

APPENDIX B

ERROR RECOVERY

- A. TO CORRECT AN INVOICE THAT HAS BEEN ENTERED INTO A VENDOR FILE:
1. DELETE THE INVOICE FROM THE VENDOR DISK WITH "PRINT A CHECK" PROGRAM WITH NORMAL PAPER LOADED INTO THE PRINTER (NOT THE ACCOUNTS PAYABLE CHECKS). USE OPTION 1 FOR SINGLE VENDOR MENU BY THE PJEN (PURCHASES JOURNAL ENTRY NUMBER). THE CHECK NUMBER WILL BE ADVANCED BY ONE.
 2. RESET THE CHECK NUMBER WITH THE "PAYABLE PARAMETER" PROGRAM.
 3. USING THE GENERAL LEDGER UTILITY PROGRAMS, PRINT THE CONTENTS OF THE PURCHASES JOURNAL NUMBER AND THE CASH PAYMENTS JOURNAL NUMBER THAT WERE PRINTED ON THE STUB IN STEP 1.
 4. MAKE AN ENTRY IN THE GENERAL LEDGER THAT IS THE OPPOSITE OF THE TWO ENTRIES PRINTED IN STEP 3. IF AN ACCOUNT WAS DEBITED IN STEP 3 THEN CREDIT THAT AMOUNT IN STEP 4. IF AN ACCOUNT WAS CREDITED IN STEP 3 THEN DEBIT THAT ACCOUNT IN STEP 4.
 5. ENTER THE CORRECT INVOICE INTO THE VENDOR DISK USING THE ACCOUNTS PAYABLE SYSTEM.
- B. AT CLOSING, THE BALANCES OF THE INVOICES ON THE VENDOR DISK DOES NOT EQUAL THE ACCOUNTS PAYABLE CONTROL LEDGER FOR THAT DISK.
1. LOOK FOR ...DEBITS AND CREDITS FROM JOURNALS OTHER THAN THE PURCHASES JOURNAL. THESE CAN BE FOUND IN THE T ACCOUNT PRINTOUTS FROM THE DAILY BALANCE PROGRAM. CORRECT THESE ENTRIES WITH OPPOSITE ENTRIES TO THE GENERAL JOURNAL.
- C. A VENDOR DISK IS DESTROYED (SUCH AS BY LIGHTING).
1. ALWAYS MAKE COPIES OF YOUR WORKING DISKS AS YOU USE THEM. YOU CAN RESTORE AND RESTART THE SYSTEM AT AN EARLIER DATE.
- D. HOW DO YOU TEST THE ACCOUNTS PAYABLE SYSTEM DISK?
1. REMOVE THE WRITE TAB.
 2. IN EXTENDED BASIC LOAD THE SYSTEMS DISK INTO DRIVE #1 AND TYPE ... RUN "DSK1.BLUE". THE PROGRAM RUNS FOR 4 MINUTES LOADING EACH PROGRAM FROM THE DISK IN ORDER AND ENDS BY DISPLAYING THE PAYABLE MENU. IF THIS PROGRAM RUNS TO COMPLETION THEN THE DISK IS IN GOOD ORDER.
 3. REPLACE WRITE TAB.

TI-COUNT
ACCOUNTS PAYABLE

MANUAL

PREFACE

HOW TO USE THE TI-COUNT MANUALS

PIKE CREEK COMPUTERS' COMPLETE "TI-COUNT" BUSINESS SYSTEM CONSISTS OF SIX MODULES;

- o GENERAL LEDGER
- o ACCOUNTS RECEIVABLE
- o ACCOUNTS PAYABLE
- o INVENTORY
- o PAYROLL
- o MAIL SYSTEM

DESIGNED WITH COMMON FILES. EVERY "TI-COUNT" MODULE HAS ITS' OWN MANUAL, DISTINGUISHED BY LOGICAL ORGANIZATION AND THE SAME FORMAT.

EACH MANUAL IS DIVIDED INTO FIVE SECTIONS;

1. INTRODUCTION
2. THE DAILY OPERATING PROCEDURE
3. PREPARING THE MODULE FOR OPERATION
4. SPECIAL PROCEDURES SPECIFIC TO EACH TI-COUNT MODULE
5. APPENDICES

ENABLING THE USER TO LOCATE INFORMATION AND SPECIFIC PROCEDURES QUICKLY, NO MATTER WHICH MODULE THEY'RE USING. KEY POINTS OF EACH SECTION ARE SUMMARIZED BELOW:

SECTION	KEY POINTS	MOST FREQUENT USER
1	MODULE PURPOSE, FEATURES, CONVENTIONS AND EQUIPMENT.	SUPERVISOR
2	ROUTINE OPERATION OF THE MODULE ACCOMPANIED BY THE ACTUAL DISPLAY SEEN BY THE OPERATOR AT EACH STEP.	OPERATOR
3	COMPLETE DIRECTIONS FOR SETTING UP THE MODULE FOR OPERATION, EDITING AND PRINTING PROCEDURES.	SUPERVISOR AND OPERATOR
4	SPECIAL PROCEDURES FOR THE SPECIFIC MODULE	SUPERVISOR AND OPERATOR
5	ERROR RECOVERY AND ANY TROUBLE SHOOTING PROCEDURES NOT AUTOMATICALLY COVERED BY THE PROGRAMS	OPERATOR

THE SUPERVISOR AND OPERATOR SHOULD SET THE SYSTEM UP FOR USE BY ENTERING THE NECESSARY DATA (SECTIONS 3 & 4). THE OPERATOR CAN ASSUME RESPONSIBILITY FOR DAILY OPERATION OF THE MODULE, ENTERING DATA, ORDERING FORMS AND SUPPLIES AND PROVIDING THE PRINTOUTS NEEDED FOR PROFITABLE MANAGEMENT OF THE BUSINESS.

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2. THE DAILY OPERATING PROCEDURE
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4. CLOSING THE PURCHASES JOURNAL (ACCRUAL BASIS)
5. APPENDICES
 - A. PAYABLE EXPERIMENTAL DISK
 - B. ERROR RECOVERY

CHAPTER 1 INTRODUCTION

1-1. GENERAL FEATURES OF THE ACCOUNTS PAYABLE SYSTEM

1-2. EQUIPMENT REQUIREMENTS

1-3. SPECIAL SUPPLIES

1-4. READ THIS FIRST

1-1. GENERAL FEATURES OF THE ACCOUNTS PAYABLE SYSTEM

THE TI-COUNT ACCOUNTS PAYABLE LEDGER SYSTEM IS AN EXTENSION OF THE TI-COUNT GENERAL LEDGER SYSTEM. IT IS MADE UP OF A NUMBER OF INDIVIDUAL VENDOR ACCOUNTS CALLED SUBSIDIARY (OR HELPER) LEDGER ACCOUNTS. THE SUM OF THESE SUBSIDIARY ACCOUNTS IS EQUAL TO A GENERAL LEDGER ACCOUNT PAYABLE CONTROL ACCOUNT.

UP TO 200 VENDOR SUBSIDIARY LEDGER ACCOUNTS CAN BE KEPT ON ONE VENDOR DISK. EACH ACCOUNT CONTAINS THE VENDOR'S NAME, ADDRESS, TELEPHONE NUMBER, TERMS OF SALE, AMOUNT PAID DURING THE YEAR PLUS A LIST OF ALL OF THE OPEN INVOICES AND THEIR AMOUNTS. THE SUM OF THE INVOICES IN A VENDOR'S FILE IS THE BALANCE IN THAT SUBSIDIARY LEDGER. EACH VENDOR DISK HAS ITS OWN GENERAL LEDGER ACCOUNTS PAYABLE CONTROL ACCOUNT.

