Accounts Receivable
SERIES I

Catalog Number 26-4554

Radio Shack®

TRS-80 MICRO COMPUTER SYSTEM

The Accounts Receivable package is designed as a complete invoicing and monthly statement generating system which keeps track of current and aged accounts receivable.

This package maintains a complete file for each customer, type of account, current balance, tax rate, and account status.

Each program contains a complete set of prompts and other messages to allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Accounts Receivable package are:

- Interactive, Menu-Driven Programs
- Self-Instructing User Documentation
- Open Item or Balance Forward
- Special Consolidation Feature for Greater Capacity
- Prints Statements and Invoices
- Automatic Customer Billing Option
- Both Summary Ageing and Detail Ageing Reports
- Automatic Month-End File Backup
- Sample Data for Demonstrations and Training
- Flexible Open Credit Reconciliation Procedures

ACCOUNTS RECEIVABLE SYSTEM

TABLE OF CONTENTS

SECTION I.   AN OVERVIEW OF THE ACCOUNTS RECEIVABLE SYSTEM

A.   Purpose and Features of the System

The Radio Shack^{TM} Accounts Receivable package is designed as a complete invoicing and monthly statement generating system which keeps track of current and aged accounts receivable.

This package maintains a complete file for each customer consisting of the customer's name, address, and phone number, along with the customer's type of account, current balance, tax rate, and other useful account status information.

Each program within the system contains a complete set of prompts and other helping messages to allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Radio Shack Accounts Receivable package include:

                Interactive, menu-driven programs
                Self-instructing user documentation
                Open item or balance forward
                Special consolidation feature for greater capacity
                Prints statements and invoices
                Automatic customer billing option
                Both Summary Ageing and Detail Ageing reports
                Recovery routines for hardware failures
                Sample data for demonstrations and training
                Flexible open credit reconciliation procedures

B. How the System is Designed

The Accounts Receivable System is designed to maintain a file for each customer which is set up using the Customer File Maintenance program. This file consists of permanent information such as company name, address, phone number, type of account, tax rate, and automatic billing amount, and information which is automatically updated by the system such as date and amount of last debit, date and amount of last credit, year-to-date sales and year-to-date payments. The Customer File Maintenance program may also be used to change information in a customer's file, query or examine the information in the file, or delete the customer's file from the system.
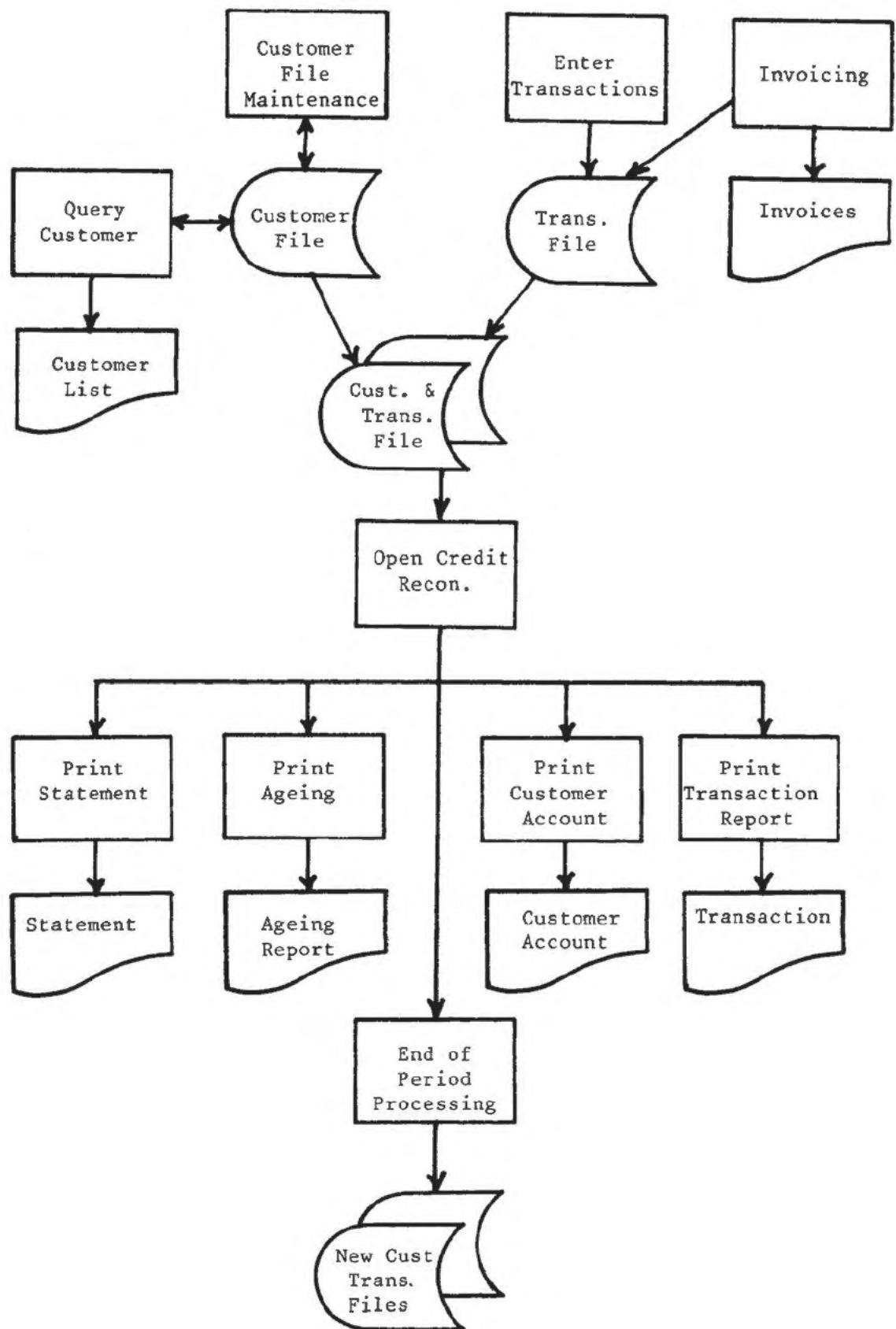
The Invoice Generation program allows the user to enter all information that is to appear on each invoice. As the information is entered on the video unit the invoice is printed on plain paper on the printer. Once the invoice has been generated, payments or credits or other transactions for that particular customer or invoice may be applied using the Enter Transactions program. The invoices and transactions become part of the customer's file as they are entered into the system and are maintained as part of the customer's file.

This system also provides an Open Credit Reconciliation program which allows credit to be applied directly to a particular invoice or to the oldest invoice for that customer. A Delete Transactions program is also provided if your firm wishes to allow the deletion of transactions after they have been entered into the system.

The Statement Generation program allows the user to print a Statement for each customer. If the customer has a balance forward account, the balance due at the beginning of this accounting period is listed followed by all invoices generated and transactions entered this period. For customers with regular accounts all invoices with dollar amounts due are listed along with all transactions entered this accounting period.

Four programs are provided to assist the user in keeping track of customers and debit and credit entries. The Query Customer Activity program provides the user with all the current information in the customer's file and all current entries made to that customer's account. The three reports that may be generated from the information in the customer's file are the Ageing Report, the Transaction Report, and the Customer Account Report.

C. Brief Description of the Main System Programs

     The Accounts Receivable system contains fourteen (14)
application programs which collectively provide for the
creation, maintenance, updating, and report generation
functions of the system. A brief description of these
main programs is provided below. Detailed instructions
for operating each program are provided in Section II.
An Operator's Guide.

     (1) Set Today's Date

          This program allows the user to set the date
          to be shown on the heading of printouts gener-
          ated on this day.

     (2) System Initialization

          This program is run one time only, during
          system initialization, and allows the user
          to enter his company name, account numbers
          for the General Ledger Transaction Register, and
          various other data necessary for system
          startup.

     (3) Customer File Maintenance

          This program allows the user to set up a
          file for each customer. Once the file is
          set up it may be queried, changed, or deleted
          from the system by using this program. A
          customer cannot be deleted from the system if
          there is a balance due or an open credit in
          his file.

     (4) Query Customer Activity

          This program allows the user to examine all
          the information in any or all customer files
          including all current transactions for that
          customer. The user may select to print the
          information on paper or view it on the video
   unit.

     (5) Invoice Generation

          This program allows the user to enter the
          information he wishes to appear on each invoice.
          After the information is entered and the user
          verifies it is correct, the invoice is auto-
          matically printed, and a transaction is cre-
          ated for the file.

(6) Enter Transaction

The Enter Transaction program allows the user
to make entries such as payments, credits or
returns to a customer's file. Space is pro-
vided for the user to enter an invoice number
to which this transaction applies, and space
for terms or reference where a check number
may be entered.

(7) Delete Transaction

This program allows you to delete (physically
remove) any transaction from any customers
account. If your firm does not allow the
deletion of transactions this program will
not appear on the menu selection.

(8) Open Credit Reconciliation

This program allows you to apply any open
credit to either particular invoices, or
automatically to the oldest invoices for a
specified customer.

(9) Statement Generation

This program provides a statement each
accounting period listing all invoices gen-
erated and transactions entered with a total
balance due as of the generation date.

(10) Ageing Report

This program provides an ageing of all un-
paid invoices in the system. For regular
accounts each invoice is listed while balance
forward accounts list only a total due from
that customer. You may optionally select to
print a short form ageing which provides a
one line total ageing for each customer.

(11) Transaction Report

This program provides a report for each cus-
tomer listing each current invoice number.
Ten possible categories are provided for each
invoice including debit amounts and credit
amounts applied against the invoice.

(12) Customer Account Report

This program provides a one line summary for
each customer showing customer account code,
name, address, phone number, type of account,
and balance due.

(13) End of Period Processing

This program accumulates the necessary data
to be carried forward to the next period and
removes paid invoices from the system to prepare
for a new month's processing. A register for all
activity for current period is also printed in
journal entry format and may be manually typed into
the General Ledger.

(14) Verify Files

This program will automatically check the accounts
receivable file to insure accuracy of the file
structure on the diskette.

D. Equipment Requirements and Capacities

This Accounts Receivable System requires the following operating environment:

Computer System & Printer	TRS-80^{tm} Model-II consisting of:
	1) 64K of internal RAM storage
	2) video unit having 80 characters per line, 24 lines per screen, and scrolling capabilities
	3) one disk drive for the diskette containing the programs and data
	4) a printer with 132 print positions per line
System Software	1) TRSDOS (TRS's Disk Operating System)
	2) TRS-80 Model-II Accounts Receivable

The capacity of the Accounts Receivable System is estimated to be 2,000 records on the diskette at one time. Each customer account is considered one record and each transactions is considered one record. A transaction is created for each entry made to a customer's account, such as an invoice, a sale entry, a payment, a credit, etc.

A maximum of 500 customer accounts may be entered into the system. The remaining disk space will then allow approximately 1500 transactions to exist on the disk. For example, if only 150 customer accounts are set up, then approximately 1850 transactions could reside on the disk.

The End of Period program will remove any transactions which are paid or closed and no longer needed. This provides more disk space to enter transactions for the next period.

SECTION II. AN OPERATOR'S GUIDE

A. <u>Some Fundamental Computer Terms</u>

This is an alphabetical list of the fundamental computer terms which are used in the Accounts Receivable System instructions. The operator may refer to the following explanations:

Alphanumeric
A set of characters consisting of either the letters A through Z, the digits 0 through 9, special symbols, or a combination of all of these. For example, the set of characters, MISC. #2, is alphanumeric.

Backup
Stored data files which can be used if the original files are lost or incorrect.

BASIC
BASIC is an acronym which stands for Beginner's All-purpose Symbolic Instruction Code. BASIC is the computer programming language used with user-oriented computers.

Character
One of a set of elements which may be arranged in ordered groups to express information. Characters include the letters A through Z, the digits 0 through 9, punctuation marks, and other special symbols.

Data
Information in the form of letters, numbers, symbols, etc., which the computer processes or produces.

Default Value
A value assigned automatically by the computer when the operator does not enter any information before pressing the RETURN or ENTER key.

Some Fundamental Computer Terms   (Cont.)

Diskette

A data storage device which is coated with magnetic recording material and looks like a 45-RPM phonograph record enclosed in a paper envelope. The diskette and paper cover are inserted into the disk drive together. A diskette is also called a floppy disk or a flexible disk.

Disk Unit or
Disk Drive

The electronic machine and housing used to store and retrieve information on a disk cartridge or diskette. When several disk units are used simultaneously, each one is assigned a number beginning with 0, 1, 2, etc.

Field

A single item of information. For example, a field within the Customer File would be the name of the customer. Another field in this file would be the customer's address line 1.

File

A group of related records on the diskette. Each file has a name by which it is accessed. An example of an Accounts Receivable System file is the Transaction File, which records all information for the invoices and transactions.

Format

To prepare a new diskette for use by the system or an old diskette for re-use. Formatting destroys all data on the diskette. All new diskettes must be formatted before they can be used.

Input

Information which is entered into a computer from outside via the typewriter-like keyboard attached to the video unit.

Memory

A capacity for storage of programs and data being used by the computer.

Some Fundamental Computer Terms (Cont.)

MENU

A computer video display which lists the program selections available to the operator.

Numeric

Description of numerical information. For example, the set of characters "12345" is numeric.

Output

Information transferred from the computer memory to output devices, such as a printer or video unit.

Password

A code word which must be entered before the computer will allow the operator to perform tasks.

Processing

The programmed computations and actions by which the computer uses input data to produce output data.

Program

A set of sequential instructions which direct the computer in performing the desired operations.

Prompt

A computer message on the video unit which indicates that the operator should key in a response.

Record

Collected information fields which make up a file.

Software

The software portion of a computer system includes programs, procedures, and computer languages. Hardware refers to the mechanical devices used, such as the disk drive, printer, computer, and video unit.

Video Unit

A device which has a television-like screen for displaying data and a typewriter-like keyboard for entering data.

B.   How the Computer Operates

　　　There are four basic operations employed by a
computer: data input, processing, storage, and output.

Input
This operation is performed by a key-
board similar to one on an electric
typewriter. The keyboard is usually
attached to a video unit.

Processing
This operation is performed by the
computer itself, and includes all
input and output functions, internal
decisions, and arithmetic computations.

Storage
Program and data are stored on disks
and in the computer's internal memory.
The internal memory stores the program
and data only as long as that particular
program or data is being processed
by the computer. The disks are a
more permanent storage media.

Output
The output operation is most common-
ly performed when output is printed
on paper. If a video unit is used,
its television-like screen is used
for outputting data.

C.   How to "Talk" to the Computer

Inputting data into a computer is not complicated. First the computer will display a message on the video unit. This message is a prompting message and indicates to you what information the computer desires to be entered. Information is then typed in on the keyboard in the normal fashion. At the end of every response you must press the ENTER key. This action informs the computer that your entire response has been typed in and that it can begin evaluating your response.

If you should make a mistake while typing into the computer, you may correct the mistake by deleting ("erasing") the last character, or characters that you have entered and then retyping these characters. To erase the last character you have entered, you should simply press the Backspace key. In a similar fashion to erase the secon-to-last character you have entered, push the Backspace key again, and so on.

The computer expects the information to be entered to be one of three types. The three types are numbers, dates, and characters and are described below:

Number   One or more digits (0-9). A
                    plus sign (+) or minus sign (-)
                    can precede the digit to indi-
                    cate a positive or negative num-
                    ber. If no sign is used it will
                    be treated as positive. Numbers
                    may be entered with or without
                    inter-mixed commas. The follow-
                    ing are examples of valid numbers:
                    +3, 0.23, 0. 314, -27.5.

                    If money value is requested, a
                    number may be entered with or
                    without the "$" sign preceding.
                    If dollars and cents are to be
                    entered, the decimal point is
                    required where whole dollars
                    are being entered.

Date   The month, day, and year make up
                    the information required for a
                    date. The order is MM/DD/YY. The
                    month is represented by a number,
                    the day is represented by a number,

C. How to "Talk" to the Computer (Cont.)

Date (Cont.) and the year is represented by the last two numbers for that year. For example, January 8, 1978, would be entered 1/8/78 or 01/08/78.

Character One of a set of symbols which may be arranged in groups to express information, including the decimal digits 0-9, the letters A-Z, punctuation marks, and other special symbols.

D. Essential Diskette Information

       IT IS VERY IMPORTANT THAT A BACKUP COPY OF THE
ACCOUNTS RECEIVABLE DISK BE MADE IMMEDIATELY UPON
RECEIVING IT! When a Backup copy has been completed,
the Master Disk (the original) should be stored in a
safe place. You should never run any of the programs
on the MASTER DISK, but use this disk only to generate
working Backup copies.

       This practice reduces the chances of having to
order new originals should something happen to the
Backup diskette. By using a Backup copy for daily
       activity, you will always have the original copy
to go back to if necessary.

       The Backup disk will become your daily working
copy. This disk should also be backed up on a daily
basis to reduce the chance of lost data should anything
happen to the daily-working disk.

       The following sections provide detail on diskette:

       1. Care/Maintenance

       2. Labeling

       3. How to Insert a Diskette

       4. How to Remove a Diskette

       5. Master Disk Backup

       6. Daily Disk Backup

1. Care of Diskettes

In general, handle diskettes carefully, using the same precautions you use with tape cassettes and high fidelity records. A small indentation, dust particle, or scratch can render all or part of a diskette unreadable - permanently.

Keep the diskette in its storage envelope whenever it is not in on of the drives.

Do not place a diskette in the drive while you are turning the system on or off.

Keep diskettes away from magnetic fields, (transformers, AC motors, magnets, TVs, etc.) Strong magnetic fields will erase data stored on a diskette.

Handle disketted by the jacket only. Do not touch any of the exposed surfaces. Don't try to wipe or clean the diskette surface; it scratches easily.

Keep diskettes out of direct sunlight and away from heat.

Avoid contamination of diskettes with cigarette ashes, dust or other particles.

