EARNED INCOME CREDIT...........	0.00	850.00DR	190,893.73DR
3000	COMMON STOCK............................	93,645.00	93,645.00	
3200	PAID-IN CAPITAL.........................	50,000.00	50,000.00	
3500	RETAINED EARNINGS - PRIOR YEARS.........	25,000.00DR	25,000.00DR	
3600	RETAINED EARNINGS - CURRENT YEAR........	1,023.88DR	1,023.88DR	117,621.12DR
	**** TOTAL ****			308,514.85

```
AS OF: 01/04/83  ON: 01/04/83                                                    PAGE  3
REPORT NUMBER (1.15)                    THE ATHLETIC SUPPORTER
                                          G/L BALANCE SHEET
                                 ATHLETIC SUPPORTER - CORPORATE (HQ)

R A T I O   A N A L Y S I S


          CURRENT RATIO                             9.65:1


          ACID TEST RATIO                           8.27:1


          EQUITY RATIO                               .68:1


          CURRENT ASSETS / FIXED ASSETS             2.18:1


          DEBT TO EQUITY RATIO                      1.37:1


      *** INVENTORY EQUAL ZERO - INVENTORY TURNOVER RATIO NOT CALCULATED
```

```
AS OF: 09/01/83  ON: 09/01/83                                                                                PAGE   1
REPORT NUMBER (1.16)
                                                  ELAINE'S SPORTING GOODS, LTD.
                                                    CAPITAL STATEMENT REPORT
 ACCOUNT
 NUMBER      ACCOUNT DESCRIPTION                             LAST YEARS TOTAL    THIS YEARS TOTAL       % CHANGE


COMPANY: LAKESIDE S.G. - HEADQUARTERS (HQ) .

 3000     COMMON STOCK                                             10,000.00           20,000.00      + 100.00%
 3200     PAID-IN CAPITAL                                          50,000.00          100,000.00      + 100.00%
 3500     RETAINED EARNINGS - PRIOR YEARS                          25,000.00DR         50,000.00DR    + 100.00%
 3600     RETAINED EARNINGS - CURRENT YEAR                               .00           18,509.85DR    +    .00%
                                                               ----------------------------------------------
                  TOTALS                                           35,000.00           51,490.15      +  47.11%
```

GENERAL LEDGER SETUP

INFORMATION NEEDED:*

- List of present chart of accounts numbers
- Month-end dates for current fiscal year
- Prior accounting period's Income Statement
- Prior accounting period's Balance Sheet

OPTIONAL:
- Income Statements for prior fiscal year
- Budget Information for prior and current year

DECISIONS TO BE MADE:

- Operator selector access
- Chart of accounts numbering scheme**
- Journal Descriptions
- Income Statement Layout

WORKSHEETS TO BE COMPLETED AND ENTERED:

Company Setup:

- Installation Worksheet
- Company Information Worksheet

Operator Access:

- Operator Information Worksheet
- Business Applications/Selector Security
- General Ledger Selections

Master Files:

- Chart of Accounts Worksheet
- Closing Period Record Worksheet
- Journal Description Worksheet
- Budget Master Worksheet (Optional)
- Income Statement Format Worksheet
- Income Statement Account Record

NOTES:
* This information must be compiled for each company code
** Chart of Accounts numbering scheme affects format of Balance Sheet

AFTER WORKSHEETS HAVE BEEN ENTERED:

1. Backup data through END OF DAY
2. Take BALANCE SHEET from **last accounting period closed.** You will bring these balances forward through JOURNAL ENTRY.
3. Change the CLOSING PERIOD RECORD as follows:
    7. CURRENT PERIOD: Period Just Closed (i.e., the period for which you are entering the balances.)

    4. PREVIOUS PERIOD: Period Prior
4. Using JOURNAL ENTRY (option no. 1 from G/L Selector), make one set of entries, recording each account balance.
5. Print JOURNAL ACTIVITY report for audit trail.
6. Print TRIAL BALANCE
7. Print MONTHLY DETAIL REPORT
8. Do G/L UPDATE: Answer YES to delete current month detail and YES to advance current period.
9. Print financial statements.
10. Backup data through END OF DAY.

Chart of Accounts Worksheet

1 – COMPANY CODE 1N
alphanumeric

2 – ACCOUNT NUMBER ___ 3-6
numeric

3 SUB ACCOUNT # ___
numeric

4 ∧ ACCT DESCRIPTN ___
alphanumeric

5 ∧ ACCT TYPE ___ asset liability, operating
A–L–0

6 DR-CR IND ___ normal bal.
D–C

7 RATIO IND ___ Page 24 in manual
1–6; A–F

8 BAL FWD LAST YR ___ . ___
numeric

9 LSTYR AMT PRD01	___ . ___ numeric	21 CURYR AMT PRD01	___ . ___ numeric
10 LSTYR AMT PRD02	___ . ___ numeric	22 CURYR AMT PRD02	___ . ___ numeric
11 LSTYR AMT PRD03	___ . ___ numeric	23 CURYR AMT PRD03	___ . ___ numeric
12 LSTYR AMT PRD04	___ . ___ numeric	24 CURYR AMT PRD04	___ . ___ numeric
13 LSTYR AMT PRD05	___ . ___ numeric	25 CURYR AMT PRD05	___ . ___ numeric
14 LSTYR AMT PRD06	___ . ___ numeric	26 CURYR AMT PRD06	___ . ___ numeric
15 LSTYR AMT PRD07	___ . ___ numeric	27 CURYR AMT PRD07	___ . ___ numeric
16 LSTYR AMT PRD08	___ . ___ numeric	28 CURYR AMT PRD08	___ . ___ numeric
17 LSTYR AMT PRD09	___ . ___ numeric	29 CURYR AMT PRD09	___ . ___ numeric
18 LSTYR AMT PRD10	___ . ___ numeric	30 CURYR AMT PRD10	___ . ___ numeric
19 LSTYR AMT PRD11	___ . ___ numeric	31 CURYR AMT PRD11	___ . ___ numeric
20 LSTYR AMT PRD12	___ . ___ numeric	32 CURYR AMT PRD12	___ . ___ numeric

Closing Period Record Worksheet

1 – GL PRD REC KEY * G

2 – COMPANY CODE alphanumeric

3 RTNED EARN AMT . numeric Computer [illegible]

4 ∧ LAST PERIOD 0–12

5 ∧ LAST QUARTER 0–04

6 ∧ YEAR END IND 0–1 1 [illegible] 0

7 ∧ CURRENT PERIOD 1–12 [illegible]

8 TRAN SEQ CNT computer controlled

9 ∧ CLOSE PERIOD 01 10 30 84 m m d d y y

10 ∧ CLOSE PERIOD 02 m m d d y y

11 ∧ CLOSE PERIOD 03 m m d d y y

12 ∧ CLOSE PERIOD 04 m m d d y y

13 ∧ CLOSE PERIOD 05 m m d d y y

14 ∧ CLOSE PERIOD 06 m m d d y y

15 ∧ CLOSE PERIOD 07 m m d d y y

16 ∧ CLOSE PERIOD 08 m m d d y y

17 ∧ CLOSE PERIOD 09 m m d d y y

18 ∧ CLOSE PERIOD 10 m m d d y y

19 ∧ CLOSE PERIOD 11 m m d d y y

20 ∧ CLOSE PERIOD 12 m m d d y y

21 NOT USED

22 RETND EARN ACCT numeric

enter in GL # for [illegible]

prior year

current year

Journal Description Worksheet

1– COMPANY CODE ⎵⎵ alphanumeric

2– JOURNAL NUMBER ⎵⎵⎵⎵⎵ numeric 10001

3 DESCRIPTION ⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵ alphanumeric Cash Receipts

Income Statement Layout Worksheet

Income acts.

Subaccount Number	Description	Type (H,D,T)	1	2	3	4	5	6	7	8	9	10	11	12
1000		H												
1100	INCOME	H												
1200		H												
1300	SALES	D	A											
1400	SALES RETURN	D	A											
1500		H												
1600	TOTAL SALES	T	A											
1700		H												
	COST OF GOODS	H												
	PURCHASES	D		A										
	FREIGHT	D		A										
	COST OF GOODS	T		A										
		H												
	GROSS PROFIT	T	A	A										
		H												
	INTEREST INCOME	D			A									
	OTHER INCOME	D			A									
	TOTAL MISC INCOME	T			A									
		H												
	NET INCOME	T	A	A	A									

Subtotal Indicator (⎵ or A)

#6

Income Statement Format Worksheet

1 – COMPANY CODE
alphanumeric

2 – GL SUB ACCT #
numeric

3 P-L HDNG DESC
alphanumeric

4 ∧ INCM STMT TYPLN
H–D–T

5 THIS YR CPRD GL .
numeric

6 LAST YR CPRD GL .
numeric

7 THIS YR YTD GL .
numeric

8 LAST YR YTD GL .
numeric

9 PL SUBTOT IND01	A or blank	15 PL SUBTOT IND07	A or blank
10 PL SUBTOT IND02	A or blank	16 PL SUBTOT IND08	A or blank
11 PL SUBTOT IND03	A or blank	17 PL SUBTOT IND09	A or blank
12 PL SUBTOT IND04	A or blank	18 PL SUBTOT IND10	A or blank
13 PL SUBTOT IND05	A or blank	19 PL SUBTOT IND11	A or blank
14 PL SUBTOT IND06	A or blank	20 PL SUBTOT IND12	A or blank

Income Statement Acct Record Worksheet

1 – GLCTL REC KEY ∧ Y

2 ∧ GRS PROFIT ACCT ________ numeric

3 ∧ TOT SALES ACCT ________ numeric

4 ∧ COST GOODS ACCT ________ numeric

5 ∧ NET INCOME ACCT ________ numeric

6 ∧ TOT EXPENSE ACC ________ numeric

7 DEPT POSITION ___ numeric

8 ∧ P/L BEFORE TAX ________ numeric

9 ∧ P/L AFTER TAX ________ numeric

10 ∧ BEG P/L SUB ACT ________ numeric

1st [illegible]

11 ∧ BEG EQUITY ACCT ________ numeric

[illegible]

12 ∧ END EQUITY ACCT ________ numeric

Budget Master Worksheet

1–COMPANY CODE
alphanumeric

2–GL SUB ACCT NO
numeric

3 NOT USED A

4 BDGT AMT PRD 01
numeric

5 BDGT AMT PRD 02
numeric

6 BDGT AMT PRD 03
numeric

7 BDGT AMT PRD 04
numeric

8 BDGT AMT PRD 05
numeric

9 BDGT AMT PRD 06
numeric

10 BDGT AMT PRD 07
numeric

11 BDGT AMT PRD 08
numeric

12 BDGT AMT PRD 09
numeric

13 BDGT AMT PRD 10
numeric

14 BDGT AMT PRD 11
numeric

15 BDGT AMT PRD 12
numeric

16 NOT USED B

LAB EXERCISES

LAB: GL1

[illegible]

General Ledger: Conversion

OBJECTIVE: **Convert data files and company information to a form which will be used by the Fortune 32:16 BAS General Ledger System.**

TASK: Information pertaining to the Chart of Accounts, Accounting Closing Periods, and desired Income Statement Format must be keyed into the system through the appropriate file maintenance screens.

STEPS: 1. With your partner, complete the worksheets required to establish:

- o CHART OF ACCOUNTS - Use the attached list of general ledger accounts. CAREFULLY key in the entire list using the appropriate file maintenance screen.

- o CLOSING PERIOD RECORD - Your company's fiscal year is the calendar year. Use the last day of each month for each closing period.

- o INCOME STATEMENT FORMAT - Set up the income statement according to the sample. Remember that you must:

  a. Map out the Income Statment using the INCOME STATEMENT LAYOUT SHEET. Assign subaccount numbers for every line (including extra blank lines that you have inserted).

  b. Enter the lines through INCOME STATEMENT FORMAT. Print an INCOME STATEMENT FORMAT REPORT when you have entered all lines and check for accuracy.

  c. Enter the appropriate subaccount and account numbers requested on the INCOME STATEMENT ACCOUNT RECORD.

  d. Now go back into the CHART OF ACCOUNTS records for your Income and Expense accounts and assign the appropriate subaccount numbers.

- o JOURNAL DESCRIPTIONS - Establish the predefined DESCRIPTIONS using the supplied list.

2. When you have completed all entries, print a fresh CHART OF ACCOUNTS REPORT (without monthly histories) and an INCOME STATEMENT FORMAT REPORT. Show these reports to the instructor.

JOURNAL DESCRIPTIONS

JOURNAL NUMBER	JOURNAL DESCRIPTION
10000	SALES JOURNAL
10001	CASH RECEIPTS JOURNAL
10003	SERVICE CHARGES JOURNAL
10009	ASSET DEPRECIATION JOURNAL

CHART OF ACCOUNTS

Capital acct 2

ACCOUNT NO.		DESCRIPTION
1010		CASH
1100		ACCOUNTS RECEIVABLE
1190		ALLOWANCE FOR DOUBTFUL ACCOUNTS
1300		INVENTORY
1610		FIXED ASSETS
1710		ACCUMULATED DEPRECIATION
1900		OTHER ASSETS
2000		ACCOUNTS PAYABLE
2020		COMMISSIONS PAYABLE
2050		SALES TAX PAYABLE
2800		PAYROLL TAXES PAYABLE
3000		COMMON STOCK
3200		PAID IN CAPITAL
3500		RETAINED EARNINGS - PRIOR YEAR
3600		RETAINED EARNINGS - CURRENT YEAR
4000	1200	SALES
4020	1300	SALES RETURNS AND ALLOWANCES
4030	1400	SALES DISCOUNTS
4100	3100	INTEREST INCOME
4200	3200	INCOME FROM RENTALS
5000	1900	COST OF SALES
5090	2100	PURCHASES DISCOUNTS
6010	3200	SALARIES AND WAGES
6020	3300	COMMISSIONS EXPENSE
6060	3300	PAYROLL TAXES
6110	3400	RENT
6120	3400	UTILITIES
6130	3400	BUILDING MAINTENANCE
6100	3500	OFFICE EXPENSES
6200	[illegible]	FREIGHT-IN EXPENSE
6210	[illegible]	FREIGHT-OUT EXPENSE
6300	3600	DEPRECIATON AND AMORTIZATION
6400	[illegible]	SALES TAX EXPENSE
6500	3800	INTEREST EXPENSES
6900	[illegible]	MISCELLANEOUS EXPENSE
8000	4500	INCOME TAXES

Income Statement Layout Worksheet

Subaccount Number	Description	Type	Subtotal Indicator (_ or A)											
		(H,D,T)	1	2	3	4	5	6	7	8	9	10	11	12
1100	INCOME	H												
1200	SUPPLIES SALES	D	A											
1300	LESS: SALES RETURNS AND ALLOWANCES	D	A			-								
1400	LESS: SALES DISCOUNTS	D	A											
1500		H												
1600	TOTAL SALES	T	A											
1700		H												
1800	COST OF GOODS SOLD	H												
1900	COST OF SUPPLIES SALES	D		A										
2000	FREIGHT EXPENSES	D		A										
2100	LESS: PURCHASES DISCOUNT	D		A										
2200		H												
2300	NET COST OF GOODS SOLD	T		A										
2400		H												
2500	GROSS PROFIT	T	A	A										
2700	INTEREST INCOME	D			A									
2800	RENTAL INCOME	D			A									
2900		H												
3000	NET INCOME	T	A	A	A									
3100		H												
3200	EXPENSES	H												
3300	PERSONNEL EXPENSES	D				A								
3400	FACILITIES EXPENSES	D				A								
3500	OFFICE EXPENSES	D				A								
3600	DEPRECIATION AND AMORTIZATION	D				A								
3700	SALES TAX EXPENSE	D				A								
3800	INTEREST EXPENSE	D				A								

Income Statement Layout Worksheet

Subaccount Number	Description	Type (H,D,T)	Subtotal Indicator (_ or A) 1	2	3	4	5	6	7	8	9	10	11	12
3900	MISCELLANEOUS EXPENSE	D				A								
4000		H												
4100	TOTAL EXPENSE	T				A								
4200		H												
4300	PRE TAX PROFIT (LOSS)	T	A	A	A	A								
4400		H												
4500	INCOME TAXES	D					A							
4600		[illegible]												
4700	NET PROFIT (LOSS)	T	A	A	A	A	A							

Chart of Accounts Worksheet

1 – COMPANY CODE |_|_|
alphanumeric

2 – ACCOUNT NUMBER |_|_|_|_|_|_|
numeric

3 SUB ACCOUNT # |_|_|_|_|_|_|
numeric

4 ∧ ACCT DESCRIPTN |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

5 ∧ ACCT TYPE |_|
A–L–0

6 DR-CR IND |_|
D–C

7 RATIO IND |_|
1–6; A–F

8 BAL FWD LAST YR |_|_|_|_|_|_|_|_| . |_|_|
numeric

9 LSTYR AMT PRD01 |_|_|_|_|_|_|_|_| . |_|_|
numeric

10 LSTYR AMT PRD02 |_|_|_|_|_|_|_|_| . |_|_|
numeric

11 LSTYR AMT PRD03 |_|_|_|_|_|_|_|_| . |_|_|
numeric

12 LSTYR AMT PRD04 |_|_|_|_|_|_|_|_| . |_|_|
numeric

13 LSTYR AMT PRD05 |_|_|_|_|_|_|_|_| . |_|_|
numeric

14 LSTYR AMT PRD06 |_|_|_|_|_|_|_|_| . |_|_|
numeric

15 LSTYR AMT PRD07 |_|_|_|_|_|_|_|_| . |_|_|
numeric

16 LSTYR AMT PRD08 |_|_|_|_|_|_|_|_| . |_|_|
numeric

17 LSTYR AMT PRD09 |_|_|_|_|_|_|_|_| . |_|_|
numeric

18 LSTYR AMT PRD10 |_|_|_|_|_|_|_|_| . |_|_|
numeric

19 LSTYR AMT PRD11 |_|_|_|_|_|_|_|_| . |_|_|
numeric

20 LSTYR AMT PRD12 |_|_|_|_|_|_|_|_| . |_|_|
numeric

21 CURYR AMT PRD01 |_|_|_|_|_|_|_|_| . |_|_|
numeric

22 CURYR AMT PRD02 |_|_|_|_|_|_|_|_| . |_|_|
numeric

23 CURYR AMT PRD03 |_|_|_|_|_|_|_|_| . |_|_|
numeric

24 CURYR AMT PRD04 |_|_|_|_|_|_|_|_| . |_|_|
numeric

25 CURYR AMT PRD05 |_|_|_|_|_|_|_|_| . |_|_|
numeric

26 CURYR AMT PRD06 |_|_|_|_|_|_|_|_| . |_|_|
numeric

27 CURYR AMT PRD07 |_|_|_|_|_|_|_|_| . |_|_|
numeric

28 CURYR AMT PRD08 |_|_|_|_|_|_|_|_| . |_|_|
numeric

29 CURYR AMT PRD09 |_|_|_|_|_|_|_|_| . |_|_|
numeric

30 CURYR AMT PRD10 |_|_|_|_|_|_|_|_| . |_|_|
numeric

31 CURYR AMT PRD11 |_|_|_|_|_|_|_|_| . |_|_|
numeric

32 CURYR AMT PRD12 |_|_|_|_|_|_|_|_| . |_|_|
numeric

Closing Period Record Worksheet

1 – GL PRD REC KEY * G

2 – COMPANY CODE
alphanumeric

3 RTNED EARN AMT .
numeric

4 ▲ LAST PERIOD
0–12

5 ▲ LAST QUARTER
0–04

6 ▲ YEAR END IND
0–1

7 ▲ CURRENT PERIOD
1–12

8 TRAN SEQ CNT
computer controlled

9 ▲ CLOSE PERIOD 01
m m d d y y

10 ▲ CLOSE PERIOD 02
m m d d y y

11 ▲ CLOSE PERIOD 03
m m d d y y

12 ▲ CLOSE PERIOD 04
m m d d y y

13 ▲ CLOSE PERIOD 05
m m d d y y

14 ▲ CLOSE PERIOD 06
m m d d y y

15 ▲ CLOSE PERIOD 07
m m d d y y

16 ▲ CLOSE PERIOD 08
m m d d y y

17 ▲ CLOSE PERIOD 09
m m d d y y

18 ▲ CLOSE PERIOD 10
m m d d y y

19 ▲ CLOSE PERIOD 11
m m d d y y

20 ▲ CLOSE PERIOD 12
m m d d y y

21 NOT USED

22 RETND EARN ACCT
numeric

Journal Description Worksheet

1–COMPANY CODE ⎵⎵ alphanumeric

2–JOURNAL NUMBER ⎵⎵⎵⎵⎵ numeric

3 DESCRIPTION ⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵ alphanumeric

INCOME STATEMENT

INCOME:

SUPPLIES SALES
LESS: SALES RETURNS AND ALLOWANCES
LESS: SALES DISCOUNTS

TOTAL SALES--

COST OF GOODS SOLD:

COST OF SUPPLIES SALES
FREIGHT EXPENSES
LESS: PURCHASES DISCOUNTS

NET COST OF GOODS SOLD--

GROSS PROFIT--

INTEREST INCOME
RENTAL INCOME

NET INCOME--

EXPENSES:

PERSONNEL EXPENSES
FACILITIES EXPENSES
OFFICE EXPENSES
DEPRECIATION AND AMORTIZATION
SALES TAX EXPENSE
INTEREST EXPENSE
MISCELLANEOUS EXPENSE

TOTAL EXPENSES--

PRE TAX PROFIT (LOSS)--

INCOME TAXES:

NET PROFIT (LOSS) --

Income Statement Format Worksheet

1 – COMPANY CODE ___
alphanumeric

2 – GL SUB ACCT # ___
numeric

3 P-L HDNG DESC ___
alphanumeric

4A INCM STMT TYPLN ___
H–D–T

5 THIS YR CPRD GL ___ . ___
numeric

6 LAST YR CPRD GL ___ . ___
numeric

7 THIS YR YTD GL ___ . ___
numeric

8 LAST YR YTD GL ___ . ___
numeric

9 PL SUBTOT IND01 ___
A or blank

10 PL SUBTOT IND02 ___
A or blank

11 PL SUBTOT IND03 ___
A or blank

12 PL SUBTOT IND04 ___
A or blank

13 PL SUBTOT IND05 ___
A or blank

14 PL SUBTOT IND06 ___
A or blank

15 PL SUBTOT IND07 ___
A or blank

16 PL SUBTOT IND08 ___
A or blank

17 PL SUBTOT IND09 ___
A or blank

18 PL SUBTOT IND10 ___
A or blank

19 PL SUBTOT IND11 ___
A or blank

20 PL SUBTOT IND12 ___
A or blank

Income Statement Acct Record Worksheet

1 – GLCTL REC KEY ∧ Y

2 ∧ GRS PROFIT ACCT
numeric

3 ∧ TOT SALES ACCT
numeric

4 ∧ COST GOODS ACCT
numeric

5 ∧ NET INCOME ACCT
numeric

6 ∧ TOT EXPENSE ACC
numeric

7 DEPT POSITION
numeric

8 ∧ P/L BEFORE TAX
numeric

9 ∧ P/L AFTER TAX
numeric

10 ∧ BEG P/L SUB ACT
numeric

11 ∧ BEG EQUITY ACCT
numeric

12 ∧ END EQUITY ACCT
numeric

LAB: GL2

General Ledger: Bringing Balances Forward –

2 – 3
5 – 6
– 8-9

Objective: **Bring General Ledger balances forward from the current accounting system in order to complete the conversion to the BAS General Ledger system.**

Task: Enter the balances in your General Ledger accounts (as reported on your company's balance sheet from the last month-end closing) into the appropriate Chart of Accounts records.

First period
Current Period

Steps:

1. Change fields #4 and #7 in the CLOSING PERIOD RECORD to reflect that your are turning the clock back one month.

[illegible] 90
Change date

100

2. Use JOURNAL ENTRY (assign a JOURNAL # and JOURNAL DESCRIPTION) to make one set of entries, recording each account balance according to the attached BALANCE SHEET.

3. Print:

   a. JOURNAL ACTIVITY REPORT
   b. TRIAL BALANCE

4. Select UPDATE GENERAL LEDGER , answering YES to delete current month detail and YES to advance current period.

5. Print the INCOME STATEMENT (Yearly totals only) and BALANCE SHEET.

6. Show the instructor your financial statements.

XYZ COMPANY BALANCE SHEET

Journal Entry

ACCT. #	DESCRIPTION	AMOUNT		
	ASSETS			
1010	CASH	8000		
1100	ACCOUNTS RECEIVABLE	10005		
1190	ALLOWANCE-DOUBTFUL ACCOUNTS	-500		
1300	INVENTORY	8000 4		
1610	FIXED ASSETS	50000		
1710	ACCUMULATED DEPRECIATION	-12000		
1900	OTHER ASSETS	1500	TOTAL:	65005
	LIABILITIES			
2000	ACCOUNTS PAYABLE	15000		
2020	COMMISSIONS PAYABLE	4000		
2050	SALES TAX PAYABLE	2000		
2800	PAYROLL TAXES PAYABLE	1000		
3000	COMMON STOCK	10000		
3200	PAID IN CAPITAL	30000		
3500	RETAINED EARNINGS - PRIOR YR	3005		
3600	RETAINED EARNINGS - CURRENT YR	65005	TOTAL:	65005

+ 12500

77505

LAB: GL3

General Ledger: Month-End

OBJECTIVE: **Close the month and produce your financial statements.**

TASK: Make closing entries, update General Ledger, and produce an Income Statement and Balance Sheet.

STEPS:

1. Make the following Journal Entries (**remember, you predefined JOURNAL DESCRIPTIONS at General Ledger Conversion time. . .) to General Ledger to post additional financial activity:

JOURNAL	GL #	DEBIT	CREDIT
SALES JOURNAL: 10020	1100	9000.00	
	4030	300.00	
	5000	5000.00	
	4000		9300.00
	1300		5000.00
CASH RECEIPTS JOURNAL: 10001	1010	6000.00	
	4020	200.00	
	1100		6200.00

2. Print a JOURNAL ACTIVITY REPORT.
3. Print a TRIAL BALANCE REPORT.
4. Select UPDATE GENERAL LEDGER, answering NO to delete current month detail and YES to advance current period.
5. Print the INCOME STATEMENT and BALANCE SHEET.
6. Show the instructor all of your reports.

PURCHASE ORDERS OVERVIEW

PURCHASING INVOLVES:

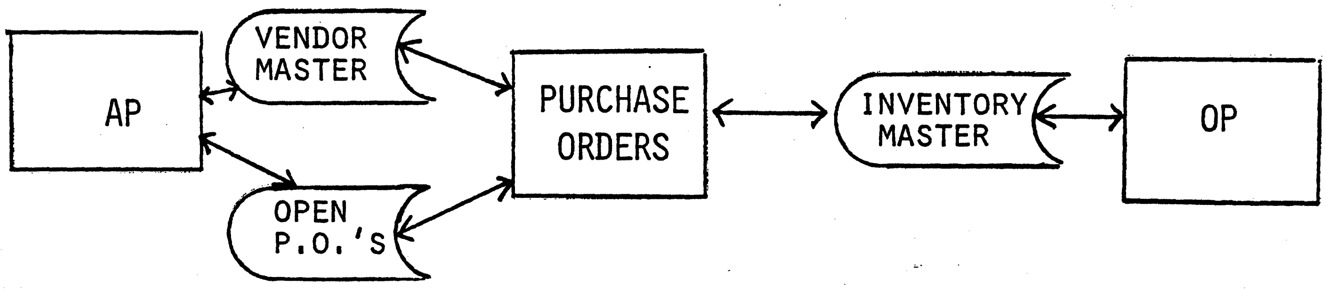
- PRODUCING PURCHASE ORDERS
- RECEIVING AND INSPECTING GOODS
- APPROVING PAYMENT FOR GOODS

THE PURCHASE ORDER:

- IS A LEGALLY BINDING CONTRACT BETWEEN BUYER AND SELLER
- SERVES TO ADMINISTER A PURCHASE TRANSACTION THROUGH THE PURCHASING CYCLE:

  1. AUTHORIZED REQUEST FOR GOODS OR SERVICES PREPARED WITH ACCURATE VENDOR AND ITEM DESCRIPTION
  2. MATERIALS RECEIVED ARE COMPARED AGAINST PURCHASE ORDER
  3. PAYMENT OF INVOICE IS AUTHORIZED

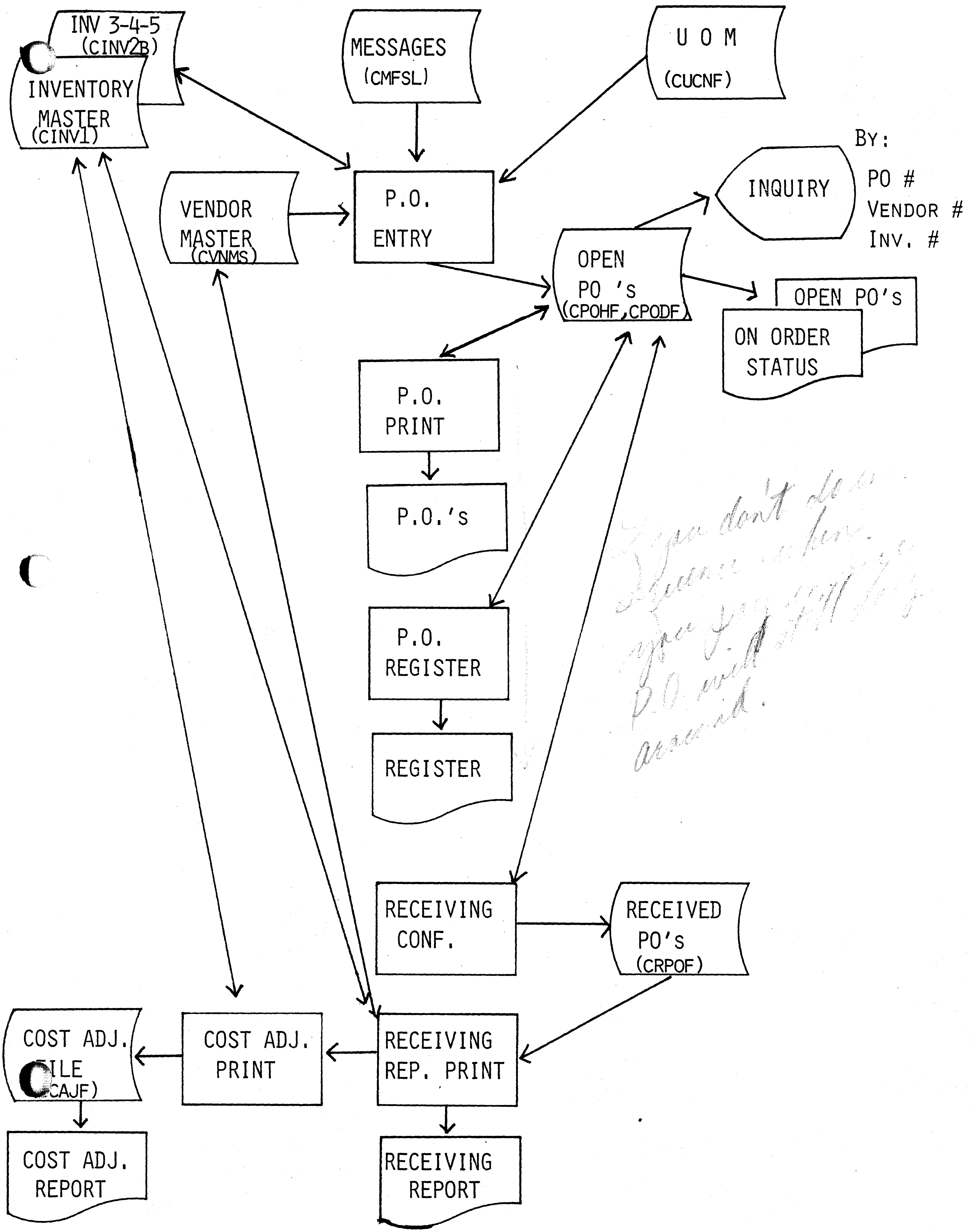
INTEGRATION WITH OTHER BAS APPLICATIONS


AP
VENDOR MASTER
OPEN P.O.'S
PURCHASE ORDERS
INVENTORY MASTER
OP

WITH AP:	SHARES VENDOR MASTERFILE ON-SCREEN RECEIVING CONFIRMATION VERIFIES RECEIPTS AND PRICES AND FLAGS PURCHASE ORDERS AS "RECEIVED" FOR INVOICE PAYMENT IN AP
WITH OP:	SHARES INVENTORY MASTER FILE(S) WITH OP TO COMPRISE COMPLETE INVENTORY MAINTENANCE AND CONTROL SYSTEM:

- INCREASES OO UPON ENTRY
- DECREASES OO WHEN RECEIVED
- INCREASES OH WHEN RECEIVED
- UPDATES COST CHANGES, IF ANY, WHEN RECEIVED

PURCHASE ORDERS


INV 3-4-5 (CINV2B)
INVENTORY MASTER (CINV1)
MESSAGES (CMFSL)
U O M (CUCNF)
VENDOR MASTER (CVNMS)
P.O. ENTRY
INQUIRY
BY:
PO #
VENDOR #
INV. #
OPEN PO 's (CPOHF,CPODF)
OPEN PO's
ON ORDER STATUS
P.O. PRINT
P.O.'s
P.O. REGISTER
REGISTER
RECEIVING CONF.
RECEIVED PO's (CRPOF)
COST ADJ. FILE (CCAJF)
COST ADJ. PRINT
RECEIVING REP. PRINT
COST ADJ. REPORT
RECEIVING REPORT

If you don't do a
Receive in here
you [illegible]
PO will still be
around.

```
12/07/83                    SELECTOR SCREEN REPORT                  PAGE 01
1.3.2.9          Proprietary: FORTUNE SYSTEMS CORPORATION

                                 SELECTOR 49
+-----------------------------------------------------------------------------+
!6.0                                                               12/07/83  !
!                                                                            !
! SELECTOR:  49                                                    00:33:23  !
!                                                                            !
!                                                                            !
!                                                                            !
!                        P U R C H A S E   O R D E R S                       !
!                                                                            !
!                                                                            !
!                                                                            !
!        DATA ENTRY AND MAINTENANCE                     REPORTS              !
!                                                                            !
!        --------------------------                     -------              !
!                                                                            !
!      1. INQUIRY BY P/O NUMBER                                              !
!                                                                            !
!      2. INQUIRY BY VENDOR NUMBER           14. PURCHASE ORDER REGISTER     !
!                                                                            !
!      3. INQUIRY BY INVENTORY ITEM          15. PURCHASE ORDER PRINTING     !
!                                                                            !
!      4. PURCHASE ORDER ENTRY               16. OPEN PURCHASE ORDER REPORT  !
!                                                                            !
!      5. RECEIVING CONFIRMATION             17. ON ORDER STATUS REPORT      !
!                                                                            !
!      6. STOCK RECEIPTS ENTRY               18. STOCK RECEIPTS JOURNAL      !
!                                                                            !
!      7. SET/CLEAR P/O DELETIONS            19. RECEIVING REPORT            !
!                                                                            !
!      8. VENDOR MASTER                      20. DELETED QUANTITIES REPORT   !
!                                                                            !
!      9. INVENTORY ITEM MASTER              21. VENDOR MASTER REPORT        !
!                                                                            !
!     10. INVENTORY LOCATION 3, 4, AND 5     22. INVENTORY MASTER REPORT     !
!                                                                            !
!     11. UNIT OF MEASURE CONVERSION         23. UNIT OF MEASURE REPORT      !
!                                                                            !
!     12. PURCHASE ORDER MESSAGES            24. PURCHASE ORDER MESSAGE REPORT!
!                                                                            !
!     13. CHANGE DATE AND TIME                                               !
!                                                                            !
!                                                                            !
!                                                                            !
!                                                                            !
!                                                                            !
!ENTER SELECTION OR END:                                                     !
!                                                                            !
!                                                                            !
!                                                                            !
+-----------------------------------------------------------------------------+
```

[illegible] Delete [illegible]

BAS PURCHASE ORDERS SYSTEM

FEATURE	BENEFIT
Flexible on-line inquiry . By PO # . By Vendor # . By Inventory Item #	Immediate status of any purchasing activity in easy to read P.O. format
Automatic unit of measure conversion	Eliminates manual processing and associated errors
P.O. Register	Provides hard copy audit trail of all P.O.'s
Open Order Report	Allows you to see status of all open P.O.'s in vendor OR P.O. # sequence
On Order Status Report	Allows you to see inventory items on order
Automatic Inventory Update	P.O. Entry updates on-order quantities; Receipts update on-hand quantities. Reports derived from inventory information allow you to examine items on order so you can decide whether to replenish items, find another vendor. . .
Receiving Report	Tracks recent stock receipts; serves to keep accounting department notified of quantities actually received and approved for payment
Full or Partial Receipts	Partial shipments may be received; inventory is automatically updated while balance due is retained
Receipts of Items Not Ordered Through a Purchase Order	Provides system to update inventory and produce audit trail

PURCHASE ORDERS DOCUMENTS

INPUT DOCUMENTS

SOURCE DOCUMENTS FOR PURCHASE ORDERS ENTRY ARE:

1. PURCHASE REQUISITION
2. NEW INVENTORY ITEMS, CHANGES, DELETIONS
3. NEW VENDORS, CHANGES, DELETIONS

SOURCE DOCUMENTS FOR RECEIVING CONFIRMATION ENTRY ARE:

1. SHIPPER
2. VENDOR INVOICE

OUTPUT DOCUMENTS

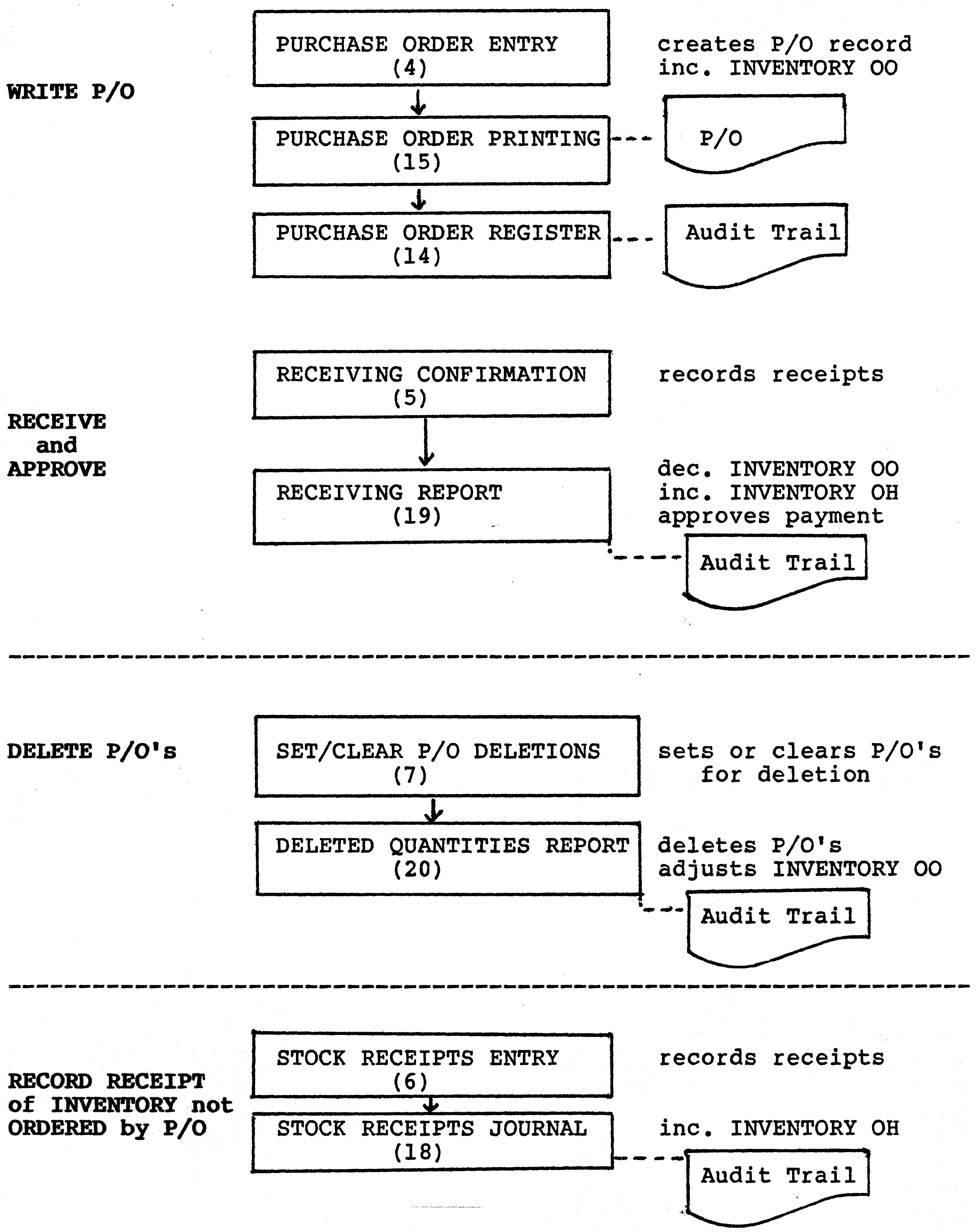
1. PURCHASE ORDERS
2. PURCHASE ORDER REGISTER
3. RECEIVING REPORT
4. COST ADJUSTMENT REPORT
5. STOCK RECEIPTS JOURNAL
6. DELETED QUANTITIES REPORT

ON DEMAND REPORTS:

1. ON ORDER STATUS REPORT
2. OPEN PURCHASE ORDERS

Purchase Orders

PROCESSING CYCLE


WRITE P/O
PURCHASE ORDER ENTRY (4)
creates P/O record inc. INVENTORY OO
PURCHASE ORDER PRINTING (15)
P/O
PURCHASE ORDER REGISTER (14)
Audit Trail
RECEIVE and APPROVE
RECEIVING CONFIRMATION (5)
records receipts
RECEIVING REPORT (19)
dec. INVENTORY OO
inc. INVENTORY OH
approves payment
Audit Trail
DELETE P/O's
SET/CLEAR P/O DELETIONS (7)
sets or clears P/O's for deletion
DELETED QUANTITIES REPORT (20)
deletes P/O's
adjusts INVENTORY OO
Audit Trail
RECORD RECEIPT of INVENTORY not ORDERED by P/O
STOCK RECEIPTS ENTRY (6)
records receipts
STOCK RECEIPTS JOURNAL (18)
inc. INVENTORY OH
Audit Trail

MONTH-END

- MAKE SURE THE RECEIVING CONFIRMATION AND STOCK RECEIPTS ENTRY PROCEDURES ARE DONE FOR ALL ITEMS RECEIVED THROUGH THE LAST DAY OF THE MONTH.
- PRINT THE STOCK RECEIPTS JOURNAL AND RECEIVING REPORT.
- PRINT AN OPEN PURCHASE ORDER REPORT AND REVIEW IT TO DETERMINE IF ANY INACTIVE PURCHASE ORDERS SHOULD BE DELETED
- PRINT THE DELETED QUANTITIES REPORT.

