

**ACCOUNTING
POINT-OF-SALE
&
BUSINESS MANAGEMENT
SYSTEMS.**

USER MANUAL

Developed and maintained by:

JWL Software CC

SYSTEM PASSWORDS

The **APAC** Package uses a number of security and access passwords for various routines throughout the system.

Some of these are only obtainable from the **APAC** Software registration staff while the USER controls others.

There are a few passwords that are fixed and have been included in the system to avoid certain routines being run by accident.

There are also passwords that have been included as ‘**back door**’ access, in case of the USER mislaying or forgetting a password. These passwords are obtainable from the APAC system staff if required.

See the registration card for details of phone and fax numbers.

- 1 **Registration Password:** This password is required when registering the system and must be obtained from the APAC representative registering the system. This password is also used when adding additional workstations, when adding a new business or doing a name change.
- 2 **Administrator password (User 001):** This password is used by the administrator of the system and is initially **PASSWORD**. The administrator may change this password.

The administrator is the only user that may add, delete or amend user details. The administrator gives each user when they are added to the system and they may change their own password.

Each user is assigned access rights to various modules as well as a security level within each of the modules and the system will not allow them access to any unauthorised modules.

- 3 **System Passwords:** There are a number of passwords used for various routines in the system such as debtor limit over rides, price overrides etc. These passwords are:

Master password
General Ledger
Creditors
Guarantees
Cash Drawer (Float/Period End)
Debtors (Credit control)
Stock (Quantities)
Debtors (Category 80 - Blocked account)
Stock (Margin override)

The above passwords are all set to **APACPW** when the system is initialised and may be changed by the User. The MASTER password must be used to gain access when changing the above passwords.

Copy Invoice

The above password is required to print a copy invoice and is initially set to **IPRINT**.

- 4 **Special Stock Password:** This password is required for various routines in the stock system. E.g. Amend mark-ups, view mark-ups and cost prices on screen, price changes, quantity changes, access to price adjustment or quantity adjustment routines.

This password is initially **PASSWORD** and may be changed by the User.

- 5 **Debtor balance take-on password:** This password is required to allow the user to data capture or amend debtor-opening balances.

This password is initially **PASSWORD** and may be changed by the User.

6 Utility Passwords: The system allows the user to key in starting numbers for invoices, receipts etc, and a password is required to gain access to this routine. The password is **STNUMB** and is a static password that cannot be amended.

The password **PROUND** is used for setting price rounding parameters and this is also a static password that cannot be amended.

The password **CSHCDE** is used to change the cash voucher code and this is also a static password that cannot be amended.

Other utility passwords are **ZEROST** **ZEROOCR** **ZERODT** and **ZEROGL**, which are used to clear the balances or quantities for stock, creditors, debtors and general ledger.

7 Cash Refund Password: When a cash refund is selected the system requires that a password be keyed in and this password is derived from the date at the top right of the screen.

If the date on the screen is 03/05/2001 then the password is this date in the reverse sequence and the User must key in **1002/50/30**.

8 Rebuild Files Password: When the rebuild files option is selected, the system will request a password and this password is **APACFILE**, which is a static password that can not be amended.

BUSINESS MANAGEMENT AND ACCOUNTING SYSTEM

APAC Accounting provides the small, medium growing and large business with one-stop accounting and management information system solutions. The sophisticated features are very often not found in packages that cost much more.

APAC is a fully integrated accounting system developed in South Africa ensuring that legislation such as VAT is properly accounted for.

APAC runs on most operating systems.

OS2	Novell	Windows NT
Windows '95/98'	LANtastic	Banyan Vines
Top Ware	Windows for Workgroups	Specially compiled for Unix

APAC allows data import and export throughout the system and includes a large selection of reports and enquiries. Reports may be viewed on screen, spooled to disk or sent directly to the printer. Spooled files may be viewed on screen or sent to the printer. User controlled security system.

APAC FEATURES:

GENERAL LEDGER:

- | | |
|-------------------------------------|---|
| Extensive reporting facilities. | Previous and current year figures. |
| Bank account reconciliation. | Reconciliation of any account in the General Ledger. |
| Reconcile using values. | Standing entries (debit orders - insurance) |
| Reconcile using cheque numbers. | Trial balances (current month, year to date or opening balances.) |
| Cash book transactions. | Processing into previous periods. |
| Budget (% /or Value). | Integrated Batches view/print/post. |
| Real time batch processing. | Closing transfers. |
| Period end transfers. | Multiple batches. |
| Detailed account reports. | Cost centres Profit and loss. |
| Split cheques. | Cost centres previous budget. |
| Operating statement current budget. | Balance sheets. |
| Operating statement previous year. | Reprint batches in date or value sequence. |
| Cheques in number sequence. | |

DEBTORS:

- | | |
|---|--|
| Language control. | Open item or Balance forward. |
| Arrears interest (conforms to usury act). | Debtor categories. |
| Debtor category report. | Remarks and memo fields may be added to a debtor account. |
| Collection system. | Collection notes may be added to a debtor account. |
| On-line credit control. | Address labels. |
| Recurring transactions month/annual. | Detailed reports / statements (multiple formats). |
| Professional invoicing on non-stock. | Professional invoicing stock. |
| 2 addresses. | Additional address per invoice (multiple sites). |
| Telephone numbers plus fax. | Contact person. |
| Suspend exceeded account (password). | Invoice type (in/exclusive/export) per account. |
| Data in/ export facilities. | Different terms. |
| Credit limits. | Sales tracking per client. |
| Purchase statistics (month/year). | Rental escalations monthly readings / maintenance agreements.
i.e. House rentals, Lights and water, levies, copier rentals. |

CREDITORS:

Split terms.
Purchase orders.
Post dated Cheques.
Create stock while invoicing.
View stock invoice while processing.
Purchase order linked to invoicing.
Memo remarks may be added to a Creditor account.

Detailed reporting.
Creditor invoicing for stock or other expense accounts.
Invoices for stock or expenses posted directly to G/L.
Invoice in/exclusive selected per account.
Produce item labels while booking stock.
Purchase history on stock bought.

STOCK CONTROL:

Statistics per item.
Extensive cross-referencing.
Alternate code facility.
Multiple pricing and locations.
Minimum margin on sales.
Detailed reporting daily/monthly.
Add specifications listing to stock record.
In/Exclusive VAT.
Discount structures debtors' 30 levels.
Bin locations for quick stock location.
Cross-reference on back orders.
Sales tracking per item.
Print stock per supplier.
Control redundant stock.
Price labelling.
Security per user.
Allows for stock control items.
Allows for Price list items.
Multiple warehouses.
Transfer of stock between warehouses.
Report on warehouses.
Production processing.
Purchases tracking in date or cost price sequence.

Statistics per department option additional info per item.
Stock look-up item/x-ref./alt code/description.
Transfer stock between non-linked branches via
disk/modem/multiplexor.
Updating of prices at remote sites via
disk/modem/multiplexor.
Password protection.
Bill of materials.
Three prices per item.
Allows two descriptions.
On-line stock ordering.
1 Pass ordering will produce collated orders per creditor.
Stock movement reporting.
Price and quantity adjustment per item/per ledger.
Automatic stock re-order level adjustment.
Allows for headings.
Allows for labour.
Allows for buy-outs.
Control an unlimited number of warehouse stocks.
Receiving stock directly into warehouse.
Auto record creation if stock transferred from one warehouse
to another.
Allows 1-12 lines 60-character additional information per item.

SALES / ORDER:

Quotations.
Orders.
Convert Quotation to Order.
Produce picking slips from orders.
Invoicing.
Convert Order to invoice.

Serial numbers requested for guarantee items.
Records details of for guarantees.
Sales tracking details generated by all sales.
Copy invoice printed later if required.
Commission report per sales person.
Commission on a sliding scale on gross profit or turnover.

POINT OF SALE:

Point of sale compatible to most retail outlets.
Bar-coding capabilities.
Allows for scales.
Kitchen printers
(Can also be used as a picking slip printer).
Allows for Network point of sale to generate as
real time or off line.
Balancing report per terminal including cheque/
credit cards/speed points/vouchers.

Petty Cash integrated into the Point of Sale Terminals.
Allows for keyboards to be programmed down to 10 levels.
Cash drawer handling including Speed Point and Vouchers.
Customer displays.
Allows for recipes.
Bulk stock may be updated at end of day.
Runs on most platforms.
Allows for up to 3 decimals on quantity.
Consolidated cash drawers' enquiry.

MANUFACTURING/PRODUCTION:

Manufacturing items with fixed templates.
One off manufacturing of an article/s.
Manufacturing of articles from variable items/
bulk stock.

Bill of materials.
Audit reports produced by production routines.
Allows for recalculation of production prices.

JOB COSTING:

Costing module with Technician statistics.
Job request sheets.
Labour charges per technician
(normal/double/overtime).
Spares requisitions.
Job cards.
Multiple standards job types.

Extensive reporting.
Sophisticated lookups.
Invoices generated directly from job costing module.
Allows for detailed remarks.

GUARANTEE MODULE:

Serial number tracking for goods sold under
warranty.
Controls guaranteed items comprehensively.

Lookup guarantee using the item code or serial number.

VAT:

Extensive VAT reporting capabilities.
Allows for non-stock and exporting.

EXPORTING OF DATA:

Export into all spreadsheets, Most Data base programmes and Word Processing applications.
Create own reports.

SIZE:

MULTIPLE BUSINESSES
MULTIPLE WAREHOUSES
UNLIMITED NUMBER OF ACCOUNTS
UNLIMITED NUMBER OF STOCK ITEMS
50 TECHNICIANS

UNLIMITED SALES LEDGERS
NETWORKS UP TO 110 WORKSTATIONS
50 SALES STAFF
40 CASH DRAWERS

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The following table, lists all the menus, sub-menus and routines available in the APAC system, showing which are available in each of the different packages. The relevant keystrokes that are required to load a routine are listed at the extreme right of the page.

SYSTEM CONTROL

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
Run the System	X	X	X	X	X	1
SPECIAL ROUTINES						
File Locations	X	X	X	X	X	2
Initialise Files	X	X	X	X	X	2/1
Register System	X	X	X	X	X	2/2
Run the System	X	X	X	X	X	2/3
Print ASCII Table	X	X	X	X	X	2/4
Clear W/Stat. Log	X	X	X	X	X	2/5
Add 4 W/Stations	*	(1)X	(2)X	(3)X	X	2/7
Exit to Op-System	X	X	X	X	X	2/9

* 1 = Only 2 Work-stations can be added
 2 = Only 4 Work-stations can be added
 3 = Only 10 Work-stations can be added

PROGRAM CONTROL

STOCK	X	X	X	X	X	
CREDITORS	X	X	X	X	X	2
DEBTORS	X	X	X	X	X	3
GENERAL LEDGER	*	(1)X	X	X	X	4
SALES / ORDERS	X	X	X	X	X	5
* (2)POINT OF SALE	X	X	X	X	X	6
JOB COSTING				X	X	7
PERIOD END/DATES	X	X	X	X	X	8
UTILITIES	X	X	X	X	X	A
ADD BUS/COMPANY			X	X	X	B
SWITCH COMPANIES			X	X	X	C
PRINT SPOOL FILE	X	X	X	X	X	D
CHEQUE PROCESSING			X	X	X	E
LOGIN/LOGOUT	X	X	X	X	X	L
END SYSTEM	X	X	X	X	X	9

* 1 = Abbreviated version of General Ledger
 2 = Only applicable to POS Systems

STOCK PROGRAMS

1

MAINTENANCE	X	X	X	X	X	1/1
RECORD MAINTENANCE	X	X	X	X	X	1/1/1
Create New Record	X	X	X	X	X	1/1/1/1
Amend Existing Rec.	X	X	X	X	X	1/1/1/2

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
Change Item Code				X	X	1/1/1/3
Delete Stock Record	X	X	X	X	X	1/1/1/4
Flag Redundant Item			X	X	X	1/1/1/5
Enquiries	X	X	X	X	X	1/1/1/6
Exit	X	X	X	X	X	1/1/1/0
PRICE/QUANT ADJUST	X	X	X	X	X	1/1/2
Price Changes	X	X	X	X	X	1/1/2/1
Price Changes (Dept)	X	X	X	X	X	1/1/2/2
Price Adjust (Dept)	X	X	X	X	X	1/1/2/3
Stock Quantities	X	X	X	X	X	1/1/2/4
Quantities per Dept.			X	X	X	1/1/2/5
Lead Time/ReOrd Adj			X	X	X	1/1/2/6
Enquiries	X	X	X	X	X	1/1/2/7
Exit	X	X	X	X	X	1/1/2/0
PRODUCTION ROUTINES			X	X	X	1/1/3
Change to Produced			X	X	X	1/1/3/1
Recorded Details			X	X	X	1/1/3/2
Details - all Items			X	X	X	1/1/3/3
Details - per Item			X	X	X	1/1/3/4
Update Prod Prices			X	X	X	1/1/3/5
Enquiries			X	X	X	1/1/3/6
Change to non Produced			X	X	X	1/1/3/7
Exit			X	X	X	1/1/3/0
MONTH-END UTILITIES	X	X	X	X	X	1/1/4
Month-end Routine	X	X	X	X	X	1/1/4/1
Clear Guarantees			X	X	X	1/1/4/2
Clear Quantities			X	X	X	1/1/4/3
Clear Quantities -Dept			X	X	X	1/1/4/4
Delete Item Range			X	X	X	1/1/4/5
Price Label Code	X	X	X	X	X	1/1/4/6
ReCalculate Prices	X	X	X	X	X	1/1/4/7
Enquiries	X	X	X	X	X	1/1/4/8
Exit	X	X	X	X	X	1/1/4/0
Enquiries	X	X	X	X	X	1/1/5
Enquiries (Orders) (Purchases)			X	X	X	1/1/6
Descrip/price Names			X	X	X	1/1/7
W/HOUSE MAINTENANCE			X	X	X	1/1/8
Add a new Location			X	X	X	1/1/8/1
Amend a Location			X	X	X	1/1/8/2
Delete a Location			X	X	X	1/1/8/3
Stock Transfers			X	X	X	1/1/8/4
Add Stock Records			X	X	X	1/1/8/5
Location Report			X	X	X	1/1/8/6

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
Enquiries				X	X	1/1/8/7
Exit				X	X	1/1/8/0
Exit	X	X	X	X	X	1/1/0
REPORTS						
Price Lists	X	X	X	X	X	1/2
Departmental Lists	X	X	X	X	X	1/2/1
List - Item Code Seq	X	X	X	X	X	1/2/2
Stock Take List	X	X	X	X	X	1/2/3
Movement Report	X	X	X	X	X	1/2/4
LowLevels / ReOrder	X	X	X	X	X	1/2/5
Bill of Quantities			X	X	X	1/2/6
Quantity/ Price List	X	X	X	X	X	1/2/7
Price Lables	X	X	X	X	X	1/2/A
Slow Moving Stock	X	X	X	X	X	1/2/B
Exceptions			X	X	X	1/2/C
Redundant Stock			X	X	X	1/2/D
Stock per Supplier		X	X	X	X	1/2/E
Price Catalogue			X	X	X	1/2/F
Exit	X	X	X	X	X	1/2/0
EXPORT OPTIONS						
Transfers In	X	X	X	X	X	1/3
Transfers Out			X	X	X	1/3/1
Prices - Branch (In)			X	X	X	1/3/2
Prices - Branch(Out)			X	X	X	1/3/3
						1/3/4
EXPORT OPTIONS						
Code, Description & Prices	X	X	X	X	X	1/3/5
All Fields	X	X	X	X	X	1/3/5/1
Selected Fields			X	X	X	1/3/5/2
Field Separator	X	X	X	X	X	1/3/5/3
Maintain Selected Items			X	X	X	1/3/5/4
Exit	X	X	X	X	X	1/3/5/5
						1/3/5/0
Import Options			X	X	X	1/3/6
Exit	X	X	X	X	X	1/3/0
Enquiries	X	X	X	X	X	1/4
Login/Logout	X	X	X	X	X	1/5
Enquiries (Ord)		(Purchases)				
Sales Tracking			X	X	X	1/6
Purch. Tracking			X	X	X	1/7
Adjustment Tracking			X	X	X	1/8
Price Labels	X	X	X	X	X	1/A
Barcode Labels			X	X	X	1/B
Barcode System			X	X	X	1/C
Stock Options			X	X	X	1/D
						1/E

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
	X	X	X	X	X	1/0
Exit						
CREDITORS	X	X	X	X	X	2
MAINTENANCE						
Create New Account	X	X	X	X	X	2/1
Amend Account Record	X	X	X	X	X	2/1/1
Delete Account Rec.	X	X	X	X	X	2/1/2
Amend Account No.			X	X	X	2/1/3
Memo/Remarks Maint			X	X	X	2/1/4
Age Accounts	X	X	X	X	X	2/1/5
Account Enquiry	X	X	X	X	X	2/1/7
Exit	X	X	X	X	X	2/1/0
TRANSACTIONS	X	X	X	X	X	2/2
Invoices (STOCK)	X	X	X	X	X	2/2/1
Debit Note (STOCK)	X	X	X	X	X	2/2/2
Journal Entries	X	X	X	X	X	2/2/3
Transfers	X	X	X	X	X	2/2/4
Purchase Orders	X	X	X	X	X	2/2/5
Invoices (Analysed)	X	X	X	X	X	2/2/6
Dt Notes (Analysed)	X	X	X	X	X	2/2/7
Discount Received	X	X	X	X	X	2/2/8
Cheques Issued	X	X	X	X	X	2/2/A
Creditor Enquiry	X	X	X	X	X	2/2/B
Price Labels	X	X	X	X	X	2/2/C
Enquiries (Orders) (<i>Purchases</i>)			X	X	X	2/2/D
Exit	X	X	X	X	X	2/2/0
REPORTS	X	X	X	X	X	2/3
Creditors Listing	X	X	X	X	X	2/3/1
Creditors Cash Flow	X	X	X	X	X	2/3/2
Purchase Journal	X	X	X	X	X	2/3/3
Remittance Advices	X	X	X	X	X	2/3/4
Outstanding Orders	X	X	X	X	X	2/3/5
Post dated Cheques			X	X	X	2/3/6
Address Labels	X	X	X	X	X	2/3/7
Discount Listing	X	X	X	X	X	2/3/8
Account Enquiry	X	X	X	X	X	2/3/A
Exit	X	X	X	X	X	2/3/0
TRANSACTIONS (GL)	X	X	X	X	X	2/4
Invoices	X	X	X	X	X	2/4/1
Debit Notes	X	X	X	X	X	2/4/2
Cheques Issued	X	X	X	X	X	2/4/3
Post Dated Cheques			X	X	X	2/4/4
Creditor Enquiry	X	X	X	X	X	2/4/5
G/L Account Enquiry	X	X	X	X	X	2/4/6
Exit	X	X	X	X	X	2/4/0

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
EXPORT OPTIONS	x	x	x	x	y	2/5
No, Name & Address	x	x	x	x	y	2/5/1
All Fields	x	x	x	x	y	2/5/2
Selected Fields		x	x	x	y	2/5/3
Field Separator	x	x	x	x	y	2/5/4
Exit	x	x	x	x	y	2/5/0
UTILITIES	x	x	x	x	y	2/6
Clear Balances		x	x	x	y	2/6/1
Re-age a Transaction		x	x	x	y	2/6/2
Amend Cash Flow		x	x	x	y	2/6/3
Enquiries	x	x	x	x	y	2/6/4
Exit	x	x	x	x	y	2/6/0
Enquiries	x	x	x	x	y	2/7
Exit	x	x	x	x	y	2/0
DEBTORS	x	x	x	x	y	3
MAINTENANCE	x	x	x	x	y	3/1
Create New Debtor	x	x	x	x	y	3/1/1
Amend Debtor Record	x	x	x	x	y	3/1/2
Delete Debtor Record	x	x	x	x	y	3/1/3
Amend Account No.		x	x	x	y	3/1/4
Memo/Remarks Maint		x	x	x	y	3/1/5
Age Accounts	x	x	x	x	y	3/1/6
Flag as Bad Debt		x	x	x	y	3/1/7
Account Enquiry	x	x	x	x	y	3/1/8
Exit	x	x	x	x	y	3/1/0
TRANSACTIONS	x	x	x	x	y	3/2
Invoices (Analysed)	x	x	x	x	y	3/2/1
Cr Notes (Analysed)	x	x	x	x	y	3/2/2
Sundry Transactions	x	x	x	x	y	3/2/3
Arrear Interest	x	x	x	x	y	3/2/4
Receipts (POS)		x	x	x	y	3/2/5
Allocate Credits	x	x	x	x	y	3/2/6
Account Enquiry	x	x	x	x	y	3/2/7
Sales Tracking Enq		x	x	x	y	3/2/8
Batch Transactions			x	x	y	3/2/A
Exit	x	x	x	x	y	3/2/0
REPORTS/STATEMENTS	x	x	x	x	y	3/3
Trial Balance	x	x	x	x	y	3/3/1
Monthly Statements	x	x	x	x	y	3/3/2

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
DEBTOR ACCOUNTS LIST	x	x	x	x	x	3/3/3
All Accounts	x	x	x	x	x	3/3/3/1
Company Accounts	x	x	x	x	x	3/3/3/2
Individuals/Personal	x	x	x	x	x	3/3/3/3
Internal	x	x	x	x	x	3/3/3/4
Exit	x	x	x	x	x	3/3/3/0
Address Labels	x	x	x	x	x	3/3/4
Debtors per Category	x	x	x	x	x	3/3/5
Transaction Journal	x	x	x	x	x	3/3/6
Age Analysis	x	x	x	x	x	3/3/7
Alphabetic List	x	x	x	x	x	3/3/8
Purchases Statistics			x	x	x	3/3/A
Sales per Debtor		x	x	x	x	3/3/B
Exit	x	x	x	x	x	3/3/0
Collections Enquiry			x	x	x	3/4
EXPORT OPTIONS	x	x	x	x	x	3/5
No, Name & Address	x	x	x	x	x	3/5/1
All Fields	x	x	x	x	x	3/5/2
Selected Fields			x	x	x	3/5/3
Field Separator	x	x	x	x	x	3/5/4
Exit	x	x	x	x	x	3/5/0
Balance Take-On	x	x	x	x	x	3/6
UTILITIES	x	x	x	x	x	3/7
Clear Balances			x	x	x	3/7/1
Recalculate Balances	x	x	x	x	x	3/7/2
Delete Invoices	x	x	x	x	x	3/7/3
Enquiries	x	x	x	x	x	3/7/4
Set Address Flag	x	x	x	x	x	3/7/5
Check Transaction	x	x	x	x	x	3/7/6
Exit	x	x	x	x	x	3/7/0
RENTALS/SERVICES			x	x	x	3/8
Contract Maintenance			x	x	x	3/8/1
Reports			x	x	x	3/8/2
Monthly Readings			x	x	x	3/8/3
Debtor A/C Enquiry			x	x	x	3/8/4
Agreement Enquiries			x	x	x	3/8/5
Monthly Posting			x	x	x	3/8/6
Delete Contract			x	x	x	3/8/7
Exit			x	x	x	3/8/0
Enquiry	x	x	x	x	x	3/A
Sales Tracking			x	x	x	3/B
Import Options			x	x	x	3/C

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
Exit	X	X	X	X	X	3/0
GENERAL LEDGER	X	X	X	X	X	4
MAINTENANCE/TRANSACTIONS	X	X	X	X	X	4/1
ACCOUNT MAINTENANCE	X	X	X	X	X	4/1/1
Create/Amend Account	X	X	X	X	X	4/1/1/1
Delete Account	X	X	X	X	X	4/1/1/2
Budgets	X	X	X	X	X	4/1/1/3
Previous Year Figures	X	X	X	X	X	4/1/1/4
Current Year Figures	X	X	X	X	X	4/1/1/5
Enquiries	X	X	X	X	X	4/1/1/6
Exit	X	X	X	X	X	4/1/1/0
SUNDRY MAINTENANCE	X	X	X	X	X	4/1/2
Accumulate Group Totals	X	X	X	X	X	4/1/2/1
Accumulate Previous Year	X	X	X	X	X	4/1/2/2
Month End Routine	X	X	X	X	X	4/1/2/3
Year End Routine	X	X	X	X	X	4/1/2/4
Set Year End Month	X	X	X	X	X	4/1/2/5
Enquiries	X	X	X	X	X	4/1/2/6
Exit	X	X	X	X	X	4/1/2/0
TRANSACTIONS	X	X	X	X	X	4/1/3
Cheque Requisitions	X	X	X	X	X	4/1/3/1
Bank Deposits	X	X	X	X	X	4/1/3/2
Bank Charges/Receipts	X	X	X	X	X	4/1/3/3
Journal Entries	X	X	X	X	X	4/1/3/4
Reconcile by Value	X	X	X	X	X	4/1/3/5
Reconcile Cheques	X	X	X	X	X	4/1/3/6
Reconcile Transactions	X	X	X	X	X	4/1/3/7
Reconciliation Statement	X	X	X	X	X	4/1/3/8
Cheques in No. Sequence	X	X	X	X	X	4/1/3/A
Enquiries	X	X	X	X	X	4/1/3/B
Exit	X	X	X	X	X	4/1/3/0
Enquiries	X	X	X	X	X	4/1/4
Exit	X	X	X	X	X	4/1/0
REPORTS GENERAL LEDGER	X	X	X	X	X	4/2
Chart of Accounts	X	X	X	X	X	4/2/1
Trial Balance	X	X	X	X	X	4/2/2
Operating Statement	X	X	X	X	X	4/2/3
Detailed Account List	X	X	X	X	X	4/2/4
Balance Sheet	X	X	X	X	X	4/2/5
Cost Centre P & L	X	X	X	X	X	4/2/6
Sub/Group Schedules	X	X	X	X	X	4/2/7
Exit	X	X	X	X	X	4/2/0

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
PERIOD-END TRANSFERS						
Review Integrat. Batch	x	x	x	x	x	4/3
Print Integrat.Batch		x	x	x	x	4/3/1
Post Integrat. Batch	x	x	x	x	x	4/3/2
Amend Integrat. Batch			x	x	x	4/3/3
Year-end Transfers	x	x	x	x	x	4/3/4
Exit	x	x	x	x	x	4/3/5
						4/3/0
BATCH TRANSACTIONS						
Create/Add to a Batch	x	x	x	x	x	4/4
Review/Amend a Batch	x	x	x	x	x	4/4/1
Print Existing Batch	x	x	x	x	x	4/4/2
Delete Existing Batch	x	x	x	x	x	4/4/3
Process a Batch	x	x	x	x	x	4/4/4
Exit	x	x	x	x	x	4/4/5
						4/4/0
STANDING ENTRIES						
Create Standing Entry	x	x	x	x	x	4/5
Delete Standing Entry	x	x	x	x	x	4/5/1
Amend Standing Entry	x	x	x	x	x	4/5/2
Post Standing Entries	x	x	x	x	x	4/5/3
List Standing Entries	x	x	x	x	x	4/5/4
Exit	x	x	x	x	x	4/5/5
						4/5/0
EXPORT OPTION						
No, Name & Balance	x	x	x	x	x	4/6
All Fields	x	x	x	x	x	4/6/1
Selected Fields		x	x	x	x	4/6/2
Field Separator	x	x	x	x	x	4/6/3
Exit	x	x	x	x	x	4/6/4
						4/6/0
UTILITIES						
Clear All Balances	x	x	x	x	x	4/7
Recalculate Balances	x	x	x	x	x	4/7/1
Balancing Utilities	x	x	x	x	x	4/7/2
Enquiries	x	x	x	x	x	4/7/3
Amend Transaction Date				x	x	4/7/4
Delete a Tran Batch				x	x	4/7/5
* (1) Change Account Number	x	x	x	x	x	4/7/6
Exit	x	x	x	x	x	4/7/7
						4/7/0
* 1 = Only available to auditors and APAC support staff.						
Enquiries	x	x	x	x	x	4/8
Basic Chart of Acnts	x	x	x	x	x	4/A
Exit	x	x	x	x	x	4/0

SALES / ORDERS

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
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X	X	X	X	X	5
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QUOTATIONS

New Quotation	X	X	X	X	5/1
Amend Existing Quote	X	X	X	X	5/1/1
Delete a Quote	X	X	X	X	5/1/2
Convert to Order	X	X	X	X	5/1/3
Amend Quote Remarks	X	X	X	X	5/1/4
Debtor Enquiry	X	X	X	X	5/1/5
Stock Enquiry	X	X	X	X	5/1/6
Exit	X	X	X	X	5/1/7

ORDERS (SALES)

Orders	X	X	X	X	5/2
Picking Slips	X	X	X	X	5/2/1
Serial Numbers	X	X	X	X	5/2/2
Convert to Invoice	X	X	X	X	5/2/3
Debtor Enquiry	X	X	X	X	5/2/4
Stock Enquiry	X	X	X	X	5/2/5
Outstanding Orders		X	X	X	5/2/6
Exit	X	X	X	X	5/2/7

STANDING ORDERS

Order Maintenance	X	X	X	X	5/3
Route Schedule	X	X	X	X	5/3/1
Delivery Notes	X	X	X	X	5/3/2
Process Deliveries	X	X	X	X	5/3/3
Vehicle Stock	X	X	X	X	5/3/4
Debtor Enquiry	X	X	X	X	5/3/5
Stock Enquiry	X	X	X	X	5/3/6
Exit	X	X	X	X	5/3/7

DELIVERY VEHICLES

Create New Record	X	X	X	X	5/4
Amend Existing Rec.	X	X	X	X	5/4/1
Delete Existing Rec.	X	X	X	X	5/4/2
Enquiries	X	X	X	X	5/4/3
Exit	X	X	X	X	5/4/4

Proc. Deliveries

X	5/5
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INVOICE/CR-NOTE

Invoices (Stock)	X	X	X	X	X	5/6
Cash Sale (Stock)	X	X	X	X	X	5/6/1
Credit Note (Stock)	X	X	X	X	X	5/6/2
Cash Refund (Stock)	X	X	X	X	X	5/6/3

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
Open Cash Drawer	X	X	X	X	X	5/6/5
Balancing Report	X	X	X	X	X	5/6/6
Adjust Float	X	X	X	X	X	5/6/7
Day/Month/Year-End	X	X	X	X	X	5/6/8
Invoice Heading	X	X	X	X	X	5/6/A
Lookup/Re-Print Inv	X	X	X	X	X	5/6/B
Invoices (Non Stock)	X	X	X	X	X	5/6/C
Cash Sale Statistics	X	X	X	X	X	5/6/D
Amend Inv. Remarks			X	X	X	5/6/E
Exit	X	X	X	X	X	5/6/0
<i>CASH SALES (POS)</i>			X	X	X	5/7
Cash Sale (Stock)			X	X	X	5/7/1
Open Cash Drawer			X	X	X	5/7/2
Balancing Report			X	X	X	5/7/3
Adjust Float			X	X	X	5/7/4
Day/Month/Year-End			X	X	X	5/7/5
Cash Refund (Stock)			X	X	X	5/7/6
Initialise Drawer			X	X	X	5/7/7
Cash Sale Statistics			X	X	X	5/7/8
Petty Cash Voucher			X	X	X	5/7/A
Exit			X	X	X	5/7/0
Debtors Receipts	X	X	X	X	X	5/8
<i>GUARANTEE MODULES</i>			X	X	X	5/A
Amend Guarantee Record			X	X	X	5/A/1
Enquiry			X	X	X	5/A/2
Delete a Guarantee Record			X	X	X	5/A/3
Amend a Serial Number			X	X	X	5/A/4
Replace an Item			X	X	X	5/A/5
Delete Expired Records			X	X	X	5/A/6
Exit			X	X	X	5/A/0
<i>ENQUIRIES SALES/ORDERS</i>	X	X	X	X	X	5/B
Debtor Account	X	X	X	X	X	5/B/1
Stock Record	X	X	X	X	X	5/B/2
Exit	X	X	X	X	X	5/B/0
Stock Order			X	X	X	5/C
Sales Statistics		X	X	X	X	5/D
Sales Staff Trns			X	X	X	5/E
Sales per Ledger		X	X	X	X	5/F
Bar Code Labels			X	X	X	5/G
Exit	X	X	X	X	X	5/0

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
	X	X	X	X	X	6
POINT OF SALE						
SALES						
Cash Sale (Stock)	X	X	X	X	X	6/1
Open Cash Drawer	X	X	X	X	X	6/1/1
Balancing Report	X	X	X	X	X	6/1/2
Adjust Float	X	X	X	X	X	6/1/3
Day/Month/Year-End	X	X	X	X	X	6/1/4
Cash Refund (Stock)	X	X	X	X	X	6/1/5
Initialise Drawer	X	X	X	X	X	6/1/6
Cash Sale Statistics	X	X	X	X	X	6/1/7
Petty Cash Voucher	X	X	X	X	X	6/1/A
Exit	X	X	X	X	X	6/1/0
Debtor Receipts	X	X	X	X	X	6/2
Programming			X	X	X	6/3
ENQUIRIES						
Debtor Account	X	X	X	X	X	6/4
Stock Record	X	X	X	X	X	6/4/1
Exit	X	X	X	X	X	6/4/2
Sales Statistics	X	X	X	X	X	6/4/0
Update Bulk Stock			X	X	X	6/5
Exit	X	X	X	X	X	6/6
						6/0
JOB COSTING				X	X	7
JOB COSTING				X	X	7/1
New Job				X	X	7/1/1
Amend Job				X	X	7/1/2
REQUISITIONS				X	X	7/1/3
Order Spares				X	X	7/1/3/1
Delete				X	X	7/1/3/2
Receive Spares				X	X	7/1/3/3
Allocate to Job				X	X	7/1/3/4
Print Req Slip				X	X	7/1/3/5
Exit				X	X	7/1/3/0
Labour/Remarks				X	X	7/1/4
Cancel Job				X	X	7/1/5
Amend Status				X	X	7/1/6
RePrint Job Req				X	X	7/1/7
Exit				X	X	7/1/0
Process Job				X	X	7/2

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
JOB TYPES						
Create/Amend	x		x		x	7/3
Delete	x		x		x	7/3/1
Print List	x		x		x	7/3/2
Exit	x		x		x	7/3/3
						7/3/0
ENQUIRIES						
Debtor Account	x		x		x	7/4
Stock Record	x		x		x	7/4/1
Exit	x		x		x	7/4/2
						7/4/0
REPORTS						
Not Started	x		x		x	7/5
In Progress	x		x		x	7/5/1
Waiting	x		x		x	7/5/2
Completed	x		x		x	7/5/3
Exit	x		x		x	7/5/4
						7/5/0
Exit				x	x	7/0
PERIOD END/DATES	x	x	x	x	x	8
DAY/MONTH/YEAR END	x	x	x	x	x	8/1
Day-End Reports	x	x	x	x	x	8/1/1
Month-End Clear	x	x	x	x	x	8/1/2
Year-End Clear	x	x	x	x	x	8/1/3
Sales Analysis	x	x	x	x	x	8/1/4
Category Analysis	x	x	x	x	x	8/1/5
Purchases Analysis	x	x	x	x	x	8/1/6
Cost-of-Sales Analysis	x	x	x	x	x	8/1/7
Stock Category Totals	x	x	x	x	x	8/1/8
Stock Gross Profit	x	x	x	x	x	8/1/A
Turnover and GP Report	x	x	x	x	x	8/1/B
Sales Staff Analysis	x	x	x	x	x	8/1/C
Value Added Tax Report	x	x	x	x	x	8/1/D
Exit	x	x	x	x	x	8/1/0
*(1) Update Bulk Stock		x	x	x	x	8/2
Banking Deposit Slip				x	x	8/3
Banking Date				x	x	8/4
Sales Commission	x	x	x	x	x	8/5
POS Process Batch				x	x	8/6
Exit	x	x	x	x	x	8/0

*1 = Only applicable to POS Systems

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
UTILITIES	X	X	X	X	X	A
PARAMETERS	X	X	X	X	X	A/1
COMPANY/STAFF DATA	X	X	X	X	X	A/1/1
Company Details	X	X	X	X	X	A/1/1/1
Debtor Categories	X	X	X	X	X	A/1/1/2
Sales Ledgers	X	X	X	X	X	A/1/1/3
Sales Staff Data	X	X	X	X	X	A/1/1/4
Technicians Data	X	X	X	X	X	A/1/1/5
Exit	X	X	X	X	X	A/1/1/0
TRANSACTION CODES	X	X	X	X	X	A/1/2
Creditor Codes	X	X	X	X	X	A/1/2/1
Debtor Codes	X	X	X	X	X	A/1/2/2
Exit	X	X	X	X	X	A/1/2/0
PRINTER DETAILS	X	X	X	X	X	A/1/3
Printer Specifications	X	X	X	X	X	A/1/3/1
Supervisor Printers	X	X	X	X	X	A/1/3/2
Work Station Printers	X	X	X	X	X	A/1/3/3
<i>(Only used for Network Versions)</i>						
Cash Slip Headings	X	X	X	X	X	A/1/3/4
Cash Slip/Drawer Cont.	X	X	X	X	X	A/1/3/5
Statement/Inv. Formats	X	X	X	X	X	A/1/3/6
Statement/Invoice Heading	X	X	X	X	X	A/1/3/7
Exit	X	X	X	X	X	A/1/3/0
TAX/INT/DISC RATES	X	X	X	X	X	A/1/4
Value Added Tax	X	X	X	X	X	A/1/4/1
Ad-Valorem Tax	X	X	X	X	X	A/1/4/2
Arrear Interest	X	X	X	X	X	A/1/4/3
Settlement Discnt.	X	X	X	X	X	A/1/4/4
Exit	X	X	X	X	X	A/1/4/0
ACCOUNT NUMBERS	X	X	X	X	X	A/1/5
Cash Sales	X	X	X	X	X	A/1/5/1
General Ledger	X	X	X	X	X	A/1/5/2
Exit	X	X	X	X	X	A/1/5/0
SUNDRY PARAMETERS	X	X	X	X	X	A/1/6
Starting Numbers	X	X	X	X	X	A/1/6/1
Price Rounding	X	X	X	X	X	A/1/6/2
System Passwords	X	X	X	X	X	A/1/6/3
Minimum Margin	X	X	X	X	X	A/1/6/4
Cost Codes	X	X	X	X	X	A/1/6/5
Debtor Title Codes	X	X	X	X	X	A/1/6/6
Special Routines	X	X	X	X	X	A/1/6/7
Cash Voucher Code	X	X	X	X	X	A/1/6/8

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
Batch/Realtime POS	X	X	X	X	X	A/1/6/A
Cash Slip Rounding	X	X	X	X	X	A/1/6/B
Article 11/1G (VAT)	X	X	X	X	X	A/1/6/C
Stock Conv. Factor	X	X	X	X	X	A/1/6/D
Exit	X	X	X	X	X	A/1/6/0
Cheque Printing	X	X	X	X	X	A/1/7
Inhouse Bar Codes	X	X	X	X	X	A/1/8
Stock Conv. Factor	X	X	X	X	X	A/1/A
Exit	X	X	X	X	X	A/1/0
 REBUILD FILES	X	X	X	X	X	A/2
 CREDITORS	X	X	X	X	X	A/2/1
Account File	X	X	X	X	X	A/2/1/1
Purchase Orders	X	X	X	X	X	A/2/1/2
PD Cheques <i>(Post Dated)</i>	X	X	X	X	X	A/2/1/3
Transactions	X	X	X	X	X	A/2/1/4
Memo/Remarks			X	X	X	A/2/1/5
Exit	X	X	X	X	X	A/2/1/0
 DEBTORS	X	X	X	X	X	A/2/2
Account File	X	X	X	X	X	A/2/2/1
Invoice File	X	X	X	X	X	A/2/2/2
Memo/Remarks			X	X	X	A/2/2/3
Sales Orders	X	X	X	X	X	A/2/2/4
Transactions	X	X	X	X	X	A/2/2/5
Rec.Transact's	X	X	X	X	X	A/2/2/6
Exit	X	X	X	X	X	A/2/2/0
 GENERAL LEDGER	X	X	X	X	X	A/2/3
Account File	X	X	X	X	X	A/2/3/1
Batch File	X	X	X	X	X	A/2/3/2
Integration	X	X	X	X	X	A/2/3/3
Transaction File	X	X	X	X	X	A/2/3/4
Check Batch File	X	X	X	X	X	A/2/3/5
Exit	X	X	X	X	X	A/2/3/0
 JOB COSTING			X	X	A/2/4	
Job File			X	X	A/2/4/1	
Job Types			X	X	A/2/4/2	
Requisitions			X	X	A/2/4/3	
Rev. Warranty			X	X	A/2/4/4	
Exit			X	X	A/2/4/0	

	<i>Entry</i>	<i>Basic</i>	<i>Stand</i>	<i>Prem.</i>	<i>Gold</i>	<i>Key Strokes</i>
STOCK	X	X	X	X	X	A/2/5
Memo/Remarks			X	X	X	A2/5/1
Production			X	X	X	A/2/5/2
Stock File	X	X	X	X	X	A/2/5/3
Cardex File	X	X	X	X	X	A/2/5/4
Warehouse File				X	X	A/2/5/5
W/H Stock File				X	X	A/2/5/6
Exit	X	X	X	X	X	A/2/5/0
SUNDRY	X	X	X	X	X	A/2/6
Cheques	X	X	X	X	X	A/2/6/1
Guarantees			X	X	X	A/2/6/2
Tax (VAT)	X	X	X	X	X	A/2/6/3
Cash Slips	X	X	X	X	X	A/2/6/4
Department	X	X	X	X	X	A/2/6/5
Exit	X	X	X	X	X	A/2/6/0
Exit	X	X	X	X	X	A/2/0
Delivery Routes				X	X	A/3
Clear User Log	X	X	X	X	X	A/4
Clear Values	X	X	X	X	X	A/5
Exit	X	X	X	X	X	A/0
Add Business/Company			X	X	X	B
Switch Companies			X	X	X	C
PRINT SPOOL FILE	X	X	X	X	X	D
Picking Slips	X	X	X	X	X	D/1
Invoices/Credit Notes	X	X	X	X	X	D/2
General Reports	X	X	X	X	X	D/3
Statements	X	X	X	X	X	D/4
Labels	X	X	X	X	X	D/5
Quotations	X	X	X	X	X	D/6
Exit	X	X	X	X	X	D/0
Cheque Processing	X	X	X	X	X	E
Login/Logout	X	X	X	X	X	L
End System	X	X	X	X	X	9

NB. All the key strokes in the above list - specify the keys to press starting from the program control menu.

Eg. 7/1/3/5 - From the program control menu - press 7, then 1, then 3 and then 5.

1 INTRODUCTION

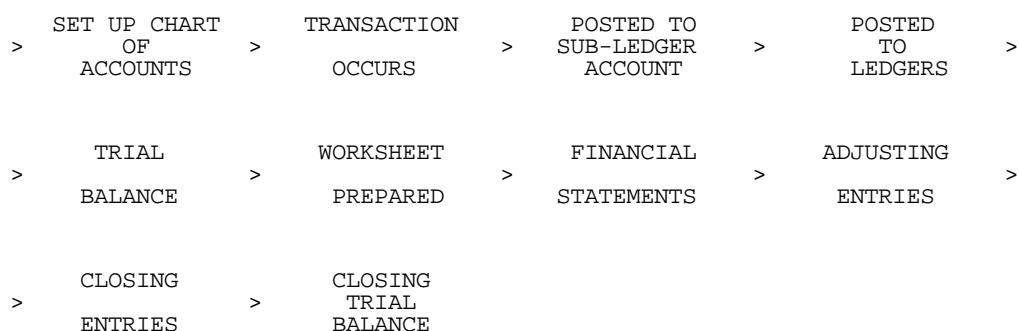
The purpose of this document is to show you how easily you can keep your books with an Automated System. By automating your bookkeeping procedures, you can save a great deal of time and decrease your probability of error. You will be able to accurately determine your financial position at the push of a button.

Following is a chain of events; which follow a simple transaction. Each step will be explained and then you will be able to process transactions and create master file records in the training system that is provided with this document.

List of steps that will be taken to show you how easily an automated accounting system can be implemented.

- 1) Flow of accounting cycle
- 2) Set up chart of accounts
- 3) Transaction occurs
- 4) Posting to sub-ledgers/Journal
- 5) Posting to ledger
- 6) Trial balance
- 7) Worksheet
- 8) Financial statements
- 9) Adjusting entries
- 10) Closing entries
- 11) Closing trial balance
- 12) Overview

1.1 FLOW OF ACCOUNTING CYCLE.



The first thing that must be done in automating your bookkeeping procedures is the setting up of your chart of accounts. In order to do this you must determine the type of transactions you will be making daily. Can a customer charge his invoice? Do you always pay for your purchases in cash or do you sometimes or always charge them? Is your income from sales or service or both?

These questions need to be answered prior to setting up the system. The level of detail to which you break down your accounts is your decision. You can make them as simple or as complex as you require.

Examples of accounts and sub ledgers are CASH, CREDITORS (Accounts payable), DEBTORS (Accounts receivable), RENT EXPENSES, SUPPLIES EXPENSES and REVENUE FROM SALES.

1.2 SET UP CHART OF ACCOUNTS.

On the 1st day of the current month Jack Public opened the ABC Company. The following is a list of accounts that he set up, along with the opening balances. These accounts will be used during the examples that follow.

ACCOUNT	NAME	BALANCE	TYPE
10	Sales	0	Income
20	Cost of Sales	0	Costs
30	Salary	0	Expenses
31	Running Costs	0	Expenses
40	Jack Public (Capital)	10000	Capital
41	Jack Public (Loan Account)	0	Capital
42	Jack Public (Drawing)	0	Capital
50	Bank	4000	Asset
51	Cash	200	Asset
52	Debtors (Accounts Receivable)	0	Asset
53	Stock	5800	Asset
60	Creditors (Accounts payable)	0	Liability
70	Value Added Tax	0	Liability

The above chart of accounts shows the **Drawing** account as part of the capital accounts in the general ledger. This is allowable and is used widely in a manual system, however we recommend that this account be included as an expense account so that it will be included in the closing transfers at financial year-end. If the account is held in the capital section of the ledger, then the closing transfer will need to be data captured by you at year-end.

These accounts can be represented as "T accounts" as follows:

	Jack Public (Capital)	
DEBIT		CREDIT
1/MM/YY O/Balance		10000.00

	Bank	
DEBIT		CREDIT
1/MM/YY O/Balance		4000.00

	Cash	
DEBIT		CREDIT
1/MM/YY O/Balance		200.00

	Stock	
DEBIT		CREDIT
1/MM/YY O/Balance		5800.00

TOTAL	10000.00	10000.00
-------	----------	----------

The Debtors and Creditors ledger accounts represent the net result of the sub-ledger accounts for Debtors and Creditors. The accounts in these sub-ledgers should also be set up.

1.3 TRANSACTION OCCURS.

On the 2nd day of the month, Public purchased R1500.00 worth of stock from his supplier: ACME WHOLESALERS. This price was excluding VAT. He paid R570.00 of the bill with a cheque and put the remaining amount of the bill on his account, to be paid in full at the end of the month.

1.4 POSTING TO SUB-LEDGER ACCOUNT.

The first thing that must be done after a business transaction occurs is the posting of the transaction to the journal and sub-ledger accounts. This should be done as soon as possible. The double entry system will be used, which means that for every debit that is posted, a credit entry must be made. There can be several different accounts involved in a single transaction. The net result of entries for sub-ledgers will be posted as journal entries to the **integration batch** for that sub-ledgers control account.

The date that the transaction occurred must be data captured for each transaction. All journal entries in the integration batch must have the account number, account name, transaction reference and either a debit or credit amount. The journal entries will be generated by the **APAC** system automatically when the transaction is data captured to the sub-ledger accounts (Debtors/ Creditors).

The journal entries that will be generated for the above transaction are:

DATE	ACCT	ACCOUNT NAME	DEBIT	CREDIT
02/MM/YY	53	STOCK	1500.00	
	70	VALUE ADDED TAX	210.00	
	50	BANK		570.00
	60	CREDITORS		1140.00
T O T A L			1710.00	1710.00

- Explanation:
- 1) The debit to stock will increase it.
 - 2) The debit to VAT will increase the input VAT.
 - 3) The credit to bank will decrease it.
 - 4) The credit to creditors will increase it.

The account for ACME WHOLESALERS in the Creditors sub-ledger can be represented by the following T account showing the above transaction.

Acme Wholesalers		DEBIT	CREDIT
2/MM/YY	CHEQUE	570.00	2/MM/YY STOCK VAT

1.5 POSTING TO LEDGER ACCOUNTS.

The journal entries that have been generated need to be posted to the relevant accounts in the general ledger. In the **APAC** system the journal entries are posted to the integration batch at the time of posting to the individual accounts in the sub-ledgers. The purpose of the ledger accounts is to summarise all activity against any account for a given period of time. Each account will contain every transaction concerning the account and the balance before and after the transactions is reported.

STOCK

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
1/MM/YY	BALANCE	5800.00		5800.00	
2/MM/YY	PURCHASE OF GOODS	1500.00		7300.00	

VALUE ADDED TAX

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
2/MM/YY	PURCHASE OF GOODS	210.00		210.00	

BANK

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
1/MM/YY	BALANCE	4000.00		4000.00	
2/MM/YY	PURCHASE OF GOODS		570.00	3430.00	

CREDITORS (ACCOUNTS PAYABLE)

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
2/MM/YY	PURCHASE OF GOODS		1140.00		1140.00

1.6 TRIAL BALANCE.

The purpose of the trial balance is not to provide complete proof of accuracy, but instead to ensure that the debits and credits are equal. An addition error will show up but an error such as posting a transaction twice or failing to post it all together or posting one to the wrong accounts will not be detected on the Trial Balance.

ACCT	ACCOUNT NAME	TRIAL BALANCE	
		DEBIT	CREDIT
10	SALES		12045.00
20	COST OF SALES	9636.00	
30	SALARIES	960.00	
31	RUNNING COSTS	258.00	
40	OWNER CAPITAL		10000.00
41	OWNER LOAN		2882.00
42	OWNER WITHDRAWAL	860.00	
50	BANK	9500.00	
51	CASH	200.00	
52	DEBTORS	1695.00	
53	STOCK	5655.00	
60	CREDITORS		3500.00
70	VALUE ADDED TAX		337.00
TOTAL		28764.00	28764.00

1.7 WORKSHEET PREPARED.

The WORKSHEET is a particular type of working paper employed by accountants as a preliminary to the preparation of financial statements. Its use reduces the possibility of overlooking a need for an adjustment, will provide a convenient means of verifying arithmetic accuracy, and provides for the arrangement of data in a logical form.

A standard WORKSHEET has a column for account titles and eight money columns, arranged in four pairs of debit and credit columns. The principal headings of the four sets of columns are:

- | | |
|------------------|---------------------|
| 1) Trial balance | 3) Income statement |
| 2) Adjustments | 4) Balance sheet |

ACCOUNT NAME	TRIAL DEB	BALANCE CRD	ADJUSTMENTS DEB	INCOME DEB	ST CRD	BALANCE DEB	SHEET CRD
10 SALES		12,045				12,045	
20 COST OF SALES	9,636				9,636		
30 SALARY	960				960		
31 RUNNING COSTS	258		175		433		
40 OWNER CAPITAL		10,000					10,000
41 OWNER LOAN		2,882					2,882
42 OWNER WITHDRAWAL	860					860	
50 BANK	9,500			337		9,163	
51 CASH	200			175		25	
52 DEBTORS	1,695					1,695	
53 STOCK	5,655					5,655	
60 CREDITORS		3,500					3,500
70 VALUE ADDED TAX		337	337				
	29,764	29,764					
NET INCOME			512	512	11,029	12,045	17,398
					1,016		1,016
						12,045	12,045
						17,398	17,398

1.8 FINANCIAL STATEMENTS.

The purpose of the Income Statement is to reflect the net income amount for a given accounting period. This is done by simply subtracting the total revenue for the period from the sum of all expenses incurred. The net income determined on the Income Statement is carried over to the Capital Statement.

ABC Company Income Statement For Month Ended dd month, YYYY	
Sales	12,045.00
Costs:	
Cost-of-Sales	9,636.00
Total Costs	9,636.00
Gross Income	2,409.00
Expenses:	
Salaries	960.00
Running Costs	433.00
Total Expense	1,393.00
Net Income	1,016.00

The purpose of a Capital Statement is to reflect the changes in capital of a business entity that have occurred during any accounting period. This is done by taking the Opening Capital, adding the net income, and subtracting out any withdrawals that have occurred resulting in the Closing Capital amount. This amount is carried over to the Balance Sheet.

ABC Company Capital Statement For Month Ended dd month, YYYY	
Capital, 01 month, YYYY	10,000.00
Net Income	1,016.00
Less withdrawals.	860.00
Increase in capital	156.00
Capital, 01 month, YYYY	10,156.00

The purpose of the Balance Sheet is to give a list of assets, liabilities and capital for a business entity as at a specific date, usually at the end of a month. The document will also serve the purpose of ensuring that the sum of all liabilities plus the owner's capital is equal to the sum of all assets. This may also be reflected as the total capital equal to the sum of the assets less the sum of the liabilities.

ABC Company Balance Sheet For Month Ended dd month, yyyy	
Capital Employed	
Public Jack, capital	10,156.00
Public Jack, loan capital	2,882.00
Total capital	13,038.00
Assets	
Bank	9,163.00
Cash	25.00
Debtors	1,695.00
Stock	5,655.00
Total assets	16,538.00
Liabilities	
Creditors.	3,500.00
Total liabilities.	3,500.00
Sum of Assets less Sum of Liabilities	13,038.00

1.9 ADJUSTING ENTRIES.

At the end of an accounting period the adjusting entries appearing in the worksheet are recorded in the journal and posted to the ledger, bringing the ledger into agreement with the data reported on the financial statements. The adjusting entries are dated as at the last day of the accounting cycle, even though they are usually recorded at a later date.

In this example the adjusting entries dealt with running costs, value added tax, bank and cash accounts. This was due to a petty cash entry and a cheque that were not data captured and only detected after the cut-off date for closing the books.

DATE	ACCT	ACCOUNT NAME	DEBIT	CREDIT
DD/MM/YY	31	RUNNING COSTS	175.00	
	51	CASH		175.00
		PURCHASED STATIONERY		
	70	VALUE ADDED TAX	337.00	
	50	BANK		337.00
		PAID RECEIVER		
	T O T A L		512.00	512.00

Explanation: 1) The debit to running costs will increase it.
 2) The credit to cash will decrease it.
 3) The debit to VAT will decrease it.
 4) The credit to bank will decrease it.

RUNNING COSTS

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY	BALANCE	258.00		258.00	
30/MM/YY	PURCHASE STATIONERY	175.00		433.00	

CASH (PETTY)

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY	BALANCE	200.00		200.00	
30/MM/YY	PURCHASE STATIONERY		175.00	25.00	

VALUE ADDED TAX

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY	BALANCE		337.00		337.00
30/MM/YY	PAID RECEIVER	337.00		0.00	

BANK

DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY	BALANCE	9500.00		9500.00	
30/MM/YY	PAID RECEIVER		377.00	9163.00	

1.10 CLOSING ENTRIES.

The income, cost-of-sales and expense accounts are only temporary accounts which are used to classify and summarise changes in capital during the accounting period. At the end of the period the net effect of the balance in these accounts is recorded in a permanent account (*Undistributed Profit/Loss*). The balances must also be removed so that they will be ready for use in the

accumulation of data in the next accounting period. This is accomplished by a series of entries called CLOSING ENTRIES. The example that is shown here does not include an Undistributed Profit/Loss account and as there is only one shareholder the Owners Capital account will be used for closing transfers.

	DATE	ACCT	ACCOUNT NAME	DEBIT	CREDIT
DD/MM/YY		10	SALES		
		40	OWNER CAPITAL	12045.00	12045.00
		40	OWNER CAPITAL	9636.00	9636.00
		20	COST-OF-SALES		
		40	OWNER CAPITAL	960.00	960.00
		30	SALARIES		
		40	OWNER CAPITAL	433.00	433.00
		31	RUNNING COSTS		
			T O T A L	23074.00	23074.00

SALES

	DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY		BALANCE		12045.00		12045.00
30/MM/YY		CLOSING TRANSFER	12045.00		0.00	

COST-OF-SALES

	DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY		BALANCE		9636.00		9636.00
30/MM/YY		CLOSING TRANSFER	9636.00	9636.00	0.00	

SALARIES

	DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY		BALANCE		960.00		960.00
30/MM/YY		CLOSING TRANSFER	960.00	960.00	0.00	

RUNNING COSTS

	DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY		BALANCE		433.00		433.00
30/MM/YY		CLOSING TRANSFER	433.00	433.00	0.00	

OWNER CAPITAL

	DATE	NARRATIVE	DEBIT	CREDIT	BAL DBT	BAL CRD
DD/MM/YY		BALANCE		10000.00		10000.00
30/MM/YY		SALES		12045.00	22045.00	
		COST-OF-SALES	9636.00		12409.00	
		SALARIES	960.00		11449.00	
		RUNNING COSTS	433.00		11016.00	

The above entries exclude the Owner Drawing Account and the journal entries to transfer the balance will have to be manually captured. The training session that follows this simulation will include journal entries. For the closing trial balance the assumption is made that the closing transfer for the drawing account has been processed.

1.11 CLOSING TRIAL BALANCE.

The final procedure of the accounting cycle is a closing trial balance. The purpose of this step is to ensure that the ledger is in balance at the beginning of the new accounting cycle. The items on the closing trial balance should correspond exactly with those reported on the balance sheet.

ABC Company Trial Balance For Month Ended dd month, yyyy		
Public Jack, capital		10,156.00
Public Jack, loan capital.		2,882.00
Bank	9,163.00	
Cash	25.00	
Debtors	1,695.00	
Stock	5,655.00	
Creditors.		3,500.00
	16,538.00	16,538.00

1.12 OVERVIEW.

We sincerely hope that you found this example educational. Keep in mind that this is a scaled down version of the activity of any business.

The **APAC** accounting and management system simplifies the above procedures and the exercises that are included throughout this manual have been designed to go into more depth, with you actually data capturing new accounts in the sub-ledgers and general ledger. In addition there are examples of transactions that you will input into the training system.

There are audit trails and various reports that you will be required to print.

At the end of the exercises you will have used the system extensively and should be able to operate the **APAC** system with confidence.

NB. To use the tutorial that is included in this manual, the **APAC accounting and management system** must have been installed on your hard disk drive.

2 INSTALLATION

2.1 DOS INSTALLATION

Switch the computer on.

Wait for the DOS prompt. (**C>**) If the computer has a menu loaded automatically it will be necessary to exit from the menu to the DOS prompt. To ensure that the system is in the Root directory, enter and press the **ENTER** key.

HARD-DISK SYSTEMS:

The letter "C" normally identifies the hard disk drive unit.

If the system is on a Network using Novel then "F" identifies the hard disk.

Insert disk 1 of the APAC accounting system into the floppy/stiffy drive depending on the type of drive that is installed.

Log onto the floppy or stiffy drive by keying in the drive designation (**A:**) and press the **ENTER** key. The DOS prompt should change to **A>**.

Key in the following command **INSTALL A C** and press the Enter key. This is normally the command for installing on a stand-alone system with one floppy/stiffy drive and one hard disk drive. The letters **A** and **C** would change if the source (floppy/stiffy) drive was not the **A** drive and/or the destination (hard disk) drive was not the **C** drive.

The install procedure will display a message on the screen requesting you to verify that the disk drive designations are correct before continuing with the installation.

Follow the instructions that appear on the screen.

When the following screen appears you have the choice to amend your system files.

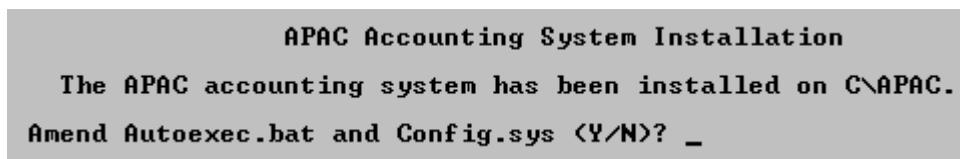


Figure 2-1: Amend Autoexec.bat and Config.sys

If NO is chosen, then these files will have to be manually amended. YES will automatically amend the AUTOEXEC.BAT and CONFIG.SYS files. (**See SYSTEM FILES**)

The installation procedure will search your system and if the Directory "WINDOWS" is present, it will automatically install to windows.

When the system has been successfully installed the installation procedure will display the completed message on the screen and you will be in the **APAC** directory or in the **APAC** window if you've installed it from **WINDOWS**.

- The disks supplied contain demonstration files and these will have been installed by the installation procedure and may be used for training and to familiarise yourself with the **APAC SYSTEM**.
- The demonstration files use the system identification **DEM**.

NB: The disks contain an update procedure for updating an existing system to the latest programs. To update an existing system follows the above procedure, but replace the command **INSTALL** with **UPDATE**. Do not use **INSTALL** on an existing system as this will result in the loss of data files.

2.2 SYSTEM FILES

When you installed APAC you were asked if the system files had to be changed. YES automatically edited the AUTOEXEC.BAT and CONFIG.SYS FILES.

The **CONFIG.SYS** file needs the files command to specify at least 100 files for the system to be able to run. (**FILES=100**).

The **AUTOEXEC.BAT** file needs the following line inserted. **SET COBDIR=<drive>\APAC.**

If NO was entered you have to use the edit program supplied by MSDOS, or some other text editor.

THE AUTOEXEC.BAT AND CONFIG.SYS SYSTEM FILES

The autoexec.bat and config.sys files are used by the operating system to set up various environment parameters and to reserve space for certain functions carried out by the operating system.

The above files may be edited using the MS DOS *Edit* program, which is in the DOS sub-directory on the hard disk. All DOS versions, since 3.3 have been released with this program.

To edit these get to the DOS prompt on the **C** drive and make sure that you are on the root directory by keying in the following **CD** and press the **ENTER** key. When the **C:>** prompt appears on the screen the following commands should be entered to edit these files.

\DOS\EDIT AUTOEXEC.BAT or \DOS\EDIT CONFIG.SYS

The details of the file will appear on the screen and you are then able to amend or add to these details.

Following is an example of an autoexec.bat file:

```
@ECHO OFF  
PATH C:\DOS;C:\WINDOWS;C:\  
prompt $p$g  
SET TEMP=C:\DOS  
LH C:\DOS\SHARE.EXE /I:500 /F:5100  
lh DOSKEY  
lh \dos\mouse  
lh \mouse\cpanel
```

The line **SET COBIR=C:\APAC** should be inserted into the autoexec file. The arrow keys may be used to move the CURSOR up, down, left or right.

```
@ECHO OFF  
PATH C:\DOS;C:\WINDOWS;C:\  
prompt $p$g  
LH C:\DOS\SHARE.EXE /I:500 /F:5100  
lh DOSKEY  
lh \dos\mouse  
lh \mouse\cpanel  
SET COBDIR=C:\APAC
```

To move to the menu bar at the top of the screen the **Alt** key together with the **first letter** of the menu bar options should be pressed. To save the changes that have been made press the **ALT** and **F** keys and the file menu will be displayed.



Figure 2-2: Edit Program screen

Press the **S** key to save the amended file.

Press the **ALT** and **F** keys.

Press the **X** to exit.

Following is an example of a config.sys file:

```

DEVICE=C:\DOS\HIMEM.SYS
DEVICE=C:\DOS\EMM386.EXE NOEMS I=B000-B7FF WIN=B500-B7FF WIN=B200-B4FF
BUFFERS=80,0
FILES=40
DEVICE=C:\DOS\SETVER.EXE
DEVICE=C:\DOS\ANSI.SYS
REM DEVICE=C:KEYSTACK.SYS
REM SHELL=C:\4DOS.COM /p
DOS=HIGH,UMB
DEVICE=C:\DOS\SMARTDRV.EXE /DOUBLE_BUFFER
STACKS=9,256

```

The line FILES=40 should be amended to read FILES=100. The arrow keys may be used to move the CURSOR up, down, left or right.

```

DEVICE=C:\DOS\HIMEM.SYS
DEVICE=C:\DOS\EMM386.EXE NOEMS I=B000-B7FF WIN=B500-B7FF WIN=B200-B4FF
BUFFERS=80,0
FILES=100
DEVICE=C:\DOS\SETVER.EXE
DEVICE=C:\DOS\ANSI.SYS
REM DEVICE=C:KEYSTACK.SYS
REM SHELL=C:\4DOS.COM /p
DOS=HIGH,UMB
DEVICE=C:\DOS\SMARTDRV.EXE /DOUBLE_BUFFER
STACKS=9,256

```

To move to the menu bar at the top of the screen the **Alt** key together with the **first letter** of the menu bar options should be pressed. To save the changes that have been made press the **ALT** and **F** keys and the file menu will be displayed.

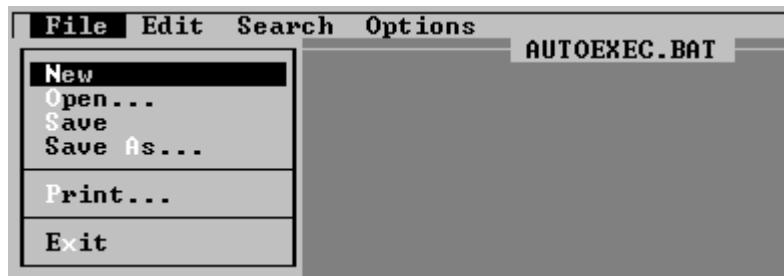


Figure 2-3: Edit Program screen

Press the **S** key to save the amended file.

Press the **ALT** and **F** keys.

Press the **X** to exit.

The system must be restarted after these files have been amended so that the necessary environment changes can be implemented.

Please note that the above are examples of the autoexec.bat and config.sys files. Only change the lines that need to be changed (FILES & SET COBDIR).

NB If you intend to use more than one directory for the APAC System, then it would be advisable to use **SET COBDIR=.** instead of **SET COBDIR=C:\APAC** as the '.' references the current directory, allowing you to operate from within any directory on the system as long as the full set of library and DLL files are loaded into that directory.

3 STARTING PROCEDURES

When the system has been installed on the hard disk in the directory APAC, the system can be started by entering the relevant instructions into a menu or by keying in the instructions manually. The alternate way to start up is to write a bat file for the execution of the run command. (**See "CREATING A BAT FILE"**)

The instructions to start the system are:

C>CD\APAC and press the Enter key. (The path may be something other than APAC.)

The next instruction depends on the system that has been installed. If an extended memory manager such as **EMM386.EXE** has been loaded, then the command **APAC** in the following examples must be replaced with **APACEMM**.

3.1 SINGLE USER SYSTEM

For a single user system with no additional features:

C>APAC APACMENU and press the Enter key.

For a single user system without a cash drawer attached that requires the cash sales balanced separately and calculation of change:

C>APAC APACMENU * 1 and press the Enter key.

The same format is used for a single user system that has a cash drawer attached:

C>APAC APACMENU * 1 and press the Enter key.

3.2 NETWORKING SYSTEM

For a networking system, the supervisor computer must be started with one of the following instructions:

F>APAC APACMENU and press the Enter key (if no cash drawer is attached)

OR

F>APAC APACMENU * DD and press the Enter key (if a cash drawer is attached or cash drawer control with no cash drawer is required)

DD = Cash draw number in the range 01 to 40.

3.3 WORKSTATIONS

The supervisor must sign on before any of the Work Station instructions can be entered at any of the network computers.

F>APAC APACTERM * ?,XXX,TTT,DD,P

? = Disk identification. Usually F' or G' for a Network system.

NB. L must not be used as the Network drive as it is used to indicate that a work station is off line and is currently running on the local drive.

XXX = System identification code for data files normally "APC".

TTT = Work station identification. (Number).

Each workstation must have a unique identification code. This code must not be the same as the user code that is used by the supervisor and should be numeric in the range 001 to 110. (This number may be larger if the **APAC** system for huge networks has been installed). This code is used, as an extension to recovery and work files that are used during any processing by this workstation.

DD = Cash draw number in the range 01 to 40.

This must be carefully monitored, as each cash draw must have a unique number. (This number may be larger if the APAC system for huge networks has been installed).

P = This indicator is used to specify the function of this Work Station.

N: Cash Sales only (Tally roll slips)

Y: Cash Sales as well as other functions will be allowed on this Work Station.

3.4 APAC BAT FILE:

The **APAC.BAT** file is just a quick way of start up APAC every time you want to get into the system.

3.4.1 CREATING A BAT FILE

To create the (**APAC. Bat**) file get to the DOS prompt on the C drive and make sure that you are on the root directory by keying in the following **CD** and press the **ENTER** key. When the **C:>** prompt appears on the screen the following commands should be entered: **\DOS\EDIT APAC.BAT** and press the **ENTER** key.

Key in the following lines:

```
@ echo off  
cd\Apac>nul  
cls  
apacemm apacmenu  
cd\>nul
```

To move to the menu bar at the top of the screen press the **ALT** key together with the first letter of the menu bar options.

To save the commands that have been entered press the **Alt** and **F** keys simultaneously and the file menu will be displayed.

Press the **S** key to save the amended file.

Press the **X** to exit.

The **APAC Bat** file is now created and it is only necessary to type in **APAC** at the **DOS PROMPT** to start your **APAC** system.

The above **Bat File** is for a single user system only. APACEMM APACMENU would have to be replaced by the correct executable file. (**See “STARTING PROCEDURES” FOR VARIOUS OPTIONS, choose option that is required for your specific needs.**)

!!! DO NOT USE ‘L’ AS THE HARD DRIVE FOR THE APAC SYSTEM.

4 DATA ENTRY

4.1 GENERAL RULES

The following section describes the general procedure of data entry used in all **APAC ACCOUNTING and BUSINESS MANAGEMENT SYSTEMS**.

1. THE CURSOR

The **CURSOR** is a flashing hyphen on the screen. This is the position at which the next character will be displayed.

2. THE ENTER KEY

The **ENTER KEY** denotes the end of a data entry. The **ENTER KEY** in this manual is denoted by a wide downward arrow which points to the left. If the maximum FIELD size has been used, the program accepts the entry automatically, and depressing the **ENTER KEY** is not necessary.

A date entry might use the following 8-digit entry- DDMMYYYY. That for example are: 2 digits for the day (01, 12 or 20), 2 digits for the month (01, 05 or 12) and 4 digits for the year. Once the last digit of the year has been keyed, the program will automatically accept the date and continue execution. If a name field of 4 characters is to be keyed and the name field allows for 30 characters, the **ENTER KEY** must be depressed after the last character has been entered.

If there is more than one field on the screen that must be entered, then the cursor is moved to the next field by pressing the **TAB KEY**.

3. MS-DOS (*Registered trademark of Microsoft Corporation*)

This is the operating system used by the computer. When the computer is switched on, **MS-DOS** is loaded automatically and in turn loads the Business system into memory. When **MS-DOS** has been loaded the following prompt is displayed:

?>

? denotes the current disk drive the USER is logged-on to.

4. DIR

This command displays the directory of a disk on the screen. A directory listing can only be taken from the MS-DOS prompt.

5. OPTIONAL FIELDS

Optional fields (fields, which are not required,) can be skipped by depressing the **TAB KEY**. This will set numeric fields to 0 and alphanumeric fields to blanks.

6. DEFAULTS

A default value is a value, which is automatically inserted, if a value is not keyed. Depressing the **TAB KEY** produces a default value.

The **ENTER KEY** can be depressed to answer YES **(Y)** or NO **(N)** questions by default. Where the default is used, the default in APAC systems is YES for 'YES or NO? ' questions. In many cases the USER is prompted by the following message: CORRECT **ENTER - N IF INCORRECT**. If the USER wishes to make changes **N** should be depressed. The cursor will be positioned at the first field of the screen to allow for amendments.

7. NUMERIC FIELDS

A decimal point must be entered if the digits to the right of the decimal point are not zero. A comma or space within a number is invalid. The following examples are invalid:

(1 234.23 - 1,234,456.12 - 1,23)

All edited numeric fields are preceded by . (periods) for all leading zeros. As each number is keyed, it is moved to the left and the **CURSOR** remains under the decimal point. Once the decimal point is keyed, the **CURSOR** will move to the right of the decimal point and allow for the decimal portion of the number to be keyed in.

Example: Selling Price >....0.00< is displayed on the screen and the **CURSOR** is positioned under the first 0.

The display is as follows:0.00

If the value to be keyed in is 12.49.

Press the 1.

The display changes to:1.00

Press the 2.

The display changes to:12.00

Press the decimal point (.).

The display changes to:12.00

Press the 4.

The display changes to:12.40

Press the 9.

The display changes to:12.49

Example: Date: .0/00/0000 is displayed on the screen and the **CURSOR** is positioned under the first 0.

The display is as follows .0/00/0000

The date to be keyed is the 2nd March 1999. (02031999).

Press the 2.

The display changes to: .2/00/0000

Press the 0.

The display changes to: .2/00/0000

Press the 3.

The display changes to: .2/03/0000

Press the 1.

The display changes to: .2/03/1000

Press the 9.

The display changes to .2/31/900

Press the 9.

The display changes to .2/31/990

Press the 9.

The display changes to .2/31/999

Press the **TAB** or **ENTER** key. The display changes to: 2/03/1999

8. GENERAL FIELDS

Care must be taken when keying data. Keying more than the permitted digits in a field will cause the cursor to skip to the next field.

When the User is requested to enter data, all general fields will display ... (periods) in trailing character positions that have not as yet been keyed in. (Creation or Amend - Data entry).

Example: **Description** The data to be keyed in is:
FLOPPY DISK

As each character is entered the **CURSOR** will move to the right one position and after having keyed in 'FLOPPY' the display will be as follows:

Description FLOPPY

When all the data has been entered and the USER presses either the **ENTER** or **TAB KEY** the display will be as follows:

Description FLOPPY DISK

If the field is only being displayed on the screen, then the trailing positions will be left blank. (i.e. Enquiries or when a field is displayed for confirmation)

9. UPPER AND LOWER CASES

Most data will be accepted if keyed in **UPPER AND LOWER CASES**. Some fields such as LANGUAGE, NAMES or fields used for Lookup of data will be converted to an UPPER case character by the system before writing it to disk.

10. PROGRAM MENUS

All programs in this Business System are accessed directly from a number of **PROGRAM MENUS**. Menus increase the efficiency of a computer system by displaying all available options by means of a unique number or letter, thus reducing key-in errors.

The program only responds to the indexing of those numbers/letters displayed on the screen menu. Certain options automatically load a Sub-menu providing further choices. Selection from a Submenu is made in the same way as from a Main menu.

All letter choices from the menus may be keyed in UPPER or LOWER CASE.

The menus are displayed in windows. The main selection window appears in the centre of the screen and is the **PROGRAM CONTROL** window. If an option is selected from this window the first menu window for the option selected will be displayed to the left of this window and then becomes the active window.

When an option from one of these windows is selected the system will either load a program or display additional selections in the next active window which will be displayed to the right of the window in which the option was selected.

The next active window will always appear to the right of the current active window when a selection is made that contains additional options.

If the exit option or escape key is pressed, the system will return to the previous window, which then becomes the active window again.

Pressing the key that represents the option required makes the selection of a module. This character appears to the left of the option description in each window and is highlighted.

The option required can also be selected by using the up and down arrow keys, which will display each option in reverse video on a rotation basis. If the **ENTER** key is pressed the option currently displayed in reverse video will be the option selected.

The system also allows for the use of a mouse which may be used as a point and click within the active window. The mouse may also be used to point to the highlighted options at the bottom of the screen that can then be selected by pressing one of the mouse keys.

11. SYMBOLS

Data items must not start with a space or any other symbol. Numbers may be preceded by a minus (-) symbol.

4.2 SPECIAL KEYS

This system allows the use of the following special keys.

1. BACK TAB KEY

If the screen contains more than one field, that must be keyed in, then the backward **TAB** (**←**) key must be pressed to move to the previous field.

2. FORWARD TAB KEY

If the screen contains more than one field, that must be keyed in, then the forward **TAB** (**→**) key must be pressed to move to the next field.

3. LEFT ARROW KEY

Moves the cursor one character to the left without deleting any character. Pressing the **CONTROL** and "H" keys together will perform the same function.

4. RIGHT ARROW KEY

Moves the cursor one character to the right without deleting any characters. Pressing the **CONTROL** and "F" keys together will perform the same function.

5. ESC KEY

The **ESCAPE** key allows the **USER** to exit from most screens in the system. In some instances the **CURSOR** will move to the previous data field. When printing reports, the **ESCAPE** key may be used to terminate printing.

6. CLEAR KEY

If data has been keyed into a field and the **USER** wants to make changes to that field and the whole field has to be physically overwritten with new data. It is best to delete the contents of the field by pressing the **CONTROL** and "X" keys together or the **CONTROL** and "Z" keys will perform the same function. Pressing the **CONTROL** key and "A" key together will reinstate the field that was cleared. It is recommended that the "Z" key be used, as the "C" key is next to the "X" key and it is used by **Ms-Dos** to terminate a program.

7. BACKSPACE KEY

Moves the cursor one character to the left and deletes any character that is in that position. The character that was in that position previously will be re-inserted. If the insert has been enabled, the data to the right of the cursor will be moved one character to the left.

8. INSERT KEY

The **insert** key can be used to enable inserting of data into a field without having to re-key the entire field. Pressing the insert key again disables the inserting of data. When inserting is enabled, an "I" will be displayed in the bottom right hand corner of the screen.

9. DELETE KEY

The **delete** key can be used to delete the character that is at the **CURSOR** position. Pressing the **CONTROL** and "Y" keys together will insert the character that was last deleted and if they are pressed again the previous character that was deleted will be inserted etc.

10. HOME KEY

The **home** key can be used to move the cursor to the beginning of the field that is being edited/entered.

11. END KEY

The **end** key can be used to move the cursor to the end of the field that is being edited/entered.

12. CHANGE CASE

To change a character from upper to lower case or visa versa, press the **CONTROL** and **F** keys together and the character at the cursor position will be changed and the cursor will move to the next character position.

13. CLEAR TO END OF FIELD

If the field is to be cleared from the cursor position to the end of the current field, the **CONTROL** and **Z** keys must be pressed together.

14. CLEAR TO END OF SCREEN

If the details are to be cleared from the cursor position to the end of the screen, the **CONTROL** and **END** key are pressed together. This function will only clear the fields within the screen and not the screen layout.

15. CLEAR SCREEN

To clear all the fields in a screen press the **CONTROL** and **HOME** keys together. The screen layout is not cleared, only the fields in the screen will be cleared.

5

STARTING A NEW SET OF BOOKS

Following are the procedures that have to be performed to set up your company books from scratch.

For detailed information of all the other functions refer to the section “**RUN THE SYSTEM**” later in the manual.

5.1 STARTING THE SYSTEM

Use one of the batch files that were installed by the installation procedure. If a path other than APAC has been used, then where ever the path APAC appears in these batch files be sure to replace it with the correct path name.

RUNAPAC ? Where ? is the disk drive letter on which the **APAC** system resides. (This batch file will start the supervisor terminal or a stand-alone system.)

APACDRAW ? Where ? is the disk drive letter on which the **APAC** system resides. (This batch file will start the supervisor terminal or a stand-alone system with cash drawer number attached)

WRKST001 ? Where ? is the disk drive letter on which the **APAC** system resides. (This batch file will start workstation number 1 on a network for the system (identification **APC** and cash drawer number 1.)

These batch files may be copied and/or modified to run any workstation or stand alone system.

Include the necessary commands in the **AUTOEXEC.BAT** file so that the system will be loaded and run when the computer is powered up.

Enter the required commands into a menu system and select the option in the menu that will load and run the **APAC** system.

Set-up the system to be run from windows as previously discussed in this manual and starts the system by selecting the program icon. The **APAC** start up screen will be displayed.

APAC START UP SCREEN

The package name and version number is displayed on the screen

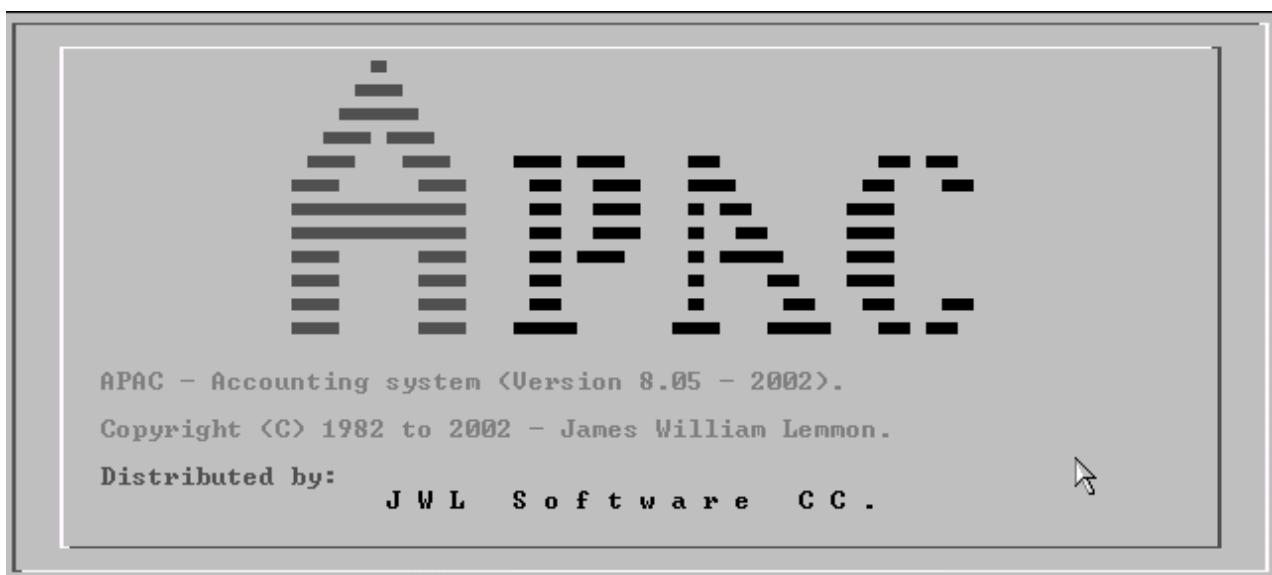


Figure 5-1: APAC Startup Screen

The above display will remain on the screen for a short while or until a key is pressed, after which the terms, conditions and copyright screen will be displayed.

APAC TERMS AND CONDITIONS SCREEN

| 1/01/2002 |

```
APAC - Business System (Version 2002).
Copyright (C) 1982 - 2002 JW Lemmon.
This SOFTWARE is used under licence to JWL Software CC.
It is a contravention of the copyright law to:
    USE this SOFTWARE without registering it.
    HAVE additional copies other than your WORKING & SECURITY disks.
    USE the SOFTWARE on more than one computer or for more than one
        Business.
The SOFTWARE remains the property of James W Lemmon.
```

```
Do you accept these conditions (Y/N) _
```

Figure 5-2: APAC Terms and Conditions Screen

Do you accept these conditions (Y/N) Press Y to accept the conditions.

Company Identity Code ?

Key in the company identity code of the system that is going to be accessed during this session. (e.g.: **DEM** for the demonstration system). Pressing the **F2** function key will list the existing company codes together with the company name.

There are two pre-installed sets of data files when the APAC accounting is first installed. **DEM** for the demonstration system and **TRN** for the tutorial system.

The company name is displayed and confirmation is required by the system that the run is to continue. The message "**ENTER** if correct - **N** if incorrect" is displayed. If correct company (system) has been selected press the **ENTER** key. Pressing the **N** key will allow for the system identification to be re-entered. (e.g. DEM)

When the company/system identity code has been keyed in the system requests that the work station number/code must be keyed in.

Work Station id DEM

Unless a recovery is to be run for one of the work stations on a network, press the ENTER key, if a recovery is to be run for a work station, then key in the number of that work station.



Figure 5-3: System Control Menu

This is the first menu in the system that is displayed for either the supervisor on a network system or the USER of a single USER system.

OPTION 1: This option is used to run the APAC accounting system.

OPTION 2: This option will load the special routine menu.

OPTION 9: This option will exit to the OPERATING SYSTEM.

Pressing the key preceding the "Option" description makes the selection of a routine and the system will then load the routine described. The 'Enter' key must not be pressed after the option key has been pressed. The system will accept lower or upper case characters and will ignore any character that does not precede one of the option descriptions available.

An option may also be highlighted using the up or down arrow keys or by pointing to it with the mouse and pressing one of the mouse keys. The mouse pointer may be placed on the up or down arrow characters at the bottom of the screen and by pressing one of the mouse keys, the highlight bar will move in the direction of the arrow that has been selected.

An option that has been highlighted may be selected by pressing the ENTER key or pointing to the highlighted option or the <Enter> on the bottom line of the screen with the mouse and pressing one of the mouse keys.

For details of options 1 refer to the selection "Run the System" later in this manual.

SPECIAL ROUTINES MENU.

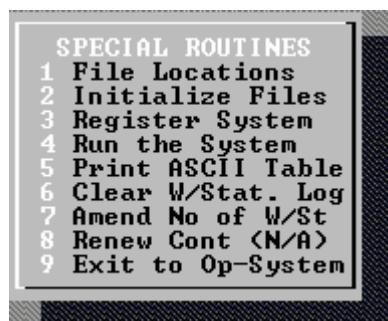


Figure 5-4: Special Routines Menu

Most of the options on this menu are used only when the system is first installed or when the system is registered.

On a network system option 6 is used only after a power failure or some other error has occurred and it is necessary to determine which work stations, if any, will require a recovery.

Option 4 (Run System) is normally the only option that will be used on this menu.

FILE LOCATIONS OPTION 1:

This routine enables the USER to specify the Disk drive that will be used for the APAC system and must be run before initialising the files. The following details will be displayed on the screen if this option is selected.

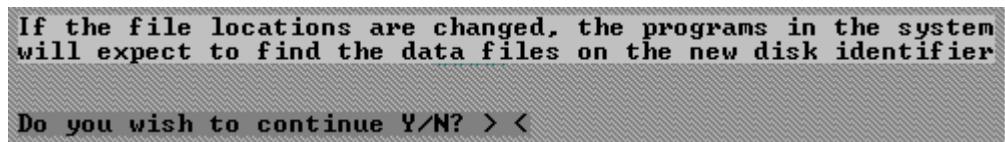


Figure 5-5: File Location change (Confirmation) Screen

This screen warns the USER to be cautious and allows for him or her to key in an 'N' to exit from the routine without updating the disk drive identification of the data files.

If the USER responds with a 'Y' the system will display the file location input screen, which will allow him or her to amend the file location of the data files.

Keying in an 'N' will allow the User to correct or re-key the disk drive location for the data files.

Keying in a 'Y' will result in the system updating the disk drive location in the control record.

5.2 INITIALISE FILES (OPTION 2)

This routine is used to INITIALISE the System files and a PASSWORD will be required if a registered system is to be 'initialised'. If this option is selected the following is displayed on the screen.

Are you sure (Y/N)? >N<

The default option for this screen is N' and the system will return to the previous menu, if the **ENTER** key or **N'** is pressed. The system allows the user to exit to the SYSTEM MENU. If a **Y** is entered the following screen is displayed.

Key in date (DDMMCCYY) 10/03/1999

The USER must key in the current run date. The date must be keyed in DDMMYYYY format.

After the date has been entered and the system has validated this date, the serial number / code will be displayed on the screen. All new systems are issued with a serial number **XXXXXXX** and the USER should contact the number indicated on the registration card at this stage if a registered system is to be initialised. The installation procedure can be continued and will operate for 65 days if not registered. (**See section "To register system at a later date"**)

If the serial number is left as **XXXXXXX**, an **evaluation system** will be initialised.

Registration No.: **XXXXXXX**
Work Stations : **0**

Key in the serial number that has been assigned or press the **ENTER** key to accept the evaluation serial number. When the serial number has been keyed in the system will display the following message.

Correct ENTER - N if incorrect

The serial number that has been keyed in may be changed by pressing the **N** key in response to the above message.

DEMONSTRATION/EVALUATION SYSTEM

The following represents the procedure that would be followed if the evaluation serial number (XXXXXXX) has been entered. For details of a registered system, see REGISTERED SYSTEM later in this manual.

The following message will be displayed on the screen and if **N** is pressed, the system will exit from the 'initialise' files routine.

Demonstration system will be created
Do you wish to continue (Y/N)

If the **Y** key is pressed in response to the above question, the system will proceed, by displaying the following line on the screen and allowing the name of the company / business to be data captured.

Company Name

The following message will be displayed on the screen and if **Y** is pressed, your stock will be recorded on a **CARDEX** file.

Record stock sales on a CARDEX file Y/N [N]

To update quantities on a priced item press **Y**.

Update quantities on a PRICED item Y/N [N]

If **Y** is pressed you will be able to put in the data of a customer paying with a cheques.

Use the BANK DEPOSIT module Y/N [N]

Pressing the **Y** or **ENTER** key in response to the next question will cause the system to prompt you when data capturing sales (Cash sales or Invoicing).

Use PROMPTS with sales Y/N [Y]

The company / business name is keyed in and the **ENTER** key is pressed. The system will begin '**Loading Initialise System**'.

The 'initialise' programs will be loaded for each module that has been installed and as each file is initialised or updated, the relevant details will be displayed on the screen.

REGISTER SYSTEM

Registration No: 9501010

When the serial number has been keyed in, the system will display the following message.

Correct ENTER - N if incorrect

The serial number that has been keyed in may be changed by pressing the **N** key in response to the above message. The system will display a number that has been calculated and then request a password to be entered if the **Y** key is pressed.

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Password *****

Note the Date and the Number then contact the number that is shown on the registration card that was received with the system to obtain the PASSWORD. Once the correct PASSWORD has been keyed the following line is displayed:

Company Name

NB. EACH TIME THE FILES ARE INITIALISED A DIFFERENT PASSWORD WILL APPLY.

If an invalid Password is indexed, the program will allow initialisation of a DEMONSTRATION SYSTEM.

Company Name

The name of the company, for which the system is being installed, should be keyed in.

Company Name THIS IS A LIVE SYSTEM

If the System files have been created previously the System will request confirmation that the files are to be recreated.

Initialize again (Y/N) Y

Keying **N** causes the system to return to the **SYSTEM MENU**. The 'initialise' programs will be loaded for each module that has been installed and as each file is initialised or updated, the relevant details will be displayed on the screen. It is advisable to create a DEMONSTRATION system and use the files for training purposes.

The APAC system is limited by the amount of available Disk space. The Debtor, Stock, Creditor, General Ledger, Index, Order, Job Costing, Audit and transaction files will expand as required. After initialising the files it is advisable to make a **BACKUP** copy of the Files so that if anything goes wrong it will not be necessary to create files again.

See **BACKUP PROCEDURES** in the APPENDIX of this manual or in the **Ms-Dos** user manual in the **COMMANDS** section. If any other backup software or tape streamer is being used, refer to the relevant manual.

At this stage the USER repeats the STARTING PROCEDURES to the point where the SYSTEM MENU is displayed and then selects option 1 RUN SYSTEM

5.3 REGISTER THE SYSTEM (OPTION 3)

This routine allows a USER who has installed the system without having received a password from the distributor at the time of installation, to register the system at a later date or during office hours.

The system will run for a period of 65 days without being registered. The grace period allows other users to obtain a copy of the system for evaluation purposes after which they are able to register the system without having to reinstall.

When this option is selected, the system displays the following message and waits for a response from the operator.

Are you sure (Y/N)? >N<

Keying in N allows the User to exit from this option. If Y is keyed in the system will proceed to the following screen which requests that the current date be keyed in by the operator.

Key in date (DDMMCCYY) 10/03/1999

The format of the date is day, month and year as DDMMCCYY: the system will insert the slashes (/) in the correct positions. The system will check the date that has been keyed in and will respond with an error message if the date is not a valid date. The various checks are - correct number of days for the month, including leap years and the month must be in the range 01 to 12

The following screen will be displayed if the system that has been installed is an evaluation copy with a serial number that is XXXXXXXX.

Registration No: 9501010

The USER will be given a registration number by contacting the distributor, at the number indicated on the registration card, during office hours. If the system does not have a valid registration number, the USER will not be eligible for support or system updates. Key in the registration number and the system will proceed to the following screen. This registration number will be the serial number that will be keyed in when requested on the system serial number input screen under **APAC TERMS AND CONDITIONS** screen. When the serial number has been keyed in, the system will display the following message.

Correct ENTER - N if incorrect

The serial number that has been keyed in may be changed by pressing the N key in response to the above message. The system will display a number that has been calculated and then request a password to be entered if the Y key is pressed.

1135983.22
Password *****

This screen requests that the USER enter a password. This password is obtainable from the distributor at the number indicated on the registration card. As this password changes each time that this routine is performed, the USER must phone while this data is still on the screen. On reading the above details to the personnel at the distributor, this information is entered into their computer and the correct password will be given to the USER.

Key in the password that is given and the system will proceed to register the system as a working copy. If an incorrect password is keyed in the system will display the error message and the system will not be registered.

5.4 RUN THE SYSTEM (OPTION 4):

For details of option 4 refer to the section "Run the System" later in this manual.

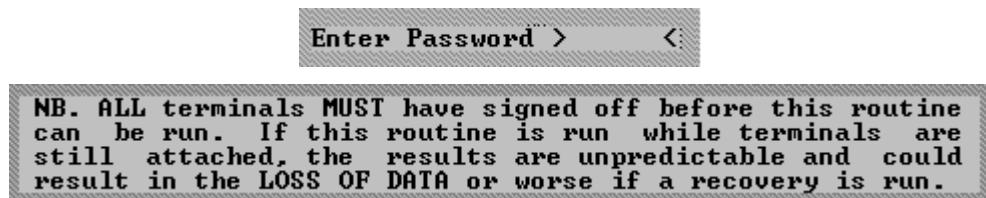
5.5 DECIMAL/HEX/ASCII TABLE (OPTION 5):

This routine prints all the Decimal codes (0 to 255) together with the Hex codes and where applicable the ASCII Character or description is also printed (0 to 127). The printout may be referred to when setting up Printer Control characters.

5.6 CLEAR THE USER LOG (OPTION 6):

This routine is used to clear the USER Log and requires the Supervisor to key in a password. This routine is required in the event of a power failure, while work stations and Cash Drawers were still signed on. If the program was in the process of updating any disk files at the time of the failure, this routine will not clear the Log of the specific USER code, but will require a recovery routine to be run to reverse any partially updated transactions. All workstations must be signed off, when this routine is run.

If this option is selected the following screen is displayed.



The USER is warned that all workstations should be out of the APAC system before continuing with this option. If there are no other workstations operating on the files for which this option has been requested, the Y key may be pressed. If the USER is not sure or there are other work stations operating at the present time then the N should be pressed to exit from this routine.

The system allows the user to exit to the SYSTEM MENU. If a Y is entered the USER (Supervisor) is required to key in the password.

Enter Password >.....<

The incorrect password will cause the system to return to the SYSTEM MENU. When the system is installed the password is APACPW, which may be changed in the PARAMETER section of the system, using the Supervisor passwords option.

As all systems have the same password when they are installed it is advisable to change the passwords once all the system parameters have been set up.

If the correct password is keyed in the system will attempt to clear the USER Log and will report any USER CODES (Work station identities) that require a recovery to be run.

The following screen will be displayed:

Recoveries required for USER ??? ??? ???

If there are any workstations for which a recovery needs to be run, these codes will be displayed on the screen. The recoveries should be run in the reverse sequence of the screen display. Any USER codes

for which recoveries must be run will be displayed next to the comment Recoveries required for USER and if there are no recoveries required there would be no other details next to the comment.

The USER is requested to press the **ENTER** key. Any user code requiring a recovery must be written down and a recovery must be run for each of these codes, in turn.

Recoveries are initiated by the supervisor starting up the system and keying in a USER code (requiring a recovery) as the Work Station identification code when asked to 'Enter Work Station ID' after having keyed the serial number as shown in the terms and conditions screen.

The system then checks the USER Log and will display a message indicating that a recovery must be run. The recovery is then started when the Supervisor presses a **C** in response to the message. The system will load the correct recovery program and the system will erase any incomplete updates or transactions.

When the recovery is completed a message will be displayed and the Supervisor should then run the next recovery, if one has been indicated for another workstation.

Once all the recoveries have been run or there were no recoveries required, the various USERS may sign on again and continue with their work.

5.7 AMEND NO OF W/ST (OPTION 7):

This routine allows the USER to amend the number of work stations allowed for this system.

When this option is selected, the system displays the following message and waits for a response from the operator.

Are you sure (Y/N)? >N<

Keying in **N** allows the User to exit from this option. If **Y** is keyed in the system will proceed to the following screen which requests that the current date be keyed in by the operator.

Key in date (DDMMCCYY) 10/03/1999

The format of the date is day, month and year as DDMMCCYY: the system will insert the slashes (/) in the correct positions. The system will check the date that has been keyed in and will respond with an error message if the date is not a valid date. The various checks are - correct number of days for the month, including leap years and the month must be in the range 01 to 12. If the date that has been keyed in is a valid date, the system will display the following pop-up window.



Key in the number of work stations required. The following restrictions apply: 2 additional work stations for a JUNIOR system, 4 additional work stations for the BASIC system, 10 additional work stations for the STANDARD system and 100 additional workstations for the other systems. When the number of work stations required has been keyed in, the following screen will be displayed.

APAC - Demonstration System	1/01/2002	Supervisor
APAC Act -Premium		Version - 2002
AMEND NO. OF WORK STATIONS		
Key in date (DDMMCCYY) 12/12/2001		
Work Stations : 3		
Package : PREMIUM		
031359455.83		
Password *****		

Figure 5-6: Amend Work Stations Password

This screen requests that the USER enter a password. This password is obtainable from the distributor at the number indicated on the registration card. As this password changes each time that this routine is performed, the USER must phone while this data is still on the screen. On reading the above details to the personnel at the distributor, this information is entered into their computer and the correct password will be given to the USER.

Key in the password that is given and the system will proceed to register the required work stations for the system. If an incorrect password is keyed in the system will display the error message and the system number of work stations will not be updated.

5.8 RENEW CONTRACT (OPTION 8):

This option is only activated when the annual contract for the system is about to expire and is used to renew the contract and activate the system for the following 12 months. When this option is selected the following screen will be displayed.



Press the 'N' key and the system will exit from this routine and return to the SPECIAL ROUTINES menu (Fig 5-4). If the 'Y' key is pressed the system will display the following screen.



The format of the date is day, month and year as DDMMCCYY: the system will insert the slashes (/) in the correct positions. The system will check the date that has been keyed in and will respond with an error message if the date is not a valid date. The various checks are - correct number of days for the month, including leap years and the month must be in the range 01 to 12. If the date that has been keyed in is a valid date, the system will display the following screen.

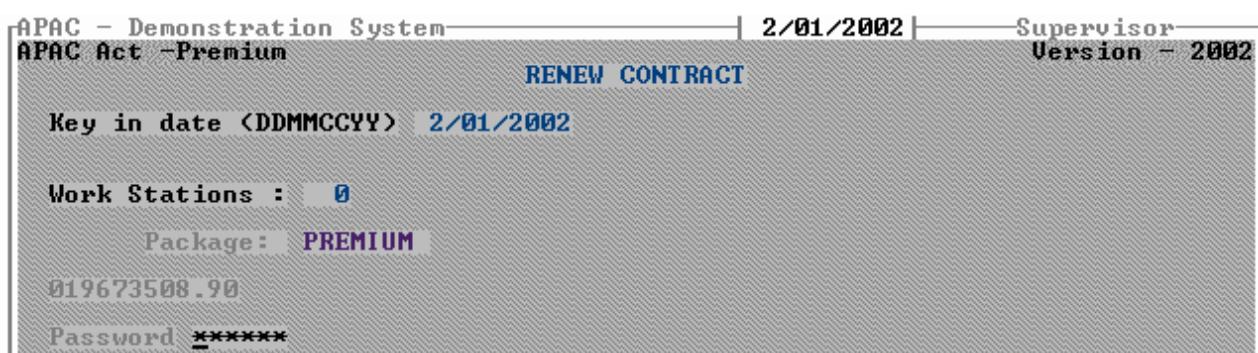


Figure 5-7: Renew Contract Password Screen

This screen requests that the USER enter a password. This password is obtainable from the distributor at the number indicated on the registration card. As this password changes each time that this routine is performed, the USER must phone while this data is still on the screen. On reading the above details to the personnel at the distributor, this information is entered into their computer and the correct password will be given to the USER.

Key in the password that is given and the system will proceed to renew the annual contract for the system. If an incorrect password is keyed in the system will display the error message and return to the Special Routine menu.

5.9 EXIT TO OPERATING SYSTEM (OPTION 9):

This routine clears the CRT (screen) and exits to the OPERATNG system.

6 RUNNING THE SYSTEM.

6.1 RUN SYSTEM

(OPTION 1)

This routine controls the various MENUS in the System.

The following screen is displayed:

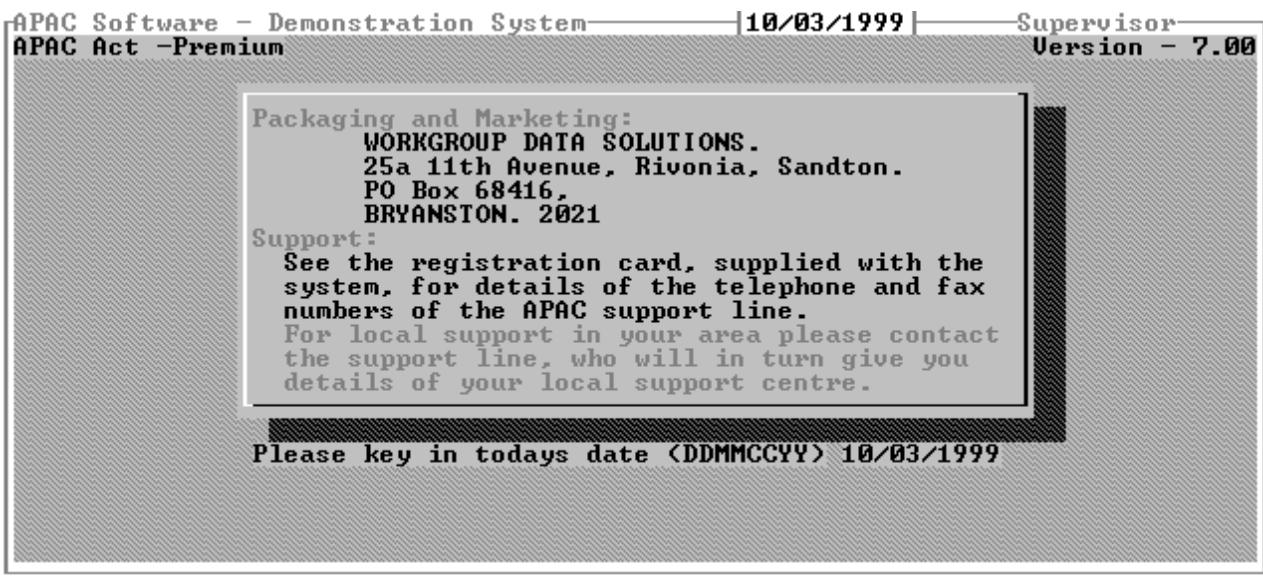
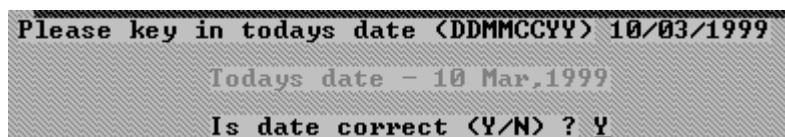


Figure 6-1: Run Date Input Screen

Before continuing!

Check that the printer/s is/are switched on, the paper is loaded and the on-line/ready light/s is/are on. Switch **Num. Lock** on. Switch **Caps Lock** on. The Run Date is requested by this routine and used (by the Run Time System) as the current date for all Input. The System asks for confirmation of this date and will not continue until a valid date is indexed. Systems with internal clocks or having a date prompt when starting should normally have the correct date displayed and only requires that the USER presses the **'ENTER'** key



If an 'N' is keyed, the program allows re-keying of the run date. Any other key will load the following **LOG-IN** routine.

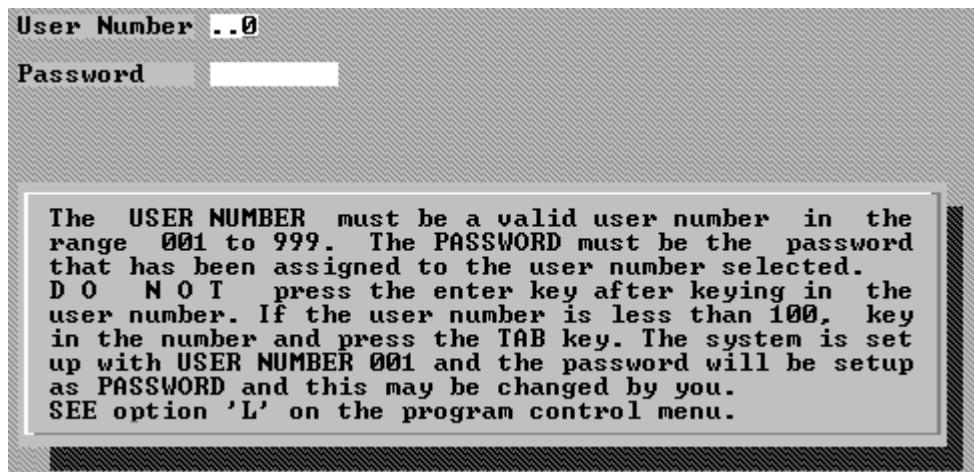


Figure 6-2: USER Login Screen

A user security structure has been included in the system to enable the System Administrator to restrict users to specific modules and to restrict the routines available to each user. The security structure contains one user **001** when initialised and this user number is reserved for the System Administrator and has a password **PASSWORD** assigned initially. This password should be changed and the name of the person who will be the System Administrator data captured into the name field.

Each person who uses the system must be assigned a user number and a password by the System Administrator before they are able to operate on the system. Each user is assigned specific modules and security levels within these modules that will allow them to perform their duties. The password may be changed by the user at any time. Only user **001** (System Administrator) may add users and amend existing users security clearances.

The user may key in the user number which will result in the name of the user being displayed on the screen and the system requests the password to be keyed in. If the user does not wish to login at this stage, a user number of **0** (zero) may be entered.

When the correct password has been keyed in or a user number of **0** has been entered, the system will load the following **PROGRAM CONTROL** menu.

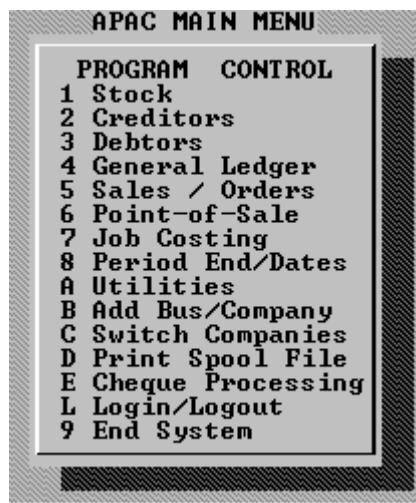


Figure 6-3: APAC Program Control Menu

The program control menu screen, contains a list of the modules that have been installed.

If a module is not available in the package that is running, N/A will appear to the right of the option.

This menu allows the USER to select one of the major modules in the system.

When the system is first installed, the following screen will be displayed when any selection from the above menu is made.

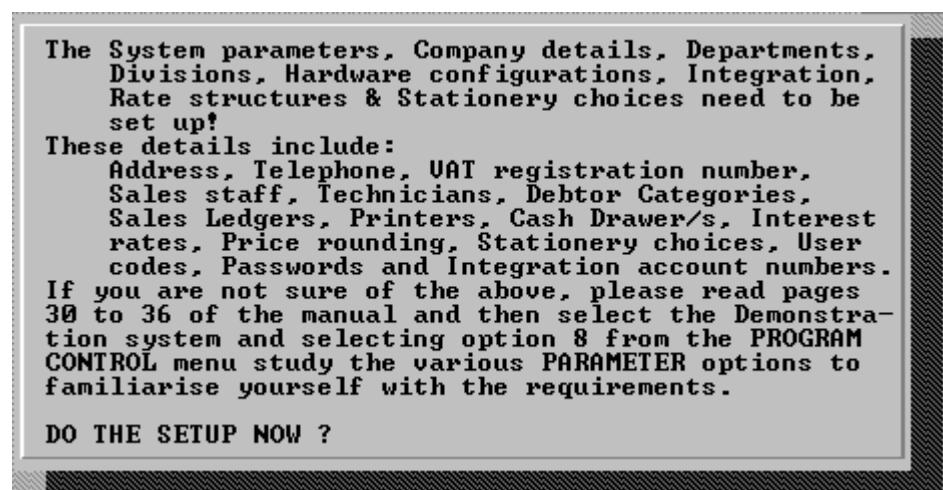


Figure 6-4: System Setup - Reminder Screen

The above screen will only be displayed, if the suggested set up routines have not been performed.

If Y is pressed, the system will load the set up routines which enables the USER to key in company details, sales ledger details, sales staff details, printer details, invoice and statement formats and various other requirements.

For more information, read the section detailing the PARAMETER routines later in this manual.

The opening window for the module selected will be displayed to the left of the PROGRAM CONTROL window and the new window will become the active window.

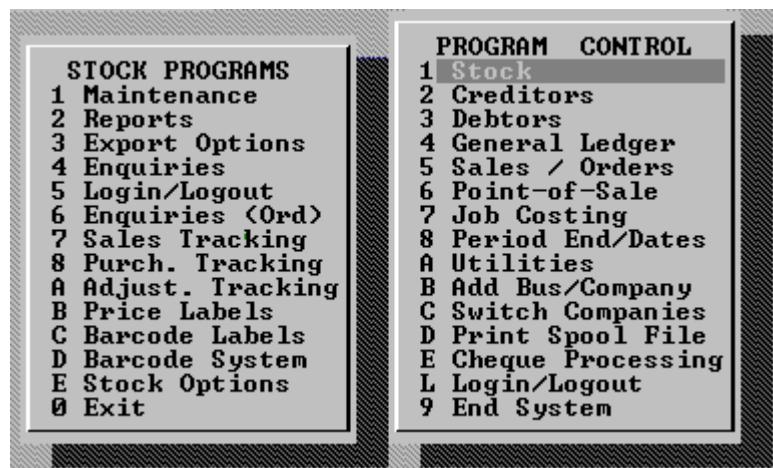


Figure 6-5: Stock Programs Menu

This menu allows the USER to select any of the Modules in the Stock System.
(SEE 7 STOCK SYSTEM)

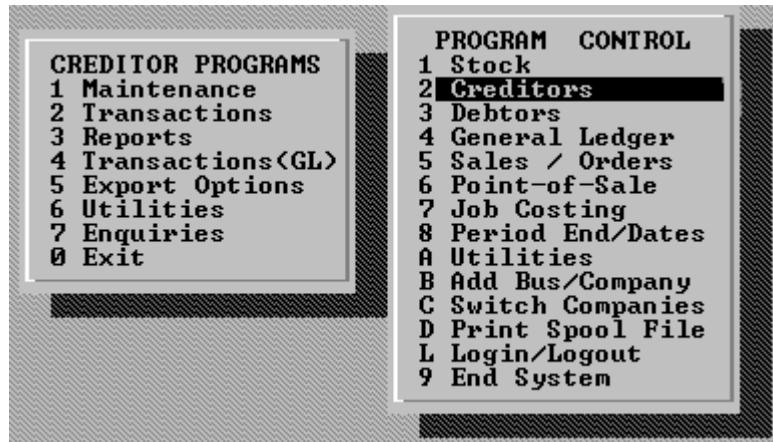


Figure 6-6: Creditor Programs Menu

This menu allows the USER to select any of the Modules in the Creditor System.
(SEE 8 CREDITORS SYSTEM)

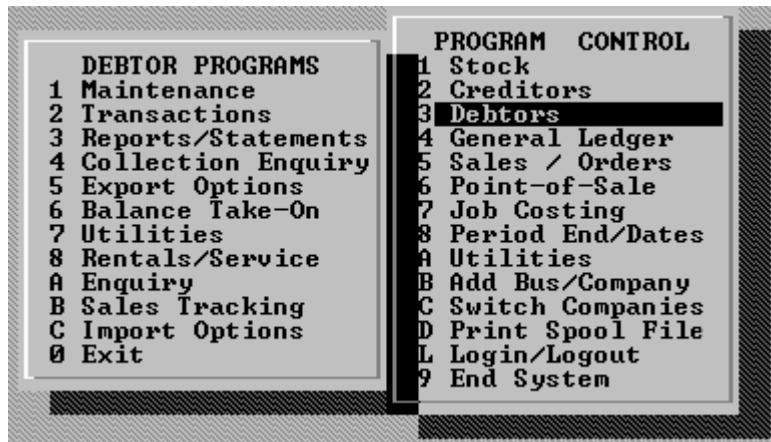


Figure 6-7: Debtor Programs Menu

This menu allows the USER to select any of the Modules in the Debtor System. **(SEE 9. DEBTORS SYSTEM)**

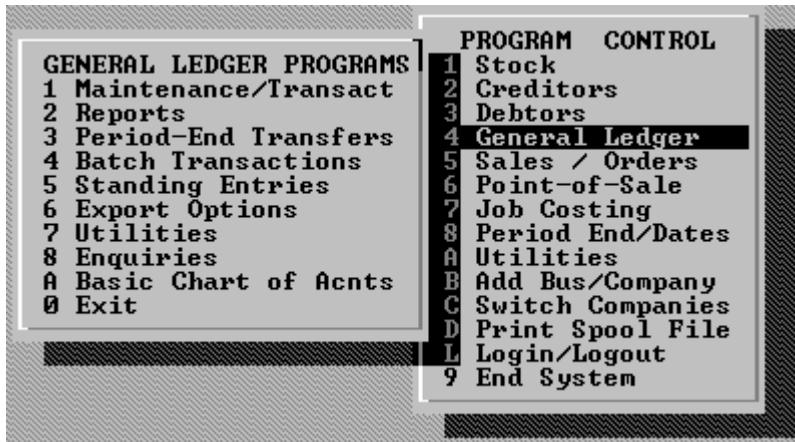


Figure 6-8: General Ledger Programs Menu

This menu allows the USER to select any of the Modules in the General Ledger System. **(SEE: 10 GENERAL LEDGER SYSTEM)**

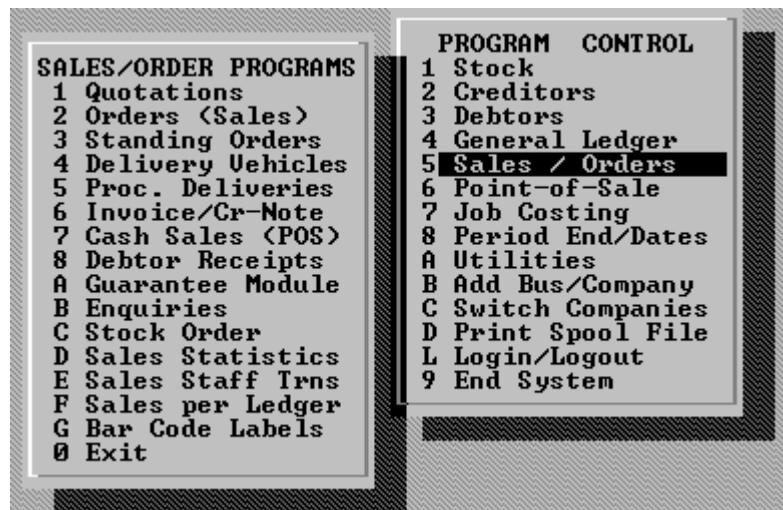


Figure 6-9: Sales / Order Programs Menu

This menu allows the USER to select any of the Modules in the Sales and Order System.
(SEE: 11 SALES/ORDERS SYSTEM)

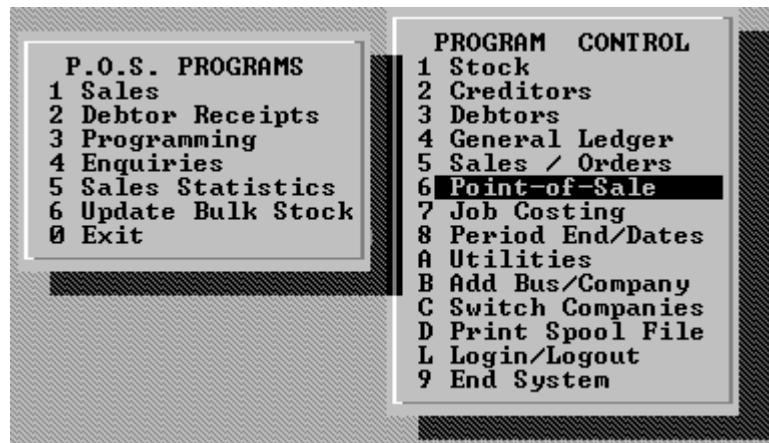


Figure 6-10: Point-of-Sale Programs Menu

This menu allows the USER to select any of the Modules in the Point-of-Sale System.
(SEE: 12 POINT-OF-SALE SYSTEM)

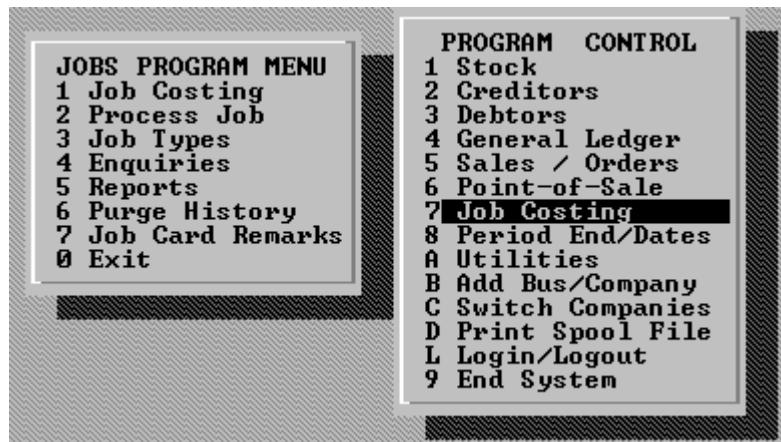


Figure 6-11: Job Costing Programs Menu

This menu allows the USER to select any of the Modules in the Job Costing / Work in progress System.
(SEE: 13 JOB COSTING SYSTEM)

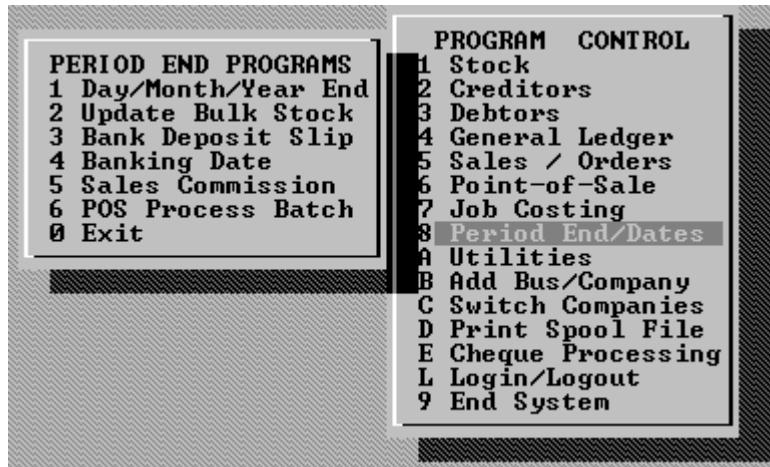


Figure 6-12: Period-End Programs Menu

This menu allows the USER to select any of the Modules in the Period-End System.
(SEE: 14 PERIOD END SYSTEM)

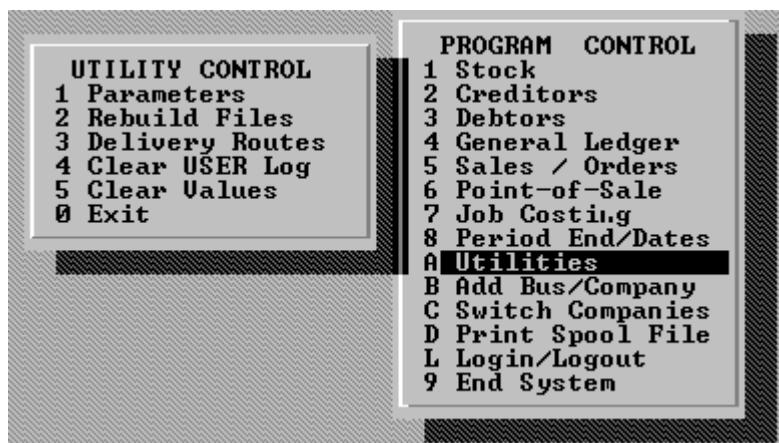


Figure 6-13: Utility Control Menu

This menu allows the USER to select any of the Modules in the APAC Utilities System.
(SEE: 15 UTILITIES SYSTEM)

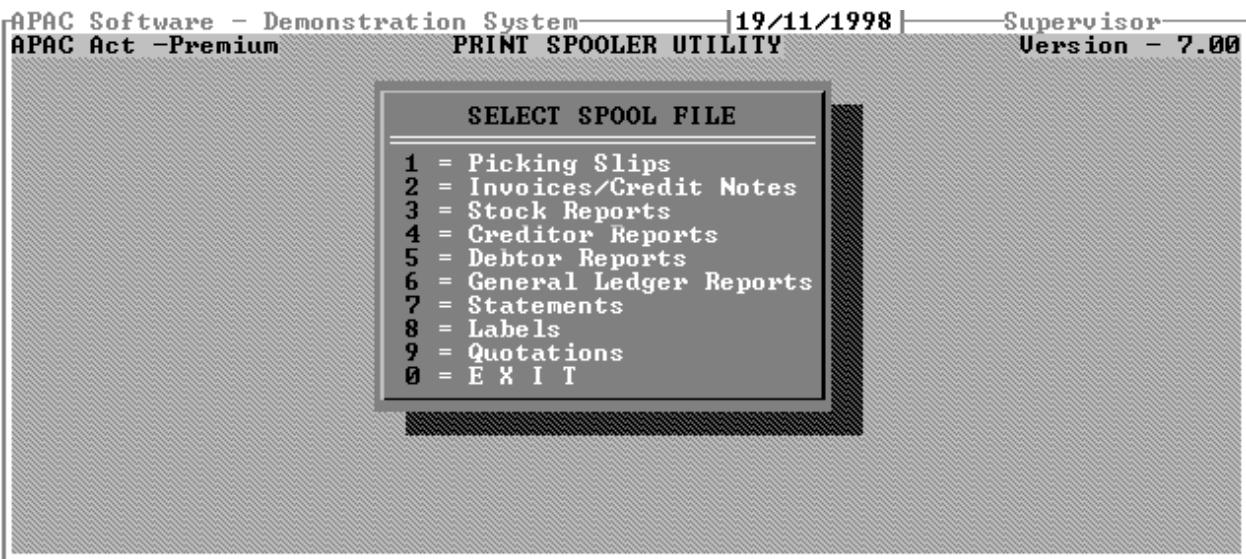
ADD BUS/COMPANY. (OPTION B)

This option allows the USER to add a new business/company code and initialise a system file for this business/company. After this procedure has been performed, it will be necessary for the USER to initialise the data files for this business/company as described in section 4.2 (Pages 15 - 18).

Please note that all the sets of books must reside on the same computer or an additional package must be purchased.

SWITCH COMPANIES. (OPTION C)

This option allows the USER to switch to another company, without having to exit and restart the APAC system.



Use ↑ or ↓ to point to an item, and <Enter> to Select <Esc> to Exit

Figure 6-14: Print Spool File - Selection Menu

Selecting option **D** will allow the user to print any of the above spooled printer files that have been generated.

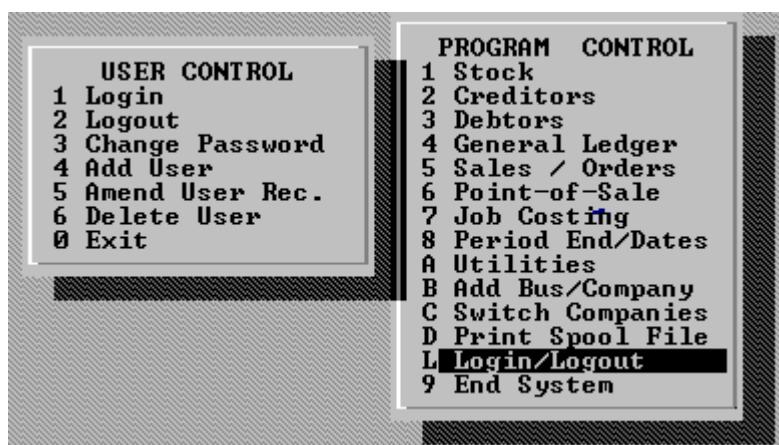


Figure 6-15: User/Security Control Menu

This menu allows the USER to select any of the user security routines 1, 2 or 3 for all users while options 4, 5 and 6 are only authorised for the System Administrator (**001**).
(SEE: 16 SYSTEM SECURITY).

END SYSTEM. (OPTION 9)

This option returns to the Operating system and displays the prompt:



The data files should be copied to floppy/stiffy disk/s, using the system **BACKUP** command as specified in the **Ms Dos** manual or using any other **backup** or **archiving** system that may be installed on the computer.

It is easiest to have the correct commands in a MENU which allows for the USER to select the **BACKUP** option, which will automatically make the security copies. The menu commands must be

set up in accordance with the specific instructions supplied with the MENU system being used or by using the **Ms Dos** batch file commands as specified in the **Ms Dos** manual.

For tape backups, read the instructions received with the tape drive.

6.2 WORKSTATIONS AND POINT-OF-SALE.

The supervisor must sign on before any of the Work Station instructions can be entered at any of the network computers. The instruction format to start a work station is:

C>APAC APACTERM * ?,XXX,TTT,DD,P and press the **ENTER** key.

For a detailed description of the parameters and various methods of starting a work station, refer to section **2 STARTING PROCEDURES**.

The following screen will be displayed on the work station computer after the start-up instructions have been entered manually or via a menu or batch file.

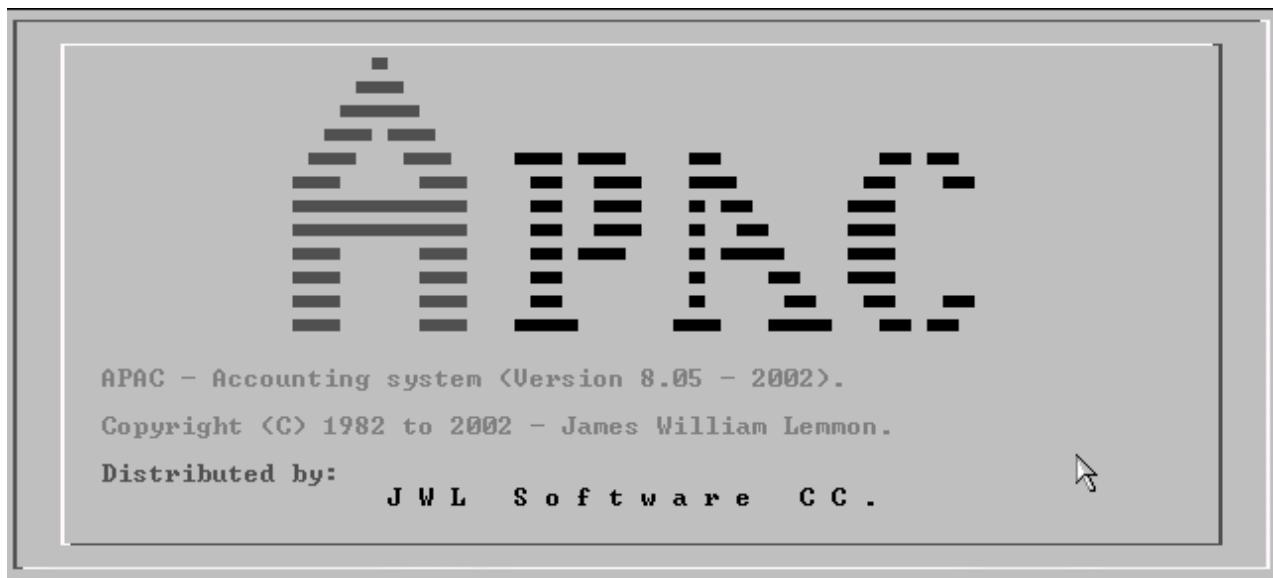


Figure 6-16: APAC - Work Station Startup Screen

The system will display this screen for about two minutes or until a key is pressed by the operator.

The following copyright screen is displayed, on all additional workstations and point-of-sale (cash drawer) terminals, after the Distribution screen has been cleared.

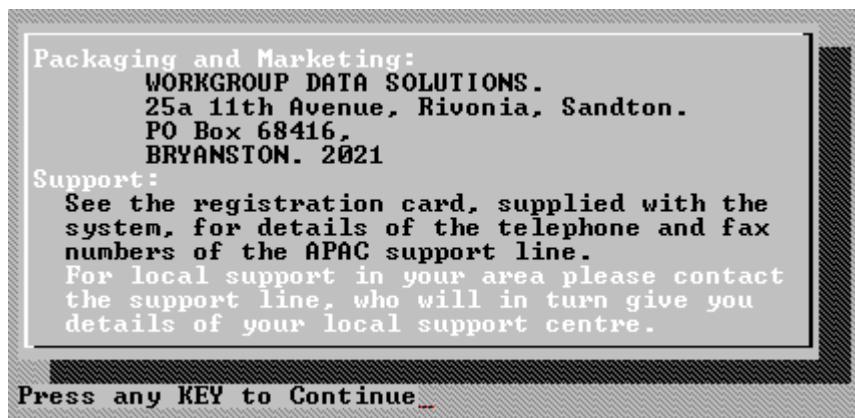


Figure 6-17: APAC Registration and Support Information Screen

Before continuing !

Check that the printer/s is/are switched on, the paper is loaded and the on-line/ready light/s is/are on.

Switch **Num. Lock** on.

Switch **Caps Lock** on.

The system waits for the operator to press any of the keys before proceeding to the next screen.

The screen that will be displayed after this copyright screen depends on the parameters that were input to the workstation initialise program (**APACTERM**).

6.3 UTILITIES

TO SET UP THE SYSTEM

Select option **A UTILITIES**. (OPTION A)

Select option **1 PARAMETERS**. (OPTION A / 1)

Select option **1 COMPANY / STAFF DATA**. (OPTION A / 1 / 1)

Select option **1 COMPANY DETAILS**. (OPTION A / 1 / 1 / 1)

Using the data capture screen that is displayed, set up the company details as they appear on your stationery.

Select option **2 DEBTOR CATEGORY**. (OPTION A / 1 / 1 / 2)

Your choices are **Maintain**, **Print** or **Exit**

Press **Maintain** to add or amend debtor categories.

Set up various debtor categories either by area or type of debtor. The system allows for 80 categories ranging from 01 to 80. Category **80** is however reserved for putting a hold on an account. Category code **79** will be used for consignment/evaluation accounts in a later release and it is recommended that this category code is not used until the changes to incorporate consignment debtors is released.

These category codes will be used when data capturing Debtor accounts.

Category code **00** will return to the options for debtor categories.

Press **Print** to produce a list of the debtor category codes and descriptions.

Press **Exit** to return to the **COMPANY / STAFF DATA** menu.

Select option **3 SALES LEDGER**. (OPTION A / 1 / 1 / 3)

Your choices are **Maintain**, **Print** or **Exit**

Press **Maintain** to add or amend sales ledger details.

The system allows for unlimited sales ledger codes. These codes may contain alphabetic and or numeric characters. Codes **XXXX**, **YYYY**, **VAT1**, **VAT2**, **VAT3**, **VAT4**, **VAT5** and **VAT6** are reserved for Unspecified Sales, Settlement discount and Value Added Tax respectively. Data capture the descriptions, mark-ups, general ledger account numbers and debtor discount rates.