ACCOUNTS PAYABLE USES THE PURCHASES AND CASH PAYMENTS JOURNALS FROM THE GENERAL LEDGER SYSTEM. SINCE THESE JOURNALS ARE POSTED BY GENERAL LEDGER'S DAILY BALANCE PROGRAM, THE INTERIM STATEMENTS AND BALANCES INCLUDE ALL OF THE TRANSACTIONS FROM BOTH THE GENERAL LEDGER AND ACCOUNTS PAYABLE SYSTEMS.

THE ACCOUNTS PAYABLE SYSTEM INSTRUCTS THE USER STEP BY STEP ON THE COLOR MONITOR SCREEN. EACH VENDOR INVOICE IS TYPED INTO A FORM ON THE SCREEN, SCANNED FOR ERRORS, EDITED IMMEDIATELY, PRINTED ON THE PRINTER AND FILED AWAY IN THE VENDOR'S ACCOUNT. THE PAYABLE REPORT SELECTIVELY LISTS THE INVOICES IN ALL VENDORS OR SINGLE VENDOR ACCOUNTS. A COMPLETE INVOICE AGING REPORT IS PRINTED FOR EACH VENDOR AND TOTALED FOR THE DISK. CHECKS AND STUBS ARE PRINTED FOR SINGLE VENDORS OR FOR ALL VENDORS, SUMMING UP TO 14 INVOICES ON ONE STUB. THE USER CONTROLS THE AUTOMATIC CHECK WRITING FEATURES OF THE SYSTEM. EVERY TASK IS MENU DRIVEN AND PROGRAMMED TO MINIMIZE ERRORS AND GUIDE THE USER THROUGH THE DAYS ACTIVITIES.

A BUSINESS IS USUALLY ACCOUNTED FOR ON EITHER A CASH (COLLECTIONS AND PAYMENTS) OR ON AN ACCRUAL BASIS. ACCRUAL ACCOUNTING REPORTS REVENUES AND EXPENSES AS THEY OCCUR RATHER THAN AS THEY ARE COLLECTED OR PAID. IF YOUR BUSINESS KEEPS IT'S BOOKS ON A CASH BASIS THEN ON CLOSING DAY FOLLOW THE INSTRUCTIONS FOR CLOSING THE BOOKS IN THE GENERAL LEDGER MANUAL. IF, ON THE OTHER HAND, YOUR BOOKS ARE ON AN ACCRUAL BASIS FOLLOW THE CLOSING PROCEDURE IN CHAPTER 4 OF THIS MANUAL.

THE PERSON WHO SETS UP THE ACCOUNTS PAYABLE SYSTEM, SIGNS THE CHECKS AND VALIDATES THE INVOICES SHOULD HAVE SOME KNOWLEDGE OF THE ACCOUNTING PROCEDURE. HOWEVER, THE TI-COUNT ACCOUNTS PAYABLE SYSTEM DAILY OPERATOR NEEDS TO BE CONCERNED ONLY WITH THE PROCEDURES IN CHAPTER 2 AND DOES NOT REQUIRE AN ACCOUNTING BACKGROUND.

1-2. EQUIPMENT NEEDED TO OPERATE TI-COUNT ACCOUNTS PAYABLE

THE TI-COUNT ACCOUNTS PAYABLE PROGRAMS WILL OPERATE WITH THE FOLLOWING TEXAS INSTRUMENTS 99/4 AND 99/4A PERSONAL COMPUTER EQUIPMENT.

1. 99/4 OR 99/4A MAIN COMPUTER CONSOLE.
2. 10" COLOR MONITOR OR COLOR TV WITH AN RF MODULATOR
3. DISK CONTROLLER
4. ONE 5 1/4" DISK DRIVE
5. RS232 INTERFACE
6. EXTENDED BASIC COMMAND MODULE
7. AN 80-COLUMN PRINTER THAT IS COMPATIBLE WITH THE RS232 INTERFACE. IF IN DOUBT, TRY OUT THE PRINTER INCLUDING THE TOP-OF-FORM (FORM ADVANCE) INSTRUCTION CHR\$(12)

THIS MINIMAL EQUIPMENT CONFIGURATION SHOULD SERVICE UP TO 3 INVOICES PER VENDOR ACCOUNT. TO OBTAIN UP TO 100 INVOICES PER VENDOR AND TO PRINT EACH INVOICE ADD THE EXTENDED MEMORY MODULE OR CARD. A SECOND DISK DRIVE IS ALSO RECOMMENDED FOR EASE OF COPYING DISKS AND TO MINIMIZE THE SHUFFLING OF DISKS DURING NORMAL OPERATION.

1-3. SPECIAL SUPPLIES

1. THE PRINTING FORMAT FOR THE ENTIRE ACCOUNTS PAYABLE IS DESIGNED TO FIT ON 8 1/2" X 11" PAPER. THE PRINTOUTS CAN BE EASILY FILED IN STANDARD BINDERS AND FOLDERS.
2. PREMIUM QUALITY 5 1/4" SOFT SECTOR DISKS ARE RECOMMENDED BECAUSE OF THEIR RELIABILITY. A MINIMUM OF ONE DISK IS NEEDED TO SET UP THE ACCOUNTS PAYABLE SYSTEM.
3. CONTINUOUS FORM CHECKS ARE PRINTED BY THE ACCOUNTS PAYABLE CHECK WRITING PROGRAM. THE USER CAN ORDER INEXPENSIVE CHECKS FROM PIKE CREEK COMPUTER CO.

ALL OF THE SUPPLIES ABOVE CAN BE PURCHASED DIRECTLY FROM PIKE CREEK COMPUTER COMPANY (SAMPLES AND CATALOG ARE AVAILABLE):

PIKE CREEK COMPUTER CO, INC
2 GALAXY DR
P.O. BOX 9619
NEWARK DE 19714-9619
(302) 2395113

1-4. READ THIS FIRST

TI-COUNT ACCOUNTS PAYABLE PROGRAMS AND THIS MANUAL ARE WRITTEN WITH THE FOLLOWING CONVENTIONS:

1. RESPONSES FROM OPERATORS

- A. YES RESPONSE (Y)
A RESPONSE OF Y MEANS THE OPERATOR SHOULD PRESS THE KEY LABELED Y FOLLOWED BY PRESSING THE KEY LABELED ENTER. THIS IS THE MOST FREQUENTLY USED OPERATOR RESPONSE IN TI-COUNT. THE PROGRAMS ARE WRITTEN TO ACCEPT Y AND ONLY Y, SO FOLLOW THE SYSTEM'S INSTRUCTION AS THEY APPEAR ON THE SCREEN.
- B. YES OR NO RESPONSE (Y/N)
A RESPONSE OF Y/N MEANS THE OPERATOR SHOULD PRESS ONLY THE KEYS LABELED Y OR N FOLLOWED BY THE KEY LABELED ENTER.
- C. THE OPTIONS ON ALL MENUS BOTH FOR THE SYSTEM AND IN THE PROGRAMS ARE NUMBERED. THE OPERATOR'S CHOICE IS MADE BY PRESSING THE KEY LABELED WITH THAT NUMBER FOLLOWED BY PRESSING THE KEY LABELED ENTER.

2. MONITOR SCREENS

ALL PROGRAMS ON THE MONITOR SCREEN DISPLAY TITLES WITH MOVING BORDERS TO VERIFY THAT THE COMPUTER IS RUNNING PROPERLY AND SHOW THE OPERATOR WHICH PROGRAM IS BEING EXECUTED. THE BORDERS SHOULD CONTINUE TO MOVE EXCEPT WHEN THE DISK LIGHT IS ON INDICATING INFORMATION TRANSFER TO AND FROM THE DISK DRIVES OR TO THE PRINTER.

3. SYSTEM DISK

THE COLOR OF THE TI-COUNT ACCOUNTS PAYABLE DISK'S LABEL IS BLUE.