REPORTS: Purchase Orders

INQUIRY

INQUIRY BY P/O NUMBER

INQUIRY BY VENDOR NUMBER

INQUIRY BY INVENTORY ITEM

MANAGEMENT REPORTS

OPEN PURCHASE ORDER REPORT
Lists all open P.O.'s: status, dates of activity, line items (quantities ordered-received-invoiced), non-received and non-invoiced values

ON ORDER STATUS REPORT
Displays individual P.O. line items ordered but not received, printed in inventory number order. Shows status of each line item and number of P.O. for each

MASTER FILE REPORTS

VENDOR MASTER REPORT
All or selected range of vendors; vendor number or alphabetically by vendor sort key

INVENTORY MASTER REPORT
Lists all inventory items in item number order; shows quantities on hand for each warehouse location.

```
AS OF: 08/10/83  ON: 08/10/83   (2.22)                                               PAGE:   1
                                                        BEGOOD SPORTING AIDS
                                                       VENDOR MASTER LISTING

                                                          C/YR-INVOICES  P/YR-INVOICES    NORMAL
 VEND.#   VENDOR NAME & ADDRESS         CURRENT VENDOR  DISC. AVAILABLE  DISC. AVAILABLE   G/L              DATE LAST  DATE
 SORT KEY TELEPHONE NUMBER                  BALANCE         DISC. TAKEN    DISC. TAKEN    ACCT.#   TERMS    PURCHASED OPENED

  11111   DEXTRON DESK MFG. CO.              1,630.00          1,630.00            .00    1300     02/010   08/10/83  08/09/83
 DEX DES  3351 ADAMSON PARKWAY                                    30.00            .00
          SAN GERONIMO, CA  94022                                   .00            .00
          415-597-3300

  22222   PILLSBURY PAPER CO                 1,708.00          1,708.00            .00    1300     00/030   08/10/83
 PILLS    7009 POOPY WAY                                            .00            .00
          EUREKA, CA. 95005                                         .00            .00
          408-321-1151

  33333   ANDREAS SUPPLIES                        .00               .00            .00             01/015   08/10/83
 ANDREAS  7398 PORT ARTHUR RD                                       .00            .00
          L.A., CA. 90544                                           .00            .00
          714-321-5531

  88888   KLEEN-IT, INC.                          .00               .00            .00    6230     00/030             08/10/83
          123 FIFTH STREET                                          .00            .00
          SAN FRANCISCO, CA  94111                                  .00            .00
          415-290-8533
```

```
AS OF:07/08/83     ON:07/08/83                                                                                           PAGE   1
REPORT NUMBER    (6.16)
                                               LAKESIDE SPORTING GOODS, INCORPORATED
                                                     OPEN PURCHASE ORDER REPORT

                                                    ------ DATE ------          U                                    NON        NON
    P/O  WHS -- V E N D O R --       - S T A T U S - ORDERED  RECEIVED   ITEM    O     ITEM  -Q U A N T I T Y-  RECEIVED   INVOICED
  NUMBER LOC NUMBER    N A M E       PRT REG REC INV WANTED   INVOICED  NUMBER   M     COST  ORDRD RECVD INVCD    VALUE      VALUE
  ------ --- -------------------------------------


  H 1001  2    1000 AMERICAN SUPPLY COMPANY        06/21/83  06/27/83
                                     Y   Y   P   N   ASAP
                                                                          2000  EA     10.00    10      9     0     10.00      90.00
                                                                  NONINVENTORY  EA      5.00    15     20     0     25.00-    100.00
                                                                                                                    15.00-    190.00

                                                                                 * VENDOR  TOTAL *                  15.00-    190.00


  H 1003  1    2000 NATIONAL MATERIALS, INC.       06/27/83  06/27/83
                                     Y   Y   P   N   ASAP
                                                                          2000  EA     10.00    50     30     0    200.00     300.00
                                                                          3000  EA     15.00    50     50     0       .00     750.00
                                                                                                                   200.00    1050.00

                                                                                 * VENDOR  TOTAL *                200.00     1050.00


  H 1002  1    5000 PETERSON OFFICE SUPPLY CO.     06/21/83  06/27/83
                                     Y   Y   Y   N   ASAP
                                                                          4000  BG    100.00    50     70     0  2000.00-   7000.00


                                                                                 * VENDOR  TOTAL *               2000.00-    7000.00


                                                                                 **** REPORT   TOTAL ****        1815.00-
                                                                                                                             8240.00
```

```
08/10/83                                         ABC OFFICE SUPPIES                                              PAGE 1
(6.17)                                      ON ORDER INVENTORY ITEM REPORT                                      (R141R1)

    ITEM                 ITEM                    P/O     PO LINE ITEM  ORDERED     ITEM   QUANTITY QUANTITY  QUANTITY PENDING  VENDOR
   NUMBER             DESCRIPTION               NUMBER    NUMBER UOM  QUANTITY     COST   RECEIVED INVOICED   SHIPPED RECEIPT  NUMBER

       21566  BOSTICH STAPLERS                 N    2       1    DZ      100       50.00      100        0      100        0  33333
-----------------------------------------------------------------------------------------------------------------------------------
TOTAL FOR ITEM :          21566                                          100                  100        0      100        0

       22554  CLERICAL WASTEBASKET             5    2       1    EA       40        5.10       20        0       20       20  22222
-----------------------------------------------------------------------------------------------------------------------------------
TOTAL FOR ITEM :          22554                                           40                   20        0       20       20

       35000  11" FILE FOLDERS                 N    1       1    BX      200        4.50      200        0      200        0  22222
-----------------------------------------------------------------------------------------------------------------------------------
TOTAL FOR ITEM :          35000                                          200                  200        0      200        0

NONINVENTORY  3 DRAWER RED FILE CABINETS       5    3       1    EA       30       35.00       30        0       30        0  11111
-----------------------------------------------------------------------------------------------------------------------------------
TOTAL FOR ITEM :   NONINVENTORY                                           30                   30        0       30        0


-----------------------------------------------------------------------------------------------------------------------------------
** REPORT TOTALS                                                         370                  350        0      350       20
```

PURCHASE ORDERS SETUP

INFORMATION NEEDED:

- Vendor Data: Names, addresses, phone numbers, discount rates and terms (also in AP)
- Inventory Item Data (also in OP)

Stock Receipt #

DECISIONS TO BE MADE:

- Operator selector access
- Vendor numbering scheme (co. codes share same vendors)
- Inventory numbering scheme

WORKSHEETS TO BE COMPLETED AND ENTERED:

Company Setup:

- Installation Worksheet
- Company Information Worksheet

Operator Access:

- Operator Information Worksheet
- Business Applications/Selector Security
- Purchase Order Selections Worksheet

Master Files:

- Vendor Master File Worksheet (also in AP)
- Inventory Item Master Worksheet* (also in OP)--for up to 2 warehouse locations
- Inventory Location 3, 4 and 5* (also in OP)--for additional inventory locations.
- Unit of Measure Conversion File Worksheet
- Messages File Worksheet

NOTES:

* If OP and PO are installed on the system, you must enter inventory ON-HAND quantities through OP ("Load Inventory Quantities")

Vendor Master File Worksheet

A [illegible]

1 –VENDOR NUMBER
alphanumeric

2 VENDOR NAME
alphanumeric

3 VND ADDRESS L1
alphanumeric

4 VND ADDRESS L2
alphanumeric

5 VND ADDRESS L3
alphanumeric

6 VENDOR BALANCE .
numeric

7 VENDOR PHONE #
numeric

8 DATE ENTERED
m m d d y y

9 YTD PURCHASES .
numeric

10 YTD DISC AVAIL .
numeric

11 YTD DISC TAKEN .
numeric

12 PRYR PURCHASES .
numeric

13 PRYR DISC AVAIL .
numeric

14 PRYR DISC TAKEN .
numeric

15 G/L EXP. ACCT.#
numeric

16∧VND TERMS %
numeric

17∧VND TERMS DAYS
numeric

18 LST PURCH DATE
m m d d y y

19 VND SORT KEY
alphanumeric

Could be item purchased

Inventory Item Master Worksheet

1– ITEM NUMBER alphanumeric 3 or more

2 ALT ITEM NUMBER alphanumeric

3 VENDOR ITEM NO alphanumeric [illegible]

4^ DESCRIPTION alphanumeric

5 QTY TOT ONHAND numeric

Lead through OE

6 QTY ON ORDER numeric

not nec.

7 BASE PRICE numeric

8^ ACCOUNTING COST numeric

[illegible]

9^ UNIT OF MEASURE alphanumeric [illegible]

10 COMMISSION % 0–99.9

11 VENDOR NUMBER alphanumeric

[illegible]

12 VENDOR COST numeric

13 LAST SALES DATE m m d d y y

14 LEAD TIME DAYS 0–999

15 CLASS CD POS 0–12

16 CLASS CD LNGTH 0–6

17 PRICE CAT POS 0–12

18 PRICE CAT LNGTH 0–6

19 MULTI-PRICE IND 1

20 NOT USED A

21 COST METHOD IND A-M-L-F

22 SALES TAX CODE alphanumeric

23 NOT USED B

24 SALES QTY YTD numeric

25 SALES QTY MTD numeric

26 QTY RETURN YTD numeric

27 QTY ONHAND WHS1 numeric

28 QTY COMMIT WHS1 numeric

29 QTY SOLD W1 YTD numeric

30 REORDR POINT W1 numeric

31 BIN LOCATION W1 alphanumeric

32 QTY ONHAND WHS2 numeric

33 QTY COMMIT WHS2 numeric

34 QTY SOLD W2 YTD numeric

35 REORDR POINT W2 numeric

36 BIN LOCATION W2 alphanumeric

37 CLASS CODE alphanumeric

38 PRICE CATEGORY alphanumeric

Inventory Location 3, 4, and 5 Worksheet

1–ITEM NUMBER
alphanumeric

2–ITEM SUFFIX 2

3 QTY ONHAND WHS3
numeric

4 QTY COMMIT WHS3
numeric

5 QTY SOLD W3 YTD
numeric

6 REORDR POINT W3
numeric

7 BIN LOCATION W3
alphanumeric

8 QTY ONHAND WHS4
numeric

9 QTY COMMIT WHS4
numeric

10 QTY SOLD W4 YTD
numeric

11 REORDR POINT W4
numeric

12 BIN LOCATION W4
alphanumeric

13 QTY ONHAND WHS5
numeric

14 QTY COMMIT WHS5
numeric

15 QTY SOLD W5 YTD
numeric

16 REORDR POINT W5
numeric

17 BIN LOCATION W5
alphanumeric

Unit of Measure Conversion File Worksheet

necessary to be required

1 -UNIT OF MEASURE EA alphanumeric #

24 bags

2 -SELLING UOM DZ alphanumeric same as 9 on Inventory EA

3 UOM CONV FACTOR 12 numeric

4▲SELL COST IND D I-D [illegible] - Divides

DZ

12

D

Message File Worksheet

[illegible]

1 – MESSAGE PREFIX P

2 – MESSAGE NUMBER ____
0–9

3 ∧ MESSAGE ________________________________
alphanumeric

____

FORTUNE SYSTEMS : SUPPORT CENTER
TECHNICAL TIP : COMPANY CONFIDENTIAL

PRODUCT: BAS - Purchase Orders **RELEASE LEVEL:** 1.1 **TIP NUMBER:** 121.
SUBJECT: Using vendor's item # on printed P.O. **DATE:** 07/31/8

DESCRIPTION: In Purchase Orders, some business prefer the printed purchase order to display the vendor's item number rather than their own inventory item number.

NOTE: This technical tip is optional, and should be used only when the business desires this change.

PROCEDURE: From the Purchase Orders master selector screen, type:

1 **BASIC** <RETURN>

2 From the > prompt, type:

LOAD "CPORA2" <RETURN>

7606 FIND(1,KEY=B3$,DOM=7607)*,*,B3$ <RETURN>

SAVE <RETURN>

RUN "DOL" <RETURN>

3 From the selector screen, type:

799 <RETURN>

2 <RETURN>	(for the CHANGE option)
49 <RETURN>	(for the index number)
<F4>	(to END)
<F2>	(for NO to HARD COPY? (Y/N)
***19** <RETURN>	(for the index number)
12 <RETURN>	(for the field # to change)
CINV1 CPODF CPOHF	(NOTE: There are 7 spaces between the first two file names, and one space between the second and third)
<F4>	(to END)
<F2>	(for NO to HARD COPY? (Y/N)
<RETURN>	(returns to the option line)
<F4>	(to END)

The procedure is complete.

LAB EXERCISES

LAB: PO 1

Purchase Orders: Conversion

OBJECTIVE: Convert data files and other company information to a form which can be used by the Fortune 32:16 BAS Purchase Orders system.

TASK: The vendors and inventory items which will be accessed by the Purchase Orders system must be keyed in through the appropriate file maintenance screens.

STEPS:

1. With your partner, transfer the necessary information from the manual files (ledger sheets) onto the appropriate worksheets. You will have 3 vendors for your **VENDOR MASTER FILE** and 6 inventory items for your **INVENTORY MASTER FILE.**

2. Set up a **UOM CONVERSION** to convert EACH to DOZEN.

3. Establish 2 **P.O. MESSAGES**. . . whatever you like.

4. Enter your worksheets using the appropriate file maintenance screens.

5. Print a VENDOR MASTER REPORT and INVENTORY MASTER REPORT and show them to the instructor.

#
11111 DEXTRON DESK MFG. CO.
3351 Adamson Parkway
San Geronimo, CA 94022 (415)597-3300

TERMS: 2% 10

	Initials	Date
Prepared By		
Approved By		

DATE	INV #	DUE DATE	1 GROSS AMT.	2 DISC.	3 TAX	4 FREIGHT	5 NET	6 DATE PAID	7 AMT PAID	8	9	10
6/30 83	3456	7-10-83	500 00	10 00	30 00	20 00	540 00	7-10-83	540 00			
7/29 83	4211	8-8-83	1000 00	20 00	60 00	20 00	1060 00					

22222 PILLSBURY PAPER CO.
7009 POPPY WAY
EUREKA, CA 95005 (408)321-1151

	Initials	Date
Prepared By		
Approved By		

DATE	INV #	DUE DATE	GROSS AMT.	DISC	TAX	FREIGHT	NET	DATE PAID	AMT PAID			
7-1 83	A539	7-30-83	1500.00	0	90.00	55.00	1645.00					
7-20 83	A735	8-10-83	50.00	0	3.00	10.00	63.00					

#33333 ANDREAS SUPPLIES
7398 Port Arthur Rd.
Los Angeles, CA 90544 (714) 321-6531

TERMS: 1% 15

	Initials	Date
Prepared By		
Approved By		

				1	2	3	4		5	6	7	8	9	10
	DATE	INV #	DUE DATE	GROSS AMT.	DISC.	TAX	FREIGHT		NET	DATE PAID	AMT PAID			
1														
2														
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37														
38														
39														
40														

INVENTORY ITEMS

VENDOR	INV. ITEM NUMBER	ITEM DESCRIPTION	UOM	COST	PRICE	REORDER POINT	TOTAL QOO	QOH
Dextron	10589	Executive Desks	EA	170.00	348.97	#1=24 #2=24	55	#1=25 #2=30
Dextron	10600	Secretarial Desk	EA	148.60	300.00	#1=12 #2=12	50	#1=25 #2=20
Andreas	21566	Bostich Staplers	DZ	50.00	100.00	#1=100 #2=100	250	#1=225 #2=20
Pillsbury	35000	11" File Folders	BX	4.50	7.59	#1=200 #2=200	450	#1=20 #2=250
Andreas	22555	Executive Wastebasket	EA	13.60	25.00	#1=30 #2=30	25	#1=15 #2=10
Andreas	22554	Clerical Wastebasket	EA	5.10	9.59	#1=30 #2=30	10	#1=10 #2=0

Vendor Master File Worksheet

1 –VENDOR NUMBER ______
alphanumeric

2 VENDOR NAME ______________________________
alphanumeric

3 VND ADDRESS L1 ______________________________
alphanumeric

4 VND ADDRESS L2 ______________________________
alphanumeric

5 VND ADDRESS L3 ______________________________
alphanumeric

6 VENDOR BALANCE ______ . __
numeric

7 VENDOR PHONE # __________
numeric

8 DATE ENTERED ______
m m d d y y

9 YTD PURCHASES ________ . __
numeric

10 YTD DISC AVAIL ________ . __
numeric

11 YTD DISC TAKEN ________ . __
numeric

12 PRYR PURCHASES ________ . __
numeric

13 PRYR DISC AVAIL ________ . __
numeric

14 PRYR DISC TAKEN ________ . __
numeric

15 G/L EXP. ACCT.# ______
numeric

16∧VND TERMS % __
numeric

17∧VND TERMS DAYS ___
numeric

18 LST PURCH DATE ______
m m d d y y

19 VND SORT KEY ________
alphanumeric

Inventory Item Master Worksheet

1– ITEM NUMBER ____________ alphanumeric

2 ALT ITEM NUMBER ____________ alphanumeric

3 VENDOR ITEM NO ____________ alphanumeric

4∧ DESCRIPTION ______________________________ alphanumeric

5 QTY TOT ONHAND ______ numeric

6 QTY ON ORDER ______ numeric

7 BASE PRICE ______ . __ numeric

8∧ ACCOUNTING COST ______ . __ numeric

9∧ UNIT OF MEASURE __ alphanumeric

10 COMMISSION % __ . _ 0–99.9

11 VENDOR NUMBER ______ alphanumeric

12 VENDOR COST ______ . __ numeric

13 LAST SALES DATE ______ m m d d y y

14 LEAD TIME DAYS ___ 0–999

15 CLASS CD POS __ 0–12

16 CLASS CD LNGTH __ 0–6

17 PRICE CAT POS __ 0–12

18 PRICE CAT LNGTH __ 0–6

19 MULTI-PRICE IND _ 1

20 NOT USED A

21 COST METHOD IND _ A-M-L-F

22 SALES TAX CODE _ alphanumeric

23 NOT USED B

24 SALES QTY YTD ______ numeric

25 SALES QTY MTD _____ numeric

26 QTY RETURN YTD _____ numeric

27 QTY ONHAND WHS1 _____ numeric

28 QTY COMMIT WHS1 _____ numeric

29 QTY SOLD W1 YTD ______ numeric

30 REORDR POINT W1 _____ numeric

31 BIN LOCATION W1 ___ alphanumeric

32 QTY ONHAND WHS2 _____ numeric

33 QTY COMMIT WHS2 _____ numeric

34 QTY SOLD W2 YTD ______ numeric

35 REORDR POINT W2 _____ numeric

36 BIN LOCATION W2 ___ alphanumeric

37 CLASS CODE ______ alphanumeric

38 PRICE CATEGORY ______ alphanumeric

Unit of Measure Conversion File Worksheet

1 -UNIT OF MEASURE	└┴┘ alphanumeric
2 -SELLING UOM	└┴┘ alphanumeric
3 UOM CONV FACTOR	└┴┴┴┴┘ numeric
4∧SELL COST IND	└┘ I-D

Message File Worksheet

1 – MESSAGE PREFIX **P**

2 – MESSAGE NUMBER
0–9

3 A MESSAGE
alphanumeric

LAB: PO2

Purchase Orders: Processing

OBJECTIVE: **Produce three purchase orders from requisitions.**

TASK: Enter purchase orders based on information supplied by the attached purchase requests. Process the orders so they can be sent out to the vendors.

STEPS:

1. Use your co. code for these P.O.'s.
2. Don't forget to make a note of the P.O. #'s assigned by the system.
3. Remember the processing cycle after you have entered the purchase orders--**PURCHASE ORDER ENTRY--PRINT P.O.'s--REGISTER P.O.'s**
4. After each step of the cycle, use the INQUIRY option to see the status of your orders. You can Inquire by VENDOR, P.O. #, or INVENTORY ITEM #.
5. Show the instructor your P.O. Register when you have completed the exercise.

FEATURES: Predefined messages on P.O.s may be replaced by your own messages.

You can enter special instructions and a carrier request on the P.O.

At "DATE WANTED", a return key writes in ASAP.

Using the return key for inventory item number assumes "non-inventory"

PO2, cont.

I. Your Inventory Manager sends you the following report on items which are reaching the reorder (minimum stocking) point:

CRITICAL INVENTORY REPORT

Vendor	Inv. No.	Item	Stock Level	Qty to Order
#4 Andreas	21566	Bostich Staplers	WH2: 25	20 dozen
#2 Andreas	22554	Clerical Wastebaskets	WH2: 0	2 dozen
#5 Pillsbury	35000	File Folders	WH1: 20	200 boxes

Note: PLEASE ORDER ASAP !!

II. #6 You receive the following memo from the Customer Service Manager:

> "We just received a special order from a very important new customer. They'd like 30 3-drawer red file cabinets. I called DEXTRON and they're willing to sell them to us for $35 each. Could you please send a P.O. to them immediately, reminding them that this is a RUSH order--and to use UPS?"

LAB: PO3

PURCHASE ORDERS: Receiving

OBJECTIVE: **Record the receipt of products sent by vendors in response to the purchase orders produced in the previous exercise.**

TASK: All of the items from Pillsbury were received.

All of the staplers but only 20 wastebaskets arrived from Andreas.

All of the file cabinets on the special order from Dextron arrived.

STEPS:

1. Record the receipt of the items described above, using RECEIVING CONFIRMATION.
2. Don't forget to print the RECEIVING REPORT.
3. Print an ON ORDER STATUS REPORT and OPEN PURCHASE ORDERS REPORT.
4. Use the INQUIRY option to check the status of your Purchase Orders after completing the above steps.

FEATURES: BAS allows you to record receipt of all items per P.O. automatically OR selected items OR partial receipt of specific items.

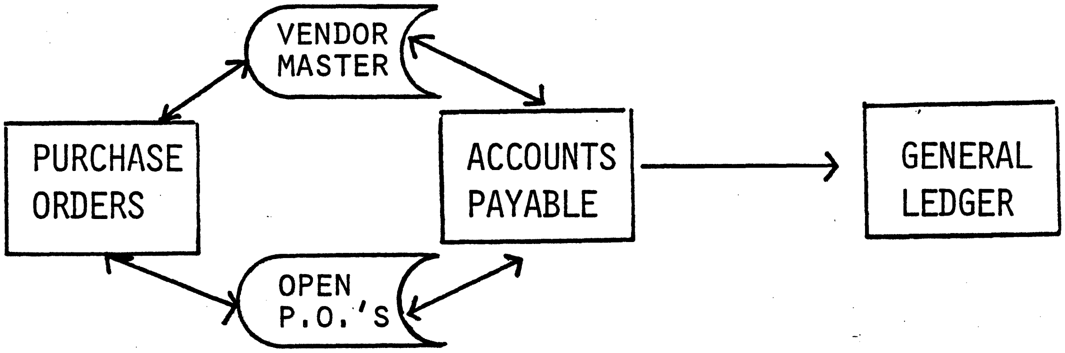
ACCOUNTS PAYABLE OVERVIEW

AN ACCOUNTS PAYABLE SYSTEM REGULATES THE PAYMENT FOR GOODS AND SERVICES PURCHASED BY A BUSINESS.

THE ACCOUNTS PAYABLE CYCLE CONSISTS OF THE FOLLOWING STEPS:

1. RECORDING WHAT YOU OWE
2. SELECTING THE BILLS TO PAY
3. WRITING CHECKS
4. PRODUCING SUMMARIZED REPORTS FOR POSTING TO THE GENERAL LEDGER AND RECONCILING BANK STATEMENTS.

INTEGRATION WITH OTHER BAS APPLICATIONS


VENDOR MASTER
PURCHASE ORDERS
ACCOUNTS PAYABLE
GENERAL LEDGER
OPEN P.O.'S

WITH PO:

SHARES VENDOR MASTERFILE

READS OPEN PURCHASE ORDERS FILE TO PRODUCE HEADER INFORMATION AT INVOICE ENTRY AND FLAGS P.O. AS "INVOICED"

PRINTS P.O. QUANTITY INVOICED REPORT AFTER VOUCHER REGISTER

WITH GL:

POSTS TOTALS TO THE GENERAL LEDGER:

- VENDOR INVOICE
- VENDOR PAYMENT
- DEBIT AND CREDIT MEMOS

SELECTOR 23

```
+--------------------------------------------------------------------------------+
!2.0                                                                   12/07/83  !
!                                                                                !
! SELECTOR:  23                                                        00:21:04  !
!                                                                                !
!                                                                                !
!                                                                                !
!                         A C C O U N T S   P A Y A B L E                        !
!                                                                                !
!                                                                                !
!                                                                                !
!         DATA ENTRY AND MAINTENANCE                    REPORTS                  !
!                                                                                !
!         --------------------------                    -------                  !
!                                                                                !
!                                                                                !
!                                                                                !
!      1. VENDOR INQUIRY                      12. PAYABLE VOUCHER REGISTER       !
!                                                                                !
!      2. VENDOR INVOICE ENTRY                13. CASH REQUIREMENTS REPORT       !
!                                                                                !
!      3. PAYMENT SELECTION                   14. OPEN ACCOUNTS PAYABLE REPORT   !
!                                                                                !
!      4. ADJUSTMENT ENTRY & JOURNAL          15. ACCOUNTS PAYABLE AGING REPORT  !
!                                                                                !
!      5. MANUAL PAYMENT                      16. PAYMENT SELECTION REGISTER     !
!                                                                                !
!      6. REVERSE SELECTED PAYMENTS           17. VENDOR CHECK PRINTING          !
!                                                                                !
!      7. NON-INVOICE PAYMENTS/REVERSALS      18. CHECK REGISTER                 !
!                                                                                !
!      8. CHECK RECONCILIATION ENTRY          19. DISTRIBUTION REPORTS           !
!                                                                                !
!      9. SPECIAL PROCESSING                  20. MONTHLY CHECK REGISTER         !
!                                                                                !
!     10. FILE MAINTENANCE                    21. OUTSTANDING CHECKS REPORT      !
!                                                                                !
!     11. CHANGE DATE AND TIME                22. VENDOR MASTER REPORT           !
!                                                                                !
!                                                                                !
!                                                                                !
!                                                                                !
!                                                                                !
!                                                                                !
!                                                                                !
!ENTER SELECTION OR END:                                                         !
!                                                                                !
!                                                                                !
!                                                                                !
+--------------------------------------------------------------------------------+
```

BAS ACCOUNTS PAYABLE SYSTEM

FEATURE	BENEFIT
Automatic distribution of invoices to GL accounts	Speeds up invoice entry, as standard acccount numbers may be assigned for each vendor but may be overridden during invoice entry for maximum flexibility
Non-vendor Invoices	Simplifies recording invoices and payment processing for one-time only vendors
Cash Requirements Report; Aging Report	Reports may be defined for any three periods; enables user to plan which invoices should be paid first to allow for maximized cash flow
Payment Selection	Allows identification of invoices due for discount and partial payments
Payment Deselection	Withhold payment of invoices awaiting credit, damage credit from freight co., etc.
Manual Check Processing	Allows for processing and control of transactions and registers checks outside of automatic check processing
Check Reconciliation	Simplifies maintaining status of cash flow and check on bank

ACCOUNTS PAYABLE DOCUMENTS

INPUT DOCUMENTS

SOURCE DOCUMENTS FOR VENDOR INVOICE ENTRY ARE:

1. VENDOR INVOICE
2. OTHER REQUESTS FOR PAYMENT FOR GOODS/SERVICES
3. REQUESTS FOR ADJUSTMENTS
4. NEW VENDORS, CHANGES, DELETIONS

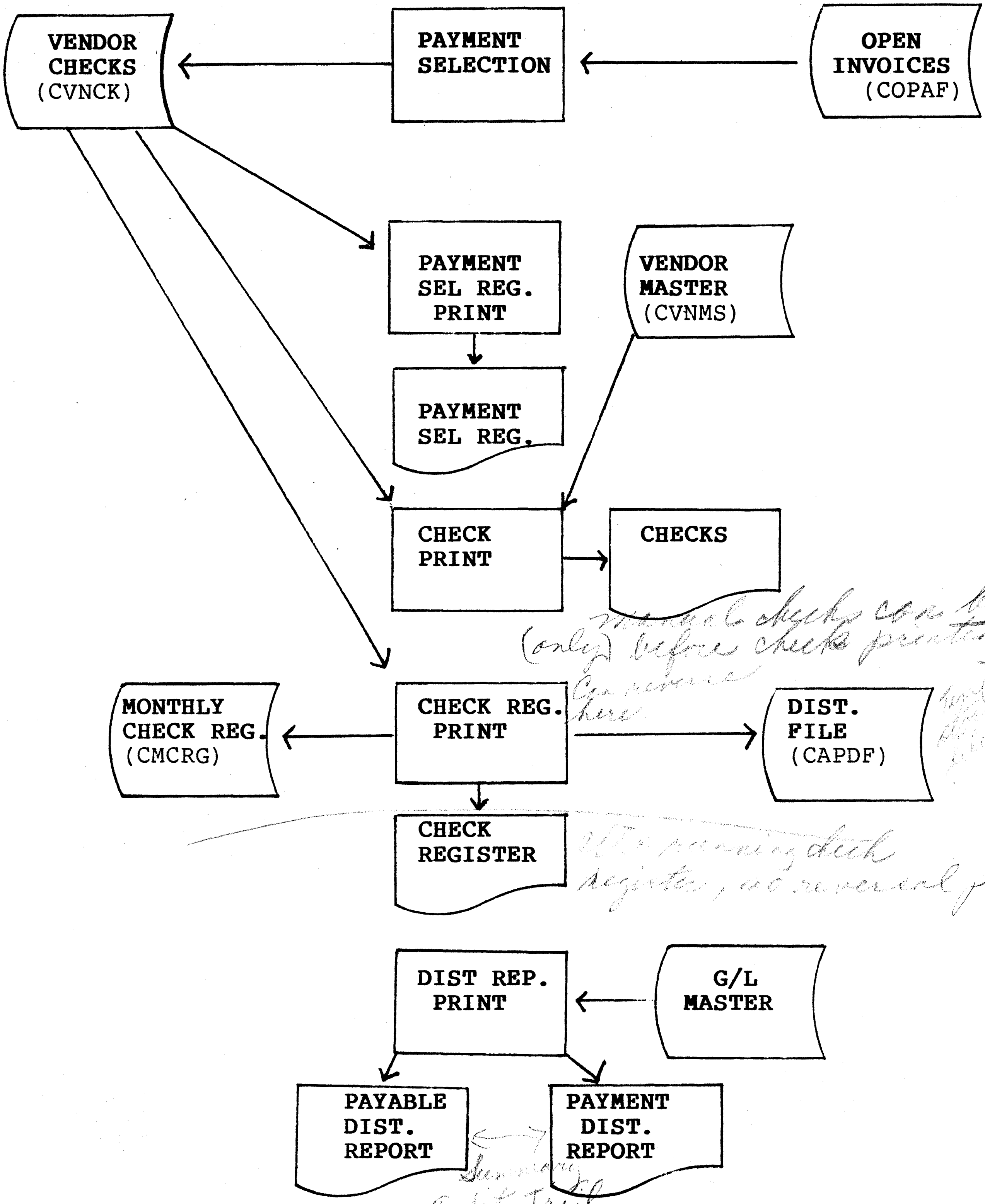
OUTPUT DOCUMENTS

1. PAYABLE VOUCHER REGISTER
2. PAYMENT SELECTION REGISTER
3. VENDOR CHECKS
4. CHECK REGISTER
5. DISTRIBUTION REPORTS
6. ADJUSTMENT JOURNAL
7. MONTHLY CHECK REGISTER
8. OUTSTANDING CHECKS REPORT

ON DEMAND REPORTS:

1. CASH REQUIREMENTS REPORT
2. OPEN ACCOUNTS PAYABLE REPORT
3. ACCOUNTS PAYABLE AGING REPORT
4. VENDOR LABELS
5. VENDOR MASTER REPORT

ACCOUNTS PAYABLE


VENDOR CHECKS (CVNCK)
PAYMENT SELECTION
OPEN INVOICES (COPAF)
PAYMENT SEL REG. PRINT
VENDOR MASTER (CVNMS)
PAYMENT SEL REG.
CHECK PRINT
CHECKS
MONTHLY CHECK REG. (CMCRG)
CHECK REG. PRINT
DIST. FILE (CAPDF)
CHECK REGISTER
DIST REP. PRINT
G/L MASTER
PAYABLE DIST. REPORT
PAYMENT DIST. REPORT

manual checks can be reversed (only) before checks printing

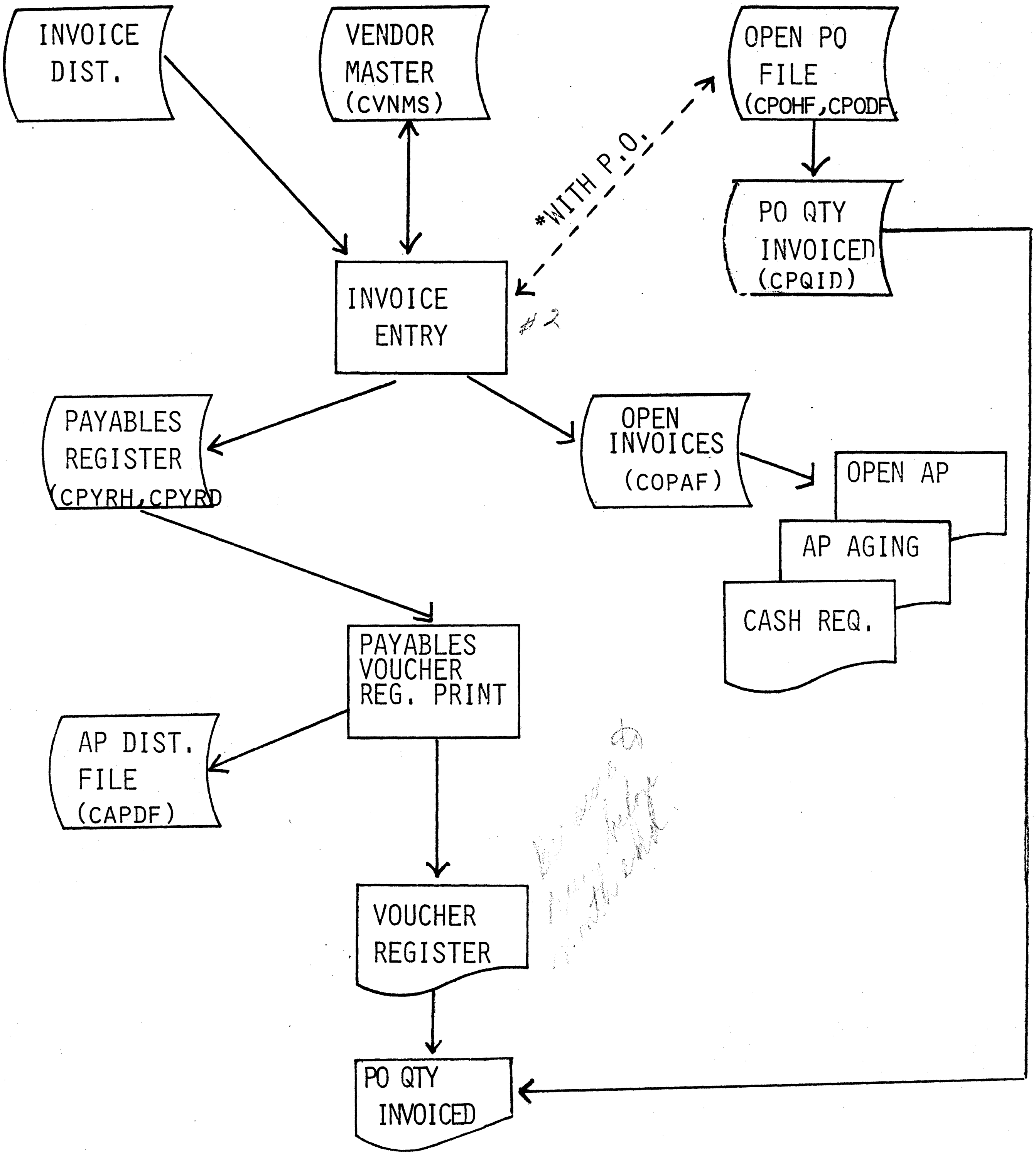
Can reverse here

[illegible]

after running check register, no reversal possible

Summary Audit Trail

ACCOUNTS PAYABLE



INVOICE DIST.
VENDOR MASTER (CVNMS)
OPEN PO FILE (CPOHF, CPODF
*WITH P.O.
PO QTY INVOICED (CPQID)
INVOICE ENTRY
#2
PAYABLES REGISTER (CPYRH, CPYRD
OPEN INVOICES (COPAF)
OPEN AP
AP AGING
CASH REQ.
PAYABLES VOUCHER REG. PRINT
AP DIST. FILE (CAPDF)
VOUCHER REGISTER
PO QTY INVOICED

In AP

item Qty ordered = Received = Invoiced

Line item is deleted.

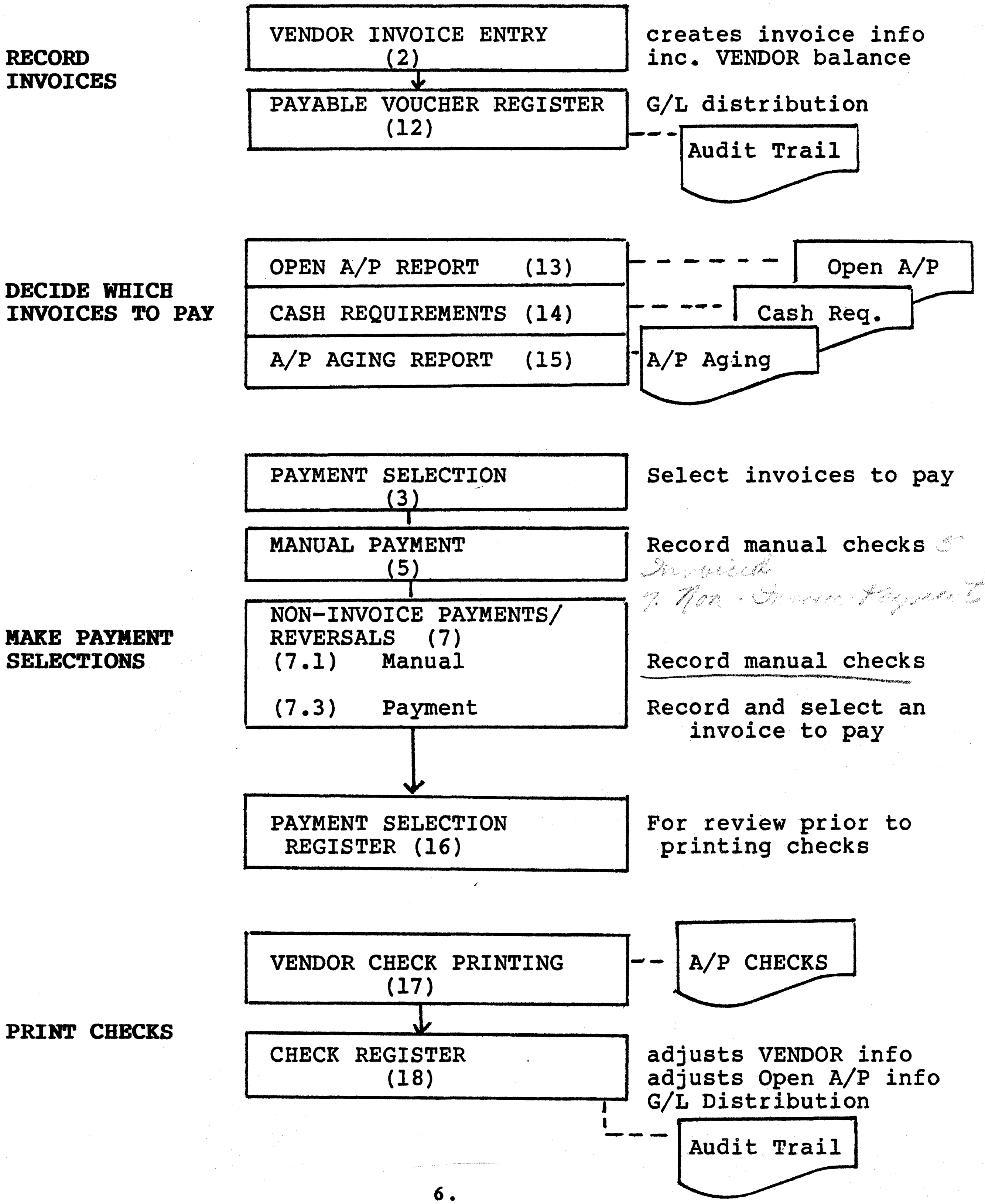
received = Invoiced

so is deleted

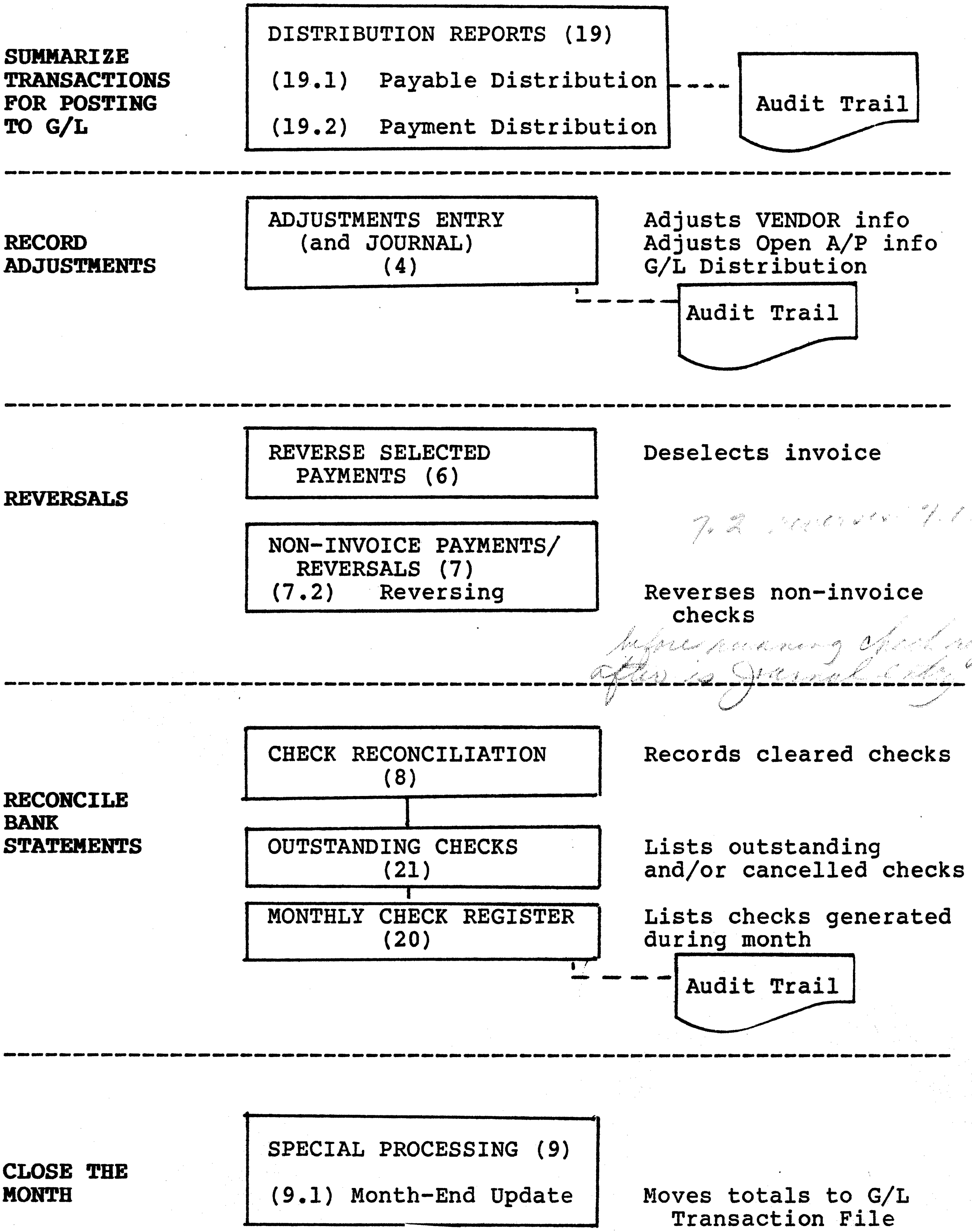
1-3-1 PO

Accounts Payable

PROCESSING CYCLE


RECORD INVOICES
VENDOR INVOICE ENTRY (2)
creates invoice info inc. VENDOR balance
PAYABLE VOUCHER REGISTER (12)
G/L distribution
Audit Trail
DECIDE WHICH INVOICES TO PAY
OPEN A/P REPORT (13)
CASH REQUIREMENTS (14)
A/P AGING REPORT (15)
Open A/P
Cash Req.
A/P Aging
MAKE PAYMENT SELECTIONS
PAYMENT SELECTION (3)
Select invoices to pay
MANUAL PAYMENT (5)
Record manual checks
5 Invoiced
7 Non-Invoice Payment
NON-INVOICE PAYMENTS/ REVERSALS (7)
(7.1) Manual
(7.3) Payment
Record manual checks
Record and select an invoice to pay
PAYMENT SELECTION REGISTER (16)
For review prior to printing checks
PRINT CHECKS
VENDOR CHECK PRINTING (17)
A/P CHECKS
CHECK REGISTER (18)
adjusts VENDOR info
adjusts Open A/P info
G/L Distribution
Audit Trail

PROCESSING CYCLE, Continued



SUMMARIZE TRANSACTIONS FOR POSTING TO G/L

DISTRIBUTION REPORTS (19)
(19.1) Payable Distribution
(19.2) Payment Distribution

Audit Trail

RECORD ADJUSTMENTS

ADJUSTMENTS ENTRY (and JOURNAL) (4)

Adjusts VENDOR info
Adjusts Open A/P info
G/L Distribution

Audit Trail

REVERSALS

REVERSE SELECTED PAYMENTS (6)

Deselects invoice

7.2 reverses 7.1 - [illegible]

NON-INVOICE PAYMENTS/ REVERSALS (7)
(7.2) Reversing

Reverses non-invoice checks

before running check register
after is journal entry

RECONCILE BANK STATEMENTS

CHECK RECONCILIATION (8)

Records cleared checks

OUTSTANDING CHECKS (21)

Lists outstanding and/or cancelled checks

MONTHLY CHECK REGISTER (20)

Lists checks generated during month

Audit Trail

CLOSE THE MONTH

SPECIAL PROCESSING (9)
(9.1) Month-End Update

Moves totals to G/L Transaction File

MONTH-END PROCEDURES

- Verify last period and current period values by displaying GENERAL LEDGER CLOSING PERIOD RECORD.
- Make certain you have completed all activity for the month, including printing of final PAYABLE VOUCHER REGISTER and CHECK REGISTER.
- Print final PAYABLE AND PAYMENT DISTRIBUTION REPORTS.
- Print an OPEN ACCOUNTS PAYABLE REPORT to use as an audit trail. The totals on this report should agree with the balance in the general ledger account for Accounts Payable. Should the balances every be different, this report will facilitate locating the source of the discrepancy.
- Do the MONTH-END UPDATE (from Special Processing selector).
- Print the MONTHLY CHECK REGISTER.
- After doing your bank reconciliation, perform the CHECK RECONCILIATION ENTRY procedure (enter checks that cleared the bank during the month). Print the OUTSTANDING CHECKS REPORT for verification.

REPORTS: Accounts Payable

INQUIRY

VENDOR INQUIRY

MANAGEMENT REPORTS

CASH REQUIREMENTS

Shows projected amount of cash needed to pay all invoices due by dates specified by operator. Used for determining discount eligible invoices and cash flow planning. Listed in vendor number sequence; lists totals due to vendors, each profit center's cash requirements, total payables for all periods

OPEN ACCOUNTS PAYABLE REPORT

Lists all invoices with open balances, in vendor sequence within company code or in vendor sequence only.