As the general ledger account numbers are not known at the time of installation, these must also be data captured for the codes **XXXX**, **YYYY**, **VAT1**, **VAT2**, **VAT3**, **VAT4**, **VAT5** and **VAT6**. Discount codes and general ledger account numbers may be data captured at a later date.

A Sales ledger code of 4 spaces will return to the options for sales ledgers.

Press **Print** to produce a list of the sales ledger details.

Press **Exit** to return to the **COMPANY / STAFF DATA** menu.

If sales staff statistics and sales staff names on invoices are not going to be used on the system, **skip the next option**.

Select option **4 SALES STAFF**.

(OPTION A / 1 / 1 / 4)

Your choices are **Maintain**, **Print** or **Exit**

Press **Maintain** to add or amend sales staff details.

The system allows for **50** sales staff codes ranging from 01 to 50. Data capture the sales staff codes, names and the optional commission structures.

Sales staff code **00** will return to the options for sales staff data.

Press **Print** to produce a list of the sales staff details.

Press **Exit** to return to the **COMPANY / STAFF DATA** menu.

If technician statistics and labour charges per technician are not going to be used on the system, **skip the next option**.

Select option **5 TECHNICIAN DATA**.

(OPTION A / 1 / 1 / 5)

Your choices are **Maintain**, **Print** or **Exit**

Press **Maintain** to add or amend technician details.

The system allows for **50** technician codes ranging from **01** to **50**. Data capture the technician codes, names and labour charge rates.

Technician code **00** will return to the options for technician data.

Press **Print** to produce a list of the technician details.

Press **Exit** to return to the **COMPANY / STAFF DATA** menu.

Select option **0 EXIT**.

(OPTION A / 1 / 1 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **2 TRANSACTION CODES**.

(OPTION A / 1 / 2)

Select option **1 CREDITOR CODES**.

(OPTION A / 1 / 2 / 1)

Your choices are **Maintain**, **Print** or **Exit**

Press **Maintain** to add or amend creditor transaction codes.

The system allows for **20** transaction codes in the range **01** to **20** and this option allows for the amendment of the details. The system has set up the transaction codes required and the only field

that has not been assigned a value is the general ledger account number for the opposite side of the entry. The debit/credit indicator is used by the system to process the entry to the creditor account and the creditor control account in the general ledger. The general ledger number that is entered in the general ledger field will be used by the system to process the balancing entry.

Press **P**rint to produce a list of the creditor transaction code details.

Press **E**xit to return to the **TRANSACTION CODES** menu.

Select option **2 DEBTOR CODES**.

(OPTION A / 1 / 2 / 2)

Your choices are **Maintain**, **P**rint or **E**xit

Press **Maintain** to add or amend debtor transaction codes.

The system allows for **99** transaction codes in the range **01** to **99** and this option allows for the amendment of the details and the assigning of unused codes for transaction types not catered for.

The system has set up the necessary transaction codes and these must not be changed. All the codes that have been set up by the system fall in the **01** to **20** range and require the general ledger number for the opposite side of the entry be assigned by the **USER**. The debit/credit indicator is used by the system to process the transaction to the debtor account and the debtor control account in the general ledger. The general ledger number that is entered in the general ledger field will be used by the system to process the balancing entry.

Press **P**rint to produce a list of the debtor transaction code details.

Press **E**xit to return to the **TRANSACTION CODES** menu.

Select option **0 EXIT**.

(OPTION A / 1 / 2 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **3 PRINTER DETAILS**.

(OPTION A / 1 / 3)

This menu allows for setting up printer specifications, assigning of printers for various reports, controls and heading requirements for stationery and the assigning of cash drawer numbers to point-of-sale terminals.

Select option **1 PRINTER SPECIFICATIONS**.

(OPTION A / 1 / 3 / 1)

The system allows for **8 different** printer specifications **excluding** the cash slip printers that are set up under **Cash Slip/Drawer Cont**. The default codes used when the system is installed are for the **IBM** Pro printer, and it will only be necessary to change any of the specifications if printers other than printers that use the **IBM** controls are going to be used on the system. If the specifications that are required are not one of the options that appear on the screen, then press **Manually** and key in the **decimal codes** as specified in the printer manual.

Printer number **0** will return to the printer details menu.

Select option **2 SUPERVISOR PRINTERS**.

(OPTION A / 1 / 3 / 2)

This routine allows for the assigning of printer/s for the various reports for stand alone systems and the supervisor work station on a network. The specifications for each of the printers must also be assigned.

If a multi-user system has been installed, the work station printers must also be assigned.

For **stand alone (single user)** systems, **skip the next option**.

Select option **3 WORK STATION PRINTERS.** (OPTION A / 1 / 3 / 3)

This routine allows for the assigning of printer/s for the various reports for each work station on the network. The specifications for each of the printers must also be assigned.

If cash slips are **not** going to be printed on this system, **skip the next option.**

Select option **4 CASH SLIP HEADINGS.** (OPTION A / 1 / 3 / 4)

Key-in the headings as they are to appear on the cash slip. Include leading spaces where necessary.

If there is/are no cash drawer/s attached to the system, **skip the next option.**

Select option **5 CASH SLIP/DRAWER CONT.** (OPTION A / 1 / 3 / 5)

For **each cash drawer** that is attached to the system, enter the control codes, printer number, lines to advance at the end of each slip (*allow for tear off*), the drawer type (*serial card used - this is normally File*) and the number of the **COM** port that the cash drawer will be operating on.

For all cash drawers that are attached to the normal serial (**COM/RS232**) ports, a **MODE** command must be included in the start up procedure or the **AUTOEXEC.BAT** file for the work station which has the drawer attached.

The format of the **MODE** command will be as follows:

MODE COMm:30,E,7,1 (*m* = communications port number being used)
For more detail on the MODE command refer to the **Ms Dos** manual.

Select option **6 STATEMENT/INV. FORMATS.** (OPTION A / 1 / 3 / 6)

Enter the format numbers of the stationery that will be used for statements and invoices. The default format is 1 for all stationery.

Select option **7 STATEMENT/INV. HEADINGS.** (OPTION A / 1 / 3 / 7)

This parameter is used to inform the system that the company details are to be printed by the computer on statements and invoices or that the stationery has these details pre-printed or that only one or the other of them has the details pre-printed. The default is **A** for print details on both.

Select option **0 EXIT.** (OPTION A / 1 / 3 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **4 TAX/INT/DISC RATE.** (OPTION A / 1 / 4)

This menu allows for the maintenance of the Value Added Tax, arrear interest and settlement discount rates.

Select option **1 VALUE ADDED TAX.** (OPTION A / 1 / 4 / 1)

Key-in the details as requested by the value added tax data capture screen. The system allows for the current rate, the date that the rate was changed and the previous rate.

Select option **2 AD-VALOREM TAX.** (OPTION A / 1 / 4 / 2)

The system allows for ad-valorem as certain businesses are required to charge ad-valorem tax on certain services. The system needs to know whether ad-valorem tax is charged and if so, what the rate is. (NO LONGER APPLICABLE)

Select option **3 ARREAR INTEREST.**

(OPTION A / 1 / 4 / 3)

This routine is used to enter the rate (*monthly*) that will be applied to amounts that are overdue in the debtors sub ledger. Arrear interest will only be debited to accounts that have been selected to be charged interest on overdue amounts.

Select option **4 SETTLEMENT DISCNT.**

(OPTION A / 1 / 4 / 4)

This option allows for the different settlement discount rates to be keyed in. The rate applicable to an account, if the debtor is allowed settlement discount will be printed on the invoices issued to that account in accordance with the value added tax requirements.

This routine requires a password to be keyed in, before any maintenance will be allowed. The password will initially be **APACPW**, but may be changed by the USER via the system passwords option in the sundry parameters menu.

Select option **0 EXIT.**

(OPTION A / 1 / 4 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **5 ACCOUNT NUMBERS.**

(OPTION A / 1 / 5)

Select option **1 CASH SALES.**

(OPTION A / 1 / 5 / 1)

This option is used to record the cash sale account number that is used in the debtor account ledger for cash sales. The system uses this account number when processing cash sales and saves the operator from having to enter the cash sale account number for every cash sale.

For systems that will not be using the general ledger, or where the integration of the general ledger will not be required yet, **skip the next option.**

Select option **2 GENERAL LEDGER.**

(OPTION A / 1 / 5 / 2)

This option allows for the entering of the general ledger account numbers that will be used for integration and an indicator to inform the system that integration transactions are to be generated. If integration transactions are to be generated, the general ledger account numbers must also be data captured for the sales ledgers and transaction codes.

Select option **0 EXIT.**

(OPTION A / 1 / 5 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **6 SUNDRY PARAMETERS.**

(OPTION A / 1 / 6)

This menu window allows for starting numbers, price rounding, system passwords, minimum margin and cost codes.

If the starting numbers for invoices, receipts, sales orders, jobs and purchase orders that are to be generated by the system, have not been determined yet, **skip the next option.**

NB Remember to return to this option once the above numbers have been determined, before going live with the system.

Select option **1 STARTING NUMBERS.**

(OPTION A / 1 / 6 / 1)

This option requires a password before allowing any of the starting numbers to be amended. The password is **STNUMB** and must be keyed in uppercase characters. Once the password has been keyed in the numbers may be amended.

If price rounding will not be required, **skip the next option.**

Select option **2 PRICE ROUNDING.**

(OPTION A / 1 / 6 / 2)

This option requires a password which is **PROUND**. Key-in whether the inclusive or exclusive price must be rounded and what the rounding factor will be.

Select option **3 SYSTEM PASSWORDS.**

(OPTION A / 1 / 6 / 3)

This routine is used to maintain the system passwords and requires the master password to be keyed in before allowing any maintenance to the passwords. All the passwords are **APACPW** when the system is installed, including the master password. After entering the master password the system will allow the USER to change any or all the passwords. The system requires that trailing spaces be keyed in as each key stroke will only change the character that is in the cursor position.

This option also allows the USER to enter or change the minimum margin that will be allowed on sales.

The next option is used to maintain the minimum margin and if the minimum margin has been amended in the above option, **skip the next option**.

Select option **4 MINIMUM MARGIN.**

(OPTION A / 1 / 6 / 4)

A password is required for this field and the master password will be the only one accepted by this routine. Key in the minimum margin that will be allowed on sales.

Select option **5 COST CODES.**

(OPTION A / 1 / 6 / 5)

The cost codes are used to represent the cost price on certain reports and this option allows for the maintenance of these codes. If the cost code is not to be printed on the reports, then spaces should be entered into all the characters in this field.

Select option **0 EXIT.**

(OPTION A / 1 / 6 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **0 EXIT.**

(OPTION A / 1 / 0)

The system exits this menu window and returns to **UTILITY CONTROL** menu window.

Select option **0 EXIT.**

(OPTION A / 0)

The system exits this menu window and returns to **PROGRAM CONTROL** menu window.

7 STOCK SYSTEM.

Select option 1 STOCK.

(OPTION 1)

The following options are available.

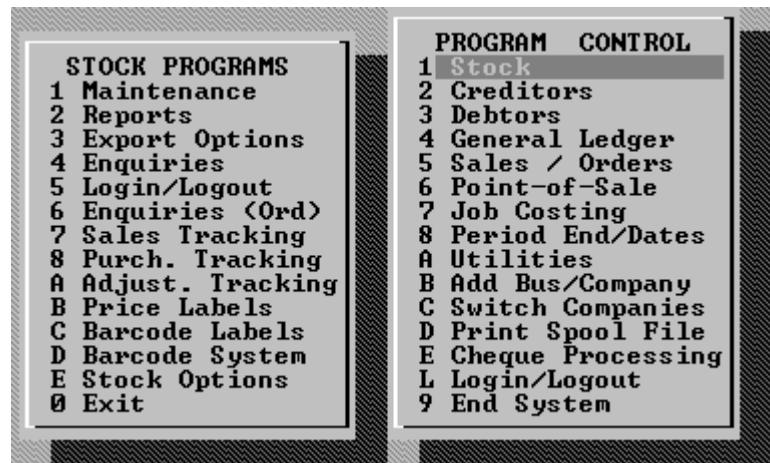


Figure 7-1: Stock Programs Menu

7.1 STOCK MAINTENANCE.

(OPTION 1 / 1)

The following menu is displayed.

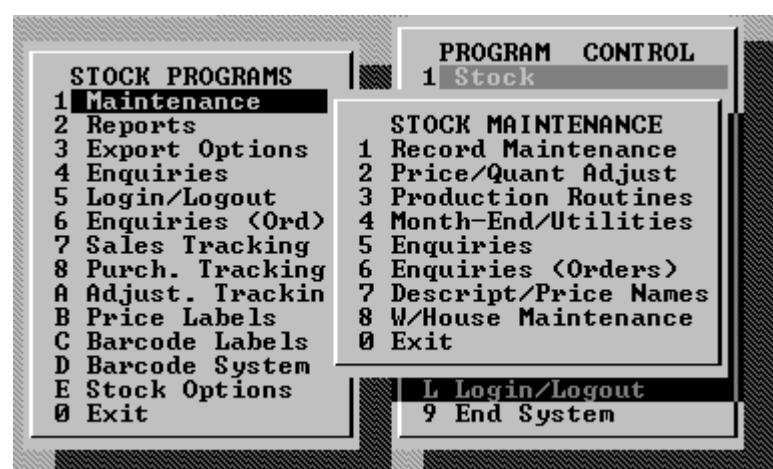


Figure 7-2: Stock Maintenance Menu

7.1.1 STOCK - RECORD MAINTENANCE.

(OPTION 1 / 1 / 1)

The following menu is displayed.



Use ↑ or ↓ to point to an item, and <Enter> to Select <Esc> to Exit

Figure 7-3: Stock Record Maintenance Menu

Select the option required.

7.1.1.1 CREATE NEW RECORD.

(OPTION 1 / 1 / 1 / 1).

Select option 1 and the Stock Creation screen is displayed. The following names 'Description', 'Description 2', 'Retail', 'Cash' and Wholesale may be changed by the USER. See option 1/1/7 Description/Price Names).

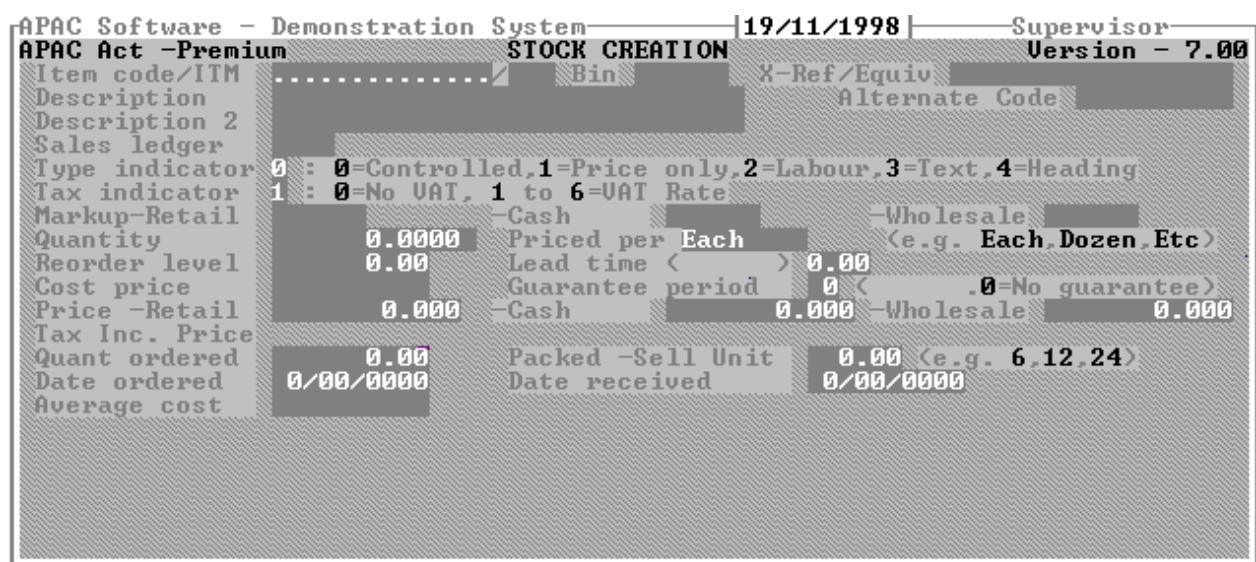


Figure 7-4: Stock Creation Screen

Note. When creating a new stock record the following fields must contain data:

- Stock code.
- Meaningfull description
- Bin location
- Sales ledger code
- Type code (stock controlled/priced item etc.)

Certain fields may not be amended if the USER has not logged in using the Stock login option.

The stock screens will not show the mark-ups, cost prices or other privileged information if the USER has not logged in using the stock login option.

Selecting option 1, will cause the system to display the above screen that is used to data capture the details of a new stock item.

If the stock lookup function is used, the Description, bin location, X-Ref code, Alternate code, sales ledger, Type indicator, tax rate and lead time of the code selected will be used as defaults for the item that is being data captured.

ITEM CODE:

The item code consists of 14 (fourteen) or 14 (fourteen) plus a three character extension or 18 (eighteen) alphabetic, numeric or a combination of alphabetic and numeric characters. The length chosen is for the maximum and the system will allow from 1 (one) to the maximum characters to be used as the item code. The system allows for bar codes to be used and a bar code scanner (reader) may be used to data capture the item code. Pressing the **ESC** key or pressing the **ENTER** key without having keyed any data into this field will result in the system returning to the **STOCK RECORD MAINTENANCE** menu.

While the cursor is in the item code field, the system will allow the use of the **FUNCTION** keys to do a lookup as follows:

F2 - Lookup using the item code or any leading character/s of the item code to display existing stock records in item code sequence, starting from the first item with the same leading character/s as keyed in.

F3 - Lookup using the alternate code or any leading character/s of the alternate code to display existing stock records in alternate code sequence, starting from the first item with an alternate code with the same leading character/s as keyed in.

F4 - Lookup using the description or any leading character/s of the description to display existing stock records in description sequence, starting from the first item with a description that has the same leading characters as has been keyed in.

F5 – Lookup using the second description or any leading character/s of the second description to display existing stock records in description sequence, starting from the first item with a description that has the same leading characters as has been keyed in.

F6 - Lookup using the cross reference code or any leading character/s of the cross reference code to display stock records in cross reference code sequence, starting from the first item with a cross reference code that has the same leading characters as keyed in.

BIN LOCATION:

The system uses a default bin location of **000001** as numerous businesses do not use bin locations for their stock. If the business for which this system has been installed, uses bin locations, then the bin location for the item that is being data captured, must be keyed in to this field. The system allows for both alphabetic and numeric characters to be used for the bin location.

XREF/EQUIVALENT:

This field is used to data capture the cross reference or equivalent code for this item, if an equivalent code exists. The user may use this field to data capture another code to allow for another method of lookup if required. This field allows for 18 characters and can be alphabetic and/or numeric characters.

DESCRIPTION:

The system allows for a 30 character description of the item. Be sure to use a meaningful description if abbreviations are necessary.

DESCRIPTION 2:

The system allows for a 30 character second line of description of the item. Be sure to use a meaningful description if abbreviations are necessary.

SALES LEDGER:

This field allows for the Sales Ledger (department) code into which this item must be sorted. The sales ledger code may be a combination of alpha and numeric characters. The system uses codes 'XXXX', 'YYYY', 'VAT1', 'VAT2', 'VAT3', 'VAT4', 'VAT5' and 'VAT6' for internal use and these codes may not be used by the USER for any other ledger (see PARAMETERS) This field must be keyed in for all items in the stock file.

Pressing the **F6** key enables the USER to view existing sales ledger codes and description.

ALTERNATE CODE:

This field allows for up to 10 alphabetic and/or numeric characters. This field may be used as an alternate method for stock lookups.

TYPE INDICATOR:

The system allows for 4 types of Stock record and a heading record.

"**0**" indicates to the system that the item is to be controlled. The Stock level is checked for reorder. (This is the default value for the type indicator)

"**1**" indicates to the system that the item is a Price record only. There is no check on stock levels and quantities are not maintained by sales or purchases. This type of record is normally used for service or rent charges or for items where stock control is not required. The cost price is required for updating of Cost-of-Sales.

"**2**" indicates to the system that the item code is used for labour. There is no check on stock levels and quantities are not maintained by sales or purchases. The cost price is not required as the cost of labour is obtained from wages and salaries.

"**3**" indicates to the system that the item is a "freeform" item. When this item code is used on either an invoice or credit note the description, cost price and selling price must be keyed in. This type of record is normally used for items not carried in stock, i.e. items bought for a customer from another business (BUY-OUTS), but which have to reflect details of purchase on the customer's invoice.

"**4**" indicates to the system that this record is a heading record. These records are used for readability and grouping.

VAT INDICATOR: (SALES TAX)

This field indicates to the system that the item is either subject to VAT or is a NON TAX item. '**0**' specifies NON TAX and '**1**' through '**6**' specifies the VAT RATE TO BE LEVIED on items at the rate currently applicable. **1** is the default value for this field. (VAT RATE 1 TO BE LEVIED).

RETAIL MARK-UP:

This field allows for the percentage mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

CASH MARK-UP:

This field allows for the percentage cash mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

WHOLESALE MARK-UP:

This field allows for the percentage wholesale mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

QUANTITY:

The physical quantity at the time of TAKE-ON is keyed in. This field is only required for type **0** (Stock controlled) items. The system allows for 4 (four) decimals on the quantity field. The quantity field should normally only be adjusted with purchases or sales.

PRICED PER:

This field is used to indicate the unit of pricing used for the stock record. E.g. **EACH, DOZEN, SIX, METER** etc.

RE-ORDER LEVEL:

The level at which the System must produce a re-order report for this item. E.G.: 2 in this field would mean that the system checks the QUANTITY field and when it has 2 or less left, the re-order report is produced. This field is only required for type **0** items.

LEAD TIME:

This field allows for the lead time required for delivery after an order is placed. Key in the lead time as per the table below. This field is used to calculate the reorder level. This field is keyed in as months and decimals of a month.

1 day	= 0.03	2 days	= 0.07	3 days	= 0.10
4 days	= 0.13	5 days	= 0.17	6 days	= 0.20
7 days	= 0.23	8 days	= 0.27	9 days	= 0.30
10 days	= 0.33	11 days	= 0.37	12 days	= 0.40
13 days	= 0.43	14 days	= 0.47	15 days	= 0.50
16 days	= 0.53	17 days	= 0.57	18 days	= 0.60
19 days	= 0.63	20 days	= 0.67	21 days	= 0.70
22 days	= 0.73	23 days	= 0.77	24 days	= 0.80
25 days	= 0.83	26 days	= 0.87	27 days	= 0.90
28 days	= 0.93	29 days	= 0.97	30 days	= 1.00
1 week	= 0.25	2 weeks	= 0.50	3 weeks	= 0.75
4 weeks	= 1.00	1 month	= 1.00		

COST PRICE:

Cost price of the item is data captured into this field and the system allows for 3 (three) decimals on the cost price. If the MARK-UP and SELLING PRICE fields are data captured for this item, this field may be left as zero and the system will calculate the cost price. The cost price will be updated with all future purchases.

GUARANTEE PERIOD:

If an item carries a guarantee, then the period of the guarantee (months) must be data captured into this field. If the field is zero then the system assumes that no guarantee is applicable.

RETAIL PRICE:

This field allows for the retail price of the item to be data captured. If the MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and the system will then calculate the retail price. The retail price will be updated with all future purchases.

CASH PRICE:

This field is used to data capture the cash price of the item. If the CASH MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and then the system will calculate the cash price. The cash price will be updated with all future purchases.

WHOLESALE PRICE:

This field allows for the wholesale price of the item to be data captured. If the WHOLESALE MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and then the

system will calculate the wholesale price. The Wholesale price will be updated with all future purchases.

TAX INC. PRICE:

The VAT inclusive retail, cash and wholesale prices are calculated by the system and displayed when all other details have been accepted by the system.

QUANT ORDERED:

This field is used to data capture the quantity on order at the time of take-on. All future orders and purchases will update the order quantity. If there are outstanding orders at the time of take-on and full details of these orders are required, then this field should be left as zero and the orders data captured via the purchase orders module in the creditor system.

PACKED -SELL UNIT:

This field is used to indicate the purchase unit from the supplier. E.g. Buying per dozen and reselling per unit.

DATE ORDERED:

This field is used to data capture the date of the last order that was placed, if it is still outstanding at the time of data capture (DD/MM/YYYY). If full details of the outstanding orders are required, then this field should be left as zero and the orders data captured via the purchase orders module in the creditor system.

DATE RECEIVED:

This field is used to key in the date that the last shipment of goods arrived (DD/MM/YYYY). This field will be updated with all future purchases.

AVERAGE COST:

This field is used to key in the average cost price of the stock on hand. If this field is not data captured, then the system will insert the cost price as the AVERAGE COST. The AVERAGE COST will be updated with all future purchases and is used by the system to value the stock on hand.

The tab key should be used to move the cursor from one field to the next while the shift and tab key should be used to move the cursor to the previous field. The **ENTER** key is used to terminate the data entry for this screen.

On completion of the Stock Input screen, the program allows the USER to make any corrections before continuing.

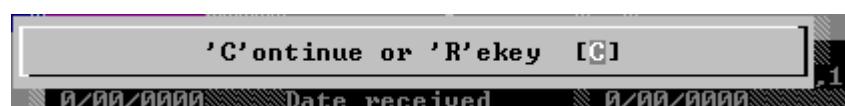
Pressing the **N** key will allow the USER to make changes to the data. If the **ENTER** key is pressed the system will continue with one of the following screens.

If the option to allow for VAT exemption under article 11/1g has been set (**See Parameter option A/1/6/C**), then the following pop-up window will be displayed to enable the USER to set the option for the item that has just been added to the data base.



Press the **Y** key to set the exemption option and press the **N** key if the exemption option does not apply to the item.

The following confirmation pop-up window will be displayed.

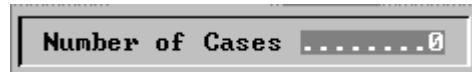


Press the **R** key if any of the details must be changed or press either the **C** or **ENTER** key to continue.

If the use cases option has been set (**See Stock Options 1/1/7**), then the following pop-up window will be displayed.



Pressing the **Y** key will result in the following window being displayed, enabling the USER to key in the number of cases on hand. (This field will be maintained by all future purchases and sales.)



When the number of cases has been keyed in, the program allows the USER to make any corrections before continuing.

Pressing the **N** key will allow the USER to make changes to the data. If the **ENTER** key is pressed the system will continue with one of the following screens.

If the use packs option has been set (**See Stock Options 1/1/7**), then the following pop-up window will be displayed.



Pressing the **Y** key will result in the following window being displayed, enabling the USER to key in details of packs.

P A C K S :		S A L E S	D E T A I L S	
		Pack 1	Pack 2	Pack 3
Priced per				
Units per pack	0.000	0.000	0.000
Markup -Retail		0.0000	0.0000	0.0000
-Cash		0.0000	0.0000	0.0000
-Wholesale		0.0000	0.0000	0.0000
Price -Retail		0.000	0.000	0.000
-Cash		0.000	0.000	0.000
-Wholesale		0.000	0.000	0.000

For each pack size that is used, the following details must be keyed in. Only key in details if a pack column is to be used. If only one pack size is used, then leave the details for pack 2 and 3 as blank or zero as shown above.

PRICED PER:

This field is used to indicate the unit of pricing used for the stock record. E.g. **EACH, DOZEN, SIX, METER** etc.

UNITS PER PACK:

This field is used to specify the number of selling units that are in the pack. E. g. **6, 10, 12 etc.**

RETAIL MARK-UP:

This field allows for the percentage mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

CASH MARK-UP:

This field allows for the percentage cash mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

WHOLESALE MARK-UP:

This field allows for the percentage wholesale mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

RETAIL PRICE:

This field allows for the retail price of the item to be data captured. If the MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and the system will then calculate the retail price. The retail price will be updated with all future purchases.

CASH PRICE:

This field is used to data capture the cash price of the item. If the CASH MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and then the system will calculate the cash price. The cash price will be updated with all future purchases.

WHOLESALE PRICE:

This field allows for the wholesale price of the item to be data captured. If the WHOLESALE MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and then the system will calculate the wholesale price. The Wholesale price will be updated with all future purchases.

When all the details for all packs that are to be used, have been keyed in, the system will display the confirmation pop-up window and allow the USER to accept or amend the details that have been keyed in.



Use ↑ ↓ to move the message window

Pressing the **N** key will allow the USER to make changes to the data. If the **ENTER** key is pressed the system will continue with the following screens.

Memo/Remarks/Specifications required Y/N [N]

The system enquires if additional details are to be data captured for this item. Pressing the **N** key for no additional specifications will instruct the system continue with the Production query screen.

If the 'Y' key is pressed the system will proceed to the following screen.

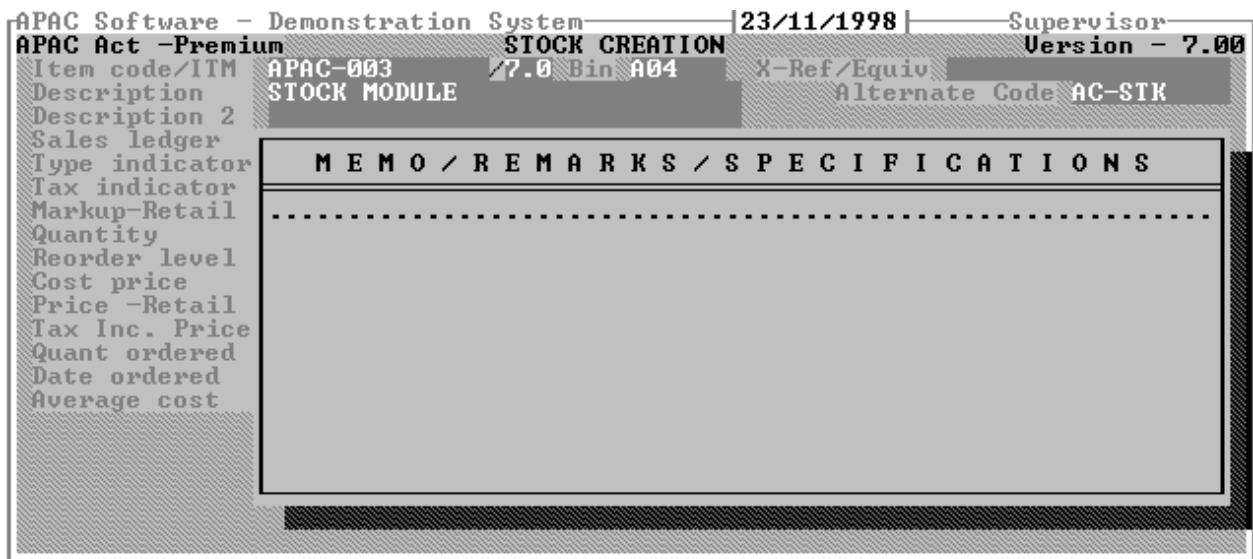
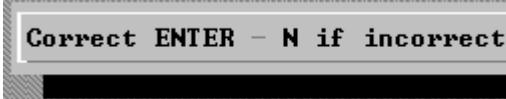


Figure 7-5: Stock Creations - Additional Specifications Screen

The system displays the **MEMO/REMARKS/SPECIFICATIONS** window over the creation screen and will allow the USER to enter the additional specifications. The system creates a record for each line of information that is entered. Each line of additional specifications or remarks allows for 60 characters and the system allows for up to 12 (twelve) lines per item.

Use the tab key to move the cursor from one field to the next and the shift and tab key to move to the previous field. The **ENTER** key is used to terminate the data entry of the additional specifications.



On completion of the data capturing of the additional specifications, the system allows the USER to make any corrections before continuing.

The USER is requested to confirm that the details that have been entered are correct. If any details are to be corrected, the 'N' key must be pressed and the system will then allow for corrections to be made to the data. If the data is correct, the USER must press the **ENTER** key.

When the USER confirms that the details are correct, the system proceeds to the following screen. (**Production query**).

Is this Item produced from other Items Y/N [N]

After creating the stock record the system enquires as to whether the item is produced or assembled from other items or raw materials.

If production processing (bill of materials) is required and this article is assembled or produced by the USER from other items or raw materials, then the operator should answer with a 'Y' to enable these additional details to be entered.

As the system will check the codes that will be entered on the next screen, it is advisable that all other items and raw materials are first data captured, before the produced items are data captured.

If the operator responds with a 'Y' the following screen is displayed:

APAC Software - Demonstration System		10/03/1999	Supervisor
APAC Act -Premium		STOCK CREATION	
Item code/ITM	M8700	Bin A78	X-Ref/Equiv
Description	MOTOROLA INTERNATIONAL 8700		
Details of Manufacture <Include Labour>			
Comments	ITM	Description	Quantity

Figure 7-6: Stock Creations - Production Items Screen

The item code, bin, equivalent and description fields are carried forward from the first screen and are not input fields on the second screen.

The item codes and quantities of all the raw materials or other items, including labour, that are required to assemble or manufacture this item or package must be keyed in on this screen.

If the screen fills up with details, it will be cleared and the USER is able to key in any additional items on the next screen.

The current system allows for up to 30 item codes to be keyed in for an assembled or manufactured product. This number will be increased in a later release of the system.

Keying in a space as an item code will result in the system requesting for confirmation that all the items required for the assembly/manufacture of the item have been keyed in.

Correct ENTER - N if incorrect

Input details complete

The system will allow the USER to make any corrections before continuing.

If any additional items need to be added to the list that has been data captured, the USER must press the **N** key and the system will allow the USER to continue adding items to the list. If the data is correct, the USER must press the **ENTER** key.

When the USER confirms that the details are correct, the system will update the data base and allow the USER to data capture the next item.

7.1.1.2 AMEND EXISTING RECORD. (OPTION 1 / 1 / 1 / 2).

Selecting this option, allows the USER to amend an existing stock record.

The screen layout is the same as the create a new record screen and the rules regarding each of the fields is the same as previously described in the create routine.

The USER keys in the item code or uses one of the lookup functions to locate the item that has to be amended.

The selected item is then displayed and the USER may then key-in the amendments required. Use the **TAB** key to move to the field/s that need to be amended. Press the **ENTER** key, once all the amendments have been made.

As previously mentioned, certain fields may only be amended if the USER has logged in using the login procedure in the stock menu.

7.1.1.3 CHANGE ITEM CODE. (OPTION 1 / 1 / 1 / 3)

Selecting this option allows the USER to amend an item code of an existing stock record.

The USER keys in the item code or uses one of the lookup functions to locate the item that has to be amended.

The selected item is then displayed and the USER may then key-in the amended code.

The system will check that the new code is not an existing code before writing the new details to the database.

7.1.1.4 DELETE STOCK RECORD. (OPTION 1 / 1 / 1 / 4)

Selecting this option allows the USER to delete an item (stock record) from the data base.

The USER keys in the item code or uses one of the lookup functions to locate the item that has to be deleted.

The selected item is then displayed and the USER may then confirm that the item must be deleted or proceed to another item. The system will check that the quantity field is zero before deleting the record from the database.

All production and memo records linked to the stock record will also be deleted by the system.

7.1.1.5 FLAG REDUNDANT ITEM. (OPTION 1 / 1 / 1 / 5)

This option allows the USER to mark stock items as redundant.

The USER keys in the item code or uses one of the lookup functions to locate the item that has to be marked as redundant.

The selected item is then displayed and the USER may then confirm that the item must be marked redundant or not. The effect of flagging an item as redundant is that the value is written off, while the item remains in the stock database and can therefore be controlled.

Redundant items are printed on a special redundant stock report.

7.1.1.6 STOCKENQUIRY. (OPTION 1 / 1 / 1 / 6).

This option allows the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows for the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

The selected item is then displayed by the system using the following screen.

APAC Software - Demonstration System		24/11/1998	Supervisor
APAC Act -Premium		STOCK ENQUIRY	
Item code/ITM	SW1009	Bin	001
Description	DOS U6.2 U/G	X-Ref/Equiv	DOS
Description 2	MICROSOFT DOS AND SUPPL. DISC	Alternate Code	MICROSOFT
Sales ledger	0002 3rd Party Software		
Type indicator	0 : 0=Controlled, 1=Price only, 2=Labour, 3=Text, 4=Heading		
Tax indicator	1 : 0=No VAT, 1 to 6=VAT Rate: VAT - Article 11/1g		
Markup-Retail	8.91	Cash	8.91
Quantity	4.0000	Priced per Program	(e.g. Each, Dozen, Etc)
Reorder level	0.00	Lead time < >	0.00
Cost price	222.810	Guarantee period	0< .0=No guarantee>
Price -Retail	242.675	Cash	242.675
Tax Inc. Price	276.65	Wholesale	276.65
Quant ordered	0.00	Packed -Sell Unit	1.00 (e.g. 6,12,24)
Date ordered	17/07/1998	Date received	17/07/1998
Average cost	222.810		
Last active	22/04/1998	Month 1	Month 2
Movement MTD	7.00	1.00	0.00
YTD	0.00		0.00
Value MTD	1698.71	Cost MTD	1386.00
YTD	0.00	YTD	
Supplier	CONTROL SYSTEMS		

↑↓, F6=W/H Qnt, F7=Packs, F9=Memo, F10=Pur.Hist. ANY other key - continue

Figure 7-7: Stock Enquiry Screen

The sales ledger (department) name is displayed at the top of the screen.

If VAT is applicable, then the vat inclusive prices are displayed just below the exclusive prices.

Date received	= Date that stock was last received.
Last active	= Date that last sale was made.
Movement:	MTD = Movement (quantity) during current month. Month1 = Movement previous month. Month2 = Movement 2 months previously. Month3 = Movement 3 months previously. Average = The average monthly movement. YTD = Movement during the current year.
Value:	MTD = Value (selling) during the current month. YTD = Value (selling) during the current year.
Cost:	MTD = Total cost of goods/services sold during current month. YTD = Total cost of goods/services sold during current year.

The name of the last supplier is displayed at the bottom of the screen.

Press the **F6** key to view the quantities in warehouses.

Each warehouse code together with the quantity at the warehouse is displayed in a window that pops up on the left hand side of the screen.

Press the **F7** to view details of packs.

APAC Software - Demonstration System | 24/02/1999 | Supervisor
APAC Act -Premium Version - 7.00
Item code/ITM APAC-000 ✓ Bin A01 X-Ref/Equiv ACCOUNTING
Description APAC - ACCOUNTING SINGLE USER Alternate Code AC-SINGLE
Description 2 VERSION 7 AND 2000 COMPLIANT
Sales ledger 0001 Packages & Programs

P A C K S :	S A L E S D E T A I L S		
	Pack 1	Pack 2	Pack 3
Priced per	Five		
Units per pack	5.00	0.00	0.00
Markup -Retail	64.11	0.00	0.00
-Cash	43.59	0.00	0.00
-Wholesale	23.08	0.00	0.00
Price -Retail	19200.00	0.00	0.00
-Cash	16800.00	0.00	0.00
-Wholesale	14400.00	0.00	0.00
			Average
Movement MTD	0.00	0.00	0.00
YTD	0.00		
Value MTD	0.00	Cost MTD	
YTD	0.00	YTD	

Press any key to continue

Press the **F9** to view the additional specifications/remarks that have been data captured for the item. If no additional specifications have been data captured, the following screen will be displayed.

No additional specifications - Press ANY key

Pressing the **F10** key to view purchase history will result in the following screen being displayed.

Transactions for Period.
Starting Date : 10/01/1999
Ending Date : 10/03/1999
Dates to be keyed in as DDMMCCYY

Figure 7-8: Stock (Purchase History) -Period Selection Screen

Pressing the enter key will extract the last three months (**90..2** days) history or change the period as required. Once the selection has been made, the system will display the following screen and allow the USER to select in what sequence the history is to be viewed.

'C'ost price or 'D'ate Sequence [C]

The system will then display each purchase made during the period selected in the sequence requested. Each line of information will consist of: reference number, date, supplier account number, cost price, quantity, supplier name and an indicator to show if it was an invoice or debit note (supplier credit note).

Select option **0 EXIT**.

(OPTION 1 / 1 / 1 / 0)

The system exits this menu window and returns to **STOCK MAINTENANCE** menu window.

7.1.2 STOCK PRICE/QUANTITY ADJUSTMENT ROUTINES. (OPTION 1 / 1 / 2)

The following menu is displayed.

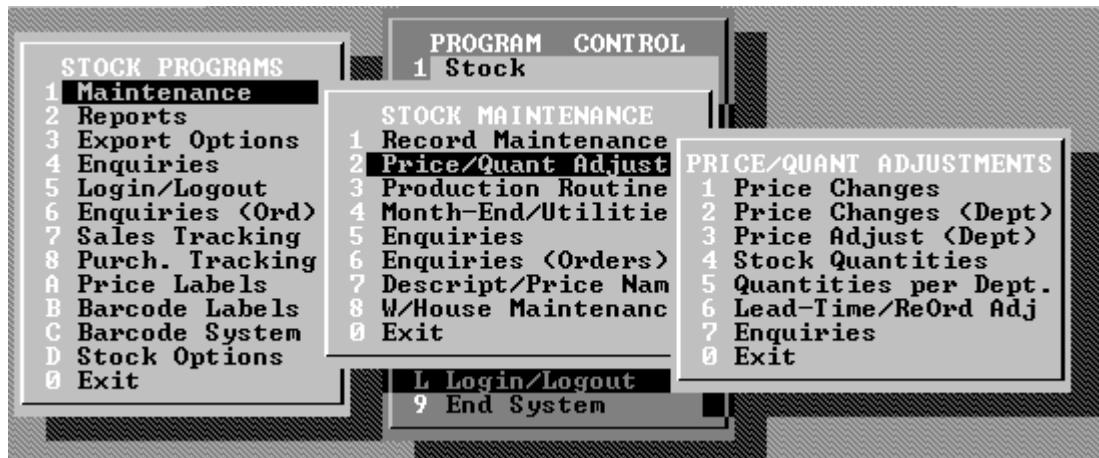


Figure 7-9: Stock - Price / Quantity Adjustments Menu

Select the option required.

Note. For all the above maintenance options, the USER must have logged in using the stock login option (OPTION 5 ON STOCK PROGRAMS MENU)

See **7.8** for more details of the stock Login and Logout procedure.

7.1.2.1 PRICE CHANGES. (OPTION 1 / 1 / 2 / 1)

This routine is used when a few items within a range (item code) need to have prices amended.

Selecting the price changes option will result in the following screen being displayed:

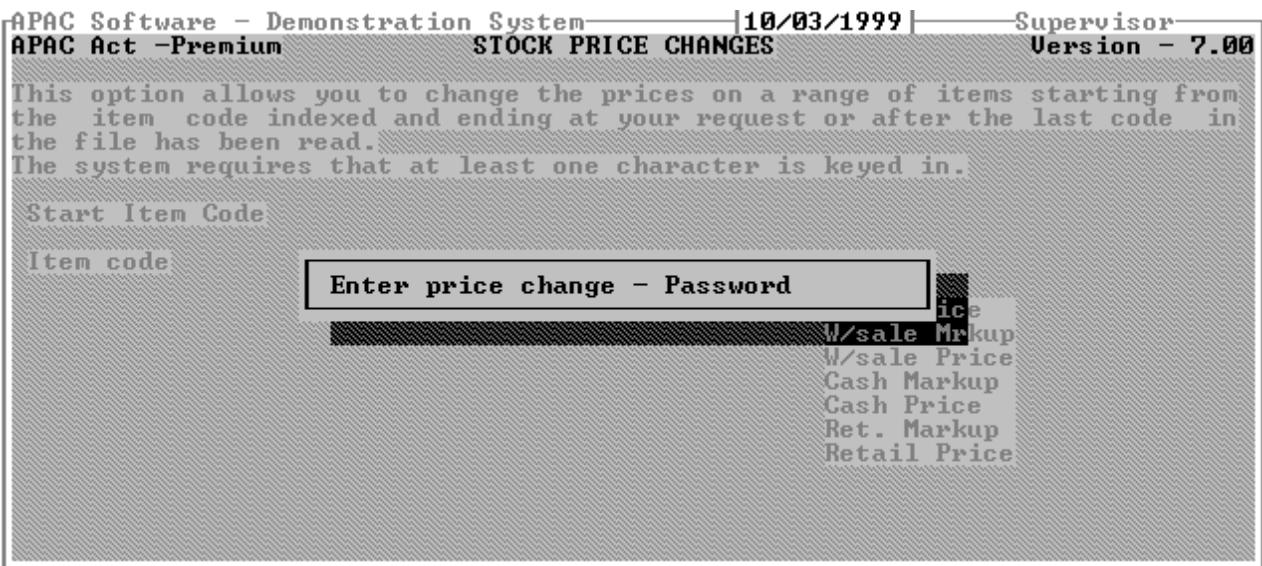


Figure 7-10: Stock Price Changes - Password Screen

This routine requires the USER to be logged in (Special security for stock routines). This routine enables the USER to amend prices and/or mark-ups for a range of stock items.

The password is initially APACPW. This password can be changed in the utilities section of the system (See A/1/6/3 - Supervisor Passwords).

When the correct password has been keyed in the system will allow the USER to key in the item code or use one of the lookup functions to select the first item in the range of items for which price changes are to be made.

This routine allows the USER to change any or all of the following fields for each item that is displayed: Cost price, retail mark-up, cash mark-up, wholesale mark-up, retail price, cash price and/or wholesale price.

If the Cost price has increased and the mark-up has not, the USER need only key in the Cost price, delete the Wholesale, Cash and Retail prices and the system will calculate the new Wholesale, Cash and Retail prices. The system will calculate the Wholesale, Cash and Retail prices if only the mark-up percentage has changed. This requires that the new mark-up percentage is keyed in and the Wholesale, Cash and Retail prices are deleted.

The forward and back tab keys must be used to move between fields on this screen.

If the selling price/s is/are left blank and the cost and mark-up/s are present, the system will recalculate the selling price/s.

If the mark-up/s is/are left blank, the system will recalculate the mark-up/s using the cost and selling prices.

When all the changes for a code have been made the following message is displayed.

Correct ENTER - N if incorrect

Pressing the 'N' key will allow the USER to re-key the changes.

Pressing the **ENTER** or any other key will result in:

- The changes that have been keyed to be updated on the database.
- If the item also has pack prices, then the following pop-up window will be displayed and the pack prices may then be amended.

P A C K S :		S A L E S	D E T A I L S	
		Pack 1	Pack 2	Pack 3
Priced per	Five			
Units per pack	5.000	0.000	0.000	
Markup				
-Retail	.29.7200	0.0000	0.0000	
-Cash sale	9.1800	0.0000	0.0000	
-Wholesale	22.1600	0.0000	0.0000	
Price				
-Retail	24000.000	0.000	0.000	
-Cash sale	16800.000	0.000	0.000	
-Wholesale	14400.000	0.000	0.000	

When all the changes for a code have been made the following message is displayed.

Correct ENTER - N if incorrect

Press the ENTER key if all the details are correct and the system will continue and record the changes on the data base.

If the 'N' key is pressed, then the following message will be displayed.



The USER may select to change all the prices or to select a specific pack.

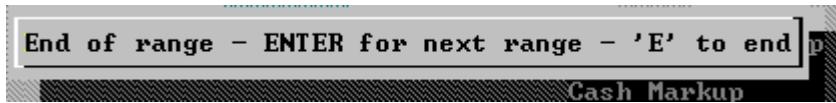
When the system has updated the database, the following message is displayed.



Stock records are displayed in item code sequence and as each item is changed or skipped the system will display the next item until the last item has been displayed or the range is terminated by the USER.

If the 'E' is pressed the system will return to the price changes screen as shown in **Fig 7-10**, allowing the USER to enter a new range.

Pressing the ENTER key will result in either the next item in the range being displayed or if the range is completed, the following screen will be displayed.



If the 'E' is pressed the system will return to the stock **PRICE/QUANT ADJUSTMENTS** menu window.

If the ENTER key is pressed, the system will return to the price change screen, **Fig 7-10**, allowing the USER to enter a new range.

7.1.2.2 PRICE CHANGES (DEPT).

(OPTION 1 / 1 / 2 / 2)

This routine is used when the price changes required are for items linked to the same sales ledger.

This routine requires the USER to be logged in (Special security for stock routines).

Selecting the price changes (dept) option will result in the following screen being displayed, enabling the USER to amend prices and/or mark-ups for stock items in the specified department (Sales Ledger).

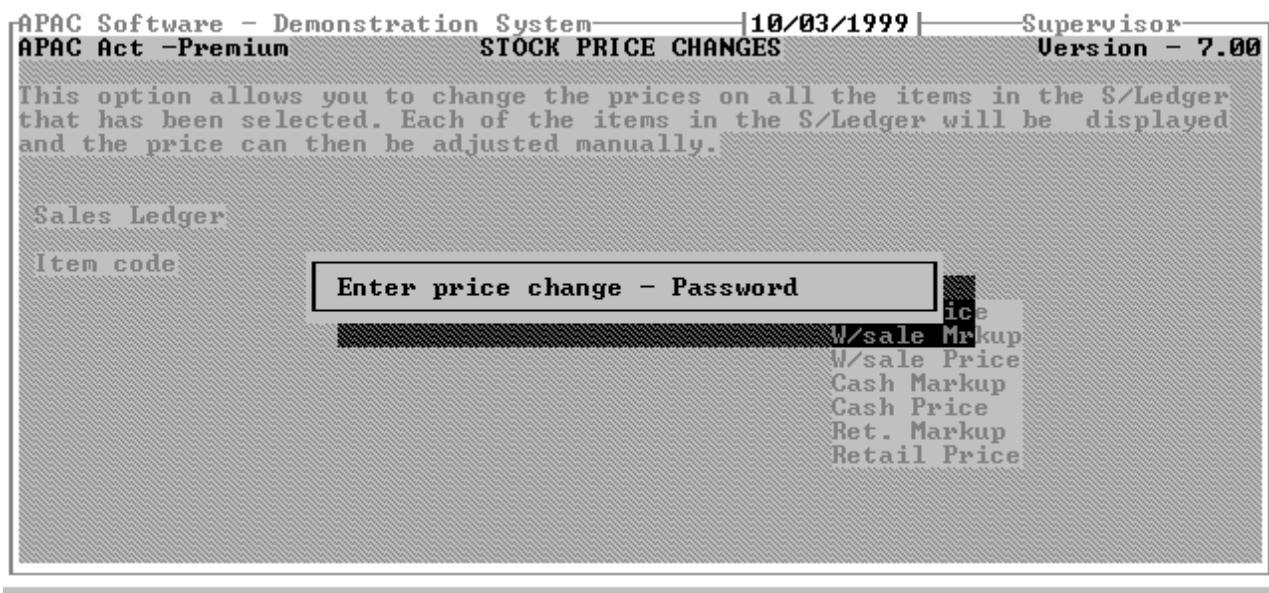


Figure 7-11: Stock Price Changes per Department - Password Screen

The password is initially **APACPW**. This password can be changed in the utilities section of the system (See A/1/6/3 - Supervisor Passwords).

When the correct password has been keyed in the system will allow the USER to key in the sales ledger (department) code, for which the price changes are to be made.

This option allows the USER to change the prices on all the items in the sales ledger (department) that has been selected. Each of the items in the sales ledger will be displayed and the prices and/or mark-ups can then be adjusted manually.

The USER is prompted to key in a sales ledger (department) code. If 0 (zero) is keyed in, the system will return to the stock **PRICE/QUANT ADJUSTMENTS** menu window.

If a sales ledger code is entered, it is checked against the data base to verify that it is an existing sales ledger. The relevant error message will be displayed for invalid sales ledger codes.

When the sales ledger code has been keyed in, the system displays the description and requests the USER to confirm that it is the correct sales ledger.

Correct ENTER - N if incorrect

If the 'N' key is pressed, the system will allow the USER to re-key the sales ledger code.

If the USER confirms that the sales ledger selected is the correct one, the system will start at the first item (item code sequence) and allow the USER to change any or all of the following fields for each item that is displayed: Cost price, retail mark-up, cash mark-up, wholesale mark-up, retail price, cash price and/or wholesale price.

If the Cost price has increased and the mark-up has not, the USER need only key in the Cost price, delete the Wholesale, Cash and Retail prices and the system will calculate the new Wholesale, Cash and Retail prices. The system will calculate the Wholesale, Cash and Retail prices if only the mark-up percentage has changed. This requires that the new mark-up percentage is keyed in and the Wholesale, Cash and Retail prices are deleted.

The forward and back tab keys must be used to move between fields on this screen.

If the selling price/s is/are left blank and the cost and mark-up/s are present, the system will recalculate the selling price/s.

If the mark-up/s is/are left blank, the system will recalculate the mark-up/s using the cost and selling prices.

When all the changes for a code have been made the following message is displayed.

Correct ENTER - N if incorrect

Pressing the 'N' key will allow the USER to re-key the changes.

Pressing the **ENTER** or any other key will result in:

- The changes that have been keyed to be updated on the database.
- If the item also has pack prices, then the following pop-up window will be displayed and the pack prices may then be amended.

P A C K S :		S A L E S	D E T A I L S	
		Pack 1	Pack 2	Pack 3
Priced per	Five			
Units per pack	5.000	0.000	0.000	0.000
Markup				
-Retail	.29.7200	0.0000	0.0000	0.0000
-Cash sale	9.1800	0.0000	0.0000	0.0000
-Wholesale	22.1600	0.0000	0.0000	0.0000
Price				
-Retail	24000.000	0.000	0.000	0.000
-Cash sale	16800.000	0.000	0.000	0.000
-Wholesale	14400.000	0.000	0.000	0.000

When all the changes for a code have been made the following message is displayed.

Correct ENTER - N if incorrect

Press the **ENTER** key if all the details are correct and the system will continue and record the changes on the data base.

If the 'N' key is pressed, then the following message will be displayed.

Re-key: 'A'11,pack '1','2','3' [A]

The USER may select to change all the prices or to select a specific pack.

When the system has updated the database, the following message is displayed.

ENTER to continue - 'E' to end []

Cash Markup

Stock records are displayed in sales ledger / item code sequence and as each item is changed or skipped the system will display the next item until the last item in the specified sales ledger has been displayed or the routine is terminated by the USER.

If the 'E' is pressed the system will return to the price changes screen as shown in **Fig 7-11**, allowing the USER to enter a new sales ledger code.

Pressing the **ENTER** key will result in either the next item in the sales ledger being displayed or if all the items in the sales ledger have been completed, the following message will be displayed.

End of category - ENTER for next - 'E' to end []

Cash Markup

If the 'E' is pressed the system will return to the stock **PRICE/QUANT ADJUSTMENTS** menu window.

If the **ENTER** key is pressed, the system will return to the price changes screen, **Fig 7-11**, allowing the USER to enter a new sales ledger code.

7.1.2.3 PRICE ADJUST (DEPT).

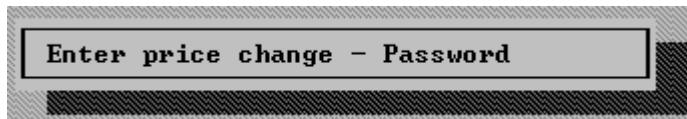
(OPTION 1 / 1 / 2 / 3)

This routine requires the USER to be logged in (Special security for stock routines).

This routine is used to change the mark-ups or adjust any or all of the selling prices (*up or down*) or to adjust the cost price (*up or down*) for all items in the selected sales ledger.

The stock is valued at the average cost price (*stored and maintained on each stock record*) and it is therefore safe to adjust the cost price without affecting the stock value.

Selecting the price adjust (dept) option will result in the following screen being displayed:



The password is initially APACPW. This password can be changed in the utilities section of the system (See A/1/6/3 - Supervisor Passwords).

When the correct password has been keyed in the system will allow the USER to key in the sales ledger (department) code, for which the price adjustments are to be made.

The following sales ledger (department) codes may not be XXXX, YYYY, VAT1, VAT2, VAT3, VAT4, VAT5 or VAT6. If spaces are entered, the system will exit from this routine and return to the PRICE/QUANT ADJUSTMENTS menu window.

Pressing the Escape key or the ENTER key, when the sales ledger code is requested will exit from this routine.

The sales ledger code that is entered will be verified by the system and the appropriate message will be displayed if an error occurs.

If a valid sales ledger code has been entered, the system will display the sales ledger description to the right of the code that has been keyed in and the following message will be displayed.



The USER is requested to confirm that the sales ledger that has been selected is correct. Pressing an 'N', will allow the USER to re-key the sales ledger code.

When the selected sales ledger has been confirmed by the USER the following screen will be displayed.



Figure 7-12: Stock Mark-up / Prices Adjustments Selection Screen

The USER is able to select the type of adjustment that is required.

- Press the M key and the following screen is displayed:

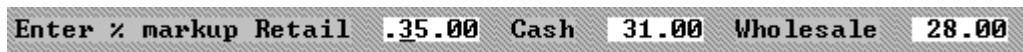


Figure 7-13: Stock Mark-up Adjustment Input Screen

This screen allows the USER to enter the mark-ups to be applied for the calculation of the retail, cash and wholesale prices. The current mark-ups that apply to this department will be displayed and the USER is able to amend the mark-up/s that is/are to be changed. All the items that are in this department will have their retail, cash and wholesale prices adjusted to the mark-ups that have been data captured.

Keying in a zero mark-up for retail and pressing the **ENTER** key will instruct the system to exit and return to the first screen in this routine and the USER is then able to change the sales ledger code.

When the mark-ups have been amended the system will display the following screen.

Correct ENTER - N if incorrect

The USER is requested to confirm that the percentage mark-ups are correct. If the **N** key is pressed the system will allow the mark-ups to be amended. If the **ENTER** key is pressed the system will read the stock records in the sales ledger that has been specified, and adjust the retail, cash and wholesale prices to the mark-ups that have been selected. The default mark-ups for the sales ledger will be changed to these mark-ups.

As each item is read and updated the item code is displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

Stock record : APAC-052

When the system has processed all the items for the selected sales ledger the USER is returned to the sales ledger selection screen, where the next sales ledger can be selected.

- Press the **A** key and the following screen is displayed:



Enter % adjustment <- 'Minus to reduce... eg: -2.5
Retail ..0.00 Cash ..0.00 Wholesale ..0.00

Figure 7-14: Stock Price Adjustment Input Screen

This screen allows the USER to enter the adjustment percentage (+ or -) that must be applied to the various prices. This adjustment may be an increase or a reduction in the price/s. The system will display the following message, when the adjustment percentage has been data captured.

Correct ENTER - N if incorrect

The USER is requested to confirm that the adjustment percentage that has been keyed in is correct. Pressing the **'N'** key will allow the USER to change the adjustment percentage, while pressing the **ENTER** key will instruct the system to process the adjustment.

All the prices of items in the sales ledger that has been selected will be adjusted by the percentage that has been keyed in.

As each item is read and updated the item code is displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

Stock record : APAC-052

When the system has processed all the items for the selected sales ledger the USER is returned to the sales ledger selection screen, where the next sales ledger can be selected.

- Press the **C** key and the following screen is displayed:



Enter % adjustment <- 'Minus to reduce... eg: -2.5
Cost ..0.00

Figure 7-15: Stock Cost Price Adjustment Input Screen

The system allows the USER to key in the percentage adjustment (+ or -) that the cost price is to be adjusted by. The system will display the following message, when the adjustment percentage has been data captured.

Correct ENTER - N if incorrect

The USER is requested to confirm that the adjustment percentage that has been keyed in is correct. Pressing the 'N' key will allow the USER to change the adjustment percentage, while pressing the **ENTER** key will instruct the system to process the adjustment.

This adjustment will be applied to all the items that are linked to the sales ledger that has been selected.

As each item is read and updated the item code is displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

Stock record : APAC-052

When the system has processed all the items for the selected sales ledger the USER is returned to the sales ledger selection screen, where the next sales ledger can be selected.

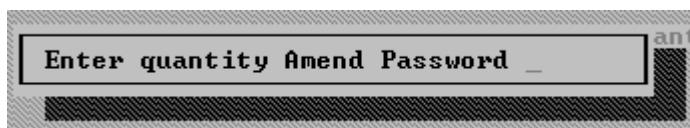
7.1.2.4 STOCK QUANTITIES.

(OPTION 1 / 1 / 2 / 4)

This routine requires the USER to be logged in (Special security for stock routines).

This routine is used to adjust stock quantities and is usually used after stock taking to key in the corrected figures. Adjustments made to the stock quantities, will generate adjustment entries to the general ledger if the system has been set up as integrated.

Selecting the stock quantities option will result in the following screen being displayed:



The password is initially **APACPW**. This password can be changed in the utilities section of the system (See A/1/6/3 - Supervisor Passwords).

(See SYSTEM PASSWORDS at the front of this manual)

When the correct password has been keyed in the system will allow the USER to key in the item code or use one of the lookup functions to select the first item in the range of items for which quantity changes are to be made. The following screen is displayed.

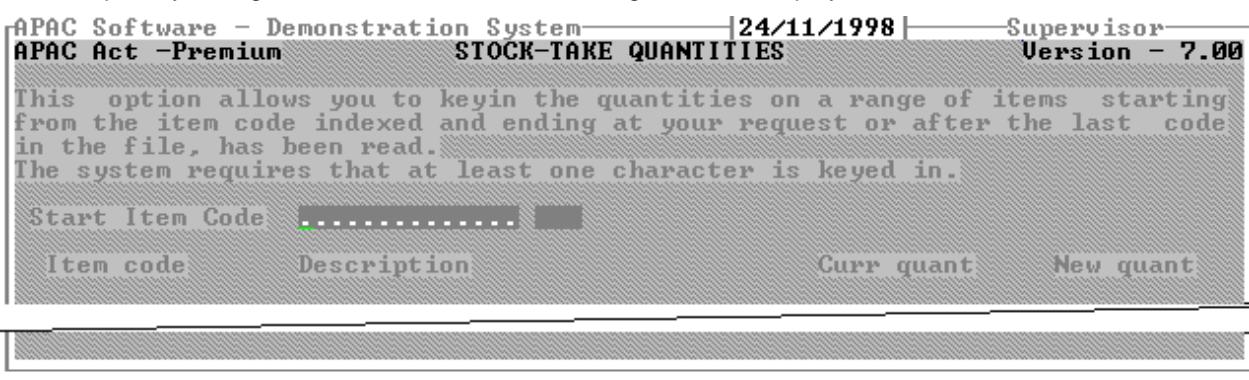


Figure 7-16: Stock Take - Quantity Input Screen

Key in the starting code (one or more characters) or use one of the lookup functions to find the starting code and the system displays the current quantity for items starting with the code that is keyed in and ending at the USER's request or when the end of file is reached. The system allows the USER to terminate the routine before the end of the range or file is reached.

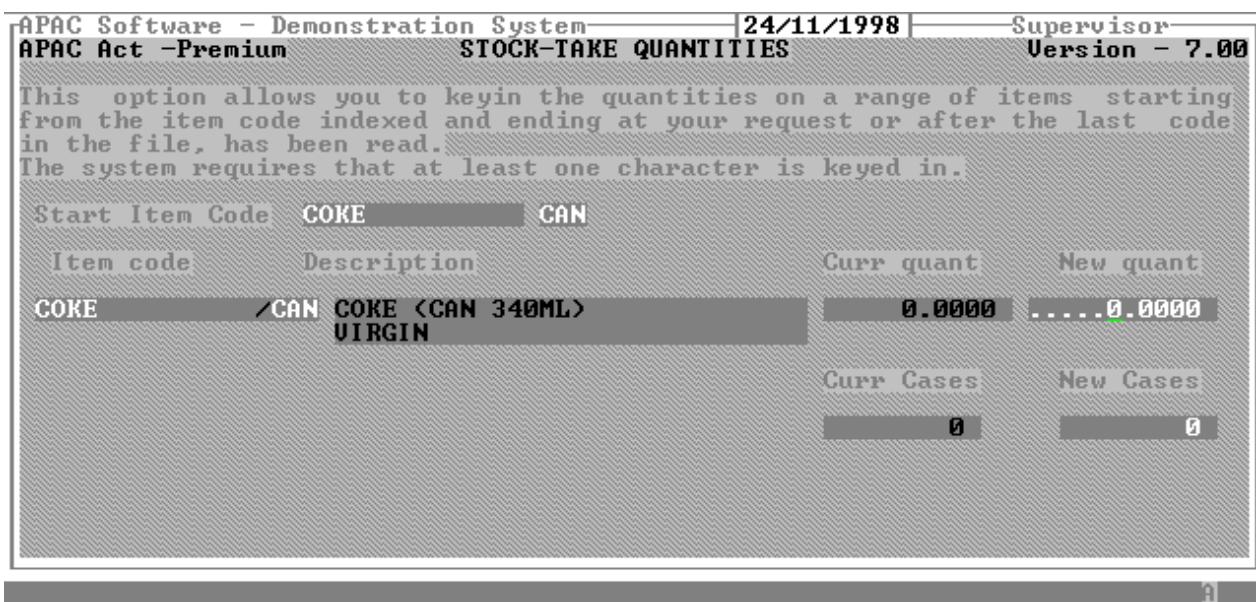
Pressing the **ENTER** key or keying in spaces into the item code field, will result in the system returning to the stock **PRICE/QUANT ADJUSTMENTS** menu window

When a starting code or a portion of a code has been keyed in or obtained via one of the lookup options, the system will ask for confirmation of this code before continuing. The following message is displayed on the screen.

Correct ENTER - N if incorrect

Pressing the **N'** key will allow the USER to change the starting code. If the **ENTER** key is pressed, the system will read the Stock record that has the same code as the data that has been entered or if that code is not in the data base, the first stock record that has a code which contains the same leading characters as the code that has been keyed in.

If the Item being displayed also has cases controlled then the system will also display the details of the cases (see following screen) and allow the USER to amend the case quantities as well.



This routine allows the USER to change the quantity or continue with the next item. When the quantity has been amended or the USER has pressed the enter or forward tab key the following screen will be displayed.

Correct ENTER - N if incorrect

The USER can confirm that the quantity is correct by pressing any key other than **N'**. If the **N'** is pressed the system will allow the USER to re-key the quantity.

If the USER confirms the new quantity, the system will update the data base and then display the following screen.



Press the '**C**' key or **ENTER** key and the system will display the next item in the range.

Stock records are displayed in item code sequence and as each item is changed or skipped the system will display the next item until the last item has been displayed or the range is terminated by the USER.

Press the 'N' key or the 'E' and the system will return the CURSOR to the Start Item Code field and allow the USER to key in a new starting code to start a new range. Press the **ENTER** key when the CURSOR has been placed back into the Start Item Code field and the system will return to the **PRICE/QUANT ADJUSTMENTS** menu window.

7.1.2.5 QUANTITIES PER DEPT.

(OPTION 1 / 1 / 2 / 5)

This routine requires the USER to be logged in (Special security for stock routines)

This routine is used to adjust stock quantities and is usually used after stock taking to key in the corrected figures. This routine differs from the previous routine by only extracting items for the specified sales ledger.

Selecting the stock quantities per department option will result in the following screen being displayed.



The password is initially APACPW. This password can be changed in the utilities section of the system (See A/1/6/3 - Supervisor Passwords).

(See SYSTEM PASSWORDS at the front of this manual)

When the correct password has been keyed in the system will allow the USER to select the sales ledger for which quantity changes are to be made.

APAC Software - Demonstration System		24/11/1998	Supervisor
APAC Act -Premium		STOCK-TAKE QUANTITIES	Version - 7.00
This option allows you to keyin the quantities for all items in the S/Ledger that has been selected. Each of the items in the S/Ledger will be displayed and the quantity can then be adjusted manually.			
Sales Ledger	Curr quant	New quant
Item code	Description		

Figure 7-17: Stock-Take Quantities (Department) Input Screen

This option allows the USER to data capture the correct quantities for the stock records within a selected Sales Ledger (Department). This routine is used after a STOCK-TAKE. Key in the sales ledger code and the system displays the current quantity on file for items starting with the first code in the sales ledger that has been selected. The system will continue to display records and allow updates and will end at the USER's request or when all records in the selected sales ledger have been read or when the end of the stock file is reached.

The ledger code may not be **XXXX**, **YYYY**, **VAT1**, **VAT2**, **VAT3**, **VAT4**, **VAT5** or **VAT6**. If spaces are entered, the system will exit from this routine and return to the stock **PRICE/QUANT ADJUSTMENTS** menu window.

The sales ledger code that is entered will be verified by the system and the appropriate message will be displayed if an error occurs.

The USER is requested to confirm that the sales ledger, that has been selected is correct.

Correct ENTER - N if incorrect

Pressing an **N**, will allow the USER to re-key the sales ledger code, while pressing any other key will continue at the next screen.

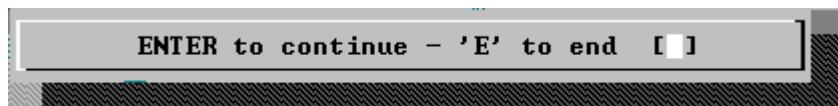
If a valid sales ledger code has been entered, the system will display the first items details. If the item being displayed also has cases controlled then the details of the cases will also be displayed. (**See option 1/1/2/4**).

This routine allows the USER to change the quantity or continue with the next item. When the quantity has been amended or the USER has pressed the enter or forward tab key the following screen will be displayed.

Correct ENTER - N if incorrect

The USER can confirm that the quantity is correct by pressing any key other than **N**. If the **N** is pressed the system will allow the USER to re-key the quantity.

If the USER confirms the new quantity, the system will update the data base and then display the following message on the screen.



Stock records are displayed in item code sequence and as each item is changed or skipped the system will display the next item until the last item for the specified sales ledger has been displayed or the procedure is terminated by the USER.

If any key other than an **E** is pressed, the system will display the next code in the category. If **E** is pressed the system will exit from the current sales ledger range and re-display the screen as shown in **Fig 7-17** allowing the USER to key in a new sales ledger code.

When the end of the current sales ledger range is reached, the system will display the following details on the screen.



If the **E** key is pressed, the system will exit from the Quantities per department routine and return to stock **PRICE/QUANT ADJUSTMENTS** menu window. If any other key is pressed, the system will re-display the screen as shown in **Fig 7-17**, allowing the USER to key in a new sales ledger code.

7.1.2.6 LEAD-TIME/RE-ORD ADJ.

(OPTION 1 / 1 / 2 / 6)

This routine is used to change the lead time and recalculate the re-order levels for all items in the selected sales ledger.

The system also allows for lead times to be amended per item.

If most of the items in a specified sales ledger have the same lead-time, then this routine can be used to amend the lead time and then any items with a different lead-time can be amended separately.

Selecting the stock lead-time / re-order adjustment option will result in the following screen being displayed:

Sales ledger no.(1 to 296) ..0

When the selected sales ledger has been confirmed by the USER the following screen will be displayed.

New Lead-time (M.MM) 0.00

This field allows for the lead time required for delivery after an order is placed. Key in the lead time as per the table below. This field is used to calculate reorder level. This field is keyed in as months and decimals of a month.

1 day	= 0.03	2 days	= 0.07	3 days	= 0.10
4 days	= 0.13	5 days	= 0.17	6 days	= 0.20
7 days	= 0.23	8 days	= 0.27	9 days	= 0.30
10 days	= 0.33	11 days	= 0.37	12 days	= 0.40
13 days	= 0.43	14 days	= 0.47	15 days	= 0.50
16 days	= 0.53	17 days	= 0.57	18 days	= 0.60
19 days	= 0.63	20 days	= 0.67	21 days	= 0.70
22 days	= 0.73	23 days	= 0.77	24 days	= 0.80
25 days	= 0.83	26 days	= 0.87	27 days	= 0.90
28 days	= 0.93	29 days	= 0.97	30 days	= 1.00
1 week	= 0.25	2 weeks	= 0.50	3 weeks	= 0.75
4 weeks	= 1.00	1 month	= 1.00		

7.1.2.7 ENQUIRIES.

(OPTION 1 / 1 / 2 / 7)

This option allows the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows for the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

See 7.1.1.6 for more details of a stock enquiry.

Select option 0 EXIT.

(OPTION 1 / 1 / 2 / 0)

The system exits this menu window and returns to STOCK MAINTENANCE menu window.

7.1.3 STOCK PRODUCTION ROUTINES.

(OPTION 1 / 1 / 3)

The following menu is displayed.

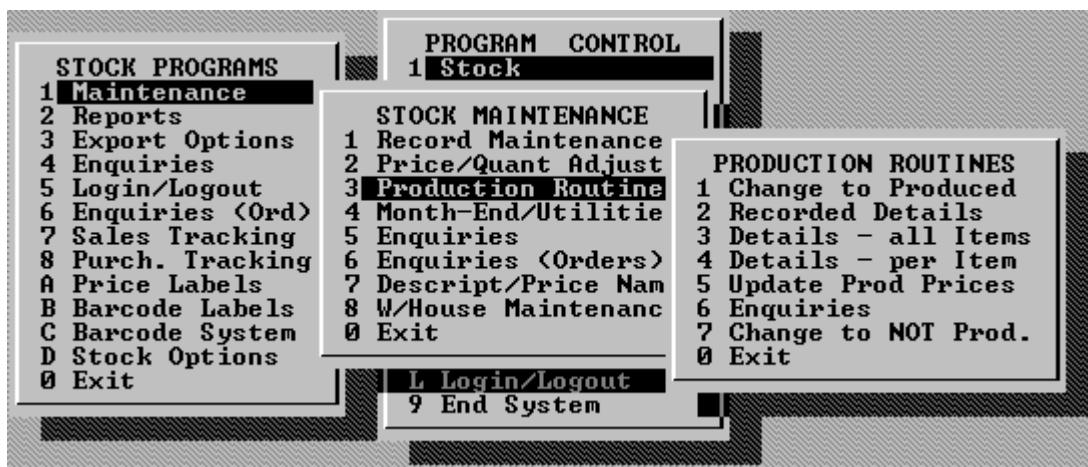


Figure 7-18: Stock Production Routines Menu

Select the option required.

7.1.3.1 CHANGE TO PRODUCED.

(OPTION 1 / 1 / 3 / 1)

This routine is used to change an item that has been received as a complete product and has to be changed to a produced/assembled/manufactured product.

e.g. The business has been selling kitchen tables that have been obtained from a supplier that has delivered the finished product. The business expands and has employed additional technical staff and has decided to assemble tables chairs etc as the cost will be greatly reduced.

Additional items (*timber, steel tubes, rubber etc*) are now data captured to the stock file. The kitchen table is now manufactured/assembled by the business using these new items rather than purchasing the item as a finished product.

Pressing the **Escape** key while the **CURSOR** is in the item code field will instruct the system to exit from this routine and return to the **PRODUCTION ROUTINES** menu.

Selecting the change to produced option will result in the following a screen being displayed by the system.



F1=Help, F2 Item code/ F3 Alt code/ F4 Desc/ F5 Desc2/ F6 X/Ref Lookup

Figure 7-19: Stock Amend Item to Produced Screen

The USER keys in the item code or uses one of the lookup functions to locate the item that has to be changed to a produced item.

If the item code that has been selected is for a produced item the system will display the following message.



If the stock record that has been selected is not currently a produced item, the system will display the item details on the screen. The **CURSOR** is placed at the beginning of the bin location field and the USER is allowed to data capture the amendments that are required.

The STOCK CREATION rules apply to all fields when doing amendments.

If the USER is not logged in for security protection, then the cost price and mark-up fields will not contain data. These fields together with the quantity and other price fields will not be updated by the system if they are changed without the correct security.

If the USER is Logged In, the mark-ups, cost price and average price will also be displayed on the screen.

Use the **TAB** key to move to the field/s that need to be amended. Press the **ENTER** key, once all the amendments have been made. The first part of this procedure is the same as that used for stock amendments.

When any necessary amendments have been made to the stock record and the USER has confirmed that these are correct, the system will allow amendments to be made to the additional specifications/memo/remarks if any after which the following screen will be displayed:

APAC Software - Demonstration System		24/11/1998	Supervisor
APAC Act -Premium		AMEND ITEM TO PRODUCED	
Item code	PROD-ITEM1	Bin	001
Description	TEST ITEM 1 - PRODUCTION	X-Ref/Equiv	PRODUCTION
Comments	Details of Manufacture (Include Labour)		
Stock code	ITM	Description	Quantity

Figure 7-20: Stock Change to Produced - Production Items Input Screen

The item code, bin, equivalent and description fields are carried forward from the first screen and are not input fields on the second screen.

The item codes and quantities of all the raw materials or other items, including labour, that are required to assemble or manufacture this item or package must be keyed in on this screen.

If the screen fills up with details, it will be cleared and the USER is able to key in any additional items on the next screen.

The current system allows for up to 30 item codes to be keyed in for an assembled or manufactured product. This number will be increased in a later release of the system.

Keying in a space as an item code will result in the system requesting for confirmation that all the items required for the assembly/manufacture of the item have been keyed in.

On confirmation of the data capturing of the details of manufacture/assembly, the system allows the USER to make corrections before continuing.

The USER is requested to confirm that the details that have been data captured are correct. If any details are to be corrected, the '**N**' key must be pressed and the system will then allow for corrections to be made to the data. If the data is correct, the USER must press the **ENTER** key.

The system will update the data base and allow the USER to make the next amendment.

7.1.3.2 RECORDED DETAILS.

(OPTION 1 / 1 / 3 / 2)

This routine is used to process details of manufactured or assembled items, from raw materials or other items/parts that are recorded in the stock file. This option uses the details recorded on the data base for the item code being produced. The details of quantities and codes are recorded when creating a stock record on the data base or can be recorded through a stock (**change to produced**) amendment.

If the USER has logged in for special routines, the system will require the USER to specify, whether the cost prices are to be displayed and printed. The following message will be displayed on the screen and the USER can then choose the printing and screen requirements.

Print the Cost, Selling or Both prices **S**

Pressing the '**C**' key will result in only the cost prices being printed, pressing the '**S**' key will result in only the selling prices being printed, while pressing the '**B**' key will result in the cost and selling prices being printed.

When the selection has been made the following screen will be displayed.

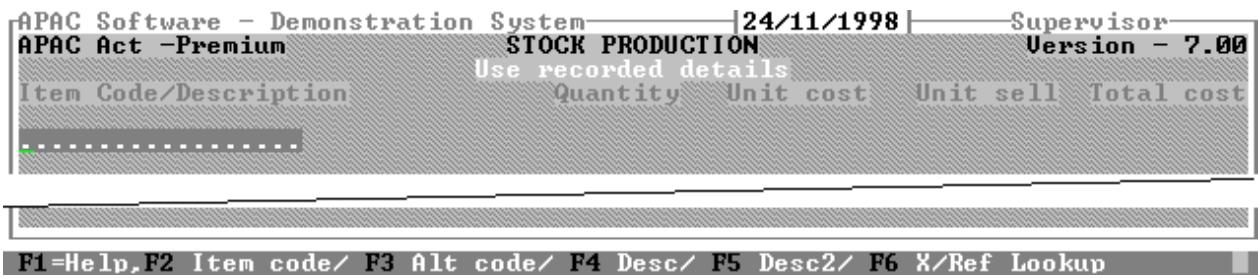


Figure 7-21: Stock Production (Using Recorded Details) Input Screen

This screen is used to data capture details of production and requires the USER to capture the item code and quantity for items that have been produced. The system will use the recorded details for the item to update the prices and stock data base. The quantities that are recorded will be used as the template for **each** item that is produced.

Pressing the **Escape** key while the **CURSOR** is in the item code field will instruct the system to exit from this routine and return to the **PRODUCTION ROUTINES** menu

Enter the stock code of the record that has been produced or use one of the lookup options that are available to locate a record (or records).

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the system will display the description of the stock record and request the USER to confirm that the correct item record has been accessed. The following message is displayed on the screen.



The system, allows the USER to reject or accept the code that has been keyed in, before continuing with the production process. If the USER responds with an **N**, the system will allow the USER to select a different item code.

If the code is accepted, the system will move the **CURSOR** to the quantity field and the USER is now requested to input the number of items that are to be or have been produced. The quantity is keyed in by the USER and the system displays the following message on the screen.



The system, allows the USER to reject or accept the details that have been keyed in, before continuing with the production process. If the USER responds with an **N**, the system will allow the USER to re-key the item code and quantity. If any key, other than an **N** is pressed, the following message will be displayed on the screen.

Busy calculating cost price

The above message will remain on the screen while the system reads the details of each item required for this production and recalculates the cost and selling prices of the produced item. The selling price is calculated by adding the cost price of all the items, that are used to produce or assemble the item, and then applying the mark-up's that are recorded on the stock record of the item that is being produced or assembled. Once all the items have been read and the calculations are completed, the system will erase the message from the screen and display the selling price that has been calculated.

The **CURSOR** is placed in the selling price field and the **USER** is able to accept the calculated price or change the price if necessary.

The cost prices will only be displayed or printed if the **USER** is logged in for special routines and the cost prices have been requested by the **USER**.

The system requires that the selling price that has been displayed, be confirmed or amended by the **USER**. If the price is correct, the **ENTER** key must be pressed. The price may be keyed in by the **USER** if the price that is displayed does not agree with the price that has been quoted or the price needs to be changed for some other reason.

Keying in a new price or pressing the **TAB** or **keys** will result in the system updating the stock file and displaying the following message.



The extended price is displayed and the **USER** is able to end the process or instruct the system to accept the code for the next item that is to be produced or assembled.

If the **E** key is pressed, the system will exit from this routine and return to the **PRODUCTION ROUTINES** menu. If any key other than the **E** key is pressed the system will allow the **USER** to key-in the item code for the next item that is to be produced or assembled.

The system prints an audit trail of all items, specified as having been produced during the production processing routine. If the **USER** is not logged in, or the cost prices have not been requested, then only the selling prices will be printed.

SAMPLE LISTINGS:

Production Processing Audit Trail (selling prices)

PAGE:	1	APAC Software - Demonstration System	DATE: 16/04/1999
PRODUCTION			
ITEM CODE	DESCRIPTION	QUANTITY	UNIT SELL TOTAL SELL
APAC-001	Debtors Module	1.00	445.00 445.00
APAC-003	Stock Module	1.00	445.00 445.00
APAC-007	Point-of-Sale (Bar-Code)	1.00	445.00 445.00
APAC-050	Three in one	2.00	1321.88
TOTAL			2643.76

***** END REPORT *****

Production Processing Audit Trail (with cost prices)

DATE: 17/08/1999	APAC Software - Demonstration System	PAGE: 1	
PRODUCTION			
ITEM CODE	DESCRIPTION	QUANTITY	UNIT COST UNIT SELL TOTAL COST
APAC-001	DEBTORS MODULE	1.0000	380.000 437.75 380.00
APAC-003	STOCK MODULE	1.0000	345.000 465.00 345.00
APAC-007	POINT-OF-SALE (BAR-CODE) MOD.	1.0000	395.000 532.00 395.00
APAC-050	THREE IN ONE	1.0000	1120.000 1512.25 1512.25
TOTAL			1120.00

***** END REPORT *****

NB. The above listings show selling prices of the finished article being different to the total selling price of the items that have been used to produce the finished product. This is as a

result of the mark-up, on the finished product, being less or greater than some or all of the mark-ups on the items used and in other cases due to the rounding price factor that is being used.

7.1.3.3 DETAILS - ALL ITEMS.

(OPTION 1 / 1 / 3 / 3)

Select option 3 (three) in the **PRODUCTION ROUTINES** menu and the following data capture screen will be displayed, enabling the USER to data capture details of items that have been produced, manufactured or assembled.

This routine is used to process details of manufactured or assembled items, from raw materials or other items / parts that are recorded in the stock file. This option allows the USER to data capture the number of items produced and the quantities of raw materials / other items used to produce these items.

If the USER has logged in for special routines, the system will require the USER to specify, whether the cost prices are to be displayed and printed. The following message will be displayed on the screen and the USER can then choose the printing and screen requirements.

Print the Cost, Selling or Both prices **S**

Pressing the 'C' key will result in only the cost prices being printed, pressing the 'S' key will result in only the selling prices being printed, while pressing the **B** key will result in the cost and selling prices being printed.

When the above selection has been made, the system will display the following message on the screen and allow the USER to select which cost to use when calculating the prices of the produced / assembled product/s.

Use the Average or Cost prices **A**

APAC Software - Demonstration System	24/11/1998	Supervisor		
APAC Act -Premium	PRODUCTION PROCESSING	Version - 7.00		
Key in total items/labour used				
Item Code/Description:	Quantity	Unit cost	Unit sell	Total cost

Items Used				
Item Code/Description:	Quantity			

F1=Help, F2 Item code/ F3 Alt code/ F4 Desc/ F5 Desc2/ F6 X/Ref Lookup

Figure 7-22: Stock Production (Key-in Total Produced and Total Used) Input Screen

This option updates that data base with the details that are keyed in by the USER for each item being produced. This option can be used for one off items that are produced or assembled.

Pressing the **Escape** key while the **CURSOR** is in the item code field will instruct the system to exit from this routine and return to the **PRODUCTION ROUTINES** menu.

Enter the stock code of the record that has been produced or use one of the lookup options that are available to locate a record (or records).

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the system will display the details of the stock record and request the USER to confirm that the correct item record has been accessed.

Having selected the item with the stock lookup option or having keyed in the code, the system will display the above screen. The system, allows the USER to reject or accept the code that has been keyed in, before continuing with the next screen. If the USER responds with an **N**, the system will allow the USER to select a different item code.

If any key other than the **N** is pressed, the system will proceed to the following field.

The USER is now requested to input the number of items that are to be or have been produced. The quantity is keyed in by the USER.

When the quantity has been keyed in, the system, will display the following message on the screen.

Correct ENTER - N if incorrect

The system, allows the USER to reject or accept the details that have been keyed in, before continuing with the next screen. If the USER responds with an 'N', the system will allow the USER to re-key the item code and quantity. If any key, other than an 'N' is pressed, the system will move to the Items used section of the data capturing screen and the **CURSOR** will be placed at the start of the item code field.

The **Items Used** section of the above screen is used to data capture the details of items used to produce the item that has been selected for production. As the details are entered, the system calculates the cost and selling prices of the produced item. The system allows the USER to use the stock lookup facility, when keying in the production details.

Pressing the enter key without having entered an item code will terminate the input and display the following screen.

The item code and quantity of all items used (include labour) must be data captured. As each item code and quantity is keyed in, the system allows the USER to confirm the details by means of the

Correct ENTER - N if incorrect

usual confirmation message being displayed.

The USER will reject the detail by pressing the 'N' key or accept the details that have been keyed in by pressing any key other than the 'N'.

If the USER wants to change the details that have been keyed in, the 'N' key must be pressed and the system will then allow the details to be amended or re-entered. If the details are correct the **ENTER** key must be pressed.

When all the required items have been data captured the USER enters a blank (space) item code and the system will then process the necessary calculations and proceed to the following screen.

Item Code/Description	Quantity	Unit cost	Unit sell	Total cost
APAC-000 APAC - ACCOUNTING SINGLE USER	1.0000		1777.943

Figure 7-23: Stock Produced Item - Price Confirmation Screen

The system will display the unit cost of the item produced and will display the calculated selling price for each item. The CURSOR is placed in the unit selling price field and the USER is able to accept or amend this price.

The cost prices will only be displayed or printed if the USER is logged in for special routines and the cost prices have been requested by the USER.

The system requires that the selling price that has been displayed, be confirmed or amended by the USER.

If the price is not correct, the USER must change it to the amount required. If the price is correct, the **ENTER** or **Tab** key is pressed.

When the price has been accepted or amended the system will display the following message at the bottom of the screen.

ENTER to continue - E to exit

The total cost or total selling price will be displayed, depending on which option was requested.

The USER is able to end the process or instruct the system to accept the code for the next item that is to be produced or assembled.

If the **E** key is pressed, the system will exit from this routine and return to the **PRODUCTION ROUTINES** menu. If any key other than the **E** key is pressed the system will allow the USER to key-in the item code for the next item that is to be produced or assembled.

The system prints an audit trail of all items, specified as having been produced during the production processing routine. If the USER is not logged in, or the cost prices have not been requested, then only the selling prices will be printed.

SAMPLE LISTINGS:

Production Processing Audit Trail (selling prices)

PAGE: 1	APAC Software - Demonstration System	DATE: 16/04/1999		
PRODUCTION				
ITEM CODE	DESCRIPTION	QUANTITY	UNIT SELL	TOTAL SELL
APAC-001	Debtors Module	1.00	445.00	445.00
APAC-003	Stock Module	1.00	445.00	445.00
APAC-005	Invoicing Module	1.00	445.00	445.00
APAC-006	Cash Draw Module	1.00	445.00	445.00
APAC-099	APAC-Modules as required	1.00	1762.50	
TOTAL				1762.50

***** END REPORT *****

Production Processing Audit Trail (with cost prices)

DATE: 17/08/1999	APAC Software - Demonstration System	PAGE: 1			
PRODUCTION					
ITEM CODE	DESCRIPTION	QUANTITY	UNIT COST	UNIT SELL	TOTAL COST
APAC-002	GENERAL LEDGER MODULE	1.0000	375.000	505.25	375.00
APAC-099	APAC-MODULES AS REQUIRED	1.0000	375.000	450.00	
TOTAL					375.00

***** END REPORT *****

NB. *The above listings show selling prices of the finished article being different to the total selling price of the items that have been used to produce the finished product. This is as a result of the mark-up, on the finished product, being less or greater than some or all of the mark-ups on the items used and in other cases due to the rounding price factor that is being used.*

7.1.3.4 DETAILS -PER ITEM.

(OPTION 1 / 1 / 3 / 4)

Select option 4 (four) in the **PRODUCTION ROUTINES** menu and the following data capture screen will be displayed, enabling the USER to data capture details of items that have been produced, manufactured or assembled.

This routine is used to process details of manufactured or assembled items, from raw materials or other items / parts that are recorded in the stock file. This option allows the USER to data capture the number of items produced and the quantities of raw materials / other items used to produce each of these items.

If the USER has logged in for special routines, the system will require the USER to specify, whether the cost prices are to be displayed and printed. The following message will be displayed on the screen and the USER can then choose the printing and screen requirements.

Print the Cost, Selling or Both prices S

Pressing the 'C' key will result in only the cost prices being printed, pressing the 'S' key will result in only the selling prices being printed, while pressing the 'B' key will result in the cost and selling prices being printed.

When the above selection has been made, the system will display the following message on the screen and allow the USER to select which cost to use when calculating the prices of the produced / assembled product/s.

Use the Average or Cost prices **A**

Press the **A** key if the average cost price is to be used to determine the cost of the finished product or press the **C** key if the current cost price must be used to calculate the total cost.

The system maintains the average cost of each item as new stock arrives. This average cost is used for posting to the **Cost of Sales** and **Stock Control** accounts in the general ledger.

When the above selection has been made by the USER the system will display the following screen.

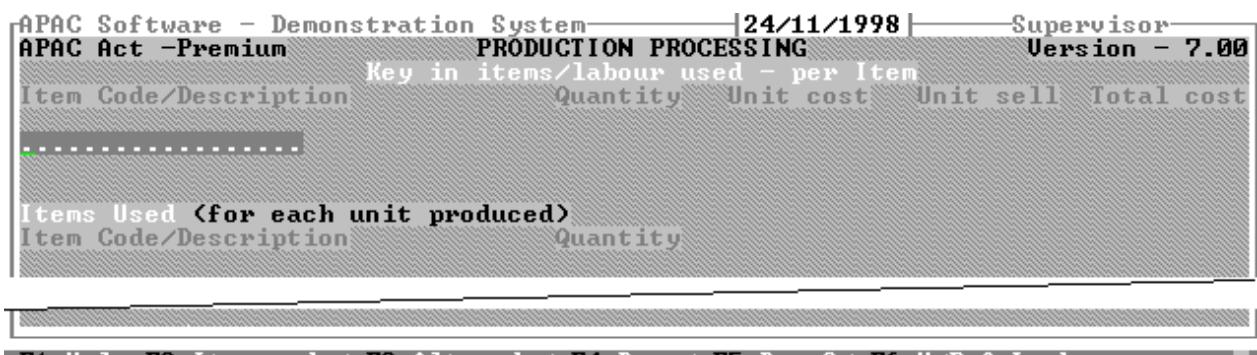


Figure 7-24: Stock Production (Item Used per Item Produced) Input Screen

This option updates that data base with the details that are keyed in by the USER for each item being produced. This option can be used for one off items that are produced or assembled.

Pressing the **Escape** key while the **CURSOR** is in the item code field will instruct the system to exit from this routine and return to the **PRODUCTION ROUTINES** menu.

Enter the stock code of the record that has been produced or use one of the lookup options that are available to locate a record (or records).

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the system will display the details of the stock record and request the USER to confirm that the correct item record has been accessed.

Having selected the item with the stock lookup option or having keyed in the code, the system will display the above screen. The system, allows the USER to reject or accept the code that has been keyed in, before continuing with the next screen. If the USER responds with an **N**, the system will allow the USER to select a different item code.

If any key other than the **N** is pressed, the system will proceed to the following field.

The USER is now requested to input the number of items that are to be or have been produced. The quantity is keyed in by the USER.

When the quantity has been keyed in, the system, will display the following message on the screen.

Correct ENTER - N if incorrect

The system, allows the USER to reject or accept the details that have been keyed in, before continuing with the next screen. If the USER responds with an **N**, the system will allow the USER to re-key the item code and quantity. If any key, other than an **N** is pressed, the system will move

to the Items used section of the data capturing screen and the **CURSOR** will be placed at the start of the item code field.

The **Items Used** section of the above is used to data capture the details of items used to produce each item that has been selected for production. As the details are entered, the system calculates the cost and selling prices of the produced item. The system allows the **USER** to use the stock lookup facility, when keying in the production details.

Pressing the enter key without having entered an item code will terminate the input and display the following screen.

The item code and quantity (*per item produced*) of all items used (*include labour*) must be data captured. As each item code and quantity is keyed in, the system allows the **USER** to confirm the

Correct ENTER - N if incorrect

details by means of the usual confirmation message being displayed. The **USER** will reject the detail by pressing the **N** key or accept the details that have been keyed in by pressing any key other than the **N**.

If the **USER** wants to change the details that have been keyed in, the **N** key must be pressed and the system will then allow the details to be amended or re-entered. If the details are correct the **ENTER** key must be pressed.

When all the required items have been data captured the **USER** enters a blank (space) item code and the system will then process the necessary calculations and proceed to the following screen.

Item Code/Description	Quantity	Unit cost	Unit sell	Total cost
APAC-099				
APAC-MODULES AS REQUIRED	1.0000	1336.651804.485	

Figure 7-25: Stock Production - Price Confirmation Screen

The system will display the unit cost of the item produced and will display the calculated selling price for each item. The **CURSOR** is placed in the unit selling price field and the **USER** is able to accept or amend this price.

The cost prices will only be displayed or printed if the **USER** is logged in for special routines and the cost prices have been requested by the **USER**.

The system requires that the selling price that has been displayed, be confirmed or amended by the **USER**.

If the price is not correct, the **USER** must change it to the amount required. If the price is correct, the **ENTER** or **Tab** key is pressed.

When the price has been accepted or amended the system will display the following message at the bottom of the screen.



The total cost or total selling price will be displayed, depending on which option was requested.

The **USER** is able to end the process or instruct the system to accept the code for the next item that is to be produced or assembled.

If the **E** key is pressed, the system will exit from this routine and return to the **PRODUCTION ROUTINES** menu. If any key other than the **E** key is pressed the system will allow the **USER** to key-in the item code for the next item that is to be produced or assembled.

The system prints an audit trail of all items, specified as having been produced during the production processing routine. If the **USER** is not logged in, or the cost prices have not been requested, then only the selling prices will be printed.

SAMPLE LISTINGS:

Production Processing Audit Trail (selling prices)

PAGE:	1	APAC Software - Demonstration System	DATE:	16/04/1999
PRODUCTION				
ITEM CODE	DESCRIPTION	QUANTITY	UNIT SELL	TOTAL SELL
APAC-001	Debtors Module	1.00	445.00	445.00
APAC-003	Stock Module	1.00	445.00	445.00
APAC-005	Invoicing Module	1.00	445.00	445.00
APAC-006	Cash Draw Module	1.00	445.00	445.00
APAC-099	APAC-Modules as required	1.00	1762.50	
TOTAL			1762.50	

***** END REPORT *****

Production Processing Audit Trail (with cost prices)

DATE:	22/08/1999	APAC Software - Demonstration System	PAGE:	1	
PRODUCTION					
ITEM CODE	DESCRIPTION	QUANTITY	UNIT COST	UNIT SELL	TOTAL COST
APAC-002	GENERAL LEDGER MODULE	1.0000	375.000	505.25	375.00
APAC-001	DEBTORS MODULE	1.0000	380.000	437.75	380.00
APAC-099	APAC-MODULES AS REQUIRED	2.0000	755.000	955.25	1510.00
TOTAL					1510.00

***** END REPORT *****

NB. *The above listings show selling prices of the finished article being different to the total selling price of the items that have been used to produce the finished product. This is as a result of the mark-up, on the finished product, being less or greater than some or all of the mark-ups on the items used and in other cases due to the rounding price factor that is being used.*

7.1.3.5 UPDATE PRODUCTION PRICES.

(OPTION 1 / 1 / 3 / 5)

Select option 5 (five) in the **PRODUCTION ROUTINES** menu and the following screen will be displayed, enabling the USER to continue or exit from this routine.

This option is used to adjust the prices of produced items in the system and should be run whenever the prices of any of the raw materials or other items used in the production process have been changed.



Figure 7-26: Stock Production Update Prices Confirmation Screen

This routine is used to re-calculate the prices of produced items. As the purchase price of raw materials and other items can and do fluctuate, this routine reads through the stock file and for each item that is manufactured or assembled the cost and selling prices are recalculated.

Selecting the 'N' option, will cause the system to exit from this routine and return to the **PRODUCTION ROUTINES** menu. If the 'Y' option is selected, the following message will be displayed on the screen.



Selecting the 'A' option, will cause the system to use the average price of the raw materials or other items used for the production for the calculations of the produced items prices, while the 'C' option will use the current cost prices for this calculation.

When the option has been selected, the system displays the following request message on the screen:

Adjust Selling Price Y/N

The system will read the stock file and recalculate the prices of all produced items. The raw materials and/or other items used are read and the cost price is accumulated by applying the quantity required and either the average or cost price of these items. If the USER has answered Yes to the above question the various mark-ups are then applied to calculate the selling prices of the produced items.

As each stock record is read, the record number will be displayed on the screen as follows.

Stock Record : APAC-051

If the system reads a record that is produced or assembled, the relevant items that are used for the production/assembly will be read and the prices of the produced item will be updated. The system will display the following message on the screen while the recalculation of the prices is performed.

Busy updating record : APAC-051

The system will return to the **PRODUCTION ROUTINES** menu, once all the production records have been updated.

7.1.3.6 ENQUIRIES.

(OPTION 1 / 1 / 3 / 6)

This option allows the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows for the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

See **7.1.1.6** for more details of a stock enquiry.

7.1.3.7 CHANGE TO NOT PRODUCED.

(OPTION 1 / 1 / 3 / 7)

This routine is used to change an item from a produced/assembled/manufactured product to a complete (non produced) product.

The screen layout is the same as the create a new record screen and the rules regarding each of the fields is the same as previously described in the create routine.

The USER keys in the item code or uses one of the lookup functions to locate the item that has to be changed to a non produced item.

The selected item is then displayed and the USER may then key-in the amendments required. Use the **TAB** key to move to the field/s that need to be amended. Press the **ENTER** key, once all the amendments have been made. The system will display the following screen and wait for confirmation of the amendments that have been made.

Correct ENTER - N if incorrect

As previously mentioned, certain fields may only be amended if the USER has logged in using the login procedure in the stock menu.

When confirmation is received the system will clear all production details for the selected item and change the item record to a non produced item.

Select option **0 EXIT**.

(OPTION 1 / 1 / 3 / 0)

The system exits this menu window and returns to **STOCK MAINTENANCE** menu window.

7.1.4 STOCK MONTH-END / UTILITIES. (OPTION 1 / 1 / 4)

The following menu is displayed.

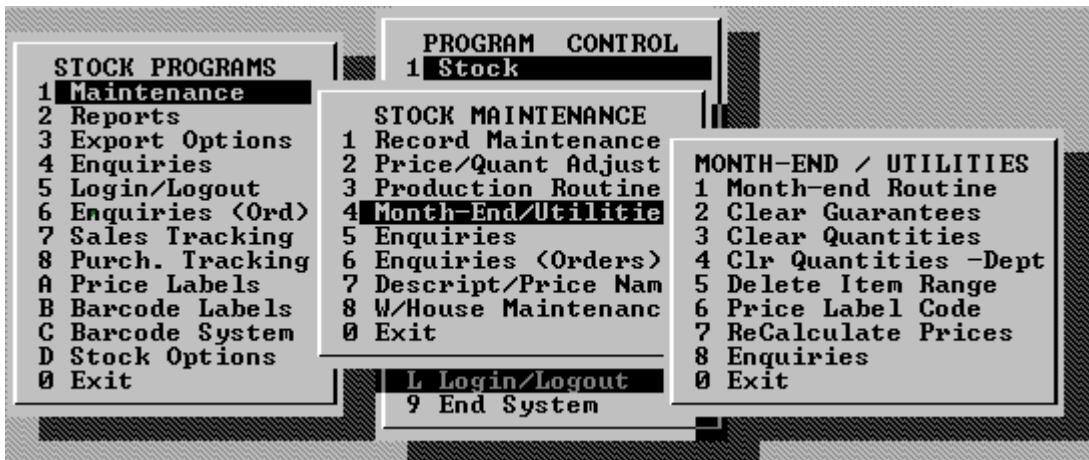


Figure 7-27: Month-End / Utilities Menu

7.1.4.1 MONTH-END ROUTINE. (OPTION 1 / 1 / 4 / 1)

Select option 1 (one) in the **MONTH-END/UTILITIES** menu and the following screen will be displayed, enabling the USER to run the stock month-end routine.

Run end of month clearing routine (Y/N) ...

This routine clears the monthly figures on the stock records, recalculates the average monthly movement and recalculates the re-order levels.

Responding with an N' will return the USER to the **MONTH-END/UTILITIES** menu. If the Y' is pressed, the system will display the following warning message on the screen.

This routine does not include a recovery procedure. Security copies of the data files should be made as a power failure or any other problem during this procedure would require the DATA FILES from the previous backup to be restored !!!

Do you wish to continue (Y/N)? ...

If the USER responds with an N', the system will return to the **MONTH-END/UTILITIES** menu. If a 'Y' is pressed as a response to the above question, the system will display the following message.

Must re-order levels be adjusted (Y/N) ...

Pressing the N key will cause the system to leave the re-order levels as they are, while pressing the Y key will result in the system re-calculating the re-order levels based on the average movement and lead times. After a response has been received from the USER the system will proceed with the month-end routine and as each stock record is read, the item code and description will be displayed on the screen as follows.

Stock Record : APAC-014 STOCK MODULE (NETWORK)

On completion of the month-end routine, the system will return to the **MONTH-END/UTILITIES** menu.

7.1.4.2 CLEAR GUARANTEES.

(OPTION 1 / 1 / 4 / 2)

Select option 2 (two) in the **MONTH-END/UTILITIES** menu and the following screen will be displayed, enabling the USER to clear the guarantee period on all stock records.

Run clearing routine (Y/N)

This routine is used to clear the guarantee period on **all** stock records and is only ever used if the guarantee on items is not going to be used. This normally comes about as a result of a company not using serial numbers, although guarantees are given on items. If the guarantee period is greater than zero for an item, the system will request that a serial number be keyed in when invoicing such an item.

If the N' key is pressed, the system will exit from this routine and return to the **MONTH-END / UTILITIES** menu, while pressing the Y key will result in the following request being displayed on the bottom right hand side of the screen.

Password >_ <

The USER is requested to key in a password. Only a valid password will result in the system processing this request. The password that is used is **ZEROST**. (See **SYSTEM PASSWORDS** - point 6 in the front of the manual).

As each stock record is read, the item code and description will be displayed on the screen as follows.

Stock Record : APAC-014 STOCK MODULE (NETWORK)

On completion of the clear guarantees routine, the system will return to the **MONTH-END/UTILITIES** menu.

7.1.4.3 CLEAR QUANTITIES.

(OPTION 1 / 1 / 4 / 3)

Select option 3 (three) in the **MONTH-END/UTILITIES** menu and the following screen will be displayed, enabling the USER to clear the stock quantities and statistics on all stock records.

Run clearing routine (Y/N)

This routine will read the stock file and clear all quantities and movement statistics for every stock record in the data base.

If the N' key is pressed, the system will exit from this routine and return to the **MONTH-END / UTILITIES** menu, while pressing the 'Y' key will result in the following request being displayed on the bottom right hand side of the screen.

Password >_ <

The USER is requested to key in a password. Only a valid password will result in the system processing this request. The password that is used is **ZEROST**. (See **SYSTEM PASSWORDS** - point 6 in the front of the manual).

If the correct password has been entered, the system will display the following message on the screen.

Clear Cost & Selling (Y/N) N

If the N' key is pressed the system will proceed to read the stock file and clear the quantity and movement statistics for every stock record. If the Y key is pressed, the system will proceed to read the stock file and will clear the quantities, movement statistics, cost price and selling prices for every stock record.

When the USER has responded to the above request, the system will display the following request on the screen.

Clear Supplier Codes (Y/N)

If the 'N' key is pressed the system will ignore the supplier code field on the stock records. If the 'Y' key is pressed, the system will clear the supplier code field on each stock record.

When the USER has responded to the above request, the system will display the following request on the screen.

Controlled to Priced (Y/N)

This option allows the USER to change all quantity controlled items in the stock file to priced only items. Press the 'Y' key if the system must make this change.

As each stock record is read, the item code and description will be displayed on the screen as follows.

Stock Record : APAC-014 STOCK MODULE (NETWORK)

On completion of the clear quantities routine, the system will return to the **MONTH-END/UTILITIES** menu.

7.1.4.4 CLEAR QUANTITIES PER DEPARTMENT. (OPTION 1 / 1 / 4 / 4)

Select option 4 (four) in the **MONTH-END/UTILITIES** menu and the following screen will be displayed, enabling the USER to clear the stock quantities and statistics on all stock records in a selected department.

Run clearing routine (Y/N)

This routine will read the stock file and clear all quantities and movement statistics for every stock record in the department that is selected.

If the 'N' key is pressed, the system will exit from this routine and return to the **MONTH-END / UTILITIES** menu, while pressing the 'Y' key will result in the following request being displayed on the bottom right hand side of the screen.

Password >_ <

The USER is requested to key in a password. Only a valid password will result in the system processing this request. The password that is used is either password 1 or 7. (See **SYSTEM PASSWORDS** Option A / 1 / 6 / 3). There is an override password if either of the above passwords have been lost. This password can be obtained from the suppliers of the software in the case of an emergency.

If the correct password has been entered, the system will display the following details on the screen.

Sales ledger Code

Press 'ENTER' to exit

The sales ledger code (department) for which the quantities and movement statistics in the stock file are to be cleared, must be keyed in. If a sales ledger code of spaces is keyed in the system will return to the **MONTH-END / UTILITIES** menu. If an invalid sales ledger code is keyed in the system will display the relevant error message. When a valid sales ledger code has been keyed in the system will display the name of that sales ledger and a confirmation message on the screen.

Sales ledger Code 0002

3rd Party Software

Correct ENTER - N if incorrect

If the **N**' key is pressed the system will allow the USER to key in a different sales ledger code, while pressing the **ENTER** key will result in the system reading all the stock records for the selected department and clearing the quantities and movement statistics for each stock record.

As each stock record is read, the item code and description will be displayed on the screen as follows.

Stock Record : 9780880224666 USING NOVELL NETWARE

On completion of the clear quantities per department routine, the system will return to the **MONTH-END/UTILITIES** menu.

7.1.4.5 **DELETE AN ITEM RANGE.**

(OPTION 1 / 1 / 4 / 5)

Select option **5** (five) in the **MONTH-END/UTILITIES** menu and the following screen will be displayed, enabling the USER to delete a range of items from the stock file.

Run deletion routine <Y/N> ...

This routine will read the stock file and flag the selected items for deletion. The records are flagged to be deleted, rather than actually deleting them as the overhead on the updating of the stock index while more than one USER is active will almost bring the system to a halt. The system will drop these records from the stock file, when the stock file rebuild option is selected again.

If the **N**' key is pressed, the system will exit from this routine and return to the **MONTH-END / UTILITIES** menu, while pressing the **Y**' key will result in the following request being displayed on the bottom right hand side of the screen.

Password >_ <

The USER is requested to key in a password. Only a valid password will result in the system processing this request. The password that is used is either password **1** or **7**. (See **SYSTEM PASSWORDS** Option A / 1 / 6 / 3). There is an override password if either of the above passwords have been lost. This password can be obtained from the suppliers of the software in the case of an emergency.

If the correct password has been entered, the system will display the following details on the screen.

Sales ledger Code

Press 'ENTER' to exit

The code of the sales ledger in which the range of items is to be deleted must be keyed in. As the routine deletes all items starting with the first item code that is keyed in and ending with the second item code that is keyed in, it is necessary to include the sales ledger code so as not to delete any item codes from another sales ledger that might fall in the range that is selected.

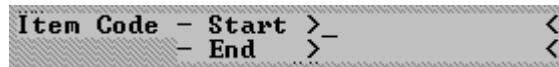
If a sales ledger code of spaces is keyed in the system will return to the **MONTH-END / UTILITIES** menu. If an invalid sales ledger code is keyed in the system will display the relevant error message. When a valid sales ledger code has been keyed in the system will display the name of that sales ledger and a confirmation message on the screen.

Sales ledger Code 0002

3rd Party Software

Correct ENTER - N if incorrect

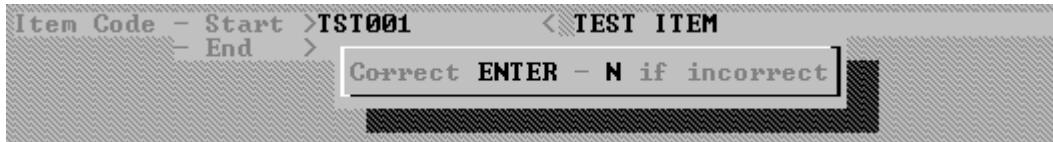
If the '**N**' key is pressed the system will allow the USER to key in a different sales ledger code, while pressing the **ENTER** key will result in the following details being displayed on the screen by the system.



The USER is able to key in the codes or use the bokup functions to find the start and end item codes.

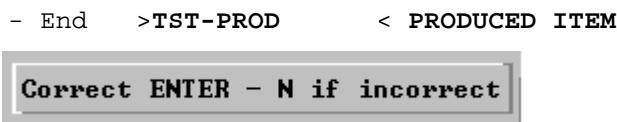
Pressing the **Escape** key while the **CURSOR** is in the start item code field will result in the system returning to the **MONTH-END / UTILITIES** menu.

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the system will display the following details of the stock record and request the USER to confirm that the correct item record has been accessed.



If the **N** key is pressed the system will allow the USER to key in a different item code, while pressing any other key will result in the system moving the **CURSOR** to the **- End** code field to enable the USER to key in the last item code in the range that is to be deleted. The USER is now able to key in the item code or use one of the stock lookup options to locate the item code required.

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the system will display the following details of the stock record and request the USER to confirm that the correct item record has been accessed.

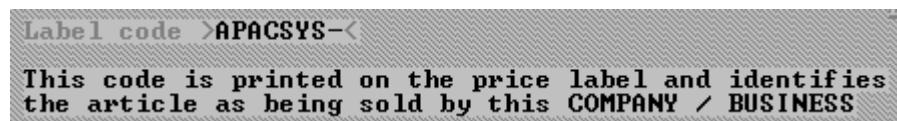


If the **N** key is pressed the system will allow the USER to key in a different item code, while pressing any other key will result in the system reading the stock file and flagging all stock records with item codes in the range that has been selected and for the sales ledger that has been selected.

7.1.4.6 PRICE LABEL CODE.

(OPTION 1 / 1 / 4 / 6)

Select option **6** (six) in the **MONTH-END/UTILITIES** menu and the following screen will be displayed, enabling the USER to amend the code that is printed on the price labels to identify a company.



The **CURSOR** is placed on the first character of the code and the USER is able to amend the code or press the **ENTER** key to accept the current code. When the **ENTER** key is pressed or the USER enters a character into the last position of the code, the system will request the USER to confirm the change by displaying the following screen.



If the **N** key is pressed the system will allow the code to be amended/corrected by placing the **CURSOR** on the first character position of the code. If any other key is pressed the system will record the new code onto the data base and return to the **MONTH-END/UTILITIES** menu.

7.1.4.7 RECALCULATE STOCK PRICES.

(OPTION 1 / 1 / 4 / 7)

Select option **7** (seven) in the **MONTH-END/UTILITIES** menu and the following screen will be displayed.

Have the Sales Ledger Markups been checked Y/N

This option enables the USER to run the routine which will recalculate the selling prices of all items based on the current mark-ups recorded in the sales ledgers. Mark-ups are recorded in the sales ledger records (See **UTILITIES** - Option A / 1 / 1 / 3).

This routine will change **all** prices in the stock file based on the mark-ups and must therefore be run with the knowledge that if any mark-ups are incorrect, then all items attached to the specific sales ledger will have the incorrect prices after this routine has been run.

If any items have mark-ups other than the mark-ups specified in the sales ledger, then it is up to the USER to amend these items separately after this routine has been run. (See **PRICE CHANGES PER DEPARTMENT** - Option 1/1/2 or **STOCK AMENDMENTS** - Option 1/1/2).

Press the **Y** key to run this routine. The system will first run through the sales ledgers and extract the mark-ups after which it will read each stock record in the stock data base and apply the relevant mark-ups.

While updating the stock file, the system will display the code of each item as it is updated.

On completion of this routine the system will return to the **MONTH-END/UTILITIES** menu.

7.1.4.8 ENQUIRIES.

(OPTION 1 / 1 / 4 / 8)

This option allows the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows for the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

See **7.1.1.6** for more details of a stock enquiry.

Select option **0 EXIT.**

(OPTION 1 / 1 / 4 / 0)

The system exits this menu window and returns to **STOCK MAINTENANCE** menu window.

7.1.5 ENQUIRIES.

(OPTION 1 / 1 / 5)

This option allows the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows for the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

See **7.1.1.6** for more details of a stock enquiry.

7.1.6 ENQUIRIES (ORDERS).

(OPTION 1 / 1 / 6)

This option is used to view the stock holdings and place orders for new stock. The following screen is displayed when this option is selected.

Controlled or All <Includes Priced only> or Low level Stock A

Pressing the **C** key will list all stock controlled items. Pressing the **A** or **ENTER** key will list controlled and priced items, while pressing the **L** key will only list items that have low levels at the time of processing.

For a detailed description of this routine refer to option 1/6. (See **7.13 STOCK ORDER ENQUIRIES**).

7.1.7 CHANGE DESCRIPTION/PRICE NAMES. (OPTION 1 / 1 / 7)

This option is used to change the description and/or price names that appear on the stock screens and on various reports. Select option **7** on the **STOCK MAINTENANCE MENU** and the following screen will be displayed.



The **CURSOR** is placed in the first character position of the first description name and the **USER** is able to change any or all of the description or price names.

The system updates the parameters and returns to the **STOCK MAINTENANCE MENU**.

7.1.8 STOCK WAREHOUSE MAINTENANCE ROUTINES. (OPTION 1 / 1 / 8)

The following menu is displayed.

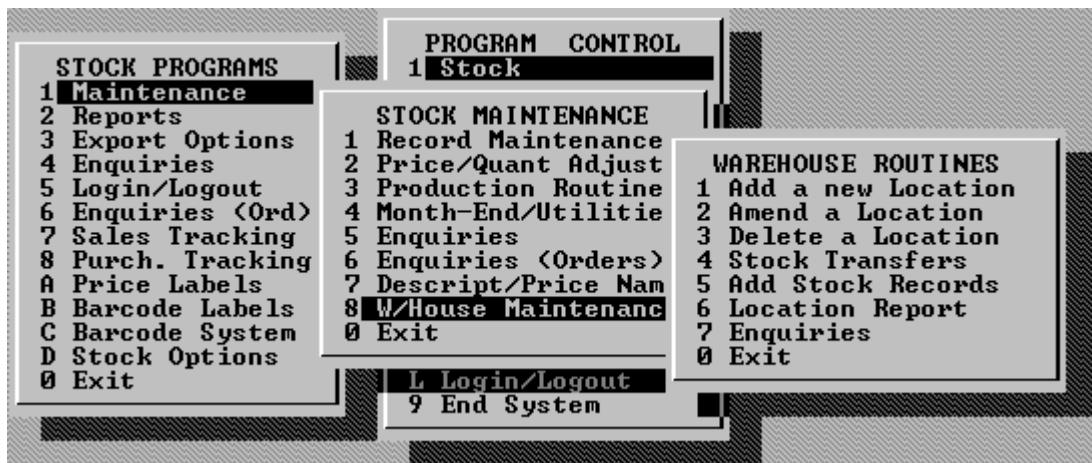


Figure 7-28: Warehouse Routines Menu

7.1.8.1 ADD A NEW LOCATION (WAREHOUSE). (OPTION 1 / 1 / 8 / 1)

This option is used to add a new warehouse location to the system. Select option **1** on the **WAREHOUSE ROUTINES MENU** and the following screen will be displayed.

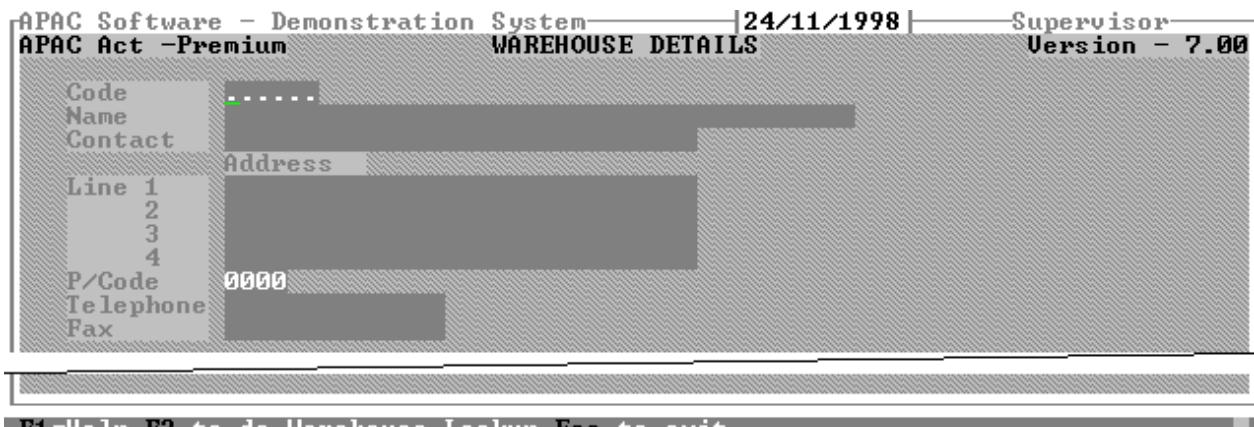


Figure 7-29: Create New Warehouse Input Screen

Selecting option 1, will cause the system to display the above screen that is used to data capture the details of a new location (warehouse).

CODE:

The system allows for a six character warehouse code that is used as the index to the warehouse record. Key in a descriptive code, that will identify the warehouse, rather than using just a numeric or some other sequential code.

e.g. DBNCEN, JHBCEN, PTACEN for Durban, Johannesburg and Pretoria central.
CTNFOR, BLMNTH for Cape Town Foreshore and Bloemfontein North.

NAME:

The system allows for a forty character name. Key the name of the warehouse into this field.

CONTACT:

The system allows for a thirty character contact. Key in the name of the contact person at the warehouse.

ADDRESS:

The system allows for four lines of address and a postal code. Key in the address details of the warehouse into these fields. It is not mandatory to use all four lines of the address field.

TELEPHONE:

The system allows fourteen characters for the telephone details. Key in the necessary telephone details into this field.

FAX:

The system allows fourteen characters for fax details. Key in the necessary fax details, if any, into this field.

When the USER has keyed in the details of the warehouse, the system will ask for confirmation of the data that has been entered by displaying the following message.

Correct ENTER – N if incorrect

Press the 'N' key to amend or add to the data that has been entered. Press the **ENTER** key or any other key and the system will proceed to check that the required data has been keyed in.

The following fields are compulsory: Code, Name, Address and Postal code. If any of these fields are left blank, the system will respond with the following message.



If all the required fields are present, the system will add the details to the warehouse data base and allow the USER to key in the next warehouse details.

Pressing the **Escape** key or the **ENTER** key while the code field is blank will instruct the system to exit the add a new location routine and return to the **WAREHOUSE ROUTINES** (Fig 7-28) menu.

7.1.8.2 AMEND A LOCATION (WAREHOUSE). (OPTION 1 / 1 / 8 / 2)

Selecting this option, allows the USER to amend an existing warehouse record.

The screen layout is the same as the add a new location screen and the rules regarding each of the fields is the same as previously described in the add a new location routine.

The USER keys in the warehouse/location code or uses the **F2** lookup function to locate the location that has to be amended.

If a code is keyed in that is not in the data base, the system will automatically invoke the lookup routine and start listing the warehouses on file starting from the code that is next in sequence after the incorrect code that has been entered.

The selected location is then displayed and the USER may then key in the amendments required.

Use the **TAB** key to move to the field/s that need to be amended. Press the **ENTER** key, once all the amendments have been made.

The same rules apply as for the add a new location.

When the USER has keyed in the details of the warehouse, the system will ask for confirmation of the data that has been entered by displaying the following message.

Press the '**N**' key to amend or add to the data that has been entered. Press the **ENTER** key or any other key and the system will proceed to check that the required data has been keyed in.

Pressing the **Escape** key or the **ENTER** key while the code field is blank will instruct the system to exit the amend a location routine and return to the **WAREHOUSE ROUTINES** (Fig 7-28) menu.

7.1.8.3 DELETE A LOCATION (WAREHOUSE). (OPTION 1 / 1 / 8 / 3)

Selecting this option, allows the USER to delete an existing warehouse record.

This routine requires the USER to be logged in (Special security for stock routines).
(See SYSTEM PASSWORDS at the front of this manual)

If the USER has not logged in to the Special security the following message will be displayed.



If the USER is logged in with special security, then the system will allow the USER to key in the warehouse code or use the lookup function to find the warehouse code of the warehouse that is to be deleted.

When the code has been selected the system will display the details of the warehouse using a screen layout the same as the add a new location screen.

The system will then ask for confirmation from the USER using the usual screen.

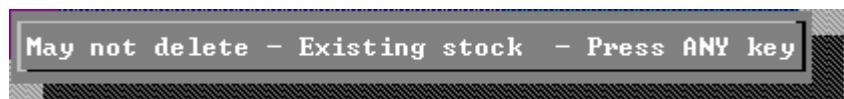
Correct ENTER - N if incorrect

Press an 'N' to select a different warehouse or press any other key to continue. If the correct code has been selected, the system will then proceed to check that there are stock records containing quantities attached to the warehouse.

The following message will be displayed on the screen while the system scans through the attached stock records.



If the system finds any attached stock records with quantities, the following message will be displayed.



If the system finds no attached stock records that contain quantities, it will proceed to delete the warehouse and all linked records. The following message will be displayed while the system proceeds to delete the linked stock records.



As each stock record is deleted, the code is displayed in the message window.

When all the linked records have been deleted, the above message window will be closed and the system will delete the warehouse record and then display the following message.



Press any key other than the 'E' key and the system will allow the USER to delete the next warehouse record.

Pressing the 'E' key in response to the above message or pressing the Escape key or the ENTER key while the code field is blank will instruct the system to exit the delete location routine and return to the **WAREHOUSE ROUTINES** (Fig 7-28) menu.

7.1.8.4 STOCK TRANSFERS (WAREHOUSE). (OPTION 1 / 1 / 8 / 4)

Selecting this option, allows the USER to transfer stock from any existing location to any other existing location.

The following screen will be displayed, allowing the USER to select the stock code of the stock that is to be transferred.

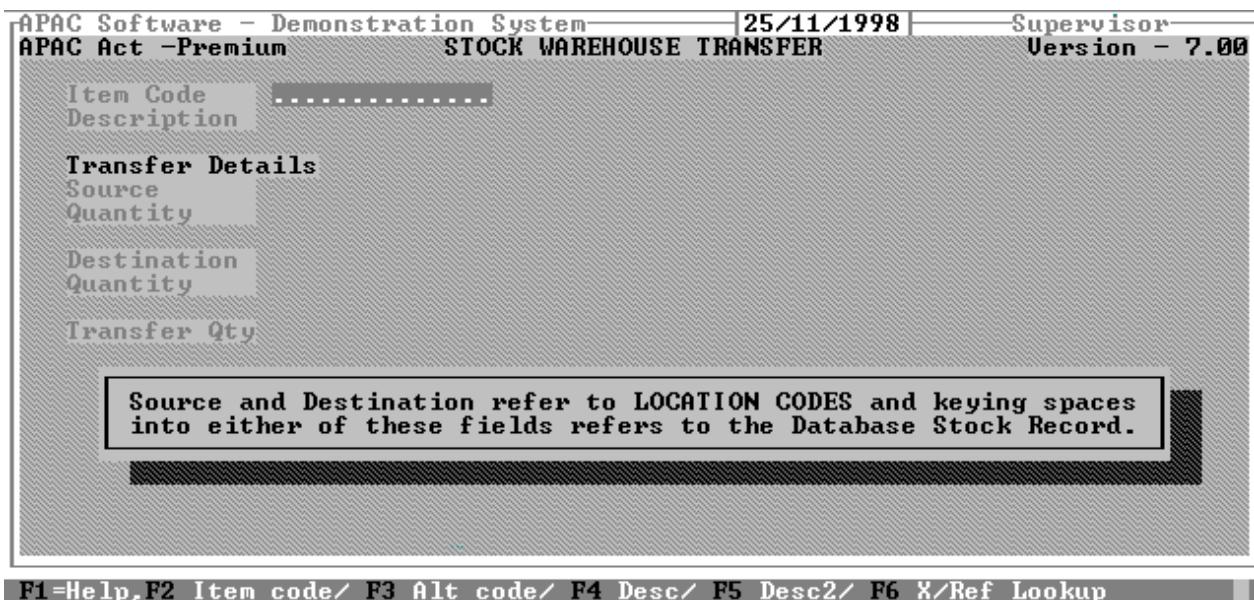


Figure 7-30: Stock Transfers (Warehouse) Input Screen

The USER keys in the item code or uses one of the lookup functions to locate the item for which an inter location transfer is to be made.

The selected item description is then displayed by the system and the **CURSOR** is moved to the source location field in the transfer details portion of the screen (**See Figure 7-30**).

If the source location is the central database stock file then press the **ENTER** key. The USER keys in the warehouse/location code or uses the **F2** lookup function to locate the source location.

The system will read the database and display the warehouse location name and the current quantity available at the selected location.

If the selected item does not exist at the location selected, the appropriate error message will be displayed and after the USER has responded to the message, the **CURSOR** will be placed back in the source location code field allowing the USER to select a different location.

If the selected item is available at the source location the **CURSOR** will be moved to the destination location code field. If the destination location is the central database stock file then press the **ENTER** key. The USER keys in the warehouse/location code or uses the **F2** lookup function to locate the destination location.

The system will read the database and display the warehouse location name and the current quantity currently available at the selected location.

The USER is now able to key in the quantity that must be transferred from the source location to the destination location. The appropriate error message will be displayed if the USER keys in a quantity larger than the quantity available at the source location.

After the quantity has been keyed in the system will request the USER to confirm that the correct quantity has been entered by displaying the following confirmation message.

Correct ENTER - N if incorrect

Press the 'N' key if the quantity must be changed. Pressing the **ENTER** key will result in the system transferring the quantity selected from the source location to the destination location. If the selected item does not have a stock record at the destination location, then the system will create the stock record while processing the transfer.

After the data base has been updated the system will allow the USER to key in the details of the next transfer.

Pressing the **Escape** key at any time while capturing stock location transfers will result in the **CURSOR** being moved to the previous field.

Pressing the **Escape** key or the **ENTER** key while the item code field is blank will instruct the system to exit the stock transfer routine and return to the **WAREHOUSE ROUTINES** (Fig 7-28) menu.

7.1.8.5 ADD STOCK RECORDS (WAREHOUSE). (OPTION 1 / 1 / 8 / 5)

This routine is used to create the stock records at a location for a selected range within the sales ledger that is selected.

Selecting this option will result in the following screen being displayed by the system.

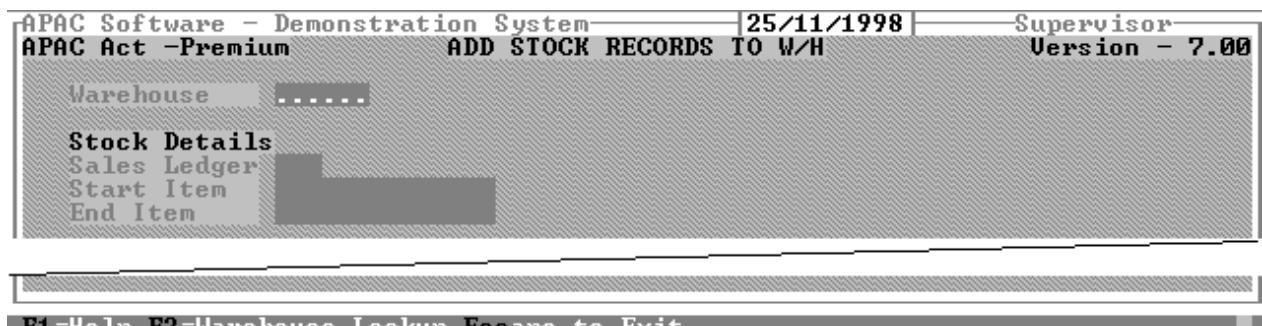


Figure 7-31: Add Stock Records (Warehouse) Input Screen

The USER is able to key in the warehouse code or use the **F2** lookup function to find the warehouse code of the warehouse for which the stock records are to be created.

When the code has been selected the system will display the warehouse description and the **CURSOR** will move to the sales ledger code field and allow the USER to select the sales ledger for which stock records are to be added to the selected warehouse/location.

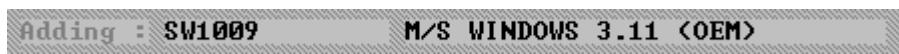
The USER keys in the sales ledger code (the **F6** function key may be used to view the sales ledger codes and descriptions) and the system will display the appropriate error message if the code is invalid. If the code is valid, the system will display the sales ledger description.

The **CURSOR** is moved to the start item code field and the USER is able to key in or use one of the lookup functions to locate the start item code. If the code that is keyed in is not found in the stock data base, then the system will automatically load the lookup routine and start displaying codes from the next code that follows the code that was entered.

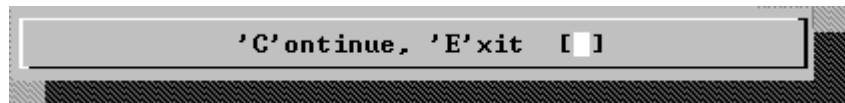
The system displays the description of the start item and moves the **CURSOR** to the end item code field. The USER keys in or uses one of the lookup functions to locate the end item code.

When the end code has been keyed in the description is displayed and the system will proceed to read the central stock data base and will add any item for the selected sales ledger that is not currently in the warehouse/location stock data base.

As each stock record is read by the system the following details will be displayed on the screen.



When the system has added all the stock items for the specified sales ledger, to the selected warehouse/location, the following message will be displayed.



Pressing the '**C**' key will result in the system allowing the USER to add stock records to the same or another warehouse. Press the '**E**' key and the system will exit the add stock records routine and return to the **WAREHOUSE ROUTINES** (Fig 7-28) menu.