Do not write directly on the diskette jacket with a hard point device such as a ball point pen or lead pencil; use a felt tip pen only.
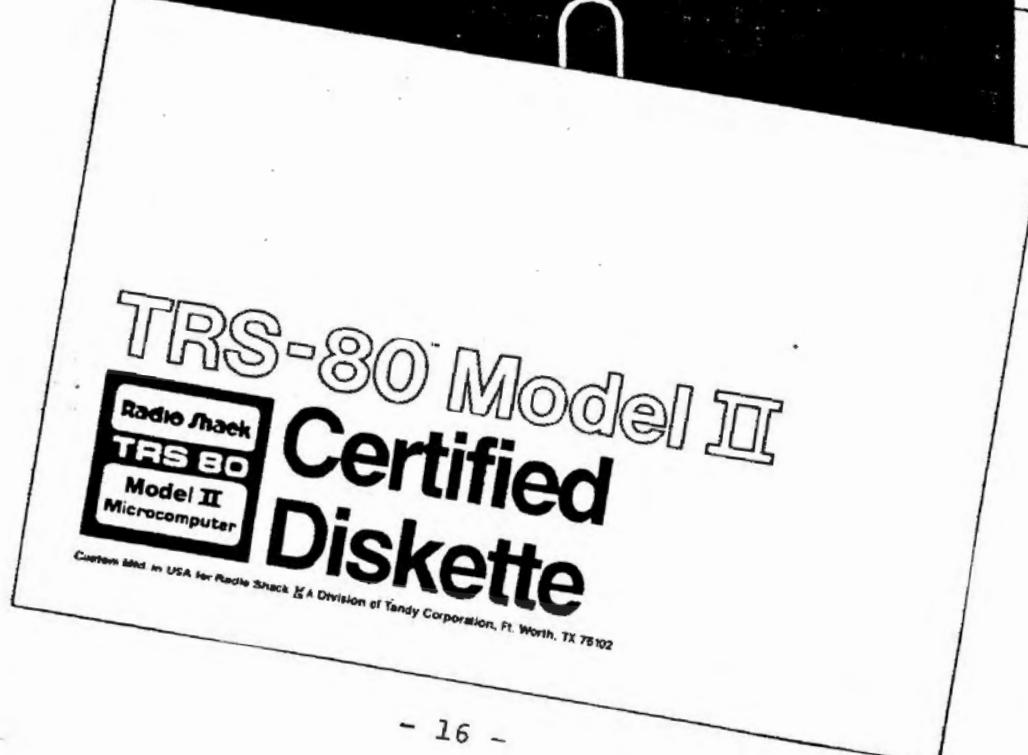
Store diskettes in a verticle file folder on a shelf where they are protected from pressure to their sides (just as phono records are stored).

In very dusty environments, you may need to provide filtered air in to the Computer room.

2. Tips on Labeling Diskettes

Each diskette has a permanent label on its jacket. This label is for "vital statistics" that will never change. For example, to help keep track of diskettes,
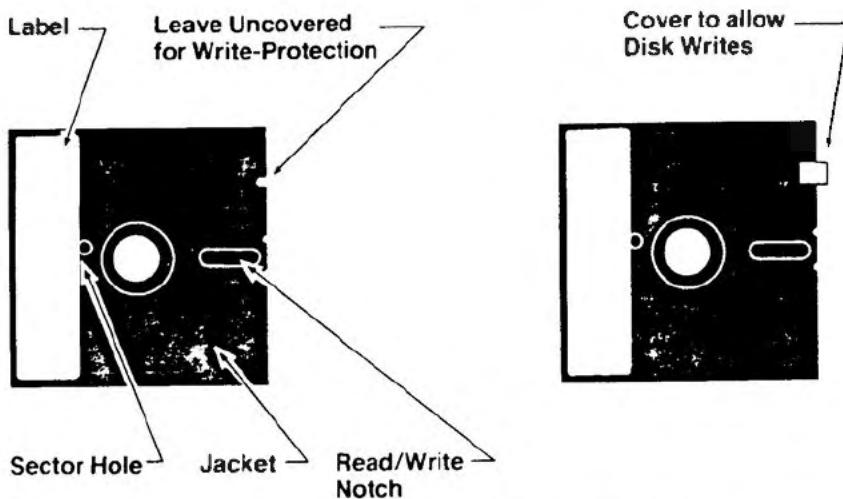
it's a good idea to assign a unique number to each diskette. Write such a number on the permanent label. You might also put your name on the diskette, and record the date when the diskette was first put into use. Remember, use only a felt tip pen for marking. Keep such directory information on the storage box or in a separate record book, using the diskette number as a key to all record-keeping.

Radio Shack
Cat. No. 26-4906
Certified Diskette
Disk No. *41*

Radio Shack
TRS 80
Model II
Microcomputer

Accounting 06/15/79

TRS-80 Model II
Radio Shack
TRS 80
Model II
Microcomputer
Certified Diskette

Custom Mfd. in USA for Radio Shack ⊠ A Division of Tandy Corporation, Ft. Worth, TX 76102

Diskettes are precision recording media. Handle them
carefully, and be sure you don't touch the exposed
diskette surfaces.

Before inserting the diskette, check the write protect
notch. (See illustration) If you do not want to
write to that diskette, it is a good idea to leave it
"write protected". This way, the Operating System
will not let you accidentally write to that diskette.
To write-protect a diskette, just leave the write-
protect notch UNcovered.

If you do want to write to the diskette, cover the
write-protect notch with gummed-foil tape provided
with the diskette.

Note: Any alteration of the data on the diskette -
even the deletion of data or programs, requires that
the diskette NOT be write-protected. (Cover the
notch with gummed-foil tape.)

3. Inserting a Diskette

      1. If the drive door is closed, open it by pressing the release bar until the door springs open.

      2. Remove the Operating System diskette from its storage envelope. Grasp the label side with the label facing away from the Display and insert it into the drive slot.

      3. Gently push the diskette all the way into the slot. As the diskette reaches the back of the drive slot, you will feel a slight resistance from the seating/eject spring. Continue pressing the diskette until it locks into place.

      4. Close the door by moving it toward the left until it clocks into place. Some pressure may be required.

4. Removing a Diskette

NEVER REMOVE A DISKETTE WHILE THE "DRIVE SELECT LIGHT" IS ON, OR WHILE A DISK FILE IS "OPEN".

Press the Drive Release Bar. The door will open and the diskette will be partly ejected. Carefully remove it, taking care that the shiny diskette surface doesn't touch the chassis or drive door on the way out.

Note: Once a diskette has been seated on the drive, you must shut the drive door before you can remove the diskette.

5.   Backing Up Your Master Diskette

      The instructions for backing up the Master Disk-
ette and backing up your working diskette are identical.
Follow these instructions exactly.

      1. Make sure the Master Diskette has all
notches exposed. (No gummed foil tape on the
upper notch.)

      2. Place a gummed foil tape over the notch
of the new blank diskette.

      3. Turn on the Model II computer. Press the
light bar (on the Disk Drive door) to open the door.
Insert the Program Diskette in the Drive. You will
feel the diskette click into place.

      4. Close the door firmly.

The screen will show:	You will type:
ENTER THE DATE MM/DD/YYYY	`01/01/1980` and press `ENTER`. That was an example for January 1, 1980.
ENTER THE TIME HH.MM.SS	Press `ENTER`
TRSDOS READY	`FORMAT 0 {ID=FORMAT,PW=PW}` and press `ENTER`. The two symbols are braces, not parentheses.
CONTINUE? (Y/Q)	Remove the Program Diskette and insert the new blank diskette. Close the door. Press `Y`.

The disk will format (create tracks to store infor-
mation) automatically. The entire Format procedure
takes about six minutes. When the disk is completely
formatted, the screen will show "00 FLAWED TRACKS".
If you get any number other than 00, you must reFORMAT
the new diskette. Remove and erase the new blank
diskette. Insert the Program Diskette and repeat
Step 4 (above). When the new diskette is successfully
FORMATTED,

The screen will show:	You will type:
00 FLAWED TRACKS TRSDOS READY	Remove the new diskette (Destination Diskette), and insert the Program Diskette (Source Diskette), Now type: BACKUP and press ENTER .
SOURCE DRIVE (0-3) ETC.	0
KEY PASSWORD FOR SOURCE DISK	PASSWORD
DESTINATION DRIVE (0-3)	0
SOURCE DISKETTE READY (Y)	Y

At this point, the model II will load PART of the information from the Source Diskette into its memory. When the computer memory is full the screen will show "DESTINATION DISKETTE READY (Y)".

Remove the Source (Program) Diskette, and insert the Destination (New, Formatted) Diskette and close the door. Press Y.
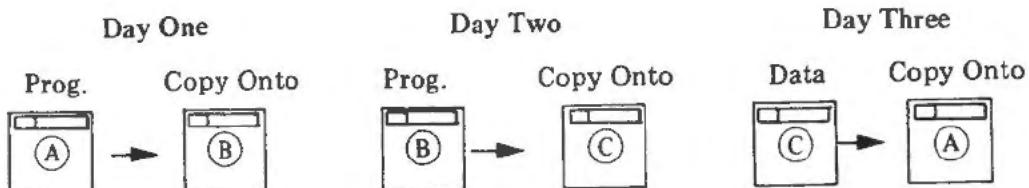
The computer will store information onto the new Destination Diskette. When it has completed the first transfer, the "READY SOURCE DISKETTE (Y)" message will appear again. Remove the Destination (Formatted) diskette, and insert the Source (Program) Diskette and press Y. You must keep repeating this cycle of swapping the two diskettes until you have transferred all the information onto the new Diskette. When the transfer is completed, the screen will show "PRESS ANY KEY TO CONTINUE". You can now file the Original Program Diskette in a safe place. The new Diskette us now ready to use. Simple press any key to begin.

6. Suggested Daily Backup

When you're using your system, get in the habit of making a copy of the diskette at the end of the day. The next day, use the copy that you made. It's a very inexpensive form of insurance. You might consider even carrying the Backup copies home at night in case of fire,

theft, or vandalism. You must also save the diskettes
that contain the last completed month.

Here's an example, using two extra diskettes:
The first day's diskette we will call A. The next day's
diskette will be called B. The third day will be C.

Day One	Day Two	Day Three
Prog. Copy Onto	Prog. Copy Onto	Data Copy Onto

On the third day, you will take A, and use it as a blank
diskette to copy C. If something happens to a diskette,
you still have the last Backup copy (B) to rely on. Four
extra diskettes will give you five days of record protection.

Be sure to keep the last completed month's diskette till
you complete the current month. This is very important in
case of a major problem.

E.   How to Start Up the System

        Diskettes can be damaged through contact with mag-
netic fields, mishandling, etc. To insure against loss of
your program, before you begin running Accounts Receivable you
must Backup or copy your Master Diskette, and keep the original
in a safe place. See Section II, D. for detailed Backup
instructions.

Follow these steps in exact order:

    1. Turn on the TRS-80 Model II Computer, the printer,
        and the Expansion Disk Drives (if any).

    2. Press the light bar (on the Disk Drive door) to
        open Drive door.

    3. Insert the Backup copy of the "AR" Program in
        Drive Ø. You will hear the Diskette click into
        place. The disk must have a piece of gummed
        foil tape over one of the notches.

4. Close the Disk Drive door firmly.

The screen will show:	You will type:
INITIALIZING	Press the "ON LINE button (if you have a printer with an "ON LINE" button.)
ENTER TODAY'S DATE (MM/DD/YYYY)	Ø1/Ø1/198Ø and press ENTER (Example for January 1, 1980)
ENTER THE TIME (HH.MM)	Press ENTER
TRSDOS READY	Make sure the "CAPS" key is pressed down. (The red indicator light should be lit.) DO AR
PRINTER READY (Y/Q)	Y and press ENTER. Entering Q will Quit this routine.
ALIGN PAPER TO TOP OF PAGE ENTER (T/R/Q)	Q and press ENTER. (This action will automatically load BASIC and the AR Menu. You are now ready to begin running the AR program.) Entering T will progress the paper in the printer to the top of the next page. Entering R will inform the system that the printer is ready.

F. How to Operate the Main Program

    This section provides the user with detailed in-
structions on how to operate the major programs that make up
the Accounts Receivable System. In addition to the application
programs, there is another program used by the system. The
Menu Selection program allows the user to select any of the
application programs simply by entering the program code
number.

    System Initialization

    The first time the system is used it will be necessary
to build the customer account files using the Customer File
Maintenance program. Once the customer files are established,
this program is used to change or query information contained
in each customer's record, or to delete customers with whom
your firm no longer conducts business.

    An Invoice Generation program is provided for printing
invoices and applying the invoice information to the custo-
mer's account. The Enter Transaction program allows debit
or credit information to be applied directly to a customer's
account. For example, you may enter a debit transaction for
a sale where no invoice was generated, or a credit transac-
tion for a payment or return of goods. A Delete Transaction
program is provided for a firm who chooses to allow deletion
of transactions after they have been entered.

    An Open Credit Reconciliation program allows open credit
to be applied to a selected invoice or to the oldest invoices
in the customer's account. The Statement Generation program
allows you to print statements for all, selected, or automatic
billing of customer accounts. The statement provides a list
of all transactions for the customer this period and a total
balance due.

    The contents of the customer records and transactions
for that customer may be printed or viewed on the video
screen at any time by selecting the Query Customer Activity
program.

    Three reports are provided in the system and may be
printed at any time. The Transaction Report provides a
detailed list of all transactions entered this period.
The Ageing Report provides an ageing of all open invoices

and open credits for each customer's account. The Customer Account List provides a one line summary of the customer's ID code, name, address, phone, account type, and balance due.

The End of Period Processing program is provided to 1) remove paid or balance forward transactions, 2) consolidate transactions having the same invoice numbers, (if you have selected this feature) and 3) print the General Ledger Transaction Register.

All the programs in the Accounts Receivable System are explained in detail on the following pages.

VIDEO DISPLAY

```
              ACCOUNTS RECEIVABLE SYSTEM
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              PROGRAM SELECTION MENU
       -------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
            1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
            2-    CUSTOMER FILE MAINTENANCE
            3-    ENTER TRANSACTIONS
            4-    DELETE TRANSACTIONS
            5-    OPEN CREDIT RECONCILIATION
            6-    REPORT GENERATION (SUBMENU)
            7-    END OF PERIOD PROCESSING
            8-    QUERY CUSTOMER ACTIVITY
            9-    VERIFY FILE STRUCTURE
           10-    SYSTEM INITIALIZATION
           END    END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

PROGRAM DESCRIPTION:

This program allows the user to enter a different date than the one entered during system startup. This date will later be reflected on certain printouts and may be used as a default date in certain programs. Once entered, the date will always remain the same until this program is run again or the system is restarted.

Since the date that is desired to appear on invoices and various reports is not always today's date. This program allows the operator to enter a different date to appear on the invoices and headings of various reports.

There are only two prompts to be answered when this program is called:

1) USE TRSDOS SYSTEM DATE (Y/N)? If N is entered, the start-up date is used. If Y is entered, the following prompt will appear: 2) PLEASE ENTER THE NEW DATE IN (MM/DD/YY) FORMAT.

After you key in today's date, press ENTER and the main AR MENU will reappear and ask you to make another selection.

VIDEO DISPLAY

```
            ACCOUNTS RECEIVABLE SYSTEM
        COPYRIGHT 1979 RETAIL SCIENCES, INC.
             PROGRAM SELECTION MENU
        -------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
            1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
            2-    CUSTOMER FILE MAINTENANCE
            3-    ENTER TRANSACTIONS
            4-    DELETE TRANSACTIONS
            5-    OPEN CREDIT RECONCILIATION
            6-    REPORT GENERATION (SUBMENU)
            7-    END OF PERIOD PROCESSING
            8-    QUERY CUSTOMER ACTIVITY
            9-    VERIFY FILE STRUCTURE
           10-    SYSTEM INITIALIZATION
           END    END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

PROGRAM DESCRIPTION:

This program is used to enter information necessary to set up the customer records. Once the records have been set up this program can be used to change information within the record, query the contents of the record, or delete the customer record from the system.

Each customer is assigned an identification code of up to six alphanumeric characters which is used throughout the system to identify that customer's record. The customer records are stored and processed in numeric or alphabetical order by this unique customer identification code.

Before setting up the customer files we recommend that <u>Section III. C. Creating the Customer Records</u> be read to gain a thorough understanding of the fields within each record and their uses.

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION

REMEMBER:
- Press the   ENTER key after each entry.
- Type in END to terminate this program.
- The default value occurs whenever ENTER
  is hit without a preceding entry.

NOTE: BEFORE USING THIS PROGRAM
        PLEASE READ SECTION III. C.
        CREATING THE CUSTOMER FILES.

(1)   ENTER - 1 - TO ADD A NEW CUSTOMER   If you wish to add a new customer to the
             - 2 - TO CHANGE AN EXISTING   system enter '1' and proceed to Step (2).
                   CUSTOMER
             - 3 - TO DELETE AN EXISTING   If you wish to change fields within a
                   CUSTOMER   customer record, enter '2' and proceed to
             - 4 - TO QUERY AN EXISTING   Step (5).
                   CUSTOMER
            -END- TO END AND RETURN TO THE   If you wish to delete a customer from the
                  A/R MENU   system, enter '3' and proceed to Step (10).

       WHAT IS YOUR SELECTION?   If you wish to query the contents of the
                                                   customer's record enter '4' and proceed to
                                                   Step (8).

                                                   If you wish to end this program and return
                                                   to the main A/R menu selection, enter 'END'
                                                   and proceed to Step (13).

(2)   ***** ADD A CUSTOMER *****   Enter up to six characters to be used to
                                                   identify this customer. This code is
       WHAT IS THE ACCOUNT ID?   used to list and store customer accounts
                                                   in alphanumeric order and must be unique
                                                   for each customer. Proceed to Step (3).

- 29 -

STEP _____ VIDEO PROMPT/DISPLAY _____   _____ EXPLANATION _____

(3)   _____ NAME _____   _____ DEFAULT _____   _____ VALUE _____

                                                          This display will appear on the video unit.
                                                          Enter the correct information in the value
                                                          column for each field or press ENTER with-
                                                          out making an entry to use the value shown
                                                          in the default column.

       CUSTOMER NAME   :   Enter the name of this customer as you
                                                          wish it to appear on invoices, statements,
                                                          and various reports. Maximum of 24 char-
                                                          acters.

       ADDRESS LINE 1   :   Enter the first line of the customer's ad-
                                                          dress as you wish it to appear on invoices
                                                          and statements generated by the system.
                                                          Suite or room numbers must appear on this
                                                          line. Maximum of 24 characters.

       ADDRESS LINE 2   :   Enter the last line of the customer's
                                                          address as you wish it to appear on invoices
                                                          and statements. This line is for the city,
                                                          state, and zip code. Maximum of 24 char-
                                                          acters.