ACCOUNTS PAYABLE AGING REPORT

Lists all open invoices, grouped by up to three operator defined periods. Report can be printed in vendor sequence within company code or in vendor sequence only. Used to analyze payables aging by showing exact amounts due and discounts allowable in each period (in addition to "current")

MASTER FILE REPORTS

VENDOR MASTER REPORT

All or selected range of vendors; vendor number or alphabetically by vendor sort key

VENDOR LABELS

1-up or 4-up labels, selected, range or all. Up to 99 copies

```
AS OF: 06/28/83  ON: 06/28/83                                                                              PAGE  1
REPORT NUMBER  (2.14)
                        PAC CORPORATION
                                           OPEN ACCOUNTS PAYABLE (BY VENDOR)

VENDOR                                   --- INVOICE ---       DUE    VENDOR TERMS   GROSS      ALLOWABLE        NET
NUMBER  VENDOR NAME/PHONE #  COMPANY   NUMBER     DATE        DATE     (%/DAYS)     AMOUNT     DISCOUNT        AMOUNT

  1000  SNYDERS' HARDWARE / (209) 478-0354                               00000

                               HQ         001   06/28/83   07/15/83                  150.00          .00          150.00
                               HQ         101   06/28/83   07/28/83                  600.00          .00          600.00

                                            * VENDOR TOTALS *                        750.00          .00          750.00


  2000  HUGHES' TOOL AND SUPPLY / (209) 951-6411                         10010

                               HQ         102   06/28/83   07/08/83                1,137.50       113.75        1,023.75
                               HQ         103   06/28/83   07/08/83                3,529.50       352.95        3,176.55

                                            * VENDOR TOTALS *                      4,667.00       466.70        4,200.30


  4000  ERNIE'S ROCK SHOP / (209) 478-6534                               02015

                               HQ         001   06/28/83   07/15/83                  500.36        25.00          475.36
                               HQ         002   06/28/83   07/31/83                  605.00          .00          605.00
                               HQ         003   06/28/83   07/31/83                  540.00        50.00          490.00

                                            * VENDOR TOTALS *                      1,645.36        75.00        1,570.36


VENDOR  WARRENS TRAVEL SERVICE
                               HQ         200   07/01/83   07/31/83                  100.00          .00          100.00

                                            * VENDOR TOTALS *                        100.00          .00          100.00
```

```
AS OF: 06/28/83  ON: 06/28/83                                                                           PAGE  2
REPORT NUMBER  (2.14)
                        PAC CORPORATION
                OPEN ACCOUNTS PAYABLE COMPANY TOTALS

   COMPANY                                        GROSS     ALLOWABLE        NET
    CODE      COMPANY NAME                        AMOUNT     DISCOUNT       AMOUNT

     HQ    PAC CORPORATION                       7,162.36      541.70       6,620.66


  ** GRAND TOTALS **                             7,162.36      541.70       6,620.66
```

ACCOUNTS PAYABLE AGING (BY COMPANY)

```
AS OF: 08/10/83  ON: 08/10/83                                                                  PAGE  1
REPORT NUMBER  (2.15)
                                    WORD PROCESSING SPECIALISTS, INC
                                    ACCOUNTS PAYABLE AGING  (BY COMPANY)

VENDOR                                  ------INVOICE------    DUE                  1 -  29      30 -  39     60 - 119    120 + OVER
NUMBER  VENDOR NAME              CMPY   NUMBER       DATE      DATE   DISCOUNT      CURRENT       DAYS          DAYS         DAYS


 11111  DEXTRON DESK MAF. CO.
                                  NY          3456  08/10/83  09/10/83     10.00       550.00
                                  NY          4211  08/10/83  10/08/83     20.00     1,080.00

                                  * VENDOR TOTAL *                         30.00     1,630.00          .00          .00          .00

             ** TOTAL OF ALL PERIODS **                  1,630.00
```

```
     ** COMPANY TOTALS **                                                  30.00     1,630.00          .00          .00          .00
AS OF: 08/10/83  ON: 08/10/83                                                                  PAGE  2
REPORT NUMBER  (2.15)
                                    WORD PROCESSING SPECIALISTS, INC
                                    ACCOUNTS PAYABLE AGING  (BY COMPANY)

VENDOR                                  ------INVOICE------    DUE                  1 -  29      30 -  39     60 - 119    120 + OVER
NUMBER  VENDOR NAME              CMPY   NUMBER       DATE      DATE   DISCOUNT      CURRENT       DAYS          DAYS         DAYS


 22222  PILLSBURY PAPER CO.
                                  WP          A539  07/01/83  07/30/83       .00                  1,645.00
                                  WP          A735  07/20/83  08/10/83       .00        63.00

                                  * VENDOR TOTAL *                           .00        63.00     1,645.00          .00          .00

             ** TOTAL OF ALL PERIODS **                  1,708.00


     ** COMPANY TOTALS **                                                    .00        63.00     1,645.00          .00          .00
```

```
AS OF: 08/10/83  ON: 08/10/83                                                                  PAGE  3
REPORT NUMBER  (2.15)
                                    WORD PROCESSING SPECIALISTS, INC
                                    ACCOUNTS PAYABLE AGING COMPANY TOTALS

                COMPANY    COMPANY NAME                                 1 -  29      30 -  59     60 - 119    120 + OVER
                 CODE                                     DISCOUNT      CURRENT       DAYS          DAYS         DAYS


                  NY    Ed's Backdoor Diamonds & Fur         30.00     1,630.00          .00          .00          .00

                  WP    WORD PROCESSING SPECIALISTS            .00        63.00     1,645.00          .00          .00


                             *** GRAND TOTALS ***            30.00     1,693.00     1,645.00          .00          .00

           *** TOTAL PAYABLES ALL PERIODS ***          3,338.00
```

```
AS OF: 06/28/83  ON: 06/28/83                                                                                              PAGE   1
REPORT NUMBER  (2.13)
                         PAC CORPORATION
                                                  CASH REQUIREMENTS  (BY VENDOR)

VENDOR                    COMPANY   -----INVOICE-----      DUE    ALLOWABLE      PERIOD 1      PERIOD 2      PERIOD 3         OVER
NUMBER  VENDOR NAME                 NUMBER       DATE     DATE    DISCOUNT       06/28/83      07/15/83      08/30/83      08/30/83


  1000  SNYDERS' HARDWARE
                               HQ        001  06/28/83  07/15/83        .00                      150.00
                               HQ        101  06/28/83  07/28/83        .00                                    600.00

                               * VENDOR TOTAL BY PERIOD *               .00           .00        150.00        600.00           .00

                    ** VENDOR TOTAL PAYABLE **         750.00



  2000  HUGHES' TOOL AND SUPPLY
                               HQ        102  06/28/83  07/08/83     113.75                    1,137.50
                               HQ        103  06/28/83  07/08/83     352.95                    3,529.50

                               * VENDOR TOTAL BY PERIOD *            466.70           .00      4,667.00           .00           .00

                    ** VENDOR TOTAL PAYABLE **       4,667.00



  4000  ERNIE'S ROCK SHOP
                               HQ        001  06/28/83  07/15/83      25.00                      500.36
                               HQ        002  06/28/83  07/31/83        .00                                    605.00
                               HQ        003  06/28/83  07/31/83      50.00                                    540.00

                               * VENDOR TOTAL BY PERIOD *             75.00           .00        500.36      1,145.00           .00

                    ** VENDOR TOTAL PAYABLE **       1,645.36



VENDOR  WARRENS TRAVEL SERVICE
                               HQ        200  07/01/83  07/31/83        .00                                    100.00

                               * VENDOR TOTAL BY PERIOD *               .00           .00           .00        100.00           .00

                    ** VENDOR TOTAL PAYABLE **         100.00
```

```
AS OF: 01/25/82  ON: 01/04/83                                                                    PAGE   1
REPORT NUMBER  (2.19.1)

                                           THE ATHLETIC SUPPORTER
                                     ACCOUNTS PAYABLE DISTRIBUTION REPORT
                                    FOR: LAKESIDE S.G. - HEADQUARTERS  HQ

                                          * PAYABLE DISTRIBUTION *

   A C C O U N T                   VENDOR                              ---INVOICE---       DEBIT           CREDIT
   NUMBER DESCRIPTION              NUMBER  VENDOR NAME                 NUMBER   DATE       AMOUNT          AMOUNT

  HQ1300   INVENTORY                 1000 AMERICAN SUPPLY COMPANY          P09 10/20/81    2,000.00
                                     1000 AMERICAN SUPPLY COMPANY        AB123 12/10/81    1,005.00
                                     2000 NATIONAL MATERIALS, INC.        K987 11/15/81      500.00
                                     3000 INTERNATIONAL SPORTS PRODUCTS   992A 11/01/81    1,000.00
                                    22222 SCUBA DUBA DOO                  100A 12/20/81      300.00
                                                                                         ----------
                                                         *ACCOUNT TOTAL*                   4,805.00

  HQ2000   ACCOUNTS PAYABLE - TRADE  1000 AMERICAN SUPPLY COMPANY          P09 10/20/81                    2,120.00
                                     1000 AMERICAN SUPPLY COMPANY        AB123 12/10/81                    1,165.00
                                     2000 NATIONAL MATERIALS, INC.        K987 11/15/81                      500.00
                                     3000 INTERNATIONAL SPORTS PRODUCTS   992A 11/01/81                    1,000.00
                                     3000 INTERNATIONAL SPORTS PRODUCTS  123AB 12/15/81                      212.00
                                    22222 SCUBA DUBA DOO                  100A 12/20/81                      318.00
                                                                                                        ----------
                                                         *ACCOUNT TOTAL*                                  5,315.00

  HQ6500   FREIGHT-IN EXPENSE        1000 AMERICAN SUPPLY COMPANY        AB123 12/10/81      100.00
                                                                                         ----------
                                                         *ACCOUNT TOTAL*                     100.00

  HQ6800   SALES TAX EXPENSE         1000 AMERICAN SUPPLY COMPANY          P09 10/20/81      120.00
                                     1000 AMERICAN SUPPLY COMPANY        AB123 12/10/81       60.00
                                     3000 INTERNATIONAL SPORTS PRODUCTS  123AB 12/15/81       12.00
                                    22222 SCUBA DUBA DOO                  100A 12/20/81       18.00
                                                                                         ----------
                                                         *ACCOUNT TOTAL*                     210.00

  HQ6900   MISCELLANEOUS EXPENSE     3000 INTERNATIONAL SPORTS PRODUCTS  123AB 12/15/81      200.00
                                                                                         ----------
                                                         *ACCOUNT TOTAL*                     200.00


                                                  *COMPANY TOTAL*                          5,315.00        5,315.00
```

```
AS OF: 01/25/82  ON: 01/04/83                                                                           PAGE   1
REPORT NUMBER  (2.19.2)
                                                       THE ATHLETIC SUPPORTER
                                                ACCOUNTS PAYABLE DISTRIBUTION REPORT
                                               FOR: LAKESIDE S.G. - HEADQUARTERS  HQ

                                                      * PAYMENT DISTRIBUTION *

     A C C O U N T                      VENDOR                                   ---INVOICE---           DEBIT            CREDIT
     NUMBER DESCRIPTION                 NUMBER  VENDOR NAME                      NUMBER   DATE           AMOUNT           AMOUNT

    HQ1010   CASH - GENERAL CHECKING       3000 INTERNATIONAL SPORTS PRODUCTS ABCDE12345 11/30/81                        7,750.00
                                           5000 PETERSON'S OFFICE SUPPLY           35791 11/30/81                          535.50
                                                                                                                        --------
                                                                            *ACCOUNT TOTAL*                             8,285.50

    HQ2000   ACCOUNTS PAYABLE - TRADE      3000 INTERNATIONAL SPORTS PRODUCTS ABCDE12345 11/30/81       7,750.00
                                           5000 PETERSON'S OFFICE SUPPLY           35791 11/30/81         535.50
                                                                                                       --------
                                                                            *ACCOUNT TOTAL*            8,285.50


                                                                 *COMPANY TOTAL*                       8,285.50         8,285.50
```

ACCOUNTS PAYABLE SETUP

INFORMATION NEEDED:

- List of present chart of accounts numbers* (if no GL)
- Month-end dates for current fiscal year* (if no GL)

- Vendor Data: Names, addresses, phone numbers, discount rates and terms (also in PO)
- Unpaid Vendor Invoices

DECISIONS TO BE MADE:

- Operator selector access
- Chart of accounts numbering scheme (if no GL)
- Vendor numbering scheme (co. codes share same vendors)

WORKSHEETS TO BE COMPLETED AND ENTERED:

Company Setup:

- Installation Worksheet
- Company Information Worksheet

Operator Access:

- Operator Information Worksheets
- Business Applications/Selector Security
- Accounts Payable Selections

Master Files:

- Chart of Accounts Worksheets* (same as GL)
- Closing Period Record Worksheet* (same as GL)
- Vendor Master File Worksheets** (same as PO)
- Invoice Initialization
- Outstanding Checks
- Invoice Distribution Worksheet*** ("posting record")
- Payment Distribution Worksheet*** ("posting record")

NOTES:

* This information must be entered for each company code.

** Field #15 allows user to establish a GL Acct. # for expense distribution. If you are installing multiple companies, this GL # must exist in each company's chart of accounts--number will be validated at time of entry.

*** If you are installing multiple companies, these GL #'s must be the same in each operating company's chart of accounts.

Chart of Accounts Worksheet

1 – COMPANY CODE ____ alphanumeric

2 – ACCOUNT NUMBER ____ numeric

3 SUB ACCOUNT # ____ numeric

4∧ ACCT DESCRIPTN ____ alphanumeric

5∧ ACCT TYPE ____ A–L–0

6 DR-CR IND ____ D–C

7 RATIO IND ____ 1–6; A–F

8 BAL FWD LAST YR ____ . ____ numeric

9 LSTYR AMT PRD01 ____ . ____ numeric

10 LSTYR AMT PRD02 ____ . ____ numeric

11 LSTYR AMT PRD03 ____ . ____ numeric

12 LSTYR AMT PRD04 ____ . ____ numeric

13 LSTYR AMT PRD05 ____ . ____ numeric

14 LSTYR AMT PRD06 ____ . ____ numeric

15 LSTYR AMT PRD07 ____ . ____ numeric

16 LSTYR AMT PRD08 ____ . ____ numeric

17 LSTYR AMT PRD09 ____ . ____ numeric

18 LSTYR AMT PRD10 ____ . ____ numeric

19 LSTYR AMT PRD11 ____ . ____ numeric

20 LSTYR AMT PRD12 ____ . ____ numeric

21 CURYR AMT PRD01 ____ . ____ numeric

22 CURYR AMT PRD02 ____ . ____ numeric

23 CURYR AMT PRD03 ____ . ____ numeric

24 CURYR AMT PRD04 ____ . ____ numeric

25 CURYR AMT PRD05 ____ . ____ numeric

26 CURYR AMT PRD06 ____ . ____ numeric

27 CURYR AMT PRD07 ____ . ____ numeric

28 CURYR AMT PRD08 ____ . ____ numeric

29 CURYR AMT PRD09 ____ . ____ numeric

30 CURYR AMT PRD10 ____ . ____ numeric

31 CURYR AMT PRD11 ____ . ____ numeric

32 CURYR AMT PRD12 ____ . ____ numeric

Closing Period Record Worksheet

1–GL PRD REC KEY	* G
2–COMPANY CODE	alphanumeric
3 RTNED EARN AMT	. numeric
4∧LAST PERIOD	0–12
5∧LAST QUARTER	0–04
6∧YEAR END IND	0–1
7∧CURRENT PERIOD	1–12
8 TRAN SEQ CNT	computer controlled

9∧CLOSE PERIOD 01	m m d d y y
10∧CLOSE PERIOD 02	m m d d y y
11∧CLOSE PERIOD 03	m m d d y y
12∧CLOSE PERIOD 04	m m d d y y
13∧CLOSE PERIOD 05	m m d d y y
14∧CLOSE PERIOD 06	m m d d y y
15∧CLOSE PERIOD 07	m m d d y y
16∧CLOSE PERIOD 08	m m d d y y
17∧CLOSE PERIOD 09	m m d d y y
18∧CLOSE PERIOD 10	m m d d y y
19∧CLOSE PERIOD 11	m m d d y y
20∧CLOSE PERIOD 12	m m d d y y
21 NOT USED	
22 RETND EARN ACCT	numeric

Vendor Master File Worksheet

1 –VENDOR NUMBER
alphanumeric

2 VENDOR NAME
alphanumeric

3 VND ADDRESS L1
alphanumeric

4 VND ADDRESS L2
alphanumeric

5 VND ADDRESS L3
alphanumeric

[illegible]

6 VENDOR BALANCE .
numeric

7 VENDOR PHONE #
numeric

8 DATE ENTERED
m m d d y y

Computer maintained

9 YTD PURCHASES .
numeric

10 YTD DISC AVAIL .
numeric

11 YTD DISC TAKEN .
numeric

12 PRYR PURCHASES .
numeric

13 PRYR DISC AVAIL .
numeric

C/

14 PRYR DISC TAKEN .
numeric

15 G/L EXP. ACCT. #
numeric

16 ∧ VND TERMS %
numeric

17 ∧ VND TERMS DAYS
numeric

18 LST PURCH DATE
m m d d y y

19 VND SORT KEY
alphanumeric

9. Special Processing

Item #3 Invoice Initialization

Rev [illegible] # 12 Page [illegible]

A/P Invoice Initialization Worksheet

Vendor number: ________ (alphanumeric)

Vendor name: ______________________________ (alphanumeric)

LN	INVOICE NUMBER	INVOICE DATE	DUE DATE	P.O. NUMBER	PURCHASE AMT.	DISC.	TAX	FREIGHT	NET
1	numeric	m m d d y y	m m d d y y	numeric	numeric	numeric	numeric	numeric	numeric
2					.	.	.	.	.
3					.	.	.	.	.
4					.	.	.	.	.
5					.	.	.	.	.
6					.	.	.	.	.
7					.	.	.	.	.
8					.	.	.	.	.
9					.	.	.	.	.
10					.	.	.	.	.
11					.	.	.	.	.
12					.	.	.	.	.
13					.	.	.	.	.
14					.	.	.	.	.
15					.	.	.	.	.

T-O-T-A-L-S ______________________________

A/P Outstanding Check File Worksheet

1 –COMPANY CODE
alphanumeric

2 –CHECK NUMBER
numeric

3 –CHECK DATE
m m d d y y

4 CHECK AMOUNT .
numeric

5 VENDOR NUMBER
alphanumeric

6 VENDOR NAME
alphanumeric

7 ∧ CLEARED IND
O or C

Invoice Distribution Record Worksheet

File Maint.

Set to 0 before conversion Then @ time of on stream 3

1–GLCTL REC KEY ∧ N

2 GL # OF ENTRIES ___ 0–3

3 JOURNAL NUMBER ___ numeric Unique #

4 SLS TAX ACCT AP ___ numeric GL #

5 FREIGHT ACCT AP ___ numeric

6 GROSS ACCT PYBL ___ numeric ✓

7 DR-CR MASK 1 4 5 6 DDC ___ D-C 9 key

Payment Distribution Record Worksheet

1–GLCTL REC KEY ∧ O

2 GL # OF ENTRIES 0–3

3 JOURNAL NUMBER numeric

4 GROSS ACCT PYBL numeric

5 NET PAYMT ACCT numeric Cash

6 DISCOUNT ACCT numeric

7 DR-CR MASK 1 DCC D-C Family ?

LAB EXERCISES

LAB: AP1

ACCOUNTS PAYABLE: Conversion

OBJECTIVE: **Establish the records necessary to link Accounts Payable to the General Ledger and to Purchase Orders.**

TASK: 1. To link to your GENERAL LEDGER, establish the:

- INVOICE DISTRIBUTION RECORD (assign it Journal #10005)
- PAYMENT DISTRIBUTION RECORD (assign it Journal #10006).

2. Enter the OPEN INVOICES for your vendors as listed on the attached vendor ledger sheets. When you have entered all open invoices, print a PAYABLE VOUCHER REGISTER as an audit trail.

3. Establish a VENDOR record for your new office cleaning service: Vendor No. 88888, BRODIE'S KLEEN-IT, Inc., 123 Fifth Street, San Francisco, CA 94111, (415) 290-8533. Assign an automatic GL Expense Account Number to the BUILDING MAINTENANCE ACCOUNT.

Print a fresh VENDOR MASTER REPORT and show the report to the instructor.

#
11111 DEXTRON DESK MFG. CO.
3351 Adamson Parkway
San Geronimo, CA 94022 (415)597-3300

TERMS: 2% 10

	Initials	Date
Prepared By		
Approved By		

			1	2	3	4	5	6	7	8	9	10
DATE	INV #	DUE DATE	GROSS AMT.	DISC.	TAX	FREIGHT	NET	DATE PAID	AMT PAID			
11/30 83	3456	12-10-83	500 00	10 00	30 00	20 00	540 00	7-10-83	540 00			
12/29 83	4211	1-8-84	1000 00	20 00	60 00	20 00	1060 00					

#33333 ANDREAS SUPPLIES TERMS: 1% 15
7398 Port Arthur Rd.
Los Angeles, CA 90544 (714) 321-6531

	Initials	Date
Prepared By		
Approved By		

	DATE	INV #	DUE DATE	1 GROSS AMT.	2 DISC.	3 TAX	4 FREIGHT	5 NET	6 DATE PAID	7 AMT PAID	8	9	10
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
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34													
35													
36													
37													
38													
39													
40													

4812 (64812) BUFF
8812 (88812) GREEN

22222 PILLSBURY PAPER CO.
7009 POPPY WAY
EUREKA, CA 95005 (408)321-1151

	Initials	Date
Prepared By		
Approved By		

DATE	INV #	DUE DATE	GROSS AMT.	DISC	TAX	FREIGHT	NET	DATE PAID	AMT PAID			
10-1 83	A539	10-30-83	1500 00	0	90 00	55 00	1645 00					
11-20 83	A735	12-10-83	50 00	0	3 00	10 00	63 00					

Vendor Master File Worksheet

1 –VENDOR NUMBER
alphanumeric

2 VENDOR NAME
alphanumeric

3 VND ADDRESS L1
alphanumeric

4 VND ADDRESS L2
alphanumeric

5 VND ADDRESS L3
alphanumeric

6 VENDOR BALANCE .
numeric

7 VENDOR PHONE #
numeric

8 DATE ENTERED
m m d d y y

9 YTD PURCHASES .
numeric

10 YTD DISC AVAIL .
numeric

11 YTD DISC TAKEN .
numeric

12 PRYR PURCHASES .
numeric

13 PRYR DISC AVAIL .
numeric

14 PRYR DISC TAKEN .
numeric

15 G/L EXP. ACCT.#
numeric

16 ∧ VND TERMS %
numeric

17 ∧ VND TERMS DAYS
numeric

18 LST PURCH DATE
m m d d y y

19 VND SORT KEY
alphanumeric

A/P Invoice Initialization Worksheet

Vendor number:
alphanumeric

Vendor name:
alphanumeric

LN	INVOICE NUMBER	INVOICE DATE	DUE DATE	P.O. NUMBER	PURCHASE AMT.	DISC.	TAX	FREIGHT	NET
1	numeric	m m d d y y	m m d d y y	numeric	. numeric	. numeric	. numeric	. numeric	. numeric
2					.	.	.	.	.
3					.	.	.	.	.
4					.	.	.	.	.
5					.	.	.	.	.
6					.	.	.	.	.
7					.	.	.	.	.
8					.	.	.	.	.
9					.	.	.	.	.
10					.	.	.	.	.
11					.	.	.	.	.
12					.	.	.	.	.
13					.	.	.	.	.
14					.	.	.	.	.
15					.	.	.	.	.

T-O-T-A-L-S

Invoice Distribution Record Worksheet

1–GLCTL REC KEY ∧ N

2 GL # OF ENTRIES |_|_|
0–3

3 JOURNAL NUMBER |_|_|_|_|_|
numeric

4 SLS TAX ACCT AP |_|_|_|_|_|_|
numeric

5 FREIGHT ACCT AP |_|_|_|_|_|_|
numeric

6 GROSS ACCT PYBL |_|_|_|_|_|_|
numeric

7 DR-CR MASK 1 |_|_|_|_|_|_|
D-C

Payment Distribution Record Worksheet

1–GLCTL REC KEY ∧ O

2 GL # OF ENTRIES |_|_|
0–3

3 JOURNAL NUMBER |_|_|_|_|_|
numeric

4 GROSS ACCT PYBL |_|_|_|_|_|_|
numeric

5 NET PAYMT ACCT |_|_|_|_|_|_|
numeric

6 DISCOUNT ACCT |_|_|_|_|_|_|
numeric

7 DR-CR MASK 1 |_|_|_|_|_|_|
D-C

LAB:AP2

Accounts Payable: Processing

OBJECTIVE: **Produce an AP DISTRIBUTION REPORT which records the GL activity resulting from payments made to vendors and nonvendors.**

TASK: Enter invoices and write checks according to the following information. Don't forget your processing cycle, or your Distribution Reports will be inaccurate!!

STEPS: 1. The third and fourth invoices do NOT refer to P.O.#'s:

Invoice No. 5311 from DEXTRON bills you:

$1050	for the file cabinets
$100	for freight
$60	sales tax

Invoice No. A835 from PILLSBURY bills you:

$900	for the file folders
-0-	for freight
$53	sales tax

Invoice No. 1 from BRODIE'S KLEEN-IT bills you:

$25 for services rendered

An Invoice No. 100 from the FLOWER BASKET bills you $50 for the roses you sent your secretary. Charge this to the MISCELLANEOUS EXPENSES account. **HINT**Enter this into the system as a NON-INVOICE PAYMENT. [illegible]

2. Print a CASH REQUIREMENTS REPORT for any 3 periods of your choice.

3. Select invoices for payment as follows: (1) Pay BRODIE'S KLEEN-IT in full. (2) Pay PILLSBURY's Invoice No. A539 in full; make a partial payment of $400 to PILLSBURY's invoice No. A835.

4. Print your vendor checks, giving the job a starting check number of 100.

5. $50 worth of supplies purchased from ANDREAS three months ago were discovered to be defective. You returned the items for credit and now need to adjust the vendor account.

   Since the invoice has already been paid, how must you make the adjustment?______________________________ (ask the instructor if you are unsure).

6. Show the instructor your Distribution Reports and Adjustment Journal.

LAB: AP3

Accounts Payable: Month-End

OBJECTIVE: **Perform the month-end routine in Accounts Payable in order to post information to the General Ledger.**

TASK:

1. Print an OPEN ACCOUNTS PAYABLE REPORT.
2. Select SPECIAL PROCESSING from the Accounts Payable menu and perform MONTH-END UPDATE.
3. Print a MONTHLY CHECK REGISTER.

P.6 GL
Journal Activity
Report

Trial Balance (12)
Adjusting Entry
Print Detail Report
Update
Financial Statements
Income Statement
Balance Sheet
Cap Statement
Consolidated Report

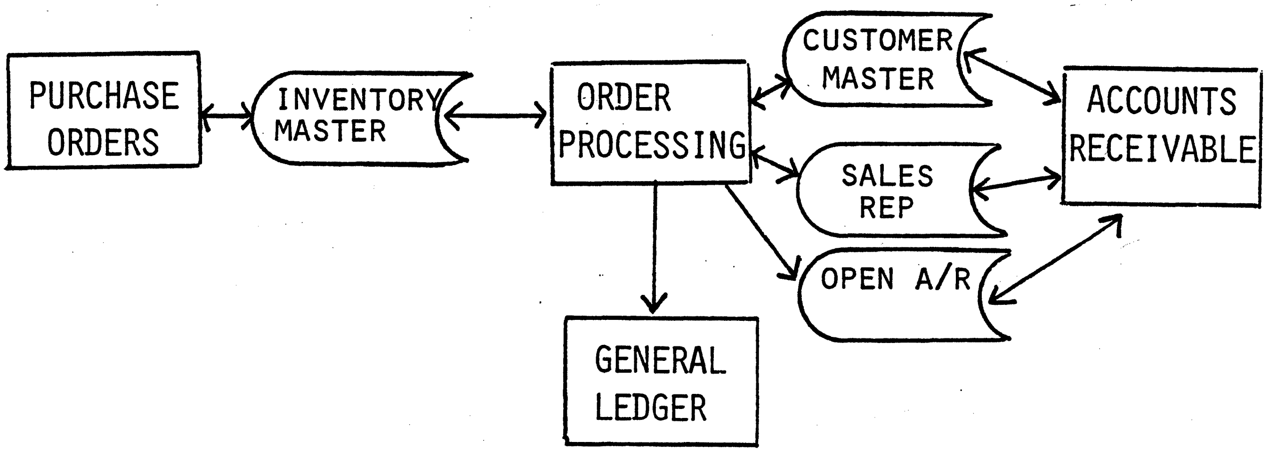
ORDER PROCESSING OVERVIEW

AN ORDER PROCESSING SYSTEM ORGANIZES THE RECORDING OF CUSTOMER ORDERS, SHIPPING AND BACKORDERING OF ITEMS AND PRODUCING INVOICES.

ORDER PROCESSING INVOLVES MAINTENANCE OF:

- CUSTOMER STATUS - CREDIT CHECKING AND SPECIAL PRICING
- INVENTORY CONTROL - COMMITTED AND ON-HAND QUANTITIES, SPECIAL PRICING
- SALES TRANSACTIONS INFORMATION

INTEGRATION WITH OTHER BAS APPLICATIONS


PURCHASE ORDERS
INVENTORY MASTER
ORDER PROCESSING
CUSTOMER MASTER
SALES REP
OPEN A/R
ACCOUNTS RECEIVABLE
GENERAL LEDGER

WITH PO:

SHARES INVENTORY FILE WITH PO TO COMPRISE COMPLETE INVENTORY MAINTENANCE SYSTEM:

- INCREASES COMMITTED QUANTITIES ON ORDER ENTRY
- DECREASES COMMITTED AND OH ON INVOICING
- CRITICAL INVENTORY REPORT LISTS OH QUANTITIES BELOW MINIMUM REQUIREMENT LEVELS TO SERVE AS ORDER RECOMMENDATION TO PURCHASING

WITH AR:

SHARES CUSTOMER MASTER AND SALES REP FILES

ENTERS INVOICED ORDERS INTO OPEN AR FILE

WITH GL:

POSTS TOTALS TO THE GENERAL LEDGER:

CUSTOMER INVOICES (SALES)
DEBIT AND CREDIT MEMOS
INVENTORY ADJUSTMENTS

```
4.0                                                                  12/07/83
SELECTOR:  35                                                        12:39 AM

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

        DATA ENTRY AND MAINTENANCE                 REPORTS
        --------------------------                 -------

   1.   ORDER INQUIRY                        13.   ORDER STATUS REPRT

   2.   DIRECT SALES ENTRY                   14.   DIRECT SALES REPORT

   3.   ORDER ENTRY                          15.   ORDER REGISTER

   4.   ORDER CANCELLATION                   16.   ORDER PRINTING

   5.   ORDER INVOICING                      17.   INVOICE/MEMO PRINTING

   6.   DEBIT/REDIT MEMO ENTRY               18.   SALES JOURNAL

   7.   BACK ORDER RELEASE                   19.   BACK ORDERED ITEMS REPORT

   8.   INVENTORY ADJUSTMENTS ENTRY          20.   INVENTORY ADJUSTMENTS JOURNAL

   9.   FILE MAINTENANCE AND INQUIRY         21.   CREDIT EXCEPTION REPORT

  10.   MONTH/YEAR-END PROCESSING            22.   INVENTORY REPORTS

  11.   PHYSICAL INVENTORY                   23.   MONTHLY SALES ANALYSIS REPORTS

  12.   CHANGE DATE AND TIME                 24.   CUSTOMER MASTER REPORT


ENTER SELECTION OR END: ___
```

BAS ORDER PROCESSING SYSTEM

FEATURE	BENEFIT
Automatic Credit Checking	Operator warned of credit condition at time of order entry; credit exception reports allows management to review anyone over credit limit
Commission By Line Items	Provides information to management to track costs of selling per item per invoice
Backorders Maintained by System	Prevents errors, eliminates duplicate or "lost" orders
Allows 5 Warehouse Locations	Keep same part # in different locations for truer picture of inventory; prevents shortages
Flexible Inventory Valuation . LIFO/FIFO . Market Valule . Average Cost	Provides "true" picture of inventory
Multiple Pricing Schemes . Price categories . 6-level quantitiy breaks . dollar volume discount . standard cust. discounts . contract pricing by items or category . compound discounting	Encourages buyers to buy in larger lots and absorb carrying costs; reduces paper work; rewards best customers
Complete Sales Analysis Reports	Analyze what products move well. . .who's buying. . . which sales rep is helping bottom line. . .
Physical Inventory Subsystem	Prints inventory count sheets and allows for updating of inventory master file without "freezing inventory"

ORDER PROCESSING DOCUMENTS

INPUT DOCUMENTS

SOURCE DOCUMENTS FOR ORDER ENTRY ARE:

1. CUSTOMER ORDER (OR PURCHASE ORDER)
2. NEW INVENTORY ITEMS, CHANGES AND DELETIONS
3. NEW CUSTOMERS, CHANGES AND DELETIONS

SOURCE DOCUMENTS FOR ORDER INVOICING ARE:

1. PICKING LISTS WITH RECORDED SHIPMENTS

SOURCE DOCUMENTS FOR BACK ORDER RELEASE ARE:

1. WAREHOUSE INVENTORY RECEIPTS REPORT

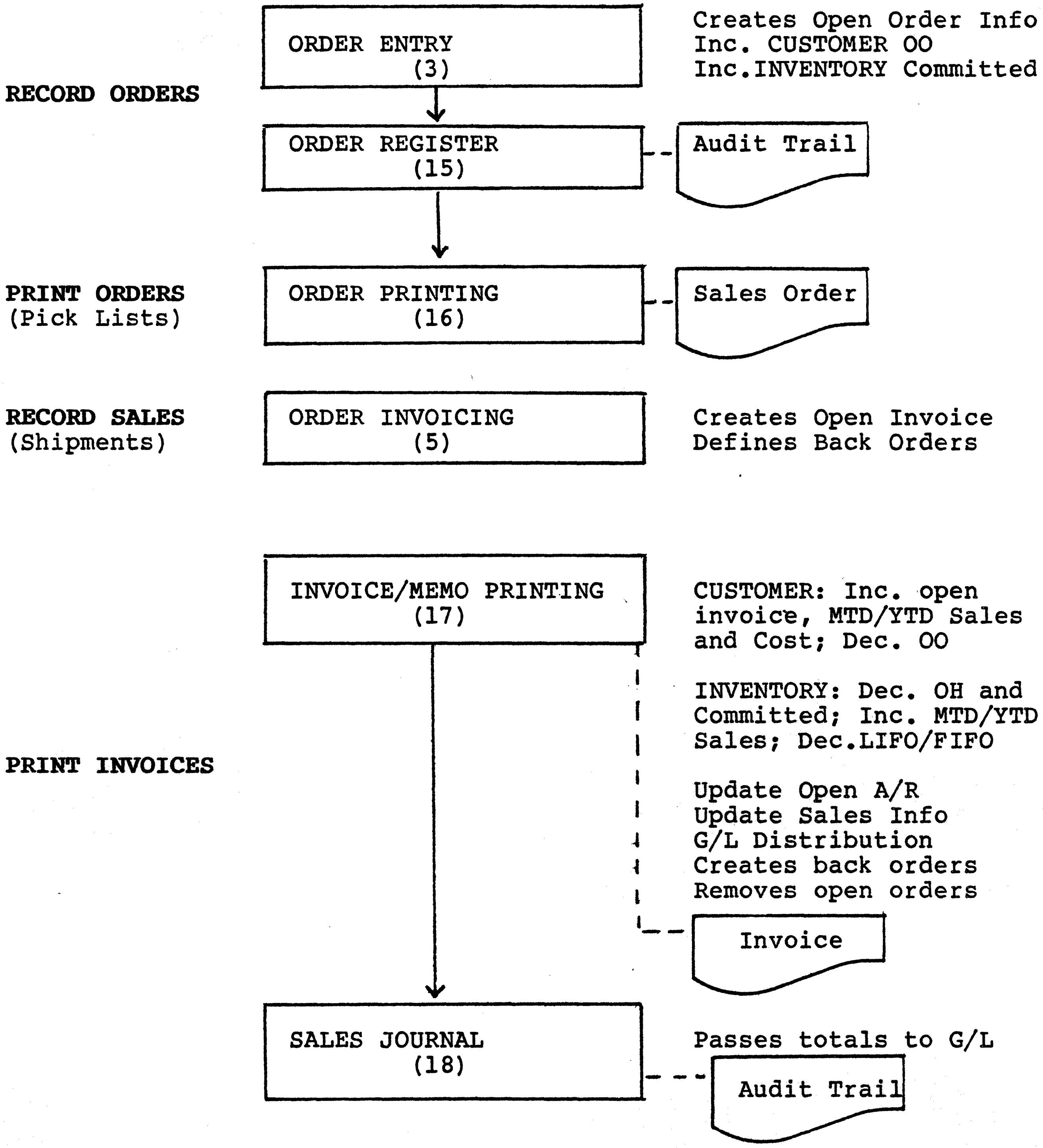
OUTPUT DOCUMENTS

1. ORDERS (PICKING LISTS)
2. ORDER REGISTER
3. INVOICES
4. SALES JOURNAL
5. BACK ORDERED ITEMS REPORT
6. INVENTORY ADJUSTMENTS JOURNAL

ON DEMAND REPORTS:

1. ORDER STATUS REPORT
2. DIRECT SALES REPORT
3. CREDIT EXCEPTION REPORT
4. INVENTORY REPORTS
5. SALES REPORTS

ORDER PROCESSING CYCLE


ORDER ENTRY (3)
ORDER REGISTER (15)
Audit Trail
ORDER PRINTING (16)
Sales Order
ORDER INVOICING (5)
INVOICE/MEMO PRINTING (17)
Invoice
SALES JOURNAL (18)
Audit Trail

RECORD ORDERS

Creates Open Order Info
Inc. CUSTOMER OO
Inc.INVENTORY Committed

PRINT ORDERS
(Pick Lists)

RECORD SALES
(Shipments)

Creates Open Invoice
Defines Back Orders

PRINT INVOICES

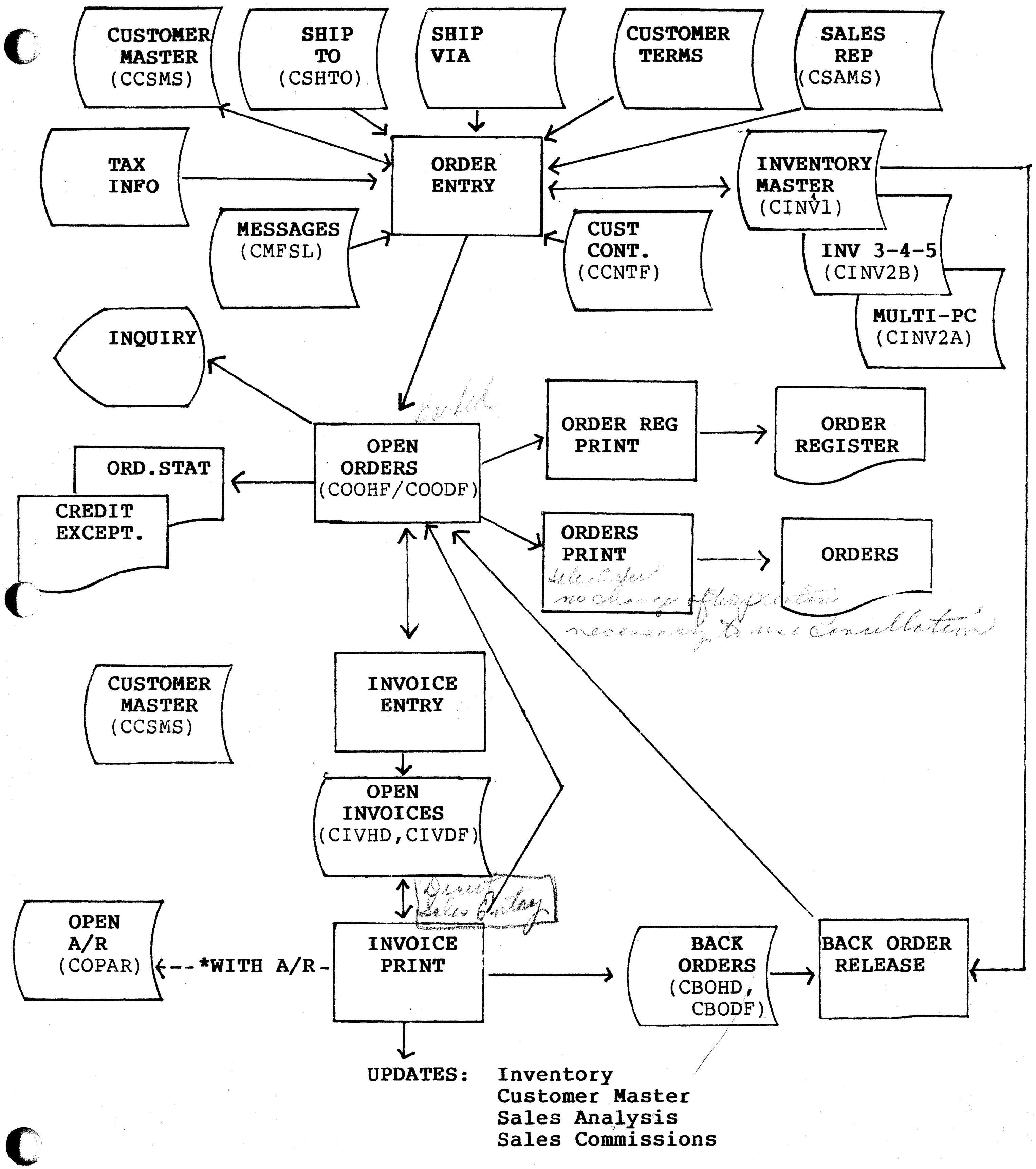
CUSTOMER: Inc. open invoice, MTD/YTD Sales and Cost; Dec. OO

INVENTORY: Dec. OH and Committed; Inc. MTD/YTD Sales; Dec.LIFO/FIFO

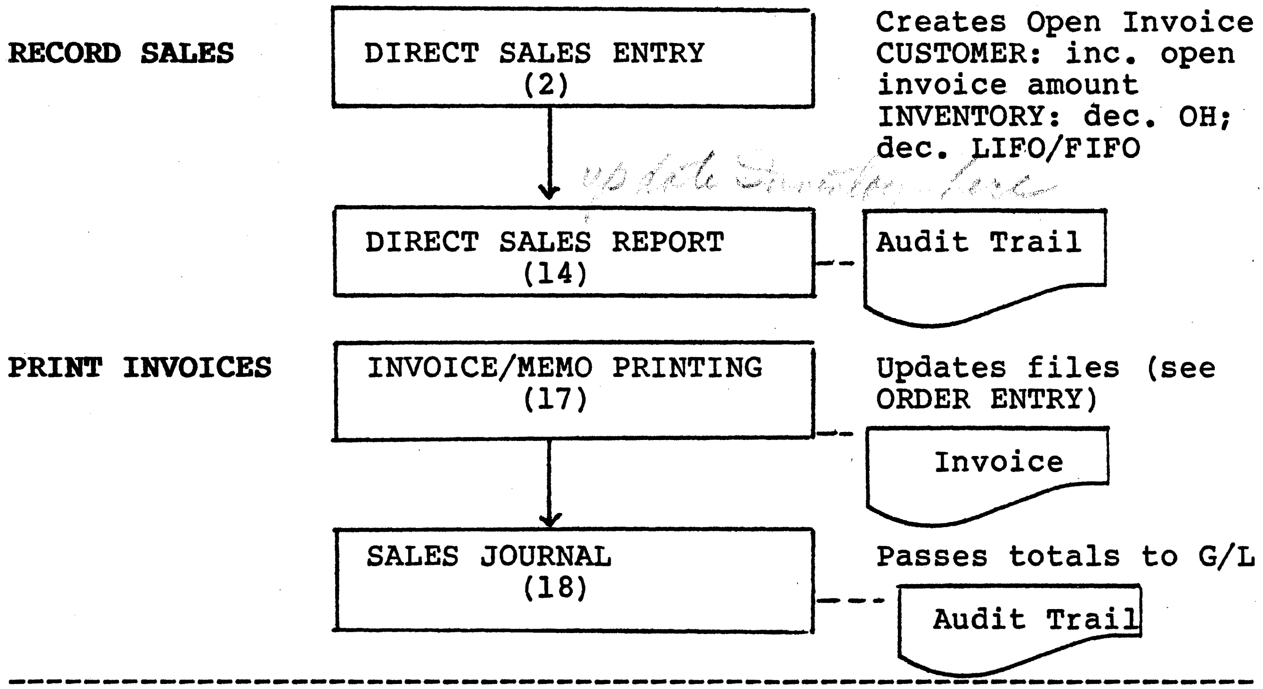
Update Open A/R
Update Sales Info
G/L Distribution
Creates back orders
Removes open orders