7.1.8.6 LOCATION (WAREHOUSE) REPORT. (OPTION 1 / 1 / 8 / 6)

This option allows the USER to print a report of warehouse/location stock for selected or all sales ledgers.

Selecting this option will result in the following screen being displayed by the system.



The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.

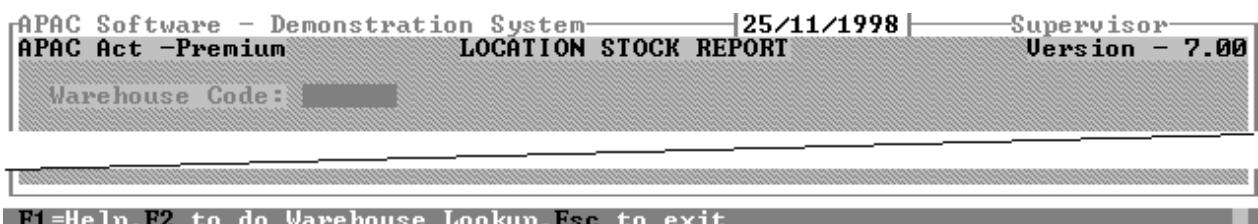


Figure 7-32: Warehouse / Location Reports - Selection Screen

The USER is able to key in the warehouse code or use the F2 lookup function to find the warehouse code of the warehouse for which the stock report is to be printed.

When the code has been selected the system will display the warehouse description and the following confirmation message will be displayed.

Correct ENTER - N if incorrect

Press 'N' and the system will allow the USER to select a different warehouse. Press the ENTER or any other key and the following will be displayed on the screen.

Print stock with Lead Time = 0.00 Y

To exclude stock with a lead time of zero from the report press the 'N' key. Press the ENTER or 'Y' key to include stock with a zero lead time. After the USER has responded to the above, the following will be displayed.

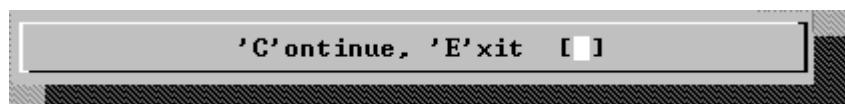
Print stock with zero quantity Y

Press the ENTER or 'Y' key to include stock with zero quantity on the report. Press the 'N' key to exclude stock with a zero quantity from the report. After the USER has responded to the above, the following will be displayed.

All or Selected Departments

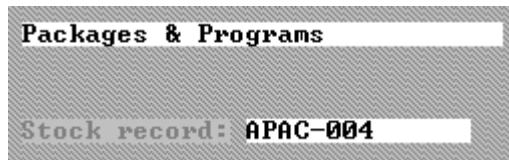
Press 'A' and the system will print the stock for all sales ledgers containing stock for the specified warehouse/location. Press the 'S' key and the system will allow the USER to select a sales ledger for which the stock report is required.

If the 'A' key is pressed the following message will be displayed by the system.



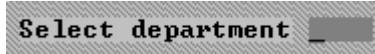
Press the 'E' key and the system will exit the stock location report routine and return to the WAREHOUSE ROUTINES (Fig 7-28) menu.

Press the 'C' key and the system will proceed with the request and the stock report for all sales ledgers will be produced to the requested output media. As each stock record is read the system will display the code below the sales ledger name for which the report is being produced.

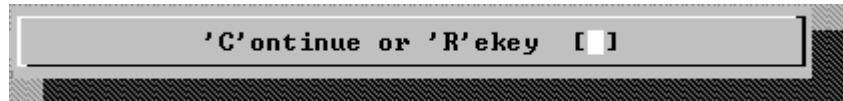


When the report has been produced the system will exit the stock location report routine and return to the **WAREHOUSE ROUTINES** (Fig 7-28) menu.

If the USER decides to print a stock report for selected sales ledgers and presses the 'S' key, the system will display the following and allow the USER to key in the sales ledger code for which the report is required.



When the code has been keyed in the system will display the name of the sales ledger and also the following confirmation screen.



Press the 'R' key and the system will allow the USER to change the sales ledger selection.

Press the 'C' key and the system will proceed with the sales ledger that has been selected.

As each stock record is read the system will display the code. When the last stock record for the sales ledger has been reported, the system will allow the USER to select the next sales ledger code.

Press the Escape key or key in a sales ledger code of zero while the **CURSOR** is in the sales ledger code field and the system will exit the stock location report routine and return to the **WAREHOUSE ROUTINES** (Fig 7-28) menu.

SAMPLE LISTING:

Page:	1	APAC Software - Demonstration System STOCK LOCATION REPORT						Date:	1/09/1999			
Location:	DURBAN - WARP STORAGE	Category:	001 Packages & Programs	Item Code	Bin Description	Quantity	Cost-Price	Average	Retail	Markup	Active	GP-%
									Wholes	Cash	Retail	
APAC-000	A01	APAC - ACCOUNTING SINGLE USER	0.000	1710.715	1710.715	2309.47	28.00	31.00	35.00	0/00/00	24.81	
APAC-001	P05	DEBTORS MODULE	0.000	324.188	324.188	437.67	28.00	31.00	35.01	0/00/00	24.82	
APAC-002	A03	GENERAL LEDGER MODULE	0.000	374.063	374.063	505.00	28.00	31.01	35.00	0/00/00	24.82	
APAC-003	A04	STOCK MODULE	0.000	344.138	344.138	464.60	28.01	31.00	35.01	0/00/00	24.82	
APAC-004	A05	CREDITORS MODULE	0.000	300.000	300.000	405.00	28.01	31.01	35.00	0/00/00	24.81	
APAC-005	A06	INVOICING MODULE	0.000	394.013	394.013	531.93	28.00	31.01	35.00	0/00/00	24.82	
APAC-006	A07	CASH DRAW MODULE	0.000	374.063	374.063	505.00	28.00	31.01	35.00	0/00/00	24.82	
APAC-007	A08	POINT-OF-SALE (BAR-CODE) MOD.	0.000	394.013	394.013	531.93	28.00	31.01	35.00	0/00/00	24.82	
APAC-010	B01	ACCOUNTING - NETWORK	0.000	2967.563	2967.563	4006.22	28.00	31.00	35.00	0/00/00	24.81	
APAC-011	B02	DEBTORS MODULE	0.000	748.125	748.125	1010.00	28.00	31.00	35.00	0/00/00	24.81	
APAC-012	B03	GENERAL LEDGER MOD. (NETWORK)	0.000	793.013	793.013	1070.57	28.00	31.00	35.00	0/00/00	24.81	
APAC-013	B04	STOCK MODULE (NETWORK)	0.000	773.063	773.063	1043.64	28.00	31.00	35.00	0/00/00	24.81	
APAC-014	B05	CREDITORS MODULE (NETWORK)	0.000	693.263	693.263	935.92	28.01	31.00	35.00	0/00/00	24.81	
APAC-015	B06	INVOICING MODULE (NETWORK)	0.000	892.763	892.763	1205.26	28.00	31.00	35.00	0/00/00	24.81	
APAC-016	B07	CASH DRAW MODULE (NETWORK)	0.000	793.013	793.013	1070.57	28.00	31.00	35.00	0/00/00	24.81	
APAC-017	B08	POINT-OF-SALE (BAR CODE) MOD.	0.000	822.938	822.938	1110.96	28.00	31.00	35.00	0/00/00	24.81	
APAC-020	D01	APAC POINT-OF-SALE SYSTEM	0.000	1336.652	1336.652	1804.51	28.00	31.00	35.00	0/00/00	24.81	
APAC-025	C06	WAGES (NETWORK)	0.000	693.263	693.263	935.92	28.01	31.00	35.00	0/00/00	24.81	
APAC-040	C01	WAGES - SINGLE USER	0.000	294.263	294.263	397.28	28.00	31.00	35.01	0/00/00	24.81	
APAC-050	S01	THREE IN ONE	0.000	1062.339	1062.339	1434.16	28.00	31.00	35.00	0/00/00	24.81	
APAC-052	A12	JOB COSTING MODULE	0.000	748.125	748.125	1010.00	28.00	31.00	35.00	0/00/00	24.81	
APAC-054	001	APAC DEBTOR/CREDITOR/STOCK	0.000	1336.652	1336.652	1804.51	28.00	31.00	35.00	0/00/00	24.81	
DEPARTMENT TOTAL COST/SELL						0.000	0.00					

7.1.8.7 ENQUIRIES.

(OPTION 1/1/8/7)

This option allows the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows for the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

See **7.1.1.6** for more details of a stock enquiry.

Select option **0 EXIT**. (OPTION 1 / 1 / 8 / 0)

The system exits this menu window and returns to **STOCK MAINTENANCE** menu window.

Select option **0 EXIT**. (OPTION 1 / 1 / 0)

The system exits this menu window and returns to **STOCK PROGRAMS** menu window.

7.2 STOCK REPORT ROUTINES. (OPTION 1 / 2)

The following menu is displayed.

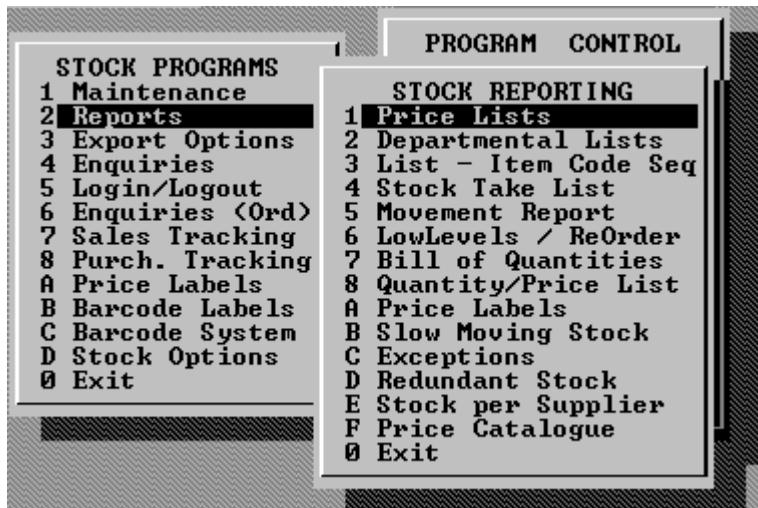


Figure 7-33: Stock Reports Menu

Select the option required.

7.2.1 STOCK PRICE LISTS. (OPTION 1 / 2 / 1)

Select option **1** (one) in the **STOCK REPORTING** menu and the following screen will be displayed, enabling the user to select the price list to be printed.

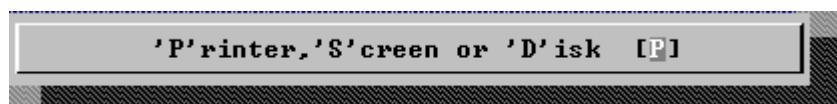


Figure 7-34: Stock Price Lists - Printer / Spool Selection Screen

Press the '**P**' key to direct the output to the printer.

Press the '**S**' key to view the output on the screen.

Press the '**D**' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the USER has selected the output media for the report, the system will display the following selection menu.

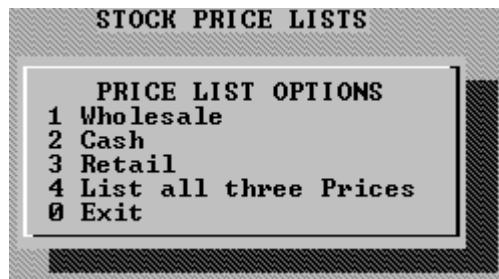


Figure 7-35: Stock Price Lists - Selection Menu

7.2.1.1 STOCK - PRICE LIST – WHOLESALE. (OPTION 1 / 2 / 1 / 1)

Select option 1 (one) in the **PRICE LISTS** menu and the following screen will be displayed, enabling the USER to select that the memo details are included on the wholesale price list.

Print memo details Y/N N

The user is able to request that the memo details (additional specifications) are also printed on the wholesale price list. Pressing the 'Y' key will inform the system that when there are additional specifications / memo details linked to a stock record, this information must also be printed. Pressing the 'N' key will result in only the following details being printed for each stock record.

ITEM CODE
BIN LOCATION
ARTICLE CODE (Cost price as a code)
DESCRIPTION
EXCLUSIVE (Wholesale) PRICE
V.A.T.
INCLUSIVE (Wholesale) PRICE

After the request has been made to either print or exclude the memo details from the wholesale price list, the system will display the following message on the screen.

Print coded cost price Y/N Y

The system allows for a coded cost price on the price list and this appears under the heading 'ARTICLE CODE' on the report. Press the 'Y' or **ENTER** key if the coded cost price must be printed. Press the 'N' key if the coded cost price must be omitted from the report.

After the system has received a response from the USER with regard to the coded cost price, the following message is displayed.

Press ENTER for all departments – Department code for specific []

This option allows the USER to print a wholesale price list for all or selected departments. These reports print the stock code, bin location, cost codes, description, exclusive wholesale price, value added tax and the inclusive wholesale price. The cost code specifies the cost price in code form and appears under the heading 'ARTICLE' See parameters **OPTION A / 1 / 6 / 5 - Cost Codes**.

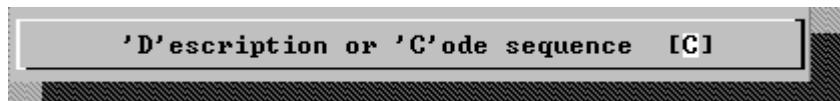
If a department code is selected, the department name/description will be displayed and the USER is requested to confirm that this is correct.

Packages & Programs

'C'ontinue or 'R'ekey []

The department (Sales Ledger) name is displayed and the USER is requested to confirm that the wholesale price list for the department that has been selected is to be printed or a new department code must be keyed in.

If the 'R' key is pressed, the system will allow the USER to re-key the department code. If the 'C' key is pressed, the following message is displayed on the screen.



The USER is able to select the sequence that the stock items will appear on the report. Press the 'D' key to have the items listed in description sequence. Press the 'C' key or ENTER key to have the items listed in item code sequence.

The system will now start to produce the report to the selected media, and if the media selected is either disk or printer, the following message will be displayed.

Busy printing price list

If the media selected is either disk or printer, the stock code of each stock record that is read will be displayed on the screen.

Stock record: 9780895888426

The displaying of the stock code has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.

If the media selected for the report was the screen, then the report will appear on the screen and the USER will be able to navigate through the report a screen or a line at a time. The system also allows for the report to be moved to the left or right a character at a time or move to the right or left of the report with one key stroke.

If a department code of zero is selected, the system will print a wholesale price list for each department, starting at the first department. The name of each department will be displayed while that department is being processed and as for individual departments, the item code of each record is displayed as it is read.

Pressing the **Escape** key at any stage, even after printing has commenced, will abort the printing and return to the price list selection menu.

After each report is completed the system will return to the price list selection menu (**See Fig 7-35**).

SAMPLE LISTING:

Wholesale price list in code sequence.

DATE: 24/03/1999	APAC Software - Demonstration System W H O L E S A L E P R I C E L I S T			PAGE: 1
CATEGORY: 001 Packages & Programs				
ITEM CODE	BIN	ARTICLE DESCRIPTION	EXCLUSIVE	V.A.T. INCLUSIVE
APAC-000	A01	LJNEW APAC - ACCOUNTING SINGLE USER	1037.50	145.25 1182.75
APAC-001	P05	MAEJL DEBTORS MODULE	415.25	58.14 473.39
APAC-002	A03	MIENW GENERAL LEDGER MODULE	479.00	67.06 546.06
APAC-003	A04	MEEJM STOCK MODULE	441.00	61.74 502.74
APAC-004	A05	AIEMJ CREDITORS MODULE	351.50	49.21 400.71
APAC-005	A06	MOENJ INVOICING MODULE	504.75	70.67 575.42
APAC-006	A07	MIENW CASH DRAW MODULE	479.00	67.06 546.06
APAC-007	A08	MOENJ POINT-OF-SALE (BAR-CODE) MOD.	504.75	70.67 575.42
APAC-010	B01	AOWISW ACCOUNTING - NETWORK	3798.75	531.83 4330.58
APAC-011	B02	IELJA DEBTORS MODULE	957.75	134.09 1091.84
APAC-012	B03	IOMNJ GENERAL LEDGER MOD. (NETWORK)	1015.50	142.17 1157.67
APAC-013	B04	IIMNW STOCK MODULE (NETWORK)	989.75	138.57 1128.32
APAC-014	B05	WOMAW CREDITORS MODULE (NETWORK)	887.75	124.29 1012.04
APAC-015	B06	LOAIW INVOICING MODULE (NETWORK)	1143.25	160.06 1303.31
APAC-016	B07	IOMNJ CASH DRAW MODULE (NETWORK)	1015.50	142.17 1157.67
APAC-017	B08	LAAOM POINT-OF-SALE (BAR CODE) MOD.	1053.75	147.53 1201.28
APAC-020	D01	JMOSNN APAC POINT-OF-SALE SYSTEM	1786.25	250.08 2036.33
APAC-025	C06	WOMAW WAGES (NETWORK)	887.75	124.29 1012.04
APAC-040	C01	AOEAW WAGES - SINGLE USER	377.00	52.78 429.78
APAC-050	S01	JJANNN THREE IN ONE	1434.00	200.76 1634.76
APAC-051	001	JMOSNN APAC FOUR-IN-ONE	1786.25	250.08 2036.33
APAC-052	A12	IELJA JOB COSTING MODULE	957.75	134.09 1091.84
APAC-054	001	JMOSNN APAC DEBTOR/CREDITOR/STOCK	1786.25	250.08 2036.33
APAC-099	NIL	ISSNN APAC-MODULES AS REQUIRED	755.25	105.74 860.99

7.2.1.2 STOCK -PRICE LIST – CASH.

(OPTION 1 / 2 / 1 / 2)

Select option 2 (two) in the **PRICE LISTS** menu to print a cash price list.

The procedure is the same as for the wholesale price list, with the exception of the prices that are listed on the report. This option lists the cash prices.

The report will consist of the following fields:

ITEM CODE
BIN LOCATION
ARTICLE CODE (Cost price as a code)
DESCRIPTION
EXCLUSIVE (Cash) PRICE
V.A.T.
INCLUSIVE (Cash) PRICE

Pressing the **Escape** key at any stage, even after printing has commenced, will abort the printing and return to the price list selection menu.

After each report is completed the system will return to the price list selection menu (See Fig 7-35).

SAMPLE LISTING:

Cash Price List with Memo/Remarks.

DATE: 29/11/1999			APAC Software - Demonstration System C A S H P R I C E L I S T			PAGE:	1
CATEGORY: 001 Packages & Programs							
ITEM CODE	BIN	ARTICLE DESCRIPTION		EXCLUSIVE	V.A.T.	INCLUSIVE	
APAC-000	A01	LJNEW APAC - ACCOUNTING SINGLE USER		1062.00	148.68	1210.68	
APAC-001	P05	MAEJL DEBTORS MODULE		425.00	59.50	484.50	
APAC-002	A03	MIENW GENERAL LEDGER MODULE		490.25	68.64	558.89	
APAC-003	A04	MEEJM STOCK MODULE		451.25	63.18	514.43	
APAC-004	A05	AIEMJ CREDITORS MODULE		359.75	50.37	410.12	
APAC-005	A06	MOENJ INVOICING MODULE		516.50	72.31	588.81	
APAC-006	A07	MIENW CASH DRAW MODULE		490.25	68.64	558.89	
APAC-007	A08	MOENJ POINT-OF-SALE (BAR-CODE) MOD.		516.50	72.31	588.81	
APAC-010	B01	AOWISW ACCOUNTING - NETWORK		3887.75	544.29	4432.04	
THIS SYSTEM CONTAINS:							
		DEBTORS MODULE					
		STOCK MODULE					
		CREDITORS MODULE					
		INVOICING					
		QUOTATIONS					
		JOB COSTING					
		POINT OF SALE					
		GENERAL LEDGER					
		SALES ANALYSIS					
APAC-011	B02	IELJA DEBTORS MODULE		980.25	137.24	1117.49	
APAC-012	B03	IOMNJ GENERAL LEDGER MOD. (NETWORK)		1039.25	145.50	1184.75	
APAC-013	B04	IIMNW STOCK MODULE (NETWORK)		1013.00	141.82	1154.82	
APAC-014	B05	WOMAW CREDITORS MODULE (NETWORK)		908.50	127.19	1035.69	
APAC-015	B06	LOAIW INVOICING MODULE (NETWORK)		1169.75	163.77	1333.52	
APAC-016	B07	IOMNJ CASH DRAW MODULE (NETWORK)		1039.25	145.50	1184.75	
APAC-017	B08	LAAOM POINT-OF-SALE (BAR CODE) MOD.		1078.25	150.96	1229.21	
APAC-020	D01	JMOSNN APAC POINT-OF-SALE SYSTEM		1827.75	255.89	2083.64	
THIS SYSTEM CONTAINS:							
		DEBTORS MODULE					
		STOCK MODULE					
		CREDITORS MODULE					
		POINT-OF-SALE MODULE					
APAC-050	S01	JJJANNN THREE IN ONE		1467.50	205.45	1672.95	
		These remarks have been included for test purposes only.					
APAC-051	001	JMOSNN APAC FOUR-IN-ONE		1827.75	255.89	2083.64	
APAC-052	A12	IELJA JOB COSTING MODULE		980.25	137.24	1117.49	
APAC-054	001	JMOSNN APAC DEBTOR/CREDITOR/STOCK		1827.75	255.89	2083.64	
APAC-099	NIL	ISSNN APAC-MODULES AS REQUIRED		755.25	105.74	860.99	

7.2.1.3 STOCK - PRICE LIST – RETAIL.

(OPTION 1 / 2 / 1 / 3)

The procedure is the same as for the wholesale price list, with the exception of the prices that are listed on the report. This option lists the retail prices.

The report will consist of the following fields:

ITEM CODE
 BIN LOCATION
 ARTICLE CODE (Cost price as a code)
 DESCRIPTION
 EXCLUSIVE (Retail) PRICE
 V.A.T.
 INCLUSIVE (Retail) PRICE

Pressing the **Escape** key at any stage, even after printing has commenced, will abort the printing and return to the price list selection menu.

After each report is completed the system will return to the price list selection menu (**See Fig 7-35**).

SAMPLE LISTING:

Retail price list.

DATE: 29/11/1999 APAC Software - Demonstration System R E T A I L P R I C E L I S T PAGE: 1				
CATEGORY: 001 Packages & Programs	ITEM CODE	BIN	ARTICLE DESCRIPTION	
			EXCLUSIVE V.A.T. INCLUSIVE	
APAC-000	A01	LJNEW	APAC - ACCOUNTING SINGLE USER	1094.50 153.23 1247.73
APAC-001	P05	MAEJL	DEBTORS MODULE	437.75 61.29 499.04
APAC-002	A03	MIENW	GENERAL LEDGER MODULE	505.25 70.74 575.99
APAC-003	A04	MEEJM	STOCK MODULE	465.00 65.10 530.10
APAC-004	A05	AIEMJ	CREDITORS MODULE	370.50 51.87 422.37
APAC-005	A06	MOENJ	INVOICING MODULE	532.00 74.48 606.58
APAC-006	A07	MIENW	CASH DRAW MODULE	505.25 70.74 575.99
APAC-007	A08	MOENJ	POINT-OF-SALE (BAR-CODE) MOD.	532.00 74.48 606.58
APAC-010	B01	AOWISW	ACCOUNTING - NETWORK	4006.50 560.91 4567.41
APAC-011	B02	IELJA	DEBTORS MODULE	1010.25 141.44 1151.69
APAC-012	B03	IOMNJ	GENERAL LEDGER MOD. (NETWORK)	1070.75 149.91 1220.66
APAC-013	B04	IIMNW	STOCK MODULE (NETWORK)	1044.00 146.16 1190.16
APAC-014	B05	WOMAW	CREDITORS MODULE (NETWORK)	936.00 131.04 1067.04
APAC-015	B06	LOAIW	INVOICING MODULE (NETWORK)	1205.50 168.77 1374.27
APAC-016	B07	IOMNJ	CASH DRAW MODULE (NETWORK)	1070.75 149.91 1220.66
APAC-017	B08	LAAOM	POINT-OF-SALE (BAR CODE) MOD.	1111.25 155.58 1266.83
APAC-020	D01	JMOSNN	APAC POINT-OF-SALE SYSTEM	1883.50 263.69 2147.19
APAC-025	C06	WOMAW	WAGES (NETWORK)	936.00 131.04 1067.04
APAC-040	C01	AOEAW	WAGES - SINGLE USER	397.50 55.65 453.15
APAC-050	S01	JJANNN	THREE IN ONE	1512.25 211.72 1723.97
APAC-051	001	JMOSNN	APAC FOUR-IN-ONE	1883.50 263.69 2147.19
APAC-052	A12	IELJA	JOB COSTING MODULE	1010.25 141.44 1151.69
APAC-054	001	JMOSNN	APAC DEBTOR/CREDITOR/STOCK	1883.50 263.69 2147.19
APAC-099	NIL	ISSNN	APAC-MODULES AS REQUIRED	755.25 105.74 860.99

7.2.1.4 STOCK - PRICE LIST - ALL PRICES. (OPTION 1 / 2 / 1 / 4)

This option allows the user to print a price list for an individual or for all department/s and the following details will be printed for each stock record that has been selected.

ITEM CODE.
 BIN LOCATION.
 ARTICLE CODE (Cost price as a code).
 DESCRIPTION.
 EXCLUSIVE (Cash) PRICE
 EXCLUSIVE (Retail) PRICE
 EXCLUSIVE (Wholesale) PRICE
 INCLUSIVE (Cash) PRICE
 INCLUSIVE (Retail) PRICE
 INCLUSIVE (Wholesale) PRICE

This option allows the **USER** to print a price list for all or selected departments. These reports print the stock code, bin location, cost codes, description, exclusive and inclusive prices. The cost code specifies the cost price in code form and appears under the heading **ARTICLE** See parameters **OPTION A / 1 / 6 / 5 - Cost Codes**.

If a department code is selected, the department name/description will be displayed and the **USER** is requested to confirm that this is correct.

Packages & Programs

'C'ontinue or 'R'ekey []

The department (Sales Ledger) name is displayed and the USER is requested to confirm that the price list for the department that has been selected is to be printed or a new department code must be keyed in.

If the R' key is pressed, the system will allow the USER to re-key the department code. If the Continue option is selected, the following message is displayed on the screen.

Busy printing price list

The stock code of each stock record that is read will be displayed on the screen.

Stock record: 9780895888426

The displaying of the stock code has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.

If a department code of zero is selected, the system will print a retail price list for each department, starting at the first department. The name of each department will be displayed while that department is being processed and as for individual departments, the item code of each record is displayed as it is read.

Pressing the Escape key at any stage, even after printing has commenced, will abort the printing and return to the price list selection menu.

After each report is completed the system will return to the price list selection menu (See Fig 7-35).

SAMPLE LISTINGS:

PAGE:	1	APAC Software - Demonstration System			DATE: 29/11/1999								
S T O C K P R I C E L I S T													
CATEGORY: 001 Packages & Programs													
ITEM CODE	BIN	ARTICLE	DESCRIPTION	EXCLUSIVE	INCLUSIVE								
				WHOLESALE	CASH	RETAIL	WHOLESALE						
APAC-000	A01	810.46	APAC - ACCOUNTING SINGLE USER	1037.50	1062.00	1094.50	1182.75						
APAC-001	P05	324.18	DEBTORS MODULE	415.25	425.00	437.75	473.39						
APAC-002	A03	374.06	GENERAL LEDGER MODULE	479.00	490.25	505.25	546.06						
APAC-003	A04	344.13	STOCK MODULE	441.00	451.25	465.00	502.74						
APAC-004	A05	274.31	CREDITORS MODULE	351.50	359.75	370.50	400.71						
APAC-005	A06	394.01	INVOICING MODULE	504.75	516.50	532.00	575.42						
APAC-006	A07	374.06	CASH DRAW MODULE	479.00	490.25	505.25	546.06						
APAC-007	A08	394.01	POINT-OF-SALE (BAR-CODE) MOD.	504.75	516.50	532.00	575.42						
APAC-010	B01	2967.56	ACCOUNTING - NETWORK	3798.75	3887.75	4006.50	4330.58						
APAC-011	B02	748.12	DEBTORS MODULE	957.75	980.25	1010.25	1091.84						
APAC-012	B03	793.01	GENERAL LEDGER MOD. (NETWORK)	1015.50	1039.25	1070.75	1157.67						
APAC-013	B04	773.06	STOCK MODULE (NETWORK)	989.75	1013.00	1044.00	1128.32						
APAC-014	B05	693.26	CREDITORS MODULE (NETWORK)	887.75	908.50	936.00	1012.04						
APAC-015	B06	892.76	INVOICING MODULE (NETWORK)	1143.25	1169.75	1205.50	1303.31						
APAC-016	B07	793.01	CASH DRAW MODULE (NETWORK)	1015.50	1039.25	1070.75	1157.67						
APAC-017	B08	822.93	POINT-OF-SALE (BAR CODE) MOD.	1053.75	1078.25	1111.25	1201.28						
APAC-020	D01	1395.00	APAC POINT-OF-SALE SYTEM	1786.25	1827.75	1883.50	2036.33						
APAC-025	C06	693.26	WAGES (NETWORK)	887.75	908.50	936.00	1012.04						
APAC-040	C01	294.26	WAGES - SINGLE USER	377.00	385.75	397.50	429.78						
APAC-050	S01	1120.00	THREE IN ONE	1434.00	1467.50	1512.25	1634.76						
APAC-051	001	1395.00	APAC FOUR-IN-ONE	1786.25	1827.75	1883.50	2036.33						
APAC-052	A12	748.12	JOB COSTING MODULE	957.75	980.25	1010.25	1091.84						
APAC-054	001	1395.00	APAC DEBTOR/CREDITOR/STOCK	1786.25	1827.75	1883.50	2036.33						
APAC-099	NIL	755.00	APAC-MODULES AS REQUIRED	755.25	755.25	755.25	860.99						

7.2.2 STOCK DEPARTMENTAL REPORT. (OPTION 1 / 2 / 2)

This option enables the USER to print a stock departmental report. Totals are printed per department with a stock grand total at the end of the report.

Select option 2 (two) in the STOCK REPORTING menu and the following screen will be displayed.

'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.

Print stock with Lead Time = 0.00 Y

The system allows for the USER to print the departmental report and either exclude or include all items with a lead time of zero. To include these items on the report press the **ENTER** or **Y** key and to exclude these items, press the **N** key.

The details that appear on the departmental report are as follows:

STOCK CODE.
BIN LOCATION.
STOCK DESCRIPTION.
QUANTITY ON HAND.
UNIT COST PRICE.
AVERAGE COST PRICE.
UNIT SELLING PRICE.
(Retail price)
WHOLESALE MARKUP.
CASH MARKUP.
RETAIL MARKUP.
DATE LAST ACTIVE.
(Date that an item was last sold).
GROSS PROFIT PERCENTAGE.
(Calculated using monthly cost and selling).

After having made the choice to include or exclude zero lead time items, the system will display the following message on the screen which gives the USER the choice of printing all or only selected departments.

All or Selected Departments

Press the **A** key to print all the departments and press the **S** to print selected departments. If the **S** key is pressed, the system will display the following message on the screen.

Select department _

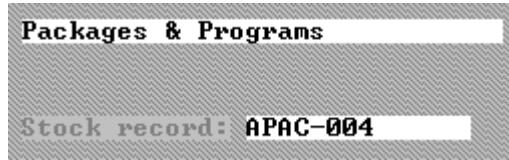
The USER is requested to key in the department code for the department that must be printed. After entering the department code, the system will read the department file and display the name of the department for that code. The system then requests the USER to confirm that the correct department has been selected and the following message is displayed on the screen. Keying a department code of spaces will result in the system exiting from this routine and returning to the **STOCK REPORTING** menu.

Packages & Programs

'C'ontinue or 'R'ekey []

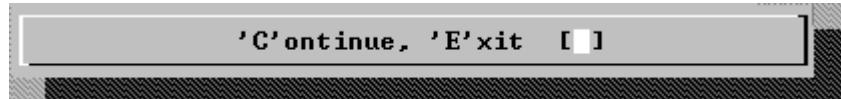
If the code that has been keyed in is not the correct one, then the **R** key must be pressed, which will allow the USER the opportunity to key in the correct code. When the correct code has been keyed in the **C** key must be pressed and the system will then proceed to read the stock file and print the details of the stock items that are to appear on the report.

As each stock record is read the system will display the code below the sales ledger name for which the report is being produced.



If the USER has selected to print the report for all the departments, the following messages will be displayed on the screen and the system will wait for confirmation to continue or the instruction to exit from this routine.

Busy printing departmental report



Pressing the **E** key will result in the system returning to the **STOCK REPORTING** menu, while pressing the **C**' key will result in the system reading the stock file and printing a report for all the departments. As each department is processed, the department name is displayed on the screen.

Packages & Programs

As each stock item is read the stock code is displayed on the screen.



The displaying of the stock code has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.

The system uses the monthly movement cost and selling figures to calculate the gross profit percentage for each stock item. If there are no monthly figures available for an item the average of the retail and cash prices and the cost price will be used for this calculation. The totals are calculated, using the current quantity, the average cost and current selling prices.

Pressing the Escape key will abort printing.

If the option to print selected departments was used then at the end of each department the system will allow the USER to select the next department to be printed.

If all departments were printed, then the system will exit from this routine and return to the **STOCK REPORTING** menu (**Fig 7-33**) when the last department has been printed.

SAMPLE LISTINGS:

PAGE:	1	APAC Software - Demonstration System		STOCK BY DEPARTMENT						DATE: 30/11/1999	
CATEGORY: 001 Packages & Programs		ITEM CODE		BIN DESCRIPTION	QUANTITY	COST-PRICE	AVERAGE	RETAIL	MARKUP	ACTIVE	GP-%
								WSALE	CASH RETAIL		
APAC-000	A01 APAC - ACCOUNTING SINGLE USER	3.000	810.469	812.50	1094.50	28.01	31.04	35.05	93/04/06	24.84	
APAC-001	P05 DEBTORS MODULE	0.000	324.188	380.00	437.75	28.09	31.10	35.03	93/09/17	5.34	
APAC-002	A03 GENERAL LEDGER MODULE	3.000	374.063	375.00	505.25	28.05	31.06	35.07	93/09/07	0.00	
APAC-003	A04 STOCK MODULE	4.000	344.138	345.00	465.00	28.15	31.12	35.12	93/05/26	0.00	
APAC-004	A05 CREDITORS MODULE	8.000	274.313	275.00	370.50	28.14	31.15	35.06	93/05/24	0.00	
APAC-005	A06 INVOICING MODULE	6.000	394.013	395.00	532.00	28.10	31.09	35.02	93/04/06	0.00	
APAC-006	A07 CASH DRAW MODULE	4.000	374.063	375.00	505.25	28.05	31.06	35.07	92/11/10	24.85	
APAC-007	A08 POINT-OF-SALE (BAR-CODE) MOD.	2.000	394.013	395.00	532.00	28.10	31.09	35.02	93/04/06	0.00	
APAC-010	B01 ACCOUNTING - NETWORK	3.000	2967.563	2975.00	4006.50	28.01	31.01	35.01	93/04/06	24.82	
APAC-011	B02 DEBTORS MODULE	11.000	748.125	750.00	1010.25	28.02	31.03	35.04	93/04/06	24.83	
APAC-012	B03 GENERAL LEDGER MOD. (NETWORK)	8.000	793.013	795.00	1070.75	28.06	31.05	35.02	0/00/00	24.83	
APAC-013	B04 STOCK MODULE (NETWORK)	3.000	773.063	775.00	1044.00	28.03	31.04	35.05	93/06/14	24.84	
APAC-014	B05 CREDITORS MODULE (NETWORK)	5.000	693.263	695.00	936.00	28.05	31.05	35.01	0/00/00	24.83	
APAC-015	B06 INVOICING MODULE (NETWORK)	6.000	892.763	895.00	1205.50	28.06	31.03	35.03	0/00/00	24.83	
APAC-016	B07 CASH DRAW MODULE (NETWORK)	2.000	793.013	795.00	1070.75	28.06	31.05	35.02	91/08/04	24.83	
APAC-017	B08 POINT-OF-SALE (BAR CODE) MOD.	3.000	822.938	825.00	1111.25	28.05	31.02	35.03	0/00/00	24.83	
APAC-020	D01 APAC POINT-OF-SALE SYSTEM	5.000	1395.000	3245.00	1883.50	28.05	31.02	35.02	0/00/00	24.82	
APAC-025	C06 WAGES (NETWORK)	2.000	693.263	695.00	936.00	28.05	31.05	35.01	0/00/00	24.83	

APAC-040	C01 WAGES - SINGLE USER	3.000	294.263	295.00	397.50	28.12	31.09	35.08	0/00/00	24.86
APAC-050	S01 THREE IN ONE	1.000	1120.000	1120.00	1512.25	28.04	31.03	35.02	92/04/02	24.83
APAC-051	001 APAC FOUR-IN-ONE	1.000	1395.000	1395.00	1883.50	28.05	31.02	35.02	92/01/27	24.82
APAC-052	A12 JOB COSTING MODULE	7.000	748.125	750.00	1010.25	28.02	31.03	35.04	93/04/06	24.83
APAC-054	001 APAC DEBTOR/CREDITOR/STOCK	0.000	1395.000	1395.00	1883.50	28.05	31.02	35.02	0/00/00	24.82
APAC-099	NIL APAC-MODULES AS REQUIRED	3.000	755.000	628.33	755.25	0.03	0.03	0.03	92/03/02	0.03
TEST-001	001 TEST ITEM	0.000	620.000	620.00	837.00	28.02	31.01	35.00	92/10/18	24.81
DEPARTMENT TOTAL COST/SELL			78722.49	93334.00						

7.2.3 STOCK - ITEM CODE SEQUENCE REPORT. (OPTION 1 / 2 / 3)

This option enables the USER to print a stock list in item code sequence. Grand totals are printed at the end of the report.

Select option 3 (three) in the **STOCK REPORTING** menu and the following screen will be displayed.



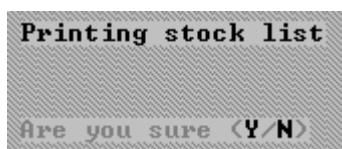
The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



Entering an 'N' as the option, will cause the system to exit from this routine and return to the **STOCK REPORTING** menu. If the response is a 'Y', the system will proceed to read the stock file and print the stock list.

This option produces a complete list of stock records on file in stock code sequence. The sequence of the stock codes is alpha/numeric and is sorted from the left to the right most character.

eg. Codes 1B,1A,10,11,1,100,110 will be printed in the following sequence: 1,10,100,11,110,1A,1B

Codes 100,110,001,011,010 will be printed in the following sequence: 001,010,011,100,110.

The details printed on the report are:

- ITEM CODE.
- BIN LOCATION.
- DESCRIPTION.
- QUANTITY AVAILABLE.
- UNIT COST PRICE.
- AVERAGE COST PRICE.
- TOTAL COST.
- UNIT SELLING PRICE.
- TOTAL SELLING PRICE.
- UNREALIZED PROFIT.
- GROSS PROFIT PERCENTAGE.
- CROSS REFERENCE CODE.

This routine reads the stock file, using the item code index and will calculate the gross profit value and percentage from the various prices recorded for each item.

The record number of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.

Stock record: 9780895888426

The total cost is calculated, using the average cost price and current quantity and the total selling is calculated, using the retail selling price and the current quantity. The unrealized profit is the difference between the total cost and total selling price. The gross profit percentage is calculated using these same figures as follows:

$$\frac{(\text{total-selling} - \text{total-cost})}{\text{total-selling}} \times 100.00$$

When all the items have been printed on this report, the system will exit from this routine and return to the **STOCK REPORTING** menu (Fig 7-33).

SAMPLE LISTING:

PAGE:	1	APAC	Software	-	Demonstration	System				DATE: 4/03/1999				
STOCK LIST (ITEM CODE SEQUENCE)		ITEM CODE	BIN											
		ITEM DESCRIPTION		QUANTITY	UNT-COST	AVG-COST	TOTAL COST	UNT-SELL	TOTAL SELL	PROFIT	GP.%	X-REF/EQUIV		
500+B2	F01	ACER SERIES 500+ XT		2.00	2570.75	2570.75	5141.50	3140.00	6280.00	1138.50	18.13			
915V-01	F02	ACER SERIES 915V AT SYSTEM		1.00	5717.40	5717.40	5717.40	6980.00	6980.00	1262.60	18.09			
APAC-000	A01	APAC - ACCOUNTING SINGLE USER		4.00	1250.00	1250.00	5000.00	1690.00	6760.00	1760.00	26.04			
APAC-001	1.5													
APAC-002	A03	DEBTORS MODULE		5.00	425.00	375.00	1875.00	575.00	2875.00	1000.00	34.78			
APAC-003	A04	GENERAL LEDGER MODULE		2.00	460.00	460.00	920.00	625.00	1250.00	330.00	26.50			
APAC-004	A05	STOCK MODULE		11.00	445.00	375.00	4125.00	605.00	6655.00	2530.00	38.02			
APAC-005	A06	CREDITORS MODULE		3.00	367.50	367.50	1102.50	500.00	1500.00	397.50	26.50			
APAC-006	A07	INVOICING MODULE		3.00	425.00	375.00	1125.00	575.00	1725.00	600.00	34.78			
APAC-007	A08	CASH DRAW MODULE		5.00	425.00	375.00	1875.00	575.00	2875.00	1000.00	34.78			
APAC-010	B01	POINT-OF-SALE (BAR-CODE) MOD.		6.00	375.00	375.00	2250.00	510.00	3060.00	810.00	26.57			
APAC-011	B02	ACCOUNTING - NETWORK		2.00	4250.00	4250.00	8500.00	5740.00	11480.00	2980.00	25.96			
APAC-012	B03	DEBTORS MODULE		2.00	710.00	710.00	1420.00	960.00	1920.00	500.00	26.04			
APAC-013	B04	GENERAL LEDGER MOD. (NETWORK)		3.00	795.00	795.00	2385.00	1075.00	3225.00	840.00	26.05			
APAC-014	B05	STOCK MODULE (NETWORK)		1.00	710.00	710.00	710.00	960.00	960.00	250.00	26.04			
APAC-015	B06	CREDITORS MODULE (NETWORK)		2.00	710.00	710.00	1420.00	960.00	1920.00	500.00	26.04			
APAC-016	B07	INVOICING MODULE (NETWORK)		3.00	710.00	710.00	2130.00	960.00	2880.00	750.00	26.04			
APAC-017	B08	CASH DRAW MODULE (NETWORK)		2.00	710.00	710.00	1420.00	960.00	1920.00	500.00	26.04			
APAC-020	D01	POINT-OF-SALE (BAR CODE) MOD.		2.00	710.00	710.00	1420.00	960.00	1920.00	500.00	26.04			
APAC-025	C06	APAC POINT-OF-SALE SYTEM		3.00	1612.50	1500.00	4500.00	2180.00	6540.00	2040.00	31.19	POINT-OF-SALE		
APAC-040	C01	WAGES (NETWORK)		1.00	1195.00	1195.00	1195.00	1615.00	1615.00	420.00	26.01			
APAC-050	S01	WAGES - SINGLE USER		2.00	615.00	615.00	1230.00	835.00	1670.00	440.00	26.35			
APAC-051	001	THREE IN ONE		4.00	1245.00	1185.00	4740.00	1685.00	6740.00	2000.00	29.67			
APAC-052	A12	APAC FOUR-IN-ONE		1.00	1662.50	1500.00	1500.00	2245.00	2245.00	745.00	33.18			
APAC-054	001	JOB COSTING MODULE		2.00	295.00	295.00	590.00	400.00	800.00	210.00	26.25	JC-001		
APAC-099	NIL	APAC DEBTOR/CREDITOR/STOCK		1.00	1662.50	0.00	0.00	2080.00	2080.00	2080.00	100.00			
	APAC-MODULES AS REQUIRED				670.00	335.00		905.00		235.00	25.97			
							TOTAL		62291.40		87875.00	25583.60	29.11	

The following is an example of a stock "Item code sequence" report. This example is from the APAC tutorial and shows the stock file after the static information has been data captured and prior to any purchases having been made. The cost prices, selling prices and quantity fields will be updated as soon as stock is received into the system.

PAGE: 1

APAC TRAINING SYSTEM

DATE: 30/06/1999

STOCK LIST (ITEM CODE SEQUENCE)

ITEM CODE	BIN	ITEM DESCRIPTION	QUANTITY	UNT-COST	AVG-COST	TOTAL COST	UNT-SELL	TOTAL SELL	PROFIT	GP.%	X-REF/EQUIV
CPU4000	001	CPU 486DX-33	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	CPU486
CPU4004	001	CPU 486DX2-66	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	CPU486
CS1002	001	CASE + 200W SMALL F/P SLIDE	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	PC
CS2004	001	MINI T/CASE + 200W P/S - LED	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	PC
FD2000	001	FLOPPY DRIVE 1.2M	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	FDD
FD4000	001	STIFFY DRIVE 1.44MB	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	SDD
HD1304	001	540MB IDE CROWN FIXED DISK	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	HDD
HD1305	001	210MB IDE CROWN FIXED DISK	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	HDD
HD1308	001	170MB CROWN FIXED DISK	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	HDD
KB0003	001	CHERRY 101 KEYBOARD	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	KB101
KB0004	001	FLUKE 2001 C/W PERSPEX COV KB	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	KB101
LAB0001	001	LABOUR (20 MINUTES)	0.000	0.000		50.00			50.00	100.00	LABOUR
MB2200	001	ALTO ISA-BUS 486(NO CPU) SV2	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	MB486
MB2300	001	ALTO VL-BUS 486(NO CPU) SV2	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	MB486
MB7105	001	LUNAR ISA-BUS 386DX-40 128K OR	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	MB386
MB8501	001	ALTO ISA-BUS 486DX-33 128K OR	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	MB486
MB9001	001	ALTO VL-BUS 486DX-33 128K OR	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	MB486
MO1002	001	14" DUAL FREQ MONITOR (P/W)	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	MONO
MO4203	001	14" S.VGA TURBO MONITOR	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	SVGA
MS0001	001	MICROSYSTEM DOS 3.21	0.00	0.000	0.000	0.00	0.00	0.00	0.00	0.00	DOS
		TOTAL			0.00			0.00	0.00	0.00	

7.2.4 STOCK TAKE LIST.

(OPTION 1 / 2 / 4)

This option enables the USER to print a report that is used for stock taking. The report may be printed for all departments or for selected departments and may be produced in stock code or in bin location sequence.

Select option 4 (four) in the **STOCK REPORTING** menu and the following screen will be displayed.



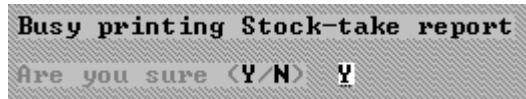
The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



The USER is requested to confirm that the stock take report must be produced. Entering an 'N' in response to this request will cause the system to exit from this routine and return to the **STOCK REPORTING** menu (**Fig 7-33**). If the response is a 'Y' the USER will be requested to specify whether priced items are to be included in the list.



The response to this question will normally be based on whether the system has been set up to update quantities on priced items or not. Press the **ENTER** or 'N' key if the priced items are to be excluded from the stock take list. Press the 'Y' key if the priced only items are to be included on the stock take list.

When the USER has responded to the above question the system will display the following message allowing the USER to specify whether the current quantity is to be printed on the report or not.



A 'Y' response to this question, will cause the system to print the current quantity on the stock take report. Press the **ENTER** or 'N' key to exclude the current quantity from being printed on the stock take list.

After responding to the quantity request, the USER is required to select the sequence of the report. If **BIN** location sequence is selected, all the stock will be printed and the USER is not able to select stock for only selected sales ledgers.



For stock systems that use bin locations for stock, the response should be a 'Y' as the report will be produced in the bin location sequence, which should make the task of stock taking easier and possibly quicker. When the report has been printed the system will exit from this routine and return to the **STOCK REPORTING** menu (**Fig 7-33**).

If the 'N' or **ENTER** key is pressed in response to the sequence of the report, the system will require the USER to specify whether the stock take report is to be produced for all the departments or only for selected departments.



If the response is 'A', the system will then proceed to produce the stock take report for all departments.

A response of 'S', will cause the system to request the department number for which the report must be produced.

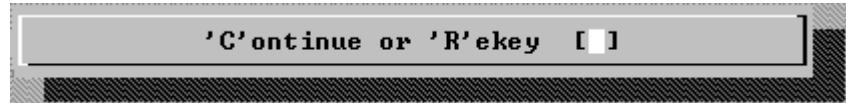


The following department codes may not be **XXXX**, **YYYY**, **VAT1**, **VAT2**, **VAT3**, **VAT4**, **VAT5** or **VAT6**.and must be for an existing sales ledger. Entering an incorrect department code will result in an error message being displayed and the USER will be requested to re-key the code.

Keying in a zero department code will result in the system exiting from this routine and returning to the **STOCK REPORTING** menu (**Fig 7-33**).

If the code that has been entered is for an existing sales ledger, the description will be displayed and the USER will be requested to confirm that the department (sales ledger) name displayed is the department/sales ledger for which the stock take report is to be printed or a new department code must be entered.





If an **R**' is entered, the system will allow the User to re-key the department code. If the continue option is selected, the system will process the stock take report for the selected department and the following details will be displayed on the screen.

Stock record: APAC-017

The stock code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.

If the report is being printed selectively per department, the system will return to the department selection screen after completing each department.

SAMPLE LISTING:

Date: 2/07/1999 APAC Software - Demonstration System STOCK-TAKE BY DEPARTMENT			Page: 1			
Category: 001 Packages & Programs						
Item Code	Description	Bin	Quant	Count 1	Count 2	Accept
APAC-000	APAC - ACCOUNTING SINGLE USE	A01				
APAC-001	DEBTORS MODULE	P05				
APAC-002	GENERAL LEDGER MODULE	A03				
APAC-003	STOCK MODULE	A04				
APAC-004	CREDITORS MODULE	A05				
APAC-005	INVOICING MODULE	A06				
APAC-006	CASH DRAW MODULE	A07				
APAC-007	POINT-OF-SALE (BAR-CODE) MOD	A08				
APAC-010	ACCOUNTING - NETWORK	B01				
APAC-011	DEBTORS MODULE	B02				
APAC-012	GENERAL LEDGER MOD. (NETWORK)	B03				
APAC-013	STOCK MODULE (NETWORK)	B04				
APAC-014	CREDITORS MODULE (NETWORK)	B05				
APAC-015	INVOICING MODULE (NETWORK)	B06				
APAC-016	CASH DRAW MODULE (NETWORK)	B07				
APAC-017	POINT-OF-SALE (BAR CODE) MOD	B08				
APAC-020	APAC POINT-OF-SALE SYSTEM	D01				
APAC-025	WAGES (NETWORK)	C06				
APAC-040	WAGES - SINGLE USER	C01				
APAC-050	THREE IN ONE	S01				
APAC-052	JOB COSTING MODULE	A12				
APAC-054	APAC DEBTOR/CREDITOR/STOCK	001				

***** END DEPARTMENT *****

Team /

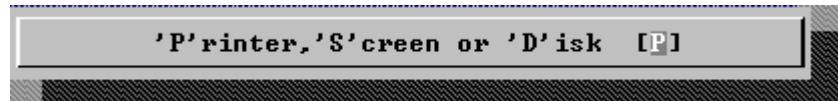
Signature

7.2.5 STOCK MOVEMENT REPORT.

(OPTION 1 / 2 / 5)

This option enables the USER to print a stock movement report showing the stock movement for the current month and year to date. The report may be printed for all stock or the USER can request that only items with movement during the current month be reported.

Select option 5 (five) in the **STOCK REPORTING** menu and the following screen will be displayed.



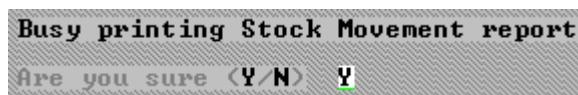
The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed and the USER is requested to confirm that the movement report is to be produced.



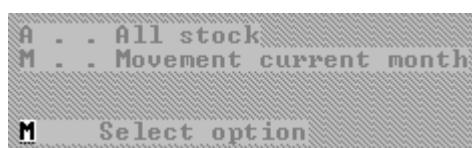
Press the 'N' key and the system will exit from the stock movement report routine and return to the **STOCK REPORTS** menu (Fig 7-33).

Press the **ENTER** or 'Y' key and the system will proceed to the next screen.

The details that will be printed on this report are:

ITEM CODE.
BIN LOCATION.
DESCRIPTION.
MOVEMENT MONTH-TO-DATE:
 QUANTITY.
 TOTAL-COST.
 TOTAL-SELL.
 GROSS PROFIT.
MOVEMENT YEAR-TO-DATE:
 QUANTITY.
 TOTAL-COST.
 TOTAL-SELL.
 GROSS PROFIT.
 GROSS PROFIT PERCENTAGE.

If a 'Y' is entered, the system will request the USER to specify whether all stock records or only stock records with movement for the current month are to be used to produce the report.



An 'A' will specify that all stock records are to be used and an 'M' will specify that only stock that has had movement during the current month are to be used to produce the movement report.

When the USER has responded to the above request the system will display the following message which will enable the USER to print the report for all or only selected departments.



If the response is 'A', the system will then proceed to produce the stock movement report for all departments.

A response of 'S', will cause the system to request the department number for which the report must be produced.

Department code []

The department code must be for an existing sales ledger and may not be **XXXX, YYYY, VAT1, VAT2, VAT3, VAT4, VAT5 or VAT6**. Entering an incorrect department code will result in an error message being displayed and the USER will be requested to re-key the code.

Keying in department code of spaces will result in the system exiting from this routine and returning to the **STOCK REPORTING** menu (Fig 7-33).

If the code that has been entered is for an existing sales ledger, the description will be displayed and the USER will be requested to confirm that the sales ledger that has been selected is correct.

Department code 0002 3rd Party Software

The department (sales ledger) name is displayed and the USER is requested to confirm that the stock take report for the department that has been selected is to be printed or a new department code must be entered.

'C'ontinue or 'R'rekey []

If an **R** is entered, the system will allow the USER to re-key the department code. If the continue option is selected, the system will process the stock movement report for the selected department and the following details will be displayed on the screen.

Stock record: APAC-017

The stock code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.

If the report is being printed selectively per department, the system will return to the department selection screen after completing each department.

The movement report is produced per department (sales ledger) with totals per category and a grand total.

Pressing the **Escape** key will abort printing.

PAGE:	1	APAC TRAINING SYSTEM	STOCK SALES/MOVEMENT REPORT						DATE: 1/07/1999	
CATEGORY: 001 Disk Drives										
ITEM CODE	BIN	ITEM DESCRIPTION	M.T.D.			Y.T.D.				
			QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT PROF.%
FD2000	001	FLOPPY DRIVE 1.2M	1.00	187.00	234.00	47.00	1.00	187.00	234.00	47.00 20.09
HD1305	001	210MB IDE CROWN FIXED DISK	1.00	755.00	944.00	189.00	1.00	755.00	944.00	189.00 20.02
		DEPARTMENT TOTAL		942.00	1178.00	236.00		942.00	1178.00	236.00 20.03

PAGE:	2	APAC TRAINING SYSTEM	STOCK SALES/MOVEMENT REPORT						DATE: 1/07/1999	
CATEGORY: 002 Motherboards										
ITEM CODE	BIN	ITEM DESCRIPTION	M.T.D.			Y.T.D.				
			QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT PROF.%
MB8501	001	ALTO ISA-BUS 486DX-33 128K OR	1.00	1240.00	1550.00	310.00	1.00	1240.00	1550.00	310.00 20.00
		DEPARTMENT TOTAL		1240.00	1550.00	310.00		1240.00	1550.00	310.00 20.00

PAGE:	3	APAC TRAINING SYSTEM				STOCK SALES/MOVEMENT REPORT				DATE: 1/07/1999		
CATEGORY: 003 Monitors												
ITEM CODE	BIN	M.T.D.			Y.T.D.							
	ITEM DESCRIPTION	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	PROF.%		
MO4203	001 14" S.VGA TURBO MONITOR	3.00	2418.75	3025.00	606.25	3.00	2418.75	3025.00	606.25	20.04		
	DEPARTMENT TOTAL		2418.75	3025.00	606.25		2418.75	3025.00	606.25	20.04		

PAGE:	4	APAC TRAINING SYSTEM				STOCK SALES/MOVEMENT REPORT				DATE: 1/07/1999		
CATEGORY: 004 Computer Cases												
ITEM CODE	BIN	M.T.D.			Y.T.D.							
	ITEM DESCRIPTION	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	PROF.%		
CS2004	001 MINI T/CASE + 200W P/S - LED	1.00	249.25	300.00	50.75	1.00	249.25	300.00	50.75	16.92		
	DEPARTMENT TOTAL		249.25	300.00	50.75		249.25	300.00	50.75	16.92		

PAGE:	5	APAC TRAINING SYSTEM				STOCK SALES/MOVEMENT REPORT				DATE: 1/07/1999		
CATEGORY: 005 Keyboards												
ITEM CODE	BIN	M.T.D.			Y.T.D.							
	ITEM DESCRIPTION	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	PROF.%		
KB0003	001 CHERRY 101 KEYBOARD	1.00	72.00	90.00	18.00	1.00	72.00	90.00	18.00	20.00		
KB0004	001 FLUKE 2001 C/W PERSPEX COV KB	1.00	112.00	140.00	28.00	1.00	112.00	140.00	28.00	20.00		
	DEPARTMENT TOTAL		184.00	230.00	46.00		184.00	230.00	46.00	20.00		

PAGE:	7	APAC TRAINING SYSTEM				STOCK SALES/MOVEMENT REPORT				DATE: 1/07/1999		
CATEGORY: 007 Memory												
ITEM CODE	BIN	M.T.D.			Y.T.D.							
	ITEM DESCRIPTION	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	PROF.%		
MM0102	001 1MB-70 SIMM MODULE 421000	8.00	1000.00	1256.00	256.00	8.00	1000.00	1256.00	256.00	20.38		
MM3001	001 4MB-70 SIMM MODULE	4.00	2307.00	2772.00	465.00	4.00	2307.00	2772.00	465.00	16.77		
	DEPARTMENT TOTAL		3307.00	4028.00	721.00		3307.00	4028.00	721.00	17.90		

PAGE:	8	APAC TRAINING SYSTEM				STOCK SALES/MOVEMENT REPORT				DATE: 1/07/1999		
CATEGORY: 051 Software Packages												
ITEM CODE	BIN	M.T.D.			Y.T.D.							
	ITEM DESCRIPTION	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	PROF.%		
MS0001	001 MICROSYSTEM DOS 3.21	1.00	165.00	215.00	50.00	1.00	165.00	215.00	50.00	23.26		
	DEPARTMENT TOTAL		165.00	215.00	50.00		165.00	215.00	50.00	23.26		

PAGE:	9	APAC TRAINING SYSTEM				STOCK SALES/MOVEMENT REPORT				DATE: 1/07/1999		
CATEGORY: 101 Labour												
ITEM CODE	BIN	M.T.D.			Y.T.D.							
	ITEM DESCRIPTION	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	QUANTITY	TOTAL-COST	TOTAL-SELL	PROFIT	PROF.%		
	DEPARTMENT TOTAL		0.00	0.00	0.00		0.00	0.00	0.00	0.00		
	STOCK TOTAL		8506.00	10526.00	2020.00		8506.00	10526.00	2020.00	19.19		

The above report shows the sales movement that has taken place on your trading stock and services for the current month and year-to-date. This report is printed per department and reflects

the quantity of each line item that has been sold, together with the total cost and total selling for the quantity reported. The profit value and profit percentage are also shown. There are totals for each department as well as a grand total on this report. The profit percentage is the profit margin calculated on the selling price and is not the mark-up percentage.

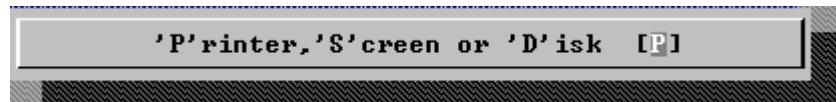
7.2.6 STOCK LOW LEVELS / RE-ORDER REPORT. (OPTION 1 / 2 / 6)

Select option 6 (six) in the **STOCK REPORTING** menu to print a stock low-level and re-order report showing the stock quantity, movement and reorder details. The report may be produced for all stock, only for stock that has had movement during the current month or only for stock that has low levels.

The details printed for each item on this report are:

ITEM CODE.
BIN LOCATION.
DESCRIPTION.
CURRENT QUANTITY.
ReORDER LEVEL.
MOVEMENT:
 MONTH 1.
 MONTH 2.
 MONTH 3.
 MONTHLY AVERAGE.
 MONTH -TO-DATE.
 YEAR-TO-DATE.
ReORDER DETAILS.
 QUANTITY.
 COST OF ORDER.

When this routine is selected the following screen will be displayed by the system.



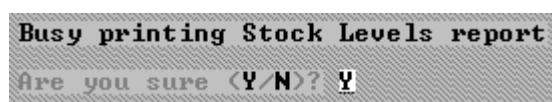
The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

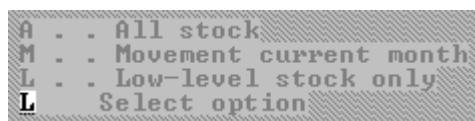
Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



The USER is requested to confirm that the stock levels and re-order report is to be produced. A response of 'N' will cause the system to exit from this routine and return to the **STOCK REPORTING** menu (Fig 7-33).

If a 'Y' is entered, the system will request the USER to specify whether all stock records, only stock records with movement for the current month or only stock with low levels are to be used to produce the report. The following details are displayed on the screen and the USER is requested to select which stock items are to be included on the report.



An 'A' specifies that all stock records are to be used, an 'M' specifies that only stock that has had movement during the current month is to be used and an 'L' specifies that only stock items reflecting low-levels are to be used to produce the stock levels and re-order report.

When the USER has responded to the above request the system will display the following message which will enable the USER to print the low-level and re-order report for all or only selected departments.

All or Selected Departments

If the response is 'A', the system will then proceed to produce the stock low-level and re-order report for all departments.

A response of 'S', will cause the system to request the department number for which the report must be produced.

Department code _____

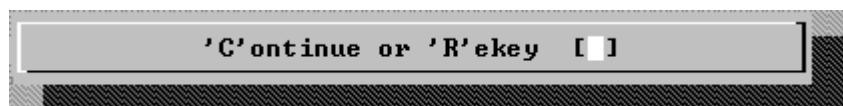
The department code must be for an existing sales ledger and may not be **XXXX, YYYY, VAT1, VAT2, VAT3, VAT4, VAT5 or VAT6**. Entering an incorrect department code will result in an error message being displayed and the USER will be requested to re-key the code.

Keying in a **zero** department code will result in the system exiting from this routine and returning to the **STOCK REPORTING** menu (**Fig 7-33**).

If the code that has been entered is for an existing sales ledger, the description will be displayed and the USER will be requested to confirm that the sales ledger that has been selected is correct.

Department code **0002 3rd Party Software**

The department (sales ledger) name is displayed and the USER is requested to confirm that the stock low-level & re-order report for the department that has been selected is to be printed or a new department code must be entered.



If an **R**' is entered, the system will allow the USER to re-key the department code. If the continue option is selected, the system will process the stock low levels and re-order report for the selected department and the following details will be displayed on the screen.

Stock record: **9780895888426**

The stock code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.

The movement details are for the last 3 months, the monthly average, the current month and year-to-date and specify the quantities for each item that appears on the report. The re-order details are calculated by the system and these calculations are as follows:

Re-order Quantity = (Monthly-average x Lead-time x 2) - Current-quantity.

e.g. Monthly Average	= 10
Lead-Time	= 0.25
Current-quantity	= 3
(10 x .25 x 2)	= 5
5 - 3	= 2

Re-order cost = Re-order quantity x current cost.

These calculations are to be used as a guide by the USER and will not be used by the system. The actual re-ordering quantities will be decided on by the USER.

If the report is being printed selectively per department, the system will return to the department selection screen after completing each department.

The low-levels and re-order report is produced per department (sales ledger).

Pressing the **Escape** key will abort printing.

SAMPLE LISTING:

PAGE:	1	APAC Software - Demonstration System		STOCK LEVELS AND RE-ORDER REPORT						DATE: 30/11/1999				
CATEGORY:	001 Packages & Programs	ITEM CODE	BIN	ITEM DESCRIPTION	QUANTITY	ReORDER	MONTH 1	MONTH 2	MONTH 3	MTH-AVRG	M.T.D.	Y.T.D.	ReORDER QUANT	COST
APAC-000	A01			APAC - ACCOUNTING SINGLE USER	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-001	P05			DEBTORS MODULE	0.00	0.12	2.00	0.00	0.00	2.00	4.00	6.00	0.00	0.00
APAC-002	A03			GENERAL LEDGER MODULE	3.00	0.06	1.00	0.00	0.00	1.00	4.00	5.00	0.00	0.00
APAC-003	A04			STOCK MODULE	4.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	0.00	0.00
APAC-004	A05			CREDITORS MODULE	8.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
APAC-005	A06			INVOICING MODULE	6.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
APAC-006	A07			CASH DRAW MODULE	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-007	A08			POINT-OF-SALE (BAR-CODE) MOD.	2.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
APAC-010	B01			ACCOUNTING - NETWORK	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-011	B02			DEBTORS MODULE	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-012	B03			GENERAL LEDGER MOD. (NETWORK)	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-013	B04			STOCK MODULE (NETWORK)	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-014	B05			CREDITORS MODULE (NETWORK)	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-015	B06			INVOICING MODULE (NETWORK)	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-016	B07			CASH DRAW MODULE (NETWORK)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-017	B08			POINT-OF-SALE (BAR CODE) MOD.	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-020	D01			APAC POINT-OF-SALE SYSTEM	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-025	C06			WAGES (NETWORK)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-040	C01			WAGES - SINGLE USER	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-050	S01			THREE IN ONE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-051	001			APAC FOUR-IN-ONE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-052	A12			JOB COSTING MODULE	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-054	001			APAC DEBTOR/CREDITOR/STOCK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APAC-099	NIL			APAC-MODULES AS REQUIRED	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

***** END OF DEPARTMENT *****

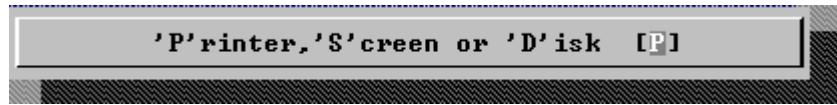
7.2.7 STOCK BILL OF QUANTITIES REPORT. (OPTION 1 / 2 / 7)

Select option 7 (seven) in the **STOCK REPORTING** menu to print a bill of quantities report for all or selected stock items that are produced or assembled and have been recorded as such in the stock data base. (See stock creations, amendments and production processing).

For each item that is produced or assembled the following details will be reported:

ITEM CODE.
DESCRIPTION.
ITEMS AND LABOUR:
QUANTITY.
ITEM CODE.
DESCRIPTION.
UNIT SELLING PRICE.
TOTAL SELLING PRICE.

When this routine is selected the following screen will be displayed by the system.



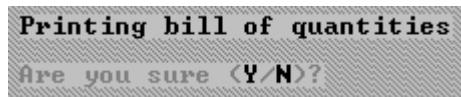
The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



The USER is requested to confirm that the stock bill of quantities report is to be produced. A response of 'N' will cause the system to exit from this routine and return to the **STOCK REPORTING** menu (Fig 7-33).

If a 'Y' is entered, the system will display the following message on the screen.



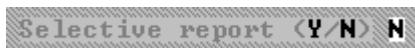
The USER is able to select the information regarding which prices are to be shown on the bill of quantities report.

Press the 'C' key to show the cost prices.

Press the 'S' key to show the selling prices.

Press the 'N' key if no prices are to be shown on the report.

When the USER has selected what prices, if any, are to be shown on the report, the system will display the following message.



The USER is able to print a bill of quantities for all assembled / manufactured items on the system or to choose selected items for which a bill of quantities must be printed.

If an 'N' is entered, the system will proceed to produce the bill of quantities. The stock code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing.



The stock bill of quantities report is produced in item code sequence.

Pressing the **Escape** key will abort printing.

If the USER presses the **Y** key as the response to the question **Selective report (Y/N)?**, the system will display the following message on the screen.



The system will also display the stock lookup options at the bottom of the screen.

F1 Item code/ **F2** Alt code/ **F3** Description/ **F4** Cross Reference Lookup

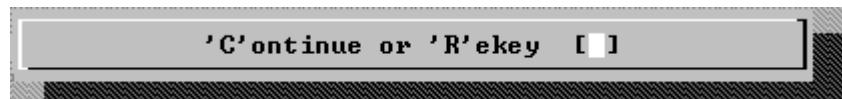
Pressing the **Escape** key or pressing the **ENTER** key or keying spaces while the CURSOR is in the item code field will result in the system returning to the **STOCK REPORTING** menu (Fig 7-33).

Entering a code that is not for a produced item, will result in the error message 'This is not a produced item' being displayed and the USER will be required to enter another code.

When the Item code has been entered or obtained via one of the lookup options, the system will display the item description and request the USER to key in the quantity required for the bill of quantities report.



The USER is now requested to enter the quantity required (Items to be produced). Keying in a zero will cause the system to return to the Item code input screen and any other quantity will result in a bill of quantities report being printed for the quantity that has been keyed in. The system will display the following message on the screen, once the quantity has been keyed in.



Pressing the 'R' key will allow the USER to re-key the quantity and pressing the 'C' key will instruct the system to print the bill of quantities report for the item code that has been selected and will the return to the item code selection screen and allow the USER to key in the next item code.

SAMPLE LISTING:

DATE: 2/12/1999 APAC Software - Demonstration System BILL OF QUANTITIES REPORT			PAGE: 1
ITEM CODE	DESCRIPTION	ITEMS	
QUANTITY	ITEM CODE	DESCRIPTION	UNIT-PRICE
APAC-051	APAC FOUR-IN-ONE	1	TOT-PRICE
1.00	APAC-001	DEBTORS MODULE	437.75
1.00	APAC-003	STOCK MODULE	465.00
1.00	APAC-004	CREDITORS MODULE	370.50
1.00	APAC-005	INVOICING MODULE	532.00
<hr/>			

***** END OF REPORT *****

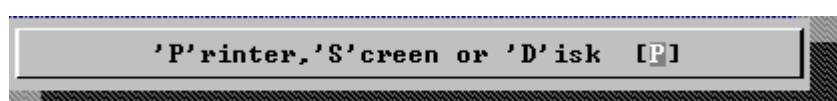
7.2.8 STOCK QUANTITY / PRICE LIST. (OPTION 1 / 2 / 8)

Select option 8 (eight) in the **STOCK REPORTING** menu to print a price list reflecting the quantities available for each item for the department that is selected.

For each item that is printed on this report the following details will be reflected:

ITEM CODE
DESCRIPTION
QUANTITY
PRICE

When this routine is selected the following screen will be displayed by the system.



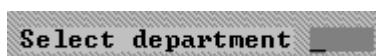
The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

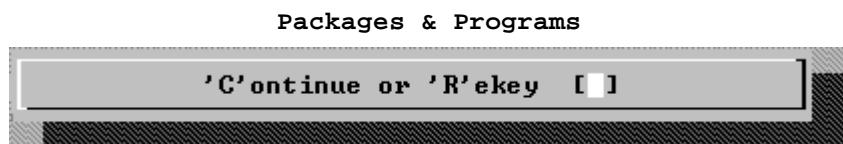
Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



The USER is requested to key in the department code for which the report is required. Keying in a code of spaces will instruct the system to return to the **STOCK REPORTING** menu (Fig 7-33).

When the department code has been entered the name of the department and the following confirmation message will be displayed on the screen.



The department name of the code that has been entered is displayed and the USER is requested to confirm that the code is correct or is able to re-key the department code.

Pressing the **R**' key will allow the USER to re-enter the department code, while pressing the **C**' key will instruct the system to continue and print the price and quantity list for the selected department.

The item code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing of the report.

Stock record: APAC-017

The quantity and price report is produced in item code sequence for the requested department.

Pressing the **Escape** key will abort printing.

SAMPLE LISTING:

DATE: 3/12/1999 STOCK QUANTITY AND PRICE REPORT		PAGE: 1	
CATEGORY: 001 Packages & Programs			
ITEM CODE	DESCRIPTION	QUANTITY	PRICE
APAC-000	APAC - ACCOUNTING SINGLE USER	3.00	1094.50
APAC-001	DEBTORS MODULE	0.00	437.75
APAC-002	GENERAL LEDGER MODULE	3.00	505.25
APAC-003	STOCK MODULE	4.00	465.00
APAC-004	CREDITORS MODULE	8.00	370.50
APAC-005	INVOICING MODULE	6.00	532.00
APAC-006	CASH DRAW MODULE	4.00	505.25
APAC-007	POINT-OF-SALE (BAR-CODE) MOD.	2.00	532.00
APAC-010	ACCOUNTING - NETWORK	3.00	4006.50
APAC-011	DEBTORS MODULE	11.00	1010.25
APAC-012	GENERAL LEDGER MOD. (NETWORK)	8.00	1070.75
APAC-013	STOCK MODULE (NETWORK)	3.00	1044.00
APAC-014	CREDITORS MODULE (NETWORK)	5.00	936.00
APAC-015	INVOICING MODULE (NETWORK)	6.00	1205.50
APAC-016	CASH DRAW MODULE (NETWORK)	2.00	1070.75
APAC-017	POINT-OF-SALE (BAR CODE) MOD.	3.00	1111.25
APAC-020	APAC POINT-OF-SALE SYSTEM	5.00	1883.50
APAC-025	WAGES (NETWORK)	2.00	936.00
APAC-040	WAGES - SINGLE USER	3.00	397.50
APAC-050	THREE IN ONE	1.00	1512.25
APAC-051	APAC FOUR-IN-ONE	1.00	1883.50
APAC-052	JOB COSTING MODULE	7.00	1010.25
APAC-054	APAC DEBTOR/CREDITOR/STOCK	0.00	1883.50
APAC-099	APAC-MODULES AS REQUIRED	3.00	755.25

***** END OF DEPARTMENT *****

7.2.9 STOCK PRICE LABELS.

(OPTION 1 / 2 / A)

Select option **A** in the **STOCK REPORTING** menu to print a price labels and the following screen will be displayed.



The USER is able to select the output media for the report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

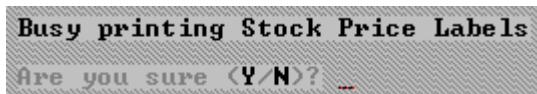
Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



Figure 7-36: Price Labels - Formats Menu

The system allows for **9 price label formats** and this screen allows the USER to select the format that will be required for the labels that are to be printed. After selecting the label format required, the system will display the following screen which enables the USER to confirm that price labels are to be printed or to exit from this routine and return to the **STOCK REPORTING** menu.



If the 'N' key is pressed, the system will exit from the price labels routine and return to the **STOCK REPORTING** menu (Fig 7-33). If the 'Y' key is pressed the system will then display the following message on the screen, which enables the USER to select whether the price be printed on the label or not.



The system default for the above question is 'N' (*Print the price on the label*) and can be accepted by the USER by pressing the **ENTER** key. If the 'Y' key is pressed the system will omit the price from the label. This option has been included to allow for labels to be printed only giving the reference code (stock code) and description (*with some of the formats there are other details that will also be printed on the label*).

After the system has been notified whether to print the price on the label or not the following details will be displayed on the screen, enabling the USER to select items for which labels are to be printed.



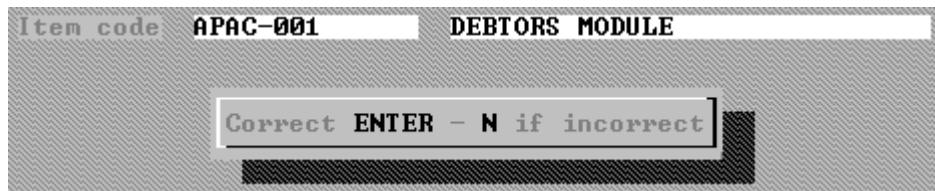
The system will also display the stock lookup options at the bottom of the screen.

F1 Item code/ **F2** Alt code/ **F3** Description/ **F4** Cross Reference Lookup

Pressing the **Escape** key or pressing the **ENTER** key or keying spaces while the **CURSOR** is in the item code field will result in the system returning to the **STOCK REPORTING** menu (Fig 7-33).

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the

system will display the following details of the stock record and request the USER to confirm that the correct item record has been accessed.



If the 'N' key is pressed the system will allow the USER to key in a different item code, while pressing any other key will result in the following request being displayed on the screen.

Number of Labels:0

The USER is requested to key in the number of labels required for the item code that has been selected. After the number of labels required has been keyed in, the system will allow the USER to confirm that the correct figure has been keyed in by displaying the following request on the screen.

Correct ENTER - N if incorrect

If the 'N' key is pressed, the system will allow the USER to re-key the number of labels required, while pressing any other key will result in the system printing the labels as requested. When the labels have been printed, the system will display the following message which allows the USER to either exit from the price label routine or to select the next item for which labels are required.

'E'xit / 'N'ext Label [N]

Pressing the 'N' key will result in the system returning to the item selection screen and allowing the USER to select the next item code, while pressing the 'E' key will instruct the system to exit from this routine and return to the **STOCK REPORTING** menu (Fig 7-33).

EXAMPLES:

PRICE LABELS - FORMAT 1:

These are **one up** labels (*Production code reflects cost price in coded form*).

Item: APAC- 001
Prod: NNNNNEA
Desc: DEBTORS MODULE

Price 632. 50

Item: APAC- 001
Prod: NNNNNEA
Desc: DEBTORS MODULE

Price 632. 50

Item: APAC- 001
Prod: NNNNNEA
Desc: DEBTORS MODULE

Price 632. 50

PRICE LABELS - FORMAT 2:

These are **three up** labels (*Two price labels printed on each physical label*).

APAC- 000
APAC - ACCOUNTING SINGLE
VAT inclusive 1247.73

APAC- 000
APAC - ACCOUNTING SINGLE
VAT inclusive 1247.73

APAC- 000
APAC - ACCOUNTING SINGLE
VAT inclusive 1247.73

APAC- 000
APAC - ACCOUNTING SINGLE
VAT inclusive 1247.73

APAC- 000
APAC - ACCOUNTING SINGLE
VAT inclusive 1247.73

PRICE LABELS - FORMAT 3:

These are **four up** labels (*The supplier account number is printed at the bottom of each label*).

APAC-003	APAC-003	APAC-003	APAC-003
STOCK MODULE	STOCK MODULE	STOCK MODULE	STOCK MODULE
VAT incl 530.10	VAT incl 530.10	VAT incl 530.10	VAT incl 530.10
COM02	COM02	COM02	COM02
APAC-003			
STOCK MODULE			
VAT incl 530.10			
COM02			

PRICE LABELS - FORMAT 4:

These are **three up** labels (*A company code and date are printed at the bottom of each label*).

APAC-003	APAC-003	APAC-003
STOCK MODULE	STOCK MODULE	STOCK MODULE
Supplier: COM02	Supplier: COM02	Supplier: COM02
VAT incl 530.10	VAT incl 530.10	VAT incl 530.10
APACSYS-1293	APACSYS-1293	APACSYS-1293
APAC-003	APAC-003	APAC-003
STOCK MODULE	STOCK MODULE	STOCK MODULE
Supplier: COM02	Supplier: COM02	Supplier: COM02
VAT incl 530.10	VAT incl 530.10	VAT incl 530.10
APACSYS-1293	APACSYS-1293	APACSYS-1293

PRICE LABELS - FORMAT 5:

These are **four up** labels (*The cost price in coded form, company code and date are printed on each label*).

APAC-010	APAC-010	APAC-010	APAC-010
ACCOUNTING - NETWORK	ACCOUNTING - NETWORK	ACCOUNTING - NETWORK	ACCOUNTING - NETWORK
VAT incl 4567.41	VAT incl 4567.41	VAT incl 4567.41	VAT incl 4567.41
AOWISW APACSYS-1293	AOWISW APACSYS-1293	AOWISW APACSYS-1293	AOWISW APACSYS-1293
APAC-010			
ACCOUNTING - NETWORK			
VAT incl 4567.41			
AOWISW APACSYS-1293			

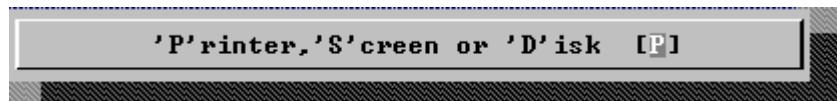
PRICE LABELS - FORMAT 6:

These are **four up** labels (*Printed on the labels supplied by SAPDC*)

APAC-004 CREDITORS MODULE VAT incl 422.37			
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7.2.10 SLOW MOVING STOCK REPORT. (OPTION 1 / 2 / B)

Select option **B** in the **STOCK REPORTING** menu to print a slow moving stock report and the following screen will be displayed.



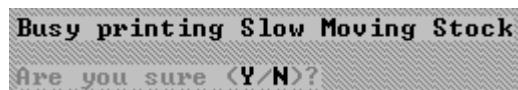
The USER is able to select the output media for the report.

Press the '**P**' key to direct the output to the printer.

Press the '**S**' key to view the output on the screen.

Press the '**D**' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.

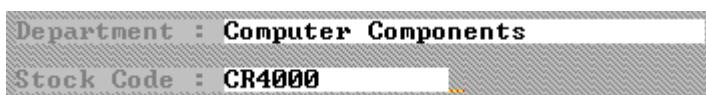


If the '**N**' key is pressed, the system will exit from the slow moving stock routine and return to the **STOCK REPORTING** menu. If the '**Y**' key is pressed the system will display the following message, allowing the USER to specify the date that must be used for the selection of stock for this report.



The system will select a date that is three months prior to the current date and the USER is able to accept this date by pressing the **ENTER** key or key in a different date. When the USER has selected a date, the system will proceed to read the stock file and produce a report reflecting the slow moving stock items.

The slow moving stock report is produced in department sequence and as each department is processed the department name is displayed on the screen as follows:



The item code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing of the report.

When all the items have been printed on this report, the system will exit from this routine and return to the **STOCK REPORTING** menu (Fig 7-33).

Pressing the **Escape** key will abort printing.

SAMPLE LISTING:

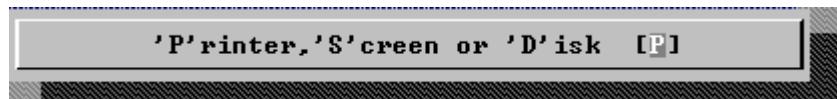
DATE: 4/12/1999	STOCK - SLOW MOVING ITEMS REPORT	PAGE: 1	
CATEGORY: 001 Packages & Programs			
ITEM CODE	DESCRIPTION	QUANTITY	DATE
APAC-000	APAC - ACCOUNTING SINGLE USER	3.00	06/04/1999

APAC-003	STOCK MODULE	4.00	26/05/1999
APAC-004	CREDITORS MODULE	8.00	24/05/1999
APAC-005	INVOICING MODULE	6.00	06/04/1999
APAC-006	CASH DRAW MODULE	4.00	10/11/1999
APAC-007	POINT-OF-SALE (BAR-CODE) MOD.	2.00	06/04/1999
APAC-010	ACCOUNTING - NETWORK	3.00	06/04/1999
APAC-011	DEBTORS MODULE	11.00	06/04/1999
APAC-012	GENERAL LEDGER MOD. (NETWORK)	8.00	06/04/1999
APAC-013	STOCK MODULE (NETWORK)	3.00	14/06/1999
APAC-014	CREDITORS MODULE (NETWORK)	5.00	06/04/1999
APAC-015	INVOICING MODULE (NETWORK)	6.00	12/04/1999
APAC-016	CASH DRAW MODULE (NETWORK)	2.00	07/08/1999
APAC-017	POINT-OF-SALE (BAR CODE) MOD.	3.00	06/04/1999
APAC-020	APAC POINT-OF-SALE SYSTEM	5.00	11/04/1999
APAC-025	WAGES (NETWORK)	2.00	17/03/1999
APAC-040	WAGES - SINGLE USER	3.00	30/04/1999
APAC-050	THREE IN ONE	1.00	02/04/1999
APAC-051	APAC FOUR-IN-ONE	1.00	27/01/1999
APAC-052	JOB COSTING MODULE	7.00	06/04/1999
APAC-099	APAC-MODULES AS REQUIRED	3.00	02/03/1999

7.2.11 STOCK EXCEPTIONS REPORT.

(OPTION 1 / 2 / C)

Select option **C** in the **STOCK REPORTING** menu to print a stock exceptions report and the following screen will be displayed.



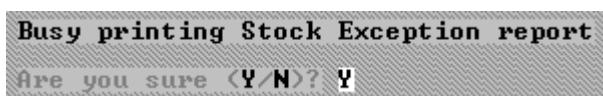
The USER is able to select the output media for the report.

Press the '**P**' key to direct the output to the printer.

Press the '**S**' key to view the output on the screen.

Press the '**D**' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



If the **N**' key is pressed, the system will exit from the stock exceptions report routine and return to the **STOCK REPORTING** menu (Fig 7-33). If the **Y**' key is pressed the system will proceed to read the stock file and produce a report reflecting any stock record with one or more exceptions.

A stock item will appear on the stock exceptions report for one or more of the following reasons:

The sales ledger code is invalid.

The cost price is zero and the item is not for labour.

The retail mark-up is less than the retail mark-up as recorded on the sales ledger record.

The cash mark-up is less than the cash mark-up as recorded on the sales ledger record.

The wholesale mark-up is less than the wholesale mark-up as recorded on the sales ledger record.

The retail mark-up exceeds 350%.

The cash mark-up exceeds 350%.

The wholesale mark-up exceeds 350%.

The system reads each stock record and uses the prices, as recorded for the item to calculate the three mark-ups. These mark-ups are then compared against the mark-ups as recorded on the sales ledger (department) record to which the item belongs.

The item code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing of the report.

Stock record: APAC-017

When all the items have been printed on this report, the system will exit from this routine and return to the **STOCK REPORTING** menu (**Fig 7-33**).

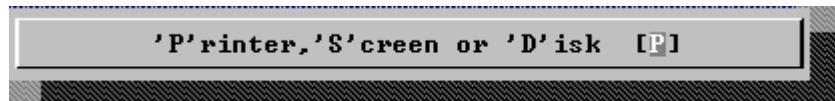
Pressing the **Escape** key will abort printing.

SAMPLE LISTING:

Date: 2/09/1999 APAC Software - Demonstration System STOCK FILE - EXCEPTIONS REPORT			Page: 1
Item Code	Description	Remarks	
TEST DESC 2	DESCRIPTION 1 (TITLE)	Retail markup less S.Ledg 100.0000 Cash markup < S.Ledg100.0000 Wholesale markup < S.Ledg100.0000	
TST001	TEST ITEM	Invalid sales ledger code	
9780880224666	USING NOVELL NETWARE	Retail markup less S.Ledg 0.1020 Retail markup less S.Ledg 0.0000	
***** END OF REPORT *****			

7.2.12 REDUNDANT STOCK REPORT. (OPTION 1 / 2 / D)

Select option **C** in the **STOCK REPORTING** menu to print a redundant stock report and the following screen will be displayed.



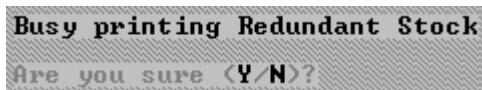
The USER is able to select the output media for the report.

Press the '**P**' key to direct the output to the printer.

Press the '**S**' key to view the output on the screen.

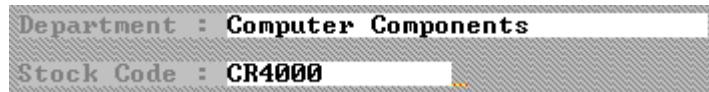
Press the '**D**' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



If the **N** key is pressed, the system will exit from the redundant stock report routine and return to the **STOCK REPORTING** menu (**Fig 7-33**). If the **Y** key is pressed the system will proceed to read the stock file and produce a report reflecting all redundant stock records.

The redundant stock report is produced in department sequence and as each department is processed the department name is displayed on the screen as follows:



The item code of each stock record is displayed as it is read and has been included so that the USER is able to see that the system is processing the file and is not suspended. This is required for networking systems, where the print file may be spooled to disk prior to the actual printing of the report.

When all the items have been printed on this report, the system will exit from this routine and return to the **STOCK REPORTING** menu (Fig 7-33).

Pressing the **Escape** key will abort printing.

SAMPLE LISTING:

Date: 2/09/1999	STOCK - REDUNDANT ITEMS REPORT	Page: 1	
Category: 012 Computer Components			
Item Code	Description	Quantity	Value
MB2301	ASUS VL/I 486SV2G (NO CPU)	3.00	1470.00
MM4003	CPU 486DX2-66	3.00	1830.00
D E P A R T M E N T T O T A L			3300.00
REDUNDANT STOCK T O T A L			3300.00
***** E N D R E P O R T *****			

7.2.13 STOCK PER SUPPLIER.

(OPTION 1 / 2 / E)

Select option **E** in the **STOCK REPORTING** menu to print a stock per supplier report and the following screen will be displayed.



The USER is able to select the output media for the report.

Press the '**P**' key to direct the output to the printer.

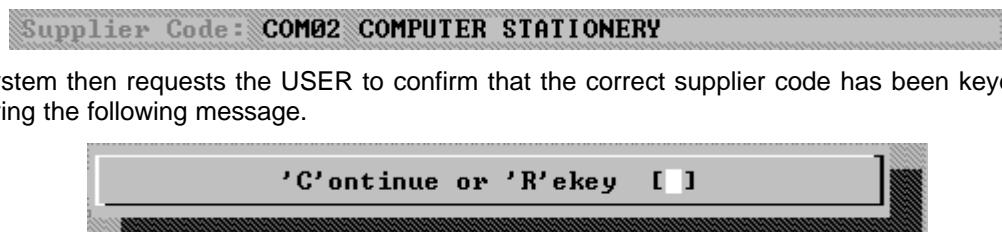
Press the '**S**' key to view the output on the screen.

Press the '**D**' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



The USER is able to key in the supplier code or use the **F2** lookup function to locate the supplier account code of the supplier for which the report is required. When the supplier code has been selected the system displays the supplier name if the code is valid or if the code does not exist the system will display the appropriate error message.



If an **R**' is entered, the system will allow the USER to re-key the supplier code. If the continue option is selected, the system will process the stock by supplier report for the selected supplier. As the report is generated the system will display each stock item that is read and included on the report.



When the report for the selected supplier has been generated the system will allow the USER to select the next supplier code.

Pressing the **Escape** key or pressing the **ENTER** key before keying in a supplier code will instruct the system to exit from this routine and return to the **STOCK REPORTING** menu (Fig 7-33).

SAMPLE LISTING:

Page: 1 APAC Software - Demonstration System Date: 2/09/1999

Supplier: COMPUTER STATIONERY

S T O C K L I S T

Item Code	Bin Description	Quantity	Avrg-Price	Extended	Retail			Active	GP-%
					Wholes	Cash	Retail		
00000000000010	001 ITEM 10 - POS	0.000	12.000	0.00	16.22	28.29	31.22	35.23	0/00/00 24.95
9780880226066	001 USING WORDSTAR (3RD EDITION)	3.000	75.000	225.00	126.53	68.71	68.71	68.71	0/00/00 40.73
9780895886248	001 MASTERING SUPERCALC 5	3.000	65.000	195.00	90.13	38.66	38.66	38.66	0/00/00 27.88
9780895888426	M01 MASTERING WINDOWS 3.1	2.000	85.000	170.00	114.91	35.19	35.19	35.19	0/00/00 26.03
CA0000	001 CABLE PARALLEL PRINTER (2M)	4.000	12.000	48.00	14.51	20.98	20.98	20.98	0/00/00 17.36
CON-240X280/2	B02 PLAIN CONSOLE - TWO PART	7.000	45.950	321.65	62.06	35.06	35.06	35.06	0/00/00 25.96
CON-280X240/1	B02 PLAIN CONSOLE - SINGLE PART	5.000	42.500	212.50	57.50	35.29	35.29	35.29	0/00/00 26.09
FD4001	001 STIFFY DRIVE 1.44MB	7.000	125.000	875.00	150.00	20.00	20.00	20.00	0/00/00 16.67
					STOCK TOTAL -POSITIVE QUANTITY 2047.15				

7.2.14 PRICE CATALOGUE.

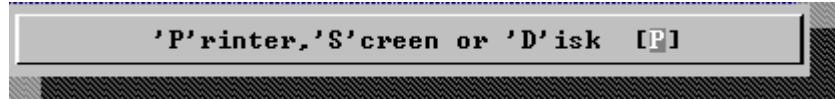
(OPTION 1 / 2 / F)

Select option **F** in the **STOCK REPORTING** menu to print a price catalogue for the department that is selected.

For each item that is printed on this report the following details will be reflected:

ITEM CODE
DESCRIPTION
REFERENCE (Alternate Code)
PRICE PER
COST PRICE (*If requested*)
RETAIL PRICE (Inclusive)
CASH PRICE
WHOLESALE PRICE

When this routine is selected the following screen will be displayed by the system.



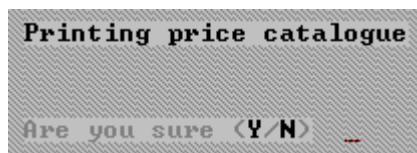
The USER is able to select the output media for the report.

Press the '**P**' key to direct the output to the printer.

Press the '**S**' key to view the output on the screen.

Press the '**D**' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.



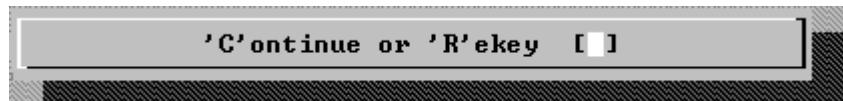
If the '**N**' key is pressed, the system will exit from the stock price catalogue report routine and return to the **STOCK REPORTING** menu (Fig 7-33). If the '**Y**' key is pressed the system will display the following message.



Press the **ENTER** key with keying any details into the department code field to produce a price catalogue for all departments/sales ledgers. To print a price catalogue for selective departments, key in the department code. If the code that is entered does not exist the appropriate error message will be displayed.

If the code that has been keyed in is on the data base then the system will display the department description.

The USER is then requested to confirm that the department that has been selected is correct and the following message is displayed.



If an **R'** is entered, the system will allow the USER to re-key the department code. If the continue option is selected, the system will display the following message.

Print cost (Y/N)

Press the **'Y'** key if cost prices are to be included on the report. Press the **'N'** key if the cost prices are not required. After the system has received a response to the above, the following message will be displayed.

Number of copies: .1

The USER is able to select the number of copies that are required.

When the number of copies has been specified the system will read the stock file and either produce a catalogue for all departments or if the USER has selected to produce a catalogue for a specific department, then a catalogue will be produced for the department that has been selected.

As each stock record is read the system will display the stock code as follows.

Stock record: APAC-051

When the price catalogue has been produced (*one or as many copies as has been requested*) the system will exit from the price catalogue and return to the **STOCK REPORTING** menu (Fig 7-33).

SAMPLE LISTING:

DATE: 2/09/1999		APAC Software - Demonstration System					PAGE: 1					
STOCK PRICE CATALOGUE												
CATEGORY: 001 Packages & Programs												
Item Code	Item Description	Reference	Price Per	Cost Price	Retail (Inc)	Cash	Wholesale					
00000000000001	ITEM 1 - POS	Each	18.700	28.80	24.51	23.94						
00000000000002	ITEM 2 - POS	001	20.000	27.00	26.20	25.60						
00000000000010	ITEM 10 - POS	001	12.000	18.50	15.74	15.39						
00000000000101	ITEM 101 - POS	001	25.000	38.50	32.76	32.01						
APAC												
APAC-000	APAC - ACCOUNTING SINGLE USER	AC-SINGLE	Each	1710.715	2632.80	2241.05	2189.73					
APAC-001	DEBTORS MODULE	AC-DEBT	Each	324.188	498.95	424.69	414.95					
APAC-002	GENERAL LEDGER MODULE	AC-LEDG	Each	374.063	575.70	490.04	478.81					
APAC-003	STOCK MODULE	AC-STK	Each	344.138	529.65	450.83	440.52					
APAC-004	CREDITORS MODULE	AC-CRED	Each	300.000	461.70	393.02	384.03					
APAC-005	INVOICING MODULE	AC-INV	Each	394.013	606.40	516.18	504.34					
APAC-006	CASH DRAW MODULE	AC-POS	Module	374.063	575.70	490.04	478.81					
APAC-007	POINT-OF-SALE (BAR-CODE) MOD.	AC-POS	Each	394.013	606.40	516.18	504.34					
APAC-010	ACCOUNTING - NETWORK	AC-NET	System	2967.563	4567.10	3887.54	3798.50					
APAC-011	DEBTORS MODULE	AC-DEBT	Module	748.125	1151.40	980.04	957.63					
APAC-012	GENERAL LEDGER MOD. (NETWORK)	AC-LEDG	System	793.013	1220.45	1038.86	1015.08					
APAC-013	STOCK MODULE (NETWORK)	AC-STK	Module	773.063	1189.75	1012.71	989.51					
APAC-014	CREDITORS MODULE (NETWORK)	AC-CRED	Module	693.263	1066.95	908.20	887.41					
APAC-015	INVOICING MODULE (NETWORK)	AC-INV	Module	892.763	1374.00	1169.51	1142.76					
APAC-016	CASH DRAW MODULE (NETWORK)	AC-POS	Module	793.013	1220.45	1038.86	1015.08					
APAC-017	POINT-OF-SALE (BAR CODE) MOD.	AC-POS	Module	822.938	1266.50	1078.07	1053.37					
APAC-020	APAC POINT-OF-SALE SYSTEM	AC-POS	System	1336.652	2057.15	1751.05	1710.92					
APAC-025	WAGES (NETWORK)	SW-NET	Company	693.263	1066.95	908.20	887.41					
APAC-040	WAGES - SINGLE USER	SW-SING	Company	294.263	452.90	385.48	376.66					
APAC-050	THREE IN ONE		EA	1062.339	1634.95	1391.66	1359.82					
APAC-051	APAC FOUR-IN-ONE		EA	1336.652	2057.15	1751.05	1710.92					
APAC-052	JOB COSTING MODULE	JC-NET	Each	748.125	1151.40	980.04	957.63					
APAC-054	APAC DEBTOR/CREDITOR/STOCK	NETWORK	System	1336.652	2057.15	1751.05	1710.92					
APAC-099	APAC-MODULES AS REQUIRED		System	1336.652	2057.15	1751.05	1710.92					

Select option **0 EXIT.**

(OPTION 1 / 2 / 0)

The system exits this menu window and returns to **STOCK PROGRAMS** menu window.

7.3 STOCK EXPORT AND IMPORT ROUTINES. (OPTION 1 / 3)

The following menu is displayed.

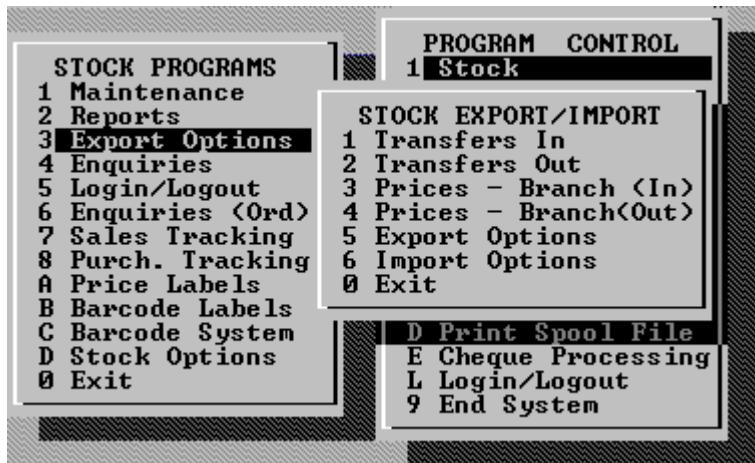


Figure 7-37: Stock Export/Import Menu

Select the option required.

7.3.1 STOCK TRANSFERS (IN). (OPTION 1 / 3 / 1)

This option is used to process stock transfers into the data base from one of the branches or head office and would be used by businesses that use stand alone systems for each branch. This routine is used in conjunction with the transfers out routine. This is an internal transfer system which allows for the transfer of stock between branches and all transfers are performed using the cost prices and only the stock and transfer accounts in the general ledger are updated.

Select option 1 (one) in the **STOCK EXPORT/IMPORT** menu and the following screen will be displayed, enabling the USER to select the file name and location of the transfer file that must be read.

Key in the file location and name : A:STOCKTRF.APC

If the USER is not logged in for security protection, then the system will not allow the USER to run this routine.

Pressing the Escape key will instruct the system to exit from this routine and return to the **STOCK EXPORT/ IMPORT** menu (Fig 7-37). The USER keys in the transfer file name or accepts the default location and file name that has been displayed by the system. When the disk drive location and the transfer file name has been keyed in the following confirmation message will be displayed on the screen.

Correct ENTER - N if incorrect

If the N' key is pressed the system will allow the USER to select a different disk drive location and file name, while pressing any other key will result in the system reading the transfer file and updating the stock data base.

The system requests that the printer be switched on as an audit trail of the stock being transferred out will be produced on the printer by the system as it processes each item.

As each item is read and updated the item code is displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

Stock record: APAC-051

When all the data on the transfer file has been processed, the system will exit from this routine and return to the **STOCK EXPORT/IMPORT** menu window (**Fig 7-37**).

Following is an example of an audit trail that is produced by the system when processing a transfer file into the stock file.

SAMPLE LISTING:

ITEM CODE	DESCRIPTION	QUANTITY	UNIT COST	UNIT SELL	TOTAL SELL
APAC-000	APAC - ACCOUNTING SINGLE USER	1.0000	1250.000	1689.98	1250.00
APAC-004	CREDITORS MODULE	1.0000	367.500	499.98	367.50
	TOTAL	2.0000			1617.50

***** END REPORT *****

7.3.2 STOCK TRANSFERS (OUT). **(OPTION 1 / 3 / 2)**

This option is used to process stock transfers from the database to one of the branches or head office and would be used by businesses that use stand alone systems for each branch. This routine is used in conjunction with the transfers in routine. This is an internal transfer system which allows for the transfer of stock between branches and all transfers are performed using the cost prices and only the stock and transfer accounts in the general ledger are updated.

Select option **2** (two) in the **STOCK EXPORT/IMPORT** menu and the following screen will be displayed, enabling the USER to select the disk drive location and transfer file name to be used for recording the stock transfers.

Key in the file location and name : A:STOCKTRF.APC

If the USER is not logged in for security protection, then the system will not allow the USER to run this routine.

Pressing the **Escape** key will instruct the system to exit from this routine and return to the **STOCK EXPORT/IMPORT** menu (**Fig 7-37**). The USER keys in the transfer file name or accepts the default location and file name that has been displayed by the system. When the disk drive location and the transfer file name has been keyed in the following confirmation message will be displayed on the screen.

Correct ENTER - N if incorrect

If the **N**' key is pressed the system will allow the USER to select a different disk drive location and file name while pressing any other key will result in the following request being displayed on the screen.

Add details to existing or Create new TRANSFER file █

The system allows the USER to either create a new file or add the transfers to an existing transfer file. Pressing the '**A**' will instruct the system to add the transfers to an existing file, while pressing the '**C**' key will instruct the system to create a new transfer file.

The system requests that the printer be switched on as an audit trail of the stock being transferred out will be produced on the printer by the system as it processes each item.

Pressing the **Escape** key while the **CURSOR** is in the item code field will instruct the system to end this routine and return to the **STOCK EXPORT/IMPORT** menu (**Fig 7-37**).

The following screen is then displayed allowing the USER to key the stock codes and quantities of the stock that is being transferred.

APAC Software - Demonstration System	13/03/1999	Supervisor		
APAC Act -Premium	TRANSFER STOCK OUT	Version - 7.00		
Transfer to: Midrand				
Item Code/Description	Quantity	Unit cost	Unit sell	Total cost
.....				

F1=Help, F2 Item code/ F3 Alt code/ F4 Desc/ F5 Desc2/ F6 X/Ref Lookup

Enter the stock code of the item that must be used for the transfer or use one of the lookup functions that are available to locate a record (or records).

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the system will display the details of the stock record and request the USER to confirm that the correct item record has been accessed.

Item Code/Description
9780880224666
USING NOVELL NETWARE

Correct ENTER - N if incorrect

The system, allows the USER to reject or accept the code that has been keyed in, before continuing with the transfer out process. If the USER responds with an **N**, the system will allow the USER to select a different item code.

If any key other than the **N** is pressed, the system will request that the quantity, of the selected item, that is to be transferred be keyed in by the USER.

Item Code/Description	Quantity
97808802246661.0000
USING NOVELL NETWARE	

The quantity that is to be transferred, must be keyed in by the USER. Keying in a zero quantity will result in the **CURSOR** returning to the item code field enabling the USER to enter a different code. When the quantity has been data captured the system will display the unit cost, unit selling and total cost for the item that has been selected and will request confirmation of the data.

Item Code/Description	Quantity	Unit cost	Unit sell	Total c
9780880224666	1.0000	75.000	75.00	75.00
USING NOVELL NETWARE				

Correct ENTER - N if incorrect

Pressing the **'N'** key will allow the USER to amend the quantity that was data captured, while pressing any other key will result in the system processing the request and returning the **CURSOR** to the item code field to enable the USER to data capture the next transfer or to end the procedure. Pressing the **Escape** key or **ENTER** key without keying in a stock code will instruct the system to exit from the transfer out routine and return to the **STOCK EXPORT/IMPORT** menu (Fig 7-37).

Following is an example of an audit trail that is produced by the system when processing transfers out.

SAMPLE LISTING:

DATE: 13/12/1999

APAC Software - Demonstration System

PAGE: 1

TRANSFER OUT

ITEM CODE	DESCRIPTION	QUANTITY	UNIT COST	UNIT SELL	TOTAL SELL
-----------	-------------	----------	-----------	-----------	------------

9780880224666	USING NOVELL NETWARE	1.0000	82.500	105.00	82.50
	TOTAL	1.0000			82.50

***** END REPORT *****

7.3.3 STOCK PRICES - BRANCH (IN).

(OPTION 1 / 3 / 3)

This option is used to update the stock prices on the database of a branch of the business. This method would be used, where businesses use stand alone systems for each branch and all price updates are keyed in at the main branch/head office. This routine is used in conjunction with the branch prices out routine (**See option 1/3/4**).

This routine is used to ensure that the prices of stock are the same at all the company branches and as the file that is used to update the prices is generated by the computer system from the head office or main branch stock file, the manual labour and key entry errors at the branches is eliminated.

Select option 3 (three) in the **STOCK EXPORT/IMPORT** menu and the following screen will be displayed, enabling the USER to select the disk drive from which the price update file must be read.

On which disk drive is the file located : A * to EXIT

If the USER is not logged in for security protection, then the system will not allow the USER to run this routine.

Pressing the '*' will instruct the system to exit from this routine and return to the **STOCK EXPORT/IMPORT** menu, while pressing the letter that represents the disk drive on which the price update file is located will result in the following confirmation message being displayed on the screen.

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will allow the USER to select a different disk drive, while pressing any other key will result in the system reading the stock price update file and recording the relevant information onto the stock file.

The price update file contains the following information:

- ITEM CODE
- ALTERNATE CODE
- BIN LOCATION
- SALES LEDGER CODE
- DESCRIPTION
- COST PRICE
- SELLING PRICE (*Retail*)
- CASH PRICE
- WHOLESALE PRICE
- MARKUP PERCENTAGE (*Retail*)
- CASH MARKUP PERCENTAGE
- WHOLESALE MARKUP PERCENTAGE
- SUPPLIER CODE
- GUARANTEE PERIOD
- TAX INDICATOR
- CROSS REFERENCE CODE

From the above it can be seen that, if an item is in the price update file and the same item is not in the branch stock data base, the system has enough information to add the item to the data base.

As each item is read and updated the item code is displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

APAC-011

When all the data has been read from the price update file and the stock file has been updated, the system will exit from this routine and return to the **STOCK EXPORT/IMPORT** menu (**Fig 7-37**).

7.3.4 STOCK PRICES - BRANCH (OUT).

(OPTION 1 / 3 / 4)

This option is used to create a branch stock prices update file. This method would be used, where businesses use stand alone systems for each branch and all price updates are keyed in at the main branch/head office. This routine is used in conjunction with the branch prices in routine (**See option 1/3/3**).

This routine is used to ensure that the prices of stock are the same at all the company branches and as the file that is used to update the prices is generated by the computer system from the head office or main branch stock file, the manual labour and key entry errors at the branches is eliminated.

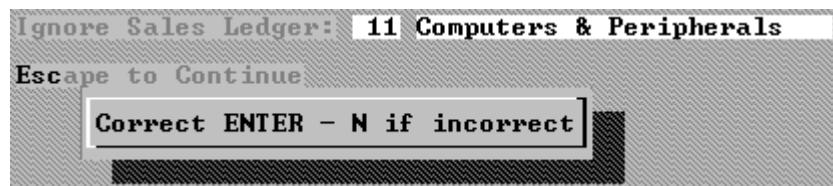
If the USER is not logged in for security protection, then the system will not allow the USER to run this routine.

Select option 4 (four) in the **STOCK EXPORT/IMPORT** menu and the following screen will be displayed, enabling the USER to select sales ledgers that are to be excluded from the prices update file.



Figure 7-38: Stock Prices (Branch Out) - Sales Ledger Exclusion Screen

The USER keys in a sales ledger code that must be excluded from the prices update file. The sales ledger description is displayed and the system requests that the USER confirm that the sales ledger that has been selected is correct. The following screen is displayed.



Press the 'N' key and the system will allow the sales ledger code to be changed. Press the **ENTER** or any other key and the system will allow the USER to select the next sales ledger code. When the USER has selected the sales ledgers, if any, to be excluded, pressing the **Escape** key will instruct the system to continue.

The following screen is displayed, enabling the user to select the disk drive on which the price update file must be written.

On which disk drive is the file located : A * to EXIT

Pressing the '*' will instruct the system to exit from this routine and return to the **STOCK EXPORT/IMPORT** menu (Fig 7-37), while pressing the letter that represents the disk drive on which the price update file must be created will result in the following confirmation message being displayed on the screen.

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will allow the USER to select a different disk drive, while pressing any other key will result in the system reading the stock file and recording the relevant information onto the stock price update file.

The price update file contains the following information for each stock item that qualifies to be included (Sales ledger code not one that has to be exclude):

ITEM CODE
ALTERNATE CODE
BIN LOCATION
SALES LEDGER CODE
DESCRIPTION
COST PRICE
SELLING PRICE (*Retail*)

CASH PRICE
 WHOLESALE PRICE
 MARKUP PERCENTAGE (*Retail*)
 CASH MARKUP PERCENTAGE
 WHOLESALE MARKUP PERCENTAGE
 SUPPLIER CODE
 GUARANTEE PERIOD
 TAX INDICATOR
 CROSS REFERENCE CODE

As each item is read and added to the prices update file, the item code and description are displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

Stock Record : APAC-040 WAGES (NETWORK)

When all the data has been recorded onto the price update file, the system will exit from this routine and return to the **STOCK EXPORT/IMPORT** menu window (Fig 7-37).

7.3.5 STOCK EXPORT OPTIONS. (OPTION 1 / 3 / 5)

Select option 5 (five) in the **STOCK EXPORT/IMPORT** menu and the following screen will be displayed, enabling the user to select one of the stock export options.

If the USER is not logged in for security protection, then the system will not allow the USER to run this routine.

This module of the stock system allows the USER to export information from the stock data base.

The options available in the **EXPORT** module are:

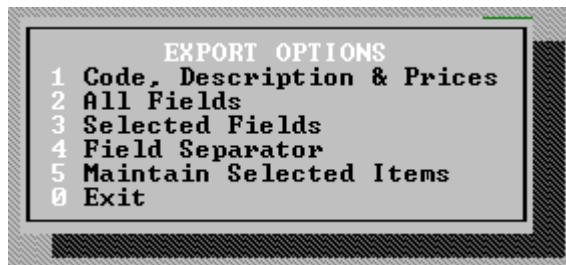


Figure 7-39: Stock Export Options Menu

7.3.5.1 STOCK EXPORT - CODE, DESCRIPTION & PRICES. (OPTION 1 / 3 / 5 / 1)

Select option 1 (one) in the **STOCK EXPORT PROGRAM** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected.

Export: Item code, Description and Prices

Correct ENTER - N if incorrect

If the N' key is pressed the system will exit from this routine and return to the **STOCK EXPORT PROGRAM** menu (Fig 7-39), while pressing any other key will result in the following details being displayed on the screen.

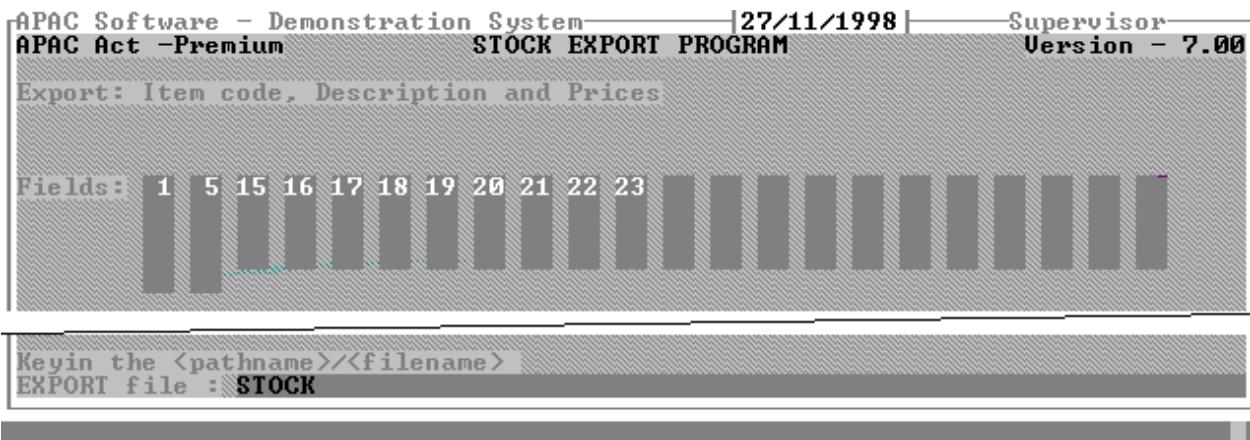


Figure 7-40: Export File Name - Input Screen

The fields that will be included on the export file are displayed and the system requests the USER to key in the name of the file on which the export details are to be written. The disk drive, directory and file name may be keyed in. The system uses a default file name of **STOCK**, which will be created in the APAC directory, if no other file name is keyed in.

The fields are:

- 1 - Item code
- 5 - Description
- 15 - Exclusive wholesale price
- 16 - Vat on wholesale
- 17 - Inclusive wholesale price
- 18 - Exclusive cash price
- 19 - Vat on cash
- 20 - Inclusive cash price
- 21 - Exclusive retail price
- 22 - Vat on retail
- 23 - Inclusive retail price

When the export file name has been entered, the system will display the following confirmation message on the screen.

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will allow the USER to key in a different file name, while pressing any other key will instruct the system to continue processing and the following request will be displayed on the screen.



Pressing the **ENTER** or **I** keys will result in the system extracting the details for the export file in item code sequence, while pressing the **L**' key will result in the details being extracted in sales ledger code sequence. Pressing the **S**' key will instruct the system to read a file containing item codes and extracting export details for all item codes recorded in this file (See OPTION 1 / 3 / 5 / 5 **Maintain Selected Items**).

As the system reads the stock file and writes details to the export file the item code and description are displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.



When all the data has been recorded onto the export file, the system will exit from this routine and return to the **STOCK EXPORT PROGRAM** menu (Fig 7-39).

7.3.5.2 STOCK EXPORT - ALL FIELDS.

(OPTION 1 / 3 / 5 / 2)

Select option 2 (two) in the **STOCK EXPORT PROGRAM** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected.

Export all the fields

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will exit from this routine and return to the **STOCK EXPORT PROGRAM** menu (Fig 7-39), while pressing any other key will result in the following details being displayed on the screen.

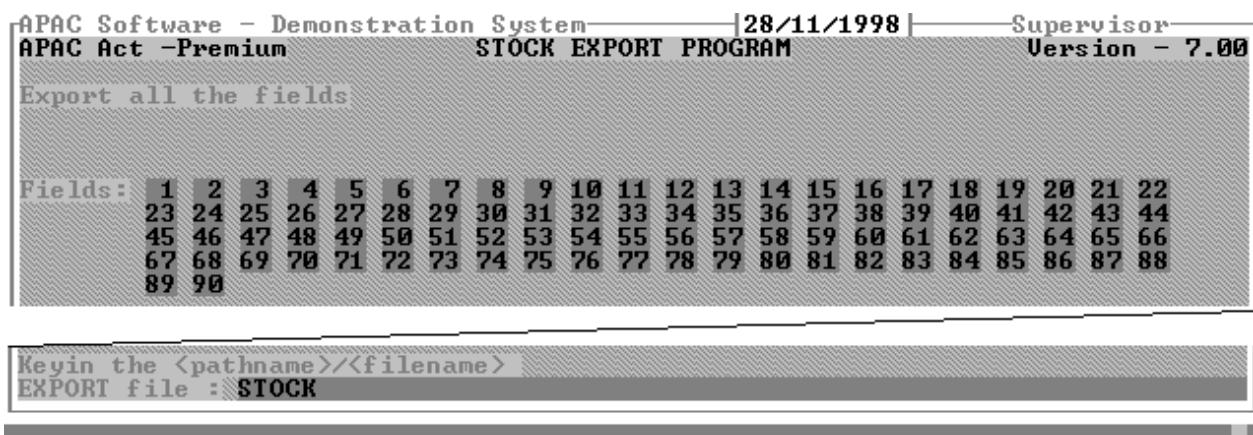


Figure 7-41: Stock Export - All Fields - Export File Name Screen

The fields that will be included on the export file are displayed and the system requests the USER to key in the name of the file on which the export details are to be written. The disk drive, directory and file name may be keyed in. The system uses a default file name of **STOCK**, which will be created in the APAC directory, if no other file name is keyed in.

The fields are:

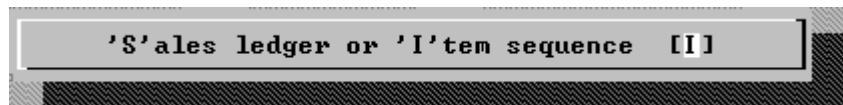
- 01 - Item Code.
- 02 - Alternate Code.
- 03 - Bin Location.
- 04 - Sales Ledger.
- 05 - Description.
- 06 - Description 2.
- 07 - Quantity.
- 08 - Re-order Level.
- 09 - Cost Price.
- 10 - Price Per (Pack 1).
- 11 - Units (Pack 1).
- 12 - Wholesale Markup (Pack 1).
- 13 - Cash Markup (Pack 1).
- 14 - Retail Markup (Pack 1).
- 15 - Wholesale Exclusive (Pack 1).
- 16 - Wholesale Vat (Pack 1).
- 17 - Wholesale Inclusive (Pack 1).
- 18 - Cash Exclusive (Pack 1).
- 19 - Cash Vat (Pack 1).
- 20 - Cash Inclusive (Pack 1).
- 21 - Retail Exclusive (Pack 1).
- 22 - Retail Vat (Pack 1).
- 23 - Retail Inclusive (Pack 1).
- 24 - Price Per (Pack 2).
- 25 - Units (Pack 2).
- 26 - Wholesale Markup (Pack 2).
- 27 - Cash Markup (Pack 2).
- 28 - Retail Markup (Pack 2).
- 29 - Wholesale Exclusive (Pack 2).
- 30 - Wholesale Vat (Pack 2).
- 31 - Wholesale Inclusive (Pack 2).
- 32 - Cash Exclusive (Pack 2).
- 33 - Cash Vat (Pack 2).
- 34 - Cash Inclusive (Pack 2).
- 46 - Cash Exclusive (Pack 3).
- 47 - Cash Vat (Pack 3).
- 48 - Cash Inclusive (Pack 3).
- 49 - Retail Exclusive (Pack 3).
- 50 - Retail Vat (Pack 3).
- 51 - Retail Inclusive (Pack 3).
- 52 - Price Per (Pack 4).
- 53 - Units (Pack 4).
- 54 - Wholesale Markup (Pack 4).
- 55 - Cash Markup (Pack 4).
- 56 - Retail Markup (Pack 4).
- 57 - Wholesale Exclusive (Pack 4).
- 58 - Wholesale Vat (Pack 4).
- 59 - Wholesale Inclusive (Pack 4).
- 60 - Cash Exclusive (Pack 4).
- 61 - Cash Vat (Pack 4).
- 62 - Cash Inclusive (Pack 4).
- 63 - Retail Exclusive (Pack 4).
- 64 - Retail Vat (Pack 4).
- 65 - Retail Inclusive (Pack 4).
- 66 - Average Cost.
- 67 - Quantity Ordered.
- 68 - Lead Time.
- 69 - Quantity MTD.
- 70 - Cost MTD.
- 71 - Selling MTD.
- 72 - Quantity YTD.
- 73 - Cost YTD.
- 74 - Selling YTD.
- 75 - Quantity Month 1.
- 76 - Quantity Month 2.
- 77 - Quantity Month 3.
- 78 - Average Monthly Quant.
- 79 - Date Last Active.

35 - Retail Exclusive (Pack 2).	80 - Date Last Purchased.
36 - Retail Vat (Pack 2).	81 - Date Ordered.
37 - Retail Inclusive (Pack 2).	82 - Low Level Indicator.
38 - Price Per (Pack 3).	83 - Type Indicator.
39 - Units (Pack 3).	84 - Guarantee Period.
40 - Wholesale Markup (Pack 3).	85 - Tax Rate Code.
41 - Cash Markup (Pack 3).	86 - XRef Code.
42 - Retail Markup (Pack 3).	87 - Supplier Code.
43 - Wholesale Exclusive (Pack 3).	88 - Article 11 VAT.
44 - Wholesale Vat (Pack 3).	89 - Number of Cases.
45 - Wholesale Inclusive (Pack 3).	90 - Conversion Factor.

When the export file name has been entered, the system will display the following confirmation message on the screen.

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will allow the USER to key in a different file name, while pressing any other key will instruct the system to continue processing and the following request will be displayed on the screen.



Pressing the **ENTER** or **I** keys will result in the system extracting the details for the export file in item code sequence, while pressing the **S**' key will result in the details being extracted in sales ledger code sequence

As the system reads the stock file and writes details to the export file the item code and description are displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

Exporting: CR3000 PLAIN CONSOLE - SINGLE PART

When all the data has been recorded onto the export file, the system will exit from this routine and return to the **STOCK EXPORT PROGRAM** menu (**Fig 7-39**).

7.3.5.3 STOCK EXPORT - SELECTED FIELDS. (OPTION 1 / 3 / 5 / 3)

Select option 3 (three) in the **STOCK EXPORT PROGRAM** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected.

Select the fields required
Field :

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will exit from this routine and return to the **STOCK EXPORT PROGRAM** menu (**Fig 7-39**), while pressing any other key will result in the following details being displayed on the screen

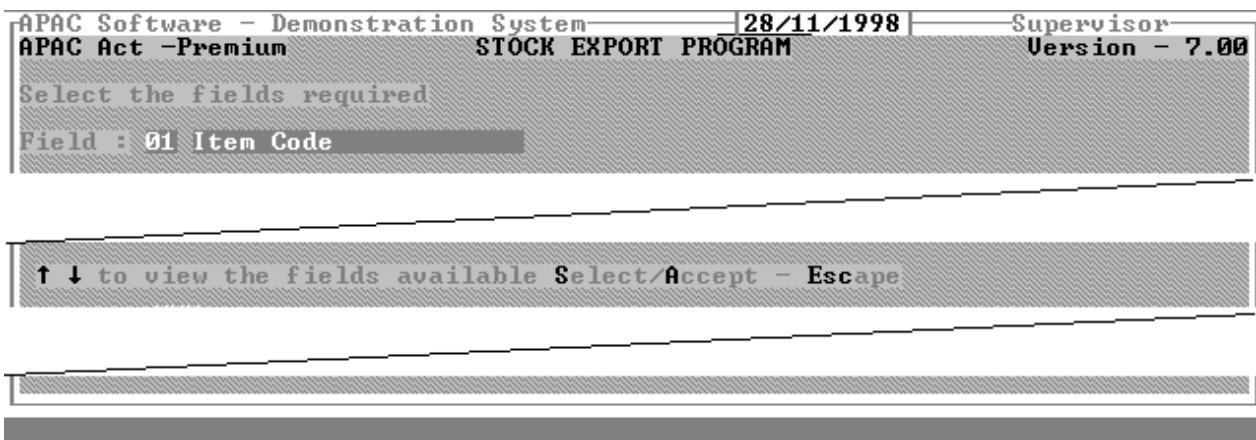


Figure 7-42: Stock Export - Field Selection Screen

The system allows the USER to select the fields that are to be exported and the number and description of each field is displayed on the screen and these may be viewed using the up and down arrow keys. The USER is able to exit from this routine at any time by pressing the **Escape** key. Pressing the **S** key will select the field that is currently displayed as a field that is to be written to the export file. The sequence of the fields in the export file is determined by the sequence that they are selected by the USER.

When the USER has selected all the fields that are required on the export file, the **A** key is pressed and the system requests the USER to key in the name of the file on which the export details are to be written.

Keyin the <pathname>/<filename>
EXPORT file : STOCK

The disk drive, directory and file name may be keyed in. The system uses a default file name of **STOCK**, which will be created in the APAC directory, if no other file name is keyed in.

When the export file name has been entered, the system will display the following confirmation message on the screen.

Correct ENTER - N if incorrect

If the **N** key is pressed the system will allow the USER to key in a different file name, while pressing any other key will instruct the system to continue processing and the following request will be displayed on the screen.

'S'ales ledger or 'I'tem sequence [I]

Pressing the **ENTER** or **I** keys will result in the system extracting the details for the export file in item code sequence, while pressing the **S** key will result in the details being extracted in sales ledger code sequence

As the system reads the stock file and writes details to the export file the item code and description are displayed on the screen, so that the USER is able to see that the system is busy. This procedure is necessary when working on a network as it is not possible to see or hear the hard disk, while working on a work station that is normally some distance away from the file server.

Exporting: 9780895886248 MASTERING SUPERCALC 5

When all the data has been recorded onto the export file, the system will exit from this routine and return to the **STOCK EXPORT PROGRAM** menu (Fig 7-39).

7.3.5.4 STOCK EXPORT - FIELD SEPARATOR. (OPTION 1 / 3 / 5 / 4)

Select option **4** (four) in the **STOCK EXPORT PROGRAM** menu and the following screen will be displayed, enabling the USER to select the character that must be used to separate (delimit) the fields on the stock export file.

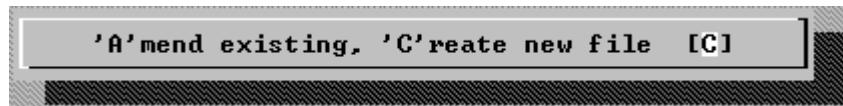


The USER is able to change the field delimiter character by keying in the character of choice when the above screen is displayed. (The system is set up to use the comma as a delimiter character which is used by most packages).

When the character has been keyed in, the system will record this character as the delimiter to be used for all export files created and will then exit this routine and return to the **STOCK EXPORT PROGRAM** menu (Fig 7-39).

7.3.5.5 STOCK EXPORT - MAINTAIN SELECTED ITEMS. (OPTION 1 / 3 / 5 / 5)

Select option **5** (five) in the **STOCK EXPORT PROGRAM** menu and the following screen will be displayed, enabling the user to create a new file with selected items or to amend an existing file of selected items.



If an existing file containing selected items is to be amended, the 'A' key must be pressed and if the USER wants a new file of selected items created, then the 'C' key must be pressed.

After either the 'A' or 'C' has been pressed the system will display the following details on the screen and request the USER to confirm that the correct routine has been selected.



If the 'N' key is pressed the system will exit from this routine and return to the **STOCK EXPORT PROGRAM** menu (Fig 7-39), while pressing any other key will result in the system requesting the USER to key in the item codes required.



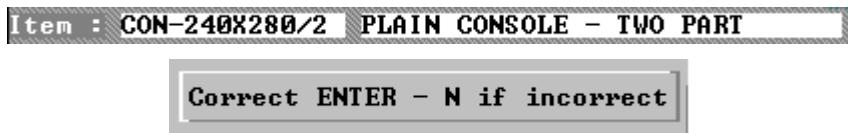
The stock lookup functions are displayed at the bottom of the screen.

F1=Help, F2 Item code/ F3 Alt code/ F4 Description/ F5 X/Ref Lookup

Pressing the **Escape** key while the **CURSOR** is in the item code field will instruct the system to end this routine and return to the **STOCK EXPORT PROGRAM** menu (Fig 7-39).

Enter the stock code of the item that must be used for the transfer or use one of the lookup options that are available to locate a record (or records).

When the Item code has been entered or obtained via one of the lookup options, the system will check that it is for an existing stock record. If the Item code is for an existing stock record, the system will display the details of the stock record and request the USER to confirm that the correct item record has been accessed.



The system, allows the USER to reject or accept the code that has been keyed in, before writing the item code into the selected items file. If the USER responds with an 'N', the system will allow the USER to select a different item code.

If any key other than the 'N' is pressed the system will add the item code to the selected items file and allow the USER to data capture the next item code.

Select option **0 EXIT**.

(OPTION 1/3/5/0)

The system exits this menu window and returns to **STOCK EXPORT/IMPORT** menu (Fig 7-37).

7.3.6 STOCK IMPORT OPTIONS. (OPTION 1 / 3 / 6)

This option is used to import stock details from a disk file (normally on a stiffy) and add these records to the existing stock data base.

Select option **6** (six) in the **STOCK EXPORT/IMPORT** menu and the following screen will be displayed, enabling the USER to select the file name and location of the transfer file that must be read.

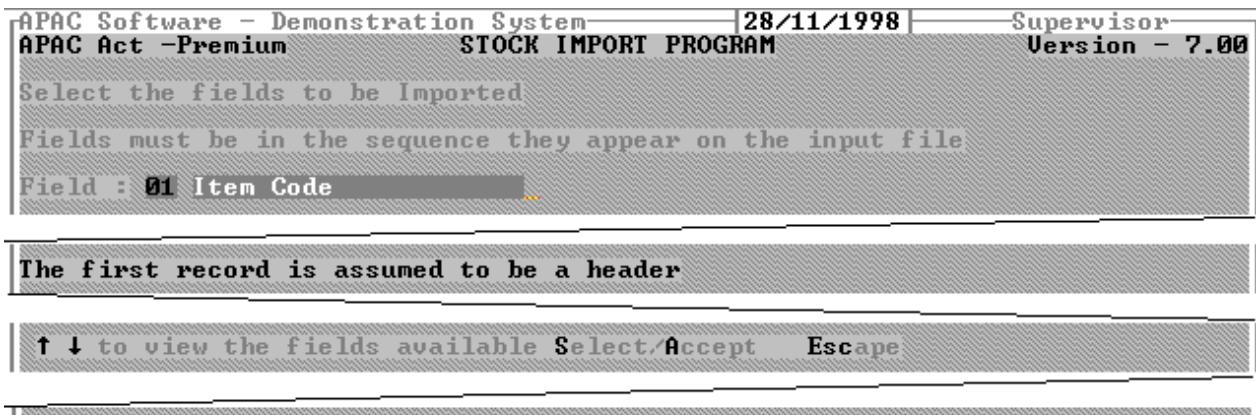


Figure 7-43: Stock Imports - Field Selection Screen

The system displays the screen above, showing a field number and description of the field. This screen allows the USER to select the fields that are recorded on the import file. These fields must be selected in the sequence that they appear on the import file record. The USER is able to select the field by pressing the 'S' key. The up and down arrow keys are used to move to the previous or next field.