       PHONE (XXX)XXX-XXXX: Enter the customer's phone number with or
                                                          without parentheses and a hyphen. You may
                                                          enter seven or ten digits for this field.
                                                          The system will insert the parentheses
                                                          and hyphen for you.

       TYPE (R, B, A)   :   REGULAR   Enter the type of account you are setting
                                                          up for this customer. R=Regular, B=Balance

- 30 -

(3)   CONTINUED

NAME		DEFAULT	VALUE
			Forward, and A=Automatic Billing. See Section III. C. for an explanation of the uses of the account types.
CURRENT BALANCE	:	0.00	Enter the current dollar balance due from this customer as of the date the account is being entered into the system.
BAL FORWARD	:	0.00	Enter the balance brought forward from the last accounting period. This should be the total dollar amount of the customer's account at the beginning of this accounting period.
AUTO BILL AMT	:	0.00	Enter a dollar amount you wish to automatically enter into the system periodically for this customer. See Section III.C. for an explanation of the auto billing feature.
TAX RATE%	:	0.000	Enter the tax rate to be applied to all sales for this customer. The tax rate is accurate up to four decimal places. e.g.) Four percent would be 4.000.
DATE OF LAST DR	:	MM/DD/YY	Enter the date of the last debit transaction generated for this cutomer. Default will enter todays date in this field.

-31-

STEP _____VIDEO PROMPT/DISPLAY_____EXPLANATION_____

(3)   CONTINUED

NAME	DEFAULT	VALUE
AMT OF LAST DR :	0.00	Enter the dollar amount of the last debit transaction generated for this customer.
Y-T-D DEBITS :	0.00	Enter the total dollar amount of all debit transactions for this customer this fiscal year to date.
DATE OF LAST CR :	MM/DD/YY	Enter the date of the last credit transaction generated for this customer. Default will enter todays date for you.
AMT OF LAST CR :	0.00	Enter the dollar amount of the last credit transaction generated for this customer.
Y-T-D CREDITS :	0.00	Enter the total dollar amount of all credit transactions for this customer this fiscal year to date.

(4)   IS THIS CORRECT (Y/N)?

This message is displayed after all information is entered for this customer. Press the   ENTER   key and proceed to Step (1).

(5)   ***** CHANGE A CUSTOMER *****
      WHAT IS THE ACCOUNT ID?

Enter the ID code of the customer's record you wish to change. Proceed to Step (6).

STEP	VIDEO PROMPT/DISPLAY		EXPLANATION
	NAME	DEFAULT	VALUE
(6)	CUSTOMER NAME :		This display will appear on the video unit.
			The system will now: (1) display each field name, (2) display the current infor- mation in that field, and (3) allow you to change that information by making an entry in the value column. Default (press ENTER without an entry) to leave the current information in the DEFAULT field unchanged. After all fields have been displayed pro- ceed to Step (7).
(7)	PRESS THE ENTER KEY TO CONTINUE:		This prompt will now appear. Press the ENTER key and proceed to Step (1).
(8)	***** QUERY A CUSTOMER ***** WHAT IS THE CUSTOMER ID? NAME VALUE CUSTOMER NAME :		Enter the customer ID code of the record you wish to query. Each field and its cur- rent value will be displayed on the video screen. After viewing the customer record proceed to Step (9).
(9)	PRESS THE ENTER KEY TO CONTINUE:		After all fields have been displayed this prompt will appear. Press the ENTER key and proceed to Step (1).

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(10)	**** DELETE A CUSTOMER **** WHAT IS THE CUSTOMER ID?	Enter the customer ID code of the record you wish to delete from the system. Proceed to Step (11).
(11)	NAME VALUE ---------------- ----------------- CUSTOMER NAME : ** ARE YOU SURE YOU WANT TO DELETE CUSTOMER (Y OR N)?	The entire contents of the customer's record will be shown to be sure this is the account you wish to delete from the system. Only customers with a zero balance and which have all transactions processed by End of Period can be deleted. If this is the customer you wish to delete enter 'Y'. If you do not wish to delete this customer from the system enter 'N'. Proceed to Step (12).
(12)	PRESS THE ENTER KEY TO CONTINUE	This message is now displayed. Press the ENTER key and proceed to Step (13).
(13)	** END OF CUSTOMER FILE MAINTENANCE *** ** LOADING NEW PROGRAM ***	This display will appear when this program has processed to completion. The menu will automatically be loaded.

VIDEO DISPLAY

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                 PROGRAM SELECTION MENU
          -------------------------------------------


     YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
                  1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
                  2-    CUSTOMER FILE MAINTENANCE
                  3-    ENTER TRANSACTIONS
                  4-    DELETE TRANSACTIONS
                  5-    OPEN CREDIT RECONCILIATION
                  6-    REPORT GENERATION (SUBMENU)
                  7-    END OF PERIOD PROCESSING
                  8-    QUERY CUSTOMER ACTIVITY
                  9-    VERIFY FILE STRUCTURE
                 10-    SYSTEM INITIALIZATION
                 END    END ACCOUNTS RECEIVABLE PROGRAM

     WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

PROGRAM DESCRIPTION: This program allows the entry of sale,
                                              receipt, and other miscellaneous trans-
                                              actions. The information for each
                                              transaction is edited as it is keyed in,
                                              and a control report is generated for a
                                              backup audit trail.

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION

REMEMBER:
- Press ENTER after each entry.
- Type in END to terminate this program.
- The default value occurs whenever ENTER is pressed without a preceding entry.

(1) PLEASE SET THE PAPER AT THE TOP OF A FORM.   READY (Y OR N)?

Set the paper in the printer to the top of a new page. When ready enter 'Y' and press the ENTER key.

(2) ENTER DATE OF TRANSACTIONS:

Enter the date you wish to appear as the transaction date. Default will enter today's date for you. Proceed to Step (3) if you have automatic billing accounts. If you are not using the automatic billing feature proceed to Step (6).

(3) AUTOMATIC BILLING TRANSACTIONS WERE LAST ENTERED ON MM/DD/YY.   DO YOU WISH TO RE-ENTER THIS TIME (Y OR N)?

If you selected to use the automatic billing feature this prompt will appear and show the date on which automatic billings were last entered into the system. If you wish to enter automatic billing at this time, enter 'Y' and proceed to Step (4). If not enter 'N' and proceed to Step (6).

(4) WHAT IS THE BEGINNING INVOICE NUMBER?

Enter the number you wish to appear as the invoice number for the first auto billing account.(maximum of six characters). Each auto billing account will then be assigned an invoice number incremented by 1. Proceed to Step (5).

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION

(5) WHAT IS THE DUE DATE FOR THE   Enter the due date for this generation of
     AUTOMATIC INVOICES?   automatic billing transactions in MM/DD/YY
                                            format. Proceed to Step (6).

(6) *** ENTER TRANSACTIONS ***

NAME	DEFAULT	VALUE
CUSTOMER ID :		:

                                            This display is now shown. Enter the custo-
                                            mer ID of the account for which you are enter-
                                            ing this transaction. Proceed to Step (7).
                                            If you do not wish to enter a transaction
                                            enter 'END' and proceed to Step (13).

(7) TRANS. DATE   :   MM/DD/YY   The date entered in Step (2) will appear in
                                            the default column. You may use this date
                                            as the transaction date by pressing ENTER
                                            without making an entry, or you may type in
                                            the value column to be used as the transac-
                                            tion date. Proceed to Step (8).

(8) INVOICE NUM.   :   Enter the invoice number to which this trans-
                                            action applies (maximum of six characters).
                                            If you enter an invoice number of Ø the
                                            system assumes this transaction is to enter
                                            an open credit and will ask for a dollar
                                            amount of the payment to be applied as an
                                            open credit. Any other number is considered
                                            a valid invoice number. Proceed to Step (9).

(9)   NAME   DEFAULT   VALUE
         ----------------   ----------------   ----------------

         SALE, PAYMT, OR OTHER: S

                                                         If this transaction is to enter a sale,
                                                         enter 'S' in the value column and proceed
                                                         to Step (10). If this transactions is
                                                         for a payment enter 'P' and proceed to
                                                         Step (11). If you wish to enter any other
                                                         type of transaction enter 'O' and proceed
                                                         to Step (12).

(10)   DUE DATE   :   MM/DD/YY   Enter the appropriate information in each
        TERMS OR REF   :   NET 30   field for this sale. You may press the
        SALES   :   0.00   ENTER   key without making an entry to use
        FREIGHT   :   0.00   the information shown in the default column.
        TAXES   :   0.00   Check the information entered for each
        SER. CH.   :   0.00   field, if it is correct enter 'Y' and pro-
        MISC. DB   :   0.00   ceed to Step (6). If you wish to change
           TOTAL DB   :   0.00   any of the fields enter 'N' and you will be
                                                  allowed to step through each field and
        ARE THESE FIELDS CORRECT (Y OR N)?   change any incorrect values.

(11)   TERMS OR REF   :   Enter the check number or any reference for
        PAYMENTS   :   0.00   this payment and the dollar amount of the
           TOTAL CR   :   0.00   payment. Check your entries for correctness,
                                                  then proceed to Step (6). If you wish to
        ARE THESE FIELDS CORRECT (Y OR N)?   change any of the fields, enter 'N' and you
                                                  will be allowed to step through each field
                                                  and re-enter the incorrect values.

STEP _____VIDEO PROMPT/DISPLAY_____   _____EXPLANATION_____

(12)   _____NAME_____   _____DEFAULT_____   _____VALUE_____

        DUE DATE   :   MM/DD/YY   If you selected to enter the other type
        TERMS OR REF   :   NET 30   of transactions you may enter information
        CODE (∅-9)   :   0.00   for any or all of these fields. Negative
        SALES   :   0.00   numbers may be entered to make reverse
        FREIGHT   :   0.00   transaction entries for any field. The
        TAXES   :   0.00   CODE field indicates the ten debit and
        SER. CH.   :   0.00   credit categories.
        MISC. DB   :   0.00
           TOTAL DB   :   0.00   ∅ - Sale   5 - Payment
        PAYMENTS   :   0.00   1 - Freight   6 - Credit
        CREDITS   :   0.00   2 - Tax   7 - Return
        RETURNS   :   0.00   3 - Serv. Ch.   8 - Discount
        DISCOUNT   :   0.00   4 - Misc. DB   9 - Misc. CR
        MISC. CR   :   0.00
           TOTAL CR   :   0.00   The code number entered here will be the
              TRANS BALANCE :   0.00   code description that prints on the Trans-
                                                 action Report and on Statements for this
ARE THESE FIELDS CORRECT (Y OR N)?   transaction. For example, if you enter
                                                 the code "∅" for a sale you may enter a
                                                 dollar amount in the Sale field, Freight
                                                 field, and Tax field. On the Transaction
                                                 Report and Statement the Reference will
                                                 print 'SALE' although part of the total
                                                 debit amount will be for tax and freight.
                                                 If you wish to enter a freight charge
                                                 only for an invoice that has already
                                                 been entered, you would assign the Code
                                                 field a '1' and 'FREIGHT' will print in
                                                 the Reference column for this transaction.
                                                 Check all fields for accuracy, then pro-
                                                 ceed to Step (6).

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(13)	*** END OF ENTER TRANSACTIONS *** *** LOADING PROGRAM MENU ***	This message is displayed when this program has processed to completion.

VIDEO DISPLAY

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                 PROGRAM SELECTION MENU
        -----------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
             1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
             2-    CUSTOMER FILE MAINTENANCE
             3-    ENTER TRANSACTIONS
             4-    DELETE TRANSACTIONS
             5-    OPEN CREDIT RECONCILIATION
             6-    REPORT GENERATION (SUBMENU)
             7-    END OF PERIOD PROCESSING
             8-    QUERY CUSTOMER ACTIVITY
             9-    VERIFY FILE STRUCTURE
            10-    SYSTEM INITIALIZATION
            END    END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

PROGRAM DESCRIPTION:

This program allows you to delete (physically remove) any transaction for a specified customer's account. Each transaction is displayed on the video screen before you are given the option of whether or not to delete it. A control report is forced to provide the necessary audit trail. Care should be exercised in deleting transactions since it is generally considered a poor accounting practice.

The system will not allow transactions to be deleted once a period has been ended. To remove the transaction you will need to make a reverse entry by assigning a negative dollar amount for the transaction. For example, a sale transaction of $150 would be reversed by entering another sale transaction with the same invoice number and a dollar amount of -$150.

-43-

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
		REMEMBER: - Press the ENTER key after each entry. - Type END to terminate this program. - The default value occurs whenever ENTER is pressed without a preceding entry.
(1)	PLEASE SET THE PAPER AT THE TOP OF A FORM. PRESS ENTER WHEN READY.	Set the paper in the printer at the first line of a new page. When ready press ENTER.
(2)	ENTER CUSTOMER ID OF TRANSACTION TO BE DELETED.	Enter the ID code of the customer record from which you wish to delete a transaction and proceed to Step (3). If you do not wish to delete a transaction enter 'END' and proceed to Step (6).

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(3)	EACH TRANSACTION WILL BE SHOWN - INDICATE THE ONE(S) TO BE DELETED	The customer's ID code is shown and the first transaction for that customer's account is displayed along with the information in each field. If this transaction has been processed during the End of Period Processing program, an 'S' will appear in the G/L Flag field. If the transaction has not yet been processed than an 'O' will appear in the field. If this is the transaction you wish to delete enter 'Y' and proceed to Step (4). If this is not the transaction you wish to delete enter 'N' and the next transaction in the file for this customer will be displayed. When all transactions have been displayed for this customer you will automatically proceed to Step (5). Default will enter 'N' for this prompt for you.

ACCT ID   :
TRANS DATE   :
DUE DATE   :
INVOICE NUM   :
TERMS OR REF   :
CODE (0-9)   :
G/L FLAG   :
SALES   :
FREIGHT   :
TAX   :
SERV. CH.   :
MISC. DB   :
   TOTAL DB   :
PAYMENT   :
CREDITS   :
RETURNS   :
DISCOUNTS   :
MISC. CR   :
   TOTAL CR   :
      TRANS BALANCE:

SHOULD THIS TRANSACTION BE DELETED
(Y OR NO)?

| (4) | ARE THER MORE TRANSACTIONS TO BE DELETED FOR THIS CUSTOMER (Y OR N)? | If you wish to delete another transaction from this customer's record enter 'Y' and proceed to Step (3). If not enter 'N' and proceed to Step (2). |

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(5)	*** ALL TRANSACTION RECORDS FOR THIS CUSTOMER HAVE BEEN SHOWN. PRESS THE ENTER KEY TO CONTINUE.	This message is displayed when all transactions have been displayed for this customer. Press the ENTER key and you will automatically proceed to Step (2).
(6)	*** END OF DELETE TRANSACTIONS *** *** LOADING PROGRAM MENU ***	This message is displayed when this program has processed to completion.

VIDEO DISPLAY

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               PROGRAM SELECTION MENU
          -------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
              1-   CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
              2-   CUSTOMER FILE MAINTENANCE
              3-   ENTER TRANSACTIONS
              4-   DELETE TRANSACTIONS
              5-   OPEN CREDIT RECONCILIATION
              6-   REPORT GENERATION (SUBMENU)
              7-   END OF PERIOD PROCESSING
              8-   QUERY CUSTOMER ACTIVITY
              9-   VERIFY FILE STRUCTURE
             10-   SYSTEM INITIALIZATION
             END   END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
		REMEMBER: - Press ENTER after each entry. - Type in END to terminate this program. - The default value occurs whenever ENTER is pressed without a preceding entry.
(1)	PLEASE SET THE PAPER AT THE TOP OF A FORM. ~~READY (Y OR N)?~~ PRESS ENTER WHEN READY?	Set the paper in the printer to the top of a new page. When ready enter 'Y' and press ENTER.
(2)	WHAT DATE IS TO BE USED FOR THESE TRANSACTIONS?	Enter the date you wish to appear as the transaction entry date for the open credit reconciliation transactions. Default will enter today's date. Proceed to Step (3).
(3)	SHOULD RECONCILIATION BE DONE FOR ALL ACCOUNTS (Y OR N)?	If you wish to reconcile all accounts with open credit and a balance due enter 'Y' and proceed to Step (5). If you wish to apply open credit to specific invoices in customer accounts enter 'N' and proceed to Step (4).
(4)	WHAT IS THE CUSTOMER ID?	Enter the customer ID of the account for which you wish to reconcile an open credit and proceed to Step (5). If you do not wish to reconcile any open credits enter 'END' and proceed to Step (8).

STEP	VIDEO PROMPT/DISPLAY		EXPLANATION

(5)   *** CUSTOMER name

WHICH OF THE FOLLOWING FOUR ACTIONS SHOULD
BE PERFORMED:

    D - DISPLAY UNPAID INVOICES AND
       OPEN CREDIT
    S - APPLY CREDIT TO SPECIFIC INVOICE
    O - APPLY ALL CREDIT TO OLDEST
       INVOICES FIRST
    C - CONTINUE WITH NEXT ACCOUNT

DISPLAY, SPECIFIC, OLDEST, OR CONTINUE
(D, S, O, OR C)?

All invoices for this account with a credit balance
are closed (a transaction is created for each
invoice to zero the invoice balance) and the credit
is combined into invoice number Ø (the open credit
invoice). The account ID is then displayed on
the video screen and you are now allowed to perform
any of the four options for this account. If you
selected:

    D - Proceed to Step (5a);
    S - Proceed to Step (6);
    O - Proceed to Step (4), or next account with
       an open credit will be displayed;
    C - Proceed to Step (4), or next account with
       an open credit will be displayed.

(5a)

INVOICE #	BALANCE DUE
110	45.90
147	130.20
185	65.80

UNAPPLIED OPEN CREDIT   32.00

DISPLAY, SPECIFIC, OLDEST, OR CONTINUE
(D, S, O, OR C)?

Selecting to display will provide a list of all
invoices that have a balance due and the total
open credit for that account (invoices which do
not have a balance due are not displayed). You
may now apply the open credit to a specific invoice
number, to the oldest invoices in the customer's
account, or leave the credit open and continue to
the next customer's account. If you select 'S'
proceed to Step (6). Any other response will
automatically proceed to the next customer's
record or Step (4).