Passes totals to G/L

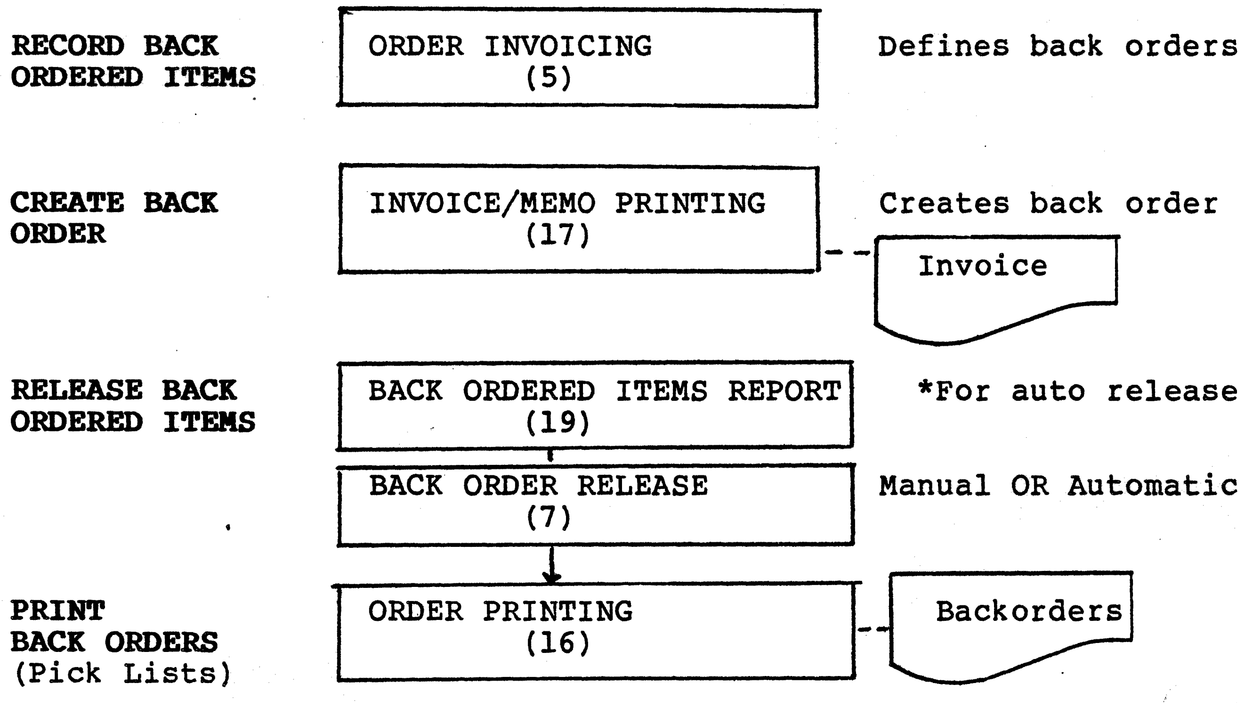
ORDER PROCESSING


CUSTOMER MASTER (CCSMS)
SHIP TO (CSHTO)
SHIP VIA
CUSTOMER TERMS
SALES REP (CSAMS)
TAX INFO
ORDER ENTRY
INVENTORY MASTER (CINV1)
MESSAGES (CMFSL)
CUST CONT. (CCNTF)
INV 3-4-5 (CINV2B)
MULTI-PC (CINV2A)
INQUIRY
Ended
OPEN ORDERS (COOHF/COODF)
ORDER REG PRINT
ORDER REGISTER
ORD.STAT
CREDIT EXCEPT.
ORDERS PRINT
ORDERS
Sales Order
no change after picking
necessary to use Cancellation
CUSTOMER MASTER (CCSMS)
INVOICE ENTRY
OPEN INVOICES (CIVHD,CIVDF)
Direct Sales Entry
OPEN A/R (COPAR)
*WITH A/R
INVOICE PRINT
BACK ORDERS (CBOHD, CBODF)
BACK ORDER RELEASE
UPDATES: Inventory
Customer Master
Sales Analysis
Sales Commissions

DIRECT SALES ENTRY CYCLE

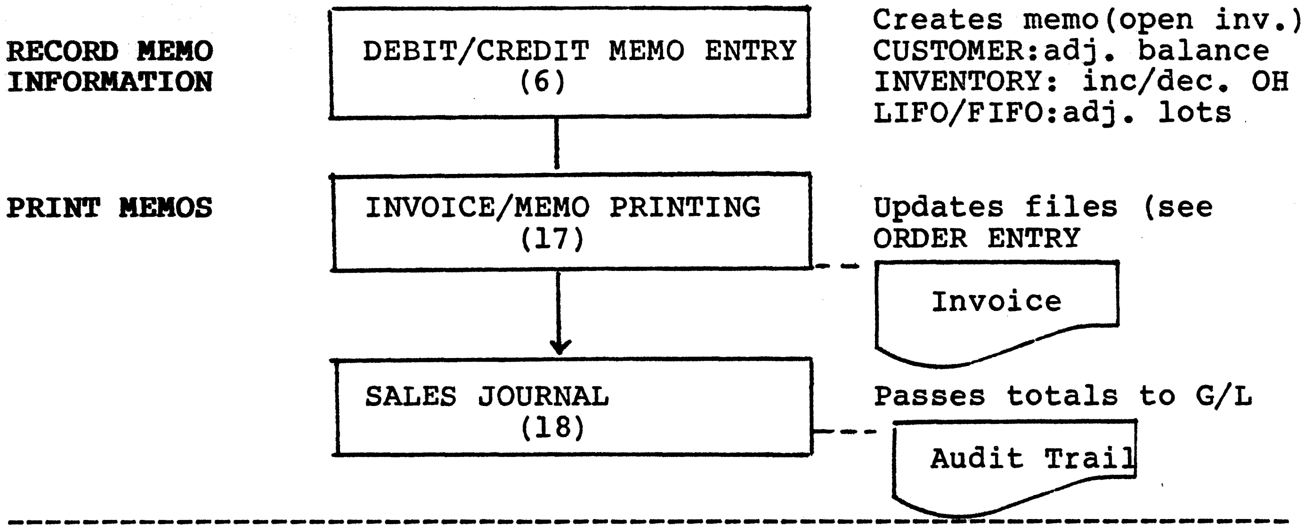

RECORD SALES
DIRECT SALES ENTRY (2)
Creates Open Invoice
CUSTOMER: inc. open invoice amount
INVENTORY: dec. OH; dec. LIFO/FIFO
update Inventory here
DIRECT SALES REPORT (14)
Audit Trail
PRINT INVOICES
INVOICE/MEMO PRINTING (17)
Updates files (see ORDER ENTRY)
Invoice
SALES JOURNAL (18)
Passes totals to G/L
Audit Trail

BACK ORDER CYCLE

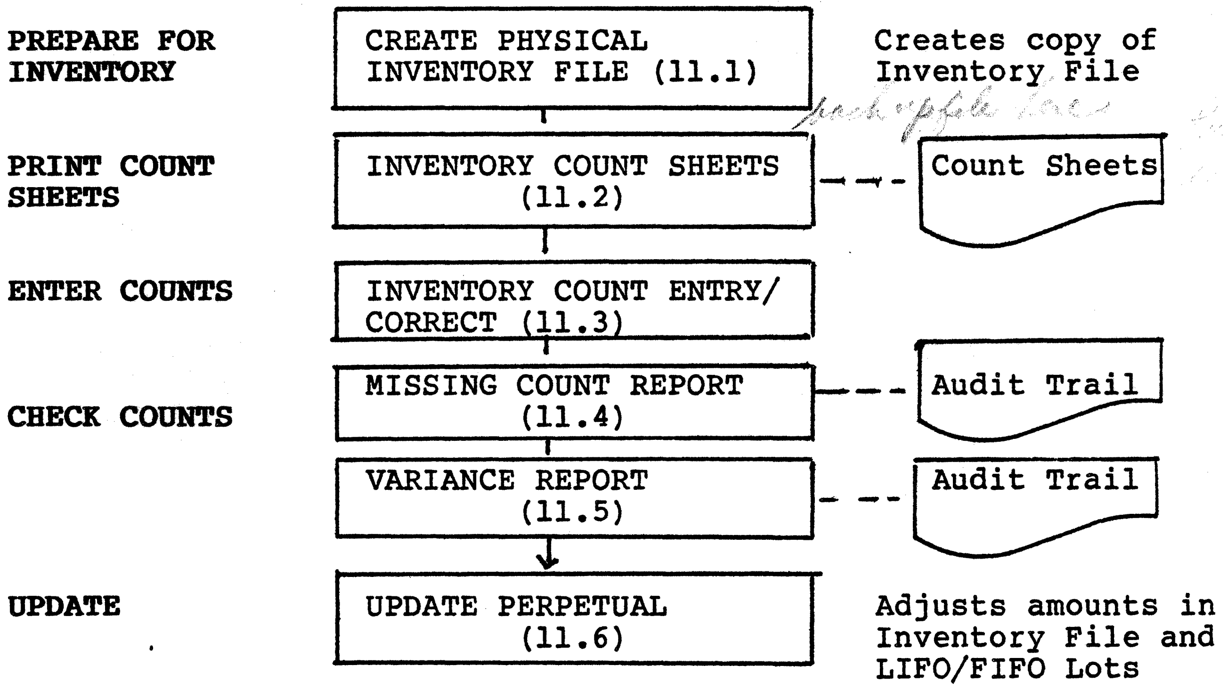

RECORD BACK ORDERED ITEMS
ORDER INVOICING (5)
Defines back orders
CREATE BACK ORDER
INVOICE/MEMO PRINTING (17)
Creates back order
Invoice
RELEASE BACK ORDERED ITEMS
BACK ORDERED ITEMS REPORT (19)
*For auto release
BACK ORDER RELEASE (7)
Manual OR Automatic
PRINT BACK ORDERS (Pick Lists)
ORDER PRINTING (16)
Backorders

Month to date Sales on screen

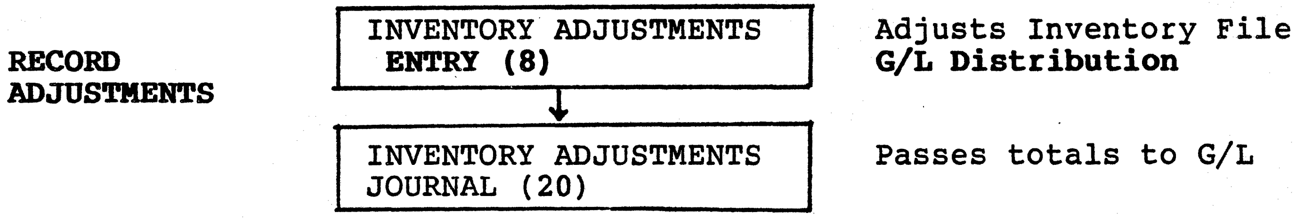
DEBIT/CREDIT MEMOS CYCLE


RECORD MEMO INFORMATION
DEBIT/CREDIT MEMO ENTRY (6)
Creates memo(open inv.)
CUSTOMER:adj. balance
INVENTORY: inc/dec. OH
LIFO/FIFO:adj. lots
PRINT MEMOS
INVOICE/MEMO PRINTING (17)
Updates files (see ORDER ENTRY
Invoice
SALES JOURNAL (18)
Passes totals to G/L
Audit Trail

PHYSICAL INVENTORY CYCLE


PREPARE FOR INVENTORY
CREATE PHYSICAL INVENTORY FILE (11.1)
Creates copy of Inventory File
back up file [illegible]
PRINT COUNT SHEETS
INVENTORY COUNT SHEETS (11.2)
Count Sheets
ENTER COUNTS
INVENTORY COUNT ENTRY/ CORRECT (11.3)
CHECK COUNTS
MISSING COUNT REPORT (11.4)
Audit Trail
VARIANCE REPORT (11.5)
Audit Trail
UPDATE
UPDATE PERPETUAL (11.6)
Adjusts amounts in Inventory File and LIFO/FIFO Lots

INVENTORY ADJUSTMENTS


RECORD ADJUSTMENTS
INVENTORY ADJUSTMENTS ENTRY (8)
Adjusts Inventory File
G/L Distribution
INVENTORY ADJUSTMENTS JOURNAL (20)
Passes totals to G/L

Order Processing

MONTH-END PROCEDURES

- Complete all order processing or direct sales activity to be included in this period. Be certain to print all ORDERS, ORDER REGISTER, INVOICES AND MEMOS, SALES JOURNAL, BACKORDER REPORTS. Month & Det. Sales Journal
- Print any necessary month-end reports (inventory reports, sales analysis reports, customer master report).
- Perform month-end processing:
  - CLEAR CUSTOMER MTD FIELDS
  - CLEAR INVENTORY MTD FIELDS
  - CLEAR SALES REP COMMISSIONS
- Optional:
  - RESTORE SALES HISTORY FILES - type history
  - UPDATE SALES ANALYSIS FILES
  - PRINT SALES HISTORY REPORTS
  - BACKUP SALES HISTORY FILES (Recommendation: Make TWO backup copies)

Month End Processing 1-7 and go back to 4 then 1 & 2 (only if you don't want history update)

YEAR-END PROCEDURES

- Perform all above month-end procedures for the final accounting period.
- CLEAR CUSTOMER YTD FIELDS
- CLEAR SALES REP COMMISSIONS
- CLEAR INVENTORY YTD FIELDS
- **If you are NOT using the GENERAL LEDGER application, change G/L CLOSING PERIOD RECORD:

  Fields 4 and 5: Enter value 0
  Field 7: Enter value 1
  Fields 9 - 20: Enter new year's closing dates

REPORTS: Order Processing

INQUIRY

ORDER INQUIRY
By order number or by customer number and customer's purchase order number

MONTH-TO-DATE SALES INQUIRY
Displays current month sales activity according to operator-specified requirements

MANAGEMENT REPORTS

ORDER STATUS
Status of open sales orders and/or backorders, listed in sales order number sequence. Provides total order values.

SALES ANALYSIS REPORTS: MTD ("Monthly") and YTD ("History")
Variety of reports summarize sales activity by sales rep, product, customer. Lists sales quantities, sales dollars, cost dollars, and gross profit percentage.

CREDIT EXCEPTION REPORT
Lists all customers who have orders which have exceeded credit limits. Takes into consideration invoices, memos, cash receipts, open sales orders and back orders.

CRITICAL INVENTORY REPORT
Lists items where available quantities are less than or equal defined reorder point. Prints by warehouse location with totals for all warehouses.

INVENTORY MOVEMENT REPORT
Five different reports show all MTD and YTD inventory activity since specified date; allows analysis of fast and slow moving items.

INVENTORY COMMITTED REPORT
Lists items committed to fill existing orders; shows items with insufficient quantities on hand (to be backordered)

INVENTORY WAREHOUSE REPORT
Lists all inventory items in specified warehouse locations--quantities on hand, committed and available

INVENTORY VALUE REPORT
Lists all inventory items by warehouse. Provides current item valuation and total value of inventory.

MASTER FILE REPORTS

INVENTORY PRICE SCHEDULE
    Lists pricing information in inventory item number sequence.

CUSTOMER CONTRACT REPORT
    Customers with contracts are listed by customer number

CUSTOMER MASTER REPORT
    All or selected range of customers--or by sales representative; in customer number or customer name order

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AS OF:07/08/83     ON:07/08/83                                                                                              PAGE:   1
REPORT NUMBER  (4.13)
                                                         Business Application Demonstrations
                                                                 ORDER STATUS REPORT
*O P E N   O R D E R   F I L E*                         LAKESIDE S.G. - HEADQUARTERS HQ

ORDER       CUSTOMER NO.      --S T A T U S--  -----D A T E----          CUSTOMER                                                  ORDER
NUMBER          NAME          BKD PRT CNF INV  ORDERED    WANTED   SLS WHS ORDER NO.     LINE ITEM NUMBER  UM BIN  QTY      PRICE    VALUE
------     ---------------    --- --- --- ---  --------   -------  --  --  ----------    ---  ----------   --  ---  ---      -----    -----

H    1   1000                  Y   Y   N   N   06/21/83   ASAP      01  1 1234          001  2000         EA  A2    50      3.43   171.50
      THE GOALPOST                                                                      002  1000         DZ  A1   100     19.60  1960.00
                                                                                        003  3000         EA  A3   100     17.64  1764.00
                                                                                                                        * TOTAL *  3895.50

H    2   3000                  Y   Y   N   N   07/08/83   ASAP      03  1               001  5000         EA  A5    50      4.75   237.50
      THE SPORTS PALACE                                                                 002  2000         EA  A2   100      3.33   333.00
                                                                                                                        * TOTAL *   570.50

H    3   5000                  Y   Y   N   N   07/08/83   ASAP      01  1               001  1000         DZ  A1   100     20.00  2000.00
      THE GOLF CADDY


                                                                                        F I L E   T O T A L                      6466.00

                                                                                        R E P O R T   T O T A L                  6466.00
```

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AS OF: 07/08/83  ON: 07/08/83                                                                              PAGE  1
REPORT NUMBER   (4.21)

                                          Business Application Demonstrations
                                               CREDIT EXCEPTION REPORT
                                           LAKESIDE S.G. - HEADQUARTERS SF

C U S T O M E R      CREDIT     YTD    LARGEST     DATE     CURRENT    ORDER AMT      --   E X C E P T I O N    O R D E R S  --
NUMBER / NAME         LIMIT    SALES   BALANCE   LAST PAY   BALANCE    OUTSTANDG     ORDER NO.  DATE    ORDER AMOUNT  EXCEPTION AMT

  5000                 2500     1839      1949   11/30/81   1,562.44    2,000.00       H    3  07/08/83     2,000.00
THE GOLF CADDY                                                                                * TOTAL *     2,000.00        1,062.44
PHONE: (415)555-1212   SALES REPRESENTATIVE JOHN W. BROWN


                                                        *  C O M P A N Y   T O T A L            2,000.00        1,062.44
```

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AS OF: 06/29/83  ON: 06/29/83                                                                                    PAGE    1
REPORT NUMBER   (4.22.1)

                                                   LAKESIDE SPORTING GOODS, INCORPORATED
                                                         CRITICAL INVENTORY REPORT
                                                               WAREHOUSE 1

    ITEM                                         --TOTAL ALL WAREHOUSES--
   NUMBER         DESCRIPTION                    ON HAND  ON ORDER  PRICE     COST UM  VENDOR     BIN ON HAND COMMITTED ACTIVITY REORDER
--------------------------------------------------------------------------------------------------------------------------------------

        4000  BASEBALL BAT, ALUMINUM, 30"            120         0   18.50     7.75 EA            A4       25         0        0      25

        6000  CAPS, TENNIS VISOR STYLE               285         0    3.75     2.00 EA            A6      100         0      100     250

 880-AL-2590  ALUMINUM BOAT, 18', ACME                 4         0  225.00   150.00 EA            A15       2         2        1       2

 ABC-123-XYZ  TENNIS BALLS, ACME, YELLOW             208         0    2.50     1.50 CN            Z1       99         0        0     100
```

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AS OF: 06/29/83  ON: 06/29/83                                                                                    PAGE:   1
REPORT NUMBER   (4.22.2)
                                                 LAKESIDE SPORTING GOODS, INCORPORATED
                                                       INVENTORY MOVEMENT REPORT
                                                   (ITEMS WITH SALES SINCE 01/01/01)
                                             (FROM ITEM:         1000 TO ITEM: ZZZZZZZZZZZZ)
                                              (FROM VALUE:      $0.00 TO VALUE:  $999999.99)

ITEM NAME          LAST     QUANTITY     ITEM     VALUE   QUANTITY       SALES       SALES   RETURNS      Q U A N T I T Y         VALUE
 NUMBER       UOM  SALE     ON  HAND     COST  ON HAND  ON ORDER        M-T-D       Y-T-D     Y-T-D      ON             SOLD      GOODS
---------     ---  ----     --------     ----  -------  --------        -----       -----     ----- WHS HAND COMMITTED YTD      SOLD YTD
BASEBALLS, LITTLE LEAGUE
        1000 DZ 06/29/83      1,775     10.00   17,750         0        2,100       2,100         0  1   650        0   2100     21,000
                                                                                                     2   325      225      0          0
                                                                                                     3   450        0      0          0
                                                                                                     4   350        0      0          0
                                                                                            TOTAL --    1775      225   2100     21,000
SOFTBALLS, ADULT LEAGUE
        2000 EA 06/29/83        630      2.00    1,260         0          500         500         0  1   200        0    500      1,000
                                                                                                     2    75       70      0          0
                                                                                                     3   275        0      0          0
                                                                                                     4    80        0      0          0
                                                                                            TOTAL --     630       70    500      1,000
BASEBALL BAT, WOOD, 30"
        3000 EA 06/29/83         15      7.50      113         0          150         150         0  1    75        0      0          0
                                                                                                     2    30       25      0          0
                                                                                                     3   100-      50    150      1,125
                                                                                                     4    10        0      0          0
                                                                                            TOTAL --      15       75    150      1,125
BASEBALL BATS, WOOD, 31"
        3100 EA 11/21/82        150      7.50    1,125         0            0           0         0  1    75        0      0          0
                                                                                                     2    50        0      0          0
                                                                                                     3    15        0      0          0
                                                                                                     4    10        0      0          0
                                                                                            TOTAL --     150        0      0          0
BASEBALL BAT, WOOD, 32"
        3200 EA 11/22/82        150      8.25    1,238         0            0           0         0  1    70        0      0          0
                                                                                                     2    45        0      0          0
                                                                                                     3    25        0      0          0
                                                                                                     4    10        0      0          0
                                                                                            TOTAL --     150        0      0          0
BASEBALL BAT, WOOD, 33"
        3300 EA 11/23/82        125      8.75    1,094         0            0           0         0  1    60        0      0          0
                                                                                                     2    40        0      0          0
                                                                                                     3    20        0      0          0
                                                                                                     4     5        0      0          0
                                                                                            TOTAL --     125        0      0          0
BASEBALL BAT, ALUMINUM, 30"
        4000 EA 06/29/83        120      7.75      930         0            0           0         0  1    25        0      0          0
                                                                                                     2    20       15      0          0
                                                                                                     3    50      200      0          0
                                                                                                     4    25        0      0          0
                                                                                            TOTAL --     120      215      0          0
```

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AS OF: 06/29/83   ON: 06/29/83            LAKESIDE SPORTING GOODS, INCORPORATED                    PAGE: 1
REPORT NUMBER: 4.23.3                      MONTHLY SALES ANALYSIS BY CUSTOMER
                                                    ALL COMPANIES

                                                                       SALES      SALES        COST     G/P
CUSTOMER                                                            QUANTITY    DOLLARS     DOLLARS      %
-----------------------------------------------------------------------------------------------------------
  1000  THE GOALPOST                                                     200     778.00      375.00  51.8

  4000  ABC SPORTING GOODS                                             2,400  41,400.00   20,800.00  49.8

  5000  THE GOLF CADDY                                                   100     375.00      200.00  46.7

  6000  O-JAY'S SPORT SHOP                                               101   2,225.00    1,150.00  48.3

  8000  THE DUGOUT                                                       150   2,700.00    1,125.00  58.3

 10000  MADISON SQUARE SPORTING GOODS                                     45   5,875.00    3,575.00  39.2

                                   TOTALS FOR ALL CUSTOMERS            2,996  53,353.00   27,225.00  49.0
```

```
AS OF: 06/29/83   ON: 06/29/83            LAKESIDE SPORTING GOODS, INCORPORATED                    PAGE: 5
REPORT NUMBER: 4.23.5                  MONTHLY SALES ANALYSIS BY SALES REPRESENTATIVE
                                                    ALL COMPANIES

                                                                       SALES      SALES        COST     G/P
 SALES REPRESENTATIVE                                               QUANTITY    DOLLARS     DOLLARS      %
-----------------------------------------------------------------------------------------------------------
01  JOHN W. BROWN                                                      2,600  42,178.00   21,175.00  49.8

03  JACK A. THOMAS                                                       100     375.00      200.00  46.7

04  STEVEN WHITE                                                         101   2,225.00    1,150.00  48.3

05  MICHAEL J. CARTER                                                    150   2,700.00    1,125.00  58.3

06  WILLIAM B. JOHNSON                                                    45   5,875.00    3,575.00  39.2

                                   TOTALS FOR ALL SALES REPRESENTATIVES  2,996  53,353.00   27,225.00  49.0
```

ORDER PROCESSING SETUP

INFORMATION NEEDED:

- List of present chart of accounts numbers* (if no GL)
- Month-end dates for current fiscal year* (if no GL)
- Inventory Item Data: Descriptions, costing and pricing methods, quantiites (also in PO)
- Customer Data: Names, addresses, credit limit, payment terms (also in AR)
- Open Sales Order Information

DECISIONS TO BE MADE:

- Operator selector access
- Chart of accounts numbering scheme (if no GL)
- Inventory numbering scheme (co. codes share)
- Implementation of pricing (discount/markup) structure
- Codes for Sales Tax, Payment Terms, Sales Representatives, Miscellaneous Charges, Memos and Adjustments Reasons

WORKSHEETS TO BE COMPLETED AND ENTERED:

Company Setup:

- Installation Worksheet
- Company Information Worksheet

Operator Access:

- Operator Information Worksheet
- Business Applications/Selector Security
- Order Processing Selections

Master Files:

- Chart of Accounts Worksheet* (same as GL)
- Closing Period Record Worksheet* (same as GL)
- Customer Payment Terms (same as AR)
- Sales Representative (same as AR)
- Sales Tax Information (same as AR)
- Customer Master File Worksheet (co. codes share this file; same as AR)
- Customer Ship To Address File (same as AR)
- Ship Via Methods File (same as AR)
- Message File
- Miscellaneous Charge Records
- Memos and Adjustments Reason Codes
- Inventory Item Master (co. codes share this file; same as PO)--for up to 2 warehouse locations [illegible]
- Inventory Location 3, 4 and 5 (also in PO)--for additional inventory locations.
- Inventory Multi Pricing
- LIFO/FIFO Lots File
- Customer Contract File
- Sales Journal Accounts**

AFTER WORKSHEETS HAVE BEEN ENTERED:

1. Print and review master file reports: Customer Master Report, Inventory Price Schedule, Customer Contract Report
2. Enter ON-HAND QUANTITIES for all Inventory Items in each warehouse using LOAD INVENTORY QUANTITIES.
3. Record OPEN ORDERS through: Order Entry--Order Register--Print Orders

NOTES:

* This information must be entered for each company code.
** If you are installing multiple companies, these GL #'s must be the same in each operating company's chart of accounts.

Customer Payment Terms Worksheet

1–TERMS PREFIX **D ***

2–TERMS CODE ___
0–9

3 NUMBER OF DAYS ___ ___ ___
1–999

4 DISCOUNT % ___ ___ . ___ ___
numeric

5∧DESCRIPTION ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
alphanumeric

1– net 30

2– COD

3– [illegible]

4– 15 da [illegible]

5– [illegible]

Sales Representative File Worksheet

1 –SALES REP ID
alphanumeric

2 SALES REP NAME
alphanumeric

3 ADDRESS LINE 1
alphanumeric

4 ADDRESS LINE 2
alphanumeric

5 ADDRESS LINE 3
alphanumeric

6 COMMISSION MTD .
numeric

7 COMMISSION YTD .
numeric

8 COMMISSION % .
numeric

9 COMPANY CODE
alphanumeric

10 COMMISSION TYPE
A

Blank or A – % of Gross Profit
% of Sales

Sales Tax Information Records Worksheet

*1 [illegible]

1 - TAX PREFIX T

2 – SALES TAX CODE └┴┘ alphanumeric

3 A TAX AUTH NAME └┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┴┘ alphanumeric

4 SALES TAX TYPE └┘ 1

5 SALES TAX % └┴┘ . └┘└┘ numeric

Customer Master File Worksheet

1 -	CUSTOMER NUMBER	alphanumeric
2 ∧	CUSTOMER NAME	alphanumeric
3	ADDRESS LINE 1	alphanumeric
4	ADDRESS LINE 2	alphanumeric
5	ADDRESS LINE 3	alphanumeric
6	DISCOUNT %	numeric
7	SPEC DSCNT IND	A-B
8	QTY BREAK CODE	A-B-C-D
9	QTY BREAK LEVEL	1–6
10	CONTRACT IND	A
11	BACK ORDER IND	A
12	STATEMENT IND	A
13	DELINQUENT IND	3–6–9
14	OPEN INVOICES	numeric
15	ON ACCOUNT AMT	numeric
16	CREDIT AMOUNT	numeric
17	DEBIT AMOUNT	numeric
18	CREDIT LIMIT	numeric
19	LARGEST BALANCE	numeric
20	ON ORDER AMOUNT	numeric
21	MTD SALES AMT	numeric
22	MTD SALES COST	numeric
23	YTD SALES AMT	numeric
24	YTD SALES COST	numeric
25	YTD CREDIT AMT	numeric
26	YTD PAYMENTS	numeric
27	PRIOR YR SALES	numeric
✓ 28 ∧	SALES TAX CODE	alphanumeric
✓ 29 ∧	SALES REP ID	alphanumeric
30	LARGST BAL DATE	m m d d y y
31	LAST PYMT DATE	m m d d y y
✓ 32 ∧	PYMT TERMS CODE	0–9
33	PHONE NUMBER	numeric
34	SERVICE CHG IND	A
35	NOT USED	
36	SORT KEY	alphanumeric
37	BANK ACCT NUM	alphanumeric
38	BANK ABA NUMBER	alphanumeric

— or A —

— or A

AR [illegible] master

limit

Customer Ship-to Address File Worksheet

1-CUSTOMER NUMBER
alphanumeric

2-SHIP-TO NUMBER
alphanumeric

✓ 3▲SHIP-TO NAME
alphanumeric

4 SHIP ADDRESS L1
alphanumeric

5 SHIP ADDRESS L2
alphanumeric

6 SHIP ADDRESS L3
alphanumeric

✓ 7▲SALES TAX CODE
alphanumeric

Ship Via Method Records Worksheet

1–SHIP VIA PREFIX **S**

2–SHIP VIA CODE |_|_|
alphanumeric

3ʌSHIP VIA METHOD |_|_|_|_|_|_|_|_|_|_|
alphanumeric

Message File Worksheet

IO - [illegible] - 0
[illegible] - 1

1 – MESSAGE PREFIX
I,O

2 – MESSAGE NUMBER
00–09

3 ∧ MESSAGE
alphanumeric

Miscellaneous Charge Records Worksheet

Labor?
Mileage

1 –MISC CHG PREFIX **X**

2 –MISC CHG CODE ___
alphanumeric

3 –MISC CHG DESCR ______________________________
alphanumeric

4 MISC CHG PRICE _____ . ___
numeric

Dr Memo
Cr Memo
01-15 Cr M
16-30 Dr M

Memos and Adjustments Reason Codes Worksheet

1-REASON PREFIX Y

2-REASON CODE
01–40

3ʌREASON
alphanumeric

Inventory-Item Master Worksheet

1–ITEM NUMBER alphanumeric

2 ALT ITEM NUMBER alphanumeric

requirement

3 VENDOR ITEM NO alphanumeric

4∧ DESCRIPTION alphanumeric

5 QTY TOT ONHAND computer-controlled

6 QTY ON ORDER numeric

7 BASE PRICE ____ . ___ numeric

8∧ ACCOUNTING COST ____ . ___ numeric

9∧ UNIT OF MEASURE alphanumeric

10 COMMISSION % ___ . __ numeric

11 VENDOR NUMBER alphanumeric

12 VENDOR COST ____ . ___ numeric

13 LAST SALES DATE m m d d y y

14 LEAD TIME DAYS numeric

15 CLASS CD POS 0–12

16 CLASS CD LNGTH 0–6

17 PRICE CAT POS 0–12

18 PRICE CAT LNGTH 0–6

19 MULTI-PRICE IND 1, blank

→ 0 none
1 – yes

20 NOT USED A

21 COST METHOD IND A-M-L-F, blank

(21)
— or
A = average
M – Market value
L – LIFO
F – FIFO

22 SALES TAX CODE 0–9, blank

1 – [illegible] taxable
— [illegible]

23 NOT USED B

24 SALES QTY YTD numeric

25 SALES QTY MTD numeric

26 QTY RETURN YTD numeric

27 QTY ONHAND WHS1 computer-controlled

28 QTY COMMIT WHS1 computer-controlled

29 QTY SOLD W1 YTD numeric

30 REORDR POINT W1 numeric

31 BIN LOCATION W1 alphanumeric

32 QTY ONHAND WHS2 computer-controlled

33 QTY COMMIT WHS2 computer-controlled

34 QTY SOLD W2 YTD numeric

35 REORDR POINT W2 numeric

36 BIN LOCATION W2 alphanumeric

37 CLASS CODE alphanumeric

38 PRICE CATEGORY alphanumeric

Classification for Sales Analysis
Multiple Cat

600015678-5W
15. 11
16. 02 characters
17.
18.

10. [illegible]
[illegible]
— [illegible]

Inventory Location 3, 4, and 5 Worksheet

1–ITEM NUMBER	alphanumeric
2–ITEM SUFFIX	2
3 QTY ONHAND WHS3	computer-controlled
4 QTY COMMIT WHS3	computer-controlled
5 QTY SOLD W3 YTD	numeric
6 REORDR POINT W3	numeric
7 BIN LOCATION W3	alphanumeric
8 QTY ONHAND WHS4	computer-controlled
9 QTY COMMIT WHS4	computer-controlled
10 QTY SOLD W4 YTD	numeric
11 REORDR POINT W4	numeric
12 BIN LOCATION W4	alphanumeric
13 QTY ONHAND WHS5	computer-controlled
14 QTY COMMIT WHS5	computer-controlled
15 QTY SOLD W5 YTD	numeric
16 REORDR POINT W5	numeric
17 BIN LOCATION W5	alphanumeric

Inventory Multi-Pricing File Worksheet

1 – MLTI-PRICE CODE: ____________ alphanumeric — Inventory Item or Category

2 – KEY SUFFIX 0

3 BREAK INDICATOR _ 0–1–2–3

[illegible] percentage [illegible] 2nd # dollars [illegible]

[illegible] breaks

[illegible] breaks

[illegible]

item will match [illegible]

of [illegible]

4 QTY BREAK 1 ________ numeric

5 PRICE BREAK 1 ______ . ___ numeric

6 QTY BREAK 2 ________ numeric

7 PRICE BREAK 2 ______ . ___ numeric

8 QTY BREAK 3 ________ numeric

9 PRICE BREAK 3 ______ . ___ numeric

10 QTY BREAK 4 ________ numeric

11 PRICE BREAK 4 ______ . ___ numeric

12 QTY BREAK 5 ________ numeric

13 PRICE BREAK 5 ______ . ___ numeric

14 QTY BREAK 6 ________ numeric

15 PRICE BREAK 6 ______ . ___ numeric

LIFO/FIFO Lots File Worksheet

1–ITEM NUMBER ____________
alphanumeric

2–WAREHOUSE CODE _
1-5

3 QTY ONHAND LOT1 _______
numeric

4 ITEM COST LOT 1 _______ . ___
numeric

5 QTY ONHAND LOT2 _______
numeric

6 ITEM COST LOT 2 _______ . ___
numeric

7 QTY ONHAND LOT3 _______
numeric

8 ITEM COST LOT 3 _______ . ___
numeric

9 QTY ONHAND LOT4 _______
numeric

10 ITEM COST LOT 4 _______ . ___
numeric

11 QTY ONHAND LOT5 _______
numeric

12 ITEM COST LOT 5 _______ . ___
numeric

13 QTY ONHAND LOT6 _______
numeric

14 ITEM COST LOT 6 _______ . ___
numeric

Customer Contract File Worksheet

1–CUSTOMER NUMBER ⎵⎵⎵⎵⎵⎵ alphanumeric

2–CONTRACT CODE ⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵ alphanumeric

3– CONTRACT NUMBER ⎵⎵⎵⎵⎵ alphanumeric

4 CONTRACT DATE ⎵⎵⎵⎵⎵⎵ m m d d y y

5 EXPIRATION DATE ⎵⎵⎵⎵⎵⎵ m m d d y y

6 UNIT OF MEASURE ⎵⎵ alphanumeric

7A ITM CONTR PRICE ⎵⎵⎵⎵ . ⎵⎵ numeric

8 CONTR QTY SOLD ⎵⎵⎵⎵⎵⎵⎵ numeric

9 QUANTITY LIMIT ⎵⎵⎵⎵⎵⎵⎵ numeric

10 CONTRACT NAME ⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵ alphanumeric

11 CONTR ITEM DESC ⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵ alphanumeric

12 CONTR PRICE IND ⎵ A–B–C–D–blank — no 7, A - use # in 7a as % off of base Price

B - # discount off base price

C - # in 7 as percentage reduction on 1 of

multi price file.

D - # in 7a as deduction off multi price

13 MULTI-PRICE KEY ⎵⎵⎵⎵⎵⎵ alphanumeric

13 - Multi price indicator code

especially for this contract.

Chart of Accounts Worksheet

1 – COMPANY CODE `|_|_|`
alphanumeric

2 – ACCOUNT NUMBER `|_|_|_|_|_|_|`
numeric

3 SUB ACCOUNT # `|_|_|_|_|_|_|`
numeric

4∧ ACCT DESCRIPTN `|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|`
alphanumeric

5∧ ACCT TYPE `|_|`
A–L–0

6 DR-CR IND `|_|`
D–C

7 RATIO IND `|_|`
1–6; A–F

8 BAL FWD LAST YR `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

9 LSTYR AMT PRD01 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

10 LSTYR AMT PRD02 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

11 LSTYR AMT PRD03 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

12 LSTYR AMT PRD04 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

13 LSTYR AMT PRD05 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

14 LSTYR AMT PRD06 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

15 LSTYR AMT PRD07 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

16 LSTYR AMT PRD08 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

17 LSTYR AMT PRD09 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

18 LSTYR AMT PRD10 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

19 LSTYR AMT PRD11 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

20 LSTYR AMT PRD12 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

21 CURYR AMT PRD01 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

22 CURYR AMT PRD02 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

23 CURYR AMT PRD03 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

24 CURYR AMT PRD04 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

25 CURYR AMT PRD05 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

26 CURYR AMT PRD06 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

27 CURYR AMT PRD07 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

28 CURYR AMT PRD08 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

29 CURYR AMT PRD09 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

30 CURYR AMT PRD10 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

31 CURYR AMT PRD11 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

32 CURYR AMT PRD12 `|_|_|_|_|_|_|_|_|.|_|_|`
numeric

Closing Period Record Worksheet

1– GL PRD REC KEY *G

2– COMPANY CODE
alphanumeric

3 RTNED EARN AMT .
numeric

4▲ LAST PERIOD
0–12

5▲ LAST QUARTER
1–4

6▲ YEAR END IND
0–1

7▲ CURRENT PERIOD
1–12

8 TRAN SEQ CNT
computer-controlled

9▲ CLOSE PERIOD 01
m m d d y y

10▲ CLOSE PERIOD 02
m m d d y y

11▲ CLOSE PERIOD 03
m m d d y y

12▲ CLOSE PERIOD 04
m m d d y y

13▲ CLOSE PERIOD 05
m m d d y y

14▲ CLOSE PERIOD 06
m m d d y y

15▲ CLOSE PERIOD 07
m m d d y y

16▲ CLOSE PERIOD 08
m m d d y y

17▲ CLOSE PERIOD 09
m m d d y y

18▲ CLOSE PERIOD 10
m m d d y y

19▲ CLOSE PERIOD 11
m m d d y y

20▲ CLOSE PERIOD 12
m m d d y y

21 NOT USED

22 RETND EARN ACCT
numeric

Sales Journal is Invoice Register

Sales Journal Accounts Worksheet

1-GLCTL REC KEY A A

2 GL # OF ENTRIES ___ numeric 97

3 JOURNAL NUMBER ______ numeric

[illegible]

4 NET AR ACCOUNT ________ numeric

5 DISCOUNT ACCT ________ numeric

6 GROSS ACCT AR ________ numeric

7 SLS TAX ACCT AR ________ numeric

8 FREIGHT ACCT AR ________ numeric

9 COST GOODS ACCT ________ numeric

10 INVENTORY ACCT ________ numeric

11 DR-CR MASK 1 DDCCCD D-C D-R C [illegible]

12 DR-CR MASK 2 C D-C

LAB EXERCISES

ORDER PROCESSING: Conversion

1. Which master file does OP share with PO?

2. a. What is the maximum number of characters in the Inventory Item No. field?

   b. What is the purpose of the CLASS CODE field in the Inventory Master File?

   c. What is the purpose of the CATEGORY CODE field in the Inventory Master File?

3. What worksheets (records) must be completed BEFORE you can complete the CUSTOMER MASTER FILE worksheet?

4. How do you enter the QUANTITY ON HAND fields in the Inventory Item records?

5. What are the inventory COSTING methods available with the BAS OP system?

6. What files are accessed by the BAS OP system to enable different PRICING methods?

7. Which GL accounts must be established in the Chart of Accounts for summarizing OP transactions?

LAB: OP2

Business Demo Selection

Order Processing: Processing

BS BAS Op. Code
S/O

OBJECTIVE: **Produce two sales orders. Backorder selected items the warehouse informs you were not in stock.**

Start of Day

TASK: Enter 2 sales orders based on the following calls from customers"

> ORDER FROM "**The Goalpost**" (**Customer No. 1000**):
>
> "I'd like to order **100 Little League Baseballs** and **50 Aluminum Baseball Bats (30")**. If you don't have the Baseball Bats in Aluminum, send me **Wood** ones instead. Please send them to me **ASAP**--go ahead and ship them to our location on Shattuck Avenue.*"

> ORDER FROM "**The Golf Caddy**" (**Customer No. 5000**):
>
> "Please send me **100 Executive Men's Golf Clubs** and **200 Executive Men's Golf Bags.** Could you please make sure to ship these by **UPS?** I know we might be over our credit limit on this order, but the check's in the mail. . ."

STEPS:

1. Don't forget your processing cycle with **ORDER PROCESSING. . . ORDER ENTRY---REGISTER ORDERS--PRINT ORDERS**

2. After each step in the cycle, use the INQUIRY option to check the status of your orders.

3. Note convenient features: on-line credit checking, customer contract capability, drop shipments, interface with inventory information.

*(Location on Shattuck Ave. is SHIP TO location code number 01)

```
AS OF: 07/08/83  ON: 07/08/83                                                                          PAGE:   1
REPORT NUMBER ( 4.24)
                                             Business Application Demonstrations
                                                  CUSTOMER MASTER REPORT

         ------------- CUSTOMER -------------     TELEPHONE    CREDIT    YTD    LAST PYMT  DISCOUNT  TAX  SLS        SRV
NUMBER          NAME & ADDRESS                     NUMBER      LIMIT    SALES    DATE     PERCENT  AUTH  ID  TERMS  CHG


   1000  THE GOALPOST                             415-555-1212   10000    2039  03/10/83     2.00    C2   01    1     A
         1901 HARVARD AVENUE
         BERKELEY, CA  95028

   2000  THE SPORTS LOCKER                        415-555-1212   15000    4867  11/30/81     3.00    C2   02    2     A
         1600 POLK STREET
         SAN FRANCISCO, CA  94119

   3000  THE SPORTS PALACE                        415-555-1212   25000   11470  11/30/81     5.00    C2   03    2     A
         727 GEARY BLVD.
         SAN FRANCISCO, CA  94119

   4000  ABC SPORTING GOODS, INC.                 415-555-1212   10000    7463  11/30/81     2.00    C2   04    2     A
         555 LOMBARD STREET
         SAN FRANCISCO, CA  94118

   5000  THE GOLF CADDY                           415-555-1212    2500    1839  11/30/81      .00    C1   01    3
         1599 1ST STREET
         OAKLAND, CA 94027

   6000  O-JAYS SPORTS SHOP                       408-555-1212    5000    8463  11/30/81     2.50    C1   03    1     A
         1500 EL CAMINO REAL
         SAN JOSE, CA  95128

   7000  WILLIE'S PLACE                           210-555-1212   15000   13290  11/30/81     2.50    N2   05    2     A
         1759 J STREET
         ALBANY, NEW YORK  10124

   8000  THE DUGOUT, INC.                         800-555-1212   15000   18497  11/30/81     2.50    N1   06    2     A
         15 MAXIMUM AVENUE
         YONKERS, NEW YORK  10099

   9000  MADISON SQUARE SPORTING GOODS            800-555-1212   25000   22465  11/30/81     5.00    N3   06    2     A
         915 MADISON AVENUE
         NEW YORK CITY, NEW YORK  10015
```

```
AS OF: 07/08/83  ON: 07/08/83                                  PAGE  1
REPORT NUMBER  (4.22.7)

                     Business Application Demonstrations
                           INVENTORY VALUE REPORT
                                WAREHOUSE 1
                   FROM ITEM '       1000' TO THE LAST ITEM

                                           COST  ACCTG.  QUANTITY
ITEM  NUMBER     ITEM DESCRIPTION         METHOD  COST   ON HAND      EXTENSION

         1000 BASEBALLS, LITTLE LEAGUE       A      10.00      750       7,500.00
         2000 SOFTBALLS, ADULT LEAGUE        A       2.00      200         400.00
         3000 BASEBALL BAT, WOOD, 30"        L       7.50       75         562.50
         3100 BASEBALL BATS, WOOD, 31"       L       7.50       75         562.50
         3200 BASEBALL BAT, WOOD, 32"        L       8.25       70         577.50
         3300 BASEBALL BAT, WOOD, 33"        L       8.75       60         525.00
         4000 BASEBALL BAT, ALUMINUM, 30"    L       7.75       25         193.75
         4100 BASEBALL BAT, ALUMINUM, 31"    L       7.25       50         362.50
         4200 BASEBALL BAT, ALUMINUM, 32"    L       8.00       50         400.00
         4300 BASEBALL BAT, ALUMINUM, 33"    L       8.75       50         437.50
         5000 CAPS, BASEBALL, FITS ALL SIZES F       1.75      500         875.00
         6000 CAPS, TENNIS VISOR STYLE       F       2.00      200         400.00
         7000 FOOTBALLS, UNTRU-BOUNCER                .00       15            .00
         8000 BOWLING BALLS, TRU-ROLL                 .00       40            .00
         9000 DARTS, w/FEATHER-ENDS, POINTED          .00       20            .00
      101-400 GOLF CLUBS, MEN'S, EXECUTIVE   A      95.00       20       1,900.00
      101-500 GOLF CLUBS, MEN'S,INTERMEDIATE A      75.00       18       1,350.00
      101-600 GOLF CLUBS, MEN'S, BEGINNER    A      55.00       15         825.00
      101-700 GOLF CLUBS, WOMEN'S, EXECUTIVE A      95.00       20       1,900.00
      101-800 GOLF CLUBS, WOMEN'S, INTERMED. A      75.00       18       1,350.00
      101-900 GOLF CLUBS, WOMEN'S, BEGINNER  A      65.00       15         975.00
      501-100 GOLF BAG, MEN'S, EXECUTIVE     A      50.00       30       1,500.00
      501-200 GOLF BAG, MEN'S, INTERMEDIATE  A      25.00       18         450.00
      501-300 GOLF BAG, MEN'S, BEGINNER      A      15.00       15         225.00
      501-400 GOLF BAG, WOMEN'S, EXECUTIVE   A      27.50       25         687.50
      501-500 GOLF BAG, WOMEN'S, INTERMED.   A      22.50       20         450.00
      501-600 GOLF BAG, WOMEN'S, BEGINNER    A      17.50       18         315.00
  880-AL-2590 ALUMINUM BOAT, 18', ACME       A     150.00        3         450.00
  880-AL-2595 ALUMINUM BOAT,18',ACME, w/ M/M A     160.00        2         320.00
  ABC-123-XYZ TENNIS BALLS, ACME, YELLOW     M       1.50       99         148.50
  QRS-123-XYZ TENNIS BALLS, ACME, WHITE      M       1.50      199         298.50