4. NUMBER OF DISK DRIVES

TI-COUNT'S DISK CHANGING INSTRUCTIONS ARE DESIGNED FOR ONE DISK DRIVE SYSTEMS. MANY OF THESE COMMANDS CAN BE IGNORED IN TWO AND THREE DISK SYSTEMS BECAUSE THE DISK(S) WERE ALREADY LOADED INTO ONE OF THE DRIVES. ALWAYS START THE SYSTEM WITH THE TI-COUNT(BLUE) SYSTEM DISK IN DISK DRIVE #1.

5. ERROR RECOVERY

COMMON TYPING ERRORS ARE CORRECTED IMMEDIATELY AND FILE WRITING ERRORS ARE AUTOMATICALLY PREVENTED BY THE TI-COUNT PROGRAMS. HOWEVER, OTHER ERRORS MAY OCCUR BECAUSE OF INCORRECT ACCOUNTING INPUT BY OPERATOR, NATURAL DISASTERS, BROWNOUTS, ETC. THE OPERATOR SHOULD REVIEW THE ERROR IDENTIFICATION AND RECOVERY PROCEDURES IN APPENDIX B.

CHAPTER 2 THE DAILY OPERATING PROCEDURE

2-1. THE TI-COUNT TITLE SCREEN

2-2. THE PAYABLE MENU

2-3. GOOD MORNING

2-4. ENTER AN INVOICE

2-5. PAYABLE REPORT

2-6. PRINT A CHECK

2-1. THE TI-COUNT TITLE SCREEN

TI-COUNT ACCOUNTS PAYABLE STARTS WITH TURNING ON THE COMPUTER AND ENDS WITH THE PRINTING OF A CHECK. THE FOLLOWING EIGHT-STEP DETAILED DAILY OPERATING PROCEDURE WILL QUICKLY BECOME AUTOMATIC EVEN FOR NEW OPERATORS.

STEP 1: TURN ON THE POWER TO THE COMPUTER AND ITS COMPONENTS ACCORDING TO THE INSTRUCTIONS GIVEN IN THE TEXAS INSTRUMENTS 99/4A REFERENCE MANUAL AND THE DISK MEMORY SYSTEM MANUAL. BE SURE TO FOLLOW THE INSTRUCTIONS CAREFULLY AS THE 99/4A WILL RECOGNIZE ONLY THOSE COMPONENTS THAT HAVE BEEN TURNED ON IN PROPER SEQUENCE. THE COMPUTER WILL RESPOND BY DISPLAYING THE TEXAS INSTRUMENTS MASTER TITLE SCREEN.

STEP 2: INSERT THE EXTENDED BASIC COMMAND MODULE. AGAIN, THE MASTER TITLE SCREEN WILL BE DISPLAYED TO CONFIRM COMPLETION OF THIS STEP.

STEP 3: LOAD THE TI-COUNT BLUE LABEL DISK INTO DISK DRIVE #1.

STEP 4: PRESS ANY KEY FOR MASTER SELECTION SCREEN. NEXT, PRESS ANY NUMBER TO SELECT EXTENDED BASIC AND AUTOMATICALLY START THE TI-COUNT SYSTEM BY READING A PROGRAM FROM DISK DRIVE #1. AFTER ABOUT FIVE SECONDS, THE SCREEN WILL CHANGE COLOR AND DISPLAY THE TI-COUNT TITLE SCREEN.

2-2. THE PAYABLE MENU

THE TITLE SCREEN CHANGES AFTER 20 SECONDS TO THE TI-COUNT PAYABLE MENU. ACCOUNTS PAYABLE IS NOW READY TO USE.

OPERATOR RESPONSE

CHOOSE A NUMBER BETWEEN 1 AND 6. CHOICES 1,2,3 AND 4 SELECT THE DAILY OPERATING PROGRAMS. CHOICE 5 CALLS UP ANOTHER MENU THAT IS ONLY USED PERIODICALLY. CHOICE 6 EXITS ACCOUNTS PAYABLE TO TI EXTENDED BASIC.

COMPUTER SCREEN

<p>----- PAYABLE MENU -----</p>
<p>1. GOOD MORNING</p>
<p>2. ENTER AN INVOICE</p>
<p>3. PAYABLE REPORT</p>
<p>4. PRINT A CHECK</p>
<p>5. UTILITY PROGRAMS (MENU)</p>
<p>6. EXIT</p>
<p>CHOOSE ONE -->1</p>

2-3. GOOD MORNING (CHOICE 1 ON PAYABLE MENU)
REQUIRES: TI-COUNT(BLUE)

STEP 5: THE GOOD MORNING PROGRAM IS USED TO ENTER THE DAY'S DATE AND TO CHANGE THE COMPUTER SYSTEMS NAME FOR THE PRINTER. THE FOLLOWING SCREEN IS CALLED UP BY THE PAYABLE MENU WHEN CHOICE 1 IS ENTERED.

OPERATOR RESPONSE

TYPE IN MONTH (1-12), DAY (1-31) AND THE YEAR (LAST TWO DIGITS). WHEN THE DISK'S WRITE TAB HAS BEEN REMOVED, TYPE Y. TYPE IN CORRECTED PRINTER NAME OR PRESS ENTER TO ACCEPT NAME DISPLAYED ON SCREEN. WHEN WRITE TAB IS REPLACED, TYPE Y. THE PROGRAM RETURNS TO THE PAYABLE MENU.

COMPUTER SCREEN

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-----
GOOD MORNING
-----
TODAY'S DATE?-->  /  /
REMOVE WRITE TAB FROM DISK..
...Y..Y
PRINTER=RS232,BA=9600
REPLACE WRITE TAB ON DISK...
..Y..Y
    
```

HOWEVER, IF THE DIFFERENCE BETWEEN THE LAST DATE AND NEW DATE IS MORE THAN A WEEK, ANOTHER SCREEN WILL WARN OF THE SITUATION. FOR EXAMPLE:

OPERATOR RESPONSE

CHOOSE BETWEEN 1,2,OR 3. CHOICE 1 ALLOW THE OPERATOR TO RETYPE THE DATE. CHOICE 2 OVERRIDES THE WARNING. CHOICE 3 RETURNS TO THE PAYABLE MENU.

COMPUTER SCREEN

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-----
GOOD MORNING
-----
TODAY'S DATE?-->7 /28/82
OLD DATE--> 7/28/81
NEW DATE--> 7/28/82
PLEASE RECHECK ABOVE DATE
1. RETYPE THE DATE
2. OVERRIDE THE WARNING
3. EXIT AND DECIDE
CHOOSE ONE-->2
    
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2-4. ENTER AN INVOICE (CHOICE 2 ON PAYABLE MENU)
REQUIRES: TI-COUNT(BLUE), LEDGER DISK, VENDOR DISK, PURCHJ DISK

STEP 6: ENTER AN INVOICE IS USED TO ENTER INVOICES INTO A VENDOR'S FILE (COMPUTER SCREEN #1).

OPERATOR RESPONSE

THE SCREEN DISPLAYS DISK-CHANGING INSTRUCTIONS FOR A ONE DISK SYSTEM. AFTER PERFORMING STEP 2, TYPE IN Y AND SCREEN #2 WILL APPEAR.

COMPUTER SCREEN # 1

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-----
ENTER INVOICE
-----
1. REMOVE TI-COUNT(BLUE)
2. LOAD LEDGER DISK...Y.
    
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OPERATOR REPOSE

ENTER THE VENDOR NUMBER, A ONE CHARACTER VENDOR DISK NAME FOLLOWED BY 1 TO 4 DIGITS. THE PROGRAM WILL ATTEMPT TO READ THE VENDOR DISK. IF IT IS NOT LOADED, THE OPERATOR IS COMMANDED TO LOAD THE DISK. THE PROGRAM DISPLAYS THE VENDOR NAME AND REQUESTS THE OPERATOR TO CONFIRM THE NAME. THE MESSAGE "NOT A VALID VENDOR #" IS DISPLAYED FOR IMPROPER NUMBERS. THE MESSAGE "INVOICE FILE FULL" IS DISPLAYED FOR FULL FILES. OPERATOR CONFIRMATION OF VENDOR # CALLS UP SCREEN #3.

COMPUTER SCREEN # 2

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-----
ENTER INVOICE
-----
ENTER VENDOR # A123
LOAD PAYABLE DISK A..Y.Y
IS VENDOR # RIGHT?..Y.Y
    
```