-48a-

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(6)	APPLY TO WHICH INVOICE NUMBER?	Enter the invoice number to which you wish the open credit applied. Proceed to Step (4) or next customer's account.
(7)	*** END OF OPEN CREDIT RECONCILIATION *** *** LOADING PROGRAM MENU ***	This display will appear when this program has processed to completion.

VIDEO DISPLAY

```
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               PROGRAM SELECTION MENU
          -------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
              1-   CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
              2-   CUSTOMER FILE MAINTENANCE
              3-   ENTER TRANSACTIONS
              4-   DELETE TRANSACTIONS
              5-   OPEN CREDIT RECONCILIATION
              6-   REPORT GENERATION (SUBMENU)
              7-   END OF PERIOD PROCESSING
              8-   QUERY CUSTOMER ACTIVITY
              9-   VERIFY FILE STRUCTURE
              10-  SYSTEM INITIALIZATION
              END  END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

VIDEO DISPLAY

```
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                PROGRAM SELECTION MENU
      -------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:

          ┌────────────────────────────────┐
          │ 11    INVOICE GENERATION        │
          └────────────────────────────────┘
            12    STATEMENT GENERATION
            13    AGEING REPORT
            14    TRANSACTION REPORT
            15    CUSTOMER ACCOUNT REPORT
            16    RETURN TO MAIN MENU
```

AR REPORT GENERATION SUBMENU

PROGRAM DESCRIPTION:

This program allows the user to enter
the information that is to appear on
the invoice. As information is entered
on the video unit you are queried for
accuracy. When the information is cor-
rect it is printed on the invoice and
stored in the customer's record and
the Transaction File.

Information initially set up in the
customer's record, such as the tax
rate, is displayed on the video screen
as the default value. This information
may be used for the invoice or a new
value may be substituted by entering a
different value for that field.

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
		REMEMBER: - Press the ENTER key after each entry. - Type in END to terminate this program. - The default value occurs whenever ENTER is hit without a preceding entry.
(1)	WHAT IS THE DATE TO BE USED FOR THESE INVOICES?	Enter the date in MM/DD/YY format that you wish to appear as the invoice date. Default will enter todays date for you. Proceed to Step (2).
(2)	WHAT IS THE BEGINNING INVOICE NUMBER?	Enter the number you wish to appear on the first invoice. All invoices generated will then be numbered consecutively by 1. Zero may not be assigned to an invoice since it is reserved for handling open credits. Proceed to Step (3).
(3)	POSITION THE PAPER AT THE TOP OF A PAGE. READY (Y OR N)?	Set the paper in the printer to the top of a new page. When ready hit ENTER. Proceed to Step (4).
(4)	WHAT IS THE CUSTOMER ID?	Enter the ID code of the customer for whom you are generating this invoice and proceed to Step (5). If you do not wish to print an invoice type in 'END' and proceed to Step (12).
(5)	NAME DEFAULT	VALUE
		This display will now appear on the video screen. Enter the appropriate information for each field or press ENTER without making an entry to use the default value.

- 53 -

STEP _____ VIDEO PROMPT/DISPLAY _____ _____ EXPLANATION _____

(5)   CONTINUED

_____ NAME _____   ____ DEFAULT _____   ___ VALUE _____

SHIP TO NAME   :   : The customer's name in the record you sel-
                                         ected in Step (3) will appear as the de-
                                         fault. If this order is to be shipped to
                                         a different location enter that company's
                                         name. Default to use name shown in default
                                         column. Maximum length 24 characters.

SHIP TO STREET   :   : The customer's street address will appear as
                                         the default. Default to use this street
                                         address or you may enter a different street
                                         address in the value column. Maximum length
                                         24 characters.

SHIP TO STATE   :   : Enter the city, state, and zip this order is
                                         being sent to, or default to use the default
                                         value. Maximum length 24 characters.

SHIP VIA   :   : Enter the method used to ship this order,
                                         such as UPS, Freight, etc. Default will
                                         leave this field blank. Maximum of 16
                                         characters.

DELIVERY   :   : Enter any special delivery instructions.
                                         Default will leave this field blank. Max-
                                         imum of 16 characters.

SHIP DATE   :   : Enter the date this order is to be shipped.
                                         Default will enter the invoice date set in
                                         Step (1) for you. Maximum 8 characters.

- 54 -

STEP   VIDEO PROMPT/DISPLAY   EXPLANATION

(5)   CONTINUED

            NAME   DEFAULT   VALUE

       DUE DATE   :   : The default value will automatically show
                                                           the due date of this invoice as due 30
                                                           days from the invoice date. You may use
                                                           this date or enter a different due date
                                                           in the value column.

       TERMS   :   : The default value will show the terms as
                                                           Net 30, and reflects the due date shown
                                                           above. Default to use these terms or
                                                           enter different terms. Maximum of 13
                                                           characters.

       CUSTOMER ORDER NO :   : If the customer has an order number it
                                                           may be entered here and will be printed
                                                           on the invoice. Default to leave this
                                                           field blank. Maximum of 8 characters.

       OUR   ORDER NO   :   : If you use an internal numbering system
                                                           it may be entered here and will be printed
                                                           on the invoice. Default to leave this
                                                           field blank. Maximum of 8 characters.

       ORDER DATE   :   : Enter the date on which this order was
                                                           placed with your company.

       SALESMAN   :   : This field is provided for keeping track
                                                           of orders by salesmen for commissions or
                                                           internal use. Maximum of 16 characters.

STEP   VIDEO PROMPT/DISPLAY   EXPLANATION

(6)   IS THIS CORRECT (Y OR N)?   Check to see that all information entered
                                                   is correct. If not enter 'N' and proceed
                                                   to Step (5). The information just en-
                                                   tered will now appear in the default col-
                                                   umn. You may use the information in each
                                                   field by pressing ENTER without making
                                                   an entry in the value field to change the
                                                   information. If all fields are correct
                                                   enter 'Y' and the information will be
                                                   printed on the invoice. Proceed to Step
                                                   (7).

(7) | NAME | DEFAULT | VALUE |
       |------|---------|-------|

       ITEM NO   :   :   Enter the item number used to reference
                                                   this item, up to 8 characters.

       NO ORDERED   :   :   Enter the number of items ordered.   If
                                                   the item is sold in units enter the num-
                                                   ber of units ordered.

       NO SHIPPED   :   :   Enter the number of items or units that
                                                   will be shipped with this invoice.

       DESCRIPTION   :   :   Enter the description for this item, up
                                                   to 24 characters in length.

       UNIT PRICE   :   :   Enter the unit price you are charging for
                                                   this item.

       AMOUNT   :   :   The system will automatically calculate
                                                   the extended price for you by multiplying
                                                   the unit price times the number shipped.

- 56 -

STEP | VIDEO PROMPT/DISPLAY | EXPLANATION

(8) IS THIS CORRECT (Y OR N)?

If there is an error in any field enter 'N' and you will be allowed to step through each field and change any of the information. If the information is correct enter 'Y' and this information will be printed on the invoice. Proceed to Step (9).

(9) IS THERE ANOTHER ITEM TO ENTER (Y OR N)?

If you wish to list another item on this invoice enter 'Y' and proceed to Step (7). If there are no more items to enter, type in 'N' and proceed to Step (10).

(10)

NAME	DEFAULT	VALUE
SUBTOTAL :	:	:
FREIGHT :	:	:
TAX :	:	:
SERV CH :	:	:

SUBTOTAL — The subtotal is automatically calculated for you and will appear in the default column. Default to use this subtotal.

FREIGHT — If you are charging the customer for freight, enter the dollar amount of the freight charge.

TAX — The tax will be calculated for you using the tax rate set up in the customer's record. You may use this tax amount or enter a different dollar amount for tax in the value column.

SERV CH — If you wish to bill the customer for a service charge, enter the dollar amount of the service charge in the value column.

(10)   CONTINUED

        NAME   DEFAULT   VALUE
    --------------   ----------   ----------

NAME	DEFAULT	VALUE	EXPLANATION
MISC DR :	:	:	This field is provided for any miscellaneous charge the user may wish to appear on the invoice, or this field may be left blank.
DEPOSIT :	:	:	If a deposit has been placed for this order, enter the dollar amount to be applied against the total invoice. This field may be left blank.
DISCOUNT :	:	:	If you are allowing a discount for this invoice, enter the dollar amount in the value column. This field may be left blank.
TOTAL :	:	:	The system will total all debits and credits for this invoice and display the total amount due for you in the default column.

(11)   IS THIS   CORRECT (Y OR N)?   If this entry is not correct, enter 'N'
                                           and you will be allowed to step through
                                           each field and make changes. If the entry
                                           is correct enter 'Y' and proceed to Step (4).

(12)   ***END OF INVOICE GENERATION ***   This message is displayed when the program
       ***LOADING PROGRAM MENU...   has processed to completion.

STATEMENT GENERATION (12)

PROGRAM DESCRIPTION: This program prepares and prints customer
                                        statements. There are three options avail-
                                        able under which statements may be generated:

                                        1) A statement may be generated for only
                                            a single customer.

                                        2) Statements may be generated for only
                                            Automatic Billing Customers.

                                        3) Statements may be generated for all
                                            customers.

                                        A dun message or other note (up to 75 charac-
                                        ters)may be keyed in before the statements
                                        are printed. This message will print out on
                                        each statement.

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
		REMEMBER: - Press the⟨ENTER⟩ key after each entry. - Type in END to terminate this program. - The default value occurs whenever ⟨ENTER⟩ is hit without a preceding entry.
(1)	WHAT IS THE STATEMENT DATE?	Enter the date in MM/DD/YY format which you wish to appear on the statements as the statement date. Proceed to Step (2).
(2)	PLEASE SET THE PAPER AT THE TOP OF A FORM. PRESS ⟨ENTER⟩ WHEN READY.	Set the paper in the printer to the first line of a new page. When ready push the ⟨ENTER ⟩ key. Proceed to Step (3).
(3)	IS THERE A STATEMENT OR DUN MESSAGE TO APPEAR ON ALL STATEMENTS (Y OR N)?	You may print a message on all statements you wish to generate each time you run this program. If you wish to print a message enter 'Y' and proceed to Step (4). If not enter 'N' and proceed to Step (5).
(4)	WHAT IS THE MESSAGE (UP TO 75 CHARACTERS)?	Enter the message you wish to print on the invoices. You may enter up to 75 characters (spaces and punctuation marks are considered characters).
(5)	SHOULD STATEMENTS BE GENERATED FOR ALL ACCOUNTS (Y OR N)?	If you wish to print statements for all customers (including automatic billing customers) enter 'Y' and proceed to Step (8). If you wish to print statements for specific or automatic billing customers enter 'N' and proceed to Step (6).

-60-

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(6)	SHOULD STATEMENTS BE GENERATED FOR AUTOMATIC BILLING ACCOUNTS (Y OR N)?	If you want to print statements for automatic billing customers enter 'Y', if not enter 'N' Proceed to Step (7).
(7)	WHAT IS THE CUSTOMER ID?	Enter the ID code of the customer for whom you wish to print a statement. If you do not want to print a statement, type in 'END' and proceed to Step (8).
(8)	***END OF STATEMENT GENERATION *** ***LOADING PROGRAM MENU...	This message is displayed when the program has processed to completion.

PROGRAM DESCRIPTION:

The Ageing Report program allows the user to select the date on which the ageing is to be performed. All invoices in the system are aged. If an invoice has a date later than the the ageing date it will be shown as current on the Ageing Report.

The user may select to print a summary ageing which provides one line of aged totals for each customer in the system. A detailed ageing is also available which lists all unpaid invoices for each customer with a regular type account or automatic billing account.

STEP   VIDEO PROMPT/DISPLAY   EXPLANATION

REMEMBER:
  - Press the ⟨ENTER⟩ key after each entry.
  - Type in END to terminate this program.
  - The default value occurs whenever ⟨ENTER⟩
    is hit without a preceding entry.

(1)   ENTER - 1 - TO PRINT A DETAILED   If you wish to print a one line summary
                    AGEING REPORT   ageing of each customer's account enter
         - 2 - TO PRINT A SUMMARY   '1'. If you wish to print the detailed
               AGEING REPORT   ageing report enter '2'. Balance forward
                                                accounts will show only a total balance
       YOUR ENTRY?   due in the total column on either report.
                                                Proceed to Step (2).

(2)   WHAT IS THE CURRENT DATE FOR THIS   Enter the date on which you wish the ageing
       REPORT: to be performed in MM/DD/YY format. All
                                                invoice with a balance due in the system
                                                will be aged. Default will enter today's
                                                date for you. Proceed to Step (3).

(3)   PLEASE SET THE PAPER AT THE TOP OF A   Set the paper in the printer to the top of
       FORM. PRESS ⟨ENTER⟩   WHEN READY.   a new page. When ready press the ⟨ENTER⟩
                                                key and proceed to Step (4).

(4)   *** END OF AGEING REPORT ***   This message is displayed when the Ageing
       *** LOADING PROGRAM MENU...   Report program has processed to completion.

- 63 -

PROGRAM DESCRIPTION:

This program allows a report to be printed
of all transactions, only credit trans-
actions, or only debit transactions. The
user may select to print the transactions
for all customers or only for selected
customers.

The report lists the customer ID, all
invoices for that customer in numeric order,
and the ten possible debit and credit cate-
gories for that transaction.

If more than one transaction has been en-
tered for one invoice number each transaction
is listed separately.

STEP   VIDEO PROMPT/DISPLAY   EXPLANATION

REMEMBER:
- Press the <ENTER> key after each entry.
- Type in END to terminate this program.
- The default value occurs whenever <ENTER> is hit without a preceding entry.

(1)   WHAT DATE SHOULD GO ON THIS REPORT?   Enter the date you wish to appear on this report or default will enter todays date for you.

(2)   ENTER - 1 - TO PRINT ALL TRANSACTIONS
                    (CODES 0-9)
               2 - TO PRINT DEBIT TRANS-
                    ACTIONS (CODES 0-4)
               3 - TO PRINT CREDIT TRANS-
                    ACTIONS (CODES 5-9)

        YOUR ENTRY?

You may select to list all transactions in the system (1) only debit transactions (2), or only credit transactions (3). Proceed to Step (3).

(3)   PLEASE SET THE PAPER AT THE TOP OF
        A FORM. PRESS <ENTER> WHEN READY.

Set the paper in the printer to the top of a new page. When ready hit <ENTER> and proceed to Step (4).

(4)   DO YOU WISH TO PRINT ALL CUSTOMER
        ACCOUNTS (Y OR N)?

If you wish to list transactions for all customers enter 'Y' and proceed to Step (6). If you wish to list transactions for specific customers enter 'N' and proceed to Step (5).

(5)   WHAT IS THE CUSTOMER ID?

Enter the customer ID of the account for whom you wish to list transactions. If you do not wish to list transactions enter 'END' and proceed to Step (6).

-65-

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(6)	***END OF TRANSACTION REPORT*** ***LOADING PROGRAM MENU...	This message is displayed when all transactions have been printed.

PROGRAM DESCRIPTION: This program provides a printed alphanumeric
                                        list of customer's in the system. One line
                                        is printed for each customer providing the
                                        customer's account ID, name, address, phone
                                        number, account type, and total balance due.

STEP   VIDEO PROMPT/DISPLAY   EXPLANATION

REMEMBER:
                                                       - Press the⟨ENTER⟩ key after each entry.
                                                       - Type in END to terminate this program.
                                                       - The default value occurs whenever⟨ENTER⟩
                                                         is hit without a preceding entry.

(1)   WHAT DATE SHOULD GO ON THIS LISTING?   Enter the date in MM/DD/YY format that you
                                                   wish to appear on the heading of this re-
                                                   port. Default will enter todays date.
                                                   Proceed to Step (2).

(2)   PLEASE SET THE PAPER AT THE TOP OF   Set the paper in the printer to the first
        A FORM.   PRESS ⟨ENTER⟩   WHEN READY.   line of a new page. When ready press the
                                                   ⟨ENTER⟩ key. Proceed to Step (3).

(3)   ***END OF CUSTOMER ACCOUNT LISTING***   This message is displayed after all
        ***LOADING PROGRAM MENU...   customer accounts have been listed.

VIDEO DISPLAY

```
              ACCOUNTS RECEIVABLE SYSTEM
          COPYRIGHT 1979 RETAIL SCIENCES, INC.
               PROGRAM SELECTION MENU
          -------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
               1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
               2-    CUSTOMER FILE MAINTENANCE
               3-    ENTER TRANSACTIONS
               4-    DELETE TRANSACTIONS
               5-    OPEN CREDIT RECONCILIATION
               6-    REPORT GENERATION (SUBMENU)
               7-    END OF PERIOD PROCESSING
               8-    QUERY CUSTOMER ACTIVITY
               9-    VERIFY FILE STRUCTURE
              10-    SYSTEM INITIALIZATION
              END    END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

PROGRAM DESCRIPTION:

NOTE: THIS PROGRAM UPDATES AND REMOVES DATA TO
PREPARE FOR A NEW MONTHS PROCESSING. BE-
FORE RUNNING, YOU SHOULD CREATE A BACKUP,
THUS ALLOWING THE CURRENT MONTH'S DISKETTE
TO BE RETAINED FOR HISTORY AND BACKUP.

During the processing of this program several use-
ful functions are performed:

1. All paid invoices are removed from
   the system.

2. Consolidation of open transactions
   is performed, if this option is
   being used.

3. All debit and credit dollar amounts
   entered this period are accumulated
   for preparing and printing the General
   Ledger Transaction Register. This re-
   gister provides a one line journal
   entry of all activity to be entered
   into General Ledger for the current
   month.

If this is the end of a fiscal year, all records
are prepared to begin a new year's processing.

STEP   VIDEO PROMPT/DISPLAY   EXPLANATION

REMEMBER:
- Press the ⟨ENTER⟩ key after each entry.
- Type in END to terminate this program.
- The default value occurs whenever ⟨ENTER⟩ is hit without a preceding entry.

(1)   WHAT DATE DETERMINES END-OF-PERIOD?   Enter the date in MM/DD/YY format that de-
                                                 termines the end of this period. This date
                                                 will appear on the General Ledger Transaction
                                                 Register. Proceed to Step (2).

(2)   IS THIS THE END OF A YEAR (Y OR N)?   If this is the end of the fiscal year enter
                                                 'Y' and all year-to-date fields will be
                                                 cleared to zero to begin a new year. If
                                                 not enter 'N'. Proceed to Step (3).