                                                                  ------------
                          TOTAL VALUE FOR WAREHOUSE 1:               25,940.75













COST METHOD: 'A' OR BLANK = MKT AVERAGE, 'M' = MKT VALUE, 'F' = FIFO, 'L' = LIFO
```

1000

THE GOALPOST
1901 HARVARD AVENUE
BERKELEY, CA 95028

THE GOALPOST
101 SHATTUCK AVENUE
BERKELEY, CA 95027

WAREHOUSE HQ-1

H 10 07/08/83 DROP SHIP BEST WAY 01

001	1000	LITTLE LEAGUE BASEBALLS	DZ	100	A1	2.25
002	3000	BASEBALL BAT, WOOD, 30"	EA	50	A3	17.64

not in stock!

5000

THE GOLF CADDY SAME
1599 1ST STREET
OAKLAND, CA 94027

WAREHOUSE HQ-1

H 9 07/08/83 ASAP UPS 01

001	101-400	GOLF CLUBS, MEN'S, EXECUTIVE	EA	100 X25	150.00
002	501-100	GOLF BAG, MEN'S, EXECUTIVE	EA	200 X70	75.00

only 75 in stock

'E'S THE ORDER — HOPE THE CHECK'S REALLY IN THE MAIL. . .

LAB: OP3

Order Processing: Invoicing

II. The warehouse sends back the attached copies of the orders which you processed for the two customers.

A. Produce invoices for the items which were shipped, backordering the items which were not.

B. Print the invoices, then the SALES JOURNAL.

C. Print an ORDER STATUS REPORT.

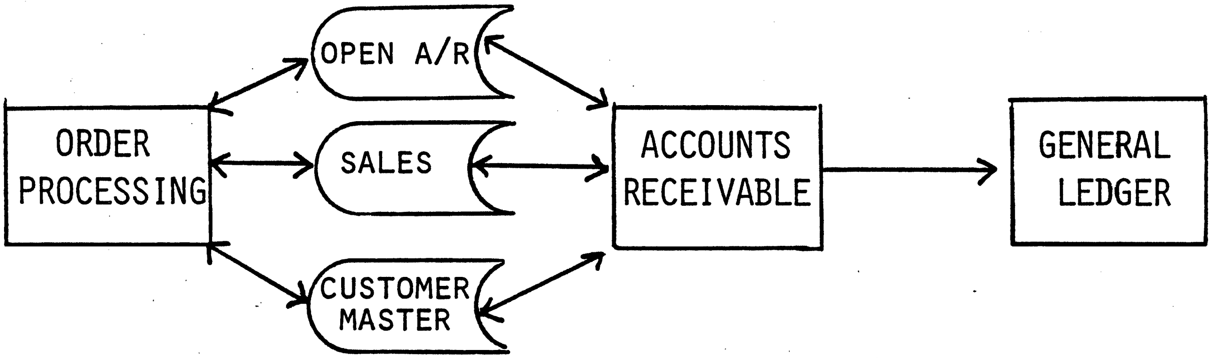
ACCOUNTS RECEIVABLE OVERVIEW

ACCOUNTS RECEIVABLE RECORDS THE AMOUNTS DUE YOU FROM YOUR CUSTOMERS. THE CYCLE BEGINS WITH THE PROCESSING OF INVOICES AND STATEMENTS AND ENDS WITH THE APPLICATION OF CASH RECEIPTS OR ADJUSTMENTS OF ACCOUNTS.

AN ACCOUNTS RECEIVABLE SYSTEM SHOULD SUPPLY INFORMATION ON:

- WHO OWES MONEY
- WHEN MONEY IS DUE (OR HOW LONG OVERDUE)
- WHICH CUSTOMERS ARE BUYING
- HOW MUCH PROFIT YOU MADE

INTEGRATION WITH OTHER BAS APPLICATIONS


ORDER PROCESSING
OPEN A/R
SALES
CUSTOMER MASTER
ACCOUNTS RECEIVABLE
GENERAL LEDGER

WITH OP:	SHARES CUSTOMER MASTER AND SALES REP FILES SHARES OPEN ACCOUNTS RECEIVABLE FILE (ENTRIES CREATED THROUGH OP INVOICING)
WITH GL:	POSTS TOTALS TO THE GENERAL LEDGER: CUSTOMER INVOICES (SALES) DEBIT/CREDIT MEMOS CASH RECEIPTS

SELECTOR 29

```
+---------------------------------------------------------------------------------+
!3.0                                                                    12/07/83 !
!                                                                                !
! SELECTOR:  29                                                         00:27:46 !
!                                                                                !
!                                                                                !
!                                                                                !
!                        A C C O U N T S   R E C E I V A B L E                   !
!                                                                                !
!                                                                                !
!                                                                                !
!         DATA ENTRY AND MAINTENANCE                         REPORTS             !
!                                                                                !
!         --------------------------                         -------             !
!                                                                                !
!                                                                                !
!                                                                                !
!      1. CUSTOMER INQUIRY                        13. INVOICE/MEMO PRINTING      !
!                                                                                !
!      2. INVOICE ENTRY                           14. SALES JOURNAL              !
!                                                                                !
!      3. DEBIT/CREDIT MEMO ENTRY                 15. CASH RECEIPTS JOURNAL      !
!                                                                                !
!      4. RECEIVABLES ENTRY                       16. ADJUSTMENTS JOURNAL        !
!                                                                                !
!      5. CASH RECEIPTS ENTRY                     17. AGED TRIAL BALANCE         !
!                                                                                !
!      6. MISCELLANEOUS RECEIPTS ENTRY            18. CUSTOMER MASTER REPORT     !
!                                                                                !
!      7. ADJUSTMENTS ENTRY                       19. CUSTOMER STATEMENT PRINTING!
!                                                                                !
!      8. FILE MAINTENANCE                        20. CUSTOMER LABEL PRINTING    !
!                                                                                !
!      9. G/L DISTRIBUTION ACCOUNTS               21. SALES COMMISSION REPORT    !
!                                                                                !
!     10. CLEAR CUSTOMER MTD/YTD SALES            22. G/L DISTRIBUTION REPORT    !
!                                                                                !
!     11. CLEAR SALESMAN COMMISSIONS              23. DELINQUENT REPORT          !
!                                                                                !
!     12. CHANGE DATE AND TIME                    24. LINE ITEM CODES LISTING    !
!                                                                                !
!                                                                                !
!                                                                                !
!                                                                                !
!                                                                                !
!ENTER SELECTION OR END:                                                         !
!                                                                                !
!                                                                                !
!                                                                                !
+---------------------------------------------------------------------------------+
```

[illegible]

BAS ACCOUNTS RECEIVABLE SYSTEM

FEATURE	BENEFIT
Pre-defined invoice line items	Speeds up invoicing process
Cash Receipts	Flexibility in applying cash (automatic, by invoice, on account) eliminates errors, confusion; since cash receipts are posted quickly, they can be deposited quickly
Terms Calculation	Improves cash flow by offering encouragement for early payment
Flexible Aged Trial Balance	Design exact ATB needed to identify poor payers
Open Item Statements With Cash Receipts Detail	Printing whenever desired; selective and reprint capability--serve to promote timely customer payments
On-line Customer Inquiry	Automatically updated snapshot of current condition of customers on screen with copy option
Delinquent Report	Lists all customers with delinquent balances by sales representative--collection tool

ACCOUNTS RECEIVABLE DOCUMENTS

INPUT DOCUMENTS

SOURCE DOCUMENTS FOR INVOICE ENTRY ARE:

1. PICKING LIST/ORDER WITH RECORDED SHIPMENT
2. NEW CUSTOMER, CHANGES, DELETIONS

SOURCE DOCUMENTS FOR CASH RECEIPTS ENTRY ARE:

1. CHECKS

OUTPUT DOCUMENTS

1. INVOICES/MEMOS
2. SALES JOURNAL
3. CASH RECEIPTS JOURNAL
4. ADJUSTMENTS JOURNAL
5. AGED TRIAL BALANCE
6. SALES COMMISSION REPORT
7. G/L DISTRIBUTION REPORT

ON DEMAND REPORTS

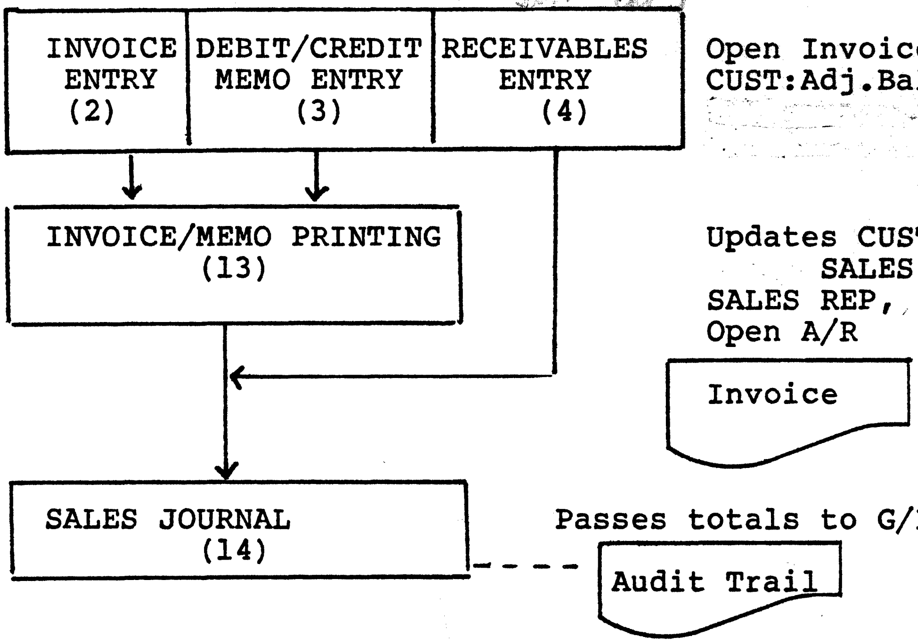
1. AGED TRIAL BALANCE
2. CUSTOMER STATEMENTS
3. DELINQUENT REPORT
4. CUSTOMER LABELS
5. CUSTOMER MASTER REPORT

A/R TRANSACTION PROCESSING CYCLE

service charges

RECORD CUSTOMER SALES AND ADJUSTMENTS

PRINT INVOICES


INVOICE ENTRY (2)
DEBIT/CREDIT MEMO ENTRY (3)
RECEIVABLES ENTRY (4)
INVOICE/MEMO PRINTING (13)
Invoice
SALES JOURNAL (14)
Audit Trail

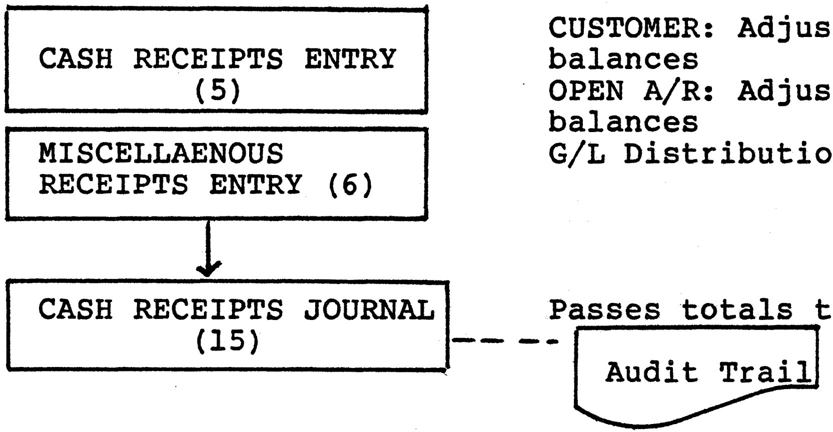
Open Invoice
CUST:Adj.Bal.

Updates CUST,
SALES,
SALES REP,
Open A/R

Passes totals to G/L

CASH RECEIPTS CYCLE

RECORD PAYMENTS FROM CUSTOMERS

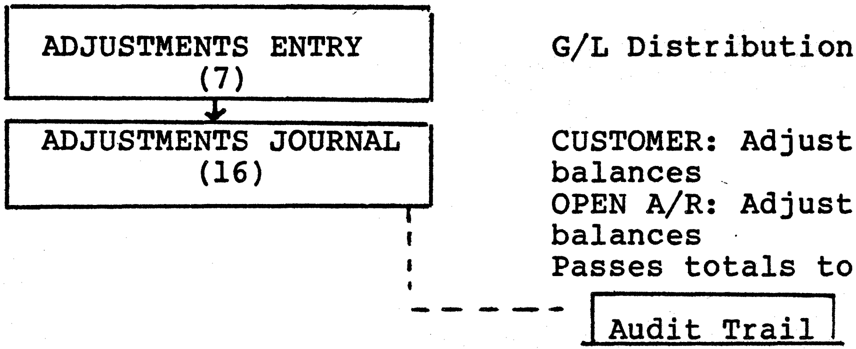

CASH RECEIPTS ENTRY (5)
MISCELLAENOUS RECEIPTS ENTRY (6)
CASH RECEIPTS JOURNAL (15)
Audit Trail

CUSTOMER: Adjusts balances
OPEN A/R: Adjusts balances
G/L Distribution

Passes totals to G/L

ADJUSTMENTS CYCLE

RECORD ADJUSTMENTS

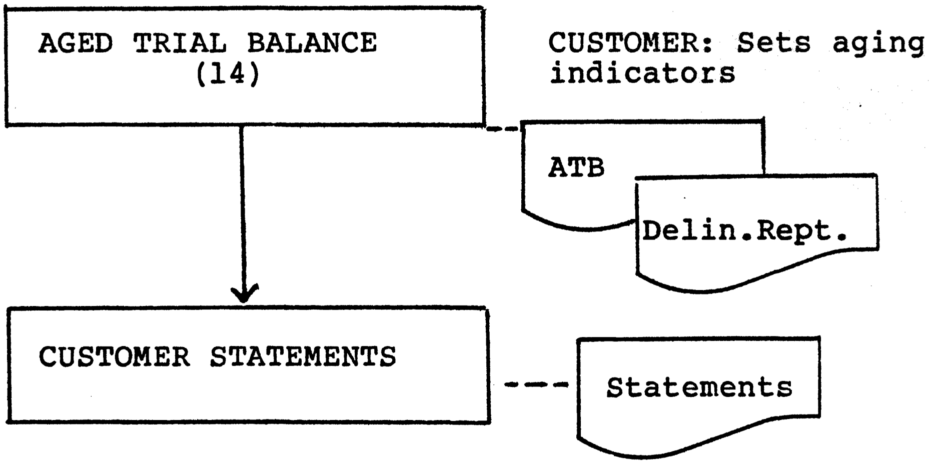

ADJUSTMENTS ENTRY (7)
ADJUSTMENTS JOURNAL (16)
Audit Trail

G/L Distribution

CUSTOMER: Adjusts balances
OPEN A/R: Adjusts balances
Passes totals to G/L

CUSTOMER STATEMENTS CYCLE

PRINT CUSTOMER STATEMENTS


AGED TRIAL BALANCE (14)
CUSTOMER: Sets aging indicators
ATB
Delin.Rept.
CUSTOMER STATEMENTS
Statements

MONTH-END PROCEDURES

- Enter any desired additional service charges to customer statements.
- Print SALES JOURNAL. Answer YES to end of month question.
- Print CASH RECEIPTS JOURNAL. Answer YES to end of month question.
- Print final AGED TRIAL BALANCE and DELINQUENT REPORTS; print CUSTOMER STATEMENTS.
- Print SALES COMMISSION REPORT.
- Print GENERAL LEDGER DISTRIBUTION REPORT.
- CLEAR MONTH-TO-DATE SALES for customers
- CLEAR MONTH-TO-DATE COMMISSIONS for sales representatives

YEAR-END PROCEDURES

- Perform all month-end procedures for the final accounting period.
- CLEAR YEAR-TO-DATE SALES for customers.
- CLEAR YEAR-TO-DATE COMMISSIONS for sales representatives
- **If you are NOT using the GENERAL LEDGER application, change G/L CLOSING PERIOD RECORD:

Fields 4 and 5:	Enter value 0
Field 7:	Enter value 1
Fields 9 - 20:	Enter new year's closing dates

REPORTS: Accounts Receivable

INQUIRY

CUSTOMER INQUIRY
By customer number. Displays open Accounts Receivable information, including all invoice and memo details

MANAGEMENT REPORTS

AGED TRIAL BALANCE REPORTS
Operator may specify aging date, minimum days past due, minimum invoice amount

Detail Report: Prints aged distribution(30-60-90+) of open transactions due from each customer

Summary Report: Prints aged distribution (30-60-90+) of total balances due from each customer.

SALES COMMISSION REPORT
Shows commissions earned by each sales representative, summarized by invoices related to each order; totals by sales representative

DELINQUENT REPORT
Listing by sales representative of all customers with delinquent balances.

MASTER FILE REPORTS

CUSTOMER MASTER REPORT
All or selected range of customers; also may be printed by sales representative. In customer number or sort key order.

CUSTOMER LABELS
1-up or 4-up labels, selected, range or all. Up to 99 copies

LINE ITEM CODES LISTING REPORT
Lists all invoice line item codes, in line number sequence.

```
AS OF: 07/08/83  ON: 07/08/83                                                                                             PAGE:   1
REPORT NUMBER (3.17)
                                                 Business Application Demonstrations
                                               A/R AGED TRIAL BALANCE TO DATE 01/31/82
                                                             BY DETAIL
                                            FOR COMPANY: LAKESIDE S.G. - HEADQUARTERS(HQ)
                               ----INVOICE-----                                                                             TOTAL
      CUSTOMER                 NUMBER    DATE         FUTURE       CURRENT       30 DAYS       60 DAYS       90 DAYS+        DUE

    999 - TEST CUSTOMER 999 W NO BALANCE
             CREDIT LIMIT:        $.00     LAST PAYMENT DATE: 03/10/83
      ON ACCOUNT AMOUNT:      50.00-   TOTALS:           .00           .00           .00           .00           .00         50.00-

   1000 - THE GOALPOST
          415-555-1212   CREDIT LIMIT:  $10,000.00     LAST PAYMENT DATE: 03/10/83
                               H 2801  10/02/81           .00           .00           .00           .00      1,323.79
                               H58303  03/28/83         19.86           .00           .00           .00           .00
      ON ACCOUNT AMOUNT:        .00    TOTALS:         19.86           .00           .00           .00      1,323.79      1,343.65

   2000 - THE SPORTS LOCKER
          415-555-1212   CREDIT LIMIT:  $15,000.00     LAST PAYMENT DATE: 11/30/81
                               H 2805  10/05/81           .00           .00           .00           .00      5,183.35
                               HC 162  10/09/81           .00           .00           .00           .00      1,408.99-
                               H58303  03/28/83         56.62           .00           .00           .00           .00
      ON ACCOUNT AMOUNT:        .00    TOTALS:         56.62           .00           .00           .00      3,774.36      3,830.98

   3000 - THE SPORTS PALACE
          415-555-1212   CREDIT LIMIT:  $25,000.00     LAST PAYMENT DATE: 11/30/81
                               H 2853  10/15/81           .00           .00           .00           .00     12,215.02
                               H58303  03/28/83        183.23           .00           .00           .00           .00
      ON ACCOUNT AMOUNT:        .00    TOTALS:        183.23           .00           .00           .00     12,215.02     12,398.25

   4000 - ABC SPORTING GOODS, INC.
          415-555-1212   CREDIT LIMIT:  $10,000.00     LAST PAYMENT DATE: 11/30/81
                               H 2848  10/12/81           .00           .00           .00           .00      7,947.56
                               H58303  03/28/83        119.21           .00           .00           .00           .00
      ON ACCOUNT AMOUNT:        .00    TOTALS:        119.21           .00           .00           .00      7,947.56      8,066.77

   5000 - THE GOLF CADDY
          415-555-1212   CREDIT LIMIT:   $2,500.00     LAST PAYMENT DATE: 11/30/81
                               H 2839  10/09/81           .00           .00           .00           .00      1,537.00
                               HC 164  10/10/81           .00           .00           .00           .00        386.90-
                               HD  46  10/11/81           .00           .00           .00           .00        412.34
      ON ACCOUNT AMOUNT:        .00    TOTALS:           .00           .00           .00           .00      1,562.44      1,562.44

   6000 - O-JAYS SPORTS SHOP
          408-555-1212   CREDIT LIMIT:   $5,000.00     LAST PAYMENT DATE: 11/30/81
                               H 2865  10/15/81           .00           .00           .00           .00      8,970.25
                               H58303  03/28/83        134.55           .00           .00           .00           .00
      ON ACCOUNT AMOUNT:        .00    TOTALS:        134.55           .00           .00           .00      8,970.25      9,104.80
```

```
AS OF: 07/08/83  ON: 07/08/83                                                                                        PAGE:   3
REPORT NUMBER (3.23)
                                                 Business Application Demonstrations
                                                DELINQUENT A.T.B. FOR DATE: 06/15/83
                                          FOR COMPANY: LAKESIDE S.G. - HEADQUARTERS (HQ)

SALESMAN:  03  JACK A. THOMAS
CUST #   NAME                     PHONE #     CR LIM.  LAST PYMT     FUTURE     CURRENT     30 DAYS     60 DAYS     90 DAYS     NET DUE

  3000 THE SPORTS PALACE      (415)555-1212  $25,000 11/30/81        .00         .00         .00      183.23   12,215.02   12,398.25
  6000 O-JAYS SPORTS SHOP     (408)555-1212   $5,000 11/30/81        .00         .00         .00      134.55    8,970.25    9,104.80


SALESMAN TOTAL                                                       .00         .00         .00      317.78   21,185.27   21,503.05
```

ACCOUNTS RECEIVABLE SETUP

INFORMATION NEEDED:

- List of present chart of accounts numbers* (if no GL)
- Month-end dates for current fiscal year* (if no GL)
- Customer Data: Names, addresses, credit limit, payment terms (also in OP)
- Open Invoice/On Account Information

DECISIONS TO BE MADE:

- Operator selector access
- Chart of accounts numbering scheme (if no GL)
- Customer numbering scheme
- Codes for Sales Tax, Payment Terms, Sales Representatives, Miscellaneous Charges, Memos and Adjustments Reasons

WORKSHEETS TO BE COMPLETED AND ENTERED:

Company Setup:

- Installation Worksheet
- Company Information Worksheet

Operator Access:

- Operator Information Worksheet
- Business Applications/Selector Security
- Accounts Receivable Selections

Master Files:

- o Chart of Accounts Worksheet* (same as GL)
- o Closing Period Record Worksheet* (same as GL)
- o Customer Payment Terms (same as OP)
- o Sales Representative (same as OP)
- o Sales Tax Information (same as OP)
- o Customer Master File Worksheet (co. codes share this file; same as OP)
- o Customer Ship To Address File (same as OP)
- o Ship Via Methods File (same as OP)
- O Invoice Line Items (for invoice entry)
- o Message File
- o Memos and Adjustments Reason Codes
- o Open Invoices Worksheet
- o Sales Journal Accounts**
- o Cash Receipts Journal Accounts**
- o AR Adjustments Journal Accounts**
- o Salesman Commission Accounts**
- o Service Charges Accounts**

AFTER WORKSHEETS HAVE BEEN ENTERED:

1. Enter OPEN INVOICE worksheets through RECEIVABLES ENTRY.
2. Print SALES JOURNAL and examine for errors.
3. Make any necessary adjustments and print the ADJUSTMENTS JOURNAL.
4. Now enable GL Distribution by changing field #2 **from** 0 **to** number of distribution accounts in:

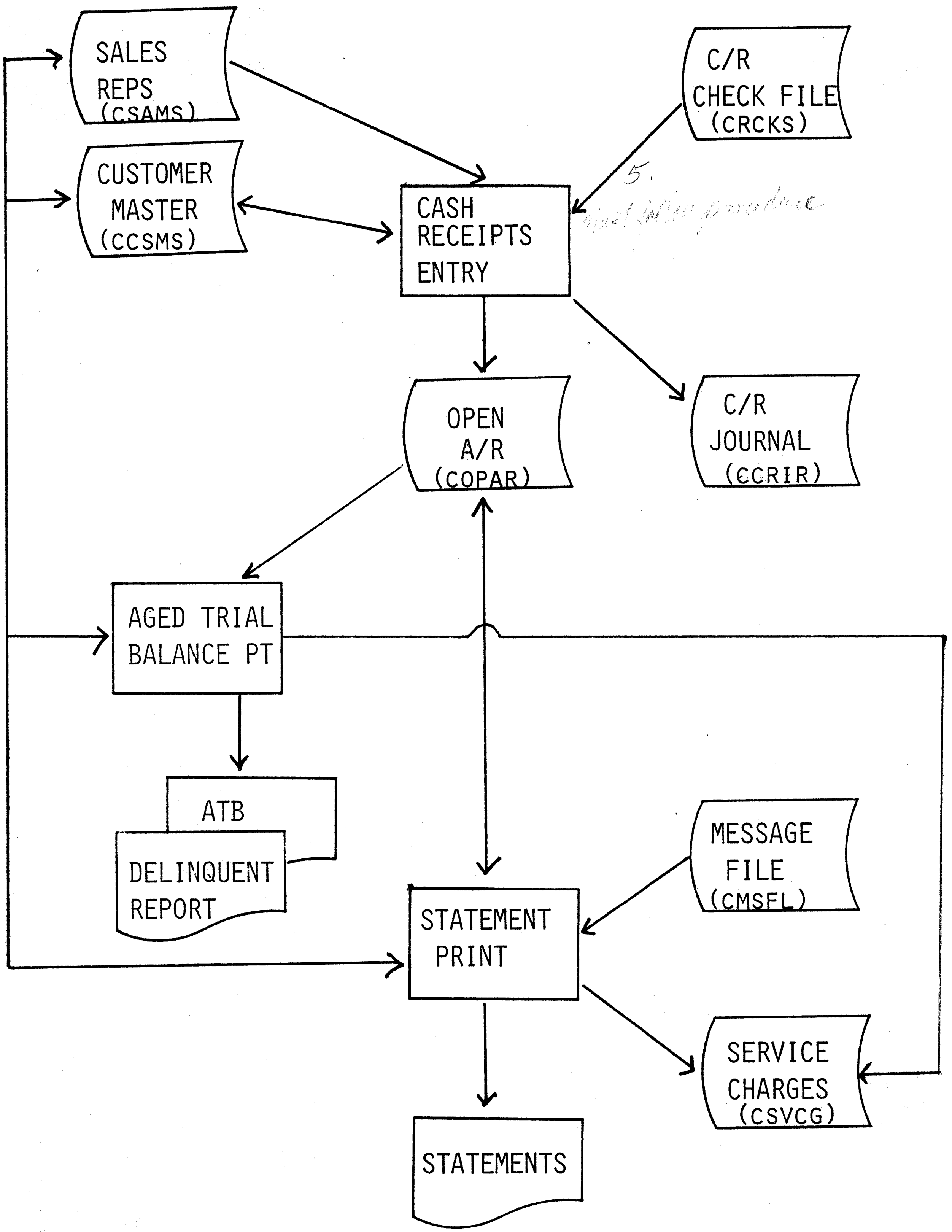
    SALES JOURNAL
    CASH RECEIPTS JOURNAL
    AR ADJUSTMENTS JOURNAL ACCOUNTS
    SALESMAN COMMISSION ACCOUNTS
    SERVICE CHARGE ACCOUNTS

NOTES:

* This information must be entered for each company code.

** If you are installing multiple companies, these GL #'s must be the same in each operating company's chart of accounts.

ACCOUNTS RECEIVABLE - CASH RECEIPTS


SALES REPS (CSAMS)
CUSTOMER MASTER (CCSMS)
C/R CHECK FILE (CRCKS)
5.
[illegible] follow procedure
CASH RECEIPTS ENTRY
OPEN A/R (COPAR)
C/R JOURNAL (CCRIR)
AGED TRIAL BALANCE PT
ATB
DELINQUENT REPORT
MESSAGE FILE (CMSFL)
STATEMENT PRINT
SERVICE CHARGES (CSVCG)
STATEMENTS

Customer Payment Terms Worksheet

Done 2nd CP

1–TERMS PREFIX D *

2–TERMS CODE |_|
0–9

3 NUMBER OF DAYS |_|_|_|
1–999

4 DISCOUNT % |_|_| . |_|_|
numeric

5∧DESCRIPTION |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

Sales Representative File Worksheet

Same as OP

1 -SALES REP ID |_|_|
alphanumeric

2 SALES REP NAME |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

3 ADDRESS LINE 1 |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

4 ADDRESS LINE 2 |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

5 ADDRESS LINE 3 |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

6 COMMISSION MTD |_|_|_|_|_|_| . |_|_|
numeric

7 COMMISSION YTD |_|_|_|_|_|_| . |_|_|
numeric

8 COMMISSION % |_|_| . |_|
numeric

9 COMPANY CODE |_|_|
alphanumeric

10 COMMISSION TYPE |_|
A

Sales Tax Information Records Worksheet

1|– TAX PREFIX T

2 – SALES TAX CODE ⎵⎵
alphanumeric

3 ∧ TAX AUTH NAME ⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵⎵
alphanumeric

4 SALES TAX TYPE ⎵
1

5 SALES TAX % ⎵⎵ . ⎵
numeric

Customer Master File Worksheet

1 -CUSTOMER NUMBER alphanumeric

2 ∧CUSTOMER NAME alphanumeric

3 ADDRESS LINE 1 alphanumeric

4 ADDRESS LINE 2 alphanumeric

5 ADDRESS LINE 3 alphanumeric

6 DISCOUNT % . numeric

7 SPEC DSCNT IND A-B

8 QTY BREAK CODE A-B-C-D

9 QTY BREAK LEVEL 1–6

10 CONTRACT IND A

11 BACK ORDER IND A

12 STATEMENT IND A

2nd A [illegible] [illegible] [illegible] [illegible] 38 [illegible] [illegible] with [illegible]

13 DELINQUENT IND 3–6–9

14 OPEN INVOICES . numeric

15 ON ACCOUNT AMT . numeric

16 CREDIT AMOUNT . numeric

17 DEBIT AMOUNT . numeric

18 CREDIT LIMIT numeric

19 LARGEST BALANCE . numeric

20 ON ORDER AMOUNT . numeric

21 MTD SALES AMT numeric

Cleared at month end

22 MTD SALES COST numeric

23 YTD SALES AMT numeric

24 YTD SALES COST numeric

25 YTD CREDIT AMT numeric

26 YTD PAYMENTS numeric

27 PRIOR YR SALES numeric

28 ∧SALES TAX CODE alphanumeric

29 ∧SALES REP ID alphanumeric

30 LARGST BAL DATE m m d d y y

31 LAST PYMT DATE m m d d y y

32 ∧PYMT TERMS CODE 0–9

33 PHONE NUMBER numeric

No on Cust Info Record

34 SERVICE CHG IND A — A - [illegible]

set for 60 days

Tech Tips for change to 30.

35 NOT USED

36 SORT KEY alphanumeric

37 BANK ACCT NUM alphanumeric

38 BANK ABA NUMBER alphanumeric

Customer Ship-to Address File Worksheet

1-CUSTOMER NUMBER
alphanumeric

2-SHIP-TO NUMBER
01-99

3▲SHIP-TO NAME
alphanumeric

4 SHIP ADDRESS L1
alphanumeric

5 SHIP ADDRESS L2
alphanumeric

6 SHIP ADDRESS L3
alphanumeric

7 SALES TAX CODE
alphanumeric

Ship Via Method Records Worksheet

1–SHIP VIA PREFIX S

2–SHIP VIA CODE └─┴─┘
alphanumeric

3∧SHIP VIA METHOD └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘
alphanumeric

Invoice Line Item Codes Worksheet -7

File Maintenance
& Inquiry
pseudo inventory
file
needed for
A OP

1–LINE ITEM CODE ____________ alphanumeric

2∧DESCRIPTION ______________________________ alphanumeric

3∧LINE TYPE __ C-D
Comment
D- Dollars

4∧TAX/NON TAX IND __ T-N [illegible]

5 DEFAULT COST ________.___ numeric

6 DEFAULT PRICE ________.___ numeric

Message File Worksheet

1 – MESSAGE PREFIX P 1 Invoice 5 - Statement

2 – MESSAGE NUMBER __ __
0–9

3 ∧ MESSAGE ______________________________
alphanumeric

____

Memos and Adjustments Reason Codes Worksheet

1–REASON PREFIX Y

2–REASON CODE └─┴─┘
01–40

3∧REASON └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘
alphanumeric

Open Invoice Worksheet

CUSTOMER #: alphanumeric

SALES REPRESENTATIVE #:

CUST. NAME: alphanumeric

SALES TAX AUTHORITY:

	——INVOICE/MEMO——							
	NUMBER DnC	**DATE**	**GROSS**	**DISCOUNT**	**FREIGHT**	**TAX**	**NET**	**COMMISSION**
1	alphanumeric	m m d d y y	numeric	numeric	numeric	numeric	numeric	numeric
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

T-O-T-A-L-S

Chart of Accounts Worksheet

1–COMPANY CODE ____ alphanumeric

2–ACCOUNT NUMBER ____________ numeric

3 SUB ACCOUNT # ____________ numeric

4∧ ACCT DESCRIPTN ______________________________ alphanumeric

5∧ ACCT TYPE __ A–L–O

6 DR-CR IND __ D–C

7 RATIO IND __ 1–6; A–F

8 BAL FWD LAST YR ____________ . ____ numeric

9 LSTYR AMT PRD01 ____________ . ____ numeric

10 LSTYR AMT PRD02 ____________ . ____ numeric

11 LSTYR AMT PRD03 ____________ . ____ numeric

12 LSTYR AMT PRD04 ____________ . ____ numeric

13 LSTYR AMT PRD05 ____________ . ____ numeric

14 LSTYR AMT PRD06 ____________ . ____ numeric

15 LSTYR AMT PRD07 ____________ . ____ numeric

16 LSTYR AMT PRD08 ____________ . ____ numeric

17 LSTYR AMT PRD09 ____________ . ____ numeric

18 LSTYR AMT PRD10 ____________ . ____ numeric

19 LSTYR AMT PRD11 ____________ . ____ numeric

20 LSTYR AMT PRD12 ____________ . ____ numeric

21 CURYR AMT PRD01 ____________ . ____ numeric

22 CURYR AMT PRD02 ____________ . ____ numeric

23 CURYR AMT PRD03 ____________ . ____ numeric

24 CURYR AMT PRD04 ____________ . ____ numeric

25 CURYR AMT PRD05 ____________ . ____ numeric

26 CURYR AMT PRD06 ____________ . ____ numeric

27 CURYR AMT PRD07 ____________ . ____ numeric

28 CURYR AMT PRD08 ____________ . ____ numeric

29 CURYR AMT PRD09 ____________ . ____ numeric

30 CURYR AMT PRD10 ____________ . ____ numeric

31 CURYR AMT PRD11 ____________ . ____ numeric

32 CURYR AMT PRD12 ____________ . ____ numeric

Closing Period Record Worksheet

1– GL PRD REC KEY * G

2– COMPANY CODE
alphanumeric

3 RTNED EARN AMT .
numeric

4ʌ LAST PERIOD
0–12

5ʌ LAST QUARTER
0–04

6ʌ YEAR END IND
0–1

7ʌ CURRENT PERIOD
1–12

8 TRAN SEQ CNT
computer controlled

9ʌ CLOSE PERIOD 01
m m d d y y

10ʌ CLOSE PERIOD 02
m m d d y y

11ʌ CLOSE PERIOD 03
m m d d y y

12ʌ CLOSE PERIOD 04
m m d d y y

13ʌ CLOSE PERIOD 05
m m d d y y

14ʌ CLOSE PERIOD 06
m m d d y y

15ʌ CLOSE PERIOD 07
m m d d y y

16ʌ CLOSE PERIOD 08
m m d d y y

17ʌ CLOSE PERIOD 09
m m d d y y

18ʌ CLOSE PERIOD 10
m m d d y y

19ʌ CLOSE PERIOD 11
m m d d y y

20ʌ CLOSE PERIOD 12
m m d d y y

21 NOT USED

22 RETND EARN ACCT
numeric

Sales Journal Accounts Worksheet

1-GLCTL REC KEY A A

2 GL # OF ENTRIES ___ numeric

3 JOURNAL NUMBER ___ numeric

4 NET AR ACCOUNT ___ numeric

5 DISCOUNT ACCT ___ numeric

6 GROSS ACCT AR ___ numeric

7 SLS TAX ACCT AR ___ numeric

8 FREIGHT ACCT AR ___ numeric

9 COST GOODS ACCT ___ numeric

10 INVENTORY ACCT ___ numeric

11 DR-CR MASK 1 D C C C C D-C F9

12 DR-CR MASK 2 D D-C

Cash Receipts Journal Accounts Worksheet

1–GLCTL REC KEY ʌ D

2 GL # OF ENTRIES numeric

3 JOURNAL NUMBER numeric

4ʌCASH RECVD ACCT numeric

5 DISC GIVEN ACCT numeric [illegible]

6 OTHR ALLOW ACCT numeric

7ʌA/R CONTROL numeric

8 DR-CR MASK 1 DDDD D-C [illegible]

[illegible]

24-point [illegible]

A/R Adjustments Journal Accounts Worksheet

1 – GLCTL REC KEY ∧G

2 GL # OF ENTRIES ____ numeric

3 JOURNAL NUMBER ____________ numeric

4 ∧ AR ADJ ACCT ____________ numeric

5 AR ADJ ACCT 01 ____________ numeric

6 AR ADJ ACCT 02 ____________ numeric

7 AR ADJ ACCT 03 ____________ numeric

8 AR ADJ ACCT 04 ____________ numeric

9 AR ADJ ACCT 05 ____________ numeric

10 AR ADJ ACCT 06 ____________ numeric

11 AR ADJ ACCT 07 ____________ numeric

12 AR ADJ ACCT 08 ____________ numeric

13 AR ADJ ACCT 09 ____________ numeric

14 AR ADJ ACCT 10 ____________ numeric

15 AR ADJ ACCT 11 ____________ numeric

16 AR ADJ ACCT 12 ____________ numeric

17 AR ADJ ACCT 13 ____________ numeric

18 AR ADJ ACCT 14 ____________ numeric

19 AR ADJ ACCT 15 ____________ numeric

20 AR ADJ ACCT 16 ____________ numeric

21 AR ADJ ACCT 17 ____________ numeric

22 AR ADJ ACCT 18 ____________ numeric

23 AR ADJ ACCT 19 ____________ numeric

24 AR ADJ ACCT 20 ____________ numeric

25 AR ADJ ACCT 21 ____________ numeric

26 AR ADJ ACCT 22 ____________ numeric

27 AR ADJ ACCT 23 ____________ numeric

28 DR-CR MASK 1 ____________ D-C

29 DR-CR MASK 2 ____________ D-C

30 DR-CR MASK 3 ____________ D-C

31 DR-CR MASK 4 ____________ D-C

Salesman Commission Accounts Worksheet

1– G/L CTL REC KEY A L

2 GL # OF ENTRIES
numeric

3 JOURNAL NUMBER
numeric

4 COMM PYBL ACCT
numeric

5 COMM EXP ACCT
numeric

6 DR-CR MASK 1
D-C

Service Charges Accounts Worksheet

1	-GLCTL REC KEY	AW
2	GL # OF ENTRIES	___ numeric
3	JOURNAL NUMBER	______ numeric
4	AR ACCOUNT	_______ numeric
5	SERVICE CHARGE	_______ numeric
6	DR-CR MASK 1	_______ D-C

LAB EXERCISES

LAB: AR1

ACCOUNTS RECEIVABLE: Conversion

OBJECTIVE: **Complete the conversion worksheets to establish the master files and records which are required to link Accounts Receivable to the General Ledger and Order Processing.**

BACKGROUND: You have almost completed preparing the worksheets which will be used to convert your company's manual records to the BAS AR system.

TASK:

1. Complete setting up the interface to GL by completing the worksheets for the SALES JOURNAL ACCOUNTS, CASH RECEIPTS JOURNAL ACCOUNTS, SALESMAN COMMISSION ACCOUNTS, AND SERVICE CHARGES ACCOUNTS.

2. Set up one last customer by transferring information from the customer ledger sheet to the CUSTOMER MASTER and OPEN INVOICE worksheets.

CHART OF ACCOUNTS

ACCOUNT NO.	DESCRIPTION
1010	CASH - General Checking
1030	CASH - Payroll Account
1100	ACCOUNTS RECEIVABLE
1190	ALLOWANCE FOR DOUBTFUL ACCOUNTS
1300	INVENTORY
1610	FIXED ASSETS - Machinery & Equipment
1620	FIXED ASSETS - Furniture
1710	ACCUMULATED DEPRECIATION - Machinery
1720	ACCUMULATED DEPRECIATION - Furniture
1900	OTHER ASSETS
2000	ACCOUNTS PAYABLE
2100	COMMISSIONS PAYABLE
2700	SALES TAX PAYABLE
2800	PAYROLL TAXES PAYABLE
2825	PAYROLL TAXES PAYABLE - FICA
2850	PAYROLL TAXES PAYABLE - STATE
2900	ACCRUED PAYROLL
2950	ACCRUED PAYROLL TAXES
3000	COMMON STOCK
3200	PAID IN CAPITAL
3500	RETAINED EARNINGS - PRIOR YEAR
3600	RETAINED EARNINGS - CURRENT YEAR
4010	SALES
4040	SALES - Service Charges
4080	SALES RETURNS & ALLOWANCES
4090	SALES DISCOUNTS
4900	INTEREST INCOME
4999	MISCELLANEOUS INCOME
5010	COST OF SALES
5090	PURCHASES DISCOUNTS
6010	SALARIES & WAGES
6020	COMMISSIONS EXPENSE

CHART OF ACCOUNTS, CONTINUED

ACCOUNT NO.	DESCRIPTION
6060	PAYROLL TXES - FICA
6070	PAYROLL TAXES - FUTA
6210	RENT
6220	UTILITIES
6230	BUILDING MAINTENANCE
6300	OFFICE EXPENSES
6400	TRAVEL AND LODGNING
6500	FREIGHT-IN EXPENSE
6600	FREIGHT-OUT EXPENSE
6700	DEPRECIATION AND AMORTIZATION
6800	SALES TAX EXPENSE
6850	INTEREST
6900	MISCELLANEOUS EXPENSE
9000	INCOME TAXES - Federal
9100	INCOME TAXES - State
9900	INCOME TAXES - Local

#12345 The Athletic Supporter 415-548-1311
1213 Spruce St.
San Francisco, CA 94118

	Initials	Date
Prepared By		
Approved By		

Credit Limit: $3000 Terms: 2% 10
* No STATEMENTS/SVC. CHGS. Sales Rep:
A. SMITH

DATE	INV. #	GROSS AMT.	DISC.	TAX	NET	PAID
2-20 83	10011	500 00	-0-	30 00	530 00	3-15-83
3-15 83	25661	1000 00	20 00	60 00	1040 00	3-18 83
4-25 83	28777	700 00	-0-	42 00	742 00	
5-15 83	39985	100 00	-0-	6 00	106 00	

```
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(3.8.5)                   CUSTOMER PAYMENT TERMS                 (      )

    TERMS      TERMS      NUMBER OF     DISCOUNT
    PREFIX     CODE         DAYS           %           DESCRIPTION

      D*         1           30           .00        NET 30 DAYS


      D*         2           10          2.00        2%10 NET 30


      D*         3            0           .00        C.O.D.
```

```
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(3.8.4)                      SALES TAX CODES                     (      )

   TAX      SALES TAX                                   SALES TAX   SALES
  PREFIX      CODE            TAX AUTH NAME               TYPE      TAX %

    T          C1      STATE OF CALIFORNIA                          6.00


    T          C2      STATE OF CALIF. + LOCAL COUNTY               6.50


    T          N1      NEW YORK (STATE)                             8.00


    T          N2      N.Y. STATE + NEW YORK CITY                   8.50


    T          N3      N.Y. STATE + N.Y.C. + COUNTY                 9.00
```

```
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(3.8.2)               SALES REPRESENTATIVES MASTER LIST          (      )