OPERATOR RESPONSE

LINE 1 - JOURNAL NUMBER IS DISPLAYED. TYPE IN INVOICE DATE.
LINE 2 - BANK NUMBER AND VENDOR # ARE DISPLAYED. TYPE IN GROUP CODE, I.E. R FOR RENT, U FOR UTILITY, T FOR TELEPHONE (THE USERS CAN MAKE UP THEIR OWN CODES).
LINE 3 - ENTER THE VENDOR'S INVOICE NUMBER IN FIRST TEN CHARACTERS. THE REMAINING 80 CHARACTERS ARE USED TO DESCRIBE THE INVOICE.
LINE 4 - THE NUMBER OF DEBITS AND CREDITS MUST BE AT LEAST 2 BUT NOT MORE THAN 8.
LINE 5 - CORRECTIONS ARE MADE BY TYPING IN THE LINE NUMBER. THE CURSOR APPEARS AT THAT LINE FOR THE CORRECTION TO BE MADE. TYPING X ERASES THE ENTRY, WHILE TYPING P CAUSES SCREEN #4 TO APPEAR.

COMPUTER SCREEN #3

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-----
PURCHASES JOURNAL
-----
1.DATE  /  /   JN:110
2.C/B/V#  /1/A123
3.DESCRPTION AND REFERENCE:
-
-----
4.# OF DEBITS AND CREDITS 3
CORRECTION NUMBER
(P TO PROCEED,X TO ERASE) P
    
```

OPERATOR RESPONSE

COMPUTER SCREEN # 4

A DEBIT(D) OR CREDIT(C) IS ENTERED IN THREE PARTS ON ONE LINE. REPEAT THIS PROCEDURE FOR ALL DEBITS AND CREDITS.

PART A: C OR D IS ENTERED AS THE FIRST CHARACTER.

PART B: A LEDGER ACCOUNT NUMBER IS ENTERED AS THE NEXT FIVE CHARACTERS. THE PROGRAM PRINTS THE ACCOUNT NAME. IF "ACCOUNT NOT FOUND" IS DISPLAYED, THE CURSOR RETURNS TO THE ACCOUNT NUMBER UNTIL A VALID NUMBER IS ENTERED.

PART C: THE MONETARY VALUE OF THE DEBIT OR CREDIT IS ENTERED.

PURCHASES JOURNAL 110		
1.D 70701	1.	\$280.00
PURCHASES DISK A		
2.C 20601	2.	\$289.76
ACC/PAY CONTROL DISK A		
3.D 50501	3.	\$9.76
SALES TAX EXPENSE		
CORRECTION NUMBER		
(P TO PROCEED, X TO EXIT) P		

AUTOMATIC DEBITS AND CREDITS ARE ALLOWED WITH THE PURCHASES JOURNAL. TO ACTIVATE, PRESS THE ENTER KEY SEVERAL TIMES. THE INFORMATION IS DISPLAYED AND THE CURSOR STOPS ALLOWING THE OPERATOR TO TYPE IN THE MONETARY VALUES. LINE 2 ALWAYS IS A CREDIT TO THE ACCOUNTS PAYABLE CONTROL LEDGER FOR THE VENDOR DISK THAT IS BEING USED. D OR C AND ACCOUNT NUMBERS, WHEN TYPED IN ARE ACCEPTED BY THE PROGRAM IN PREFERENCE TO THE AUTOMATIC ENTRIES.

MONETARY VALUES ARE ENTERED AUTOMATICALLY IF ONLY TWO DEBITS AND CREDITS ARE SPECIFIED: TYPE IN THE LINE 1 VALUE AND THE PROGRAM AUTOMATICALLY ENTERS THE SAME VALUE ON LINE 2.

CORRECTIONS: THESE ARE MADE TO THE SCREEN BEFORE THE INFORMATION IS SAVED BY THE PROGRAM. ENTER THE LINE NUMBER FOLLOWED BY A PERIOD AND THE CURSOR JUMPS TO D OR C, READY FOR THE OPERATOR TO MAKE THE CORRECTION. ENTER THE LINE NUMBER FOLLOWED BY \$ AND THE CURSOR JUMPS TO THE MONETARY VALUE, READY FOR A NEW VALUE. PRESS X TO ERASE THE ENTIRE ENTRY OR PRESS P TO ENTER THE JOURNAL ENTRY ONTO THE JOURNAL DISK. IN EITHER CASE, THE PROGRAM WILL NEXT DISPLAY SCREEN #5.

THE PROGRAM WILL WARN WHEN THE JOURNAL IS FULL. RUN THE JOURNAL ENTRY PROGRAM IN GENERAL LEDGER TO CONTINUE THE JOURNAL. ERASE(X) THE FIRST ENTRY AND RETURN THROUGH THE ACCOUNTS PAYABLE MENU TO THE ENTER INVOICE PROGRAM USING THE NEW JOURNAL DISK.

OPERATOR RESPONSE

COMPUTER SCREEN # 5

CHOICE 1 LEADS THE OPERATOR BACK TO SCREEN #2 SO THE OPERATOR CAN ENTER ANOTHER INVOICE. CHOICE 2 DISPLAYS DISK-CHANGING INSTRUCTIONS FOR THE OPERATOR TO RETURN TO THE PAYABLE MENU.

ACCOUNTS PAYABLE	
1.	ANOTHER INVOICE ENTRY
2.	RETURN TO PAYABLE MENU
CHOOSE ONE-->1	

ALL OF THE JOURNAL UTILITY PROGRAMS IN THE GENERAL LEDGER CAN BE USED WITH ACCOUNTS PAYABLE PURCHASES JOURNAL.

2-5. PAYABLE REPORT (CHOICE 3 ON PAYABLE MENU) REQUIRES: TI-COUNT(BLUE), VENDOR DISK

STEP 7: PAYABLE REPORT PRINTS A COMPLETE OR SELECTIVE REPORT ON THE OPEN INVOICES ON ANY ACCOUNTS PAYABLE DISK. THE OPERATOR CONTROLS THE PRINTING ON THE FOLLOING SCREEN.

OPERATOR RESPONSE

COMPUTER SCREEN

TYPE IN CHOICE.

CHOICE 1. ALL VENDORS FILES ON A VENDOR DISK WILL BE PRINTED. THIS IS THE MOST COMPLETE REPORT.

CHOICE 2. TYPE IN A GROUP CODE. ALL VENDORS WILL BE SEARCHED AND ONLY INVOICES WITH THAT GROUP CODE WILL BE PRINTED.

CHOICE 3. TYPE IN NUMBER OF DAYS ONLY INVOICES OLDER THAN THE ABOVE DAYS WILL BE PRINTED.

CHOICE 4. TYPE IN NUMBER OF DAYS ONLY INVOICES LESS THAN THE ABOVE DAYS WILL BE PRINTED.

CHOICE 5. TYPE IN \$. ONLY INVOICES GREATER THAN \$ WILL BE PRINTED.

CHOICE 6. TYPE IN \$. ONLY INVOICES LESS THAN OR EQUAL TO \$ WILL BE PRINTED.

CHOICE 7. ONLY VENDORS WITH OPEN INVOICES WILL BE PRINTED.

CHOICE 8. A SINGLE INVOICE FILE WILL BE PRINTED.

PRINT PAYABLE REPORT	
ALL VENDORS:	
1	ALL INVOICES
2	BY GROUP CODE
3	GREATER THAN ___ DAYS
4	LESS THAN ___ DAYS
5	OVER \$ _____
6	UNDER \$ _____
7	VENDORS WITH OPEN INVOICES
8	SINGLE VENDOR
9	RETURN TO PAYABLE MENU
CHOOSE ONE -->1	

CHOICES 1-7. THE PROGRAM WILL REQUEST THE OPERATOR TO ENTER THE ONE CHARACTER NAME OF THE VENDOR DISK. IT WILL THEN COMMAND THE OPERATOR TO LOAD THE DISK IF THE DISK HAS NOT ALREADY BEEN LOADED. THE ENTIRE VENDOR DISK IS SEARCHED FOR THE INVOICES SPECIFIED BY THE CHOICE AND PRINTS THE ONES THAT ARE FOUND FOLLOWED BY A SUMMARY OF THE DISK.

CHOICE 8. THE PROGRAM WILL REQUEST THE OPERATOR TO ENTER THE VENDOR NUMBER. IT WILL THEN COMMAND THE OPERATOR TO LOAD THE DISK, IF THE DISK HAS NOT ALREADY BEEN LOADED.

CHOICE 9. THE SCREEN WILL GIVE THE OPERATOR THE NECESSARY DISK CHANGING INSTRUCTIONS TO RETURN TO THE PAYABLE MENU.

2-6 PRINT A CHECK (CHOICE 4 ON PAYABLE MENU)
 REQUIRES: TI-COUNT(BLUE), VENDOR DISK, CPAYSJ DISK

STEP 8: PRINT A CHECK IS AN AUTOMATIC CHECK AND STUB PRINTING PROGRAM. THE OPERATOR CONTROLS THE CHECK PRINTING SESSION USING SCREENS 1-3. BY SELECTING THE PROPER CHOICES ON THE SCREEN, CHECKS CAN BE PRINTED EITHER FOR SPECIFIC INVOICES OR FOR INVOICES THAT MEET AN OPERATOR'S CRITERIA OF AGE, AMOUNT OR TYPE. THE PROGRAM MAKES AN ENTRY INTO THE CASH PAYMENTS JOURNAL (CPAYSJ) FOR EACH CHECK THAT IS WRITTEN AND CLEARS THE VENDOR FILES OF ALL INVOICES THAT HAVE BEEN PAID.

OPERATOR RESPONSE

TYPE IN CHOICE:
 CHOICE 1. "PRINT CHECKS TO ALL VENDORS" WILL CAUSE SCREEN #2 TO APPEAR. SEE NOTE 1.
 CHOICE 2. "PRINT CHECKS TO ONE VENDOR" WILL CAUSE SCREEN #3 TO APPEAR. SEE NOTE 1.
 CHOICE 3. DISK-CHANGING COMMANDS TO RETURN TO PAYABLE MENU WILL BE DISPLAYED IF NECESSARY.
 THE SUM OF THE CHECKS PRINTED DURING THIS SESSION IS DISPLAYED ON THE BOTTOM OF ALL SCREENS.

COMPUTER SCREEN # 1

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-----
                PRINT CHECKS
-----
                *** PRINT CHECKS TO: ***
1 ALL VENDORS
2 ONE VENDOR
3 RETURN TO PAYABLE MENU

                CHOOSE ONE -->1
CALCULATE TERMS .....Y/N.Y
TOTAL CHECKS $ 00.00
    
```