(3)   **THIS PROCESS MAY TAKE A FEW MINUTES   This message will be displayed as the system
       WORKING ON ⟨NAME⟩   updates files. Each customer ID is displayed
                                                 as the system updates the customer files.
                                                 Proceed to Step (4).

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(4)	**CREATING GL TRANSACTION REGISTER**	The General Ledger Transaction Register will be created and print on paper.
(5)	***END OF PERIOD PROCESSING*** ***LOADING PROGRAM MENU...	The system is now ready to begin processing a new month's data. This message will appear when the program has processed to completion.

VIDEO DISPLAY

```
             ACCOUNTS RECEIVABLE SYSTEM
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             PROGRAM SELECTION MENU
    -------------------------------------------


    YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
            1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
            2-    CUSTOMER FILE MAINTENANCE
            3-    ENTER TRANSACTIONS
            4-    DELETE TRANSACTIONS
            5-    OPEN CREDIT RECONCILIATION
            6-    REPORT GENERATION (SUBMENU)
            7-    END OF PERIOD PROCESSING
            8-    QUERY CUSTOMER ACTIVITY
            9-    VERIFY FILE STRUCTURE
           10-    SYSTEM INITIALIZATION
           END    END ACCOUNTS RECEIVABLE PROGRAM

    WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

PROGRAM DESCRIPTION: This program will provide a list of all the
                                        information in the customer's record, all
                                        transactions entered for that customer this
                                        period, and any open transactions carried
                                        forward from previous periods.

                                        All customer accounts may be listed in alpha-
                                        numeric order, or you may select to list only
                                        specific customer records. The user has the
                                        option of viewing this information on the
                                        video screen or printing the information on
                                        paper.

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
		REMEMBER: - Press the ⟨ENTER⟩ key after each entry. - Type in END to terminate this program. - The default value occurs whenever⟨ENTER⟩ is hit without a preceding entry.
(1)	SHOULD THE OUTPUT GO TO THE VIDEO OR PRINTER (V OR P)?	If you would like to examine this information on the video screen enter 'V' and proceed to Step (3). If you wish to print the information on paper enter 'P' and proceed to Step (2).
(2)	PLEASE SET THE PAPER AT THE TOP OF A FORM. PRESS ⟨ENTER⟩ WHEN READY.	Set the paper in the printer to the top of a new page. When ready hit the⟨ENTER⟩ key. Proceed to Step (3).
(3)	IS THIS REPORT FOR ALL CUSTOMER ACCOUNTS (Y OR N)?	If you wish to list all customer accounts in the system enter 'Y' and proceed to Step (6). If you wish to list only specific customer accounts enter 'N' and proceed to Step (4).
(4)	WHAT IS THE CUSTOMER ID?	Enter the customer ID of the record you wish to list and proceed to Step (5). If you do not wish to list the customer record enter 'END' and proceed to Step (6).
(5)	PRESS THE ⟨ENTER⟩ KEY TO CONTINUE.	After listing the customer record specified in Step (4) this prompt will appear. Press the ⟨ENTER⟩ key and you will automatically proceed to Step (4).
(6)	*** END OF QUERY CUSTOMER ACTIVITY *** *** LOADING PROGRAM MENU...	After the customer records have been listed this prompt will appear.

VIDEO DISPLAY

```
            ACCOUNTS RECEIVABLE SYSTEM
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            PROGRAM SELECTION MENU
        ---------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
            1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
            2-    CUSTOMER FILE MAINTENANCE
            3-    ENTER TRANSACTIONS
            4-    DELETE TRANSACTIONS
            5-    OPEN CREDIT RECONCILIATION
            6-    REPORT GENERATION (SUBMENU)
            7-    END OF PERIOD PROCESSING
            8-    QUERY CUSTOMER ACTIVITY
            9-    VERIFY FILE STRUCTURE
           10-    SYSTEM INITIALIZATION
           END    END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU
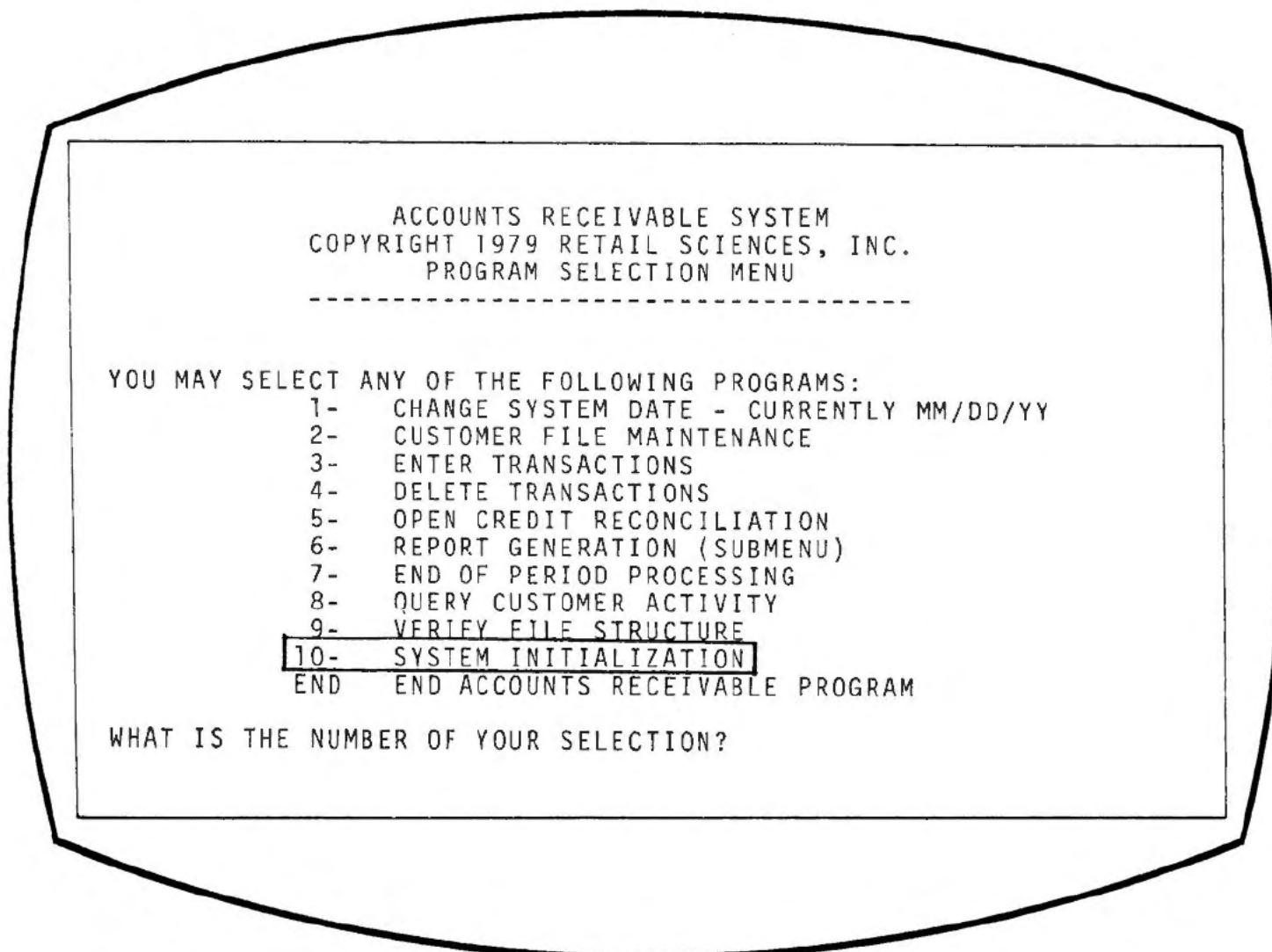
PROGRAM DESCRIPTION:

This program may be used to check out the customer and transaction data in case there are suspected errors within the file. A message is displayed on the video screen reporting if the files verify correctly. If not, you will need to rely on your most recent backup copy of Accounts Receivable.

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
		REMEMBER: - Press the ⟨ENTER⟩ key after each entry. - Type in END to terminate this program - The default value occurs whenever ⟨ENTER⟩ is hit without a preceding entry.
(1)	***FILE IS NOW BEING VERIFIED***	This message is displayed as the system checks the file links for you. If the files are intact proceed to Step (2). If not proceed to Step (3) or (4).
(2)	***ALL FILE LINKS VERIFY CORRECTLY***	This message is displayed if files were verified as being correct. Proceed to Step (5).
(3)	FILE LINKS DON'T CHECK - YOU MUST RELY ON BACKUP COPY.	This message is displayed if there is a problem with the file structure. You should now use your most recent backup copy of AR.
(4)	***DATA FILE HAS NOT BEEN CLOSED PROPERLY***	If this message is displayed, the program will correct the data file and then you may continue normal operations.
(5)	***END OF VERIFY FILE PROGRAM*** ***LOADING PROGRAM MENU...	This message is displayed when the program has processed to completion.

VIDEO DISPLAY

```
                   ACCOUNTS RECEIVABLE SYSTEM
              COPYRIGHT 1979 RETAIL SCIENCES, INC.
                   PROGRAM SELECTION MENU
         -------------------------------------------


     YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
                 1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
                 2-    CUSTOMER FILE MAINTENANCE
                 3-    ENTER TRANSACTIONS
                 4-    DELETE TRANSACTIONS
                 5-    OPEN CREDIT RECONCILIATION
                 6-    REPORT GENERATION (SUBMENU)
                 7-    END OF PERIOD PROCESSING
                 8-    QUERY CUSTOMER ACTIVITY
                 9-    VERIFY FILE STRUCTURE
                10-    SYSTEM INITIALIZATION
                END    END ACCOUNTS RECEIVABLE PROGRAM

     WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

PROGRAM DESCRIPTION: This program is run one time only, during
                         system initialization, and allows the
                         user to enter his company name, account
                         numbers for the General Ledger Transac-
                         tion Register, and various other infor-
                         mation necessary for system startup,
                         The user is given the option of perform-
                         ing three different functions in this
                         program.

                         (1) Entering the basic user information,
                              such as company name and address.

                         (2) Entering unique user defined account
                              numbers to be printed on the General
                              Ledger Transaction Register for
                              manual entry to General Ledger after
                              End of Period Processing.

                         (3) Creating new Customer Files. This
                              option will erase all customer and
                              transaction information that is
                              presently in the system and on the
                              diskette.

- 80 -

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION

REMEMBER:
- Press the ⟨ENTER⟩ key after each entry.
- Type END to terminate this program.

(1)   YOU MAY SELECT - 1 - SET UP THE SYSTEM
                             PARAMATERS
                         2 - SET UP THE G/L
                             ACCOUNT NUMBERS
                         3 - CREATE NEW, EMPTY
                             DATA FILES
                         A - DO ALL OF THE
                             ABOVE

        WHAT IS YOUR SELECTION?

Type in a '1' if you would like to set
up the system parameters. This program
is run when the system is installed to
make the system unique for the user.
Such items as company name, password,
and other pertinent information are
recorded for later program access.
Proceed to Step (2).

Type in a '2' if you wish to assign your
company's account numbers for the Gen-
eral Ledger Transaction Register printed
during End of Period Processing. Proceed
to Step (2).

Type in a '3' if you wish to create data
files. All data files must be created
before the program can access them,
however, all current data on the disk-
ettes will be erased. Proceed to Step (2).

Type in an 'A' if you wish to perform
all the above. Proceed to Step (2).

Type in 'END' to return to the Main
AR MENU and proceed to Step (6).

- 181 -

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION

(1) Cont.

If you selected '1' or 'A' above, proceed to Step (2).

If you selected '2' above, proceed to Step (3).

If you selected '3' above, proceed to Step (4).

(2) ***SET UP THE SYSTEM PARAMETERS***

NAME	DEFAULT	VALUE

1. AUTO BILLING
    (Y OR N)

    : If you would like to generate a statement each period for a definate amount for a customer enter 'Y'. You will be allowed to automatically enter these transactions during the Enter Transaction program by answering one prompt. If you do not need the auto billing feature enter 'N' and and the prompts for auto billing will not appear in the Enter Transaction and Statement Generation programs.

2. COMPANY NAME   : TAYLOR OFFICE
                        EQUIPMENT

    : Replace with your company's name. Maximum of 24 characters. The name, as entered, will be printed on invoices and statements.

3. COMPANY STREET   : 33 NORTHSIDE AVE.
    ADDRESS   30340

    Enter the first line of your company's address. The address lines will be printed on invoices and statements. Maximum of 24 charac-

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION

	NAME	DEFAULT	VALUE
4.	COMPANY CITY/ STATE	: CHAMBLEE, GEORGIA 30340	Enter the last line of your company's address (city, state, and zip code).
5.	DELETE TRANS. (Y OR N)	: Y	: If your firm allows transactions to be deleted from the system after they have been entered, type in 'Y'. If for audit trail purposes, transactions may not be deleted enter 'N' and the Delete Transactions (4) program will not appear on the main selection menu.
6.	CONSOLIDATE TRANSACTIONS (Y OR N)	: Y	: This option allows you to combine all transaction activity for one invoice number as one transaction. For a detailed explanation of this feature, see Sectio III. D. Enter 'Y' if you wish to use this feature, if not enter 'N'. Proceed to Step (1).

-83-

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION

(3)   NOTE: The account numbers entered here will be shown on the General Ledger Transaction Register printed during End of Period Processing for manual entry to the General Ledger.

*** SET UP THE GL ACCOUNT NUMBERS ***

	NAME	DEFAULT	VALUE	
1.	GL ACCT FOR SALES	: 30101	: 04030	: Enter your company's GL account number for sales.
2.	GL ACCT FOR FREIGHT	: 42101	: 04040	: Enter your company's GL account for freight.
3.	GL ACCT FOR SALES TAX	: 21400	: 04021	: Enter your company's GL account for sales tax.
4.	GL ACCT FOR SERVICE CHG	: 31101	: 04050	: Enter your GL account for service charges.
5.	GL ACCT FOR MISC DEBIT	: 30101	: 04035	: Enter your GL account you wish any miscellaneous debits to report to.
6.	GL ACCT FOR PAYMENTS	: 10200	: 01030	: Enter your GL account for payments received from customers (cash account).
7.	GL ACCT FOR CREDITS	: 32101	: 04520	: Enter your GL account for credits.
8.	GL ACCT FOR RETURNS	: 32101	: 04520	: Enter your GL account for returns.
9.	GL ACCT FOR DISCOUNTS	: 30101	: 04520	: Enter your GL account for discounts.
10.	GL ACCT FOR MISC CREDIT	: 32101	: 04520	: Enter the GL account you wish any miscellaneous credits to be applied to.
11.	GL ACCT FOR A/R	: 11100	:01030	: Enter your company's GL account for accounts receivable.

ACCOUNTS RECEIVABLE - SERIES I ADDENDUM

26-4554

Page 48

OPEN CREDIT RECONCILIATION - Step 1 - Video Prompt/Display should read:

PLEASE SET THE PAPER AT THE TOP OF A FORM.   PRESS ENTER WHEN READY.

Page 48a

OPEN CREDIT RECONCILIATION - Insert this "missing" page in your present manual.

Page 84

SYSTEM INITIALIZATION - Step 3 - a special Note should be added under the
   Explanation:

General Ledger Code Numbers must be five digits.   If you use less than
five digits, use trailing zeroes to make a five digit number.

Attached are Recommended Conversion Procedures to assist the user in converting
his current Accounts Receivable to the Radio Shack Accounts Receivable Series I.
Before establishing your data base, please read these procedures thoroughly to
gain an understanding of where to begin and the end result desired.

STEP	VIDEO PROMPT/DISPLAY	EXPLANATION
(4)	*** CREATE A NEW, EMPTY DATA FILE *** *** C A U T I O N *** THIS ROUTINE WILL ERASE ANY VALID DATA! DO YOU WISH TO CONTINUE (Y OR N)?	This program will erase all receivables data information you may have on the diskette. If this is what you wish to do enter 'Y', if not, enter 'N' and proceed to Step (1).
(5)	*** END OF SYSTEM INITIALIZATION *** *** LOADING PROGRAM MENU	This message will be displayed when the program has processed to completion.

VIDEO DISPLAY

```
            ACCOUNTS RECEIVABLE SYSTEM
       COPYRIGHT 1979 RETAIL SCIENCES, INC.
            PROGRAM SELECTION MENU
       -------------------------------------------


YOU MAY SELECT ANY OF THE FOLLOWING PROGRAMS:
            1-    CHANGE SYSTEM DATE - CURRENTLY MM/DD/YY
            2-    CUSTOMER FILE MAINTENANCE
            3-    ENTER TRANSACTIONS
            4-    DELETE TRANSACTIONS
            5-    OPEN CREDIT RECONCILIATION
            6-    REPORT GENERATION (SUBMENU)
            7-    END OF PERIOD PROCESSING
            8-    QUERY CUSTOMER ACTIVITY
            9-    VERIFY FILE STRUCTURE
           10-    SYSTEM INITIALIZATION
           END    END ACCOUNTS RECEIVABLE PROGRAM

WHAT IS THE NUMBER OF YOUR SELECTION?
```

AR MAIN MENU

SECTION III. SPECIAL AIDS

A. Using the Sample Data Files

        The Accounts Receivable System is distributed with a
complete sample data base. Appendix B of this manual
contains a listing of all sample data supplied along
with reports generated from this sample data.

        The data is supplied to give a new user a means
of practicing and experimenting with the system before
entering his firm's actual data. This test data is
complete so the user can test all features and programs
within the Accounts Receivable System.

Self-Instruction

        The following procedures suggest in a step by step
fashion how you may use the sample data files for self-
instruction. Follow these steps and the prompts on
the video unit. If additional information is needed,
refer to the individual program directions in Section
II. F. Remember to hit the ⟨ENTER⟩ key after each
entry.

    1. After bringing up the system, select
        the Set Today's Date program and enter
        today's date. Next select to print
        the Query Customer Activity Report for
        all customers. From the submenu select to
        print the Transaction Report   . These
        listings will provide you with exactly what
        data is in the system that you have to work
        with.

    2. Return to the main AR MENU and select the
        Customer File Maintenance   program. Add
        a new customer record to the system such as:

        ACCOUNT ID   :   ACE
        CUSTOMER NAME   :   Ace Office Furniture
        ADDRESS LINE 1   :   2500 International Blvd.
        ADDRESS LINE 2   :   Atlanta, Ga. 30303
        PHONE (XXX)XXX-XXXX   :   (404) 993-6229
        TYPE (R,B,A)   :   R
        CURRENT BALANCE   :   0
        BALANCE FORWARD   :   0
        AUTO BILL AMT   :   0
        TAX RATE   :   4.000
        DATE OF LAST DB   :   0
        AMT OF LAST DB   :   0
        Y-T-D DEBITS   :   0