     SALES                                          COMPANY
     REP ID            SALES REP NAME                 CODE

       01          JOHN W. BROWN                      HQ


       02          ALEX J. SMITH                      HQ


       03          JACK A. THOMAS                     HQ


       04          STEVEN WHITE                       HQ


       05          MICHAEL J. CARTER                  NY


       06          WILLIAM B. JOHNSON                 NY
```

Sales Journal Accounts Worksheet

1-GLCTL REC KEY A A

2 GL # OF ENTRIES ⎵⎵ numeric

3 JOURNAL NUMBER ⎵⎵⎵⎵⎵ numeric

4 NET AR ACCOUNT 1100 numeric

5 DISCOUNT ACCT 4090 numeric

Sls G.

6 GROSS ACCT AR 4010 numeric

7 SLS TAX ACCT AR 2200 numeric

Net Income

8 FREIGHT ACCT AR ⎵⎵⎵⎵⎵⎵ numeric

9 COST GOODS ACCT 5010 numeric

10 INVENTORY ACCT 1300 numeric

11 DR-CR MASK 1 ⎵⎵⎵⎵⎵⎵ D-C

12 DR-CR MASK 2 ⎵⎵⎵⎵⎵⎵ D-C

Cash Receipts Journal Accounts Worksheet

1-GLCTL REC KEY ∧ D

2 GL # OF ENTRIES ____ numeric

3 JOURNAL NUMBER ____ numeric

4∧CASH RECVD ACCT ____ numeric

5 DISC GIVEN ACCT ____ numeric

6 OTHR ALLOW ACCT ____ numeric

7∧A/R CONTROL 1100 numeric

8 DR-CR MASK 1 DDDC D-C

Service Charges Accounts Worksheet

1-GLCTL REC KEY ∧W

2 GL # OF ENTRIES
numeric

3 JOURNAL NUMBER
numeric

4 AR ACCOUNT
numeric

5 SERVICE CHARGE
numeric

6 DR-CR MASK 1
D-C

Salesman Commission Accounts Worksheet

1 – G/L CTL REC KEY ∧ L

2 GL # OF ENTRIES └┴┘
numeric

3 JOURNAL NUMBER └┴┴┴┴┘
numeric

4 COMM PYBL ACCT └┴┴┴┴┴┘
numeric

5 COMM EXP ACCT └┴┴┴┴┴┘
numeric

6 DR-CR MASK 1 └┴┴┴┴┴┘
D-C

Customer Master File Worksheet

1 -	CUSTOMER NUMBER	`______`	alphanumeric
▲	CUSTOMER NAME	`______________________________`	alphanumeric
3	ADDRESS LINE 1	`______________________________`	alphanumeric
4	ADDRESS LINE 2	`______________________________`	alphanumeric
5	ADDRESS LINE 3	`______________________________`	alphanumeric
6	DISCOUNT %	`__.__`	numeric
7	SPEC DSCNT IND	`_`	A-B
8	QTY BREAK CODE	`_`	A-B-C-D
9	QTY BREAK LEVEL	`_`	1–6
10	CONTRACT IND	`_`	A
11	BACK ORDER IND	`_`	A
	STATEMENT IND	`_`	A
13	DELINQUENT IND	`_`	3–6–9
14	OPEN INVOICES	`______.__`	numeric
15	ON ACCOUNT AMT	`_____.__`	numeric
16	CREDIT AMOUNT	`_____.__`	numeric
17	DEBIT AMOUNT	`_____.__`	numeric
18	CREDIT LIMIT	`______`	numeric
19	LARGEST BALANCE	`______.__`	numeric
20	ON ORDER AMOUNT	`______.__`	numeric
21	MTD SALES AMT	`______`	numeric
22	MTD SALES COST	`______`	numeric
23	YTD SALES AMT	`_______`	numeric
24	YTD SALES COST	`______`	numeric
25	YTD CREDIT AMT	`_____`	numeric
26	YTD PAYMENTS	`_______`	numeric
27	PRIOR YR SALES	`_______`	numeric
28▲	SALES TAX CODE	`__`	alphanumeric
29▲	SALES REP ID	`__`	alphanumeric
30	LARGST BAL DATE	`______`	m m d d y y
31	LAST PYMT DATE	`______`	m m d d y y
32▲	PYMT TERMS CODE	`_`	0–9
33	PHONE NUMBER	`__________`	numeric
34	SERVICE CHG IND	`_`	A
35	NOT USED	`______`	
36	SORT KEY	`________`	alphanumeric
37	BANK ACCT NUM	`_______`	alphanumeric
38	BANK ABA NUMBER	`_______`	alphanumeric

Open Invoice Worksheet

CUSTOMER #: ________ alphanumeric

SALES REPRESENTATIVE #: __

CUST. NAME: ______________________________ alphanumeric

SALES TAX AUTHORITY: __

	——INVOICE/MEMO——							
	NUMBER	**DATE**	**GROSS**	**DISCOUNT**	**FREIGHT**	**TAX**	**NET**	**COMMISSION**
1	alphanumeric	m m d d y y	. numeric	. numeric	. numeric	. numeric	. numeric	. numeric
2			.	.	.	.	.	.
3			.	.	.	.	.	.
4			.	.	.	.	.	.
5			.	.	.	.	.	.
6			.	.	.	.	.	.
7			.	.	.	.	.	.
8			.	.	.	.	.	.
9			.	.	.	.	.	.
10			.	.	.	.	.	.
11			.	.	.	.	.	.
12			.	.	.	.	.	.
13			.	.	.	.	.	.
14			.	.	.	.	.	.
15			.	.	.	.	.	.

T-O-T-A-L-S ______________________________

LAB: AR2

ACCOUNTS RECEIVABLE: Processing

OBJECTIVE: **Process an invoice, adjustment and cash received through the Accounts Receivable processing cycle.**

TASK: 1. You wish to use the AR Invoice Entry feature to bill a customer for some special promotional materials.

a. Enter the invoice information:

CUSTOMER NO. 1000

Item Desc: SPECIAL DISPLAYS--10 ea, @ $45.50
$5.00 freight charge

(*Note: First create a line item code #99)

b. Print the invoice.

3. One of the displays sent to the above customer was damaged in shipping. The customer returned it for credit.

a. Enter a credit adjustment for $45.50 with a CREDIT MEMO. (*NOTE: Use Reason Code #02)

b. Print the memo.

4. The customer sends you their Check #1234 in the amount of $200.

a. Enter the check through the Cash Receipts Entry feature.

b. Apply the cash to the open invoice.

FIXED ASSETS OVERVIEW

A FIXED ASSETS SYSTEM ADMINISTERS THE DEPRECIATION OF ALL FIXED ASSETS. ONCE A QUALIFIED ACCOUNTANT HAS DETERMINED THE METHOD TO BE USED FOR DEPRECIATING AN ASSET, MANY COMPLEX CALCULATIONS MUST BE MADE TO COMPUTE THE DEPRECIATION AND POST TO THE GENERAL LEDGER.

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                            F I X E D   A S S E T S



    DATA ENTRY AND MAINTENANCE                 REPORTS
    --------------------------                 -------

1.  ASSETS INQUIRY                      9.  ASSET MASTER REPORT

2.  ASSET MASTER MAINTENANCE           10.  ASSET ADDED COST REPORT

3.  ASSET ADDED COST UPDATE            11.  ASSET DEPRECIATION REPORT

4.  ASSET DEPRECIATION CALCULATION     12.  ASSET REPORT BY VALUE

5.  ASSET DEPRECIATION UPDATE          13.  ASSSET REPORT BY DEPR METHOD

6.  ASSET TRANSFER                     14.  G/L DISTRIBUTION REPORT

7.  ASSET DISTRIBUTION RECORDS

8.  CHANGE DATE AND TIME

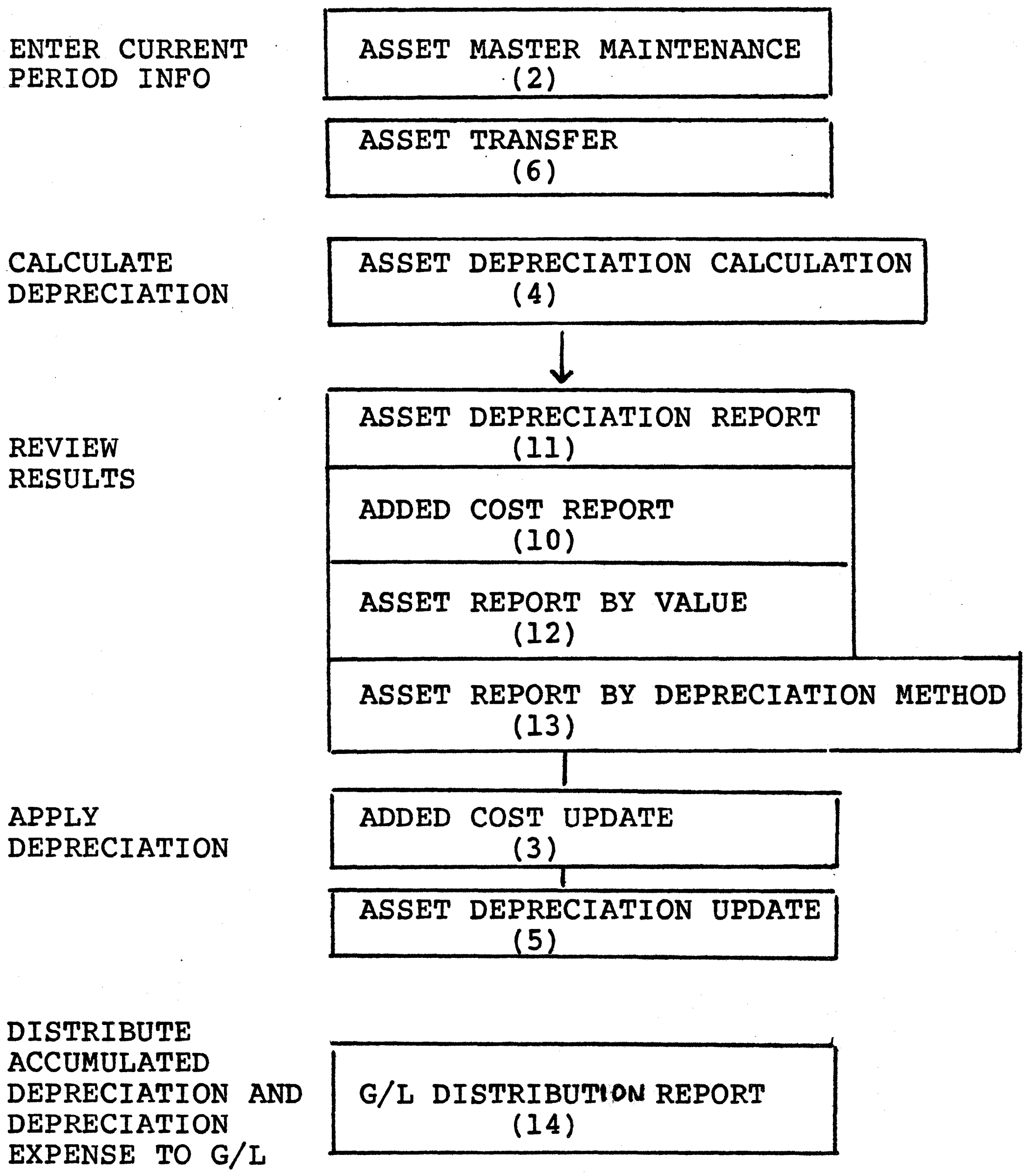


    ENTER SELECTION OR END:
```

BAS FIXED ASSETS SYSTEM

FEATURE	BENEFIT
5 Depreciation Methods	Assets can be depreciated to reflect best picture of company's financial condition on balance sheet
On-Line Inquiry	Aids decision making regarding purchase, sale, transfer of assets
Added Cost Update	Allows entire asset to be fully depreciated at same time addition to equipment occurs
Automatic Calculation and GL Interface	Significant time savings

PROCESSING CYCLE


ENTER CURRENT PERIOD INFO
ASSET MASTER MAINTENANCE (2)
ASSET TRANSFER (6)
CALCULATE DEPRECIATION
ASSET DEPRECIATION CALCULATION (4)
REVIEW RESULTS
ASSET DEPRECIATION REPORT (11)
ADDED COST REPORT (10)
ASSET REPORT BY VALUE (12)
ASSET REPORT BY DEPRECIATION METHOD (13)
APPLY DEPRECIATION
ADDED COST UPDATE (3)
ASSET DEPRECIATION UPDATE (5)
DISTRIBUTE ACCUMULATED DEPRECIATION AND DEPRECIATION EXPENSE TO G/L
G/L DISTRIBUTION REPORT (14)

REPORTS: Fixed Assets

INQUIRY

ASSETS INQUIRY

Displays details of all fixed assets in asset number sequence within asset type by company. No hard copy option.

MANAGEMENT REPORTS

ASSET ADDED COST REPORT

Lists all fixed asset costs to date, added asset costs, new asset cost resulting from any added costs. Prints all assets, in asset number sequence within asset type.

ASSET DEPRECIATION REPORT

Displays results of Asset Depreciation Calculation. Prints all assets, in asset number sequence within asset type.

MASTER FILE REPORTS

ASSET MASTER REPORT

Lists all fixed assets, in asset number sequence, within asset type.

ASSET REPORT BY VALUE

Lists all fixed assets in descending value sequence for each asset type.

ASSET REPORT BY DEPRECIATION METHOD

Lists all fixed assets according to depreciation method. Listed by asset type within company code.

FIXED ASSETS SETUP

INFORMATION NEEDED:

- List of present chart of accounts numbers* (if no GL)
- Month-end dates for current fiscal year* (if no GL)
- Descriptions of each Asset: Cost, Salvage Value, Depreciation Method, Name of Vendor
- If asset already depreciated:
  - Number of steps used
  - Date of most recent step
  - Dollar value of depreciation recorded

DECISIONS TO BE MADE:

- Operator selector access
- Chart of accounts numbering scheme (if no GL)
- Vendor numbering scheme (co. codes share same vendors)

WORKSHEETS TO BE COMPLETED AND ENTERED:

Company Setup:

- Installation Worksheet
- Company Information Worksheet

Operator Access:

- Operator Information Worksheets
- Business Applications/Selector Security
- Fixed Assets Selections

Master Files:

- Chart of Accounts Worksheets* (same as GL)
- Closing Period Record Worksheet* (same as GL)
- Fixed Assets Worksheet
- Asset Depreciation Record Worksheet
- Asset Transfer Record Worksheet

NOTES:

* This information must be entered for each company code.

Fixed Asset Master File Worksheet

1–COMPANY CODE	alphanumeric
2–ASSET TYPE	00–08
3–ASSET NUMBER	alphanumeric
4∧DESCRIPTION	alphanumeric
5 VENDOR NUMBER	alphanumeric
6 VENDR INVOICE #	alphanumeric
7∧DATE ACQUIRED	y y m m
8∧ASSET COST	. numeric
9 ADDED COST	. numeric
10 SALVAGE VALUE	. numeric
11∧DEPR METHOD	A–E
12 ACCOUNTG PERIOD	00–12
13 AMOUNT PER STEP	. numeric
14 NUMBER OF STEPS	numeric
15 DEPR STEPS USED	numeric
16 CURRENT STEPS	numeric
17 CURRENT AMOUNT	. numeric
18 TOTAL DEPR AMT	. numeric
19 LAST DEPR DATE	m m d d y y
20 DB MONTH CNTR	numeric
21 DB MONTHLY AMT	. numeric

Chart of Accounts Worksheet

1 – COMPANY CODE ____ alphanumeric

2 – ACCOUNT NUMBER ____________ numeric

3 SUB ACCOUNT # ____________ numeric

4 ʌ ACCT DESCRIPTN ____ alphanumeric

5 ʌ ACCT TYPE __ A–L–0

6 DR-CR IND __ D–C

7 RATIO IND __ 1–6; A–F

8 BAL FWD LAST YR ________________ . ____ numeric

9 LSTYR AMT PRD01 ________________ . ____ numeric

10 LSTYR AMT PRD02 ________________ . ____ numeric

11 LSTYR AMT PRD03 ________________ . ____ numeric

12 LSTYR AMT PRD04 ________________ . ____ numeric

13 LSTYR AMT PRD05 ________________ . ____ numeric

14 LSTYR AMT PRD06 ________________ . ____ numeric

15 LSTYR AMT PRD07 ________________ . ____ numeric

16 LSTYR AMT PRD08 ________________ . ____ numeric

17 LSTYR AMT PRD09 ________________ . ____ numeric

18 LSTYR AMT PRD10 ________________ . ____ numeric

19 LSTYR AMT PRD11 ________________ . ____ numeric

20 LSTYR AMT PRD12 ________________ . ____ numeric

21 CURYR AMT PRD01 ________________ . ____ numeric

22 CURYR AMT PRD02 ________________ . ____ numeric

23 CURYR AMT PRD03 ________________ . ____ numeric

24 CURYR AMT PRD04 ________________ . ____ numeric

25 CURYR AMT PRD05 ________________ . ____ numeric

26 CURYR AMT PRD06 ________________ . ____ numeric

27 CURYR AMT PRD07 ________________ . ____ numeric

28 CURYR AMT PRD08 ________________ . ____ numeric

29 CURYR AMT PRD09 ________________ . ____ numeric

30 CURYR AMT PRD10 ________________ . ____ numeric

31 CURYR AMT PRD11 ________________ . ____ numeric

32 CURYR AMT PRD12 ________________ . ____ numeric

Closing Period Record Worksheet

1 – GL PRD REC KEY * G

2 – COMPANY CODE
alphanumeric

3 RTNED EARN AMT .
numeric

4 ∧ LAST PERIOD
0–12

5 ∧ LAST QUARTER
0–04

6 ∧ YEAR END IND
0–1

7 ∧ CURRENT PERIOD
1–12

8 TRAN SEQ CNT
computer controlled

9 ∧ CLOSE PERIOD 01
m m d d y y

10 ∧ CLOSE PERIOD 02
m m d d y y

11 ∧ CLOSE PERIOD 03
m m d d y y

12 ∧ CLOSE PERIOD 04
m m d d y y

13 ∧ CLOSE PERIOD 05
m m d d y y

14 ∧ CLOSE PERIOD 06
m m d d y y

15 ∧ CLOSE PERIOD 07
m m d d y y

16 ∧ CLOSE PERIOD 08
m m d d y y

17 ∧ CLOSE PERIOD 09
m m d d y y

18 ∧ CLOSE PERIOD 10
m m d d y y

19 ∧ CLOSE PERIOD 11
m m d d y y

20 ∧ CLOSE PERIOD 12
m m d d y y

21 NOT USED

22 RETND EARN ACCT
numeric

Asset Depreciation Record Worksheet

1–GL CTL REC KEY ∧ 6

2∧GL # OF ENTRIES ____ 01–08

3 JOURNAL NUMBER ________ numeric

4 DEPR EXP ACCT 1 ________ numeric

5 ALLOW ACCT 1 ________ numeric

6 DEPR EXP ACCT 2 ________ numeric

7 ALLOW ACCT 2 ________ numeric

8 DEPR EXP ACCT 3 ________ numeric

9 ALLOW ACCT 3 ________ numeric

10 DEPR EXP ACCT 4 ________ numeric

11 ALLOW ACCT 4 ________ numeric

12 DEPR EXP ACCT 5 ________ numeric

13 ALLOW ACCT 5 ________ numeric

14 DEPR EXP ACCT 6 ________ numeric

15 ALLOW ACCT 6 ________ numeric

16 DEPR EXP ACCT 7 ________ numeric

17 ALLOW ACCT 7 ________ numeric

18 DEPR EXP ACCT 8 ________ numeric

19 ALLOW ACCT 8 ________ numeric

20 DR-CR MASK 1 ________ D–C

21 DR-CR MASK 2 ________ D–C

22 DR-CR MASK 3 ________ D–C

Asset Transfer Record Worksheet

1–GLCTL REC KEY ∧ 7

2∧GL # OF ENTRIES ___ 01–08

3 JOURNAL NUMBER ______ numeric

4 ASSET ACCOUNT 1 _______ numeric

5 EXCHANGE ACCT 1 _______ numeric

6 ASSET ACCOUNT 2 _______ numeric

7 EXCHANGE ACCT 2 _______ numeric

8 ASSET ACCOUNT 3 _______ numeric

9 EXCHANGE ACCT 3 _______ numeric

10 ASSET ACCOUNT 4 _______ numeric

11 EXCHANGE ACCT 4 _______ numeric

12 ASSET ACCOUNT 5 _______ numeric

13 EXCHANGE ACCT 5 _______ numeric

14 ASSET ACCOUNT 6 _______ numeric

15 EXCHANGE ACCT 6 _______ numeric

16 ASSET ACCOUNT 7 _______ numeric

17 EXCHANGE ACCT 7 _______ numeric

18 ASSET ACCOUNT 8 _______ numeric

19 EXCHANGE ACCT 8 _______ numeric

20 DR-CR MASK 1 _______ D–C

21 DR-CR MASK 2 _______ D–C

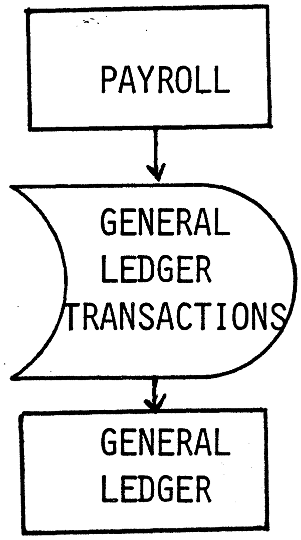
22 DR-CR MASK 3 _______ D–C

PAYROLL OVERVIEW

A PAYROLL SYSTEM MUST MEET REQUIREMENTS DEFINED BY GOVERNMENTS, UNIONS AND OTHER AUTHORITIES. THEREFORE, A PAYROLL SYSTEM MUST BE FLEXIBLE ENOUGH TO MEET A MULTITUDE OF NEEDS:

- RECORD EMPLOYEES' HOURS OF WORK
- MAINTAIN AND UPDATE FEDERAL, STATE, LOCAL TAX AND INSURANCE WITHHOLDING INFORMATION
- CALCULATE GROSS PAY, DEDUCTIONS, NET PAY, ACCOMMODATING SPECIAL PAY OR TAX SITUATIONS
- PRODUCE PAYROLL CHECKS AND CORRESPONDING PERIODIC REPORTS
- RECORD THE APPROPRIATE GENERAL LEDGER AMOUNTS

INTEGRATION WITH OTHER BAS APPLICATIONS


PAYROLL
GENERAL LEDGER TRANSACTIONS
GENERAL LEDGER

TOTALS FOR GROSS PAY DEBIT ACCOUNTS, TAXES WITHHELD, VOLUNTARY DEDUCTIONS, NET PAY LIABILITY, AND CASH CREDIT ACCOUNTS ARE POSTED TO THE GENERAL LEDGER TRANSACTION FILE AT THE END OF EACH PAY PERIOD.

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                              P A Y R O L L


     DATA ENTRY AND MAINTENANCE                     REPORTS
     --------------------------                     -------

 1.  FILE MAINTENANCE                     13.  WORKERS' COMPENSATION REPORT

 2.  PAYROLL INITIALIZATION               14   QUARTERLY/YEARLY REORTS/FORMS

 3.  TIME SHEET ENTRY                     15.  EMPLOYEE MASTER REPORT

 4.  PAYROLL EARNINGS REPORT              16.  INCOME TAX TABLES REPORT

 5.  GROSS TO NET PROCESSING              17.  INSURANCE TABLE REPORT

 6.  PAYROLL REGISTER                     18.  WORKERS COMP MASTER REPORT

 7.  CHECK PRINTING                       19.  YEAR-END PROCESSING

 8.  LABOR DISTRIBUTION REPORT            20.  G/L DISTRIBUTION REPORT (MTD)

 9.  P/R - G/L DISTRIBUTION REPORT

10.  PAYROLL CHECK REGISTER

11.  MANUAL OR REVERSE CHECK ENTRY

12.  CHANGE DATE AND TIME


ENTER SELECTION OR END:
```

PAYROLL DOCUMENTS

INPUT DOCUMENTS

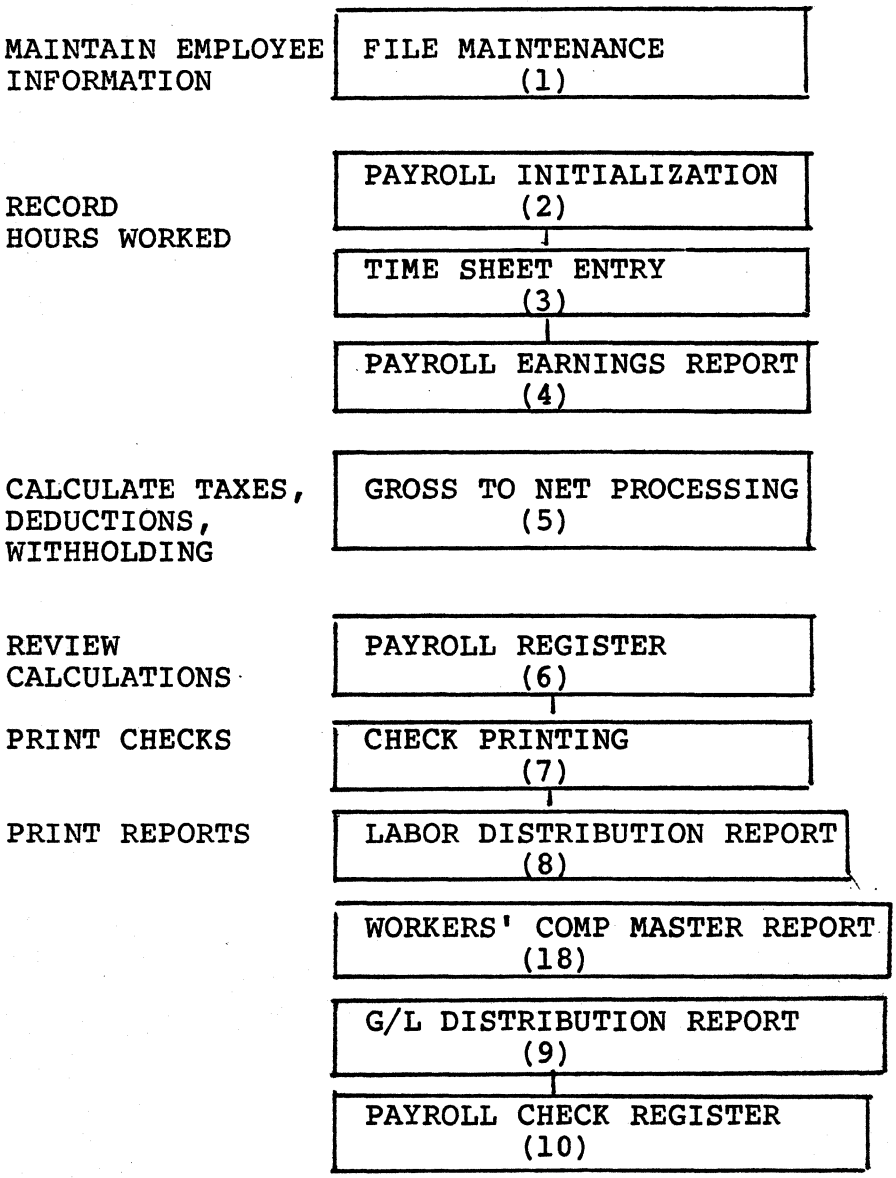
SOURCE DOCUMENTS FOR TIME SHEET ENTRY ARE:

1. HOURLY AND SALARY TIME SHEETS
2. PERSONNEL ACTION NOTICES - NEW HIRES, CHANGES, TERMINATIONS
3. DEDUCTIONS

OUTPUT DOCUMENTS

1. PAYROLL CHECKS
2. PAYROLL REGISTER
3. CHECK REGISTERS
4. LABOR DISTRIBUTION REPORT
5. WORKERS' COMP REPORT
6. 941'S AND QUARTERLY TAX REPORTS
7. W-2's
8. G/L DISTRIBUTION REPORT

PROCESSING CYCLE


MAINTAIN EMPLOYEE INFORMATION
FILE MAINTENANCE (1)
RECORD HOURS WORKED
PAYROLL INITIALIZATION (2)
TIME SHEET ENTRY (3)
PAYROLL EARNINGS REPORT (4)
CALCULATE TAXES, DEDUCTIONS, WITHHOLDING
GROSS TO NET PROCESSING (5)
REVIEW CALCULATIONS
PAYROLL REGISTER (6)
PRINT CHECKS
CHECK PRINTING (7)
PRINT REPORTS
LABOR DISTRIBUTION REPORT (8)
WORKERS' COMP MASTER REPORT (18)
G/L DISTRIBUTION REPORT (9)
PAYROLL CHECK REGISTER (10)

MONTH-END

- o RUN LAST PAYROLL CYCLE FOR THE MONTH. PERFORM ALL MANUAL AND REVERSE CHECK ENTRIES.

- o RUN LAST PAYROLL CHECK REGISTER FOR MONTH.

- o PRINT THE G/L DISTRIBUTION REPORT (MTD)

- o PRINT THE EMPLOYEE MASTER REPORT

*QUARTER END: SAME AS ABOVE, PLUS:

- o PRINT THE QUARTERLY 941 REPORTS
- o PRINT QUARTER-TO-DATE PAYROLL REGISTER
- o PRINT QUARTERLY TAX REPORT

YEAR-END: ALL OF ABOVE, PLUS:

- o PRINT AN EMPLOYEE MASTER REPORT
- o PRINT A YEAR-TO-DATE PAYROLL REGISTER
- o PRINT YEAR-END EMPLOYEE W-2 FORMS
- o YEAR-END PROCESSING

REPORTS: Payroll

REPORTS

LABOR DISTRIBUTION REPORT
Lists by department each employee paid in current payroll cycle. Shows hours, earnings, employer tax liability.

WORKERS' COMPENSATION REPORT
Displays calculations for each workers' compensation classification. Lists each employee's earnings, workers' compensation rate, and resulting calculations. Totals displayed for each department and profit center.

QUARTERLY TAX REPORT
Prints information necessary to file employer quarterly taxes with federal and state authorities. Details wage limits, rates, wages subject to taxes in employee number order within state, by company code.

MASTER REPORTS

EMPLOYEE MASTER FILE REPORT
All, selected range or terminated employees. In employee number or sort key order.

INCOME TAX TABLES REPORT
Lists Earned Income Credit, Federal, Local and State Income Tax tables.

INSURANCE TABLE REPORT

WORKERS COMPENSATION MASTER REPORT

PAYROLL SETUP

INFORMATION NEEDED:

- List of present chart of accounts numbers* (if no GL)
- Month-end dates for current fiscal year* (if no GL)
- Employee Information - Name, address, salary and deductions information, etc.
- Tax tables

DECISIONS TO BE MADE:

- Operator selector access
- Chart of accounts numbering scheme (if no GL)
- Employee numbering scheme

WORKSHEETS TO BE COMPLETED AND ENTERED:

Company Setup:

- Installation Worksheet
- Company Information Worksheet

Operator Access:

- Operator Information Worksheets
- Business Applications/Selector Security
- Payroll Selections

Master Files:

- Chart of Accounts Worksheets* (same as GL)
- Closing Period Record Worksheet* (same as GL)
- Employee Master File Worksheet
- Employee Deductions Worksheet
- Employee Earned Income Credit Worksheet
- Income Tax Tables Worksheet
- Payroll Insuranc Tables
- Employee Multi-Tax Master Records
- Workers Compensation Records
- Employee Year To Date Worksheet
  Earnings/Taxes GL Accounts
- Deductions/Net Pay GL Accounts
- Tax/Insurance GL Accounts

NOTES:

* This information must be entered for each company code.

Employee Master Worksheet

1 - COMPANY CODE
alphanumeric

2 - EMPLOYEE NUMB
alphanumeric

3 ∧ EMPLOYEE NAME
alphanumeric

4 ADDRESS 1
alphanumeric

5 ADDRESS 2
alphanumeric

6 ADDRESS 3
alphanumeric

7	DEPT. CODE	alphanumeric
8	SOC SEC NO.	numeric
9	SORT KEY	alphanumeric
10	PHONE NUMBER	numeric
11	JOB STATUS	F-P-T-A
12	PAY TYPE	H-S
13	HOURLY RATE	. numeric
14	SALARY RATE	. numeric
15	PAY CYCLE	1-4
16	MARITAL STAT	H-M-S
17	FED. EXEMPT.	0-99
18	STATE EXEMPT.	0-99
19	SUI STATE NO.	1–50
20	W/T STATE NO.	1–50
21	W/T LOCAL NO.	51–99
22	LOCAL RES.	N-R
23	FICA EXMP IND	E
24	EARN INC CR	S-B
25	DATE HIRED	m m d d y y
26	DATE TERM.	m m d d y y
27	REASON TERM.	alphanumeric
28	LAST PER. WORK	m m d d y y
29	GROSS QTR A	. numeric
30	FED W/T QTR A	. numeric
31	FICA QTR A	. numeric
32	ST W/T QTR A	. numeric
33	LOCAL QTR A	. numeric
34	SDI QTR A	. numeric
35	GROSS QTR B	. numeric
36	FED W/T QTR B	. numeric
37	FICA QTR B	. numeric
38	ST W/T QTR B	. numeric
39	LOCAL QTR B	. numeric
40	SDI QTR B	. numeric
41	GROSS QTR C	. numeric
42	FED W/T QTR C	. numeric
43	FICA QTR C	. numeric
44	ST W/T QTR C	. numeric
45	LOCAL QTR C	. numeric
46	SDI QTR C	. numeric
47	GROSS QTR D	. numeric
48	FED W/T QTR D	. numeric
49	FICA QTR D	. numeric
50	ST W/T QTR D	. numeric
51	LOCAL QTR D	. numeric
52	SDI QTR D	. numeric

Employee Deductions Worksheet

1 – COMPANY CODE	alphanumeric
2 – EMPLOYEE NUMBER	alphanumeric
3 MEDICAL INS DED	. numeric
4 LIFE INS DED	. numeric
5 GARNISHMENT DED	. numeric
6 LOAN PYMT DED	. numeric
7 SAV BONDS DED	. numeric
8 SAVINGS DED	. numeric
9 MISC DEDUCT 1	. numeric
10 MISC DEDUCT 2	. numeric
11 MISC DEDUCT 3	. numeric
12 MISC DEDUCT 4	. numeric
13 MISC DEDUCT 5	. numeric
14 ∧ MEDICAL INS IND	alphanumeric
15 ∧ LIFE INS IND	alphanumeric
16 ∧ GARNISHMENT IND	alphanumeric
17 ∧ LOAN PYMT IND	alphanumeric
18 ∧ SAV BONDS IND	alphanumeric
19 ∧ SAVINGS IND	alphanumeric
20 ∧ MISC DED 1 IND	alphanumeric
21 ∧ MISC DED 2 IND	alphanumeric
22 ∧ MISC DED 3 IND	alphanumeric
23 ∧ MISC DED 4 IND	alphanumeric
24 ∧ MISC DED 5 IND	alphanumeric
25 MEDICAL INS BAL	. numeric
26 LIFE INS BAL	. numeric
27 GARNISHMENT BAL	. numeric
28 LOAN BALANCE	. numeric
29 SAV BONDS BAL	. numeric
30 SAVINGS BALANCE	. numeric
31 MISC DED 1 BAL	. numeric
32 MISC DED 2 BAL	. numeric
33 MISC DED 3 BAL	. numeric
34 MISC DED 4 BAL	. numeric
35 MISC DED 5 BAL	. numeric
36 FED W/T ADJ	. numeric
37 STATE W/T ADJ	. numeric
38 LOCAL W/T ADJ	. numeric

Employee Earned Income Credit Worksheet

1 – COMPANY CODE ⊔⊔⊔
alphanumeric

2 – EMPLOYEE NUMBER ⊔⊔⊔⊔⊔⊔
alphanumeric

3 QUARTER 1 AMT ⊔⊔⊔⊔⊔⊔ . ⊔⊔
numeric

4 QUARTER 2 AMT ⊔⊔⊔⊔⊔⊔ . ⊔⊔
numeric

5 QUARTER 3 AMT ⊔⊔⊔⊔⊔⊔ . ⊔⊔
numeric

6 QUARTER 4 AMT ⊔⊔⊔⊔⊔⊔ . ⊔⊔
numeric

Income Tax Tables Worksheet

1 – TAX TABLE KEY ______ alphanumeric

2 ∧ ANNUALIZE? __ Y-N

3 STD DED % . ______

4 MAX STD DED ______ . ___

5 EXEMPTION IND __ 0-1-2

6 EXMPT AMT 1 ______ numeric

7 EXMPT AMT 2 ______ numeric

8 EXMPT AMT 3 ______ numeric

9 STATE TAX IND __ 0–1–2–9

10 TAX RATE 1 __ . ______ numeric

11 MINIMUM TAX 1 ______ . ___ numeric

12 UPPER LIMIT 1 ______ numeric

13 TAX RATE 2 __ . ______ numeric

14 MINIMUM TAX 2 ______ . ___ numeric

15 UPPER LIMIT 2 ______ numeric

16 TAX RATE 3 __ . ______ numeric

17 MINIMUM TAX 3 ______ . ___ numeric

18 UPPER LIMIT 3 ______ numeric

19 TAX RATE 4 __ . ______ numeric

20 MINIMUM TAX 4 ______ . ___ numeric

21 UPPER LIMIT 4 ______ numeric

22 TAX RATE 5 __ . ______ numeric

23 MINIMUM TAX 5 ______ . ___ numeric

24 UPPER LIMIT 5 ______ numeric

25 TAX RATE 6 __ . ______ numeric

26 MINIMUM TAX 6 ______ . ___ numeric

27 UPPER LIMIT 6 ______ numeric

28 TAX RATE 7 __ . ______ numeric

29 MINIMUM TAX 7 ______ . ___ numeric

30 UPPER LIMIT 7 ______ numeric

31 TAX RATE 8 __ . ______ numeric

32 MINIMUM TAX 8 ______ . ___ numeric

33 UPPER LIMIT 8 ______ numeric

34 TAX RATE 9 __ . ______ numeric

35 MINIMUM TAX 9 ______ . ___ numeric

36 UPPER LIMIT 9 ______ numeric

37 MIN STD DED ______ . ___ numeric

Payroll Insurance Tables Maintenance Worksheet

1 – TABLE KEY |_|_|_|
alphanumeric

2 ∧ AUTHORITY NAME |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

3 FED/STATE ID. # |_|_|_|_|_|_|_|_|_|_|_|_|
alphanumeric

4 FICA/SDI RATE . |_|_|_|_|
numeric

5 FICA/SDI LIMIT |_|_|_|_|_|
numeric

6 FICA/SDI MAX. |_|_|_|_|_| . |_|_|
numeric

7 FUTA/SUI RATE . |_|_|_|_|
numeric

8 FUTA/SUI LIMIT |_|_|_|_|_|
numeric

Employee Multi-Tax Master Records Worksheet

1 – COMPANY CODE	alphanumeric
2 – EMPLOYEE NUMBER	alphanumeric
3 – RECORD ID PR	L–S
4 – WITHHOLDING CODE	numeric
5 QUARTER 1 GROSS	. numeric
6 QUARTER 1 TAX	. numeric
7 QUARTER 2 GROSS	. numeric
8 QUARTER 2 TAX	. numeric
9 QUARTER 3 GROSS	. numeric
10 QUARTER 3 TAX	. numeric
11 QUARTER 4 GROSS	. numeric
12 QUARTER 4 TAX	. numeric

Workers Compensation Records Worksheet

1 – WC CODE PREFIX	**WC**
2 – WC CODE	alphanumeric
3 DESCRIPTION	alphanumeric
4∧ WC CATEGORY	alphanumeric
5∧ STATE NAME/NO.	alphanumeric
6 WC RATE	. numeric

Chart of Accounts Worksheet

1 – COMPANY CODE
alphanumeric

2 – ACCOUNT NUMBER
numeric

3 SUB ACCOUNT #
numeric

4 ∧ ACCT DESCRIPTN
alphanumeric

5 ∧ ACCT TYPE
A–L–0

6 DR-CR IND
D–C

7 RATIO IND
1–6; A–F

8 BAL FWD LAST YR .
numeric

9 LSTYR AMT PRD01 .
numeric

10 LSTYR AMT PRD02 .
numeric

11 LSTYR AMT PRD03 .
numeric

12 LSTYR AMT PRD04 .
numeric

13 LSTYR AMT PRD05 .
numeric

14 LSTYR AMT PRD06 .
numeric

15 LSTYR AMT PRD07 .
numeric

16 LSTYR AMT PRD08 .
numeric

17 LSTYR AMT PRD09 .
numeric

18 LSTYR AMT PRD10 .
numeric

19 LSTYR AMT PRD11 .
numeric

20 LSTYR AMT PRD12 .
numeric

21 CURYR AMT PRD01 .
numeric

22 CURYR AMT PRD02 .
numeric

23 CURYR AMT PRD03 .
numeric

24 CURYR AMT PRD04 .
numeric

25 CURYR AMT PRD05 .
numeric

26 CURYR AMT PRD06 .
numeric

27 CURYR AMT PRD07 .
numeric

28 CURYR AMT PRD08 .
numeric

29 CURYR AMT PRD09 .
numeric

30 CURYR AMT PRD10 .
numeric

31 CURYR AMT PRD11 .
numeric

32 CURYR AMT PRD12 .
numeric

Closing Period Record Worksheet

1 – GL PRD REC KEY * G

2 – COMPANY CODE ___ ___
alphanumeric

3 RTNED EARN AMT ___ ___ ___ ___ ___ ___ ___ ___ . ___ ___
numeric

4 ▲ LAST PERIOD ___ ___
0–12

5 ▲ LAST QUARTER ___ ___
0–04

6 ▲ YEAR END IND ___
0–1

7 ▲ CURRENT PERIOD ___ ___
1–12

8 TRAN SEQ CNT ___ ___ ___ ___
computer controlled

9 ▲ CLOSE PERIOD 01 ___ ___ ___ ___ ___ ___
m m d d y y

10 ▲ CLOSE PERIOD 02 ___ ___ ___ ___ ___ ___
m m d d y y

11 ▲ CLOSE PERIOD 03 ___ ___ ___ ___ ___ ___
m m d d y y

12 ▲ CLOSE PERIOD 04 ___ ___ ___ ___ ___ ___
m m d d y y

13 ▲ CLOSE PERIOD 05 ___ ___ ___ ___ ___ ___
m m d d y y

14 ▲ CLOSE PERIOD 06 ___ ___ ___ ___ ___ ___
m m d d y y

15 ▲ CLOSE PERIOD 07 ___ ___ ___ ___ ___ ___
m m d d y y

16 ▲ CLOSE PERIOD 08 ___ ___ ___ ___ ___ ___
m m d d y y

17 ▲ CLOSE PERIOD 09 ___ ___ ___ ___ ___ ___
m m d d y y

18 ▲ CLOSE PERIOD 10 ___ ___ ___ ___ ___ ___
m m d d y y

19 ▲ CLOSE PERIOD 11 ___ ___ ___ ___ ___ ___
m m d d y y

20 ▲ CLOSE PERIOD 12 ___ ___ ___ ___ ___ ___
m m d d y y

21 NOT USED ___ ___ ___ ___ ___ ___

22 RETND EARN ACCT ___ ___ ___ ___ ___ ___
numeric

Earnings/Taxes G/L Accounts Worksheet

1 – RECORD KEY ∧S

2 NO. OF ENTRIES ____ 1-15

3 JOURNAL NUMBER ________ numeric

4 SALARY—REGULAR __________ numeric

5 SALARY—OVERTIME __________ numeric

6 SALARY—PREMIUM __________ numeric

7 SALARY—SICK PAY __________ numeric

8 SALARY—HOLIDAY __________ numeric

9 SALARY—VACATION __________ numeric

10 SALARY—OTHER __________ numeric

11 SALARY—BONUS __________ numeric

12 SALARY—PER DIEM __________ numeric

13 EMP EXP ALLOW __________ numeric

14 FED W/T PAYABLE __________ numeric

15 FICA—EMPLOYEES __________ numeric

16 STATE W/T PYBL __________ numeric

17 LOCAL W/T PYBL __________ numeric

18 SDI PAYABLE __________ numeric

19 DR–CR MASK 1 __________ D–C

20 DR–CR MASK 2 __________ D–C

21 DR–CR MASK 3 __________ D–C

Deductions/Net Pay G/L Accounts Worksheet

1 – RECORD KEY ∧T

2 NO. OF ENTRIES |_|_| 1-16

3 JOURNAL NUMBER |_|_|_|_|_| numeric

4 MED INS PAYABLE |_|_|_|_|_|_| numeric

5 LIFE INS PYBL |_|_|_|_|_|_| numeric

6 LOAN PYMT PYBL |_|_|_|_|_|_| numeric

7 SAV DED PYBL |_|_|_|_|_|_| numeric

8 GARN DED PYBL |_|_|_|_|_|_| numeric

9 SAV BOND PYBL |_|_|_|_|_|_| numeric

10 MISC DEDUCT 1 |_|_|_|_|_|_| numeric

11 MISC DEDUCT 2 |_|_|_|_|_|_| numeric

12 MISC DEDUCT 3 |_|_|_|_|_|_| numeric

13 MISC DEDUCT 4 |_|_|_|_|_|_| numeric

14 MISC DEDUCT 5 |_|_|_|_|_|_| numeric

15 MISC DEDUCT 6 |_|_|_|_|_|_| numeric

16 MISC DEDUCT 7 |_|_|_|_|_|_| numeric

17 MISC DEDUCT 8 |_|_|_|_|_|_| numeric

18 MISC DEDUCT 9 |_|_|_|_|_|_| numeric

19 ∧ NET PAY-BANK |_|_|_|_|_|_| numeric

20 DR–CR MASK 1 |_|_|_|_|_|_| D–C

21 DR–CR MASK 2 |_|_|_|_|_|_| D–C

22 DR–CR MASK 3 |_|_|_|_|_|_| D–C

Tax/Ins G/L Accrual Accounts Worksheet

1 – RECORD KEY ∧U

2 NO. OF ENTRIES |_|_| 1-9

3 JOURNAL NUMBER |_|_|_|_|_| numeric

4 FICA ACCRUAL |_|_|_|_|_|_| numeric

5 FICA EXPENSE |_|_|_|_|_|_| numeric

6 FUTA ACCRUAL |_|_|_|_|_|_| numeric

7 FUTA EXPENSE |_|_|_|_|_|_| numeric

8 SUI ACCRUAL |_|_|_|_|_|_| numeric

9 SUI EXPENSE |_|_|_|_|_|_| numeric

10 WC ACCRUAL |_|_|_|_|_|_| numeric

11 WC EXPENSE |_|_|_|_|_|_| numeric

12 EIC ACCOUNT |_|_|_|_|_|_| numeric

13 DR–CR MASK 1 |_|_|_|_|_|_| D–C

14 DR–CR MASK 2 |_|_|_|_|_|_| D–C

Employee Year-to-Date Worksheet

1 – COMPANY CODE ⊔⊔ alphanumeric

2 – EMPLOYEE NUMBER ⊔⊔⊔⊔⊔ alphanumeric

3 REG EARN YTD ⊔⊔⊔⊔⊔⊔ . ⊔⊔ numeric

4 OT EARN YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

5 PREM EARN YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

6 SICK EARN YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

7 HOLIDAY YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

8 VACATION YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

9 OTHER EARN YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

10 BONUS EARN YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

11 PER DIEM YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

12 EXP ALLOW YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

13 MISC EARN YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

14 GROSS EARN YTD ⊔⊔⊔⊔⊔⊔ . ⊔⊔ numeric

15 NET EARN YTD ⊔⊔⊔⊔⊔⊔ . ⊔⊔ numeric

16 FED W/T YTD ⊔⊔⊔⊔⊔⊔ . ⊔⊔ numeric

17 FICA YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

18 STATE W/T YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

19 LOCAL W/T YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

20 SDI YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

21 MEDICAL INS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

22 LIFE INS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

23 GARNISHMENT YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

24 LOAN PYMT YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

25 SAV BONDS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

26 SAVINGS DED YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

27 MISC DED YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

28 REG HRS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

29 OT HRS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

30 PREM HRS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

31 SICK HRS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

32 HOLIDAY HRS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

33 VAC HRS YTD ⊔⊔⊔ . ⊔⊔ numeric

34 OTHER HRS YTD ⊔⊔⊔⊔ . ⊔⊔ numeric

35 EIC PYMT YTD ⊔⊔⊔⊔⊔ . ⊔⊔ numeric

IDOL Report Generator

72 lines on Tim
[illegible] Printer

1. From any File Maintenance Screen, select option (5) REPORT.
2. All of the fields in the file are displayed in field number order.
3.

SCREEN PROMPT	RESPONSE	MEANS
DEFINE NEW REPORT/ INQUIRY (Y/N)	Y N	Define brand new report Select previously defined report which has been SAVED.
DEFINE NEW FIELDS(Y/N)	Y	Allows **calculation** on fields or definition of fields from **another** file.
DEFINE SPEC. LOGIC(Y/N)	Y	Allows BASIC statements to be inserted at specific points.
SEQUENCE REPORT BY A CROSS INDEX (Y/N)	Y	Allows sorting by cross index--if one has been established (* by field)
SORT REQUIRED (Y/N)	Y	Select item # by which to sort; may sort by portion of selected field; if item is NUMERIC, ascending or descending sort available.No limit to # of sort fields.
LOGICAL RETRIEVAL REQUIRED (Y/N)	Y	Enter retrieval rule (conditions) using relational operators (=,<, >, AND, OR).
TOTALS REQUIRED (Y/N)	Y	Specify fields for totals.
SUBTOTALS REQUIRED (Y/N)	Y	Specify fields for subtotals.

SCREEN PROMPT	**RESPONSE**	**MEANS**
DEFINE NEW STACKED FIELDS (Y/N)	Y	Identify new stacked fields, up 4 fields per stack. Use A-Z as stack codes.
ENTER LINE LENGTH (30-131)	30-131	Determines print line length. Reports on screen have max length of 79. IDOL evenly distributes gaps between columns to occupy full length of screen or paper.
ENTER REPORT HEADING		Enter title of report
ITEM OR (RETURN)	Field #	Enter selected fields; select stacked fields together; change headings if desired; if NUMERIC, change mask if desired: (e.g. $##,##0.00-). Press RETURN to indicate end of selections.
END OF SELECTIONS (Y/N)	Y	Creates print parameters
	N	Make more field selections
SINGLE SPACE (Y/N)	N	Enter line spacing desired. Entry of 1 will double space
HARD COPY (Y/N)?	Y	If multiple printers, indicate which printer.
	N	Print on terminal only.

SCREEN PROMPT	**RESPONSE**	**MEANS**
SUMMARY REPORT (Y/N)	Y	Print only subtotals & totals
SAMPLE PAGE (Y/N)?	Y	Prints sample of format. Then asks if FORMAT OK (Y/N). If response is N, IDOL cancels entire report.
KEY RANGE SELECT (Y/N)?	Y	Specify range of record keys.
SAVE REPORT PARAMETERS (Y/N)	N	Runs report!
	Y	Specify name under which to SAVE report. Call it: R + 3 digit **file number** + any **two-byte code,** e.g. R150AS. Then system returns to first report selection question.

APPENDIX A

SEL NUM	SELECTOR NAME	# OF FUNCTIONS	DOCUMENTATION NUMBER
1	IDOL MASTER SELECTOR	5	1.0
2	** IDOL DEFINITION FUNCTIONS **	8	1.3.1
3	* IDOL CONTROL DICTIONARY MAINTENANCE *	7	1.3.3
4	** IDOL DOCUMENTATION FUNCTIONS **	19	1.3.2
5	** IDOL USER DOCUMENT PRINTING **	1	1.3.2.5
6	** IDOL UTILITY FUNCTIONS **	18	1.3.4
7	** IDOL SYSTEM FUNCTIONS **	5	1.3
8	** IDOL UTILITY REPORTS **	6	1.3.5
9	UNUSED		
10	FORTUNE SYSTEMS BUSINESS APPLICATIONS	8	
11	BUSINESS UTILITIES	8	8.0
12	BAS FILE UTILITIES	6	8.8
13	UNUSED		
14	UNUSED		
15	UNUSED		
16	UNUSED		
17	UNUSED		
18	UNUSED		
19	UNUSED		
20	GENERAL LEDGER	21	1.0
21	UNUSED		
22	UNUSED		
23	ACCOUNTS PAYABLE	22	2.0
24	A/P SPECIAL PROCESSING	7	2.9
25	ACCOUNTS PAYABLE FILE MAINTENANCE	6	2.10
26	A/P DISTRIBUTION REPORTS	2	2.19
27	UNUSED		
28	UNUSED		
29	ACCOUNTS RECEIVABLE	24	3.0
30	UNUSED		
31	UNUSED		
32	UNUSED		
33	UNUSED		
34	UNUSED		
35	ORDER PROCESSING	24	4.0
36	O/P FILE MAINTENANCE AND INQUIRY	20	4.9
37	O/P MONTH/YEAR-END PROCESSING	7	4.10
38	PHYSICAL INVENTORY SUBSYSTEM	6	4.11
39	BACK ORDERED ITEMS REPORT	4	4.19
40	INVENTORY REPORTS	7	4.22
41	MONTHLY SALES ANALYSIS REPORTS	8	4.23
42	SALES HISTORY REPORTS	9	4.10.6
43	UNUSED		
44	UNUSED		
45	FIXED ASSETS	14	5.0
46	ASSET RECORDS FOR G/L DISTRIBUTION	4	5.7
47	UNUSED		
48	UNUSED		
49	PURCHASE ORDERS	24	6.0
50	UNUSED		
51	UNUSED		

SEL NUM	SELECTOR NAME	# OF FUNCTIONS	DOCUMENTATION NUMBER
52	PAYROLL	20	7.0
53	PAYROLL FILE MAINTENANCE AND INQUIRY	14	7.1
54	QUARTERLY/YEARLY REPORTS/FORMS	5	7.14
55	UNUSED		
56	UNUSED		
57	UNUSED		
58	UNUSED		
59	UNUSED		
60	UNUSED		
61	UNUSED		
62	UNUSED		
63	UNUSED		
64	UNUSED		
65	UNUSED		
66	UNUSED		
67	UNUSED		
68	UNUSED		
69	UNUSED		
70	UNUSED		
71	UNUSED		
72	UNUSED		
73	UNUSED		
74	UNUSED		
75	UNUSED		
76	UNUSED		
77	UNUSED		
78	UNUSED		
79	UNUSED		
80	UNUSED		
81	UNUSED		
82	UNUSED		
83	UNUSED		
84	UNUSED		
85	UNUSED		
86	UNUSED		
87	UNUSED		
88	UNUSED		
89	UNUSED		
90	UNUSED		
91	UNUSED		
92	UNUSED		
93	UNUSED		
94	UNUSED		
95	UNUSED		
96	UNUSED		
97	UNUSED		
98	UNUSED		
99	UNUSED		

TOTAL FUNCTIONS = 339