NOTE 1: THE DECISION TO CALCULATE TERMS (SUBTRACT DISCOUNTS AND ADD PENALTIES TO THE INVOICE AMOUNT) IS TYPED ON SCREEN AND DISPLAYED NEXT TO THE UPPER RIGHT STARS OF SCREENS 2 AND 3 AS Y OR N.

** NOTES **

OPERATOR RESPONSE

TYPE IN CHOICE:
 CHOICE 1. TYPE IN A GROUP CODE. CHECKS WILL BE PRINTED TO PAY ALL VENDOR'S INVOICES WITH THAT GROUP CODE. SEE NOTES 2 AND 3.
 CHOICE 2. TYPE UPPER MONETARY LIMIT \$. CHECKS WILL BE PRINTED TO PAY ALL VENDOR'S INVOICES LESS THAN OR EQUAL TO THAT AMOUNT. SEE NOTES 2 AND 3.
 CHOICE 3. TYPE IN THE NUMBER OF DAYS (AGE OF INVOICE). CHECKS WILL BE PRINTED TO PAY ALL INVOICES OLDER THAN OR EQUAL TO THAT AGE. SEE NOTES 2 AND 3.
 CHOICE 4. RETURNS TO SCREEN #1. THE CHECK PRINTING SESSION CAN BE CONTINUED OR STOPPED AT THIS POINT BY RETURNING TO THE PAYABLE MENU.

COMPUTER SCREEN # 2

```

-----
                PRINT CHECKS
-----
                *** ALL VENDORS *** Y
1 GROUP CODE _____
2 LESS THAN $ _____
3 OLDER THAN _____ DAYS
4 RETURN TO CHECKS MENU

                CHOOSE ONE -->1

TOTAL CHECKS $ 00.00
    
```

NOTE 2: ON THE LOWER LINES OF THE SCREEN THE PROGRAM WILL REQUEST THE OPERATOR TO TYPE THE NAME OF THE PAYABLE DISK. IF INVOICES ARE FOUND AND THIS IS THE FIRST CHECK TO BE PRINTED IN THE SESSION, THE SCREEN WILL DISPLAY THE INSTRUCTION "LOAD CHECKS INTO PRINTER" AND "IS FIRST CHECK # 4011 ?". RESPOND WITH A Y AND THE CHECKS WILL BE PRINTED. ANY OTHER CHARACTER WILL RETURN THE PROGRAM TO THE PAYABLE MENU. FOR INSTRUCTIONS ON LOADING CHECKS INTO THE PRINTER SEE NOTE 4.

NOTE 3: AFTER THE CHECKS ARE PRINTED THE PROGRAM RETURNS TO SCREEN #1. THE OPERATOR CAN THEN ELECT TO CONTINUE PRINTING CHECKS OR TO RETURN TO THE PAYABLE MENU.

NOTE 4: LOAD THE CHECKS INTO THE PRINTER SO THAT THE PRINthead IS POSITIONED TO PRINT THE TOP LINE OF THE FIRST STUB. IF THE PRINTER'S TRACTORS ENGAGE THE PAPER BEFORE THE PRINthead IMPACTS THE PAPER, LOAD THE FIRST STUB AND ALIGN IT WITH THE PRINthead. IF THIS PRINTER'S TRACTORS ENGAGE THE PAPER AFTER THE PRINthead IMPACTS THE PAPER, ATTACH A PIECE OF COMPUTER PAPER OR PLASTIC CARD TO THE STUB ("LEADER STIP") WITH MASKING TAPE. ALIGN THE STUB AND PRINT THE FIRST STUB AND CHECK. THE LEADER STRIP IS REMOVED AFTER IT HAS CARRIED THE FIRST STUB INTO THE TRACTORS.

OPERATOR RESPONSE

COMPUTER SCREEN # 3

TYPE IN CHOICE:

CHOICE #1. TYPE IN THE PURCHASES JOURNAL ENTRY NUMBER (PJEN). THE QUESTION "PARTIAL PAYMENT?.Y/N" WILL APPEAR ON THE SCREEN. N WILL PRINT THE CHECK PAYING THAT PJEN FOR THAT VENDOR. A Y WILL ASK ON THE SCREEN "HOW MUCH? \$". THE OPERATOR ENTERS THE AMOUNT TO BE PAID. AN INVOICE FOR THE REMAINDER OF THE AMOUNT OWED WILL STAY IN FILE. SEE NOTES 3 AND 5.

CHOICE 2. TYPE IN THE MONETARY AMOUNT \$. A CHECK WILL BE PRINTED TO PAY THE VENDOR'S INVOICES LESS THAN OR EQUAL TO THAT AMOUNT. SEE NOTES 3 AND 5.