```
DATE OF LAST CR      :    0
AMT OF LAST CR       :    0
Y-T-D CREDITS        :    0
```

Doublecheck your entries for correctness. Follow the video prompts and return to the main AR menu.

3. Select the Invoice Generation program and enter several invoices for the customer you just added. You may also generate invoices for several other customers.

4. Examine the invoices you generated and the other invoices from the sample data listed on the Query Customer Activity report.

5. Select the Enter Transaction program and enter: a) several payments (option 'P') against some of these invoices, b) a sale (option 'S') transaction for which no invoice was generated, and c) several other (option 'O') transactions to familiarize yourself with the options of this program. Enter at least one overpayment for an invoice to create a credit balance. This will provide an example in a following step for the Open Credit Reconciliation program. Be sure to print control reports of all transactions. These reports should be examined to see how the system handles and reports the information entered.

6. You may wish to delete a transaction from the system by selecting the Delete Transactions program. Caution should always be taken when deleting transactions from the system.

7. From the Report Generation Submenu select to print a Detailed Ageing Report. This Ageing will provide you with the information you will need to generate the Open Credit Reconciliation program. You may also wish to print the Query Customer Activity Report to get a list of all transactions for each customer.

8. Examine the Ageing Report and circle any invoices or customer accounts that have a credit balance. Select the Open Credit Reconciliation program and choose to reconcile all customer accounts. Follow the video prompts and apply credit using

different options for several different customer accounts. (You should read Section III. D. which provides a detailed description of this program before trying to reconcile open credits).

9. Since Open Credit Reconciliation creates transactions you should print the Transaction Report from the Report Generation Submenu. If you printed the Query Customer Activity Report before running the Open Credit program you may wish to print the report again. Compare them to examine the effects of Open Credit Reconciliation on the customer accounts in the system.

10. Open Credit Reconciliation should be done at the end of the accounting period (usually the end of the month). After reconciling open credit you may print a Statement, using the Statement Generation program, to mail to customers with an outstanding balance.

11. Select the End of Period Processing program and follow the video prompts. Examine the General Ledger Transaction File printed by this program.

12. Print the Query Customer Activity report after running the End of Period program. Compare this report with the report generated in Step (7). Note the transactions consolidated and removed by the End of Period program.

13. Continue to run all programs in the system until you feel comfortable with their purposes and functions. Try using different options and programs to gain a better understanding of the logic and flow of the Accounts Receivable system.

14. It is suggested that at the end of each accounting period you run the following programs in this order:

    a. Ageing Reports
    b. Open Credit Reconciliation
    c. Transaction Report
    d. Statement Generation
    e. End of Period Processing
    f. Transaction Report

B. The Three Types of Customer Accounts

As each customer account is entered into the system (using the Customer File Maintenance program) it must be designated as being one of three types: Balance Forward. Regular, or Automatic Billing.

1. Balance Forward. This type account indicates that all invoice transactions which occur during an accounting period are summarized into a single balance at the end of the accounting period. The transactions themselves are not carried into the next accounting period, only the total balance due. This Balance Forward method is advantageous in the fact that disk space is efficiently "reclaimed" each accounting period. The disadvantage is that the system loses the detail of the transaction activity, since the transactions themselves are summed into a single balance end then deleted from the diskette.

2. Regular. This account type is referred to as an "open item" account. As opposed to Balance Forward accounts, a Regular customer account does not lose accounting period. These transactions are carried forward for the next period's activity. The exact amount of invoice transaction detail that is carried from accounting period to accounting period depends on whether your company chooses the Consolidated Invoice option during system setup (when running the System Initialization program). This consolidation process is explained in Section III. D., Purpose of the Consolidated Invoice Option.

3. Automatic Billing. This account type may be used for customers who your company wishes to automatically bill a set amount each accounting period. Examples of this may be apartment tenants, or a membership organization. The billing amount is entered into that customer's record during the Customer File Maintenance program. The billing process is invoked during the Enter Transaction program when the user (optionally) selects to have the invoice transaction automatically generated and applied to each customer. Statements may then be printed showing the billing amount and related data.

C. Creating the Customer Files

        The customer files are the foundation of the Accounts
Receivable System. The proper understanding and creation of
of the customer records is necessary for correct system
performance. The best way to understand the customer rec-
ords and their function within the system is to use the
sample data files and listings provided with the system.

        There are a total of 16 different fields provided for
setting up each customer's record. Each field with its
description and purpose is detailed below:

FIELD 1   Up to 6 alphanumeric characters are
CUSTOMER ID   used to uniquely identify each cus-
                           tomer record in the system. An
                           alphabetical abbreviation of the
                           customer's name is suggested, al-
                           though any combination of numbers
                           and alphabetical characters may be
                           used. The system will not allow
                           the same code to be assigned to
                           more than one customer. Once en-
                           tered into the system, this code
                           cannot be changed.

                           The customer ID is then used through-
                           out the system to identify this cus-
                           tomer's record. Customers are
                           stored, listed, and processed in
                           alphanumeric order by this unique
                           customer ID.

FIELD 2   This field is provided for the com-
CUSTOMER NAME   pany name of the customer. However
                           the company name is entered into the
                           system is how it will appear on
                           invoices, statements, and various
                           reports. Maximum of 24 characters.

FIELD 3   This field is provided for the street
ADDRESS LINE 1   address of the customer. This ad-
                           dress will be printed on invoices
                           and statements just as it is entered
                           here. Any suite or room numbers
                           must appear on this line. Maximum
                           24 characters.

FIELD 4   This field is provided for the cust-
ADDRESS LINE 2   omer's city, state and zip of the
                           mailing address, and will appear on
                           invoices and statements. Maximum 24
                           characters.

C. Creating the Customer Files (Continued)

FIELD 5
PHONE (XXX)XXX-XXXX
The customer's phone number is en-
tered here. Enter either seven or
ten digits for this field. The
parentheses and dash will be inserted
for you in the appropriate place.

FIELD 6
TYPE (R, B, A)
Enter the type of account for this
customer. 'R' is a regular account
and will carry detail of open trans-
actions in the transaction file from
one period to the next. 'B' is a
balance forward account and will only
bring forward a total balance due
from one period to the next. 'A'
designates that this customer is an
automatic billing account. A state-
ment may automatically be generated
for this customer each period. This
account is handled as a regular
account with detail carried forward
from one period to the next.

FIELD 7
CURRENT BALANCE
This field will always reflect the
current balance due from this customer
and is automatically updated each
time a transaction is entered into
the system. For initial set up enter
the current amount due from this
customer.

FIELD 8
BALANCE FORWARD
This field will always show the bal-
ance due at the beginning of the cur-
rent period. This field is updated
when the End of Period program is run.
When setting up the customer file enter
the balance due at the beginning of
the current period.

FIELD 9
AUTO BILL AMT
If you wish to bill a customer each
month for a definite amount (such as
an installment payment), the dollar
amount should be entered here. During
the Enter Transactions program you will
be allowed to enter these automatic
monthly billing transactions by
answering one prompt. This is a time-
saving feature of the AR system and
must be initialized during the System

C. <u>Creating the Customer Files</u> (Continued)

FIELD 9
AUTO BILL AMT (CONT)

Initialization program. If you are not using this feature, leave the field blank.

FIELD 10
TAX RATE

You may enter a tax rate accurate up to four decimal places that you will charge this customer. This rate will automatically calculate tax for you during Invoice Generation and the Sales feature of Enter Transactions.

FIELD 11
DATE OF LAST DR

Enter the date of the last debit transaction for this customer. The system will automatically update this field for you.

FIELD 12
AMT OF LAST DR

Enter the dollar amount of the last debit transaction (usually a sale) for this customer. The system will automatically update this field each time a debit transaction is generated for this customer.

FIELD 13
Y.T.D. DEBITS

Enter the dollar amount of all debit transactions for this customer this fiscal year to date. This field is automatically updated by the system.

FIELD 14
DATE OF LAST CR

Enter the date a credit transaction was last generated for this customer. The system will automatically update this field for you.

FIELD 15
AMT OF LAST CR

Enter the dollar amount of the last credit transaction generated for this customer. This field is automatically updated by the system.

FIELD 16
Y.T.D. CR

Enter the dollar amount of all credit transactions generated for this customer this fiscal year to date. This field is automatically updated by the system.

D. Purpose of the Consolidated Invoice Option

During system setup (within the System Initialization program), you are given the option of using the Consolidated Invoice (CI) feature. The CI feature is only applicable to Regular (open item) customer accounts, and dictates how much transaction detail is carried on the data diskette from one accounting period to the next accounting period.

This option allows you to combine all transactions having the same invoice number and consolidates all the information into one transaction. For example, if you 1) generate an invoice, 2) later you apply a credit or return, and 3) then add a service charge for late payment, you have created three separate transactions.

These three transactions will require three separate lines on the Detailed Ageing Report, the Transaction Report, the Query Customer Activity Report, and subsequently will require three "units" of space on the diskette. If payment is not received for several months you will carry duplicated and unnecessary information in the system and on various reports for the invoice.

By consolidating, all transactions with the same invoice number are combined into one transaction. The invoice detail entered at the time of the sale is maintained and all debit and credit dollar entries are shown in their appropriate column on the Transaction Report.

If you use this feature, the consolidation is performed during the End of Period Processing program. The invoice number will then appear only once with all the debit and credit entries made for that invoice. If the debits and credits equal zero the invoice is assumed to be paid and is removed effectively from the system.

E. How to Use the Open Credit Reconciliation Program

This program is provided as a mechanism to allow an overpayment or prepayment to be applied to a particular invoice number. It is also a means of reducing the number of open credits for an account by combining all open credits into one transaction.

The program will ignore open invoices unless they have a credit balance. The invoice number $\emptyset$ is reserved to accumulate and process the open credits. When you select to reconcile an account the system internally creates two transactions for each open invoice having a credit balance:

1) A miscellaneous debit transaction for the exact amount of the invoice's credit balance is created. This now leaves the invoice with a zero balance so it may be considered closed or paid and can be removed from the system.

2) A miscellaneous credit transaction is created and assigned to invoice number $\emptyset$. This open credit may now be applied to any open invoice with a debit balance.

The table below provides an illustration of the above procedures.

Account 1234

Invoice #	Code	DB	CR
100	SALE	23.74	
100	PAY		23.74
150	SALE	74.00	
200	SALE	95.00	
200	RET		25.00
200	PAY		95.00
220	SALE	50.00	
220	PAY		70.00

BEFORE RUNNING OPEN CREDIT

<u>How to Use the Open Credit Reconciliation Program</u> (Cont.)

Invoice #	Code	DB	CR
0	MIS CR		45.00
100	SALE	23.74	
100	PAY		23.74
150	SALE	74.00	
200	SALE	95.00	
200	RET		25.00
200	PAY		95.00
200	MIS DB	25.00	
220	SALE	50.00	
220	PAY		70.00
220	MIS DB	20.00	

AFTER RUNNING OPEN CREDIT

Note that invoice 200 and 220 are now closed (debits equal credits) and the open credit amount of $45.00 ($25 from invoice 200 and $20 from invoice 220) is assigned to invoice 0. The transactions with invoice numbers 200 and 220 can now be removed from the system when End of Period is run.

You may now choose to display the account, apply the open credit to a specific invoice number, apply the credit to the oldest invoices, or continue with the next account. If you select to display, the following is an example of the video display using the information from the example above.

INVOICE #	BALANCE DUE
150	74.00
UNAPPLIED OPEN CREDIT	45.00

Note that the invoices 100, 200, and 220 have been closed and do not appear in the display. You may now apply the open credit or continue to the next account. Only invoice 150 is left with a debit balance.

Applying open credit to an invoice simply reduces the Balance Due by the amount of the open credit. If the open credit exceeds the Balance Due then the invoice is closed and the remaining open credit can be further applied to other invoices. In the above example the open credit would be reduced to zero and a MIS CR transaction for invoice #150 in the amount of $45 would be created. The new balance due would be $29. Since there is no more open credit to apply, the program continues with the next customer.

E. How to Use the Open Credit Reconciliation Program   (Cont.)

Open credits should be reconciled just before running
the End of Period Processing program. If you were to
run the End of Period program now for the above example, the be-
ginning balance for the customer would be $29.00 and only invoice 150
would be carried forward in the Transaction File.

APPENDIX A

ERROR MESSAGES

ERROR MESSAGES

The Accounts Receivable System is designed for easy recognition and recovery of errors. In most cases, error messages that appear will be the result of a wrong keyboard entry, in which case the system will simply ask the operator to retype the field causing the error. More severe errors, however, such as one caused by equipment malfunction, may result in having to restart the program.

There are four general types of errors that may occur from within the AR System:

Type 1 - Global. See Appendix page A-2

These messages are messages common to all programs and are generally due to an incorrect entry or procedure.

Type 2 - Local. See Appendix page A-3

These messages are messages unique to a program in which they occur.

Type 3 - Basic. See Appendix page A-3

These are BASIC Operating System errors, and often indicate an equipment or program failure.

Type 4 - System. See Appendix page A-4

These are similar to BASIC errors but have their own set of error codes.

GLOBAL, LOCAL, BASIC and SYSTEM Error Messages

(1) GLOBAL error messages are those messages which are common
    to all programs. For example, the following message will
    appear at any time in the system when an incorrect or
    illegally formatted date has been entered:

         INCORRECT DATE. MUST BE OF FORM MM/DD/YY.

    The operator would then be asked to type in the correct
    date. GLOBAL messages are listed in the following table:

ERROR MESSAGE   EXPLANATION AND RECOVERY

**INVALID ENTRY.   Appears whenever an operator
PLEASE RE-ENTER.**   enters a value that is not
                                 within predefined limits or
                                 format. To recover, retype
                                 correct value.

**NUMBER IS OUT OF   Appears whenever an operator
RANGE.**   enters a number that is not
                                 within the predefined range
                                 of numbers for that time.

**INCORRECT DATE.   All inputted dates must be
MUST BE OF FORM   entered as MM/DD/YY. Also
MM/DD/YY.**   dates are checked for logical
                                 month, day, and year values.