```
05/26/83                FILE NUMBER/NAME CROSS REFERENCE(BY NAME)
1.3.2.7               Proprietary: FORTUNE SYSTEMS CORPORATION

  FILE   FILE   CONTROL  EDIT    DATA
  NAME   NUMB   PROG     PROG    BASE        DESCRIPTION

 CAPAD   125                     AP      ADJ JOURNAL ENTRY DISTR DTL
 CAPAH   126                     AP      ADJ JOURNAL ENTRY INVOICE TOT
 CAPDF   127                     AP      DISTRIBUTION PRINT FILE
 CAPOS   138                     AP      A/P OUTSTANDING CHECK FILE
 CCNOF   128                     AP      VENDOR CHECK NOS. (KEYS ONLY)
 CMCRG   129                     AP      MONTHLY CHECK REGISTER
 COPAF   130                     AP      OPEN INVOICE FILE
 COPKF   136                     AP      OPEN PAYABLES KEY ACCESS FILE
 CPQID   131                     AP      PURCHASE ORDER QTY INVOICED FILE
 CPYKF   137                     AP      PURCHASES HEADER KEY ACCESS FILE
 CPYRD   132                     AP      PURCHASES DETAIL FILE
 CPYRH   133                     AP      PURCHASES HEADER FILE
 CVNCK   134                     AP      VENDOR CHECK FILE
 CVNMS   135            CGLSE0   AP      VENDOR MASTER FILE

 CARAJ   112                     AR      ADJ JOURNAL PRINT/TRAN FILE
 CARLT    64                     AR      INVOICE LINE ITEM CODES
 CCNVZ1   63                     AR      CUSTOMER PAYMENT TERMS
 CCNVZP   55                     AR      MEMOS AND ADJUSTMENTS REASON CODES
 CCRIR   115                     AR      CASH RECEIPTS JOURNAL FILE
 CCSMS   110            CUTSP0   AR      CUSTOMER MASTER FILE
 CDASL   116                     AR      DELINQUENT ATB WORK FILE
 CDAST   117                     AR      CASH RECEIPTS APPL. SORT FILE
 CIMRC   111                     AR      INV, DM, CM JOURNAL FILE
 CNACR   122                     AR      HOLD NON A/R CASH RECEIPTS
 COPAR   118                     AR      OPEN ACCOUNTS RECEIVABLE FILE
 CRCKS   119                     AR      CASH RECEIPTS CHECK FILE
 CSAMS   120                     AR      SALES REPRESENTATIVE FILE
 CSVCG   121                     AR      STATEMENT SERVICE CHARGE FILE

 CCNVZF   45                     BS      COMPANY INFORMATION RECORDS

 CCNVZ(   21                     DL      SELECTOR PARAMATERS SAVE FILE
 CCNVZ)   24                     DL      TERMINAL TO TERMINAL MESSAGE RECORDS
 CCNVZA   30                     DL      INSTALLATION INFORMATION RECORD
 CCNVZB   31                     DL      FILE INFORMATION RECORDS
 CCNVZC   32            CUTDGD   DL      OPERATOR INFORMATION RECORDS
 CCNVZD   33                     DL      REPORT HEADING RECORDS (APPLICATION)
 CCNVZE   34                     DL      SELECTOR EXIT MESSAGES
 CCNVZG   35                     DL      USER ID RECORDS
 CCNVZH   27                     DL      SAVED REPORT PARAMETERS (IDOL)
 CDEST    16    DOL              DL      DATA ENTRY SCREEN SORT FILE
 CGLBD     9    CUTGB0           DL      GLOBAL DATA ELEMENT DICTIONARY
 COPFN     8                     DL      SELECTOR FUNCTIONS FILE
 COPST     7                     DL      OPERATOR STATISTICS FILE
 CTTTL    10                     DL      FILE MAINTENANCE AUDIT TRAIL FILE
 DADF1    17                     DL      DOCUMENTATION MODULE ID FILE
 DADF2    18    IDOL             DL      DOCUMENTATION TEXT FILE
 DADF3    19                     DL      DOCUMENT TABLE OF CONTENTS FILE
 DADF4    20                     DL      DOCUMENT INDEX FILE
 DFDLF    23    CUTFA0           DL      DATA ELEMENT DOCUMENTATION TEXT FILE
 DFDSF    22    CUTFA0           DL      DATA ELEMENT DOCUMENTATION ID FILE
 ERLOG    11    CUTSA0           DL      PROGRAM ERROR LOG
 RXXXYY   28    IDOL             DL      REPORT LOAD MOD (INDEX FILE) 1 RECORD
```

05/26/83 FILE NUMBER/NAME CROSS REFERENCE(BY NAME)
1.3.2.7 Proprietary: FORTUNE SYSTEMS CORPORATION

FILE NAME	FILE NUMB	CONTROL PROG	EDIT PROG	DATA BASE	DESCRIPTION
UASQ-A	3	CUTUI0		DL	SELECTOR DICTIONARY HEADER RECORDS
UASQ-B	4	CUTUI0		DL	SELECTOR DICTIONARY DETAIL RECORDS
UBSQ-A	1	CUTDE0		DL	FILE/ELEMENT DICTIONARY HEADER RECORDS
UCSQ	5	CUTDSB		DL	DATA ENTRY FUNCTION CONTROL RECORD
CFAMF	190		CFASE0	FA	FIXED ASSET MASTER FILE
CCNVZ0	62		CGLSE0	GL	CLOSING PERIOD RECORD
CCNVZ4	66		CGLSE0	GL	SALES JOURNAL ACCOUNTS
CCNVZ5	67		CGLSE0	GL	CASH RECEIPTS JOURNAL ACCOUNTS
CCNVZ6	68		CGLSE0	GL	ASSET DEPRECIATION RECORD
CCNVZ7	69		CGLSE0	GL	ASSET TRANSFER RECORD
CCNVZI	48		CGLSE0	GL	A/R ADJUSTMENTS JOURNAL ACCOUNTS
CCNVZJ	49		CGLSE0	GL	PAYMENT DISTRIBUTION RECORD
CCNVZK	50		CGLSE0	GL	SALESMAN COMMISSION ACCOUNTS
CCNVZL	51		CGLSE0	GL	INVOICE DISTRIBUTION RECORD
CCNVZM	52		CGLSE0	GL	SERVICE CHARGES ACCOUNTS
CCNVZN	53		CGLSE0	GL	EARNINGS/TAXES G/L ACCOUNTS
CCNVZO	54		CGLSE0	GL	DEDUCTIONS/NET PAY G/L ACCOUNTS
CCNVZQ	56		CGLSE0	GL	TAX/INS G/L ACCRUAL ACCOUNTS
CCNVZY	61		CGLSE0	GL	INCOME STATEMENT ACCT RECORD
CGLBF	168			GL	BUDGET MASTER
CGLDS	160			GL	JOURNAL DESCRIPTION
CGLIF	161			GL	INTERFACE WORK FILE
CGLIS	162			GL	INCOME STATEMENT FORMAT
CGLMS	163		CGLSE0	GL	CHART OF ACCOUNTS
CGLSR	164			GL	G/L SPECIAL REPORT FILE
CGLTR	165			GL	GL TRANSACTION FILE
CGLWF	167			GL	DETAIL WORK FILE
CJREN	166			GL	JOURNAL ENTRY INPUT FILE
CINV1	95		COESE0	IC	INVENTORY ITEM MASTER
CINV2A	96			IC	INVENTORY MULTI-PRICING FILE
CINV2B	97		CPOSE0	IC	INVENTORY LOCATION 3, 4, AND 5
CINV3	98			IC	LIFO/FIFO LOTS FILE
CPHIN	99			IC	PHYSICAL INVENTORY FILE
CUCNF	102			IC	UNIT OF MEASURE CONVERSION FILE
CBODT	80			OE	BACK ORDER DETAIL FILE
CBOHD	81			OE	BACK ORDER HEADER FILE
CBOIT	82			OE	BACK ORDERED ITEMS PRINT FILE
CCNTF	83		COESE1	OE	CUSTOMER CONTRACT FILE
CCNVZT	57			OE	SHIP VIA METHOD RECORDS
CCNVZU	58			OE	MISCELLANEOUS CHARGE RECORDS
CCNVZV	59		CARSE0	OE	SALES TAX INFORMATION RECORDS
CDSJR	84			OE	DIRECT SALES REPORT FILE
CIVDT	85			OE	INVOICE DETAIL FILE
CIVHD	86			OE	INVOICE HEADER FILE
CMFSL	75			OE	MESSAGE FILE
COOCI	87			OE	CUST/ORDER CROSS INDEX FILE
COODT	88			OE	OPEN ORDER DETAIL FILE
COOHD	89			OE	OPEN ORDER HEADER FILE
CSHTO	90		CUTSP0	OE	CUSTOMER SHIP-TO ADDRESS FILE
CRECA	100			OP	MISC. INVENTORY ADJUSTMENTS FILE

```
05/26/83                FILE NUMBER/NAME CROSS REFERENCE(BY NAME)
1.3.2.7             Proprietary: FORTUNE SYSTEMS CORPORATION

  FILE   FILE  CONTROL  EDIT    DATA
  NAME   NUMB   PROG    PROG    BASE         DESCRIPTION


 CCAJF   140                    PO     INVENTORY ITEM COST ADJ. FILE
 CPODF   141                    PO     DETAIL LINE ITEM FILE
 CPOHF   142                    PO     HEADER FILE
 CPOVK   143                    PO     VENDOR/PURCHASE ORDER CROSS INDEX FILE
 CPSRD   144                    PO     STOCK RECEIPTS DETAIL FILE
 CPSRH   145                    PO     STOCK RECEIPTS HEADER FILE
 CRPOF   146                    PO     RECEIVED ORDER DETAIL FILE

 CEMP1   150            CPRSE0  PR     EMPLOYEE MASTER
 CEMP2   151            CPRSA0  PR     EMPLOYEE DEDUCTIONS
 CEMP3   152            CPRSA0  PR     EMPLOYEE YEAR-TO-DATE
 CEMP4   158            CPRSA0  PR     EMPLOYEE EARNED INCOME CREDIT
 CEMP5   170            CPRSA0  PR     EMPLOYEE QUARTER-TO-DATE
 CEMP6   159            CPRSA0  PR     EMPLOYEE MULTI-TAX MASTER RECORDS
 CITTF   154                    PR     INCOME TAX TABLES
 CP941   155                    PR     PAYROLL 941-A SORT FILE
 CPINI   156            CPRSE0  PR     PAYROLL INITIALIZATION FILE
 CPINS   149            CPRSE2  PR     PAYROLL INSURANCE TABLES MAINTENANCE
 CPWKF   157                    PR     CURRENT PAYROLL WORK FILE
 CWCMP    77                    PR     WORKERS COMPENSATION RECORDS

 CSACM   105                    SA     SALES REPRESENTATIVE COMMISSION FILE
```

```
                START   END                      BYTES/
 NAME    TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD  IN USE   AVAIL         PROGRAM ID
-----------------------------------------------------------------------------------------------
*F100B   SRT       0     65     66  14    1000       0       0    1000
*WRKT0   SRT       0     66     67   9    1500       0      86    1414
[illegible]APAD    DIR       0   2115   2116  25   10000      48       0   10000
CAPAH    DIR       0   1125   1126  22    3000     138       0    3000
CAPDF    DIR       0   3102   3103  34   10000      80       0   10000
CAPOS    DIR       0   2005   2006  14   10000      66       0   10000
CARAJ    DIR       0   2626   2627   8   10000     110       0   10000
CARLT    DIR       0   1670   1671   6   10000      65       0   10000
CBODT    DIR       0   3053   3054   9   10000     130       0   10000
CBOHD    DIR       0   1420   1421   6    2000     343       0    2000
CBOIT    DIR       0   1614   1615  21    5000     114       0    5000
CCAJF    DIR       0   3293   3294  19   10000     122       0   10000
CCNOF    SRT       0    513    514  11   10000       0       0   10000
CCNTF    DIR       0    739    740  23    2000     132       0    2000
CCNVZ    DIR       0   2718   2719   7    5000     256     300    4700
CCRIR    DIR       0   2783   2784   6   10000     122       0   10000
CCSMS    DIR       0   6709   6710   6   10000     323       0   10000
CDASL    DIR       0    550    551   8    2000     116       0    2000
CDAST    SRT       0    607    608  13   10000       0       0   10000
CDSJR    DIR       0    265    266   6    1000     115       0    1000
CEMP1    DIR       0   8853   8854   7   10000     431       0   10000
CEMP2    DIR       0   5221   5222   7   10000     245       0   10000
CEMP3    DIR       0   6139   6140   7   10000     292       0   10000
CEMP4    DIR       0    132    133   7    1000      45       0    1000
CEMP5    DIR       0   6139   6140   7   10000     292       0   10000
CEMP6    DIR       0   2295   2296  10   10000      89       0   10000
CFAMF    DIR       0   3876   3877   8   10000     174       0   10000
CGLBF    DIR       0   2997   2998   8   10000     129       0   10000
[illegible]GLDS    DIR       0   1021   1022   7   10000      30       0   10000
CGLIF    DIR       0   8385   8386   9   10000     403       0   10000
CGLIS    DIR       0   2841   2842   8   10000     121       0   10000
CGLMS    DIR       0   7587   7588   8   10000     364       0   10000
CGLSR    DIR       0   1747   1748   8   10000      65       0   10000
CGLTR    DIR       0   2141   2142  19   10000      63       0   10000
CGLWF    DIR       0   2102   2103  19   10000      61       0   10000
CIMRC    DIR       0   3174   3175   6   10000     142       0   10000
CINV1    DIR       0   5529   5530  12   10000     250       0   10000
CINV2    DIR       0   2780   2781  13   10000     107       0   10000
CINV3    DIR       0   3093   3094  13   10000     123       0   10000
CITTF    DIR       0    273    274   5     500     261       0     500
CIVDT    DIR       0   3599   3600   9   10000     158       0   10000
CIVHD    DIR       0   4146   4147   6    5000     404       0    5000
CJREN    DIR       0    472    473  10    3000      52       0    3000
CMCRG    DIR       0   2818   2819   9   10000     118       0   10000
CMFSL    DIR       0   1568   1569   3   10000      66       1    9999
CNACR    DIR       0   2358   2359  17   10000      78       0   10000
COOCI    SRT       0    122    123  13    2000       0       0    2000
COODT    DIR       0   3053   3054   9   10000     130       0   10000
COOHD    DIR       0   2042   2043   6    3000     328       0    3000
COPAF    DIR       0   3710   3711  22   10000     136       0   10000
COPAR    DIR       0   3722   3723  18   10000     146       0   10000
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                START   END                       BYTES/
 NAME    TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD  IN USE   AVAIL       PROGRAM ID
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COPKF    SRT      0   1053   1054  24   10000       0       0   10000
CP941    DIR      0   3092   3093   9   10000     132       0   10000
CPHIN    DIR      0   2578   2579  16   10000      91       0   10000
CPINI    DIR      0     46     47   2     100     218       1      99
CPINS    DIR      0     89     90   5     500      72       0     500
CPODF    DIR      0   2584   2585   9   10000     106       0   10000
CPOHF    DIR      0   5967   5968   6   10000     285       0   10000
CPOVK    SRT      0    556    557  12   10000       0       0   10000
CPQID    DIR      0   3580   3581  25   10000     123       0   10000
CPSRD    DIR      0   1998   1999   9   10000      76       0   10000
CPSRH    DIR      0   1572   1573   6   10000      60       0   10000
CPTCN    DIR      0     49     50   5     500      31       0     500
CPWKF    DIR      0   7997   7998   8   10000     385       0   10000
CPYKF    SRT      0   1053   1054  24   10000       0       0   10000
CPYRD    DIR      0   2115   2116  25   10000      48       0   10000
CPYRH    DIR      0   3046   3047  22   10000     102       0   10000
CRCKS    DIR      0    445    446   8    5000      21       0    5000
CRECA    DIR      0    245    246  15    1000      86       0    1000
CRPOF    DIR      0   2545   2546   9   10000     104       0   10000
CSACM    DIR      0   1669   1670   8   10000      61       0   10000
CSAH0    IND      0   3164   3165   0   20000      81       0       0
CSAH1    SRT      0   1539   1540  17   20000       0       0   20000
CSAH2    SRT      0   1026   1027  11   20000       0       0   20000
CSAH3    SRT      0   1380   1381  15   20000       0       0   20000
CSAH4    SRT      0    397    398   3   20000       0       0   20000
CSAMD    SRT      0   1667   1668  38   10000       0       0   10000
CSAMS    DIR      0    333    334   2    1000     158       0    1000
CSHTO    DIR      0   1577   1578   8    5000     137       0    5000
[illegible]SURQ    DIR      0     31     32   4     200      59     136      64
CSURS    SRT      0     77     78  36     500       0     408      92
CSVCG    DIR      0    144    145  12    1000      40       0    1000
CUCNF    DIR      0     29     30   4     500      13       0     500
CVNCK    DIR      0   3594   3595  27   10000     120       0   10000
CVNMS    DIR      0   5674   5675   6   10000     270       0   10000
CWCMP    DIR      0   1334   1335   4   10000      52       0   10000

205304 - SECTORS IN USE.      0 - PROGRAMS,     86 - DATA FILES.      86 - FILES DEFINED
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                 START   END                          BYTES/
NAME      TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD  IN USE    AVAIL         PROGRAM ID

*WRKT0    SRT       0     66     67    9    1500       0     346     1154
CAPDA0    PGM       0      2      3    0       1    1562    1292      270   VENDOR INVOICE ENTRY
 APDA1    PGM       0      8      9    0       1    4634    4415      219   VENDOR INV ENTRY
CAPDA2    PGM       0      3      4    0       1    1840    1814       26   VENDOR INVOICE ENTRY
CAPDA3    PGM       0      9     10    0       1    5146    4858      288   VENDOR INV ENTRY
CAPDA4    PGM       0      4      5    0       1    2586    2400      186   OVLY VENDOR INVOICE ENTRY
CAPDA5    PGM       0      6      7    0       1    3610    3086      524   VENDOR INVOICE ENTRY
CAPDA6    PGM       0      8      9    0       1    4502    4476       26   LINE ITEM ENTRY
CAPDA7    PGM       0      4      5    0       1    2518    2492       26   INV ENT
CAPDB0    PGM       0      2      3    0       1    1562    1279      283   MANUAL/REVERSE PAYMENT ENTRY
CAPDB1    PGM       0      7      8    0       1    3912    3886       26   VND MAN CHK
CAPDB2    PGM       0      8      9    0       1    4634    4547       87   VENDOR RVS PAY ENTRY-OVLY CAPDB0
CAPDB3    PGM       0     10     11    0       1    5551    5525       26   NONVND M/R/P
CAPDB4    PGM       0     10     11    0       1    5220    5194       26   O/L DB1, MAN CHK DTL
CAPDB6    PGM       0      7      8    0       1    3710    3684       26   NONVENDOR M/R/P DISTR, O/L TO CAPDB3
CAPDB8    PGM       0      1      2    0       1    1050     996       54   O/L TO CAPDB4 - REV MAN ENTRIES
CAPFA4    PGM       0      9     10    0       1    4689    4663       26   4-UP LABELS
CAPFA5    PGM       0      6      7    0       1    3353    3327       26   1-UP LABELS
CAPIA0    PGM       0      8      9    0       1    4262    4236       26   A/P INQ AND HARD COPY
CAPKEY    PGM       0      1      2    0       1    1050     841      209   REBUILD A/P KEY FILES "COPKF", COPKF
CAPRA0    PGM       0     10     11    0       1    5658    5265      393   A/P INVOICE REGISTER PRINT - KDP
CAPRA1    PGM       0      6      7    0       1    3610    3334      276   OVERLAY CAPRA0
CAPRA2    PGM       0      4      5    0       1    2586    2172      414   VOUCHER REGISTER, COMPANY TOTAL REPORT - KDP
CAPRA3    PGM       0      3      4    0       1    2074    1748      326   VOUCHER DISTRIBUTION UPDATE
CAPRB0    PGM       0      6      7    0       1    3506    3480       26   OPEN A/P PRINT
CAPRB1    PGM       0      3      4    0       1    2074    1667      407   OPEN PAYABLES COMPANY TOTAL REPORT - KDP
CAPRC0    PGM       0      5      6    0       1    2712    2686       26   A/P CASH REQ. REPORT
CAPRC1    PGM       0      6      7    0       1    3610    3217      393   LINK OF CAPRC0 - CASH REQUIREMENTS
 APRC2    PGM       0      3      4    0       1    2074    1933      141   CASH REQUIREMENTS COMPANY TOTALS
CAPRD0    PGM       0      4      5    0       1    2179    2153       26   A/P AGING REPORT
CAPRD1    PGM       0      5      6    0       1    3098    2820      278   OVLY A/P AGING REPORT: CAPRD0
CAPRD2    PGM       0      3      4    0       1    2074    1975       99   A/P AGING COMPANY TOTALS
CAPRE0    PGM       0      4      5    0       1    2586    2067      519   PAYMENT SELECTION LEAD
CAPRE1    PGM       0      9     10    0       1    4727    4701       26   OVLY PAYMENT SELECTION
CAPRE2    PGM       0     11     12    0       1    5821    5795       26   OVLY A/P SELECT PAY
CAPRF0    PGM       0      7      8    0       1    4122    3720      402   A/P PAYMENT SELECTION REGISTER
CAPRF1    PGM       0      1      2    0       1    1050     991       59   LINK OF CAPRF0
CAPRG0    PGM       0      8      9    0       1    4479    4453       26   CHECK PRINTING
CAPRG1    PGM       0      5      6    0       1    2911    2885       26   OVLY A/P CHECK PRINT:CAPRG0
CAPRG2    PGM       0      1      2    0       1    1050     686      364   OVLY CHECK PRINT UPDATE
CAPRG3    PGM       0      3      4    0       1    2074    1657      417   CHECK PRINT FILE UPDATE
CAPRH0    PGM       0      8      9    0       1    4634    4578       56   A/P CHECK REGISTER
CAPRH1    PGM       0      5      6    0       1    2961    2935       26   A/P PAYMENT UPDATE
CAPRI0    PGM       0      5      6    0       1    3098    2899      199   DISTRIBUTION REPORTS
CAPRI1    PGM       0      3      4    0       1    2074    1816      258   UPDT A/P TO G/L - KDP
CAPRJ0    PGM       0      8      9    0       1    4403    4377       26   MONTHLY CHECK REGISTER
CAPRK0    PGM       0      9     10    0       1    4789    4763       26   A/P ADJ SCREEN DISPLAY
CAPRK1    PGM       0      8      9    0       1    4634    4203      431   A/P ADJ DATA ENTRY
CAPRK2    PGM       0      9     10    0       1    4951    4925       26   A/P ADJ JOURNAL POSTING
CAPRK3    PGM       0      6      7    0       1    3610    3168      442   PRINT A/P ADJ JOURNAL
CAPRK4    PGM       0      5      6    0       1    3098    2692      406   A/P ADJ UPDATE
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                 START   END                        BYTES/
NAME    TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD  IN USE   AVAIL       PROGRAM ID
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CAPRK5  PGM       0      4      5   0        1    2586    2264     322   A/P ADJUSTMENT JOURNAL COMPANY TOTALS - KDP
CAPRL0  PGM       0      3      4   0        1    1918    1892      26   SELECTION MODULE: VENDOR LISTING (RDA)
 APRL1  PGM       0      2      3   0        1    1562    1056     506   VENDOR MASTER FILE SORT MODULE (RDA)
CAPRL2  PGM       0      4      5   0        1    2171    2145      26   O/L PRINT VENDOR ALPHA. LISTING (RDA)
CAPRM0  PGM       0      4      5   0        1    2586    2415     171   OUTSTANDING CHECK RECONCILIATION
CAPRN0  PGM       0      0      1   0        1     538     461      77   DELETE CANCELLED CHECKS FROM CAPOS
CAPUA0  PGM       0      2      3   0        1    1458    1432      26   ENTER BAS A/P INVOICE BALANCES
CAPUA1  PGM       0      9     10   0        1    5055    5029      26   LINK OF CAPUA0
CAPUA2  PGM       0      3      4   0        1    2074    1681     393   LINK OF CAPUA1
CAPUB0  PGM       0      4      5   0        1    2143    2117      26   UPDATE A/P TO G/L
CARDA0  PGM       0      3      4   0        1    2032    2006      26   CR/DB/ADJ/CASH RECEIPTS LEAD MODULE
CARDB0  PGM       0      9     10   0        1    4733    4707      26   A/R ADJ.ENTRY
CARDB1  PGM       0      7      8   0        1    4111    4085      26   LINK OF CARDB0
CARDC0  PGM       0      6      7   0        1    3610    3388     222   CASH RECEIPTS CHK BALANCE
CARDC1  PGM       0      5      6   0        1    2830    2804      26   CASH APPLICATION
CARDC2  PGM       0      7      8   0        1    3890    3864      26   O/L TO CASH APPLICATION
CARDC3  PGM       0      3      4   0        1    2074    1988      86   CASH APP. END OF CUST.
CARDC4  PGM       0      3      4   0        1    2074    1722     352   CR/DB MEMO APPLICATION
CARDC5  PGM       0      5      6   0        1    3098    2917     181   OVLY CM APPL
CARDC6  PGM       0      6      7   0        1    3610    3100     510   O/L CASH APPL.
CARDC7  PGM       0      4      5   0        1    2586    2374     212   O/L DM APPL.
CARDC8  PGM       0      4      5   0        1    2586    2448     138   O/L CASH APPL.
CARDC9  PGM       0      3      4   0        1    2074    1617     457   O/L CASH APPL.
CARDCA  PGM       0      3      4   0        1    2074    1847     227   O/L CASH APPL.
CARDD0  PGM       0     10     11   0        1    5273    5247      26   NON A/R CASH RECEIPTS ENTRY JLR
CARDD1  PGM       0      9     10   0        1    4784    4758      26   O/L CARDD0 - DISTRIBUTION LINE ENTRY
CARDD2  PGM       0      6      7   0        1    3610    3493     117   O/L CARDD1 - CHANGE/DELETE DIST REC
CARDQ0  PGM       0      4      5   0        1    2328    2302      26   FREE STANDING DELINQUENT REPORT
 ARDQ1  PGM       0      3      4   0        1    1999    1973      26   LINK OF FREE-STANDING DELINQUENT REPORT
CARFA4  PGM       0      7      8   0        1    4098    4072      26   CARFA4...CUSTOMER LABELS
CARFA5  PGM       0      4      5   0        1    2394    2368      26   1-UP LABELS
CARFB0  PGM       0      2      3   0        1    1562    1030     532   EDIT CUST MAST FIELDS F3$, G3$, I3$
CARIC0  PGM       0      8      9   0        1    4462    4436      26   A/R INQUIRY & HARD-COPY (RDA)
CARIE0  PGM       0      7      8   0        1    4122    3978     144   LINE ITEM INVOICE ENTRY (TABLE-DRIVEN A/R VERSION)
CARME0  PGM       0     11     12   0        1    5809    5783      26   CARME0...A/R DEBIT/CREDIT MEMO ENTRY
CARME1  PGM       0      7      8   0        1    3945    3919      26   A/R DR/CR MEMO LINK 2   LINE ITEM ENTRY
CARME2  PGM       0      1      2   0        1     923     897      26   A/R DR/CR MEMO TOTALS
CARME3  PGM       0      1      2   0        1     924     898      26   A/R DR/CR MEMO LAST LINK
CARRA0  PGM       0      2      3   0        1    1562    1255     307   DR/CR MEMO PRINT
CARRA1  PGM       0      6      7   0        1    3610    3115     495   CR/DR MEMO PRINTING O/L
CARRA2  PGM       0      7      8   0        1    4122    3812     310   CR/DR MEMO UPDATE - O/L
CARRB0  PGM       0      8      9   0        1    4367    4341      26   SALES JOURNAL
CARRB1  PGM       0      7      8   0        1    3961    3935      26   INV REGISTER UPDATE
CARRB2  PGM       0      3      4   0        1    2074    1905     169   LINK OF INV REG
CARRC0  PGM       0      7      8   0        1    3839    3813      26   A/R ADJUSTMENT JOURNAL PRINT AND UPDATE
CARRD0  PGM       0      6      7   0        1    3494    3468      26   CASH REC. JOURNAL
CARRD1  PGM       0      2      3   0        1    1562    1279     283   CASH REC. SUMM. REPORT
CARRD2  PGM       0      5      6   0        1    2739    2713      26   OVLY TO CARDD1-CASH REC. SUM.
CARRE0  PGM       0      5      6   0        1    2843    2817      26   A/R AGED TRIAL BALANCE
CARRE1  PGM       0      4      5   0        1    2340    2314      26   DELINQUENT TRIAL BALANCE
CARRE2  PGM       0      7      8   0        1    3731    3705      26   LINK 'CARRE0', ATB
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                START   END                              BYTES/
 NAME    TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD  IN USE   AVAIL       PROGRAM ID

CARRF0   PGM      0      7      8   0        1    4114    4088      26   A/R STATEMENT PRINT
CARRF1   PGM      0      8      9   0        1    4616    4590      26   OVL STMT PRT
 ARRF2   PGM      0      4      5   0        1    2125    2099      26   OVLY TO CARRF1, STATE PRINT
CARRL0   PGM      0      3      4   0        1    2074    1851     223   SELECTION MODULE: CUSTOMER LISTING (RDA)
CARRL1   PGM      0      1      2   0        1    1050     985      65   CUSTOMER MASTER FILE SORT MODULE (RDA)
CARRL2   PGM      0      4      5   0        1    2351    2325      26   CUSTOMER MASTER LISTING PRINT MODULE (RDA)
CARSE0   PGM      0      0      1   0        1     273     247      26   RESTRICT ENTRY OF TAX PERCENT IF NON-TAXABLE
CARUA0   PGM      0      5      6   0        1    2695    2669      26   (BATCH) INVOICE ENTRY
CARUA1   PGM      0     13     14   0        1    6944    6918      26   LINK OF CARUA0
CARUA2   PGM      0      4      5   0        1    2586    2078     508   LINK OF CARUA1
CBIDA0   PGM      0     10     11   0        1    5980    5354      26   INVOICE CONFIRMATION (ORDER INVOICING)
CBIDA1   PGM      0      7      8   0        1    3866    3839      27   INVOICING HD CORRECT
CBIDA2   PGM      0      5      6   0        1    3059    3033      26   BUILD OPEN INVOICE
CBIDA3   PGM      0     10     11   0        1    5394    5368      26   COR
CBIDA4   PGM      0     12     13   0        1    6206    6180      26   ADD
CBIDA5   PGM      0      2      3   0        1    1400    1374      26   INVOICE TERMINATION
CBIDA6   PGM      0      3      4   0        1    1633    1607      26   CBIDA6...ORDER INVOICING VERSION OF COEDA6...MESSAGES AT
CBIDA7   PGM      0      3      4   0        1    2069    2043      26   CBIDA7...ORDER INVOICING TOTALS LINK (version of CUTDA2)
CBIRA0   PGM      0     10     11   0        1    5502    5476      26   INVOICE PRINTING
CBIRA1   PGM      0      1      2   0        1     994     968      26   LINK OF INVOICE PRINT
CBIRA2   PGM      0      7      8   0        1    4089    4063      26   UPDT
CBIRA3   PGM      0      5      6   0        1    2973    2947      26   CREATE BACK ORDERS
CBIRB0   PGM      0      8      9   0        1    4411    4385      26   CBIRB0...SALES JOURNAL
CBIRB1   PGM      0      7      8   0        1    3975    3949      26   CBIRB1...INV REG UPDATE
CBIRB2   PGM      0      3      4   0        1    1937    1911      26   CBIRB2...SALES JOURNAL LINK
CBIUA0   PGM      0     10     11   0        1    5633    5607      26   INVOICE PRINTING
CBIUA1   PGM      0      2      3   0        1    1188    1162      26   CBIUA1...INVOICE UPDATE
CBIUA2   PGM      0      7      8   0        1    3969    3943      26   CBIUA2...INVOICE UPDATE
 BIUA3   PGM      0      5      6   0        1    2990    2964      26   CBIUA3...INVOICE UPDATE LINK FOR OP STUFF
CDSDA0   PGM      0      8      9   0        1    4259    4233      26   DIRECT SALES LEAD MODULE
CDSDA3   PGM      0      5      6   0        1    2803    2777      26   CHECK FOR CORRECT INVOICE
CDSRA0   PGM      0      4      5   0        1    2375    2349      26   DIRECT SALES REPORT
CFASE0   PGM      0      0      1   0        1     538     321     217   ASSET MASTER FILE EDIT FOR 'FA ACQUIRED' - (YYMM)
CGLCP0   PGM      0     10     11   0        1    5246    5220      26   DUPLICATION OF SPECIFIED CHART OF ACCOUNT RECORDS
CGLCP1   PGM      0      8      9   0        1    4616    4590      26   DUPLICATION OF INCOME STATEMENT FORMAT RECORDS
CGLDA0   PGM      0     14     15   0        1    7311    7285      26   JOURNAL ENT
CGLDA1   PGM      0      6      7   0        1    3432    3406      26   LINK OF CGLDA0 - DISC I/O
CGLDA2   PGM      0      3      4   0        1    1991    1965      26   JOURNAL ENTRY LINE CORRECTION MODULE
CGLDA3   PGM      0      6      7   0        1    3610    3574      36   O/L FOR RECALLING RECURRING JOURNAL
CGLRC0   PGM      0      7      8   0        1    3956    3930      26   MONTHLY TRIAL BALANCE
CGLRC1   PGM      0      9     10   0        1    4883    4857      26   G/L DETAIL REPORT
CGLRC2   PGM      0      5      6   0        1    2769    2743      26   O/L TO CGLRC0
CGLRD0   PGM      0      6      7   0        1    3408    3382      26   QUARTERLY TRIAL BALANCE
CGLRE0   PGM      0      9     10   0        1    5146    5069      77   INCOME STATEMENT
CGLRE1   PGM      0     14     15   0        1    7290    7264      26   O/L CGLRE0
CGLRE2   PGM      0      2      3   0        1    1562    1152     410   O/L CGLRE0
CGLRF0   PGM      0      9     10   0        1    4839    4813      26   G/L BALANCE SHEET
CGLRF1   PGM      0      4      5   0        1    2415    2389      26   RATIO ANALYSIS FOR BALANCE SHEET
CGLRG0   PGM      0      6      7   0        1    3610    3507     103   CHART OF ACCOUNTS REPORT
CGLRH0   PGM      0      6      7   0        1    3601    3575      26   INCOME STATEMENT FORMAT REPORT
CGLRI0   PGM      0      5      6   0        1    3057    3031      26   CAPITAL STATEMENT
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               START   END                        BYTES/
NAME    TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD  IN USE   AVAIL       PROGRAM ID

CGLRX0  PGM     0      5      6   0        1    3098    2930     168   INCOME STATEMENT
CGLRX1  PGM     0      7      8   0        1    4122    4088      34   O/L CGLRE0
CGLSE0  PGM     0      3      4   0        1    1892    1866      26   GL ACCT NUMBER SPEC EDIT
CGLUA0  PGM     0      5      6   0        1    3093    3067      26   G/L YEAR-END CLEAR/UPDATE
CGLUB0  PGM     0      5      6   0        1    3098    2595     503   MERGE APPLIC GL TRANS TO CGLTR
CGLUD0  PGM     0     10     11   0        1    5526    5500      26   ASSET FILE UPDATE MODULE
CGLUE0  PGM     0     12     13   0        1    6403    6377      26   F/A TRANSFER ENTRY & UPDATE
CGLUX0  PGM     0      5      6   0        1    2988    2962      26   G/L INTERFACE MODULE
CGLUXP  PGM     0      5      6   0        1    2970    2944      26   CGLUXP...G/L INTERFACE FOR PAYROLL ONLY
CICDA0  PGM     0      5      6   0        1    2589    2563      26   PHYSICAL INVENTORY MAINTENANCE
CICDB0  PGM     0     12     13   0        1    6260    6234      26   INVENTORY ADJUSTMENTS ENTRY
CICDB1  PGM     0      2      3   0        1    1494    1468      26   CICDB0 OVERLAY (INVENTORY ADJUSTMENTS ENTRY)
CICFA0  PGM     0      8      9   0        1    4145    4119      26   CICLQ0...LOAD INVENTORY QUANTITIES
CICRA0  PGM     0      6      7   0        1    3146    3120      26   CRITICAL INVENTORY REPORT
CICRB0  PGM     0      1      2   0        1     888     862      26   PRINT PHYS INV COUNT REPORT - RDA
CICRC0  PGM     0      1      2   0        1     787     761      26   PRINT MISSING PHYSICAL COUNTS REPORT
CICRD0  PGM     0      3      4   0        1    1854    1828      26   PHY. VAR. REPORT
CICRE0  PGM     0      8      9   0        1    4624    4598      26   INVENTORY MOVEMENT REPORT
CICRE1  PGM     0      7      8   0        1    3881    3855      26   STOCK MOVEMENT REPORT PRINTING
CICRF0  PGM     0      4      5   0        1    2155    2129      26   INVENTORY STATUS - ACTIVITY REPORT
CICRG0  PGM     0      3      4   0        1    1770    1744      26   INVENTORY PRICE SCHEDULE
CICRH0  PGM     0      5      6   0        1    2751    2725      26   INVENTORY WAREHOUSE REPORTS
CICRI0  PGM     0      3      4   0        1    1862    1836      26   CUSTOMER CONTRACT REPORT
CICRV0  PGM     0      6      7   0        1    3258    3232      26   INVENTORY VALUE REPORT
CICUA0  PGM     0      4      5   0        1    2386    2360      26   CREATE PHYSICAL INVENTORY FILE
CICUB0  PGM     0      6      7   0        1    3185    3159      26   UPDATE INVENTORY TO NEW PHYSICAL INVENTORY
CICUC0  PGM     0      5      6   0        1    2661    2635      26   PRINT INVENTORY ADJUSTMENTS JOURNAL
CICUC1  PGM     0      5      6   0        1    2614    2588      26   CICUC1...POST INVENTORY ADJUSTMENT QUANTITIES
CICUC2  PGM     0      3      4   0        1    1833    1807      26   CICUC2...POST INVENTORY ADJUSTMENTS TO G/L
COEDA0  PGM     0      3      4   0        1    1709    1683      26   ORDER & DIRECT SALES LEAD MODULE
COEDA1  PGM     0      8      9   0        1    4597    4571      26   LINK OF O/E
COEDA2  PGM     0      6      7   0        1    3354    3328      26   COL ITMS
COEDA3  PGM     0      4      5   0        1    2559    2533      26   CHECK FOR CORRECT ORDER
COEDA4  PGM     0      3      4   0        1    1893    1867      26   COLLECT SHIP-TO
COEDA5  PGM     0      3      4   0        1    2070    2044      26   COR ORDS
COEDA6  PGM     0      3      4   0        1    1985    1959      26   ENTER MESSAGES...ORDERS, INVOICES, AND POs
COEDA7  PGM     0      4      5   0        1    2392    2366      26   SPECIAL PRICING
COEDA8  PGM     0      1      2   0        1    1050     915     135   QUAN EXCEEDED MSG
COEDA9  PGM     0      5      6   0        1    3098    2858     240   LNK OF COEDA2
COEDAA  PGM     0      3      4   0        1    1800    1774      26   SPECIAL PRICING LINK
COEDAB  PGM     0      2      3   0        1    1524    1498      26   LINK OF COEDA5
COEDS0  PGM     0      1      2   0        1     588     562      26   COEDS0...OP DIRECT SALES ENTRY
COEDS1  PGM     0      3      4   0        1    1627    1601      26   COEDS1...OP DIRECT SALES INVOICE ENTRY
COEDS2  PGM     0      6      7   0        1    3382    3356      26   COEDS2...OP DIRECT SALES INVOICE LINK...ITEMS
COEDS3  PGM     0      7      8   0        1    3969    3943      26   COEDS3...OP DIRECT SALES LINK
COEDS4  PGM     0      3      4   0        1    1911    1885      26   TO
COEDS5  PGM     0      8      9   0        1    4457    4431      26   COEDS5...OP DIRECT SALES ENTRY LINK
COEDS6  PGM     0      4      5   0        1    2100    2074      26   COEDS6...OP DIRECT SALES ENTRY...CORRECT ORDERS
COEDS7  PGM     0      5      6   0        1    2891    2865      26   COEDS7...OP DIRECT SALES LINK
COEDS8  PGM     0      1      2   0        1    1044    1018      26   COEDS8...OP DIRECT SALES ENTRY...INV.#
COEDS9  PGM     0      8      9   0        1    4498    4472      26   COEDS9...OP DIRECT SALES ENTRY LINK
```