CHOICE 3. TYPE IN NUMBER OF DAYS (AGE OF INVOICE). CHECK WILL BE PRINTED TO PAY THE VENDOR'S INVOICES OLDER THAN OR EQUAL TO THAT AGE. SEE NOTES 3 AND 5.

CHOICE 4. PRINTS CHECKS PAYING ALL INVOICES IN THE VENDOR'S FILE. SEE NOTES 3 AND 5.

CHOICE 5. RETURNS TO COMPUTER SCREEN #1. THE CHECK PRINTING SESSION CAN BE CONTINUED OR CONTROL RETURNED TO THE PAYABLE MENU.

```

-----
                PRINT CHECKS
-----
                *** ONE VENDOR ***   Y
1 PJEN NUMBER _____
2 LESS THAN $ _____
3 OLDER THAN _____ DAYS
4 ALL INVOICES
5 RETURN TO CHECKS MENU

                CHOOSE ONE -->1

TOTAL CHECKS $ 00.00
    
```

NOTE 5: THE PROGRAM WILL REQUEST THE OPERATOR TO TYPE THE VENDOR'S NUMBER ON THE LOWER LINES OF THE SCREEN. IF INVOICES ARE FOUND AND THIS IS THE FIRST CHECK TO BE PRINTED IN THE SESSION, THE SCREEN WILL DISPLAY THE INSTRUCTION "LOAD CHECKS INTO PRINTER" AND "IS FIRST CHECK # 4011?". RESPOND WITH A Y AND THE CHECKS WILL BE PRINTED. ANY OTHER CHARACTER WILL RETURN THE PROGRAM TO THE PAYABLE MENU. FOR INSTRUCTIONS ON LOADING CHECKS SEE NOTE 4.

** NOTES **

CHAPTER 3 PREPARING ACCOUNTS PAYABLE FOR OPERATION

- 3-1 INTRODUCTION
- 3-2 VENDOR DISK NAMES
- 3-3 START VENDOR DISKS
- 3-4 ADD, EDIT AND DELETE VENDORS
- 3-5 PRINT THE VENDOR LISTS
- 3-6 ACCOUNTS PAYABLE PARAMETERS

3-1 INTRODUCTION - THE ACCOUNTS PAYABLE SYSTEM IS EASILY SET UP FOR OPERATION BY FOLLOWING THE PROCEDURES IN THIS CHAPTER. THE VENDOR DISKS ARE NAMED (3-2) AND STARTED (3-3) SO THAT THE VENDOR NAMES CAN BE ENTERED (3-4). NEXT PRINT THE VENDOR LISTS (3-5) AS A REFERENCE TO THE DISK. FINALLY, ENTER THE LEDGER ACCOUNTS AND LAST CHECK NUMBER (3-5) CONNECTING THE PAYABLE SYSTEM TO THE GENERAL LEDGER SYSTEM.

AN EXPERIMENTAL VENDOR DISK X SHOULD BE SET UP BY THE NEW USER. EXPERIMENT AND TEST THE FEATURES OF THE SYSTEM WITH THIS DISK (SEE APPENDIX A). COPY THIS DISK AND WORK ONLY WITH THE COPY BECAUSE SOME OF THE INFORMATION MAY BE ERASED OR ALTERED DURING THE TESTING.

3-2 VENDOR DISK NAMES

THE TI-COUNT ACCOUNTS PAYABLE SYSTEM USES ONE CHARACTER NAMES FOR THE VENDOR DISKS. ANY CHARACTER (EXCEPT A BLANK OR PERIOD) CAN BE USED AS THE NAME SUCH AS A,B,#,1..ETC. THE DEFAULT NAME IS A, SO FOR CONVICIENCE, NAME YOUR MOST FREQUENTLY USED VENDOR DISK A. EACH OF THESE DISKS CAN STORE THE INVOICE FILES OF UP TO 200 VENDORS.

VALID NAMES
A,B,S,Z,1

INVALID NAMES
.

3-3. START VENDOR DISKS

FIRST, THE NEW DISK MUST BE INITIALIZED AND NAMED USING THE TI DISK MANAGER MODULE. WHEN THE MANAGER REQUESTS TNEW DISK NAME, TYPE IN AC/PAY/ AND THE VENDOR DISK NAME AS SHOWN BELOW.

VENDOR DISK NAME	TYPE IN
A	AC/PAY/A
B	AC/PAY/B
#	AC/PAY/#
3	AC/PAY/3

SECOND, THE INITIALIZED DISK IS STARTED BY THE FIRST PROGRAM ON THE UTILITY MENU. SELECT CHOICE 5 ON THE PAYABLE MENU AND THE UTILITY MENU WILL BE DISPLAYED (SEE BELOW)

UTILITY MENU
1. START A VENDOR DISK
2. ADD,EDIT VENDOR DISK
3. PAYABLE PARAMETERS
4. CLOSE BY DATES
5. PRINT VENDOR LIST
6. RETURN TO PAYABLE MENU
CHOOSE ONE-->1

START A VENDOR DISK (CHOICE 1 ON UTILITY MENU)
REQUIRES: TI-COUNT(BLUE), VENDOR DISK

"START A VENDOR DISK" IS USED TO RESERVE SPACE FOR VENDOR NAMES ON NEW VENDOR DISK. VENDOR NAMES CANNOT BE ADDED UNTIL THIS PROGRAM HAS BEEN RUN.

OPERATOR RESPONSE

COMPUTER SCREEN

FOLLOW THE DISK-CHANGING COMMANDS ON THE SCREEN. ENTER THE NAME ASSIGNED TO THE NEW VENDOR DISK. LOAD THE NEW VENDOR DISK AND ENTER THE MAXIMUM NUMBER OF VENDORS (SEE NOTE 1). MESSAGE 5 IS DISPLAYED AFTER THE PROGRAM HAS BEEN STARTED. FOLLOW DISK-CHANGING INSTRUCTIONS TO RETURN TO PAYABLE MENU.

START A VENDOR DISK
1 REMOVE TI-COUNT(BLUE)
2 TYPE NAME OF NEW VENDOR DISK...A
3 LOAD NEW VENDOR DISK..Y.Y
4 MAXIMUM NO OF VENDORS
5 THE NEW DISK CALLED A HAS BEEN STARTED.
6 REMOVE VENDOR DISK
7 LOAD TI-COUNT(BLUE)..Y.Y

NOTE 1: DETERMINING THE MAXIMUM NUMBER OF VENDORS (NO MORE THAN 200) REQUIRES A KNOWLEDGE OF THE APPLICATION IN TERMS OF THE AVERAGE NUMBER OF INVOICES TO BE FILED IN EACH VENDOR ACCOUNT. CALCULATE THE MAXIMUM NUMBER OF VENDORS BY DIVIDING 2000 BY THE ESTIMATED AVERAGE NUMBER OF INVOICES EXPECTED PER ACCOUNT. IF THE EXTENDED MEMORY IS NOT USED THE INVOICE FILE PER VENDOR IS LIMITED TO THREE AND THE BEST CHOICE WOULD BE 200 VENDORS. (THE EXTENDED MEMORY ALLOWS UP TO 100 INVOICES PER FILE).

3-4 ADD, EDIT AND DELETE VENDORS (CHOICE 2 ON UTILITY MENU)
REQUIRES: TI-COUNT(BLUE), VENDOR DISK

THIS PROGRAM IS USED TO ADD, EDIT OR DELETE VENDORS FROM A VENDOR DISK.

OPERATOR RESPONSE

TYPE IN CHOICE:

CHOICE 1: THE NEW VENDOR WILL BE ASSIGNED TO THE NEXT UNUSED NUMBER ON THE DISK. THE NAME OF VENDOR DISK IS REQUESTED ON THE SCREEN. SEE NOTE 1. SCREEN #2 APPEARS.