                                 To correct, reenter date.

ERROR MESSAGE   EXPLANATION AND RECOVERY

**FILE NOT PREVIOUSLY   This message will appear if
CLOSED PROPERLY. ONE   the previous program did not
MINUTE FOR FIX...   close the file properly (i.e.,
                                the previous program was not
                                properly run to conclusion).
                                The file will automatically
                                fix itself before this pro-
                                gram will continue.

(2) LOCAL error messages are those messages whose meanings
     are unique to the particular program from which they
     appear. For example, the message:

              CUSTOMER DOES NOT EXIST.

     appears in the Customer File Maintenance program when-
     ever a request is made for change or deletion of a
     customer and the customer does not exist in the Cus-
     tomer File. LOCAL errors are generally self-explanatory
     and are discussed along with the particular program in
     which they occur in Section II, An Operator's Guide, of
     this manual.

(3) BASIC error messages are errors that originate out of
     the BASIC Operating System and indicate either an equip-
     ment or a program failure. The following message will
     be displayed:

              BASIC ERROR NUMBER ❰ n❱ LINE NO. ❰ l❱
              CONSULT BASIC MANUAL FOR EXPLANATION
              ABNORMAL END OF JOB

     The program will then immediately end, with no further
     processing taking place. The description of the BASIC
     error corresponding with the number ❰ n❱ and line ❰ l❱
     found in your BASIC Reference Manual. If the cause of
     the error is not obvious and correctable, contact your
     computer representative for assistance.

GLOBAL, LOCAL, BASIC and SYSTEM Error Messages (Continued)

(4) SYSTEM error messages are errors that, like BASIC errors, indicate a failure in the computer equipment or the program that is currently being run. The program may be restarted and continued, or, in extreme cases, repair may have to be performed before the program can continue. Consult your computer representative for advice or assistance. These errors can be identified by the message:

SYSTEM ERROR (number). PLEASE CONSULT MANUAL.

The error number referred to in the above message can be located in the following table:

ERROR NUMBER	EXPLANATION
1	The end of the data file has been unexpectedly reached during processing.
2	A searched-for record cannot be found.
3	A record was found that should not have existed.
4	File already exists. An attempt was made to create a data file that already exists.
5	File does not exist. An attempt was made to open or access a data file and that file cannot be found.
6	Out of space. The data diskette has no more room left on it; the data file has filled the diskette.

APPENDIX B

SAMPLE DATA FILES AND REPORTS

TAYLOR OFFICE EQUIPMENT
ACCOUNTS RECEIVABLE
CUSTOMER ACCOUNT LISTING
07/15/80

ACCOUNT	CUSTOMER NAME	ADDRESS		PHONE	TYPE	BALANCE
ALLEN	ALLEN & COMPANY	4436 ROSWELL RD. NE.	ATLANTA, GA. 30342	(404)255-9999	REGULAR	157.73
COX	COX PROPERTIES, INC.	1334 PERIMETER PK.	DUNWOODY, GA. 30338	(404)394-6666	BAL FWD	3316.89
EVANS	EVANS OFFICE SUPPLY	2550 PIEDMONT RD. NE	ATLANTA, GA. 30324	(404)262-8888	REGULAR	71.73
HARLEN	HARLEN INSURANCE AGENCY	2336 PEACHTREE RD. NE	ATLANTA, GA. 30305	(404)238-1212	AUTO BILL	36.39
JOHNDE	JOHNSON DELIVERY SERVICE	430 PHARR RD, NE	ATLANTA, GA. 30308	(404)262-2555	REGULAR	119.60
KELLY	KELLY SUPPLY COMPANY	2055 LAWRENCEVILLE HWY.	DECATUR, GA. 30033	(404)634-1555	BAL FWD	582.72
LENOX	LENOX MAMAGEMENT SERVICE	3400 PEACHTREE RD, NE	ATLANTA, GA. 30326	(404)237-2323	BAL FWD	2263.30
MARSH	MARSHALL, ALLEN & BOOSE	510 N. DRUID HILLS RD.	ATLANTA, GA. 30324	(404)634-6666	BAL FWD	162.58
MCMILL	MCMILLAN & ASSOCIATES	1100 LENOX RD. NE	ATLANTA, GA. 30326	(404)233-7777	AUTO BILL	163.44
ROYAL	ROYAL IMPORTERS, LTD.	344 AIRPORT IND. PARK	COLLEGE PARK, GA. 30337	(404)763-3333	REGULAR	401.62
SDI	SOUTHERN DIST., INC.	4350 BUFORD HWY. NE	CHAMBLEE, GA. 30341	(404)633-5555	REGULAR	88.88
WALLWH	WALLACE WHOLESALE, INC.	780 FULTON IND. BLVD	ATLANTA, GA. 30330	(404)641-8888	BAL FWD	1166.21
	TOTALS					======== 8531.09

*** END OF CUSTOMER ACCOUNT LISTING ***

B-1

ACCOUNTS RECEIVABLE
TRANSACTIONS REPORT
07/15/80

ID INVOICE	DATE	SALES	FREIGHT	TAXES	SER. CH	MISC. DB	PAYMENTS	CREDITS	RETURNS	DISCOUNT	MISC. CR	AMOUNT
ALLEN												
812	4/ 4/80	104.00								2.08		101.92
812	4/16/80						75.00					-75.00
884	4/28/80	127.00	6.35							2.54		130.81
		231.00	6.35	0.00	0.00	0.00	75.00	0.00	0.00	4.62	0.00	157.73
COX	BAL FWD											870.55
1257	6/19/80	1146.37										1146.37
1269	6/23/80	1250.95										1250.95
1288	6/30/80				49.02							49.02
BAL FWD	870.55	2397.32	0.00	0.00	49.02	0.00	0.00	0.00	0.00	0.00	0.00	3316.89
EVANS												
1030	5/10/80	42.49										42.49
1030	5/15/80						21.02					-21.02
1066	5/22/80	27.50										27.50
1245	6/15/80	22.76										22.76
		92.75	0.00	0.00	0.00	0.00	21.02	0.00	0.00	0.00	0.00	71.73
HARLEN												
1198	5/30/80	180.00										180.00
1198	6/15/80						180.00					-180.00
1260	6/20/80	36.39										36.39
1398	6/30/80	180.00										180.00
1398	7/14/80						180.00					-180.00
		396.39	0.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00	0.00	36.39
JOHNDE												
1230	6/10/80	36.70										36.70
1230	6/11/80						56.83					-56.83
1263	6/21/80	36.75										36.75
1275	6/25/80	102.98										102.98
		176.43	0.00	0.00	0.00	0.00	56.83	0.00	0.00	0.00	0.00	119.60
KELLY	BAL FWD											75.12

ID	INVOICE	DATE	SALES	FREIGHT	TAXES	SER. CH	MISC. DB	PAYMENTS	CREDITS	RETURNS	DISCOUNT	MISC. CR	AMOUNT
	0	7/ 1/80						1750.00					-1750.00
	1239	6/13/80	1335.95		80.16								1416.11
	1278	6/26/80	750.00										750.00
	1278	6/28/80								38.50			-38.50
	1286	6/30/80				33.04							33.04
	1427	7/ 9/80	96.95										96.95
BAL FWD		75.12	2182.90	0.00	80.16	33.04	0.00	1750.00	0.00	38.50	0.00	0.00	582.72
LENOX		BAL FWD											148.64
	1215	6/ 5/80	1250.12										1250.12
	1215	6/ 5/80								25.00			-25.00
	1289	6/30/80				20.61							20.61
	1421	7/ 7/80	886.66								17.73		868.93
BAL FWD		148.64	2136.78	0.00	0.00	20.61	0.00	0.00	0.00	0.00	42.73	0.00	2263.30
MARSH		BAL FWD											-12.00
	1036	5/12/80	72.50										72.50
	1087	5/29/80	44.16										44.16
	1090	5/30/80				1.57							1.57
	1246	6/15/80	53.95										53.95
	1291	6/30/80				2.40							2.40
BAL FWD		-12.00	170.61	0.00	0.00	3.97	0.00	0.00	0.00	0.00	0.00	0.00	162.58
MCMILL													
	0	6/ 6/80						90.00					-90.00
	1218	5/30/80	90.00										90.00
	1219	6/ 6/80	33.49										33.49
	1236	6/12/80	39.95										39.95
	1395	6/30/80	90.00										90.00
			253.44	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	163.44
ROYAL													
	1084	5/28/80	36.37										36.37
	1242	6/14/80	347.85	17.40									365.25
			384.22	17.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	401.62
SDI													

ID	INVOICE	DATE	SALES	FREIGHT	TAXES	SER. CH	MISC. DB	PAYMENTS	CREDITS	RETURNS	DISCOUNT	MISC. CR	AMOUNT
	1206	6/ 2/80	159.95										159.95
	1251	6/17/80						150.00					-150.00
	1271	6/23/80	38.95										38.95
	1292	6/30/80	39.98										39.98
			238.88	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	88.88
WALLWH		BAL FWD											238.16
	1212	6/ 4/80	1275.50	73.78							29.51		1319.77
	1270	6/23/80						1500.00					-1500.00
	1290	6/30/80				3.87							3.87
	1436	7/13/80							26.57				-26.57
	1436	7/12/80	888.98								17.78		871.20
	1449	7/14/80	259.78										259.78
BAL FWD		238.16	2424.26	73.78	0.00	3.87	0.00	1500.00	26.57	0.00	47.29	0.00	1166.21
			11084.98	97.53	80.16	110.51	0.00	4002.85	26.57	38.50	94.64	0.00	
BAL FWD		1320.47			DEBITS	11373.18				CREDITS	4162.56		8531.09

B-4

*** END OF TRANSACTIONS REPORT ***

ALLEN
                                                   DATE LAST DB: 4/28/80
                          TYPE   :   REGULAR   AMT LAST DB :   133.35
ALLEN & COMPANY   CUR. BAL. :   157.73   YTD SALES   :   237.35
4436 ROSWELL RD. NE.   BAL. FWD. :   0.00   DATE LAST CR: 4/28/80
ATLANTA, GA. 30342   AUTO. BILL: 0.00   AMT LAST CR :   2.54
(404)255-9999   TAX RATE :   4.000%   YTD PAYMENTS: 79.62

INVOICE   CODE   DATE   TERMS OR REF.   DEBITS   CREDITS   BALANCE
-------   -------- -------- --------------- --------   ---------   --------
    812   SALE   4/ 4/80 2-10-NET 30   104.00   2.08   101.92
    812   PAYMENT   4/16/80 CHECK 11031   0.00   75.00   26.92
    884   SALE   4/28/80 2-10-NET 30   133.35   2.54   157.73

COX
                                                   DATE LAST DB: 6/30/80
                          TYPE   :   BAL FWD   AMT LAST DB :   49.02
COX PROPERTIES, INC.   CUR. BAL. : 3316.89   YTD SALES   :   2446.34
1334 PERIMETER PK.   BAL. FWD. :   870.55   DATE LAST CR: 1/14/79
DUNWOODY, GA. 30338   AUTO. BILL: 0.00   AMT LAST CR :   0.00
(404)394-6666   TAX RATE :   3.000%   YTD PAYMENTS: 0.00

INVOICE   CODE   DATE   TERMS OR REF.   DEBITS   CREDITS   BALANCE
-------   -------- -------- --------------- --------   ---------   --------
   1257   SALE   6/19/80 NET 30   1146.37   0.00   2016.92
   1269   SALE   6/23/80 NET 30   1250.95   0.00   3267.87
   1288   SERV. CH 6/30/80 NET 30   49.02   0.00   3316.89

EVANS
                                                   DATE LAST DB: 6/15/80
                          TYPE   :   REGULAR   AMT LAST DB :   22.76
EVANS OFFICE SUPPLY   CUR. BAL. :   71.73   YTD SALES   :   92.75
2550 PIEDMONT RD. NE   BAL. FWD. :   0.00   DATE LAST CR: 5/15/80
ATLANTA, GA. 30324   AUTO. BILL: 0.00   AMT LAST CR :   21.02
(404)262-8888   TAX RATE :   4.000%   YTD PAYMENTS: 21.02

INVOICE   CODE   DATE   TERMS OR REF.   DEBITS   CREDITS   BALANCE
-------   -------- -------- --------------- --------   ---------   --------
   1030   SALE   5/10/80 NET 30   42.49   0.00   42.49
   1030   PAYMENT   5/15/80 CHECK 3711   0.00   21.02   21.47
   1066   SALE   5/22/80 NET 30   27.50   0.00   48.97
   1245   SALE   6/15/80 NET 30   22.76   0.00   71.73

HARLEN
                                                   DATE LAST DB: 6/30/80
                          TYPE   : AUTO BILL   AMT LAST DB :   180.00
HARLEN INSURANCE AGENCY   CUR. BAL. :   36.39   YTD SALES   :   396.39
2336 PEACHTREE RD. NE   BAL. FWD. :   0.00   DATE LAST CR: 7/14/80
ATLANTA, GA. 30305   AUTO. BILL: 180.00   AMT LAST CR :   180.00
(404)238-1212   TAX RATE :   4.000%   YTD PAYMENTS: 360.00

INVOICE   CODE   DATE   TERMS OR REF.   DEBITS   CREDITS   BALANCE
-------   -------- -------- --------------- --------   ---------   --------

1198	SALE	5/30/80	AUTO BILL	180.00	0.00	180.00
1198	PAYMENT	6/15/80	CHECK 1017	0.00	180.00	0.00
1260	SALE	6/20/80	NET 30	36.39	0.00	36.39
1398	SALE	6/30/80	AUTO BILL	180.00	0.00	216.39
1398	PAYMENT	7/14/80	CHECK 1043	0.00	180.00	36.39

JOHNDE

JOHNSON DELIVERY SERVICE
430 PHARR RD, NE
ATLANTA, GA. 30308
(404)262-2555

TYPE :	REGULAR	
CUR. BAL. :	119.60	
BAL. FWD. :	0.00	
AUTO. BILL:	0.00	
TAX RATE :	4.000%	

DATE LAST DB:	6/25/80
AMT LAST DB :	102.98
YTD SALES :	176.43
DATE LAST CR:	6/11/80
AMT LAST CR :	56.83
YTD PAYMENTS:	56.83

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
1230	SALE	6/10/80	NET 30	36.70	0.00	36.70
1230	PAYMENT	6/11/80	CHECK 46	0.00	56.83	-20.13
1263	SALE	6/21/80	NET 30	36.75	0.00	16.62
1275	SALE	6/25/80	NET 30	102.98	0.00	119.60

KELLY

KELLY SUPPLY COMPANY
2055 LAWRENCEVILLE HWY.
DECATUR, GA. 30033
(404)634-1555

TYPE :	BAL FWD
CUR. BAL. :	582.72
BAL. FWD. :	75.12
AUTO. BILL:	0.00
TAX RATE :	3.000%

DATE LAST DB:	7/ 9/80
AMT LAST DB :	96.95
YTD SALES :	2296.10
DATE LAST CR:	7/ 1/80
AMT LAST CR :	1750.00
YTD PAYMENTS:	1788.50

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
0	PAYMENT	7/ 1/80	CHECK 3378	0.00	1750.00	-1674.88
1239	SALE	6/13/80	NET 30	1416.11	0.00	-258.77
1278	SALE	6/26/80	NET 30	750.00	0.00	491.23
1278	RETURN	6/28/80	NET 30	0.00	38.50	452.73
1286	SERV. CH	6/30/80	NET 30	33.04	0.00	485.77
1427	SALE	7/ 9/80	NET 30	96.95	0.00	582.72

LENOX

LENOX MANAGEMENT SERVICE
3400 PEACHTREE RD, NE
ATLANTA, GA. 30326
(404)237-2323

TYPE :	BAL FWD
CUR. BAL. :	2263.30
BAL. FWD. :	148.64
AUTO. BILL:	0.00
TAX RATE :	4.000%

DATE LAST DB:	7/ 7/80
AMT LAST DB :	886.66
YTD SALES :	2157.39
DATE LAST CR:	7/ 7/80
AMT LAST CR :	17.73
YTD PAYMENTS:	42.73

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
1215	SALE	6/ 5/80	2-10-NET 30	1250.12	0.00	1398.76
1215	DISCOUNT	6/ 5/80	NET 30	0.00	25.00	1373.76
1289	SERV CH	6/30/80	NET 30	20.61	0.00	1394.37
1421	SALE	7/ 7/80	2-10-NET 30	886.66	17.73	2263.30

MARSH

		TYPE :	BAL FWD
MARSHALL, ALLEN & BOOSE		CUR. BAL. :	162.58
510 N. DRUID HILLS RD.		BAL. FWD. :	-12.00
ATLANTA, GA. 30324		AUTO. BILL:	0.00
(404)634-6666		TAX RATE :	4.000%

DATE LAST DB:	6/30/80
AMT LAST DB :	2.40
YTD SALES :	174.58
DATE LAST CR:	1/14/79
AMT LAST CR :	0.00
YTD PAYMENTS:	0.00

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
1036	SALE	5/12/80	NET 30	72.50	0.00	60.50
1087	SALE	5/29/80	NET 30	44.16	0.00	104.66
1090	SERV. CH	5/30/80	NET 30	1.57	0.00	106.23
1246	SALE	6/15/80	NET 30	53.95	0.00	160.18
1291	SERV. CH	6/30/80	NET 30	2.40	0.00	162.58

MCMILL

		TYPE :	AUTO BILL
MCMILLAN & ASSOCIATES		CUR. BAL. :	163.44
1100 LENOX RD. NE		BAL. FWD. :	0.00
ATLANTA, GA. 30326		AUTO. BILL:	90.00
(404)233-7777		TAX RATE :	4.000%

DATE LAST DB:	6/30/80
AMT LAST DB :	90.00
Y. . SALES :	253.44
DATE LAST CR:	6/ 6/80
AMT LAST CR :	90.00
YTD PAYMENTS:	90.00

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
0	PAYMENT	6/ 6/80	CHECK 1129	0.00	90.00	-90.00
1218	SALE	5/30/80	AUTO BILL	90.00	0.00	0.00
1219	SALE	6/ 6/80	NET 30	33.49	0.00	33.49
1236	SALE	6/12/80	NET 30	39.95	0.00	73.44
1395	SALE	6/30/80	AUTO BILL	90.00	0.00	163.44

ROYAL

		TYPE :	REGULAR
ROYAL IMPORTERS, LTD.		CUR. BAL. :	401.62
344 AIRPORT IND. PARK		BAL. FWD. :	0.00
COLLEGE PARK, GA. 30337		AUTO. BILL:	0.00
(404)763-3333		TAX RATE :	3.000%

DATE LAST DB:	6/14/80
AMT LAST DB :	365.25
YTD SALES :	401.62
DATE LAST CR:	1/14/79
AMT LAST CR :	0.00
YTD PAYMENTS:	0.00

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
1084	SALE	5/28/80	NET 30	36.37	0.00	36.37
1242	SALE	6/14/80	NET 30	365.25	0.00	401.62

B-7

SDI

					DATE LAST DB:	6/30/80
SOUTHERN DIST., INC.	TYPE	:	REGULAR		AMT LAST DB :	39.98
4350 BUFORD HWY. NE	CUR. BAL.	:	88.88		YTD SALES :	238.88
CHAMBLEE, GA. 30341	BAL. FWD.	:	0.00		DATE LAST CR:	6/17/80
(404)633-5555	AUTO. BILL:		0.00		AMT LAST CR :	150.00
	TAX RATE	:	3.000%		YTD PAYMENTS:	150.00

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
1206	SALE	6/ 2/80	NET 15	159.95	0.00	159.95
1251	PAYMENT	6/17/80	CHECK 1019	0.00	150.00	9.95
1271	SALE	6/23/80	NET 30	38.95	0.00	48.90
1292	SALE	6/30/80	NET 30	39.98	0.00	88.88

WALLWH

					DATE LAST DB:	7/14/80
WALLACE WHOLESALE, INC.	TYPE	:	BAL FWD		AMT LAST DB :	259.78
780 FULTON IND. BLVD	CUR. BAL.	:	1166.21		YTD SALES :	2501.91
ATLANTA, GA. 30330	BAL. FWD.	:	238.16		DATE LAST CR:	7/13/80
(404)641-8888	AUTO. BILL:		0.00		AMT LAST CR :	26.57
	TAX RATE	:	4.000%		YTD PAYMENTS:	1573.86

INVOICE	CODE	DATE	TERMS OR REF.	DEBITS	CREDITS	BALANCE
1212	SALE	6/ 4/80	2-10-NET 30	1349.28	29.51	1557.93
1270	PAYMENT	6/23/80	CHECK 789	0.00	1500.00	57.93
1290	SERV. CH	6/30/80	NET 30	3.87	0.00	61.80
1436	SERV. CH	7/13/80	NET 30	0.00	26.57	35.23
1436	SALE	7/12/80	2-10-NET 30	888.98	17.78	906.43
1449	SALE	7/14/80	2-10-NET 30	259.78	0.00	1166.21

*** END OF QUERY CUSTOMER ACTIVITY ***

TAYLOR OFFICE EQUIPMENT
ACCOUNTS RECEIVABLE
DETAILED AGEING REPORT
07/15/80

ACCOUNT	CUSTOMER NAME	PHONE	INVOICE	DUE DATE	CURRENT	1-30	31-60	OVER 60	TOTAL	OPEN CR
ALLEN	ALLEN & COMPANY	(404)255-9999	812	5/ 4/80				26.92		
			884	5/28/80			130.81			
					0.00	0.00	130.81	26.92	157.73	0.00
COX	COX PROPERTIES, INC.	(404)394-6666	---	6/30/80					3316.89	
EVANS	EVANS OFFICE SUPPLY	(404)262-8888	1030	6/ 9/80			21.47			
			1066	6/21/80		27.50				
			1245	7/15/80	22.76					
					22.76	27.50	21.47	0.00	71.73	0.00
HARLEN	HARLEN INSURANCE AGENCY	(404)238-1212	1260	7/20/80	36.39					
					36.39	0.00	0.00	0.00	36.39	0.00
JOHNDE	JOHNSON DELIVERY SERVICE	(404)262-2555	1230	7/10/80						-20.13
			1263	7/21/80	36.75					
			1275	7/25/80	102.98					
					139.73	0.00	0.00	0.00	139.73	-20.13
KELLY	KELLY SUPPLY COMPANY	(404)634-1555	---	7/ 9/80					582.72	
LENOX	LENOX MANAGEMENT SERVICE	(404)237-2323	---	7/ 7/80					2263.30	
MARSH	MARSHALL, ALLEN & BOOSE	(404)634-6666	---	6/30/80					162.58	
MCMILL	MCMILLAN & ASSOCIATES	(404)233-7777	0	7/ 6/80						-90.00
			1218	6/29/80		90.00				
			1219	7/ 6/80		33.49				
			1236	7/12/80		39.95				
			1395	7/30/80	90.00					
					90.00	163.44	0.00	0.00	253.44	-90.00
ROYAL	ROYAL IMPORTERS, LTD.	(404)763-3333	1084	6/27/80		36.37				
			1242	7/14/80		365.25				
					0.00	401.62	0.00	0.00	401.62	0.00
SDI	SOUTHERN DIST., INC.	(404)633-5555	1206	6/17/80		159.95				
			1251	7/17/80						-150.00
			1271	7/23/80	38.95					
			1292	7/30/80	39.98					
					78.93	159.95	0.00	0.00	238.88	-150.00

B-9

ACCOUNT	CUSTOMER NAME	PHONE	INVOICE	DUE DATE	CURRENT	1-30	31-60	OVER 60	TOTAL	OPEN CR
WALLWH	WALLACE WHOLESALE, INC.	(404)641-8888	----	7/14/80					1166.21	
	TOTALS				367.81	752.51	152.28	26.92	8791.22	-260.13

*** END OF AGEING REPORT ***

B-10

TAYLOR OFFICE EQUIPMENT
ACCOUNTS RECEIVABLE
SUMMARY AGEING REPORT
07/15/80

ACCOUNT	CUSTOMER NAME	PHONE	INVOICE	DUE DATE	CURRENT	1-30	31-60	OVER 60	TOTAL	OPEN CR
ALLEN	ALLEN & COMPANY	(404)255-9999	---	---	0.00	0.00	130.81	26.92	157.73	0.00
COX	COX PROPERTIES, INC.	(404)394-6666	---	6/30/80					3316.89	
EVANS	EVANS OFFICE SUPPLY	(404)262-8888	---	---	22.76	27.50	21.47	0.00	71.73	0.00
HARLEN	HARLEN INSURANCE AGENCY	(404)238-1212	---	---	36.39	0.00	0.00	0.00	36.39	0.00
JOHNDE	JOHNSON DELIVERY SERVICE	(404)262-2555	---	---	139.73	0.00	0.00	0.00	139.73	-20.13
KELLY	KELLY SUPPLY COMPANY	(404)634-1555	---	7/ 9/80					582.72	
LENOX	LENOX MAMAGEMENT SERVICE	(404)237-2323	---	7/ 7/80					2263.30	
MARSH	MARSHALL, ALLEN & BOOSE	(404)634-6666	---	6/30/80					162.58	
MCMILL	MCMILLAN & ASSOCIATES	(404)233-7777	---	---	90.00	163.44	0.00	0.00	253.44	-90.00
ROYAL	ROYAL IMPORTERS, LTD.	(404)763-3333	---	---	0.00	401.62	0.00	0.00	401.62	0.00
SDI	SOUTHERN DIST., INC.	(404)633-5555	---	---	78.93	159.95	0.00	0.00	238.88	-150.00
WALLWH	WALLACE WHOLESALE, INC.	(404)641-8888	---	7/14/80					1166.21	
	TOTALS				367.81	752.51	152.28	26.92	8791.22	-260.13

B-11

*** END OF AGEING REPORT ***