As each field is selected, it is added to the list and is shown on the screen as follows:



When all the fields have been selected, the USER presses the 'A' key to accept the selection and the system will display the following screen.

Keyin the <pathname>/<filename>
IMPORT file :

The USER is requested to key in the location and name of the import file.

When the file name has been keyed in the system will request confirmation of the details before continuing.

Correct ENTER - N if incorrect

Press the 'N' key and the system will allow the file details to be amended. Press any other key and the system will start to read the import file and add the records to the stock data base.

The system displays a running count as each record is read and when all the records have been added to the data base, the system will exit from this routine and return to the **STOCK EXPORT /IMPORT** menu window (**Fig 7-37**).

Select option **0 EXIT**.

(OPTION 1/3/0)

The system exits this menu window and returns to **STOCK PROGRAMS** menu window.

7.4 STOCK ENQUIRIES.

(OPTION 1 / 4)

This option allows the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows for the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

See **7.1.1.6** for more details of a stock enquiry.

7.5 STOCK LOGIN/LOGOUT.

(OPTION 1 / 5)

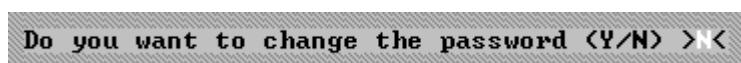
This option is used to allow various options and viewing of priority (secured) fields to be available to the USER.

The system will display the following message on the screen, if the USER is not logged in at the time of selecting this option.



The password is entered and as each key is pressed an asterix is displayed in that cursor position.

If the correct password is entered, the system will display the following message.



Pressing the **N** or **ENTER** keys will return to the **STOCK PROGRAMS** menu window and the words **Logged In** will be displayed in the top right hand side of the screen and will be blinking.

The password that is valid when the system is first installed is **PASSWORD**.

Pressing the **Y** key in answer to the above question, will display the following:



The new password may now be keyed in! When the new password has been data captured the following is displayed:



Pressing the **C** or **ENTER** keys will accept the new password and the system will return to the **STOCK PROGRAMS** menu window.

7.6 STOCK ORDER ENQUIRIES.

(OPTION 1 / 6)

This option is used to view the stock holdings and place orders for new stock. The following screen is displayed when this option is selected.



Pressing the **C** key will list all stock controlled items. Pressing the **A** or **ENTER** key will list controlled and priced items, while pressing the **L** key will only list items that have low levels at the time of processing.

When the selection is made the following screen will be displayed:

Press **ENTER** for all or key in Sales Ledger required

The USER is able to select a specific sales ledger (department) or all sales ledgers. When the selection of the sales ledger/all sales ledgers has been made, the following will be displayed.

All Departments
Correct ENTER - N if incorrect

Press the '**N**' key and the system will allow the USER to amend the selection. Press any other key and the system will display the following screen.

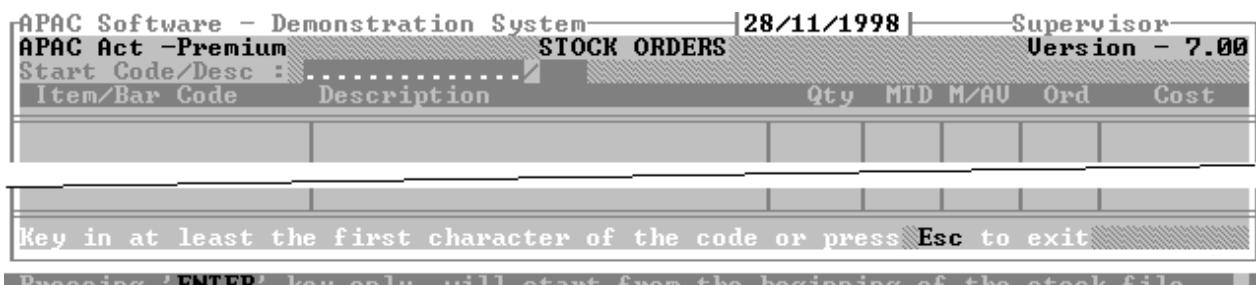


Figure 7-44: Stock Orders - Enquiry and Selection Screen

The USER is requested to key in the starting code (whole code or any number of the starting characters of the code) or to press the **TAB** key and key in the description (whole description or any number of the starting characters of the description) and then to press the **ENTER** key.

If the **ENTER** key is pressed without having entered anything into either the starting code or description fields, the system will start from the beginning of the stock file.

The system will read the data from the stock file and list any items that meet with the selection parameters that have been entered by the USER.

The system will display the item code, description, current quantity, the month to date quantity, the average monthly quantity sold, the quantity that should be ordered and the current cost price per item.

If there is currently an order outstanding for an item, there will be an * displayed in the right most character of the item code column.

The following instructions are displayed at the bottom of the screen.

↑ ↓, PgUp/PgDn, **ENTER**=view, **F8**=order, **F9**=memo, **F10**=purch.history, **Escape**

The up and down arrows will move the cursor a line at a time in the direction that is indicated by the arrow and highlight the item at the cursor position.

The page up and page down keys will move forward or backward, one screen at a time.

If the **ENTER** key is pressed, the highlighted item will be displayed using the same screen and options that apply for a normal enquiry. (See **7.1.1.6** for more details of a stock enquiry).

Press the **F9** key and the memo/additional specifications (if any) will be displayed for the highlighted item.

Press the **F10** key to view details of the purchase history of the highlighted item.

Transactions for Period.	
Starting Date :	29/09/1998
Ending Date :	29/11/1998
Dates to be keyed in as DDMMCCYY	

Pressing the enter key will extract the last three months (**90.2** days) history or change the period as required. Once the selection has been made, the system will display the following screen and allow the USER to select in what sequence the history is to be viewed.

'C'ost price or 'D'ate Sequence [C]

The system will then display each purchase made during the period selected in the sequence requested. Each line of information will consist of: reference number, date, supplier account number, cost price, quantity, supplier name and an indicator to show if it was an invoice or debit note (supplier credit note).

The following message is displayed at the bottom of the purchase history screen.

↑ ↓ - PgUp/PgDn - ENTER select - Escape.

The up and down arrows will move the cursor a line at a time in the direction that is indicated by the arrow and highlight the item at the cursor position.

The page up and page down keys will move forward or backward, one screen at a time.

If the **ENTER** key is pressed, the cost price indicated in the highlighted entry will be brought forward to the order module for that item and the system will return to the order enquiry screen.

Press the **F8** key and an order screen will pop up with the details of the highlighted item.

A D D	I T E M	T O	O R D E R	F I L E	
Stock code/Ext	9780895886248 ✓				20
Description	MASTERING SUPERCALC 5				12
Supplier	COM02				25
Contact					35
Telephone					75
Quantity	0.00				75
Unit cost	63.000				63
Terms	30 0 60 0 90 0 120 0 150 0 180 0				85
CREDITORS MODULE					10
					24
					74
					44
					300

Figure 7-45: Stock Order Screen

If system has calculated the order quantity due to low levels, then this quantity will show in the quantity field on the order form. If a contact has been captured on the supplier record, then this contact name will be reflected on the order form. The supplier telephone number will also appear if it has been data captured.

These fields may be changed by the USER if necessary.

Press the **ENTER** key when all the details have been filled in.

This procedure will have added the details of the order to the interim order file. The order will not have been recorded as an order against the supplier or the item at this stage.

When all the orders to be placed have been data captured or the current range has been completed, press the **Escape** key and the following message will be displayed.

Escape or Next range

Press the **N** key to start with the next range of codes or press the **Escape** key to end. If any orders have been stored on the interim order file the following screen will be displayed.

If orders are not printed they will remain in the work file and may be printed later. Orders are only deleted from the work file, and added to the PURCHASE ORDER file, after they have been printed. The STOCK is also updated at this stage. Unless other items are to be added, it is advisable to print orders before exiting from this program.

Print orders or Escape to exit: P

Press the **P** or **ENTER** key and the system will collate the order requests per supplier and print an order for each of the suppliers with whom orders have been placed. These orders are then recorded in the purchase order file and linked to the supplier and stock records.

If the **Escape** key is pressed the orders will remain on the interim file and when the user selects orders again, the additional orders requested will be added to this file and if the user then selects to place the orders, the system will include these orders with the additional order requests.

The system does allow for these orders to be reprinted. (See **Creditors - Outstanding orders - option 2/3/5**).

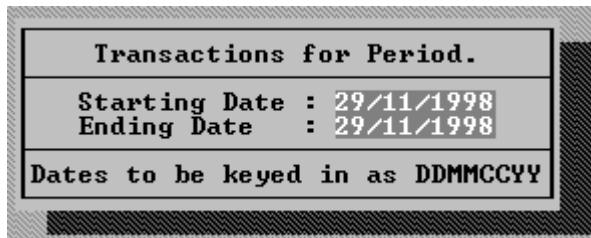
7.7 STOCK SALES TRACKING.

(OPTION 1 / 7)

This option is used to view the sales history (Cardex) and if selected the following screen is displayed.



The system produces two formats of this report, one for screen and one for printing. The print version contains more detail. Press the **S**' key to select the screen format or press the **R**' key for the printer format. Pressing the **E** will return to **STOCK PROGRAMS** menu window (Fig 71). When the selection has been made the following pop-up window will be displayed.



This screen allows the USER to select the time period for which the history is to be extracted.

Key in the Start and end dates in *day, month, year* format. The dates must be valid and the end date must be after the start date or the system will reject them.

Pressing the **Escape** key will exit from this routine and return to the **STOCK PROGRAMS** menu (Fig 7-1).

If the dates are valid the system will set the parameters for the period selected and then display the following line at the top of the screen.

Item Code.....

The following instructions are displayed at the bottom of the same screen.

F1=Help, F2 Item/ F3 Alt/ F4 Desc/ F5 X/Ref Lookup, Escape

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

When an item has been keyed in or selected via a lookup screen the system will read the details of sales and returns from the Cardex file and for each sale or credit note that has been processed a line of information will be displayed. The details of each line are: Reference number, date, Account number, sales person number, cost price, selling price, quantity, Account name and an invoice/credit note indicator. The following screen is an example of a sales tracking lookup.

APAC Software - Demonstration System				10/02/1999		Supervisor	
APAC Act -Premium SALES TRACKING MOVEMENT/REFERENCE LOOKUP				Version - 7.00			
Ref. No.	Date	Ac/No	SP Cost	Price	Sell.Price	Quantity	Customer Name
00000182	30/03/98	SOF001	03	72.57	75.00	1.00	THE SOFT SHOP
00000184	30/03/98	COM001	02	72.57	75.00	1.00	COMPUTER SALES AN
00000186	2/04/98	SOF001	03	72.57	75.00	1.00	THE SOFT SHOP
00000187	2/04/98	SOF001	04	72.57	75.00	1.00	THE SOFT SHOP
00000189	2/04/98	COM001	02	72.57	75.00	1.00	COMPUTER SALES AN
00000193	22/04/98	ALF001	03	58.00	75.00	1.00	ALFA SUPPLIES
00000193	22/04/98	ALF001	03	58.00	75.00	1.00	ALFA SUPPLIES
00000198	23/04/98	COM001	02	58.00	75.00	1.00	COMPUTER SALES AN
00000243	8/05/98	CASH	04	58.00	75.00	1.00	CASH SALE
00000253	17/07/98	ALF001	00	58.00	75.00	1.00	ALFA SUPPLIES
00000254	12/08/98	CASH	04	69.33	90.00	1.00	CASH SALE
00000259	13/08/98	CAS001	00	69.33	90.00	1.00	CASH SALES <INCLU
00000261	14/08/98	ALF001	00	75.00	90.00	2.00	ALFA SUPPLIES
00000263	27/08/98	ALF001	00	69.33	90.00	1.00	ALFA SUPPLIES
00000264	27/08/98	SMI001	00	69.33	81.00	1.00	Mr J. SMITH

↑ ↓ - PgUp/PgDn - Escape .

Figure 7-46: Stock - Sales Tracking Screen

The up and down arrow and the page up and page down keys may be used to navigate through the entries that have been selected.

Pressing the **Escape** key will result in the system displaying the following screen.



The USER is able to change the selected period by pressing the **D** key or view another item for the same period by pressing the **I** key or to exit from this routine by pressing the **E** key.

7.8 STOCK PURCHASE TRACKING. (OPTION 1 / 8)

This option is used to view the purchase history (Cardex) and if selected the following screen is displayed.

Transactions for Period.	
Starting Date : 24/02/1999	
Ending Date : 24/02/1999	
Dates to be keyed in as DDMMCCYY	

This screen allows the USER to select the time period for which the history is to be extracted.

Key in the Start and end dates in *day, month, year* format. The dates must be valid and the end date must be after the start date or the system will reject them.

Pressing the **Escape** key will exit from this routine and return to the **STOCK PROGRAMS** menu (Fig 7-1)..

When the start and end dates have been entered the system will display the following confirmation message.

Correct ENTER - N if incorrect

Press the '**N**' key if any of the dates need to be amended or press any other key and the system will proceed to verify that the dates that have been keyed in are valid dates and the end date is not prior to the start date.

If the dates are valid the system will set the parameters for the period selected and then display the following line at the top of the screen.

Item Code.....

The following instructions are displayed at the bottom of the same screen.

F1=Help, F2 Item/ F3 Alt/ F4 Desc/ F5 X/Ref Lookup, Escape

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

When the code has been keyed in or selected using one of the lookup functions, the system will read the data base and display the stock description and a confirmation screen as follows:

Item Code. 9780880224666		Item Description		USING NOVELL NETWARE							
Correct ENTER - N if incorrect											
Ref. No.	Date	Ac/No	Cost Price	Quantity	Supplier Name						
00000012	11/08/1998	COM02	75.00	3.00	COMPUTER STATIONERY	I					
00000034	11/08/1998	COM03	58.00	3.00	COMPUTER SUPPLIES	I					
000045	27/08/1998	COM03	58.00	1.00	COMPUTER SUPPLIES	D					
000034	1/12/1998	TST99	66.12	1.00	TEST ACCOUNT	D					
00000234	18/02/1999	COM02	75.00	2.00	COMPUTER STATIONERY	I					
↑ ↓ - PgUp/PgDn - Escape .											

Figure 7-47: Stock - Purchase Tracking Screen

For each purchase or debit note that has been processed a line of information will be displayed. The details of each line are: Reference number, date, Account number, cost price, quantity, Supplier name and an invoice/debit note indicator.

The up and down arrow and the page up and page down keys may be used to navigate through the entries that have been selected.

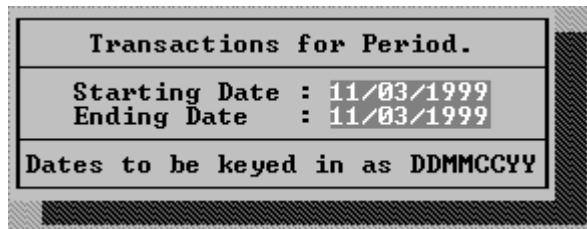
Pressing the **Escape** key will result in the system displaying the following screen.



The USER is able to change the selected period by pressing the **D** key or view another item for the same period by pressing the **I** key or to exit from this routine by pressing the **E** key.

7.9 STOCK ADJUSTMENT TRACKING. (OPTION 1/A)

This option is used to view the adjustment history (Cardex) and if selected the following screen will be displayed.



This screen allows the USER to select the time period for which the history is to be extracted.

Key in the start and end dates in *day, month, year* format. The dates must be valid and the end date must be the same or after the start date or the system will reject them.

Pressing the **Escape** key will exit from this routine and return to the **STOCK PROGRAMS** menu (Fig 7-1).

When the start and end dates have been entered the system will display the following confirmation message.



Press the 'N' key if any of the dates need to be amended or press any other key and the system will proceed to verify that the dates that have been keyed in are valid dates and that the end date is not prior to the start date.

If the dates are valid the system will set the parameters for the period selected and then display the following line at the top of the screen.

Item Code.....

The following instructions are displayed at the bottom of the same screen.

F1=Help, F2 Item code/ F3 Alt code/ F4 Desc/ F5 Desc2/ F6 X/Ref Lookup

The USER keys in the item code or uses one of the look up functions to locate the item to be viewed.

When the code has been keyed in or selected using one of the lookup functions, the system will read the data base and display the stock description and a confirmation screen as follows.

Item Code. 9780880224666 Description USING NOVELL NETWARE



If the stock item that has been selected is not correct, Pressing the "N" key will allow the USER to change the selection. Pressing any other key will instruct the system to continue.

APAC Software - Demonstration System			11/03/1999	Supervisor
APAC Act -Premium			STOCK ADJUSTMENT TRACKING LOOKUP	Version - 7.00
Item Code. 9780880224666			Description USING NOVELL NETWARE	
Date	User	W/S	Type	Cost Price
9/02/1999	1	DEM	STKQNT	74.00
11/03/1999	1	DEM	AMEND	75.50
				1.00
				1.00-
				Stock take
				Quantity amended

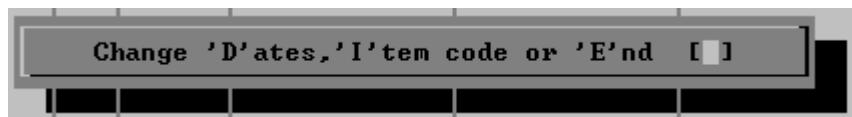
↑ ↓ - PgUp PgDn - Escape

Figure 7-48: Stock - Adjustment Tracking

For each amendment to the quantity that has been processed a line of information will be displayed. The details of each line are: Date, User Number, Work Station Number, Type of Adjustment, Cost Price, Quantity Adjustment and Remarks.

The Up and Down Arrow and the Page Up and Page Down keys may be used to navigate through the entries that have been selected.

Pressing the **Escape** key will result in the system displaying the following screen.



The USER is able to change the selected period by pressing the **D**' key or view another item for the same period by pressing the **I**' key or to exit from this routine by pressing the **E**' key.

7.10 STOCK - PRICE LABELS.

(OPTION 1 / B)

Select option B in the **STOCK PROGRAMS** menu to print a price labels and the following screen will be displayed.



The USER is able to select the output media for the report.

Press the **'P'** key to direct the output to the printer.

Press the **'S'** key to view the output on the screen.

Press the **'D'** key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.

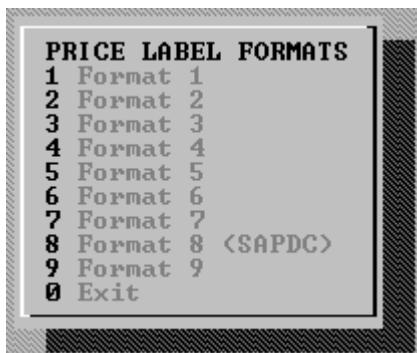


Figure 7-49: Price Labels - Formats Menu

The system allows for **9 price label formats** and this screen allows the USER to select the format that will be required for the labels that are to be printed. After selecting the label format required, the system will display the following screen which enables the USER to confirm that price labels are to be printed or to exit from this routine and return to the **STOCK PROGRAMS** menu (Fig 7-1).

See 7.9.9 for more details about producing stock price labels.

7.11 STOCK - BAR-CODE LABELS.

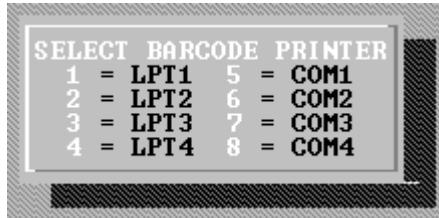
(OPTION 1 / C)

This option is used to print bar-code labels and if selected, the following screen will be displayed.



Press the **'M'** key to manually select the items and quantities for which bar-code labels are to be printed. Press the **'P'** key to instruct the system to read a file, with the items and quantities already recorded, and print bar-code labels. Press the **E** to exit this routine and return to the **STOCK PROGRAMS** menu (Fig 7-1).

If the USER selects any of the print options the following screen will be displayed.



The USER is able to select the port on which the bar-code printer is located by pressing the number key that represents the printer to be used.

If the 'P' option was selected the system will proceed to read the input file and produce the bar-code labels. When all the labels that were selected on the file have been printed the system will exit this routine and return to the **STOCK PROGRAMS** menu (Fig 7-1).

If the 'M' option was selected, the following screen will be displayed.



Figure 7-50: Bar-code Labels - Item Selection Screen

The USER is able to key in the item code required or use one of the lookup functions to find the item code required. Press the Escape key while the CURSOR is in the item code field and the system will exit this routine and return to the **STOCK PROGRAMS** menu (Fig 7-1).

When the item code has been selected, the system will display the description, bar-code and price and move the CURSOR to the quantity field and allow the USER to select the number of labels required. Press the Escape key to change the selection.

When the quantity required has been selected the system will display the following confirmation screen.

Correct ENTER - N if incorrect

Press the 'N' key to change the quantity. Press any other key and the system will proceed to print the bar-code labels that have been requested. When the requested labels have been printed the system will return to the stock selection screen (Fig 7-49) and allow the USER to select the next code or exit from this routine.

7.12 STOCK - BAR CODE SYSTEM.

(OPTION 1 / D)

Select option **D** in the **STOCK PROGRAMS** menu to select the bar code system that must be used for bar codes in the system. If this option is selected the following selection screen will be displayed.

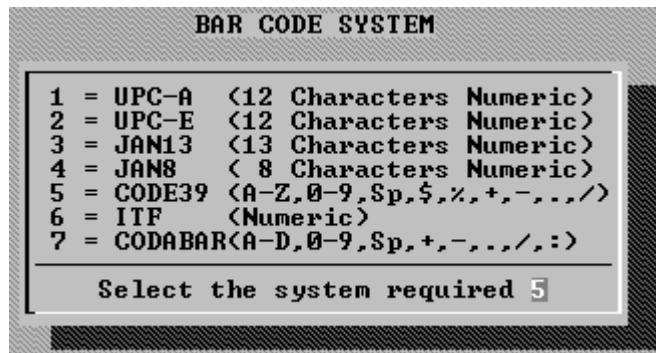


Figure 7-51: Barcode System - Selection Screen

The USER is requested to select the bar code system that is to be used for printing bar code labels. The system allows for the seven bar code systems as shown in the above screen. To select a bar code system press the numeric key shown to the left of the bar code system that is required.

7.13 STOCK OPTIONS.

(OPTION 1 / E)

Select option E in the STOCK PROGRAMS menu to set or reset the format of the item code or the control of cases or the use of packs in the stock system.

If this option is selected the following screen will be displayed.

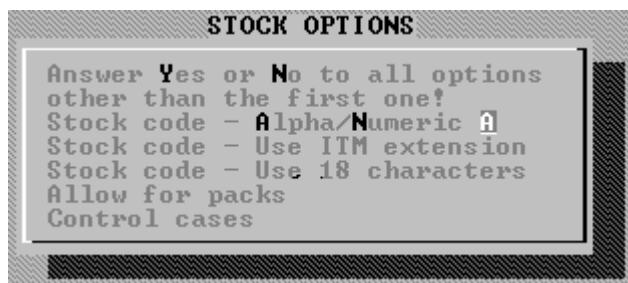


Figure 7-52: Stock Options - Selection Screen

This screen allows the USER to specify that the item code must be numeric only or that the item code can be a combination of alphabetic, numeric and special characters. Press the **N** key to select numeric characters and press the **A** key to select a combination of numeric, alphabetic and special characters.

The system, when installed, sets the item code up to use 14 characters, the USER is able to change this format with the two options: use ITM Extension and use 18 characters.

Selecting the "Use ITM Extension" will allow the USER to use an item code of 1 to 14 characters with an extension of 1 to 3 characters. This extension may be used as a colour code or for any other purpose where an extension to the item code is required.

Selecting the "Use 18 characters" will allow the USER to use up to 18 characters for the item code.

If the USER wants to use the same code for single items as well as for various pack sizes then select the "Allow for Packs" option.

When there is a need to control weight and cases, such as in the cold storage industry, then the USER should select the "Control Cases" option.

After the various selections have been made, the system will display the following confirmation message.



Press the **N** key if any options need to be amended or press any other key and the system will update the data base with the options that have been selected and return to the STOCK PROGRAMS menu (Fig 7-1).

8 CREDITORS (ACCOUNTS PAYABLE) SYSTEM.

Select option 2 CREDITORS.

(OPTION 2)

The following options are available.

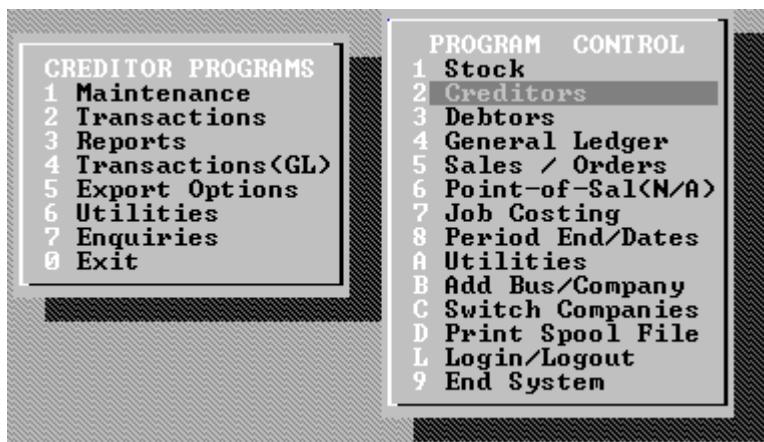


Figure 8-1: Creditor Program Menu

This is the opening pop-up menu window for the creditors module and is displayed to the left of the PROGRAM CONTROL window. When this window is displayed it becomes the active window and allows the USER to select one of the modules in the Creditors System.

If the option selected is another pop-up menu, the window for the menu selected will be displayed to the right of the current active window and will become the active window. If the option selected is a program module, then the program will be loaded and executed.

The selection of a module is made by pressing the key that represents the option required. This character appears to the left of the option description in each window and is highlighted.

The option required can also be selected by using the up and down arrow keys which will display each option in reverse video on a rotation basis. If the enter key is pressed the option currently displayed in reverse video will be the option selected.

The system also allows for the use of a mouse which may be used as a point and click within the active window or the highlighted options at the bottom of the screen can be selected by pointing to them with the mouse and then pressing one of the mouse keys.

8.1 CREDITOR MAINTENANCE.

(OPTION 2 / 1)

Selecting option 1 (one) on the CREDITOR PROGRAMS menu will display the following pop-up menu window and the CREDITOR MAINTENANCE menu window will become the active window.

This is the creditor maintenance pop-up menu window for the creditors module and is displayed to the right of the CREDITOR PROGRAM window. When this window is displayed it becomes the active window and allows the USER to select one of the maintenance modules in the Creditors System.

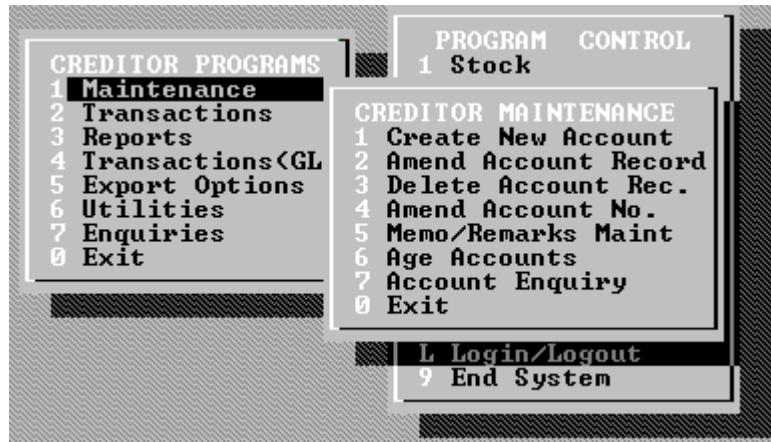


Figure 8-2: Creditor Maintenance Menu

Select the option required.

8.1.1 CREDITORS - CREATE NEW ACCOUNT. (OPTION 2 / 1 / 1)

Note. When creating a new account record the following fields must contain data:

*Account Number.
Creditor name
Address
Postal Code*

Select option 1 (one) in the CREDITOR MAINTENANCE menu and the following data capture screen will be displayed, enabling the USER to create (add) a new account record.

Figure 8-3: Creditors - Create New Account Screen

The cursor will appear in the first position of the account number field.

ACCOUNT NUMBER:

Key in the account number that has been assigned to this creditor. Valid account numbers may consist of any combination of 6 alphabetic and/or numeric characters such as "COM001" or "DT0001". A standard should be adopted for ease of use. The two examples show three or two leading alphabetic characters followed by either two or three numeric digits. The examples in this manual use three alpha characters and two numeric digits.

Pressing the ENTER or Escape key or keying in spaces as the account number, will instruct the system to return to the CREDITOR MAINTENANCE menu (Fig 8-2).

When the number has been keyed in the system will check that it is not an existing number. If the number has been used, the relevant error message will be displayed on the screen and the USER will then be allowed to enter a new number, or exit from this routine.

CREDITOR NAME:

This field allows up to 40 characters for CREDITOR'S name. Alpha, numeric and special characters may be used.

ADDRESS:

The system allows for 4 lines of address. Each line allows for up to 30 characters, however the total number of characters for the address must not exceed 57. Alphabetic, numeric and special characters may be used.

POSTAL CODE:

The system requires that the postal code for the area be data captured in this field.

CONTACT:

The name of the contact person at the Creditor is data captured into this field. The system allows for 30 characters for the contact name.

TELEPHONE:

The system allows 14 (fourteen) characters for the creditors telephone number which is data captured in this field.

FAX:

The creditors fax number is data captured in this field which allows up to 14 (fourteen) characters to be keyed in.

TERMS:

The system allows for terms (30 to 180 days or any combination of these) on a CREDITOR account. A 1 (one) in any of the terms fields indicates the terms of payment; fields not applicable should have a 0 (zero) keyed in.

When CREDITOR invoices are processed the repayments are calculated and aged in accordance with the terms indicated. If the terms indicate 30, 60 and 90, the value of the invoice will be divided into 3 amounts payable over the following 3 months. Rounding of these amounts is done on the last amount. If the terms indicate 60 days, the invoice value will be payable after 2 months.

VAT CODE:

An "I" in this field indicates that the prices on this creditors invoice will include VAT.

An 'E' in this field indicates that the prices on the creditors invoice will exclude VAT.

An 'N' in this field indicates that there is no VAT charged by this creditor.

When all the details have been keyed in the system will display the following screen.

Correct ENTER - N if incorrect

The USER can press the 'N' key and the system will allow the details to be changed. Pressing any other key will confirm that the details are correct and the system will add the creditor to the data base.

8.1.2 CREDITORS - AMEND ACCOUNT RECORD. (OPTION 2 / 1 / 2)

Select option 2 (two) in the CREDITOR MAINTENANCE menu and the data capture screen as shown in **Fig 8-3** will be displayed, enabling the USER to amend an existing account record.

The screen layout is the same as the create a new creditor account screen (**Fig 8-3**) and the rules regarding each of the fields is the same as previously described in the create routine.

The USER keys in the creditor account code or uses one of the lookup functions to locate the creditor account that has to be amended.

The selected creditor account is then displayed and the USER may then key in the amendments required. Use the **TAB** key to move to the field/s that need to be amended. Press the **ENTER** key, once all the amendments have been made.

When all the details have been keyed in the system will display the following screen.

Correct ENTER - N if incorrect

The USER can press the 'N' key and the system will allow the details to be changed. Pressing any other key will confirm that the details are correct and the system will update the creditor in the data base.

8.1.3 CREDITORS - DELETE ACCOUNT RECORD. (OPTION 2 / 1 / 3)

Select option 3 (three) in the CREDITOR MAINTENANCE menu and the data capture screen as shown in **Fig 8-3** will be displayed, enabling the USER to change the account number on an existing account record.

Selecting this option allows the USER to delete a creditor account record from the data base.

The USER keys in the creditor account number or uses one of the lookup functions to locate the account that has to be deleted.

The selected creditor account is then displayed (**Fig 8-3**) and the USER may then confirm that the account must be deleted or proceed to another account.

Correct ENTER - N if incorrect

Press the 'N' key to change the selection or press any other key to instruct the system to proceed with the deletion of the account.

The system will check that the account has a zero balance and that there are no transactions recorded in the transaction file for the specified account before deleting the record from the data base.



The above error message will be displayed by the system if the deletion criteria is not met. Press any key and the system will allow the USER to select the next record to be deleted.

8.1.4 CREDITORS - CHANGE ACCOUNT NUMBER. (OPTION 2 / 1 / 4)

Select option 4 (four) in the CREDITOR MAINTENANCE menu and the following data capture screen will be displayed, enabling the USER to change the account number on an existing account record.

The USER keys in the creditor account number or uses one of the lookup functions to locate the account that has to be amended.

The selected creditor account is then displayed (**Fig 8-3**) and the USER may then confirm that the account selected is correct or proceed to another account.

Correct ENTER - N if incorrect

Press the 'N' key to change the selection or press any other key to instruct the system to proceed with the amending of the account number.

Key in the new account number and the system will proceed to amend the account number on the account record as well as on all other linked records.

8.1.5 CREDITORS - MEMO/REMARKS MAINTENANCE. (OPTION 2 / 1 / 5)

Selecting this option allows the USER to add or change the memo/remarks attached to a creditor account record.

The USER keys in the creditor account number or uses one of the lookup functions to locate the account that has to be amended.

The selected creditor account is then displayed (**Fig 8-3**) and the USER may then confirm that the account selected is correct or proceed to another account.

Correct ENTER - N if incorrect

Press the 'N' key to change the selection or press any other key to instruct the system to proceed with the memo/remarks maintenance. The following screen will be displayed.

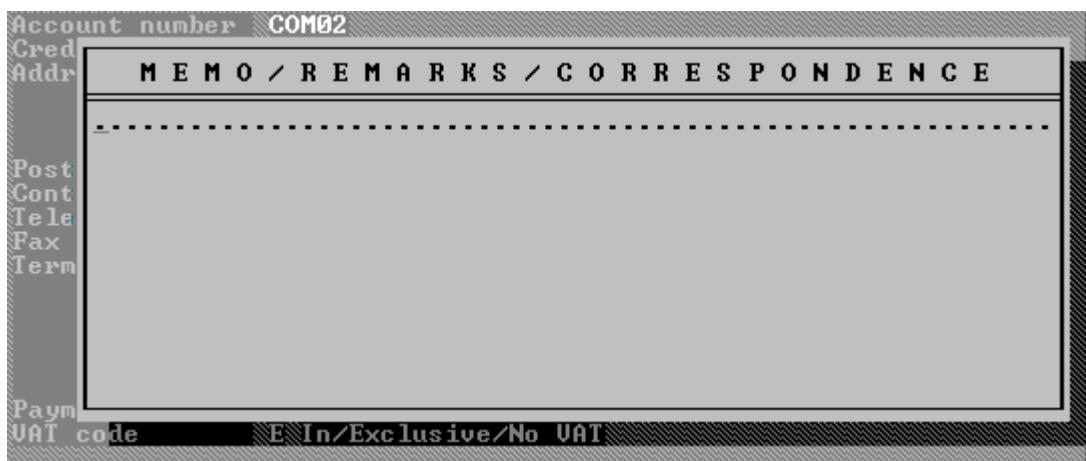


Figure 8-4: Creditors - Memo / Remarks Maintenance Screen

If there are existing memo/remarks attached to the creditor account, they will be displayed in the above maintenance window.

The USER is able to amend, delete or add to the remarks that are displayed in the maintenance window. The system allows for up to twelve lines of remarks per account record. Each line of remarks allows for sixty four characters.

When the amendments to the remarks have been completed, the USER presses the **ENTER** key and the system will display the following confirmation message.

Correct ENTER - N if incorrect

Press the 'N' key to make corrections or press any other key to instruct the system to proceed to update the memo/remarks in the data base.

8.1.6 CREDITORS - AGE ACCOUNTS. (OPTION 2 / 1 / 6)

Select option 6 (six) in the CREDITOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to confirm that the creditor accounts are to be aged.

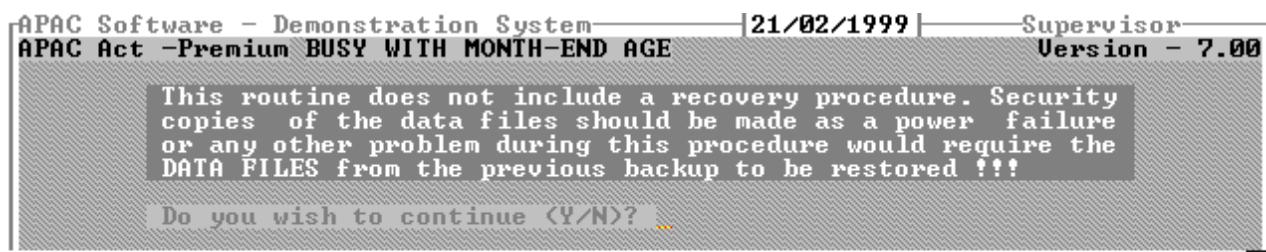


Figure 8-5: Creditors - Age Accounts - Confirmation Screen

Press the 'N' key to return to the creditor maintenance menu (Fig 8-2) or press any other key to instruct the system to proceed with the aging of the creditor accounts. The system will display each creditor account number as it is processed.

When all the accounts have been aged, the system will delete all the transactions in the creditor transaction file as the system uses the balance forward option and not open item for creditor accounts.

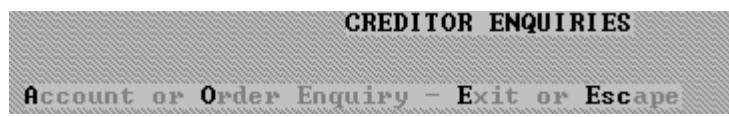
NOTE: One of the updates that will be made during 1997, will be to allow for open item and balance forward accounts in the creditor system.

When all the accounts have been aged, the system will return to the creditor maintenance menu (Fig 8-2).

8.1.7 CREDITORS - ENQUIRIES.

(OPTION 2 / 1 / 7)

Select option 7 (seven) in the CREDITOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to view various details in the creditor data base.



Press either the 'E' or the Escape key and the system will exit this routine and return to the creditor maintenance menu (Fig 8-2).

8.1.7.1 CREDITOR ACCOUNT ENQUIRY

Pressing the 'A' key will result in the system displaying the following enquiry screen.

APAC Software - Demonstration System		21/02/1999	Supervisor				
APAC Act -Premium		CREDITOR ENQUIRY	Version - 7.00				
Ac-No	Name						
Addr	Contact		Telephone				
P/C		Op-Bal:	30:				
		Debits:	60:				
		Credits	90:				
		Cl-Bal:	120:				
		Due	150:				
			180:				
Terms - :							
Transactions:		Date	Invo/Ref	Type	Cost/Value	Selling	Age 30-180
<hr/>							
F1=Help, F2 to do Creditor Lookup Esc to exit							

Figure 8-6: Creditors - Account Enquiry Screen

The above screen is displayed and the CURSOR is placed in the account number field. The USER is able to key in an account number or use the lookup function to find the account number of the creditor account that is to be viewed.

When the account number has been keyed in or selected using the lookup function, the following details will be displayed.

APAC Software - Demonstration System		21/02/1999	Supervisor			
APAC Act -Premium		CREDITOR ENQUIRY	Version - 7.00			
Ac-No COM01 Name: COMPUTERS & PERIPHERALS						
Contact Kevin Jackson						
Addr PO Box 2387 MIDRAND		Telephone				
P/C 2778		Op-Bal:	0.00			
		Debits:	2500.00DB			
		Credits:	4541.55			
		Cl-Bal:	2041.55			
		Due:	2500.00DB			
		<Exclusive>				
Terms - : Bank Trf						
Transactions:						
Date	Inv/Ref	Type	Cost/Value	Selling	Age	30-180
1/02/1999	Take on	Credit Journal	3578.25		0 1	0 0 0 0 0
12/02/1999	F99-8972	Invoice	684.00	936.14	0 0 1	0 0 0 0 0
13/02/1999	F99-8999	Invoice	279.30	295.17	0 0 1	0 0 0 0 0
20/02/1999	000000153	Cheque	2500.00-			

**** End **** - Press any key to Continue F7 for PD Cheques F9 Memo/Remarks

Figure 8-7: Creditors - Account Enquiry - Details Screen

In the transaction section of the screen, the first date column shows the date that the transaction was processed, while the second date column shows the document date.

The cost/value column represents the transaction value, while the selling price column shows the retail value as accepted at the time of processing the transaction. [See mark-ups in stock creations (**option 1/1/1/1**) or sales ledger maintenance (**option A/1/1/3**) as well as the selling prices in the creditors - stock invoices routine (**option 2/2/1**)]

The age section of the screen indicates the repayment terms of the transaction and must be read as follows: A **1** in any position indicates the period after which the cost/value column should be paid. If all the positions contain a **0** then the terms for that transaction are COD or payable at month end. If more than one position contains a **1**, then the cost/value must be divided by the number of **1**'s that appear and the resulting value is payable at the relevant periods, indicated by a **1**.

The **30** to **180** day fields at the top right of the enquiry screen are a summary of the repayments that are to be made to the creditor and are to be read as follows: 30 represents 30 days from the current month, while 180 represents 180 days from the current month. These values are moved up by the system when a month end age is run.

The opening balance represents the balance as at the last aging of the account.

The debit and credit fields show the values debited and credited to the account since it was last aged and the closing balance reflects the current balance.

The due field shows the amount that is payable at present. This field reflects amounts that have just become due as well as amounts in arrears.

The system allows the USER to view any post dated cheques that have been issued to the creditor. Press the **F7** function key and the system will display a pop-up window listing any post dated cheques.

POST DATED CHEQUES ISSUED		
Date	Narrative	Value
21/05/1999	Payment of April purchases	1000.00DB
15/03/1999	Payment of February purchases	500.00DB

Figure 8-8: Creditor Post dated Cheques Enquiry Window

The system displays any outstanding cheques and will wait for the USER to press any key before closing the post dated cheques window and returning to the enquiry screen as reflected in Fig 8-7.

The USER is also able to view any memo / remarks that have been added to the account by pressing the **F9** function key.

When the last transaction has been read and displayed the system will display the following message at the bottom of the screen.

***** End ***** - Press any key to Continue **F7** for PD Cheques

If the **F7** (function) key is pressed, the system will display any PD cheques as explained above.

Pressing any other key will result in the system redisplaying a screen as shown in Fig 86 and allowing the USER to enter the number of the next account for which an enquiry is to be made.

8.1.7.2 CREDITORS - OUTSTANDING ORDERS ENQUIRY.

Pressing the 'O' key will result in the system displaying the following enquiry screen.

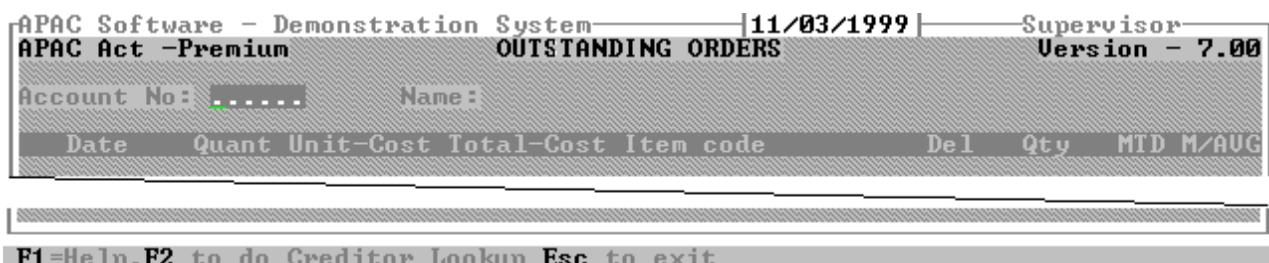


Figure 8-9: Creditors - Outstanding Orders - Enquiry Screen

The above screen is displayed and the CURSOR is placed in the account number field. The USER is able to key in an account number or use the lookup function to find the account number of the creditor account for which outstanding orders are to be viewed.

When the account number has been keyed in or selected using the lookup function, the following selection window will be displayed.



The USER is able to select the sequence in which any outstanding orders will be displayed. Press the **I** key to view outstanding orders in item code sequence or press the **D** key to view them in date sequence. When the USER has selected the sequence in which to view the outstanding orders, one of the following screens will be displayed.



The above message will be displayed if there are no outstanding orders recorded for the creditor account that has been selected. Press any key and the system will allow the USER to select a different account or exit from the enquiry routine.

APAC Software - Demonstration System						11/03/1999	Supervisor		
APAC Act -Premium						OUTSTANDING ORDERS	Version - 7.00		
Account No: COM002 Name: COMPUTER STATIONERY									
Date	Quant	Unit-Cost	Total-Cost	Item code	D	Qty	MTD	M/AUG	
3/03/1999	6	75.00	450.00	9780880226066	Mar	6	11	0	
7/03/1999	24	58.50	1404.00	CON-240X280/2	Mar	0	0	0	
8/03/1999	48	42.50	2040.00	CON-280X240/1	Mar	0	0	0	

↑ ↓ highlight - PgUp/PgDn - Escape, F8=Order Numbers, F3=Delete

Figure 8-10: Creditor Enquiry - Outstanding Orders - Details Screen

If there are outstanding orders for the account that has been selected, then they will be displayed in the sequence selected as is shown in the above screen (**Fig 8-10**).

The first six columns of the order details refer to the actual order, while the last three columns show the current quantity on hand, the month-to-date movement and the average monthly movement.

Use the up arrow, down arrow, Page Up or Page Down keys to navigate through the outstanding orders list. Press the **Escape** key to select the next creditor account or exit from the outstanding enquiry routine.

When the up and down arrow key are used the CURSOR will move up or down and highlight the entry that is on the line that the CURSOR is on.

If the **F3** function key is pressed while an entry is highlighted, the system will display the following message on the bottom left hand side of the screen.

Delete highlighted order Y/N

Press the **Y** key and the system will delete the order that is highlighted. Press any other key and the system will revert to the screen as shown in **Fig 8-10**.

Press the **F8** function key to view the order numbers associated with each order that appears on the screen as follows:

APAC Software - Demonstration System						11/03/1999	Supervisor		
APAC Act -Premium						OUTSTANDING ORDERS	Version - 7.00		
Account No: COM002 Name: COMPUTER STATIONERY									
Date	Quant	Unit-Cost	Total-Cost	Item code	D	Order Number	M/AUG		
3/03/1999	6	75.00	450.00	9780880226066	M	22/00	0		
7/03/1999	24	58.50	1404.00	CON-240X280/2	M	23/00	0		
8/03/1999	48	42.50	2040.00	CON-280X240/1	M	24/00	0		

Press ANY key to continue

Press any key and the system reverts to the screen as shown in **Fig 8-10**.

Select option **0 EXIT**. (OPTION 2 / 1 / 0)

The system exits this menu window and returns to **CREDITOR PROGRAMS** menu window.

8.2 CREDITOR TRANSACTIONS. (OPTION 2 / 2)

Selecting option 2 (two) on the **CREDITOR PROGRAMS** menu will display the following pop-up menu window and the **CREDITOR TRANSACTIONS** menu window will become the active window.

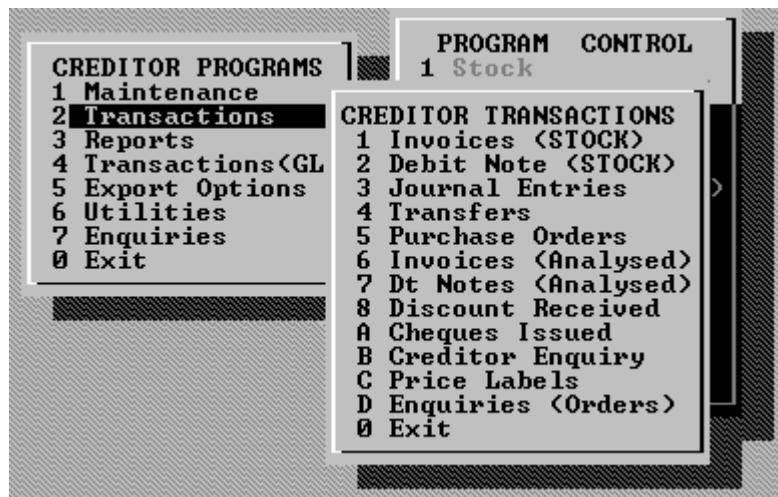


Figure 8-11: Creditor Transaction Menu

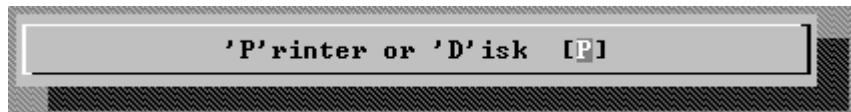
This is the creditor transactions pop-up menu window for the creditors module and is displayed to the right of the CREDITOR PROGRAM window. When this window is displayed it becomes the active window and allows the USER to select one of the transaction modules in the Creditors System.

Select the option required.

8.2.1 CREDITORS - INVOICES (STOCK). (OPTION 2 / 2 / 1)

Select option 1 (one) in the CREDITOR TRANSACTIONS menu to key in details of (creditor) supplier invoices for goods received. See option 2/4/1 for invoices received for services, rentals or other non stock related invoices.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all supplier invoices that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option D in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the invoice details.

APAC Software - Demonstration System | 19/02/1999 | Supervisor
APAC Act -Premium **CREDITOR INVOICE** Version - 7.00

Creditor Ac.	Invoice date:		
Invoice no			
Order number			
Item code	Sell<Units>:		
Quantity(Pur)	Current		
Unit cost			
Discount-1	Discount-2 :		
Unit nett Pur:	VAT	New average :	
Sell. prices -	Wholesale	Cash	Retail
VAT exclusive:			
VAT inclusive:			
Cur exclusive:			
VAT			
Excl - cost	Sub total :		
Incl - cost	Freight		
	Discount		
	VAT		
	Total		

F1=Help F2 to do Creditor Lookup Esc to exit

Figure 8-12: Creditors - Invoice (Stock) Input Screen

As invoices are processed an Audit trail is printed. The fields catered for on a Creditors invoice are :

- Creditor account number
- Invoice number
- Invoice date
- Order number
- Item code (Stock code)
- Item description
- Quantity
- Unit cost
- Unit selling prices
- Discount one
- Discount two
- Railage/Transport
- Discount
- VAT

The CURSOR is placed in the Creditor Ac. field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the invoice are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the ENTER key while the account number field contains spaces or press the Escape key.

When the account number for the creditor has been data captured or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the invoice type (in/exclusive) the outstanding balance and the amount due as is shown on the following screen.

Creditor Ac. : COM03 COMPUTER SUPPLIES **(Exclusive)**
 Balance : **0.00** Due : **0.00**

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the N' key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The system requires the USER to key in the invoice number and invoice date.

After the invoice number and invoice date have been entered by the USER, the system will display the following message window.



The USER is able to inform the system that the goods were delivered to a warehouse or to the central system. Press the 'N' key if the central stock data base is to be updated or press the 'Y' key if a warehouse is to be updated with the goods received.

If the 'Y' key is pressed, the following window will pop up.



The USER is requested to key in the warehouse code or use the lookup function to locate the code of the warehouse that received the goods.

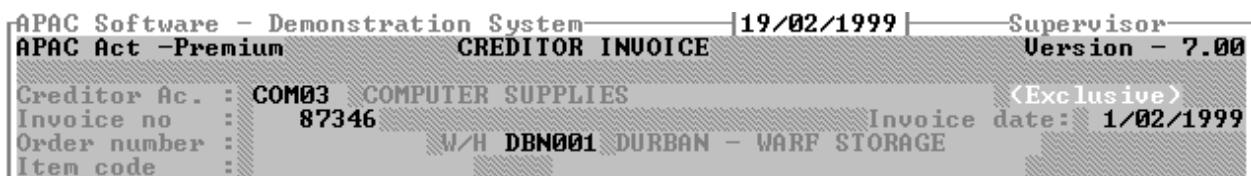
When the warehouse code has been selected the code and warehouse name will be displayed on the screen to the right of the order number field as follows.

M/H DBN001 DURBAN - WAREF STORAGE

The following confirmation window is also displayed.



Press the 'N' key to change the warehouse code or press any other key to continue.



If the above is correct or the USER pressed the 'N' key in response to the warehouse purchase message, the following pop-up window will be displayed.



The program requests either an Order number or an Item code for each item that appears on the Invoice. If the goods that have arrived with this invoice were ordered and the order details were data captured onto the system, then the response to the above question should be Yes as the system will update the order file during processing. If the order system is not being used or these goods were not data captured onto a computer order, then the response should be No to the above question.

If the response to the above question was Yes, then the CURSOR will be placed in the order number field and the USER is requested to key in the order number. The F2 function key may be used to view the outstanding orders for the creditor.

Press the F2 function key and the following screen will be displayed.

APAC Software - Demonstration System | 4/06/1999 | Supervisor
APAC Act -Premium CREDITOR INVOICE Version - 7.00

Creditor Ac. : COM03 (Exclusive)
 Invoice no : 1234 Invoice date: 1/03/1999

ORDER LOOKUP			
	22/00	9780880224666	USING NOUVELL NETWARE
			2.00
Discount			
Unit ne			
Sell. p			
VAT exc			
VAT inc			
Cur exc			
VAT			
Excl -			
Incl -			

Balance : 0.00 Due : 0.00 Total :

↑ ↓ highlight - PgUp/PgDn - ENTER select - Escape

Figure 8-13: Creditor Invoicing - Order Lookup Screen

The **Up** and **Down** arrow keys are used to highlight the next or previous entry in the lookup window. The **Page Up** and **Page Down** keys are used to move forward or backwards through the orders recorded for the creditor. Pressing the **ENTER** key while a line is highlighted will select the highlighted order as the order against which the delivery is to be recorded.

Press the **Escape** key and the system will close the order window and return to the creditor invoice input screen.

If an order number is keyed in or selected via the lookup function the details of the item in the order will be displayed.

If there is not an order for the item, the system requires the USER to key in the item code for the item. The various stock lookups may be used to find the item code.

While the cursor is in the item code field, the system will allow the use of the FUNCTION keys to do a lookup as follows:

F2 - Lookup using the item code or any leading character/s of the item code to display existing stock records in item code sequence, starting from the first item with the same leading character/s as keyed in.

F3 - Lookup using the alternate code or any leading character/s of the alternate code to display existing stock records in alternate code sequence, starting from the first item with an alternate code with same the leading character/s as keyed in.

F4 - Lookup using the description or any leading character/s of the description to display existing stock records in description sequence, starting from the first item with a description that has the same leading characters as keyed in.

F5 - Lookup using the cross reference code or any leading character/s of the cross reference code to display stock records in cross reference code sequence, starting from the first item with a cross reference code that has the same leading characters as keyed in.

Pressing the **F8** - Function key while the cursor is in the stock code field will allow the USER to create a stock record (**See Stock Creation - option 1/1/1/1**).

After the item code has been data captured or selected via one of the lookup options, the system will display the item description and the following confirmation window.

Correct ENTER - N if incorrect

Pressing the **N** key will allow the USER to re-key the code, while pressing any other key will move the cursor to the next field.

The current exclusive prices and the current cost price are displayed and the USER is requested to enter the quantity that appears on the invoice.

If an order was selected, then the quantity on the order will be displayed in the quantity input field. If there is no outstanding order for the item selected then the quantity field will be zero.

Confirm the quantity displayed by pressing the **TAB** key or key in the quantity as reflected on the invoice.

The CURSOR moves to the cost price field and the current cost price or the cost price as recorded in the order will be displayed.

Confirm the cost price displayed by pressing the **TAB** key or key in the cost price as reflected on the invoice. The unit net price, VAT per item, total vat, total exclusive and the total inclusive cost will be displayed.

The system allows for two discounts per item (**e.g. Less 10, less 5**) and the CURSOR is placed in the discount 1 field.

If no discount is reflected for this item, press the **TAB** key.

If there is a single or double discount for this item, then the discount or the first discount of the two discounts must be keyed in to the discount 1 field.

If there is no discount keyed into the discount 1 field the system will skip over the discount 2 field.

If the first discount field has a percentage keyed in, the system will apply the discount and display the amended unit net price, VAT per item, total vat, total exclusive and the total inclusive cost.

The CURSOR will move to the discount 2 field if a percentage was keyed into the discount 1 field.

Press the **TAB** key if no second discount is to be applied.

The USER is able to key in a second discount percentage if applicable. If a percentage is keyed into the second discount field, the system will apply this percentage and display the amended unit net price, VAT per item, total vat, total exclusive and the total inclusive cost.

The system will apply the various mark-ups and calculate the suggested selling prices and the new average cost will also be calculated.

The screen will now reflect the new average cost, the new inclusive and exclusive prices as well as the current exclusive prices.

If the new price differs from the current prices, the system will also request that the USER confirm that the new selling prices be used or that the current prices be retained. The screen will now be as follows.

APAC Software - Demonstration System		4/06/1999	Supervisor
APAC Act -Premium		CREDITOR INVOICE	
Creditor Ac.	COM03 COMPUTER SUPPLIES	(Exclusive)	
Invoice no	1234	Invoice date: 1/03/1999	
Order number	22/00		
Item code	9780880224666	USING NOVELL NETWARE	
Quantity(Pur)	2.0000	Sell(Units):	2.000
Unit cost	75.5000	Current	75.0000
Discount-1	0.00	Discount-2	
Unit nett Pur:	75.500	UAT	10.57 New average :
Sell. prices	Wholesale	Cash	Retail
VAT exclusive:	90.614	90.614	90.614
VAT inclusive:	103.300	103.300	103.300
Cur exclusive:	90.000	90.000	90.000
VAT			
Excl - cost		Discount :	
Incl - cost		UAT	
		Total	
Use new selling prices Y/N []			

Use ↑ ↓ to move the message window
Figure 8-14: Creditor Invoice - Use new selling prices - Confirmation Screen

Press the 'Y' key if the new selling prices are to be used or press the 'N' key if the current selling prices must be retained.

After the USER has responded to the selling price confirmation or the selling prices are still the same, one of the following message windows will be displayed.

If the item is subject to Value Added Tax the following window will be displayed.

Adjust 'E'x/'I'nclusive price or 'N'one [E]	
812.25	Freight :

The USER is able to select which prices, if any are to be adjusted. Press the 'T' key to adjust any or all of the inclusive prices. Press the 'E' key to adjust any or all of the exclusive prices. Press the 'N' key if no adjustments are required.

If the item is not subject to Value Added Tax then the following window will be displayed.

Adjust selling prices Y/N [N]	
20.00	Freight :

Press the 'Y' key if any of the selling prices need to be adjusted. Press the 'N' key if no adjustments are required.

If the USER has selected to adjust the selling prices the system will now allow these adjustments to be made.

After the selling prices have been adjusted or if the USER selected not to adjust any of the selling prices, the system will display the following confirmation window.

Correct ENTER - N if incorrect

Pressing the 'N' key will allow the USER to re-key the details for the last item, while pressing any other key will result in the following window being displayed.

'P'rice,'B'arcode,'N'o labels []		
150.000	150.000	150.000

If price labels are required then the 'Y' key must be pressed and the system will record the details in a temporary file, when processing the invoice, which will later be used by the system as the input details for the printing of the price labels.

Press the 'N' key if price labels are not required.

After responding to the price labels message the system will calculate the sub-total the total vat and the invoice total to this point and display these amounts at the bottom right of the screen and also display the following selection window and the USER is requested to inform the system, whether more items are to be included on this invoice or not..



Figure 8-15: Creditor Invoice - Next, View or End Window

Sub total :	1108.50
Freight :	
Discount :	
VAT :	155.19
Totals :	1263.69

Press the 'N' key to proceed to the next item.

If the totals seem to be incorrect and it is necessary to view the details that have been keyed in for this invoice to this point, then press the 'V' key and the following screen will be displayed.

APAC Software - Demonstration System		19/02/1999	Supervisor			
APAC Act -Premium		CREDITOR INVOICE	Version - 7.00			
Creditor Ac. : COM03		<Exclusive>				
Invoice no : 8465		Invoice date: 12/01/1999				
Item Code	Description	Quantity	Unit Price	Extended		
FD4001 CR4000	STIFFY DRIVE 1.44MB IDE MULTI IO HFC 2S + 1P +	5.00 4.00	125.00 49.00	625.00 196.00		

↑ ↓ highlight - PgUp/PgDn - ENTER select - Escape

Figure 8-16: Creditor Invoice - Review Details Screen

Press the **Escape** key to return to the invoice screen and selection window **Figure 8-15**.

If the entries that have been keyed fill more than one review window use the **PageUp** and **PageDown** keys to move forward or backward one review window at a time.

Use the up and down arrow keys to highlight the next or previous line item.

Pressing the **enter** key while a line item is highlighted will result in the system displaying the details for the selected line item as well as the following selection window.



Pressing the 'A' key will allow the USER to amend the selected item details.

Pressing the 'D' key will delete the selected line item.

Pressing the 'E' key (exit) will return to the selection window **Figure 8-15**.

Press the 'E' key (end) **Figure 8-15** the following selection window will be displayed.



Pressing the 'C' key will instruct the system to cancel the details that have been keyed in for this invoice.

Pressing the 'M' key will instruct the system to allow the USER to key in additional items.

Pressing the 'P' key will instruct the system to continue to process the invoice and will allow the USER to enter the amount of freight if any that is applicable to the invoice as well as any discount.

The Freight (transport) field is only keyed in if the Creditor charges it on the invoice. Railage / transport costs charged by a 3rd party will be processed via the General Ledger system.

When the freight charges, if any, have been data captured, the CURSOR will move to the discount field. If a global discount has been given or there is any difference in the final total of the invoice (there are occasionally differences due to different rounding techniques) the discount field may be used to key in the discount or adjustment amount required (These differences arise as a result of rounding off the decimals of a cent or in some cases due to addition errors on hand written invoices). A negative value must be entered to decrease the invoice total, while a positive value must be keyed in to increase the invoice total.

Press '-' key for negative

The USER is now able to amend the VAT amount (this may differ as the rounding method used by the supplier may not be the same as that used by the APAC system) to agree with the amount that appears on the creditors invoice.

When the VAT amount has been accepted the system will display the following confirmation message window being displayed.

A screenshot of a computer screen showing a message box. The message box contains the text "Correct ENTER - N if incorrect" in a monospaced font. The message box has a dark background with light-colored text.

The USER is requested to confirm that the details that have been data captured are correct. If any details are to be corrected the 'N' key must be pressed and the system will allow for corrections to be made. If the USER wishes to abandon the transaction, then the Escape must be pressed. If the data is correct, the USER may press any other key to continue. While the system is updating the data base, the message 'Processing invoice' will be displayed at the bottom of the screen.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be linked to the purchase journal.
- Each stock record that appears on the invoice will be updated (quantity, cost price, average cost and selling prices if requested).
- The purchase (departmental) analysis will be updated determined from the department code on the stock item.
- Details for each stock item will be added to the purchase statistics/cardex file.
- The VAT report file will be updated.
- If any items received were on order, the order will be updated with the number of items received.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

After the above updating procedures have been completed for an invoice, the system will return to the screen as shown in **Fig 8-12** and allow the USER to data capture the next invoice.

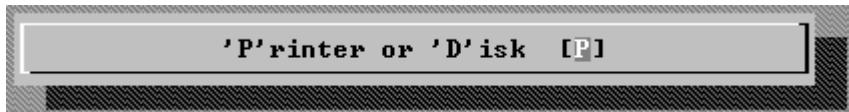
Following is an example of the creditor invoice audit trail.

DATE : 5/10/1998	APAC Software - Demonstration System CREDITORS AUDIT TRAIL	PAGE : 1				
GOODS RECEIVED						
ORD.NO.	ITEM CODE	DESCRIPTION	QUANT	UN-COST	UN-SELL	EXTENDED
200	AS4002	M/S WINDOWS 3.11 (3.00	237.500	305.92	712.50
201	SW1009	M/S DOS V6.2 U/G	2.00	198.000	242.67	396.00
CREDITOR: COM03 COMPUTER SUPPLIES						
INV:	2485	I-DATE: 23/08/97 RAIL:	0.00	DISC:	0.00	VAT: 155.19 TOTAL: 1263.69
			TOTAL	1263.69		

8.2.2 CREDITORS - DEBIT NOTES (STOCK). (OPTION 2 / 2 / 2)

Select option 2 (two) in the CREDITOR TRANSACTIONS menu to key in details of (creditor) debit notes for goods returned. See option 2/4/2 for debit notes for services, rentals or other non stock related invoices.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor debit notes that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the debit note details.

Figure 8-17: Creditors - Debit Note (Stock) Input Screen

As debit notes are processed an Audit trail is printed. The fields catered for on a Creditors debit note are :

Creditor account number
Debit note number
Debit note date
Original Invoice number
Original Invoice date
Stock Item code
Description
Unit cost
Unit sell
Quantity
Total cost
Total sell

The CURSOR is placed in the Creditor Ac. field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the debit note are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number for the creditor has been keyed in or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the invoice type (in/exclusive) the outstanding balance and the amount due as is shown on the screen as follows.



The following confirmation window is displayed.



The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The debit note number (Creditor credit note) must be keyed in by the USER.

The date of the debit note (Creditors credit note) must be keyed in. The system will validate the date keyed in and any relevant error message will be displayed.

The USER is requested to key in the original invoice number and date. The date will be validated by the system and any relevant error messages will be displayed.

When the above details have been keyed in the system will request confirmation of these details before continuing.

If the above details are confirmed as being correct the system requests the USER to key in the item code of the item that has been returned. The various stock lookups may be used to find the item code.

When the item code has been keyed in or selected via one of the lookup functions, the system will display the item description and place the CURSOR in the quantity field.

The quantity for the selected item must be keyed in by the USER.

The system will then display the current cost price of the item. Confirm the cost price displayed by pressing the **TAB** key or key in the cost price as reflected on the debit note.

The system will calculate the total cost and display the net unit cost, unit retail, total cost and total retail.

The system allows for two discounts per item (**e.g. Less 10, less 5**) and the CURSOR is placed in the discount 1 field.

If no discount is reflected for this item, press the **TAB** key.

If there is a single or double discount for this item, then the discount or the first discount of the two discounts must be keyed in to the discount 1 field.

If there is no discount keyed into the discount 1 field the system will skip over the discount 2 field.

If the first discount field has a percentage keyed in, the system will apply the discount and display the amended unit net price.

The CURSOR will move to the discount 2 field if a percentage was keyed into the discount 1 field.

Press the **TAB** key if no second discount is to be applied.

The USER is able to key in a second discount percentage if applicable. If a percentage is keyed into the second discount field, the system will apply this percentage and display the amended unit net price.

After the discount percentages, if any, have been keyed in the CURSOR will be moved to the unit retail price and the USER is able to key in an amended retail price or accept the displayed retail price by pressing the **TAB** key.

When the details of the item have been keyed in the system will move to the age fields and allow the USER to specify against which age column the cost of this item are to be applied. If the amount is due for payment then all the age indicators must reflect a zero. Key in a **1** in the column against which the cost must be applied.

When the age indicators have been keyed in the following confirmation message window will be displayed.

Correct ENTER - N if incorrect

Press the **N** key if any corrections are to be made. Press the ENTER key and the system will display the running total and the following selection window.



Press the '**N**' or ENTER key if additional items are to be included on this debit note or press the '**E**' key if all the items have been keyed in.

If the '**E**' key was pressed the following selection window will be displayed.



Pressing the '**C**' key will instruct the system to cancel the details that have been keyed in for this debit note.

Pressing the '**M**' key will instruct the system to allow the USER to key in additional items.

Pressing the '**P**' key will instruct the system to continue to process the debit note and will result in the VAT amount being displayed.

The USER can confirm the VAT amount by pressing the **TAB** key or if the amount displayed is not the same as the amount that appears on the debit note, the amount can be changed to reflect the amount as shown on the debit note.

After the VAT amount has been confirmed or amended, the totals of the debit note are displayed at the bottom right hand side of the screen together with the following confirmation window.

Correct ENTER - N if incorrect

Sub total :	58.00
VAT	8.12
Totals	66.12

The USER is requested to confirm that the details that have been data captured are correct. If any details are to be corrected the **N** key must be pressed and the system will allow for corrections to be made. If the USER wishes to abandon the transaction, then the Escape must be pressed. If the data is correct, the USER may press any other key to continue. While the system is updating the data base, the message '**Processing debit note**' will be displayed at the bottom of the screen.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be linked to the purchase journal.
- Each stock record that appears on the debit note will be updated.
- The purchase (departmental) analysis will be updated determined from the department code on the stock item.
- Details for each stock item will be added to the purchase statistics/cardex file.
- The VAT report file will be updated.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

After the above updating procedures have been completed for a debit note, the system will return to the screen as shown in **Fig 8-17** and allow the USER to data capture the next debit note.

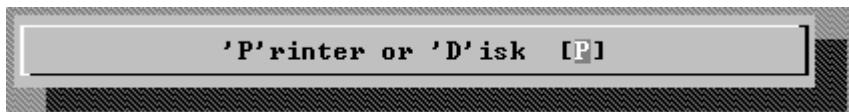
Following is an example of the creditor debit note audit trail.

DATE: 27/08/1998		APAC Software - Demonstration System						- DEBIT NOTES		PAGE: 1					
CREDITOR:COM03 COMPUTER SUPPLIES				D/NOTE NO:	45	DATE:23/08/1998	INVOICE NO:	2376	DATE: 12/08/1998						
ITEM CODE	DESCRIPTION	UNT	COST	UNT-SELL	QUANT	TOT COST	TOT SELL	30	60	90	120	150	180		
9780880224666	USING NOVELL NETWA		58.000	75.00	1.00	58.000	75.00	Y	N	N	N	N	N		
						SUB-TOTAL	58.000							75.00	
						VAT	8.120								
						TOTAL	66.120								
TOTAL COST:		58.00	TOTAL VAT:	8.12	TOTAL:	66.12									

8.2.3 CREDITORS - JOURNAL ENTRIES. (OPTION 2 / 2 / 3)

Select option 3 (three) in the CREDITOR TRANSACTIONS menu to key in details of (creditor) journal entries.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor journal that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the **'P'** key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the **'D'** key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the journal entry details.

APAC Software - Demonstration System	21/02/1999	Supervisor
APAC Act -Premium	JOURNAL ENTRY	Version - 7.00
Creditor Ac. :		
Date:	Reference:	Cost price Sell price: 30 60 90 120 150 180
F1=Help, F2 to do Creditor Lookup Esc to exit		

Figure 8-18: Creditors - Journal Entries Input Screen

This option allows processing of both debit and credit entries on a Creditor account. An Audit trail is printed as Journals are posted. The fields catered for on a Creditors journal are :

Creditor account number
 Journal date
 Total cost
 Total selling price
 Age allocation

Key in the account number or use the lookup function to find the account number of the account against which the journal entry is to be made.

The account number is validated. If the account is not on file a message is displayed on the screen and the program will wait until a valid account number is entered. To exit from this routine, press the **ENTER** key while the account field contains spaces.

When the account number for the creditor has been keyed in or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the outstanding balance and the amount due as is shown on the screen as follows

Creditor Ac. : COM002 COMPUTER STATIONERY
Balance : 2704.08 Due : 2704.08

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

APAC Software - Demonstration System	21/02/1999	Supervisor
APAC Act -Premium	JOURNAL ENTRY	Version - 7.00
Creditor Ac. : COM002 COMPUTER STATIONERY		
Date:	Reference:	Cost price Sell price: 30 60 90 120 150 180
.0/00/0000		
Balance : 0.00	Due : 0.00	
Key in date as DDMMCCYY Press Esc to exit		

Key in the date of the journal entry (DDMMCCYY). This date will be validated by the system and the relevant error message will be displayed in the case of an incorrect date being keyed in.

The CURSOR is moved to the cost price field after a valid date has been keyed in.

This routine assumes a credit journal, but may be changed to a debit by keying a minus (-) **BEFORE** the amount is keyed in.

The cost price is the actual value by which the account balance must be adjusted. Key the value of the journal entry into the cost price field.

The CURSOR then be moved to the selling price field. The Selling price is used to adjust the unrealized profit that appears on the purchase journal and if this transaction has to adjust the unrealized profit, then the selling value must be keyed into the selling price field. If this transaction is not required to adjust the unrealized profit then key the cost value into the selling price field.

After the selling value has been keyed in the system requires that the age allocation for this transaction be keyed in.

The routine allows for journal amounts to be processed against any of the aged values (future payments due). If all the aging characters are keyed in as zeros the amount will be processed against the amount due.

When the age allocation has been keyed in the following confirmation window is displayed.

Correct ENTER - N if incorrect

Press the **N** key if any corrections need to be made. Press the **ENTER** key if the transaction details are correct and the system will process the transaction.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be linked to the purchase journal.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

After the transaction has been processed, the system will return to the screen shown in **Fig 8-18** and allow the USER to key in the next journal entry.

Following is an example of the creditor journal audit trail.

DATE: 23/08/1998		APAC Software - Demonstration System				PAGE: 1	
CREDITORS AUDIT TRAIL							
JOURNAL ENTRIES							
ACNO	NAME	DATE	COST PRICE	SELL PRICE	AGE	30	- 180
DAT01	DATACOMP	12/08/1998	1200.00	1200.00	N	N	N N N N N N
JOURNAL TOTAL			1200.00	0.00			

8.2.4 CREDITORS - TRANSFERS. (OPTION 2 / 2 / 4)

Select option 4 (four) in the CREDITOR TRANSACTIONS menu to key in details of (creditor) transfer entries.

This routine has been included to enable the USER to transfer amounts from one creditor account to another without the purchase journal being affected. This would normally occur when an invoice or debit note had been processed to the incorrect account and the transfer is then used to correct the two accounts that are affected.

When this option is selected the following screen will be displayed.

'P'rinter or 'D'isk [P]

The system produces an audit trail of all creditor transfers that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the **'P'** key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the transfer entry details.

APAC Software - Demonstration System
APAC Act -Premium TRANSFERS 21/02/1999 Supervisor Version - 7.00

Creditor Ac. : COM03 COMPUTER SUPPLIES

Date : Cost price 30 60 90 120 150 180

.0/00/0000

F1=Help, F2 to do Creditor Lookup Esc to exit

Figure 8-19: Creditors - Transfer Input Screen

This option allows processing of both debit and credit entries on a Creditor account. An Audit trail is printed as transfers are posted. The fields catered for on a Creditors transfer are :

Creditor account number
Journal date
Total cost
Age allocation

Key in the account number or use the lookup function to find the account number of the account against which the transfer entry is to be made.

The account number is validated. If the account is not on file a message is displayed on the screen and the program will wait until a valid account number is entered. To exit from this routine, press the **ENTER** key while the account field contains spaces.

When the account number for the creditor has been keyed in or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the outstanding balance and the amount due as is shown on the screen as follows.

Creditor Ac. : COM03 COMPUTER SUPPLIES

Balance : 2704.08 Due : 2704.08

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

APAC Software - Demonstration System
APAC Act -Premium TRANSFERS 21/02/1999 Supervisor Version - 7.00

Creditor Ac. : COM03 COMPUTER SUPPLIES

Date : Cost price 30 60 90 120 150 180

.0/00/0000

Key in date as DDMMCCYY Press Esc to exit

Key in the date of the transfer entry (DDMMCCYY). This date will be validated by the system and the relevant error message will be displayed in the case of an incorrect date being keyed in.

The CURSOR is moved to the cost price field after a valid date has been keyed in.

The routine assumes a Credit transfer but this may be changed to a debit by keying a minus (-) **BEFORE** the amount is keyed in.

The cost price is the actual value by which the account balance must be adjusted. Key the value of the journal entry into the cost price field.

After the adjustment value has been keyed in the system requires that the age allocation for this transaction be keyed in.

The USER is required to indicate the aging requirements for the transaction. Inserting a 1 in one of the age columns will instruct the system to age the amount of the transfer to the column specified. If all the columns are left as zero, the amount will be aged to the amount due.

When the age allocation has been keyed in the following confirmation window is displayed.

Correct ENTER - N if incorrect

The USER is requested to confirm that the details that have been data captured are correct. If any details are to be corrected the 'N' key must be pressed and the system will allow for corrections to be made. If the data is correct, the USER may press any other key to continue.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

After the transaction has been processed, the system will return to the screen shown in **Fig 8-19** and allow the USER to key in the next transfer entry.

As this routine handles single sided entries, it will be necessary to key in both Debit & Credit entries when processing a transfer.

An audit trail is produced for all creditor transfer entries.

Following is an example of the creditor transfer audit trail.

DATE: 23/08/97		APAC Software - Demonstration System CREDITORS AUDIT TRAIL					PAGE: 1	
ACNO	NAME	ACCOUNT TRANSFERS		SELL PRICE	AGE 30 - 180	Y N N N N N	Y N N N N N	
		DATE	COST PRICE					
DAT01	DATACOMP	12/08/97	750.00-					
CON01	CONTROL SYSTEMS	12/08/97	750.00					

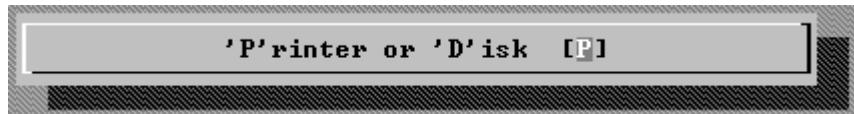
8.2.5 CREDITORS - PURCHASE ORDERS. (OPTION 2 / 2 / 5)

Select option 5 (five) in the CREDITOR TRANSACTIONS menu to key in details of (creditor) purchase orders.

This routine enables the USER to key in a new purchase order or to delete an existing order.

This routine allows for one of two methods to key in details for a purchase order. For the interactive and more automated method see option **2/2/D Enquiries (Orders)**.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor purchase orders that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the purchase order audit trail the system will display the following selection message.



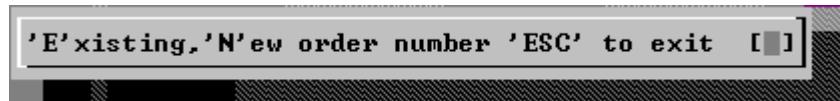
Press the 'C' key to enter the details of a new purchase order or add items to an existing order.

Press the 'D' key to delete an existing order. Pressing the 'E' or **Escape** key will exit from this routine and return to the creditor transaction menu (**Fig 8-11**)

8.2.5.1 ORDER (CREATE NEW).

(OPTION 2 / 2 / 5 / C)

Pressing the 'C' key will result in the following selection window being displayed.



Press the 'E' key to add items to an existing order or press the 'N' key to create a new order. Press the **Escape** key to exit from this routine.

The following screen is used to enter the details of a purchase order.

APAC Software - Demonstration System		23/04/1999	Supervisor
APAC Act -Premium		Version - 7.00	
Order number	22/00	STOCK PURCHASE ORDERS	
Item code		Telephone	
Creditor number			
Contact			
Quantity		Rate:	
Cost price			Currency:
Rand price			
Selling -W/Sale (Inclusive)		-Cash	-Retail
Payment method			
Discount %			
Total cost			
Remarks			
Delivery date			
Settlement	30	60	90
Picking slip			120
			150
			180

F1=Help, F2 Item code/ F3 Alt code/ F4 Description/ F5 X/Ref Lookup F8 Create

Figure 8-20: Creditors - Purchase Order - Input Screen.

If the USER selected to add an item to an existing order the system will request that the existing order be keyed in and if the number is invalid the appropriate error message will be displayed. If the USER selects to create a new order, the system will display the above screen and insert the next available order number in the order number field.

The Order number is a 8 digit number with a 2 digit identifier (00 to 99) which indicates the item location within the Order form. Each order number is checked against the Order index and the program does not allow duplicate order numbers.

When the order number has been keyed in by the USER or issued by the system, the CURSOR will be moved to the item code field. The item code can be keyed in or the USER is able to use one of the lookup options to find the item code of the item which is to be ordered.

The item code is checked against the Stock index and if the code is not on file a message will be displayed on the screen. The program waits for a valid stock item code. When the item code has been keyed in or selected via the lookup functions, the system will display the item description and the CURSOR will be placed in the creditor account number field.

Key in the creditor account number or use the lookup function to find the account number of the supplier from which the item is being ordered. The account number is validated and if the account is not on file a message is displayed on the screen. The program will wait for a valid account number.

When a valid account number has been keyed in or selected, the system will display the creditor account name and request that the name of the contact person be keyed in.

Key in the name of the contact person and accept the telephone number that is displayed by the system or key in a different number if necessary.

The quantity required must be keyed in.

The system will then display the current cost price, and the USER is able to accept this price or key in the expected/quoted cost price.

Key in the exchange rate and the currency description.

The system will apply the current mark-ups and display the suggested exclusive and inclusive selling prices.

Key in the payment method.

If a discount has been offered with this order, then the discount percentage must be keyed in.

The total cost is calculated and displayed by the system and the CURSOR is placed in the remarks field and the USER is able to key in a remark (e.g. Collect or Deliver).

The expected delivery date (DDMMCCYY) is keyed in next and this must be a valid date.

The terms of payment must then be keyed in by placing a 1 in the appropriate age field. If the terms are COD then all the age fields are left as zero.

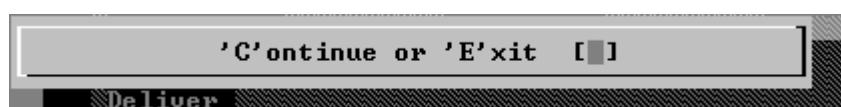
If the order has been placed for an item required for a picking slip, then this picking slip number must be keyed in to the picking slip field.

The following confirmation window will then be displayed.

Correct ENTER – N if incorrect

The USER is requested to confirm that the details that have been data captured are correct. If any details are to be corrected the **N** key must be pressed and the system will allow for corrections to be made. If the data is correct, the USER may press any other key to continue.

After the order has been recorded to a temporary file, the following selection window will be displayed.



Press the 'C' key to add more items to the order and the system will return to the order input screen **Fig 8-20** or press the 'E' key to exit and record the order in the data base.

The quantity and date of the order are recorded in the stock file against each item that is included in the order and the details of the order are recorded in the purchase order file.

After the order has been processed the system will return to the following selection screen **Create, Delete Order - Exit or Escape** – which allows the USER to capture additional items to the order file or exit from the purchase order routine.

The following is an example of the audit trail produced for purchase orders.

Page: ORDER.NO	ITEM CODE /DESCRIPTION	APAC Software - Demonstration System				STOCK PURCHASE ORDERS /NAME/CONTACT	FAX NO /TELEPHONE	Date: 23/08/97 DELIVERY PCK-SLIP /REMARKS
		QUANT /RATE	CURRENCY /RATE	UNIT COST /RAND	PAYMENT /DISC			
3/00	CON-280X240/1 PLAIN CONSOLE - SINGLE PART	10	Rand 1.00	42.50	42.50	Account COM02 COMPUTER STATIONERY Mike		27/08/97 Deliver (011) 457-0856

8.2.5.2 DELETE EXISTING ORDER. (OPTION 2 / 2 / 5 / D)

Pressing the 'D' key will result in the following screen being displayed.

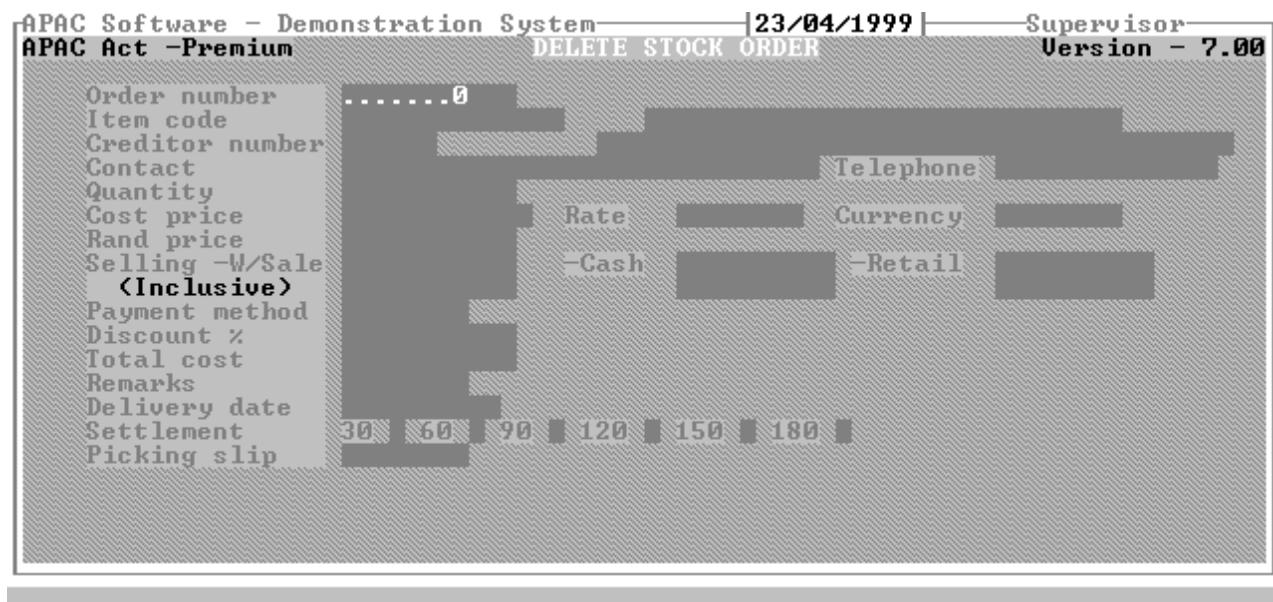


Figure 8-21: Creditors - Delete Purchase Order Screen

This option allows the USER to delete an item from an existing order.

Pressing the **ENTER** key without keying in an order number or pressing the **Escape** key while the CURSOR is in the order number field will result in the system exiting from this routine.

Key in the order number. If the number is invalid the relevant error message will be displayed by the system.

When an existing order number has been keyed in the system will request that the item reference (*the 2 digit number after the / and indicates the location of the item within the order*) be keyed in.

If a valid item reference is keyed in the system will display the order details for this item as well as the following confirmation window.

Correct ENTER - N if incorrect

The USER is requested to confirm that the order details that have been selected are for the item that must be deleted from the order. If the item displayed is not the correct item then the **N** key must be pressed and the system will allow the USER to select a different item. If the data is correct, the USER may press any other key to continue.

The system will delete the item from the order file and remove the order details from the item record in the stock file. An audit trail is produced for all orders deleted. After updating the data base the system will return to the order deletion screen (**Fig 8-21**) and allow the USER to select the next item to delete from the order file or to exit from this routine.

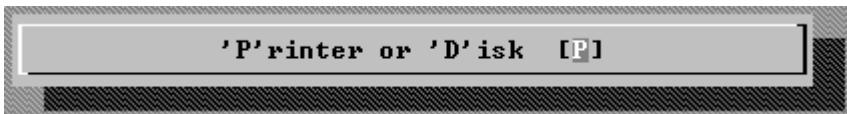
The following is an example of the audit trail produced for the deletion of purchase orders.

Page:	1	APAC Software - Demonstration System	STOCK PURCHASE ORDERS DELETED					Date:	23/08/97
ORDER.NO	ITEM CODE /DESCRIPTION	QUANT /RATE	CURRENCY /RATE	UNIT COST /RAND	PAYMENT /DISC	CREDITOR /NAME/CONTACT	FAX NO /TELEPHONE	DELIVERY /REMARKS	PCK-SLIP /REMARKS
3/00	CON-280X240/1 PLAIN CONSOLE - SINGLE PART	10	Rand 1.00	42.50	Account 42.50	COM02 COMPUTER STATIONERY Mike		27/08/97 Deliver (011) 457-08	

8.2.6 CREDITORS - INVOICES ANALYSED. (OPTION 2 / 2 / 6)

Select option 6 (six) in the CREDITOR TRANSACTIONS menu to key in details of creditor invoices (analysed).

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor analysed invoices that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the **'P'** key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the **'D'** key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the analysed invoice transaction details.

Figure 8-22: Creditors - Analysed Invoice - Input Screen

The CURSOR is placed in the Creditor field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the invoice are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the ENTER key while the account number field contains spaces or press the Escape key.

When the account number for the creditor has been data captured or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the invoice type (in/exclusive) the outstanding balance and the amount due as is shown on the following screen.

The following confirmation window is displayed.

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

Pressing the **Escape** key while keying in any of the following fields will return the CURSOR to the previous field.

The system will display the current run date (DDMMCCYY) in the transaction date field and the USER may confirm the date or key in a different date. The date will be validated by the system and if incorrect an appropriate message will be displayed.

When the date has been keyed in or confirmed the CURSOR will move to the transaction reference field. Key in transaction reference code if any reference has been assigned.

Key in the date (DDMMCCYY) which appears on the invoice. The date will be validated by the system and if incorrect an appropriate message will be displayed.

When the date has been keyed in the CURSOR will move to the invoice number field. Key in the number that appears on the invoice.

If an order number was used, then key in the order number when the CURSOR moves to the order number field. If no order number applies then press the **TAB** key.

The following confirmation window is displayed.

The system will give the USER the option to confirm that the correct details has been keyed in. Pressing the **N** key will allow the USER to correct any details, while pressing any other key will instruct the system to continue with this routine.

The USER is now requested to key in the value of the invoice. If the creditor account has been set up as exclusive, then the exclusive value must be keyed in. For an account that has been set up as inclusive the inclusive value must be keyed in.

If the exclusive value is keyed in the system will calculate the VAT and then display this value as follows.

APAC Software - Demonstration System		11/03/1999	Supervisor							
APAC Act -Premium		CREDITOR INVOICE	Version - 7.00							
Creditor: COM002 COMPUTER STATIONERY		(Exclusive)								
Tran date:	Tran ref:	Inv date:	Inv no:	Inv Value:	30	60	90	120	150	180
11/03/1999	MAN-0001	1/03/1999	COM-2487	1200.00						
VAT :168.00										
Balance :		0.00	Due :	0.00						

Figure 8-23: Creditors - Analysed Invoice Screen

The USER may now confirm or amend the VAT amount.

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct invoice value and VAT amount have been keyed in. Pressing the 'N' key will allow the USER to correct either the invoice value or VAT amount field, while pressing any other key will instruct the system to continue with this routine.

The system will display the age indicators as reflected on the creditor account as well as the following message window.

Do you want to change the ageing (Y/N)

Press the 'Y' key and the system will allow the age terms for this transaction to be amended.

Press the 'N' key if the terms displayed are to be used for this transaction.

After all the details for the transaction have been keyed in the system will display the following confirmation window.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct invoice details have been keyed in. Pressing the 'N' key will allow the USER to correct the invoice details, while pressing any other key will instruct the system to continue with this routine and display the following screen.

Purchases Ledger	Description	Value
...		
Balance :	1200.00	

Key in the purchase ledger (department) code that this value or a portion of this value is to be allocated. The lookup function may be used to find the sales ledger code as follows.

APAC Software - Demonstration System | 11/03/1999 | Supervisor
APAC Act -Premium CREDITOR INVOICE Version - 7.00

Creditor: COM002 COMPUTER STATIONERY (Exclusive)

TRANSACTION DETAILS		DEPARTMENTS	
Tran date:	Tran ref:	Inv date:	Inv
11/03/1999	MAN-0001	1/03/1999	COM-2
Purchases Ledger	Description	Code Sales Ledger / Department	
...		0001	Packages & Programs
		0002	3rd Party Software
		0003	Software Maintenance (Labour)
		0004	Consulting Fees
		0011	Computers & Peripherals
		0012	Computer Components
		0013	Hardware Maintenance (Labour)
		0021	Computer Paper
		0022	Ribbons & Disks
		0023	Computer Books

Ageing all 0 = Update due
Balance : 0.00 Due : 0.00

PgUp/PgDn - Escape to quit

Figure 8-24: Creditors - Analysed Invoice - Department Lookup Screen

Key in the purchase ledger (department) code and the description will be displayed as well as the usual confirmation window which will allow the USER to accept or correct the code that has been keyed in.

After the purchase ledger code has been confirmed the value that is to be allocated to this ledger must be keyed in. The system will request the USER to confirm that the value is correct before continuing.

If the total has not been allocated the unallocated balance is displayed and the system will repeat the above allocation procedure and allow the USER to allocate the balance to one or more purchase ledgers.

When the total has been allocated, the system will process the transaction.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be linked to the purchase journal.
- The purchase (departmental) analysis will be updated determined by the allocations that were made by the USER.
- The VAT report file will be updated.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

The system will then return to the invoice analysed screen (**Fig 8-22**) and allow the USER to key in the next invoice or exit from this routine.

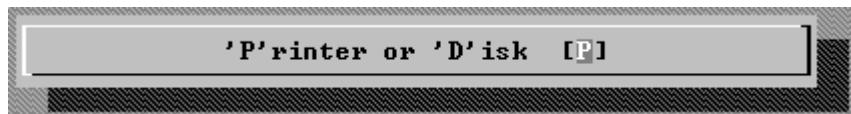
The following is an example of the audit trail produced by the creditors - invoices analysed routine.

DATE:	23/08/1998	APAC Software - Demonstration System		CREDITOR	INVOICES	PAGE:	1
ACNO	CREDITOR	TR DATE	REF NO	INV DATE	INV NO	ORDR NO	VALUE
CON01	CONTROL SYSTEMS	23/08/1998	23765	19/08/97	23		1368.00
012	Computer Components	975.00					
021	Computer Paper	225.00					
						BATCH TOTAL	1368.00

8.2.7 CREDITORS - DEBIT NOTES ANALYSED. (OPTION 2 / 2 / 7)

Select option 7 (seven) in the CREDITOR TRANSACTIONS menu to key in details of creditor debit notes (analysed).

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor analysed debit notes that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the analysed debit note transaction details.

APAC Software - Demonstration System	11/03/1999	Supervisor			
APAC Act -Premium	CREDITOR DEBIT NOTE	Version - 7.00			
Creditor:					
Tran date	Tran ref	Inv date	Inv no	Inv Value	30 60 90 120 150 180
<hr/>					
F1=Help, F2 to do Creditor Lookup Esc to exit					

Figure 8-25: Creditors - Debit Note Analysed - Input Screen

The CURSOR is placed in the Creditor field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the debit note are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number for the creditor has been data captured or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the invoice type (in/exclusive) the outstanding balance, the amount due and the confirmation window as is shown on the following screen.

Creditor: COM03 COMPUTER SUPPLIES	<Exclusive>
Balance : 172.14	Due : 0.00

The following confirmation window is displayed.



The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

Pressing the **Escape** key while keying in any of the following fields will return the CURSOR to the previous field.

The system will display the current run date (DDMMCCYY) in the transaction date field and the USER may confirm the date or key in a different date. The date will be validated by the system and if incorrect an appropriate message will be displayed.

When the date has been keyed in or confirmed the CURSOR will move to the transaction reference field. Key in transaction reference code if any reference has been assigned.

Key in the date (DDMMCCYY) which appears on the invoice. The date will be validated by the system and if incorrect an appropriate message will be displayed.

When the date has been keyed in the CURSOR will move to the invoice number field. Key in the number of the original invoice.

If an order number was used, then key in the order number when the CURSOR moves to the order number field. If no order number applies then press the **TAB** key.

The following confirmation window is displayed.



The system will give the USER the option to confirm that the correct details has been keyed in. Pressing the **N** key will allow the USER to correct any details, while pressing any other key will instruct the system to continue with this routine.

The USER is now requested to key in the value of the debit note. If the creditor account has been set up as exclusive, then the exclusive value must be keyed in. For an account that has been set up as inclusive the inclusive value must be keyed in.

If the exclusive value is keyed in the system will calculate the VAT and then display this value as follows.

APAC Software - Demonstration System	11/03/1999	Supervisor								
APAC Act -Premium	CREDITOR DEBIT NOTE	Version - 7.00								
Creditor: COM03 COMPUTER SUPPLIES		(Exclusive)								
Tran date:	Tran ref:	Inv date:	Inv no:	Inv Value	30	60	90	120	150	180
11/03/1999	MAN-0002	2/03/1999	CS-T/654	250.00DB						
VAT :35.00DB										
Balance : 172.14 Due : 0.00										

The USER may now confirm or amend the VAT amount.

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct debit note value and VAT amount have been keyed in. Pressing the 'N' key will allow the USER to correct either the debit note value or VAT amount field, while pressing any other key will instruct the system to continue with this routine.

The system will display the age indicators as reflected on the creditor account as well as the following message window.

Do you want to change the ageing (Y/N)

Press the 'Y' key and the system will allow the age terms for this transaction to be amended.

Press the 'N' key if the terms displayed are to be used for this transaction.

After all the details for the transaction have been keyed in the system will display the following confirmation window.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct debit note details have been keyed in. Pressing the 'N' key will allow the USER to correct the debit note details, while pressing any other key will instruct the system to continue with this routine and display the following screen.

Purchases Ledger	Description	Value
...		
Balance :	75.00	

Key in the purchase ledger (department) code that this value or a portion of this value is to be allocated. The lookup function may be used to find the sales ledger code as follows.

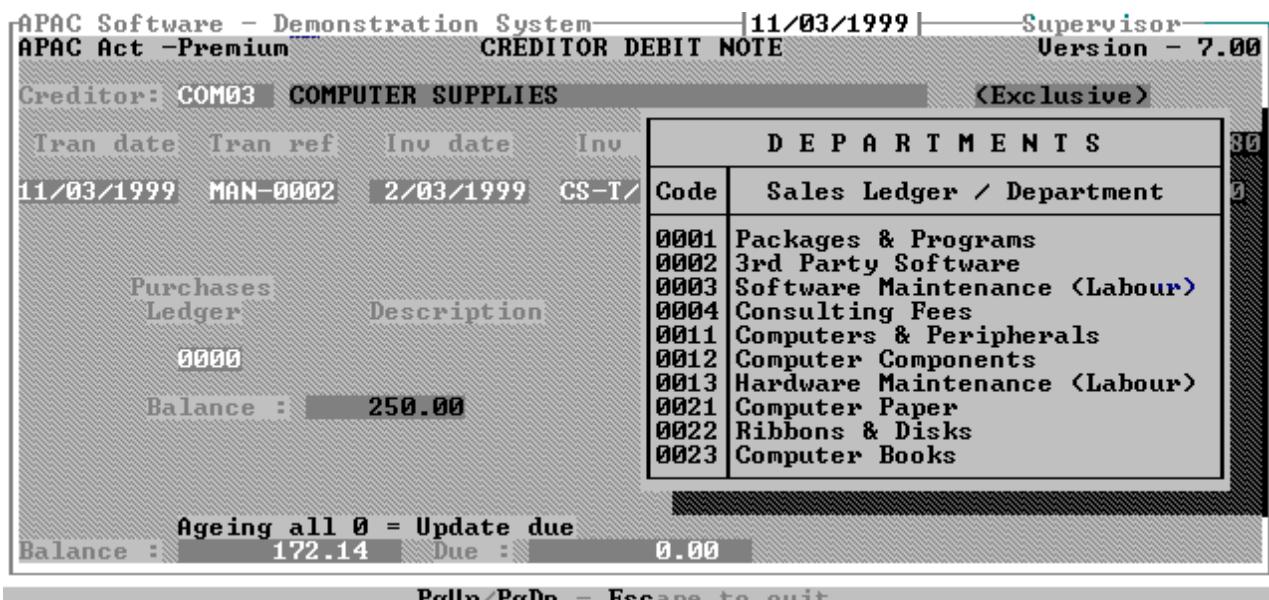


Figure 8-26: Creditors - Debit Note Analysed - Department Lookup Screen

Key in the purchase ledger (department) code and the description will be displayed as well as the usual confirmation window which will allow the USER to accept or correct the code that has been keyed in.

After the purchase ledger code has been confirmed the value that is to be allocated to this ledger must be keyed in. The system will request the USER to confirm that the value is correct before continuing.

If the total has not been allocated the unallocated balance is displayed and the system will repeat the above allocation procedure and allow the USER to allocate the balance to one or more purchase ledgers.

When the total has been allocated, the system will process the transaction. The creditor account and purchase ledgers against which values have been allocated will be updated and the details will be printed on an audit trail.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be linked to the purchase journal.
- The purchase (departmental) analysis will be updated determined by the allocations made by the USER.
- The VAT report file will be updated.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

The system will then return to the debit note analysed screen (**Fig 8-26**) and allow the USER to key in the next debit note or exit from this routine.

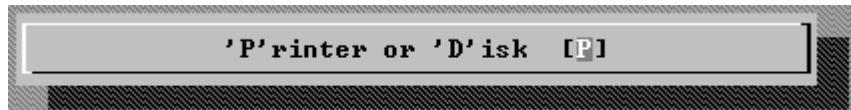
The following is an example of the audit trail produced by the creditors - debit notes analysed routine.

DATE:	23/08/1998	APAC Software - Demonstration System			CREDITOR DEBIT NOTES			PAGE:	1
ACNO	CREDITOR	TR DATE	REF NO	INV DATE	INV NO	ORDR NO	VALUE		
CON01	CONTROL SYSTEMS	23/08/1998	3	13/08/1998			51.30		
12	Computer Components	45.00						BATCH TOTAL	51.30

8.2.8 CREDITORS - DISCOUNT RECEIVED. (OPTION 2 / 2 / 8)

Select option 8 (eight) in the CREDITOR TRANSACTIONS menu to key in details of creditor discount received.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor discount received transactions that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the discount received transaction details.

Tr date	Tr ref	Inv date	Inv no	Ordr no	Value	30	60	90	120	150	180

Figure 8-27: Creditors - Discount Received - Input Screen

The CURSOR is placed in the Creditor Ac. field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the discount are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number for the creditor has been data captured or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the invoice type (in/exclusive) the outstanding balance and the amount due as is shown on the following screen.

Creditor: CON01 CONTROL SYSTEMS	(Exclusive)
Balance : 2118.00	Due : 0.00

The following confirmation window is displayed.



The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the 'N' key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The system will display the current run date (DDMMCCYY) in the transaction date field and the USER may confirm the date or key in a different date. The date will be validated by the system and if incorrect an appropriate message will be displayed.

Pressing the **Escape** key while keying in any of the following fields will return the CURSOR to the previous field.

When the date has been keyed in or confirmed the CURSOR will move to the transaction reference field. Key in transaction reference code if any reference has been assigned.

Key in the date (DDMMCCYY) which appears on the original invoice. The date will be validated by the system and if incorrect an appropriate message will be displayed.

When the date has been keyed in the CURSOR will move to the invoice number field. Key in the number of the original invoice.

If an order number was used, then key in the order number when the CURSOR moves to the order number field. If no order number applies then press the TAB key.

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct details has been keyed in. Pressing the 'N' key will allow the USER to correct any details, while pressing any other key will instruct the system to continue with this routine.

The USER is now requested to key in the value of the discount received. If the creditor account has been set up as exclusive, then the exclusive value must be keyed in. For an account that has been set up as inclusive the inclusive value must be keyed in.

If the exclusive value is keyed in the system will calculate the VAT and then display this value as follows.

Creditor:	COM002 COMPUTER STATIONERY	(Exclusive)								
Tran date:	Tran ref:	Inv date:	Inv no:	Value	30	60	90	120	150	180
11/03/1999	MAR-0026	3/03/1999	COM/3958	50.00DB						
				VAT :	7.00DB				

The USER may now confirm or amend the VAT amount.

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct debit note value and VAT amount have been keyed in. Pressing the 'N' key will allow the USER to correct either the debit note value or VAT amount field, while pressing any other key will instruct the system to continue with this routine.

The system will display the age indicators as reflected on the creditor account as well as the following message window.

Do you want to change the ageing (Y/N)

Press the 'Y' key and the system will allow the age terms for this transaction to be amended.

Press the 'N' key if the terms displayed are to be used for this transaction.

After all the details for the transaction have been keyed in the system will display the following confirmation window.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct discount received details have been keyed in. Pressing the 'N' key will allow the USER to correct the discount details, while pressing any other key will instruct the system to continue with this routine which will result in the transaction being processed.

- The creditor account will be updated.
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

The system will then return to the discount received screen (**Fig 8-27**) and allow the USER to key in the next discount received transaction or exit from this routine.

The following is an example of the audit trail produced for creditor discount received..

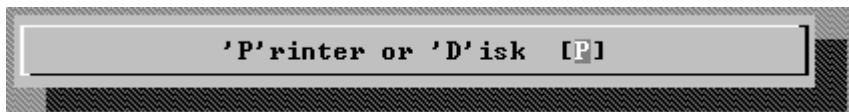
DATE:	21/10/1998	APAC Software - Demonstration System			CREDITOR DISCOUNT	PAGE: 1	
ACNO	CREDITOR	TR DATE	REF NO	INV DATE	INV NO	ORDR NO	VALUE
COM03	COMPUTER SUPPLIES	21/10/97	1	12/09/97	2		57.00
						BATCH TOTAL	57.00

8.2.9 CREDITORS - CHEQUES ISSUED. (OPTION 2 / 2 / A)

If the system has been setup as integrated, then this option will not allow the USER to key in cheque details. The USER must use the option for cheques issued in the CREDITOR - Transactions (G/L) menu. (**Option 2/4/3**).

Select option 'A' in the CREDITOR TRANSACTIONS menu to key in details of creditor cheques issued.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor cheques issued that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option D in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display either the following creditor transaction screen that will allow for the keying in of the cheque issued transaction details or the message informing the USER that the system is integrated.

As the system is integrated with the General Ledger, the cheques must be processed using 'Cheques Issued' in the 'CREDITORS TRANSACTIONS (GL) MENU'

Press any key to continue

OR

APAC Software - Demonstration System	11/03/1999	Supervisor
APAC Act -Premium	CHEQUE	Version - 7.00
Creditor:		
Date:	Chq no:	Chq amount: 30 60 90 120 150 180

F1=Help. F2 to do Creditor Lookup Esc to exit

Figure 8-28: Creditors - Cheque Issued - Input Screen

The CURSOR is placed in the Creditor Ac. field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the cheque details are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number for the creditor has been data captured or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the data base and display the account name, the outstanding balance and the amount due as is shown on the following screen.



Creditor: CON01 CONTROL SYSTEMS
Balance : 2045.20 Due : 0.00

The following confirmation window is displayed.



Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The CURSOR is moved to the date field. Key in the date (DDMMCCYY) which appears on the cheque or cheque requisition. The date will be validated by the system and if incorrect an appropriate message will be displayed.

When the date has been keyed in the CURSOR will move to the cheque number field. Key in the number of the cheque.

The CURSOR will move to the value field. Key in the value of the cheque.

The USER is now requested to indicate whether the cheque is to be allocated against a value other than the amount due. Leaving all the age indicators as zero will allocate the value against the amount currently payable. Keying in a 1 for any of the fields will allocate the cheque value against the amount represented by the selected indicator.

The following confirmation window will be displayed.



Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct details has been keyed in. Pressing the **N** key will allow the USER to correct any details, while pressing any other key will instruct the system to continue with this routine and process the cheque.

- The creditor account will be updated.
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be reported on the creditor audit trail.
- As this transaction is only available if the system is not integrated, there will be no integration entry.

The system will then return to the cheque issued screen (**Fig 8-28**) and allow the USER to key in the next cheque or exit from this routine.

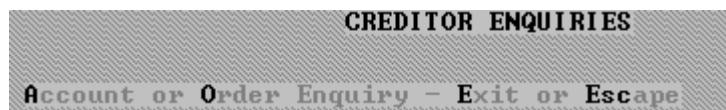
The following is an example of the audit trail produced for creditor cheques issued.

DATE: 23/02/1999	APAC Software - Demonstration System	PAGE: 1				
CREDITORS AUDIT TRAIL						
CHEQUES ISSUED						
ACNO	NAME	DATE	CHEQUE	VALUE	AGE	30 - 180
CON01	CONTROL SYSTEMS	23/02/1999	123	275.00-		
TOTAL				275.00		

8.2.10 CREDITOR ENQUIRY.

(OPTION 2 / 2 / B)

Select option 'B' in the CREDITOR TRANSACTIONS menu and the following screen will be displayed, enabling the USER to view various details in the creditor data base.



Press either the 'E' or the Escape key and the system will exit this routine and return to the creditor transaction menu (**Fig 8-11**).

Pressing the 'A' key will allow the USER to view details of the account. See Creditor Account Enquiries option **8/1/7/1** for more details.

Pressing the 'O' key will allow the USER to view details of outstanding orders. See option **8/1/7/2** for more details.

8.2.11 CREDITORS - PRICE LABELS.

(OPTION 2 / 2 / C)

This option is used to print price labels that were selected for items while processing creditor invoices. (See option **2/2/1**).

Select option 'C' in the CREDITOR TRANSACTIONS menu to print price labels for stock received.

When this option is selected the following screen will be displayed.



The USER is able to select the output media for the price labels.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following screen will be displayed.

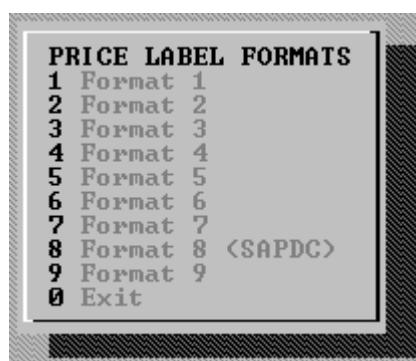


Figure 8-29: Creditors - Price Label Format Selection Screen

For more detail on price label formats refer to (option **1/2/A**) **7.9.9 STOCK PRICE LABELS**.

When the USER has selected the format required, the system will display the following selection message:



The system default for the above question is 'N' (*Print the price on the label*) and can be accepted by the USER by pressing the **ENTER** key. If the 'Y' key is pressed the system will omit the price from the label. This option has been included to allow for labels to be printed only giving the

reference code (stock code) and description (*with some of the formats there are other details that will also be printed on the label*).

As soon as the USER has responded to the above selection message the system will read the file containing the selection details and produce the price labels for the selected items.

As each item is processed from the selection file, the item code will be displayed on the screen.

8.2.12 CREDITORS - ENQUIRIES (ORDERS). (OPTION 2 / 2 / D)

This option is used to view the stock holdings and place orders for new stock.

Select option 'D' from the CREDITORS TRANSACTION MENU and the following screen is displayed.

Controlled or All <Includes Priced only> or Low level Stock A

Pressing the C key will list all stock controlled items. Pressing the A or ENTER key will list controlled and priced items, while pressing the L key will only list items that have low levels at the time of processing.

For a detailed description of this routine refer to option 1/6. (See **7.13 STOCK ORDER ENQUIRIES**).

Select option 0 EXIT. (OPTION 2 / 2 / 0)

The system exits this menu window and returns to **CREDITOR PROGRAMS** menu window.

8.3 CREDITORS REPORTS. (OPTION 2 / 3)

The following menu is displayed.

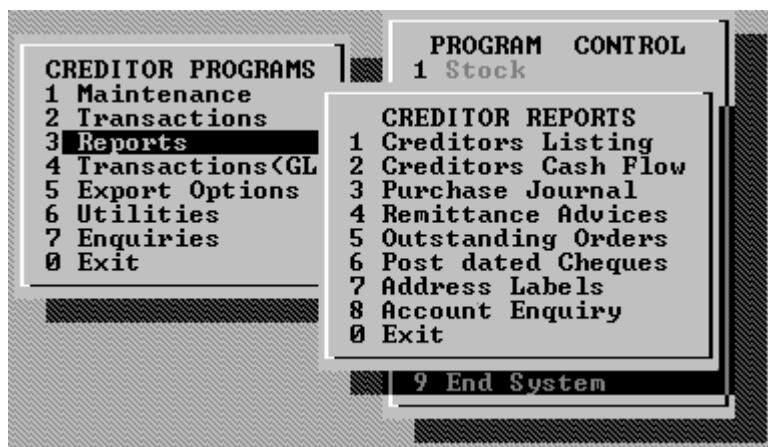


Figure 8-30: Creditors Reports Menu

Select the option required.

8.3.1 CREDITORS LISTING. (OPTION 2 / 3 / 1)

Select option 1 (one) in the CREDITOR REPORTS menu to print a creditor account listing.

When this option is selected the following screen will be displayed.

'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the creditor list.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following selection screen will be displayed.



Press the 'A' key if the report must be printed in creditor account number sequence or press the 'N' or **ENTER** key to have the report printed in creditor name sequence.

Following is an example of a creditor account listing.

LISTING OF CREDITORS

DATE:	30/06/1998	APAC TRAINING SYSTEM	- CREDITORS ALPHA LIST	PAGE:	1
ACNO	CREDITORS NAME	CREDITORS ADDRESS		P/C	30 60 90 120 150 180
ABC01	ABC COMPUTER HARDWARE WHOLESALERS	24 Main Street.PO Box 222.JOHANNESBURG. .		2001	1 0 0 0 0 0
DIS01	DISK DRIVE SUPPLIES	PO Box 333.456 Smith Street.KRAMERVILLE. .		2147	1 0 0 0 0 0
TEL01	TELCOM	45 Anderson Street.GERMISTON. . .		1401	0 0 0 0 0 0

***** END REPORT *****

8.3.2 CREDITORS CASH FLOW.

(OPTION 2 / 3 / 2)

Select option 2 (two) in the CREDITOR REPORTS menu to print a creditors cash flow report.

When this option is selected the following screen will be displayed.



The USER is able to select the output media for the creditor cash flow report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following selection screen will be displayed.



Press the 'A' key if the report must be printed in creditor account number sequence or press the 'N' or **ENTER** key to have the report printed in creditor name sequence.

After the sequence has been selected the following selection message is displayed.



Press the 'Y' key to include creditor accounts with zero balances in the cash flow report. Press the 'N' or **ENTER** key to exclude accounts with zero balances.

When the USER has responded to the above selection, the system will read the creditors data base and produce the cash flow report. As each account is read the account number and name is displayed on the screen as follows.



Following is an example of a creditor cash flow report.

CREDITORS CASH FLOW

SUPP	APAC Software - Demonstration System							PAGE: 1
	CURRENT	PMT-DUE	30 DAYS	60 DAYS	90 DAYS	120 DAYS	150 DAYS	
AC-NO SUPPLIER NAME	BALANCE		(Sep)	(Oct)	(Nov)	(Dec)	(Jan)	(Feb)
COM03 COMPUTER SUPPLIES	939.57	0.00	947.69	0.00	0.00	0.00	0.00	0.00
CON01 CONTROL SYSTEMS	1495.20	0.00	200.00	0.00	0.00	0.00	0.00	0.00
DAT01 DATACOMP	450.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00

SUPP	APAC Software - Demonstration System							PAGE: 2
	CURRENT	PMT-DUE	30 DAYS	60 DAYS	90 DAYS	120 DAYS	150 DAYS	
AC-NO SUPPLIER NAME	BALANCE		(Sep)	(Oct)	(Nov)	(Dec)	(Jan)	(Feb)
CREDITOR TOTALS	2884.77	450.00	1147.69	0.00	0.00	0.00	0.00	0.00

8.3.3 PURCHASE JOURNAL.

(OPTION 2 / 3 / 3)

When this option selected the following screen will be displayed.



The USER is able to select the output media for the creditor purchase journal report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the system will read the data base and produce the purchase journal report. As each transaction is read, the account number, transaction type and date will be displayed on the screen.

Following is an example of a creditors purchase journal report.

CREDITORS _ PURCHASE JOURNAL:

CRED	APAC Software - Demonstration System							PAGE: 1	
	AC-NO CREDITOR NAME	TRN	REFER.	INVOICE					
		NUMBER	DATE	NUMBER	DATE	COST PRICE	SELLING	U.R.P.	PERC
COM03 COMPUTER SUPPLIES	INV	2485	5/10/97	2485	23/08/97	1263.69	1403.11	139.42	9.93
COM03 COMPUTER SUPPLIES	D/N	45	23/08/97	2376	12/08/97	66.12DB	75.00DB	8.88	11.84
DAT01 DATACOMP	J/E	0	12/08/97			1200.00	1200.00	0.00	0.00
			TOTALS			2397.57	2528.11	130.54	5.16

***** END REPORT *****

8.3.4 REMITTANCE ADVICES (STATEMENTS). (OPTION 2 / 3 / 4)

Select option 4 (four) in the CREDITORS REPORT menu to print creditor remittance advices. The creditors remittance advice lists the brought forward balance and all the transactions since the last aging was done. Any post dated cheques that have been issued to the creditor will also be shown at the bottom of the remittance advice.

A payment schedule is printed at the end of each remittance advice.

When this option is selected the following screen will be displayed.



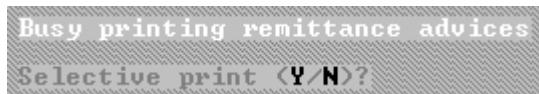
The USER is able to select the output media for the creditor remittance advice's.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following selection screen will be displayed.



Press the 'Y' key to print selected remittance advice's. Press the 'N' key if remittance advice's are to be printed for all the creditor accounts.

If the 'Y' was pressed in response to the above selection, the system will display the following:

Account no: -----

The USER keys in the creditor account number or uses one of the lookup functions to locate the account for which a remittance advice is to be printed. Pressing the Escape key while the CURSOR is in the account number field will instruct the system to exit from this routine and return to the CREDITOR REPORT menu screen (**Fig 8-30**)

When a valid account number has been keyed in or selected via the lookup function, the system will display the account name and the following confirmation window.

Correct ENTER - N if incorrect

Press the 'N' key if the incorrect account has been selected and the system will allow a different account number to be selected.

Press the **ENTER** key if the account selected is correct and the system will print the selected remittance advice and then allow the USER to select the next account or exit from the routine.

If the USER selected to print all the remittance advice's the system will proceed to read the data base and print the creditor remittance advice's. As each creditor account is read the system will display the account number and creditor name.

When all the remittance advice's have been printed, the system will exit from this program and return to the CREDITOR REPORT menu screen (**Fig 8-30**).

Following is an example of a creditors remittance advice (Statement of account).

CREDITORS REMITTANCE ADVICE:

APAC Software - Demonstration System - CREDITORS REMITTANCE ADVICE											
=====				=====			=====				
COMPUTER SUPPLIES				ACCOUNT NO: COM03			DATE: 23/08/1999				
PO BOX 2865											
WOODMEAD											
2146											
TRANSACTION	ORDER NO	REF NO	TRN DATE	INV NO	INV DATE	COST PRICE	30	60	90	BALANCE	
01 INVOICE		2485	5/08/97	2485	23/07/97	1263.69	Y			1263.69	
02 DT NOTE		45	23/08/97	2376	12/08/97	66.12DB	Y			1197.57	
02 DT NOTE		25	23/08/97	276	12/08/97	64.50DB	Y			1133.07	
CLOSING BALANCE				939.57							
POST DATED CHEQUES ISSUED											
2854	97/08/01		1000.00DB	June purchases							
2855	97/08/15		1000.00DB	June purchases							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0.00	0.00						0.00	1133.07	0.00	0.00	0.00

8.3.5 OUTSTANDING ORDERS . (OPTION 2 / 3 / 5)

When this option is selected the following screen will be displayed.



The USER is able to select the output media for the creditor outstanding orders report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following selection screen will be displayed.



The system allows the USER to select the sequence of the report if all outstanding orders are to be printed or to selectively print outstanding orders per creditor.

Press the 'C' key to produce all outstanding orders in creditor account sequence and the system will read the outstanding orders and produce the requested report. As each creditor is read the system will display the account number and name as follows.



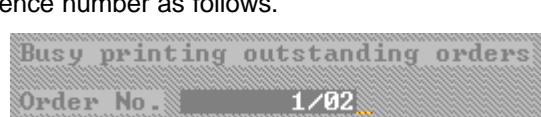
When all the outstanding orders have been printed the system will exit from this program and return to the CREDITOR REPORT menu screen (Fig 8-30).

Following is an example of an outstanding orders report printed in creditor account sequence.

OUTSTANDING ORDERS - CREDITOR SEQUENCE

Page:	1	APAC Software - Demonstration System	OUTSTANDING - STOCK PURCHASE ORDERS				Date:	21/11/1999
ORDER.NO	ITEM CODE /DESCRIPTION	QUANT	CURRENCY /RATE	UNIT COST /RAND	PAYMENT /DISC	CREDITOR /NAME/CONTACT	FAX NO /TELEPHONE	DELIVERY PCK-SLIP /REMARKS
1/00	CA0000 CABLE PARALLEL PRINTER (2M)	10	1.00	0.00	12.00	COM02 COMPUTER STATIONERY John		0/00/00
1/01	CON-240X280/2 PLAIN CONSOLE - TWO PART	10	1.00	0.00	45.95	COM02 COMPUTER STATIONERY John		0/00/00
1/02	CON-280X240/1 PLAIN CONSOLE - SINGLE PART	5	1.00	0.00	42.50	COM02 COMPUTER STATIONERY John		0/00/00
2/00	AS4002 M/S WINDOWS 3.11 (OEM)	2	1.00	0.00	250.00	COM03 COMPUTER SUPPLIES PETER JONES	011 803-8787	0/00/00
2/01	SW1009 M/S DOS V6.2 U/G	3	1.00	0.00	198.00	COM03 COMPUTER SUPPLIES PETER JONES	011 803-8787	0/00/00
***** END OF REPORT *****								

Press the 'O' key to print all outstanding orders in order number sequence and the system will read the outstanding orders and produce the requested report. As each order is read the system will display the order and sequence number as follows.



When all the outstanding orders have been printed the system will exit from this program and return to the CREDITOR REPORT menu screen (**Fig 8-30**).

Following is an example of an outstanding orders report printed in order number sequence.

OUTSTANDING ORDERS - ORDER NUMBER SEQUENCE

Page: ORDER.NO	ITEM CODE /DESCRIPTION	APAC Software - Demonstration System			OUTSTANDING - STOCK PURCHASE ORDERS			Date: 21/11/1999	
		QUANT /RATE	CURRENCY /RATE	UNIT COST /RAND	PAYMENT /DISC	CREDITOR /NAME/CONTACT	FAX NO /TELEPHONE	DELIVERY PCK-SLIP /REMARKS	
1/00	CA0000 CABLE PARALLEL PRINTER (2M)	10	1.00	0.00	12.00	COM02 COMPUTER STATIONERY John		0/00/00	
1/01	CON-240X280/2 PLAIN CONSOLE - TWO PART	10	1.00	0.00	45.95	COM02 COMPUTER STATIONERY John		0/00/00	
1/02	CON-280X240/1 PLAIN CONSOLE - SINGLE PART	5	1.00	0.00	42.50	COM02 COMPUTER STATIONERY John		0/00/00	
2/00	AS4002 M/S WINDOWS 3.11 (OEM)	2	1.00	0.00	250.00	COM03 COMPUTER SUPPLIES PETER JONES	011 803-8787	0/00/00	
2/01	SW1009 M/S DOS V6.2 U/G	3	1.00	0.00	198.00	COM03 COMPUTER SUPPLIES PETER JONES	011 803-7878 011 003-8787	0/00/00	

***** END OF REPORT *****

Press the **S** key to selectively print outstanding orders per creditor account and the system will display the following screen.



Pressing the **Escape** key while the CURSOR is in the account number field or pressing the **ENTER** key without keying in an account number will instruct the system to exit from this program and return to the CREDITOR REPORT menu screen (**Fig 8-30**).

When the account number has been keyed in or selected using the lookup function, the following details will be displayed.

Creditor No. COM03 COMPUTER SUPPLIES

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

When confirmation has been received by the program the following will be displayed on the screen.

Order No. 5

Key in the order number of the order required or use the lookup function to find the order number required.

When the order number has been keyed in or located via the lookup function the system will print the order that has been requested and then return to the PRINT SELECTIVE ORDERS screen and allow the USER to select the next creditor for which an outstanding order is to be printed.

Following is an example of a selective outstanding order printed per creditor.

PURCHASE ORDER NUMBER: 00000002
APAC Software - Demonstration System
(Reg. No. 123456789CC)
PO Box/Posbus 99999
0100Street Address
0100Town/City
8888

VAT No/BTW Nr :
TELEPHONE/FOON : (011) 899-9999
ORD.BY/BEST.DR: ADMINISTRATOR

DATE : 1999/09/22

0100 COMPUTER SUPPLIES
PO BOX 2865
WOODMEAD
2146

SUPPLIER NUMBER : COM03

ORD/	ITEM CODE	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	CONTACT
00	AS4002	M/S WINDOWS 3.11 (OEM)	2.000	250.000	500.00	PETER JONES
01	SW1009	M/S DOS V6.2 U/G	3.000	198.000	594.00	

8.3.6 POST DATED CHEQUES. (OPTION 2 / 3 / 6)

When this option is selected the following screen will be displayed.



The USER is able to select the output media for the creditor outstanding post dated cheques report.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following selection screen will be displayed.



Press the 'S' key to print the post dated cheques in supplier (creditor account) sequence or press the 'D' key to print the post dated cheques report in date sequence.

When the sequence has been selected the program will read the post dated cheques file and print the report in the selected sequence.

Following is an example of the post dated cheques report for both supplier and date sequence.

POST DATED CHEQUES REPORT - DATE SEQUENCE:

DATE: 21/11/1999 APAC Software - Demonstration System				PAGE: 1
POST DATED CHEQUES - DATE SEQUENCE				
DATE	AC.NO	SUPPLIER NAME	CHEQ NO	VALUE
97/08/01	COM03	June purchases	2854	1000.00
		TOTAL FOR DAY		1000.00
97/08/15	COM03	June purchases	2855	1000.00
		TOTAL FOR DAY		1000.00
***** TOTAL POST DATED CHEQUES *****				2000.00

POST DATED CHEQUES REPORT - SUPPLIER SEQUENCE:

DATE: 21/11/1999 APAC Software - Demonstration System				PAGE: 1	
POST DATED CHEQUES - SUPPLIER SEQUENCE					
AC.NO	SUPPLIER NAME	DATE	NARRATIVE	CHEQ NO	VALUE
COM03	COMPUTER SUPPLIES	97/08/01	June purchases	2854	1000.00
		97/08/15	June purchases	2855	1000.00
			TOTAL FOR SUPPLIER		2000.00
***** TOTAL POST DATED CHEQUES *****					2000.00

8.3.7 ADDRESS LABELS.

(OPTION 2 / 3 / 7)

When this option is selected the following screen will be displayed.



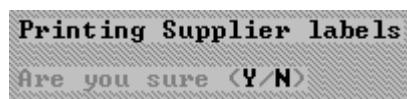
The USER is able to select the output media for the creditor address labels.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following selection screen will be displayed.



When the USER has confirmed that the system must produce address labels for the creditor accounts the following selection message will be displayed.



Press the 'A' key if the address labels are to be printed in creditor account number sequence and press the 'N' or **ENTER** key if the address labels are to be produced in creditor name sequence.

Following is an example of creditor address labels.

COMPUTER STATIONERY
PO BOX
1000

COMPUTER SUPPLIES
PO BOX 2865
WOODMEAD
2146

COMPUTERS & PERIPHERALS
PO BOX
1000

CONTROL SYSTEMS
PO BOX
1000

8.3.8 DISCOUNT LISTING.

(OPTION 2 / 3 / 8)

When this option is selected the following screen will be displayed.



The USER is able to select the output media for the creditor address labels.

Press the 'P' key to direct the output to the printer.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the output to a spooled file on the disk, which can be printed or viewed at a later stage.

When the output media selection has been made the following selection screen will be displayed.

Busy printing creditor discount list

Account or Name sequence **N**

The USER is able to select the sequence that the discount listing must be printed. Press the 'A' key if the report is required in account number sequence or press the 'N' key if the report must be printed in supplier name sequence.

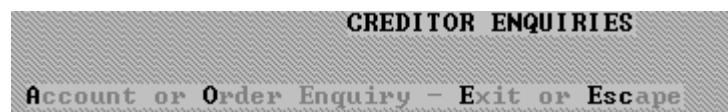
Following is an example of a Creditor discount listing.

DATE:	11/03/1999	APAC Software - Demonstration System	- CREDITORS DISCOUNT LI	PAGE:	1		
ACNO	CREDITORS NAME	CREDITORS ADDRESS	P/C	30	60	30D%	60D%
COM00	COMPUTER STATIONERY	PO BOX. . . .	1000	1		2.000	
COM03	COMPUTER SUPPLIES	PO BOX 2865.WOODMEAD. . .	2146	1		2.500	
COM01	COMPUTERS & PERIPHERALS	PO Box 2387.MIDRAND. . .			2778		
CON01	CONTROL SYSTEMS	PO BOX. . . .			1000		
DAT01	DATACOMP	GERMISTON. . . .			2010		
***** END REPORT *****							

8.3.9 CREDITOR ENQUIRY.

(OPTION 2 / 3 / A)

Select option 'A' in the CREDITOR REPORTS menu and the following screen will be displayed, enabling the USER to view various details in the creditor data base.



Press either the 'E' or the Escape key and the system will exit this routine and return to the creditor transaction menu (**Fig 8-11**).

Pressing the 'A' key will allow the USER to view details of the account. See Creditor Account Enquiries option **8/1/7/1** for more details.

Pressing the 'O' key will allow the USER to view details of outstanding orders. See option **8/1/7/2** for more details.

Select option **0 EXIT**.

(OPTION 2 / 3 / 0)

The system exits this menu window and returns to **CREDITOR PROGRAMS** menu window.

8.4 CREDITOR TRANSACTIONS (G/L).

(OPTION 2 / 4)

The following menu is displayed.

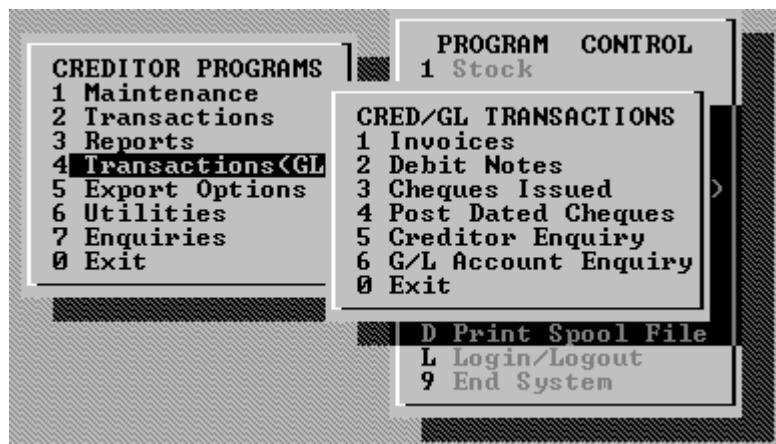


Figure 8-31: Creditors - Transactions (G/L) Menu

These procedures have been included to enable the USER to process invoices received for overheads (stationery, cleaning materials, staff refreshments etc), assets or for any other non stock

(trading) purchases, where VAT is applicable or the invoice is not a COD invoice. The APAC system will only include the transactions that are allowable by law on the VAT report. Cheques are not a tax document and although the cheque routine allows for the splitting of a cheque against multiple accounts in the general ledger, it will not include the transaction on the VAT report.

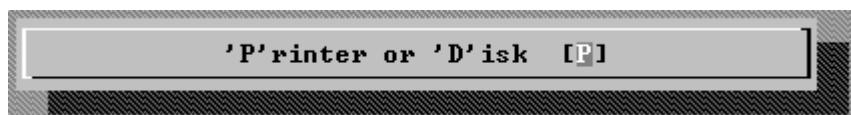
Select the option required.

8.4.1 CREDITOR/GL INVOICES.

(OPTION 2 / 4 / 1)

Select option 1 (one) in the CRED/GL TRANSACTIONS menu to key in details of (creditor) non stock invoices.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor non stock (overheads etc) invoices that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the non stock invoice details.

APAC Software - Demonstration System	11/03/1999	Supervisor	
APAC Act -Premium	CREDITORS INVOICE	Version - 7.00	
Creditor	Invoice no:	Allocation - 30: 60: 90: 120: 150: 180:	Invoice date:
G/L Account Narrative			Value:
Sub total : VAT : Totals :			

F1=Help, F2 to do Creditor Lookup Esc to exit

Figure 8-32: Creditor/GL Invoice - Input Screen.