CHOICE 2: THE SCREEN WILL REQUEST THE OPERATOR TO ENTER THE VENDOR NUMBER TO BE EDITED. SEE NOTE 1. SCREEN #3 WILL APPEAR.

CHOICE 3: THE SCREEN WILL REQUEST THE OPERATOR TO ENTER THE VENDOR NUMBER. VENDORS WITH OUTSTANDING INVOICES CAN NOT BE DELETED. PROGRAM RETURNS TO SCREEN #1. SEE NOTE 1.

CHOICE 4: SEE NOTE 2.

COMPUTER SCREEN # 1

```

-----
ADD,EDIT VENDOR FILE
-----
1 ADD VENDOR TO FILE
2 EDIT VENDOR IN FILE
3 DELETE VENDOR FROM FILE
4 RETURN TO PAYABLE MENU

        CHOOSE ONE-->2

ENTER VENDOR NUMBER A3
    
```

NOTE 1: DISK CHANGING INSTRUCTIONS WILL APPEAR ONLY IF DISK IS NOT LOADED.

NOTE 2: DISK CHNGING INSTRUCTIONS WILL LEAD THE OPERATOR TO THE PAYABLE MENU.

** NOTES **

OPERATOR RESPONSE

THE CURSOR WILL START AT LINE 1 AND CONTINUES DOWN THE FORM TO LINE 9. THE OPERATOR ENTERS THE VENDOR'S NAME AND ADDRESS (LINES 1 TO 4). BE SURE THE ADDRESS IS CORRECT BECAUSE THIS ADDRESS WILL BE PRINTED ON THE CHECKS. ENTER THE TELEPHONE NUMBER; AREA CODE FOLLOWED BY 7 DIGIT NUMBER. LINE 5 TO 8: ENTER THE DISCOUNTS AND PENALTIES IF ANY(SEE NOTE 3). LINE 9: ENTER THE AMOUNT PAID TO THIS VENDOR SINCE LAST FISCAL YEAR. DO NOT INCLUDE UNPAID INVOICES. THEY WILL BE ADDED WHEN YOU PRINT A CHECK. AFTER ALL THE INFORMATION IS ADDED THE CURSOR MOVES TO THE LAST LINE. THE OPERATOR MAY CORRECT ANY LINE BY TYPING THE LINE NUMBER OR T FOR TELEPHONE. TYPE P AND RETURN TO SCREEN #1.

COMPUTER SCREEN # 2

```

-----
ADD VENDOR A3
-----
NAME & ADDRESS
1 COMPANY_NAME
2 DEPARTMENT
3 STREET
4 CITY, STATE, ZIP CODE
TELEPHONE ( ) -

TERMS D/P% DAYS
5 -00 000
6 00 000
7 00 000
8 00 000

9 YR TO DATE $ 0.00

CORRECTION NUMBER
P(PROCEED),T(TELEPHONE) P
    
```

NOTE 3: ENTER ANY DISCOUNTS (INDICATED BY THE MINUS SIGN) ON LINE 5. FOR EXAMPLE:

	D/P%	DAYS
A. 5% DISCOUNT IF YOU PAY WITHIN 5 DAYS	-05	005
B. 12% DISCOUNT IF YOU PAY WITHIN 14 DAYS	-12	014
C. NET 30 DAYS	-00	030
D. NET 15 DAYS	-00	015

ON LINES 6 TO 8 ENTER THE PENALTIES. D/P% IS THE YEARLY PERCENT PENALTIES AND DAYS IS THE NUMBER OF DAYS IN EFFECT. SEE EXAMPLES BELOW.

	TERMS	D/P%	DAYS
A. NET 30 DAYS THEN 2% INTEREST PER MONTH (999 WILL CHARGE THE 2% MONTHLY INTEREST FOR 999 DAYS.	5	-00	030
	6	24	999
	7	00	000
	8	00	000
B. 5% DISCOUNT FIRST 10 DAYS THE 1% MONTHLY INTEREST AFTER 30 DAYS AND 2% MONTHLY INTEREST AFTER 120 DAYS.	5	-05	010
	6	00	030
	7	12	120
	8	24	999
C. 1.5% MONTHLY INTEREST ON DELIVERY.	5	-00	000
	6	18	999
	7	00	000
	8	00	000

OPERATOR RESPONSE

COMPUTER SCREEN # 3

THE PROGRAM WILL DISPLAY ALL THE VENDOR'S INFORMATION IN THE FORM ON THE SCREEN. THE CURSOR MOVES TO THE LAST LINE SO THE OPERATOR CAN CORRECT ANY LINE BY TYPING THE LINE NUMBER OR T FOR TELEPHONE. TYPE P AND THE INFORMATION ON THE SCREEN WILL BE STORED IN THE VENDORS FILE AND THE PROGRAM WILL RETURN TO SCREEN #1.

```

-----
EDIT VENDOR A3
-----
NAME & ADDRESS
1
2
3
4
TELEPHONE ( ) -
TERMS D/P% DAYS
5 -00 000
6 00 000
7 00 000
8 00 000
9 YR TO DATE $ 0.00
CORRECTION NUMBER
P(PROCEED)T(TELEPHONE) P
    
```

** NOTES **

3-5 PRINT THE VENDOR LISTS (CHOICE 5 ON UTILITY MENU)
REQUIRES: TI-COUNT(BLUE), VENDOR DISK

THE VENDOR LIST ON ANY VENDOR DISK CAN BE PRINTED IN NUMERICAL OR ALPHABETICAL ORDER.

OPERATOR RESPONSE

COMPUTER SCREEN

TYPE IN CHOICE:
CHOICE 1. ALL OF THE VENDORS ON VENDOR DISK A WILL BE PRINTED WITH THE VENDOR NUMBERS IN NUMERICAL ORDER. SEE NOTES 1 2 & 3.
CHOICE 2. THIS OPTION SORTS THE THE VENDOR NAMES IN ALPHABETICAL ORDER AND PRINTS THE SORTED LIST WITH THE CORRESPONDING VENDOR NUMBER. THE PROGRAM INFORMS THE OPERATOR THAT THE SORT IS TAKING PLACE PLUS THE NUMBER SORTED AND THE TOTAL NUMBER OF VENDORS. SEE NOTES 1 2 & 3.
CHOICE 3. A SINGLE VENDOR NAME IS FOUND AND PRINTED. SEE NOTE 3.
CHOICE 4. SEE NOTE 3.

```

-----
PRINT VENDOR FILE
-----
PRINT LIST IN:
1 NUMERICAL ORDER
2 ALPHABETICAL ORDER
3 SINGLE VENDOR
4 RETURN TO PAYABLE MENU
      CHOOSE ONE -->1
ENTER VENDOR DISK NAME? A
PRINT ADDRESS....Y/N.... N
    
```

NOTE 1. THE PROGRAM REQUESTS THE OPERATOR TO TYPE IN THE ONE CHARACTER VENDOR DISK NAME.

NOTE 2. THE PROGRAM GIVES THE OPERATOR THE CHOICE OF EITHER PRINTING THE VENDOR'S NAME AND NUMBER OR NAME, NUMBER, ADDRESS AND TERMS.

NOTE 3. DISK CHANGING INSTRUCTIONS RETURNS THE OPERATOR TO THE PAYABLE MENU.

3-6 ACCOUNTS PAYABLE PARAMETERS (CHOICE 3 ON UTILITY MENU)
 REQUIRES: T1-COUNT(BLUE), VENDOR DISK

EACH VENDOR DISK SHOULD HAVE ITS OWN ACCOUNTS PAYABLE CONTROL ACCOUNT, PAYABLE DISCOUNT AND PENALTY ACCOUNT AND CASH IN BANKS ACCOUNT SO ALL THE VENDOR ACCOUNTS ON ONE DISK CAN BE RECONCILED WITH ONE SET OF ACCOUNTS AT CLOSING TIME. EACH DISK MUST HAVE ITS OWN BOX OF CHECKS, BECAUSE EVERY DISK KEEPS A RECORD OF THE LAST CHECK PRINTED BY THAT DISK AND HAS NO WAY OF SHARING THAT INFORMATION WITH ANOTHER VENDOR DISK.