```
                              ****************************
                              ***                      ***
TAYLOR OFFICE EQUIPMENT       ***  S T A T E M E N T   ***
33 NORTHSIDE AVE.             ***                      ***
HAMBLEE, GEORGIA 30340        ****************************


                              STATEMENT DATE: 07/15/80

                              ACCOUNT NUMBER: SDI

                              PAGE              1

============================
SOUTHERN DIST., INC.
4350 BUFORD HWY. NE
CHAMBLEE, GA. 30341
============================

         DON'T FORGET TO TAKE ADVANTAGE OF OUR MID-SUMMER SPECIALS!!
```

INVOICE	DATE	TERMS OR REF	CODE	DEBITS	CREDITS	BALANCE
1206	6/ 2/80	NET 15	0	159.95		159.95
1251	6/17/80	CHECK 1019	5		150.00	9.95
1271	6/23/80	NET 30	0	38.95		48.90
1292	6/30/80	NET 30	0	39.98		88.88
				238.88	150.00	

```
 IE
 ) - SALE       5 - PAYMENT           =========
 1 - FREIGHT    6 - DISCOUNT     TOTAL DUE      88.88
 2 - TAX        7 - CREDIT             =========
 3 - SERV. CH.  8 - RETURN
 4 - MISC. DB   9 - MISC. CR
```

```
TAYLOR OFFICE EQUIPMENT                 ***************************
33 NORTHSIDE AVE.                       ***                     ***
CHAMBLEE, GEORGIA 30340                 ***   I N V O I C E     ***
                                        ***                     ***
                                        ***************************

ACCOUNT NUMBER: EVANS                   INVOICE NO.  :    1452

                                        INVOICE DATE: 07/15/80

                                        PAGE         :    1


          =============================           =============================
SOLD   EVANS OFFICE SUPPLY            SHIP   EVANS OFFICE SUPPLY
  TO   2550 PIEDMONT RD. NE             TO   2550 PIEDMONT RD. NE
       ATLANTA, GA. 30324                    ATLANTA, GA. 30324
          =============================           =============================


SHIP VIA  : UPS                         YOUR ORDER NO : 00236549
DELIVERY  : COD                         OUR ORDER NO  : PO 80-0015678
SHIP DATE : 07/16/80                    ORDER DATE    : 07/12/80
DUE DATE  :  8/14/80                    SALESMAN      : PHILLIPS
TERMS     : 2-10 NET-30
```

ITEM	ORD	SHP	DESCRIPTION	PRICE	AMOUNT
98-0023401	24	24	FELT-TIPPED PENS	0.79	18.96
88-0045602	12	12	LEGAL TABLET	0.95	11.40
92-0078201	6	6	16 IN. RULER, METAL	1.89	11.34
28-00567	2	2	WEBSTER COLLEGIATE DICT.	12.56	25.12
38-0987602	36	24	BIC PENS, BLUE	1.80	43.20

```
                                                      SUBTOTAL:    110.02
```

FREIGHT	TAX	SERV. CH	MISC. DB	DEPOSIT	DISCOUNT	TOTAL
2.50	4.40	0.00	0.00	0.00	0.00	116.92

APPENDIX C

THE DATA FILE STRUCTURE AND LAYOUTS

ACCOUNTS RECEIVABLE CUSTOMER RECORD LAYOUT

ITEM #	ITEM DESCRIPTION	LENGTH (BYTES)	TYPE CODE*	PROGRAM VARIABLE	PARAMETERS, COMMENTS
1	ACCOUNT ID	6	A	A$(Ø)	
2	CUSTOMER NAME	24	A	A$(1)	
3	ADDRESS LINE 1	24	A	A$(2)	
4	ADDRESS LINE 2	24	A	A$(3)	
5	PHONE	10	A	A$(4)	
6	TYPE (R,B,A)	1	A	A$(5)	R=REGULAR, B=BALANCE FORWARD A=AUTOMATIC BILLING
7	CURRENT BALANCE	4	$	A$(6)	
8	BALANCE FORWARD	4	$	A$(7)	
9	AUTO BILLING AMOUNT	4	$	A$(8)	
10	TAX RATE X 1000	2	$	A$(9)	TAX = INT(AMT*RATE/1000+.5)/100
11	DATE LAST DEBIT	2	D	A$(1Ø)	
12	AMOUNT LAST DEBIT	4	$	A$(11)	
13	YTD DEBITS	4	$	A$(12)	

C-1

ACCOUNTS RECEIVABLE CUSTOMER RECORD LAYOUT

ITEM #	ITEM DESCRIPTION	LENGTH (BYTES)	TYPE CODE*	PROGRAM VARIABLE	PARAMETERS, COMMENTS
14	DATE LAST CREDIT	2	D	A$(13)	
15	AMOUNT LAST CREDIT	4	$	A$(14)	
16	YTD CREDITS	4	$	A$(15)	

```
* N = NUMERIC ONLY
  A = ALPHANUMERIC
  D = DATE (MM/DD/YY)
  $ = DOLLAR AMOUNT ONLY
```

C-2

ACCOUNTS RECEIVABLE TRANSACTION RECORD LAYOUT

ITEM #	ITEM DESCRIPTION	LENGTH (BYTES)	TYPE CODE*	PROGRAM VARIABLE	PARAMETERS, COMMENTS
1	ACCOUNT ID	6	A	B$(∅)	
2	TRANSACTION DATE	2	D	B$(1)	
3	DUE DATE	2	D	B$(2)	
4	INVOICE NUMBER	8	N	B$(3)	LEFT TWO CHARACTERS ARE BLANK, NUMBER IS RIGHT 6 CHARACTERS
5	TERMS	13	A	B$(4)	
6	CODE (∅-9)	1	N	B$(5)	0=SALES, 1=FREIGHT, 2=TAXES, 3=SERVICE CHARGE, 4=MISC. DEBITS, 5=PAYMENTS, 6=CREDITS, 7=RETURNS, 8=DISCOUNTS, 9=MISC. CREDITS
7	GL TRANS FLAG	1	A	B$(6)	
8	SALES	4	$	B$(7)	
9	FREIGHT	4	$	B$(8)	
10	TAXES	4	$	B$(9)	
11	SERVICE CHARGE	4	$	B$(1∅)	
12	MISC. DEBITS	4	$	B$(11)	
13	TOTAL DEBITS	4	$	B$(12)	

C-3

ACCOUNTS RECEIVABLE TRANSACTION RECORD LAYOUT

ITEM #	ITEM DESCRIPTION	LENGTH (BYTES)	TYPE CODE*	PROGRAM VARIABLE	PARAMETERS, COMMENTS
14	PAYMENTS	4	$	B$(13)	
15	CREDITS	4	$	B$(14)	
16	RETURNS	4	$	B$(15)	
17	DISCOUNTS	4	$	B$(16)	
18	MISC. CREDITS	4	$	B$(17)	
19	TOTAL CREDITS	4	$	B$(18)	
20	TRANSACTION BALANCE	4	$	B$(19)	

C-4

```
* N = NUMERIC ONLY
  A = ALPHANUMERIC
  D = DATE (MM/DD/YY)
  $ = DOLLAR AMOUNT ONLY
```

APPENDIX D

THE ACCOUNTS RECEIVABLE DISK FILE NAMES

ACCOUNTS RECEIVABLE DISK FILE NAMES

The following files are in addition to the standard systems and utility files found on the diskette.

FILENAME	TYPE	DESCRIPTION
AR/BAS	Program	Program Selection Menu
ARCF/BAS	Program	Customer File Maintenance
ARET/BAS	Program	Enter Transactions
ARDT/BAS	Program	Delete Transactions
AROC/BAS	Program	Open Credit Reconciliation
ARIN/BAS	Program	Invoice Generation
ARST/BAS	Program	Statement Generation
ARAG/BAS	Program	Ageing Report
ARTR/BAS	Program	Transaction Report
ARCA/BAS	Program	Customer Account Report
AREP/BAS	Program	End of Period Processing
ARQC/BAS	Program	Query Customer Activity
ARVF/BAS	Program	Verify File Structure
ARSI/BAS	Program	System Initialization
ARDATE/DAT	Sequential	Today's Date
ARSYS/DAT	Sequential	System Parameter File
ARCF/DAT	Random	Customer Master File

RECOMMENDED CONVERSION PROCEDURES FOR

ACCOUNTS RECEIVABLE
Series I

I.   Introduction

Do not attempt to use these conversion procedures until you become familiar
with the Accounts Receivable System. Familiarity with the System is <u>essential</u>
to a proper understanding of the principles involved in the following pro-
cedures. This understanding may be gained by using the sample data base
supplied with your system.

These procedures are being provided to assist the user in converting his
current Accounts Receivable to the Radio Shack Accounts Receivable Series I.
If followed, these procedures will assist in an easy, time efficient conversion
from your cumbersome manual system to a clean, fast, automated system. Before
establishing your data base, please read these procedures thoroughly to gain
an understanding of where to begin and the end result desired. Since some
firms have their own unique method of record keeping and information required,
we can only give guidelines and recommend the User's Manual be referenced
for additional assistance.

I. Preparation

When converting any system to a computer there are several decisions which must be made prior to establishing the data base. We cannot cover every possibility, however, the following provides a description of the most important items that must be decided:

A) Determine what type of customer accounts are to be established.

B) How much detail to enter for initial startup (year-to-date figures.)

C) How to balance and set up the Customer and Transaction Files.

D) How to bring each customer's record up-to-date and in balance.

Each of these items will now be covered in detail.

A. Types of Customer Accounts

Decide what type of accounts you are currently keeping in your manual system. There are three different ways of maintaining charges to customers in the Radio Shack System. Read the following explanation of each of these and decide which most closely fits your needs. Any combination of these types may be used within the Customer File but each individual customer may only be assigned one type.

1. Regular - This account type is referred to as an "open item" account and is most often used when payment received is applied directly to specific invoice numbers. As opposed to "Balance Forward" accounts, a Regular customer account does not lose the detail of unpaid invoices at the end of the accounting period. These transactions are passed onto the next period's

diskette. The exact amount of invoice transaction detail
that is carried from accounting period depends on whether
your company chooses the Consolidated Invoice option during
system setup (when running the System Initialization program).
This consolidation process is explained in your User's Manual
in Section III. C., How the Consolidated Invoice Option Works.
If you decided to use the regular type account, you must also
decide whether or not to use this option.

2. Balance Forward - This type account is usually used by firms
    who apply payments against the total Customer's Account instead
    of individual invoices. This type account indicates that all
    invoice transactions which occur during an accounting period
    are summarized into a single balance at the end of the account-
    ing period. The transactions themselves are not carried into
    the next accounting period, only the total balance due. This
    Balance Forward method is advantageous in the fact that disk
    space is efficiently "reclaimed" each accounting period. The
    disadvantage is that the system does not retain the detail of
    the transaction activity, since the transactions themselves
    are summed into a single balance and then deleted from the
    diskette during the End of Period Processing program.

3. Automatic Billing - This account type may be used for customers
    who your company wishes to automatically bill a set dollar
    amount each accounting period. Examples of this may be:
    apartment tenants, a membership organization, or a monthly
    maintenance fee billing. The billing amount is entered into
    that customer's record during the Customer File Maintenance
    program. The billing process is invoked during the Enter
    Transactions program when the user (optionally) selects to
    have the invoice transactions automatically generated and
    applied to the proper customer accounts. Statements may
    then be printed showing the billing amount and related data.

B. How Much Detail to Enter

It is generally easiest to convert your system at the beginning
of a new fiscal year. However, this is not always possible.
Before setting up the Customer File, you will need to decide how
much of the year-to-date information to enter.

If you do not have easy access to these figures and you are more
than three months into your current fiscal period, you may want
to estimate these figures or just allow these fields to accumu-
late from the time of your system initialization.

The following information MUST be entered during initial start
up for Regular or Auto-Bill Accounts. The Customer record will
first be entered, then transactions will be entered to establish
the current balance and invoice detail.

1. Account ID
2. Customer Name
3. Customer Address
4. Phone Number
5. Type of Account
6. Auto. Billing Amt. (if used)
7. Tax Rate (if customers are taxable)
8. Any open invoices, charges, or open credits (these are
    entered to establish the current balance, balance for-
    ward, and other data maintained by the system.

Note: Leave the Current Balance and Balance Forward fields
       set at $\emptyset$.

C. Balance the Customer Records

Determine a cut-off date for putting your customer records into
the computer. This may be the last day of a month, or if pos-
sible, a fiscal year. There are several steps to follow in
setting up the entire system and the cut-off date is very important.

It may take several days to enter the initial start up information. Process all future receivables activity manually from the cut-off date on, until the data base is established and balanced on the computer.

Balance the manual accounts receivable as of the cut-off date as normal. Be sure all your customer accounts are in balance; if they are not in balance when they are entered into the computer, your data base will not be in balance. If you are going to enter year-to-date debits and credits, be sure to also accumulate and balance these figures.

For Regular type customers you may wish to enter each invoice that is still open as of the cut-off date and should be brought forward to the next month. For initial setup, you may wish to enter only one transaction (invoice) for the total current balance due for each customer; however, you will not have the detail of each invoice in the system for ageing and to which payments will be applied. Payments received can be applied against this one invoice number until it is paid in full.

For Balance Forward accounts, enter one transaction for the total balance to be brought forward for the current month.

For Automatic Billing customers, follow the same procedure described for Regular type customers. If an automatic billing customer does not have an outstanding balance, then you will not need to enter a transaction for his account during the set up procedure.

D. Entering Your Data Base

This is performed in four steps:

1. Set up your company's information using System Initialization.
2. Enter the Customer File
3. Enter the current transactions
4. Update the Customer Records with the current transactions.

1. Create a copy of the original Accounts Receivable disk and file the original in a safe place. If you have not done so,

make the copy before continuing. Run SI program and config-
ure the Accounts Receivable System for your company (refer
to your User's Manual). Select option 3 and create a new,
empty data file.

2. Using the Master File Maintenance program, enter the information
   for each customer. Then print the Customer Account Listing
   and verify that the customer records contain the desired infor-
   mation. If corrections need to be made, do so before contin-
   uing to the next step.

3. Using the Enter Transactions program, enter the transactions
   necessary for each customer. DO NOT select to enter the auto-
   matic billing amounts at this time. After all the transactions
   have been entered, print the Transaction Register and verify
   the transactions you entered.

   If corrections need to be made, do so before continuing to
   the next step. You may wish to print the Customer Account
   Listing again and check each account with the manual balances
   prepared at the end of the previous month. When all accounts
   and balances are correct, proceed to the next step.

4. Run the End of Period Processing program. This will update
   the Customer records with all the transactions entered and
   will prepare the System to begin normal processing for the
   next month. You may begin to generate invoices, enter pay-
   ments, and perform the normal daily processing.