The CURSOR is placed in the Creditor field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the invoice are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the ENTER key while the account number field contains spaces or press the Escape key.

When the account number for the creditor has been data captured or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the outstanding balance and the amount due as is shown on the following screen.



The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the **N** key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The system requires the USER to key in the invoice number and invoice date. The date must be a valid date and may not be in the future.

When the invoice number and date have been keyed in the system will ask for confirmation of these details by displaying a confirmation window as shown above. Once confirmation has been received the system will display the terms as specified on the creditor account and allow the USER to amend the terms of this invoice if necessary.

If all the aging characters are keyed in as zeros the amount will be processed against the amount due.

When the age allocation (terms) have been accepted or amended the CURSOR will be moved to the G/L Account field.

Key in the general ledger account number or use the lookup function to locate the account (expense, asset etc) that has to be debited with this purchase or overhead expense.

When the account number has been keyed in, the system will read the data base and display the account name as well as the pop-up confirmation window. After the USER has confirmed that the correct general ledger account has been selected, the CURSOR will be placed in the narrative field.

The narrative, which will appear on the transaction in the general ledger, must be keyed in. The narrative should be understandable to anyone that reads it when viewing the transaction at a later date.

After the narrative has been keyed in, the system will move the CURSOR to the value field and allow the USER to key in the value that must be allocated to the general ledger account that has been selected.

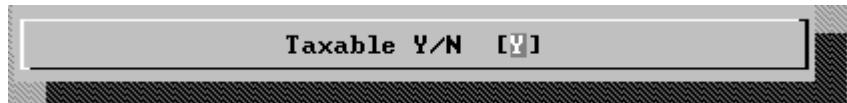
Key in the value as reflected on the invoice.

The system will then display the pop-up confirmation window and allow the USER to confirm that the details that have been keyed in, are correct.

Correct ENTER - N if incorrect

If the '**N**' key is pressed the CURSOR will return to the value field.

After the USER has confirmed that the details are correct, the system will display the following selection window.



Press the **Y** key if the value is subject to VAT and the VAT is allowed to be declared on the VAT returns.

If the response to the above question is '**Y**', then the following selection window will be displayed.



Press the **T** key if the value that was keyed in, included VAT. If the value did not include the VAT, then press the **'E'** or **ENTER** key in response to the above question.

When the system receives a valid response to the above question, the VAT value will be calculated and the exclusive value, VAT value and running total will be displayed and the system will allow the USER to key in the next general ledger account number, if any, that needs to be included on the invoice. Press the **Escape** key or press the **ENTER** key while the account number field contains zeros and the system will display the confirmation window.

If the **'N'** key is pressed the CURSOR will return to the account number field.

If the **ENTER** key is pressed the following selection window will be displayed.



Press the **'C'** key to cancel the invoice or press the **'P'** key to process the invoice.

If the **'P'** key is pressed, the general ledger account number as specified in the sales ledger code **VAT1** to **VAT6** for input VAT will be displayed. The USER may accept this account number or key in a different account number if necessary. The usual account lookup function is available.

When an account number has been keyed in for the VAT the system will display the account name for the account number that has been keyed in.

The usual confirmation window is displayed and the USER is able to confirm that the correct account has been selected for the VAT or the **'N'** key may be pressed, which will allow the USER to key in a different account number.

When the account number has been confirmed as being the correct account for the VAT, The creditor account name will be displayed in the narrative field and the system will allow the USER to accept the name as the narrative for this transaction on the VAT account or to key in a different narrative.

After the narrative has been keyed in or confirmed, the CURSOR moves to the VAT field as shown in the following screen.

Figure 8-33: Creditor Transactions (G/L) - Invoice - VAT Screen

The USER can confirm the VAT or amend the VAT if required. (Although the VAT calculated by the APAC system is correct, the VAT declared must be the VAT that appears on the invoice).

After the VAT has been confirmed or amended the following confirmation window is displayed.



Press the **N** key if any corrections are to be made. Press the **ENTER** key and the system will process the invoice. While the system is updating the data base, the message '**Processing invoice**' will be displayed at the bottom of the screen.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be linked to the purchase journal.
- The general ledger accounts will be updated.
- A general ledger transaction will be generated and linked to each general ledger account that was used in the invoice.
- The VAT report file will be updated.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

After the above updating procedures have been completed for an invoice, the system will display the following selection window.



Press the **ENTER** key and the system will return to the screen as shown in **Fig 8-32** and allow the USER to data capture the next invoice.

Press the '**E**' key and the system will:

If the system is integrated.

- Process the integration entries.
- Update the creditor control account in the general ledger.
- Generate a transaction or transactions and link it or them to the creditor control account.
- Update the general ledger statistics.

If the system is integrated or not.

- Return to the CRED/GL TRANSACTION menu (**Fig 8-31**).

Following is an example of the creditor non stock invoice audit trail.

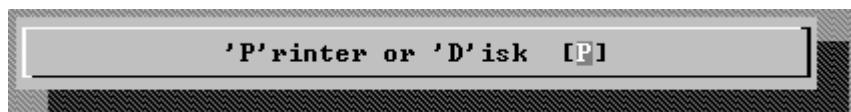
DATE: 24/07/1998		APAC Software - Demonstration System CREDITORS AUDIT TRIAL		PAGE: 1
ACC NO	G/LEDGER ACCOUNT	GOODS/SERV RECEIVED NARRATIVE	VALUE	30 60 90 120 150 180
3110/05	-Computer Maintenance	Network Card for Cashier	255.00	
6130/01	-Input VAT Control	COMPUTERS & PERIPHERALS	35.70	
CREDITOR	COM01 COMPUTERS & PERIPHERALS			
INV:	237 INV DATE 21/07/1998	VAT: 35.70 TOTAL: 290.70		N N Y N N N
		Total excluding VAT	255.00	
		VAT	35.70	
		GENERAL LEDGER TOTAL	290.70	

DATE: 24/07/1998		APAC Software - Demonstration System CREDITORS AUDIT TRIAL		PAGE: 1		
ACCT NO	ACCOUNT NAME	DATE	REFERENCE	NARRATION	DEBIT	CREDIT
6110/01	-Trade Creditors	21/07/1998	2107011	Invoice (G/L)- CREDITORS		290.70-
				***** T O T A L S *****	0.00	290.70-

8.4.2 CREDITOR/GL DEBIT NOTES. (OPTION 2 / 4 / 2)

Select option 2 (two) in the CRED/GL TRANSACTIONS menu to key in details of (creditor) non stock debit notes.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor non stock (overheads etc) debit notes that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the non stock debit note details.

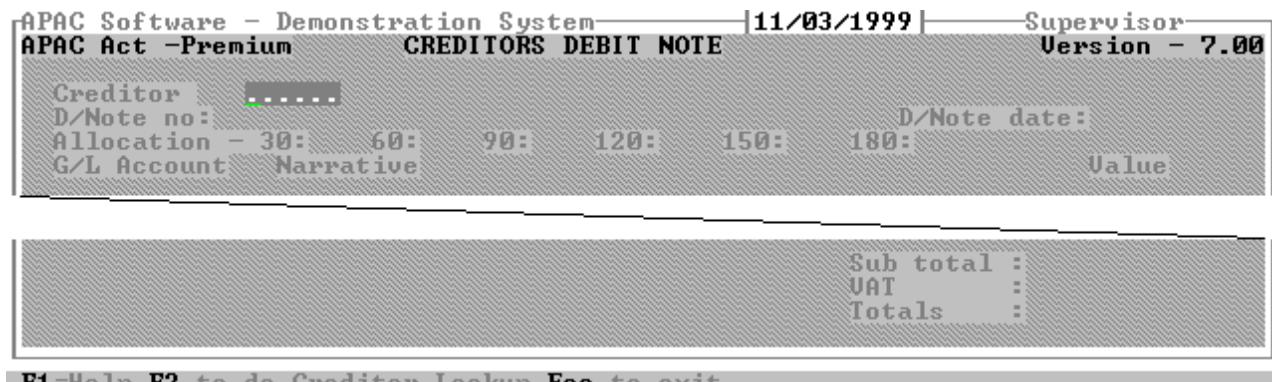


Figure 8-34: Creditor/GL Debit Note - Input Screen

The CURSOR is placed in the Creditor field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the debit note are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the ENTER key while the account number field contains spaces or press the Escape key.

When the account number for the creditor has been data captured or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the outstanding balance and the amount due as is shown on the following screen.



The following confirmation window is displayed.



The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the 'N' key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The system requires the USER to key in the debit number and the debit note date. The date must be a valid date and may not be in the future.

When the debit note number and date have been keyed in the system will ask for confirmation of these details by displaying a confirmation window as shown above. Once confirmation has been received the system will display the terms as specified on the creditor account and allow the USER to amend the terms of this debit note if necessary.

If all the aging characters are keyed in as zeros the amount will be processed against the amount due.

When the age allocation (terms) have been accepted or amended the CURSOR will be moved to the G/L Account field.

Key in the general ledger account number or use the lookup function to locate the account (expense, asset etc) that has to be credited with the reversal of this purchase or overhead expense.

When the account number has been keyed in, the system will read the data base and display the account name as well as the pop-up confirmation window. After the USER has confirmed that the correct general ledger account has been selected, the CURSOR will be placed in the narrative field.

The narrative, which will appear on the transaction in the general ledger, must be keyed in. The narrative should be understandable to anyone that reads it when viewing the transaction at a later date.

After the narrative has been keyed in, the system will move the CURSOR to the value field and allow the USER to key in the value that must be allocated to the general ledger account that has been selected.

Key in the value as reflected on the debit note.

The system will then display the pop-up confirmation window and allow the USER to confirm that the details that have been keyed in, are correct.

Correct ENTER - N if incorrect

If the 'N' key is pressed the CURSOR will return to the value field.

After the USER has confirmed that the details are correct, the system will display the following selection window.



Press the 'Y' key if the value is subject to VAT and the VAT is allowed to be declared on the VAT returns.

If the response to the above question is 'Y', then the following selection window will be displayed.



Press the 'T' key if the value that was keyed in, included VAT. If the value did not include the VAT, then press the 'E' or ENTER key in response to the above question.

When the system receives a valid response to the above question, the VAT value will be calculated and the exclusive value, VAT value and running total will be displayed and the system will allow the USER to key in the next general ledger account number, if any, that needs to be included on the debit note. Press the Escape key or press the ENTER key while the account number field contains zeros and the system will display the confirmation window.

If the 'N' key is pressed the CURSOR will return to the account number field.

If the ENTER key is pressed the following selection window will be displayed.



Press the 'C' key to cancel the debit note or press the 'P' key to process the debit note.

If the 'P' key is pressed, the general ledger account number as specified in the sales ledger codes **VAT1** to **VAT6** for output VAT will be displayed. The USER may accept this account number or key in a different account number if necessary. The usual account lookup function is available.

When an account number has been keyed in for the VAT the system will display the account name for the account number that has been keyed in.

The usual confirmation window is displayed and the USER is able to confirm that the correct account has been selected for the VAT or the 'N' key may be pressed, which will allow the USER to key in a different account number.

When the account number has been confirmed as being the correct account for the VAT, The creditor account name will be displayed in the narrative field and the system will allow the USER to accept the name as the narrative for this transaction on the VAT account or to key in a different narrative.

After the narrative has been keyed in or confirmed, the CURSOR moves to the VAT field as shown in the following screen.

Sub total :	240.00DB
VAT :33.60DB
Totals :	273.60DB

The USER can confirm the VAT or amend the VAT if required. (Although the VAT calculated by the APAC system is correct, the VAT declared must be the VAT that appears on the debit note (supplier credit note)).

After the VAT has been confirmed or amended the following confirmation window is displayed.

Correct ENTER - N if incorrect

Press the 'N' key if any corrections are to be made. Press the ENTER key and the system will process the invoice. While the system is updating the data base, the message '**Processing Debit note**' will be displayed at the bottom of the screen.

- The creditor account will be updated (outstanding balance and terms/cash flow).
- A creditor transaction will be generated and linked to the creditor account.
- The creditor statistics will be updated.
- The transaction will be linked to the purchase journal.
- The general ledger accounts will be updated.
- A general ledger transaction will be generated and linked to each general ledger account that was used in the debit note.
- The VAT report file will be updated.
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the creditor audit trail.

After the above updating procedures have been completed for a debit note, the system will display the following selection window.



Press the ENTER key and the system will return to the screen as shown in **Fig 8-34** and allow the USER to data capture the next debit note.

Press the 'E' key and the system will:

If the system is integrated.

- Process the integration entries.
- Update the creditor control account in the general ledger.
- Generate a transaction or transactions and link it or them to the creditor control account.
- Update the general ledger statistics.

If the system is integrated or not.

- Return to the CRED/GL TRANSACTION menu (**Fig 8-31**).

Following is an example of the creditor non stock debit note audit trail.

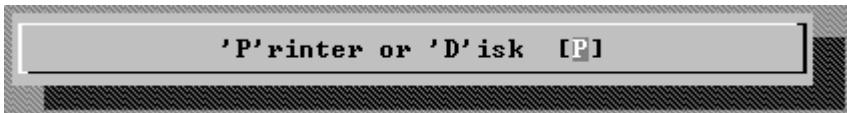
DATE: 23/08/1998		APAC Software - Demonstration System CREDITORS AUDIT TRIAL		PAGE: 1					
ACC NO	G/LEDGER ACCOUNT	NARRATIVE	VALUE	30	60	90	120	150	180
3110/05	-Computer Maintenance	Incorrect printer cartridge	240.00-						
6130/02	-Output VAT Control	COMPUTERS & PERIPHERALS	33.60-						
CREDITOR COM01 COMPUTERS & PERIPHERALS		TOTAL:	273.60-	N	N	Y	N	N	N
INV: 287 INV DATE 21/08/1998									
		GENERAL LEDGER TOTAL	273.60-						

DATE: 23/08/1998		APAC Software - Demonstration System CREDITORS AUDIT TRIAL				PAGE: 1	
ACCNT NO	ACCOUNT NAME	DATE	REFERENCE	NARRATION	DEBIT	CREDIT	
6110/01	-Trade Creditors	21/08/1998	2108012	Debit Note (G- CREDITORS)	273.60		
				***** T O T A L S *****	273.60	0.00	

8.4.3 REDITOR/GL CHEQUES ISSUED. (OPTION 2 / 4 / 3)

Select option 3 (three) in the CRED/GL TRANSACTIONS menu to key in details of creditor cheque payments. (**See 8/4/4 - Option 2/4/4 post dated cheques**)

When this option is selected the following screen will be displayed.



The system produces an audit trail of all creditor cheque payments that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option D in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following creditor transaction screen that will allow for the keying in of the cheque payment details.

Figure 8-35: Creditor - Cheque Payments - Input Screen

The CURSOR is placed in the Creditor Ac.No. field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the details of the cheque are to be keyed in.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the ENTER key while the account number field contains spaces or press the Escape key.

When the account number for the creditor has been keyed in or selected via the lookup option the system will check that it is a valid account number and if so will proceed to read the account record

and display the account name, the outstanding balance and the amount due as is shown on the following screen.

Creditor Ac.no.:	COM02	COMPUTER STATIONERY	
Balance :	210.90	Due :	210.90

The following confirmation window is displayed.

Correct ENTER - N if incorrect

The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the 'N' key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The CURSOR is moved to the date field and the USER must key in the date of the cheque. The system will perform the normal date validation and will not proceed before a valid date has been keyed in.

When a valid date has been keyed in the CURSOR will be moved to the cheque number field and the USER must key in the reference number on the cheque.

After the cheque number has been keyed in the CURSOR will be moved to the cheque value field. Key in the amount that is written on the cheque.

When the amount of the cheque has been keyed in the system will request the USER to indicate against which value in the creditors analysis the cheque is to be processed. After the USER has allocated the cheque value the following confirmation window will be displayed.

Correct ENTER - N if incorrect

The USER is requested to confirm that the details that have been keyed in for the cheque are correct. Press the 'N' key to amend the details. Press the **ENTER** or any other key to continue.

8.4.4 CREDITOR/GL POST DATED CHEQUES. (OPTION 2 / 4 / 4)

Select option 4 (three) in the CRED/GL TRANSACTIONS menu to key in details of creditor post dated cheque payments. (**See 8/4/3 - Option 2/4/3 cheque payments**).

When this option is selected the following screen will be displayed.

'P'rinter or 'D'isk [P]

The system produces an audit trail of all creditor post dated cheques that are data captured, amended or processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the creditor audit trail the system will display the following menu of post dated cheque options.

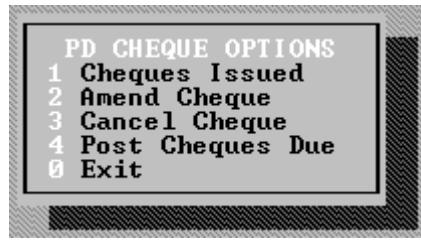


Figure 8-36: Post Dated Cheques Option Menu

Select the option required.

8.4.4.1 POST DATED CHEQUES ISSUED. (OPTION 2 / 4 / 4 / 1)

Select option 1 (one) in the POST DATED CHEQUE OPTIONS menu to key in details of post dated cheques issued and the following screen will be displayed.

A screenshot of a computer screen showing the "ISSUE PD CHEQUE" input screen. The screen header includes "APAC Software - Demonstration System", the date "11/03/1999", the user "Supervisor", and the version "Version - 7.00". The main area has fields for "Creditor Ac.no.", "Cheque Date", "Number", "Value", "G/L Bank no.", "Narrative", and "G/L Creditors". A message at the bottom left says "F1=Help, F2 to do Creditor Lookup Esc to exit".

Figure 8-37: Creditor Post Dated Cheques - Input Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the post dated cheque.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the creditor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the current outstanding balance and the amount due.

A screenshot of the same input screen as Figure 8-37, but with account information populated. The "Creditor Ac.no." field contains "COM002 COMPUTER STATIONERY". Below the input screen, a message bar shows "Balance : 1311.00 Due : 0.00". A message at the bottom left says "Use ↑ ↓ to move the message window".

The system will also display a pop-up confirmation window.



The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the N key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

The CURSOR is moved to the date field and the USER must key in the date of the cheque. The system will perform the normal date validation and will not proceed before a valid date has been keyed in.

When a valid date has been keyed in the CURSOR will be moved to the cheque number field and the USER must key in the reference number on the cheque.

After the cheque number has been keyed in the CURSOR will be moved to the cheque value field. Key in the amount that is written on the cheque.

When the amount of the cheque has been keyed in the CURSOR will be moved to the general ledger bank account number field. The system will display the default account number and the USER may accept this account number, key in a different account number or use the lookup function to find the correct account number.

When the account number has been confirmed, keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		ISSUE PD CHEQUE	Version - 7.00
Creditor Ac.no.: COM002 COMPUTER STATIONERY			
Cheque Date : 15/03/1999			
Number : 276			
Value : 500.00DB			
G/L Bank no. : 541001 -Highveld [2561 896754]			
Narrative :			
G/L Creditors :			

The following confirmation window is also displayed.



The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the N key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

When the account number has been confirmed, the CURSOR is moved to the narrative field and the USER is able to key in the narrative of the cheque.

When the narrative has been keyed in the CURSOR will be moved to the general ledger creditors account number field. The system will display the default account number and the USER may accept this account number, key in a different account number or use the lookup function to find the correct account number.

When the account number has been confirmed, keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		ISSUE PD CHEQUE	Version - 7.00
Creditor Ac.no.: COM002 COMPUTER STATIONERY			
Cheque Date : 15/03/1999			
Number : 276			
Value : 500.00DB			
G/L Bank no. : 541001 -Highveld [2561 896754]			
Narrative : Payment of February purchases			
G/L Creditors : 611001 -Trade Creditors			

The following confirmation window is also displayed.



The system will give the USER the option to confirm that the correct account number has been keyed in. Pressing the N' key will allow the USER to re-key the account number, while pressing any other key will instruct the system to continue with this routine.

If the USER confirms that the correct account number has been selected the system will log the details of the cheque to the post dated cheque file in the data base and print the details on the Post-Dated Cheques issued audit trail.

The following pop-up window will be displayed enabling the USER to select to key in details for the next cheque or to exit from the routine..



Pressing the **ENTER** key will allow the **USER** to key in the details for the next post dated cheque, while pressing the **E** key will instruct the system to exit from the post dated cheques issued routine and return to the **PD Cheques Option Menu Fig 8-36**.

EXAMPLE OF CREDITORS AUDIT TRAIL (POST DATED CHEQUES).

DATE: 27/10/1998 APAC Software - Demonstration System PAGE: 1
 CREDITORS AUDI TRAIL - PD CHEQUES ISSUED

CREDITOR ACCOUNT	G/L ACCOUNTS	CHEQUE DETAILS			
NUMB. NAME	BANK	CREDIT NARRATIVE	DATE	CHEQ NO	VALUE
COM02 COMPUTER STATIONERY	541001	611001 Payment of tea table	1/11/1998	276	210.90
***** TOTAL *****				210.90	

8.4.4.2 POST DATED CHEQUES – AMEND. (OPTION 2 / 4 / 4 / 2)

Select option 2 (TWO) in the POST DATED CHEQUE OPTIONS menu to amend details of post dated cheques issued and the following screen will be displayed.

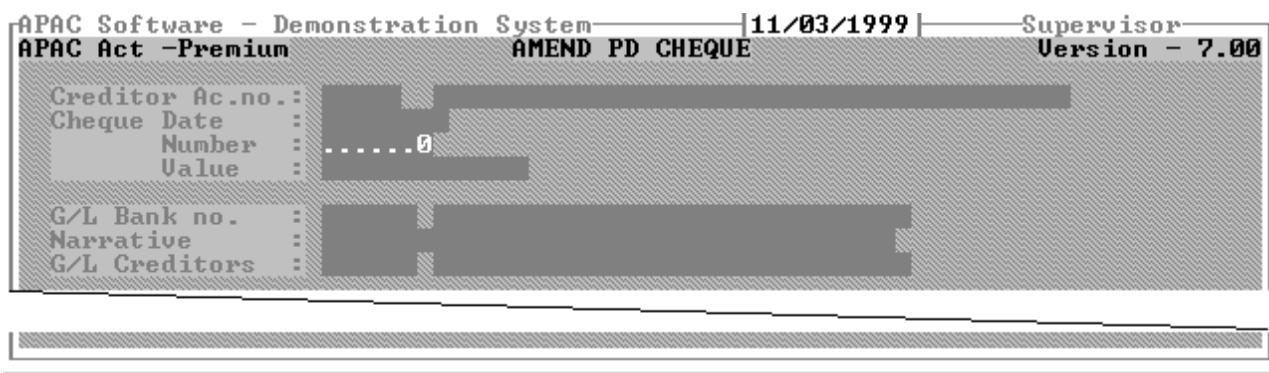


Figure 8.38: Post-Dated Cheques - Amendment Screen

The **CURSOR** is placed in the cheque number field and the **USER** is able to key in the number of the post dated cheque that is to be amended. To exit from this routine press the **ENTER** key while the cheque number field contains zero or press the **Escape** key.

When the USER has keyed in the cheque number the system will read the data base and if the cheque number is not valid the relevant error message will be displayed. If the cheque number is for a cheque that is in the post dated cheques file the system will display the following screen.

APAC Software - Demonstration System	11/03/1999	Supervisor
APAC Act -Premium	AMEND PD CHEQUE	Version - 7.00
Creditor Ac.no.:	COM002 COMPUTER STATIONERY	
Cheque Date	15/03/1999	
Number	276	
Value	500.00DB	
G/L Bank no.	541001 -Highveld [2561 896754]	
Narrative	Payment of February purchases	
G/L Creditors	611001 -Trade Creditors	

The following confirmation window is also displayed.



The system will give the USER the option to confirm that the correct cheque number has been keyed in. Pressing the **N** key will allow the USER to re-key the cheque number, while pressing any other key will instruct the system to continue with this routine.

If the USER confirms that the correct cheque has been selected the CURSOR will be placed in the cheque date field and the cheque details may then be amended as needed. See PD Cheque issued for a detailed explanation of each field and the data input procedures required.

After each amendment has been made the system will print the details on an audit trail and then the following pop-up window is displayed and the USER is able to select to amend another post dated cheque or to exit from the amendment routine.



Pressing the **ENTER** key will allow the USER to key in the cheque number for the next post dated cheque that must be amended, while pressing the **E** key will instruct the system to exit from the post dated cheques amendment routine and return to the **PD Cheques Option Menu** Fig 8-36.

8.4.4.3 POST DATED CHEQUES – CANCEL. (OPTION 2 / 4 / 4 / 3)

Select option 3 (THREE) in the POST DATED CHEQUE OPTIONS menu to cancel a cheque in the post dated cheques file and the following screen will be displayed.

APAC Software - Demonstration System	11/03/1999	Supervisor
APAC Act -Premium	DELETE PD CHEQUE	Version - 7.00
Creditor Ac.no.:		
Cheque Date		
Number0	
Value		
G/L Bank no.		
Narrative		
G/L Creditors		

Key in the cheque number

Figure 8-39: Post Dated Cheques - Delete Screen

The **CURSOR** is placed in the cheque number field and the USER is able to key in the number of the post dated cheque that is to be deleted. To exit from this routine press the **ENTER** key while the cheque number field contains zero or press the **Escape** key.

When the USER has keyed in the cheque number the system will read the data base and if the cheque number is not valid the relevant error message will be displayed. If the cheque number is for a cheque that is in the post dated cheques file the system will display the following screen.

APAC Software - Demonstration System | 11/03/1999 | Supervisor
 APAC Act -Premium DELETE PD CHEQUE Version - 7.00

Creditor Ac.no.:	COM002 COMPUTER STATIONERY
Cheque Date:	15/03/1999
Number:	276
Value:	500.00DE
G/L Bank no.:	541001 -Highveld [2561 896754]
Narrative:	Payment of February purchases
G/L Creditors:	611001 -Trade Creditors

The following confirmation window is also displayed.



The system will give the USER the option to confirm that the correct cheque number has been keyed in. Pressing the **N** key will allow the USER to re-key the cheque number, while pressing any other key will instruct the system to continue with this routine.

If the USER confirms that the correct cheque has been selected, the system will proceed to delete the cheque from the post dated cheque file and print the details on an audit trail.

The following pop-up window is then displayed and the USER is able to choose to delete another post dated cheque or to exit from the delete routine.



Pressing the **ENTER** key will allow the USER to key in the cheque number for the next post dated cheque that must be amended, while pressing the **E** key will instruct the system to exit from the post dated cheques amendment routine and return to the **PD Cheques Option Menu Fig 8-36**.

8.4.4.4 POST DATED CHEQUES - POST. (OPTION 2 / 4 / 4 / 4)

Select option 4 (FOUR) in the POST DATED CHEQUE OPTIONS menu to post any cheques that have become due and the following screen will be displayed for each cheque as it is processed.

APAC Software - Demonstration System | 11/03/1999 | Supervisor
 APAC Act -Premium POST PD CHEQUES DUE Version - 7.00

Creditor Ac.no.:	COM01 COMPUTERS & PERIPHERALS
Cheque Date:	24/02/1999
Number:	157
Value:	1000.00
Allocation - 30:	0 60: 0 90: 1 120: 0 150: 0 180: 0
G/L Bank no.:	541001 -Highveld [2561 896754]
Narrative:	Part Payment of December purchases
G/L Creditors:	611001 -Trade Creditors

An audit trail is produced for all cheques that are processed. When all the cheques that are due have been posted the system will print the total on the audit trail and return to the **PD Cheques Option Menu Fig 8-36**.

EXAMPLE OF THE AUDIT TRAIL PRODUCED FOR PD CHEQUES THAT ARE PROCESSED.

DATE: 23/08/1998		APAC Software - Demonstration System CREDITORS AUDIT TRIAL				PAGE:	
		PD. CHEQUES PROCESSED					
A/C NO	NAME	DATE	CHEQUE	VALUE	AGE	30 - 180	
A/C NO	ACCOUNT NAME	DATE	CHEQ NO	PAYEE/NARRATIVE		DEBIT	CRED:
COM03	COMPUTER SUPPLIES	1/08/1998	2854	1000.00-	Y		
6110/01	-Trade Creditors	1/08/1998	0002854	June purchases		1000.00	
5410/01	-Highveld [2561 896754]	1/08/1998	0002854	COMPUTER SUPPLIES			1000.00

COM03 COMPUTER SUPPLIES	15/08/1998	2855	1000.00-	Y
6110/01 -Trade Creditors	15/08/1998	0002855	June purchases	
5410/01 -Highveld [2561 896754]	15/08/1998	0002855	COMPUTER SUPPLIES	1000.00
			BATCH TOTAL	2000.00
				2000.00

Select option **0 EXIT.**

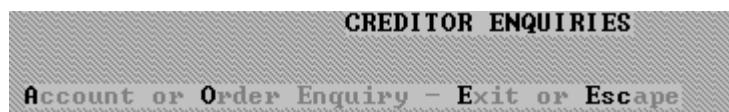
(OPTION 2/4/4/0)

The system exits this menu window and returns to **CREDITOR TRANSACTIONS (G/L)** menu window.

8.4.5 CREDITOR ENQUIRY.

(OPTION 2 / 4 / 5)

Select option ‘**5**’ in the CRED/GL TRANSACTIONS menu and the following screen will be displayed, enabling the USER to view various details in the creditor data base.



Press either the **E** or the **Escape** key and the system will exit this routine and return to the creditor transaction menu (**Fig 8-11**).

Pressing the **A** key will allow the USER to view details of the account. See Creditor Account Enquiries option **8/1/7/1** for more details.

Pressing the **O** key will allow the USER to view details of outstanding orders. See option **8/1/7/2** for more details.

8.4.6 GL/ACCOUNT ENQUIRY.

(OPTION 2 / 4 / 6)

Select option ‘**6**’ in the CRED/GL TRANSACTIONS menu and the following screen will be displayed, enabling the USER to view various details in the general ledger data base.

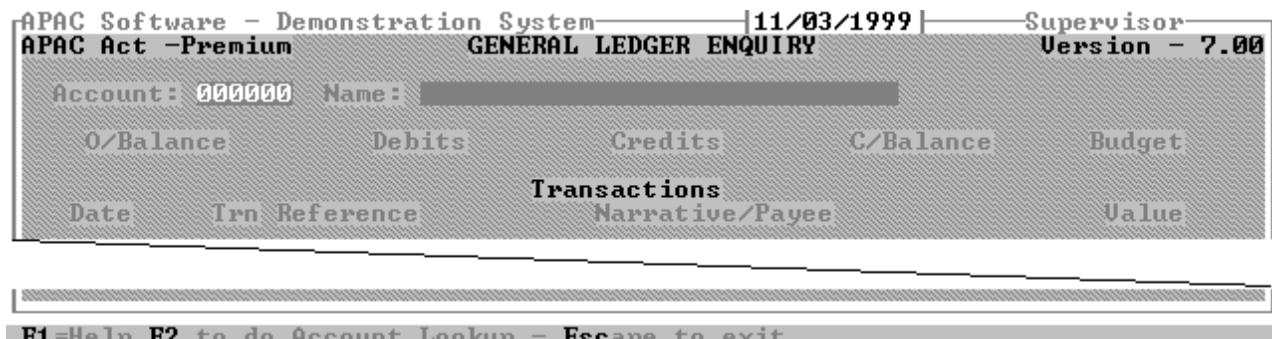


Figure 8-40: General Ledger Account - Enquiry Screen

The above screen is displayed and the CURSOR is placed in the account number field. The USER is able to key in an account number or use the lookup function to find the account number of the general ledger account that is to be viewed.

Pressing the **Escape** key while the CURSOR is in the account number field will result in the system exiting from the enquiry routine and returning to the **PD Cheques Option Menu -Fig 8-36**.

When the account number has been keyed in or selected using the lookup function, the following details will be displayed.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		GENERAL LEDGER ENQUIRY	
Version - 7.00			
Account: 541001 Name: -Highveld [2561 896754]			
O/Balance 2500.00CR	Debits 0.00	Credits 1745.00CR	C/Balance 11023.75CR
Budget: 0			
Date	Trn Reference	Transactions	
		Narrative/Payee	
		Value:	

ENTER for all Transactions - **MM** for specific Month **00**

Figure 8-41: General Ledger Account Enquiry - Transaction Selection Screen

Press the **ENTER** key to start viewing all transactions for the selected account or key in the month from where the system is to start displaying transactions.

After the USER has selected from where to start displaying transactions the system will read the general ledger transaction file and start displaying the transactions from the selected position. The transactions details are displayed on the bottom two thirds of the screen as follows.

APAC Software - Demonstration System		11/03/1999	Supervisor		
APAC Act -Premium		GENERAL LEDGER ENQUIRY			
Version - 7.00					
Account: 541001 Name: -Highveld [2561 896754]					
O/Balance 2500.00CR	Debits 0.00	Credits 1745.00CR	C/Balance 11023.75CR		
Budget: 0					
Date	Trn Reference	Transactions			
		Narrative/Payee			
24/02/1999	Chq 157	Part Payment of December purchases COMPUTERS & PERIPHERALS	1000.00CR		
3/03/1999	Chq 158	Final payment of December purchases COMPUTERS & PERIPHERALS	500.00CR		
11/05/1999	Jnl 1	M.Z. INSURANCE <Computer Equipment>	245.00CR		
11/05/1999	Jnl SHT-141	Service fees	13.75CR		
11/05/1999	Chq 248	Testing version 7.00 <Bank Account> COMPUTER STATIONERY	1000.00CR		
11/05/1999	Chq 280	Deposit on A4 1.8 Alan Hudson Motors <Audi>	25000.00CR		
11/05/1999	Dep 9/11	Sales and Payments received	16735.00		

PgDn, **PgUp** or **Escape** to exit

The **PageUp** and **PageDown** keys may be used to navigate through the transactions while pressing the **Escape** key will allow the USER to select the next account to be viewed.

Select option **0 EXIT**.

(OPTION 2/4/0)

The system exits this menu window and returns to **CREDITOR PROGRAMS** menu window.

8.5 CREDITOR EXPORT OPTIONS. (OPTION 2 / 5)

Selecting option 5 (five) in the **CREDITOR PROGRAMS** menu will display the following pop-up menu which allows the USER to choose one of the various export options in the creditor system.



Figure 8-42: Creditor Export Options Menu

This module of the creditor system allows the USER to export information from the creditor data base.

Select the option required.

8.5.1 CREDITOR EXPORT - NUMBER, NAME AND ADDRESS. (OPTION 2 / 5 / 1)

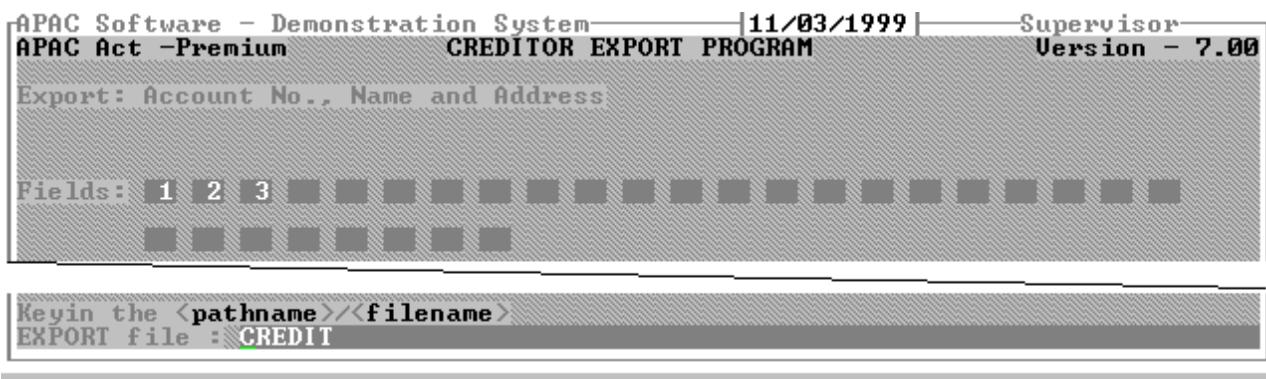
Select option 1 (one) in the **CREDITOR EXPORT PROGRAM** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected.



The following confirmation window is also displayed.

Correct ENTER - N if incorrect

If the **N** key is pressed the system will exit from this routine and return to the **CREDITOR EXPORT OPTIONS** menu (Fig 842), while pressing any other key will result in the following details being displayed on the screen.



The fields that will be included on the export file are displayed and the system requests the USER to key in the name of the file on which the export details are to be written. The CURSOR is placed in the EXPORT file name field and a default name of **CREDIT** is displayed. The disk drive, directory and file name may be keyed in.

eg. C:\EXPORT\CREDITOR.DAT or A:CRNMEADD.TXT.

The fields are:

- 1 - Account Number.
- 2 - Creditor Name.
- 3 - Creditor Address.

When the export file name has been keyed in the system will display the following confirmation window enabling the USER to confirm that the name that has been keyed in is correct.

Correct ENTER - N if incorrect

If the **N** key is pressed the system will allow the USER to key in a different file name, while pressing any other key will instruct the system to continue processing and the system will read the creditor data base and write the export details to the selected file.

In addition to the export data being written to the export file, the system will also write a header record to the export file which will list the names of the fields that are being recorded to the file.

As each creditor record is read the account number and name will be displayed as follows:

Exporting: TST99 DATACOMP

The system will record the details with a comma (default - may be changed by the USER) separating each field. The address consists of 4 lines and a postal code and each of these will be treated as a separate field. If a line of address is blank, a field separator will still be inserted into the export record.

When all the creditor records have been read and the details to be exported have been written to the export file, the system will return to the **CREDITOR EXPORT OPTIONS** menu (Fig 8-42).

Following is an example of a creditor no, name and address export file:

```
Account Number,Creditor Name,Address,
COM01,COMPUTERS & PERIPHERALS,PO Box 38,JOHANNESBURG,,,2000,
COM02,COMPUTER STATIONERY,PO Box 276,SANDTON,,,2012,
COM03,COMPUTER SUPPLIES,PO Box 2865,WOODMEAD,,,2146,
CON01,CONTROL SYSTEMS,PO Box 987,DURBAN,,,4000,
DAT01,DATACOMP,PO Box 236,GERMISTON,,,2010,
```

As can be seen from the above, this file may be imported into a spread sheet as a comma delimited file and the first record will be used as headers by the spread sheet program. This file may also be imported into a word processing system or may be used by a word processing system to print labels or to be merged into a document requiring names and addresses.

In fact any program that is able to import or read a text or comma delimited file may use this file as an input file.

8.5.2 CREDITOR EXPORT - ALL FIELDS. (OPTION 2 / 5 / 2)

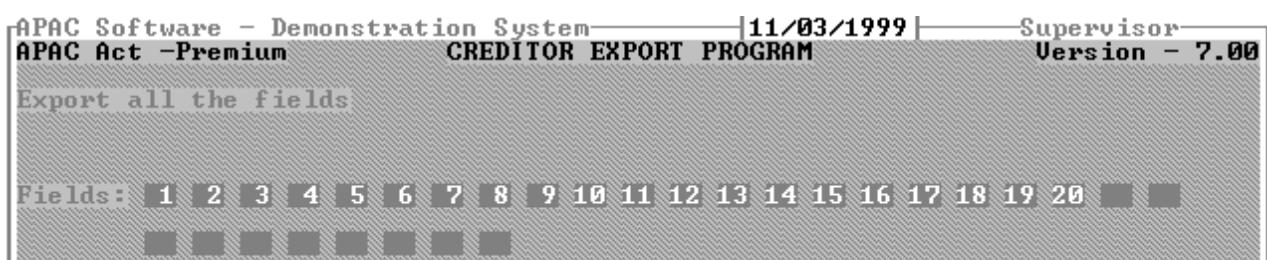
Select option 2 (two) in the **CREDITOR EXPORT PROGRAM** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected.



The following confirmation window is also displayed.

Correct ENTER - N if incorrect

If the **N** key is pressed the system will exit from this routine and return to the **CREDITOR EXPORT OPTIONS** menu (Fig 8-42), while pressing any other key will result in the following details being displayed on the screen.



Keyin the <pathname>/<filename>
EXPORT file : CREDIT

The fields that will be included on the export file are displayed and the system requests the USER to key in the name of the file on which the export details are to be written. The CURSOR is placed in the EXPORT file name field and a default name of **CREDIT** is displayed. The disk drive, directory and file name may be keyed in.

eg. C:\EXPORT\CREDITOR.DAT or A:CRALLFLD.TXT.

The fields are:

- 1 - Account Number.
 - 2 - Creditor Name.
 - 3 - Creditor Address.
 - 4 - Terms.
 - 5 - Telephone.
 - 6 - Fax Number.
 - 7 - Contact Person.
 - 8 - Outstanding Balance.
 - 9 - M.T.D. Debits.
 - 10 - M.T.D. Credits.
 - 11 - Previous Balance.
 - 12 - Amount Due.
 - 13 - Cash Flow 30 Days.
 - 14 - Cash Flow 60 Days.
 - 15 - Cash Flow 90 Days.
 - 16 - Cash Flow 120 Days.
 - 17 - Cash Flow 150 Days.
 - 18 - Cash Flow 180 Days.
 - 19 - V.A.T. Type.
 - 20 - Payment Method.

When the export file name has been keyed in the system will display the following confirmation window enabling the USER to confirm that the name that has been keyed in is correct.

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will allow the USER to key in a different file name, while pressing any other key will instruct the system to continue processing and the system will read the creditor data base and write the export details to the selected file.

In addition to the export data being written to the export file, the system will also write a header record to the export file which will list the names of the fields that are being recorded to the file.

As each creditor record is read the account number and name will be displayed as follows:

Exporting: TST99 DATACOMP

The system will record the details with a comma (default - may be changed by the USER) separating each field. The address consists of 4 lines and a postal code and each of these will be treated as a separate field. If a line of address is blank, a field separator will still be inserted into the export record.

When all the creditor records have been read and the details to be exported have been written to the export file, the system will return to the **CREDITOR EXPORT OPTIONS** menu (Fig 8-42).

8.5.3 CREDITOR EXPORT - SELECTED FIELDS. (OPTION 2 / 5 / 3)

Select option **3** (three) in the **CREDITOR EXPORT PROGRAM** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected.

Field : 02 Creditor Name	[REDACTED]
Fields:	1 [REDACTED]
	[REDACTED] [REDACTED]

The following confirmation window is also displayed.

Correct ENTER - N if incorrect

If the **N**' key is pressed the system will exit from this routine and return to the **CREDITOR EXPORT OPTIONS** menu (Fig 842), while pressing any other key will result in the following details being displayed on the screen.

APAC Software - Demonstration System APAC Act -Premium	11/03/1999	Supervisor
CREDITOR EXPORT PROGRAM		Version - 7.00
Select the fields required:		
Field : 01 Account Number		
↑ ↓ to view the fields available Select/Accept - Escape ..		

The system allows the user to select the fields that are to be exported. The number and description of each field is displayed on the screen and these may be viewed using the up and down arrow keys. The user is able to exit from this routine at any time by pressing the Escape key. Pressing the 'S' key will select the field that is currently displayed as a field that is to be written to the export file.

The sequence of the fields in the export file is determined by the sequence that they are selected by the user.

When the user has selected all the fields that are required on the export file, the A key is pressed and the system requests the user to key in the name of the file on which the export details are to be written.

Begin the < pathname >/< filename >
EXPORT file : CREDIT

The user can accept the export file name by pressing the enter key or change the file name and include a drive location (e.g. c:\text\creditor.text). When the file name has been selected the following confirmation window will be displayed.

Correct **ENTER** – **N** if incorrect

Press the 'N' key to amend the name or press the **ENTER** key if the export file name and drive location are correct.

When the user has confirmed that the export file name is correct the system will read the data base and extract the credit details and write them to the export file. As each record is read the system will display the account number and name on the screen.

The following is an example of the data as it appears in the export file. The first record contains the headings for identification purposes. The export file makes provision for four lines of address plus a postal code. The system will insert a comma for any field that does not contain data.

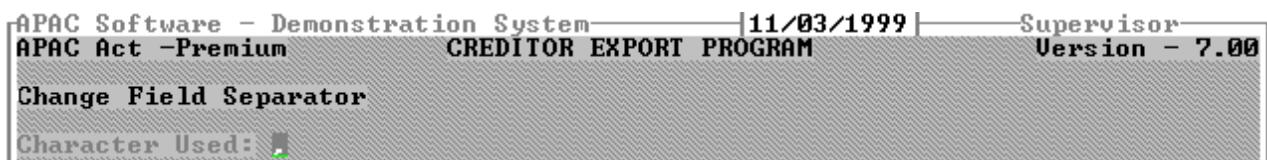
Account Number,Creditor Name,Telephone,Fax Number,Contact Person,
COM002,COMPUTER STATIONERY,,,
COM01,COMPUTERS & PERIPHERALS,011 314-6784/8,011 314-6790,011 314-6790,Kevin Jackson,
COM03,COMPUTER SUPPLIES,011 803-7878,,PETER JONES,
CON01,CONTROL SYSTEMS,,,,
DAT01,DATACOMP,011 - 392-9999..ADAM / BRIAN.

As can be seen from the above, this file may be imported into a spread sheet as a comma delimited file and the first record will be used as headers by the spread sheet program. This file may also be imported into a word processing system or may be used by a word processing system to print labels or to be merged into a document requiring names, telephone numbers and contact person.

In fact any program that is able to import or read a text or comma delimited file may use this file as an input file.

8.5.4 CREDITOR EXPORT - FIELD SEPARATOR. (OPTION 2 / 5 / 4)

Select option 4 (four) in the **CREDITORS EXPORT** menu and the following screen will be displayed enabling the user to select the character that must be used to separate (delimit) fields in the creditor export file.



The user is able to change the field limit indicator by keying in the character of choice when the above screen is displayed. (The system is set up to use the comma as a delimiter character which is used by most packages).

When the character has been keyed in the system will record this character as a delimiter to be used for all export files created and will then exit from this routine and return to the creditors export program menu (Fig: 8-42).

8.6 CREDITOR UTILITIES. (OPTION 2 / 6)

Select option 6 (six) in the **CREDITOR PROGRAMS** menu will display the following pop-up menu which allows the USER to choose one of the utility options in the creditor system.



Figure 8-43: Creditor Utilities Menu

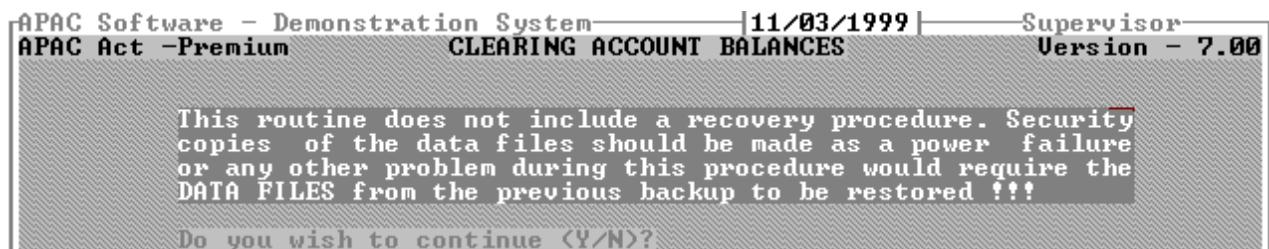
Select the option required.

8.6.1 CREDITOR - CLEAR BALANCES. (OPTION 2 / 6 / 1)

Select option 1 (one) in the **CREDITOR UTILITIES** menu and the system will load the creditor clear balances program.

This program will clear all the balances and transactions in the creditors module and should be used with extreme caution. The program requires that the user key in a password as mentioned in the section on passwords at the beginning of the manual.

The system will only allow a user with a security level of 9 in the creditors module to access this program. When the correct password has been keyed in the following screen will be displayed.



Read the screen carefully before continuing with this program.

Press the **Y** key to instruct the system to clear the balances and transactions in the creditors module. Press the **N** key to abort the process and return to the creditor utility menu (Fig: 8-42).

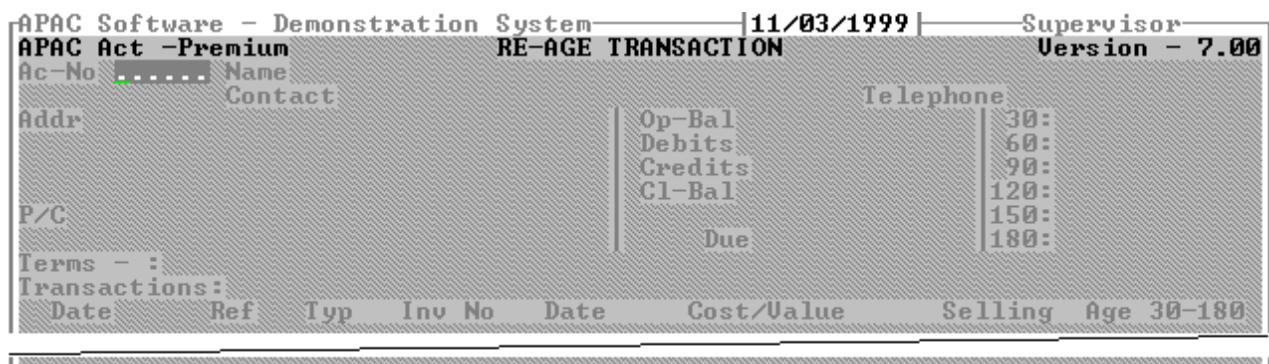
If the **Y** key is pressed the system will proceed to clear the creditor balances and transactions. As each account is read the account number will be displayed on the screen. When all the account balances have been cleared the system will return to the creditor utility menu (Fig: 8-42).

8.6.2 CREDITORS - REAGE A TRANSACTION. (OPTION 2 / 6 / 2)

Select option 2 (two) in **CREDITOR UTILITIES** menu and the system will load the creditors re-age transaction program. This option allows the user to change the repayment terms of a specific transaction on a creditors account. The system requires that a password is keyed in and the following pop up password request screen will be displayed.



When the correct password has been keyed in the following screen will be displayed.



The above screen is displayed and the cursor is placed in the account number field. The user is able to key in the account number or use the look up function to find the account number of the creditor account that is to be viewed.

When the account number has been keyed in or selected using the look up function, the following details will be displayed.

APAC Software - Demonstration System		11/03/1999	Supervisor					
APAC Act -Premium		RE-AGE TRANSACTION						
Ac-No	COM03	Name	COMPUTER SUPPLIES					
Contact	PETER JONES							
Addr	PO BOX 2865 WOODMEAD							
P/C	2146							
Telephone	011 803-7878							
Op-Bal:	0.00	30:	0.00					
Debits:	433.20	DB	0.00					
Credits:	457.14		0.00					
Cl-Bal:	23.94		0.00					
Due	23.94	180:	0.00					
<Exclusive>								
Terms - :								
Transactions:								
Date	Ref	Typ	Inv No	Date	Cost/Value	Selling	Age	30-180
04031999	1234	Inv	1234	01031999	172.14	181.22	1	0 0 0 0 0 0

Amend / Next or Escape >N

In the transaction section of the screen, the first date column shows the date that the transaction was processed, while the second date column shows the document date. The cost/value column represents the transaction value, while the selling price column shows the retail value as accepted at the time of processing the transaction.

The Age section of the screen indicates the repayment terms of the transaction and must be read as follows:

A **1** (one) in any position indicates the period after which the cost/value column should be paid. If the positions contain a **0** (zero) then the terms of the transactions are COD or payable at month end. If more than one position contains a **1** (one), then the cost value must be divided by the number of **1**'s (ones) that appear and the resulting value is payable at the relevant periods indicated by a **1** (one).

The system displays one transaction at a time starting with the first transaction on file for the creditor that has been selected. If the transaction that is being displayed needs to be amended the user must press the 'A' key.

To view the next transaction press the 'N' key.

To exit from this routine and return to the utilities menu press the Escape key.

If the selection to amend the transaction is made the system will move the cursor to the first entry in the age section of the transaction screen and allow the user to change the **1**'s and **0**'s in that section. When the USER has made the necessary amendments the system will display a pop up confirmation window and allow the user to confirm that the details that have been keyed in are correct.



If the **N** key is pressed the cursor will return to the Age section of the transaction and allow the USER to make the necessary changes.

After the USER has confirmed that the details are correct, the system will update the data base. The system will return the USER to the above screen and the USER can then select to amend additional transactions or to exit from this routine.

8.6.3 CREDITORS - AMEND CASH FLOW. (OPTION 2 / 6 / 3)

Select option **3** (three) in the **CREDITOR UTILITIES** menu and the system will load the creditors amend cash flow program. The program requires that the user key in a password as mentioned in the section on passwords at the beginning of the manual.

When the correct password has been keyed in the following screen will be displayed.

APAC Software - Demonstration System	11/03/1999	Supervisor
APAC Act -Premium	CREDITOR CASH FLOW	Version - 7.00
Ac-No	
Name		
Balance		
Due		
30 Days		
60 Days		
90 Days		
120 Days		
150 Days		
180 Days		

F1=Help, F2 to do Creditor Lookup Esc to exit

The cursor is placed in the account number field and the user is able to key in the account number or use the look up function to find the account number of the account for which the cash flow details are to be amended.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the enter key while the account number field contains spaces or press the Esc key. When the account number for the creditor has been data captured or selected via the look up option, the system will check that it is a valid account number and if so, will proceed to read the account record and display the account name, balance and the cash flow details as shown on the following screen.

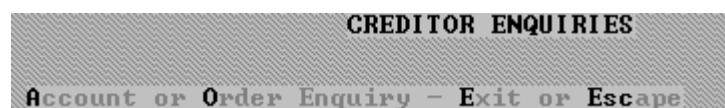
APAC Software - Demonstration System	11/03/1999	Supervisor
APAC Act -Premium	CREDITOR CASH FLOW	Version - 7.00
Ac-No	COM002	
Name	COMPUTER STATIONERY	
Balance	1311.00	
Due 0.00	
30 Days	0.00	
60 Days	1311.00	
90 Days	0.00	
120 Days	0.00	
150 Days	0.00	
180 Days	0.00	

The cursor is placed in the due column and the user is able to amend the cash flow details on the account. When the user has completed the amendments the program will update the data base and allow the user to select the next account.

8.6.4 CREDITORS – ENQUIRIES. (OPTION 2 / 6 / 4)

Select option 4 (four) in the **CREDITOR UTILITIES** menu to start the creditors enquiry program which enables the user to view details of creditor accounts or outstanding orders.

This option will load the creditor enquiry module which enables the USER to make enquiries into the creditor data base.



Press either the 'E' or the Escape key and the system will exit this routine and return to the creditor transaction menu (**Fig 8-11**).

Pressing the 'A' key will allow the USER to view details of the account. See Creditor Account Enquiries option **8/1/7/1** for more details.

Pressing the 'O' key will allow the USER to view details of outstanding orders. See option **8/1/7/2** for more details.

NB. For a detailed explanation of the creditors enquiry program see option 8.1.7.

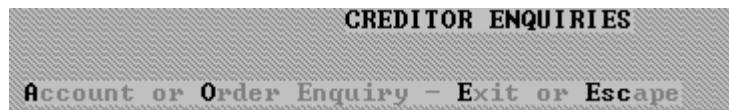
Select option **0 EXIT.** (OPTION 2 / 6 / 0)

The system exits this menu window and returns to **CREDITOR PROGRAMS** menu window.

8.7 CREDITORS – ENQUIRIES. (OPTION 2 / 7)

Select option **7** (seven) in the **CREDITOR PROGRAMS** menu to start the creditors enquiry program which enables the user to view details of creditor accounts or outstanding orders.

This option will load the creditor enquiry module which enables the USER to make enquiries into the creditor data base.



Press either the 'E' or the Escape key and the system will exit this routine and return to the creditor transaction menu (**Fig 8-11**).

Pressing the 'A' key will allow the USER to view details of the account. See Creditor Account Enquiries option **8/1/7/1** for more details.

Pressing the 'O' key will allow the USER to view details of outstanding orders. See option **8/1/7/2** for more details.

NB. For a detailed explanation of the creditors enquiry program see option 8.1.7.

9 DEBTORS (ACCOUNTS RECEIVABLE) SYSTEM.

Select option 3 DEBTORS.

(OPTION 3)

The following options are available.

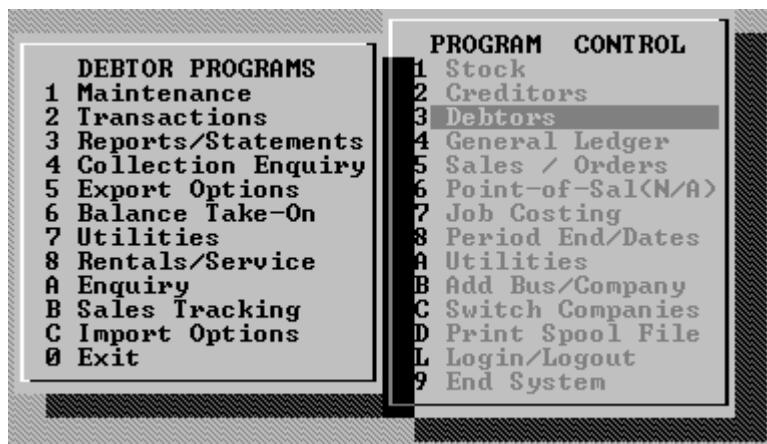


Figure 9-1: Debtor (Accounts Receivable) Programs Menu

This is the opening pop-up menu window for the debtors module and is displayed to the left of the PROGRAM CONTROL window. When this window is displayed it becomes the active window and allows the USER to select one of the modules in the Debtors System.

If the option selected is another pop-up menu, the window for the menu selected will be displayed to the right of the current active window and will become the active window. If the option selected is a program module, then the program will be loaded and executed.

The selection of a module is made by pressing the key that represents the option required. This character appears to the left of the option description in each window and is highlighted.

The option required can also be selected by using the up and down arrow keys which will display each option in reverse video on a rotation basis. If the enter key is pressed the option currently displayed in reverse video will be the option selected.

The system also allows for the use of a mouse which may be used as a point and click within the active window or the highlighted options at the bottom of the screen can be selected by pointing to them with the mouse and then pressing one of the mouse keys.

9.1 DEBTOR MAINTENANCE.

(OPTION 3 / 1)

Selecting option 1 (one) on the DEBTOR PROGRAMS menu will display the following pop-up menu window and the DEBTOR MAINTENANCE menu window will become the active window.

This is the debtor maintenance pop-up menu window for the debtors module and is displayed to the right of the DEBTOR PROGRAM window. When this window is displayed it becomes the active window and allows the USER to select one of the maintenance modules in the Debtors System.



Figure 9-2: Debtors Maintenance Menu

Select the option required.

9.1.1 DEBTORS - CREATE NEW DEBTOR. (OPTION 3 / 1 / 1)

Note. When creating a new account record the following fields must contain data:

*Account Number.
 Debtor name (Surname and First Name in case of individual)
 Title Code (Individuals)
 Address (Postal)
 Postal Code
 Language Indicator
 Account Category
 Arrears Interest Indicator
 Invoice Type
 Statement Type
 Address Label Indicator
 Price Code Indicator*

Select option 1 (one) in the DEBTOR MAINTENANCE menu and the following data capture screen will be displayed, enabling the USER to create (add) a new account record.

Account Type . <Company, Individual, iNternal>

Press the 'C' key if the account to be created is for a company/business/partnership etc. If the account is for an individual, then press the 'I' key and if the account is an internal account then the 'N' key must be pressed. To return to the DEBTOR MAINTENANCE menu (Fig 92) press either the **ENTER** or **ESC** key.

The main difference between the Company and Individual/personal Accounts, is the name structure which requires the surname and at least the first initial in the first name field, while the company account allows for a forty character name. The individual/personal account also requires a title code to be keyed in.

The system sorts the accounts as follows:

*Company and Internal accounts in name sequence.
 Individual/personal accounts in surname and then first name sequence.*

COMPANY (Account type C):

This option displays the following input screen:

APAC Software - Demonstration System | 11/03/1999 | Supervisor
APAC Act -Premium **DEBTOR CREATIONS** **Version - 7.00**
COMPANY

Account No.	Language	E A or E	
Name				
Reg/Id No.				
Contact				
Postal Address	Alternate/Delivery Address:			
Line 1	Line 1	2	2	
2	3	3	3	
3	4	4	4	
4	P/Code	0000	P/Code	0000
Telephone numbers	Fax			
A/C Category	01 01 to 80	Arrear interest	Y Y or N	
Credit limit	0	Terms	(0=7d) 0 1=30d, 2=60d, 3=COD	
Salesperson No	0 00 to 50	Discount code	0 00 to 10	
Discount code	0 00 - 10	Invoice type	E In/Exclusive/eXport	
Statement	0 Open item/Bal forward	Address labels	Y Y or N	
Price code	1 1-Retail ,2-Cash	or 3-Wholesale		
Consolidation Account				

F1=Help, F2 to do Debtor Lookup, F3 allocate account No. Esc to exit

Figure 9-3: Debtors - Create Company Account Screen

INDIVIDUAL (Account type I)

This option displays the following input screen:

APAC Software - Demonstration System | 11/03/1999 | Supervisor
APAC Act -Premium **DEBTOR CREATIONS** **Version - 7.00**
INDIVIDUAL

Account No.	Title code	00 01 to 08	
Surname				
First name				
Second name				
Contact				
Postal Address	Alternate/Delivery Address:			
Line 1	Line 1	2	2	
2	3	3	3	
3	4	4	4	
4	P/Code	0000	P/Code	0000
Telephone Home	Business	Fax		
A/C Category	01 01 to 80	Arrear interest	Y Y or N	
Credit limit	0	Terms	(0=7d) 0 1=30d, 2=60d, 3=COD	
Salesperson No	0 00 to 50	Discount code	0 00 to 10	
Discount code	0 00 - 10	Invoice type	E In/Exclusive/eXport	
Statement	0 Open item/Bal forward	Address labels	Y Y or N	
Price code	1 1-Retail ,2-Cash	or 3-Wholesale		
Consolidation Account				

F1=Help, F2 to do Debtor Lookup, F3 allocate account No. Esc to exit

Figure 9-4: Debtors - Create Individual Account Screen

ACCOUNT NUMBER:

The account number can be generated by the system if the USER wishes. Computer generated account numbers are numeric and are assigned sequentially.

If computer generated numbers are not used, then continue as follows:

Key in the account number that has been assigned to this debtor. Valid account numbers may consist of any combination of 6 alphabetic and/or numeric characters such as "COM001" or "DT0001". A standard should be adopted for ease of use. The two examples show three or two leading alphabetic characters followed by either three or four numeric digits. The examples in this manual use three alpha characters and three numeric digits.

Pressing the **ENTER** or **Escape** keys or keying in spaces as the account number, will instruct the system to return to the **DEBTOR MAINTENANCE** menu (Fig 9-2).

When the number has been keyed in the system will check that it is not an existing number. If the number has been used, the relevant error message will be displayed on the screen and the USER will then be allowed to enter a new number, or exit from this routine.

COMPANY or INTERNAL ACCOUNT

NAME:

This field allows for a company or internal account name from 1 to 40 characters to be data captured and may not be left blank.

REGISTRATION NUMBER:

This field allows for the registration number of the company / business or for an identification number for a partnership or unregistered business to be data captured.

INDIVIDUAL ACCOUNT

SURNAME:

This field allows for up to 24 (twenty four) characters of an individuals surname to be data captured.

FIRST NAME:

This field allows for up to 24 (twenty four) characters and may be the first name or the first initial of an individual.

SECOND NAME:

This field allows for up to 24 (twenty four) characters and may be the second name or the second initial of an individual.

TITLE CODE:

This field allows for a 2 digit numeric title code.

CODE	ENG TITLE	AFR TITLE
01	Mr	Mnr
02	Mrs	Mev
03	Miss	Mej
04	Ms	Ms
05	Dr	Dr
06	Rev	Ds
07	Prof	Prof
08	The Hon	Sy Edel

ID NO:

This field allows for a 14 character client Identity document number to be keyed in. Valid Identity numbers may consist of any combination of 14 alphabetic and/or numeric characters. This field is optional and may be used for other information.

LANGUAGE:

If an **A** is keyed in all STATEMENTS to this DEBTOR will be AFRIKAANS. If an **E** is keyed in all STATEMENTS to this DEBTOR will be ENGLISH.

POSTAL ADDRESS:

This address MUST be keyed in or the System will not create the DEBTOR account. The System allows for 4 lines of address, 30 characters long, however the total number of address characters may not exceed 67. The Postal code **MUST** be keyed in. When the Postal code is not known or where the Client is not resident in South Africa, **9999** MUST be keyed in. The system **will not** accept 0000 as a postal code.

ALTERNATE/DELIVERY ADDRESS:

This address is optional, but if keyed in is subject to the rules applying to the Postal address.

COMPANY or INTERNAL ACCOUNT

TELEPHONE NUMBERS:

The system allows for two fields for telephone numbers, each allowing for up to 14 (fourteen) alphabetic/numeric characters to be keyed in.

INDIVIDUAL ACCOUNT

HOME TELEPHONE:

This field allows for a telephone number of up to 14 (fourteen) alphabetic/numeric characters to be keyed in.

BUSINESS TELEPHONE:

This field allows for a second telephone number of up to 14 (fourteen) alphabetic/numeric characters to be keyed in.

ACCOUNT CATEGORY:

This field MUST be keyed in and is a two digit numeric code in the range 01 to 79, identifying the debtor category to which this account belongs.

See parameters for a more detailed explanation of account categories (OPTION 8 / 1 / 1 / 2).

ARREAR INTEREST:

This field is used to specify, whether a DEBTOR account is to be charged interest on overdue amounts. A **Y** is used to indicate to the system, that arrears interest will be levied while an **N** is used to exclude the account from arrears interest charges.

CREDIT LIMIT:

This field allows the USER to specify the CREDIT LIMIT for each account. (If this field has all zeros in, the account is assumed to have no credit limit.) The field is checked by the system during posting of INVOICES and if the specified limit is exceeded the USER has the option to over-ride it. All DEBTOR accounts with balances that exceed the specified CREDIT LIMIT will be highlighted on the TRIAL BALANCE report.

TERMS:

This option allows the USER to specify the terms of payment of the account.

- 0** indicates that the Debtors payment is to be made **7** days after Invoice date.
- 1** indicates payment **30** days after Invoice date.
- 2** indicates payment **60** days after Invoice date.
- 3** indicates that the payment on this account is **COD**.

SALESPERSON NO:

This field allows for a two digit salesperson number to be data captured and has been included, so that an account can be assigned to a specific salesperson. The system allows for 50 (fifty) sales staff.

For a detailed description of sales staff records, see parameters (OPTION 8 / 1 / 1 / 4).

DISCOUNT CODE:

This field allows for the discount code (**00** to **10**) to be data captured. This discount code is used to apply a discount at the time of invoicing and is not a settlement discount. Discount structures are set up for each sales ledger (sales category). When invoicing the system will apply the discount percentage referenced by the code in each sales ledger to any item linked to the sales ledger. The price charged will be selected by using the price indicated by the price code on the debtor record and then applying the discount percentage. Code zero is used to indicate that the account does not qualify for discount.

See parameters (OPTION 8 / 1 / 1 / 3).

DISCOUNT CODE (SETTLEMENT):

This field allows for a discount code (**00** to **10**) to be data captured. This discount code is used to specify the settlement discount that the account qualifies for. The discount percentage will be printed on the invoice in accordance with the value added tax laws. Code zero is used to indicate that the account does not qualify for settlement discount.

See parameters (OPTION 8 / 1 / 4 / 4).

INVOICE TYPE:

The invoice type specifies whether the customer requires the invoice to reflect the inclusive or exclusive prices or whether the invoice is an export invoice for customers not residing within the countries borders. The valid codes are **Inclusive**, **Exclusive** or **eXport**.

STATEMENT:

This field is used to specify, whether the account will print open item or balance forward statements. The valid codes are **Open item** and **Balance forward**.

ADDRESS LABELS:

This field is used to specify whether this account must have address labels printed or be excluded when address labels are requested. The valid options are **Yes** or **No**.

PRICE CODE:

The price code field is used to specify which price must be used when invoicing this account. In addition to the discount structures, the system allows for three prices on each stock item. The valid price codes are **1=Retail**, **2=Cash** or **3=Wholesale**.

When all the details have been keyed in the system will display the following screen.

Correct ENTER - N if incorrect

The USER can press the 'N' key and the system will allow the details to be changed. Pressing any other key will confirm that the details are correct and the system will add the debtor to the data base.

9.1.2 DEBTORS - AMEND DEBTOR RECORD. (OPTION 3 / 1 / 2)

Select option 2 (two) in the DEBTOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to amend a debtor account record.

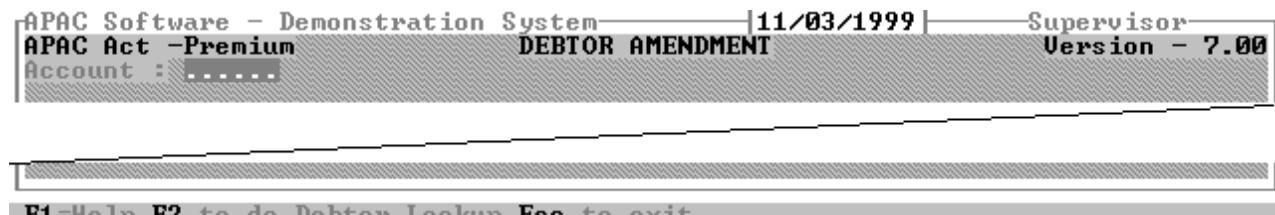


Figure 9-5: Debtor Amendment - Account Selection Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account that has to be amended.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account details as is shown on the following screen.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		DEBTOR AMENDMENT COMPANY	
Account No. REA001 Name REALM COMPUTING..... Reg/Id No. 91/8765432 Contact MEGAN		Language E A or E	
Postal Address Line 1 PO Box 12 2 RANDBURG 3 4		Alternate/Delivery Address: Line 1 2 3 4	
P/Code 2021		P/Code 0000	
Telephone numbers (011) 886-8001 A/C Category 80 01 to 80 Credit limit 10000 Salesperson No 1 00 to 50 Discount code 0 00 - 10 Settlement: Statement 0 Open item/Bal forward Price code 1 1-Retail ,2-Cash or 3-Wholesale Consolidation Account:		Fax Y Y or N Arrear interest Y Y or N Terms (0=7d) 0 1=30d,2=60d,3=COD Discount code 5 00 to 10 Invoice type E In/Exclusive/eXport Address labels Y Y or N	

Figure 9-6: Debtor Amendment Screen

The CURSOR is placed in the name field and the USER is able to key in any amendments to the debtor account static details. Use the TAB key to move through the debtor fields.

See debtors creations option 3/1/1 for a detailed explanation of the debtor account fields.

Press the ENTER key when the amendments have been made and the system will display the following confirmation screen.



The USER can press the 'N' key and the system will allow the details to be changed. Pressing any other key will confirm that the details are correct and the system will update the debtor details in the data base and return to the amendment screen as shown in Fig 9-5

9.1.3 DEBTORS - DELETE DEBTOR RECORD. (OPTION 3 / 1 / 3)

Select option 3 (three) in the DEBTOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to delete a debtor account record.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		DEBTOR DELETE	
Account :		Version - 7.00	
F1=Help, F2 to do Debtor Lookup Esc to exit			

Figure 9-7: Debtor delete - Account Selection Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account that has to be deleted.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the ENTER key while the account number field contains spaces or press the Escape key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account details as is shown on the following screen.



Figure 9-8: Debtor Delete - Confirmation Screen

The account details are displayed as well as a confirmation window. The Confirmation window may be moved up or down using the up and down arrow keys.

Pressing the 'N' key will abort the deletion, while pressing the **ENTER** or any other key will instruct the system to proceed with the deletion of the selected account.

The system will check the database and if the account has an outstanding balance or there are transactions linked to the account (even if the outstanding balance is zero) the following error message window will be displayed.



Pressing **any** key in response to the above message will abort the account deletion.

If the account has no outstanding balance and there are no transactions linked to the account, the system will proceed to delete the account record and any other linked details from the data base before returning to the debtor deletion screen **Fig 97**) to enable the USER to select the next account to be deleted or exit from the deletion routine.

9.1.4 DEBTORS - AMEND ACCOUNT NUMBER. (OPTION 3 / 1 / 4)

Select option 4 (four) in the DEBTOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to amend a debtor account number.

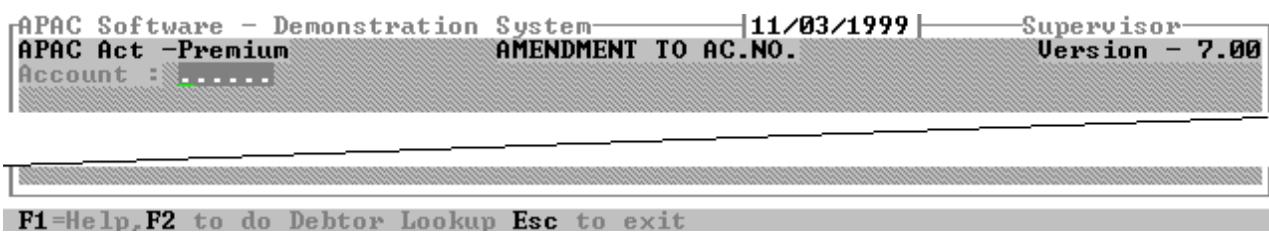


Figure 9-9: Debtor Amend Account Number - Account Selection Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the account number is to be changed.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account details as is shown on the following screen.

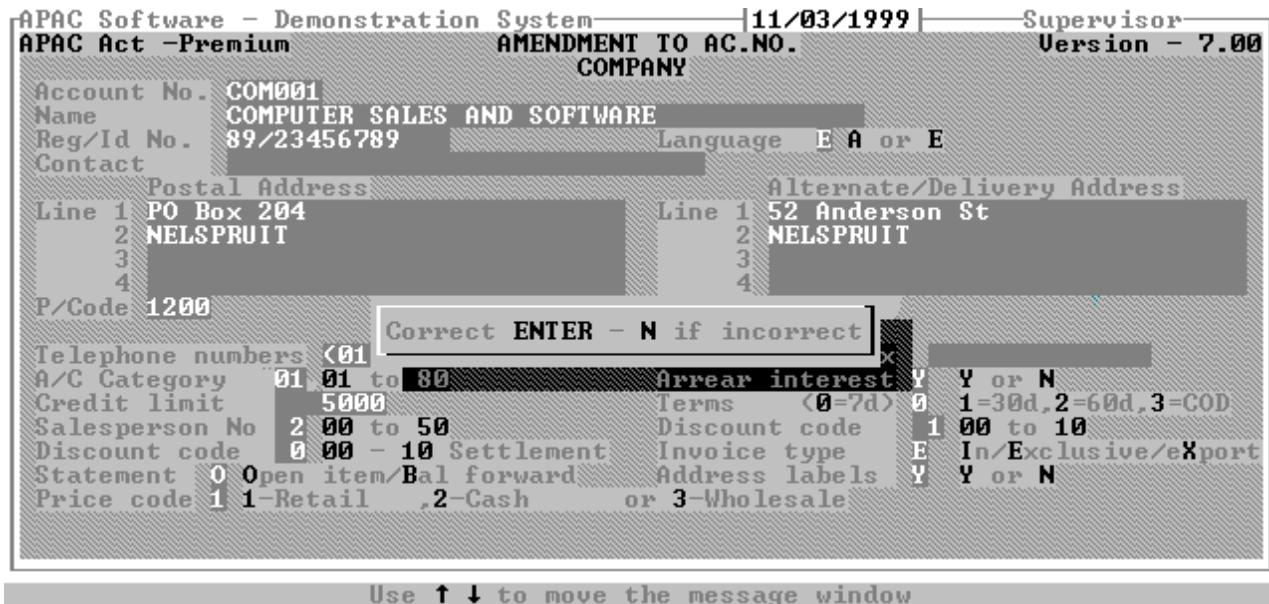


Figure 9-10: Debtor - Amend Account No. - Confirm Selection Screen

The account details are displayed as well as a confirmation window. The Confirmation window may be moved up or down using the up and down arrow keys.

Pressing the 'N' key will allow the USER to select a different account, while pressing the **ENTER** or any other key will instruct the system to continue.

The CURSOR is placed in the account number field and the USER is able to change the number.

When the new account number has been keyed in, the system will check that the account number that has been keyed in, is not an existing account number in the data base. If the account number exists the relevant error message will be displayed and the USER will be required to key in a different account number..

If the new account number is not in the data base, the system will proceed to change the account number on the account record as well as all records that are linked to the account.

After all the required records in the data base have been amended, the system will return to the debtor account number amendment screen (**Fig 9-9**) and allow the USER to select the next account that needs to be amended or to exit from this routine.

9.1.5 DEBTORS - MEMO/REMARKS MAINTENANCE. (OPTION 3 / 1 / 5)

Select option 5 (five) in the DEBTOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to add memo/remarks to a debtor account record or amend memo / Remarks that are linked to the debtor account record..

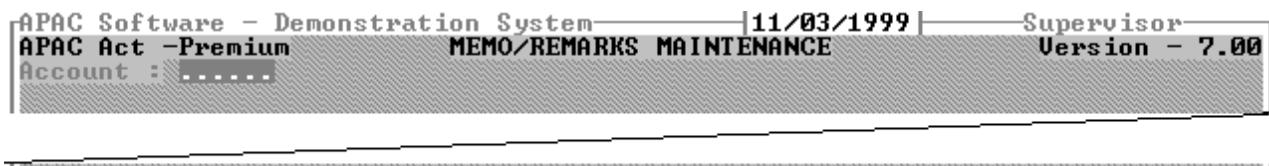


Figure 9-11: Debtor Memo/Remarks Maintenance - Account Selection Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the memo / remarks maintenance is to be done.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account details as is shown on the following screen.

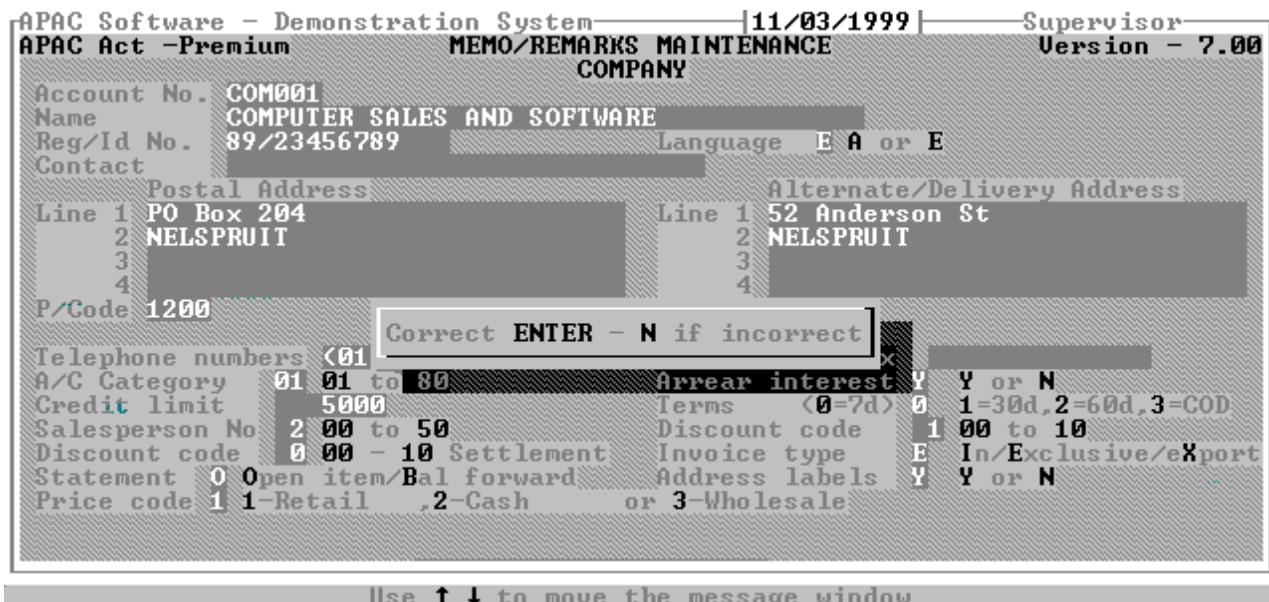


Figure 9-12: Debtor Memo/Remarks Maintenance - Confirmation Screen

The account details are displayed as well as a confirmation window. The Confirmation window may be moved up or down using the up and down arrow keys.

Pressing the 'N' key will allow the USER to select a different account, while pressing the **ENTER** or any other key will instruct the system to continue.

A pop up window will appear and will show any memo/remarks details that are linked to the account as shown in the following screen.

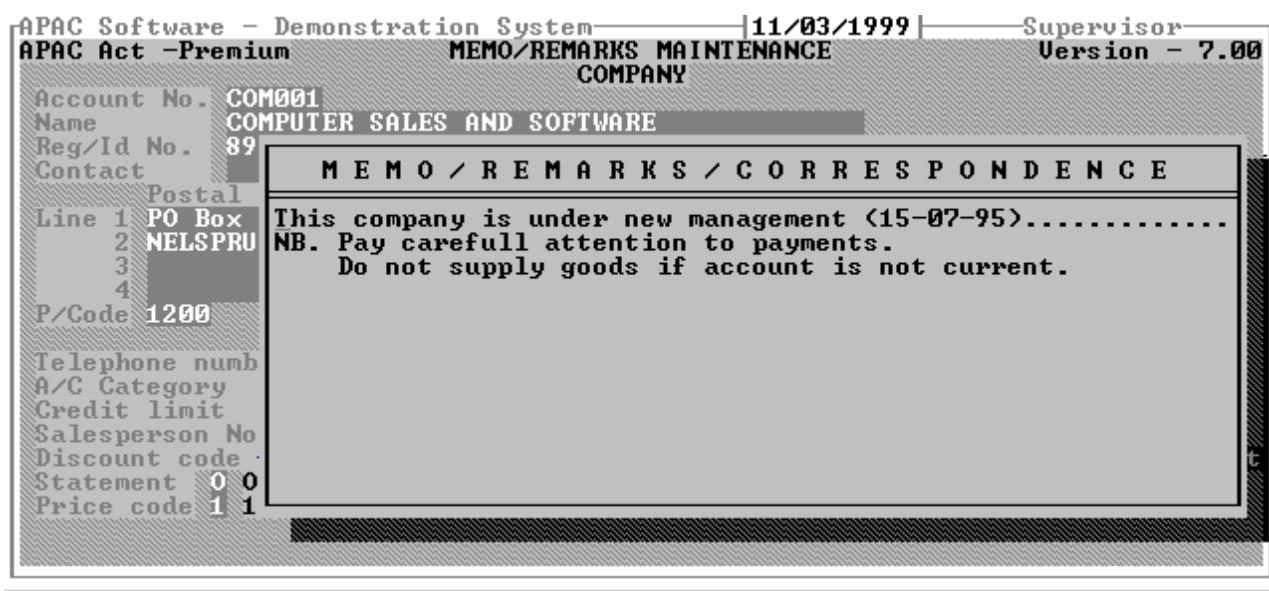


Figure 9-13: Debtor - Memo/Remarks Maintenance Screen

The USER is able to amend existing remarks and/or add new memo/remarks to the account.

When the changes and/or additions have been made, the following confirmation window will be displayed.

Correct ENTER - N if incorrect

The USER can press the 'N' key and the system will allow the details to be changed. Pressing any other key will confirm that the details are correct and the system will update the memo/remarks for the selected debtor in the data base.

After all the required records in the data base have been added or amended, the system will return to the debtor memo/remarks maintenance screen (**Fig 9-11**) and allow the USER to select the next account that needs to be amended or to exit from this routine.

9.1.6 DEBTORS - AGE ACCOUNTS.

(OPTION 3 / 1 / 6)

Select option 6 (six) in the DEBTOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to run the debtor month-end ageing routine.

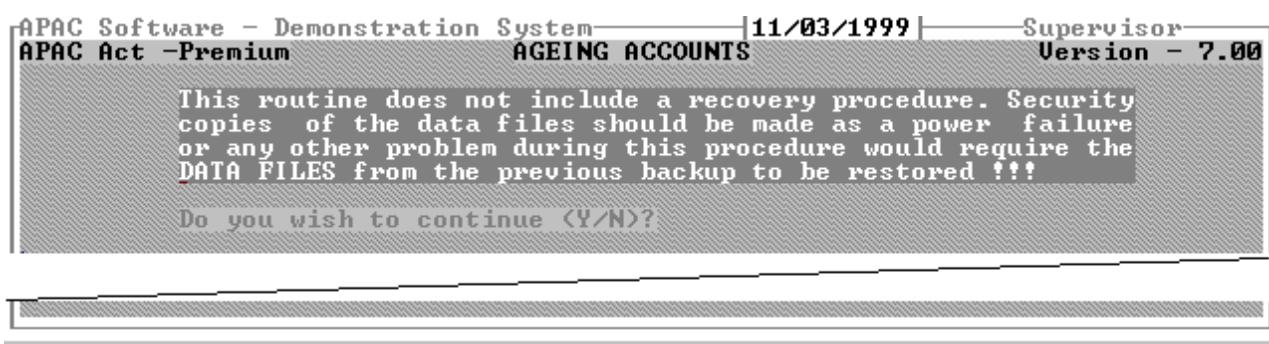


Figure 9-14: Debtor - Age Accounts - Confirmation Screen

NB. *This routine should only be run at month-end AFTER the month-end reports and statements have been printed.*

The above message is displayed and warns the USER that a backup should be made before continuing with the ageing of the debtors accounts. For balance forward accounts this is very important as if the power failed or any other problem occurs there is no way to reverse the ageing that has taken place.

Press the 'N' key to abort the ageing routine. Press the 'Y' key to instruct the system to continue with the debtor ageing routine.

If the 'Y' key was pressed, the following message will be displayed, giving the USER a second chance to abort the program and make security copies of the data files.

Have BACKUP copies of files been made (Y/N)

Press the 'N' key to abort the routine or press the 'Y' key to continue and the following message will be displayed.

Have Statements been printed (Y/N)

Press the 'N' key to abort the routine or press the 'Y' key to continue and the following message will be displayed.

Are you sure (Y/N)

Why another message?

- There is no recovery procedure for this routine other than to restore the data files.
- This routine should not be run while other terminals (NETWORK) are active.
- Certain month-end reports including statements must be run prior to ageing the accounts.
- Have all the receipts, invoices or any other transactions for the current month been processed?

If the above has been checked and there is no reason why the system should not proceed with the ageing of the debtor accounts, press the 'Y' key. If there is any doubt then press the 'N' key to abort the routine.

If the 'Y' key was pressed, the system will display the following question.

Is this a year end <Y/N> N

The system will perform additional routines with regard to year-to-date statistics on the debtor accounts, when ageing is run at the financial year end.

If this is the financial year-end, press the 'Y' key. If it is not the year-end, press the **ENTER** or 'N' key in response to the above question.

After having received a response to the year-end question the system will display the following question.

Is this a restart <Y/N> N

If a problem occurred while running the ageing program and the details on the screen were noted, it will be possible to restart the ageing process from a specific account. If a power failure occurred or the screen did not show an account number at the time that the problem occurred, a trial balance may be printed (if the files were not corrupted) from which it will be possible to determine the last account that had been aged by comparing the report with the trial balance that was printed prior to starting the ageing program.

This is a back door to USERs that despite all the warnings did not make backups before running the debtor age accounts program. If the files were corrupted when the problem occurred, the restart procedure will not be possible.

If the response is 'Y' to the restart question, the system will allow the USER to key in the account number from where the system must restart. The system will allow the USER to confirm that the correct account has been keyed in before continuing.

NB. THIS PROCEDURE MUST BE STARTED FROM THE CORRECT ACCOUNT NUMBER!!

After receiving a response of 'N' to the restart question or after a restart account number has been keyed in by the USER, the system will read all the debtor accounts in the data base and age them as follows:

BALANCE FORWARD ACCOUNTS.

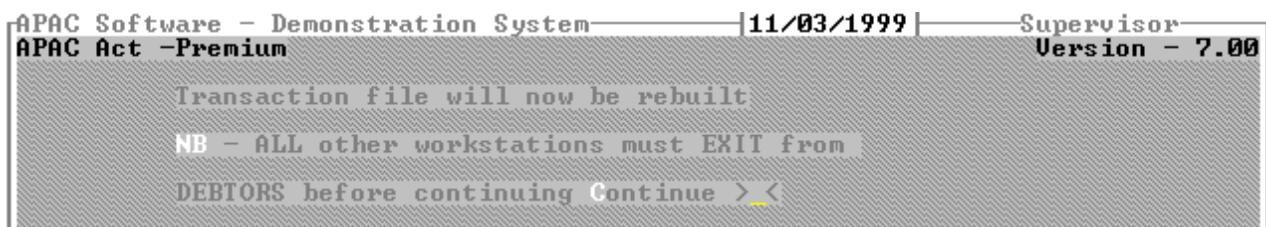
- The value in the 90 day field will be added to the 120 day field.
- The value in the 60 day field will be moved to the 90 day field.
- The value in the 30 day field will be moved to the 60 day field.
- The value in the current field will be moved to the 30 day field.
- The value in the month-to-date field will be moved to the current field.
- The month-to-date, debits this month and credits this month fields will be changed to zero.
- The outstanding balance will be copied to the opening balance.
- All transactions for the account will be deleted from the transaction file.
- The purchases statistics for the account are updated.

OPEN ITEM ACCOUNTS

- Transactions are checked for debit and credit allocations and all transactions where the total has been allocated (credits) or the balance outstanding on the transaction (debits) is zero will be deleted from the transaction file.
- The age analysis for the account is cleared.
- Each transaction linked to the debtor account is aged according to the date.
- Transaction values are accumulated to the relevant age analysis field.
- The statement balance field is changed to reflect the outstanding balance.
- The month-to-date, debits this month and credits this month fields will be changed to zero.
- The purchases statistics for the account are updated.

As each account is processed the account number and name are displayed on the screen. The system also displays details of transactions as the transaction records are read and deleted or updated.

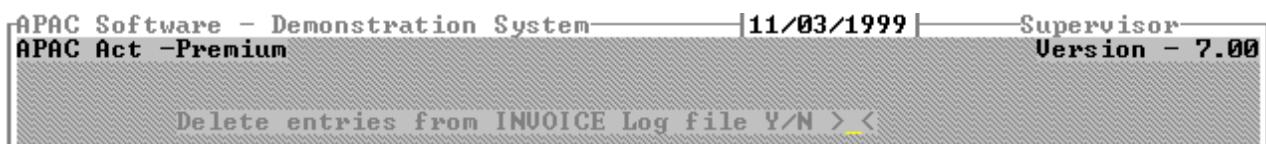
When all the accounts have been aged the following screen will be displayed.



If the system is running on a network, then there must be no other workstation using the debtor module when the system rebuilds the transaction file. The system will crash if the USER continues while another workstation is using the debtors module.

MAKE SURE THAT THERE IS NO OTHER WORK STATION USING THE DEBTOR MODULE BEFORE PRESSING THE 'C' KEY!!

After rebuilding the debtor transaction file the following screen will be displayed.



The system keeps a record of all invoices and credit notes that have been processed against the debtor accounts, to enable the printing of copy documents when required. Press the 'N' key if no documents are to be deleted from the invoice log file. (If possible, try and keep the documents for at least the last three months.)

Press the 'Y' key and the following message will be displayed.

Enter Date from which INVOICES are to be kept DD/MM/CCYY .0/00/0000

The USER is able to key in the date (DD/MM/CCYY format) before which all documents are to be deleted from the log file.

After the date has been keyed in the system will proceed to clear all invoices and credit notes prior to the date that the USER has keyed in.

When all the documents that are to be deleted, have been deleted by the system, the system returns the USER to the DEBTOR MAINTENANCE menu (**Fig 9-2**).

9.1.7 DEBTORS - FLAG AS BAD DEBT. (OPTION 3 / 1 / 7)

Select option 7 (seven) in the DEBTOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to flag or un-flag a debtor account as a bad debt.



To flag a debtor account as a bad debt; the system requires an additional password to be keyed in. The valid passwords for the debtors bad debt routine are the master password and the debtors - credit control password. (See the section **SYSTEM PASSWORDS** at the front of the manual or the section on system passwords in the utility section of the manual.)

Once the correct password has been keyed in the following screen will be displayed

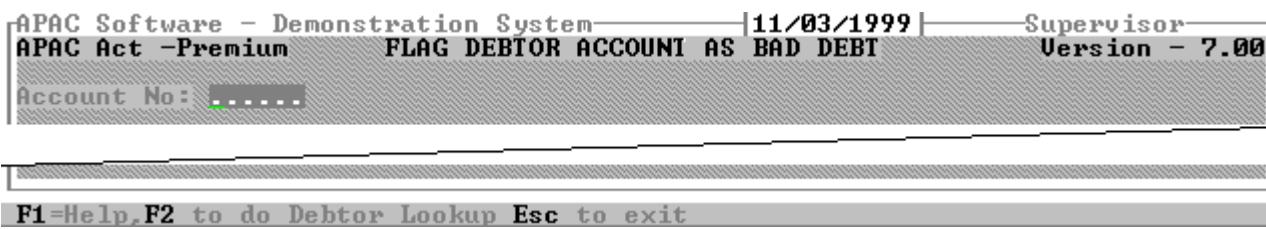


Figure 9-15: Debtors - Flag Bad Debts Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account that is to be flagged as a bad debt or have the bad debt flag removed.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account details as is shown on the following screen.

Name :	SMITH.JACK
Bal :	85.50
Mtd :	0.00
Cur :	0.00
30d :	85.50
60d :	0.00
90d :	0.00
120d :	0.00
Int :	0.00
Limit:	0

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the **N** key if the account selected is incorrect. Press the **ENTER** key if the correct account has been selected and if the account is not flagged as a bad debt; the following pop-up window will be displayed.

Transfer to Bad Debts Y/N [N]	
:	0.00

If the account is flagged as a bad debt then the following pop-up window will be displayed:

Flagged as a Bad Debt - Remove flag Y/N []	
:	0.00

Press the **N** key to abort the process. Press the **Y** key and the system will display the following pop-up window.

Must VAT be calculated Y/N []	
:	0.00

If VAT is to be calculated, then the **Y** key must be pressed. Press the **N** key if the VAT calculations are not required.

Once the USER has responded to the above question the system will update the data base as follows:

- Transfer the debtor account to/from bad debts (depends on flag setting).
- The debtor statistics will be updated.
- VAT will be calculated and reversed if it has been requested by the USER.
- The VAT report file will be updated.
- If the system has been set up as integrated the necessary integration entries will be updated or generated.

Once the above updating has been processed the system will return the USER to the flag bad debts screen (**Fig 9-15**).

9.1.8 DEBTORS - ACCOUNT ENQUIRY. (OPTION 3 / 1 / 8)

Select option 8 (eight) in the DEBTOR MAINTENANCE menu and the following screen will be displayed, enabling the USER to view details of debtor accounts. These details include: all static

information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchases total for the previous year, allocations of credits against debits and the current financial status of the account showing the age analyses and date of last payment and the date last active.

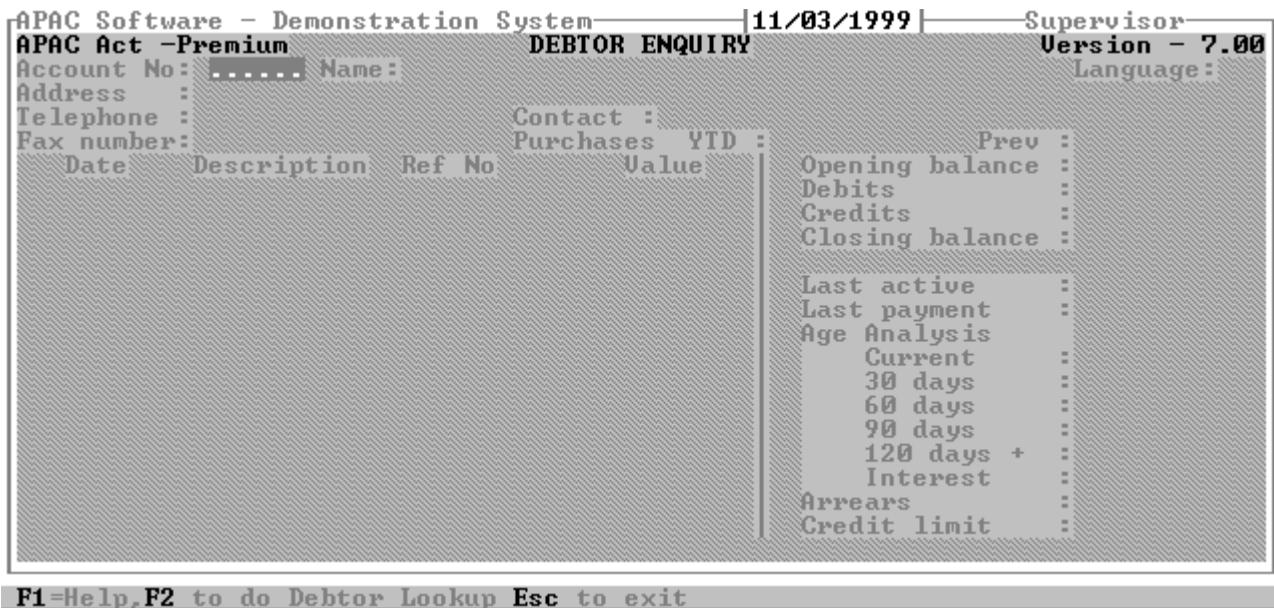
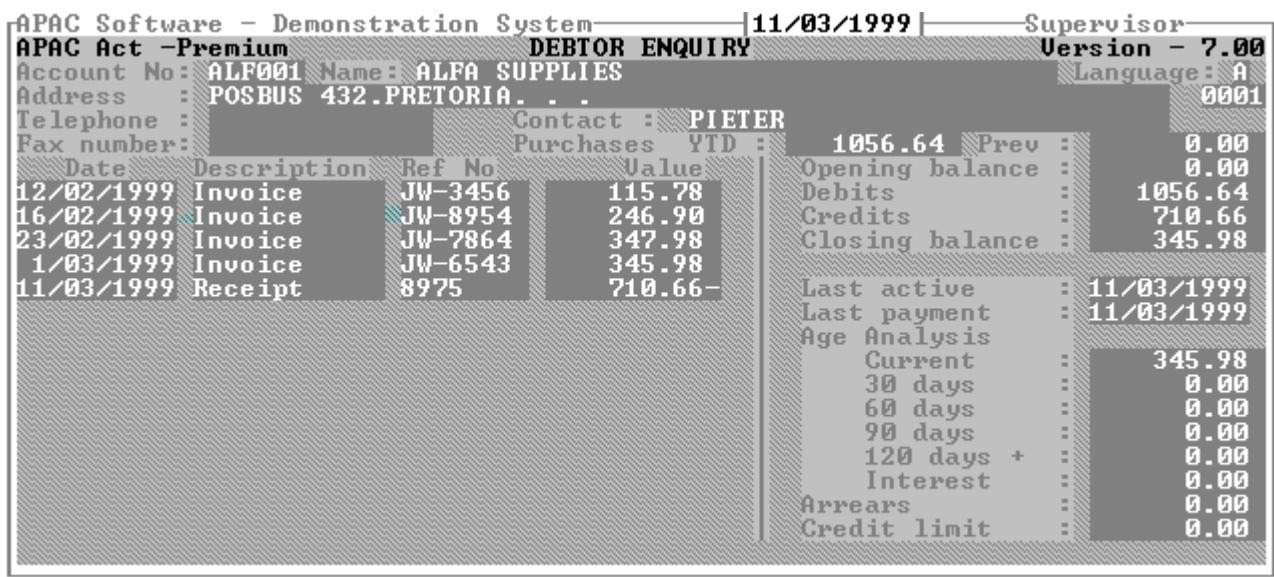


Figure 9-16: Debtors - Enquiry Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function provided to find the account number of the account that is to be viewed.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record, transaction records and other linked records and display the account name, financial details, account status and transaction details as follows.



PgDn, PgUp, Escape, F6 purchases, F7 allocations, F8 screen 2, F9 Memo/Remarks

The **Page Up** and **Down** keys may be used to navigate through the transactions, if the number of transactions on file exceeds the number of lines provided for on the screen.

Press the **Escape** key to select the next account.

Following are a list of functions that can be performed while the above screen is being displayed.

- Pressing the **F6** function key will result in the purchases for the last 12 months being displayed in the following pop-up window.

PURCHASES LAST 12 MONTHS	
January	: 0.00
February	: 0.00
March	: 0.00
April	: 0.00
May	: 0.00
June	: 0.00
July	: 315.24
August	: 0.00
September	: 0.00
October	: 82.00
November	: 0.00
December	: 0.00
Credit limit : 300.00	

- Pressing the **F8** function key will result in the following pop-up window showing additional static information being displayed.

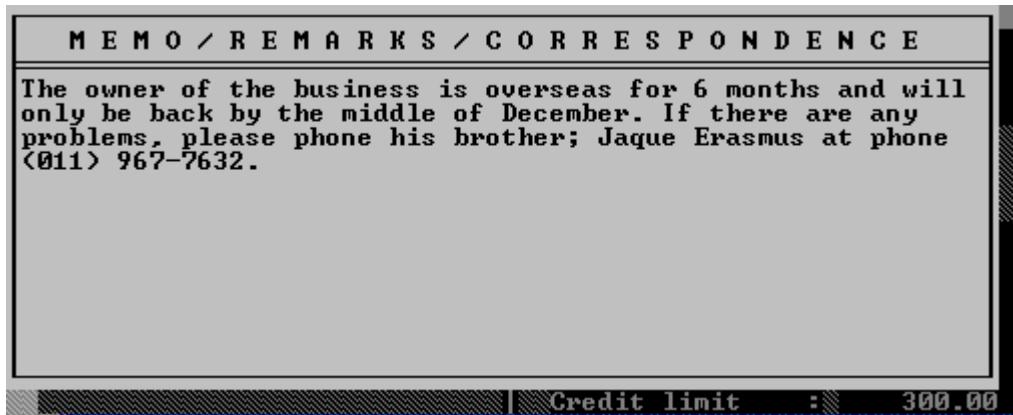
Delivery Address : Kerk Str 1245	
PRETORIA	
Postal Code	: 0001
Category	: 01 Dealers
Terms	: 0 7 Days
Price Code	: R Retail
Sales Person	: 00
Invoice Type	: E Exclusive

- Pressing the **F7** function key will result in a window being displayed to the right of the transactions, showing the allocations and remaining balance for each transaction. The screen will be as follows:

APAC Software - Demonstration System		11/03/1999		Supervisor	
APAC Act -Premium		DEBTOR ENQUIRY		Version - 7.00	
Account No:	ALF001	Name:	ALFA SUPPLIES	Language:	A
Address :	POSBUS 432.PRETORIA.	.	.		0001
Telephone :		Contact :	PIETER		
Fax number:		Purchases	YTD : 1056.64	Prev :	0.00
Date	Description	Ref No.	Value	Allocated	Balance Ref. No.
12/02/1999	Invoice	JW-3456	115.78	115.78-	
16/02/1999	Invoice	JW-8954	246.90	246.90-	
23/02/1999	Invoice	JW-7864	347.98	347.98-	
1/03/1999	Invoice	JW-6543	345.98		345.98
11/03/1999	Receipt	8975	710.66	710.66	

ENTER to continue

- Press the **F9** key and the system will display the following window containing memo/remarks that have been linked to the account.



Select option **0 EXIT.**

(OPTION 3 / 1 / 0)

The system exits this menu window and returns to **DEBTOR PROGRAMS** menu window.

9.2 DEBTOR TRANSACTIONS. (OPTION 3 / 2)

Selecting option 2 (two) on the **DEBTOR PROGRAMS** menu will display the following pop-up menu window and the **DEBTOR TRANSACTION** menu window will become the active window.

This is the debtor transactions pop-up menu window for the debtors module and is displayed to the right of the **DEBTOR PROGRAM** window. When this window is displayed it becomes the active window and allows the USER to select one of the transaction modules in the Debtors System.

The following menu is displayed.

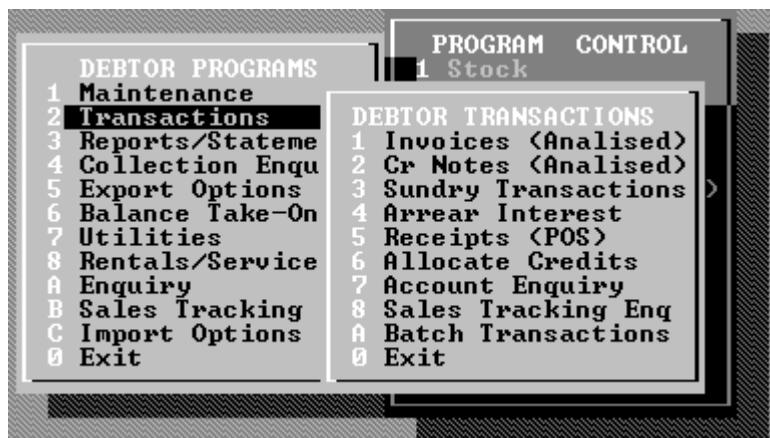


Figure 9-17: Debtors - Transaction Menu

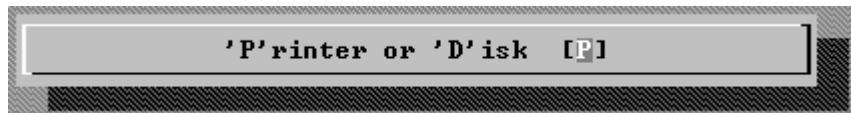
Select the option required.

The above menu does not cater for the invoicing or credit notes in connection with STOCK, which can be found in the Sales / Orders menu (OPTION 5 in the PROGRAM CONTROL menu).

9.2.1 DEBTORS - INVOICES (ANALYSED). (OPTION 3 / 2 / 1)

Select option 1 (one) in the **DEBTOR TRANSACTIONS** menu to key in details of analysed invoices for goods/services/rental etc. This option allows the USER to allocate amounts to different sales ledgers (income accounts). This option does not generate an invoice nor update stock.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all invoices that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the analysed invoices audit trail the system will display the following debtor transaction screen that will allow for the keying in of the analysed invoice details.

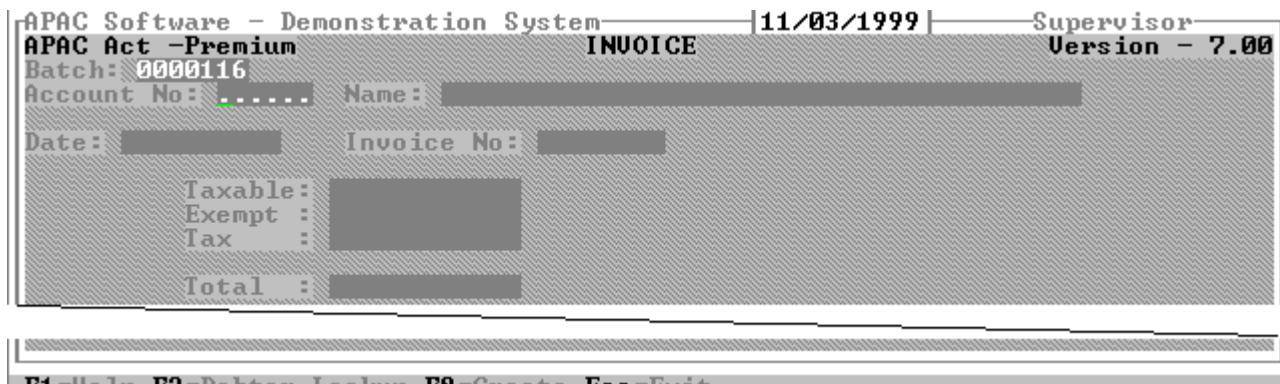


Figure 9-18: Debtors - Analysed Invoice Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the invoice details are to be data captured.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name and the financial status of the account as follows.

Account No:	ALF001	Name:	ALFA SUPPLIES
Balance :	315.24		
Current :	0.00		
30 days :	0.00		
60 days :	315.24		
90 days :	0.00		
120 days :	0.00		
Interest :	0.00		

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the 'N' key if the account selected is incorrect. Press the **ENTER** key if the correct account has been selected and the CURSOR will be moved to the date field.

DO NOT PRESS THE ENTER KEY - USE THE TAB KEY TO MOVE TO THE NEXT FIELD

The current run date will be displayed in the date field and the USER can accept the current date by pressing the **TAB** key or key in a different date (date on the invoice) if required. The normal validation will be performed on the date that has been keyed in and an appropriate error message will be displayed if the date is invalid.

The CURSOR is moved to the invoice number field. Key in the invoice number that appears on the invoice.

The CURSOR is moved to the taxable field. Key in the value that is subject to VAT. This must be the exclusive value and **NOT** the inclusive value. If there is no taxable value then press the **TAB** key.

When the taxable value has been keyed in or the **TAB** key has been pressed the CURSOR is moved to tax exempt field. If there is a non-taxable amount on the invoice then this amount must be keyed in. If there is no non-taxable amount then the **TAB** key must be pressed.

The system will calculate the VAT and the total of the invoice and display the amounts as follows.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		INVOICE	Version - 7.00
Batch: 0000116			
Account No: REA001 Name: REALM COMPUTING			
Date: 11/03/1999		Invoice No: MAN-0001	
Taxable:	100.00		
Exempt :	25.00		
Tax :	14.00		
Total :	139.00		

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the 'N' key if corrections are to be made. Press the **ENTER** key if the amounts displayed are correct.

The following message window will be displayed.

Allocate to selected Sales Analyses Y/N []	
30 days : 0.00	

Press the 'N' key if the values are not be allocated to specific sales analyses (ledgers). If the amount is to be allocated, then the 'Y' key must be pressed.

If the 'N' key is pressed the system will allocate the total to sales ledger **XXXX** (Unallocated sales).

If the 'Y' key is pressed the system allows the USER to allocate the exclusive value to one or more sales ledgers and the following is displayed on the bottom half of the screen.

Sales Ledger	Description	Value
Balance :	125.00	

F2=Sales Ledger Lookup, Esc to post as UNSPECIFIED SALES

Key in the sales ledger code or use the view function to find the sales ledger code. If the function (**F2**) key is pressed the following pop-up window is displayed.

D E P A R T M E N T S	
Code	Sales Ledger / Department
0001	Packages & Programs
0002	3rd Party Software
0003	Software Maintenance (Labour)
0004	Consulting Fees
0011	Computers & Peripherals
0012	Computer Components
0013	Hardware Maintenance (Labour)
0021	Computer Paper
0022	Ribbons & Disks
0023	Computer Books

Use the **Page Up** and **Down** keys to navigate through the sales ledger codes. Use the **Escape** key to exit from the view option.

When the sales ledger code has been keyed in the system will display the sales ledger description and a confirmation window as follows.



Press the '**N**' key if the incorrect sales ledger code has been keyed in. Press the **ENTER** key if the correct sales ledger code has been selected and the **CURSOR** will move to the value field and the **USER** is able to key in the amount that is to be allocated to the sales ledger that has been selected.

The confirmation window will be displayed and the **USER** can confirm that the value is correct or by pressing the '**N**' key the **USER** is able to change the amount.

If the **USER** confirms the amount that has been allocated and there is still a balance, the system will then request the next sales ledger code.

When the total has been allocated, the system will process the transaction. The debtor account and sales ledgers against which values have been allocated will be updated and the details will be printed on an audit trail.

- The debtor account will be updated (outstanding balance).
- A debtor transaction will be generated and linked to the debtor account.
- The debtor statistics will be updated.
- The transaction will be linked to the debtor transaction journal.
- The sales (departmental) analysis will be updated determined by the allocations made by the **USER**.
- The VAT report file will be updated.
- If the system has been set up as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the debtor audit trail.

The system will then return to the debtor invoice analysed screen (**Fig 9-18**) and allow the **USER** to key in the next invoice or exit from this routine.

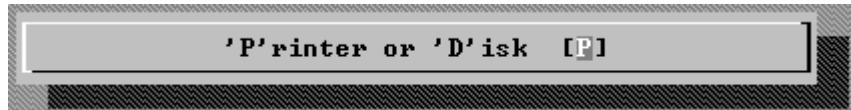
The following is an example of the audit trail produced by the debtors - invoices analysed routine.

DATE:	11/03/1999	DEBTOR INVOICES - AUDIT TRAIL	BATCH:	90	PAGE:	1
APAC Software - Demonstration System						
AC/NO	NAME	DATE	REF	VALUE	TAX	TOTAL
ALF001	ALFA SUPPLIES	11/03/1999	MAN-0001			
012	Computer Components			125.00		
	TOTAL		MAN-0001	125.00	14.00	139.00
TAXABLE:		100.00	EXEMPT:	25.00	V.A.T.:	14.00
					TOTAL:	139.00

9.2.2 DEBTORS - CREDIT NOTES (ANALYSED). (OPTION 3 / 2 / 2)

Select option 2 (two) in the DEBTOR TRANSACTIONS menu to key in details of analysed credit notes for goods/services/rental etc. This option allows the USER to allocate amounts to different sales ledgers (income accounts). This option does not generate a credit note nor update stock.

When this option is selected the following screen will be displayed.



The system produces an audit trail of all credit notes that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the analysed credit notes audit trail the system will display the following debtor transaction screen that will allow for the keying in of the analysed credit note details.

APAC Software - Demonstration System		11/03/1999	Supervisor Version - 7.00
APAC Act -Premium		CREDIT NOTE	
Batch:	0000119		
Account No.:	Name :	
Date:		Reference :	
Taxable:			
Exempt :			
Tax :			
Total :			

F1=Help, F2 to do Debtor Lookup Esc to exit

Figure 9-19: Debtors - Credit Note Analysed Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the credit note details are to be data captured.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name and the financial status of the account as follows.

Account No:	ALF001	Name:	ALFA SUPPLIES
Balance :	454.24		
Current :	139.00		
30 days :	0.00		
60 days :	315.24		
90 days :	0.00		
120 days :	0.00		
Interest :	0.00		

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the 'N' key if the account selected is incorrect. Press the **ENTER** key if the correct account has been selected and the CURSOR will be moved to the date field.

DO NOT PRESS THE ENTER KEY - USE THE TAB KEY TO MOVE TO THE NEXT FIELD

The current run date will be displayed in the date field and the USER can accept the current date by pressing the **TAB** key or key in a different date (date on the credit note) if required. The normal validation will be performed on the date that has been keyed in and an appropriate error message will be displayed if the date is invalid.

The CURSOR is moved to the reference number field. Key in the reference number that appears on the credit note.

The CURSOR is moved to the taxable field. Key in the value that is subject to VAT. This must be the exclusive value and **NOT** the inclusive value. If there is no taxable value then press the **TAB** key.

When the taxable value has been keyed in or the **TAB** key has been pressed the CURSOR is moved to tax exempt field. If there is a non-taxable amount on the invoice then this amount must be keyed in. If there is no non-taxable amount then the **TAB** key must be pressed.

The system will calculate the VAT and the total of the credit note and display the amounts as follows.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		CREDIT NOTE	Version - 7.00
Batch: 0000119			
Account No: ALF001 Name: ALFA SUPPLIES			
Date: 11/03/1999		Reference : CN98/982	
Taxable:	50.00		
Exempt:	0.00		
Tax:	7.00		
Total:	57.00		

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the 'N' key if corrections are to be made. Press the **ENTER** key if the amounts displayed are correct.

The following message window will be displayed.

Allocate to selected Sales Analyses Y/N []	
30 days :	0.00

Press the 'N' key if the values are not be allocated to specific sales analyses (ledgers). If the amount is to be allocated, then the 'Y' key must be pressed.

If the 'N' key is pressed the system will allocate the total to sales ledger **XXXX** (Unallocated sales).

If the 'Y' key is pressed the system allows the USER to allocate the exclusive value to one or more sales ledgers and the following is displayed on the bottom half of the screen.

Sales Ledger	Description	Value
Balance :	125.00	

F2=Sales Ledger Lookup, Esc to post as UNSPECIFIED SALES

Key in the sales ledger code or use the view function to find the sales ledger code. If the function (F2) key is pressed the following pop-up window is displayed.

D E P A R T M E N T S	
Code	Sales Ledger / Department
0001	Packages & Programs
0002	3rd Party Software
0003	Software Maintenance (Labour)
0004	Consulting Fees
0011	Computers & Peripherals
0012	Computer Components
0013	Hardware Maintenance (Labour)
0021	Computer Paper
0022	Ribbons & Disks
0023	Computer Books

Use the **Page Up** and **Down** keys to navigate through the sales ledger codes. Use the **Escape** key to exit from the view option.

When the sales ledger code has been keyed in the system will display the sales ledger description and a confirmation window as follows.

012	Computer Components
Correct ENTER – N if incorrect	

Press the '**N**' key if the incorrect sales ledger code has been keyed in. Press the **ENTER** key if the correct sales ledger code has been selected and the CURSOR will move to the value field and the USER is able to key in the amount that is to be allocated to the sales ledger that has been selected.

The confirmation window will be displayed and the USER can confirm that the value is correct or by pressing the '**N**' key the USER is able to change the amount.

If the USER confirms the amount that has been allocated and there is still a balance, the system will then request the next sales ledger code.

When the total has been allocated, the system will display the following selection in a pop-up window.

'M'td, 'C'ur, '3'0, '6'0, '9'0 or '1'20days [M]

The USER is able to allocate the credit to a specific age analysis entry on the debtor account.

Once the USER has selected against which age analysis entry the value must be allocated, the system will process the transaction. The debtor account and sales ledgers against which values have been allocated will be updated and the details will be printed on an audit trail.

- The debtor account will be updated (outstanding balance).
- A debtor transaction will be generated and linked to the debtor account.

- The debtor statistics will be updated.
- The transaction will be linked to the debtor transaction journal.
- The sales (departmental) analysis will be updated determined by the allocations made by the USER.
- The VAT report file will be updated.
- If the system has been set up as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the debtor audit trail.

The system will then return to the debtor credit note analysed screen (**Fig 9-19**) and allow the USER to key in the next credit note or exit from this routine.

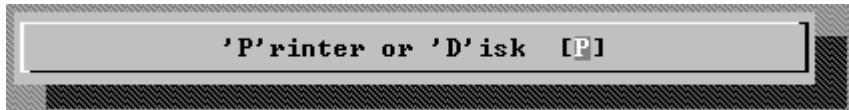
The following is an example of the audit trail produced by the debtors - credit notes analysed routine.

DATE: 11/03/1999 DEBTOR CREDIT NOTES - AUDIT TRAIL			BATCH:	91	PAGE:	1
APAC Software - Demonstration System						
AC/NO	NAME	DATE	REF	VALUE	TAX	TOTAL
ALF001	ALFA SUPPLIES	11/03/1999	CN98/982			
021	Computer Paper			50.00-		
	TOTAL		CN98/982	50.00-	7.00	57.00-
	TAXABLE:	50.00-	EXEMPT:	0.00	V.A.T.:	7.00
					TOTAL:	57.00-

9.2.3 DEBTOR - SUNDRY TRANSACTIONS. (OPTION 3 / 2 / 3)

Select option 3 (three) in the DEBTOR TRANSACTIONS menu to key in details of transactions using transaction codes to specify the transaction type. This option also allows for invoices and credit notes which can be used where no analyses or stock updating will be required. There are no documents produced by this program other than an audit trail. The system has a few pre-assigned transaction codes and the USER is able to add additional codes (See option **A/1/2/2** for mode information).

When this option is selected the following screen will be displayed.



The system produces an audit trail of all credit notes that are processed and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the sundry transactions audit trail the system will display the following debtor transaction screen that will allow for the keying in of the sundry transaction details.

Account:	Date:	Cde/description	Ref	Value	TAX	Total
.....						

Figure 9-20: Debtors - Sundry Transaction Input Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the transaction details are to be data captured.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

If the transaction to be captured is for a new debtor account that has not yet been added to the debtor account file, the USER may press the **F8** function key which will instruct the system to load the debtor creation program and allow the USER to create the new account.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name and the financial status of the account as follows.

Name :	ALFA SUPPLIES
Bal :	397.24
Mtd :	82.00
Cur :	0.00
30d :	0.00
60d :	315.24
90d :	0.00
120d :	0.00
Int :	0.00
Limit:	300

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the **N** key if the account selected is incorrect. Press the **ENTER** key if the correct account has been selected and the CURSOR will be moved to the date field.

DO NOT PRESS THE ENTER KEY - USE THE TAB KEY TO MOVE TO THE NEXT FIELD

The current run date will be displayed in the date field and the USER can accept the current date by pressing the **TAB** key or key in a different date (date on transaction document) if required. The normal validation will be performed on the date that has been keyed in and an appropriate error message will be displayed if the date is invalid.

The CURSOR is moved to the transaction code field. Key in the transaction code required. If the transaction code is not known the USER is able to view the transaction codes by pressing the **F6** function key and the following window will be displayed in which the transaction codes, descriptions and actions can be viewed.

TRANSACTION CODES		
Cde	Description	Act
1	Invoice	Dt
2	Receipt	Cr
3	Debit Note	Dt
4	Credit Note	Cr
5	Dt Journal	Dt
6	Cr Journal	Cr
13	Tax Refund	Dt
14	Tax	Cr
15	Chq Refund	Dt
16	Chq Reversal	Dt

The **Page Up** and **Down** keys may be used to navigate through the transaction codes. Press the **Escape** key to return to the transaction code field.

When the transaction code has been keyed in the system will display the description and the CURSOR will move to the Reference field. If the code that was selected is incorrect, press the Escape key and the system will return the CURSOR to the transaction code field.

When the reference code/number has been keyed in the systems response will depend on the transaction code that has been used. If the transaction code that has been keyed in is for a transaction that is legally a TAXABLE transaction then the following pop-up window will be displayed. If the transaction code is not for a TAXABLE transaction then the system will move the CURSOR to the value field.



Press the 'N' key if there is no VAT for this transaction.

Press the 'T' or ENTER key if the value that is to be keyed in includes VAT.

Press the 'K' key if the VAT is to be keyed in separately.

Press the 'C' key if the system must calculate the VAT.

When the system has received a valid response to the above message; the system will move the CURSOR to the total field if the response was an 'N'. If the response indicates that VAT is applicable, then the following selection window will be displayed.



The USER is able to select the VAT Rate that must be applied.

When the system has received a valid response to the above message; the CURSOR will be moved to the relevant value field.

- If the 'T' or ENTER key was pressed the CURSOR will be moved to the Total field.
- If the 'K' or 'C' key was pressed the CURSOR will be moved to the Value field.

If the value was keyed in then the following will apply:

- If the 'K' key was pressed the CURSOR will be moved to the Tax field and the USER must key in the VAT value.
- If the 'C' key was pressed the system will calculate the VAT value.
- After the VAT has been keyed in or calculated by the system the total will be displayed in the total field.

If the total was keyed in then the following will apply:

- If VAT is applicable then the VAT portion will be calculated and the exclusive value will be displayed in the value field and the VAT value will be displayed in the tax field.
- If there was no VAT applicable the value that was keyed in will be displayed in the value field and the tax field will remain blank.
- If the transaction code was for a non taxable transaction type then the value and tax fields will remain blank.

After the values have been keyed in and where necessary; calculations have been made the transaction details will appear on the screen. The following is an example of a debit note with VAT.

Account	Date	Cde/description	Ref	Value	TAX	Total
ALF001	11/03/1999	03 Debit Note	DN/10-14	39.47	5.53	45.00

The following confirmation window will also be displayed.

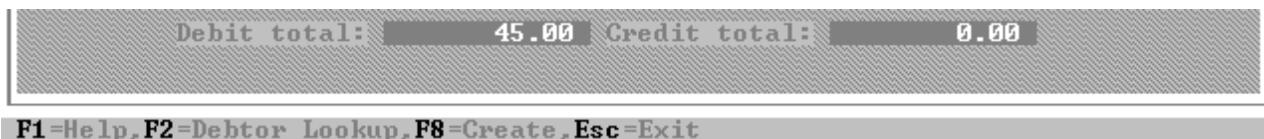
Correct ENTER - N if incorrect

Press the 'N' key if the details are incorrect. Press the **ENTER** key if the details are correct.

If the **ENTER** key is pressed the system will update the data base as follows:

- The debtor account will be updated (outstanding balance).
- A debtor transaction will be generated and linked to the debtor account.
- The debtor statistics will be updated.
- The transaction will be linked to the debtor transaction journal.
- The VAT report file will be updated.
- If the system has been set up as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the debtor audit trail.

The system will then return to the debtor sundry transaction screen (**Fig 9-20**) and allow the USER to key in the next transaction or exit from this routine. The system retains the last account number in the account field as well as the transaction date and transaction code. This is done as it helps to speed up the keying in of transactions via the sundry transaction screen. The running batch total will be displayed at the bottom of the screen as follows:



If the Escape key is pressed while the CURSOR is in the account number field the following pop-up window will be displayed.



Press the 'Y' key to start a new batch. Press the 'N' key and the system will return to the DEBTORS TRANSACTION menu (**Fig 9-17**).

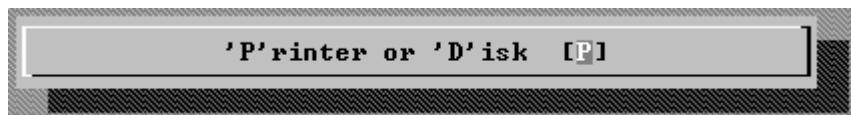
The following is an example of the audit trail produced by the debtors - sundry transactions routine.

DATE: 11/03/1999		DEBTOR TRANSACTIONS - AUDIT TRAIL				BATCH: 96	PAGE: 1
APAC Software - Demonstration System							
AC.NO	DEBTOR NAME	DATE	TRAN TYPE	REF	VALUE	VAT	TOTAL
ALF001	ALFA SUPPLIES	11/03/1999	Debit Note	DN/10-14	39.47	5.53	45.00
		Total				5.53	45.00

9.2.4 DEBTORS - ARREAR INTEREST. (OPTION 3 / 2 / 4)

Select option 4 (four) in the DEBTOR TRANSACTIONS menu to start the debtors arrears interest program.

When this option is selected the following screen will be displayed.

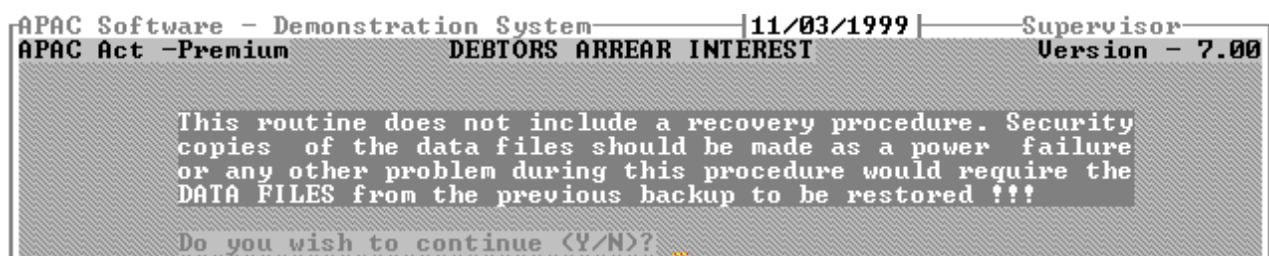


The system produces an audit trail of all arrears interest transactions that are generated and the USER is able to direct the output to either a printer or to the spool file on the hard disk drive.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'D' key to direct the audit trail to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has made the selection for the output of the arrears interest audit trail the system will display the following screen.



The system warns the USER that there is no recovery procedure for the debtor arrear interest program. If security copies of the data files have not been made the press the 'N' key to abort the arrears interest program and return to the DEBTORS TRANSACTION menu (**Fig 9-17**).

If security copies of the data files have been made then press the 'Y' key and the following confirmation message will be displayed.

Are you sure Y/N

Press the 'N' key to abort the debtor arrears interest program and return to the DEBTORS TRANSACTION menu (**Fig 9-17**). Press the 'Y' key and the system will read the debtor data base and display the account number and name for each account as follows:

Busy posting arrear interest
Account No: ALF001ALFA SUPPLIES

As each account is read, the following checks are carried out by the system.

- If the arrears interest indicator contains an **N** the next account is read.
- If the terms are 90 days then add the values in excess of 89 days giving an arrears total.
- If the terms are 60 days then add the values in excess of 59 days giving an arrears total.
- If the terms are 30 days then add the values in excess of 29 days giving an arrears total.
- If the arrears total is zero then read the next account.
- Calculate the interest using the arrears total and the arrears interest rate that has been captured in option A/1/4/3..
- If the interest calculated is less than 0.05 then read the next account.

For each account that interest has been calculated in excess of 0.05 the data base will be updated as follows:

- The debtor account will be updated (outstanding balance and interest balance).
- A debtor transaction will be generated and linked to the debtor account.
- The debtor statistics will be updated.
- The transaction will be linked to the debtor transaction journal.
- If the system has been set up as integrated the necessary integration entries will be updated or generated.
- The transaction will be reported on the debtor audit trail.

When all the accounts have been read and the necessary interest transactions have been generated the system will return to the DEBTORS TRANSACTION menu (**Fig 9-17**).

The following is an example of the audit trail produced by the debtors - arrear interest routine.

DATE: 31/03/1999		DEBTOR TRANSACTIONS - AUDIT TRAIL			BATCH: 97	PAGE: 1
APAC Software - Demonstration System						
AC.NO	DEBTOR NAME	DATE	TRAN	TYPE	REF	VALUE
ALF001	ALFA SUPPLIES	31/03/1999	Int	Arre		0.00
CSS001	COMPUTER SALES AND SOFTW	31/03/1999	Int	Arre		0.00
SMI001	SMITH.JACK	31/03/1999	Int	Arre		0.00
SOF001	THE SOFT SHOP	31/03/1999	Int	Arre		0.00
Total Interest:						13.78

9.2.5 DEBTORS - RECEIPTS (POS).

(OPTION 3 / 2 / 5)

Select option 5 (five) in the DEBTOR TRANSACTIONS menu to start the debtors receipting program. This program will produce a receipt that will fit on a forty column printer and should not be used if the USER requires printed receipts.

When this option is selected the following screen will be displayed allowing the USER to key in the details of the payment received.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		RECEIPT	Version - 7.00
Account No.	Name :	
Date		Bal :	
Receipt No.		Discount	
Amount			
Cash		Name	
Cheque		Telephone No.	
TOTAL :		Cheque Date	
CHANGE :			

F1=Help, F2 to do Debtor Lookup Esc to exit

Figure 9-21: Debtors Receipts (POS) - Input Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the receipt details are to be data captured.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name and the outstanding balance of the account as follows.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		RECEIPT	Version - 7.00
Account No.	REA001	Name:	REALM COMPUTING
Date		Bal :	139.00

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

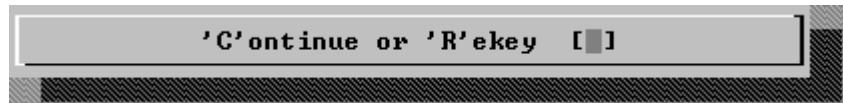
Press the **N** key if the account selected is incorrect. Press the **ENTER** key if the correct account has been selected and the CURSOR will be moved to the date field. The current date will be displayed and the USER is able to change the date if necessary.

When the date has been confirmed or a different date has been keyed in the CURSOR will move to the amount field.

Key in the amount of the payment received and CURSOR will move to the discount field.

If there is discount to be given (early payment or settlement) then this amount must be keyed in to this field.

When the discount has been keyed in or the **TAB** key has been pressed to skip the discount field the following confirmation window will be displayed.



Press the 'R' key to change any of the amount fields are to be changed.

Press the 'C' key and the system will display the value of the payment to be made in the amount due field and move the CURSOR to the cash field.

Key in the cash amount received. When the amount of cash has been keyed in the system will reduce the amount due by the amount of cash received and add the amount received to the total received. If there is a further amount due the CURSOR will be moved to the cheque amount field.