OPERATOR RESPONSE

FOLLOW THE DISK CHANGING COMMANDS AND ENTER THE NAME OF THE VENDOR DISK. LOADING THE DISK AND TYPING Y WILL CAUSE COMPUTER SCREEN #2 TO APPEAR.

COMPUTER SCREEN # 1

```

PAYABLE DISK PARAMETERS
-----
1 REMOVE T1-COUNT(BLUE)
2 TYPE NAME OF NEW VENDOR DISK ...A
3 LOAD NEW VENDOR DISK..Y.Y
    
```

OPERATOR RESPONSE

THE CURSOR WILL LEAD THE OPERATOR THROUGH THE ACCOUNT NUMBERS AND THE LAST CHECK NUMBER. THE CURSOR WILL NOT ERASE A NUMBER ALREADY ON THE SCREEN. USE THE 99/4A'S EDITING KEYS TO CHANGE THESE NUMBERS. THE LAST LINE PERMITS THE OPERATOR TO REPEAT THE CORRECTING PROCEDURE FROM THE TOP OF THE SCREEN BY TYPING Y. A N WILL DISPLAY THE DISK CHANGING INSTRUCTIONS LEADING BACK TO THE PAYABLE MENU.

COMPUTER SCREEN # 2

```

PAYABLE DISK PARAMETERS
-----
*** PARAMETERS ***
ACCOUNTS PAYABLE CONTROL LEDGER ACCOUNT #30301
CASH IN BANK LEDGER ACCOUNT #10301
PAYABLE PENALTIES EXPENSE LEDGER ACCOUNT #10501
THE BANK NUMBER ON THE LAST CHECK 20054
ANY CORRECTIONS...Y/N.N
    
```

CHAPTER 4 CLOSING THE PURCHASES JOURNAL (ACCRUAL BASIS)

START THE CLOSING BY RECONCILING THE GENERAL LEDGER ACCOUNTS PAYABLE CONTROL ACCOUNT WITH THE INVOICE BALANCE ON THE CORRESPONDING VENDOR DISK (SEE NOTE 1).

THE FOLLOWING PROCEDURE FOR CLOSING THE PURCHASES JOURNAL IS NECESSARY FOR YOUR ACCOUNTING BOOKS TO BE MAINTAINED ON AN ACCRUAL BASIS. IF YOUR BOOKS ARE ON A CASH BASIS, SKIP THE REST OF THIS CHAPTER AND FOLLOW "CLOSE THE BOOKS" IN THE GENERAL LEDGER.

- STEP 1: ON CLOSING DAY, DO NOT RUN "CLOSE THE BOOKS. INSTEAD, RUN THE DAILY BALANCE PROGRAM POSTING ALL THE JOURNALS. THEN RUN THE DAILY BALANCE PROGRAM ONE MORE TIME USING THE PURCHASES JOURNAL TO SET THE PURCHASES JOURNAL POINTERS FOR ACCRUAL ACCOUNTING.
- STEP 2: COPY THE PURCHASES JOURNAL WITH T1'S DISK MANAGER AND USE ONLY THE COPY UNTIL STEP 7. SET THE MASTER DISK ASIDE FOR USE IN STEP 7.
- STEP 3: DO NOT RUN DAILY BALANCE PROGRAM UNTIL STEP 8. YOU MAY CONTINUE TO MAKE ENTRIES IN ALL JOURNALS EXCEPT IN GENERAL JOURNAL.
- STEP 4: MAKE NO ENTRIES INTO THE GENERAL JOURNAL UNTIL STEP 9. THE CLOSING PROGRAMS USE THE GENERAL JOURNAL.
- STEP 5: CONTINUE RUNNING THE ACCOUNTS PAYABLE SYSTEM USING THE JOURNAL COPY. THE JOURNAL WILL ACCUMULATE ALL INVOICES, SOME DATED BEFORE CLOSING AND OTHERS AFTER.
- STEP 6: ENTER ALL OF THE INVOICES AS THEY ARE RECEIVED INCLUDING THOSE DATED BEFORE CLOSING (USUALLY 2 TO 4 WEEKS AFTER THE CLOSING DATE) INTO THE PURCHASES JOURNAL. GO TO STEP 7.
- STEP 7: USING THE DISK MANAGER CHANGE THE NAME OF THE COPIED PURCHASES JOURNALS FROM PURCHJ TO CPURCHJ. CHOICE 4 ON THE UTILITY MENU WILL START A PROGRAM TO TRANSFER THE INVOICES DATED BEFORE THE CLOSING DATE (OPTION 1) FROM THE COPY TO THE MASTER PURCHASES JOURNAL. IF, DURING THE TRANSFER, THE PROGRAM INFORMS THE OPERATOR THAT THE MASTER DISK IS FILLED, CONTINUE THE JOURNAL USING THE JOURNAL ENTRY PROGRAM IN THE GENERAL LEDGER. ERASE THE FIRST ENTRY WITH AN X. REENTER CHOICE 4 AND CONTINUE THE TRANSFER OF ENTRIES.
- STEP 8: ALL OF THE JOURNALS ARE NOW COMPLETE. RUN THE DAILY BALANCE PROGRAM TO POST THE TRANSFERED PURCHASE JOURNAL ENTRIES.
- STEP 9: ENTER THE CLOSING DATE INTO THE GOOD MORNING PROGRAM. THEN RUN THE GENERAL LEDGER "CLOSE THE BOOKS" PROGRAMS.
- STEP 10: AFTER CLOSING IS COMPLETE, RETURN TO CHOICE 4 ON THE UTILITY MENU. THIS TIME EXERCISE OPTION 2 AND TRANSFER PURCHASE ENTRIES AFTER CLOSING DATE FROM COPY(CPURCHJ) TO MASTER (PURCHJ).

STEP 11: CLOSING IS NOW COMPLETE. USE MASTER PURCHASES JOURNAL UNTIL NEXT CLOSING DATE.

NOTE 1: ALL OF THE ACCOUNTS PAYABLE CONTROL LEDGER ACCOUNTS IN THE GENERAL LEDGER MUST BE RECONCILED WITH THE INVOICES ON THE VENDOR DISKS THEY REPRESENT. THE CONTROL LEDGER ACCOUNT IS PRINTED BY GENERAL LEDGER'S "PRINT LEDGER" PROGRAM. COMPARE THAT BALANCE WITH THE FIVE STAR BALANCE PRINTED IN THE SUMMARY OF THE PAYABLE REPORT WHEN OPTION 1 OR 7 IS RUN. IF THE TWO BALANCES ARE DIFFERENT THEN ADJUST THE CONTROL ACCOUNT BALANCE WITH A DEBIT OR CREDIT MEMO IN THE GENERAL JOURNAL UNTIL THEY ARE THE SAME.

* NOTES *

APPENDIX A
PAYABLE EXPERIMENTAL DISK

- A. PREPARE A VENDOR DISK CALLED X WITH YOUR TI-COUNT (BLUE) PROGRAMS.
1. ENTER FOUR VENDORS (X1-X4).
 2. USE LONGHORN WIDGET (FROM GENERAL LEDGER) COMPANY LEDGER ACCOUNT NUMBERS.
 3. RUN ANY OF THE ACCOUNTS PAYABLE PROGRAMS AFTER STARTING A PURCHJ AND CPAYSJ JOURNAL DISKS (USE TI-COUNT (RED)).
 4. PRACTICE WITH YOUR NEW SYSTEM BY ACTUALLY ADDING INVOICES, PRINTING CHECKS AND PRINTING PAYABLE REPORTS.