```
              START    END                      BYTES/
NAME    TYPE SECTOR SECTOR  TOTAL KEY  RECORDS  RECORD  IN USE   AVAIL        PROGRAM ID

COEDSA  PGM       0      6      7  0         1    3153    3127      26  COEDSA...OP DIRECT SALES ENTRY LINK
COEDSB  PGM       0      5      6  0         1    2845    2819      26  COEDSB...OP DIRECT SALES ENTRY LINK
 OEDSC  PGM       0      3      4  0         1    1861    1835      26  COEDSC...OP DIRECT SALES ENTRY LINK
COEDSD  PGM       0      4      5  0         1    2427    2401      26  COEDSD...OP DIRECT SALES ENTRY LINK
COEDSE  PGM       0      3      4  0         1    1706    1680      26  COEDSE...OP DIRECT SALES ENTRY LINK
COEDSF  PGM       0      2      3  0         1    1551    1525      26  COEDSF...OP DIRECT SALES ENTRY LINK
COEME0  PGM       0     12     13  0         1    6392    6366      26  COEME0...O/P DEBBER/CREBBER MEMO ENTRY
COEME1  PGM       0     10     11  0         1    5148    5122      26  O/P DEBBER/CREBBER MEMO LINK   LINE ITEM ENTRY
COEME2  PGM       0      1      2  0         1    1001     975      26  O/P DEBBER/CREBBER TOTALS
COEME3  PGM       0      1      2  0         1     937     911      26  O/P DEBBER/CREBBER LAST LINK
COEOC0  PGM       0      2      3  0         1    1202    1176      26  COEOC0...ORDER CANCELLATION
COEOC1  PGM       0     11     12  0         1    6057    6031      26  COEOC1...OVERLAY TO ORDER CANCELLATION
COEOE0  PGM       0      3      4  0         1    2032    2006      26  COEOE0...ORDER ENTRY STARTUP
COEOE1  PGM       0      2      3  0         1    1472    1446      26  COEOE1...ORDER ENTRY
COEOE2  PGM       0      3      4  0         1    1614    1588      26  TO AND TAX CODE
COEOE3  PGM       0      9     10  0         1    4963    4937      26  COEOE3...ORDER ENTRY, ORDER DATE THROUGH END OF HEADER
COEOE4  PGM       0      7      8  0         1    3868    3842      26  COCOE4... ORDER ENTRY ITEMS
COEOE5  PGM       0      5      6  0         1    2611    2585      26  COEOE5...ORDER ENTRY  CHECK FOR CORRECT ORDER
COEOE6  PGM       0      6      7  0         1    3269    3243      26  COEOE6...ORDER CORRECTION
COEOE9  PGM       0      6      7  0         1    3101    3075      26  COEOE9...ORDER ENTRY LINK
COEOEA  PGM       0      3      4  0         1    1973    1947      26  MESSAGES AT END OF ORDER ENTRY
COERA0  PGM       0      2      3  0         1    1256    1230      26  ORDER PRINTING
COERA1  PGM       0      2      3  0         1    1385    1359      26  ORDER INQUIRY
COERA2  PGM       0      2      3  0         1    1354    1328      26  INVENTORY COMMITTED REPORT
COERA3  PGM       0     10     11  0         1    5260    5234      26  O/L COERA0
COERA4  PGM       0      3      4  0         1    1713    1687      26  CREDIT EXCEPTION REPORT
COERA5  PGM       0      8      9  0         1    4512    4486      26  OVLY TO COERA4, CREDIT EXCEPTION REPORT
COERA6  PGM       0     10     11  0         1    5452    5426      26  OVLY TO COERA1, ORDER INQUIRY
 OERAA  PGM       0      7      8  0         1    3969    3943      26  OPEN ORDER STATUS REPORT
COERB0  PGM       0      8      9  0         1    4464    4438      26  ORDER REGISTER
COERC0  PGM       0      3      4  0         1    2039    2013      26  B/O ITEMS REPORT
COERC1  PGM       0      6      7  0         1    3447    3421      26  LINK OF COERC0 B/O REPORT
COERD0  PGM       0      7      8  0         1    4091    4065      26  BACK-ORDER RELEASE
COERE0  PGM       0      8      9  0         1    4436    4410      26  SALES COMMISSION REPORT
COESE0  PGM       0      1      2  0         1     794     747      47  INVENTORY MASTER FILE SPECIAL EDIT
COESE1  PGM       0      1      2  0         1     903     877      26  CONTRACT SPECIAL EDIT
COEUA0  PGM       0      2      3  0         1    1060    1034      26  RECREATE 'COOCI' ORD/CUST XREF INDEX
COEUB0  PGM       0      7      8  0         1    3722    3696      26  RECREATE INV COMM AND CUST ON ORDER AMT
CPODA0  PGM       0      3      4  0         1    1637    1611      26  P/O LEAD MODULE
CPODA1  PGM       0      6      7  0         1    3605    3579      26  LINK OF P/O
CPODA2  PGM       0      7      8  0         1    3833    3807      26  COLLECT ITEMS
CPODA3  PGM       0      3      4  0         1    1912    1886      26  LINK OF CPODA2
CPODA4  PGM       0      3      4  0         1    2074    1719     355  CHECK FOR CORRECT ORDER
CPODA5  PGM       0      4      5  0         1    2586    2330     256  COR ORDS
CPODAB  PGM       0      2      3  0         1    1562    1320     242  O/L CPODA5
CPODB0  PGM       0      5      6  0         1    2963    2937      26  PO CONFIRMATION (RECEIVING)
CPODB1  PGM       0     10     11  0         1    5564    5538      26  PO CONFIRMATION DETAIL ENTRY/CORRECTION
CPODC0  PGM       0      6      7  0         1    3428    3402      26  STOCK RECEIPTS ENTRY
CPODC1  PGM       0      7      8  0         1    3649    3623      26  O/L STOCK REC.
CPODC2  PGM       0      3      4  0         1    2074    1881     193  O/L CORR. STOCK REC.
CPODD0  PGM       0      6      7  0         1    3403    3377      26  PO DELETIONS SCM
```

```
                START   END                          BYTES/
 NAME    TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD   IN USE   AVAIL        PROGRAM ID
-----------------------------------------------------------------------------------------------------------------------

CPODD1   PGM       0      4      5   0        1    2327     2301      26   SET/CLEAR PO DELETION SPECIAL EDIT
CPORA0   PGM       0      6      7   0        1    3462     3436      26   P/O PRINT
 PORA2   PGM       0      5      6   0        1    2662     2636      26   O/L P/O PRINT
CPORB0   PGM       0      6      7   0        1    3385     3359      26   P/O REGISTER PRINT
CPORC0   PGM       0      4      5   0        1    2482     2456      26   P/O REC REPORT
CPORC1   PGM       0      5      6   0        1    3024     2998      26   BUILD COST ADJUSTMENT FILE
CPORC2   PGM       0      6      7   0        1    3217     3191      26   INVENTORY ITEM COST ADJUSTMENT
CPORC3   PGM       0      3      4   0        1    1655     1629      26   UPDATE COST
CPORC4   PGM       0      2      3   0        1    1341     1315      26   CPORC4...REMOVE RECORDS FROM PO DETAIL FILE WHERE DELETE
CPORD0   PGM       0      6      7   0        1    3311     3285      26   OPEN P/O STATUS REPORT
CPORE0   PGM       0      8      9   0        1    4393     4367      26   PO DELETED QTY'S REPORT & UPDATE
CPORH0   PGM       0      4      5   0        1    2374     2348      26   PURCHASE ORDER INQUIRY
CPORH1   PGM       0      6      7   0        1    8139     3113      26   OVLY TO CPORH1, P/O INQUIRY
CPORJ0   PGM       0      3      4   0        1    2074     1647     427   STOCK REC. JOURNAL
CPORJ1   PGM       0      4      5   0        1    2406     2380      26   STOCK REC. UPDATE
CPOSE0   PGM       0      0      1   0        1     538      334     204   INVENTORY LOCATION 3,4,5 ITEM # EDIT
CPOUA0   PGM       0      0      1   0        1     538      417     121   RECREATE 'CPOVK' P-O/VENDOR XREF INDEX
CPRDB0   PGM       0      3      4   0        1    1712     1686      26   P/R TIME SHEET ENTRY
CPRDB1   PGM       0      8      9   0        1    4516     4490      26   LINK OF CPRDB0
CPRDB2   PGM       0      8      9   0        1    4634     4573      61   O/L CPRDB1
CPRDB3   PGM       0      1      2   0        1    1050      784     266   LINK OF CPRDB2
CPRDC0   PGM       0      0      1   0        1     452      426      26   MANUAL/REVERSE CHECK ENTRY
CPRDC1   PGM       0      7      8   0        1    3861     3835      26   LINK OF CPRDC0
CPRDC2   PGM       0      6      7   0        1    3509     3483      26   LINK OF CPRDC1
CPRDC3   PGM       0      5      6   0        1    2801     2775      26   LINK OF CPRDC2
CPRDC4   PGM       0      2      3   0        1    1562     1092     470   LINK OF CPRDC1
CPRRA0   PGM       0      8      9   0        1    4568     4542      26   P/R EDIT LIST
CPRRA1   PGM       0      6      7   0        1    3142     3116      26   LINK OF CPRRA0
 PRRB0   PGM       0      3      4   0        1    2020     1994      26   GROSS TO NET CALCULATION
CPRRB1   PGM       0      7      8   0        1    4111     4085      26   O/L TO CPRRB0 - TAX CALC
CPRRB2   PGM       0      5      6   0        1    2853     2827      26   O/L CPRRB1 - TAX SPREAD/DEDUCTIONS
CPRRC0   PGM       0      7      8   0        1    3616     3590      26   CHK WRT & UPDT
CPRRC1   PGM       0      4      5   0        1    2339     2313      26   LINK OF CPRRC0
CPRRC2   PGM       0      2      3   0        1    1562     1197     365   LINK OF CPRRC1
CPRRC3   PGM       0      4      5   0        1    2343     2317      26   LINK OF CPRRC2
CPRRC4   PGM       0      3      4   0        1    2029     2003      26   LINK OF CPRRC3
CPRRD0   PGM       0      6      7   0        1    3360     3334      26   CHECK REGISTER
CPRRD1   PGM       0      1      2   0        1     944      918      26   LINK OF CPRRD0
CPRRD2   PGM       0      6      7   0        1    3567     3541      26   O/L TO CPRRD0 - P/R UPDATE
CPRRF0   PGM       0      8      9   0        1    4462     4436      26   PRINT 941-A FORMS
CPRRF1   PGM       0      6      7   0        1    3195     3169      26   O/L TO CPRRF0
CPRRF2   PGM       0      5      6   0        1    3058     3032      26   O/L TO CPRRF1
CPRRG0   PGM       0      2      3   0        1    1408     1382      26   YTD PAYROLL REGISTER
CPRRG1   PGM       0      7      8   0        1    4035     4009      26   O/L TO CPRRG0
CPRRG2   PGM       0      6      7   0        1    3339     3313      26   O/L TO CPRRG1
CPRRH0   PGM       0      3      4   0        1    1578     1552      26   PAYROLL REGISTER
CPRRH1   PGM       0      8      9   0        1    4614     4588      26   O/L CPRRH0
CPRRI1   PGM       0      7      8   0        1    4122     3697     425   O/L CPRRI0
CPRRI2   PGM       0      5      6   0        1    3098     2817     281   O/L LABOR DISTR.
CPRRI3   PGM       0      6      7   0        1    3610     3385     225   O/L TO LABOR DISTRIBUTION FOR MTD TOTALS (RDA)
CPRRJ0   PGM       0      7      8   0        1    3614     3588      26   G/L DISTRIBUTION
```

```
05/18/83  08:54:00              *APSD  - DIRECTORY LISTING FOR DISC (1)[redacted]  (BY NAME)                A14.

                START   END                              BYTES/
 NAME     TYPE SECTOR SECTOR  TOTAL  KEY RECORDS  RECORD   IN USE    AVAIL          PROGRAM ID

CPRRJ1    PGM      0      5       6   0        1    2859     2833       26   O/L TO CPRRJ0
CPRRJ2    PGM      0      0       1   0        1     538      356      182   O/L TO CPRRJ0 - SORT BY DEPT
 PRRK0    PGM      0      6       7   0        1    3596     3570       26   W-2 PROGRAM
CPRRL0    PGM      0      4       5   0        1    2125     2099       26   EMPLOYEE MASTER FILE LISTINGS
CPRRL1    PGM      0      3       4   0        1    1704     1678       26   LINK OF CPRRL0
CPRRL2    PGM      0      8       9   0        1    4634     4284      350   PRINT OF EMPLOYEE BASIC RECORD
CPRRL3    PGM      0      3       4   0        1    2074     1567      507   OVERLAY TO EMPLOYEE BASIC RECORD
CPRRM0    PGM      0     11      12   0        1    5843     5817       26   FUTA/SUTA REPORT(REPLACES 941-A 1/1/78)
CPRRM1    PGM      0      3       4   0        1    2074     1586      488   O/L TO CPRRM0 - UPDATE
CPRSA0    PGM      0      1       2   0        1    1050      993       57   PAYROLL DEDUCTION FILE SPECIAL EDIT
CPRSE0    PGM      0      3       4   0        1    1668     1642       26   PAYROLL MASTER FILE EDIT FOR SELECTED ELEMENTS
CPRSE2    PGM      0      0       1   0        1     328      302       26   PAYROLL INSURANCE TABLES
CPRUA0    PGM      0      6       7   0        1    3220     3194       26   YEAR-END PROCESSING
CPRUA1    PGM      0      1       2   0        1    1050      594      456   YEAR-END PROCESSING
CSABH0    PGM      0      2       3   0        1    1197     1171       26   CSABH0...BACKUP HISTORY FILES FROM HARD TO FLOPPY
CSAMH0    PGM      0      8       9   0        1    4348     4322       26   CSAMH0...FILE MAINTENANCE FOR HISTORICAL SALES ANALYSIS
CSAMM0    PGM      0      7       8   0        1    4049     4023       26   CSAMM0...FILE MAINTENANCE FOR SALES ANALYSIS MONTHLY FIL
CSAMS0    PGM      0     11      12   0        1    5996     5970       26   CSAMS0...MONTHLY SALES ANALYSIS, REPORTS 1, 2, 3, & 4
CSAMS1    PGM      0     15      16   0        1    7779     7753       26   CSAMS1...MONTHLY SALES ANALYSIS REPORTS, 5, 6, & 7
CSANQ0    PGM      0      5       6   0        1    2993     2967       26   CSANQ0...INQUIRE OF MONTHLY SALES ANALYSIS
CSARH0    PGM      0      1       2   0        1     701      675       26   CSARH0...RESTORE HISTORY FILES FROM FLOPPY TO HARD
CSASH0    PGM      0     10      11   0        1    5239     5213       26   CSASH0...YTD SALES ANALYSIS REPORTS
CSASH1    PGM      0     13      14   0        1    7187     7161       26   CSASH1...YTD SALES ANALYSIS REPORTS #2
CSAUH0    PGM      0      5       6   0        1    2685     2659       26   CSAUH0...UPDATE SALES ANALYSIS HISTORY FILES FROM MONTHL
CSURV0    ***      0      1       0   0        0       0        0        0   ERR=103 ON FILE OPEN!
CSURV1    ***      0      1       0   0        0       0        0        0   ERR=103 ON FILE OPEN!
CSURV2    ***      0      1       0   0        0       0        0        0   ERR=103 ON FILE OPEN!
CSURV3    ***      0      1       0   0        0       0        0        0   ERR=103 ON FILE OPEN!
 SURV6    ***      0      1       0   0        0       0        0        0   ERR=103 ON FILE OPEN!
CSURV7    ***      0      1       0   0        0       0        0        0   ERR=103 ON FILE OPEN!
CUTDA0    PGM      0      2       3   0        1    1502     1476       26   DATA ENTRY STARTUP MODULE
CUTDA1    PGM      0      2       3   0        1    1479     1453       26   ORD/INV/PURORD #
CUTDA2    PGM      0      3       4   0        1    2023     1997       26   INV TOTALS
CUTDA3    PGM      0      3       4   0        1    2074     2014       60   INVENTORY COSTING MODULE
CUTFC0    PGM      0      6       7   0        1    3140     3114       26   CLEAR MTD/YTD FIELDS
CUTFCY    PGM      0      5       6   0        1    3098     3042       56   ZERO YTD TOTALS
CUTFU0    PGM      0      3       4   0        1    2074     1775      299   CONTRO MODULE FOR UNIT CONV. FILE
CUTFU1    PGM      0      1       2   0        1    1050     1008       42   CONTROL MODULE FOR UNIT CONV. FILE PART 2
CUTSP0    PGM      0      2       3   0        1    1143     1117       26   SALES REP ID, CUST TERMS, PHONE #, SALES TAX EDITS
CUTUK0    PGM      0      5       6   0        1    2782     2756       26   MESSAGE SELECTION MODULE

   2164 - SECTORS IN USE.    339 - PROGRAMS,      7 - DATA FILES.     346 - FILES DEFINED
```

APPENDIX B

APPENDIX B

Configuration Guide for the Fortune 32:16

	Memory Required	Memory Per User	Disk Space	Notes
SINGLE USER	105K	NA	1.5MB	
MULTIUSER	105K	10K+APP	1.7MB	(5)
DEVELOPMENT TOOLS	22K	22K	1.8MB	
BUSINESS BASIC	90K	10K+APP	237KB	
C	250K	10K+APP	136KB	(1)
FORTRAN	250K	10K+APP	328KB	(1)
PASCAL	250K	10K+APP	273KB	(1)
LANGUAGE DEV SET			527KB	
LPI COBOL COMPILER	200KB	200KB	400KB	(1)
LPI COBOL RUNTIME	64KB	10KB+APP	100KB	
ITE	22KB	22KB	75KB	(6)
FTF	69KB	NA	275KB	(6)(7)
BATCH BYSN	40KB	40KB	60KB	
327X	30KB	2KB/station	60KB	
BAS OP	20KB+INTER.	20KB	1.3MB	(4)
AR	20KB+INTER.	20KB	1.1MB	(4)
AP	20KB+INTER.	20KB	1.3MB	(4)
PO	20KB+INTER.	20KB	1.3MB	(4)
FA	20KB+INTER.	20KB	.7MB	(4)
GL	20KB+INTER.	20KB	1MB	(4)
PR	20KB+INTER.	20KB	1MB	(4)
IDOL	20KB+INTER.	20KB	.9MB	
FORTUNE:WORD	120KB	22KB	248KB	(2)
FORTUNE:WORD+	160KB	22KB	466KB	(1)(2)
MULTIPLAN	140KB	<=64KB	190KB	(3)
TOPIC+AMUSEMENT	58KB	58KB	436KB	
SUDS DEMO	139KB	139KB	1.3MB	

NOTES:

(1) Requires at least 384KB memory

(2) Additional 4K per page for document storage

(3) Worksheets created in Multiplan can be up to 56K per sheet on a 512KB or above system or 30KB on a 256KB system.

(4) Application and data storage requirements for BAS applications should be determined with the BAS Configuration Survey (1000801-01). The disk entries in this table include training files and do not account for programs shared by multiple applications.

(5) Multiuser requires a minimum of 512 KB memory.

(6) If it is desired to use these packages to allow a remote system to log in to the system you are configuring the Multiuser Operating System must be installed.

(7) If using FTF to communicate between two Fortunes it is neccessary to purchase and install this package on each system.

(8) Fortune software products are secured products. They can only be installed on one system. Unlimited backups of that product can be produced for the system it was installed on but original and backups can not be installed on other Fortune

SMC Business Basic
Configuration File

Fortune Systems Implementation
June 30, 1983

SMC Business Basic
Configuration File
Fortune Systems Implementation

Fortune Systems currently distributes five products dependent on the SMC Business Basic interpreter. Each of these products is callable from the Global menu and has its own set of supporting configuration (ipl) files and a calling shell script. These are as follows:

Global Menu Selection	Shell Script	Ipl Files
B1 Business Systems	/usr/bin/BASIC	iplT0 - iplT7
B2 Business Surveys	/usr/bin/SBASIC	siplT0 - siplT7
T3 Operator Training		
1 Business Systems	/usr/bin/TBASIC	tiplT0 - tiplT7
S3 Languages		
1 Business Basic	/usr/bin/DBASIC	diplT0 - diplT7
S4 IDOL	/usr/bin/IBASIC	iiplT0 - iiplT7

When a selection is made from the Global Menu, the shell script associated with the product is started. An example of a shell script to call development basic is shown below, with an explaination of the critical lines:

/usr/bin/DBASIC

```
trap ' > basic.Tpool/$i ; exit 0 ' 1 2 3 15
umask 0
cd /b
for i in `ls basic.Tpool` no.more
do
case $i in
[0-7])
rm -f basic.Tpool/$i
basic.psd ipls/diplT$i
stty -cbreak intr '^?' quit '^\'
> basic.Tpool/$i
;;
*)
echo -n 'No more Business Basic tasks available
press <RETURN> to continue '
read ans
;;
esac
break
done
```

Explaination:

1.	cd /b	Change current working directory to /b (where all Basic related programs and data files reside).

continued....

2.	`` for i in `ls basic.Tpool` no.more ``	The directory basic.Tpool contains eight entries (0-7). One of these entries is selected and removed, and is then used to invoke the interpreter with the proper ipl file. This process insures that the maximum of eight tasks is never exceeded.
3.	`rm -f basic.Tpool/$i`	Removing the Tpool record as described above.
4.	`basic.psd ipls/diplT$i`	This is the line which actually invokes the interpreter. This example would invoke Development Basic (S3 1 from Global Menu).
5.	`> basic.Tpool/$i`	Restores the entry to the Tpool directory for later use.

When the SMC Basic interpreter starts up, it reads the argument ipl file specified to determine the configuration of the task being started. The following is a copy of the ipl file used with the BAS applications, and a description of its contents:

```
CNF 1,12,1,22,CUTERR,0
PTN 1,20000
DEV D0,1,8000,,1,,,/b/IDOL
DEV D1,1,8000,,1,,,/b/BAS
DEV D2,1,8000,,1,,,/b/BDATA
DEV D3,1,8000,,,,,/b/BUTIL
DEV D4,1,8000,,,,,/f
DEV T0,7,3216,,,,,tty
DEV LP,4,3500,,,,,lp
DEV P2,4,3500,,,,,lp
DEV P3,4,3500,,,,,lp
DEV P4,4,3500,,,,,lp
DEV P5,4,3500,,,,,lp
DEV P6,4,3500,,,,,lp
IPL 1,2,T0,CSYST0
END
```

continued....

CNF 1,12,1,22,CUTERR,0

CNF	Configuration Line - gives table sizes and certain system constants.
1	Number of partitions (banks). **Always 1**
12	Total number of 'DEV' records which follow.
1	Number of tasks. **Always 1**
22	Number of open file table slots. **Always # of 'DEV' records plus 10**.
CUTERR	Program exception error handling program. A program name in this field enables the exception handling as follows:

1. If an error occurs in a basic program that is not trapped by a SETERR directive or an ERR= option, the following will be displayed on line 22 of the screen:

   PROGRAM EXCEPTION ENCOUNTERED, RETURN TO CONTINUE

   The following responses are valid:

   <RETURN> - Pressing the return key will cause the interpreter to build the TSM system variable and the program exception handling program (CUTERR in the example) to run.

   R <RETURN> - Will cause the statement which caused the exception to be RETRYed.

   T <RETURN> - Will cause trace mode to be turned on (SETTRACE) and the statement which caused the exception to be RETRYed.

   C <RETURN> - Will cause basic to switch to console mode and display the statement which caused the error.

continued....

---

2. If the ESCAPE key is pressed during program execution, and is not trapped by the SETESC directive, the following prompt will display on line 22 of the screen:

   ESCAPE REQUESTED, RETURN TO IGNORE ESCAPE

   The following responses are valid:

   <RETURN> - Pressing return will cause basic to continue processing as if the ESCPAE key had not been pressed.

   E <RETURN> - Will cause the TSM system variable to be built and the program exception handling program (CUTERR in this example) to be run.

   T <RETURN> - Will Cause trace mode to be turned on (SETTRACE) and basic to continue executing as if ESCAPE had not been pressed.

   C <RETURN> - Will cause basic to switch to console mode and display the next statement to be executed.

0	Trace/console mode flag. This field allows the **T** and C responses to the above program exception prompts to be disabled. The valid values are: 0 - T and C are valid and function as described above. 1 - The T and C respones are not allowed as input to the program exception prompts.

PTN 1,20000

PTN	Partition record. There is one of these for each partition (bank). The number of banks is specified in the CNF record and is Always 1.
1	The partition number. Always 1.
20000	The size in bytes of the user area for programs and data. This number must be even, and currently cannot be over 28000.

continued....

DEV D0,1,8000,,1,,,/b/IDOL

DEV	Identifies line as a device specification record.
D0	Internal device name. This name will be used by the programmer to reference this device.
1	Device Type: 1 = Logical Disc 4 = Printer 7 = Terminal
8000	Internal specification for logical disc device.
1	Sub-directory flag. If non-zero, basic assumes the directory named contains sub-directories. Sub-directories are explained more fully below.
/b/IDOL	Full UNIX path name (cannot exceed eight characters) of the logical disc (UNIX directory).

There is one of these records for every logical disc configured up to a maximum of 10 (D0 - D9).

When a file is OPENed by basic, each available disc is searched. For each disc, the file name is prefaced by the appropriate directory name. What basic sees as a logical disc is really a UNIX directory. If a disc has sub-directories, as indicated by the flag described above, the first three characters of the file name are used to generate a sub-directory name. If the name is shorter than three characthers or the file was not found with the generated sub-directory name, the sub-directory 'USR' is used.

For example, if the user issued the basic command"

OPEN (1) "ABCDE"

The following OPENs would be attempted (assuming the file does not exist):

```
/b/IDOL/ABC/ABCDE       |Sub-directories checked
/b/IDOL/USR/ABCDE       |
/b/BAS/ABC/ABCDE        |
/b/BAS/USR/ABCDE        |
/b/BDATA/ABC/ABCDE      |
/b/BDATA/USR/ABCDE      |
/b/BUTIL/ABCDE    |No sub-directories specified
/f/ABCDE          |
```

continued....

```
DEV D1,1,8000,,1,,,/b/BAS
DEV D2,1,8000,,1,,,/b/BDATA
DEV D3,1,8000,,,,,/b/BUTIL
DEV D4,1,8000,,,,,/f
```

See the description for 'DEV D0' above.

```
DEV T0,7,3216,,,,,tty
```

DEV	Identifies line as a device specification record.
T0	Internal device name. This name will be used by the programmer to reference this device.
1	Device Type: 1 = Logical Disc 4 = Printer 7 = Terminal
3216	Model code. The following model codes are supported: 3216 - Fortune Systems 8085 - Televideo 950, Zentec Zepher 7250 - Basic/Four model 7250 3101 - IBM model 3101 Note that because the user has no control over the basic.Tpool record, the ipl files cannot be sucessfully changed so that one uses a different terminal id code from the rest. The model codes specified above are used mainly for porting information from one box to another. **Special Note:** An ipl file can contain more than one terminal record, but not more than one per model code. Each ipl can handle only one I/O situation at a time.
tty	UNIX device name from the /dev directory. Ports can be referenced explicitly by their device names (tty02 tty05) if desired, but care must be taken that if basic is started with an ipl that specifies a specific port (ie tty03) that the user is actually at that port.

continued....

DEV LP,4,3500,,,,,lp

DEV	Identifies line as a device specification record.
LP	Internal device name. This name will be used by the programmer to reference this device. The naming convention for printers is LP for the first and P2 - P9 for subsequent printers.
4	Device Type: 1 = Logical Disc 4 = Printer 7 = Terminal
3500	Internal specification for printer device.
lp	UNIX device name from the /dev directory to use as the printer.

IPL 1,2,T0,CSYST0

IPL	Parameters for starting a task.
1	Partition to start task in. **Always 1**.
2	Minimum number of pages to reserve for user programs. A page is 256 bytes. If more memory is required for a program, it is allocated and de-allocated automatically (up to the limit in the PTN record).
CSYST0	Program to be run automatically when the task is started. If no name is given, the terminal will start up in console mode.

IMPORTANT !! - Only one IPL line may appear !!

END

END	Signifies end of configuration file.

continued....

The ipl files used by FORTUNE systems are outlined below:

Development Basic

```
CNF 1,9,1,19,,0
PTN 1,20000
DEV D0,1,8000,,,,,/b/BUTIL
DEV D1,1,8000,,1,,,/b/BWORK
DEV T0,7,3216,,,,,tty
DEV LP,4,3500,,,,,lp
DEV P2,4,3500,,,,,lp
DEV P3,4,3500,,,,,lp
DEV P4,1,3500,,,,,lp
DEV P5,4,3500,,,,,lp
DEV P6,4,3500,,,,,lp
IPL 1,2,T0,**PSD
END
```

Business Surveys

```
CNF 1,10,1,20,CUTERR,0
PTN 1,20000
DEV D0,1,8000,,1,,,/b/IDOL
DEV D1,1,8000,,1,,,/b/BAS
DEV D2,1,8000,,1,,,/b/BDATA
DEV T0,7,3216,,,,,tty
DEV LP,4,3500,,,,,lp
DEV P2,4,3500,,,,,lp
DEV P3,4,3500,,,,,lp
DEV P4,4,3500,,,,,lp
DEV P5,4,3500,,,,,lp
DEV P6,4,3500,,,,,lp
IPL 1,2,T0,CSURV0
END
```

Business Training

```
CNF 1,17,1,30,CUTERR,0
PTN 1,20000
DEV D0,1,8000,,1,,,/b/IDOL
DEV D1,1,8000,,1,,,/b/BAS
DEV D2,1,8000,,,,,/b/TD/GL
DEV D3,1,8000,,,,,/b/TD/AP
DEV D4,1,8000,,,,,/b/TD/AR
DEV D5,1,8000,,,,,/b/TD/OP
DEV D6,1,8000,,,,,/b/TD/FA
DEV D7,1,8000,,,,,/b/TD/PO
DEV D8,1,8000,,,,,/b/TD/PR
DEV D9,1,8000,,,,,/b/BUTIL
DEV T0,1,3216,,,,,tty
DEV LP,1,3500,,,,,lp
DEV P2,1,3500,,,,,lp
DEV P3,1,3500,,,,,lp
DEV P4,1,3500,,,,,lp
DEV P5,1,3500,,,,,lp
DEV P6,1,3500,,,,,lp
IPL 1,2,T0,CSYST0
END
```

Business Systems

```
CNF 1,12,1,22,CUTERR,0
PTN 1,20000
DEV D0,1,8000,,1,,,/b/IDOL
DEV D1,1,8000,,1,,,/b/BAS
DEV D2,1,8000,,1,,,/b/BDATA
DEV D3,1,8000,,,,,/b/BUTIL
DEV D4,1,8000,,,,,/f
DEV T0,7,3216,,,,,tty
DEV LP,1,3500,,,,,lp
DEV P2,1,3500,,,,,lp
DEV P3,1,3500,,,,,lp
DEV P4,1,3500,,,,,lp
DEV P5,1,3500,,,,,lp
DEV P6,1,3500,,,,,lp
IPL 1,2,T0,CSYST0
END
```

IDOL

```
CNF 1,12,1,22,CUTERR,0
PTN 1,20000
DEV D0,1,8000,,1,,,/b/IDOL
DEV D1,1,8000,,,,,/b/BUTIL
DEV D2,1,8000,,1,,,/b/BDATA
DEV D3,1,8000,,1,,,/b/BWORK
DEV T0,7,3216,,,,,tty
DEV LP,4,3500,,,,,lp
DEV P2,4,3500,,,,,lp
DEV P3,4,3500,,,,,lp
DEV P4,4,3500,,,,,lp
DEV P5,4,3500,,,,,lp
DEV P6,4,3500,,,,,lp
IPL 1,2,T0,CSYST0
END
```

continued

Additional notes and cautions regarding the ipl files:

1. Logical disc entries (DEV Dx) can be added to any of the ipl files with the exception of the 'tiplTx' series. **Do not** change the order of the pre-defined logical discs! Some of the applications expect a certain order for the pre-defined entries.

2. Entering a partition size (PTN) over 28000 can result in memory faults when invoking the interpreter.

3. When ipl files are changed, the entire series (0-7) should be changed to insure that the change will affect all users.

4. If the sub-directory flag is set in a 'DEV Dx' record be sure to create a 'USR' sub-directory in any new directory specified.

FORTUNE 32:16 BUSINESS APPLICATIONS
DISK SPACE REQUIREMENTS SURVEY
FOR
Marketing Education

GENERAL LEDGER

1. MAXIMUM NUMBER OF COMPANIES...________
2. AVERAGE NUMBER OF GENERAL LEDGER ACCOUNTS PER COMPANY..............________
3. MAXIMUM NUMBER OF ENTRIES IN YOUR LARGEST JOURNAL......................________
4. AVERAGE NUMBER OF PRE-DEFINED JOURNAL DESCRIPTIONS PER COMPANY......________
5. MAXIMUM NUMBER OF JOURNAL ENTRIES PER PERIOD FOR ALL COMPANIES......________
6. MAXIMUM NUMBER OF LINES ON AN INCOME STATEMENT.........................________
7. MAXIMUM NUMBER OF BUDGET ACCOUNTS...________

FORTUNE 32:16 BUSINESS APPLICATIONS
DISK SPACE REQUIREMENTS SURVEY
FOR
Marketing Education

FIXED ASSETS

1. MAXIMUM NUMBER OF FIXED ASSETS FOR ALL COMPANIES.................... ________
2. MAXIMUM NUMBER OF ASSETS DEPRECIATED PER MONTH...................... ________
3. MAXIMUM NUMBER OF COMPANIES.. ________
4. MAXIMUM NUMBER OF INTER-COMPANY ASSET TRANSFERS PER MONTH........... ________

FORTUNE 32:16 BUSINESS APPLICATIONS
DISK SPACE REQUIREMENTS SURVEY
FOR
Marketing Education

PAYROLL

1. MAXIMUM NUMBER OF COMPANIES.................................. ________
2. MAXIMUM NUMBER OF ACTIVE EMPLOYEES AT ANY ONE TIME.............. ________
3. MAXIMUM NUMBER OF EMPLOYEES PER YEAR............................ ________
4. MAXIMUM NUMBER OF TIME SHEET ENTRIES PER PAY PERIOD............. ________
5. MAXIMUM NUMBER OF EMPLOYEES WITH EARNED INCOME CREDIT........... ________
6. MAXIMUM NUMBER OF EMPLOYEES WITH MULTIPLE STATE OR LOCAL TAX CODES.. ________
7. MAXIMUM NUMBER OF STATES FOR INCOME TAX AND UNEMPLOYMENT INSURANCE.. ________
8. MAXIMUM NUMBER OF WORKPERSON COMPENSATION CATAGORIES............. ________
9. MAXIMUM NUMBER OF PAY PERIODS PROCESSED PER MONTH................ ________

FORTUNE 32:16 BUSINESS APPLICATIONS
DISK SPACE REQUIREMENTS SURVEY
FOR
Marketing Education

ACCOUNTS RECEIVABLE

1. MAXIMUM NUMBER OF COMPANIES........................ ________
2. MAXIMUM NUMBER OF CUSTOMERS........................ ________
3. MAXIMUM NUMBER OF CUSTOMER SHIP-TO ADDRESSES........................ ________
4. MAXIMUM NUMBER OF SALES REPRESENTATIVES........................ ________
5. MAXIMUM NUMBER OF TAX AUTHORITIES........................ ________
6. MAXIMUM NUMBER OF LINE ITEM DESCRIPTIONS........................ ________
7. ARE INVOICES & DR/CR MEMOS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC. ________
8. AVERAGE NUMBER OF INVOICES & DR/CR MEMOS PER ENTRY SESSION.......... ________
9. AVERAGE NUMBER OF DETAIL LINE ITEMS PER INVOICE........................ ________
10. PERCENTAGE OF INVOICES PAST DUE........................ ________
11. ARE CASH RECEIPTS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC.......... ________
12. AVERAGE NUMBER OF CHECKS PER ENTRY SESSION........................ ________
13. AVERAGE NUMBER OF INVOICES PAID PER CHECK........................ ________
14. ARE NON A/R CASH RECEIPTS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC.. ________
15. AVERAGE NUMBER OF NON A/R CASH RECEIPTS PER ENTRY SESSION.......... ________
16. AVERAGE NUMBER OF G/L DISTRIBUTIONS PER NON A/R CASH RECEIPT........ ________
17. ARE A/R ADJUSTMENTS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC......... ________
18. AVERAGE NUMBER OF A/R ADJUSTMENTS PER ENTRY SESSION........................ ________
19. AVERAGE NUMBER OF G/L DISTRIBUTION ACCOUNTS PER ADJUSTMENT.......... ________
20. MAXIMUM NUMBER OF SERVICE CHARGES PER MONTH........................ ________

ORDER PROCESSING

1. AVERAGE NUMBER OF ORDERS PER DAY.............................. ________
2. AVERAGE NUMBER OF LINE ITEMS PER ORDER.......................... ________
3. AVERAGE NUMBER OF WORKING DAYS FOR ORDER TURNAROUND.............. ________
4. AVERAGE NUMBER OF BACKORDERS PER DAY............................ ________
5. AVERAGE NUMBER OF LINE ITEMS PER BACKORDER...................... ________
6. AVERAGE NUMBER OF DAYS FOR BACKORDER TURNAROUND................. ________
7. AVERAGE NUMBER OF DIRECT SALE (ONE STEP) INVOICES PER DAY........ ________
8. AVERAGE NUMBER OF LINE ITEMS PER DIRECT SALE INVOICE............. ________
9. MAXIMUM NUMBER OF INVOICED ORDERS PER DAY....................... ________
10. AVERAGE NUMBER OF ITEMS PER INVOICED ORDER...................... ________
11. MAXIMUM NUMBER OF DEBIT/CREDIT MEMOS PER DAY.................... ________
12. AVERAGE NUMBER OF LINE ITEMS PER MEMO........................... ________
13. MAXIMUM NUMBER OF CUSTOMERS ON FILE............................. ________
14. MAXIMUM NUMBER OF SHIP-TO ADDRESSES ON FILE..................... ________
15. MAXIMUM NUMBER OF SALES REPRESENTATIVES ON FILE.................. ________
16. MAXIMUM NUMBER OF CUSTOMER CONTRACTS ON FILE.................... ________
17. AVERAGE NUMBER OF LINE ITEMS PER CONTRACT....................... ________
18. MAXIMUM NUMBER OF INDIVIDUAL INVENTORY ITEMS (NOT QUANTITIES)...... ________
19. MAXIMUM NUMBER OF INVENTORY ITEMS IN WAREHOUSES 3, 4, & 5.......... ________
20. MAXIMUM NUMBER OF INVENTORY ITEMS THAT USE MULTIPLE PRICING........ ________
21. MAXIMUM NUMBER OF INVENTORY ITEMS WITH FIFO OR LIFO COSTING........ ________
22. MAXIMUM NUMBER OF MISCELLANEOUS RECEIPT ITEMS PER ENTRY SESSION.... ________
23. MAXIMUM NUMBER OF MISCELLANEOUS SALES ITEMS PER ENTRY SESSION...... ________
24. MAXIMUM NUMBER OF CUSTOMERS TO WHOM YOU SELL IN ANY ONE MONTH...... ________
25. AVERAGE NUMBER OF COMPANIES A CUSTOMER BUYS FROM IN A GIVEN MONTH... ________

(continued on next page)

DISK SPACE REQUIREMENTS SURVEY
FOR
Marketing Education

ORDER PROCESSING

26. AVERAGE NUMBER OF CUSTOMERS WITH SALES FROM MULTIPLE COMPANIES......________

27. MAXIMUM NUMBER OF PRODUCT CLASSES..................................________

28. AVERAGE NUMBER OF PRODUCT CLASSES SOLD TO ONE CUSTOMER IN ONE YEAR..________

29. AVERAGE NUMBER OF ITEMS SOLD TO ONE CUSTOMER IN ONE MONTH...........________

30. DO YOU WANT YEAR-TO-DATE SALES HISTORY? (Y/N)........................________

FORTUNE 32:16 BUSINESS APPLICATIONS
DISK SPACE REQUIREMENTS SURVEY
FOR
Marketing Education

ACCOUNTS PAYABLE

1. MAXIMUM NUMBER OF VENDORS ON FILE.................................. ________
2. ARE A/P INVOICES ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC.......... ________
3. AVERAGE NUMBER OF INVOICES PER ENTRY SESSION........................ ________
4. AVERAGE NUMBER OF GENERAL LEDGER DISTRIBUTION ACCOUNTS PER INVOICE.. ________
5. MAXIMUM NUMBER OF G/L DISTRIBUTION ACCOUNTS USED FOR A/P............ ________
6. ARE A/P ADJUSTMENTS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC........ ________
7. AVERAGE NUMBER OF ADJUSTMENTS PER ENTRY SESSION..................... ________
8. AVERAGE NUMBER OF G/L DISTRIBUTIONS PER ADJUSTMENT.................. ________
9. ARE A/P CHECKS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC............. ________
10. AVERAGE NUMBER OF A/P CHECKS PER ENTRY SESSION..................... ________
11. AVERAGE NUMBER OF INVOICES PAID PER CHECK.......................... ________
12. MAXIMUM NUMBER OF MANUAL CHECKS WRITTEN PER MONTH................. ________
13. PERCENTAGE OF INVOICES OLDER THAN 30 DAYS.......................... ________
14. MAXIMUM NUMBER OF COMPANIES.. ________
15. AVERAGE NUMBER OF LINE ITEMS PER INVOICE........................... ________

FORTUNE 32:16 BUSINESS APPLICATIONS
DISK SPACE REQUIREMENTS SURVEY
FOR
Marketing Education

PURCHASE ORDERS

1. ARE PURCHASE ORDERS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC........ ________
2. AVERAGE NUMBER OF PURCHASE ORDERS PER ENTRY SESSION................ ________
3. AVERAGE NUMBER OF LINE ITEMS PER PURCHASE ORDER (INCLUDING MESSAGES) ________
4. ARE PURCHASE ORDER RECEIPTS ENTERED: DAILY=22 WEEKLY=4 MONTHLY=1 ETC ________
5. AVERAGE NUMBER OF STOCK RECEIPTS ENTERED PER SESSION............... ________
6. AVERAGE NUMBER OF PUCHASE ORDERS ENTERED PER SESSION............... ________
7. AVERAGE NUMBER OF LINE ITEMS PER RECEIPT........................... ________
8. MAXIMUM NUMBER OF VENDORS ON FILE.................................. ________
9. MAXIMUM NUMBER OF INDIVIDUAL INVENTORY ITEMS (NOT QUANTITIES)...... ________
10. MAXIMUM NUMBER OF INVENTORY ITEMS IN WAREHOUSES 3, 4, & 5.......... ________
11. MAXIMUM NUMBER OF UNITS-OF-MEASURE TO CONVERT...................... ________
12. AVERAGE NUMBER OF WORKING DAYS FOR PURCHASE ORDER TURNAROUND....... ________
13. MAXIMUM NUMBER OF STANDARD PURCHASE ORDER MESSAGES................. ________
14. PERCENTAGE OF PURCHASE ORDERS BACK-ORDERED......................... ________
15. MAXIMUM NUMBER OF INVENTORY ITEMS USING FIFO/LIFO METHOD........... ________