The screen will then appear as follows:

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		RECEIPT Version - 7.00	
Account No.	REA001	Name:	REALM COMPUTING
Date	11/03/1999	Bal :	139.00
Receipt No.			
Amount	100.00	Discount	5.00
Amount due	90.00		
Cash	10.00		
Cheque0.00	Name	
		Telephone No.	
		Cheque Date	
TOTAL :	10.00		
CHANGE :			

The USER is able to key in the value of the cheque. When the cheque amount has been keyed in the system will reduce the amount due by the value of the cheque and increase the total received by the value of the cheque. If the total amount received exceeds the amount of the payment that is being made then the system will calculate the change required. If there is change the system will display this value in the change field. The following confirmation window will be displayed.



Press the 'R' key if the payment details must be amended. If the payment details are correct then press the 'C' or **ENTER** key.

If the banking option has been selected and there is a cheque amount that has been keyed in the system will request that the details on the cheque (Name, telephone number and cheque date) be keyed in.

If the account is an open item account the system will display the following selection message on the screen.



The USER is able to select automatic or manual allocation of the payment to debit transactions outstanding on the account.

If the account is an open item account the system will display the allocation details on the screen.

If the USER selected automatic allocation, the system will allocate the payment starting from the oldest debit transaction and working forward to the latest debit transaction on the account.

If the USER selected manual allocation the system will allow the USER to allocate the receipt to the invoice/s and/or other debit transaction/s that is/are being paid.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		RECEIPT	
Account No.	REA001	Name:	REALM COMPUTING
Date	11/03/1999	Bal:	139.00
Receipt No.			
Amount	100.00	Discount	5.00
Amount due	0.00		
Cash	10.00		
Cheque	90.00	Name Telephone No. Cheque Date	
TOTAL :	100.00		
CHANGE :	0.00		
Allocation: Ref. No. Date Transaction Value Balance Allocate MAN-0001 1999/03/11 Invoice 139.00 139.00 105.00 Un-allocated balance : 105.00 Allocated : 0.00			
↑ ↓ view transactions, Accept/Change allocation, End or Esc to abort			

Esc to exit

Figure 9-22: Debtor Receipt - Allocation Screen

The system will start with the oldest debit transaction and allow the USER to skip to the next transaction or allocate the total or a portion of the receipt to the transaction being displayed. The first time that a debit transaction is displayed the system will calculate and display an amount in the allocate field. If the USER moves past this transaction without allocating any credit to the transaction, the system will display a zero in the allocate field if the transaction is displayed again.

The USER may use the up and down arrow keys to move forward or backwards through the debit transactions on the account. Any transactions that have previously had credits allocated for the full transaction amount will not be displayed while allocating the current receipt.

Press the 'A' key to accept the allocation that has been calculated by the system. Press the 'C' key to change the value that has been allocated by the system.

Press the 'E' key to end the allocation procedure without allocating the full amount of the receipt.

Press the **Escape** key to abort the entire receipt.

As amounts are allocated, the system displays the amount of the receipt that is still to be allocated as well as the amount that has been allocated so far. The amount to be allocated will be the total of the payment received plus any discount that has been granted.

When the total of the receipt plus discount has been allocated the following message will be displayed on the bottom line of the screen.

Total has been allocated Accept/Review allocations ><

Press the 'R' key to review the allocations that have been made or press the 'C' or **ENTER** key to instruct the system to continue with the transaction.

The system will allocate the receipt number and display this number in the receipt number field and then display the following choice in a pop-up window.



Press the 'N' key if the system is not to print a receipt.

Press the 'Y' or **ENTER** key to instruct the system to print a receipt.

When the USER has responded to the above choice the system will update the data base as follows.

- The debtor account will be updated (outstanding balance).
- A debtor transaction will be generated and linked to the debtor account.

- Transactions that have had credits allocated will be updated.
- The debtor age analysis will be updated.
- The debtor statistics will be updated.
- The transaction will be linked to the debtor transaction journal.
- The transaction will be logged in the end of day reports file (receipts audit trail).
- If the system has been setup as integrated the necessary integration entries will be updated or generated.
- If requested the receipt will be printed.
- If discount was given the discount statistics will be updated.

After processing the receipt the system will return to the RECEIPT screen (**Fig 9-21**) and allow the USER to key in the next receipt.

Following is an example of a debtors receipt:

```

RECEIPT/KWITANSIE
APAC Software - Demonstration
    1 Main St, Johannesburg
Tel. No./Nr.: (011) 899-9999
Date/Datum :      11/03/1999
Rec. No./Kwit. Nr.:      6
Acc. No./Rek. Nr. : CSS001
COMPUTER SALES AND SOFTWARE

Payment received      100.00
Discount given          5.00
Outstanding Balance   115.54

CASH / KONTANT :      10.00
CHEQUE / TJEK :        93.50
CHANGE/KLEINGELD :     3.50

```

THANK YOU/DANKIE

9.2.6 DEBTORS - ALLOCATE CREDITS. (OPTION 3 / 2 / 6)

Select option 6 (six) in the DEBTOR TRANSACTIONS menu to start the debtors allocate credits program. This program is used to allocate credits on an open item account if they were not allocated when they were captured or a credit transaction was processed to the account prior to the debit transaction.

If this option is selected the following screen will be displayed allowing the USER to select an account for which credit transactions are to be allocated.

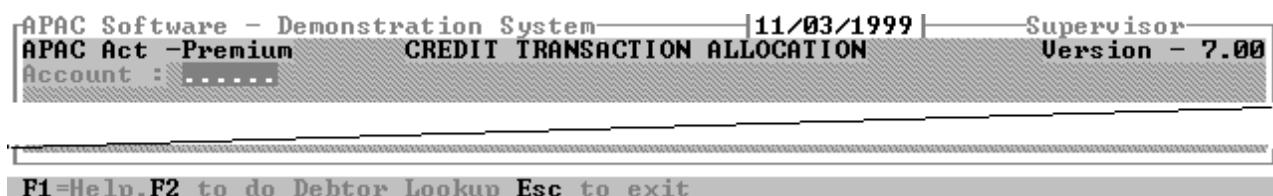


Figure 9-23: Debtor Allocate Credits - Account Selection Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the credit transactions are to be allocated.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the ENTER key while the account number field contains spaces or press the Escape key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name as follows.

Account : ALF001 ALFA SUPPLIES

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the 'N' key if the account selected is incorrect. Press the **ENTER** key if the correct account has been selected. The system will read the transaction file and one of the following procedures will result.

- If the account selected is not an open item account the following pop-up window message will be displayed:

Not an OPEN ITEM account - Press ANY key

- If there are no unallocated credit transaction for the account that has been selected the following message window will be displayed.

No credits to allocate - Press ANY key

- If there are unallocated credit transactions the system will, after locating the first transaction with an unallocated credit amount, display the details of the credit transaction and then display the following screen.

APAC Software - Demonstration System	11/03/1999	Supervisor			
APAC Act -Premium	CREDIT TRANSACTION ALLOCATION	Version - 7.00			
Account : REA001 REALM COMPUTING					
Date: Cde/description Ref. No. Value					
11/03/1999 02 Receipt 00000008 100.00-					
<hr/>					
Allocation:					
Ref. No.	Date	Transaction	Value	Balance	Allocate
MAN-0001	1999/03/11	Invoice	139.00	139.00	100.00
Un-allocated balance :			100.00	Allocated :	0.00
↑ ↓ view transactions, Accept/Change allocation, End or Esc to abort					

Figure 9-24: Debtor - Allocate Credits Screen.

The system will start with the oldest debit transaction and allow the USER to skip to the next transaction or allocate the total or a portion of the credit transaction amount to the transaction being displayed. The first time that a debit transaction is displayed the system will calculate and display an amount in the allocate field. If the USER moves past this transaction without allocating any credit to the transaction, the system will display a zero in the allocate field if the transaction is displayed again.

The USER may use the up and down arrow keys to move forward or backwards through the debit transactions on the account. Any transactions that have previously had credits allocated for the full transaction amount will not be displayed while allocating the current receipt.

Press the 'A' key to accept the allocation that has been calculated by the system. Press the 'C' key to change the value that has been allocated by the system.

Press the **E** key to end the allocation procedure without allocating the full amount of the credit transaction.

Press the **Escape** key to abort the process.

As amounts are allocated, the system displays the amount of the credit transaction that is still to be allocated as well as the amount that has been allocated so far.

When the total of the credit transaction has been allocated the following message will be displayed on the bottom line of the screen.

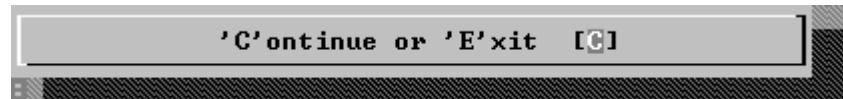
Total has been allocated Accept/Review allocations ><

Press the '**R**' key to review the allocations that have been made or press the '**C**' or **ENTER** key to instruct the system to continue with the allocation of the credit transaction.

The system will update the data base as follows:

- Update the credit transaction.
- Update all debit transaction for which credit amount has been allocated.
- Update the debtors age analysis.

After updating the data base the following selection pop-up window will be displayed:



Press the '**E**' key and the system will return to the DEBTORS ALLOCATE CREDITS screen (**Fig 9-23**). Press the '**C**' or **ENTER** key and the system will look for the next unallocated credit on the account currently selected.

If there are no other credit transactions that have not been allocated the following pop-up window message will be displayed.



When the USER has responded to the above message the system will return to the DEBTORS ALLOCATE CREDITS screen (**Fig 9-23**).

9.2.7 DEBTORS - ACCOUNT ENQUIRY. (OPTION 3 / 2 / 7)

Select option 7 (seven) in the DEBTOR TRANSACTIONS menu to start the debtors enquiry program which enables the USER to view details of debtor accounts. These details include: all static information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchases total for the previous year, allocations of credits against debits and the current financial status of the account showing the age analyses and date of last payment and the date last active.

NB. FOR A DETAILED EXPLANATION OF THE DEBTORS ENQUIRY PROGRAM - SEE OPTION 9/1/8.

9.2.8 DEBTORS - SALES TRACKING ENQUIRY. (OPTION 3 / 2 / 8)

Select option 8 (eight) in the DEBTOR TRANSACTIONS menu to start the debtors sales tracking enquiry program.

When this option is selected the following screen will be displayed allowing the USER to select an account to view details of sales and credit notes.



F1=Help, F2 to do Debtor Lookup

Figure 9-25: Debtors - Sales Tracking Enquiry - Account Selection Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the sales tracking details are required..

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name as well as a selection menu as follows.

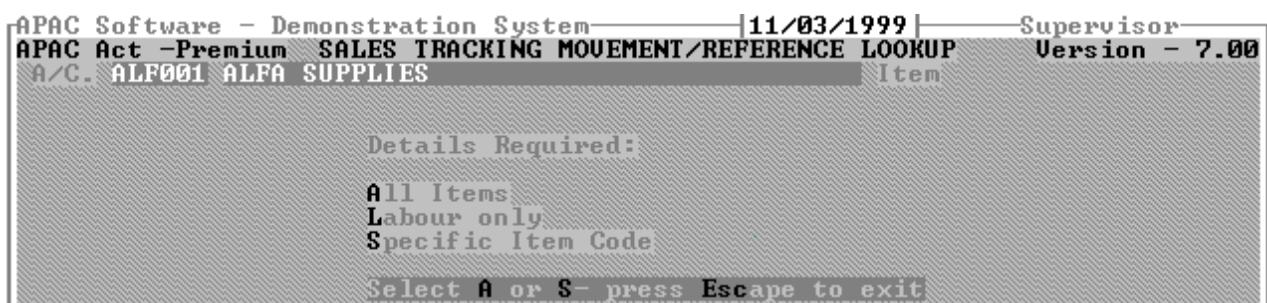


Figure 9-26: Debtors - Sales Tracking - Selection Menu.

Press the **Escape** key to select a different debtors account. Press the 'A' key to view all stock items or press the 'S' key to view selected items only.

- Press the 'S' key and the system will move the CURSOR to the item field as indicated on the following screen.



F1=Help, F2 Item code/ F3 Alt code/ F4 Desc/ F5 Desc2/ F6 X/Ref Lookup

Figure 9-27: Debtors -Sales Tracking - Select Item Screen

The USER keys in the item code or uses one of the lookup functions to locate the item for which sales tracking is required.

When the item code has been keyed in or selected via one of the lookup options the system will display the description of the item as follows:

Item Description USING NOVELL NETWARE

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the **ENTER** key if the correct item code has been selected. Press the 'N' key to change the item code selected.

After confirming the item selection or having selected all items to be viewed the following selection screen will be displayed.

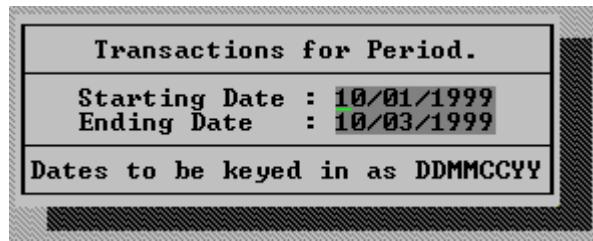


Figure 9-28: Debtor - Sales Tracking - Period Selection Screen

Key in the starting date (date from which transactions are to be selected).

Key in the ending date (date up to when transactions are to be selected).

The system will carry out the normal date validation on these dates and the appropriate error message will be displayed if there are any errors. When the dates have been keyed in the system will display the following confirmation window.



To make any amendments, to the time period selected, press the 'N' key and the CURSOR will be returned to the start date field. Press the ENTER key if the period selected is correct.

When confirmation has been received the system will proceed to read the item/s for the period selected and display the details as per the following screen.

APAC Software - Demonstration System		11/03/1999		Supervisor	
APAC Act -Premium		SALES TRACKING MOVENT/MREFERENCE LOOKUP		Version - 7.00	
A/C.	ALF001	ALFA SUPPLIES	Item		T
Ref. No.	Date	Supply Cost	Price	Sell.Price	Quantity
00000262	27/08/1998		374.06	449.94	2.00
00000263	27/08/1998	COM02	69.33	90.00	1.00
00000263	27/08/1998		793.01	953.88	4.00
00000263	27/08/1998		748.12	899.88	2.00
00000265	27/02/1999	COM03	49.00	59.03	1.00
00000266	27/02/1999	COM01	12.03	14.58	4.00
00000267	27/02/1999	COM02	12.00	15.13	1.00
00000268	27/02/1999		18.70	23.57	4.00
00000269	27/02/1999	COM02	75.00	90.00	3.00

↑ ↓ PgUp PgDn Escape .

Figure 9-29: Debtors - Sales Tracking - View Screen.

The USER is able to use the Up and Down arrow keys as well as the Page Up and Down keys to navigate through the items being displayed. The system displays the sales and returns and the transaction type is indicated on the right hand side of the screen as follows:

INV - Invoice or Sales.

C/N - Credit Note or Returns.

Press the Escape key and the system will return to the SALES TRACKING - ACCOUNT SELECTION screen (Fig 9-25) and the USER is able to select the next account or exit from this routine.

9.2.9 DEBTORS - BATCH TRANSACTIONS. (OPTION 3 / 2 / A)

Select option A in the DEBTOR TRANSACTIONS menu to start the debtors batch transactions module.

When this option is selected the following selection window will be displayed.



Figure 9-30: Debtors Batch Transactions Menu

Select the option required.

9.2.9.1 DEBTORS BATCH TRANSACTIONS – CAPTURE. (OPTION 3 / 2 / A / C)

Select the review option in the DEBTOR BATCH TRANSACTIONS MENU and if a batch exist the system will read through the batch and accumulate the debit and/or credit totals. As each record is read the account number will be displayed on the screen to the right of the message 'Accumulating Totals'. When the batch totals have been accumulated they will be displayed at the bottom of the screen.

This routine will add entries to an existing batch file or create a new batch file if no batch file exists.

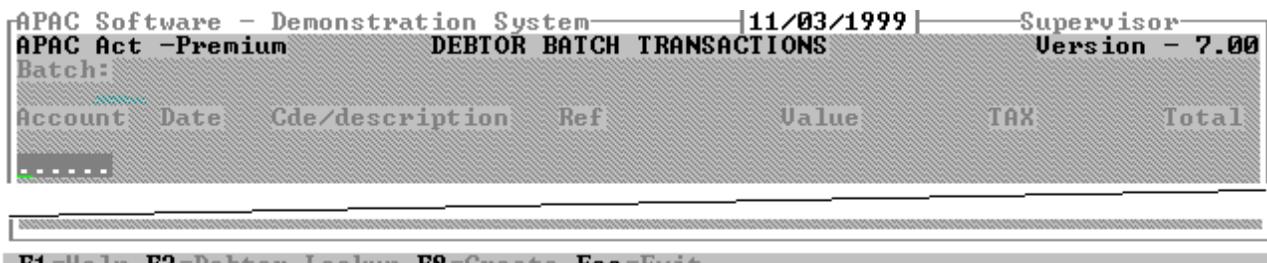


Figure 9-31: Debtor Batch Transactions - Data Capture Screen

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the transaction details are to be data captured.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

If the transaction to be captured is for a new debtor account that has not yet been added to the debtor account file, the USER may press the **F8** function key which will instruct the system to load the debtor creation program and allow the USER to create the new account.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name and the financial status of the account as follows.

Name :	ALFA SUPPLIES
Bal :	397.24
Mtd :	82.00
Cur :	0.00
30d :	0.00
60d :	315.24
90d :	0.00
120d :	0.00
Int :	0.00
Limit:	300

The following confirmation window will also be displayed.



Press the **N** key if the account selected is incorrect. Press the **ENTER** key if the correct account has been selected and the CURSOR will be moved to the date field.

DO NOT PRESS THE ENTER KEY - USE THE TAB KEY TO MOVE TO THE NEXT FIELD

The current run date will be displayed in the date field and the USER can accept the current date by pressing the **TAB** key or key in a different date (date on transaction document) if required. The normal validation will be performed on the date that has been keyed in and an appropriate error message will be displayed if the date is invalid.

The CURSOR is moved to the transaction code field. Key in the transaction code required. If the transaction code is not known the USER is able to view the transaction codes by pressing the **F6** function key and the following window will be displayed in which the transaction codes, descriptions and actions can be viewed.



The **Page Up** and **Down** keys may be used to navigate through the transaction codes. Press the **Escape** key to return to the transaction code field.

When the transaction code has been keyed in the system will display the description and the CURSOR will move to the Reference field. If the code that was selected is incorrect, press the **Escape** key and the system will return the CURSOR to the transaction code field.

When the reference code/number has been keyed in the systems response will depend on the transaction code that has been used. If the transaction code that has been keyed in is for a transaction that is legally a TAXABLE transaction then the following pop-up window will be displayed. If the transaction code is not for a TAXABLE transaction then the system will move the CURSOR to the value field.



Press the '**N**' key if there is no VAT for this transaction.

Press the '**T**' or **ENTER** key if the value that is to be keyed in includes VAT.

Press the '**K**' key if the VAT is to be keyed in separately.

Press the '**C**' key if the system must calculate the VAT.

When the system has received a valid response to the above message; the CURSOR will be moved to the relevant value field.

- If the 'N', 'T' or **ENTER** key was pressed the CURSOR will be moved to the Total field.
- If the 'K' or 'C' key was pressed the CURSOR will be moved to the Value field.

If the value was keyed in then the following will apply:

- If the 'K' key was pressed the CURSOR will be moved to the Tax field and the USER must key in the VAT value.
- If the 'C' key was pressed the system will calculate the VAT value.
- After the VAT has been keyed in or calculated by the system the total will be displayed in the total field.

If the total was keyed in then the following will apply:

- If VAT is applicable then the VAT portion will be calculated and the exclusive value will be displayed in the value field and the VAT value will be displayed in the tax field.
- If there was no VAT applicable the value that was keyed in will be displayed in the value field and the tax field will remain blank.
- If the transaction code was for a non taxable transaction type then the value and tax fields will remain blank.

After the values have been keyed in and where necessary; calculations have been made the transaction details will appear on the screen. The following is an example of a invoice with VAT.

Account	Date	Cde/description	Ref	Value	TAX	Total
ALF001	11/03/1999	01 Invoice	34/A	236.00	33.04	269.04

The following confirmation window will also be displayed.

Correct ENTER – N if incorrect

Press the 'N' key if the details are incorrect. Press the **ENTER** key if the details are correct.

After the USER has confirmed that the transaction details are correct the system will log the transaction into the batch file and then return to the DEBTOR BATCH TRANSACTIONS - DATA CAPTURE SCREEN (**Fig 9-31**) with the following additional details displayed:

- The account number field will contain the previous account number as normally with batch capturing the same account number appears more than once.
- The batch totals are displayed at the bottom of the screen as follows:

Debit total: **269.04** Credit total: **0.00**

When the USER exits from the data capturing of the debtor batch transactions the system will return to the the DEBTOR BATCH TRANSACTIONS MENU (**Fig 9-30**).

9.2.9.2 DEBTORS BATCH TRANSACTIONS – REVIEW. (OPTION 3 / 2 / A / R)

Select the review option in the DEBTOR BATCH TRANSACTIONS MENU and if a batch exist the system will read through the batch and accumulate the debit and/or credit totals. As each record is read the account number will be displayed on the screen to the right of the message 'Accumulating Totals'. When the batch totals have been accumulated they will be displayed at the bottom of the screen.

The system will then start at the first record in the batch file which is sorted in account number, transaction date sequence. The following screen will be displayed.

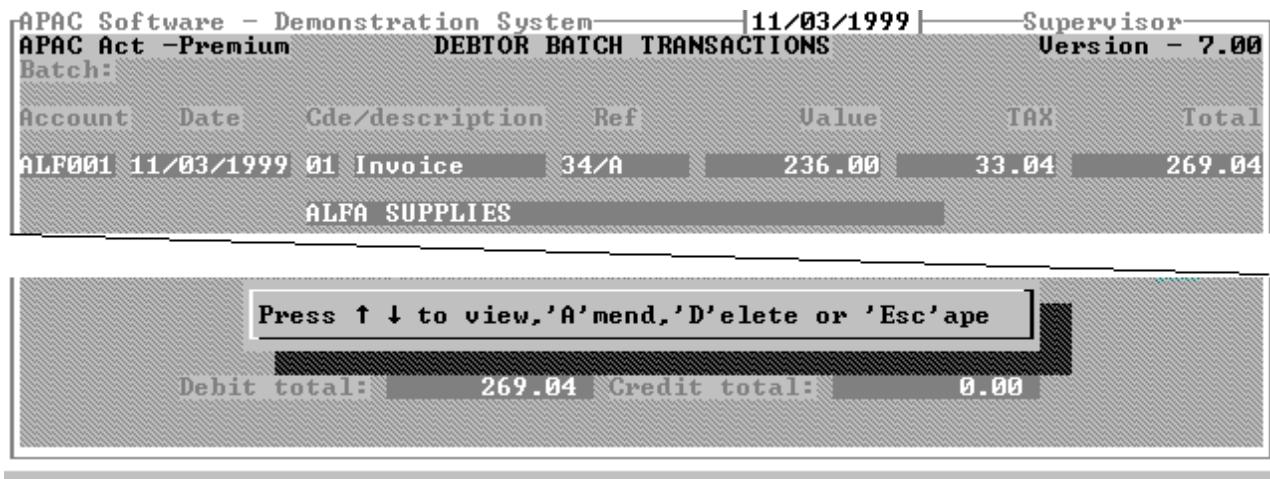


Figure 9-32: Debtor Batch Transactions - Review Batch Screen

Use the Up and Down arrow keys to navigate through the batch file transactions. Press the Escape key to return to the DEBTOR BATCH TRANSACTIONS MENU (Fig 9-30).

Press the **D** key to delete the transaction that is currently being displayed. The system will delete the transaction and adjust and re-display the batch totals.

Press the **A** key to amend the transaction that is currently being displayed. The system will allow the USER to amend the date, transaction code, reference and value. If the value is amended the batch totals will be adjusted and re-displayed.

9.2.9.3 DEBTORS BATCH TRANSACTIONS – LIST. (OPTION 3 / 2 / A / L)

Select the list option in the DEBTOR BATCH TRANSACTIONS MENU and if a batch exist the system will proceed to produce a printed list of the debtors batch transactions. As each transaction record is read the details are displayed on the screen as follows.

APAC Software - Demonstration System		11/03/1999	Supervisor		
APAC Act -Premium		LIST DEBTOR TRANSACTIONS		Version - 7.00	
Batch:					
Account:	Date:	Cde/description:	Ref:	Value:	TAX:
COM001	03/03/1999	01 Invoice	27/E	243.86	33.04
COMPUTER SALES AND SOFTWARE					269.04

Figure 9-33: Debtors Batch Transactions - Listing Display Screen

The list that is produced is not an audit trail and would usually be produced to check that the details have been correctly captured or to possibly find a balancing error. This can also be done using the review option to check the details on screen, however it is sometimes more practical and easier to find an error on a hard copy, especially if the batch contains a large number of transactions.

Please note that this is only a working document.

Following is an example of a debtor batch transaction listing.

DATE: 11/03/1999	DEBTOR TRANSACTIONS - BATCH LIST	PAGE: 1
------------------	----------------------------------	---------

APAC Software - Demonstration System

AC.NO	DEBTOR NAME	DATE	TRAN	TYPEREF	VALUE	VAT	TOTAL
ALF001	ALFA SUPPLIES	12/02/1999	Invoice	31/G	207.02	28.98	236.00
ALF001	ALFA SUPPLIES	20/02/1999	Invoice	34/A	236.00	33.04	269.04
COM001	COMPUTER SALES AND SOFTW	12/02/1999	Invoice	31/Y	349.79	48.97	398.76
REA001	REALM COMPUTING	12/02/1999	Invoice	31/H	219.17	30.68	249.85
REA001	REALM COMPUTING	19/02/1999	Invoice	32/F	320.59	44.88	365.47

SMI001	SMITH.JACK	13/02/1999	Invoice	32/D	209.44	29.32	238.76
SMI001	SMITH.JACK	17/02/1999	Invoice	33/I	109.44	15.32	124.76
SOF001	THE SOFT SHOP	18/02/1999	Invoice	33/T	418.40	58.58	476.98
SOF001	THE SOFT SHOP	23/02/1999	Invoice	35/U	437.41	61.24	498.65
			Total		351.01		2858.27

9.2.9.4 DEBTORS BATCH TRANSACTIONS - POST (OPTION 3 / 2 / A / P)

Select the post option in the DEBTOR BATCH TRANSACTIONS MENU and if a batch exist the system will read the batch and post the transactions to the relevant debtors accounts.

As each transaction is processed the details are displayed at the top of the screen and the running total is displayed at the bottom of the screen as is shown in the following example..

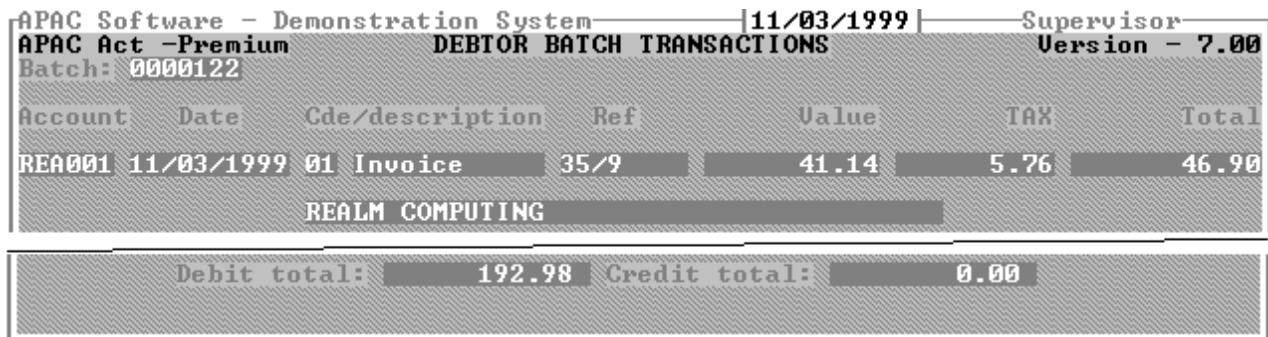


Figure 9-34: Debtor Batch Transactions - Posting - Display Screen

NB. THE FOLLOWING WILL NOT APPLY TO CREDIT TRANSACTIONS ON OPEN ITEM ACCOUNTS. DETAILS OF CREDIT TRANSACTIONS ON OPEN ITEM ACCOUNTS FOLLOW AFTER THE PARAGRAPH SPECIFYING THE UPDATING OF THE DATA BASE.

If the account is a balance forward account the system will display the following selection window.



The USER is able to select which period (age-analysis) must be adjusted by the value of the transaction. Press the 'N' key if the transaction is to be handled as current (MTD). Press the 'Y' key to allocate the value to selected age-analysis periods.

If the 'Y' key is pressed the system will display the account status as follows.



Figure 9-35: Debtors Batch Transactions - Balance Forward - Allocation Screen

The **Mtd** amount represents the purchases (less any returns) that have been made since the last month-end routine. The **Cur** amount represents the amount that was current as at the last month-end and the **30d** to **120d** amounts represent the arrears for the relevant age analysis that are still outstanding since the last month-end.

When the USER has allocated the transaction amount to the selected age-analysis period/s (*the amount may be split*) the following confirmation window will be displayed.

Correct ENTER - N if incorrect

Press the 'N' key if the details are incorrect. Press the **ENTER** key if the details are correct.

After the USER has confirmed that the allocation details are correct the system will update the data base as follows.

- The debtor account will be updated (outstanding balance).
- A debtor transaction will be generated and linked to the debtor account.
- The debtor age analysis will be updated.
- The debtor statistics will be updated.
- The transaction will be linked to the debtor transaction journal.
- If the system has been set up as integrated the necessary integration entries will be updated or generated.

The system will then proceed to read the next transaction in the batch file.

THE FOLLOWING DEALS WITH THE PROCEDURE FOR HANDLING THE CREDIT TRANSACTIONS ON OPEN ITEM ACCOUNTS.

For credit transactions on open item accounts the system will display the following screen which allows the USER to allocate the credit transaction amount against one or more debit transactions.

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		DEBTOR BATCH TRANSACTIONS	Version - 7.00
Batch: 0000124			
Account:	Date:	Cde/description	Ref
ALF001	11/03/1999	04 Credit Note	CN-99/3
			65.79
			9.21
			75.00
ALFA SUPPLIES			

Allocation:					
Ref. No.	Date	Transaction	Value	Balance	Allocate
JW-6543	1999/03/01	Invoice	345.98	345.98	75.00
Un-allocated balance : 75.00 Allocated : 0.00					
↑ ↓ view transactions, Accept/Change allocation, End or Esc to abort					

The system will start with the oldest debit transaction and allow the USER to skip to the next transaction or allocate the total or a portion of the credit amount to the transaction being displayed. The first time that a debit transaction is displayed the system will calculate and display an amount in the allocate field. If the USER moves past this transaction without allocating any credit to the transaction, the system will display a zero in the allocate field if the transaction is displayed again.

The USER may use the up and down arrow keys to move forward or backwards through the debit transactions on the account. Any transactions that have previously had credits allocated for the full transaction amount will not be displayed while allocating the current receipt.

Press the 'A' key to accept the allocation that has been calculated by the system. Press the 'C' key to change the value that has been allocated by the system.

Press the 'E' key to end the allocation procedure without allocating the full amount of the receipt.

Press the **Escape** key to abort the entire receipt.

As amounts are allocated, the system displays the amount of the credit transaction that is still to be allocated as well as the amount that has been allocated so far. The amount to be allocated will be the total of the credit transaction.

When the total amount of the credit transaction has been allocated the following message will be displayed on the bottom line of the screen.

Total has been allocated Accept/Review allocations ><

Press the '**R**' key to review the allocations that have been made or press the '**C**' or **ENTER** key to instruct the system to continue with the transaction.

The system will then proceed to update the data base as follows:

- The debtor account will be updated (outstanding balance).
- A debtor transaction will be generated and linked to the debtor account.
- Transactions that have had credits allocated will be updated.
- The debtor age analysis will be updated.
- The debtor statistics will be updated.
- The transaction will be linked to the debtor transaction journal.
- If the system has been set up as integrated the necessary integration entries will be updated or generated.

The system will then proceed to read the next transaction in the batch file.

The system produces an audit trail of all transactions processed during the posting operation of the debtors batch transactions routine.

The following is an example of an audit trail produced by the posting operation of the debtors batch transactions.

DATE: 21/11/97 DEBTOR TRANSACTIONS - AUDIT TRAIL				BATCH:	94	PAGE:	1
APAC Software - Demonstration System							
AC.NO	DEBTOR NAME	DATE	TRAN TYPEREF	VALUE	VAT	TOTAL	
ALF001	ALFA SUPPLIES	12/09/97	Invoice 31/G	207.02	28.98	236.00	
ALF001	ALFA SUPPLIES	20/11/97	Invoice 34/A	236.00	33.04	269.04	
COM001	COMPUTER SALES AND SOFTW	12/09/97	Invoice 31/Y	349.79	48.97	398.76	
REA001	REALM COMPUTING	12/09/97	Invoice 31/H	219.17	30.68	249.85	
REA001	REALM COMPUTING	19/09/97	Invoice 32/F	320.59	44.88	365.47	
SMI001	SMITH.JACK	13/09/97	Invoice 32/D	209.44	29.32	238.76	
SMI001	SMITH.JACK	17/09/97	Invoice 33/I	109.44	15.32	124.76	
SOF001	THE SOFT SHOP	18/09/97	Invoice 33/T	418.40	58.58	476.98	
SOF001	THE SOFT SHOP	23/09/97	Invoice 35/U	437.41	61.24	498.65	
Total				351.01		2858.27	

Select option **0 EXIT**.

(OPTION 3 / 2 / 0)

The system exits this menu window and returns to **DEBTOR PROGRAMS** menu window.

9.3 DEBTOR REPORTS AND STATEMENTS. (OPTION 3 / 3)

Selecting option 3 (three) on the **DEBTOR PROGRAMS** menu will display the following pop-up menu window and the **DEBTOR REPORT** menu window will become the active window.

This is the debtor report pop-up menu window for the debtors module and is displayed to the right of the **DEBTOR PROGRAM** window. When this window is displayed it becomes the active window and allows the USER to select one of the report programs in the Debtors System.

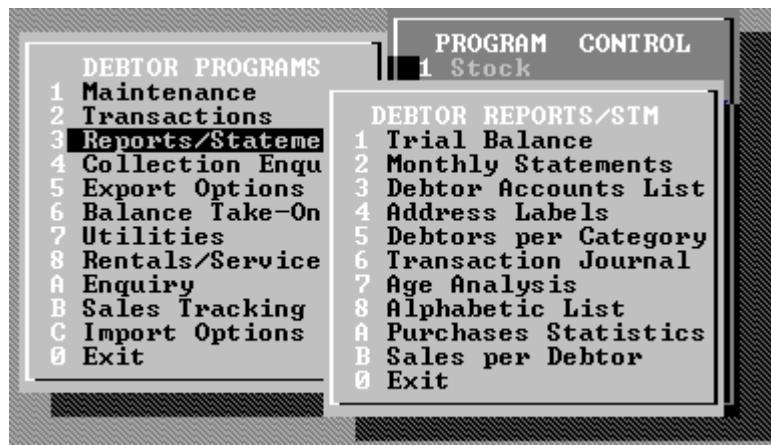


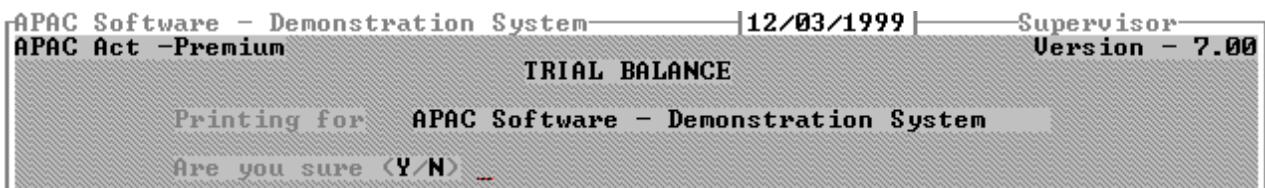
Figure 9-36: Debtors - Reports Menu

Select the option required.

9.3.1 DEBTORS - TRIAL BALANCE. (OPTION 3 / 3 / 1)

Select option 1 (one) in the DEBTOR REPORTS menu to print a debtors trial balance.

When this option is selected the following screen will be displayed.



Press the 'Y' key to confirm that the debtors trial balance must be produced. Press the 'N' key to exit from this routine and return to the DEBTOR REPORTS menu **Fig 949**. If the 'Y' key is pressed the system will display the following selection message.

Do you want the Debtor address printed (Y/N)

To include the debtor address on the trial balance press the 'Y' key. Press the 'N' key if the debtor addresses are not required. When the USER has responded to the above selection message the system will display the following selection message.

Selective print for credit control (Y/N) N

This program can also be requested to produce a credit control report, rather than a trial balance. Press the 'N' or **ENTER** key if a credit control report is not required.

If a credit control report is required then press the 'Y' key and the following selection screen will be displayed.

Select 1 = 60d, 2 = 90d, 3 = >60d

Press the '1' key and the system will produce a report containing all accounts that are 60 days in arrear.

Press the '2' key and the system will produce a report containing all accounts that are 90 days in arrear.

Press the '3' key and the system will produce a report containing all accounts with arrears older than 60 days.

After responding to the credit control report required or having selected not to print a credit control report the system will display the following selection message.

Print accounts with zero balance (Y/N) N

Press the **N** or **ENTER** key to print only accounts with balances. Press the **Y** key to print all accounts in the debtor data base.

The system will display the following selection pop-up window.



The USER is able to select the output media for the debtors trial balance.

Press the **P** key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the **S** key to view the output on the screen.

Press the **D** key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following will be displayed.

Is this a restart (Y/N) ...

This choice has been included as there are those times when the printer 'crunches' the paper, the paper jumps off the sprockets, the power fails or the paper comes to the end and only half the report has been printed.

Press the **N** key if it is not a restart.

Press the **Y** key if a restart is required and the system will display the following.

Account No: ...

Key in the number of the account from where the system must restart printing the trial balance.

The system will start reading the debtors file from either the first record or starting from the account that has been selected as the first account in a restart.

As each account is read the account number will be displayed at the bottom of the screen.

Following is an example of a debtors trial balance.

PAGE: 1

DATE: 12/03/1999

APAC Software - Demonstration - TRIAL BALANCE

AC-NO.NAME	ACTIVE MTH	CURRENT	30 DAYS	60 DAYS	90 DAYS	INTEREST	PAST DUE	C-LIMIT	BALANCE
ALF001 ALFA SUPPLIES	12/03/1999	4750.99	0.00	0.00	0.00	0.00	0.00	0	4750.99
CAS001 CASH SALES (INCLUSIVE)	11/03/1999	2696.57	0.00	0.00	0.00	0.00	0.00	0	2696.57
COM001 COMPUTER SALES AND SOFTWARE	11/03/1999 1	295.29	398.76	0.00	0.00	0.00	398.76	5000	694.05
REA001 REALM COMPUTING	10/03/1999 1	1258.61	615.32	0.00	0.00	0.00	615.32	10000	1873.93
SMI001 SMITH.JACK.	12/03/1999 1	0.00	363.52	0.00	0.00	0.00	363.52	0	363.52
SOF001 THE SOFT SHOP	28/02/1999 1	2267.49	157.98	0.00	0.00	0.00	157.98	6000	2425.47

PAGE: 2

DATE: 12/03/1999

APAC Software - Demonstration - TRIAL BALANCE

T/B SUMMARY	
GRAND TOTALS	
CURRENT	11268.95
30 DAYS	1535.58
60 DAYS	0.00
90 DAYS	0.00
INTEREST	0.00
CREDIT BALANCES	0.00
DEBIT BALANCES	12804.53
DEBTOR TOTAL	12804.53

9.3.2 DEBTORS - MONTHLY STATEMENTS. (OPTION 3 / 3 / 2)

Select option 2 (two) in the DEBTOR REPORTS menu to print all or selected debtor statements.

When this option is selected the following screen will be displayed.



Press the 'Y' key to confirm that statements are to be printed. Press the 'N' key to exit from this program and return to the DEBTOR REPORTS menu (**Fig 9-36**). If the 'Y' key is pressed the system will display the following instruction message.

Insert stationery - ENTER

Check that the statement paper has been inserted into the correct printer and is lined up correctly. The first time that this program is run the USER will have to estimate how the paper should be lined up. Press the ENTER key to instruct the system to continue.

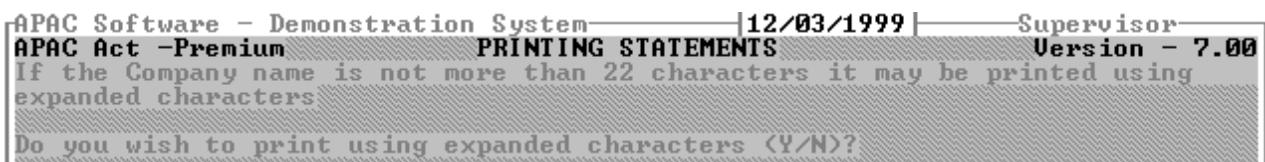
The system will print a test statement and then display the following confirmation message.

ENTER if correct - N if incorrect

Check that the line up is correct and if not make the necessary adjustments to the statement paper and press the 'N' key to instruct the system to print another test statement. If the line up is correct then press the **ENTER** key. If this is the first time that the program is being used then make a note of the position of the paper to speed up the process in future.

NB. THE FOLLOWING PROCEDURES WILL VARY SLIGHTLY FOR DIFFERENT STATEMENT FORMATS.

When the USER has confirmed that the line up is correct the following selection message will be displayed.



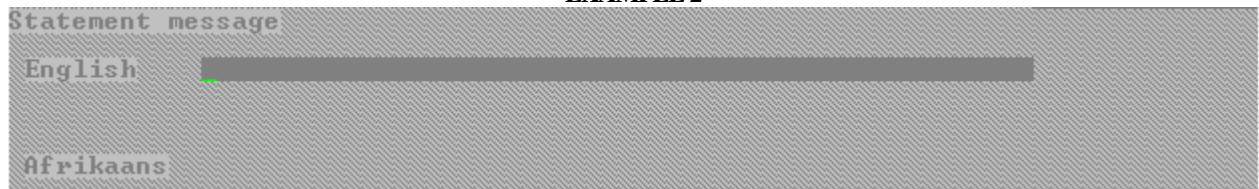
For some statement formats the system will allow the USER to print the company name using double width characters. If the USER prefers the company name to be printed using double width characters then the 'Y' key must be pressed. Press the 'N' key if normal width characters are to be used for the company name.

The system prints dunning messages on statements where the account is in arrears and also allows for USER to print other statement messages on statements that do not have dunning messages printed. The following headings are displayed on the screen.

EXAMPLE 1



EXAMPLE 2



Key in the enlish version of the message followed by the afrikaans version. The length and format of this message vary for different statement formats. When the messages have been keyed in the following confirmation message will be displayed.

Statement message:

English	This is the message that will be printed on the statement EXAMPLE FOR USER MANUAL	Afrikaans	Die boodskap word op die reken ing staat gedruk VOORBEELD
ENTER if correct - N if incorrect			

Press the 'N' key to change or correct the message. Press the ENTER key if the message details are correct.

The following selection message will be displayed.

Print keyed message on accounts < (30), (60), (90) days >_ < -else STD Message
XX = Ignore all standard messages, print only the keyed message

The system allows the USER to select on which statements the statement message is to be printed. To print the message on accounts that are current: key in **30**. To print the message on all statements where accounts that have no amounts outstanding for more than 30 days key in **60**. To print the message on all statements where accounts that have no amounts outstanding for more than 60 days key in **90**. To print the message on all statements key in **XX**. This message replaces the dunning message when printed on accounts that would have had a dunning message printed.

The following pop-up window is then displayed.

Print 'I'nvoice or 'O'ther reference [I]
ssage on accounts < (30), (60), (90) days >XX< -else

The system allows the USER to select the reference that is to be printed on the statement for invoices. (Some businesses have sales representatives that travel and sell stock to customers and issue hand generated invoices. When the representatives return these invoices are then processed through the computer system which in turn generate computer invoices with a different reference number. When keying in an invoice the system allows the USER to key in the hand generated reference number into a field named 'other reference'). Press the **I** key to print the computer generated reference number on the statement. Press the **O** key to print the other reference on the statement.

The system will then display the following selection message.

Print accounts that became zero this month (Y/N)

The system allows the USER to exclude statements for accounts where, although there was activity during the current month, the outstanding balance is zero. Press the **Y** key to print accounts that changed to a zero balance during the current month. Press the **N** key to exclude accounts that changed to a zero balance during the current month.

NB. Accounts with a zero balance that have not had activity during the current month are automatically excluded.

The following message is displayed.

Selective print (Y/N) ...

The system allows the USER to print either all the statements or to print statements for selected accounts. Press the **N** key if all statements are to be produced. If selected statements are to be printed then press the **Y** key.

If the **Y** key is pressed the following will be displayed.

Account No :

Press the ENTER key before keying in an account number or pressing the Escape key while the CURSOR is in the account number field will result in the system exiting from this program and returning to the DEBTOR REPORTS menu (**Fig 9-36**).

Key in the account number or use the lookup function to find the account number of the account for which the statement is to be printed. When the account number has been keyed in or located via the lookup function the system will display the debtor name and a confirmation message as follows.

Account No: ALF001 ALFA SUPPLIES

ENTER if correct - N if incorrect

If the correct account has been selected press the **ENTER** key. To change the account number selected press the '**N**' key. When the USER has confirmed that the correct account has been selected the system will print a statement for the account and allow the USER to select the next account for which a statement is required.

If the USER did not choose to print selective statements the following message will be displayed.

Is this a restart (Y/N)

The system allows for those frustrating moments when the printer crunches up the statement paper or the paper comes off the sprockets and the next twenty statements are printed within the next 2 to 5 five lines or the power decides to have a break or for some other reason the statement run must be restarted from a specific account.

If this is one of those occasions press the '**Y**' key. Press the '**N**' key to start printing the statements from the beginning of the debtor accounts data base.

If the '**Y**' key is pressed the following will be displayed.

Account No :

Press the ENTER key before keying in an account number or pressing the Escape key while the CURSOR is in the account number field will result in the system exiting from this program and returning to the DEBTOR REPORTS menu (**Fig 9-36**).

Key in the account number from where the system must restart printing the statements.

The system will print statements as follows:

- Each statement that is selected.
- All statements starting from the beginning of the debtor account file.
- All the remaining statements starting from the account number keyed in for a restart.

Following are two examples of statements produced by the system.

FORMAT 6 - Plain paper.

STATEMENT / STAAT

APAC Software - Demonstration System

(Reg. No. 123456789CC)
PO Box/Posbus 99999
Street Address
Town/City
8888

Telephone/Telefoon (011) 899-9999

COMPUTER SALES AND SOFTWARE
PO Box 204
NELSPRUIT
1200

AC/REK: COM001

PG/BL : 1

DATE : 12/03/1999

Date Datum	Description Beskrywing	Reference Verwysing	Debit Debiet	Credit Krediet	Balance Balans
28/02/1999	Invoice	00000139	295.29		295.29
09/03/1999	Invoice	31/Y	398.76		694.05

We do not appear to have received your payment for LAST MONTH. You are kindly requested to contact us if there is a problem with your account.

INTEREST	91+ DAYS	61-90 DAYS	31-60 DAYS	01-30 DAYS	
0.00	0.00	398.76	0.00	295.29	694.05

FORMAT 8 - Pre-Printed Stationery.

APAC Software - Demonstration System

(Reg. No. 123456789CC)

PO Box/Posbus 99999

Street Address 21/11/97

Town/City

8888 TEL: (011) 899-9999

THE SOFT SHOP

SOF001

THE SOFT SHOP

PO Box 897

DURBAN

4000

Page: 1

12/03/1999

SOF001

7 DAYS

02/02/1999 I 00000142	39.99	39.99 00000142 I	39.99
03/03/1999 I 00000146	1251.87	1291.86 00000146 I	1251.87
05/03/1999 I 33/T	476.98	1768.84 33/T I	476.98
07/03/1999 I 35/U	498.65	2267.49 35/U I	498.65
11/03/1999 I 35/K	157.98	2425.47 35/K I	157.98

This message will be printed on the statement 2425.47 2425.47

EXAMPLE FOR USER MANUAL

121+ DAYS	91-120 DAYS	61-90 DAYS
0.00	0.00	157.98
31-60 DAYS	01-30 DAYS	INTEREST
498.65	1768.84	0.00

9.3.3 DEBTOR ACCOUNTS LIST. (OPTION 3 / 3 / 3)

Select option 3 (three) in the DEBTOR REPORTS menu to print a debtors account list.

When this option is selected the following menu will be displayed.

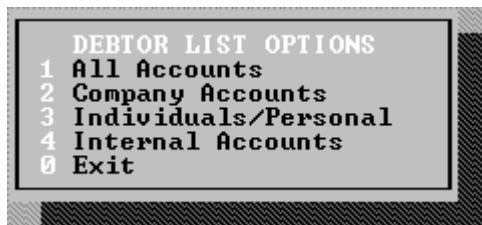


Figure 9-37: Debtors Account List Menu

The system allows the USER to print all the debtor accounts or to select only company/business, individual/personal or internal accounts. For details of the different accounts see refer to **9.1.1 CREATE NEW DEBTOR**.

Select the option required from the menu and the following selection message will be displayed.

Account or Name sequence N

Press the 'A' key to print the account list in account number sequence or press the 'N' key to print the account list in debtor name sequence.

After the USER has selected the sequence of the report the following selection pop-up window.



The USER is able to select the output media for the debtors accounts list.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following will be displayed.

The system will extract the debtor accounts from the data base as follows:

- All company/business accounts followed by all individual/personal accounts followed by all internal accounts if the USER selected option 1.
- All company/business accounts if the USER selected option 2.
- All individual/personal accounts if the USER selected option 3.
- All internal accounts if the USER selected option 4.
- In account number sequence if the USER selected 'A' for the sequence.
- In debtor name sequence if the USER selected 'N' for the sequence.

As each account is read the account number will be displayed at the bottom of the screen. When the last record has been printed the system will return to the DEBTOR LIST OPTIONS menu (**Fig 9-37**)

Following is an example of a debtors accounts list.

PAGE: 1 DEBTOR ACCOUNTS LISTING - COMPANIES DATE: 21/03/1999

APAC Software - Demonstration System

AC-NO

ALF001 NAME : ALFA SUPPLIES LANG: A
ADDRESS: POSBUS 432.PRETORIA. . .
A/ADDR : . . .
P-CODE : 0001 B-TEL: TAX:

CAS001 NAME : CASH SALES (INCLUSIVE) LANG: E
ADDRESS: PO Box 1.JOHANNESBURG. . .
A/ADDR : 12 Main Str.JOHANNESBURG. . .
P-CODE : 2000 B-TEL: (011) 435-097TAX:

COM001 NAME : COMPUTER SALES AND SOFTWARE LANG: E
ADDRESS: PO Box 204.NELSPRUIT. . .
A/ADDR : 52 Anderson St.NELSPRUIT. . .

```

P-CODE : 1200 B-TEL: (01311) 55100TAX: 89/23456789
REA001 NAME : REALM COMPUTING LANG: E
ADDRESS: PO Box 12.RANDBURG. . .
A/ADDR : . . .
P-CODE : 2021 B-TEL: (011) 886-800TAX: 91/8765432

SOF001 NAME : THE SOFT SHOP LANG: E
ADDRESS: PO Box 897.DURBAN. . .
A/ADDR : 278 West Str.DURBAN. . .
P-CODE : 4000 B-TEL: (031) 785-456TAX: 23/89765432

```

9.3.4 DEBTORS - ADDRESS LABELS. (OPTION 3 / 3 / 4)

Select option 4 (four) in the DEBTOR REPORTS menu to print debtors address labels.

When this option is selected the following confirmation message will be displayed.



Press the 'Y' key to confirm that the debtors address labels are to be printed. Press the 'N' key to exit from this routine and return to the DEBTOR REPORTS menu (Fig 936). If the 'Y' key is pressed the system will display the following selection pop-up window.



The USER is able to select the output media for the debtors address labels.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the address labels to the spool file. The spool file may be viewed or printed at a later stage. See option D in the PROGRAM CONTROL menu.

When the USER has selected the output media the following selection message will be displayed.



Press the 'N' key if labels are required for all debtor accounts. If labels are required for specific debtor account categories then press the 'Y' key and the following selection message will be displayed.



Key in the account category required and the system will display the category description as follows:



The following confirmation window will also be displayed.



Press the 'N' key if the category selected is incorrect. Press the ENTER key if the correct debtor category has been selected.

When the USER has confirmed that the category is correct or selected not to print labels for selective categories the following selection message will be displayed.

Account or Name sequence N

Press the 'A' key to print the address labels in account number sequence or press the 'N' key to print the account list in debtor name sequence.

When the USER has selected the sequence that must be used to produce the address labels the following will be displayed.

Is this a restart (Y/N) ...

This choice has been included as there are those times when the printer 'crunches' the paper, the paper jumps off the sprockets, the labels start peeling off while being fed through the rollers, the power fails or the paper comes to the end and only half the labels have been printed.

Press the 'N' key if it is not a restart.

Press the 'Y' key if a restart is required and the system will display the following.

Account No: ...

Key in the number of the account from where the system must restart printing the address labels.

The system will start reading the debtors file from either the first record or starting from the account that has been selected as the first account in a restart.

As each account is read the account number will be displayed at the bottom of the screen.

Following is an example of debtors address labels.

REALM COMPUTING
PO Box 12
RANDBURG
2021

THE SOFT SHOP
PO Box 897
DURBAN
4000

9.3.5 DEBTORS PER CATEGORY.

(OPTION 3 / 3 / 5)

Select option 5 (five) in the DEBTOR REPORTS menu to print a debtors per category report. The report produced by this program is similar to the debtors trial balance with the exception that only the accounts in the selected debtors category will be included on the report.

When this option is selected the following confirmation message will be displayed.

APAC Software - Demonstration System | 12/03/1999 | Supervisor
APAC Act -Premium Version - 7.00
DEBTORS PER CATEGORY
Printing for : APAC Software - Demonstration System
Are you sure (Y/N) ...

Press the 'Y' key to confirm that the debtors per category report must be produced. Press the 'N' key to exit from this routine and return to the DEBTOR REPORTS menu (Fig 9-36). If the 'Y' key is pressed the system will display the following selection message.

Do you want the Debtor address printed (Y/N) ...

To include the debtor address on the debtors per category report press the 'Y' key. Press the 'N' key if the debtor addresses are not required. When the USER has responded to the above selection message the system will display the following selection message.

'P'rinter,'S'creen or 'D'isk [P]

The USER is able to select the output media for the debtors per category report.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the **D** key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following selection message will be displayed.

Key in Category code

Figure 9-38: Debtors Category Report - Category Input Screen

Pressing the **Escape** or **ENTER** key or keying in **00** as a category code will result in the system exiting from this routine and returning to the DEBTOR REPORTS menu **Fig 936**). Key in the account category required and the system will display the category description as follows:

Key in Category code 01 Dealers

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the **N** key if the category selected is incorrect. Press the **ENTER** key if the correct debtor category has been selected.

After the USER has confirmed that the selected category the system will display the following selection message.

Account or Name sequence N

Press the 'A' key to print the account list in account number sequence or press the 'N' key to print the account list in debtor name sequence.

When the output sequence has been selected the system will read the debtor data base and produce a report for the category selected in the sequence requested.

As each record is read the account number will be displayed on the screen.

When the system completes the report for the selected category the system will return the USER to the category selection screen (**Fig 9-38**) where the next category may be selected or the USER may select to exit from this program.

Following is an example of a debtor category report. The system was requested to print the address.

COM001	COMPUTER SALES AND SOFTWARE	12/03/1999	1	295.29	398.76	0.00	0.00	0.00	398.76	5000	694.05
	PO Box 204										
	NELSPRUIT										
	1200 TEL NO'S: 551432		(01311) 551001								
SMI001	SMITH.JACK.	17/03/1999	1	0.00	363.52	0.00	0.00	0.00	363.52	0	363.52
	PO Box 12										
	NEWCASTLE										
	9999 TEL NO'S:										

PAGE: 2

DATE: 21/03/1999

APAC Software - Demonstration - DEBTORS PER CATEGORY

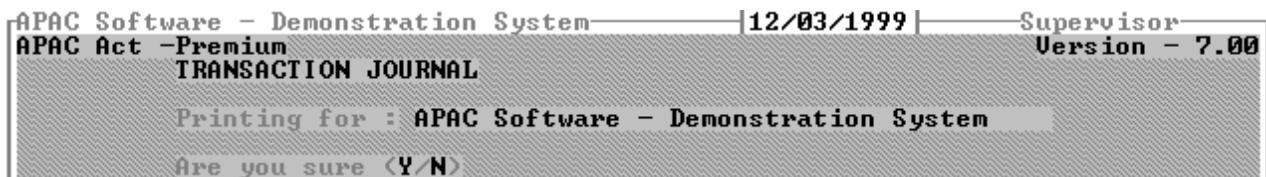
SUMMARY

CURRENT	5046.28
30 DAYS	762.28
60 DAYS	0.00
90 DAYS	0.00
INTEREST	0.00
CREDIT BALANCES	0.00
DEBIT BALANCES	5808.56
CATEGORY TOTAL	5808.56

9.3.6 DEBTORS - TRANSACTION JOURNAL. (OPTION 3 / 3 / 6)

Select option 6 (six) in the DEBTOR REPORTS menu to print a debtors transaction journal. This option allows for a report of selected transaction types for a specified period.

When this option is selected the following confirmation message will be displayed.



Press the 'Y' key to confirm that the debtors transaction journal must be produced. Press the 'N' key to exit from this routine and return to the DEBTOR REPORTS menu (Fig 9-36). If the 'Y' key is pressed the system will display the following selection details.

```
For the period.
Start date : 00/00/0000
End date   : 00/00/0000
Dates to be keyed in as DDMMCCYY
```

The USER is able to select the period that is to be used as a filter for the transactions that are to appear on the transaction journal. The system will perform the normal validation of the dates that are keyed in and where necessary will display the relevant error messages.

When the start and end dates have been keyed in by the USER the system will display the following confirmation window.

```
Correct ENTER - N if incorrect
```

Press the 'N' key if any of the dates are to be changed. Press the ENTER key if the correct start and end date have been keyed in.

When the period has been confirmed the system will display the following selection window.

```
'P'rinter, 'S'creen or 'D'isk [P]
```

The USER is able to select the output media for the debtors transaction journal.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following selection message will be displayed.

Key in Transaction code **00**

Figure 9-39: Debtors Transaction Journal - Transaction Code Input Screen

Pressing the **Escape** or **ENTER** key or keying in **00** as a transaction code will result in the system exiting from this routine and returning to the DEBTOR REPORTS menu (Fig 9-36). Key in the transaction code required for the transaction journal. When the code has been keyed in the system will display the transaction description as follows:

Key in Transaction code **01** **Invoice**

The following confirmation window will also be displayed.

Correct ENTER - N if incorrect

Press the **N** key if the transaction code selected is incorrect. Press the **ENTER** key if the correct transaction code has been selected and the system will proceed to print the transaction journal for the selected transaction code including only the transactions within the period selected.

When the system completes the report for the selected transaction code the system will return the USER to the transaction code selection screen (Fig 9-39) where the next transaction code may be selected or the USER may select to exit from this program.

Following is an example of a transaction journal.

PAGE:	1	APAC Software - Demonstration	-TRANSACTION JOURNAL DATE:	21/03/1999	
TRN TYPE:	1	Invoice			
AC-NO	NAME		DATE	REFER	VALUE
ALF001	ALFA SUPPLIES		12/03/1999	00000160	1197.95
ALF001	ALFA SUPPLIES		13/03/1999	00000161	3116.36
ALF001	ALFA SUPPLIES		13/03/1999	00000162	1251.76
CAS001	CASH SALES (INCLUSIVE)		14/03/1999	00000164	1208.87
CAS001	CASH SALES (INCLUSIVE)		14/03/1999	00000165	1799.95
ALF001	ALFA SUPPLIES		20/03/1999	34/A	269.04
	TRANSACTION TOTAL				8843.93

9.3.7 DEBTORS - AGE ANALYSIS. (OPTION 3 / 3 / 7)

Select option 7 (seven) in the DEBTOR REPORTS menu to print a debtors age analysis report.

When this option is selected the following confirmation message will be displayed.

APAC Software - Demonstration System | 12/03/1999 | Supervisor
APAC Act - Premium Version - 7.00
AGE ANALYSIS
Printing for APAC Software - Demonstration System
Are you sure (Y/N)

Press the 'Y' key to confirm that the debtors age analysis report must be produced. Press the 'N' key to exit from this routine and return to the DEBTOR REPORTS menu (Fig 9-36). If the 'Y' key is pressed the system will display the following selection details.

Do you want the Debtor address printed (Y/N) ...

To include the debtor address on the age analysis press the 'Y' key. Press the 'N' key if the debtor addresses are not required. When the USER has responded to the above selection message the system will display the following selection message.

Print accounts with zero balance (Y/N) N

Press the 'N' or **ENTER** key to print only accounts with balances. Press the 'Y' key to print all accounts in the debtor data base.

The system will display the following selection pop-up window.

'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the debtors age analysis report.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following will be displayed.

Is this a restart (Y/N) ...

This choice has been included as there are those times when the paper jumps off the sprockets, the printer 'crunches' the paper, the power fails or the paper comes to the end and only half the report has been printed.

Press the 'N' key if it is not a restart.

Press the 'Y' key if a restart is required and the system will display the following.

Account No: ...

Key in the number of the account from where the system must restart printing the debtor age analysis.

When the account number has been keyed in the system will display the debtor account name as well as a confirmation window as follows:

Is this a re
Correct ENTER - N if incorrect

Account No: COM001 COMPUTER SALES AND SOFTWARE

Press the 'N' key if the incorrect account number has been keyed in. If the correct account number has been selected for the restart then press the **ENTER** key.

The system will start reading the debtors file from either the first record or starting from the account that has been selected as the first account in a restart.

As each account is read the account number will be displayed at the bottom of the screen.

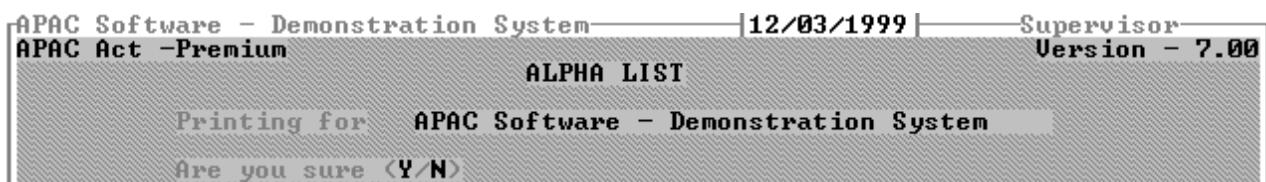
Following is an example of a debtors age analysis.

PAGE:	1	APAC Software - Demonstration - AGE ANALYSIS						DATE: 21/03/1999
AC-NO.	NAME	BALANCE	M.T.D.	30 DAYS	60 DAYS	90 DAYS	120 DAYS	INTEREST
ALF001	ALFA SUPPLIES	4750.99	4750.99	0.00	0.00	0.00	0.00	0.00
CAS001	CASH SALES (INCLUSIVE)	2696.57	2696.57	0.00	0.00	0.00	0.00	0.00
COM001	COMPUTER SALES AND SOFTWARE	694.05	295.29	0.00	398.76	0.00	0.00	0.00
REA001	REALM COMPUTING	1873.93	1258.61	0.00	615.32	0.00	0.00	0.00
SMI001	SMITH.JACK.	363.52	0.00	0.00	363.52	0.00	0.00	0.00
SOF001	THE SOFT SHOP	2425.47	1768.84	498.65	157.98	0.00	0.00	0.00
**** T O T A L S ****		12804.53	10770.30	498.65	1535.58	0.00	0.00	0.00

9.3.8 DEBTORS - ALPHABETIC LIST. (OPTION 3 / 3 / 8)

Select option 8 (eight) in the DEBTOR REPORTS menu to print a debtors alphabetic list.

When this option is selected the following confirmation message will be displayed.



Press the 'Y' key to confirm that the debtors alphabetic list must be produced. Press the 'N' key to exit from this routine and return to the DEBTOR REPORTS menu **Fig 936**). If the 'Y' key is pressed the system will display the following selection window.



The USER is able to select the output media for the debtors alphabetic list.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following will be displayed.



This choice has been included as there are those times when the paper jumps off the sprockets, the printer 'crunches' the paper, the power fails or the paper comes to the end and only half the report has been printed.

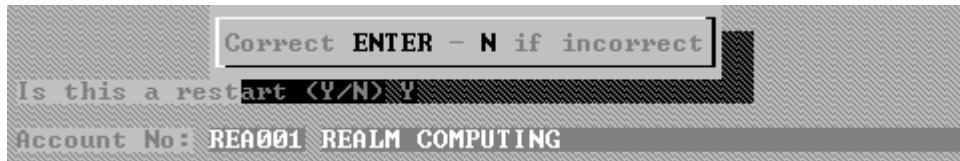
Press the 'N' key if it is not a restart.

Press the 'Y' key if a restart is required and the system will display the following.



Key in the number of the account from where the system must restart printing the debtors alphabetic list.

When the account number has been keyed in the system will display the debtor account name as well as a confirmation window as follows:



Press the 'N' key if the incorrect account number has been keyed in. If the correct account number has been selected for the restart then press the **ENTER** key.

The system will start reading the debtors file from either the first record or starting from the account that has been selected as the first account in a restart.

As each account is read the account number will be displayed at the bottom of the screen.

Following is an example of a debtors alphabetic list.

PAGE:	1	APAC Software - Demonstration - ALPHA LIST	DATE:	21/03/1999
AC-NO	NAME	ADDRESS	CODE	TAX/ID NO.
ALF001	ALFA SUPPLIES	POSBUS 432.PRETORIA. . .	0001	
COD001	C.O.D. SALES (INCLUSIVE)	PO Box 1.JOHANNESBURG. . .	2000	
COD002	C.O.D. SALES (EXCLUSIVE)	PO Box 1.JOHANNESBURG. . .	2000	
CAS001	CASH SALES (INCLUSIVE)	PO Box 1.JOHANNESBURG. . .	2000	
CAS002	CASH SALES (EXCLUSIVE)	PO Box 1.JOHANNESBURG. . .	2000	
CAS003	CASH SALES (BALANCE FORWARD)	PO BOX 1.RIVONIA. . .	2128	
COM001	COMPUTER SALES AND SOFTWARE	PO Box 204.NELSPRUIT. . .	1200	89/23456789
KON001	KONTANT VERKOPE (EX)	Posbus 1.JOHANNESBURG. . .	2000	
REA001	REALM COMPUTING	PO Box 12.RANDBURG. . .	2021	91/8765432
SMI001	SMITH.JACK.	PO Box 23.NEWCASTLE. . .	9999	
SOF001	THE SOFT SHOP	PO Box 897.DURBAN. . .	4000	23/89765432

***** E N D O F L I S T *****

9.3.9 DEBTORS - PURCHASES STATISTICS. (OPTION 3 / 3 / A)

Select option **A** in the DEBTOR REPORTS menu to print a debtors purchases statistics report.

When this option is selected the following confirmation message will be displayed.



Press the 'Y' key to confirm that the debtors transaction journal must be produced. Press the 'N' key to exit from this routine and return to the DEBTOR REPORTS menu (Fig 9-36). If the 'Y' key is pressed the system will display the following selection window.



The USER is able to select the output media for the debtors purchases statistics.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following will be displayed.



Press the 'A' key to print the debtor purchase statistics in account number sequence or press the 'N' key to print the debtors purchases statistics in debtor name sequence.

When the USER has selected the sequence that must be used to produce the debtors purchase statistics report the system will read the debtor data base and produce the report.

PAGE: 1 APAC Software - Demonstration - PURCHASE STATISTICS DATE: 21/03/1999

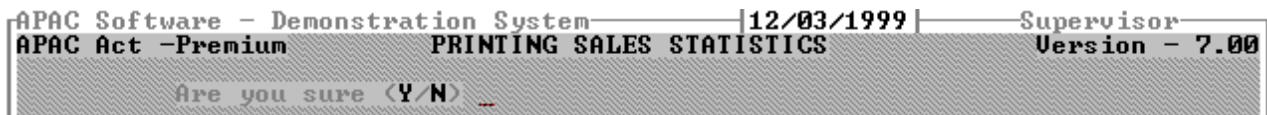
AC. No.	Debtors Name	June	July	August	September	October	November	Total
ALF001	ALFA SUPPLIES	0.00	0.00	0.00	236.00	86.00	4836.54	5158.54
CAS001	CASH SALES (INCLUSIVE)	0.00	0.00	0.00	0.00	0.00	2696.57	2696.57
CAS002	CASH SALES (EXCLUSIVE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAS003	CASH SALES (BALANCE FORWARD)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COD001	C.O.D. SALES (INCLUSIVE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COD002	C.O.D. SALES (EXCLUSIVE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COM001	COMPUTER SALES AND SOFTWARE	0.00	0.00	0.00	398.76	0.00	295.29	694.05
KON001	KONTANT VERKOPE (EX)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REA001	REALM COMPUTING	0.00	0.00	0.00	615.32	0.00	0.00	615.32
SMI001	SMITH.JACK.	0.00	0.00	0.00	363.52	0.00	0.00	363.52
SOF001	THE SOFT SHOP	0.00	0.00	0.00	975.63	157.98	0.00	1133.61

***** END OF REPORT *****

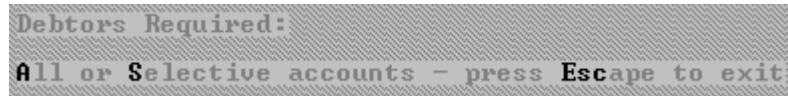
9.3.10 DEBTORS - SALES PER DEBTOR. (OPTION 3 / 3 / B)

Select option **B** in the DEBTOR REPORTS menu to print a sales per debtor report.

When this option is selected the following confirmation message will be displayed.



Press the 'Y' key to confirm that the debtors alphabetic list must be produced. Press the 'N' key to exit from this program and return to the DEBTOR REPORTS menu **Fig 936**). If the 'Y' key is pressed the system will display the following selection message.



Press the 'A' key if all debtors and cash sales are to be included in the report. Press the 'S' key if only selected accounts are to be included in the report. Press the Escape key to exit from this program and return to the DEBTOR REPORTS menu **Fig 936**). If either the 'A' or 'S' key are pressed by the USER the following selection window will be displayed.



The USER is able to select the output media for the sales per debtor report.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the system following period selection window will be displayed.

Transactions for Period.	
Starting Date :	12/03/1999
Ending Date :	12/03/1999
Dates to be keyed in: DDMMCCYY	

Figure 9-40: Debtors - Sales by Debtor - Period Selection Screen

The USER is able to select the period during which all sales and returns are to be included in the report. Key in the starting and ending dates. The system will carry out the normal validation and display the relevant error messages if the dates are incorrect.

When the start and end dates have been keyed in by the USER the system will display the following confirmation window.



Press the 'N' key if any of the dates are to be changed. Press the **ENTER** key if the correct start and end date have been keyed in.

When the period has been confirmed and if the USER has chosen to report only selected accounts then the system will display the following:

Account No. [REDACTED]

Figure 9-41: Debtors - Sales per Debtor - Account Selection

Press the **ENTER** key before keying in an account number or pressing the **Escape** key while the CURSOR is in the account number field will result in the system exiting from this program and returning to the DEBTOR REPORTS menu (Fig 9-36).

Key in the account number or use the lookup function to find the account required. When the account number has been keyed in or obtained via the lookup function the system will display the account name and a confirmation window as follows:



If the correct account has been selected press the **ENTER** key. To change the account number selected press the 'N' key. When the USER has confirmed that the correct account has been selected or if the USER has requested that all accounts are included in the report the system will display the following selection message.

Details Required:
All or Selective Items - press Escape to exit

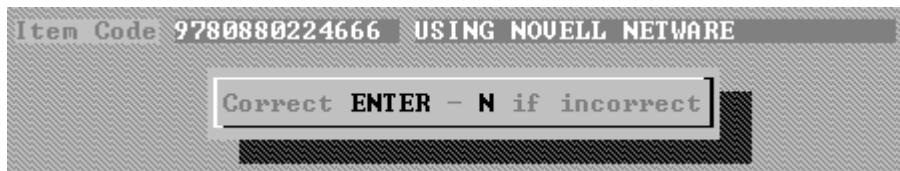
Press the 'A' key if all stock items are to be included in the report. Press the 'S' key if only selected items are to be included in the report. Press the **Escape** key to exit from this program and return to the DEBTOR REPORTS menu (Fig 9-36). If either the 'S' key is pressed by the USER the following message will be displayed.

Item Code [REDACTED]

Figure 9-42: Debtors - Sales per Debtor - Item Selection

Press the **ENTER** key before keying in an item code or pressing the **Escape** key while the CURSOR is in the item code field will result in the system returning to the period selection screen (Fig 9-40).

Key in the item code or use the lookup function to find the item required required. When the item code has been keyed in or obtained via the lookup function the system will display the item description and a confirmation window as follows:



If the correct item has been selected press the **ENTER** key. To change the item code selected press the **N** key. When the USER has confirmed that the correct item has been selected or if the USER has requested that all items are to be included in the report the system will extract the requested information and produce the report.

As each record is read the account number item code and date are displayed as follows:

Reading ALF001SW1009 97111200

If the USER has chosen to print only selected accounts the CURSOR will be returned to account selection field (**Fig 9-41**) after the currently selected debtor details have been reported.

If all debtors have been chosen, then the CURSOR will be returned to the item selection field (**Fig 9-42**) after the currently requested details have been reported.

Following is an example of a sales per debtor report showing a selected debtor with all items.

The heading **T** on the report is for the type of transaction where **I** indicates an invoice (sales) and '**C**' indicates a credit note (returns)

PAGE: 1

DATE: 21/03/1999

APAC Software - Demonstration - SALES PER DEBTOR

Ac.No.	Debtors Name	Date	T Refer	Item code	Description	Quantity	Sell price	Extended
<hr/>								
ALF001	ALFA SUPPLIES	11/03/1999	I	00000160	9780895888426	MASTERING WINDOWS 3.1	1.00	114.91
		11/03/1999	I	00000160	APAC-014	CREDITORS MODULE (NETWORK)	1.00	935.92
		12/03/1999	I	00000161	9780880224666	USING NOVELL NETWARE	1.00	75.00
		12/03/1999	I	00000161	9780895886248	MASTERING SUPERCALC 5	1.00	90.13
		12/03/1999	I	00000161	9780895888426	MASTERING WINDOWS 3.1	1.00	114.91
		12/03/1999	I	00000161	AS4002	M/S WINDOWS 3.11 (OEM)	1.00	305.92
		12/03/1999	I	00000161	CA0000	CABLE PARALLEL PRINTER (2M)	1.00	14.51
		12/03/1999	I	00000161	CON-240X280/2	PLAIN CONSOLE - TWO PART	1.00	62.06
		12/03/1999	I	00000161	CON-280X240/1	PLAIN CONSOLE - SINGLE PART	1.00	57.50
		12/03/1999	I	00000161	CS2005	CS004 MIDI T/CASE 200W 2*F LED	1.00	360.00
		12/03/1999	I	00000161	9780895888426	MASTERING WINDOWS 3.1	1.00	114.91
		12/03/1999	I	00000161	MM3004	72PIN 4MB-70 SIMM MODULE	1.00	708.02
		12/03/1999	I	00000161	SW1009	M/S DOS V6.2 U/G	1.00	242.67
		12/03/1999	I	00000161	MB2301	ASUS VL/I 486SV2G (NO CPU)	1.00	588.02
		12/03/1999	I	00000162	9780880224666	USING NOVELL NETWARE	1.00	75.00
		12/03/1999	I	00000162	9780880226066	USING WORDSTAR (3RD EDITION)	1.00	126.53
		12/03/1999	I	00000162	9780895888426	MASTERING WINDOWS 3.1	1.00	114.91
		12/03/1999	I	00000162	AS4002	M/S WINDOWS 3.11 (OEM)	1.00	305.92
		12/03/1999	I	00000162	CA0000	CABLE PARALLEL PRINTER (2M)	1.00	14.51
		12/03/1999	I	00000162	CON-240X280/2	PLAIN CONSOLE - TWO PART	1.00	62.06
		12/03/1999	I	00000162	CON-280X240/1	PLAIN CONSOLE - SINGLE PART	1.00	57.50
		12/03/1999	I	00000162	SW1009	M/S DOS V6.2 U/G	1.00	242.67
		13/03/1999	C	00000163	9780880224666	USING NOVELL NETWARE	1.00-	75.00-
		13/03/1999	C	00000163	9780880226066	USING WORDSTAR (3RD EDITION)	1.00-	126.53-
		13/03/1999	C	00000163	9780895886248	MASTERING SUPERCALC 5	1.00-	90.13-
		13/03/1999	C	00000163	9780895888426	MASTERING WINDOWS 3.1	1.00-	114.91-
		13/03/1999	C	00000163	AS4002	M/S WINDOWS 3.11 (OEM)	1.00-	305.92-
		13/03/1999	C	00000163	CA0000	CABLE PARALLEL PRINTER (2M)	1.00-	14.51-
		13/03/1999	C	00000163	CON-280X240/1	PLAIN CONSOLE - SINGLE PART	1.00-	57.50-

Select option **0 EXIT**.

(OPTION 3 / 3 / 0)

The system exits this menu window and returns to **DEBTOR PROGRAMS** menu window (**Fig 9-1**).

9.4 DEBTOR COLLECTION ENQUIRY.

(OPTION 3 / 4)

Select option 4 (four) in the DEBTOR PROGRAMS menu to activate the collections enquiry in the debtor system. This program assists the USER with the credit control and logging of calls in the debtors system.

When this option is selected the following screen will be displayed.

APAC Software - Demonstration System		12/03/1999	Supervisor		
APAC Act -Premium		DEBTOR COLLECTION LOOKUP		Version - 7.00	
Start No/Name:	Ac/No	Customer name	Tot.Balance	Past Due	T Days
Key in at least the first character of the name or press Esc to exit					
Pressing 'ENTER' key only, will start from the beginning of the debtor file					
ALF001	ALFA SUPPLIES		1103.32	0.00	0 CUR
COD001	C.O.D. SALES <INCLUSIVE>		0.00	0.00	3 CUR
COD002	C.O.D. SALES <EXCLUSIVE>		0.00	0.00	3 CUR
CAS001	CASH SALES <INCLUSIVE>		0.00	0.00	3 CUR
CAS002	CASH SALES <EXCLUSIVE>		0.00	0.00	3 CUR
CAS003	CASH SALES <BALANCE FORWARD>		0.00	0.00	3 CUR
COM001	COMPUTER SALES AND SOFTWARE		941.98	0.00	0 CUR
KON001	KONTANT VERKOPE <EX>		0.00	0.00	3 CUR
REA001	REALM COMPUTING		168.46	0.00	0 CUR
SMI001	SMITH JACK ADAM		287.00	0.00	0 CUR
SOF001	THE SOFT SHOP		456.89	0.00	0 CUR

↑ ↓ - PgUp/PgDn - ENTER view - Escape - F8 Collect.Notes - F9 memo/remarks

Figure 9-43: Debtors - Collection Enquiry Screen

The terms indicator must be interpreted as follows:

- 0 = 7 days from statement.
- 1 = 30 days from statement.
- 2 = 60 days from statement.
- 3 = C. O. D.

The days field shows the oldest balance outstanding and should be read in conjunction with the terms field.

The **Page Up** and **Down** and the **Up** and **Down** arrow keys may be used to navigate through the accounts on the screen. Using the arrow keys will move the highlight from one account to the next or previous account on the screen. Use the **Page Up** and **Down** keys to move forward or backward one screen at a time.

Press the **ENTER** key while an account is highlighted on the screen and the system will display the details of the account as follows:

APAC Software - Demonstration System		11/03/1999	Supervisor
APAC Act -Premium		DEBTOR ENQUIRY	Version - 7.00
Account No:	ALF001	Name:	ALFA SUPPLIES
Address :	POSBUS 432.PRETORIA.		Language: A 0001
Telephone :		Contact :	PIETER
Fax number:		Purchases YTD :	1056.64 Prev : 0.00
Date:	Description	Ref No	Value
12/02/1999	Invoice	JW-3456	115.78
16/02/1999	Invoice	JW-8954	246.90
23/02/1999	Invoice	JW-7864	347.98
1/03/1999	Invoice	JW-6543	345.98
11/03/1999	Receipt	8975	710.66-
			Opening balance : 0.00
			Debits : 1056.64
			Credits : 710.66
			Closing balance : 345.98
			Last active : 11/03/1999
			Last payment : 11/03/1999
			Age Analysis
			Current : 345.98
			30 days : 0.00
			60 days : 0.00
			90 days : 0.00
			120 days + : 0.00
			Interest : 0.00
			Arrears : 0.00
			Credit limit : 0.00

PgDn PgUp Escape F6 purchases, F7 allocations, F8 screen 2, F9 Memo/Remarks

The above screen is the same as the debtor enquiry screen and all the options available in the debtor enquiry program apply while this screen is displayed. This routine enables the USER to view details of debtor account. These details include: all static information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchases total for the previous year, allocations of credits against debits and the current financial status of the account showing the age analyses and date of last payment and the date last active.

NB. FOR A DETAILED EXPLANATION OF THE DEBTORS ENQUIRY PROGRAM - SEE OPTION 9/1/8.

Press the Escape key to return to the debtors collection enquiry screen (Fig 9-43).

Press the F9 function key to view any memo or remarks that have been attached to the account.

To view or add collection remarks to an account press the F8 function key and the following screen will be displayed.

APAC Software - Demonstration System		12/03/1999	Supervisor
APAC Act -Premium		DEBTOR COLLECTION LOOKUP	Version - 7.00
ACNO	COM001	NAME COMPUTER SALES AND SOFTWARE	TEL (01311) 551001
MTD	941.98	CUR 0.00	30D 0.00
90D	0.00	120D 0.00	INT 0.00
ALF001	ALFA SUP		TEL DUE 0.00
COD001	C.O.D. S		
COD002	C.O.D. S		
CAS001	CASH SAL		
CAS002	CASH SAL		
CAS003	CASH SAL		
COM001	COMPUTER		
KON001	KONTANT		
REA001	REALM CO		
SMI001	SMITH JA		
SOF001	THE SOFT		
		COLLECTION NOTES AMEND / UIEW	
		-	

↑ ↓ - PgUp/PgDn - ENTER view - Escape - F8 Collect.Notes - F9 memo/remarks

The age analysis, telephone number and current collection notes are displayed and the USER is able to phone the client and add or amend the collection notes on the account. After the USER has added information or only viewed the collection notes the ENTER key must be pressed. When the ENTER key has been pressed the following confirmation window will be displayed.

Correct ENTER - N if incorrect

Press the 'N' key if the collection notes that have been added are incorrect or not complete. Press the **ENTER** key if the correct details have been added.

When the amendments or additions to the collection notes has been confirmed the system will update the data base and then return to the collection enquiry screen (**Fig 9-43**).

9.5 DEBTOR EXPORT OPTIONS.

(OPTION 3 / 5)

This option will load the debtor export program that processes the various export options in the debtor system.

The following menu will be displayed when the USER selects the debtors export option.



Figure 9-44: Debtors - Export Options Menu

Select the option required.

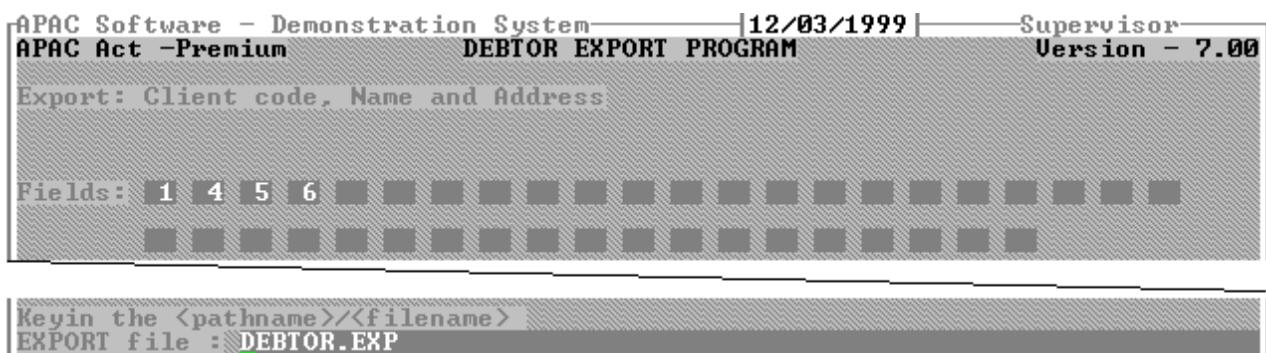
9.5.1 DEBTORS EXPORT - ACCOUNT NO. NAME & ADDRESS. (OPTION 3 / 5 / 1)

Select option 1 from the **DEBTORS EXPORT** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected. This routine will extract the account number (client code), title, client name and the postal address. The output file is in ASCII format and the fields are separated by comma's unless the USER changes the field separator (see option 3/5/4)

Export: Client code, Name and Address

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will exit from this routine and return to the **DEBTOR EXPORT PROGRAM** menu (**Fig 9-44**), while pressing any other key will result in the following details being displayed on the screen allowing the USER to select the name and destination drive for the exported data file.



The USER can accept the export file name by pressing the **ENTER** key or change the file name and include a drive location (eg A:DEBTOR.TXT). When the file name has been selected the following confirmation message window will be displayed.

Correct ENTER - N if incorrect

Press the 'N' key to amend the name or press the **ENTER** key if the export file name and drive location are correct.

When the USER has confirmed that the export file name is correct the system will read the data base and extract the debtor details and write them to the export file. As each record is read the system will display the following details on the screen.

Exporting: SOF001 SMITH*JACK* !

Following is an example of the data as it appears in the export file. The first record contains the headings for identification purposes. The export file makes provision for four lines of address plus a postal code. The system will insert a comma for any field that does not contain data.

Account Number,Title Code,Debtor Name,Postal Address,
ALF001,,ALFA SUPPLIES,POSBUS 432,PRETORIA,,,0001,
COM001,,COMPUTER SALES AND SOFTWARE,PO Box 204,NELSPRUIT,,,1200,
REA001,,REALM COMPUTING,PO Box 12,RANDBURG,,,2021,
SOF001,,THE SOFT SHOP,PO Box 897,DURBAN,,,4000,

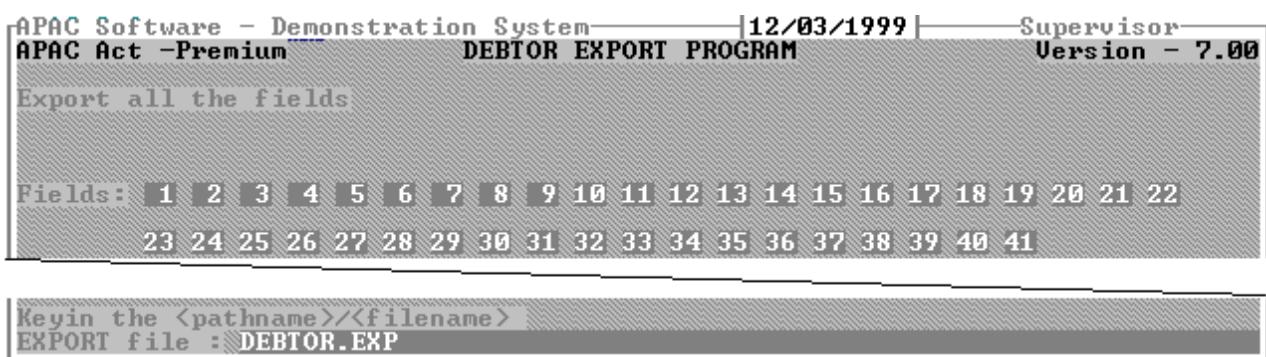
9.5.2 DEBTORS EXPORT - ALL FIELDS. (OPTION 3 / 5 / 2)

Select option 2 from the **DEBTORS EXPORT** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected. This routine will extract all the fields from each debtor record and write them to the export file. The output file is in ASCII format and the fields are separated by comma's unless the USER changes the field separator (see option **3/5/4**)

Export all the fields

Correct ENTER - N if incorrect

If the 'N' key is pressed the system will exit from this routine and return to the **DEBTOR EXPORT PROGRAM** menu (**Fig 944**), while pressing any other key will result in the following details being displayed on the screen allowing the USER to select the name and destination drive for the exported data file.



The USER can accept the export file name by pressing the **ENTER** key or change the file name and include a drive location (eg B:DEBTOR.TXT). When the file name has been selected the following confirmation message window will be displayed.

Correct ENTER - N if incorrect

Press the 'N' key to amend the name or press the **ENTER** key if the export file name and drive location are correct.

When the USER has confirmed that the export file name is correct the system will read the data base and extract the debtor details and write them to the export file. As each record is read the system will display the following details on the screen.

Exporting: SOF001 SMITH*JACK* !

Following is an example of the data as it appears in the export file. The export file makes provision for four lines of address plus a postal code. The system will insert a comma for any field that does not contain data.

```
ALF001,2,01,,ALFA SUPPLIES,POSBUS 432,PRETORIA,,,0001,,,,0000,-,-,-,-,PIETER,971120,0.00,
4750.99,0.00,0.00,0.00,0.00,0.00,6859.68,2108.69,350.00,249.04,4528.80,0,N,130000000.0
0,N,A,961220,13000000.00,Y,Open Item,Retail,00,00,00,,0.00,0.00,0.00,0.00,0.00,0.00,0.00,
0.00,0.00,236.00,86.00,4836.54,-38.70,
COM001,2,01,,COMPUTER SALES AND SOFTWARE,PO Box 204,NELSPRUIT,,,1200,52 Anderson St,
NELSPRUIT,,,1200,551432,(01311) 551001,551024,89/23456789,MIKE SIMONS,970912,0.00,694.05,
0.00,398.76,0.00,0.00,0.00,694.05,0.00,640.00,398.76,295.29,5000,N,0.00,N,E,930701,0.0
0,Y,Open Item,Retail,00,01,02,,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,398.76,0.00,
295.29,0.00,
REA001,2,80,,REALM COMPUTING,PO Box 12,RANDBURG,,,2021,,,,0000,-,(011) 886-8001,-
,91/8765432,MEGAN,970919,0.00,1873.93,0.00,615.32,0.00,0.00,0.00,1873.93,0.00,1025.00,
615.32,1258.61,10000,N,1258.61,N,E,930202,1258.61,Y,Open Item,Retail,00,05,01,,0.00,0.00,
0.00,0.00,0.00,0.00,615.32,0.00,0.00,1258.61,
SOF001,2,03,,THE SOFT SHOP,PO Box 897,DURBAN,,,4000,278 West Str,DURBAN,,,4001,785-
0456,(031) 785-4567,(031) 785-3452,23/89765432,GEORGE ELLIOT,971021,0.00,2425.47,498.65,
157.98,0.00,0.00,0.00,2425.47,0.00,0.00,1133.61,1291.86,6000,N,1291.86,N,E,920602,1291
.86,Y,Balance Forward,Retail,00,02,01,,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,0.00,975.63,
157.98,0.00,1291.86,
```

9.5.3 DEBTORS EXPORT - SELECTED FIELDS. (OPTION 3 / 5 / 3)

Select option 3 from the **DEBTORS EXPORT** menu and the following screen will be displayed, enabling the user to confirm that the correct routine has been selected. This routine will extract the fields as selected by the USER from each debtor record and write them to the export file. The output file is in ASCII format and the fields are separated by comma's unless the USER changes the field separator (see option **3/5/4**).

Select the fields required
Field : **Correct ENTER - N if incorrect**

If the **N**' key is pressed the system will exit from this routine and return to the **DEBTOR EXPORT PROGRAM** menu (**Fig 9-44**), while pressing any other key will result in the following details being displayed on the screen allowing the USER to select the fields that are to be extracted to the export file.

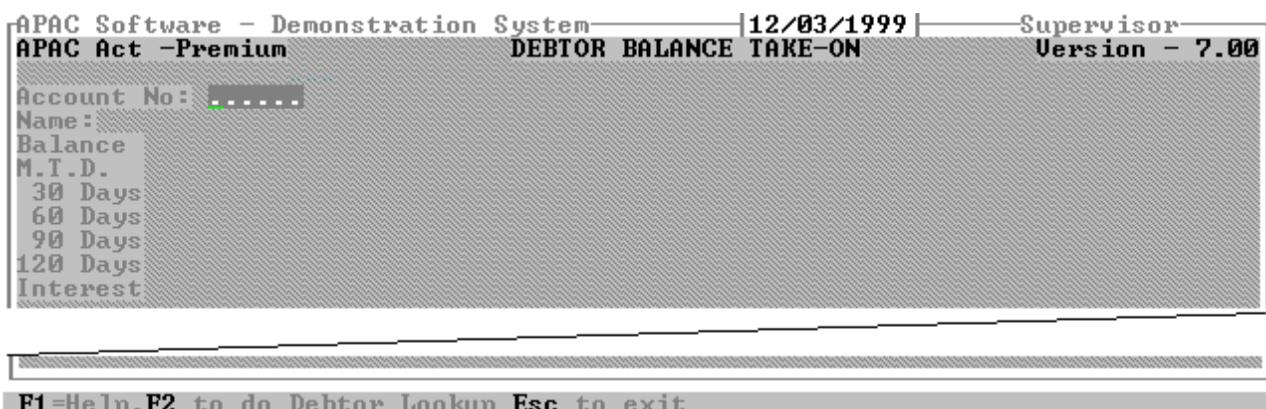
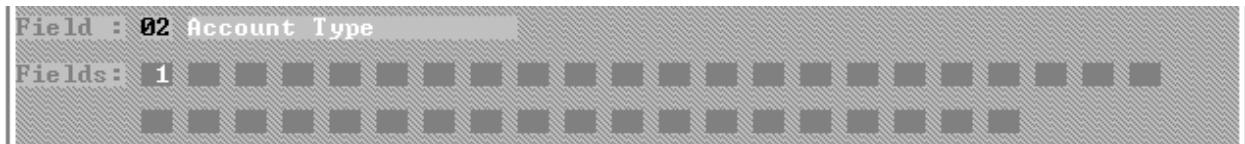


Figure 9-45: Debtor Export - Field Selection Screen.

The system allows the USER to select the fields that are to be exported and the number and description of each field is displayed on the screen and these may be viewed using the up and down arrow keys. The USER is able to exit from this routine at any time by pressing the **Escape** key. Pressing the **S**' key will select the field that is currently displayed as a field that is to be written to the export file. The sequence of the fields in the export file is determined by the sequence that they are selected by the USER.

As each field is selected the system will include the field in the list of fields and then display the next field name as well as the list of fields selected.



When the USER has selected all the fields that are required on the export file, the **A**' key is pressed and the system requests the USER to key in the name of the file on which the export details are to be written.



The USER can accept the export file name by pressing the **ENTER** key or change the file name and include a drive location (eg C:\TEXT\DEBTOR.TXT). When the file name has been selected the following confirmation message window will be displayed.

Correct ENTER - N if incorrect

Press the **N**' key to amend the name or press the **ENTER** key if the export file name and drive location are correct.

When the USER has confirmed that the export file name is correct the system will read the data base and extract the debtor details and write them to the export file. As each record is read the system will display the following details on the screen.

Exporting: SOF001 SMITH*JACK* !

Following is an example of the data as it appears in the export file. The first record contains the headings for identification purposes. The export file makes provision for four lines of address plus a postal code. The system will insert a comma for any field that does not contain data.

```
Account Number,Title Code,Debtor Name,Postal Address,Telephone No 1,Telephone No 2,Fax Number,Contact Person,Statement Balance,Outstanding Balance,Current,30 Days,60 Days,90 Days,120 Days,Interest,Value Last Payment,Purchases YTD,Purchases Prev Year,Credit Limit,Language Preference,
ALF001,,ALFA SUPPLIES,POSBUS 432,PRETORIA,,,0001,-,-,-,PIETER,0.00,4750.99,0.00,0.00,0.00,0.00,0.00,350.00,249.04,4528.80,0,A,
COM001,,COMPUTER SALES AND SOFTWARE,PO Box 204,NELSPRUIT,,,1200,551432,(01311)551001,551024,MIKE SIMONS,0.00,694.05,0.00,398.76,0.00,0.00,0.00,0.00,640.00,398.76,295.29,5000,E,
REA001,,REALM COMPUTING,PO Box 12,RANDBURG,,,2021,-,(011) 886-8001,-,MEGAN,0.00,1873.93,0.00,615.32,0.00,0.00,0.00,1025.00,615.32,1258.61,10000,E,
SOF001,,THE SOFT SHOP,PO Box 897,DURBAN,,,4000,785-0456,(031) 785-4567,(031) 785-3452,GEORGE ELLIOT,0.00,2425.47,498.65,157.98,0.00,0.00,0.00,0.00,1133.61,1291.86,6000,E,
```

9.5.4 DEBTORS EXPORT - FIELD SEPARATOR. (OPTION 3 / 5 / 4)

Select option 4 from the **DEBTORS EXPORT** menu and the following screen will be displayed, enabling the USER to select the character that must be used to separate (delimit) the fields on the stock export file.



The USER is able to change the field delimiter character by keying in the character of choice when the above screen is displayed. (The system is setup to use the comma as a delimiter character which is used by most packages).

When the character has been keyed in, the system will record this character as the delimiter to be used for all export files created and will then exit this routine and return to the **DEBTORS EXPORT PROGRAM** menu (**Fig 9-44**).

Select option **0 EXIT**. (OPTION 3 / 5 / 0)

The system exits this menu window and returns to **DEBTOR PROGRAMS** menu window (**Fig 9-1**).

9.6 DEBTORS BALANCE TAKE-ON. **(OPTION 3 / 6)**

Select option 6 in the **DEBTORS PROGRAMS** Menu and the system will load the debtor balance take-on module which enables the USER to data capture the initial balances of the debtor accounts at the time of installing this system.

*This module is only used for accounts that are balance forward and not for open item accounts. The opening balances for open item accounts must be captured via the sundry transactions option - see **OPTION 3 / 2 / 3**.*

When this option is selected the following will be displayed on the screen.



The system require a password to be keyed in before allowing balances to be data-captured. When the system is first installed the password will be **PASSWORD**. The USER may change the password at any time.

After the correct password has been keyed in the following confirmation window will be displayed.



Press the **N**' key to change the password or press the **ENTER** key if the correct password has been entered. (The password that has been keyed in will not be visible).

When the USER has confirmed that the correct password has been keyed in the system will verify the password. If the password is incorrect the system will exit from this routine. If the correct password has been keyed in the system will display the following message.



Press the **N**' or **ENTER** key to leave the password as it is. To change the password press the **Y** key. If the **'Y'** key is pressed the system will display the following.



This will be displayed bellow the 'Change password Y/N' question and the USER is able to key in a new password. When the new password has been keyed in the system will display the following confirmation window.



Press the **N**' key to change the password or press the **ENTER** key if the password has been keyed in is to be used as the new password. (The password that has been keyed in will be visible).

When the new password has been confirmed or if the USER selected not to change the password the following selection message will be displayed.

Replace, Add to current balances A

The USER may select to replace the current balances on the debtor account records or to add the amounts that are keyed in to the current balances on the accounts. Press the 'R' key to replace the existing balances or press the 'A' or **ENTER** key to add the amounts to the existing balances.

When the selection has been made the following screen will be displayed.

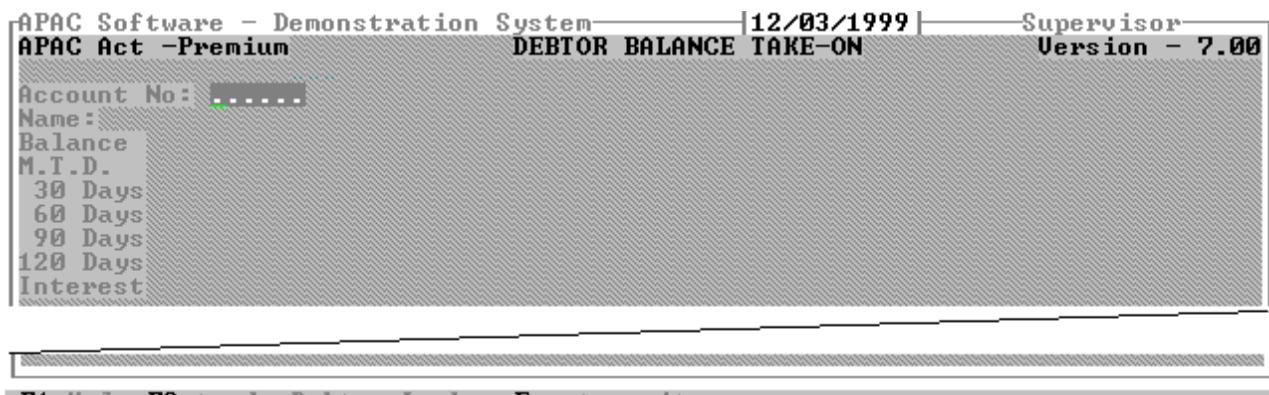


Figure 9-46: Debtors - Balance Take -On Screen.

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account that has to be updated.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and then check that the account is a balance forward account.

If the account number that has been keyed in is not for an open account then the following error message window will be displayed.



If the account is a balance forward account then the account name and a confirmation window will be displayed as follows.



The USER can press the 'N' key and the system will allow the account number to be keyed in again. Pressing any other key will confirm that the account selected is correct. If the USER has selected to replace the current balances then the current balances will be displayed in the different fields. If the USER has selected to add amounts to the current balances then the system will display zeros in all the fields.

Account No:	SOF001
Name:	THE SOFT SHOP
Balance	0.00
M.T.D.	0.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
Interest	0.00

The CURSOR is placed in the **Balance** field and the USER is able to key in the amount that is to replace the existing balance or be added to the existing balance. When the balance amount has been keyed in the CURSOR will move to the **M.T.D.** field. The USER may key in an amount to this field or use the **TAB** key to move to the next field.

The total of the amounts keyed in to the fields starting with the **M.T.D.** field and ending with the **Interest** field must equal the amount that has been keyed in to the **Balance** field. If the amounts that have been keyed in are not in balance the relevant error message will be displayed.

When all the amounts have been keyed in for the account the system will display a confirmation window as follows.

Account No:	SOF001
Name:	THE SOFT SHOP
Balance	257.76
M.T.D.	0.00
30 Days	0.00
60 Days	0.00
90 Days	253.00
120 Days	0.00
Interest	4.76

Correct ENTER - N if incorrect

Press the **N** key if any of the amounts are to be changed. If the amounts are correct then the **ENTER** key must be pressed.

If the USER confirms that the details that have been keyed in are correct then the system will update the account and then return to the **DEBTOR BALANCE TAKE-ON SCREEN** (Fig 9-46).

NB. THE SYSTEM WILL NOT UPDATE THE INTEGRATION BATCH FILE FOR BALANCE TAKE-ON AS THE SYSTEM ASSUMES THAT THE USER WILL ALSO TAKE-ON THE GENERAL LEDGER BALANCES WHICH WOULD INCLUDE THESE FIGURES.

THE SYSTEM WOULD HAVE TO INCLUDE ADDITIONAL FIELDS AND ALLOW THE USER TO KEY IN GENERAL LEDGER ACCOUNT NUMBERS (ALLOCATION TO SALES ETC) WHILE TAKING ON DEBTOR BALANCES. THE DEBTORS CLERK IS NOT ALWAYS THE ACCOUNTANT OR BOOKKEEPER IN CHARGE OF THE GENERAL LEDGER AND THE APAC SYSTEM HAS THEREFORE EXCLUDED ANY INTEGRATION WHILE TAKING ON BALANCES.

DEBTOR BALANCE TAKE-ON WILL ONLY BE DONE WHEN THE SYSTEM IS INITIALLY INSTALLED.

9.7 DEBTOR UTILITIES.

Select option **7 UTILITIES**.

(OPTION 3 / 7)

The following menu is displayed.



Figure 9-47: Debtors - Utilities Menu

Select the option required.

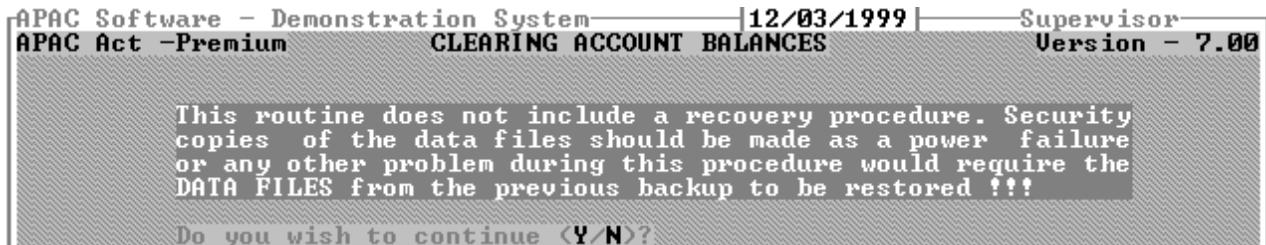
9.7.1 DEBTORS - CLEAR BALANCES. (OPTION 3 / 7 / 1)

Select option 1 (one) in the **DEBTORS UTILITIES** Menu and the system will load the debtor clear balances program.

This program will clear all the balances and transactions in the debtors module and should be used with extreme caution. The program requires that the USER key in a password as mentioned in the section on passwords at the beginning of the manual.

The system will only allow a USER with a security level of 9 in the debtors module to access this program.

When the correct password has been keyed in the following screen will be displayed.



Read the screen carefully before continuing with this program.

Press the **Y** key to instruct the system to clear the balances and transactions in the debtors module. Press the **N** key to abort the process and return to the **DEBTOR UTILITY** menu (Fig 9-47).

If the **Y** key is pressed the system will proceed to clear the debtor balances and transactions. As each account is read the account number will be displayed on the screen.

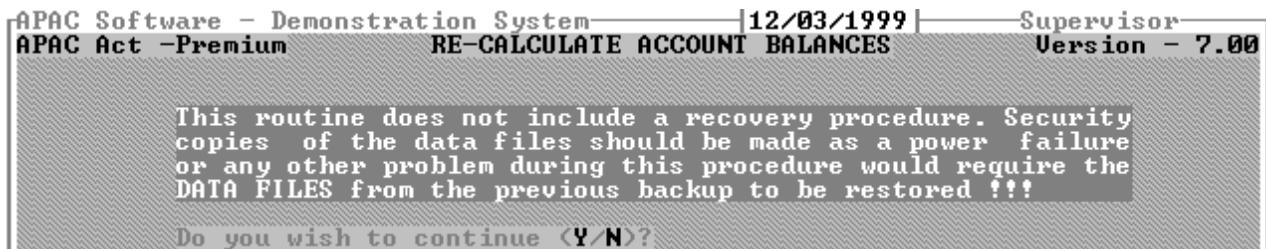
When all the account balances have been cleared the system will return to the **DEBTOR UTILITY** menu (Fig 9-47).

9.7.2 DEBTORS - RECALCULATE BALANCES. (OPTION 3 / 7 / 2)

Select option 2 (two) in the **DEBTORS UTILITIES** Menu and the system will load the debtor re-calculate balances program.

This program is used to re-calculate the balances of all debtor accounts and has been included in the system as there are times when after a power failure or a network problem that even the recovery procedures do not recover all the errors. (Buffers on work stations or the server have not been written to disk).

The system will only allow a USER with a security level of 9 in the debtors module to access this program.



Read the screen carefully before continuing with this program.

Press the 'Y' key to instruct the system to re-calculate the balances and ageing on the debtor accounts. Press the 'N' key to abort the process and return to the **DEBTOR UTILITY** menu (**Fig 9-47**).

If the 'Y' key is pressed the system will proceed to re-calculate the debtor account balances and ageing. As each account is read the account number will be displayed on the screen.

When all the account balances and ageing have been re-calculated the system will return to the **DEBTOR UTILITY** menu (**Fig 9-47**).

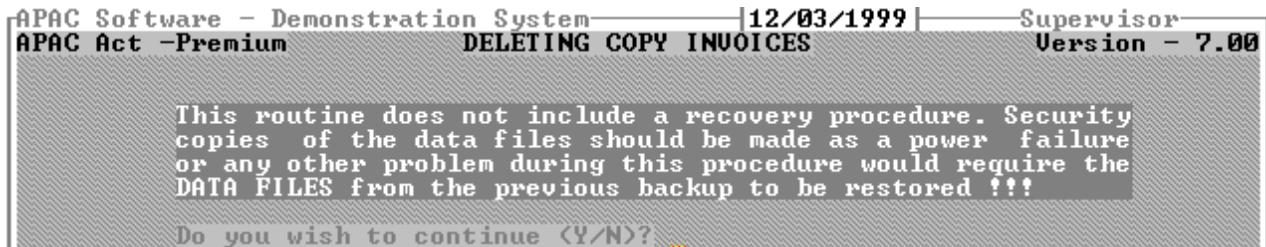
9.7.3 DEBTORS - DELETE INVOICES. (OPTION 3 / 7 / 3)

Select option 3 (three) in the **DEBTORS UTILITIES** Menu and the system will load the debtor delete invoices program.

This program is used to delete invoice history from the invoice file. (used for the re-printing of invoices). The system allows for the USER to delete invoice history during the month-end procedures. However, as there is usually a lot of processing to be done on the month-end, some USERS prefer to skip the deletion of invoices until a later date.

The program requires that the USER key in a password as mentioned in the section on passwords at the beginning of the manual.

When the correct password has been keyed in the following screen will be displayed.



Read the screen carefully before continuing with this program.

Press the 'N' key to abort the process and return to the **DEBTOR UTILITY** menu (**Fig 9-47**). Press the 'Y' key to instruct the system to continue with the deleting of invoices program and the following message will be displayed.

Enter Date from which INVOICES are to be kept DD/MM/YY .0/00/00

Key in the date from which invoice history is to be kept. The system will perform the normal date validation on the date that is keyed in and will not proceed until a valid date has been keyed in.

NB. All invoice history prior to the date that is keyed in will be deleted.

When a valid date has been entered the system will read the invoice file and delete all the transactions prior to the date that has been keyed in by the USER. As each invoice header record is read the system will display the invoice number on the screen as follows.

Invoice : 00000141

When all the requested invoice history has been deleted the system will return to the **DEBTOR UTILITY** menu (Fig 9-47).

9.7.4 DEBTORS – ENQUIRIES.

(OPTION 3 / 7 / 4)

Select option 4 (four) in the **DEBTOR UTILITIES** menu to start the debtors enquiry program which enables the USER to view details of debtor accounts. These details include: all static information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchases total for the previous year, allocations of credits against debits and the current financial status of the account showing the age analyses and date of last payment and the date last active.

NB. FOR A DETAILED EXPLANATION OF THE DEBTORS ENQUIRY PROGRAM - SEE OPTION 9/1/8.

9.7.5 DEBTORS - SET ADDRESS FLAG.

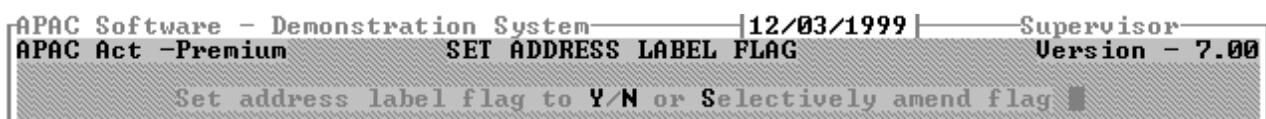
(OPTION 3 / 7 / 5)

Select option 5 (five) in the **DEBTORS UTILITIES** Menu and the system will load the debtor set address flag program.

The system allows for address labels to be printed for all selected debtor accounts. Accounts can be included or excluded from the address label routine by setting the address label flag to 'Y' or 'N' when creating an account or in the debtor amendment routine.

Most USERS ignore this flag when they first use the system and some or all accounts are set to 'Y' while the remainder are set to 'N'. When and if the USER decides to use the address label routine it becomes a lengthy process to call each debtor account up in the amendment routine to either enter an 'N' or 'Y' in the address label field. This program allows the USER to set all address label fields to either 'Y' or 'N' or the system will display each account in turn and allow the USER to selectively set the address label flag. The program includes an exit and restart facility so that the USER is able to complete the selective setting of the flag in more than one session.

When this program is loaded the following screen will be displayed.



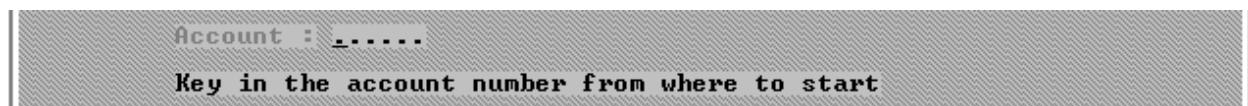
Press the 'Y' key to set all debtor accounts address label field to 'Y'.

Press the 'N' key to set all debtor accounts address label field to 'N'.

Press the 'S' key to selectively set the address label flag on the debtor accounts.

If the USER selects either the 'Y' or 'N' option the system will proceed to read the debtor accounts and set the address label field to the USERS choice. As each account is read and updated the system will display the account number on the screen. When all the debtor accounts have been updated the system will return to the **DEBTOR UTILITY** menu (Fig 9-47).

If the USER pressed the 'S' key the following will be displayed on the screen.



Pressing the **ENTER** key will result in the system starting at the beginning of the debtor account file. If the USER has previously set some of the address label fields; then the account number from where the system is to resume must be keyed in by the USER.

The system will then display the following.



Figure 9-48: Debtors - Selectively Amend Address Label Field.

The system will display the account number and the name as well as the current value of the address label field. Press the Escape key to exit from this routine and return to the **DEBTOR UTILITY** menu (Fig 9-47). (NB. If this routine is to be restarted at some future time; make a note of the account number)

Press the **ENTER** key to leave the address label field unchanged or key in the option required. When the address label field has been changed or the **ENTER** key has been pressed the following confirmation window will be displayed.



Press the **N** key to change the address label field or press the **ENTER** key to confirm that the address label field option is correct.

When the system receives confirmation of the address label field the account record will be updated and the system will read the next account and return to the **Selectively Amend Address Label Field Screen** (Fig 9-48).

If all the accounts have been updated the system will exit this program and return to the **DEBTOR UTILITY** menu (Fig 9-47).

9.7.6 DEBTORS - CHECK TRANSACTION. (OPTION 3 / 7 / 6)

Select option 6 (six) in the **DEBTORS UTILITIES** Menu and the system will load the debtor check transaction program.

After a dreaded power failure, network problem, software or hardware problem the APAC system will initiate a recovery procedure if necessary. However, this could erase the last transaction that was processed or in some cases the buffer might not yet have been written to the recovery file and this could result in one leg of a transaction not being erased. Various other reasons including buffers might result in the recovery not being initiated which could also leave a portion of the last transaction, that should have been erased, in the transaction file.

To determine if the transaction was accepted, erased or a portion of the transaction is still in the data base would require various enquiries from different modules having to be made and would not necessarily find all the problems if they existed. This program has been included in the system for the purpose of identifying any problem that might be on the data base after a 'crash'.

The program only allows for the checking of an invoice or credit note as these are the transactions that update the most files on the system.

When this program is loaded the following screen will be displayed.

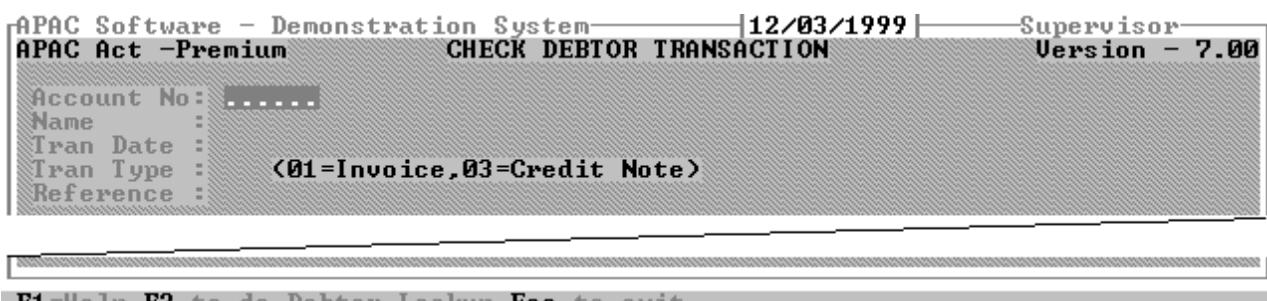
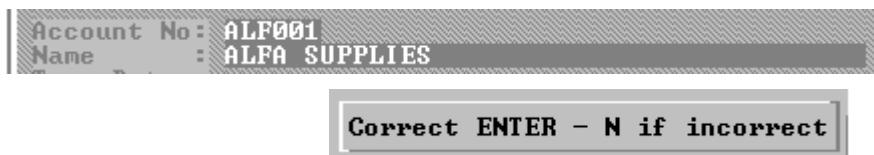


Figure 9-49: Debtors - Check Transaction Screen.

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the transaction is to be checked.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name and a confirmation window as follows.



Press the **N** key to change the account number or press the **ENTER** key to confirm that the correct account has been selected.

When the system receives confirmation that the correct account has been selected the CURSOR will be placed in the date field and the USER is requested to key in the date (DD/MM/CCYY) of the transaction.

The system will perform the normal date validation and will not proceed until a valid date has been keyed in.

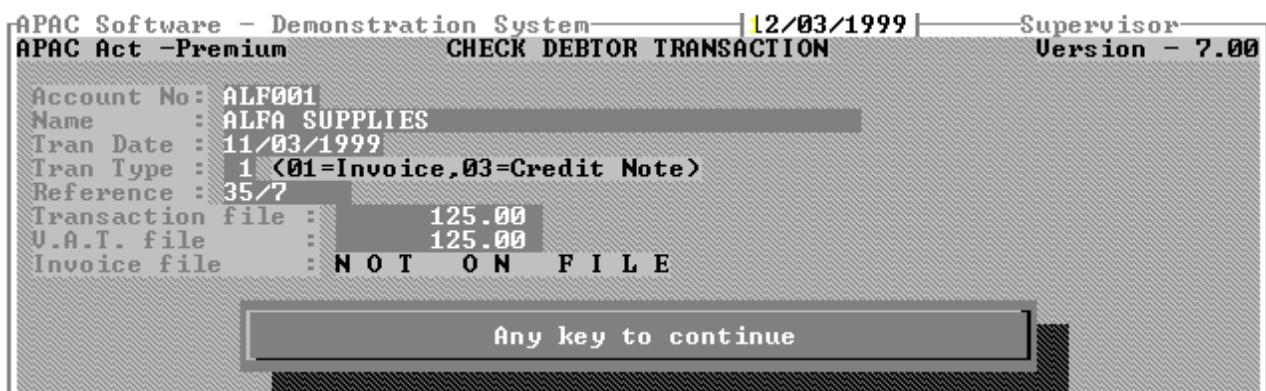
When a valid date has been keyed in the CURSOR will be moved to the transaction type field and the USER must key in the transaction code (01 = *Invoice*, 03 = *Credit Note*).

When a valid transaction code has been keyed in the CURSOR will be moved to the reference field and the USER must key in the reference of the transaction that is to be checked. When the reference has been keyed in the system will display the following confirmation window.



Press the **N** key to change the transaction reference or press the **ENTER** key to confirm that the correct reference has been keyed in.

When the system receives confirmation of the reference the debtors transaction, invoice and VAT file will be checked to determine if the transaction has been recorded in all the files and the following details will be displayed.



The value of the transaction will be displayed or a message **NOT ON FILE**' if the transaction could not be found. The above example shows that the transaction is present in the transaction file as well as the invoice file but it could not be found in the VAT file.

- If the transaction does not appear in any of the files it is safe to re-process the transaction.
- If the transaction is present in all the files then check the account balance to verify that the value of the transaction is included in the balance and if not then run the re-calculate balances program (option 3/7/2).

- If there is a portion of the transaction missing from any of the files then the support centre must be contacted to fix the file corruption or the previous backup must be restored and all transactions and maintenance since the backup must be re-done.

NB. In the event of a system 'C R A S H' it is advisable to make a note of the transaction/s that was/were in progress and to check the statistics and audit reports carefully to verify that the updating of the data base was completed. Contact the support centre if there are any discrepancies.

Select option **0 EXIT**.

(OPTION 3 / 7 / 0)

The system exits this menu window and returns to **DEBTOR PROGRAMS** menu window.

9.8 DEBTOR RENTALS/SERVICE CONTRACTS. (OPTION 3 / 8)

*This module may be used for **recurring** transactions as well as for Rental and Service contracts.*

The following menu is displayed.

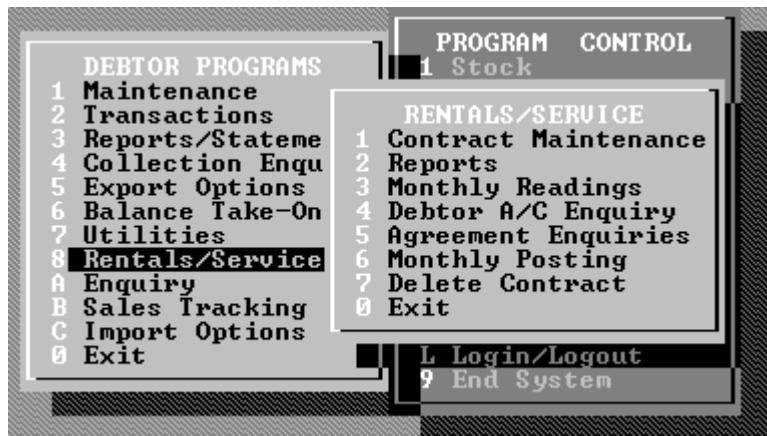


Figure 9-50: Debtors - Rental/Service Menu

Select the option required.

9.8.1 RENTALS/SERVICE CONTRACT MAINTENANCE. (OPTION 3 / 8 / 1)

Select option 1 (one) in the **RENTALS/SERVICE** Menu and the system will display the following screen.

APAC Software - Demonstration System		12/03/1999	Supervisor																										
APAC Act -Premium		CREATE/AMEND RENTAL AGREEMENT DETAILS	Version - 7.00																										
<table border="0"> <tr> <td>Account No :</td> <td>.....</td> </tr> <tr> <td>Contract No :</td> <td>.....</td> </tr> <tr> <td>Description :</td> <td>.....</td> </tr> <tr> <td>Contract Date :</td> <td>00/00/0000 (DD/MM/CCYY)</td> </tr> <tr> <td>Payment Amount :</td> <td>0.00 (Basic) Tax : 0 0=No VAT, 1-6=VAT rate:</td> </tr> <tr> <td>Transact. Type :</td> <td>(Rental/Service Contract/Other)</td> </tr> <tr> <td>Frequency :</td> <td>(1/2/3/4/6 monthly/Annual)</td> </tr> <tr> <td>Escalation Rate :</td> <td>(Annual escalation factor %)</td> </tr> <tr> <td>Reading :</td> <td>(Reading at start of contract)</td> </tr> <tr> <td>Unit Rate :</td> <td>(Monthly usage - unit/page rate)</td> </tr> <tr> <td>Transaction Cde :</td> <td>(Debtor transaction code to use)</td> </tr> <tr> <td>Next Payment :</td> <td>00/00/0000 (The next payment date):</td> </tr> <tr> <td colspan="2"> This screen is used to data capture details of rental or service agreements. Specify which type of agreement is being captured. If an escalation rate is entered it will be applied at the end of each year. For service contracts where additional charges for usage is to be applied, the start reading and unit rate must be captured as well. Indicate the frequency of the debit. The debtor transaction code must be data captured - See PARAMETERS. </td> </tr> </table>				Account No :	Contract No :	Description :	Contract Date :	00/00/0000 (DD/MM/CCYY)	Payment Amount :	0.00 (Basic) Tax : 0 0=No VAT, 1-6=VAT rate:	Transact. Type :	(Rental/Service Contract/Other)	Frequency :	(1/2/3/4/6 monthly/Annual)	Escalation Rate :	(Annual escalation factor %)	Reading :	(Reading at start of contract)	Unit Rate :	(Monthly usage - unit/page rate)	Transaction Cde :	(Debtor transaction code to use)	Next Payment :	00/00/0000 (The next payment date):	This screen is used to data capture details of rental or service agreements. Specify which type of agreement is being captured. If an escalation rate is entered it will be applied at the end of each year. For service contracts where additional charges for usage is to be applied, the start reading and unit rate must be captured as well. Indicate the frequency of the debit. The debtor transaction code must be data captured - See PARAMETERS.	
Account No :																												
Contract No :																												
Description :																												
Contract Date :	00/00/0000 (DD/MM/CCYY)																												
Payment Amount :	0.00 (Basic) Tax : 0 0=No VAT, 1-6=VAT rate:																												
Transact. Type :	(Rental/Service Contract/Other)																												
Frequency :	(1/2/3/4/6 monthly/Annual)																												
Escalation Rate :	(Annual escalation factor %)																												
Reading :	(Reading at start of contract)																												
Unit Rate :	(Monthly usage - unit/page rate)																												
Transaction Cde :	(Debtor transaction code to use)																												
Next Payment :	00/00/0000 (The next payment date):																												
This screen is used to data capture details of rental or service agreements. Specify which type of agreement is being captured. If an escalation rate is entered it will be applied at the end of each year. For service contracts where additional charges for usage is to be applied, the start reading and unit rate must be captured as well. Indicate the frequency of the debit. The debtor transaction code must be data captured - See PARAMETERS.																													

F1=Help, F2 to do Debtor Lookup Esc to exit

Figure 9-51: Rental/Service Maintenance Screen.

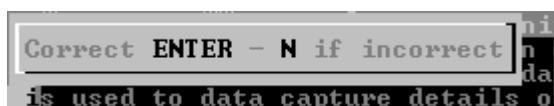
This program allows the USER to create and amend maintenance, rentals and service contracts and link them to a specific debtor account.

- Each contract must have a unique contract number.
- The contracts allow for monthly, by-monthly, quarterly, 4 monthly, half yearly or annual payments.
- The debit may be subject to VAT or VAT free.
- The contract may be subjected to an annual escalation.
- The system allows for additional debits in the form of monthly readings that are then used together with a unit rate to calculate the additional debit. (These readings and rates may be used for various consumption charges, such as water, electricity, photo copies or other meter readings.)

ACCOUNT NUMBER:

Key in the account number or use the lookup function to find the account number to which the contract is or must be linked.

When the account number has been keyed in or selected via the lookup function the account name will be displayed as well as the following confirmation window.



Press the **N** key to change the account number or press the **ENTER** key to confirm that the correct account has been selected.

CONTRACT NUMBER:

Key in the unique contract number for this contract. (The system will allow for the same contract number to be used for different debtors) We strongly advise that each contract has a unique number to avoid confusion and errors.

DESCRIPTION:

Key in the equipment/article or the description of what the contract is for. e.g. *XYZ Photocopy Machine* / *Office rental (21 Main St)* / *Flat Rental (356 Smith Street)* / *Software Licence / Computer Maintenance (Accounts Department)* etc

Try to make the description meaningful as this does tend to make the administration of the contracts and calls a lot easier.

CONTRACT DATE:

Key in the date that the contract came/comes into effect. This is the starting date of the contract. (This date is not used as the payment date but is used for the calculation of annual escalations)

PAYMENT AMOUNT:

Key in the amount of the debit (this may be the basic amount where there is an additional usage debit based on the monthly/periodic readings) This is the basic debit which may be zero if the entire debit is only for consumption.

TAX:

This field is used to specify whether VAT must be added or not.

TRANSACTION TYPE:

This is the transaction code that is to be used for the debit and is required. The system will update statistics per transaction code and in the case of integrated systems the general ledger account number will be retrieved from the transaction code record.

FREQUENCY:

Key in the frequency of the debit; 1, 2, 3, 4, 6 monthly or A for annually. The system will start debiting from the next payment date and then use this field to calculate the next payment date.

ESCALATION RATE:

If the contract is subject to an annual escalation then the rate (percentage) of escalation must be keyed in to this field.

READING:

If the contract has usage or meter readings that apply then the reading at the start of the contract (new contracts) or the last reading (existing contracts that are being loaded for the first time) must be keyed in to this field.

UNIT RATE:

The rate that applies to each unit of usage/consumption must be keyed in to this field.

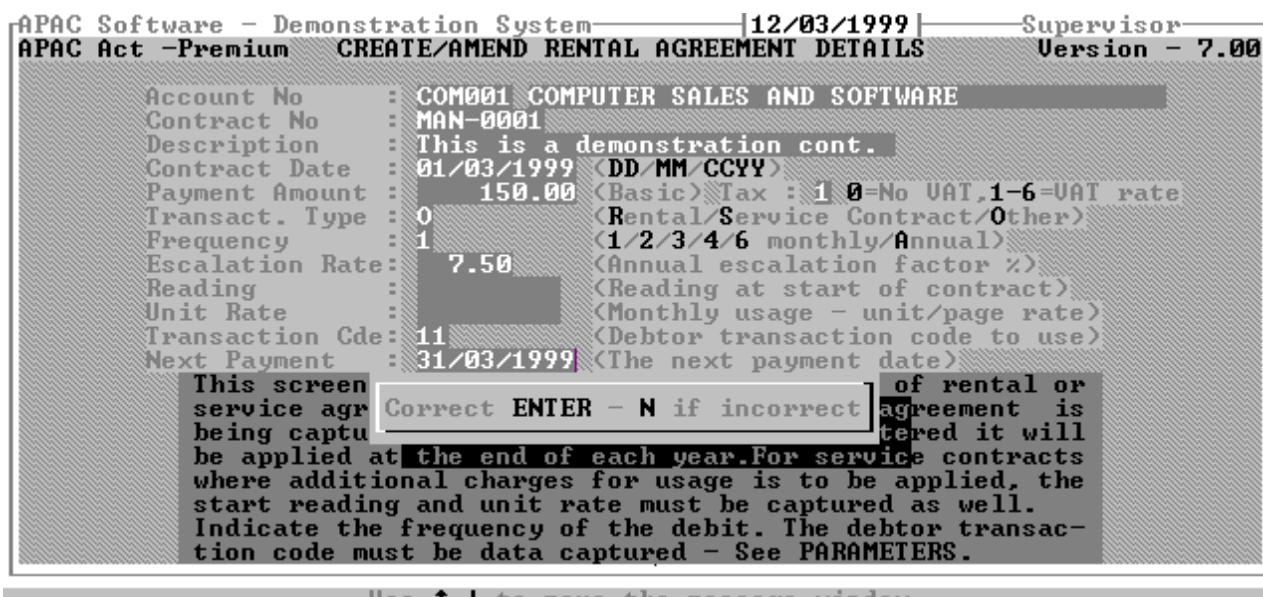
TRANSACTION CODE:

The transaction code that must be used when the debit for this contract is generated must be keyed into this field. The system updates transaction statistics when a transaction is generated. If the system is integrated then the program will access the transaction record to obtain the general ledger account number for the second leg of the transaction.

NEXT PAYMENT DATE:

The date that the next payment is due for this contract must be keyed in to this field. The system will automatically update the next payment date each time that a debit is generated.

When all the fields required have been keyed in the system will display a confirmation window as follows.



When the USER confirms that the data is correct the system will verify the data and display the relevant error messages if there are any errors.

If there are no errors the system will add the contract to the data base and create all the required links.

The USER will then be returned to the **Rental/Service Maintenance Screen (Fig 9-51)**.

9.8.2 RENTALS/SERVICE REPORTS.

(OPTION 3 / 8 / 2)

Select option 2 (two) in the **RENTALS/SERVICE** Menu and the system will display the following screen.



This program is used to produce a report of either the rental, service or all contracts.

Press the **ENTER** or 'A' key to produce a report of all contracts. Press the 'R' key to produce a report containing only the rental contracts or press the 'S' key to produce a report that only contains the service contracts.

When the USER has selected the report required the system will display the following selection window.



The USER is able to select the output media for the rental/service contract report.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the report the system will proceed to read the data base and produce the selected report. As each record is read the system will display the account number and contract number on the screen.

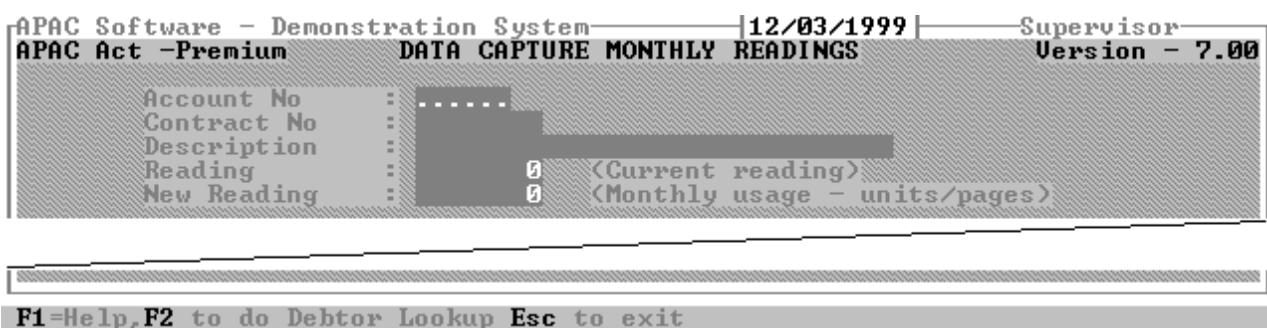
When the system has produced the report the USER will be returned to the **RENTAL/SERVICES** menu (**Fig 9-50**)

Following is an example of a contract report for services only.

PAGE: 1	DEBTOR ACCOUNTS: CONTRACT LISTING - SERVICE AGREEMENTS	DATE: 21/03/1999						
APAC Software - Demonstration System								
AC-NO	ACCOUNT NAME	CONT-NO	CONTRACT DESCRIPTION	PAYMENT TYPE	FREQ	ESCAL	ANV-DATE	UNIT RATE
0100COM001	COMPUTER SALES AND SOFTWARE	MAN-0001	This is a demonstration cont.	150.00	SERV Mthly	7.50	01/03/2000	
****	E N D O F R E P O R T ****							

9.8.3 RENTALS/SERVICE - MONTHLY READINGS. (OPTION 3 / 8 / 3)

Select option 3 (three) in the **RENTALS/SERVICE** menu and the system will display the following screen:



F1=Help, F2 to do Debtor Lookup Esc to exit

Figure 9-52: Rentals/Service Monthly Readings Capture Screen

The cursor is placed in the account number field and the user is able to key in the account number or use the look up function to find the account number that is required.

When the account number has been keyed in or selected via the look up function the name of the account will be displayed as well as the following confirmation window.



Press the 'N' key to change the account number or press the **ENTER** key to confirm that the correct account has been selected. The system will now read the contract data base and will display each contract that is attached to the selected account in turn. The details that are displayed are the contract number, the description and the last reading. The cursor is placed in the new reading field and the user is able to key in the latest reading.

When the new reading has been keyed in the system will display the following confirmation window.



Press the 'N' key to change the reading that has been keyed in or press the **ENTER** key to confirm that the correct reading has been entered.

If the user confirms that the correct reading has been entered the system will proceed to update this information on the data base.

9.8.4 DEBTOR ACCOUNT ENQUIRY. (OPTION 3 / 8 / 4)

Select option 4 (four) in the **RENTALS/SERVICE** menu to start the debtor enquiry program which enables the user to view details of debtor accounts. These details include: all static information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchases total for the previous year, allocations of credits against debits and the current financial status of the account showing the age analysis and date of last payment and date last active.

NB. FOR A DETAILED EXPLANATION OF THE DEBTORS ENQUIRY PROGRAM - SEE OPTION 9/1/8.

9.8.5 RENTALS/SERVICE AGREEMENT ENQUIRY. (OPTION 3 / 8 / 5)

Select option 5 (five) in the **RENTALS/SERVICE** menu and the system will display the following screen.

A screenshot of a terminal window titled "DEBTOR CONTRACT ENQUIRY". The window shows a list of fields for entering debtor contract information. The fields and their descriptions are as follows:

Account No	:
Contract No	:
Description	:
Contract Date	:	00/00/0000 <DD/MM/CCYY>
Payment Amount	:	0.00 <(Basic)>
Transact. Type	:	Tax : 0 0=No VAT, 1-6=VAT rate <Rental/Service Contract/Other>
Frequency	:	<1/2/3/4/6 monthly/Annual>
Escalation Rate	:	<Annual escalation factor %>
Reading	:	<Reading at start of contract>
Unit Rate	:	<Monthly usage - unit/page rate>
Anniversary	:	00/00/0000 <Date that escalation is applied>
Last Reading	:	<Last unit/page reading captured>
Transaction Cde	:	<Debtor transaction code to be used>
Next Payment	:	00/00/0000 <The next payment date>

At the bottom of the screen, there is a message bar with the text "F1=Help, F2 to do Debtor Lookup Esc to exit".

Figure 9-53: Rentals/Service Agreement Enquiry Screen

The cursor is placed in the account number field and the user is able to key in the account number or use the look up function to find the account for which the enquiry is to be made.

When the account number has been keyed in or selected via the look up function the account name will be displayed as well as the following confirmation window.



Press the **N** key to change the account number or press the **Enter** key to confirm that the correct account has been selected. If the user confirms that the correct account has been selected the system will proceed to read the contract data base and allow the user to view the various contracts attached to the account that has been selected. In addition to displaying the contract details the following pop up selection window is also displayed.



Press the **N** key to view the next contract attached to this account. Press the **P** key to view the previous contract or press the **E** key to allow the user to select a different account.

To exit from this enquiry press the **Enter** key while the account number contains spaces or press the **Escape** key and the system will return to the Rental/Services Menu.

9.8.6 RENTALS/SERVICE MONTHLY POSTINGS. (OPTION 3 / 8 / 6)

Select option 6 (Six) in the **RENTALS/SERVICE** menu and the system will display the following screen.

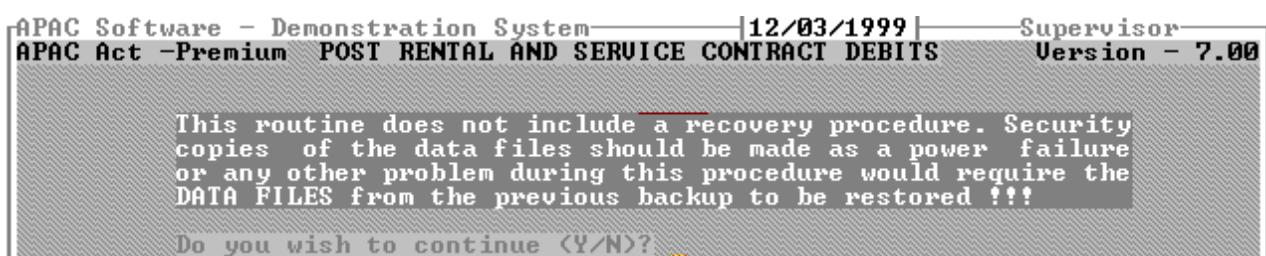


Figure 9-54: Rentals/Service Monthly Postings Confirmation Screen

To exit from this routine press the '**N**' key and the system will return to the **RENTALS/SERVICE** Menu screen.

Press the **Y** key and the system will proceed to read the contract data base and post all the transactions that are due at this time. As each contract is read the account number, the name, the reference number and each contract number is displayed on the screen as follows.

Processing :	COM001 COMPUTER SALES AND SOFTWARE
Reference :	00000318
Contract :	MAN-0001

The system will print an invoice for each account for which there are contracts posted. The following is an example of an invoice produced by the system.

TAX INVOICE/BELASTING FAKTUUR	RENTAL, SERVICE/HUUR, DIENS
APAC Software - Demonstration System	VAT No/BTW Nr : 1234567890
(Reg. No. 123456789CC)	TELEPHONE/FOON: (011) 899-9999
PO Box/Posbus 99999	
Street Address	
Town/City	
8888	
All items appearing on this invoice will be shown on the statement as they are for individual contracts	
Alle items wat op hierdie faktuur verskyn sal ook op die staat verskyn omdat hulle verskudende kontrakte is	
REF No: 00000318	
DATE : 12/03/1999	

COMPUTER SALES AND SOFTWARE PO Box 204 NELSPRUIT 1200	DELIVERY / AFLEWING 52 Anderson St NELSPRUIT 1200	PAGE / BLADSY ACCOUNT / REKENING TERMS / TERME 7 Days/Dae	1 COM001 NETO BEDRAG				
CONTRACT NUMBER KONTRAK NOMMER MAN-0001 MAN-0003	DESCRIPTION/BESRYWING This is a demonstration cont. Photocopier	QUANTITY HOEWEELHED 1 1	PRICE/PRYS 150.000 240.000	DISCOUNT AFSLAG 150.00 240.00	EXCLUSIVE EKSKLUSIEF 150.00 21.00	VAT/BTW 33.60	NETT AMOUNT NETO BEDRAG 171.00 273.60
		Please check your invoice. Gaan asseblief u faktuur na.		TOTAL/TOTAAL 390.00	54.60	444.60	

9.8.7 RENTALS/SERVICE - DELETE CONTRACT. (OPTION 3 / 8 / 7)

Select option 7 (seven) in the **RENTALS/SERVICE** menu and the system will display the following screen.

Figure 9-55: Rentals/Service - Delete Contract Screen

The cursor is placed in the account number field and the user is able to key in the account number or use the look up function to find the account number which is required.

When the account number has been keyed in or selected via the look up function the account name will be displayed as well as the following confirmation window.



Press the 'N' key to change the account number or press the **ENTER** key to confirm that the correct account number has been selected. The cursor is moved to the contract number field and the user is required to key in the contract number of the contract that is to be deleted. When the contract number has been keyed in the system will proceed to read the data base and display the details of the contract that has been selected as shown in the following screen.

The following confirmation window will also be displayed.

Delete this contract Y/N? []

Press the 'N' key and the system will allow the user to select a different contract number.

Press the 'Y' key and the system will proceed to delete the contract that has been selected. The system will return to the Rentals/Service - Delete Contract Screen and allow the user to select the next account number. If the **ENTER** key is pressed while the account number contains spaces or the Esc key is pressed while the cursor is in the account number field the system will exit from this routine and return to the Rentals/Service Menu.

Select option **0 EXIT**.

(OPTION 3 / 8 / 0)

The system exits this menu window and returns to **DEBTOR PROGRAMS** menu window.

9.9 DEBTOR ENQUIRY.

(OPTION 3 / A)

Select option 'A' in the **DEBTOR PROGRAMS** menu to start the debtors enquiry program which enables the USER to view details of debtor accounts. These details include: all static information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchases total for the previous year, allocations of credits against debits and the current financial status of the account showing the age analyses and date of last payment and the date last active.

NB. FOR A DETAILED EXPLANATION OF THE DEBTORS ENQUIRY PROGRAM - SEE OPTION 9/1/8.

9.10 DEBTOR SALES TRACKING.

(OPTION 3 / B)

Select option B in **DEBTOR PROGRAMS** menu to view the sales statistics for any debtor account. When this option is selected the following screen will be displayed.

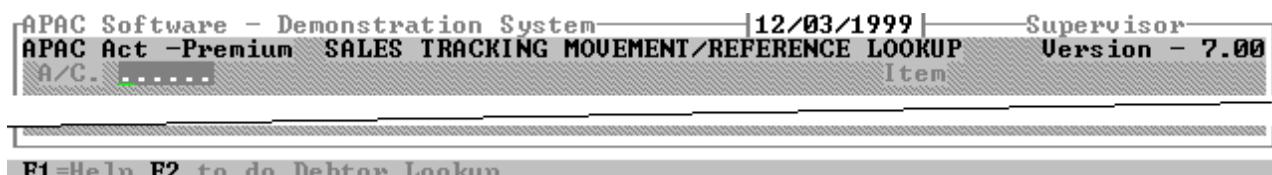
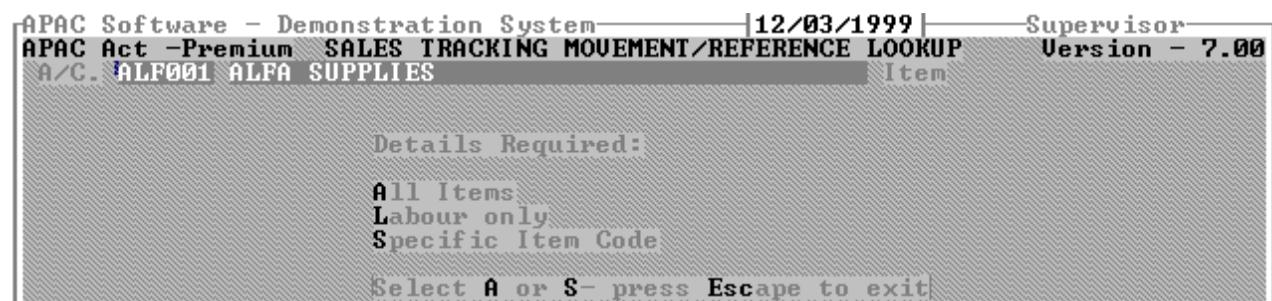


Figure 9-56: Debtors Sales Tracking Account Selection Screen

The USER is able to key in the account number or use the look up function to find the account number for which the sales tracking needs to be viewed.

When the account number has been keyed in or selected via the look up function the following selection screen will be displayed.



To view all the transactions in the sales tracking screen press the 'A' key. To view only the labour transactions press the 'L' key and to select a specific item code press the 'S' key. Press the Esc key and the system will exit from this routine and return to the **DEBTOR PROGRAMS** +menu.

If the 'A', 'L' or 'S' key is pressed the following period selection screen will be displayed.

Transactions for Period.	
Starting Date :	12/03/1999
Ending Date :	12/03/1999
Dates to be keyed in: DDMMCCYY	

The USER is able to select the period that is to be used as a filter for the transactions that are to appear in the sales tracking screen. The system will perform a normal validation of the dates that are keyed in and where necessary will display the relevant error messages. When the start and end dates have been keyed in by the USER the system will display the following confirmation window.



Press the 'N' key if any of the dates are to be changed. Press the **ENTER** key if the correct start and end dates have been keyed in. When the period has been confirmed by the USER the system will extract the transactions and will display the following screen.

APAC Software - Demonstration System		12/03/1999		Supervisor					
APAC Act -Premium		SALES TRACKING MOVEMENT/REFERENCE LOOKUP		Version - 7.00					
A/C.	Ref. No.	Date	Supply	Cost	Price	Item	Quantity	Item Code	T
	00000265	27/02/1999	COM03	49.00	59.03	1.00	CR4000		C
	00000266	27/02/1999	COM01	12.03	14.58	4.00	CA0000		C
	00000267	27/02/1999	COM02	12.00	15.13	1.00	000000000000010		C
	00000268	27/02/1999		18.70	23.57	4.00	000000000000001		C
	00000269	27/02/1999	COM02	75.00	90.00	3.00	9780880224666		C

↑ ↓ - PgUp/PgDn - Escape .

The USER is able to use the Up and Down arrow keys as well as the Page Up and Page Down keys to navigate through the sales transactions.

Press the **Escape** key and the system will allow the USER to select the next account. While the cursor is in the account number field the USER can exit from this routine by pressing the **ENTER** key while the account number field contains spaces or pressing the **Escape** key. The system will then return to the **DEBTOR PROGRAMS** menu.

9.11 DEBTOR IMPORT OPTIONS. (OPTION 3 / C)

Select option C in the **DEBTOR PROGRAMS** Menu to import information into the debtors file. When this option is selected the following screen will be displayed.

APAC Software - Demonstration System		12/03/1999		Supervisor					
APAC Act -Premium		DEBTOR IMPORT PROGRAM		Version - 7.00					
Select the fields to be Imported									
Fields must be in the sequence they appear on the input file									
Field : 01 Account Number									

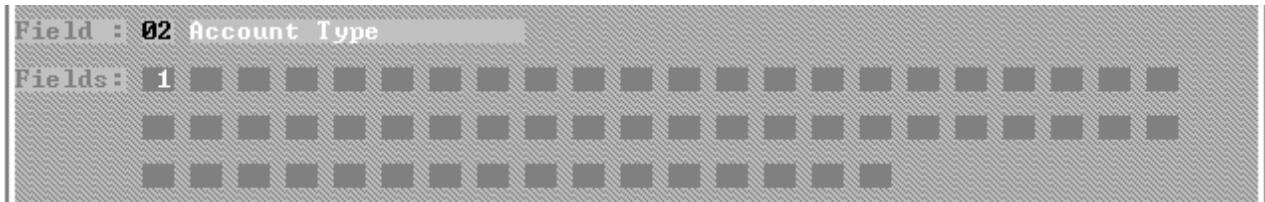
The first record is assumed to be a header

↑ ↓ to view the fields available Select/Accept - Escape

Figure 9-57: Debtors Import Field Selection Screen.

The system allows the USER to select the fields that are to be imported and the number and description of each field is displayed on the screen and these may be viewed using the Up and

Down arrow keys. The USER is able to exit from this routine at any time by pressing the **Escape** key. Pressing the ‘S’ key will select the field that is currently displayed as the next field in the import file. The sequence of the fields in the import file is assumed to be the sequence that is selected by the USER. As each field is selected the system will include the field in the list of fields and then display the next field name as well as a list of the fields selected thus far.



When the USER has selected all the fields that are on the import file, the ‘A’ key is pressed and the system requests the USER to key in the name of the file from which the import details are to be read.



When the file name has been keyed in by the USER the following confirmation message window will be displayed.



Press the ‘N’ key to amend the name or press the **ENTER** key if the import file name and drive location are correct.

When the USER has confirmed that the import file name is correct the system will read the data and add it to the debtor data base.

If the file name that has been keyed in is incorrect the system will display the relevant message and allow the USER to amend the name. When all the data has been imported into the debtor data base the system will return to the **DEBTOR PROGRAMS** menu.

Select option **0 EXIT**.

(OPTION 3 / 0)

The system exits this menu window and returns to **DEBTOR PROGRAMS** menu window.

10 GENERAL LEDGER SYSTEM.

Select option 4 GENERAL LEDGER.

(OPTION 4)

The following options are available.

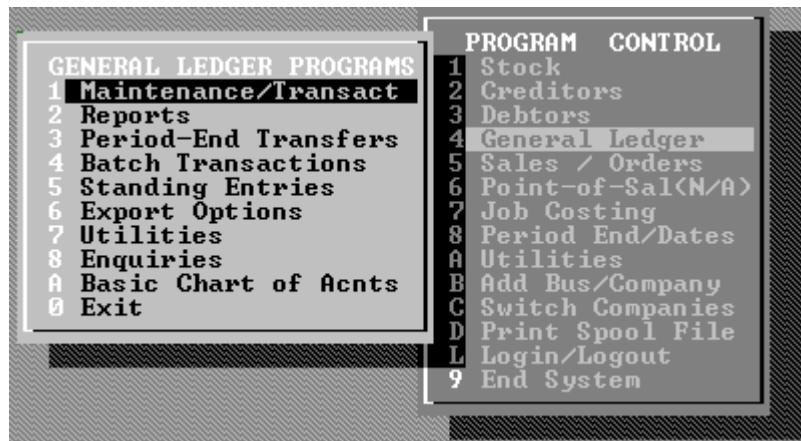


Figure 10-1: General Ledger Programs Menu

Select the option required.

10.1 MAINTENANCE/TRANSACT.

(OPTION 4 / 1)

Select option 1 (one) from the **GENERAL LEDGER PROGRAMS** menu and the following menu will be displayed.

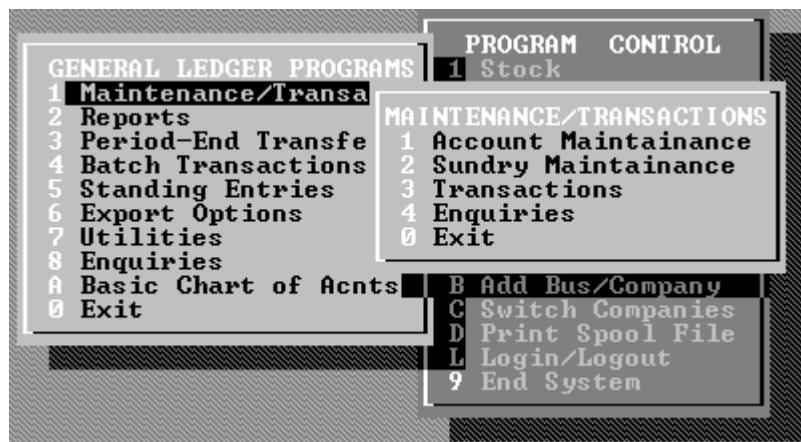


Figure 10-2: General Ledger - Maintenance / Transactions Control Menu

Select the option required.

10.1.1 ACCOUNT MAINTENANCE.

(OPTION 4 / 1 / 1)

Select option 1 (one) from the **GENERAL LEDGER MAINTENANCE/TRANSACTION** menu and the following menu will be displayed.



Figure 10-3: General Ledger- Account Maintenance Menu

Select the option required.

10.1.1.1 GENERAL LEDGER – CREATE/AMEND ACCOUNT. (OPTION 4 / 1 / 1 / 1)

Select option 1 (one) in the **ACCOUNT MAINTENANCE** menu and the following data capture screen will be displayed, enabling the USER to create (add) a new account or amend a General Ledger, Group, Sub-group or operational account.

When this option is selected the following screen will be displayed.

APAC Software - Demonstration System	12/03/1999	Supervisor
APAC Act -Premium	CREATE/AMEND G/L ACCOUNT	Version - 7.00
Account Number : 000000 Account Name : [REDACTED] Budget Type : [REDACTED] Budget Percent : [REDACTED]		
F1=Help, F2 to do Account Lookup – Escape to exit		

Figure 10-4: General Ledger - Create/Amend Account Screen

It is advisable to carefully plan and examine the groupings required before starting to create a new chart of accounts. An example of a chart of accounts is included at the end of this section to assist the USER in his/her planning.

Note. When creating a new account record the following fields must contain data:

Account Number.
Account name

ACCOUNT NUMBER:

The account number of the account that is to be created or amended should be keyed in. Pressing the Escape key or keying in an account number of zero will exit from this routine and return to the **ACCOUNT MAINTENANCE** menu.

The General Ledger account number consists of six digits divided into 3 groups of 2 digits.

a) The first 2 digits specify the General Ledger grouping.

These groups are defined as follows :

TRADING ACCOUNTS

- 10 to 19 - Income accounts
- 20 to 29 - Cost of Sales/Income accounts
- 30 to 39 - Expense accounts

BALANCE SHEET ACCOUNTS

- 40 to 49 - Capital employed
- 50 to 99 - Employment of Capital

Groups **40** and **50** are reserved as the headers for **CAPITAL EMPLOYED** and **EMPLOYMENT OF CAPITAL** and may not have sub-groups. These two numbers are required by the System and must be captured as **400000** and **500000** with the relevant Account descriptions.

*As the system accumulates all figures for accounts as follows: account numbers starting with **1** (one) to account number **100000**, account numbers starting with **2** (two) to account number **200000** and account numbers starting with **3** (three) to account number **300000**, it would be advisable not to data capture sub-groups and accounts for groups 10, 20 and 30. These account numbers should be used as headers for **INCOME**, **COST OF SALES** and **EXPENSES**.*

When coding the Chart of Accounts the following rule should be followed with the Income and Cost-of-Sales account groups.

Group 11 with 21.
12 with 22.
13 with 23 etc.

If the USER requires a net profit per division/cost centre within the business, then the grouping of the trading accounts must also include the expense accounts.

Group 11, 21 and 31.
12, 22 and 32.
13, 23 and 33 etc.

b) The second two digits specify the sub-group within each group and range from **01** to **99**.

When coding the Chart of Accounts the following rule should be followed with the Income and Cost-of-Sales account sub-groups.

Use the same sub-group within each group to specify the same Cost centre.

EG:	100000	INCOME ACCOUNTS
	110000	SALES - COMPUTERS
	111000	MICRO COMPUTERS
	111001	-XYZ COMPUTERS SALES
	111002	-XYZ PRINTER SALES
	200000	COST-OF-SALES
	210000	COSTS - COMPUTERS
	211000	MICRO COMPUTERS
	211001	-XYZ COMPUTERS
	211002	-XYZ PRINTERS

c) The last two digits (01 to 99) specify the actual account within each sub-group.

Key in the account number to be created or key in an existing account number of the account that is to be amended (keying a zero number causes the system to exit from the routine.) The general ledger account lookup may be used to view the existing account structure before deciding on the account number that will be used for the new account or the lookup routine may be used to find the account that is to be amended.

While the cursor is in the account number field, the system will allow the use of the **FUNCTION** keys to do a lookup.

ACCOUNT NAME:

This field allows for up to **30** characters for the name or header description to be data captured. The system requires a name to be keyed in.

BUDGET TYPE:

This field allows for an indicator to be keyed and is used by the budgeting routines. **0** (zero) is used to indicate that the budget figures are to be inserted manually and **1** (one) is used to indicate that the budget figure must be calculated as a percentage of the total income budget by the system.

Type **1** (one) is **not** valid for **Income**, **Balance sheet** accounts or **header records**.

BUDGET PERCENT:

This field is used to record the percentage to be used in the calculation for a budget type 1 account. NB!! This is a percentage of the total of groups **10** to **19** Income budget for each month. This calculation is done after all the manual budget figures have been entered and requires that the **CALCULATE BUDGETS** routine is run. See (OPTION 4 / 1 / 1 / 3 / 2).

When all the details have been data captured or the amendments have been made, the following will be displayed.



The system requests the USER to confirm that the details that have been data captured are correct.

Pressing the N' key will result in the system allowing the USER to amend any or all of the fields while pressing any other key will instruct the system to amend the data base by either updating an existing account record or adding a new general ledger account record.

10.1.1.2 GENERAL LEDGER - DELETE ACCOUNT. (OPTION 4 / 1 / 1 / 2)

Select option 2 (two) in the **ACCOUNT MAINTENANCE** menu and the following screen will be displayed, enabling the USER to delete an account from the General Ledger account file. When this option is selected the following screen will be displayed.

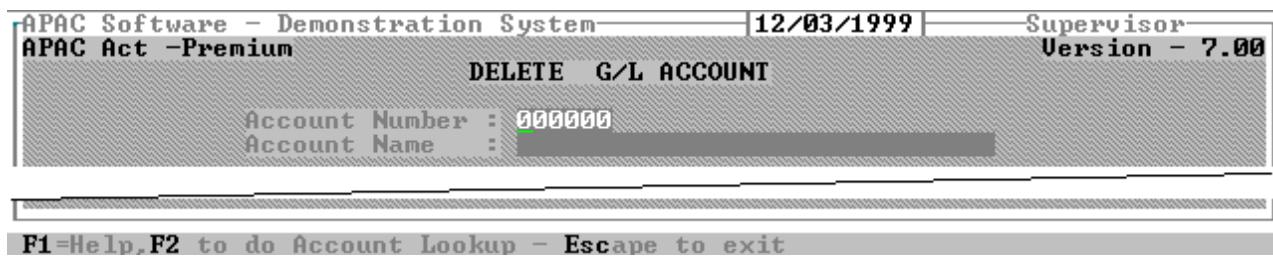


Figure 10-5: General Ledger - Delete Account Screen.

This option is used to delete a General Ledger account record from the data base. If the account has a non-zero balance or there are transactions on file, the record will not be deleted.

The account number of the account that is to be deleted should be keyed in. Pressing the Escape key or keying in an account number of zero will exit from this routine and return to the **ACCOUNT MAINTENANCE** menu.

While the cursor is in the account number field, the system will allow the use of the **FUNCTION** keys to do a lookup.

Once the account number has been keyed in or selected via the lookup option the system will check whether the number is for an existing account or not.

If the number that has been keyed in is not for an existing account, the system will display an error message and allow the USER to key in a different account number.

If the number that has been keyed in is for an existing account, the system will read the details from the data base and display the account name and request the USER to confirm that the account must be deleted.



If the **ENTER** key is pressed the system will check that the balance is zero and that there are no transactions on file. The system will not delete the account if either or both of these conditions are

not met and will display a message informing the USER that the account will not be deleted. If both these conditions are met, the system will delete the account from the data base and then display the screen as shown in **Fig 10-5** which will allow the USER to key in the number of the next account that must be deleted. Pressing the 'N' key will result in the system ignoring the account that was selected and allowing the USER to key in the next account number.

10.1.1.3 GENERAL LEDGER – BUDGETS. (OPTION 4 / 1 / 1 / 3)

Select option 3 (three) in the **ACCOUNT MAINTENANCE** menu and the following selection message will be displayed.



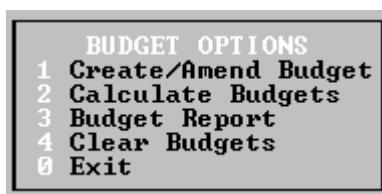
The USER is able to select the output media for the Budget Reports.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the Supervisor or option A/1/3/3 for a Workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option 'D' in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following menu will be displayed.



This option is used to insert, amend or delete Budget figures on General Ledger accounts.

10.1.1.3.1 CREATE/AMEND BUDGETS. (OPTION 4 / 1 / 1 / 3 / 1)

Select option 1 (one) in the **BUDGET OPTIONS** menu and the following data capture screen will be displayed, enabling the USER to amend or delete Budget figures. The system makes provision for a twelve month budget.

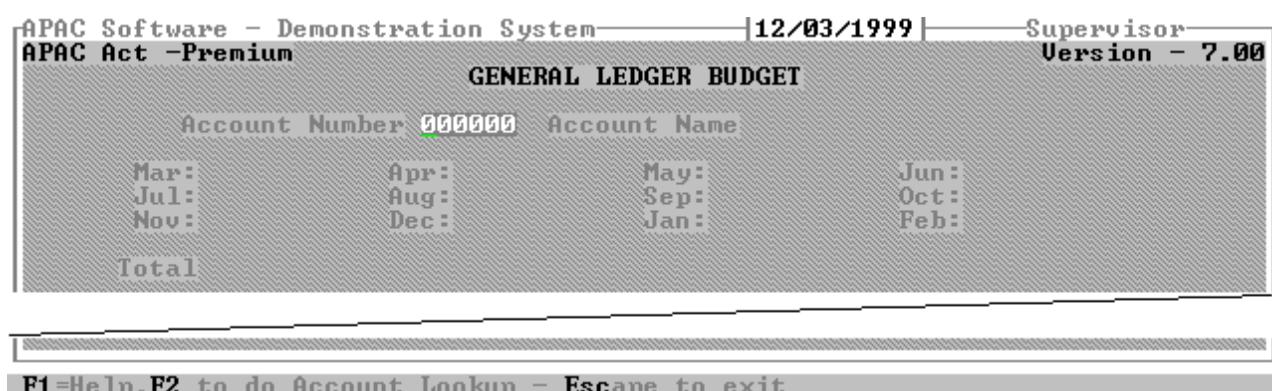


Figure 10-6: GL Budget Create/Amend/Delete Screen

The account number of the account for which budget figures are to be data captured or amended should be keyed in. Pressing the **Esc** key or keying in an account number of zero will exit from this routine and return to the **GENERAL LEDGER BUDGET CONTROL** menu.

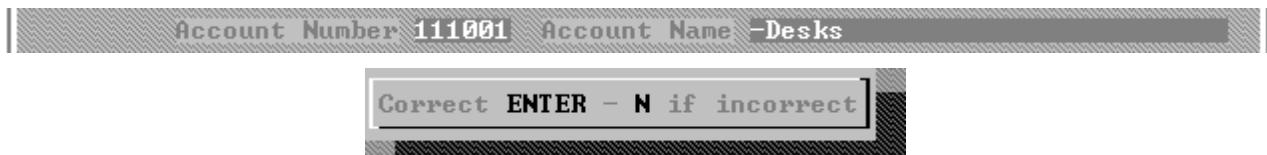
Key in the account number or use the lookup function to find the account number of the general ledger account required.

When the account number has been keyed in or selected via the lookup function the system will check whether the number is for an existing account or not and the relevant error messages will be displayed. If the account number is valid the system will read the account record and allow the USER to data capture or amend the budget figures.

Group and Sub-group numbers will be rejected as these are accumulated by the System from the subordinate accounts.

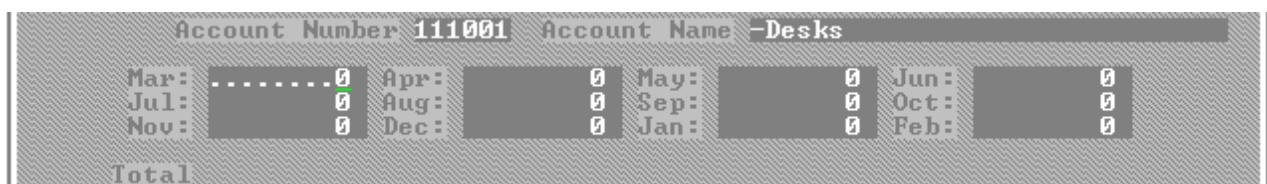
To delete Budget figures, data capture zeros in the budget figure fields. All accounts created with a budget indicator of 1 (one) (SEE **10.1.1.1 GENERAL LEDGER - CREATE/AMEND ACCOUNT**) will be rejected as these figures are calculated by the System.

The system will display the account name of the account number that has been keyed in and request the USER to confirm that the correct account has been selected.



Pressing the 'N' key will result in the system ignoring the account that was selected and allowing the USER to key in the next account number, while pressing any other key will confirm that the account number is correct.

If the account number is correct, the system will display the current budget figures, if any, for the relevant months and allow the USER to data capture the new budget figures, amend or accept the existing budget figures.



All figures keyed **MUST** be positive, unless for a specific month or months an account which is normally a Debit value is a Credit value (or vice versa). The total for the year is accumulated and displayed. The System requires confirmation of this value before continuing.

If the account already has Budget figures on record, these are displayed and the USER can accept them as they are or amend them. Data capture zero into the field to delete an amount.

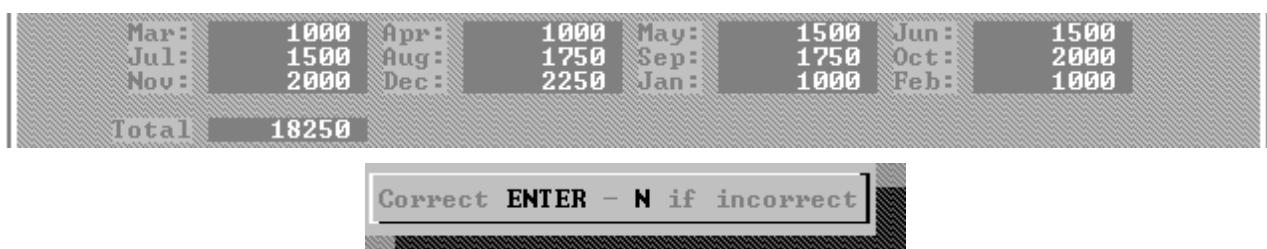
The USER has the option to key the whole year's Budget figures, monthly Budget figures, quarterly Budget figures etc.

It is advisable to data capture the Budget figures before printing the OPERATING STATEMENT as these figures are reflected on the **OPERATING STATEMENT**.

The system allows for budgets on all General Ledger accounts, at present, however, only the **INCOME**, **COST-OF-SALES** and **EXPENSE** account budgets appear on reports. All budget figures appear on **Enquiries**.

Data capture the budget figures for each month. These must be monthly figures and not the accumulated Year to date figures. The System accumulates the Year to date figures.

When all the figures have been keyed in for the account, the total of all the figures will be displayed and the USER is asked to confirm that they are correct, before the system will continue.



Pressing the 'N' key will allow corrections to be made, while pressing any other key will instruct the system to update the data base with the budget figures that have been data captured for the account. After updating the data base the system will allow the USER to key in the next account number for which budget figures are to be data captured, amended or deleted.

10.1.1.3.2 CALCULATE BUDGETS.

(OPTION 4 / 1 / 1 / 3 / 2)

This option is used to calculate the Budget figures for accounts with a Budget indicator of 1 (one). Ensure that all the **INCOME** figures are data captured before running this routine as the figure is calculated as a percentage of the Income Budget. If the USER does not have accounts requiring Budget calculations it is not necessary to run this routine.

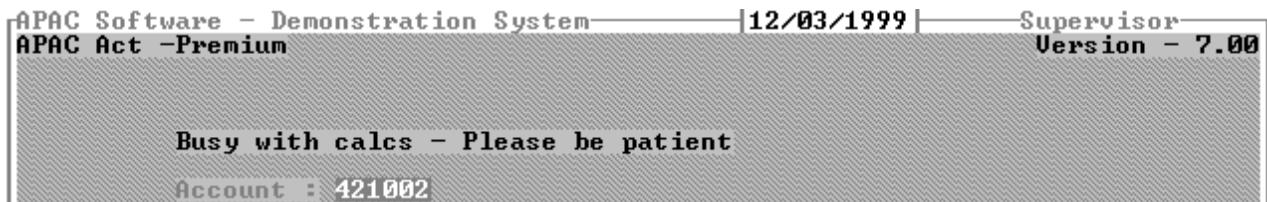


Figure 10-7: General Ledger Budget Calculations Screen

The above screen will be displayed for the duration of the budget calculations. When the system has calculated all the figures that are required the system will return to the **GENERAL LEDGER BUDGET CONTROL** menu.

10.1.1.3.3 BUDGET REPORT.

(OPTION 4 / 1 / 1 / 3 / 3)

This option produces a Budget report for **INCOME**, **COST-OF-SALES** and **EXPENSES** and will calculate the **GROSS** and **NETT PROFITS**, based on the figures that have been data captured.

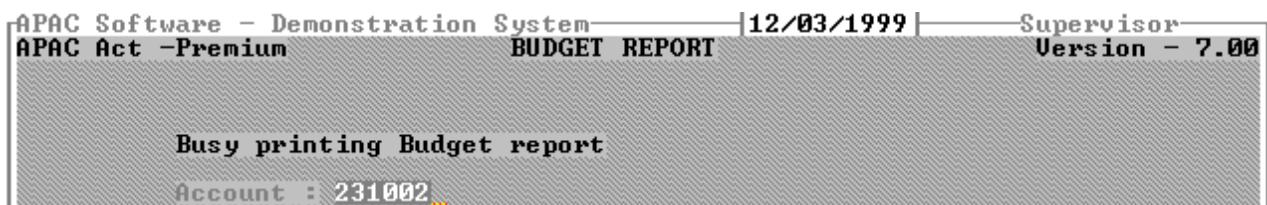


Figure 10-8: General Ledger Budget Report Screen

The above screen will be displayed for the duration of the budget report being printed. When the system has printed the budget report, the system will return to the **GENERAL LEDGER BUDGET CONTROL** menu.

The report produces the Monthly and Yearly figures.

Following is an example of a Budget report.

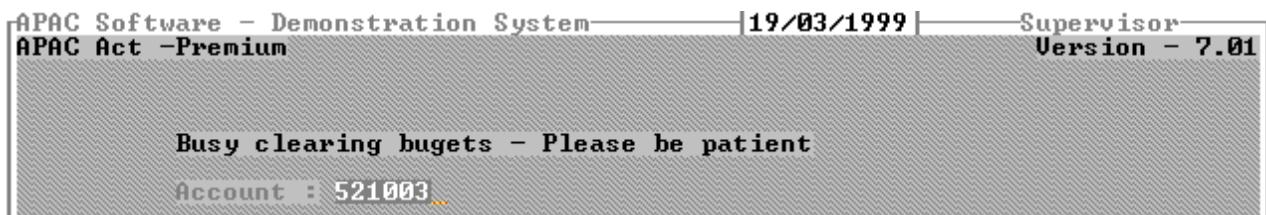
ACC	DESCRIPTION	BUDGET AS AT 12/03/1999												
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	TOTAL
	**** INCOME ****													
100000	INCOME ACCOUNTS													
110000	OFFICE FURNITURE AND EQUIPMENT													
111000	OFFICE FURNITURE													
111001	-Desks													
1000	1000	1500	1500	1500	1500	1750	1750	2000	2000	2250	1000	1000	18250	
111002	-Tables	0	0	0	0	0	0	0	0	0	0	0	0	0
191001	-Sales (Item not specified)	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INCOME		1000	1000	1500	1500	1500	1750	1750	2000	2000	2250	1000	1000	18250
200000	COST OF SALES ACCOUNTS													
210000	OFFICE FURNITURE AND EQUIPMENT													
211000	OFFICE FURNITURE													
211001	-Desks	600	600	900	900	900	1050	1050	1200	1200	1350	600	600	10950
211002	-Tables	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL COST OF SALES														

600	600	900	900	900	1050	1050	1200	1200	1350	600	600	10950
<hr/>												
GROSS PROFIT/LOSS												
<hr/>												
400	400	600	600	600	700	700	800	800	900	400	400	7300
<hr/>												
***** EXPENSES *****												
300000 EXPENSE ACCOUNTS												
310000 OPERATING EXPENSES												
311000 ADMINISTRATION EXPENSES												
311001 -Audit Fees	0	0	0	0	0	0	0	0	0	0	0	0
311002 -Bad Debts	0	0	0	0	0	0	0	0	0	0	0	0
311003 -Bank Charges	100	100	100	100	100	100	100	100	100	100	100	1200
311004 -Cleaning Materials	0	0	0	0	0	0	0	0	0	0	0	0
311005 -Computer Maintenance	0	0	0	0	0	0	0	0	0	0	0	0
<hr/>												
TOTAL EXPENDITURE ACCOUNTS	100	100	100	100	100	100	100	100	100	100	100	1200
<hr/>												
TOTAL PROFIT/LOSS	300	300	500	500	500	600	600	700	800	300	300	6100
<hr/>												

10.1.1.3.4 CLEAR BUDGETS.

(OPTION 4 / 1 / 1 / 3 / 4)

This option is used to clear the Budget figures for accounts with a Budget indicator of 1 (one). Select option 4 (four) in the **BUDGET OPTIONS** menu and the following screen will be displayed.



The system will display the account number of each general ledger record as it is processed. When all the budgets have been cleared on all the accounts with a 1 (one) in the budget indicator field, the system will return to the **GENERAL LEDGER BUDGET CONTROL** menu.

10.1.1.4 G/L - PREVIOUS YEARS FIGURES.

(OPTION 4 / 1 / 1 / 4)

Select option 4 (four) in the **ACCOUNT MAINTENANCE** menu and the following data capture screen will be displayed.

Account No.: 000000

Key in the closing balance for each month ('-' for CR)

March	:
April	:
May	:
June	:
July	:
August	:
September	:
October	:
November	:
December	:
January	:
February	:

F1=Help, F2 to do Account Lookup - Escape to exit

Figure 10-9: G/L - Previous Year Figures - Input Screen.

The account number of the account for which the previous year figures are to be data captured or amended should be keyed in. Pressing the **Esc** key or keying in an account number of zero will exit from this routine and return to the **ACCOUNT MAINTENANCE** menu.

Key in the account number or use the lookup function to find the account number of the general ledger account required.

When the account number has been keyed in or selected via the lookup function the system will check whether the number is for an existing account or not and the relevant error messages will be displayed. If the account number is valid the system will read the account record and allow the USER to data capture or amend the previous year figures.

After the figures for the previous year have been amended or data captured the system will display the following confirmation message.



Pressing the 'N' key will result in the system allowing the USER to amend the previous years figures, while pressing any other key will confirm that the figures are correct.

The system will update the account and allow the USER to select the next account.

10.1.1.5 G/L – CURRENT YEAR FIGURES. (OPTION 4 / 1 / 1 / 5)

Select option 5 (five) in the **ACCOUNT MAINTENANCE** menu and the following data capture screen will be displayed.

A screenshot of a terminal window showing a data entry screen. The title bar reads 'APAC Software - Demonstration System' and 'APAC Act -Premium'. The date '12/03/1999' is in the top right. The main title 'ACCOUNT MONTH-END BALANCES' is centered above the input area. Below it, 'Current Year' is displayed. An account number '000000' is entered in a field. A message 'These are the closing balance for each month' is displayed. To the left, a list of months from March to February is shown with a colon and a blank space for entries. At the bottom, a status bar says 'F1=Help, F2 to do Account Lookup - Escape to exit'.

Figure 10-10: G/L - Current Year Figures - Input Screen.

The account number of the account for which the current year figures are to be data captured or amended should be keyed in. Pressing the **Esc** key or keying in an account number of zero will exit from this routine and return to the **ACCOUNT MAINTENANCE** menu.

Key in the account number or use the lookup function to find the account number of the general ledger account required.

When the account number has been keyed in or selected via the lookup function the system will check whether the number is for an existing account or not and the relevant error messages will be displayed. If the account number is valid the system will read the account record and allow the USER to data capture or amend the current year figures.

After the figures for the current year have been amended or data captured the system will display the following confirmation message.



Pressing the 'N' key will result in the system allowing the USER to amend the current years figures, while pressing any other key will confirm that the figures are correct.

The system will update the account and allow the USER to select the next account.

10.1.1.6 G/L – ACCOUNT ENQUIRY.

(OPTION 4 / 1 / 1 / 6)

This option displays the following screen :

APAC Software - Demonstration System		12/03/1999	Supervisor
APAC Act -Premium		GENERAL LEDGER ENQUIRY	
Account: 000000 Name:			
O/Balance	Debits	Credits	C/Balance
Date	Trn. Reference	Transactions	
		Narrative/Payee	Value

F1=Help, F2 to do Account Lookup – Escape to exit

Figure 10-11: G/L - Account Enquiry Screen.

Key in the account number or use the lookup function to find the account number of the general ledger account required (keying a zero number causes the system to exit from the routine).

When the account number has been keyed in or selected via the lookup function the system will check whether the number is for an existing account or not and the relevant error messages will be displayed. If the account number is valid the system will read the account record and display the following details.

APAC Software - Demonstration System		12/03/1999	Supervisor
APAC Act -Premium		GENERAL LEDGER ENQUIRY	
Account: 111001 Name: -Desks			
O/Balance	Debits	Credits	C/Balance
0.00	0.00	24484.00CR	24484.00CR
Date	Trn. Reference	Transactions	
		Narrative/Payee	Value

ENTER for all Transactions – MM for specific Month 00

Key the month (numeric) for which transactions are to be displayed. A zero month will display all transactions on record.

APAC Software - Demonstration System		12/03/1999	Supervisor
APAC Act -Premium		GENERAL LEDGER ENQUIRY	
Account: 611001 Name: -Trade Creditors			
O/Balance	Debits	Credits	C/Balance
2500.00	2184.00	290.70CR	2893.30
Date	Trn. Reference	Transactions	
2/03/1999	Jn1 02311CG	Invoice <G/L>- CREDITORS	290.70CR
3/03/1999	Chq 158	Final payment of December purchases COMPUTERS & PERIPHERALS	500.00

PgDn, PgUp or Escape to exit

The opening balance for the month requested will be displayed. The value of debits and credits are the accumulated values since the last month end and do not refer to the month for which the transactions have been requested. The closing balance refers to the month that has been requested. The budget value also refers to the month for which the transactions have been requested. If no month is requested, then these figures all refer to the current month.

The date, transaction type, reference number, payee and/or narrative and the transaction value for each transaction will be displayed on the screen until the screen has been filled at which point the message "ENTER TO CONTINUE - 'E' TO END" is displayed.

If the **ENTER** or any key other than **E** is pressed, the next batch of transactions is displayed. If **E** is pressed the routine will request the next account number.

When all transactions for the specified account have been displayed, the message "**** END **** - **ENTER**" is displayed. Press any key and the routine will allow the next account number to be keyed in.

Select option **0 EXIT**.

(OPTION 4 / 1 / 1 / 0)

The system exits this menu window and returns to **MAINTENANCE/TRANSACTIONS** menu window.

10.1.2 SUNDRY MAINTENANCE.

(OPTION 4 / 1 / 2)

The following menu is displayed.



Figure 10-12: General Ledger - Sundry Maintenance Menu.

Select the option required.

10.1.2.1 G/L - ACCUMULATE GROUP & SUB-GROUP TOTALS. (OPTION 4 / 1 / 2 / 1)

Select option 1 (one) in the G/L SUNDRY MAINTENANCE MENU to accumulate Group & Sub-group totals. The following confirmation message will be displayed:

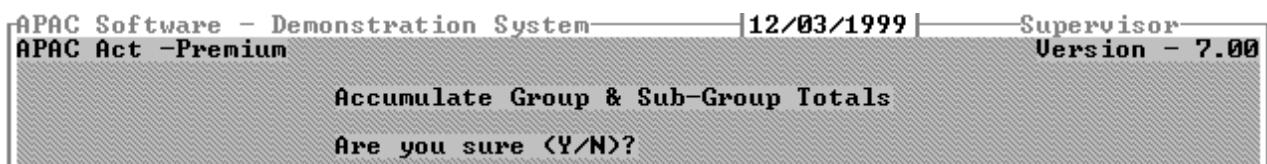


Figure 10-13: G/L - Accumulate Group/Sub-Group Totals - Confirmation Screen.

Pressing the '**N**' key will return to G/L SUNDRY MAINTENANCE MENU.

Pressing the '**Y**' key will instruct the system to continue and the following screen will be displayed.

Month to be accumulated : 03

The USER is requested to key in the month for which the totals are to be accumulated. The system will display the current month and pressing the **ENTER** key will select the current month as the month to be accumulated.

When the USER has selected the month for which totals are to be accumulated, the system will proceed to read the General Ledger account file and accumulate the totals. As each account is read the system will display the account number as is shown on the following screen.

Account No : 520000

When the totals have been accumulated the system will return to the G/L SUNDAY MAINTENANCE MENU.

10.1.2.2 G/L - ACCUMULATE LAST YEAR'S TOTALS. (OPTION 4 / 1 / 2 / 2)

Select option 2 (two) in the G/L SUNDAY MAINTENANCE MENU to accumulate last year's totals. The following confirmation message will be displayed:

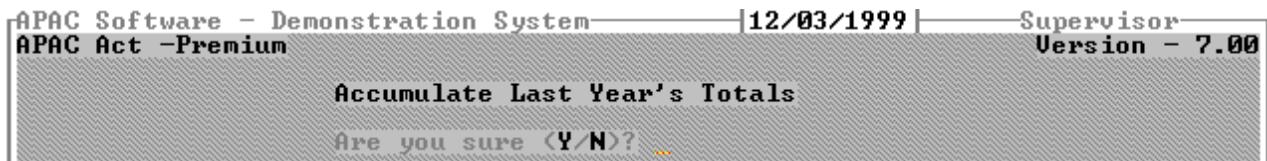


Figure 10-14: G/L - Accumulate Last Year Totals - Confirmation Screen.

Pressing the 'N' key will return to G/L SUNDAY MAINTENANCE MENU.

Pressing the 'Y' key will instruct the system to continue. When the USER has instructed the system to continue, the system will read the General Ledger account file and accumulate the totals for the previous year. As each account is read the system will display the account number as is shown on the following screen.

Account No : 520000

When the totals have been accumulated the system will return to the G/L SUNDAY MAINTENANCE MENU.

10.1.2.3 G/L - MONTH-END ROUTINE. (OPTION 4 / 1 / 2 / 3)

Select option 3 (three) in the G/L SUNDAY MAINTENANCE MENU to close off the General Ledger accounts at Month-end. The following confirmation message will be displayed.

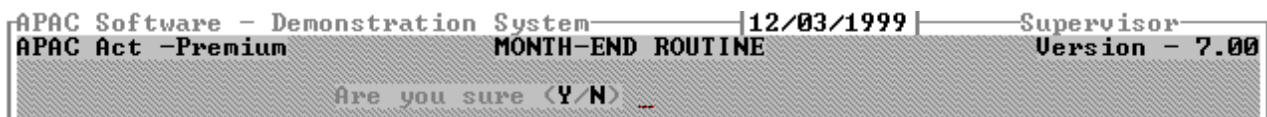


Figure 10-15: G/L - Month-End - Confirmation Screen.

Pressing the 'N' key will return to the G/L SUNDAY MAINTENANCE MENU. Pressing the 'Y' key will instruct the system to continue with the month-end procedure and the following message will be displayed.

Index Month 03

The USER is requested to key in the month for which the month-end procedure is to be processed. The system will display the current month and pressing the **ENTER** key will instruct the system to process the month-end procedure for the current month.

When the USER has selected the month for which the month-end procedure must be processed, the system will display the following confirmation window.



Press the 'N' key if the month selected is incorrect. Press the **ENTER** key if the correct month has been selected.

After the USER has confirmed that the selected month is correct, the system will display the following message.

Clear Transaction file <Y/N>? ...

The routine stores the Month-end closing balance for each account and allows the USER to clear (purge) all the transactions on record if desired. Transactions need only be cleared if the USER has a problem with DISK space or if the number of transactions is so that the time required to print the G/L transaction listing has become unacceptable. It is advisable (if possible) to hold the entire year's transactions on record where possible.

NOTE: If the transactions are to be cleared during the Month-end routine make a security copy of the data files before clearing and print the G/L listing (option 4 on the GENERAL LEDGER REPORT CONTROL MENU).

If the transactions are not being cleared at Month-end it will not be necessary to make a security copy as the only change on the files will be that the closing balance has been stored for each account so that the G/L can be printed at a more convenient time.

Press the 'N' key to keep the transactions or press the 'Y' key if the transactions are to be cleared. If the USER selects to clear the transactions the system will require the USER to key in a password. (See passwords at the front of the manual). After keying in the password the system will display the following message.

Have you printed the Transaction statement <Y/N>? ...

Press the 'Y' key if the transactions have been printed or press the 'N' key and the system will return to the G/L SUNDAY MAINTENANCE MENU.

When the USER has selected to clear or keep the transactions the system will proceed to process the month-end routine and as each account is processed the system will display the account number as is shown on the following screen.

Account No : 520000

When the system has finished clearing the transactions the system will return to the G/L SUNDAY MAINTENANCE MENU.

10.1.2.4 G/L - YEAR END ROUTINE.

(OPTION 4 / 1 / 2 / 4)

Select option 4 (four) in the G/L SUNDAY MAINTENANCE MENU to process the year-end routine for the General Ledger.

This routine is used to close off the G/L at the end of the financial year.

Before running the Year-end routine the following should be done:

- Process the closing transfers of Trading accounts.
- Print the Operating statement
- Print the G/L listing
- Print the Balance sheet

The following confirmation screen will be displayed:

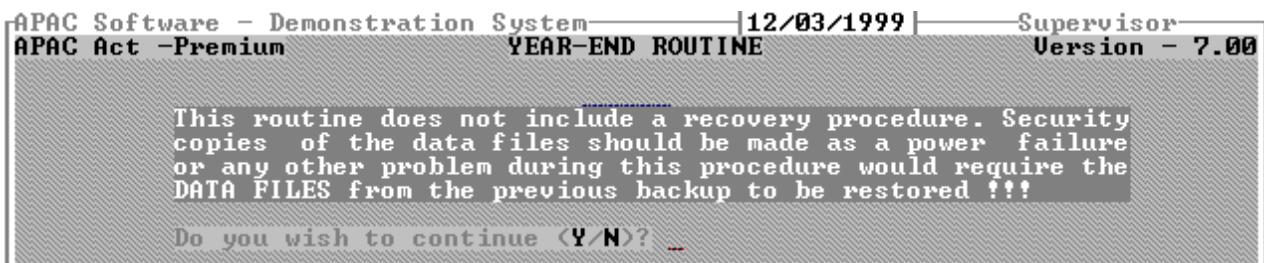


Figure 10-16: G/L - Year-End - Confirmation Screen.

The System warns the USER that a **BACKUP** (Security Copy) of the data files should be made before processing the year-end routine. If no backup of the files has been made, then press the 'N' key and the system will exit from this routine and return to the G/L SUNDAY MAINTENANCE MENU. Pressing the 'Y' key will instruct the system to continue and the following message will be displayed.

Have you printed your G/L reports (Y/N)? ..

If the reports have not been printed, press the 'N' key and the system will exit from this routine and return to the G/L SUNDAY MAINTENANCE MENU. Press the 'Y' key and the following message will be displayed.

Have you done Month-End (Y/N)?

If the month-end procedure has not been processed, press the 'N' key and the system will exit from this routine and return to the G/L SUNDAY MAINTENANCE MENU. Pressing the 'Y' key will instruct the system to continue with the year-end clear.

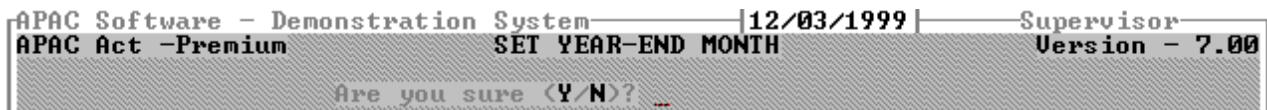
- Current figures become LAST year's figures.
- Income and Cost-of-Sales become zero balances.
- Balance Sheet accounts have Brought Forward balances.
- Profit & Loss accounts move into the new year with zero balances.

The message:

"**Busy clearing transactions**" will be displayed. When the YEAR-END routine is finished, the program returns to the G/L SUNDAY MAINTENANCE MENU.

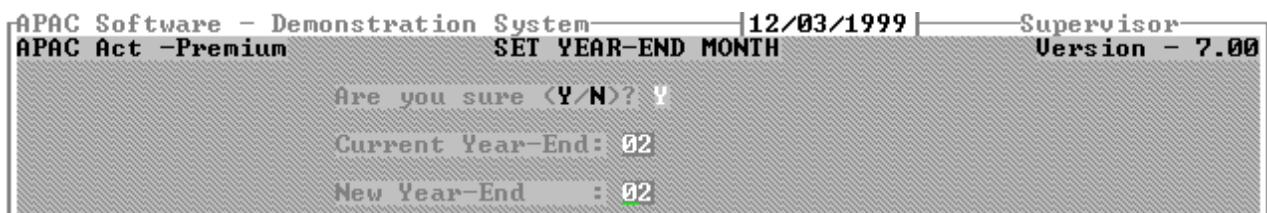
10.1.2.5 G/L – SET YEAR-END MONTH. (OPTION 4 / 1 / 2 / 5)

Select option 5 (five) in the G/L SUNDAY MAINTENANCE MENU to set the year-end month for the General Ledger. When this option is selected the following confirmation screen will be displayed.



Press the 'N' key and the system will exit from this routine and return to the G/L SUNDAY MAINTENANCE MENU.

Pressing the 'Y' key will instruct the system to continue with this routine and the following screen will be displayed.

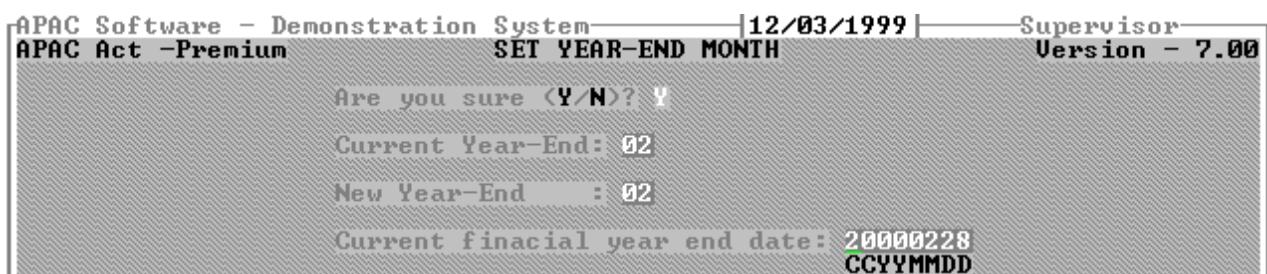


The CURSOR is placed in the New Year-End month field and the USER is able to change the value or keep the current value. When the USER has keyed in the new or kept the current value for the General Ledger Year-End month, the following confirmation window will be displayed.

Correct ENTER – N if incorrect

Press the 'N' key to change the month. Press the **ENTER** key to accept the month that has been keyed in.

If the USER confirms that the month is correct, the system will display the following screen.



The system displays the current year-end date and will allow the USER to amend the date. (The date format is YYYYMMDD).

10.1.2.6 G/L - ACCOUNT ENQUIRY.

(OPTION 4 / 1 / 2 / 6)

Select option 6 (six) in the G/L SUNDAY MAINTENANCE MENU to make enquiries into the General Ledger data base.

FOR MORE DETAILS SEE 10.1.1.6.

Select option 0 EXIT.

(OPTION 4 / 1 / 2 / 0)

The system exits this menu window and returns to MAINTENANCE/TRANSACTIONS menu window.

10.1.3 G/L TRANSACTIONS MENU.

(OPTION 4 / 1 / 3)

The following menu is displayed.



Figure 10-17: G/L - Transaction Menu.

Select the option required.

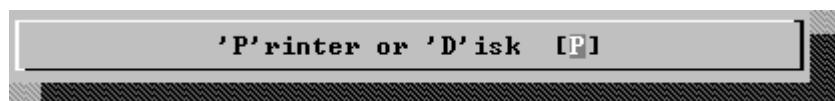
10.1.3.1 G/L - CHEQUE REQUISITIONS.

(OPTION 4 / 1 / 3 / 1)

Select option 1 (one) in the G/L TRANSACTION MENU to process cheques to General Ledger accounts. This routine should also be used to reverse or cancel a cheque.

If cheques are being processed for CREDITORS accounts and the CREDITOR module is installed, the cheque routine of that module should be used.(CREDITOR/GENERAL LEDGER TRANSACTIONS program).

When this option is selected the system will display the following selection message.



The USER is able to select the media for the cheques audit trail.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the PROGRAM CONTROL MENU.

Press the 'P' key to direct the output to the printer. The printer that will be used is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

When the USER has selected the output media for the audit trail the following screen will be displayed.

The screenshot shows a terminal window for the APAC Software - Demonstration System. At the top, it says "APAC Software - Demonstration System" and "APAC Act -Premium". The date "12/03/1999" is displayed. On the right, it says "Supervisor Version - 7.00". The main area is titled "CHEQUE ISSUED". It contains several input fields:

- Bank G/L No.: 541001
- Date: 12/03/1999
- Cheque No.: [empty]
- Payee: [empty]
- Narrative: [empty]
- G/L Ac.No.: [empty]
- Value: [empty]
- Balance: [empty]
- Net Amount Payable: [empty]

At the bottom of the screen, there is a message: "F1=Help, F2 to do Account Lookup - Escape to exit".

Figure 10-18: G/L - Cheques Issued - Input Screen.

The General Ledger account number for the BANK account (see PARAMETERS) is displayed and the USER may change it if a different BANK is being used or accept it by pressing the **ENTER** key.

The system allows the USER to lookup an account number via the general ledger account lookup function

The Bank account name and balance is displayed.

The current date is displayed and may be accepted as the cheque date or amended to a different date by the USER. If the date is changed, it will be validated by the system and the relevant error messages will be displayed if the date is incorrect.

The cheque number must be data captured by the USER.

The system requests the USER to confirm that the details are correct.

The cheque number is used by the system in the cheque reconciliation routine and care should be taken to ensure that these numbers are captured correctly.

Pressing the **N** key will allow the USER to rekey details starting from the bank account number, while pressing any other key will result in the system proceeding to the next screen.

The system requests the USER to key in the PAYEE and NARRATIVE. The system caters for PAYEE and NARRATIVE for all cheques processed and these details will reflect on enquiries and reports.

The USER is required to confirm that the payee and narrative are correct, before the system will proceed to the next screen.

Pressing the **N** key will allow the USER to rekey the payee and narrative details, while pressing any other key will instruct the system to proceed to the next screen.

The routine requests the General Ledger number to which the following portion of the cheque value is to be posted. The USER may use the general ledger account lookup facility to find the account number that is required.

The account NAME and BALANCE are displayed.

Key in the VALUE to be posted to this specific account. This value may be negative. The system allows for the value of the cheque to be allocated to more than one (1) general ledger account and

only the value for the account number that has been selected must be keyed in at this stage. The system accumulates the values and will post the total to the bank account that was selected.

The USER is requested to confirm that the detail keyed so far is correct. If the USER indicates that the details are incorrect, the routine will return to the General Ledger account number field.

The total is displayed and the USER is requested to keyin the next account number, if any, to which a portion of the cheque value must be allocated.

If a zero account number is keyed and previous account numbers and values have been entered, the cheque will be processed. If no values have been accepted and a zero account number is keyed, the USER may process the next cheque or exit from the CHEQUE routine.

When the cheque has been processed the USER has the option to process additional cheques or terminate the batch.

If additional cheques are to be processed, the routine returns to the BANK account number. If a zero BANK account number is keyed, the batch will be terminated and the program returns to the G/L TRANSACTION MENU.

The REQUISITION routine updates the BANK ACCOUNT (credit) and other accounts against which the cheque is processed (debit).

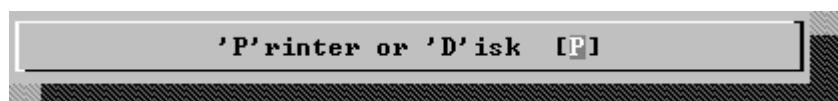
An AUDIT TRAIL is produced as each cheque is processed. Only one NARRATIVE appears on the BANK ACCOUNT for the cheque.

The routine allows for a different NARRATIVE per account if the cheque is being split to more than 1 other account.

10.1.3.2 G/L - BANK DEPOSITS.

(OPTION 4 / 1 / 3 / 2)

Select option 2 (two) in the G/L TRANSACTION MENU to process bank deposits to a BANK ACCOUNT in the General Ledger. The following selection message is displayed:



The USER is able to select the media for the bank deposits audit trail.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the PROGRAM CONTROL MENU.

Press the 'P' key to direct the output to the printer. The printer that will be used is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

When the USER has selected the output media for the audit trail the following screen will be displayed.

A screenshot of a vintage computer terminal window titled "APAC Software - Demonstration System". The title bar also includes "APAC Act -Premium", the date "5/11/1999", and "Supervisor Version - 7.01". The main area of the screen is labeled "BANK DEPOSIT" and contains several input fields. The fields are as follows: "Bank No : 541001", "Date : ", "Reference : ", "Narrative : ", "Account : ", "Value : ", and "Total : ". All fields except the first one are currently empty. At the bottom of the screen, there is a status bar with the text "F1=Help, F2 to do Account Lookup - Escape to exit".

Figure 10-19: G/L - Bank Deposits - Input Screen.

The GENERAL LEDGER account number for the BANK is displayed (see PARAMETERS) and this may be changed if a different BANK account is being used or accept it by depressing the ENTER key.

The BANK account name is displayed and the USER is requested to confirm the correct bank account has been selected.

The current date is displayed and may be accepted as the deposit date or amended to a different date by the USER. If the date is changed, it will be validated by the system and the relevant error messages will be displayed if the date is incorrect.

The reference number must be data captured by the USER. (As bank deposit books do not normally have reference numbers, the date may be used as a reference number.).

The system requests the USER to key in the NARRATIVE

The USER is required to confirm that the narrative is correct, before the system will proceed to the next screen.

Pressing the 'N' key will allow the USER to rekey the narrative details, while pressing any other key will instruct the system to proceed to the next screen.

The routine requests the General Ledger number to which the following portion of the deposit value is to be posted. The USER may use the general ledger account lookup facility to find the account number that is required.

The account NAME and BALANCE are displayed.

Key in the VALUE to be posted to this specific account. The system allows for the value of the deposit to be allocated to more than one (1) general ledger account and only the value for the account number that has been selected must be keyed in at this stage. The system accumulates the values and will post the total to the bank account that was selected.

The USER is requested to confirm that the detail keyed so far is correct. If the USER indicates that the details are incorrect, the routine will return to the General Ledger account number field.

The total is displayed and the USER is requested to keyin the next account number, if any, to which a portion of the deposit value must be allocated.

If a zero account number is keyed and previous account numbers and values have been entered, the deposit will be processed. If no values have been accepted and a zero account number is keyed, the USER may process the next deposit or exit from the DEPOSIT routine.

When a zero account number is keyed in the following selection window will be displayed.



Press the 'P' key to process the deposit or press the 'C' key to cancel the details.

When the deposit has been processed the USER has the option to process additional deposits or terminate the batch.

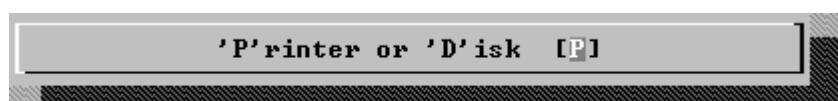
If additional deposits are to be processed, the routine returns to the BANK account number. If a zero BANK account number is keyed, the batch will be terminated and the program returns to the G/L TRANSACTION MENU.

The BANK DEPOSIT routine updates the BANK ACCOUNT (debit) and other accounts against which the deposit is processed (credit).

An AUDIT TRAIL is produced as each deposit is processed.

10.1.3.3 G/L - BANK CHARGES/RECEIPTS. (OPTION 4 / 1 / 3 / 3)

Select option 3 (three) in the G/L TRANSACTION MENU to process bank charges to a BANK ACCOUNT in the General Ledger. The following selection message is displayed:



The USER is able to select the media for the bank charges/receipts audit trail.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the PROGRAM CONTROL MENU.

Press the 'P' key to direct the output to the printer. The printer that will be used is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

When the USER has selected the output media for the audit trail the following screen will be displayed.

APAC Software - Demonstration System | 5/11/1999 | Supervisor
APAC Act -Premium BANK CHARGES/RECEIPTS Version - 7.01

Bank G/L No: 541001 Balance :
Date :
Reference :
Narrative :
G/L Ac.No. : Balance :
Value :
F1=Help, F2 to do Account Lookup - Escape to exit

Figure 10-20: G/L - Bank Charges/Receipts - Input Screen.

The GENERAL LEDGER account number for the BANK is displayed (see PARAMETERS) and this may be changed if a different BANK account is being used or accept it by depressing the **ENTER** key.

The BANK account name is displayed and the USER is requested to confirm the correct bank account has been selected.

The current date is displayed and may be accepted as the transaction date or amended to a different date by the USER. If the date is changed, it will be validated by the system and the relevant error messages will be displayed if the date is incorrect.

The reference number must be data captured by the USER. (As bank charges are normally processed from the bank statement, the sheet number may be used as a reference number.).

The system requests the USER to key in the NARRATIVE

The USER is required to confirm that the narrative is correct, before the system will proceed to the next screen.

Pressing the **N** key will allow the USER to rekey the narrative details, while pressing any other key will instruct the system to proceed to the next screen.

The routine requests the General Ledger number to which the following portion of the transaction value is to be posted. The USER may use the general ledger account lookup facility to find the account number that is required.

The USER may use the general ledger account lookup facility to find the account number that is required.

The account NAME and BALANCE are displayed.

The following message is displayed on the screen.

Press - <Minus> and amount for receipts

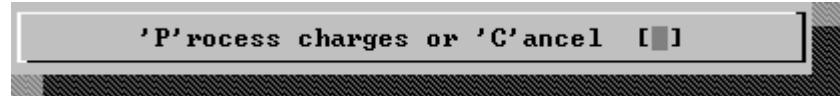
Key in the VALUE to be posted to this specific account. The system allows for the value of the charge/receipt to be allocated to more than one (1) general ledger account and only the value for the account number that has been selected must be keyed in at this stage. The system accumulates the values and will post the total to the bank account that was selected.

The USER is requested to confirm that the detail keyed so far is correct. If the USER indicates that the details are incorrect, the routine will return to the General Ledger account number field.

The total is displayed and the USER is requested to keyin the next account number, if any, to which a portion of the deposit value must be allocated.

If a zero account number is keyed and previous account numbers and values have been entered, the transaction will be processed. If no values have been accepted and a zero account number is keyed, the USER may process the next transaction or exit from the CHARGES/RECEIPTS routine.

When a zero account number is keyed in the following selection window will be displayed.



Press the 'P' key to process the deposit or press the 'C' key to cancel the details.

When the transaction has been processed the USER has the option to process additional charges/receipts or terminate the batch.

If additional transactions are to be processed, the routine returns to the BANK account number. If a zero BANK account number is keyed, the batch will be terminated and the program returns to the G/L TRANSACTION MENU.

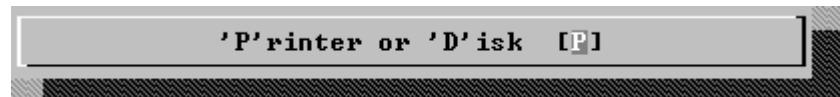
The CHARGES/RECEIPTS routine updates the BANK ACCOUNT and other accounts for which the transaction is processed in accordance with the sign used for each value that was keyed in.

An AUDIT TRAIL is produced as each transaction is processed.

10.1.3.4 G/L - JOURNAL ENTRIES.

(OPTION 4 / 1 / 3 / 4)

Select option 4 (four) in the G/L TRANSACTION MENU to post JOURNAL entries to the GENERAL LEDGER accounts. The following selection message is displayed:



The USER is able to select the media for the cheques audit trail.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the PROGRAM CONTROL MENU.

Press the 'P' key to direct the output to the printer. The printer that will be used is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

When the USER has selected the output media for the audit trail the following screen will be displayed.

Act No.	Date	Reference	Narrative	Value
000000				

Figure 10-21: G/L - Journal Entries - Input Screen.

The following details are required :

Account Number
Date
Reference
Narrative
Value

The USER is requested to key in the account number of the general ledger account to which the journal entry will be posted.

Keying in a zero account number or pressing the **Escape** key will exit from the journal entry routine.

The general ledger account lookup facility may be used to locate an account number if the number is not known.

Key in the account number. This number is validated and relevant error messages are displayed. This routine will not allow entries to be posted to GROUP account nor SUB-GROUP account headings.

The account name and current balance are displayed.

The current date is displayed and may be accepted or amended to a different date by the USER. If the date is changed, it will be validated by the system and the relevant error messages will be displayed if the date is incorrect.

After the date has been keyed in the system requests confirmation of the data that has been entered. Pressing the **N**' key will result in the system allowing the USER to rekey the details from the account number field.

Pressing any other key will inform the system to proceed to the next screen.

Key the JOURNAL reference number (no validation by system).

Key the NARRATIVE for the journal entry (up to 36 characters).

When the value field is to be keyed in, an additional message will be displayed on the screen "**Keyin (MINUS) - and Value for Credit**".

Key the transaction value - POSITIVE values are recognised as DEBITS and NEGATIVE values as CREDITS. For CREDIT values, key - (minus) followed by the value.

The value is keyed in as either a debit (positive) or credit (negative) amount. When keying in a credit value the MINUS - must be entered before the second digit of the cents is keyed in. The safest way is to key the "-" and then the amount.

When the value has been keyed in the system will ask for confirmation of the journal data, before processing it.

The USER is requested to confirm that the details are correct and if they are the routine will update the relevant account and produce an entry on the AUDIT TRAIL.

The totals for DEBIT and CREDIT of the batch are displayed on the screen and the routine will request the next account number.

If a zero account number is keyed, the routine will check that the batch is in balance. If the batch balances the totals are printed and the System returns to the G/L TRANSACTION MENU.

If the batch is out of balance the message "**OUT OF BALANCE - E to end - ENTER to correct**" is displayed. If the **ENTER** key is pressed the USER will be allowed to key the missing or correcting entry. If **E** is keyed the routine will print the totals on the AUDIT TRAIL as well as the message "**OUT OF BALANCE**" and return to the G/L TRANSACTION MENU.

10.1.3.5 G/L - RECONCILE BY VALUE.

(OPTION 4 / 1 / 3 / 5)

Select option 5 (five) in the G/L TRANSACTION MENU to reconcile a GENERAL LEDGER account using values. This routine will normally be used to reconcile a BANK account and for transactions other than cheques. The following screen will be displayed:

APAC Software - Demonstration System		23/03/1999	Supervisor
APAC Act -Premium		RECONCILIATION OF ACCOUNT	
Account Number: 541001		Version - 7.01	
Account Name :			
Date	Trn	Reference	Narrative/Payee
			Value
F1=Help, F2 to do Account Lookup - Escape to exit			

Figure 10-22: G/L - Reconcile an account using values - Input Screen

The GENERAL LEDGER account number for the BANK is displayed (see PARAMETERS) and this may be changed if a different BANK or any other account is being used or accept it by depressing the **ENTER** key. Pressing the **Escape** key while the CURSOR is in the account number field will exit from this routine and return to the G/L TRANSACTION MENU.

The GENERAL LEDGER account name is displayed and the USER is requested to confirm the correct account has been selected.

When the account has been confirmed as the correct account the system will display the following balancing window and move the CURSOR to the value field.

Account Balance	4860.00
Unreconciled Debits	4875.00
Unreconciled Credits	15.00-
Reconciled Balance	0.00

Pressing the **Escape** key while the CURSOR is in the value field will result in the system moving the CURSOR to the account number field and allowing the USER to select a different account.

Key in the value that must be reconciled (the sign must be included for credit values).

If the value that is keyed in is not on file, then the following pop-up message will be displayed.



If the value that is keyed in is found, then the following details and confirmation message will be displayed on the screen.

Date	Trn	Reference	Narrative/Payee	Value
23/03/1999	Jn1	SH34	Bank charges <Cheques>	15.00CR
Reconciled Y/N N Escape to exit				

Press the '**Y**' key to reconcile the transaction. Press the '**N**' key if this transaction is not the correct one and the system will look for the next transaction with the same value. Press the **Escape** key and the system will allow the USER to key in the next value.

If a transaction is reconciled the figures in the balancing window will be updated.

After a value has been reconciled, the system will look for the next transaction with the same value. If there are no more transactions for the same value the system will allow the USER to key in the next value.

10.1.3.6 G/L – RECONCILE CHEQUES.

(OPTION 4 / 1 / 3 / 6)

Select option 6 (six) in the G/L TRANSACTION MENU to reconcile a GENERAL LEDGER account using cheque numbers. This routine will normally be used to reconcile a BANK account. The following screen will be displayed:

APAC Software – Demonstration System	23/03/1999	Supervisor
APAC Act -Premium	RECONCILE CHEQUES	Version - 7.01
Account Number: 541001		
Account Name :		
Date Trn Cheque No Narrative/Payee Value		
F1=Help, F2 to do Account Lookup – Escape to exit		

Figure 10-23: G/L - Reconcile Cheques Screen.

The GENERAL LEDGER account number for the BANK is displayed (see PARAMETERS) and this may be changed if a different BANK or any other account is being used or accept it by depressing the **ENTER** key. Pressing the **Escape** key while the CURSOR is in the account number field will exit from this routine and return to the G/L TRANSACTION MENU.

The GENERAL LEDGER account name is displayed and the USER is requested to confirm the correct account has been selected.

When the account has been confirmed as the correct account the system will display the following balancing window and move the CURSOR to the cheque number field.

Account Balance	4860.00
Unreconciled Debits	4875.00
Unreconciled Credits	15.00-
Reconciled Balance	0.00

Pressing the Escape key while the CURSOR is in the cheque number field will result in the system moving the CURSOR to the account number field and allowing the USER to select a different account.

Key in the cheque number of the cheque that must be reconciled.

If the cheque number that is keyed in is not on file, then the following pop-up message will be displayed.



If the cheque number that is keyed in is found, then the following details and confirmation message will be displayed on the screen.

Date	Trn	Cheque No	Narrative/Payee	Value
23/03/1999	Chq	124	Stationery and Cartridges	678.95CR
Reconciled Y/N N Escape to exit				

Press the 'Y' key to reconcile the transaction. Press the 'N' key if this transaction is not the correct one and the system will look for the next transaction with the same cheque number (If a cheque was keyed in incorrectly the same cheque number would be used to cancel the incorrect cheque transaction and again for the correct transaction). Press the Escape key and the system will allow the USER to key in the next cheque number.

If a transaction is reconciled the figures in the balancing window will be updated.

After a cheque has been reconciled, the system will look for the next transaction with the same cheque number. If there are no more transactions for the same cheque number the system will allow the USER to key in the next value.

10.1.3.7 G/L – RECONCILE TRANSACTIONS. (OPTION 4 / 1 / 3 / 7)

Select option 7 (seven) in the G/L TRANSACTION MENU to reconcile a GENERAL LEDGER account by viewing the transactions sequentially. This routine will normally be used to reconcile a BANK account and this method has been included as an alternative requested by various USERS. The following screen will be displayed:

APAC Software – Demonstration System	23/03/1999	Supervisor
APAC Act -Premium	RECONCILIATION OF ACCOUNT	Version – 7.01
Account Number: 541001		
Account Name : 		
Date	Trn	Reference
Narrative/Payee		
Value		
F1=Help, F2 to do Account Lookup – Escape to exit		

Figure 10-24: G/L - Reconcile Transactions Screen.

The GENERAL LEDGER account number for the BANK is displayed (see PARAMETERS) and this may be changed if a different BANK or any other account is being used or accept it by depressing the ENTER key. Pressing the Escape key while the CURSOR is in the account number field will exit from this routine and return to the G/L TRANSACTION MENU.

The GENERAL LEDGER account name is displayed and the USER is requested to confirm the correct account has been selected.

When the account has been confirmed as the correct account the system will display the following balancing window and the selection message that follows.

Account Balance	4860.00
Unreconciled Debits	4875.00
Unreconciled Credits	15.00-
Reconciled Balance	0.00

ENTER for all Transactions - **MM** for specific Month **00**

Key in the month required or press any other key to view all transactions on file for the selected account.

When the USER has made a selection the following details will be displayed on the screen.

Date	Trn	Reference	Narrative/Payee	Value:
23/03/1999	Dep	B23	Receipts and Cash sales for 22/03/99	4875.00
Reconciled Y/N N Press ↑ ↓ to view the transactions or U pdate and exit.				

Pressing the Escape key will abandon this routine without updating the data base. Use the up and down arrow keys to navigate through the transactions.

Press the 'Y' key to reconcile a transaction.

Press the 'N' key to cancel a reconciliation.

Press the 'U' key to update the data base with the reconciliations made.

When the update option is selected the system will update the data base and then allow the USER to select the next account.

10.1.3.8 G/L – RECONCILIATION STATEMENT. (OPTION 4 / 1 / 3 / 8)

Select option 8 (eight) in the G/L TRANSACTION MENU to print a BANK reconciliation statement. The following screen will be displayed:

APAC Software - Demonstration System	23/03/1999	Supervisor
APAC Act -Premium	RECONCILIATION STATEMENTS	Version - 7.01
ENTER for all Transactions - MM for specific Month 00		

Key in the month for which the reconciliation statement is required or press the **ENTER** key to print for the current year. Press the Escape key to exit from this routine and return to the G/L TRANSACTION MENU.

When the selection has been made the following selection message will be displayed:

All or Unreconciled transactions: A

Press the 'A' key to print all transactions or press the 'U' key to print only the unreconciled transactions.

When the selection has been made the following selection message is displayed:

'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the reconciliation statement.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the report the system will display the following on the screen.

Account: 541001

The GENERAL LEDGER account number for the BANK is displayed (see PARAMETERS) and this may be changed if a different BANK or any other account is being used or accept it by depressing the **ENTER** key. Pressing the **Escape** key while the CURSOR is in the account number field will exit from this routine and return to the G/L TRANSACTION MENU.

The GENERAL LEDGER account name is displayed and the USER is requested to confirm the correct account has been selected.

When the account has been confirmed as the correct account the system will display the following selection message.

Start - 'C'ash book or 'S'tatement balance [C]

Press the 'C' key to start the report with the cash book balance and apply the unreconciled transactions to work back to the statement balance. Press the 'S' key to start with the statement balance and apply the unreconciled transactions to work back to the cash book balance.

As each record is read the system will display the account number and contract number on the screen.

Following is an example of a Reconciliation Statement.

APAC Software - Demonstration System RECONCILIATION STMNT- FOR PERIOD ENDING 12/05/1999								PAGE:	1
ACNT NO	ACCOUNT NAME	RECONCILED	DATE	CODE	BATCH	REFER	PAYEE/NARRATIVE	VALUE	BALANCE
5410/01	-Highveld [2561 896754]						Cash Book Balance		
			11/05/1999	JNL	14	1	M.Z. INSURANCE (Computer Equipment)	245.00-	10778.75-
			11/05/1999	JNL	9	SHT-141	Service fees	13.75-	10765.00-
			11/05/1999	CHEQ	7	280	Deposit on A4 1.8 Alan Hudson Motors (Audi)	25000.00-	14235.00
			11/05/1999	DEP	8	9/11	Sales and Payments received	16735.00	2500.00-
							Account Closing Balance	2500.00-	
							Balance as per Bank Statement	2500.00-	
							TOTAL TO BE RECONCILED	8523.75-	

10.1.3.9 G/L - CHEQUES IN NO. SEQUENCE. (OPTION 4/1/3/A)

Select option A in the G/L TRANSACTION MENU to print a range of cheques in cheque number sequence. The following screen will be displayed:

**APAC Software - Demonstration System 14/05/1999 Supervisor
APAC Act -Premium CHEQUES IN NUMBER SEQUENCE Version - 7.01**

Start at Cheque Number:0

Key in the number of the first cheque number from which the list must be processed.

The system will display the following selection pop-up window.

'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the cheques in number sequence list.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media the following will be displayed.

Account: 541001

The default bank account number is displayed and the USER may accept this account number or enter a different bank account number.

When the bank account number has been selected the name of the account is displayed as well as a pop-up confirmation window.

Following is an example of a cheques in number sequence report.

APAC Software - Demonstration System CHEQUES : NUMBER SEQ- FOR PERIOD ENDING 14/05/1999								PAGE: 1	
ACNT NO	ACCOUNT NAME	RECONCILED	DATE	CODE	BATCH	REFER	PAYEE/NARRATIVE	DEBIT	CREDIT
5410/01	-Highveld [2561 896754]	*	24/02/1999	CHEQ	19	157	Part Payment of December purchases COMPUTERS & PERIPHERALS	1000.00-	
		*	3/03/1999	CHEQ	19	158	Final payment of December purchases COMPUTERS & PERIPHERALS	500.00-	
		*	11/05/1999	CHEQ	3	248	Statements,Invoices,Cartridges etc. COMPUTER STATIONERY	1000.00-	
			11/05/1999	CHEQ	7	280	Deposit on A4 1.8 Alan Hudson Motors (Audi)	25000.00-	
						*****	E N D O F L I S T *****	0.00	27500.00-

10.1.3.10 G/L – ACCOUNT ENQUIRIES. (OPTION 4 / 1 / 3 / B)

This option will load the general ledger enquiry module which enables the USER to make enquiries into the general ledger data base.

FOR MORE DETAILS SEE 10.1.1.6.

Select option **0 EXIT**. (OPTION 4 / 1 / 3 / 0)

The system exits this menu window and returns to **MAINTENANCE/TRANSACTIONS** menu window.

10.1.4 G/L ACCOUNT ENQUIRIES. (OPTION 4 / 1 / 4)

This option will load the general ledger enquiry module which enables the USER to make enquiries into the general ledger data base.

FOR MORE DETAILS SEE 10.1.1.6.

Select option **0 EXIT**. (OPTION 4 / 1 / 0)

The system exits this menu window and returns to **GENERAL LEDGER PROGRAMS** menu window.

10.2 GENERAL LEDGER REPORTS. (OPTION 4 / 2)

The following menu is displayed.

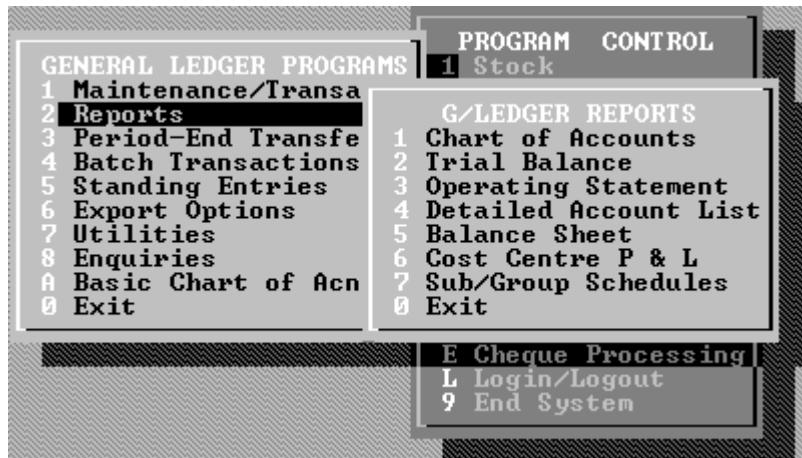


Figure 10-25: G/L - Reports Menu

Select the option required.

10.2.1 G/L – CHART OF ACCOUNTS.

(OPTION 4 / 2 / 1)

Select option 1 (one) in the G/L REPORTS MENU to print a GENERAL LEDGER chart of accounts. The following selection message is displayed:



The USER is able to select the output media for the chart of accounts list.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the chart of accounts list the system will proceed to print the chart of account list (as shown in the following example).

DATE: 14/05/1999

APAC Software - Demonstration System
GENERAL LEDGER CHART OF ACCOUNTS

PAGE: 1

```
1000/00 INCOME ACCOUNTS
1100/00 OFFICE FURNITURE AND EQUIPMENT
    1110/00 OFFICE FURNITURE
        1110/01 -Desks
        1110/02 -Tables
        1110/03 -Computer Desks
        1110/04 -Printer Stands
        1110/05 -Typist/Computer Chairs
        1110/06 -Casual Chairs
        1110/07 -Filing Cabinets
        1110/08 -Cupboards
    1130/00 COMPUTER EQUIPMENT
        1130/01 -Computer Processors
        1130/02 -Screens
        1130/03 -Matrix Printers
        1130/04 -Laser Printers
        1130/05 -Modems and Network Cards
        1130/06 -Plotters
        1130/07 -Computer Cards
        1130/08 -Computer Accessories
        1130/09 -Maintenance & Labour
2000/00 COST OF SALES ACCOUNTS
2100/00 OFFICE FURNITURE AND EQUIPMENT
    2110/00 OFFICE FURNITURE
        2110/01 -Desks
        2110/02 -Tables
        2110/03 -Computer Desks
        2110/04 -Printer Stands
        2110/05 -Typist/Computer Chairs
        2110/06 -Casual Chairs
        2110/07 -Filing Cabinets
        2110/08 -Cupboards
    2130/00 COMPUTER EQUIPMENT
        2130/01 -Computer Processors
        2130/02 -Screens
        2130/03 -Matrix Printers
        2130/04 -Laser Printers
        2130/05 -Modems and Network Cards
        2130/06 -Plotters
        2130/07 -Computer Cards
        2130/08 -Computer Accessories
        2130/09 -Maintenance & Labour
3000/00 EXPENSE ACCOUNTS
3100/00 OPERATING EXPENSES
```

3110/00 ADMINISTRATION EXPENSES
 3110/01 -Audit Fees
 3110/02 -Bad Debts
 3110/03 -Bank Charges
 3110/04 -Cleaning Materials
 3110/05 -Computer Maintenance
 3110/06 -Donations
 3110/07 -Insurance
 3110/08 -Legal Fees
 3110/09 -Licences
 3110/10 -Medical
 3110/11 -Occupational Rent
 3110/12 -Postage and Stamps
 3110/13 -Rates and Taxes
 3110/14 -Salaries and Wages
 3110/15 -Sales Tax (VAT or GST)
 3110/16 -Staff Refreshments
 3110/17 -Stationery
 3110/18 -Telephone and Fax
 3110/19 -Unemployment Insurance
 3110/20 -Vehicles (Fuel and Maint)
 3110/21 -Water and Electricity
 3110/22 -Regional Service Council
 3110/23 -Railage

3120/00 SELLING EXPENSES
 3120/01 -Advertising
 3120/02 -Commission
 3120/03 -Discount
 3120/04 -Salaries
 3120/05 -Travelling Expenses

3130/00 DEPRECIATION
 3130/01 -Computer Equipment
 3130/02 -Motor Vehicles
 3130/03 -Office Furniture
 3130/04 -Office Equipment

3140/00 SUSPENSE ACCOUNTS
 3140/01 -Cash Sales
 3140/02 -Labour at cost (CHARGED)

3150/00 OPERATING COSTS
 3150/01 -Stock Adjustments
 3150/02 -Stock Write-offs

3900/00 SUNDRY ACCOUNTS

3910/00 SUNDRY INCOME
 3910/01 -Bad Debts Recovered
 3910/02 -Interest Received
 3910/03 -Rebates
 3910/04 -Rent Received
 3910/05 -Discount Received

4000/00 CAPITAL EMPLOYED

4100/00 SHARE CAPITAL

4110/00 SHARE HOLDERS
 4110/01 -A. Smith
 4110/02 -B. Jones
 4110/03 -J. van der Merwe

4200/00 LOAN CAPITAL

4210/00 SHARE HOLDERS (LOAN ACCOUNTS)
 4210/01 -A. Smith
 4210/02 -B. Jones
 4210/03 -J. van der Merwe

4220/00 LONG TERM LOANS
 4220/01 -Highveld Finance Bank
 4220/02 -Business Development

4300/00 SHARE HOLDERS INTERESTS

4310/00 RESERVES
 4310/01 -Net Profit/Loss (This year)
 4310/02 -Unappropriated Profit
 4310/03 -Capital Reserve

5000/00 EMPLOYMENT OF CAPITAL

5100/00 ASSETS

- 5110/00 FIXED ASSETS
 - 5110/01 -5697 Rivonia Rd - SANDTON
 - 5110/02 -476 Smit Street - FAIRLAND
- 5120/00 MOTOR VEHICLES
 - 5120/01 -VW Kombi (NAA 133 T)
 - 5120/02 -VW Golf GTi 16V (LIX 144 T)
- 5130/00 FURNITURE AND FITTINGS
 - 5130/01 -Office Furniture
 - 5130/02 -Computers
 - 5130/03 -Office Machines (Fax/Copiers)

5200/00 CURRENT STOCK

- 5210/00 OFFICE FURNITURE
 - 5210/01 -Desks
 - 5210/02 -Tables
 - 5210/03 -Computer Desks
 - 5210/04 -Printer Stands
 - 5210/05 -Typist/Computer Chairs
 - 5210/06 -Casual Chairs
 - 5210/07 -Filing Cabinets
 - 5210/08 -Cupboards
- 5230/00 COMPUTER EQUIPMENT
 - 5230/01 -Computer Processors
 - 5230/02 -Screens
 - 5230/03 -Matrix Printers
 - 5230/04 -Laser Printers
 - 5230/05 -Modems and Network Cards
 - 5230/06 -Plotters
 - 5230/07 -Computer Cards
 - 5230/08 -Computer Accessories

5300/00 CURRENT DEBTORS

- 5310/00 DEBTORS
 - 5310/01 -Trade Debtors
 - 5310/02 -Sundry Debtors
 - 5310/03 -Suspense Account

5400/00 BANK ACCOUNTS AND FUNDS

- 5410/00 BANK CURRENT ACCOUNTS
 - 5410/01 -Highveld [2561 896754]
 - 5410/02 -Highveld (A/c 2)[2561 899765]
- 5420/00 BANK SAVINGS AND INVESTMENTS
 - 5420/01 -Bank of SA (Sav)[2234 098765]
 - 5420/02 -Highveld [Fixed Deposit 12M]
- 5430/00 INVESTMENTS
 - 5430/01 -Stocks & Shares
- 5440/00 CASH/CHEQUES RECEIVED
 - 5440/01 -Debtors Receipts
 - 5440/02 -Cash Sales
 - 5440/99 -Petty Cash

6100/00 CREDITORS

- 6110/00 CURRENT CREDITORS
 - 6110/01 -Trade Creditors
 - 6110/02 -Sundry Creditors
- 6120/00 RATES AND TAXES
 - 6120/01 -Receiver of Revenue
 - 6120/02 -City Council
- 6130/00 VALUE ADDED TAX
 - 6130/01 -Input VAT Control
 - 6130/02 -Output VAT Control

6200/00 PROVISION/SUSPENSE ACCOUNTS

- 6210/00 PROVISIONS
 - 6210/01 -Audit Fees

```

6210/02      -Bad Debts
6210/03      -Taxation
6210/04      -Water & Lights
6210/05      -Cheques in Transit

6220/00      SUSPENSE
6220/01      -Integration Suspense

```

***** E N D R E P O R T *****

The above example of a chart of accounts shows that the General Ledger allows for a simple (See *Current Debtors and Provisions*) or complex (See *Income, Cost-of-Sales and Stock*) structure of accounts.

10.2.2 G/L – TRIAL BALANCE.

(OPTION 4 / 2 / 2)

Select option 2 (two) in the G/L REPORTS MENU to print a GENERAL LEDGER trial balance. The following selection message is displayed:



Press the **Enter** key or key in **00** to print the current balances, key in the month (**01** through **12**) to print the balances for the selected month or key in **99** to print the opening balances. When the USER has made a selection the following message will be displayed.

Print Zero Balances (Y/N)? ...

Press the **Y** key to include accounts with zero balances or press the **N** key to only include accounts with balances in the trial balance.

When the USER has responded to the above message the following selection message is displayed:



The USER is able to select the output media for the trial balance report.

Press the **P** key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the **S** key to view the output on the screen.

Press the **D** key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the trial balance report the following system will proceed to print the trial balance. As each account record is processed the following will be displayed.

Account : 2210/04 -Envelopes

Following is an example of a General Ledger Trial Balance:

DATE:	9/01/2000	APAC Software - Demonstration System G/LEDG TRIAL BALANCE -FOR PERIOD ENDING	PAGE: 1
ACNT NO	ACCOUNT NAME	DEBIT	CREDIT
3110/03	-Bank Charges	15.00	
3110/17	-Stationery	678.95	
5410/01	-Highveld [2561 896754]	4181.05	
5440/01	-Debtors Receipts		3500.00-
5440/02	-Cash Sales		1375.00-
GRAND TOTAL		4875.00	4875.00-

10.2.3 G/L – OPERATING STATEMENT.

(OPTION 4 / 2 / 3)

Select option 3 (three) in the G/L REPORTS MENU to print a GENERAL LEDGER operating statement. The following question is displayed:

Are you sure (Y/N)? -

Press the 'N' key and the system will exit from this routine and return to the G/L REPORTS MENU or press the 'Y' key and the following question will be displayed:

Have Totals been accumulated (Y/N)?

Press the 'N' key if the totals have not been accumulated (**See option 4/1/2/1**) and the system will exit from this routine and return to the G/L REPORTS MENU or press the 'Y' key and the following message will be displayed:

Detailed print (Y/N)?

Press the 'Y' key if a detailed operating statement is required or press the 'N' key if a condensed operating statement is required. When the USER has responded to the above request the following message will be displayed:

Print inactive accounts (Y/N)?

The system allows the USER to select whether or not to print the inactive accounts. Press the 'Y' key if inactive accounts are to be printed or press the 'N' key if inactive accounts are to be excluded from the operating statement. When the USER has responded to the above message the following request will be displayed:

Key in month : 08

The USER is requested to key in the month for which the operating statement is to be produced. When the month has been selected the following selection message will be displayed.

'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the operating statement report.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the operating statement report the system will proceed to produce the operating statement. As each account is processed the following will be displayed.

Account: 541001

Following is an example of a General Ledger Operating Statement:

APAC Software - Demonstration System OPERATING STATEMENT - FOR THE MONTH OF August							PAGE: 1						
YEAR TO DATE							MONTH						
TARGET	%	ACTUAL	%	LAST YEAR	%	YTD	DESCRIPTION	TARGET	%	ACTUAL	%	LAST YEAR	%

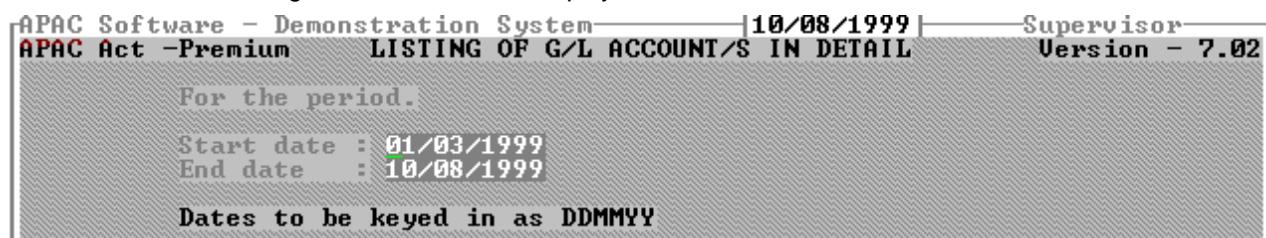
							*** INCOME ***						
							100000 INCOME ACCOUNTS						
							112000 OFFICE EQUIPMENT						
							113000 COMPUTER EQUIPMENT						
							113007 -Computer Cards						
							120000 STATIONERY						
							121000 OFFICE STATIONERY						
							122000 COMPUTER STATIONERY						
							122001 -Console Paper						
							130000 COMPUTER SOFTWARE						
							131000 PACKAGES AND PROGRAMING						
							131001 -APAC packages & programs						
							TOTAL SALES						
								100		2905.02-	100		100

							*** COSTS ***						
							200000 COST OF SALES ACCOUNTS						
							210000 OFFICE FURNITURE AND EQUI						
							212000 OFFICE EQUIPMENT						
							213000 COMPUTER EQUIPMENT						
							213007 -Computer Cards						
							220000 STATIONERY						
							222000 COMPUTER STATIONERY						
							222001 -Console Paper						
							230000 COMPUTER SOFTWARE						

364.14		231000 PACKAGES AND PROGRAMING	364.14	
364.14	12	231001 -APAC packages & programs	364.14	12
-----	-----	TOTAL COST OF SALES	-----	-----
2348.14	80		2348.14	80
-----	-----	GROSS PROFIT	-----	-----
556.88-	19		556.88-	19
-----	-----	*** EXPENSES ***	-----	-----
693.95		300000 EXPENSE ACCOUNTS	693.95	
15.00		310000 OPERATING EXPENSES	15.00	
678.95	23	311000 ADMINISTRATION EXPENSES	678.95	23
0.09		311003 -Bank Charges	0.09	
0.09		311017 -Stationery	0.09	
30.00-		312000 SELLING EXPENSES	30.00-	
30.00-		312003 -Discount	30.00-	
30.00-	1	315000 OPERATING COSTS	30.00-	
-----	-----	315001 -Stock Adjustments	30.00-	1
664.04	22	TOTAL EXPENDITURE	664.04	22
-----	-----	TOTAL PROFIT/LOSS THIS MONTH	-----	-----
107.16	3		107.16	3
-----	-----	-----	-----	-----

10.2.4 G/L – DETAILED ACCOUNT LIST. (OPTION 4 / 2 / 4)

Select option 4 (four) in the G/L REPORTS MENU to print a GENERAL LEDGER detailed account list. The following selection screen is displayed:



Select the period for which the transactions are to be included on the report. The normal date checks will apply and if incorrect the relevant error message/s will be displayed.

When the USER has keyed in the dates required the following confirmation message will be displayed.



Press the 'N' key to change the date selection. Press the ENTER key to accept the date selection that has been keyed in.

If the USER confirms that the dates are correct, the system will display the following screen.



The USER is able to select the output media for the detailed account/s list.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the detailed account list the following screen will be displayed.



The system allows the USER to select a single account or a range of accounts that must be included on the report. Pressing the Escape key while the CURSOR is in the **from** account field will result in the system exiting from this routine and returning to the G/L REPORTS MENU. To start printing from the first account in the general ledger press the ENTER key to accept the default **from** account number (**100000**). Key in the account number or use the lookup function to find the

account number required for the first or single account that is being selected. When the **from** account number has been selected the system will display the following details:



Pressing the Escape key while the CURSOR is in the **to** account field will result in the system returning the CURSOR to the **from** account field. To stop printing after the last account in the general ledger press the **ENTER** key to accept the default **to** account number (999999). Key in the account number or use the lookup function to find the account number required for the last account that is being selected. To select a single account the **from** and **to** account numbers must be for the same account. When the **to** account number has been selected the system will display the following confirmation message.



Press the 'N' key to change the account range selection. Press the **ENTER** key to accept the account number selection that has been keyed in.

When the USER has confirmed that the account selection is correct the system will proceed to print the detailed account list. As each account and transaction is processed the following details are displayed on the screen.



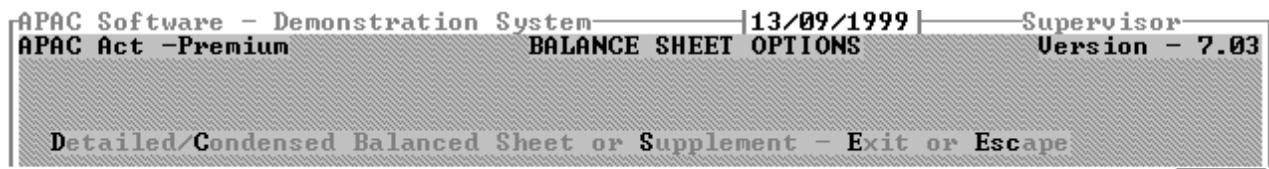
Following is an example of a General Ledger Detailed Account List:

APAC Software - Demonstration System GENERAL LEDGER - DETAILED TRANSACTION LIST PER ACCOUNT For the period : 1/03/1999 to 29/08/1999							PAGE: 1	
ACNT NO	ACCOUNT NAME	DATE	CODE	BATCH	REFER	PAYEE/NARRATIVE	VALUE	BALANCE
1130/07	-Computer Cards	-----	-----	-----	-----	BALANCE B/FWD	-----	-----
		10/08/1999	JNL	5	1080012	SALES - DEBTORS	2100.00-	2100.00-
						BALANCE C/FWD	2100.00-	0.00
1220/01	-Console Paper	-----	-----	-----	-----	BALANCE B/FWD	-----	-----
		10/08/1999	JNL	5	1080021	SALES - DEBTORS	315.90-	315.90-
						BALANCE C/FWD	315.90-	0.00

***** END REPORT *****

10.2.5 G/L – BALANCE SHEET. (OPTION 4 / 2 / 5)

Select option 5 (five) in the G/L REPORTS MENU to print a GENERAL LEDGER balance sheet. The following selection message is displayed:



F1 =Help

Pressing the 'E' or Escape keys will result in the system exiting from this routine and returning to the G/L REPORTS MENU. Select the option required.

10.2.5.1 G/L – DETAILED BALANCE SHEET. (OPTION 4 / 2 / 5 / D)

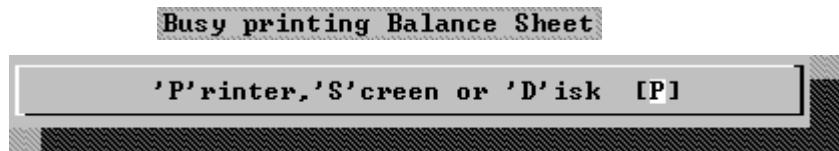
Select option 'D' in the G/L BALANCE SHEET OPTIONS to print a detailed balance sheet. The following message will be displayed:



If the 'N' key is pressed the system will exit from this routine and return to the G/L REPORTS MENU. If the Trading accounts report has been printed then press the 'Y' key and the following request message will be displayed.

Enter Month to be printed <1-12> : 00

Key in the month for which the detailed balance sheet is required and the following message and selection pop-up window will be displayed:



The USER is able to select the output media for the detailed balance sheet.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the balance sheet the system will proceed to print the balance sheet and as each account is processed the following details will be displayed.

Account : 523000 COMPUTER EQUIPMENT

Following is an example of a General Ledger Detailed Balance Sheet:

DATE: 13/09/1999		APAC Software - Demonstration System BALANCE SHEET				PAGE: 1	
ACCOUNT NUMBER AND DESCRIPTION	DEBIT	CREDIT	DEBIT	CREDIT	DEBIT	CREDIT	
4000/00 CAPITAL EMPLOYED							
4100/00 SHARE CAPITAL							
4110/00 SHARE HOLDERS							
4110/01 -A. Smith	0.00						
4110/00 SHARE HOLDERS							
4100/00 SHARE CAPITAL							
4200/00 LOAN CAPITAL							
4210/00 SHARE HOLDERS (LOAN ACCOUNTS)							
4210/01 -A. Smith	0.00						
4210/00 SHARE HOLDERS (LOAN ACCOUNTS)							
4220/00 LONG TERM LOANS							
4220/01 -Highveld Finance Bank	0.00						
4220/02 -Business Development	0.00						
4220/00 LONG TERM LOANS							
4200/00 LOAN CAPITAL							
4300/00 SHARE HOLDERS INTERESTS							
4310/00 RESERVES							
4310/01 -Net Profit/Loss (This year)	107.16						
4310/02 -Unappropriated Profit	0.00						
4310/03 -Capital Reserve	0.00						
4310/00 RESERVES							
4300/00 SHARE HOLDERS INTERESTS			107.16			107.16	
5000/00 EMPLOYMENT OF CAPITAL							
5100/00 ASSETS							
5110/00 FIXED ASSETS							
5110/02 -476 Smit Street - FAIRLAND	0.00						
5110/00 FIXED ASSETS							
5120/00 MOTOR VEHICLES							
5120/01 -VW Kombi (NAA 133 T)	0.00						
5120/00 MOTOR VEHICLES							
5130/00 FURNITURE AND FITTINGS							
5130/01 -Office Furniture	0.00						
5130/02 -Computers	0.00						
5130/00 FURNITURE AND FITTINGS							
5100/00 ASSETS							
5200/00 CURRENT STOCK							
5220/00 OFFICE EQUIPMENT							
5230/00 COMPUTER EQUIPMENT							
5230/07 -Computer Cards	1750.00						
5230/00 COMPUTER EQUIPMENT							
5240/00 COMPUTER PACKAGES & BOOKS							
5240/01 -APAC packages and programs	334.14						
5240/00 COMPUTER PACKAGES & BOOKS							
5290/00 OFFICE STATIONERY							
5291/00 COMPUTER STATIONERY							
5291/01 -Computer paper	234.00						
5291/00 COMPUTER STATIONERY							

5200/00 CURRENT STOCK		2318.14
5300/00 CURRENT DEBTORS		
5310/00 DEBTORS		
5310/01 -Trade Debtors	328.40	
5310/03 -Suspense Account	0.00	
5310/00 DEBTORS	328.40	
5300/00 CURRENT DEBTORS		328.40
5400/00 BANK ACCOUNTS AND FUNDS		
5410/00 BANK CURRENT ACCOUNTS		
5410/01 -Highveid [2561 896754]	4181.05	
5410/00 BANK CURRENT ACCOUNTS	4181.05	
5420/00 BANK SAVINGS AND INVESTMENTS		
5420/01 -Bank of SA (Sav)[2234 098765]	0.00	
5430/00 INVESTMENTS		
5440/00 CASH/CHEQUES RECEIVED		
5440/01 -Debtors Receipts	123.53	
5440/02 -Cash Sales	1358.50	
5440/99 -Petty Cash	0.00	
5440/00 CASH/CHEQUES RECEIVED	123.53	
5400/00 BANK ACCOUNTS AND FUNDS	1358.50	
6100/00 CREDITORS		
6110/00 CURRENT CREDITORS		
6110/01 -Trade Creditors	0.00	
6110/02 -Sundry Creditors	0.00	
6120/00 RATES AND TAXES		
6130/00 VALUE ADDED TAX		
6130/01 -Input VAT Control	0.00	
6130/02 -Output VAT Control	406.70	
6130/00 VALUE ADDED TAX	406.70	
6100/00 CREDITORS		406.70
6210/00 PROVISIONS		
6220/00 SUSPENSE		
6220/01 -Integration Suspense	0.00	
6220/00 SUSPENSE		
6200/00 PROVISION/SUSPENSE ACCOUNTS		
BALANCE SHEET TOTAL	4411.74	4411.74

10.2.5.2 G/L – CONDENSED BALANCE SHEET. (OPTION 4 / 2 / 5 / C)

Select option 'C' in the G/L BALANCE SHEET OPTIONS to print a condensed balance sheet. The following message will be displayed:

Current or Previous Balance Sheet

Press the 'C' key to print the current balance sheet or press the 'P' key to print a previous balance sheet. If the 'P' key is pressed the following message will be displayed:

Enter Month to be printed (1-12) 09

Key in the month for which the balance sheet is to be printed. When the month for a previous balance sheet has been keyed in or if the USER selected to print the current balance sheet the system will display the following message.

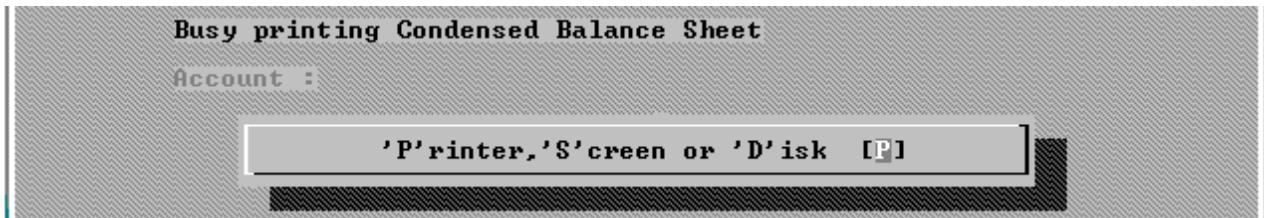
Have Trading Accounts been printed Y/N?

If the Trading accounts (Operating Statement) for the current month or for the month selected for a previous months balance sheet has not been printed then the 'N' key must be pressed and the system will return to the the G/L REPORTS MENU.

If the 'Y' key is pressed the system will display the following message:

Have Group Totals been accumulated Y/N?

If the group totals have not been accumulated then the 'N' key must be pressed and the system will return to the the G/L REPORTS MENU. If the 'Y' key is pressed the following message and selection pop-up window will be displayed:



The USER is able to select the output media for the condensed balance sheet.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the balance sheet the system will proceed to print the balance sheet and as each account is processed the following details will be displayed.

Account : 529104 -Printer Ribbons & Cartridges

Following is an example of a General Ledger Condensed Balance Sheet:

		APAC Software - Demonstration System BALANCE SHEET	PAGE: 1
		CURRENT	LAST YEAR
4000	CAPITAL EMPLOYED		
4300	SHARE HOLDERS INTERESTS	107.16	0.00
4310	RESERVES	107.16	0.00
		107.16	0.00
5000	EMPLOYMENT OF CAPITAL		
5200	CURRENT STOCK	2318.14-	0.00
5210	OFFICE FURNITURE	0.00	0.00
5220	OFFICE EQUIPMENT	0.00	0.00
5230	COMPUTER EQUIPMENT	1750.00-	0.00
5240	COMPUTER PACKAGES & BOOKS	334.14-	0.00
5290	OFFICE STATIONERY	0.00	0.00
5291	COMPUTER STATIONERY	234.00-	0.00
5300	CURRENT DEBTORS	328.40-	0.00
5310	DEBTORS	328.40-	0.00
5400	BANK ACCOUNTS AND FUNDS	2946.08	0.00
5410	BANK CURRENT ACCOUNTS	4181.05	0.00
5420	BANK SAVINGS AND INVESTMENTS	0.00	0.00
5430	INVESTMENTS	0.00	0.00
5440	CASH/CHEQUES RECEIVED	1234.97-	0.00
6100	CREDITORS	406.70-	0.00
6110	CURRENT CREDITORS	0.00	0.00
6120	RATES AND TAXES	0.00	0.00
6130	VALUE ADDED TAX	406.70-	0.00
		107.16-	0.00

10.2.5.3 G/L -BALANCE SHEET SUPPLEMENT. (OPTION 4 / 2 / 5 / S)

Select option 'S' in the G/L BALANCE SHEET OPTIONS to print a balance sheet supplement. The following message will be displayed:

Have Trading Accounts been printed Y/N?

If the Trading accounts (Operating Statement) for the current month has not been printed then the 'N' key must be pressed and the system will return to the the G/L REPORTS MENU. If the 'Y' key is pressed the following message will be displayed:

Enter Month to be printed (1-12) 09

Key in the month for which the balance sheet supplement is to be printed. When the month has been keyed in the following message and selection pop-up window will be displayed:

Busy printing Balance Sheet Supplement

'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the balance sheet supplement.

Press the **'P'** key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the **'S'** key to view the output on the screen.

Press the **'D'** key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the system will proceed to print the balance sheet supplement and as each account is processed the following details will be displayed.

Account : 520000 -Office Machines (Fax/Copiers)

Following is an example of a General Ledger Balance Sheet Supplement:

DATE:	13/09/1999	APAC Software - Demonstration System	PAGE:	1
ACCOUNT NUMBER AND DESCRIPTION		BALANCE SHEET SUPPLEMENT		
		DEBIT	CREDIT	
4000/00 CAPITAL EMPLOYED				
4100/00 SHARE CAPITAL				
4110/00 SHARE HOLDERS				
4110/01 -A. Smith			1000.00	
4110/00 SHARE HOLDERS		0.00	1000.00	
4300/00 SHARE HOLDERS INTERESTS				
4310/00 RESERVES				
4310/01 -Net Profit/Loss (This year)	107.16			
4310/02 -Unappropriated Profit	0.00			
4310/03 -Capital Reserve	0.00			
4310/00 RESERVES	107.16		0.00	
5000/00 EMPLOYMENT OF CAPITAL				
5200/00 CURRENT STOCK				
5230/00 COMPUTER EQUIPMENT				
5230/01 -Computer Processors	0.00			
5230/02 -Screens	0.00			
5230/03 -Matrix Printers	0.00			
5230/04 -Laser Printers	0.00			
5230/05 -Modems and Network Cards	0.00			
5230/06 -Plotters	0.00			
5230/07 -Computer Cards		1750.00		
5230/08 -Computer Accessories	0.00			
5230/00 COMPUTER EQUIPMENT	0.00		1750.00	
5240/00 COMPUTER PACKAGES & BOOKS				
5240/01 -APAC packages and programs			334.14	
5240/02 -Third party software	0.00			
5240/03 -Computer books	0.00			
5240/00 COMPUTER PACKAGES & BOOKS	0.00		334.14	
5291/00 COMPUTER STATIONERY				
5291/01 -Computer paper			234.00	
5291/02 -Files	0.00			
5291/03 -Printer Ribbons & Cartridges	0.00			
5291/04 -Disks	0.00			
5291/00 COMPUTER STATIONERY	0.00		234.00	
5300/00 CURRENT DEBTORS				
5310/00 DEBTORS				
5310/01 -Trade Debtors	671.60			
5310/02 -Sundry Debtors	0.00			
5310/03 -Suspense Account	0.00			
5310/00 DEBTORS	671.60		0.00	
5400/00 BANK ACCOUNTS AND FUNDS				
5410/00 BANK CURRENT ACCOUNTS				

5410/01 -Highveld [2561 896754]	4181.05	
5410/02 -Highveld (A/c 2)[2561 899765]	0.00	
5410/00 BANK CURRENT ACCOUNTS	4181.05	0.00
5440/00 CASH/CHEQUES RECEIVED		
5440/01 -Debtors Receipts	123.53	
5440/02 -Cash Sales	941.50	
5440/99 -Petty Cash	0.00	
5440/00 CASH/CHEQUES RECEIVED	1065.03	0.00
6100/00 CREDITORS		
6110/00 CURRENT CREDITORS		
6110/01 -Trade Creditors		2300.00
6110/02 -Sundry Creditors	0.00	
6110/00 CURRENT CREDITORS	0.00	2300.00
6120/00 RATES AND TAXES		
6120/01 -Receiver of Revenue	0.00	
6120/02 -City Council	0.00	
6120/00 RATES AND TAXES	0.00	0.00
6130/00 VALUE ADDED TAX		
6130/01 -Input VAT Control	0.00	
6130/02 -Output VAT Control		406.70
6130/00 VALUE ADDED TAX	0.00	406.70
***** T O T A L *****	6024.84	6024.84

10.2.6 G/L – COST CENTRE PROFIT & LOSS. (OPTION 4 / 2 / 6)

Select option 6 (six) in the G/L REPORTS MENU to print a GENERAL LEDGER cost centre profit and loss report. The following selection message is displayed:



The USER is able to select the output media for the cost centre profit and lost report.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the **D** key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the cost centre profit and lost report the following screen will be displayed.

10.2.7 G/L – SUB/GROUP SCHEDULES. (OPTION 4 / 2 / 7)

Select option 7 (seven) in the G/L REPORTS MENU to print GENERAL LEDGER group or sub group schedules. The following selection message is displayed:



The USER is able to select the output media for the general ledger sub/group schedules.

Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option **D** in the **PROGRAM CONTROL** menu.

When the USER has selected the output media for the general ledger sub/group schedules the following screen will be displayed.

Select option **0 EXIT**.

(OPTION 4 / 2 / 0)

The system exits this menu window and returns to **GENERAL LEDGER PROGRAMS** menu window.

10.3 G/L - PERIOD-END TRANSFERS. (OPTION 4 / 3)

The following menu is displayed.

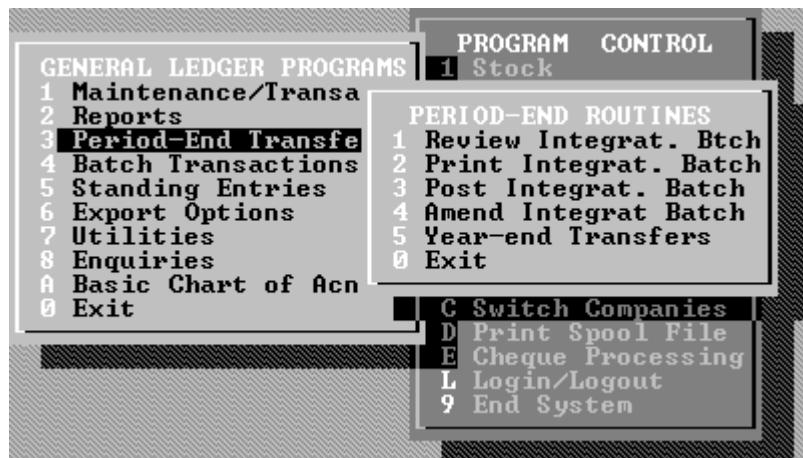


Figure 10-26: G/L - Period-End Menu

It is advisable to either view the integration file on screen or print the file before posting. If there are invalid account numbers appearing in the report or on screen, investigate the reason for this and correct the incorrect transactions before posting. All transactions that have an invalid account number will be posted to the integration suspense account in the general ledger. These errors occur when the integration account numbers have not been set up correctly. (See system setup for more detail).

Select the option required.

10.3.1 G/L – REVIEW INTEGRATION BATCH. (OPTION 4 / 3 / 1)

Select option 1 (one) in the G/L PERIOD-END MENU to view/amend the general ledger integration batch. The following screen is displayed:

10.3.2 G/L – PRINT INTEGRATION BATCH. (OPTION 4 / 3 / 2)

Select option 2 (two) in the G/L PERIOD-END MENU to print the general ledger integration batch. The following screen is displayed:

10.3.3 G/L – POST INTEGRATION BATCH. (OPTION 4 / 3 / 3)

Select option 3 (three) in the G/L PERIOD-END MENU to post the general ledger integration batch. The following screen is displayed:

10.3.4 G/L – AMEND INTEGRATION BATCH. (OPTION 4 / 3 / 4)

Select option 4 (four) in the G/L PERIOD-END MENU to amend the general ledger integration batch. The following screen is displayed:

10.3.5 G/L – YEAR-END TRANSFERS. (OPTION 4 / 3 / 5)

Select option 5 (five) in the G/L PERIOD-END MENU to process the general ledger year-end transfers. The following screen is displayed:

Select option **0 EXIT.** (OPTION 4 / 3 / 0)

The system exits this menu window and returns to **GENERAL LEDGER PROGRAMS** menu window.

10.4 G/L - BATCH TRANSACTIONS. (OPTION 4 / 4)

The following menu is displayed.

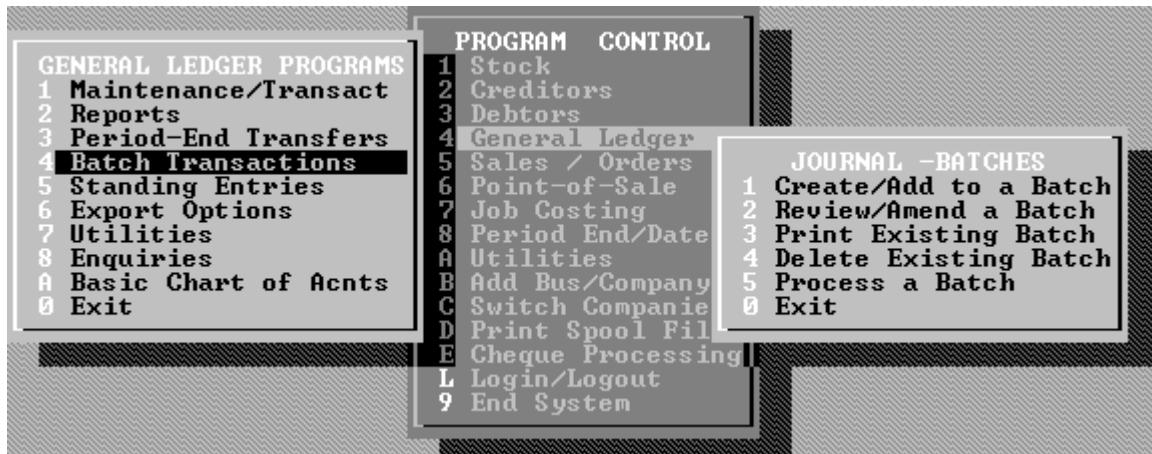


Figure 10-27: G/L - Journal Batches Menu

Select the option required.

Select option **0 EXIT.** (OPTION 4 / 4 / 0)

The system exits this menu window and returns to **GENERAL LEDGER PROGRAMS** menu window.

10.5 G/L - STANDING ENTRIES. (OPTION 4 / 5)

The following menu is displayed.

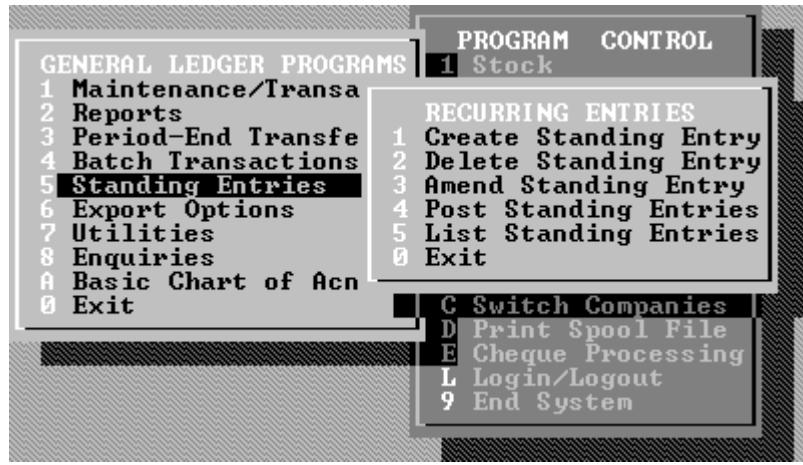


Figure 10-28: G/L - Recurring Entries Menu

Select the option required.

Select option **0 EXIT**. (OPTION 4 / 5 / 0)

The system exits this menu window and returns to **GENERAL LEDGER PROGRAMS** menu window.

10.6 G/L - EXPORT OPTIONS. (OPTION 4 / 6)

This option will load the general ledger export program that processes the various export options in the general ledger system.

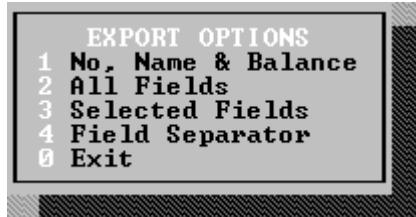


Figure 10-29: G/L - Export Options

Select the option required.

10.6.1 G/L – EXPORT NO., NAME AND BALANCE. (OPTION 4 / 6 / 1)

Select option 1 (one) in the G/L EXPORT OPTIONS MENU to export the account number, account name and balances of all accounts in the general ledger. The following screen is displayed:

10.6.2 G/L – EXPORT ALL FIELDS. (OPTION 4 / 6 / 2)

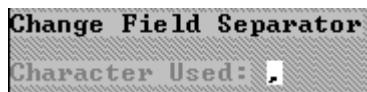
Select option 2 (two) in the G/L EXPORT OPTIONS MENU to export all the fields of all accounts in the general ledger. The following screen is displayed:

10.6.3 G/L – EXPORT SELECTED FIELDS. (OPTION 4 / 6 / 3)

Select option 3 (three) in the G/L EXPORT OPTIONS MENU to export selected fields of all accounts in the general ledger. The following screen is displayed:

10.6.4 G/L – EXPORT FIELD SEPARATOR. (OPTION 4 / 6 / 4)

Select option 4 (four) in the **G/L EXPORT PROGRAM** menu and the following screen will be displayed, enabling the USER to select the character that must be used to separate (delimit) the fields on the general ledger export file.



The USER is able to change the field delimiter character by keying in the character of choice when the above screen is displayed. (The system is set up to use the comma as a delimiter character which is used by most packages).

When the character has been keyed in, the system will record this character as the delimiter to be used for all export files created and will then exit this routine and return to the **G/L EXPORT PROGRAM** menu (Fig 10.26).

Select option **0 EXIT**. (OPTION 4 / 6 / 0)

The system exits this menu window and returns to **GENERAL LEDGER PROGRAMS** menu window.

10.7 G/L - UTILITIES. (OPTION 4 / 7)

The following menu is displayed.

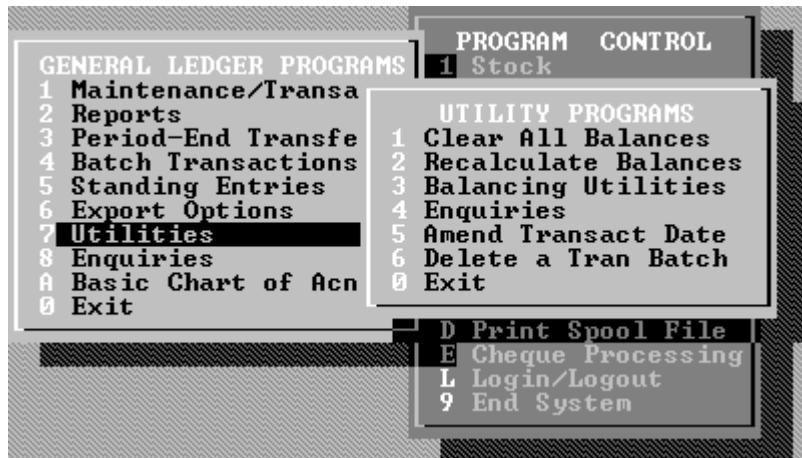


Figure 10-30: G/L - Utilities Menu

Select the option required.

10.7.1 G/L – CLEAR ALL BALANCES. (OPTION 4 / 7 / 1)

Select option 1 (one) in the G/L UTILITIES MENU to clear all account balances and transactions in the General Ledger. The following pop-up window will be displayed.



The USER is requested to key in the password for clearing the General Ledger account balances.

When the correct password has been keyed in (see passwords at the front of the manual) the system will read the General Ledger account and clear the balances and transactions from the data base.



As each account is read the account number will be displayed. When the account record has been cleared it will be rewritten to the account file and the account number will be displayed as shown on the above screen.

When all the accounts have been processed the system will return to the G/L UTILITIES MENU.

10.7.2 G/L – RECALCULATE BALANCES. (OPTION 4 / 7 / 2)

Select option 2 (two) in the G/L UTILITIES MENU to recalculate all account balances in the General Ledger. The following pop-up window will be displayed.

10.7.3 G/L - BALANCING UTILITIES. (OPTION 4 / 7 / 3)

Select option 3 (three) in the G/L UTILITIES MENU and the following menu will be displayed.

10.7.4 G/L – ENQUIRIES. (OPTION 4 / 7 / 4)

This option will load the general ledger enquiry module which enables the USER to make enquiries into the general ledger data base.

FOR MORE DETAILS SEE 10.1.1.6.

10.7.5 G/L – AMEND TRANSACTION DATE. (OPTION 4 / 7 / 5)

Select option 5 (five) in the G/L UTILITIES MENU to amend the date of a General Ledger transaction. The following pop-up window will be displayed.

10.7.6 G/L – DELETE A TRANSACTION BATCH. (OPTION 4 / 7 / 6)

Select option 6 (six) in the G/L UTILITIES MENU to delete a transaction batch in the General Ledger. The following pop-up window will be displayed.

Select option **0 EXIT.** (OPTION 4 / 7 / 0)

The system exits this menu window and returns to **GENERAL LEDGER PROGRAMS** menu window.

10.8 G/L – ACCOUNT ENQUIRIES. (OPTION 4 / 8)

This option will load the general ledger enquiry module which enables the USER to make enquiries into the general ledger data base.

FOR MORE DETAILS SEE 10.1.1.6.

11 SALES / ORDERS SYSTEM.

Select option **5 SALES / ORDERS**.

(OPTION 5)

The following options are available.

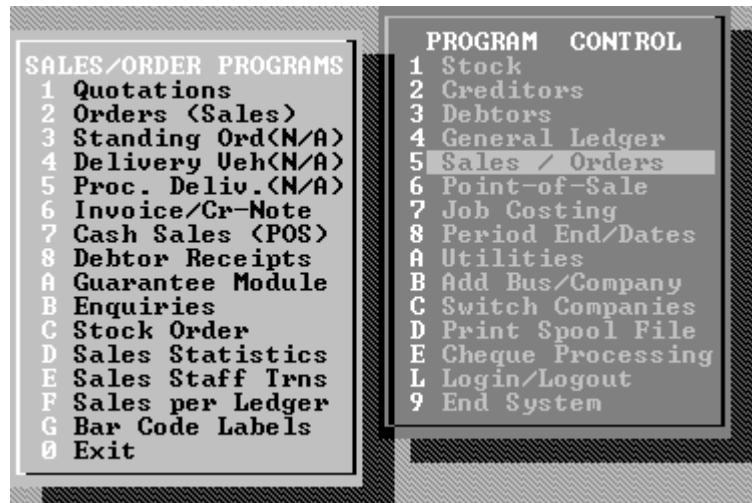


Figure 11-1: Sales/Orders Menu.

Select the option required.

11.1 SALES - QUOTATIONS.

(OPTION 5 / 1)

The following menu is displayed.

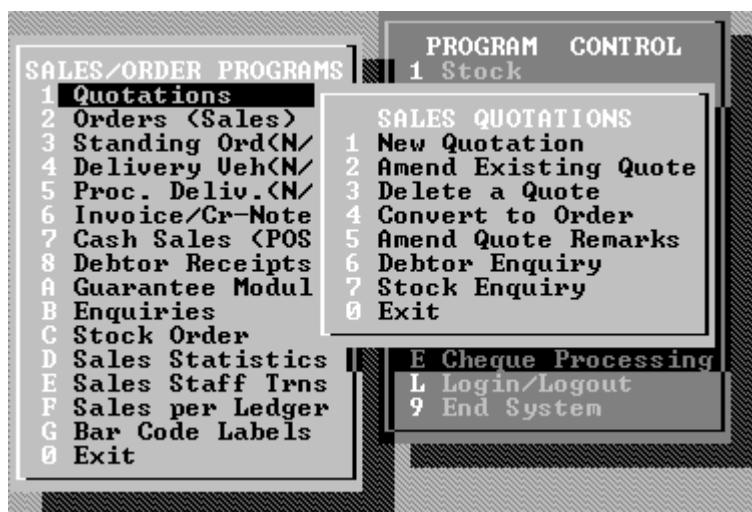


Figure 11-2: Sales - Quotations Menu.

Select the option required.

11.1.1 SALES – NEW QUOTATION.

(OPTION 5 / 1 / 1)

Select option 1 (one) in the SALES QUOTATIONS menu to create a new quotation. The following screen will be displayed.

APAC Software - Demonstration System | 13/03/1999 | Supervisor
APAC Act -Premium | **QUOTATION** | Version - 7.00
 AC No. Name: | Ref. No.: | Ord No.:
 Assisted | Contact: | Tel.:
 Ref. No.: | Date: 13/03/1999
 Item Code | IIM Description | Ref No. | Quantity | Unit Price | Extended
 Sub Total |
 Discount |
 T A X -VAT |
 AMOUNT DUE |
F1=Help, F2=Debtor Lookup, F8=Create or Esc to exit

Figure 11-3: Sales - New Quotation Screen.

11.1.2 SALES – AMEND QUOTATION. (OPTION 5 / 1 / 2)

Select option 2 (two) in the SALES QUOTATIONS menu to amend an existing quotation. The following screen will be displayed.

APAC Software - Demonstration System | 13/03/1999 | Supervisor
APAC Act -Premium | **AMEND QUOTATION** | Version - 7.00
 AC No. Name: | Ref. No.: | Ord No.:
 Assisted | Contact: | Tel.:
 Ref. No.: | Date: 13/03/1999
 Item Code | IIM Description | Ref No. | Quantity | Unit Price | Extended
 Sub Total |
 Discount |
 T A X -VAT |
 AMOUNT DUE |
F1=Help, F2 Quote no./ F3 Account no./ F4 From specified date Lookup

Figure 11-4: Sales - Amend Quotation Screen

11.1.3 SALES – DELETE QUOTATION. (OPTION 5 / 1 / 3)

Select option 3 (three) in the SALES QUOTATIONS menu to delete an existing quotation. The following screen will be displayed.

APAC Software - Demonstration System		13/03/1999	Supervisor
APAC Act -Premium		DELETE QUOTATION	
AC No.	Name:	Ord No.	Version - 7.00
Assisted		Tel.	
Ref. No.	Contact	Ref No.	Date 13/03/1999
Item Code	ITM Description	Quantity	Unit Price Extended
Sub Total Discount T A X -UAT AMOUNT DUE			

F1=Help, F2 Quote no./ F3 Account no./ F4 From specified date Lookup

Figure 11-5: Sales - Delete Quotation Screen.

11.1.4 SALES – CONVERT QUOTATION TO ORDER. (OPTION 5 / 1 / 4)

Select option 4 (four) in the SALES QUOTATIONS menu to convert an existing quotation into an order. The following screen will be displayed.

APAC Software - Demonstration System		13/03/1999	Supervisor
APAC Act -Premium		CONVERT QUOTATION	
AC No.	Name:	Ord No.	Version - 7.00
Assisted		Tel.	
Ref. No.	Contact	Ref No.	Date 13/03/1999
Item Code	ITM Description	Quantity	Unit Price Extended
Sub Total Discount T A X -UAT AMOUNT DUE			

F1=Help, F2 Quote no./ F3 Account no./ F4 From specified date Lookup

Figure 11-6: Sales - Convert Quotation to Order Screen.

11.1.5 SALES – AMEND QUOTATION REMARKS. (OPTION 5 / 1 / 5)

Select option 5 (five) in the SALES QUOTATIONS menu to amend the quotation remarks. The following screen will be displayed.

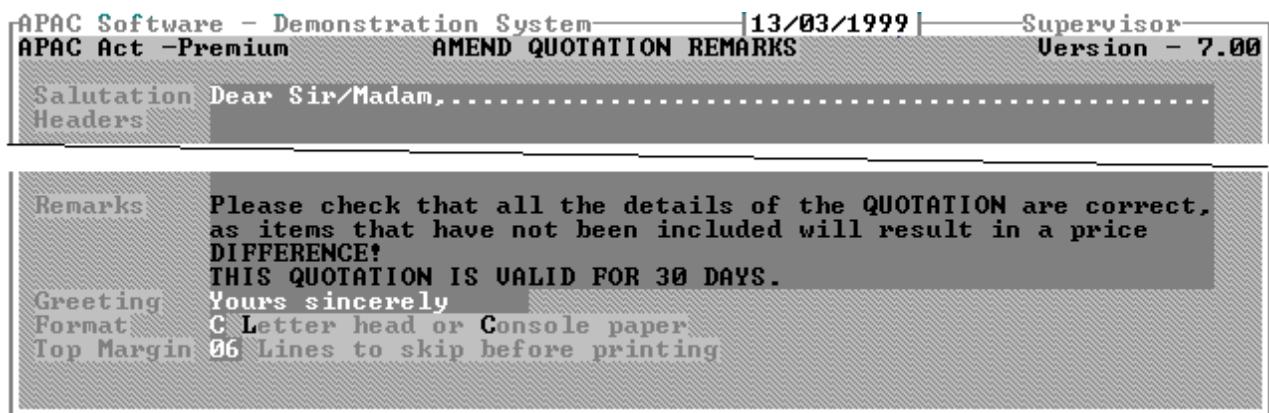


Figure 11-7: Sales - Amend Quotation Remarks Screen.

11.1.6 SALES – DEBTOR ACCOUNT ENQUIRY. (OPTION 5 / 1 / 6)

Select option 6 (six) in the SALES QUOTATIONS menu to start the debtor enquiry program which enables the USER to view details of debtor accounts. These details include: all static information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchases total for the previous year, allocations of credits against debits and the current financial status of the account showing the age analysis and date of last payment and date last active.

NB. FOR A DETAILED EXPLANATION OF THE DEBTORS ENQUIRY PROGRAM - SEE OPTION 9/1/8.

11.1.7 SALES – STOCK ENQUIRY. (OPTION 5 / 1 / 6)

Select option 7 (seven) in the SALES QUOTATIONS menu to start the stock enquiry program which enables the USER to view stock items in detail. In addition to the fields that appear on the creation and amendment screens, the system displays sales and purchase statistics for each item. The system also allows the USER to view sales and purchase tracking for a specified period.

The USER keys in the item code or uses one of the lookup functions to locate the item to be viewed.

See **7.1.1.6** for more details of a stock enquiry.

Select option **0 EXIT.** (OPTION 5 / 1 / 0)

The system exits this menu window and returns to **SALES/ORDER PROGRAMS** menu window.

11.2 SALES - ORDERS. (OPTION 5 / 2)

This option will load the order module which enables the USER to create, amend or delete an order.



Figure 11-8: Sales Order Menu.

11.2.1 SALES/ORDERS – ORDERS. (OPTION 5 / 2 / 1)

This option will load the order module which enables the USER to create, amend or delete an order.

Create, Amend or Delete Order - Exit or Escape

Press the ‘C’ key allows the USER to create a new order. Pressing the ‘A’ key will allow the USER to amend an existing order, while pressing the ‘D’ key will allow the USER to delete an existing order. Pressing either the ‘E’ or Escape keys will exit from this program and return to the SALES ORDER menu.

CREATE NEW ORDER.

If the ‘C’ key is pressed the system will display the following screen:

The CURSOR is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number of the account for which the order is to be created.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the account name, the addresses and financial analysis in a window and a confirmation window as follows.

APAC Software - Demonstration System | 23/03/1999 | Supervisor
APAC Act -Premium **SALES ORDER** Version - 7.01
 Ac No COD002 Name C.O.D. SALES <EXCLUSIVE> Ord No:
 Assisted Tel.:
 Slip No Contact Date 23/03/1999
 Item Code ITM Description Quantity Unit Price Extended

	Addresses: 1 PO Box 1 JOHANNESBURG 2000	Balance 103.30 MTD 103.30 Current 0.00 30 Days 0.00 60 Days 0.00 0.00 0.00
		Press any key to continue
	2001	Cr Limit 0 Last Pmt 1999/04/20 Amt 5.00

Sub Total:
 Discount:
 T A X -VAT
 AMOUNT DUE

Use ↑ ↓ to move the message window

Press any key and the following selection message will be displayed.

'C'ontinue, 'R'ekey, 'E'xit, 'F9' Memo/Remarks

Press the 'R' key and the system will allow the USER to select a different account number. Press the 'F9' function key and if there are any memo or remarks linked to the account they will be displayed in a pop-up window. Press the 'E' key and the system will return to the SALES ORDERS menu. Press the 'C' key and the CURSOR will be moved to the Ord No field.

If the client has supplied an order number/reference, then this number/reference must be keyed into this field. If no reference has been supplied, press the Tab key. The CURSOR will move to the Assisted field.

Key in the sales person number or press the Tab key to keep the contents of the field. If a sales person number was keyed in, the sales person name will be displayed. The CURSOR will move to the Tel. field.

The telephone number on the account will be displayed and if necessary the USER may key in a different telephone number or press the Tab key to keep the contents of the field. The CURSOR will move to the Contact field.

The name of the contact person linked to the account will be displayed and if necessary the USER may key in a different contact name or press the Tab key to keep the contents of the field.

The following selection message will be displayed.

TAX Exclusive (Y/N) or export? [Y]

Press the 'Y' key if the VAT must be shown separately. Press the 'N' key if the VAT must be included in the prices. Press the 'X' key if the goods are being sold to a client in a Neighbouring State and VAT will not be applicable.

When the USER has responded to the above selection, the following confirmation window will be displayed.

Correct ENTER - N if incorrect

Press the 'N' key and the system will return the CURSOR to the account number field and the USER to select a different account and re-keyin all the details. Press the ENTER key and the system will continue as follows:

APAC Software - Demonstration System		23/03/1999	Supervisor
APAC Act -Premium		SALES ORDER	
Ac No	COD002	Name	C.O.D. SALES <EXCLUSIVE>
Assisted	05	John Richards	
Slip No		Contact	PETER
Item Code	ITM Description	Quantity	Unit Price
.....			
Sub Total: Discount: I A X -VAT AMOUNT DUE			

F1=Help, F2=Item/F3=Alt/F4=Desc/F5=Desc2/F6=X/Ref Find

The CURSOR is placed in the Item Code field and the USER keys in the item code or uses one of the lookup functions to locate the item code required.

When the item code has been keyed in the item description will be displayed and the CURSOR will be moved to the Quantity field. Press the **ENTER** key if only one item is required or key in the number of items.

The unit price will be displayed and the CURSOR will be moved to the Unit Price field. Press the **ENTER** key to accept the price or key in an amended price. The system will calculate and display the extended price.

The following option will be displayed at the bottom of the screen.

Discount % .0.00

Press the **ENTER** key if no discount is to be applied or key in the discount percentage that must be applied. The following confirmation window will be displayed.



Press the 'N' key to select a different item or amend any of the details for the item that has been selected. Press the **ENTER** key to accept the details and the item that has been selected.

The system will calculate the VAT and accumulate and display the running totals at the bottom of the screen. A confirmation pop-up window is also displayed as follows.

APAC Software - Demonstration System		23/03/1999	Supervisor
APAC Act -Premium		SALES ORDER	
Ac No	COD002	Name	C.O.D. SALES <EXCLUSIVE>
Assisted	05	John Richards	
Slip No		Contact	PETER
Item Code	ITM Description	Quantity	Unit Price
CA0000	CABLE PARALLEL PRINTER <2MD>	1.00	14.64
'Accept or 'Cancel [A]			
Sub Total: 14.64 Discount: 0.00 I A X -VAT: 2.05 AMOUNT DUE: 16.69			

Use ↑ ↓ to move the message window

Press the 'A' key to accept the last entry or press the 'C' key to cancel the last entry.

The following selection message will be displayed.

'I'nternal notes,'R'marks,'N'ext or 'E'nd [E]

Press the 'I' key if internal notes are to be printed on the picking slip. Press the 'R' key if remarks are to be printed on the picking slip, the order and the invoice. Press the 'N' key and the system will allow the USER to key in the next item code.

If the 'E' key is pressed the following selection message will be displayed.

'P'rocess, 'A'mend, 'C'ancel or 'M'ore items

Press the 'M' key and the system allow the USER to add more items, internal notes or remarks to the order. Press the 'C' key to cancel the entire order. Press the 'A' key if any of the order details are to be amended. Press the 'P' key to process the order.

AMEND.

Press the 'A' key and the following selection message will be displayed.

Amend - 'H'eaders, 'S'ales details or 'E'xit

Press the 'E' key and the system will return the USER to the previous selection message.

AMEND HEADER DETAILS:

Press the 'H' key and the system will display the following selection message.

Amend-'O'rd No.,'S'alesman,'T'el.,'C'ont.,'E'xit

The system will allow the USER to amend the Order number, Sales Person number, Telephone number or Contact person. Press the 'E' key

This option will load the picking slip program which enables the USER to print a picking slip for an existing order.

This option will load the serial number program which enables the USER to key-in the serial numbers for items (for warranty purposes) prior to the order being converted to an invoice.

This option will load the program which enables the USER to convert an order into an invoice

11.3 SALES – STANDING ORDERS.

(OPTION 5 / 3)

Select option 3 (three) in the SALES/ORDER PROGRAMS menu the and the system will load the standing orders program which will display the following screen.

11.4 SALES – DELIVERY VEHICLES.

(OPTION 5 / 4)

This option will load the

11.5 SALES - PROCESS DELIVERIES.

(OPTION 5 / 5)

This option will load the program which enables the USER to convert an order into an invoice

11.6 SALES - INVOICE/CR.-NOTE.

(OPTION 5 / 6)

The following menu is displayed.

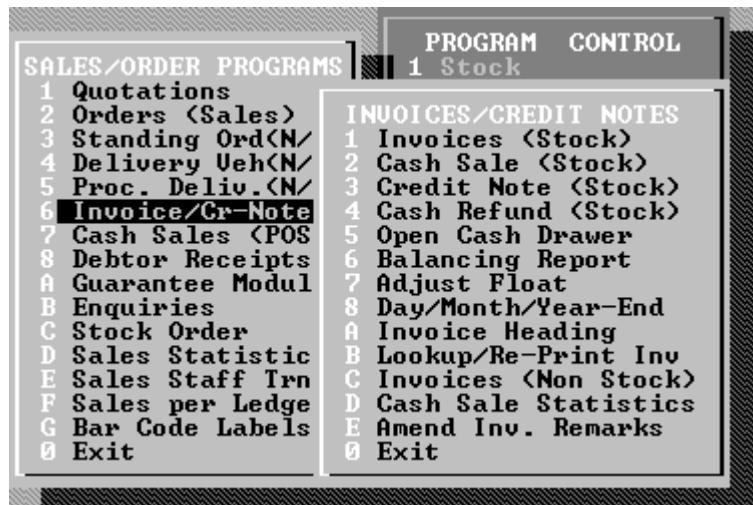


Figure 11-9: Invoice/Credit Notes Menu.

Select the option required.

Select option **0 EXIT**.

(OPTION 5 / 6 / 0)

The system exits this menu window and returns to **SALES/ORDER PROGRAMS** menu window.

11.7 SALES - CASH SALES (POS).

(OPTION 5 / 7)

The following menu is displayed.

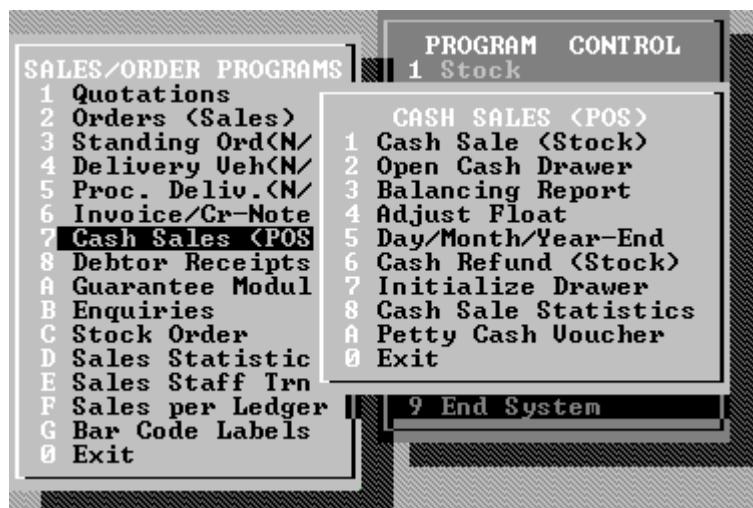


Figure 11-10: Sales - Point-of-Sale Menu.

Select the option required.

Select option **0 EXIT**.

(OPTION 5 / 7 / 0)

The system exits this menu window and returns to **SALES/ORDER PROGRAMS** menu window.

11.8 SALES - DEBTOR RECEIPTS. (OPTION 5 / 8)

This option will load the debtor receipts program which enables the USER to data capture and print a receipt at the point-of-sale work station.

For more detail see section **9 DEBTORS SYSTEM** – Option 4/2/5.

11.9 SALES - GUARANTEE MODULE. (OPTION 5 / A)

This option will load the guarantee module which enables the USER to maintain the guarantee data base. (Amend, enquiry, delete, serial number, replace and delete expired records).

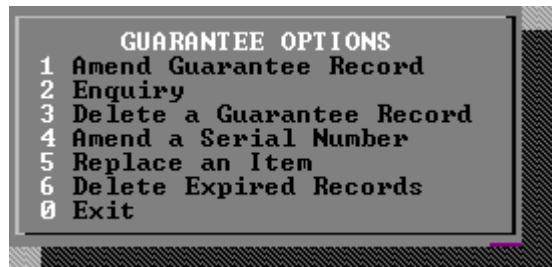


Figure 11-11: Guarantee Menu.

11.10 SALES - ENQUIRIES. (OPTION 5 / B)

The following menu is displayed.

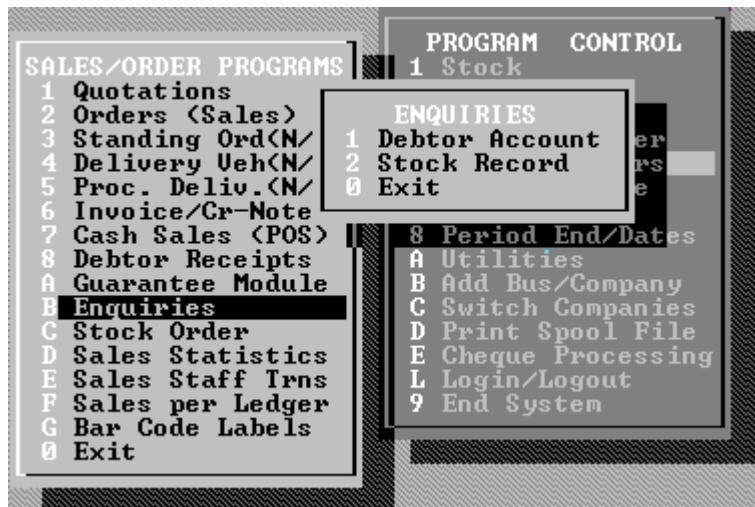


Figure 11-12: Sales - Enquiry Menu.

Select the option required.

Select option **0 EXIT**.

(OPTION 5 / B / 0)

The system exits this menu window and returns to **SALES/ORDER PROGRAMS** menu window.

11.11 SALES - STOCK ORDER.

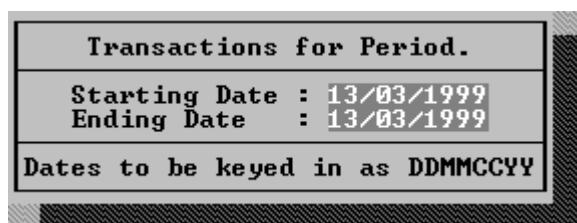
(OPTION 5 / C)

This option will load the stock order program which enables the USER to process orders for low level stock.

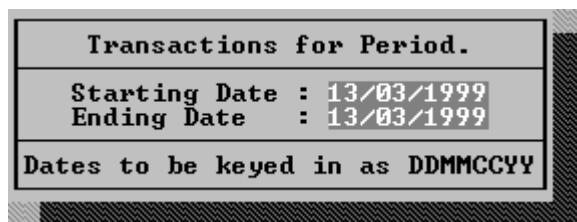
For more detail see section **10 SALES/ORDERS SYSTEM**.

11.12 SALES – SALES STATISTICS.

(OPTION 5 / D)

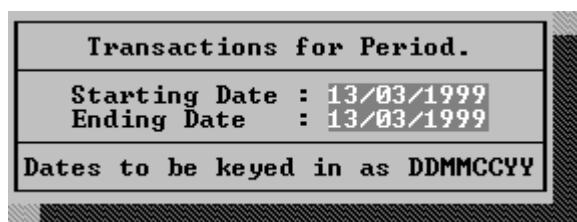


11.13 SALES – SALES STAFF TRANSACTIONS. (OPTION 5 / E)



11.14 SALES – SALES PER LEDGER.

(OPTION 5 / F)



11.15 SALES – BAR CODE LABELS.

(OPTION 5 / G)



Press the 'M' key to manually enter codes to be printed or press the 'P' key to print labels from a preselected list. When the USER has made a selection the following printer selection window will be displayed.

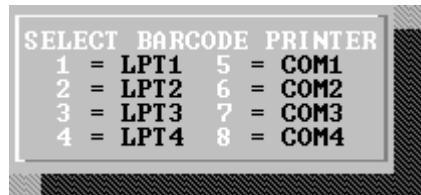


Figure 11-13: Bar Code Labels - Printer Selection Screen.

The USER is able to select which printer is to be used to print the labels. When the USER has selected which printer to use the system will continue as follows.

If item codes are to be selected manually, then the following screen will be displayed.



The CURSOR is placed in the item code field and the USER is able to key in the item code or use one of the lookup functions to find the code for which bar code label/s is/are to be printed. When the item code has been keyed in or selected via a lookup function, the system will check that it is a valid item code and will display any relevant error messages. If the item code is valid the system will proceed to read the stock data base and display the item description, the bar code and price as follows.



The CURSOR is placed in the quantity field and the USER is able to key in the number of bar code labels required. When the quantity has been keyed in, the system will display the following confirmation window.



Press the 'N' key to change the quantity selected or press the ENTER key to confirm that the quantity is correct. If the USER confirms that the quantity is correct the system will proceed and print the bar code labels and then allow the USER to select the next item code.

If the USER indicated that pre-selected items were to be used for printing bar code labels the system will read the file containing the details and print the bar code labels.

NB. FOR DETAILS OF PRE-SELECTED BAR CODE LABELS SEE STOCK PURCHASES OPTION 2/2/1.

12 POINT-OF-SALE SYSTEM.

13 JOB COSTING SYSTEM.

Select option 7 JOB COSTING SYSTEM.

(OPTION 7)

The following options are available.

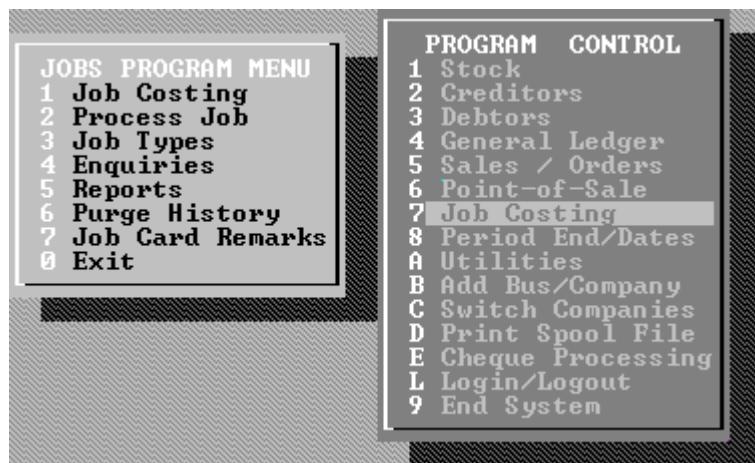


Figure 13-1: Jobs Program Menu.

Select the option required.

13.1 JOB COSTING MENU.

(OPTION 7 / 1)

Select option 1 (one) in the JOB PROGRAMS MENU and the following menu will be displayed.

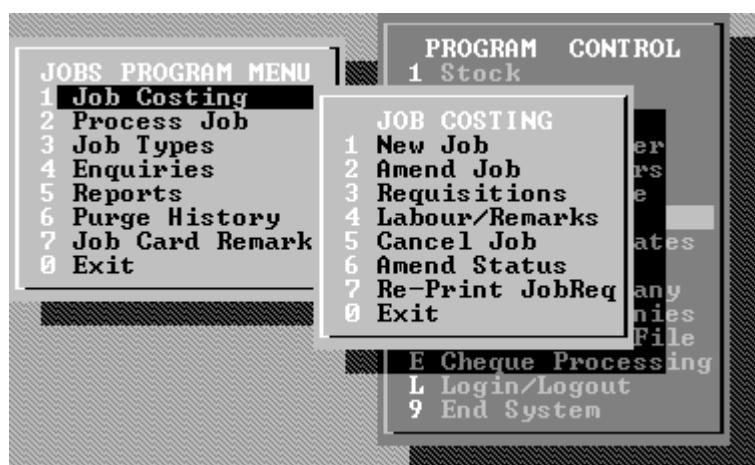


Figure 13-2: Job Costing Menu.

Select the option required.

13.1.1 JOB COSTING - NEW JOB.

(OPTION 7 / 1 / 1)

Select option 1 (one) in the JOB COSTING menu and the new Job screen will be displayed.

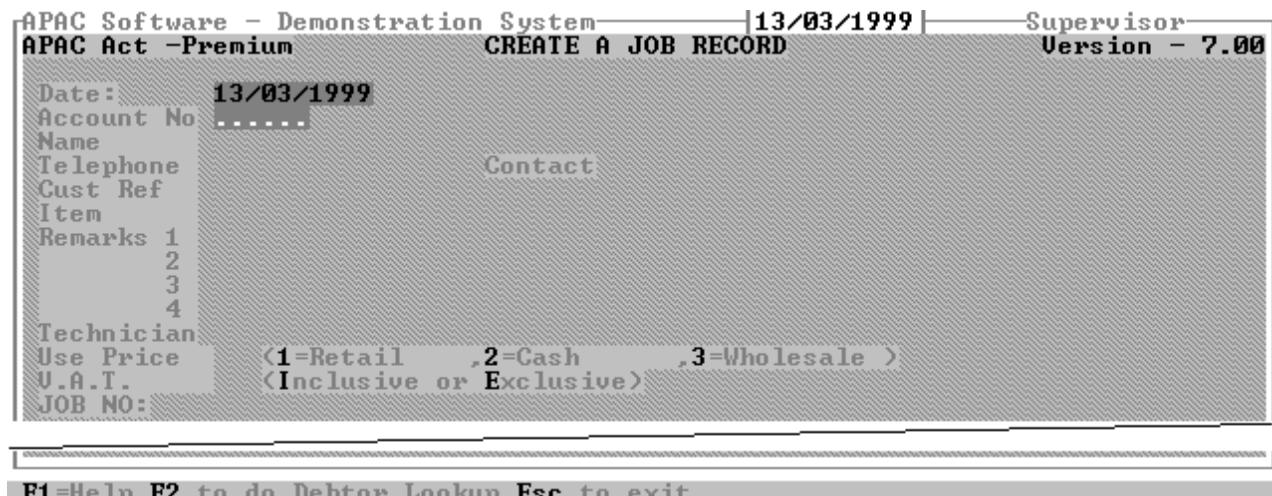


Figure 13-3: Job Costing - New Job Screen.

The cursor is placed in the account number field and the USER is able to key in the account number or use the lookup function to find the account number to which the job is to be linked.

The account number is validated and if the account is not on file a message is displayed on the screen. The program waits for a valid account number to be entered. To exit from this routine press the **ENTER** key while the account number field contains spaces or press the **Escape** key.

When the account number of the debtor has been keyed in or selected via the lookup function, the system will check that it is a valid account number and if so will proceed to read the account record and display the following information.



If there are memo details attached to this account they will be displayed in the pop up window. Press any key and the system will display the following window.

Addresses:	Balance	1849.88
1 PO Box 204 NELSPRUIT 1200	MTD	0.00
	Current	0.00
	30 Days	0.00
	60 Days	0.00
	90 Days	0.00
2 52 Anderson St NELSPRUIT 1200	120 Days	0.00
	Interest	0.00
	Cr Limit	5000
	Last Pmt	1999/03/06
	Amt	500.00

The above window contains the details of the addresses, and the financial position of the account. These details have been displayed for confirmation with the client. Press any key and the system will display the following confirmation window.



Press the 'C' key if the data is correct or press the 'R' key to change the account number. Press the 'E' key and the system will exit from this routine and return to the JOB COSTING menu.

The cursor is placed in the telephone number field and the USER is able to amend the telephone number and contact and then key in the remaining fields as required. When the User has keyed in the remaining fields the system will display the following confirmation window.



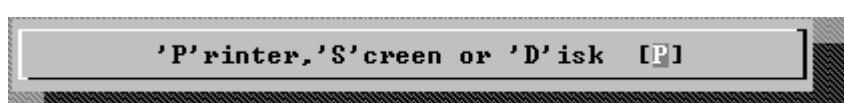
Press the 'N' key to change any of the details that have been keyed in or press the ENTER key to confirm that the details are correct.

When the USER has confirmed that the details are correct the following selection message will be displayed.

APAC Software - Demonstration System		13/03/1999	Supervisor	
APAC Act -Premium		CREATE A JOB RECORD	Version - 7.00	
Date:	13/03/1999			
Account No:	COM001			
Name:	COMPUTER SALES AND SOFTWARE			
Telephone:	(01311) 551001	Contact:	MIKE SIMONS	
Cust Ref:	COM/M-6/21			
Item:	PENTIUM 333			
Remarks 1:	Re-load and setup the Windows			
	2	98 operating system		
	3			
	4			
Technician:	0			
Use Price:	1	(1=Retail , 2=Cash , 3=Wholesale)		
U.A.T.:	E	(Inclusive or Exclusive)		
JOB NO:				

Process Job, Amend details or Cancel

Press the 'C' key to cancel the details that have been keyed in. Press the 'A' key and the system will allow the USER to amend any of the details that have been keyed in. Press the 'P' key and the system will add the information as a new job on the database and then display the following selection window.



The USER is able to select the output media for the job card.

Press the 'P' key to direct the out put to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option 'D' in the PROGRAM CONTROL MENU. When the USER has selected the output media the following message will be displayed.

ENTER to continue - **E** to exit

Press the **ENTER** key and the system will allow the **USER** to key in the next job. Press the '**E**' key and the system will exit from this routine and return to the **JOB COSTING MENU** (Option 7/1).

13.1.2 JOB COSTING - AMEND JOB. (OPTION 7 / 1 / 2)

Select option 2 (two) in the JOB COSTING menu and the system will display the following screen.

APAC Software - Demonstration System		13/03/1999	Supervisor	
APAC Act -Premium		AMEND JOB RECORD		
Ac No	Name:	Ord No:		
Tech.		Tel.:		
Job No.	Contact:	Date	13/03/1999	
Item Code	ITM Description	Quantity	Unit Price	Extended
Sub Total				
Discount				
T A X -VAT				
AMOUNT DUE				

Figure 13.4: Job Casting – Amend Job Screen

The CURSOR is placed in the job number field. Pressing the **ENTER** key while the job number contains spaces, or pressing the **Escape** key will exit from this routine and return to the JOB COSTING MENU. The USER is able to key in the job number or use one of the function keys to locate the job number of the job that is to be amended.

When the job number has been keyed in or located via one of the look up functions, the system will proceed to read the job database and display the details as shown in the following screen.

APAC Software - Demonstration System		13/03/1999	Supervisor
APAC Act -Premium		AMEND JOB RECORD	Version - 7.00
Ac No	COM001	Name: COMPUTER SALES AND SOFTWARE	Ord No: COM/M-6/21
Tech.	00		Tel. (01311) 551001
Job No	8	Contact: MIKE SIMONS	Date 13/03/1999
Item Code	ITM Description	Quantity	Unit Price Extended
(R)	PENTIUM 333 Re-load and setup the Windows 98 operating system		
(R)			
Sub Total	0.00		
Discount	0.00		
T A X -UAT	0.00		
AMOUNT DUE	0.00		

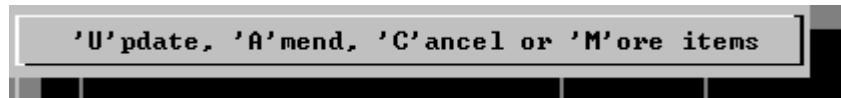
The **Page Up** and **Page Down** keys can be used to scroll forwards or backwards through the entries in the list.

The Up and Down Arrow keys can be used to highlight the individual entries on the screen.

When an entry is highlighted pressing the 'A' key will allow the USER to amend that line of information. Pressing the 'D' key will delete the entry that has been highlighted. Press the Escape key and the following pop up window will be displayed.



Press the 'T' key to add internal notes to the job. Press the 'R' key to add remarks to the job. Press the 'E' key and the following selection window will be displayed.



Press the 'C' key to cancel the amendments that have been made. Press the 'A' key and the system will return the USER to the amend job record screen as shown above. Press the 'M' key and the system will redisplay the selection for internal notes and remarks as shown above. Press the 'U' key and the system will update the job data base and display the following selection pop up window.



Press the 'N' key if the job details are not to be printed. Press the 'Y' key and the system will display the following pop up selection window.



The USER is able to select the out put media for the job details report.

Press the 'P' key to direct the out put to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen.

Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See Option D in the PROGRAM CONTROL MENU. When the USER has selected the output media the system will proceed to print the job details and then display the following pop up window.



Press the **ENTER** key to continue amending jobs or press the 'E' key and the system will exit from the Amend Job Record routine and return to the JOB COSTING MENU.

13.1.3 JOB COSTING - REQUISITIONS . (OPTION 7 / 1 / 3)

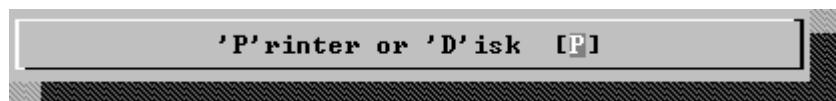
Select Option 3 (three) in the JOB COSTING menu and the following menu will be displayed.



Figure 13-5: Job Costing - Requisitions Menu

13.1.3.1 JOB REQUISITIONS - ORDER SPARES. (OPTION 7 / 1 / 3 / 1)

Select Option 1 (one) in the JOB REQUISITIONS menu and the following pop up selection window will be displayed.



The USER is able to select the output media for the Job Requisitions Report. Press the P key to direct the out put to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the D key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See Option D in the Program Control Menu. When the USER has selected the out put media the following screen will be displayed.

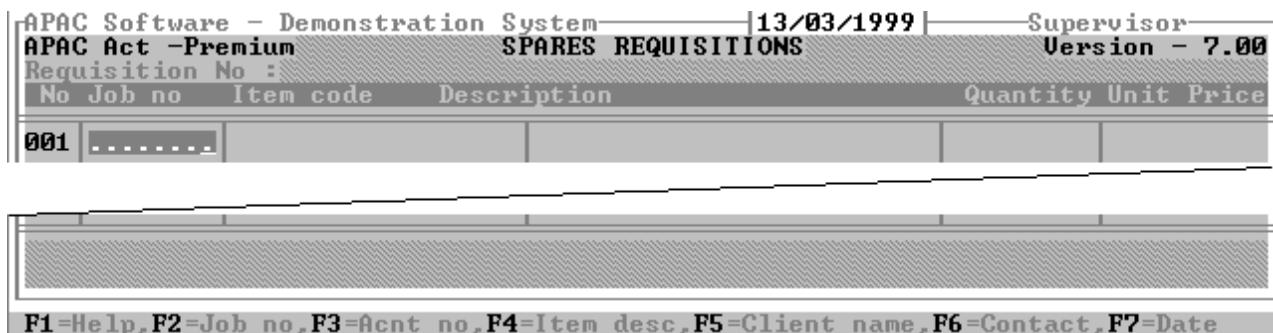
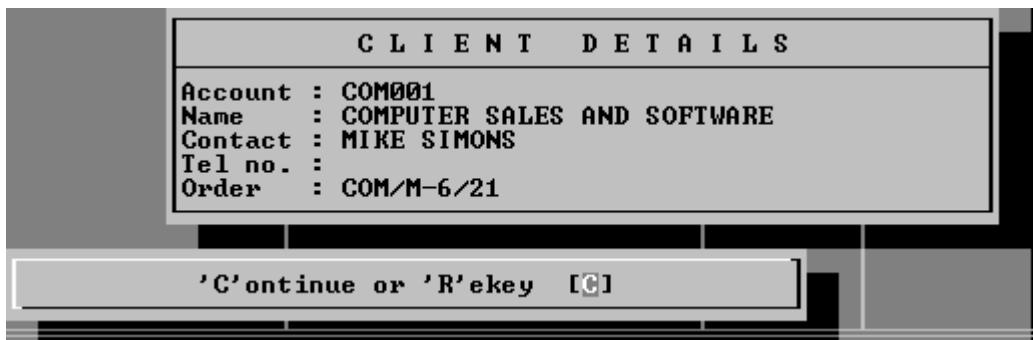


Figure 13-6: Job Costing - Spares Requisition Screen

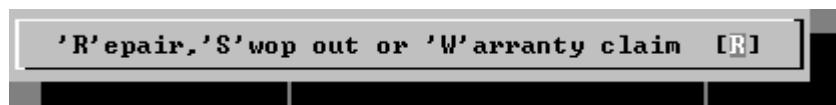
The cursor is placed in the job number field and the USER can either key in the job number or use one of the look up functions to locate the job for which the requisition is to be made.

When the job number has been keyed in or selected via one of the look up functions the system will display an information window as well as the confirmation pop up window, as follows.

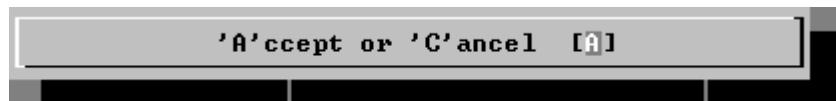


Press the R key to change the job number that has been keyed in. Press the C key and the cursor will be placed in the Item Code field and allow the USER to continue with the spares requisition.

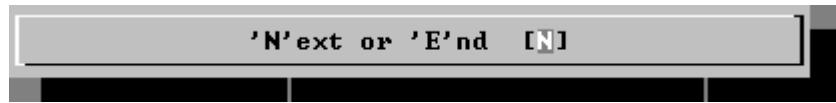
Key in the item code or use one of the look up functions to locate the item that is required. When the item code has been keyed in or selected via one of the look up functions, the system will display the description and move the cursor to the quality field to allow the USER to key in the quantity required. When the quality has been keyed in the following pop up window will be displayed.



The USER is required to indicate whether the part is for a normal repair, a warranty repair or a swap out. When the USER has responded to the above selection message, the cursor is moved to the Unit Price field and USER is able to accept the price or amend it. Once the price has been accepted the following pop up window will be displayed.



Press the A key or the Enter key to accept the item that has been keyed in or press the C Key to cancel. When the USER has responded to the above selection, the following pop up window will be displayed.

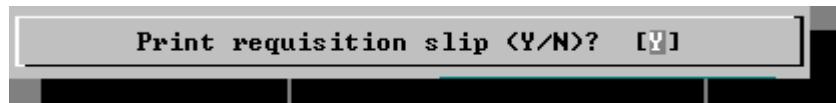


Press the N key and the system will allow the USER to select the next job and item. Press the E Key and the following pop up window will be displayed.



Press the C Key and the system will cancel the spares requisition and return to the Job Costing Menu. Press the A Key and the system will allow the USER to amend any of the entries entered so far. Press the M key and the system will allow the USER to enter additional job numbers and item codes. Press the P Key to process the spares requisition.

If the USER selects to process the spares requisition the following pop up window will be displayed.



Press the N key if no requisition slip is required. Press the Y Key if the requisition slip is required. When the USER has responded to the above request the system will log the information to the data base and then return to the Spares Requisition screen.

13.1.3.2 DELETE SPARES REQUISITION. (OPTION 7 / 1 / 3 / 2)

Select Option 2 (two) in the Spares Requisitions Menu and the following screen will be displayed.

The screenshot shows a terminal window for the APAC Software - Demonstration System. The title bar reads "APAC Software - Demonstration System" and "APAC Act -Premium". The date "13/03/1999" and supervisor "Version - 7.00" are also displayed. The main menu item is "DELETE SPARES REQUISITION". The screen displays a form with fields for Requisition No., Job No., Item Code, Description, Quantity, Unit Price, and Extended Price. The cursor is currently in the Requisition No. field. A status bar at the bottom indicates "F1=Help, F2=Requisition Lookup".

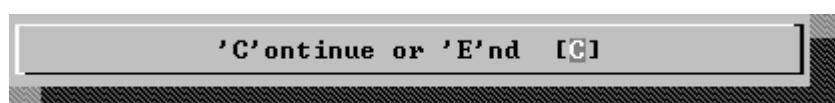
Figure 13-7: Delete Spares Requisition Screen

The cursor is placed in the requisition number field. Key in the requisition number required or use the look up function to find the requisition number. When the requisition number has been keyed in the details are displayed as shown in the following screen.

The screenshot shows the same terminal window as Figure 13-7, but now displaying specific requisition details. The Requisition No. is 26. The Job No. is 8, Item Code is FD4001, and Description is STIFFY DRIVE 1.44MB. The Quantity is 1.00, Unit Price is 150.00, and Extended Price is 150.00. A status bar at the bottom indicates "Confirm requisition delete <Y/N? >Y< - F2 for Client details".

Figure 13-8: Delete Requisition Confirmation Screen.

Press the N key and the system will return to the Delete Spares Requisition Screen and allow the USER to select the next requisition number to be deleted. Press the Y Key and the system will delete the requisition shown on the screen. Press the F2 Function key to view details of the client. If the USER confirmed that the requisition was to be deleted the system will delete the requisition and display the following pop up window.



Press the C Key and the system will allow the USER to select the next requisition to be deleted. Press the E Key and system will exit from this routine and return to the Spares Requisitions Menu.

13.1.3.3 JOB COSTING - RECEIVE SPARES. (OPTION 7 / 1 / 3 / 3)

Select Option 3 (three) in the Spares Requisition Menu and the system will display the following screen.

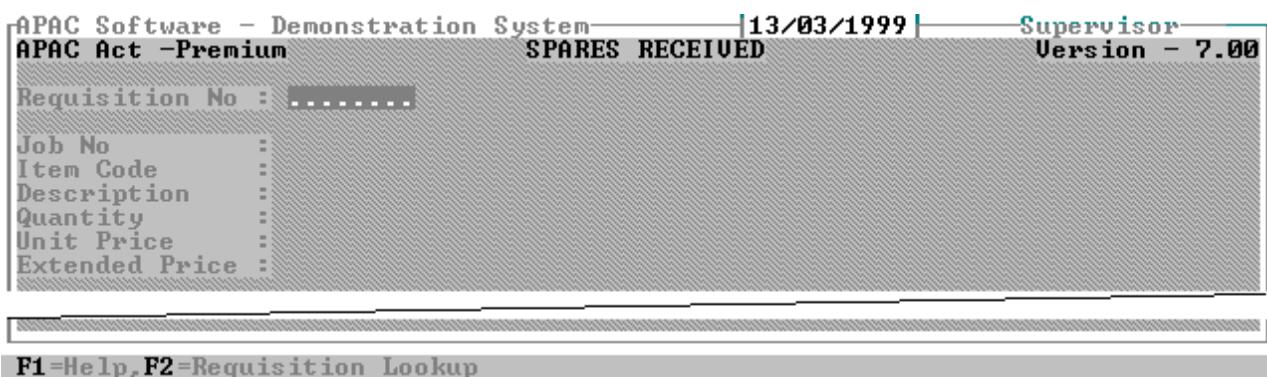


Figure 13-9: Requisitions - Spares Received Screen

The cursor is placed in the requisition number screen and the USER is able to either key in the requisition number or use the **F2** Function key to locate the requisition required. When the requisition number has been keyed in or selected via the look up function, the system will read the requisition and display details as shown on the following screen.

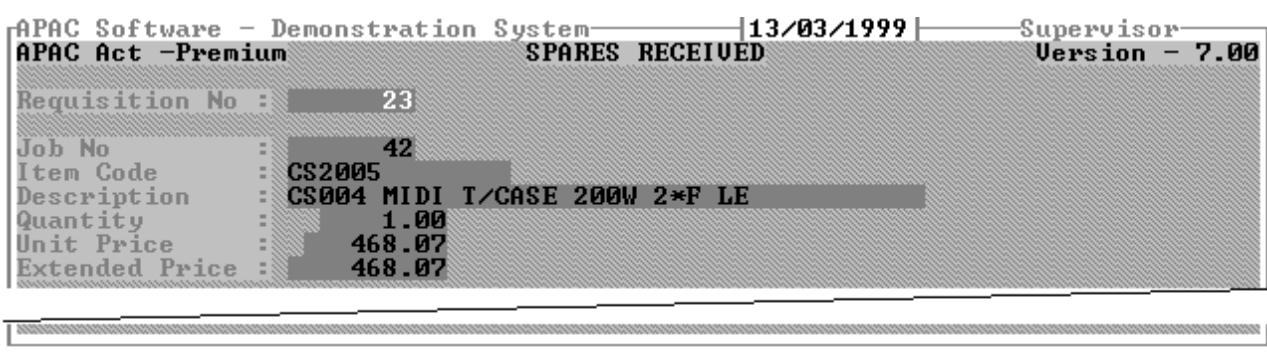
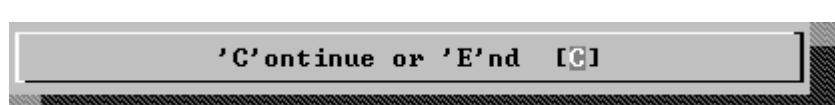


Figure 13-10: Received Spares Confirmation Screen.

Press the **F1** Function Key to display details of the client. Press the **N** Key and the system will skip over to the next item on the requisitions. Press the **Y** Key to confirm that the item shown has been received. If the USER confirms that the item has been received, the system will proceed to flag the item as a received item and will display the following pop up window.



Press the '**E**' key and the system will return to the SPARES REQUISITION MENU. Press the '**C**' key and the system will allow the USER to select the next requisition to be received.

13.1.3.4 ALLOCATE SPARES TO A JOB. (OPTION 7 / 1 / 3 / 4)

Select option 4 (four) in the SPARES REQUISITION MENU and the system will display the following screen.

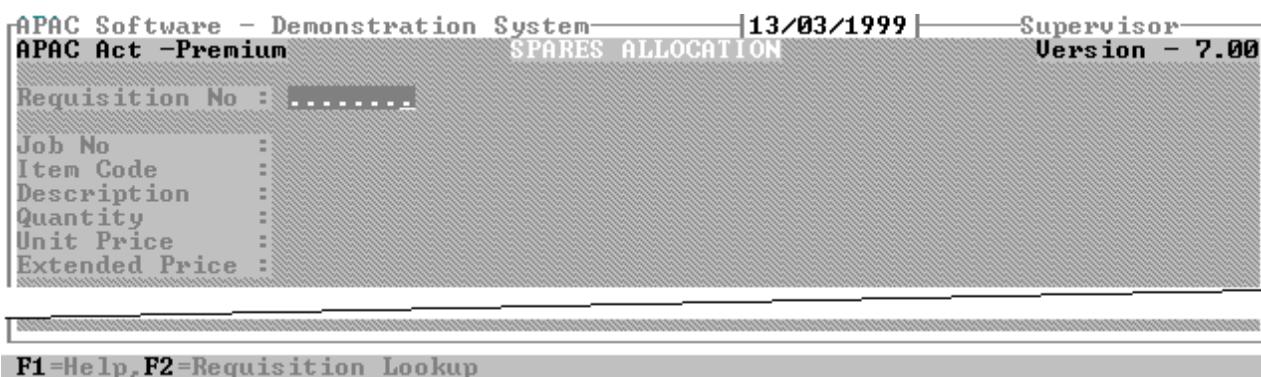


Figure 13-11: Spares Allocation Screen

The cursor is placed in the requisition number field and the USER can either key in the requisition number or locate the requisition number using the look up function. When the requisition number has been keyed in or located via the look up function the system will display the details of the requisition as shown on the following screen.

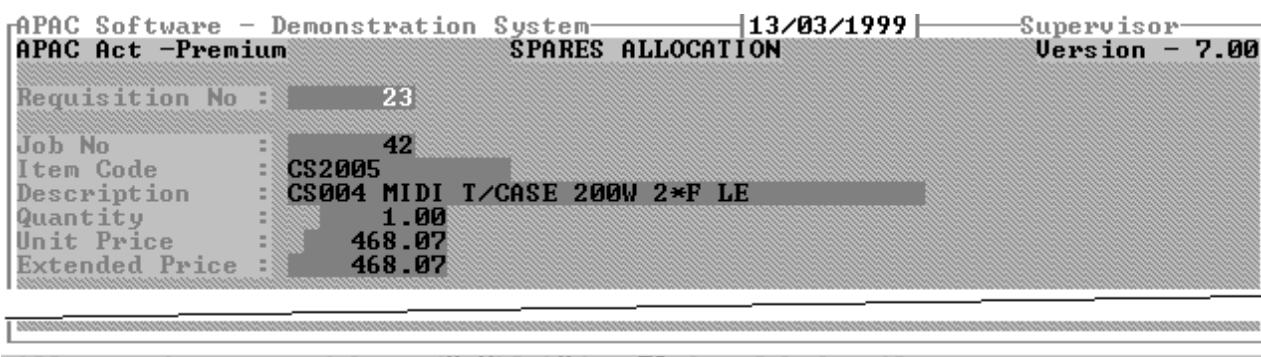


Figure 13-12: Spares Allocation Confirmation Screen

Press the **F2** function key to view details of the job. Press the '**N**' key to skip to the next spares allocation. Press the '**Y**' key to confirm that the spares must be allocated to the job number shown on the screen. If the USER confirms the allocation of the spares, the system will allocate the spares to the job shown and will display the following pop up window.

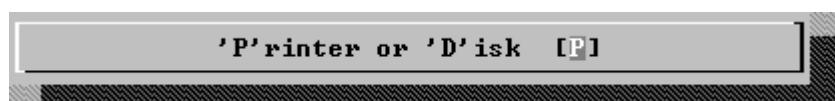


Press the '**E**' key to exit from this routine and return to the SPARES REQUISITION MENU. Press the '**C**' key and the system will allow the USER to select the next requisition number to be allocated.

13.1.3.5 PRINT REQUISITION SLIP.

(OPTION 7 / 1 / 3 / 5)

Select option 5 (five) in the SPARES REQUISITION MENU and the following selection window will be displayed.



The USER is able to select the out media for the requisition slip. Press the '**P**' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the '**D**' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the PROGRAM CONTROL MENU. When the USER has selected the output media the following screen will be displayed.

APAC Software - Demonstration System	21/07/1999	Supervisor
APAC Act -Premium	PRINT SPARES REQUISITIONS	
Version - 7.00		
Requisition No :		

F1=Help, F2=Requisition Lookup

Figure 13-13: Print Spares Requisition Selection Screen

Key in the requisition number or use the look up function to locate the requisition number that is to be printed. When the requisition number has been keyed in the system will print the requisition slip for that requisition and allow the USER to select the next requisition number to be printed.

Pressing the **ENTER** key while the requisition number field has spaces in it or pressing the **Escape** key will instruct the system to exit from this routine and return to the SPARES REQUISITION MENU.

Select option **0 EXIT**. (OPTION 7 / 1 / 3 / 0)

The system exits this menu window and returns to **JOB COSTING** menu.

13.1.4 JOB COSTING - LABOUR REMARKS MAINTENANCE. (OPTION 7 / 1 / 4)

Select option 4 (four) in the **JOB COSTING** MENU and the system will display the following screen.

APAC Software - Demonstration System	21/07/1999	Supervisor
APAC Act -Premium	JOB MAINTENANCE	
Ac No	Name	Ord No
Tech.		Tel.
Job No	Contact	Date
Item Code	ITM Description	Quantity Unit Price Extended

Sub Total
Discount
T A X -VAT
AMOUNT DUE

F1=Help, F2=Job no, F3=Acnt no, F4=Item desc, F5=Client name, F6=Contact, F7=Date

Figure 13-14: Job Costing Labour/Remarks Maintenance Screen

The cursor is placed in the job number field and the USER can key in the job number or use the look up function to locate the job number for which the labour/remarks maintenance is to be captured or amended. When the job number has been keyed in or located via the look up function, the system will display the following screen.

APAC Software - Demonstration System	21/07/1999	Supervisor
APAC Act -Premium	JOB MAINTENANCE	
Ac No	COM001	Name: COMPUTER SALES AND SOFTWARE
Tech.	00	Ord No: COM/M-6/21
Job No	8	Tel. <01311> 551001
Item Code	ITM Description	Date: 21/07/1999
(R)	PENTIUM 333	Quantity Unit Price Extended
(R)	Re-load and setup the Windows	
CR4000	98 operating system	
	IDE MULTI IO HFC 2S + 1P + 1G	1.00 59.03 59.03

Sub Total 59.03
Discount 0.00
T A X -VAT 8.26
AMOUNT DUE 67.29

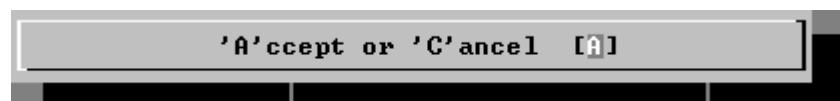
Change Technician, Labour, Receive spares/part or End >LK

Press the ‘C’ key to change the technician. Press the ‘L’ key to add labour to the job. Press the ‘R’ key to add spares/parts to the job. Press the ‘E’ key to end the maintenance. If the ‘C’ key is pressed the cursor is placed in the technician number field and the USER is able to change the technician number. If the ‘L’ or ‘R’ key is pressed the cursor is placed in the next available line in the item code field and the USER is able to key in the item code or use one of the lookup functions to locate the item code required.

When the item code has been keyed in or selected via a look up function, the description will be displayed in the description field and the cursor is placed in the quantity field to allow the USER to key in the quantity required. When the quantity has been keyed in the cursor is moved to the unit price field and the USER is able to amend the unit price that has been displayed. When the price has been accepted the following confirmation window will be displayed.



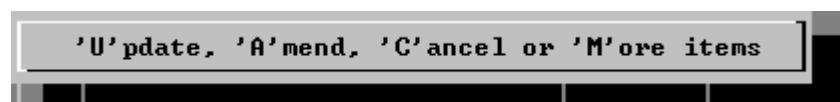
Press the ‘N’ key and the cursor will return to the item code field and allow the USER to amend the entry. After the USER has confirmed that the entry is correct the following pop-up window will be displayed.



Press the ‘C’ Key and the system will delete the last entry and the cursor will be placed in the item code field and the USER is able to select a different item or press the **ENTER** key to exit. Press the ‘A’ key and the system accepts the last entry and displays the following pop up window.



Press the ‘R’ key and the system will allow the USER to key in additional remarks. Press the ‘N’ key and the system will allow the USER to select to change the technician or to add labour or to add additional spares to the job. Press the ‘E’ key and the following selection window will be displayed.



Press the ‘N’ key and the system will return to the previous pop up window. Press the ‘C’ key and the system will cancel the update and return to the JOB COSTING MENU. Press the ‘U’ key and the system will update the job and display the following pop up window.



Press the ‘Y’ key to print the job detail. When the job details have been printed or if the USER selected not to print the job details the following pop up window will be displayed.



Press the ‘E’ key and the system will return to the JOB COSTING MENU. Press the **ENTER** key and the system will allow the USER to select the next job to be maintained. If the USER pressed the ‘A’ key instead of selecting to update the job the following will be displayed on the bottom of the screen.

↑ ↓ highlight, PgUp/PgDn, Amend, Delete or Escape

The **Page Up** and **Page Down** function keys can be used to navigate through the various items in the job. Use the Up (-) and Down (-) Arrow keys to highlight an entry on the screen. Press the '**A**' key to amend the highlighted item or press the '**D**' key to delete the highlighted item. Press the **Escape** key and the system will return to the previous screen.

13.1.5 CANCEL JOB

(OPTION 7 / 1 / 5)

Select option 5 (five) in the Job Costing Menu and the following screen will be displayed.

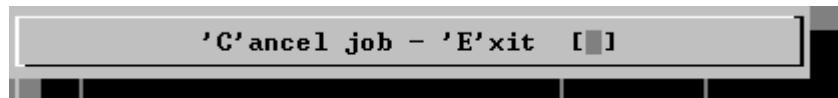
APAC Software - Demonstration System | 21/07/1999 | Supervisor
APAC Act -Premium | CANCEL JOB | Version - 7.00
Ac No : Name : Ord No :
Tech. : Tel. :
Job No. : Contact : Date 21/07/1999
Item Code : ITM Description : Quantity Unit Price Extended

Sub Total
Discount
VAT
AMOUNT DUE

F1=Help, F2=Job no., F3=Acnt no., F4=Item desc., F5=Client name, F6=Contact, F7=Date

Figure 13-15: Job Costing - Cancel Job Screen

The cursor is placed in the job number field and the USER can key in the job number or use one of the look up functions to find the job number required. When the job number has been keyed in or located via one of the look up functions, the system will display the details of the job as well as the following pop up window.



Press the '**E**' key and the system will exit from the Delete routine and allow the USER to select the next job to be deleted.

Press the '**C**' key and the system will delete the job that has been selected from the data base and then allow the USER to select the next job to be deleted. Pressing the **ENTER** key while the job number contains spaces or pressing the **Escape** key while the cursor is in the job number field will exit from this routine and return to the JOB COSTING MENU.

13.1.6 AMEND JOB STATUS

(OPTION 7 / 1 / 6)

Select option 6 (six) in the JOB COSTING MENU and the system will display the following screen.

APAC Software - Demonstration System | 21/07/1999 | Supervisor
APAC Act -Premium | CHANGE A JOB STATUS | Version - 7.00
Job Number :
Ac Number :
Name :
Ord Number :
Technician :
Telephone :
Contact :
Date :
Status :
Cur. Total :

New Status : Unassigned, Assigned, Waiting (parts etc), Completed
Remarks :

F1=Help, F2=Job no., F3=Acnt no., F4=Item desc., F5=Client name, F6=Contact, F7=Date

Figure 13-16: Job Costing - Change Job Status Screen

The cursor is placed in the job number field and the USER can key in the job number or use the look up function to locate the job number required. When the job number has been keyed in or located via the look up function, the system will display the details of the job. The cursor is placed in the new status field and the USER can change the status to unassigned, assigned, waiting or completed as well as insert remarks.

When the status and remarks have been keyed in, the system will display the following confirmation screen.



Press the 'N' key and the system will allow the USER to make amendments to the status and remarks fields. Press the **ENTER** key and the system will update the data base and allow the USER to select the next job. Pressing the **ENTER** key while the job number fields contains spaces or pressing the **Escape** key will exit from this routine and return to the JOB COSTING MENU.

13.1.7 REPRINT JOB REQUISITION

(OPTION 7 / 1 / 7)

Select Option 7 (seven) in the Job Costing Menu and following screen will be displayed.

APAC Software - Demonstration System		21/07/1999	Supervisor	
APAC Act -Premium		Version - 7.00		
Ac No	Name	JOB CARD		
Tech.		Ord No		
Job No	Contact	Tel.		
Item Code	ITM Description	Date	21/07/1999	
		Quantity	Unit Price	Extended
Sub Total				
Discount				
T A X -UAT				
AMOUNT DUE				

F1=Help, F2=Job no, F3=Acnt no, F4=Item desc, F5=Client name, F6=Contact, F7=Date

Figure 13-17: Job Costing - Reprint Job Request Screen

The cursor is placed in the job number field and the USER can key in the job number or use the look up function to locate the job which has to be reprinted. When the job number has been keyed in or selected via the look up function, the following screen will be displayed.

APAC Software - Demonstration System		21/07/1999	Supervisor	
APAC Act -Premium		Version - 7.00		
Ac No	Name	JOB CARD		
COM001	COMPUTER SALES AND SOFTWARE	Ord No	COM/M-6/21	
Tech.	00	Tel.	(01311) 551001	
Job No	8	Contact	MIKE SIMONS	
Item Code	ITM Description	Quantity	Unit Price	Extended
(R) CR4000 LAB-001	PENTIUM 333 Re-load and setup the Windows 98 operating system IDE MULTI IO HFC 2S + 1P + 1G PROGRAMMING	1.00 1.00	59.03 150.00	59.03 150.00
Sub Total		209.03		
Discount		0.00		
T A X -UAT		29.26		
AMOUNT DUE		238.29		

↑ ↓ highlight, PgUp/PgDn, Amend, Delete or Escape

Figure 13-18: Job Costing - Reprint Job Request - Maintenance Screen

The system allows the USER to make amendments to the existing job before reprinting the job request. For more details of amending a job see Labour Remarks Maintenance - option 7/1/4. When all the amendments have been made the system will display the following pop up window.



Press the 'Y' key and the system will print the job request. Press the 'N' key to skip printing the job request. When the system has printed the job request or if the USER selected not to print the job request the following pop up window will be displayed.



Press the **'E'** key and the system will exit from this routine and return to the Job Costing Menu.
Press the **ENTER** key and the system will allow the USER to select the next job to be printed.
Pressing the Enter Key while the job number fields contains spaces or pressing the **Escape** key will
exit from this routine and return to the Job Costing Menu.

Select option **0 EXIT.**

(OPTION 7 / 1 / 0)

The system exits this menu window and returns to **JOB PROGRAM** menu window.

13.2 PROCESS JOB

(OPTION 7/2)

This option will load the program which enables the USER to produce an invoice for a completed job. The existing details with regard to the job number that is selected will be accessed and used to produce the invoice.

Select Option 2 (two) in the JOB COSTING MENU and the system will display the following screen.

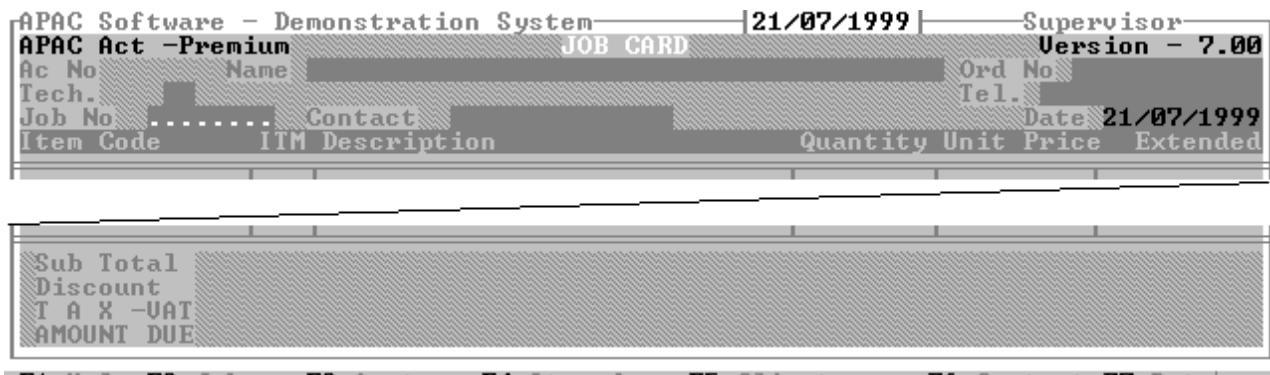
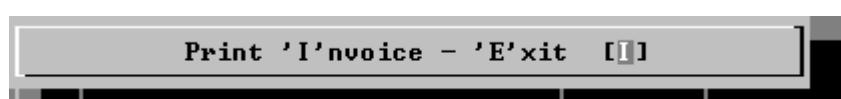
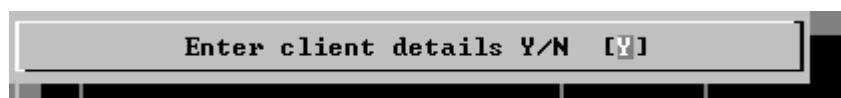


Figure 13.10: Job Costing – Process Job Scenario

The cursor is placed in the job number field and the USER can key in the job number or use the look up function to locate the job which is to be processed (A job may not be processed before the status has been changed to completed). When the job number has been keyed in or selected via the look up function, the system will display the details of the job as well as the following pop up screen.



Press the 'E' key and the system will exit without processing the job and allow the USER to select the next job that must be processed. Press the 'I' key to instruct the system to process the job and produce an invoice. The following pop up window will be displayed.



Press the 'Y' key to enter additional client details or press the 'N' key to continue processing. The system will process the job, produce an invoice and then display the following pop up window.



Press the **ENTER** key and the system will allow the USER to select the next job to be processed. Pressing the **Escape** key or the **ENTER** key while the job number field contains spaces will exit from this routine and return to the JOB PROGRAMS MENU.

Press the '**E**' key and the system will exit from this routine and return to the JOB PROGRAMS MENU.

13.3 JOB TYPES

(OPTION 7 / 3)

Select Option 3 (three) in the Job Programs Menu and the following menu will be displayed.

The following menu is displayed.



Figure 13-20: Job Costing - Job Types Menu

Select the option required.

13.3.1 TYPES - CREATE/AMEND

(OPTION 7 / 3 / 1)

Select Option 1 (one) in the Job Types Menu and the following screen will be displayed.

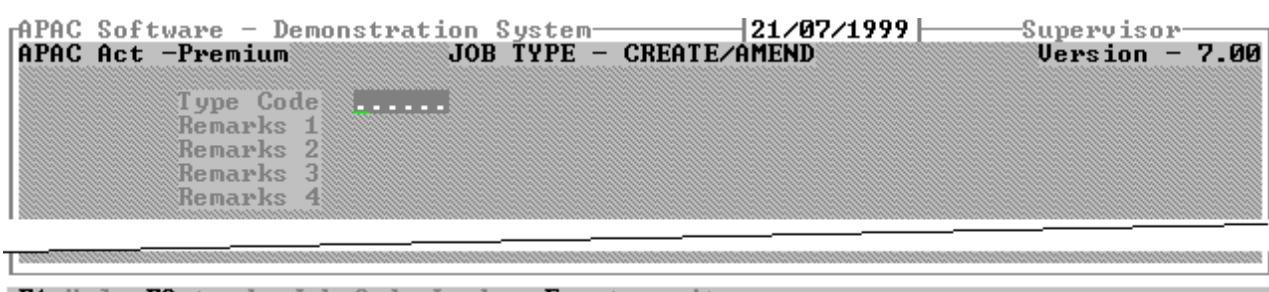


Figure 13-21: Job Costing - Job Type Create/Amend Screen

Job types are used to standardise the error reporting used on the job requests. The cursor is placed in the type code field and the USER can add new types or amend existing types. Key in the type code or use the look up function to locate an existing type code. Press the **Esc** Key while the cursor is in the type code field and the system will exit from this routine and return to the Job Types Menu. When a new type has been added or an existing type has been amended, the following pop up window will be displayed.



Press the **Escape** key and the system will clear the screen and allow the USER to select a different type code. Press the '**R**' key and the system will allow the USER to amend the existing remarks. Press the '**C**' key and the system will update the data base and allow the USER to select the next code to be amended or added.

13.3.2 DELETE JOB TYPE

(OPTION 7 / 3 / 2)

Select Option 2 (two) in the Job Types Menu and the following screen will be displayed.

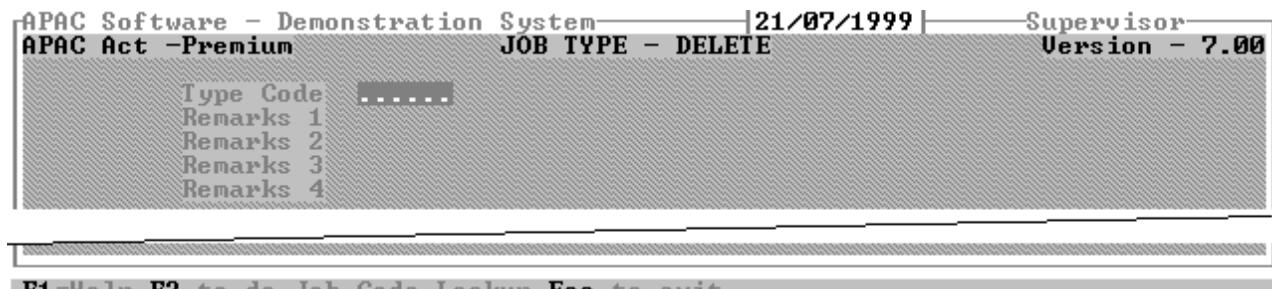


Figure 13-22: Job Costing - Job Type Delete Screen

The cursor is placed in the type code field and the USER can key in the type code or use the look up function to find the type code that is to be deleted. When the type code has been keyed in or selected via the look up function, the following pop up window will be displayed.



Press the '**N**' key and the system will allow the USER to select a different code. Press the '**Y**' key and the system will delete the type that was selected and allow the USER to select the next code to be deleted. Press the **ENTER** key while the type code field contains spaces or the **Escape** key and the system will exit from this routine and return to the JOB TYPES MENU.

13.3.3 PRINT JOB TYPE LIST

(OPTION 7 / 3 / 3)

Select option 3 (three) in the JOB TYPES MENU and the following pop up selection window will be displayed.



The USER is able to select the output media for the job types list. Press the '**P**' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the '**S**' key to view the output on the screen. Press the '**D**' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the Program Control Menu. When the USER has selected the output media the system will proceed to print the job type list. When the list has been printed the system will return to the JOB TYPES MENU.

Select option **0 EXIT**.

(OPTION 7 / 3 / 0)

The system exits this menu window and returns to **JOB PROGRAM** menu window.

13.4 JOB COSTING - ENQUIRIES

(OPTION 7 / 4)

Select Option 4 (four) in the Job Programs Menu and the following menu will be displayed.

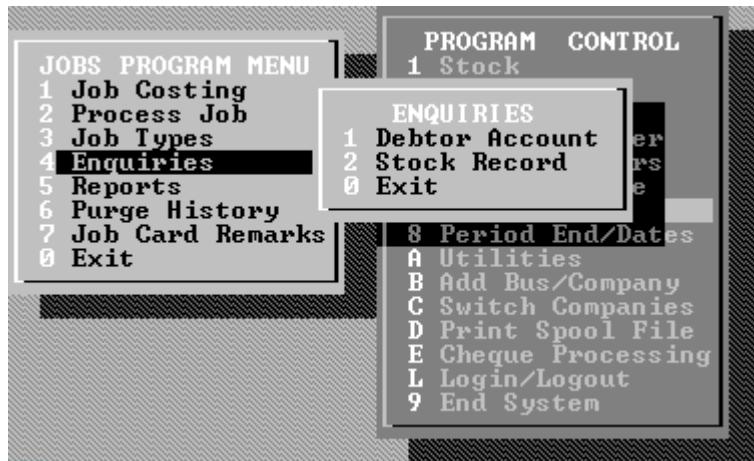


Figure 13-23: Job Costing - Enquiries Menu

Select the option required.

13.4.1 DEBTOR ENQUIRY

(OPTION 7 / 4 / 1)

Select Option 1 (one) in the Enquiry Menu and system will allow the USER to do enquiries into the debtor data base. Debtor enquiries include details of all static information, transactions on file, memo or remarks that have been attached to the account, purchase history over the past 12 months, purchase total for the previous year, allocations of credits against debits and the current financial status of the account showing the age-analysis and the date of last payment and the date last active.

NB: For a detailed explanation of the Debtors Enquiry Program - See Option 9/1/8.

13.4.2 STOCK ENQUIRY

(OPTION 7 / 4 / 2)

Select Option 2 (two) in the Enquiry Menu and system will allow the USER to make enquiries into the stock data base.

NB For a detailed explanation of the Stock Enquiry Program - See Option 7/1/6.

Select option **0 EXIT**.

(OPTION 7 / 4 / 0)

The system exits this menu window and returns to **JOBS PROGRAM** menu window.

13.5 JOB COSTING – REPORTS.

(OPTION 7 / 5)

Select Option 5 (five) in the Job Programs Menu and the following menu will be displayed.

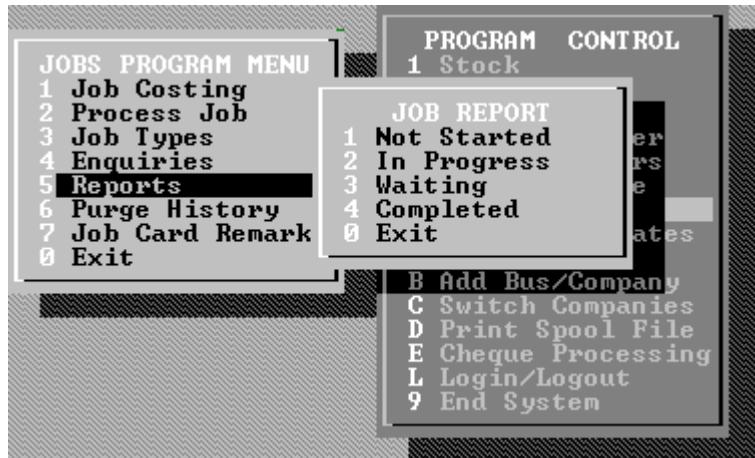


Figure 13-24: Job Costing - Job Reports Menu

Select the option required.

13.5.1 JOBS NOT STARTED REPORT

(OPTION 7 / 5 / 1)

Select Option 1 (one) in the Job Reports Menu and the following selection pop up window will be displayed.

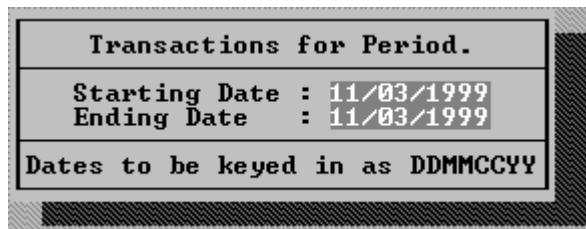


The USER is able to select the output media for the jobs not started report. Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' Key to view the output on the screen. Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the PROGRAM CONTROL MENU. When the USER has selected the output media the following message will be displayed on the screen.



Press the 'N' key and the system will return to the job report menu. Press the 'Y' key and the system will display the following period selection window.



The USER is able to select the period that is to be used as a filter for the jobs that are to appear on the jobs not started report. The system will perform the normal validation of the dates that are keyed in and where necessary will display the relevant error messages.

When the start and end dates have been keyed in the USER the system will display the following confirmation window.



Press the 'N' key if any of the dates are to be changed. Press the ENTER key if the correct start and end date have been keyed in. If the USER confirms that the dates are correct the system will proceed to print the jobs not started report and when finished will return to the JOB REPORTS MENU.

13.5.2 JOBS IN PROGRESS REPORT

(OPTION 7 / 5 / 2)

Select option 2 (two) in the Job Report Menu and the following selection pop up window will be displayed.

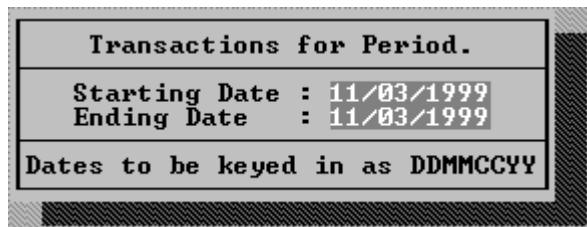


The USER is able to select the output media for the jobs in progress report. Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen. Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the Program Control Menu. When the USER has selected the output media the following message will be displayed on the screen.

Do you wish to continue <Y/N>? >_<

Press the 'N' key and the system will return to the Job Report Menu. Press the 'Y' key and the system will display the following period selection window.



The USER is able to select the period that is to be used as a filter for the jobs that are to appear on the jobs in progress report. The system will perform the normal validation of the dates that are keyed in and where necessary will display the relevant error messages.

When the start and end dates have been keyed in the USER the system will display the following confirmation window.

Correct ENTER - N if incorrect

Press the 'N' key if any of the dates are to be changed. Press the ENTER key if the correct start and end date have been keyed in. If the USER confirms that the dates are correct the system will proceed to print the jobs in progress report and when finished will return to the JOB REPORTS MENU.

13.5.3 JOBS WAITING REPORT

(OPTION 7/5/3)

Select Option 3 (three) in the Job Reports Menu and the following selection pop up window will be displayed.

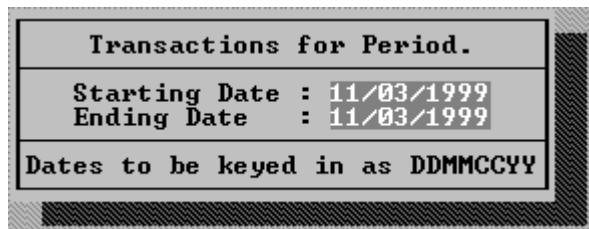


The USER is able to select the output media for the jobs waiting report. Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen. Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See Option D in the Program Control Menu. When the USER has selected the output media the following message will be displayed on the screen.

Do you wish to continue <Y/N>? ><

Press the 'N' key and the system will return to the Job Report Menu. Press the 'Y' key and the system will display the following period selection window.



The USER is able to select the period that is to be used as a filter for the jobs that are to appear on the jobs waiting report. The system will perform the normal validation of the dates that are keyed in and where necessary will display the relevant error messages.

When the start and end dates have been keyed in the USER the system will display the following confirmation window.

Correct ENTER - N if incorrect

Press the 'N' key if any of the dates are to be changed. Press the **ENTER** key if the correct start and end date have been keyed in. If the USER confirms that the dates are correct the system will proceed to print the jobs waiting report and when finished will return to the JOB REPORTS MENU.

13.5.4 JOBS COMPLETED REPORT

(OPTION 7/5/4)

Select Option 4 (four) in the Job Reports Menu and the following selection pop up window will be displayed.

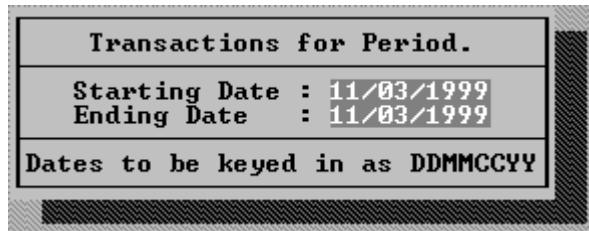
'P'rinter, 'S'creen or 'D'isk [P]

The USER is able to select the output media for the jobs completed report. Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen. Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the PROGRAM CONTROL MENU. When the USER has selected the output media the following message will be displayed on the screen.

Do you wish to continue <Y/N>? ><

Press the 'N' key and the system will return to the Job Report Menu. Press the 'Y' key and the system will display the following period selection window.



The USER is able to select the period that is to be used as a filter for the jobs that are to appear on the jobs completed report. The system will perform the normal validation of the dates that are keyed in and where necessary will display the relevant error messages.

When the start and end dates have been keyed in the USER the system will display the following confirmation window.



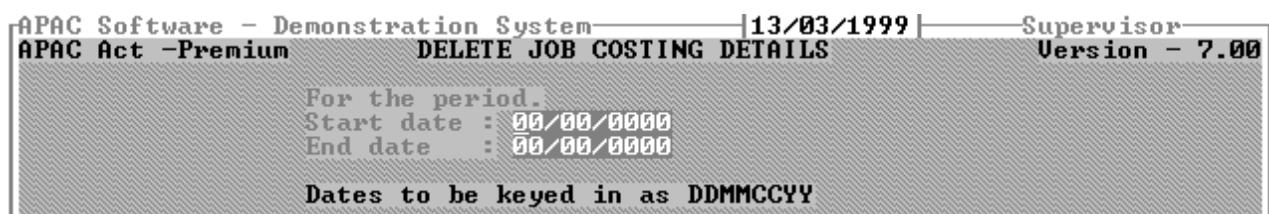
Press the 'N' key if any of the dates are to be changed. Press the **ENTER** key if the correct start and end date have been keyed in. If the USER confirms that the dates are correct the system will proceed to print the jobs completed report and when finished will return to the JOB REPORTS MENU.

Select option **0 EXIT**. (OPTION 7 / 5 / 0)

The system exits this menu window and returns to **JOB PROGRAM** menu window.

13.6 JOB COSTING PURGE HISTORY (OPTION 7/6)

Select Option 6 (six) in the Jobs Programs Menu and the following screen will be displayed.



The USER is able to select the period for which the jobs history must be purged. The system will perform the normal validation of the dates that are keyed in and where necessary will display the relevant error messages.

When the start and end dates have been keyed in by the USER the system will display the following confirmation window.



Press the 'N' key if any of the dates are to be changed. Press the **ENTER** key if the correct start and end dates have been keyed in. If the USER confirms that the dates are correct the following selection message will be displayed.

Press the 'C' key and the system will delete only jobs that have been completed from the history file. Press the 'A' key and all jobs for the period selected will be deleted from the history file. When the selection has been made by the USER the system will proceed to read the job data base and delete the jobs as requested for the period that has been selected. When the system has completed deleting the jobs requested the following pop up window will be displayed.



Press the 'E' key and the system will exit from this routine and return to the Job Programs Menu. Press the 'N' key and the system will allow the USER to make a new selection. Pressing the Escape key while the system is waiting for the period to be keyed in will exit from this routine and return to the JOB PROGRAMS MENU.

13.7 JOB CARD REMARKS

(OPTION 7/7)

Select Option 7 (seven) in the Job Programs Menu and the following screen will be displayed.

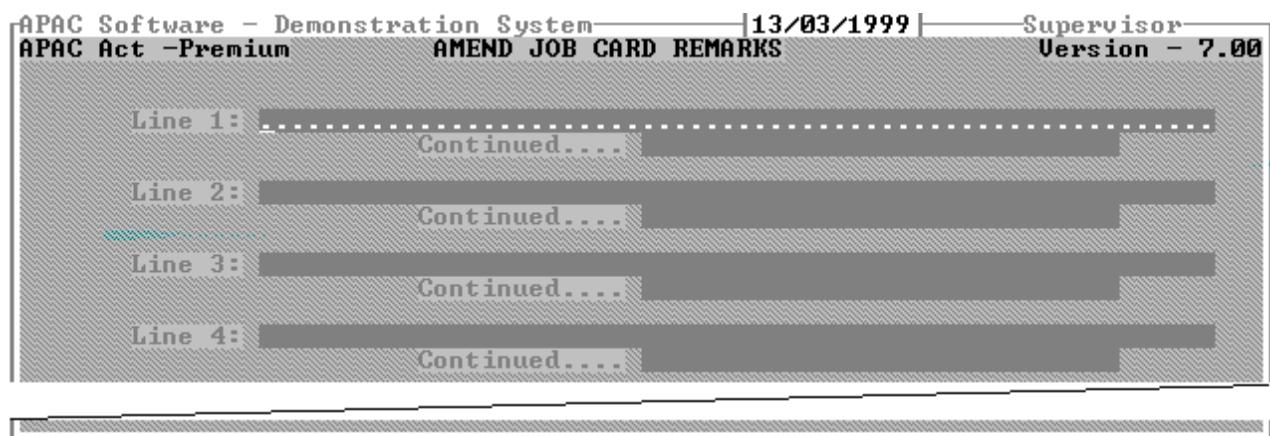


Figure 13-25: Job Costing - Amend Job Card Remarks.

The system allows for four lines of remarks that will be printed at the bottom of each job request. When the USER has keyed in the remarks the system will display the following confirmation message.



Press the 'N' key if any of the remarks are to be amended. Press the **ENTER** key if the remarks are correct. If the USER confirms that the remarks are correct the system will update the database and return to the Job Program Menu.

14 PERIOD END DATES.

Select option **8 PERIOD-END/DATES.**

(OPTION 8)

Select Option 8 (eight) in the Program Control Menu and the following menu will be displayed.

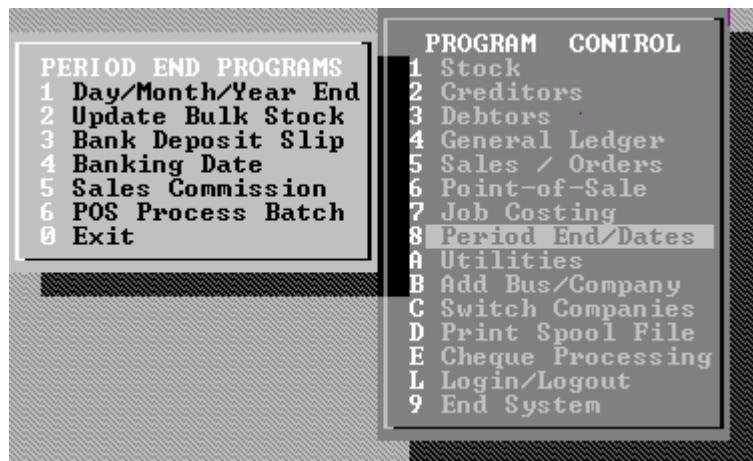


Figure 14-1: Period-End Programs Menu

Select the option required.

The Day/Month/Year End option allows for the printing of cash drawer, sales staff, turnover, stock re-order, debtor audit trails (invoicing, credit notes and POS receipts), statistics (debtors, creditors and stock), sales analysis, purchase analysis, cost-of-sales analysis, debtor category analysis, stock category totals, stock gross profit and turnover and gross profit reports. The detailed value added tax (VAT) report is also printed from this module.

The statistics figures are also cleared at month and year end from this module. The system allows the USER to clear debtors, creditors and stock separately.

14.1 DAY/MONTH/YEAR END

(OPTION 8 / 1)

Select Option 1 (one) in the Period End Programs Menu and the following pop up selection window will be displayed.



The USER is able to select the output media for the period end reports. Press the 'P' key to direct the output to the printer. The printer that will be used by the system is in accordance with the selection made in option A/1/3/2 for the supervisor or option A/1/3/3 for a workstation on the network.

Press the 'S' key to view the output on the screen. Press the 'D' key to direct the report to the spool file. The spool file may be viewed or printed at a later stage. See option D in the Program Control Menu. When the User has selected the output media the following menu will be displayed on the screen.

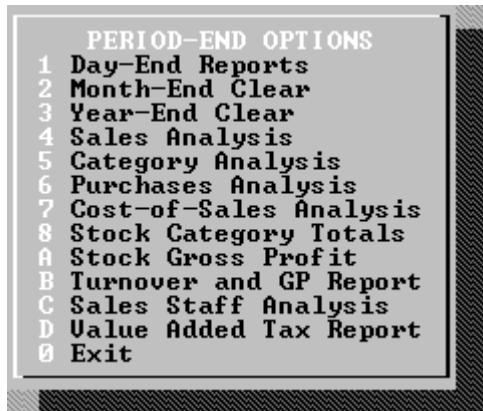


Figure 14-2: Period End Options Menu

Select the option required.

14.1.1 DAY END REPORTS

(OPTION 8 / 1 / 1)

Select Option 1 (one) in the Period End Options Menu and the following screen will be displayed.



Press the 'N' key if the statistics are not to be cleared when the report has been printed. Press the 'Y' key if the statistics are to be cleared after the reports have been printed. When the User has selected whether to clear the statistics or not the following menu will be displayed.

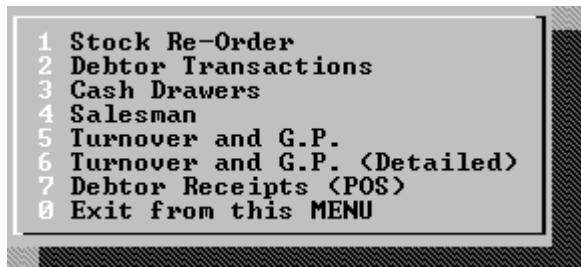


Figure 14-3: Day End Report Options Menu

All the reports in the above menu are generated by transactions regarding sales or debtor receipts using the Point of Sale system.

Select the option required.

14.1.1.1 STOCK REORDER REPORTS

(OPTION 8 / 1 / 1 / 1A)

Select Option 1 (one) in the Day End Report Options Menu and the system will produce the stock reorder report.

14.1.1.2 DEBTOR TRANSACTIONS REPORT

(OPTION 8 / 1 / 1 / 2A)

Select Option 2 (two) in the Day End Report Options Menu and the system will proceed to produce the debtor transactions report.

14.1.1.3 CASH DRAWER REPORT

(OPTION 8 / 1 / 1 / 3A)

Select Option 3 (three) in the Day End Report Options Menu and the system will proceed to produce the cash drawer report.

14.1.1.4 SALESMEN REPORT

(OPTION 8 / 1 / 1 / 4A)

Select Option 4 (four) in the Day End Report Options Menu and the system will proceed to produce the salesmen report.

14.1.1.5 TURNOVER AND GP REPORT

(OPTION 8 / 1 / 1 / 5)

Select Option 5 (five) in the Day End Report Options Menu and the system will produce the condensed turnover and GP report.

14.1.1.6 TURNOVER AND GP (DETAILED) REPORT

(OPTION 8 / 1 / 1 / 6)

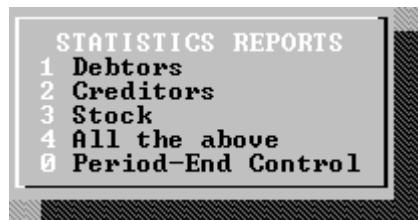
Select Option 6 (six) in the Day End Report Options Menu and the system will produce the detailed turnover and GP report.

14.1.1.7 DEBTOR RECEIPTS (POS) REPORT

(OPTION 8 / 1 / 1 / 7)

Select Option 7 (seven) in the Day End Report Options Menu and the system will produce the debtor receipts report.

Select Option 0 in the Day End Report Options Menu and the system will display the following menu.



Select the option required.

14.1.1.8 DEBTORS STATISTICS REPORT

(OPTION 8 / 1 / 1 / 1B)

Select Option 1 (one) in the Statistics Reports Menu and the system will produce the debtors statistics report.

14.1.1.9 CREDITORS STATISTICS REPORT

(OPTION 8 / 1 / 1 / 2B)

Select Option 2 (two) in the Statistics Reports Menu and the system will produce the creditors statistics report.

14.1.1.10 STOCK STATISTICS REPORT

(OPTION 8 / 1 / 1 / 3B)

Select Option 3 (three) in the Statistics Reports Menu and the system will produce the stock statistics report.

14.1.1.11 DEBTORS/CREDITORS/STOCK STATISTICS REPORT (OPTION 8 / 1 / 1 / 4B)

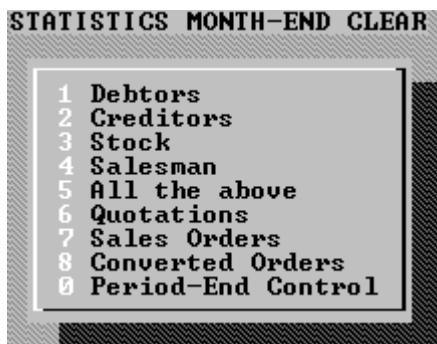
Select Option 4 (four) in the Statistics Reports Menu and the system will produce the debtors, creditors and stock statistics report.

Select option 0 in the Statistics Reports Menu and the system will return to the Period End Control Menu.

14.1.2 MONTH END CLEAR

(OPTION 8 / 1 / 2)

Select Option 2 (two) in the Period End Options Menu and the system will display the following menu.



Select the option required.

14.1.2.1 DEBTORS STATISTICS MONTH END CLEAR

(OPTION 8 / 1 / 2 / 1)

Select Option 1 (one) in the Statistics Month End Clear Menu and the system will proceed to clear the debtors statistics.

14.1.2.2 CREDITORS STATISTICS MONTH END CLEAR

(OPTION 8 / 1 / 2 / 2)

Select Option 2 (two) in the Statistics Month End Clear Menu and the system will proceed to clear the creditor statistics.

14.1.2.3 STOCK STATISTICS MONTH END CLEAR

(OPTION 8 / 1 / 2 / 3)

Select Option 3 (three) in the Statistics Month End Clear Menu and the system will proceed to clear the stock statistics.

14.1.2.4 SALESMEN STATISTICS MONTH END CLEAR

(OPTION 8 / 1 / 2 / 4)

Select Option 4 (four) in the Statistics Month End Clear Menu and the system will proceed to clear the salesmen statistics.

14.1.2.5 DEBTORS/CREDITORS/STOCK/SALESMEN STATISTICS MONTH END CLEAR

(OPTION 8 / 1 / 2 / 5)

Select Option 5 (five) in the Statistics Month End Clear Menu and the system will proceed to clear the debtors/creditors/stock and salesmen statistics.

14.1.2.6 QUOTATIONS MONTH END CLEAR

(OPTION 8 / 1 / 2 / 6)

Select Option 6 (six) in the Statistics Month End Clear Menu and the system will display the following screen.

APAC Software - Demonstration System	13/03/1999	Supervisor
APAC Act -Premium	CLEAR REDUNDANT QUOTATIONS	
This routine will clear redundant quotations.		
Are you sure Y/N?		

Press the 'N' key and the system will return to the Statistics Month End Clear Menu. Press the 'Y' key and the following selection message will be displayed.

Enter Date from which QUOTATIONS are to be kept DD/MM/YYYY 00/00/0000

The system will allow the User to key in the date from which the quotations are to be kept. When the date has been keyed in the system will display the following confirmation window.



Press the 'N' key if the date is incorrect. Press the ENTER key if the correct date has been keyed in. If the USER confirms that the date is correct, the system will proceed to read the quotation data base and delete records requested, after which it will return to the Statistics Month End Clear Menu.

14.1.2.7 SALES ORDERS MONTH END CLEAR (OPTION 8 / 1 / 2 / 7)

Select Option 7 (seven) in the Statistics Month End Clear Menu and the system will display the following screen.

APAC Software - Demonstration System	13/03/1999	Supervisor
APAC Act -Premium	CLEAR REDUNDANT SALES ORDERS	
This routine will clear redundant sales orders.		
Are you sure Y/N?		

Press the 'N' key and the system will return to the Statistics Month End Clear Menu. Press the 'Y' key and the system will display the following selection message.

Enter Date from which SLS-ORDERS are to be kept DD/MM/YYYY 00/00/0000

Key in the date from which sales orders are to be kept. When the date has been keyed in the following pop up confirmation window will be displayed.



Press the 'N' key if the date is incorrect. Press the 'Y' key if the correct date has been entered. If the date has been confirmed as correct, the system will read the data base and delete the orders selected and then return to the Statistics Month End Clear Menu.

14.1.2.8 CONVERTED ORDERS MONTH END CLEAR (OPTION 8 / 1 / 2 / 8)

Select Option 8 (eight) in the Statistics Month End Clear Menu and the system will display the following screen.

APAC Software - Demonstration System	13/03/1999	Supervisor
APAC Act -Premium	CLEAR CONVERTED ORDERS	
This routine will clear converted orders.		
Are you sure Y/N?		

Press the 'N' key and the system will return to the Statistics Month End Clear Menu. Press the 'Y' key and the system will display the following selection message.

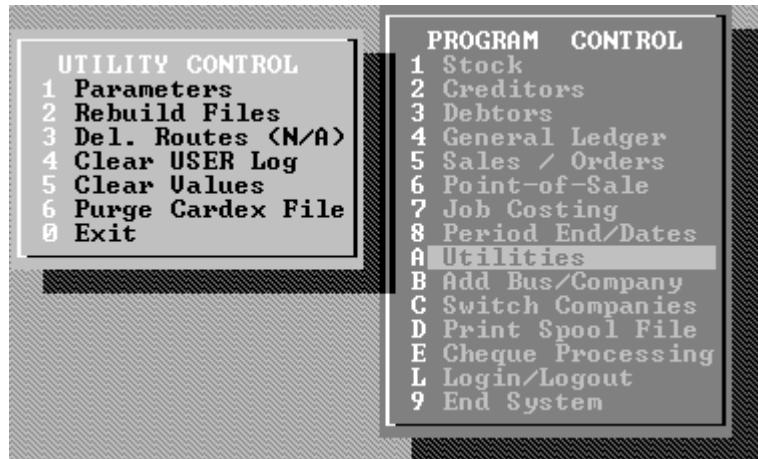
Enter Date from which CNU-ORDERS are to be kept DD/MM/YYYY 00/00/0000

15 UTILITIES.

Select option **A UTILITIES**.

(OPTION A)

The following options are available.



15.1 PARAMETERS.

(OPTION A / 1)

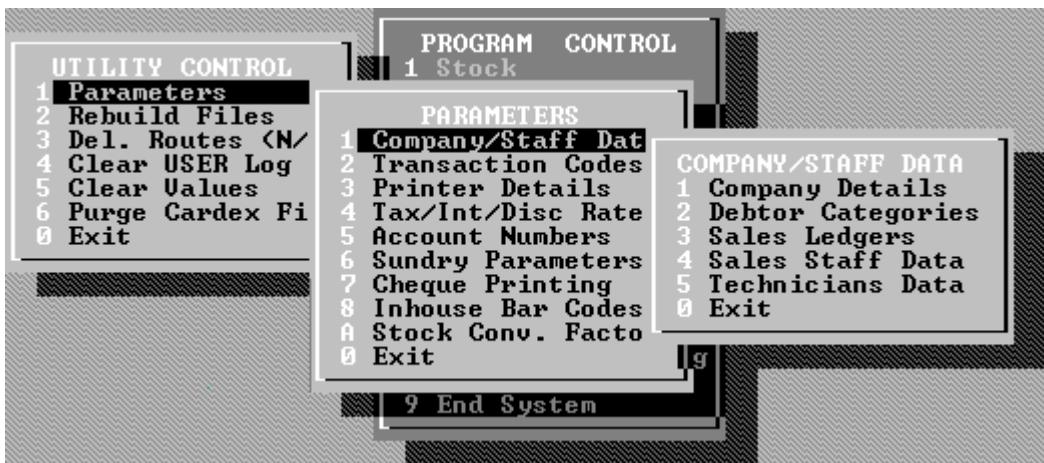
The following menu is displayed.



15.1.1 COMPANY/STAFF DATA.

(OPTION A / 1 / 1)

The following menu is displayed.

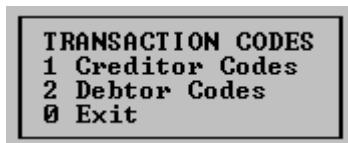


Select the option required.

Select option **0 EXIT**. (OPTION A / 1 / 1 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **2 TRANSACTION CODES**. (OPTION A / 1 / 2)
The following menu is displayed.

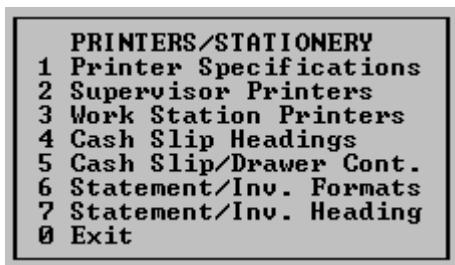


Select the option required.

Select option **0 EXIT**. (OPTION A / 1 / 2 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **3 PRINTER DETAILS**. (OPTION 8 / 1 / 3)
The following menu is displayed.



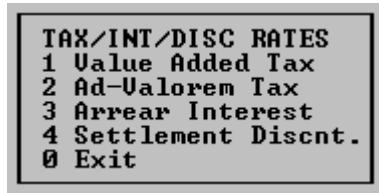
Select the option required.

Select option **0 EXIT**. (OPTION 8 / 1 / 3 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **4 TAX/INT/DISC RATES**. (OPTION 8 / 1 / 4)

The following menu is displayed.



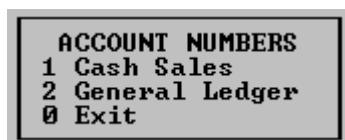
Select the option required.

Select option **0 EXIT**. (OPTION 8 / 1 / 4 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **5 ACCOUNT NUMBERS**. (OPTION 8 / 1 / 5)

The following menu is displayed.



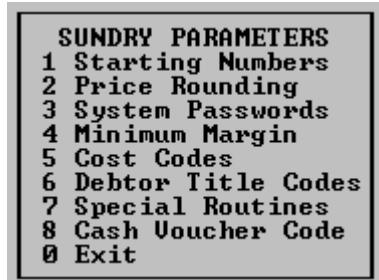
Select the option required.

Select option **0 EXIT**. (OPTION 8 / 1 / 5 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **6 SUNDY PARAMETERS**. (OPTION 8 / 1 / 6)

The following menu is displayed.



Select the option required.

Select option **0 EXIT**. (OPTION 8 / 1 / 6 / 0)

The system exits this menu window and returns to **PARAMETERS** menu window.

Select option **0 EXIT**. (OPTION 8 / 1 / 0)

The system exits this menu window and returns to **UTILITY CONTROL** menu window.

Select option **2 REBUILD FILES**. (OPTION 8 / 2)

This option requires a password and the following will be displayed:



The password to be used for this option is APACFILE and this password can not be changed by the USER.

After the password has been keyed in correctly the following menu is displayed:

REBUILD FILES
1 Creditors
2 Debtors
3 General Ledger
4 Job Costing
5 Stock
6 Sundry
0 Exit

Select option **1 CREDITORS**. (OPTION 8 / 2 / 1)

The following menu is displayed.

CREDITOR FILES
1 Account File
2 Purchase Orders
3 PD Cheques
0 Exit

Select the option required.

Select option **0 EXIT**. (OPTION 8 / 2 / 1 / 0)

The system exits this menu window and returns to **REBUILD FILES** menu window.

Select option **2 DEBTORS**. (OPTION 8 / 2 / 2)

The following menu is displayed.

DEBTOR FILES
1 Account File
2 Invoice File
3 Memo/Remarks
2 Sales Orders
3 Transactions
0 Exit

Select the option required.

Select option **0 EXIT**. (OPTION 8 / 2 / 2 / 0)

The system exits this menu window and returns to **REBUILD FILES** menu window.

Select option **3 GENERAL LEDGER**. (OPTION 8 / 2 / 3)

The following menu is displayed.

GENERAL LEDGER
1 Batch File
2 Integration
3 Transactions
0 Exit

Select the option required.

Select option **0 EXIT**. (OPTION 8 / 2 / 3 / 0)

The system exits this menu window and returns to **REBUILD FILES** menu window.

Select option **4 JOB COSTING**. (OPTION 8 / 2 / 4)

The following menu is displayed.

JOB COSTING
1 Job File
2 Job Types
3 Requisitions

0 Exit

Select the option required.

Select option **0 EXIT**. (OPTION 8 / 2 / 4 / 0)

The system exits this menu window and returns to **REBUILD FILES** menu window.

Select option **5 STOCK**. (OPTION 8 / 2 / 5)

The following menu is displayed.

STOCK FILES
1 Memo/Remarks
2 Production
3 Stock File
0 Exit

Select the option required.

Select option **0 EXIT**. (OPTION 8 / 2 / 5 / 0)

The system exits this menu window and returns to **REBUILD FILES** menu window.

Select option **6 SUNDAY**. (OPTION 8 / 2 / 6)

The following menu is displayed.

SUNDAY FILES
1 Cheques
2 Guarantees
3 Tax (VAT)
0 Exit

Select the option required.

Select option **0 EXIT**. (OPTION 8 / 2 / 6 / 0)

The system exits this menu window and returns to **REBUILD FILES** menu window.

Select option **0 EXIT**. (OPTION 8 / 2 / 0)

The system exits this menu window and returns to **UTILITY CONTROL** menu window.

TO ADD ANOTHER SET OF BOOKS

Select option **A ADD BUS/COMPANY**. (OPTION A)

This option allows the USER to add a new business or Company code to the Multi-company file and create a system file for the new code. The new system must be initialised as described Section 4/Special routines/option 2 Initialise files.

TO PROCESS USER CONTROL (SECURITY STRUCTURES)
Select option **L LOGIN/LOGOUT.** (OPTION L)

The following options are available.



Select the option required.

Select option **0 EXIT.** (OPTION L / 0)

The system exits this menu window and returns to **PROGRAM CONTROL** menu window.

The remaining options on this menu are not available to the USER and are used by the staff of JWL Software cc or any supplier that has been authorised to do so by JWL Software. These options are only used when the files on the system have been corrupted and there is no other possible way to rectify the problem.

*Other sections of this manual are on disk and have been compiled using **WRITE** in windows and can be viewed or printed using **WRITE** or any other package that is compatible. These files are found in the sub-directory **MANUAL** in the **APAC** directory.*

APPENDIX A - CREATING MASTER FILE RECORDS

CREATE A STOCK RECORD.

(OPTION 1 / 1 / 1 / 1)

If the create stock record option is selected the following screen layout will be displayed on the screen. The cursor will appear in the first position of the item code field.



This screen is used to data capture details of all stock items and other charges, such as labour, into the stock data base.

If the stock lookup function is used, the Description, bin location, XRef code, Alternate code, sales ledger, Type indictor, tax rate and lead time of the code selected will be used as defaults for the item that is being data captured.

ITEM CODE:

The item code consists of 14 (fourteen) alphabetic, numeric or a combination of alphabetic and numeric characters. The system allows for bar codes to be used and a bar code scanner (reader) may be used to data capture the item code. Pressing the **ESC** key or pressing the **ENTER** key without having keyed any data into this field will result in the system returning to the **STOCK RECORD MAINTENANCE** menu.

While the cursor is in the item code field, the system will allow the use of the **FUNCTION** keys to do a lookup as follows:

F2 - Lookup using the item code or any leading character/s of the item code to display existing stock records in item code sequence, starting from the first item with the same leading character/s as keyed in.

F3 - Lookup using the alternate code or any leading character/s of the alternate code to display existing stock records in alternate code sequence, starting from the first item with an alternate code with the same leading character/s as keyed in.

F4 - Lookup using the description or any leading character/s of the description to display existing stock records in description sequence, starting from the first item with a description with description that has the same leading characters as keyed in.

F5 - Lookup using the cross reference code or any leading character/s of the cross reference code to display stock records in cross reference code sequence, starting from the first item with a cross reference code that has the same leading characters as keyed in.

BIN LOCATION:

The system uses a default bin location of **001** as numerous businesses do not use bin locations for their stock. If the business for which this system has been installed, uses bin locations, then the bin location for the item that is being data captured, must be keyed in to this field. The system allows for both alphabetic and numeric characters to be used for the bin location.

XREF/EQUIVALENT:

This field is used to data capture the cross reference or equivalent code for this item, if an equivalent code exists. The user may use this field to data capture another code to allow for another method of lookup if required. This field allows for 14 characters and can be alphabetic and/or numeric characters.

DESCRIPTION:

The system allows for a 30 character description of the item. Be sure to use a meaningful description if abbreviations are necessary.

SALES LEDGER:

This field allows for the Sales Ledger (department) number into which this item must be sorted. The sales ledger number must be in the range **001 to 297** (see PARAMETERS) This field must be keyed in for all items in the stock file.

ALTERNATE CODE:

This field allows for up to 10 alphabetic and/or numeric characters. This field may be used as an alternate method for stock lookups.

TYPE INDICATOR:

The system allows for 4 types of Stock record.

"**0**" indicates to the system that the item is to be controlled. The Stock level is checked for reorder. (This is the default value for the type indicator)

"**1**" indicates to the system that the item is a Price record only. There is no check on stock levels and quantities are not maintained by sales or purchases. This type of record is normally used for service or rent charges or for items where stock control is not required. The cost price is required for updating of Cost-of-Sales.

"**2**" indicates to the system that the item code is used for labour. There is no check on stock levels and quantities are not maintained by sales or purchases. The cost price is not required as the cost of labour is obtained from wages and salaries.

"**3**" indicates to the system that the item is a "freeform" item. When this item code is used on either an invoice or credit note the description, cost price and selling price must be keyed in.

This type of record is normally used for items not carried in stock, i.e. items bought for a customer from another business (BUY-OUTS), but which have to reflect details of purchase on the customer's invoice.

VAT INDICATOR:

This field indicates to the system that the item is either subject to VAT or is a NON TAX item. '**0**' specifies NON TAX and '**1**' specifies VAT TO BE LEVIED on items at the rate currently applicable. **1** is the default value for this field. (VAT TO BE LEVIED).

RETAIL MARK-UP:

This field allows for the percentage mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

CASH MARK-UP:

This field allows for the percentage cash mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

WHOLESALE MARK-UP:

This field allows for the percentage wholesale mark-up on an item to be keyed in. The field may be left as zero if:

- a) The mark-up of the SALES LEDGER record is to be applied.
- b) The mark-up is to be calculated from the Cost and Selling prices that are entered.

QUANTITY:

The physical quantity at the time of TAKE-ON is keyed in. This field is only required for type **0** (Stock controlled) items. The system allows for 4 (four) decimals on the quantity field.

RE-ORDER LEVEL:

The level at which the System must produce a re-order report for this item. E.G.: 2 in this field would mean that the system checks the QUANTITY field and when it has 2 or less left, the re-order report is produced. This field is only required for type **0** items.

LEAD TIME:

This field allows for the lead time required for delivery after an order is placed. Key in the lead time as per the table below. This field is used to calculate reorder level. This field is keyed in as months and decimals of a month.

1 day	= 0.03	2 days	= 0.07	3 days	= 0.10
4 days	= 0.13	5 days	= 0.17	6 days	= 0.20
7 days	= 0.23	8 days	= 0.27	9 days	= 0.30
10 days	= 0.33	11 days	= 0.37	12 days	= 0.40
13 days	= 0.43	14 days	= 0.47	15 days	= 0.50
16 days	= 0.53	17 days	= 0.57	18 days	= 0.60
19 days	= 0.63	20 days	= 0.67	21 days	= 0.70
22 days	= 0.73	23 days	= 0.77	24 days	= 0.80
25 days	= 0.83	26 days	= 0.87	27 days	= 0.90
28 days	= 0.93	29 days	= 0.97	30 days	= 1.00
1 week	= 0.25	2 weeks	= 0.50	3 weeks	= 0.75
4 weeks	= 1.00	1 month	= 1.00		

COST PRICE:

Cost price of the item is data captured into this field and the system allows for 3 (three) decimals on the cost price. If the MARK-UP and SELLING PRICE fields are data captured for this item, this field may be left as zero and the system will calculate the cost price. The cost price will be updated with all future purchases.

GUARANTEE PERIOD:

If an item carries a guarantee, then the period of the guarantee (months) must be data captured into this field. If the field is zero then the system assumes that no guarantee is applicable.

RETAIL PRICE:

This field allows for the retail price of the item to be data captured. If the MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and the system will then calculate the retail price. The retail price will be updated with all future purchases.

CASH PRICE:

This field is used to data capture the cash price of the item. If the CASH MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and then the system will calculate the cash price. The cash price will be updated with all future purchases.

WHOLESALE PRICE:

This field allows for the wholesale price of the item to be data captured. If the WHOLESALE MARK-UP and COST PRICE are data captured for this item, this field may be left as zero and then the system will calculate the wholesale price. The Wholesale price will be updated with all future purchases.

TAX INC. PRICE:

The VAT inclusive retail, cash and wholesale prices are calculated by the system and displayed when all other details have been accepted by the system.

QUANT ORDERED:

This field is used to data capture the quantity on order at the time of take-on. All future orders and purchases will update the order quantity. If there are outstanding orders at the time of take-on and full details of these orders are required, then this field should be left as zero and the orders data captured via the purchase orders module in the creditor system.

DATE ORDERED:

This field is used to data capture the date of the last order that was placed, if it is still outstanding at the time of data capture (DD/MM/YY). If full details of the outstanding orders are required, then this field should be left as zero and the orders data captured via the purchase orders module in the creditor system.

DATE RECEIVED:

This field is used to key in the date that the last shipment of goods arrived (DD/MM/YY). This field will be updated with all future purchases.

AVERAGE COST:

This field is used to key in the average cost price of the stock on hand. If this field is not data captured, then the system will insert the cost price as the AVERAGE COST. The AVERAGE COST will be updated with all future purchases and is used by the system to value the stock on hand.

The tab key should be used to move the cursor from one field to the next while the shift and tab key should be used to move the cursor to the previous field. The **ENTER** key is used to terminate the data entry for this screen.

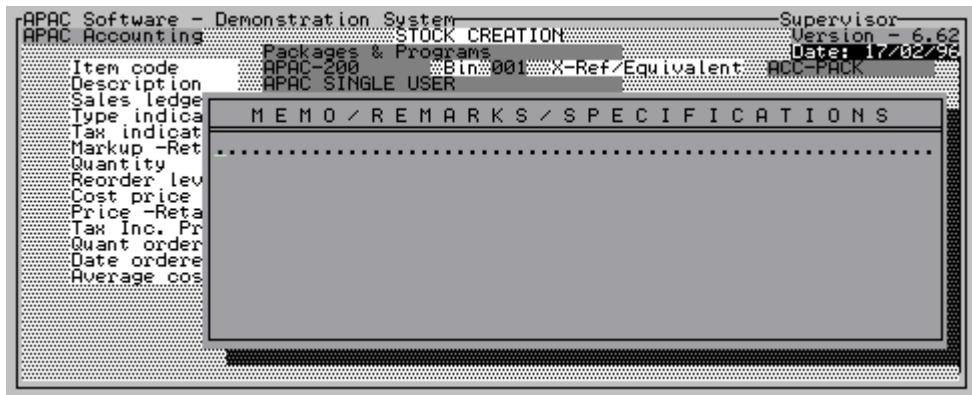
On completion of the Stock Input screen, the program allows the USER to make any corrections before continuing.

Pressing the **N'** key will allow the USER to make changes to the data. If the **ENTER** key is pressed the system will continue with the following screen.

Memo/Remarks/Specifications required (Y/N) >_<

The system enquires if additional details are to be data captured for this item. Pressing the **N'** key for no additional specifications will instruct the system continue with the Production query screen.

If the **'Y'** key is pressed the system will proceed to the following screen.



The system displays the **MEMO/REMARKS/SPECIFICATIONS** window over the creation screen and will allow the USER to enter the additional specifications. The system creates a record for each line of information that is entered. Each line of additional specifications or remarks allows for 60 characters and the system allows for up to 12 (twelve) lines per item.

Use the tab key to move the cursor from one field to the next and the shift and tab key to move to the previous field. The **ENTER** key is used to terminate the data entry of the additional specifications.

ENTER if correct - N if incorrect _

On completion of the data capturing of the additional specifications, the system allows the USER to make any corrections before continuing.

The USER is requested to confirm that the details that have been entered are correct. If any details are to be corrected, the **N'** key must be pressed and the system will then allow for corrections to be made to the data. If the data is correct, the USER must press the **ENTER** key.

When the USER confirms that the details are correct, the system proceeds to the following screen. (**Production query**).

Is this Item produced or assembled from other Items Y/N _

After creating the stock record the system enquires as to whether the item is produced or assembled from other items or raw materials.

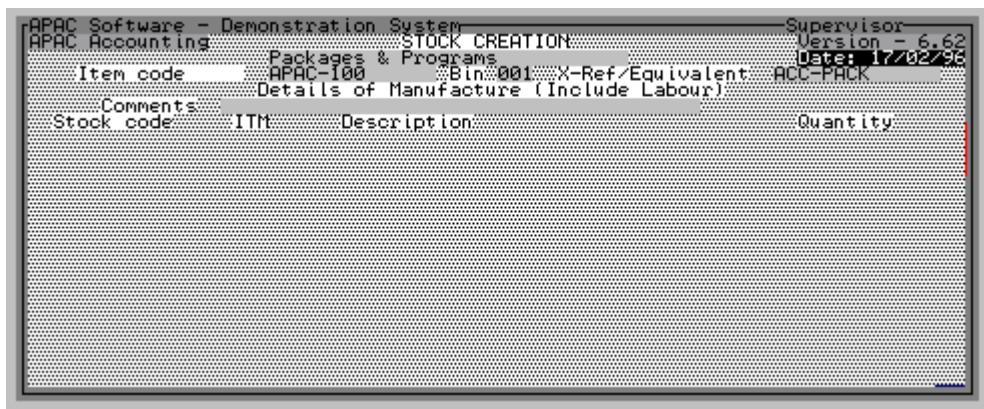
NOTE: Enquire as to the law on Ad-Valorem for assembled and manufactured items.

If Ad-Valorem applies to this assembly/manufacture, be sure to only enter the details that will be subjected to Ad-Valorem on this item.

If production processing (bill of materials) is required and this article is assembled or produced by the USER from other items or raw materials, then the operator should answer with a 'Y' to enable these additional details to be entered.

As the system will check the codes that will be entered on the next screen, it is advisable that all other items and raw materials are first data captured, before the produced items are data captured.

If the operator responds with a 'Y' the following screen is displayed:



The item code, bin, equivalent and description fields are carried forward from the first screen and are not input fields on the second screen.

The item codes and quantities of all the raw materials or other items, including labour, that are required to assemble or manufacture this item or package must be keyed in on this screen.

If the screen fills up with details, it will be cleared and the USER is able to key in any additional items on the next screen.

The current system allows for up to 30 item codes to be keyed in for an assembled or manufactured product. This number will be increased in a later release of the system.

Keying in a space as an item code will result in the system requesting for confirmation that all the items required for the assembly/manufacture of the item have been keyed in.

Input details complete

ENTER if correct - N if incorrect _

The system will allow the USER to make any corrections before continuing.

If any additional items need to be added to the list that has been data captured, the USER must press the 'N' key and the system will allow the USER to continue adding items to the list. If the data is correct, the USER must press the **ENTER** key.

When the USER confirms that the details are correct, the system will update the data base and allow the USER to data capture the next item.

CREATE A CREDITOR ACCOUNT.

(OPTION 2 / 1 / 1)

If the create creditor account option is selected the following screen layout will be displayed on the screen. The cursor will appear in the first position of the account number field.



ACCOUNT NUMBER:

Key in the account number that has been assigned to this creditor. Valid account numbers may consist of any combination of 5 alphabetic and/or numeric characters such as "COM01" or "DT001". A standard should be adopted for ease of use. The two examples show three or two leading alphabetic characters followed by either two or three numeric digits. The examples in this manual use three alpha characters and two numeric digits.

Pressing the **ENTER** key or keying in spaces as the account number, will instruct the system to return to the **CREDITOR MAINTENANCE** menu.

When the number has been keyed in the system will check that it is not an existing number. If the number has been used, the relevant error message will be displayed on the screen and the USER will then be allowed to enter a new number, or exit from this routine.

CREDITOR NAME:

This field allows up to 40 characters for CREDITOR'S name. Alpha, numeric and special characters may be used.

ADDRESS:

The system allows for 4 lines of address. Each line allows for up to 30 characters, however the total number of characters for the address must not exceed 57. Alphabetic, numeric and special characters may be used.

POSTAL CODE:

The system requires that the postal code for the area be data captured in this field.

CONTACT:

The name of the contact person at the Creditor is data captured into this field. The system allows for 30 characters for the contact name.

TELEPHONE:

The system allows 14 (fourteen) characters for the creditors telephone number which is data captured in this field.

FAX:

The creditors fax number is data captured in this field which allows up to 14 (fourteen) characters to be keyed in.

TERMS:

The system allows for terms (30 to 180 days or any combination of these) on a CREDITOR account. A 1 (one) in any of the terms fields indicates the terms of payment; fields not applicable should have a 0 (zero) keyed in.

When CREDITOR invoices are processed the repayments are calculated and aged in accordance with the terms indicated. If the terms indicate 30, 60 and 90, the value of the invoice will be divided into 3 amounts payable over the following 3 months. Rounding of these amounts is done on the last amount. If the terms indicate 60 days, the invoice value will be payable after 2 months.

VAT CODE:

An "I" in this field indicates that the prices on this creditors invoice will include VAT.

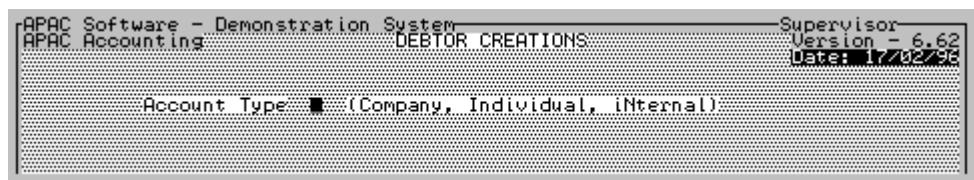
An 'E' in this field indicates that the prices on the creditors invoice will exclude VAT.

An 'N' in this field indicates that there is no VAT charged by this creditor.

CREATE A DEBTOR ACCOUNT.

(OPTION 3 / 1 / 1)

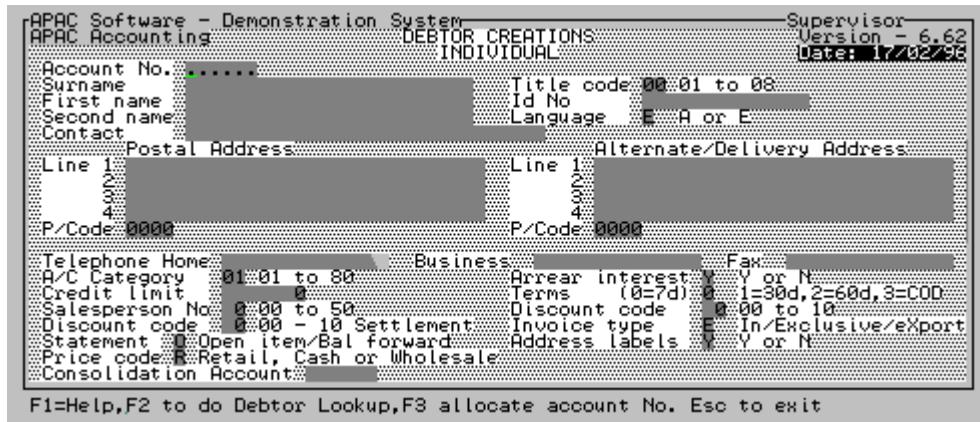
This option is used to create a new Debtor account. The following screen is displayed:



This option is used to specify the account type to be created. To return to the DEBTOR MAINTENANCE menu press the **ENTER** or **ESC** keys instead of an **N**, **C** or **I**.

INDIVIDUAL (Account type I)

This option displays the following input screen:



ACCOUNT NUMBER:

Key in the account number that has been assigned to this debtor. Valid account numbers may consist of any combination of 6 alphabetic and/or numeric characters such as "COM001" or "DT0001". A standard should be adopted for ease of use. The two examples show three or two leading alphabetic characters followed by either three or four numeric digits. The examples in this manual use three alpha characters and three numeric digits.

Pressing the **ENTER** or **ESC** keys or keying in spaces as the account number, will instruct the system to return to the **DEBTOR MAINTENANCE** menu.

When the number has been keyed in the system will check that it is not an existing number. If the number has been used, the relevant error message will be displayed on the screen and the USER will then be allowed to enter a new number, or exit from this routine.

SURNAME:

This field allows for up to 24 (twenty four) characters of an individuals surname to be data captured.

FIRST NAME:

This field allows for up to 24 (twenty four) characters and may be the first name or the first initial of an individual.

SECOND NAME:

This field allows for up to 24 (twenty four) characters and may be the second name or the second initial of an individual.

TITLE CODE:

This field allows for a 2 digit numeric title code.

CODE	ENG TITLE	AFR TITLE
01	Mr	Mnr
02	Mrs	Mev
03	Miss	Mej
04	Ms	Ms

05	Dr	Dr
06	Rev	Ds
07	Prof	Prof
08	The Hon	Sy Edel

ID NO:

This field allows for a 14 character client Identity document number to be keyed in. Valid Identity numbers may consist of any combination of 14 alphabetic and/or numeric characters. This field is optional and may be used for other information.

LANGUAGE:

If an **A** is keyed in all STATEMENTS to this DEBTOR will be AFRIKAANS. If an **E** is keyed in all STATEMENTS to this DEBTOR will be ENGLISH.

POSTAL ADDRESS:

This address MUST be keyed in or the System will not create the DEBTOR account. The System allows for 4 lines of address, 30 characters long, however the total number of address characters may not exceed 67. The Postal code **MUST** be keyed in. When the Postal code is not known or where the Client is not resident in South Africa, **9999** MUST be keyed in. The system **will not** accept 0000 as a postal code.

ALTERNATE/DELIVERY ADDRESS:

This address is optional, but if keyed in is subject to the rules applying to the Postal address.

HOME TELEPHONE:

This field allows for a telephone number of up to 14 (fourteen) alphabetic/numeric characters to be keyed in.

BUSINESS TELEPHONE:

This field allows for a second telephone number of up to 14 (fourteen) alphabetic/numeric characters to be keyed in.

ACCOUNT CATEGORY:

This field MUST be keyed in and is a two digit numeric code in the range 01 to 79, identifying the debtor category to which this account belongs.

See parameters for a more detailed explanation of account categories (OPTION 8 / 1 / 1 / 2).

ARREAR INTEREST:

This field is used to specify, whether a DEBTOR account is to be charged interest on overdue amounts. A **Y** is used to indicate to the system, that arrear interest will be levied while an **N** is used to exclude the account from arrear interest charges.

CREDIT LIMIT:

This field allows the USER to specify the CREDIT LIMIT for each account. (If this field has all zeros in, the account is assumed to have no credit limit.) The field is checked by the system during

posting of INVOICES and if the specified limit is exceeded the USER has the option to over-ride it. All DEBTOR accounts with balances that exceed the specified CREDIT LIMIT will be highlighted on the TRIAL BALANCE report.

TERMS:

This option allows the USER to specify the terms of payment of the account.

0 indicates that the Debtors payment is to be made **7** days after Invoice date.

1 indicates payment **30** days after Invoice date.

2 indicates payment **60** days after Invoice date.

3 indicates that the payment on this account is **COD**.

SALESPERSON NO:

This field allows for a two digit salesperson number to be data captured and has been included, so that an account can be assigned to a specific salesperson. The system allows for 50 (fifty) sales staff.

For a detailed description of sales staff records, see parameters (OPTION 8 / 1 / 1 / 4).

DISCOUNT CODE:

This field allows for the discount code (**00** to **10**) to be data captured. This discount code is used to apply a discount at the time of invoice and is not a settlement discount. Discount structures are set up for each sales ledger (sales category). When invoicing the system will apply the discount percentage referenced by the code in each sales ledger to any item linked to the sales ledger. Code zero is used to indicate that the account does not qualify for discount.

See parameters (OPTION 8 / 1 / 1 / 3).

DISCOUNT CODE (SETTLEMENT):

This field allows for a discount code (**00** to **10**) to be data captured. This discount code is used to specify the settlement discount that the account qualifies for. The discount percentage will be printed on the invoice in accordance with the value added tax laws. Code zero is used to indicate that the account does not qualify for settlement discount.

See parameters (OPTION 8 / 1 / 4 / 4).

INVOICE TYPE:

The invoice type specifies whether the customer requires the invoice to reflect the inclusive or exclusive prices or whether the invoice is an export invoice for customers not residing within the countries borders. The valid codes are **Inclusive**, **Exclusive** or **eXport**.

STATEMENT:

This field is used to specify, whether the account will print open item or balance forward statements. The valid codes are **Open item** and **Bal forward**.

ADDRESS LABELS:

This field is used to specify whether this account must have address labels printed or be excluded when address labels are requested. The valid options are **Yes** or **No**.

PRICE CODE:

The price code field is used to specify which price must be used when invoicing this account. In addition to the discount structures, the system allows for three prices on each stock item. The valid price codes are **Retail**, **Cash** or **Wholesale**.

COMPANY (Account type **C**):

This option displays the following input screen:

APAC Software - Demonstration System
APAC Accounting DEBTOR CREATIONS COMPANY
Supervisor Version - 6.62 Date: 17/02/98
Account No.
Name Language E: A or E
Reg/Id No.
Contact
Postal Address Line 1 Alternate/Delivery Address Line 1
2 2
3 3
4 4
P/Code 0000
Telephone numbers Fax
A/C Category 01-01 to 80 Arrear interest Y or N
Credit limit 0 Terms (0=7d) 0 1=30d, 2=60d, 3=CON
Salesperson No. 0-99 to 50 Discount code 0-00 to 10
Discount code 0-00 - 10 Settlement Invoice type P: In/Exclusive/eXport
Statement 0 Open item/Bal forward Address labels Y or N
Price code Retail, Cash or Wholesale
Consolidation Account:
F1=Help,F2 to do Debtor Lookup,F3 allocate account No. Esc to exit

NAME:

This field allows for a company name from 1 to 40 characters to be data captured and may not be left blank.

REGISTRATION NUMBER:

This field allows for the registration number of the company / business or for an identification number for a partnership or unregistered business to be data captured.

ALL OTHER input fields are data captured in the same manner and with the same rules as for the INDIVIDUAL input screen fields.